Microsoft Teams

Stepps Primary School Information Booklet
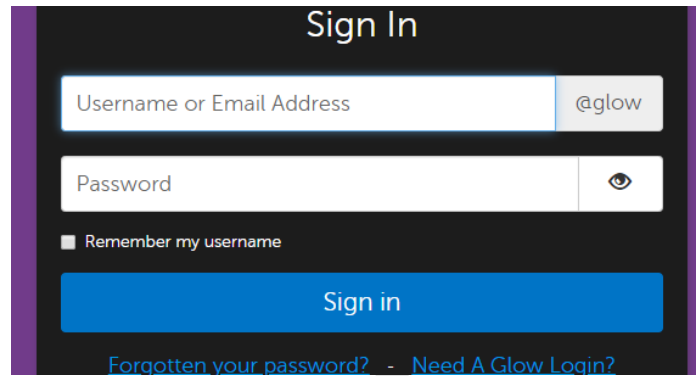
Version 2

Contents
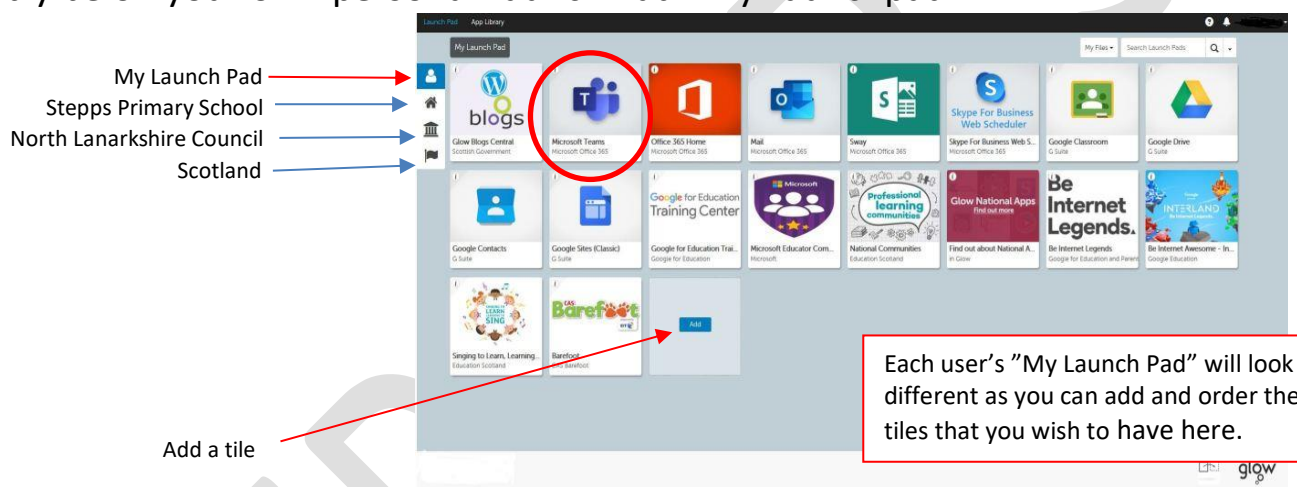
Accessing Microsoft Teams

1. Log into glow by entering your login details. Using Google Chrome is recommended. (If you do not know your GLOW log in details or have locked your account please email your child's Class Teacher, or contact the school office).


2. Once logged in you will be in the space called the 'Launch Pad'. You will probably be on your own personal Launch Pad "My Launchpad".

My Launch Pad
Stepps Primary School
North Lanarkshire Council
Scotland

Add a tile

Each user's "My Launch Pad" will look different as you can add and order the tiles that you wish to have here.

3. Each of the icons is called a Tile. You may already have the Teams tile on your launch pad. If not you can either add the Teams tile from the app library or select the Stepps Primary School Launch Pad as it is on our school 'Launch Pad'.

4. From here find the 'Teams' tile and click on it. You may need to scroll down to find the tile depending on what your Launch Pad looks like (and how many tiles there are).
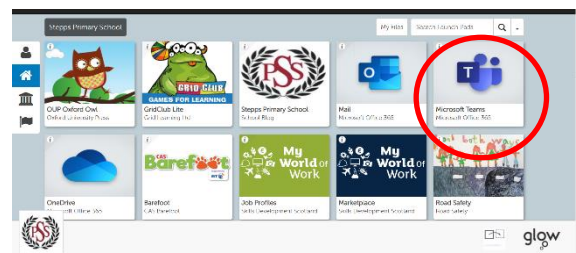

5. Once you have clicked the 'Microsoft Teams' tile it will open a new tab and take you into Teams. You will see a page that will display the Teams that you are a member of. You should see your class Team with your class teacher's name on it and any other Teams you are a member of. Click the Team you want to access.
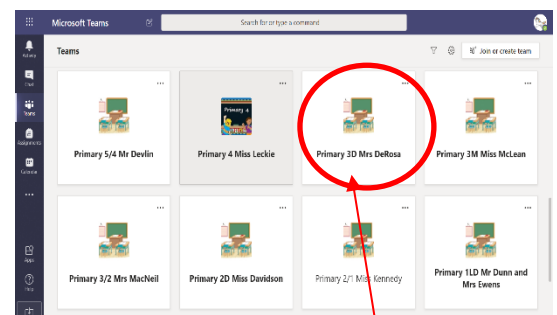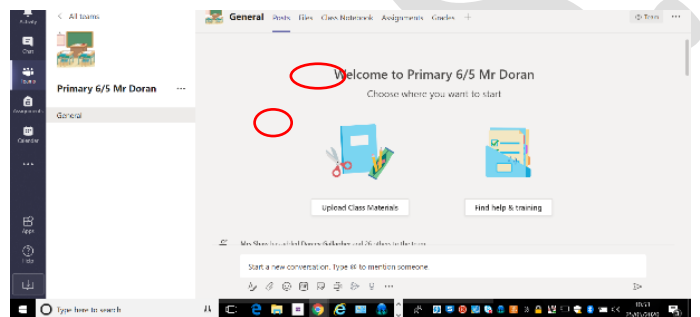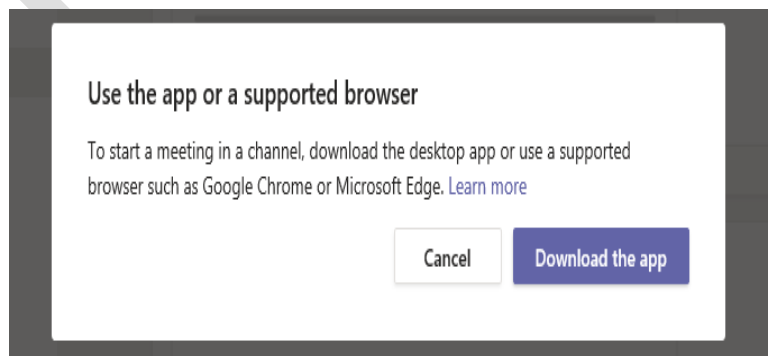

For example Mrs DeRosa's class.

