

CHURCH STRETTON SCHOOL MICROSOFT TEAMS STUDENT USER GUIDE



Microsoft Teams

"Never let a serious crisis go to waste. And what I mean by that it's an opportunity to do things you think you could not do before."

Rahm Emanuel



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1. Microsoft Teams - Acceptable Use Guidance

Microsoft Teams has been identified as an additional way of delivering distance learning during this period of enforced school closure. The school's main method of setting work is still through Go 4 Schools. The school is providing opportunities for these lessons to ensure teaching and learning can continue but for many this is a new experience, and everyone involved in video conferencing must remember that the usual school protocols still apply. We are providing this guidance to ensure that participants are clear about the expectations on them.

a) Parents:

- When Microsoft Teams events are scheduled - students will be notified by email and the event will also appear in their Outlook calendar. Students will also be able to tell that a particular lesson is going to be delivered through Teams as "video lesson" will be included in the title of the lesson on Go 4 Schools, e.g. 17.06.20 Video lesson on atomic structure 10C1;
- Microsoft Team lessons may be recorded to support future education;
- Parents should identify a suitable location for the video lesson for example a living room or dining area. Bedrooms should not be used;
- Parents should ensure that as far as possible distractions are removed and there is quiet;
- Parents should familiarise themselves with the expectations on pupils set down in this guidance and ensure their child adheres to them;
- Parents are responsible for ensuring that the privacy of other family members is maintained during video sessions;
- Remember, lessons delivered online are still lessons and pupils are expected to present themselves and behave appropriately. High standards of behaviour are expected for online learning sessions just as they are in the classroom.

b) Teachers:

- Teachers will ensure that all meetings are calendared;
- Teachers will only use school approved video conferencing platform Microsoft Teams;
- Teachers will only use their school Microsoft Teams account;
- Teachers may record their sessions to ensure safety for all users and for future education opportunities;
- Video lessons will be kept to a reasonable time period, as devices and Internet may be in high demand at home;
- Teachers will ensure student microphones are muted unless requested otherwise;
- Teachers will ensure students abide by the School's Internet Acceptable Usage Policy at all times and pass on any infringements;
- Teachers must conduct sessions in a professional manner, including being suitably attired during online sessions and ensuring they are broadcast from an appropriate location;
- If broadcasting content from home the background should be blurred or altered via the screen settings if possible;
- It is not compulsory for teachers to turn their camera on. If staff feel uncomfortable then alternatives such as sharing resources and talking over that with the chat function on is appropriate for live learning;

- Where possible, video cameras should be used against a neutral background, with the light source directed towards the instructor's face;
- At the end of a session the teacher must advise all students to leave the session, and remove participants that fail to leave.

c) Students:

- Will only use school technology systems for the purpose of education;
- Treat your video conference as you would a lesson. Be on time and be prepared;
- Be ready to learn and make sure you have class resources, pen/paper etc. at hand;
- Make sure you are in a suitable location; your device is charged (or plugged in);
- Ensure that your microphone is muted until a member of staff instructs you otherwise;
- If possible, you should wear a headset (ideally with a microphone) but this is not essential;
- Remember to behave as you would in school and abide by the school's normal rules;
- Chat functions should be used to ask questions and to answer teacher questions;
- Use of Standard English is required at all times, avoid slang;
- Please use chat functions responsibly and sensibly. Remember anything you write is recorded;
- Do not record or take photos of your teachers or classmates during live sessions or share sessions via social media;
- Listen, focus on the lesson and learn;
- Avoid distractions such as your mobile phone;
- Respect your teacher, your fellow learners and yourself by doing your best, just as you would in class;
- These rules are set to keep all users safe and everyone has a responsibility to ensure that they are followed. If you misuse or disrupt the learning through Microsoft Teams you may lose your entitlement to participate in these sessions.

2. Getting started

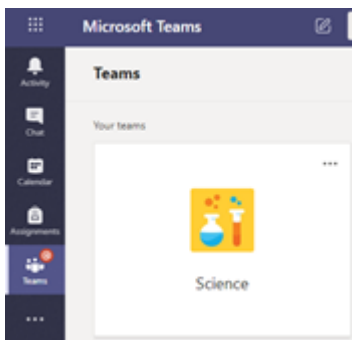
a. How to access Microsoft Teams lessons on a PC/Laptop

1. Log in to Office365 - <https://www.office.com/>
2. Your school email address is your username and your password is the same as your school password,

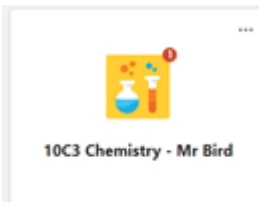
3. Once you are logged on select the Teams icon  the third from the right



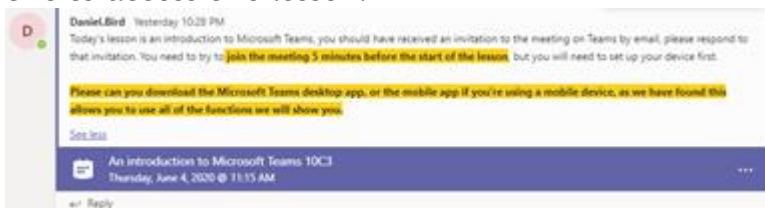
4. Once Teams opens select the Teams icon on the left-hand side of the screen to access all of the teams you are a member of



5. Click on the team you have a scheduled video lesson you have been invited to join



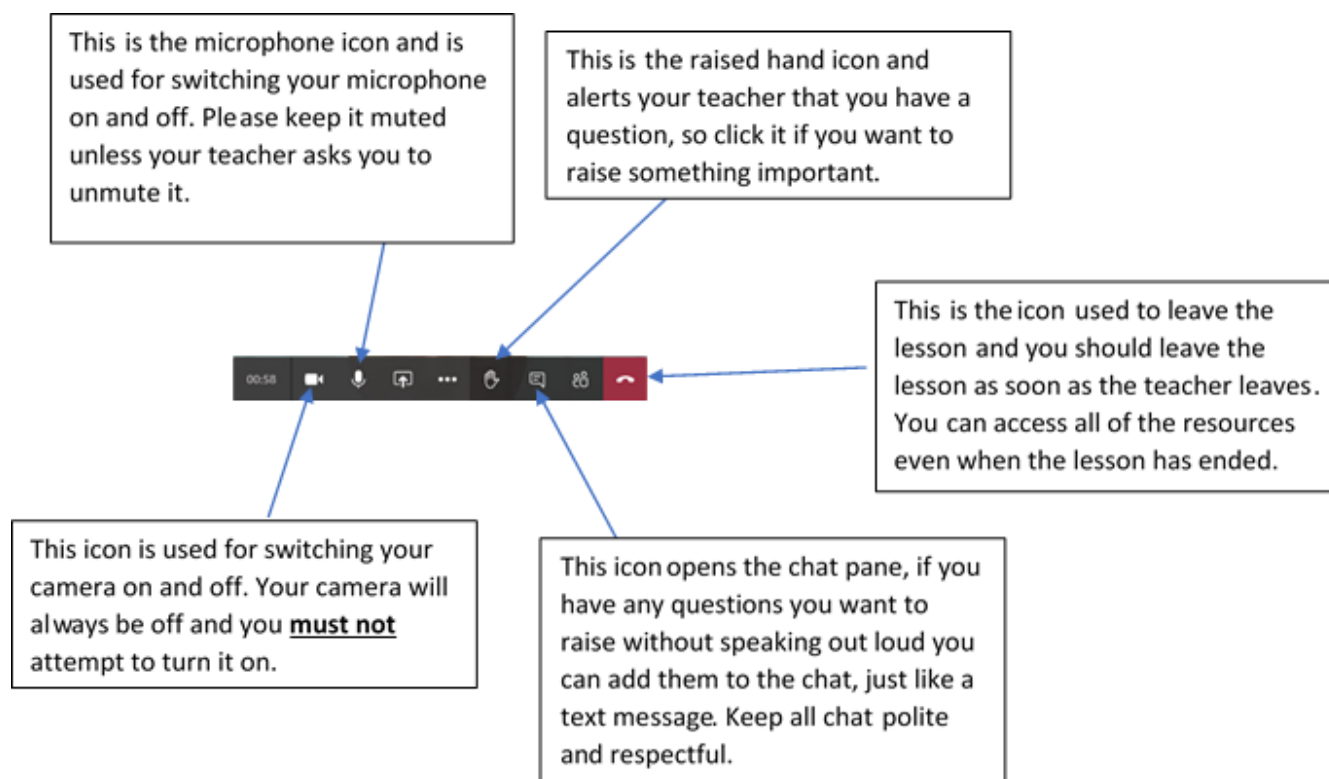
6. Once your team channel there will be a post for the video lesson you have been invited to join, once the lesson starts a join button will appear in the top right-hand corner, click this to access this lesson.



7. The screen below should appear, make sure your microphone is muted before selecting join now



8. If your teacher is already in the lesson you will see their video feed and also the icons of all the other students in the lesson. If the screen is blank you may be the first to arrive, please wait until your teacher arrives. The tool bar, below, will appear if you click on the screen



A tour of the Teams home page and a virtual classroom

Navigation buttons

Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

Calendar

Use the calendar to keep a track of your video lessons.

Teams

Click to see your teams. Drag team tiles around to reorder them.

Find and add new apps

Click to find and manage your personal apps

Start a new chat

Launch a one on one or small group chat.

Use the command box

Search for specific items or people, take quick actions, and launch apps.

Manage profile settings

Change app settings, change your pic, or download the mobile app.

