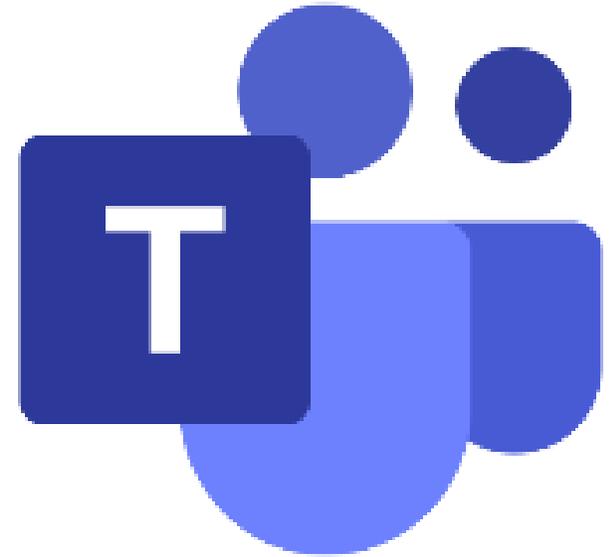
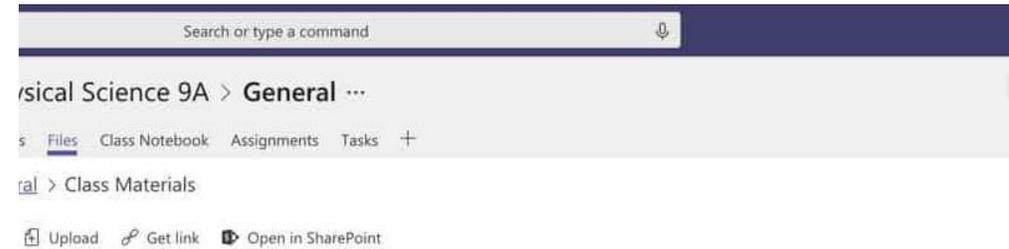


A Student Guide to Using Microsoft Teams



What's it all about?

- Here at TDA, we use Microsoft Teams for **all** of our Home learning.
- We will be using it in school for you to communicate with your teachers. It enables you to save files and upload your documents. You can also send your completed work by attaching your documents and complete assessment and quizzes online!
- Should we need to, we will be able to use Teams to have online lessons which include audio, video, and screen sharing, to keep your learning going.
- **If you are absent for any reason your teachers will be uploading lessons and resources directly onto your class Teams site – so it is important you know how to access it!**



Read-only class files go here

Students can read these files, but only teachers can edit.
Ideas: syllabus, reference sheets...

Behaviour on Teams

- Posts that are written on your class sites are strictly for educational purposes and so should not be mis-used. We can identify where all posts come from, so please be careful!
- Any documents added to the Teams class sites need to have your name in them, so that they cannot be confused with any other student's work

Downloading Microsoft Teams...if it's not already on your home PC/Laptop/Mobile



You will have to download Microsoft Teams to your PC, Its quite simple.

1. Navigate to this link: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
2. Click download for desktop
3. Click download Teams
4. There should be a pop up at the bottom of the screen, click "run".
5. Microsoft Teams should then be installing! Please allow a few minutes for the install.

Once installed it should show the following sign on your desktop... click on this and then you can log into the school Teams site!



We will now check to see that we have Teams on the tutor PC and if not I will show you how to download it!

Let's have a look at our tutor/ a class site!

