

# Hummersknott Academy



## Microsoft Teams tips

- Use only your school login details to sign into Teams
- You must be in an appropriate room where you can concentrate
- If using your personal device, make sure to only send the files you want
- Turn off your microphone before joining a meeting
- Connect to the meeting via the link in your school emails or calendar
- When connected make sure you are connected to the right meeting, click **show participants**, if you're happy, introduce yourself, if not leave
- Only unmute your microphone when you want to say something
- Your sessions may be recorded for safeguarding
- If the teacher has video, pin it! Using the More menu next to their name

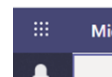
Any questions or concerns please email your College Manager

## Using Teams – Student Quick Start Guide

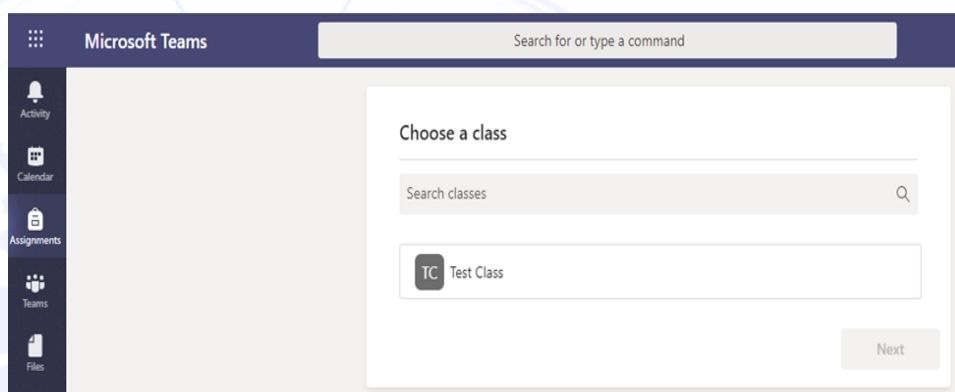
Teams allows you to join your classes on-line. Your teachers will be able to deliver tasks and teaching resources and you will be able to submit work and receive marks and feedback.

### How to Start?

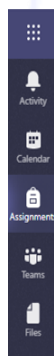
1. In the same way that you log in to access your emails, you log in to access Teams. You use the same login details:
  - a. Go to <https://www.office.com> and login with your school email address and password.
  - b. This goes goes to Office 365 where you can access a variety of online software. Select **Teams** but it is worth knowing you can use the Apps icon in the top left to access your email, Word, One Drive etc



2. Straightaway you will see whether any work has been set and for which class. You can click on the assignment(s) and get started – more on this later.



3. The main menu is on the left and comprises:
  - a. Activity – shows recent work, conversations etc
  - b. Calendar – shows week by week activities
  - c. Assignments – shows the work you have been set, see below.
  - d. Teams – this is where your classes are
  - e. Files – this is your link to your One Drive area:
    - i. You should start to use One Drive to store ALL your work.
    - ii. It is online so anything you save there is available anywhere you log in: at home, in school, in McDonalds!



### 4. Assignments – to complete an assignment:

- a. Click on the class with the assignment – then Next.
- b. You will see the assignment details such as due date, click on it to open.
- c. The full assignment instructions appear:

← Back Hand in late

### Creating a Revenue Spreadsheet Task 11

Due 15 May 2020 23:59

**Instructions**  
Read through the attached instructions on how to make a spreadsheet.

If you have Excel on your computer you can use this and then upload the file or do the following:

1. Click on 'Files' on the left hand side of Teams
2. Click on One Drive (this is your online storage area - start using it for everything you do!)
3. Click on New
4. Select Excel
5. Start the task!

It will save automatically and when you finish, come back to the Assignment to upload it.

**Reference materials**

Band Project - Task 11 Extension - Computer required!.docx

**Points**  
100 points possible

**Rubric**


Spreadsheet Part 1

**My work**  
+ Add work

As well as instructions and resources there is:


**Rubric** – your teacher may have set instructions about how you can gain marks.

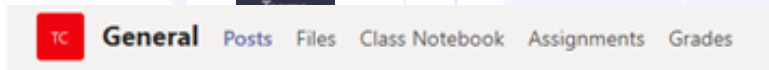
**My Work** – this allows you to either open your work from One Drive or start a new document (Word, Excel, Powerpoint etc)

- d. Once you know what to do, go to My Work and Add Work and either:
  - i. Start a new document
  - ii. Open a document already stored on One Drive
  - iii. Upload one from your computer.
- e. Then Attach. This document is attached to the assignment. You can open it and continue working on it. It will automatically save. You can return to the assignment as many times as you like.
- f. When you are finally ready to submit click on the 'Hand In'  button at the top right of the assignment

Assignment Done! 😊


## 5. Teams – ie. Classes:

- a. The teams area is where each of your classes is set up.
- b. A Class contains assignments, resources and messages connected to a particular class.  
It is also where you can communicate with your teachers via 'chat' or live video.
- c. Click on Teams  and then select a class.

