



TEAMS STUDENT GUIDE

Use the Contents list below to go to the section you want

On touch screen devices, tap the content title to go to that section

On PC/laptops, press CTRL and Left click twice on the content title to go to that section.

HIGHLY RECOMMENDED: DOWNLOAD THE DESKTOP APP FOR LAPTOP OR PC

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

For all online video conference lessons, go to **CALENDAR** first.

Troubleshoot your issues first before contacting us (see [here](#))

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What is Teams?

Teams is best described as a digital hub. You will have a team site for every class.

The Teams app is a container for a variety of other applications, by putting them all in one place, we create a powerful collaboration tool. Some of these apps (tabs) can be opened outside of teams, Look for the “open in ...” button at the top up the screen.

Teams will allow your teachers to communicate with you and for you to communicate with each other (about your learning), join video conferencing lessons, share learning resources, work in a digital class book, hand in assignments and receive feedback on your assignments.

I want the crash course

<https://www.youtube.com/watch?v=SemjM2fHV2Q>

Getting set up

Username

For Office 365 and Teams, you will log in with your school email address.

This is usually, a two-digit number (the year you joined school) followed by the first 2 letters of your first name then the first 2 letters of your surname followed by 4 random numbers - without spaces.

The first part of the email address is the same as the username you log into the school computers with.

For Example: Hannah Baker is in year 7, so her email address would be 21haba1234@settlecollege.n-yorks.sch.uk

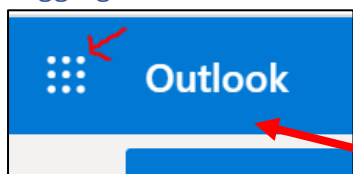
Forgot password:

It is linked to your school email. If your device can auto fill/remember your password, you might be able to change it. Here is how:

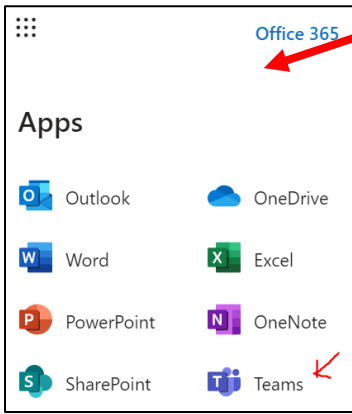
<https://support.office.com/en-gb/article/video-change-your-microsoft-365-for-business-password-df48c24e-d036-4d72-987f-b6197f618619?ui=en-US&rs=en-GB&ad=GB>

If you still can't change it, email ictsupport@settlecollege.n-yorks.sch.uk and request a password change.

Logging on to teams via computer or laptop



1. Go to Settle College website, scroll down to the bottom of the page. Click on Webmail.
2. Webmail takes you to 365 outlook – your school email
3. Click on the waffle



4. Choose Teams

You should now see all the Teams that we have set up for you at school.

There will be your lessons for this year

And you may have new remote learning classes

When you first log in, Teams will suggest you install the desktop version of Teams on Laptops/PCs. It is free. **Do it.**

Make sure you get the relevant download for your Windows, Mac, or Linux device

Why? It solves a lot of issues you might get with video conferencing.

If you do not get the suggestion to download it on your first log in, The Teams download page is here:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

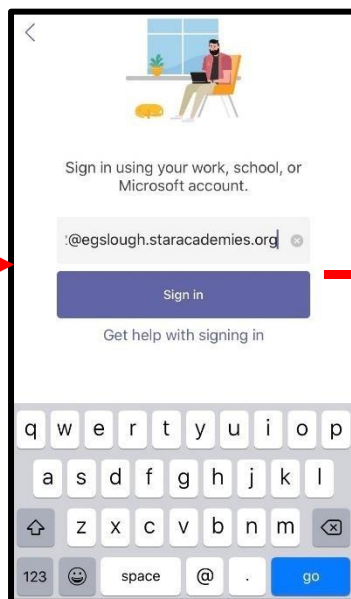
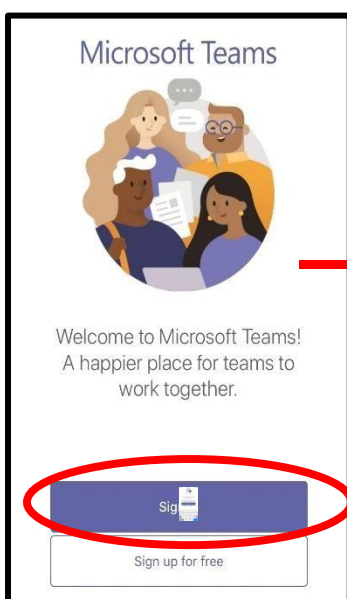
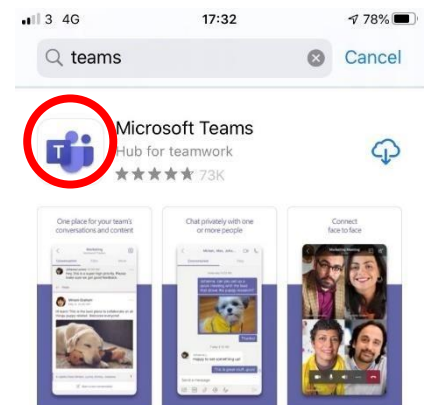
Teams app is not loading/working/opening

It is ALWAYS better to use the Desktop app. Maybe how you did it wasn't quite right. This link outlines the steps in more detail. Scroll down to the relevant instructions for your computer Type:

<https://docs.microsoft.com/en-us/microsoftteams/get-clients>

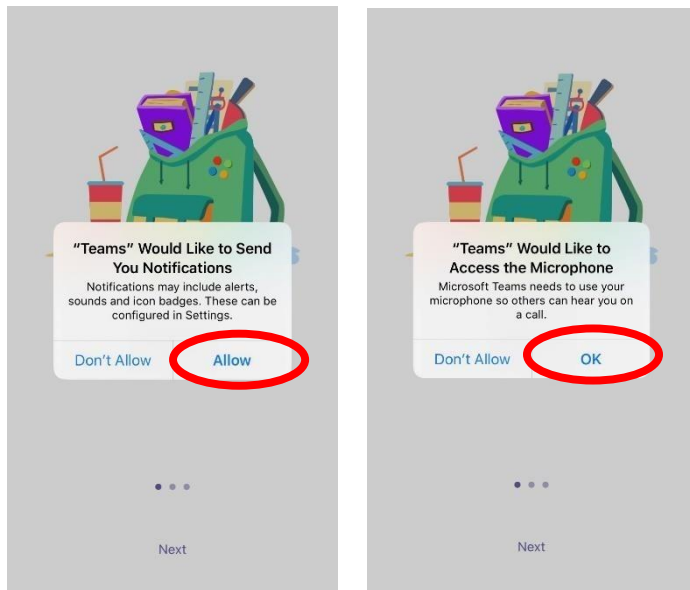
Logging on to teams via mobile app

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. Example: Hannah Baker is in year 7, so her email address could be 19haba1234@settlecollege.n-yorks.sch.uk

You will be directed to the login page for Settle College – this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school.



