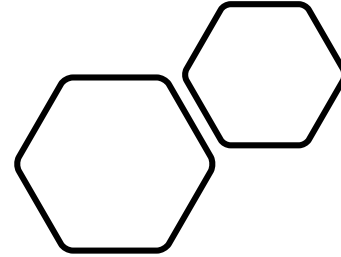


Student guide to Microsoft Teams



For the first few slides please use speakers and enter slideshow mode (f5) to hear some key information explained.

You can also read this by looking in the notes.



**Microsoft
Teams**

Live Lesson

Assignments

**Microsoft
Forms**

**Microsoft
OneNote**

Key Terms



How we will use Teams for Lessons



Logging in

There are 3 ways you can access Microsoft Teams:

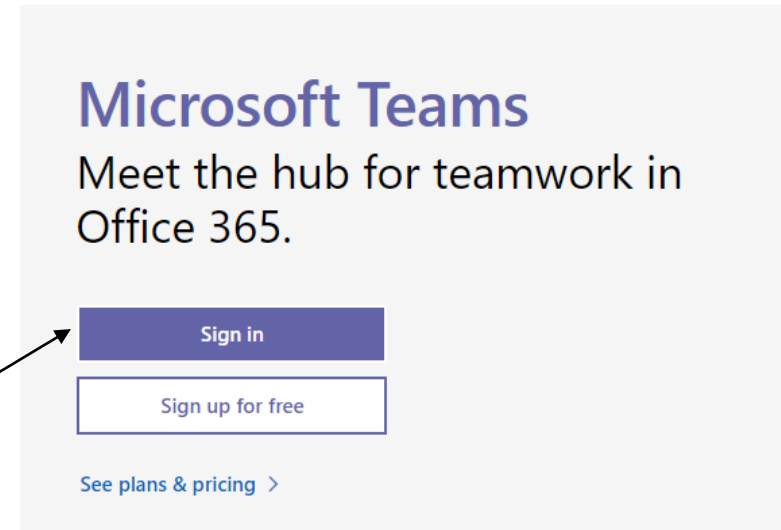
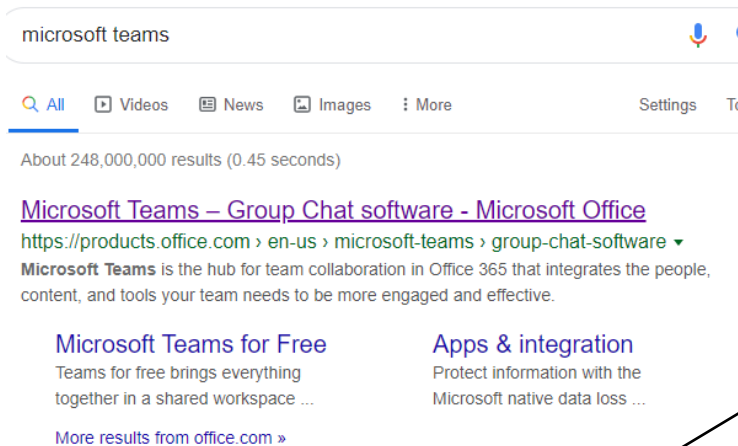
- 1) Web page -
<https://teams.microsoft.com>
- 2) Download Microsoft Teams onto your desktop -
<https://products.office.com/en-gb/microsoft-teams/download-app#desktopAppDownloadregion>
- 3) Download Microsoft Teams app on your phone



1. Logging on using Web page

You must use Google Chrome as Internet Explorer doesn't work – this can be accessed through the Start menu –(Microsoft Edge also works)

Type into Google 'Microsoft Teams'



Click on 'Sign in' with your **school email address** (Please make sure that you are not logged anywhere else on the browser (Chrome) with your personal email address as this may stop you signing in with school address)

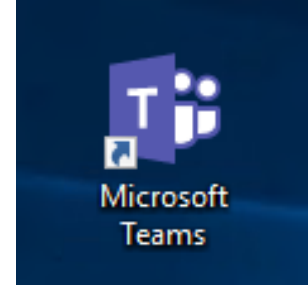
You can access Teams on laptops at home using your email and password – or using the phones and downloading the App.

To log on you need to know your email address: Firstname.lastname@oasissholing.org

2. Logging on using Desktop

Click on the Microsoft Teams App on the Desktop

Sign in with your school Email address



Once set up, Teams should boot up automatically when your laptop is switched on

To log on you need to know your email address:
Firstname.lastname@oasissholing.org

