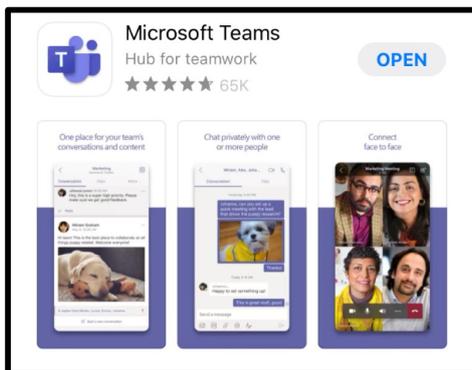


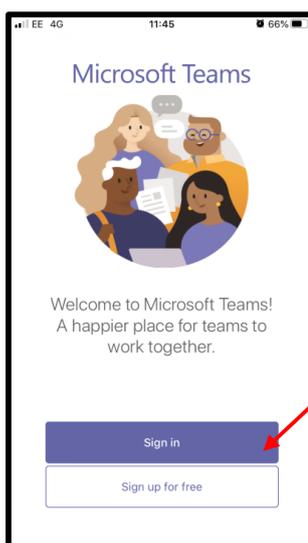
Downloading and Using Microsoft Teams: Instructions for Staff

Section 1: Teams on your phone/tablet

1. Go onto the App Store (iPhone) or Google Play (Android).
2. Search for and download 'Microsoft Teams':



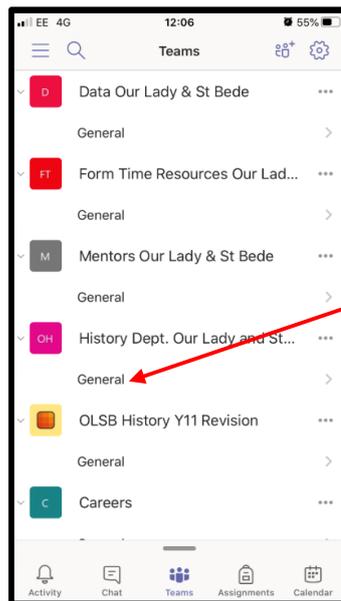
3. Once Teams has been downloaded, open the app. It will ask you whether you want to sign in or sign up for free. You need to click 'Sign In'.



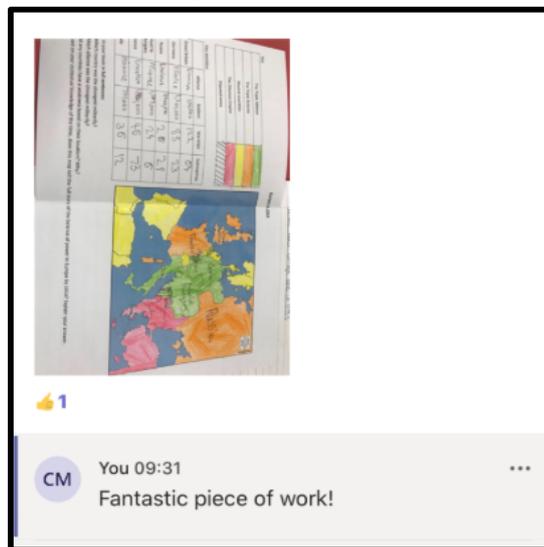
4. To sign in, you need to type in your e-mail address. This is your **OLSB** email address, using your surname and first initial, ending with **@olsb.bhcet.org.uk**. For example, if your name is John Smith, your email address would be **smithj@olsb.bhcet.org.uk**
5. The app will then ask you for your 'credentials'. This is the username and password you would use to log into any computer at school.
6. Once you are logged in, you will be on a home screen that automatically puts you on the 'Activity' tab. You need to click 'Teams' in the middle at the bottom of the screen.



- From this page, you can see a list of every 'Team' you are a member of. Eventually, you will be able to see every class you teach as a separate 'Team'. To access the Class/Team, you need to click the word 'General' underneath the name of the team. So, for example, if I wanted to access the History Department Team, I would click the word 'General' below 'History Dept. Our Lady and St Bede':



- The first thing you will see when you have accessed one of your Classes/Teams is the 'Posts' section. This is where students are going to upload photographs of their work (students have been given separate instructions outlining how to access the work you set them and how to upload the photographs). You can then look at the photograph of the work they have uploaded and comment on it by clicking on 'Reply':



