



A Student Guide to Using Microsoft Teams.

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- How to upload an assignment
- How to access and respond to feedback given to you by your teacher

Section 2

How to use Teams on a tablet or mobile phone

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Section 3

Live online lessons.

- How to join a live lesson
- How to type a question during the lesson
- How to reply to a message
- How to raise your hand

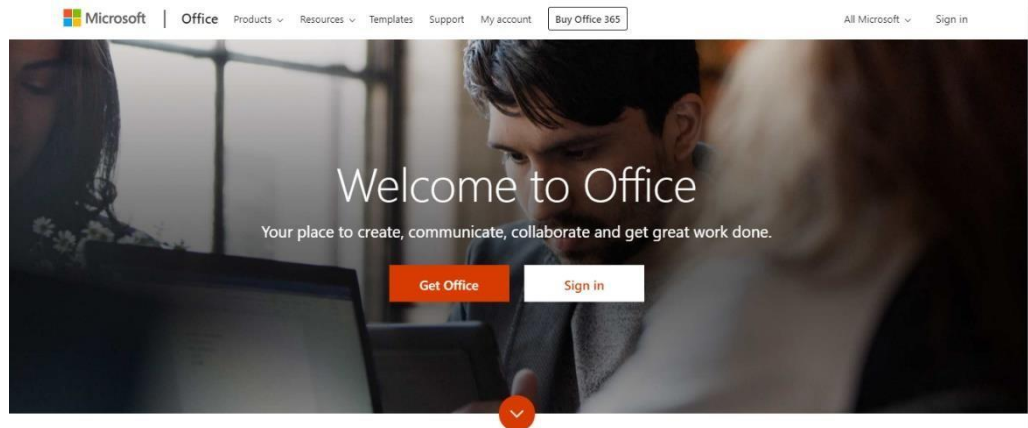
Section 4

What do to if you cannot access Teams on any platform.

SECTION 1 – USING TEAMS ON A DESKTOP OR A LAPTOP

Teams – How to Login

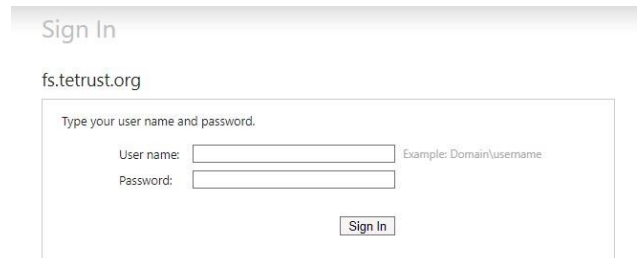
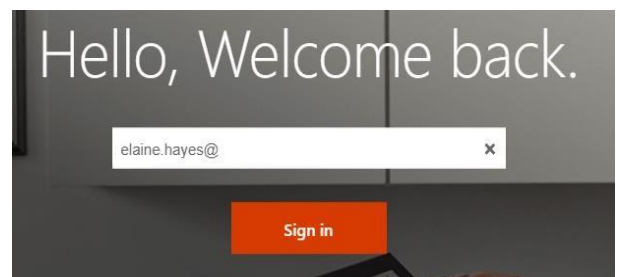
On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc., go to www.office.com



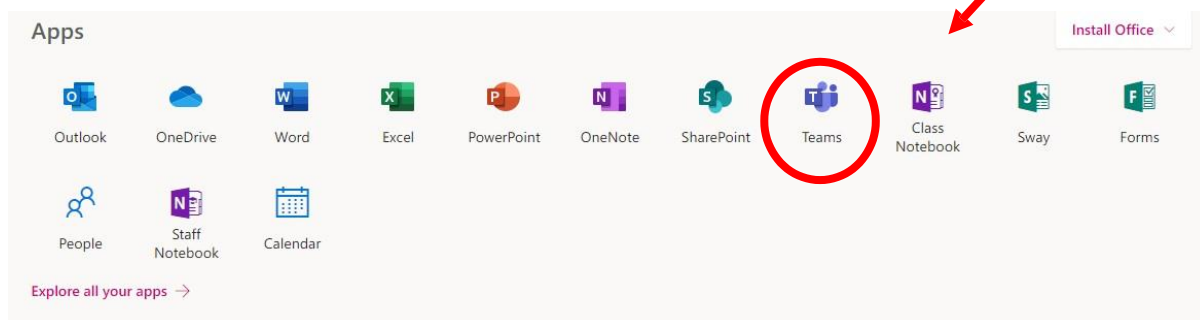
Click sign in and sign in with your full school email address which is your computer username followed by **@huntcliffschool.co.uk**

Example: Hannah Baker is in year 7, so her email address is **19BakerH@huntcliffschool.co.uk**

You will then be directed to the login page for the school – this is like if you are logging into a computer in school, so your username is your computer login you would normally use at school and the password is the one you set at school. Once you sign in, you will get the page below:



Click on the Teams icon

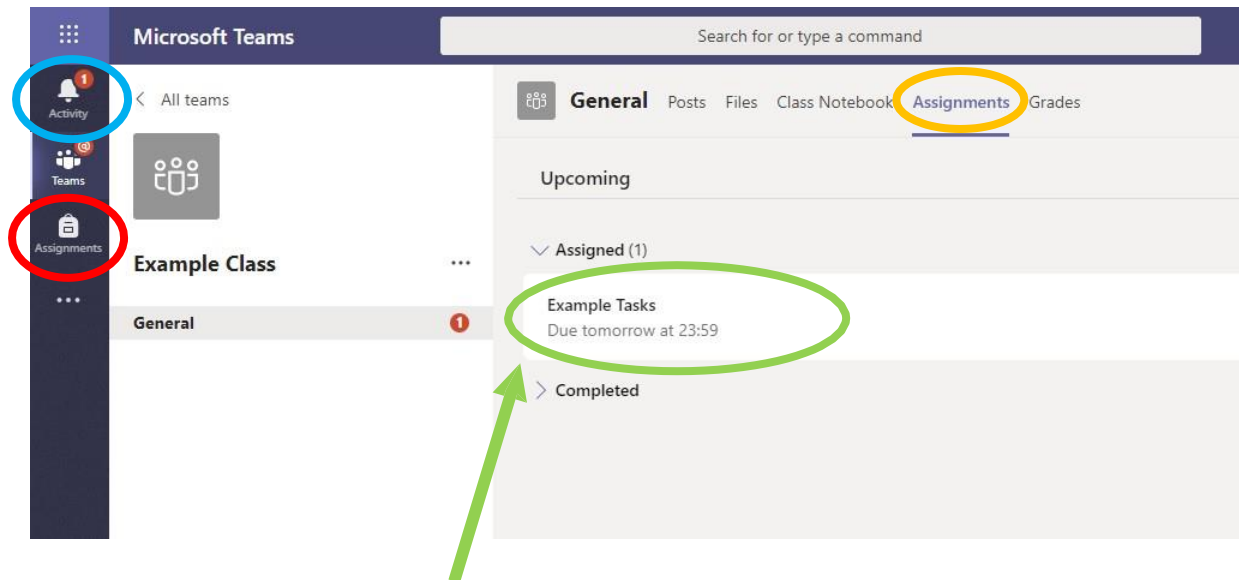


You should now see all the Teams that your teachers have set up for you.

For even easier access, you can also install the Teams desktop APP for free.

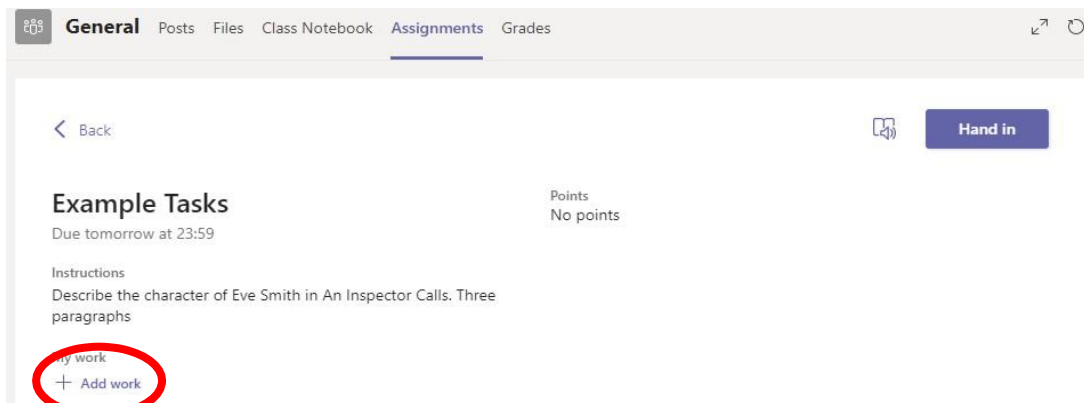
Teams – Uploading an assignment

Your teacher can set assignments for you to complete. You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue. By clicking on this notification, you will be brought to the assignments page. You can also 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 class and click on the assignments button circled in yellow.

