An Introduction to Microsoft Teams

Student Code of Conduct and Acceptable Use

Academy Transformation Trust

Student Conduct and Acceptable Use for Live Teams Lessons Online

These **Student Obligations** exist in addition to our usual expectations in order to provide rules as to how students should conduct themselves during live Teams online lessons when learning from home.

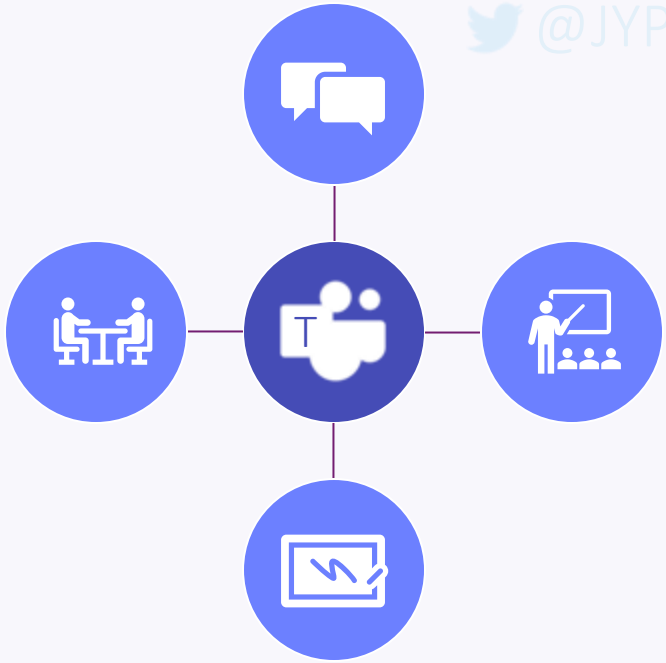
In keeping with our high standards of behaviour during classroom lessons, all students are expected to be polite and fully focused on their work if they participate in a live lesson in Microsoft Teams.

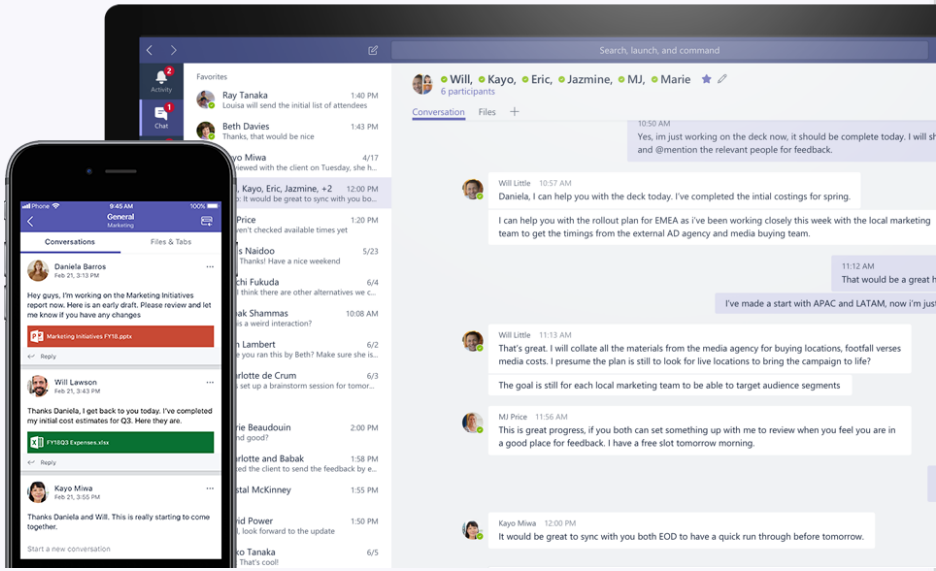
Please note: The lesson will be recorded by the teacher leading it for the purposes of:

- Enabling those unable to join to be able to access the content at a later date
- Ensuring that staff and students are safeguarded.
- The recording will be stored by the academy until the end of **July 2021**.

What is Microsoft Teams?

