



A Student Guide to Using Microsoft Teams

There are 3 sections to this document

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

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

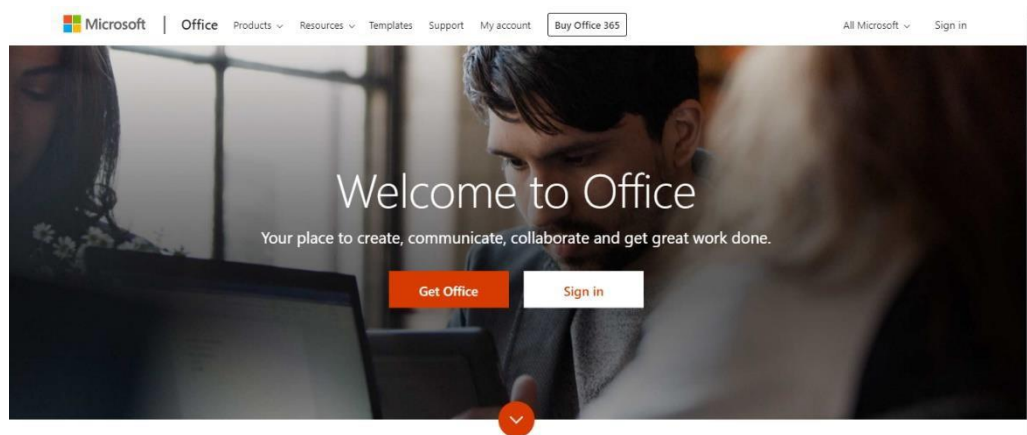
Section 3

Log in details and queries

SECTION 1 - USING TEAMS ON A DESKTOP OR A LAPTOP

Teams - How to Login

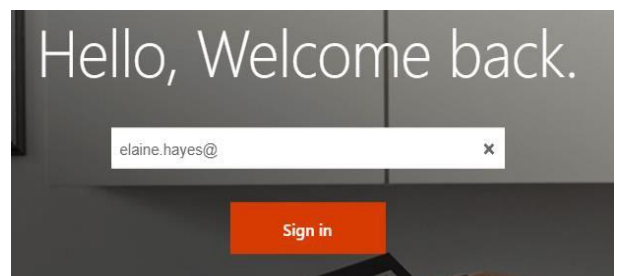
On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



Click sign in and sign in with your full school email address which is your computer username followed by **@cvea.co.uk**

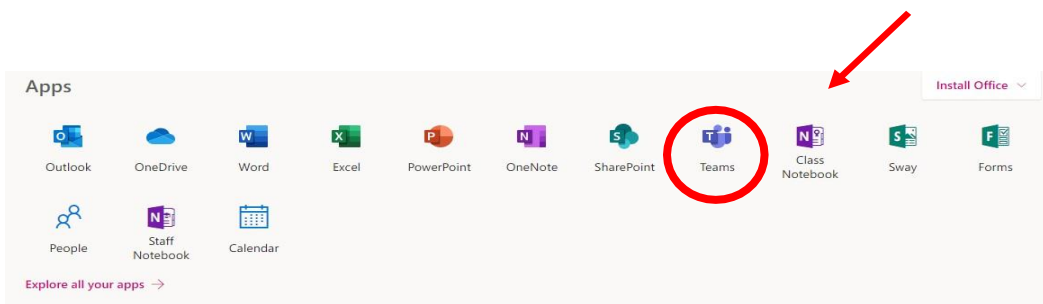
Example: Jessica Jamieson's email address would be:

j.jamieson@cvea.co.uk Your password is the same one that you use when you are in school.

