# Students' guide to Microsoft Teams

Contents

What is Teams?

Teams is a place where you collaborate with others. You have been made a member of a team for each of your classes. Teams will be used to teach "Live Lessons" in the event of any school closures.

*Note: there is information in this guide about **Files** and **Assignments**. These features are not being used at the moment, as they are provided by Ruler.*

Accessing Teams

Log in to Office at office.com and click on Teams
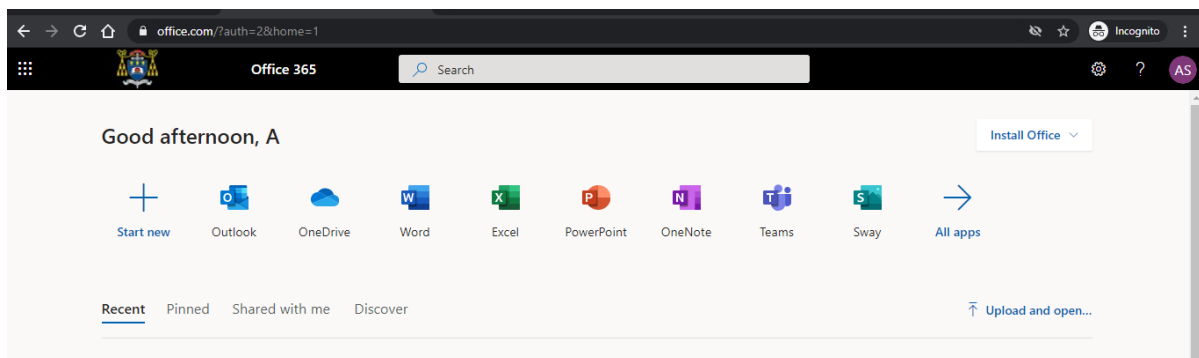
You can install Teams for free on your home computer. Or alternatively click on "**Use the web app instead**" to use Teams in your browser. Images and guidance in this document is based on the use of the web app.
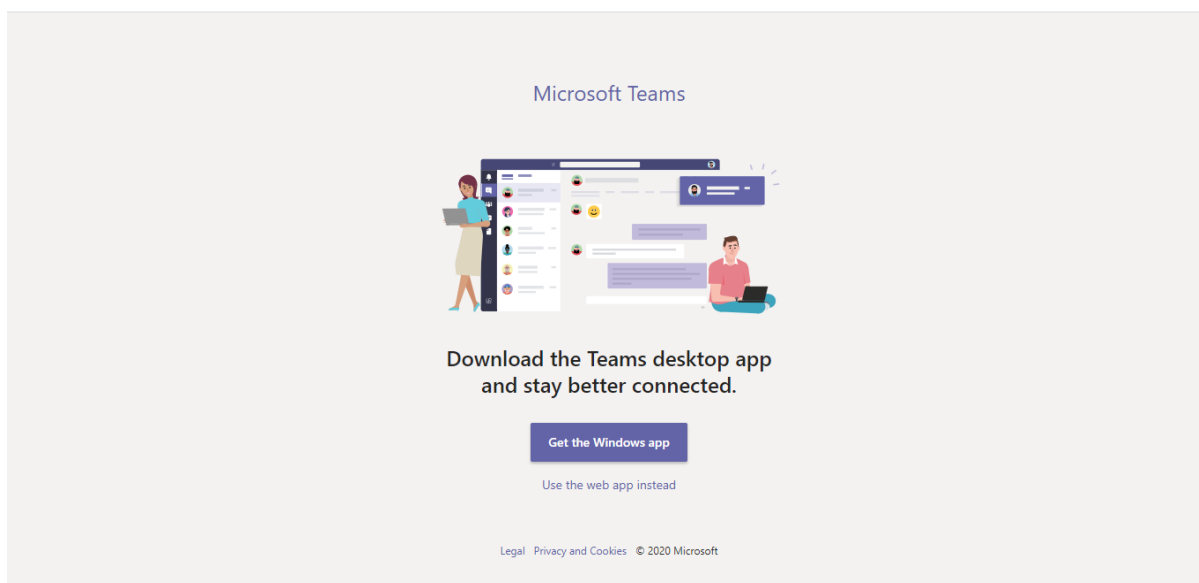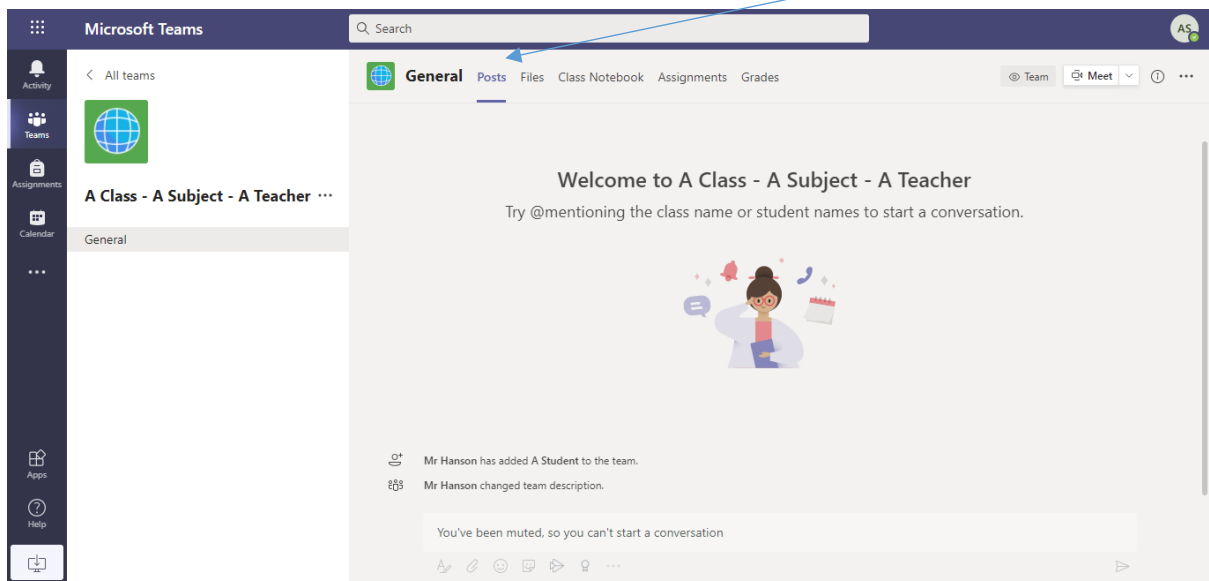
Using Teams

