



# St Teresa's Catholic Primary School

## 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 view a task
- 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 upload a picture of work you have completed as an assignment

### Section 3

#### How to join a virtual lesson

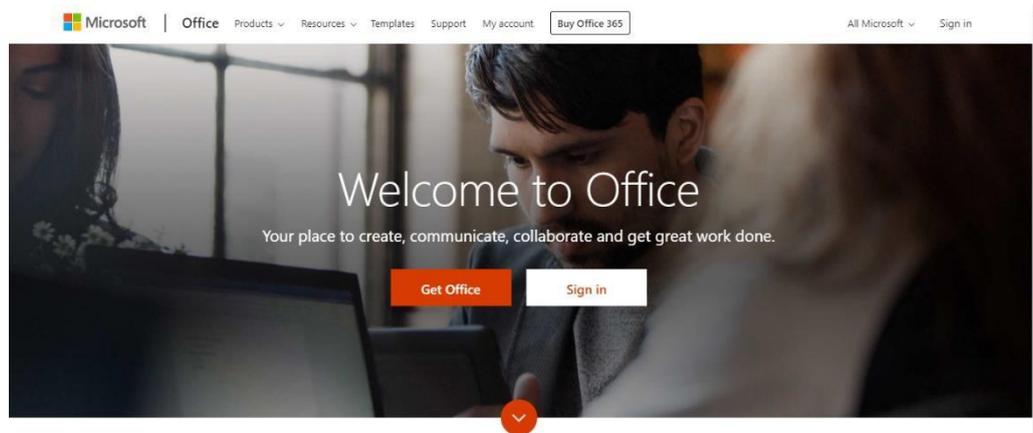
- How to join a meeting
- How to mute your microphone
- How to turn off your camera
- How to let the teacher know you would like to ask a question
- How to end a meeting.

# SECTION 1 - USING TEAMS ON A DESKTOP OR A LAPTOP

## Teams - How to Login

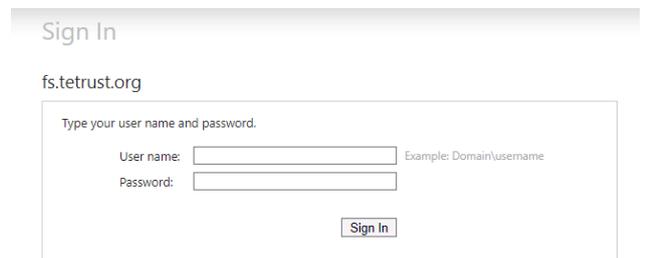
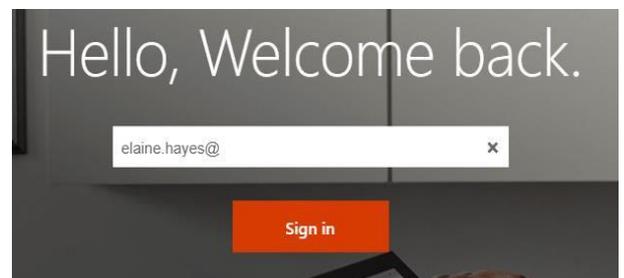
On any web

browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to [www.office.com](http://www.office.com)

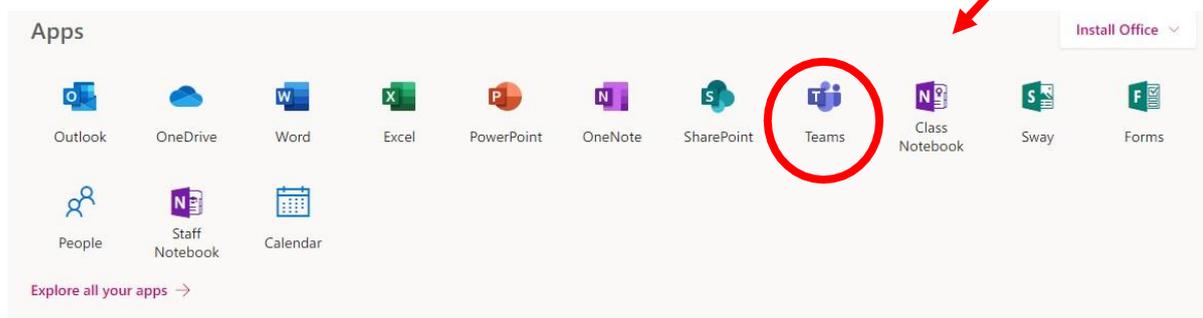


Click sign in and sign in with your full school email address which is your first name.surname followed by [@st-teresasrc.essex.sch.uk](mailto:st-teresasrc.essex.sch.uk)

Example: Hannah Baker is in year 4, her email address is [Hannah.Baker@st-teresasrc.essex.sch.uk](mailto:Hannah.Baker@st-teresasrc.essex.sch.uk). You will then be directed to the login page where you enter your password. This password has been given to you by your teacher and is case-sensitive so enter it carefully. Once you sign in, you will see the page below.



