

Microsoft Teams

Parents Introduction and step-by-step guide

Table of Contents

| | |
|---|----|
| Logging In via the Web Browser | 3 |
| Downloading the App | 4 |
| Understanding the different sections within Teams | 5 |
| Activity Section | 6 |
| Teams Section | 7 |
| Reviewing/Completing an Assignment | 8 |
| Handwritten Task | 9 |
| Digital Document Task (Word, PowerPoint, Excel) | 10 |
| Quiz Assignment | 13 |
| Joining a Live Lesson | 14 |
| Features and Functions within the Teams Call | 15 |

Logging In via the Web Browser

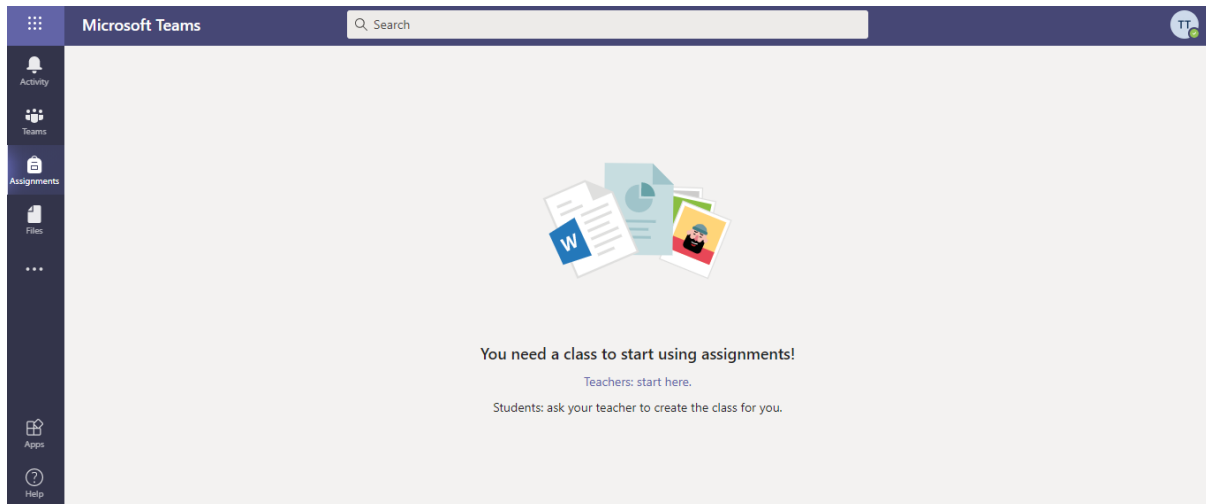
To login to Microsoft Teams, follow the link below.

<https://teams.microsoft.com/>

Once you have loaded this page, you will be prompted with a login page. This will utilise your school Office 365 email account.

Please enter your school email address, followed by your password.

Once logged in, you will be presented with the Teams app window.



Downloading the App

Teams also has an app for iOS and Android.

The Android and iOS applications can be downloaded from their individual app stores either by searching for “Microsoft Teams” or by using the links below.

iOS - <https://apps.apple.com/gb/app/microsoft-teams/id1113153706>

Android - https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB

Understanding the different sections within Teams

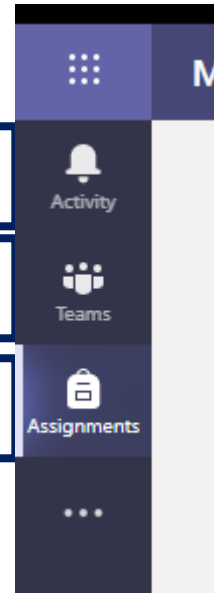
To the left hand side of your Teams window, you have a navigation bar containing the different apps/sections within Teams.

Below is a short description of each section.

Activity – The activity section is used as a notification area to show you all new assignments, messages and updates in one central location.

Teams – The teams sections allows you to create or join classes, to share and collaborate in groups, assign work, setup lessons etc.

