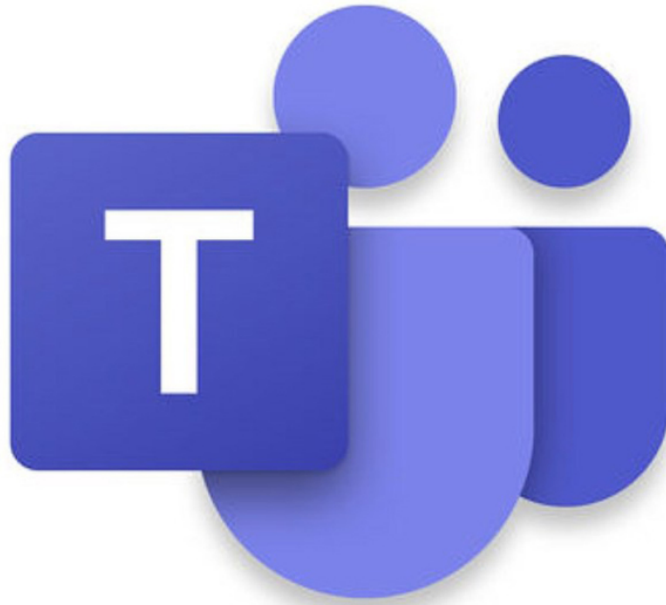


Microsoft Teams



How to Guide for Students

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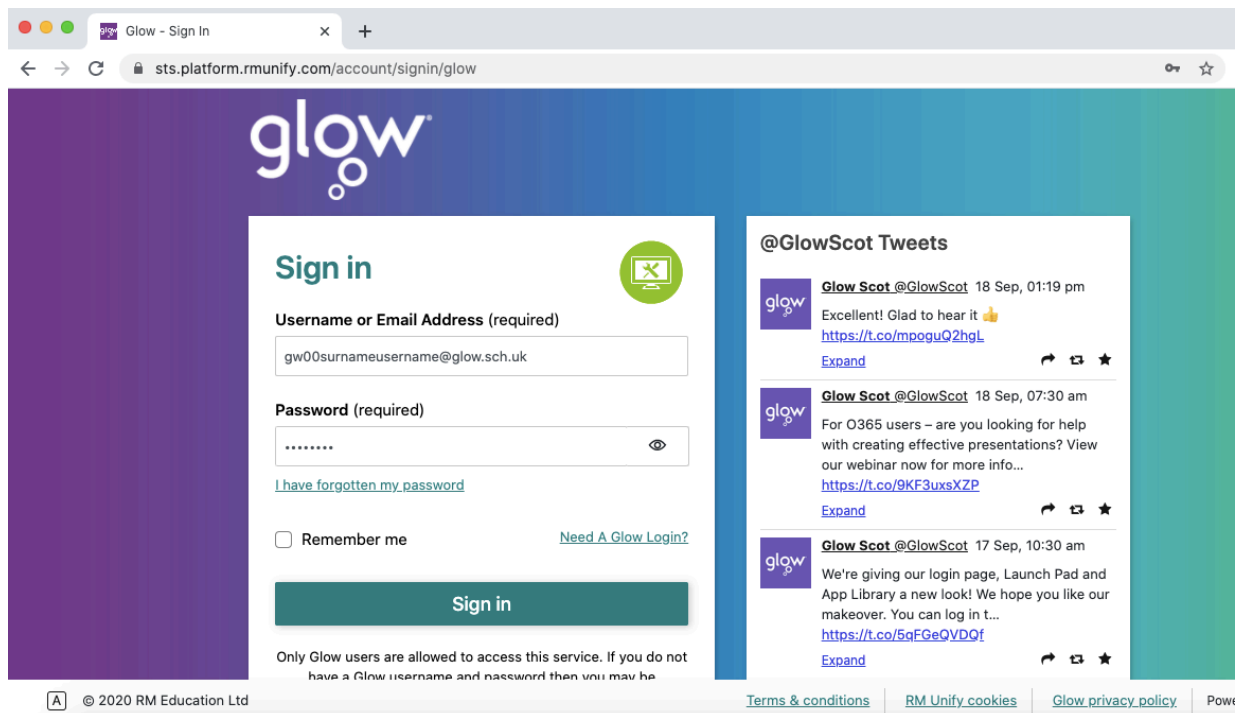
Logging in

Via Safari

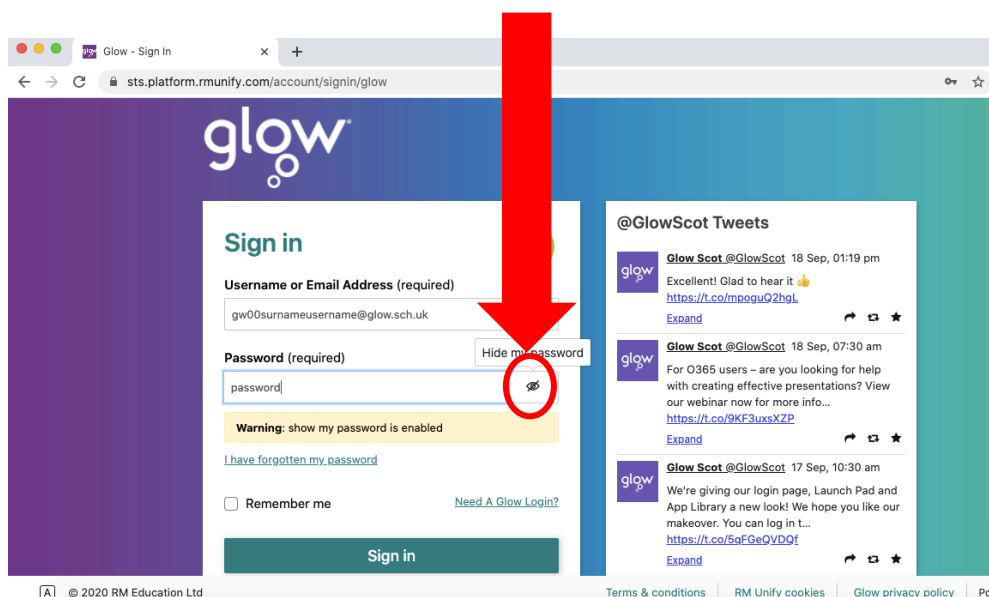
Teams is not compatible with Safari - you will need to use another Internet browser or download the app.

