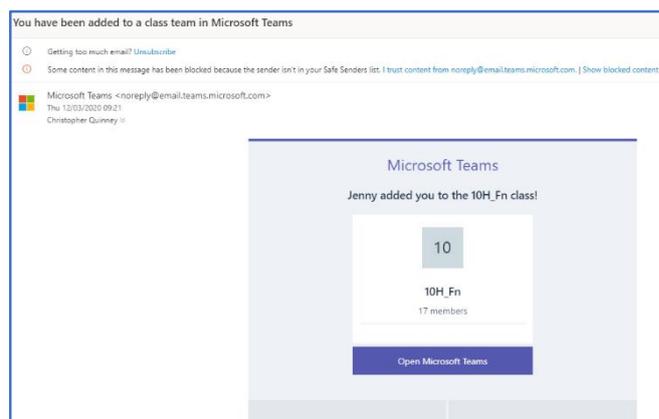


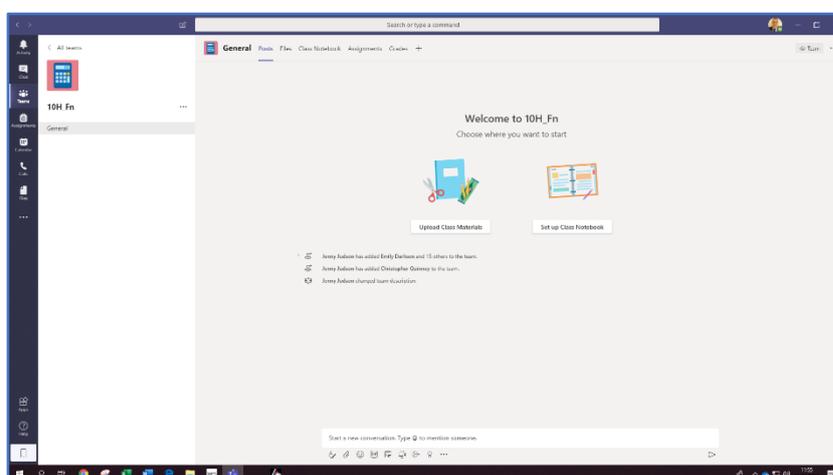
Getting started with Microsoft teams (students)

Microsoft Teams has the potential to a powerful online learning tool for us. This guide is only designed to cover the basics.

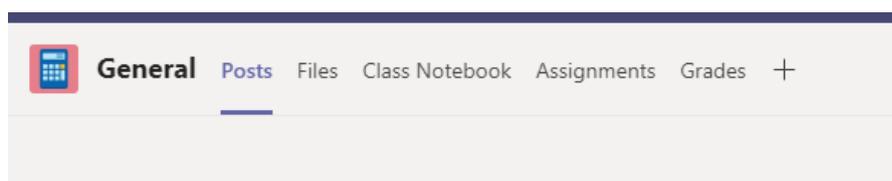
1. Log into Office365 using your school email address and password. (Either search for Office365 login or click the email link from the School homepage).
2. Open your emails
3. You will receive an email like this:



4. Open Microsoft teams (You may need to log in again using your school email address and password.)
5. Microsoft Teams will then open for you and look like the picture below with the list of your classes down the left handside:

