Microsoft Teams

Key Features

Login

Using Google Chrome go to www.office.com

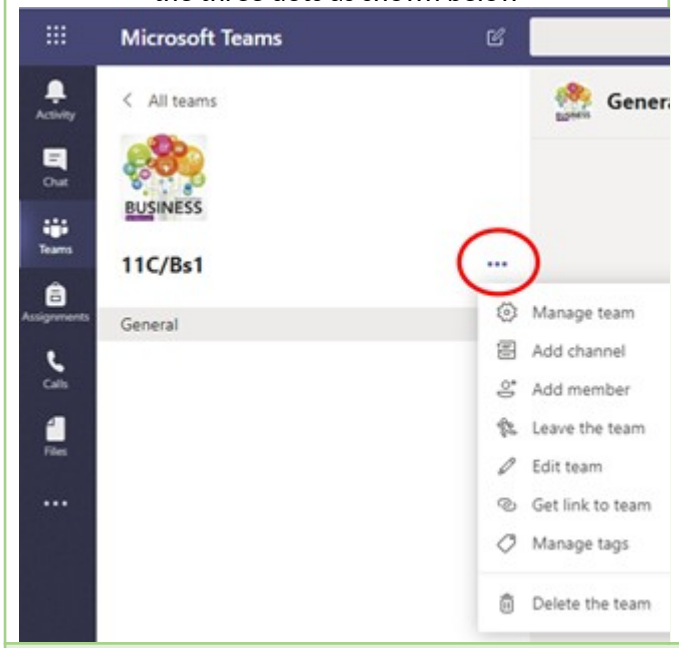
Sign in using your School E-mail address and password (e.g. staff@lodeheath.org.uk)

Select Microsoft Teams

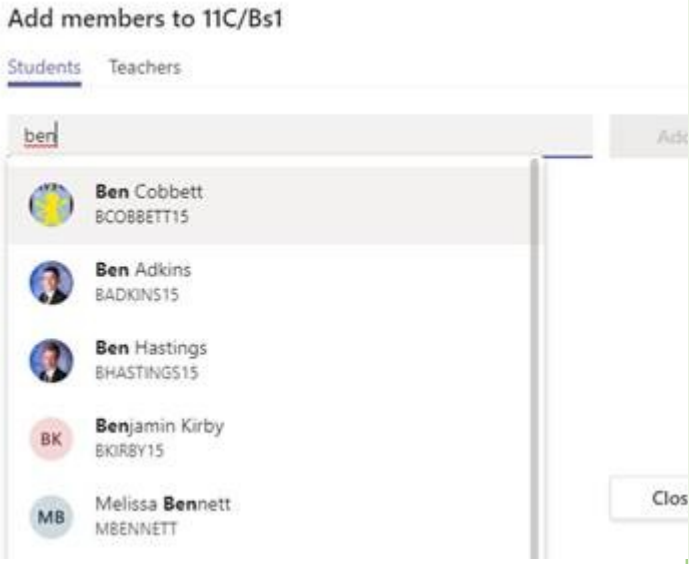
Phone\Tablet App also available – search for Microsoft Teams in the App or Google Play Store

Teams (Classes)

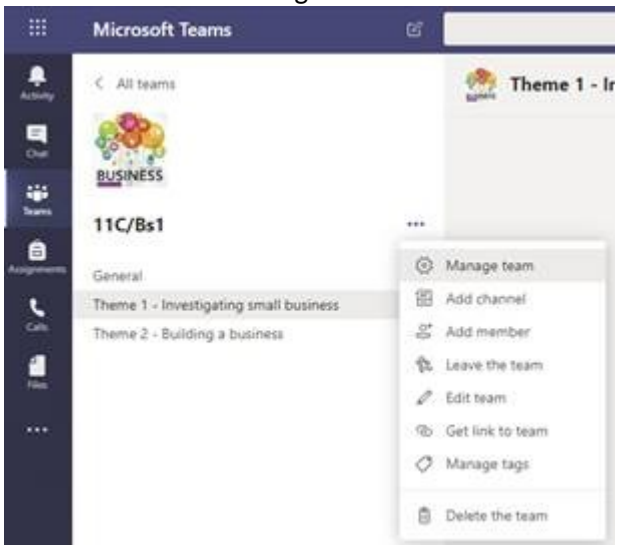
1) Select a class from your list of teams, then click on the three dots as shown below



2) Add members, type students names and select
When all students added click on close



3) Channels (Optional) - If you would like to organise your team further you can create channels for topics or units
Use the three dots again and 'Add channel'



Files \ Posts – Link to SharePoint (Shared Folder etc)

Click on the files tab along the top and select "+ Add cloud storage", select SharePoint, use a SharePoint link and paste in:
Select Next, Select Documents and Add folder (This adds the school's shared folder drive for all your normal resources)

The link to the folder is not viewable on mobiles and some tablets so please also copy and paste the following as a "Post" to each class:

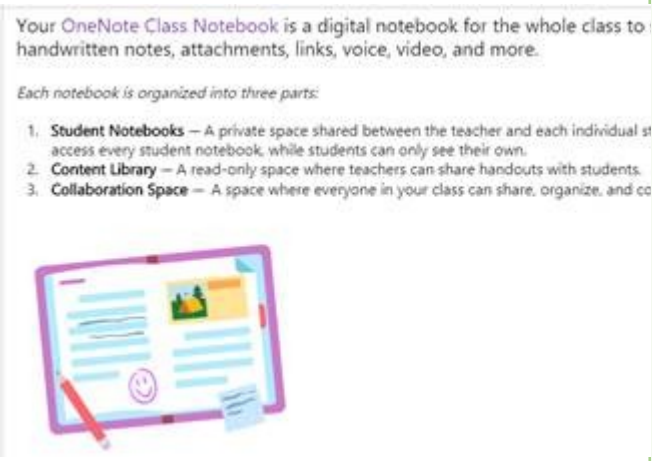
Shared folder link: https://lodeheath.sharepoint.com/sites/StudentsatLodeHeath

Class Notebook

Select Class Notebook from tab at the top

Setup a OneNote Class Notebook, Blank Notebook, Next

Make changes if you wish but then click Create



Assignments

Within the team, click on Assignments in the top bar. Click on create, and then select assignment.

Once you fill in all the required information, the assign button will be highlighted. You can set the same assignment to more than one class, but you must be an owner of that class.

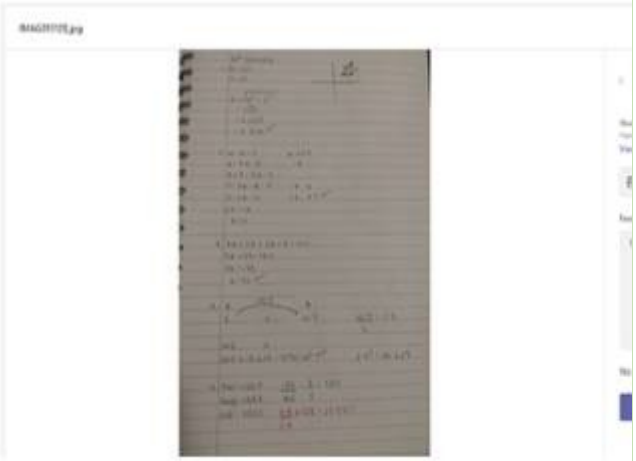
If you want to set an assignment for the future, click the edit button at the very bottom.

Grades

Click on Assignments tab, and under Assigned you will see a list of the tasks you have set, when it was due in, how many students have submitted the work and how many you have reviewed and given feedback for. Click on the assignment.

Click on handed in to view the assignment and to give feedback.
In this assignment, the student has uploaded a picture of their work. Students can upload their work in an digital way for example in Word or a picture

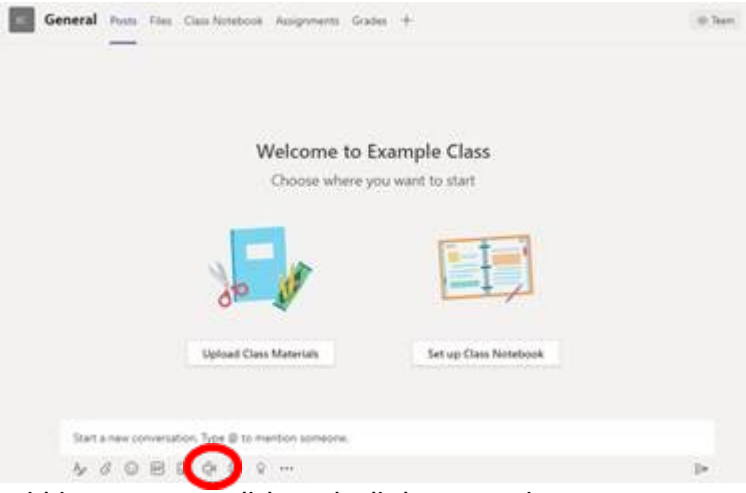
For example, if a student uploads their word as a Word document, you can mark the document, add in annotations on their document as well as typing in the feedback box above. Click on the return button and the student will get the assignment back and can read and act on the feedback given.



Additional Features

Channels

Desktop Sharing



Within your Team, click on the little camera icon to create a meeting. Click on meet now to create a meeting for your students.

Click your camera to be off, as we will be sharing our screen and click meet now. **Clicking the screen with an arrow button enables desktop sharing – allowing the students to see your desktop.**

Clicking the three dots to bring up a menu where you can turn off incoming video from students if they have forgotten, and also allows you to record the lesson that will post on Teams afterwards.

Calls \ Chat

You have the ability to call or chat with individual students, all activity is logged to safeguard students and staff. If you want to check on the progress of an individual student you may find this feature useful.

Click on Calls on the left hand menu, find the

Video

Within your Team, click on the little camera icon to create a meeting. Click on meet now to create a meeting for your students and click meet now.

Students in the Team will see a notification that a meeting has started and they can join.

Clicking the three dots brings up a menu where you can turn off incoming video from students if they have forgotten, and also allows you to record the lesson that will post on Teams afterwards.

To finish the meeting, ask the students to click on the red button – wait until all the students have left the meeting before you as the teacher finish the meeting for safeguarding purposes.