

A Student Guide to Using Microsoft Teams

Section 1

How to use Teams on a Desktop or a Laptop

- How to log on
- How to join a virtual classroom
- How to upload an assignment
- How to access and respond to feedback given to you by your teacher

Section 2

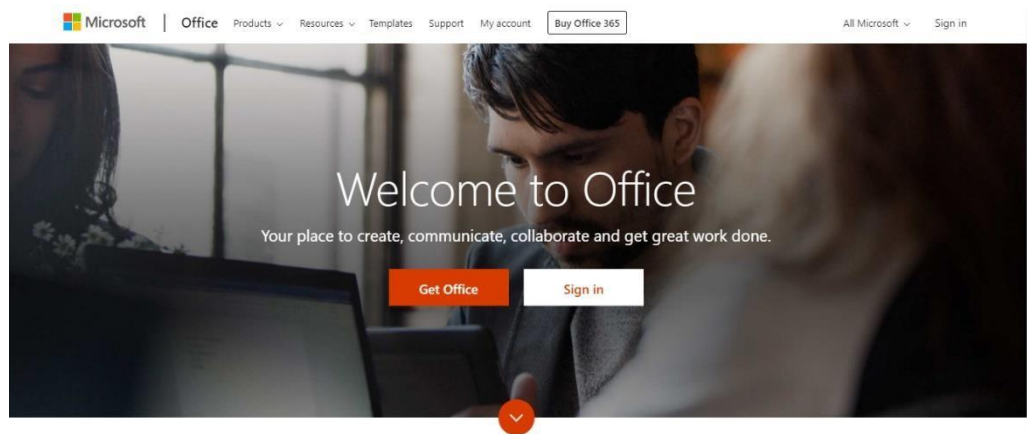
How to use Teams on a tablet or mobile phone

- How to log on
- How to join a virtual classroom
- How to upload a picture of work you have completed as an assignment

SECTION 1 - USING TEAMS ON A DESKTOP OR A LAPTOP

Teams - How to Login

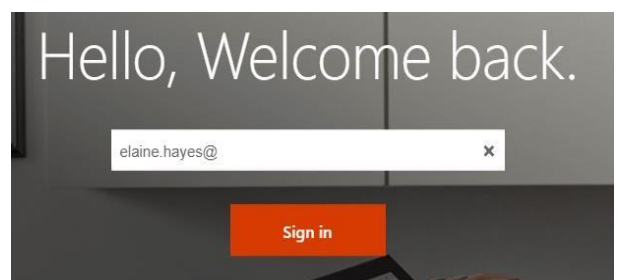
On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



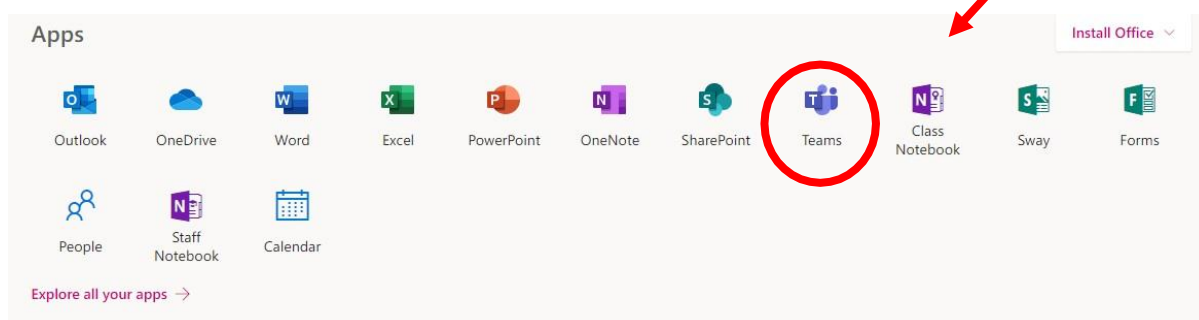
Click sign in and sign in with your full school email address which is your computer username followed by **@westgate.slough.sch.uk**

Example: Olivia Wardrobe is in year 12, so her email address is
140Wardrobe@westgate.slough.sch.uk

You will then be directed to the login page for the school - this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school. Once you sign in, you will get the page below

