



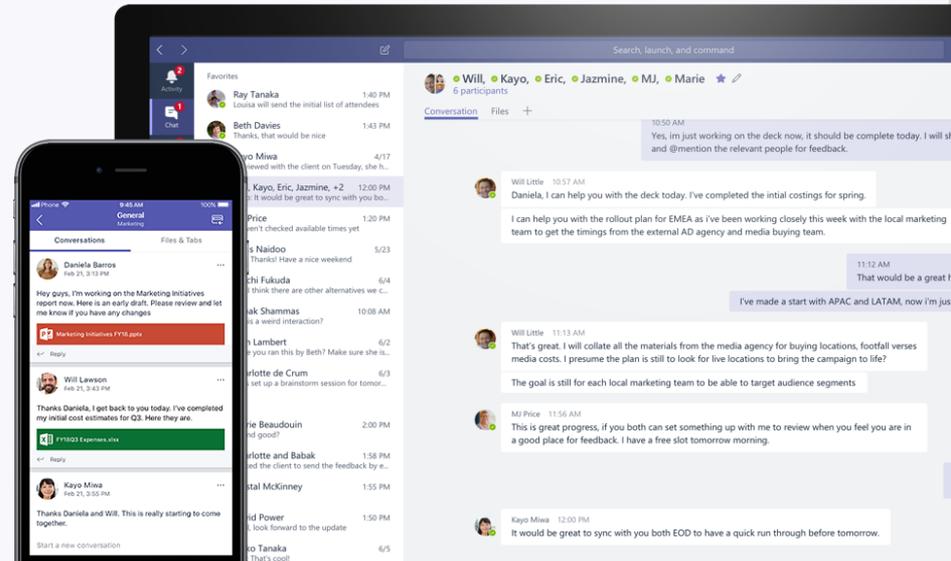
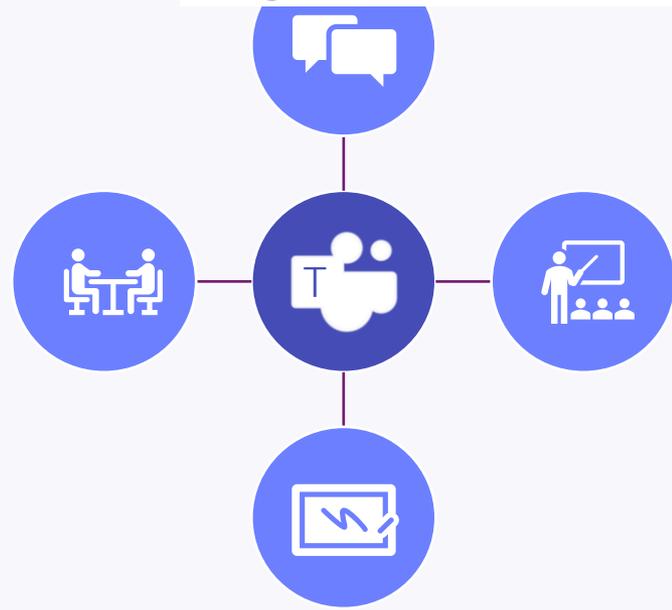
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# An Introduction to Microsoft Teams



# What is Microsoft Teams?

- Online software that can be accessed anywhere on any device
- Teams = Classes
- How your teacher will set your work when self-isolating
- Share files and work

