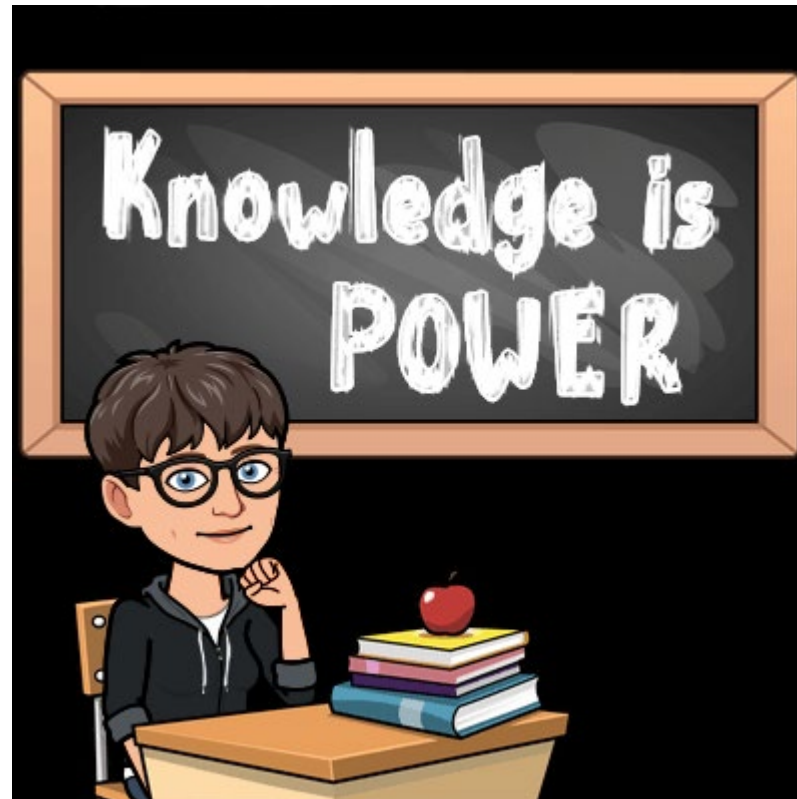
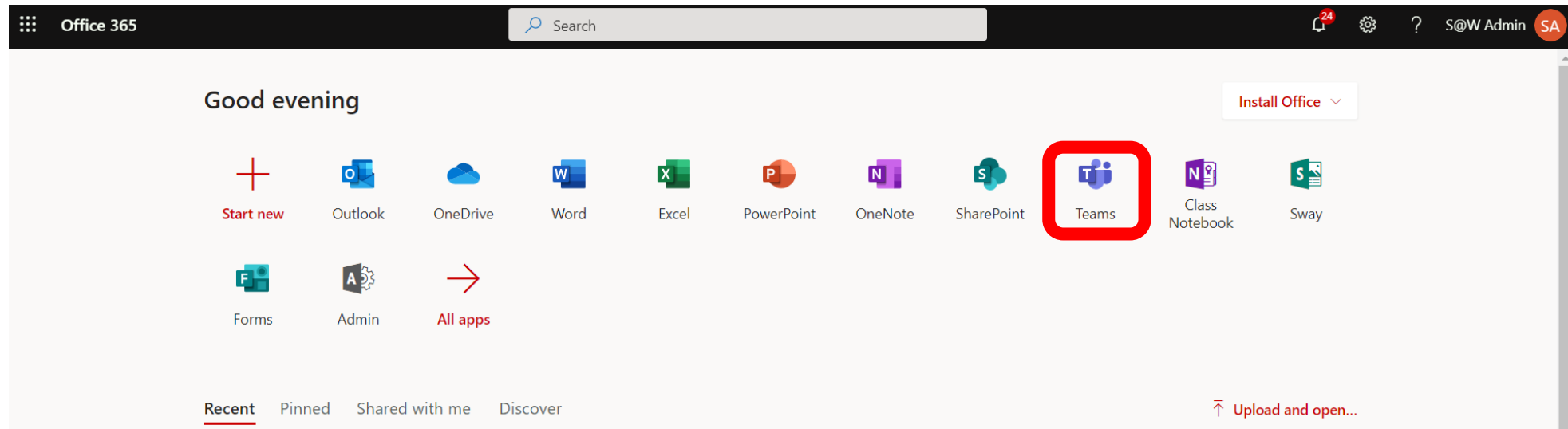


How to Find your class in
Teams.



Office 365 Application Menu

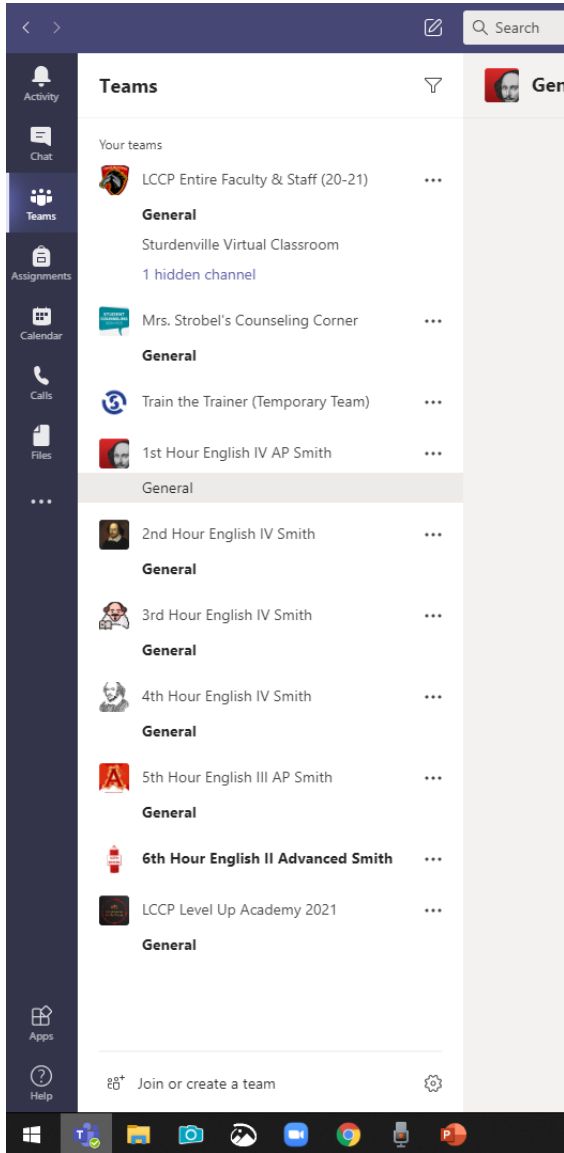


After logging into the Office 365 web application you are presented with office web applications. Single-click an application to launch it.

