

Microsoft Teams

Getting Started

You can download the app or login to your email though www.outlook.com or www.sthelens.org.uk and clicking on Office 365



From your email, click on the 9 dots

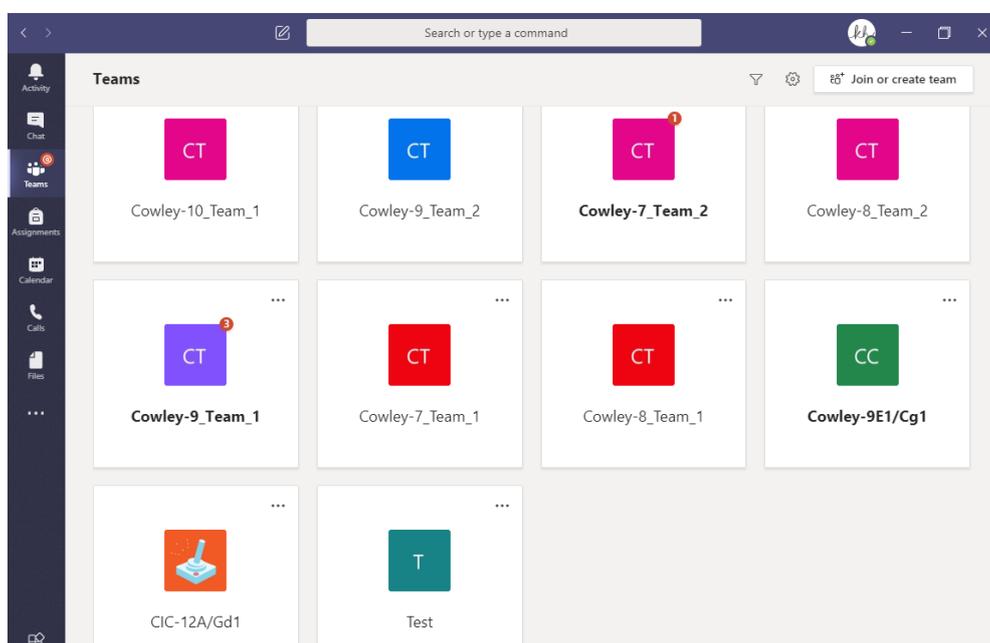


and then choose Teams

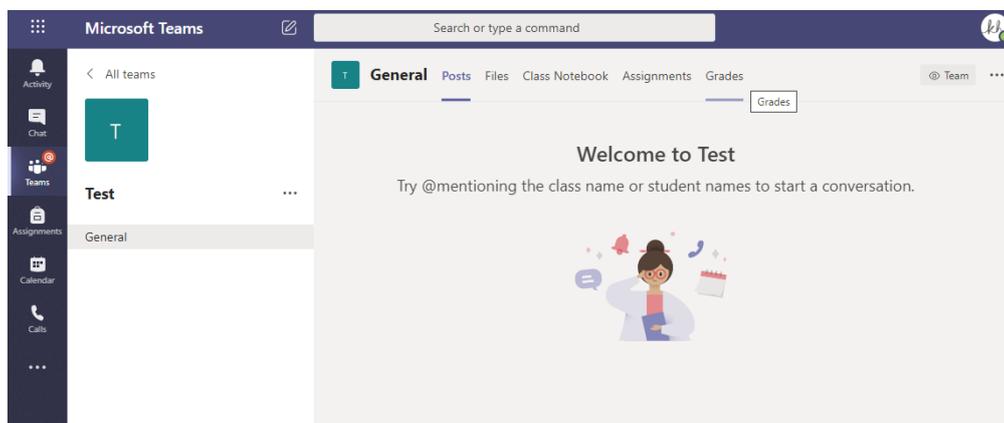


Accessing a Scheduled Lesson

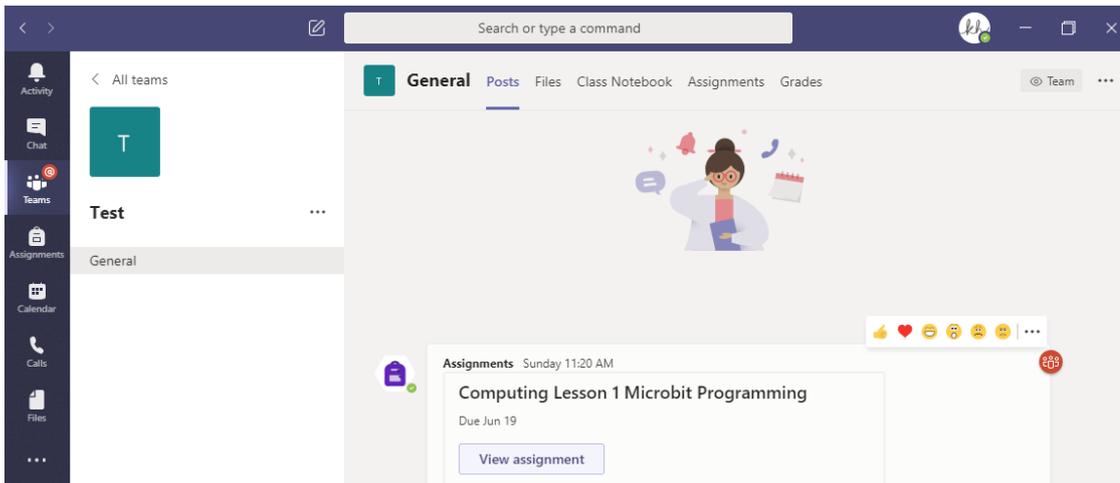
When you first log into Microsoft Teams you will see the teams that you are part of