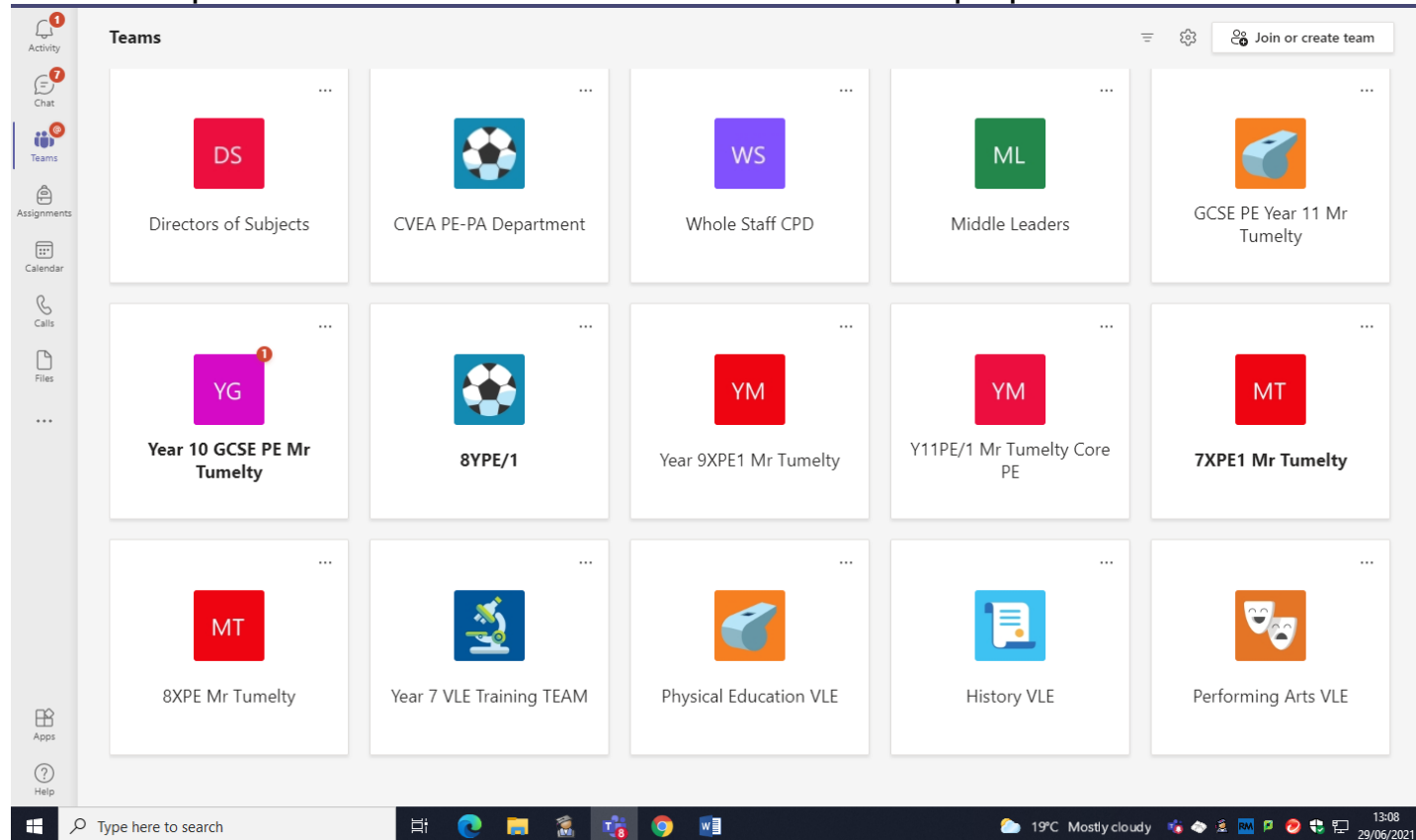


Once you sign in, you will get the page below

Click on the Teams icon

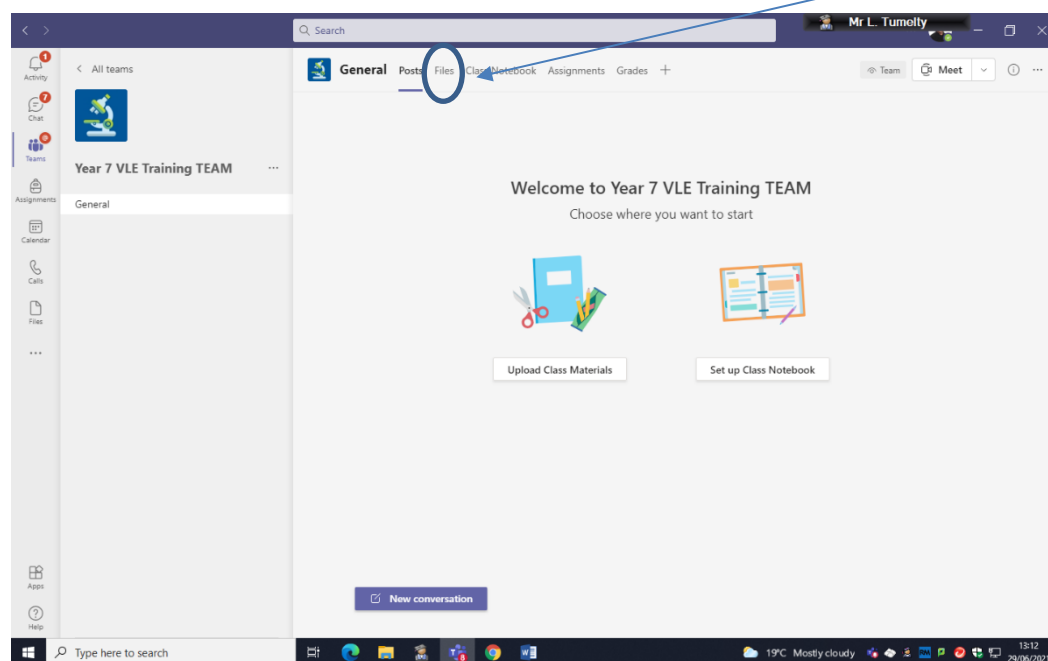


You should now see all of the Teams (classes) that you have been added to. You will also see “Department Teams”. These will contain all the resources you need to either complete a lesson from home or to revise from in preparation for an exam.

