



# **A Student Guide to Using** **Microsoft Teams**

## **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**

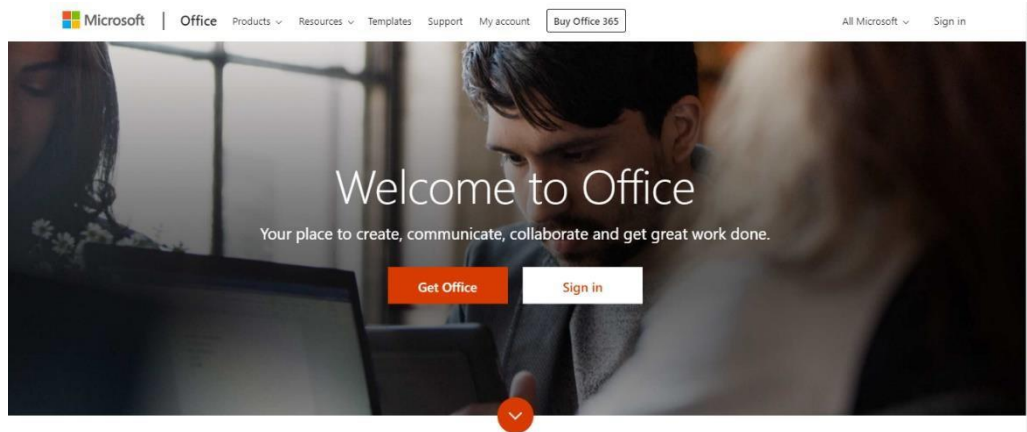
- How to log on
- How to upload a picture of work you have completed as an assignment

Please note: user name when required is the part of the email before the @ sign

## SECTION 1 - USING TEAMS ON A DESKTOP OR A LAPTOP

### Teams - How to Login

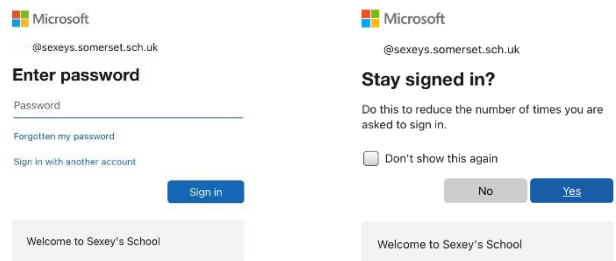
On any web browser, e.g. Google Chrome, Internet Explorer, Edge, Safari etc, go to [www.office.com](http://www.office.com)



Click sign in and sign in with your full school email address which is your user name followed by @sexeyes.somerset.sch.uk

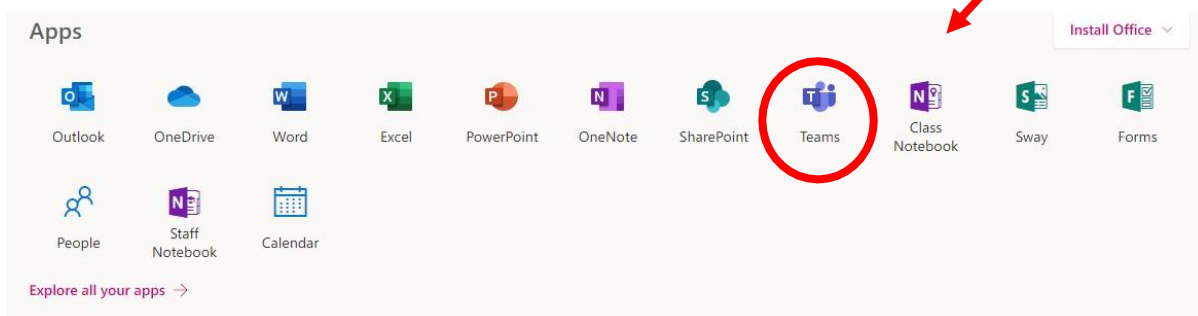
Example: Hannah Baker is in year 7, so her email address is

[20hbaker@sexeyes.somerset.sch.uk](mailto:20hbaker@sexeyes.somerset.sch.uk)



You will then be directed to the login page for the school and need to enter your password, that is the one you use at school. (You can tick the “Stay signed in” option on your own device, do not do so if using a public device). Once you sign in, you will get the page below.

