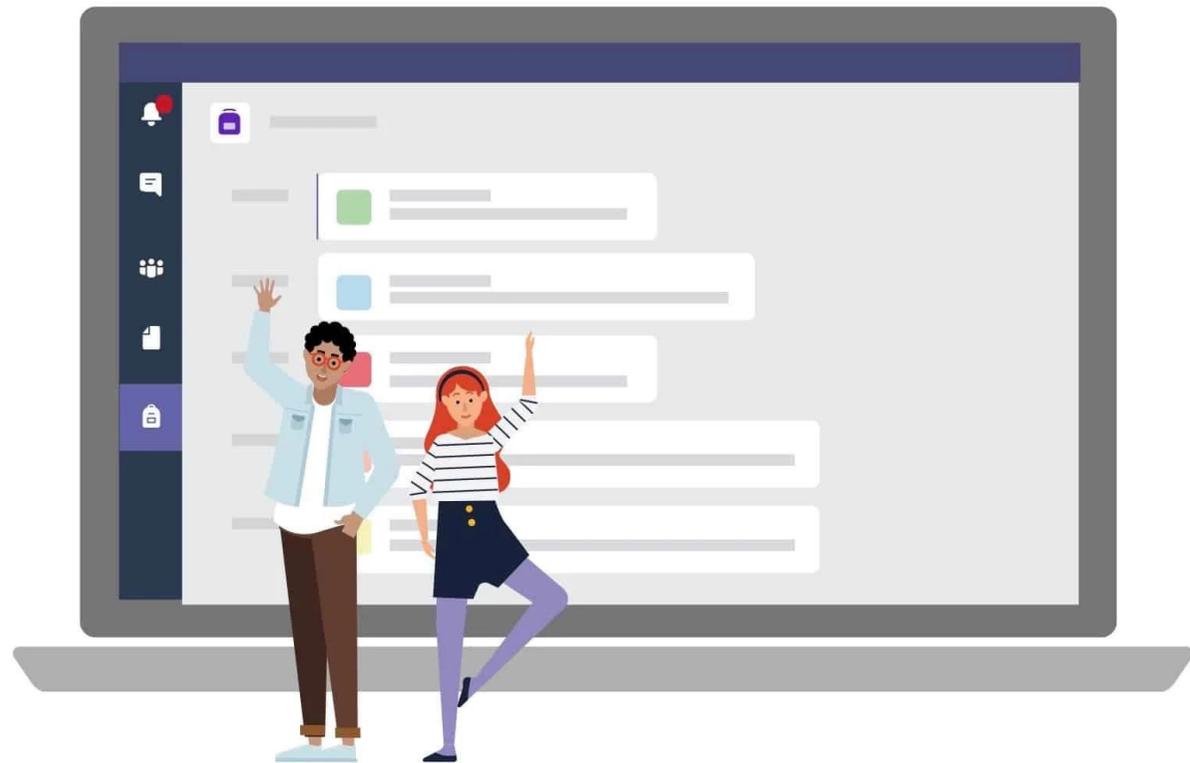




Welcome to the Fulford Student Guide to using Microsoft Teams

Contents

1. Title page
2. How to log in
3. Channels
4. Notifications
5. How to join a lesson
6. How to use chat effectively
7. Using the toolbar
8. Sharing a file
9. Finding files and other resources
10. Creating new documents
11. Assignments
12. Working on paper
13. Class Notebook
14. Support with Access
15. Handy hints





How to log in – through a web browser or app

Microsoft Teams for Education | Quick Start Guide for Students

Sign in to Teams

1. Go to [Office.com](https://www.office.com) and sign in with your school email and password.
2. From your [Office.com](https://www.office.com) homepage, click on the Teams app to open it right in your browser.
3. Select  Teams to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one of more (depending on how many classes you have) class team tiles.

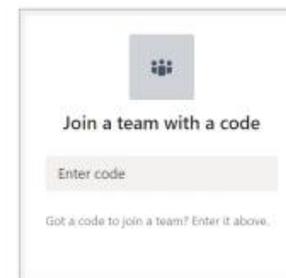
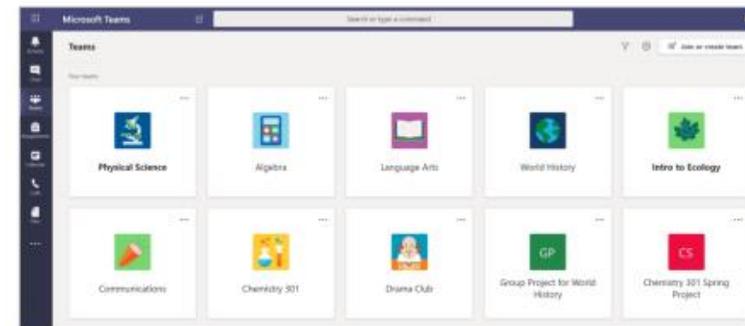
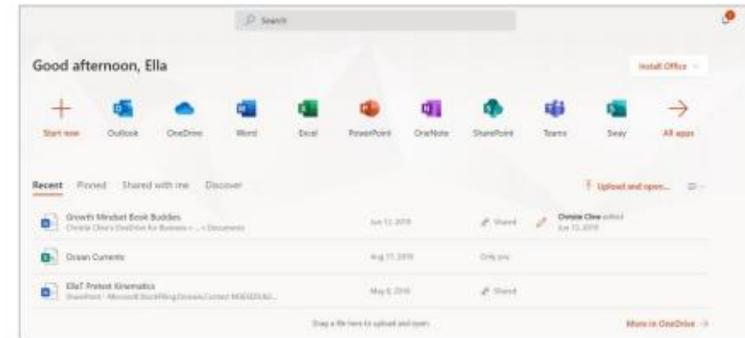
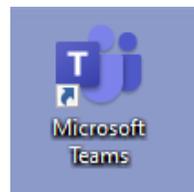
Note: Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select **Join or create team** and enter the code)
- A link (check your email!)

