

Microsoft Teams

A Guide for Learners

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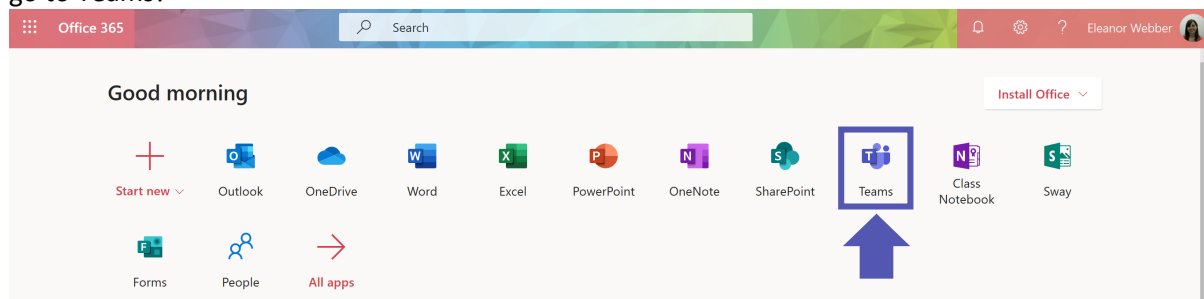
Access Teams (and Office 365) at Home

Accessing Teams at home is as easy as it is at college! First, open your web browser (eg. Google Chrome or Microsoft Edge) and go to www.office.com
Click sign in and log in with the following details:

- Your college email (e.g. ws123456@weston.ac.uk)
- Your college password (if you don't know what your password is, please email learningtech@weston.ac.uk)

Your Office 365 Homepage


Once you have logged in you will be taken to the Office 365 Homepage. Click on the Teams icon to go to Teams!



You can also access other important Office 365 apps from here including:

- **Outlook:** Check your college emails in Outlook
- **OneDrive:** Upload your documents to OneDrive and you will be able to access them on any computer with an internet connection
- **Word, PowerPoint, and Excel:** Create and edit documents online – no need to download any software!

Download the Teams App

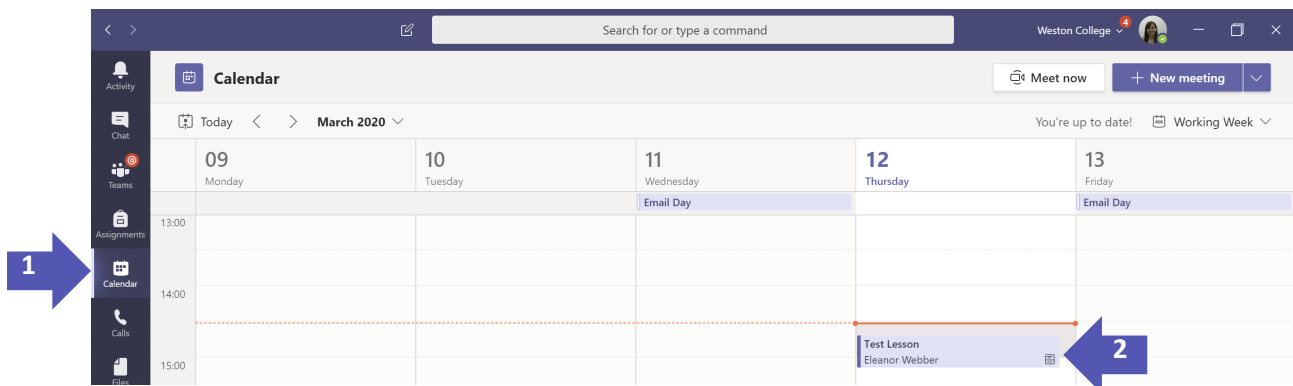
You can just use Teams in your web browser, but for a faster experience you can download the app for free! To do this, open **Teams** from your Office 365 home page and then click this icon on the bottom-left corner of your page: 

You can also download the Teams app on your smartphone. Simply go to the Apple Store or Google Play Store, and search for “**Microsoft Teams**”.

