

## A guide to Microsoft Teams



Throughout this guide there are tutorial sheets showing you how to complete several different type of tasks that you need to be able to do. Using the contents guide below, you can click on the page number to go straight to the tutorial that you need.

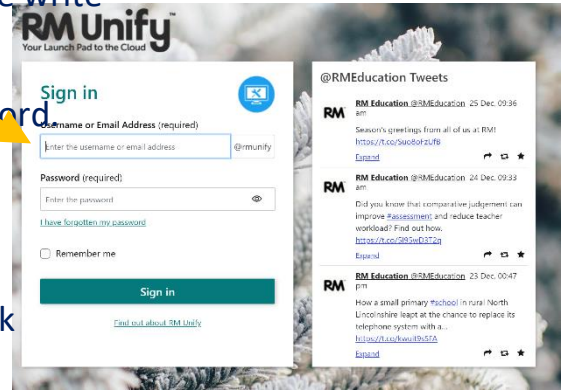
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Remember to always follow the School's Acceptable Use Agreement

## How to... access your classes

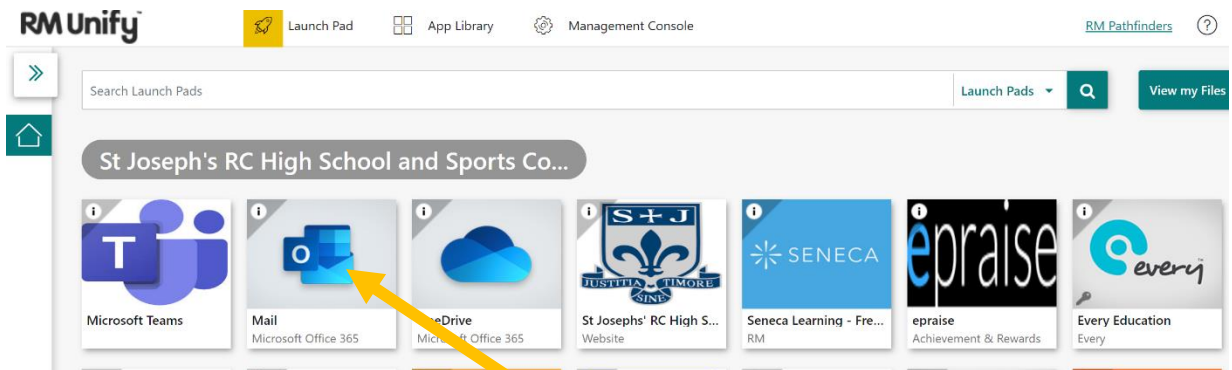
Access TEAMS by logging into RM Unify. Use your school email address and password. If you have forgotten them send an epraise message to your form tutor – please write them down somewhere SAFE and LEARN them to avoid this. Remember never to share your password

Your school email address is usually, the year you started, followed by your surname and then your first initial with @st-josephs.bolton.sch.uk at the end.

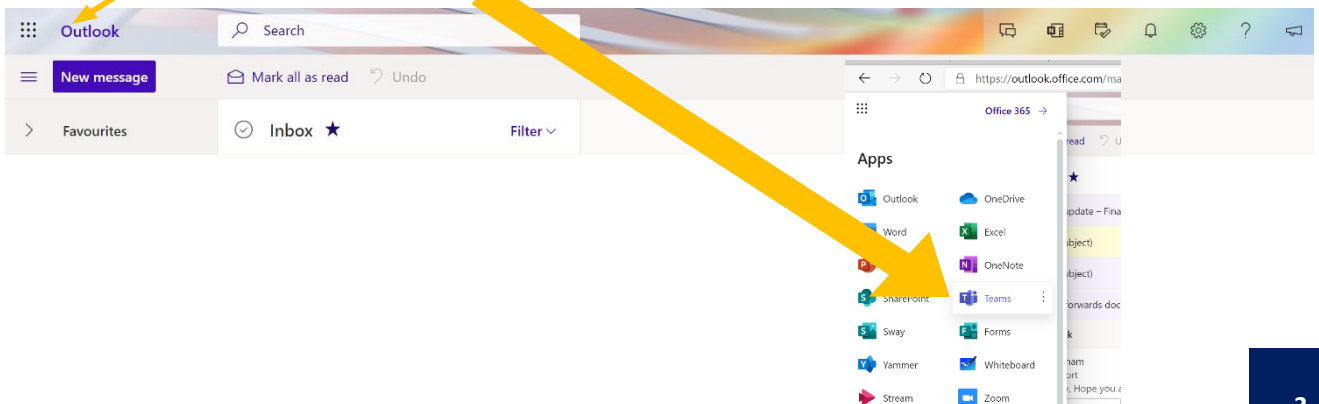


E.g. [17ASurname@st-josephs.bolton.sch.uk](mailto:17ASurname@st-josephs.bolton.sch.uk)

[20JBlogs@st-josephs.bolton.sch.uk](mailto:20JBlogs@st-josephs.bolton.sch.uk)



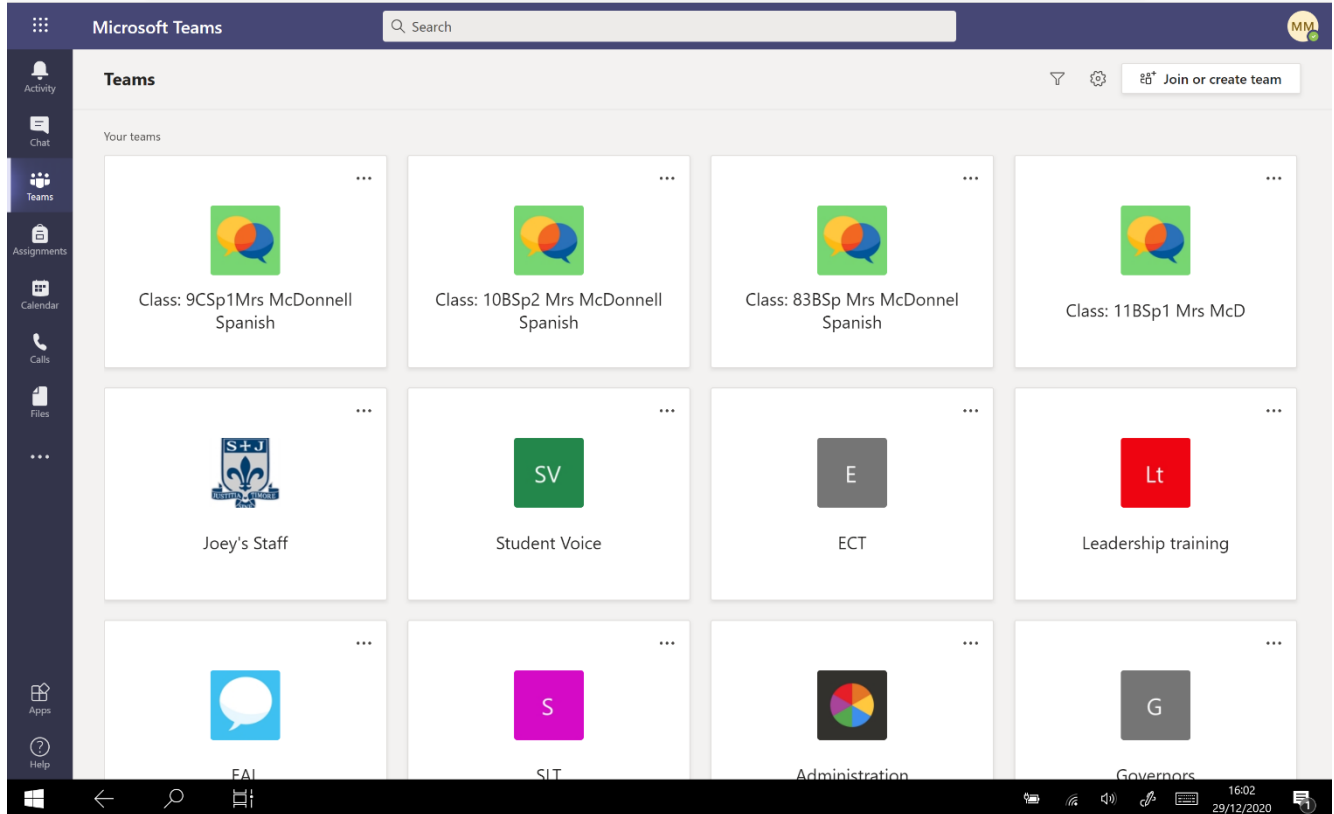
After you have entered your email address and clicked sign in, a screen similar to this will appear. Next click on Mail and find the grid of 9 dots see below. Once you have clicked on this you can click on the purple TEAMS icon (this saves you having to re-enter your password)



## How to...access your classes

Once logged in, Teams will open to a home screen. You will see lots of teams – each team is one of your classes from your timetable. Depending on the layout, your teams will either be in a grid or a list.

To change the layout, you can click on the cog towards the top right corner and 'switch view'. Or by clicking on the round circle, and clicking settings.