Join or create a team

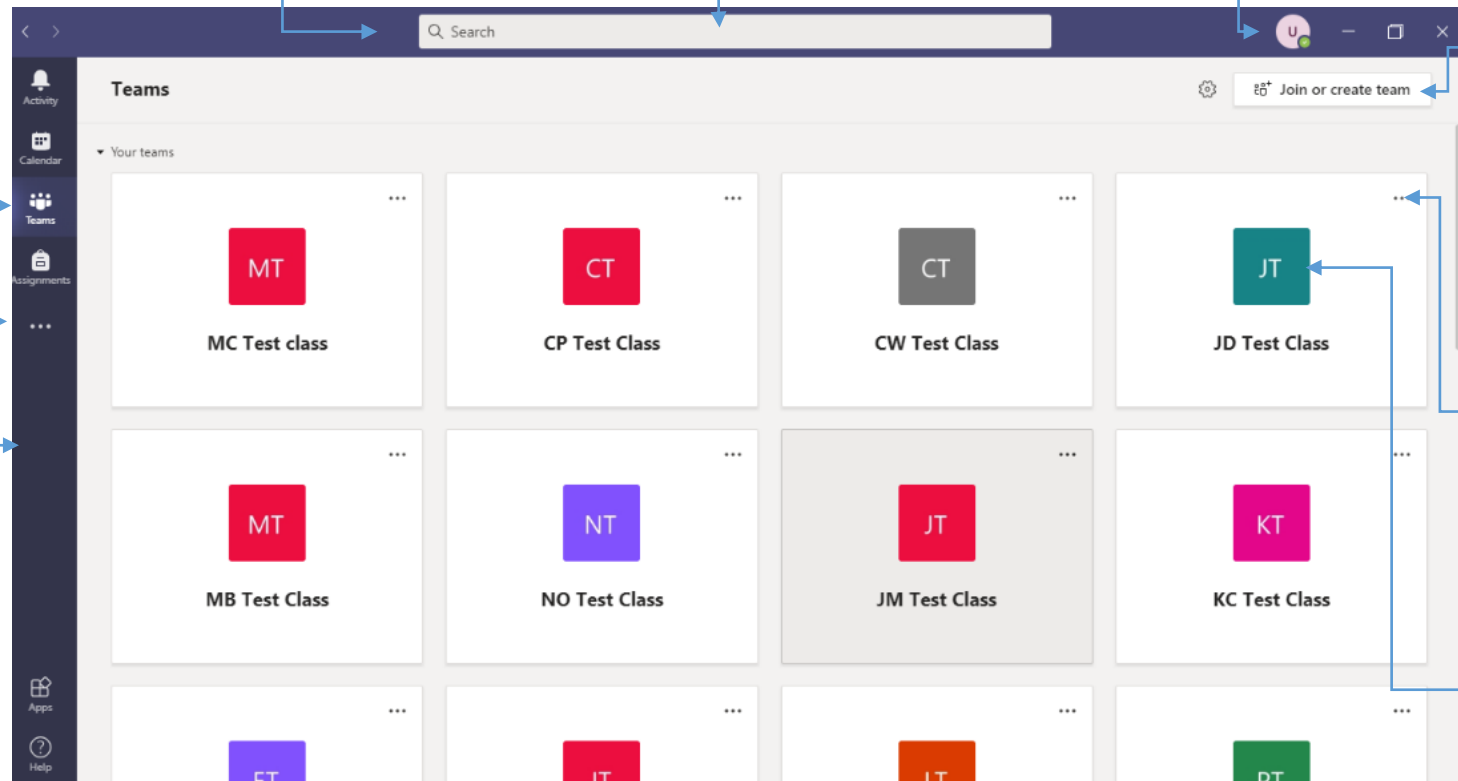
Find the team you're looking for, join with a code, or make one of your own.

Manage your team

Add or remove members, create new channels or get a link to your channel.

View your team

Click to open your class or staff team.

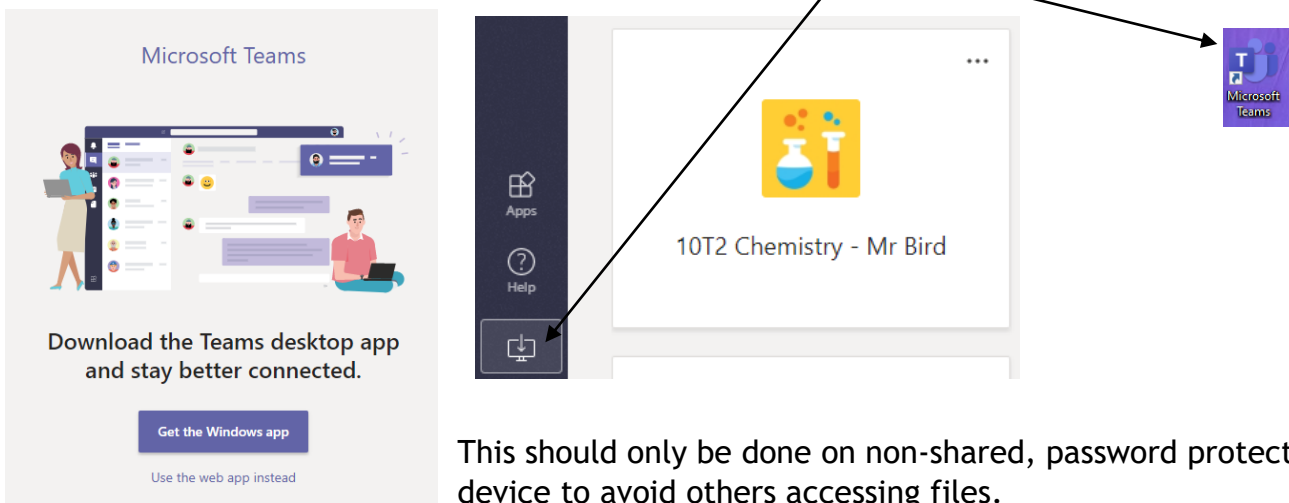


What is a team?

You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students, a group of staff collaborating on a topic, or even a group for a student club or other extracurricular activities.

b) Downloading the desktop app

When you log in for the first time, you will be asked if you want to download and install the desktop app version onto your computer. Having the desktop app will allow instant notifications for things that happen in your teams. If you decide not to install the app and then change your mind, click on the download desk top app button in the bottom left corner of the web app. You can launch the app by double clicking the shortcut on your desktop.



This should only be done on non-shared, password protected device to avoid others accessing files.

The desk top app does not update as often as the web app, so it is good practice to log out of the desk top app and then log back in again every couple of days to avoid missing updates from your teachers.

c) How to access Microsoft Teams on an iPhone/iPad

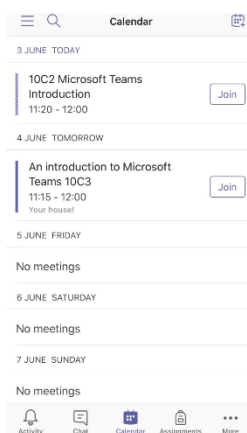
1. Download the Microsoft Teams app from the app store



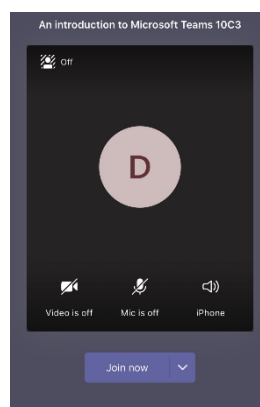
2. Once downloaded open the app, your school email address is your username and your password is the same as your school password



3. Once you are logged into the app click on the calendar tab, you will be shown all of the video lessons that you have been invited to. Click the Join button for the lesson you are due to be in next.



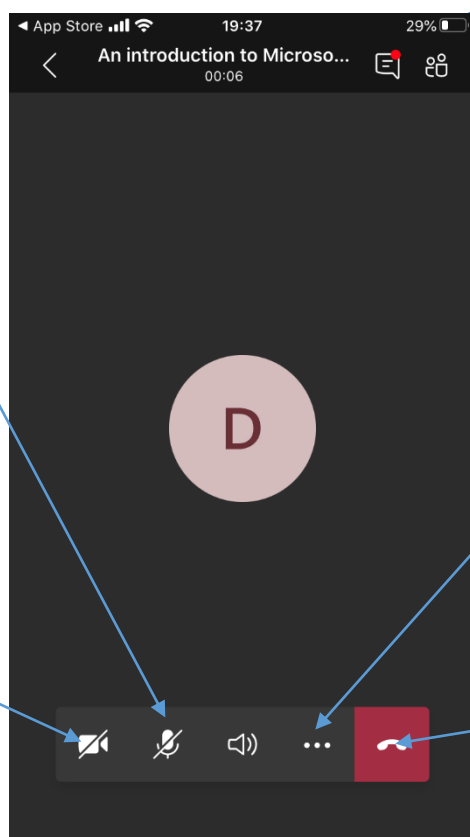
4. Make sure that your camera and microphone are switched off before clicking the Join now button



5. Once you've joined the meeting you will see the screen below and if your teacher is in the meeting you will be able to talk to them.

The microphone icon allows you to mute and unmute your microphone. Please keep your microphone muted unless your teacher asks you to speak.

The camera icon allows you to turn your camera on and off. Your ability to turn on the camera has been turned off, so please don't try to turn it on!

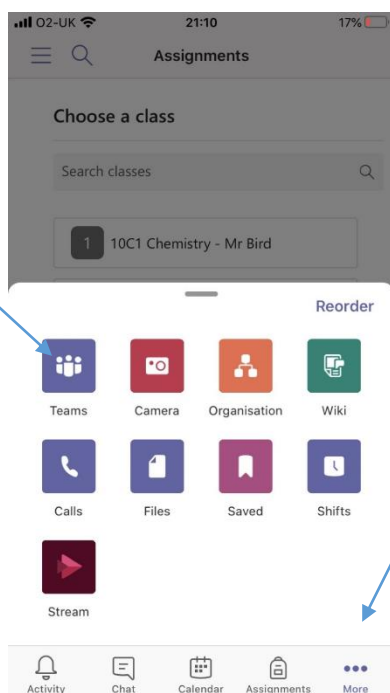


If you click on the speech bubble icon it will open the chat function. You can use this to ask your teacher questions.

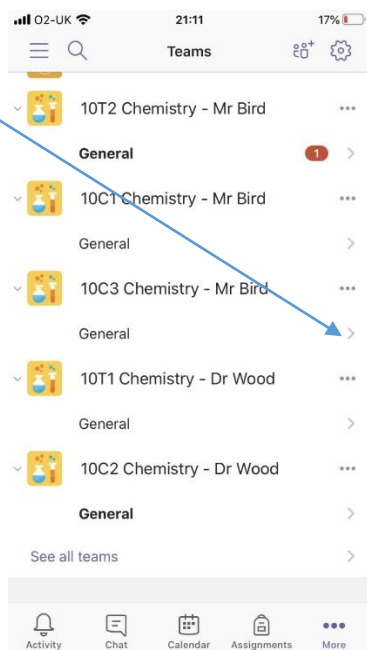
If you click on the three dots you can access other features. An important feature is the hands up button that will allow you to get the teachers attention.

Click on this icon to leave the lesson, make sure you leave when the teacher ends the lesson. You can access all of the files even after the lesson ends.

