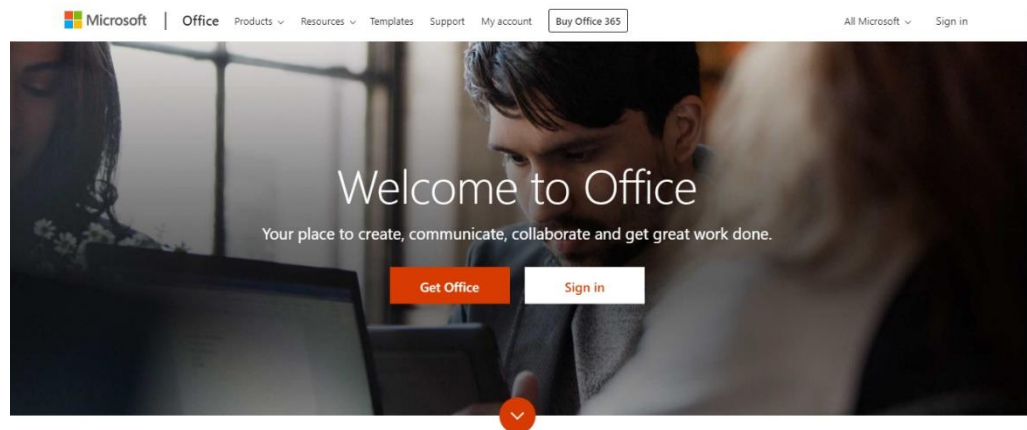




Microsoft Teams – How to Login

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com

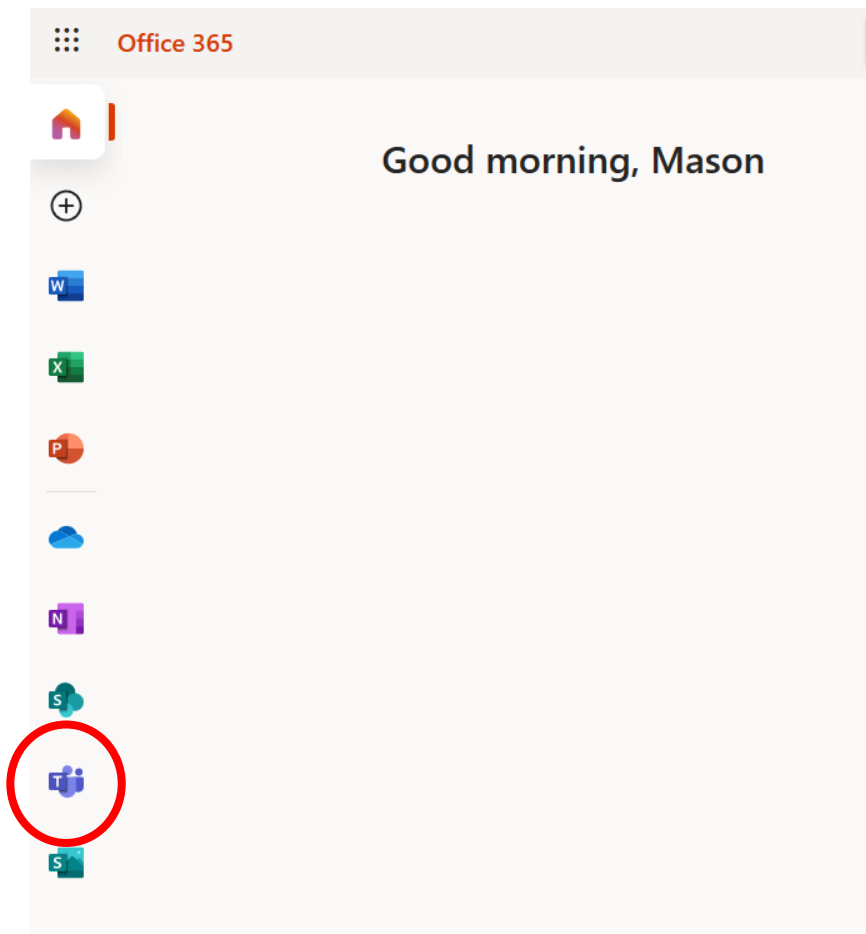


Click sign in and sign in with your full school email address.

