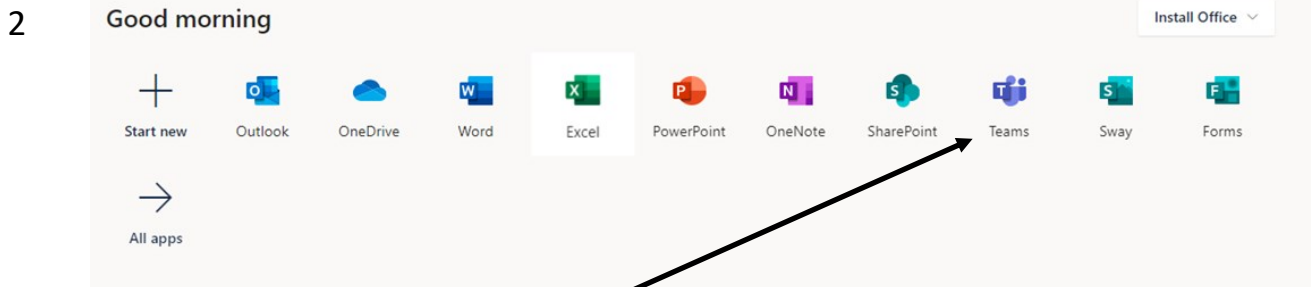


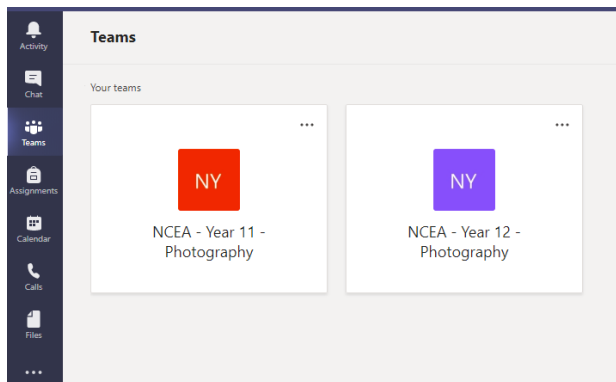
How to use MS Teams

- 1 You will need to log into your office 365 account. To do this you need to go to www.office.com It will ask for a username and password. The username is your email address (you have been issued these on a sticker, it is your school username followed by @nationalacademy.org.uk) The password is the same as you use for the school system.



You will need to select Teams

- 3 On the left of your screen select Teams. You will see all the teams for your lessons. In the example I have only set up 2 for demonstration purposes.