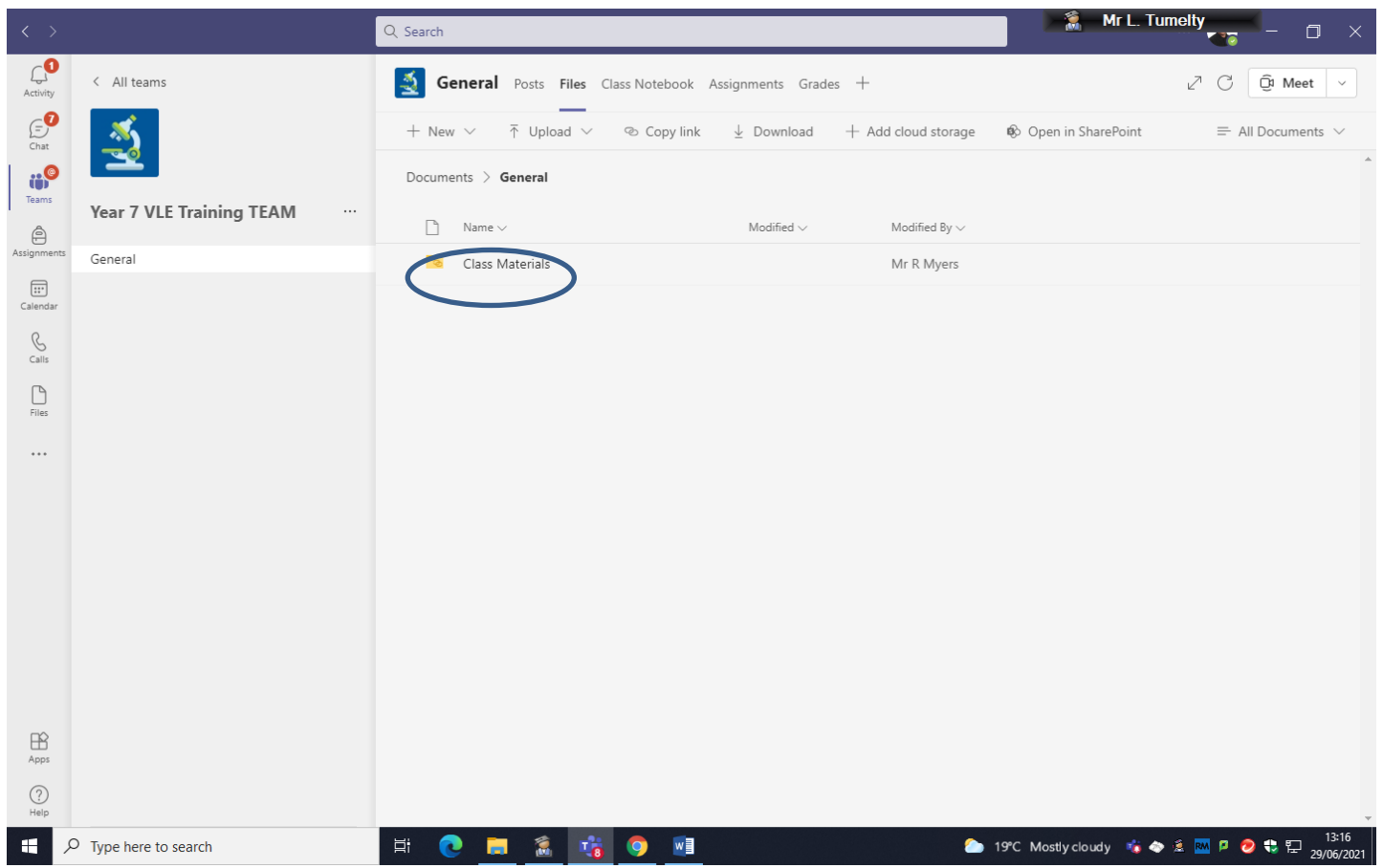


Teams- Accessing files and resources

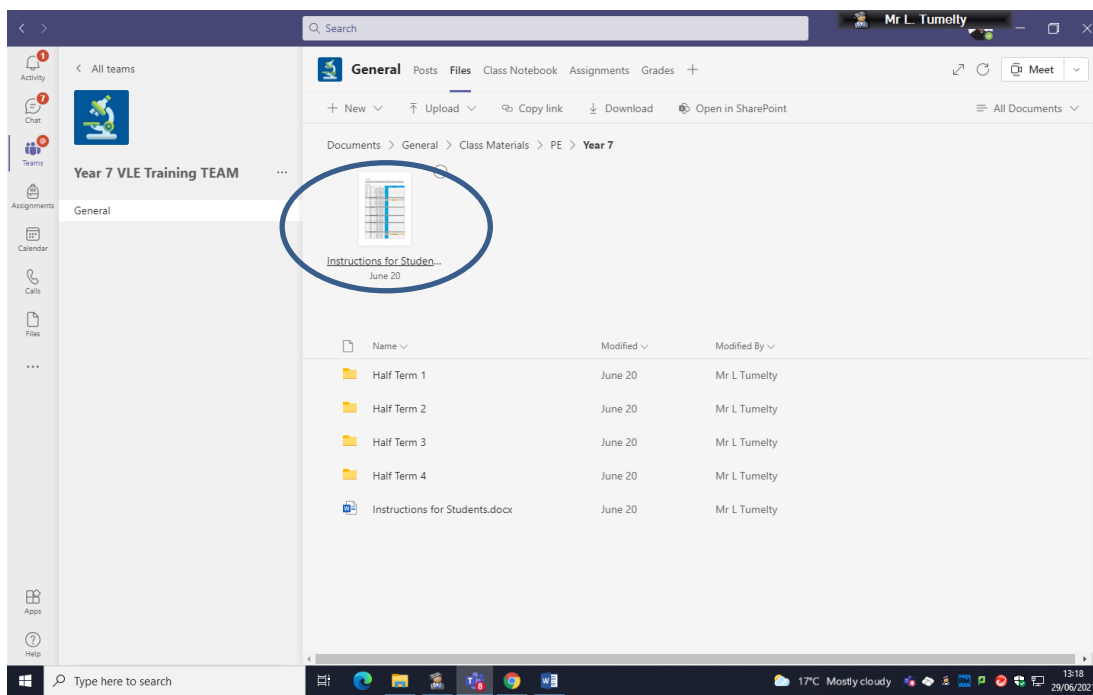
Click on a “TEAM” to see the welcome page. Then click files.



