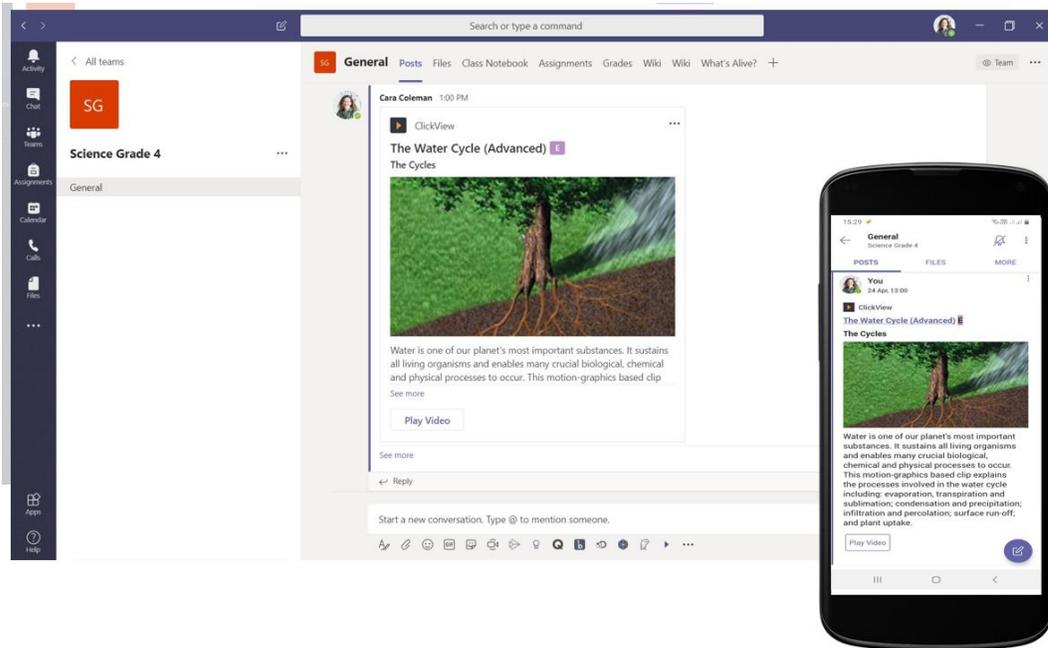




# A students guide to Microsoft Teams

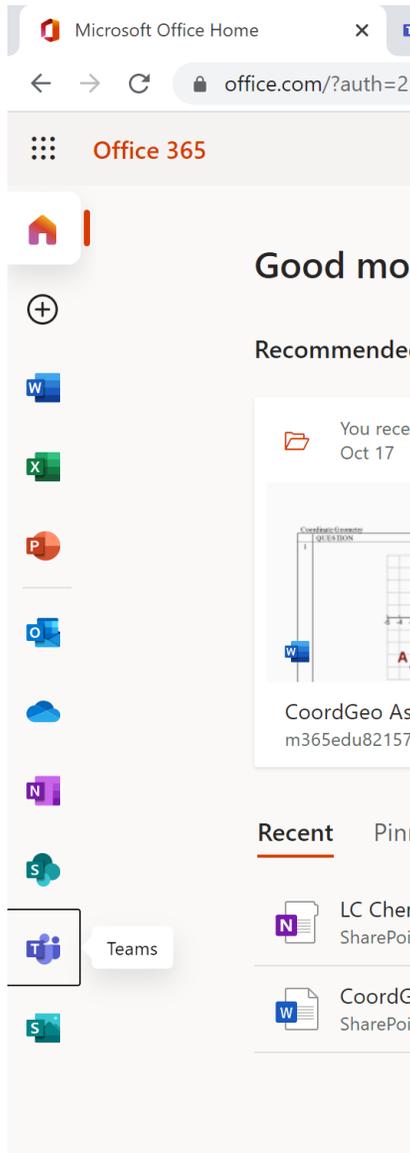
# What is Microsoft Teams?

- Software that can be accessed anywhere on any device
  - Can be used as an app or web based version
  - App Store, Google Play, Microsoft Store



# Teams

- Communicate Securely
- Hand in work
- Live Lessons
- Find out what is going on
- Share Files
- Class = Team



# How can I access it?

- Go to the Office 365 Website
- You can then log in with your email and password
- Select Teams
- You can download the app on your devices or stay on the web version



# Teams

Join or create team

Your teams

The image shows a grid of team cards in the Microsoft Teams interface. Each card contains a colored square icon with initials or a symbol, the team name, and the size of the team's files. The cards are arranged in a 3x4 grid. The first two cards in the first row are partially obscured by a semi-transparent white circle containing the text 'What will it look like?'. The first two cards in the second row are partially obscured by a semi-transparent white box containing a bulleted list.

