

A Student Guide to Using Microsoft Teams

Teams is a chat-based collaboration tool that provides the ability to work together and share information via a common space. Work/Assignments are set via Teams

You can access Teams either using a web browser or downloading the Teams app for Android and iOS. Teams is also available for PC and Mac

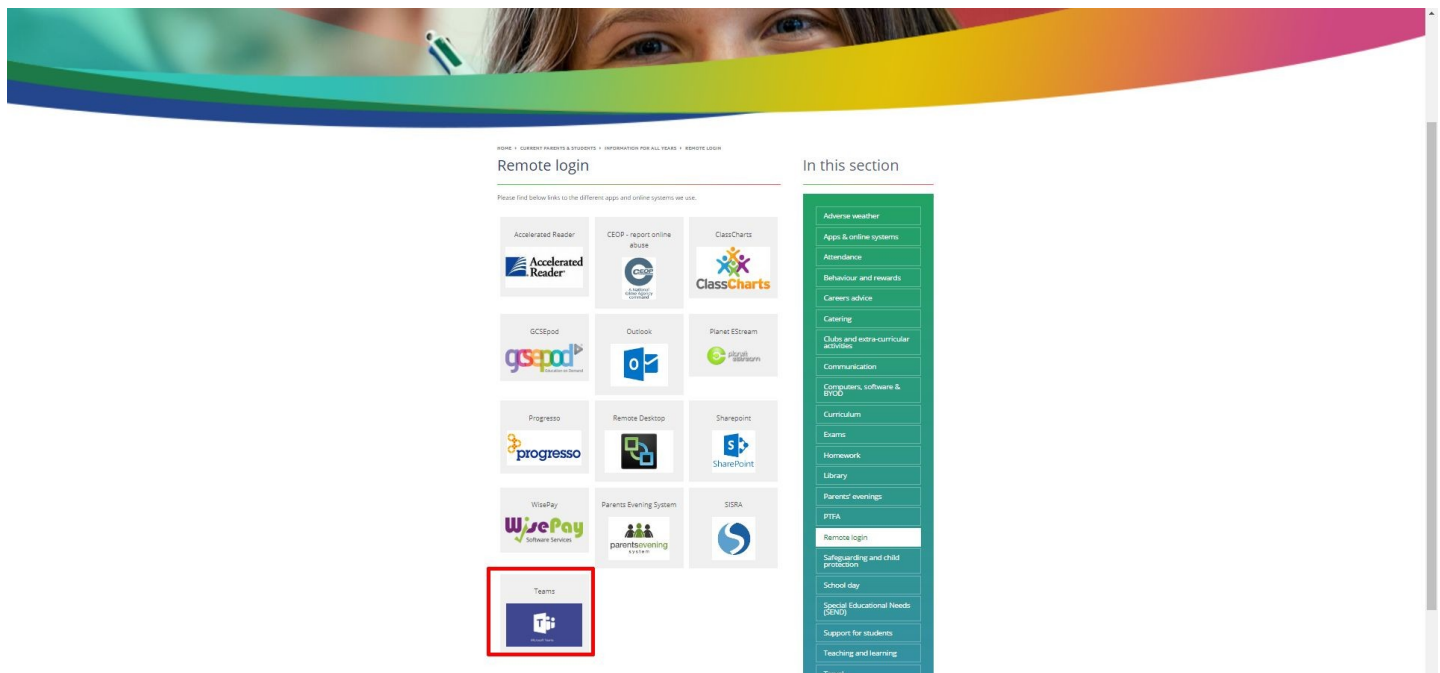
Web browser method (Internet Explorer, Edge, Chrome, Firefox)

To access **Teams** visit the **college website**

Once loaded click **Remote Login**



Scroll down and click **Teams** button and sign in using your **college login credentials**



