

# How to use Microsoft Teams to access and complete assignments (Students)

Welcome to Microsoft Teams: *your new online learning environment.*

Microsoft Teams is where you will access your digital classrooms – you will have access to a digital classroom for each of the subject that you study. Within each digital classroom you will be able to communicate with your teacher and peers, complete assignments, access teaching and learning resources and much more.

## *Download the free Microsoft Teams app for your smart device*

Download the <b>Microsoft Teams app iOS</b> for free	<a href="https://apps.apple.com/gb/app/microsoft-teams/id1113153706">https://apps.apple.com/gb/app/microsoft-teams/id1113153706</a>
Download the <b>Microsoft Teams app Android</b> for free	<a href="https://play.google.com/store/apps/details?id=com.microsoft.teams&amp;hl=en_GB">https://play.google.com/store/apps/details?id=com.microsoft.teams&amp;hl=en_GB</a>

## *How to access Microsoft Teams web app from home - instructions*

1. Open a web browser
2. Browse to <https://login.microsoftonline.com>
3. Enter your Office365 username into login window (*Please note that your username is in the format of [xyz01@tsatstudent.org.uk](mailto:xyz01@tsatstudent.org.uk)*)
4. After entering your username and click 'Next'. The login window will change to include the Trust logo and images of TSAT Pupils.
5. Enter your password and click 'Sign in'
6. From the App Dashboard - Open *Forms* by clicking on the icon
7. A Microsoft Teams tab will open – click '*Open the web app instead*'
8. You are now logged into Microsoft Teams.

# Microsoft Teams interface



**Notifications icon**  
New alerts of activities, news or posts



**Chat icon**  
This allows you to chat with the teacher



**Teams icon**  
This allows you to view all Teams channels (**Digital Classroom**)



**Assignments icon**  
This show you the assignments (home work) that a teacher has set

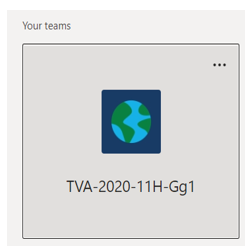
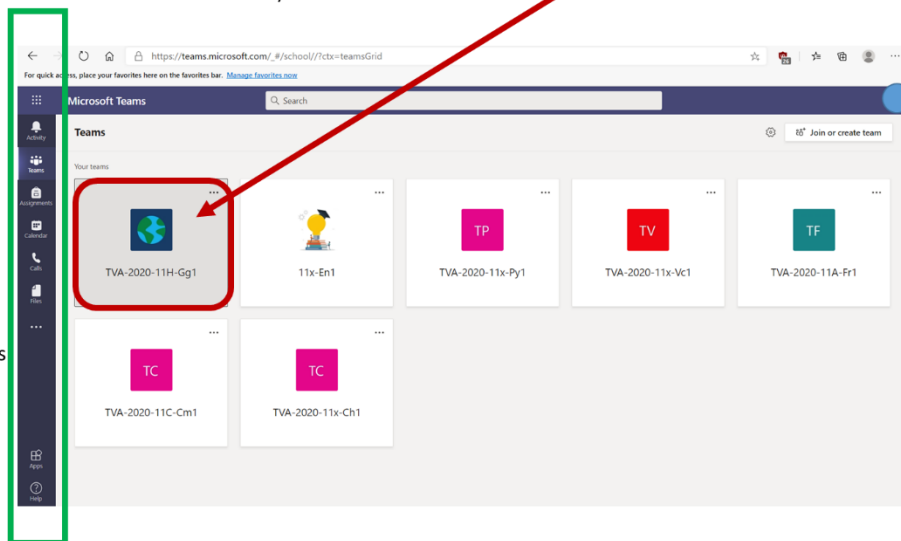


**Calendar icon**  
You to view calendar: key dates and deadlines



**Files icon**  
Access all your files linked to your Teams account

Each subject has a Teams area (your digital classroom)



Each subject has a Teams area (your digital classroom)