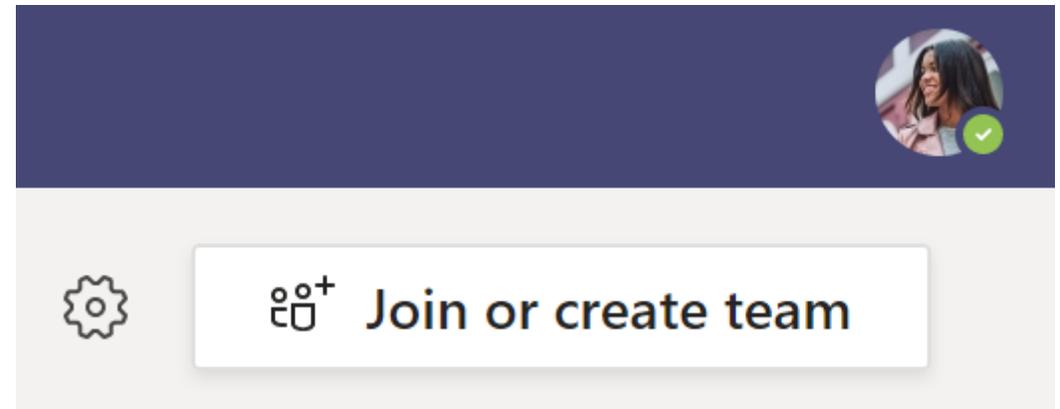
Team Name	File Size	Icon Description
JC Maths	22 KB	Blue square with 'JM'
5th Class DCU	KB	Red and white square with 'CD'
Physical Science	KB	Blue square with microscope icon and '4' notification
Algebra	KB	Light blue square with calculator icon and '4' notification
JC Science	22 KB	Yellow square with '1' notification
LC Chemistry	22 KB	Pink square with 'LC'
JC 21 Science	KB	Orange square with 'JS' and '1' notification
JC KB Science	KB	Blue square with 'JK'
C	KB	Pink square with 'C'
JS	KB	Pink and white square with 'JS'
	KB	Black square with colorful wheel icon
CK	KB	Grey square with 'CK'

What will it look like?

- There will be a grid with all teams that you are currently a member of on the left
- A notification bar on your left

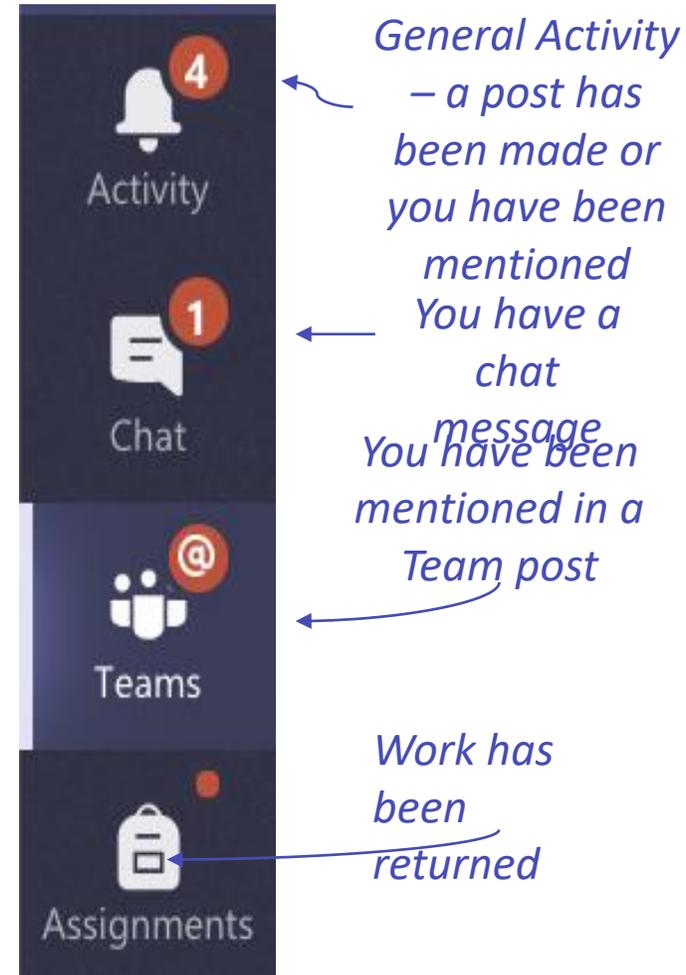
# How can I join a team?

- There are 2 ways
  1. Your teacher may have added you to a team
  2. You can select join or create team (top right-hand corner) and enter the join code your teacher provided you with



# Notifications/“Me Space”

- Using Teams, you will get notifications for various reasons.
- When a new assignment is posted, there will be an @ next to Teams.
- If your Teacher makes an announcement you will also get a notification
- When work is returned there will be a dot by Assignments





Assignments 9/15 11:23 AM

Investigation on the effect of e

Due Dec 5

[View assignment](#)

← Reply



Rosie Patterson 9/21 12:00 PM

Ms Burke do you know the dates of our Ha



Karen Burke 9/22 9:40 AM

Hello Rosie Patterson! don't yet hav  
for your assessments



[See more](#)

← Reply



Douglas Cothran 9/21 9:56 AM

Ms Burke I'm having some trouble with dra

2 replies from you and Karen

← Reply

# Within the Team

- Each Team contains different areas called Channels
- In each Channel there are different sections or 'Tabs'
- 'Posts' is like a big conversation where you can comment on posts
- 'Files' is where your teacher may upload resources
- Assignments is where Tasks will be set
- 'Grades' is where you can see the results of your assignments



Rosie Patterson 9/21 12:00 PM

Ms Burke do you know the dates of our Halloween exams?



Karen Burke 9/22 9:40 AM

Hello [Rosie Patterson](#) I don't yet have the dates but I will be posting them for your assessments

HOW I STUDY.