Remote login

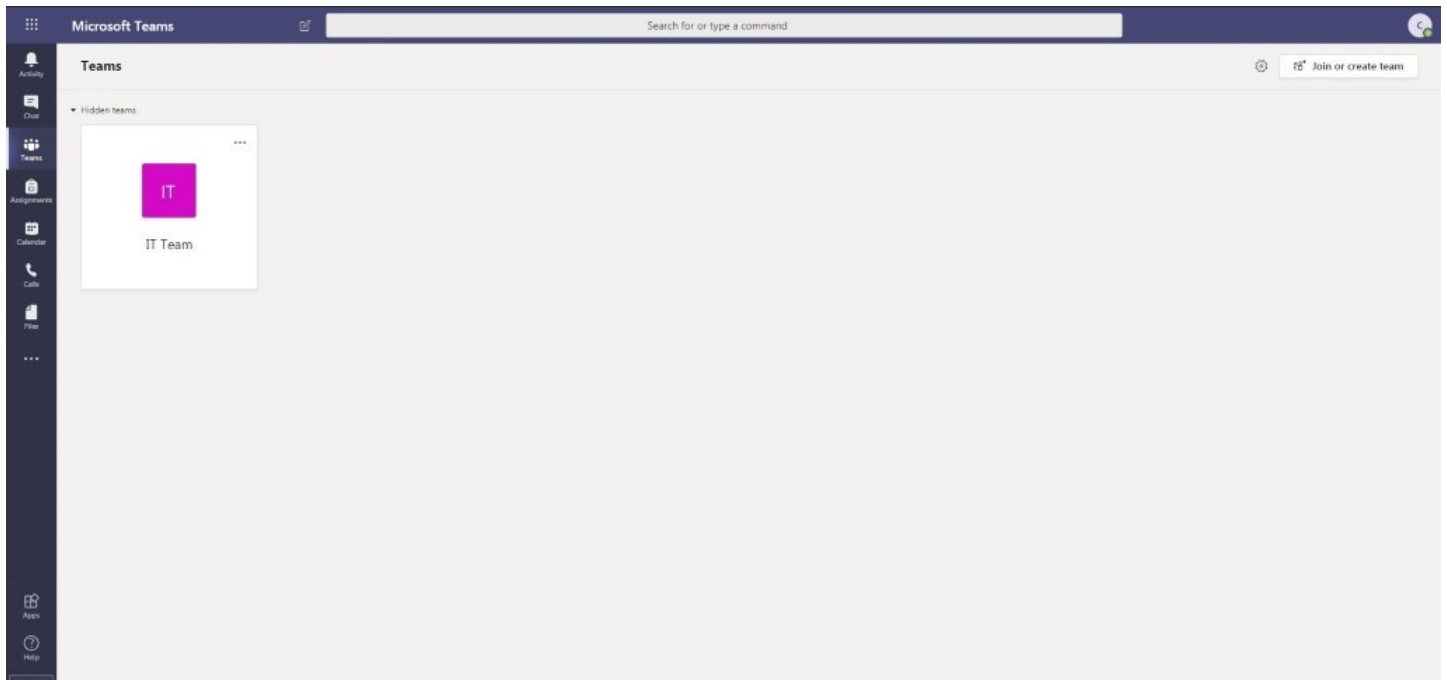
Please find below links to the different apps and online systems we use.

| | | |
|--------------------|----------------------------|----------------|
| Accelerated Reader | CEOP - report online abuse | ClassCharts |
| GCSEpod | Outlook | Planit EStream |
| Progresso | Remote Desktop | Sharepoint |
| WisePay | Parents Evening System | SERA |
| Teams | | |

In this section

- Advertise weather
- Apps & online systems
- Attendance
- Behaviour and rewards
- Careers advice
- Catering
- Clubs and extra-curricular activities
- Communication
- Computers, software & IT/ICT
- Curriculum
- Exams
- Homework
- Library
- Parent evenings
- PTFA
- Remote login
- Safeguarding and child protection
- School day
- Special Educational Needs (SEN)
- Support for students
- Teaching and learning
- Travel

