

Teams - Introduction to using Teams (Student Version)

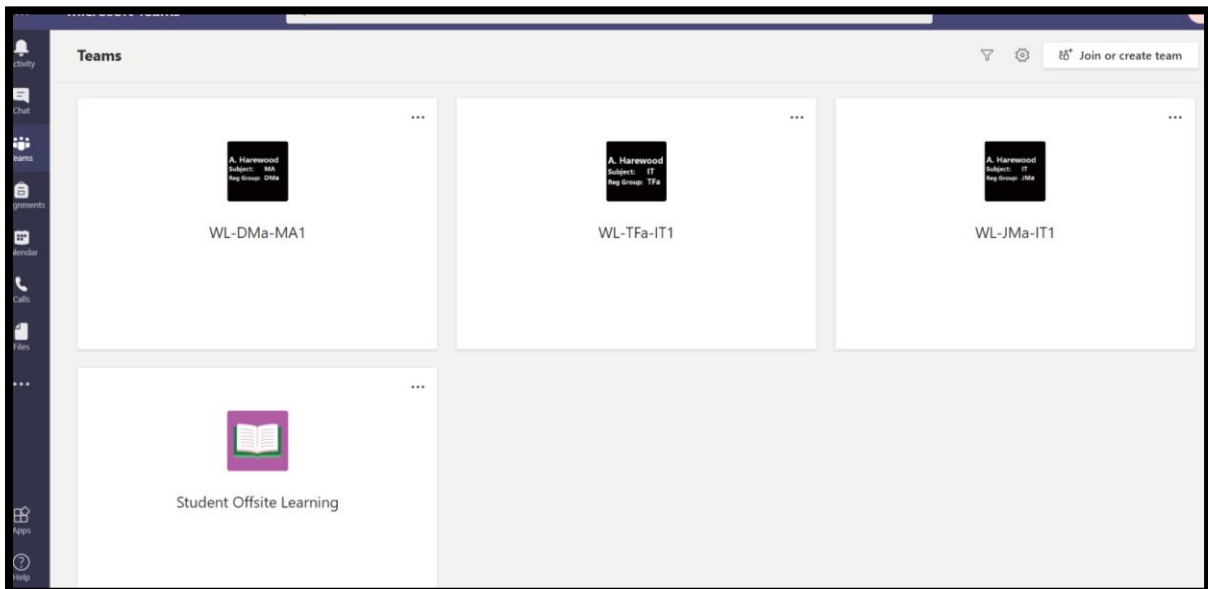
Microsoft Teams is part of the Office group of products which has been made to make learning easier in and out of the classroom.

Teams structure

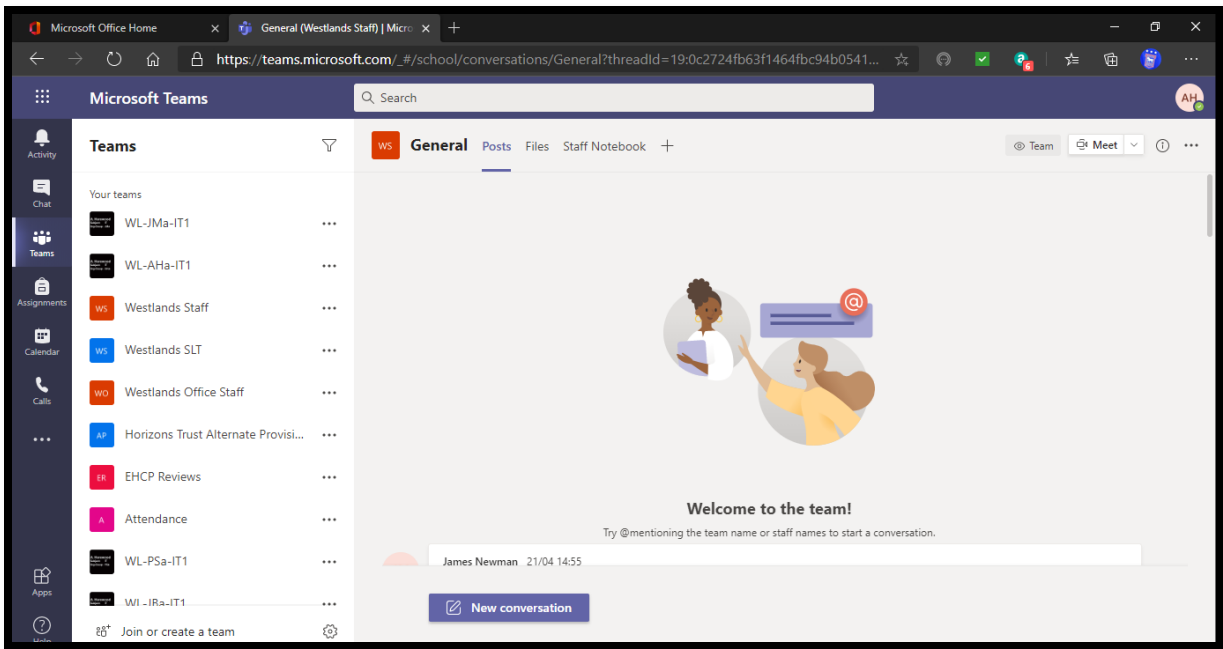
You will become part of several "Teams". Teams are your classes which have staff and students in. The teacher will be able to set and mark work. The students can complete assignments and view shared files.

