



PADGATE  
ACADEMY

# Microsoft Teams

Online Learning for Students

User Guide

# Overview

This document, for students, describes how to find and use the Microsoft Teams app from your web browser, how to complete assignments and view grades awarded by your teacher.

# Requirements

School email account

Internet Explorer 11, Microsoft Edge, the latest version of Chrome, Firefox, or Safari.

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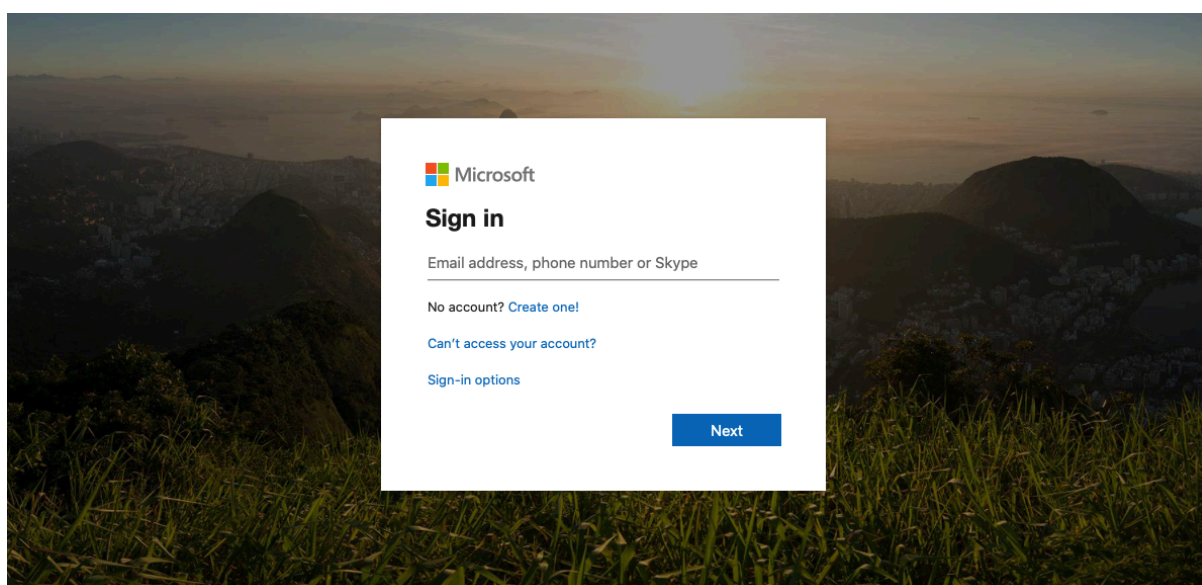
## Get started in your class team


Access your online classroom right away in Office 365 Education and Microsoft Teams. Grab your device and your school sign-in information and head into class at [teams.microsoft.com](https://teams.microsoft.com).

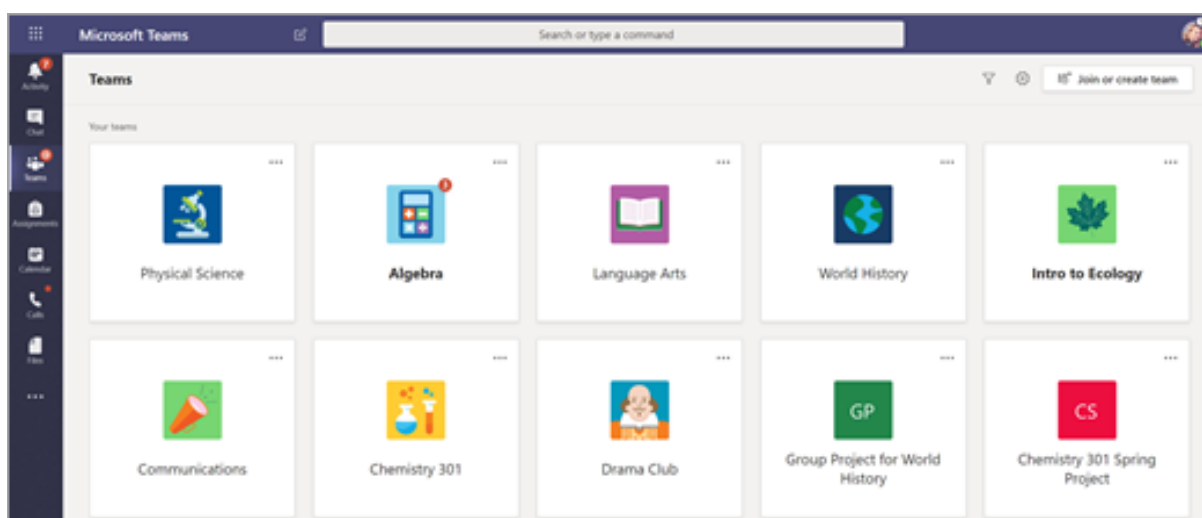
Your login and password is the same one that you use on the computers in school. You just need to add @padgateacademy.co.uk at the end - this is your email address.