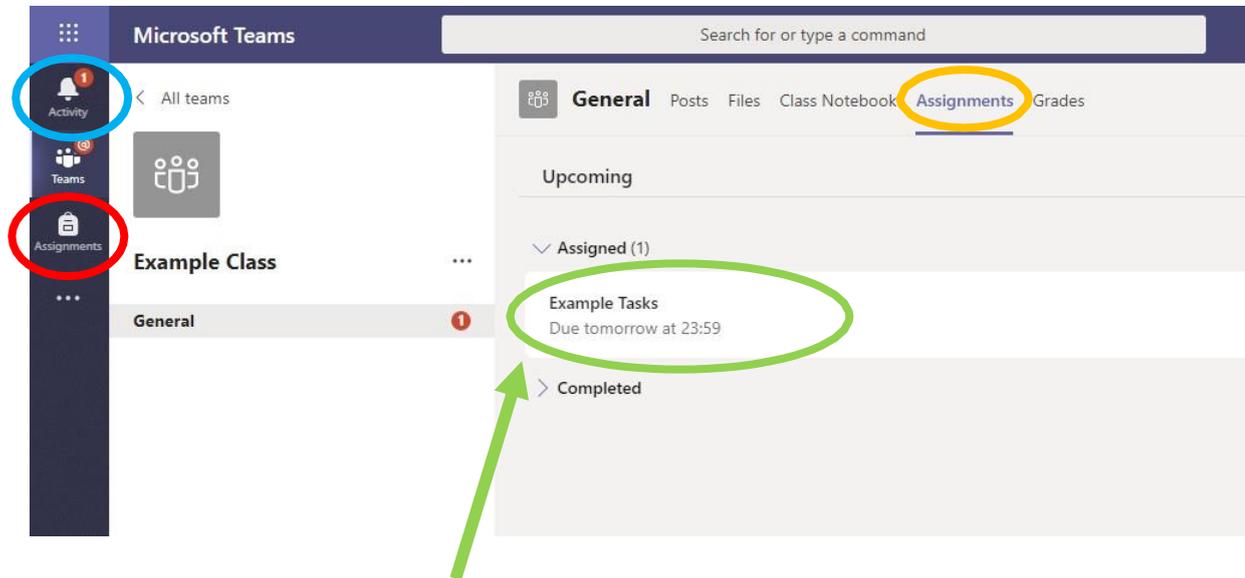
Click on the Teams icon



You should now see all the Teams that we have set up for you at school. You may install the desktop version of Teams onto your device free of charge.

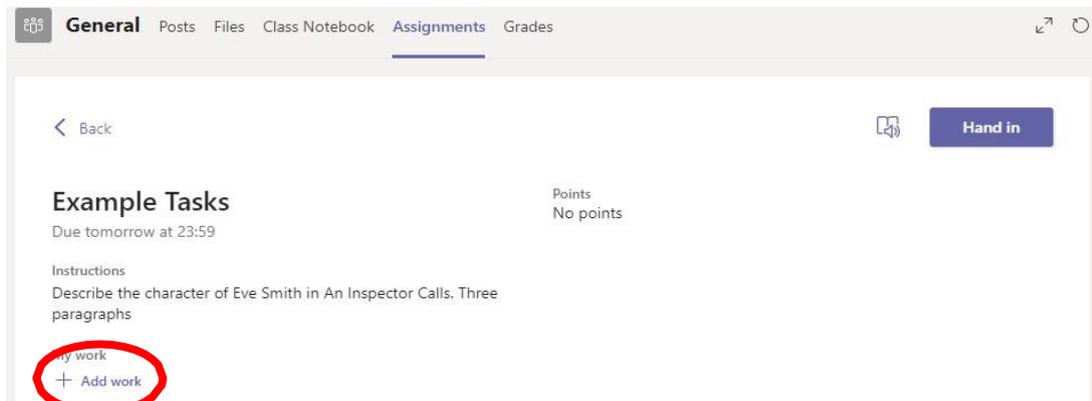
## Teams - Uploading an assignment

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 clicking on this notification, you will be taken to the assignments page. You may 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.

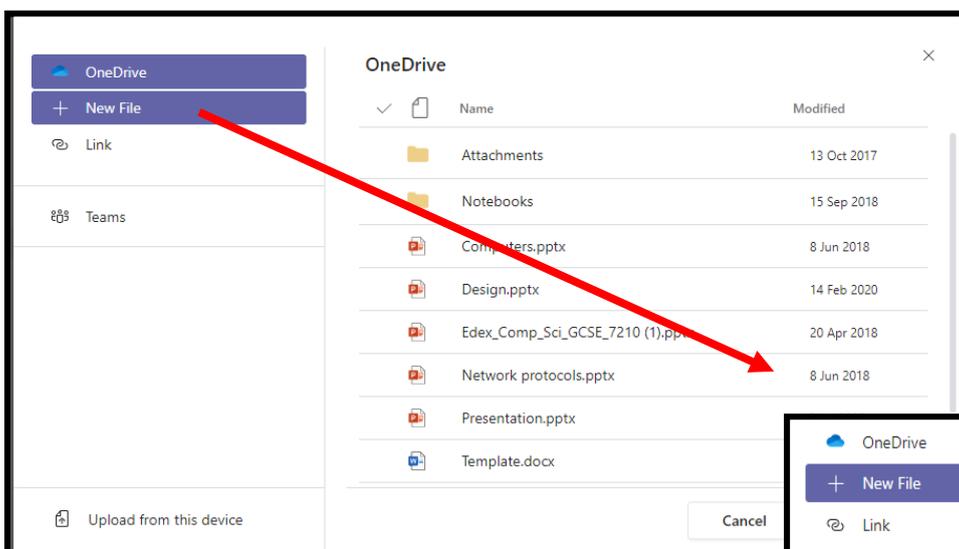


Click on the assignment to access (view) the task.