Via Google Chrome/Microsoft Edge/Internet Explorer

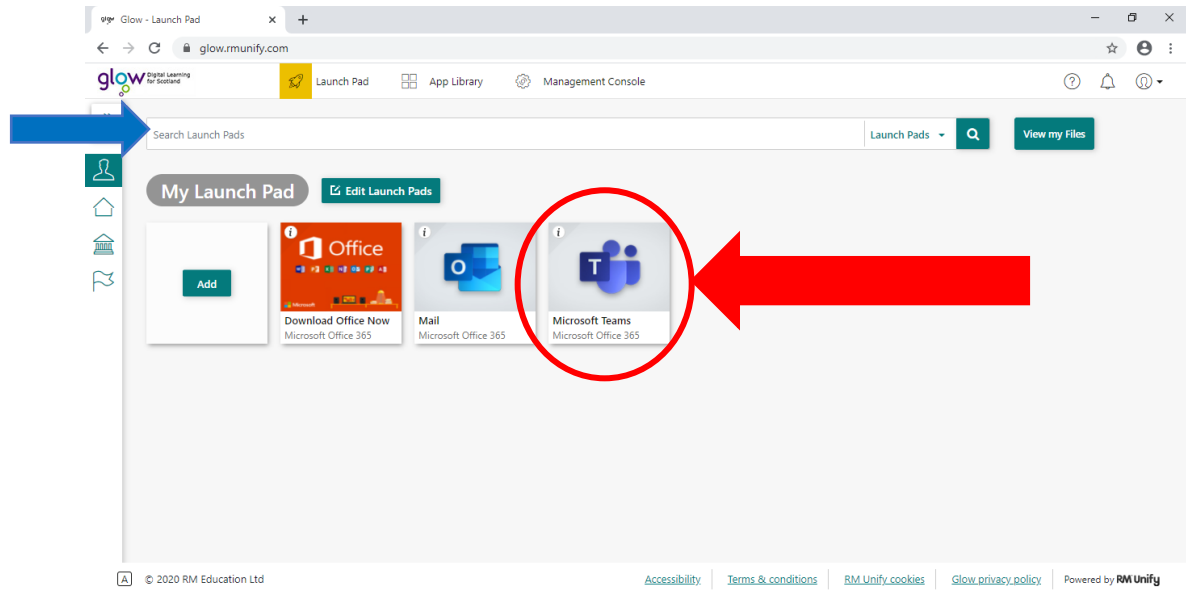
You can access Microsoft Teams via an Internet browser e.g. Google Chrome through Glow



You can view your password by selecting the eye in the password section:



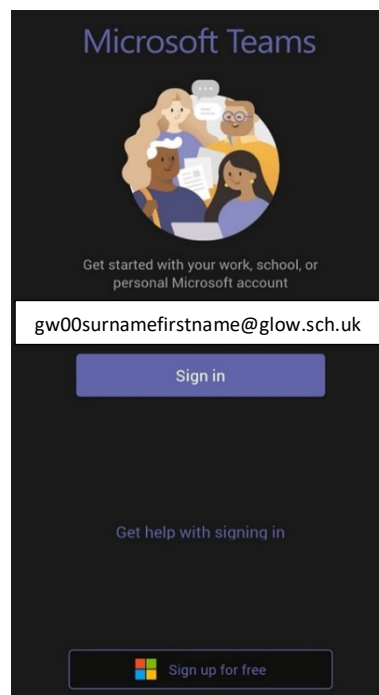
Once logged in to Glow you should click on the Microsoft Teams tile on your launch pad as indicated by the red arrow.



If you are unable to see the Microsoft Teams tile, you can search for this in the 'Search Launch Pad' function as indicated by the blue arrow above.