When you first load Teams you will be able to see all of the Teams you are a member of.

To access a Team double click on it
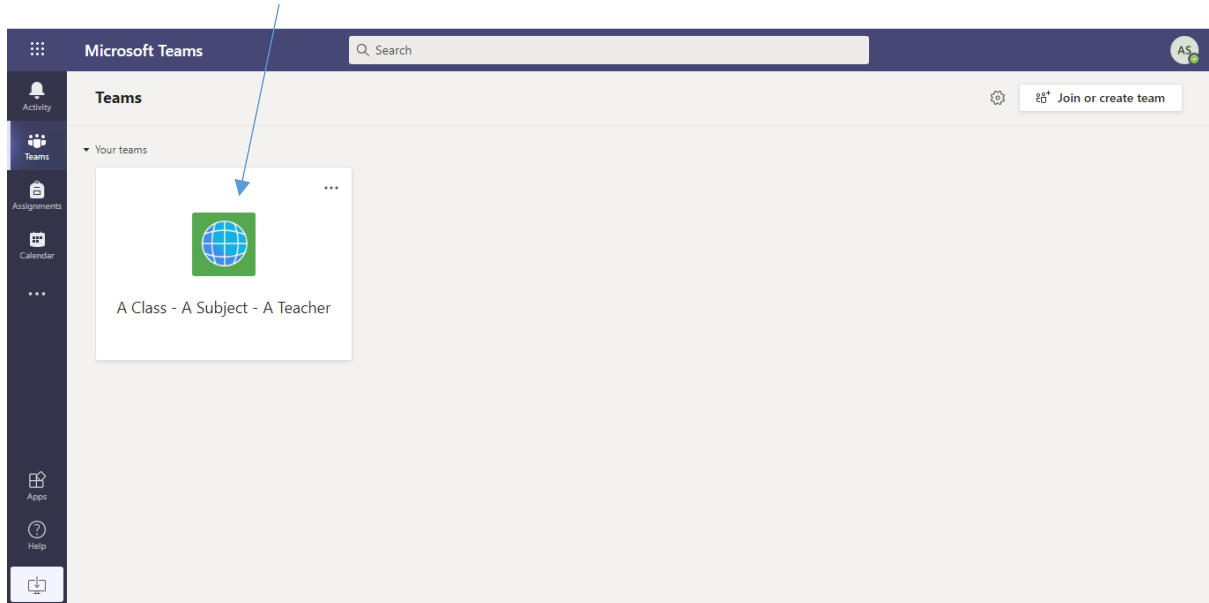
Posts

This is the main window for the Team you have selected. By default you will be on the **Posts** channel. Here you will see any recent messages and events posted by your teacher.

Live lessons

Terms and conditions

By clicking the link to join the live lesson you accept the following terms and conditions:

1. I have read and will adhere to the safeguarding statement and school behaviour code of conduct

   Safeguarding Statement:

   The Virtual lessons are run on the Microsoft TEAMS Live Event platform which is significantly more secure than other platforms from external interference.

   The URL for the live lesson will not be published online but will be sent directly to students and added to the Teams posts. This link must not be shared to any other persons.

   Sessions must be joined with microphones muted and video cameras turned off.

   Q & A takes place by raising your virtual hand and waiting for the teacher to ask you to unmute your microphone or through written chat. Voice and Chat questions can be heard or read by all other members of the Team in the live lesson.

2. I understand that any communication that I make will follow the usual expectations of behaviour and in line with the ICT Acceptable Use Policy I sign at the beginning of each academic year at St. Nicholas. Specifically, I will:
   - Make sure that all communications, including forum posts, with students, teachers or others are appropriate and sensible.
   - Send and receive messages to do with school purposes only.
   - Send nothing that can be seen as illegal, rude, insulting or bullying.

