

Ardcoil Phádraig

Granard, Co. Longford



Student Guide to Microsoft Teams for Education



Getting Started

How to Access Microsoft Teams

1. Go to www.office.com and sign in using your school log in details. Your username and password can be found at the front of your journal.
2. From the office.com homepage select the Teams app to open it in your browser.
3. You can download the app to your desktop which will make it easier to access each day
4. On a phone / iPad / tablet device download the Microsoft Teams app and sign in using your school log in details



Teams on Xbox

- Plug a keyboard into the Xbox USB Slot - Go into My Games and Apps - Find Microsoft Edge and select - Type in Office 365 as you would in school - You can then access your work through One Drive and use key packages such as Word, Excel, PowerPoint, Teams & your Email - To move the cursor, you can use the X Box control or plug in a USB mouse.

Teams on PlayStation

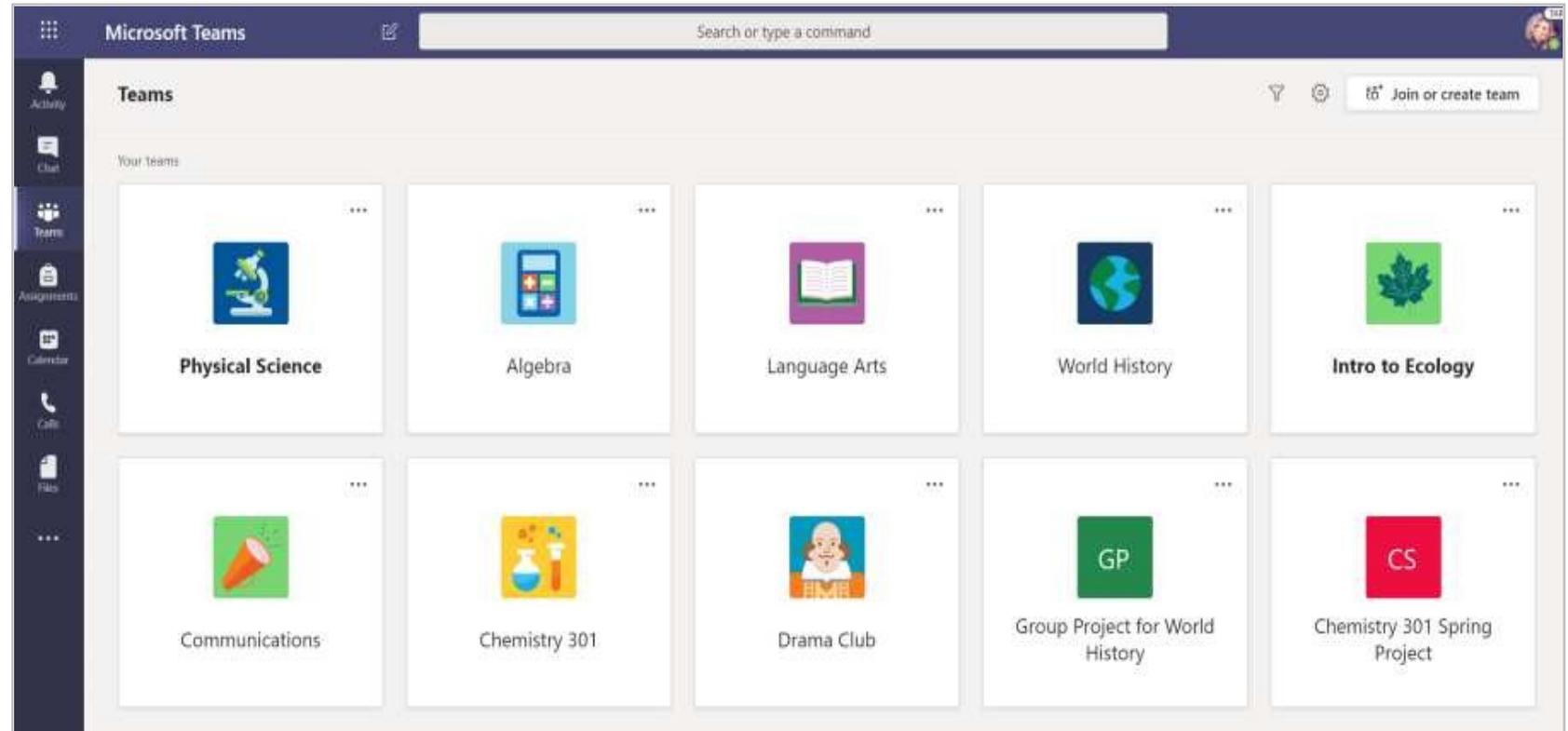
- Identify the PlayStation internet browser icon (WWW with dots around it) - Press the PlayStation 4 logo on your controller
- Go to the Library and find options for games and applications - Go into Applications and you will find the internet browser
- Type in Office 365 and log in as you would in school - You can access key Office 365 packages including Teams as above.



