

Microsoft Teams Quick Guide for Pupils

Microsoft Teams is an online platform which allow pupils to learn and communicate with their teachers both in and out of lessons. **Teams** has a number of uses and benefits:

- You have full access to online versions of Word, PowerPoint, Excel and Outlook, which you can use to learn from home (part of our existing Office 365 platform)
- Teachers can upload and save files/resources which you can access in school and at home
- Teachers can set classwork and home learning tasks for you to complete and submit
- You will have your own Class Notebook (digital exercise book) for each subject which you can access and update both in school and at home
- Live lessons can be delivered safely from a school platform
- **Teams** can easily be accessed from an iPad, computer or phone

Getting Started

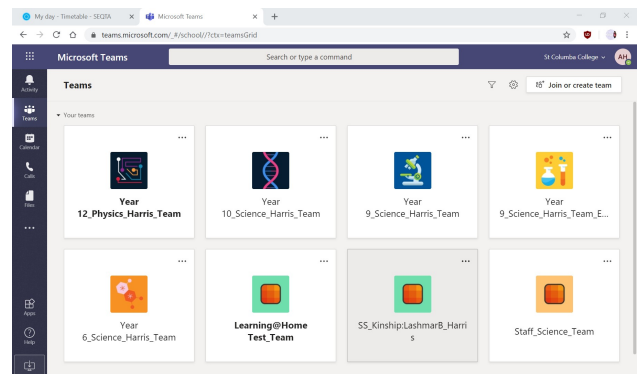
- Open the Teams app on your iPad/phone/computer
- Use your school email address (username@ccsc.staffs.sch.uk) and school password to log into Teams (the username and password you use to log into the school computers)
- Or, on any web browser, go to www.office.com
- Sign in, then click on the Teams icon



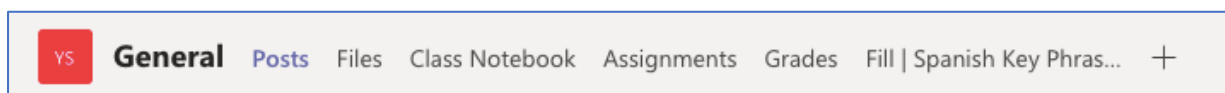
Your Teams

Your teachers will add you to a team for each of your classes. Click 'Teams' in the app bar to see your teams/classes.

Clicking on the team that you want to access will take you to the team landing page.



You will find the following tabs at the top of each team landing page:

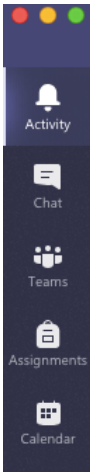


Posts – Your class/team teacher will send messages to the team here. You are then able to reply to posts with your questions and answers. Communication must be appropriate here as the everyone in the team can see posts.

Files – Your teacher will store class resources/files here for you to access and use in school and at home. If you need to download a file (e.g. to complete questions on a Word doc.), select the file (button to the left) then click the 'Download' button at the top of the page.

Class Notebook – This is your digital exercise book to use in class and at home. You have your own Class Notebook for each of your classes/teams. Only you and your class teacher can see your Notebook.

Assignments – Your teachers will be able to set you work to complete here (similar to Show My Homework). You can view work that needs to be completed and handed in at the top of each team page. You can also view set work for all subjects by clicking **Assignments** in the app bar.



Activity

This will help you to stay on top of everything. If you click **Activity** on the app bar, the **Feed** shows all of your notifications and everything that’s happened lately in your teams. You will also see notifications about assignments here.

Calendar

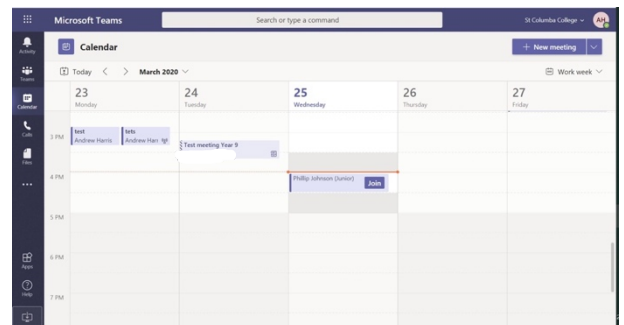
This is where you find the live lessons that your teacher will set up. You must accept an invitation to a live lesson (meeting) for it to appear here.

