



## A Student Guide to Using Microsoft Teams

### Section 1

#### How to use Teams on a Desktop or a Laptop

- How to log on
- How to upload an assignment
- How to access and respond to feedback given to you by your teacher

### Section 2

#### How to use Teams on a tablet or mobile phone

- How to log on
- How to upload a picture of work you have completed as an assignment

### Section 3

- Usernames for Office
- Support and guides

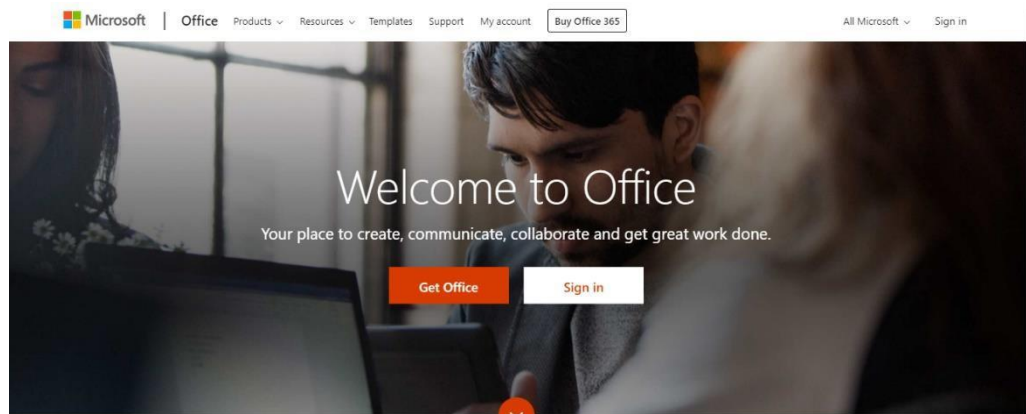


## SECTION 1 - USING TEAMS ON A DESKTOP OR A LAPTOP

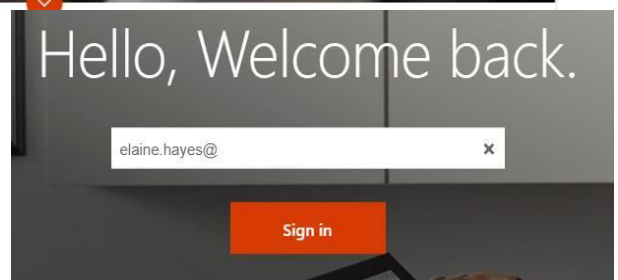
### Teams - How to Login

On any web

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

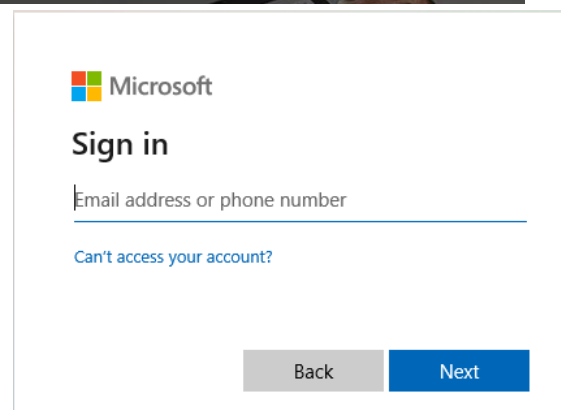


Click sign in and sign in with your full school email address. Microsoft Office account details can be found in the MCAS App [click here](#) to find out how to do this or contact your school office.

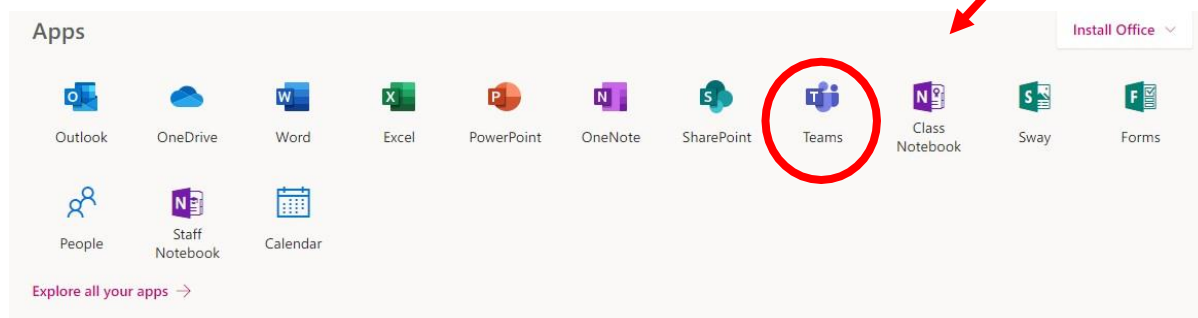


You will then be directed to the login page for the Trust. Once you sign in, you will get the page below