Assignments – The assignments section gives you an overview of all assignments available to you across all of your Teams/classes.

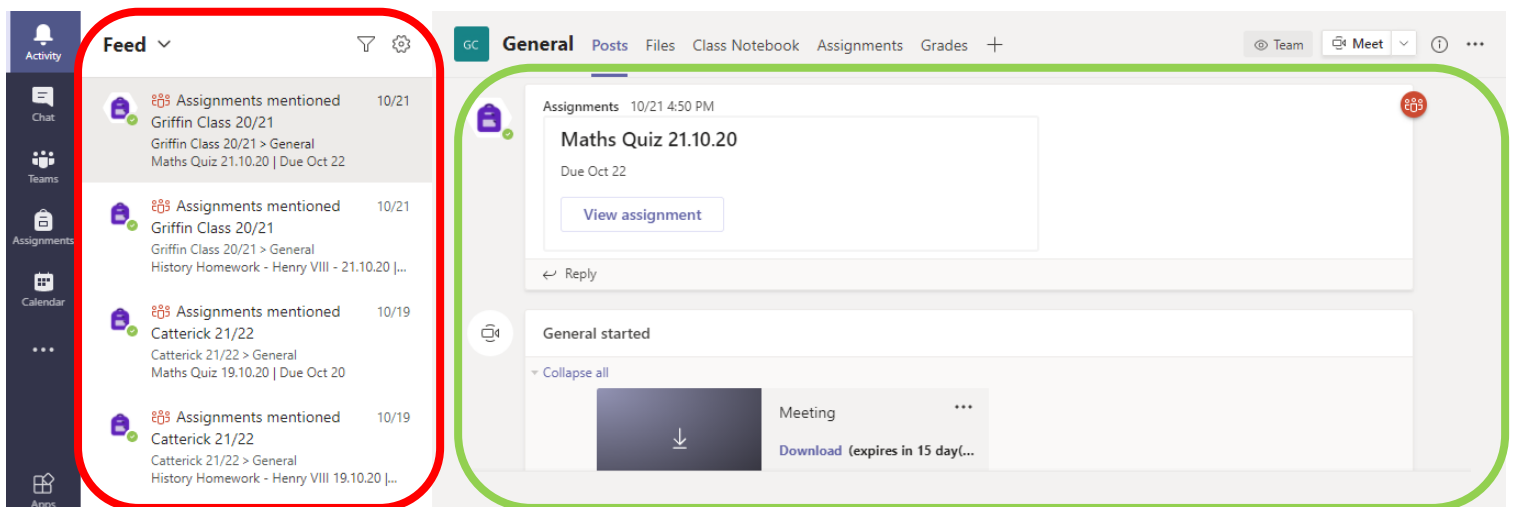


Activity Section

The activity section is used as a notification area to show you all new assignments, messages and updates in one central location.

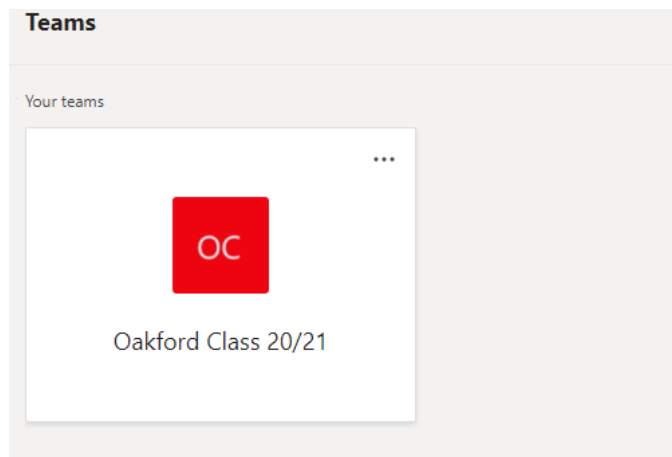
As marked below, your main feed (Red) of all activity can be shown in the white bar to the left. This will provide you with a preview to the type of notification. Once selected, you will then receive an extended preview of the notification (Green).

