



## Student Support Sheet for Using Microsoft Teams

### Introduction:

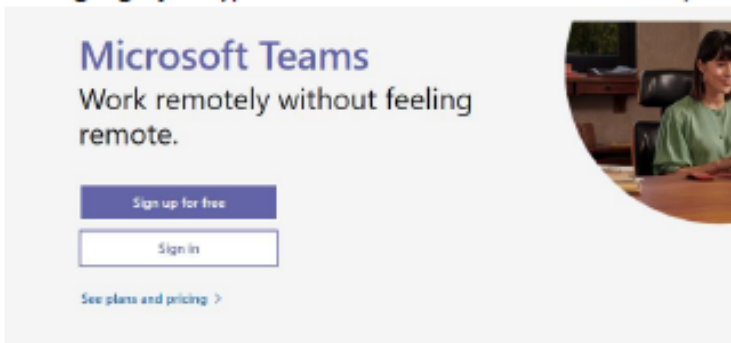
Microsoft Teams for you is a web based platform to help support your learning from home. After logging into MS Teams you will be able to see all your classes, see assignments set by your teachers and complete work and upload it for marking.

### Installation:

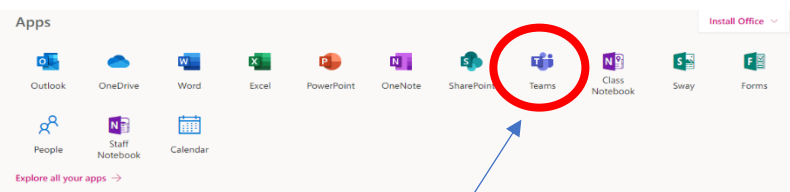
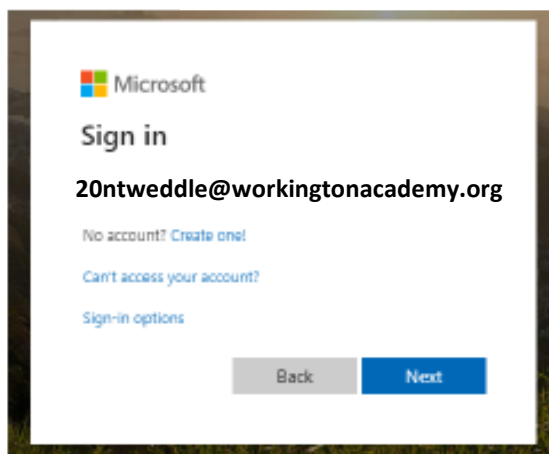
Teams works fully through a web browser but you can opt to download it to your PC or device using the dedicated app. For mobile phone use just search for "MS teams" on your devices app store. This guide assumes you are just using the website.

### Logging in:

From google just type "Microsoft teams" and click the link, then click sign in



Then enter your normal school credentials: Use your full school email and system password so for example **20ntweddle@workingtonacademy.org**