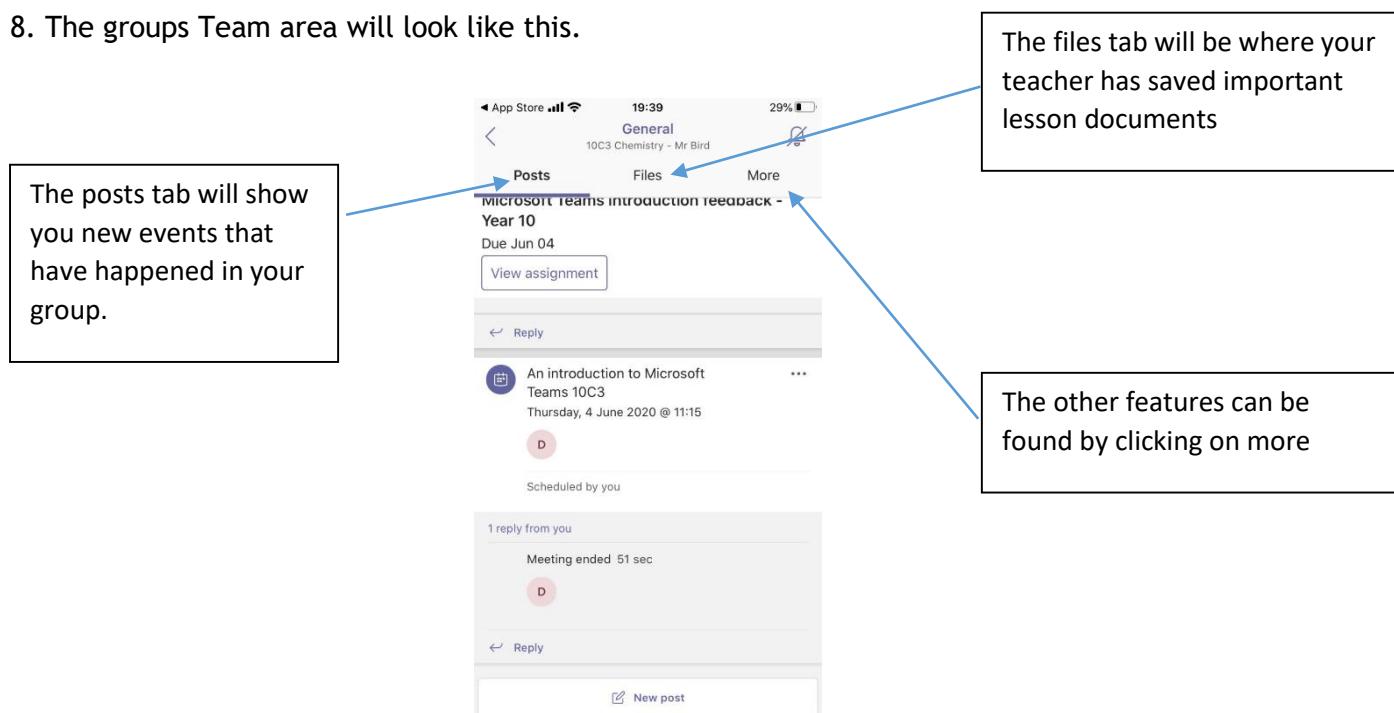
6. To access your groups lesson resources click on the three dots at the bottom of the home screen and select the Teams icon



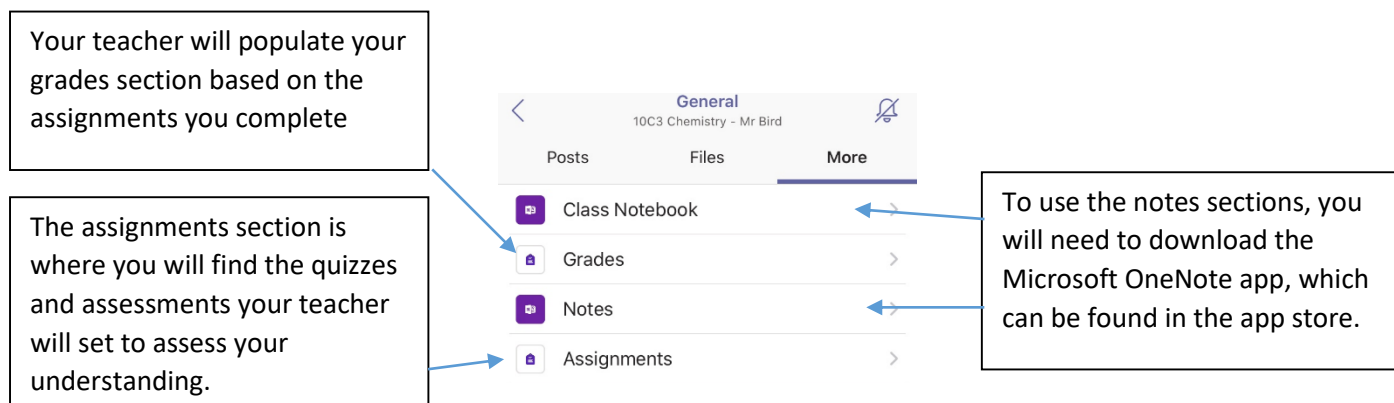
7. Select the Team for the subject you are trying to access files for and select the correct channel, which will mainly be general



8. The groups Team area will look like this.



9. The other features will appear as shown below



10. The assignments may contain links to Microsoft Forms quizzes and you will be able to directly access them through the app by clicking on these links.

02-UK 19:39 29%

< 10C3 Chemistry - Mr Bird

Microsoft Teams introduction feedback - Year 10

Due tomorrow at 23:59

Instructions

At the end of the first video lesson please can you complete the attached questionnaire so that we can identify any problems and try to sort them out before our next video lesson.

Reference materials

<https://forms.office.com/Pages/ResponsePag...>

Student work
None

Points
No points

Immersive Reader



Teams 19:39 29%

AA forms.office.com

Microsoft Teams Trial survey - Year 10

Hi Daniel, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Which science group are you in? *