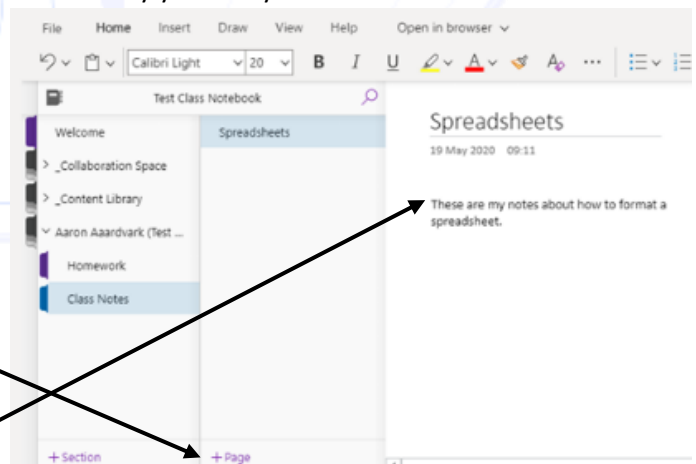


- d. **Posts:** here you can send your teacher a message in Posts.
- e. **Files:** access files you have used with the class or that your teacher has provided.
- f. **Class Notebook:** see below.
- g. **Assignments.**
- h. **Grades:** here you can check what marks you achieved in each assignment.

## 6. Class Notebook:

- a. Just like your real exercise book, a notebook is where you can write down important information, complete homework tasks, access resources provided by your teacher.
- b. Click on Class Notebook and then the arrow  to open.
- c. The notebook has 3 main areas:
  - i. A **collaboration space** which if enabled by your teacher will allow you to work with other students at the same time – so when you write something other students will see it at the same time.
  - ii. A **Content Library** where your teacher can put resources for you to use.
  - iii. Your own **Notebook** area which only you and your teacher can see.

This is where you can make notes, answer questions, add your own research ...anything you would do in a normal exercise book really. You can add sections and pages. Simply click on the page, enter a heading and start writing.



### REMEMBER

Work you do in Teams will be saved automatically.