6. If your screen does not look like the image in the previous step and looks like the image in this step, don't worry. Microsoft Teams has taken you straight into one of the Teams.
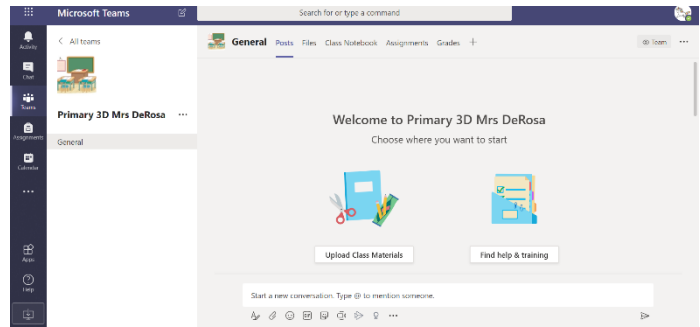
7. If you have been taken into the wrong Team, click on 'All Teams' or 'Teams' on the sidebar to go back to the Grid of all Teams you are a member of.


8. Depending on the browser you are using, you may get a message saying that the browser is not supported by Teams and asks you to download the app. You can either download the desktop version of Teams or access by using the Google Chrome browser. There is a section detailing the benefit of using the app over accessing through the Glow site on **page 10.**

Use the app or a supported browser

To start a meeting in a channel, download the desktop app or use a supported browser such as Google Chrome or Microsoft Edge. Learn more

Cancel   Download the app

Inside Teams

1. Once inside the Team you will see different sections along the top. The class teacher will communicate with their whole class in the posts section and may inform the class that new learning activities have been added to the files section. Pupils will be able to reply to teacher/other pupil's questions or comment on posts in this section (remember all Team members will be able to see what is posted in Teams). In each class Team there is a files section and this is where the class teacher or other teachers will post any core work or suggested activities or websites that may be useful.
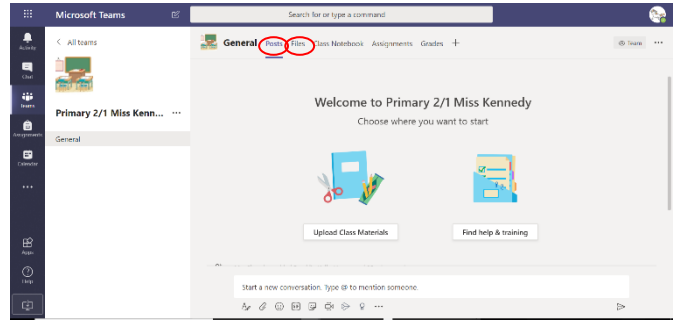
2. In this image you will see an example of a teacher posting suggested learning activities for the day **but** all learning grids and core work will be posted in the files section.
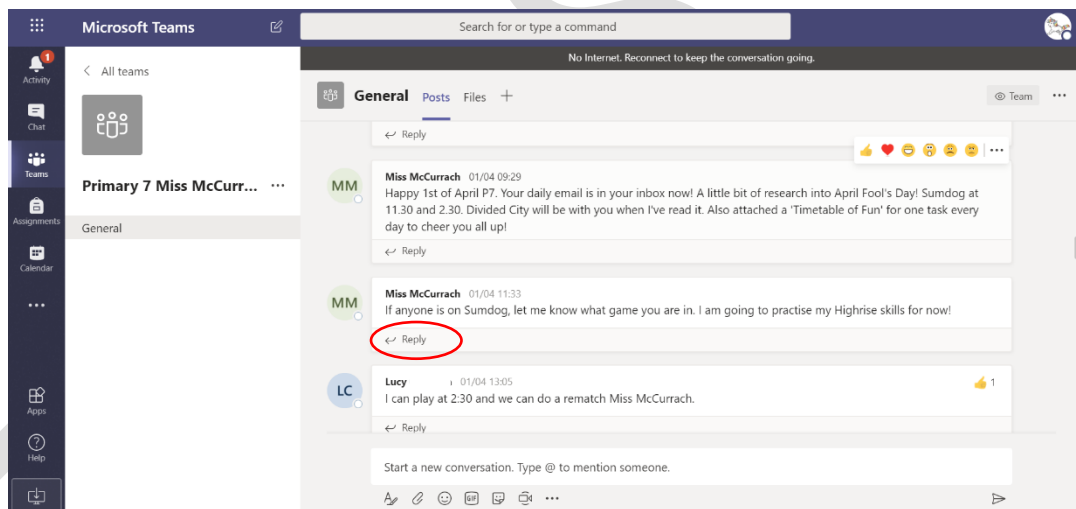

Wee Reminder

We appreciate that GLOW and the Posts section of Teams is a good way for Teachers to chat to pupils and pupils to chat with each other. However it would be useful if pupils only start 1 **'chat'** post each day and they can add/reply to that post. If lots of pupils start different '**chat**' posts this means that the pupils may miss information from their teacher and the teacher may miss questions from the pupils regarding their work. To reply to an existing post you should click on the reply link.

All pupil comments are monitored by the senior management Team. Pupils should be sensible at all times when using this function within Teams.