☐ 10T1

☐ 10T2

☐ 10C1

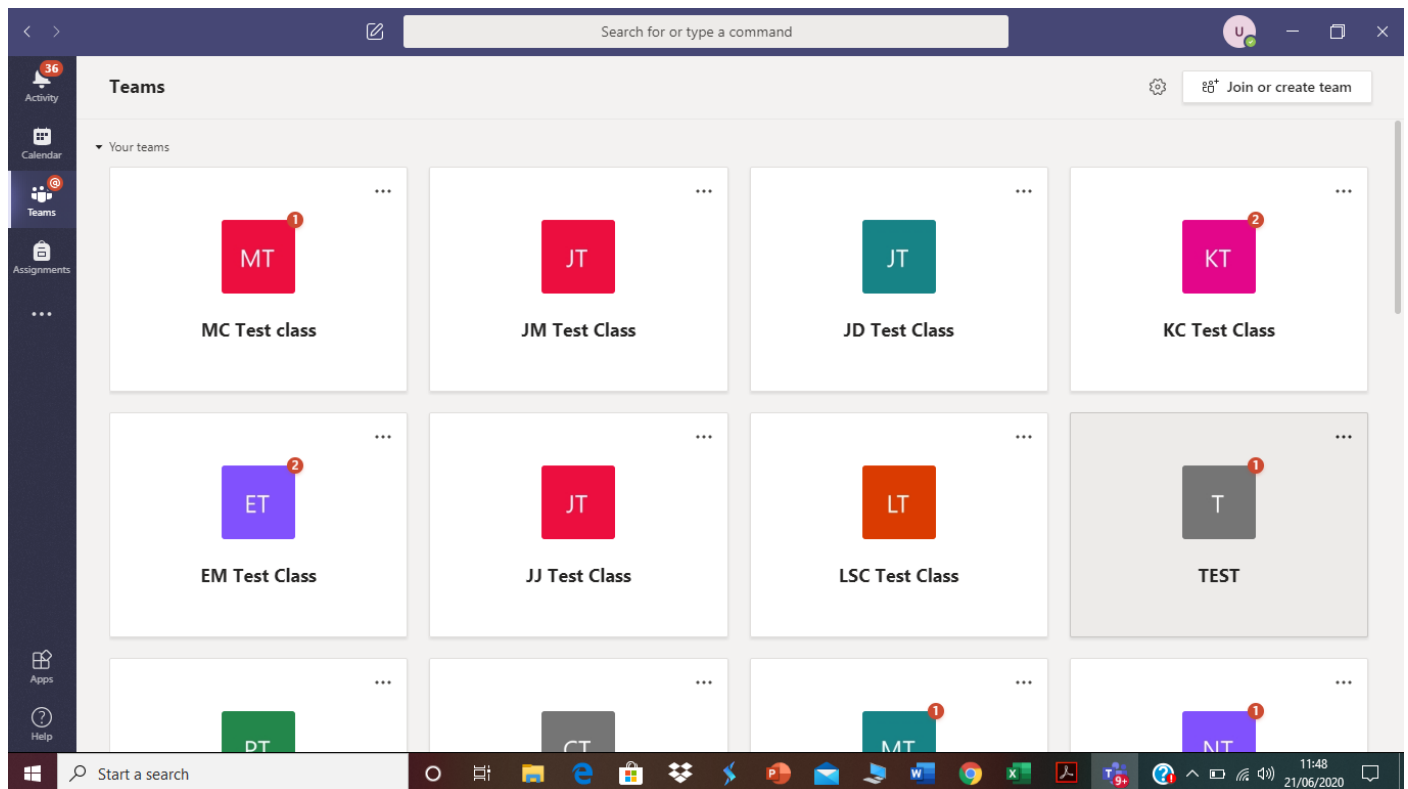
☐ 10C2

☐ 10C3

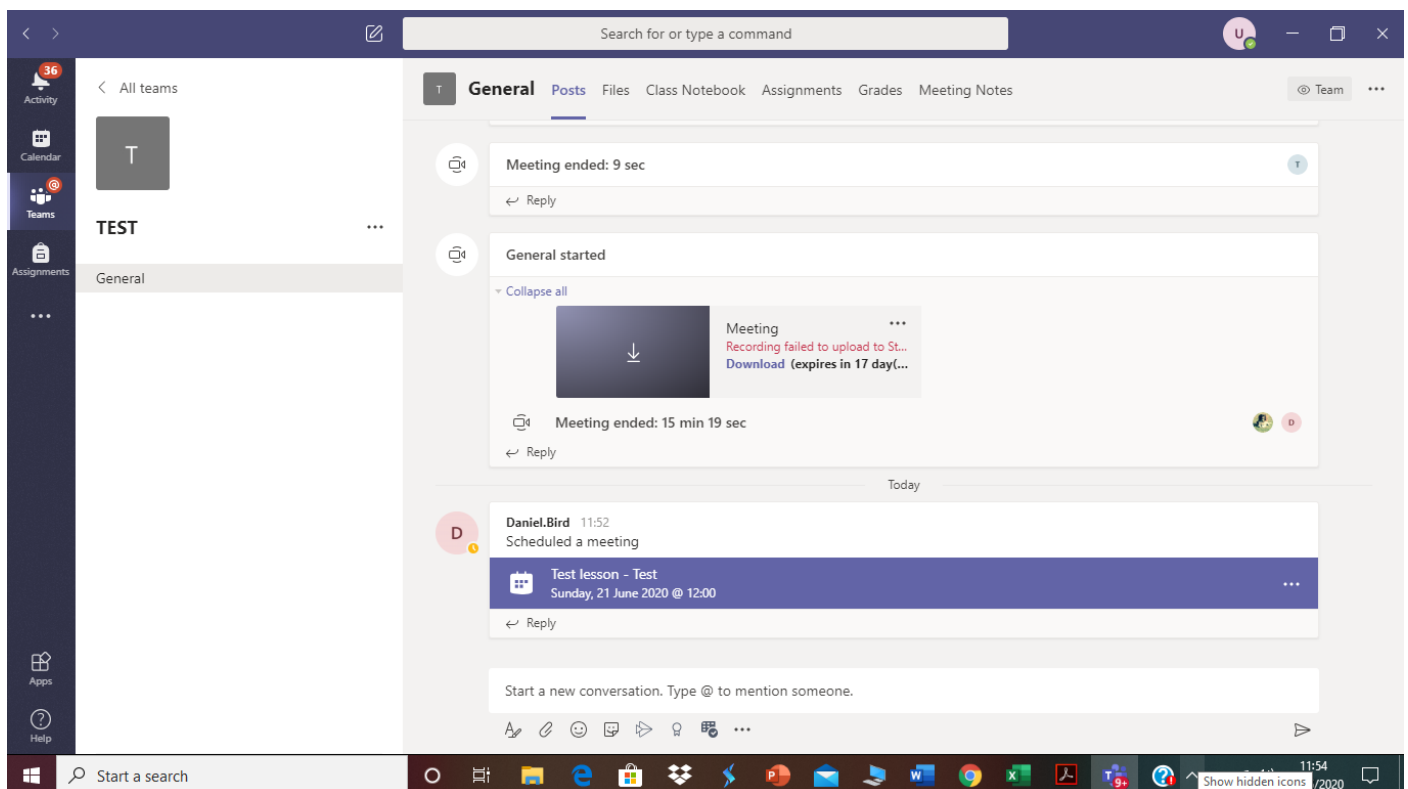
3. How to join a video lesson

a) Through Teams

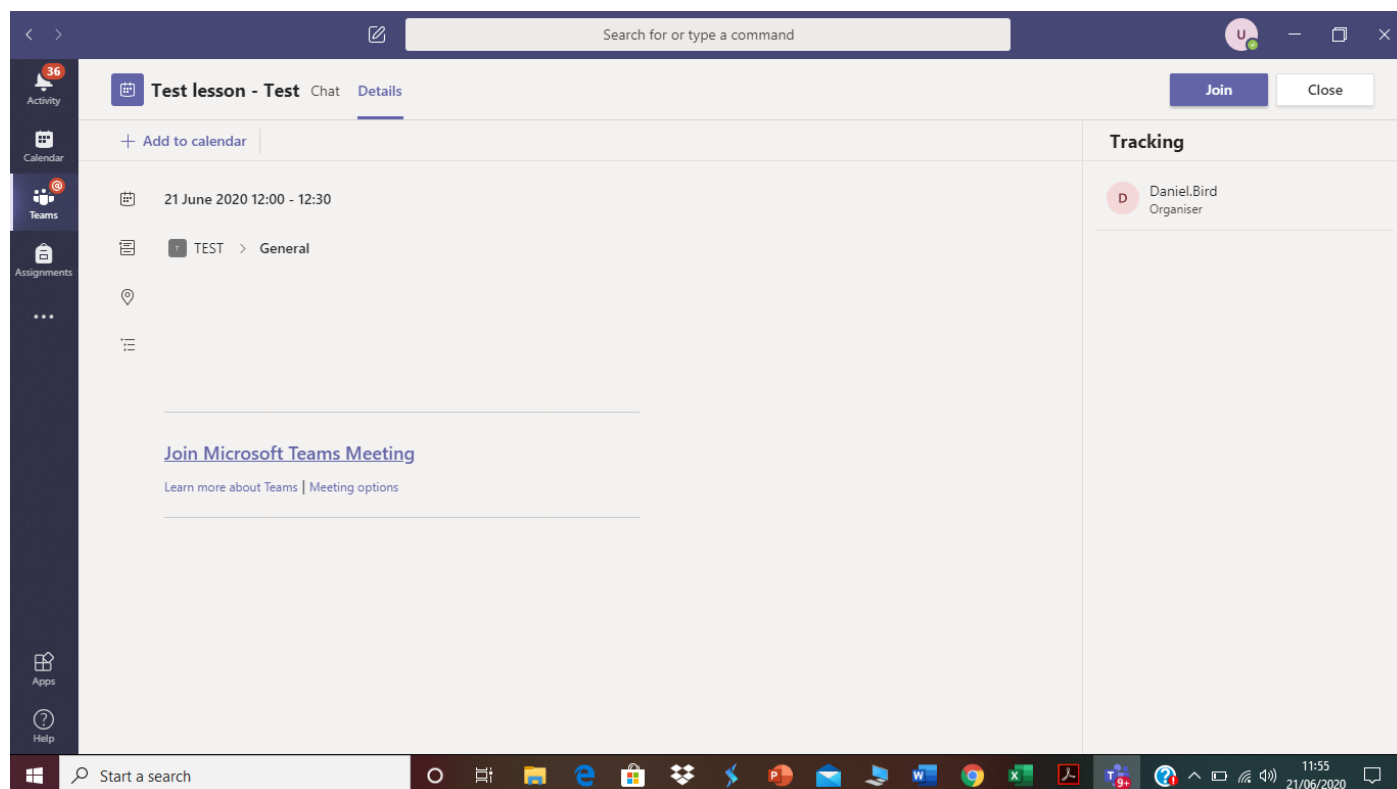
1. Find the class that you are due to have a video lesson in



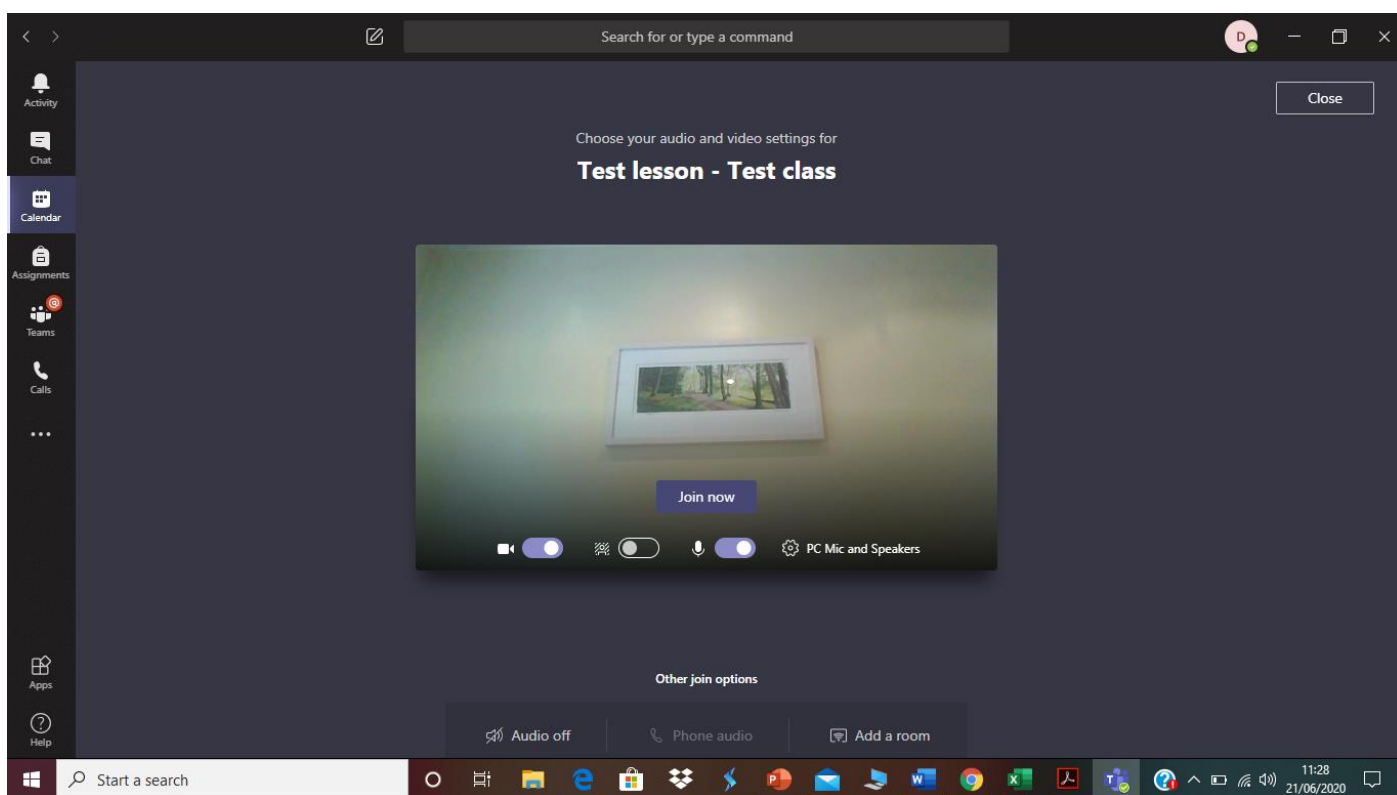
2. Find the video lesson invite on the posts section of your virtual classroom and click on the blue band



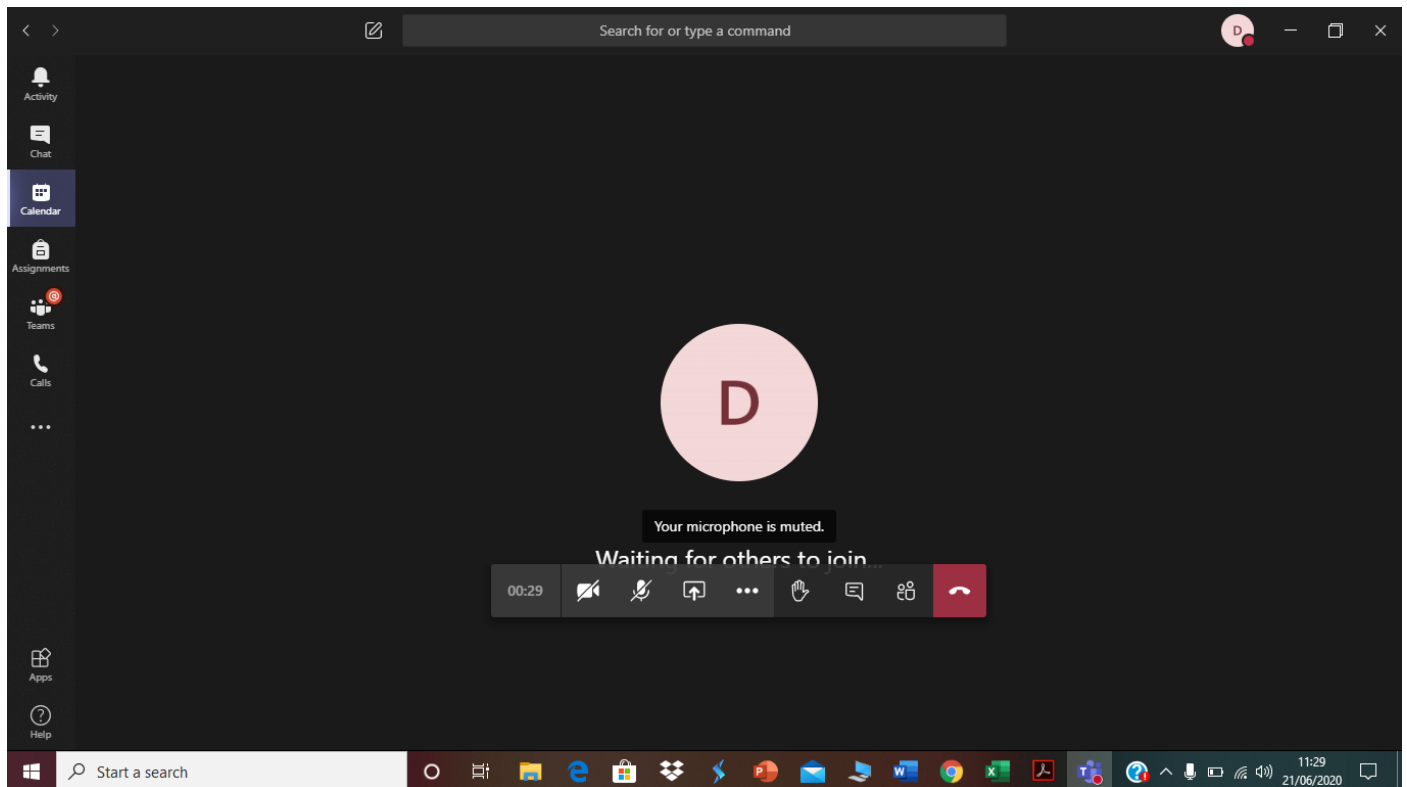
3. Click on the Join button in the top right-hand corner



4. Make sure your microphone is on mute, your camera will not work as Mr Morgan has disabled all student cameras for your safety.

