

Teams Student Guide

If you are working from home, you should:

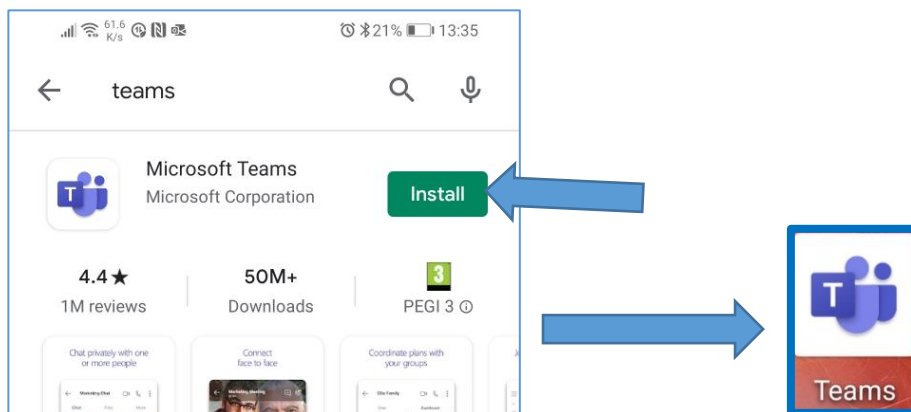
1. Get up for school as normal
2. Follow your normal timetable
3. For each period of the day, at the right time, go to the Team that has been setup for your class by your subject teacher
4. There may be a number of different ways that your teacher will give you work to do:
 - a. Look for a message from your teacher in Posts
 - b. Look for the latest Assignment
 - c. Look for a Meeting in Posts (it will have a Join button)
5. During the lesson, keep an eye out:
 - a. in Posts for meetings that your teacher may start
 - b. for a call in Teams from your teacher

In a meeting, you can click the Raise Hand button to try and get the teacher's attention (but remember that they are also teaching the rest of the class)

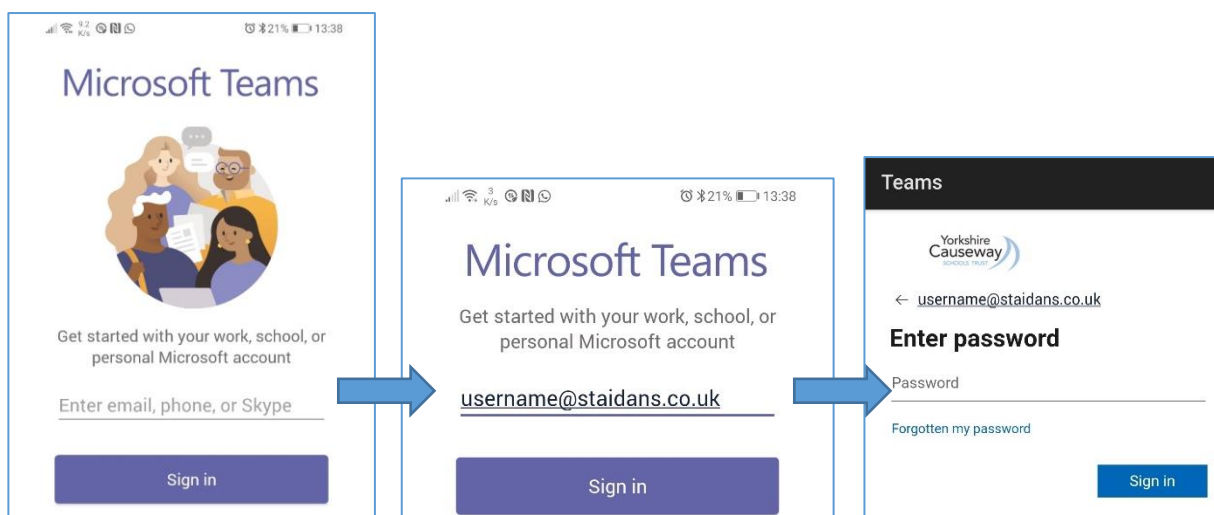
See the Teams Advice for Students for reminders of how to use Teams safely and in line with St Aidan's expectations.