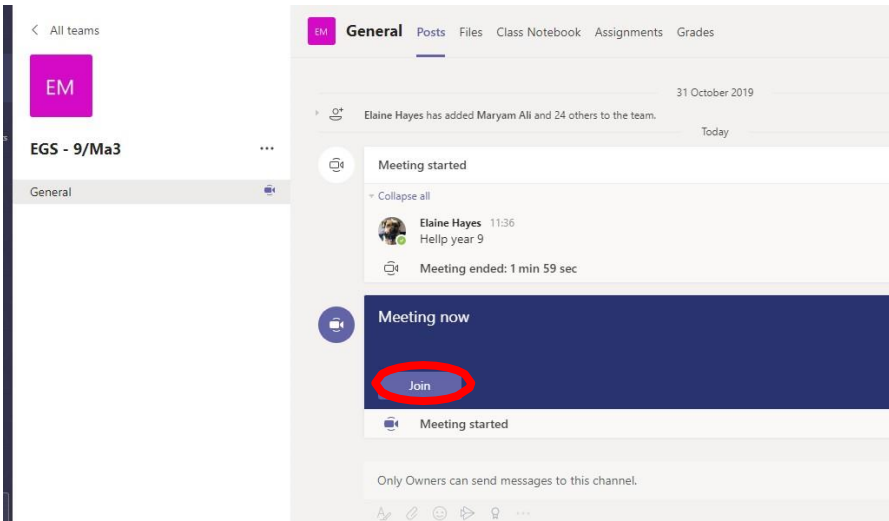


Click on the Teams icon

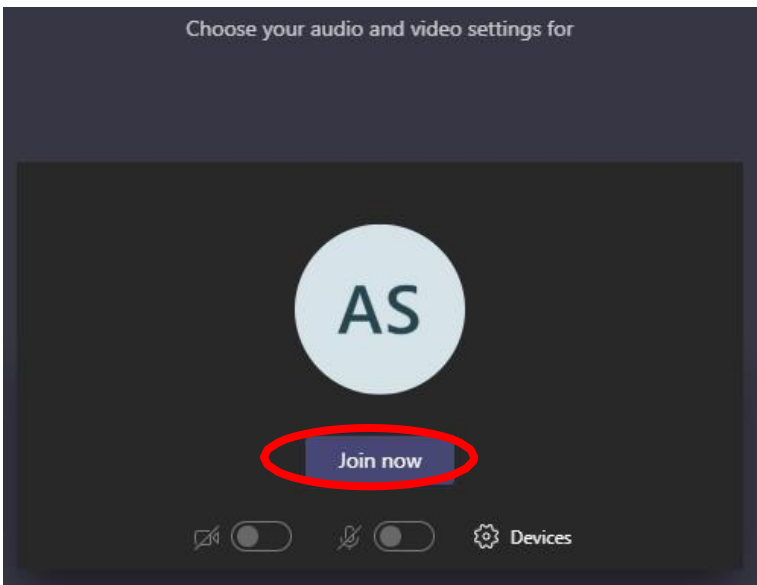


You should now see all the Teams that we have set up for you at school. If for any reason you are in a wrong Team, put a message in the helpdesk and we will get you moved to the correct one. You can also install the desktop version of Teams for free.

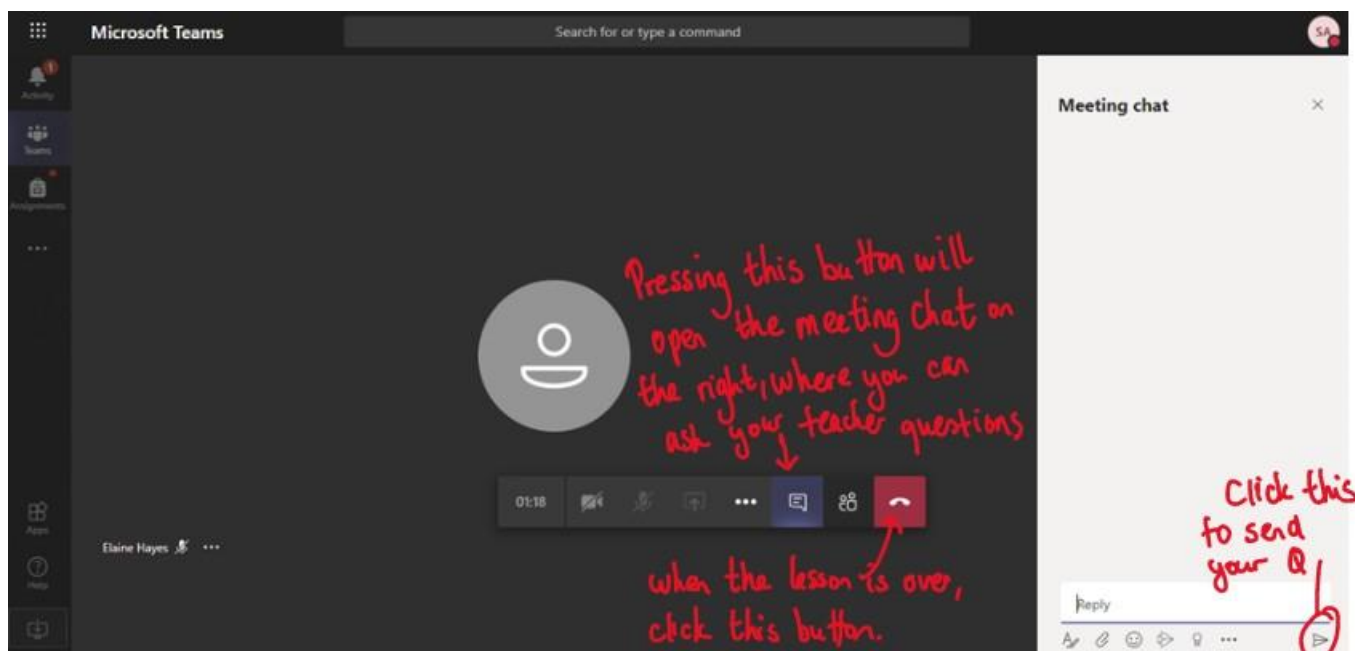
Teams - Joining a Virtual Classroom



If your teacher has started a virtual classroom/live lesson, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.

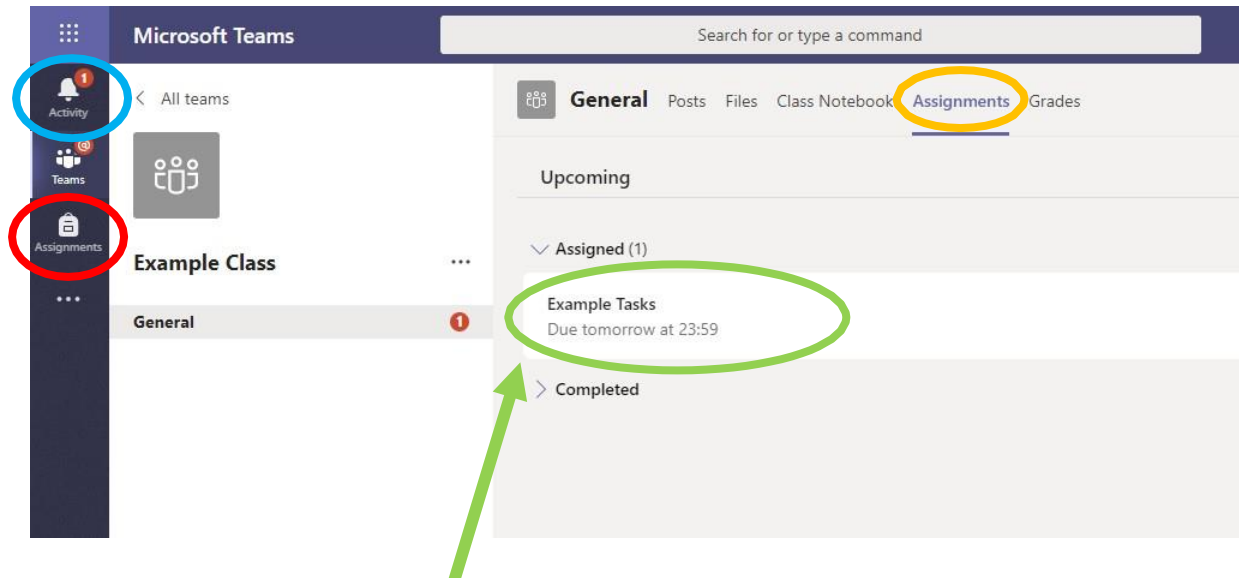


The red circle is the camera function. Make sure that it is off. You need to make sure your microphone is also off as it can disturb the rest of the lesson. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over.