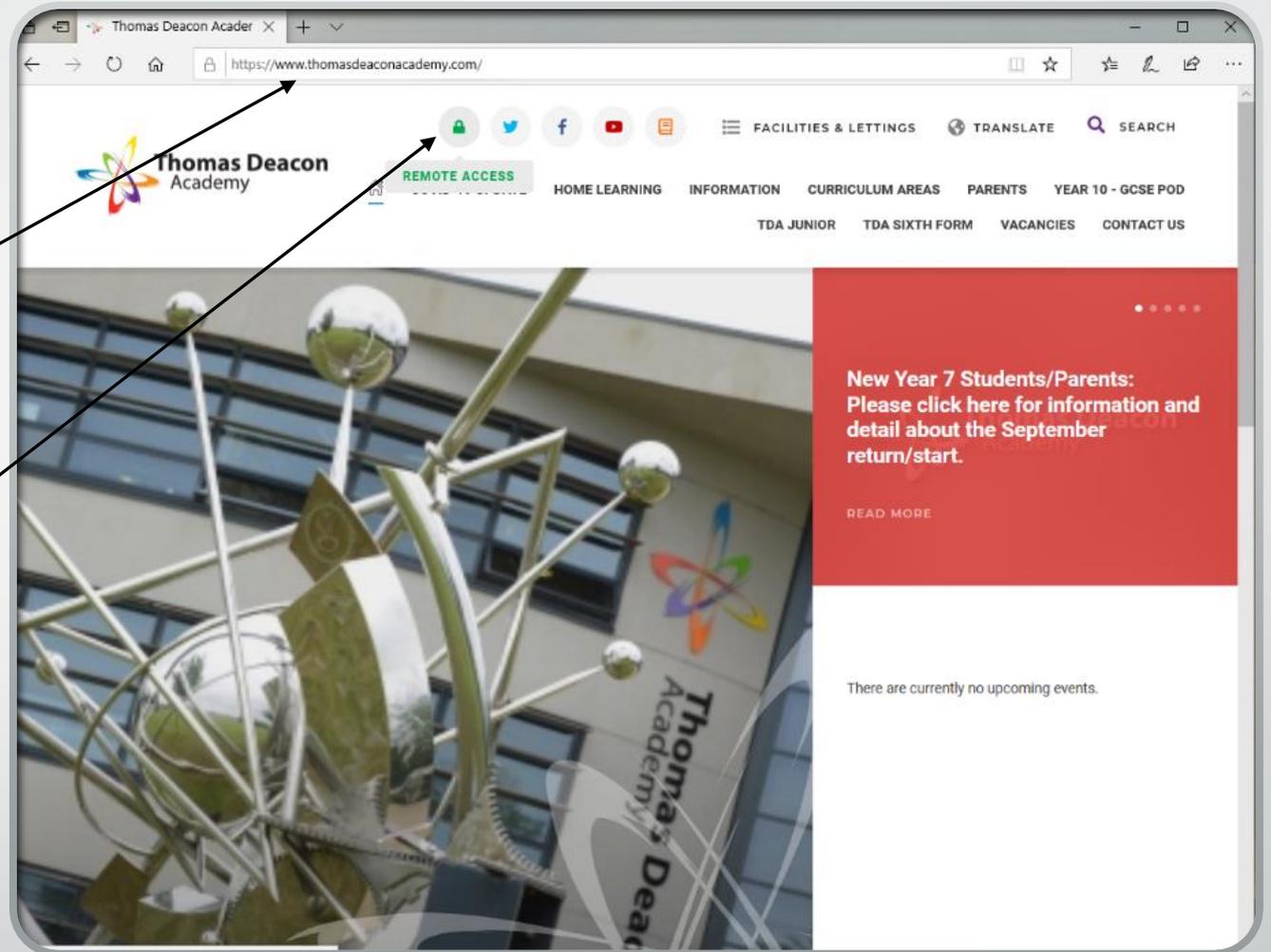


Getting started on Teams

To understand the basics of Teams
and where to find information

So where do you find Teams when you're at home?

- Type into your search engine www.thomasdeaconacademy.co.uk - this will take you to our website.
- Once you are on, please click on the padlock at the top of the page.