Accessing Files in Teams
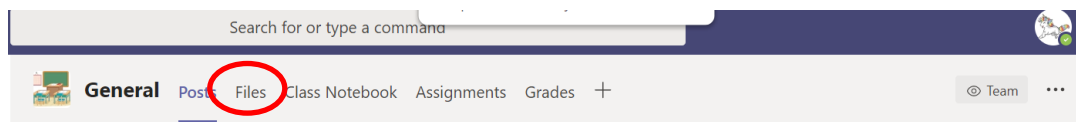
1. The files section of the Team will contain any work set and any additional resources that the pupils will need to complete tasks planned by their teachers. This section can be accessed by clicking 'files' from the options at the top of the Team.

2. All classes will have the folders shown on this image but they may not all be in the same order. Pupils/Parents/Carers can access the work in the folder indicated.
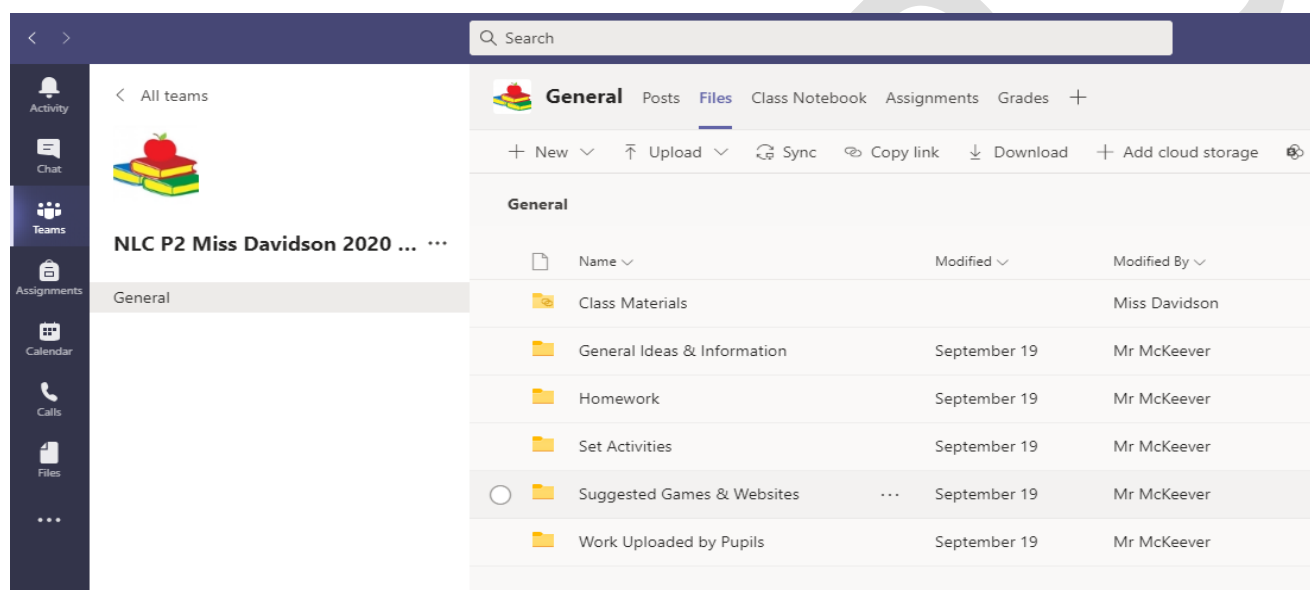

3. Folders

- Set Activities - This is the folder that all teachers will be updating and where all core learning activities will be stored.

- General Information and Materials – Information about class Login details, (not individual details), to sites such as Epic or OUP may be stored here. We may also put information leaflets here. (Classes will not all be using the same sites)

- Homework – A copy of Homework Grids/Information will be uploaded to this folder.

- Additional/Optional Tasks - Teachers may upload optional tasks such as the LEGO challenge or Epic Calendar but these are optional tasks.

- Suggested Games or Website Links - Useful links to websites or online games may be uploaded here.

- Work uploaded by Pupils – Pupils work will be stored here.

*If the class teacher or any other member of staff uploads any new materials to these folders they will post information about this in the post section of Teams.

Click on the folder, then to download files, hover the mouse to the right of the file until three dots appear. Click the three dots and then select download from the menu. The file will be downloaded to the device. To just view the file online only, double click the file name and it will open.
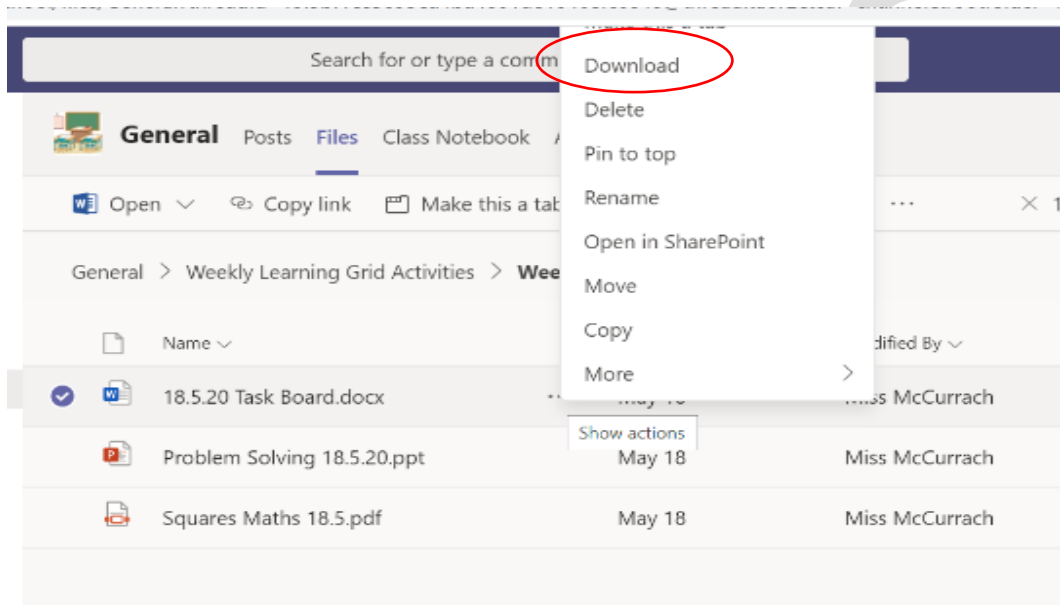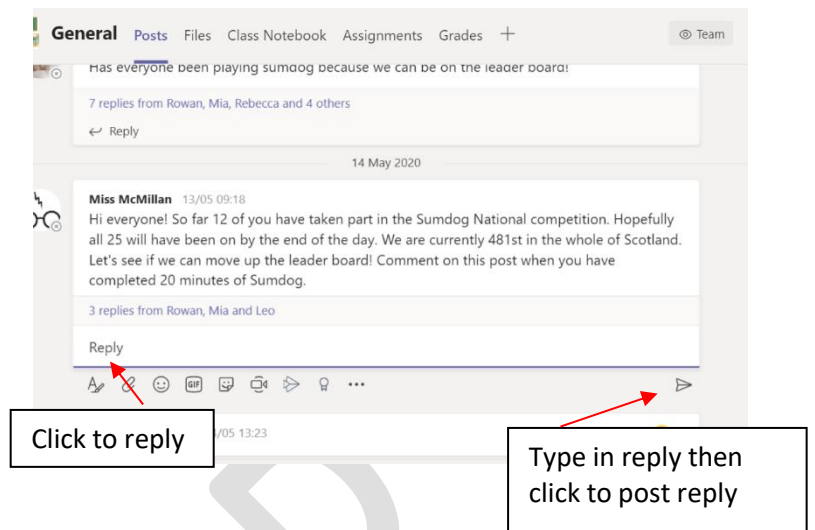
Responding to Posts

