



Parent & Student Guide to:

Microsoft Teams & Assignments

Revised Jan 2021 [v1]

Section 1

How to use Teams on a Desktop or a Laptop

- How to log on
- How to access remote education files
- 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

- How to log on
- How to access remote education files
- How to upload a picture of work you have completed as an assignment

SECTION 1 - USING TEAMS ON A DESKTOP OR A LAPTOP

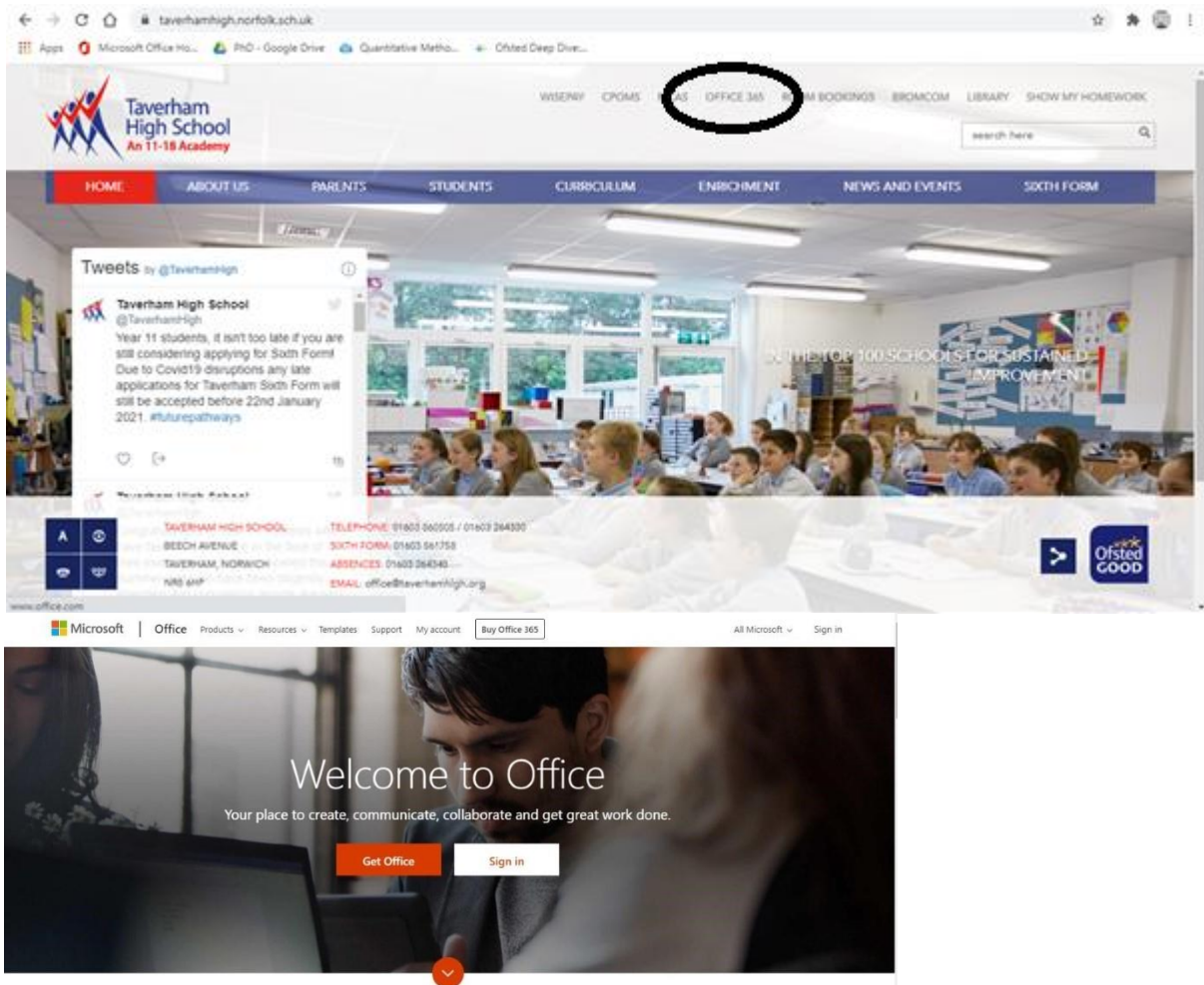
2

Teams - How to Login

On any web browser, for example:

- Google Chrome,
- Internet Explorer
- Safari

Go to www.taverhamhigh.org > Click 'Office 365'