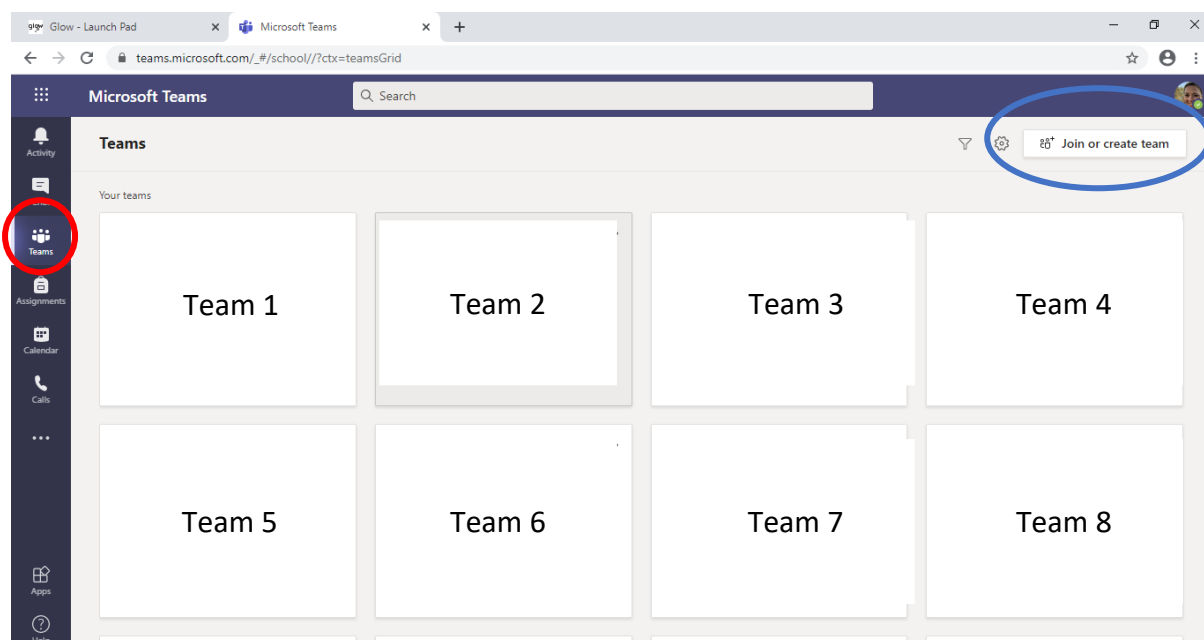
Via the App

You can also login via the Microsoft Teams app on a mobile, tablet, laptop or computer. Remember your username should be in the following format:
gw00surnamefirstname@glow.sch.uk



Accessing your Teams

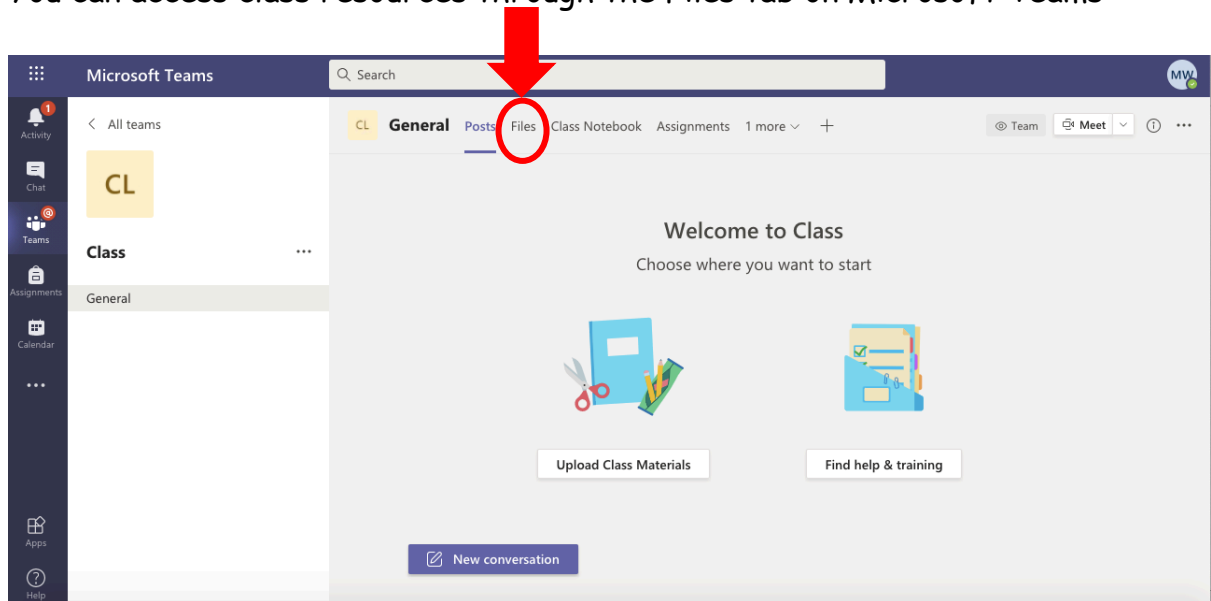
By clicking on the Teams icon at the left hand side of the screen (as indicated by the red circle), you will see all the Teams of which you are currently a member.



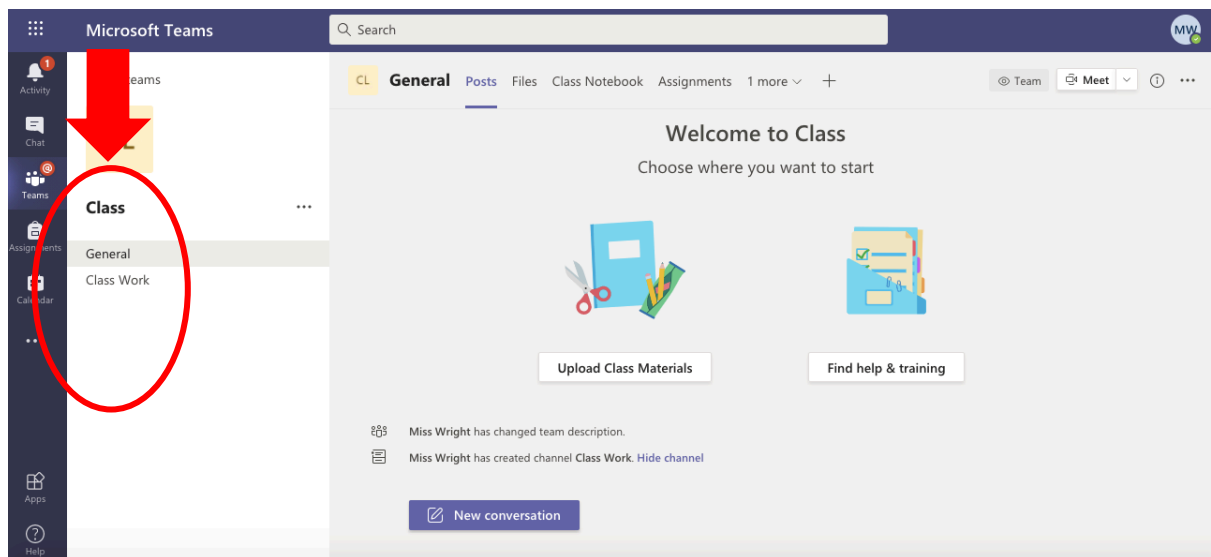
If your teacher has given you a code to join a team, click on the 'Join or create team' button outlined in blue above. Simply follow the prompt to enter your code and from then on you should see the tile for that team in the 'Teams' section.

