

St Mary's Children's Guide to using Microsoft Teams

1 How to use Teams on a Desktop or a Laptop

- How to log on
- How to upload an assignment
- How to access and respond to feedback given to you by your teacher

2 How to use Teams on a tablet or mobile phone

- How to log on
- How to upload a picture of work you have completed as an assignment

SECTION 1 – USING TEAMS ON A DESKTOP OR A LAPTOP

Teams – How to Login

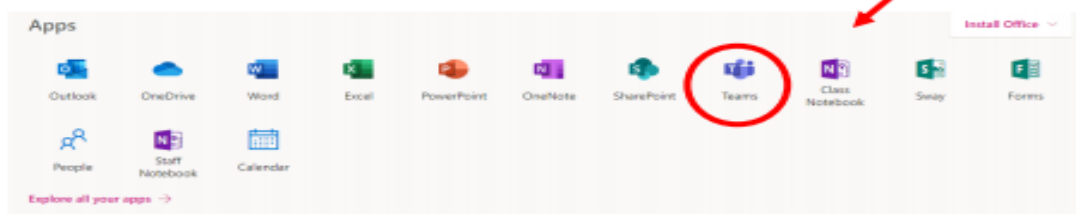
On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



Click sign in and with your full school email address which is your first initial surname followed by @stmarystilbury.co.uk. Example Flossie Smith is in year 1, her email address is FSmith@stmarystilbury.co.uk You will then be directed to the log in page where you enter your password. This password has been given to you by your teacher and is case sensitive so enter it carefully. Once you sign in you will see the page below.



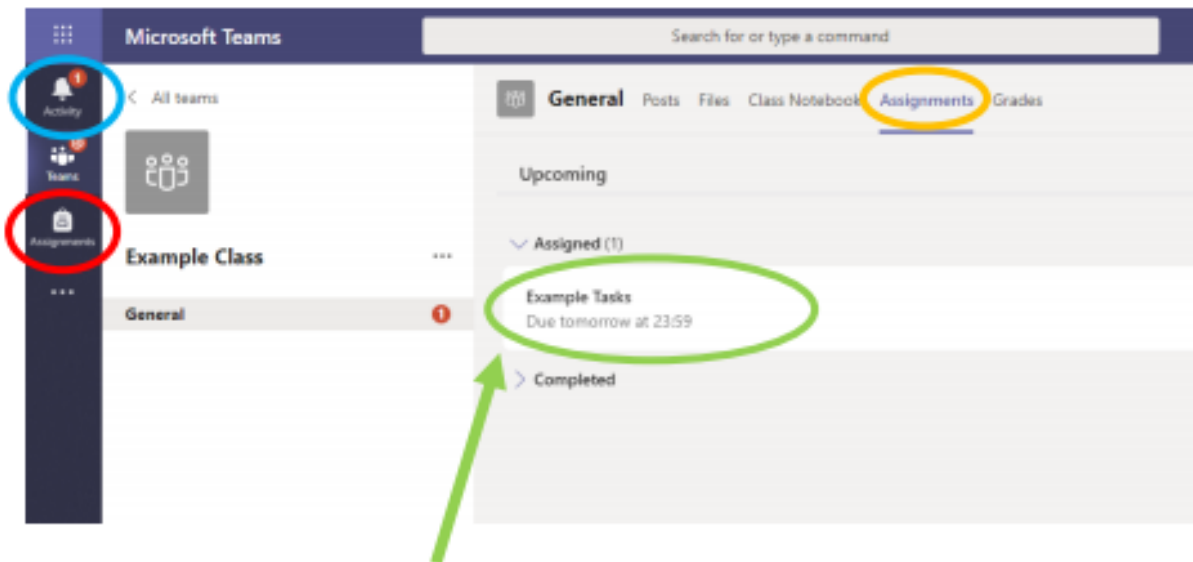
Click on the Teams icon



You should now see all the Teams that we have set up for you at school. If for any reason you are in a wrong Team, put a message in the helpdesk and we will get you moved to the correct one. You can also install the desktop version of Teams for free.