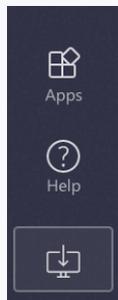
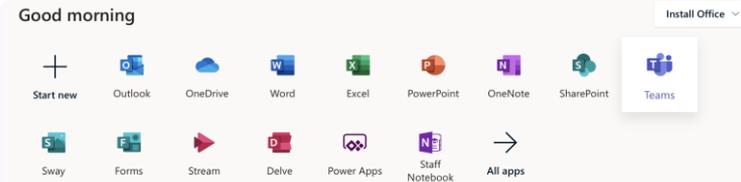
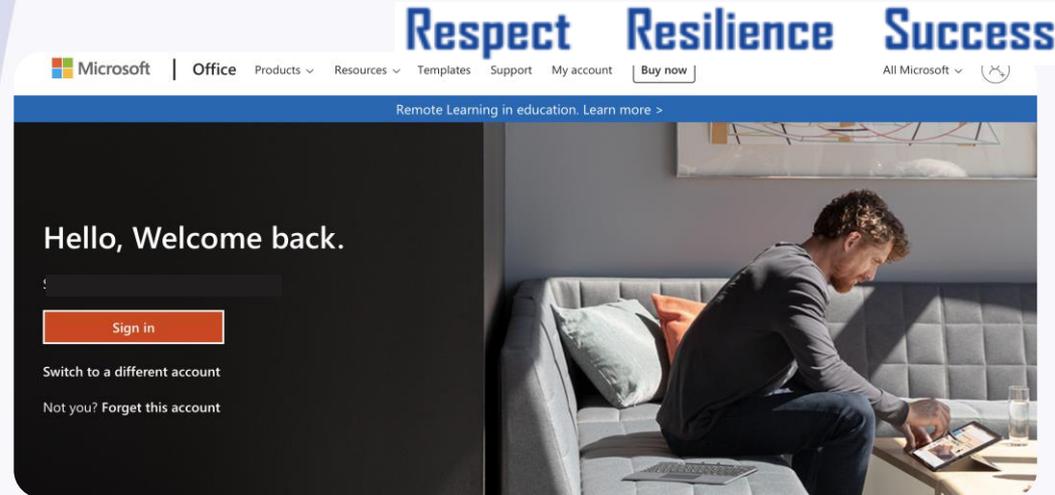


# How to access Microsoft Teams

1 Go to the Office 365 Website

2 You can then log in with your student(school username and password) Microsoft Account and then select Teams

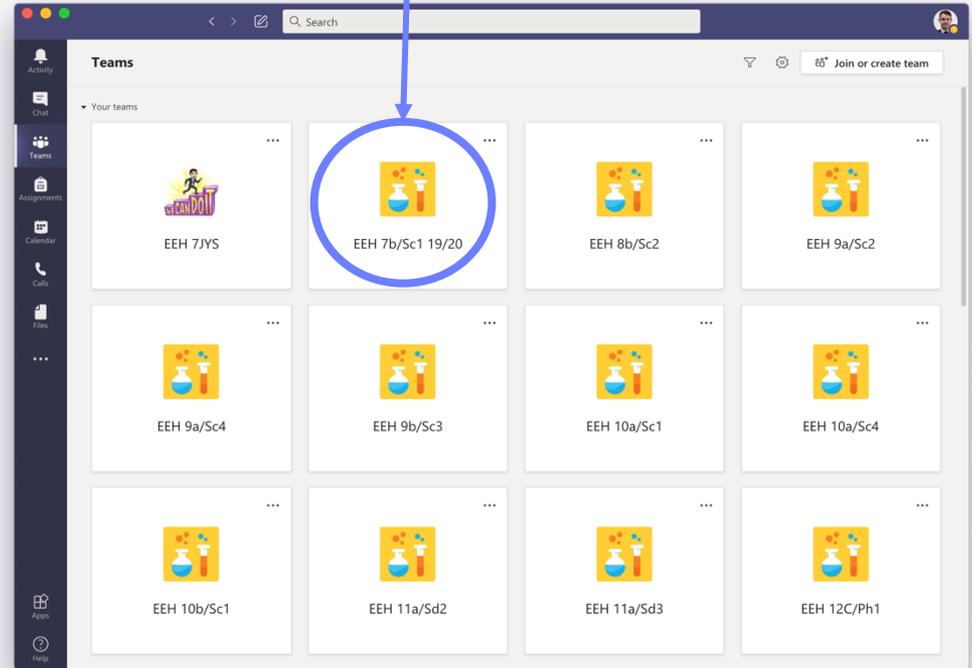
3 You can download the app on your devices