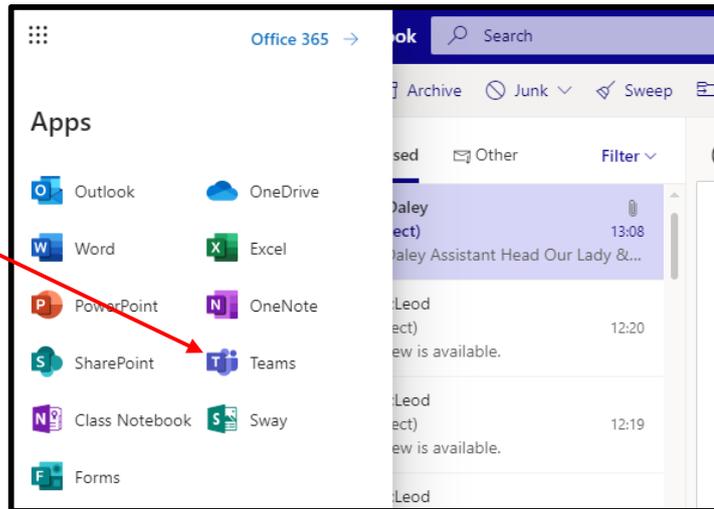
Section 2: Uploading resources for students to access on Teams

- Realistically, this part needs to be completed on a computer rather than a smart device.
- Go onto the school website (www.ourladyandstbede.org.uk) and click on 'Office 365' at the top of the screen:

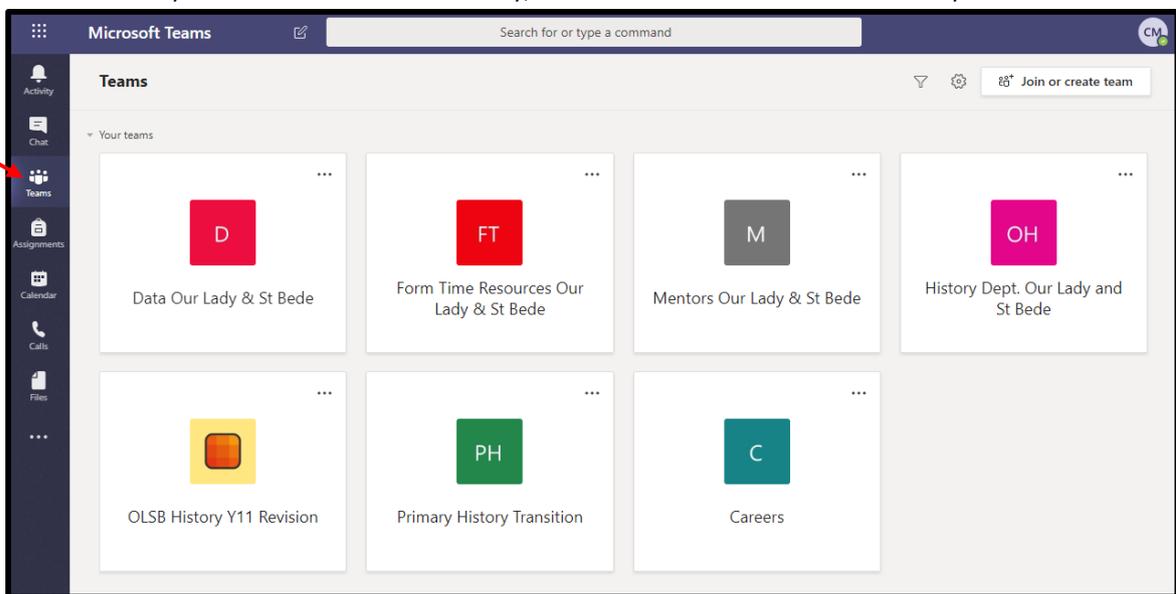


- You will then need to log in using the username and password you would ordinarily use to log into any computer at school. You will be automatically directed to your email inbox.

