



How to use Microsoft Teams at OBHS

Welcome to Microsoft Teams. The Microsoft Teams app is part of Microsoft 365 suite of apps like Word, OneNote, Excel and SharePoint. You will all be familiar with using your SharePoint accounts in school to find and save work. The aim of this guide is to show you how to access, use and maximize the learning potential of this app, and to be able to use it as a base for your online schoolwork.

This booklet contains the following sections.

Section 1 – Using Teams on a Laptop or Desktop computer

- How to sign into your Office 365 account
- How to find the Teams app in 365
- Accessing your assignments and home learning
- Creating and submitting an assignment
 - Accessing your assignment
 - Creating a new document to complete your assignment
 - Submitting your assignment to your teacher
- Responding to feedback

Section 2 – Using Teams on a Tablet or a phone

- Downloading the Teams App to your mobile device
- Uploading and submitting an assignment on your tablet or phone

Section 3 – Terminology and reference

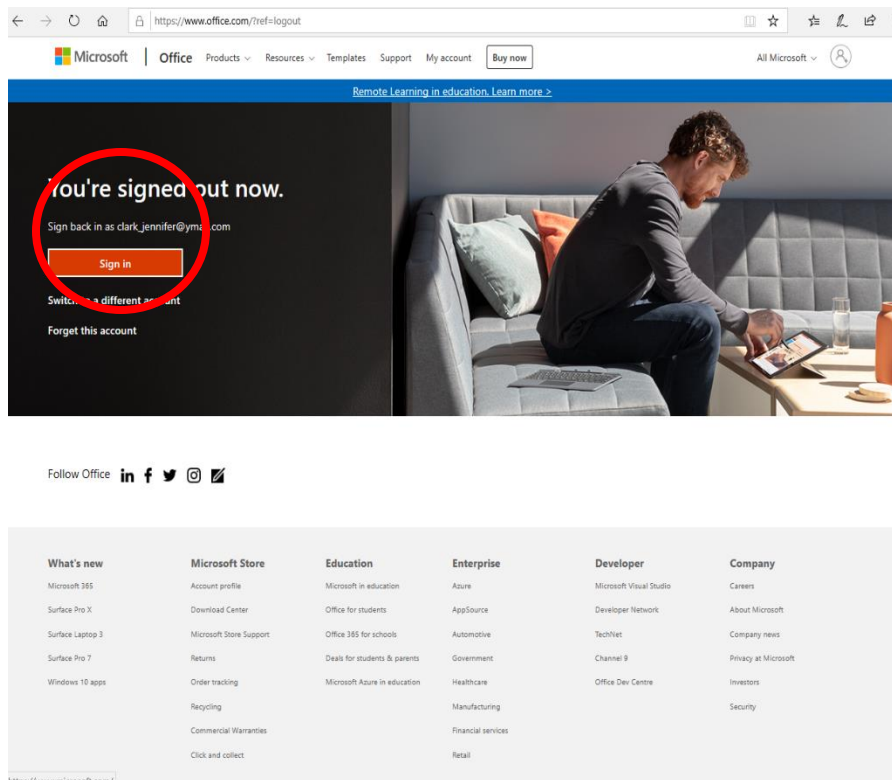
- A guide to the functions and terms used in the Teams app



How to sign into your school Office 365 account

1. On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to the 365 sign in page. The address is <https://www.office.com>

When you type in the address you will see this screen...



2. Click on the orange 'sign in' button on the screen.
3. Type in your school email address. For example, Testy McTesty's account email could be ttesty20@obhs.co.uk depending on the year you joined the school. Now 'Press Enter'.
4. A new screen will come up that asks you to put in your password. This password is the one that you would use to sign into your school email. It's personal to you.

Do not worry if you have forgotten your password. You can get it reset by clicking on the 'forgotten password' link at the bottom of the white box. An email will be sent to your school email account where you will be able to reset your password.



Need a helping hand?

Having difficulties accessing or using this guide?

In the first instance ask your form tutor for help or another staff member.

They will be able to help or direct your question to the best place to help you.

Remember your E-safety lessons?

These were the lessons where you investigated what made a secure password and what you should avoid.

Try to choose a password that is made up of letters, numbers, capital letters as well as lower case and punctuation or symbols.

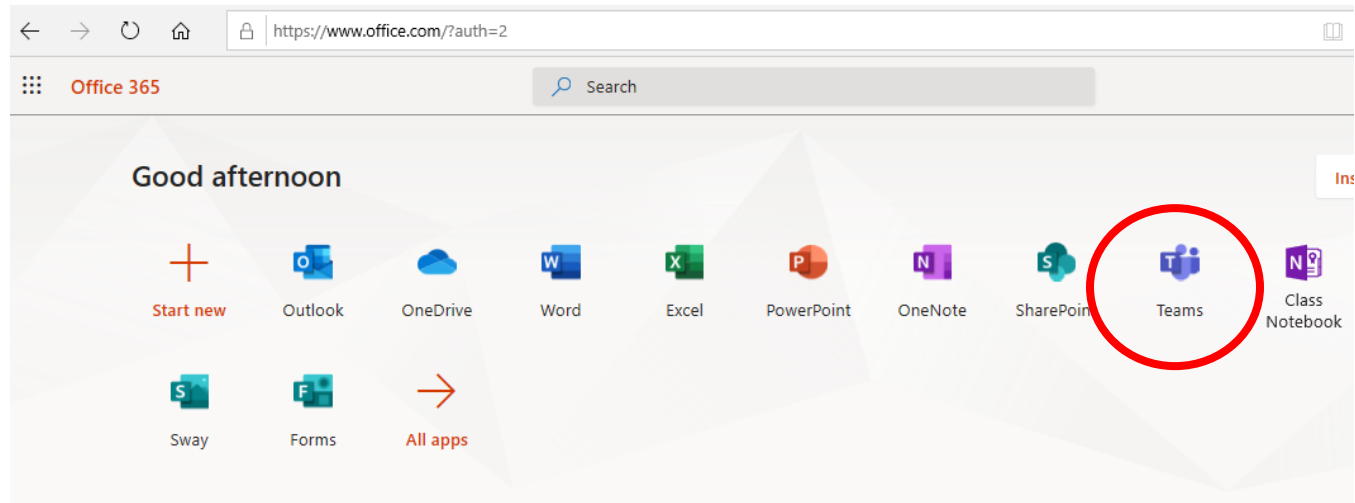
Remember to use a different password for different websites.