When you see your class tiles, click on one to start connecting with your teacher and classmates!

You can download the Teams app

There is a lot more functionality in the app and you are able to access this more readily on a phone or tablet as it fits the content in a much more accessible way.





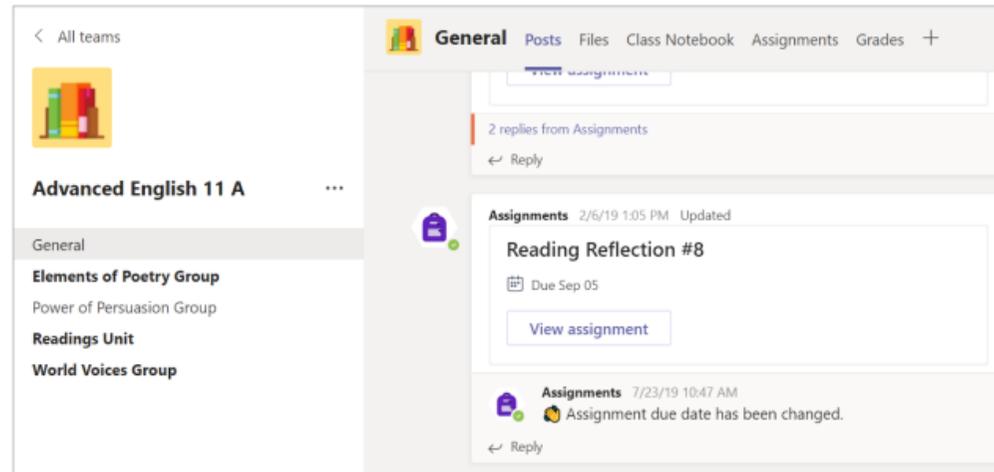
Channels

Microsoft Teams for Education | Quick Start Guide for Students

Channels

Every class team has a main discussion area, the **General** channel. Under **General**, your teacher may create more channels to organize topics, projects, and more.

- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.
- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**, **Class Notebook**, and **Grades** tabs.



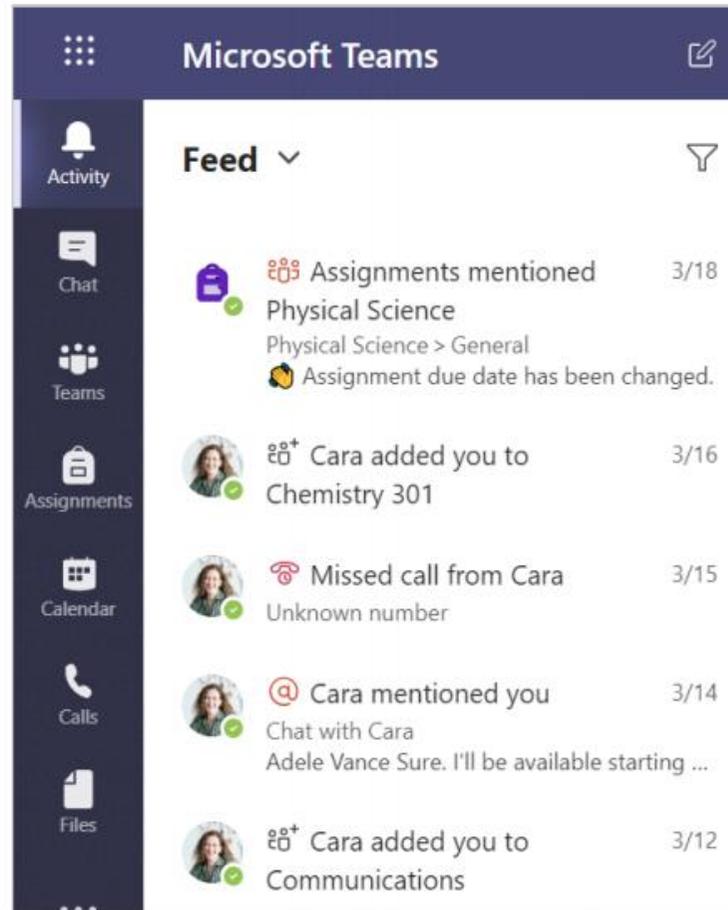
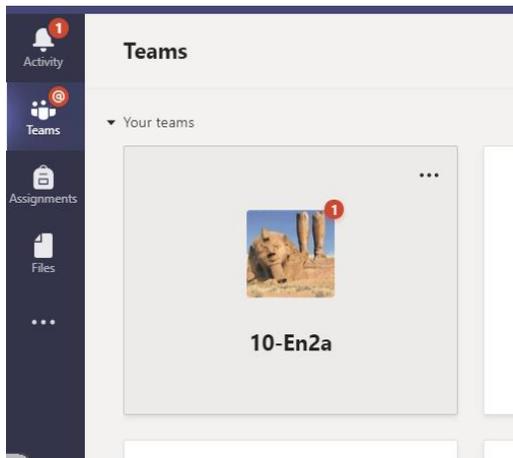


Notifications

Microsoft Teams for Education | Quick Start Guide for Students

Notifications

Check the  **Activity** feed to make sure you don't miss a new assignment or an @mention.