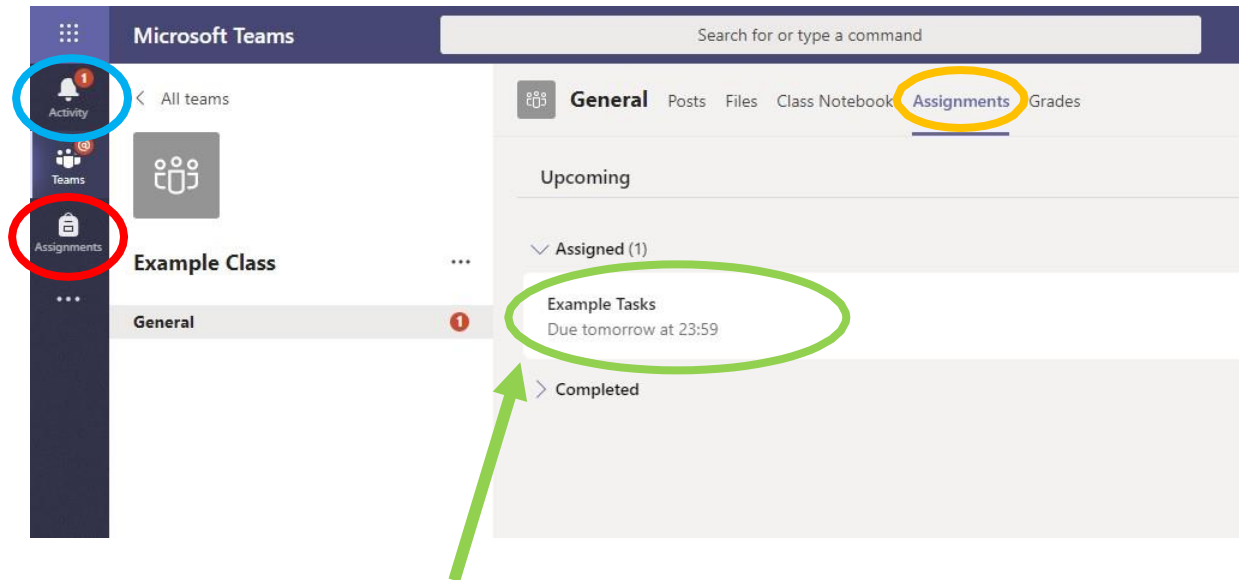
Click on the Teams icon



You should now see all the Teams that we have set up for you at school. If for any reason you are in a wrong Team, send an email to [itsupport@sexeyes.somerset.sch.uk](mailto:itsupport@sexeyes.somerset.sch.uk) and we will get you moved to the correct one. You can also install the desktop version of Teams for free.

## Teams - Uploading an assignment

Your teacher can set assignment 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 click 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.