# What you will see

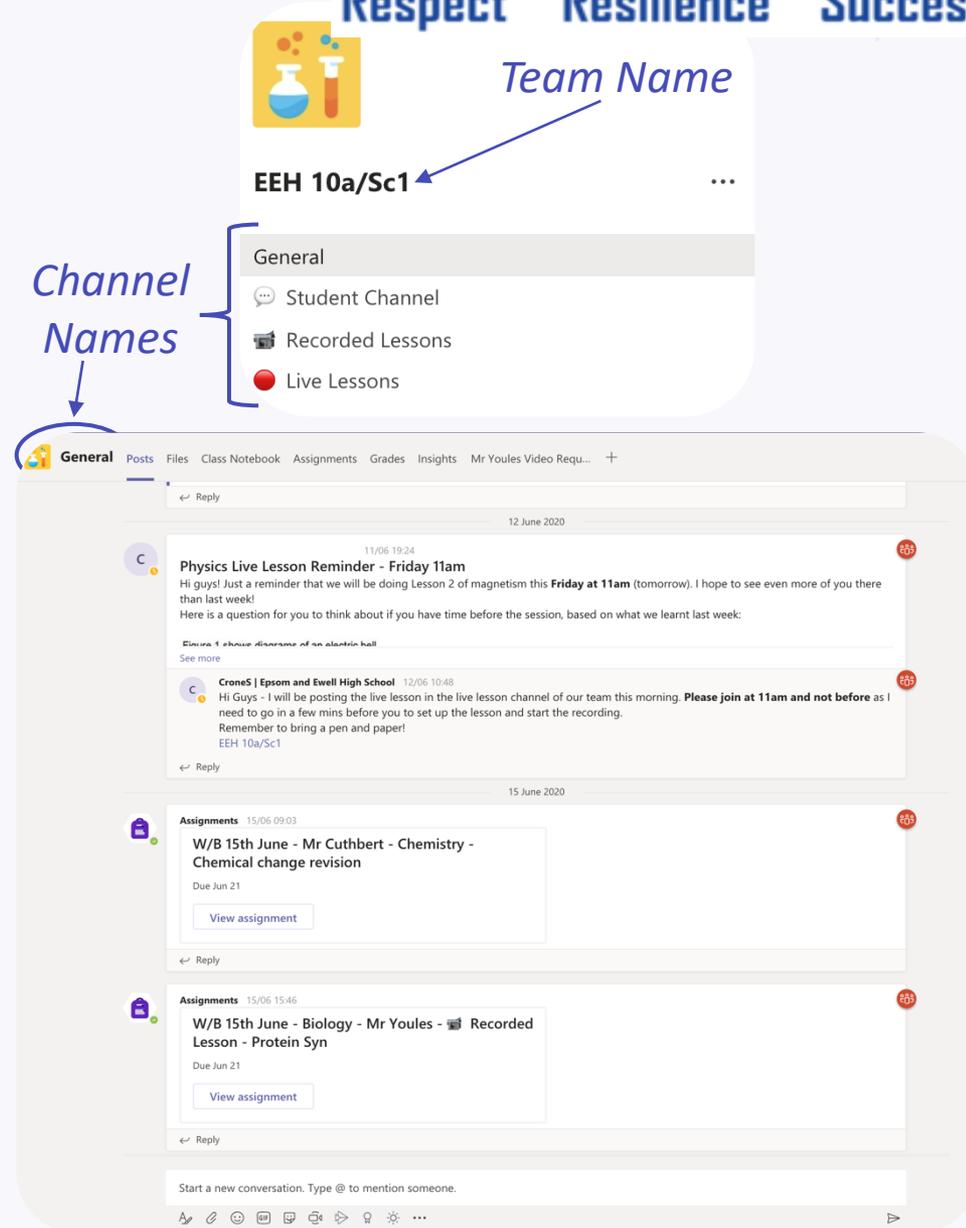
- A grid of your different Teams
- You will have a different Team for each of your classes, you may even have classes for clubs!
- To open the Team just click on the icon