Accessing Your Teams



When you enter Teams you will see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles, such as those pictured here. If all of your subjects are not visible please email the class teacher of the subjects you are missing.

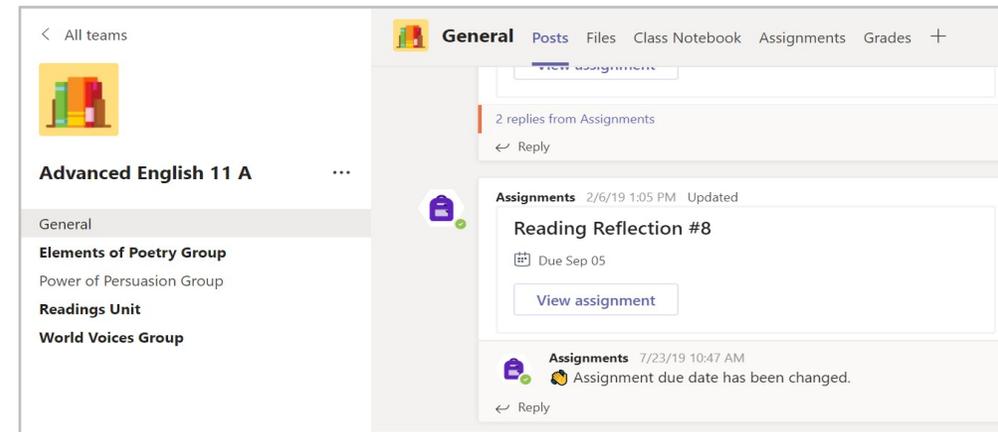


When you see your class tiles e.g. 1st Year Geography, click on that tile to start connecting with your teacher and classmates for that subject!

Channels

Every class Team has a main discussion area, the General Channel. Under General your teacher may create more channels to organise topics, projects and more. E.g. In English, you may have a channel for Poetry, another channel for Creative Writing material etc. Your channels will be displayed under the General tab on your screen and each channel may be accessed by clicking on it.