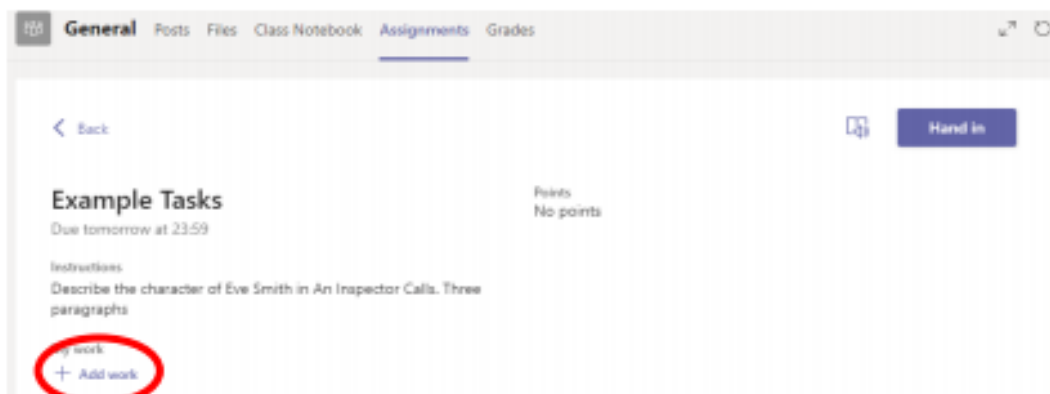
Your teacher can set assignments for you to complete. You will see a new notification every time your teachers sets a new

assignment for you, which is circled in blue. By clicking on this notification, you will be taken to the assignments page. You may also click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.

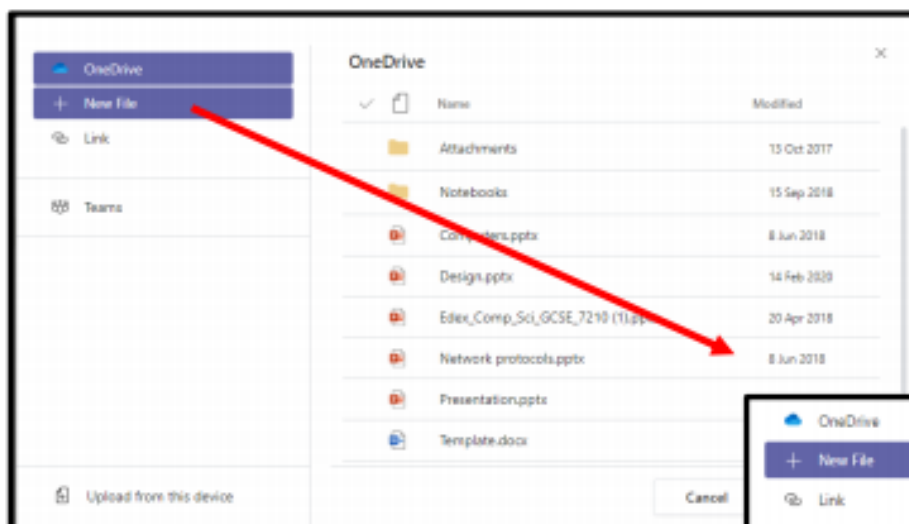


Click on the assignment to access the task.

