



A Student Guide to Using Microsoft Teams

1. Section 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. Section 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

3. Section 3

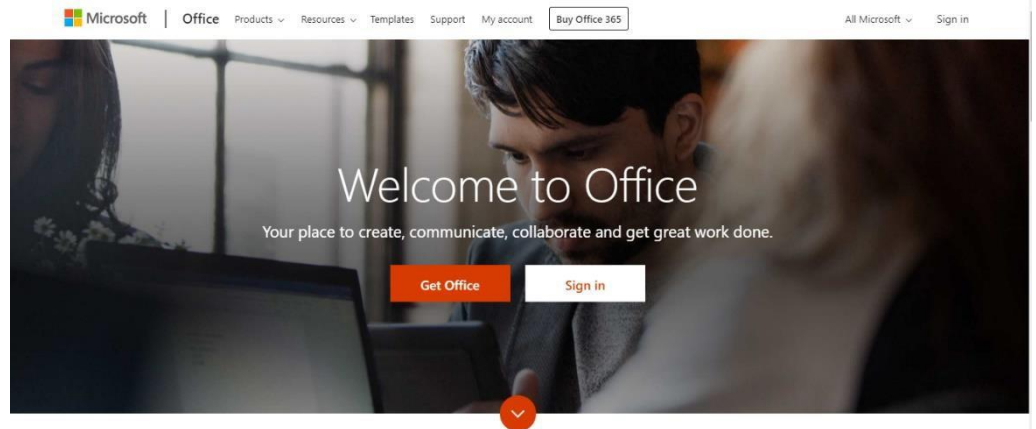
- Usernames and passwords for office 365

SECTION 1 – USING TEAMS ON A DESKTOP OR A LAPTOP

Teams – How to Login

On any web

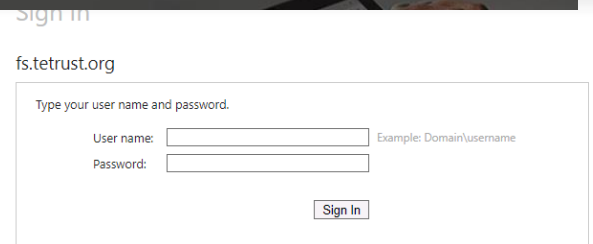
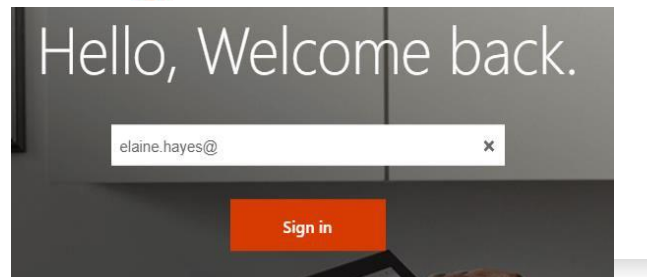
browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



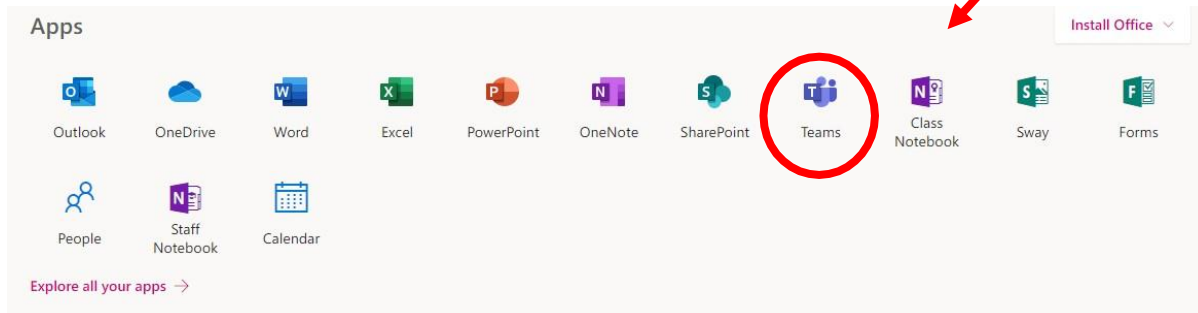
Click sign in and sign in with your full school email address which is your computer username followed by @hungerhillschool.com

Example: Hannah Baker is in year 7, so her email address is baker.h25@hungerhillschool.com

