Microsoft Teams Student Instructions

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Microsoft Teams is an online tool that allows your teachers to run online lessons and set assignments. This instruction pack gives you information on how to use Teams to continue learning during school closures. Students will be expected to follow their standard timetabled lessons using resources that have been uploaded into Teams.

1. Opening Microsoft Teams

Microsoft Teams works through a web browser, to use it you will need to do the following:

- Open an internet browser (e.g. **Google Chrome** or **Microsoft Edge**). Please do not use Internet Explorer as this will not work correctly.
- Go to the Microsoft Office website – **https://www.office.com** (alternatively open your school email as normal through the school website)
- Use your normal school email user & password to logon. For Brooke Weston Academy students this will be your student number @ brookeweston.org (e.g. 12345@brookeweston.org)

Once you've logged on find the '**Teams'** button. If you cannot find this press the grid icon at the top left of the screen and then press Teams (see image to the right).
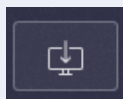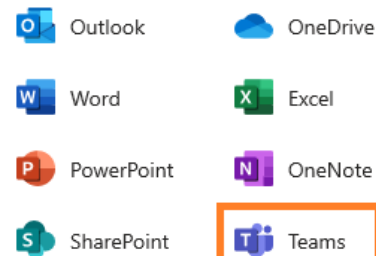
TIP – Download the App	By pressing the icon show to the left (found at the bottom of your screen) you can download a free desktop version of the Microsoft Forms App. This tends to work quicker than the website but is optional.

2. Finding your classes

When you open Teams you will see a list of all of your normal classes and possibly one for your whole year group. Each class is represented by a box as shown. In this example we can see a class called '9D-Co' and also one called 'Year9 Students'.

To see the work you have been allocated click on the name of the class.

If you have one, the 'Year' team is for your entire year group, this will allow you to find resources for individual subjects.
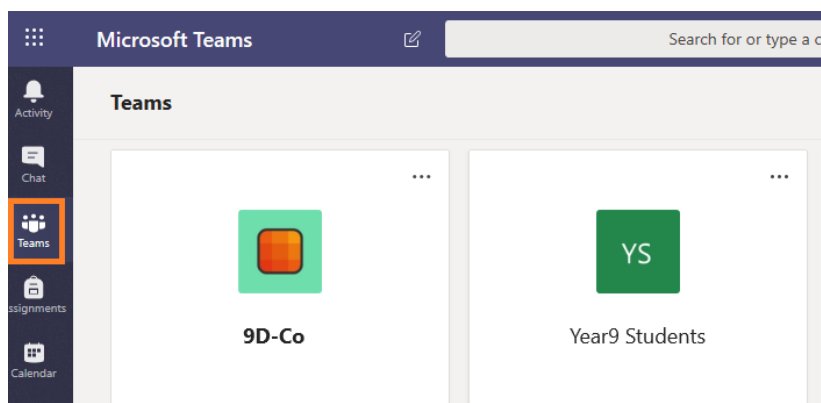
3. Inside your class

When you click on each class you will see a list of all lessons for that subject. The 'General' lesson will always be there and your teacher may post some useful information here for your lesson.
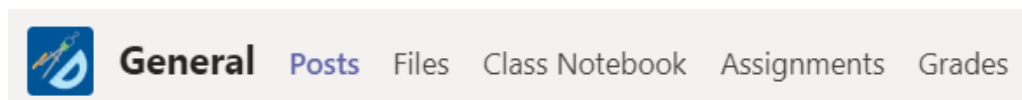
Some subjects may also have additional lessons as shown to the right, these may be split into individual topics. Clicking on them will take you into the resources for that particular lesson.