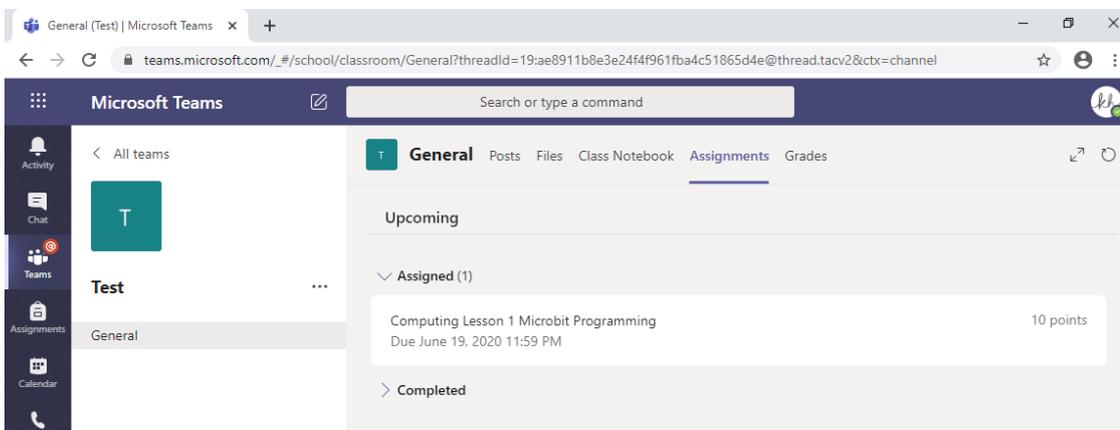
Click on the team that you want to access. A page like the one below will appear



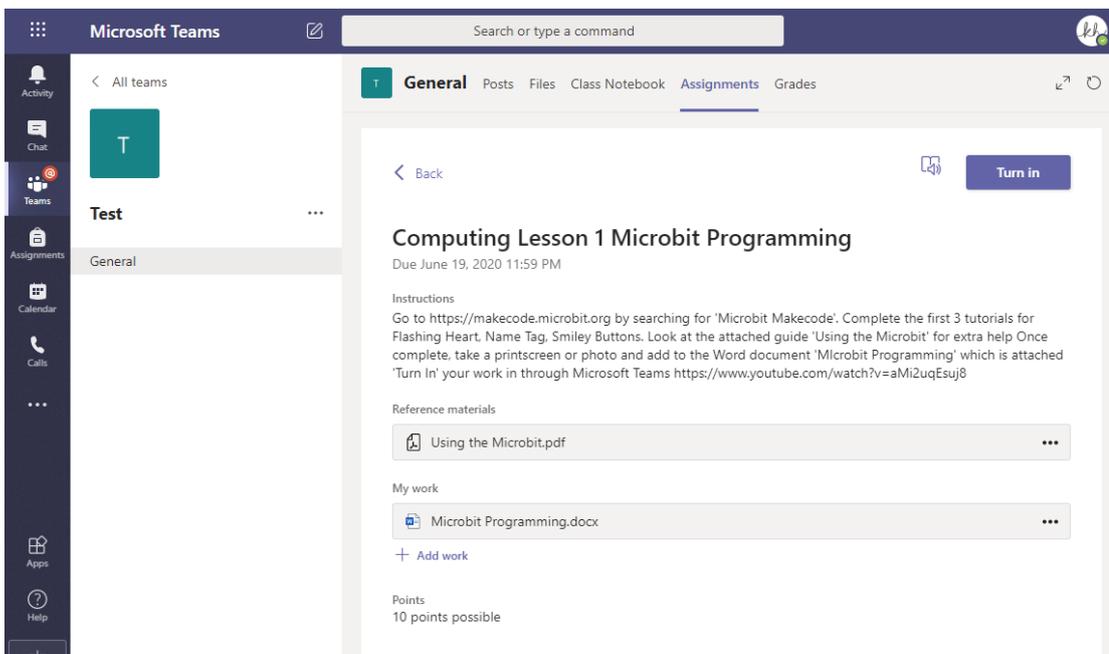
If you click on Posts, you should be able to see the work that has been set for you (assignments).