Team Icon  
7b/Sc1



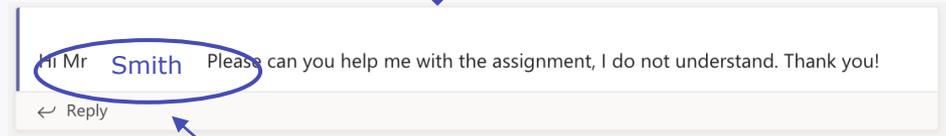
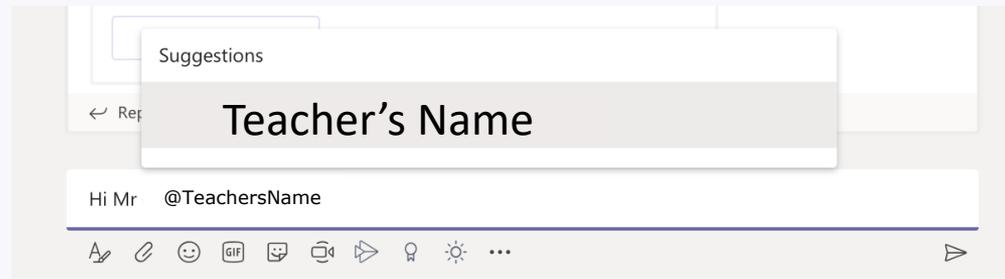
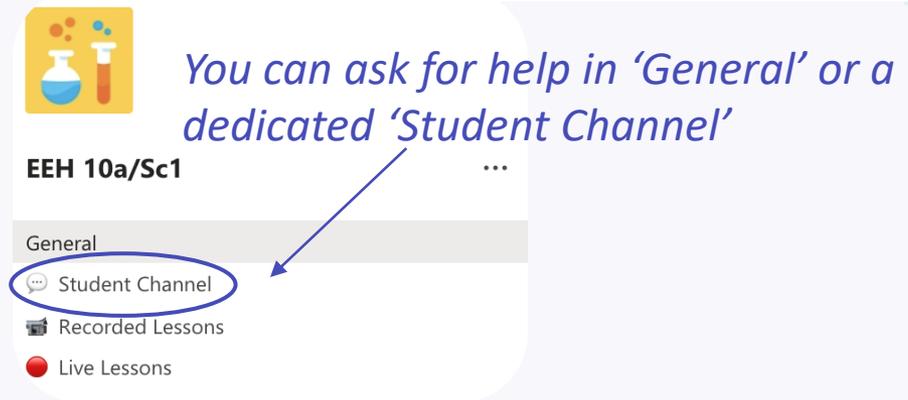
# Inside the Team

- Each Team contains different areas called Channels
- In each Channel there are different sections or 'Tabs'
- 'Posts' is like a big conversation where you can ask your teacher questions
- 'Files' is where your teacher will upload lesson materials
- Assignments is where tasks and quizzes will be set



# Writing a post

- If you want help you can ask a question to your teacher on Teams
- You can do this in 'General' or in a 'Help' Channel
- If you @ your 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 your teacher may upload documents for you to use
- See the example on the right
- When you find what you are looking for you can download it!

