

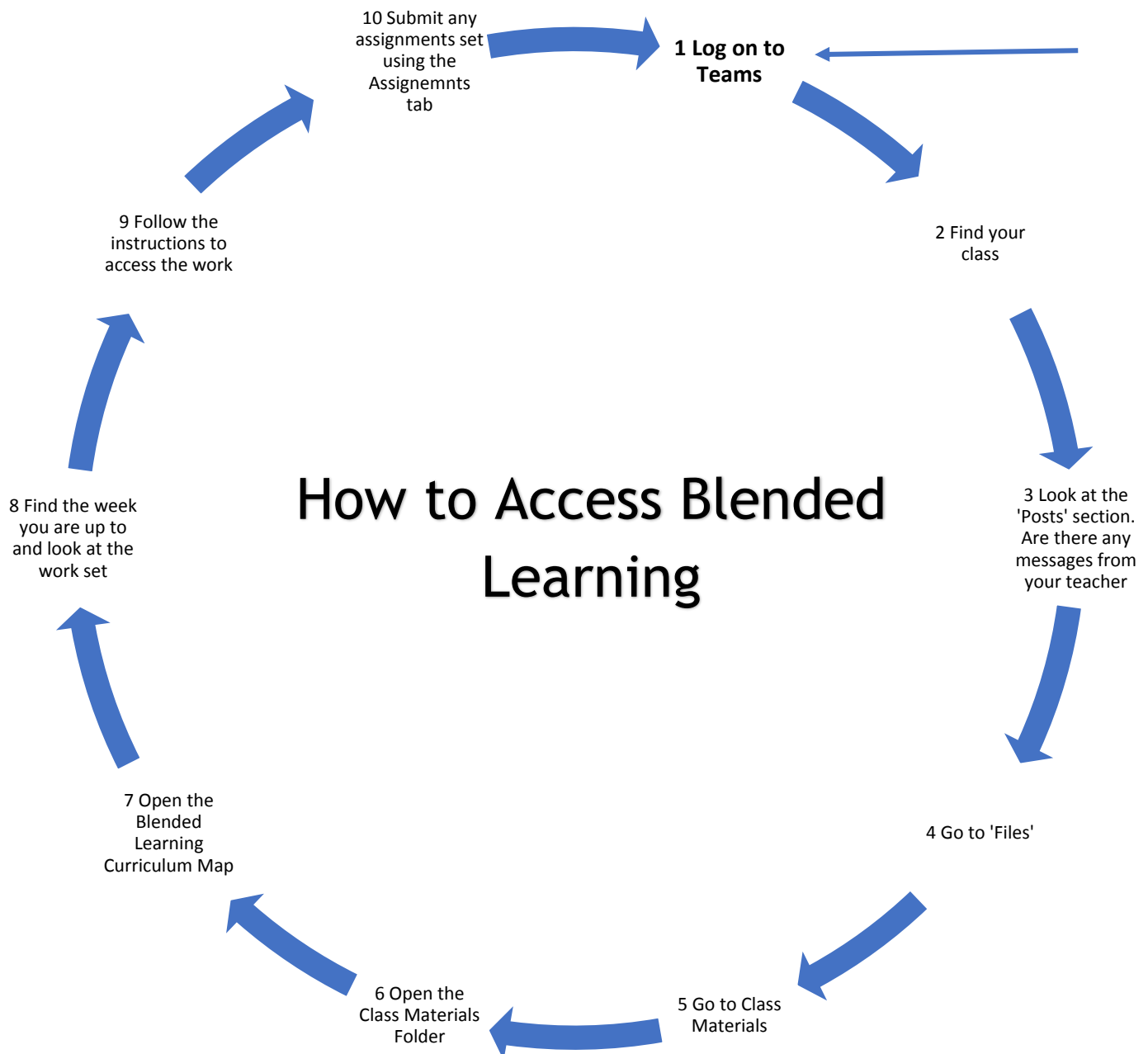
# Hilbre High School: Using Microsoft Teams Student Guide

## Introduction:

This document tells you all about Microsoft Teams and how to use it.

**Important:** If we go into a situation where you need to learn remotely from home, you will need to be able to access and use Microsoft Teams. Instructions how are in this booklet.

Here is a quick summary explanation of what to do to access Remote Learning lessons using Teams.



If you have any trouble accessing the work set or understanding the instructions, use the 'Posts' page for your class and send your teacher a message.