4. Click on the square of nine dots in the top right hand corner of the screen, and choose 'Teams':

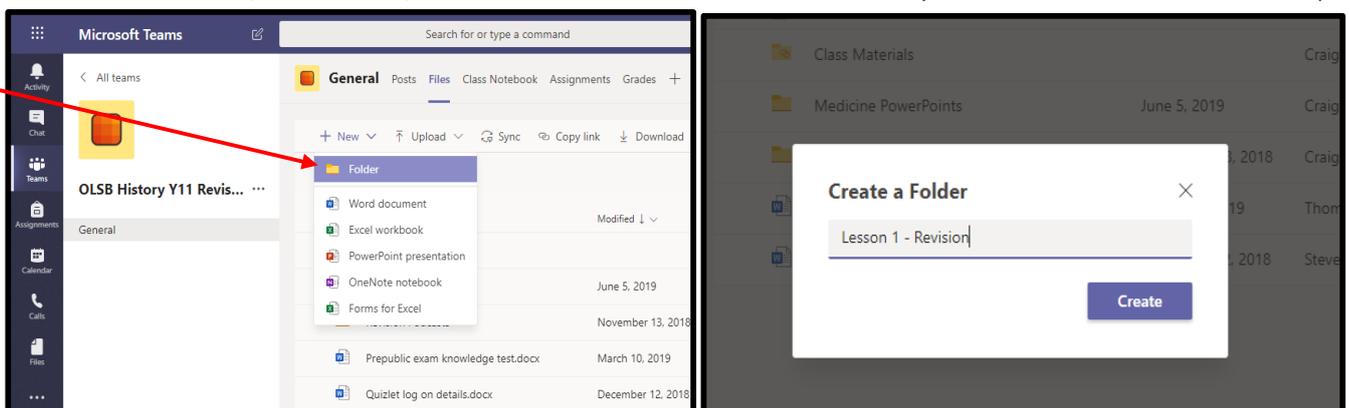


5. Teams has a tendency to take you straight back to the last thing you were working on, so to get to the page where you can access each Team you are a member of, you need to click 'Teams' on the left hand side. This will take you to a menu of all of the Teams you are a member of. Eventually, this will include a Team for each class you teach.

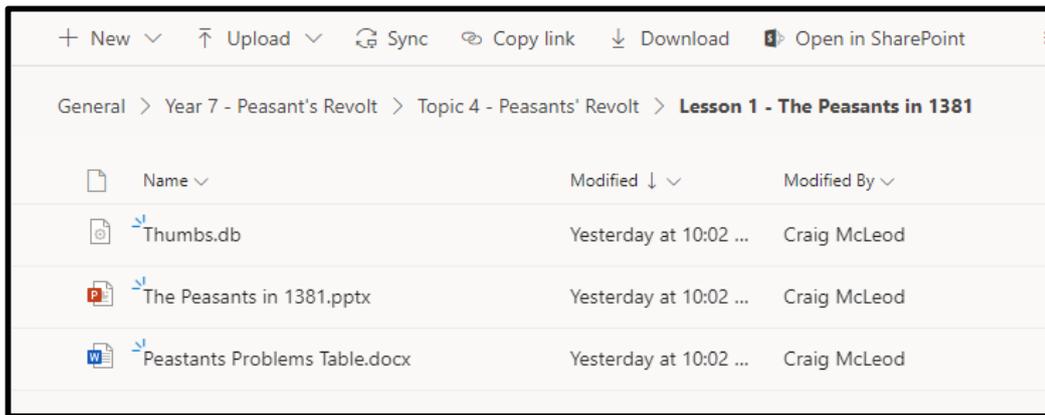


6. Click on the Class/Team you wish to upload resources for. At first you will see the 'Posts' page, where students are uploading photographs of their work. You need to click 'Files' at the top. From here you can start uploading resources for the students to access. **Be aware that the students can access everything you upload if they are also a member of the Team, so there's no reason to upload any lesson plans or sensitive information.**

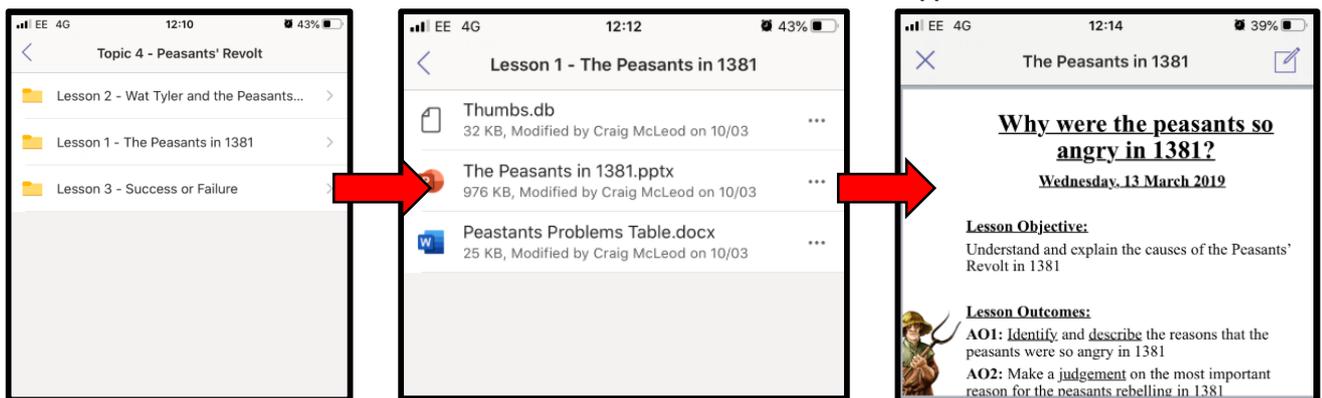
7. To create a 'lesson', click 'New', then click 'Folder' and name it what you like – 'Lesson 1' for example.