Office 365 applications are highly integrated to share information between them and to simplify collaboration.

This is Microsoft Teams

Log on using your user name and password. I suggest downloading the desktop app.



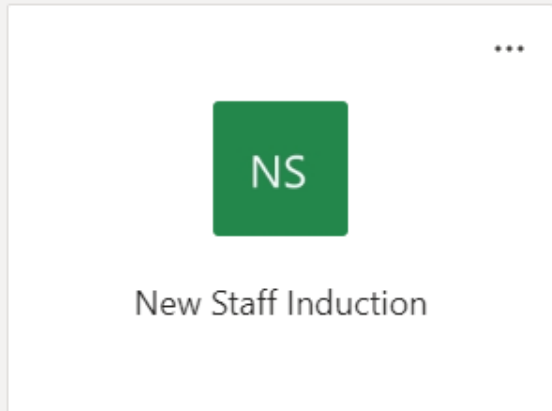
When you log on,
you should see your
teams listed exactly
like your timetable shows
your classes.

Teams

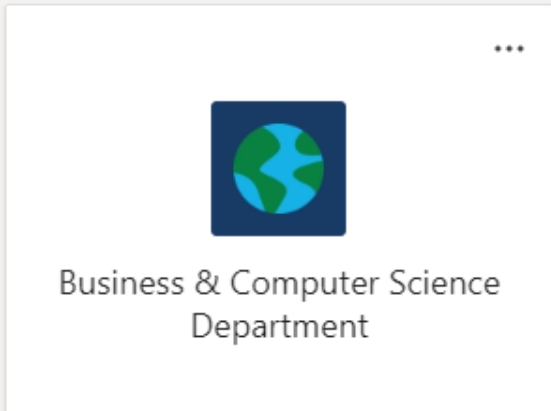
This is how mine looks.

Join or create team


Your teams



NS
New Staff Induction



Business & Computer Science Department



7X Band Computing Year 7



7Y Band - Computing Year 7



8Y Band Computing Year 8



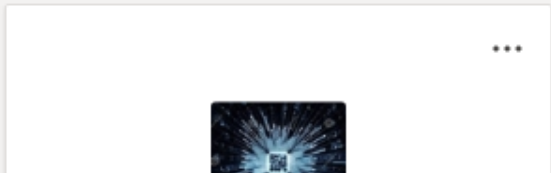
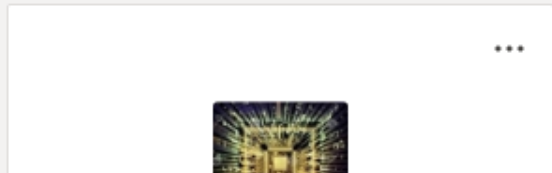
8X Band Computing Year 8



9Y Band Computing Year 9



9X Band Computing Year 9



TI

Microsoft Teams for Education

Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.

Navigate Microsoft Teams

Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

View and organize teams

Click to see your teams. Drag team tiles around to reorder them.

Find personal apps

Click to find and manage your personal apps.

Use the command box

Search for specific items or people, take quick actions, and launch apps.

Manage profile settings

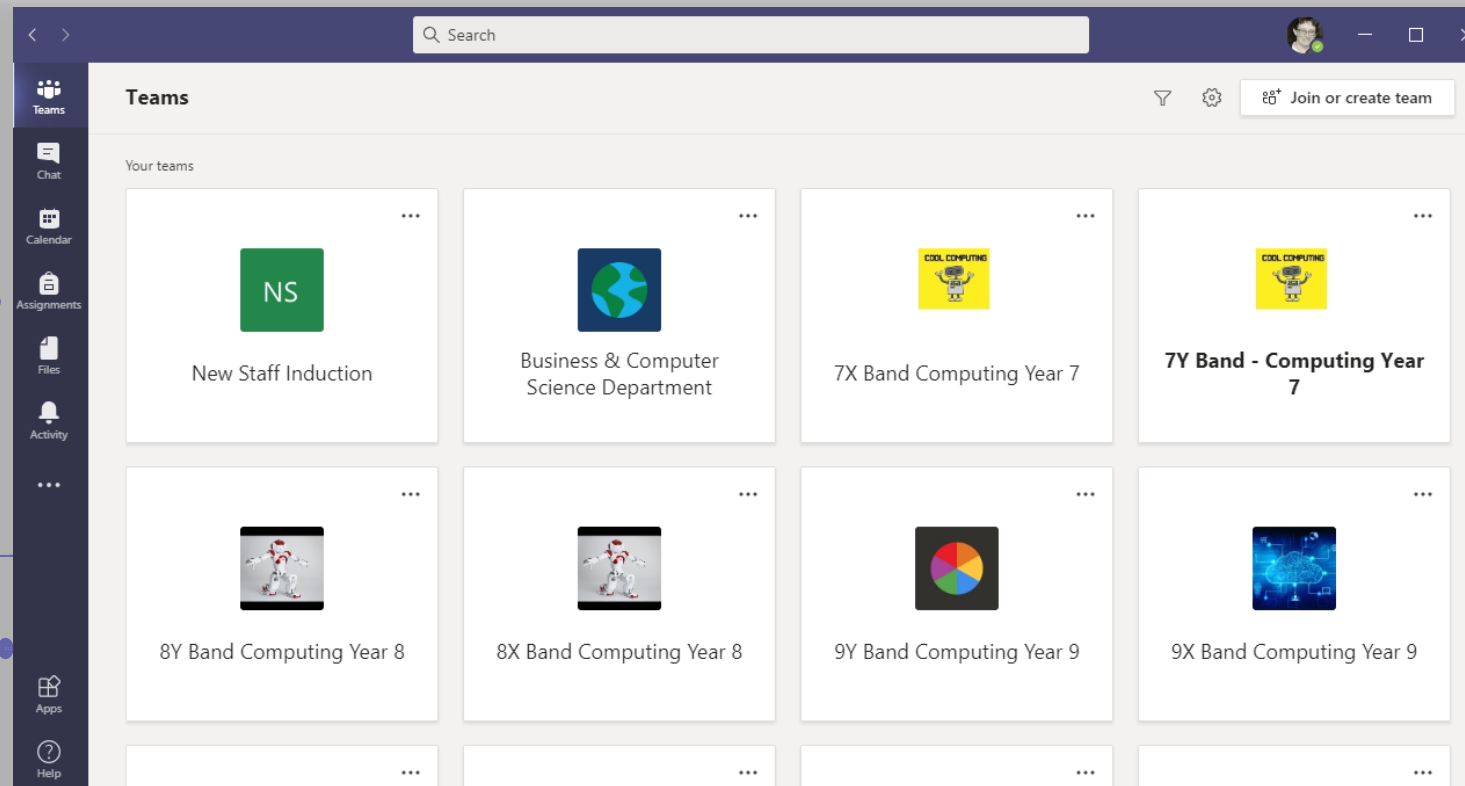
Change app settings, change your pic, or download the mobile app.

