

Test student login details xp6@student.stbrn.ac.uk B33HiveP@lmTr33

Student Guidance- Microsoft Teams

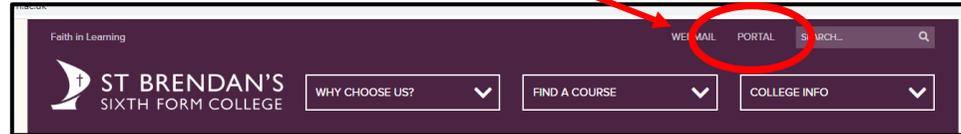
This document will show you how to access your different subjects on Microsoft Teams and how to communicate with your teacher and other students in your class. To access Microsoft Teams

Content

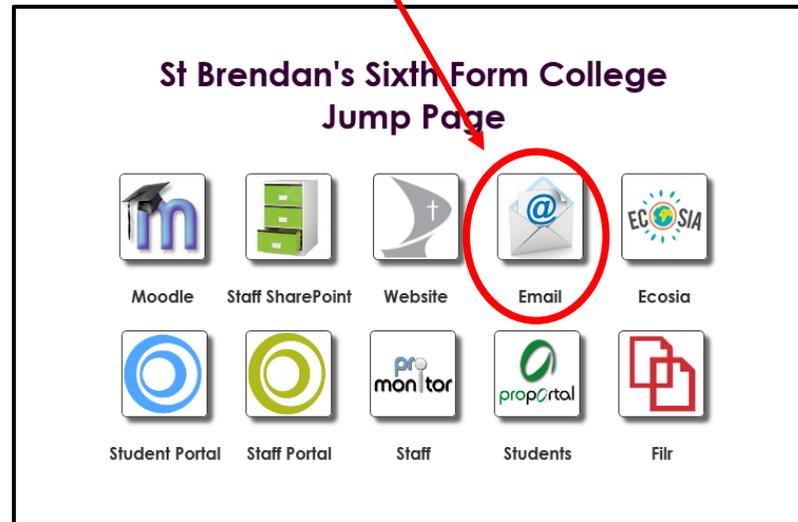
- 1. Accessing Teams**
- 2. How to post a message to your teacher or your class**
- 3. How to join a live meeting/live lesson**
- 4. How to submit an assignment through Microsoft Teams**

1. Accessing Teams

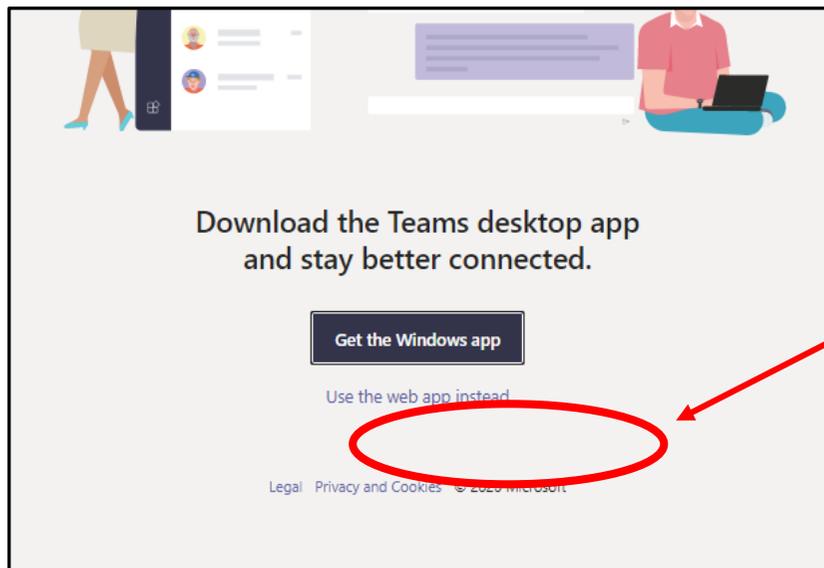
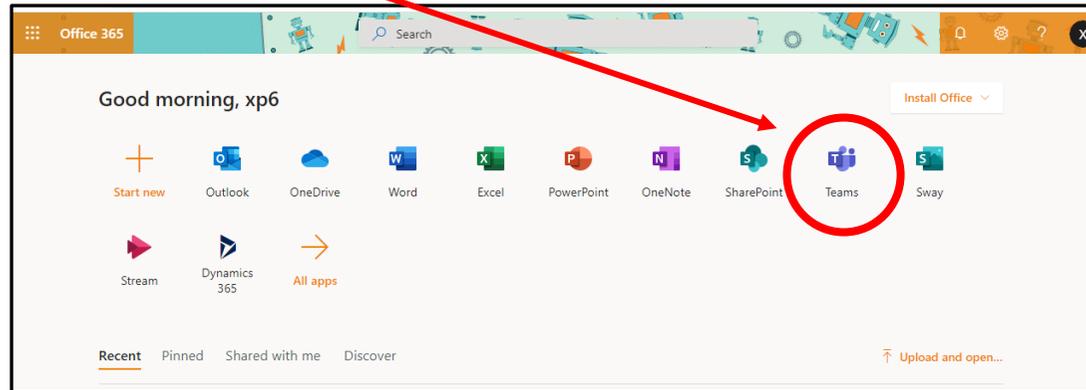
1. If you are outside college, go to www.stbrn.ac.uk and select the 'Portal' section from the top right hand corner