Once loaded, you will be shown the main page with the Teams you are in

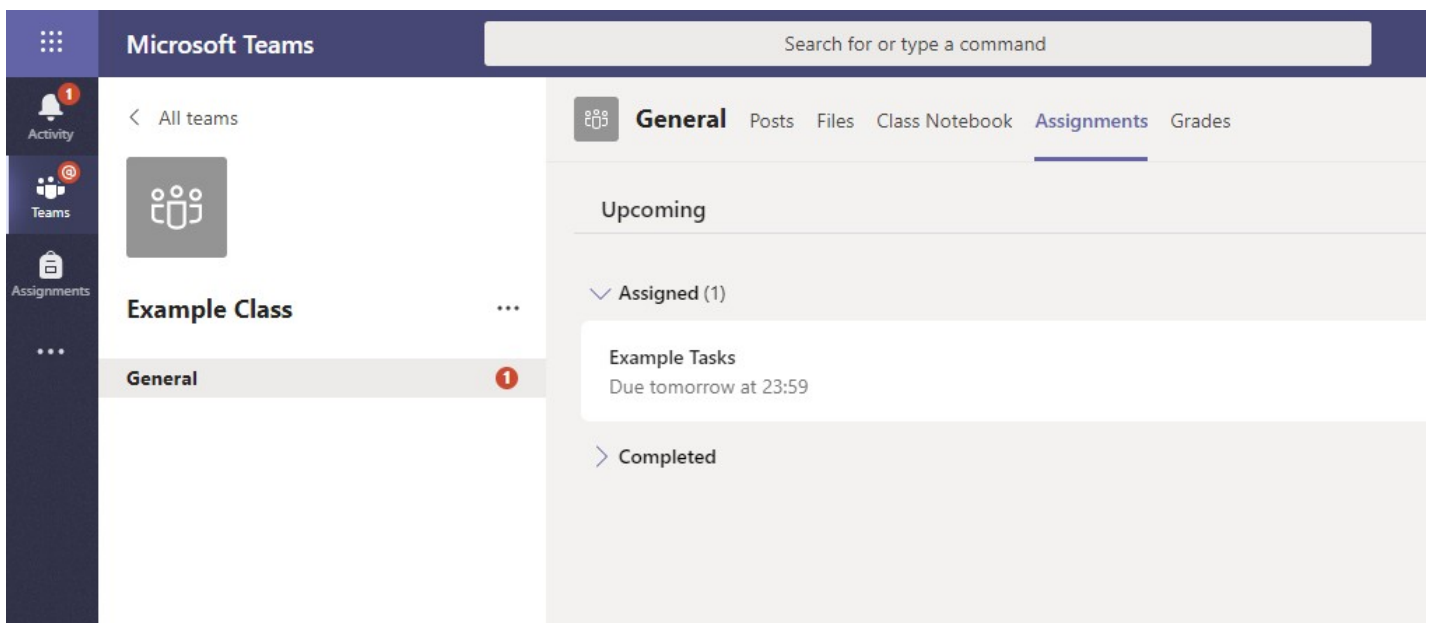


Uploading an assignment via a web browser

Your teacher can set assignments for you to complete

On the left of the screen, you will see a new notification every time your teacher sets a new assignment for you. This will be shown under **Activity**