### Sign into Teams

1. Open your internet browser, type in the address [teams.microsoft.com](https://teams.microsoft.com) and sign in with your school email and password.



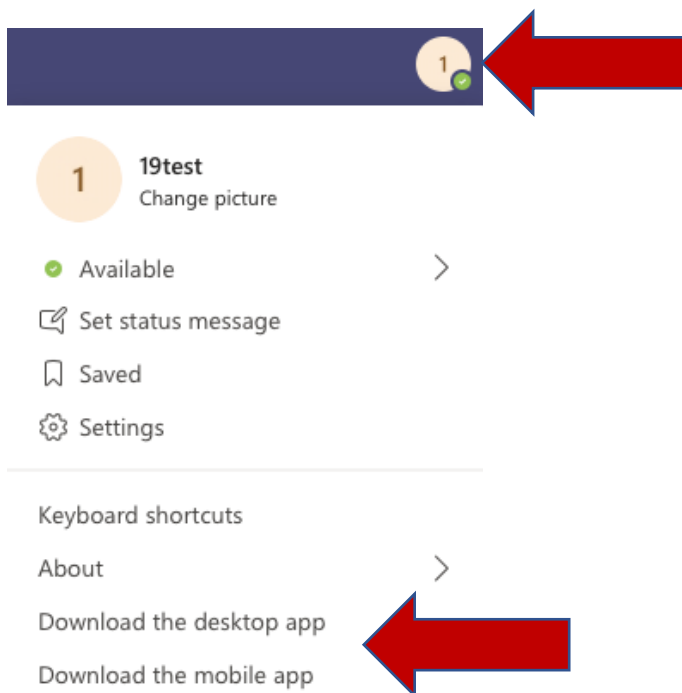
2. Once you have signed in, you will see a list of class teams that you're in. You can also click the teams icon from the left hand side of the screen .



# Download the Teams App

Get Microsoft Teams on your device. As well as using Microsoft Teams online, you can also download the Microsoft Teams App for your phone, tablet or laptop so you can complete work from anywhere, at any time:

- [Download for Windows, macOS, or Linux](#)
- [Use the web version](#), which has the same features as the desktop version
- Get Teams on your [iOS and iPadOS](#) or [Android](#) device. The app requires at least Android 4.4 or IOS 10.0
- You can also download the app for your device once you are logged into Teams online, by clicking the icon in the top right-hand corner and choosing:
  - 'Download the desktop app' for computers
  - 'Download the mobile app' for mobiles and tablets.

