

Introducing Teams

2020-2021

What is (Microsoft) teams?

- ▶ Team is an **online system** that you can use in **school** and at **home** to support your learning
- ▶ Your teachers will use Teams to set work for you to complete, e.g. Homework or cover lessons
- ▶ You may also use teams at home because
 - ▶ You are home self-isolating but are not ill so you are able to complete school work
 - ▶ A group of pupils are sent home to self-isolate
 - ▶ The school closes for a period of time

What is (Microsoft) teams?

- ▶ You can access teams using a laptop, tablet or phone.
- ▶ If you don't have any of these then don't worry! Just tell your Tutor or Head of House.
- ▶ A laptop would work well as it is easier to use Word and Powerpoint on the bigger screen.
- ▶ You will receive login details for teams - you must keep these safe.
- ▶ Check you can log into Teams during **this** lesson.

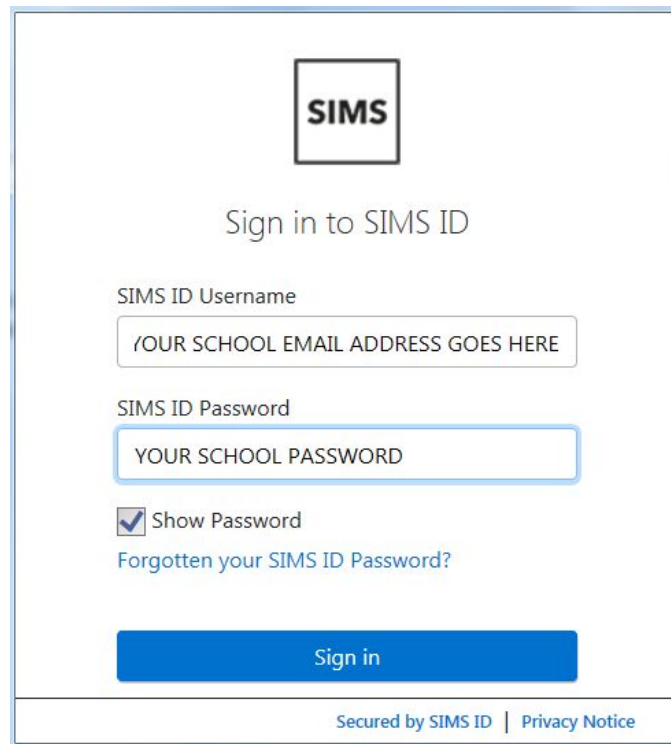
Logging into Teams For the **First Time** or **At Home**

- ▶ Using a browser (e.g. Internet Explorer, Edge or Chrome) please go to <https://id.sims.co.uk/> .
- ▶ When prompted, please enter your username and password:
- ▶ Username: SCHOOL EMAIL ADDRESS
- ▶ Password: SCHOOL PASSWORD
- ▶ You will then need to click on the 'Office 365 Portal' (red box).
- ▶ You will be given a number of icons. You need to click on 'Teams'.

The school will provide the Teams login details.

Logging into Teams


- ▶ You will need to enter your username and password into a 'SIMS' window:



The screenshot shows a login window titled "SIMS ID". At the top center is a square logo with the word "SIMS" inside. Below the logo is the text "Sign in to SIMS ID". There are two input fields: "SIMS ID Username" with a placeholder "YOUR SCHOOL EMAIL ADDRESS GOES HERE" and "SIMS ID Password" with a placeholder "YOUR SCHOOL PASSWORD". Below the password field is a checkbox labeled "Show Password" which is checked. Underneath is a link "Forgotten your SIMS ID Password?". At the bottom is a blue "Sign in" button. At the very bottom of the window, it says "Secured by SIMS ID | Privacy Notice".

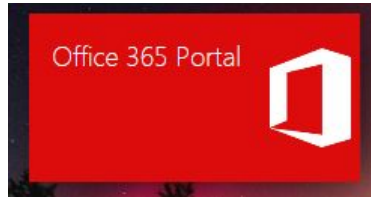
This is the school login window for access into school version of Teams. It is called SIMS.