My MS Office username is:

My Password is:

Click on the Teams icon

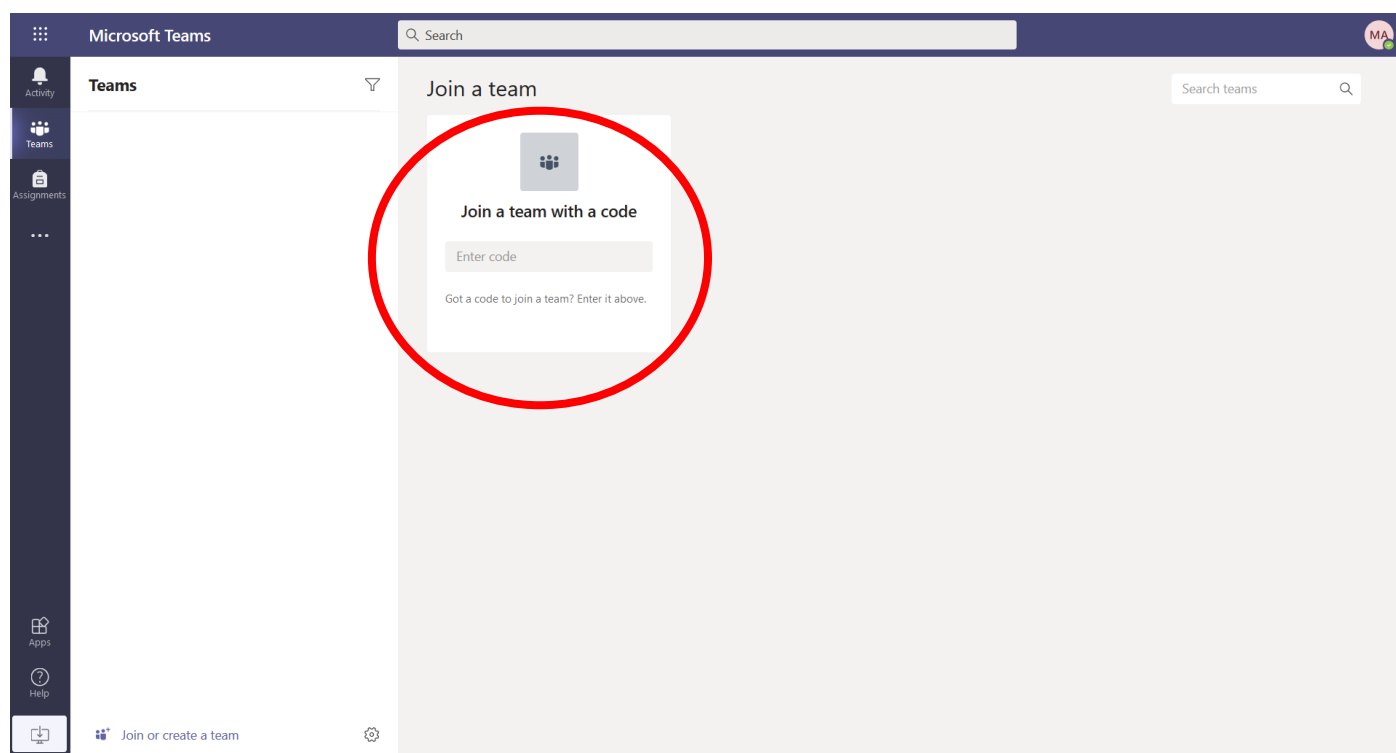


You should now see all the Teams if your teachers have already set them up for you, or you may have different codes to join your classes.