+ New ▾   ↑ Upload   ↻ Sync   🔗 Copy link   📄 Open in SharePoint

General > **Class Materials**

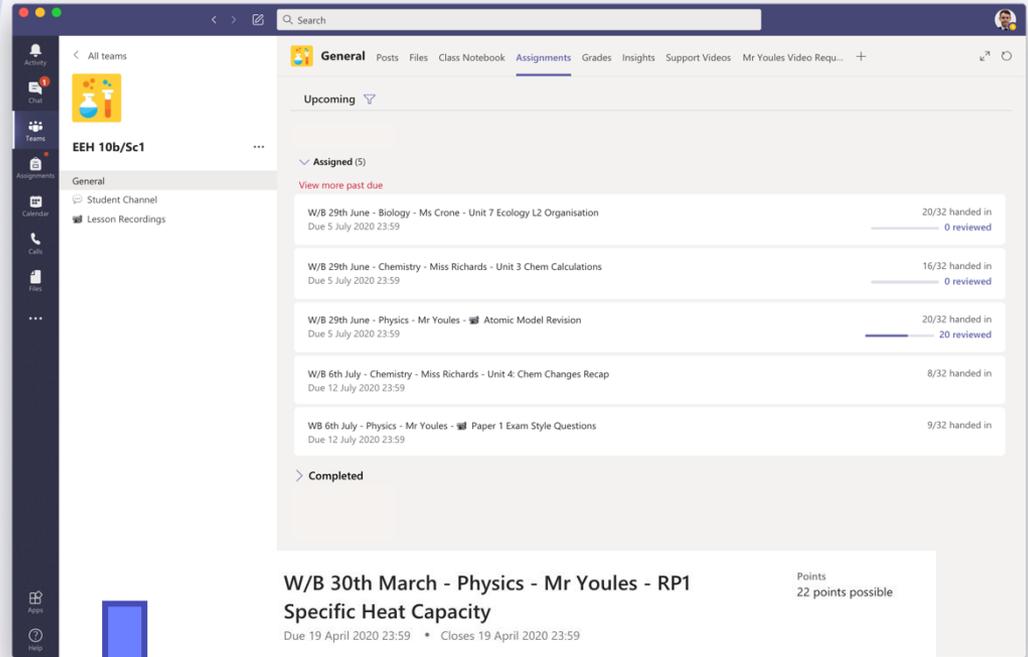
 Name ▾	Modified ▾
 JanFeb Mocks Revision	January 27
 KS5 Physics Practical	November 19, 2019
 Unit 10 Medical Physics	March 4
 Unit 2 Particles and radiation	March 4
 Unit 3 Waves	March 4
 Unit 4 Mechanics and Materials	October 4, 2019
 Unit 5 Electricity	March 4
 A Level Physics Specification.PDF	January 9
 EEHS Live Lessons Acceptable Use Agreem...	May 21
 Y12 Feb mock fb.xlsx	February 14



# Assignments

When you open the 'Assignments' Tab you will see a list of set tasks

Click on an assignment to see the instructions and attached documents.



**W/B 30th March - Physics - Mr Youles - RP1** Points  
22 points possible

Due 19 April 2020 23:59 • Closes 19 April 2020 23:59

**Instructions**  
**GCSE COMBINED SCIENCE: PHYSICS - REQUIRED PRACTICAL 1 - SPECIFIC HEAT CAPACITY.**  
 Please can you do the following: (You can complete these within the document RP1 - Specific Heat Capacity)

1. Research the required practical, producing a written method with a diagram. (Include all of the equipment you will need to use to take each measurement.)
2. Identify all of the variable - you will need to control more than one thing!
3. Create a risk assessment for the practical - Include Hazards, Risks and Precautions.
4. What table would you use to record your results?
5. What would the graph of results look like?

Once you have completed the above, can you please answer the attached exam question. Make sure to include working for any calculation questions.

**To submit your work:**  
 When you are finished the work on the word documents on the word document, click on the white "close" button on the top right. To upload your other work, click on "+Add Work", then click on "Upload" and select the file(s) you want to submit. If you have completed the work on a computer this will be straightforward; if you have completed it by hand please take a photo of your work, save it to your computer and upload that. When all your work is ready be sure to click the purple "Turn in" button on the top right.

**Reference materials**

- RP1 Specific Heat Capacity Video

**Student work**

- RP1 SHC Exam Q.docx
- RP1 - Specific Heat Capacity.docx

*Reference Materials*

*Documents to edit and complete*



# Assignments

## Adding work to assignments

1 Click on + Add Work

2 Choose the file to upload to the assignment

3 Often files will be uploaded which you can just click on and edit in Teams and then choose Edit Document

4 The work will save itself!



### To submit your work:

When you are finished the work on the word documents on the word document, click on the white "close" button on the top right. To upload your other work, click on "+ Add Work", then click on "Upload" and select the file(s) you want to submit. If you have completed the work on a computer this will be straightforward; if you have completed it by hand please take a photo of your work, save it to your computer and upload that. When all your work is ready be sure to click the purple "Turn in" button on the top right.

