



Student Guide to Microsoft Teams



Using Teams

- As a school, we started to use Teams in May 2020, to share lessons with students. These lessons involve teachers talking over a powerpoint presentation, with instructions for students to follow, and work to submit.
- The pieces of work you submit are called **assignments**



How do I get to Teams?

- Hopefully, we will stay in school for all your lessons. However, if you had to work from home at any point, you would need to know how to access remote learning. Go on the school website:



Then you will reach this.

Please use the links below to know how to access the lessons and how to use Teams.



Teams is a part of a suite of tools provided by Microsoft for Education. It is accessible to students from the Student Homepage.

Quick Start Guides

- [Microsoft Teams Quick Start Guide for Parents and Students](#)
- [Video Example of what a student will see when accessing a Remote Lesson](#)

Support

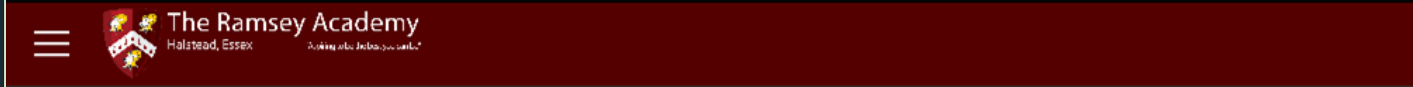
- For technical support please [contact support](#)
- For support with lessons please contact your teacher through the chat log in Teams.

A Refresh to find your lessons

Click the student portal:



- Click on the waffle icon shown on the next slide
- You will then be able to find your lessons



News

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15 June

Aspiration House
Video from school
12 June

Search

News

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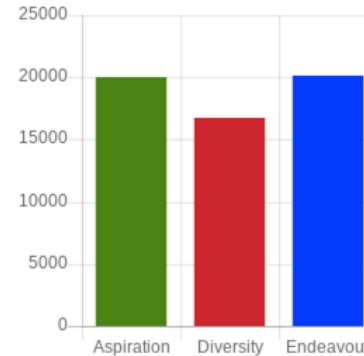
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Aspiration House
Video from school
12 June

House Points



Word of the day

Click on teams and then it will take you through to the website, your login will be your school email and password. It should then take you through to the page on the next slide.

Live Lessons on Teams

In the event of a second spike, or a whole year group having to self-isolate, we need to be prepared for a potential need to have live lessons at home.

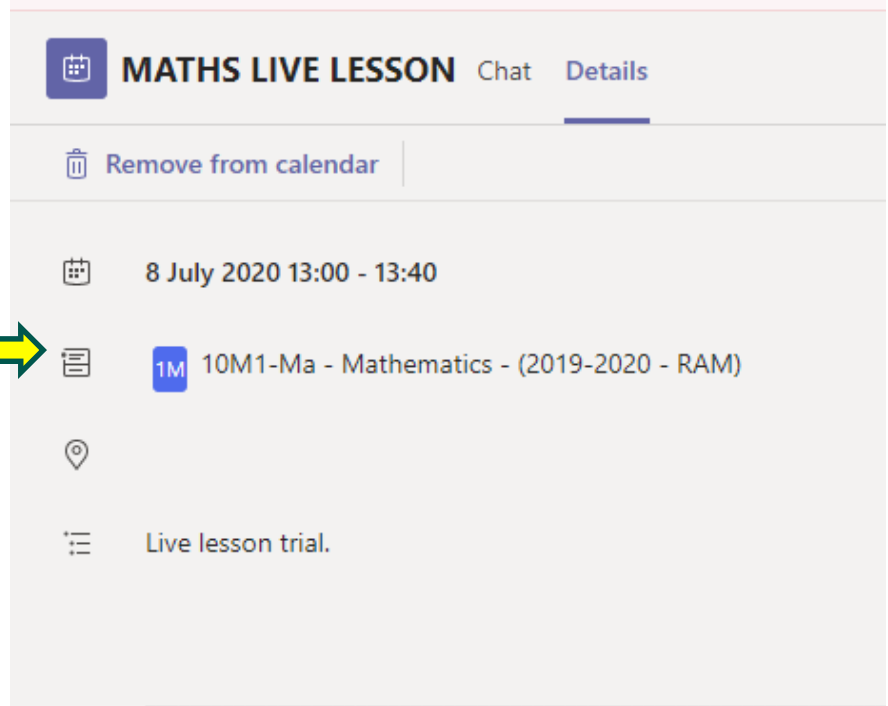
What would this involve?

