

Guide to using Teams

The following document outlines how to access Microsoft Teams and a user guide to the application. Teams is the primary resource that the school will be using to facilitate remote online learning. It provides the facility to schedule online lessons, publish resources, assign work and chat to students.

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Introducing Teams

The following YouTube clip provides a clear Student and Parents Guide to Microsoft Teams.

<https://www.youtube.com/watch?v=SemjM2fHV2Q>

Note: the school Teams environment will not be deployed in the same way as explained in the clip.

Student Teams account details

The student sign-in details for Teams are the same as the webmail addresses:

Sign In: username@stjohnsschool.net

Where username is your school account name (usually consists of first letter of first name + surname)

Example: For user “Anne Test” her school sign-in will be atest@stjohnsschool.net

Password will be the student's usual password on the school network.

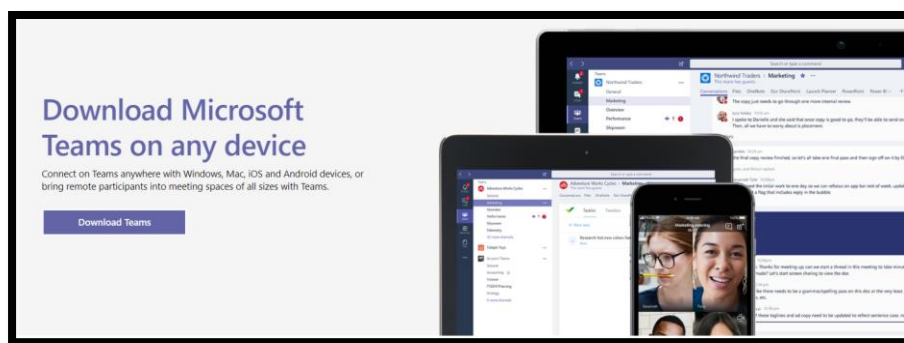
Accessing Teams:

- 1) Microsoft Teams can be installed as an app on Windows, Mac, iOS and Android devices.
- 2) Access via school Webmail using a Web Browser.

Teams can be accessed using a laptop, MAC, iPad, tablet or phone. The device needs to have a microphone attached; however, a webcam is not essential.