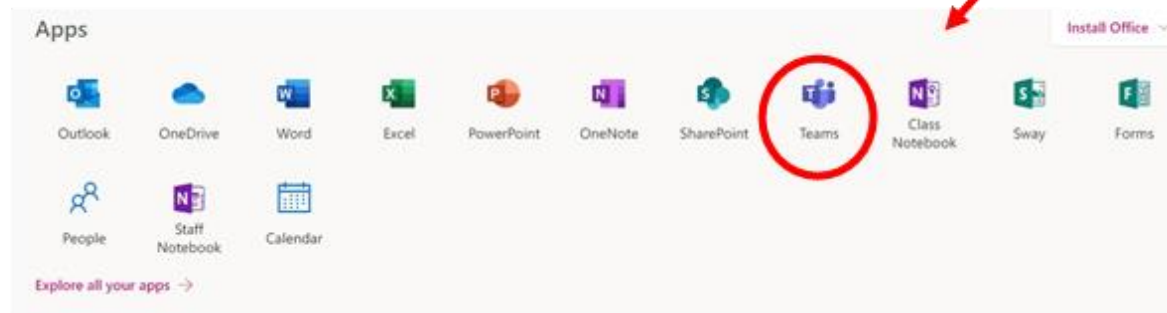


The screenshot shows the Taverham High School website. The top navigation bar includes links for WISEAPP, CPOMS, OFFICE 365 (circled), and BOOKINGS. Below this is a secondary navigation bar with links for HOME, ABOUT US, PARENTS, STUDENTS, CURRICULUM, ENRICHMENT, NEWS AND EVENTS, and SIXTH FORM. The main content area features a large banner image of students in a classroom, a tweet from @TaverhamHigh, and contact information for the school. The bottom of the page shows the Microsoft Office 365 login page with the text 'Welcome to Office' and 'Your place to create, communicate, collaborate and get great work done.' and buttons for 'Get Office' and 'Sign in'.

Click sign in and sign in with your full school email address and password.

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.

Teams - How to access Remote Education Files

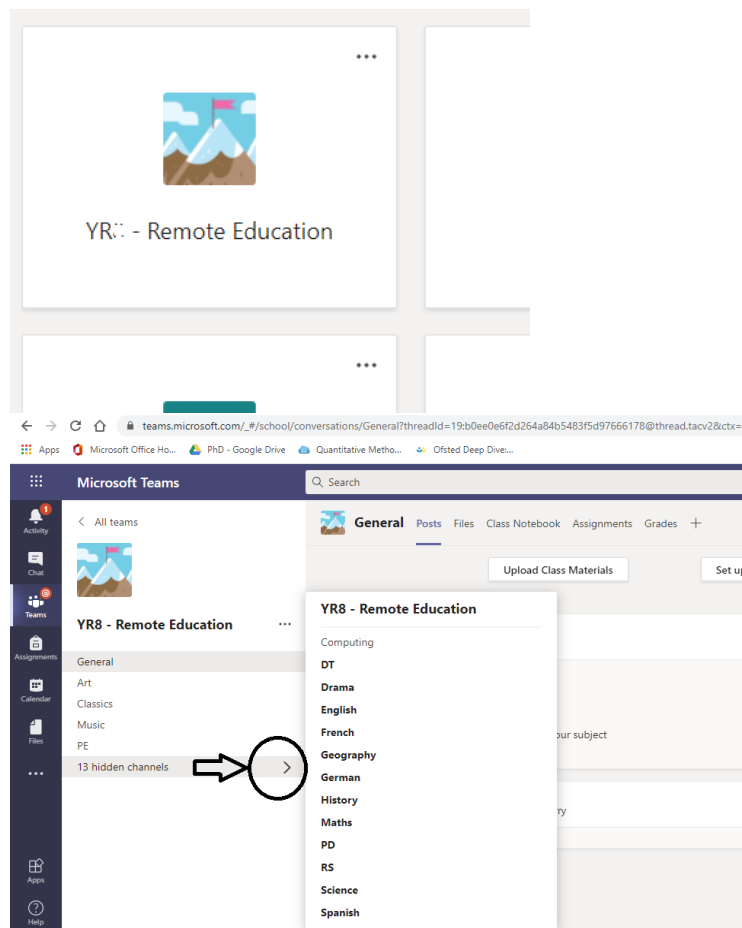
Your teachers will be uploading lesson resources to our Remote Education Team for each lesson. Teachers will be streaming live or pre-recorded sessions or uploading resources for you to complete. Teachers will provide instructions for what you have to do, this will include a link for a live lesson if you have one.