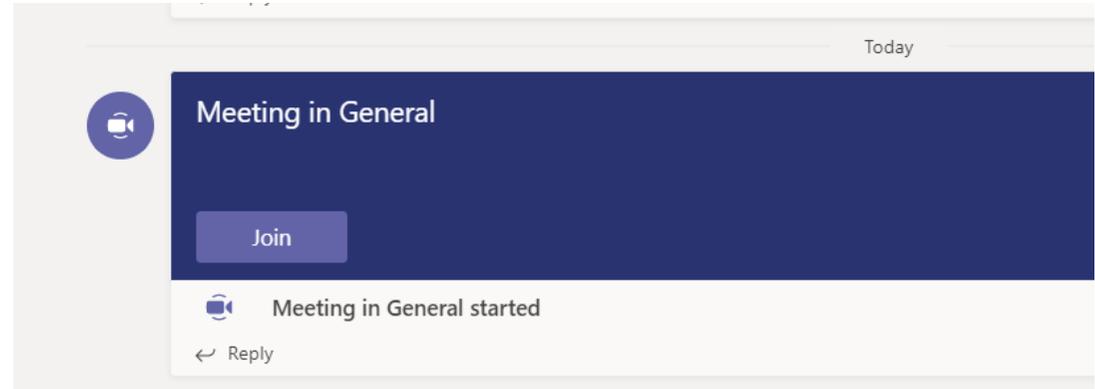
How to join a lesson

Microsoft Teams for Education | Quick Start Guide for Students

Answer a call

When your teacher starts a lesson, you will see a box like this – simply click join to enter the call.

Make sure that you are muted and that your video is off to start with.

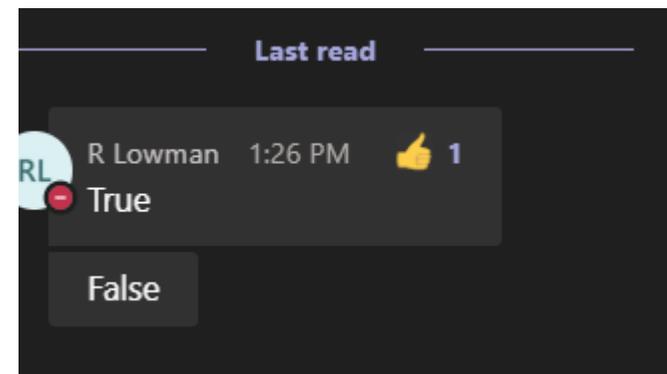
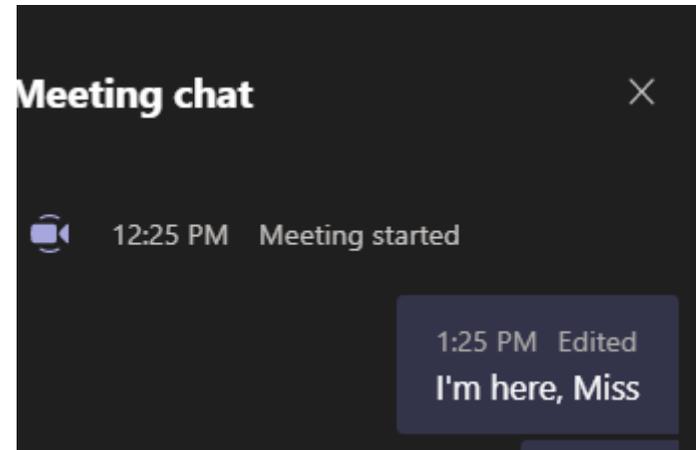




How to use chat effectively

Make sure that you only comment in the chat box when you are asked to do so. Common exceptions to this might be letting your teacher know you are present if your mic isn't working, or if you have a question.

Stay active throughout the lesson. Your teacher might put a comment in the chat for you to respond to with a thumbs up.

