



Microsoft Teams Student Guide

Logging In

All students at school will be given their own personal login details via email. You will each get a username and password. The username will look like the following example:

`username@0365.woodside.waltham.sch.uk`

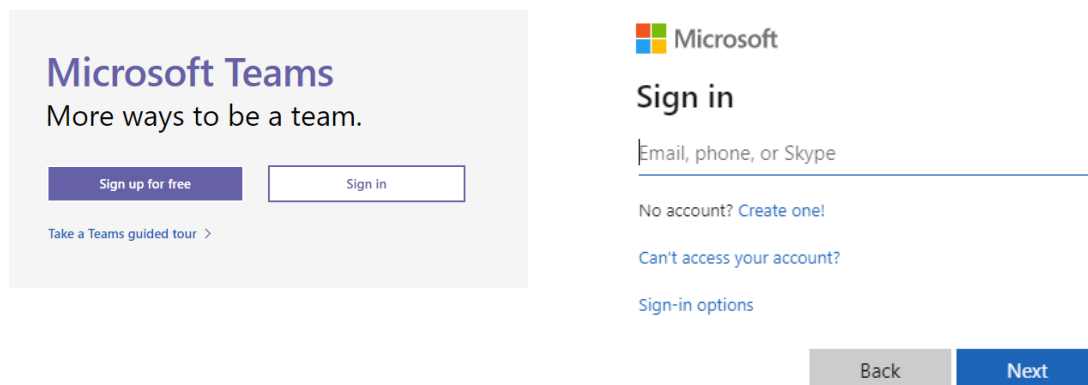
In order to login, you will need to click on the link below:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

Alternatively you can search for Microsoft Teams on your internet browser.

Please note, the internet browser, Safari does not work for this website. Google Chrome or Microsoft Edge will be needed.

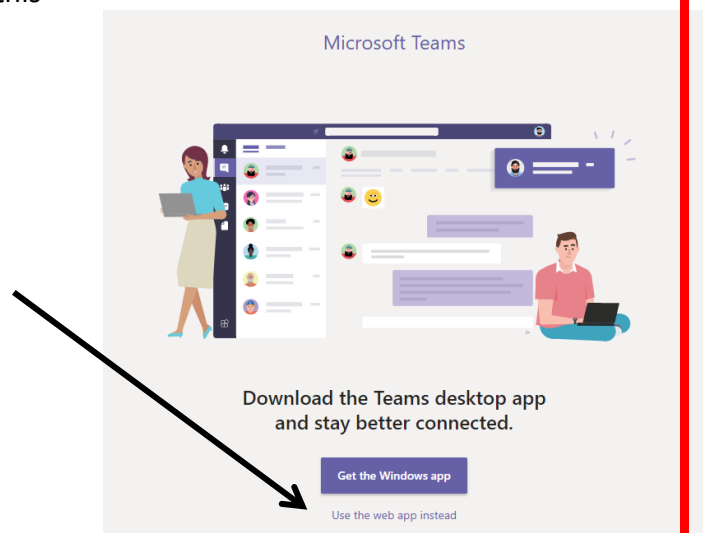
When you first login to your account on a computer, this is what you will see.



Once you have logged in:

Click on use the web app instead.

(If you have already downloaded the app for MS teams this stage will not be necessary)