How to find the Microsoft Teams app in 365

This section of the guide aims to show you how to access the Teams application.

Now that you have logged in, you will have the office dashboard in front of you. It should look like this:

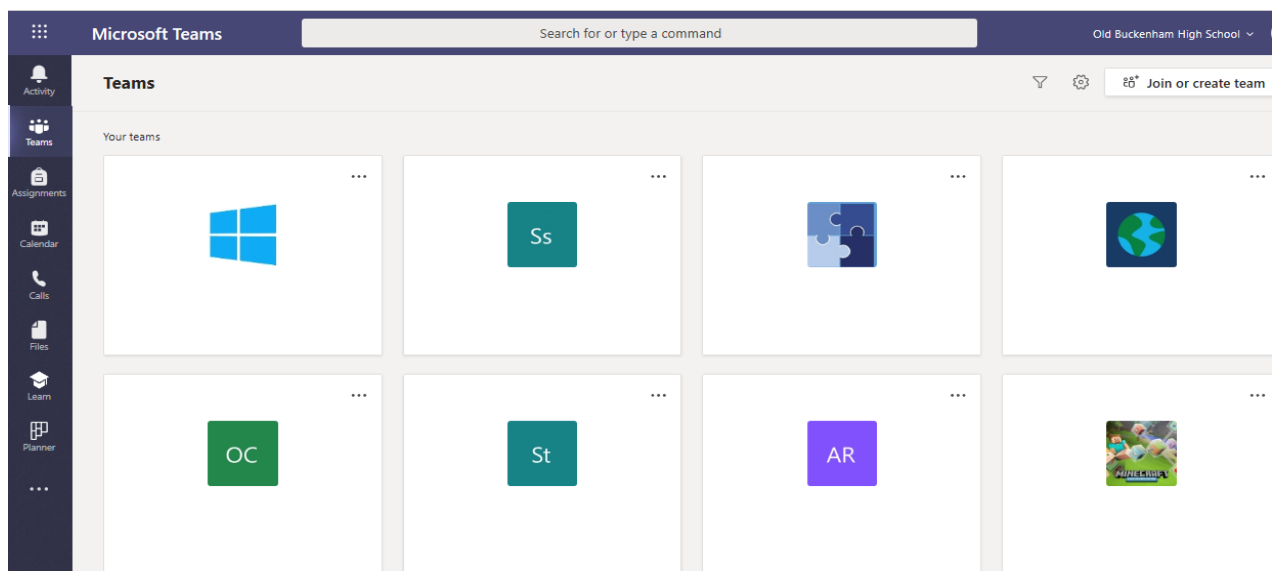


At the top of the screen will be a row of applications. You will probably recognise either the name or symbol of some of the apps. From this desktop you can log into any of the Microsoft suite apps; for example Word, Excel or PowerPoint.

1. Click on the purple Teams icon. It looks like this:



2. Clicking on the Icon will open the app.
The screen you will see will be your Teams dashboard. It will look *something* like this:





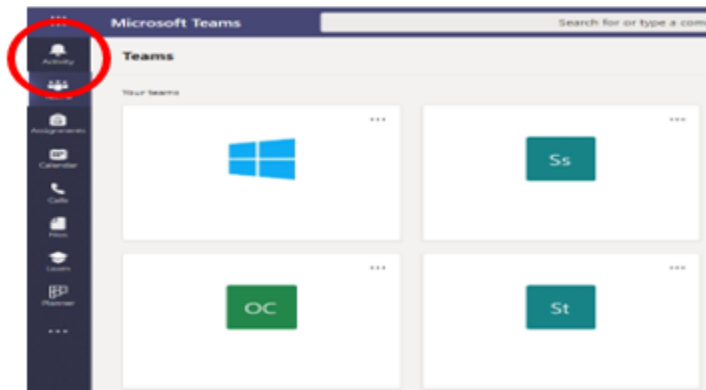
Accessing your E-learning and home assignments

This section of the guide aims to show you how to find the learning and assignments that have been set by your Teams' leader (usually your subject teacher).

Your **Activity feed** will keep a log of all everything that happens in the teams that you belong to.

To see the **activity on your Teams account**, click on the activity (bell icon) at the top left of your screen. There is a red circle around it on the screenshot below.

Once you click on the bell icon an **activity Feed** will pop up a listing at the left side of your screen. Entries are listed in time order.



