

A Student Guide to Using Microsoft Teams

Section 1

How to use Teams on a Desktop or a Laptop

How to log on and see a scheduled lesson from a teacher

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

Section 3

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Helpdesk feature

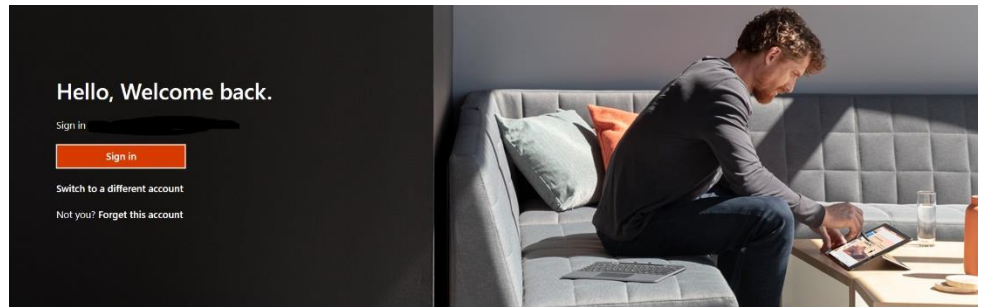
Section 4

Online Home Learning Protocol - Live sessions

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

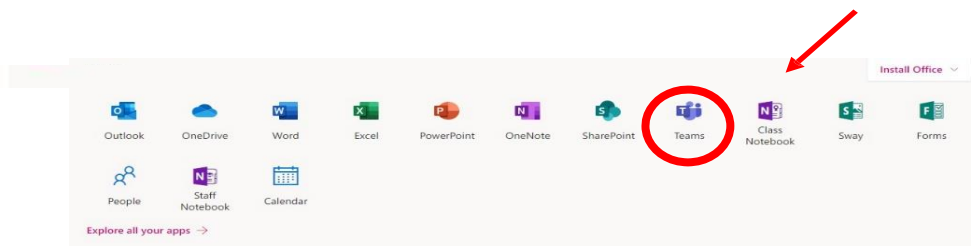


Click sign in and sign in with your full school email address which is your computer username followed by **@students.samuelryderacademy.co.uk**

Example: Liza Mann in year 7, would be 20MannL@students.samuelryderacademy.co.uk

You will then be directed to the login page- 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, send an email to the helpdesk and we will get you moved to the correct Team. You can also install the desktop version of Teams for free.

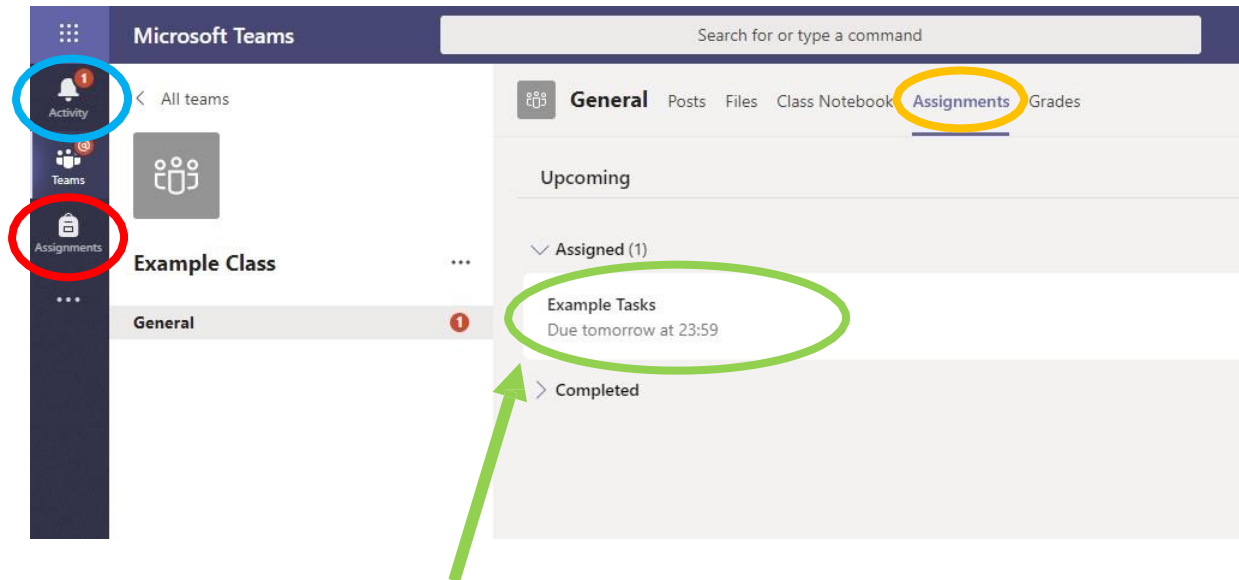
How will I know if my teacher wants to set up a class and run a live lesson on a desktop or iPad?