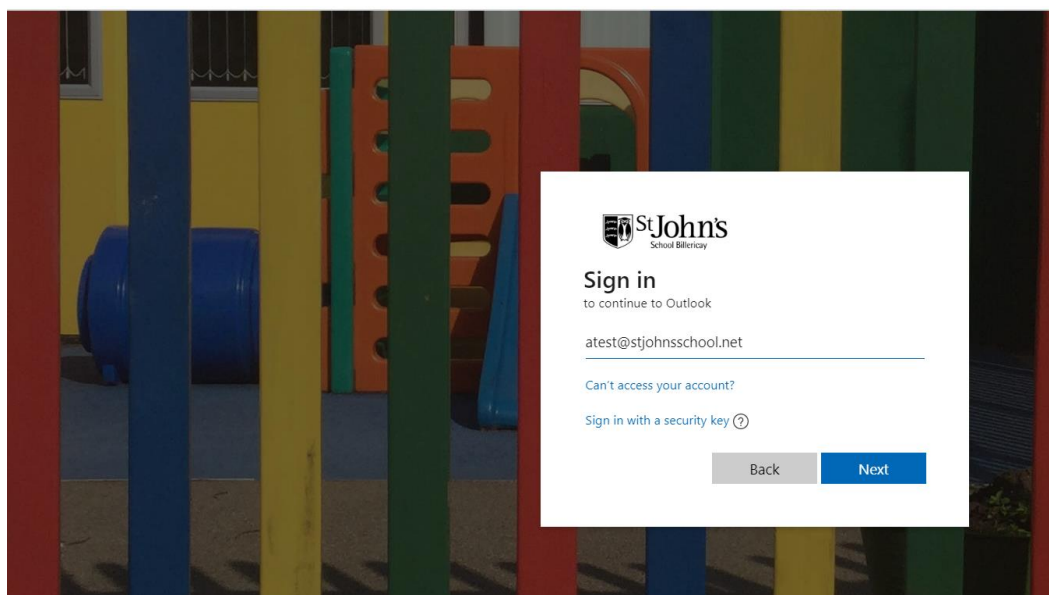
Installing the Microsoft Teams App

<https://products.office.com/en-gb/microsoft-teams/download-app>



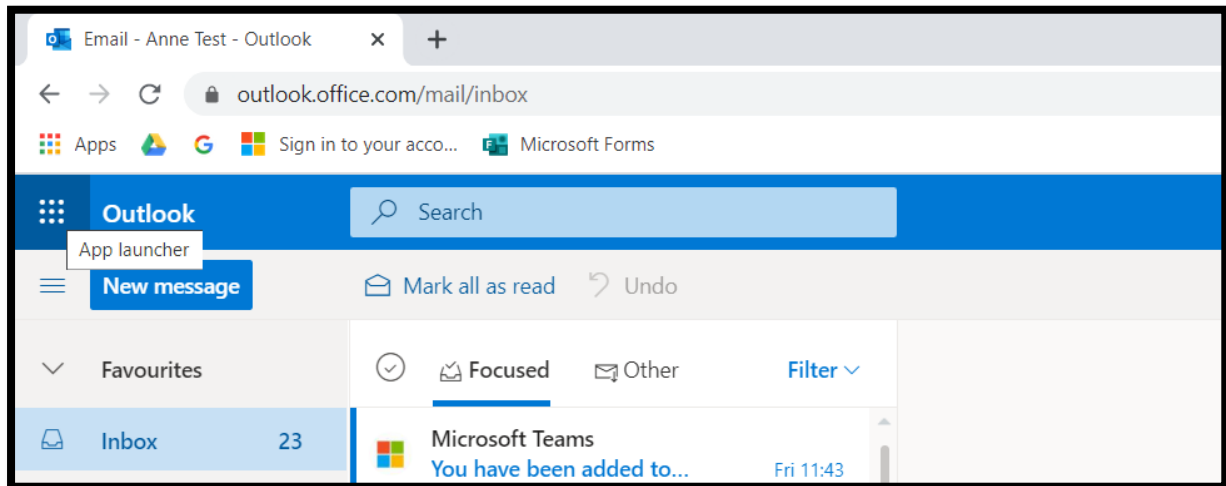
Access via school Webmail using a Web Browser.

<http://webmail.stjohnsschool.net/>

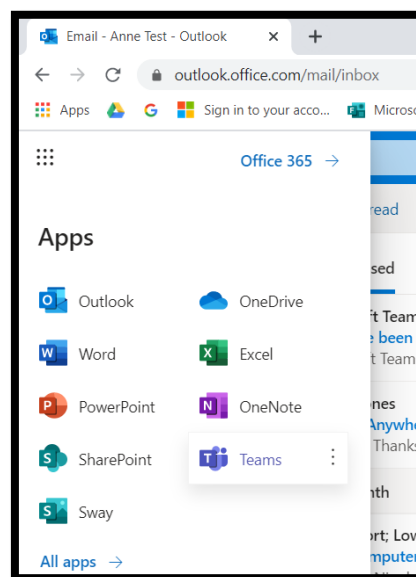


Sign-in using school webmail account address: username@stjohnsschool.net

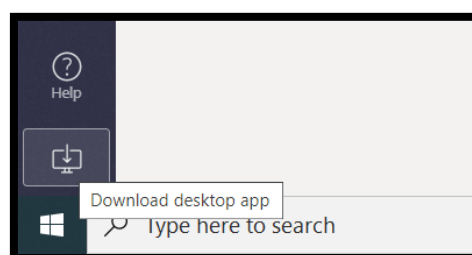
After accessing the school webmail (Microsoft Outlook) use the “App launcher” (grid on top left-hand corner) to access Microsoft Teams.



The Apps selection screen appears. If Teams does not appear under App select “All apps” to find the app.