Your teachers can set you work in several different ways

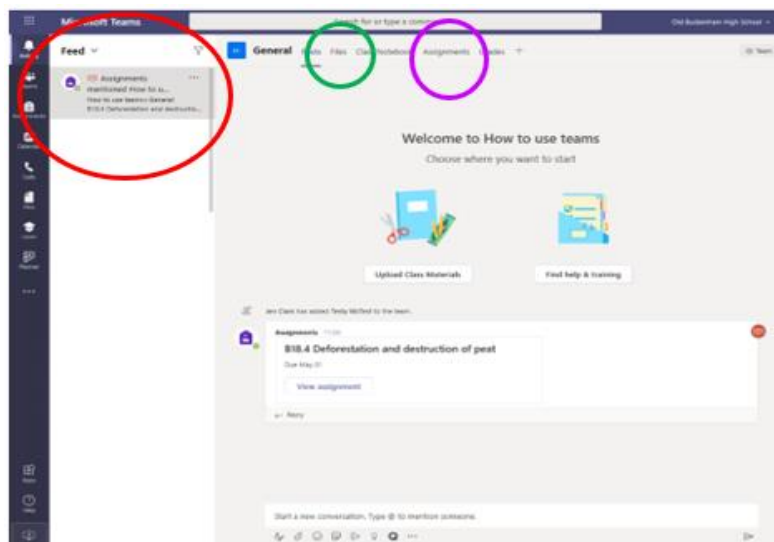
Depending on the how teachers would like you to complete a task they can upload an assignment in several different ways. Remember however, any changes, uploads or discussions about work set will show up as an entry in your activity feed (the bell) so keep an eye on your Activity column for any new activities!

Firstly, teachers might link a **OneNote** account to their Teams tile. Just like ICT, the tasks that you will need to complete will be accessed through the team tile and then into the OneNote book as usual. Your teacher will tell you what is expected of you using your activity feed.

Teachers can also use the **'Files'** tab at the top of the page (green circle) to add notes, tasks, support sheets or projects and then let you know that they have posted a task that they want you to complete. They will tell you about a newly posted file in your activity feed.

Lastly, they can use the **assignments tab** (purple circle) at the top of the screen. You will know if you have an assignment set as it will come up in your activity feed. You will need to follow the instructions on how to complete and submit your task to your teacher.

The way that each of your teachers use Teams will become clear as you work through each subject. If you are unsure where something is, email your teacher to ask.



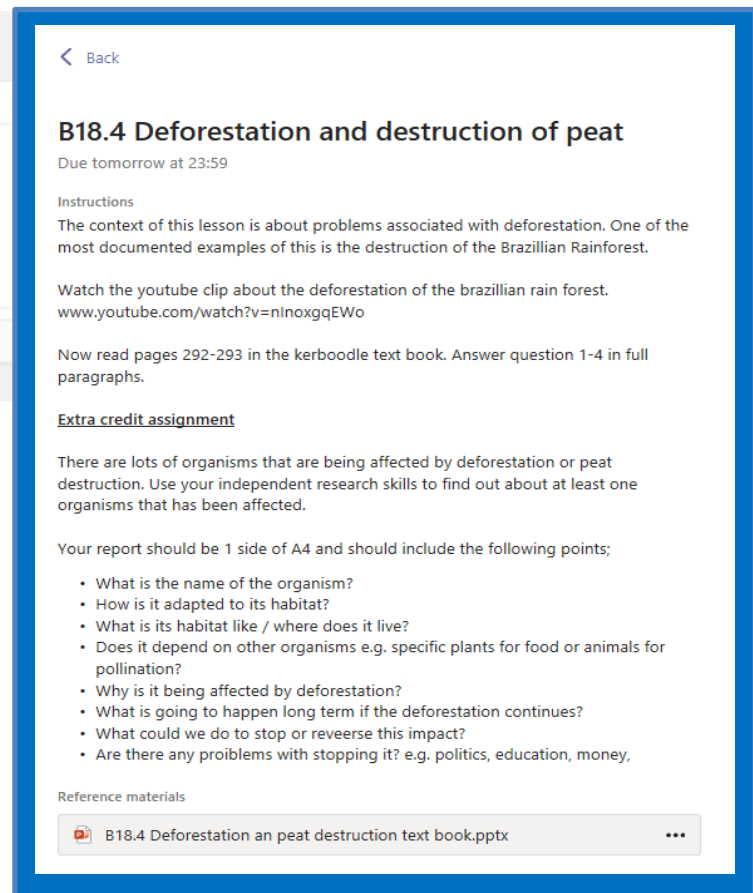


Creating and submitting an assignment

If your teacher is using the assignments tab to set work for you, you will be asked to create and submit your work to your teacher for comment. This section of the guide aims to show you how to find complete assignments that have been set by your teachers and submit them for marking. Unless stated in the assignment all assignments are expected to be completed and submitted for comment by your teachers.

An example of the process of accessing and creating an assignment is shown below.

You have looked at your *activity feed* and found that you have been set an *assignment*.



First you need to find out what the assignment is about. Click on the 'View assignment' button. A red circle has been added to the picture above.

In this example you have been asked to do several things.

1. [Access a YouTube video](#)

To access the YouTube clip, you can copy and paste the web address into a browser and watch the clip.