Accessing Files

You can access class resources through the Files tab on Microsoft Teams:



Alternatively, your teacher may have created channels for class resources:



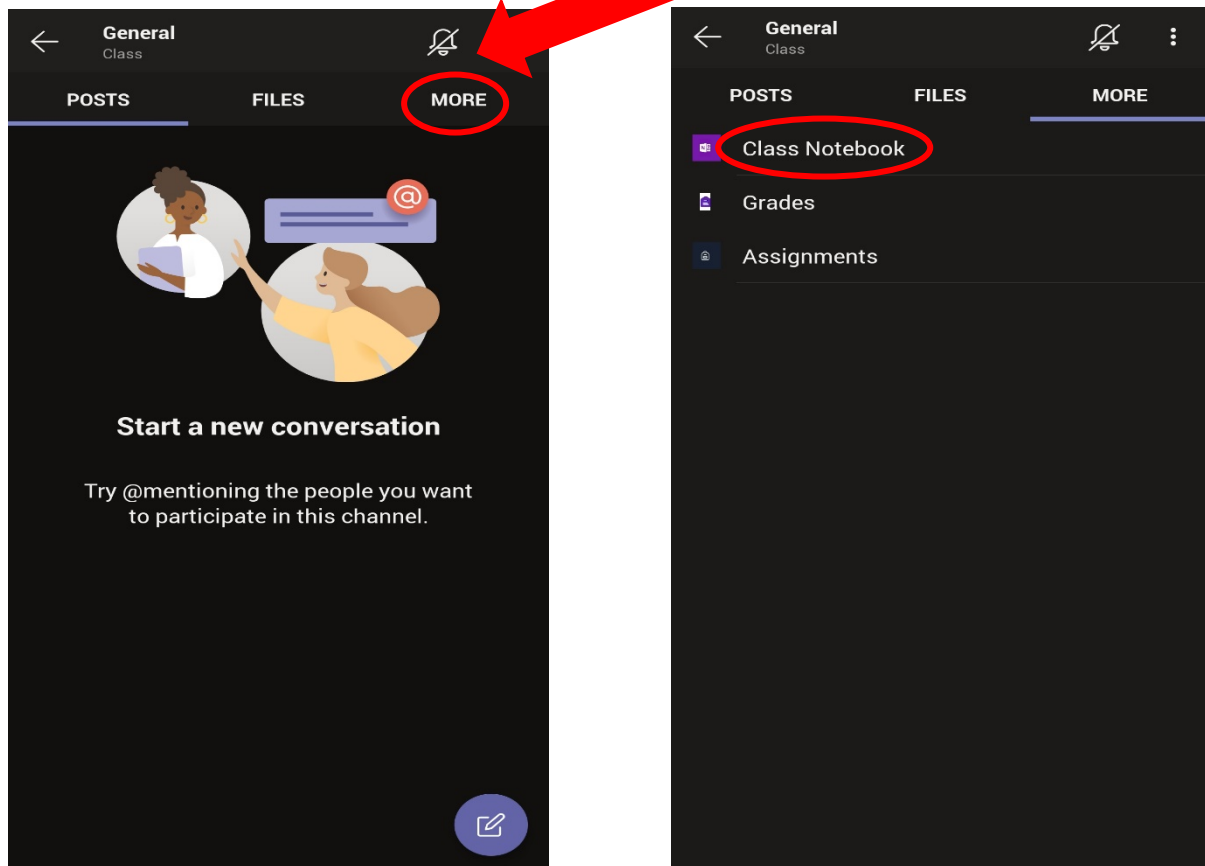
Class Notebook

Class Notebook is a virtual jotter that your teacher may use to store class notes, handouts and/or homework

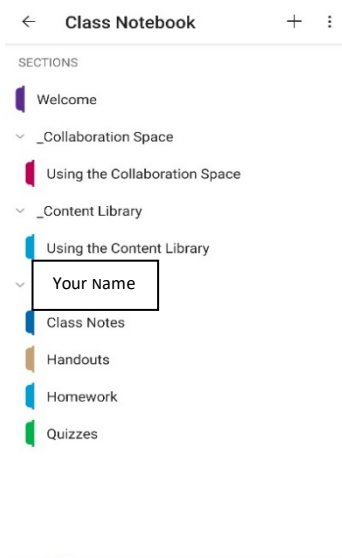
Accessing via the Mobile App

If you are using the Microsoft Teams app you need to download the **OneNote app** from your apple/play store in order to access Class Notebook.