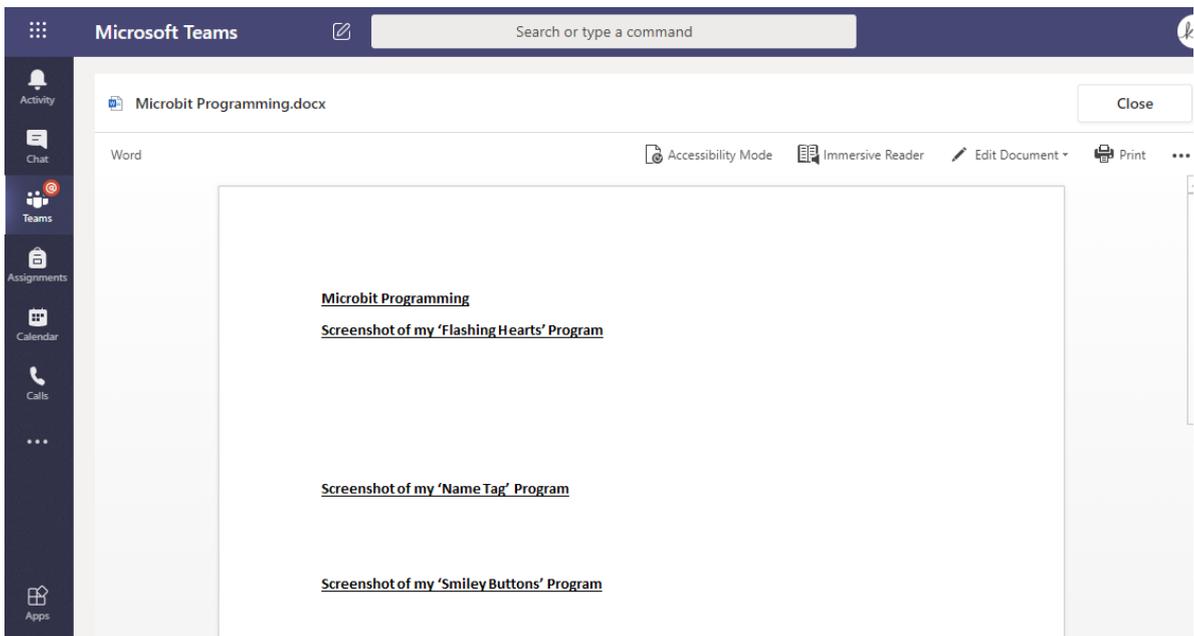
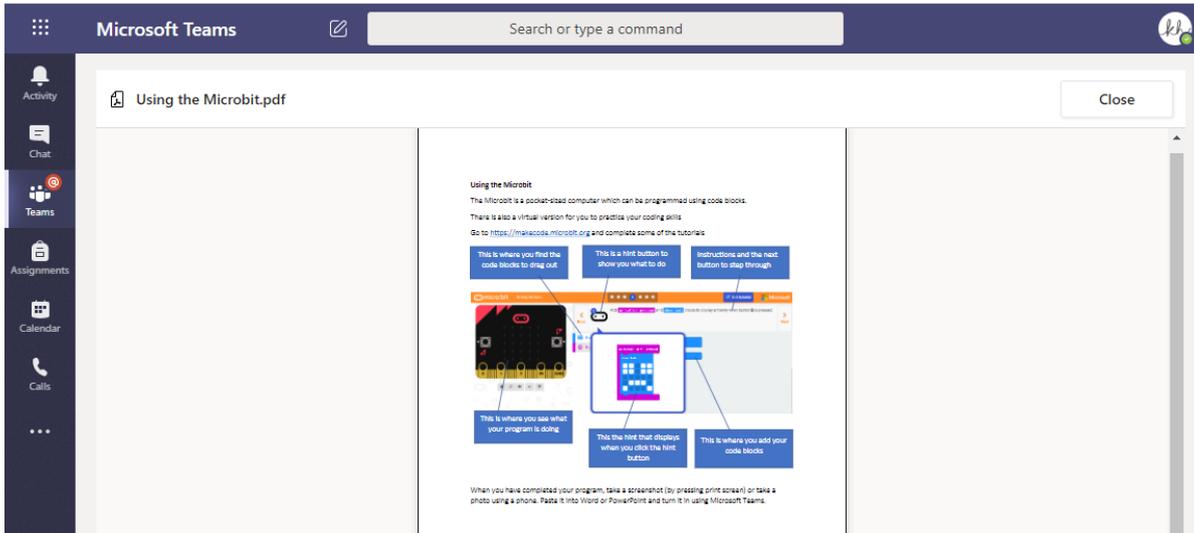
You can also access your assignments by clicking on 'Assignments'



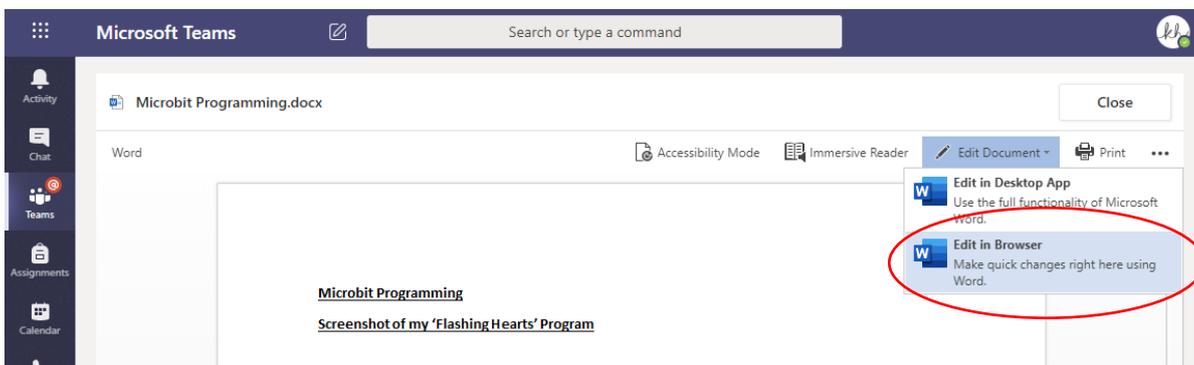
Once you click on the Assignment you should be able to see details of the lesson, this will include any resources materials and the worksheet that you need to complete ('My Work');