2. [Answer some questions](#)

Many teachers use online textbooks (such as Kerboodle) or have online resources that they would like you to access. For specific instructions on how to access these resources you should ask your subject teacher.

If the resource is paper based, they may attach a copy to the assignment (e.g. Word or PowerPoint). In this assignment a copy of the textbook page needed to answer the questions has been added as support. You can click on these files at the bottom of the page.

3. [An extra credit assignment to extend your subject knowledge](#)

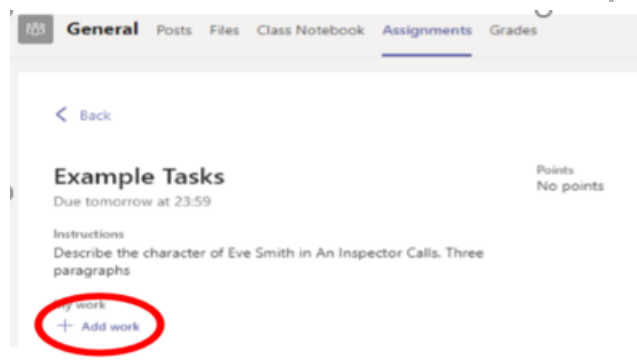
Both the questions and the extra credit assignment ask that you write and submit a copy to your teacher. You can either attach a document that you have saved on your computer or OneDrive or choose to open an application from Teams to complete your work on. The next page shows you how to **create a new document** inside Teams.



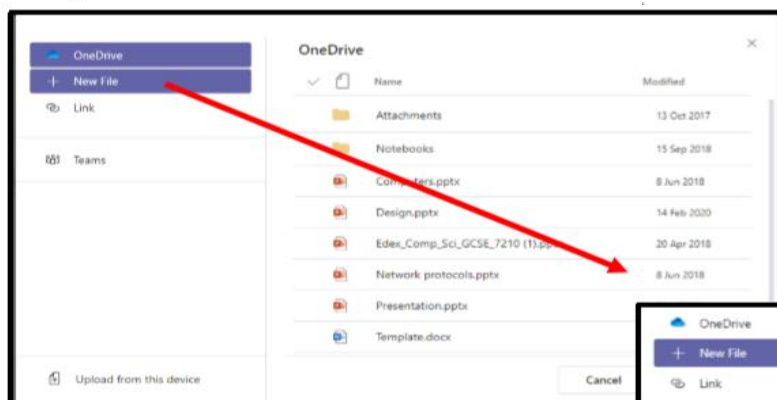
Creating a new document to submit your assignment

Creating a new document is easy.

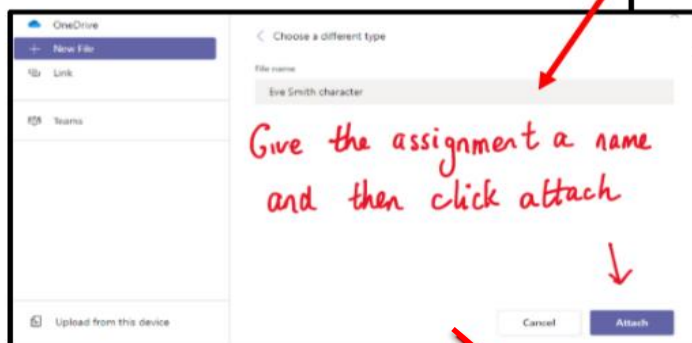
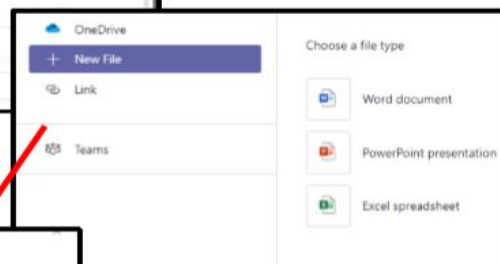
1. At the bottom of the assignment is a link that says, 'Add work'. Click on this.
2. At the top left of the screen is a button that says + New File



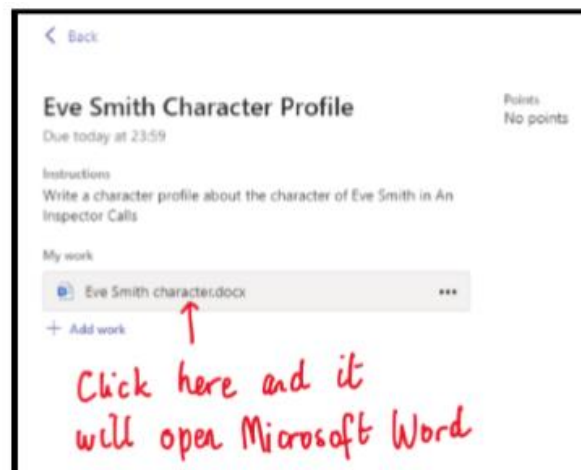
Using a new file



Click on new file and decide what format you will be submitting your work, Word, Powerpoint or Excel