[See more](#)

← Reply



Douglas Cothran 9/21 9:56 AM

Ms Burke I'm having some trouble with drawing graphs, any tips?

## How do I write a post?

- If you want help you can ask a question to your teacher on Teams.
- You can do this in 'General' or see if there is a dedicated ask the teacher channel
- If you use @ e.g. @MsBurke your teacher they will get a notification .

< All teams

 **JC Science 22 KB**

General

1. Biological World
2. Chemical World
3. Physical World
4. Earth Space
5. **CBA**

Live Lessons

1 hidden channel

**General** Posts Files Class Notebook Assignments Grades Phet 2 more **New**

+ New Upload Sync Copy link Download Add cloud s

**General**

Name	Modified	Modified By
Class Materials		Karen Burke
Antibiotic Resistance_data.doc	October 12	Karen Burke
Body Systems.pptx	October 12	Karen Burke
Solar System.pptx	September 30	Karen Burke

General > **Class Materials**

Name	Modified	Modified By
Bioloical World	September 15	Karen Burke
Chemical World	September 15	Karen Burke
Earth Space	September 15	Karen Burke
Physical World	September 15	Karen Burke
Heart.docx	October 12	Karen Burke

# Files

- Files can be access in the files tab
- Class Materials will be read-only
- Those saved outside of that can be edited so be careful
- When you have found what you want you can download it

# Assignments

- When you open the 'Assignments' Tab you will see a list of set tasks.
- Click on an assignment to see the instructions and attached reference materials/documents.
- See if there is a Rubric attached for further guidance on how the marks will allocated

## Assignment on Body Systems

Due October 13, 2020 11:59 PM

### Instructions

Create a powerpoint on the different body systems, 1 slide on each system

### Reference materials

 Digestion and Enzymes.pptx

 useful video

Points  
No points

### Rubric

 presentations

## Co-ordinate Geometry Rubric

Total: 68.75/100

### use of correct formula

Weight 25%

Excellent 4 points  
All correct formula used

Good 3 points  
3 correct formula used

Fair 2 points  
2 correct formula used

Poor 1 point  
1 correct formula used

Absent points  
There are no correct formula used

### Subbing in correctly

Weight 25%

Excellent 4 points  
Subbing was shown and done correctly at all times

Good 3 points  
Subbing in was shown and done correctly most of the time

Fair 2 points  
Subbing in was shown and done correctly some of the time

Poor 1 point  
Subbing in was shown and done correctly at one point

Absent points  
Subbing in was done incorrectly or not shown

### Feedback

q 2 you didn't give the formula in your answer

### Workings

Weight 25%

Excellent 4 points  
All workings were shown and the answers were simplified where possible

Good 3 points  
Most workings were shown and the answers were simplified where possible

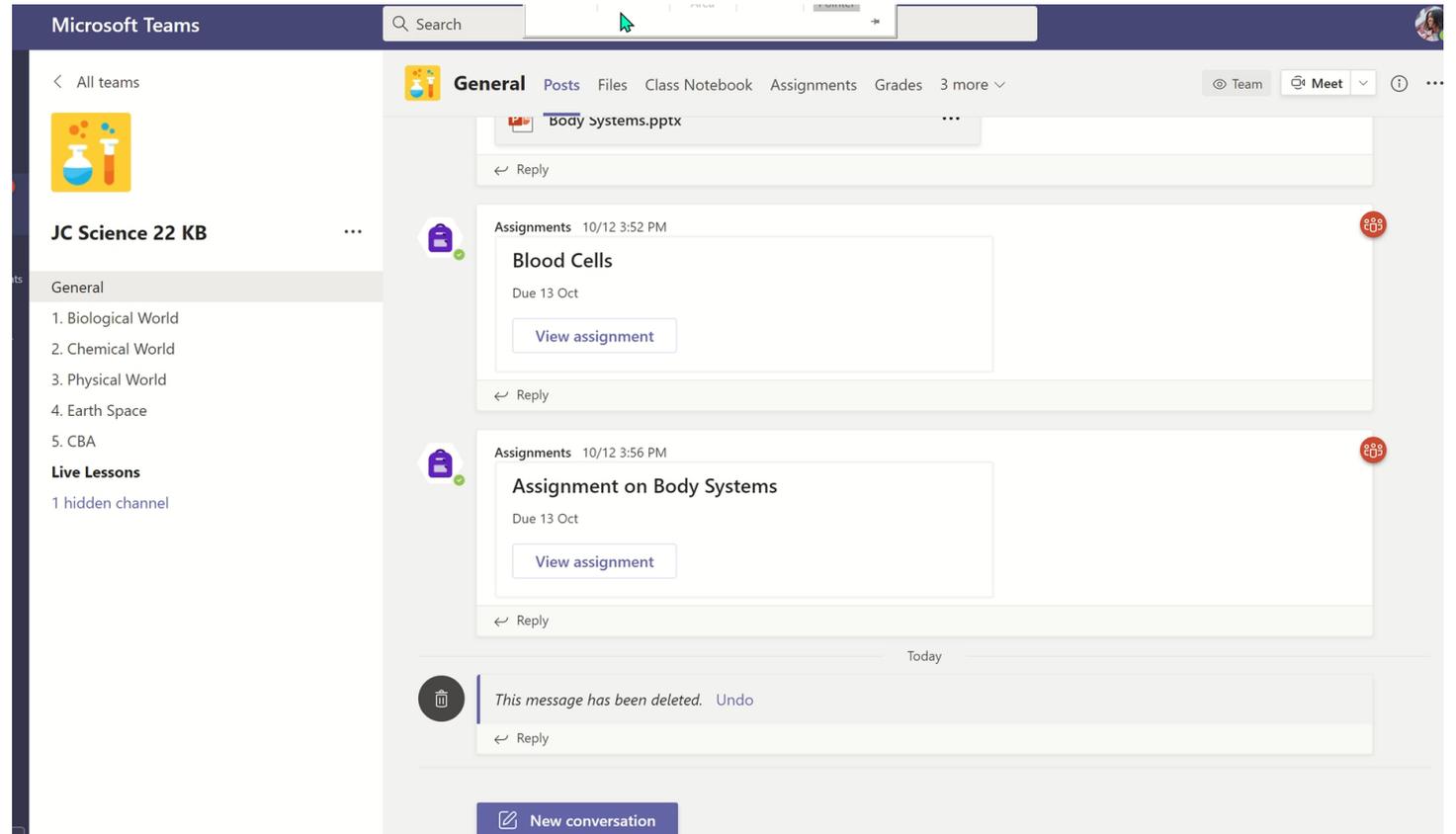
Fair 2 points  
some of the workings were shown

