A Pupil Guide to Using Microsoft Teams

Great in name, greatest together
GreatSankey High School
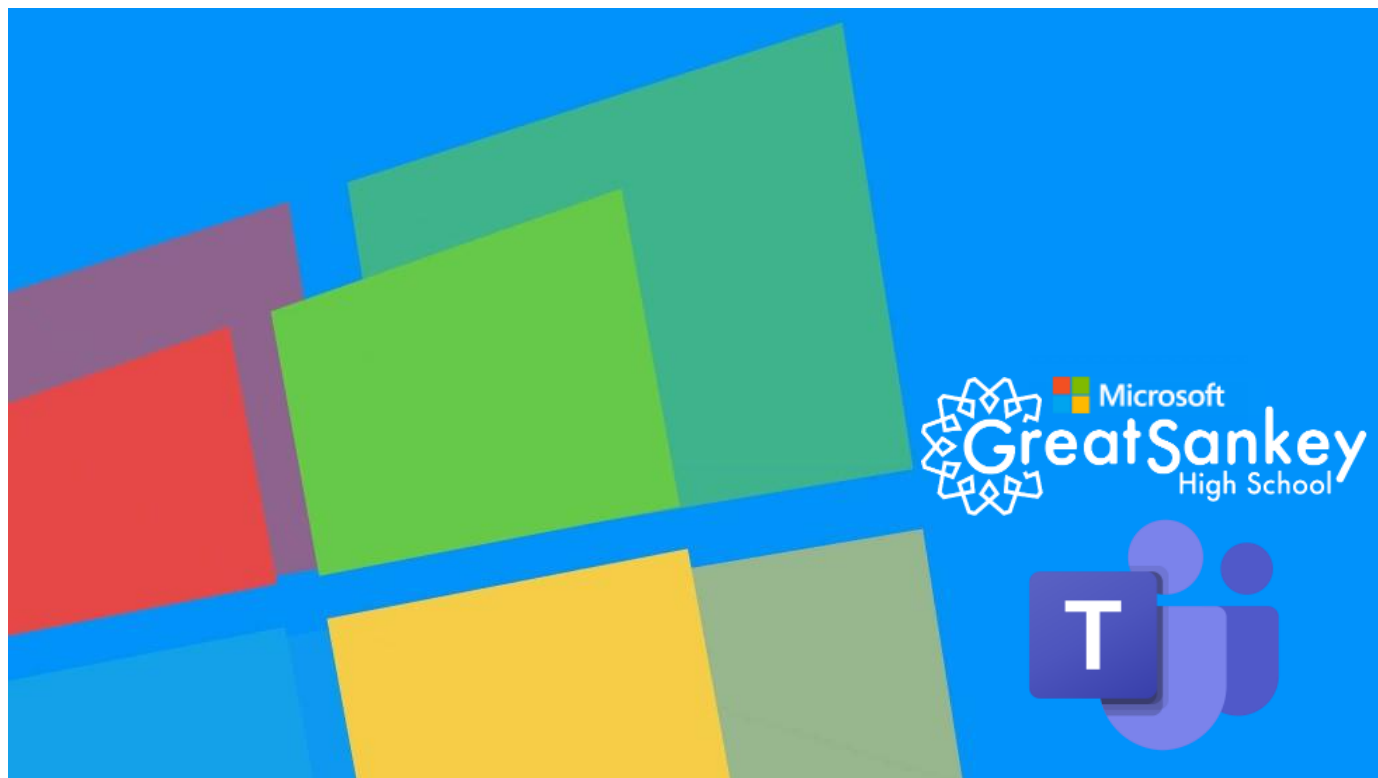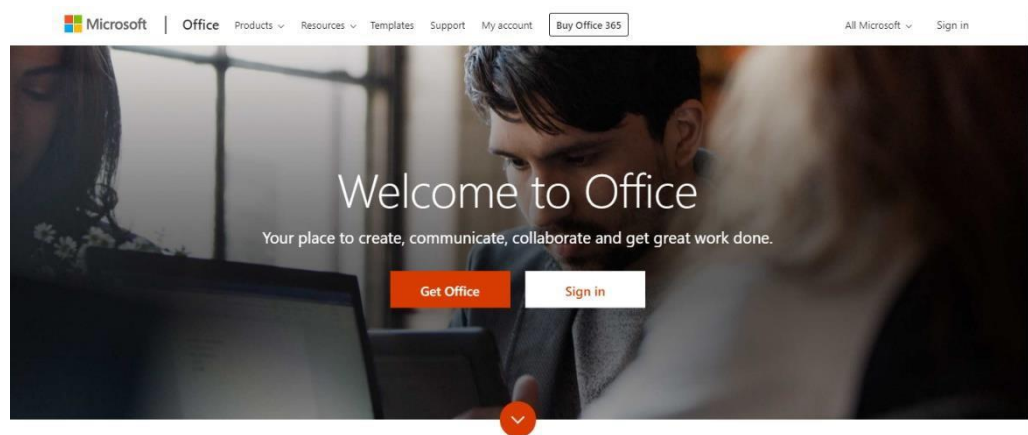
Microsoft Teams – How to Login