How to Access Teams in School

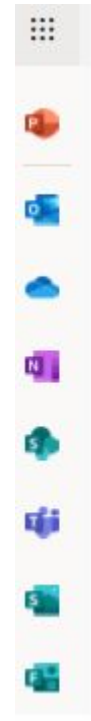
- ▶ Click on Internet Explorer 
- ▶ Click on the SIMS ID button to the left hand screen



- ▶ Click on the Office 365 Portal



- ▶ Click on the Teams Icon on the left hand side



- ▶ Enter your TEAMS username and password

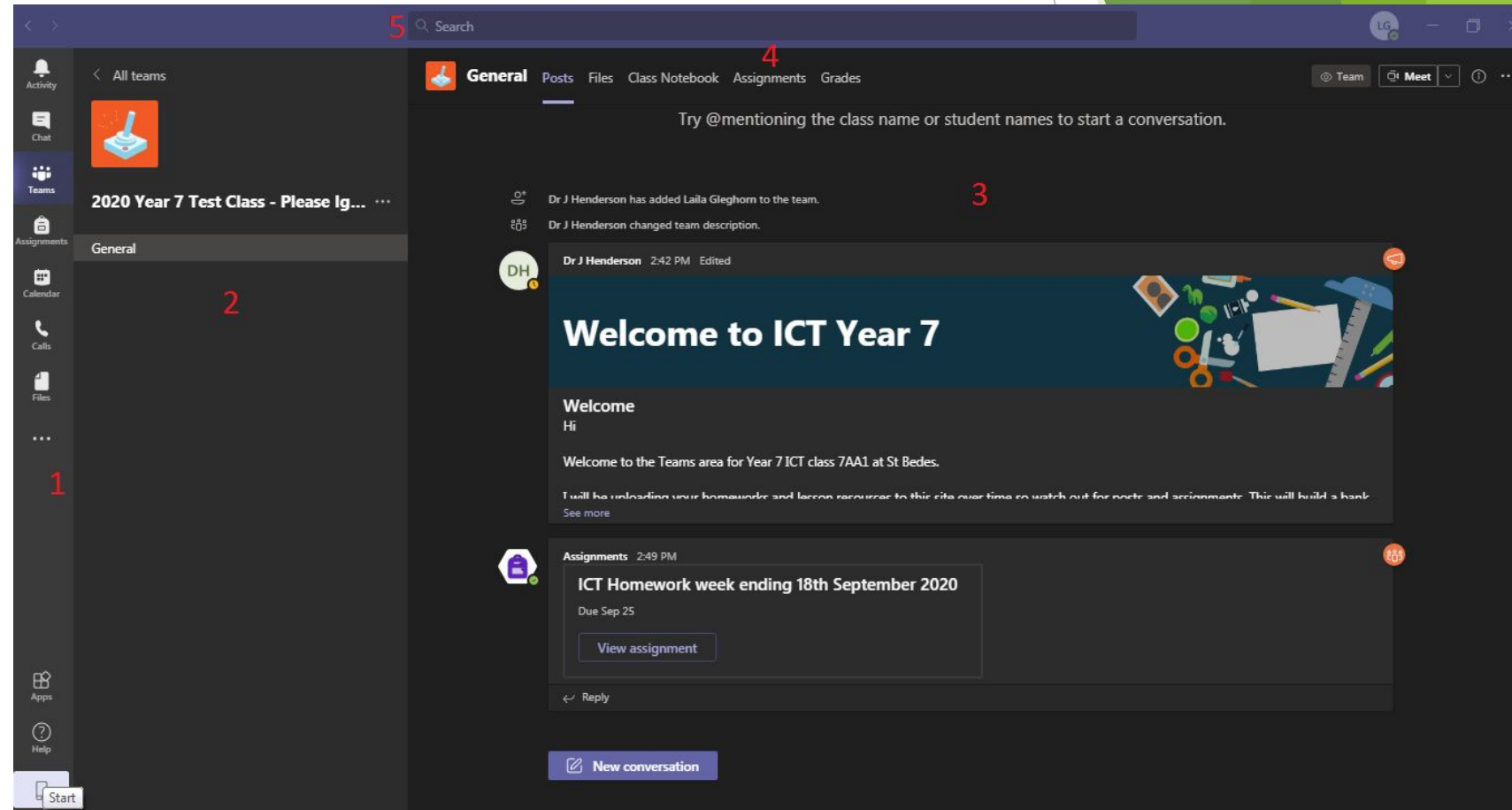
How to Access Teams



- ▶ You can use Teams on the Internet using a Browser like Chrome or Edge or Safari
- ▶ You can use Teams on your smartphone - go to the App Store or Play Store.
- ▶ You can install Teams Desktop version to your Windows PC or Mac PC.
- ▶ You can use Teams on your Windows or Mac PC.