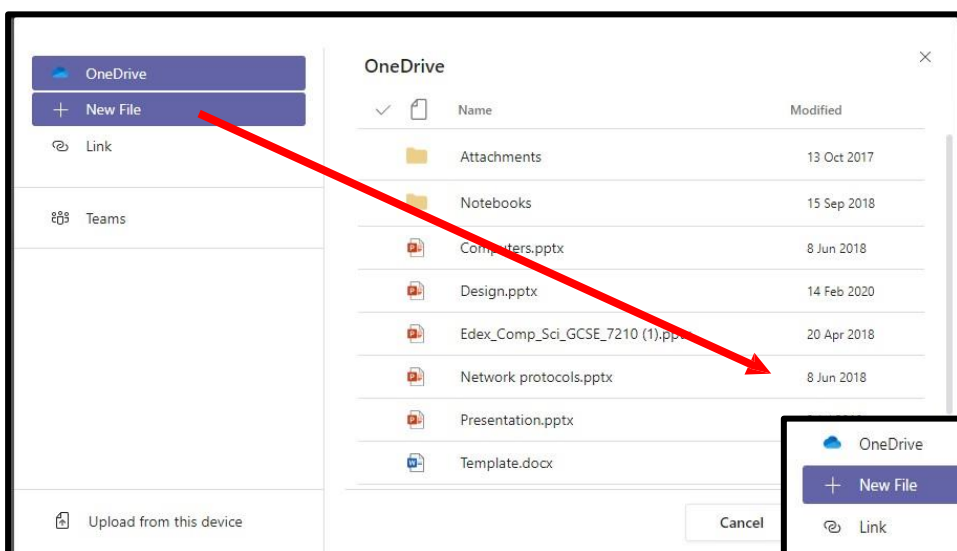


Click on the assignment to access the task.

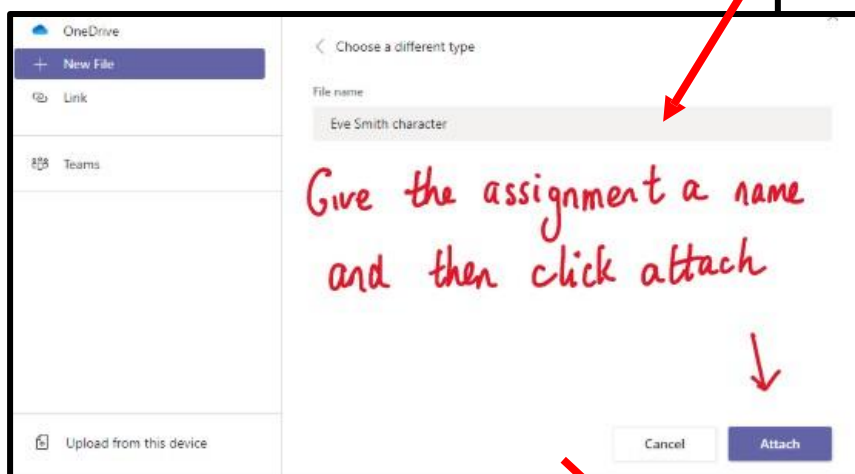
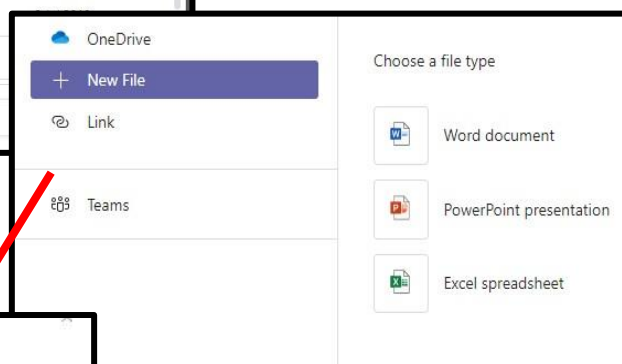
To add some work, we first need to create a new document, then complete our work in it.



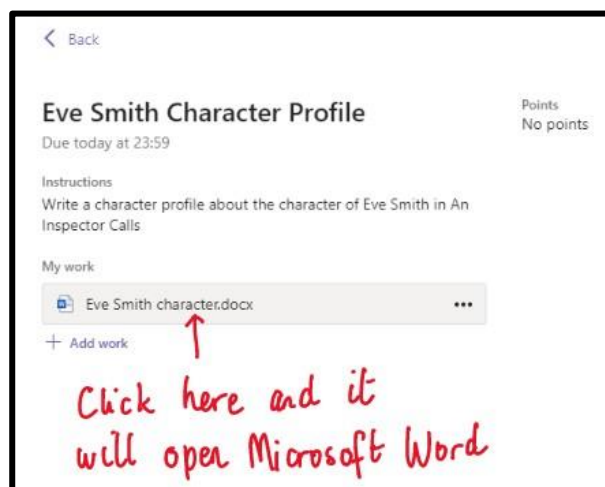
Using a new file:

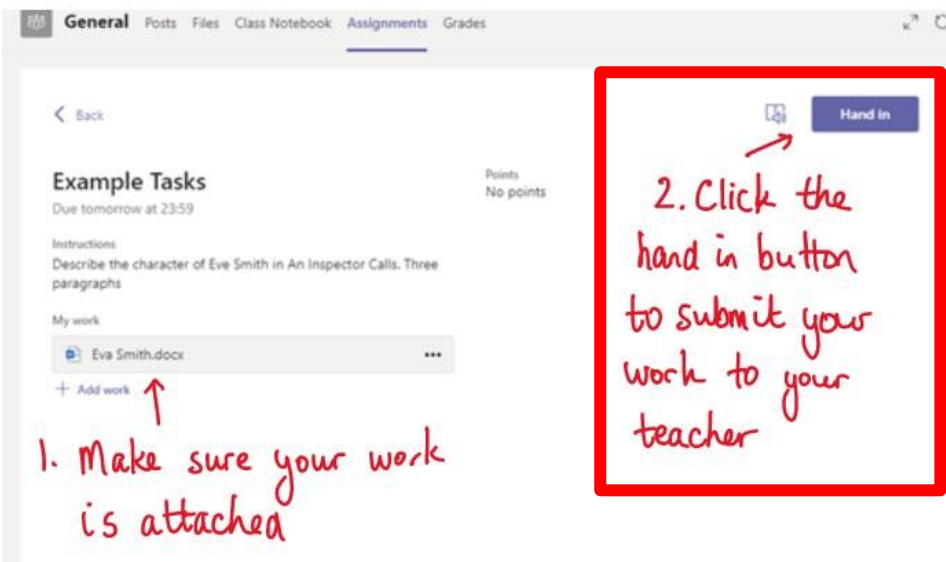
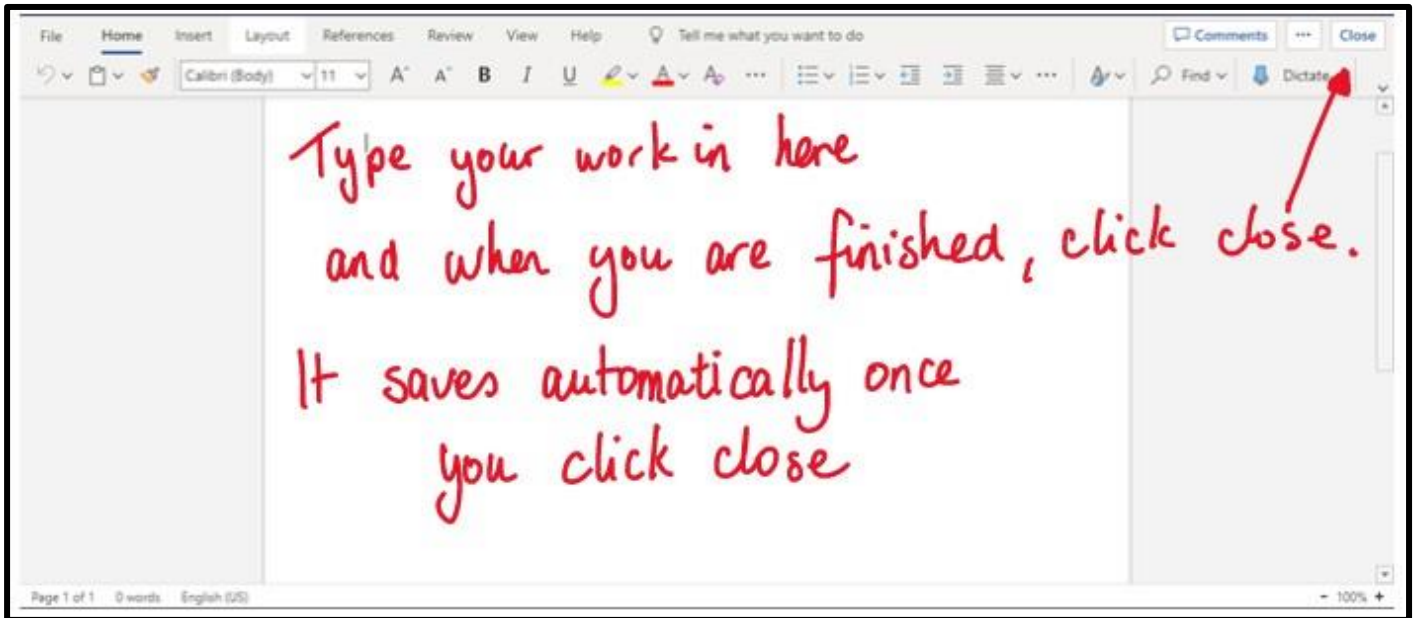


Click on new file and decide what format you will be submitting your work, Word, PowerPoint or Excel



You have now created your document that you can start writing your work into. To start your work, click on the document name.

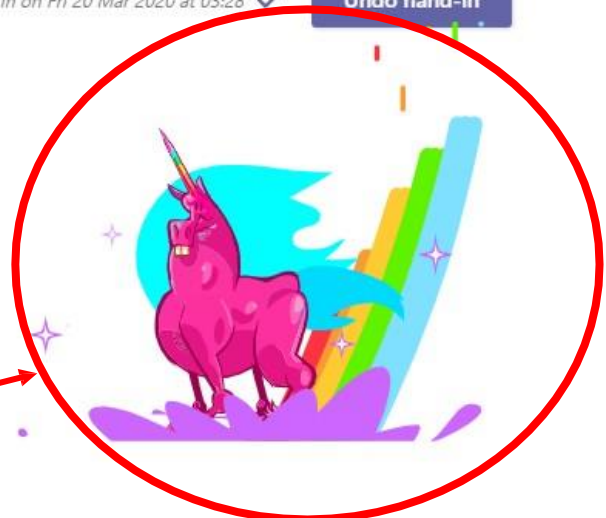




Make sure that you have your work attached and that it is not blank. Click the hand in button. Your teacher can now look at your work and give you feedback if required.