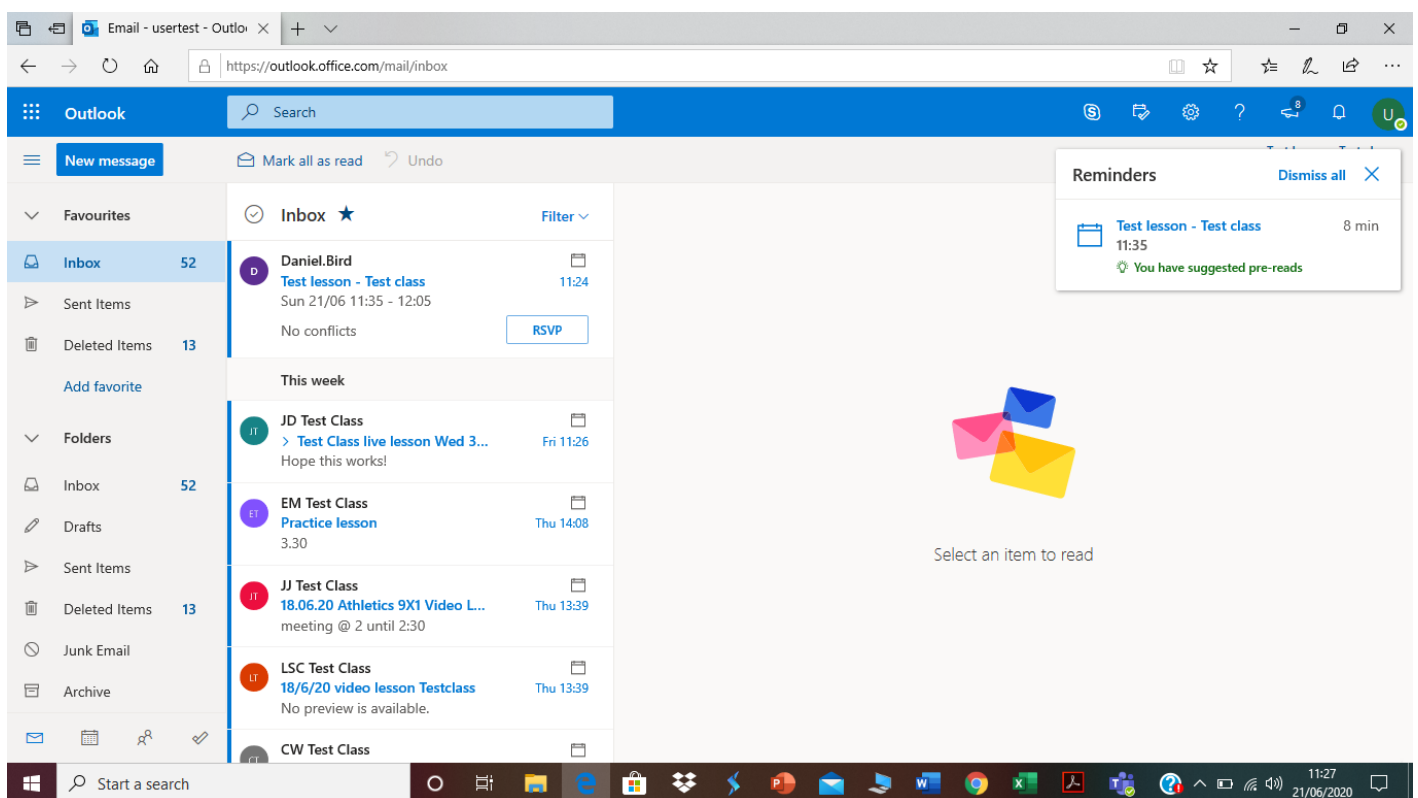


5. Please don't join the meeting until 5 minutes before the lesson starts, as your teacher may be teaching another lesson and you'll have a long wait! If your teacher isn't in the video lesson yet please wait patiently with your microphone on mute.



b) Through Outlook

1. Open your Outlook account and either click on the email invite and click the join button or open your calendar.



2. Find your video lesson on your calendar and click on the title of the video lesson.

Calendar - usertest - Outlook

https://outlook.office.com/calendar/view/month

Outlook

New event

Today June 2020

Month Share Print

June 2020

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

1 Jun 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21 Jun

12:00 (No subject) 1:15 (No subject) 10:00 (No subject) 10:00 (No subject) 11:30 Test Class II 15:00 Biology Fac

22 23 24 25 26 27 28

29 30 1 2 3 4 5

6 7 8 9 10 11 12

Add calendar

My calendars

Calendar

United Kingdom holid...

Birthdays

Start a search

11:32 21/06/2020

Sun, 21 Jun

in 3 min

11:35 30 min Test lesson - Test class Daniel.Bird

Atomic structure CC3a-c Self study booklet Hi... +8

3. Click on Join Teams meeting and choose to open Teams

Calendar - usertest - Outlook

https://outlook.office.com/calendar/view/month

Outlook

New event

Today June 2020

Month Share Print

June 2020

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

1 Jun 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21 Jun

12:00 (No subject) 1:15 (No subject) 10:00 (No subject) 10:00 (No subject) 11:30 Test Class II 15:00 Biology Fac

22 23 24 25 26 27 28

29 30 1 2 3 4 5

6 7 8 9 10 11 12

Add calendar

My calendars

Calendar

United Kingdom holid...

Birthdays

Start a search

11:36 21/06/2020

Sun, 21 Jun

Now

11:35 30 min Test lesson - Test class Daniel.Bird

Atomic structure CC3a-c Self study booklet Hi... +8

Join Teams meeting

Calendar

Test lesson - Test class

Sun 21/06/2020 11:35 - 12:05

Join Teams meeting

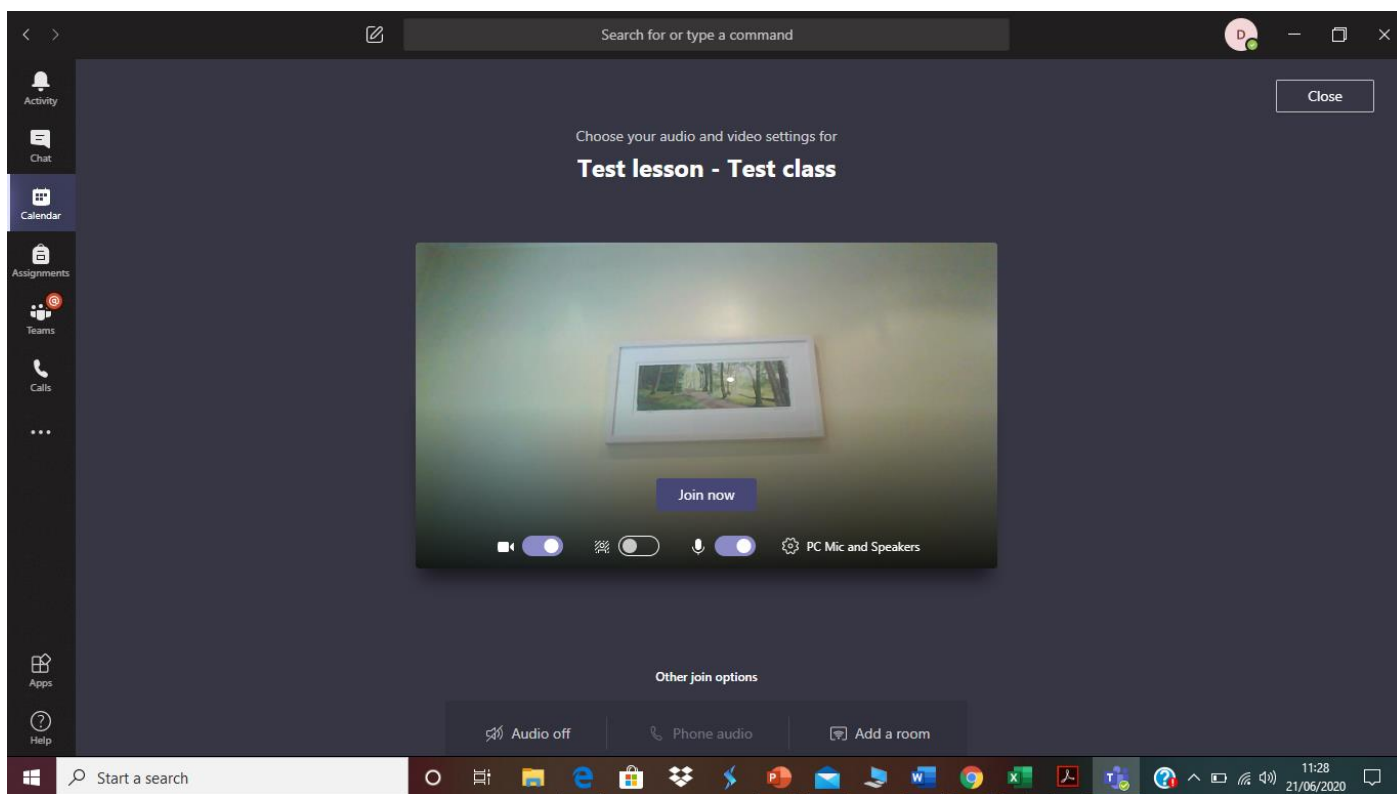
Daniel.Bird invited you. You didn't respond.

The lesson will start at 12pm, please do not enter the lesson until 5 minutes before this time. You will need a calculator, pen and the self study booklet for this lesson.