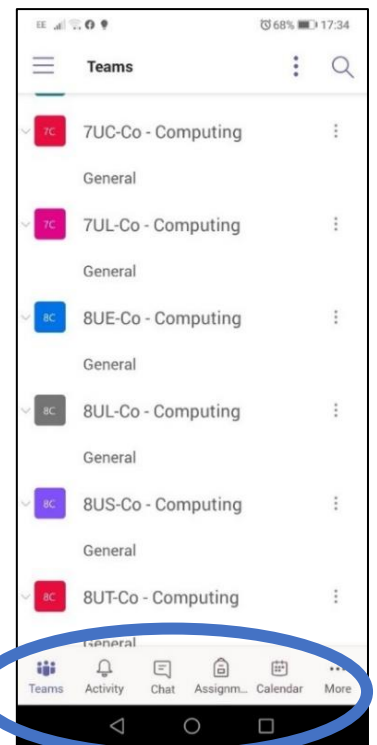
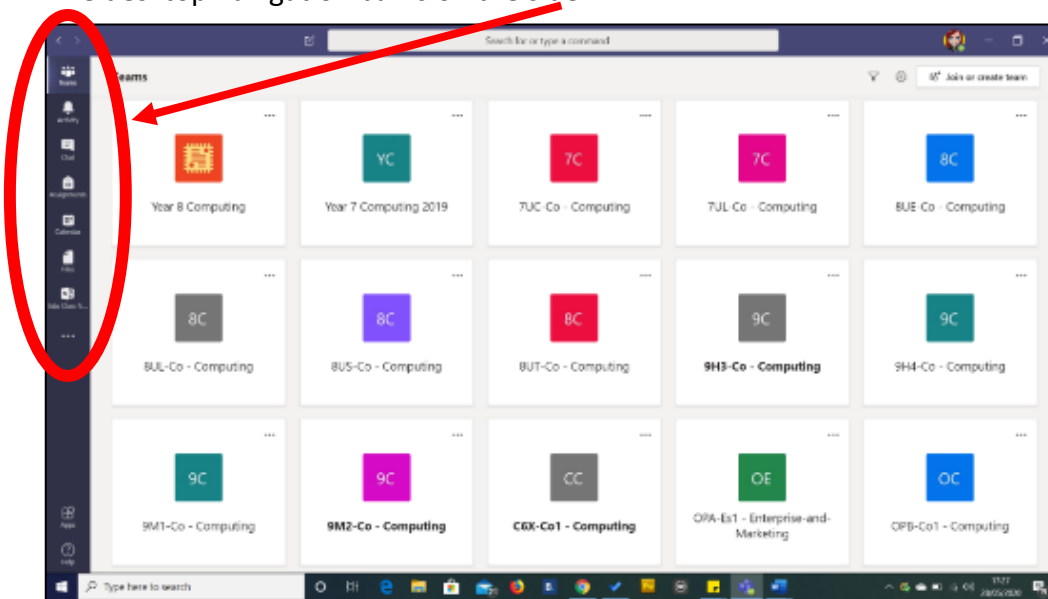
Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work, posted an important message or sent you some feedback on work you submitted.

Navigating Teams

Navigating the desktop or mobile app is very similar.

The main difference is:

The desktop navigation bar is on the side



And the mobile app navigation bar is at the bottom of the screen.

Each nav button opens a tab. The most used tabs are explained below.

Make sure you know which Teams groups you need to use.

For all online video conference lessons, go to CALENDAR first.

Teams tabs

For each tab, using the desktop or mobile Teams app, is the same or very similar. In this guide, if it is for one app only, it will say in the subtitle.

Mobile applications must design the layout to save screen space. Some features are there, but 'hidden'.

Do explore!

Click on the ellipsis (the 3 dots, they look like this ...).

Teams also uses a "more" button.

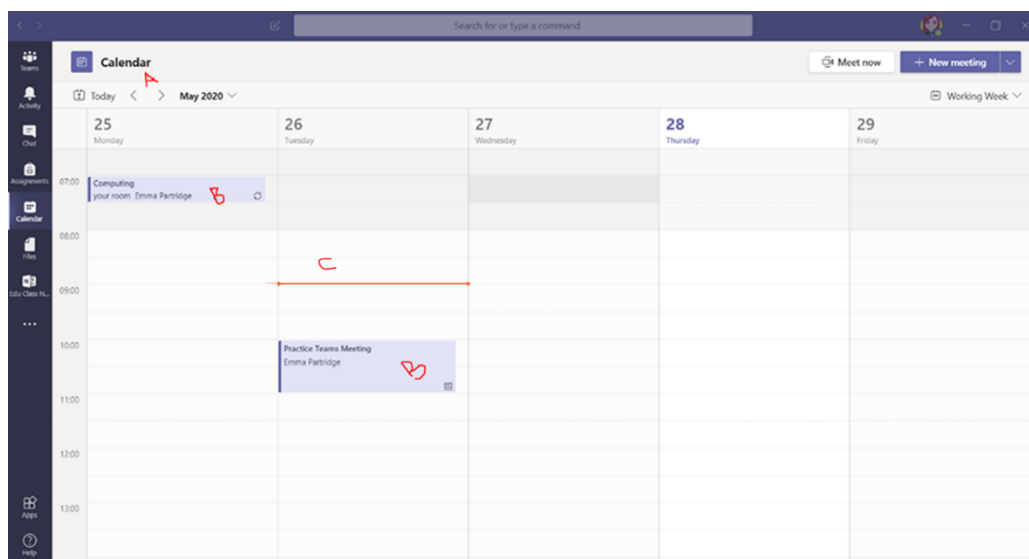
On mobile apps, you may need to download external apps to work. You might need to download word, power point and one note (one note is the external class notes app)

Calendar

To Join a Teams lesson meeting, always click on the calendar tab.

It will display the week you are on.

- Use the arrows and dropdown box to change the date
- These are your meetings. Click on these to join your meeting
- The orange bar marks where you are on the calendar



You cannot schedule meetings.

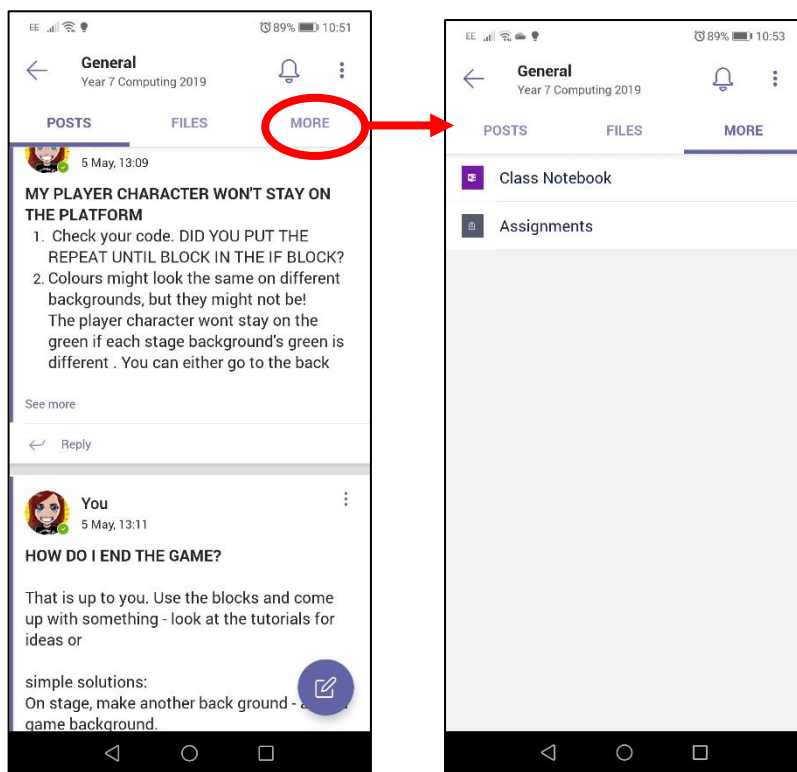
Video: <https://support.office.com/en-us/article/manage-meetings-ba44d0fd-da3c-4541-a3eb-a868f5e2b137>

Posts tab

This is like texting social media applications. Some features may be turned off.