You will then be directed to the login page for the Trust - this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school. Once you sign in, you will get the page below



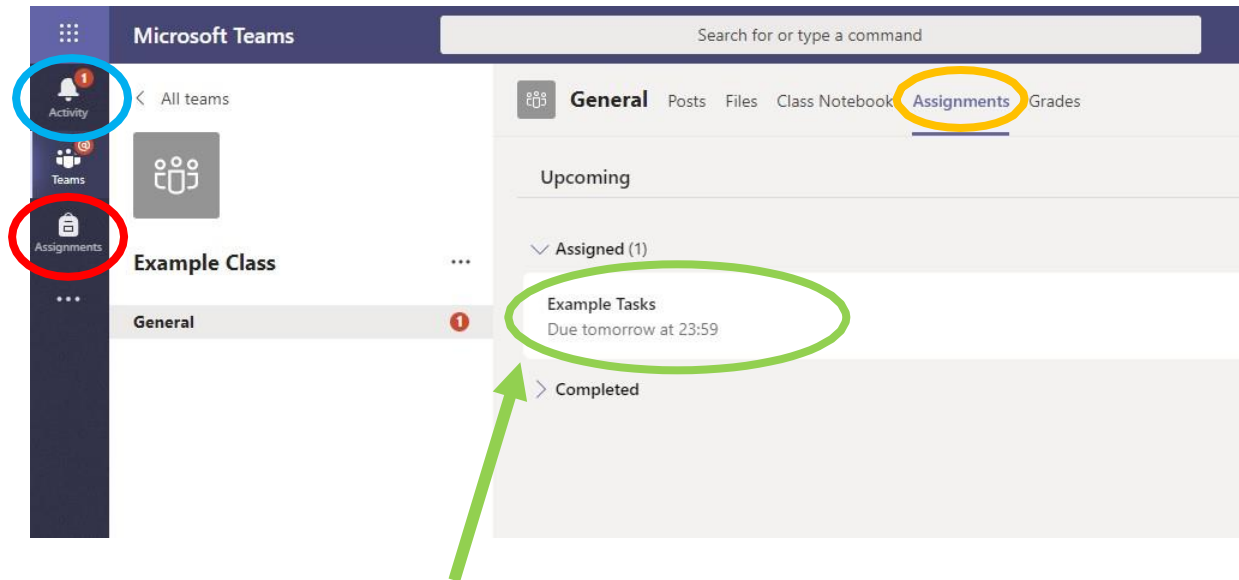
Click on the Teams



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.

