

Student Guide for Accessing Microsoft Teams

How to use our academy's Microsoft Class Team

Please follow these steps so you can continue to complete learning activities, hand them in, and get feedback from teachers while you can't come into academy.

Note: you will need your log-in details for your academy Office 365 account to complete the steps below. If you can't remember these log-in details, please let your teachers know as soon as possible. They are the same details that you use to log on to your school computers onsite.

1. Microsoft Teams can be accessed via the Chrome web browser. Go to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software> and sign in with school details
2. OR via apps:

Android devices	iOS devices (iPhones, iPods, and iPads)
Open the Play Store app	Open the App Store app
Search for 'Microsoft Teams'	Search for 'Microsoft Teams'
Tap 'Microsoft Teams'	Tap 'Microsoft Teams'
Tap 'Install'	Tap 'Get'

Once the app has downloaded, open it.

Then, you need to:

- Log in to your Office 365 account using your school login details
- Tap the 'Teams' icon on left hand side
- Click on the name of your class which you want to access. You will see all of the subjects you study.

Computers and laptops: download Microsoft Teams

You needs to:

- Go to www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app
- Click 'Download Teams'
- Once it's downloaded, click on the installer to run the app
- Log in to your Office 365 account using your school login details
- Click 'Teams' on the left-hand side of the app
- Click on the name of your class which you want to access. You will see all of the subjects you study.

How to get and hand in work (computers and laptops)

You need to:

- Open the Teams app
- Click on your class, then 'General', and then 'Assignments'
- Click on an assignment, then '+Add work',
- Click 'Upload from my computer', then attach the file you want to upload
- Once you've finished, click 'Turn in'

Made a mistake? Click 'Undo turn in' to return the work, and follow the last three steps to resubmit it.

How to hand in work (mobile devices – Android or iOS)

You need to:

- Open the Teams app
- Tap on your class, tap 'More', then 'Assignments'
- Tap on an assignment, then '+Add work'
- Choose the file you want to upload from OneDrive or your device
- Once you've finished, tap 'Turn in'

Made a mistake? Tap 'Undo turn in' to return the work, then follow the last three steps to resubmit it.

If work has been marked, you will get a notification in Teams

You can find your returned work by following the steps below.

On a computer or laptop:

- Open the Teams app
- Click 'Chat' on the left-hand side
- From the list of contacts, click 'Assignments'
- Click 'View assignment' in the centre of the page

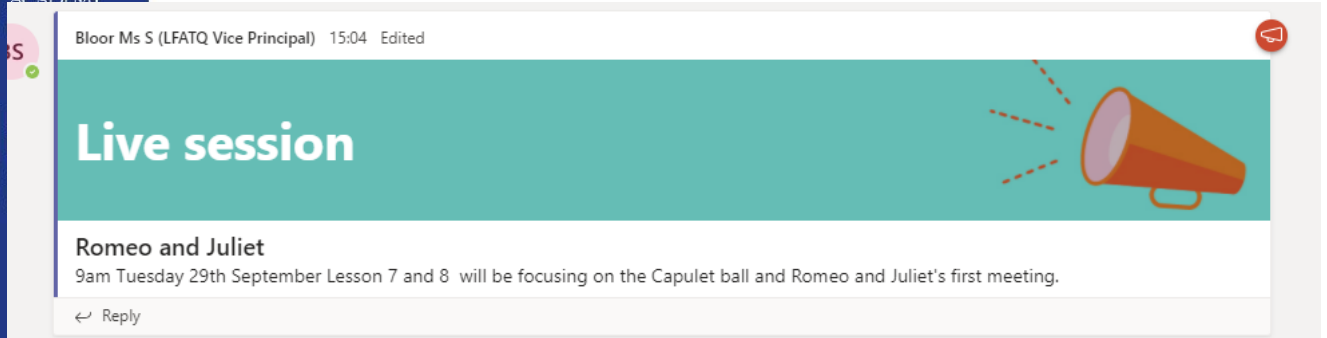
On a mobile device (Android or iOS):

- Open the Teams app
- Tap 'Assignments' at the bottom of the screen
- Tap 'Completed', then tap the assignment you want to see

How to attend 'live lessons'

Lesson times and details will be announced on your class team page.