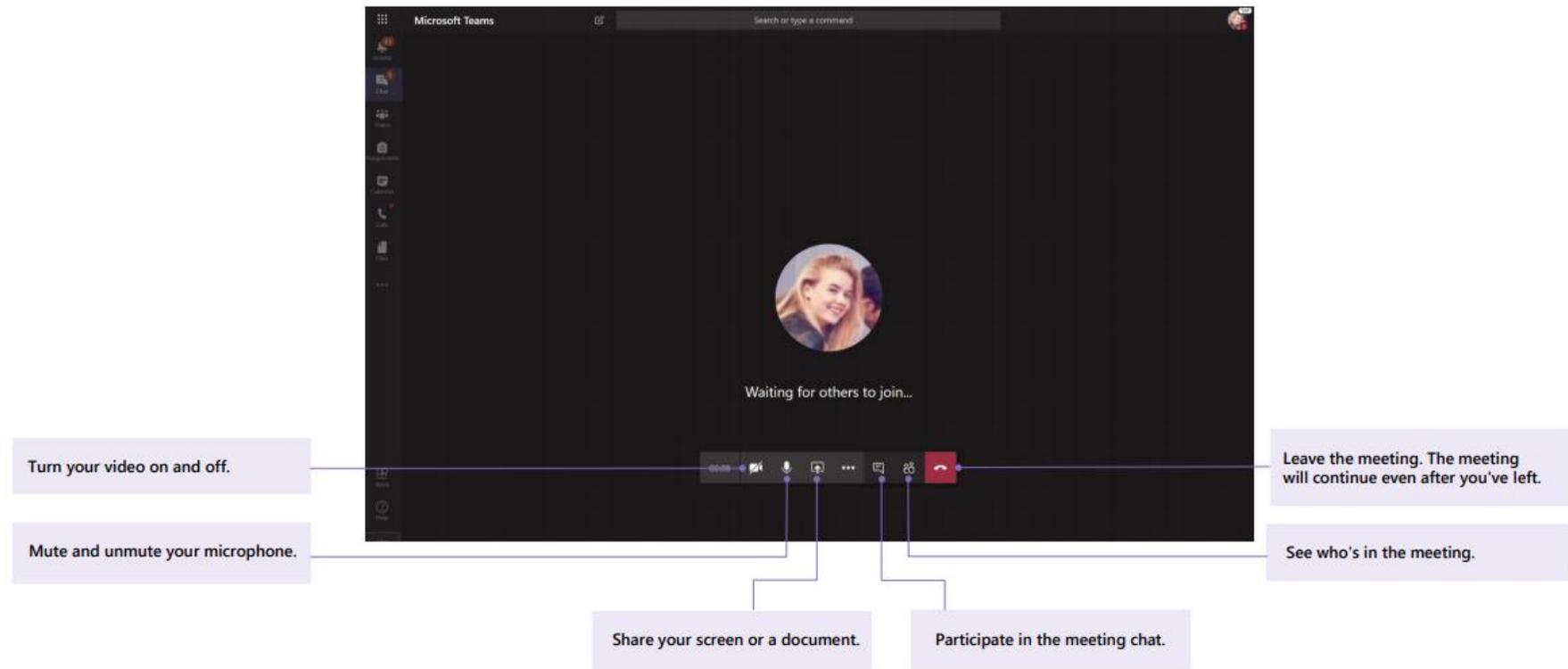




Using the toolbar

Microsoft Teams for Education | Quick Start Guide for Students

How to use the toolbar during the meeting



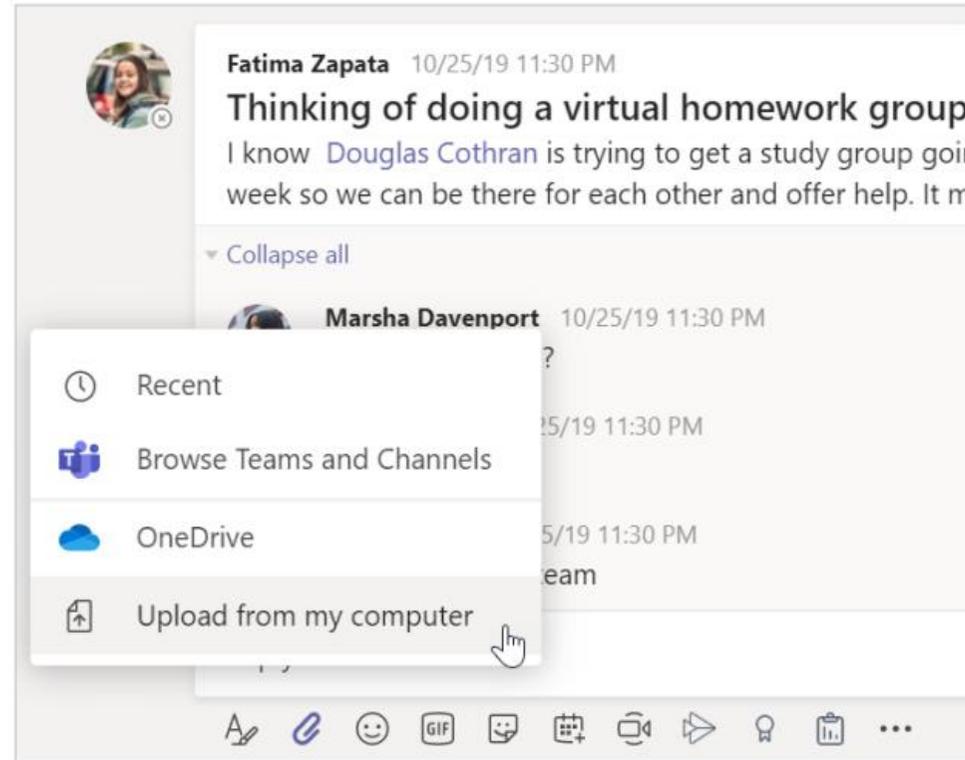


Sharing a file

Microsoft Teams for Education | Quick Start Guide for Students

Share a file in a channel or chat

1. In a new message or reply, click **Attach** .
2. Choose a file you'd like to share.
3. Include a message if you want, then click **Send** .