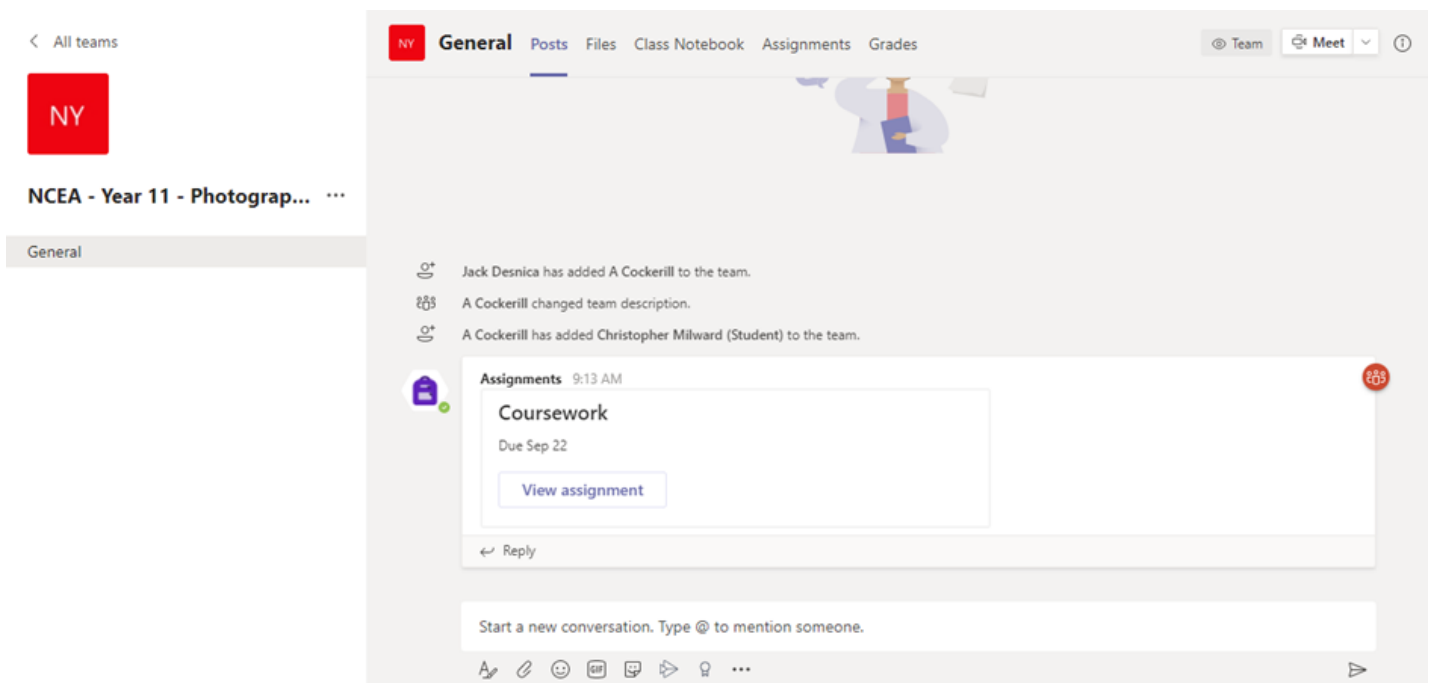


- 4 Below is a screen shot of what you see once you open the desired team.

From here you can have a conversation with the teacher and classmates. Please use this sensibly as it is monitored.

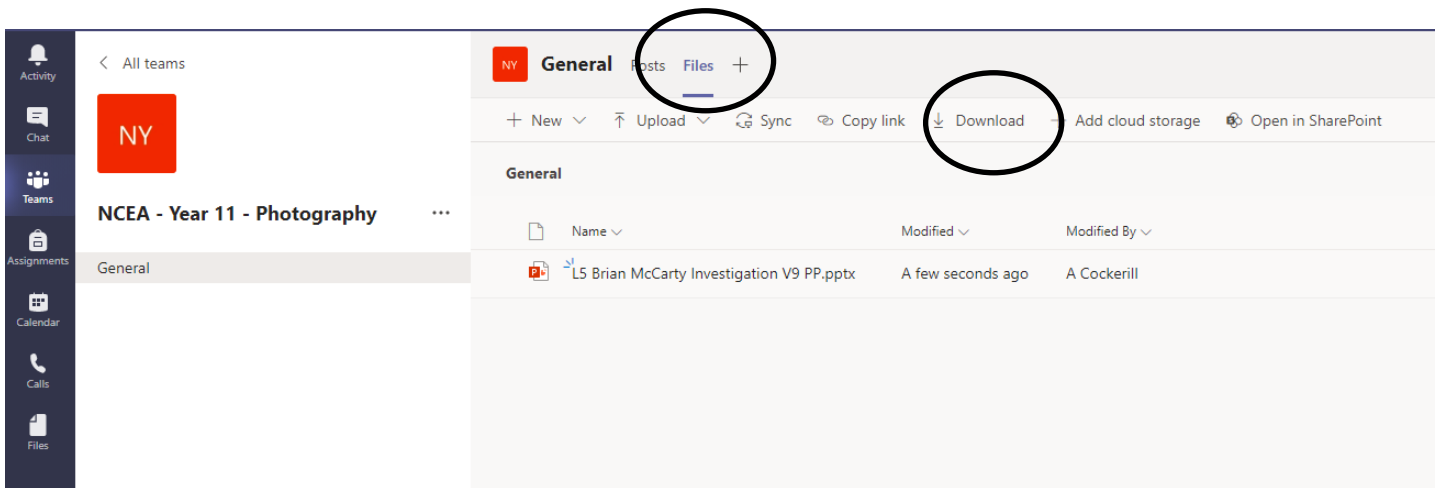
If you want to ask the teacher anything you can select @ and then the teachers name. This will ask the teacher direct.

You can also view assignments and live sessions here



5

In the files section, you will see any files that the teacher has uploaded. You can download these by clicking on the file and selecting download from the menu or by simply clicking on the file.