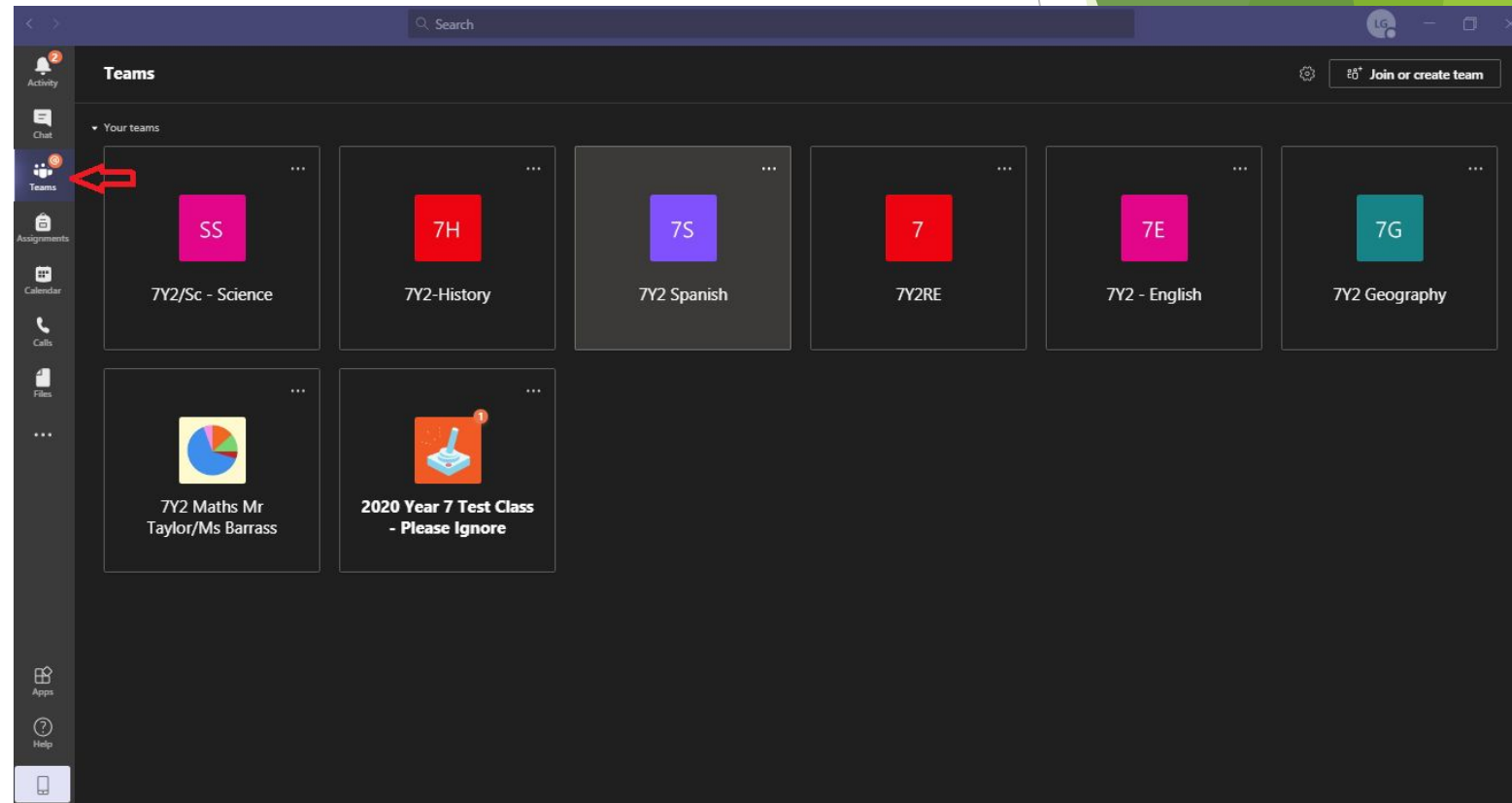
Microsoft Teams Main Screen

- ▶ 1 = Quick access to chat, teams and assignments content
- ▶ 2= List of Teams
- ▶ 3 = Messages from the teacher about the class (the wall)
- ▶ 4 = Access to assignments for that class
- ▶ 5= Search button to find a teacher so you can send them a message (through chat)