Activity

Chat

Teams

Assignments

Calendar

Files

Calls

Apps

Help

Search for or type a command

Join or create team

Teams

Your teams

2019-SHO-8TCp2-

2019-SHO-8TCp5-

2019-SHO-7SCp4-

2019-SHO-9ACs1-

2019-SHO-8TCp3-

2019-SHO-11ACi1-

2019-SHO-8TCp4-

2019-SHO-8TCp5-

2019-SHO-7SCp4-

2019-SHO-9ACs1-

2019-SHO-8TCp6-

2019-SHO-11ACi1-

2019-SHO-8TCp7-

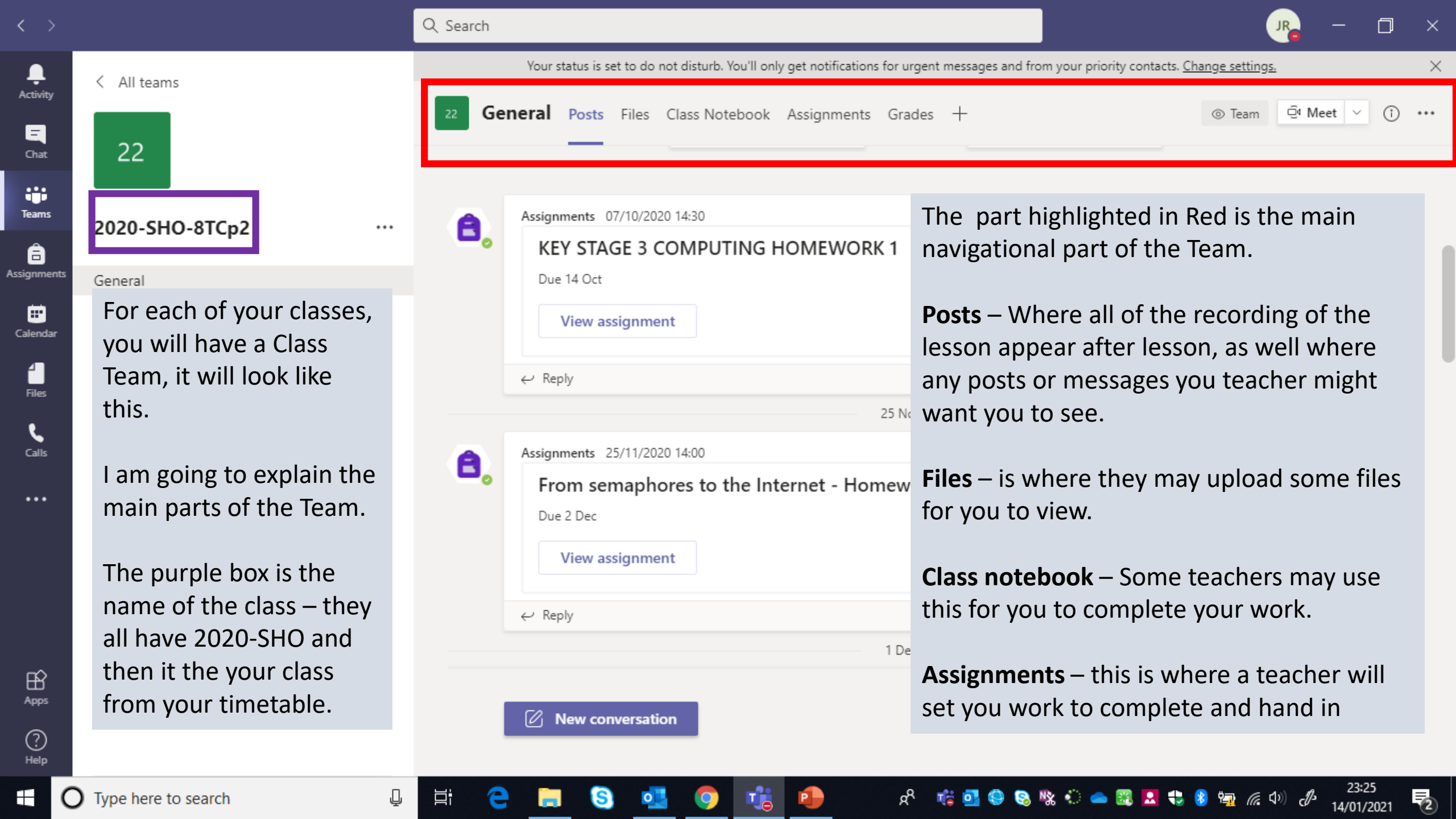
2019-SHO-8TCp8-

2019-SHO-7SCp4-

2019-SHO-9ACs1-

When you first log on the page will look something like this. On this page is all of the Teams (Lessons) that you belong to. To see information about the lesson you need to double click on the box to enter that Team

If you are ever lost and not sure where to find things – the box highlighted red has all of the main buttons you might be looking for.



2020-SHO-8TCp2

For each of your classes, you will have a Class Team, it will look like this.

I am going to explain the main parts of the Team.

The purple box is the name of the class – they all have 2020-SHO and then it the your class from your timetable.