**What is Microsoft Teams:** Microsoft Teams is the application we are using in Hilbre High School to make sure all our students are able to access learning from home as well as in school.

Microsoft Teams enables students to:

- Communicate with their class teacher
- Participate in live lessons, if set by the teacher
- Watch recorded lessons, if set by the teacher
- See what assignments have been set
- Submit assignments to the teacher
- Access notes and other materials, shared by the teacher

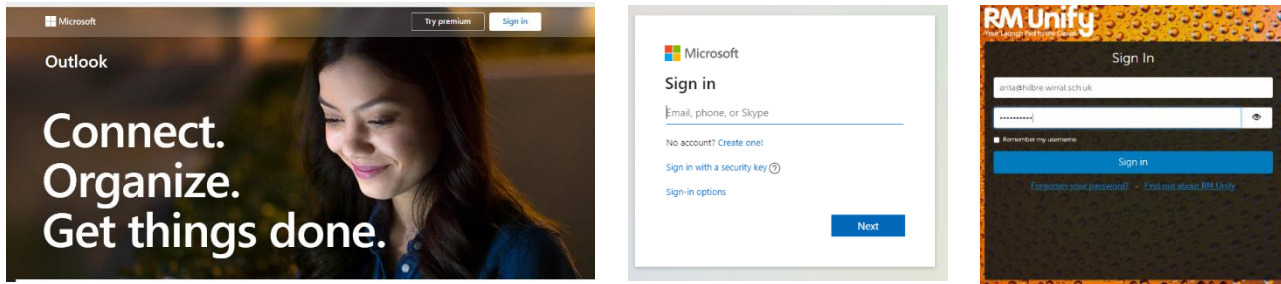
## Part 1: How to access Microsoft Teams:

**Method 1:** Through your school email page:

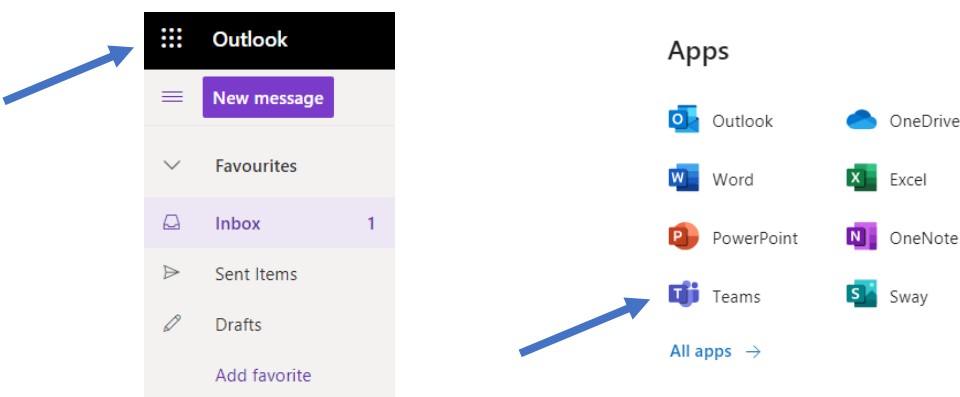
On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc., go to [www.outlook.com](http://www.outlook.com)

Sign in to Outlook using your school email address and password (1)

You will then be taken to the RM Unify sign in. Enter your school email details.



2) Now you will see your school email page: Go to the square of 9 dots in the top left corner and click on it. You will then see the option for Teams. Click on it.