Finding files and other resources

Microsoft Teams for Education | Quick Start Guide for Students

Find or create a file

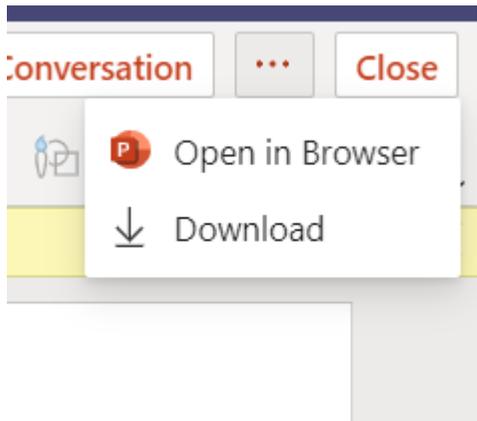
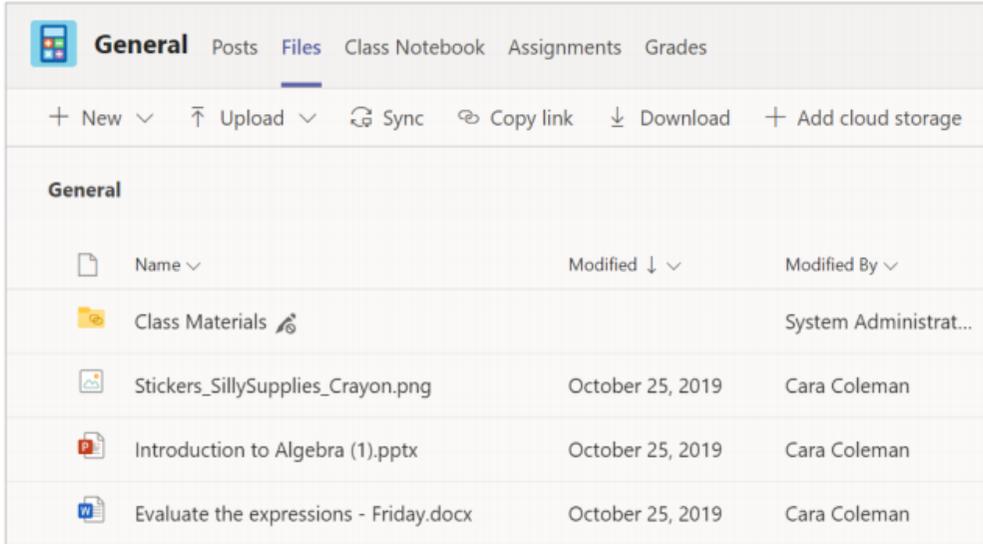
See the files that you, your classmates, and your teacher have shared in a chat or a channel by selecting the **Files** tab.

While in **Files**, you can create a new Word, Excel, or PowerPoint document for you and your classmates to collaborate in.

Class Materials

In the **Files** tab of every class team's **General** channel, your teacher might add read-only resources to the **Class Materials** folder. Look here for important documents that can help you with assignments, projects, or just staying up to date on class expectations.

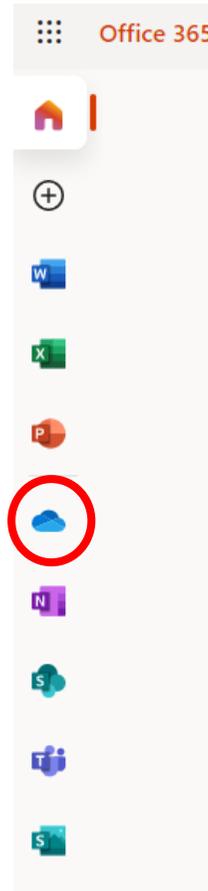
Don't forget that you can **download** your own copy of any read-only resources if you need to. Just click the three dots.



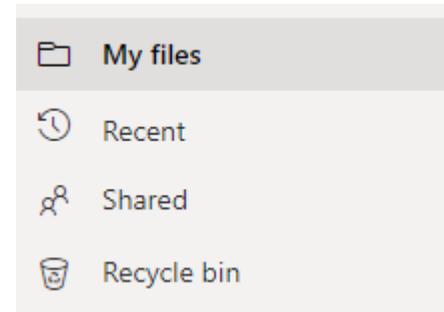


You have access to online versions of Word, PowerPoint and Excel through your Office 365 log in.

Make use of **One Drive** (circled here) to see your files and store documents. Everything is automatically saved and stored here, so don't worry if you are working in Word and can't see the Save button – there isn't one!