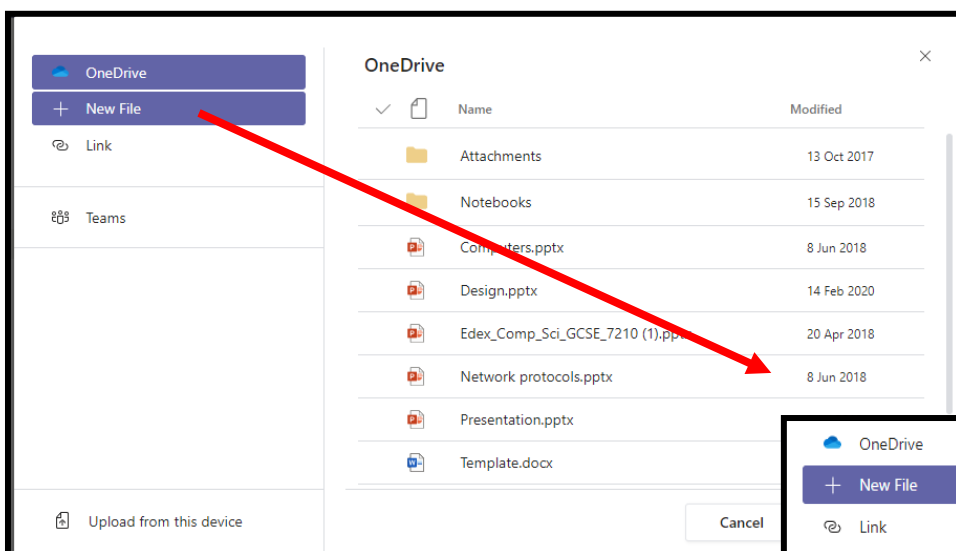


Click on the assignment to access the task.

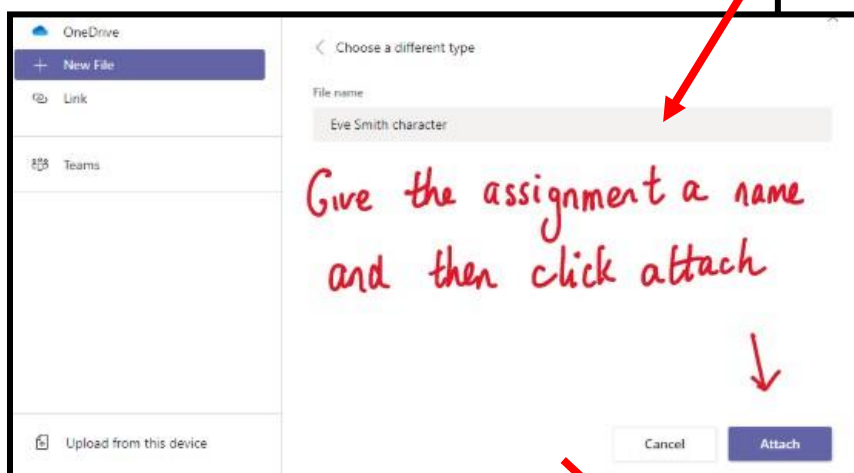
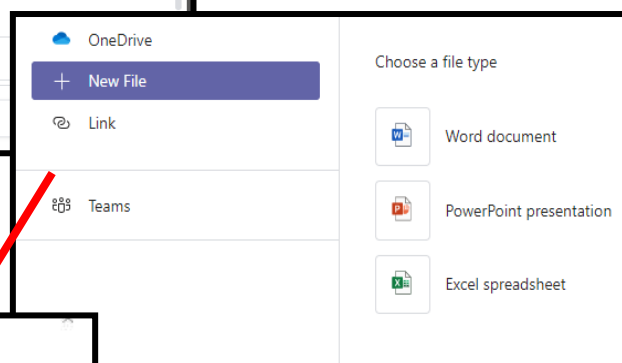
To add some work, we first need to create a new document, then complete our work in it.