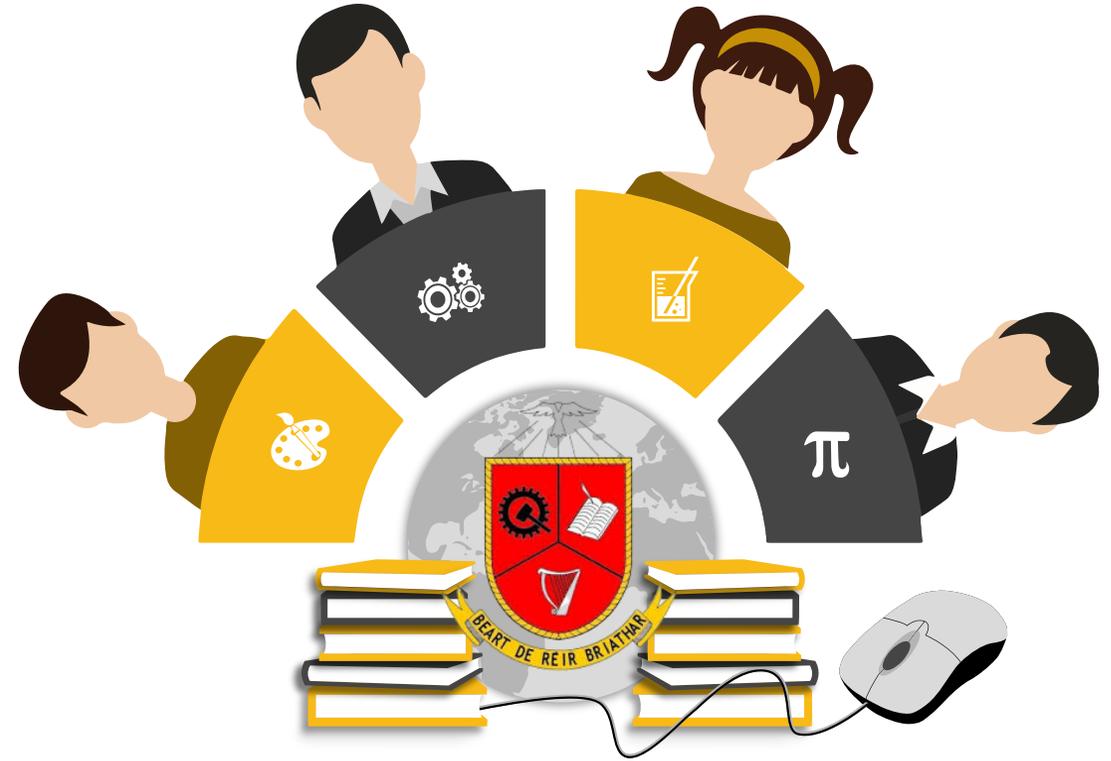
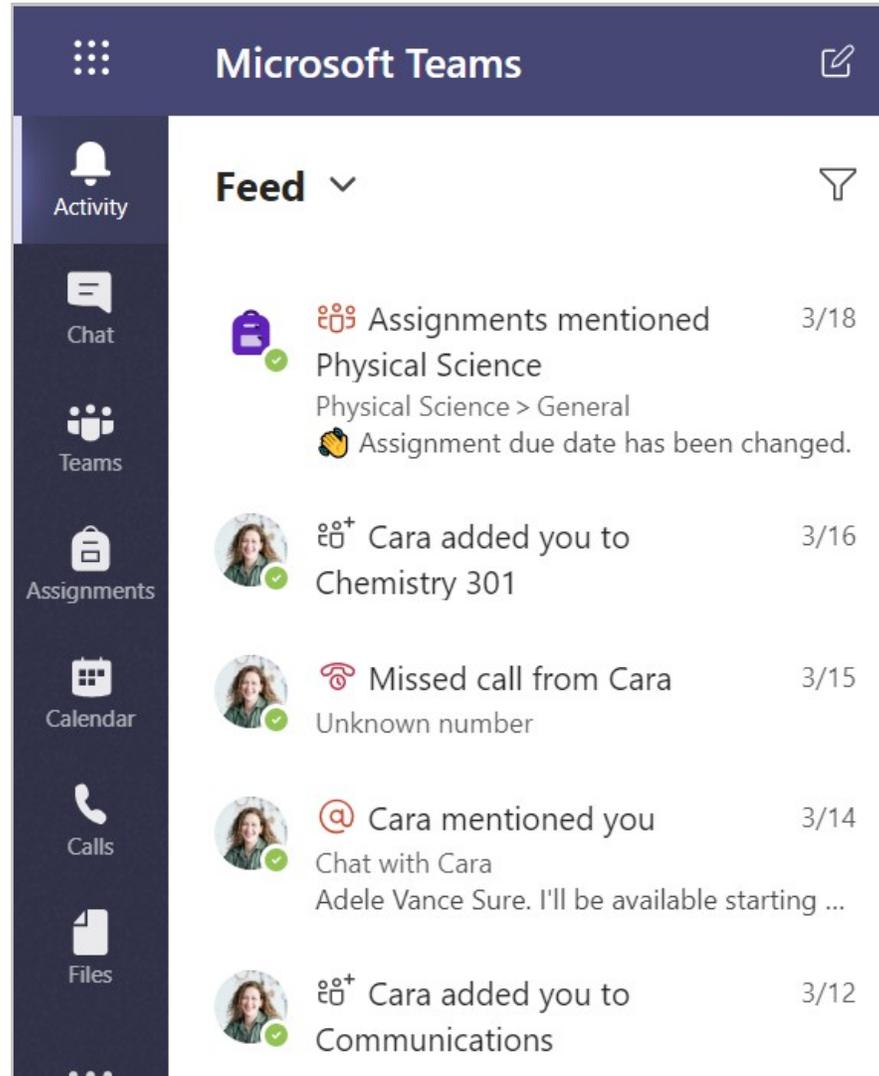
- All channels include a Posts and a Files tab
- The Posts tab is where you, your classmates and your teacher can start and reply to conversations.
- Shared documents will be stored in the Files tab.
- As well as Files and Posts, the General channel will also have a tab for Assignments, Class Notebook and Grades.



