



The Microsoft Teams logo is a large, dark blue square with a white 'T' inside, positioned on the left side of the slide. It is partially overlapping a light blue circular graphic that also contains a white 'T'.

An Introduction to Microsoft Teams



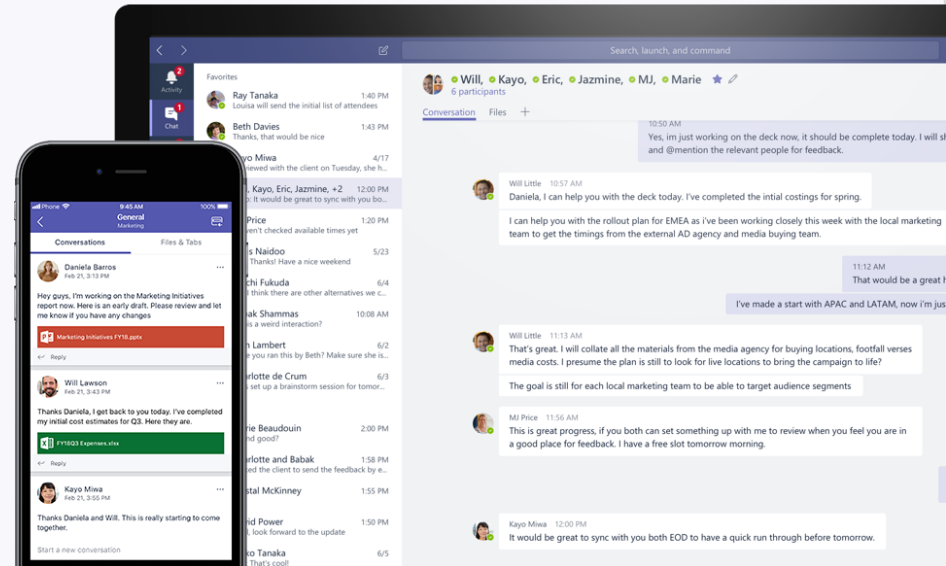
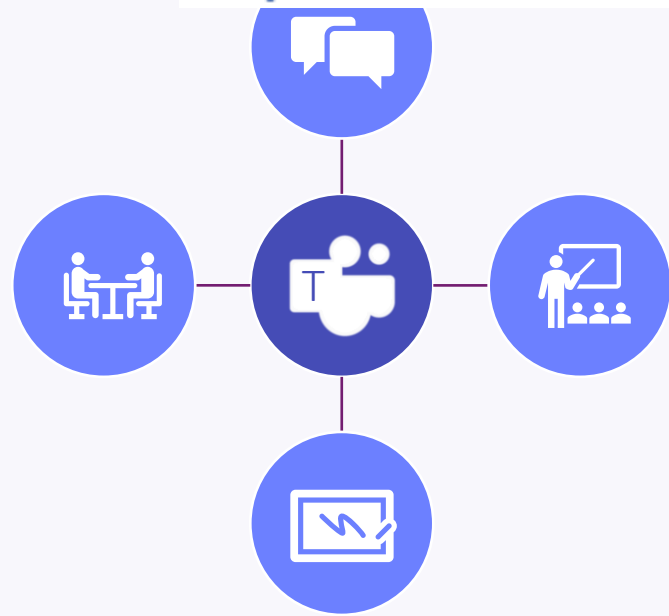
What is Microsoft Teams?

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

➤ Go to the Office 365 Website

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

➤ You can download the app on your devices

Microsoft | Office Products Resources Templates Support My account Buy now

Remote Learning in education. Learn more >

Hello, Welcome back.

Sign in

Switch to a different account

Not you? Forget this account

Microsoft Sign in

Email or phone

Can't access your account?