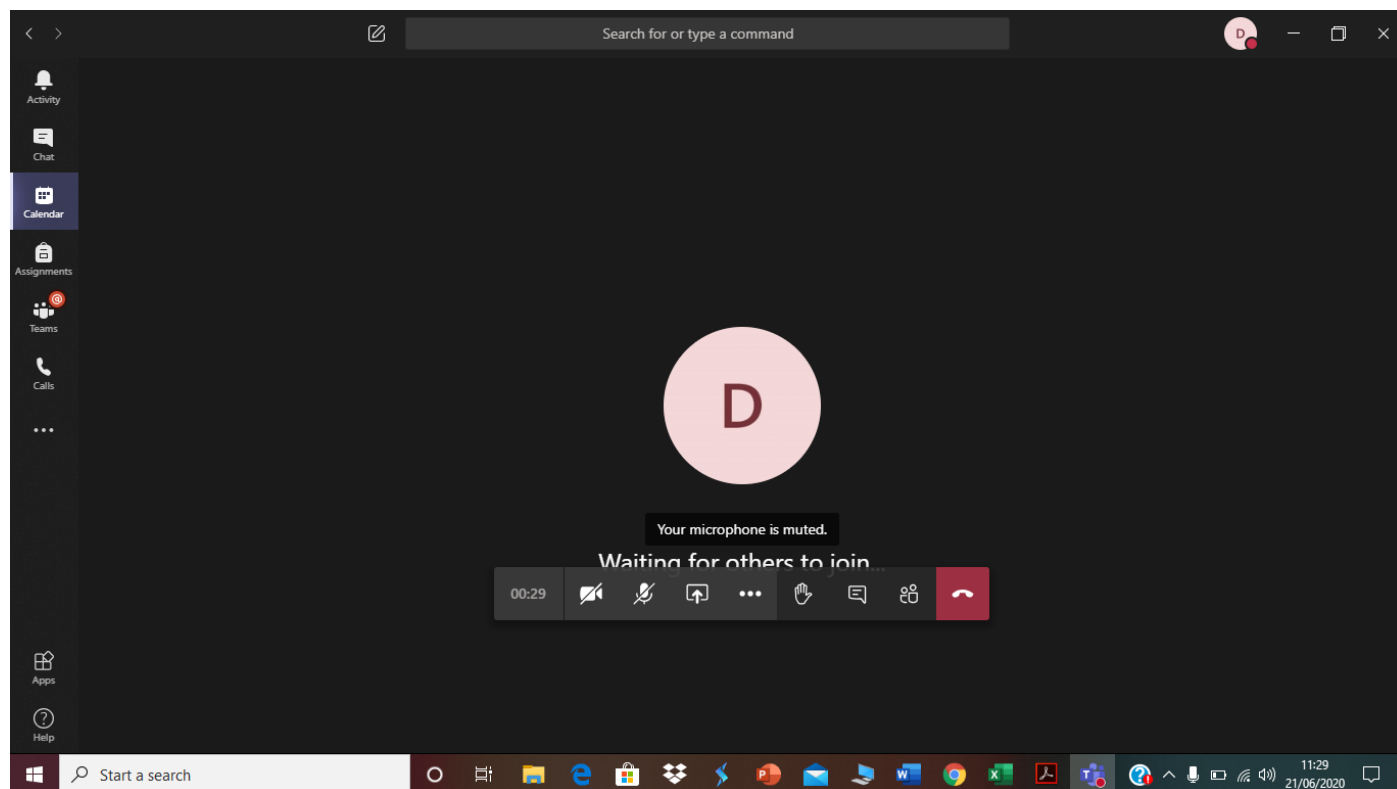
Atomic structure CC3a-c Self study booklet Hi... +8

Yes Maybe No

4. Make sure your microphone is on mute, your camera will not work as Mr Morgan has disabled all student cameras for your safety.

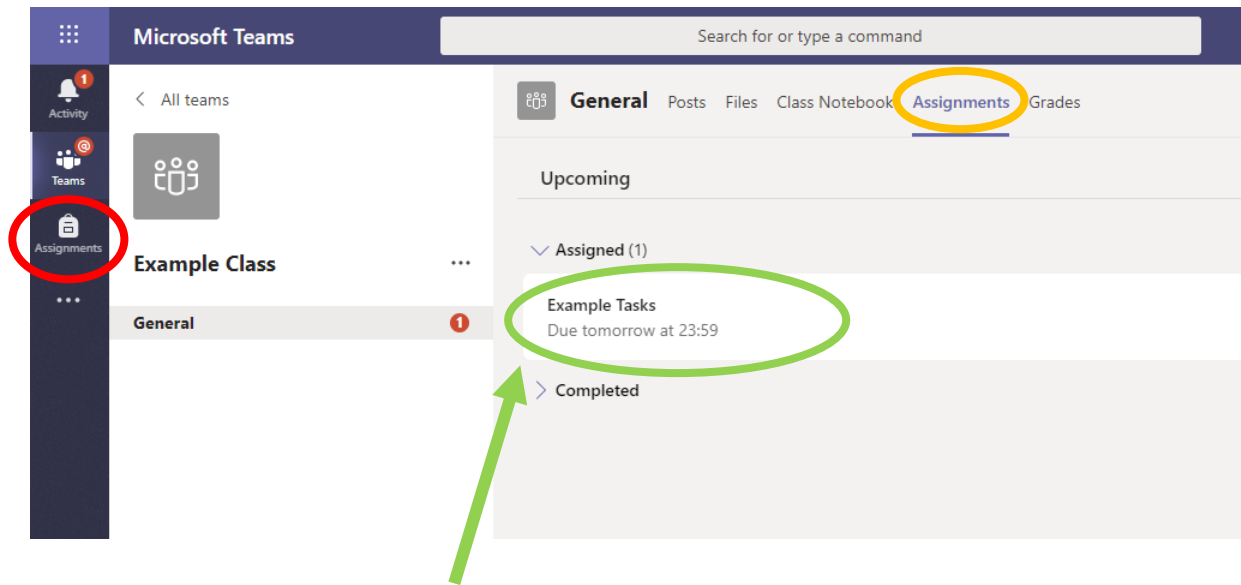


5. Please don't join the meeting until 5 minutes before the lesson starts, as your teacher may be teaching another lesson and you'll have a long wait! If your teacher isn't in the video lesson yet please wait patiently with your microphone on mute.



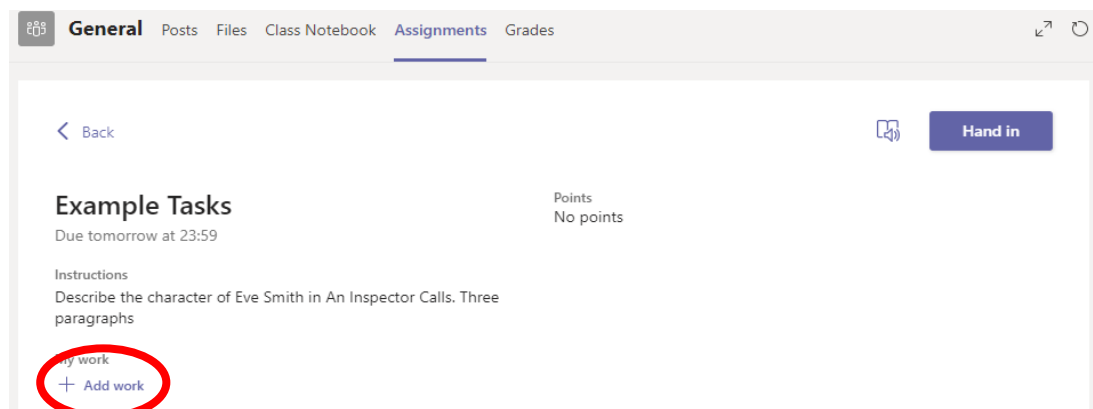
4. Finding assignments and uploading work

Your teacher can set assignment for you to complete. You can access this 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 that you can do your work on. Your teacher will have given you some instructions on how to submit your work.



OneDrive

+ New File

Link

Teams

Use this button to start a new file to complete your assignment.

Use this button to upload a file that you have saved on your computer

Upload from this device

OneDrive

| ✓ | Name | Modified |
|-------------|----------------------------------|-------------|
| Folder icon | Attachments | 13 Oct 2017 |
| Folder icon | Notebooks | 15 Sep 2018 |
| File icon | Computers.pptx | 8 Jun 2018 |
| File icon | Design.pptx | 14 Feb 2020 |
| File icon | Edex_Comp_Sci_GCSE_7210 (1).pptx | 20 Apr 2018 |
| File icon | Network protocols.pptx | 8 Jun 2018 |
| File icon | Presentation.pptx | 3 Jul 2018 |
| File icon | Template.docx | 14 Feb 2020 |
| File icon | python.py | 14 Feb 2020 |

Cancel Attach

General Posts Files Class Notebook Assignments Grades

< Back

Example Tasks

Due tomorrow at 23:59

Points
No points

Instructions
Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

My work

Eva Smith.docx

+ Add work

Hand in

1. Make sure your work is attached

2. Click the hand in button to submit your work to your teacher

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.

General Posts Files Class Notebook Assignments Grades

< Back

Example Tasks

Due tomorrow at 23:59

Instructions
Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

My work

Eva Smith.docx

+ Add work

Returned Mon, 16 Mar, 12:30

Hand in again

Feedback
great work - please see the highlighted parts that need to be rewritten

Points
No points

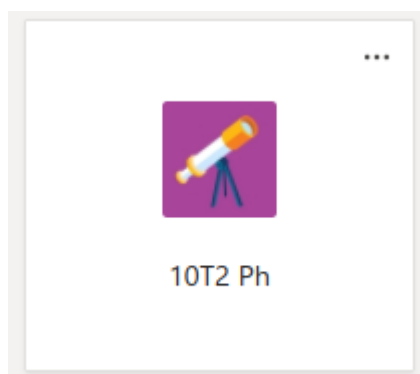
5. Using MS Teams Class Notebook

What is it?

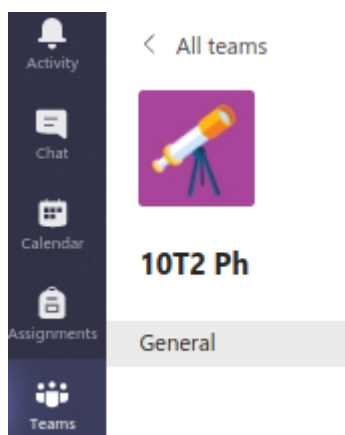
Class Notebook is a set of virtual class books. Each pupil can do work which is saved and visible to the teacher (but not other pupils). The teacher can directly edit and comment on this work, to feedback.

How do I get to it?

