An Introduction to Microsoft Teams
What is Microsoft Teams?

Online software that can be accessed anywhere on any device

Teams = Classes

A way for pupils to communicate with teachers

Share files and work
How to access Microsoft Teams

Go to the Office 365 Website

Pupils can then log in with their student Microsoft account (school username and password) and then select Teams

The app can be downloaded on many devices
What will pupils see?

- A grid of their different Teams
- A different Team for each of their classes
- They will need to click on the icon to open their team (class)
Inside the Team

- Each Team contains different areas called Channels
- In each Channel there are different sections or ‘Tabs’
- ‘Posts’ is like a big conversation where pupils can ask questions for help
- ‘Files’ is where the teacher will upload resources
- Assignments is where Tasks will be set
Writing a post

- If a pupil wants help, they can ask their teacher a question.
- They can do this in ‘General’ or in a ‘Help’ Channel.
- If they @ their teacher they will get a notification.

If the name is in blue, that person has been mentioned. @TeachersName will work!
Files

Inside the ‘Files’ Tab the teacher will upload documents for pupils to use.

See the example on the right.

Pupils can even download it!

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>JanFebMocksRevision</td>
<td>January 27</td>
</tr>
<tr>
<td>KS5 Physics Practical</td>
<td>November 19, 2019</td>
</tr>
<tr>
<td>Unit 10 Medical Physics</td>
<td>March 4</td>
</tr>
<tr>
<td>Unit 2 Particles and radiation</td>
<td>March 4</td>
</tr>
<tr>
<td>Unit 3 Waves</td>
<td>March 4</td>
</tr>
<tr>
<td>Unit 4 Mechanics and Materials</td>
<td>October 4, 2019</td>
</tr>
<tr>
<td>Unit 5 Electricity</td>
<td>March 4</td>
</tr>
<tr>
<td>A Level Physics Specification.PDF</td>
<td>January 9</td>
</tr>
<tr>
<td>EEHS Live Lessons Acceptable Use Agreement</td>
<td>May 21</td>
</tr>
<tr>
<td>Y12 Feb mock fb.xlsx</td>
<td>February 14</td>
</tr>
</tbody>
</table>
Assignments

When a pupil opens the ‘Assignments’ Tab they will see a list of set tasks.

They can click on an assignment to see the instructions and attached documents.
Assignments

Adding work to assignments

- Pupils click on + Add Work
- Choose the file to upload to the assignment
- Often files will be uploaded which you can just click on and edit in Teams and then choose Edit Document
- The work will save itself!
Assignments

Submitting work

Pupils need to make sure to click Turn In when they have uploaded all of their work!

The page will clear when everything is complete
Notifications

Using Teams, pupils will get notifications for various reasons.

When a new assignment is posted, there will be an @ next to Teams.

If their Teacher makes an announcement, they will also get a notification.

When work is returned there will be a dot by Assignments.

General Activity – a post has been made or you have been mentioned.

You have a chat message.

You have been mentioned in a Team post.

Work has been returned.
Live Lessons

If there is a Live Lesson there will be a post in the Team.

For a pupil to join they will need to click the purple banner at the start time.

They will then need to join and make sure you have the correct settings!

If they want to ask a question they can use ‘raise your hand’.

They can also type questions in the chat.

Make sure your Camera & Microphone are off!

Then click ‘Join Now’.

You can also type questions in the chat!
If you would like any further information on Microsoft Teams, please contact amckenzie@clcc.college