On any web browser, e.g. Microsoft Edge, Google Chrome, Safari etc. go to www.office.com
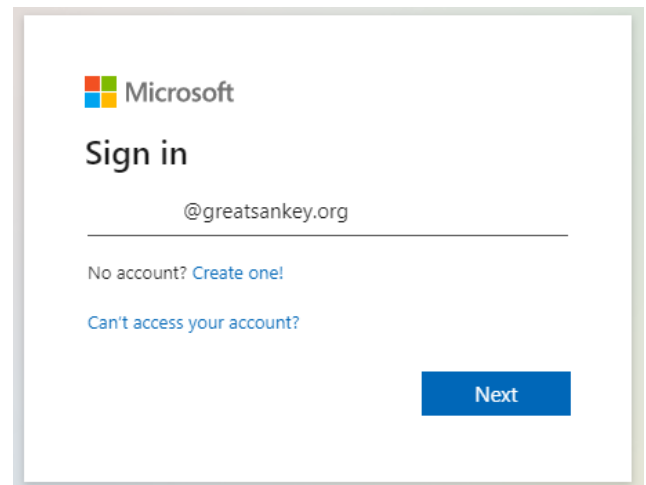

Click sign in and sign in with your full school email address which is your computer username followed by @greatsankey.org

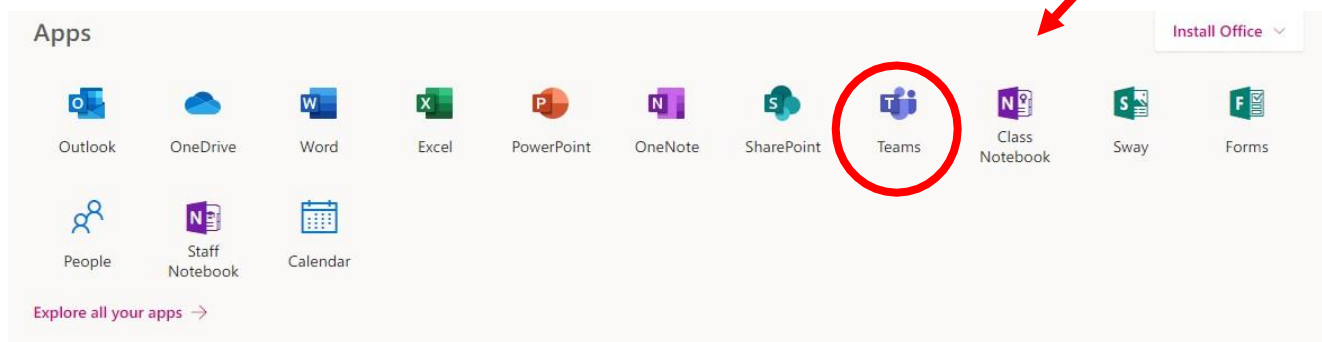Example: Joe Bloggs is in Year 7, so his email address would be

21bloggsj@greatsankey.org

The password is the one you use for the school computers.

