

Microsoft Teams – What is this?

It is a part of the school's subscription to Office 365 which gives us all our school email accounts and online access to other apps like Word and Powerpoint.

Teams gives us access to a chat space, so you can ask your teachers for help, and a virtual exercise or notebook for every pupil. You can add work in here and your teacher can mark it, just like in school, and no one else can see into it.

Your teacher may have made a Teams group for your class and you can access this via your desktop online or via an app for your phone.

However, before you do either you will need to make sure you have accessed your school email recently and assured the bods at Microsoft that they can allow you access to Teams and Office 365 via the school licence!

How do I get onto it?

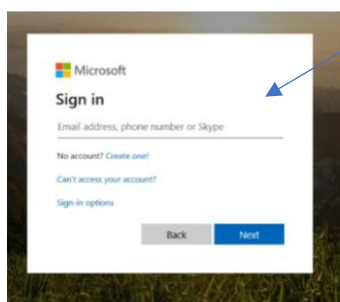
Online you will access it via the Office 365 suite. So, go to the school website, click on the pupils tab



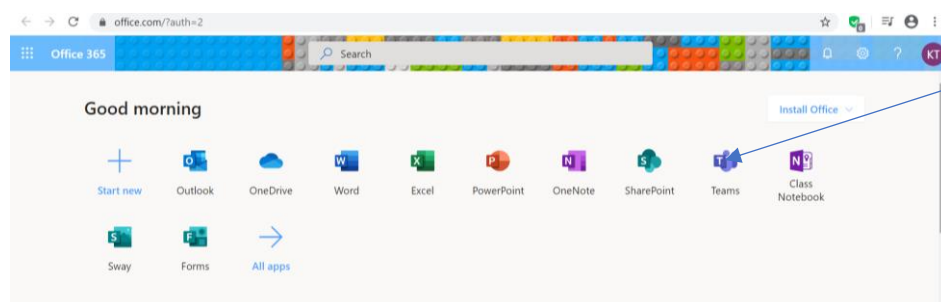
Then Office 365.

Then sign in with your school email.

They'll get this screen:



Then you will get a page of the Office 365 suite of apps.

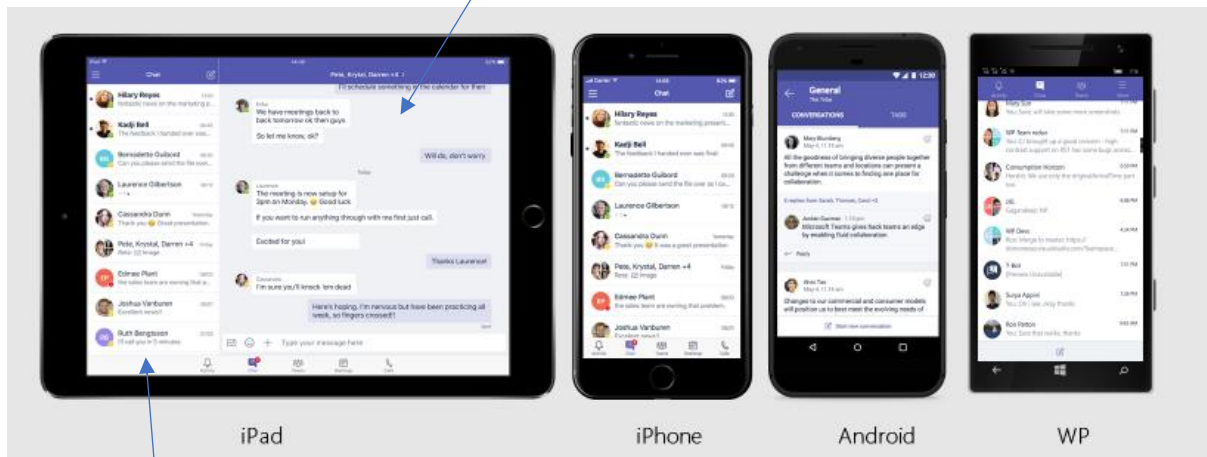


Click on teams

What does it look like?

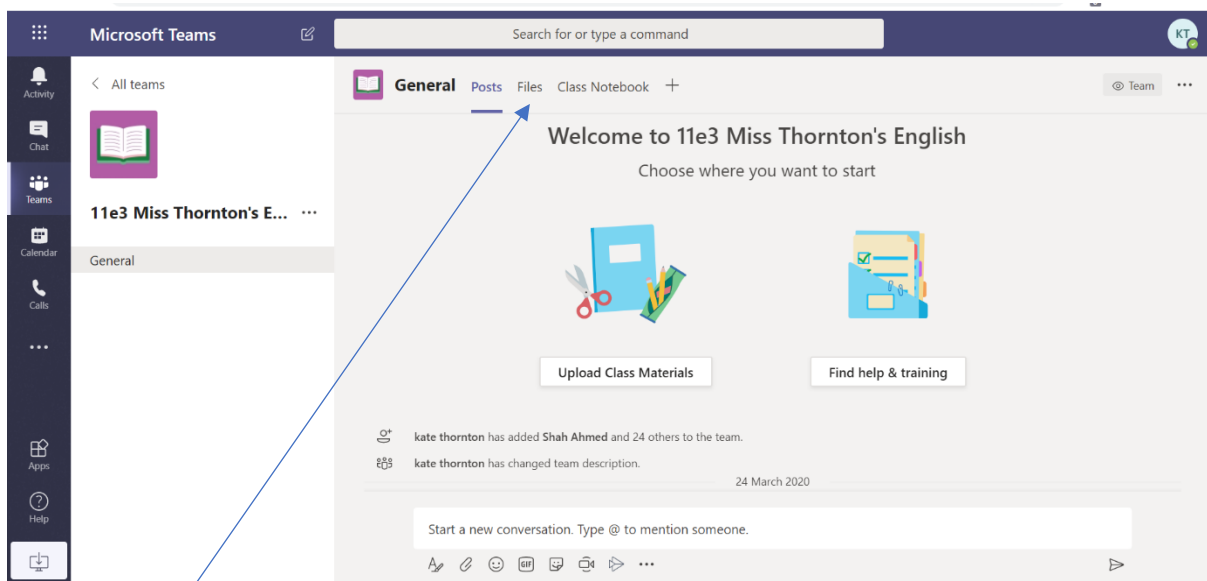
It looks slightly different depending on what you access it on, but the basic functions are all the same.