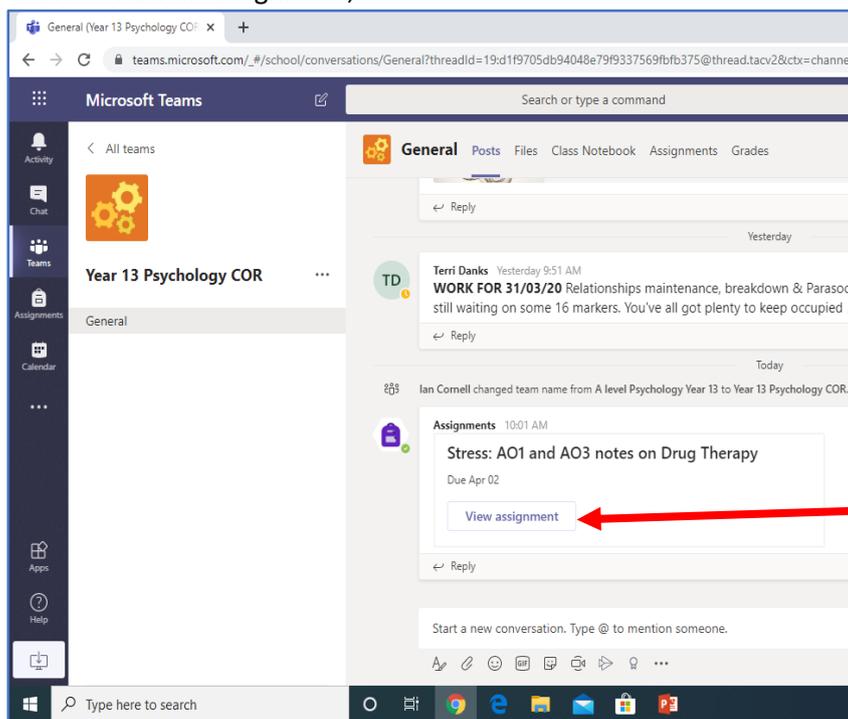


6. There are a number of tabs across the top which each have a different function.



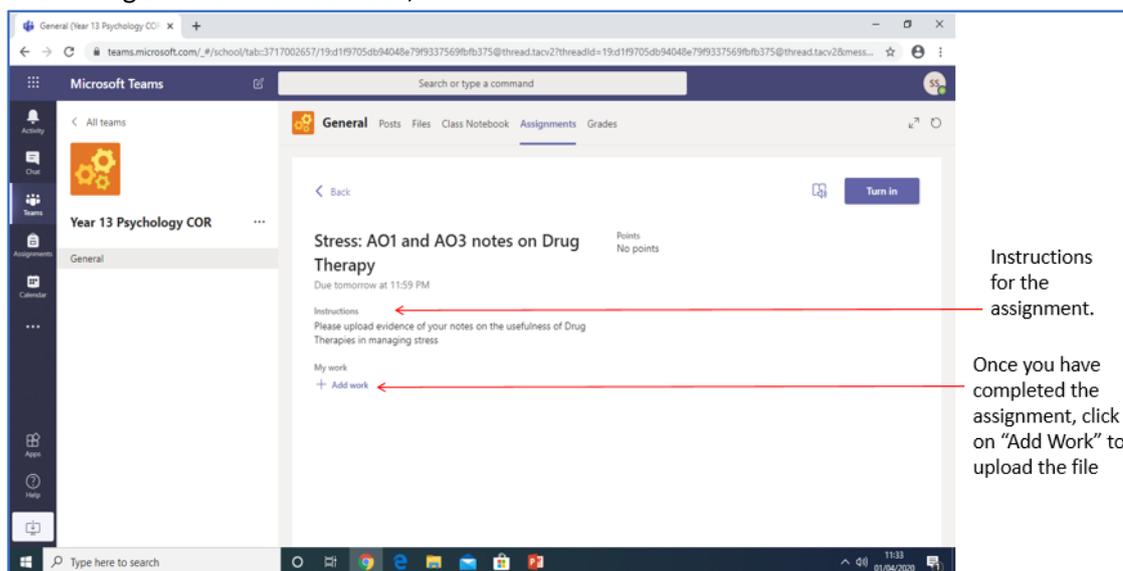
- **Posts** – give announcements to the whole class
- **Files** – works like a student shared area where you can access files but not edit them
- **Class notebook** – this can have three sections;
 - i. **Student Notebooks** — A private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own. This would be a useful space to ask any questions and get some personalised feedback.
 - ii. **Content Library** — A read-only space where teachers can share handouts with students.
 - iii. **Collaboration Space** — A space where everyone in your class can share, organize, and collaborate.
- **Assignments** – teachers will use this tab to set specific work for you to complete and submit back to them. They can also use this to set different work for different students. You can then complete the work and then submit it through teams so that all of your work is in one place.

How to view an assignment;



you click on “view assignment” tab and that should open to the resources and the task.

Submitting the work for feedback;



Instructions for the assignment.

Once you have completed the assignment, click on “Add Work” to upload the file

- Grades – once you have submitted assignments through Teams your teachers can then give feedback that you can access.