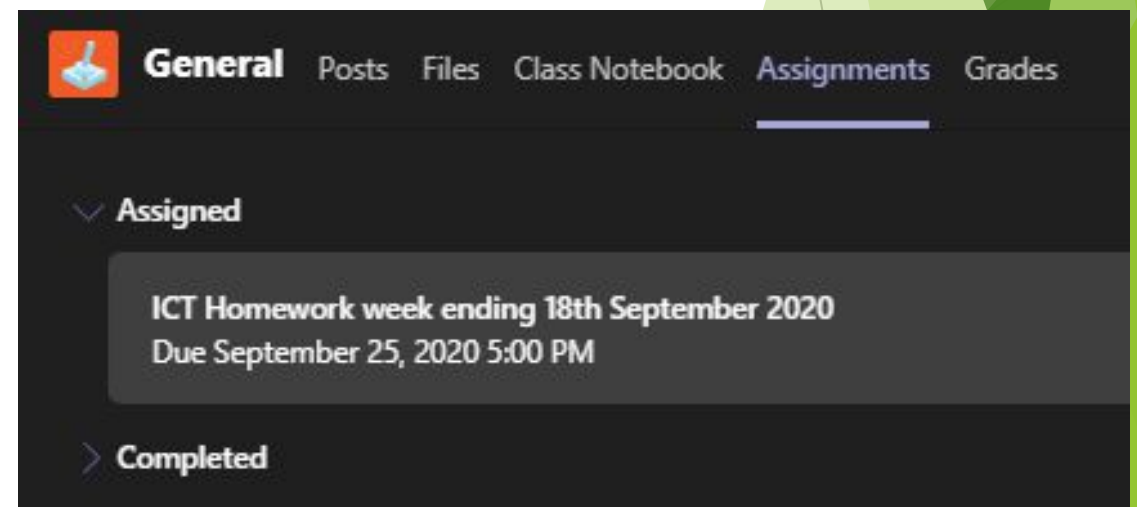
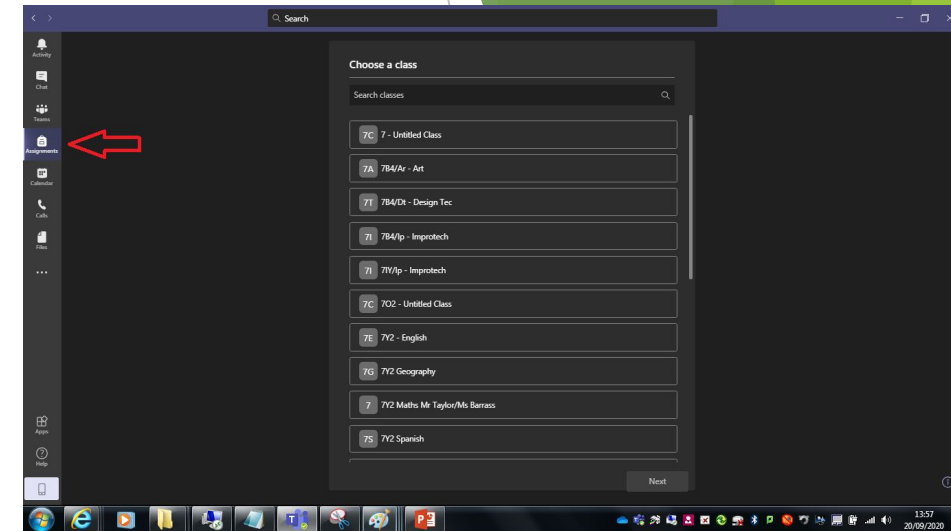
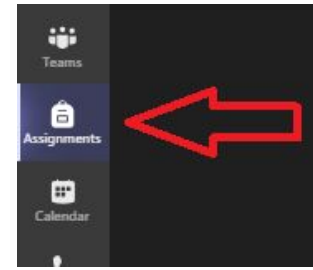
Where are my classes?

- ▶ When you log onto TEAMS and click on teams you can see a list of your classes.
- ▶ Almost all of your subject classes will appear on your teams desktop.
- ▶ Open each class (team) to see the work from the subject teacher



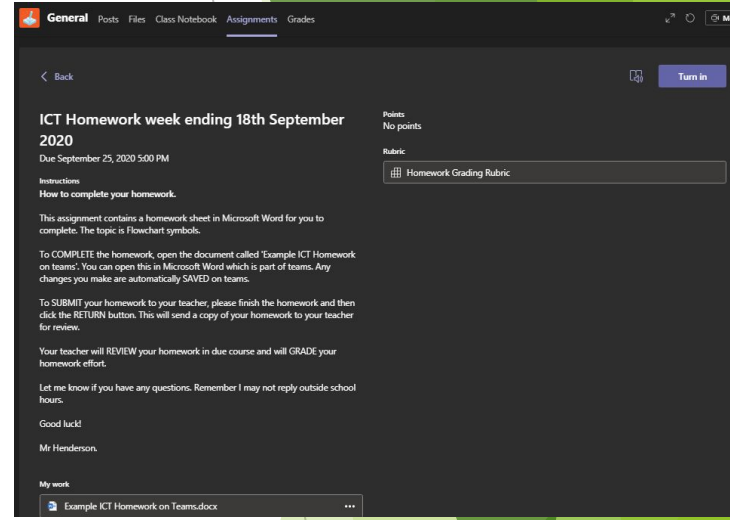
Where is my homework?