Poor 1 point  
Workings were missing from most of the assignment

Absent points  
There was no workings shown

## Adding work to assignments

- Click on + Add Work
- Select the file to upload to the assignment
- Often files will be uploaded which you can just click on and edit in Teams and then choose Edit Document
- There is no need to save the document it autosave
- Click on the image to play the video



The screenshot displays the Microsoft Teams interface. On the left, a sidebar shows the 'All teams' section with a team named 'JC Science 22 KB'. Below this, a list of channels is visible: 'General', '1. Biological World', '2. Chemical World', '3. Physical World', '4. Earth Space', '5. CBA', and 'Live Lessons' (with '1 hidden channel' below it). The main area shows the 'General' channel. At the top, there's a search bar and navigation tabs for 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. A file named 'Body systems.pptx' is shown at the top of the chat. Below it, two assignment cards are visible. The first is titled 'Blood Cells' with a due date of 'Due 13 Oct' and a 'View assignment' button. The second is titled 'Assignment on Body Systems' with a due date of 'Due 13 Oct' and a 'View assignment' button. A 'Reply' button is located below each assignment card. At the bottom, a message states 'This message has been deleted. Undo' with a 'Reply' button below it. A 'New conversation' button is at the very bottom.

## Submitting work

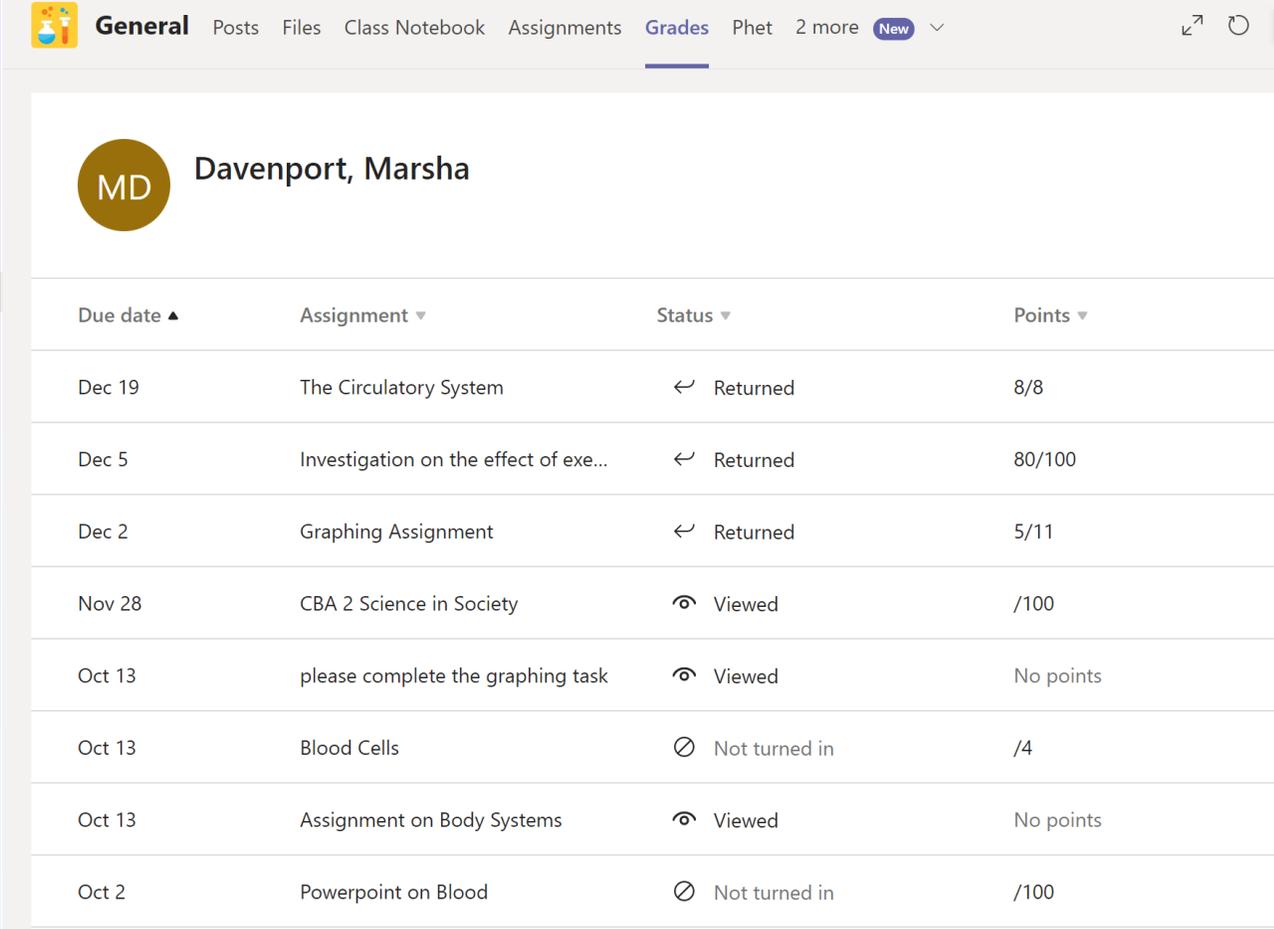
- **Make sure to click Turn In when you have uploaded all your work!**
- Remember unless you see the animation then it isn't actually turned in
- The page will clear when everything is complete #winning