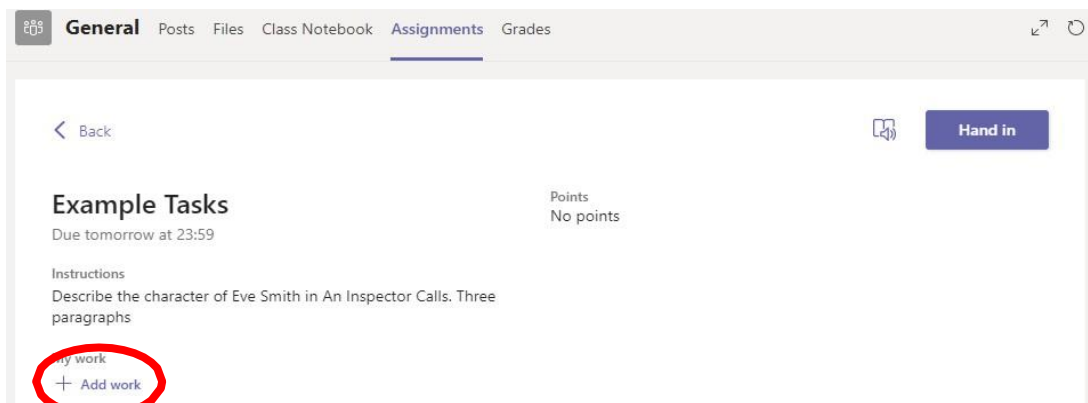
Teams - Uploading an assignment

Your teacher can set assignment for you to complete. You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue. By click on this notification, you will be brought to the assignments page. You can also click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.

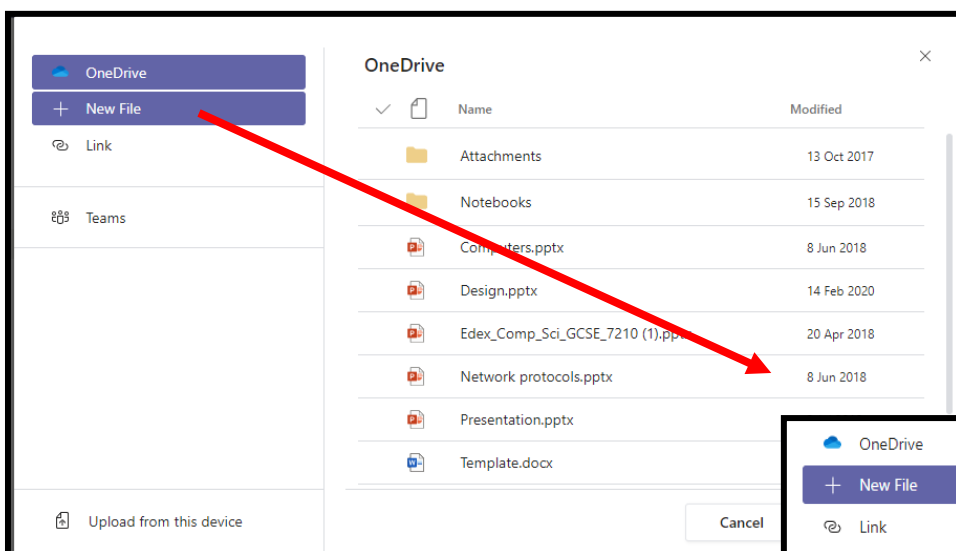


Click on the assignment to access the task.

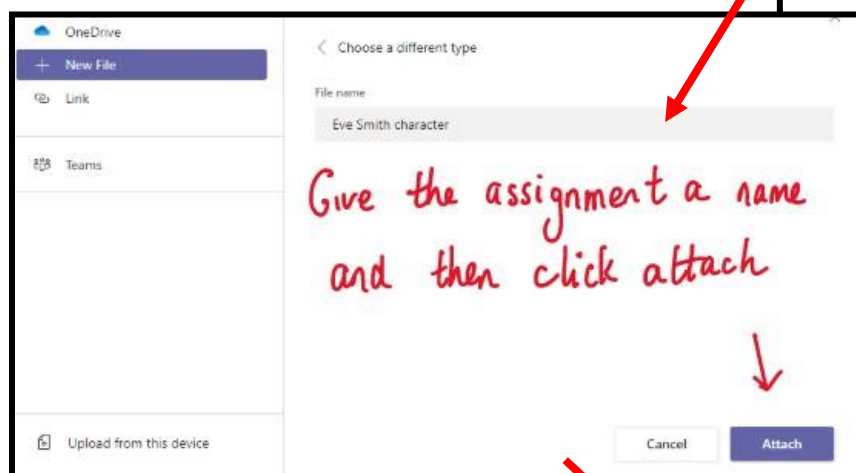
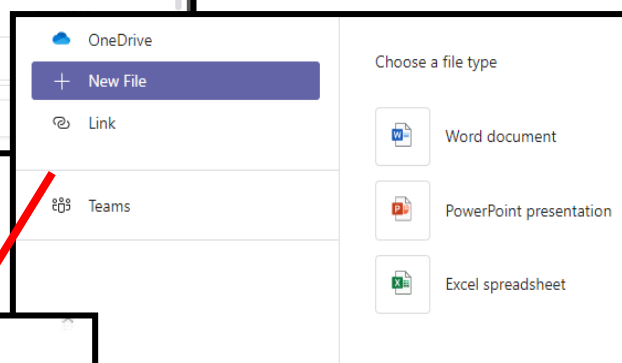
To add some work, we first need to create a new document, then complete our work in it.



