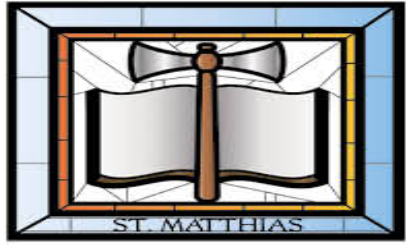


Microsoft Teams via the desktop App - students.

You are to follow your timetable as though you are in school – this includes Form time. Your video lessons will show on the 'Calendar' section in Teams.



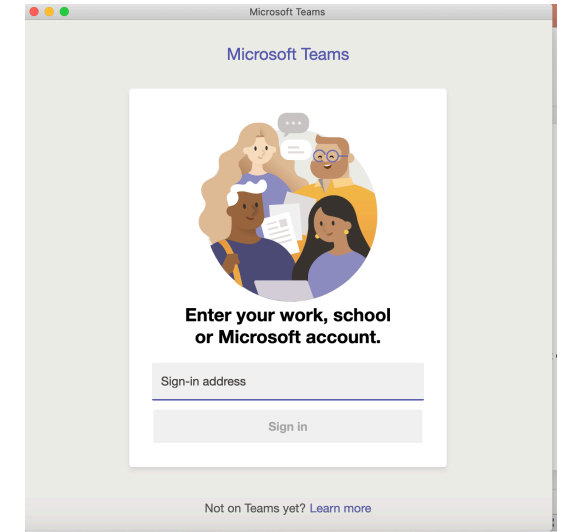
Teams – How to Login

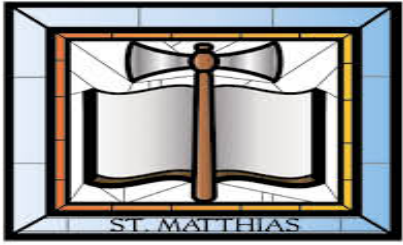
Open the Teams app .

To log onto Teams it is your school email address and your password.

If you have problems logging on email lwoodall@st-matthias.com.

You **MUST** use WIFI for Teams as it is not included in some mobile providers unlimited data plans therefore you would be charged a lot on your phone bill.





When the app opens you will be on the 'Activity' page. To ask for help you need to email your class teacher – remember that staff email addresses are on our website.

A screenshot of the Microsoft Teams interface. The left sidebar shows navigation options: Activity (highlighted with a red circle), Teams, Assignments, Calendar, Files, Stream, and Help. The main area displays the 'General' channel feed with several activity items, including 'Assignments mentioned Practice' and 'Miss asked you to join a meeting'. A chat window is open at the bottom, showing a message from 'Miss S Jeavons' about a meeting and a 'New conversation' button.

Activity

Feed

Search

General Posts Files Class Notebook Assignments Grades

Team

This message has been deleted.

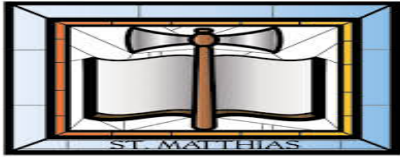
Welcome to Practice

Try @mentioning the class name or student names to start a conversation.

Miss S Jeavons 15/10 10:01 Scheduled a meeting

(no title) Thursday, 15 October 2020 @ 10:00

New conversation



Search

Activity

Feed

Teams

Assignments

Calendar

Files

Stream

Apps

Help

General Posts Files Class Notebook Assignments Grades

This message has been deleted.

Welcome to Practice

Try @mentioning the class name or student names to start a conversation.