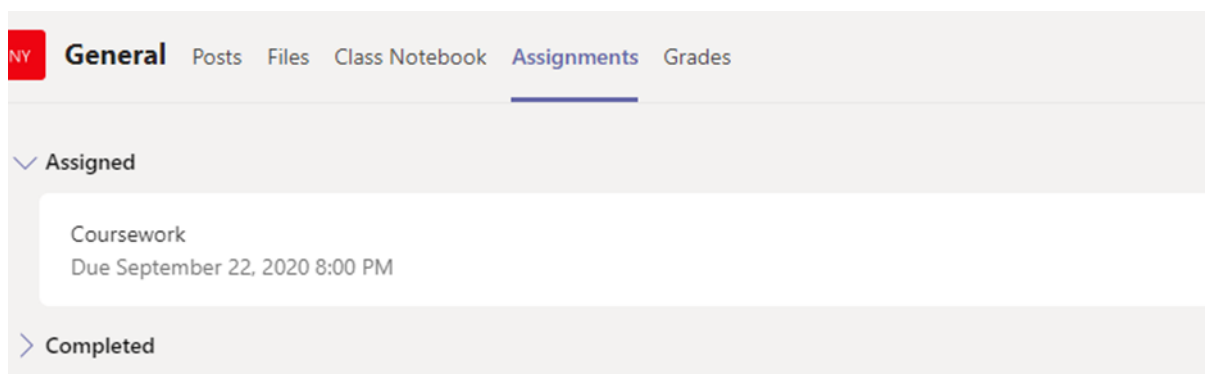


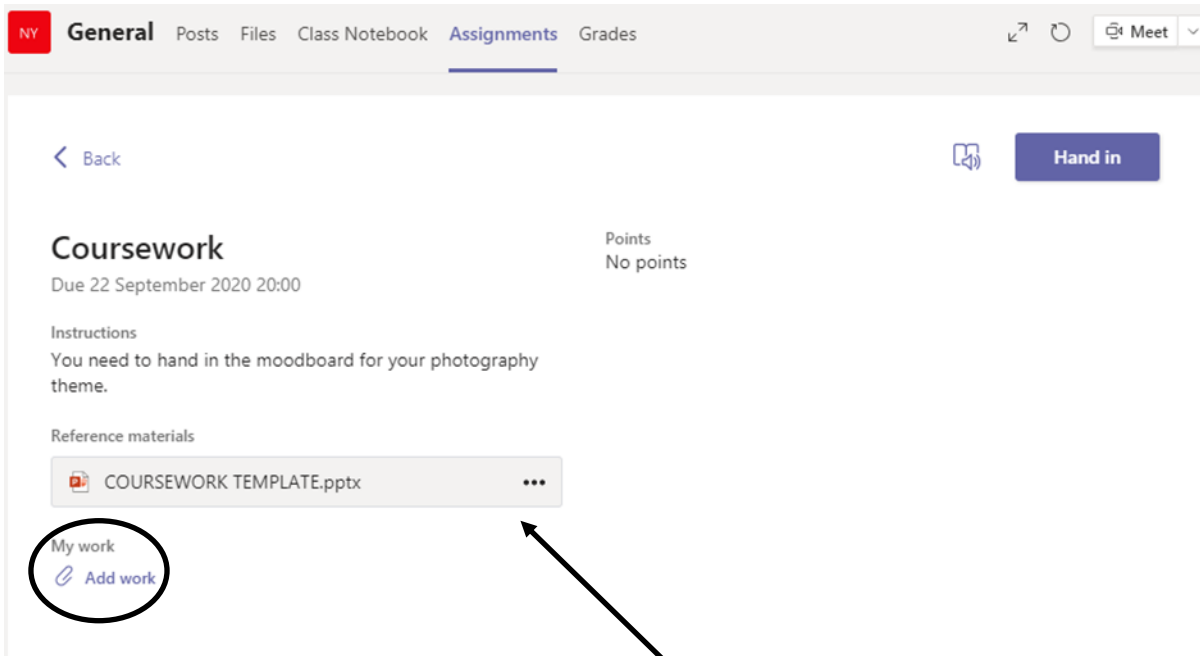
6

Assignments

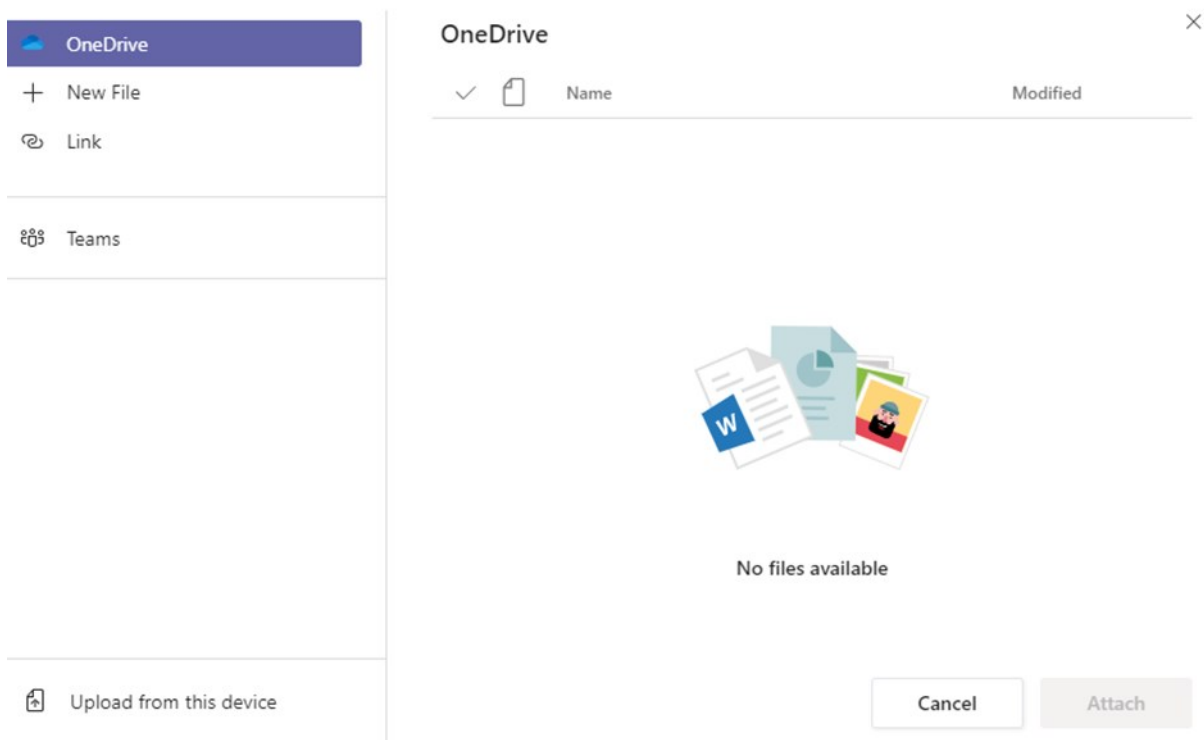
In the assignments section you will see the assignments/tasks/quizzes that the teacher has set you. These will also appear in the general section.

In the example below you can see that an assignment is due on the 22nd. You select the assignment and you will get more details and options about submitting work back to the teacher.





- 7 We are now into the assignment itself. You will see any resources that have been allocated in the middle section. Here I have added a template PowerPoint. You can click on this and open it. At the bottom you will see a method of adding work. Click the 'add work' button and it will open a screen that allows you to add work.



- 8 You have a number of ways to upload work from, it depends where you saved it. Above you can see the options available. If you have saved to the computer then you will need to select 'upload from this device' at the bottom.

Once you have added the work you can click 'Hand in' at the top.

9 LIVE SESSIONS (Yr 11 to 13 only)

You will need to go into your calendar on the left. Your teacher will have scheduled a session. You select the required session. At the top you will see join, you simply select this. You must have your camera on for the first part of the lesson. You must also be suitably clothed.

Live session reminders will also appear in the 'general' screen and you can join from there as well.

The screenshot shows the Microsoft Teams interface for setting up a meeting. The title bar includes 'Coursework lesson', 'Chat', 'Details', and 'Scheduling Assistant'. A 'Join' button is visible in the top right corner. The main area contains several fields for configuring the meeting:

- Title:** Coursework lesson
- Attendees:** Add required attendees (+ Optional)
- Calendar:** Sep 14, 2020, 12:00 PM → Sep 14, 2020, 12:30 PM, 30m, All day
- Repeats:** Does not repeat
- Category:** NCEA - Year 11 - Photography > General
- Location:** Add location

Below these fields is a rich text editor with a toolbar containing options for bold, italic, underline, link, unlink, text color, background color, paragraph, bulleted list, numbered list, indent, outdent, link, unlink, and refresh. The text in the editor reads: "In this class we will be discussing what you need to do for your photography coursework."

On the right side, there is a 'Tracking' section with a user profile for 'A Cockerill Organizer'.