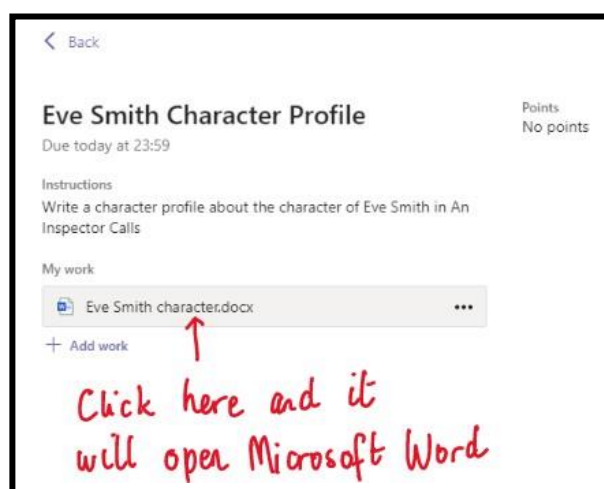
## Using a new file

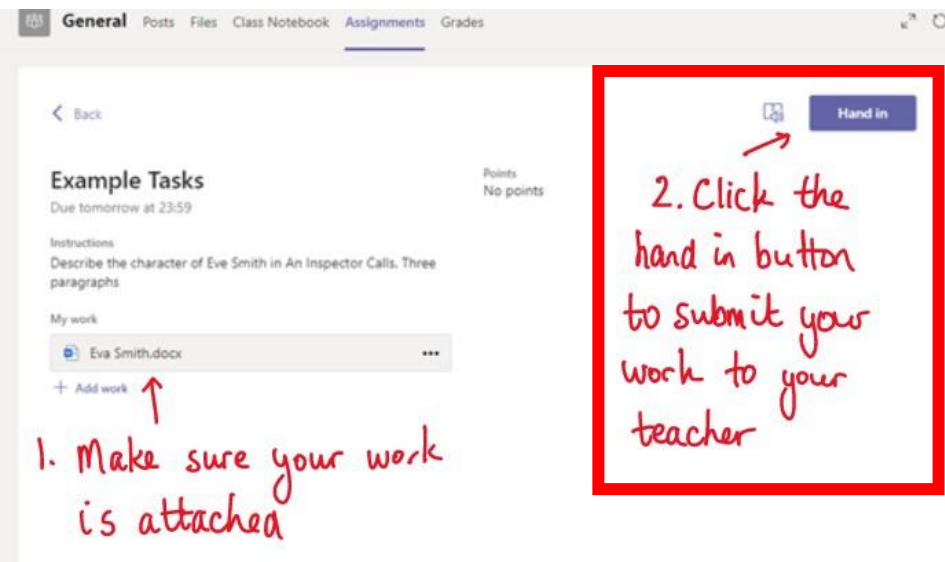
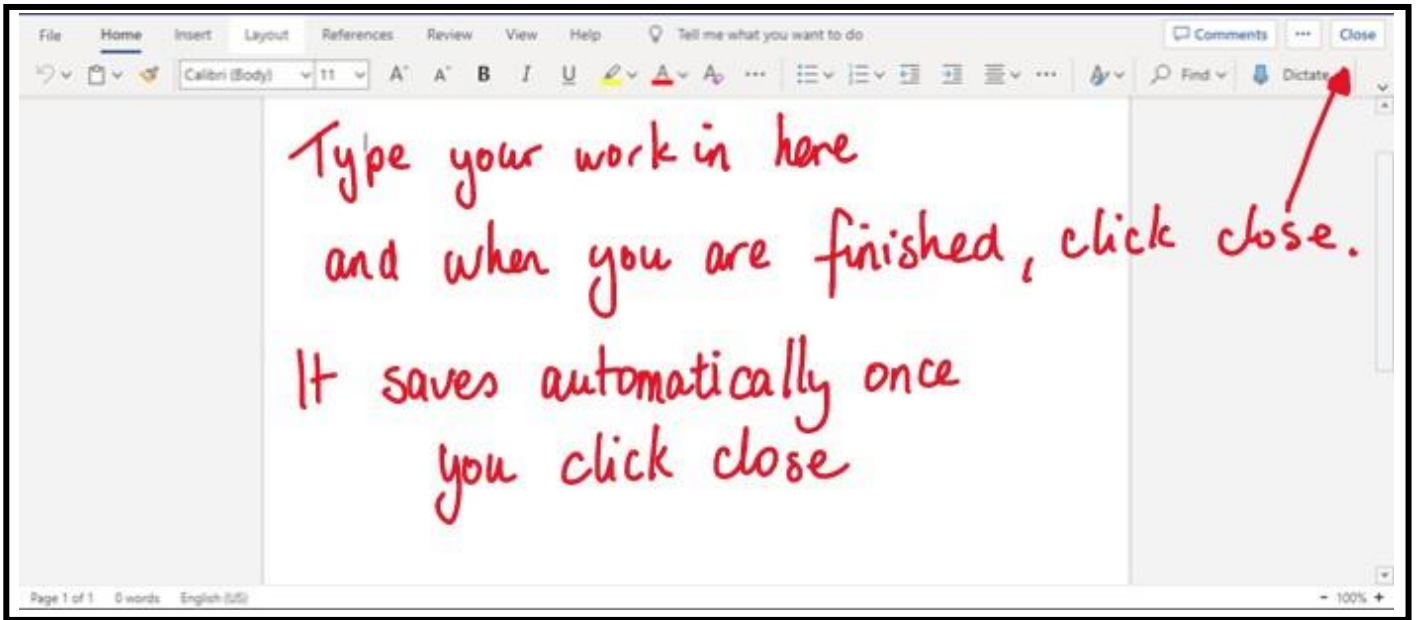