Then click on “Class materials”.

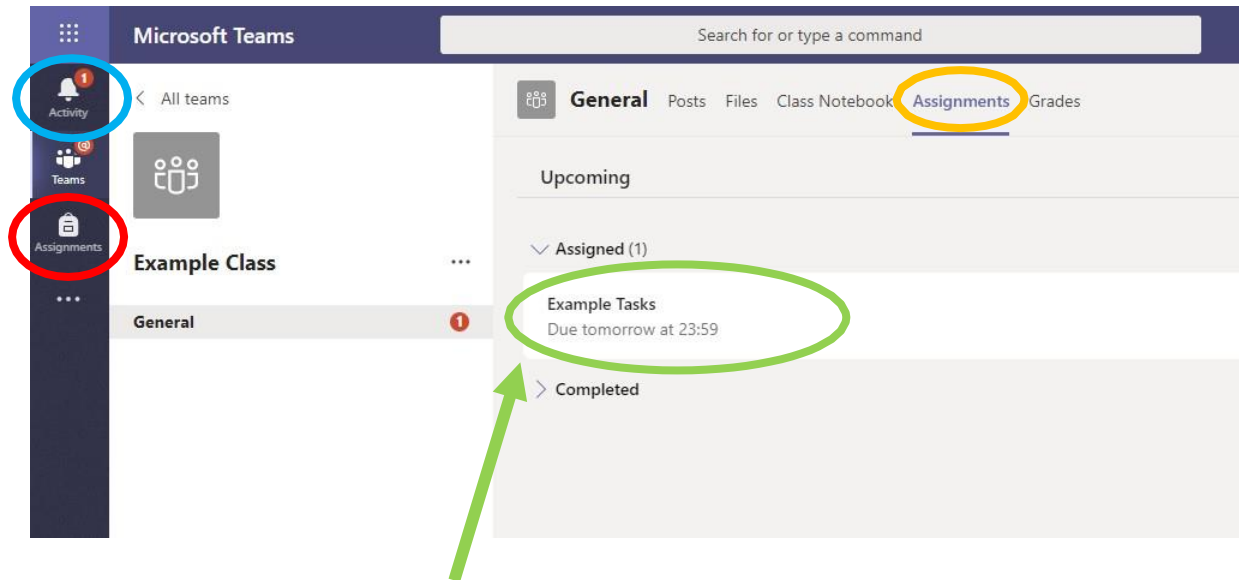


Then click on your year group folder. To help you find the work you need click on the instructions sheet that is pinned to the top. Once you have done this click the folders you need to access the resources you need.



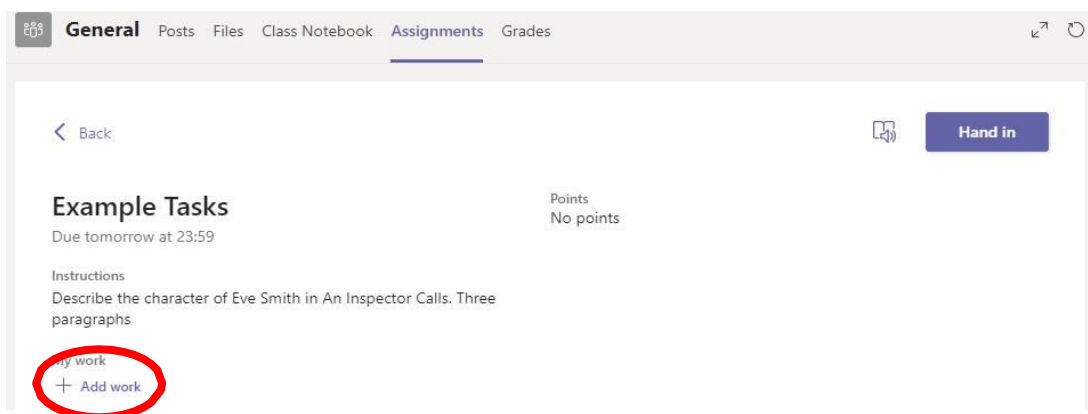
Teams - Uploading an assignment

Your teacher may set assignments 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 clicking 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.

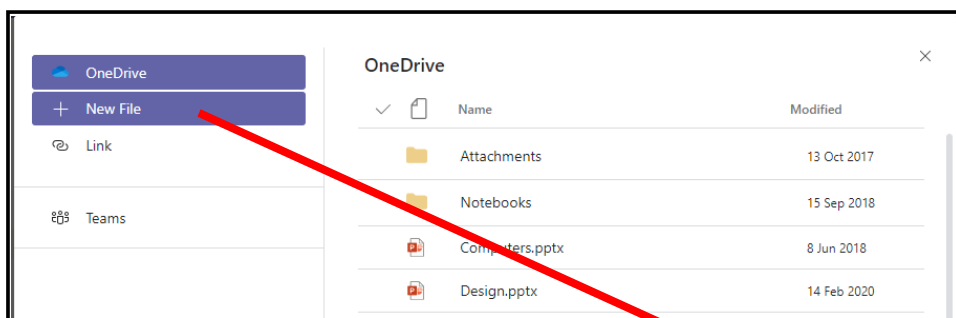


Click on the assignment to access the task.