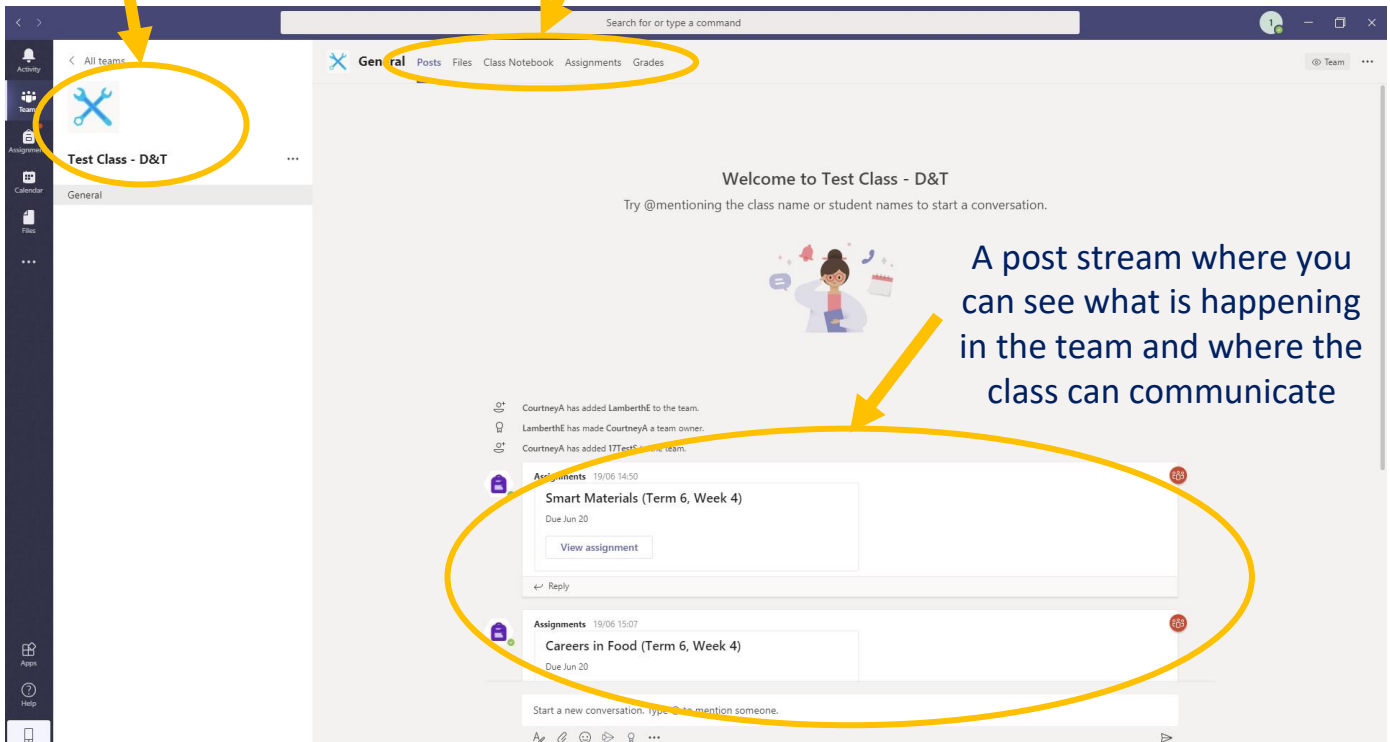


## How to...understand the layout of the team

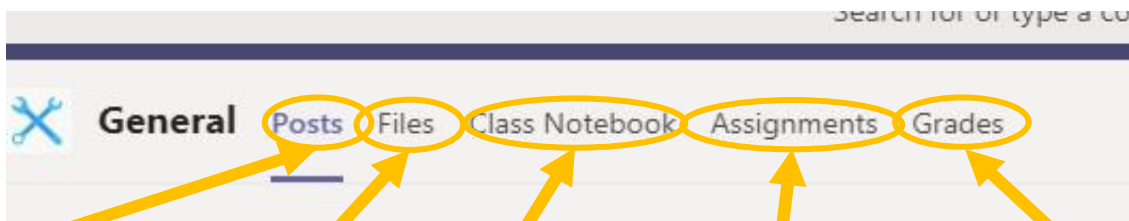
When you open up a Team there are several areas within that Team that could have information in it for you.

The Team name – this will be the class code from your timetable.

Tabs to open additional pages of the team (see below)



A post stream where you can see what is happening in the team and where the class can communicate



A place to communicate –

Some subjects may ask you to work in notebook –

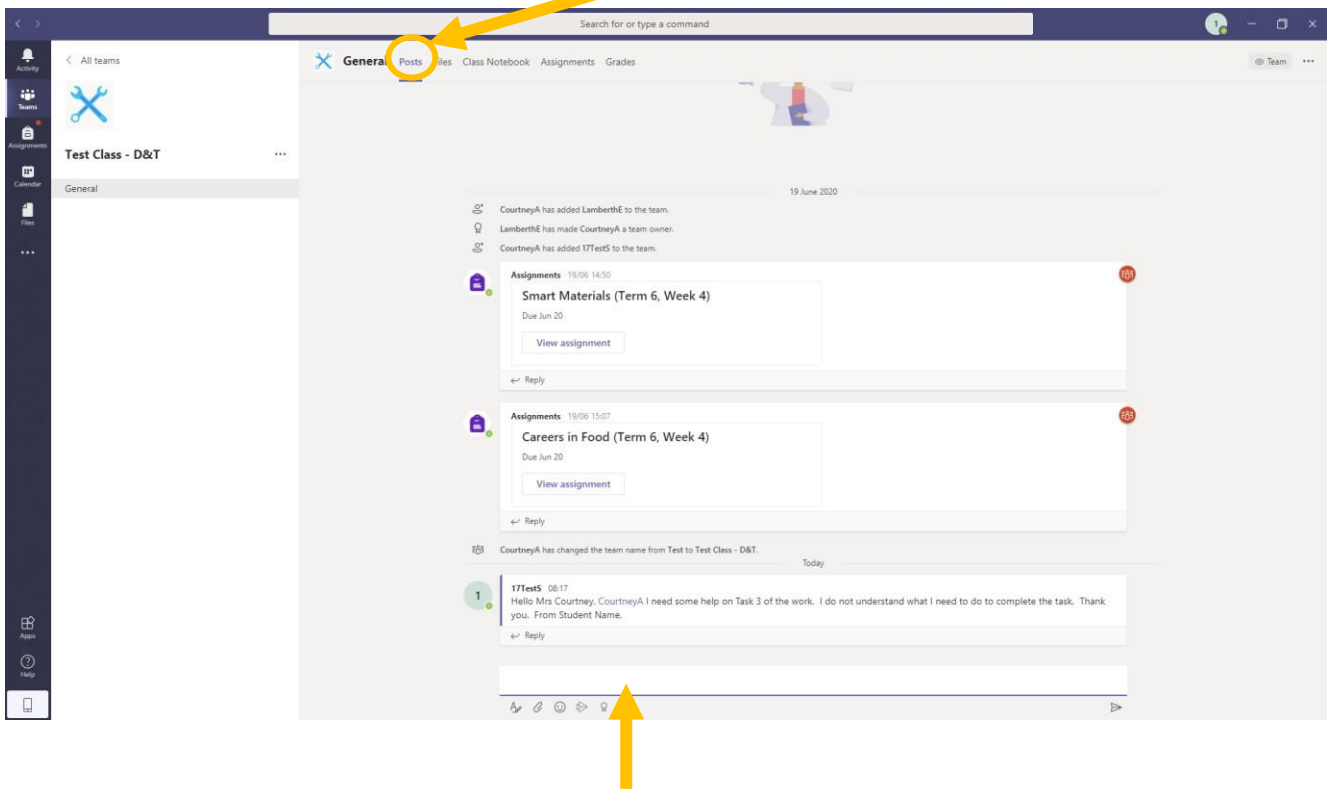
Where you will see your grades and/or feedback for an assignment

Any files that you teacher need you to have will be uploaded here

This is where you will find and hand in assignments –

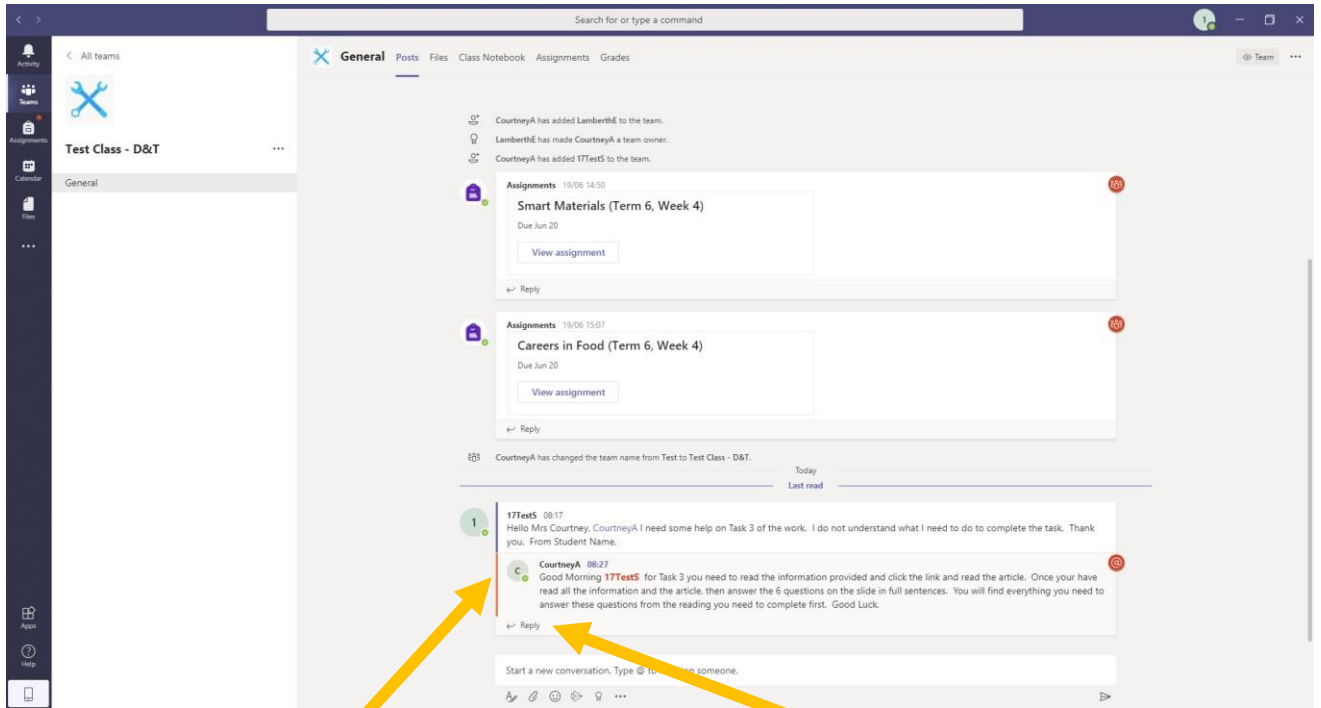
## How to...communicate with your teacher and class

If you need any help with an assignment or have a question for your teacher, you can talk to them via the 'Posts' tab in the team for that class.