Channels can be used to help you to stay organised

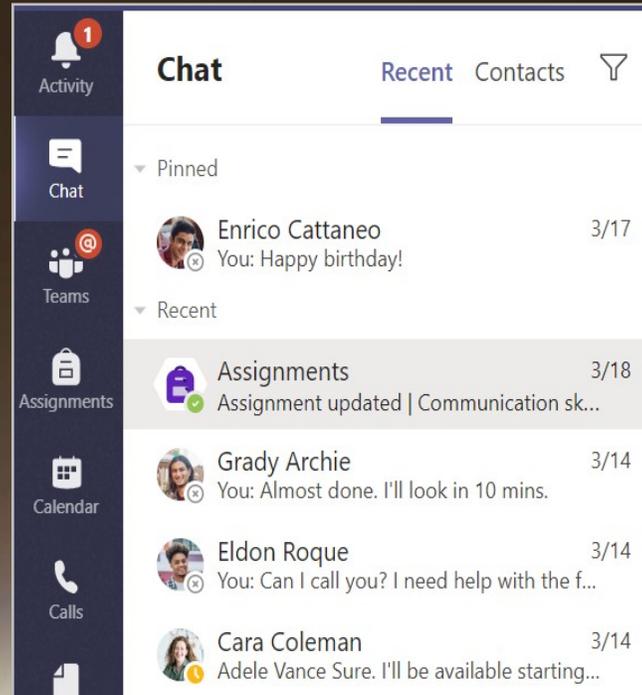


Notifications



Check the  Activity feed to make sure you don't miss a new assignment or an @mention. Please ensure that Teams notifications are switched on, on your device.

Communicating With Others In Chat



Create and send a message in a Chat or Channel

- Click the compose box to create a message. You can type out a simple message or add on.
- Attach an image, gif, sticker, or file.
- Select **Format** and use rich text to make your message stand out.
- Format your message with bullets or make a numbered list.
- **@mention** your teacher or a classmate.
- To switch from a conversation in a team channel to a private chat group, select **Chat**.

Accessing Your Live Lessons



Each week you will be asked to attend a number of live classes via Teams.