1. The class teacher may post questions to reply to in the 'Posts' area of Teams. To respond to the teacher post click reply, type the message and click the paper plane to post the message back.

Click to reply

Type in reply then click to post reply

2. Pupils may want to share some of their work with the teacher. Pupils can upload documents and attach them to their reply. To do this, click on the paperclip and select upload from device/computer.

1. Click the paperclip
2. Select upload from computer/device. Then find the document/file that you want to upload and select it
3. Post reply
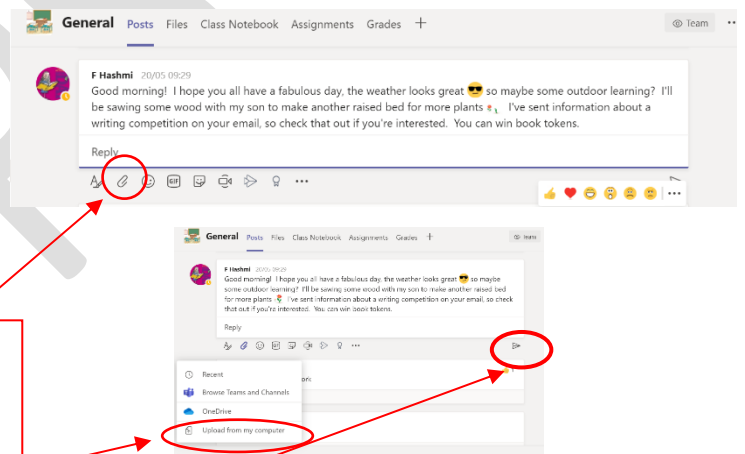
*Pupils uploaded work can be viewed by all Team members.

# Participating in Teams Video Meeting

A member of staff may host an audio or video conference call with the members of the Team.

A member of staff may use this function to read to pupils, present an assembly or to share information.

1. If a video or audio meeting is taking place, a purple join button will appear on the 'posts' section of the Team that the meeting is being held in. To join the meeting, you should click 'join' button.
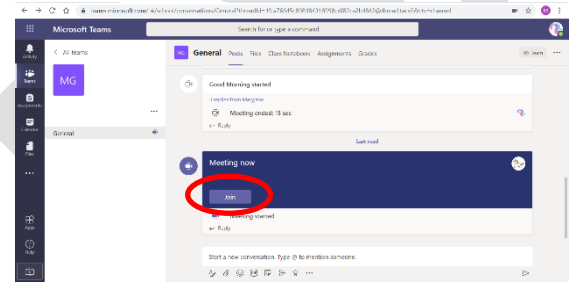

2. Once the 'join' button has been selected, a box will appear with the meeting title. Turn the audio slider to off and click 'join now'. You will now be in the meeting. The audio slider can be switched on during the meeting but only if the teacher asks you to. This is to ensure that there is only one person talking at a time.
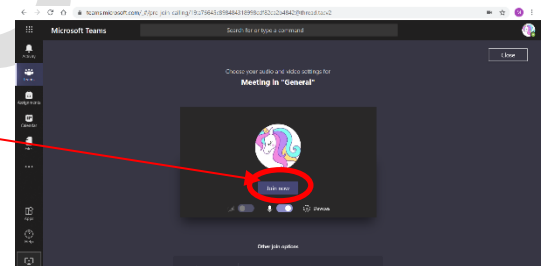
3. After you have joined the meeting you should be able to hear/see the teacher/adult that organised the meeting and also see them **if** their video is switched on.

4. If you move your mouse about you should be able to see the tool bar in this picture.
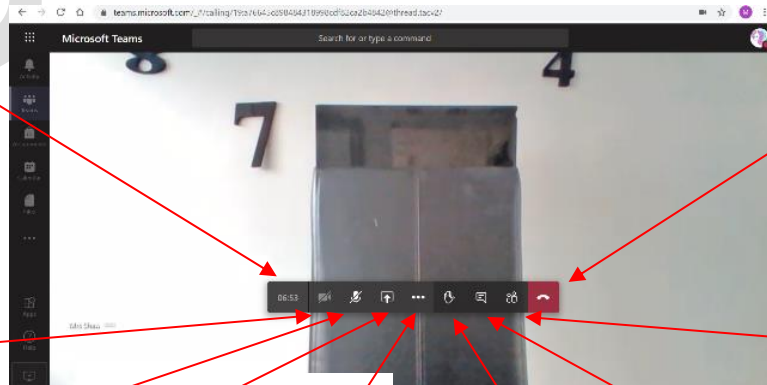
1. How long the meeting has been running

2. Allow video/ switch video off (this cannot be switched on by pupils)

3. Microphone mute/unmute

4. Share

5. Additional Options

6. Raise/lower your hand. Pupils can raise their hand to indicate they wish to talk

7. See/close conversation

8. See all participants taking part in the meeting

9. Hang up – End participation in meeting
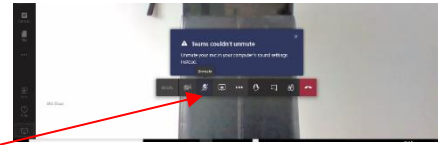
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Additional Information about the features of the tool bar in a Team Meeting

1. This indicates how long the meeting has been running.

2. This allows staff members to turn on and off their video camera.

3. All participants can mute and unmute their microphone. Pupils should leave their mike muted until the Meeting Organiser asks them to unmute. You may have to change your device settings to do this.