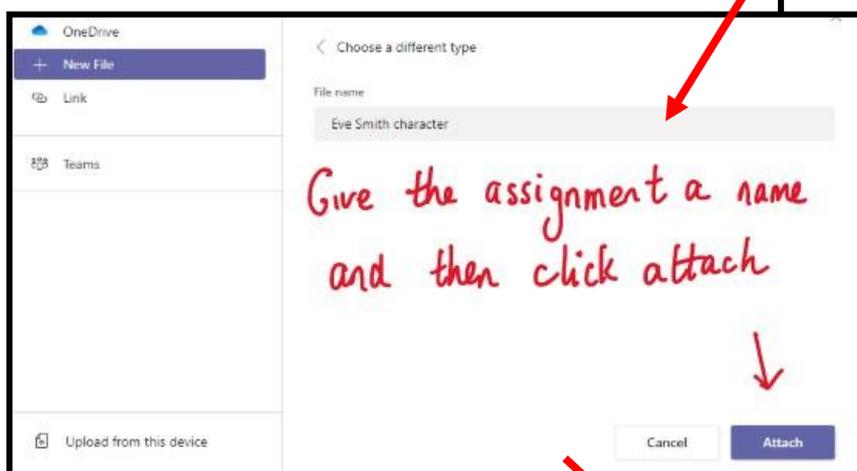
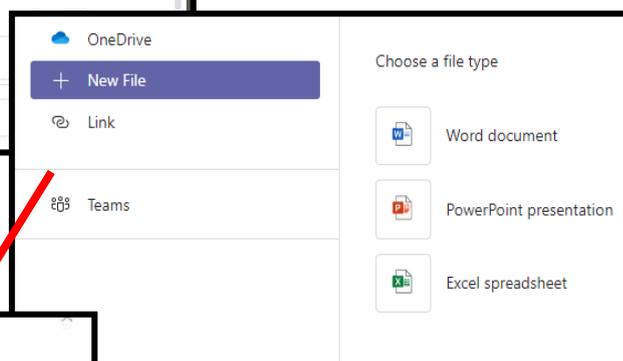
To add some work, we first need to create a new document, then complete our work in it.