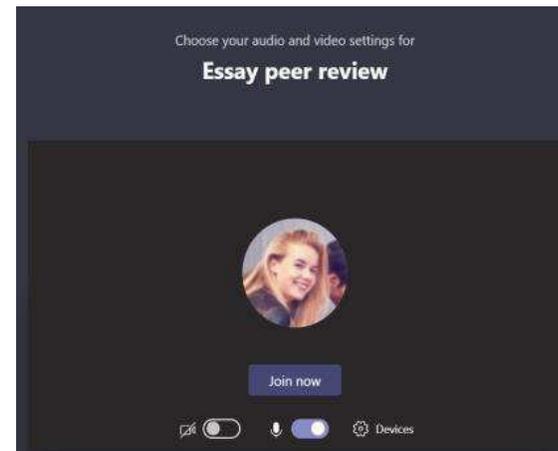
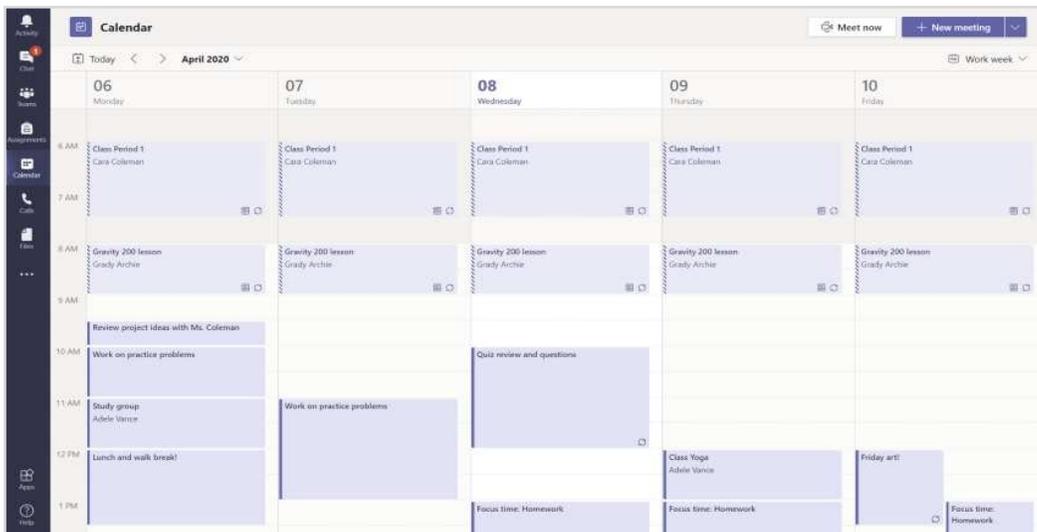
Your teacher will schedule the lesson time (as per your timetable) with you in advance and will start and finish each class meeting.

Select  Calendar to see any meetings your teachers have added you to and click Join when it's time to meet.

If your teacher has scheduled a live class and it does not appear in your Calendar, click into your class tile at the allocated time and you will see a 'Join Now' tab when your teacher has started the lesson.

Each student should have their video switched off during live lessons and microphone on mute when you are not speaking – this will help to improve sound quality for everyone.

Normal school rules apply throughout this period of online learning.



How to use the toolbar during live lessons



Duration of Meeting

Turn on/off camera function

Turn on/off microphone

Share your screen/a document

Raise your hand if you have a question



Your teacher has control of the meeting and can monitor student use of each tab. Tabs may appear on different areas of your screen depending on the device you are using.