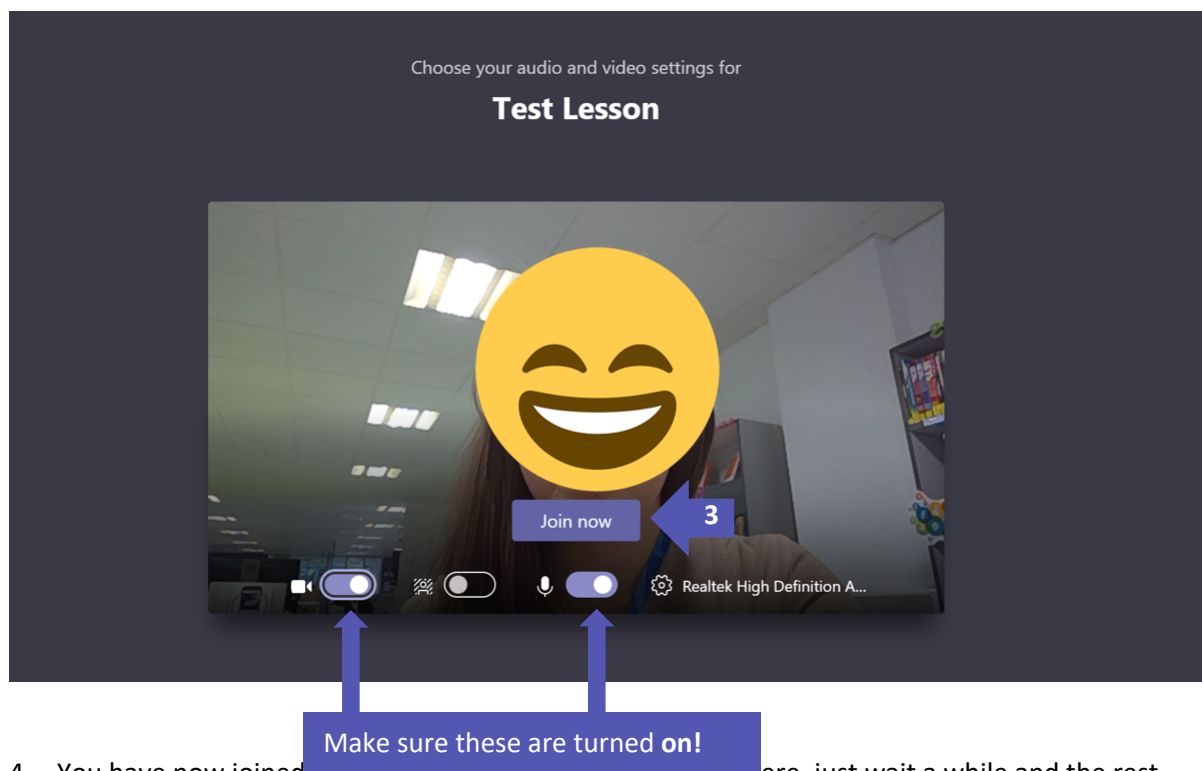
Join a Meeting on Teams

If your tutor is running your lesson as a Teams meeting, it's easy to join in!

1. Go to your calendar on Teams. Any Teams meetings you are invited to will show up here.
2. Next, click on the calendar button, click on the meeting you want to join, and then click **join** (you can still join even if you are a bit early or late!)



3. You may get a message asking for permission to use the camera and/or microphone; click **Yes**. Then make sure your microphone and webcam are both turned on and when you're ready click **Join now**.