Click on the file you wish to share or Browse to find the file.
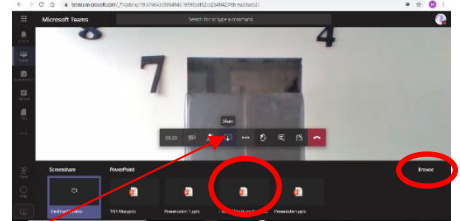
4. This share facility allows all participants share files with everyone participating in the meeting, e.g. A Word document or a Power Point. Select the file you want to share. If you do not see the file you want to share you can go to Browse and find. When finished sharing select 'Stop Presenting'.

To close the file you were sharing click here.
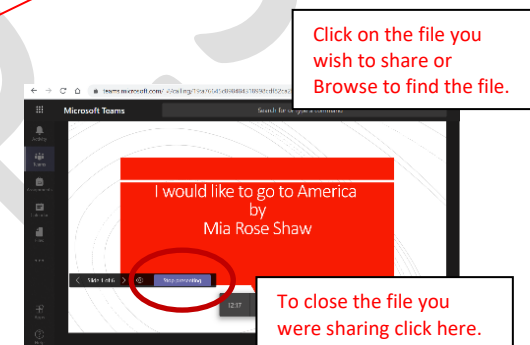
5. … There are additional facilities available here. You may want to switch to full screen.
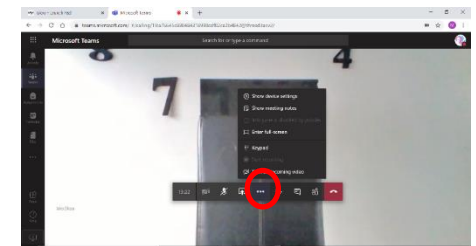
6. During discussions pupils can raise their hand to indicate to the teacher that they want to speak. It is important that only one participant speaks at a time so that they can be clearly heard.
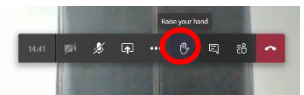
7. This opens/closes the conversation/chat window. When open you will see the conversation window on the right-hand side of the screen. All participants can type messages and post them on the conversation board.
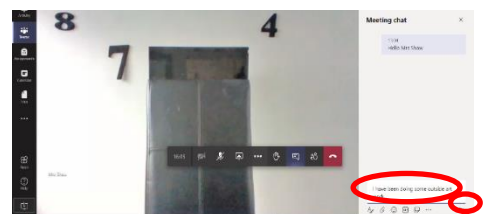
8. If you wish to see all the participants in the meeting simply click here and it will open up a window on the right-hand side with a list of all the participants.

9. To leave the meeting simply hang up.
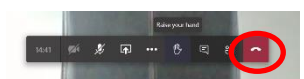
Downloading Microsoft Team App

The Microsoft Teams App can be downloaded as an app to computers, tablets and mobile phones. Due to the global pandemic, schools and businesses across the globe are using Microsoft Teams. Therefore, accessing Teams through an app and not through a web browser can be more reliable.

Using the Teams App also only requires you to log in once and therefore, you are not required to log in via Glow each time. Below are the steps for downloading the app and logging in for the first time.

Downloading on a computer

1. The Teams desktop app can be downloaded when you are in Teams on the Glow website. When you are in the class Team there is a download button on the bottom left hand corner. Click on this and the desktop app will be downloaded to the computer.