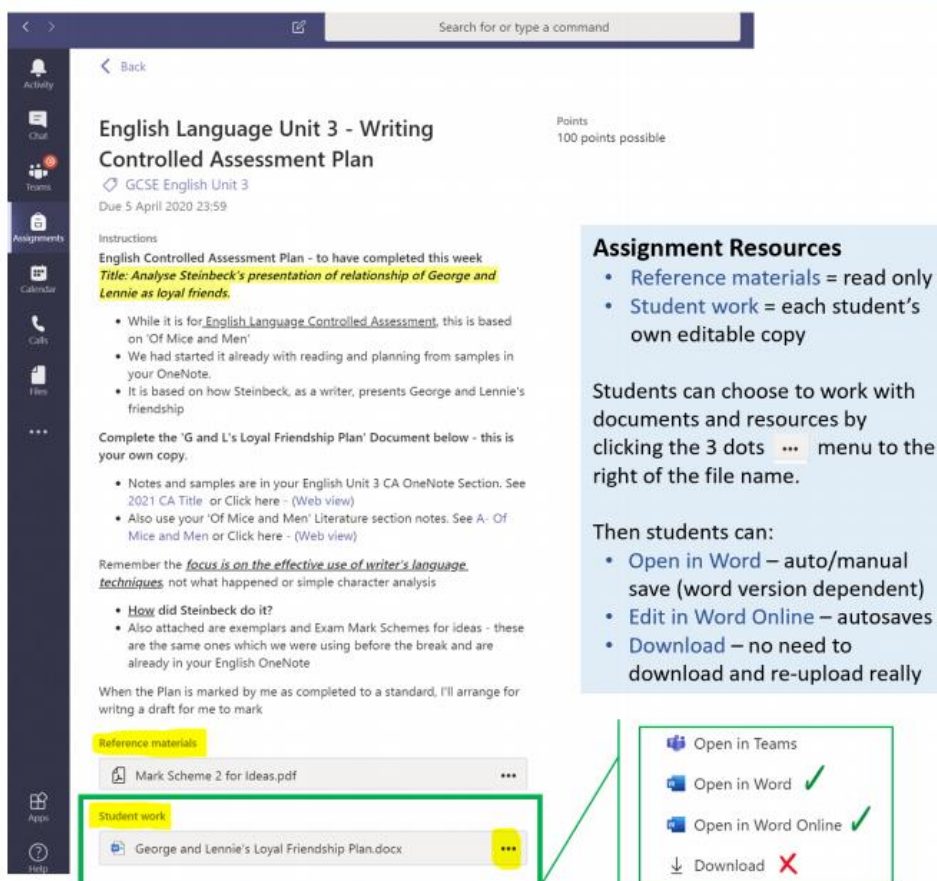
Teams – Uploading an assignment

Your teacher can set assignment for you to complete. You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue. By click on this notification, you will be brought to the assignments page. You can 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. If your teacher has added a document for you to work on you can access it by:

Assignment Resources



English Language Unit 3 - Writing
Controlled Assessment Plan
Points
100 points possible

Instructions
English Controlled Assessment Plan - to have completed this week
Title: Analyse Steinbeck's presentation of relationship of George and Lennie as loyal friends.

- While it is for [English Language Controlled Assessment](#), this is based on 'Of Mice and Men'
- We had started it already with reading and planning from samples in your OneNote.
- It is based on how Steinbeck, as a writer, presents George and Lennie's friendship

Complete the 'G and L's Loyal Friendship Plan' Document below - this is your own copy.

- Notes and samples are in your English Unit 3 CA OneNote Section. See 2021 CA Title - or [Click here](#) - (Web view)
- Also use your 'Of Mice and Men' Literature section notes. See A: Of Mice and Men or [Click here](#) - (Web view)

Remember the **focus is on the effective use of writer's language techniques** not what happened or simple character analysis

- How did Steinbeck do it?**
- Also attached are exemplars and Exam Mark Schemes for ideas - these are the same ones which we were using before the break and are already in your English OneNote

When the Plan is marked by me as completed to a standard, I'll arrange for writing a draft for me to mark

Reference materials

- Mark Scheme 2 for Ideas.pdf

Student work

- George and Lennie's Loyal Friendship Plan.docx

Assignment Resources

- Reference materials = read only
- Student work = each student's own editable copy

Students can choose to work with documents and resources by clicking the 3 dots ... menu to the right of the file name.

Then students can:

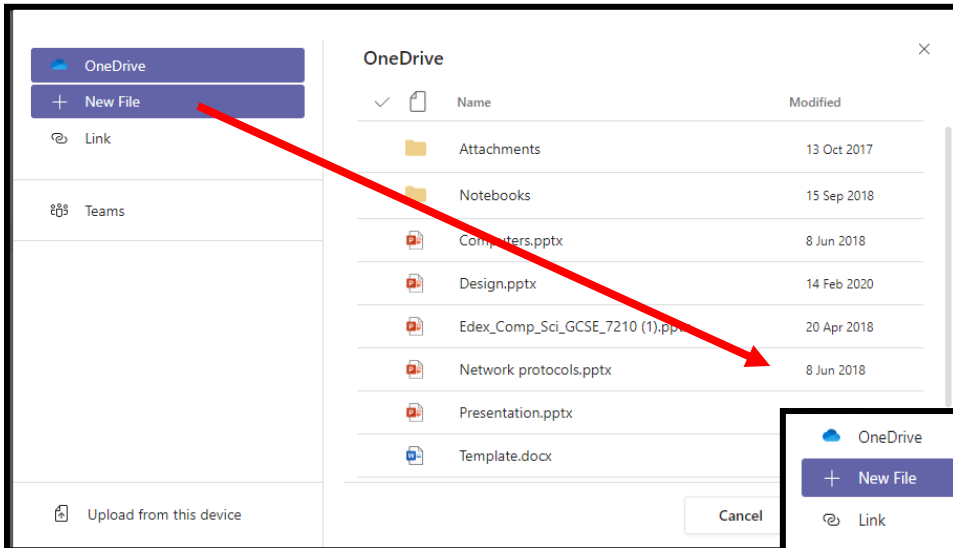
- Open in Word – auto/manual save (word version dependent)
- Edit in Word Online – autosaves
- Download – no need to download and re-upload really