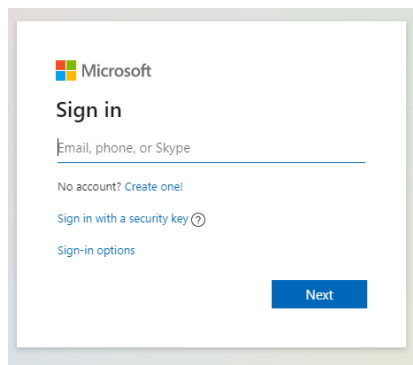


**Method 2;** Through [www.office.com](http://www.office.com)

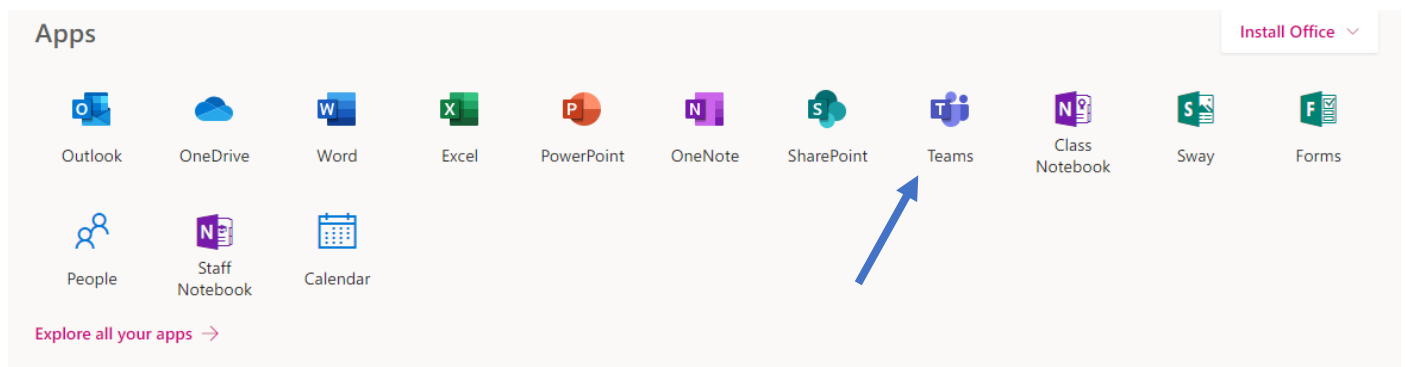
On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc., go to [www.office.com](http://www.office.com)

Sign in, using your school email address and password

You will then be taken to the RM Unify sign in. Enter your school email details.



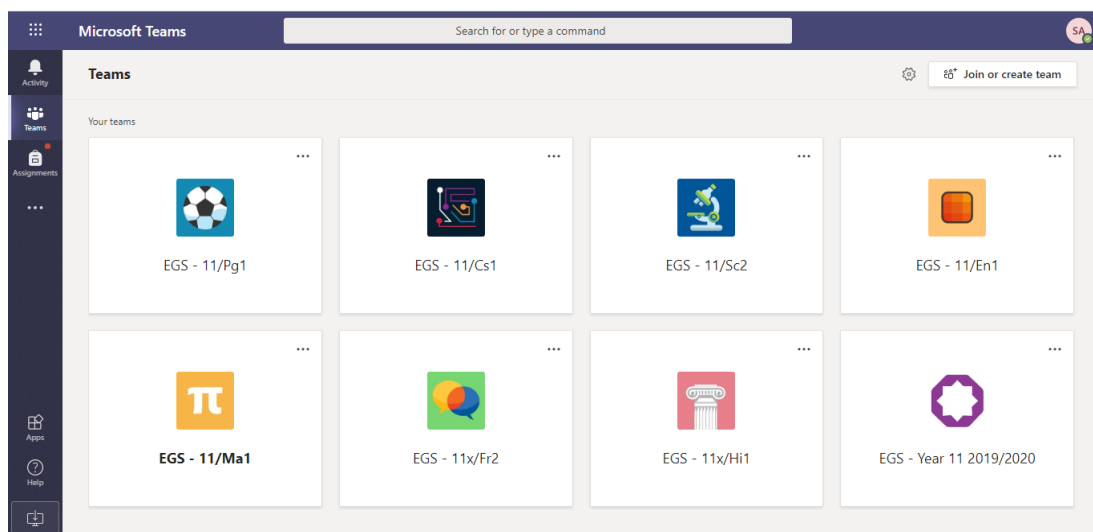
This will take you to the Office.Com homepage. Click on the Teams icon:



You should now see all your classes as separate Teams.

## Part 2: Microsoft Teams: The Home Page with all your Teams:

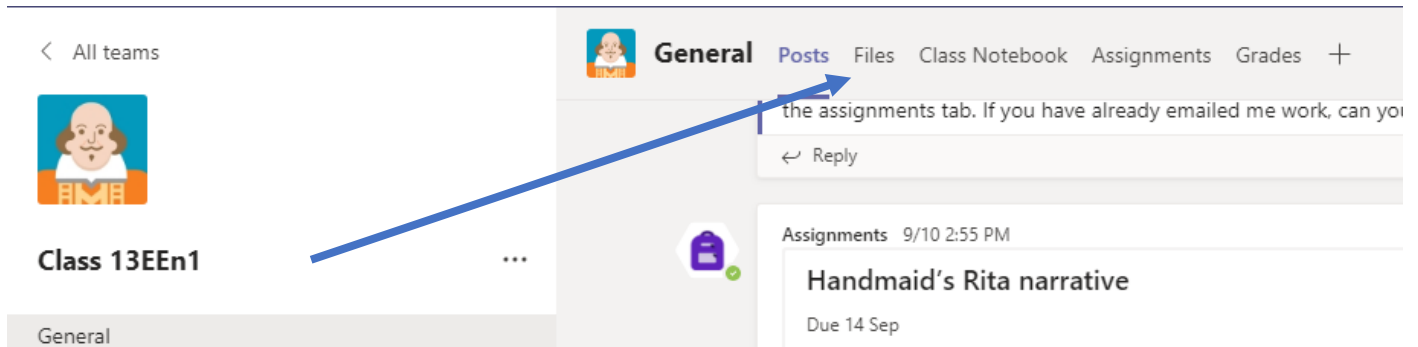
Your classes have all been set up for you. On your Teams home page, you will see icons for each of your classes.