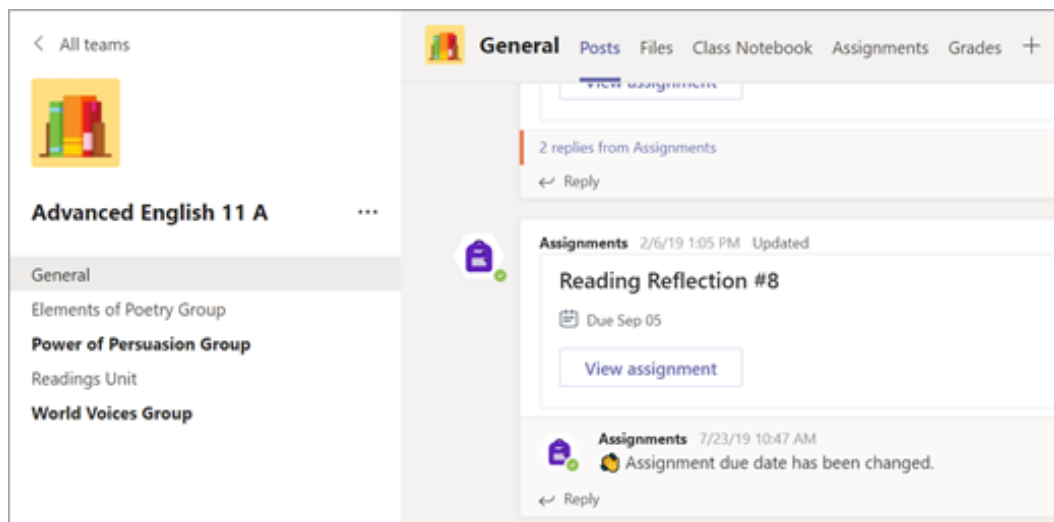


# Get organized in your class team

## Channels

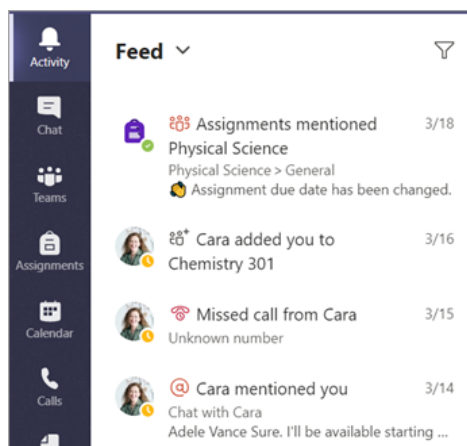
Every class team has a main discussion area, the General channel. Under General, your teacher may create more channels to organize topics, projects, and more.

- 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

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



## Completing assignments and viewing grades

When you enter the assignment, you will find details of the work that you are being asked to complete. You will find instructions from your teacher, the date that the assignment is due to be returned, together with documents that your teacher has added.

There are two types of documents that you will find within the assignment:

### Reference materials

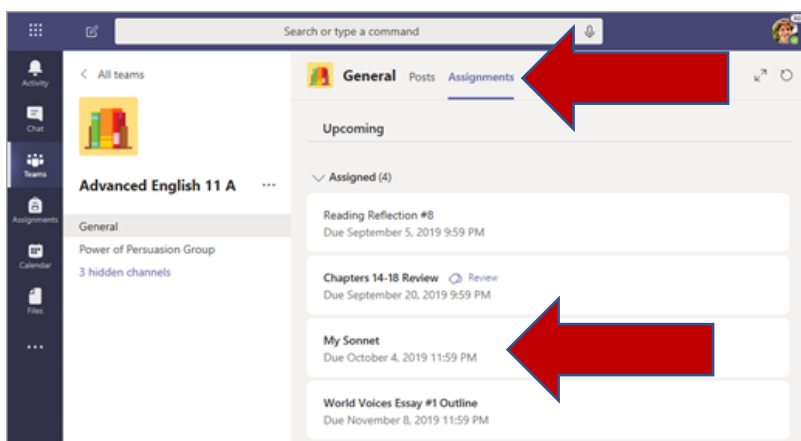
- These documents are for you to look at or download only, you cannot edit these.