Download app button when logged into Teams via GLOW and using Google Chrome.
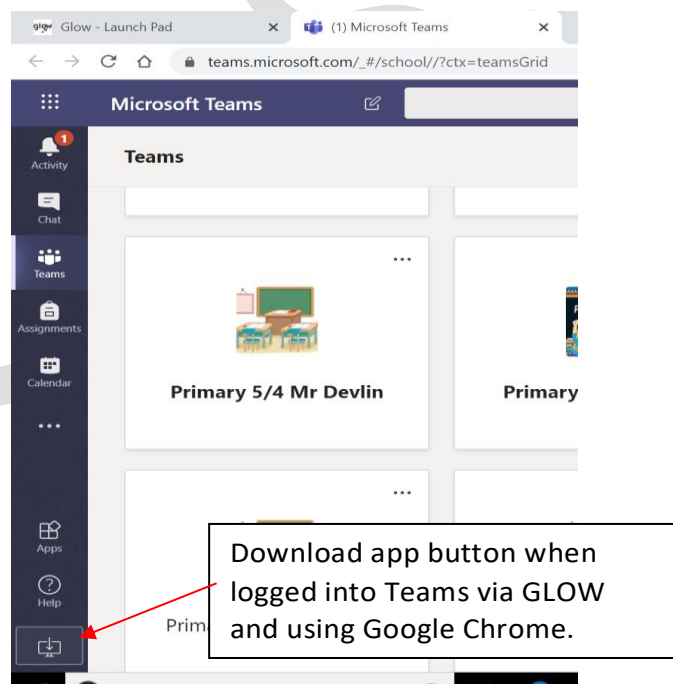
2. Once the app has downloaded you will be required to sign in using the GLOW email address as a one off step. This is the pupil username with *@glow.sch.uk* added to the end. Click on the Teams desktop icon to launch the app and add the email address. Click sign in.
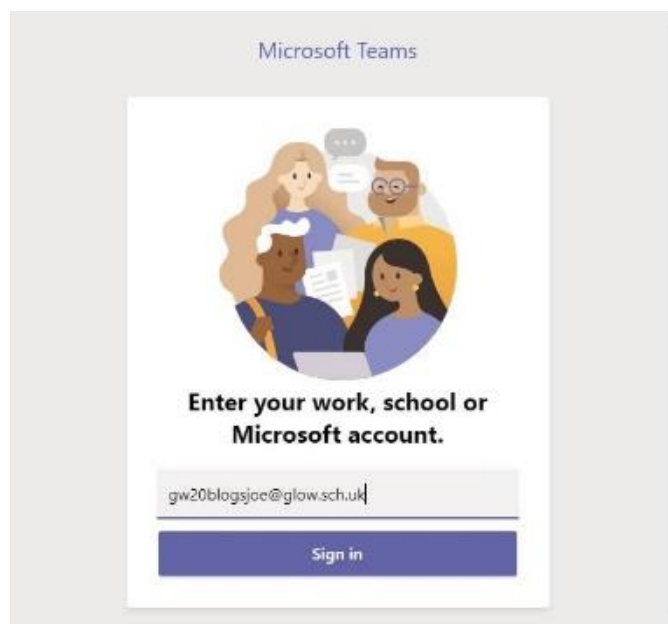
3. You will then be taken to the Glow sign in page. The password for the Glow account should be entered and sign in clicked. Teams will then be logged in on the desktop app. You are not required to sign in each time the app is opened unless you sign out.
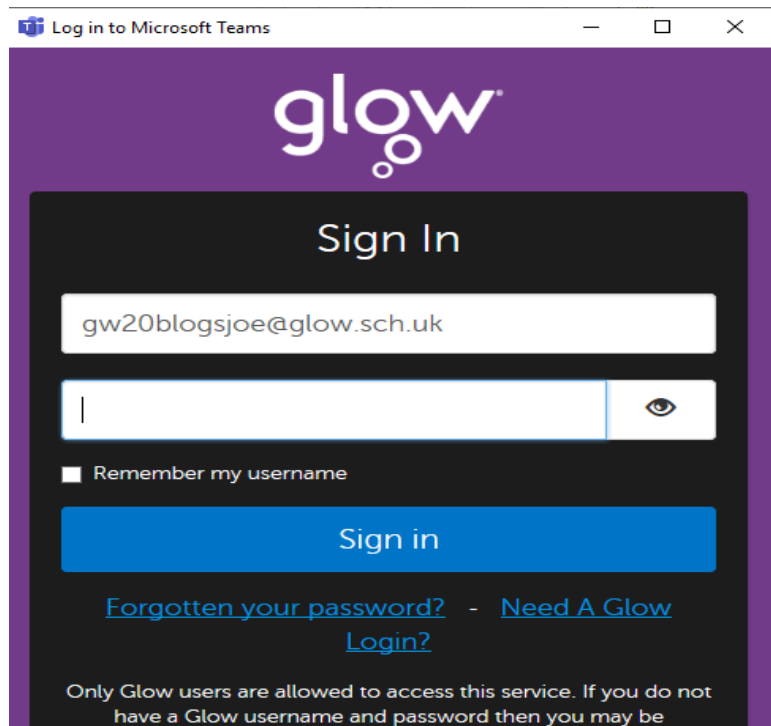

Download on tablets or mobile phones

The Microsoft Teams app can be downloaded from Apple App Store and Google Play Store for free. The sign is procedure is the same for both the desktop computer app and mobile app. Simply follow the steps above to log into a mobile device.

Teams – Assignments

Teachers can set assignments for you to complete. To access set assignments, you should log in to Glow and go into your Class Team. You can access assignments set in a few different ways.

1. You can click the assignments button in the left-hand menu, then select your class to see all the different assignments set by the teacher. Circled in red below
2. You can click on the assignments tab in your Class Team. Circled in yellow below
3. You can check in the activity feed by using the Activity button on the left-hand menu. Circled in pink below
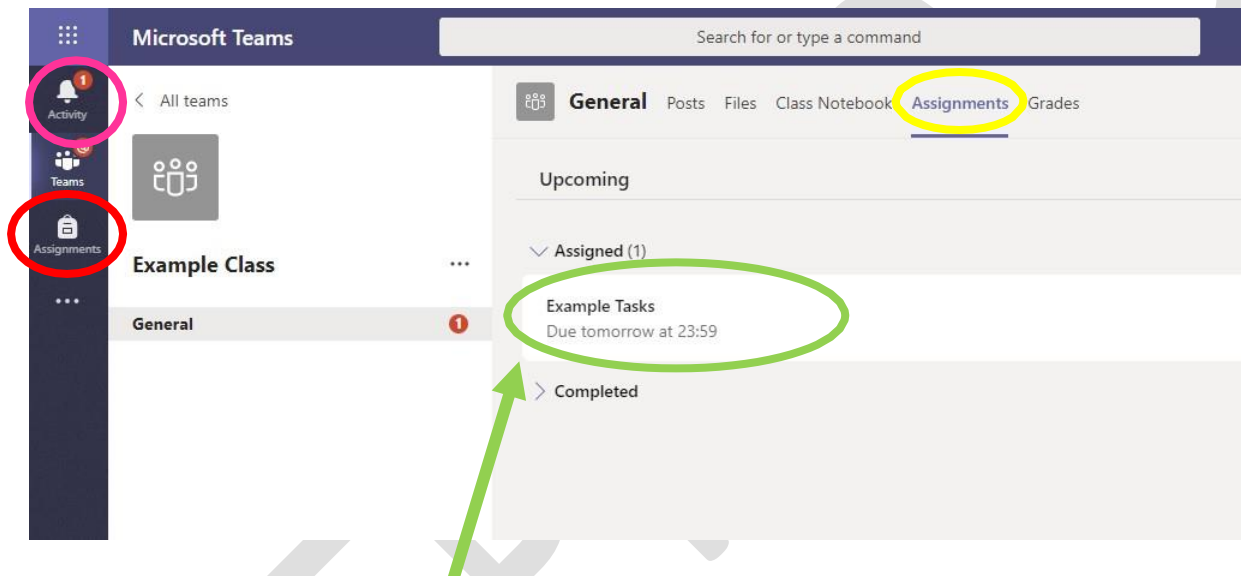

Click on the assignment to access the task. You should be able to see details of the task, instructions and the submission date.