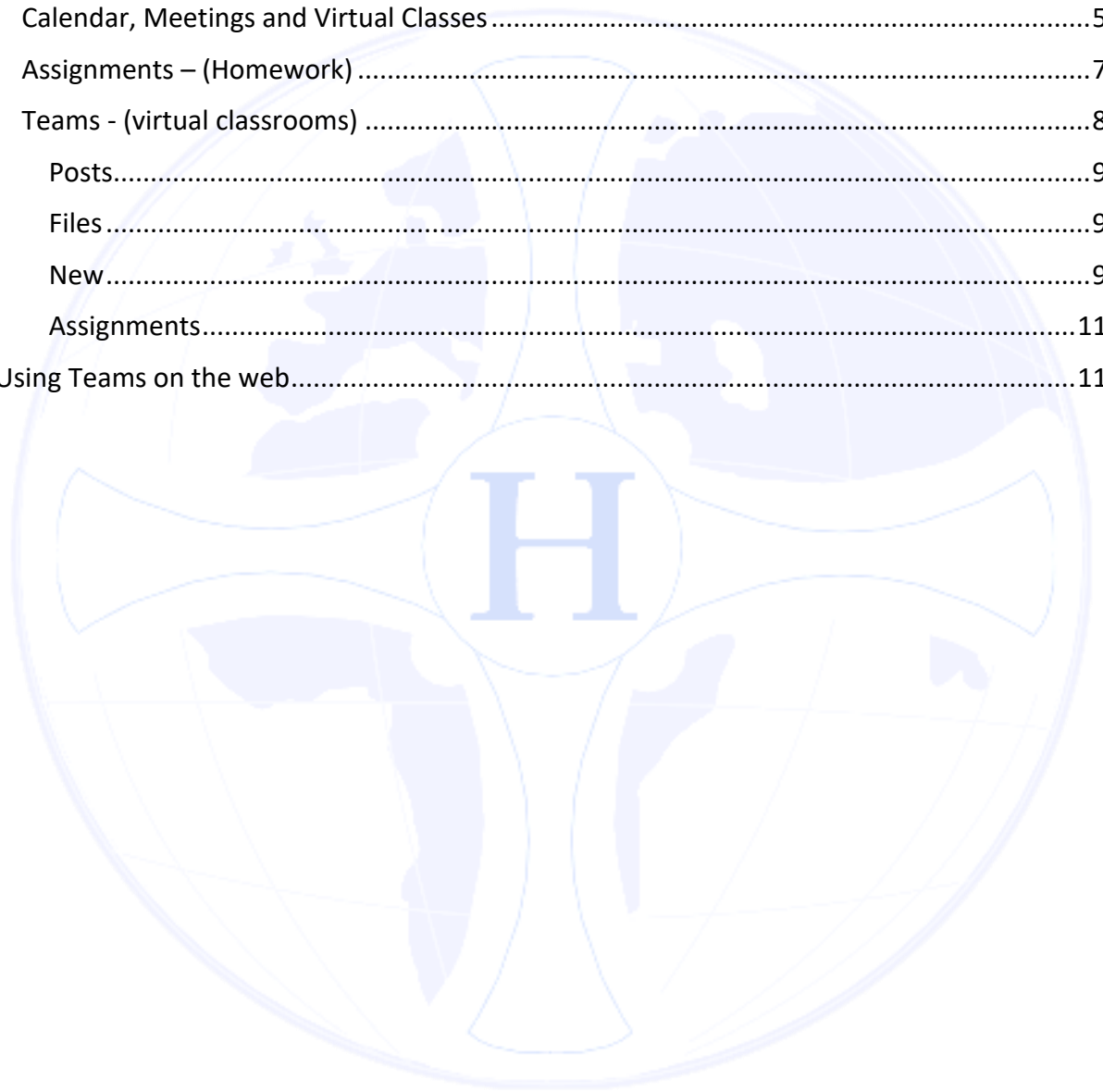
You can access Teams (and One Drive) anywhere you can log in to <https://www.office.com>



# Microsoft Teams

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## Microsoft Teams usage

Microsoft Teams is a cloud based service and demand for the service is very high. When using Teams you may find some things run a little slowly such as blocky videos, slow recorded video processing etc. Please be patient when using the software.

Microsoft Teams is a cloud based service that allows communication between 2 or more people with the key features being video/audio conversation and by providing a collaborative environment.

Important Note: for now all student video output will be force disabled by default.

The other basic component parts are:

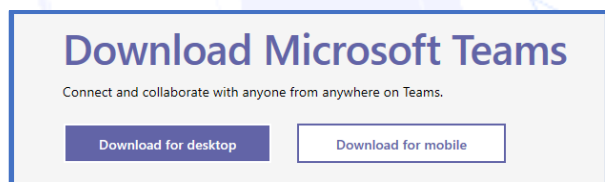
- 1) Chat (messaging)
- 2) Calendar (linked to your school account)
- 3) Assignments (Homework)
- 4) Teams (Virtual Classrooms or Meetings)

This document will concentrate primarily on how to install Teams (or use the Web interface), working with files and accepting to join your teachers video/audio class for home education.

## Installing Microsoft Teams for Desktop / Laptop

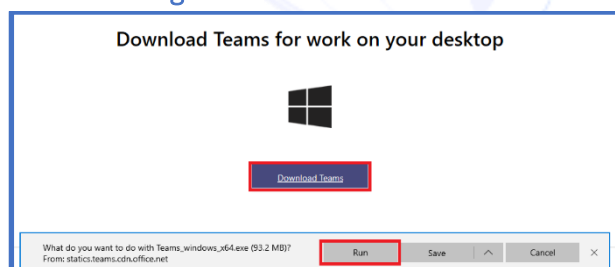
Click the link below (or copy & paste into browser address bar) and once the page has loaded then click "Download for Desktop" as shown below.

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

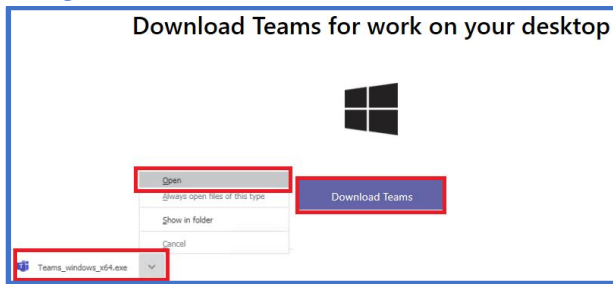


Click the Download Teams button and then, depending on your internet browser, click run or open.