All the office applications are shown below you can now click on Teams. You can also install the desktop version of Teams for free.



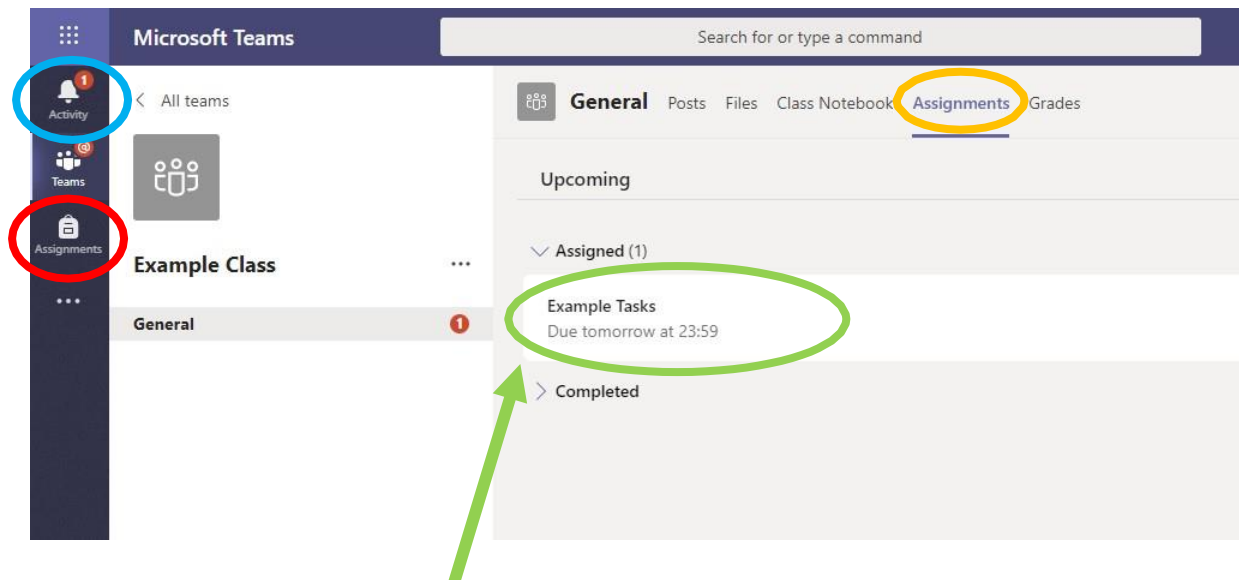
Click on the Teams icon





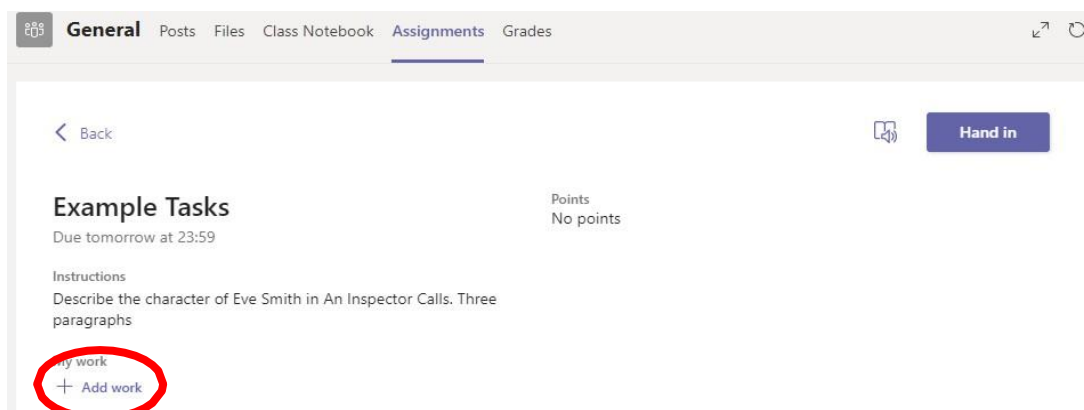
## Teams - Uploading an assignment

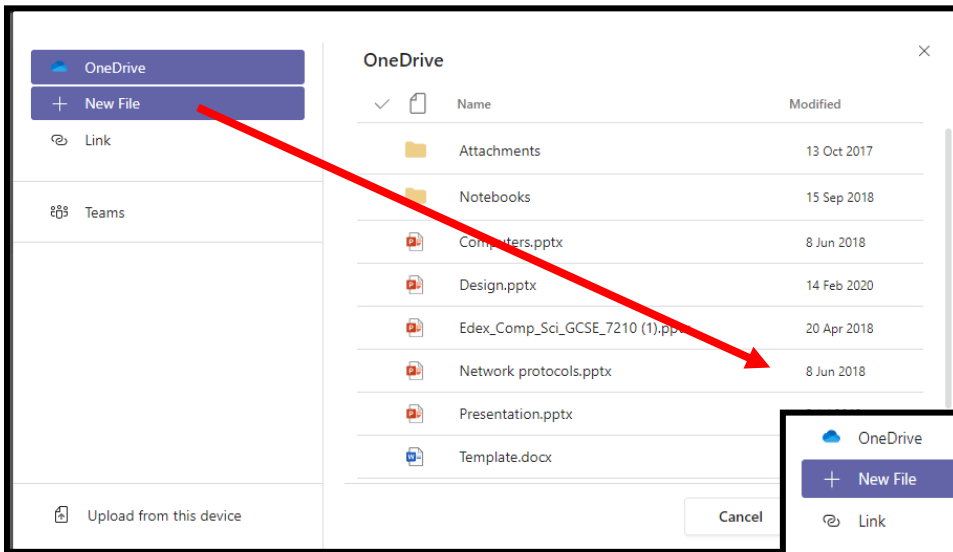