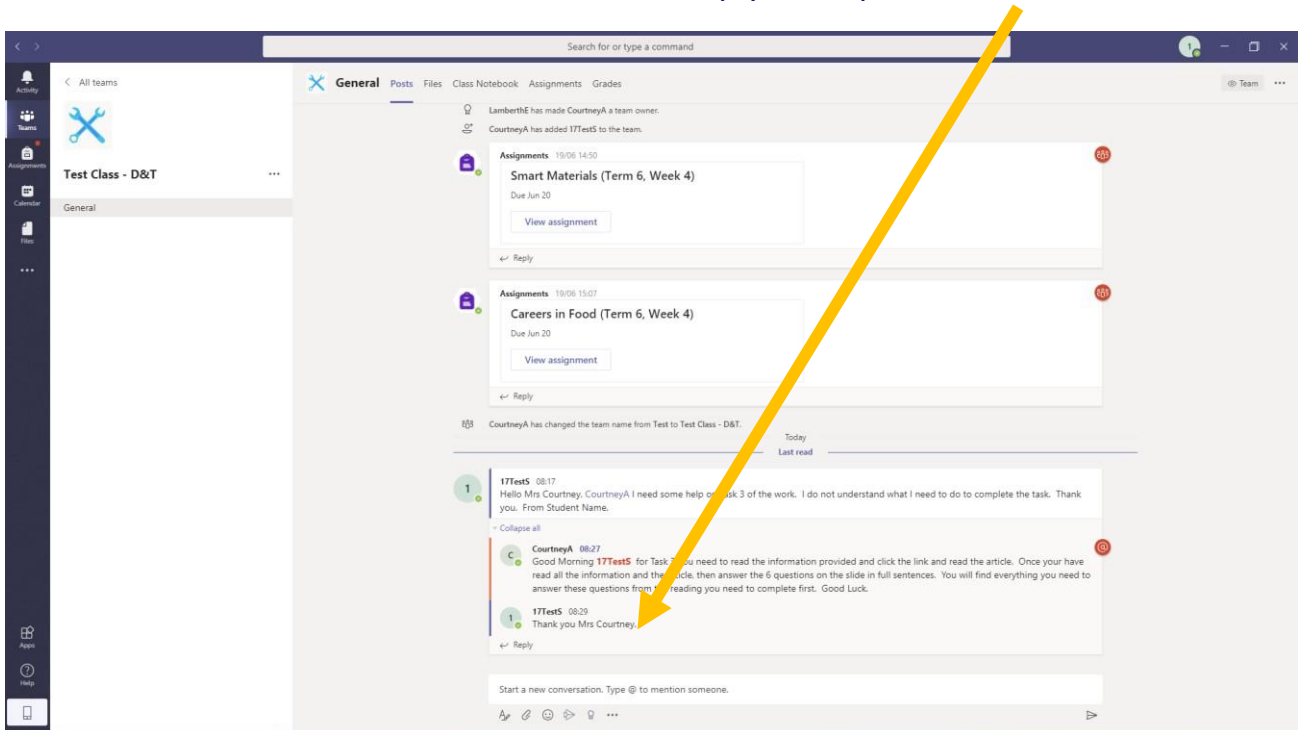
Type in this box the message to your teacher / class. Remember the following:

- Basic manners – hello, please, thank you
- Use your name – it will post using your username, teachers do not know you all by your surname, finish the post with your first name.
- Keep it polite and professional – just as if you were in class in school and raising your hand to ask a question.
- If you want to notify the person in the message, you can add them to the message by typing @ followed by their user name. It will tag them into the message.
- Be precise on what you need help with.
- Remember that everyone can see what you post here so do not post work, answers to work or any silly comments.



When you have received a reply from your teacher or a classmate their response will show underneath your original post.

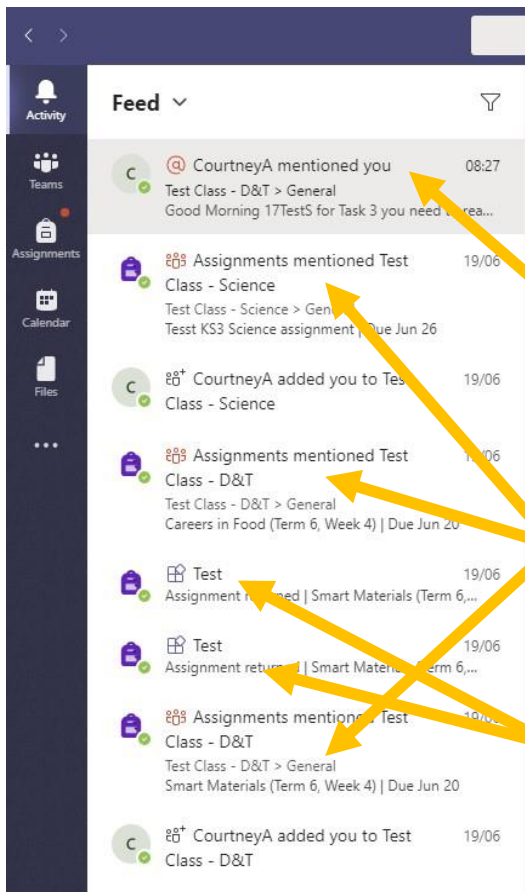
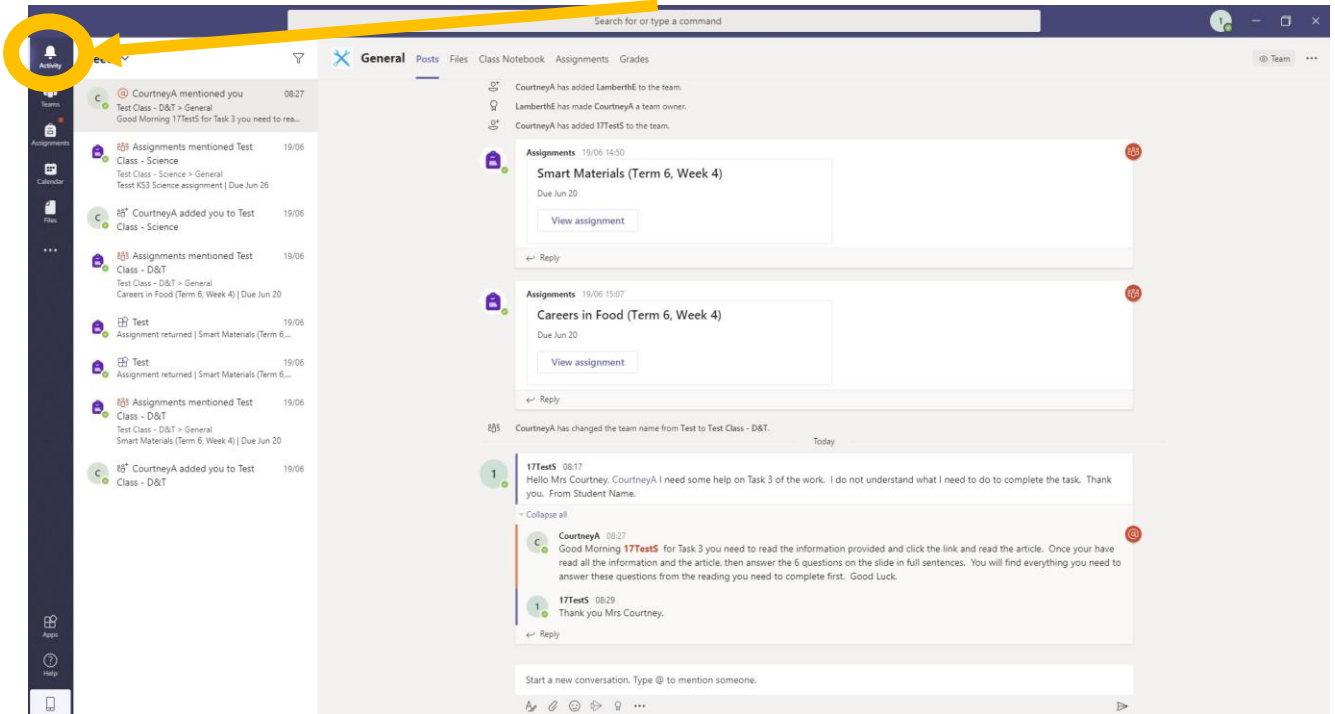
To keep the thread together and any comments linked to it, make sure you press reply to respond, do not start a new thread.



You can still email your teachers if you need to but consider posting in teams as others in your class might benefit from your query and it helps your teachers to keep everything in one place when they are teaching lots of classes.

## How to...understand the activity feed.

Select the 'activity' tab on the far left on the screen.



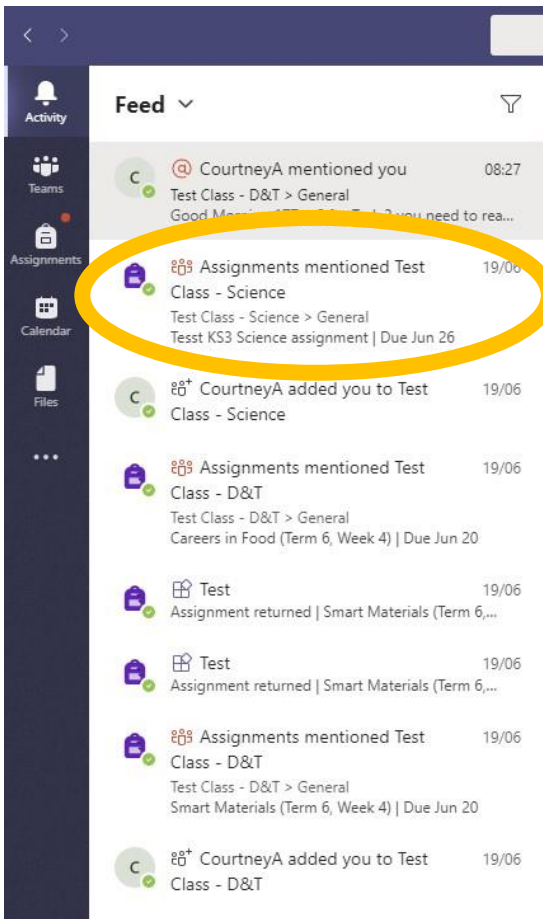
The activity tab, opens a feed of information for you to see what work has been set and any other notifications in your teams.