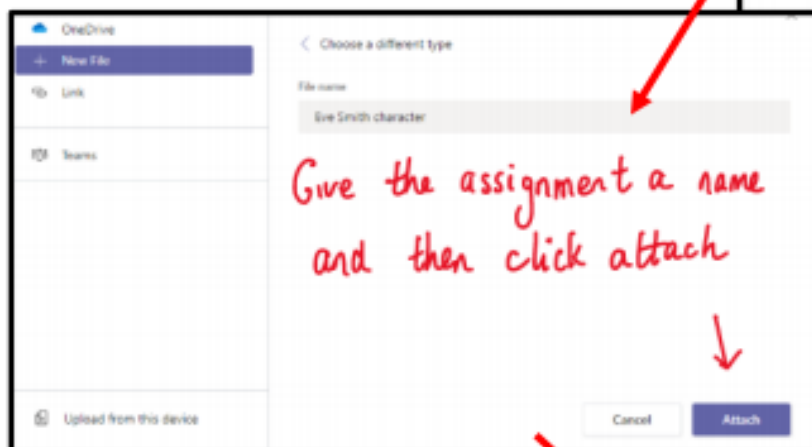
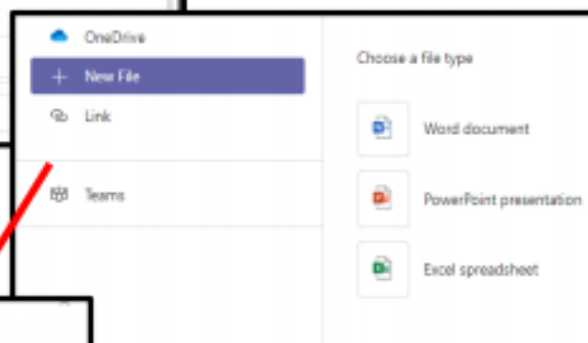
To add some work, we first need to create a new document, then complete our work in it.