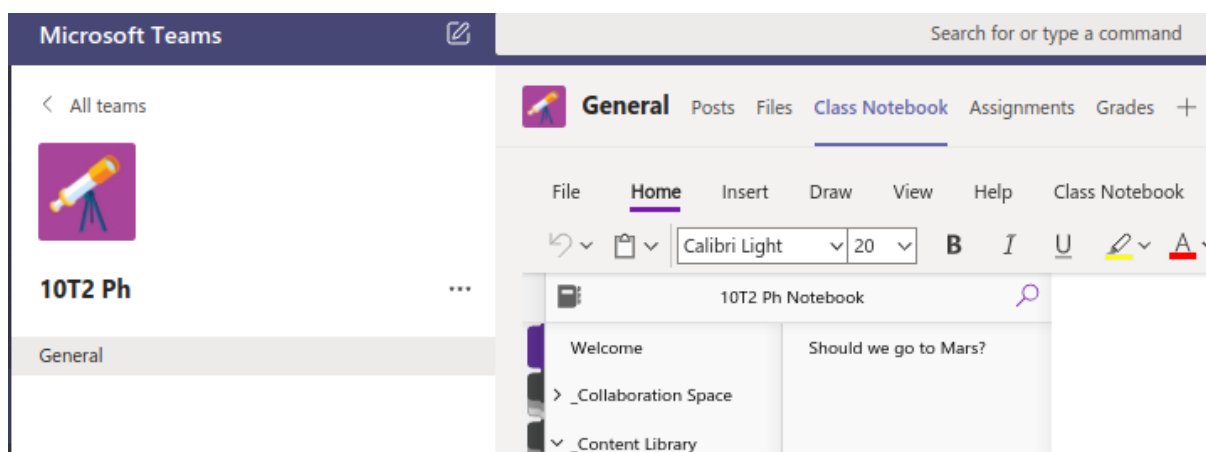
Go to Microsoft Teams and click on one of your class icons



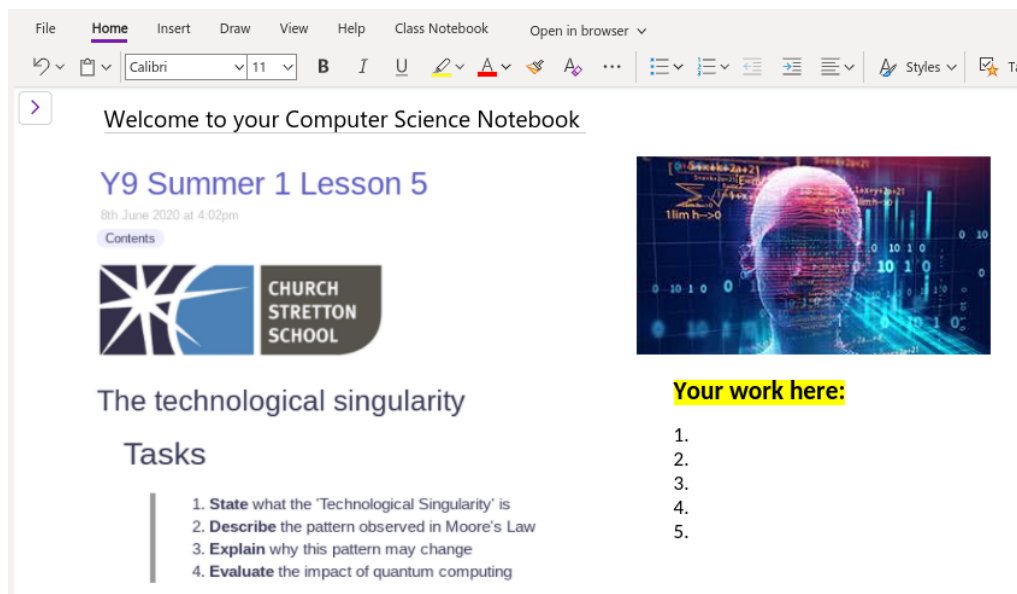
Then click on the Teams icon on the left to bring up the Tabs running over the top



One of the tabs is called Class Notebook.



When your Notebook is ready, you have an intro screen




Welcome to your Computer Science Notebook

Y9 Summer 1 Lesson 5

8th June 2020 at 4:02pm

Contents



The technological singularity

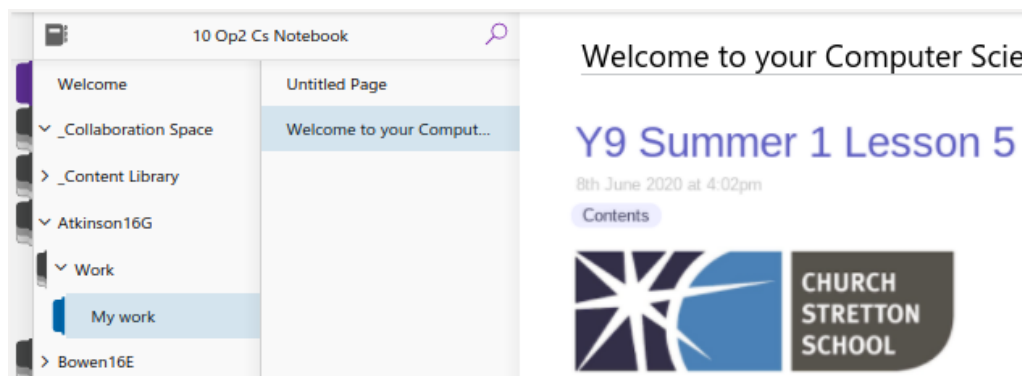
Tasks

1. **State** what the 'Technological Singularity' is
2. **Describe** the pattern observed in Moore's Law
3. **Explain** why this pattern may change
4. **Evaluate** the impact of quantum computing

Your work here:

- 1.
- 2.
- 3.
- 4.
- 5.

You will have a work book/class notes tab in your personal area, your teacher will ask you to complete work in this virtual book so that they can offer you written or verbal feedback. You can also copy and paste work into this space if you have completed it in an alternative app.




Welcome to your Computer Science Notebook

Y9 Summer 1 Lesson 5

8th June 2020 at 4:02pm

Contents



The technological singularity

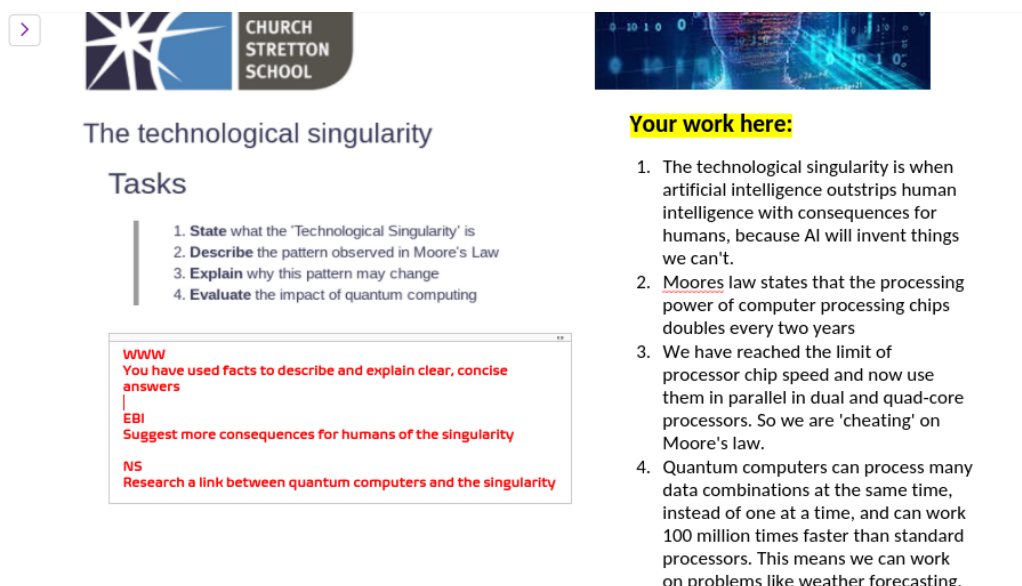
Tasks

1. **State** what the 'Technological Singularity' is
2. **Describe** the pattern observed in Moore's Law
3. **Explain** why this pattern may change
4. **Evaluate** the impact of quantum computing

Your work here:

- 1.
- 2.
- 3.
- 4.
- 5.

And when they have done your work your teacher can click on your name and the relevant page and mark your work directly in MS Teams.




Welcome to your Computer Science Notebook

Y9 Summer 1 Lesson 5

8th June 2020 at 4:02pm

Contents



The technological singularity

Tasks

1. **State** what the 'Technological Singularity' is
2. **Describe** the pattern observed in Moore's Law
3. **Explain** why this pattern may change
4. **Evaluate** the impact of quantum computing

Your work here:

1. The technological singularity is when artificial intelligence outstrips human intelligence with consequences for humans, because AI will invent things we can't.
2. Moore's law states that the processing power of computer processing chips doubles every two years
3. We have reached the limit of processor chip speed and now use them in parallel in dual and quad-core processors. So we are 'cheating' on Moore's law.
4. Quantum computers can process many data combinations at the same time, instead of one at a time, and can work 100 million times faster than standard processors. This means we can work on problems like weather forecasting.

WWW
You have used facts to describe and explain clear, concise answers

EBI
Suggest more consequences for humans of the singularity

NS
Research a link between quantum computers and the singularity

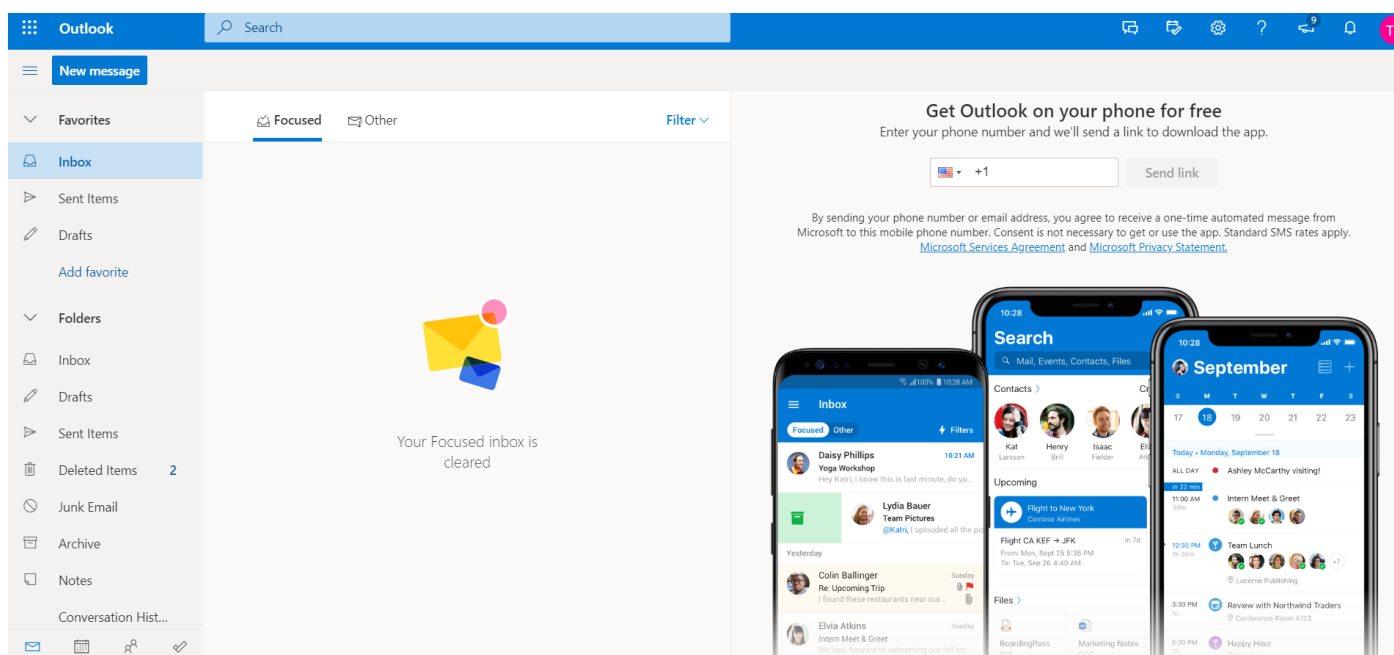
6. Communicating with your Teachers

a) What is Outlook and how to use it

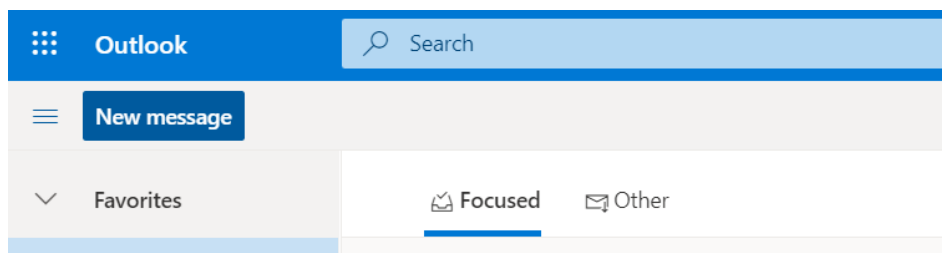


This is your school email inbox and will allow you to send email messages from your school email address to your Teachers and other students. Our email system is monitored, filtered and run through our IT Support team, who ensure both the safety of the students while using the accounts.