What's important is that you follow your school timetable and access the work or live lesson, at the time of your lesson.

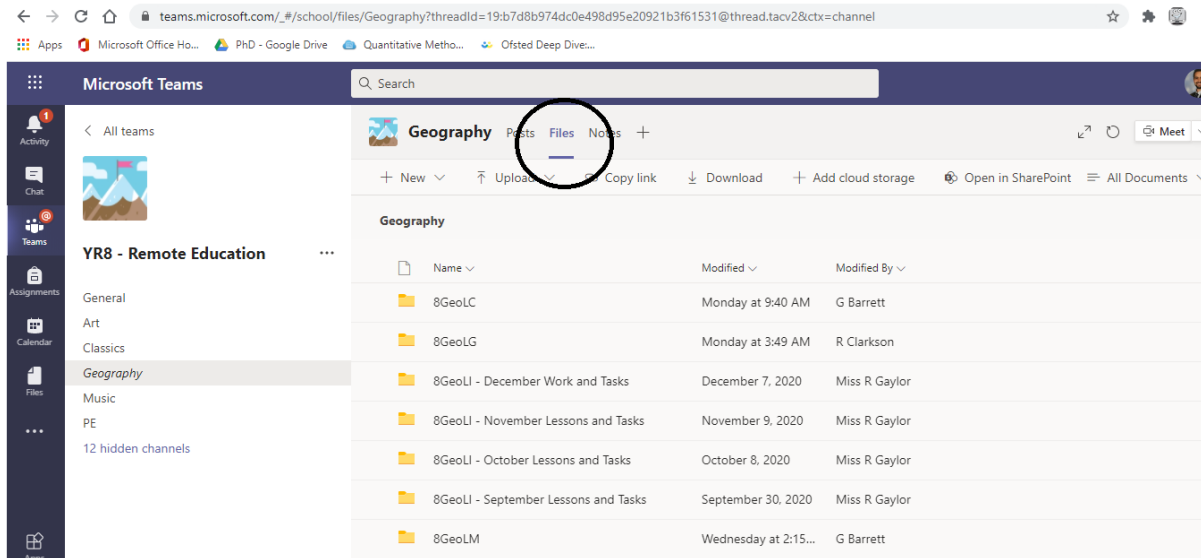
Each teacher will be uploading work to the Remote Education Team within their subject channel.

Simply click on your YRx Remote Education Team.

Choose your subject from the left hand side. - You may need to click - 'Hidden Channels' to view all subjects.



Important - The folder can be found in the Files tab at the top of the page.



Microsoft Teams interface showing the Geography channel. The 'Files' tab is highlighted with a red circle. The left sidebar shows 'YR8 - Remote Education' with 'Geography' selected. The main area displays a list of folders including 8GeoLC, 8GeoLG, 8GeoLI - December Work and Tasks, 8GeoLI - November Lessons and Tasks, 8GeoLI - October Lessons and Tasks, 8GeoLI - September Lessons and Tasks, and 8GeoLM.

Name	Modified	Modified By
8GeoLC	Monday at 9:40 AM	G Barrett
8GeoLG	Monday at 3:49 AM	R Clarkson
8GeoLI - December Work and Tasks	December 7, 2020	Miss R Gaylor
8GeoLI - November Lessons and Tasks	November 9, 2020	Miss R Gaylor
8GeoLI - October Lessons and Tasks	October 8, 2020	Miss R Gaylor
8GeoLI - September Lessons and Tasks	September 30, 2020	Miss R Gaylor
8GeoLM	Wednesday at 2:15...	G Barrett