- ▶ Homework will be set as an 'Assignment'.
- ▶ You can view your assignments in 2 ways.
- ▶ 1. Go to the Assignments Button to see a list of assignments by class
- ▶ 2. Go to each class and then view assignments



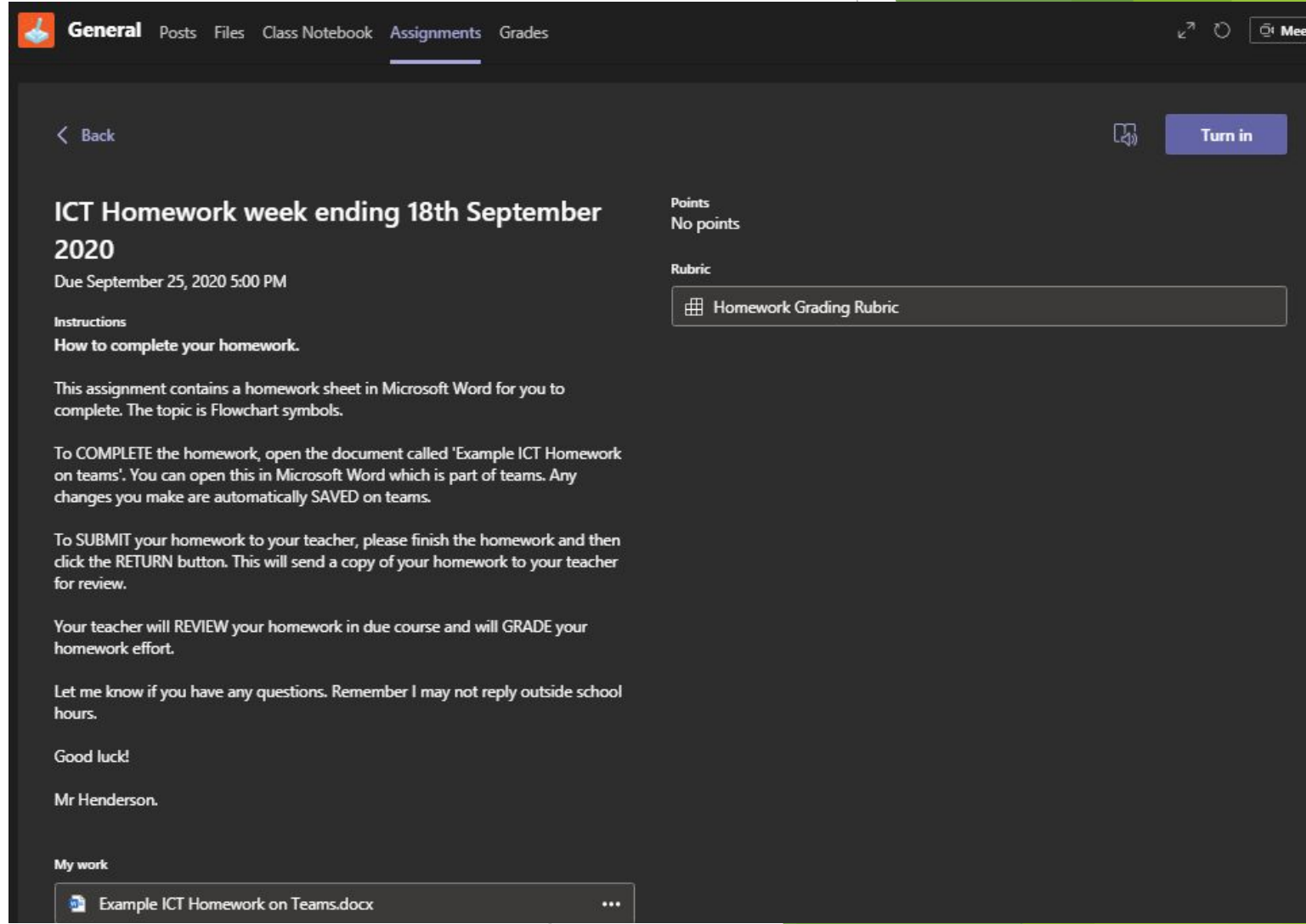
Completing homework 1

- ▶ Your teacher will set homework for you on teams.
- ▶ You can complete homework's in a number of ways:
 - ▶ **Edit Online** by opening the document (e.g. Word or Powerpoint) in teams. It will automatically save as you go!
 - ▶ **Print off the work on paper** and upload a picture of your work onto teams
 - ▶ **Answer a quiz**
 - ▶ Other...there may be other forms of homework...watch this space
- ▶ Read the homework instructions from your teacher to find out how you will complete a particular homework