Sometimes your teacher will set up a live lesson

- You will get an email to your school email address, telling you that you have been invited to join a Team. Your class will be coded like your timetable for example: 7SAT_HI-History.
- You will know which teacher has set this up.
- To see if you have any live lessons scheduled, you can click on your calendar. If you have a lesson, it will appear in your calendar and you can just click on it, and then click on 'join' at the scheduled time.
- Lessons should be scheduled at a time when you would normally have it, if you were in school.
Teachers and students will follow their usual timetable.

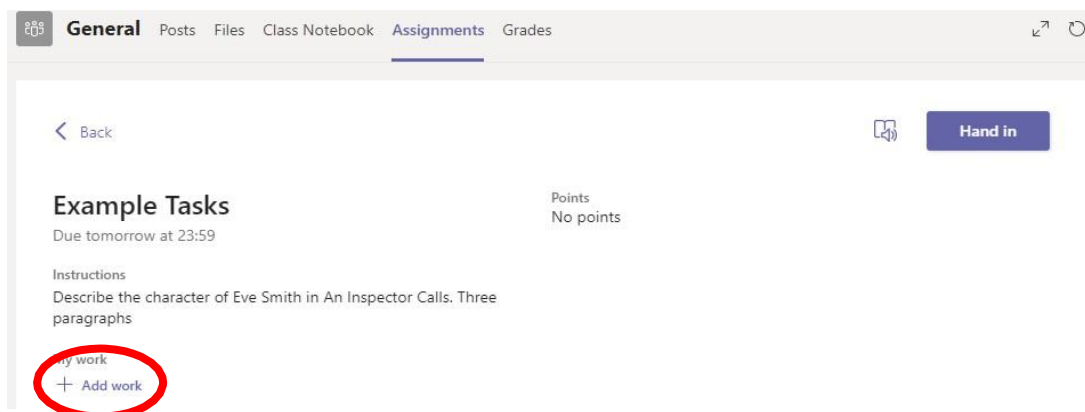
Teams - Uploading an assignment

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.

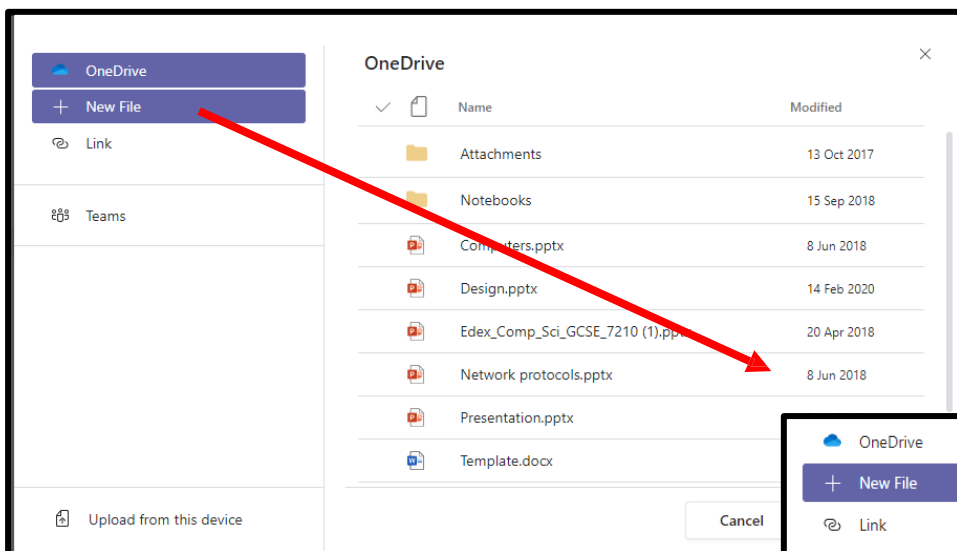


Click on the assignment to access the task.