2. If you are in college, open up an internet browser such as Edge or Google Chrome and the college 'Jump Page' will appear. This is a list of applications you will use whilst at the college. Select the 'Email' icon



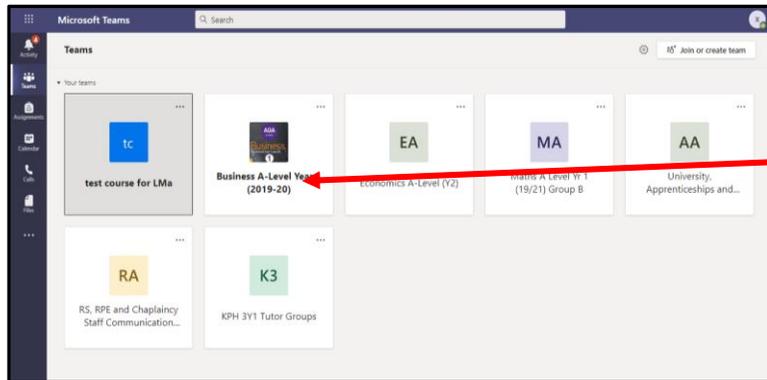
3. This will bring you to a list of Microsoft Applications. Here you will find access to online version of applications such as Word and Powerpoint. Access your groups by selecting Teams



4. It will then ask you whether you want to download the app to your computer or use the web app instead. Always choose the web app