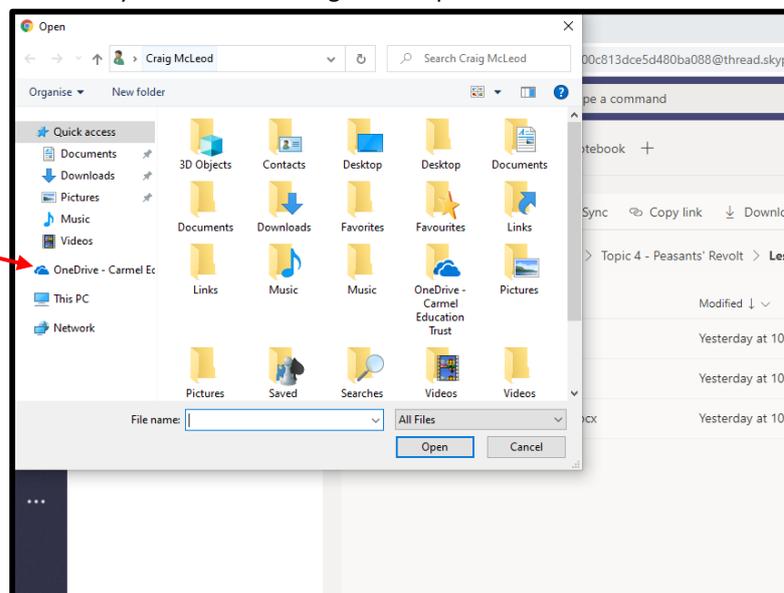
8. You can then click on your new folder, and then click on the 'Upload' button to upload any PowerPoints, Word documents (e.g. worksheets), pdfs, video clips, etc. For the students to see and use. **Remember, students will be working in exercise books so you should not necessarily expect them to download and type into any worksheets.** These are the resources that students can see on their computers, tablets and phones. Students will work from these resources, take photos of their work, and then post the photos onto the 'Posts' section of the Team.



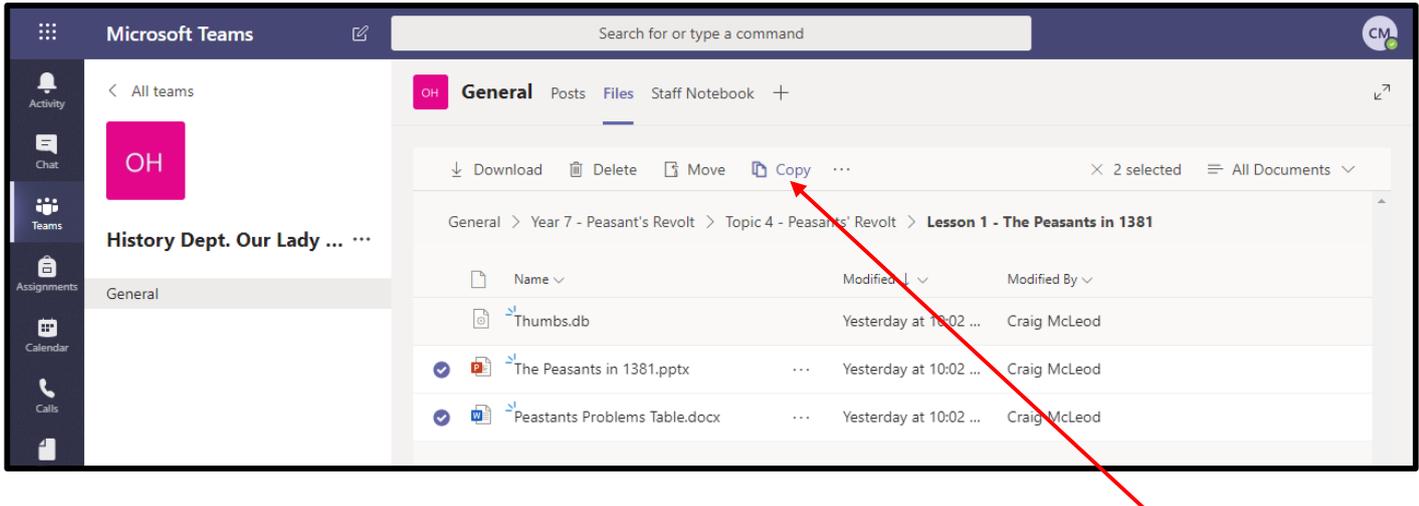
Student view of these resources on their Teams app:



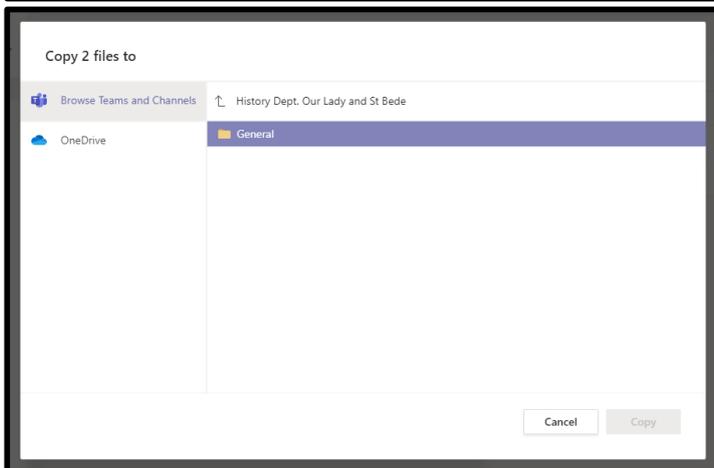
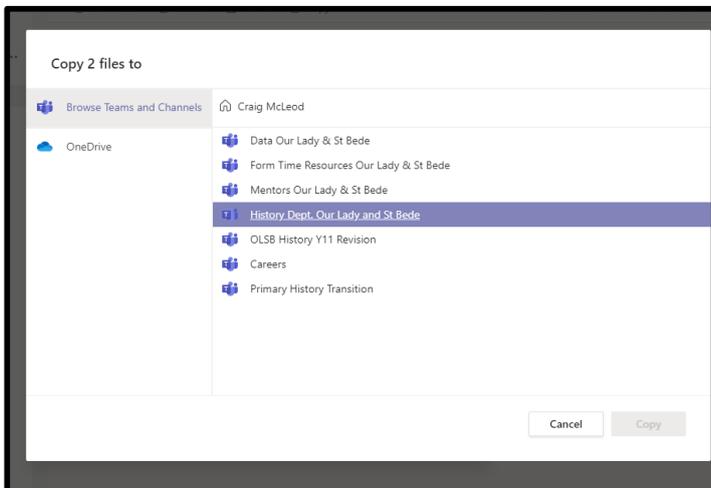
9. Be aware, that you can upload resources from your OneDrive. When you click 'Upload', the following box will appear – on the left hand side, you have the option of uploading a file from your OneDrive. For this reason, it is probably a good idea to move resources over to your OneDrive using the compression method that KWr demonstrated in briefing.

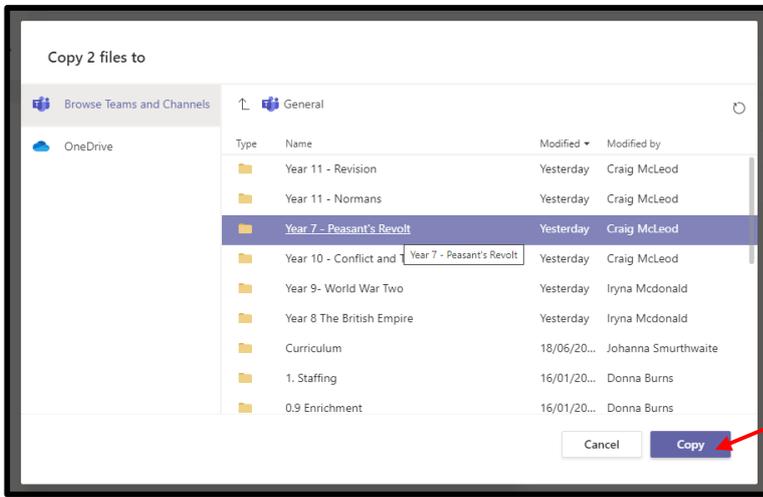


10. Alternatively, you can copy and paste resources from one Team to another (for example if you wish to copy and paste resources from one Yr8 class to another Yr8 class). Do this by clicking the circles next to each resource you wish to copy and paste so that ticks appear, then clicking 'Copy' at the top of the screen:



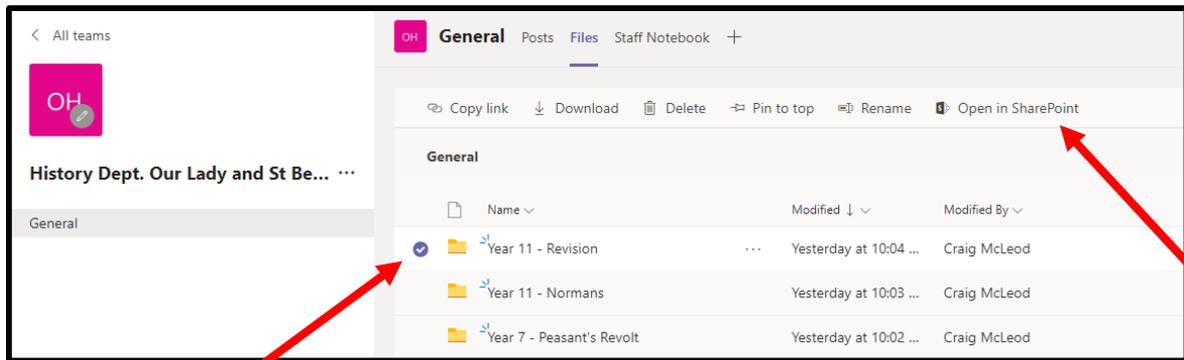
11. You will then be able to navigate your way through any Team you are a member of in order to copy them into the relevant folder. Once you are in the folder you wish to copy the resources to, just press 'Copy' in the bottom right hand corner of the box.