Teams - Basic Features

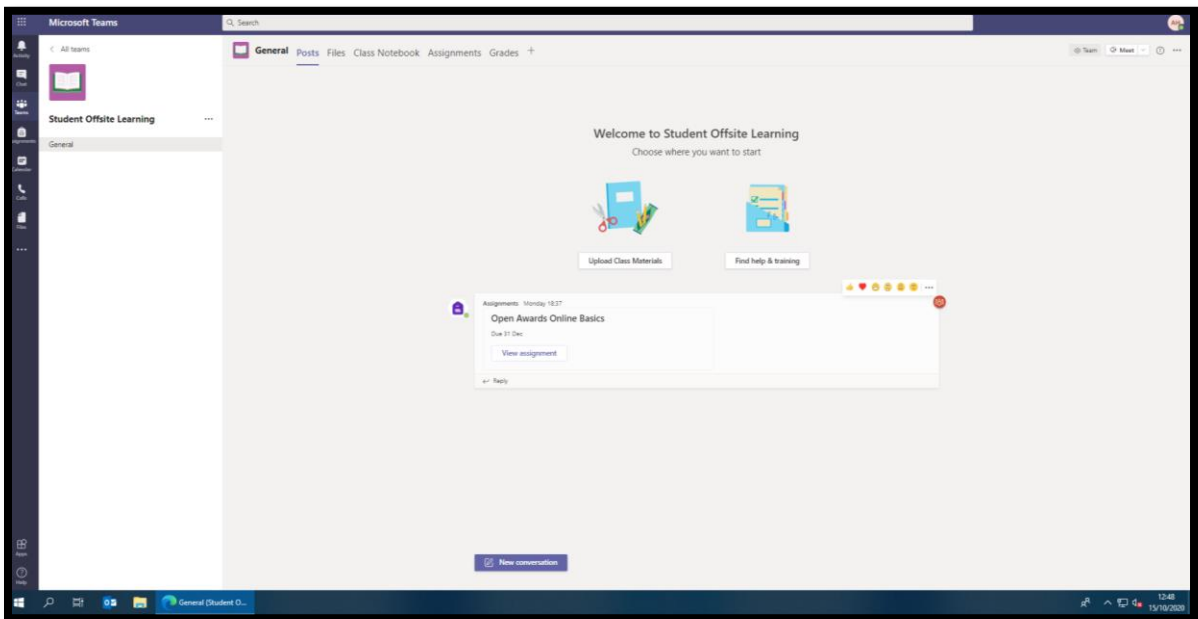
Once you have successfully accessed Teams (see the help sheet "Accessing Teams") you should be presented with a list of the Teams that you are a member of:



Or with the welcome page:



Your work for learning away from school is in the Student Offsite Learning Team. When you select your Team, you should see a similar layout:



Along the top are the three important tabs:

Posts: This tab is the noticeboard for the Team. Here you will find posts from the teacher and assignments set for the class (with any links to files). As a student, you will not be able to post a message.