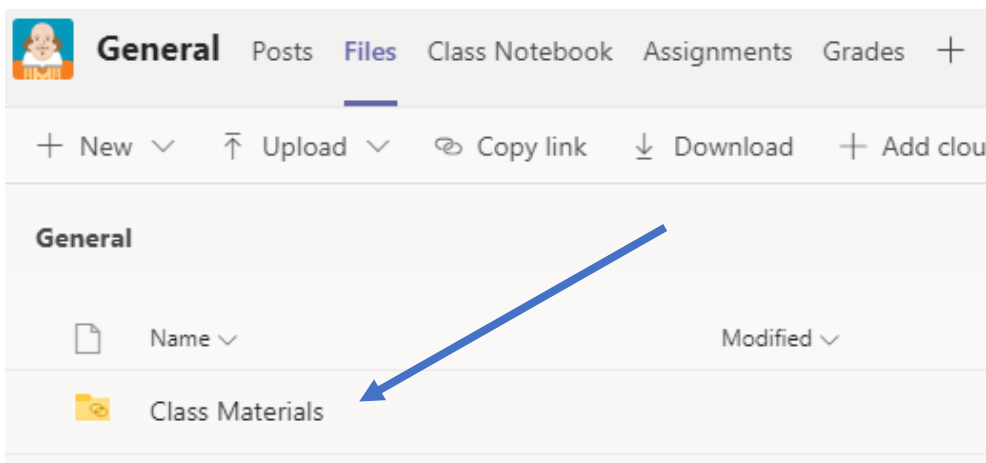
### Part 3: Blended 'Remote' Learning: Your work and lessons in Teams:

If you are having blended learning lessons, where you are working from home, your teachers have produced all the resources you will need. This is what you need to do:

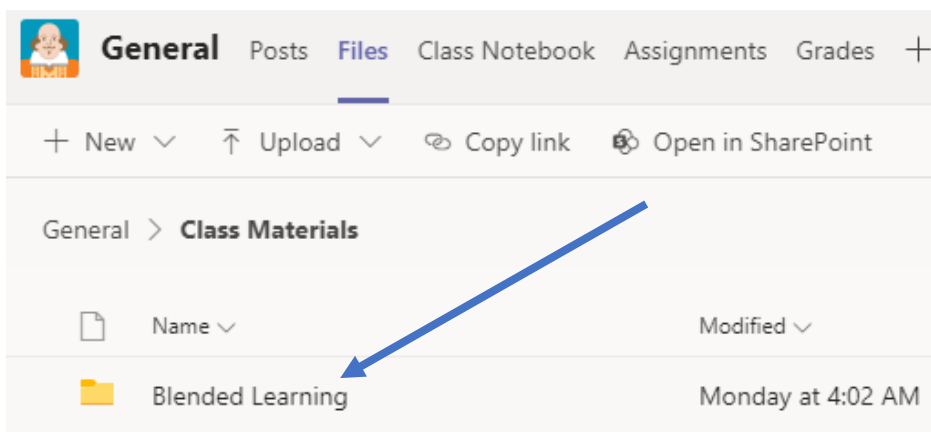
- 1) Look at your timetable. What lessons should you be having?
- 2) What week of the term is it? Count the number of weeks from the start of term. (E.g. September 21<sup>st</sup> is the start of week four in the Autumn Term.)
- 3) On the Teams home page, go to the class Team icon for the class you would have on this day, if you were in school.
- 4) Click on the Class Team page for the first of your classes on that day.
- 5) At the top of the page, you will see a Files tab. Click on it.