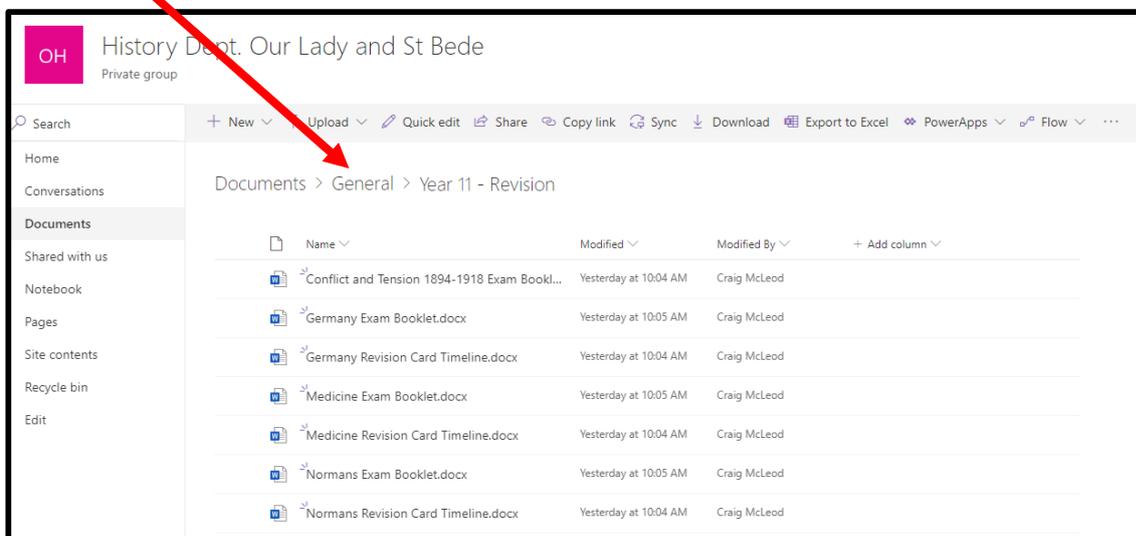


There is a way in which to copy entire folders rather than having to copy sets of files, although it can appear to be complex at first:

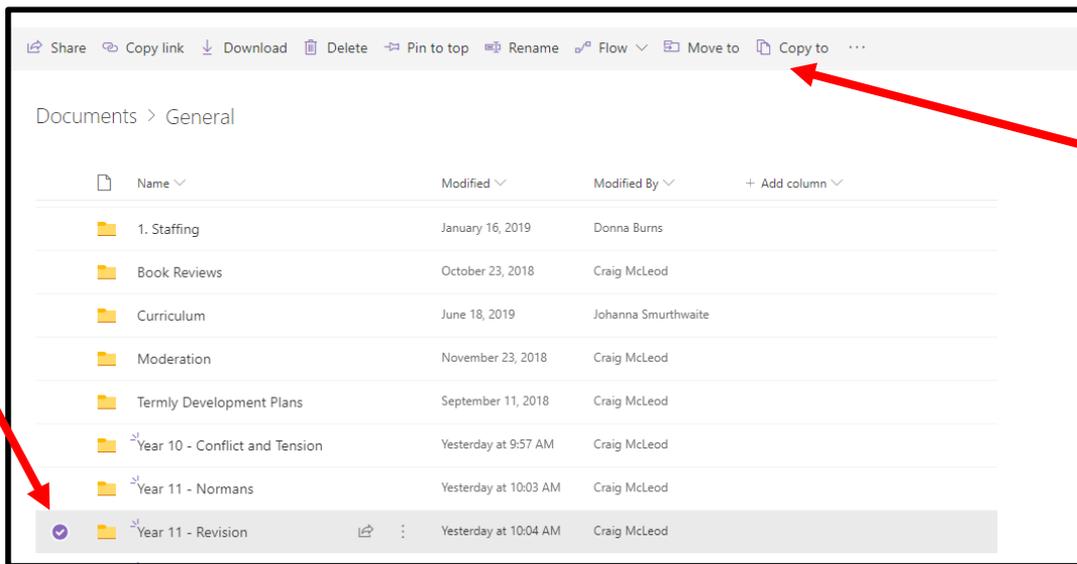
1. Highlight the folder you wish to copy by clicking the circle next to the folder, so the tick appears. Then, click 'Open in SharePoint' at the top of the screen:



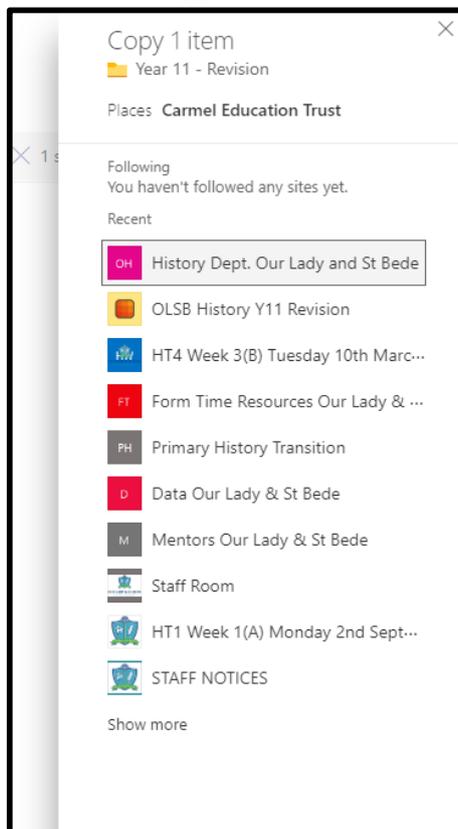
2. This will open a new tab in your web browser and take you to a SharePoint page, showing you all of the files inside the folder you highlighted in Step 1. You now need to click 'General', just above the list of files:



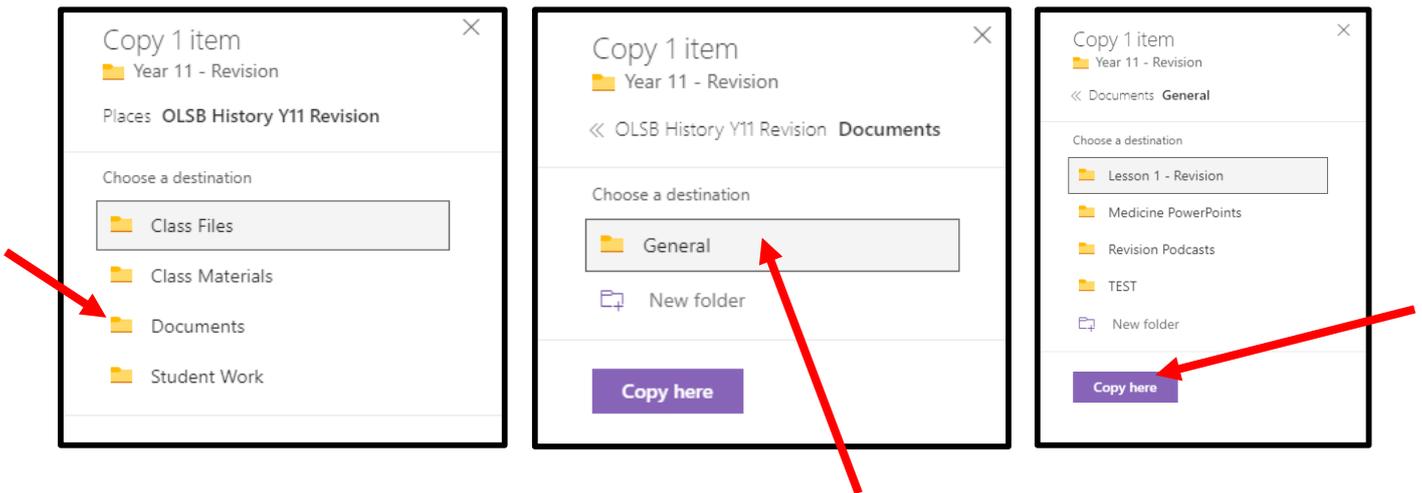
3. Scroll down until you find the folder you originally wanted to copy when you were in Teams, and once again highlight it by clicking so the tick appears next to the folder. You then need to click 'Copy to' at the top of the screen:



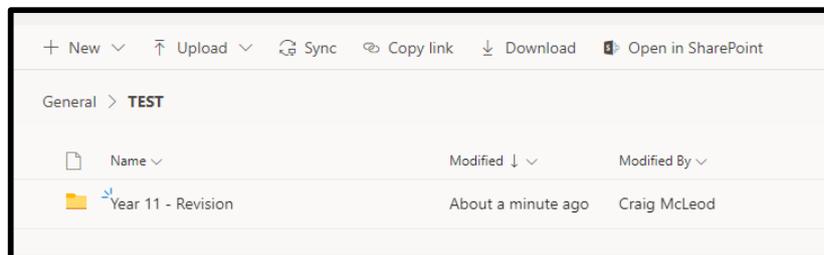
4. On the right-hand side of your screen, a list of all the Teams you are a member of should appear. Choose the Team you wish to copy the folder to. **NB: If the list of Teams does not appear, click 'Browse Sites' and the list of Teams you are a member of should then appear.**



5. Once you've chosen the Team, you will now be asked to choose a destination. Click 'Documents', then click 'General'. Now you can choose to either copy the folder into the home page of that Team, or go into another folder and copy it into there. Click 'Copy here' once you are where you want the copied folder to appear.