Click on new file and decide what format you will be submitting your work, Word, Powerpoint or Excel

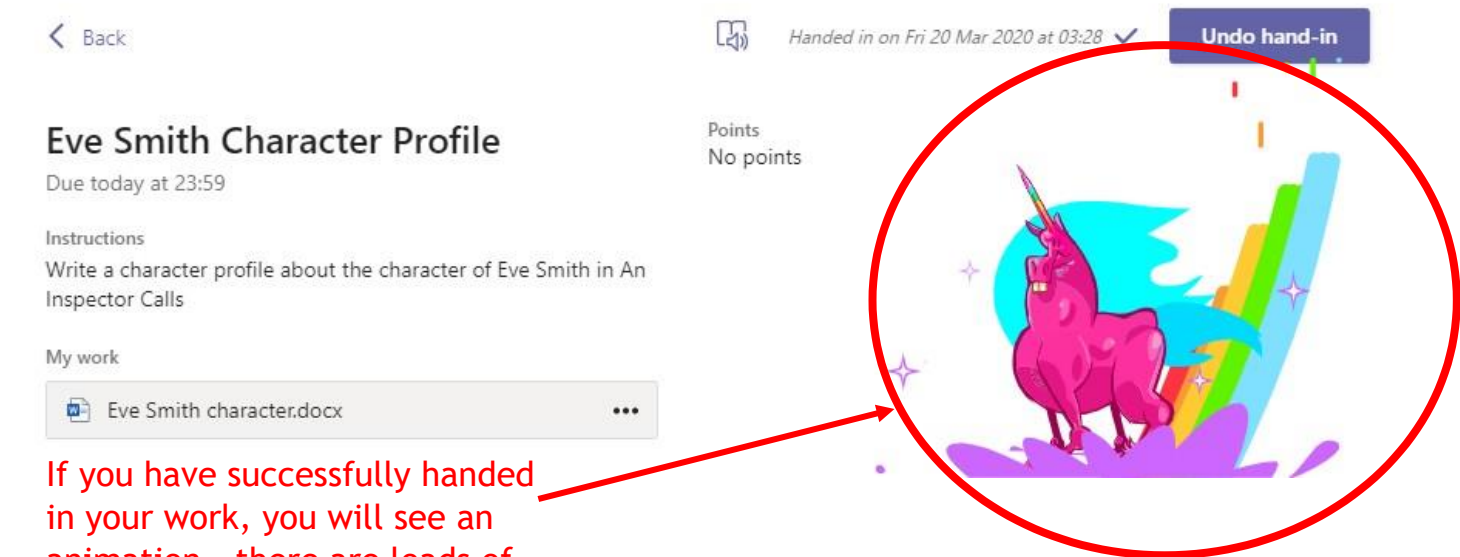


You have now created your document that you can start writing your work into. To start your work, click on the document name.





