
USING MICROSOFT TEAMS

A quick guide to using Microsoft Teams

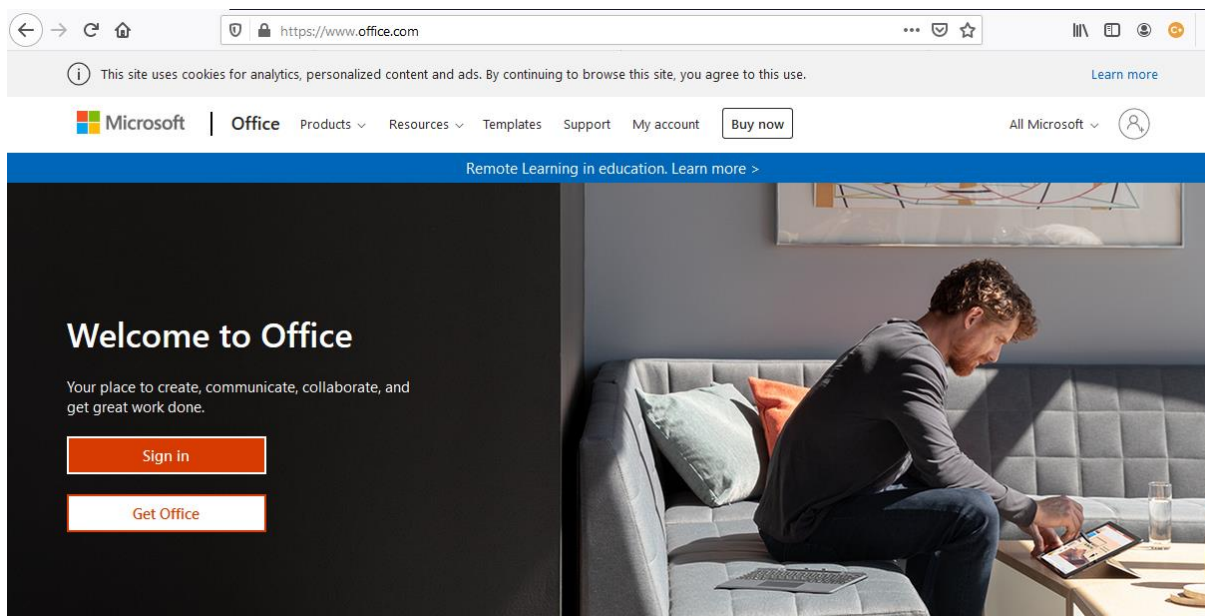
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Version 1 17092020

Microsoft Teams for you is a web based platform to help support your learning from home. After logging into MS Teams you will be able to see all your classes, see assignments set by your teachers and complete work and upload it for marking.

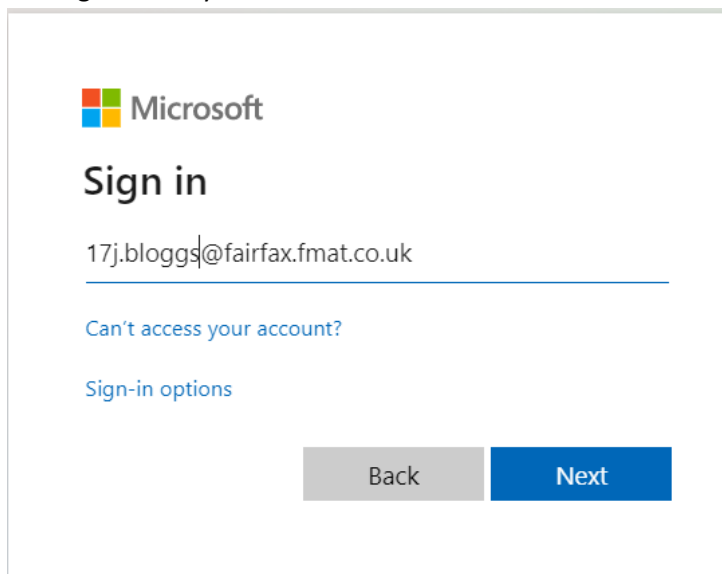
Once you have logged on at school, you can log into Office 365 from any smart device.

To log into Office 365 navigate to www.office.com in your internet browser(Google chrome, Microsoft Edge, etc.)