This could involve you following your timetable but from home, with compulsory attendance to every lesson with all work needing to be completed immediately.

You would be completing a full school day, but at home.

Live Lessons

- If you are invited to a live lesson, it will look like this:



Expectations for Live Lessons



- When you are watching a live lesson, please make sure that you are in a quiet space, away from distractions. You are the only member of your household who should be seen on camera, or heard through the microphone.
- The area where you access the lesson should be neutral, without personal items in the background, such as family photographs.
- You must access the lesson wearing appropriate casual clothes, and not sleepwear.
- You must not share any private information during the lesson.
- If you see anything upsetting or inappropriate during the lesson, you must report it. If it involves a student, please report it via email to the class teacher. If it is relating to the class teacher, please inform Mrs Price or Mrs Sterland.
- If your behaviour is deemed inappropriate by the class teacher, you will be given appropriate warnings. Failure to comply with expectations could result in a student being muted during the lesson, or removed from the lesson entirely.



Submitting works on teams



Microsoft Teams

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Team

Thursday 2nd July - Tasks

Due 3 Jul

View assignment

Reply

Today

Assignments 12:20 Updated

Lesson 12 Assignment

Due 7 Jul

View assignment

Assignments 12:20

Assignment due date has been changed.

Reply

Start a new conversation. Type @ to mention someone.


📎 📎 🗨️ 📌 💡 ...

When you are on this page, you should click on the teams section underneath the activity bar. This will take you to a selection of classes which you can choose to look at (you need to do this if you want to submit your work).



Join or create team


...



F1


French - (2019-2020 - RAM)

...




10X-En1 - English - (2019-2020 - RAM)

...




10X1-Sc - Science - (2019-2020 - RAM)

...



10A-Hi1 - History - (2019-2020 - RAM)


...



PE


Physical-Education - (2019-2020 - RAM)

...



10M1-Ma - Mathematics - (2019-2020 - RAM)


...



TS

10B-Tr1 - Triple-Science - (2019-2020 - RAM)

...



R1

Registration 10A1 2019

Click on the class that you need, it will take you through to the main page of that class, this is where you ask all the question and where you teacher is able to help you.

Microsoft Teams interface showing a team chat. The top navigation bar includes a search bar and a user profile. The left sidebar shows navigation options: Activity, Teams, Assignments, Calendar, Files, and Apps. The main chat area displays a message from the 'General' channel:

Thursday 2nd July - Tasks
Due 3 Jul
[View assignment](#)