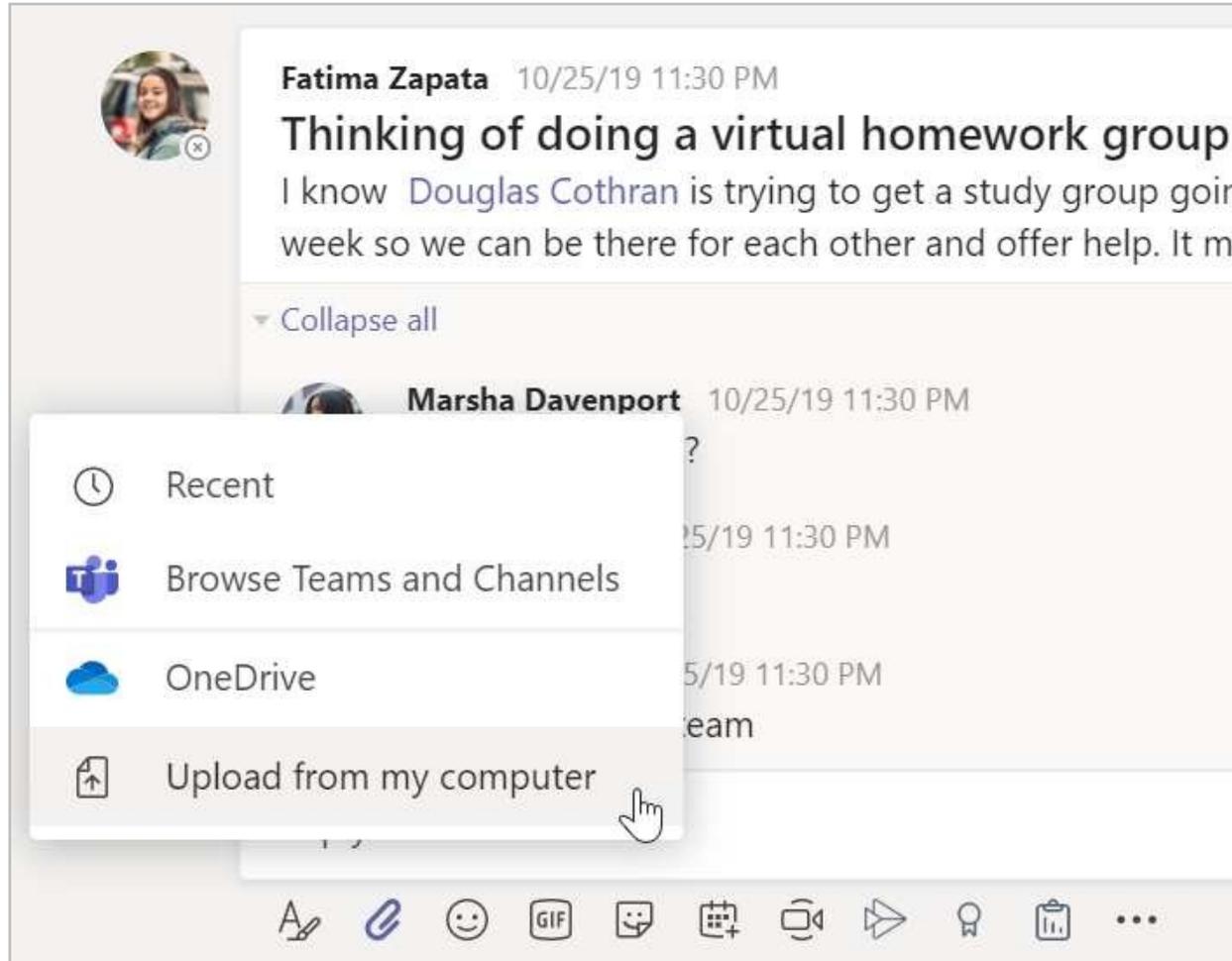
Class members

Leave the meeting.

Chat function for chat – you could use this to ask questions



Share and Organise Files



- In a new message or reply click Attach
- Choose the file you would like to send
- Include a message and click send
- This option may be used if you wish to share notes with a classmate or some material with your teacher



Finding and Creating Files



You will find the **Files** tab in the General class channel and in each of your other channels for each subject area

This is where your teacher will create folders and share resources for each topic you are studying.

These resources will help you to keep up to date in each subject and will also help with the completion of class assignments

If your teacher posts a worksheet to be completed, you will first need to download the document before editing it – your teacher will discuss this in more detail if the need arises

General			
	Name ▾	Modified ↓ ▾	Modified By ▾
	Class Materials		System Administrat...
	Stickers_SillySupplies_Crayon.png	October 25, 2019	Cara Coleman
	Introduction to Algebra (1).pptx	October 25, 2019	Cara Coleman
	Evaluate the expressions - Friday.docx	October 25, 2019	Cara Coleman