Completing homework 2

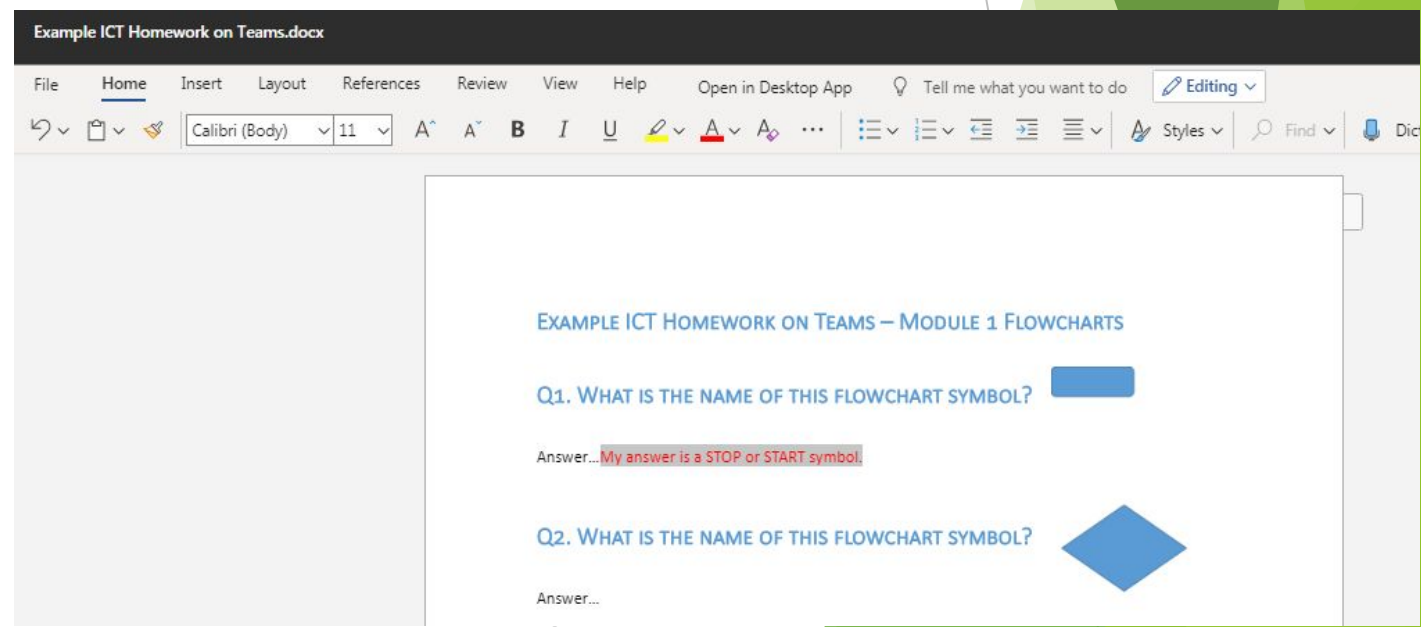
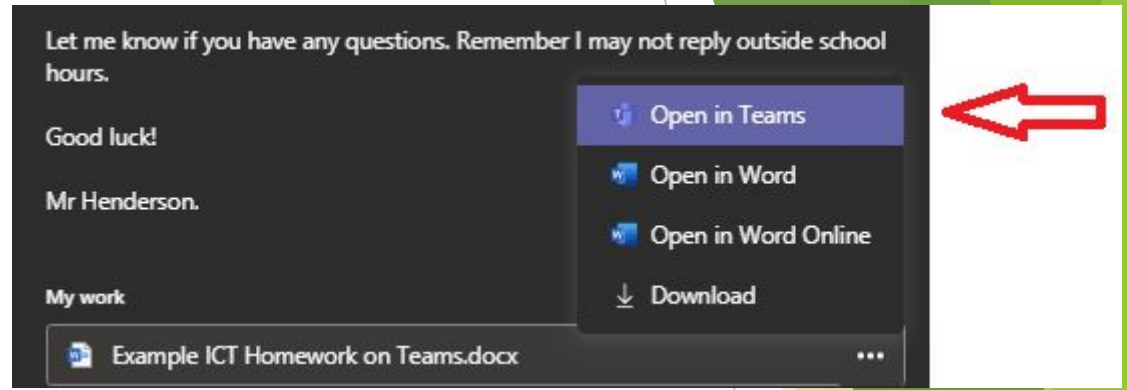
- ▶ Read the homework instructions from your teacher to find out how you will complete a particular homework
- ▶ In this case, your teacher has asked you to edit a document using Microsoft Word within Teams. This is FREE.
- ▶ Click on the document at the bottom of the homework instructions