5. If you have a mobile phone then use this QR code to download the mobile app



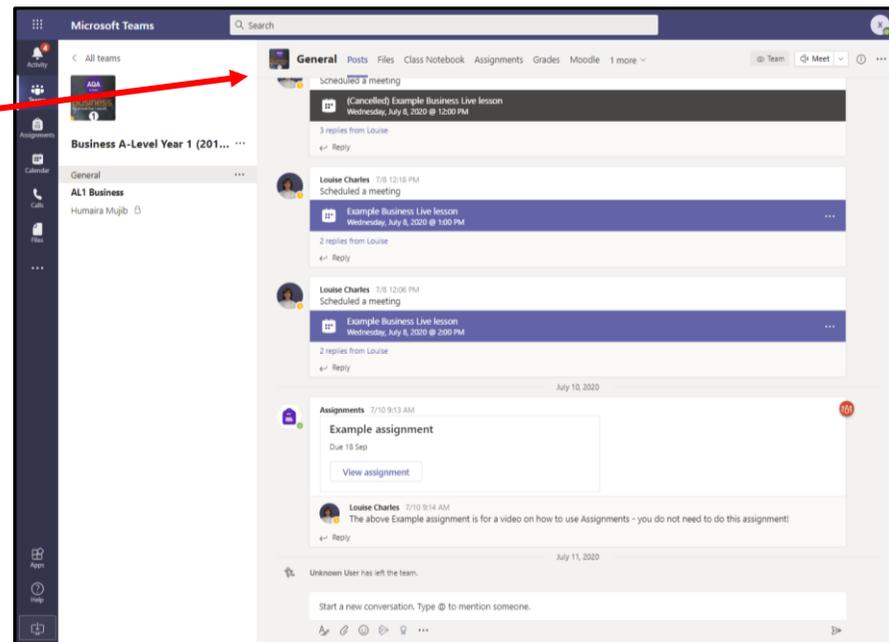


7. Once you have opened teams you will see all your individual groups and classes in blocks. You will have Microsoft Team for each of your timetabled subjects. This is the platform that staff and students use to communicate with each other about specific topics.

8. By selecting one of the teams blocks or subjects it will open up that specific team.

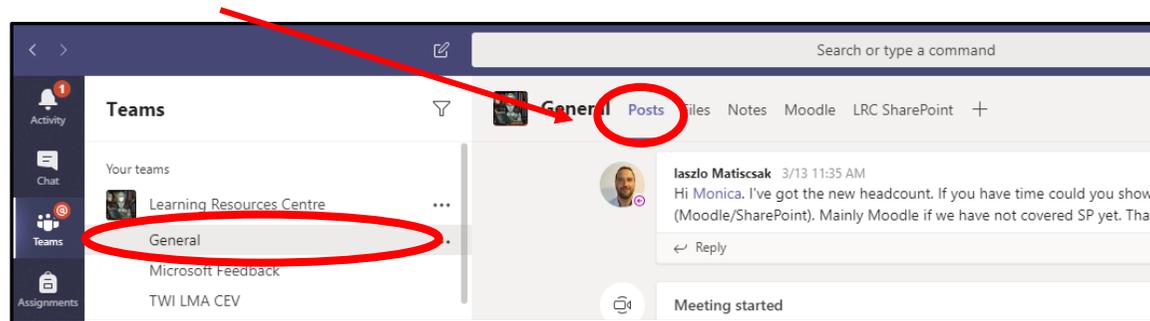
9. The first page it will open is the post page. This is the main page for communication with your teacher and the students in your class.

10. The rest of this document shows you how to post messages.

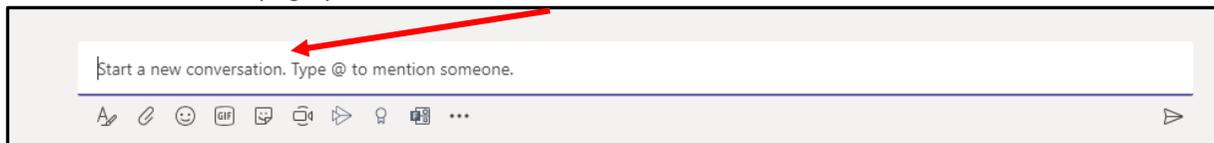


2.How to communicate with your teacher and other students

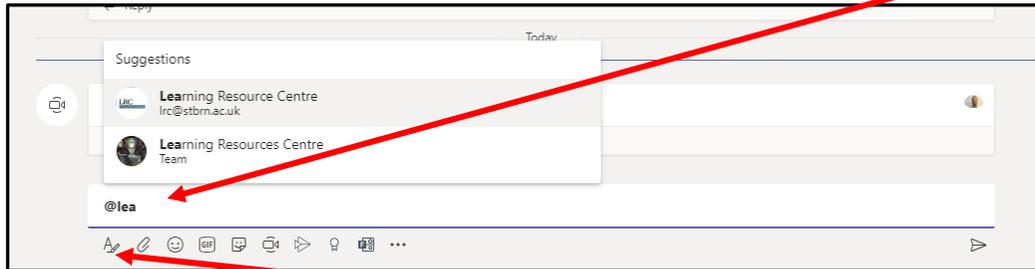
1. Watch this short 1.19min video which explains how to communicate through the 'post' page. <https://education.microsoft.com/en-us/course/9c9f5c11/5>
2. This video calls it 'chat' page, on your teams it will be called 'post' page-
3. Make sure you are on the post page- see screen shot below