Here you can see that you have had a reply in a conversation you are in.

Here you can see when assignments have been set.

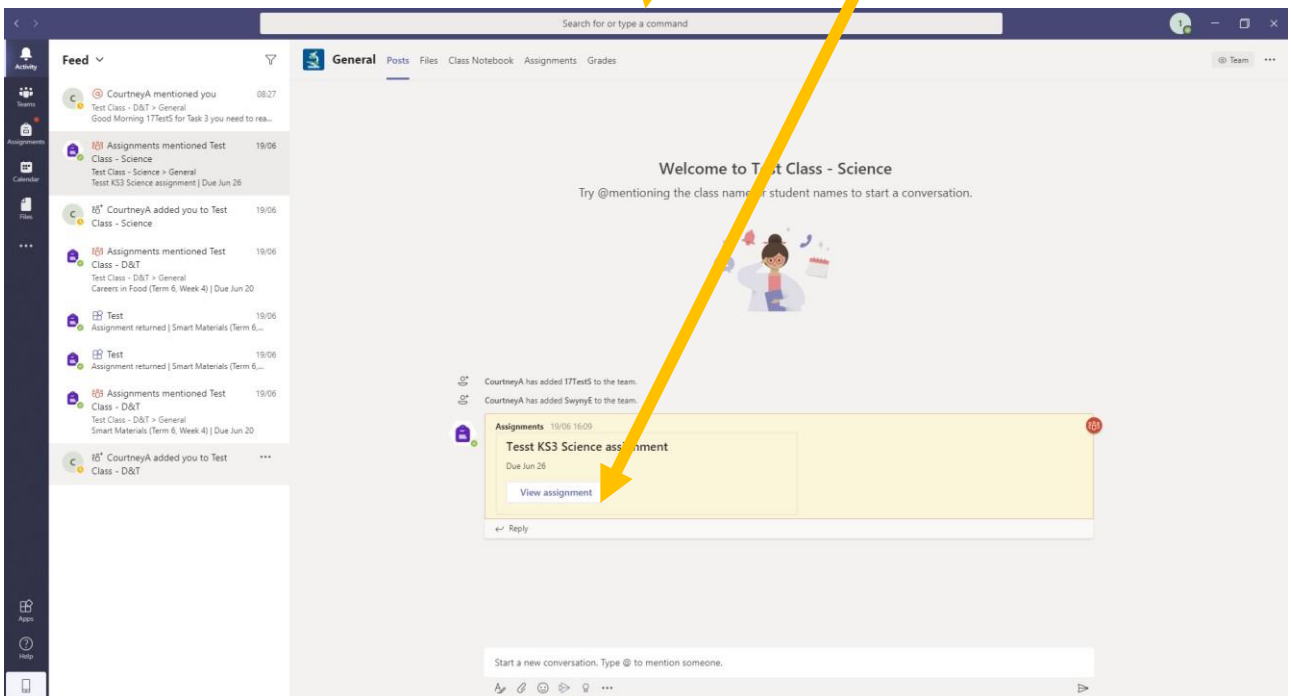
Here you can see when assignments have been returned to you with some feedback.

## 1. How to... access an assignment



...through the activity feed.

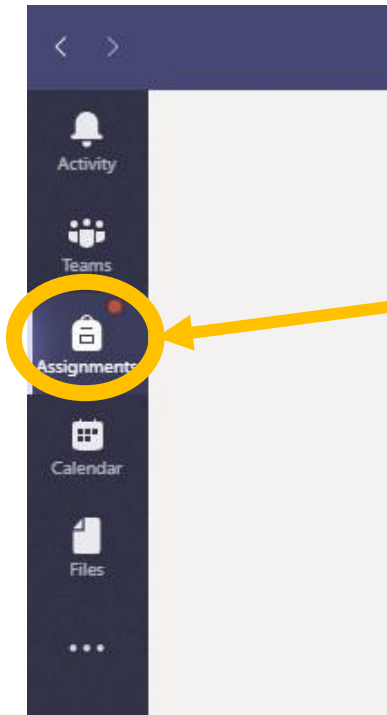
1. Click on the assignment you want to open.
2. It will open the team that the assignment has been set for.
3. Click on 'view assignment'.





## 2. How to... access an assignment

...through the assignment feed.

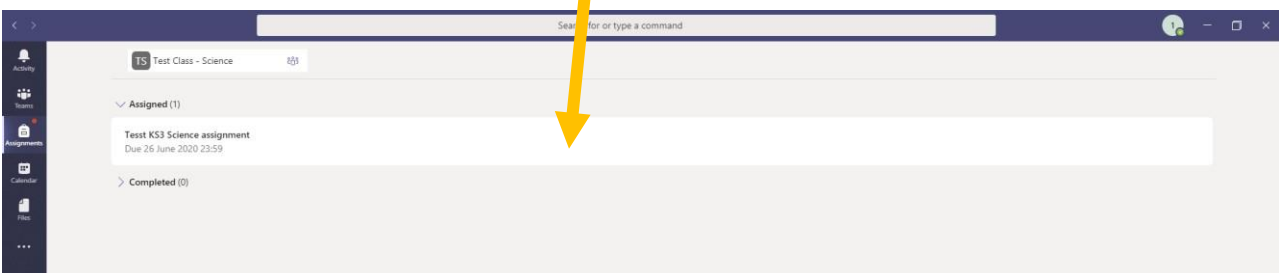
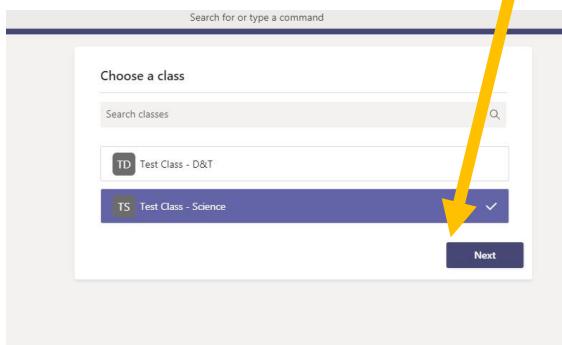
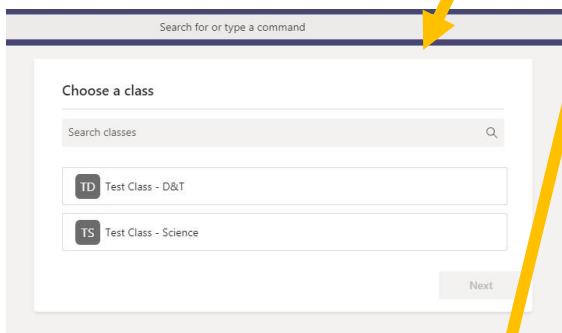


1. Click on the assignment tab on the left hand side of the screen.

2. It will open a list of your teams where assignments have been set

3. Choose the class you want to see assignments for and click next.

4. Then click on the assignment you want to open and view. It will then open it for you to see what you need to do.



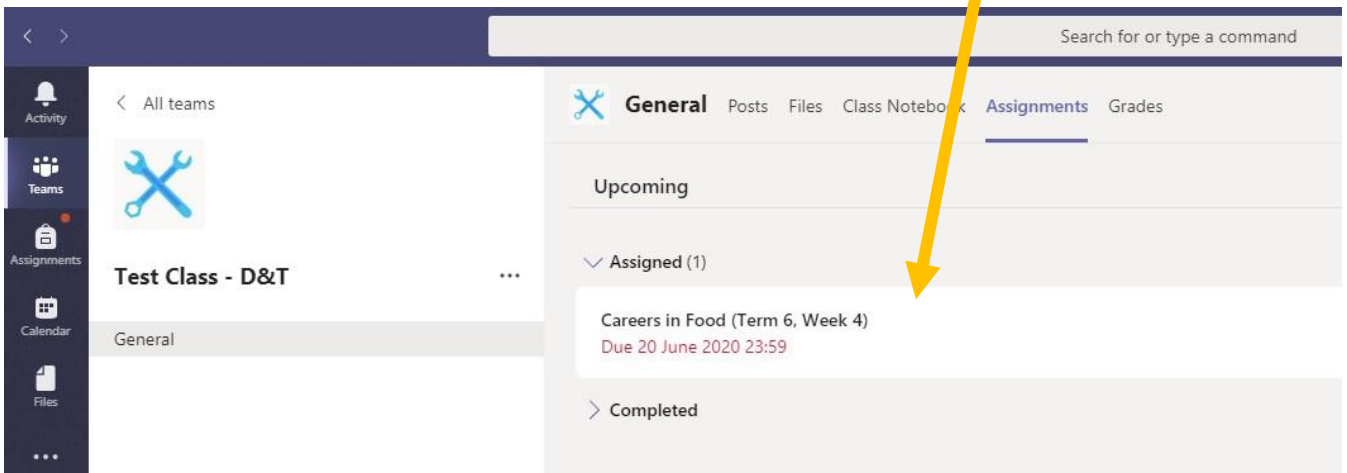
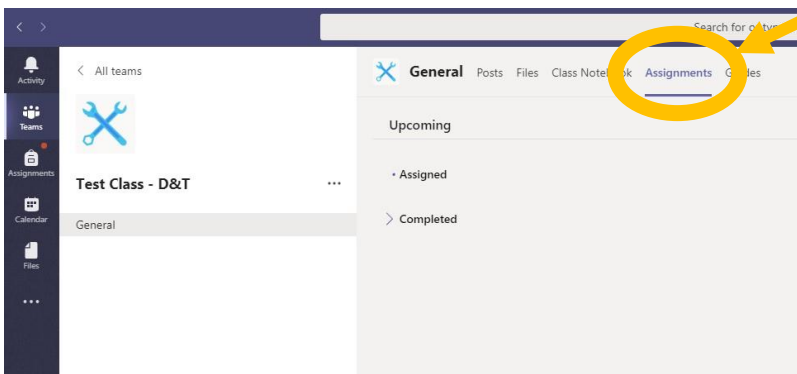
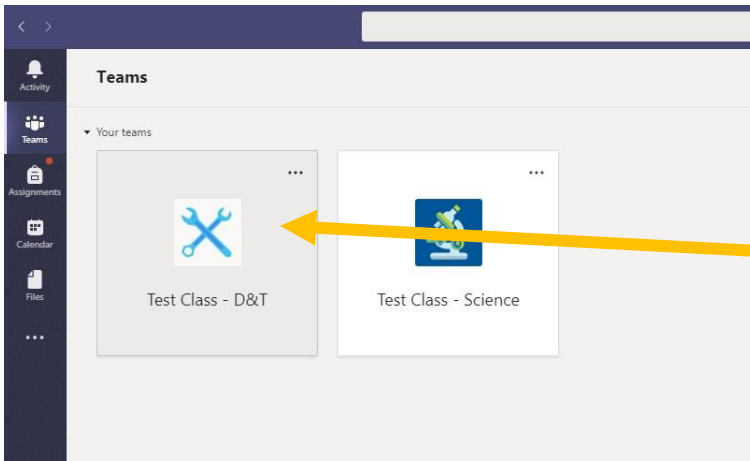
### 3. How to..access an assignment...

