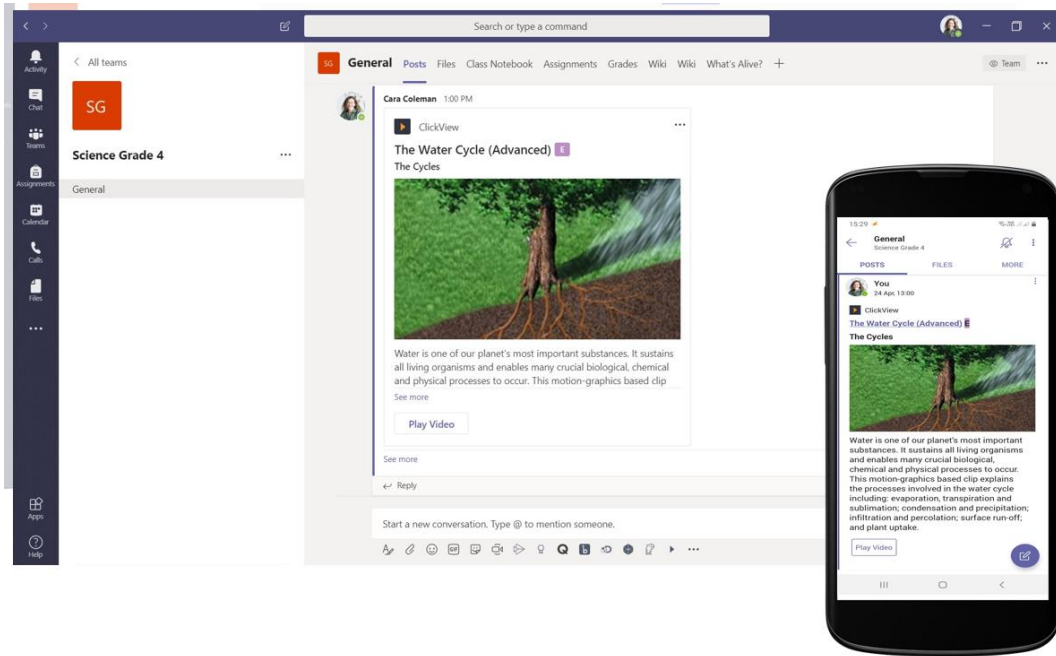




A students guide to Microsoft Teams

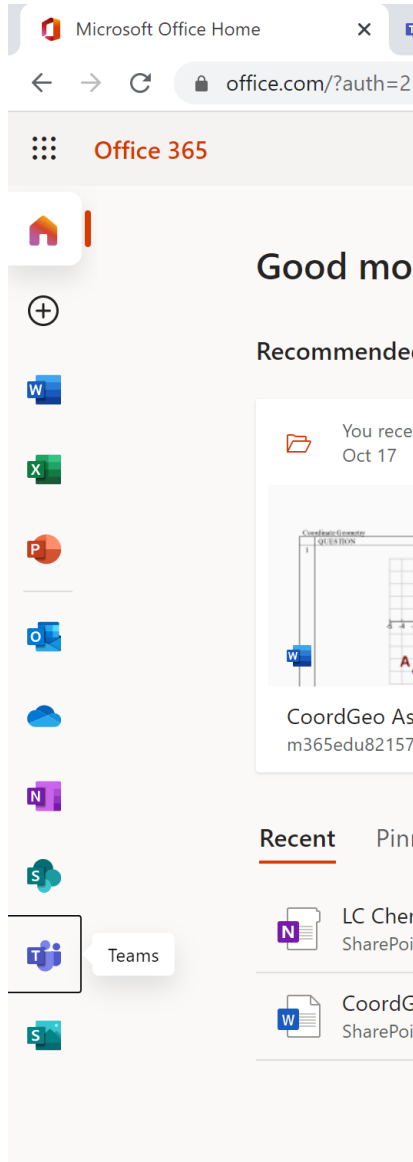
What is Microsoft Teams?

- Software that can be accessed anywhere on any device
 - Can be used as an app or web based version
 - App Store, Google Play, Microsoft Store



Teams

- Communicate Securely
- Hand in work
- Live Lessons
- Find out what is going on
- Share Files
- Class = Team



How can I access it?

- Go to the Office 365 Website
- You can then log in with your email and password
- Select Teams
- You can download the app on your devices or stay on the web version



Teams



Join or create team

Your teams

What will it look like?

