

Achieving excellence together

# How to use Microsoft Teams at OBHS

Welcome to Microsoft Teams. The Microsoft Teams app is part of Microsoft 365 suite of apps like Word, OneNote, Excel and SharePoint. You will all be familiar with using your SharePoint accounts in school to find and save work. The aim of this guide is to show you how to access, use and maximize the learning potential of this app, and to be able to use it as a base for your online schoolwork.

This booklet contains the following sections.

Section 1 – Using Teams on a Laptop or Desktop computer

- How to sign into your Office 365 account
- How to find the Teams app in 365
- Accessing your assignments and home learning
- Creating and submitting an assignment
  - Accessing your assignment
  - o Creating a new document to complete your assignment
  - o Submitting your assignment to your teacher
- Responding to feedback

Section 2 – Using Teams on a Tablet or a phone

- Downloading the Teams App to your mobile device
- Uploading and submitting an assignment on your tablet or phone

#### Section 3 – Terminology and reference

• A guide to the functions and terms used in the Teams app



### How to sign into you school Office 365 account

1. On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to the 365 sign in page. The address is <u>https://www.office.com</u>

When you type in the address you will see this screen...

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		Remote Learning in	n education. Learn more >		
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		Education Moreoff in Hakasten	Enterprise Astra	Developer Morset Vaul Studie	Company Corres
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What's new Microsoft 365	Microsoft Store	Microsoft in education	Azure	Microsoft Visual Studio	Careers
What's new Microsoft 365 Surface Pro X	Microsoft Store Account profile Download Center	Microsoft in education Office for students	Azure AppSource	Microsoft Visual Studio Developer Network	Careers About Microsoft
What's new Microsoft 36 Surface Pro X Surface Laptop 3	<b>Microsoft Store</b> Account profile Download Center Microsoft Store Support	Microsoft in education Office for students Office 365 for schools	Azure AppSource Automotive	Microsoft Visual Studio Developer Network TechNet	Careers About Microsoft Company news
What's new Microsoft 355 Surface Pro X Surface Laprop 3 Surface Pro 7	Microsoft Store Account profile Download Center Microsoft Store Support Returns	Microsoft in education Office for students Office 365 for schools Deals for students & parents	Azure AppSource Automotive Government	Microsoft Visual Studio Developer Network TechNet Channel 9	Careers About Microsoft Company news Privacy at Microsoft
What's new Microsoft 355 Surface Pro X Surface Laprop 3 Surface Timo 7	Microsoft Store Account public Dewrload Center Microsoft Store Support Returns Order tracking	Microsoft in education Office for students Office 365 for schools Deals for students & parents	Azure AppSource Automotive Government Healthcare	Microsoft Visual Studio Developer Network TechNet Channel 9	Carrens About Microsoft Company news Privacy at Microsoft Investors

- 2. Click on the orange 'sign in' button on the screen.
- 3. Type in your school email address. For example, Testy McTesty's account email could be <u>ttesty20@obhs.co.uk</u> depending on the year you joined the school. Now 'Press Enter'.
- 4. A new screen will come up that asks you to put in your password. This password is the one that you would use to sign into your school email. It's personal to you.

Do not worry if you have forgotten your password. You can get it reset by clicking on the 'forgotten password' link at the bottom of the white box. An email will be sent to your school email account where you will be able to reset your password.



### Need a helping hand?

Having difficulties accessing or using this guide?

In the first instance ask your form tutor for help or another staff member.

They will be able to help or direct your question to the best place to help you.

### Remember your E-safety lessons?

These were the lessons where you investigated what made a secure password and what you should avoid.

Try to choose a password that is made up of letters, numbers, capital letters as well as lower case and punctuation or symbols.

Remember to use a different password for different websites.



## How to find the Microsoft Teams app in 365

This section of the guide aims to show you how to access the Teams application.