Sign in with Windows Hello or a security key

Next

Good morning

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams

Sway Forms Stream Delve Power Apps Staff Notebook All apps

Install Office

Apps

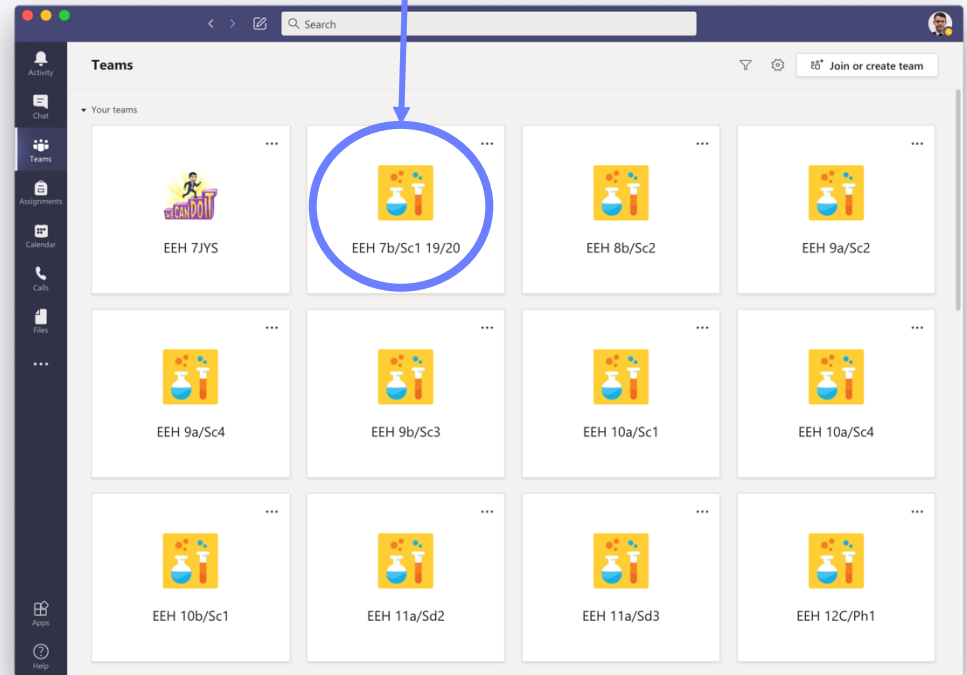
Help

Speaker icon

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

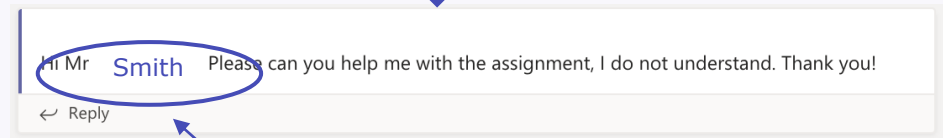
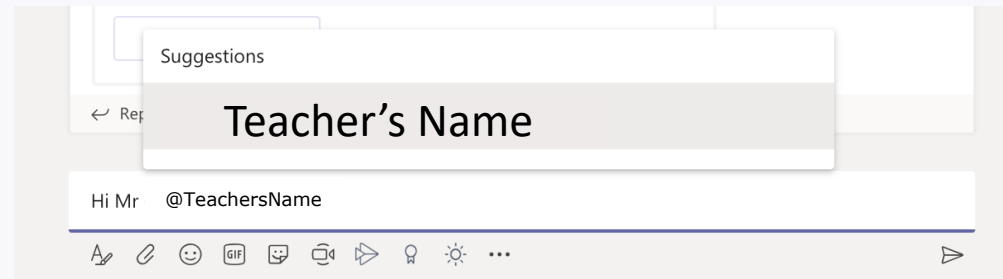
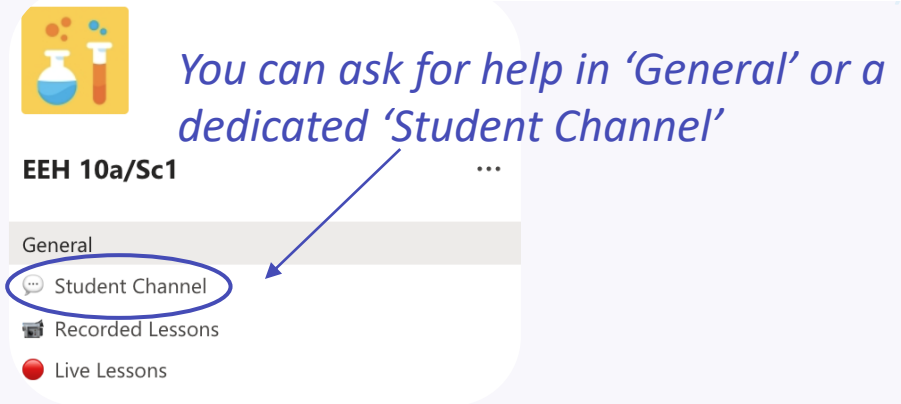
- Each Team contains different areas called Channels
- In each Channel there are different sections or 'Tabs'
- 'Posts' is like a big conversation where you can ask your teacher questions
- 'Files' is where your teacher will upload lesson materials
- Assignments is where tasks and quizzes will be set