6. When you go back to Teams, you should find that the folder has been copied to its new destination. In this example I copied 'Year 11 – Revision' from the History Department Team to the 'TEST' folder in the 'Year 11 Revision' Team. It has been copied to its new destination without affecting where it was originally copied from:

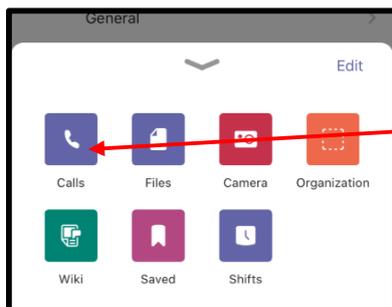
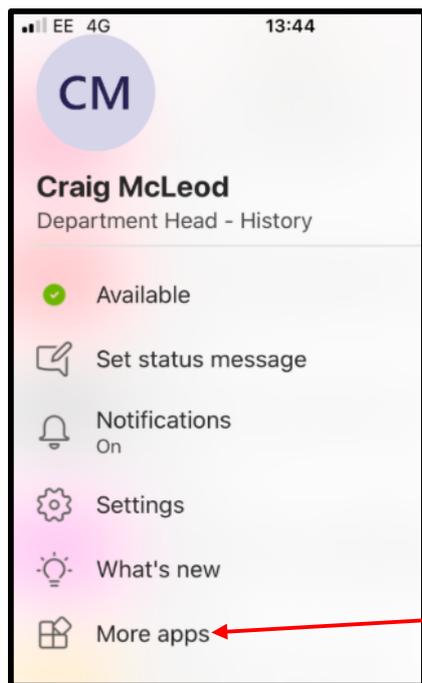
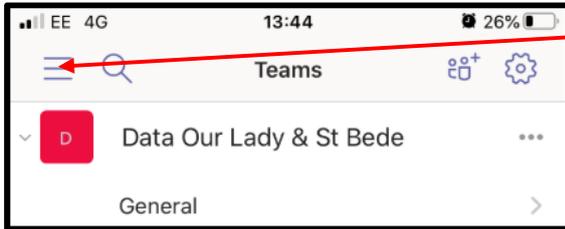


Section 3: Communication through Teams

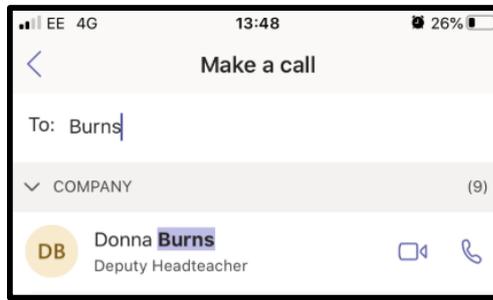
The Teams app provides staff with the ability to voice or video call one another, and you can have multiple colleagues in a conference call. If somebody calls you, you will be notified on your phone even if the app is not open and your phone is locked – in much the same way as a phone call or video call works anyway.

In order to make a call using the app, you need to follow these steps:

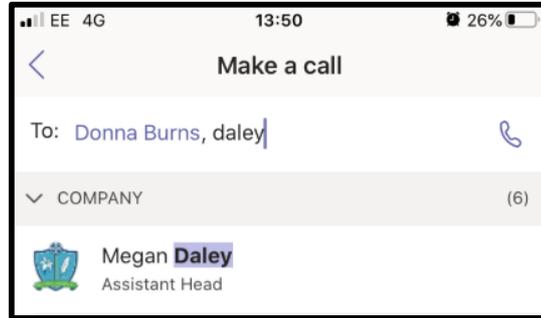
1. One you have opened the app, press the three lines in the top left hand corner, and then choose 'More apps' from the menu. You then need to choose the 'Calls' option:



2. You then need to press the phone button in the top right hand corner. You can then search for colleagues and choose to either call or video call them:



3. To add more than one person, instead of pressing one of the call icons, press the name of the person you have searched for. You will then have the option to continue typing, and you can search for additional colleagues before clicking the call button. This is audio only:



If you have Teams open on a computer and somebody tries to ring you using the app, you will also be able to use your computer to take part in the call (if it has a camera and/or microphone) – the call will appear in the bottom right hand corner of your computer screen.