Teams - Uploading an assignment

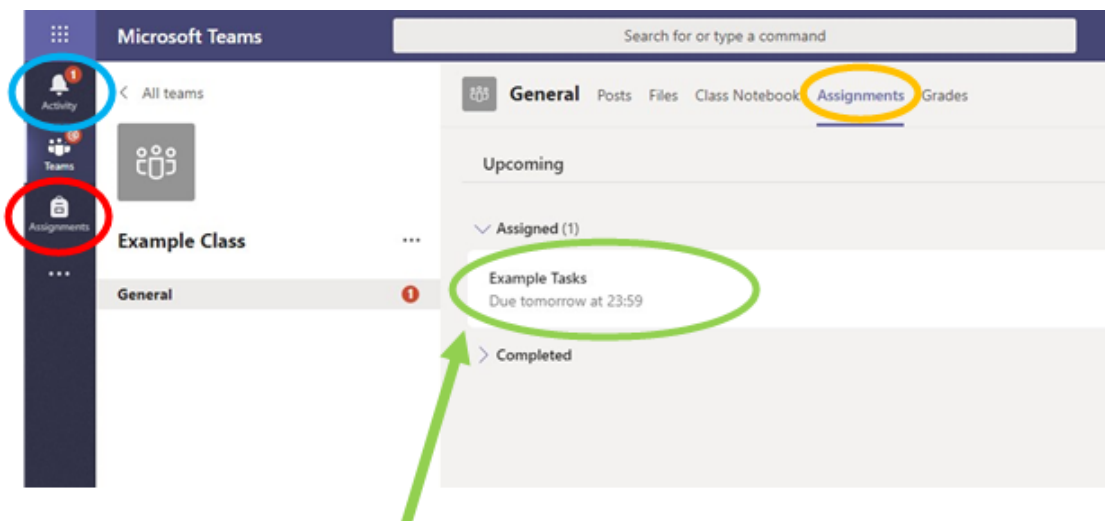
6

Your teacher can set assignments for you to complete. **All assignments are set within your Class Team, not the Remote Education Team.**

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 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.

Alternatively, you can click into your Class Team and click on the assignments button circled in yellow.



Click on the assignment to access the task and complete it.

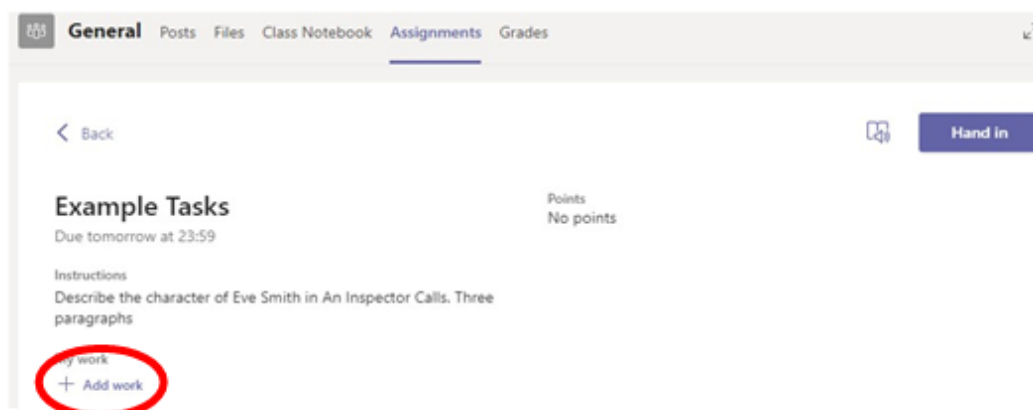
To add some work, you can upload a document from your files.



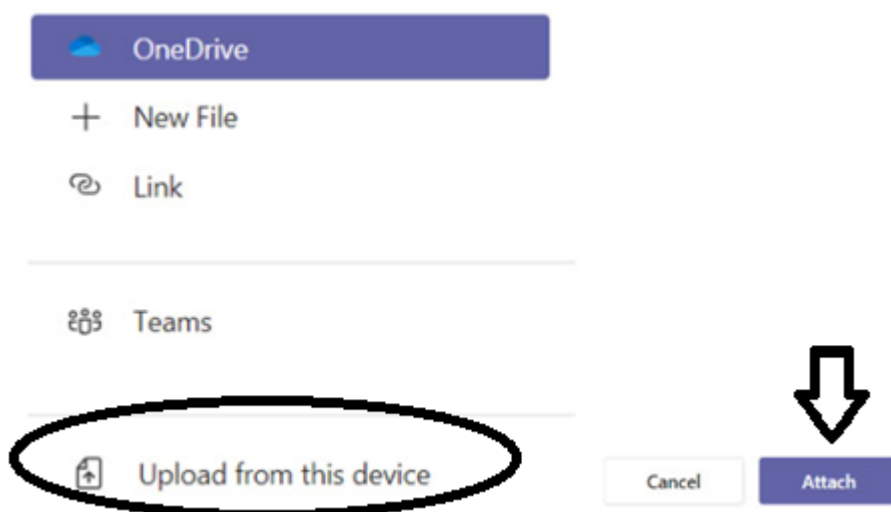
Submitting a Document:

1. If your teacher asked you to submit a document or you have other files to attach to this assignment, select **+Add work**

Note: You can add up to 10 additional resources to an assignment. 500mb is the maximum file size for a resource.