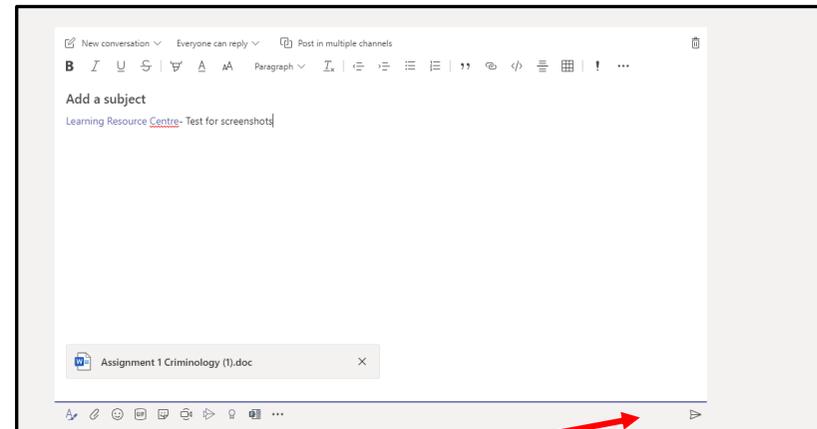
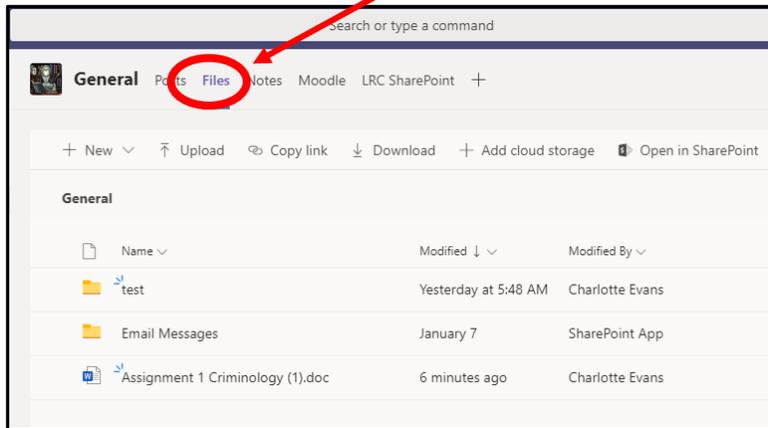
4. This page works like a social media platform where anyone within the 'Team' will be able to post a message.
5. At the bottom of the page you will see a conversation bar



6. If you want to direct the message to the whole team or a specific person then use the @ symbol and start to type the persons name/the team name. This will then send a notification to their email or if they have the app they will get a notification on their phone



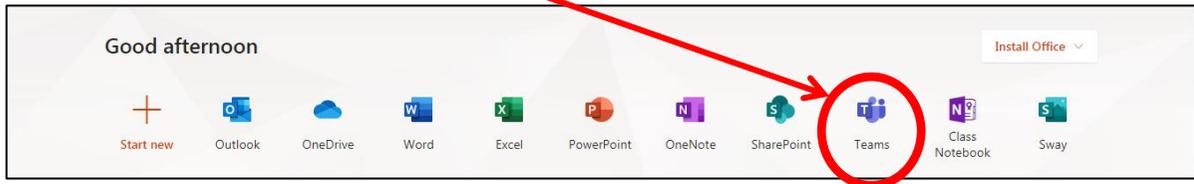
7. If you need the conversation box to be bigger select the A icon and it will extend the box
8. You can attach a document to the message- a powerpoint/word document etc just like in an email. The benefit of using teams is that any resource you post will automatically be saved in the file tab. See screen shot on next page to show document in file tab.