## Windows Edge

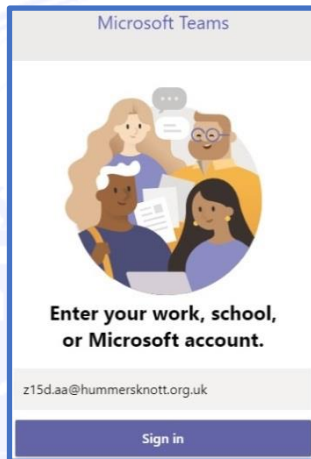


## Google Chrome



Once Microsoft Team has completed the installation you will be prompted to sign in as shown below.

Enter your school network username and click sign in.



And now enter your password and click sign in.

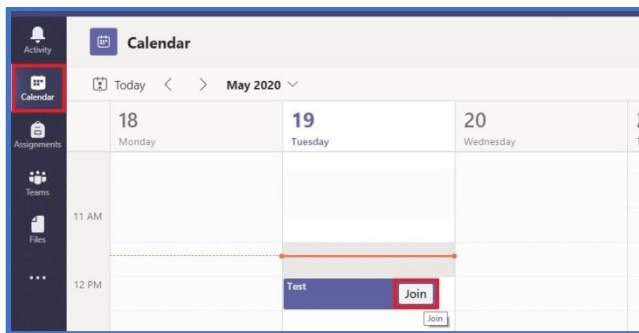
Now head to Using Teams on a Desktop or Laptop

## Using Teams on a Desktop or Laptop

### Calendar, Meetings and Virtual Classes

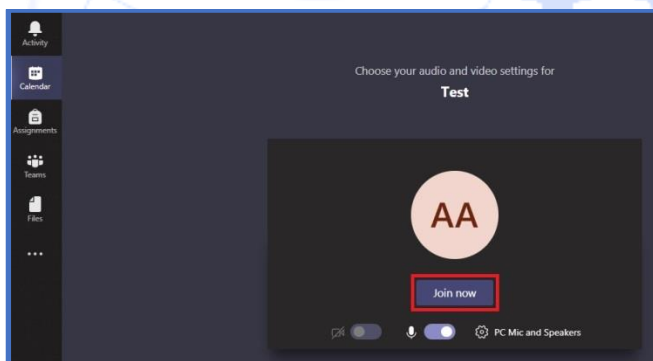
This is your own personal calendar but with regards to working from home the main feature is knowing when your virtual classes (Meetings) are.

As you can see below a meeting has been setup. You will get a reminder on screen when it is time to join.

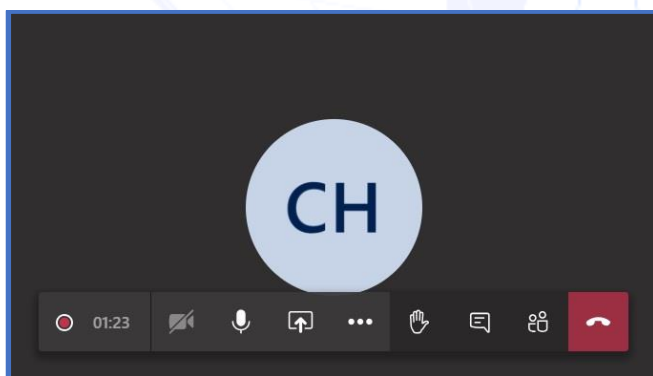


When you get a reminder, a message will appear onscreen in the right lower corner of your desktop above the date/time.

Click “Join now” as shown below or the “Join” button as shown above in your calendar.

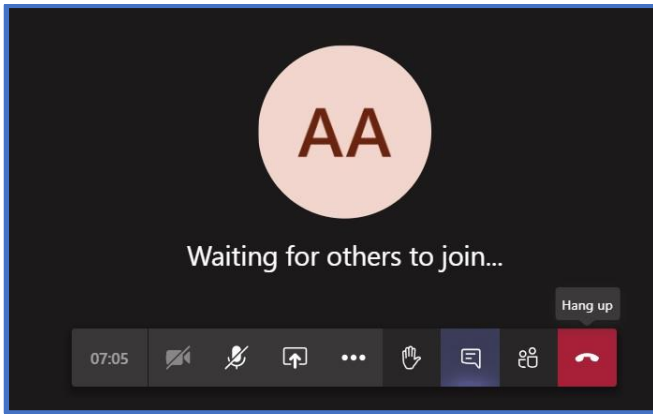


After clicking Join Now you will see something similar to the following screen.