Nothing left to hand in. #winning

# Grades

- Use the grades tab to track your work in your subject and identify work that is still outstanding
- To open the Grades tab, navigate to the General channel of your desired class team and select Grades.



Due date ▲	Assignment ▼	Status ▼	Points ▼
Dec 19	The Circulatory System	← Returned	8/8
Dec 5	Investigation on the effect of exe...	← Returned	80/100
Dec 2	Graphing Assignment	← Returned	5/11
Nov 28	CBA 2 Science in Society	👁 Viewed	/100
Oct 13	please complete the graphing task	👁 Viewed	No points
Oct 13	Blood Cells	🚫 Not turned in	/4
Oct 13	Assignment on Body Systems	👁 Viewed	No points
Oct 2	Powerpoint on Blood	🚫 Not turned in	/100

# Track your progress in the Grades tab

- You'll see all your assignments listed with the nearest due date at the top.
- View your status on each assignment as well as points you've received on graded work.
- Assignments without points will show as Returned after your teacher has reviewed them.
- Assignments can be sorted using the arrows next to the Due date and Assignments headings.

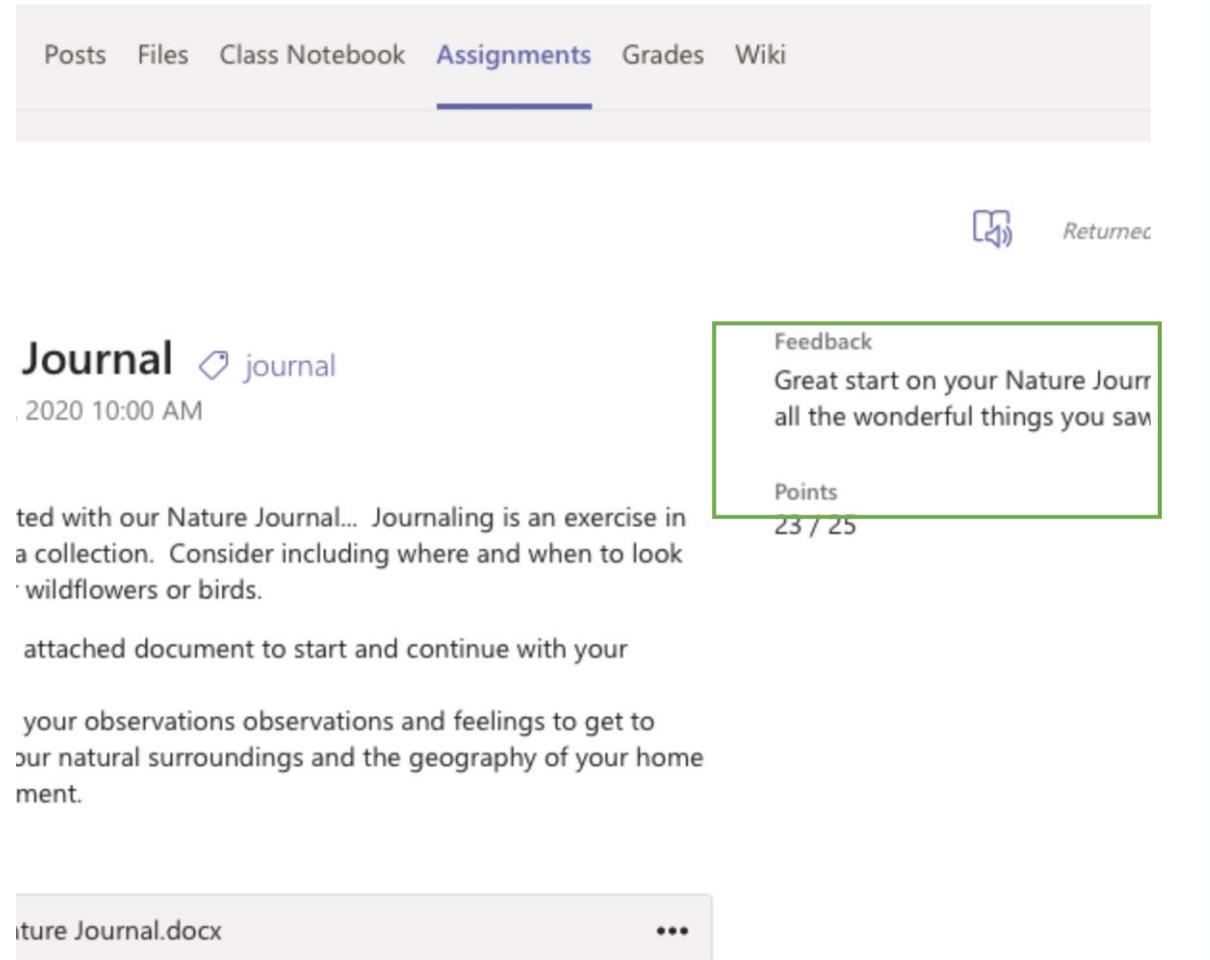


Student01, NCCE

Due date ▲	Assignment ▼	Status	Points
May 5	Science Project Research Paper	⊘ Not turned in	/50
May 5	Science Project Research Paper	⊘ Not turned in	/50
May 4	Plant Worksheet	👁 Viewed	/20
May 4	Plant Worksheet	👁 Viewed	/20
Tomorrow	Nature Journal	✓ Turned in	/25
Tomorrow	Nature Journal	✓ Turned in	/25

# Review feedback

- After you have submitted an assignment and your teacher reviews it, they will return it to you.
- Open the assignment and review your grade and any feedback that your teacher gives.
- You may also can turn it in again