Join your Class team

View assignments, access files and join live lessons from here.

What is a team?

You can access assignments / files and have conversations, share files and use shared tools with the group – all in one place.



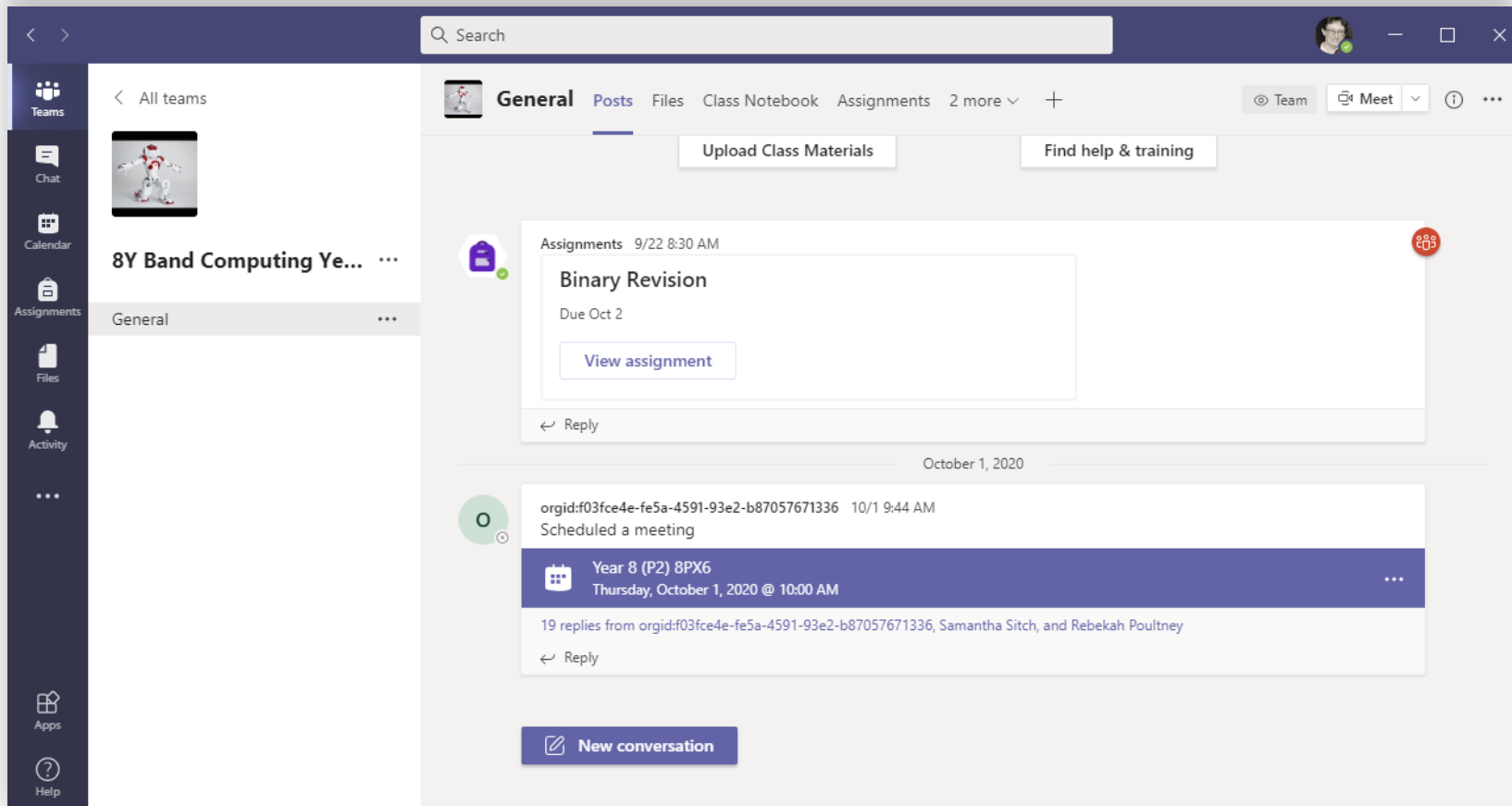
Microsoft Teams for Education

Class teams

Open Assignments and Grades

You can complete and turn in your assignments without leaving the app.

You can see your progress, too.



The screenshot displays the Microsoft Teams interface for a class team. On the left, a navigation pane shows options for Teams, Chat, Calendar, Assignments, Files, Activity, and Apps. The main area shows the 'General' channel for the '8Y Band Computing Ye...' team. At the top, there are buttons for 'Upload Class Materials' and 'Find help & training'. A post titled 'Binary Revision' is visible, with a 'View assignment' button. Below it, a meeting announcement for 'Year 8 (P2) 8PX6' is shown, scheduled for Thursday, October 1, 2020, at 10:00 AM. A 'New conversation' button is at the bottom.

General Posts

You can view a file or latest assignments that has been shared by the teacher.

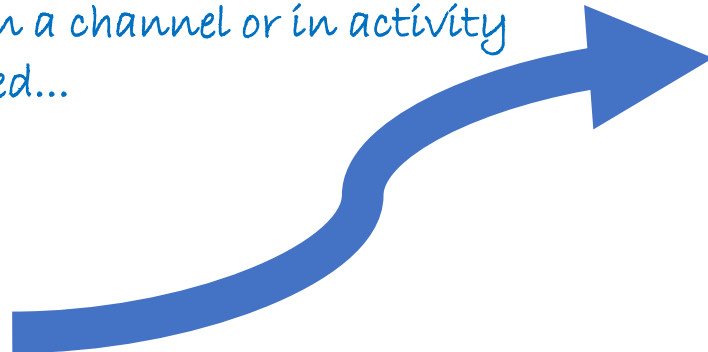
You can also join a live lesson from here.

Where is my assignment?

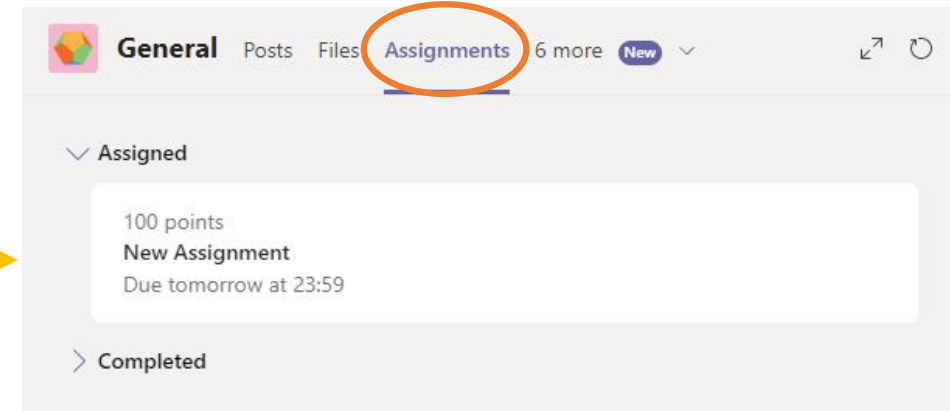
Look for it....