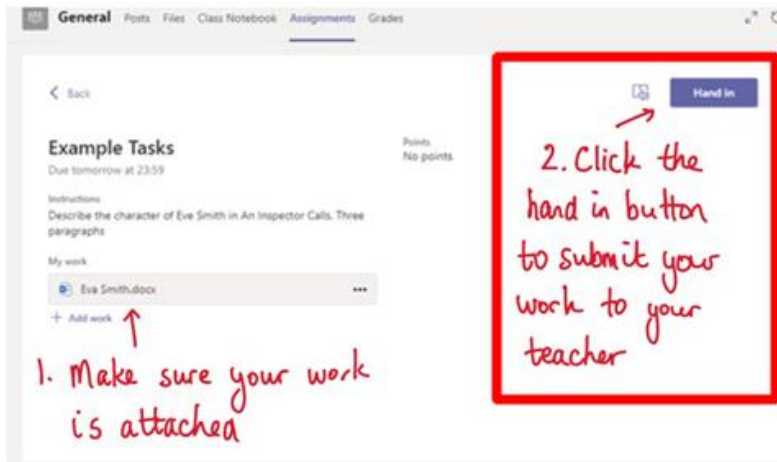


2. Now you can click 'Upload from this device' to upload your file(s).

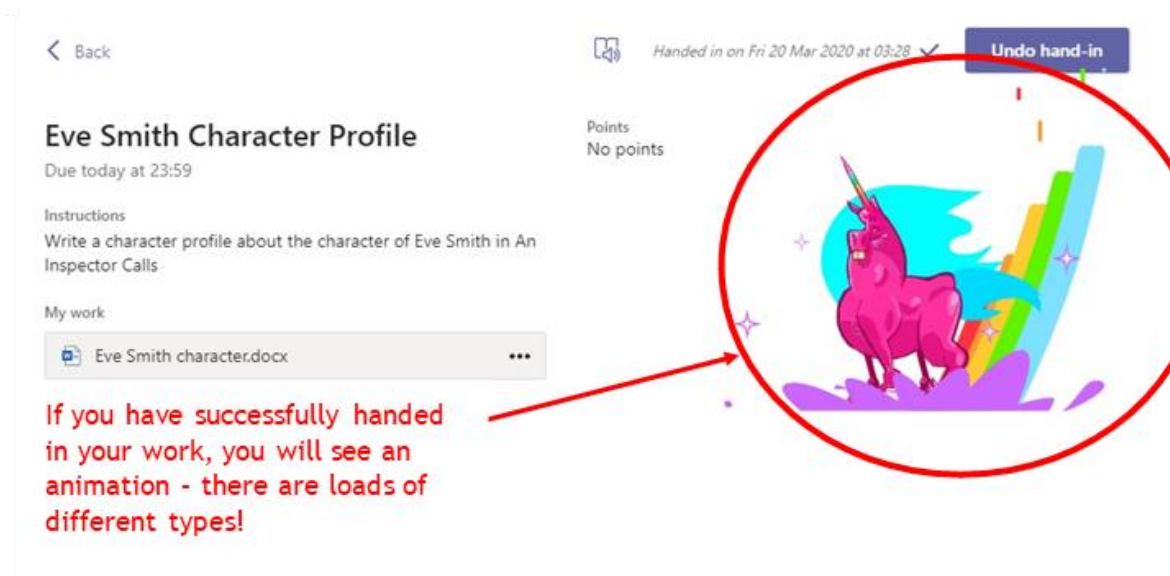


3. Select your document(s) and press 'Attach'

4. Ensure you click 'Hand in' to submit your work into your teacher.

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.



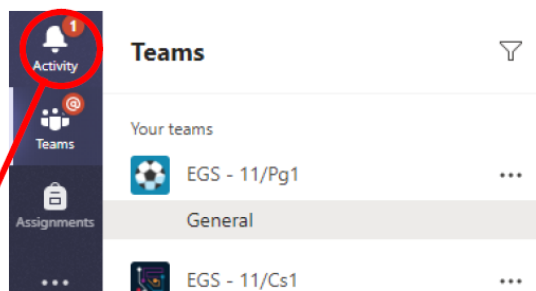
If you have successfully handed in your work, you will see an animation - there are loads of different types!

Teachers may ask you to edit a document or complete a quiz. There's lots of different options, so ensure you upload your work/answers/task and press 'Hand In' once done!