Once you sign in, you will get to the page below:

Click on the Teams icon

You should now see all the Teams for each of your different subjects.

Teams – Uploading an assignment

When you are set an assignment by your teacher, this will be shown as below. You will see a new notification every time you get a new assignment for you to complete, which is circled in blue. When you click on this notification, you will be brought to your assignments page. You can also click the assignments button in the left-hand menu to see all the different assignments that you have been set, or you can click into your class and click on the assignments button circled in yellow.
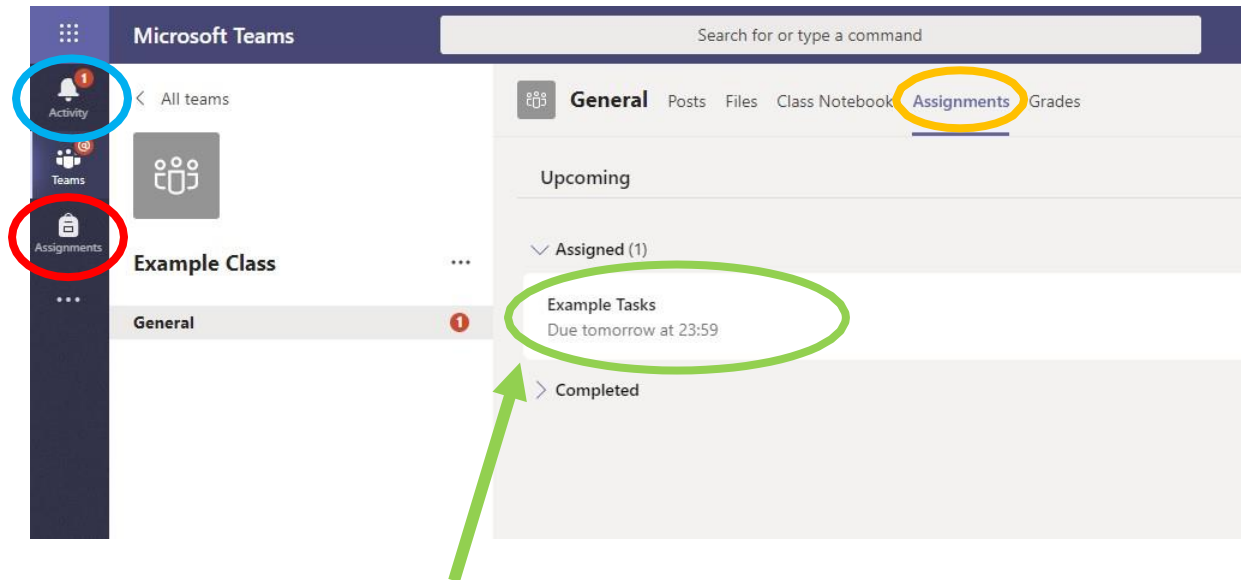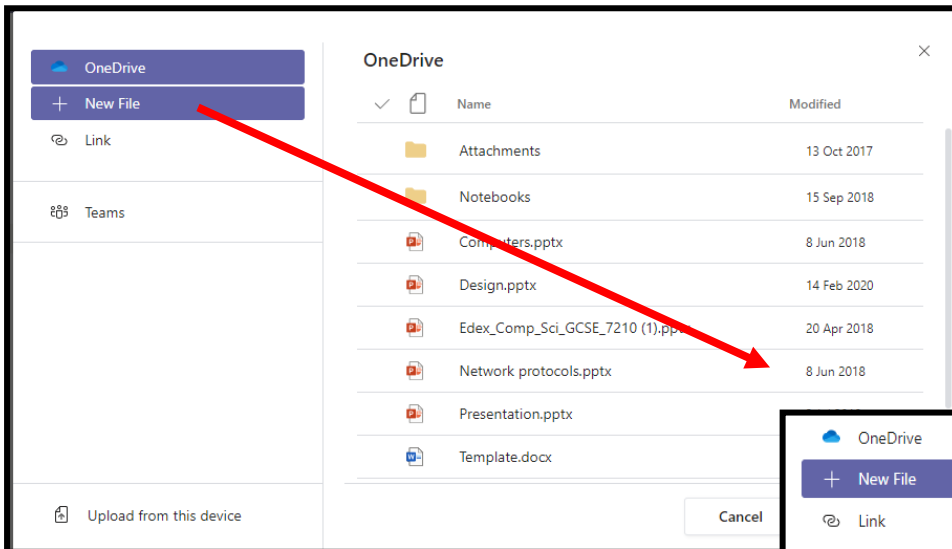