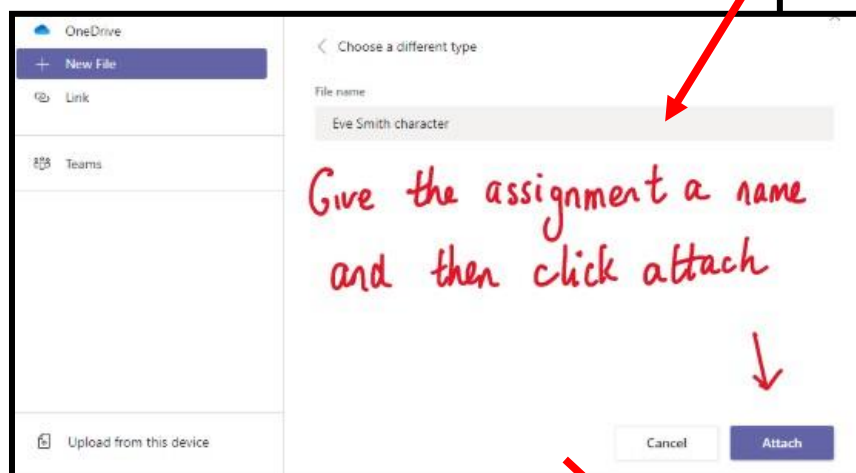
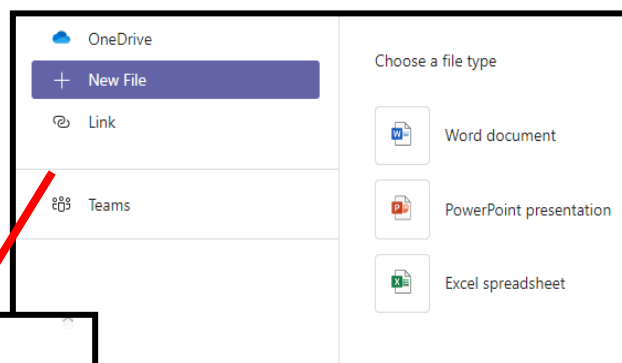
To add some work, we first need to create a new document, then complete our work in it. If the assignment is on a Word document it may be possible to edit it but your teacher will direct you.