Miss S Jeavons 15/10 10:01
Scheduled a meeting

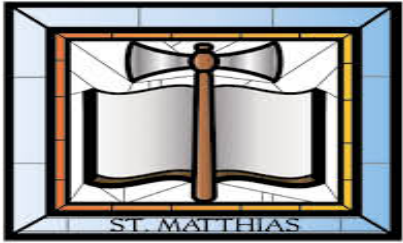
(no title)
Thursday, 15 October 2020 @ 10:00

8 replies from Sarah

New conversation

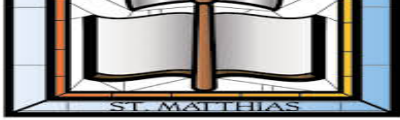
Activity	Date
Assignments mentioned Practice Practice > General does this work Due 6 Nov	05/11
Assignments mentioned Practice Practice > General logo Due 6 Nov	05/11
Assignments mentioned Practice Practice > General workbook Due 6 Nov	05/11
Mr added you to 11-1-En - English	25/10
Miss asked you to join a meeting Practice > General	22/10
Assignments mentioned Practice Practice > General Bitesize Due 21 Oct	20/10
Assignments mentioned Practice Practice > General eg Due 17 Oct	16/10
Miss added you to Practice	15/10

Choose the
'Teams'
option.



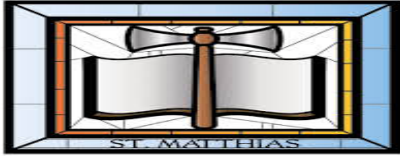
Select a 'Team' (class) and then 'General'.

The screenshot displays the Microsoft Teams interface. On the left is a dark navigation bar with icons for Activity, Teams, Assignments, Calendar, Files, Stream, and Help. The main area is divided into two panes. The left pane shows 'All teams' with a 'Practice' team selected, and under it, the 'General' channel is highlighted. The right pane shows the 'General' channel content, including a welcome message: 'Welcome to Practice' and 'Try @mentioning the class name or student names to start a conversation.' Below the message is an illustration of a woman with a clipboard. A message from 'Miss S Jeavons' is visible, dated 15/10 10:01, with the text 'Scheduled a meeting'. Below the message is a blue bar with a calendar icon, '(no title)', and 'Thursday, 15 October 2020 @ 10:00'. At the bottom of the message is a 'New conversation' button.



You will find your scheduled online lessons by selecting 'Calendar' and click join at the correct time.

The screenshot displays the Microsoft Teams calendar interface. The left sidebar contains navigation options: Activity, Teams, Assignments, **Calendar** (circled in red), Files, Stream, and Apps. The main area shows a calendar for November 2020. A meeting card for 'Example' is visible on Thursday, 6 Nov 2020, from 10:00 to 10:30. The 'Join' button on this card is circled in red. The meeting details include: 'My calendar', 'Example', '6 Nov 2020 10:00 - 10:30', 'Join' (circled in red), 'RSVP', 'Practice > General', 'Chat with participants', and 'Miss S Jeavons, Organiser'.