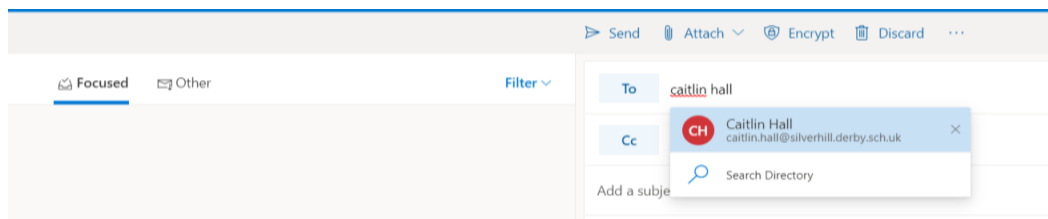
This is your email home page.



To start a new message, click the 'New Message' button.



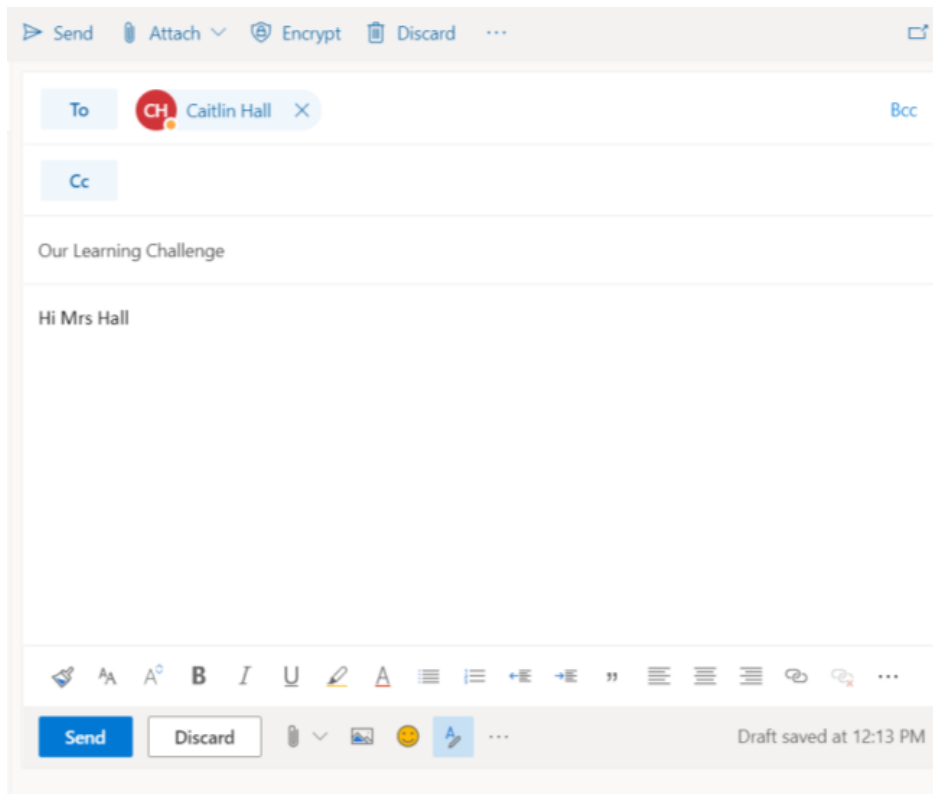
Type the name of the person you want to send the email too and click it from the list.



Type your message, remembering to add in a subject (title) to explain what you are emailing about. When you have finished, click the 'Send' button. Emails should be for longer messages - not just short chit chat.

If you click the little paper clip (Attach) button, you can add documents to send to your teacher or the person you are emailing. If it is work you have saved on your one drive, you will need to choose the

‘Browse Cloud Locations’ option. If it is saved on your computer or tablet you will need to choose ‘Browse This Computer’



b) Simple rules to follow when contacting Teachers

We love hearing from you, seeing your work and knowing how you are getting on but to speed up our replies please read the following rules and follow them when using school email.

1. Please check your email (at least once a day) - we send out a lot of important information via email and many of you are missing it by not checking.
2. Please start with a greeting, hello Mr/Mrs/Miss...it is not a text conversation and remember to communicate with us as you would face to face, please don't be too informal!
3. Please remember to use proper English, not slang - we are not expecting you to spell check every word but as teachers we are not always up to date with current slang so make it easy for us.
4. **Please, please put your name at the end of the email**, when we get an email it simply appears as a surname and does not tell us who has sent it. This can lead to mistakes when replying (we often teach a lot of students, some with very similar email addresses) and slows down our replies to your emails.
5. Please see an example below of how we would like emails to look...

e.g.

Hello Sir/Miss/staff name

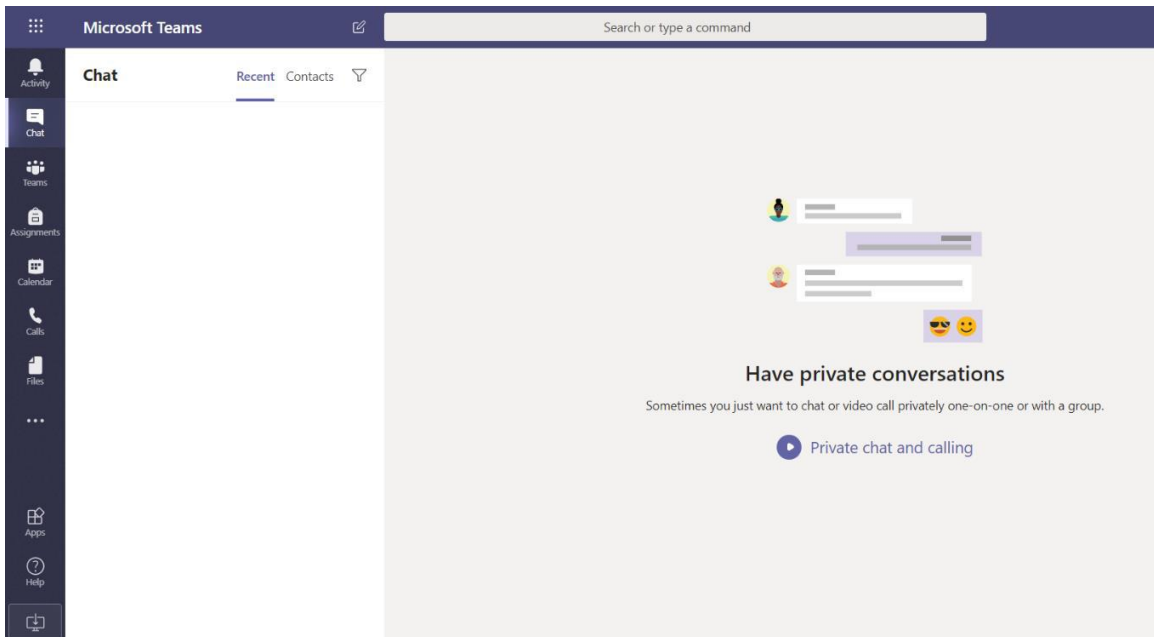
Can I just check about the work set today? Do I need to do task 3 or is that for next lesson?

Joe Bloggs (7X1)

7. Using the Teams chat feature

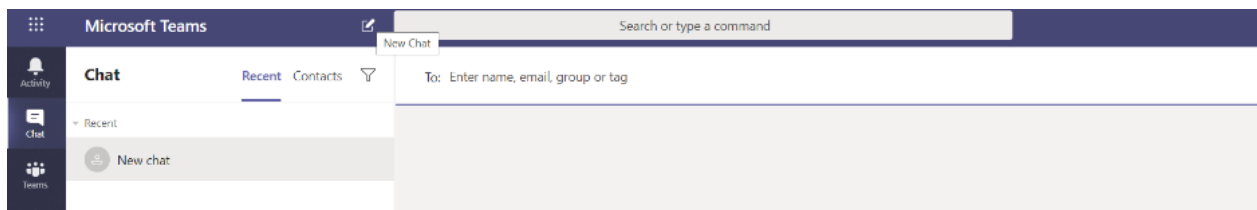
a) Instructions on how to use the chat feature to contact teachers

This is the chat window within Microsoft Teams. You will need to download the desktop app.

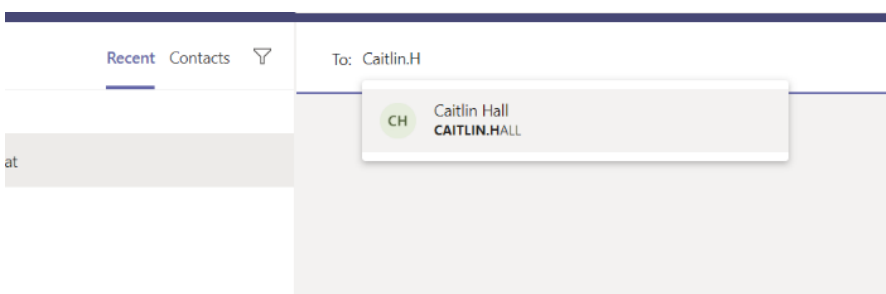


Chat Tab - Computer Instructions

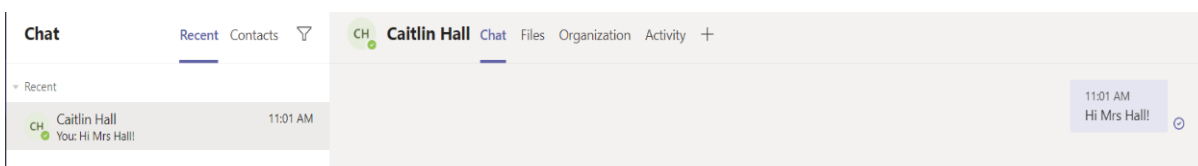
To start a new chat you will first need to click the 'Chat' Icon to the left.



In the 'To' section, click and begin to type the name of the person you want to talk to. You can then choose them from the list.



You can now type messages.



b) Appropriate use of the group chat feature available during lessons

You can use the chat feature to make relevant comments or ask questions

Please stick to standard English and avoid slang

Emojis are ok, just don't overdo it

You can ask a question and the teacher can then answer it during the lesson

Do not add memes or inappropriate pictures to the chat

The chat from every lesson is recorded and any inappropriate language or pictures will lead to the commenter being removed from Teams!

8. Saving documents to the One Drive



All documents created on Office 365 will be saved onto One Drive for later access. By choosing the One Drive App, you will be able to view them, open, edit and download them. You can also upload files from your computer by dragging the documents from the folder to 'Drag Files Here'. Alternatively, click the 'Upload' button. The One Drive offers almost limitless storage that can be accessed from any computer using Office 365, your school email address and password.