The screenshot shows a navigation bar with links for Posts, Files, Class Notebook, Assignments (highlighted), Grades, and Wiki. Below the navigation bar, there is a 'Return' icon and the text 'Return'. The main content area displays an assignment titled 'Journal' with a lock icon and the text 'journal'. The submission date is '2020 10:00 AM'. The assignment description includes the text: 'ted with our Nature Journal... Journaling is an exercise in a collection. Consider including where and when to look wildflowers or birds.' and 'attached document to start and continue with your your observations observations and feelings to get to our natural surroundings and the geography of your home ment.' Below the description, there is a file named 'ature Journal.docx' with a three-dot menu icon. A green-bordered feedback box on the right contains the text: 'Feedback Great start on your Nature Journ all the wonderful things you saw' and 'Points 23 / 25'.

# Join a Teams Meeting

Meetings in Teams include audio, video, and screen sharing. This is one of the keyways to communicate with your teacher and classmates.

There are different ways your teacher may schedule a Team meeting.



1 Your teacher sends you a link

2 Your teacher adds it to the team calendar

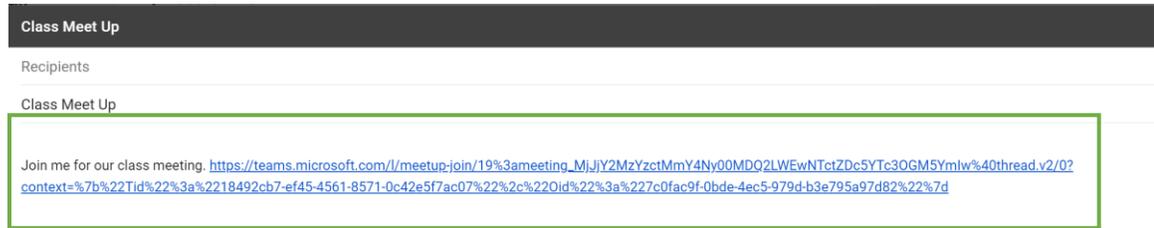
3 You "Meet Now" with your teacher in a Channel

- Join Teams Meetings

Your teacher sends you a link

All you need to join a Teams meeting is a link. One way your teacher might give you the link is by sending it to your school email.

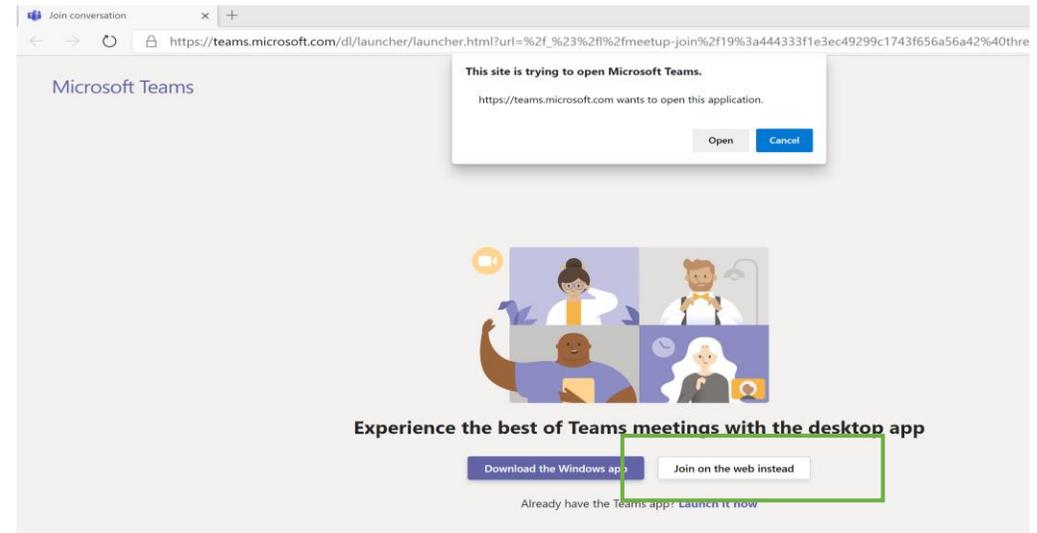
Open your email and click on the link to join the team meeting.