- There will be a grid with all teams that you are currently a member of on the left
- A notification bar on your left



JC Maths 22 KB



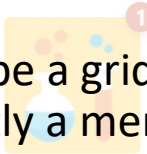
5th Class DCU KB



Physical Science



Algebra



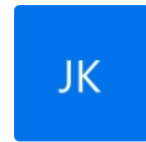
JC Science 22 KB



LC Chemistry 22 KB



JC 21 Science KB

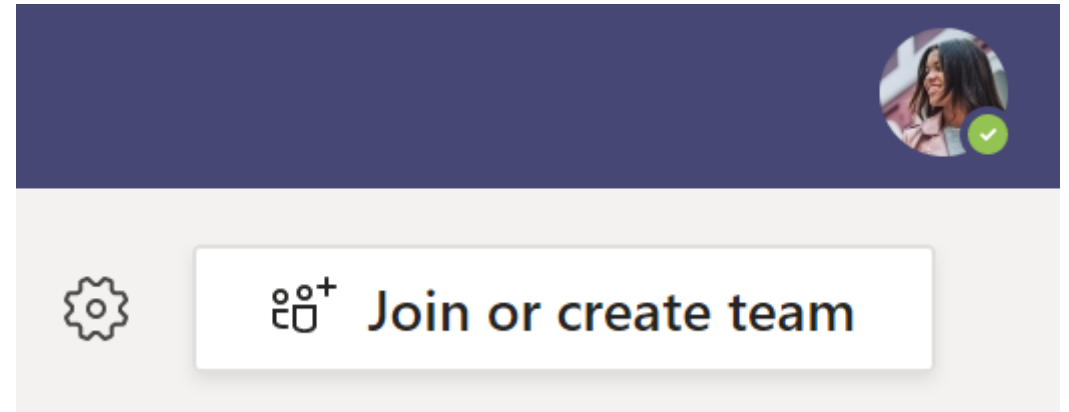


JC KB Science



How can I join a team?

- There are 2 ways
 1. Your teacher may have added you to a team
 2. You can select join or create team (top right-hand corner) and enter the join code your teacher provided you with



Notifications/"Me Space"

- Using Teams, you will get notifications for various reasons.
- When a new assignment is posted, there will be an @ next to Teams.
- If your Teacher makes an announcement you will also get a notification
- When work is returned there will be a dot by Assignments



General Posts Files Class Notebook Assignments

Assignments 9/15 11:23 AM

Investigation on the effect of e

Due Dec 5

[View assignment](#)

← Reply

1

Rosie Patterson 9/21 12:00 PM

Ms Burke do you know the dates of our Ha

Karen Burke 9/22 9:40 AM

Hello Rosie Patterson! don't yet hav
for your assessments

HOW I STUDY.

[See more](#)

← Reply

Douglas Cothran 9/21 9:56 AM

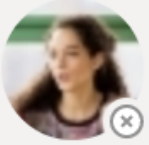
Ms Burke I'm having some trouble with dra

2 replies from you and Karen

← Reply

Within the Team

- Each Team contains different areas called Channels
- In each Channel there are different sections or 'Tabs'
- 'Posts' is like a big conversation where you can comment on posts
- 'Files' is where your teacher may upload resources
- Assignments is where Tasks will be set
- 'Grades' is where you can see the results of your assignments



Rosie Patterson 9/21 12:00 PM

Ms Burke do you know the dates of our Halloween exams?



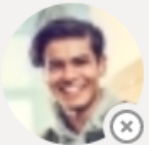
Karen Burke 9/22 9:40 AM

Hello [Rosie Patterson](#) I don't yet have the dates but I will post them for your assessments

HOW I STUDY.

[See more](#)

← Reply




Douglas Cothran 9/21 9:56 AM

Ms Burke I'm having some trouble with drawing graphs, any tips?

How do I write a post?

- If you want help you can ask a question to your teacher on Teams.
- You can do this in 'General' or see if there is a dedicated ask the teacher channel
- If you use @ e.g. @MsBurke your teacher they will get a notification .