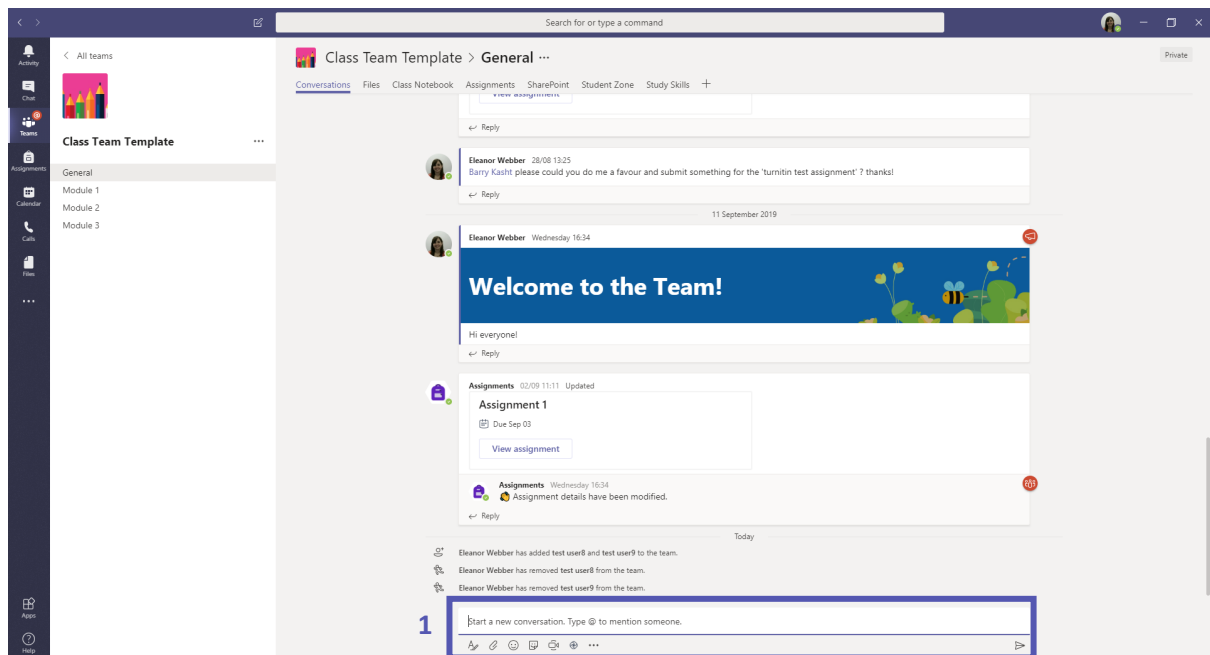


4. You have now joined the meeting. If you're the only one there, just wait a while and the rest of the class will be there soon.

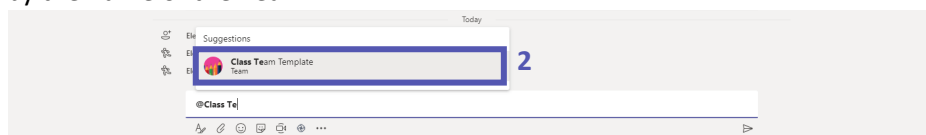
Send Conversation Posts to your Team

A great way to keep in touch with your tutor and classmates is by using the conversations/posts section on your Team! Follow the steps below to try it out.

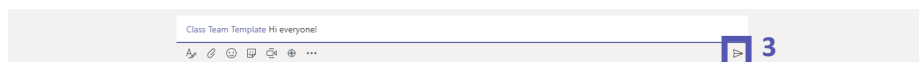
1. Go to your Team and click into the 'Start a new conversation' box at the bottom of the Conversations tab.



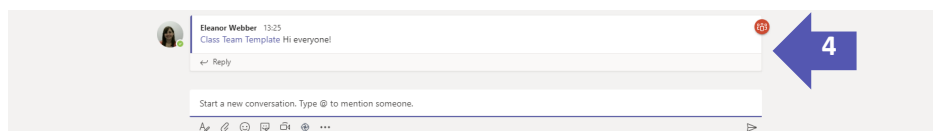
2. If you would like everyone in the Team to get a notification, remember to tag them. Type @ and followed by the name of the Team.