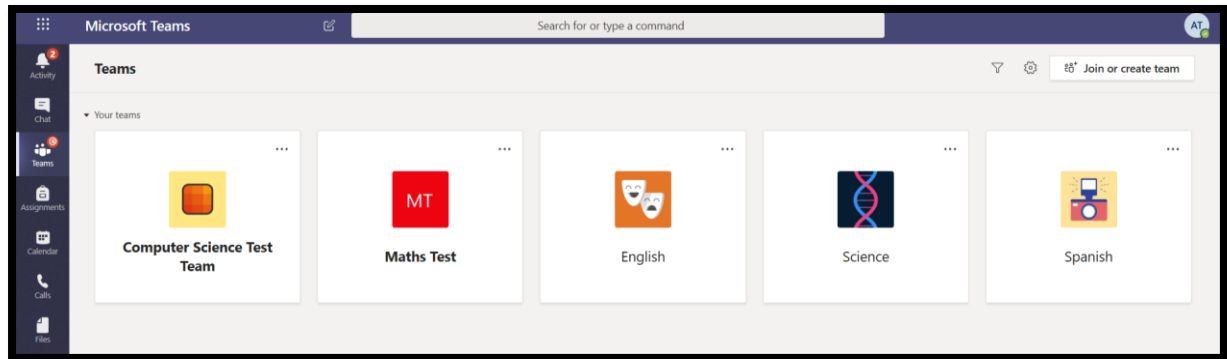


After accessing Teams using the web browser you can also choose to Download the application (bottom left-hand corner):

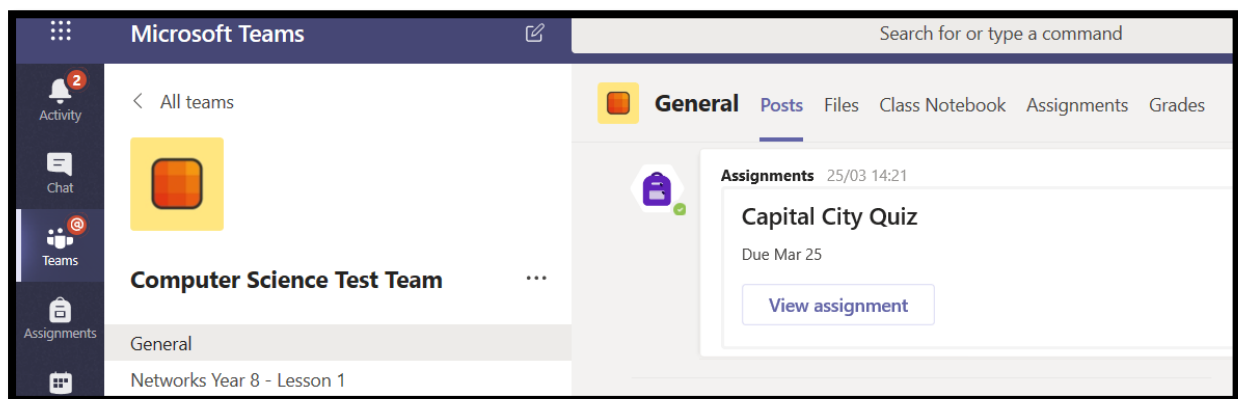


Teams Structure

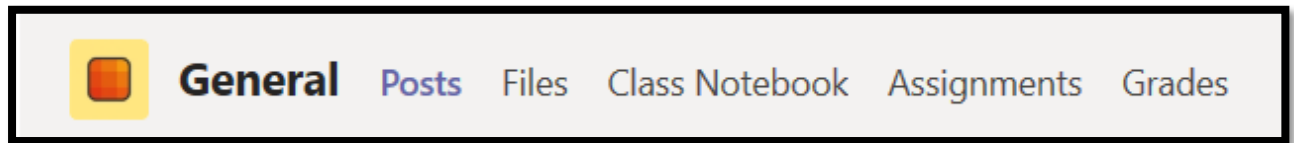
Once you are signed-on to Teams you will be presented with a screen of the Teams, subjects and/or classes that you belong to (example given below).



In each Team you will initially be presented with General Posts screen (example given below).



Menu Bar



Posts: Chat & Assignments for this Team (class). Some teachers may use this facility to message students during a lesson, and for students to respond back with questions and queries. Note that outside of lessons, it would be expected that students email a teacher if they have a question about assigned work.