...through the assignment feed.

1. Select the team that you want to look at the assignment for.

2. Once open, click on the assignments tab.

3. Click on the assignment you want to work on and it will open for you.



## How to...understand the set assignment page

When you open an assignment, there is a lot of information on the page for you to take in.

Title of assignment & due date for hand in.

Instructions from your teacher on what you need to do.

How many marks the work is worth.

The hand in button – how to submit your work.

The screenshot shows an assignment page with the following elements and callouts:

- Back button:** Located at the top left.
- Hand in button:** Located at the top right.
- Title and Due Date:** "Food Safety - Term 6, Week 4" and "Due 26 June 2020 23:59".
- Points:** "Points 4 points possible".
- Instructions:** "Watch the video of the lesson explanation and then open the PowerPoint and complete the tasks on the PowerPoint within teams and then turn in for me to see the work."
- Reference Materials:** "Mrs Courtney's Lesson Explanation".
- My work:** "Year 8 - Food - Week 4 - 4C's & Food Safety.pptx".
- Add work button:** A plus sign icon labeled "Add work".

Callout boxes provide further details:

- Any resources you need for the lesson. This could be web links, PowerPoints, Stream videos etc.** (Points to the Reference Materials section)
- Your work. This might be word documents, PowerPoints, Microsoft forms – anything that your teacher wants you to fill out as part of the work. This will be your own version of the document that you can work straight into.** (Points to the My work section)
- This is where you can upload any files that you have worked on that you want the teacher to see. For example, images, files anything you have worked on, on your own PC.** (Points to the Add work button)

When you have completed the work, there are a range of things you may need to do to hand in or submit the work for feedback to your teacher.

### Method 1:

## How to... 'hand in' an assignment

The image below shows an assignment that has been set. For this assignment students have been given a PowerPoint to work on.

The screenshot shows a Teams assignment interface. At the top right, there is a 'Hand in' button. Below it, the assignment title is 'Food Safety - Term 6, Week 4' with a due date of 'Due 26 June 2020 23:59' and '4 points possible'. The instructions state: 'Watch the video of the lesson explanation and then open the PowerPoint and complete the tasks on the PowerPoint within teams and then turn in for me to see the work.' Under 'Reference materials', there is a link to 'Mrs Courtney's Lesson Explanation'. Under 'My work', there is a file named 'Year 8 - Food - Week 4 - 4C's & Food Safety.pptx'. A yellow arrow points from the 'Hand in' button to this file. Below the assignment page is a screenshot of the PowerPoint application. The slide title is 'Lesson 4 - 4C's & Food Safety' with the objective 'to understand the importance of food safety and the 4C's'. The task is 'Task 2: The 4C's of Food Safety - Task'. The text on the slide reads: 'Food hygiene is about preventing food poisoning. Food poisoning bacteria can grow very quickly in food if it is not handled properly, cooked properly or stored properly. There are laws which control how manufacturers can prepare and sell food. Explain in detail what the 4 C's are. Having watched the video, complete the following task: Explain in detail what the 4 C's are and why they are important.' Below this is a table with 4 rows and 2 columns. The first column is '4C Words' and the second is 'Explain why this c-word is important in keeping food safe.' The first column contains the letter 'C' in each row. A yellow arrow points from the 'Comments' button in the PowerPoint window to the 'Hand in' button in the Teams assignment page.

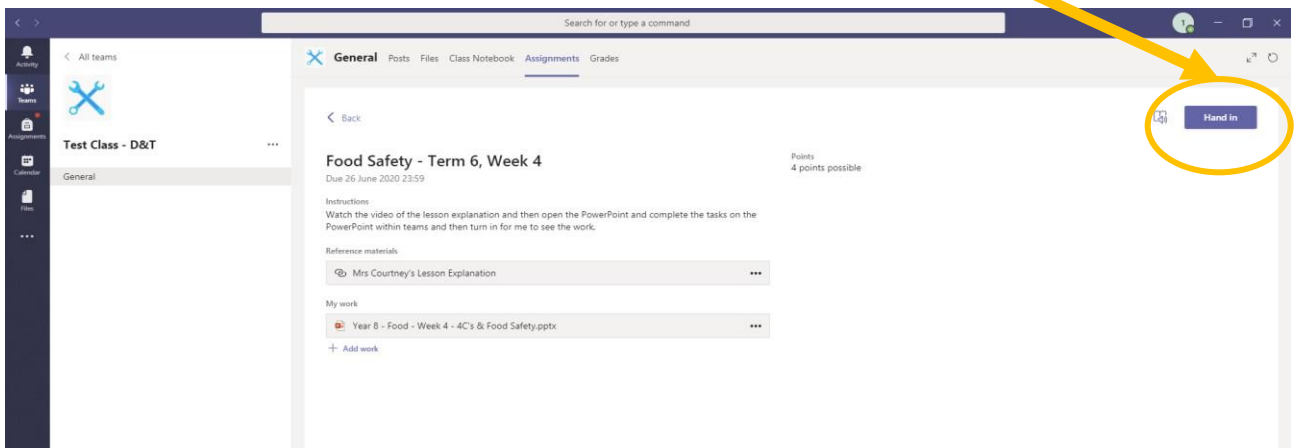
By clicking on the PowerPoint, it opens the file in Teams. You can work straight on this file in Teams. It automatically saves the work as you go. When students

## How to... 'hand in' an assignment

have completed the work, they can click on the close button on the top right corner.

Once close has been clicked, the screen goes back to the original assignment page.

If all that was needed to be completed was to fill out the documents assigned, you then click on the 'hand in' button and this submits your work to your teacher.

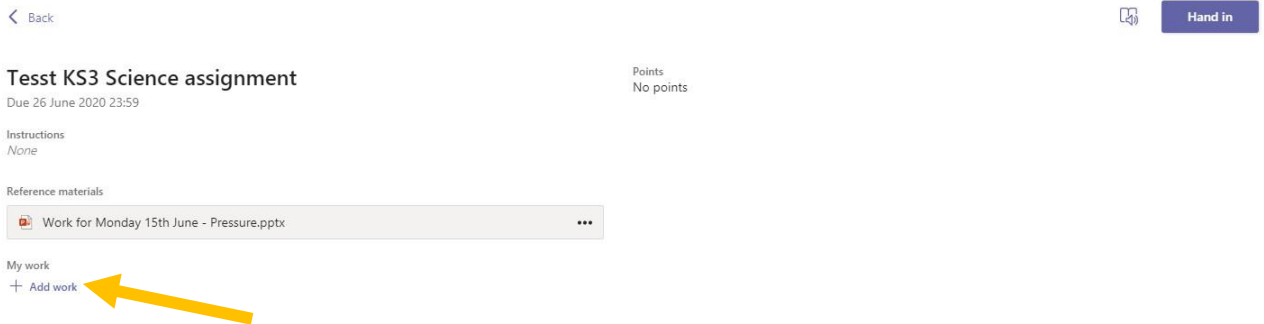


When you have completed the work, there are a range of things you may need to do to hand in or submit the work for feedback to your teacher.