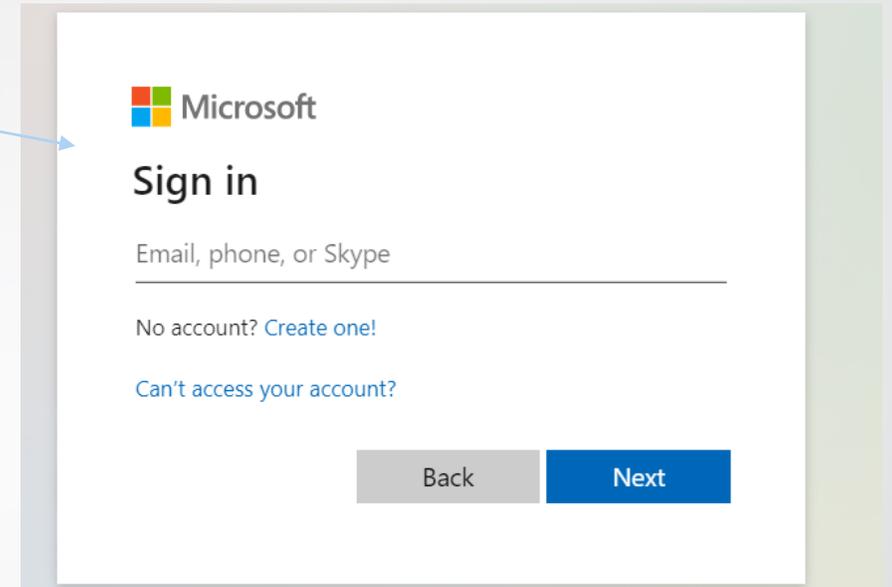
You will then be taken to the Microsoft portal to log in

- To log in through Microsoft Office 365, you need to use your school email address and your school password, the one you would normally use to log in at school.

E.g.

Username: abcd12@tda.education
(please do not use @thomasdeaconacademy!)

Password: password



Help and Support:

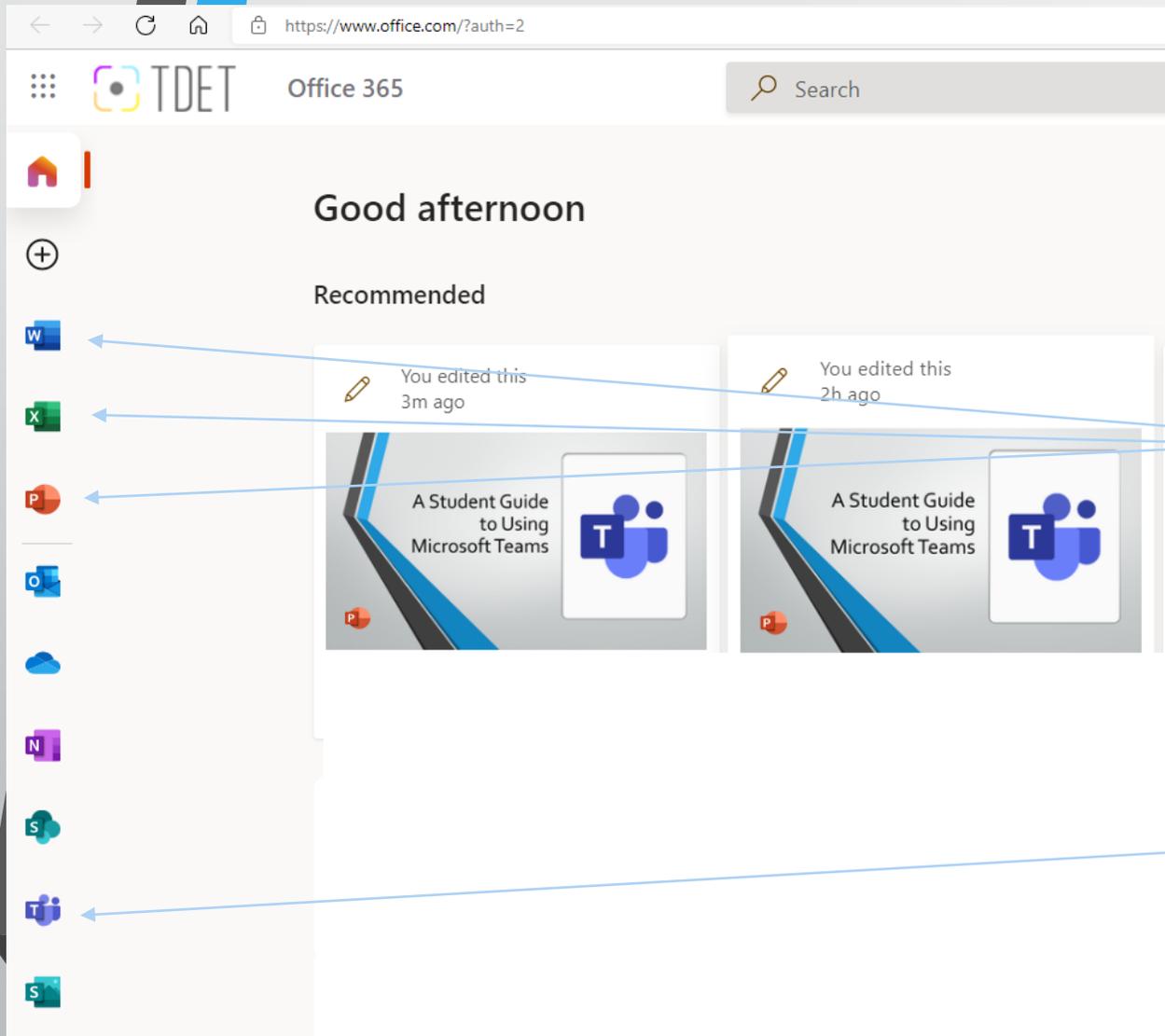
If you do not have your login please go and see IT Services before or after school.

