



Microsoft Teams – Guidance for Students (and Parents/Carers)

Teams Set-up

Each Team will have a 'General' channel to start with:

Channel Name	Content (Description given in Teams)
General	This is where all RL assignments will be set. This work is for: 1. students who are isolating 2. in the event of a partial or full school closure

NB: There may be additional channels set up later to 'house' other resources and information, but all assignments will be set in 'General'.

Assignment Setting

Conventions

All assignments will be entitled the same way, eg 'WC 14th September 2020 RL'.

All **RL** assignments will be 'live' at 8am on the Monday morning.

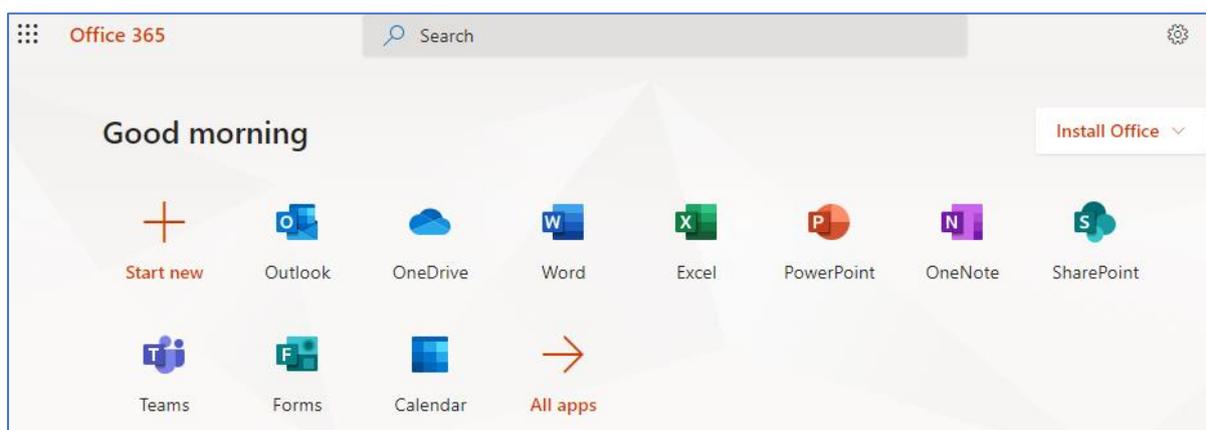
The following denotes how many assignments will *usually* be set for students.

Subjects	KS3	KS4	Maths
Core Subjects	2 'assignments'	2-3 'assignments'	Maths will be using CompleteMaths to set daily lessons. This can still be accessed through Teams.
Other Subjects	1 'assignment'	2 'assignments'	

NB: Assignments will be of varying lengths but are likely to be the equivalent of two lessons.

Accessing Microsoft Teams

1. Sign in to Office365 with school email address. This may already be installed on your device but if not type **Office.com** into a web browser and click sign in. Use your full email address and usual password.
2. Once you are signed in you should have a visual display of applications available in Office:

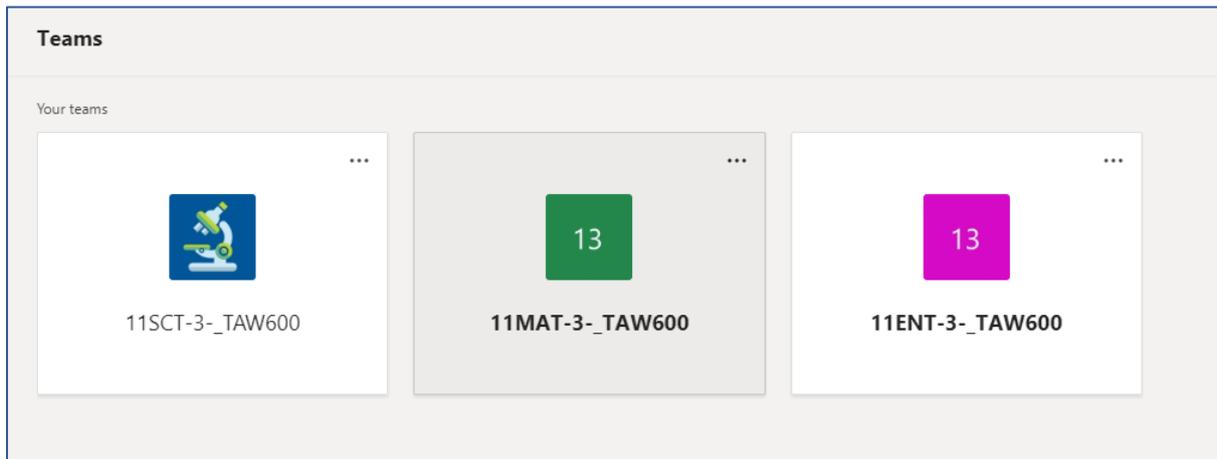


3. Click on Teams and you will be taken to the 'front page' of Teams where you will see the subject 'Teams' you are in.

How to access Microsoft Assignments

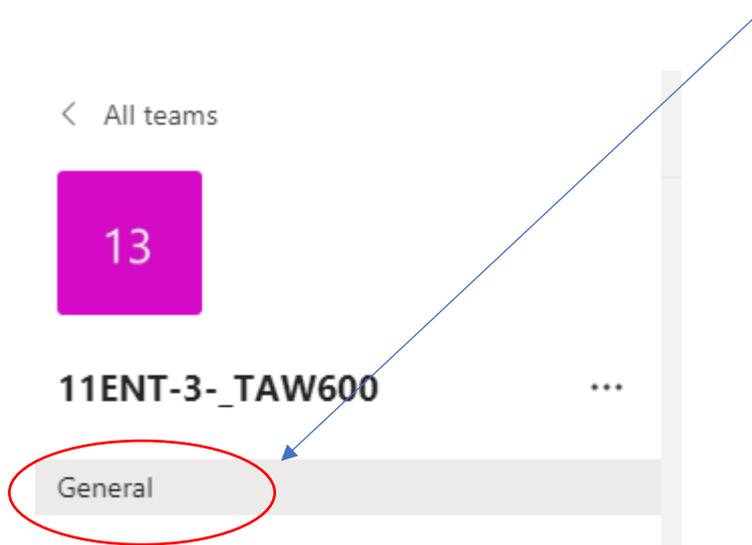
The following screenshots demonstrate what TEAMS looks like from a student's perspective and it shows students how to access the remote learning assignments.

When you log in to the programme 'Microsoft Teams', you will see all the individual Teams you are in, as below.

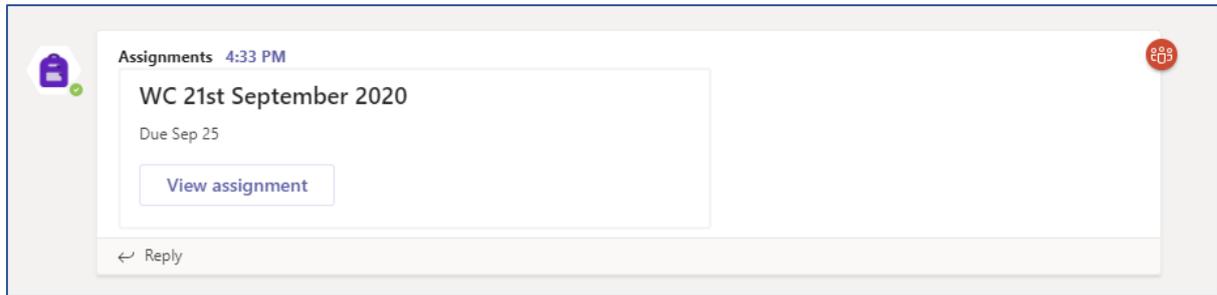


Each of the above 'buttons' denote a class you are in and they are the same codes as are on your timetable.

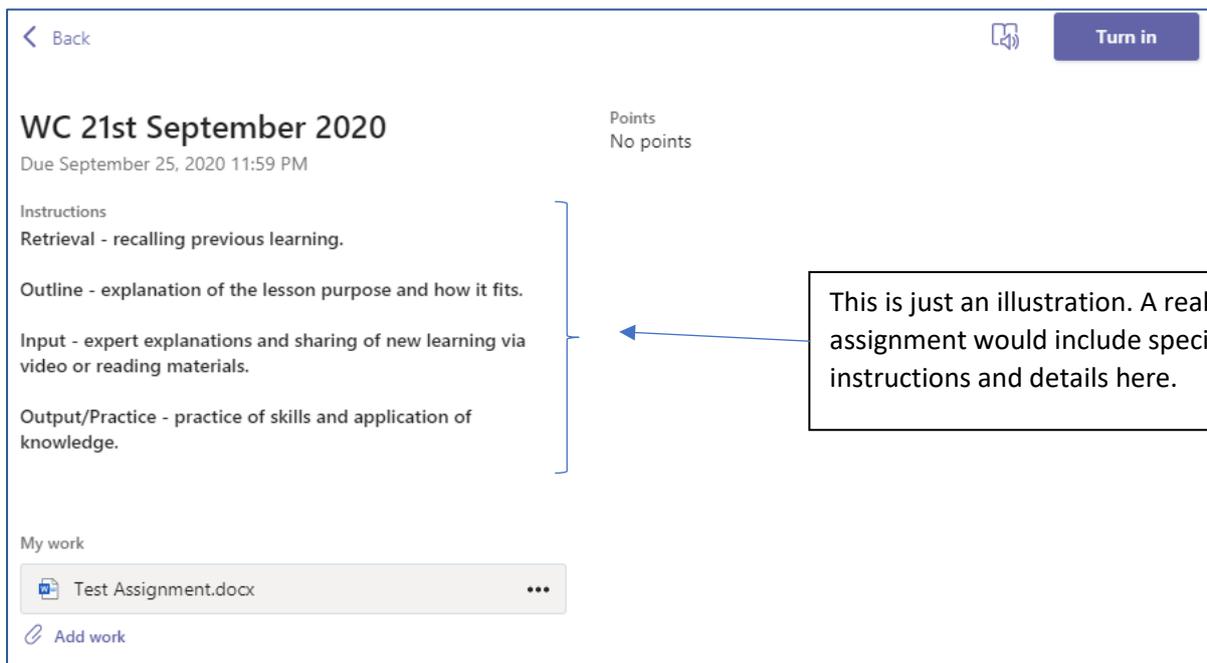
Once you click on one of your 'teams', you will see a list of 'Channels'.