The screenshot shows a Microsoft Teams interface for an assignment. At the top, there are navigation tabs: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is selected. Below the tabs, there is a 'Back' button and a 'Turn in' button. The main content area displays the assignment title 'ICT Homework week ending 18th September 2020' and the due date 'Due September 25, 2020 5:00 PM'. Under the 'Instructions' section, the text reads: 'How to complete your homework. This assignment contains a homework sheet in Microsoft Word for you to complete. The topic is Flowchart symbols. To COMPLETE the homework, open the document called 'Example ICT Homework on teams'. You can open this in Microsoft Word which is part of teams. Any changes you make are automatically SAVED on teams. To SUBMIT your homework to your teacher, please finish the homework and then click the RETURN button. This will send a copy of your homework to your teacher for review. Your teacher will REVIEW your homework in due course and will GRADE your homework effort. Let me know if you have any questions. Remember I may not reply outside school hours. Good luck! Mr Henderson.' To the right of the instructions, there is a 'Points' section showing 'No points' and a 'Rubric' section with a 'Homework Grading Rubric' link. At the bottom, there is a 'My work' section with a document titled 'Example ICT Homework on Teams.docx'.

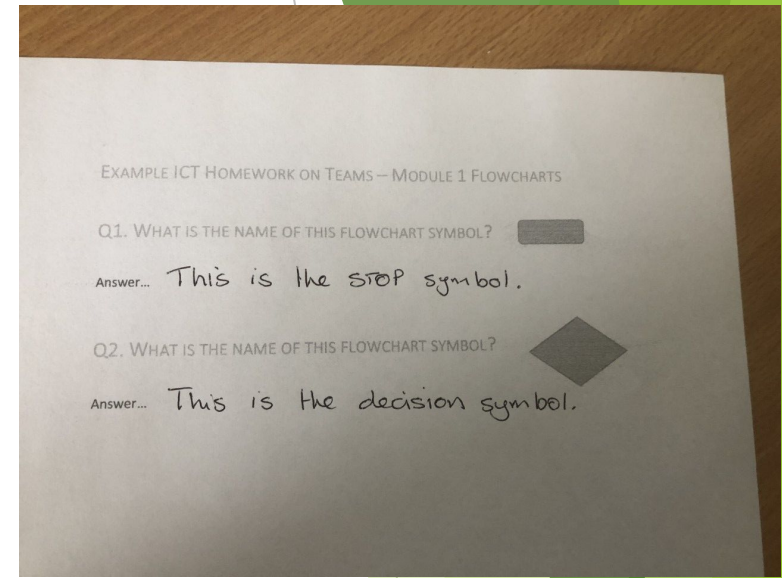
Completing homework 3

- ▶ Click on the document at the bottom of the homework instructions
- ▶ Complete the homework by editing the document
- ▶ In this example I have asked you to enter the name of the flowchart symbols.
- ▶ It will automatically Save your changes.



Completing homework Using Paper Copies 1

- ▶ An alternate way to complete homework is to print off the homework and complete on paper
- ▶ You would then upload a picture of the complete homework to your teacher for review.
- ▶ To create a paper copy of the work, open the document in teams and press File -> Print or choose a page and print.