Activity

All teams

Practice

General

Posts

Files

Class Notebook

Assignments

Grades

Team

Scheduled a meeting

(Cancelled) prac
Thursday, 5 November 2020 @ 16:00

Collapse all

Meeting ended: 49 sec

Miss S Jeavons Yesterday 15:48
The meeting "prac" has been cancelled

Reply

Today

Assignments 09:29

Example
Due 7 Nov
View assignment

Reply

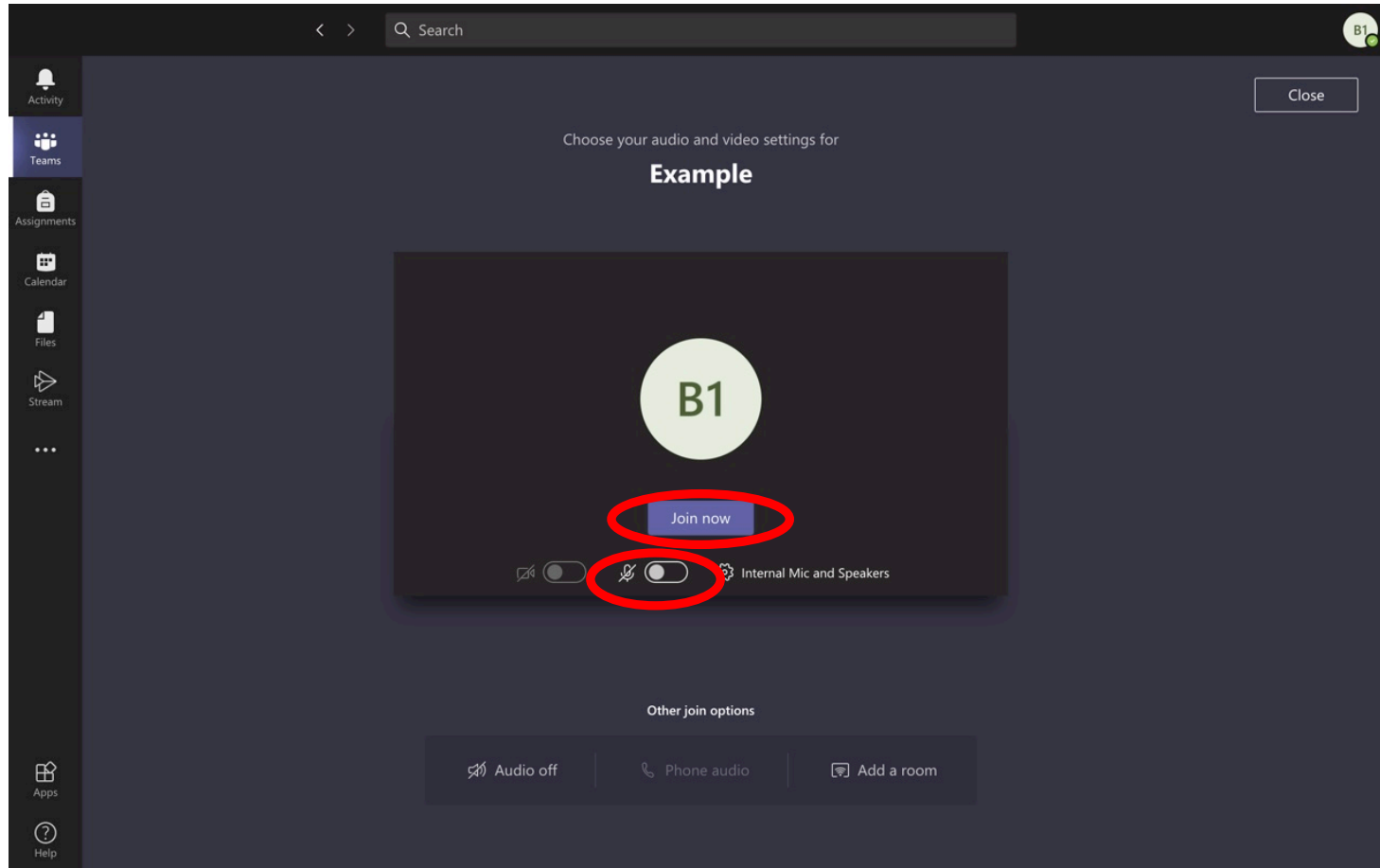
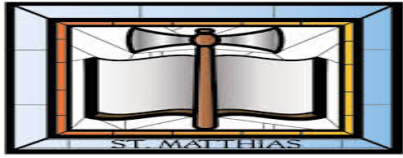
Miss S Jeavons 09:42
Scheduled a meeting

Example
Friday, 6 November 2020 @ 10:00

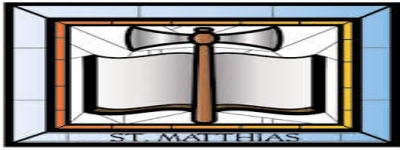
Reply

New conversation

You will also see the scheduled lesson in 'Posts' in the 'Teams' section.