Open in Teams
Open in Word ✓
Open in Word Online ✓
Download ✗

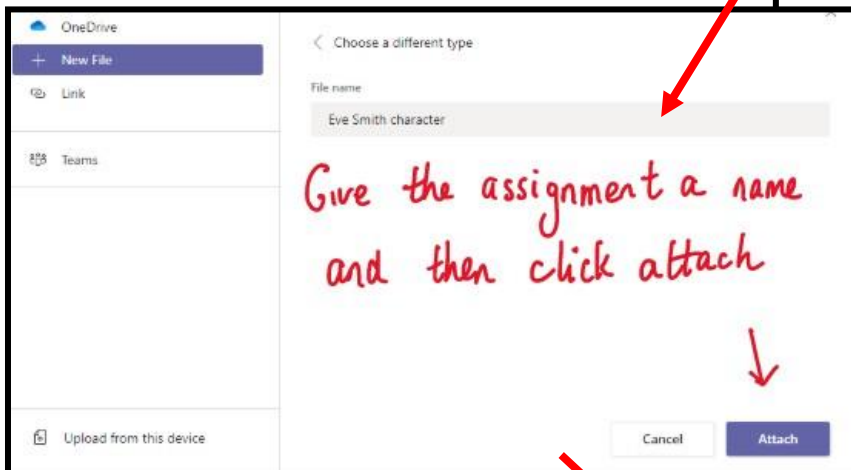
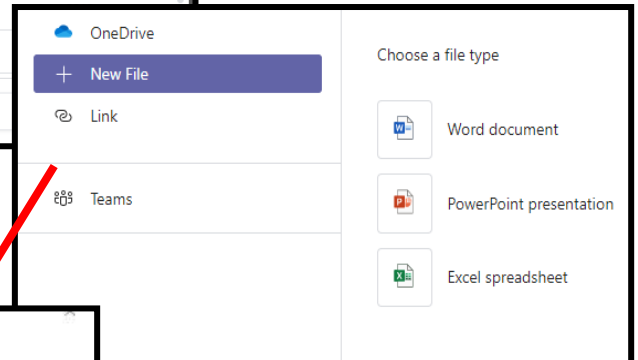
If you need to need to create a new document to complete your work;

The screenshot shows a user interface for an assignment. At the top, there is a navigation bar with tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is selected. Below the navigation bar, there is a 'Back' button and a 'Hand in' button. The main content area displays the assignment title 'Example Tasks', the due date 'Due tomorrow at 23:59', and the instructions: 'Describe the character of Eve Smith in An Inspector Calls. Three paragraphs'. At the bottom of the instructions, there is a '+ Add work' button, which is circled in red.