Your teacher can set assignment for you to complete. You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue. By click on this notification, you will be brought to the assignments page. You can also click the assignments button in the left-hand 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.



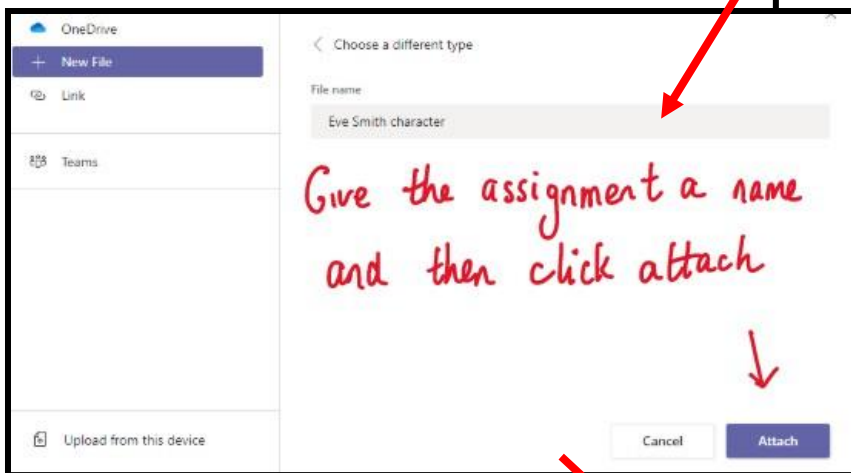
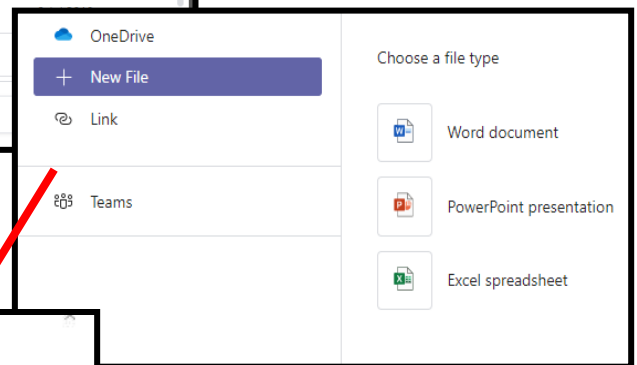
Click on the assignment to access the task.