If you need any further help logging in remotely, please email servicedesk@tdet.education



For guidance for signing into Teams for the first time,
please go to this link:

[Signing into Microsoft Teams for the first time if you're
a student - YouTube](#)

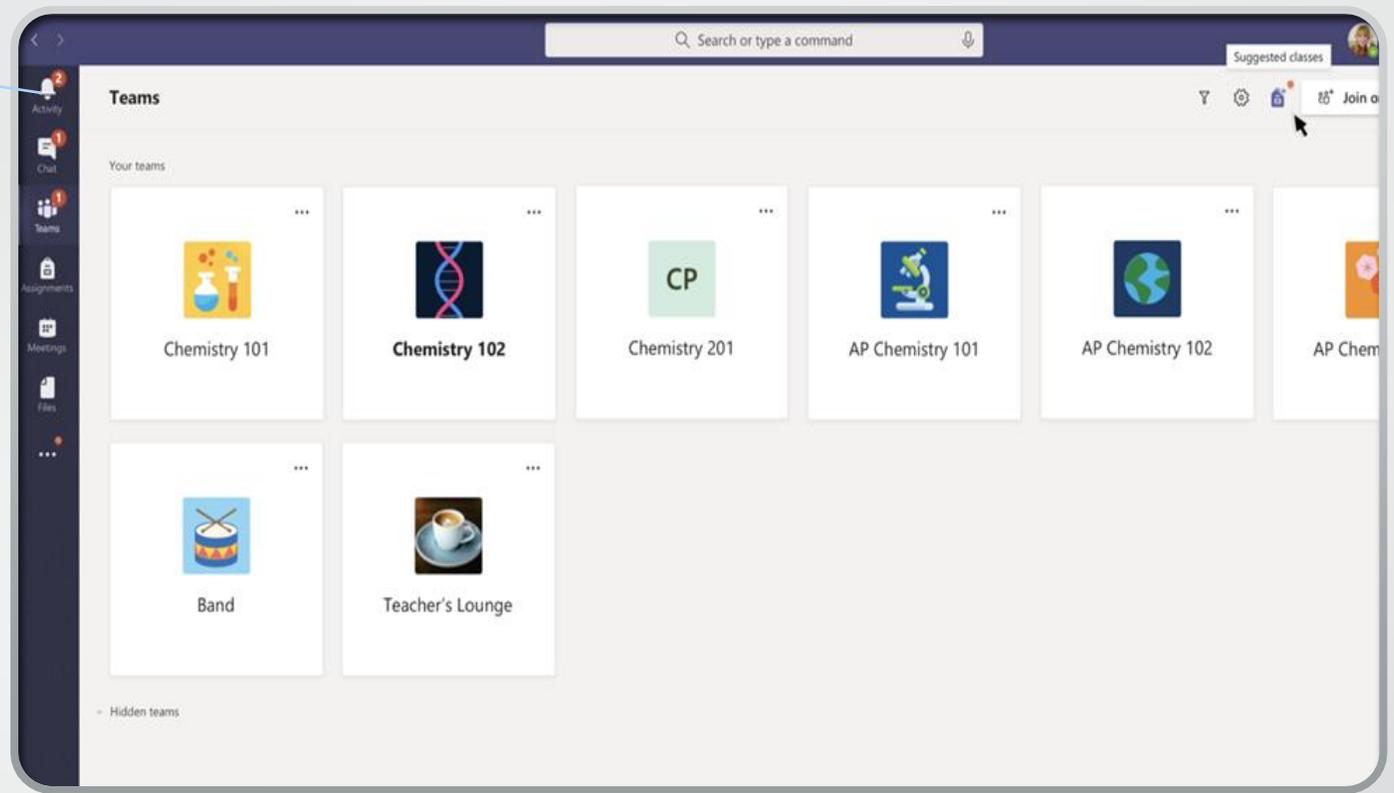


Once you have logged into the portal, you are able to use all of