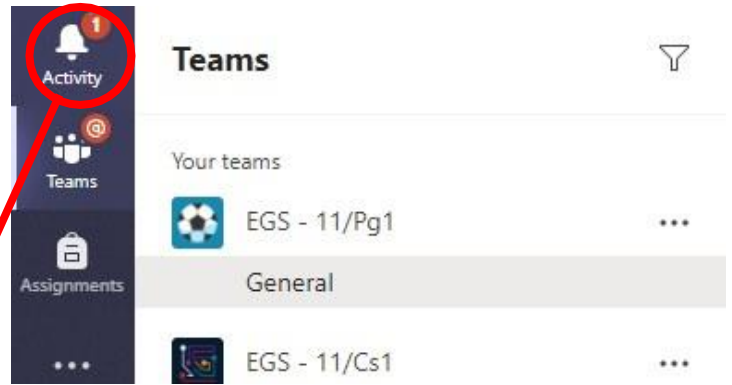
Make sure that you have your work attached and that it is not blank. Click the hand in button. Your teacher can now look at your work and give you feedback if required.



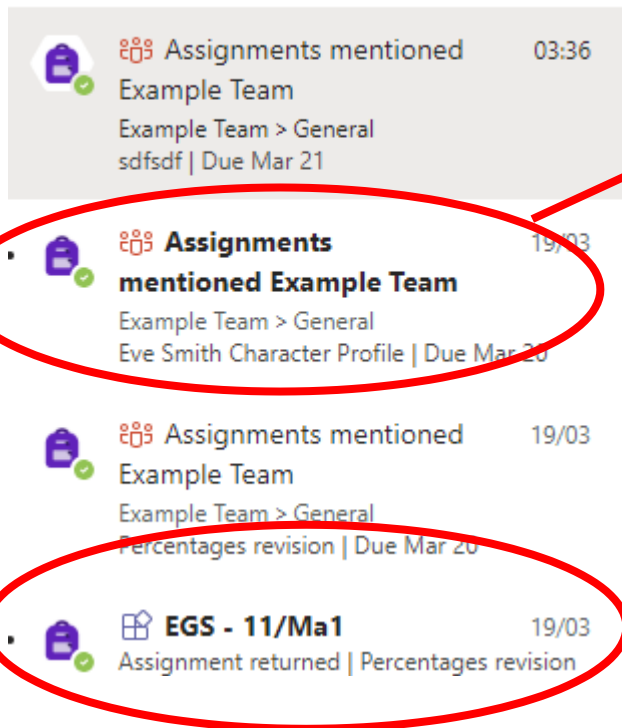
## Teams - Getting feedback and responding to feedback

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



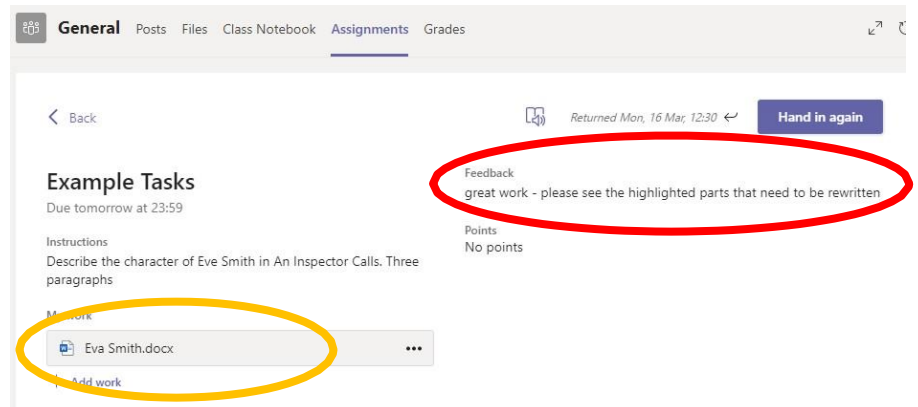
Feed



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

This is a message to say that work has been returned in this student's maths Team - to see the feedback, click on the notification