To add some work, we first need to create a new document, then complete our work in it.

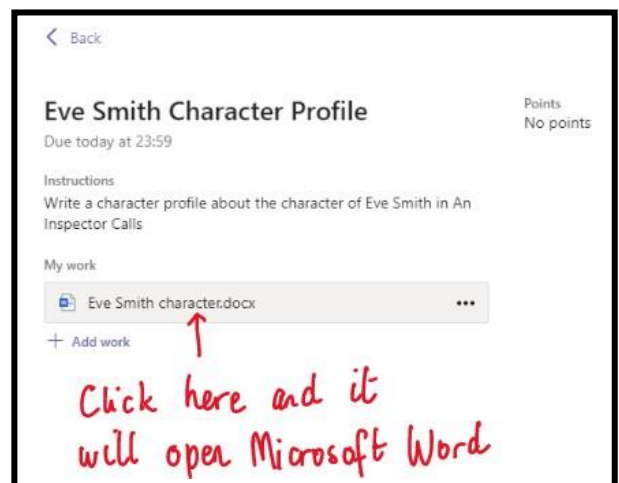


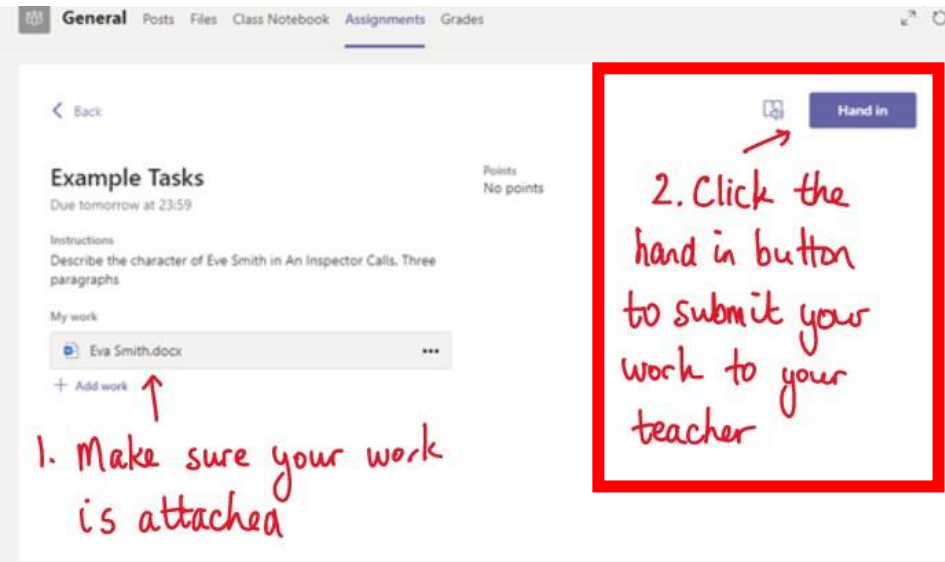
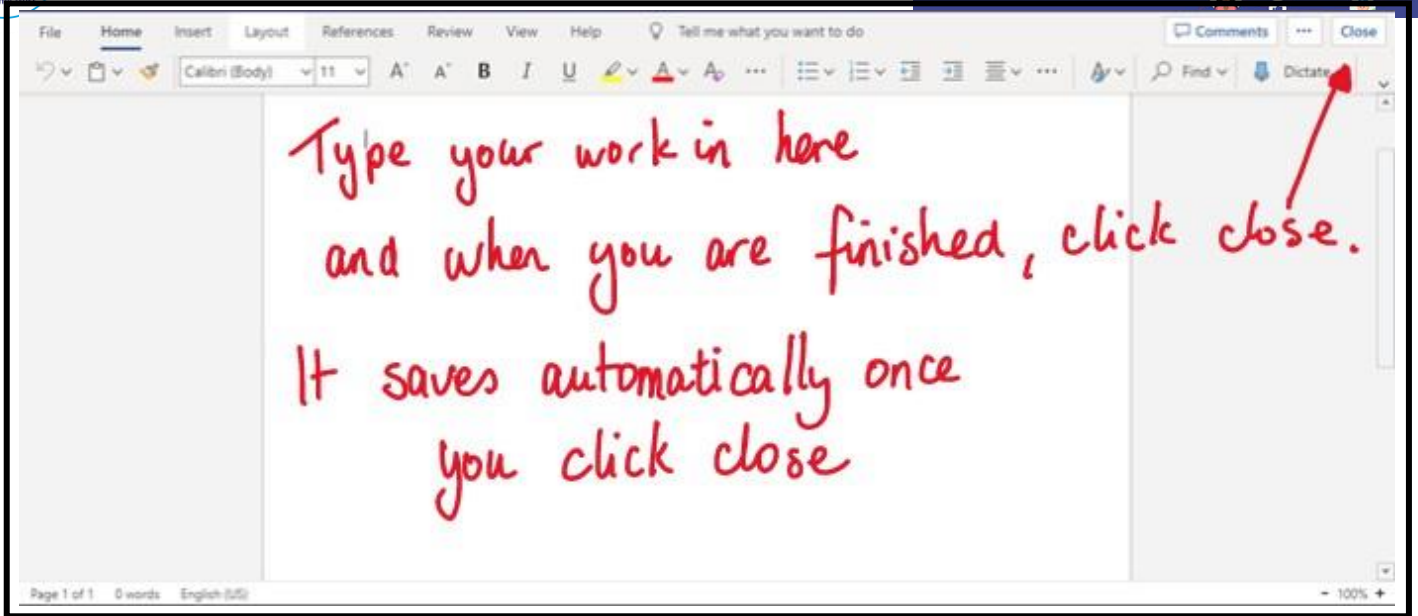