From here, you will be able to view and open the assignment you have been sent.

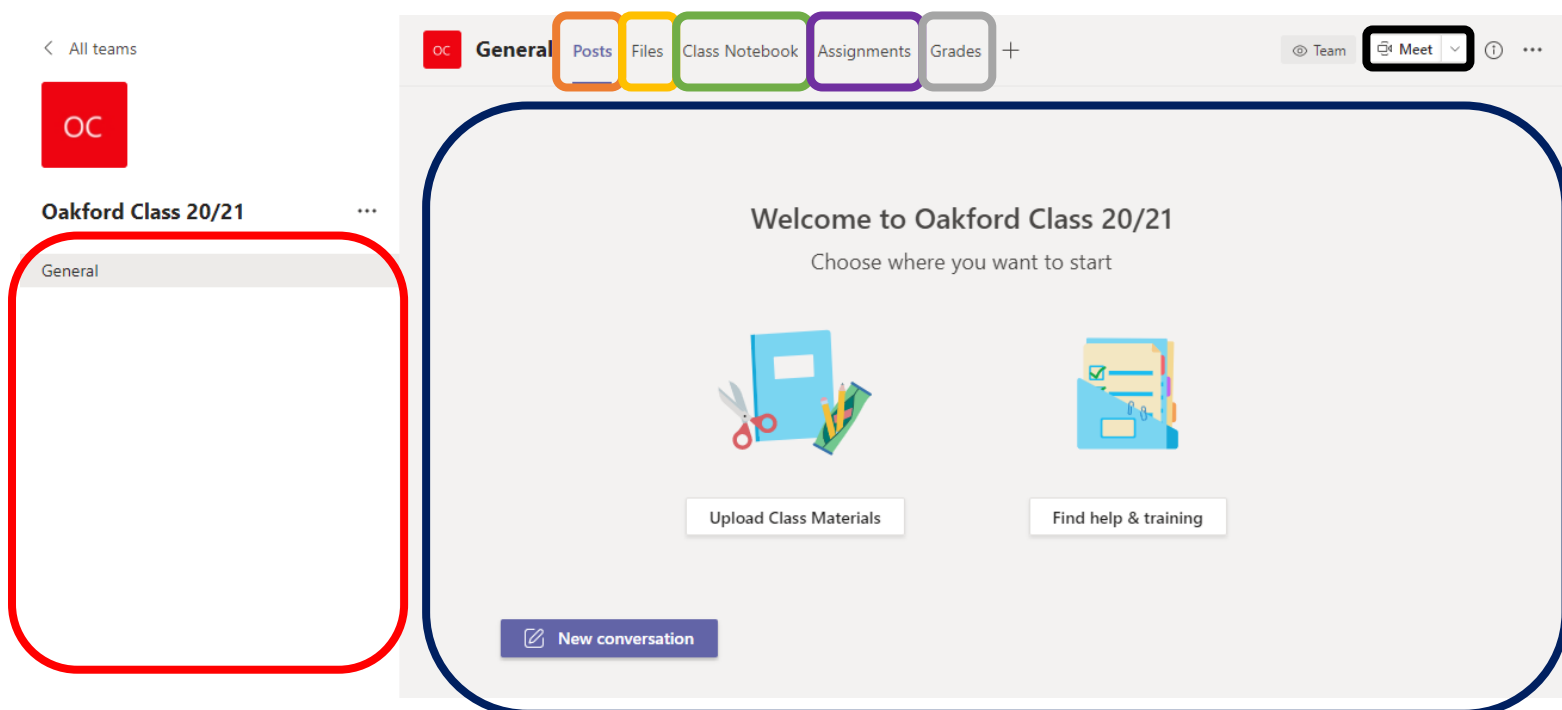


Teams Section

Once you have logged into Teams, click the Team Section on the left hand side, and then choose your class tile from the list (as below).



To the right (Red), is your list of Channels, these allow you to separate conversations and work within your class. (e.g./ per subject, just for teachers, for a small group of students).