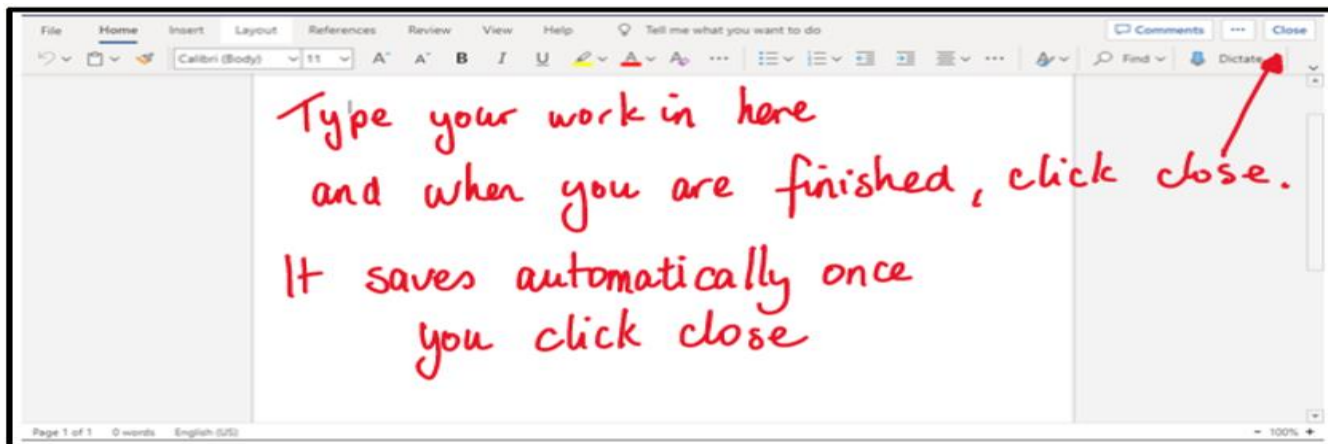
You have now created your document that you can start writing your work into. To start your work, click on the document name.





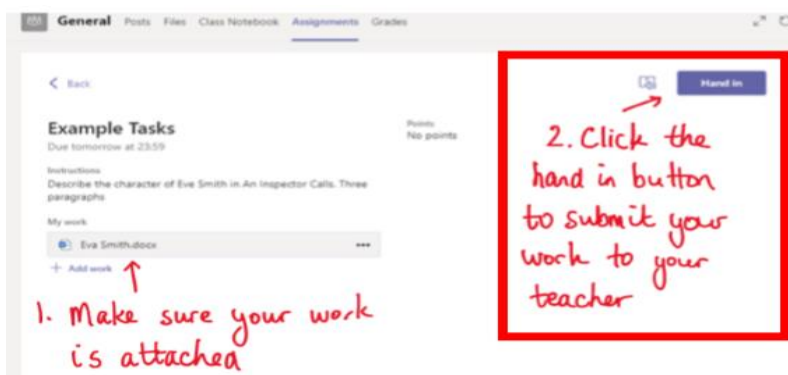
Submitting your assignment to your teacher

If you have created your document in Teams, clicking close will automatically save your work. As a backup, **save your work regularly** as you complete it. Use your normal 'File', 'Save as' routine to your OneDrive regularly just in case there is a problem.

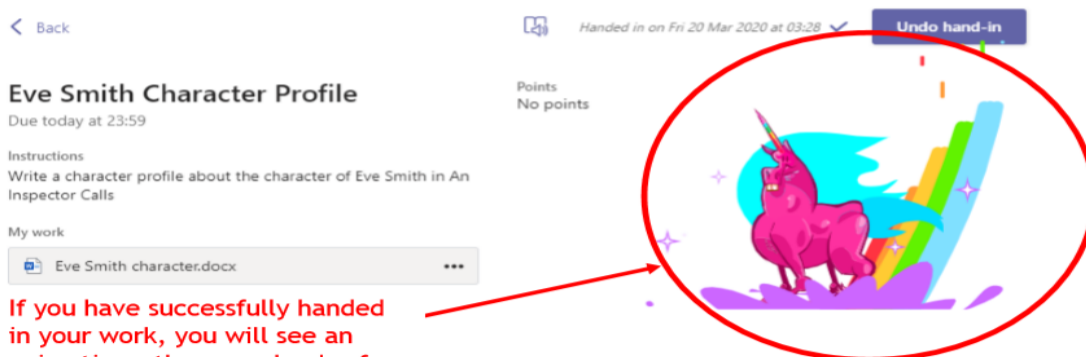


Go back into your assignment. If you have created your document in Teams it will automatically be tagged onto your assignment. If you did it elsewhere or if the assignment is something like a picture, you can just use the + Add work link to attach it.

Now move to the right top corner of your screen and you will see a 'Hand In' button. When you click here you are sending your work to 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.



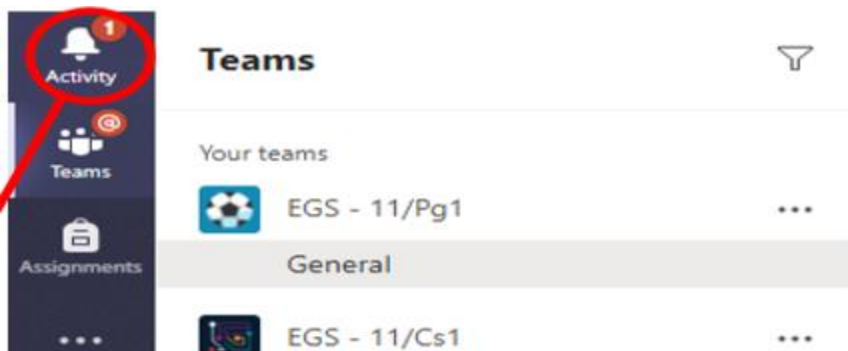
If you have successfully handed in your work, you will see an animation - there are loads of different types!



