

An Introduction to Microsoft Teams



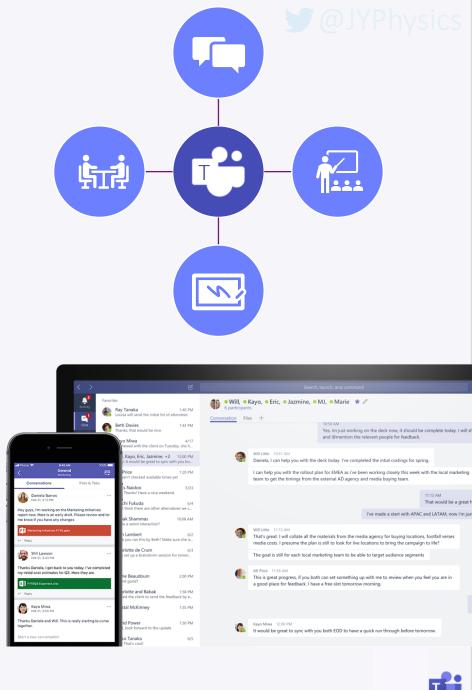
What is Microsoft Teams?

 Online software that can be accessed anywhere on any device.

Teams = Classes

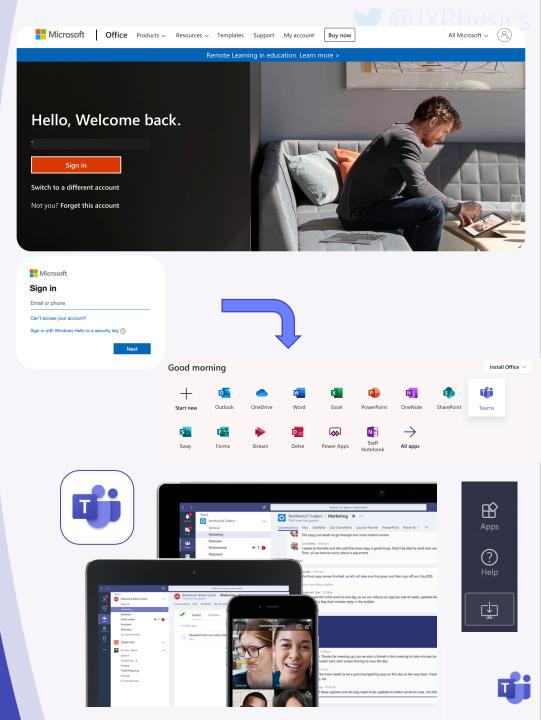
A way to communicate with your teachers

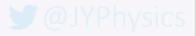
Share files and work



<u>How to access</u> <u>Microsoft Teams</u>

- Go to the Office 365 Website
- You can then log in with your student Microsoft Account and then select Teams
- You can download the app on your devices

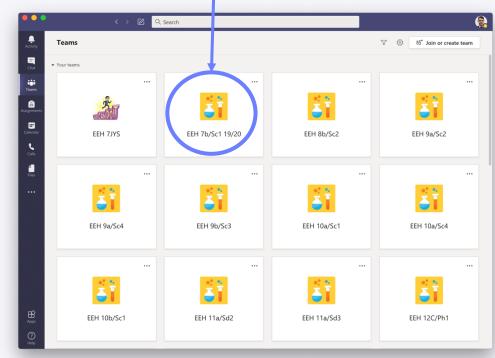




What you will see

- A grid of your different Teams
- You will have a different Team for each of your classes, you may even have classes for clubs!
- To open the Team just click on the icon

Team Icon 7b/Sc1





Inside the Team

- Each Team contains different areas called Channels
- In each Channel there are different sections or 'Tabs'
- 'Posts' is like a big conversation where you can comment on posts
- 'Files' is where your teacher may upload resources
- Assignments is where Tasks will be set