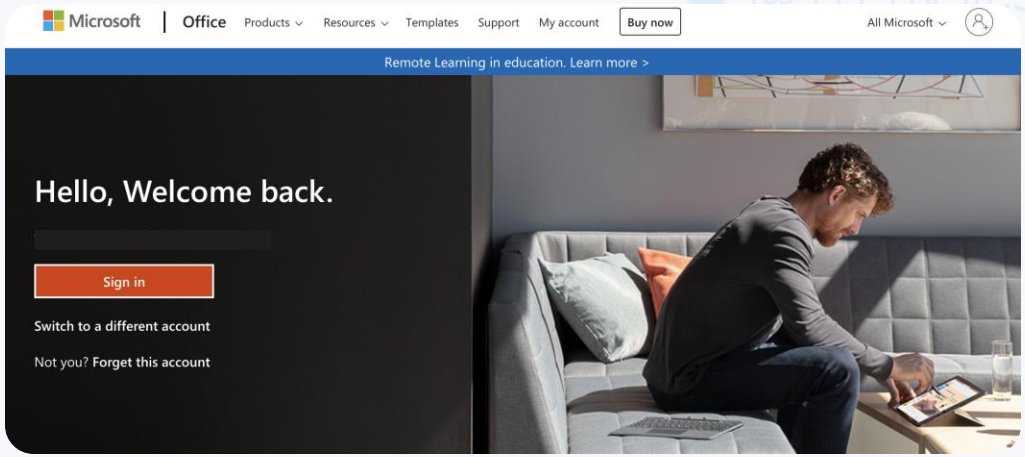
- Online software that can be accessed anywhere on any device.
- Teams = Classes
- A way to communicate with your teachers
- Share files and work

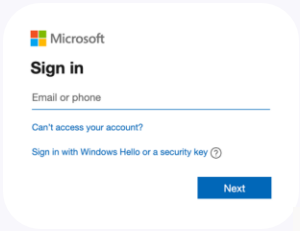


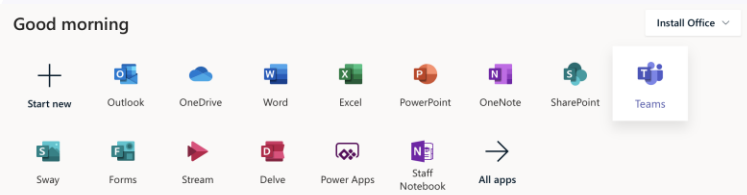


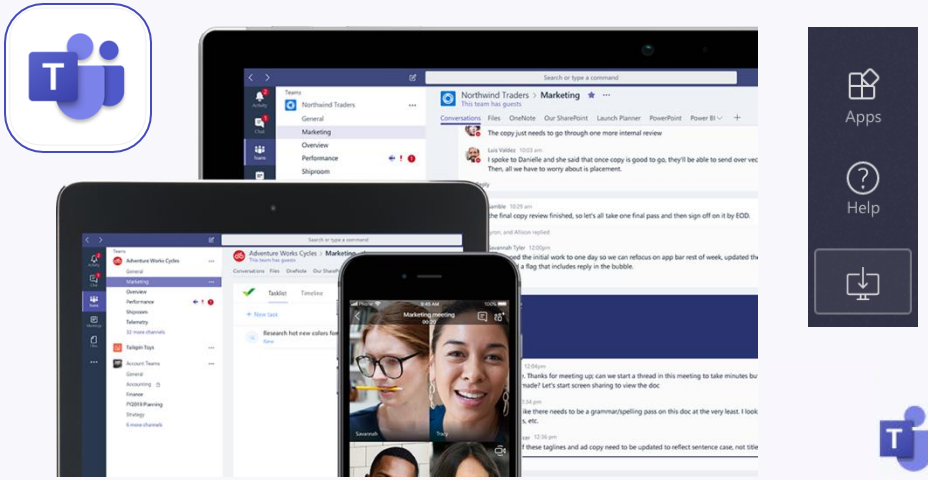
How to access Microsoft Teams

- Go to the Office 365 Website
- You can then log in with your student Microsoft Account and then select Teams
- You can download the app on your devices