You should then be able to click and open the files you need;

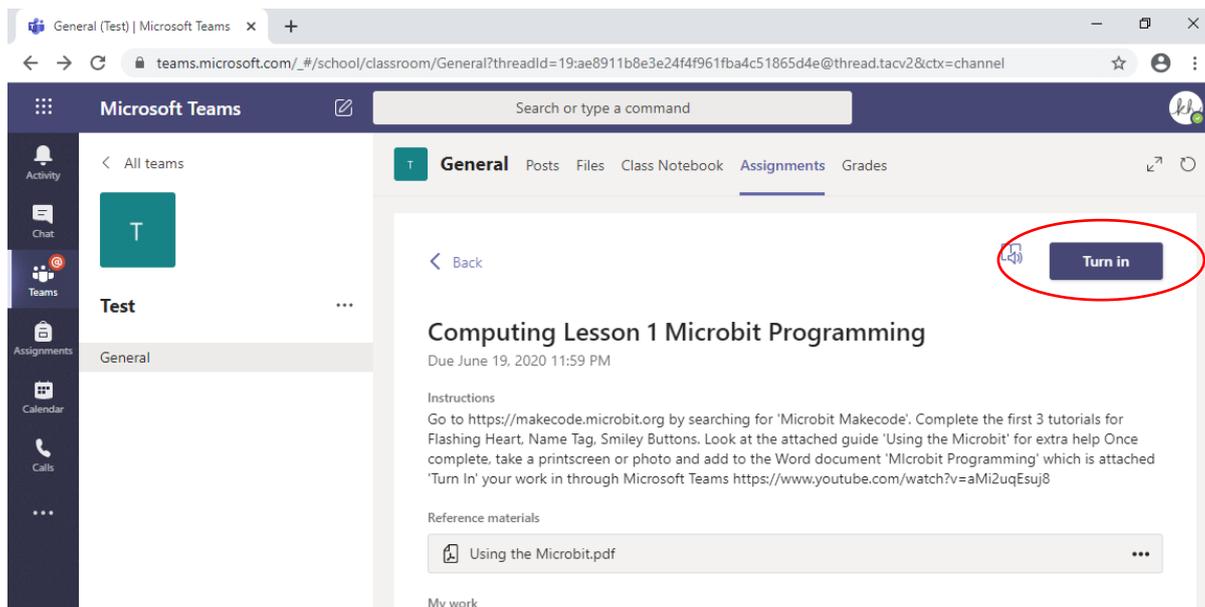


When you open the worksheet that you need to complete from the 'My Work' section you need to select edit in browser.

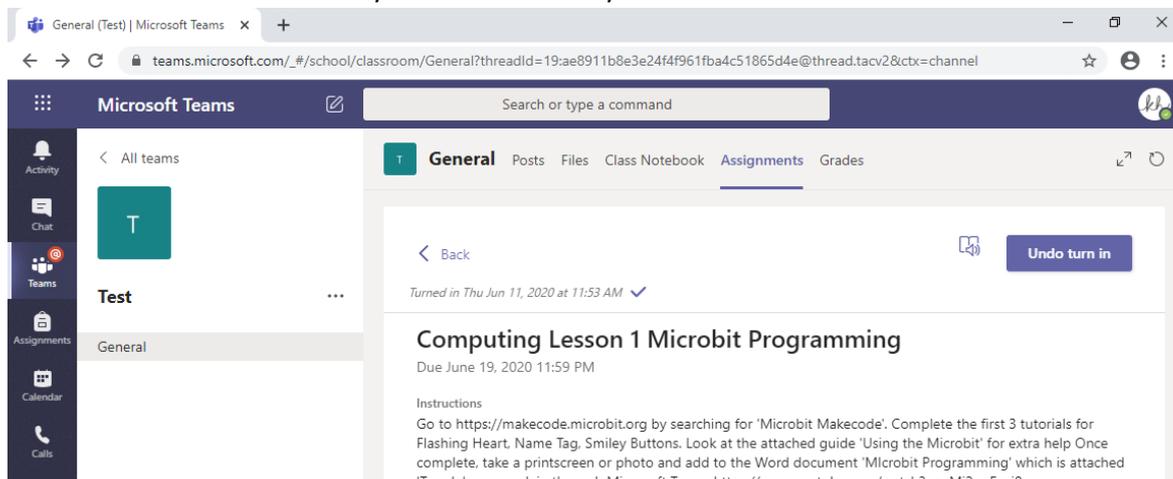


You need to then work through and complete the task. When you click on close the assignment this will automatically save your work.