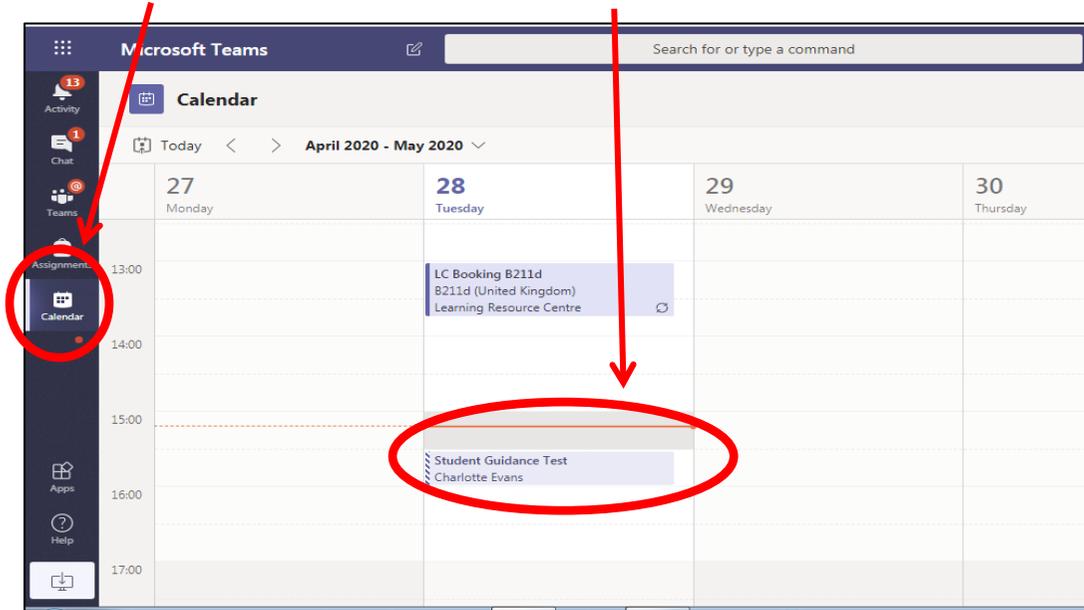
9. When you are ready to post your message use the little paper aeroplane icon to post

3. Microsoft Teams Guidance for Students- Live Meetings (Live Lessons)

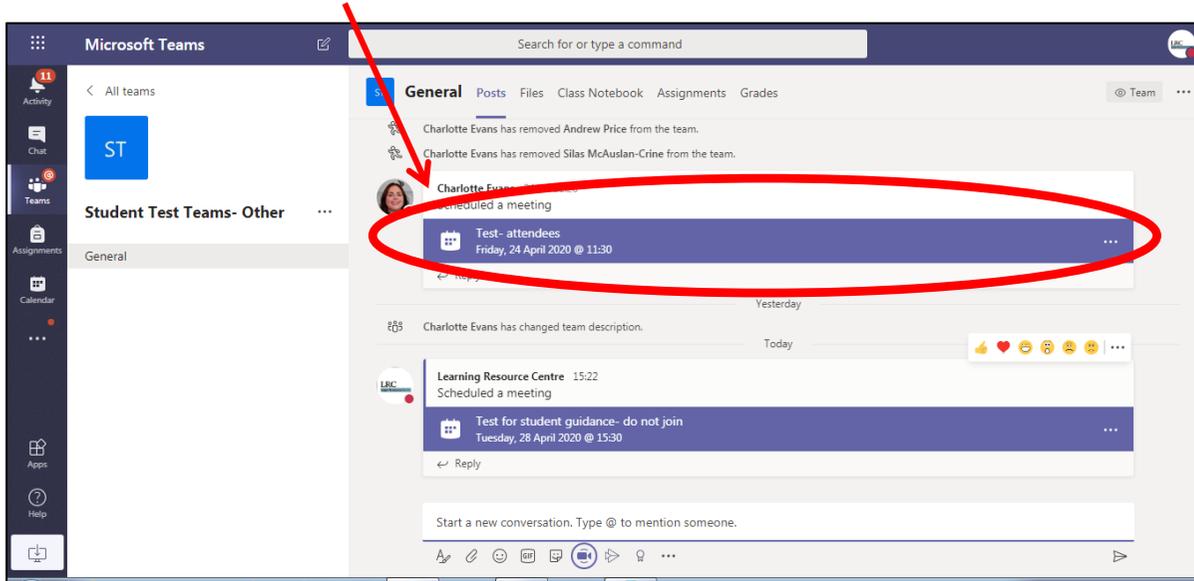
1. Go to Microsoft Teams from the list of Microsoft Applications