the Microsoft programmes (Word, Powerpoint, Excel etc) It will look like this!

From this portal you can open Teams.

Activity- this tells you if there is activity in one of your folders.

This might be that a resource has been uploaded or a post has been written on one of your class sites.



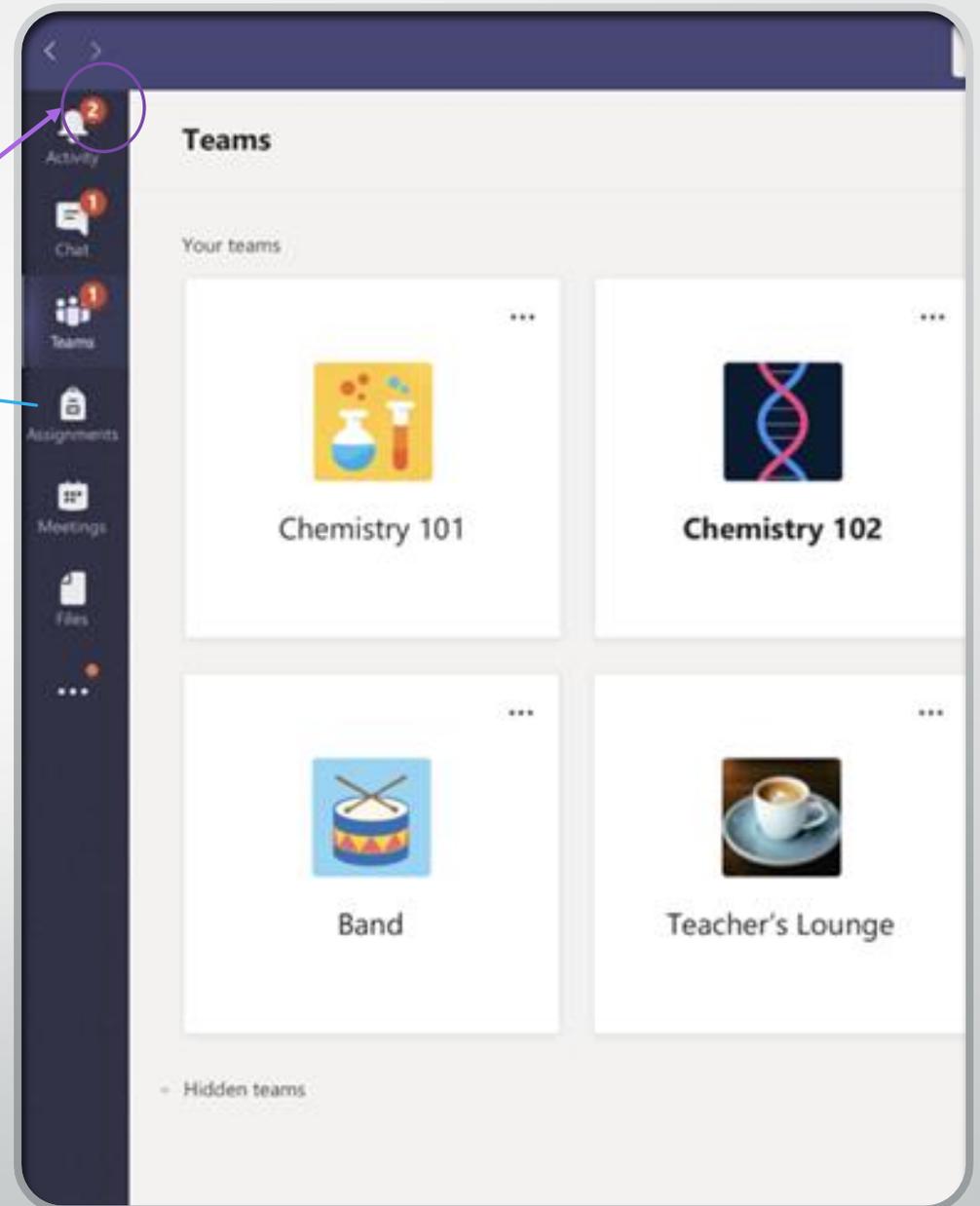
This is what Teams looks like...