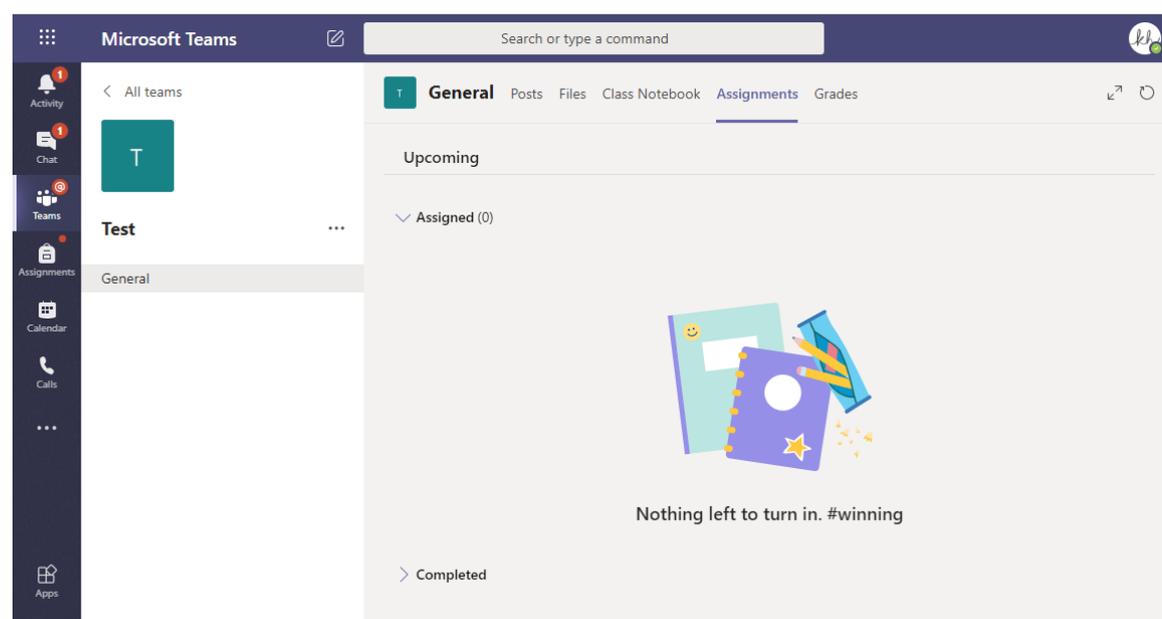
To submit your work to be marked you need to click on 'Turn in'



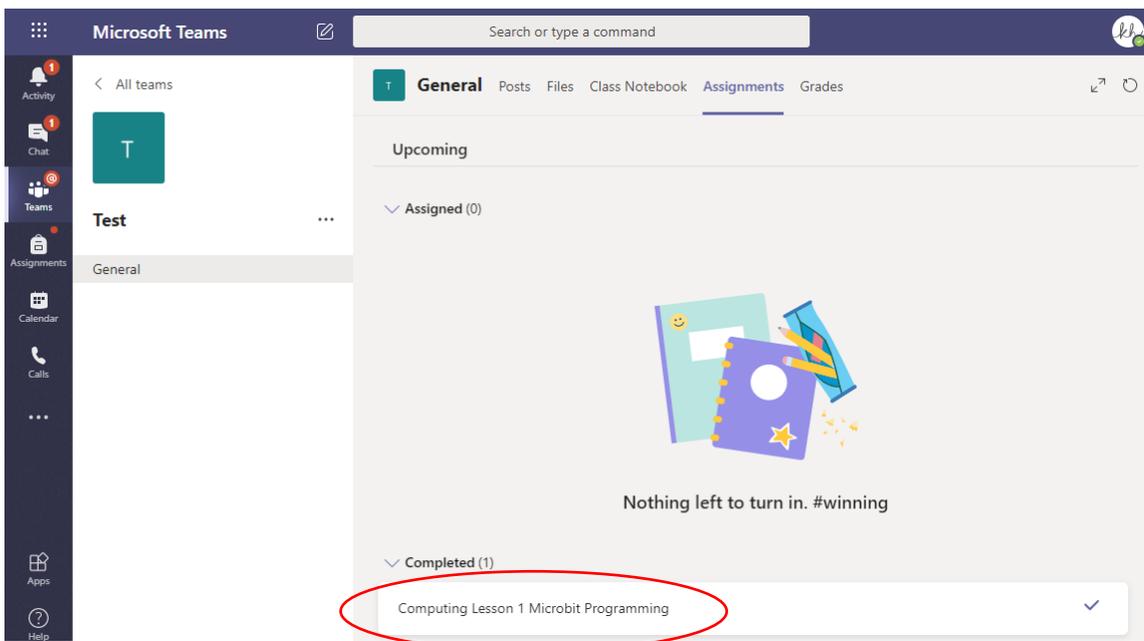
The next screen confirms that you have turned in your work.