< All teams

 **JC Science 22 KB** ...

General

- 1. Biological World
- 2. Chemical World
- 3. Physical World
- 4. Earth Space
- 5. CBA**

Live Lessons

1 hidden channel

General Posts Files Class Notebook Assignments Grades Phet 2 more **New** ▾

+ New ▾ ↑ Upload ▾ ↻ Sync 🔗 Copy link ⬇ Download + Add cloud s

General

📄 Name ▾	Modified ▾	Modified By ▾
📁 Class Materials 🔗		Karen Burke
📄 _Antibiotic_Resistance_-_data.doc	October 12	Karen Burke
📄 Body Systems.pptx	October 12	Karen Burke
📄 Solar Sytem.pptx	September 30	Karen Burke

General > **Class Materials**

📄 Name ▾	Modified ▾	Modified By ▾
📁 Bioloical World 🔗	September 15	Karen Burke
📁 Chemical World 🔗	September 15	Karen Burke
📁 Earth Space 🔗	September 15	Karen Burke
📁 Physical World 🔗	September 15	Karen Burke
📄 Heart.docx 🔗	October 12	Karen Burke

Files

- Files can be access in the files tab
- Class Materials will be read-only
- Those saved outside of that can be edited so be careful
- When you have found what you want you can download it

Assignments

- When you open the 'Assignments' Tab you will see a list of set tasks.
- Click on an assignment to see the instructions and attached reference materials/documents.
- See if there is a Rubric attached for further guidance on how the marks will allocated

Assignment on Body Systems

Due October 13, 2020 11:59 PM

Instructions

Create a powerpoint on the different body systems, 1 slide on each system

Reference materials



Digestion and Enzymes.pptx



useful video



Points

No points

Rubric



presentations

Co-ordinate Geometry Rubric

Total: 68.75/100

use of correct formula

Weight 25%

Excellent 4 points

All correct formula used

Good 3 points

3 correct formula used

Fair 2 points

2 correct formula used

Poor 1 point

1 correct formula used

Absent points

There are no correct formula used

Subbing in correctly

Weight 25%

Excellent 4 points

Subbing was shown and done correctly at all times

Good 3 points

Subbing in was shown and done correctly most of the time

Fair 2 points

Subbing in was shown and done correctly some of the time

Poor 1 point

Subbing in was shown and done correctly at one point

Absent points

Subbing in was done incorrectly or not shown

Feedback

q 2 you didn't give the formula in your answer

Workings

Weight 25%

Excellent 4 points

All workings were shown and the answers were simplified where possible

Good 3 points

Most workings were shown and the answers were simplified where possible

Fair 2 points

some of the workings were shown

Poor 1 point

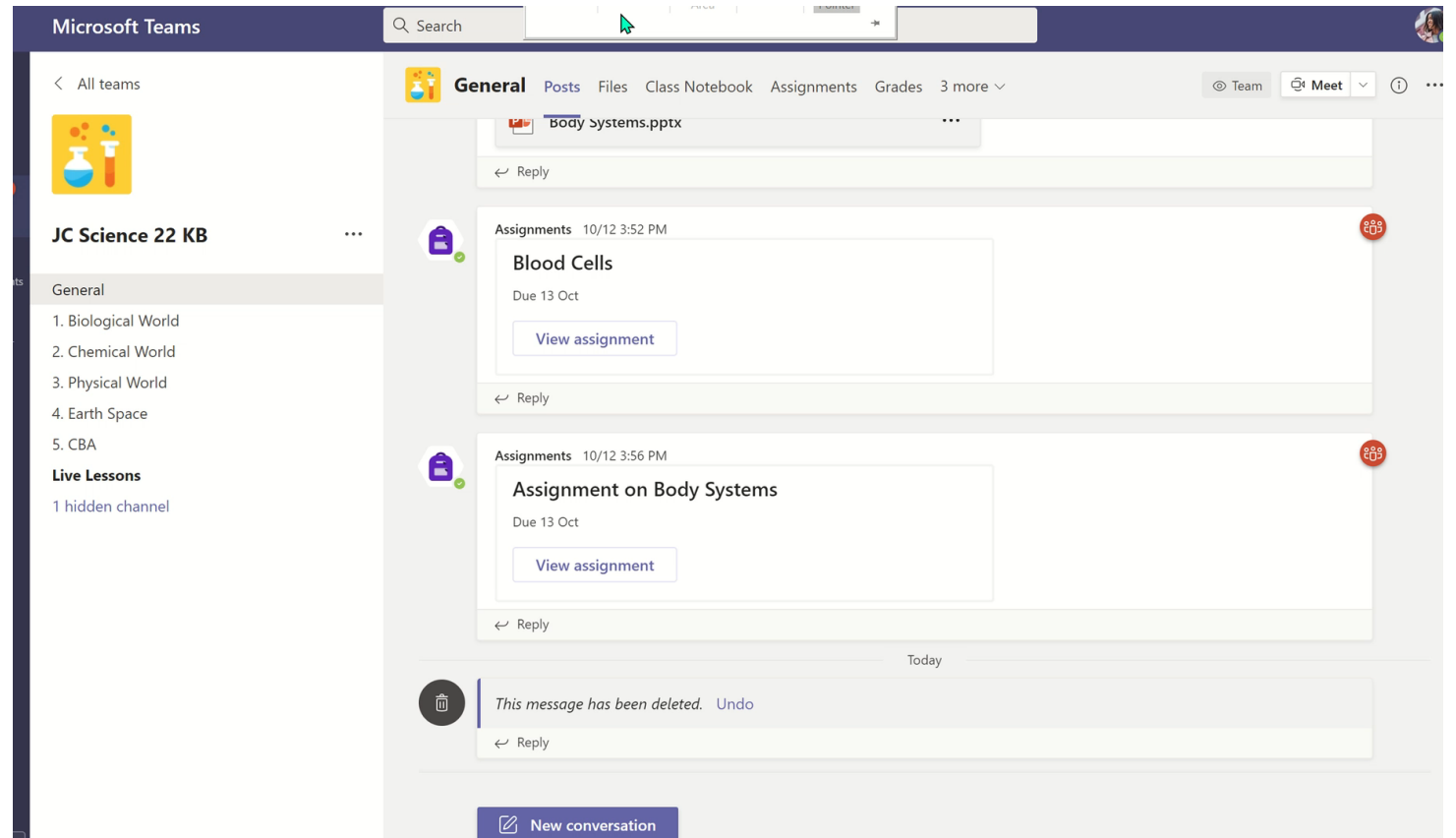
Workings were missing from most of the assignment