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		EEH 10a/Sc1		* * *		
Channel Names		General				
		💬 Student Channel				
		🐨 Recorded Lessons				
\downarrow		Live Lessons				
General Posts	Files Class	Notebook Assignments Grades Insights	Mr Youles Video Req	u +		
	← Reply		12 June 2020			
C,	Privise Live Lesson Reinlinder - Private That we will be doing Lesson 2 of magnetism this Friday at 11am (tomorrow). I hope to see even more of you than last week! Here is a question for you to think about if you have time before the session, based on what we learnt last week: Elivine 1 showe discreme of an abetric bell See more Cones [Espon and Ewell High School 12/06 10:48 Hi Guys - 1 will be posting the live lesson in the live lesson channel of our team this morning. Please join at 11am and not before need to go in a few mins before you to set up the lesson and start the recording. Remember to bring a pen and paper! EEH 10a/Sc1					68)
	← Reply		15 June 2020			
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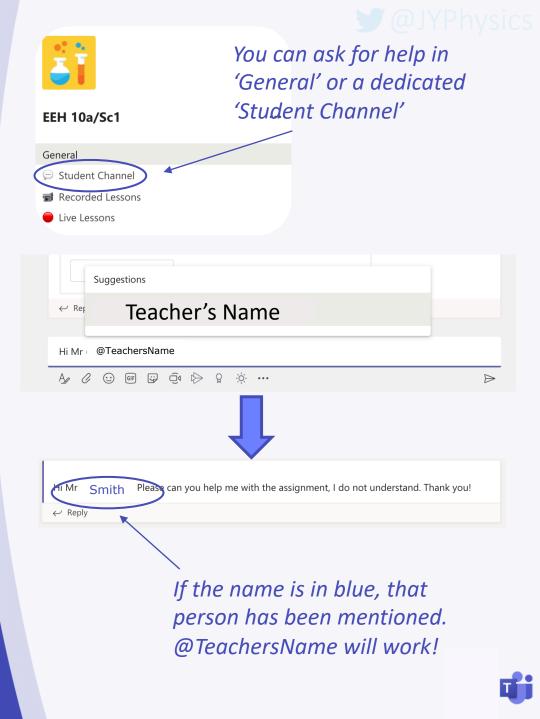


Writing a post

If you want help you can ask a question to your teacher on Teams.

You can do this in
'General' or in a
'Help' Channel

If you @ your teacher they will get a notification.



<u>Files</u>

- Inside the 'Files' Tab your teacher may upload documents for you to use.
- See the example on the right.
- When you find what you are looking for you can download it!

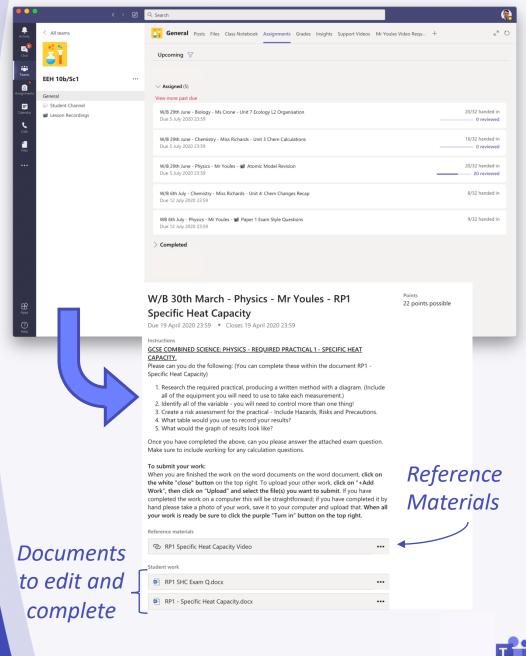
+ New	v ✓ ↑ Upload 🥰 Sync 🕫 Copy lin	k 🔹 Open in SharePoir
General	> Class Materials	
	Name \checkmark	Modified \lor
	JanFeb Mocks Revision	January 27
-	KS5 Physics Practical	November 19, 2019
	Unit 10 Medical Physics	March 4
-	Unit 2 Particles and radiation	March 4
	Unit 3 Waves	March 4
	Unit 4 Mechanics and Materials	October 4, 2019
-	Unit 5 Electricity	March 4
	A Level Physics Specification.PDF	January 9
	EEHS Live Lessons Acceptable Use Agreem	May 21
	Y12 Feb mock fb.xlsx	February 14

ØJYPhysics

<u>Assignments</u>

 When you open the 'Assignments' Tab you will see a list of set tasks.

 Click on an assignment to see the instructions and attached documents.