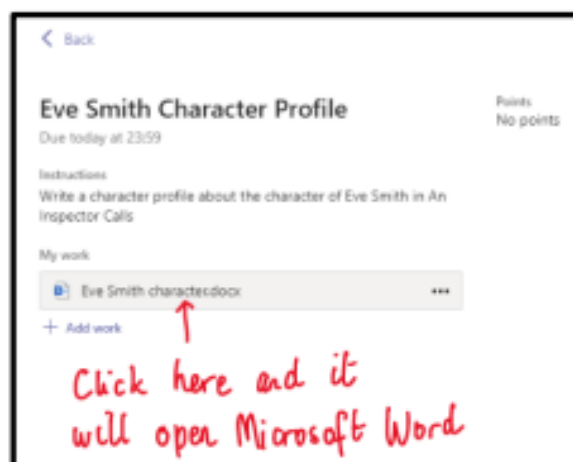
Using a new file

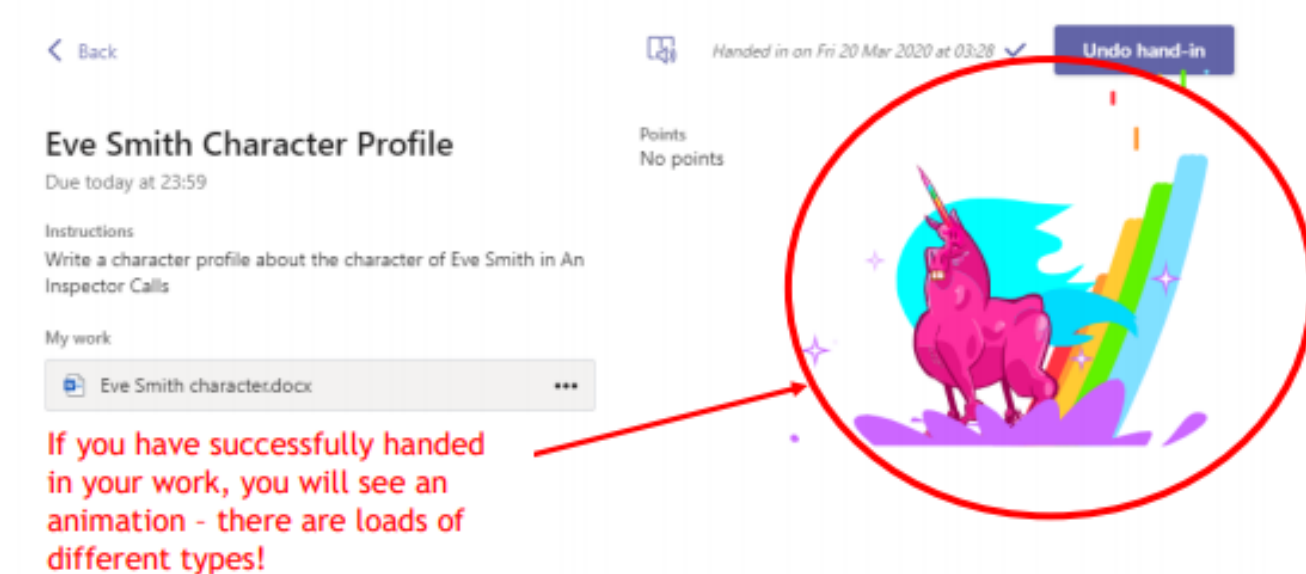
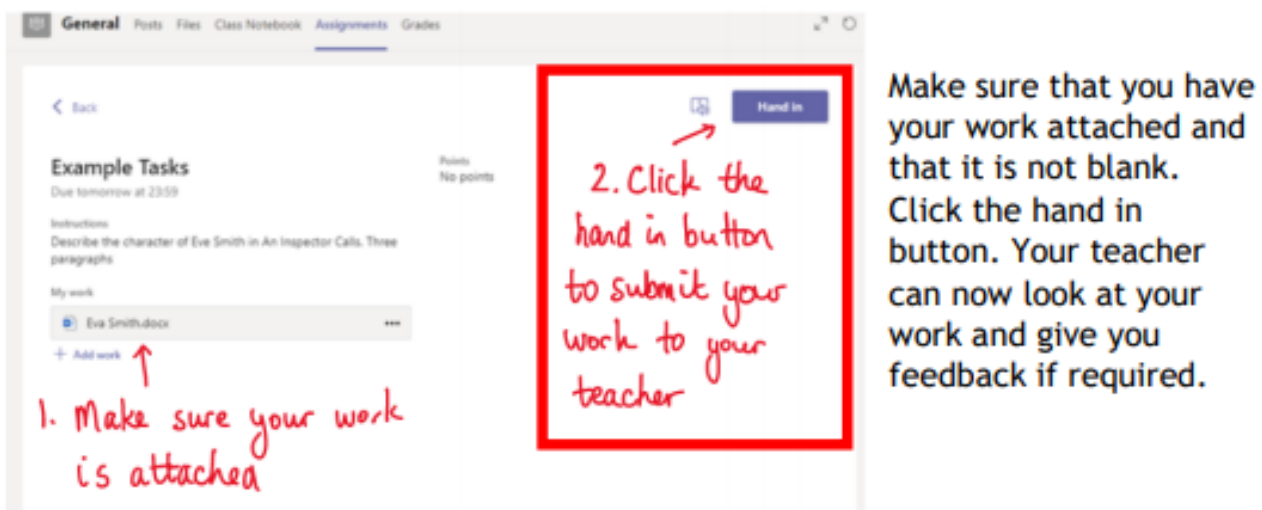
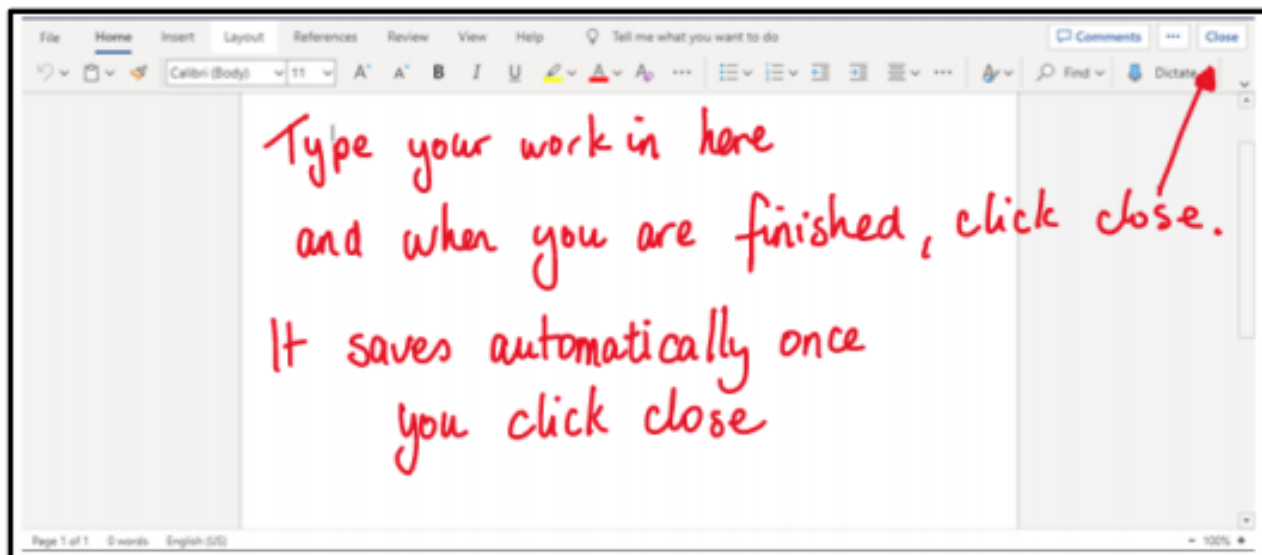