If you have an assignment to complete, you will see something like this:



Once you've clicked on 'View assignment', you will see something like this:



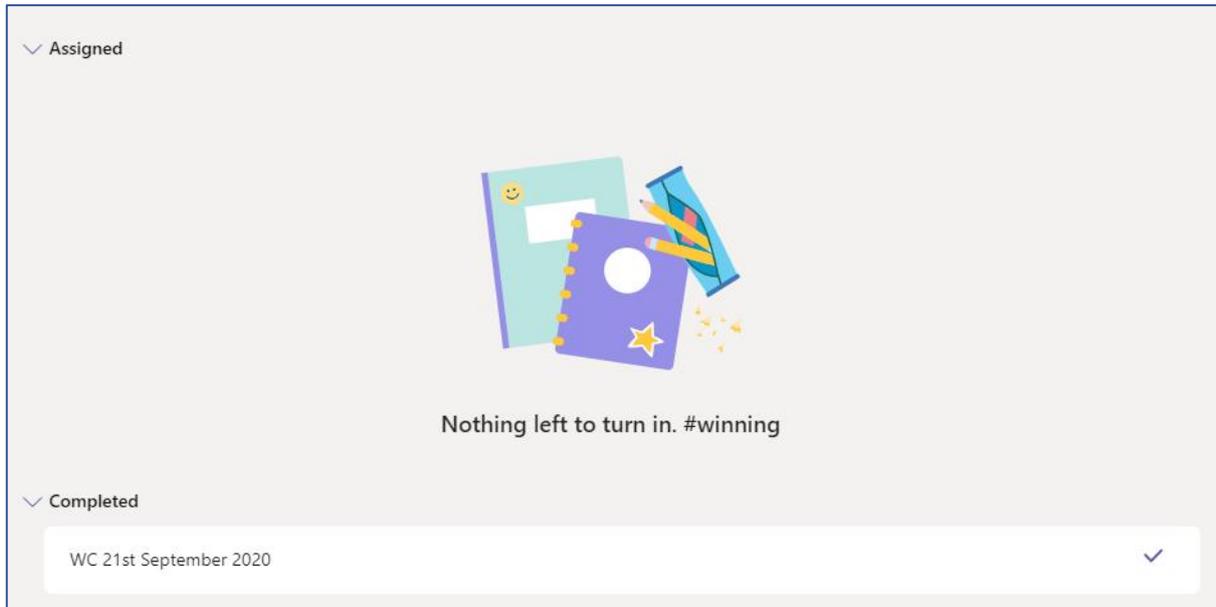
The 'Instructions' section will always follow a similar structure, using "**Retrieval**", "**Outline**", "**Input**" and "**Output**" to guide students through the learning.

Some work, particularly Microsoft Forms, will be hyperlinked in the Instructions. Other tasks will be uploaded underneath the instructions under the heading 'My work'. This work will often be editable by students and this is where you complete the tasks.

If you are asked to upload a separate piece of work, you do so by clicking 'Add work'.

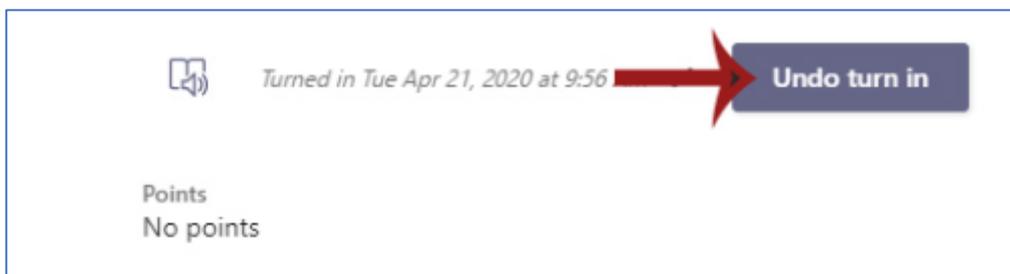
Once you have followed all instructions and completed all the work you **MUST** click 'Turn in' or your teacher will not see it!

Once you have completed the assignment and clicked on 'Turn in', you will see this screen. There is 'Nothing left to turn in' for this subject! Well done! (Please note you might have something for another subject!)



For parents

If your child has submitted assignments and you would **like to check the quality of their work**, you can click on 'Completed' and see the work. If you want your child to revisit the work, he/she can 'Undo turn in' and re-do it or add further detail:



Please remember that this work is broadly aligned with the learning taking place in school so it is essential that students complete each assignment to the best of their ability the first time around.

Important Note: This is version 1, the latest version will always be on our website www.telfordpriorschool.co.uk