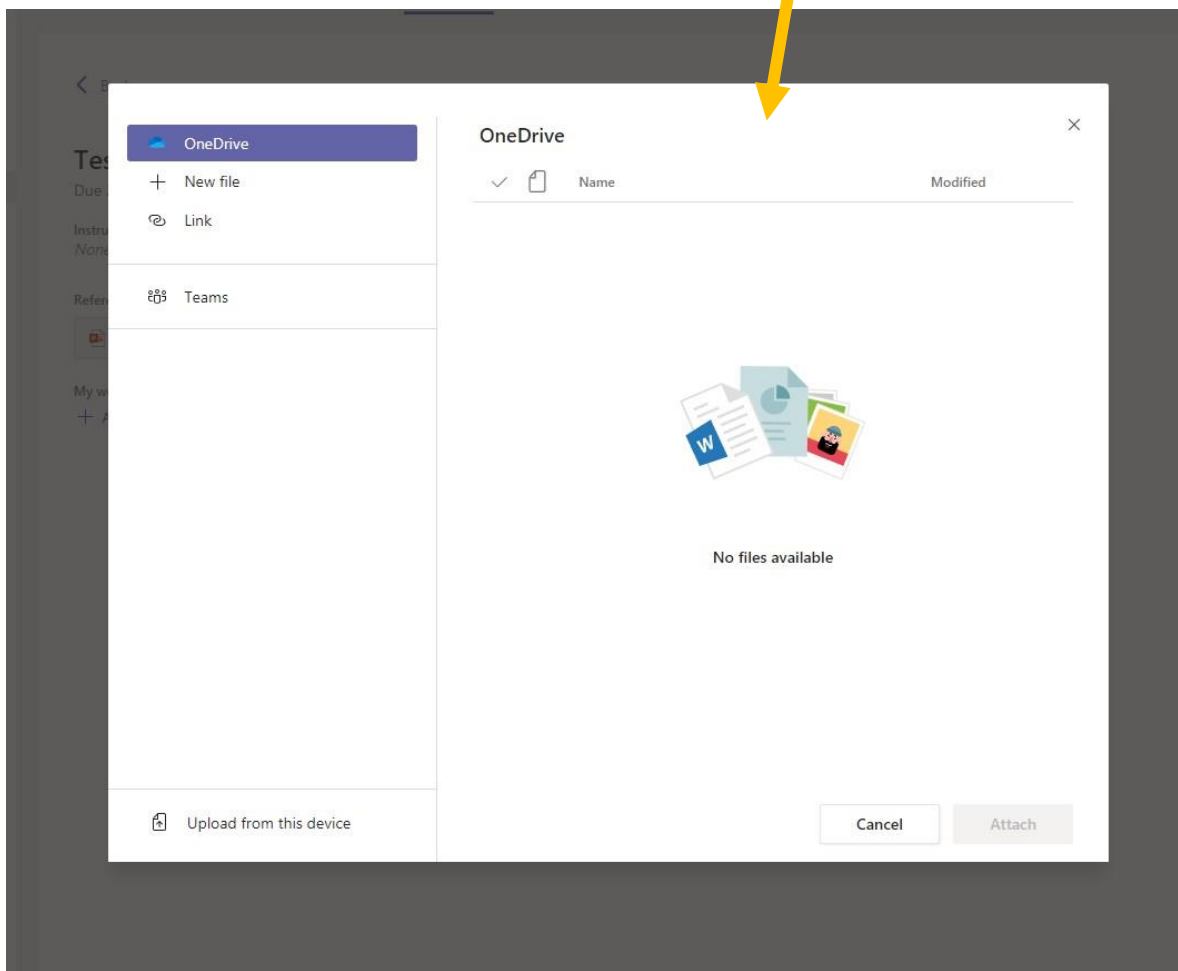
## How to... 'hand in' an assignment

### Method 2:

The image below shows an assignment that has been set. For this assignment, students have been given reference materials / resources but no set worksheet or file to fill out.



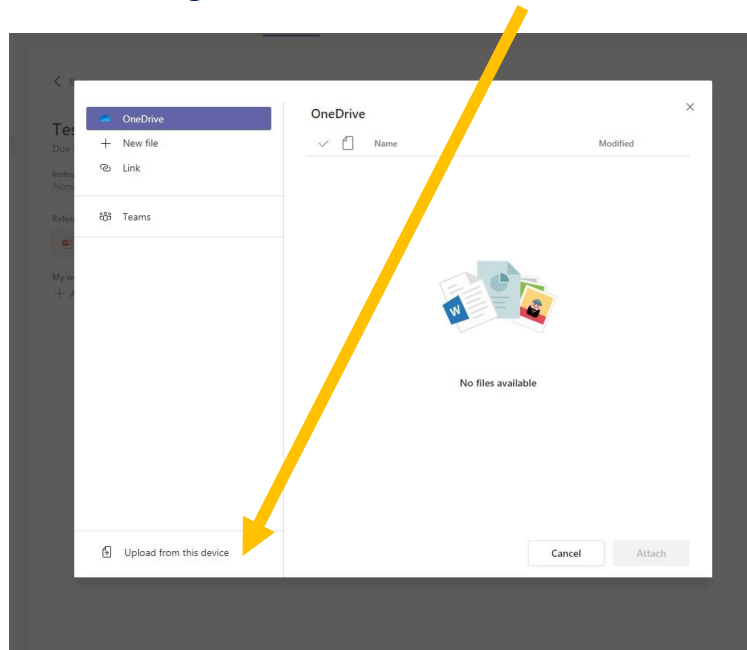
In this scenario, students may need to upload work for their teachers to see what they have completed. Click on the 'add work' link under the 'my work' heading. This box will then pop up.



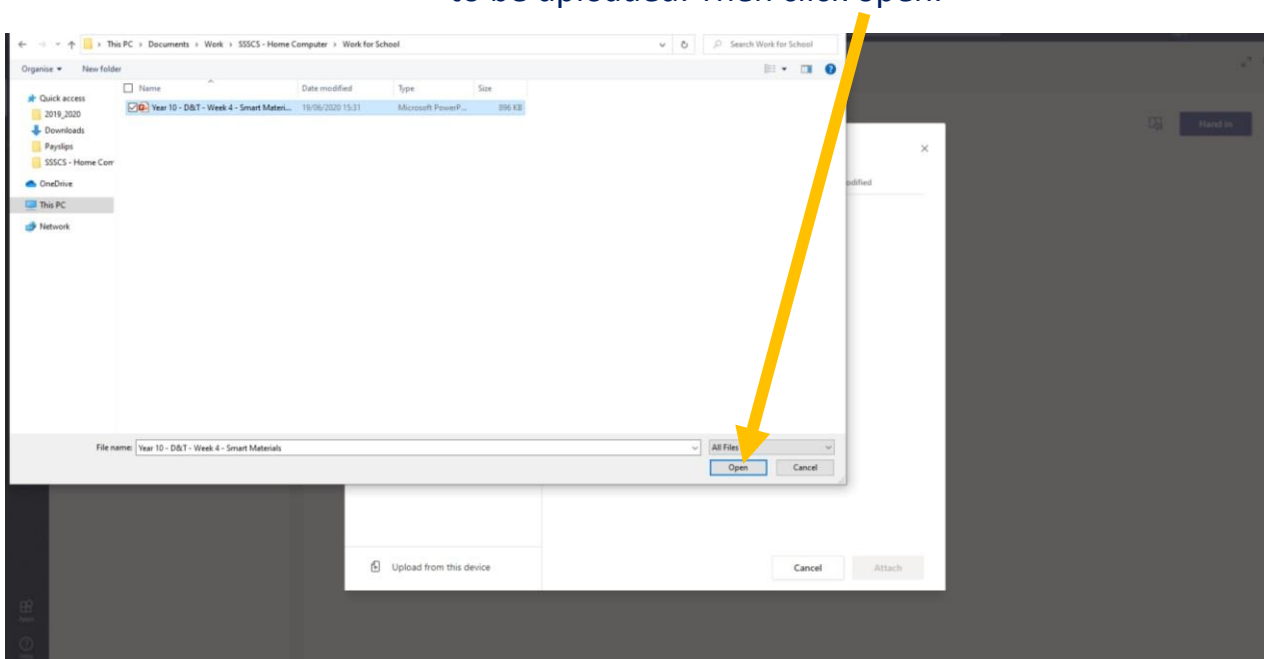
## How to... 'hand in' an assignment

### Method 2 (continued):

With this box that pops up students can click where the files are that needed to be uploaded to the assignment. In most cases, work will probably need to be uploaded from the device that the student is working on.



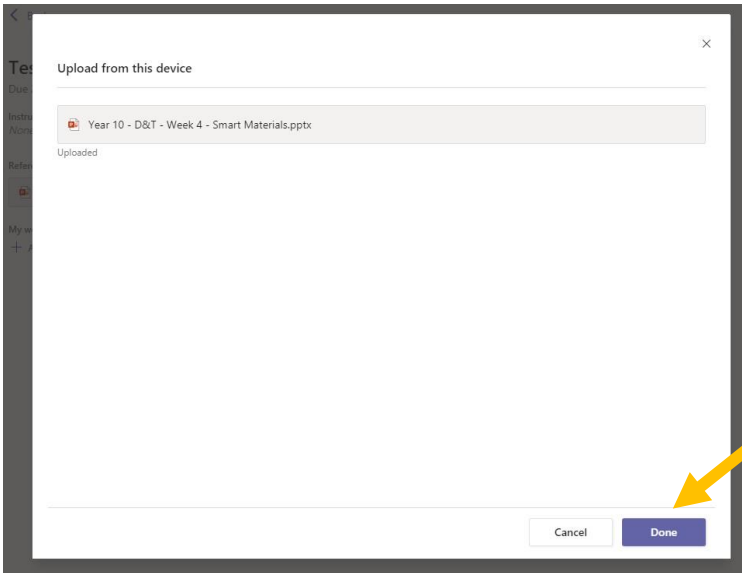
Then go into your files on the device you are working on and select the file(s) the need to be uploaded. Then click open.



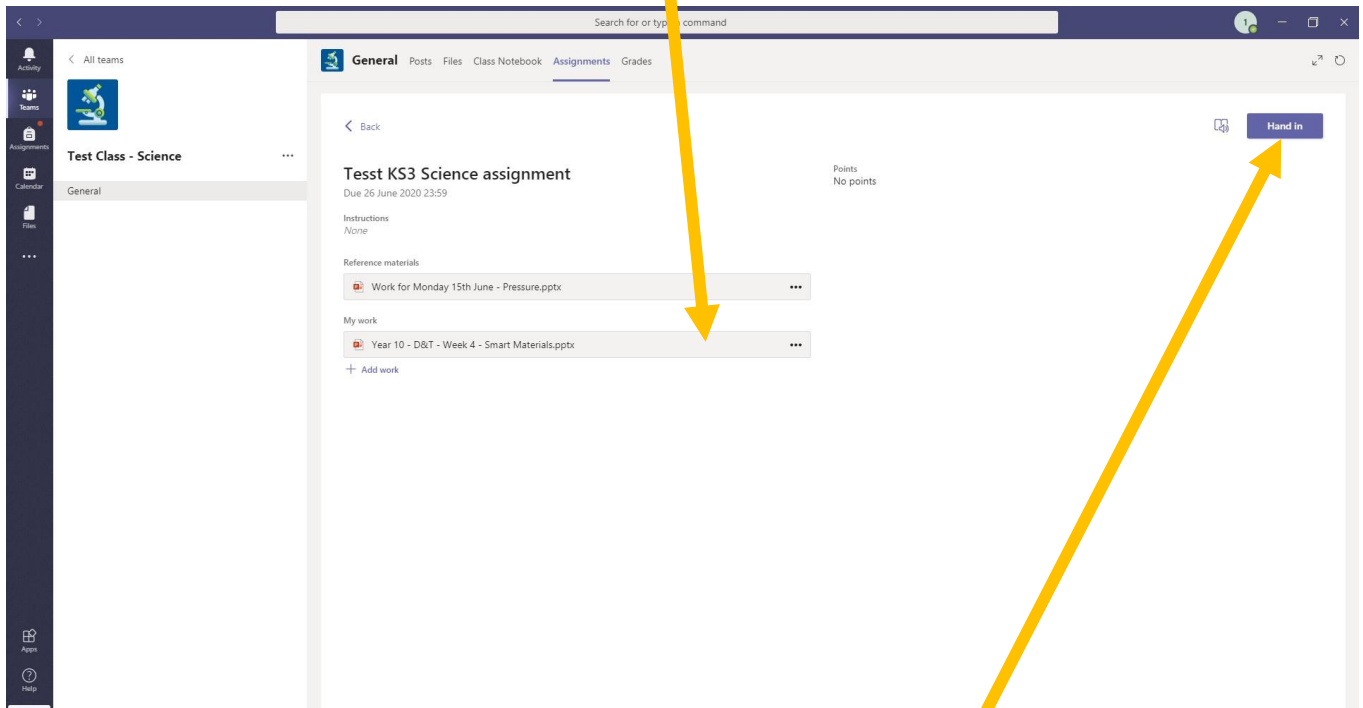
## How to... 'hand in' an assignment

### Method 2 (continued):

The file(s) will upload and then you can click 'done'.