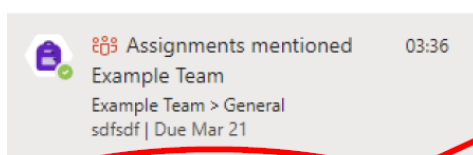
Teams - Getting feedback and responding to feedback

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.

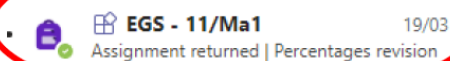
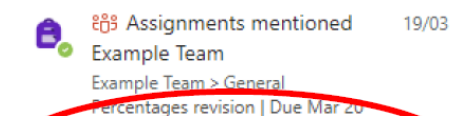
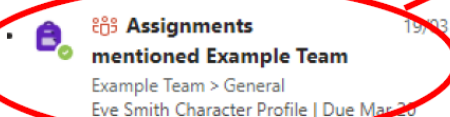
Click on the Activity button and it brings you to your feed. Any message in **bold** you have not read



Feed ▾

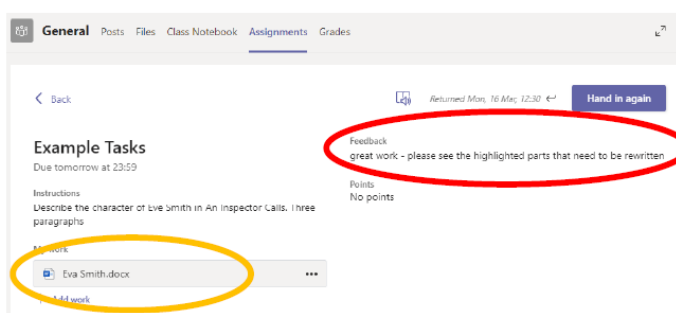


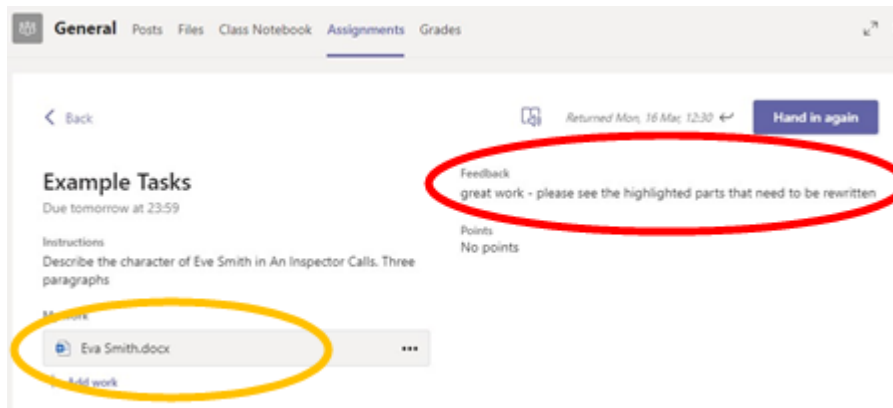
This is a notification to say that there is a new assignment in the Example Class that you need to complete



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.