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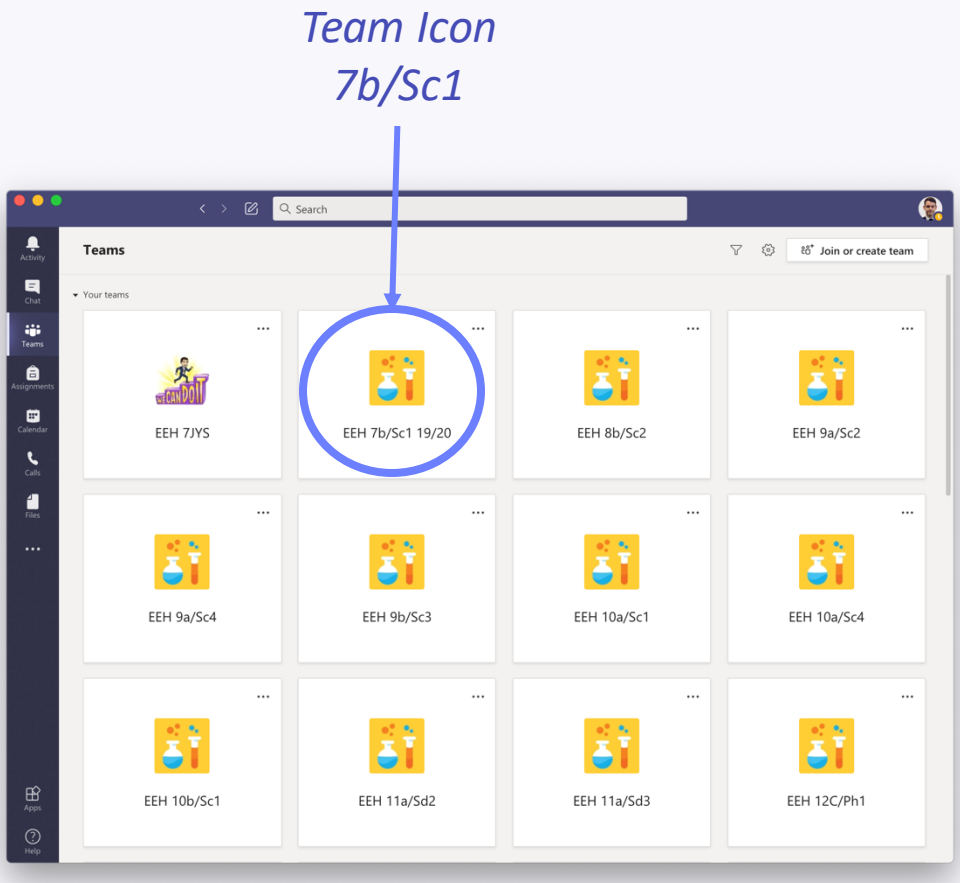
What you will see

- A grid of your different Teams
- You will have a different Team for each of your classes, you may even have classes for clubs!
- To open the Team just click on the icon



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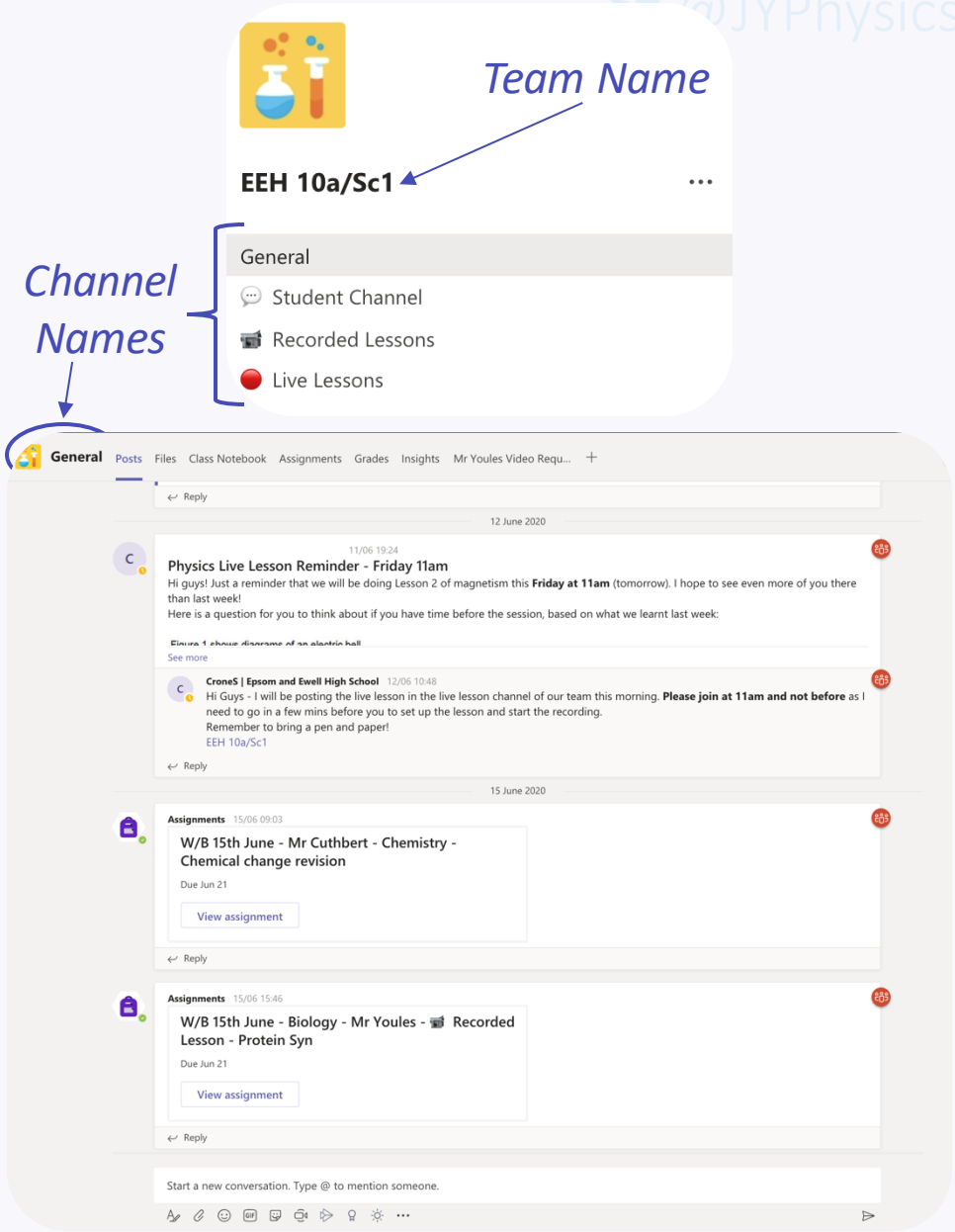
Inside the Team