You will then see that the file(s) have appeared in your assignment page.

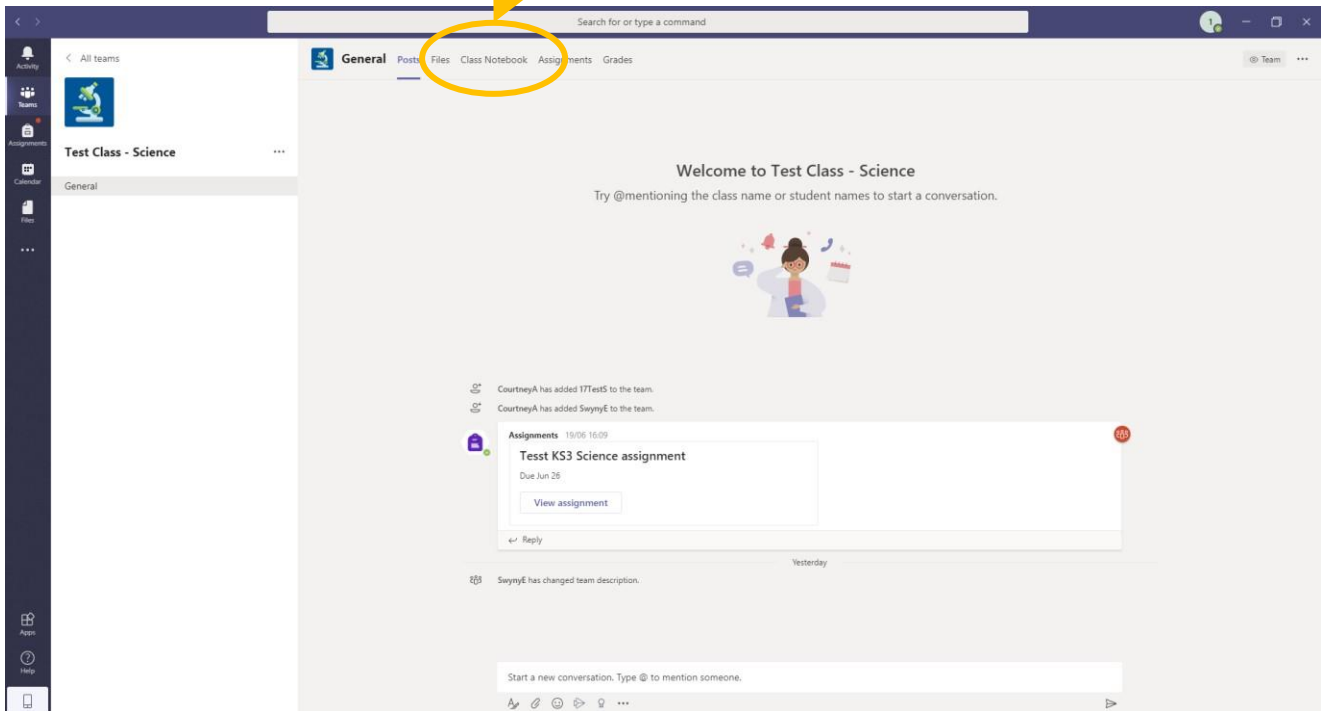


Once all files have been uploaded, the work then needs to be 'handed in' which you can click on the top right corner.



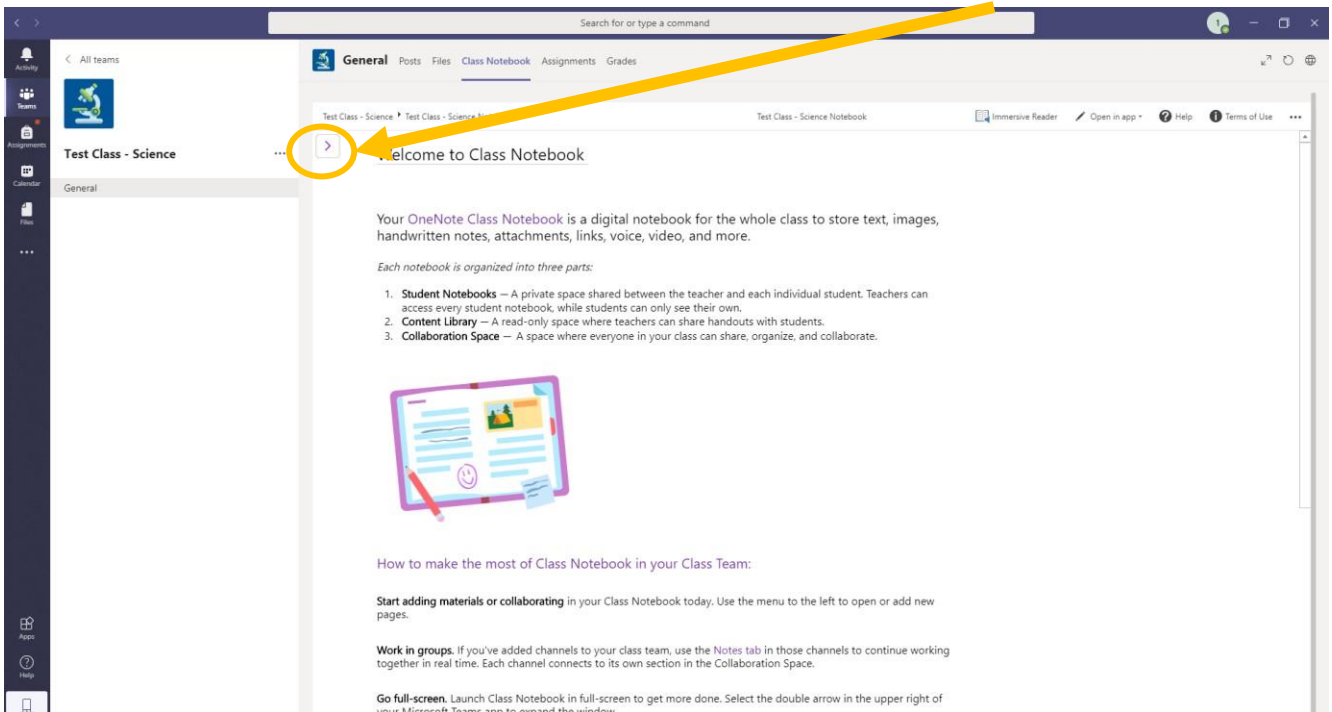
## How to...work in a class notebook

Some of your subjects may ask you to work in a class notebook. To open your class notebook, you need to click on the tab at the top of the relevant open team.



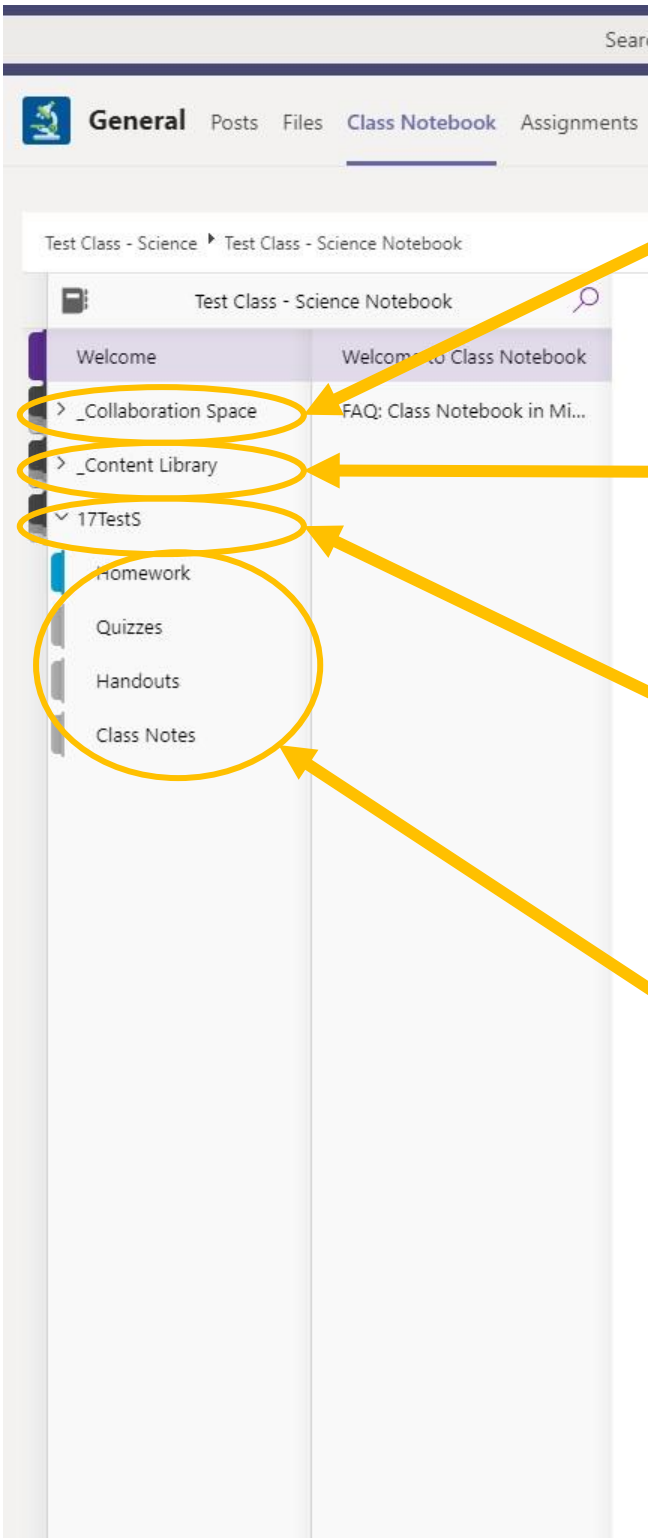
When you click on the class notebook, this is how the screen opens up. To view the information in your notebook or to find the space where you need to work, you need to click on the little arrow shape here:

## How to...work in a class notebook



After clicking on the arrow, the following menu will open up:

## How to...work in a class notebook



Navigate your class notebook.