Your teacher may also have provided resources or a template to start from. If this is the case simply click on the document to open it. You should be able to type, draw or add to the document as required.
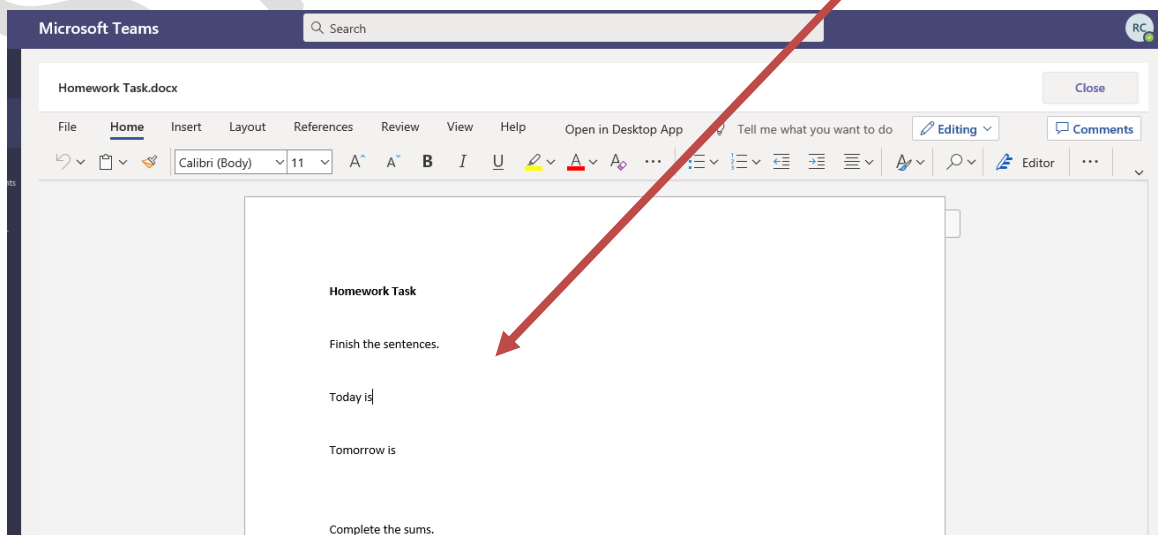
Alternatively, you may need to start a new document or add work that has been done on your computer.

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. Photographs of work completed can also be uploaded and attached to the assignment.
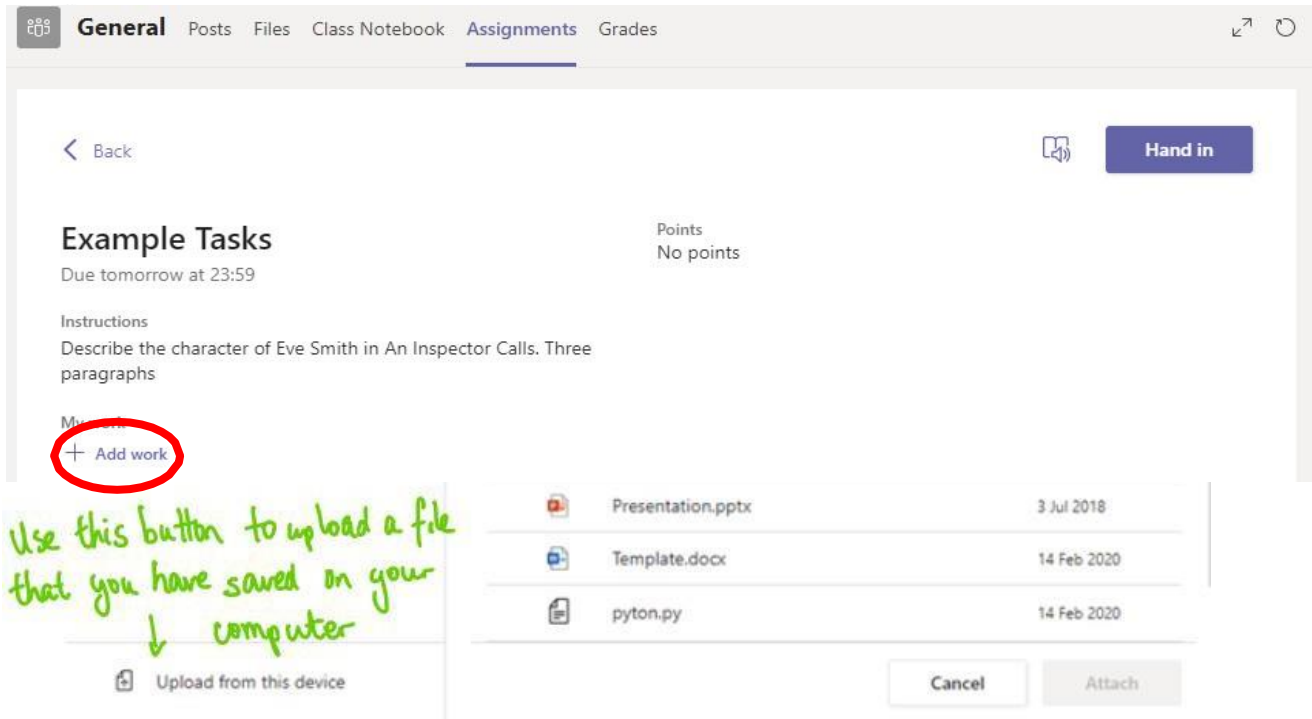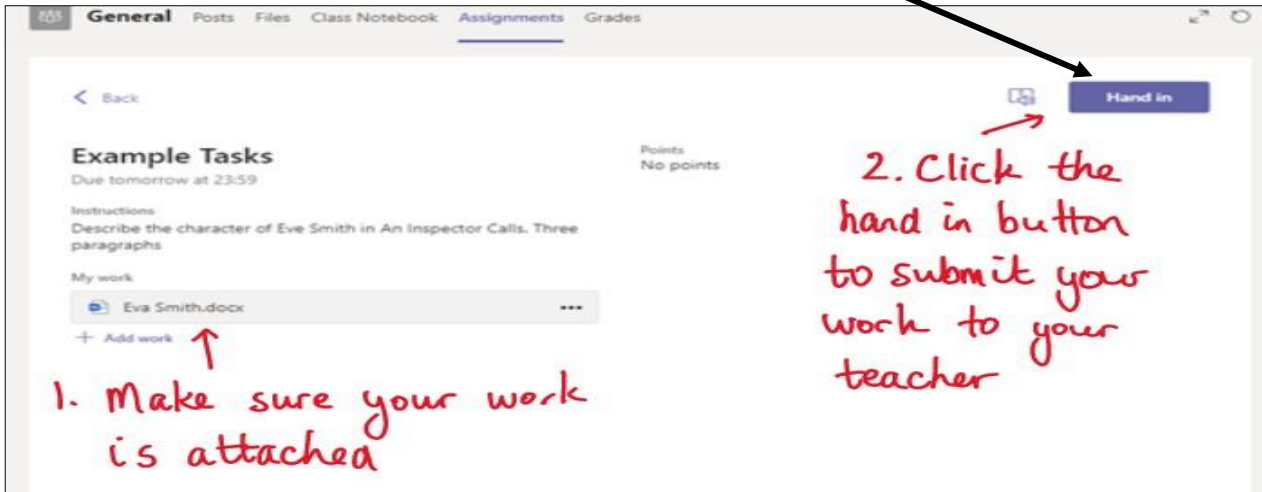