3. During any virtual learning event, the expectations that we have for all of our students of St. Nicholas students will apply.
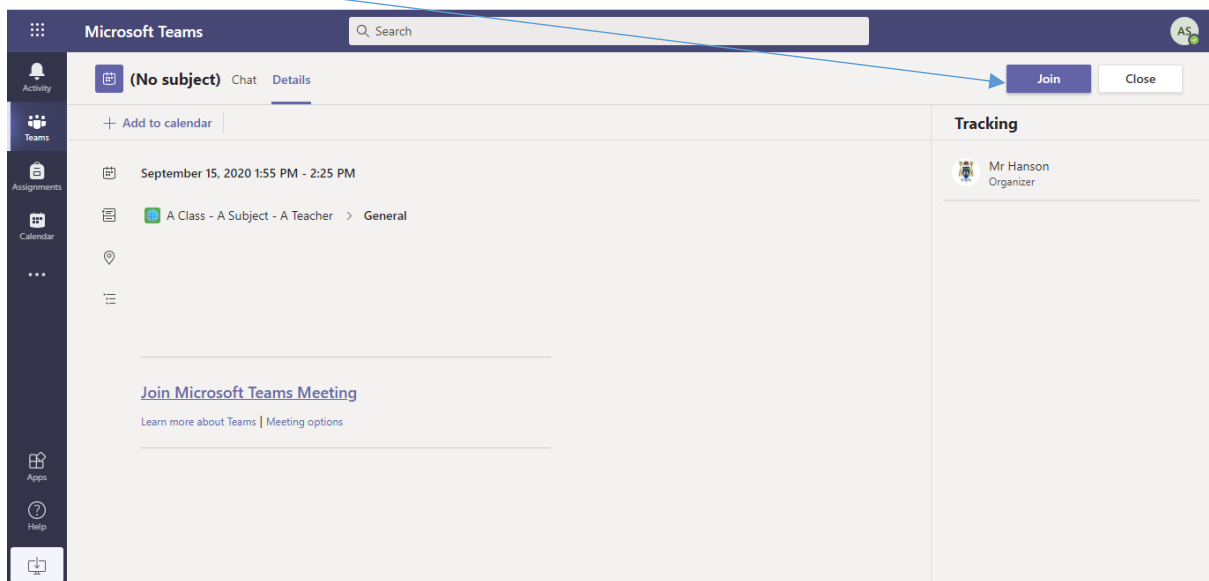4. I will not undertake third party recordings of the live lesson.

Joining a live lesson

When a live lesson is scheduled you will see it in the posts window. You will also have received an invite containing a link via your school email account.
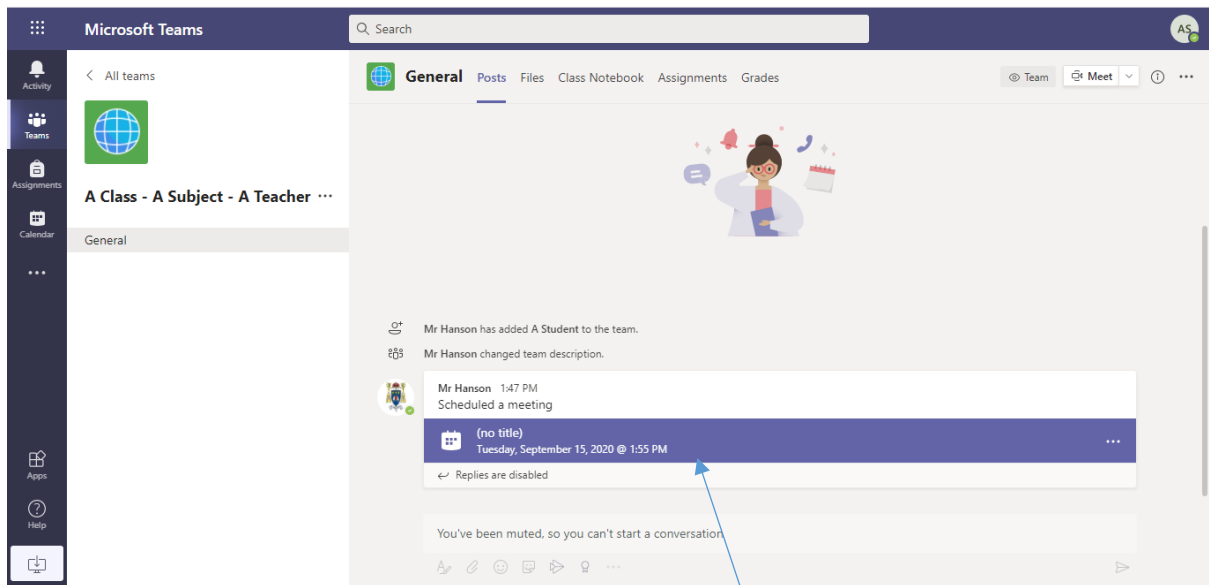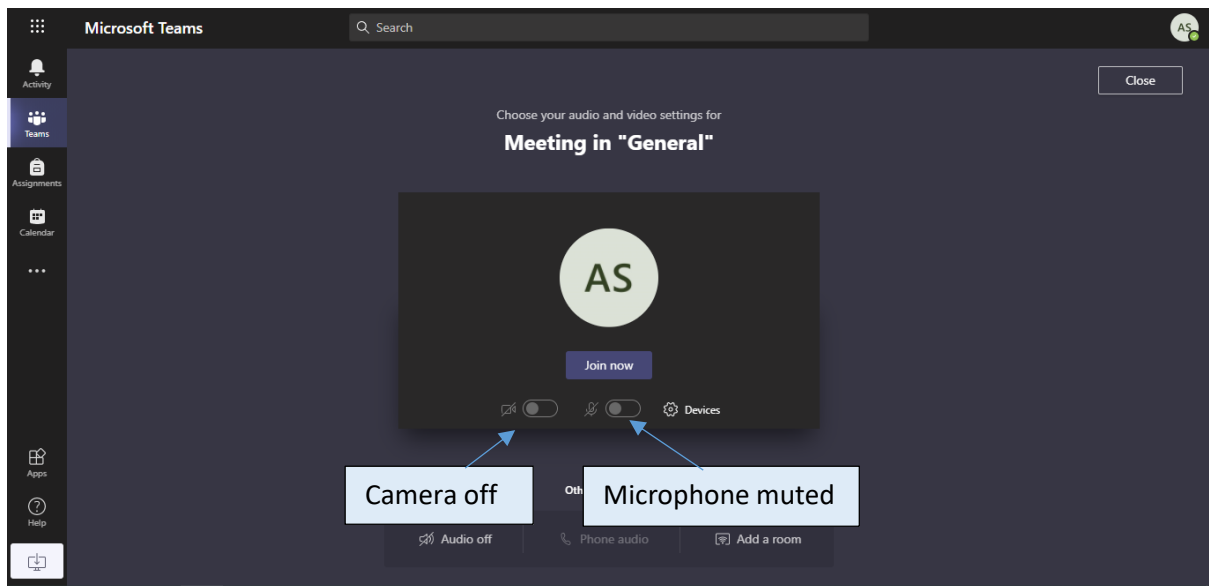