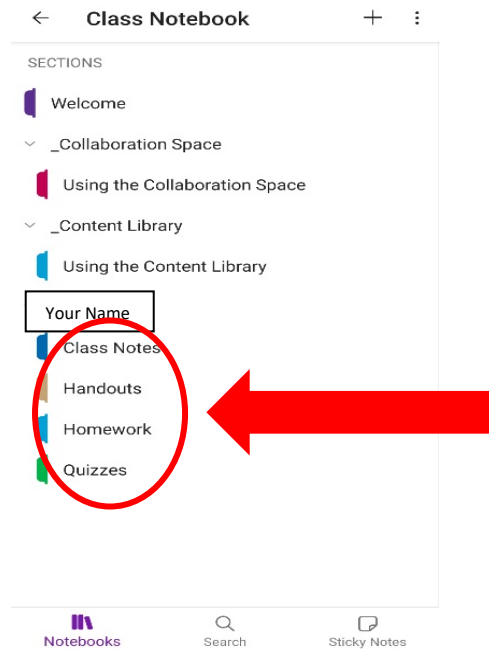
To access Class Notebook you should go to the **MORE** tab on Microsoft Teams then select Class Notebook shown below:



This will open the One Note app and display that specific Class Notebook shown below:



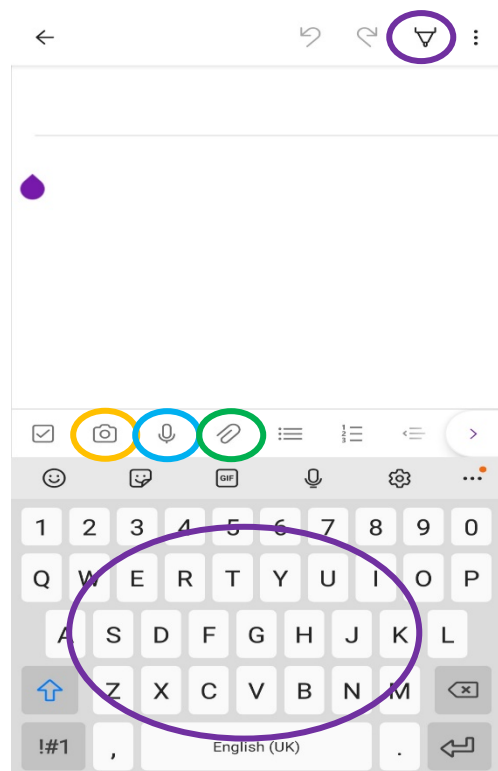
Using Class Notebook via the Mobile App



All of the pages below your name are your personal online folders.

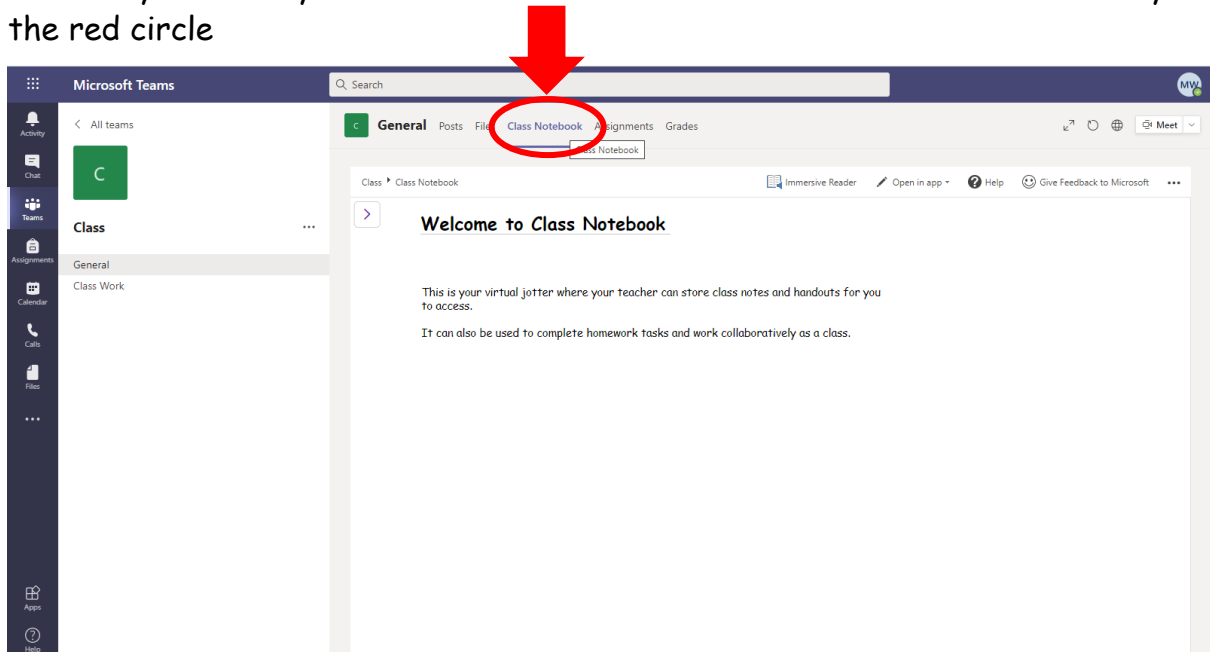
Your teacher may add resources in this section that will be useful to you and may ask you to complete homework here.

When you select one of the pages you are able to **edit**, attach **images of your work**, **record audio** and **attach other files**.