Handed in on Fri 20 Mar 2020 at 03:28 ✓ Undo hand-in



If you have successfully handed in your work, you will see an animation - there are loads of different types!

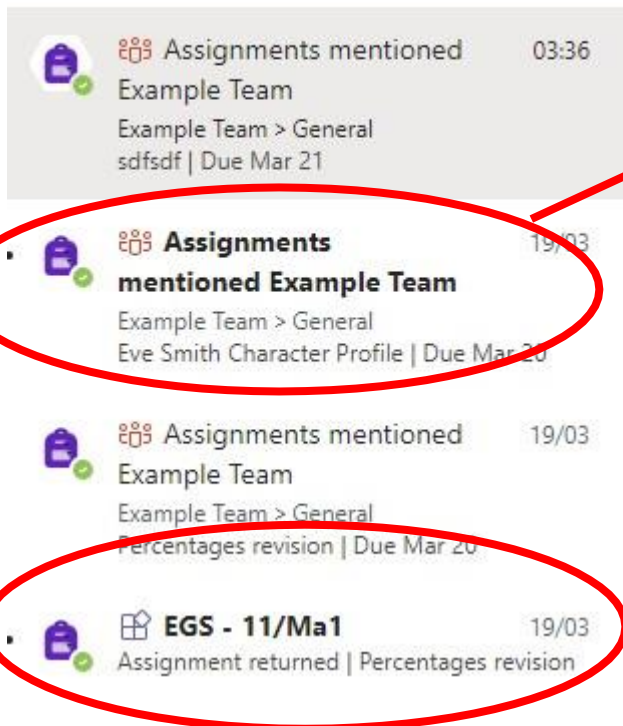
Teams – Getting feedback and responding to feedback

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work.

Click on the Activity button and it brings you to your feed. Any message in **bold** you have not read



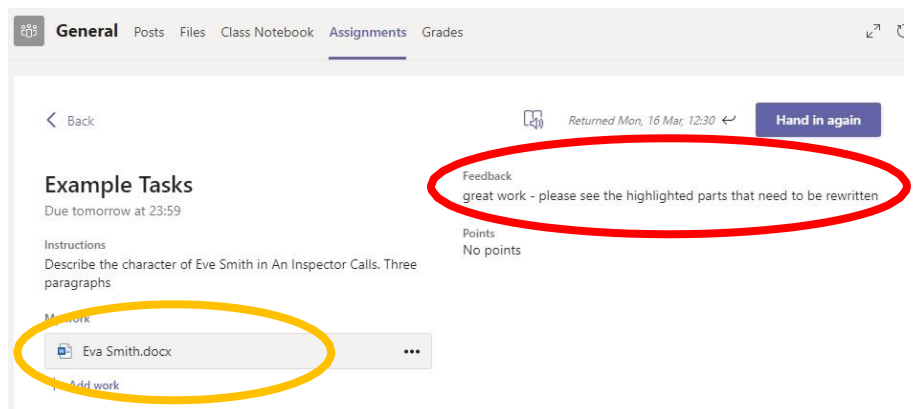
Feed



This is a notification to say that there is a new assignment in the Example Class that you need to complete

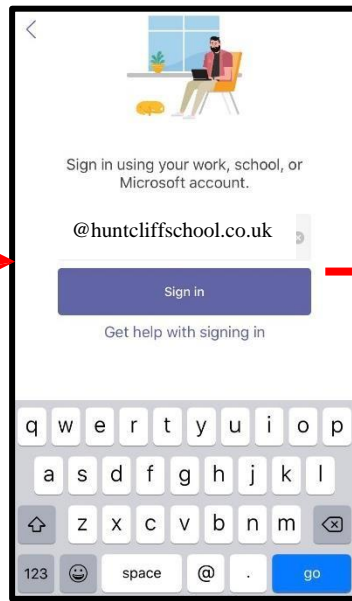
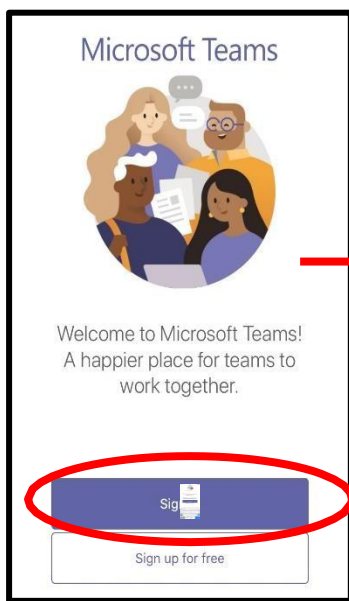
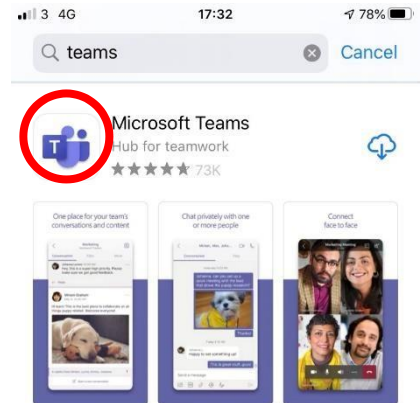
This is a message to say that work has been returned in this student's maths Team – to see the feedback, click on the notification

This piece of work has been looked at by this student'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.