A few moments before the lesson is due to start click on the post for the lesson.
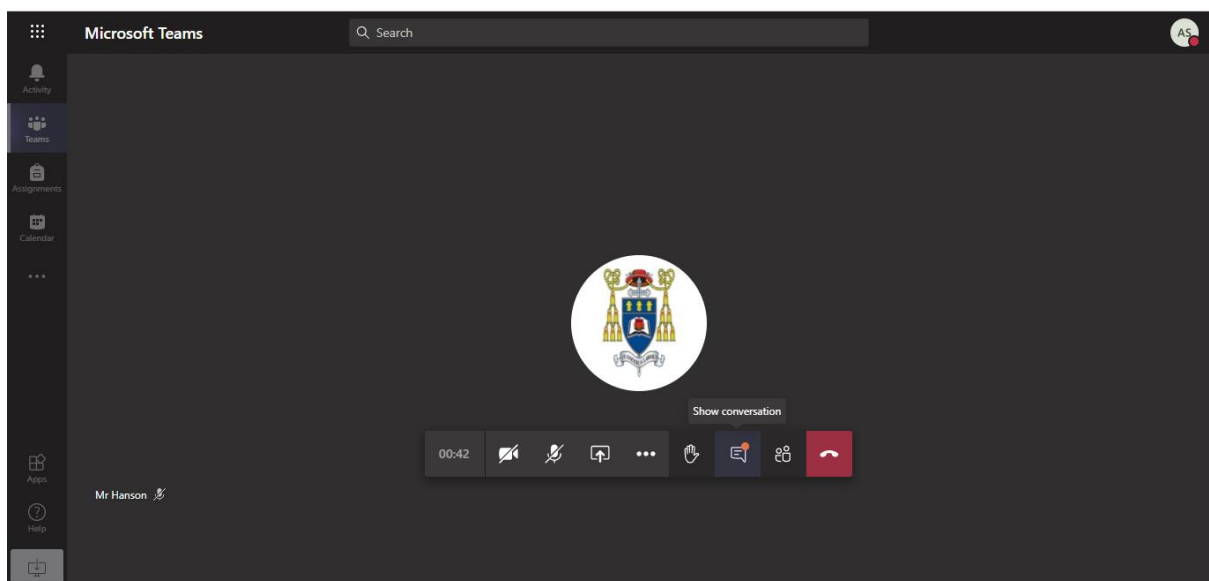
Then click on **Join**.

You must always join a lesson with your **camera switched off** and your **microphone muted**.

When you have changed these settings click **Join now**.

If your teacher has already started the lesson you will see your teacher's video feed or PowerPoint on your screen:

Asking questions during a live lesson

If your teacher is allowing questions to be posted by text message, this can be done by clicking on the Show Conversation button. Questions can be typed in the pane on the right of the screen.

Show Conversation
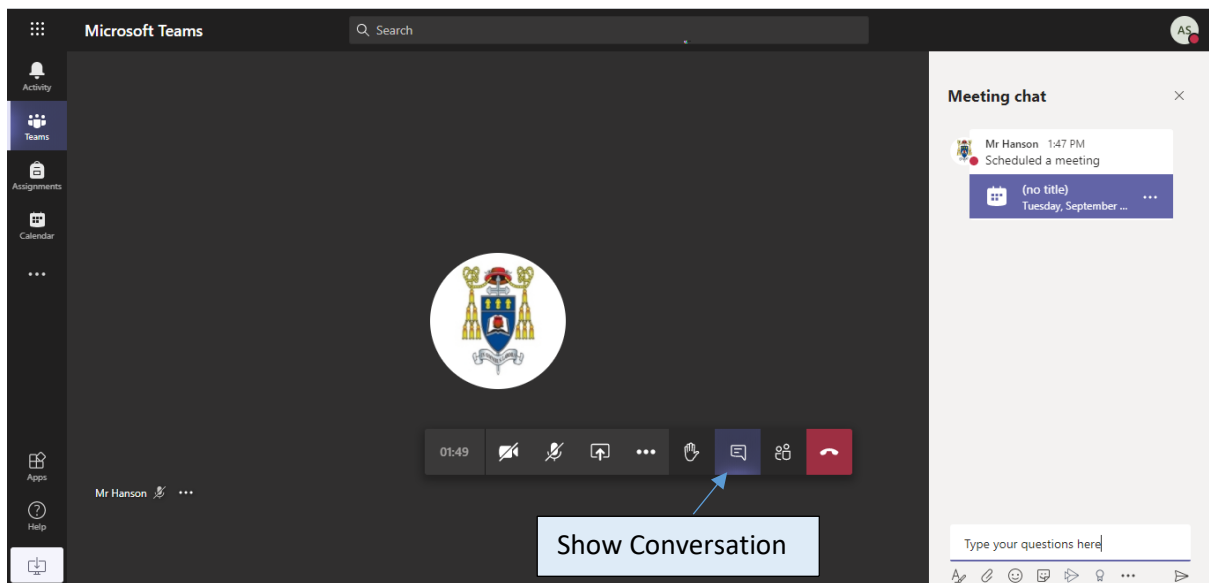
Your teacher may prefer for you to ask questions by voice. If you have a question then raise your hand. When your teacher invites you: unmute your microphone only and ask your question. The rest of the class will be able to hear your question too. When you have finished asking your question mute your microphone again.