Responding to assignment feedback

This section of the guide aims to show you how to find and act upon feedback from your teacher.

You will know if you get feedback as it will appear in your activity feed.



Feed

- Assignments mentioned 03:36
Example Team
Example Team > General
sdfsdf | Due Mar 21
- Assignments mentioned Example Team** 19/03
Example Team > General
Eve Smith Character Profile | Due Mar 20
- Assignments mentioned 19/03
Example Team
Example Team > General
Percentages revision | Due Mar 20
- EGS - 11/Ma1** 19/03
Assignment returned | Percentages revision

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.

General Posts Files Class Notebook Assignments Grades

Returned Mon, 16 Mar, 12:30

Example Tasks
Due tomorrow at 23:59

Instructions
Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

Feedback
great work - please see the highlighted parts that need to be rewritten

Points
No points

Hand in again

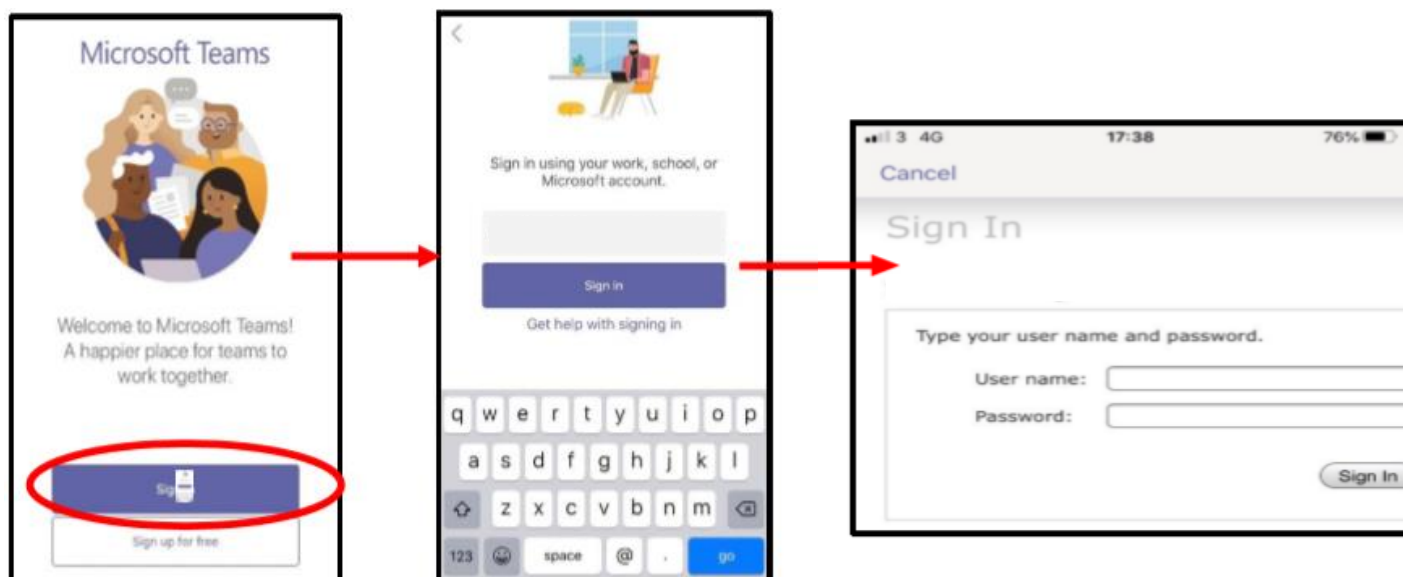
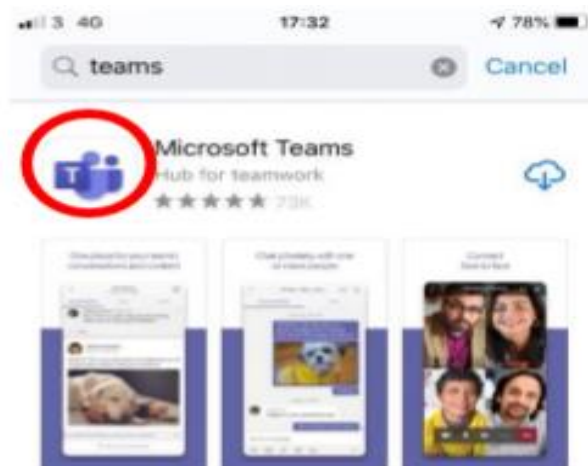
Eva Smith.docx



Using Teams on a Tablet or a phone

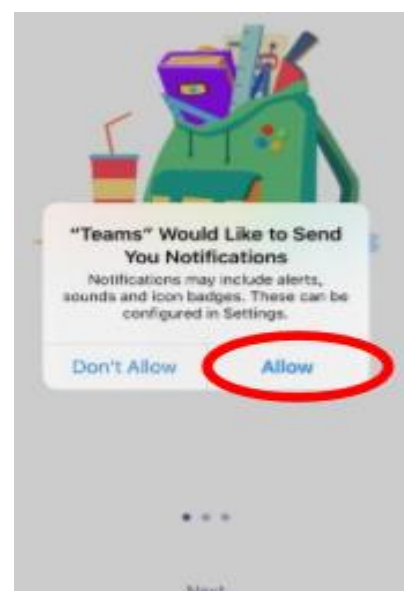
The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones).