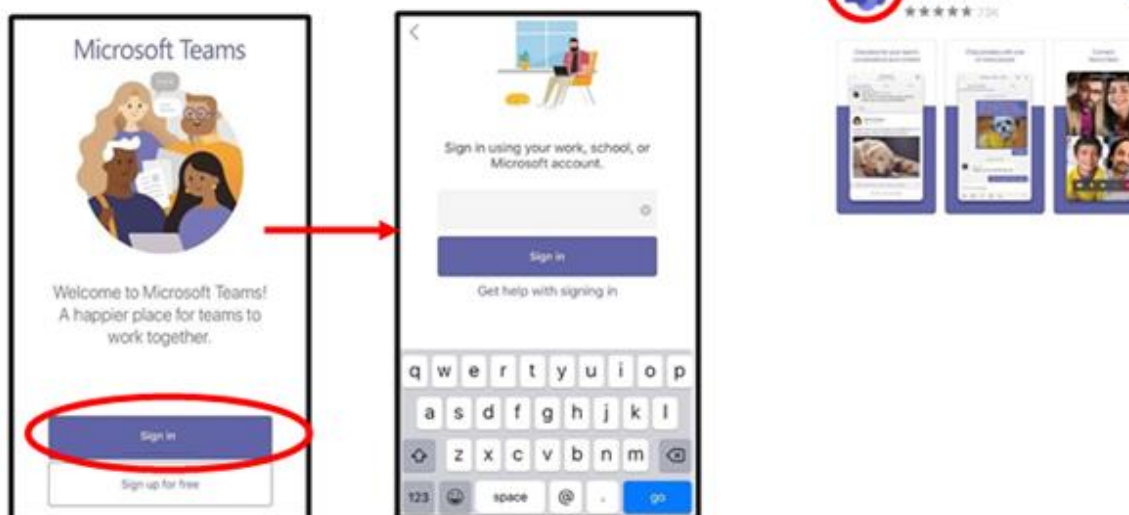


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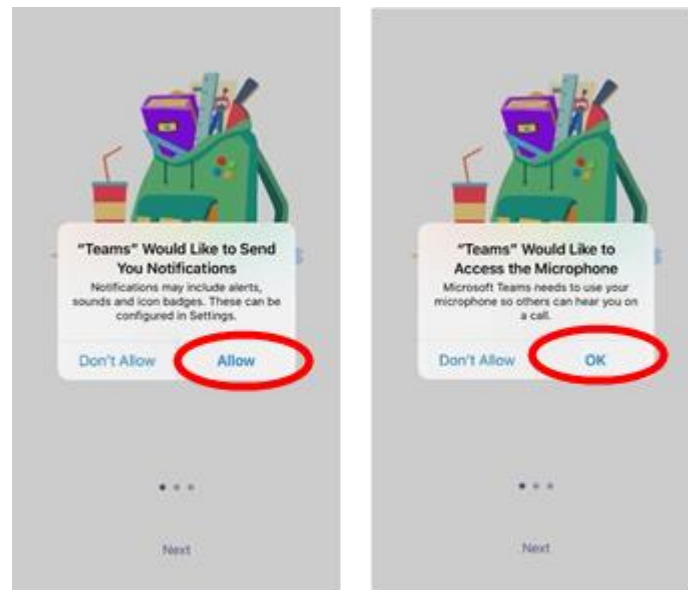
SECTION 2 - USING TEAMS ON A TABLET OR PHONE

Teams - Downloading the Teams App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Sign in with your school email address and password.



Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work, posted an important message or sent you some feedback on work you submitted.

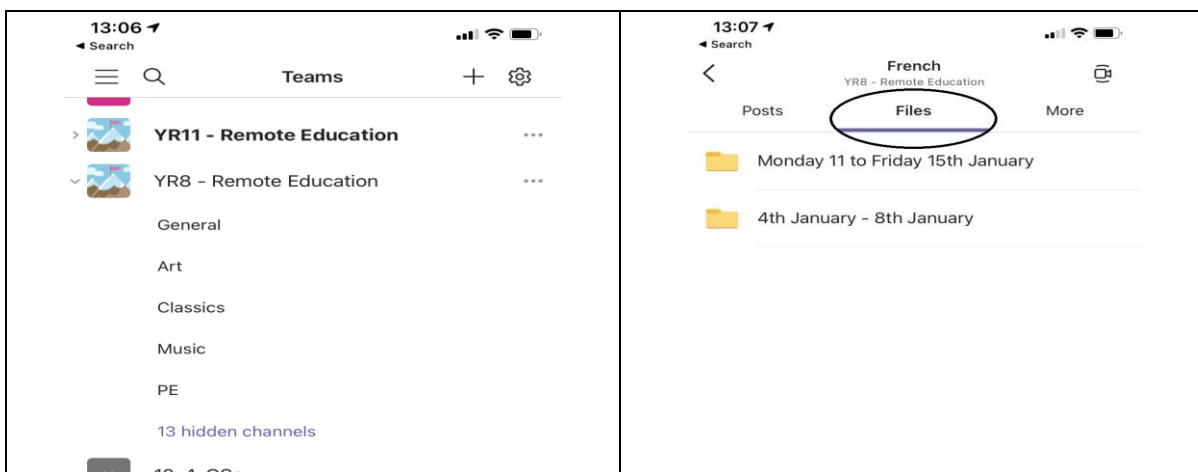
If you are joining a live webinar you need to click allow, but during the live webinar, you will be turning the microphone off.

Teams - How to access Remote Education Files

This process is the same as Section 1, however, it looks slightly different on a mobile device.

Open the Teams App and navigate to YRx Remote Education Team.

- You may need to click 'Hidden Channels' if your subject doesn't appear in the list
- Choose your subject then click the Files Tab.