Using a new file

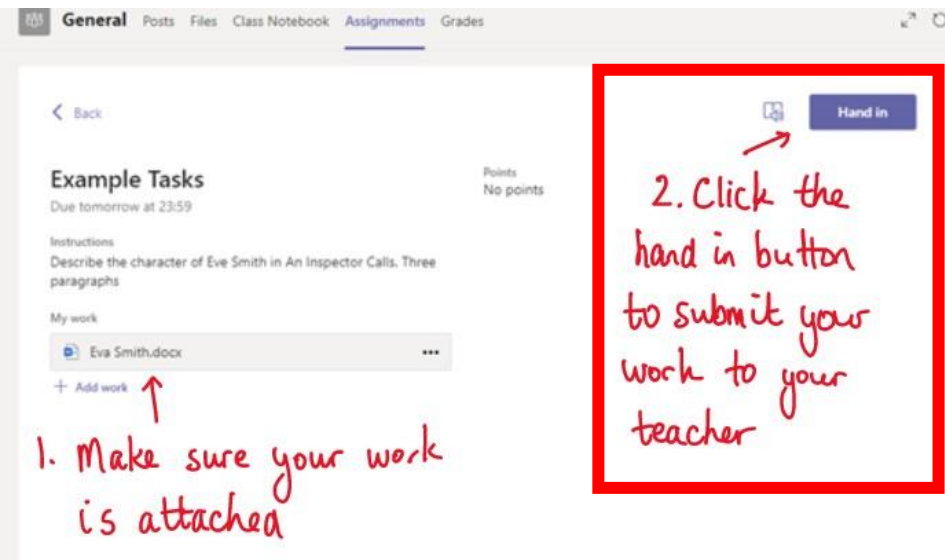
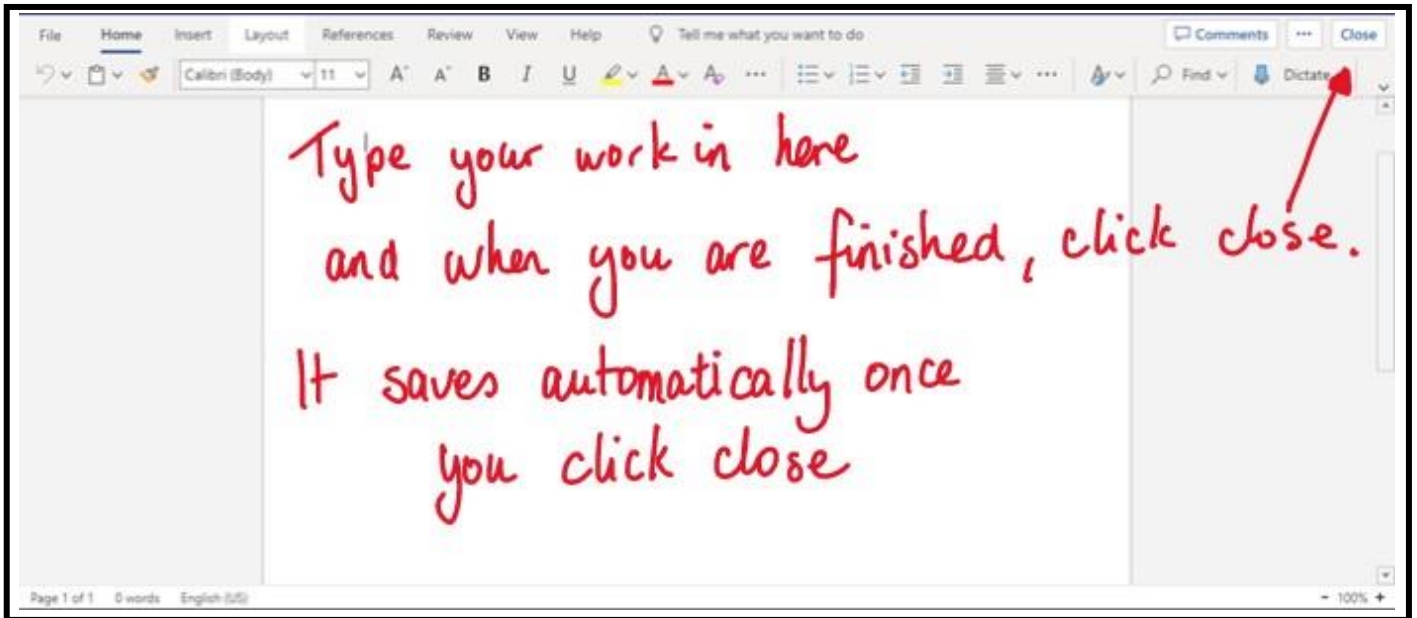


Click on new file and decide what format you will be submitting your work, Word, Powerpoint or Excel



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





Make sure that you have your work attached/ the file you have edited is there and that it is not blank.

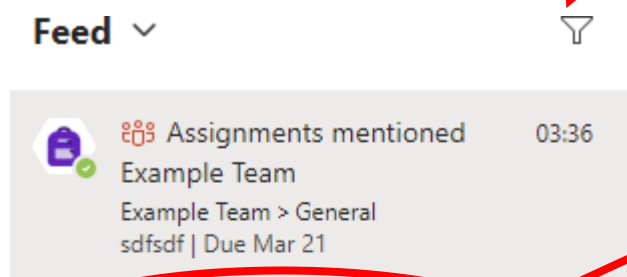
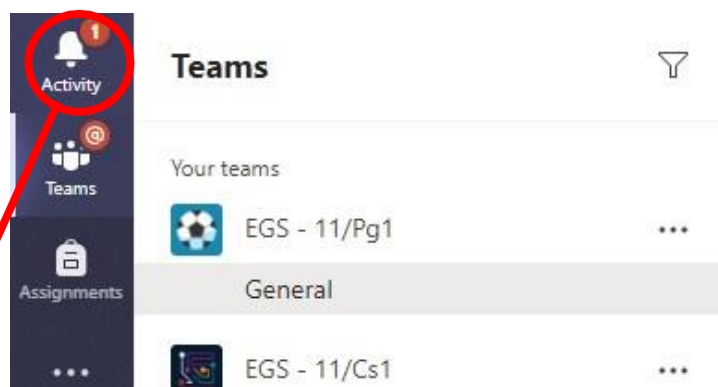
Click the hand in button. Your teacher can now look at your work and give you feedback if required.