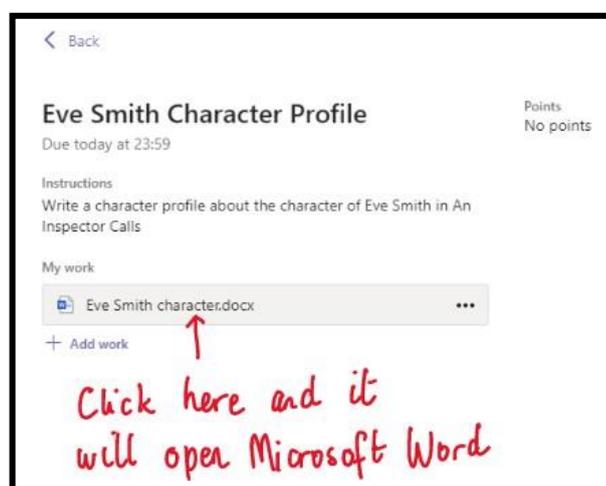
## Using a new file

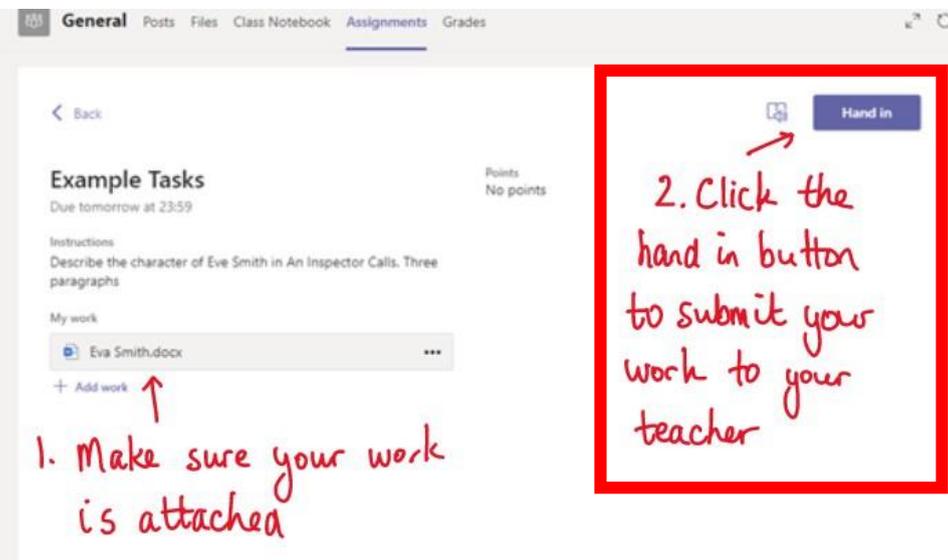
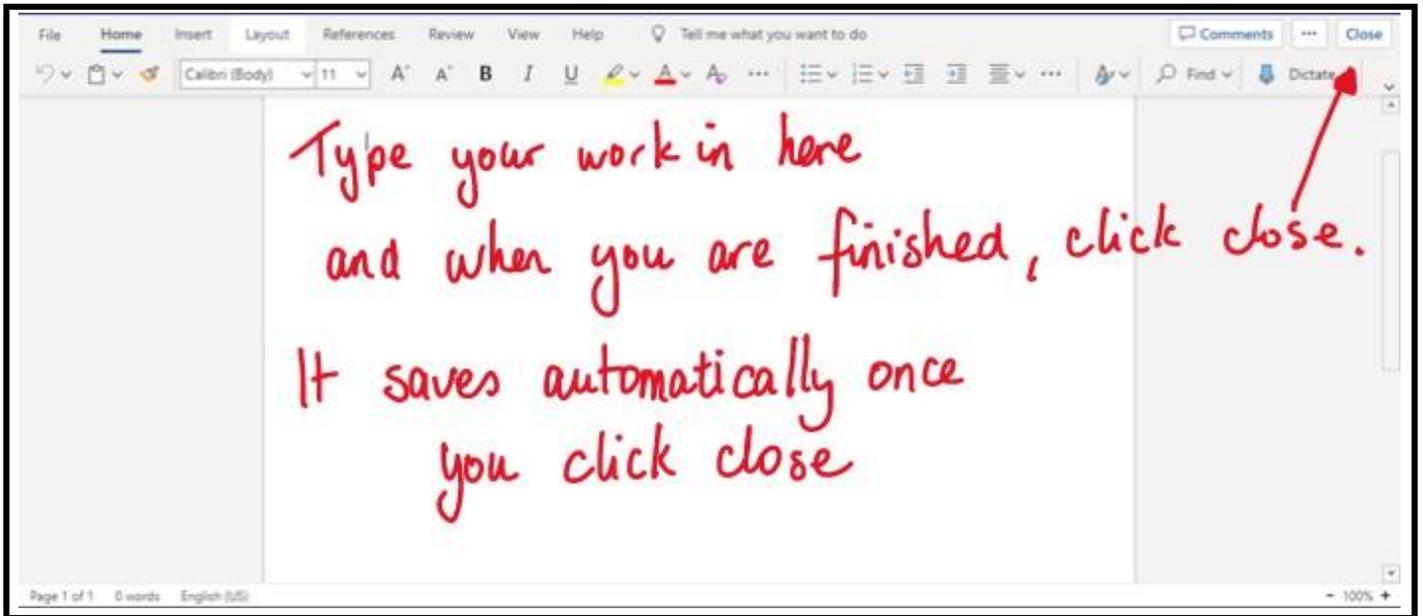


Click on new file and decide what format you will be submitting