Click the “Sign in” button

You sign in with your school email address:



Enter your email address and click next, and then enter your password.

Enter password

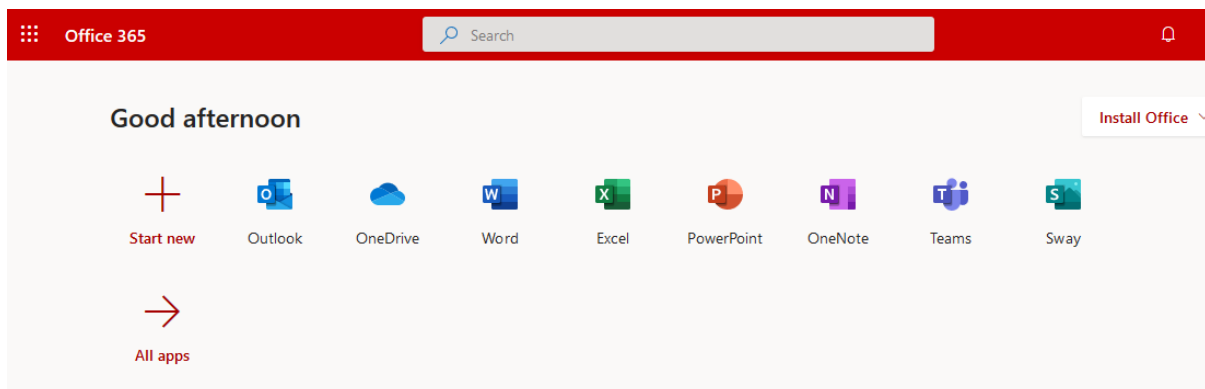
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[Forgotten my password](#)

Sign in

Click "Sign in".

You will be presented with the application screen. This may look a little different on your screen.



You can now click on Outlook to access your emails, run the office apps and Teams in your browser or access your school OneDrive.

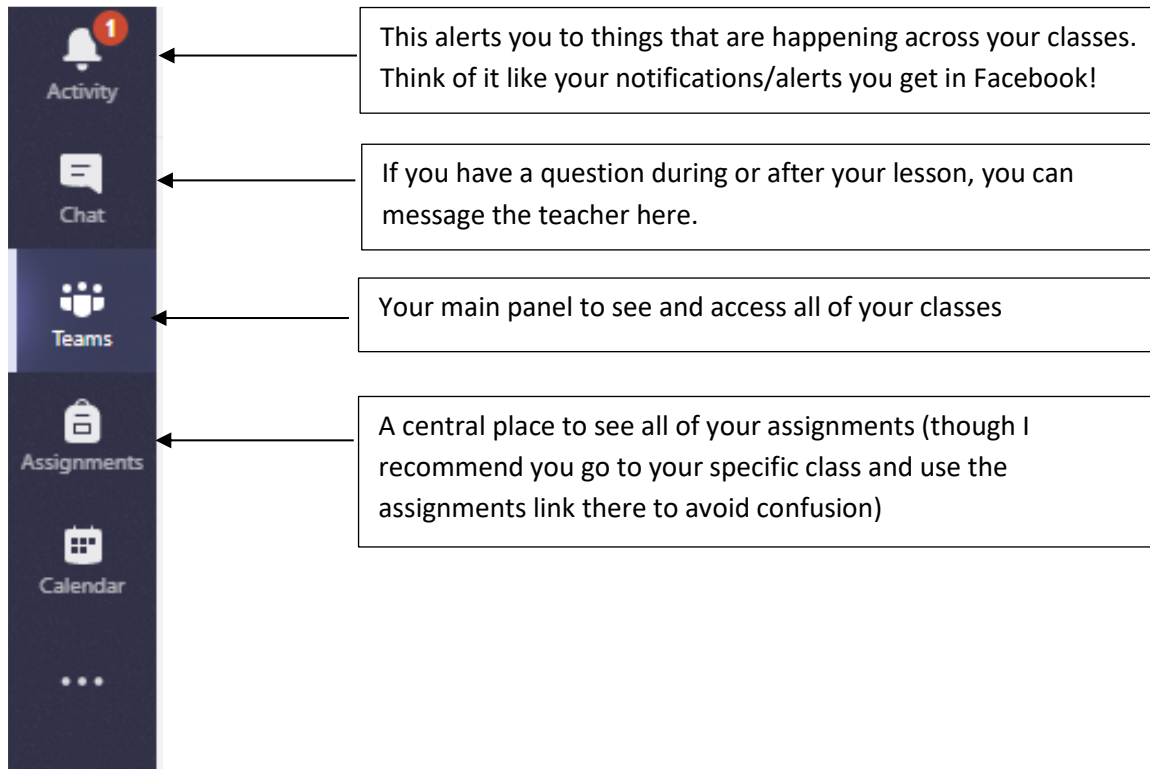
The following link gives an overview of Office 365 apps that you can ask an adult to help you with.