3. Once you have typed your message, don't forget to hit **enter** or click the paper aeroplane icon to send it!



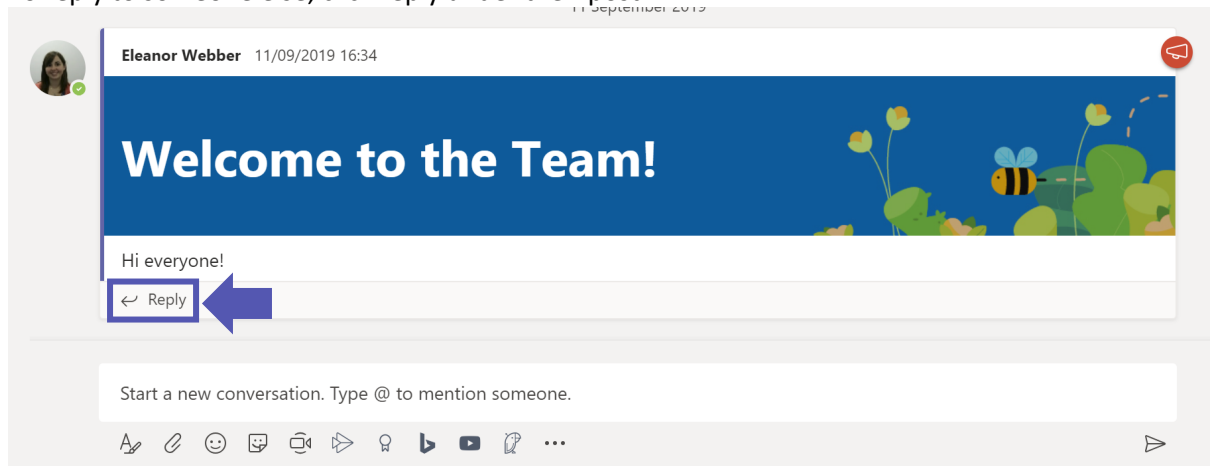
4. Your new message will then appear at the bottom of the Conversations Window!



Reply to Someone Else's Conversation Post

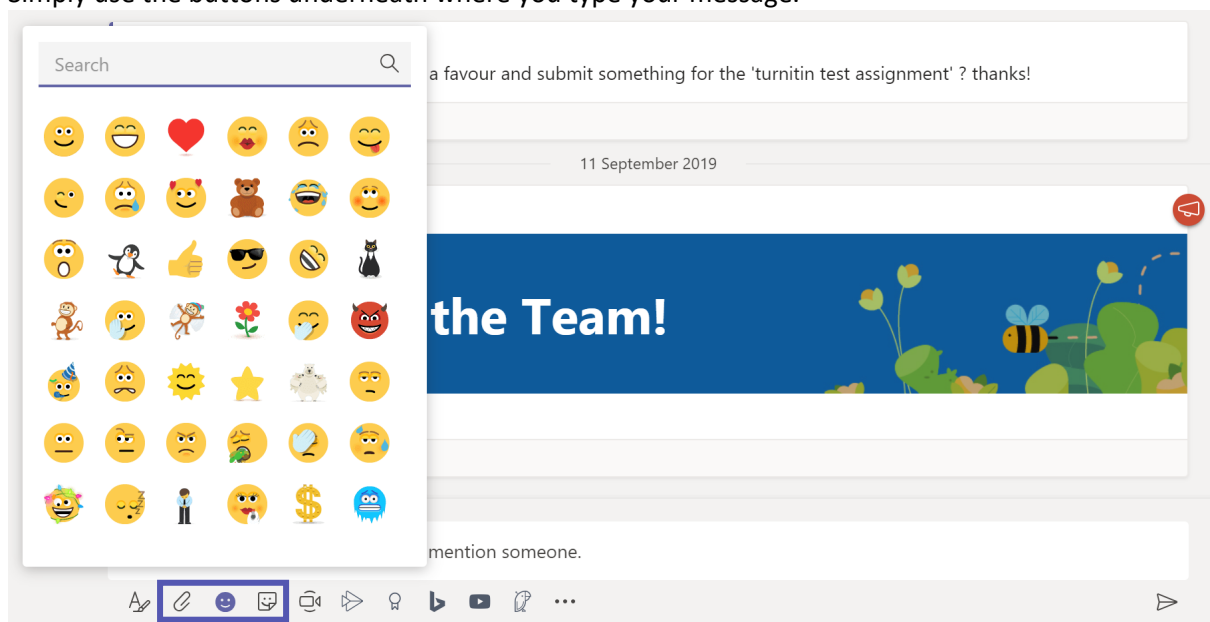
If you want to reply to someone else's conversation post, make sure you don't accidentally start a whole new conversation!