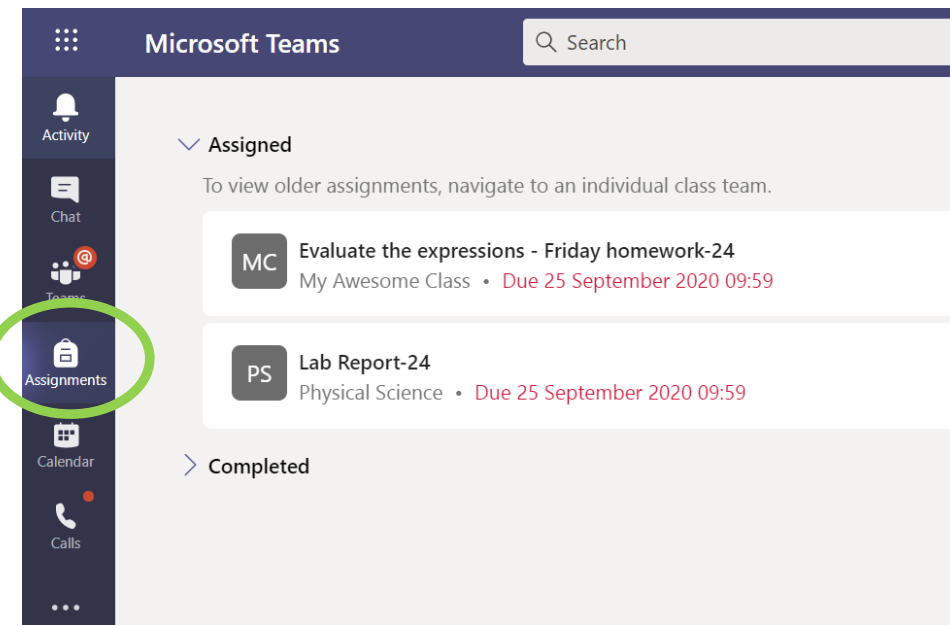
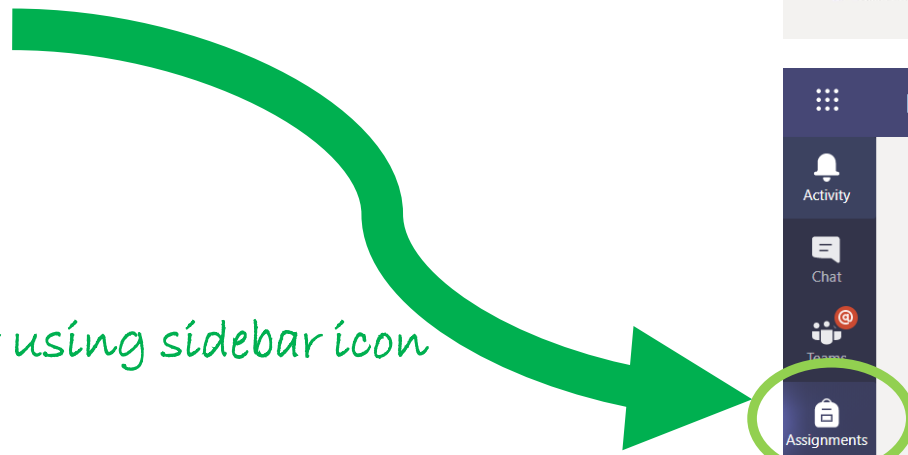
..in a channel or in activity feed...



... under assignments tab..



... or using sidebar icon




Once you find it:
Double click to open or click on 'View Assignment'

You can see all your assignments in one place.

The screenshot displays the Microsoft Teams interface. At the top, there is a dark blue header bar with navigation arrows on the left, a search bar in the center, and a user profile picture on the right. Below the header is a vertical sidebar on the left containing icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The 'Assignments' icon is highlighted in blue, and a large blue arrow points to it from the left. The main content area is divided into two sections. The left section is a light gray sidebar with the 'Assignments' icon highlighted. The right section is a white panel titled 'Choose a class' with a search bar and a list of six classes:

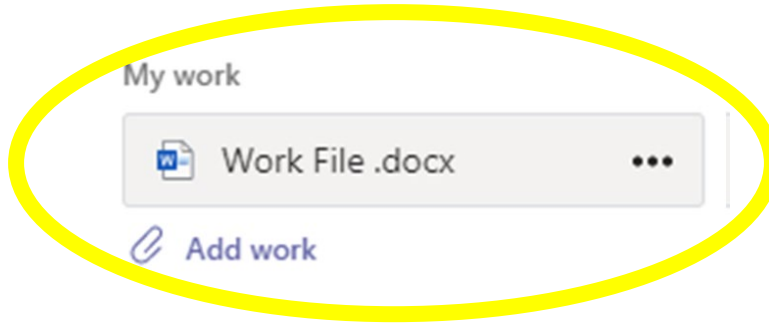
- 1 1st Hour English IV AP Smith
- 2 2nd Hour English IV Smith
- 3 3rd Hour English IV Smith
- 4 4th Hour English IV Smith
- 5 5th Hour English III AP Smith
- 6 6th Hour English II Advanced Smith

What's on the screen?

By when you need to do your assignment and turn it in	How your assignment will be graded (optional)	
<p>New Assignment Due tomorrow at 23:59 • Closes tomorrow at 23:59</p>	<p>Points 100 points possible</p> <p>Rubric Narrative Essay Rubric</p>	<p>Click 'Hand in' to turn in Assignment once finished THIS IS IMPORTANT!</p>
<p>Instructions Put all your work in the attached Word Document file in the My Work area below. If you are taking photos of your work, paste them into the word file as well.</p> <p>Reference materials</p> <ul style="list-style-type: none">Reference Presentation.pptxReference Material.docxReference Video	<p>Instructions and optional reference materials for you to do the assignment</p>	
<p>My work</p> <ul style="list-style-type: none">Work File .docxAdd work	<p>Your work files will be here or can be uploaded here</p>	

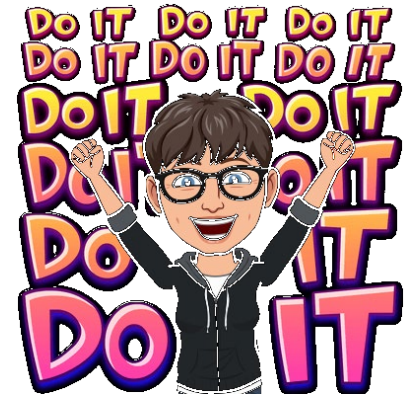
Begin working

Do you have a file under 'My work'?