### My Work

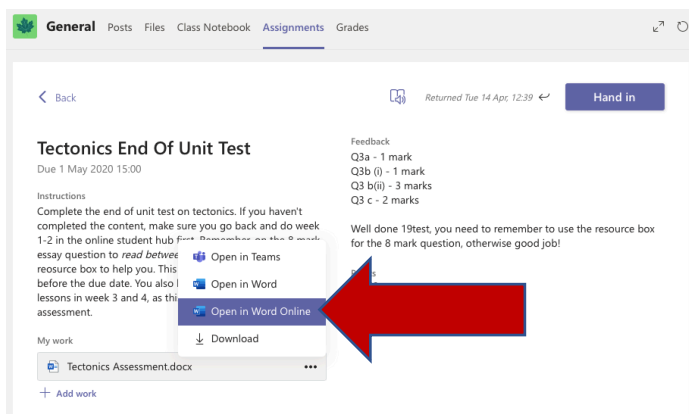
- These documents can be edited by you, for example a worksheet that asks you to answer questions.

## 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, click on the name of the assignment.
3. Once you have opened the assignment, click on the document under 'My work' and select 'Open in Word Online'



4. You can complete the work on the screen in front of you where the teacher has asked you to and when you are finished, you can simply close the window.
5. When you return to the Assignment page, simply click on 'Hand In'.

The screenshot shows a Blackboard assignment page. At the top, there is a navigation bar with 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is active. Below the navigation bar, there is a 'Back' button and a 'Hand in' button. A large red arrow points to the 'Hand in' button. The assignment title is 'Tectonics End Of Unit Test' with a due date of 'Due 1 May 2020 15:00'. The instructions state: 'Complete the end of unit test on tectonics. If you haven't completed the content, make sure you go back and do week 1-2 in the online student hub first. Remember, on the 8 mark essay question to read between the lines and use the resource box to help you. This has to be emailed back to me before the due date. You also have to complete the normal lessons in week 3 and 4, as this is our new topic after this assessment.' The feedback section shows: 'Q3a - 1 mark', 'Q3b (i) - 1 mark', 'Q3 b(ii) - 3 marks', and 'Q3 c - 2 marks'. The points section shows 'Points 7 / 16'. The 'My work' section shows a file named 'Tectonics Assessment.docx' and an 'Add work' button.

## Adding your own work

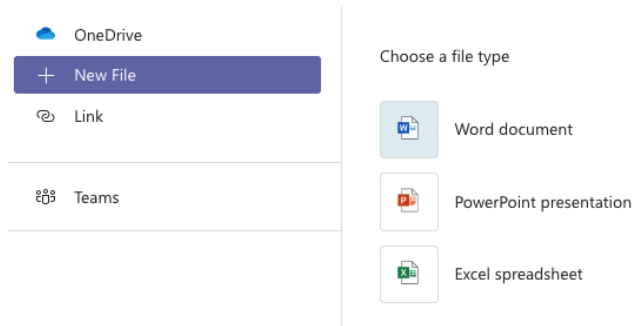
If you have been set an assignment where the teacher has included resources only, you may need to create your own document to complete your work, for example to write an essay, create your own presentation etc. To do this, please follow these steps:

1. In the assignment, click on **add work**

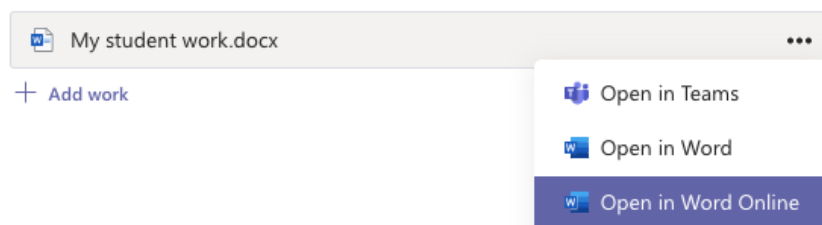
The screenshot shows a Blackboard assignment page for 'Jekyll & Hyde Quiz'. At the top, there is a 'Back' button. The assignment title is 'Jekyll & Hyde Quiz' with a due date of 'Due today at 11:59 PM'. The points section shows 'Points 18 points possible'. The instructions state: 'Complete the quiz - fill in the correct chapter and the correct character from Jekyll & Hyde'. The 'My work' section shows a file named 'Jekyll & Hyde Quiz Test.docx' and an 'Add work' button. A large red arrow points to the 'Add work' button.

