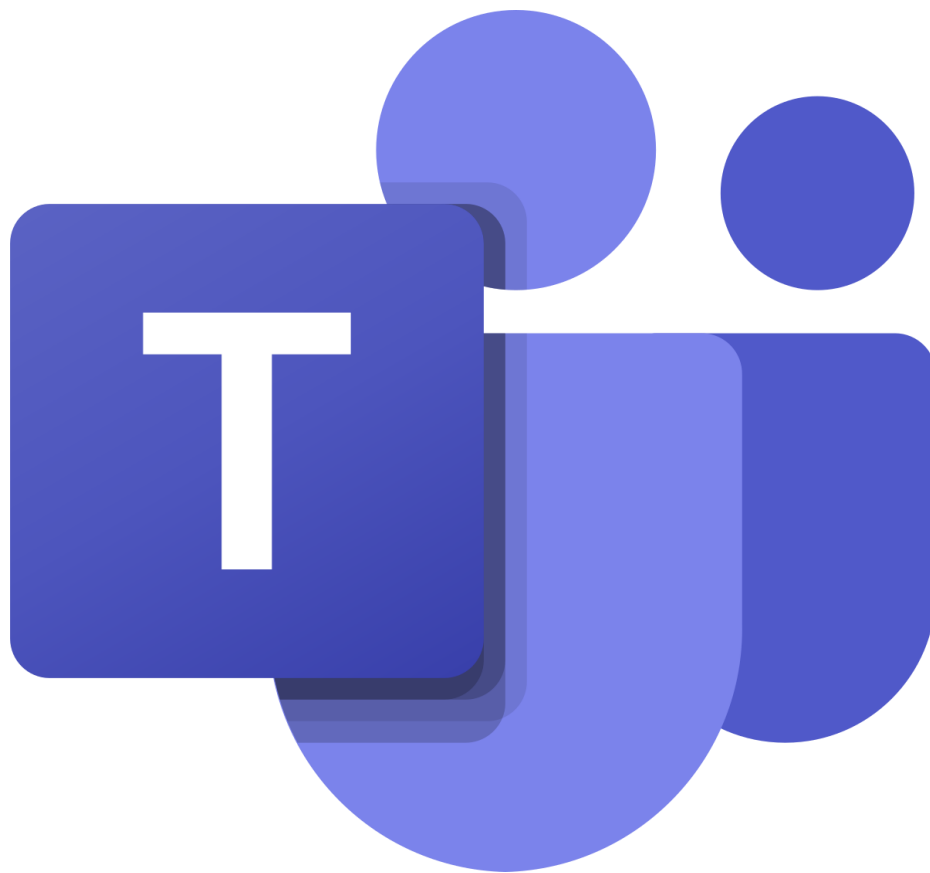


# Microsoft Teams

## Pupil user guide



## Microsoft Teams

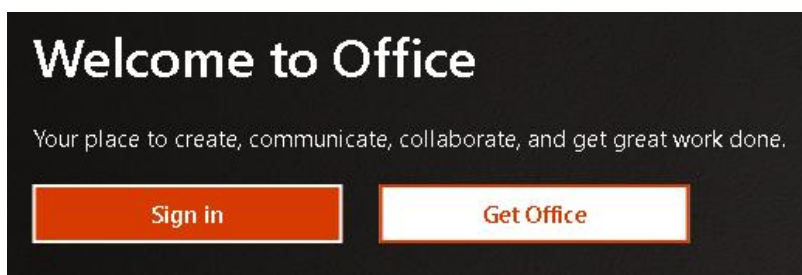
This guide will show you how to use Microsoft teams to take part in live lessons, use the calendar to see your timetable as well as receiving and submitting assignments to your teachers. This guide assumes you are using the website, but this can also be done on your mobile – some steps are a little different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

### Joining a team

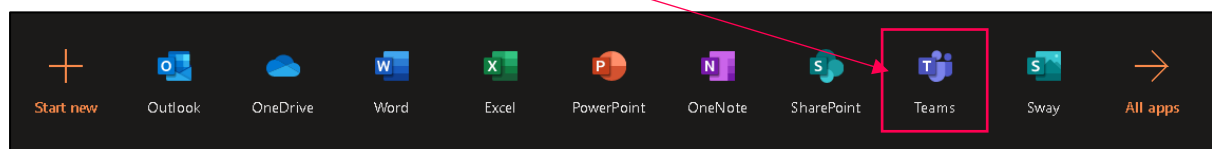
Your teacher will have already added you to your groups. You will need to access the Teams app to take part in lessons and access assignments.