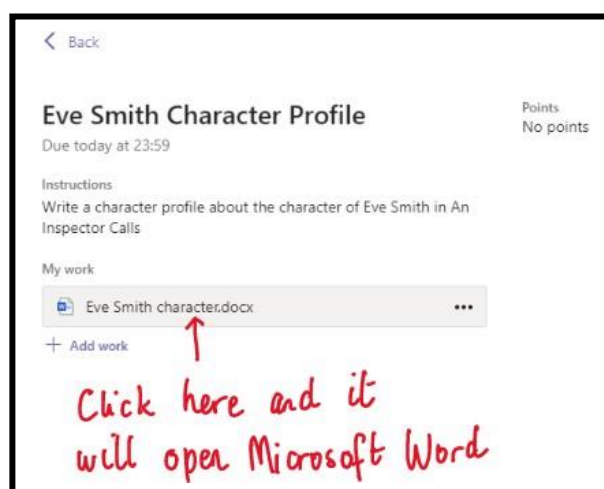
Using a new file

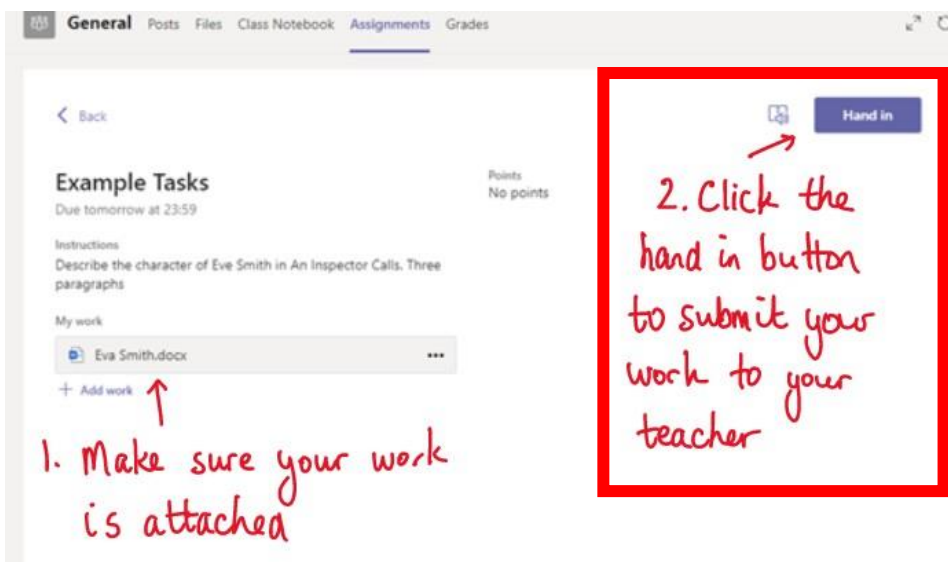
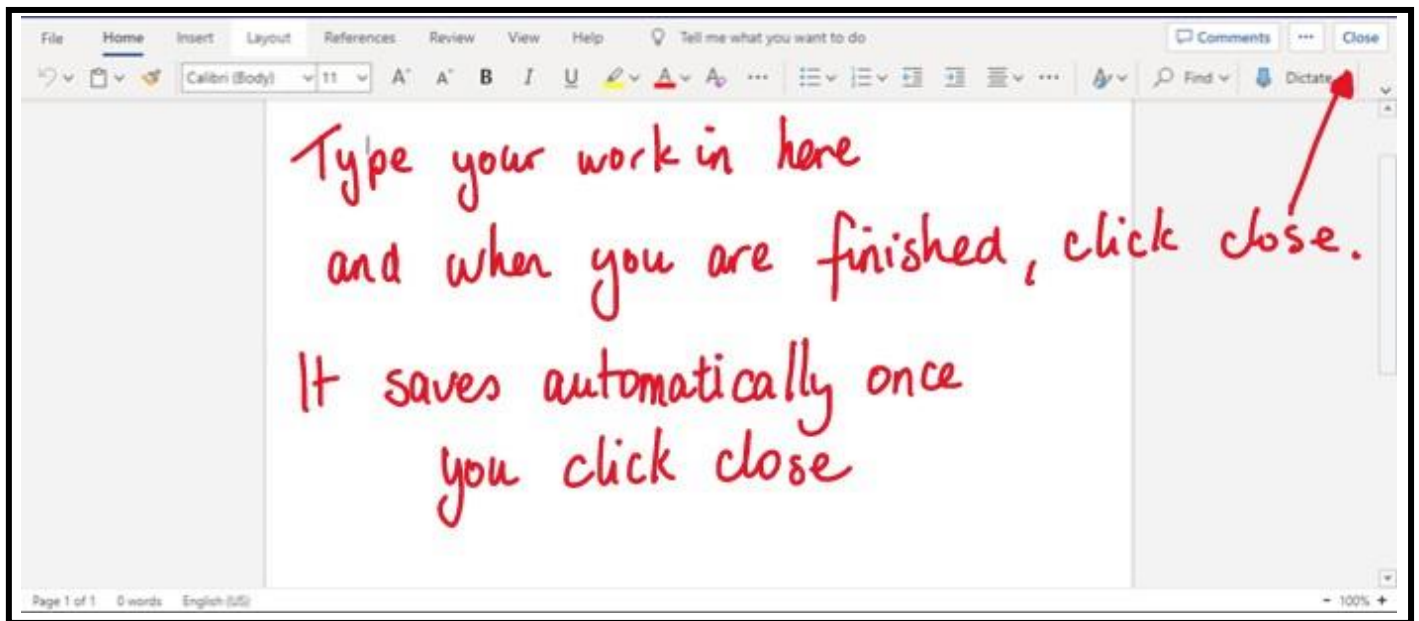


Click on new file and decide what format you will be submitting your work, Word, PowerPoint or Excel.



You have now created your document that you can start writing your work into. To start your work, click on the document name.