your work, Word, Powerpoint or Excel

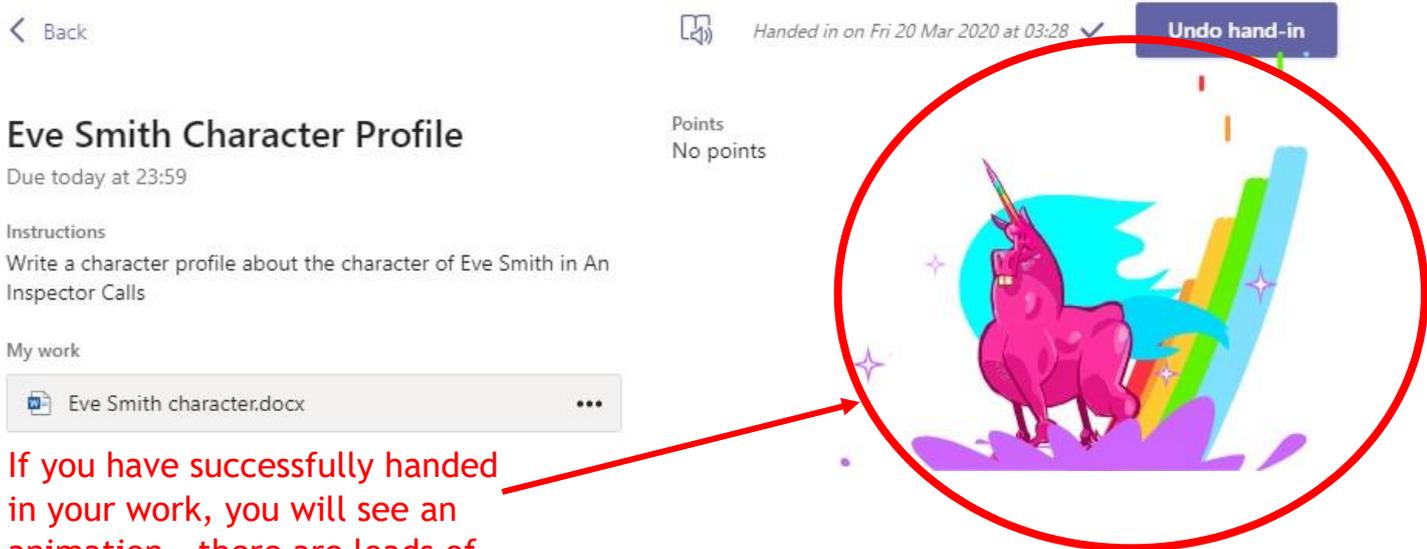


You have now created your document that you can start writing your work into. To start your work, click on the document name.