- 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



General Posts Files Class Notebook Assignments Grades School Email

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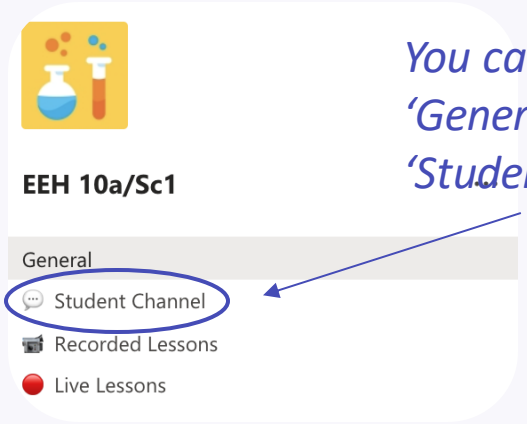
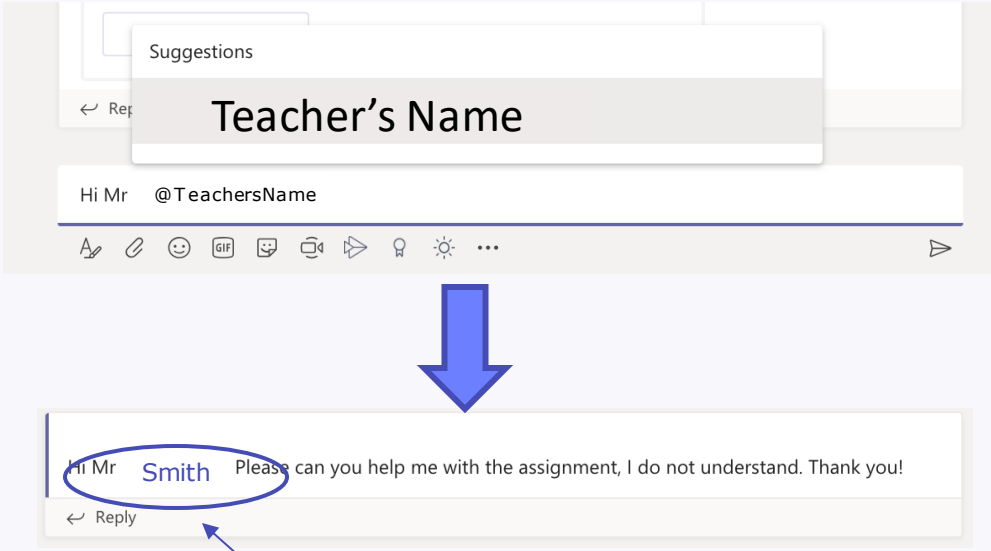
Writing a post

- If you want help you can ask a question to your teacher on Teams.
- You can do this in ‘General’ or in a ‘Help’ Channel
- If you @ your teacher they will get a notification.



You can ask for help in ‘General’ or a dedicated ‘Student Channel’



If the name is in blue, that person has been mentioned. @TeachersName will work!