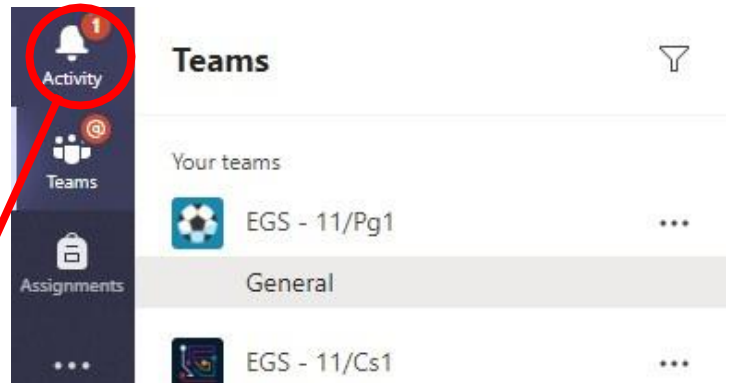
Make sure that you have your work attached and that it is not blank. Click the hand in button. Your teacher can now look at your work and give you feedback if required.



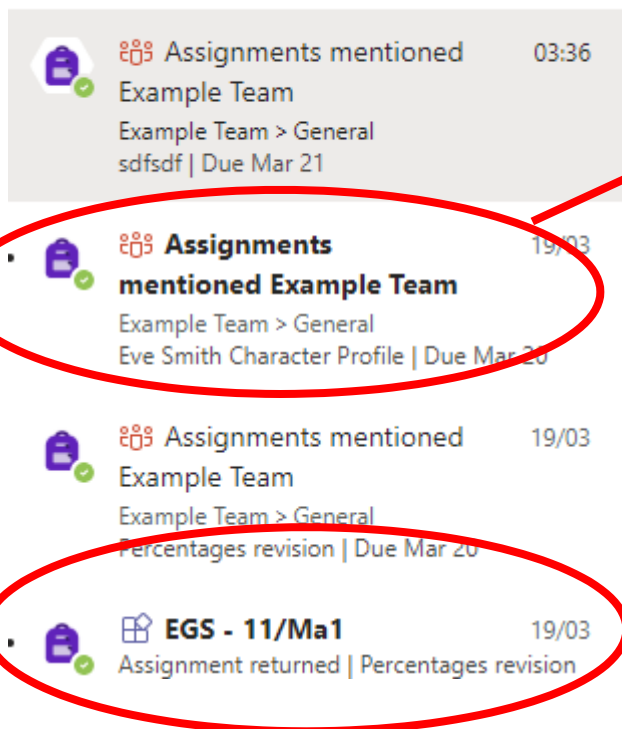
Teams - Getting feedback and responding to feedback

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work.

Click on the Activity button and it brings you to your feed. Any message in **bold** you have not read.



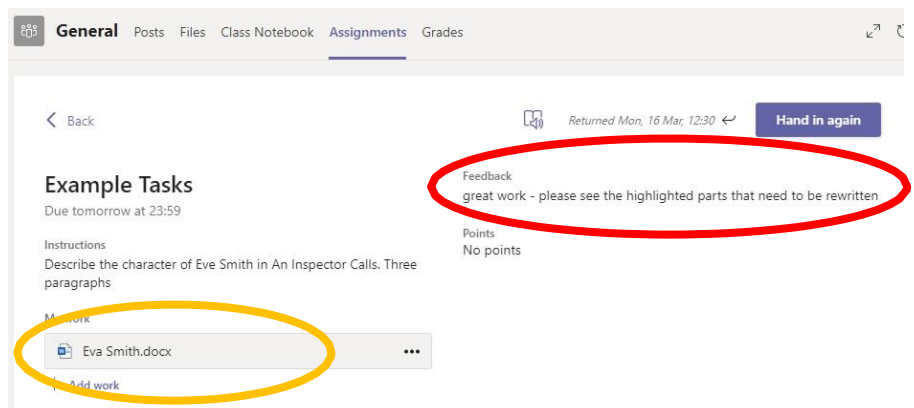
Feed



This is a notification to say that there is a new assignment in the Example Class that you need to complete

This is a message to say that work has been returned in this student's maths Team - to see the feedback, click on the notification

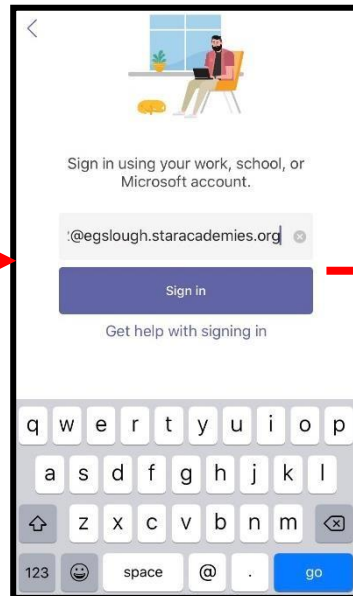
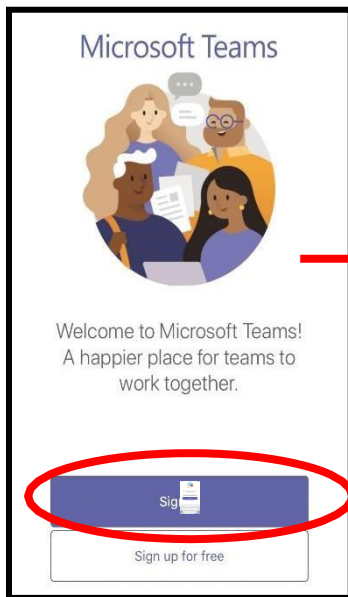
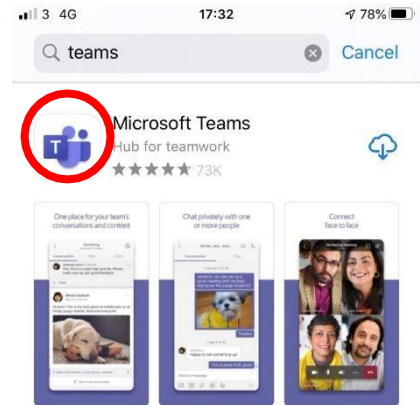
This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