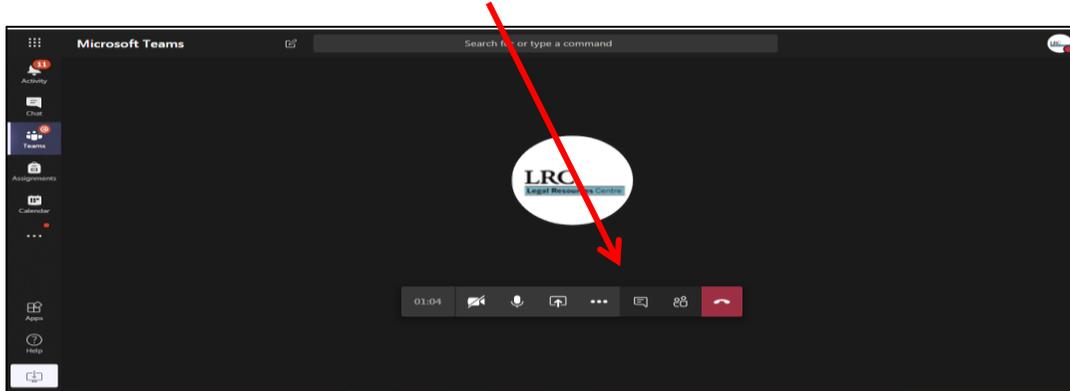
2. In the calendar section you will see what meetings (live lessons) have been scheduled for the week.

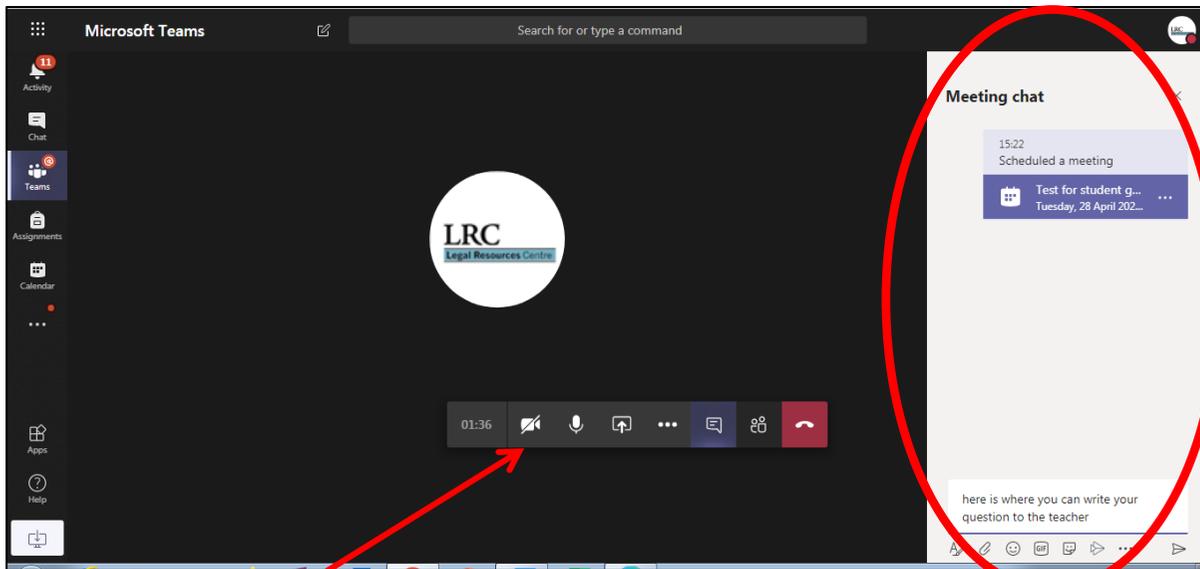


3. To join a live meeting (live lesson) go to the subject post page and a link to the meeting will be available. When it is time to join the meeting click on the link on the post page. Remember to check if this is the correct meeting for your teacher- this should be in the title of the meeting