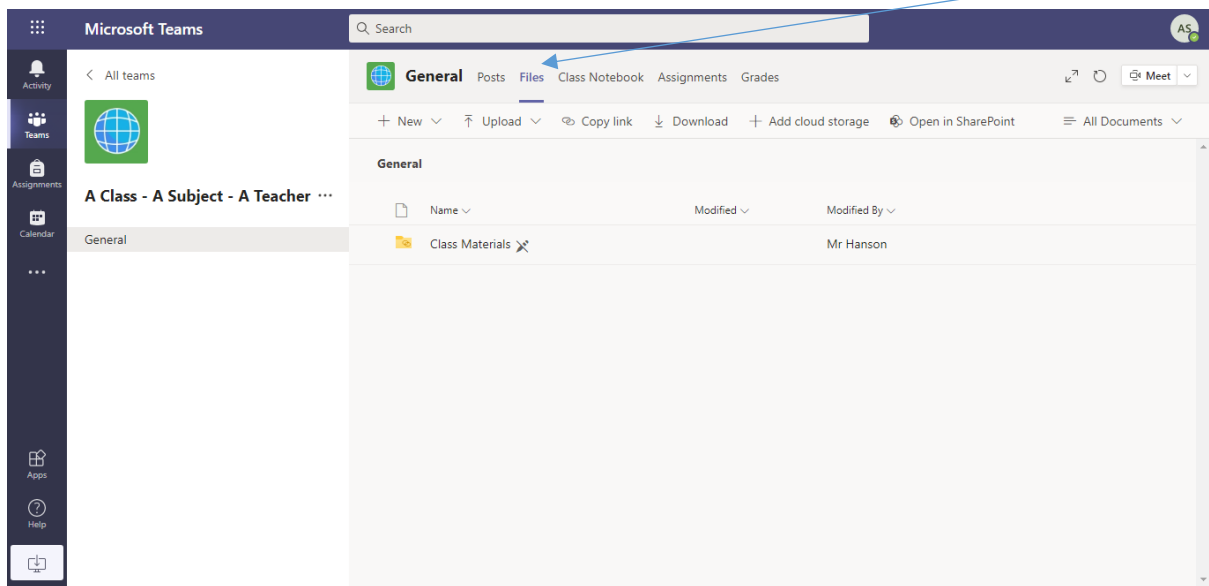Mute / Unmute microphone

Raise hand
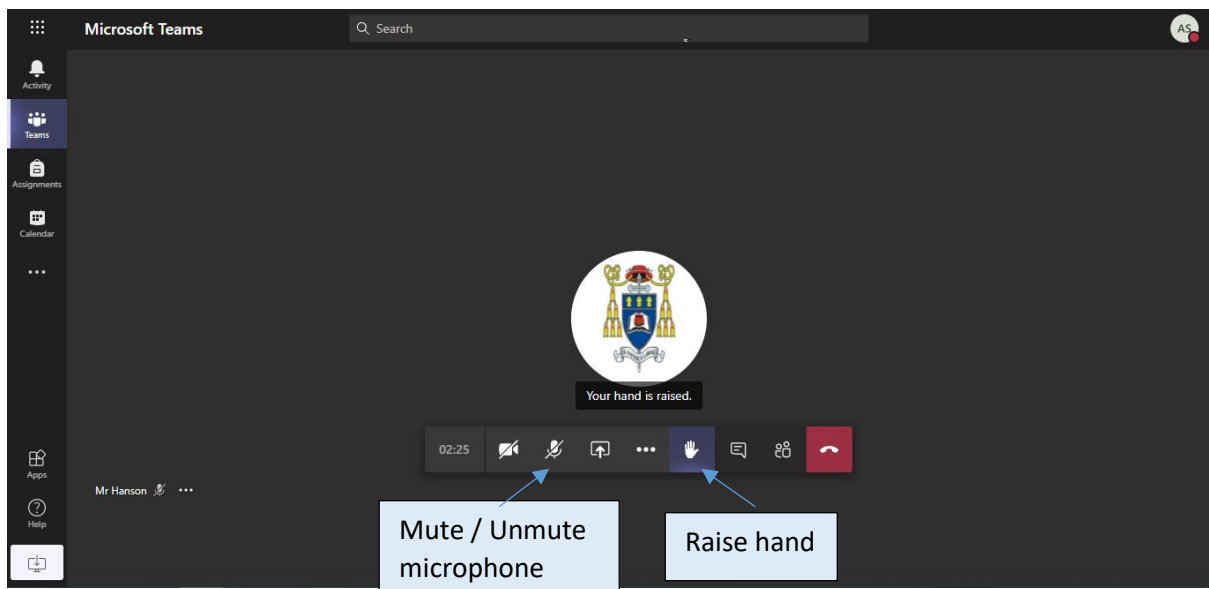
Hang up

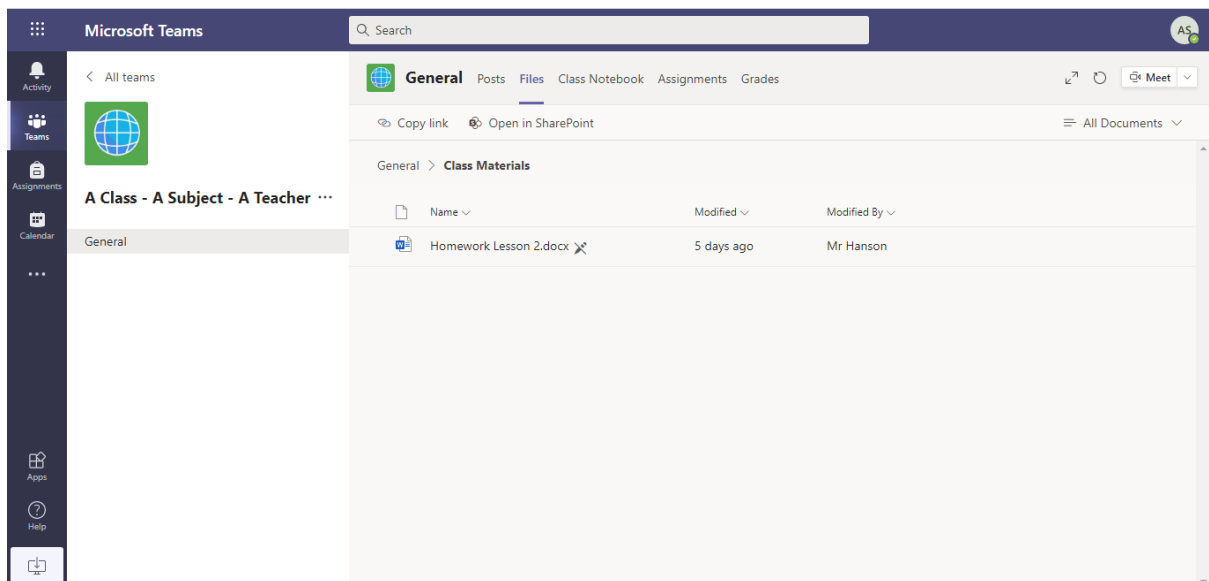Once the