Microsoft Teams for Education

Microsoft

Student Guide

Step One: Getting Started

Or…

Via the web:

Go to https://teams.microsoft.com

You can also download the desktop app from this link.

On Mobile Devices:

Download the Microsoft Teams app from your device's app store.
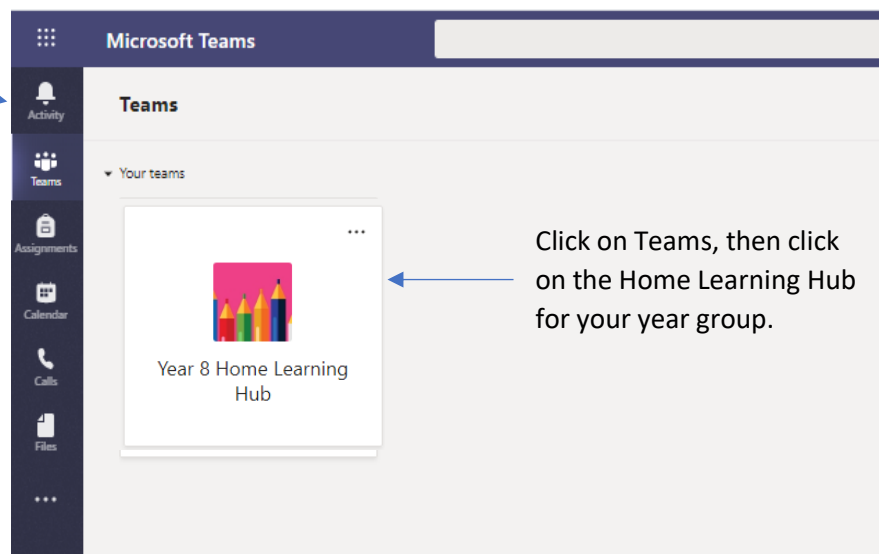
Sign in with your school email address and password.
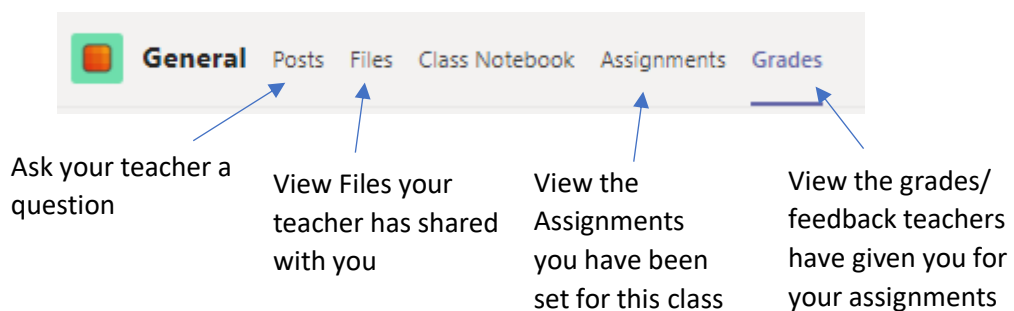
Step Two: Accessing your Class Teams

View a list of recent posts to all your Teams

View all Teams you are a member of

View all Assignments you have been set for all your Teams

Microsoft Teams

Teams

▾ Your teams

Year 8 Home Learning Hub

Click on Teams, then click on the Home Learning Hub for your year group.

Once you are inside a Class Team, use the tabs along the top to navigate that team.

General Posts Files Class Notebook Assignments Grades

Ask your teacher a question

View Files your teacher has shared with you

View the Assignments you have been set for this class

View the grades/ feedback teachers have given you for your assignments

Submitting Posts

If you want to ask your teacher a question, go to the posts tab and use the Conversation bar to type your question. Note all students in the Team will be able to see your question.

Start a new conversation. Type @ to mention someone.

A̲ 🖉 ☺ 🗒 📹 ▷ 💡 ...   ▷
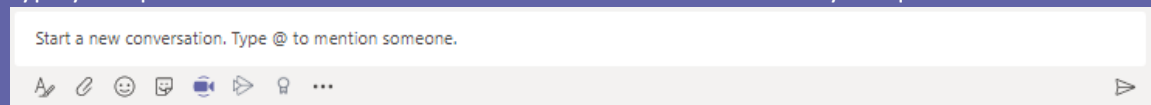
Tip: it is always best to mention your teacher by typing the @ symbol and then their name at the beginning of your post. This will ensure they are notified about your message.

A̲ Use this icon to change the colour/ font etc of your post

🖉 Use this icon to add a file to your post – remember that everyone in the Team will see this file, not just your teacher.