Along the top of the grey bar are your different sections within your Class.

- (Orange) Posts – the central newsfeed for the Class.
- (Yellow) Files – for Teachers to share work with you.
- (Green) Class Notebook – a blank canvas utilised for class collaboration.
- (Purple) Assignments – where you will receive your homework/classwork.
- (Grey) Grades – view the grades from your previous assignments.

Finally, the dark blue section is the main preview Window for allow of the different sections listed below.

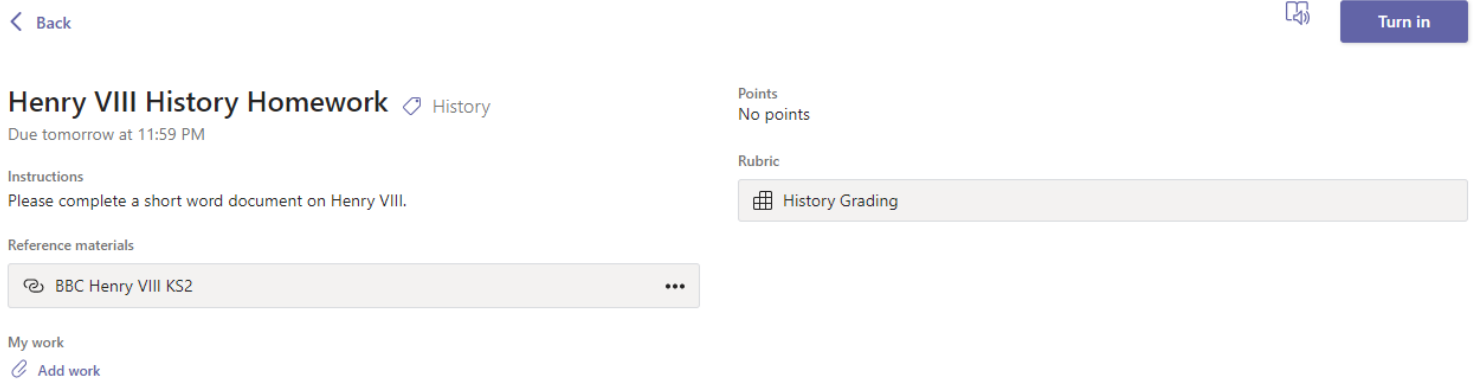
Reviewing/Completing an Assignment

In this section, we are going to cover how to review or complete an assignment set by your teacher.

Firstly, navigate to the Assignments section on the left hand side. You will then be presented with a list of all assignments currently assigned to you/your child. Select the correct assignment from the list.




Once selected, you will see an overview of the assignment. Below you will see; Instructions for the assignment, Resources such as links and videos to review, plus a Rubric/Grading for the piece of work.