<https://support.microsoft.com/en-us/training>

Click on Teams and you will be asked to download the Teams App. You can download this, or use the web browser.

MAIN INTERFACE

The main navigation toolbar is on the left of teams. The buttons do the following:

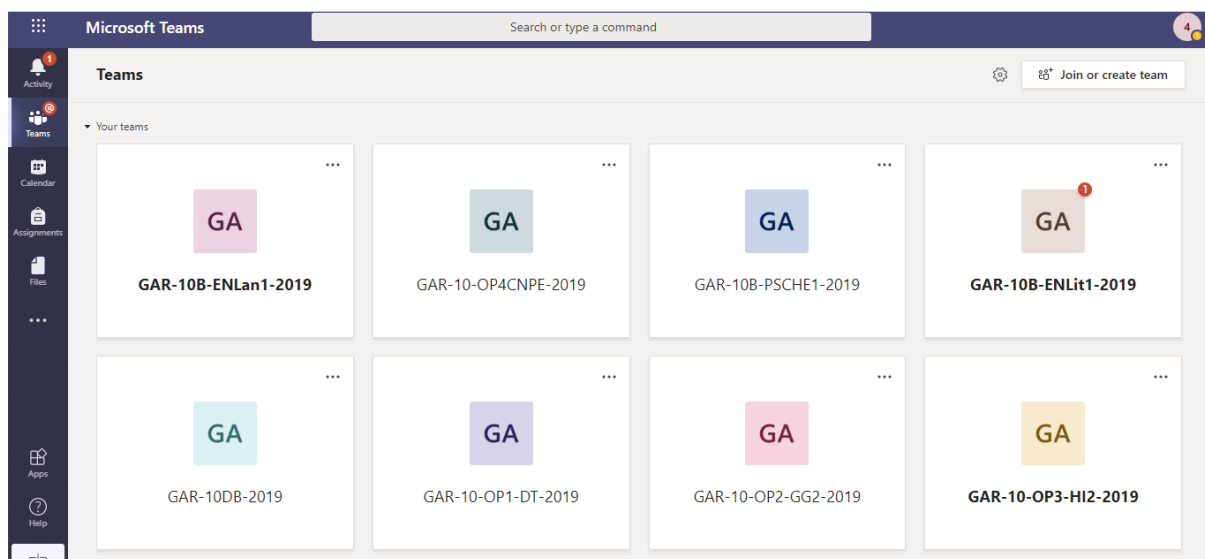


The screenshot shows the left-hand navigation sidebar of Microsoft Teams. It contains five main buttons: Activity (with a red notification badge), Chat, Teams, Assignments, and Calendar. Below these is a three-dot menu icon. Four callout boxes with arrows point to the Activity, Chat, Teams, and Assignments buttons, providing detailed instructions for each.

- Activity:** This alerts you to things that are happening across your classes. Think of it like your notifications/alerts you get in Facebook!
- Chat:** If you have a question during or after your lesson, you can message the teacher here.
- Teams:** Your main panel to see and access all of your classes
- Assignments:** A central place to see all of your assignments (though I recommend you go to your specific class and use the assignments link there to avoid confusion)

TEAMS PANEL (YOUR CLASSES):

Click the “Teams” button to see all of your classes:

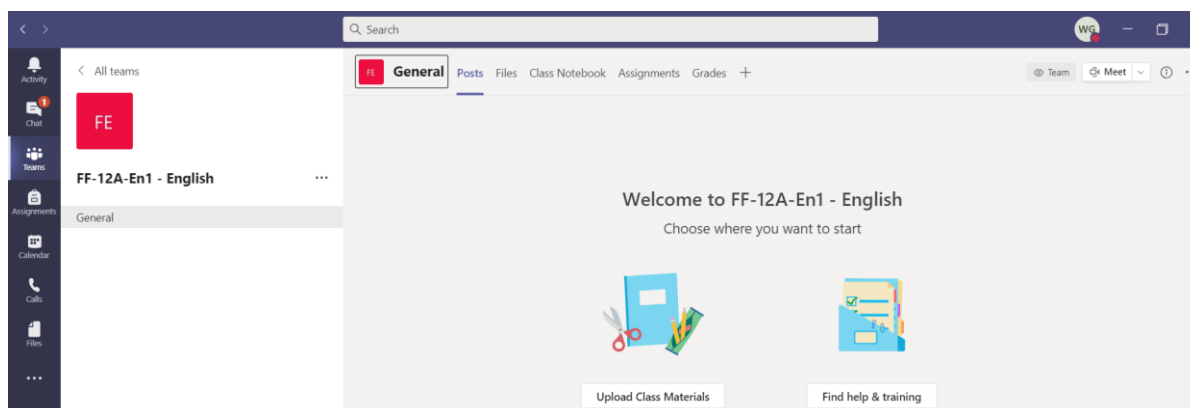


The screenshot shows the 'Your teams' section of the Microsoft Teams interface. It displays a grid of eight class cards, each with a colored square containing the letters 'GA' and a title below it. The titles are: GAR-10B-ENLan1-2019, GAR-10-OP4CNPE-2019, GAR-10B-PSCHE1-2019, GAR-10B-ENLit1-2019, GAR-10DB-2019, GAR-10-OP1-DT-2019, GAR-10-OP2-GG2-2019, and GAR-10-OP3-HI2-2019. A small red notification badge with the number '1' is visible on the top right corner of the 'GAR-10B-ENLit1-2019' card. The interface includes a search bar at the top and a 'Join or create team' button in the top right corner.

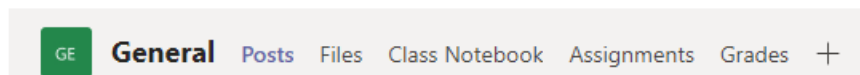
If you see any little red circles on your classes with a number this means you have new alerts to look at. It is likely a teacher has set a new assignment or marked your work and you need to look at it.

CLASSROOM INTERFACE:

Every one of your classes (teams) has a general channel. When you click on a class you will be taken to this and the “post” screen where you can see any messages people have left. ONLY use the chat system if you need to ask important questions. Remember everything you post here can be seen by everybody, staff and students.



Along the top of the Teams system are your options:



Posts = The conversation area (or forum) already explained. It’s basically the class chat room.

Files = An area accessible to all students and staff. Your teacher might drop large resources here if they are not part of an assignment.

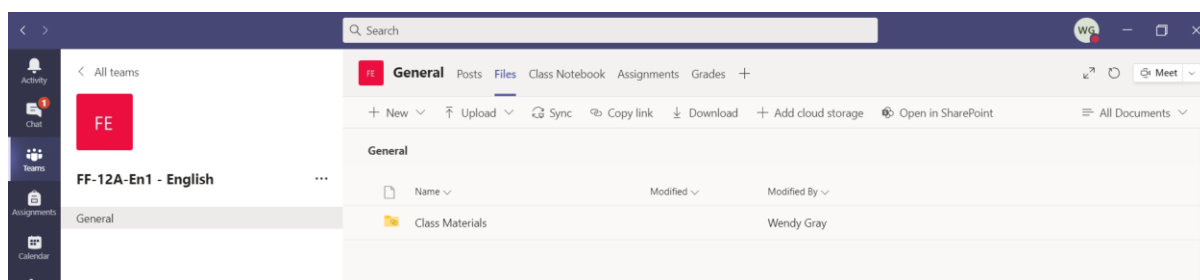
Class Notebook = We won’t be using this feature at the moment

Assignments = This is where you can see all assignments set by your teachers. You can open, complete and turn in your work here.

Grades = Will show you all the grades for all your assignments.

FILES

Click files on any class and you get this screen:



The options you may want to use are:

New = creates a new office based document which you can make in the browser itself and saves it into your files. **DO NOT USE** this feature unless you want to add a file here that ALL users can see in the class. To get a file to your teacher you should use the “turn in” feature when uploading work to an assignment. This section is a shared file area for everybody. Your teacher will use it to post new files. Avoid making them yourself.