Live Lessons

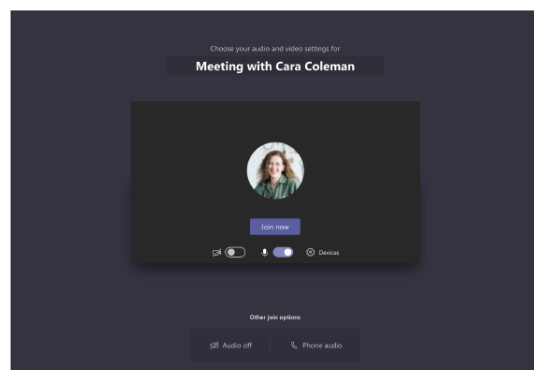
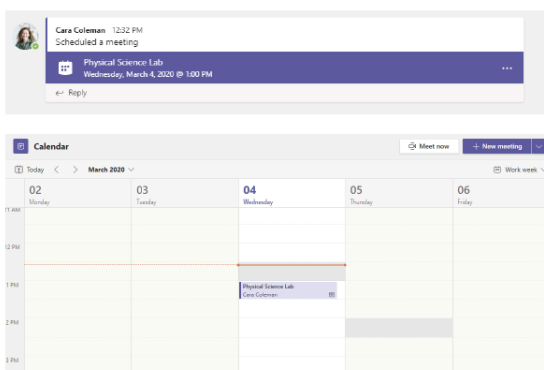
Teachers may choose to use either a Live Event or a Meeting when they are running live lessons for you. During live lessons, your teachers can see a list of students who are viewing the event. A ‘Meeting’ allows face-to-face interaction in a group video conference and will allow you to speak directly to your teachers, ask them questions, seek clarification, etc.

When your teachers set up a live lesson, you will receive an email from them inviting you to the meeting and it will appear in your class team’s post/conversation wall:

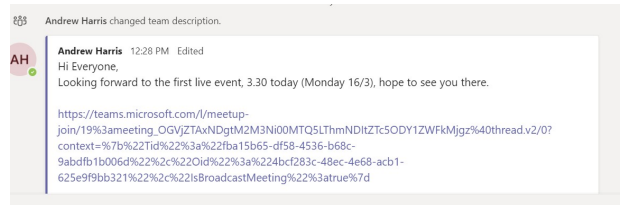
Once you have replied, it will put an event in your Teams Calendar.



When it is time for the meeting and you are ready to join, click ‘Join’ on the calendar event or in your class team’s post/conversation wall:



If your teacher is running a Live Event, the access link will be either emailed to you or posted on your class team's conversation wall/posts:



Tips - If you are seeing other students during a live lesson (Meeting) and not your teacher, you should see a series of circles with initials at the bottom of the screen:



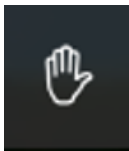
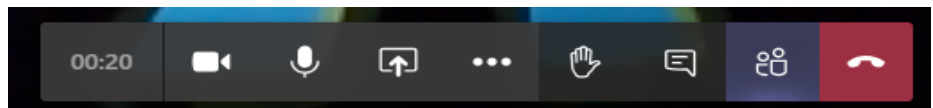
Clicking on your teacher's initials will put them into your view window.

Expectations - Live Lessons



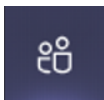
Switch off your camera and microphone before joining. This protects your privacy and stops any background noise at your location from disturbing the lesson. These can be turned back on later if you need to ask questions.

When you 'join' a lesson, this tool bar will be available. Hover over the screen, about 1/3 of the way up from the bottom to display it.

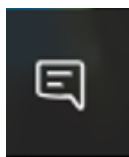


Let your teacher know you have a question using this tool. Please wait to be asked to speak, just as you would in a lesson.

If you click



you will see that your hand is raised.



You can also ask and answer questions using the 'chat' feature by typing your questions instead. Remember that the chat is saved from each live lesson.