Absent points

There was no workings shown

Adding work to assignments

- Click on + Add Work
- Select the file to upload to the assignment
- Often files will be uploaded which you can just click on and edit in Teams and then choose Edit Document
- There is no need to save the document it autosave
- Click on the image to play the video



Submitting work

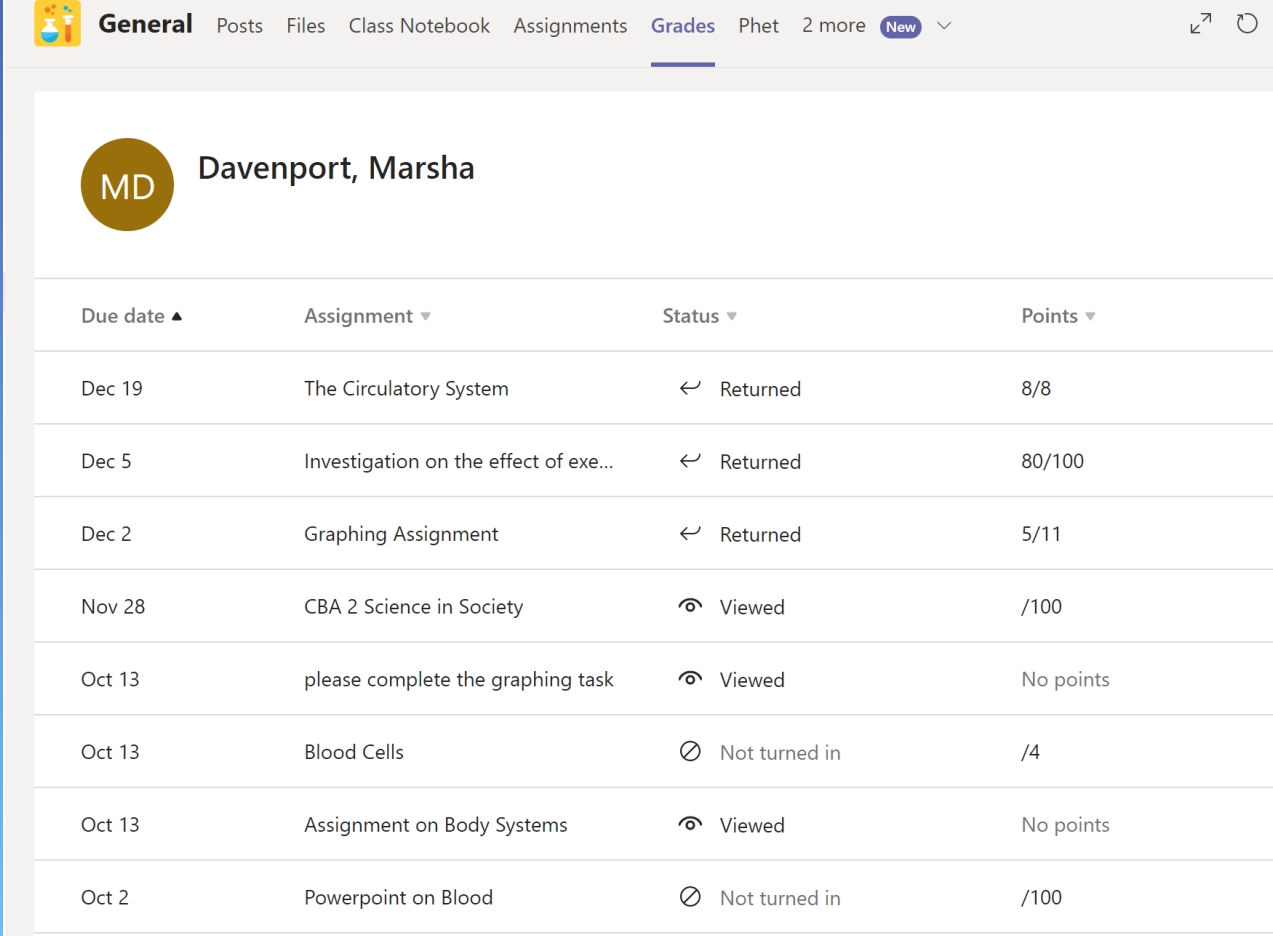
- **Make sure to click Turn In when you have uploaded all your work!**
- Remember unless you see the animation then it isn't actually turned in
- The page will clear when everything is complete #winning