YES!

CLICK
THAT
FILE!!!

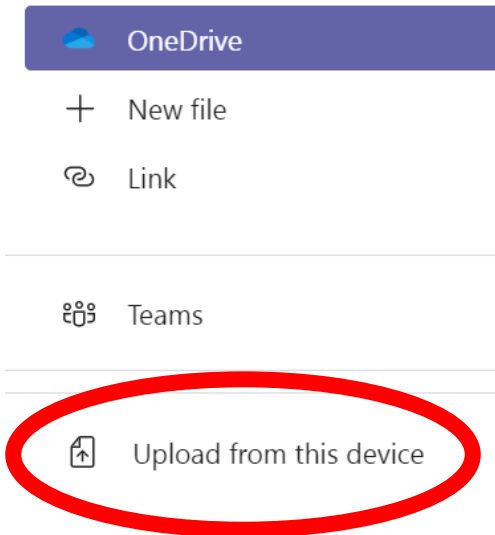
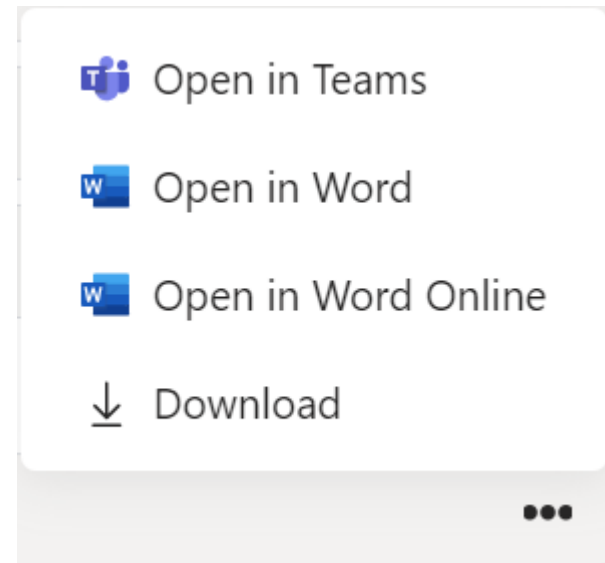


OR

NO!

Do your work
offline (as
instructed) and
then attach the file
using 'Upload from
this device'

CLICK
THOSE
3 DOTS ...
and select (open in
Word Online)



If working online...

The screenshot shows the Microsoft Word Online interface. The title bar at the top reads "Work File.docx". The ribbon is set to the "Insert" tab, with the "Picture" group selected. A red circle highlights the "Picture" group, and a red arrow points to the "Insert Picture From" dropdown menu, which is open and shows options for "This Device" and "Bing". Another red circle highlights the "Close" button in the top right corner of the document window, with a red arrow pointing to it. Handwritten text in the document area includes "Haí Teacher!!!" and "Remember you can even insert photos and images!!". A note on the right side of the document says "Finished working? Just click Close - no need to save!". The status bar at the bottom shows "Page 1 of 1", "2 words", "English (U.S.)", and "100%".

Work File.docx

File Home **Insert** Layout References Review

Page Break Table Picture Next Comment Header & Footer Symbol

Insert Picture From

- This Device
- Bing

Haí Teacher!!!

Remember you can even insert photos and images!!

Finished working? Just click Close - no need to save!

Close

Page 1 of 1 2 words English (U.S.) 100% Give Feedback to Microsoft

IMPORTANT



DID YOU FINISH ALL
YOUR WORK?

THIS NEXT PART IS

REEAAAAALLLY

IMPORTANT!!