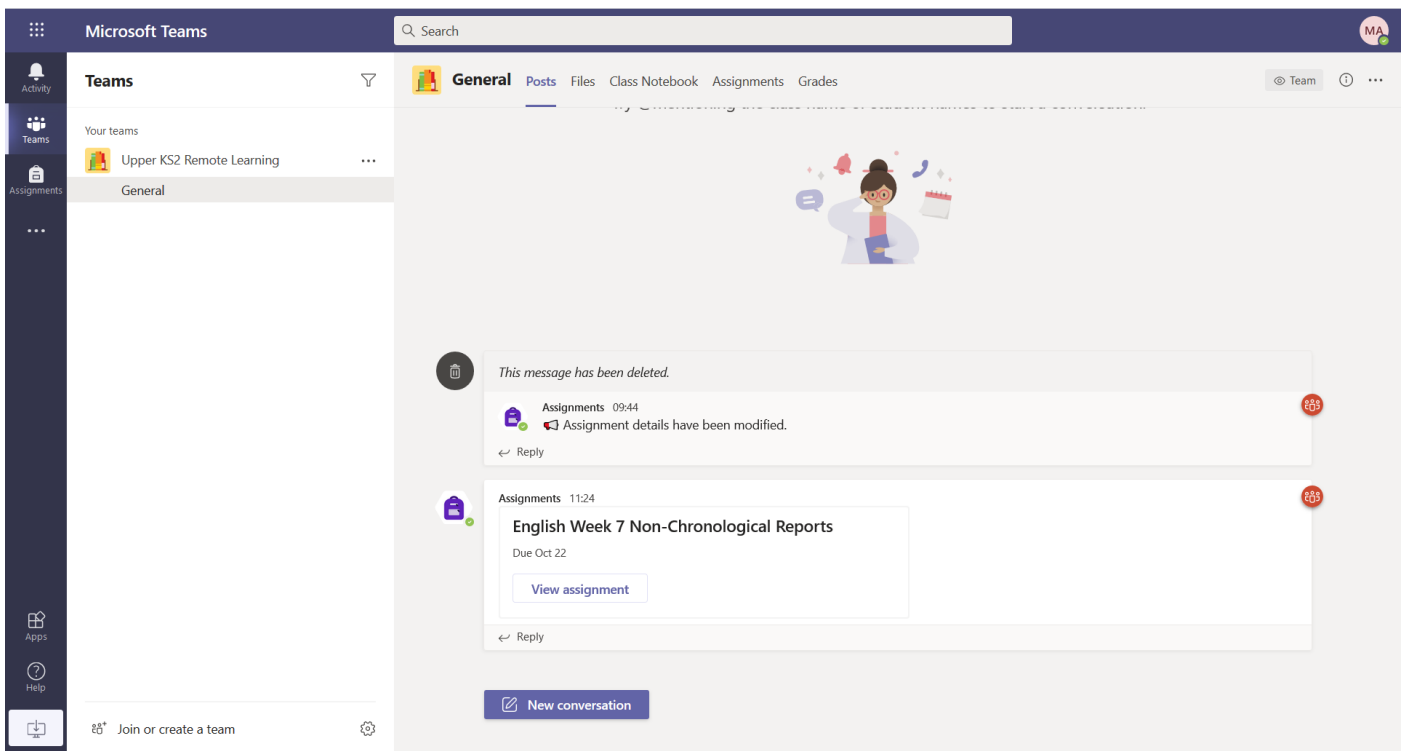
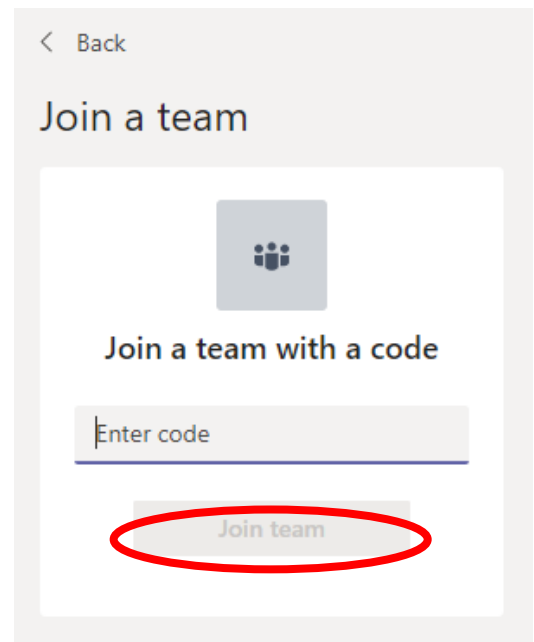
Microsoft Teams – Joining Your Phase Team

Your teacher will have given you a 7-character code, made up of letters and numbers – the letters are all lower case.