You can also view them via **Assignments**

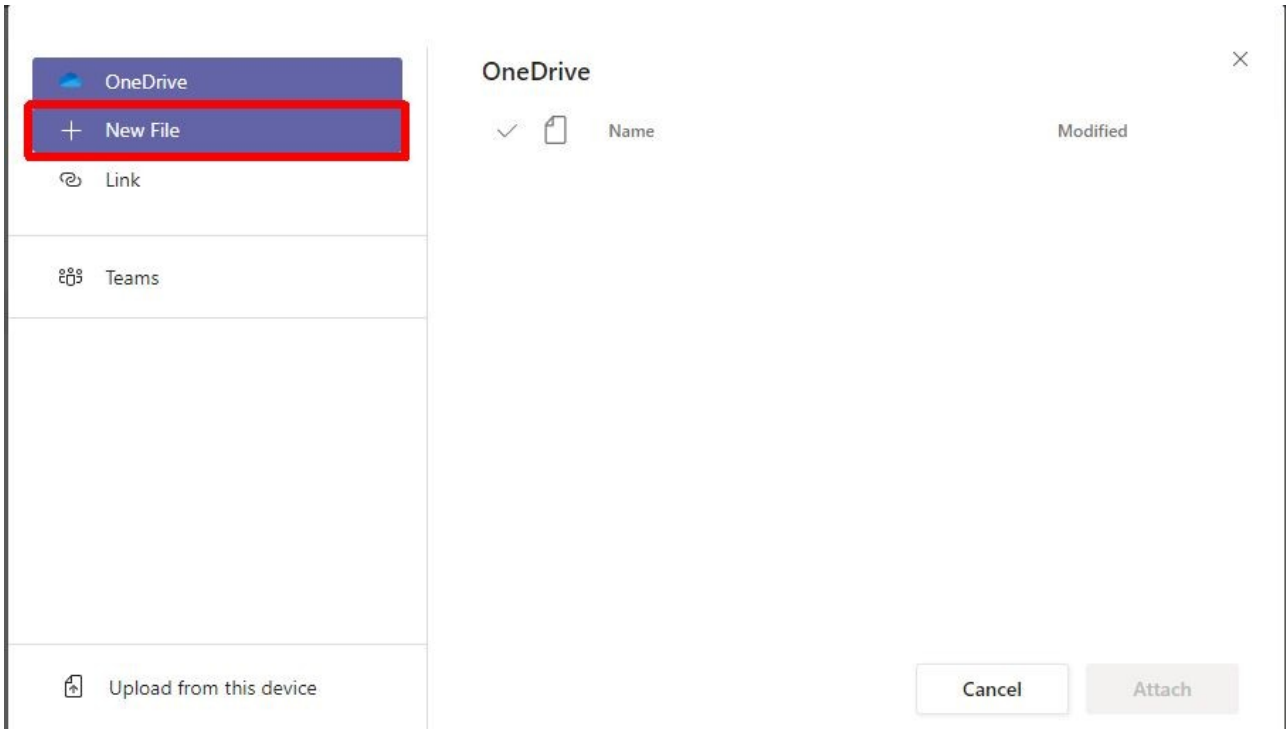


Click on the assignment to access the task

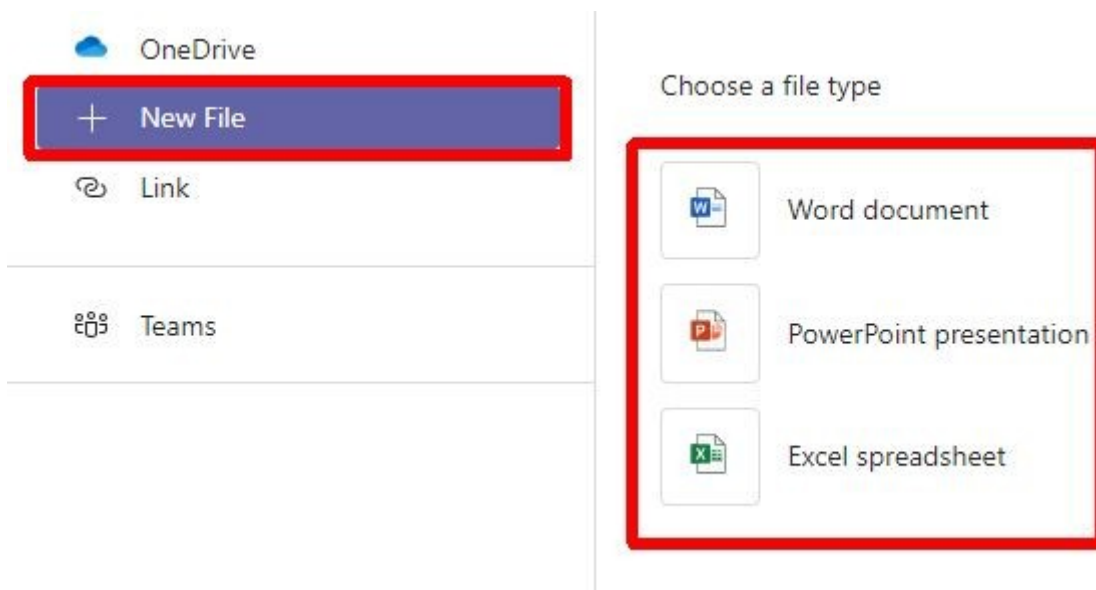
To add some work, we first need to create a new document, then complete our work in it