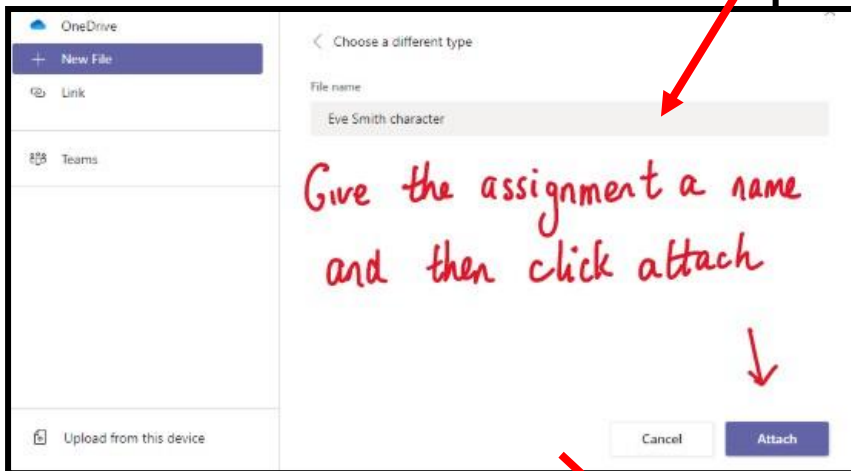Click on the assignment to access the task.

To add your work, you may need to create a new document, then complete the work in it.
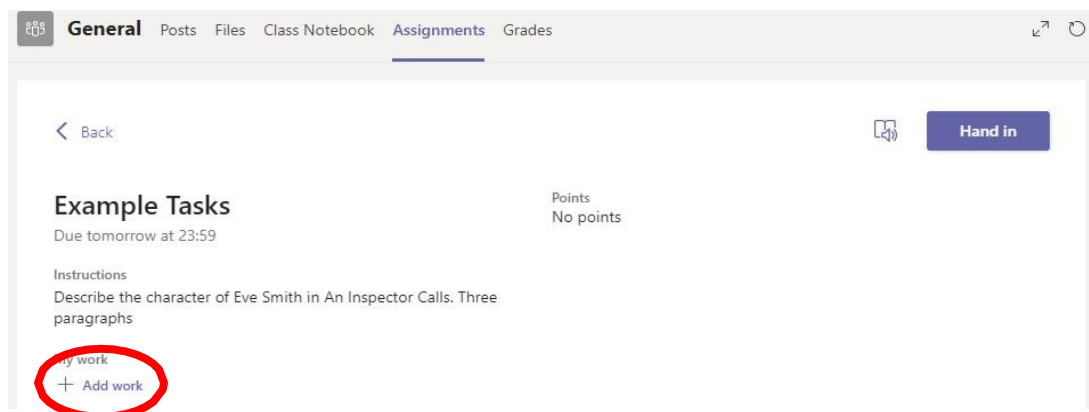
Using a new file

You can click on new file and decide what format you will be submitting for your work i.e., Word, PowerPoint or Excel.