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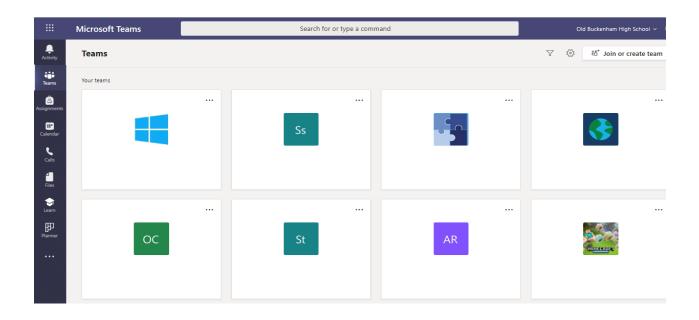
Now that you have logged in, you will have the office dashboard in front of you. It should look like this:

At the top of the screen will be a row of applications. You will probably recognise either the name or symbol of some of the apps. From this desktop you can log into any of the Microsoft suite apps; for example Word, Excel or PowerPoint.

1. Click on the purple Teams icon. It looks like this:



Clicking on the Icon will open the app.
 The screen you will see will be your Teams dashboard. It will look *something* like this:



### Accessing your E-learning and home assignments



This section of the guide aims to show you how to find the learning and assignments that have been set by your Teams' leader (usually your subject teacher).

Your *Activity feed* will keep a log of all everything that happens in the teams that you below to.

To see the **activity on your Teams account**, click on the activity (bell icon) at the top left of your screen. There is a red circle around it on the screenshot below.

Once you click on the bell icon an *activity Feed* will pop up a listing at the left side of your screen. Entries are listed in time order.

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### Your teachers can set you work in several different ways

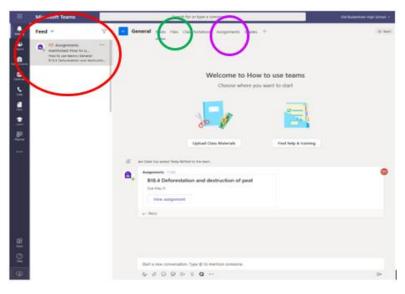
Depending on the how teachers would like you to complete a task they can upload an assignment in several different ways. Remember however, any changes, uploads or discussions about work set will show up as an entry in your activity feed (the bell) so keep an eye on your Activity column for any new activities!

Firstly, teachers might link a **OneNote** account to their Teams tile. Just like ICT, the tasks that you will need to complete will be accessed through the team tile and then into the OneNote book as usual. Your teacher will tell you what is expected of you using your activity feed.

Teachers can also use the **'Files'** tab at the top of the page (green circle) to add notes, tasks, support sheets or projects and then let you know that they have posted a task that they want you to complete. They will tell you about a newly posted file in your activity feed.

Lastly, they can use the **assignments tab** (purple circle) at the top of the screen. You will know if you have an assignment set as it will come up in your activity feed. You will need to follow the instructions on how to complete and submit your task to your teacher.

The way that each of your teachers use Teams will become clear as you work through each subject. If you are unsure where something is, email your teacher to ask.



### Creating and submitting an assignment



If your teacher is using the assignments tab to set work for you, you will be asked to create and submit your work to your teacher for comment. This section of the guide aims to show you how to find complete assignments that have been set by your teachers and submit them for marking. Unless stated in the assignment all assignments are expected to be completed and submitted for comment by your teachers.

#### An example of the process of accessing and creating an assignment is shown below.

You have looked at your activity feed and found that you have been set an assignment.

⊖* Jen Clark has added Testy McTest to the team.	< Back
Assignments 11:00 B18.4 Deforestation and destruction of peat Due May 01 View assignment	B18.4 Deforestation and destruction of peat Due tomorrow at 23:59 Instructions The context of this lesson is about problems associated with deforestation. One of the most documented examples of this is the destruction of the Brazillian Rainforest. Watch the youtube clip about the deforestation of the brazillian rain forest. www.youtube.com/watch?v=nInoxgqEWo Now read pages 292-293 in the kerboodle text book. Answer question 1-4 in full
First you need to find out what the assignment is about. Click on the 'View assignment' button. A red circle has been added to the picture above.	paragraphs. <u>Extra credit assignment</u> There are lots of organisms that are being affected by deforestation or peat destruction. Use your independent research skills to find out about at least one organisms that has been affected. Your report should be 1 side of A4 and should include the following points:
In this example you have been asked to do several things. 1. <u>Access a YouTube video</u> To access the YouTube clip, you can copy and paste the	<ul> <li>What is the name of the organism?</li> <li>How is it adapted to its habitat?</li> <li>What is its habitat like / where does it live?</li> <li>Does it depend on other organisms e.g. specific plants for food or animals for pollination?</li> <li>Why is it being affected by deforestation?</li> <li>What is going to happen long term if the deforestation continues?</li> <li>What could we do to stop or reveerse this impact?</li> <li>Are there any proiblems with stopping it? e.g. politics, education, money,</li> </ul>
<ul><li>web address into a browser and watch the clip.</li><li>2. <u>Answer some questions</u></li></ul>	Reference materials B18.4 Deforestation an peat destruction text book.pptx ····