Using a new file

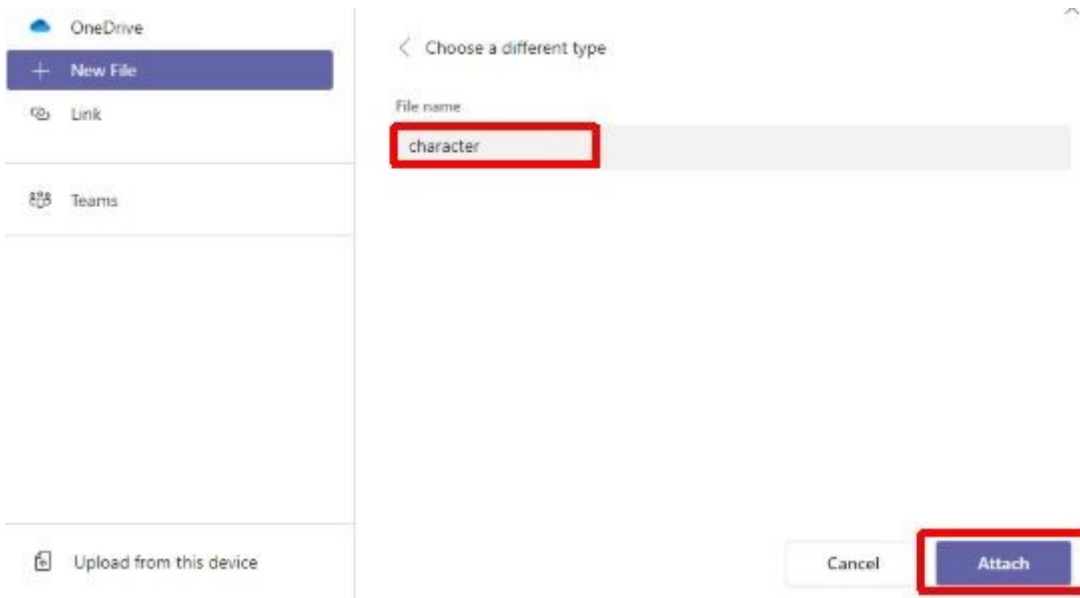
Click on **New File**



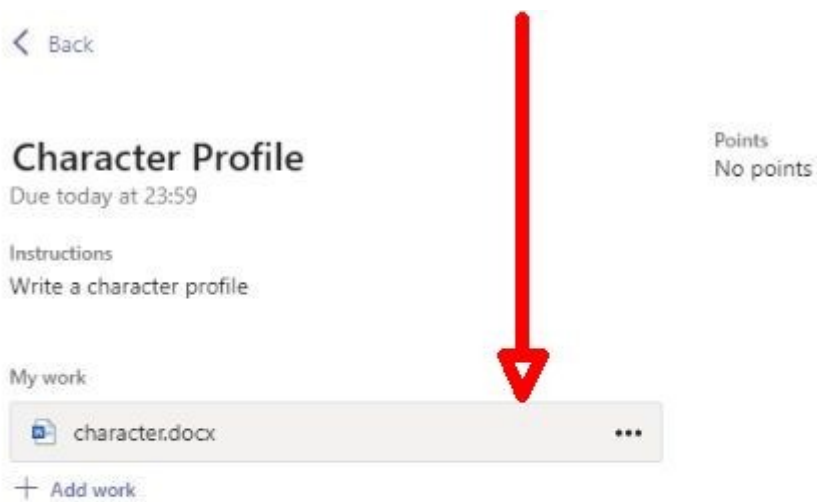
Decide what format you will be submitting your work, Word, PowerPoint or Excel



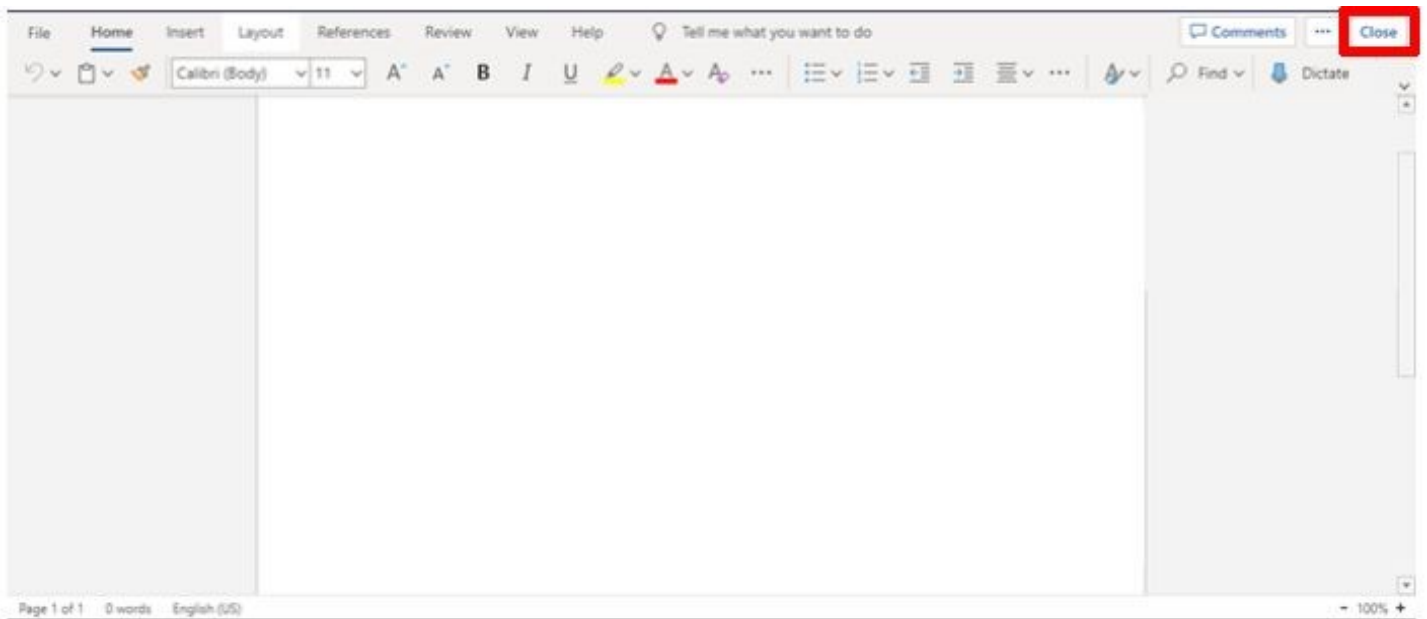
Give the assignment document a name and then click **Attach**



You have now created your document that you can start writing your work into. To start your work, click on the **document name** and it will Open Microsoft Word



Type your work in the document, it saves automatically and when you have finished, click **Close**