Click on new file and decide what format you will be submitting your work, Word, Powerpoint or Excel



You have now created your document that you can start writing your work into. To start your work, click on the document name.

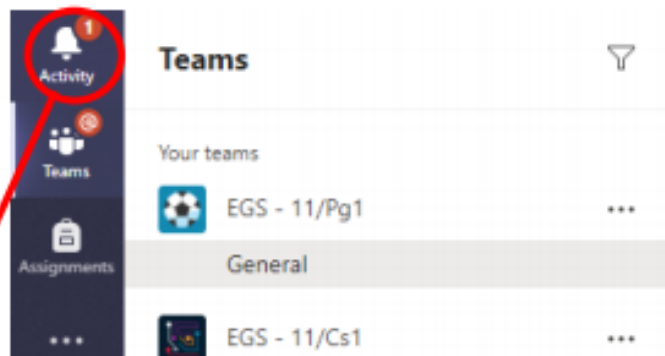





Teams - Getting feedback and responding to feedback

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work.


Click on the Activity button and it brings you to your feed. Any message in **bold** you have not read




Feed ▾

 Assignments mentioned 03:36
Example Team
Example Team > General
sdfsd | Due Mar 21

This is a notification to say that there is a new assignment in the Example Class that you need to complete

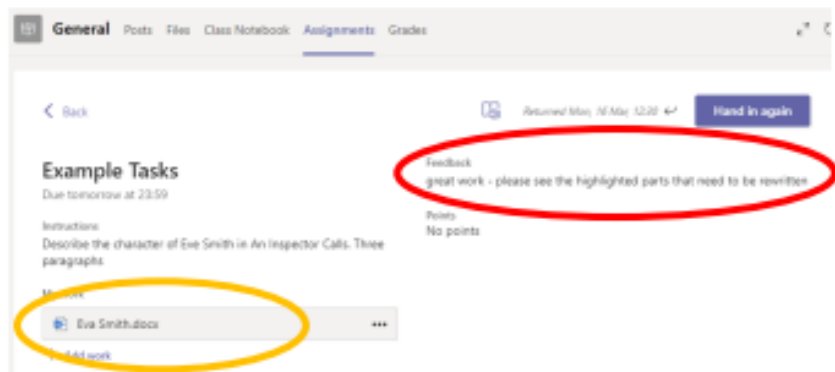
 **Assignments mentioned Example Team** 19/03
Example Team > General
Eve Smith Character Profile | Due Mar 20

 Assignments mentioned 19/03
Example Team
Example Team > General
Percentages revision | Due Mar 20

This is a message to say that work has been returned in this student's maths Team - to see the feedback, click on the notification

 **EGS - 11/Ma1** 19/03
Assignment returned | Percentages revision

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



General Posts Files Class Notebook Assignments Grades

< Back

Returned May 16 May 12:00 47 Hand in again

Example Tasks
Due tomorrow at 23:59

Instructions:
Describe the character of Eve Smith in An Inspector Calls. Three paragraphs.