You can send text messages, images, and gifs. You can paste links to files, websites, and videos.

Some teachers may turn this option off. This is called muting, do not be surprised if you are not able to post



anything on a class channel.

If you can post, you need to be sensible. Each teacher will have slightly different rules for their class. You cannot delete your post, so post wisely!

You can talk to each other on here by posting questions about **your learning**. You can help each other!

People will miss key information because it will scroll down, and information gets hidden. Therefore, you do not post unless you really need to.

Lessons and messages from your teachers will get posted here, people need to see them easily. In short, do not litter the page

Post chat rules:

If you break these rules, you may be muted or get negatives in class charts. The teacher may do both.

- If you post, it is because you tried everything else for that lesson and you are still stuck. Other students can then try and add comments to help.
- No gossip
- No silly posts
- No irrelevant, posts
- Do not post emojis unless they are part of a RELEVANT, IMPORTANT question or comment to help others
- Teachers will see the posts. All of them. You cannot delete your posts. Only teachers can.
- IF IT ISN'T ABOUT YOUR LEARNING. DON'T POST IT
- BE KIND. If someone posts what you think, has an obvious answer. They are not being stupid. Their pc/laptop may be different from yours or they could have missed something (we all make mistakes!) This is a virtual community and we all need to help each other. No judgmental comments, no name calling, read what you put before you post and think "will this upset them?" If it might. Do not put it.

When you have a video conference lesson, you will be able to use the posts chat feature within the conference window to ask your teacher questions or answer questions posted by others.

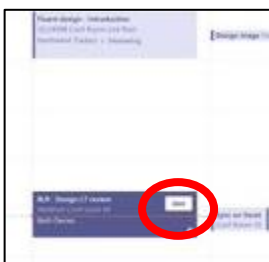
When your video conference lesson finishes, the chat thread (and the video of the lesson) should appear in the posts tab. If we remembered to press record! Do remind us to do this 😊

Video: https://www.youtube.com/watch?v=PasT3Q1ZR_I

Video conferencing

This is where you will have your face-to-face lessons with your teachers.

Be aware that some features may have been removed from your settings.



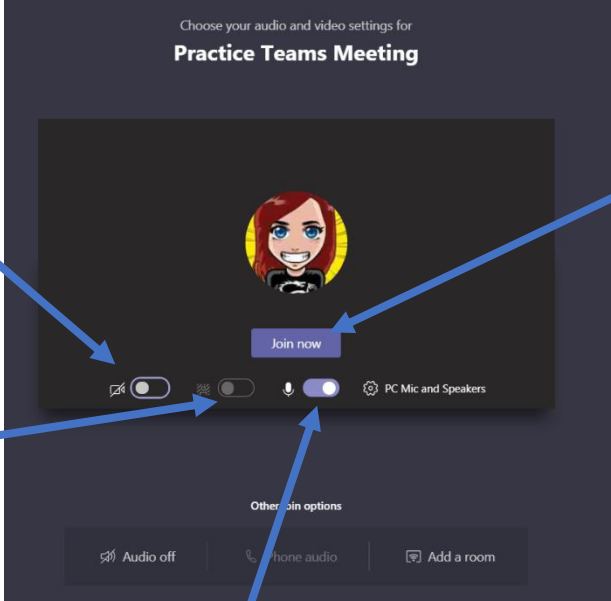
To join your lesson, go to Teams > calendar.

You should be able to see today's date.

On days with a lesson, it should look like the picture

Click on the join button.

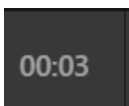
This takes you to the pre-meeting area You can check your settings here.

<p>You can turn the camera on and</p> <p>If you have the camera option (you might not), you can blur your background or add a different background. If you do add a different background you need a plain, contrasting surface behind you. You might not have this option</p>	 <p>You can turn microphone on and off. Make sure it is off when you join the meeting</p>	<p>There are other settings, have a play and see what they do</p> <p>Click on join now to join the conference lesson.</p>
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Video conference toolbar:



You have a toolbar on your conference screen.

To view the toolbar, move your mouse or cursor or touch the screen.



Shows how long the meeting has gone on for

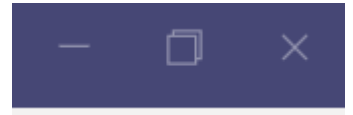
	<p>turn the camera and microphone on and off.</p>
	<p>Share to screen shares your screen, app window or web browser window, to the conference screen.</p>
	<p>... has a variety of less well used settings on its menu. Have a look, they are all obvious.</p>
	<p>You can raise and lower your hand</p>
	<p>This hides and shows your chat window. This is where you can ask your teacher questions and answer other students' questions.</p>

	This hides and shows participants to the lesson conference.
	Press this to leave the meeting. If the meeting is not over and you press this, you lose your connection, you can re-join via the calendar tab.

Videos: **GO VIA THE CALENDAR APP** <https://www.youtube.com/watch?v=BHbt25OguOY&t=45s>
<https://www.youtube.com/watch?v=SemjM2fHV2Q>

Working during a Teams meeting lesson.

You can maximise and minimise application windows, so you have more than one window. You can have the teams meeting window and a word document open at the same time. Or drag them to the corner or side of the screen to make them fit automatically.