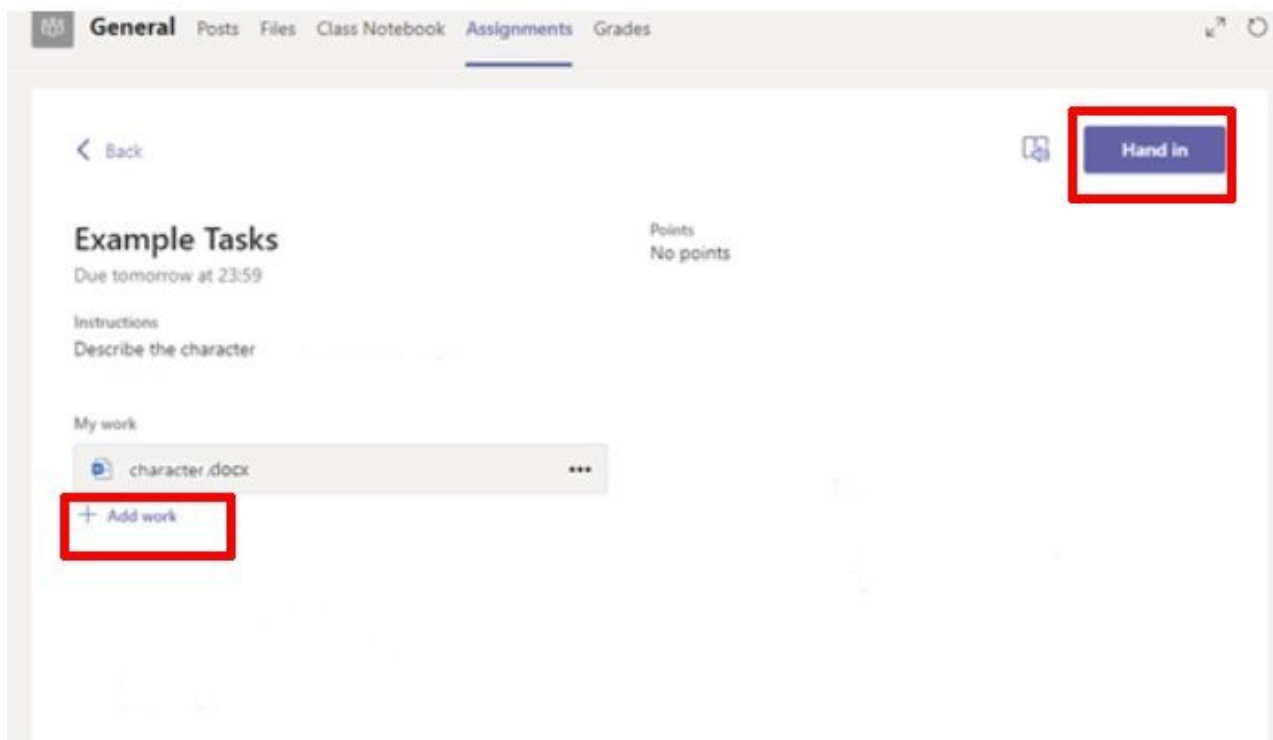


Now return to the **Assignments** tab

Make sure your work is attached under **My work**

Make sure that you have your work attached and that it is not blank

Click **+ Add work** if any additional documents are to be uploaded. Click the **Hand in** button to submit your work to your teacher



Your teacher can now look at your work and give you feedback if required

If you have successfully handed in your work, you will see an animation



Teams – Getting feedback and responding to feedback

Click on the **Activity** button and it brings you to your feed. Any message(s) in **bold** means you have not yet read them

Clicking **Assignments** you can then view the feedback given by the teacher shown on the right hand side of the screen

General Posts Files Class Notebook **Assignments** Grades

< Back Returned Mon, 16 Mar, 12:30 **Hand in again**

Character Profile
Due tomorrow at 23:59

Instructions
Describe the character

Feedback
great work

Points
No points

My work

character.docx

+ Add work

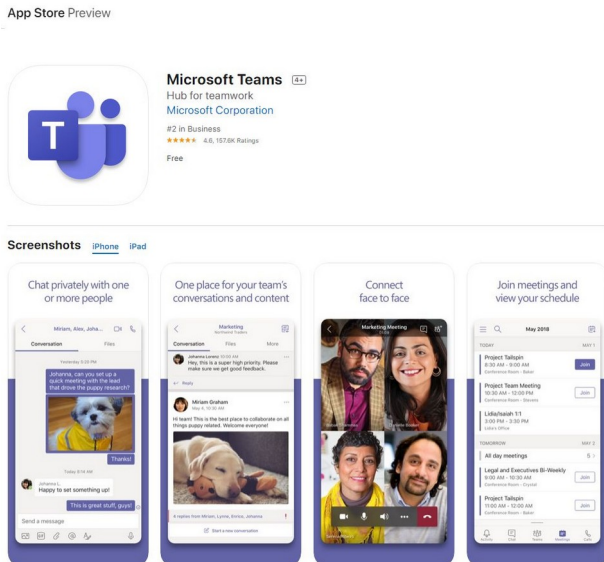
Android or iOS method

Uploading an assignment via a mobile or tablet device

Teams is also available from the App Store for iOS devices and from the Play Store for Android devices