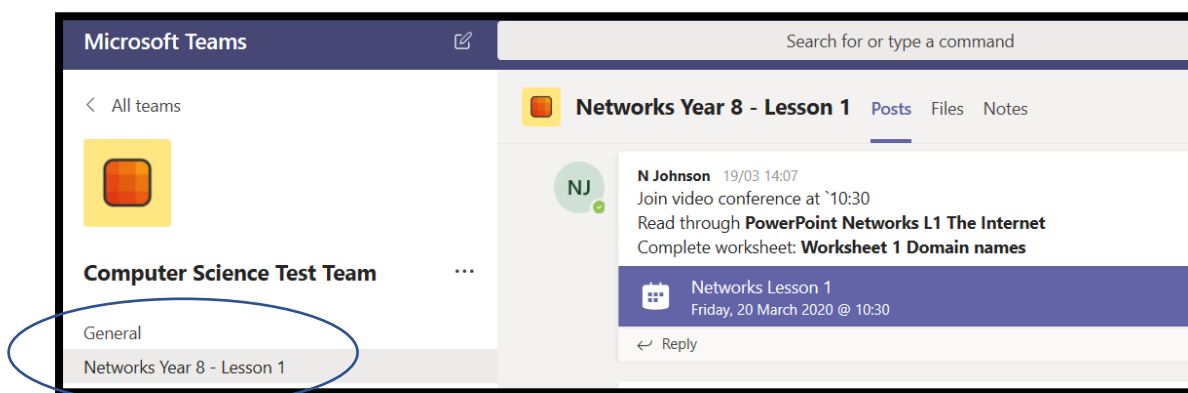
Files: files for the class – for many teachers they will be providing your lessons resources in this area.

Class Notebook: Place for student and/or teacher to provide notes for the class.

Assignments: Classwork and Homework that a teacher has assigned to students. For many teachers they will be giving out work for your lessons using assignments.

Grades: Review grades that teacher has given you for assignments.

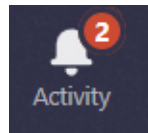
Channels



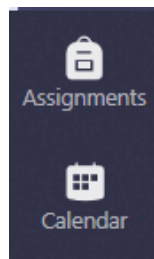
Channels: Files and posts for a specific lesson. Your teacher may have split the content of your lessons in separate channels in your Team. Note however that **assignments** are always on the **general channel**.

Daily check

At regular intervals during the day you need to check the following on Teams – from the menu on the left-hand side Teams screen.



Check Activities on your classes

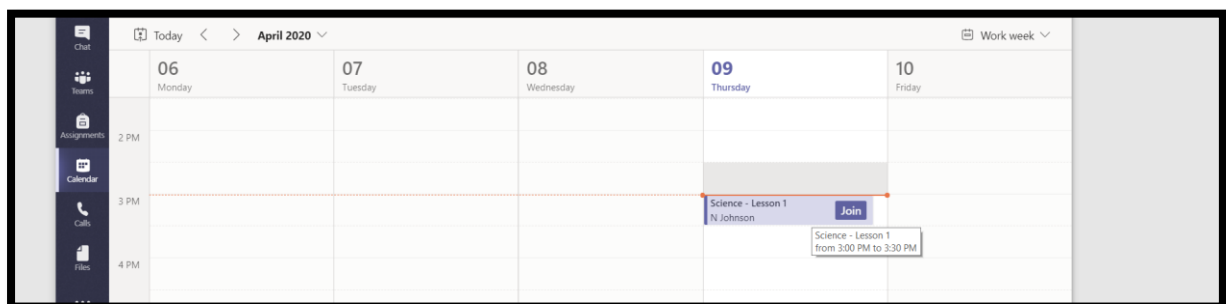


Review (& complete) the assignment of work

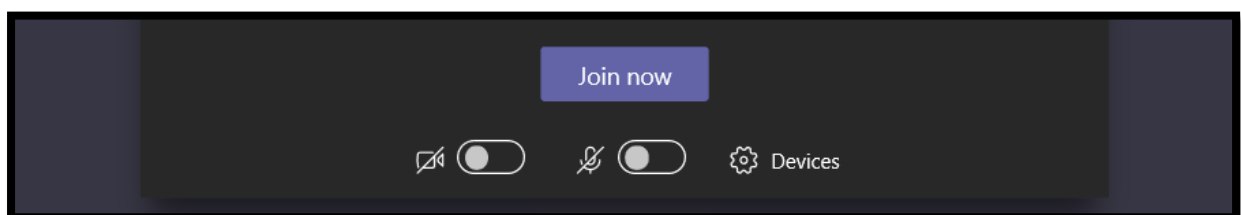
Check your calendar for meetings (online lessons) and assignment

Joining an Online Class

You can join a class from your Teams calendar by clicking on the join button:



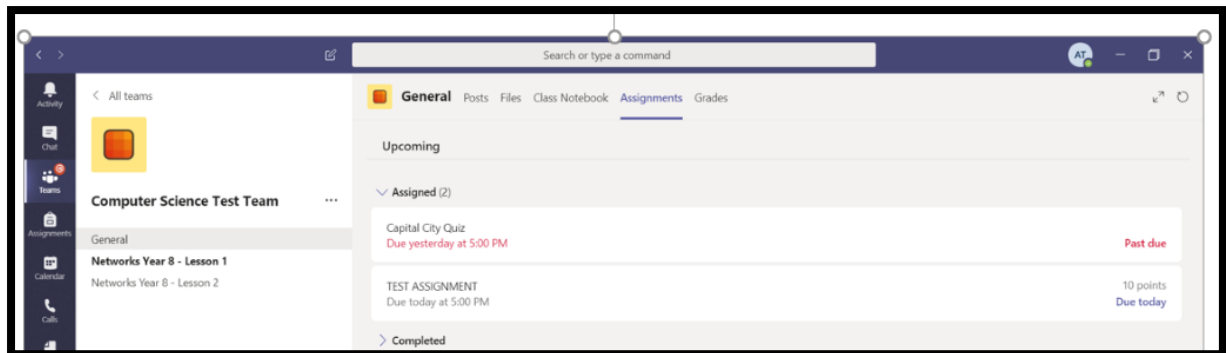
When you join ensure your camera is off, verbally introduce yourself when you join the meeting, and then mute your microphone.



