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.

Contents

Introducing Teams	1
Student Teams account details	1
Accessing Teams:	2
Installing the Microsoft Teams App https://products.office.com/en-gb/microsoft- teams/download-app	2
Access via school Webmail using a Web Browser.	2
Teams Structure	4
Menu Bar	5
Channels	5
Daily check	6
Joining an Online Class	6
How students submit assigned work	7
Assigned work that needs to be uploaded	7
Assigned work – students edit their own copy online	9
Online Quizzes1	.0

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 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 lefthand corner) to access Microsoft Teams.



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

💽 🕵 Email - Anne Test - G	Dutlook × +	
\leftrightarrow \rightarrow C \bullet o	utlook.office.com/mail/ir	nbox
🔢 Apps 🝐 G	Sign in to your acco	🔚 Microso
	Office 365 \rightarrow	
		read
Apps		sed
Outlook	lene One Drive	t Team
Word	Excel	• been t Team
PowerPoint	OneNote	nes Anywhe
SharePoint	📫 Teams 🛛 :	Thanks
🚺 Sway		nth ort; Lov
All apps \rightarrow		mputer

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:

E (‡	Today < > April 2	2020 V			🖽 Work	week \checkmark
iiii Teams	06 Monday	07 Tuesday	08 Wednesday	09 Thursday	10 Friday	
Assignments 2 PM						
Calendar						
Calls 3 PM				i v johnson	Join te - Lesson 1	
Files 4 PM					3:00 PM to 3:30 PM	

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"

0		Ľ	Search or type a command	×
Activity	< All teams		General Posts Files Class Notebook Assignments Grades	2 ² 2 ⁷ 2
Chat			Upcoming	
Teams	Computer Science Test Team		V Assigned (2)	
Assignments	General		Capital City Quiz Due yesterday at 5:00 PM	Past due
Calendar Calendar	Networks Year 8 - Lesson 1 Networks Year 8 - Lesson 2		TEST ASSIGNMENT Due today at 5:00 PM	10 points Due today
4			> Completed	

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.



		-		4 Open				 ×	1	
			_	+ - + + + 151	056.01	- 0	Search USP (PSK 0))		_	
	No. (all second)			Organize - New Initial			11.4	0	2	
time for a large to the test	Computer Science Test Tea Computer Science Test Tea Commit Networks Yes & Leases 1 Networks Yes & Leases 1 Networks Yes & Leases 2	Couchine the New File Total	One	Valee Window SSD K Window SSD K Dro ha bree d USD PAR bree d USD PAR bree d USD PAR bree d WIND PAR bree d Stopper USD PAR bree Safety Internet Safet	Name Market Safty Market Safty Sophies Sophi	124962019-0214	Type First trades First trades First trades First trades First trades Microsoft Kland D, Microsoft Water D,			
(H) (H)		G Upload from the device			No film available Cancel	Attach (

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.

\leftarrow		Search or type a command		🧠 – 🖬 ×
	< All teams	General Posts Files Class Notebook Assignments Grades		v* 0
146. R II	Computer Science Test Team	¢ faci		D) Turn in
		TEST ASSIGNMENT	Points 10 points possible	
	General Networks Year 8 - Lesson 1 Networks Year 8 - Lesson 2	Due today at 5:00 PM Intervetions Please submit a Limerick For example: There area an odd fellow named Gus, When travelling he made such a fuss. He was bound from the train, Not allowed on a plane, And now travels only by bus My wink My Limerick.docx	**	

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.

Activity	Worksheet 1 Domain names.docx		Close
Chat	Word	Worksheet 1 Domain names 🕞 Accessibility Mode 🖽 Immensive Reader 🖌 Edit Document -	🖶 Print
teams		Domain names Networks PG ONLINE	
Calendar		Worksheet 1: Domain names Activity 1: Web addresses	
Calls Files		 What sort of organisation might the website www.survey.gov.uk belong to, and where would it be located? 	
		2. Which of the following top-level domain names might a charity use and why? (.com, .org, .gov or .sch)	

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.

₽ ₽	🔲 ms teams - Bing	📫 (1) Assignments Micro 🗙 🛛 K! Play	Kahoot! - Enter game F 🛛 + 🗸 🗸	- 🗆 ×
$\leftarrow \ \ \rightarrow$	ර් කි https://tea	ms.microsoft.com/_#/apps/66aeee93-507d-	479a-a3ef-8f494af43945/sections/classroom	
	Microsoft Teams	ď	Search for or type a command	<u></u>
Activity	K Back			더 Hand in
Chat	Networking Wo Due today at 18:00	rksheet 1 Domain Name	Points 15 points possible	
Assignments Calendar	your computer)	 make changes to document using Team natically as you work through the workshe 	*	
Calls Files	 Worksheet 1 Domain + Add work 	names.docx		
Files	· · · · · · · · · · · · · · · · · · ·			

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.

	< All teams	R General Posts Files Class Notebook Assignments Grades		ry D
E Chat	FL			
teams	Form Lower 2	< Back	Цф) н	land in
assignments	General	Input and Output Quiz Due today at 23:59	10 points possible	
Calendar Calendar		Instructions Try to answer the questions in the Kahoot Quiz. Reference materials		
d Files		🕲 kahoot.it 🚥		
		My work + Add work		

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.

	You have been challen	ged!
	Input, Output of	storage?
and the second	10 questions	Hosted by: nigelpj9
	10 questions	Hosted by: nigelpj9
١	Join the game	

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"

Activity	< All teams	n General Posts Files Class Notebook Assignm	nents Grades	^{رم} 0
Chat Hearins	FL Form Lower 2 ····	< Back		Di Hand in
Assignments.	General	Input and Output Quiz	Points 10 points possible	
Calendar Cale		Instructions Try to answer the questions in the Kahoot Quiz. Reference materials		
illes -		® kahoot.it		

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.