The videos are short and really good 😊

Windows : <https://www.youtube.com/watch?v=m2Gp5K9SZBE>

Mac: <https://www.youtube.com/watch?v=cYGrIEtqaVw>

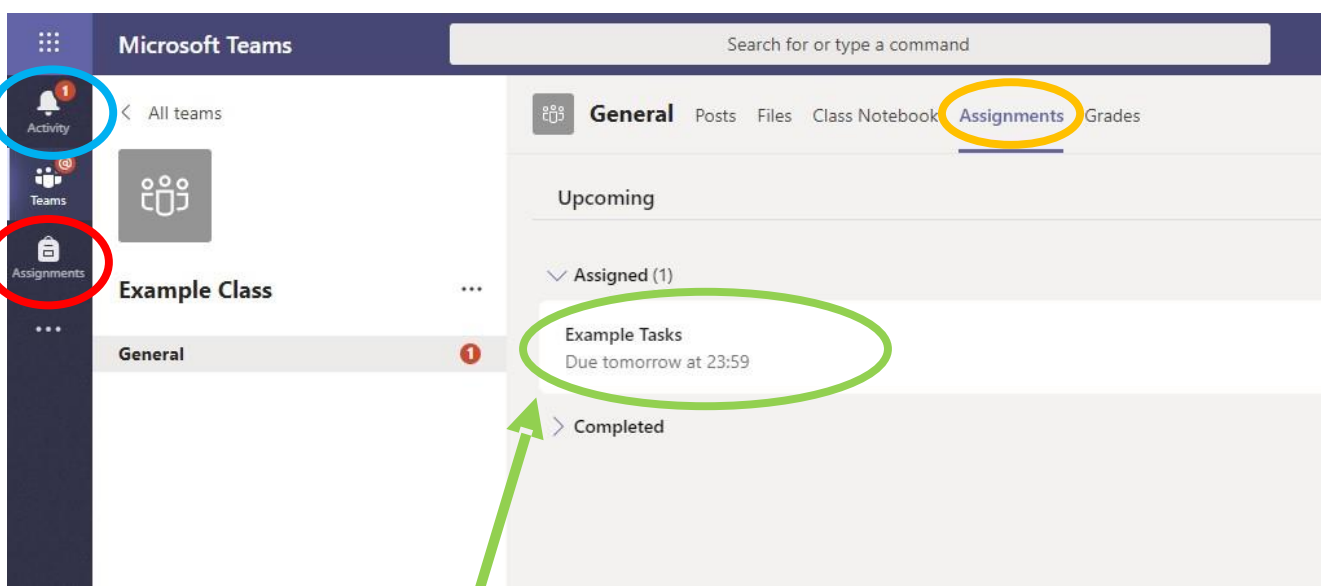
You can also have more than one device linked into the same meeting. You may decide to use your mobile to access the team meeting lesson, and have teams post chat tab open on your laptop. Do experiment and find a setup that works for you.

Handing in assignments via PC or laptop

Your teacher can set assignment for you to complete. You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue.

By clicking on this notification, you will be brought to the assignments page.

You can also click the assignments button in the left-hand menu to see all the different assignments set by your teacher (red), or you can click into your class and click on the assignments button circled in yellow



Click on the assignment to access the task (green).

To add some work, we can click on the **+add work** button (in red below) and upload a file from our one drive or our device.

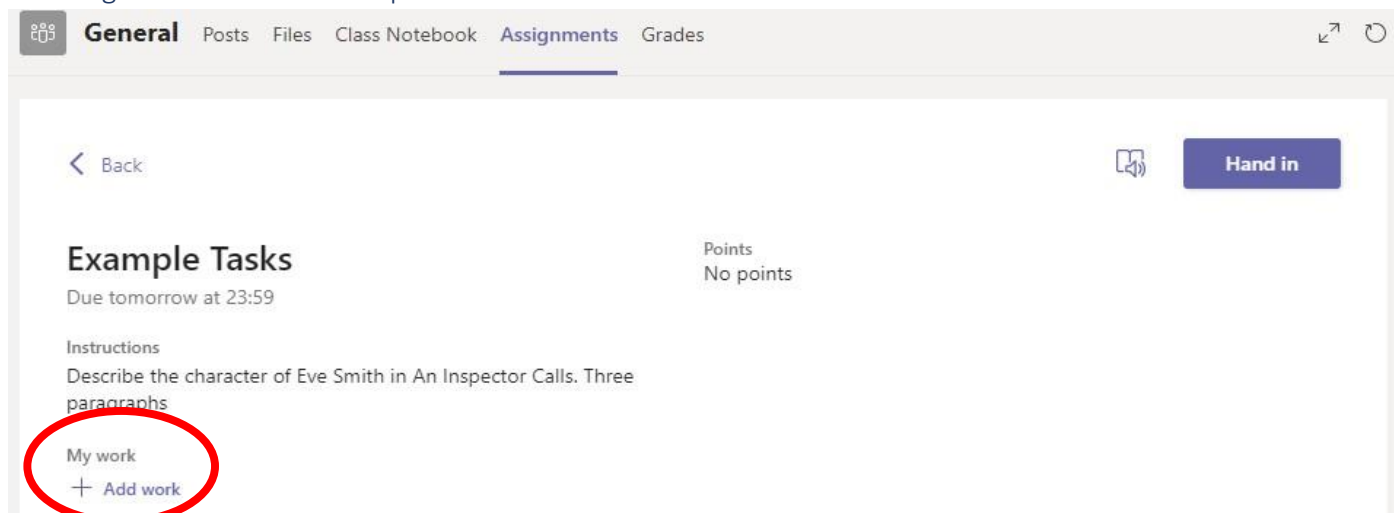
OR

Create a new document, then complete our work in it.

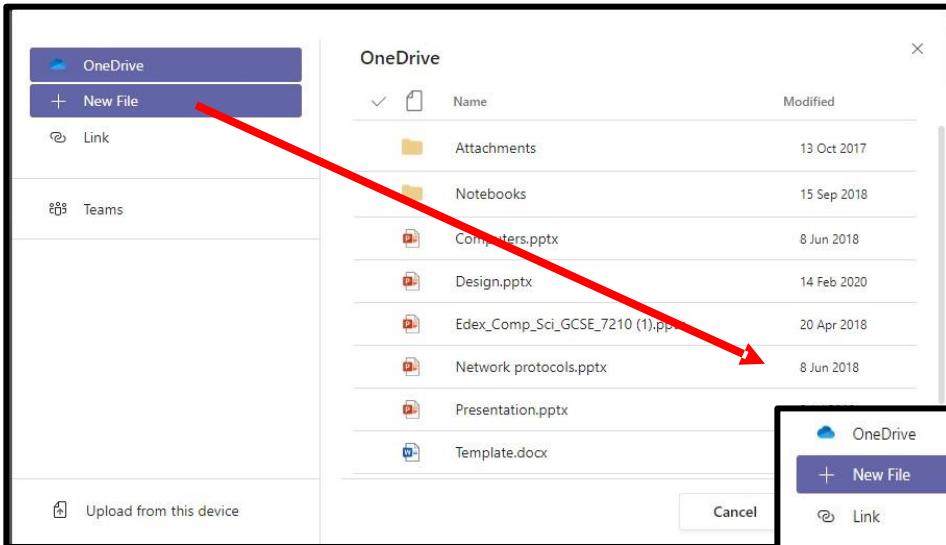
OR

Your teacher may have added a file for you to work on, directly in teams. Click to open and work directly on the file. It saves work automatically.