Your work will be saved automatically. No one else can see your work apart from your teacher.

Once the set task as been completed, click on 'Close'. This will bring you back to the Assignment Homepage.
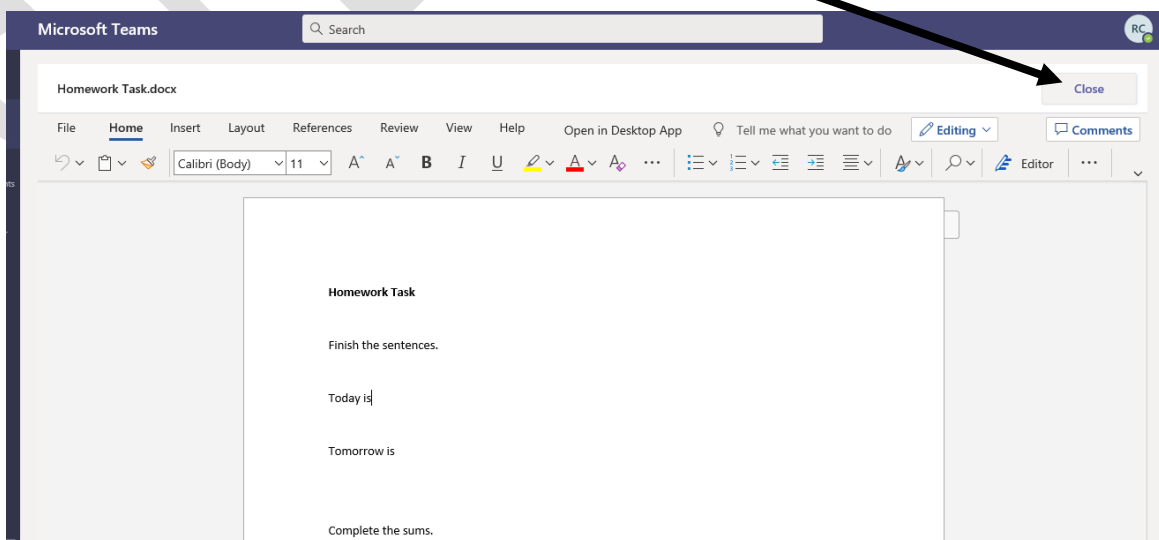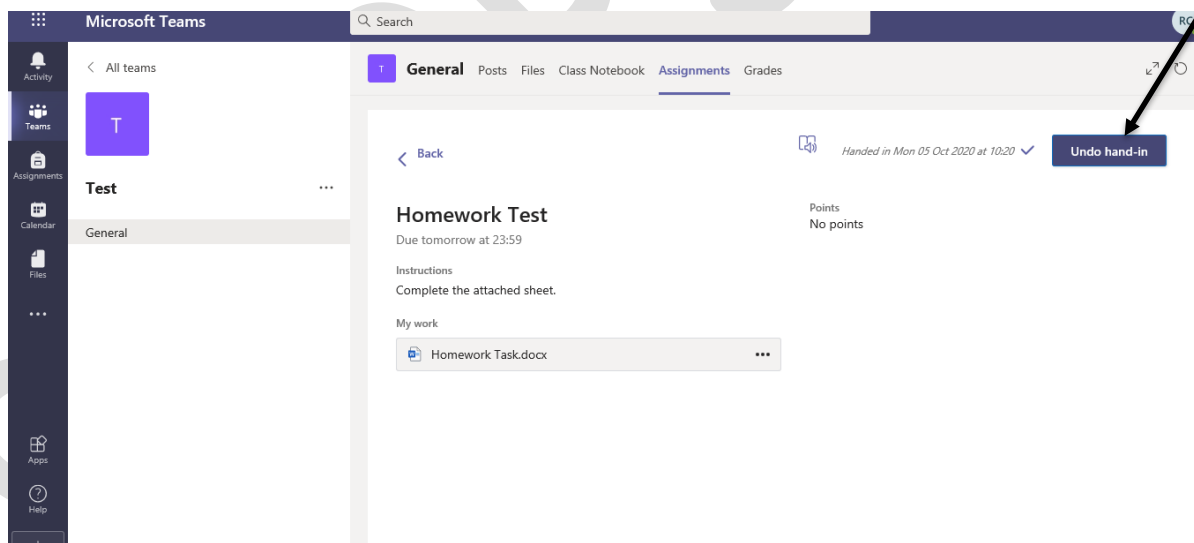
You are now ready to submit your assignment. Remember to attached any additional work completed using the method above.

To send the work to your teacher, click 'Hand In'.

If there is something that you have forgotten to add to your Assignment, you can click on 'Undo Hand-in' and edit your work. Once you have done this, simply click on 'Hand In'.

Once the submission date has passed, and the teacher has had the opportunity to mark it, your will be able to go back into the assignment and read the comment from your teacher.

This piece of work below has been looked at by the pupil's teacher and been given some feedback circled in red.

You can view the feedback by going back into the assignment. No one else can see the feedback apart from you.