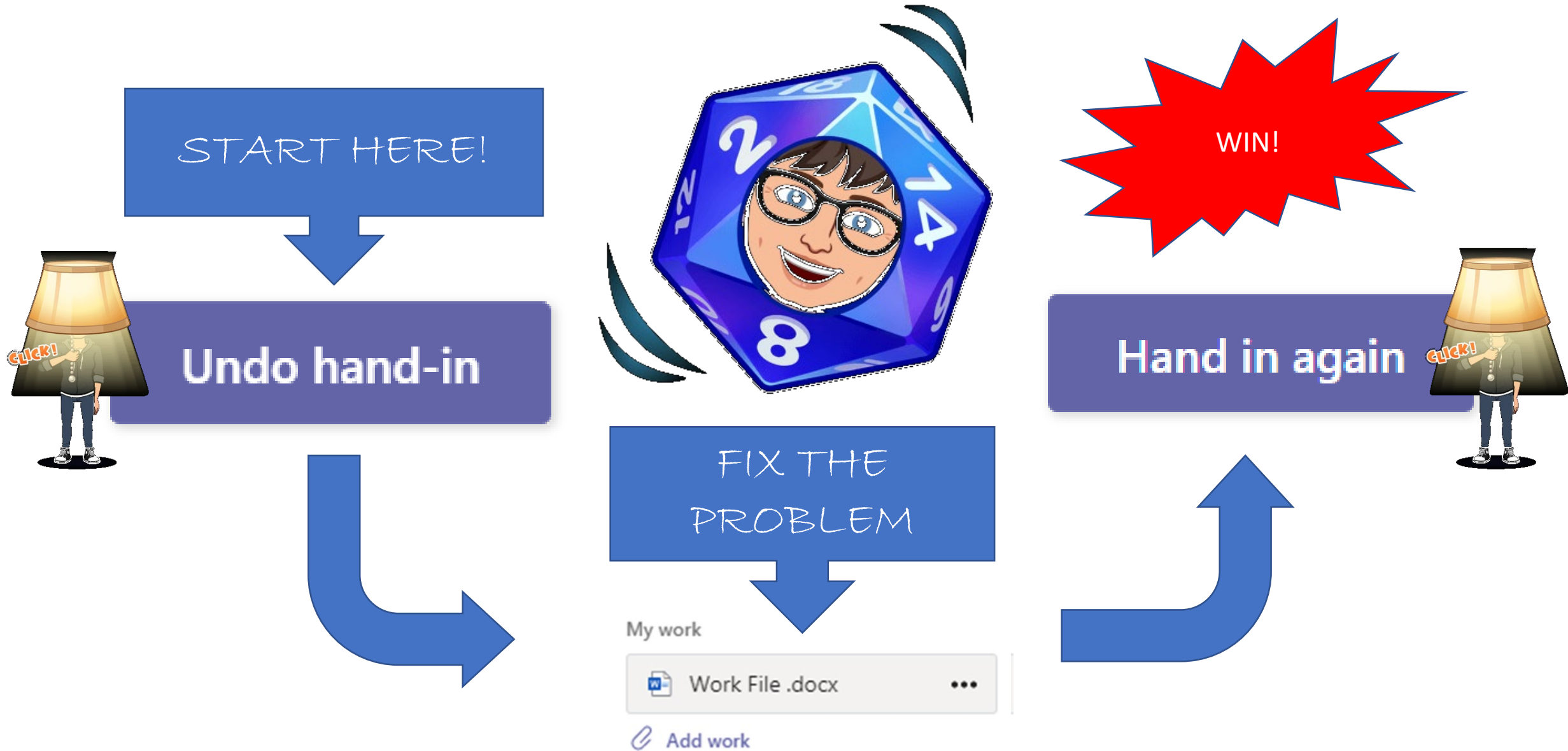
**Press
Hand In!**



Hand in



Made a mistake? Forgot something?



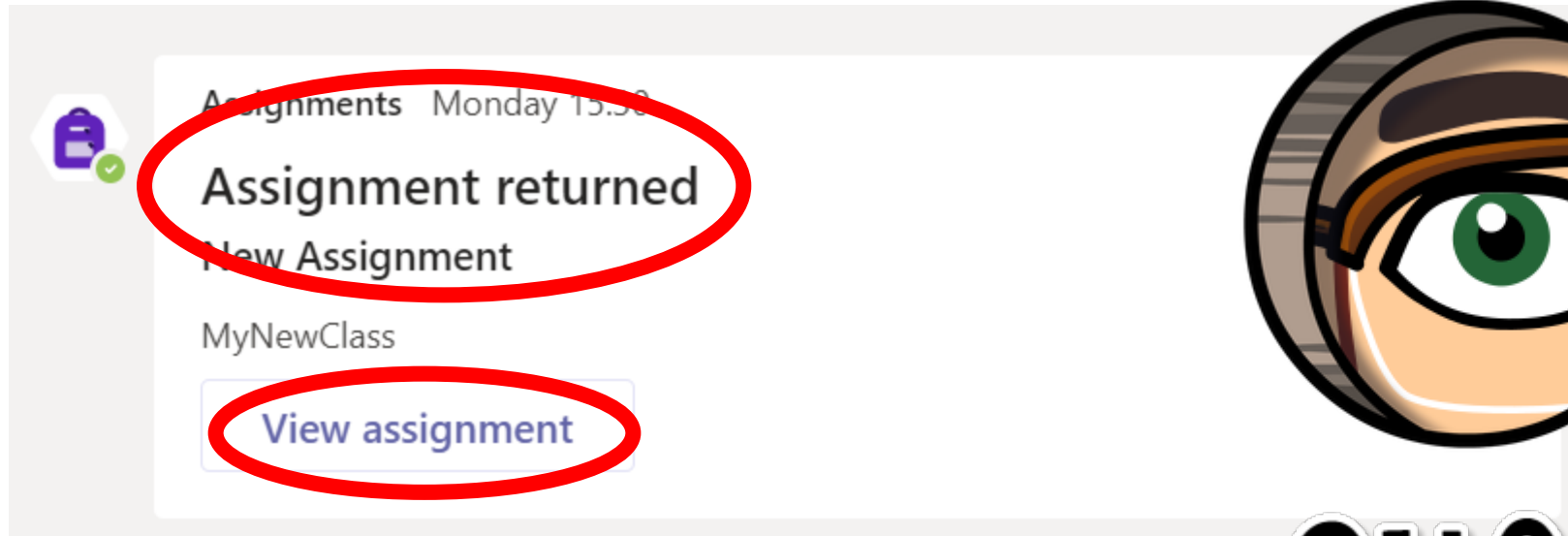
ALL DONE



RELAX



Once your teacher returns the assignment



CHAT

Look for this in the
and press View Assignment

Review your result and feedback

Your Result

Feedback

Great work ! Keep it up!

Points

87.5 / 100

Rubric



Narrative Essay Rubric



More feedback after you click on Rubric (optional)

Narrative Essay Rubric

Total: 87.5/100

Correct use of grammar

Weight 50%

Excellent 4 points

Correct use of tenses in all instances

Good 3 points

Some small mistakes

Fair 2 points

Wrong tenses some of the time

Poor 1 point

Many mistakes

Feedback

All correct - very well done!

Originality of writing

Weight 50%

Excellent 4 points

Very creative

Good 3 points

Good ideas

Fair 2 points

Needs more work

Poor 1 point

Standard not reached

Feedback

Nice ideas - well done!

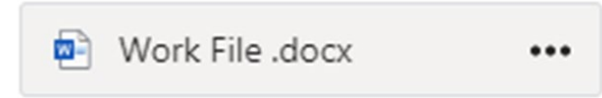
Close

Need to fix some things?

Click on the file

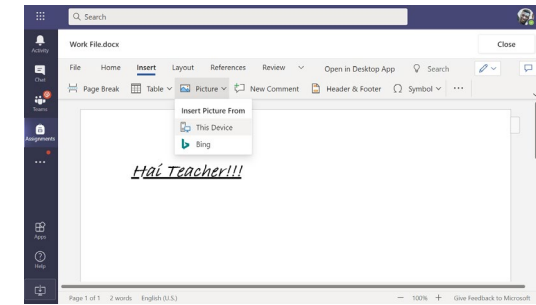


My work



Add work

Do the work



Then.....



Press Hand In Again!



Join a Live Lesson

Teams Meetings



Join a lesson in several ways

The screenshot shows a Microsoft Teams chat window for a team named "12C/Co1". The chat history includes a message from Michael Theophilus dated 9/22 10:33 AM with the text "AYO". A date separator for "September 28, 2020" is visible. A message from Mrs D Kershaw dated 9/25 8:28 AM contains the text "For those working at home, can join in the lesson- ensure you open OneNote". Below this message is a blue calendar-style invite card for a "P1 Lesson" on "Friday, September 25, 2020 @ 9:10 AM". This invite card is highlighted with a red rounded rectangle. Below the invite card, it says "2 replies from you" and has a "Reply" button. A date separator for "October 2, 2020" is visible. Below that is an assignment card for "Legislation - RiPA" due on "Oct 3" with a "View assignment" button. At the bottom of the chat area is a "New conversation" button. On the right side of the chat area, there is a large white text box with the instruction "Go to your class teams and click on the invite". The left sidebar shows navigation options: Teams, Chat, Calendar, Assignments, Files, Activity, and Help.