There is a chat area for you to post questions and get answers from your teacher.

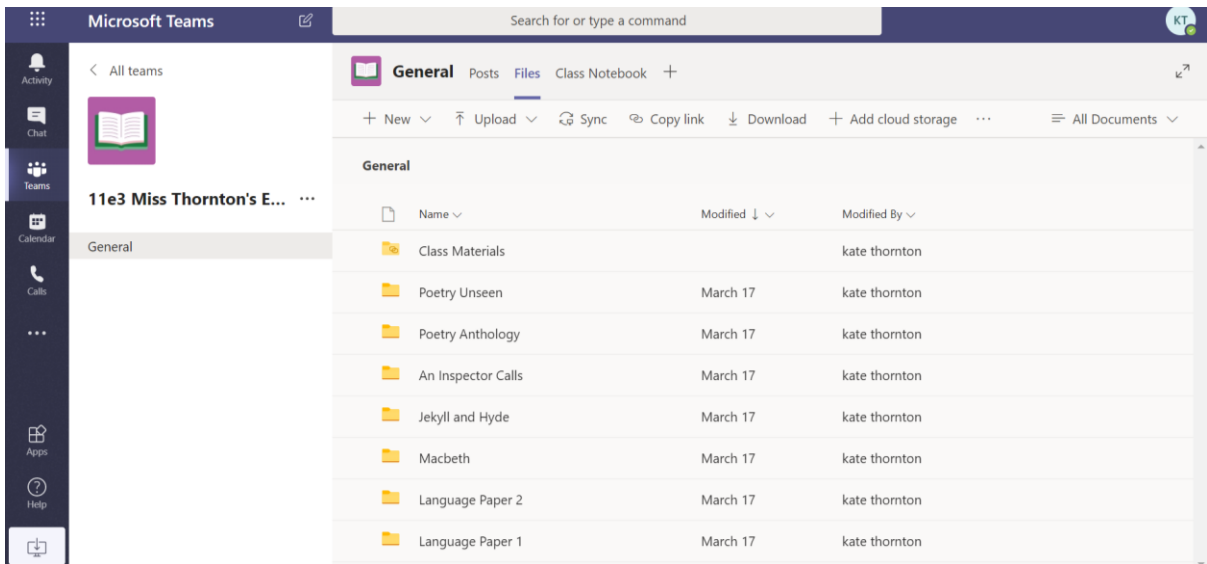


A feed at the side that shows all of your recent communication.

On the desktop, online version it looks more like this.

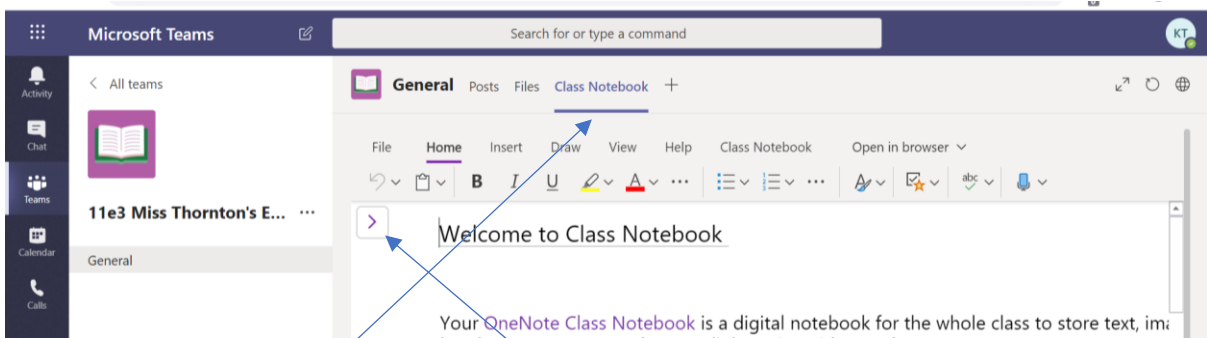


There is a files area where your teacher may, or may not, drop things into folders there for you to access. Check with them and follow their instructions.



Files area with folders just like the shared area in school.

There is also the Class Notebook area:



On the teacher version, if we click the little purple arrow it opens up a space showing us a collaboration page (where your teacher and classmates can all type and ask questions) and a notebook space for each person in your class.

With us not being pupils, we don't know what this looks like exactly from your side, but clicking on Class Notebook here and finding yours would seem to be a good idea!

If the Notebook part doesn't seem to work then use the chat area to talk to your teacher and ask questions. So far, I have found that these are private between you and your teacher so you can ask questions without fear of feeling daft in front of your classmates.

Pupils are also taking photos of their work and posting them here for teachers to see and help out.