Click on new file and decide what format you will be submitting your work, Word, Powerpoint or Excel



You have now created your document that you can start writing your work into. To start your work, click on the document name.





Make sure that you have your work attached and that it is not blank. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

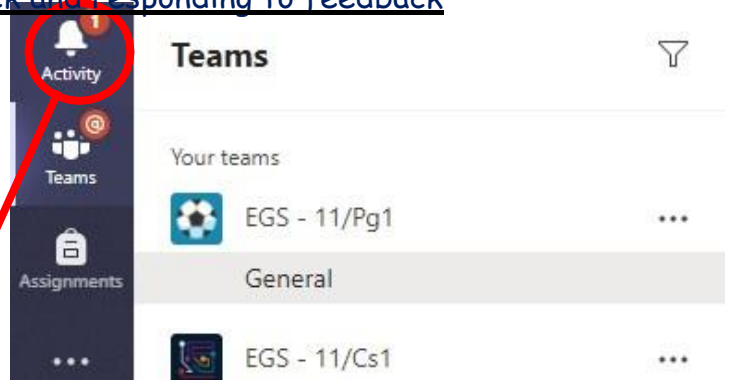


If you have successfully handed in your work, you will see an animation - there are loads of different types!

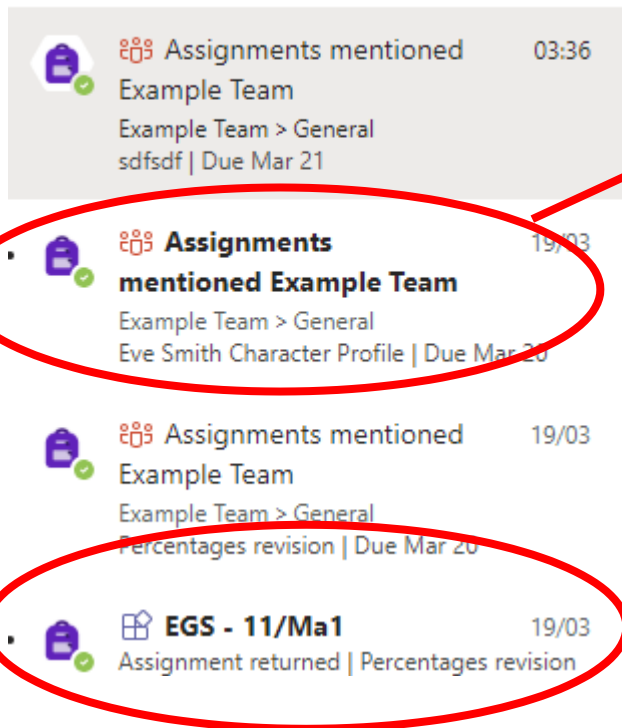
## Teams - Getting feedback and responding to feedback

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work.