Nothing left to hand in. #winning

Grades

- Use the grades tab to track your work in your subject and identify work that is still outstanding
- To open the Grades tab, navigate to the General channel of your desired class team and select Grades.



The screenshot shows the 'Grades' tab in a Slack channel named 'General'. The channel is part of a team named 'Davenport, Marsha'. The table lists various assignments with their due dates, names, status, and points.

Due date ▲	Assignment ▼	Status ▼	Points ▼
Dec 19	The Circulatory System	← Returned	8/8
Dec 5	Investigation on the effect of exe...	← Returned	80/100
Dec 2	Graphing Assignment	← Returned	5/11
Nov 28	CBA 2 Science in Society	👁 Viewed	/100
Oct 13	please complete the graphing task	👁 Viewed	No points
Oct 13	Blood Cells	🚫 Not turned in	/4
Oct 13	Assignment on Body Systems	👁 Viewed	No points
Oct 2	Powerpoint on Blood	🚫 Not turned in	/100

Track your progress in the Grades tab

- You'll see all your assignments listed with the nearest due date at the top.
- View your status on each assignment as well as points you've received on graded work.
- Assignments without points will show as Returned after your teacher has reviewed them.
- Assignments can be sorted using the arrows next to the Due date and Assignments headings.



Student01, NCCE

Due date ▲	Assignment ▼	Status	Points
May 5	Science Project Research Paper	⊘ Not turned in	/50
May 5	Science Project Research Paper	⊘ Not turned in	/50
May 4	Plant Worksheet	👁 Viewed	/20
May 4	Plant Worksheet	👁 Viewed	/20
Tomorrow	Nature Journal	✓ Turned in	/25
Tomorrow	Nature Journal	✓ Turned in	/25

Review feedback

- After you have submitted an assignment and your teacher reviews it, they will return it to you.
- Open the assignment and review your grade and any feedback that your teacher gives.
- You may also can turn it in again

The screenshot displays the Blackboard LMS interface. At the top, a navigation bar includes links for 'Posts', 'Files', 'Class Notebook', 'Assignments' (which is underlined), 'Grades', and 'Wiki'. On the right side of the page, there is a 'Return' button with a circular arrow icon. The main content area features an assignment titled 'Journal' with a small icon and the text 'journal'. Below the title, it shows the submission date and time: '2020 10:00 AM'. The assignment description begins with 'ted with our Nature Journal... Journaling is an exercise in a collection. Consider including where and when to look wildflowers or birds.' followed by 'attached document to start and continue with your your observations observations and feelings to get to our natural surroundings and the geography of your home ment.' A feedback box on the right side of the assignment content contains the text: 'Feedback Great start on your Nature Jour all the wonderful things you sav' and 'Points 23 / 25'. At the bottom of the assignment content, there is a file named 'ature Journal.docx' with a three-dot menu icon to its right.