Creating new documents



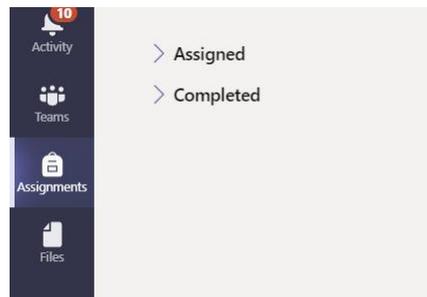
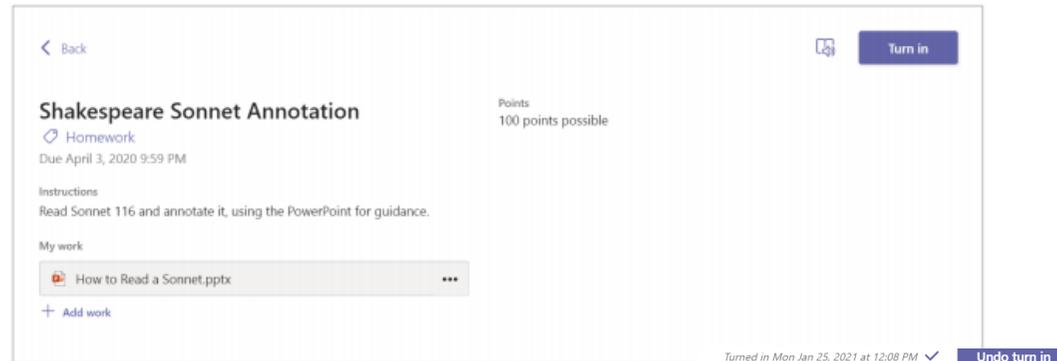
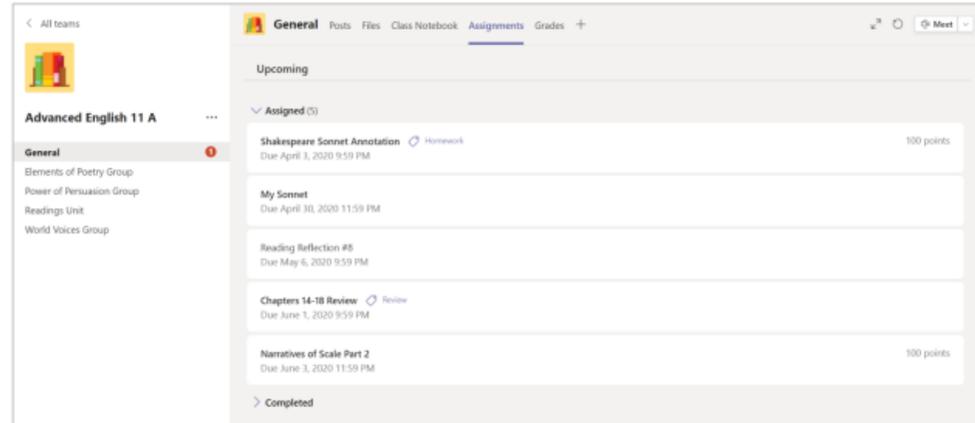


Assignments

Microsoft Teams for Education | Quick Start Guide for Educators

View and turn in assignments

1. Head to a class team and the **General** channel. Select the **Assignments** tab.
2. To view assignment details and turn in work, select the assignment.
3. Attach any required materials by clicking **+ Add work**.
4. Click **Turn in**.
5. Don't worry if you submit something before you meant to. You can click **'Undo turn in'**, amend what needs to be changed and then click **'Turn in'** again.
6. If you have downloaded your own copy of the task and worked on it, you can **upload** the version you have worked on. Just click on **'Add work'** and upload from your device or within Teams.
7. Keep track of your assignments by clicking on the Assignments tab on the left hand panel. You can see feedback from teachers and view upcoming assignments from this tab.



You get a fun animated image when you turn something in!





Working on paper

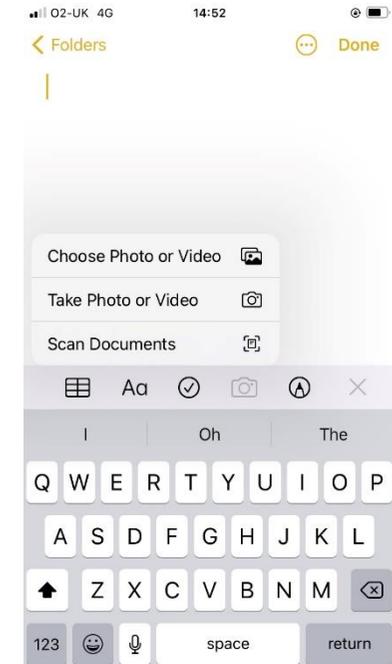
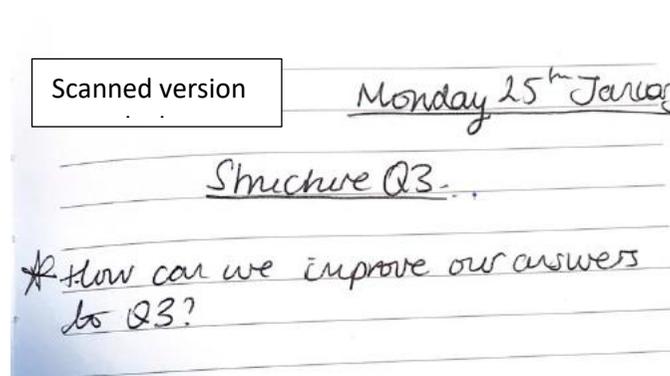
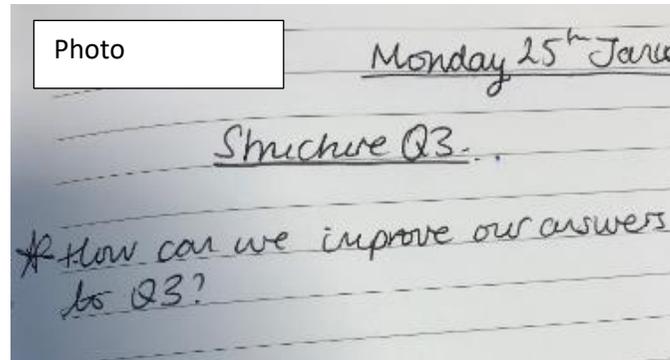
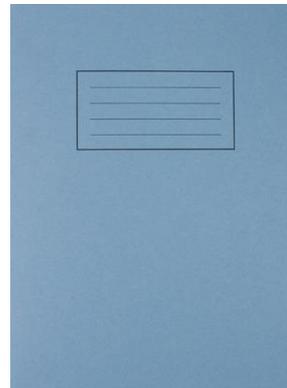
1. It is absolutely fine to do most work on paper, unless your teacher needs you to submit things electronically.