My class code is:

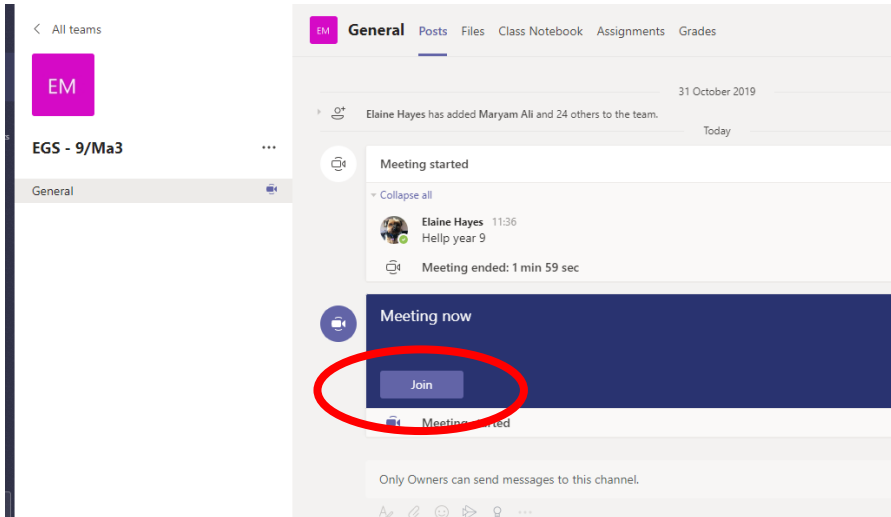


Put the code in that your teacher has given you and click the join team button circled. Be careful when inputting your team code, all the letters are lower case.



In your team, you can chat with your teachers and other members of your phase group by clicking on the 'New Conversation' button. Remember that everyone within the team can see the messages that are posted within this channel. Your teacher will post questions here for you to respond to and will send out offers of support should you require it.

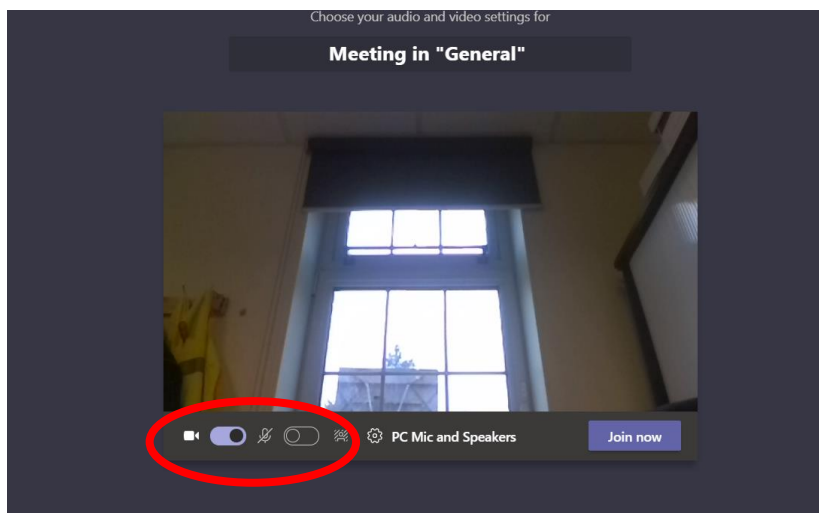
Microsoft Teams – Joining a Feedback Session



Each class will have weekly feedback sessions led by your teacher to discuss the learning that has taken place during the week.