Join a Teams Meeting

Meetings in Teams include audio, video, and screen sharing. This is one of the keyways to communicate with your teacher and classmates.

There are different ways your teacher may schedule a Team meeting.



1 Your teacher sends you a link

2 Your teacher adds it to the team calendar

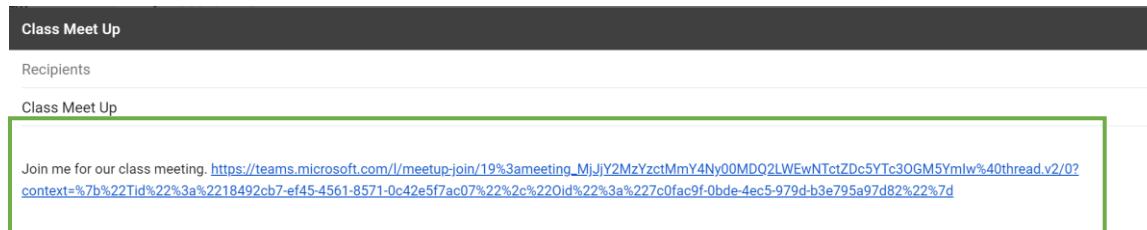
3 You "Meet Now" with your teacher in a Channel

- Join Teams Meetings

Your teacher sends you a link

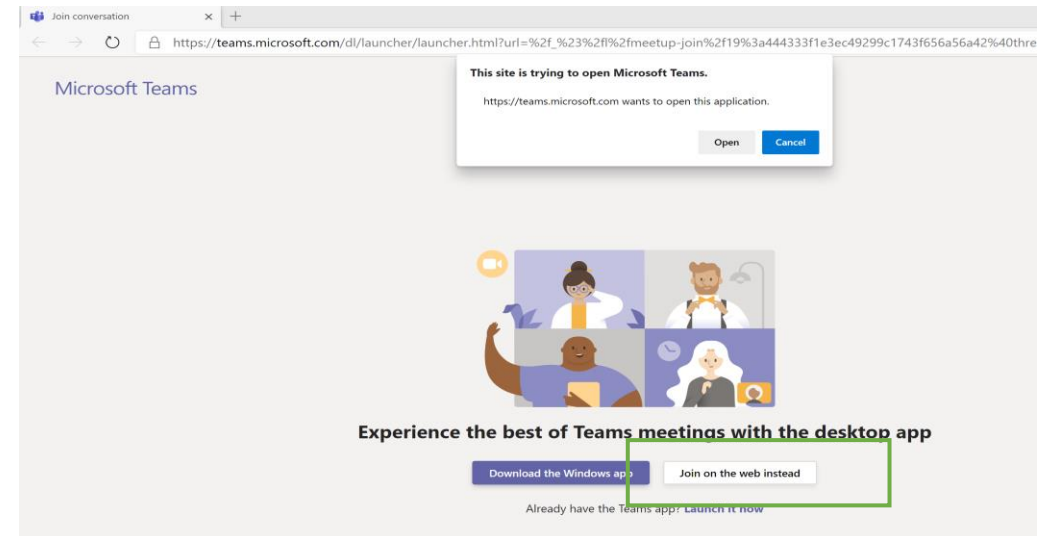
All you need to join a Teams meeting is a link. One way your teacher might give you the link is by sending it to your school email.

Open your email and click on the link to join the team meeting.



TIP: You can join a meeting on the web instead of a Team if you choose.