SECTION 2 - USING TEAMS ON A TABLET OR PHONE

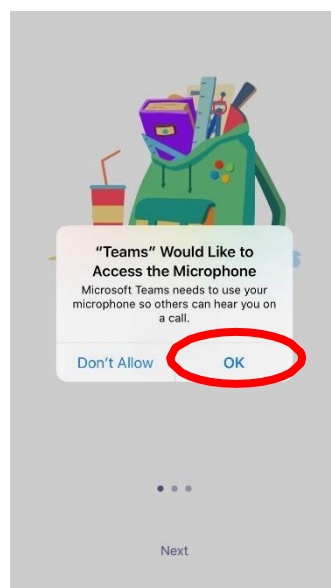
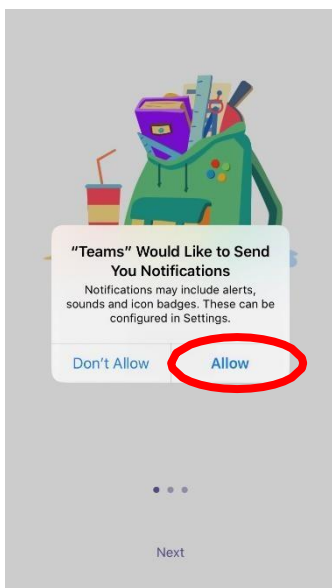
Teams - Downloading the Teams App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Sign in with your school email address.
Example: Olivia Wardrobe is in year 12,
so her email address is
14OWardrobe@westgate.slough.sch.uk

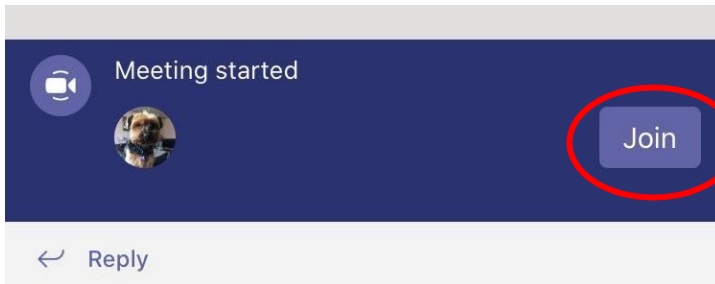
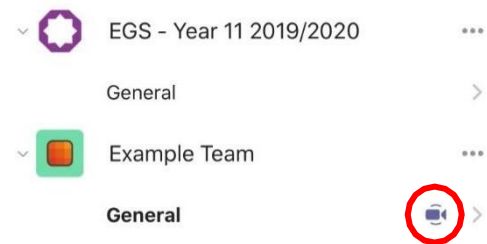
You will then be directed to the login page for the school- this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school.



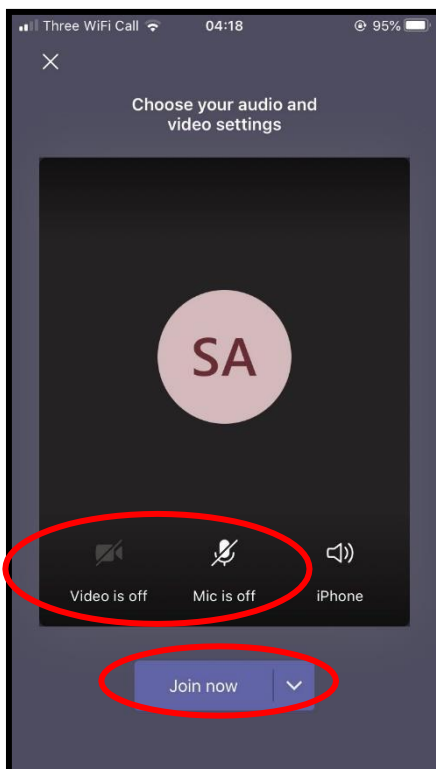
Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work, posted an important message or sent you some feedback on work you submitted. If you are joining a virtual classroom (year 9 and 10) you need to click allow, but during the virtual classroom, you will be turning the microphone off.

Teams - Joining a Virtual Classroom

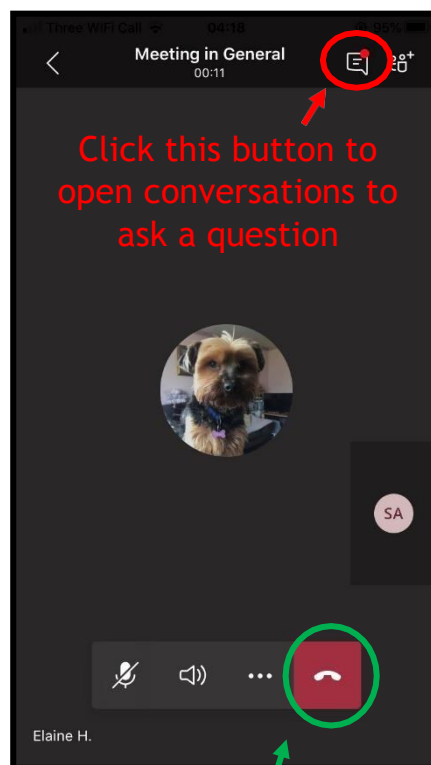
If your teacher is conducting a virtual lesson at your lesson time you will see a notification on your team with a little video camera. You have been given a timetable of when lessons will take place, and some of these will be live virtual lessons. Click on general to access the Team.



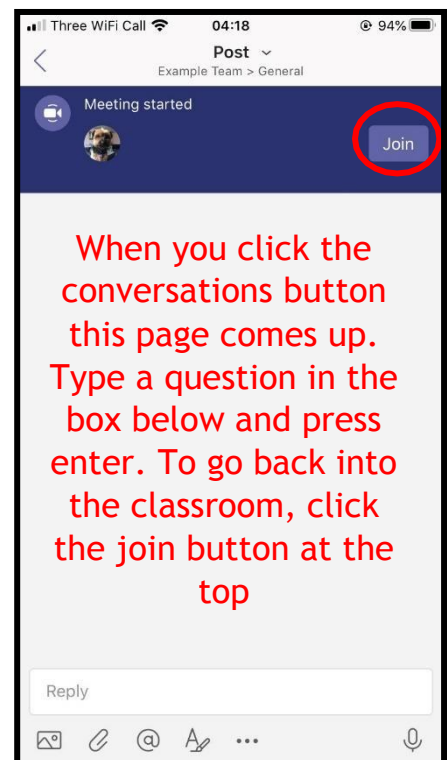
Click on the join button to join the virtual classroom.