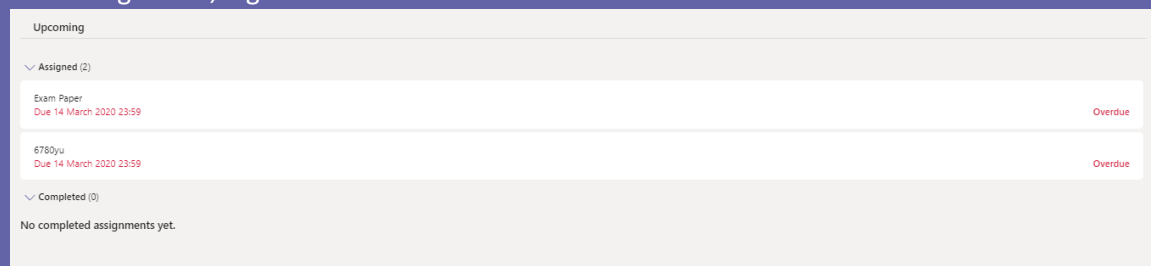▷ Use this paper-plane icon to send your message once you have finished editing

You may also need to reply to a message, just click the [↵ Reply] button on a post to do this. Replies work in the same way as other posts.

Posting Rules

1. All posts using Microsoft Teams should be work-related, e.g. asking your teacher for clarification about a piece of work/ topic, responding to a class discussion on a topic etc.
2. Whatever you post is visible to the school and may be shared with your parents, please do not post inappropriate comments to the Posts tab
3. Always keep your messages polite and respectful – e.g. No derogatory language/ swearing, do not type posts in all caps etc.

Viewing Assignments

The assignments tab will show you current and past assignments for this class, and the status of each assignment, e.g. whether it is overdue.
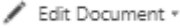
Upcoming

∨ Assigned (2)

Exam Paper
Due 14 March 2020 23:59   Overdue

6780yu
Due 14 March 2020 23:59   Overdue

∨ Completed (0)

No completed assignments yet.

To view an assignment, simply click on the assignment from the list.

Completing an Assignment

If your teacher has included a file in the assignment for you to complete, you will see a screen like this:
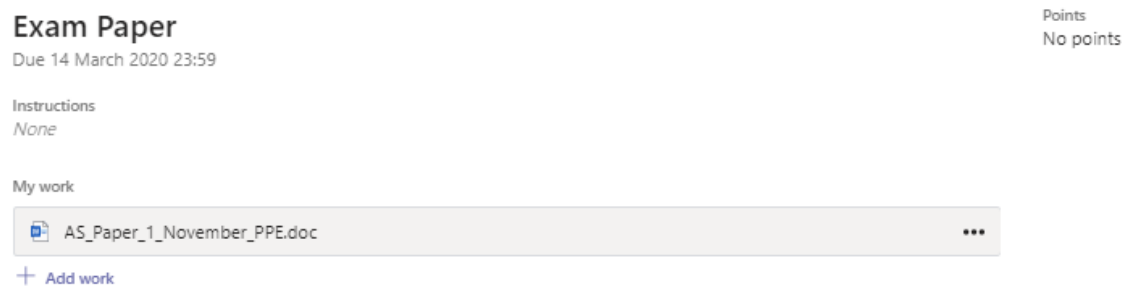
Click on the file that has been shared with you to open it, e.g. the Word document shown above.

Use the ✏️ Edit Document ▾ button in the top right to work on the document. In this case, the teacher has shared an exam paper for you to fill in electronically.
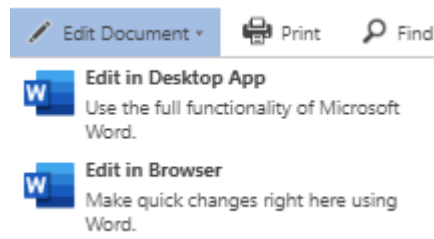
You can choose to edit the document in the desktop app – in this case Microsoft Word (if you have this installed on your device).

Or you can choose to edit it inside the Teams browser.

In most cases, you should choose to Edit in Browser. This will save your changes as you make them.

Once you have finished making change to the document, click the **Close** button, which will take you back to the assignment page. You can do this as often as you want until you are ready to hand it in.

Important – your work will not be submitted to your teacher until you press the Turn in button (sometimes displayed as Hand in).

Note the button will say Hand in late (or Turn in late) if it is overdue.

Viewing Grades/ Feedback

The grades tab will show you all assignments that you have been set and the marks your teacher has given you (if applicable).

Due date ▲	Assignment ▾	Status	Points
Mar 14	Exam Paper	👁 Viewed	No points
Mar 14	6780yu	👁 Viewed	No points

If feedback has been provided, you can click on each of these to view the feedback. You can also see this by going back through the Assignments tab.