Give the assignment a name and then click attach ↓
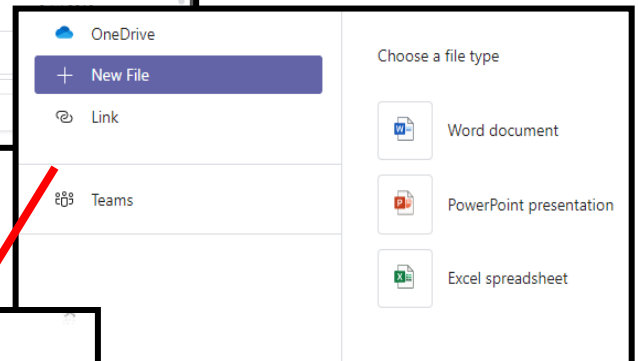
This will now have created a document that you can start writing your work into. To start the work, you would simply click on the document name.

Click here and it will open Microsoft Word

Type your work in here
and when you are finished, click close.
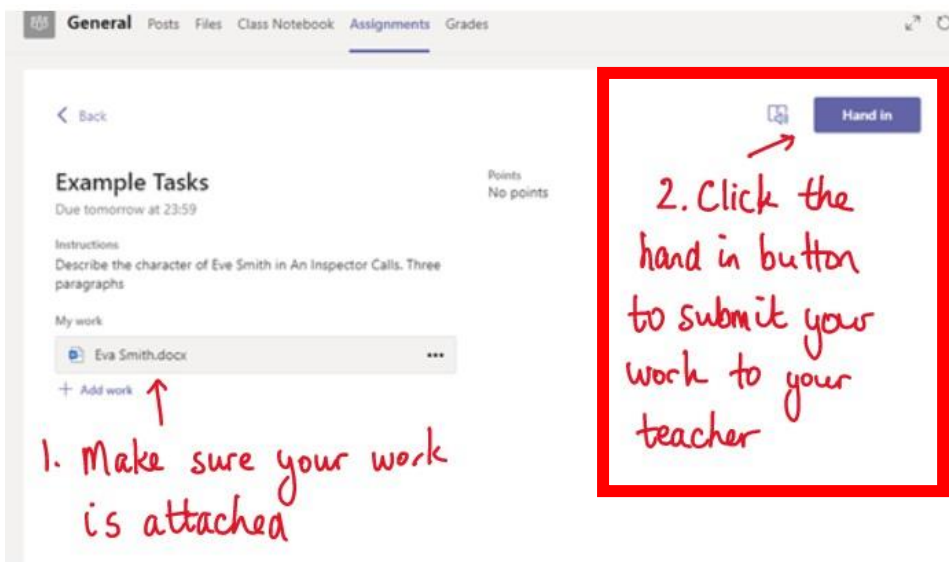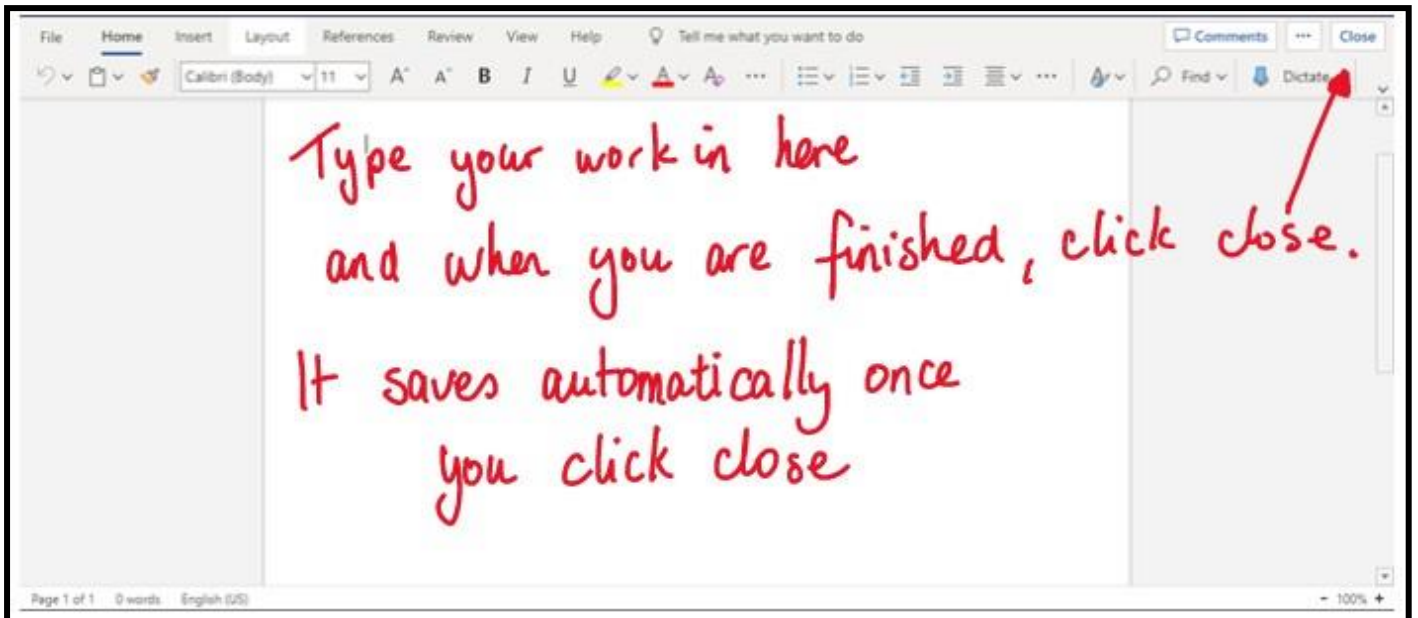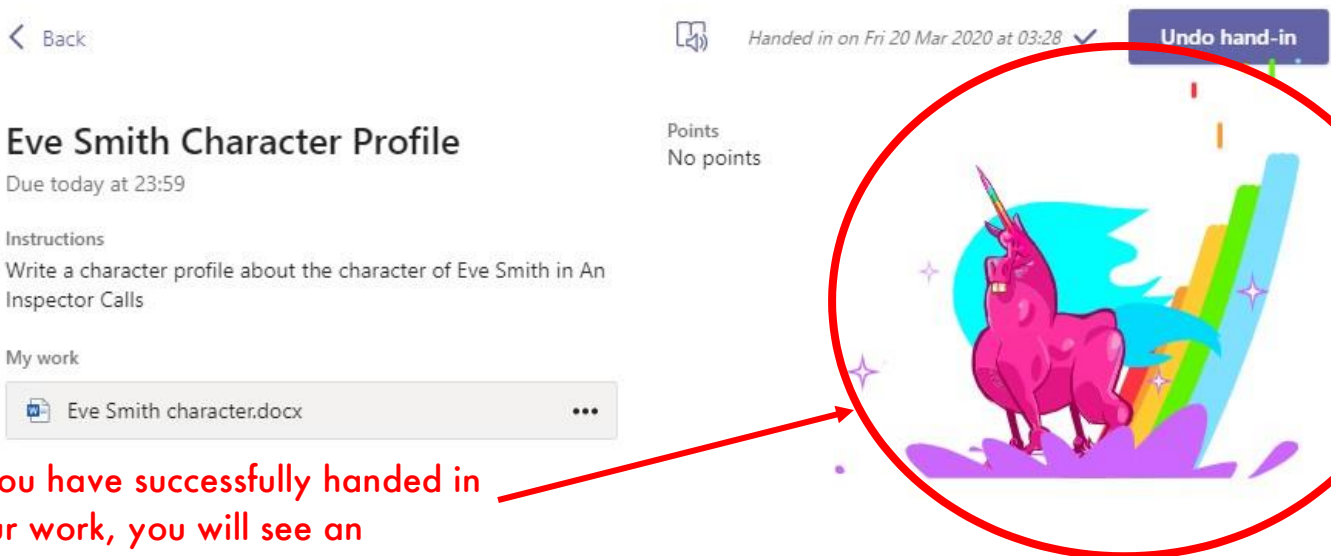It saves automatically once you click close

You will need to make sure that your work is attached and that it is not blank.
You click the hand in button. Your teacher can now look at the work and give any feedback if required.