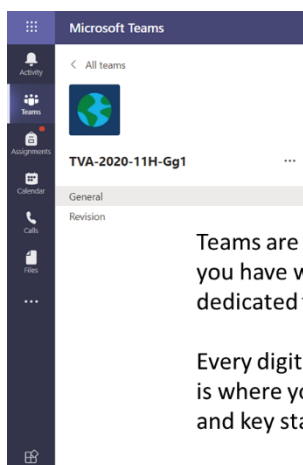
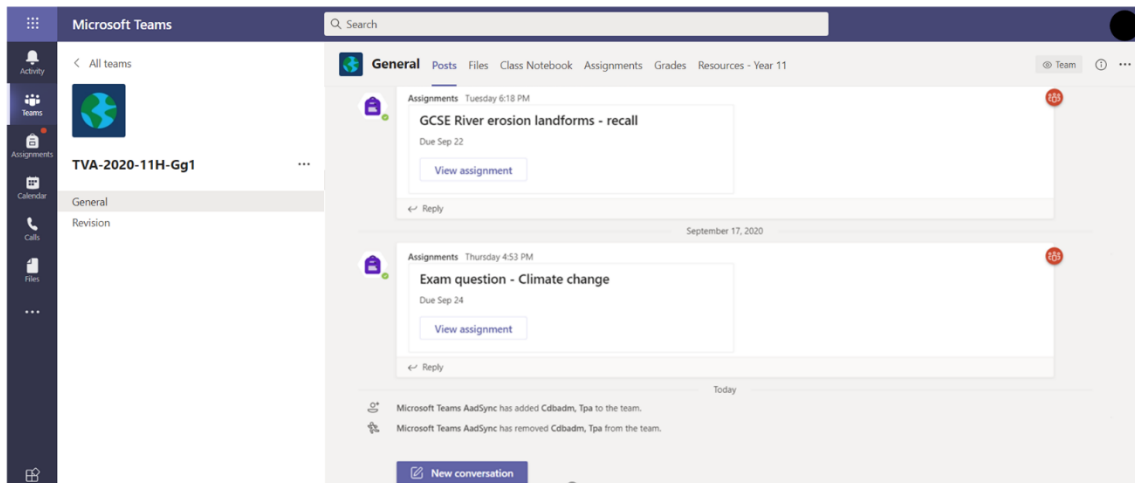
The Team name shows:

You school-current academic year-year group code-subject code

TVA-2020-11H-Gg1

## Inside your digital classroom – what does it all mean?

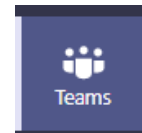
Posts	Files	Class Notebook	Grades	Assignments	Resources – Year X
Communication wall – to share ideas, ask questions, suggest ideas – remember you teacher can see everything that you post.	Class materials uploaded to this area. Worksheets, documents, PowerPoint s etc. You can upload your own work to your subject folder.	Interactive work space to record all your classwork.	You can keep track of your recent quiz results and assignment grades.	Assignment for this Team/class are seen here. Tells you what, how and where for each task.	You can access useful resources from your current key stage. You can save your own copy of these.



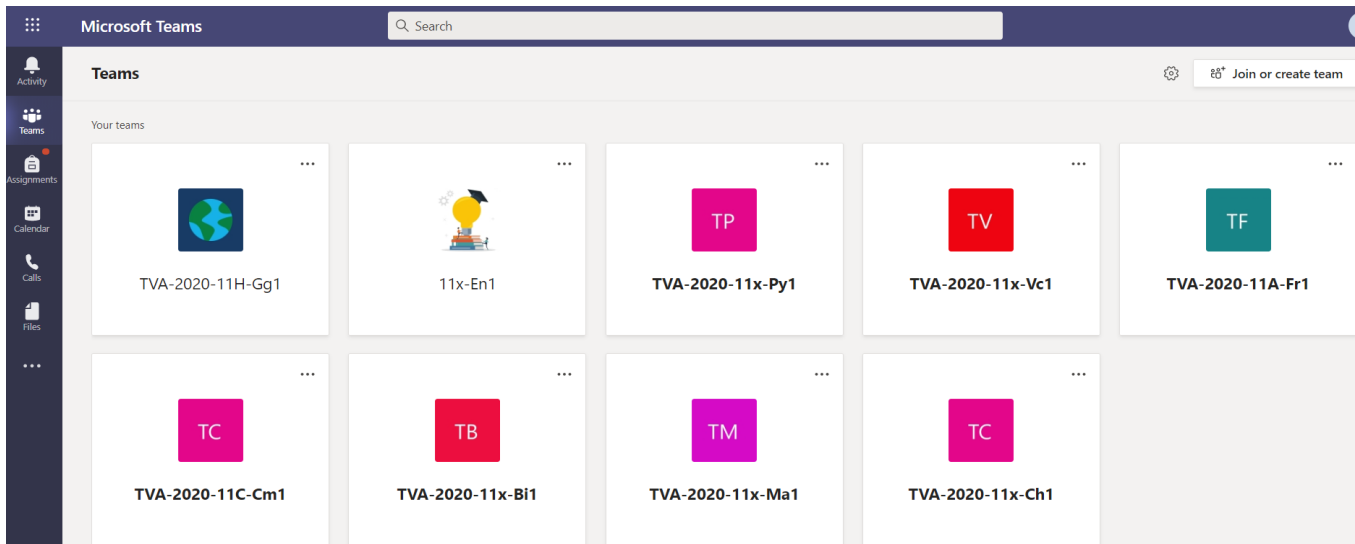
Teams are made up of channels, which are the conversations you have with your teacher and peers. Each channel is dedicated to a specific topic or purpose.