Upload = select to upload files to share to the class from here. Again **DO NOT** do this unless your teacher has specifically asked you to make a file available here. You should be using assignments to upload work.

Download = Take a copy of the files for you own use

PLEASE NOTE: If you put any office based files here anyone in the group can open and edit them.

This area is a collaborative area and any document found in the files section can be opened and edited by all. **DO NOT** edit files in the file section unless specifically asked to do so.

ASSIGNMENTS

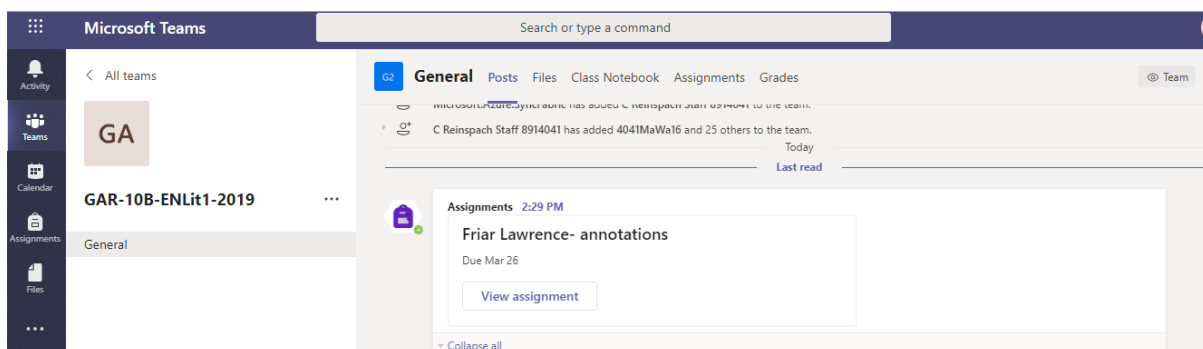
This will be the main area you will use to see what teachers have set for you to do. From here you will be able to see the assignments set, open resources linked to that task and fill in and submit work back to your teacher.

Viewing assignments

You will know you have an assignment in a few ways:

1. The activity section will have an alert about the assignment
2. The red class notification icon will appear on the top of your class in the Team panel
3. You go to assignments for a class and you can see a new assignment is due

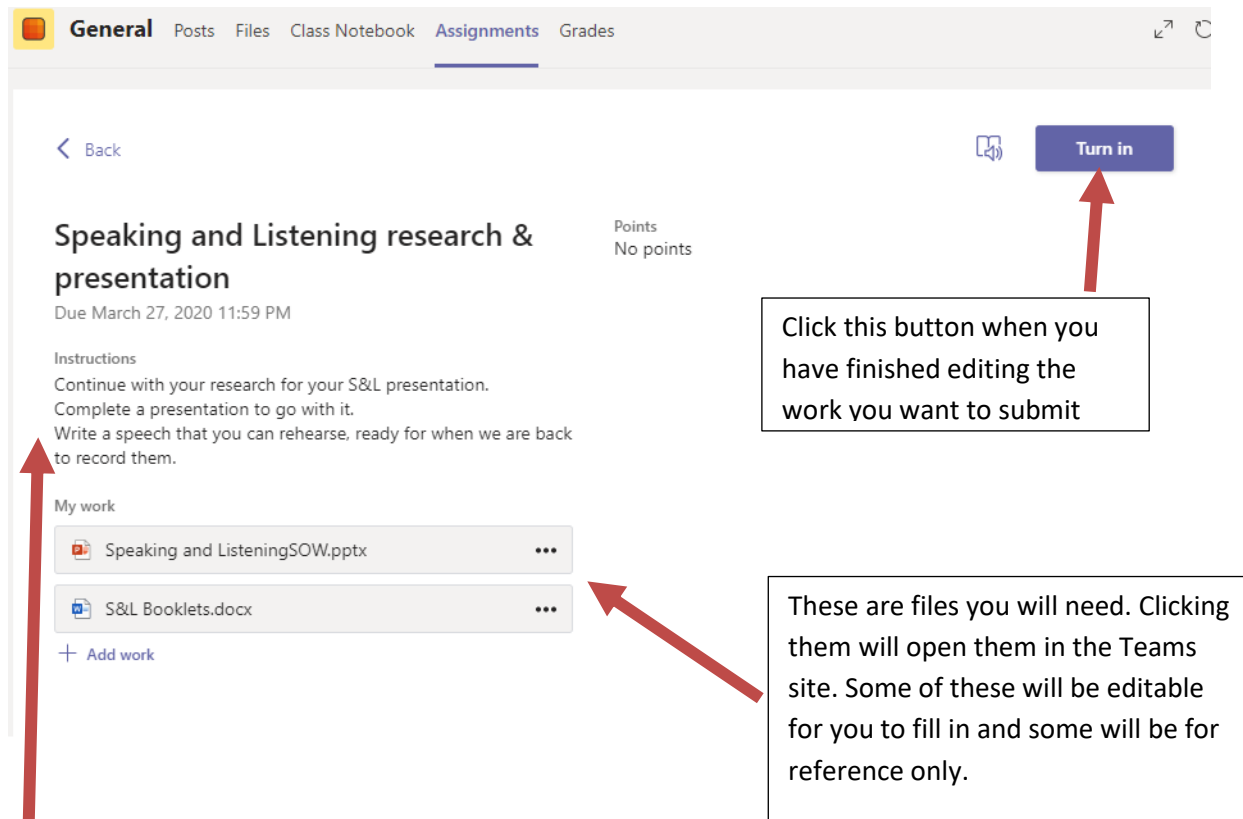
To view them just click either the assignment link or go to the assignments section. An example of this is below:



To view any of the attachments/resources for the assignment just click on them **IMPORTANT** – **When you click any file in TEAMS it will be in a VIEW mode. To edit them you need to click on the options at the top right and choose to “Open in Browser”. This is an important step because you cannot do the work unless you go into the edit mode. If you have downloaded office you can also choose the “Open in Desktop App” option too.**

DOING THE ASSIGNMENT AND UPLOADING IT

Go to the assignment you want to do as explained above. Click on the assignment and you will get a screen similar to the one here:



The screenshot shows a Teams assignment page. At the top, there are navigation tabs: General, Posts, Files, Class Notebook, Assignments, and Grades. The 'Assignments' tab is selected. Below the navigation, there is a 'Back' button and a 'Turn in' button. The assignment title is 'Speaking and Listening research & presentation' with 'Points: No points' and a due date of 'Due March 27, 2020 11:59 PM'. The instructions section says: 'Continue with your research for your S&L presentation. Complete a presentation to go with it. Write a speech that you can rehearse, ready for when we are back to record them.' Below the instructions is a 'My work' section containing two files: 'Speaking and ListeningSOW.pptx' and 'S&L Booklets.docx'. A red arrow points to the 'Turn in' button with a text box that says: 'Click this button when you have finished editing the work you want to submit'. Another red arrow points to the files in the 'My work' section with a text box that says: 'These are files you will need. Clicking them will open them in the Teams site. Some of these will be editable for you to fill in and some will be for reference only.' A third red arrow points to the 'My work' section header.

- You can complete the work you have been asked to do by clicking on the files under the “My Work” section of this page
- It saves your work automatically and requires no physical save
- You do not need MS Office to do this. It is built into the Teams website
- When you have finished and want to submit your work you can click “Turn in”

Teachers will know from their screen if you have looked at the assignment and know exactly how much you have done on the document even if you haven’t clicked “Turn in”. The “Turn in” button is there to give an alert to the teacher that you believe the work is finished.

How do I get my grades and feedback

You should get an alert in the activity section when a teacher has marked your work. To check your grades you can either:

Go to the assignments tab in the class and click on the assignment to see your feedback

- Or click the “grades” section to the right of “assignments” to see all your marked work

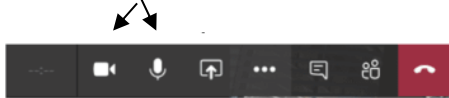
I want MS Office programs on my home computer to help me work:

Go to www.office.com and sign in using your school email and password (like you do for Teams).
Click the install office option at the top right and follow the installation instructions.

LIVE LESSONS IN TEAMS

For a live lesson, your teacher will invite you to join the lesson. At the correct time, you will click on the **Join now** button.

When you join the lesson, you must ensure that your camera and microphone are switched OFF/MUTED.



Any resources will be uploaded to your channel.

If you have a question, use the CHAT function to ask it. Remember that everyone can read the message you post.