1. Make sure your work is attached

2. Click the hand in button to submit your work to your teacher

< Back

Eve Smith Character Profile
Due today at 23:59

Instructions
Write a character profile about the character of Eve Smith in An Inspector Calls

My work

Eve Smith character.docx

Handed in on Fri 20 Mar 2020 at 03:28 ✓   Undo hand-in

Points
No points

If you have successfully handed in your work, you will see an animation – there are loads of different types.

Teams – Getting feedback and responding to feedback

When your teacher issues feedback, you will get a notification in your activity feed when you have handed in work and feedback has been left.

Click on the Activity button and it brings you to the feed. Any message in bold you have not read.

This is a notification to say that there is a new assignment in the Example Class that needs to be completed.

This is a message to say that work has been returned in this student's Maths Team. To see the feedback, click on the notification.

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you, before handing it in again.

Teams – My teacher has given me a code to join a class

In most cases, you will automatically be added into your subject teams without needing a team code however if your teacher has given you a 7-character code, made up of letters and numbers, you can use this to join other teams.

Log into Teams, in this example the pupil already has some of their teams. To put in the code, click join or create a team button in the top right hand corner, circled in red.
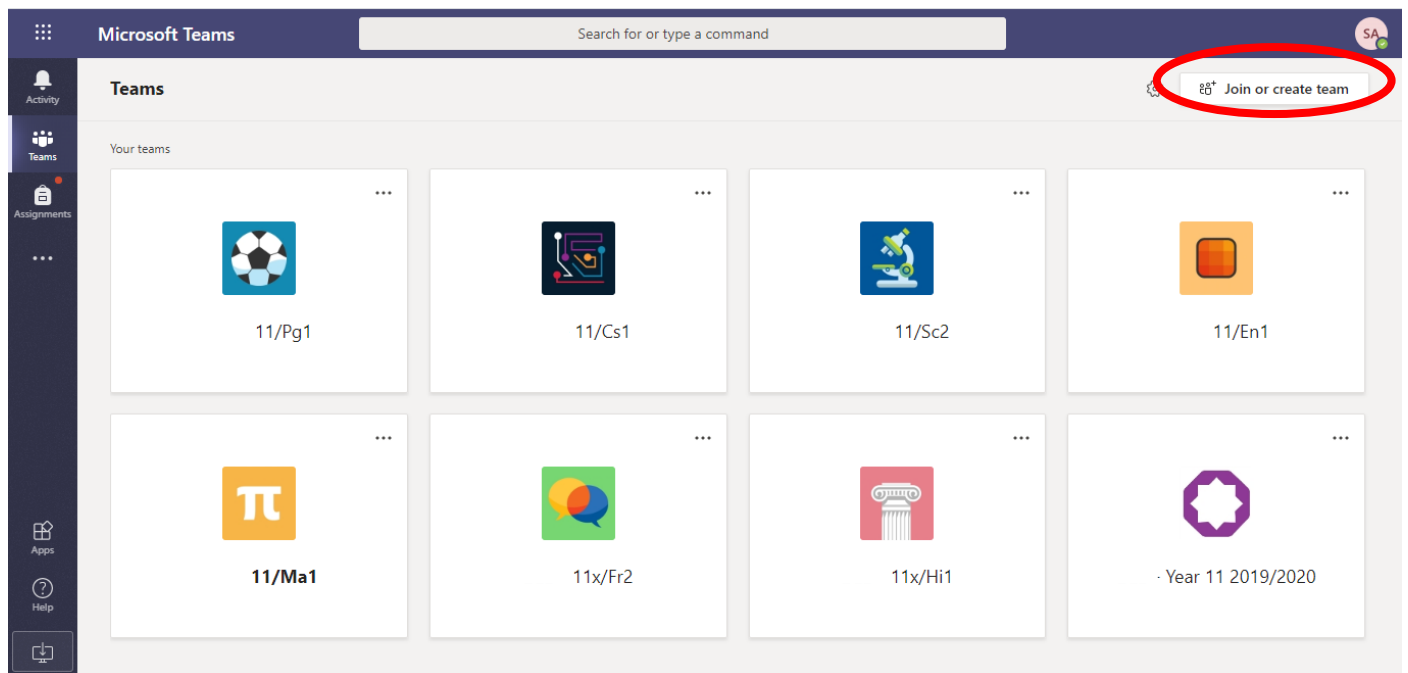