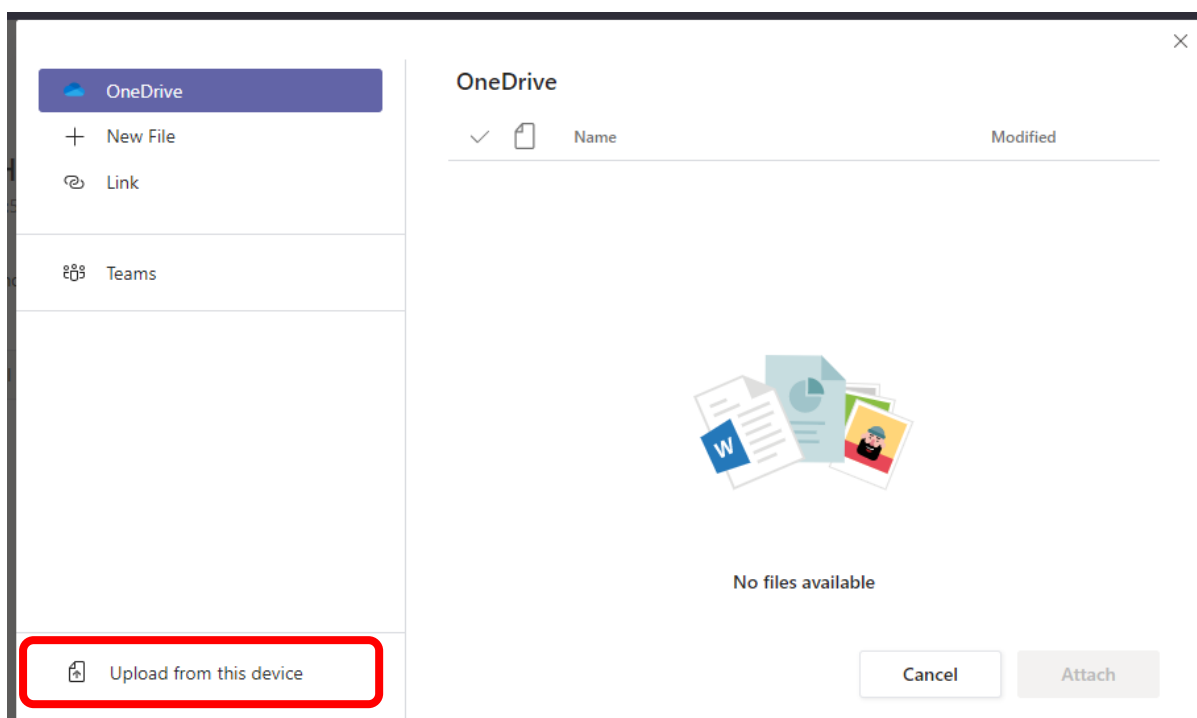
Handwritten Task

If you have been asked to complete a handwritten task, complete the work on paper or in your exercise book and take a photo(s) of the work ready to upload.

Once completed, locate the assignment and select “Add work”.

My work
 Add work

Then select, “Upload from this device” in the bottom right hand corner. Once you have selected your photo(s), choose attach.



Finally, choose “Turn In” in the top right hand corner of the Window. Your work has now been sent off to your teacher to mark.

[Back](#)

 **Turn in**


Henry VIII History Homework

Due tomorrow at 11:59 PM

Instructions

Please complete a short word document on Henry VIII.