Completing homework Using Paper Copies 2

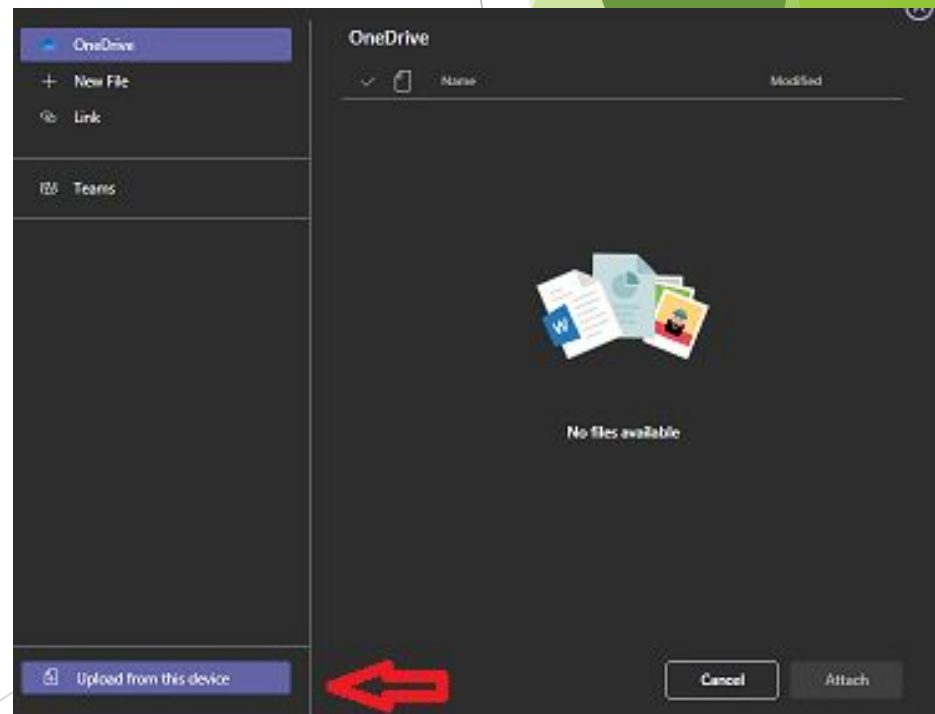
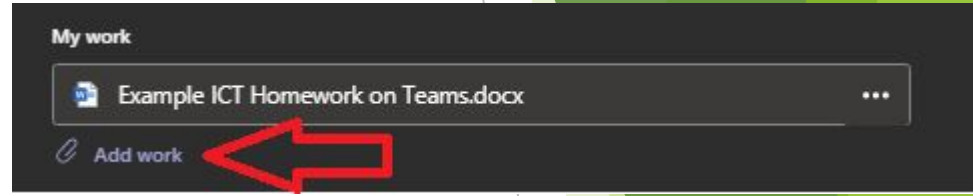
▶ Then take a picture of the completed homework on your phone or ask your parents to email/transfer a copy of the picture onto the laptop.

▶ Or use the Phone App version of Teams to upload a photo

▶ Upload the work onto teams using the 'Add work' button at the bottom of the assignment

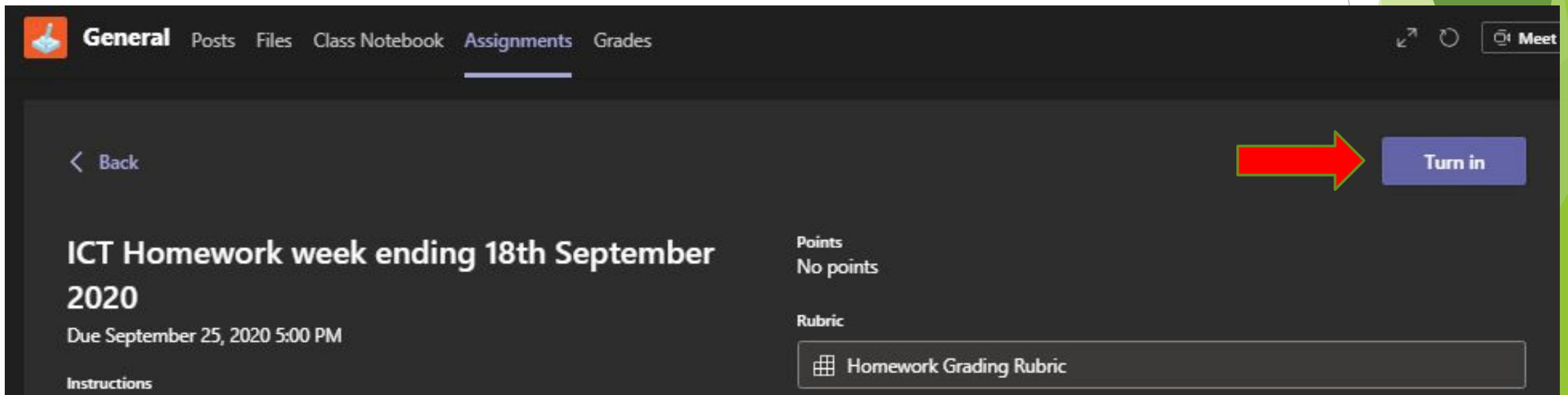
▶ Then choose the Upload from this device to upload a copy of the picture/image of the homework

▶ Then click **Turn In** to submit the homework to the teacher.



Returning homework to your teacher

- ▶ Once you have finished then you are ready to return your homework
- ▶ Click the **Turn In** blue button on the top right to submit your homework to your teacher for grading.
- ▶ Take note of the Due Date and ensure your homework is 'Turned In' on time.



Homework feedback from your teacher

- ▶ After you have Turned In your homework your teacher will grade your effort
 - ▶ Look at the Grading Rubric. For ICT, this will be from A to D where A is the best.
- ▶ Look for your complete assignments on your assignments page for each class
- ▶ Click on the assignment
 - ▶ Towards the top right you will see any feedback from your teacher for the assignment...
 - ▶ If you need to do anymore work, then there will be a message from the teacher. Update the homework and press Turn-In again.

