



A Guide To Using Microsoft Teams (for students)



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& Sixth Form Centre

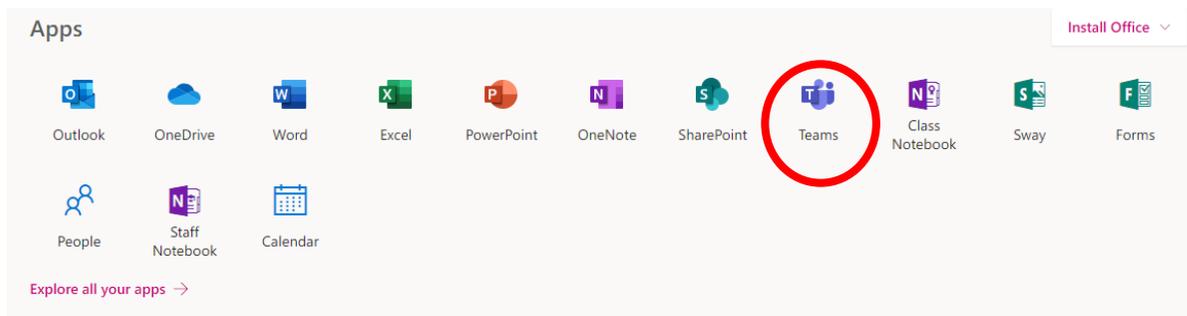
What is Microsoft Teams for Education?

Microsoft Teams is a digital hub that brings conversations, content and apps together in one place. Teachers can create assignments, respond to questions and hold 'live lessons'

How do I access this?

Grab your laptop, mobile or tablet and your school sign-in information and access your online classroom via your Office 365 account (<https://www.office.com/>).

Click on Teams...





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The basics

Activity: This will show any messages that have been posted in the Teams you are part of.

Search: Can't find your class? Type in the code here.

Teams: Click this icon to return you to this dashboard and see all of the teams you are part of.

Assignments: Your teacher will set work and registers as assignments. You can jump straight to a list of the ones you have due by clicking here.

Dashboard: Your teams dashboard will look something like this. All of the teams you are part of will be here. You can get back to this page at any time by clicking the Teams icon on the left.

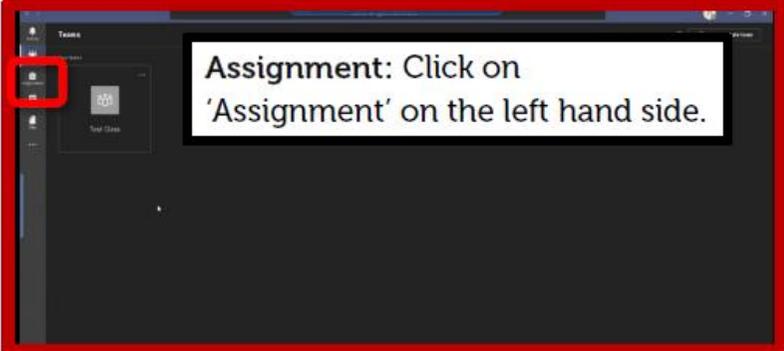
TOP TIP: Download the app for free!



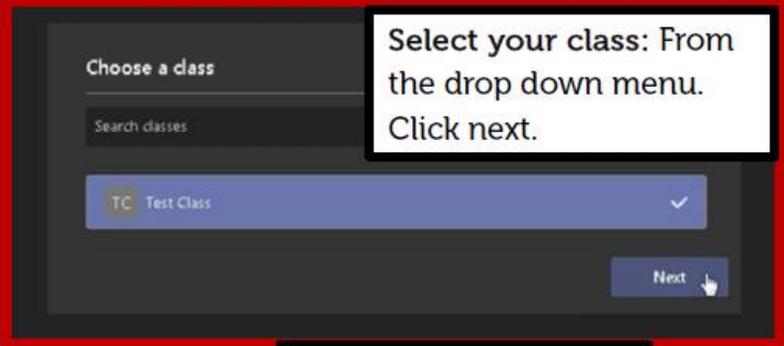
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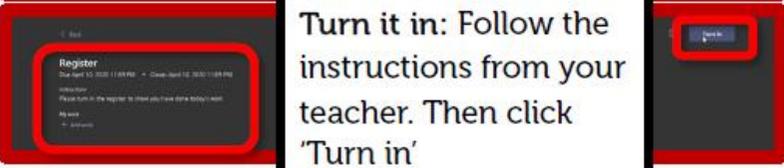
Accessing Assignments



Assignment: Click on 'Assignment' on the left hand side.

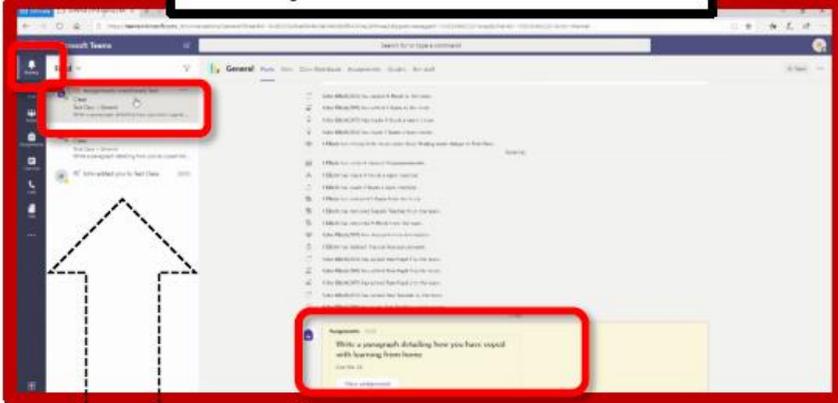


Select your class: From the drop down menu. Click next.