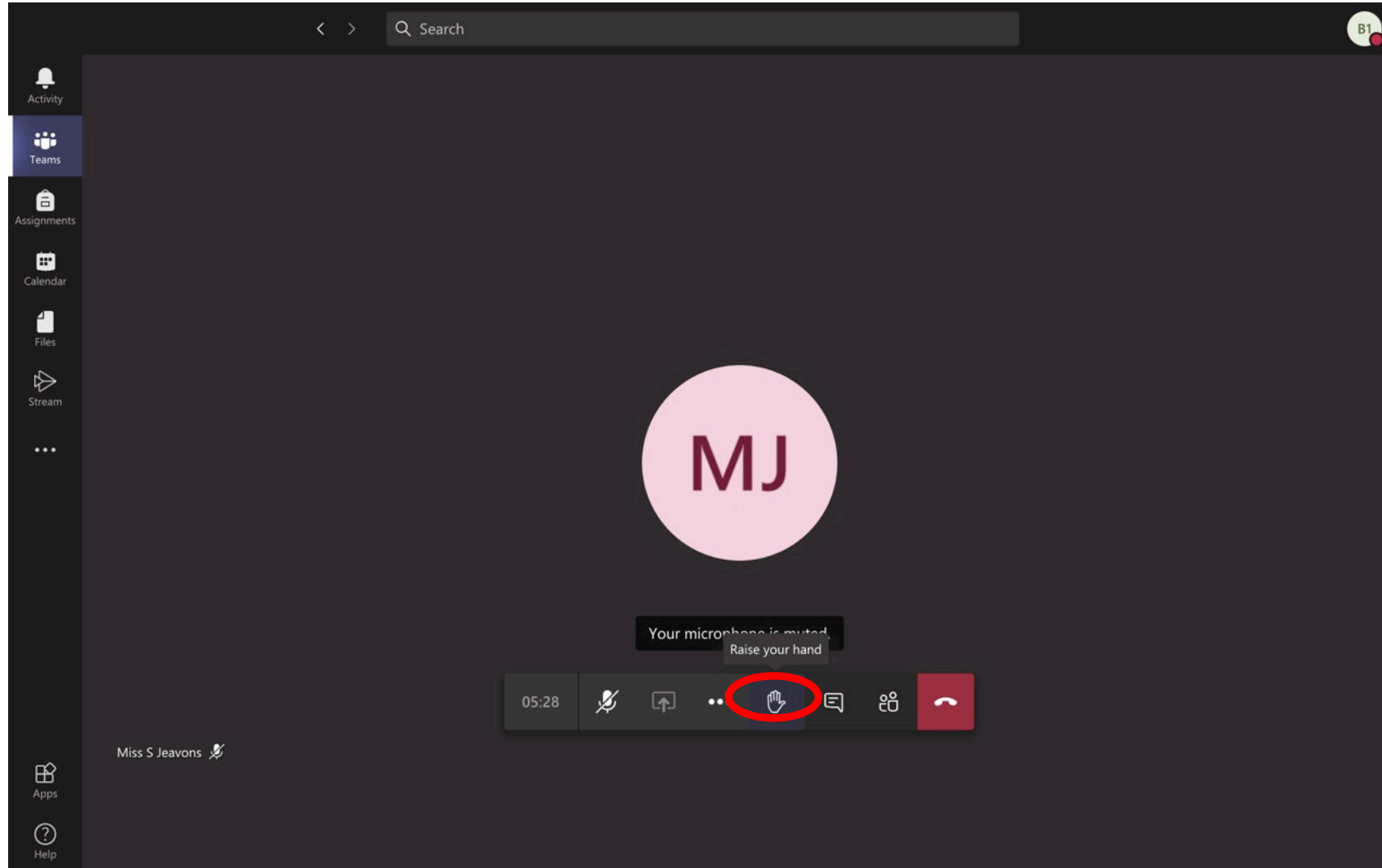
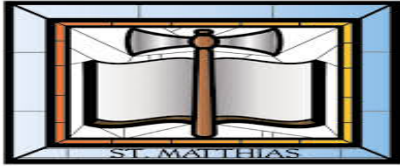
Your camera has been disabled but make sure your microphone is off until your teacher asks you a question or to turn it on. Your teacher will admit you to the lesson.



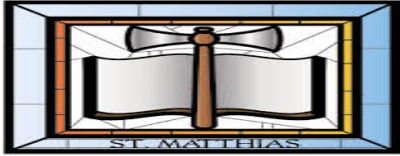
04:00

Miss S Jeavons

To reply to the teacher turn the microphone on – remember to turn it off once finished.