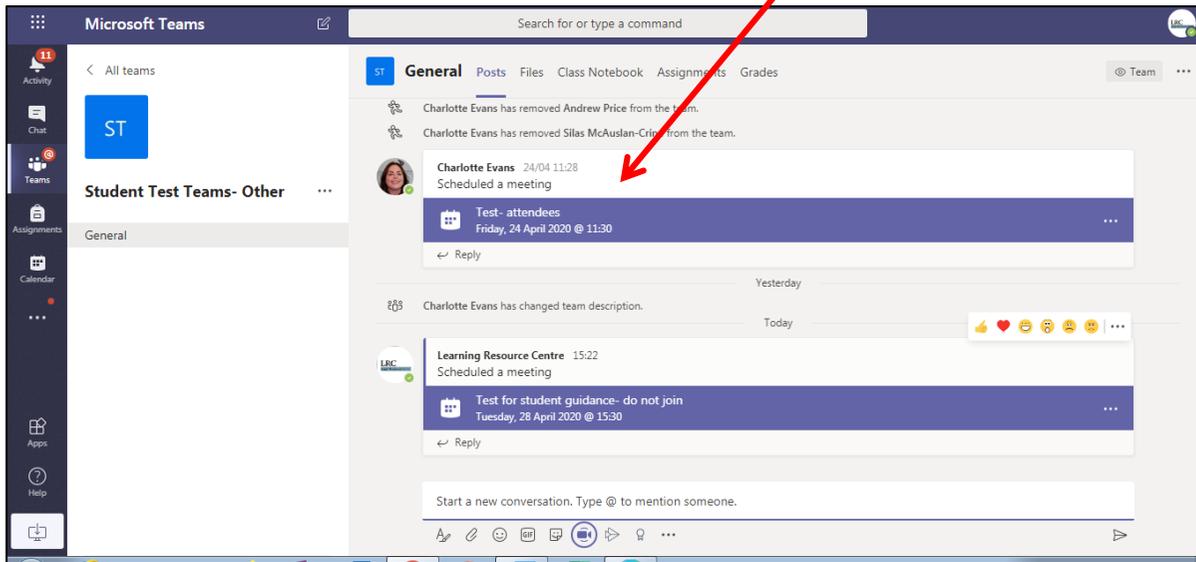
4. Within the tool bar there is a Chat facility for typing questions





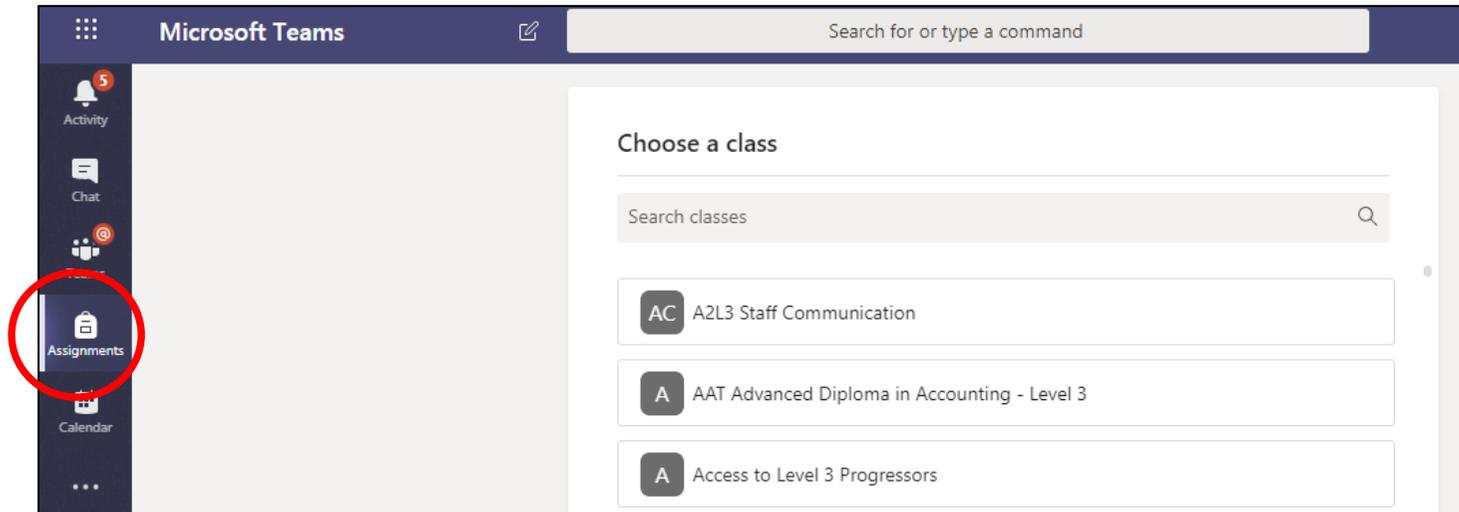
- Your camera has been permanently disabled.
- Your mic is there for you and the teacher to turn on and off- please be guided by the teacher.
- There will be a type chat function to the right of the screen where you can ask questions rather than use the mic.
- Each live meeting (live lesson) will be recorded. If you do not want you voice to be recorded then do not use the mic.
- Your teacher may use the video or share resources on the screen