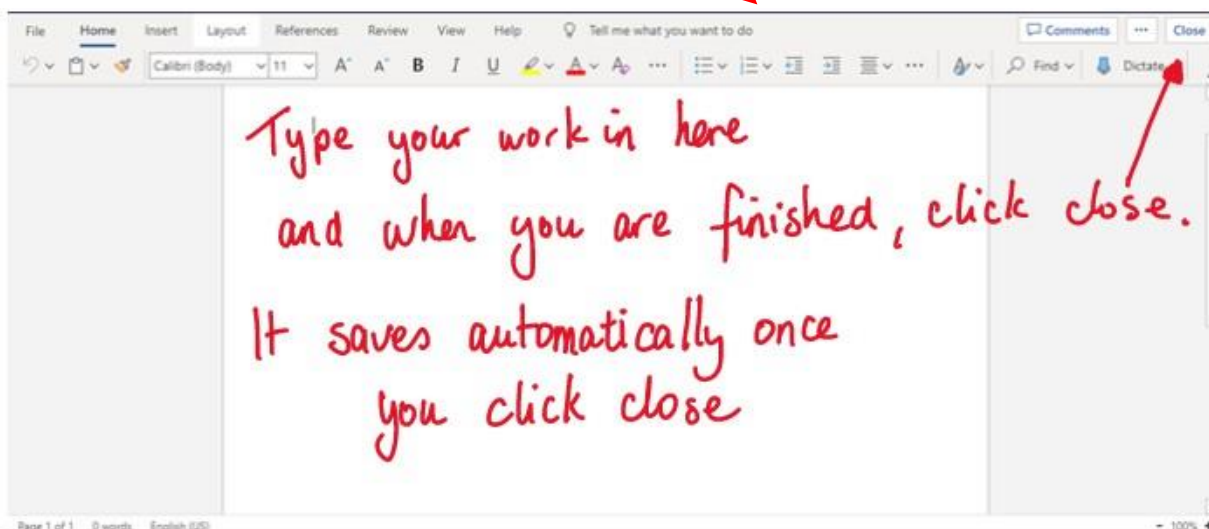
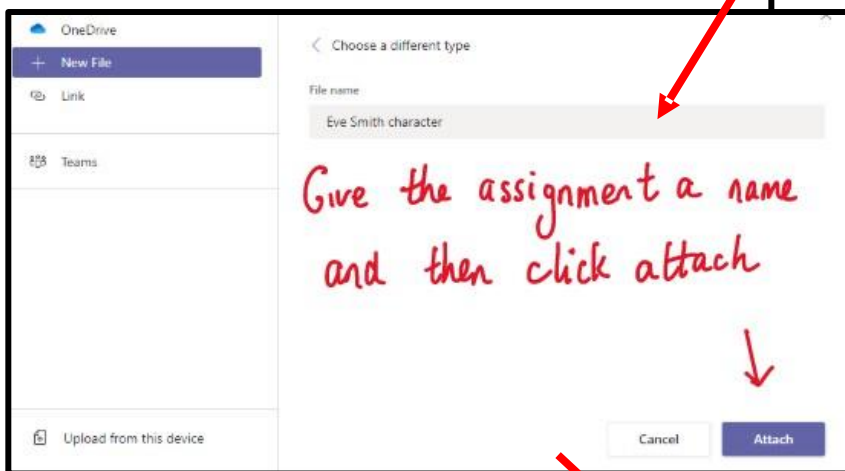
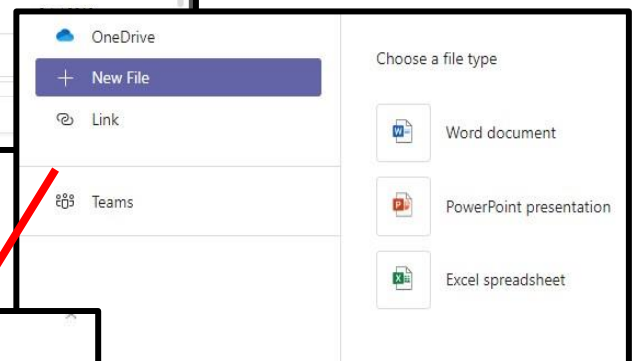
Working on a file the teacher provided:



Making a file in Assignments



Click on new file and decide what format you will be submitting your work, Word, PowerPoint or Excel



You have now created your document that you can start writing your work into. To open the file and start work, click on the document name.

General Posts Files Class Notebook Assignments Grades

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Example Tasks

Due tomorrow at 23:59

Points
No points

Instructions
Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

My work

Eva Smith.docx

+ Add work

1. Make sure your work is attached

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

Hand in

Handing in

Make sure that you have your work attached and

that it is not blank.

Click the hand in button. Your teacher can now look at your work and give you feedback if required.

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Eve Smith Character Profile

Due today at 23:59

Points
No points

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

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

Working on and handing in assignments via mobile app

If you are uploading a document, follow the guide above for uploading to Assignments. Uploading a document from a phone or tablet is the same process.

You should have the one drive app on your phone. If not, download it and sign in with your school email and password. **SAVE ALL WORK IN ONE DRIVE.** This means any work you need to upload to Teams is easy to access.

Remember that you may need the relevant app installed on your mobile device.

E.g. Miss/Sir set a “mice and men” worksheet on Assignments.

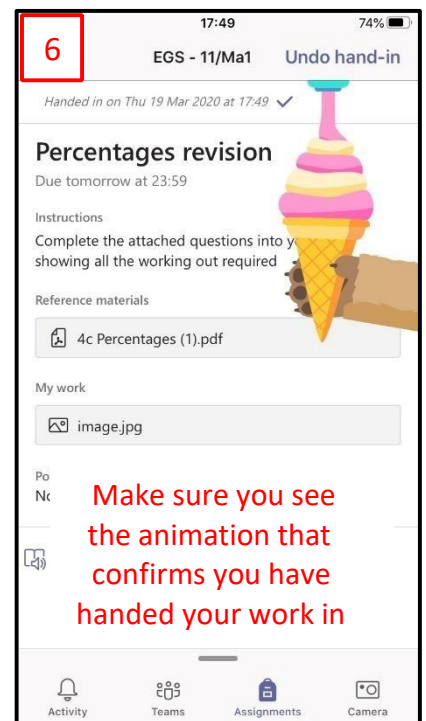
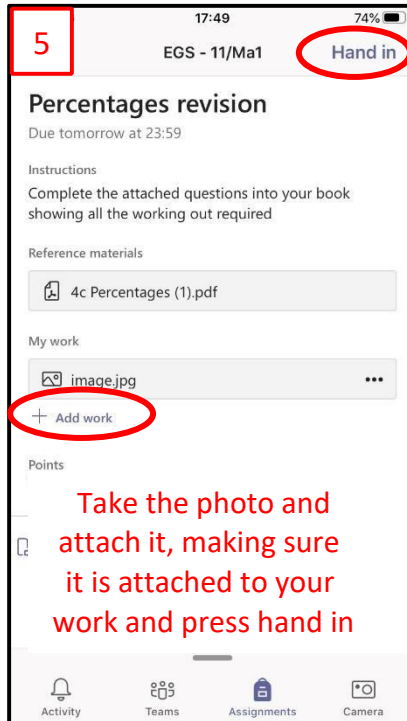
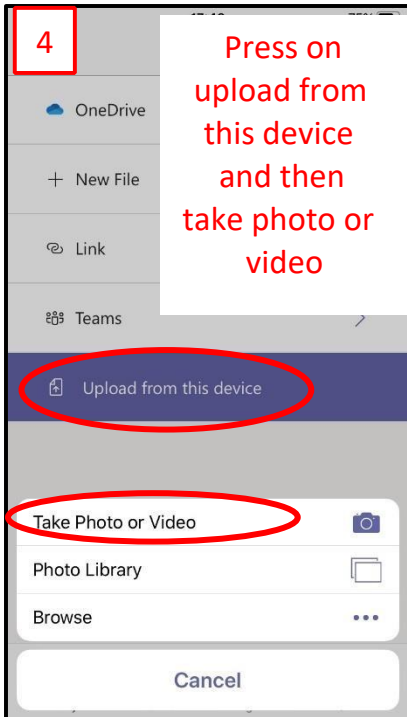
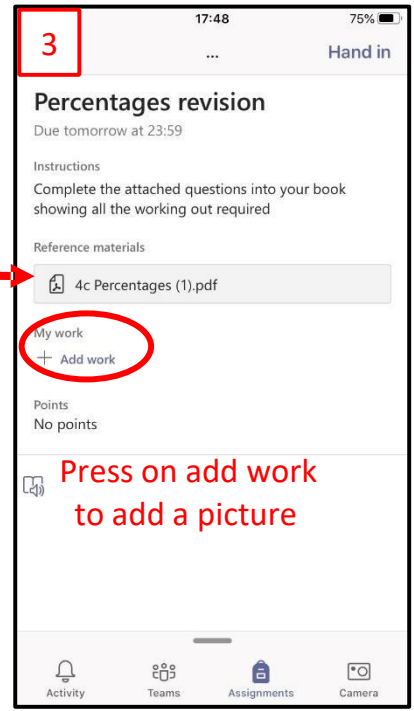
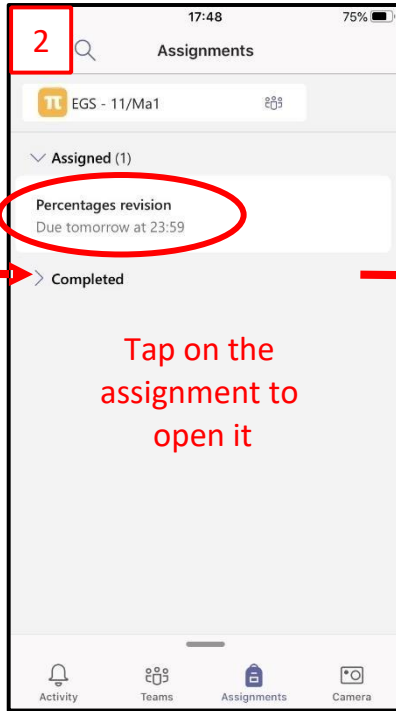
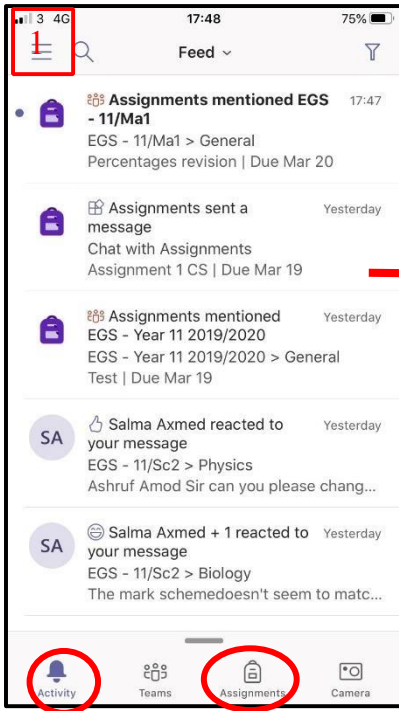
You would click the “of mice and men” file on Teams assignments to open. You do not need to download it!