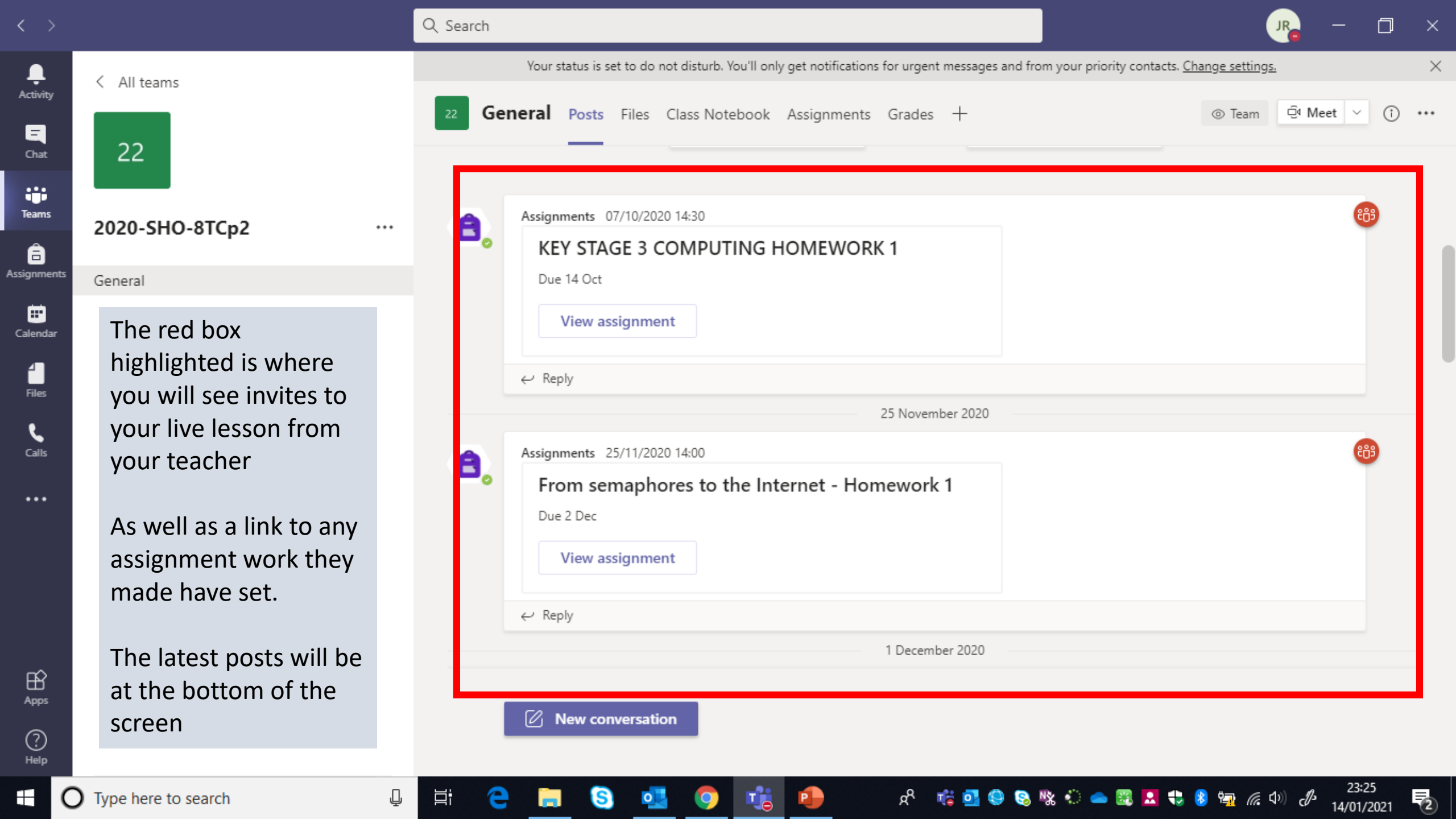
The part highlighted in Red is the main navigational part of the Team.

Posts – Where all of the recording of the lesson appear after lesson, as well where any posts or messages you teacher might want you to see.

Files – is where they may upload some files for you to view.

Class notebook – Some teachers may use this for you to complete your work.

Assignments – this is where a teacher will set you work to complete and hand in



3. Joining an online lesson

An email will be sent to you by each teacher to join a lesson so make sure you check your emails. You can also see what time the lesson is on the “post” section within each of your “Teams”

The screenshot displays the Microsoft Teams web application. The left sidebar shows the 'Teams' section with a list of teams, including '2019-SPA-13A-Ph1' and its 'General' channel. The main area shows the 'General' channel with a post from 'Eleanor Savage' at 10:16 AM stating 'Scheduled a meeting'. A blue banner below the post provides details: 'test', 'Thursday, March 26, 2020 @ 10:17 AM'. A black arrow points from the text box on the right to this meeting announcement banner. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 10:16 on 26/03/2020.

3. Joining an online lesson - Email

You will be sent an email from your teacher via Teams.

It will look something like the one on the left.



You will need to accept or decline the meeting


You do not need to email the organiser – just toggle this button off.


This will put the meeting into your calendar so you can view it from there.

Microsoft Outlook Calendar (accessible from emails or by downloading the Microsoft calendar app on your phone)

(No subject)

 
Mon 15/06/2020 14:59
To: Joanne Russell


Mon 15/06/2020 15:00 - 15:30
Microsoft Teams Meeting
No conflicts

 RSVP to this event Email organiser ☒

Add a message to Helen Sydenham (optional)

Sign in to Teams - Office Support x Microsoft Teams x +

teams.microsoft.com/_#/scheduling-form/?eventId=AAMkADdhYWEwMDFmLTViZDMtNDk5Yy04NjU0LWRkOTVmOWQ1MWVjOABGAAAAAAD-00pGEBkmRj-epIhn5v... Incognito

STEM - confluence Shared with me - O... Continue OneDrive for curric... _KIT contact sheet...