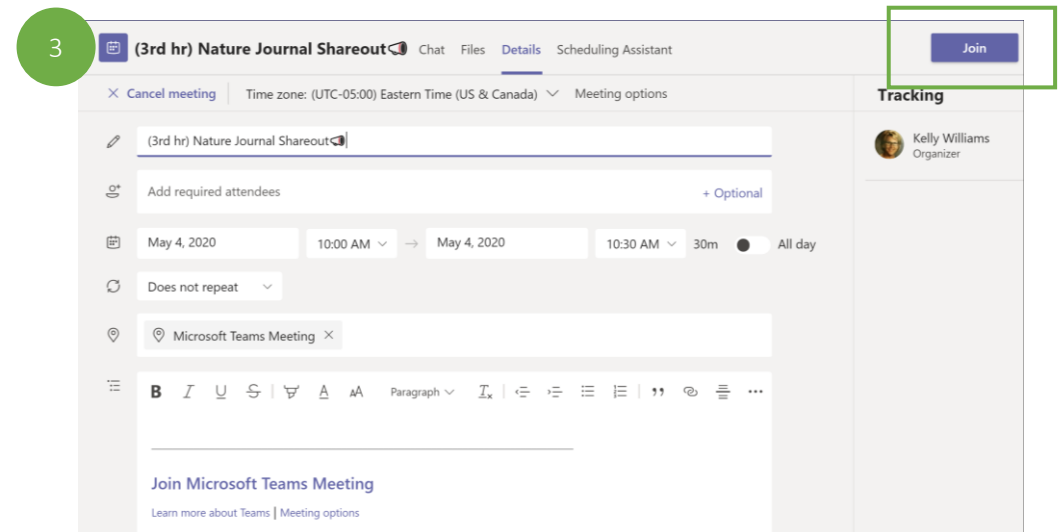
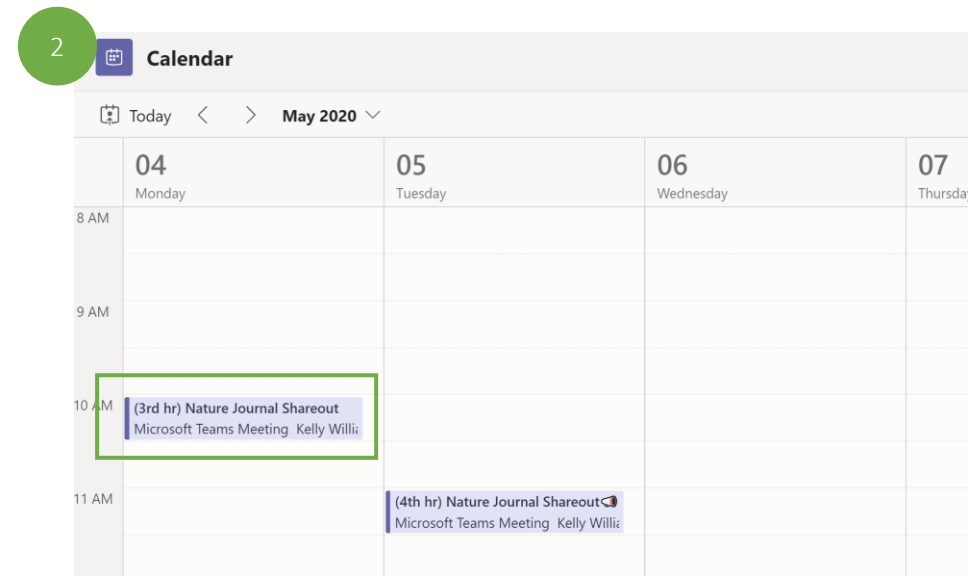
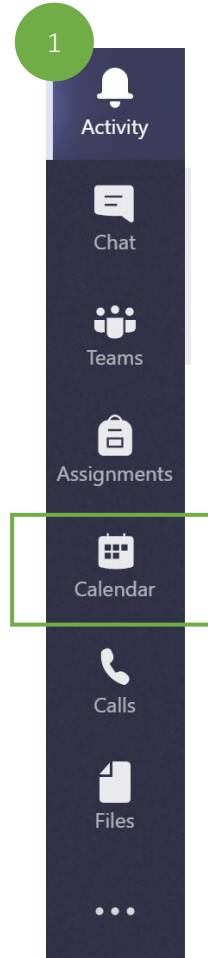
When you click the link provided by your teacher you will be asked to choose **Join on the Web instead.**



- Join Teams Meetings

Your teacher adds it to the Team calendar

- Click **Calendar** on the left rail to open your calendar.
- Next, click on the scheduled meeting to open it.
- To Join the meeting click **Join**.