The screenshot shows a Microsoft Teams interface. At the top, there's a header with the text 'Respect Resilience Success'. Below it, a team card for 'EEH 10a/Sc1' is displayed. The team card has a profile picture of two beakers and a list of channels: 'General', 'Student Channel', 'Recorded Lessons', and 'Live Lessons'. A blue arrow points from the text 'Team Name' to the team name 'EEH 10a/Sc1'. Another blue arrow points from the text 'Channel Names' to the list of channels. Below the team card, the 'General' channel is selected, showing a list of tabs: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', 'Insights', and 'Mr Youles Video Requ...'. The 'Posts' tab is active, showing a conversation. The first post is a 'Physics Live Lesson Reminder - Friday 11am' from 'C' (CroneS | Epsom and Ewell High School) dated 11/06 19:24. The second post is an 'Assignment' titled 'W/B 15th June - Mr Cuthbert - Chemistry - Chemical change revision' dated 15/06 09:03. The third post is another 'Assignment' titled 'W/B 15th June - Biology - Mr Youles - Recorded Lesson - Protein Syn' dated 15/06 15:46. At the bottom of the screenshot, there's a navigation bar with the following tabs: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'School Email'. A blue arrow points from the text 'General' in the navigation bar to the 'General' tab in the screenshot.



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!

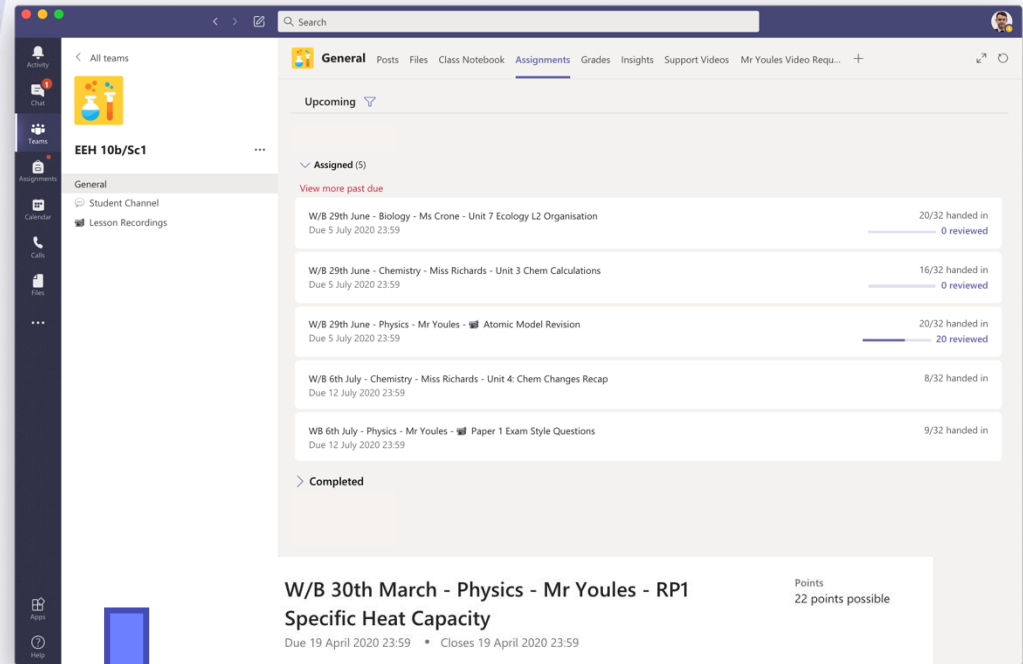
+ New ▾ ↑ Upload ↺ Sync 🔗 Copy link 📄 Open in SharePoi		
General > Class Materials		
	Name ▾	Modified ▾
	JanFeb Mocks Revision	January 27
	KS5 Physics Practical	November 19, 2019
	Unit 10 Medical Physics	March 4
	Unit 2 Particles and radiation	March 4
	Unit 3 Waves	March 4
	Unit 4 Mechanics and Materials	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 Specific Heat Capacity