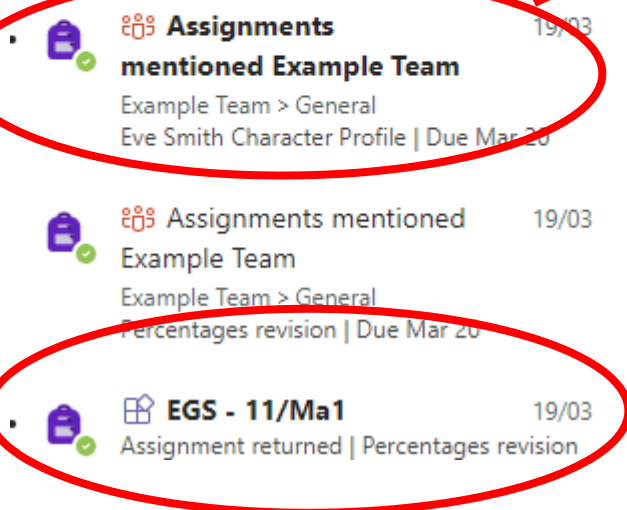
Teams – Getting feedback and responding to feedback

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

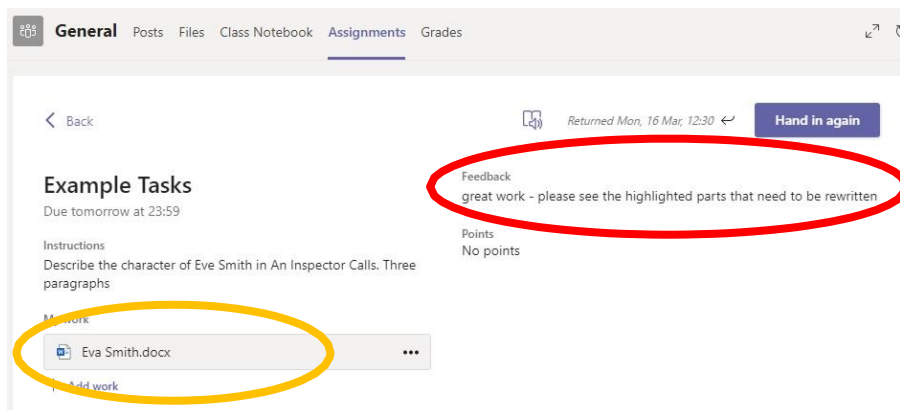


This is a notification to say that there is a new assignment in the Example Class that you need to complete



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

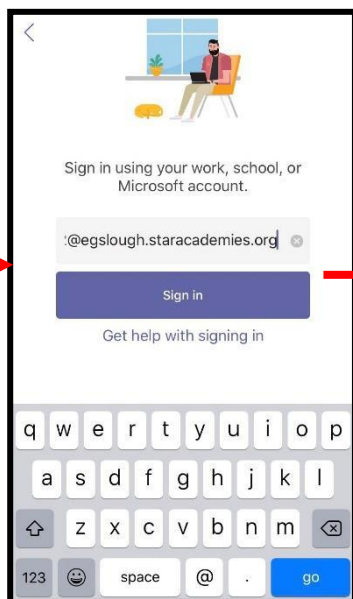
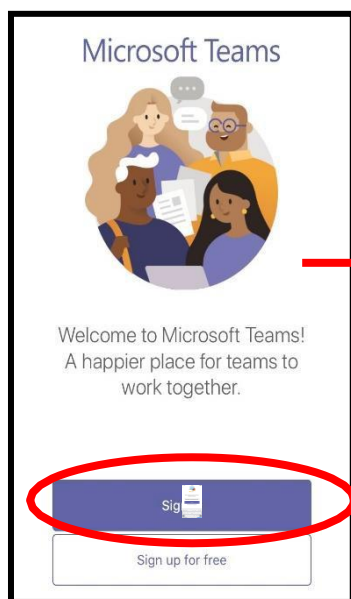
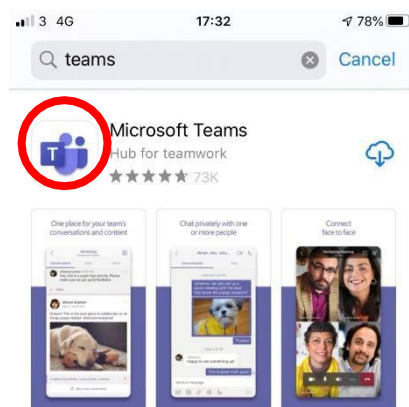
This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