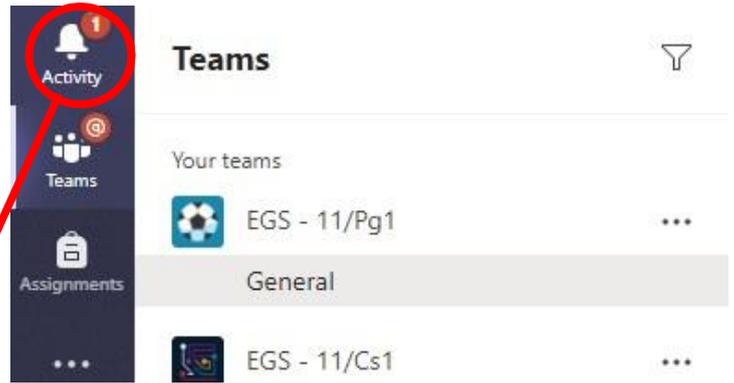
Make sure that you have your work attached and that it is not blank. Click the hand in button. Your teacher can now look at your work and give you feedback if required.



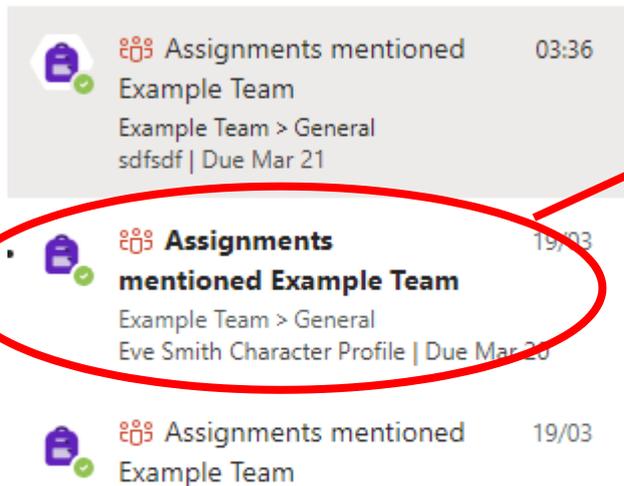
## Teams - Getting feedback and responding to feedback

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

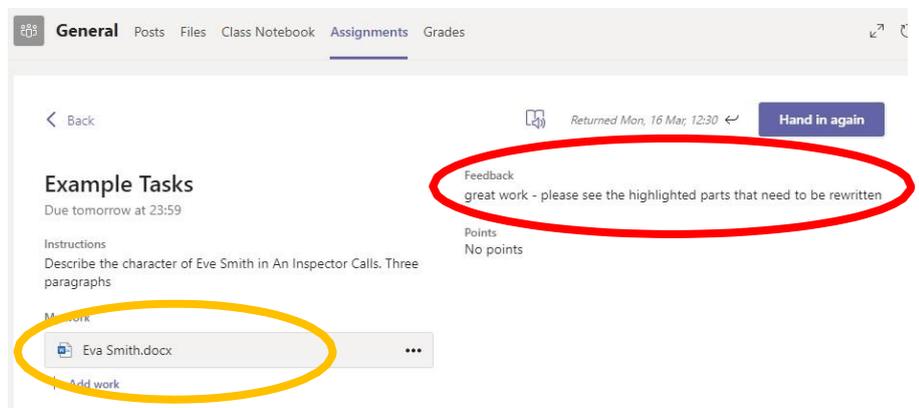


Feed



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

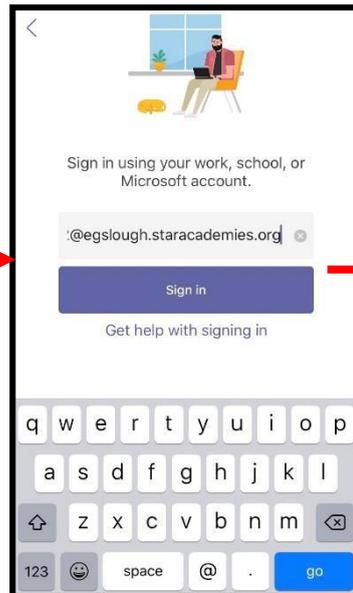
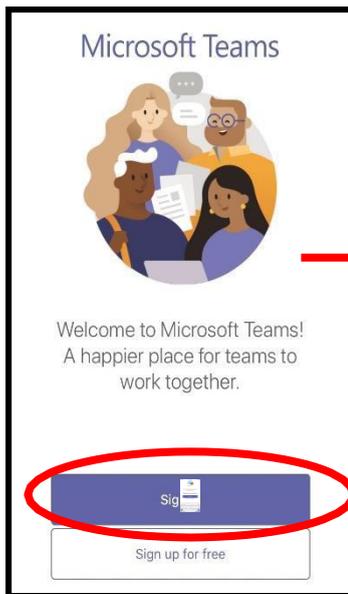
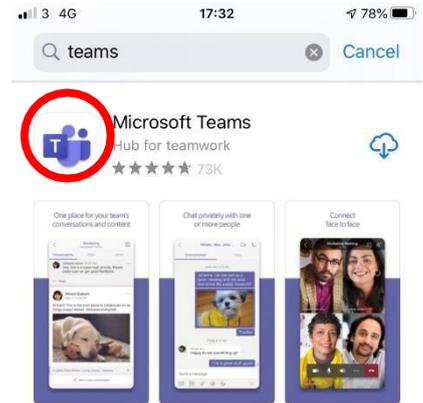
This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it again (in yellow) and act on the feedback given to you by your teacher, before handing it in again.