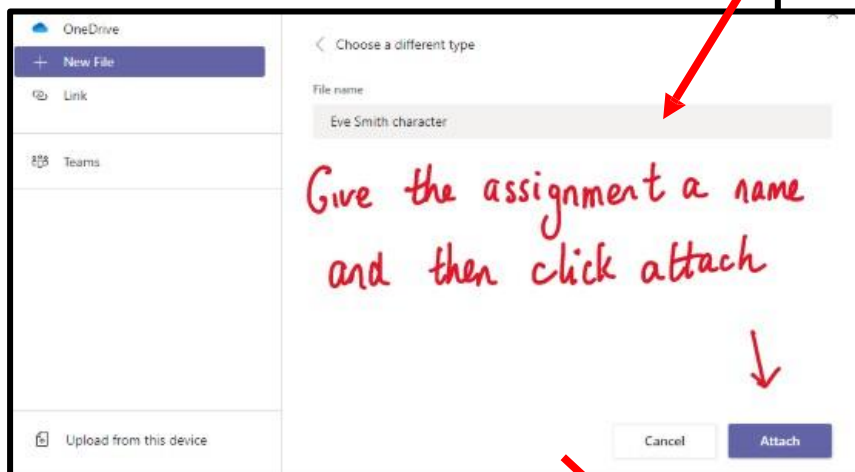
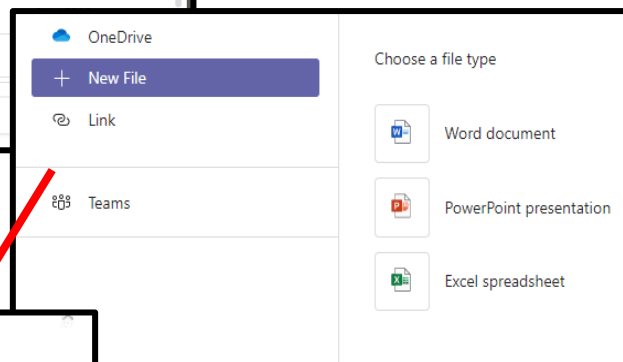
To add some work, we first need to create a new document, then complete our work in it.