Click on the Activity button and it brings you to your feed. Any message in bold you have not read



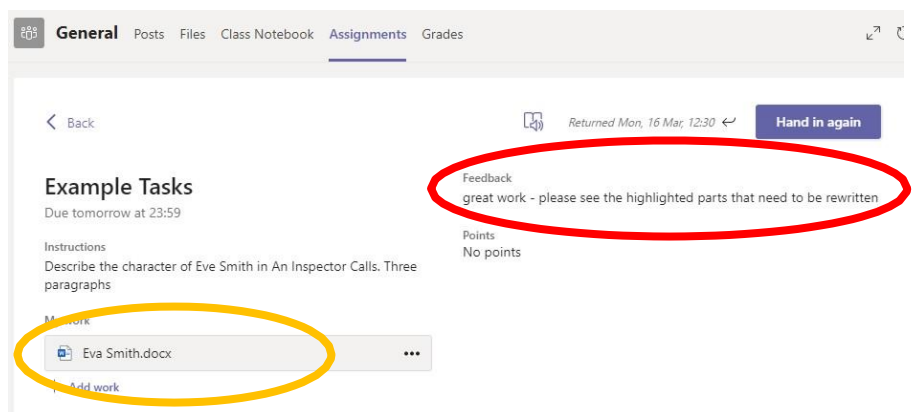
### Feed



This is a notification to say that there is a new assignment in the Example Class that you need to complete

This is a message to say that work has been returned in this student's maths Team - to see the feedback, click on the notification

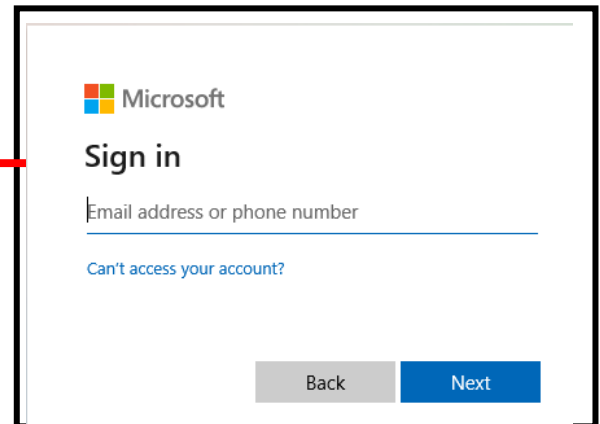
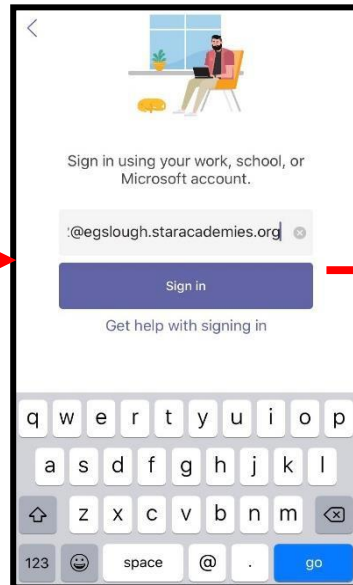
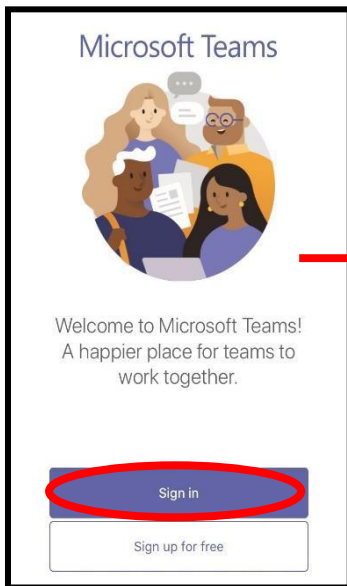
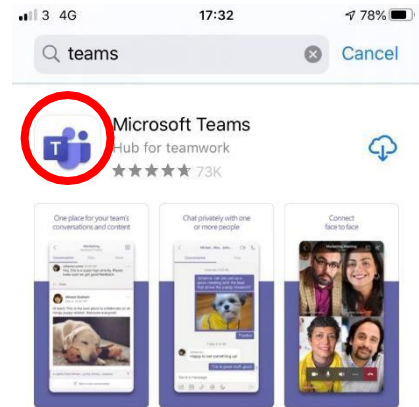
This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