This is the opening page. Here you will find all your subjects have their own areas.

Assignments

This will show you a list of all of your classes.

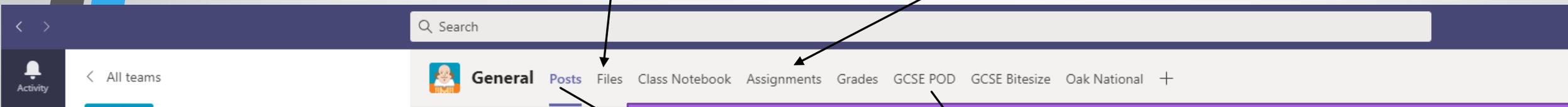
If you have an assignment set for any of your classes your subject will have a little red spot with a number, this number tells you how many assignments you have for that subject (you can see the little red spots on the picture...)



There are three main tabs you need to know about on Teams...

Files are where all of your resources will be kept from both 'In-Academy' and 'Home Learning'. Teachers will save PowerPoints, Word documents or videos that you require for your learning

Assignments – this is where you will find the work that has been set for you. You will also be able to upload your work to your teacher from here!



On the posts tab your teacher/tutor can comment to the whole class, you can have appropriate class discussions and the teacher may leave messages on there for you to see

You have One Teams class site for each of your subjects. If you have more than one teacher for that subject they will share the same class site

Your teachers may save websites you use frequently at the top

Your tutor time challenge!

- You need to go home tonight and log in to Teams from your home device
- Once you have logged in you need to find our Tutor group in Teams and write a post on there just saying 'hello'. I will then know whether you have completed the challenge
- Those of you that do not think you will be able to do this, please speak directly with me!





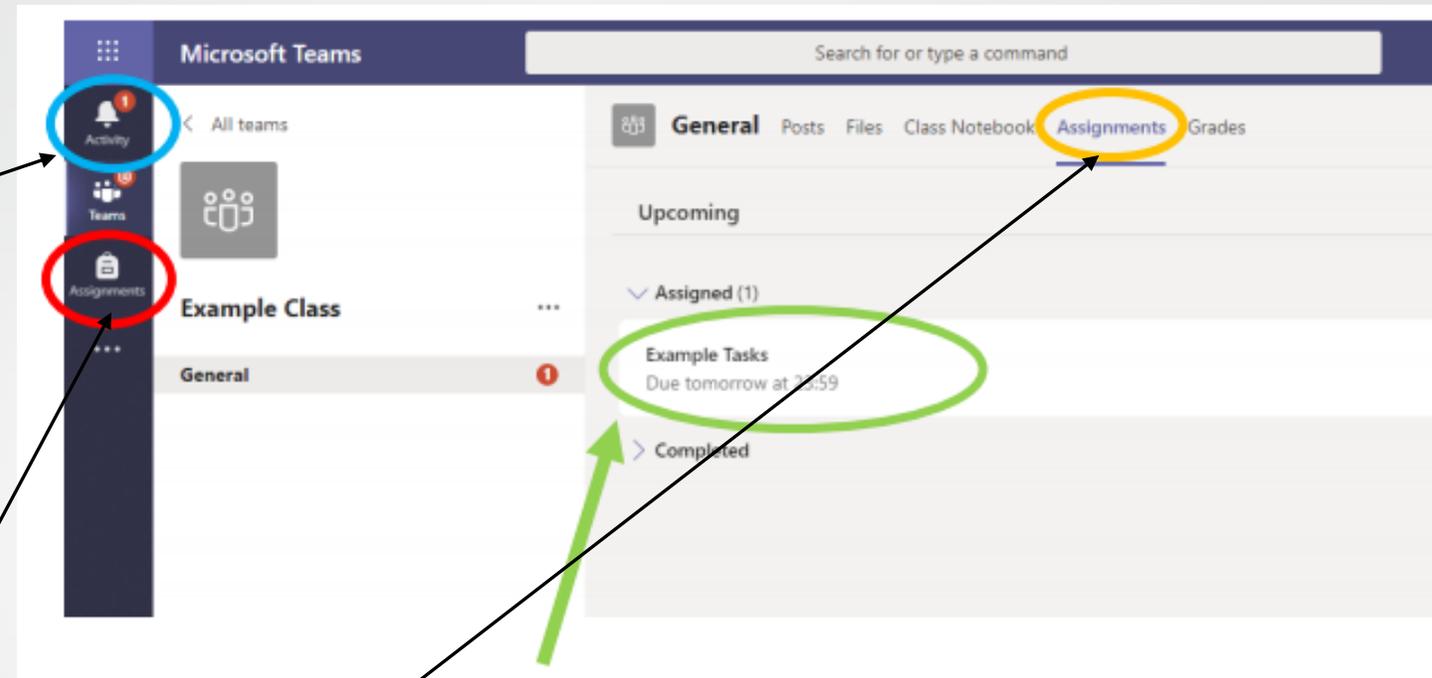
Let's see who has written their posts and who hasn't!