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

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!



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.

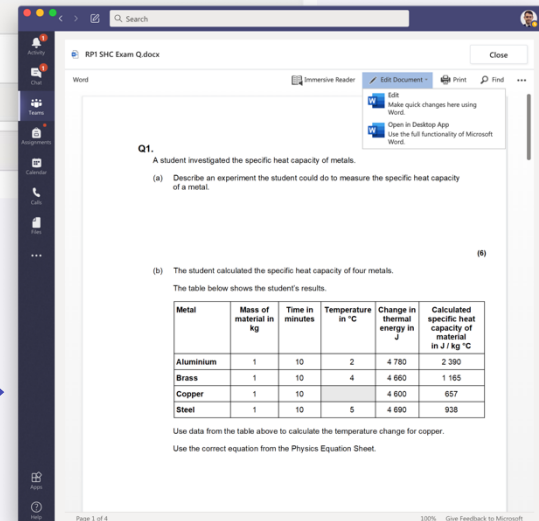
Reference materials

RP1 Specific Heat Capacity Video

Student work

RP1 SHC Exam Q.docx

RP1 - Specific Heat Capacity.docx



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

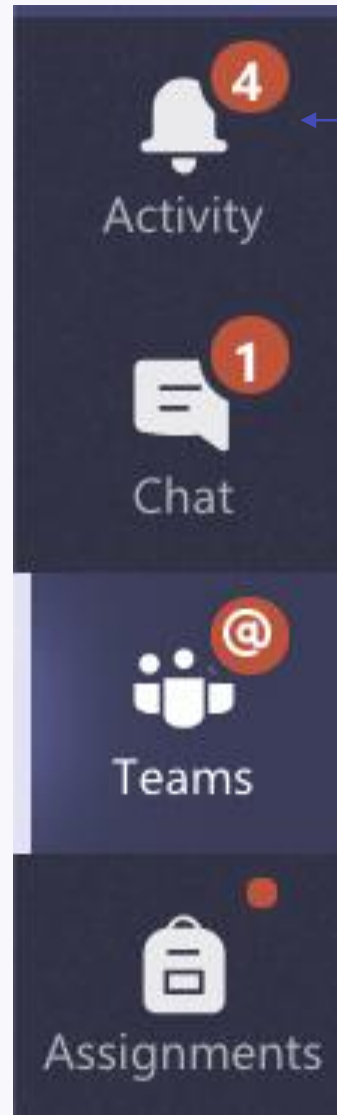


Nothing left to hand in. #winning



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



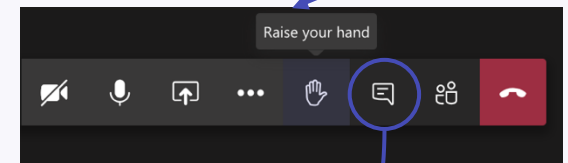
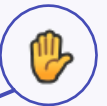
Live Lesson - Science
Thursday, 9 July 2020 @ 10:00



← Reply



Make sure your
Camera & Microphone
are off!



You can also type questions in the chat!



A stylized graphic of a person in shades of blue. The person's head is represented by a circle, and their torso by a larger shape. A large, white, bold letter 'T' is positioned on the left side, overlapping the person's chest area. The background is split into a light blue upper half and a dark blue lower half, separated by a curved line.

T

If you need
any further
support,
contact

amckenzie@clcc.college