SECTION 2 – USING TEAMS ON A TABLET OR PHONE

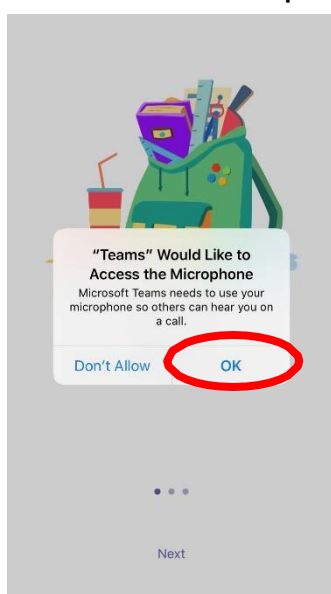
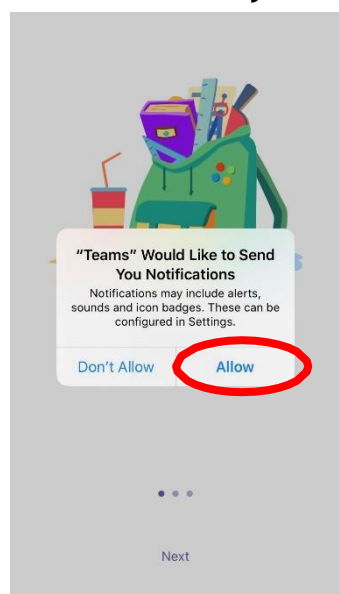
Teams – Downloading the Teams App

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.



Sign in with your school email address. Example: Hannah Baker is in year 7, so her email address is baker.h25@hungerhillsschool.com

