**Using Microsoft Teams – Student and Parent Guide**

# Opening & Accessing Teams

Teams can be accessed from the School Website:

You will be taken to the SIMS log-in page, and need to enter your school email as your user name (PotterH@durhamjohnston.org.uk). You will use your normal school password.

You then select Teams from the tiles:

Teams can also be accessed through any other Office 365 programme, such as your school email account. click the 9 square waffle in the top corner of any Office 365 application

Once you have accessed Teams the first time, it can be downloaded as a desktop program (free with your Office 365 login) and/or a mobile app.

# First Look

Your main screen will be where your classes appear. Each class will have a Team.

Down the side bar are tools –

Alerts gives you a notification of anything that has been added to your account

Chat give you a quick way to message your teachers, to ask questions if you are stuck.

Teams takes you to the list of your classes

Assignments will show you what is due in when.

# Your Classes

Some of your classes will be already added.

In some cases, you may need to join the class, by entering the class code. To do this, click on the button on the top right corner of the Team screen, which will take you the next screen, where you enter the code you are given.

# Assignments

The Assignments tab lists the work you have been asked to complete.

Click on the assignment, then read the instructions.

When you have completed the work set, attach any relevant documents (word documents, photos etc), then click “submit”.

If your assignment was to complete work in the Class Notebook, you do not need to attach or upload the work, as it will sync automatically to the teacher’s notebook.

# Class Notebook

There are two main areas you will need.

The Content Library is read only – you can see the things here, you can copy them into your area, but you cannot edit them

Your Area – you and the teacher can see this and edit this. You may be asked to complete work on here, which will sync to the version on the teacher notebook. Your teacher can also write on this.

# Further Guidance

You can ask your teacher if there is something you cannot work out how to do, or email  homeworkingsupport@durhamjohnston.org.uk

There are also very comprehensive guides available on the Microsoft website, <https://support.office.com/en-us/article/get-started-in-your-class-team-6b5fd708-35b9-4caf-b66e-d8f2468e4fd5>