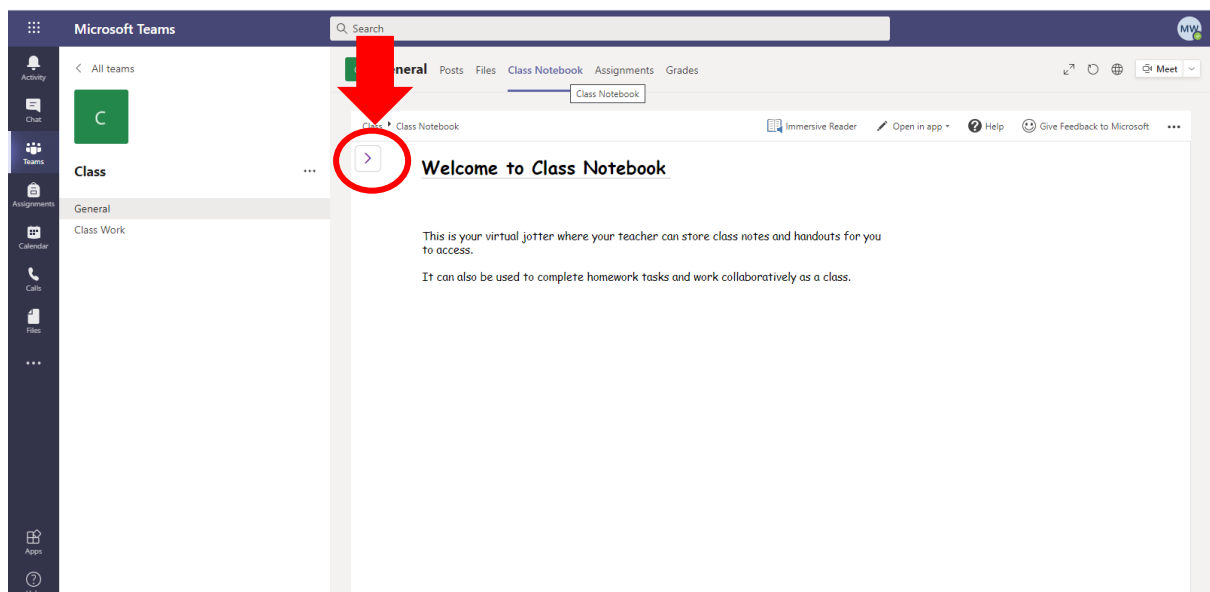
Accessing Class Notebook via Google Chrome/Microsoft Edge/Internet Explorer/Desktop App

When in your team you should click on the Class Notebook tab as indicated by the red circle



Using Class Notebook via Google Chrome/Microsoft Edge/Internet Explorer/Desktop App

Click on the arrow shown below to open your personal Class Notebook.

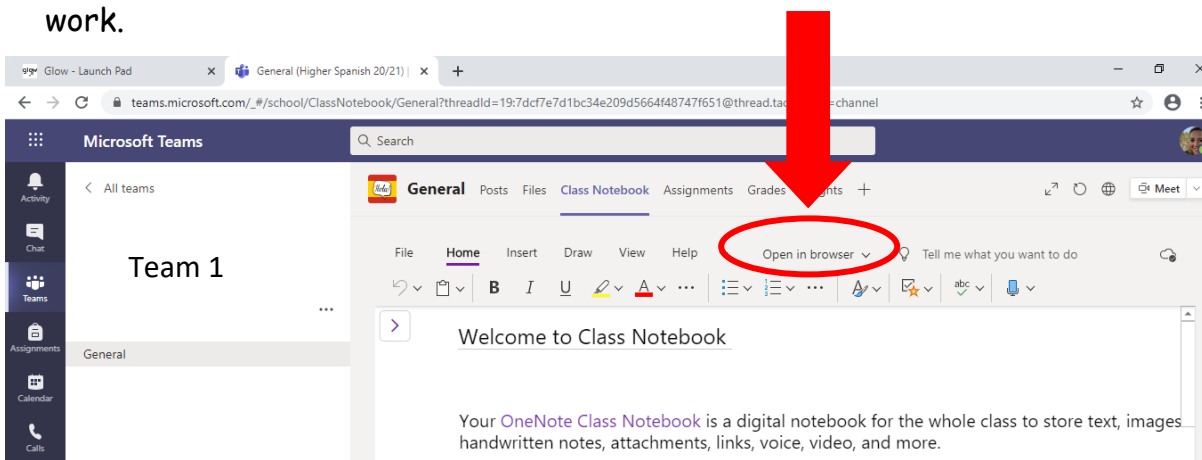


You will see that there are different folders within your own Class Notebook

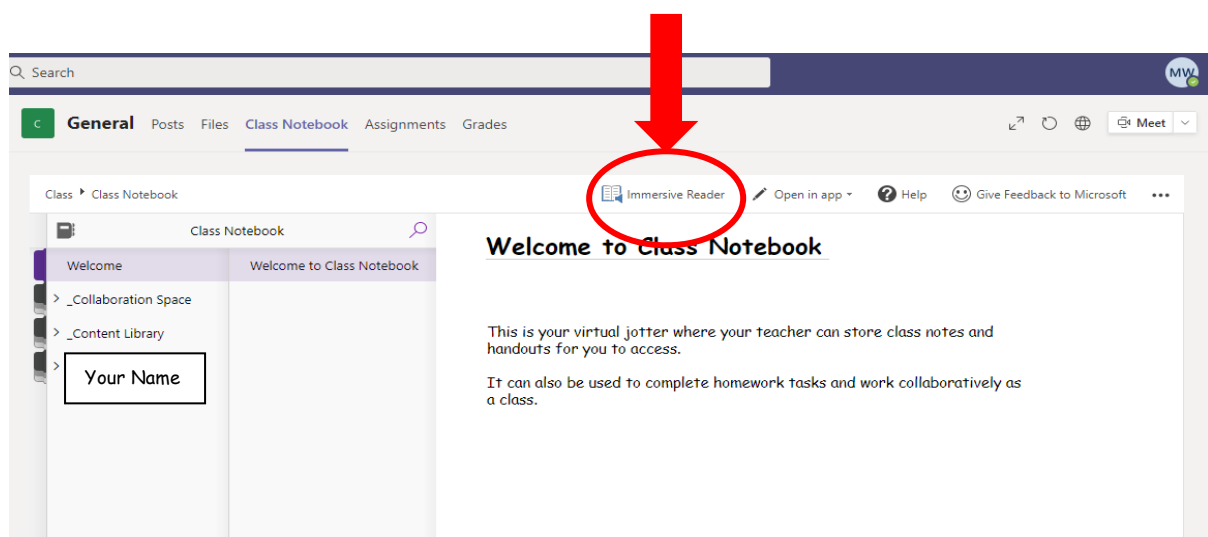
Collaboration Space: This is open to everyone in the class and all members can read or write anything in this part of the notebook. A teacher may use this to do an exercise like mind mapping, for example, where he/she is looking for a group of students or everyone to contribute.

