

# Microsoft Teams

## Pupil user guide





### **Microsoft Teams**

This guide will show you how to use Microsoft teams to take part in live lessons, use the calendar to see your timetable as well as receiving and submitting assignments to your teachers. This guide assumes you are using the website, but this can also be done on your mobile – some steps are a little different but in general you should be able to follow this guide.

#### Joining a team

Your teacher will have already added you to your groups. You will need to access the Teams app to take part in lessons and access assignments.

You will need to log in to Teams with your school email password – *if you need this reset please see Mr. Rubery ASAP.* 

Go to <u>https://www.office.com/</u> and sign in (or sign in to your mail as usual).

Welcome to C	Office
Your place to create, communic	ate, collaborate, and get great work done.
Sign in	Get Office

Once logged in find the Teams App, either here:



Or here:



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#### Inside Teams you will see:

	Microsoft Teams	
_ Activity		
<b>—</b> Chat	Teams	
📰 Calendar	Your teams	
assignments		
Teams	Y10 COMPUTING	
	Year 10 Computing	

#### ACTIVITY:

This shows you any activity on Teams since you last logged in.

#### CHAT:

This shows you a record of any chats from previous Teams sessions.

#### CALENDAR:

This shows you calendar including and scheduled sessions and lessons.

#### **ASSIGNMENTS:**

A list of your current assignments from all lessons.

#### TEAMS:

Click this to see a list of all your Teams groups.



#### Joining a lesson:

To join a lesson you can either:

1. Use the CALENDAR to click the session and then click JOIN MICROSOFT TEAMS MEETING



2. Check your email – you will have an invite to the lesson as well as any instructions for things your teacher might want you to have read, watched or prepared. There will also be a list of required resources to have to hand. Click "JOIN MICROSOFT TEAMS MEETING" to join when the lesson is scheduled to start.

You should also RSVP to the invitation so your teacher knows that you will be attending.

Trigonomet	ry Lesson 2- Ca	lculating Missir	ig Lengths					
Thu 18/06/202	20 12:20 - 13:20							
'e couldn't check	to see if this even	t conflicts with oth	ers on your calendar					
RSVP to this	event							Email organiser
Add a message	to Trial Y10 Gro	oups (optional)						
√ Yes	? Maybe	× No	Propose new ti	ime 🗸				
ase submit wł	nat you have d		ment prior to this so	l can address any co	mmon errors di	uring this lesson. If	f you have not c	ompleted it by Wed
<ul> <li>paper</li> <li>pen/pencil</li> <li>ruler</li> </ul>								
<ul> <li>calculator</li> </ul>	have this web	site open in ar	nother tab if you dor	n't own a calculator ( <mark>f</mark>	<u>https://www.des</u>	mos.com/scientific	<u>c</u> )	
nk you year 1	0							
	Thu 18/06/202 e couldn't check RSVP to this dd a message V Yes will be your should have ise submit wh uired equipm paper paper pen/pencil ruler calculator	Thu 18/06/2020 12:20 - 13:20 e couldn't check to see if this event RSVP to this event dd a message to Trial Y10 Gro Yes ? Maybe will be your second trigono should have completed the ise submit what you have do uired equipment: paper pen/pencil ruler	Thu 18/06/2020 12:20 - 13:20 e couldn't check to see if this event conflicts with oth RSVP to this event dd a message to Trial Y10 Groups (optional) Yes ? Maybe × No will be your second trigonometry lesson to should have completed the angles assign ise submit what you have done so far. uired equipment: paper pen/pencil ruler calculator - have this website open in ar	Thu 18/06/2020 12:20 - 13:20 a couldn't check to see if this event conflicts with others on your calendar <b>RSVP to this event</b> dd a message to Trial Y10 Groups (optional) <b>Yes Propose new t</b> will be your second trigonometry lesson where we will look a should have completed the angles assignment prior to this se se submit what you have done so far.  uired equipment:  paper  pen/pencil  ruler  calculator - have this website open in another tab if you done	Thu 18/06/2020 12:20 - 13:20 e couldn't check to see if this event conflicts with others on your calendar  RSVP to this event  dd a message to Trial Y10 Groups (optional)  Yes ? Maybe × No © Propose new time ×  will be your second trigonometry lesson where we will look at calculating missing should have completed the angles assignment prior to this so I can address any co se submit what you have done so far.  uired equipment:  paper pen/pencil ruler  calculator - have this website open in another tab if you don't own a calculator (	Thu 18/06/2020 12:20 - 13:20  couldn't check to see if this event conflicts with others on your calendar <b>RSVP to this event</b> dd a message to Trial Y10 Groups (optional) <b>Yes ? Maybe XNO Propose new time</b> will be your second trigonometry lesson where we will look at calculating missing lengths using tr should have completed the angles assignment prior to this so I can address any common errors d se submit what you have done so far.  paper paper paper paper calculator - have this website open in another tab if you don't own a calculator (https://www.des	Thu 18/06/2020 12:20 - 13:20 e couldn't check to see if this event conflicts with others on your calendar  RSVP to this event  dd a message to Trial Y10 Groups (optional)  Yes ? Maybe X No © Propose new time ✓  will be your second trigonometry lesson where we will look at calculating missing lengths using trigonometry. should have completed the angles assignment prior to this so I can address any common errors during this lesson. It is e submit what you have done so far.  paper paper pen/pencil ruler calculator - have this website open in another tab if you don't own a calculator (https://www.desmos.com/scientific	Thu 18/06/2020 12:20 - 13:20 e couldn't check to see if this event conflicts with others on your calendar