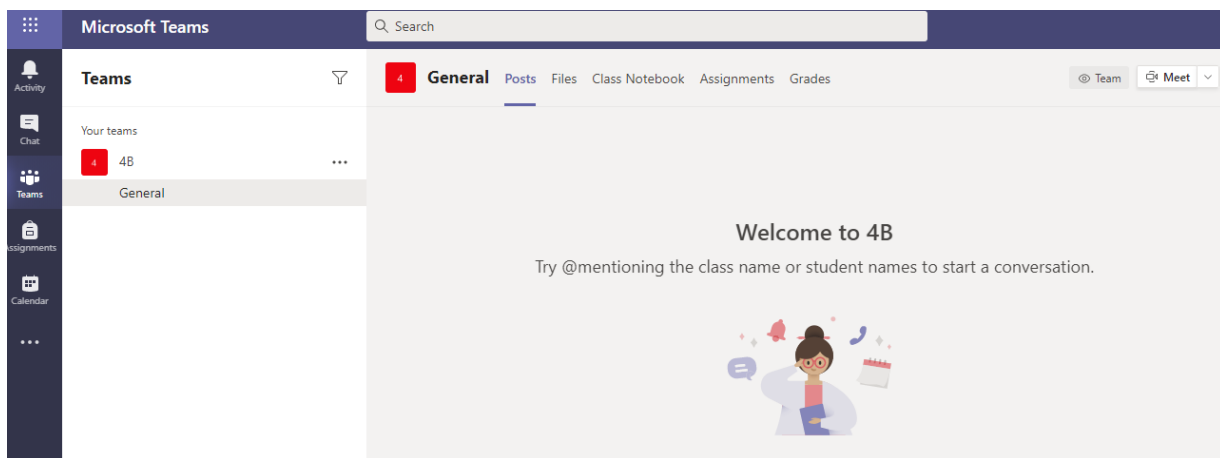
Microsoft Teams



Microsoft Teams is a chat-based collaboration platform complete with document sharing, online meetings, and many more extremely useful features for educational communication. Teams allows individuals and groups to be able to collaborate/ communicate and share resources.

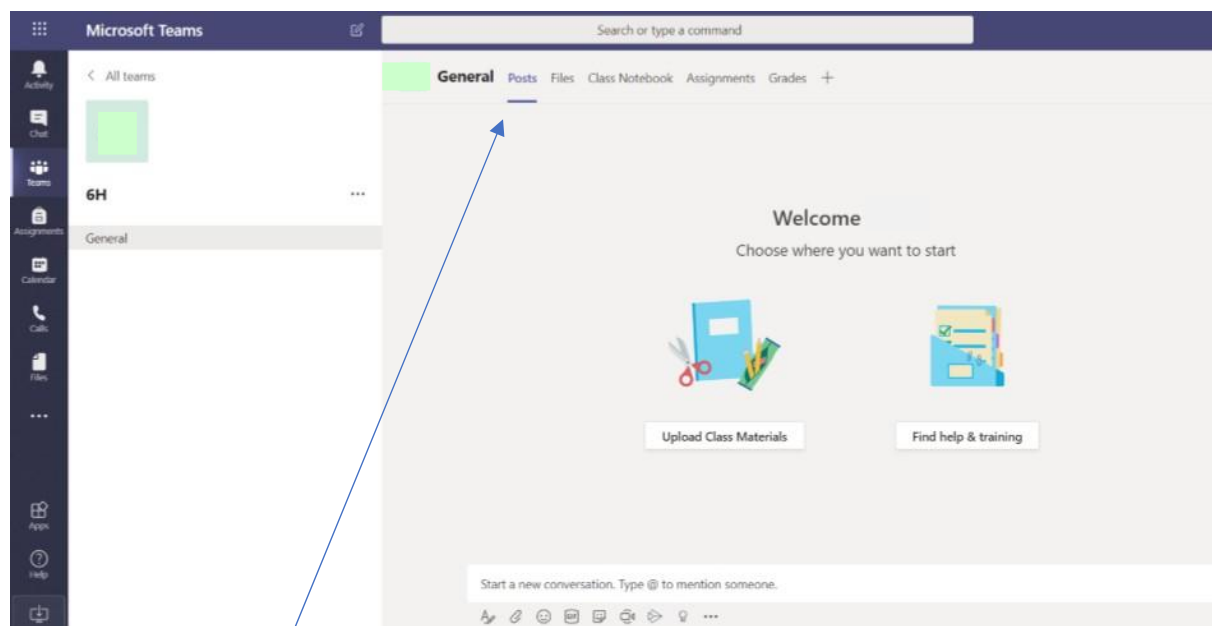
This is the main platform that is used in the school for teachers to share resources with their classes. You can also use Teams to complete your work as it has an in-built Class Notebook and will therefore be used instead of exercise books in some of your subjects.

Once logged in, this is what you will see.



The tools that can be used in Teams will all appear on the left hand side of the screen. The first bell icon will alert you of any new changes that have been made to a Team's area, such as a teacher setting a new assignment for you to complete.

When you click on one of the subject Team areas the following screen will appear:



The key functions of each Team are shown in the top Menu:

Posts: This is a conversation area, that all members of the class (students and teachers) can post important messages. This is monitored, so any messages that are not subject or work related will be deleted and you may not have access to this feature anymore. It is important you do not post too many messages, as important posts by the teacher may be missed.