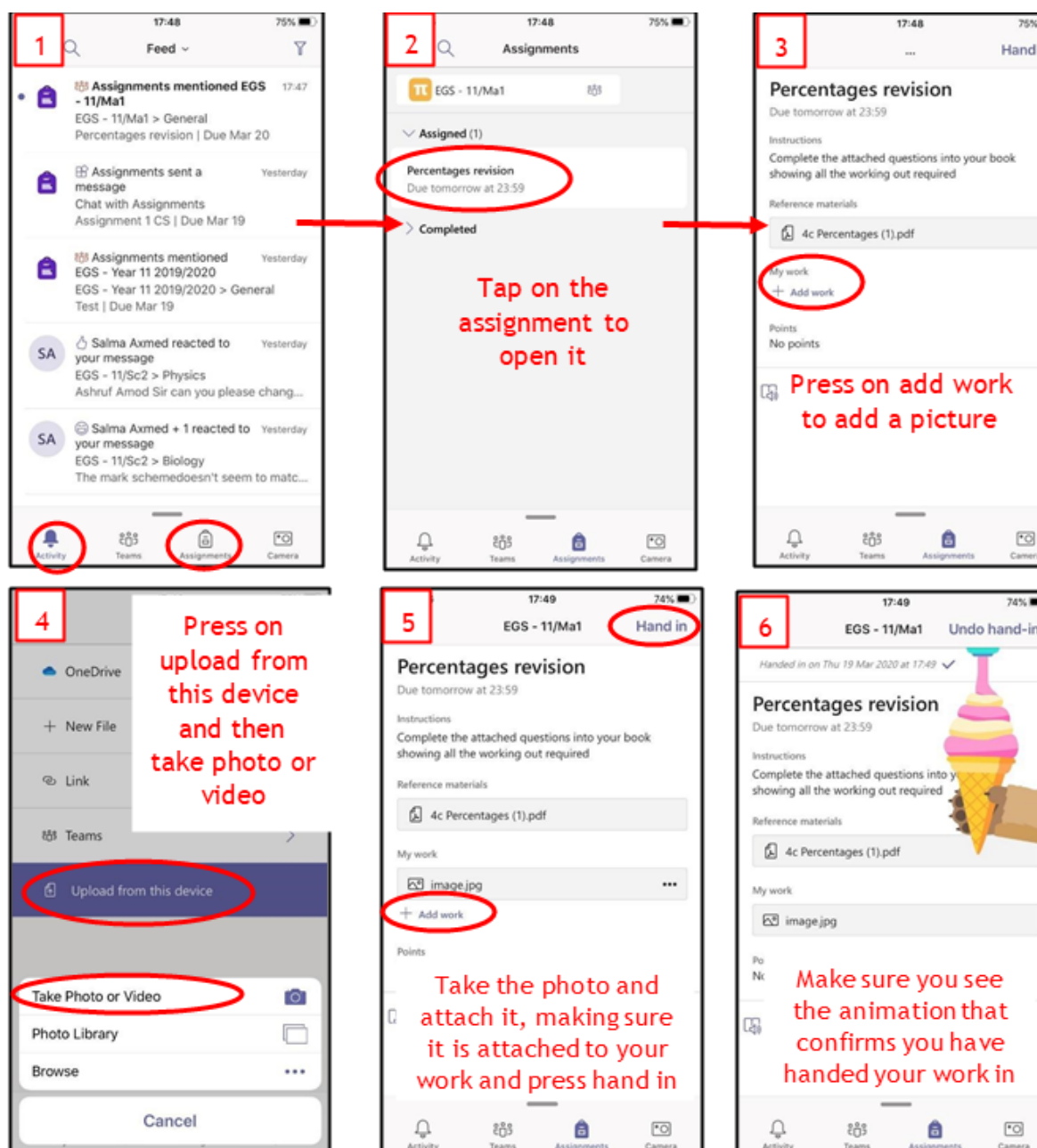


Activity will show your new notifications.
Chat allows you to communicate with your group and teachers - **This is for Educational Chat Only.**
Teams will show you the list of all your Class Teams.
Assignments allows you to view all your new assignments and feedback.

Teams - Uploading an Assignment

14

If you are uploading a document, follow the guide that is in section 1 as uploading a document from a phone or tablet is the same process. However, if you have piece of written work on paper that you need to upload, you can use your tablet or phone to take a picture of your work.



If you need any further support with remote learning please contact:

Mr D Hyett: d_hyett@taverhamhigh.org

Or for specific issues with IT please contact:

IT Support Team: itsupport@taverhamhigh.org