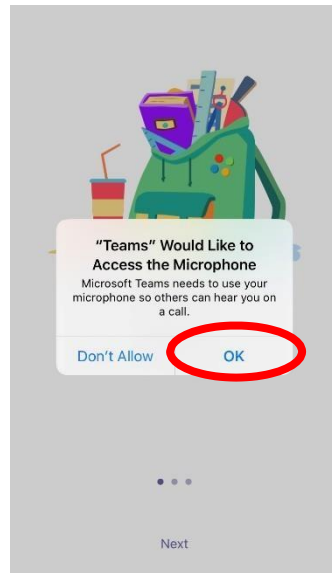
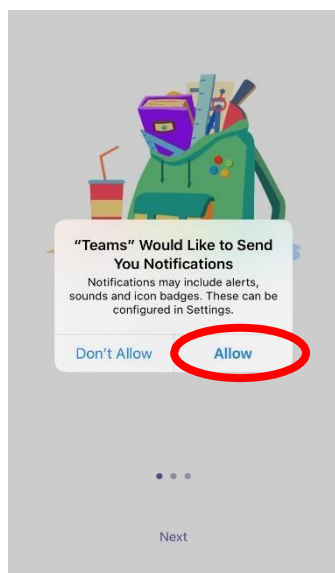
SECTION 2 – USING TEAMS ON A TABLET OR PHONE – Downloading the Teams App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Sign in with your school email address. Example: Hannah Baker is in year 7, so her email address is 19BakerH@huntcliffschool.co.uk