Example below:



Expectations for student conduct during meetings will be shared on the class page and 'Show My Homework' as below:

At Landau Forte QEMS/Sixth Form we take the safeguarding of our students seriously, and therefore would remind you of the following expectations for the Live Session:

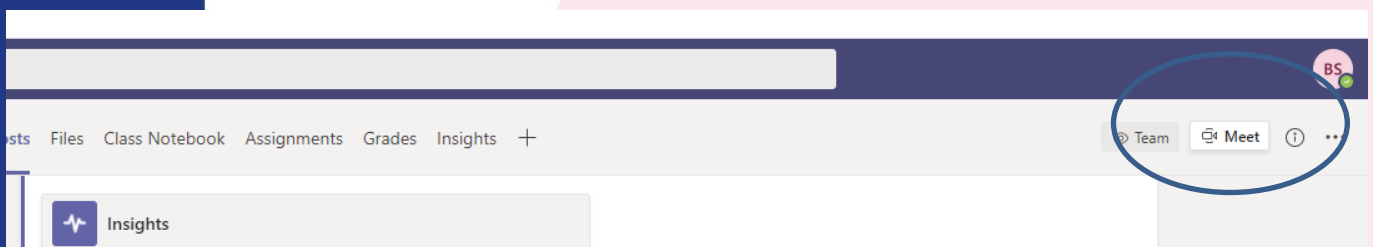
- All Live Sessions will be recorded for the safety of our staff and students. This will also enable any student who is not able to participate at the specified time to learn in a way that fits their own schedule.
- Students should use their webcam responsibly throughout the session. We would remind you that by participating in the lesson with the webcam enabled, you are giving your consent for us to record that webcam for the safety of all of our staff and students.
- Students should mute their microphones until they need to participate verbally. If this is not possible, they should responsibly use the Chat function.
- Students will be muted and/or removed from the session if the platform is used irresponsibly.

Please contact me as soon as possible if this time is inconvenient for you and I will explain how you can catch up on this lesson after it has been completed.

Joining the lesson

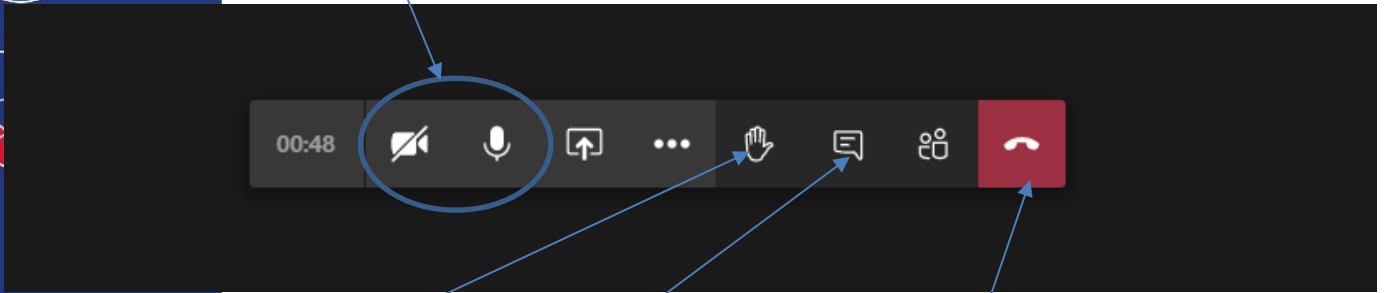
Access Microsoft Teams and the class team in the same way as always.

In the top right corner you will see 'Meet' to join your live lesson.



Click on 'Meet' and wait for your teacher to admit you to the session. You will only be admitted if you login on your school account.

Once you are in the meeting you must mute your microphone and leave camera off unless your teacher asks otherwise.



If you want to ask questions during the session you select the 'hands up' button and your teacher will see it.

'Chat' feature

Use the 'chat' button to ask your teacher questions. Remember the chat records who asks questions so you should think carefully about what you type.

Leaving the meeting

Select the red box with the telephone symbol to leave the meeting