Microsoft Teams Search

Activity test Chat Details Meeting notes Whiteboard

+ Add to calendar

March 26, 2020 10:17 AM - 10:47 AM

2019-SPA-13A-Ph1 > General

[Join Microsoft Teams Meeting](#)

Learn more about Teams | Meeting options

Join Close

Michael Shahu Unknown

10:17 26/03/2020

Type here to search

Before the lesson is about to start, click on "Join Microsoft Teams" either from your email link or by clicking "join" from the post section (check last slide)

Sign in to Teams - Office Support x Meeting | Microsoft Teams x +

teams.microsoft.com/_#/pre-join-calling/19:580e4eb54caa482e9bbc049aadb053d7@thread.skype

STEM - confluence Shared with me - O... Continue OneDrive for curric... _KIT contact sheet...

Microsoft Teams

Search or type a command

Activity

Teams

Assignments

Calendar

Files

...

Apps

Help

Choose your audio and video settings for **test**

Join now

Audio off Phone audio Add a room

Other join options

Type here to search

10:18 26/03/2020

This screen will show up where you will need to turn your microphone and camera 'off' before you click on 'Join now'

00:27



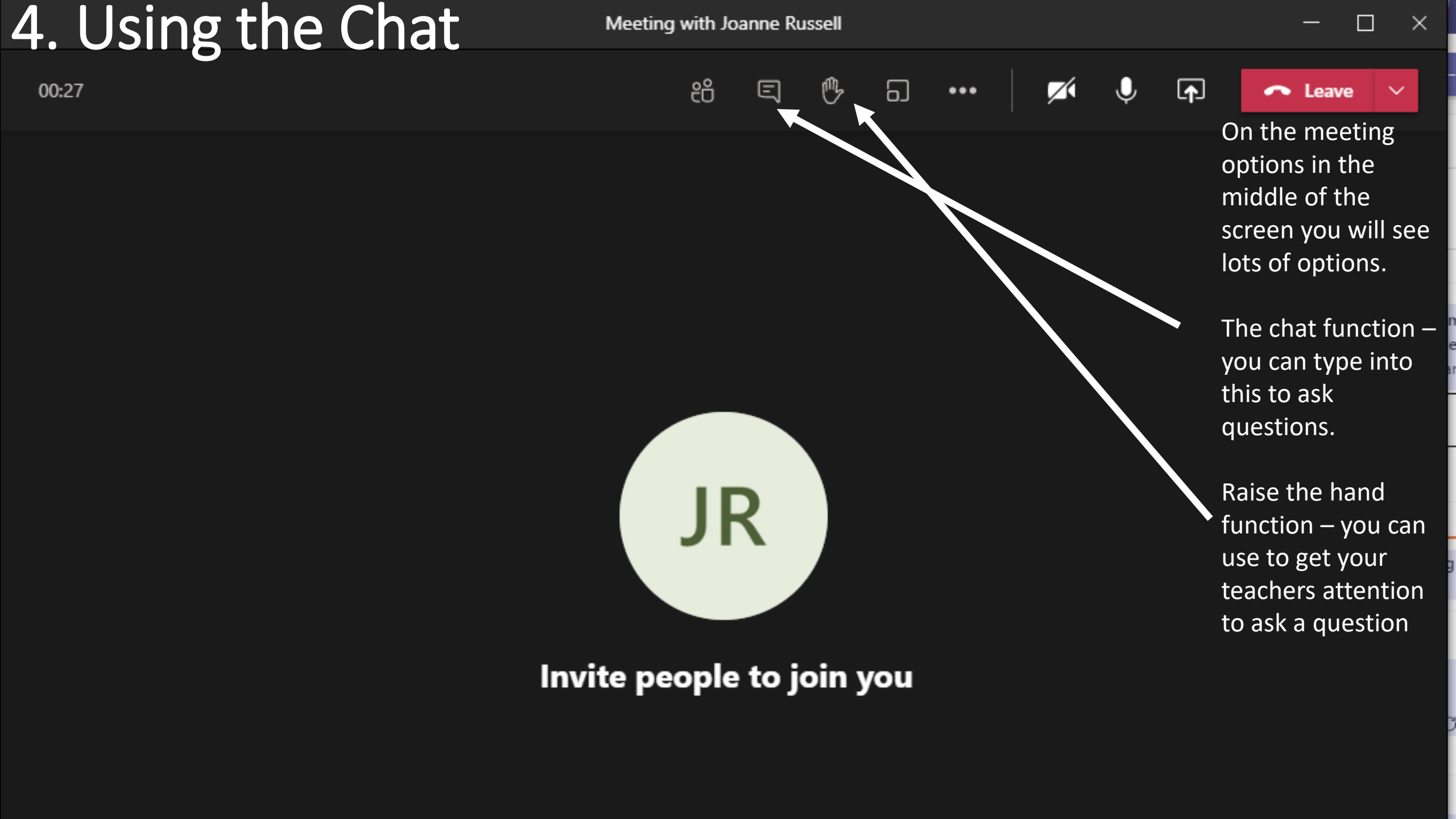
Leave



e people to join you

Your teacher will appear on the screen and will be ready to start teaching you. Please ensure you follow all instructions set by your teacher.