Assignments and Grades

View your assignment tasks and turn in
your finished work using Teams



View and Turn in Assignments

- Click into your team and click the Assignments tab in the General channel
- Here you will see details of each assignment to be completed in that subject including the due date
- To view assignment details and submit your work click on the assignment
- Attach your completed work by clicking the +Add Work option. You may be required to submit work in photo or document form. If submitting a photo/scanned image of your work, please ensure that it is of the required image quality
- Click turn in

The screenshot shows the 'Assignments' tab in a Microsoft Teams channel. The channel is named 'General' and is part of a team called 'Advanced English 11 A'. The 'Assignments' tab is selected, showing a list of upcoming assignments. The assignments are:

- Shakespeare Sonnet Annotation** (Homework) - Due April 3, 2020 9:59 PM - 100 points
- My Sonnet** - Due April 30, 2020 11:59 PM
- Reading Reflection #8** - Due May 6, 2020 9:59 PM
- Chapters 14-18 Review** (Review) - Due June 1, 2020 9:59 PM
- Narratives of Scale Part 2** - Due June 3, 2020 11:59 PM - 100 points

There is also a 'Completed' section at the bottom of the list.

The screenshot shows the details for the 'Shakespeare Sonnet Annotation' assignment. It is a homework assignment worth 100 points possible, due on April 3, 2020 at 9:59 PM. The instructions are: 'Read Sonnet 116 and annotate it, using the PowerPoint for guidance.' The 'My work' section shows a document titled 'How to Read a Sonnet.pptx' has been attached. There is a 'Turn in' button in the top right corner.

View your Grades

 Emma Garcia

Due date ▲	Assignment ▼	Status	Points
Feb 17	Anne Frank Read chapters 10-17 (pages 219-328)	⊘ Not turned in	No points
Feb 15	Essay 2 (including bibliography)	✓ Turned in	73/100
Tomorrow	Write the first page of your essay, include your outline and...	⊘ Not turned in	/100
Today	Finish your essay outline and bibliography	✓ Turned in	41/50
Yesterday	Anne Frank Read chapters 3-9 (pages 92-218)	✓ Turned in	No points
Feb 8	Complete the bibliography worksheet	✓ Turned in	9/10

← All teams

 Physical Science 9A

General Posts Files Class Notebook Assignments **Grades** +

2 replies from Assignments

← Reply

Assignments 12/11/19 4:50 AM Updated

Watch Waves and Friction in Science short film

To view grades for assignments your teacher has reviewed and returned to you, select the Grades tab in the General channel

All of your assignments are listed here. Here you can view you status for each assignments as well as grades and feedback from your teacher.