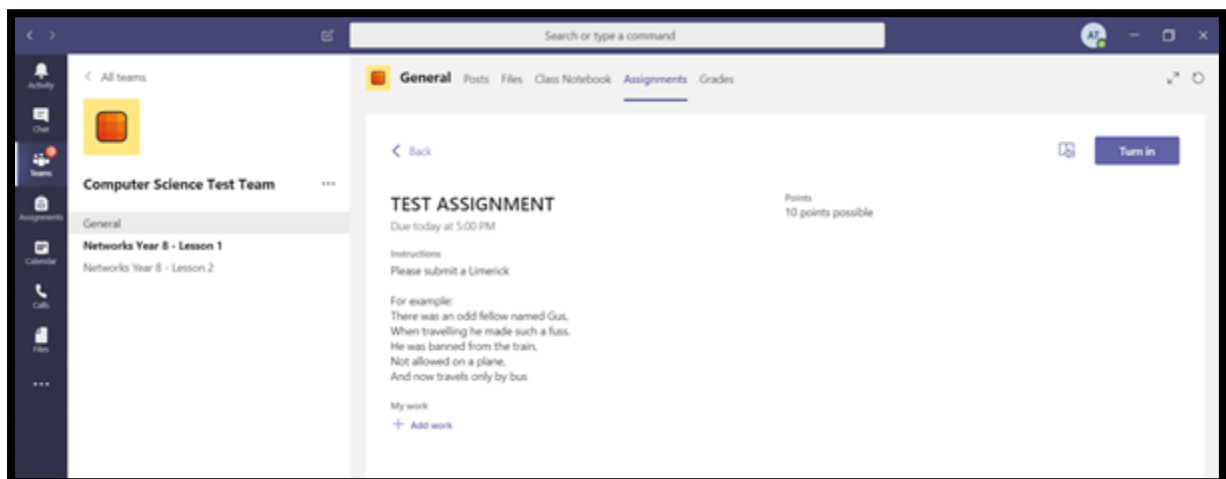
How students submit assigned work

Assigned work that needs to be uploaded

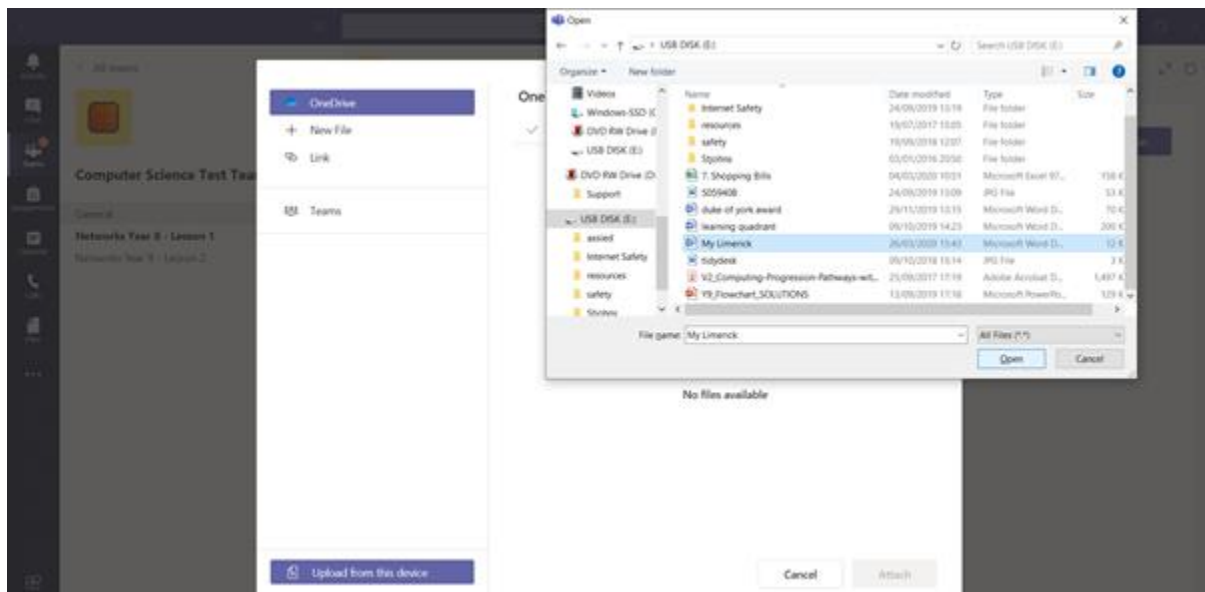
Student select assignment. For this example, the student is going to complete the “*TEST ASSIGNMENT*”



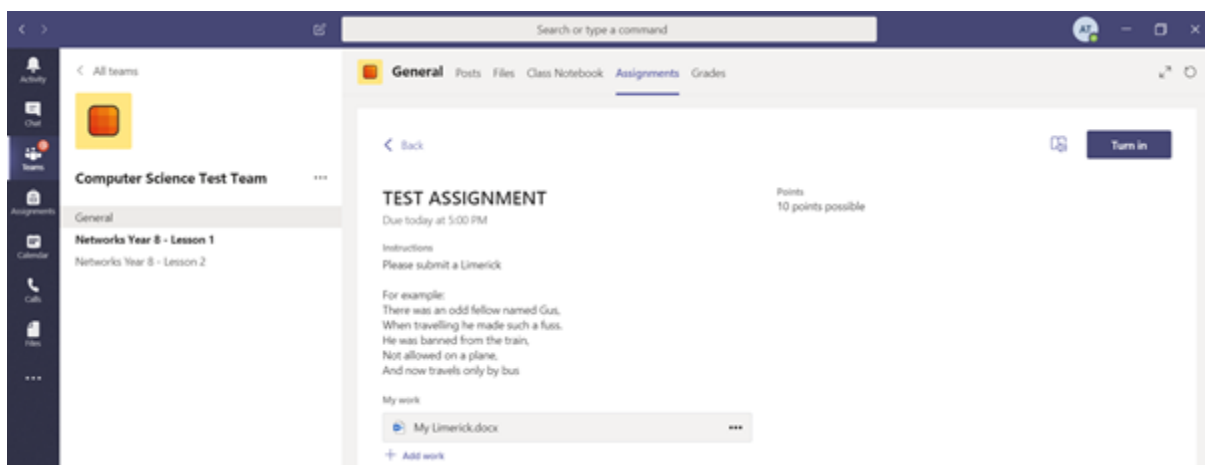
Read through instructions for the assignment. In this example the student must create a Limerick. Since no template has been provided the student can create the Limerick on their own device. This could be written using Word or PowerPoint, or alternatively the student has taken a photo of their handwritten work on their own device. If the work is to be marked it will also display the points available for the assignment. Then select add work.



Select work from local folder on your device (or alternatively from OneDrive).