**TIP:** You can join a meeting on the web instead of a Team if you choose.



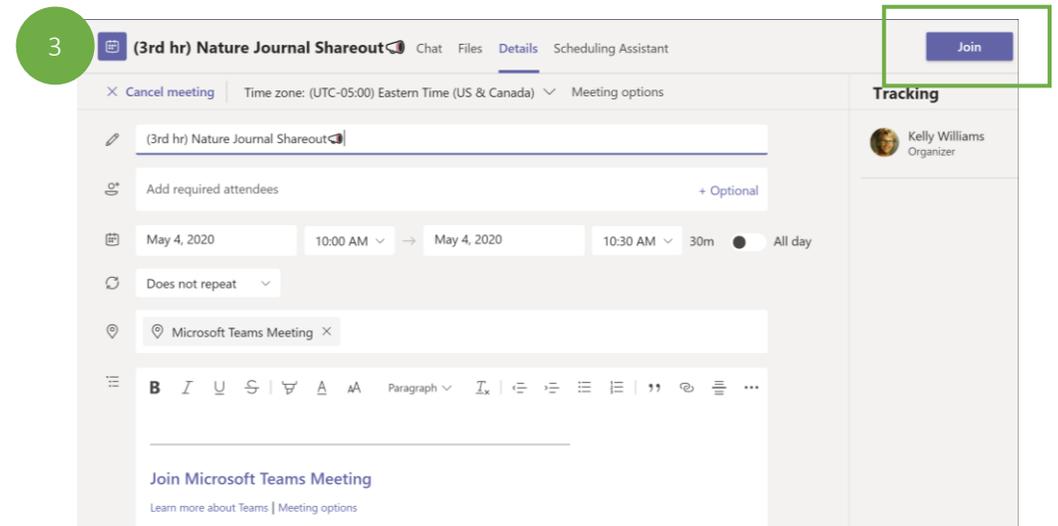
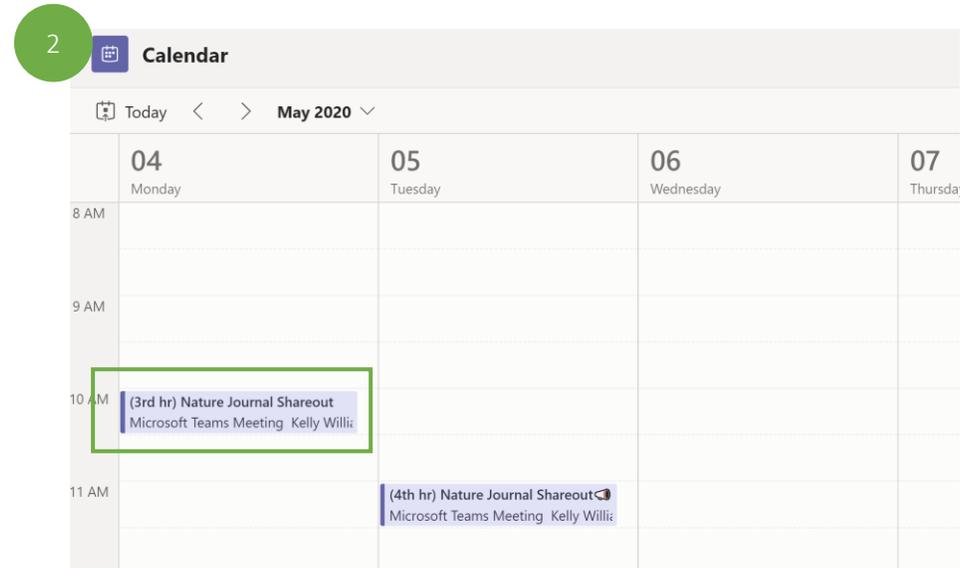
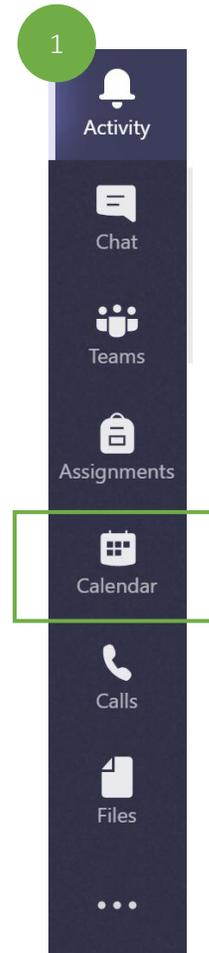
When you click the link provided by your teacher you will be asked to choose **Join on the Web instead.**



- Join Teams Meetings

Your teacher adds it to the Team calendar

- Click **Calendar** on the left rail to open your calendar.
- Next, click on the scheduled meeting to open it.
- To Join the meeting click **Join**.