Today we are going to look at assignments in Teams!

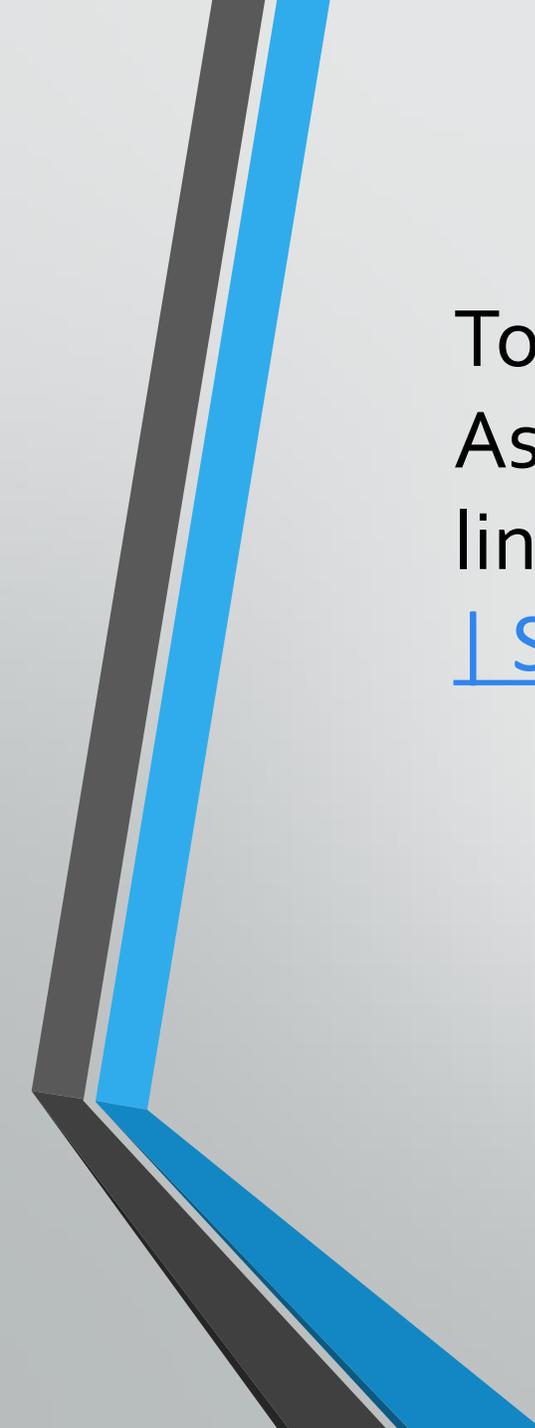
Assignments

Your teacher can set assignments 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 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.



To watch a student guide on how to use Assignments in Microsoft Teams, please use this link: [How to Use Assignments in Microsoft Teams | Students Guide | Office 365 #4 - YouTube](#)