To reply to someone else, click reply under their post.



Sending files, emojis and stickers

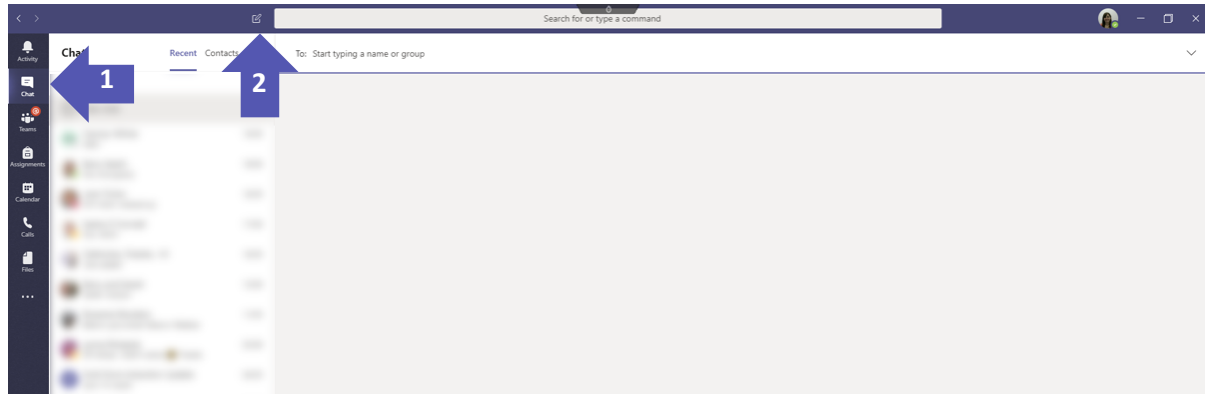
Your conversations don't just have to be text, you can also react with files, emojis and stickers! Simply use the buttons underneath where you type your message.



Send a Private Chat Message

If you want to send a message to one person or a smaller group of people, instead of a whole Team, you can use **Chat**.

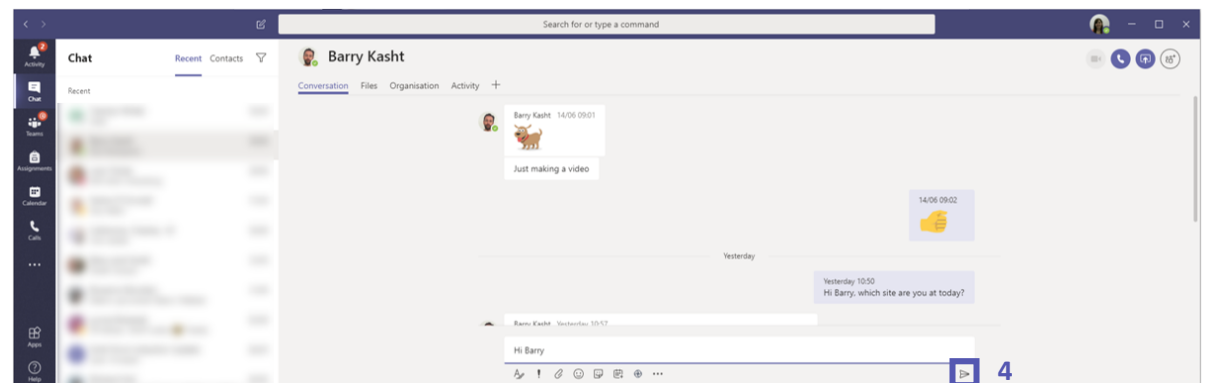
1. First, click the **Chat** icon on the purple sidebar on the left. You will now be able to see/continue your recent chats, or start a new one.
2. To start a chat with a new person, click the 'new chat' button.