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

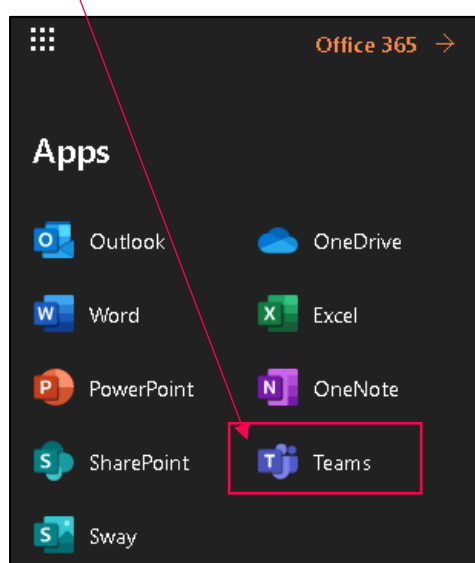
Go to <https://www.office.com/> and sign in (or sign in to your mail as usual).



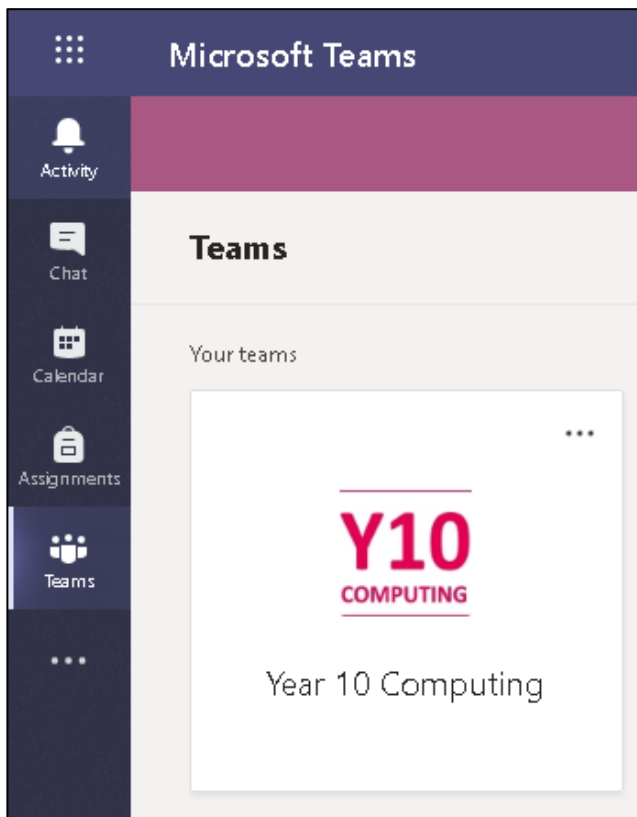
Once logged in find the Teams App, either here:



Or here:



Inside Teams you will see:



**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.

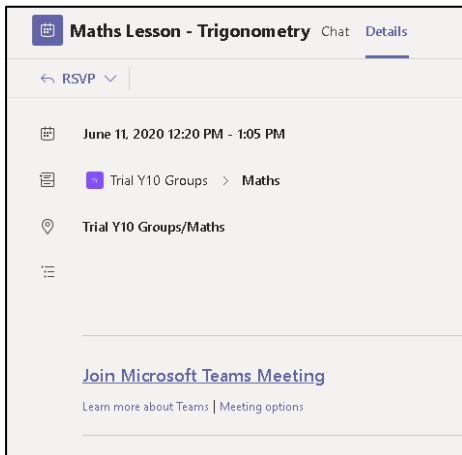
**TEAMS:**

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

Joining a lesson:

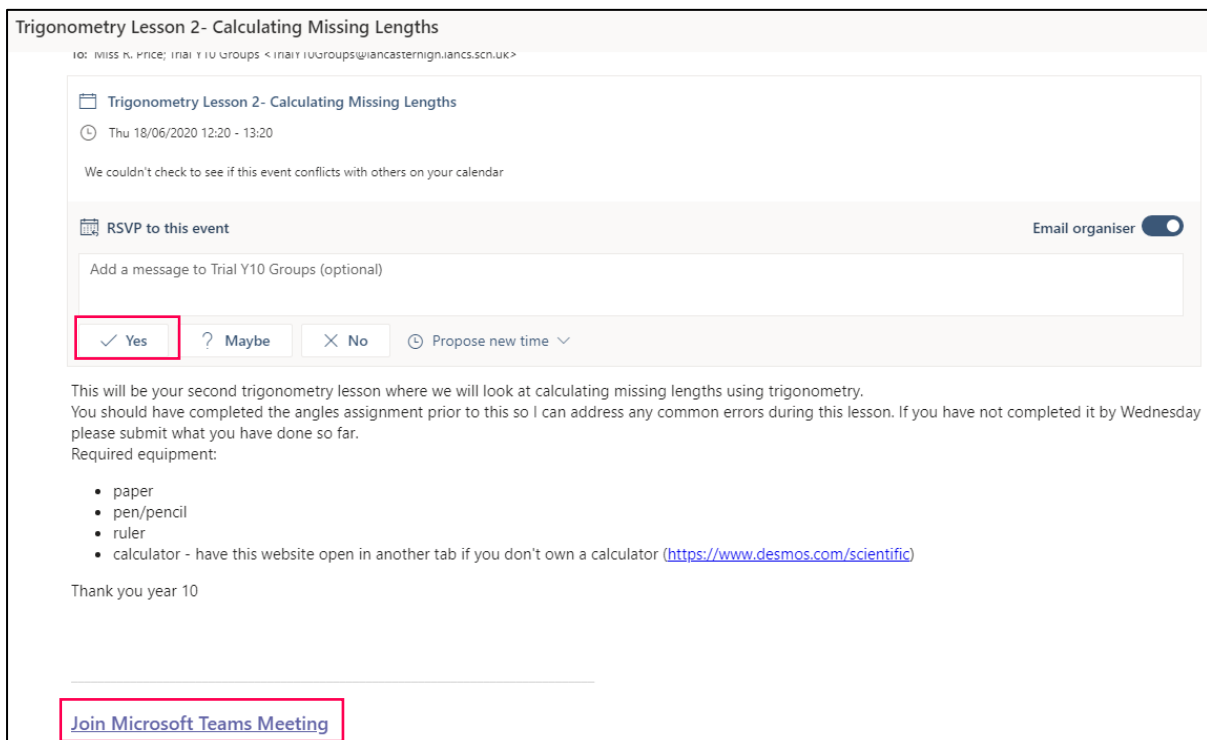
To join a lesson you can either:

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



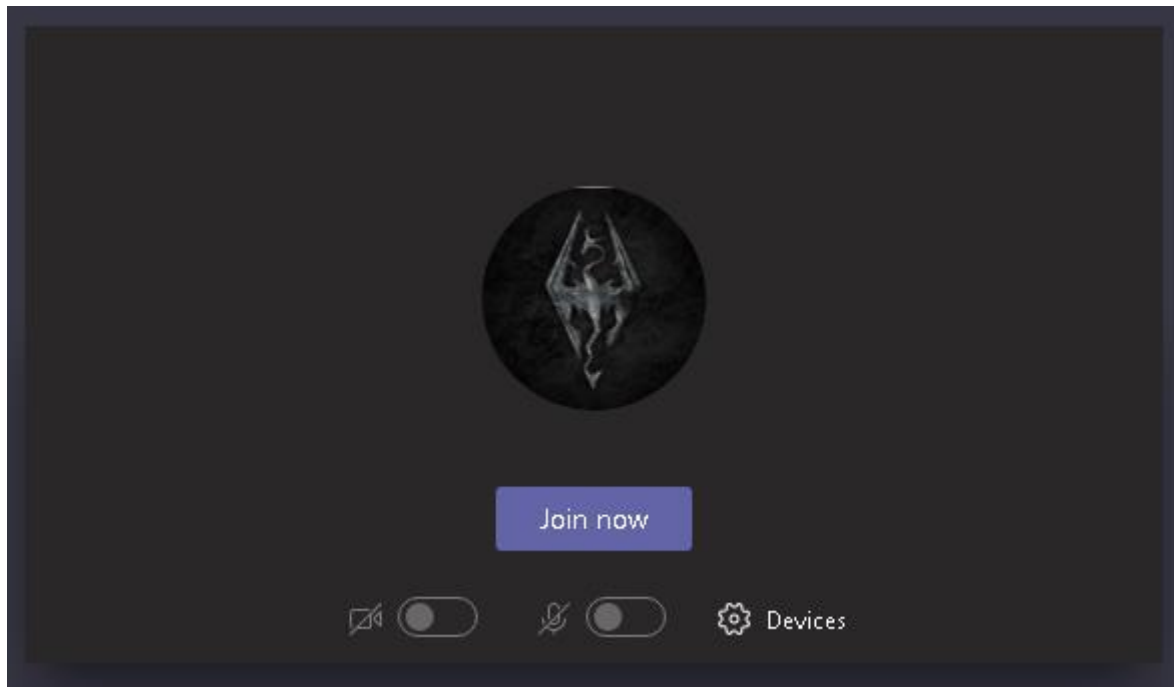
2. Check your email – you will have an invite to the lesson as well as any instructions for things your teacher might want you to have read, watched or prepared. There will also be a list of required resources to have to hand. Click “JOIN MICROSOFT TEAMS MEETING” to join when the lesson is scheduled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

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



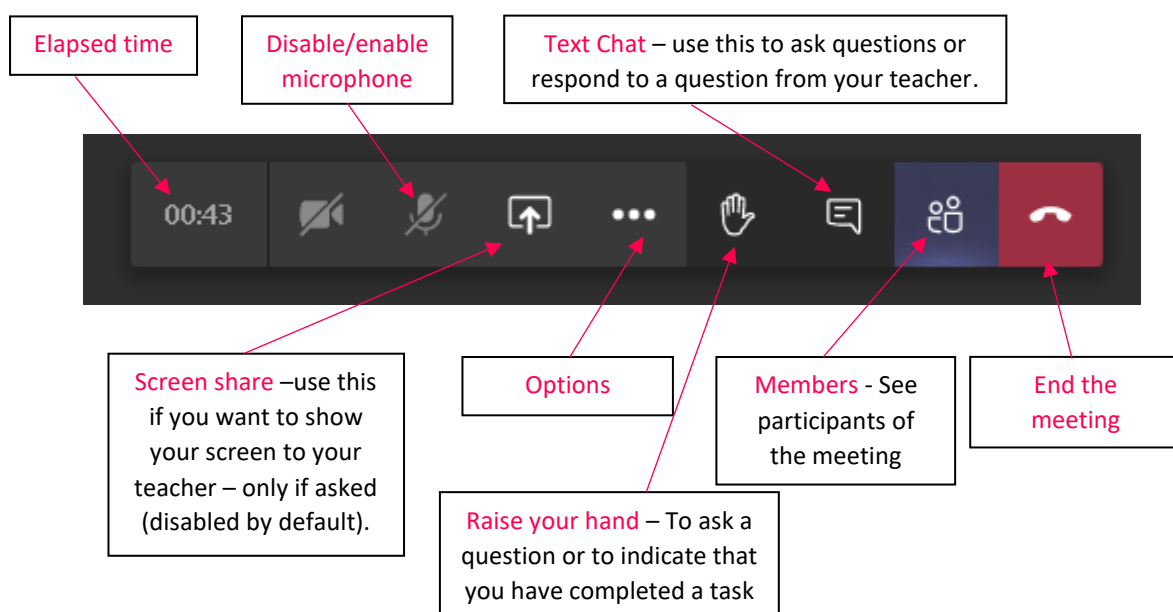
When you join a lesson:

You will see:



Your 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:

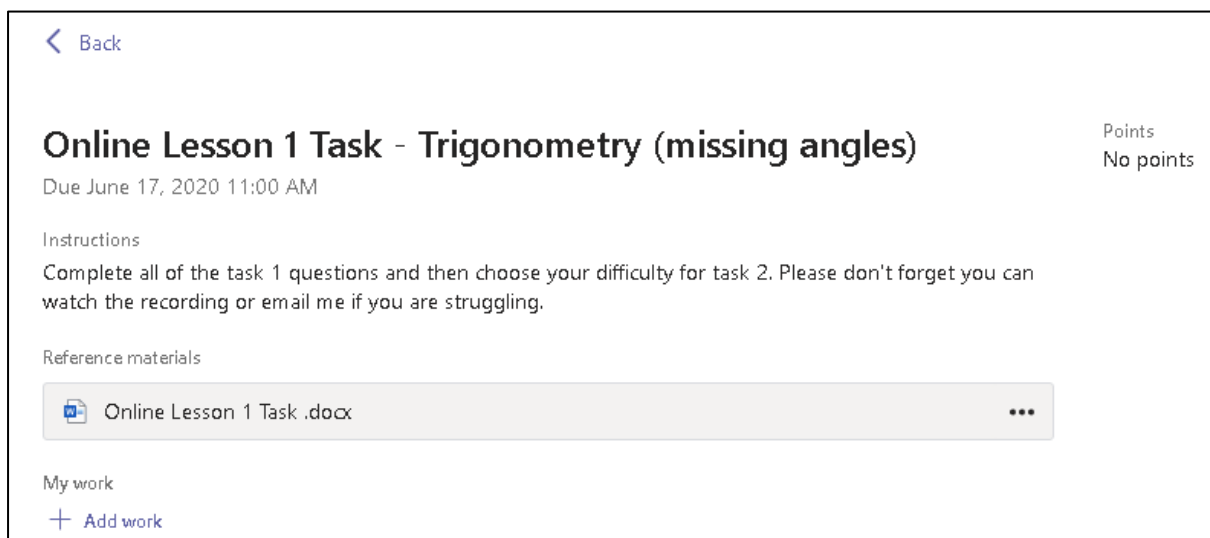
1. Review any notes from the lesson.
2. You can re-watch the video of the lesson to re-visit and revise any of the lesson – the video will arrive in the Teams group a short while after the end of the lesson.
3. Email your teacher if you have any questions or queries.
4. Read and then complete any associated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

Assignments:

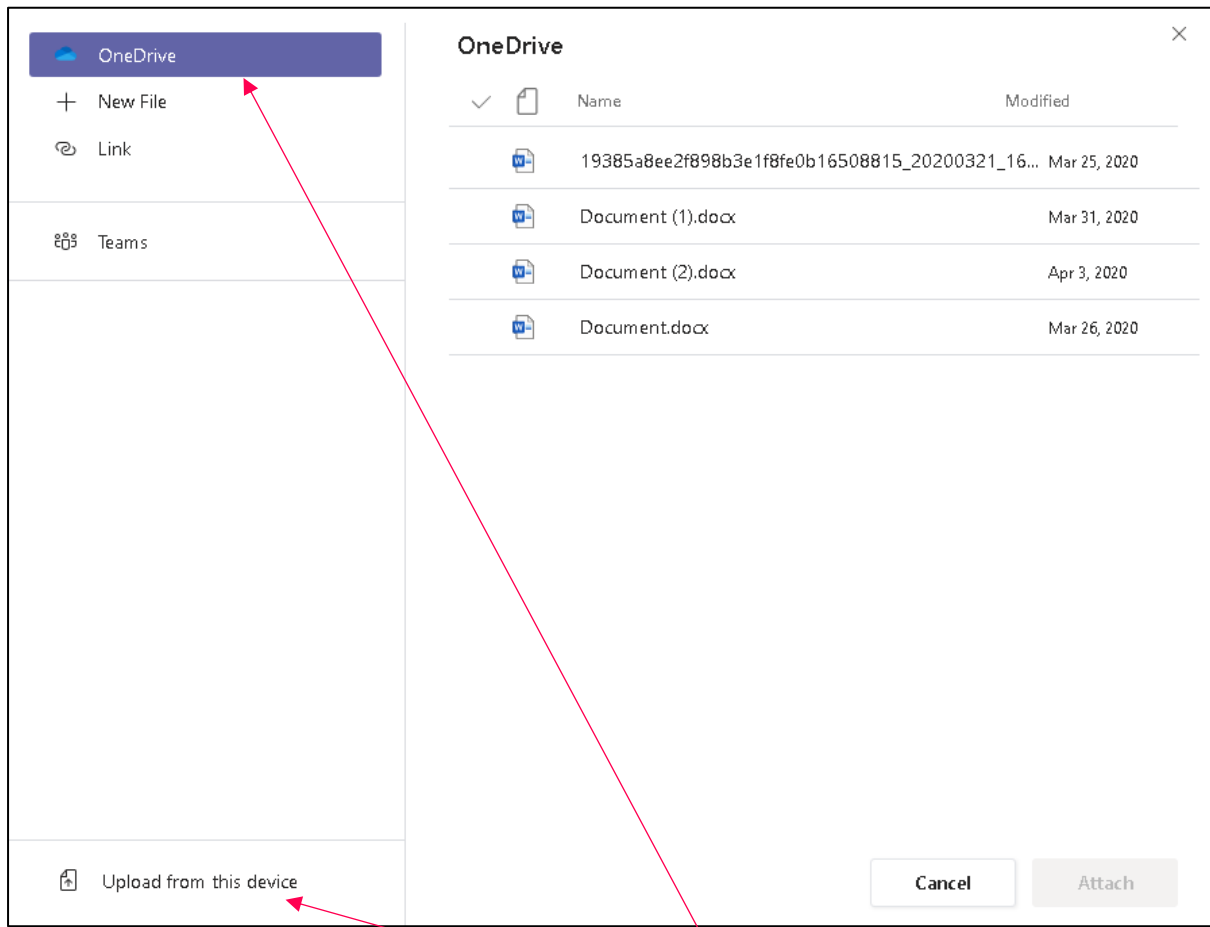
After your lesson your teacher may issue you an assessment to complete before the next session. To view your assignments go back to the Team and look in the Posts section – the assignment will be there (you will also receive an email with the same information and a link):



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

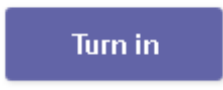


When you have completed the assignment or are ready to submit your work for feedback click on the “**ADD WORK**” link and attach the work to send to your teacher:



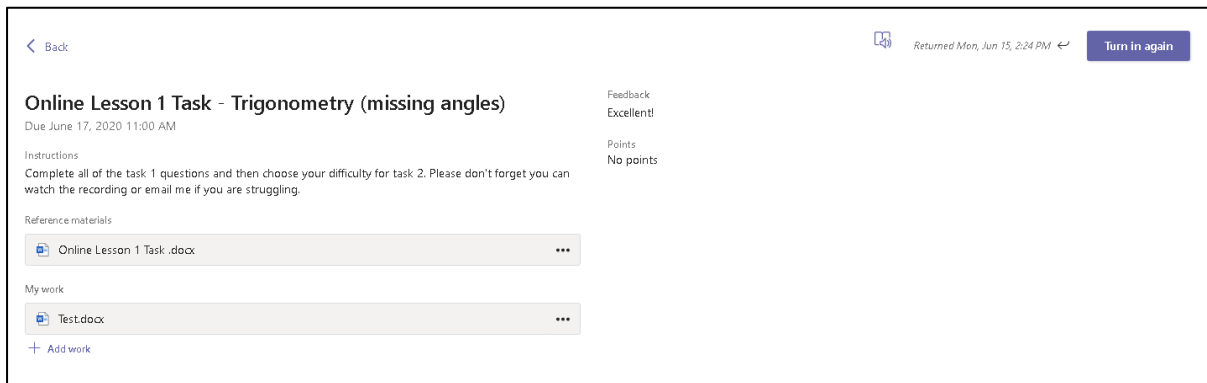
You can find your work saved on your own computer, or from OneDrive if you have saved it there.