lesson has finished click the hang up button.

Files

Your teacher may upload resources to Teams for you to access. To see these go to Files
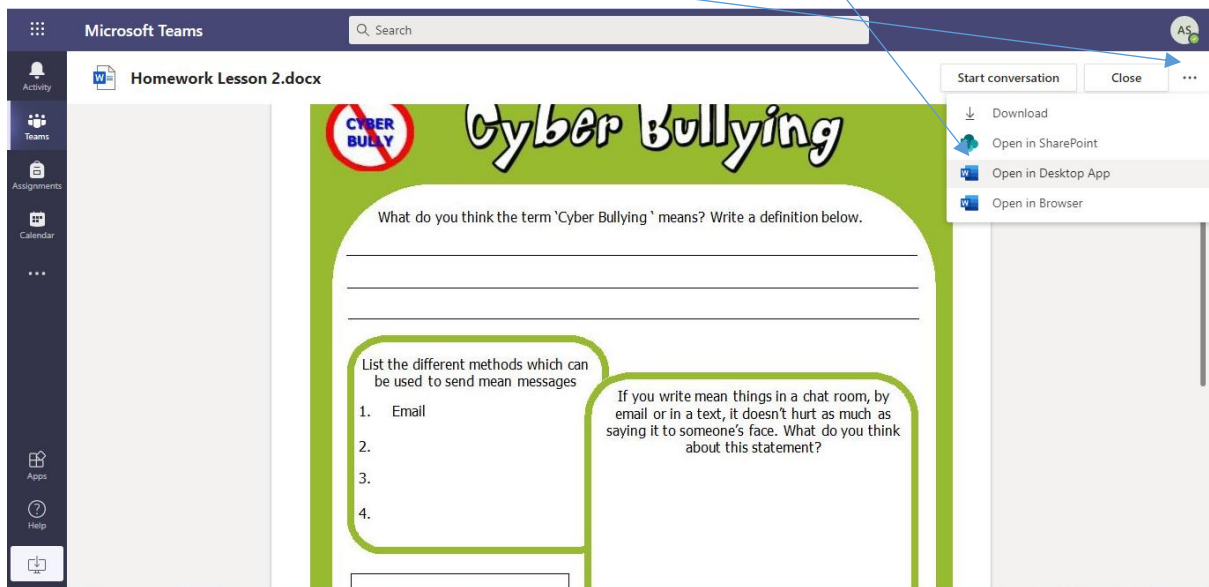