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 using your usual school username (school email address) and Password (you set this it's the one you use to look at your emails and log into computers at school) .



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.

You will also be asked about turning on a microphone. This is not necessary at the present time. Should this change you will be notified by your teacher. You will only need to use a microphone if taking part in virtual classrooms or meetings.



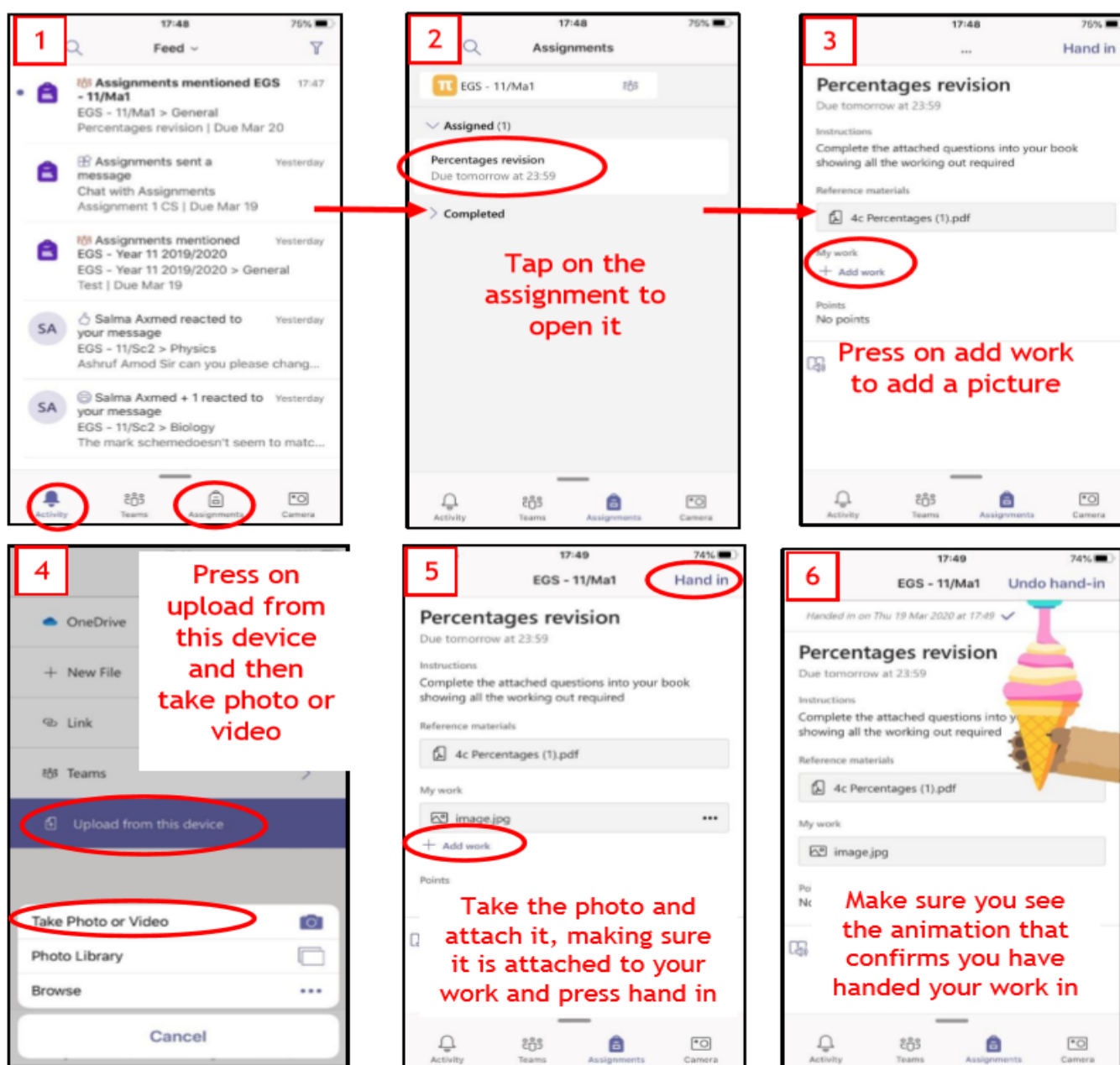


Uploading an assignment from your tablet or phone

The process for accessing and uploading assignments is similar to using a desktop, but with slightly more limited graphics. I would recommend reading the relevant parts on finding and opening an assessment on a desktop before attempting this on your mobile device.

If you are uploading a document e.g. from your OneDrive or device memory e.g. a picture, follow the section 1 guide for uploading an assignment, as uploading an image from a phone or tablet is the same process as from a desktop. If you have a piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work and attach it as an image file to the assignment.