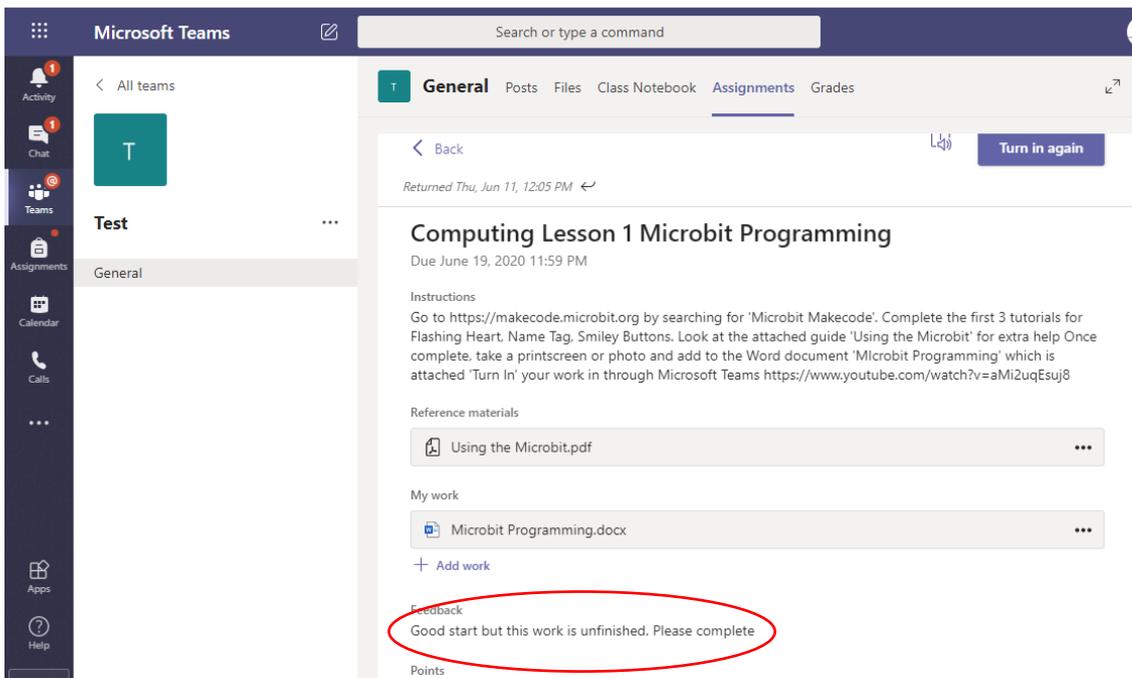
You will receive feedback from your teacher. To access this click on the Team and the Assignment which is complete



Your work should appear at the bottom for you to click on

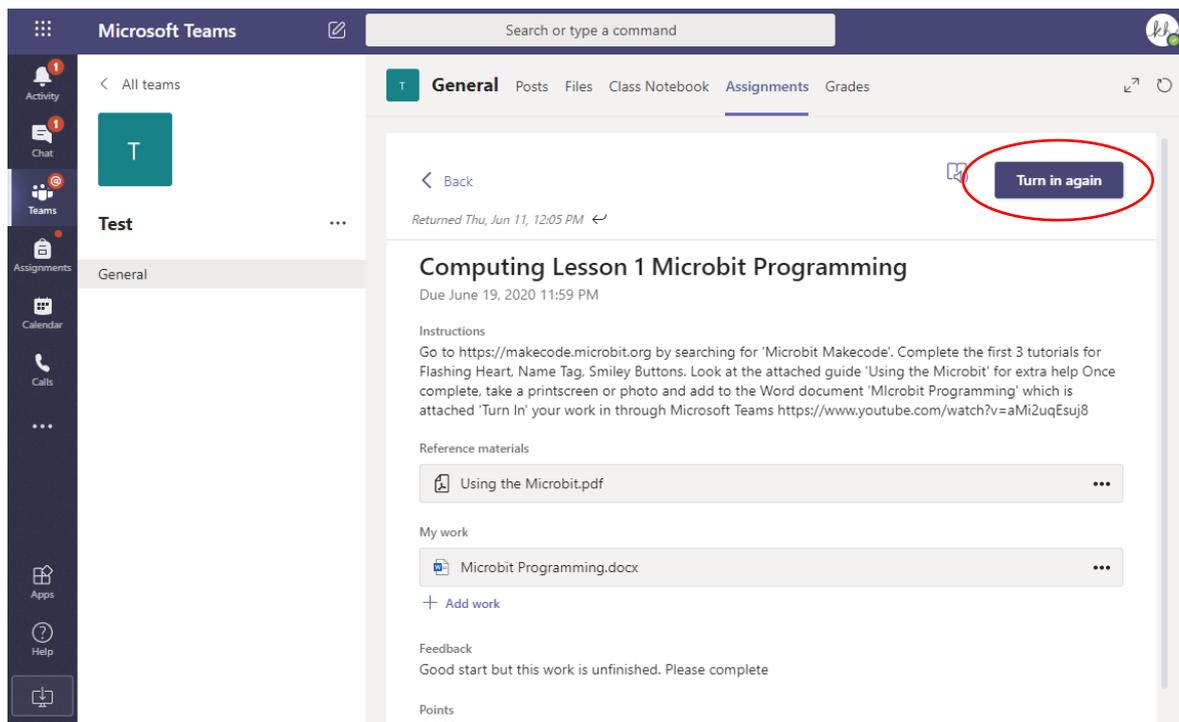


Click your work and you should be able to see feedback at the bottom from your teacher.