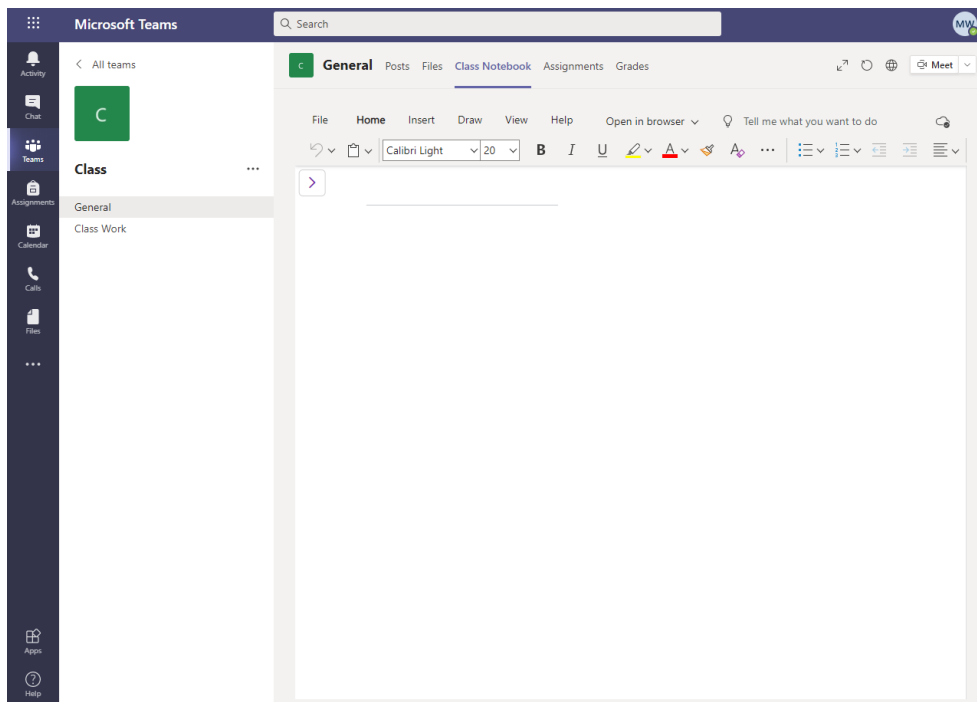
Other folders may include **Class Notes, Homework, Handouts and Quizzes;** however these can be changed by your teacher so they may have different names. This is where your teacher may ask you to complete homework or he/she may upload resources here that will be useful to you.

Working in Class Notebook in Teams can be somewhat limiting and so we would advise you to use the 'Open in browser' or 'Open in App' function to complete any work.



The Immersive Reader is available to assist with reading text in the Class Notebook.