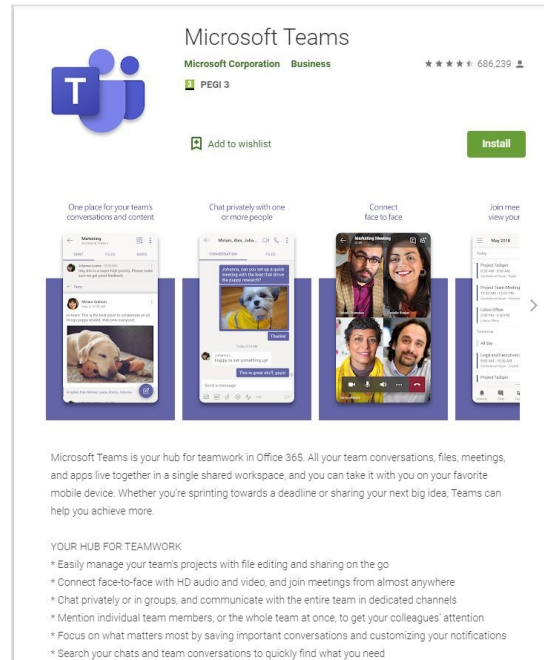
iOS Compatibility

Requires iOS 10.0 or later



Android Compatibility

Requires Android 4.4 and up



Once downloaded just tap the **Teams** icon, tap **Sign in** and enter your **college email account**. You will be re-directed to the college sign in page where you enter your **college login credentials**

Read, swipe / tap **Next** on the introduction welcome messages and tap **Got it**

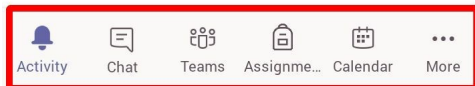
Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work or posted an important message

Once done, you are shown the Teams screen



You'll find notifications here

Stay on top of relevant activity, such as mentions, likes, and replies.



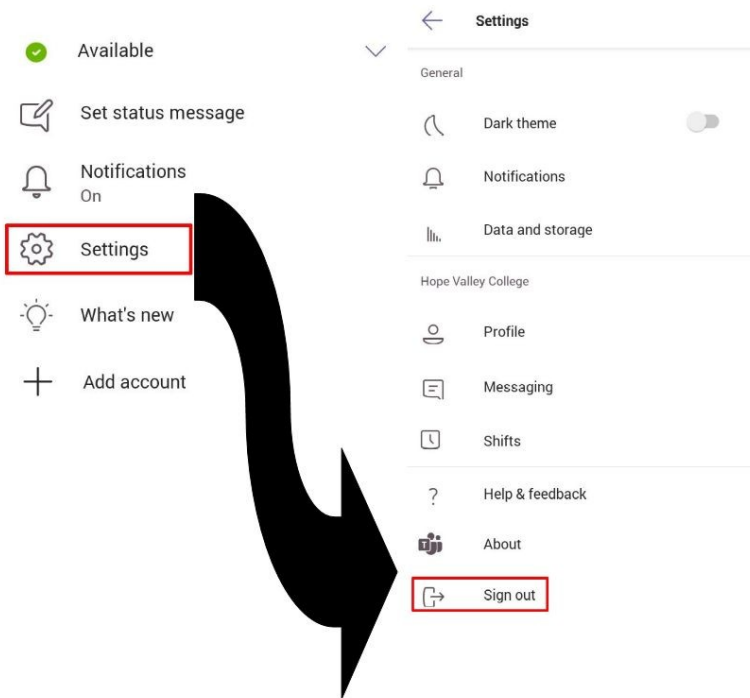
Along the bottom of the screen are the functions that you would find just like viewing on the desktop version

To upload a document, follow the guide above as uploading a document from a phone or tablet is the same process

However, ensure you have Office programs installed on your device in order to edit/create documents if you are creating a new document

Otherwise, create a document you wish to use and save this to your OneDrive or local device to upload

If you receive any error messages or have any problems uploading documents to Teams then tap the 3 lines at the top of the screen, tap **Settings** > **Sign out**



Sign back in and try the upload again

Teams is also available to download for the PC / Mac

Downloading the client version is a better way of accessing Teams

System Requirements

PC – Requires Windows 7 or later

Mac – Requires OSX 10.10 or later

Click <https://teams.microsoft.com/downloads>

Depending on the Operating System you are running you will be shown the following pages:

PC

Click on **Download for desktop**

Microsoft | Microsoft 365 | Microsoft Teams | Plans and pricing | Features | Resources | Download Teams