✦ Collaboration Space – this is where your whole class can comment on work and tasks, but only if you have been told o by your teacher and keep it professional.

✦ Content Library – this is where you will find any resources that your teacher wants you to have e.g. worksheets / text resources etc.

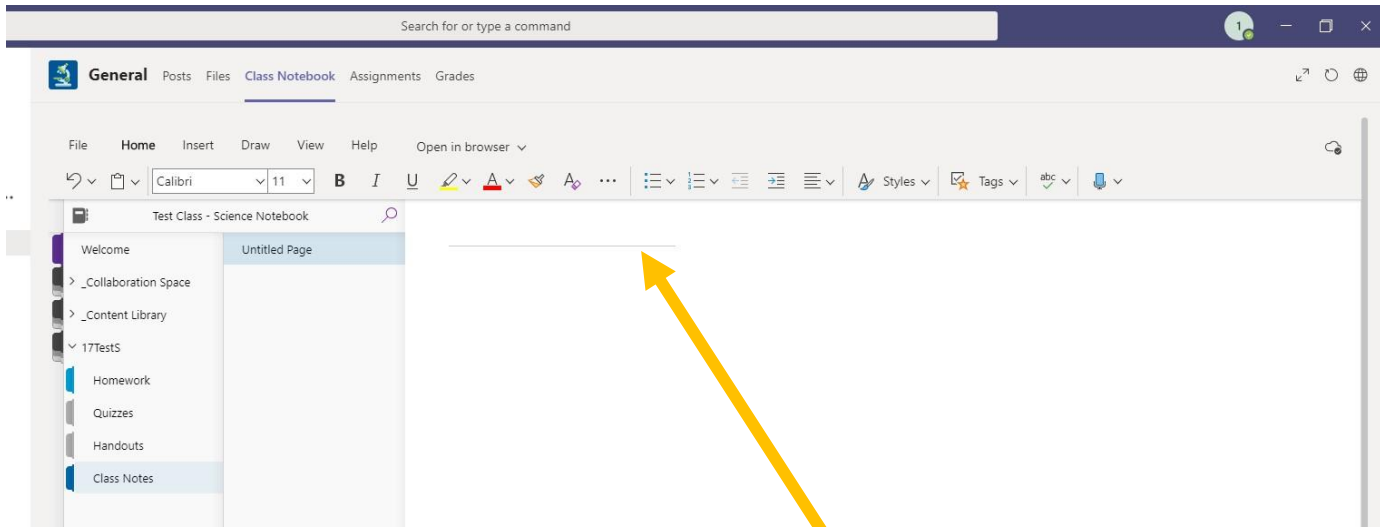
✦ Your Username – this is your private work area, only you and your teacher can see this, click on the side arrow to open up the menu options.

✦ Menu options – this can vary on the tabs you have depending on what your teacher wants you to be able to see. You could have tabs for classwork, homework, completed worksheets etc. Always follow your teachers instructions as to what they want you to do.

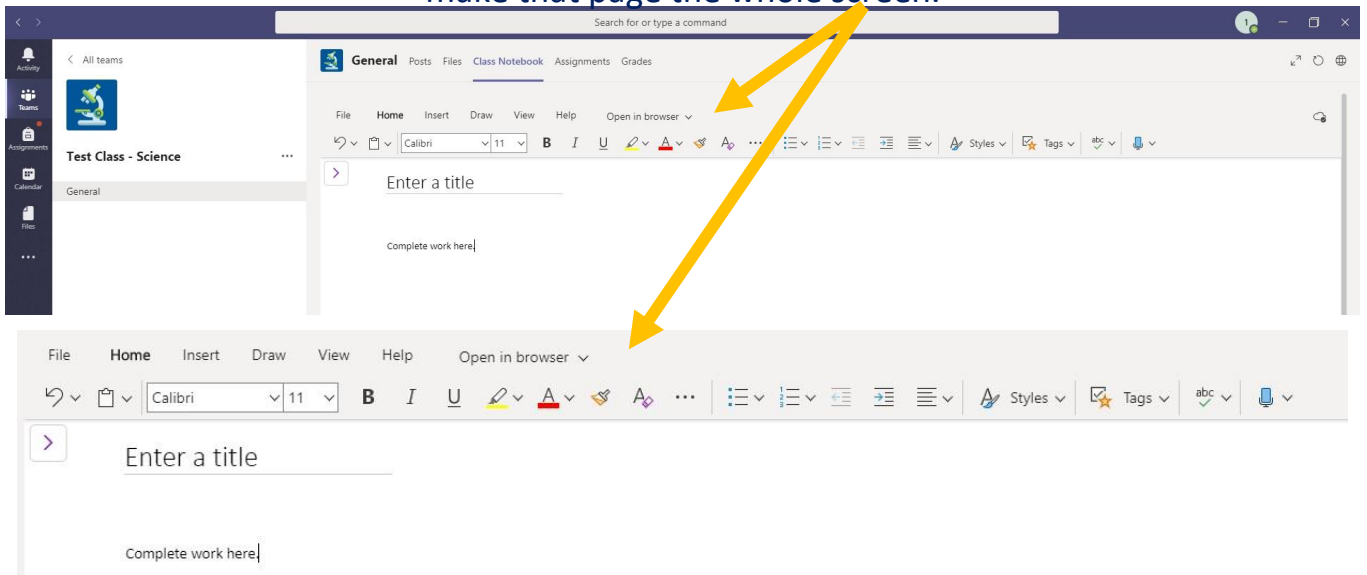
After clicking one of the options under your name

e.g. classwork, a new page will appear:

## How to...work in a class notebook



Click on this page here to be able to start typing into the notebook. It will make that page the whole screen.



- ✦ Make sure you always enter a title, as this will name the page in your notebook.
- ✦ You can type and edit text on this page as you could do with any Microsoft document.
- ✦ Under the insert tab you can add all types of objects to the page including other files, so if you can completed work by hand you could take pictures and then insert them to the page or if you have a word document for example, you could insert that. Double click to activate the upload icon.
- ✦ Everything saves as you go along automatically. You teacher can also write on the pages to give you feedback.
- ✦ When in the section of your notebook, you would like to add a new tab to (e.g to upload a new assignment), right click under the existing page and select new page



## **St Joseph's Acceptable Use Agreement**

### **How it works**

Where possible your remote learning will follow the normal school day time. Please log on to E-Praise and TEAMS by 8.25am. You will generally have 5 lessons per day. You will still be sent the lesson and will be able to ask for teacher support via the E-praise messaging service or TEAMS Chat function. Should you not be able to log on please get in touch with your Head of Year immediately who will look at support that is available to you to get you on line. Lesson resources will be available outside of school hours but pupils are strongly encouraged to follow the school day where possible.

You may join a live lesson without the camera, this can improve the bandwidth. You will still be able to see and hear and take part, but other people will not be able to see you.

You will be sent a lesson time via E-Praise and / or TEAMS. This should be sent to you with enough notice to be able to set up. The lesson will last up to 45 minutes maximum to allow time for you to re-cap and prepare for your next lesson.

If using Zoom you will be sent the meeting ID and the password on the same day as the lesson. When you click the link, it will take you to the lesson. (Alternatively go to zoom.us and type in the meeting ID and password).

You will find that you will be in a 'waiting room' while your teacher checks your name before he / she lets you in.

You will find that when you join you will be muted. Your teacher will unmute you if you need to talk you can use the 'Chat' facility or the 'hand up' facility that is available at the bottom of the screen.

### **What you need to know/ rules you need to follow**

- Make sure your parents / carers are aware of the live lesson going ahead and check that you have their permission.
- Make sure you are sitting somewhere appropriate. At a desk is best. In bed is not appropriate, and outside can be too bright.
- Stay still, do not walk around. It is important that other family members are not included in the lesson, and that you do not show the inside of your house to people you do not know.
- Make sure you are appropriately dressed, if in doubt about what this means please check with your parents/carers or message your teacher beforehand. (no pyjamas please!).
- Make sure your name on Zoom/ Teams is your First name and the First Initial of your surname: ie Sam S. Do not use nicknames or joke names.
- Do not share personal information during a live lesson.

**Do not allow other people who are not at St Joseph's in on the live lesson, do not share the Lesson ID or password with anybody else.**

It is important to be on time -you may not be allowed in the meeting room after the meeting has started.

**Do not screen shot the lesson, record or share images from the lesson.**

If you do not follow the procedure for the lesson you may be removed from the lesson and reported.

If you 'misbehave' in a live lesson you will be subject to the schools' behavioural policy.

It is very important that you follow the rules for these classes to make sure that everyone can take part in these live lessons safely.

These lessons may be recorded for Safe-guarding purposes but will *not* be reshown or shared with third parties.

Should you have any questions please check the Remote Learning link on the school website, and read the TEAMS guide, should you still have issues please contact your Head of Year or [amcdonnell@st-josephs.bolton.sch.uk](mailto:amcdonnell@st-josephs.bolton.sch.uk)

Many thanks to those who have put together this guide including staff at SSS.