It will open the file in the word app, click on the pen icon to start editing the file. It saves your work automatically.

Go back to teams to press the purple ‘hand in’ button.

ALSO:

If you have piece of work on paper, 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.



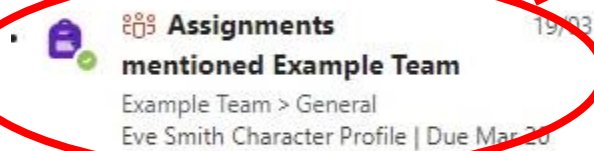
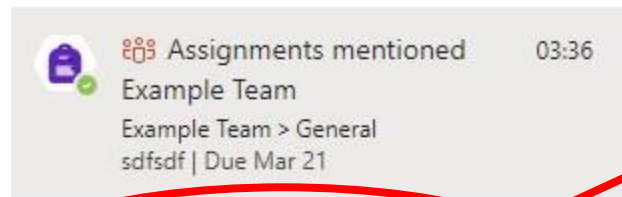
Accessing teacher feedback via PC or laptop

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work.

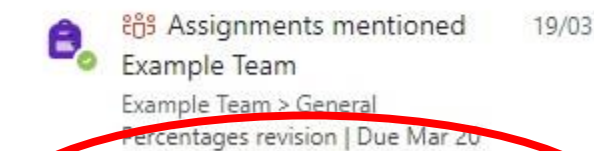
Click on the Activity button and it brings you to your feed. Any message in **bold** you have not read



Feed



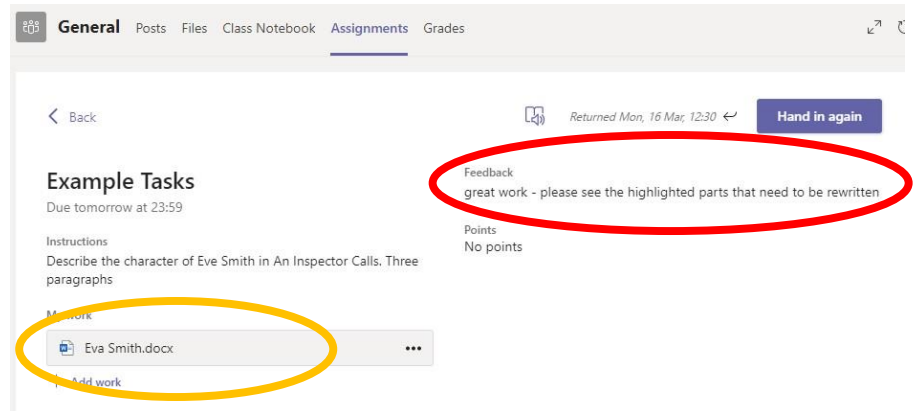
This is a notification to say that there is a new assignment in the Example Class that you need to complete



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 by your teacher, before handing it in again.



Video: <https://www.youtube.com/watch?v=NGuv9wHCWYE>

Files

The files section is where your teacher will save all resources such as videos word, PDF, and PowerPoints.

This is an application and can be opened outside of teams. The app is called 'Share Point'. It is possible for your teacher to make you a personal space here. They may or may not do this. Unless you are told to, do not save files here.

This is an area for your teacher to use to make it easy to share resources with you.

Video: <https://www.youtube.com/watch?v=o4EkhWw1ek>

How do I do work on files in or out of a lesson?

WATCH THE VIDEO from 2mins 18 seconds on: https://www.youtube.com/watch?v=EYyw_Lg-nBc

Everyone is different:

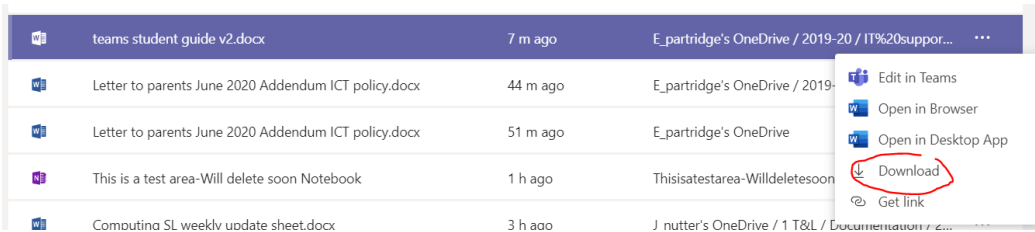
- Your teacher may share a file with you. They could ask you to go to the files to get it – click on the file tab at the top of the screen.
- Or they might attach it to the top of your Teams meeting chat, scroll up to get it
- Or they might attach it and post it in the chat thread, you will see it appear on the chat.

For any of the above methods, you will need to **Save a copy**.