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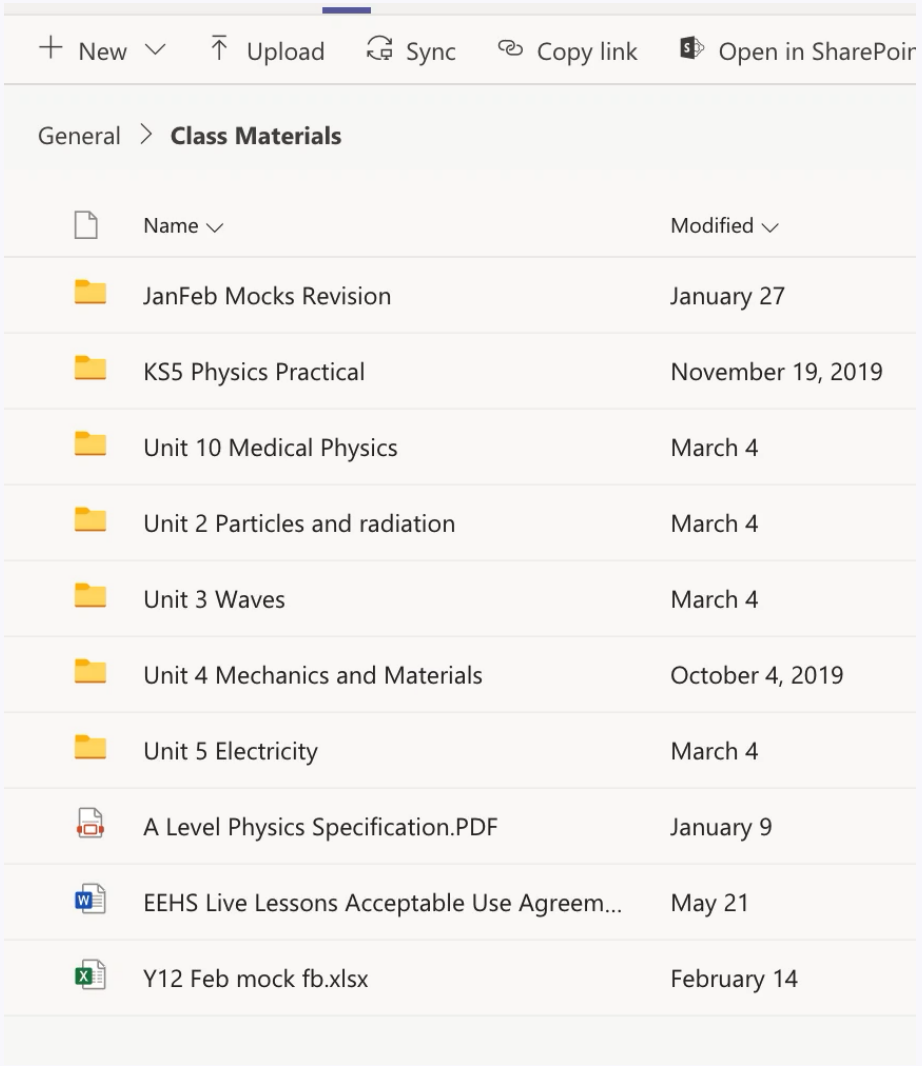
Files

- Inside the ‘Files’ Tab your teacher may upload documents for you to use.
- See the example on the right.
- When you find what you are looking for you can download it!