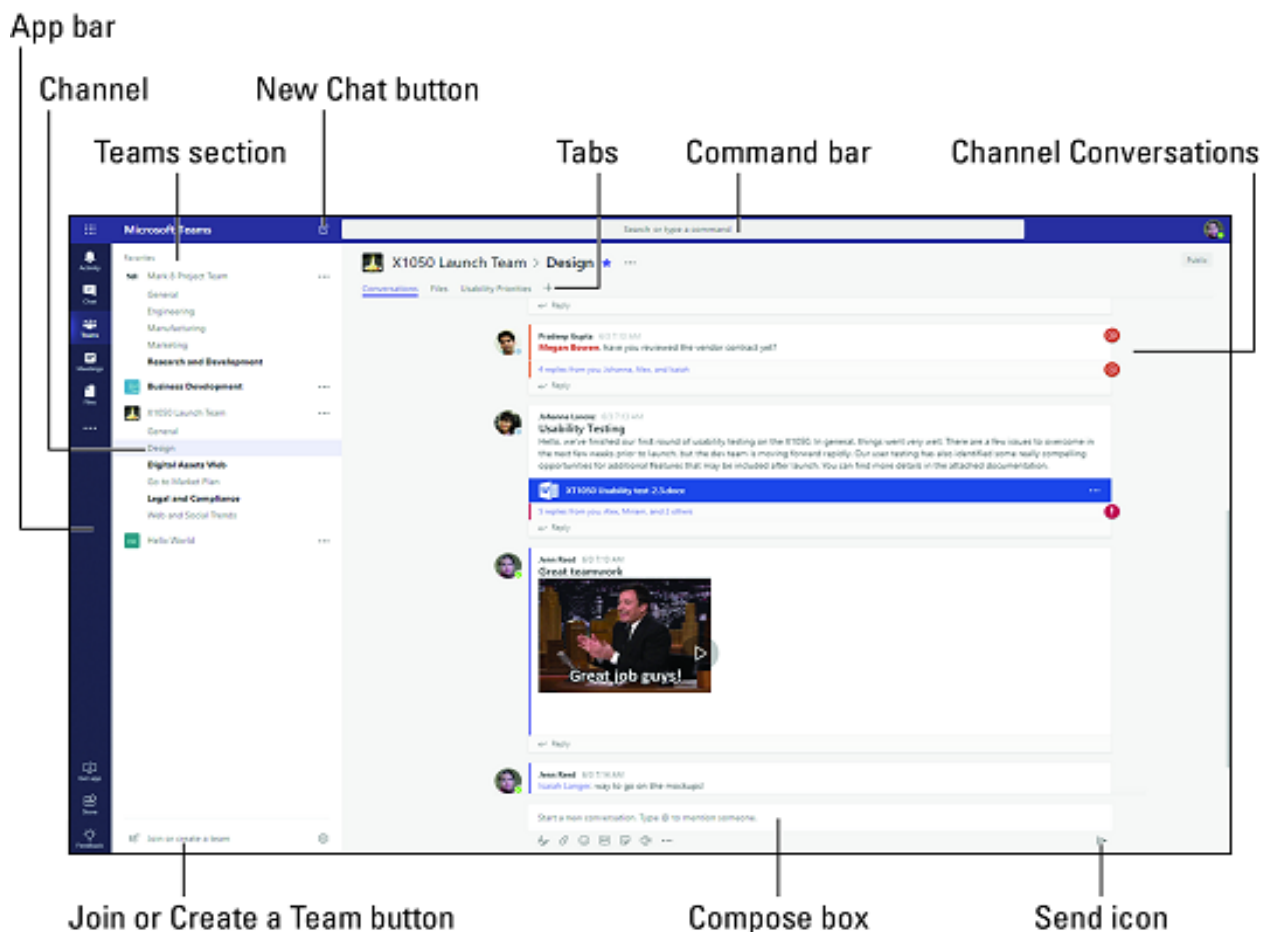
The picture below shows the sequence of actions used to upload an assignment on a mobile phone.





A guide to functions and terminology in Teams

This section of the guide aims to show you how to find your way around Teams' basic functions. You might want to come back to this once you want to further explore the app. The picture below shows a Teams dashboard.



App bar: Here you can navigate to the various sections in Teams. From the top, you will see the following icons:

- *Activity* is where you will find mentions, replies, and other notifications.
- *Chat* is where you will see your recent one-on-one or group chats and your Contacts list.
- *Teams* displays all the Teams you are a member of.
- *Meetings* is synced with your Outlook calendar and displays all your upcoming meetings.



- **Teams section:** Above, the Teams icon is selected in the App bar, so the list of the teams we are members of is displayed here.
- **Channel:** A dedicated section within a Team to organize conversations and tasks into specific topics or projects.
- **Join or Create a Team button:** Clicking this button takes you through the process of creating or joining a team. This button is only visible when the Teams icon is selected in the App bar.
- **New Chat button:** Clicking this button selects the Chat icon in the App bar and allows you to start a new chat with an individual or a group.
- **Command bar:** This bar at the top is used to query apps or perform a search in Teams.
- **Tabs:** Switch between different Teams pages with these tabs. Conversations and Files are automatically included; the + sign tab allows you to add shortcuts to content in Teams.
- **Channel Conversations:** This may be disabled in your teams. This section displays all the conversations in the selected channel. Chats in Channel Conversations are persistent, so if you have been away, it is easy to scroll through to get caught up when you get back. Chats can include visual indicators such as the @mention, which indicates that the chat specifically mentions a user, or a red band to indicate high importance. Take note that chats are open by design so everyone in the team has visibility to the conversation to help speed up the decision-making process when needed.
- **Compose box:** This is where you can type a message to start a conversation. You can send a quick chat or expand the Compose box to access rich formatting tools.
- **Send icon:** When you are ready to share your chat, click the Send icon to post your chat to the team.

If you are interested in knowing more about how to use the different functions in the Teams app, you can visit the Microsoft Education site or visit their YouTube channel at https://www.youtube.com/watch?v=PasT3Q1ZR_I&t=85s to find out more.