4. Using the Chat



00:27



Invite people to join you

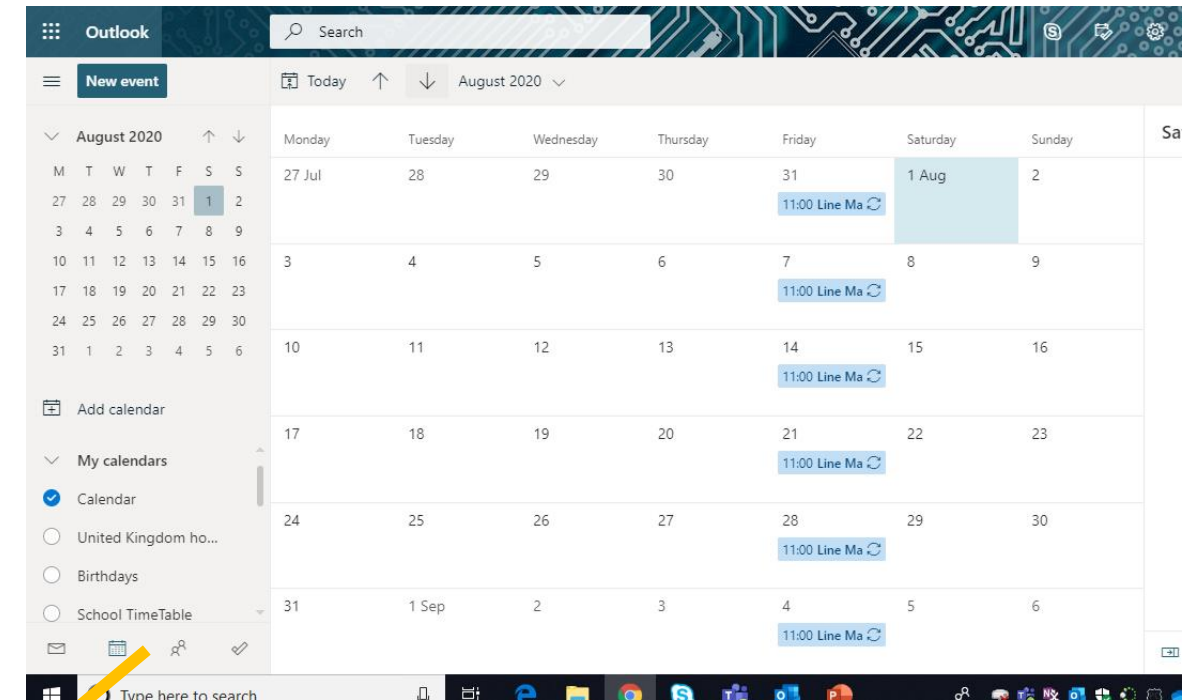
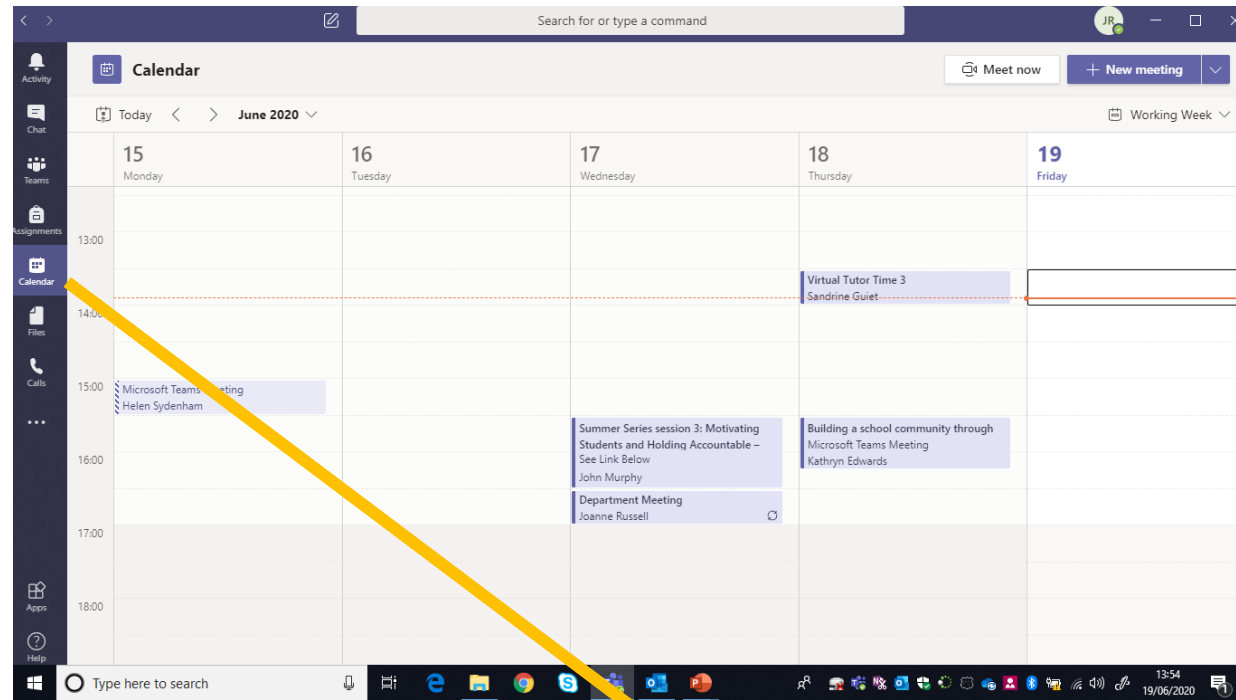
On the meeting options in the middle of the screen you will see lots of options.