Many teachers use online textbooks (such as Kerboodle) or have online resources that they would like you to access. For specific instructions on how to access these resources you should ask your subject teacher.

If the resource is paper based, they may attach a copy to the assignment (e.g. Word or PowerPoint). In this assignment a copy of the textbook page needed to answer the questions has been added as support. You can click on these files at the bottom of the page.

#### 3. An extra credit assignment to extend your subject knowledge

Both the questions and the extra credit assignment ask that you write and submit a copy to your teacher. You can either attach a document that you have saved on your computer or OneDrive or choose to open an application from Teams to complete your work on. The next page shows you how to <u>create a new document</u> inside Teams.

### Creating a new document to submit your assignment



Creating a new document is easy.

Using a new file

Upload from this device

Upload from this device

name.

+ New File

D Link

tốt Teams

- 1. At the bottom of the assignment is a link that says, 'Add work'. Click on this.
- 2. At the top left of the screen is a button that says + New File

OneDrive

V 🗂 Name

Attachments

Notebooks

Design.pptx

Template.doc

Edex\_Comp\_Sci\_GCSE\_7210

Network protocols.ppts Presentation.pptx

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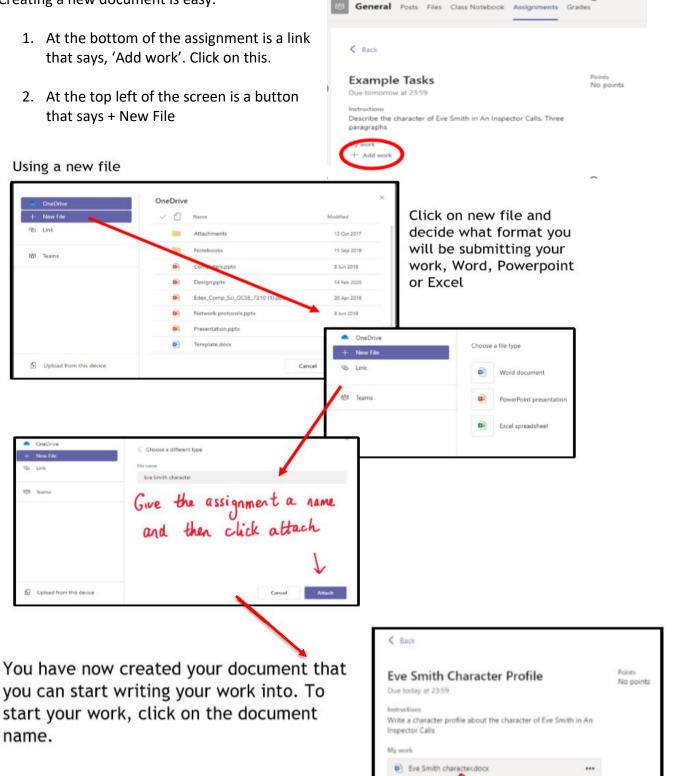
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< Choose a different type

Eve Smith character



+ Add work

Click here and it

will open Microsoft Word



### Submitting your assignment to your teacher

If you have created your document in Teams, clicking close will automatically save your work. As a backup, **save your work regularly** as you complete it. Use your normal 'File', 'Save as' routine to your OneDrive regularly just in case there is a problem.