## SECTION 2 - USING TEAMS ON A TABLET OR PHONE

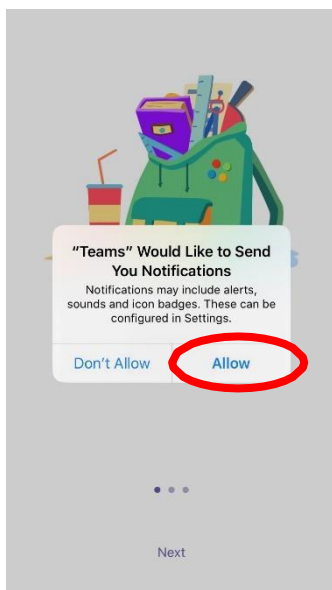
### Teams - Downloading the Teams App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.

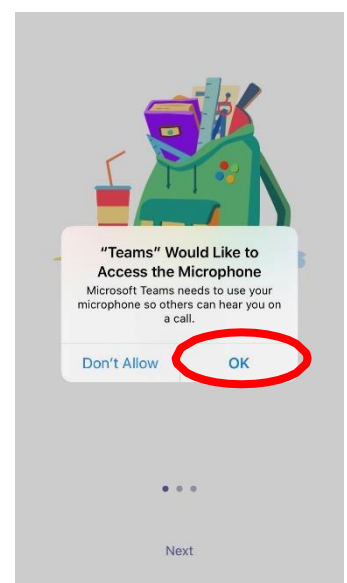


Sign in with your school email address you will be directed to the login page for the Trust. Details available from MCAS App [click here](#) to find out how to do this or contact your school office.

Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work, posted an important message or sent you some feedback on work you submitted.