It is good to have a break from the screen!

Make sure you keep your book nice and organised with **titles**, **dates** and **notes** taken in a meaningful way.

It is fine to use any notebook you have at home or can order cheaply online. **If you are struggling to get paper/notebooks, please contact school.**

2. If you work on paper and need to submit this work to your teacher, you can take a **photograph** but it is even better if you can **scan** your work. Most modern phones have a scanner, so try and find that on your phone. On iPhones it is in the Notes app. Office Lens app (free for Android and Apple) will let you take a photo of your work, automatically crop and rotate it and sort out the lighting. You can upload it to OneDrive so it's easy to share in Teams. Scanned versions make your writing really clear and this helps your teacher to mark it.
3. Add photos / scans of work in the same way as you add documents to assignments – just click 'Add work' and upload your image.





Class Notebook

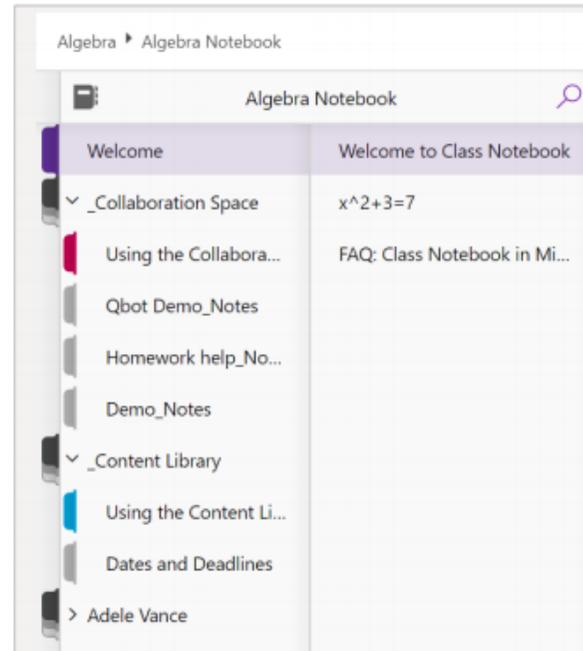
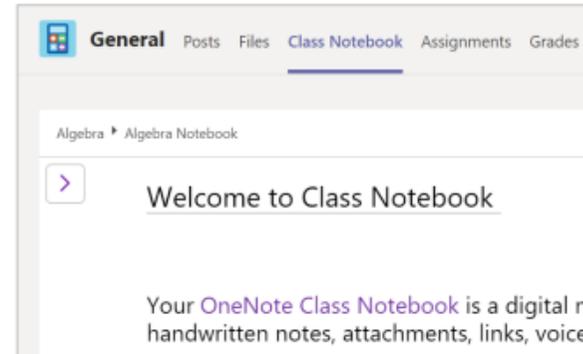
Microsoft Teams for Education | Quick Start Guide for Students

Use Class Notebook in Teams

Need to take private notes or brainstorm with classmates? The **Class Notebook** tab lives in your class team's **General** channel. If your teacher has set up the notebook and directed the class to use it, click the tab and explore.

1. Select > to expand the notebook and see all your sections: a **Collaboration Space** for developing ideas and projects with classmates, a **Content Library** where your teacher can save important resources, and a private notebook section that's just for your work.