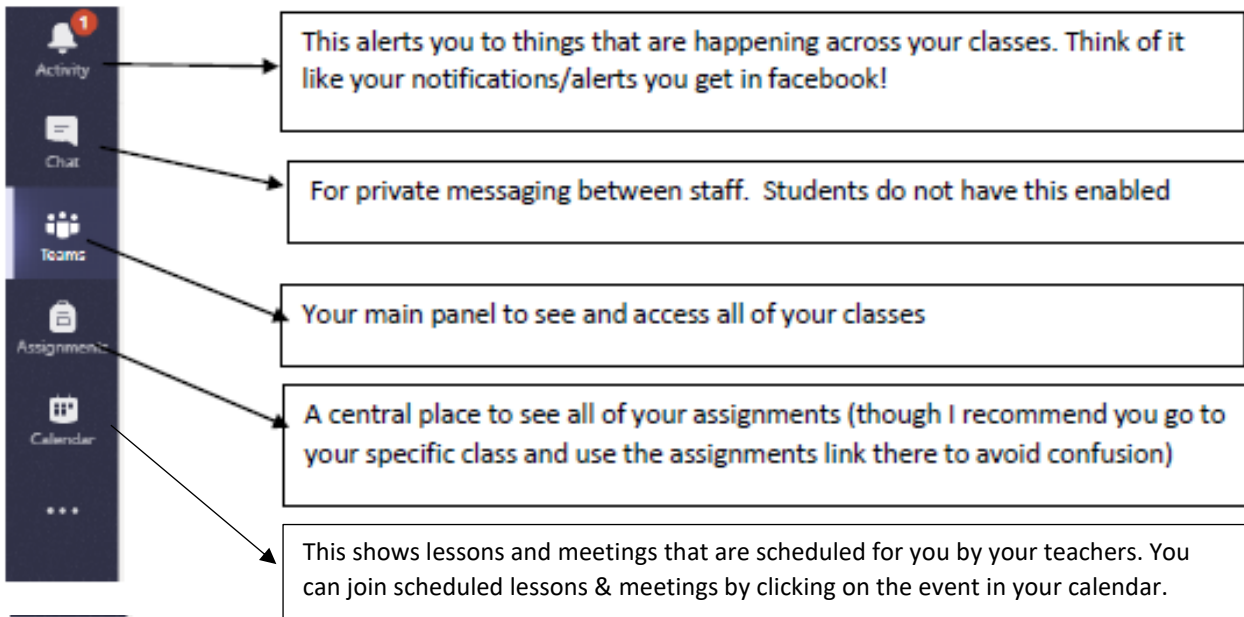


Once logged in to your Office 365 account – select the Teams icon.

You will then be logged in and directed to the Teams web platform.

## Main interface

The main navigation toolbar is on the left of teams. The buttons do the following

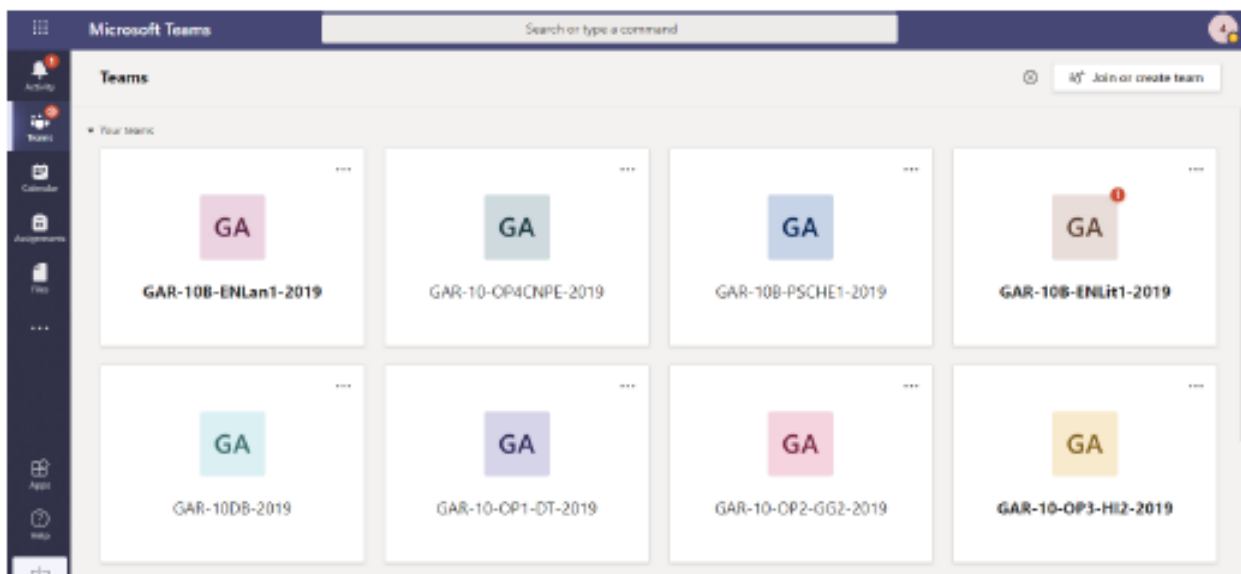


The image shows a vertical navigation sidebar on the left side of the Microsoft Teams interface. Each icon in the sidebar has an arrow pointing to a text box explaining its function:

- Activity:** This alerts you to things that are happening across your classes. Think of it like your notifications/alerts you get in facebook!
- Chat:** For private messaging between staff. Students do not have this enabled
- Teams:** Your main panel to see and access all of your classes
- Assignments:** A central place to see all of your assignments (though I recommend you go to your specific class and use the assignments link there to avoid confusion)
- Calendar:** This shows lessons and meetings that are scheduled for you by your teachers. You can join scheduled lessons & meetings by clicking on the event in your calendar.

## Teams Panel (Your classes):

Click the "Teams" button to see all of your classes:



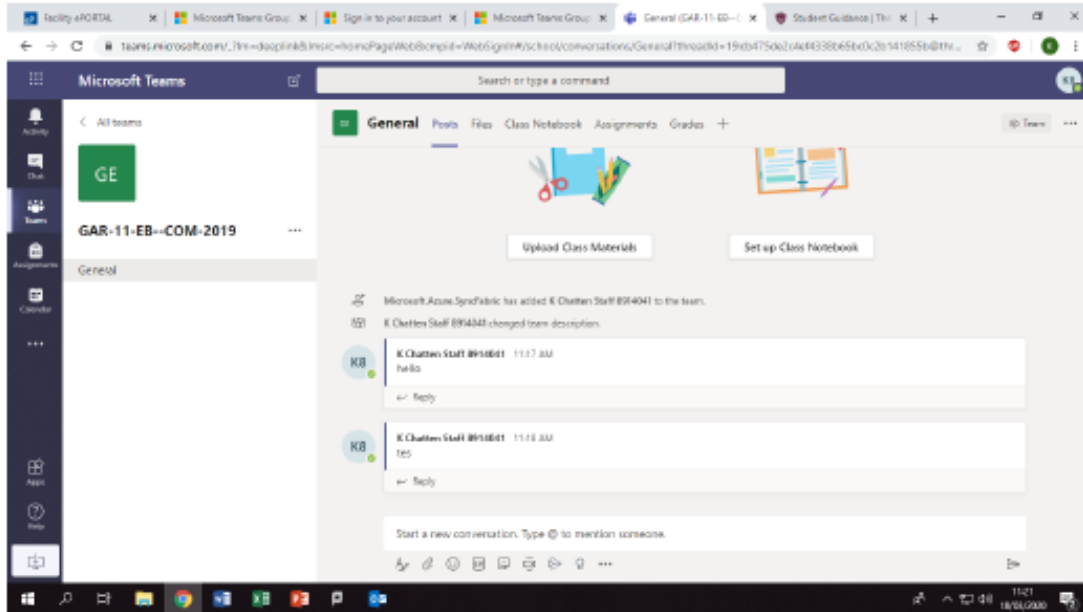
The screenshot shows the 'Teams' panel in Microsoft Teams. At the top, there is a search bar and a 'Join or create team' button. Below this, a grid of class cards is displayed under the heading 'Your teams'. Each card features a colored square with the letters 'GA' and a class ID below it. One card, 'GAR-10B-ENLit1-2019', has a small red circle with the number '1' in the top right corner, indicating a new alert.

Class ID	Alerts
GAR-10B-ENLan1-2019	0
GAR-10-OP4CNPE-2019	0
GAR-10B-PSCHE1-2019	0
GAR-10B-ENLit1-2019	1
GAR-10DB-2019	0
GAR-10-OP1-DT-2019	0
GAR-10-OP2-GG2-2019	0
GAR-10-OP3-HI2-2019	0

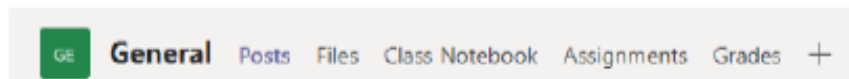
If you see any little red circles on your classes with a number this means you have new alerts to look at. It is likely a teacher has set a new assignment or marked your work and you need to look at it.

## Classroom interface:

Every one of your classes (teams) has a general channel. When you click on a class you will be taken to this and the "post" screen where you can see any messages people have left. ONLY use the chat system if you need to ask important questions. Remember everything you post here can be seen by everybody, staff and students.



Along the top of the Teams system are your options:



**Posts** = The conversation area (or forum) already explained. It's basically the class chat room.

**Files** = An area accessible to all students and staff. Your teacher might drop large resources here if they are not part of an assignment.

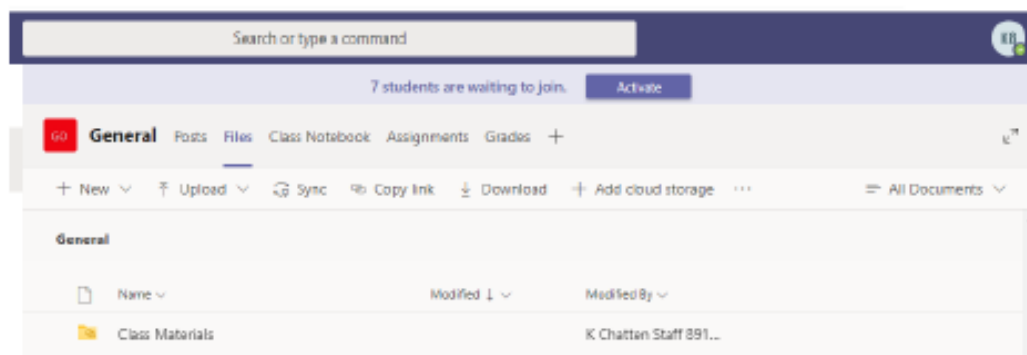
**Class Notebook** = We won't be using this feature at the moment

**Assignments** = This is where you can see all assignments set by your teachers. You can open, complete and turn in your work here.

**Grades** = Will show you all the grades for all your assignments.

## Files

Click files on any class and you get this screen:



**If you experience any issues in accessing this – please contact [studentitsupport@cumbriaeducationtrust.org](mailto:studentitsupport@cumbriaeducationtrust.org) our dedicated IT support email address, where a member of our IT Team will respond to your enquiry to support you.**