Files: Files that will help you in your course will be uploaded and stored here.

Assignments: This is where the work set for you to complete will be found (as well as in the "Posts" area). You can look back on old assignments and find out what you need to do.

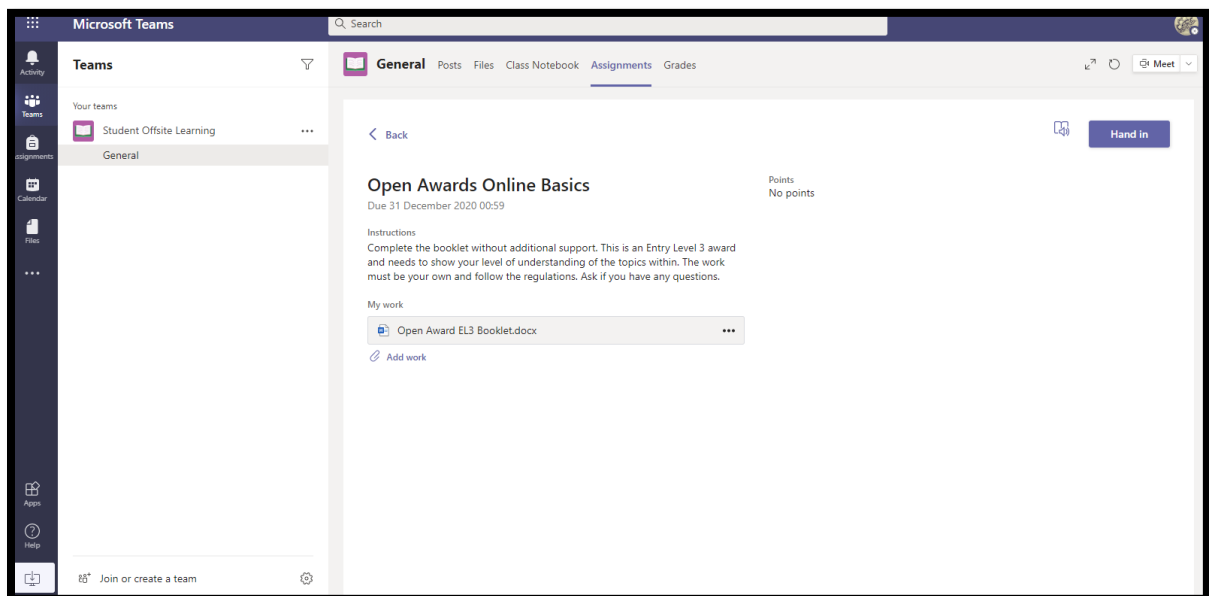
Channels

Each Team has a few "Channels", which are the conversations you have with your teammates. Each channel is made for a single topic, area or project. For example, all the conversations, meetings, files and apps in the Homework channel have to do with homework and can be seen by everyone.

Every Team has a *General* channel which all can access immediately on joining that Team. However, there might be a channel that has a padlock by the side of it. This means this channel has been limited to members of the channel - like a special club that only the VIPs can get in to!

Assignments

If you click on the "Assignments" tab at the top, it leads to the assignment page.



Clicking on the document under "My work" will allow you to see the assignment or complete the worksheet/workbook with the instructions on how & what to complete. The paperclip symbol underneath (labelled "Add work") will allow you to attach work you have created in apps like Word, Excel or PowerPoint when asked to.

When you complete work it will automatically save in the cloud. All your work is then available wherever you can get access to the internet! When you have

finished your work (completed it all) you can press the "Hand In" button at the top so that your teacher knows you have finished it and it is ready for marking.

Teams support

Should you need any extra help there is a "Help" button in the bottom left that will answer your questions or you can get in touch with your IT/Computing Teacher at school using email or ring the school directly.