Worksheets will be uploaded to the **Class Materials** folder. Anything in this folder you can open, but not save any edits.
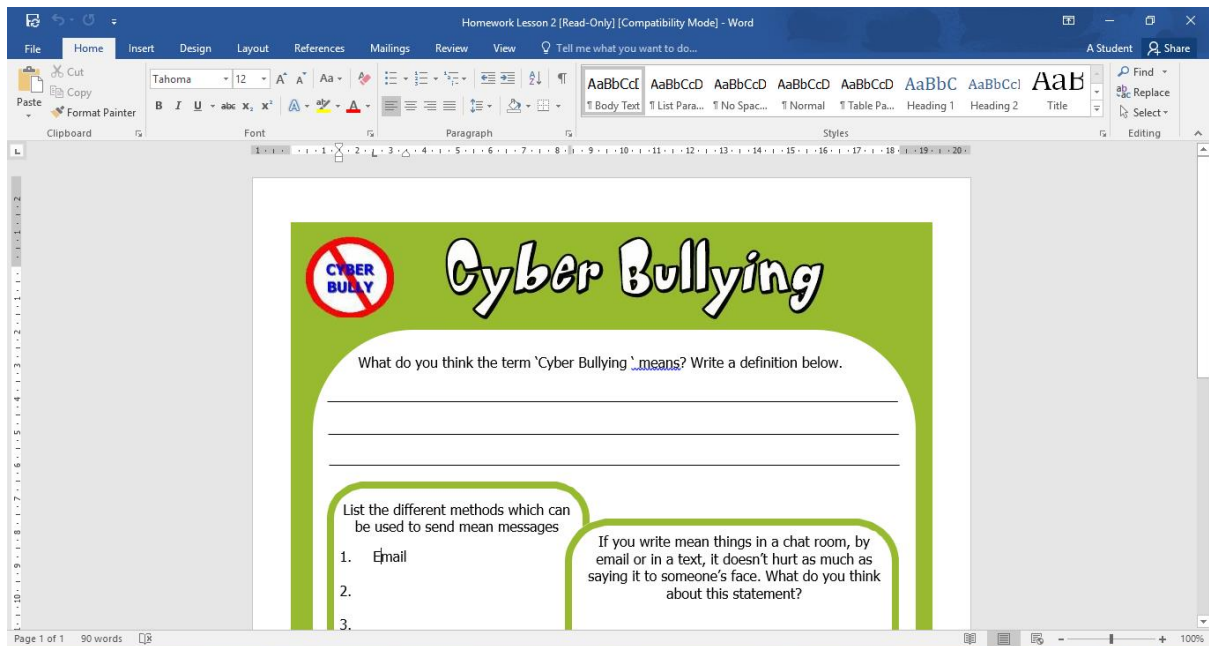
To load the file double-click it.

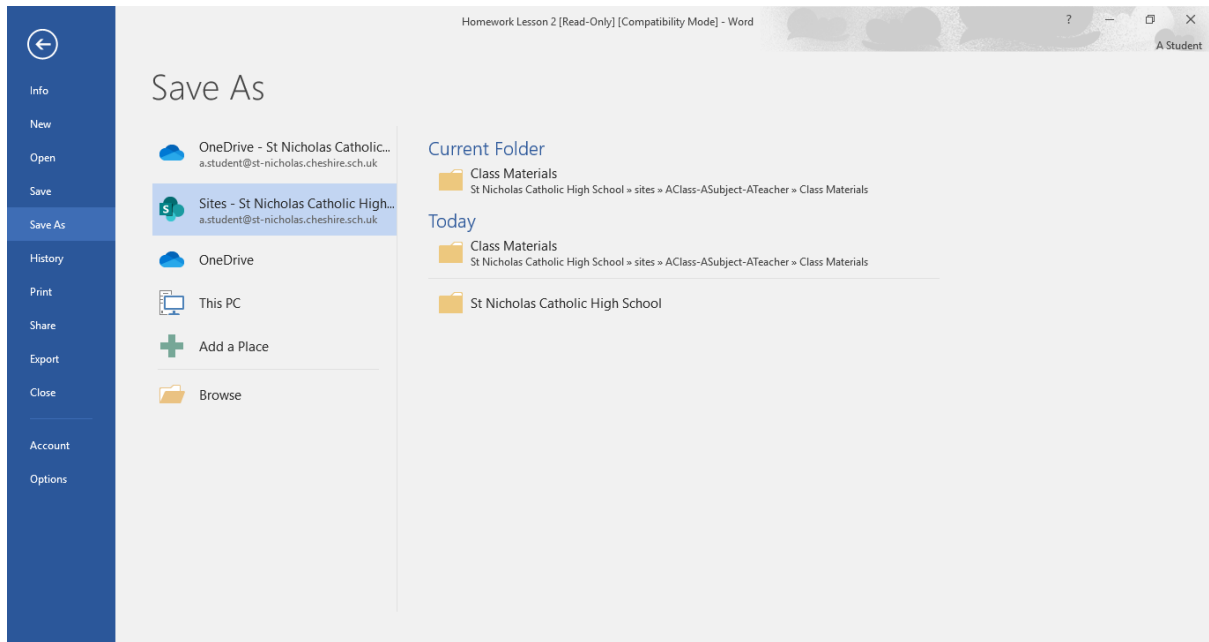To edit the file you will need to click the **3 dots** and then **Open in Desktop App**:

If you are prompted to login to your office account do so. You can now work on the document.
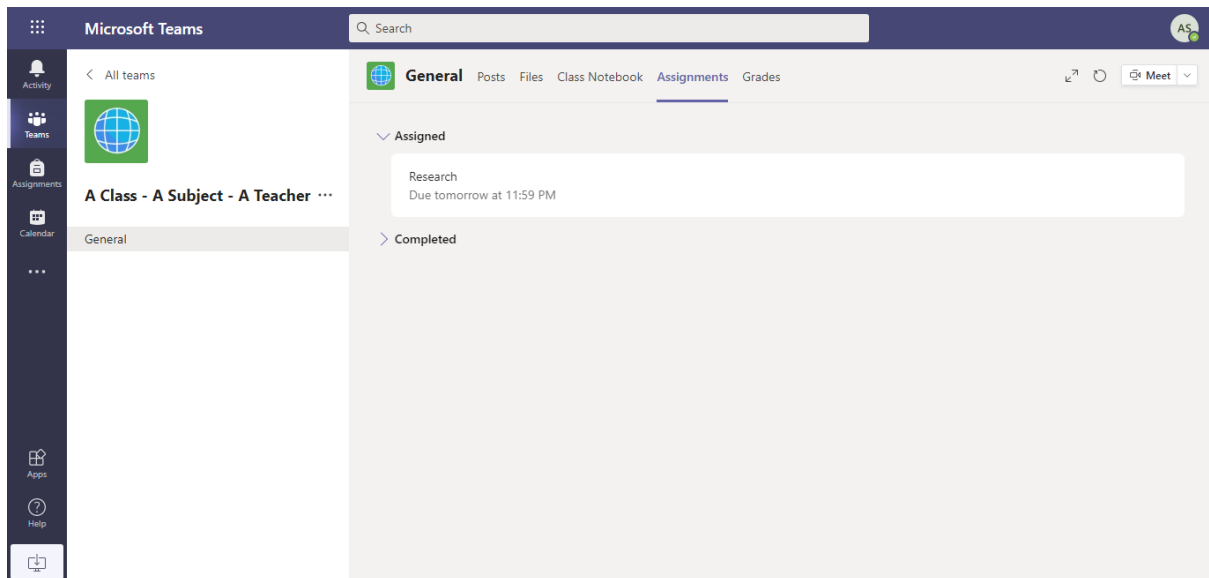
To save changes to the file you will need to use **File**, **Save As** to create your own copy.

You can save locally to your own computer (This PC), or upload to your OneDrive.
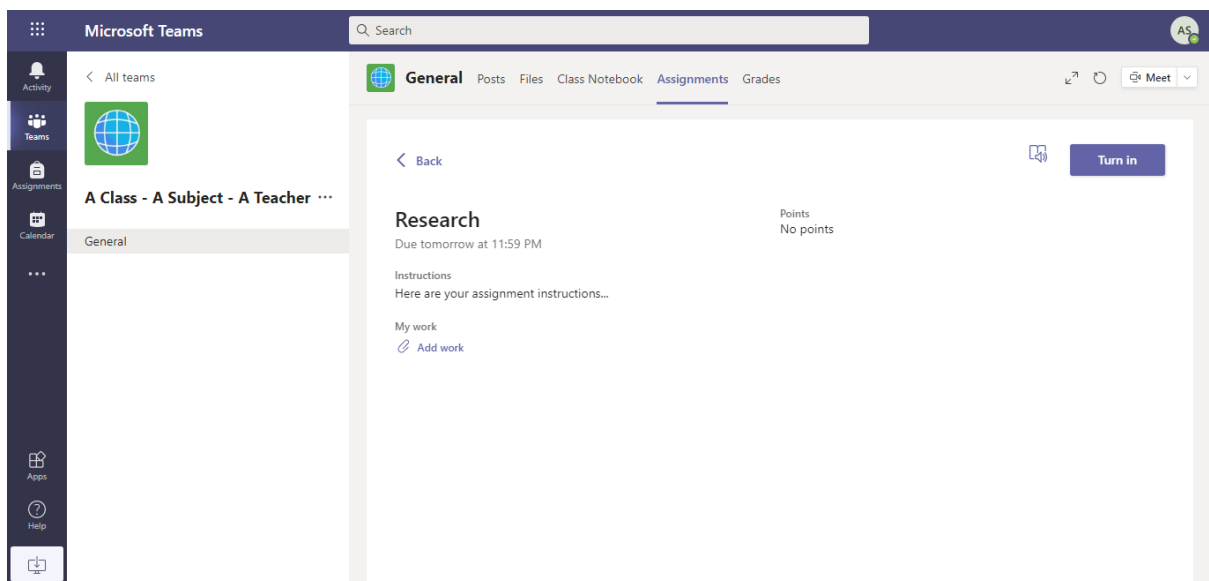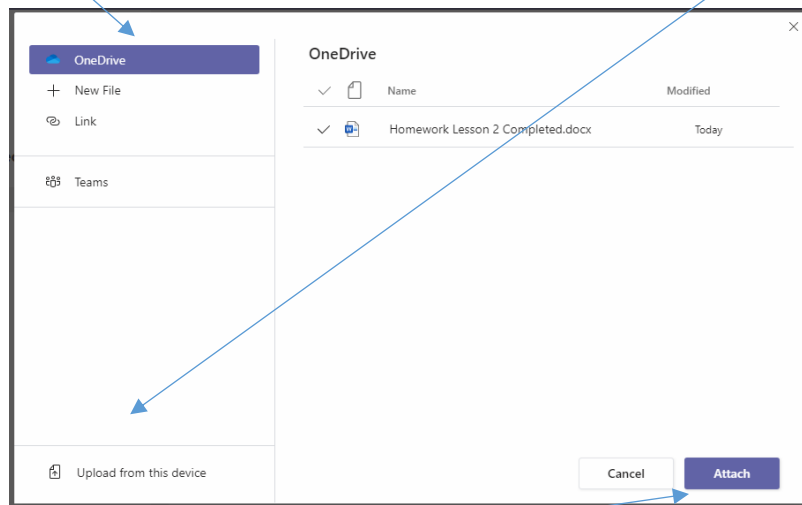
Assignments

The Assignments channel lets you see any tasks that your teacher has asked you to complete. Click on the task to see the detail.

If your teacher has asked you to submit work as part of the assignment you can upload it by clicking **Add work**

Files in your OneDrive will be shown automatically. You can also upload from your own computer or pen drive.

Once the file has been selected, click Attach.

You can now submit your work, by clicking **Turn in**