Search

General Posts Files Class Notebook Assignments Grades 1 more + Team Meet

Michael Theophilus 9/22 10:33 AM
AYO
Reply

September 28, 2020

Mrs D Kershaw 9/25 8:28 AM
For those working at home, can join in the lesson- ensure you open OneNote
P1 Lesson
Friday, September 25, 2020 @ 9:10 AM
2 replies from you
Reply

October 2, 2020

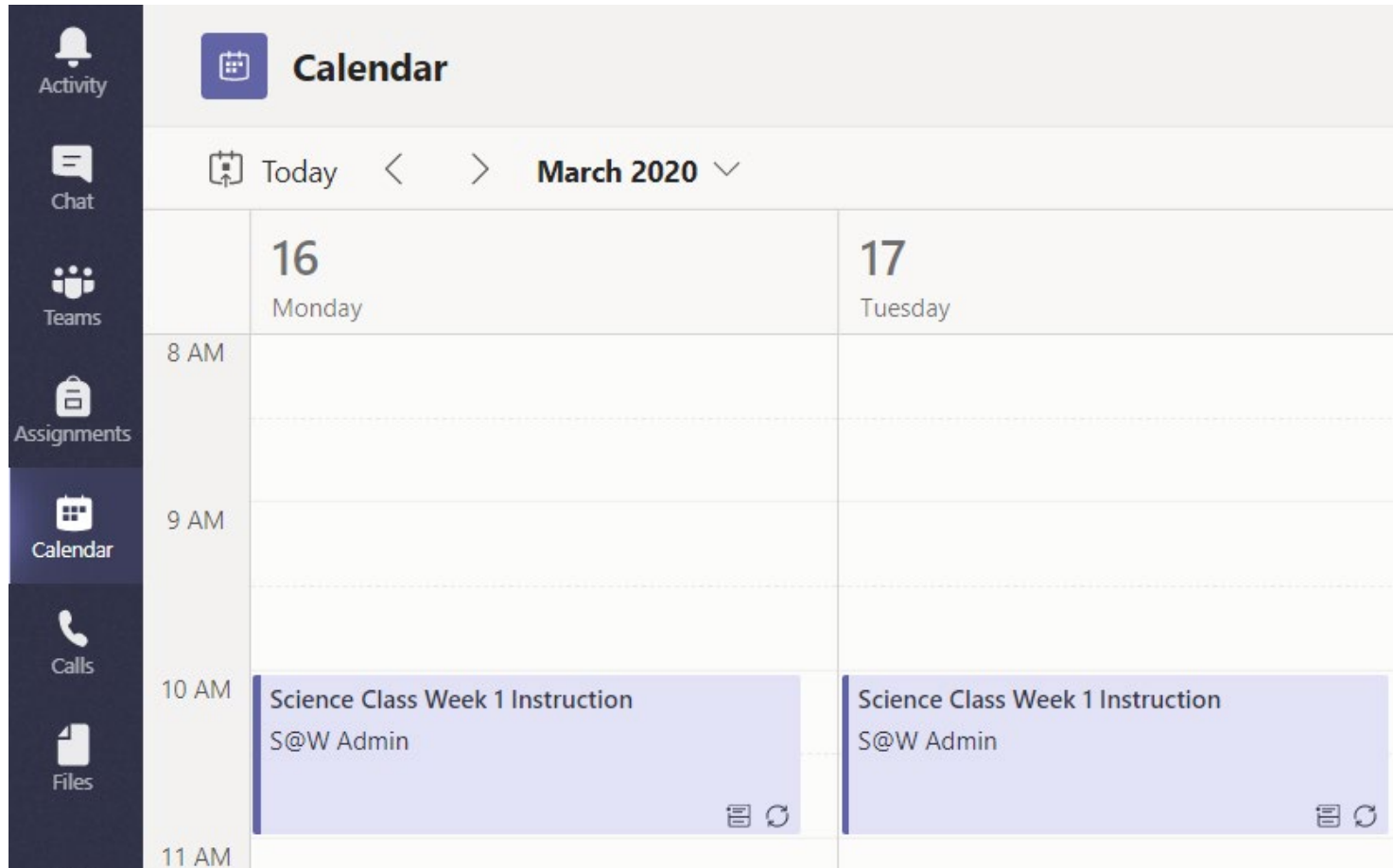
Assignments 10/2 8:18 AM
Legislation - RiPA
Due Oct 3
View assignment