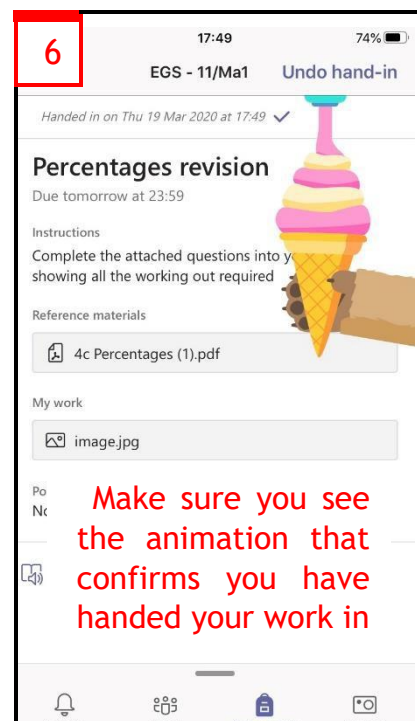
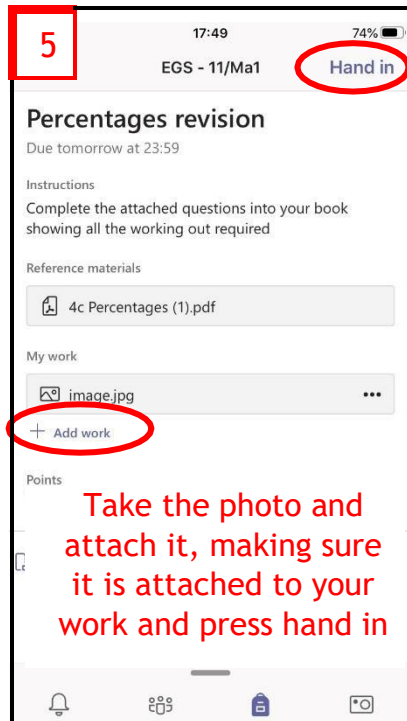
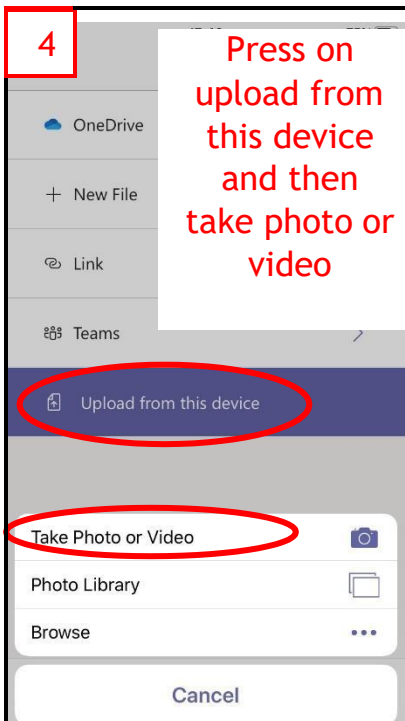
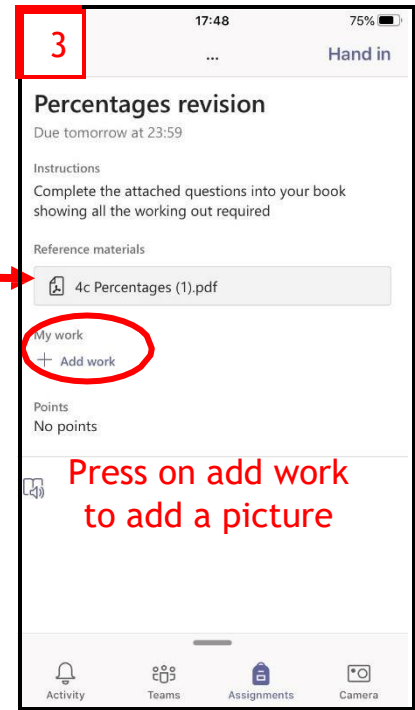
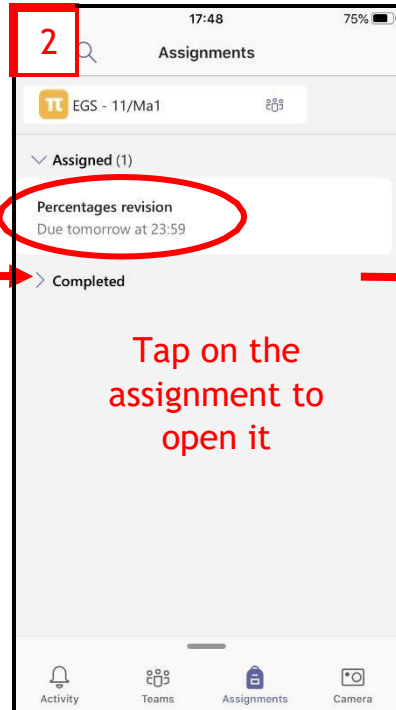
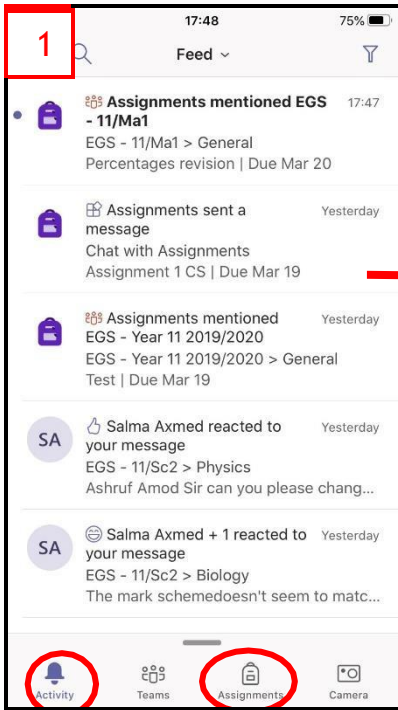
You will then be directed to the login page for the Trust - this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school.



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 (year 9 and 10) 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, you may 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.



4. SECTION 3

Username

Office 365

For Office 365 and Teams, you will log in with your school email address. This is usual a two digit number (the year you will leave Hungerhill school) followed by your full surname, full stop, your initial and the year you will leave Hungerhill School. The first part of the email address is exactly the same as the username you log into the school computers with.

For example: Hannah Baker joined Hungerhill in 2020, her school email address is baker.h25@hungerhillschool.com, and her computer username is baker.h25