12D - Demo

General
Week 2 - Data Structures
Week 4 - CPUs

In each lesson you will see a menu like the one below:

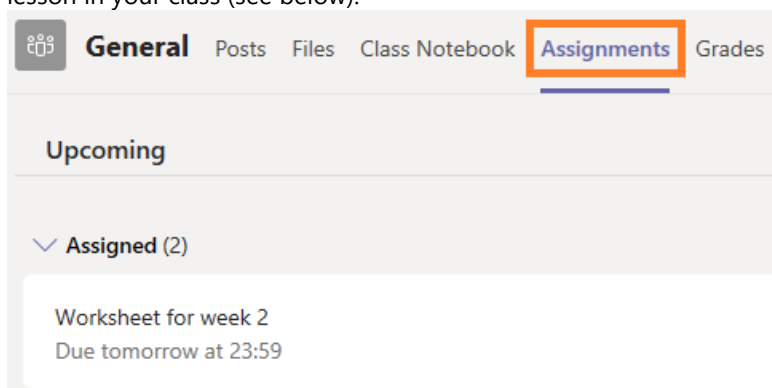**General** Posts Files Class Notebook Assignments Grades

- **Posts** – this is a "Chat" area where your teacher may post important messages to the whole group. You are able to add your own questions or reply to those from your teacher (everybody in the class will see your message).
- **Files** – In this area you will see any files that the teacher has shared with the group. For example, this could contain PowerPoints or worksheets.
- **Class Notebook** – Your teacher will let you know if you need to use this.
- **Assignments** – If your teacher has assigned you work then it will appear here.
- **Grades** – This is where you will find feedback to your work.

> **Be Sensible!** The chat facility is there to give useful information for all students. Please do not misuse this by posting anything deemed unacceptable. Any misuse could mean your teacher will remove your ability to make posts.

4. Working on assignments

To find assignments that your teacher may have assigned, please click on the 'Assignments' option at the top of the **General** lesson in your class (see below).

General Posts Files Class Notebook **Assignments** Grades

Upcoming

∨ Assigned (2)

Worksheet for week 2
Due tomorrow at 23:59

Clicking on the **Assignment** menu will show you the instructions and any lesson materials required (e.g. worksheets). The **Grades** menu will also show you feedback for assignments already completed.

If your teacher has given you a Word document to work on then you can simply click on the file and answer any questions in your browser. The file will save automatically.

Once complete press the 'Hand In' button so your teacher can mark your work.

Hand in

5. Joining an online lesson

Your teacher may run an online lesson at the same time as your normal timetabled lesson. This will be a chance for them to discuss work with you, talk you through any lesson resources and will give you the chance to ask questions.

To join a lesson you should do the following:-
- Open your class as above
- Click on the correct lesson on the left of the screen
- If a lesson is in progress you will see a blue 'Join' button. Press this to join the lesson.

 TIP: If you're not sure which lesson you should be joining you will see a camera icon next to the lesson which is currently running.

You will then be shown the following screen that will allow to join the online lesson. Please make sure you **turn off both your camera and microphone** as shown. Your teacher will let you know if/when you need to turn your microphone back on. Note that your teacher will likely have their camera turned off too, however you will be able to hear their voice.

Once the lesson is in progress you will be able to hear your teacher speaking and also see any resources that they are sharing (such as PowerPoint slides).
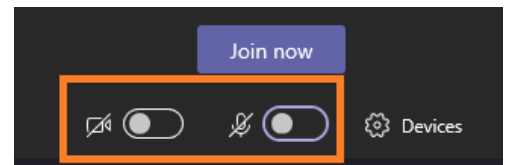
6. During a lesson

During a lesson you will see the following controls (from left to right):-

- **Timer** for your lesson
- **Camera** (please leave this switched off)
- **Mute** / unmute your microphone
- **Share** – This isn't needed for your lesson
- **Options** – You shouldn't need to use these
- **Chat** – allows you to ask questions during the lesson
- **People** – shows you who is in the meeting
- **Hang up** – disconnects you from the lesson
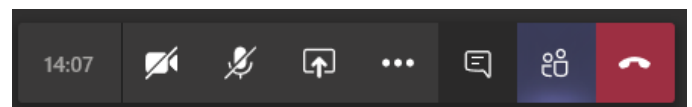
You may use the **chat** facility to ask questions during the lesson and also answer any questions from your teacher. Your teacher will let you know when you need to use this.

 Be Sensible! Please do not misuse the video, microphone or chat facilities. If you teacher feels you are doing so they have the ability to mute your microphone and you could risk losing access to Teams.