You may also see this screen if you have joined too early or the meeting is waiting other participants to join the Meeting/Class





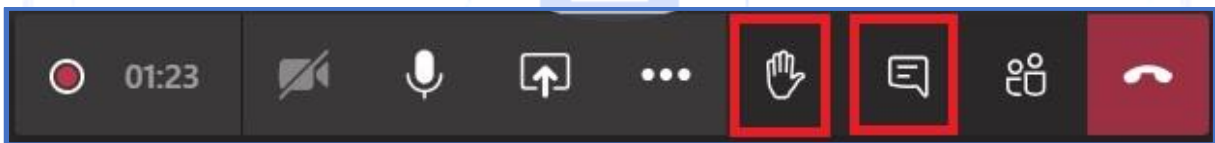
Once the meeting has started you will see and hear a live video of your teacher starting their lesson.

The bar that appears has some functionality, if the bar disappears move your mouse to the bottom of the Teams window or just click anywhere within the screen and it will pop up.

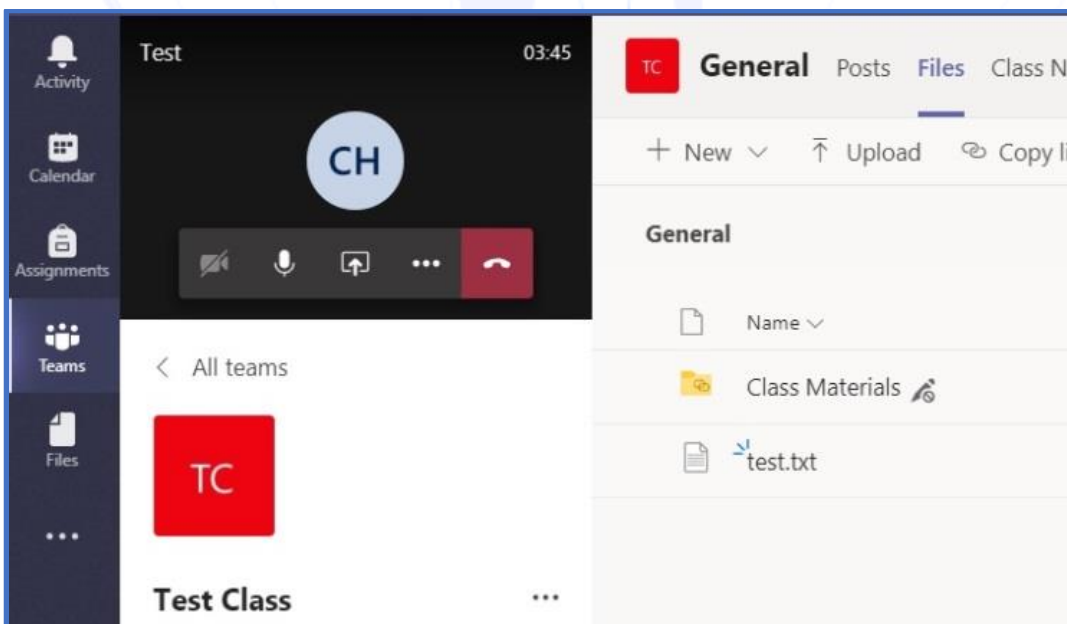
If you click the Hand icon this will inform the teacher you wish to ask a question or speak to them.

If you click the Speech Bubble icon a chat room will appear to the right of the screen. This will allow your teacher, yourself and the other students to type chat and upload documents.

**NOTE: the webcam feature is disabled.**

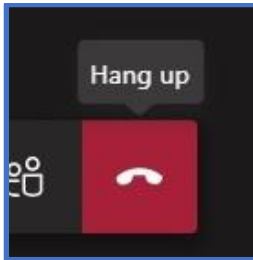


If you wish to navigate to anywhere else in Teams, for example to look at a file or maybe some work your teacher has mentioned simply click an icon on the left and you will notice that the video screen minimises to a smaller view as shown below.



To maximise back to full size simply double click within the video window.

Once the class/lesson is over and your teacher has given you permission to leave simply click the red receiver box to hang up.