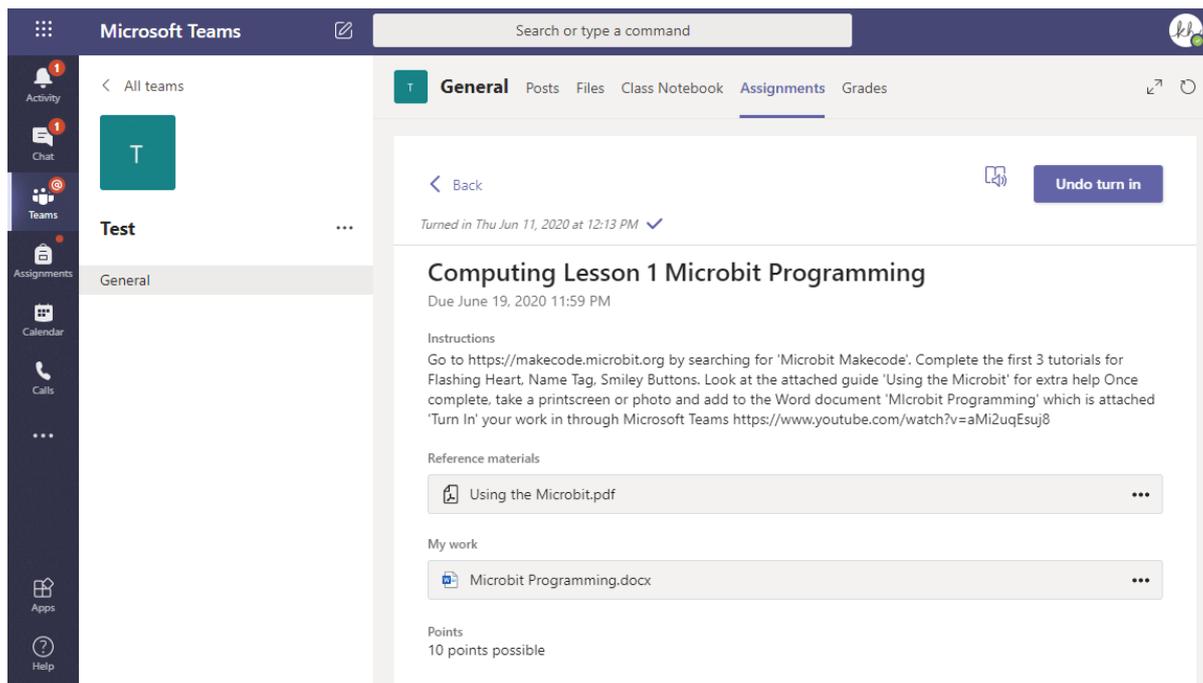


Click on your work in the 'my work' section and it will open again. Make your improvements and click on close to save your work.

Click on 'turn in again'

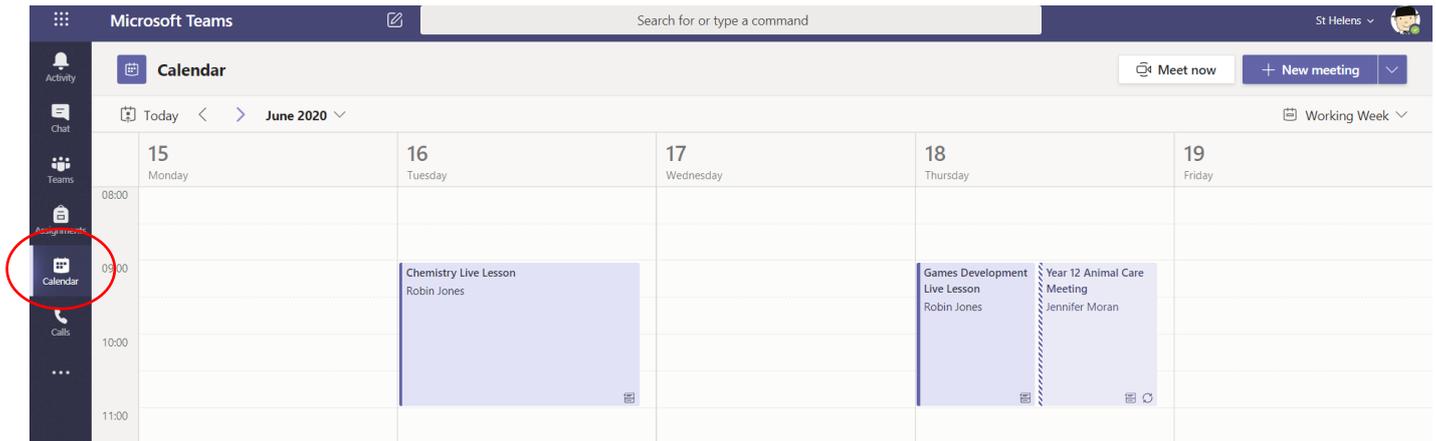


Again it will confirm the time that you have turned in your work.