- A ,O Find ~ 🌡 Dict. Α' в Calibri (Body) ~ 11 12 Type your work in here and when you are finished, click It saves automatically once you click close

Go back into your assignment. If you have created your document in Teams it will automatically be tagged onto your assignment. If you did it elsewhere or if the assignment is something like a picture, you can just use the + Add work link to attach it.

Now move to the right top corner of your screen and you will see a 'Hand In' button. When you click here you are sending your work to your teacher.

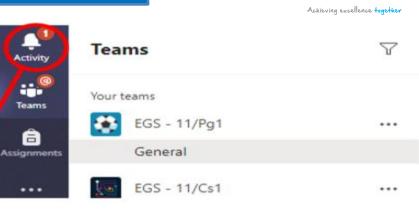
General Posts Files Class N 20 Make sure that you have < tack your work attached and Example Tasks that it is not blank. 2. Click the Click the hand in hand in button button. Your teacher can now look at your Di Eva Se work and give you feedback if required. 1. Make sure your work is attached < Back Handed in on Fri 20 Mar 2020 at 03:28 Points **Eve Smith Character Profile** No points Due today at 23:59 Instructions Write a character profile about the character of Eve Smith in An Inspector Calls My work Eve Smith character.docx ... If you have successfully handed in your work, you will see an animation - there are loads of different types!

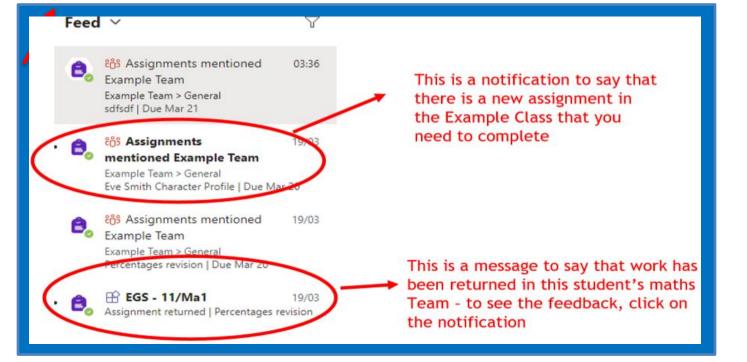
### **Responding to assignment feedback**



This section of the guide aims to show you how to find and act upon feedback from your teacher.

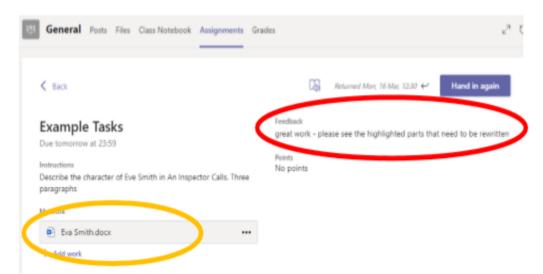
You will know if you get feedback as it will appear in your activity feed.





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.





## Using Teams on a Tablet or a phone

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones).

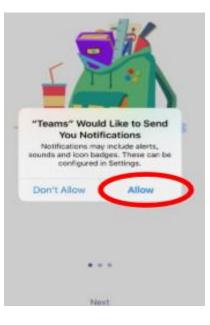
Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in using your usual school username (school email address) and Password (you set this it's the one you use to look at your emails and log into computers at school).



Microsoft Teams	Sign in using your work, school, or Microsoft account.	•••1 3 4G 17:38 76% Cancel
Welcome to Microsoft Teams! A happier place for teams to work together.	Sign in Get help with signing in	Sign In Type your user name and password. User name: Password:
Sign up for free	asdfghjkl ⇔zxcvbnm <≊ 123 © space @ . po	Sign In

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.

You will also be asked about turning on a microphone. This is not necessary at the present time. Should this change you will be notified by your teacher. You will only need to use a microphone if taking part in virtual classrooms or meetings.