Reference materials

 BBC Henry VIII KS2 

My work

 Add work

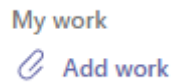
Points
No points

Rubric

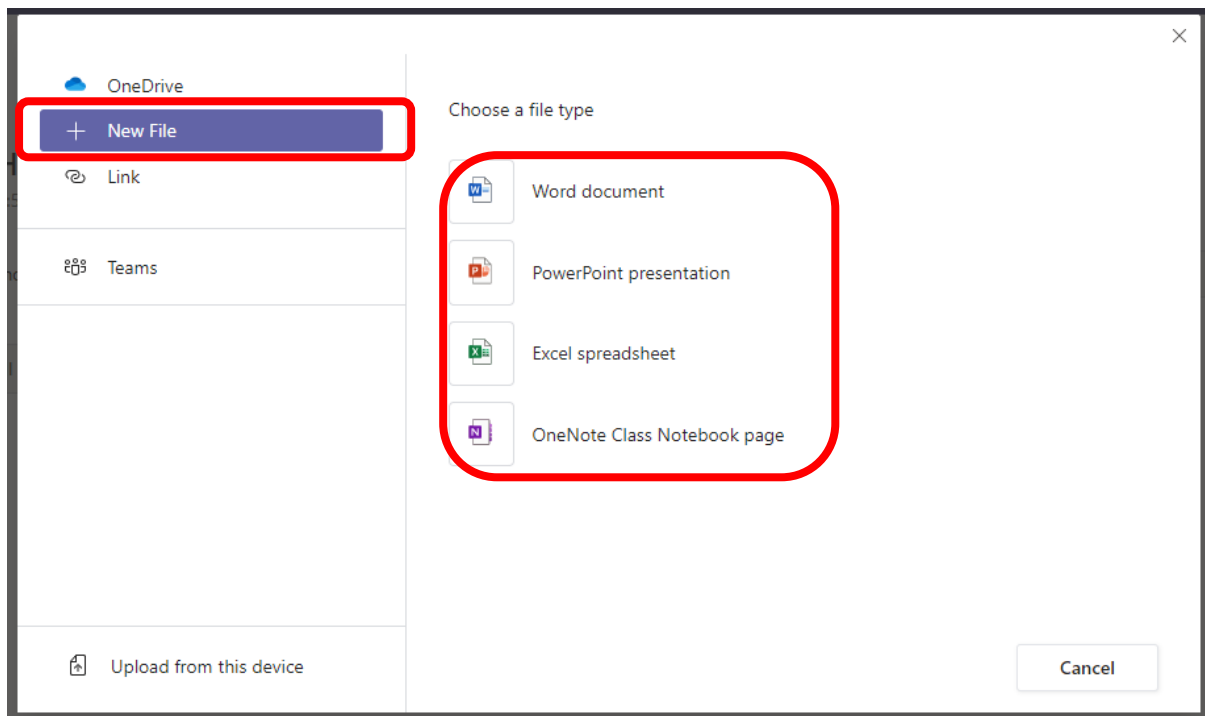
 History Grading

Digital Document Task (Word, PowerPoint, Excel)

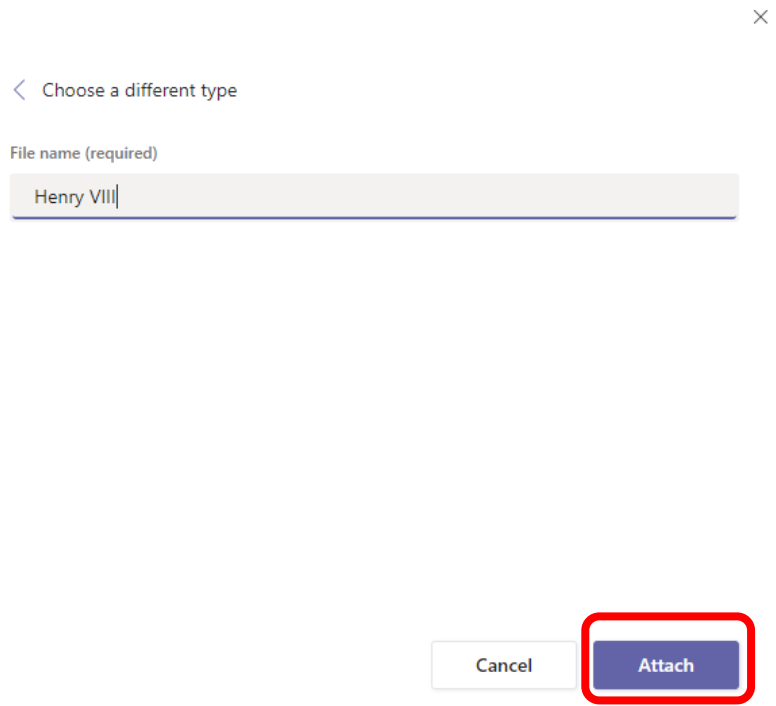
If you have been asked to complete a digital document task, locate the assignment and select “Add work”.



Choose “New File” on the left hand side of the window and then select the type of document you have been asked to create your work in.

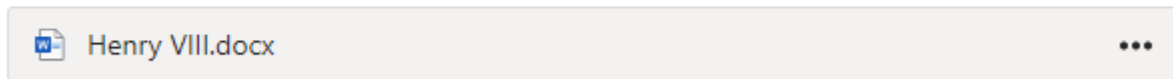


You will be then prompted to give your document a name and then choose Attach.