Accessing Teams at home

THE TEAMS APP - This can be done easily through the use of the app on a tablet, mobile or PC. Download the app from the relevant store:

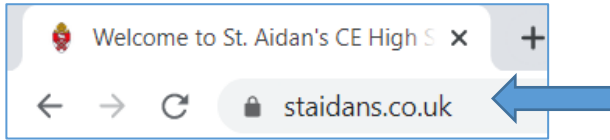


When you open it for the first time you will be asked to log in, use your school username and the network password:

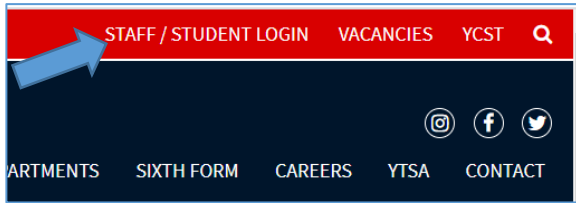


USING A WEB BROWSER (eg. Chrome) - Teams can be accessed through the school email account:

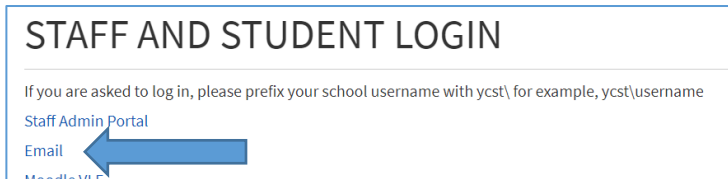
Go to www.staidans.co.uk



Click on the Staff/Student Login link in the top-right:



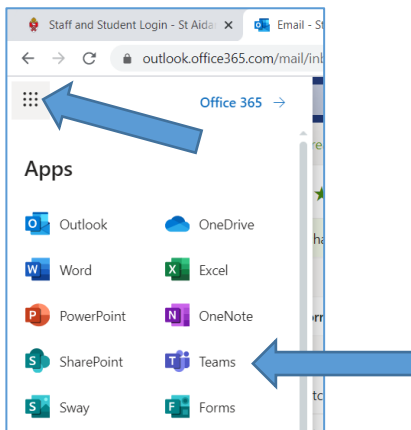
Click on **Email**:



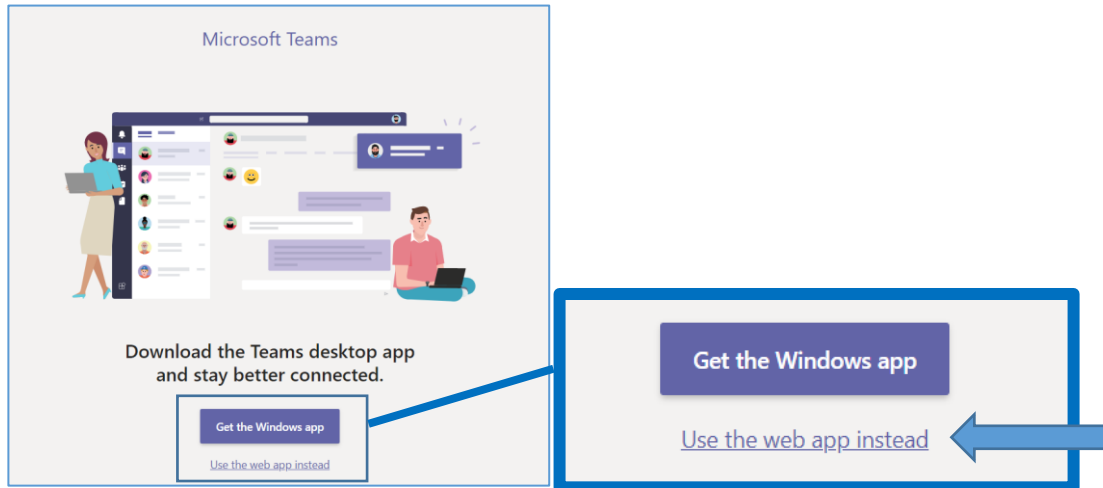
When asked to log in, use your school email address (username@staidans.co.uk) and the normal password that you use to log on to the computers at school:



Click on the Office 365 Apps menu in the top-left corner and select Teams

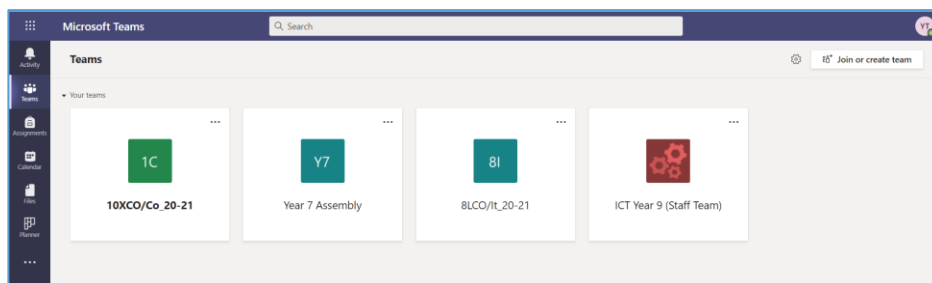


Click on **Use the web app instead:**

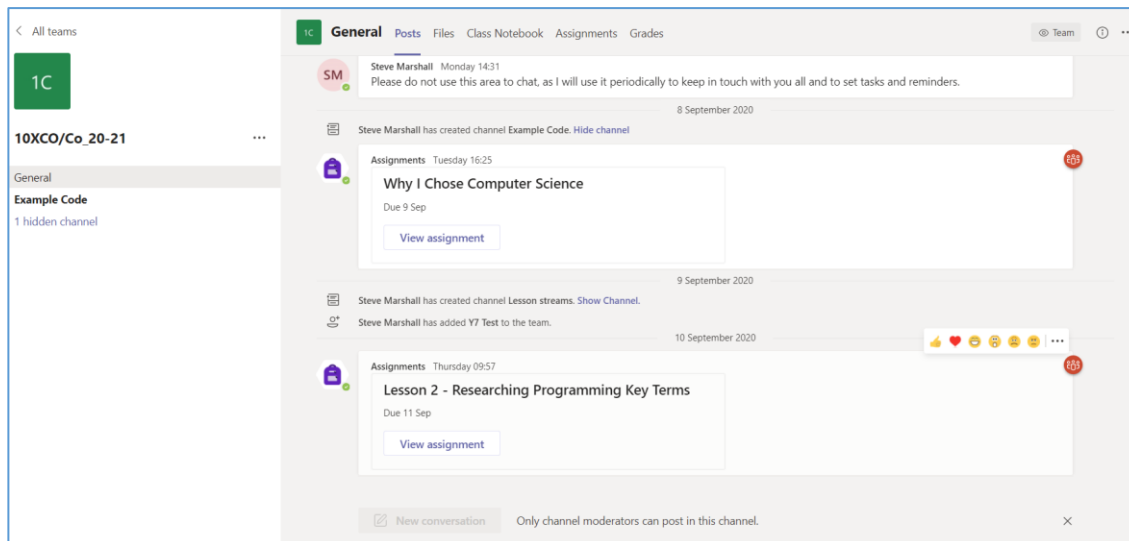


Finding a class

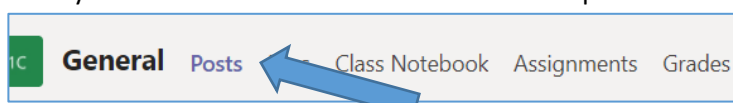
When you first log in you should see the various teams that you are a part of – these are the different areas that each of your subject teachers have set up for you:



Click on a team to enter it to see what's available:

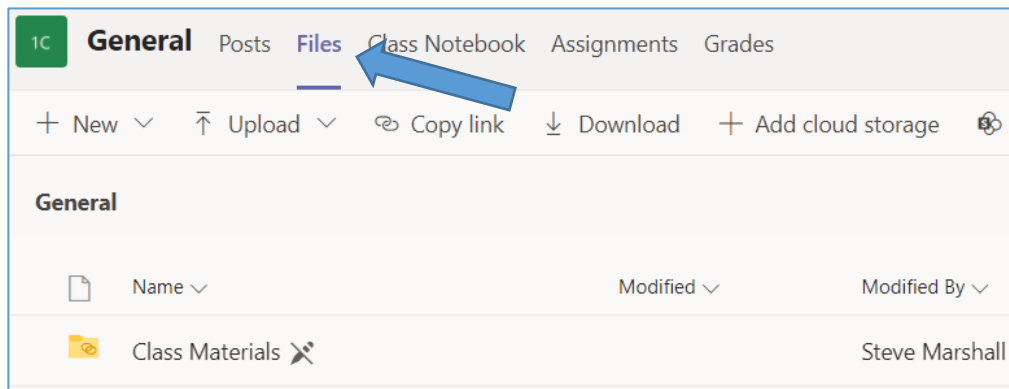


This first section is called **Posts**. This is a log of activity on the Team channel that will show you when things like assignments are set, or when the teacher has left a post for you to read. At the top of the team you will see the other areas that we can explore:

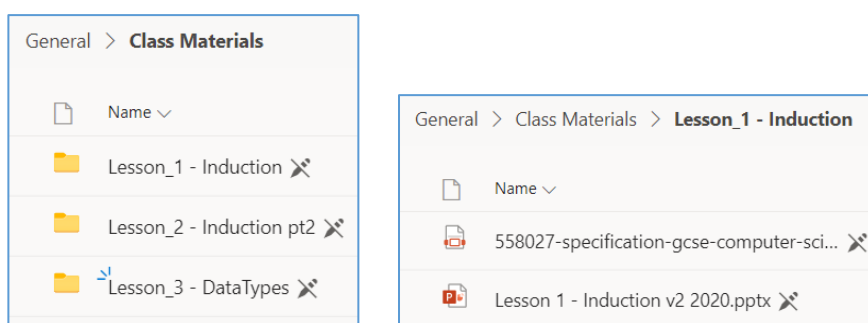


Using files

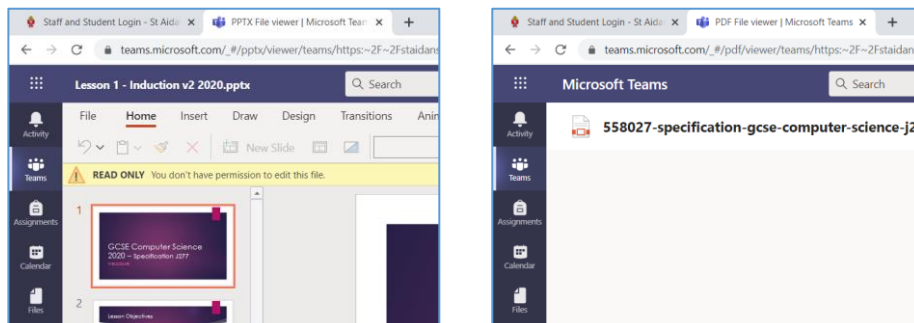
Files is an area where your teacher might upload resources that they think you might need. There is usually a default folder called **Class Materials**:



If you click in Files you might find lesson presentations, worksheets, task files and various other documents:

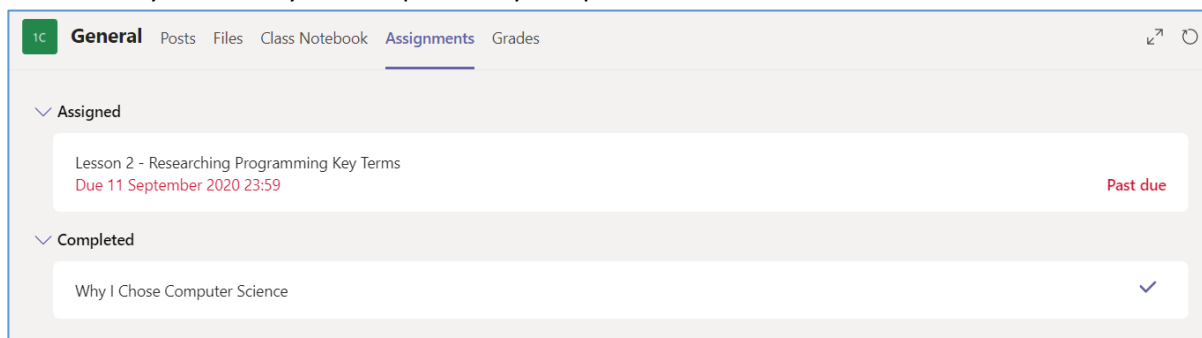


Most of the files uploaded to Teams will load automatically in the application when you click on them; in this case there is no need to download them to your local computer:



Using assignments

Assignments are where your teacher can set specific tasks for you to complete and where you can hand work in for marking. When you go into assignments you will see any tasks that are currently available to you or that you have previously completed:



Click on an assignment to view the tasks and any associated resources:

The screenshot shows a Teams assignment page. At the top left is a back arrow and the word 'Back'. At the top right is a 'Hand in late' button. The main heading is 'Lesson 2 - Researching Programming Key Terms' with 'Points: No points' to its right. Below the heading is the due date 'Due 11 September 2020 23:59'. Under 'Instructions', there is a link for 'Key Programming Terminology'. The text explains the importance of understanding key terms and provides a list of five terms to research: 1. Algorithm, 2. Pseudocode, 3. String, 4. Variable, and 5. Constant. At the bottom, it asks the user to upload a PowerPoint presentation.

An assignment may have files or worksheets attached, which will be just beneath the instructions:

The screenshot shows a Teams assignment page for 'Lesson 1 - Python Practice' due on September 18, 2020. The instructions ask the user to download an instruction sheet and provide screen evidence. Under 'Reference materials', a file named 'Tutorial1_PythonIntro.docx' is listed with a blue arrow pointing to it. The 'Student work' section shows 'None'.

An assignment may also have files that you can work on and save directly to the Assignment. If needed you can also upload work that is saved on your computer by clicking the Add work link:

This screenshot shows the 'My work' section of a Teams assignment. A file named 'Why I Chose CS.docx' is listed with a blue arrow pointing to it. Below the file list is a blue 'Add work' link with an arrow pointing to it. The instructions above mention uploading a file for checking.

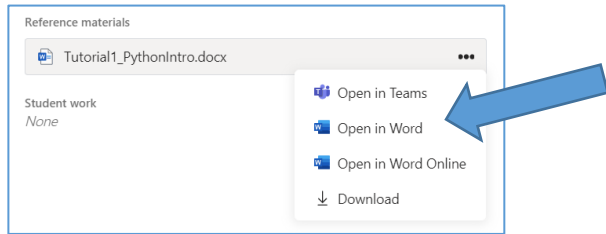
For documents that have been setup for you to edit, click on the file and it will open for you in Teams:

The screenshot shows a Microsoft Word document titled 'Tutorial1_PythonIntro.docx' opened within the Teams application. The document content is 'Python Programming Task Sheet 1: Basic Outputs and Strings'. The Teams interface includes a search bar at the top, a navigation pane on the left, and a 'Close' button in the top right of the document window.

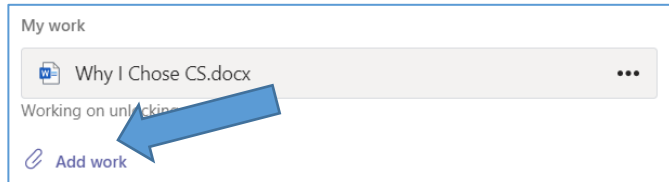
When you are done click the **Close** button in the top-right and it will save automatically into the Teams Assignment, ready for you to hand in!

If required, you can download a copy of files provided, or open them into the appropriate App (for example Word or Excel). Click on the options button to the right of the required file and select to

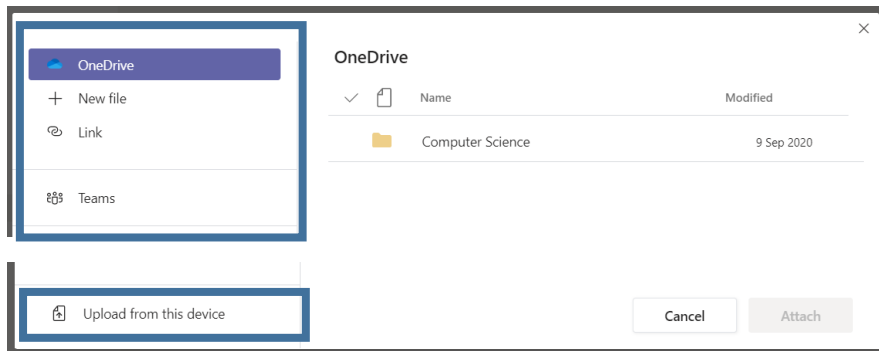
Open in Word, or Download, as required:



If you need to upload a file that is already saved somewhere else to the Assignment (for example, in your OneDrive or on your home computer), click on the **Add work** button:



You have a few options here: upload from your own device (eg. user area on your computer), link to a file saved in OneDrive, or find a file saved somewhere else in Teams:

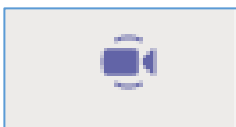


Whenever you're finished, just press the **Hand in** button to submit it for your teacher to see

Joining meetings for “live” lessons

If you are working from home and your teacher wants to show you some content they may set up a meeting. This will allow you to then view the teacher's screen or presentation, or a webcam view of the lesson (for example, for a demonstration).