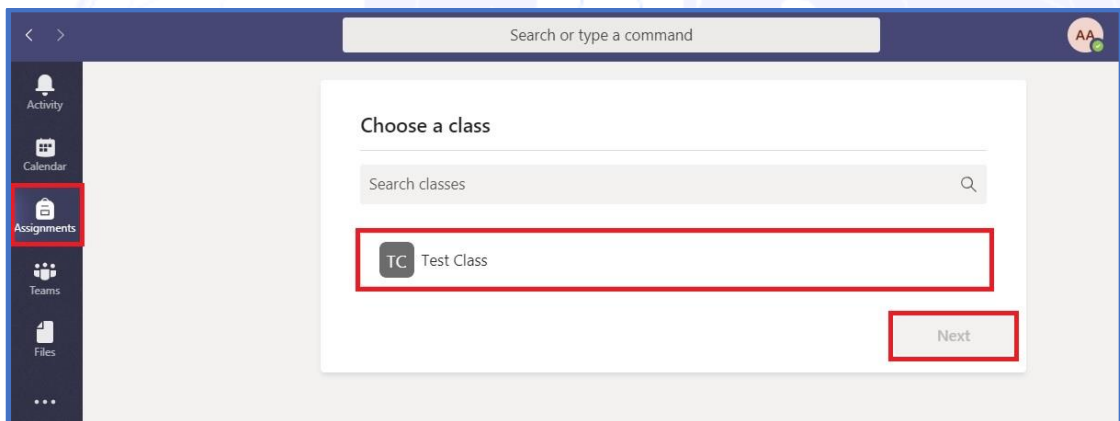


### Assignments – (Homework)

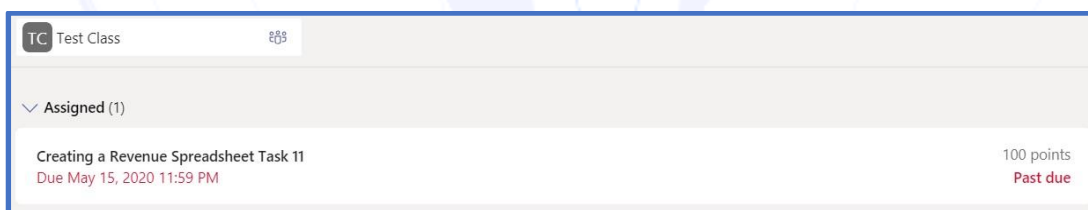
Microsoft Teams has a section for checking assignments.

This is where you will find work assigned to you by your teachers.

Choose a class by highlighting it and click the next button.



You will now see any assigned schoolwork.



If you click the assigned homework as shown above it will then open like the example below which describes the work, any included documents/files and the option to upload your completed work.

# Creating a Revenue Spreadsheet Task 11

Due May 15, 2020 11:59 PM

Points  
100 points possible

Rubric

Spreadsheet Part 1

## Instructions

Read through the attached instructions on how to make a spreadsheet.

If you have Excel on your computer you can use this and then upload the file or do the following:

1. Click on 'Files' on the left hand side of Teams
2. Click on One Drive (this is your online storage area - start using it for everything you do!)
3. Click on New
4. Select Excel
5. Start the task!

It will save automatically and when you finish, come back to the Assignment to upload it.

Assignment details

Included documents to assist or complete your assignment

## Reference materials

Band Project - Task 11 Extension - Computer required!.docx

## My work

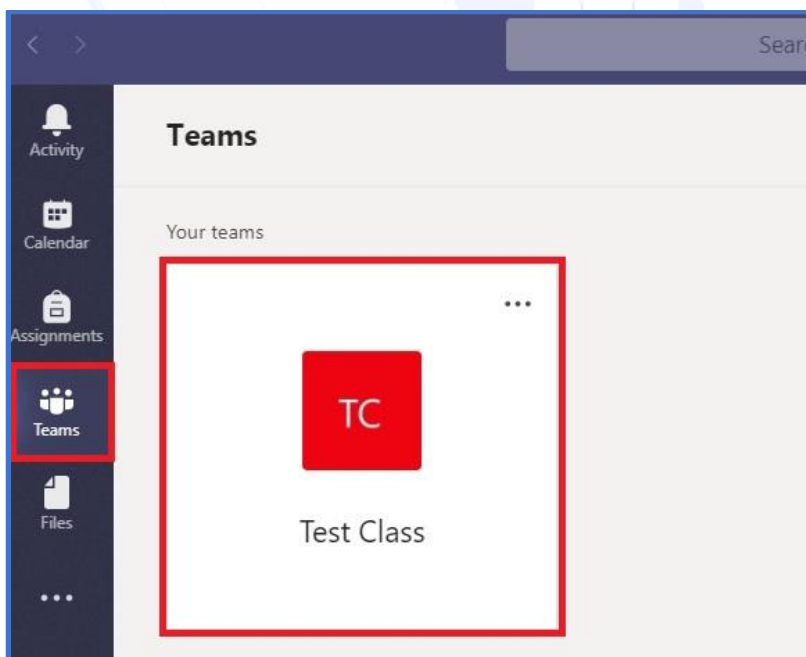
+ Add work

Click "Add Work" to submit/upload your completed assignment

## Teams - (virtual classrooms)

Think of the teams section as your Virtual Classrooms.