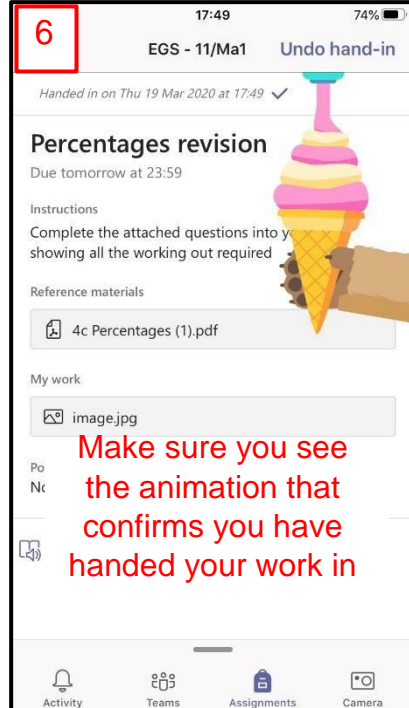
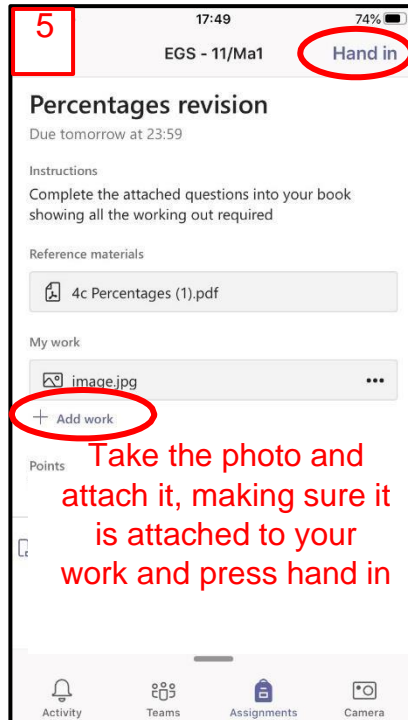
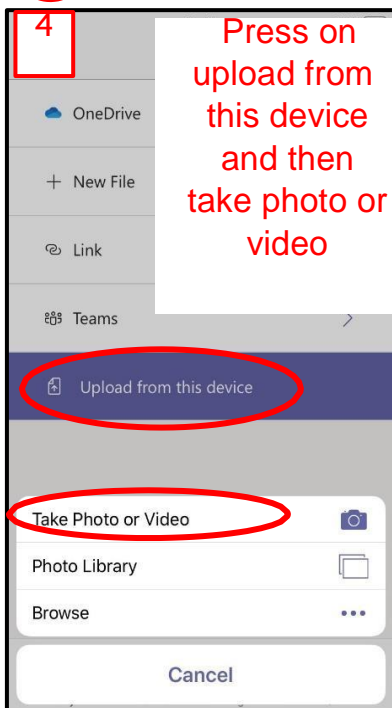
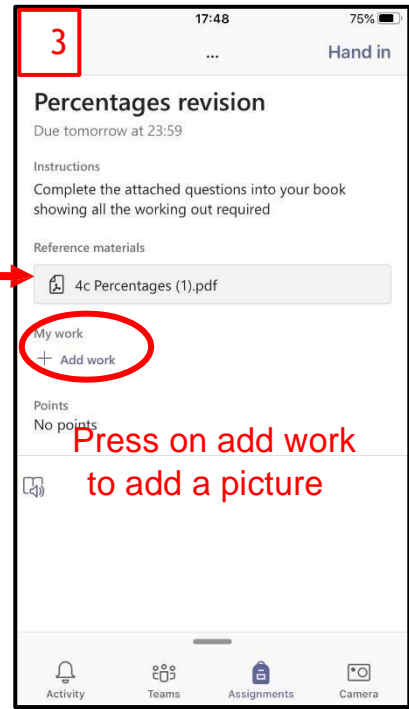
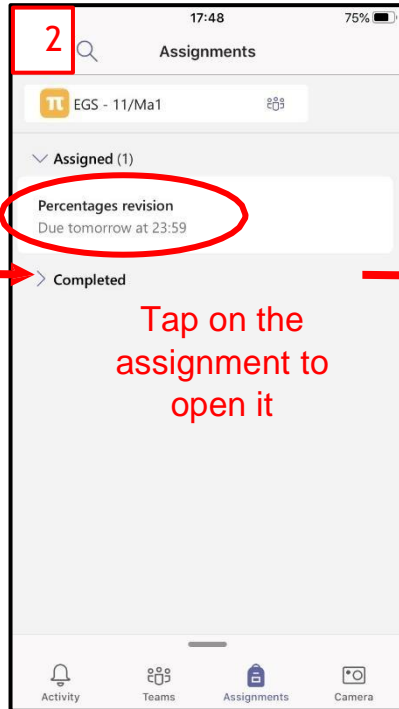
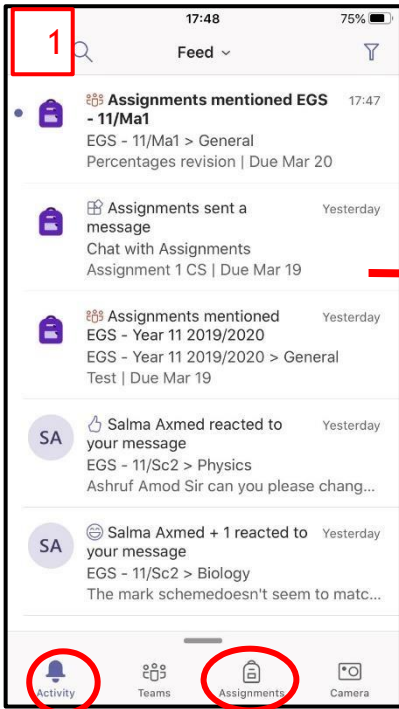
You will then be directed to the login page for the School – this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school.



Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work, posted an important message or sent you some feedback on work you submitted. If you are joining a virtual classroom you need to click allow, but during the virtual classroom you will be turning the microphone off.

Teams – Uploading an Assignment

If you are uploading a document, follow the guide that is in section 1 as uploading a document from a phone or tablet is the same process. However, if you have piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work. You can find the assignment you have been set in two places - the activity feed and assignments – picture 1.



SECTION 3 – Live online lessons.

How to join a live lesson:

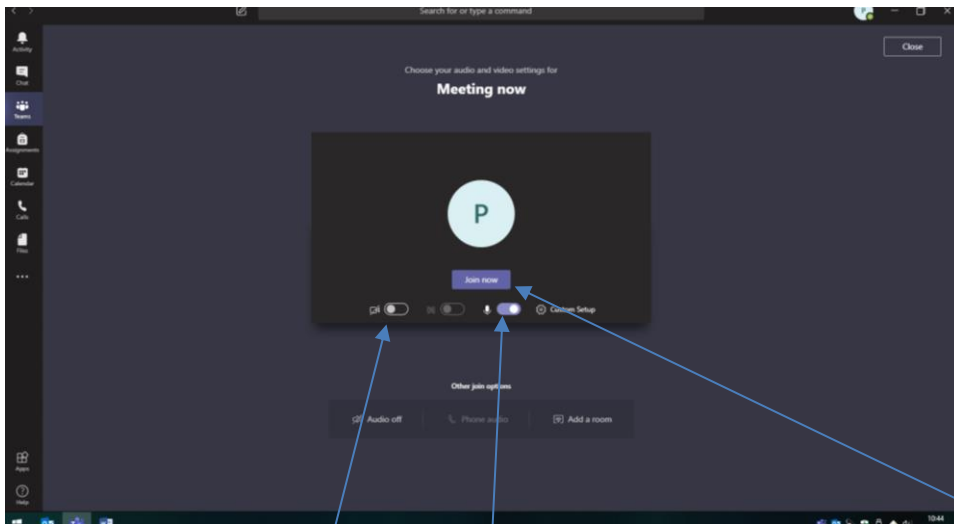
There are two ways to do this.