2. If you have already created a file on your computer, you can click 'Upload from your device', find the file and upload it to the assignment. If you haven't, follow the next step.

- To create a new file for you to add your work to, press **+ New File** from the left-hand menu and choose the document type that you would like to create, for example Word Document. You will be asked to name your document, once you have done this, press **Attach**.

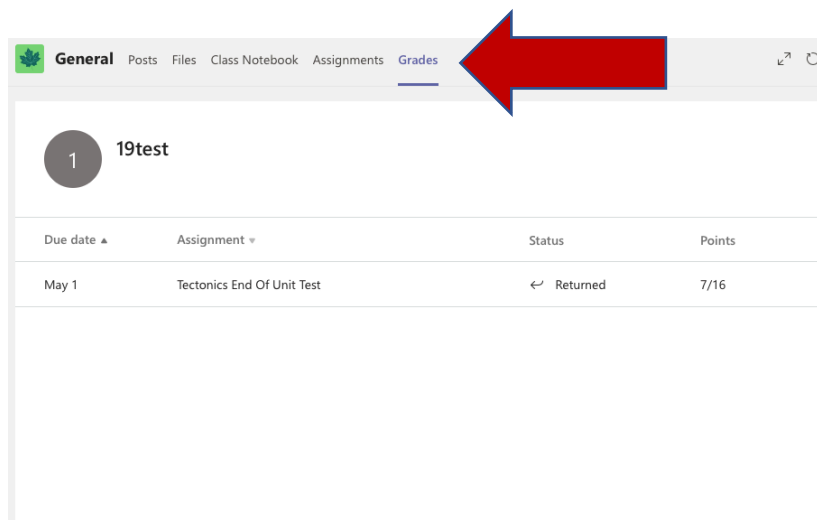


- To start working on your document, press the three dots to the right and choose 'Open in Word Online'.



## See your grades

- To see grades for assignments your teacher has reviewed and sent back to you, select the **Grades** tab.




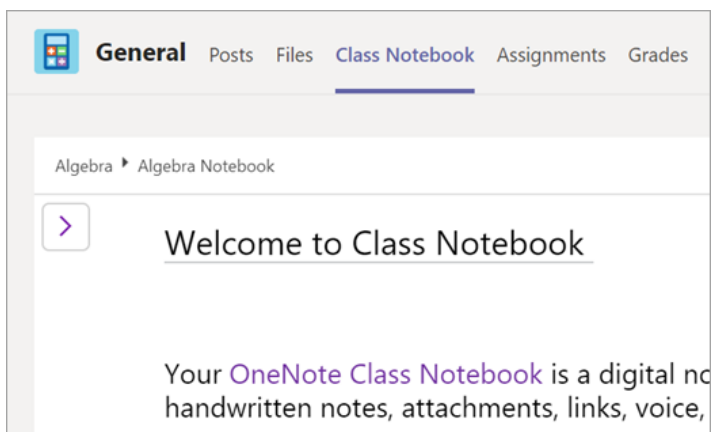
- All your assignments are listed here with the nearest due date at the top. View your status on each assignment as well as points you've received on graded work. Assignments without points will show as Returned after your teacher has reviewed them.