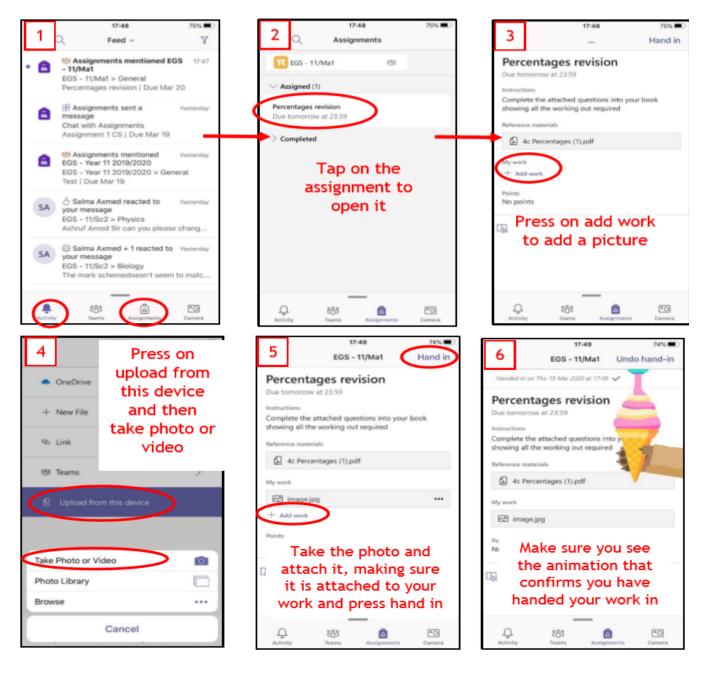


## Uploading an assignment from your tablet or phone

The process for accessing and uploading assignments is similar to using a desktop, but with slightly more limited graphics. I would recommend reading the relevant parts on finding and opening an assessment on a desktop before attempting this on your mobile device.

If you are uploading a document e.g. from your OneDrive or device memory e.g. a picture, follow the section 1 guide for uploading an assignment, as uploading an image from a phone or tablet is the same process as from a desktop. If you have a piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work and attach it as an image file to the assignment.

The picture below shows the sequence of actions used to upload an assignment on a mobile phone.





# A guide to functions and terminology in Teams

This section of the guide aims to show you how to find your way around Teams' basic functions. You might want to come back to this once you want to further explore the app. The picture below shows a Teams dashboard.

### App bar

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Join or Crea	ate a Team	button		 Compose box	Send ico	n

**App bar:** Here you can navigate to the various sections in Teams. From the top, you will see the following icons:

- Activity is where you will find mentions, replies, and other notifications.
- Chat is where you will see your recent one-on-one or group chats and your Contacts list.
- Teams displays all the Teams you are a member of.
- Meetings is synched with your Outlook calendar and displays all your upcoming meetings.



- **Teams section:** Above, the Teams icon is selected in the App bar, so the list of the teams we are members of is displayed here.
- **Channel:** A dedicated section within a Team to organize conversations and tasks into specific topics or projects.
- Join or Create a Team button: Clicking this button takes you through the process of creating or joining a team. This button is only visible when the Teams icon is selected in the App bar.
- New Chat button: Clicking this button selects the Chat icon in the App bar and allows you to start a new chat with an individual or a group.
- **Command bar:** This bar at the top is used to query apps or perform a search in Teams.
- **Tabs:** Switch between different Teams pages with these tabs. Conversations and Files are automatically included; the + sign tab allows you to add shortcuts to content in Teams.
- Channel Conversations: This may be disabled in your teams. This section displays all the conversations in the selected channel. Chats in Channel Conversations are persistent, so if you have been away, it is easy to scroll through to get caught up when you get back. Chats can include visual indicators such as the @mention, which indicates that the chat specifically mentions a user, or a red band to indicate high importance. Take note that chats are open by design so everyone in the team has visibility to the conversation to help speed up the decision-making process when needed.
- **Compose box:** This is where you can type a message to start a conversation. You can send a quick chat or expand the Compose box to access rich formatting tools.
- Send icon: When you are ready to share your chat, click the Send icon to post your chat to the team.

If you are interested in knowing more about how to use the different functions in the Teams app, you can visit the Microsoft Education site or visit their YouTube channel at <a href="https://www.youtube.com/watch?v=PasT3Q1ZR\_I&t=85s">https://www.youtube.com/watch?v=PasT3Q1ZR\_I&t=85s</a> to find out more.