3. Start typing someone's name in the 'To:' section and click on their details when they appear underneath.



4. You can now type your message in the 'Type a new message' box at the bottom of the page. Hit **enter** or click the paper aeroplane to send.



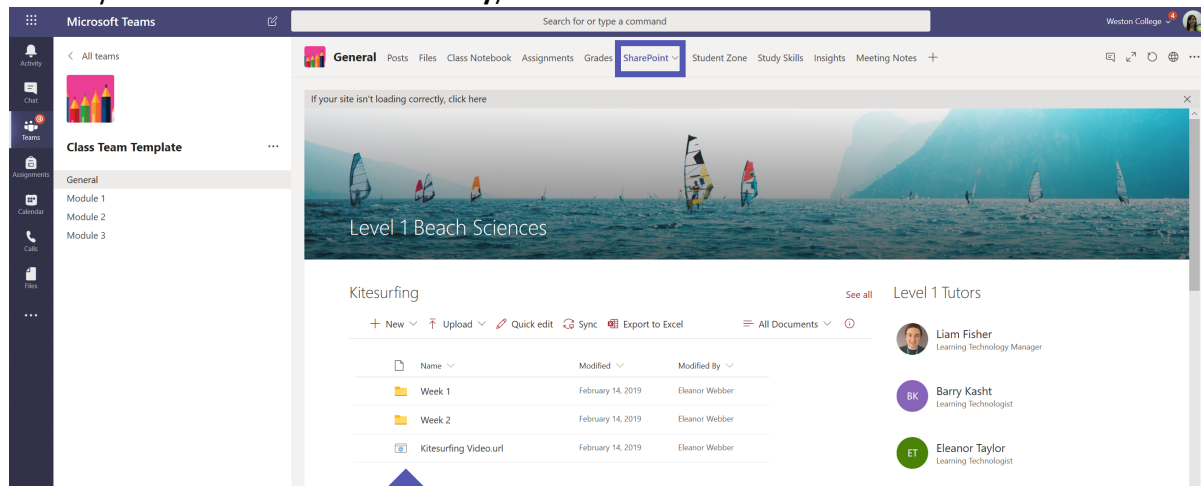
You can also send files, emojis and stickers in private chat!

Find Your Course Documents on Teams

SharePoint

All of the important documents for your course, such as lesson PowerPoints, assignment briefs and further reading can be found on your Course SharePoint.

To access this, go to the Team for your class and select the **SharePoint** tab (*note: on some Teams this may be called the **Document Library***)



Just click on a file in this document library to view it!

Class Notebook

For some courses, all of your important course information and documents will be stored within Class Notebook. Simply click the **Class Notebook** tab at the top of your Team. General resources will be in the **Content Library**, while any worksheets you have been set to complete will be in your **personal notebook section**.

Submit an Assignment in Teams

To submit an assignment in Teams, first go to the Team for your class and click on the **Assignments** tab. All your assignments will appear as cards. Click on one to open it. After selecting an assignment, you'll see all the information you need to get it done, like when it's due and any special instructions. If your teacher has attached a worksheet or quiz for you to complete and turn in, you can open it and start working right from here. Your work will save automatically. If they haven't attached a worksheet, click 'Add work' to upload your document. You can upload from your computer or directly from your OneDrive.