These will be setup by your teachers and you should eventually see all your subjects' setup as virtual classes (Teams). So instead of seeing "Test Class" below you should see "English Class", "Science Class", "8M-MA1" etc.



Once you click on a Team, you will see the following. For now this guide will only cover “Posts”, “Files” and “Assignments”.

### Posts

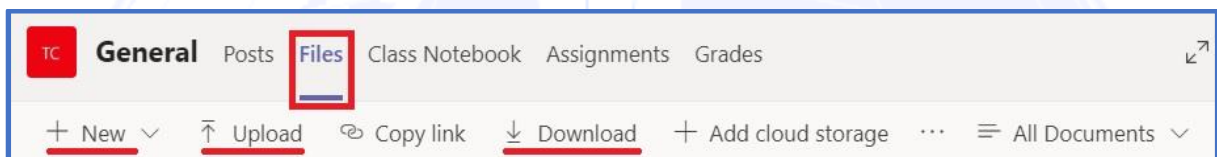
Here you will find all general information regarding the class. For example assignments, conversations and any general notes your teacher may have added. It is really just a stream of activity logs between the teacher and student.

### Files

Think of this section as storage area for source material that may help you or your teacher.

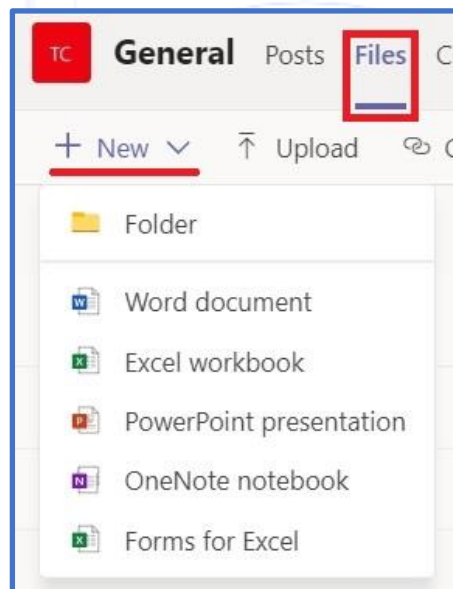
**NOTE** – this is NOT where you submit completed assignments.

When the Files heading is selected another set of subheadings appear, we will concentrate only on the three that are underlined in the image below, but they are New, Upload and Download.

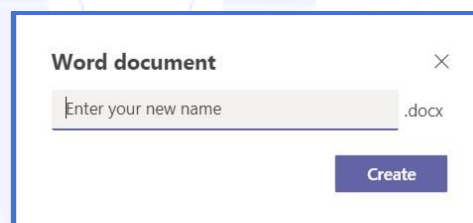


### New

This option allows you to create a new folder in which to store files or create a new Office file.

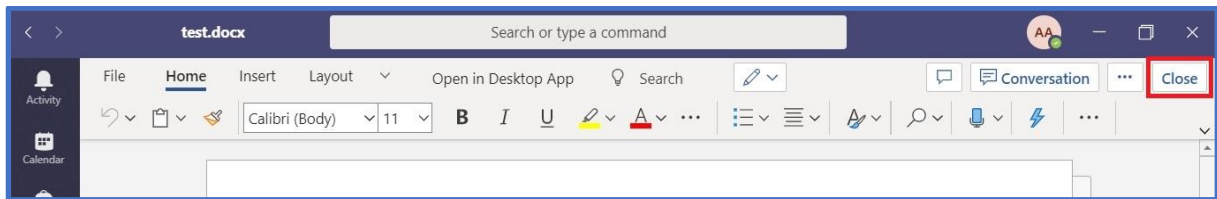


Whether you choose a new folder or a new document the first thing you are asked is to enter a name, enter a name and then click the create button.