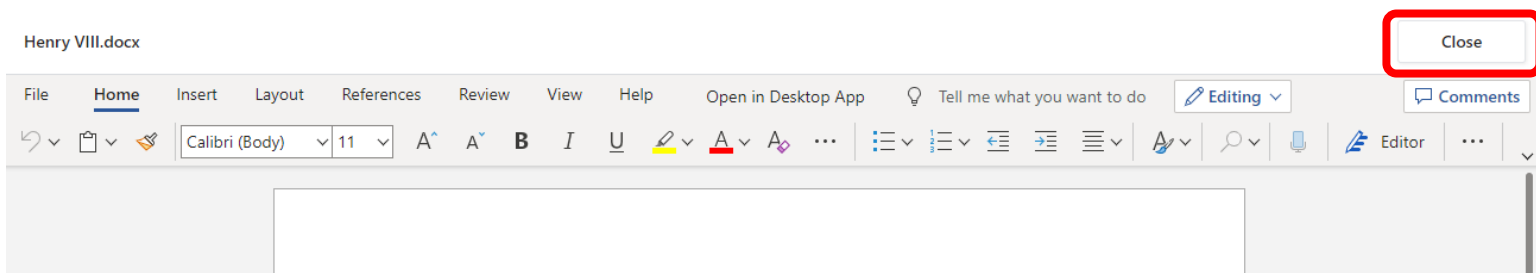


Next, select your document from my work.

My work



This will load you into an online version of Office, which you can then complete your work in. There is no need to save your work; it will save for you automatically. Simply close the Window when you are finished.



Finally, choose “Turn In” in the top right hand corner of the Window. Your work has now been sent off to your teacher to mark.

The screenshot shows a homework submission interface in Microsoft Teams. At the top left, there is a '< Back' button. At the top right, there is a 'Turn In' button highlighted with a red rectangular box. Below the back button, the homework title is 'Henry VIII History Homework' with a 'History' category tag. The due date is 'Due tomorrow at 11:59 PM'. The instructions state: 'Please complete a short word document on Henry VIII.' Under 'Reference materials', there is a link to 'BBC Henry VIII KS2'. Under 'My work', there is a document titled 'Henry VIII.docx'. On the right side, the 'Points' section shows 'No points' and the 'Rubric' section shows 'History Grading'.

Quiz Assignment

If you have been asked to complete a quiz, locate the assignment and select the Quiz link under my work (as below).


Maths Quiz 26.10.20

Due tomorrow at 11:59 PM

Points
0 points possible

Instructions
None

My work

 Maths Quiz (Oakford Class 20/21) ⋮

You will then be loaded into your quiz to complete. Work through the questions as listed and once completed choose submit.

2. What is the time?

Enter your answer

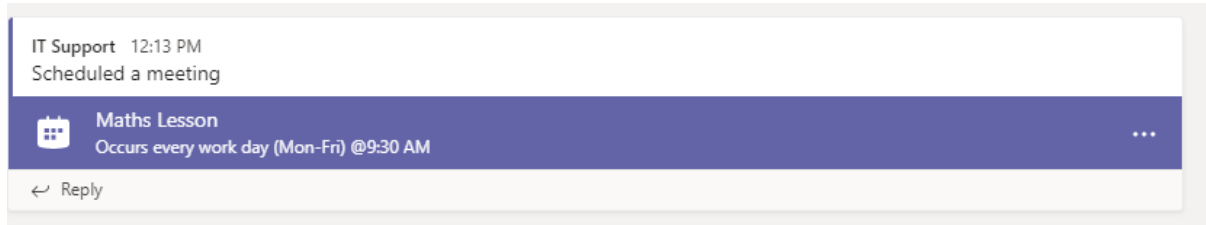
Once you have completed the quiz, choose close in the top right hand corner. Your quiz will automatically be sent back to your teacher.