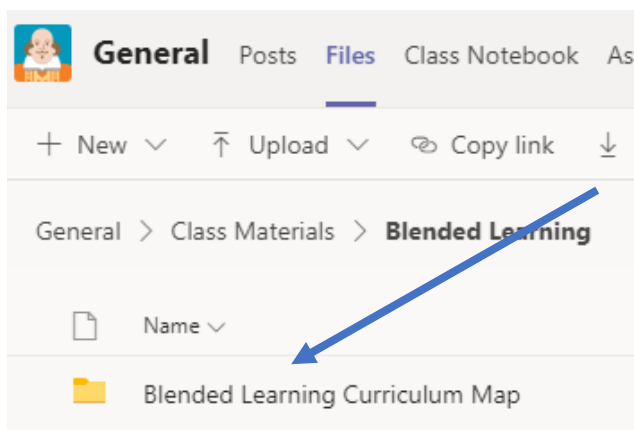
- 6) You will see a Class Materials folder. This is the folder where you will find what you need to do. Click on it



- 7) You should now see a Blended Learning folder. Click on it.



- 8) You will now see a folder called 'Blended Learning Curriculum Map'. Inside this folder will be the information you need, telling you what you need to do to access the lesson your teacher has prepared for you.



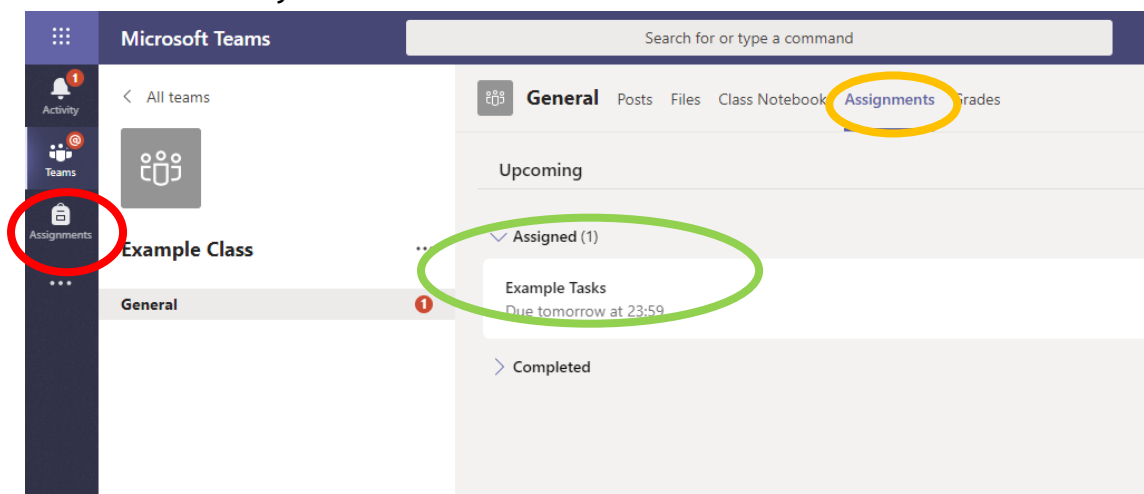
- 9) Open this folder. There will be a file with all the information you need. It will probably look something like this example:

Year 12: The Handmaid's Tale Remote Lesson Signposting:

Weeks	Focus:	Resources (students must have these available or be able to reach them by address or hyperlink)	Instruction for students in 'lockdown'
1 and 2	Establishing character and setting. Establishing the conventions of a dystopic society.	<a href="#">Powerpoint Weeks 1 and 2</a>	Submit Rita's narrative, the comparison table and your dystopian narrative as separate assignments.
3 and 4	Narrative Structure Behaviourism vs Nativism and human conditioning	<a href="#">Powerpoint Weeks 3 and 4</a>	Submit notes on the <a href="#">chapters</a> studies and your opinions about matters raised (e.g. book burning.) Submit summary of behaviourism/nativism - your views.
	Themes, motifs so far	<a href="#">Powerpoint Weeks 5 and 6</a>	Submit exam assessment