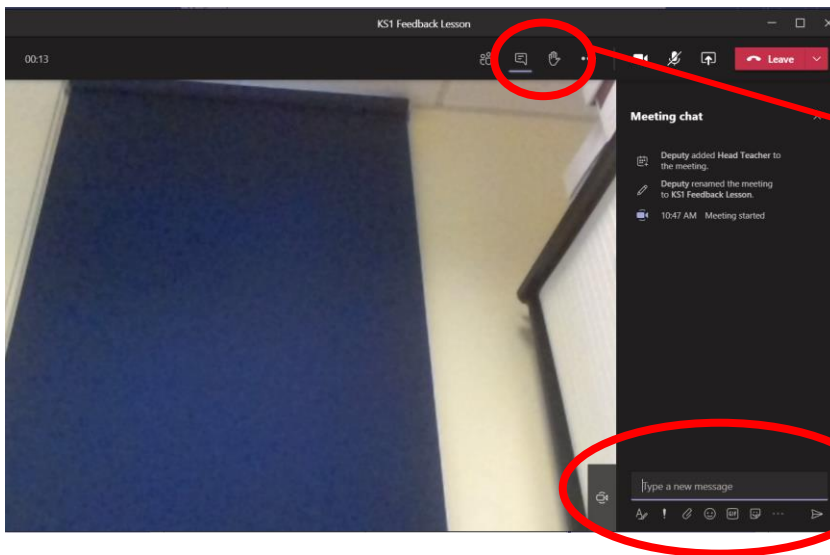
If your teacher has started a feedback session, you will see a blue notification in your Team. Your teacher will have told you what time the feedback session

starts, and you can join at any time by clicking the join button circled in red.



The red circle is the camera and microphone function. Make sure that your camera is on but your microphone is off – in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over.

When joining a meeting, remember to be in a shared space in your home and that your background should be a blank wall in order to protect you and your family's identity.



Click on the speech bubble to access the meeting chat to ask your teacher a question.

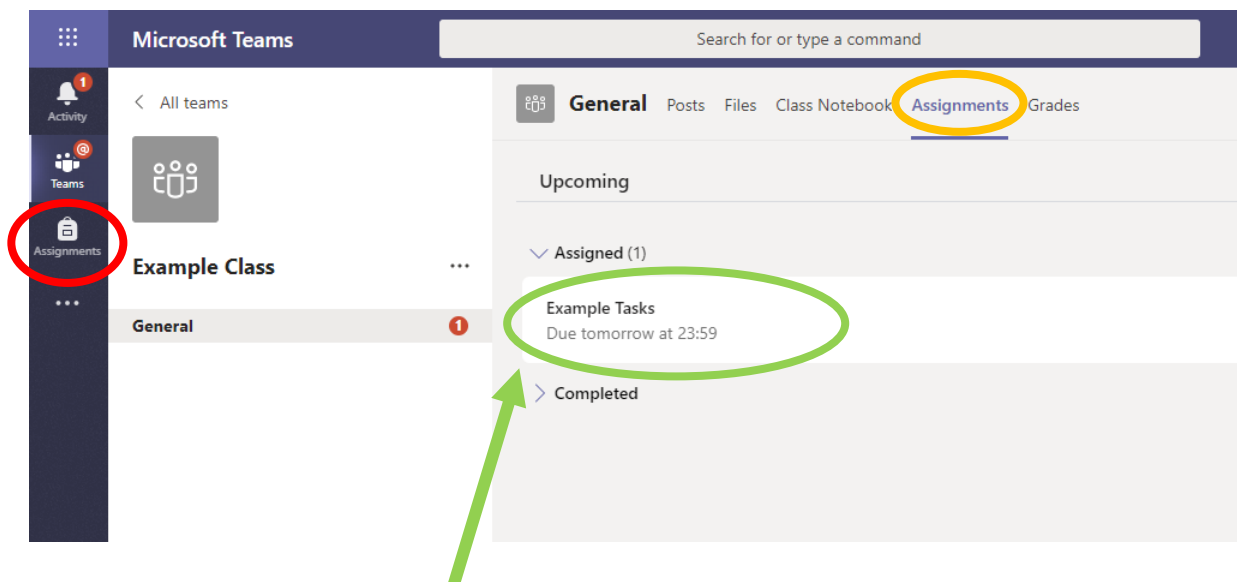
You can also press the hand icon to raise your hand and get your teacher's attention.