The chat function – you can type into this to ask questions.

Raise the hand function – you can use to get your teachers attention to ask a question

5. Viewing all of your lessons on your calendar

Once you have accepted to attend the lesson via your email it will appear in your calendar. This can be viewed in the teams app or on your calendar on your school email account. You can join your lesson from here as well



To view your calendars click on calendar button within Teams or the calendar icon at the bottom of your page in your email

Opening and submitting assignments

Sign in to Teams - Office Support x General (2019-SPA-13A-Ph1) | M x +

teams.microsoft.com/_#/conversations/General?threadId=19:580e4eb54caa482e9bbc049aadb053d7@thread.skype&ctx=channel

STEM - confluence Shared with me - O... Continue OneDrive for curric... _KIT contact sheet...

Microsoft Teams

Search or type a command

Teams

Activity

Teams

Assignments

Calendar

Files

...

Apps

Help

Join or create a team

General

Posts Files Class Notebook Assignments Gra

Thursday, March 26, 2020 @ 10:17 AM

Meeting ended: 3m 4s

Reply

Meeting ended: 1m 32s

Reply

Last read

Assignments 10:25 AM

Zig Zag Paper 3A Set 1

Due Mar 27

View assignment

Reply

Start a new conversation. Type @ to mention someone.

10:25 26/03/2020

Once the lesson is over, your teacher may set you an assignment which you can view either directly from the 'posts'

Sign in to Teams - Office Support x Assignments | Microsoft Teams x +

teams.microsoft.com/_/#/apps/66aeee93-507d-479a-a3ef-8f494af43945/sections/classroom

STEM - confluence Shared with me - O... Continue OneDrive for curric... _KIT contact sheet...

Microsoft Teams Search or type a command MS

Activity

2 2019-SPA-13A-Ph1

Assigned (1)

Zig Zag Paper 3A Set 1
Due tomorrow at 9:00 AM

Completed

Calendar

Files

Apps

Help

Or you can view it directly from the "Assignments" section for each subject area.

https://assignments.onenote.com/classes/105ccae1-66dc-40b2-a5ac-fe68c3c754e7/assignments/2f3649b3-730f-4fac-bc14-3c92b186d9d0?returnPath=%2Fclasses%2F105ccae1-66dc-40b2-a5ac-fe68c3c754e7%2Flist

Type here to search

10:26 26/03/2020

Sign in to Teams - Office Support x Assignments | Microsoft Teams x +

teams.microsoft.com/_#/apps/66aeee93-507d-479a-a3ef-8f494af43945/sections/classroom

STEM - confluence Shared with me - O... Continue OneDrive for curric... _KIT contact sheet...

Microsoft Teams Search or type a command MS

Activity Teams Assignments Calendar Files Apps Help

< Back

Zig Zag Paper 3A Set 1

Due tomorrow at 9:00 AM

Instructions
Complete Zig Zag Paper 3A Set 1

My work
+ Add work

Points
No points

Turn in

Once you have completed the work, "Add work" and then click on "Turn in"

Type here to search

10:26 26/03/2020

Sign in to Teams - Office Support x (2) Assignments | Microsoft Team x +

teams.microsoft.com/_#/apps/66aeee93-507d-479a-a3ef-8f494af43945/sections/classroom

Incognito

Microsoft Teams

Search or type a command

Activity

Teams

Assignments

Calendar

Files

...

Apps

Help

Back

Zig Zag Paper 3A Set 1

Due tomorrow at 9:00 AM

Instructions

Complete Zig Zag Paper 3A Set 1

My work

Zig zag paper 3.docx

+ Add work

Feedback

Work on clarity of your explanation of practical set ups

Points

No points

Returned Thu, Mar 26, 10:30 AM

Turn in again

If you have any feedback, it will appear up here!