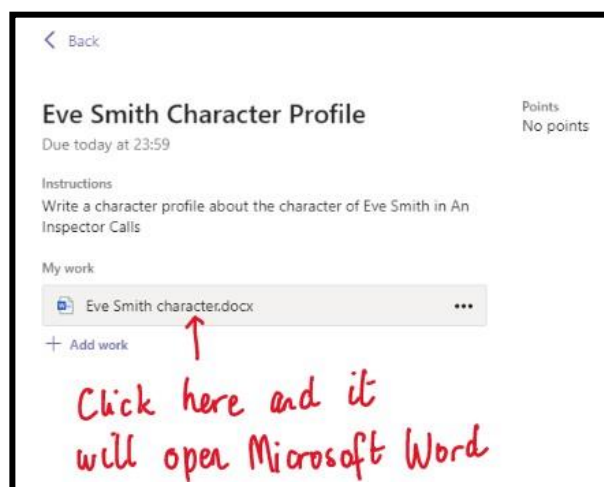
Using a new file

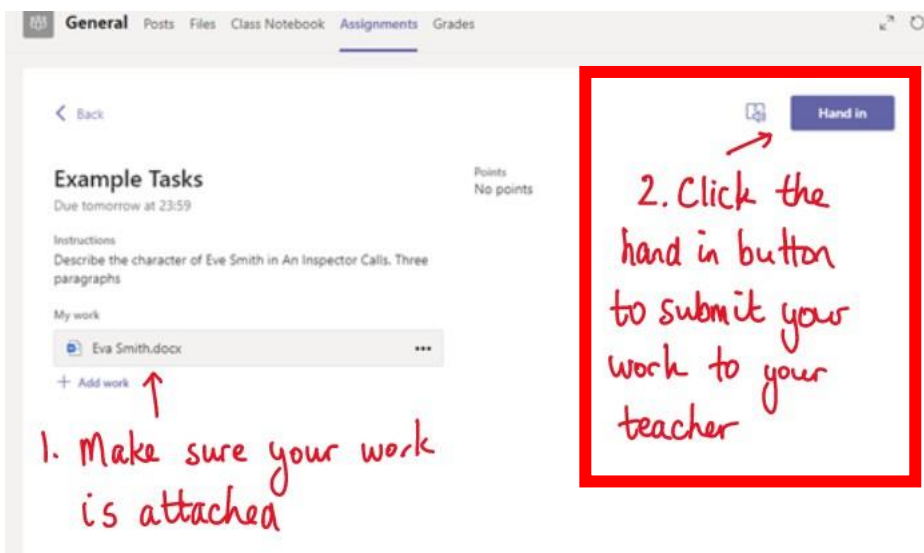
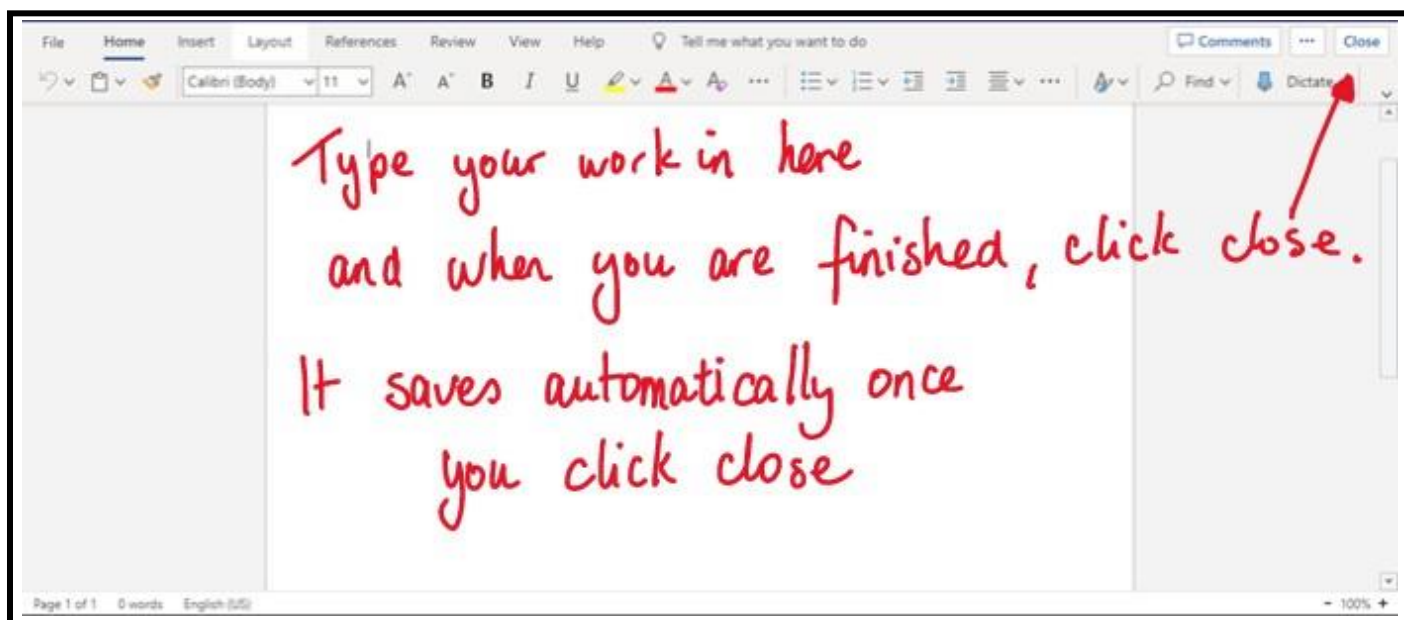


Click on new file and decide what format you will be submitting your work, e.g. Word, PowerPoint or Excel



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 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.

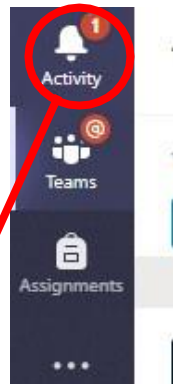


If you have successfully handed in your work, you will see a cute animation!

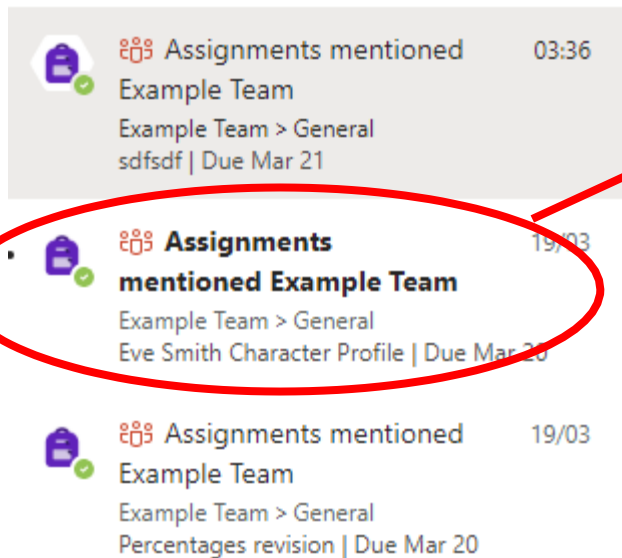
Teams - Getting feedback and responding to feedback