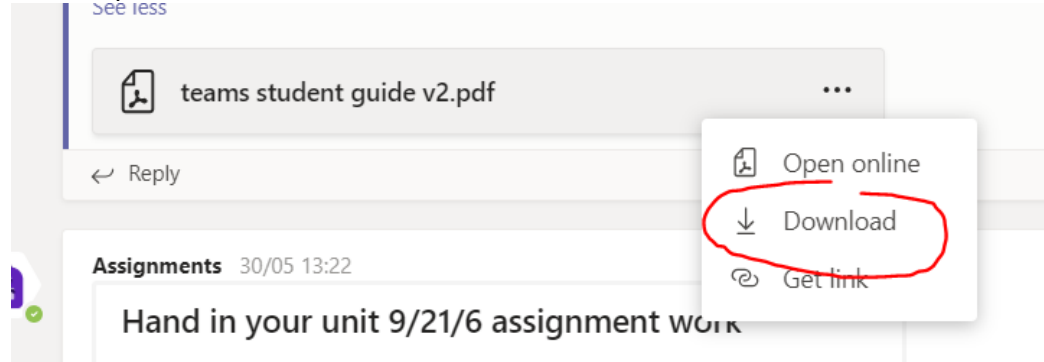
But also, maybe not? See the video above, this works if you are working collaboratively.

HOW DO I WORK ON A DOCUMENT?!

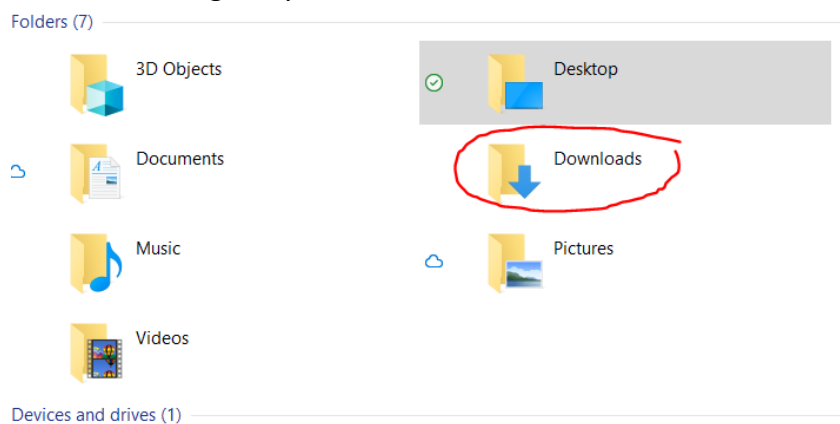
Right click on the name OR click on the ellipsis
In the files area



Or on a post



The file should go to your downloads folder



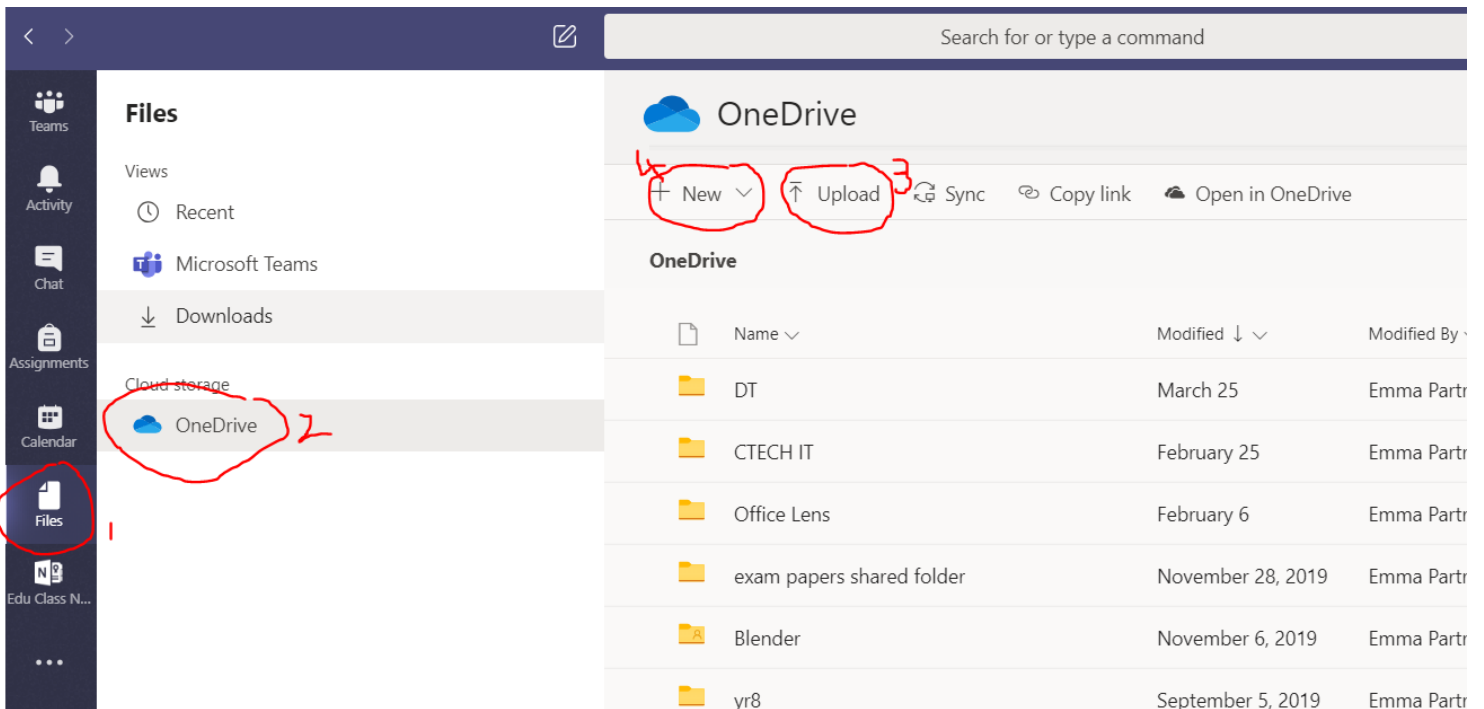
You can just open it and click on download and work on your device

BUT.... See next page

Its better to upload it to your one drive, and you can access your school one drive in Teams!
(see picture below)

1. Click on files
2. One drive
3. Looking familiar? It is your schools one drive!
4. You can drag and drop that download in. The "+New" button lets you add folders and new word and ppt files.

Aim to do all your work online, when we do get back to school it will all be there, waiting for you in one drive. No messing about trying to email loads of files.