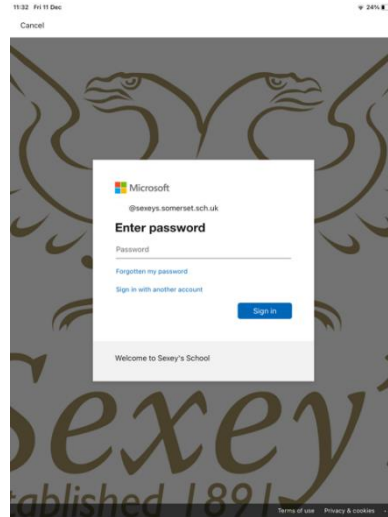
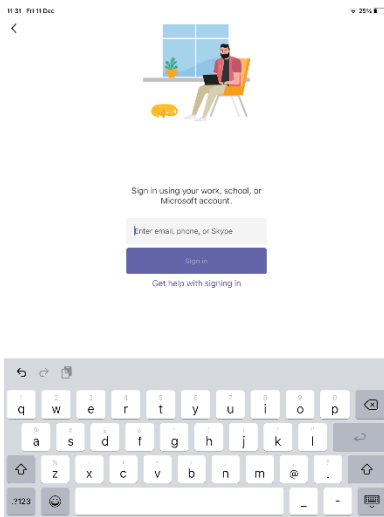
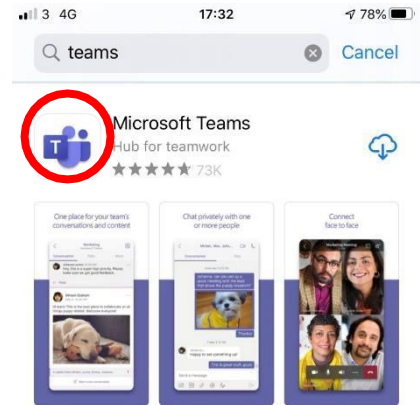
This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



## SECTION 2 - USING TEAMS ON A TABLET OR PHONE

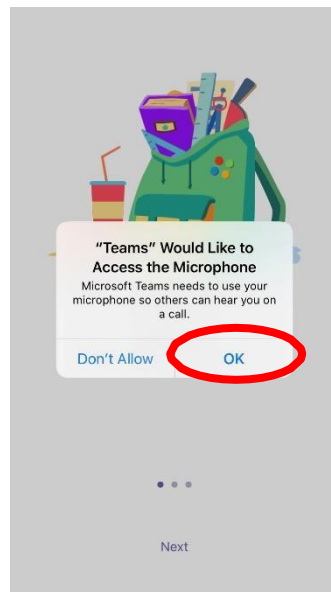
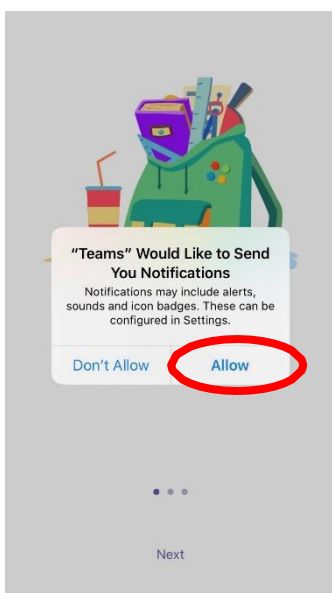
### Teams - Downloading the Teams App

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: Hannah Baker is in year 7, so her email address is 20hbaker@seveys.somerset.sch.uk

You will then be directed to the login page for the school - this is like if you are logging into a computer in school, the password is the one you set at school.



You can access the “raise hand” by click on the three dots, that will open more options including raise hand.

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 submitted.

## 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 two places - the activity feed and assignments - picture 1