All Microsoft | Search | Sign in

Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

[Download for desktop](#) [Download for mobile](#)

Chat

10:10

Ellie Family
Kasper: Hi moon, what is for dinner?
8:28 AM

Anaëlle Whittle
Sounds good, Thank!
Yesterday

Laila Zakis
Can you confirm the place we are...
Yesterday

Elliott Ellis
Do you have that tracking number...
Yesterday

Tobias Wolfe
I'll send it to you later on tonight.
Yesterday

David Mariano
Should be right around the corner
10/17/2020

New Elite Designs

1. What is your first reaction to the product?

| Reaction | Count | Percentage | Total Respondents |
|--------------------------|--------------|------------|-------------------|
| Very positive | 1,236 | 50.55% | 2,445 |
| Somewhat positive | 606 | 24.79% | 2,445 |
| Neutral | 391 | 15.96% | 2,445 |
| Somewhat negative | 102 | 4.17% | 2,445 |
| Very negative | 10 | 0.45% | 2,445 |
| Total Respondents | 2,445 | | |

Which will then load this page. Click **Download Teams**

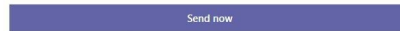
Download Teams on your desktop for work



Get the Teams mobile app



Enter your email address and we'll send a download link.

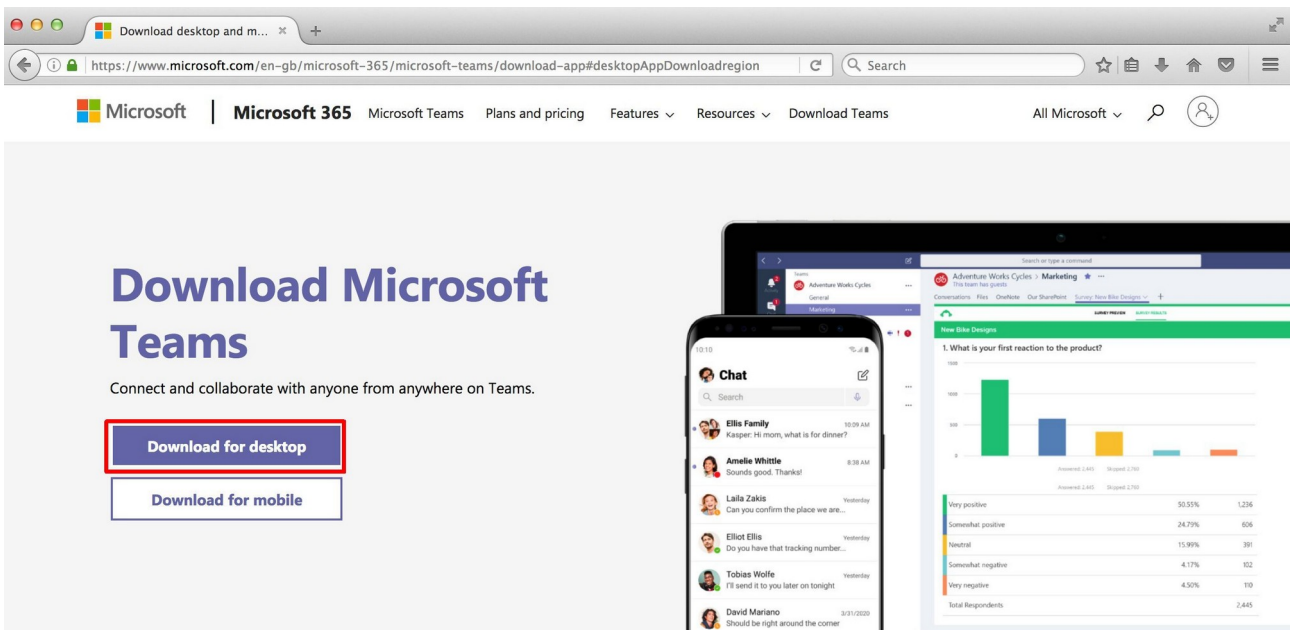


[How your email address is used.](#)

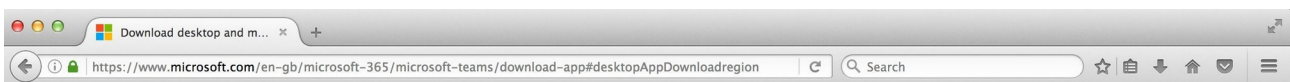
Once downloaded, install the program and log in with your **college login credentials**

Mac

Click on **Download for desktop**



Which will then load this page. Click **Download Teams**



Download Teams on your desktop for work



[Download Teams](#)

Get the Teams mobile app



Once downloaded, install the program and log in with your **college login credentials**