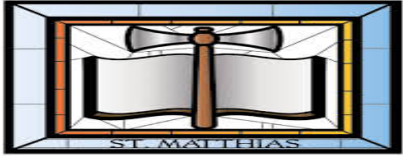
If you want to ask a question – raise your hand.



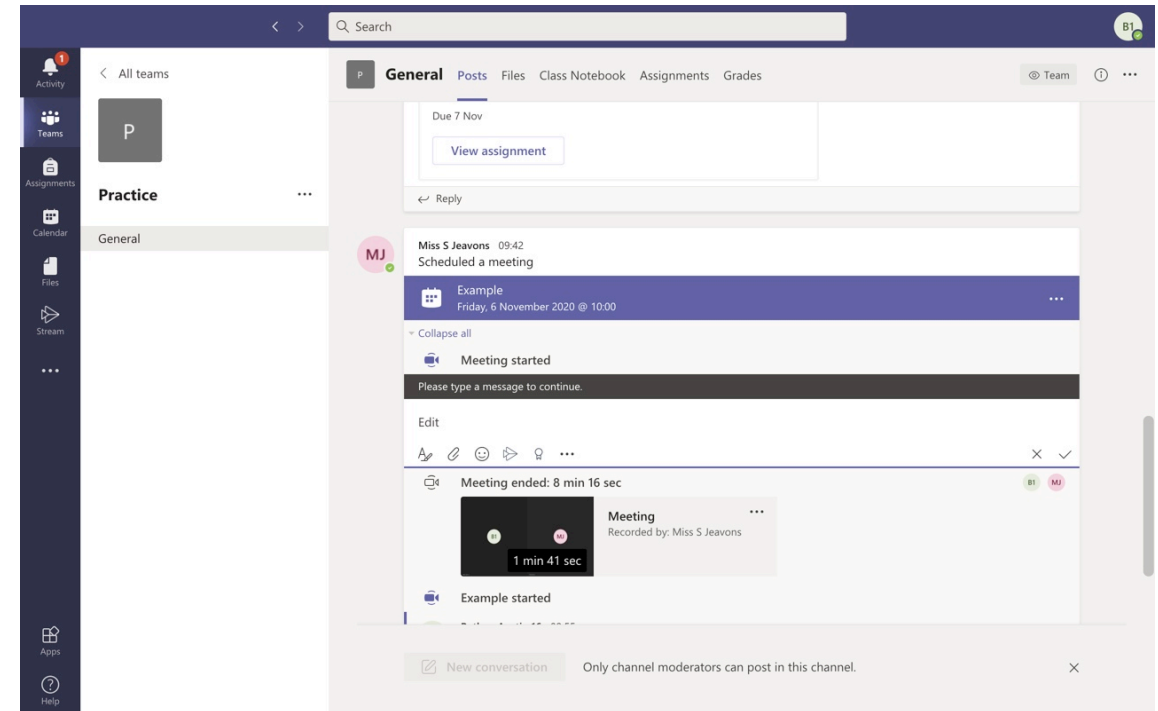
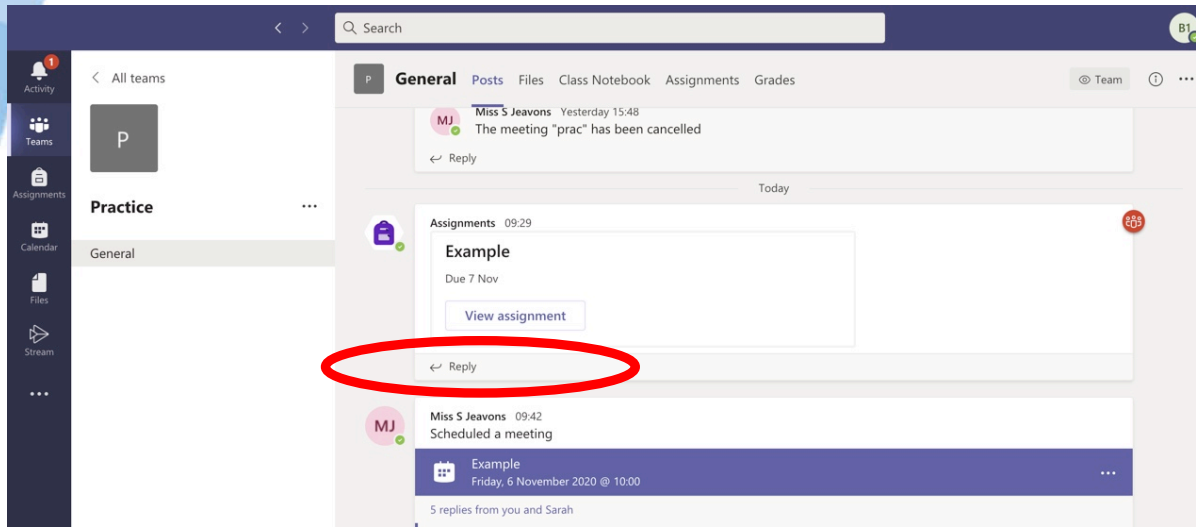
The screenshot shows a Microsoft Teams chat window for a team named 'Practice'. The 'Posts' tab is selected and circled in red. The chat history includes:

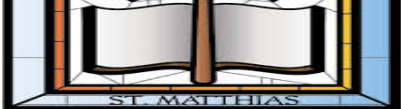
- A message from Miss S Jeavons (MJ) at 15:48: "The meeting 'prac' has been cancelled".
- An assignment card titled "Example" due on "7 Nov" with a "View assignment" button.
- A message from Miss S Jeavons (MJ) at 09:42: "Scheduled a meeting".
- A meeting card titled "Example" for "Friday, 6 November 2020 @ 10:00".

A copy of the recorded lesson will appear in 'Posts' in the 'Teams' section.

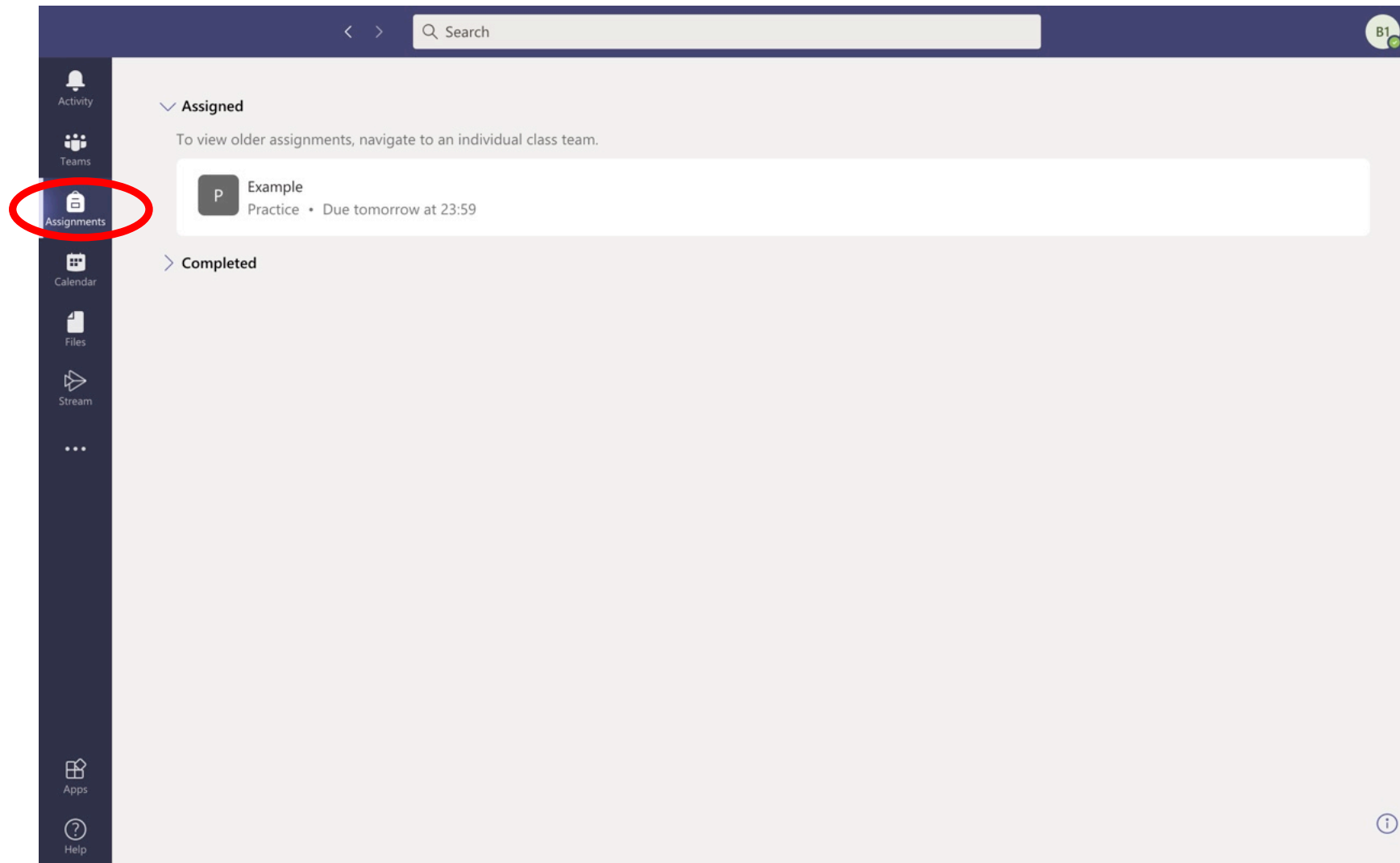


If you can't see the recording then click where it says replies and it will show.

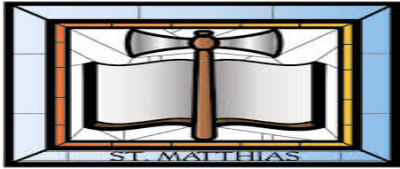




Completing work in Assignments.



Under 'Assignments' you will find any work that your teacher has set you.



< > Search B1

Activity
Teams
Assignments
Calendar
Files
Stream
...

< Back Hand in

Example

Due tomorrow at 23:59

Points
No points

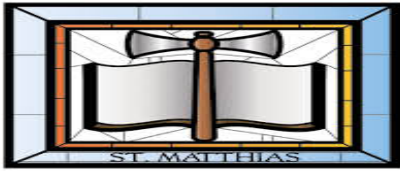
Instructions
None

My work

logo.docx ...

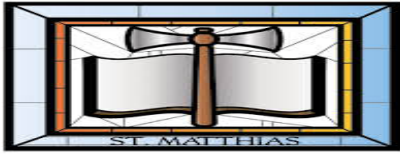
[Add work](#)

Click the document.



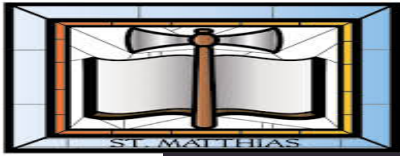
The screenshot shows the Microsoft Word interface for a document named 'logo.docx'. The ribbon is set to the 'Editing' tab, which is highlighted with a red circle. The ribbon includes options for 'Find and Replace', 'Language', 'Spelling and Grammar', and 'Thesaurus'. The document content area displays the St. Matthias logo. The status bar at the bottom indicates '0 words', 'English (UK)', and '100%' zoom.

To type on the document make sure that it says editing in the top corner. Whatever you type on the document will automatically save.



A screenshot of a learning management system (LMS) interface. The top navigation bar is dark blue with a search bar and a user profile icon labeled "B1". The left sidebar contains navigation options: Activity, Teams, Assignments (highlighted), Calendar, Files, Stream, and a menu icon. The main content area shows an assignment titled "Example" with a due date of "Due tomorrow at 23:59" and "Points: No points". Below the assignment details, there is a section for "My work" containing a document titled "logo.docx". A red circle highlights the "Add work" link below the document list. A "Hand in" button is visible in the top right corner of the assignment view.