- Join Teams Meetings

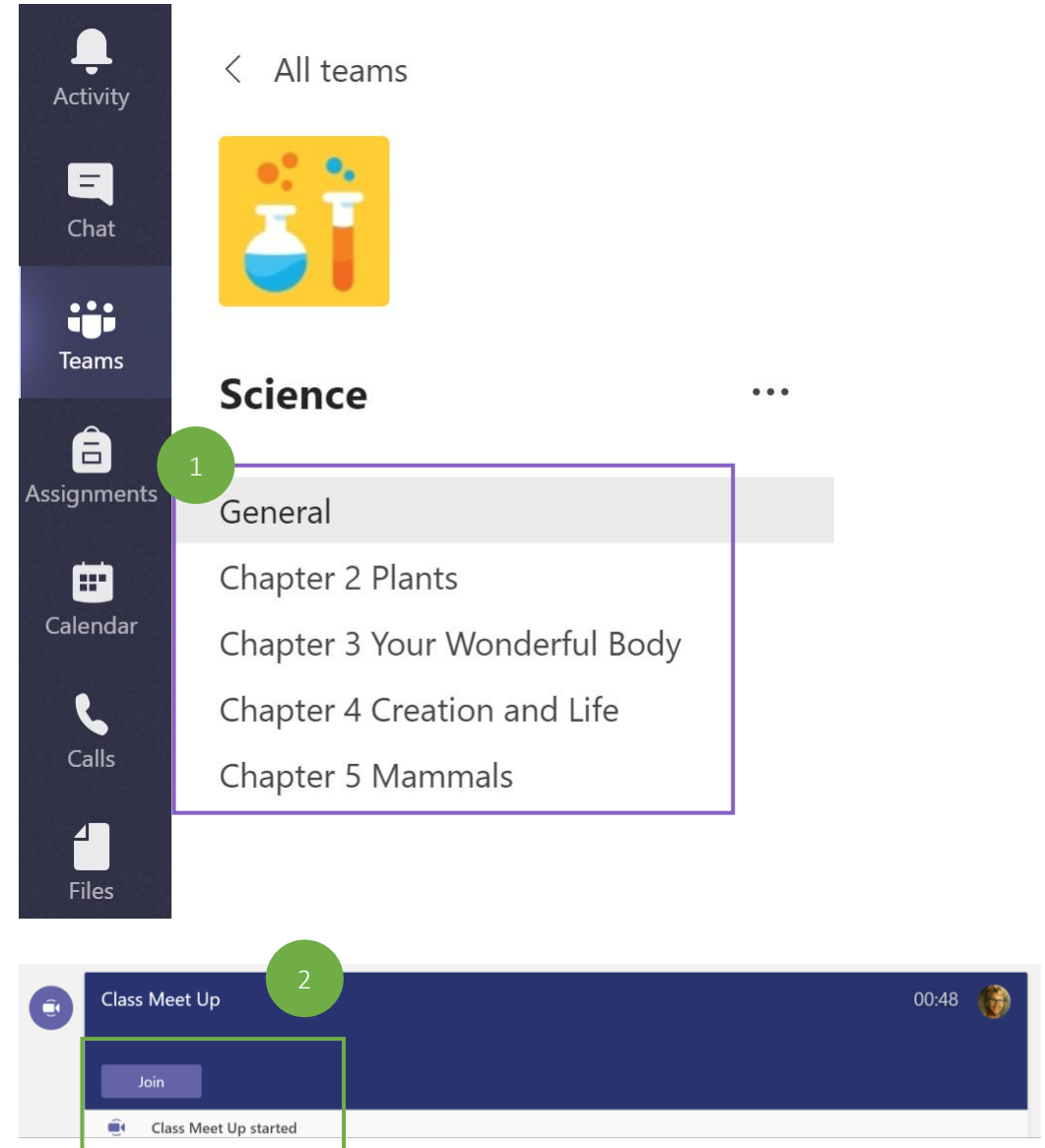
Meeting in a Channel is a quick way to meet with your teacher and ask questions.

“Meet Now” with your teacher in a Channel

Your teacher should let you know what channel of your Team to meet in.

In the Post area of the team you will see the option to Join when your teacher starts the meeting.


Click Join to join your teacher in the meeting.



Etiquette and tips for the best online class experience

Your instructor will likely send a set of guidelines and class rules to you before your first online class.

Here are a few common rules that will help your online class proceed smoothly.

- **MUTE.** When you join the meeting, turn your video camera and microphone off unless your instructor has instructed you otherwise.
- **BLUR.** If your instructor does want you to turn your video camera on, blur your background. This creates the best learning experience for all of your peers.
*only available in the Teams App
- **INTERACT.** Use the meeting chat to ask questions. Use the  on the control bar when you have a question then wait for the instructor to call on you.

What is the function for each icon on the meeting menu bar?

You can...

- Control your mic and video
- Blur the background *only available in the Teams App
- Participate in Chat