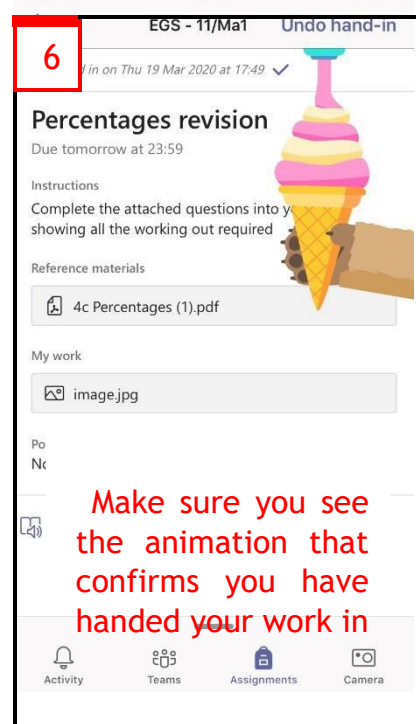
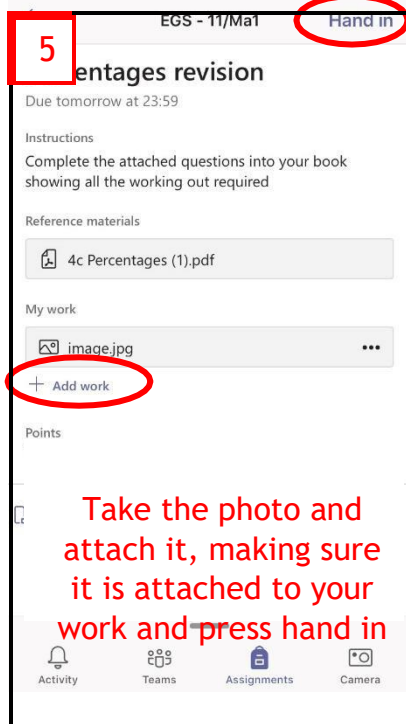
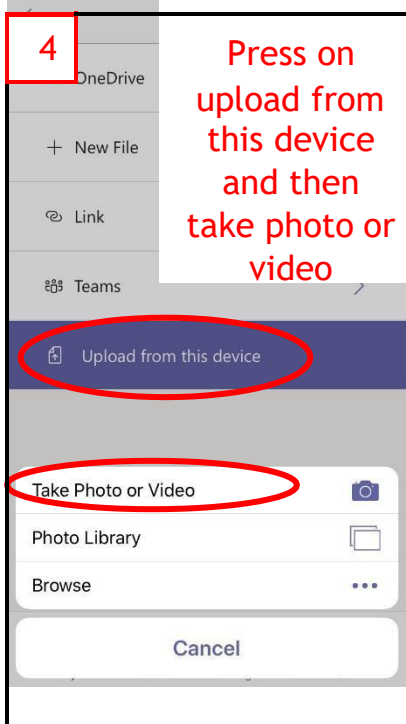
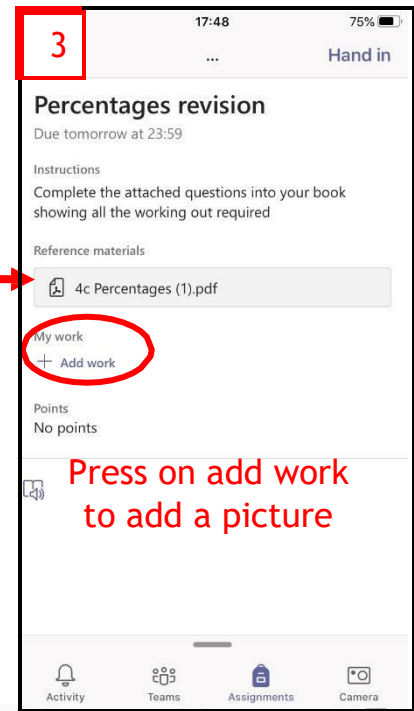
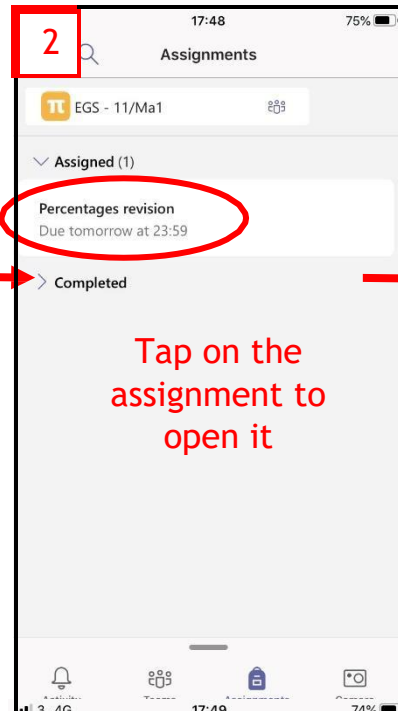
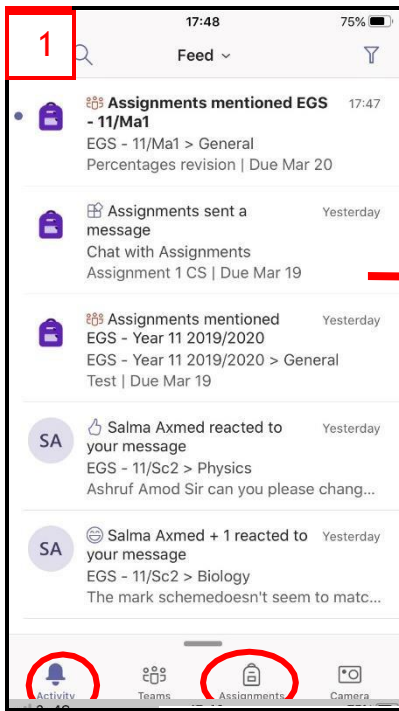


If you are joining a live lesson you need to click allow, but during the virtual classroom, you will be turning the microphone off.



## Teams - Uploading an Assignment

If you are uploading a document, follow the guide that is in section 1 as uploading a document from a phone or tablet is the same process. However if you have piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work. You can find the assignment you have been set in two places - the activity feed and assignments - picture 1.







## SECTION 3

### Username

#### Office 365

For Office 365 and Teams, you will log in with your school email address. This can be found on the MCAS App [click here](#) to find out how to do this or contact your school office.

#### Support

If you have any issues or questions please contact your school office. Written and video guides can be found on the Viking Academy Trust website link below.

<https://www.vikingacademytrust.com/page/?title=REMOTE+LEARNING%3A+Microsoft+Office+365&pid=68>