2 replies from you and Benissa O

New conversation

Go to your class teams and click on the invite

OR View and Start Online Classes from Calendar

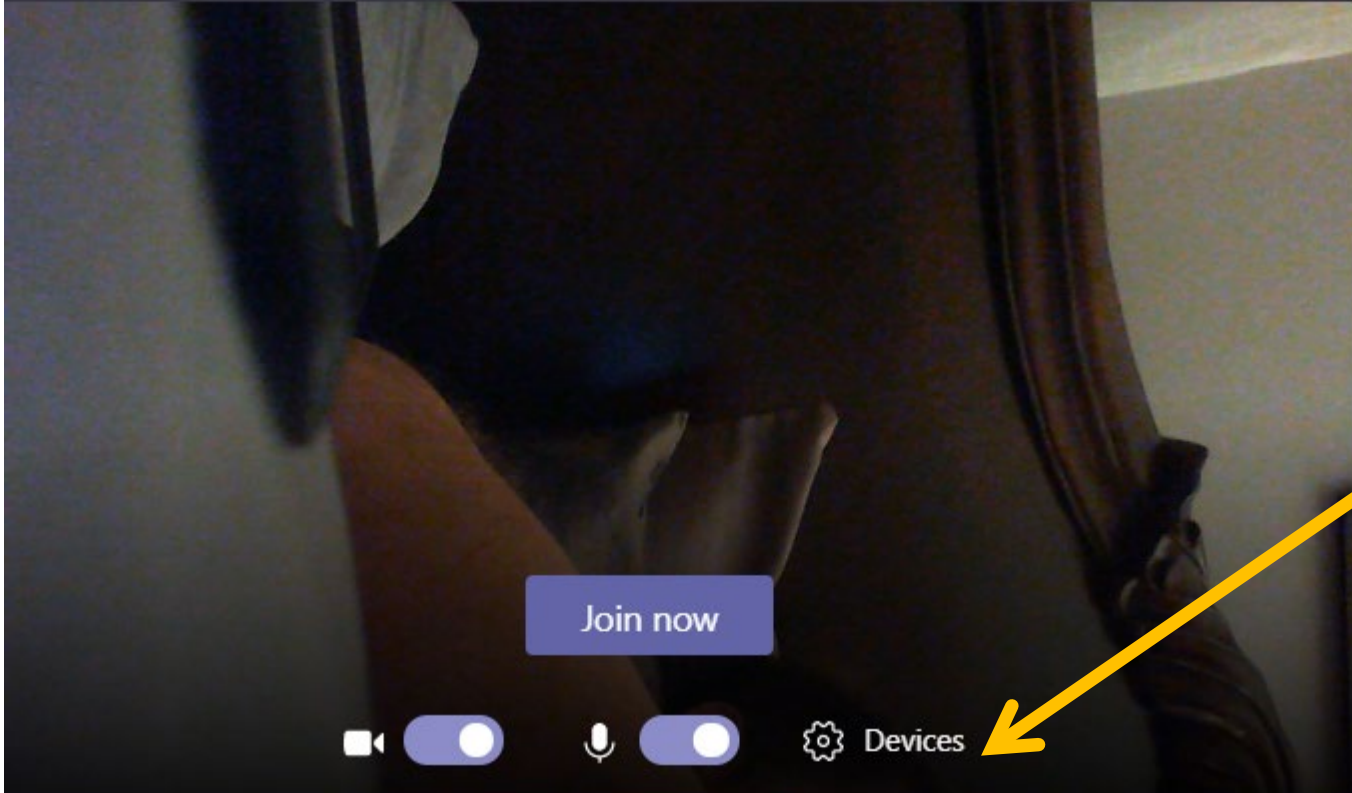


Click a Meeting in the Calendar to edit details or to Join it and start the class.

Scheduled meetings also show in the Outlook Calendar.

Choose your audio and video settings for

Meeting with S@W Admin



Check Your Devices Setup

Select **Devices** before every call or meeting to verify Speaker, Microsoft, and Camera settings. All devices must be connected prior to starting Microsoft Teams.

Device settings



Speaker

Speakers (3- Realtek(R) Audio)



Microphone

Desktop Microphone (2- Microsoft® ...)



Camera

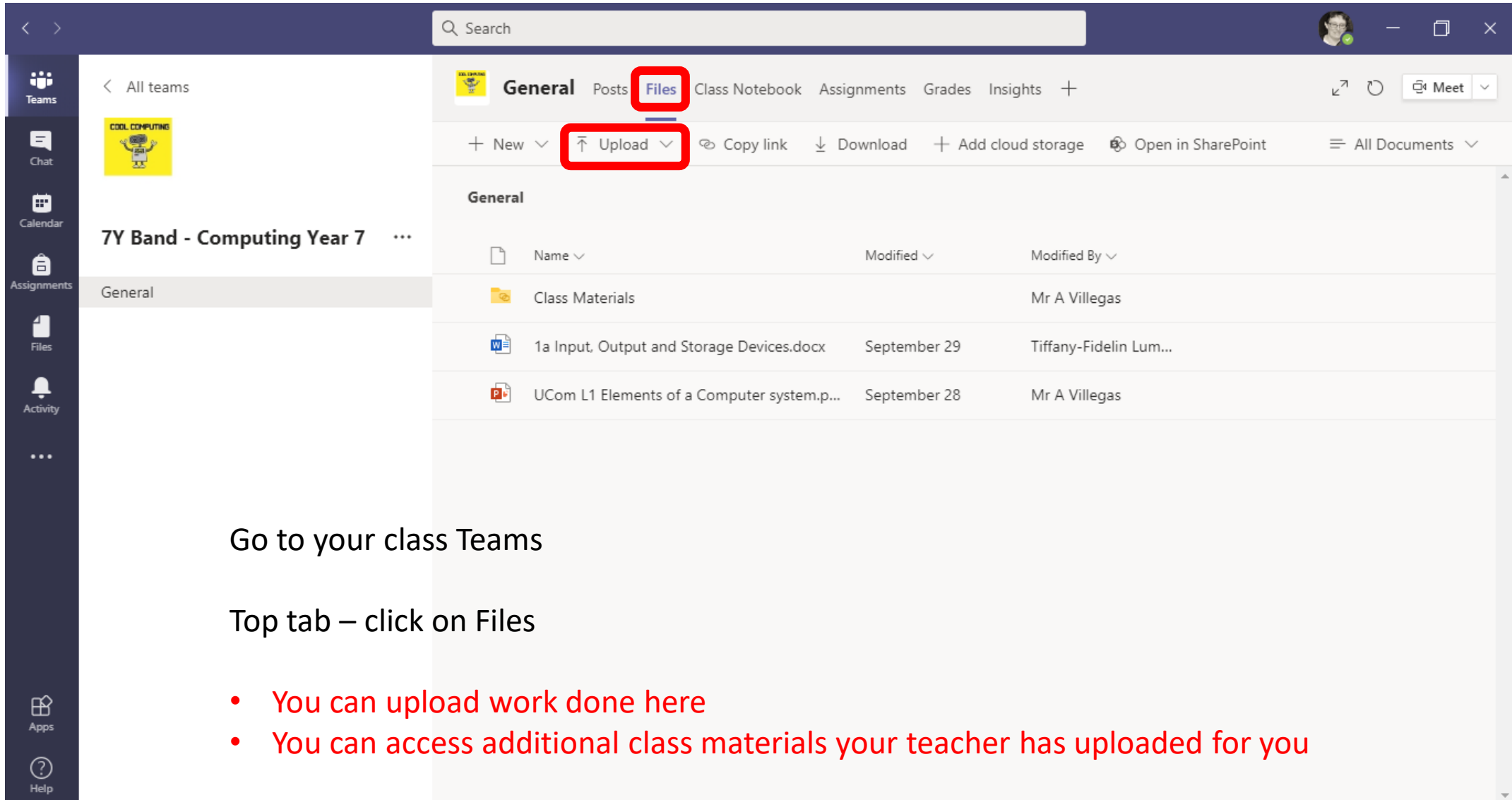
Microsoft® LifeCam HD-5001 (045e:...



Microsoft Teams Device settings

Select the appropriate devices from the drop-downs.

Using the Files Tab



The screenshot shows the Microsoft Teams interface for a class team named "7Y Band - Computing Year 7". The "Files" tab is selected and highlighted with a red box. Below the "Files" tab, the "Upload" button is also highlighted with a red box. The main content area displays a list of files and folders under the "General" tab. The list includes a folder named "Class Materials" and two documents: "1a Input, Output and Storage Devices.docx" and "UCom L1 Elements of a Computer system.p...".

Name	Modified	Modified By
Class Materials		Mr A Villegas
1a Input, Output and Storage Devices.docx	September 29	Tiffany-Fidelin Lum...
UCom L1 Elements of a Computer system.p...	September 28	Mr A Villegas

Go to your class Teams

Top tab – click on Files

- You can upload work done here
- You can access additional class materials your teacher has uploaded for you