#### When you join a lesson:

#### You will see:

Join now
part 🖉 🦉 🧭 Devices

You camera is disabled by school so no one will be able to see you – you should also "MUTE" your microphone before clicking "JOIN NOW". Please double check this before joining to prevent other people hearing you and interrupting a lesson which may already be in progress – you should only unmute your microphone if asked by a teacher.

When you have connected to the lesson you will see the PowerPoint/screen from your teacher and the bar shown below:





#### During a lesson:

- 1. Listen carefully to all instructions from the teacher.
- 2. Only unmute your microphone if asked by a teacher failure to follow this may result in penalties.
- 3. Use the hands up feature if you want to ask a question
- 4. Use the hand up feature to indicate that you have completed a task set by your teacher when asked.
- 5. Respect other members of the group who may have different questions than you be kind, understanding and courteous to all.

#### After the lesson:

- 1. Review any notes from the lesson.
- 2. You can re-watch the video of the lesson to re-visit and revise any of the lesson the video will arrive in the Teams group a short while after the end of the lesson.
- 3. Email your teacher if you have any questions or queries.
- 4. Read and then complete any associated assessments as instructed by your teacher.

#### Assignments:

After your lesson your teacher may issue you an assessment to complete before the next session. To view your assignments go back to the Team and look in the Posts section – the assignment will be there (you will also receive an email with the same information and a link):

Online Lesson 1 Task - Trigonometry (missing angles) Due Jun 17 View assignment
View assignment

Clicking "VIEW ASSIGNMENT" will take you to more detail and links to any resources such as PowerPoints and other resources you might need:





@ CLHS

۲	OneDrive	OneDrive	×
+	New File	V 🖞 Name Modified	
୍ଦ	Link	19385a8ee2f898b3e1f8fe0b16508815_20200321_16 Mar 25, 2020	
ĉôŝ	Teams	Document (1).docx Mar 31, 2020	
		Document (2).docx Apr 3, 2020	
		Document.docx Mar 26, 2020	
4	Upload from this device	Cancel Attach	

You can find your work saved on your own computer, or from OneDrive if you have saved it there.

Select the work, press "ATTACH" then make sure to press the "TURN IN" button and the work will be instantly sent to your teacher.



#### IF YOU DO NOT CLICK TURN IN YOUR TEACHER WILL NOT GET YOUR WORK!



Your teacher will provide you with feedback if you click back to the assignments tab you can see this and submit any improvements required by attaching a new version and pressing "TURN IN AGAIN"

K Back		Ę)	Returned Mon, Jun 15, 2:24 PM ←	Turn in again
Online Lesson 1 Task - Trigonometry (missing angles) Due June 17, 2020 11:00 AM Instructions Complete all of the task 1 questions and then choose your difficulty for task 2. Please don't forget you can	Feedback Excellent! Points No points			
watch the recording or email me if you are struggling. Reference materials  Online Lesson 1 Task .docx ····				
My work				
Testdox     ···     Add work				

You can keep track of work being returned from your "ACTIVITY FEED" Tab:

Ļ Activity	Feed	· ~	$\bigtriangledown$
<b>E</b> Chat	8,	Trial Y10 Groups Assignment returned   Online Lesson 1 Task	2:24 PM
📰 Calendar	8,	H Trial Y10 Groups Assignment returned   Online Lesson 1 Task	2:23 PM
assignments	8,	H Trial Y10 Groups Assignment returned   Online Lesson 1 Task	2:23 PM
		+	

Teams is also available on mobile devices, with access to all features mentioned in this guide. Go to the appropriate app store on your device and search for Teams (double check it is from Microsoft before installing)

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iPad	iPhone	Android	WP

If you need your password resetting, ask a teacher in school, email <u>help@lancasterhigh.lancs.sch.uk</u> or call the school on 0152432636

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