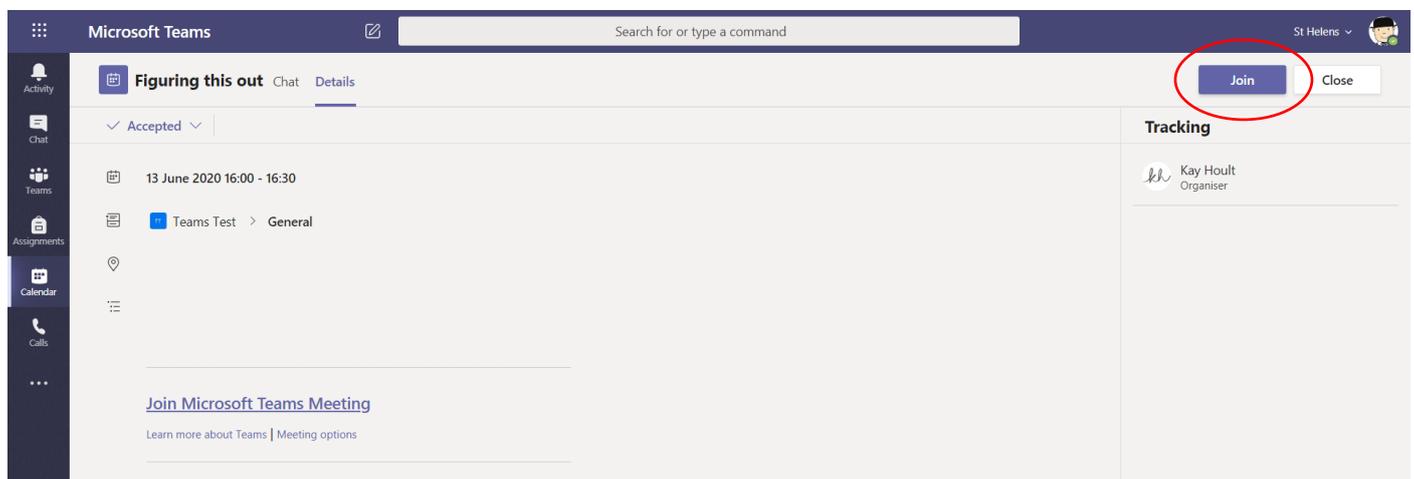


Accessing a Live Lesson

In Teams click on your Calendar. You should see the calendared live lessons

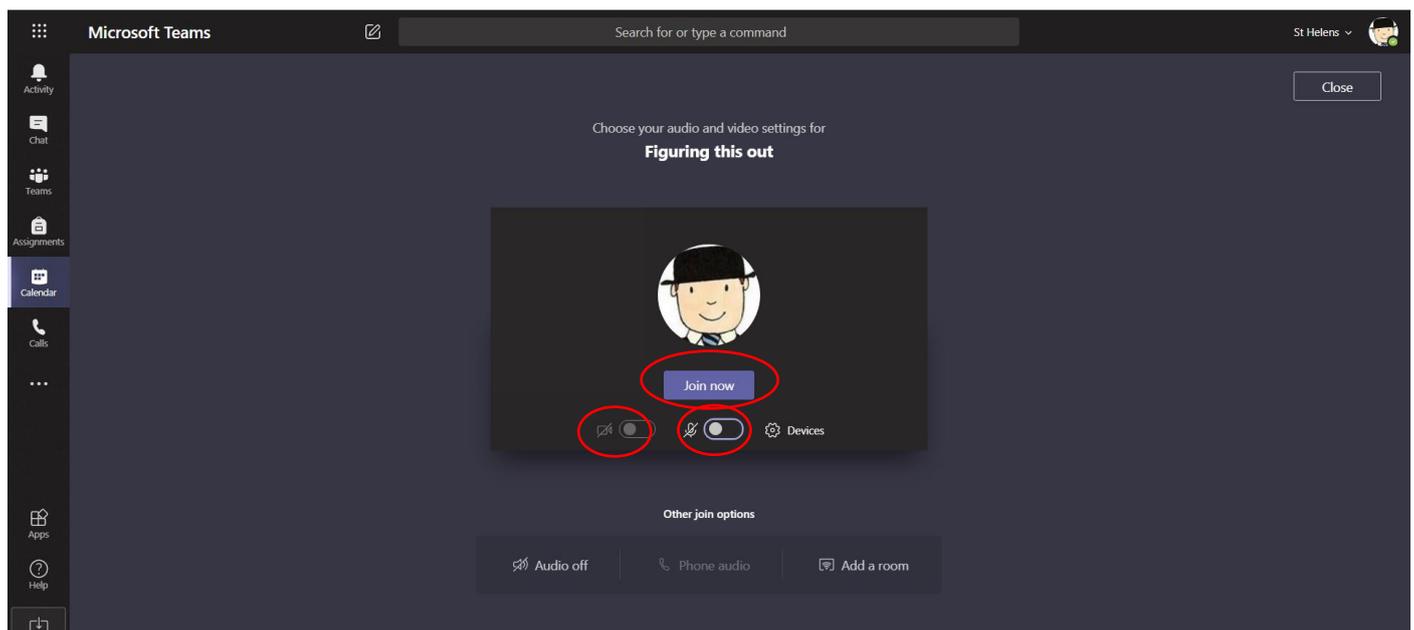


Click on your scheduled lesson just before the scheduled time and click Join



You should be seated comfortably and have any books, text, stationery, calculator etc ready and remove any other distractions.

You should turn your camera and microphone off. Then click Join now



You should see a list of Controls

The image shows a Microsoft Teams interface during a meeting. The top bar includes the Microsoft Teams logo, a search bar, and the user's name 'St Helens'. A notification banner states 'You're an attendee You can chat and share audio and video, but not present or facilitate. Learn more' with a 'Dismiss' button. The main area displays a 'Waiting for others to join...' screen with a cartoon character. The bottom control bar contains icons for video, audio, screen sharing, a menu, a hand icon, chat, participants, and end call. A right-hand pane titled 'People' shows a list of participants: Robin Jones, Kay Hoult (Accepted), David Raines, and James RUDDY. Several blue callout boxes with white text provide instructions for various controls:

- Webcam. Remains off unless prompted by your teacher** (points to the video icon)
- Microphone. Remains off unless prompted by your teacher** (points to the audio icon)
- Raise your hand if you wish to notify the teacher that you wish to speak** (points to the hand icon)
- Running time** (points to the 00:28 timer)
- Chat facility. Only add relevant text chat and only chat to your teacher not to other students** (points to the chat icon)
- Shows participants** (points to the participants icon)
- Hang up at end when prompted** (points to the end call icon)
- Chat and Participants pane** (points to the right-hand pane)