Every digital classroom team includes a General channel – this is where you will be able to access your assignments, grades and key stage subject resources

## Viewing your digital classrooms in Microsoft Teams

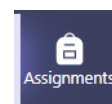


1. Click the Teams icon on the left hand side in the purple navigation bar
2. The page will show all of the Teams (digital classrooms) that you are a member of

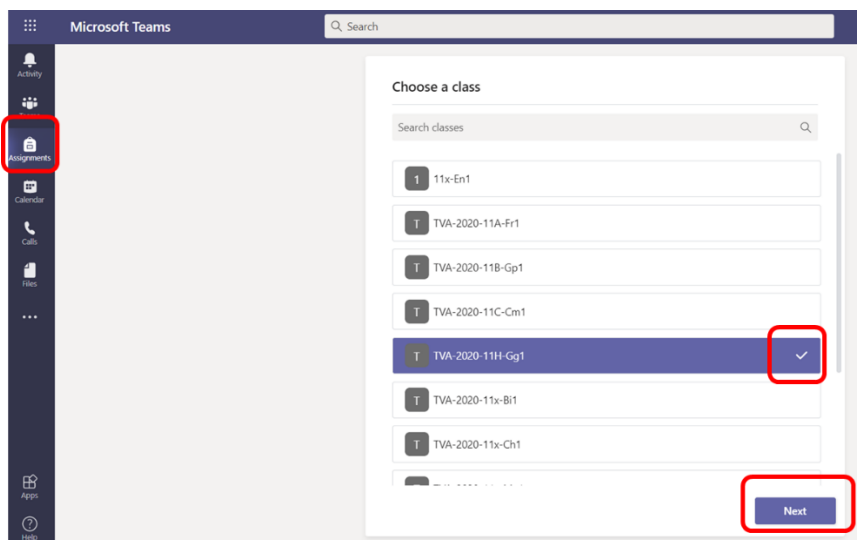


3. To enter a Team / digital classroom just click the relevant subject icon

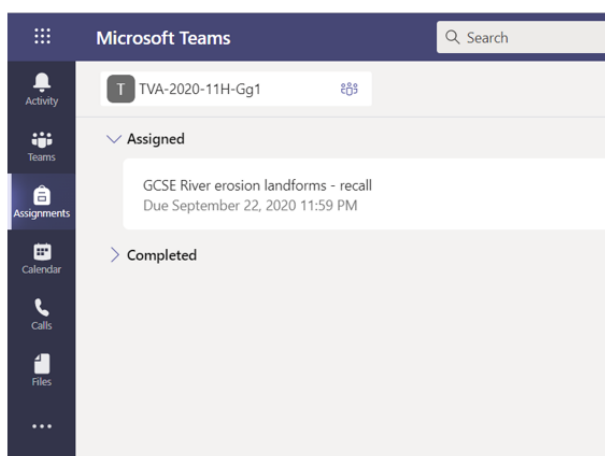
## Accessing your assignments in Microsoft Teams



