



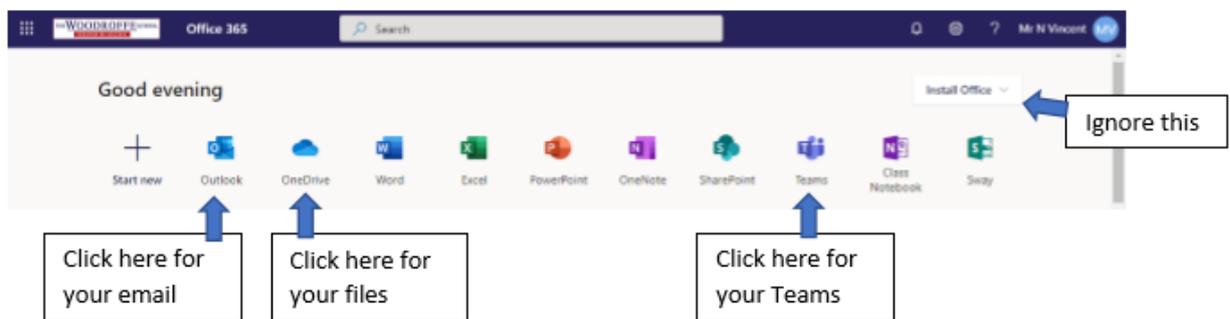
A Pupil Guide to Microsoft Teams

Microsoft Teams is an online platform that enables teachers to set, collect and feedback work to students in their class. You are a member of a Team for each of your subject classes. You will not get email alerts for work set in Teams, so you need to check Teams regularly by opening it.

First go to www.office.com and sign in to Office365 using your school login and password.

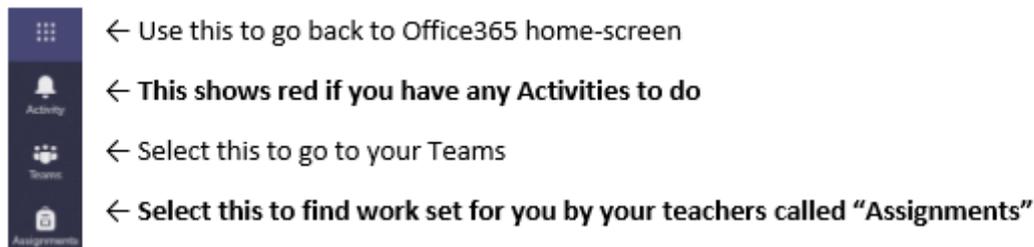
You can also download an App for Teams if you prefer.

You will first see



Open Teams and you will see a Team for each of your classes.

On the left is a vertical menu like this:



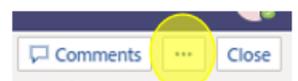
Assignments

Click on the name of the assignment to open it.

Worksheets

When students click on an assignment, they will first see it in view mode so will not be able to make changes. To edit the document, follow these steps:

1. Click on the assignment. This will open it in view mode.
2. Click on the options in the top right white bar and select "Open in Browser" or "Open in Desktop App". This will open an editable version of the document, but it will be in a new window



3. Edit the document as needed, which will AutoSave. There is no need to save it to anywhere else.
4. When complete or ready for a break, close the window.
5. Click Hand in (or Turn in) when you are finished.

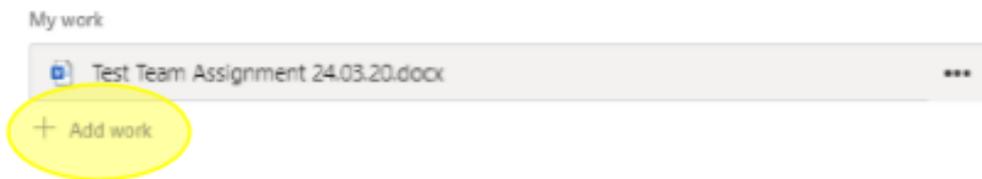


Quizzes

These are also set as assignments. Open it and complete the questions and submit.

Assignments with no worksheet or quiz

Some work might involve creating your own document or photo of offline work. For these you can submit your work by clicking on the assignment and using the “+ Add work” button just below the assignment. Once done, make sure you click “Hand in”.



Posts

If you go into one of your Teams, you can also post a message, upload a file, read a file, and have an online lesson with the Teacher.

Remember, if you post in a Team all the members of the Team, including the Teacher, will see your post.

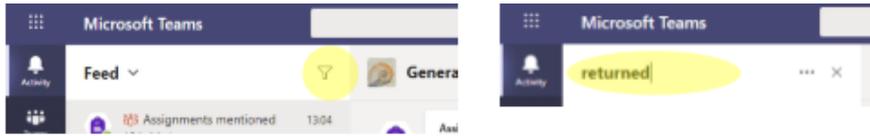
Feedback

Once you “Hand-in” work your teachers will be able to review it and mark it if appropriate. This can be done in various ways by the teacher, including comments, writing on the work, and auto-marking with quizzes.

To see the Feedback from your teacher you need to look at Returned work. The easiest way to do this is to select “Activity” from the left-hand menu.



At the top select the filter icon and start typing “Returned”.



You will now see a reduced list of all your Returned work. Click on each one to see the Feedback.

If you have been asked to redo work, then click on “Hand in again”.

Please use Teams responsibly or your access will be removed