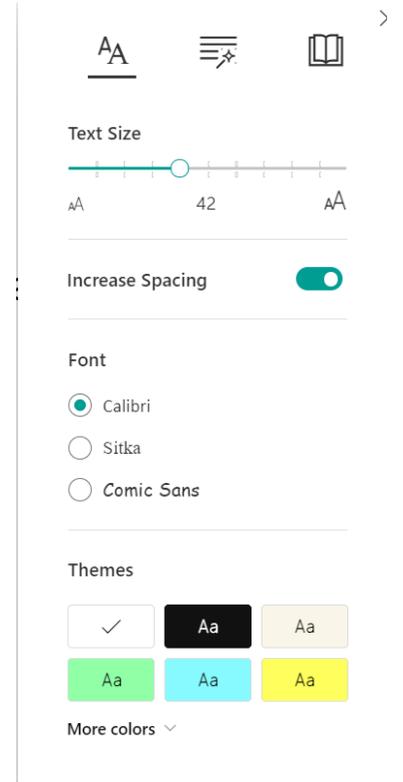
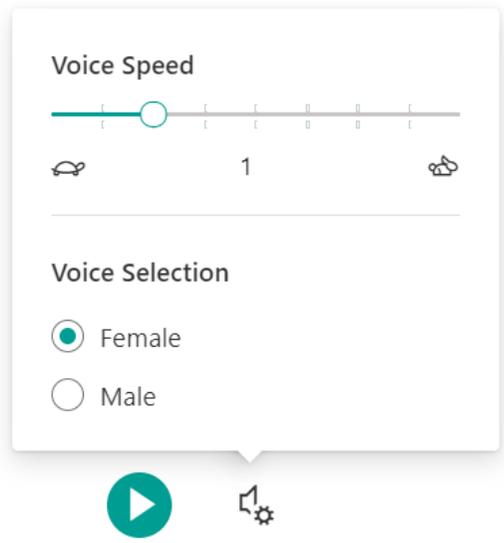
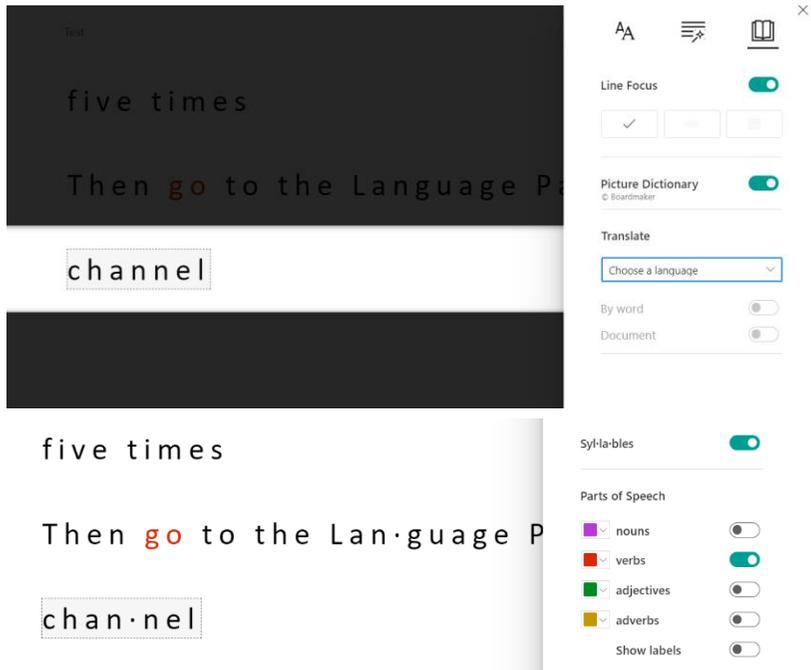
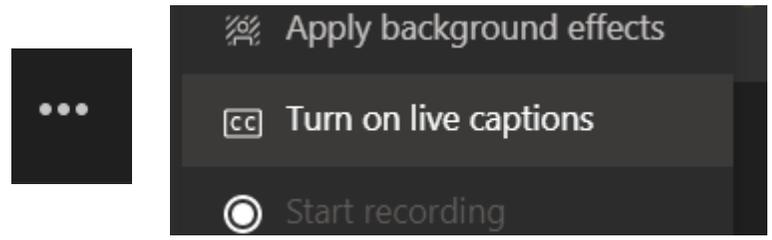
2. Note the section at that bottom with your name—that's your private notebook! Only you and your teacher can see it.





Support with access

1. If you click the three dots during a lesson, you can access a few different options – one is **'Turn on live captions'**. Whilst not perfect, it can help sometimes to hear and read what the teacher is saying.
2. In Class Notebook there is also an **Immersive reader** tab across the top which opens up different ways that you can access the Class Notebook page such as improving the layout and font, adding syllable breaks, highlighting types of words, accessing one line at a time, hearing audio with different voices etc.





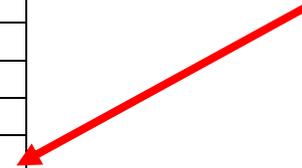
Handy hints

These short cuts make your life easier!

N.B. Some of these won't work quite the same depending on your system.

Shortcut	Feature
Ctrl Shift M	Mute / Unmute
Ctrl Shift E	Share
Ctrl Shift O	Enable / Disable camera
Alt Tab	Switch between programs (hold down alt and press tab multiple times to choose which program)
Windows and Left / Right	Dock a window on the left / right side of the screen (great for seeing two programs at the same time)
Windows and Up / Down	Toggle full screen / minimize
Ctrl Shift C	Copy
Ctrl Shift X	Cut
Ctrl Shift V	Paste
Ctrl Shift Y	Redo
Ctrl Shift Z	Undo
Ctrl Windows key S	Snipping tool – you can grab any part of your screen and it becomes an image you can paste.

This is a particularly handy tool!



Helpful resources are abundant on the internet. Type in Student Guide Microsoft Teams or Student Guide to One Drive etc to find a wealth of resources.