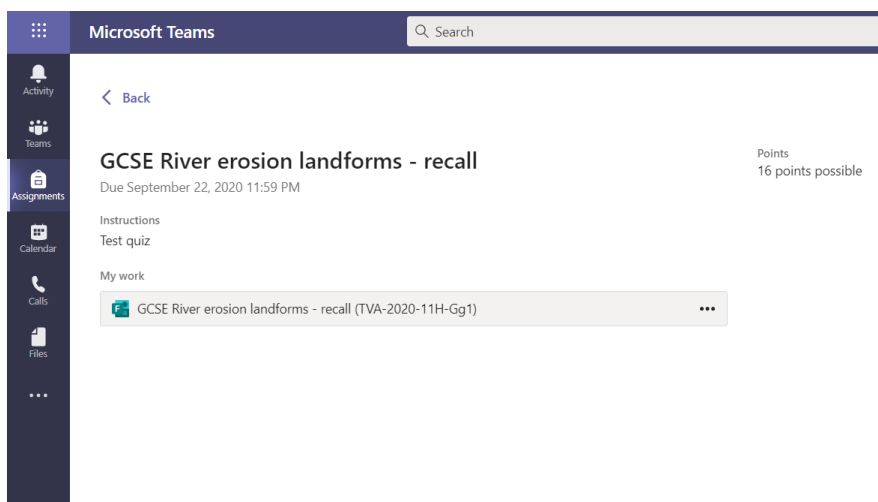
1. Click the Assignments icon on the left hand side in the purple navigation bar
2. Select a Team / digital classroom and press next



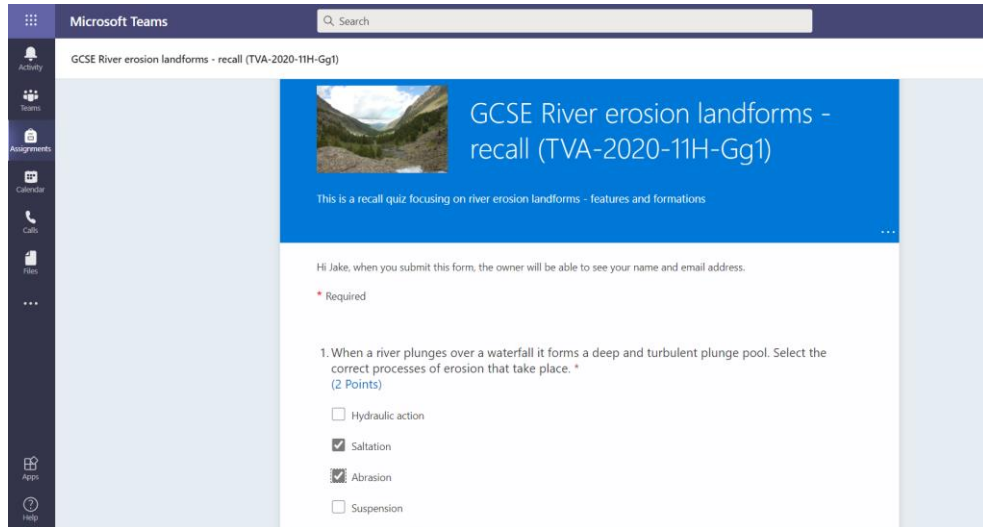
3. You will then be able to view all of the assignments that have been set (and completed) for that class.



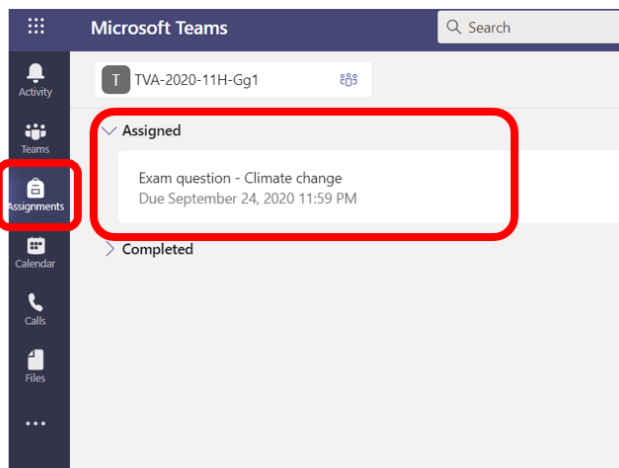
4. Click on the assignment to view more details about it. In this example, we can see the assignment is a Microsoft Forms quiz.