Maths Quiz (Oakford Class 20/21)

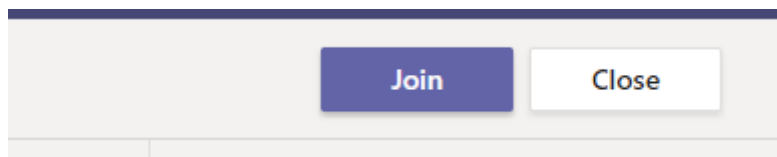
Close

Joining a Live Lesson

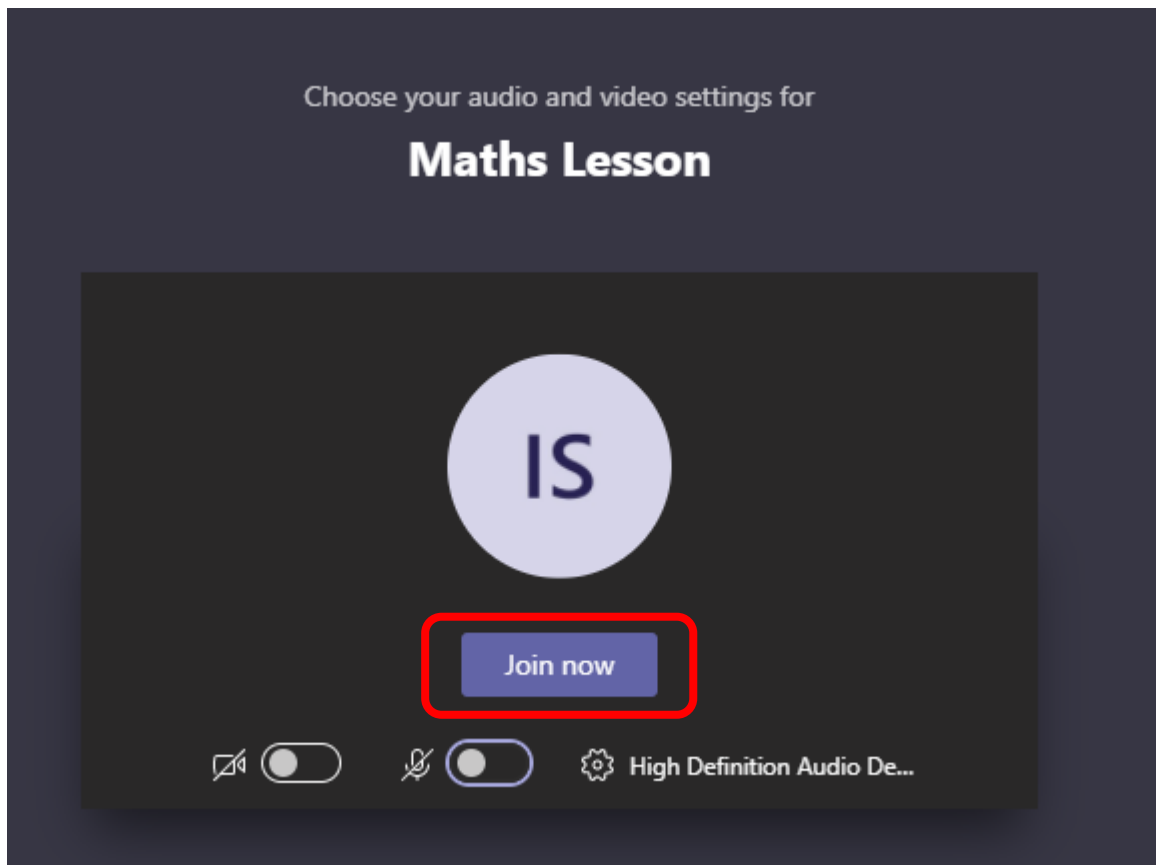
On the day of the lesson, navigate to Teams > Choose your class and select your lesson invite from the posts section.



Once loaded, select “Join” in the top right hand corner.



Followed by “Join Now”.



Features and Functions within the Teams Call

Once you are inside the Teams call you will be presented with a bar either in the middle or at the top of your screen where you will be able to control your own setting but also for the others within the call as well.

- Turn on or off your Camera (Red)
- Turn on or off your Microphone (Green)
- Raised Hand – a virtual hand raise to ask a question (Blue)
- Open Call chat window (Purple)
- End Call.