### Reference materials

RP1 Specific Heat Capacity Video

### Student work

RP1 SHC Exam Q.docx

RP1 - Specific Heat Capacity.docx



The screenshot shows a Microsoft Word document titled 'RP1 SHC Exam Q.docx'. The document contains a question Q1 about specific heat capacity. Part (a) asks for an experiment to measure the specific heat capacity of a metal. Part (b) provides a table of results for four metals: Aluminium, Brass, Copper, and Steel. Below the table, it asks to use the data to calculate the temperature change for copper.

Metal	Mass of material in kg	Time in minutes	Temperature in °C	Change in thermal energy in J	Calculated specific heat capacity of material in J/kg °C
Aluminium	1	10	2	4 780	2 390
Brass	1	10	4	4 660	1 165
Copper	1	10		4 600	657
Steel	1	10	5	4 690	938

Use data from the table above to calculate the temperature change for copper.  
Use the correct equation from the Physics Equation Sheet.



# Assignments

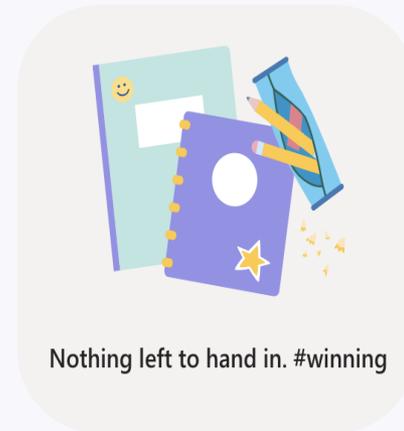
## Submitting work

- Make sure to click Turn In when you have uploaded all your work!
- The page will clear when everything is complete #winning



Hand in

Points  
No points

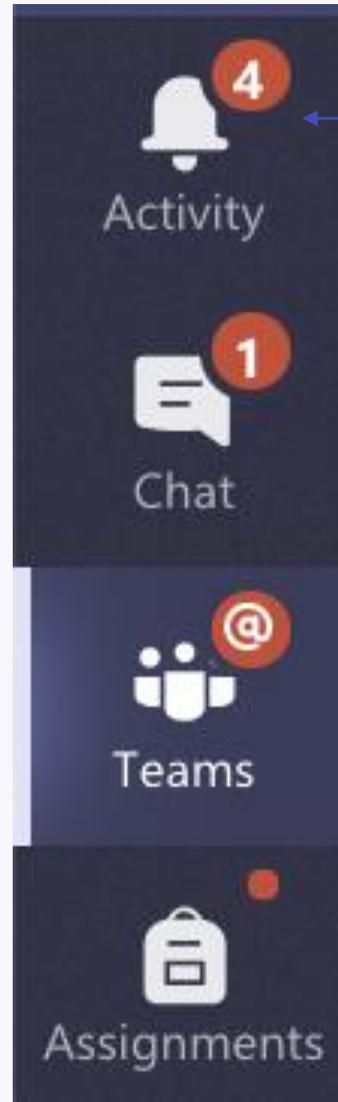


Nothing left to hand in. #winning



# Notifications

- Using Teams, you may get notifications for various reasons
- When a new assignment is posted, there will be an @ next to Teams
- If your Teacher makes an announcement you 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
- To join click the purple banner at the start time
- You will then need to join and make sure you have the correct settings (turn off camera and mic)
- If you want to ask a question you can use Raise your hand
- You can also type questions in the chat

**YoulesJa | Epsom and Ewell High School**  
 In this lesson we will be covering Topic 1 of Physics.  
 You can also ask questions about your assignments

Live Lesson - Science  
 Thursday, 9 July 2020 @ 10:00

← Reply

*Then click 'Join Now'*

*Make sure your Camera & Microphone are off!*

*Raise your hand*

*You can also type questions in the chat!*



A stylized graphic of a person's head and shoulders in shades of blue. A large, white, bold letter 'T' is positioned on the person's chest. The background is a gradient of blue, with a large white curved shape on the left side.

T

If you need  
any further  
support,  
contact

[amckenzie@clcc.college](mailto:amckenzie@clcc.college)