Feedback
great work - please see the highlighted parts that need to be rewritten

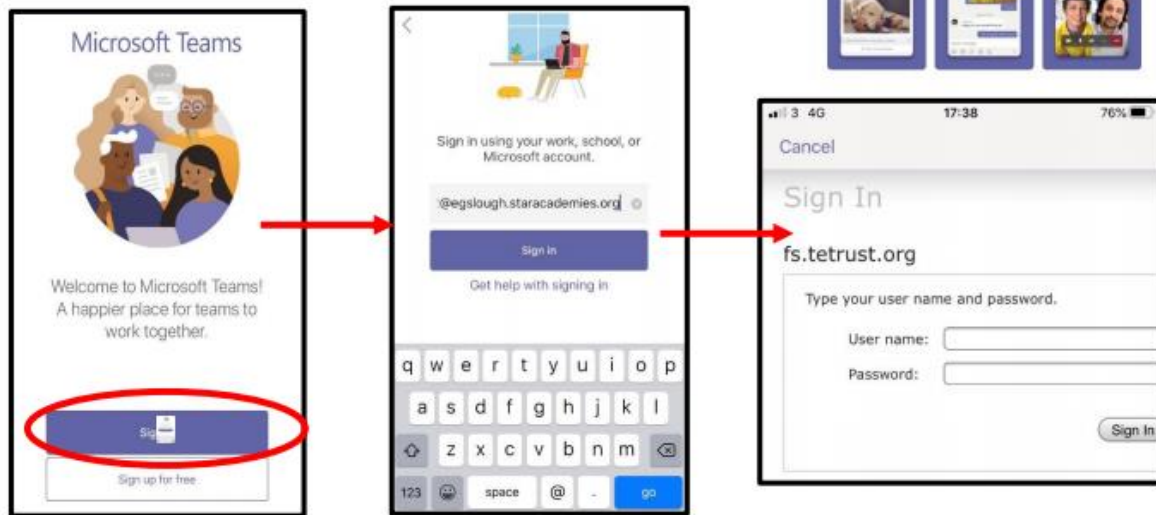
Points
No points

Files
Eve Smith.docx

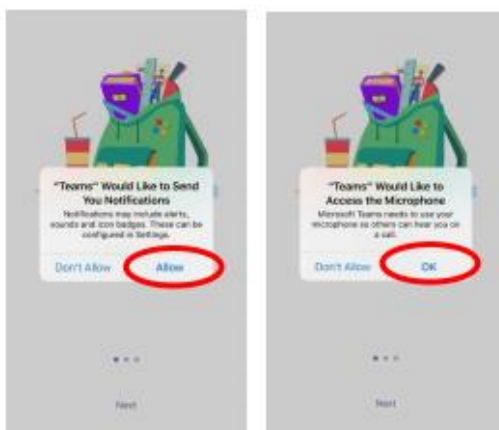
Add work

Section 2 – Using Teams on a tablet or phone – Teams -Downloading the Teams app

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Click sign in and with your full school email address which is your first initial surname followed by @stmarystilbury.co.uk. Example Flossie Smith is in year 1, her email address is FSmith@stmarystilbury.co.uk You will then be directed to the log in page where you enter your password. This password has been given to you by your teacher and is case sensitive so enter it carefully. Once you sign in you will see the page below.



Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work, posted an important message or sent you some feedback on work you submitted. If you are joining a virtual classroom you need to click allow, but during the virtual classroom, you will be turning the microphone off.

Teams - Uploading an Assignment

If you are uploading a document, follow the guide that is in section 1 as uploading a document from a phone or tablet is the same process. However if you have piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work. You can find the assignment you have been set in two places - the activity feed and assignments - picture 1.