You need to make sure that your camera and microphone are turned off then click join



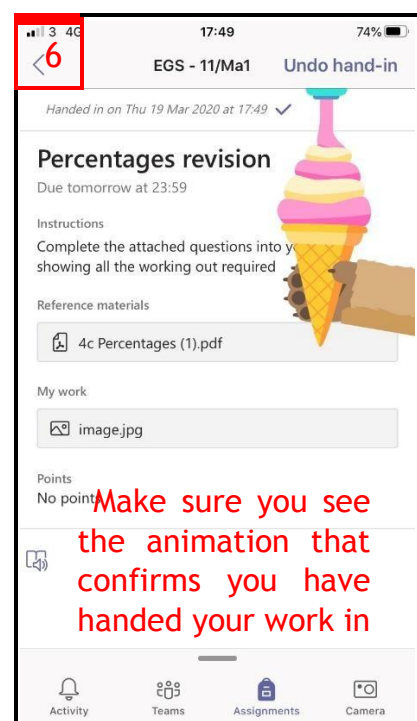
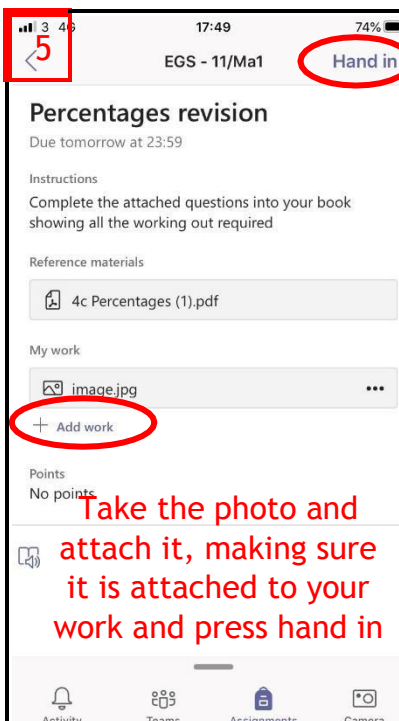
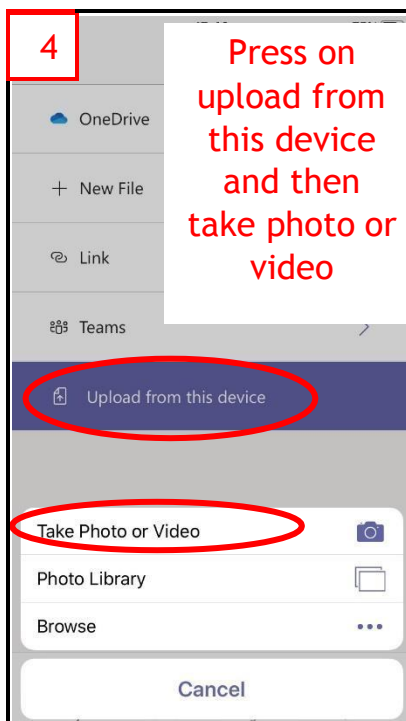
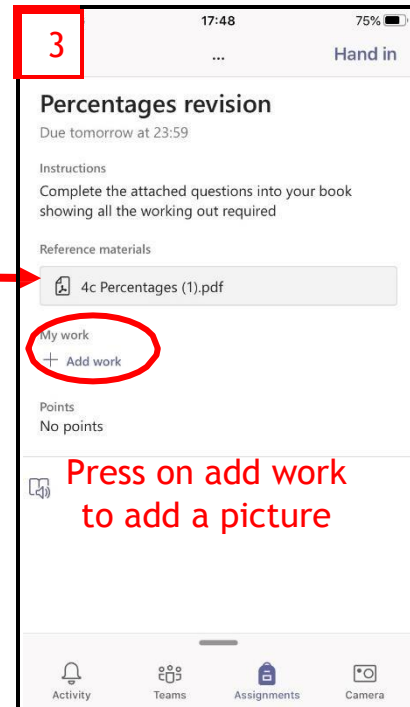
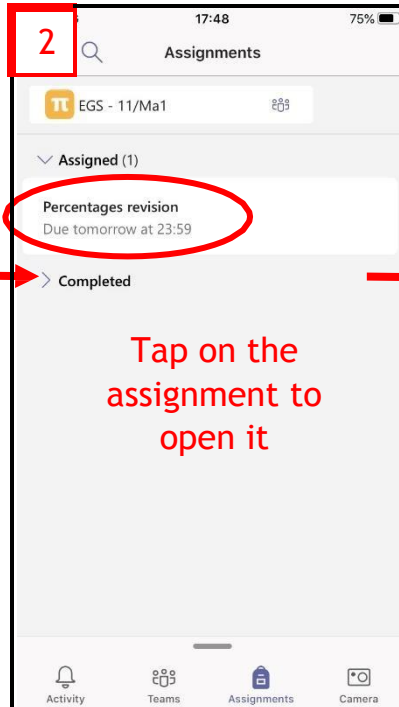
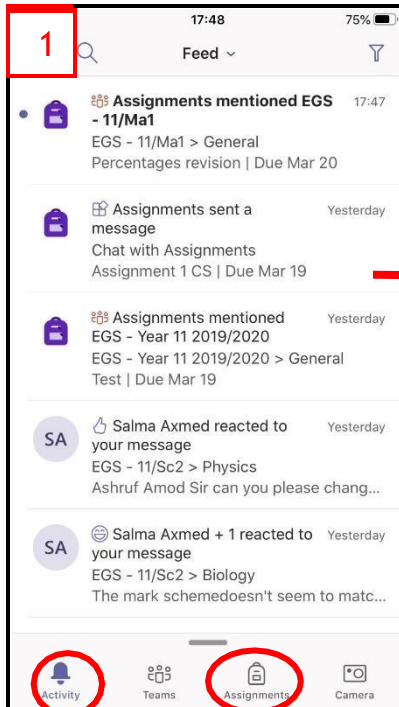
When the lesson is over click this button to leave the class