Today

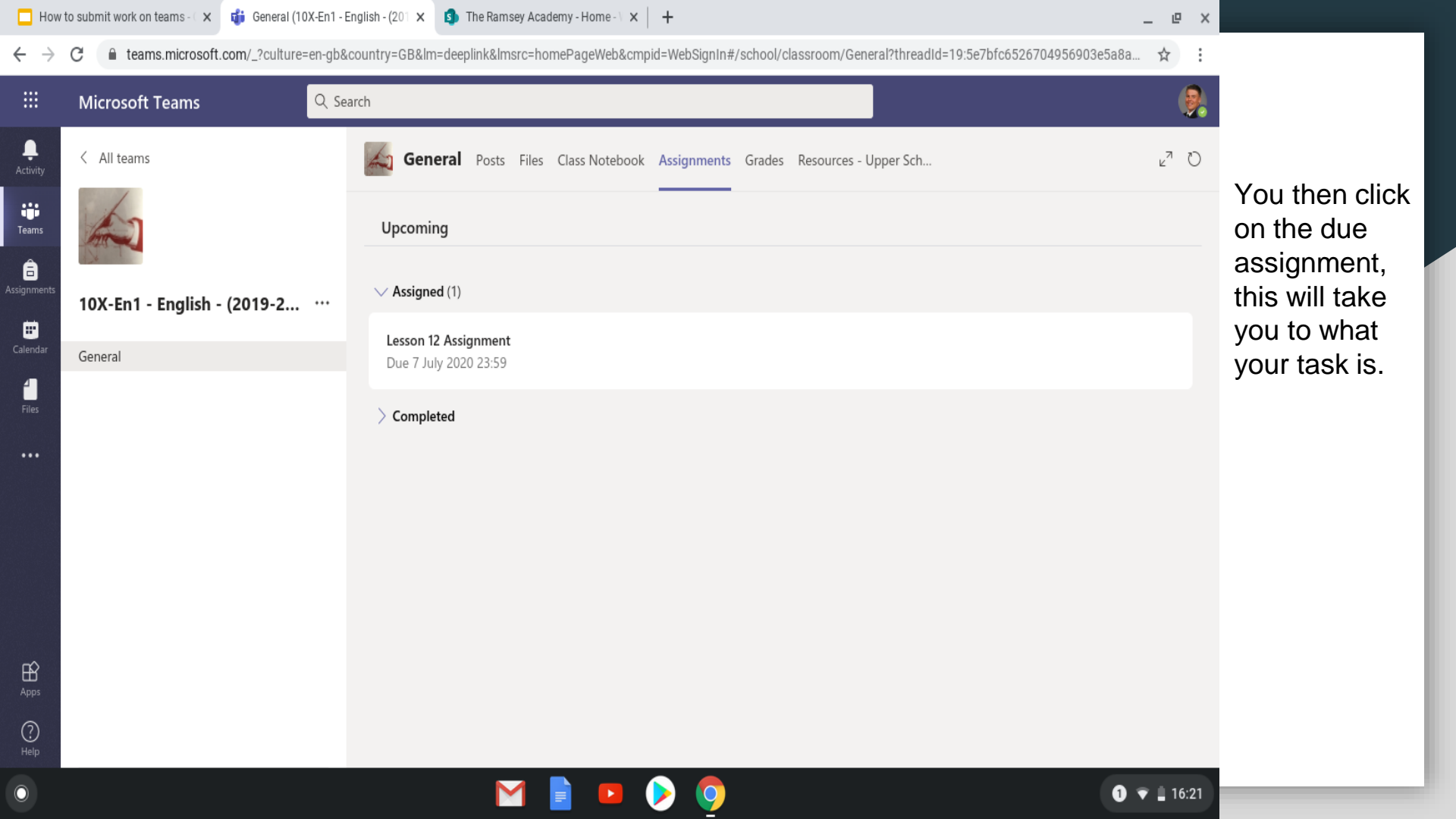
Assignments 12:20 Updated
Lesson 12 Assignment
Due 7 Jul
[View assignment](#)

Assignments 12:20
🔔 Assignment due date has been changed.

Start a new conversation. Type @ to mention someone.

Two red arrows point to the 'Assignments' tab in the top navigation bar and the 'Assignments' notification icon in the chat area.

You then want to click on the assignment tab (arrowed down), this will then take you through to the due assignments.



You then click on the due assignment, this will take you to what your task is.

10X-En1 - English - (2019-2...
 General

Lesson 12 Assignment

Points
No points

Due 7 July 2020 23:59

Instructions
None

Reference materials

True Or False Activity Sheet.pdf

Macbeth Scene Summary Sheet (5).pdf

My work

How would you stage this scene_.docx

+ Add work

Hand in

Once you have completed your work you attach it through the 'add work' tab (underlined), Once your work is attached, you need to hand it in, using the hand in tab.