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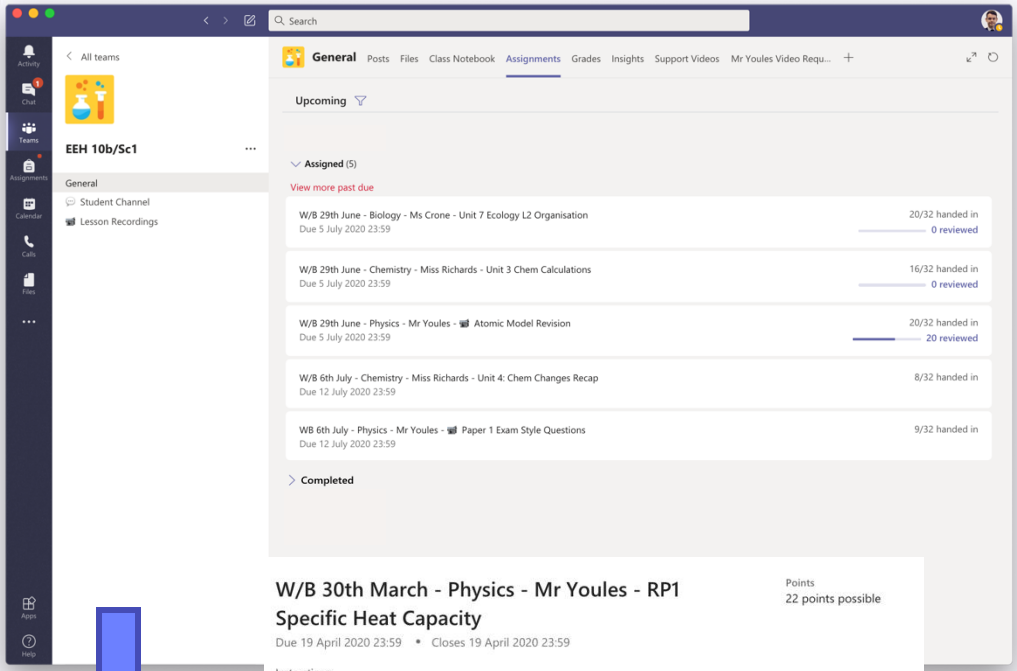
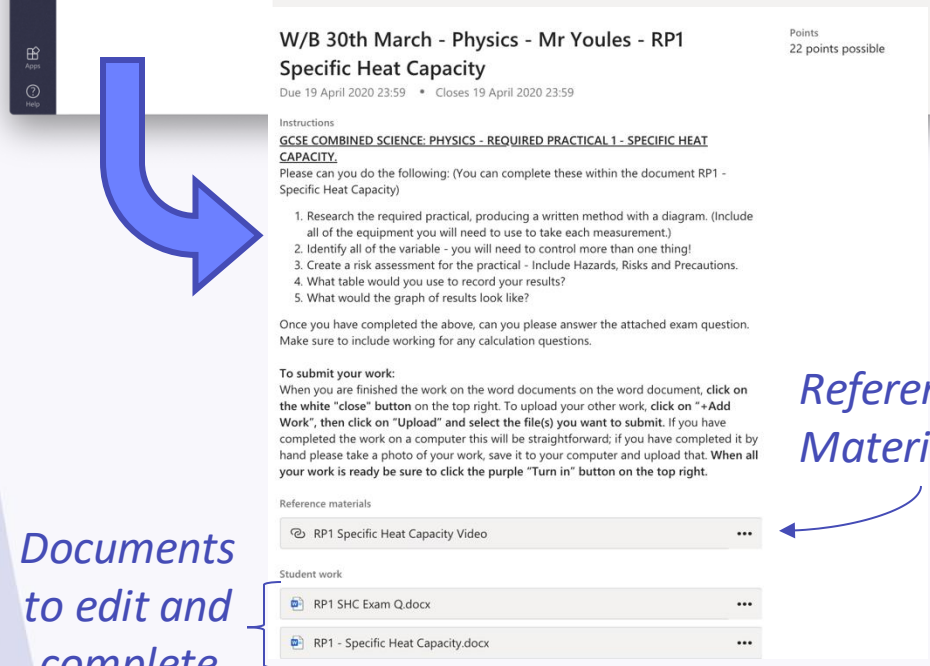
Assignments

- When you open the ‘Assignments’ Tab you will see a list of set tasks.
- Click on an assignment to see the instructions and attached documents.





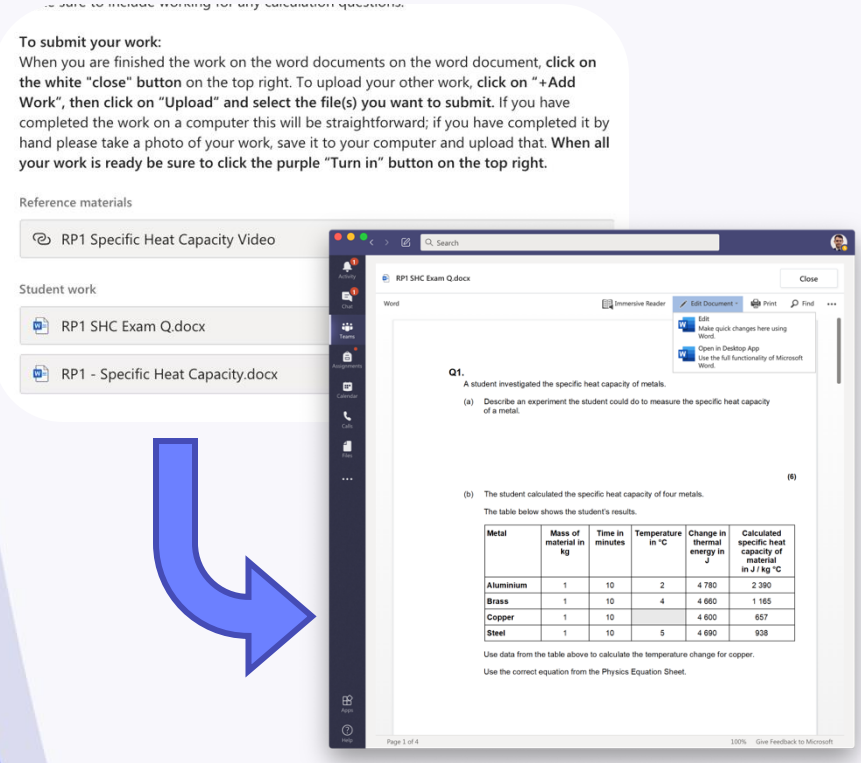
Reference Materials

Documents to edit and complete

Assignments

Adding work to assignments

- Click on + Add Work
- Choose 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
- The work will save itself!