Type here to search

10:32 26/03/2020

Using Class notebook

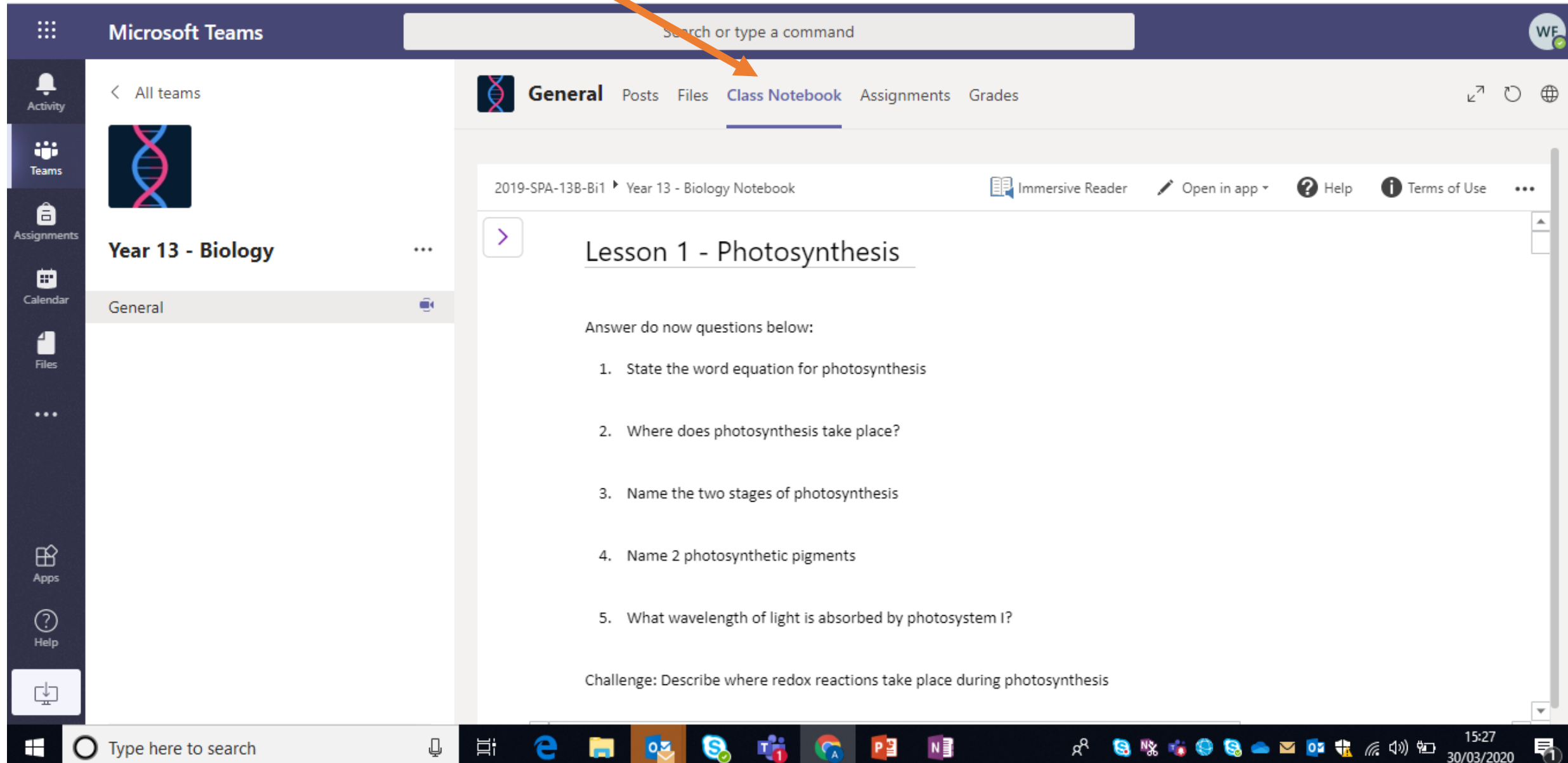
If your teacher asks you to work in your class note book, click on "Teams" during the call

The screenshot displays the Microsoft Teams application window. On the left, a vertical navigation bar contains icons for Activity, Chat (with a red notification badge), Teams (highlighted by an orange arrow), Assignments, Calendar, Files, Calls, and a menu icon. The main content area is dark with a large pink circle in the center containing the initials 'AD' and the text 'Invite people to join you'. At the bottom of this area is a meeting control bar with icons for time (00:17), mute, video, screen share, and other controls. On the right, a 'People' panel is open, showing a list of participants under the heading 'Currently in this meeting (1)'. The list includes Achita Desai (Organiser) and five suggestions: Davy-Jo Anderson, Zainab Karera, Kacie Nadison-Singh, Natalie Gyau, and Winnefred Frimpong. The Windows taskbar at the bottom shows the search bar and several open applications including Teams, Chrome, and Word.

Then select the correct subject/class

The screenshot displays the Microsoft Teams application interface. At the top, a dark blue header bar contains the 'Microsoft Teams' logo on the left, a search bar with the placeholder text 'Search or type a command' in the center, and a user profile icon with the initials 'WF' on the right. Below the header, a vertical sidebar on the left lists navigation options: Activity, Teams (highlighted), Assignments, Calendar, Files, and a 'More' menu (three dots). The main content area is titled 'Teams' and features a 'Join or create team' button in the top right. Under the 'Your teams' section, three team cards are visible: 'Year 13 - Biology' (with a DNA helix icon), 'Year 13 Chemistry' (with a pink 'Y1' icon), and '13 Sociology - LGI' (with a green '1S' icon). An orange arrow originates from a yellow text box at the top of the screen and points directly to the 'Year 13 - Biology' team card. The Windows taskbar is visible at the bottom, showing the search bar and several open application icons.