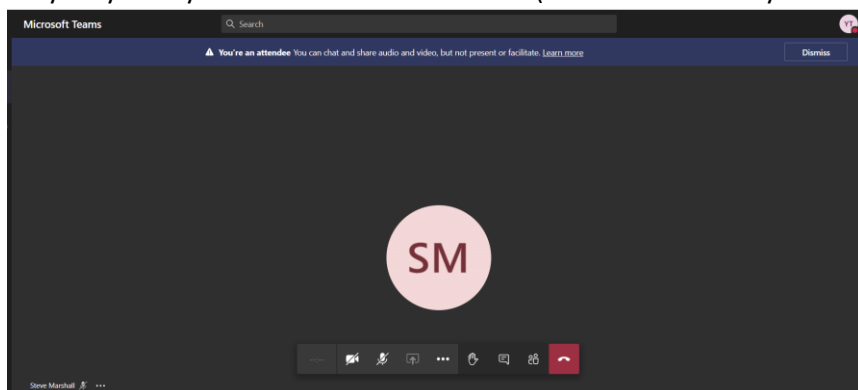
Not all lessons will require a meeting, depending on the lesson content or task. Alternatively, the teacher may call you on Teams to find out how you are getting on. You will know if there is a lesson meeting running if you see that the Posts section (or channel name) has a camera symbol on it:



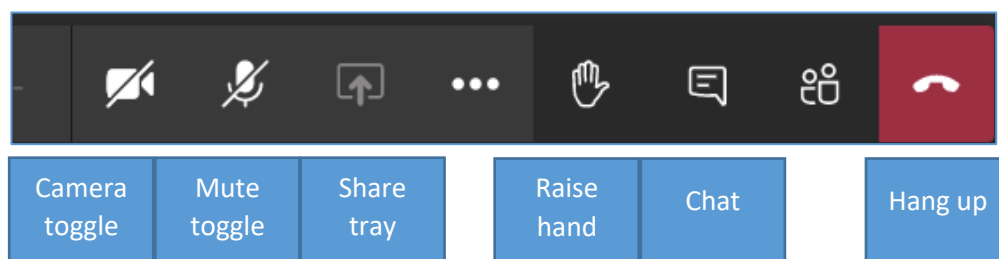
When you go into the channel you will see a meeting is live. To join press the **Join** button:



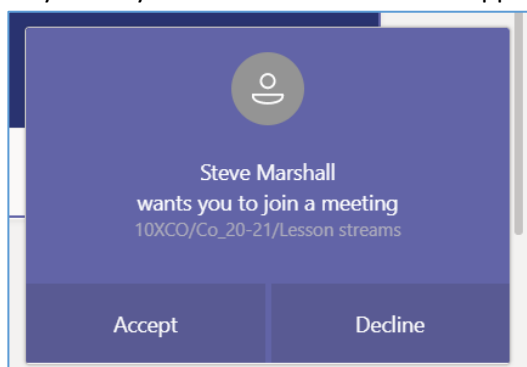
When you click on the button your teacher will receive a message to say that you want to join. Once they let you in you will see a screen like this (remember this may not happen immediately):



Click the 'Raise hand' button to get your teacher's attention (your teacher will be able to see that you have done this). If you want to share a message in the meeting (if your teacher has enabled this) you can press the chat button. If you want to leave the meeting click the hang up button. You can also share your screen (if your teacher has enabled this) using the Open share tray button:



If you are struggling to attend the meeting, or the teacher isn't sure you know that it is live, they may invite you to the session. This will appear as though you are being called through teams:



Click **Accept** and you will join the meeting.

Log out when you are finished

If you are sharing a computer, make sure that you log out of Teams.

Click the My Account icon in the top right-hand corner and then click Log Out