## • Join Teams Meetings

Meeting in a Channel is a quick way to meet with your teacher and ask questions.

“Meet Now” with your teacher in a Channel

Your teacher should let you know what channel of your Team to meet in.

In the Post area of the team you will see the option to Join when your teacher starts the meeting.

Click Join to join your teacher in the meeting.

The screenshot displays the Microsoft Teams interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area shows a team named "Science" with a chemistry-themed icon. Below the team name is a list of channels: "General", "Chapter 2 Plants", "Chapter 3 Your Wonderful Body", "Chapter 4 Creation and Life", and "Chapter 5 Mammals". A green circle with the number "1" highlights the "Assignments" icon in the navigation bar and the "General" channel in the list. Below this, a meeting banner for "Class Meet Up" is shown with a duration of "00:48". A green circle with the number "2" highlights the "Join" button in the meeting banner. Below the banner, a notification states "Class Meet Up started".

# Etiquette and tips for the best online class experience

Your instructor will likely send a set of guidelines and class rules to you before your first online class.

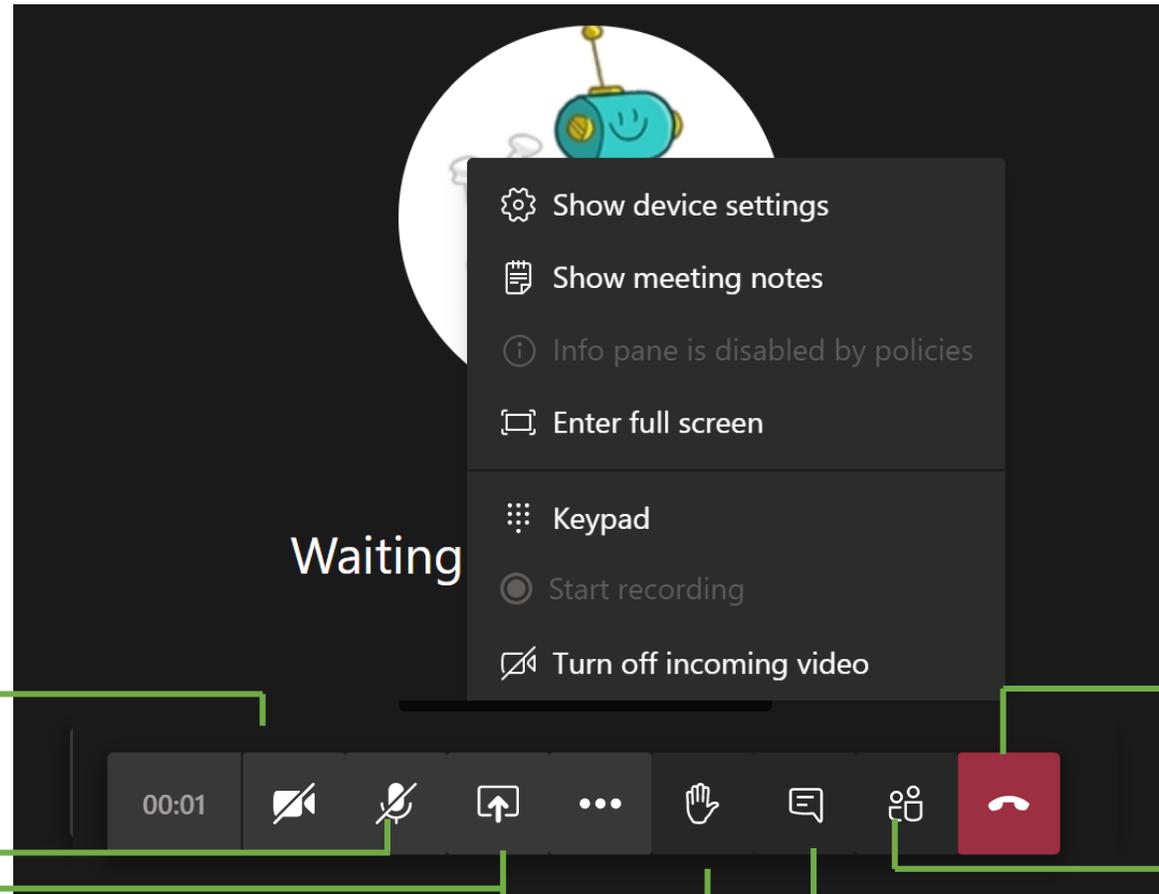
Here are a few common rules that will help your online class proceed smoothly.

- **MUTE.** When you join the meeting, turn your video camera and microphone off unless your instructor has instructed you otherwise.
- **BLUR.** If your instructor does want you to turn your video camera on, blur your background. This creates the best learning experience for all of your peers.  
\*only available in the Teams App
- **INTERACT.** Use the meeting chat to ask questions. Use the  on the control bar when you have a question then wait for the instructor to call on you.

What is the function for each icon on the meeting menu bar?

## You can...

- Control your mic and video
- Blur the background \*only available in the Teams App
- Participate in Chat



Turn your video feed on and off.

Mute and unmute yourself.

Share your screen and sounds from your computer.

Notify your teacher you have a question or something to say using hand raise.

Send chat messages, share links, add a file, and more. Resources you share will be available after the meetings.

Leave the meeting. The meeting will continue even after you leave.

See participants in the meeting.