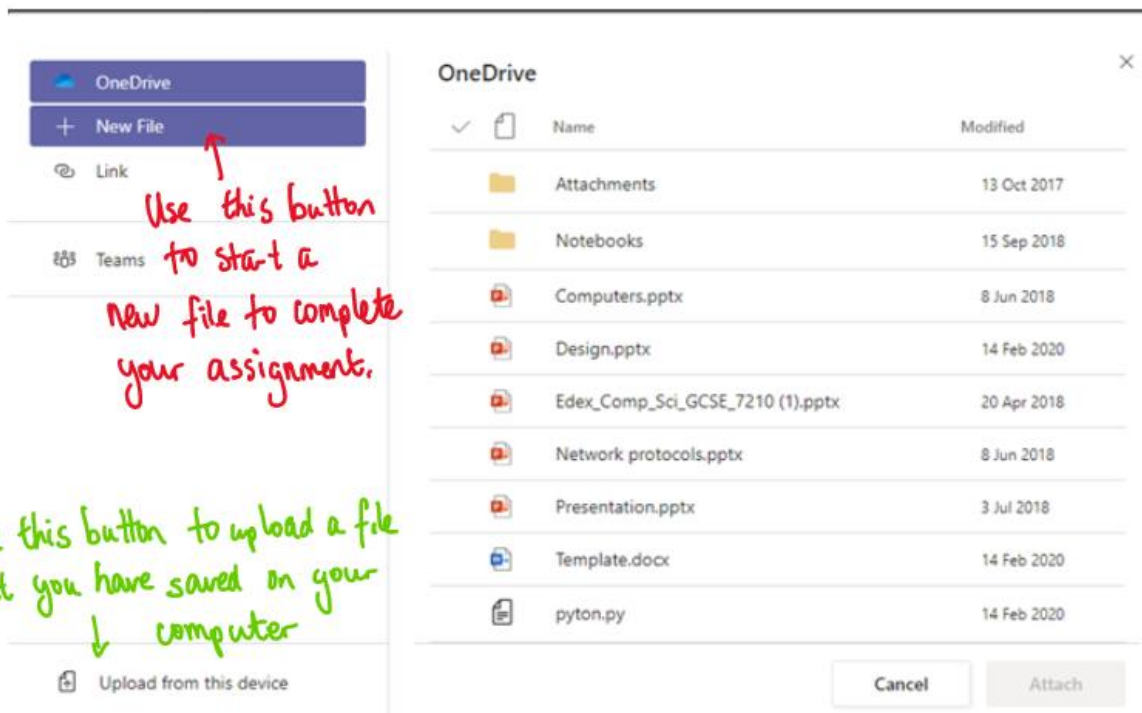
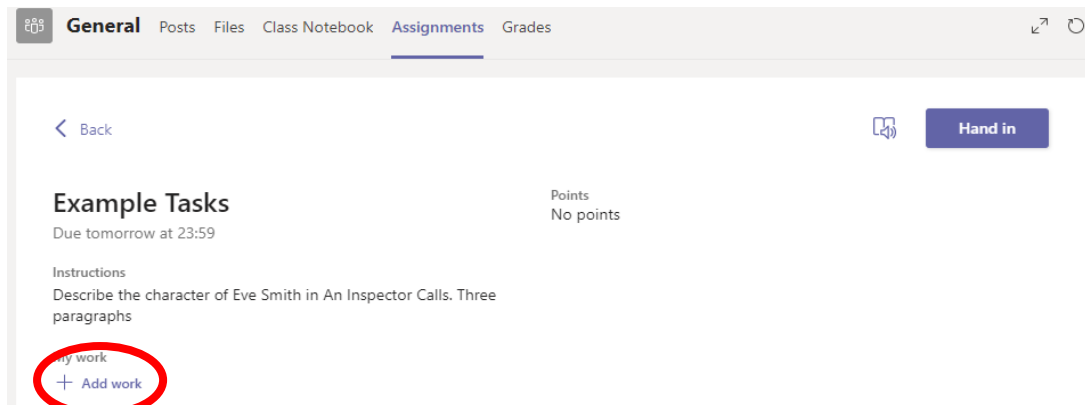
## Part 4: Teams - Uploading an assignment