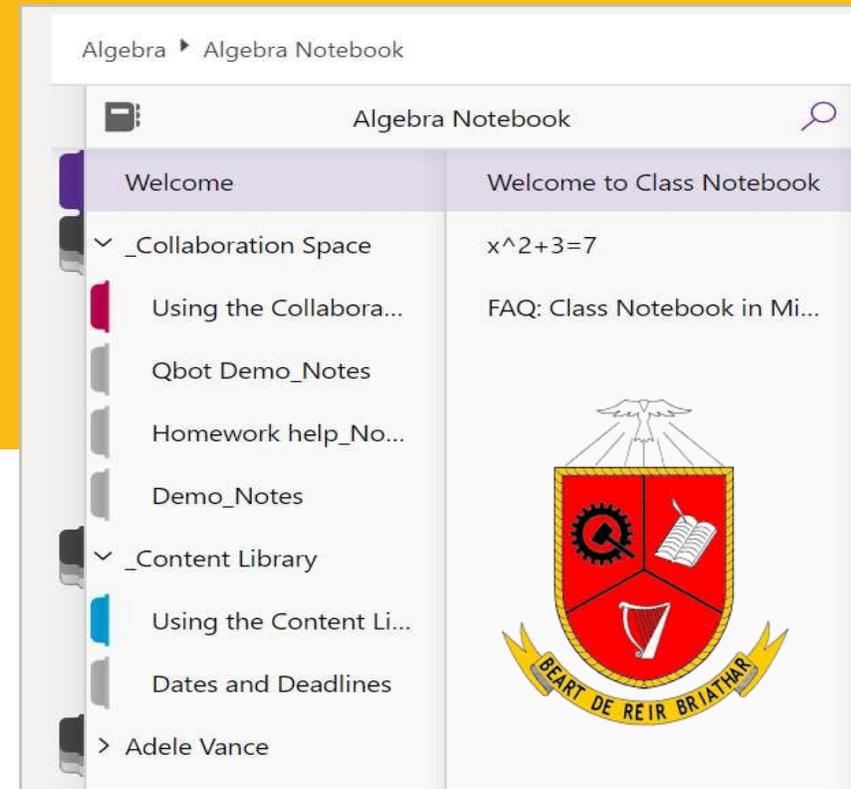
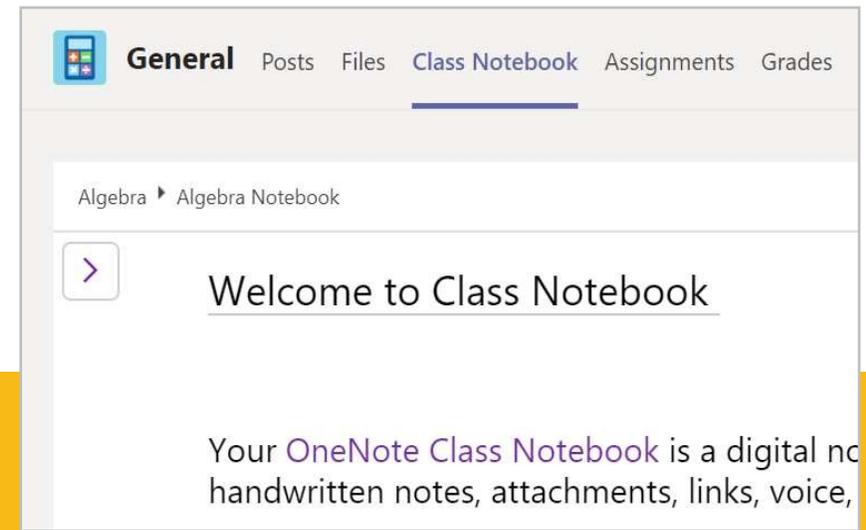


Using Class Notebook in Teams

The Class Notebook tab is in the General channel of each Team
If your teacher is using a Class Notebook and has requested that you use it click the tab to access

Expand the Notebook to see all of your sections;

- A collaboration space where you can collaborate with classmates
- A content library where your teacher may share additional resources
- A private section where you can store your own work – this can be viewed by both you and your teachers
- Only you and your teachers can view content stored under the section with your own name



Online Learning

Points to Remember

Well-being

Look after yourself and remember to take breaks as normal. If a teacher assigns you work to complete independently, try to take a break away from your screen.

Respect

Normal school rules will apply and we ask that everyone is respectful of each other throughout this phase of online learning.

Communication

All communication with your teachers must be via your school email account or through Teams. Parents & guardians may also contact the school at any time.

Ask for Help!

If you are having any issues accessing material or need support in any way, please let us know.

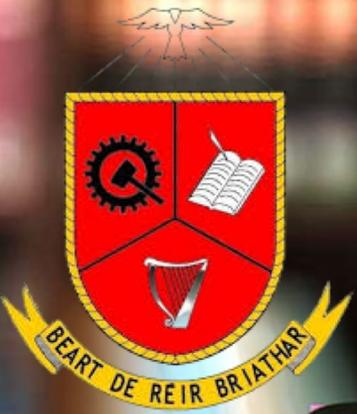
Workspace

Try to find a quiet area in your home that you can use as your workspace over the coming weeks. Keep your materials organised.

Your School Journal

Continue to use your school journal as normal to help you to keep track of classes and assignments.





It's amazing what we
can accomplish
when we're in
it together.