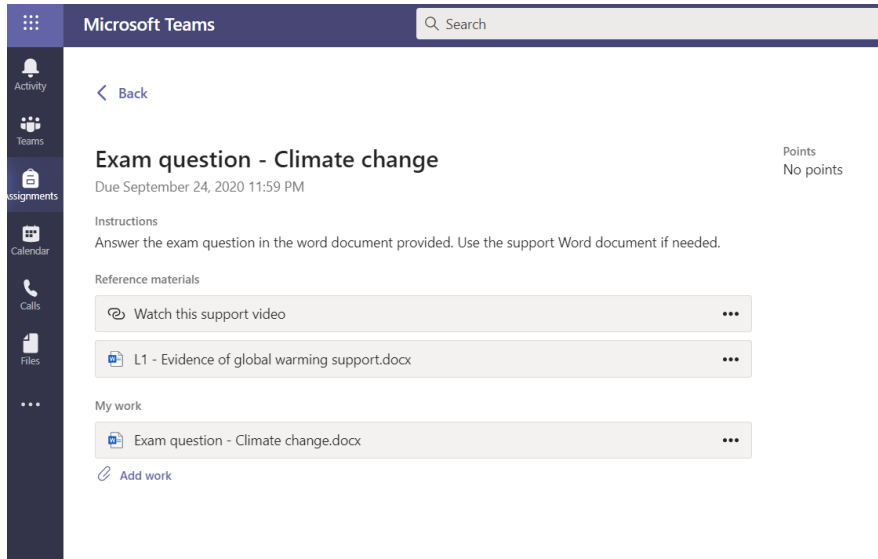
- Click on the Microsoft Forms quiz. The quiz will then open within the Microsoft Teams environment. You can then complete the questions.



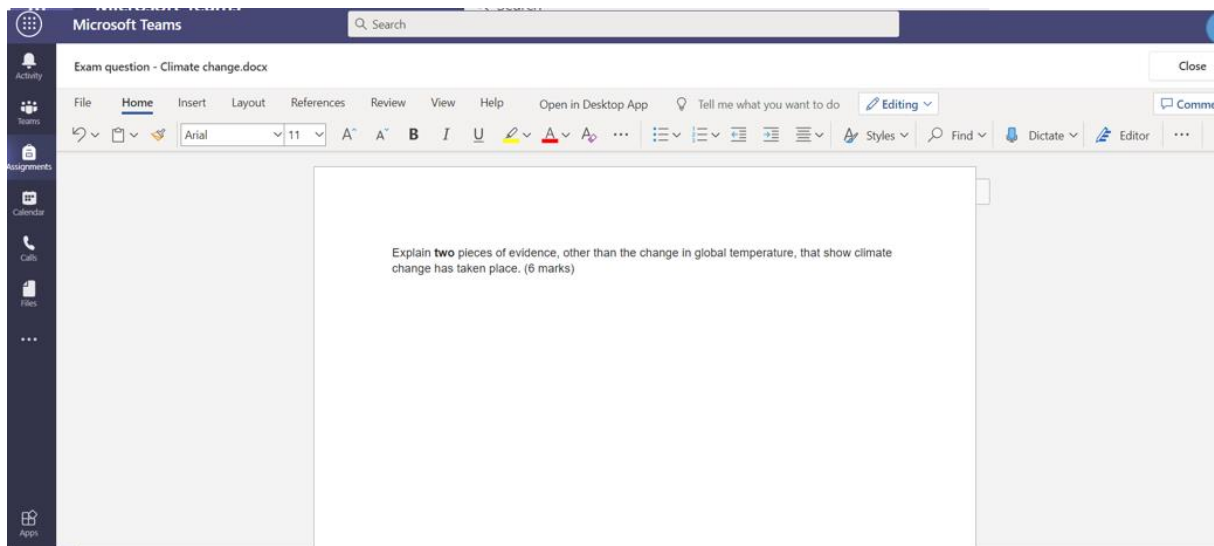
- Once complete you will receive a message stating that your quiz has been submitted. You can then check the grades tab to see how you performed.
- You may have been set a written task such as an exam question and need to complete your work within a Word document or PowerPoint document.



8. You can now view the details about the assignment that has been set for you. In this example you can see:
- The title of the assignment
  - The due date of the assignment
  - The instructions that outline what you need to do
  - The reference material i.e. the support material
  - 'My Work' – in this example the teacher has created a word document for you to respond in called *'Exam question – Climate Change'*
- You can watch the video link and read the support document.