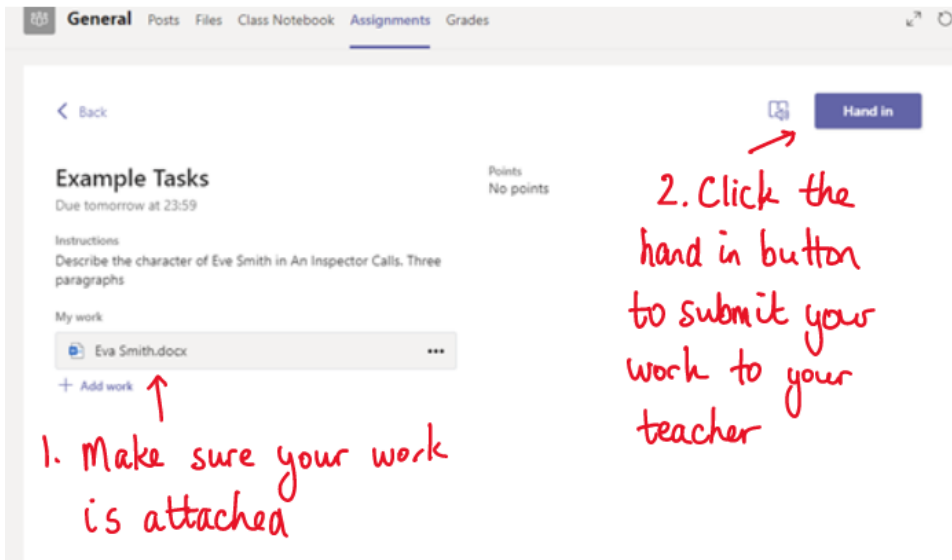
Your teacher can set assignments for you to complete. You can access these in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



Click on the assignment to access the task.

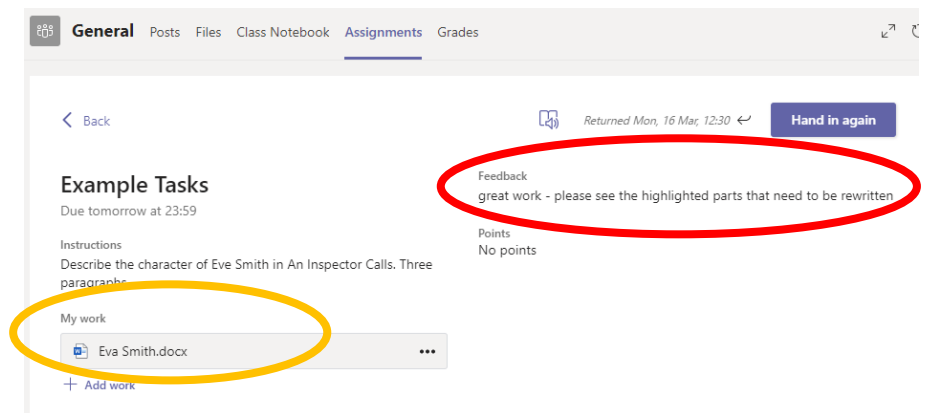
To add your work, click on the add work. You can add a document that you have already been working on, or create a new one. Your teacher will have given you some instructions on how to submit your work.



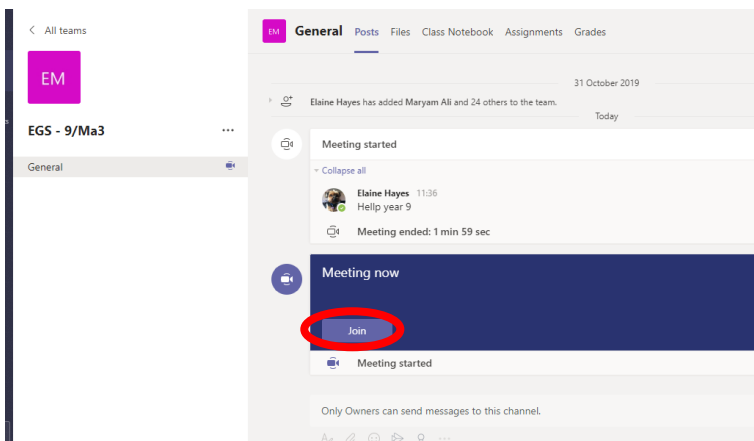


Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

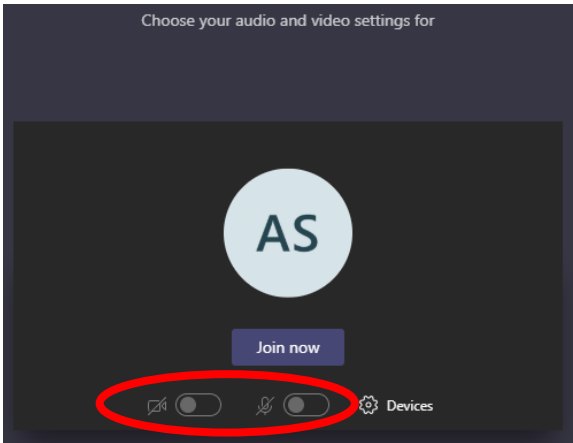
This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