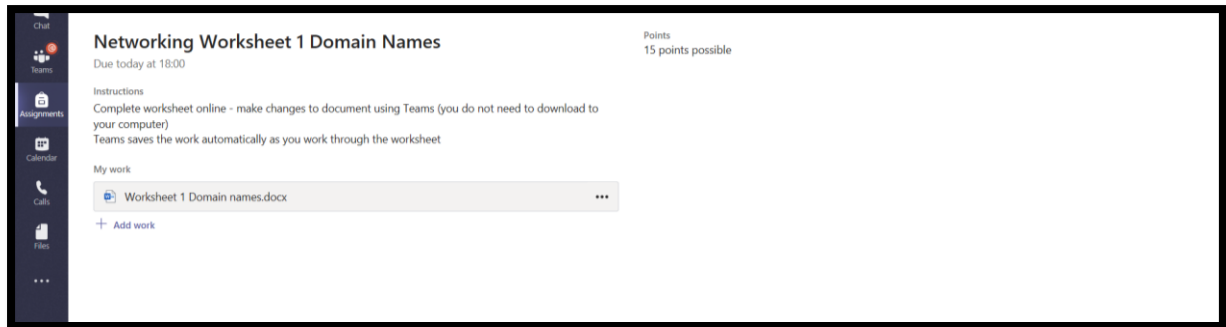
Student then "Turns-in their work to submit their task. You should see a short animation to show that your work has been submitted.



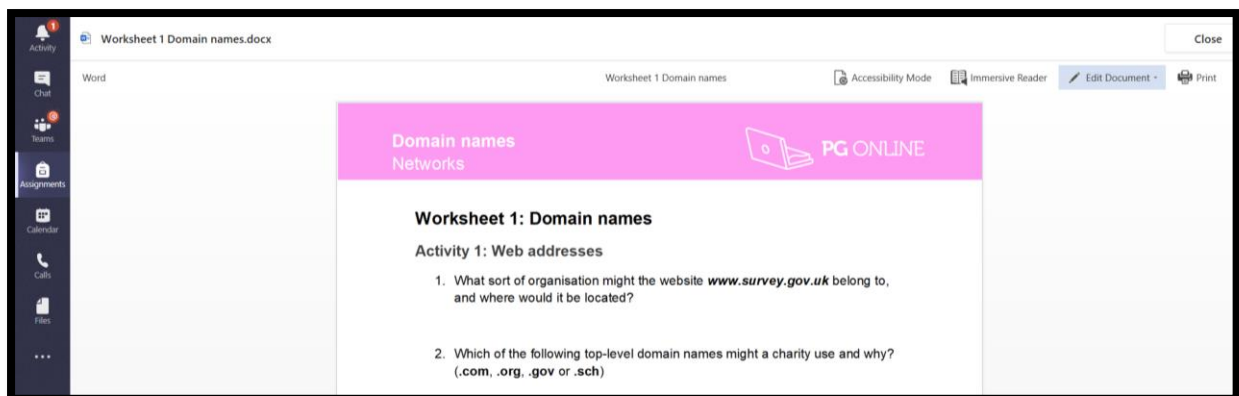
[Youtube: example submitting assignment](#)

Assigned work – students edit their own copy online

In some instances your teacher will provide work as a template that you can complete within Teams (when the teacher assigned the work the teacher selected “student edit their own copy”) In the example provided students need to complete a worksheet about Network.

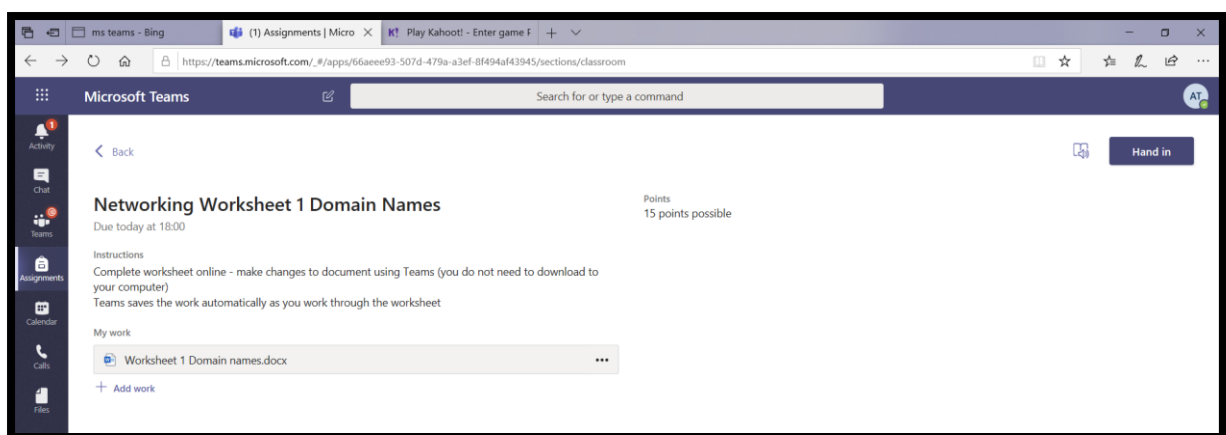


Click on the Worksheet and it will open in Teams. Once in Teams select “Edit Document” and you can make changes to the document within Teams.