1. Access your school email address and **click on the link** that will have been sent by your teacher when the lesson was set up. The link will look like this;

[Join Microsoft Teams Meeting](#)

2. **Go on to Teams and click on the calendar icon** on the left hand-side of your screen. Then double-click on the lesson you wish to join.

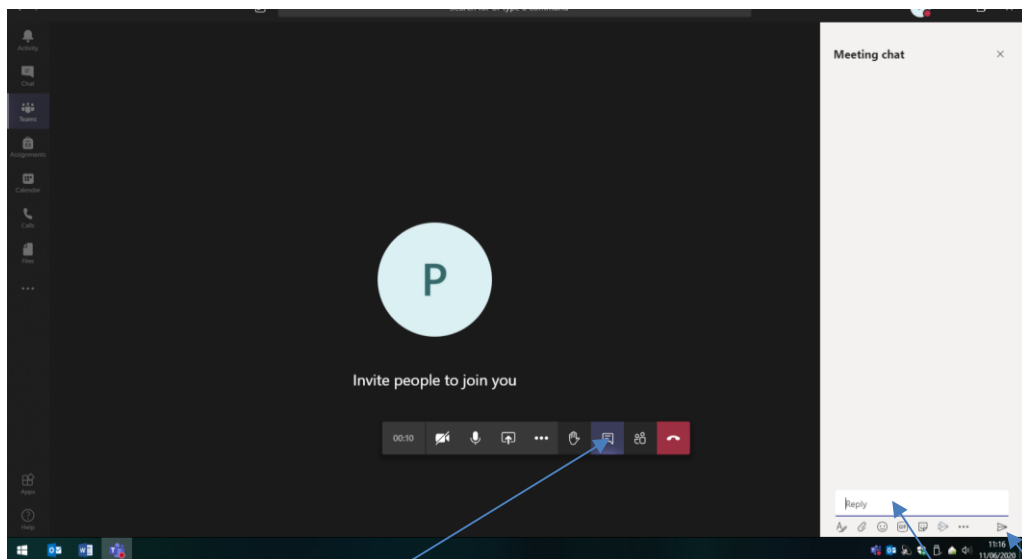
Join the meeting 5-10 minutes before the lesson is due to start and you will be presented with a screen that looks like this:



Make sure that your camera and microphone are switched off

Click on Join now to enter the meeting

How to type a question during the lesson:



Click on the show conversation button to bring up the Meeting chat column

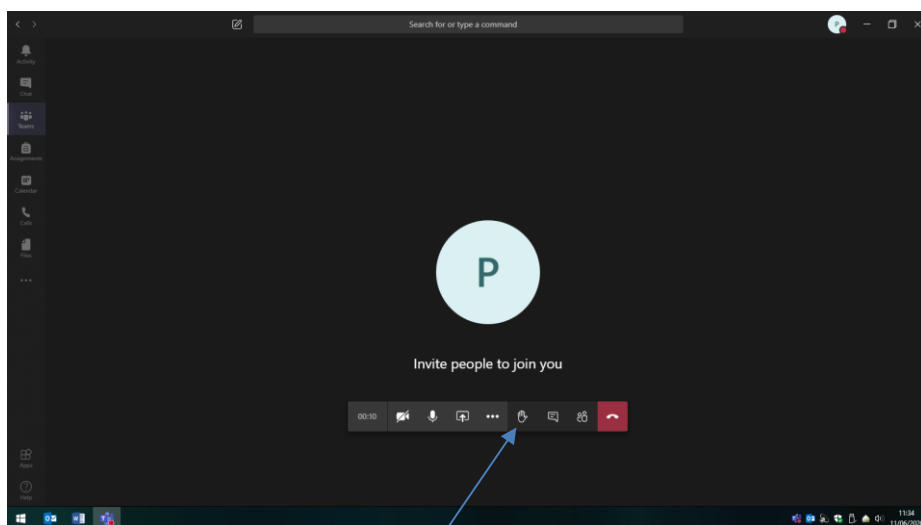
Then type your question in the reply box
Press the paper airplane button to send

How to reply to a message:

Select the **Reply** button underneath the message you're responding to. This will ensure that your message gets included in the conversation thread, and that the other people participating in the thread will be notified. Type your message in the box and press Enter or select the paper airplane icon to send it.

How to raise your hand in a Teams meeting:

Just select 'raise your hand' in the meeting controls. Teachers will be able to see a list of everyone in attendance. Anyone who's **raised their hand** will have an icon next to **their** name. When multiple people **raise their hands**, they'll be listed in **the** order in which they raised them.



Raise your hand button

SECTION 4 – What to do if you can't access Teams on any platform.

Please contact school immediately and ask to speak to someone who can then find out what the problem is and determine the best solution.