Turn it in: Follow the instructions from your teacher. Then click 'Turn in'

Activity: Another way to access your assignments is to click 'Activity'.



Assignments that have been set also appear here. Click on it and follow the rest of the steps in the same way as before.



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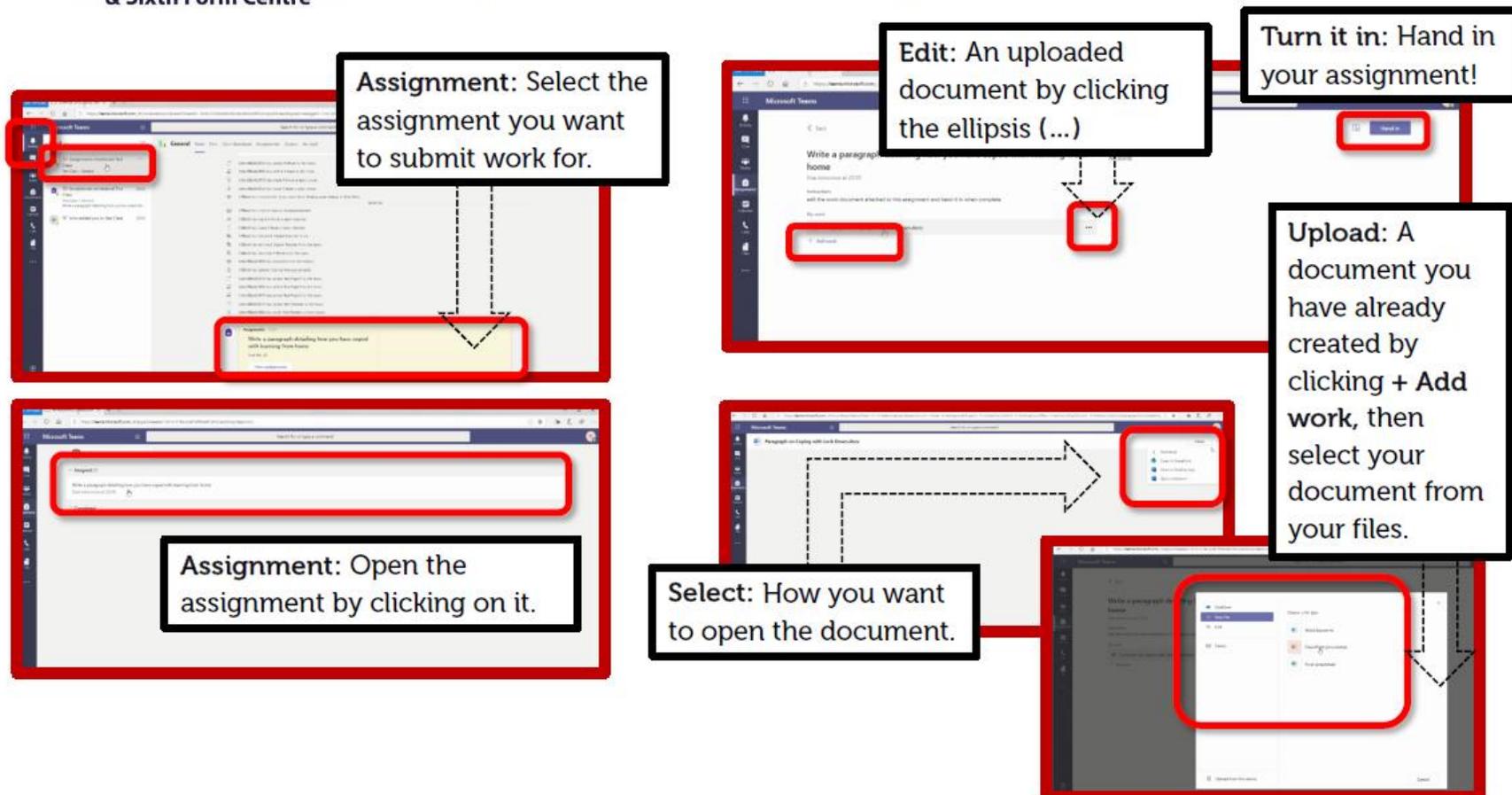
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Uploading Work to Assignments



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Joining a 'Live Lesson'

If your teacher has scheduled a 'live lesson', you will have seen the details on ClassCharts and received an email invite. To join this meeting, head into Teams and click on the class that the lesson is for...

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area displays a class page for 'Sample Class - G Rose'. The 'General' channel is selected, showing a message from 'G Rose' at 19:20: 'Scheduled a meeting'. Below this is a blue notification card for 'Example meeting' on 'Monday, 1 June 2020 @ 19:30'. A red arrow points to the 'Join' button on this notification card. The top of the interface includes a search bar and a 'Team' dropdown menu.

You should then see the page for that class. This is the feed with details of assignments that have been set as well as lessons that have been scheduled. Scheduled lessons will be a blue notification. Click on this and then click 'join'.





Search for or type a command

GR



This is the screen you'll see in a 'live lesson'.

You'll notice the video and audio are turned off in this call. Video is automatically disabled, and your teacher might decide to mute audio too. If this is the case, the most important thing is to click on the blue speech bubble, which brings up the chat for the lesson. This allows you to ask questions and see answers, which remain visible after the lesson has ended.



Waiting for others to join...



This button leaves the lesson once it is over.

Type any questions / answers into the box here, followed by the 'arrow' button to send a comment to your teacher. Again, anything posted here remains even once the lesson has ended.

Meeting chat



19:20

Scheduled a meeting



Example meeting

Monday, 1 June 2020 ...



Reply