When you click the conversations button this page comes up. Type a question in the box below and press enter. To go back into the classroom, click the join button at the top

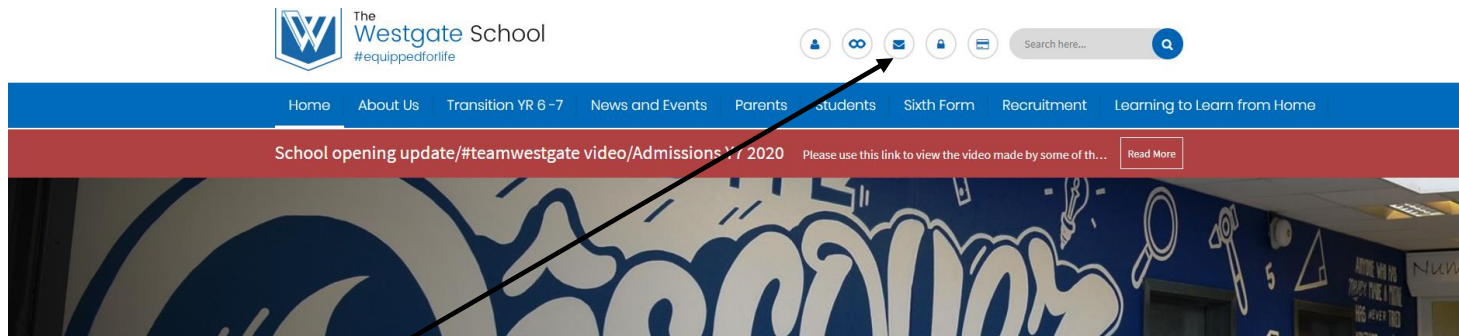
Teams - Uploading an Assignment

If you are uploading a document, follow the guide that is in section 1 as uploading a document from a phone or tablet is the same process. However if you have piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work. You can find the assignment you have been set in two places - the activity feed and assignments - picture 1.

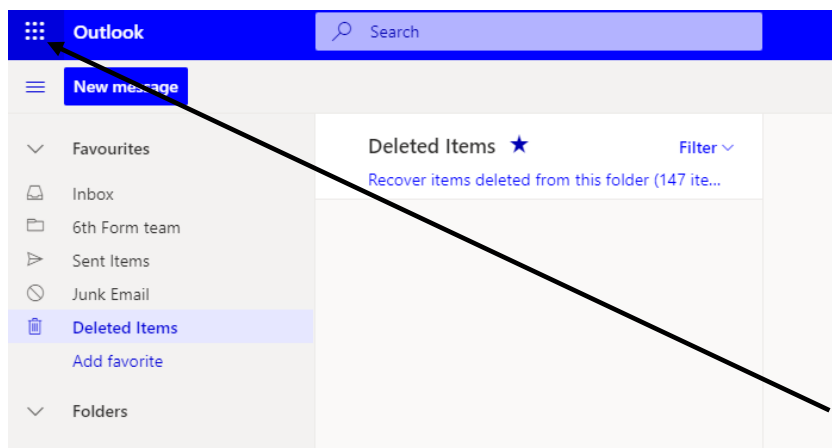


Access from School website

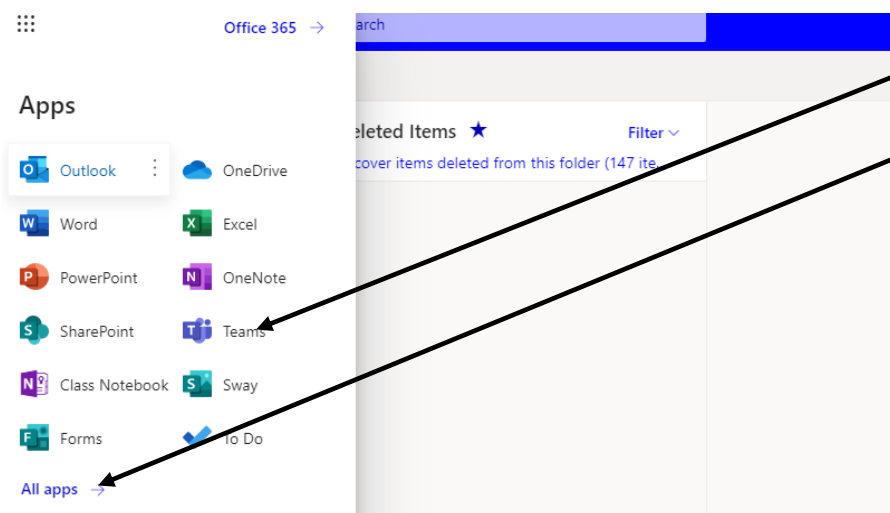
You can also access Teams via the School website as you would OneDrive



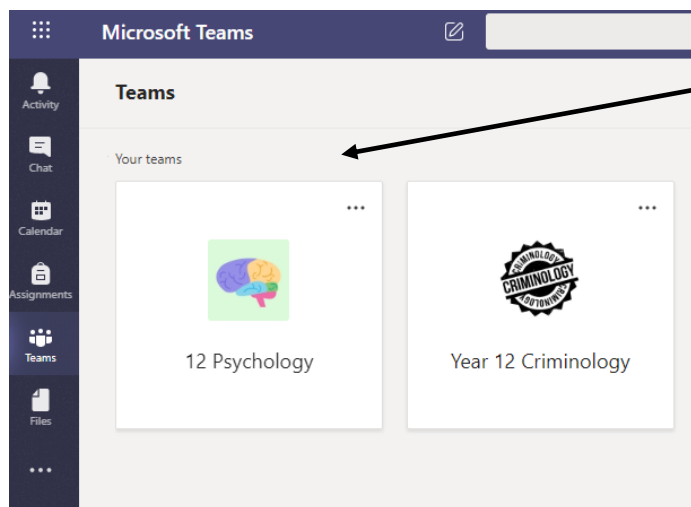
1. Click on the email icon.



2. Click on the 9 dots



3. Click on the TEAMS icon.
You may have to search all apps. Click on this and you will see all available Microsoft apps. Find TEAMS and click on it.



4. Click on the correct class to join.
You have already been added to the class.