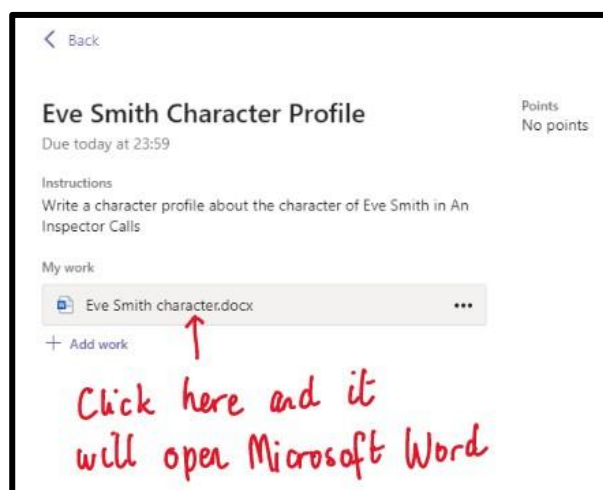
Using a new file

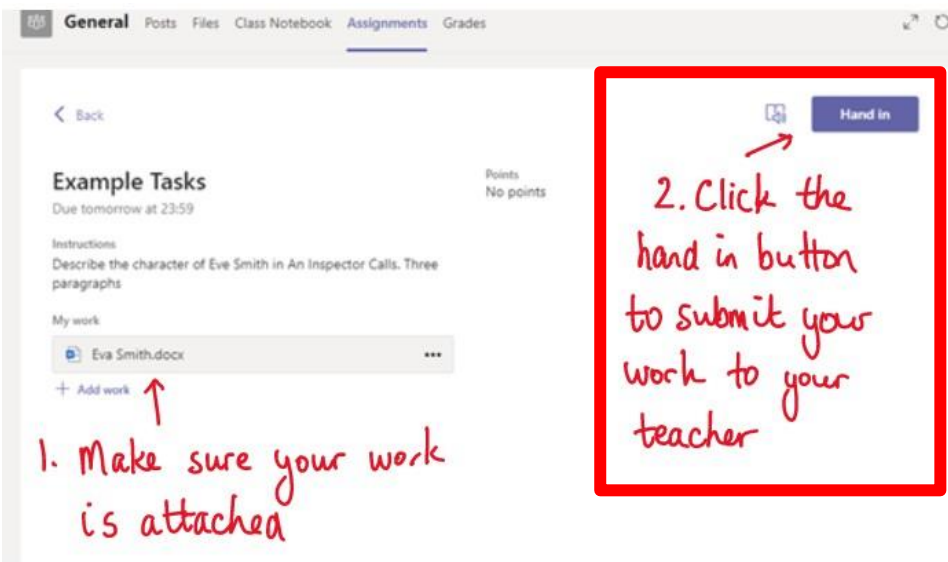
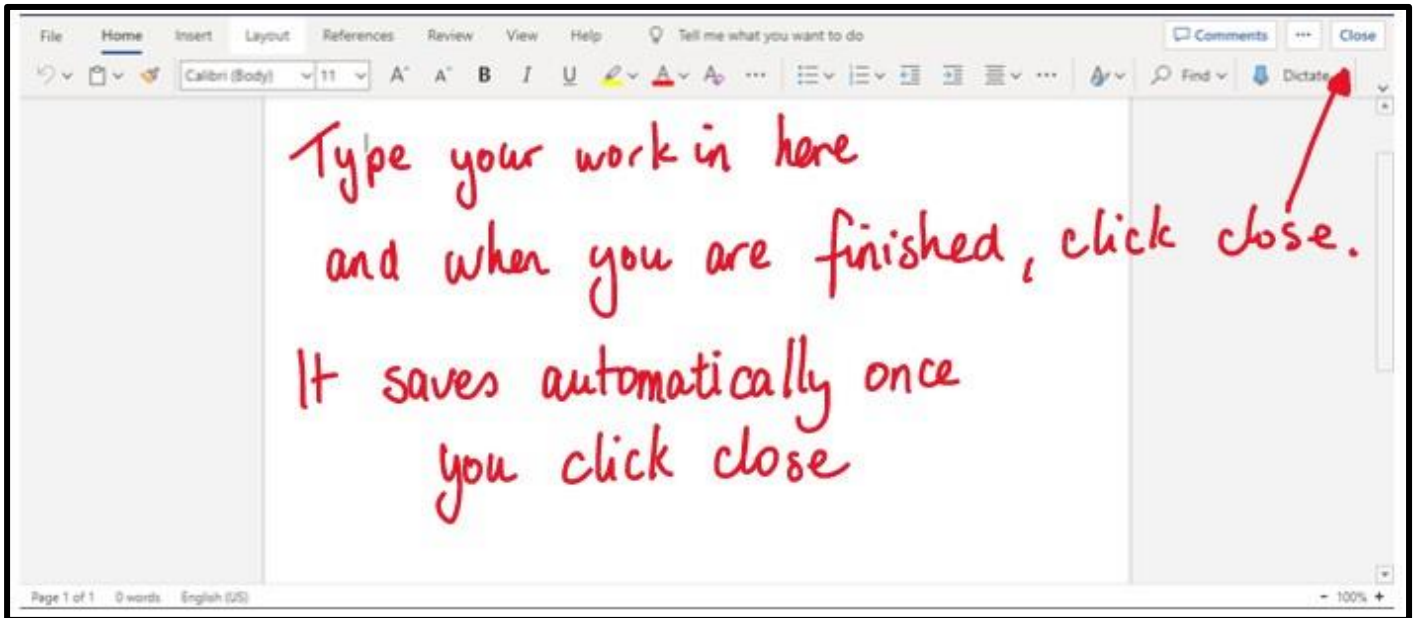


Click on new file and decide what format you will be submitting your work, Word, PowerPoint or Excel



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.



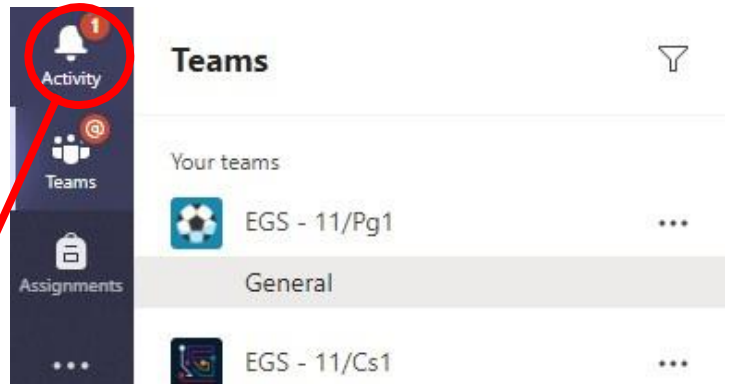
If you have successfully handed in your work, you will see an animation - there are loads of different types!



