

Student Support Sheet for Using Microsoft Teams

Introduction:

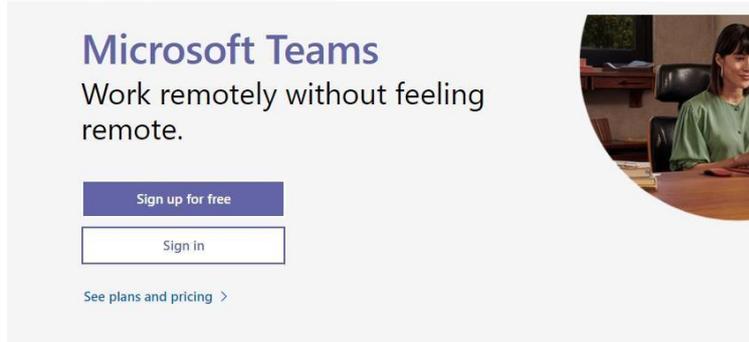
Microsoft Teams is a web based platform to help support your learning from home. After logging into MS Teams you will be able to see all your classes, see assignments set by your teachers and complete work and upload it for marking.

Installation:

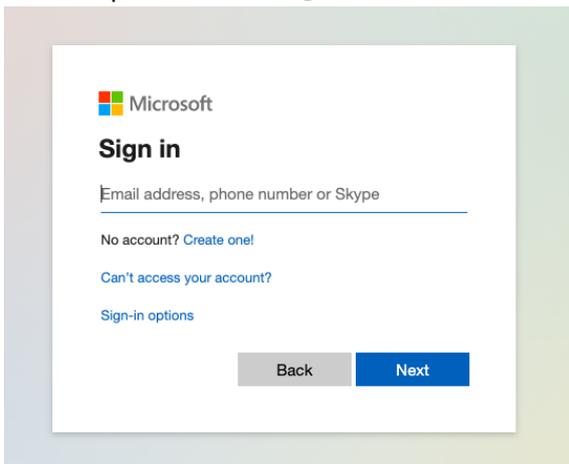
You can use Teams through a web browser, but you can also download it to your computer or mobile and run it from there. Go to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> and follow the appropriate links if you would like to do that, but for the rest of this sheet we will assume you are running it from a web browser.

Logging in:

In your web browser, go to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software> and click "Sign In"



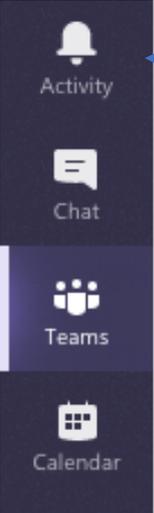
Then enter your normal school credentials: Use your full school email and system password: for example 16StudentA@student.themanor.notts.sch.uk



You will then be logged in and directed to the Teams web platform.

Main interface

The main navigation toolbar is on the left of teams. The buttons do the following

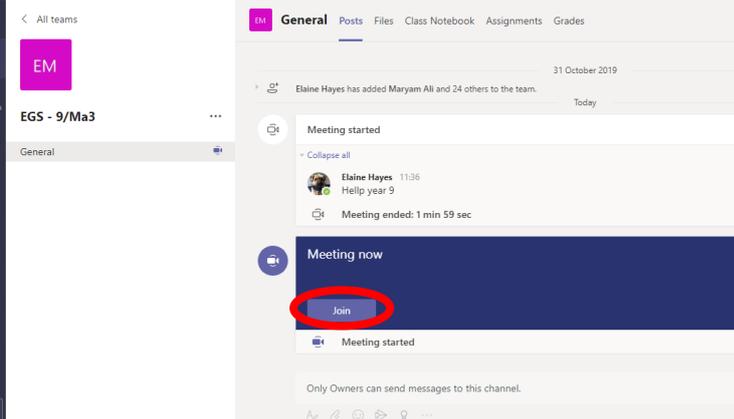


Activity alerts you to the things happening across your classes, a bit like the Feed view on Facebook.

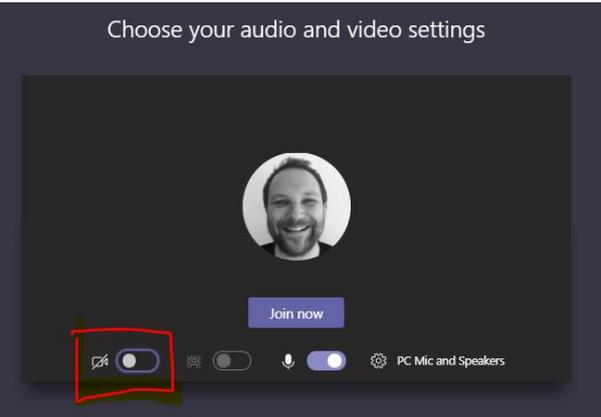
Teams shows the “Teams” you are a member of, which will be all your classes at Manor.

The Calendar view shows when your class meetings are scheduled for. This is like your school timetable.

Joining a Virtual Classroom



If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.



When joining a Team meeting, make sure that your camera is off, using the button highlighted to the left. Your teacher may have told you to keep your microphone on or off – we would recommend you keep the microphone off unless you are asking a question. You

can ask a question of your teacher using the chat function without having to use the microphone. All questions are kept in the Team after the lesson is over. After the lesson has finished, please end the meeting using the icon in red to the right.