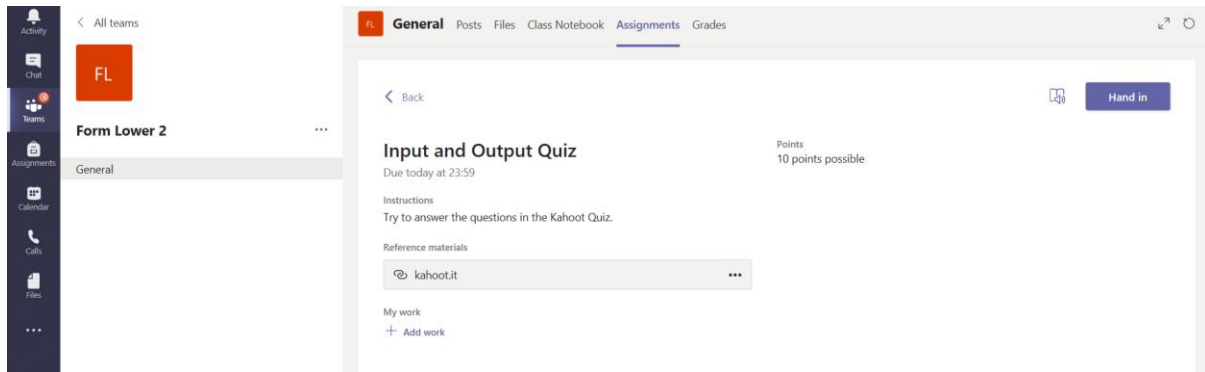
Once you have completed your work select Close or just select Back arrow in the app/browser. MS Word embedded into Teams saves all changes that you make, so you do not need to select “SAVE”.

Once you have completed the Worksheet Hand-in your work.

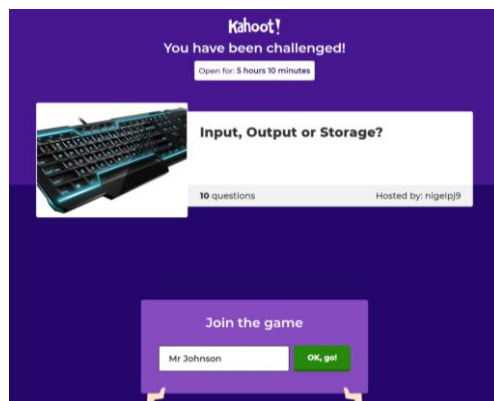


Online Quizzes

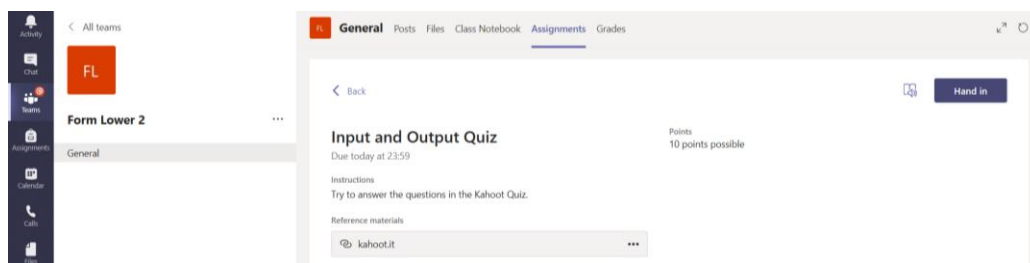
You may have been assigned work as an online quiz/worksheet that has been created using Kahoot, Microsoft Forms or another online application.



For this example, the student needs to complete an online quiz using Kahoot. Click on the kahoot.it and it will direct you to the Kahoot Quiz.



If requested, please make sure you provide your **proper name** as part of completing the quiz (it may make it difficult to provide feedback otherwise). Complete the quiz in Kahoot. Once you have completed the quiz make sure you return to the Teams Screen and press “Hand in”



For this example, the student needs to complete an online quiz using Kahoot. Click on the kahoot.it and it will direct you to the Kahoot Quiz.