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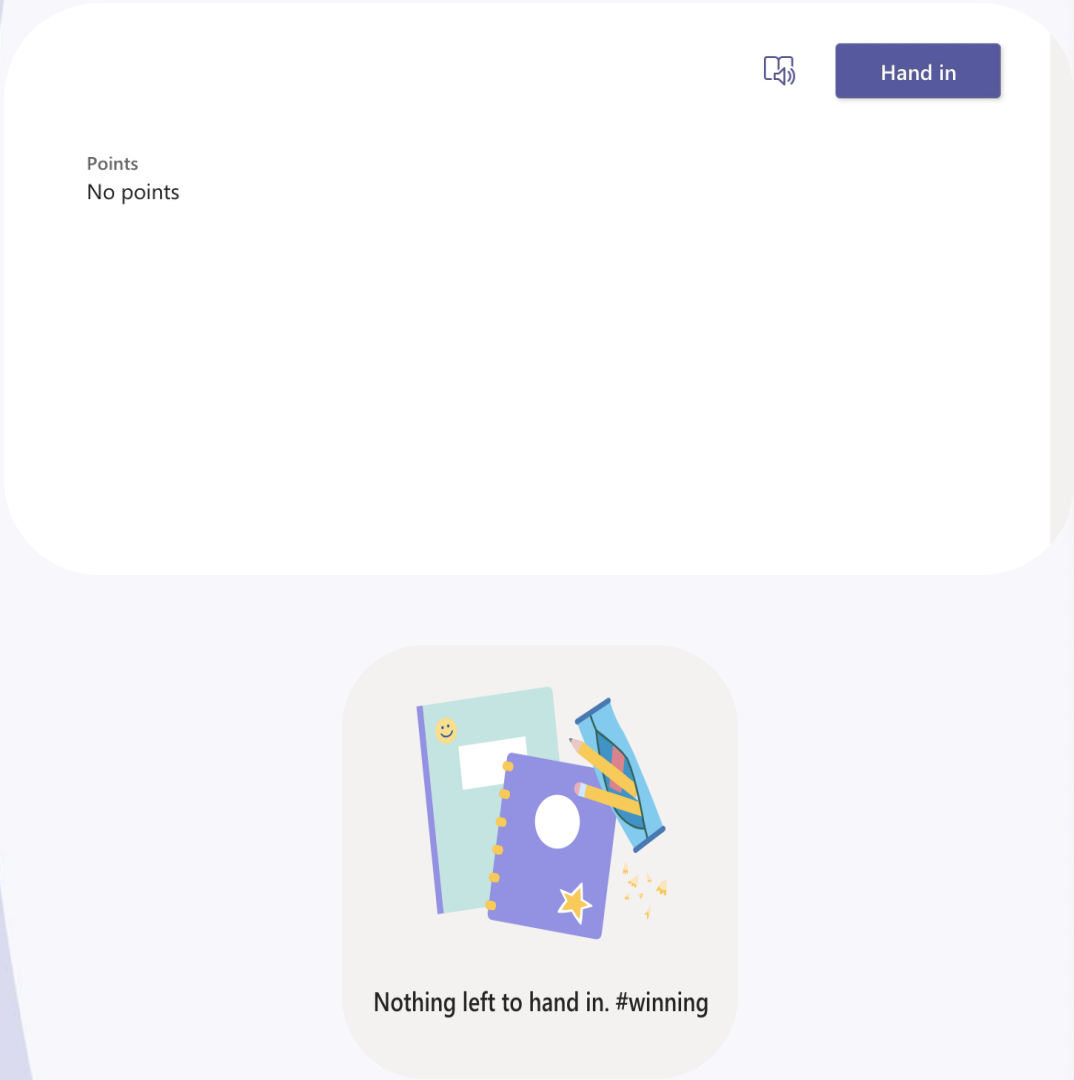
Assignments

Submitting work

- Make sure to click Turn In when you have uploaded all your work!
- The page will clear when everything is complete #winning



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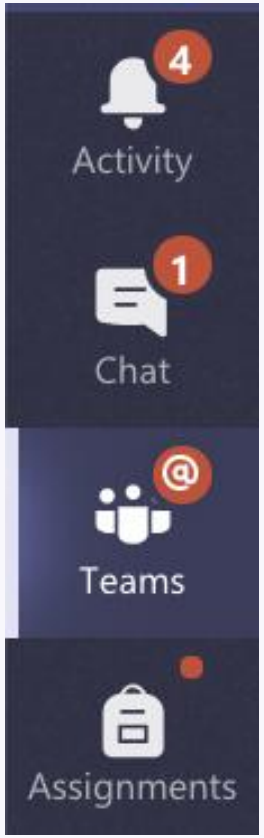
Notifications