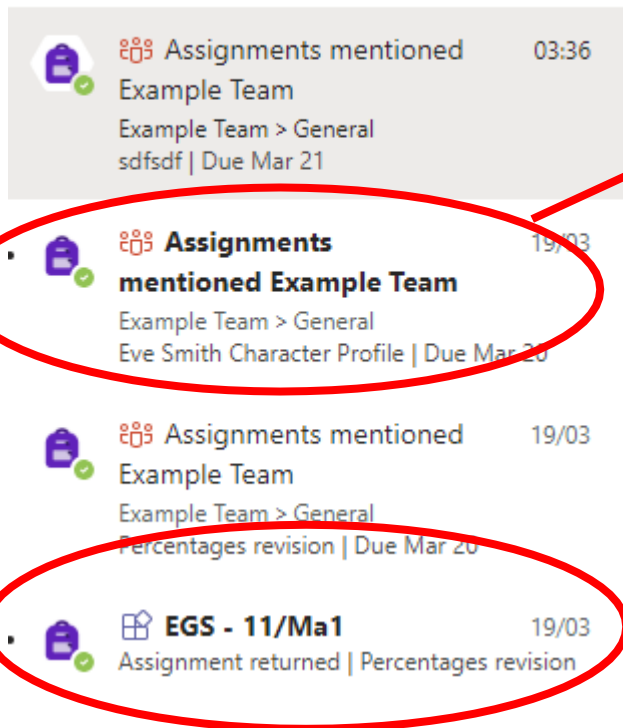
Teams - Getting feedback and responding to feedback

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



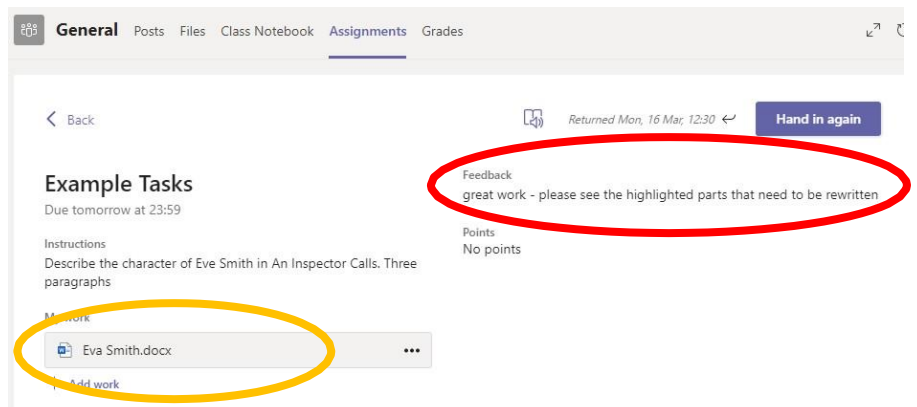
Feed ▾



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

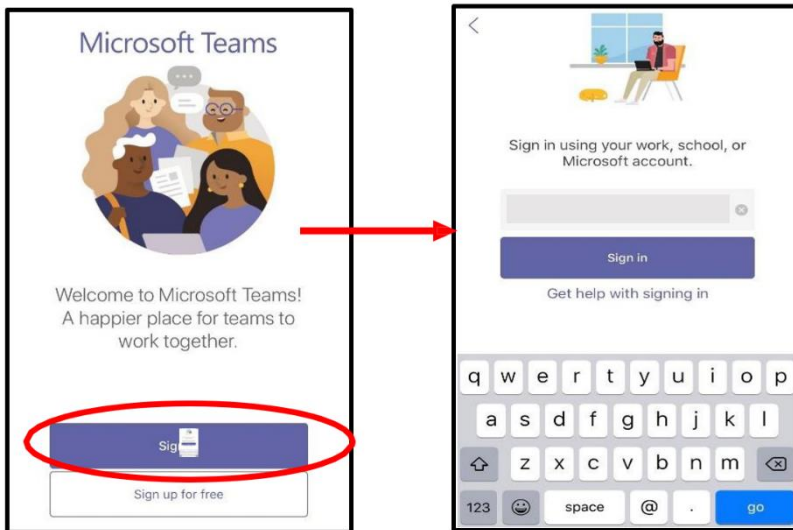
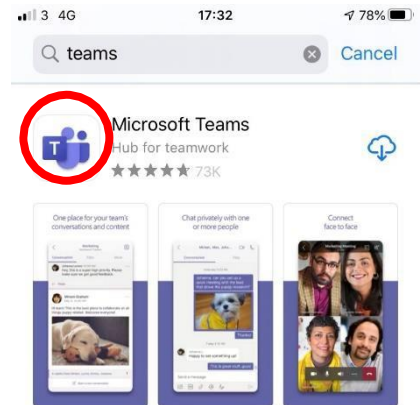
This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