## SECTION 2 - USING TEAMS ON A TABLET OR PHONE

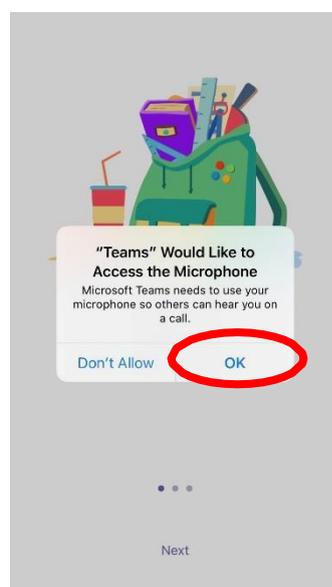
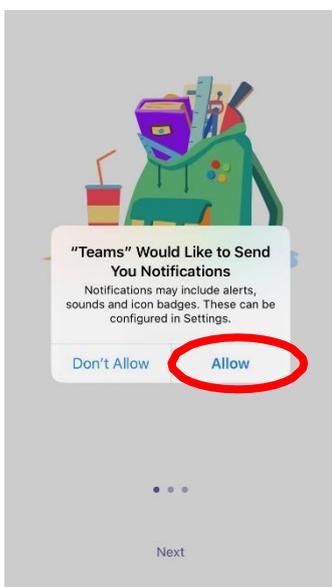
### Teams - Downloading the Teams App

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. (NB Silk Browser does not support Teams).



Sign in with your school email address. Example: Hannah Baker is in year 4, so her email address is [Hannah.Baker@st-teresasrc.essex.sch.uk](mailto:Hannah.Baker@st-teresasrc.essex.sch.uk)

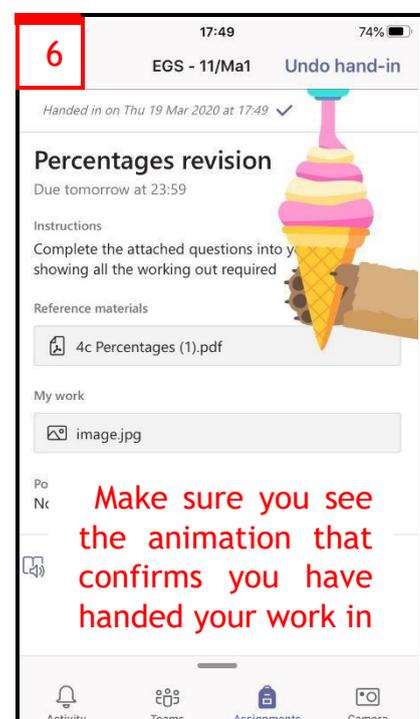
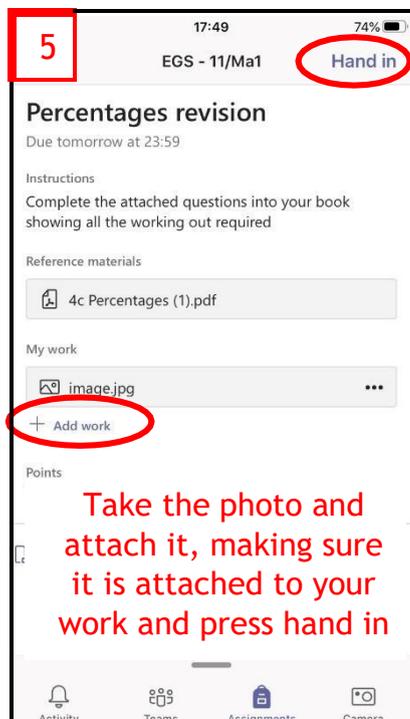
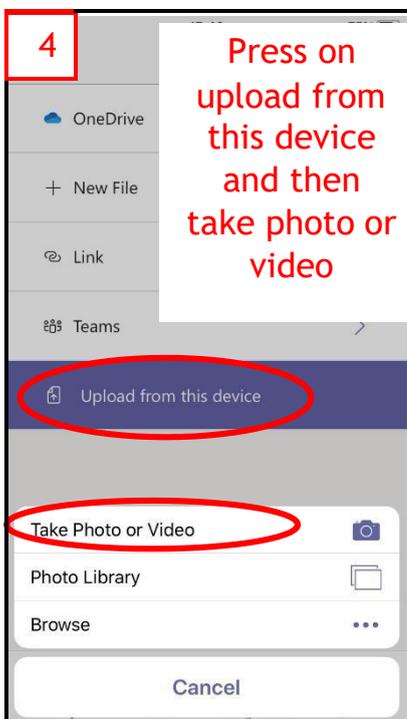
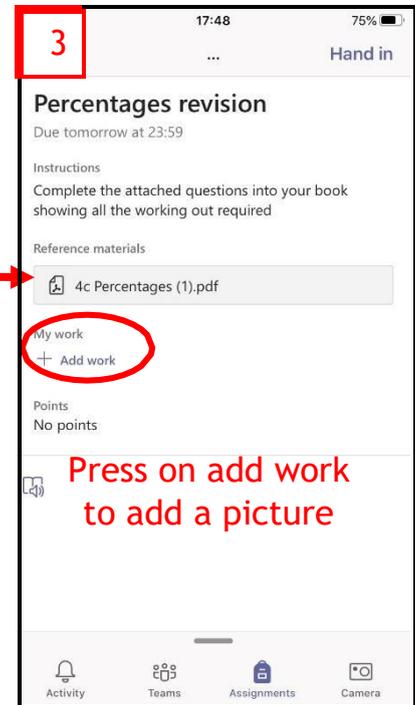
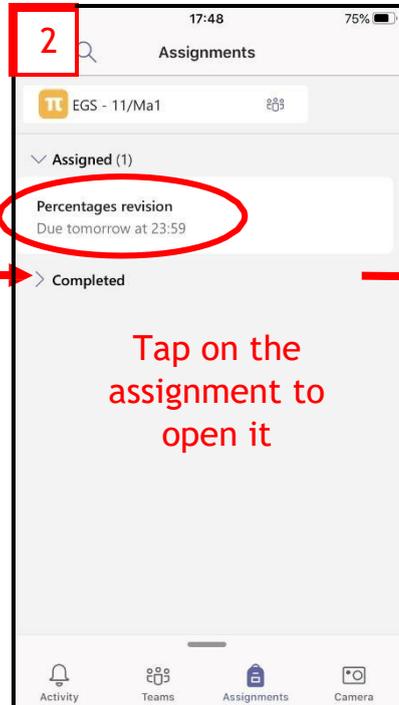
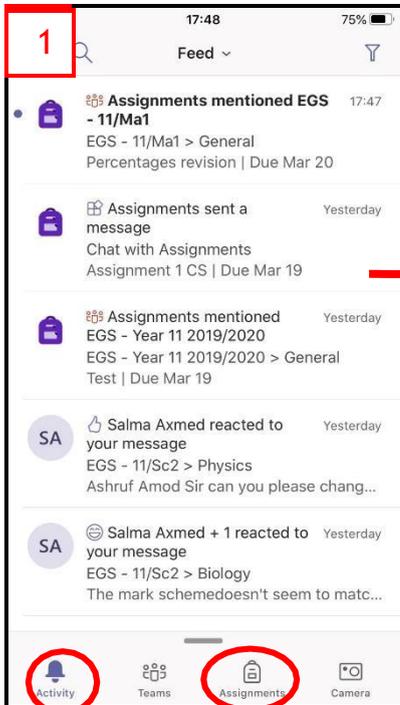
You will then be directed to the login page where you enter the password given to you by your teacher. Remember this password is case sensitive, so enter it carefully.