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

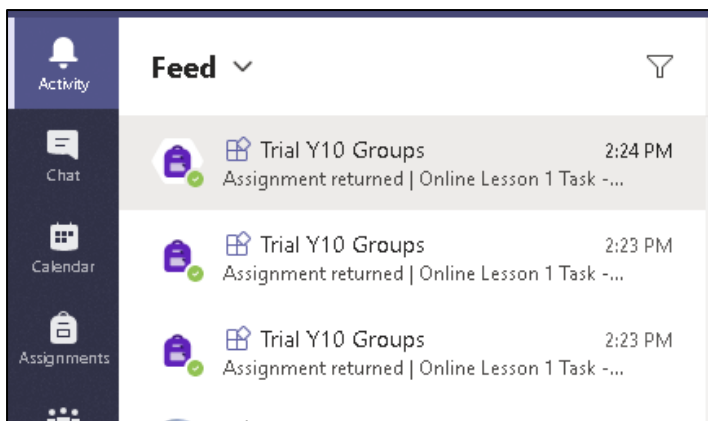


**IF YOU DO NOT CLICK TURN IN YOUR TEACHER WILL NOT GET YOUR WORK!**

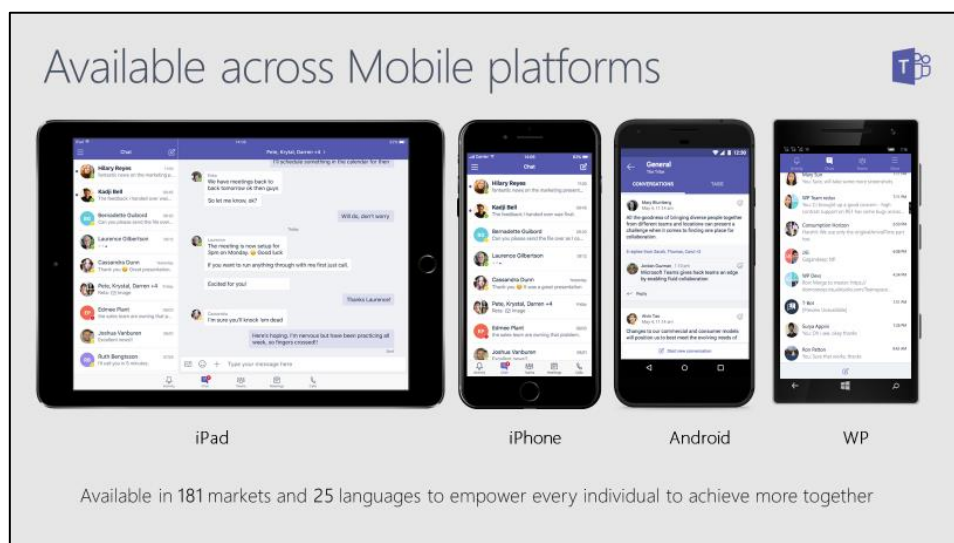
Your teacher will provide you with feedback if you click back to the assignments tab you can see this and submit any improvements required by attaching a new version and pressing **“TURN IN AGAIN”**



You can keep track of work being returned from your **“ACTIVITY FEED”** Tab:



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)



If you need your password resetting, ask a teacher in school, email [help@lancasterhigh.lancs.sch.uk](mailto:help@lancasterhigh.lancs.sch.uk) or call the school on 0152432636