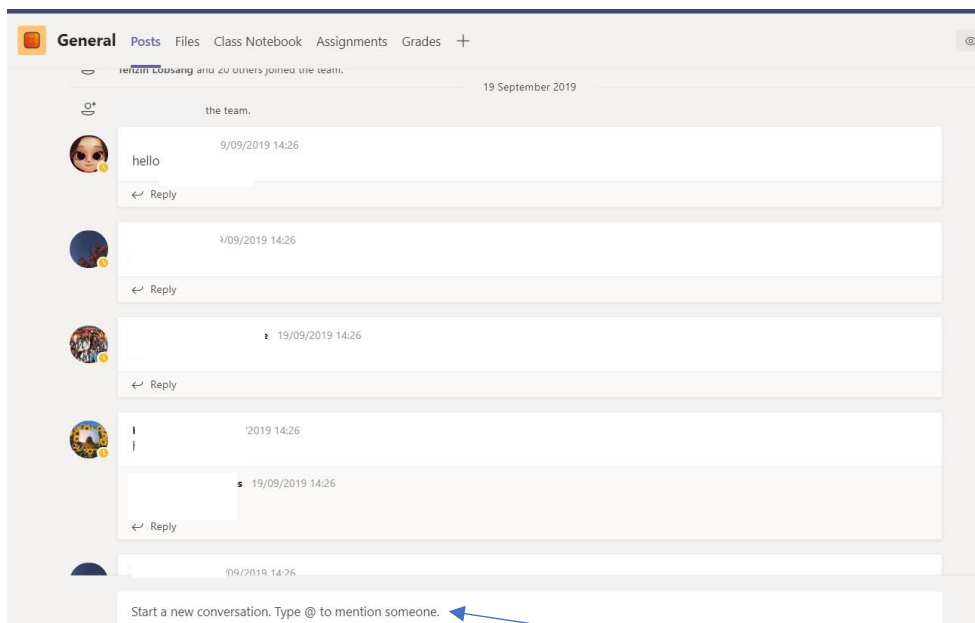
Files: This is where your teacher will upload files that you will need, to complete your work. The files will be saved in the secure Class Materials folder within Files, so that they cannot be changed by anyone. You can download the files and save them to edit.

Assignments: This is where your teacher will set you work to complete. You will be able to do the assignment online and submit it before the submission date for your teacher to give you feedback.

Each Team can be seen by all the members of your class. The areas that only you can see and are private from other students are the Class Notebook and Assignments area. However, your teachers will always have access to all student areas and can monitor what work you are doing.

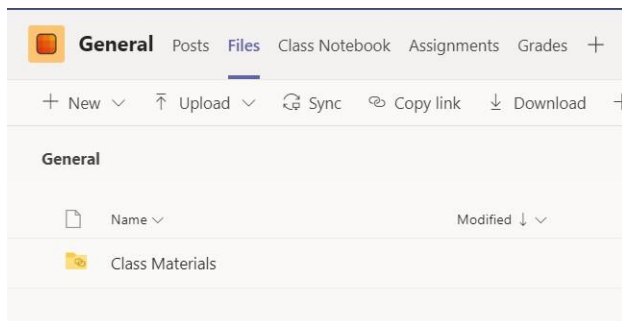
Posts

The posts section on Teams can be accessed by clicking on Posts option at the top of the Teams page. This is usually the first screen you will see when you click on any Teams.

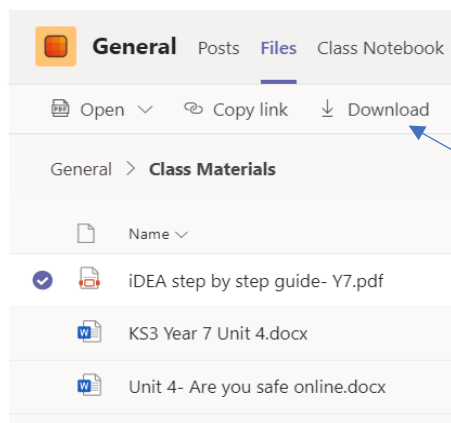


You can post work-related comments here by writing your message in this box

Files

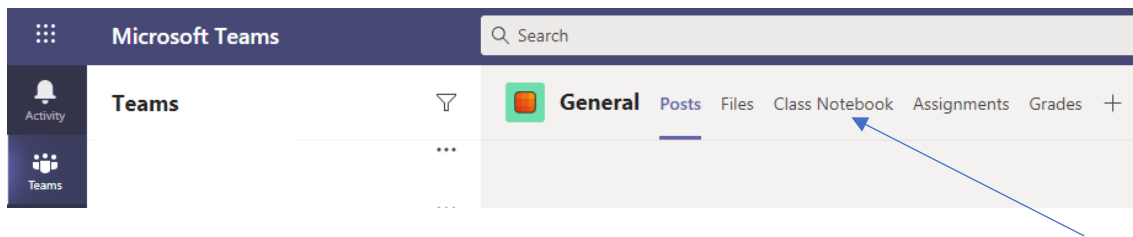


The Files option will take you to this screen, where you will find the Class Materials folder. Your teacher will upload any files you need for your learning here. When opened, the Class Materials folder will look like this:

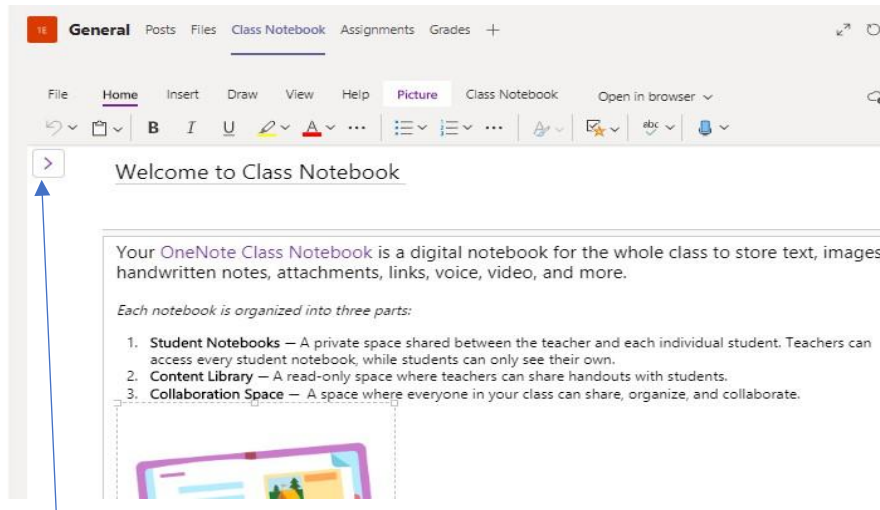


Click on the file to 'Download' a copy to your device.

Microsoft Teams- Class Notebook

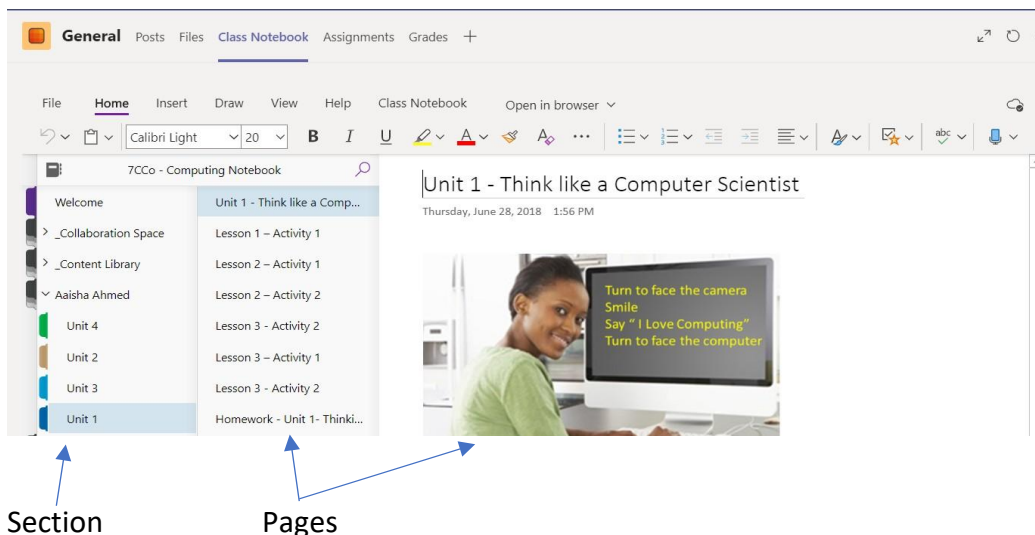


To access the Class Notebook through Teams you will need to click on the 'Class Notebook' option in the top menu. The following Class Notebook welcome page will open:



To access sections and pages in the Class Notebook, you will need to click on the arrow in the top left-hand corner.

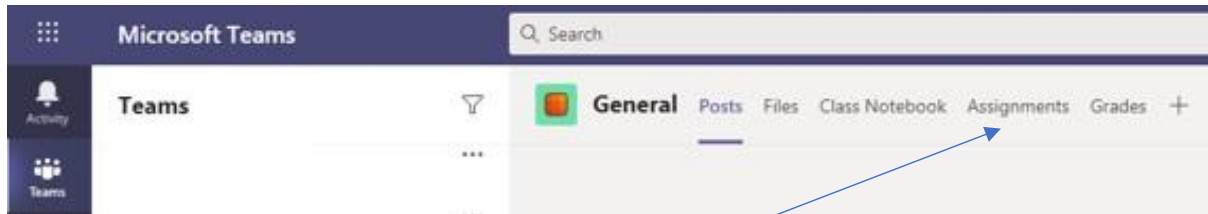
The sections will look different for every subject, as teachers will set these according to the subject topics. Here is an example of the Computing Class Notebook sections in year 7:



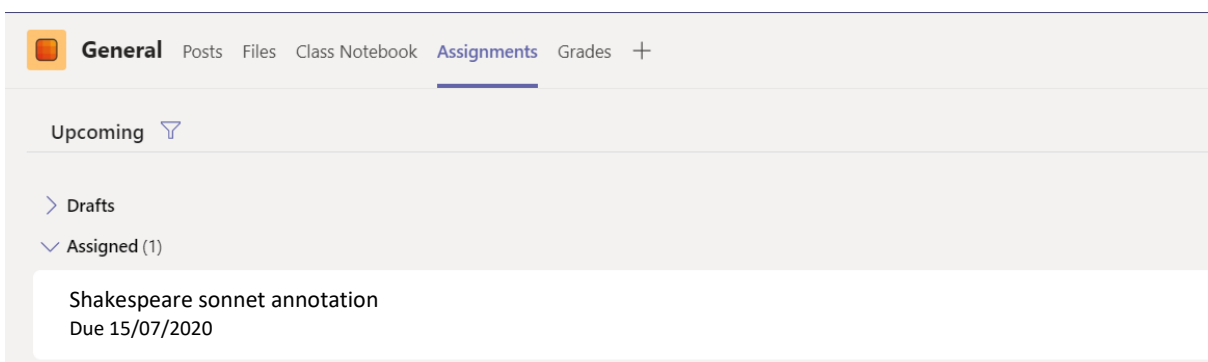
Your name will appear on the left-hand side of the Class Notebook. When you click on this, the sections of the Class Notebook will appear. Each section will have pages as shown in the above image. You can see that the Unit 1 section has a Title Page and pages for each lesson i.e. Lesson Activity 1.

You will add any notes and complete activities on these pages. All work is automatically saved and can be accessed from any device you login to. Your teachers will also be able to see your Class Notebook from their devices.

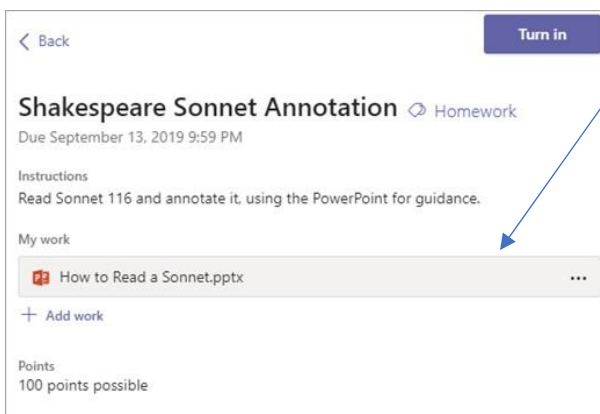
Assignments



On the Teams homepage you can access the Assignments area to access any work your teacher has set you. When you click on Assignments, the following page will appear:



The above image shows an example of an English Assignment being assigned to your class. You would need to click on the assignment to find out more.



In this example the English teacher has uploaded a PowerPoint, to help complete the task.

When you have completed all the activities, you would need to upload it to this page using the 'Add work' option. Once you have uploaded the completed work, 'Turn-in' would need to be selected. This would inform your teacher that you have completed the work. Your teacher would

then give you feedback on your completed work. You would be alerted by the bell in the corner of the screen, that your teacher has given you feedback.

Your teacher may also add a document to the assignment, which you can edit and complete your activities on. This will mean that you do not need to upload any work. You will just need to click on 'Turn in' once completed. These types of assignments will look like this:

The screenshot shows a Microsoft Word window with the title bar 'Digital Careers.docx' and a 'Close' button. The ribbon includes 'Digital Careers', 'Accessibility Mode', 'Immersive Reader', 'Edit Document', and 'Print'. The main content area is titled 'Digital Careers' and contains the following text:

1. The BBC is one of the biggest employers in the media industry.
Go to the BBC careers site and visit the vacancies section:
<https://www.bbc.co.uk/careers/>

In the BBC's current vacancies there are a number of digital careers. Can you identify them.
Provide a list of the digital tech jobs that you have found in the BBC's vacancies.

Below the text is a large empty rectangular box for writing. On the right side of the document, there is a 'No points' label and a purple 'Turn in' button.

You can type straight onto the document and once completed click on 'Turn in'.