Once you click the button, this menu appears. Put the code in that your teacher has given you and click the join team button circled. Be careful when inputting your team code, all the letters are lower case.
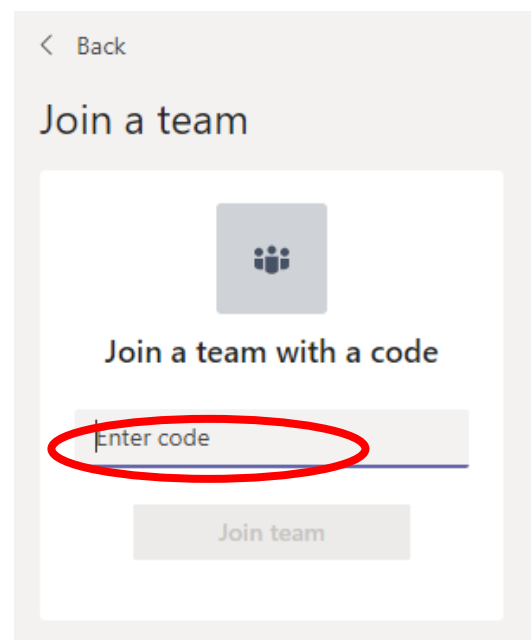
Teams – Downloading the Teams App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.
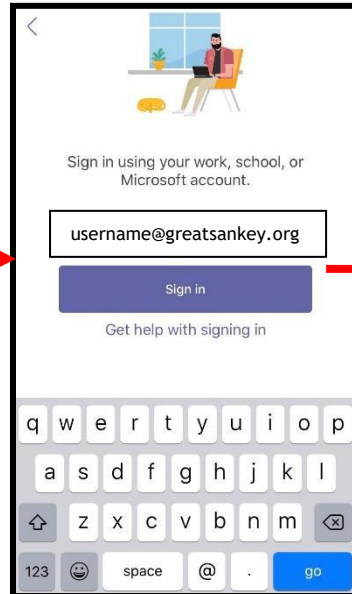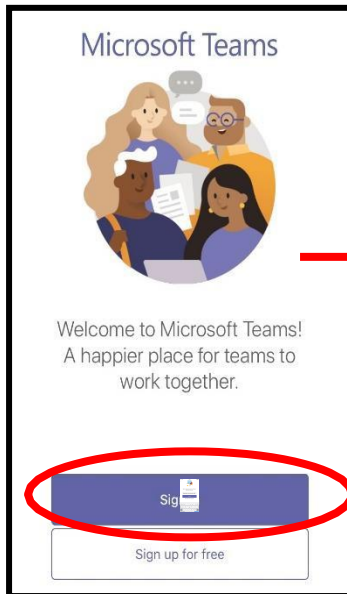
Sign in with your school email address and password.

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

Teams – Uploading via phone or tablet

If you are uploading a document, follow the upload instructions earlier in the guide as uploading a document from a phone or tablet is the same process. However, if you have piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work. You can find the assignment you have been set in two places - the activity feed and assignments – picture 1.

1

Notifications and assignment updates appear in your activity feed.

2

Tap on the assignment to open it

3

Press on add work to add a picture

4

Press on upload from this device and then take photo or video

5

Take the photo and attach it, making sure it is attached to your work and press hand in

6

Make sure you see the animation that confirms you have handed your work in