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 you need to click allow, but during the virtual classroom, you will be turning the microphone off.

## 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. You can find the assignment you have been set in two places - the activity feed and assignments - picture 1. If you have piece of handwritten work that you need to upload, you can use your tablet or phone to take a picture of your work.

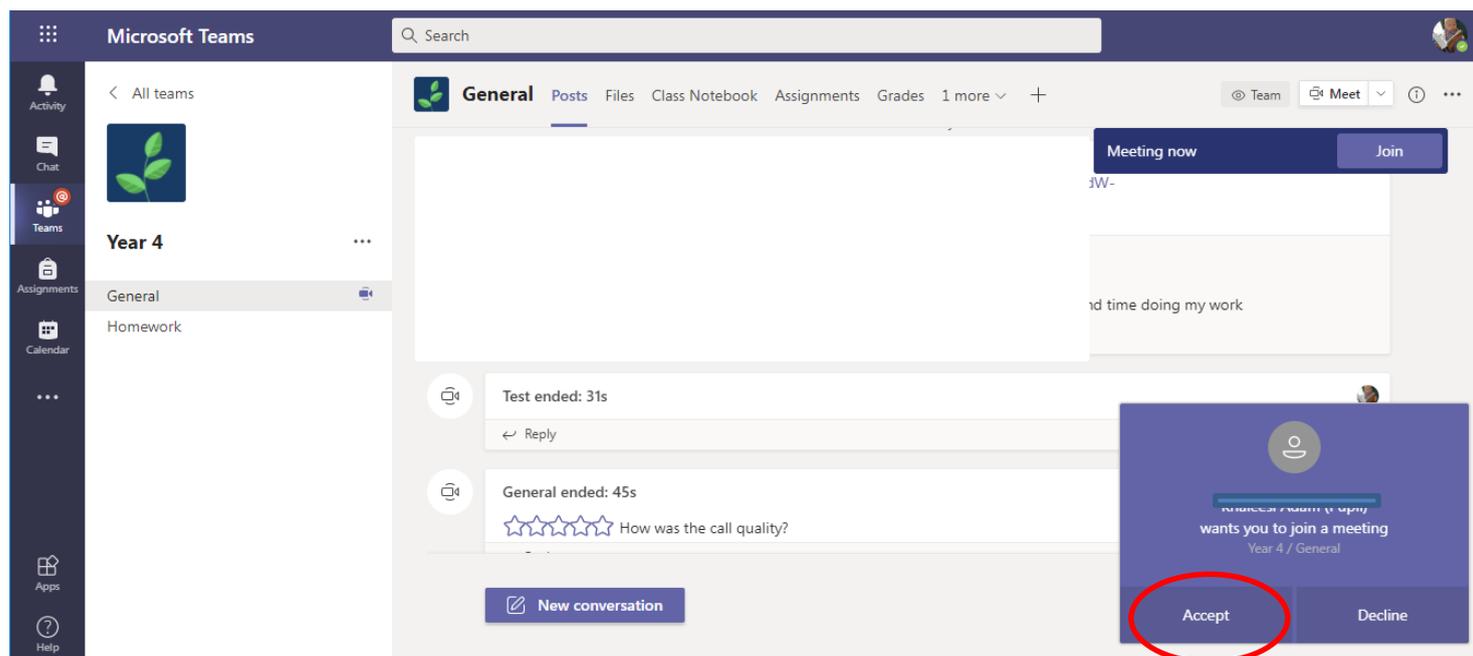


## SECTION 3 - HOW TO JOIN A VIRTUAL LESSON

Log on to Teams as described.

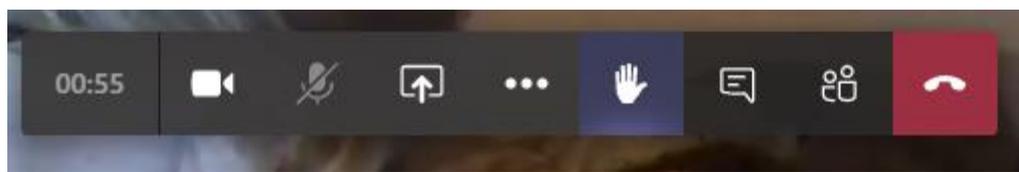
From your home teams page, when the teacher is online and ready to teach, a message will pop up on your Team page telling you that your teachers wants to meet you.

It will ask if you accept or decline. Click accept.

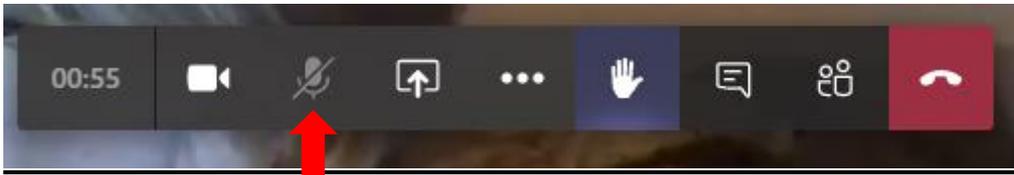


Your device may also ask if you accept access. Click yes. You are now connected to the meeting.

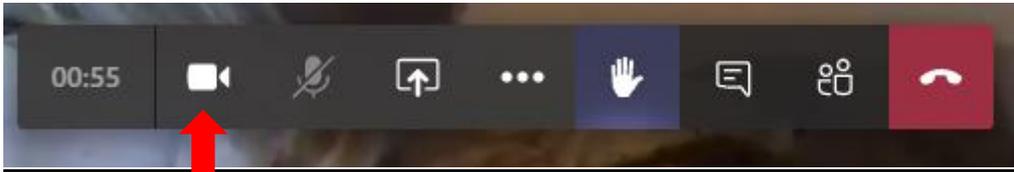
You will now see your teacher on the screen. Across the screen you will see a bar like this.



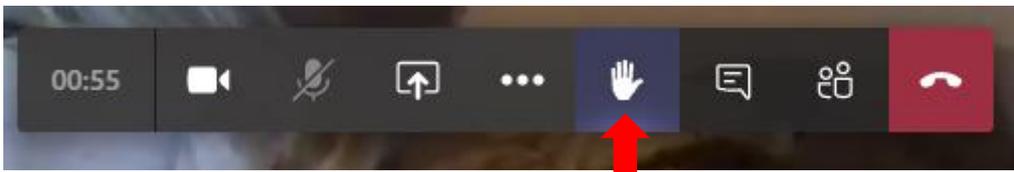
**IT IS IMPORTANT THAT YOU MUTE YOUR MICROPHONE WHEN YOU JOIN THE MEETING.** This will prevent the teacher from hearing sounds from 30 houses all at once.



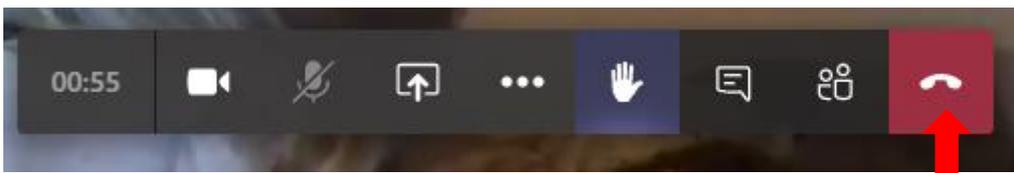
This is the microphone button, press to mute. This bar shows the microphone on mut.



If you want to turn the camera off so that nobody can see you, switch it off by pressing this button. This bar shows the camera on.



If you have a question, click on this 'hands up' button. Your teacher will ask you to unmute when he/she is ready to hear your question.



To end the meeting, press this button.