Sometimes you will need to add documents so to do this select 'Add work'.



Search

Back

Example

Due tomorrow

Instructions

None

Calendar

My work

logo.do

Add work

Upload from this device

OneDrive

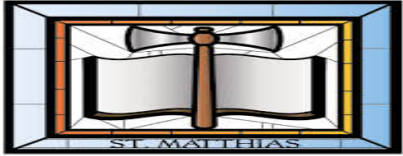
✓ Name Modified

No files available

Cancel Attach

Hand in

Select where the document is saved. Through school you have 1TB of storage on OneDrive so save work there.



11-3-En Hand in

OneDrive

✓ Name Modified

No files available

Take Photo or Video

Photo Library

Browse

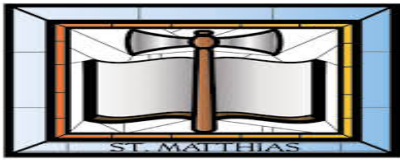
Upload from this device

Cancel Attach

Activity Teams Assignments Calendar Files More

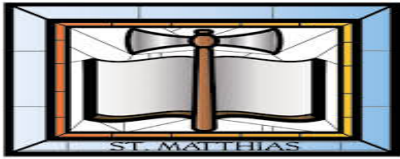
The image shows a mobile application interface for OneDrive. At the top, there is a header with a back arrow, the text '11-3-En', and 'Hand in'. Below this is a navigation menu with options: 'OneDrive' (selected), '+ New file', 'Link', 'Teams', and 'Im'. The main content area is titled 'OneDrive' and contains a table with columns 'Name' and 'Modified'. Below the table, there is a graphic of files and the text 'No files available'. At the bottom of the main area are 'Cancel' and 'Attach' buttons. A bottom navigation bar contains icons for 'Activity', 'Teams', 'Assignments', 'Calendar', 'Files', and 'More'. A floating action menu is open, showing 'Take Photo or Video', 'Photo Library', and 'Browse' options, with 'Upload from this device' highlighted.

You can add work from your device.



A screenshot of a Microsoft Teams assignment page. The interface includes a top navigation bar with a search box and a user profile icon labeled "B1". A left-hand navigation pane contains icons for Activity, Teams, Assignments (highlighted), Calendar, Files, Stream, Apps, and Help. The main content area shows an assignment titled "Example" with a due date of "Due tomorrow at 23:59" and "No points". The "Instructions" section is labeled "None". Under the "My work" section, a file named "logo.docx" is listed with a three-dot menu icon to its right. Below the file list is an "Add work" link. In the top right corner of the assignment details, a "Hand in" button is circled in red.

When you have uploaded or finished your work you must click 'Hand in' so your teacher can see it. Your teacher can then give you feedback on your work.



Navigation: < > Search [B1]

Activity (1) Teams Assignments Calendar Files Stream Apps Help

< Back Returned Fri 6 Nov, 10:12 Hand in again

Example

Due tomorrow at 23:59

Instructions
None

My work

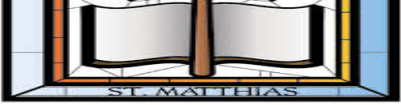
logo.docx ...

Add work

Feedback
Great work, well done!

Points
No points

If your teacher has given you feedback then it will show in the 'assignments' section.



The screenshot displays the Microsoft Teams interface. At the top, there is a search bar and a notification icon with 'B1'. Below this is a navigation bar with tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Files' tab is highlighted with a red circle. Below the navigation bar, there is a toolbar with options: '+ New', 'Upload', 'Sync', 'Copy link', 'Download', 'Add cloud storage', and 'All Documents'. The main content area shows a table with columns for 'Name', 'Modified', and 'Modified By'. A single file named 'Class Materials' is listed, with 'Miss S Jeavons' as the modifier. On the left side, there is a vertical navigation pane with icons for Activity, Teams, Assignments, Calendar, Files, Stream, and Help.

Your teacher might upload documents in the 'Files' section of the Team.