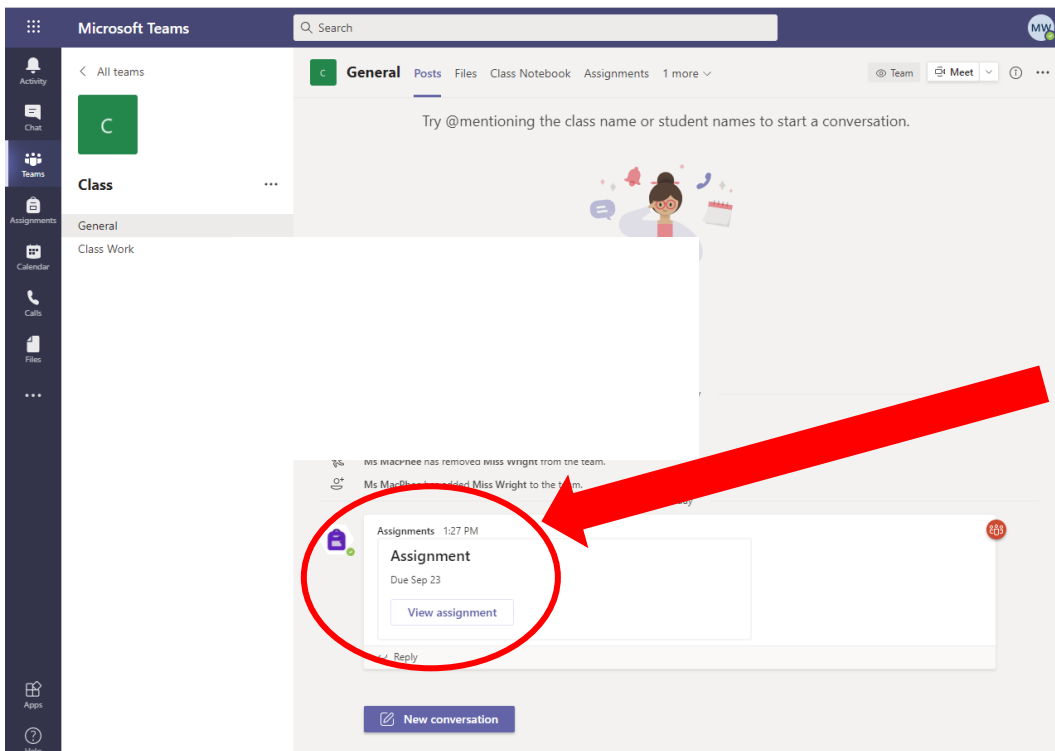




You can edit your Class Notebook like you would edit a Word Document.

Assignments

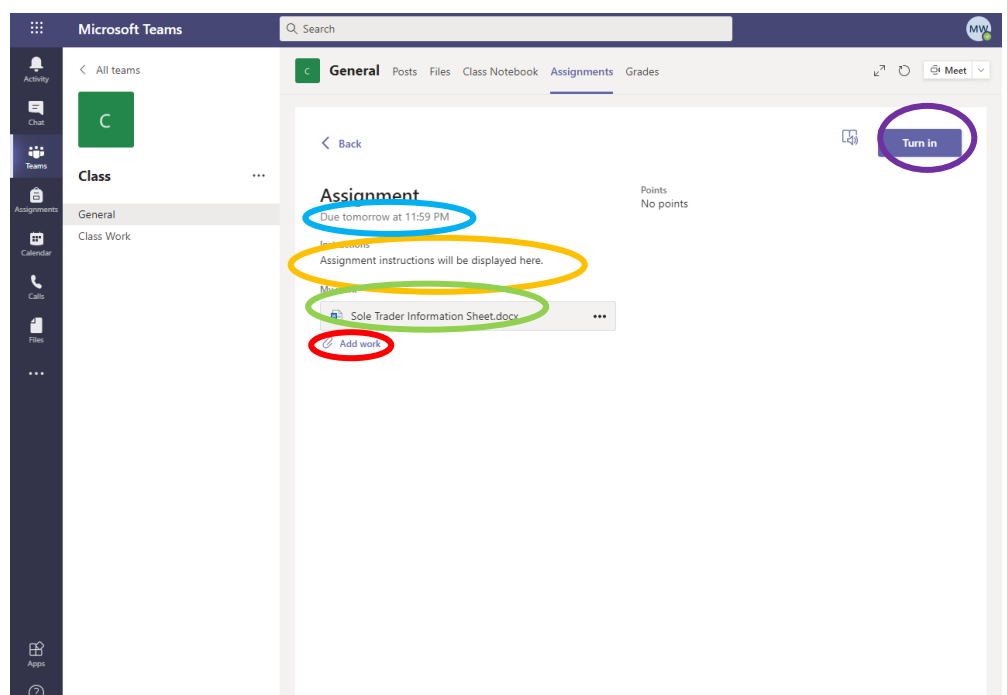
Your teachers can assign homework via the Assignments section on Microsoft Teams.

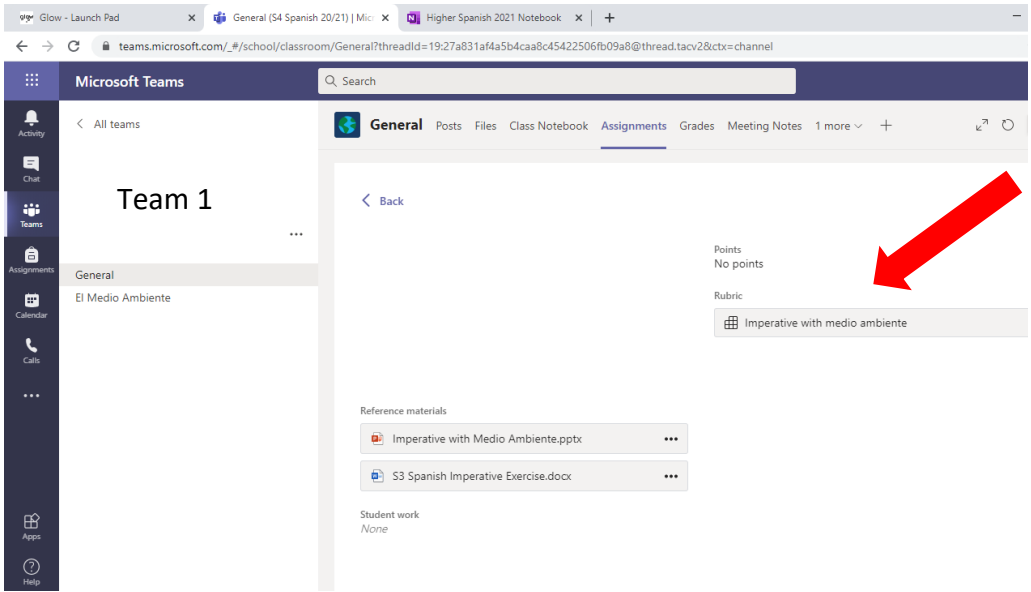


The Assignment should show in the General channel on all methods of Microsoft Teams.

When you view the Assignment it should look like the image to the right.

You can see the Assignment details, file attachment, add your own work, due date and turn in option.





Your teacher may give you a Rubric, which tells you exactly what a good piece of work looks like. This is a very useful tool to self-evaluate your own work and ensure you achieve the best possible mark.