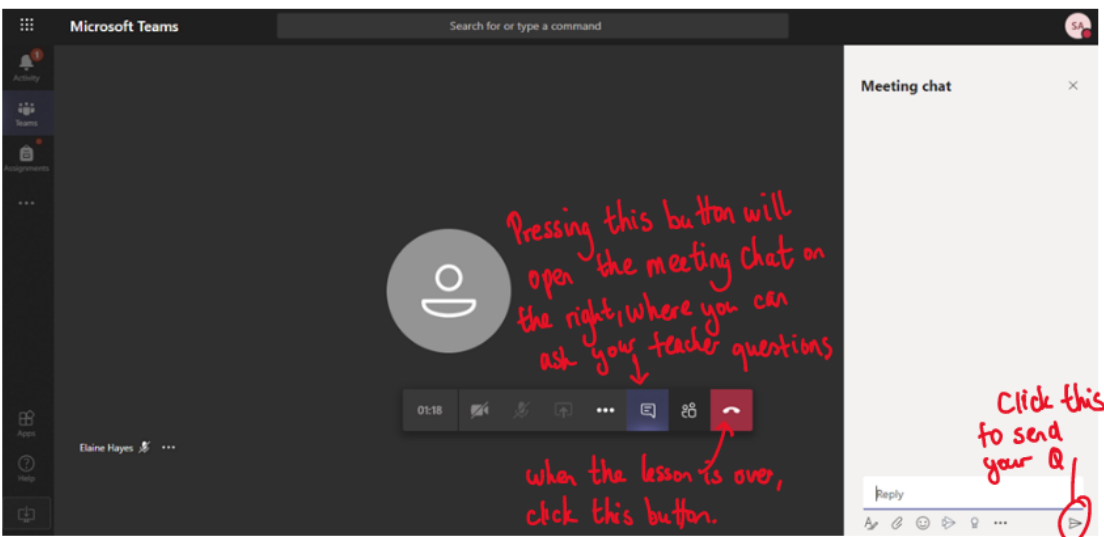
## Part 5: Teams - Joining a Virtual Classroom - Student



If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.



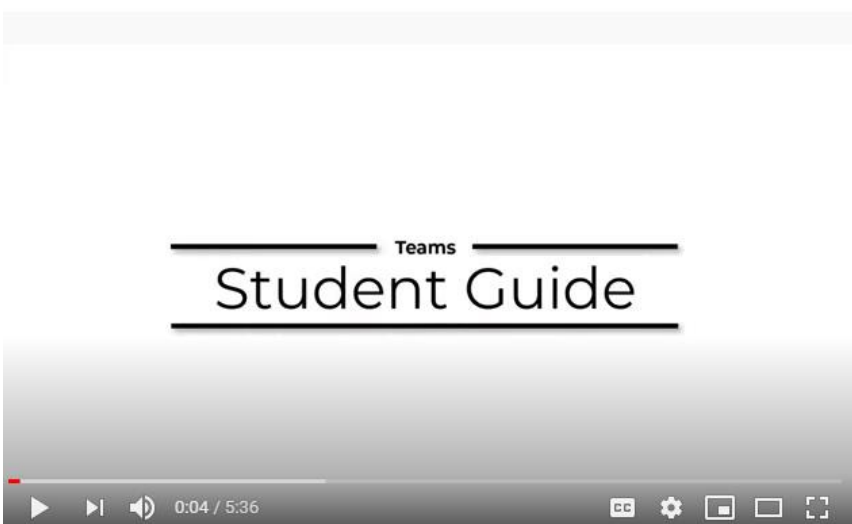
The red circle is over and audio functions. Your teacher may have told you to keep your camera and microphone on or off. In this meeting (illustrated), the teacher has asked all students to keep their camera and microphone off unless they are asking a question. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over.



## Part 6: More About Teams:

To understand Teams better, watch this Teams Student Guide video, produced by Teachblend, which gives a good explanation of Teams for students.

<https://www.youtube.com/watch?v=aO9LE6ZKnUMHi>





**What to do if you are having trouble using Teams and cannot open the application:**

If you cannot access Teams, contact [ictsupport@hilbre.co.uk](mailto:ictsupport@hilbre.co.uk) for advice on how to 'fix' the problem.

**What to do if you cannot access or understand the Blended Learning work that has been set by your teacher but you have been able to open Teams:**

If you can access Teams, go to the Posts page for your class and send a message to your teacher. If you are unsure how to do this then send your teacher an email message to their usual school email address.