When you're ready to turn in your work, select **Turn in**.

The screenshot shows the Microsoft Teams assignment submission interface. At the top, there is a 'Back' button and a 'Turn in' button. The assignment title is 'Shakespeare Sonnet Annotation' with a 'Homework' tag. The due date is 'Due September 13, 2019 9:59 PM'. The instructions are 'Read Sonnet 116 and annotate it, using the PowerPoint for guidance.' Under the 'My work' section, there is a list of uploaded files, including 'How to Read a Sonnet.pptx'. Below the file list is an 'Add work' button. At the bottom, it shows 'Points 100 points possible'. Two blue callout boxes with arrows provide instructions: one points to the 'Add work' button, and the other points to the 'Turn in' button.

1. Click 'add work' to upload a document or add a link

2. Then click turn in when you're ready!

Other options:

- Sometimes you turn something in and have second thoughts. If it's still before the due date, no sweat. Go back to your assignment and select **Undo turn in**. Now you can make the changes you need before turning the assignment in again.
- **Turn in late**. If you see this button, it means the due date for this assignment has passed, but you can still turn it in.
- If your teacher has returned work to you and asked for revisions, make your updates, and select **Turn in again** to send it back for another review.

Complete an Assignment Quiz in Teams

1. Your tutor can also set you Forms quizzes through the assignments button. To complete a quiz, go to the assignment and click the button under 'My Work'

Is it Cyberbullying if...?

Due tomorrow at 23:59

Points

7 points possible

Instructions

Please complete the quiz and don't forget to check your results!

My work



Is it Cyberbullying if...? (Class Team Template)



2. This will open the quiz. Complete all the questions and click **Submit** at the bottom once you are ready. Once you have submitted, don't forget to click View Results to see how you did!!

Is it Cyberbullying if...? (Class Team Template)



Thanks!

Click "view results" below to see your score and the correct answers.



View results

3. In your results you can see how many points you got, what the right answers were, and feedback from your tutor on your responses.



1. Claire's boyfriend breaks up with her, so to get back at him she forwards an intimate photo he sent her to her friends. They start sending him nasty comments via social media.

(0/1 Points)

☐ Yes ✓

☐ No

☒ Maybe

Yes, this is definitely cyberbullying. Claire forwarded the message with the clear intention of hurting him, and it could do serious damage to his reputation, mental health and relationships with other people.

Complete an Assignment on Class Notebook

If your tutor uses Class Notebook, they may add assignments or homework for you to complete in your personal notebook section.

Go to the class notebook tab, then click on the section which shows your name, and then Homework

General Posts **Class Notebook** Assignments Grades SharePoint 4 more ▾

File Home Insert Draw View Help Open in browser ▾

Class Team Template

WCC_STU_19_Learning Tech Training Site Notebook

Welcome Lesson 2 Homework

> _Collaboration Space

> _Content Library

▼ t.eleanor.webber

Class Notes

Handouts

Homework

Quizzes

Lesson 2 Homework

02 July 2019 09:19

How does the writer use language and structure to create interest for the reader in the opening to Lord of the Flies?

You can then either type your answer directly into the notebook, or insert another file such as a word document. To do this, click **Insert** and then **File**.