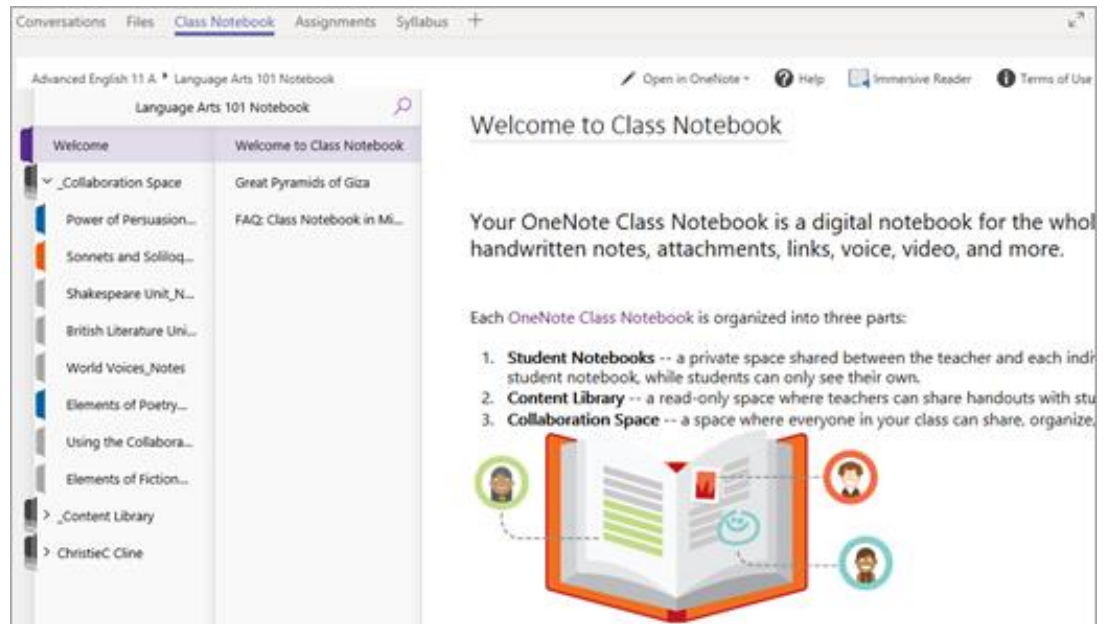
Class notes

Depending on how your teacher runs their class, you may get a OneNote Class Notebook.

Head to the **General** channel and check it out.

Your OneNote Class Notebook will have different sections:

Class notes is your digital class book.



There are usually three areas, this will differ depending on how your teacher has set up your class notebook.

The most common sections are:

Content library

Like a textbook with pages you can read for class.

This is where your teacher will keep the master pages that they distribute to your workspace.

You cannot edit these but, if you delete work by mistake, you can go to the content library.

Find the worksheet, then copy and paste it into your class notes page.

Collaboration space

Pages that you can work on with other students.

Your teacher will create pages to allow you to work with others in this space

Your workspace – it will display your name

This workspace is private to you and your teacher and includes sections like Homework or Class Notes.

Use this space to add pages, notes, and thoughts, or work on assignments that your teacher distributes directly to you.

You can:

Type, insert images, hyperlinks, and video

You can also draw

No need to insert a textbox, just click on the page

OneNote Class Notebook pages do not act like normal document pages (like word).

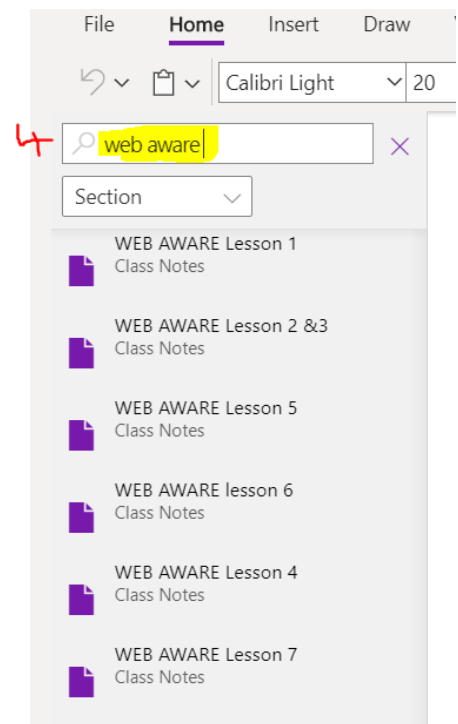
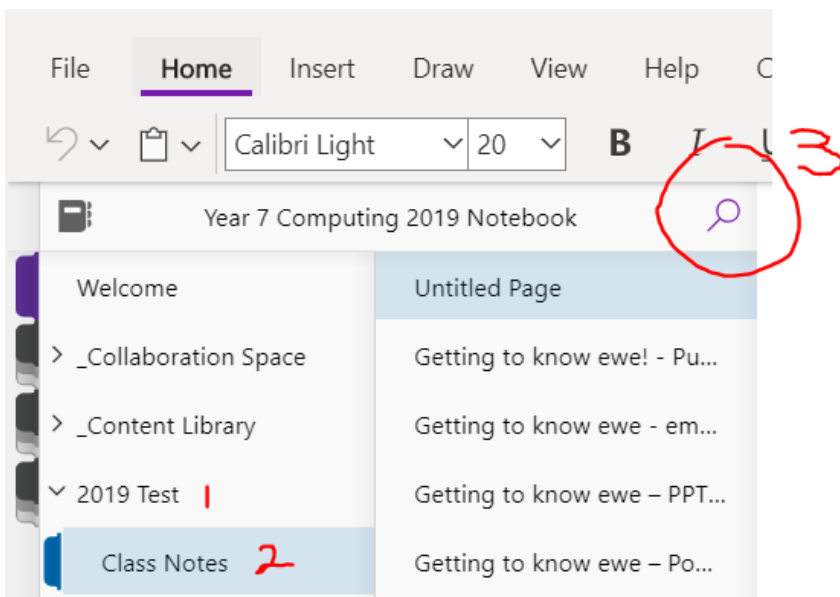
Each one can go as long or as wide as you need, and you can draw or write on them with a touch screen device, add multimedia (videos and sound), and move things around just by selecting and dragging.

You should find working on class notes OK, because it has tools found on Word and PowerPoint.

Yes, but where is the page my teacher wants me to use?

Usually, your work will be in:

1. The folder with your name on (in this example the students name is 2019 test.)
2. Class Notes section
3. From there, search for the page – click on the search icon
4. And type in your page name.
5. Click on the page to open it



Trouble shooting

- Thick walls, distance from the wi-fi router, the amount of people using your wi-fi, the time of day (i.e. internet traffic) and the bandwidth you get from your internet service provider, all affect your internet connection.

- The closer you can get to your Wi-Fi box, the better.
- If you can plug an ethernet cable to your laptop or PC to connect it direct to your router, this will give an even more reliable connection.
- The Teams desktop app has all the features and will run smoother than the web app. Download it here: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
- If you do not want to use the Desktop app (strongly recommended) Use the Edge or Chrome browser.
- Check the audio setting/volume on your device.
- A headset improves audio input and output. Using ear buds that you might use with your phone does not always work very well. Do you have to? No, some people are fine without. If your audio is not great, it is worth trying a headset.
- If one persons' video feed is slow and glitchy but other attendee videos are OK, it will be at their end. If it is glitchy on everyone's' video feed to your computer, it will be your end, see above to improve your connection.
- On old pcs, too many open apps can slow your cp down. Close anything you do not need.
- If video/audio on your laptop or PC is not good, try the mobile app.
- On mobile devices, files and apps may not open in Teams unless you have downloaded the relevant application. If you want to work in class notes, you need one note. If you want to work in word, you need word.
- It is possible to have teams open on more than one device/screen and log in to the meeting on both devices.



Final message

There is a lot to take in.

Use this guide to help you work out what to do with each feature of Teams. If you do not know what to do with a task or how to use the software, ask!

Be kind to yourself, remember, this is a new piece of software, it takes a bit of time to learn, you will get there! It will get easier the more you use it.

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