Type your messages in here to add them to chat. Remember that everyone in the meeting can see your messages.

Any inappropriate use of the webcam, microphone and/or the chat function can result in the pupil being muted or removed from the meeting. In some cases, pupils may even have their account suspended for a limited period of time.

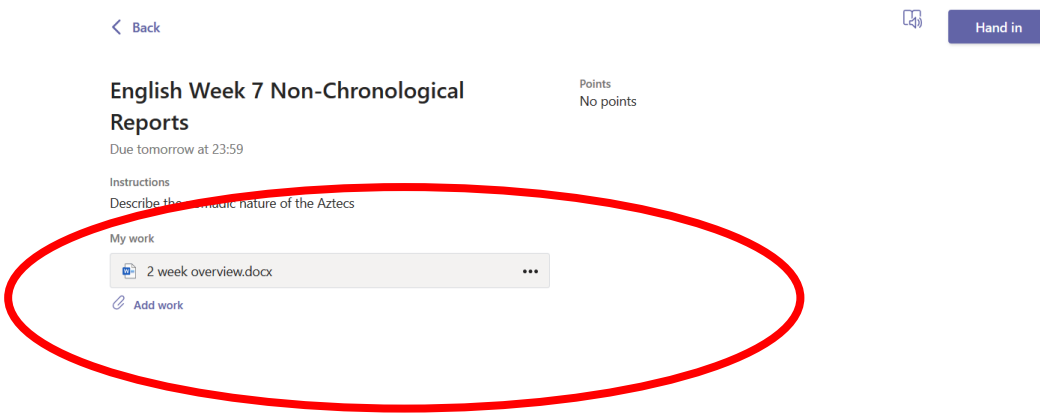
Microsoft Teams – Uploading an assignment

Your teacher will set assignments for you to complete. You can access these in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your team and click on the assignments button circled in yellow.

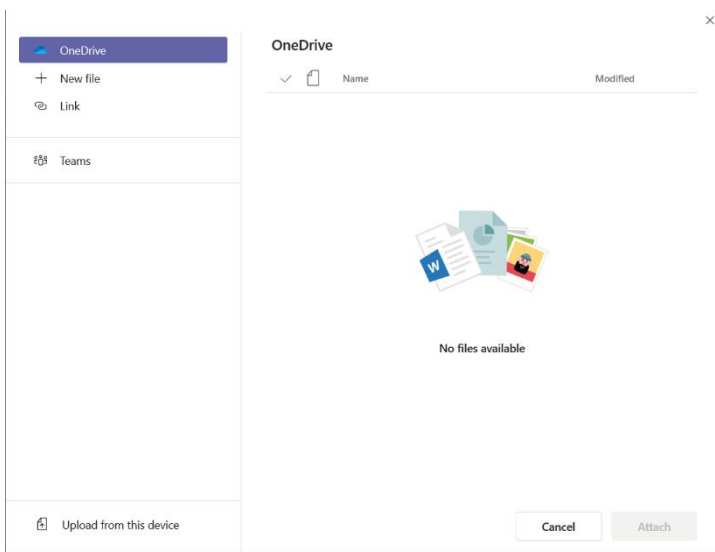


Click on the assignment to access the task.

Depending on the format of the lesson, there may be a file within the assignment for you to open and work on. You can also add other files to send to your teacher by clicking on the 'add work' link.



You can add a document that you have already been working on by clicking on 'upload from this device', or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.





Make sure that you have your work attached. Click the 'hand in' button. Your teacher can now look at your work and give you feedback if required.

This piece of work has been looked at by this pupil's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.