General Posts Files **Class Notebook** Assignments Grades SharePoint 4 more ▾

File Home **Insert** Draw View Help Open in browser ▾

File ▾ Picture ▾ Link Audio Symbol ▾ Maths ▾

Lesson 2 Homework

02 July 2019 09:19

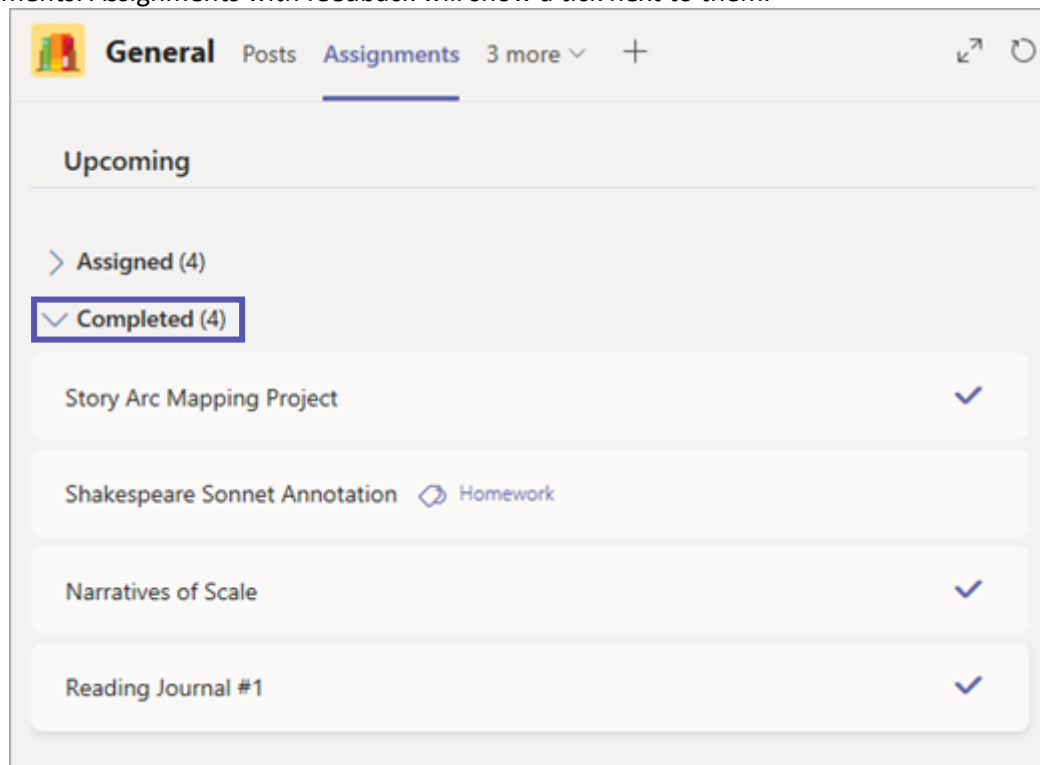
How does the writer use language and structure to create interest for the reader in the opening to Lord of the Flies?

Either type your answer here, or insert another document, for example...

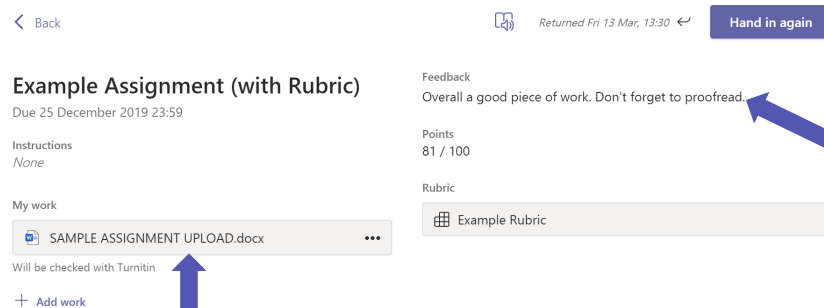
Lord of the Flies

View Your Assignment Feedback


You will get a notification on Teams when your tutor has reviewed and returned your assignment. To view your feedback, go to the assignments tab and click returned to view all your returned assignments. Assignments with feedback will show a tick next to them.



Click on the assignment name to view your feedback. If your tutor has suggested any ways to improve your work, you can open the document and edit it in Teams. Once you're happy with it, click Hand in again.



Your tutor may also add comments to your document. Click here to view them

Tip: Can't see the comments on your document? Click one of the speech icons () on the right-hand side to open them!