- 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



General Activity – a post has been made or you have been mentioned

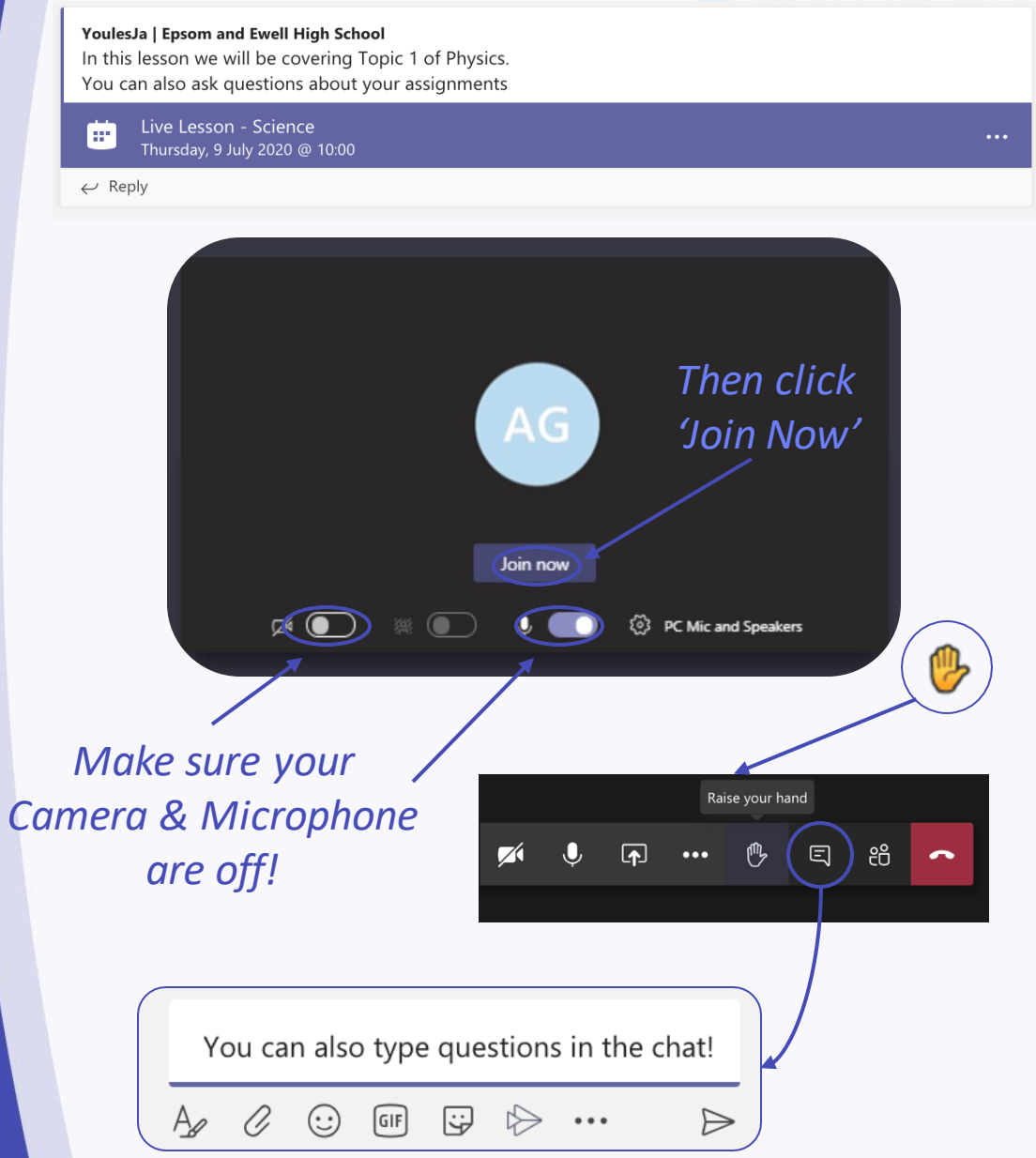
You have a chat message

You have been mentioned in a Team post

Work has been returned

Live Lessons

- If there is a Live Lesson there will be a post in the Team.
- To join click the purple banner at the start time.
- You will then need to join and make sure you have the correct settings!
- If you want to ask a question you can use Raise your hand.
- You can also type questions in the chat



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Live Online Lesson Reminders

- ***Follow the student code of conduct at all times***
- ***Show respect for your peers and the teacher***
- ***Follow all teacher instructions***
- ***Use the hands-up function to ask a question or contribute to discussion***
- ***Work to the best of your ability***
- ***Do not use your phones to record the lesson or others***
- ***Use your books/resources/revision guides/knowledge organisers to support you***
- ***Remember that all sessions are recorded***

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Any Questions?