Finally, click on "Class Notebook" where you will see the tasks you need to complete during or after the lesson



The screenshot displays the Microsoft Teams application interface. On the left, a dark sidebar contains navigation icons for Activity, Teams, Assignments, Calendar, Files, and Help. The main area is divided into two sections. The top section, titled 'All teams', shows a team named 'Year 13 - Biology' with a DNA helix icon. Below this, a list of tabs for the team is shown, with 'General' selected. The bottom section displays the 'Class Notebook' interface for the 'Year 13 - Biology' team. The notebook has a DNA helix icon and a title bar with '2019-SPA-13B-Bi1' and 'Year 13 - Biology Notebook'. The notebook content is titled 'Lesson 1 - Photosynthesis' and includes a list of five questions for students to answer. An orange arrow points from the text box above to the 'Class Notebook' tab in the team's tab bar.

Microsoft Teams

Search or type a command

Activity

Teams

Assignments

Calendar

Files

Help

All teams

Year 13 - Biology

General

General Posts Files **Class Notebook** Assignments Grades

2019-SPA-13B-Bi1 ▶ Year 13 - Biology Notebook

Immersive Reader Open in app Help Terms of Use

Lesson 1 - Photosynthesis

Answer do now questions below:

1. State the word equation for photosynthesis
2. Where does photosynthesis take place?
3. Name the two stages of photosynthesis
4. Name 2 photosynthetic pigments
5. What wavelength of light is absorbed by photosystem I?

Challenge: Describe where redox reactions take place during photosynthesis

Type here to search

15:27 30/03/2020

Click on the arrow which is the navigation panel

The screenshot displays the Microsoft Teams application interface. On the left is a dark blue navigation panel with icons for Activity, Teams, Assignments, Calendar, Files, and Help. The 'Teams' section is expanded, showing a list of teams. The team 'Year 13 - Biology' is selected, and its 'General' channel is active. The main content area on the right shows the 'General' channel with tabs for Posts, Files, Class Notebook, Assignments, and Grades. The 'Class Notebook' tab is selected, displaying a notebook titled '2019-SPA-13B-Bi1' with a sub-section 'Year 13 - Biology Notebook'. Inside this notebook, there is a section titled 'Lesson 1 - Photosynthesis' with a list of five questions and a challenge prompt. An orange arrow points from a yellow text box at the top to a right-pointing arrow icon in the navigation panel, indicating that clicking this icon will toggle the navigation panel's visibility.

Microsoft Teams

Search or type a command

Activity

Teams

Assignments

Calendar

Files

Help

All teams

Year 13 - Biology

General

General

Posts

Files

Class Notebook

Assignments

Grades

2019-SPA-13B-Bi1

Year 13 - Biology Notebook

Immersive Reader

Open in app

Help

Terms of Use

Lesson 1 - Photosynthesis

Answer do now questions below:

1. State the word equation for photosynthesis
2. Where does photosynthesis take place?
3. Name the two stages of photosynthesis
4. Name 2 photosynthetic pigments
5. What wavelength of light is absorbed by photosystem I?

Challenge: Describe where redox reactions take place during photosynthesis

Now find your name and click on 'Class Notes' or 'Handouts' where you will find the work you need to complete

The screenshot shows the Microsoft Teams interface. On the left is a sidebar with navigation icons for Activity, Teams, Assignments, Calendar, Files, Apps, and Help. The main area displays a team named 'Year 13 - Biology' with a 'General' channel. A 'Class Notebook' is open, showing a list of pages on the left: 'Welcome', '> _Collaboration Space', '> _Content Library', 'v Winnefred Frimpong', 'Class Notes', 'Handouts', 'Homework', and 'Quizzes'. The 'Class Notes' page is highlighted. An orange arrow points from the instruction text at the top to this 'Class Notes' page. The right pane shows the content of the 'Class Notes' page, titled 'Lesson 1 - Photosynthesis', which includes a list of five questions for students to answer.

Microsoft Teams

Search or type a command

All teams

Year 13 - Biology

General

General

Posts Files Class Notebook Assignments Grades

File Home Insert Draw View Help Open in browser v

v v B I U v A v ... v v v v v v v v v v

Year 13 - Biology Notebook

Welcome

> _Collaboration Space

> _Content Library

v Winnefred Frimpong

Class Notes

Handouts

Homework

Quizzes

Untitled Page

Lesson 1 - Photosynthesis

Answer do now questions below:

1. State the word equation for photosynthesis
2. Where does photosynthesis take place?
3. Name the two stages of photosynthesis
4. Name 2 photosynthetic pigments
5. What wavelength of light is absorbed by photosystem I?