SECTION 2 - USING TEAMS ON A TABLET OR PHONE

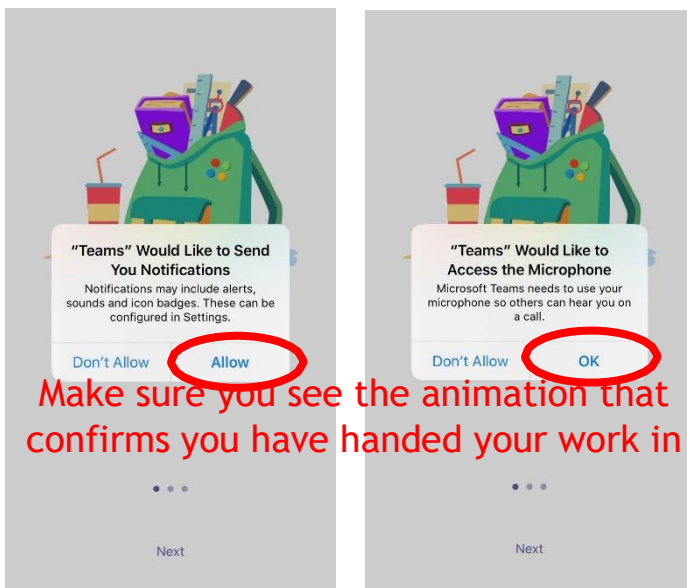
Teams - the Teams App on your iPad

The Microsoft Teams App is on your school iPad. Search for Teams and look for the purple Teams icon circled in red. Once it is downloaded, open the app and log in.



Sign in with your school email address. Example: Liza Mann in year 7, would be 20MannL@students.samuelryderacademy.co.uk

You will then be directed to the login page- 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, set up a lesson or posted an important message or sent you some feedback on work you submitted.

SECTION 3

Username

Office 365

For Office 365 and Teams, you will log in with your school email address. This is usual a two-digit number (the year you joined SRA Academy) followed by your full surname and then first initial, without spaces. The first part of the email address is exactly the same as the username you log into the school computers with.

If you have any technical issues with TEAMS you can contact our Help desk at school: ITSupport@SamuelRyderAcademy.co.uk

Online Home Learning Protocol - Live sessions

Teams enables staff to set lessons online as each timetabled class is now a 'Team' with the relevant member of staff allocated to it. Sometimes a teacher will instruct a class to join a TEAM lesson to offer remote learning support. The work set will be in line with that delivered during normal school day timetable. Remote teaching obviously requires a different form of support from our parent body and we will very much appreciate whatever support you can give us. With this in mind, it is essential that students strictly adhere to the Remote Learning Students' safeguarding Protocol when being taught remotely. All students and their families must be familiar with this protocol:

Online Home Learning Protocol - Live sessions

For students:

I will remember that all the normal school rules apply when I am learning online. If these are not followed, school sanctions will be applied and parent/carers informed. I may be removed from the virtual classroom if not adhering to the rules.

I will not record or take photos of my teachers during a video conference lesson/ tutorial. I will only engage in video or audio conversations when my teacher/ tutor invites me to do so. I understand that when using applications provided by the school that my use can be monitored and logged and can be made available to my teachers.

I am aware that when in a live lesson or tutor time that this is an extension of the classroom and I should conduct myself as I would in a classroom.

You must:

1. Have your lesson/tutorial in an environment that is quiet, safe and free from distractions but preferably in a common area of your house (whenever possible this should not be your bedroom).
2. Be on time and mute your microphone when joining.
3. Turn my camera off for the lesson.
4. Remain attentive during sessions without distractions.
5. Not use the chat function of the platform unless asked to do so by your teacher/ tutor · Follow the instructions of your teachers/ tutors during these live sessions.
6. Interact patiently and respectfully with your teachers and peers. You can ask questions by raising the 'hand' symbol.
7. Make sure you end the session as soon as the teacher indicates to do so.