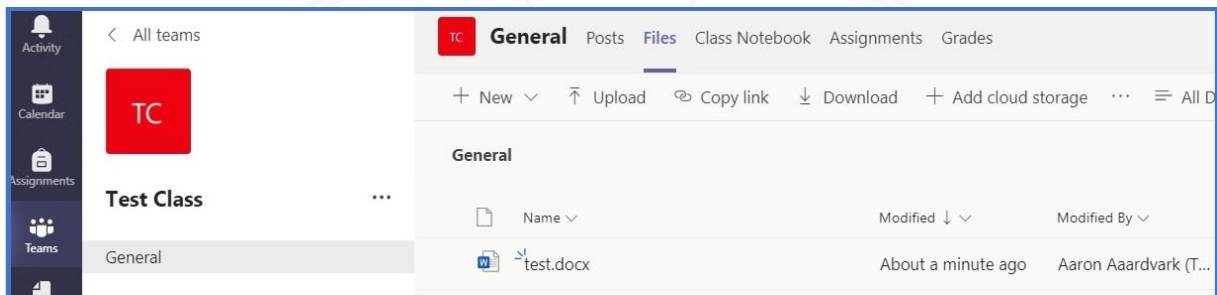


**IMPORTANT NOTE:** if you create a new Office file the moment you click create all saving is done automatically even before you start to input/type any data.

Below is an example header of Microsoft Word opened in the Teams application. Again note that even before any work has been done this file has already been saved

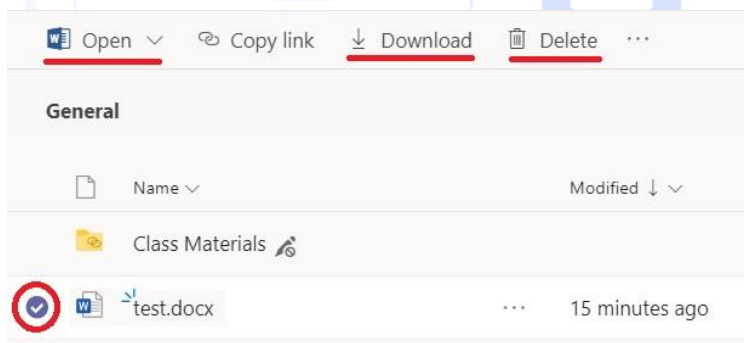


Once you have completed your work you can click the close button at any time, situated to the upper right. Once closed you will now see your new file added to the list, see below.



To edit , download or delete the file just hover over and click the file.

When you do this you will notice a tick appear to the left of the file and also the headings above will change. See below.



Edit: click the “Open” and choose whether to open on your computer or in a web browser .

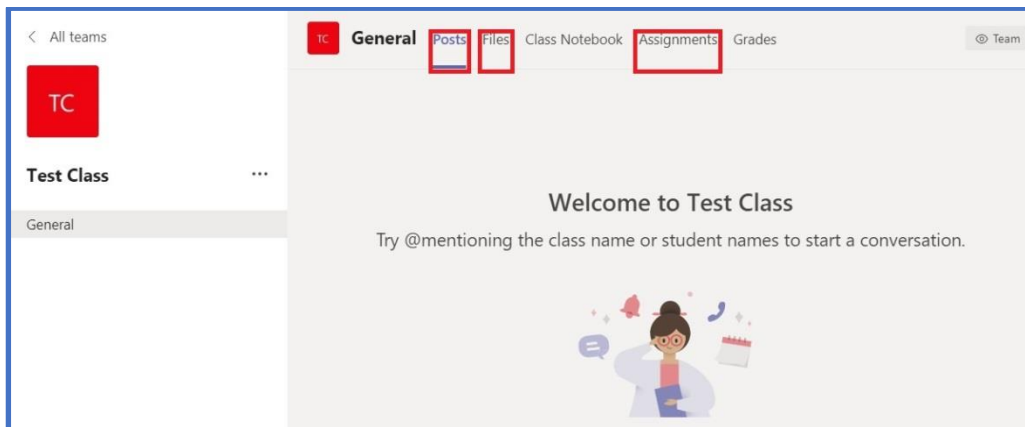
You can also click the name of the file or the three dots for more options.

Download: Click the file to place the tick and then click Download. If you do not highlight the file to download, then all files will be downloaded into a zip file.

Delete: Click the file to place the tick and then click Delete, you will be asked to confirm.

## Assignments

This is where you will find work assigned to you by your teacher for this specific Class. Please refer to page 5 this can also be accessed via the left hand menu.



## Using Teams on the web

Microsoft teams can be used without a desktop application, to do this go to <https://teams.microsoft.com/> and sign in with your school email and password. There aren't as many features using the web version so would be good to use as a backup.

We do not currently have a guide for the web version but it is very similar in layout to the desktop application.