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

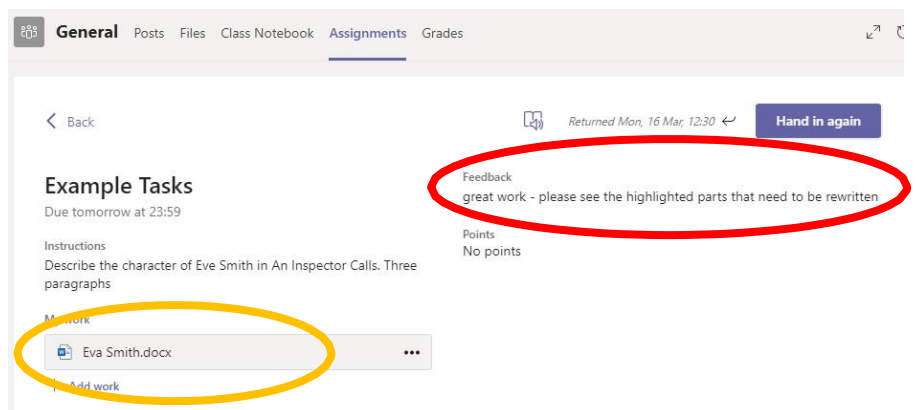


Feed ▾



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

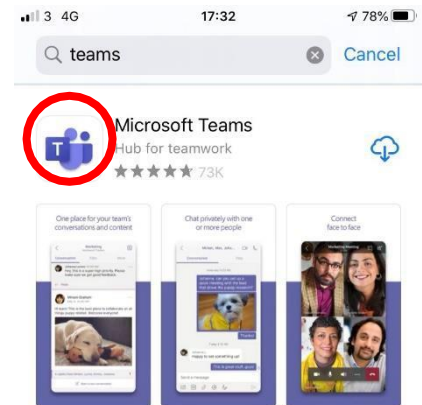
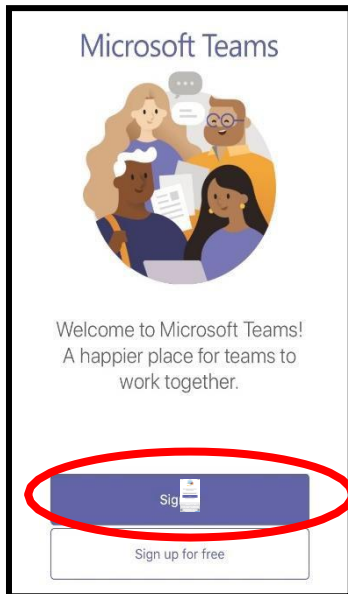
This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



SECTION 2 - USING TEAMS ON A TABLET OR PHONE

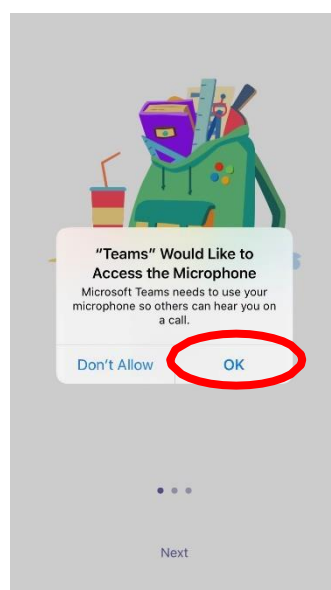
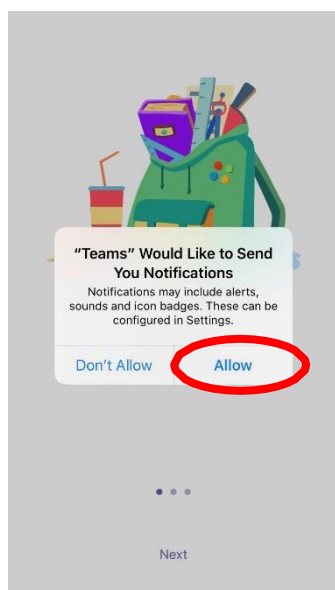
Teams - Downloading the Teams App

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: Jessica Jamieson's email address is j.jamieson@cvea.co.uk

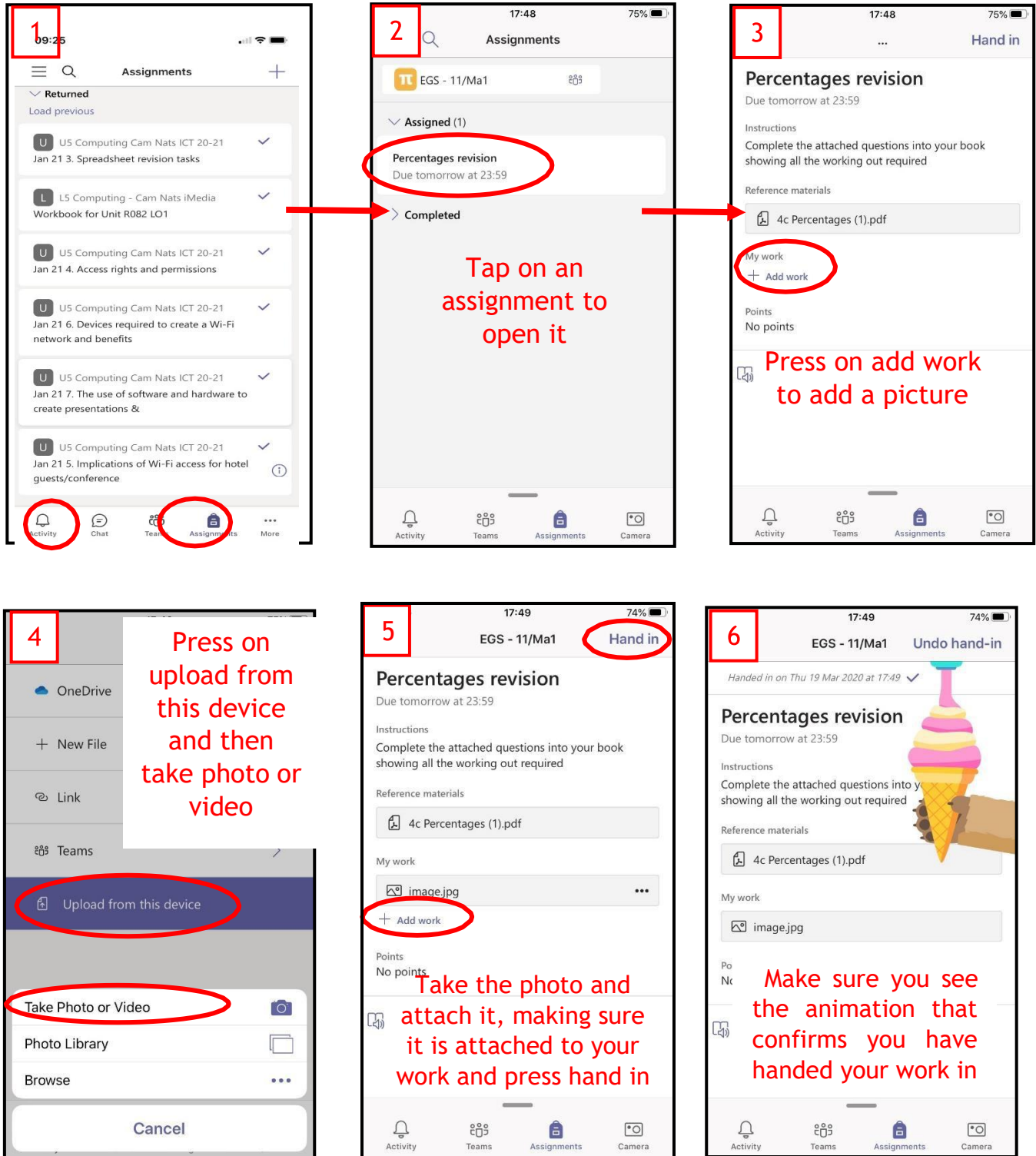
Your username is your computer log in you would normally use at school and the password is the one you set and use at school.