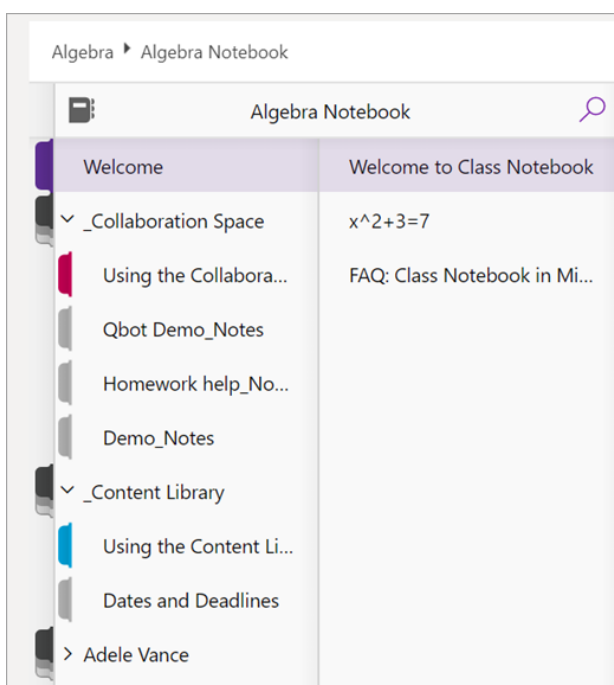
## Use Class Notebook in Teams

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 'Class Notebook' tab and explore.

1. Select  to expand the notebook and see all your sections.



2. Within your Class Notebook, you will find 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.

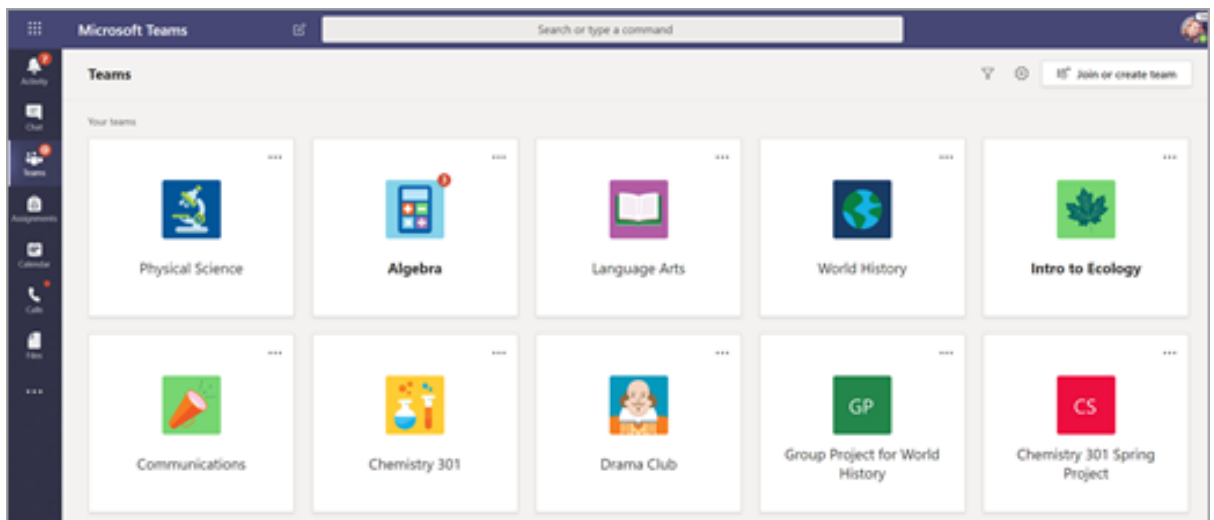


3. Note the section at that bottom with your name—that's your private notebook! Only you and your teacher can see it.

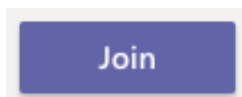
## Joining a Live Lesson or Assembly on Teams

You may be invited to participate in a live lesson or Assembly, delivered by your teacher. To join in, follow the instructions below.

1. Your teacher will let you know the class that the lesson or Assembly is being held in.
2. When you are logged into Microsoft Teams, click on the **Teams** icon from the left-hand menu.



3. Click on the Team that the lesson or Assembly is being held in and you will be taken to the feed of that class.
4. From within the class feed, you will see the details of the Lesson or Assembly that is being delivered as a post, click on the post to open up the event.
5. Click on the **Join** icon to take part in the class. You will be given the option of enabling your microphone and webcam for the meeting too.



## More Help

- Microsoft online has a range of resources for students using Microsoft Teams. You can get started by clicking here:

<https://support.office.com/en-us/article/more-resources-6bd3eb82-0a0f-43cc-a4d2-c9f4e7ebdf39#ID0EDBAAA=Students>

- If you need any help with completing work, please email your class teacher. Please note that emails can only be responded to if they come from your school email address.