5. If you miss the session a copy of the recorded will be posted in the post page along with all the questions and comments for you to review.



4. Microsoft Teams Guidance for Students- Assignments- How to check what assignments are due-

When a teacher creates an assignments this will come through to your email as a notification and also will show as a post on the post page. Use the **Assignments** tab on the right hand of your Teams platform to see which assignments are due. Click into each subject to see the list of assignments and the order the need to be submitted- this will include the deadline date issued by your teacher

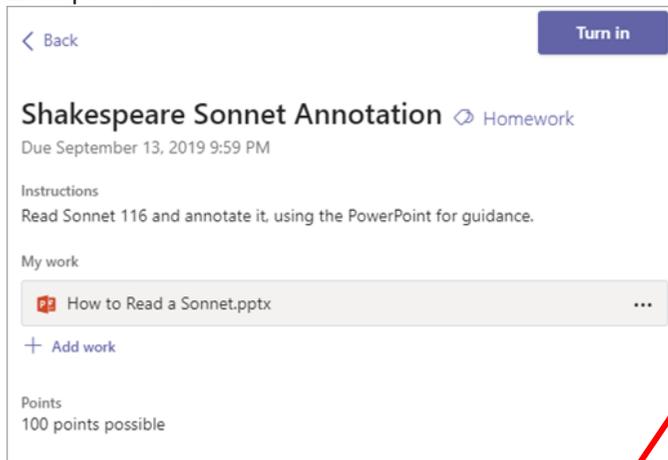


1. Navigate to the **General** channel in the desired classroom, then select **Assignments**. You can also use your search bar to search for an assignment by keyword.
2. Your assignments will show as cards organized by the date they are due. Select any assignment card to open it and view the assignment's details.

Tip: Select the Expansion icon (diagonal, double sided arrow) to work in full-screen mode.

3. If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select **+Add work** and upload your file. It's possible to work on Office files right from this screen--no need to leave the app.
4. .If you're turning in the assignment for the first time before the due date, select **Turn in**. You'll see a time and date stamp recording your turn-in.

Example screen shot-



Here are other options for turning in your work:

Undo turn in	Take back an assignment you've already turned in to make changes before the due date.
Turn in again	Turn in work after making revisions to an assignment you've already turned in. For example: Your teacher has returned it to you and asked for changes, or you've decided to revise your work before the due date.
Turn in late	Turn in work after the due date for the assignment has passed. This means your teacher is accepting late turn-ins. You might be turning in the assignment for the first time or submitting a revision after it's been returned to you.
Not turned in	Your teacher is no longer accepting turn-ins for the assignment and you won't be able to turn in work.