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 submit

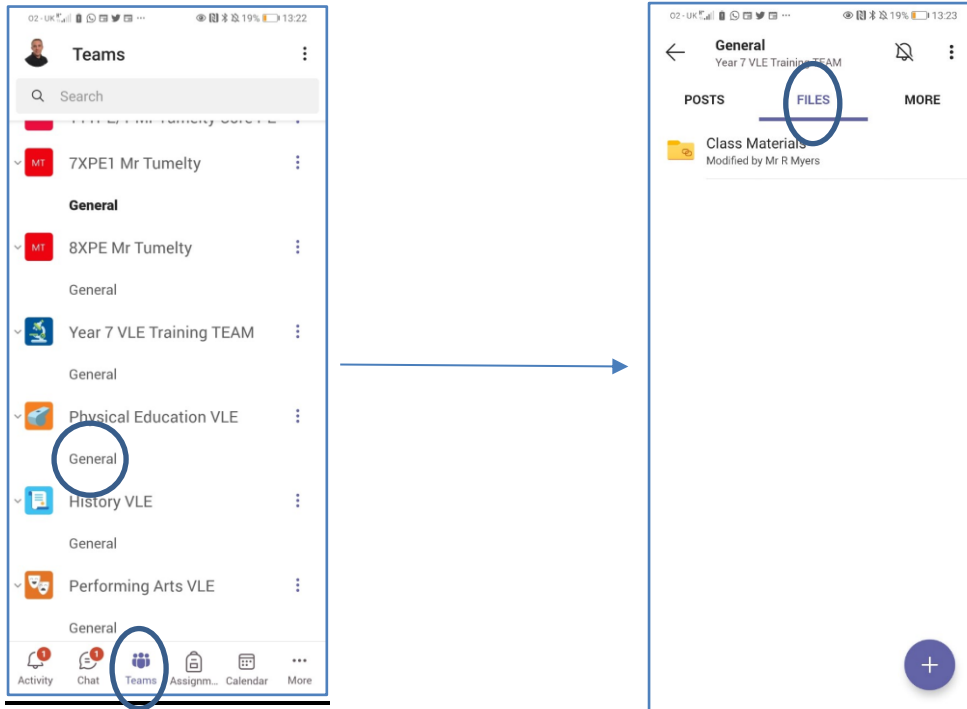
Teams - Uploading an Assignment

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, if you 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

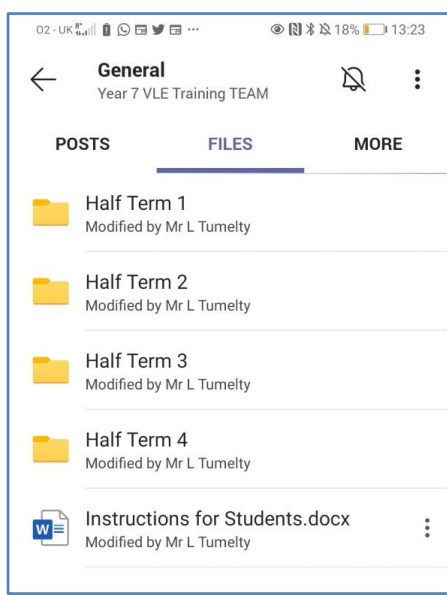


Teams- Accessing files and resources

In the app on your screen you will have a range of options to click on at the bottom of your screen. Click Teams then click onto the Team tile you would like to access and click “general”. Then at the top of the screen click “files”, then click the folder “Class materials”.



In class materials you will see a document called “Instructions for students”. Click on this then enter the folders you need to access the resources to support your learning or revision.



SECTION 3

Username

Office 365

For Office 365 and Teams, you will log in with your school email address. This is usually initial.surname@cvea.co.uk. (Some students have a number in the email address but they should be aware of this).

For example: Jessica Jamieson's school email address is j.jamieson@cvea.co.uk, and her computer username is j.jamieson

As stated earlier, your password is the same as what you use in school. Any problems with logging in, you can email enquiries@cvea.co.uk