<u>Assignments</u>

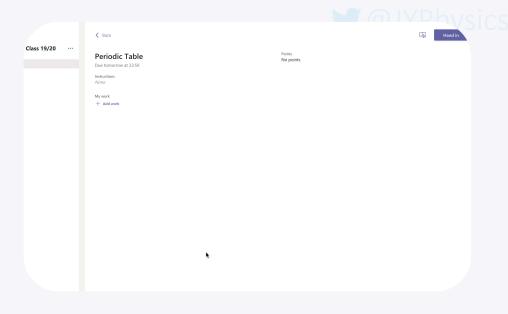
Adding work to assignments

Click on <u>+ Add Work</u>

Choose the file to upload to the assignment

 Often files will be uploaded which you can just click on and edit in Teams and then choose Edit Document

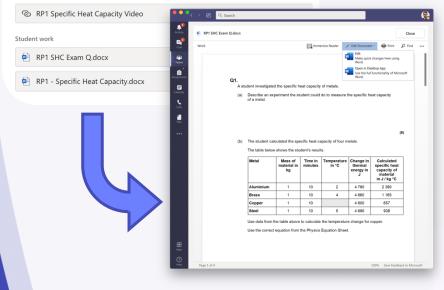
The work will save itself!



To submit your work:

When you are finished the work on the word documents on the word document, click on the white "close" button on the top right. To upload your other work, click on "+Add Work", then click on "Upload" and select the file(s) you want to submit. If you have completed the work on a computer this will be straightforward; if you have completed it by hand please take a photo of your work, save it to your computer and upload that. When all your work is ready be sure to click the purple "Turn in" button on the top right.

Reference materials



Assignments

Submitting work

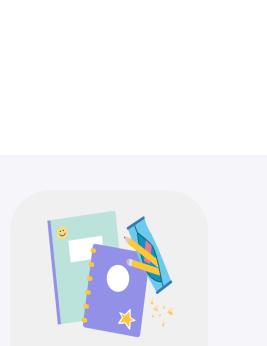
Make sure to click Turn In when you have uploaded all your work!

The page will clear when everything is complete #winning



Hand in

3



Points

No points

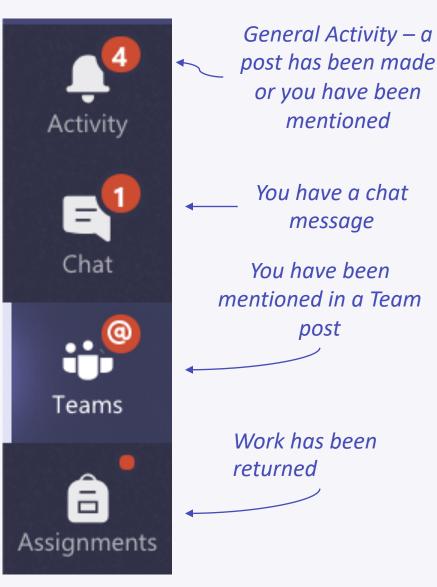
Nothing left to hand in. #winning



🕑 @JYPhysics

Notifications

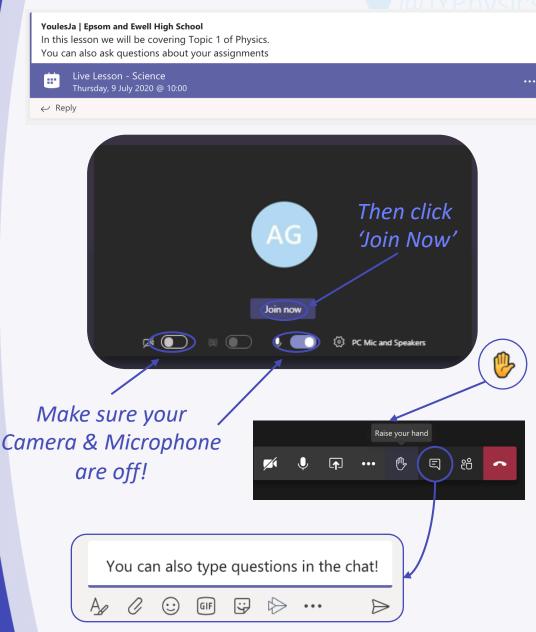
- Using Teams, you will get notifications for various reasons.
- When a new assignment is posted, there will be an @ next to Teams.
- If your Teacher makes an announcement you will also get a notification
- When work is returned there will be a dot by Assignments





Live Lessons

- If there is a Live Lesson there will be a post in the Team.
- To join click the purple banner at the start time.
- You will then need to join and make sure you have the correct settings!
- If you want to ask a question you can use Raise your hand.
- You can also type questions in the chat





Any Questions?