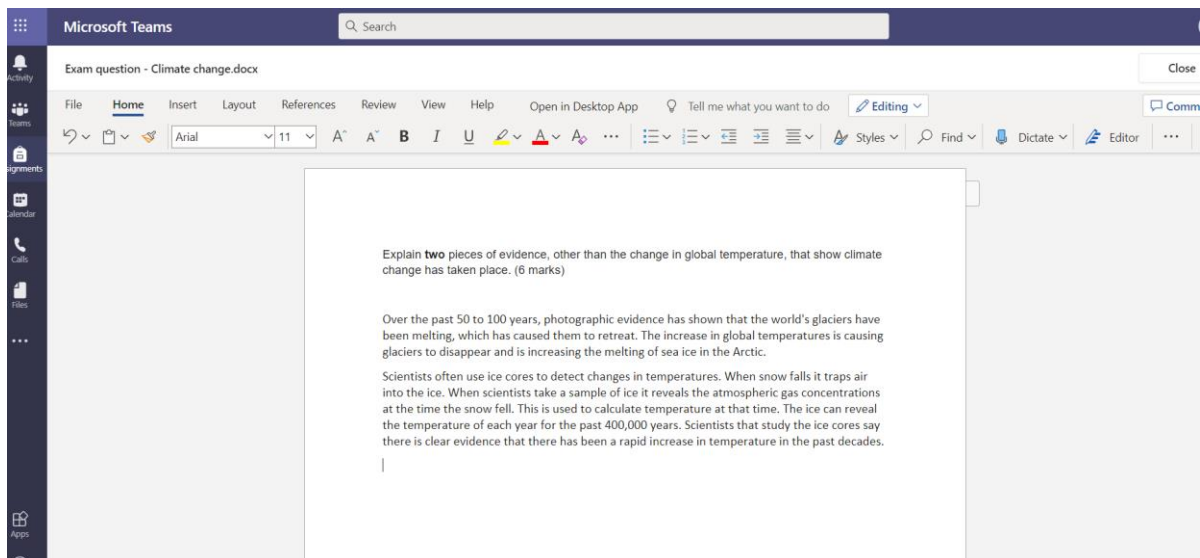


9. When you are ready to answer the exam question you need to click on the document called *'Exam question – Climate Change'* under the 'My work' title. This will open up the Word document inside Microsoft Word within the Microsoft Teams environment.

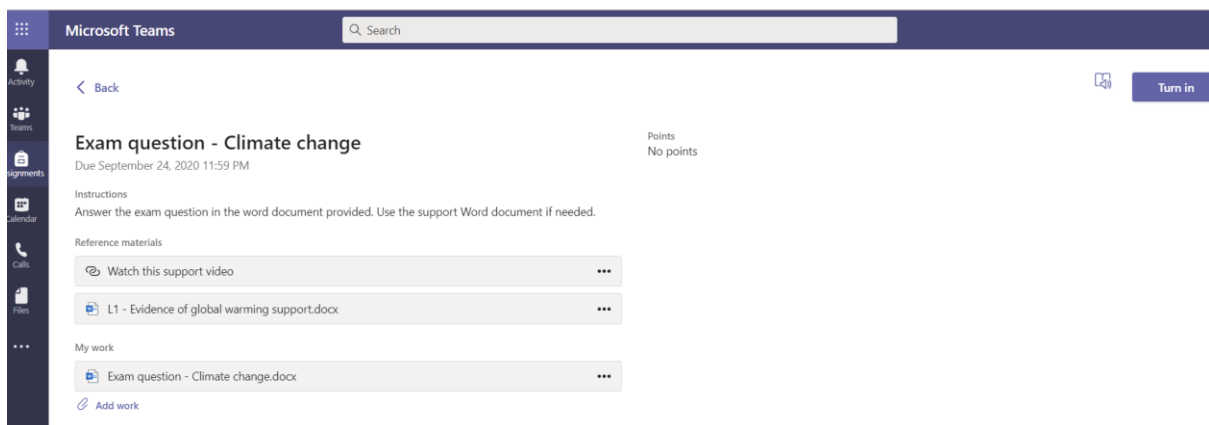


10. You can edit this document – type in text, add images, tables etc. You are now using Microsoft Word within the Microsoft Teams environment. There is no need to switch between programs.

11. Type out your answer and then press the **'Close'** button when you are finished – there is no save button! The document will always save automatically for you.



12. You now need to **'Turn in'** your assignment to your teacher so that it can be marked. When you **'Turn in'** an assignment it is sent to your teacher who can read your work and provide feedback – all with Microsoft Teams. Press the purple **'Turn in'** button located in the top right corner. If you make a mistake you can undo this and re-submit the work (*if the teacher has allowed this setting*) Remember – if you do not press **'Turn in'** the work will not be sent to your teacher for feedback.



13. Once your teacher has read your work and provided you with feedback you will receive a notification within Microsoft Teams. Click on the notification to read your feedback.

