

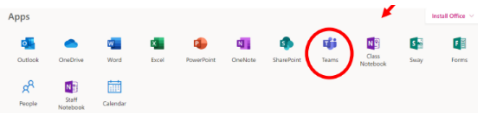
Microsoft Teams

Computer Powered Learning.

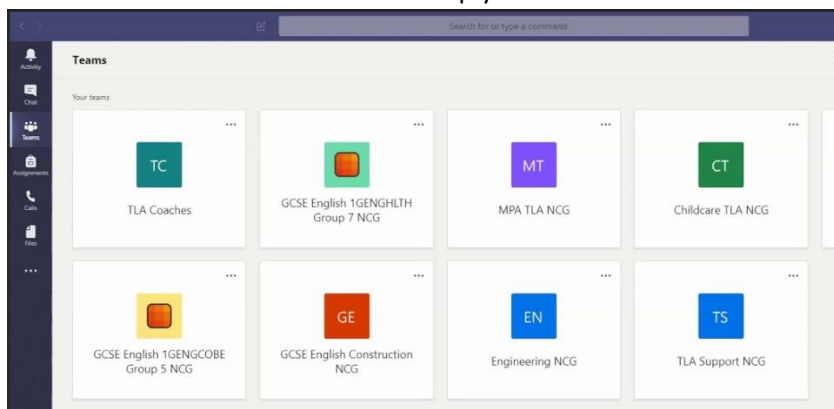
Microsoft Office 365 and Teams.

Bramcote College is a Microsoft School. Students will use Office 365, Microsoft Teams and One Note each week.

Student guide to Microsoft Teams <https://youtu.be/aO9LE6ZKnUM>

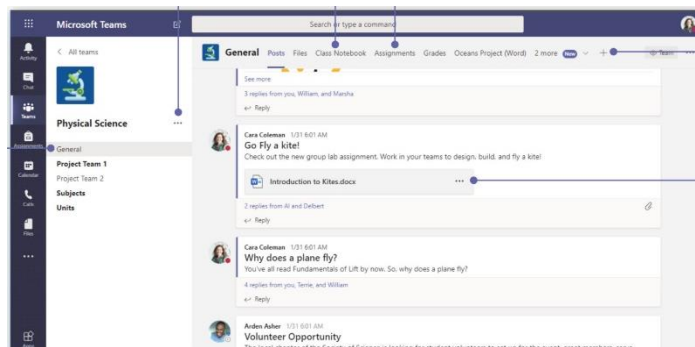


Once they have logged into Office 365 or directly into Microsoft Teams. They will be able to see all their class teams. To access them simply click on the icon.



Post section

Every Class Team has a post section where the teacher can communicate with the group. This is for them to communicate with the group about deadlines, revision suggestions or home learning tasks. It is not a discussion forum for the class. No personal or private messages should be posted in this area. (See acceptable use policy). If they have a question, they should see the teacher in person or send them an email.

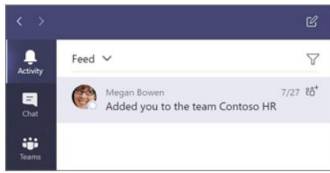


The teacher may add direct links to a file on the post section. Alternatively, they should look within the Assignments or Class notebook tabs. These can appear at the top or side of the page. **Revision materials are often available in the files section**

Keep up to date

Stay on top of things

Click **Activity** on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.



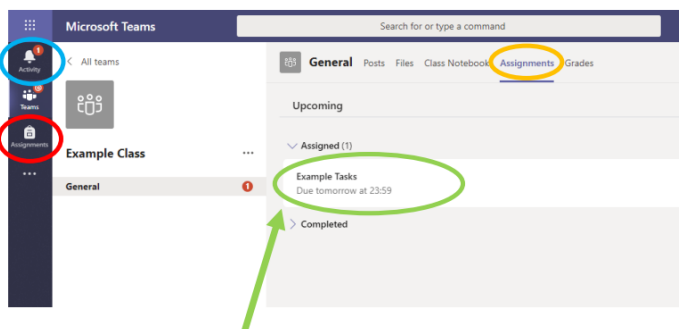
Assignments

The teacher will set assignments for the student to complete. These can be accessed via the assignments or activity tabs.

To open click on the task.

Many teachers will have attached a page for them to write on directly. If used with a good internet connection, then this work will be automatically saved.

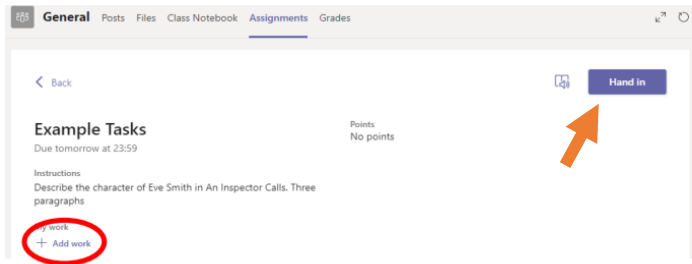
If it is a Seneca assignment then they can click on the link and it will automatically load Seneca.



Assignment details

Within each assignment there should be details of the work required along with any relevant reference material. Click on the student work attachment to complete the task. The rubric will provide assessment criteria.

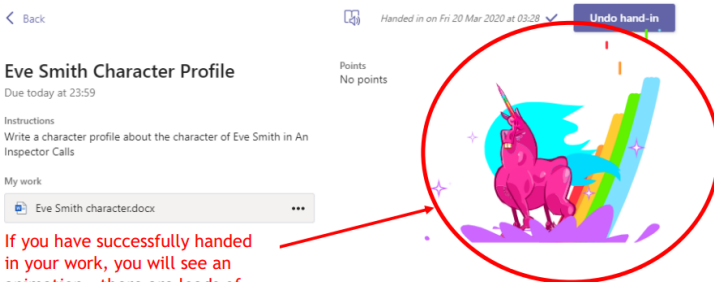
To upload new work



Click on the add work button. Select whether they want to upload a new file or an existing file. If new, select whether it is a PowerPoint, Word document etc and give it a suitable name. If it is an existing file, then click on the location the document is save in and upload.

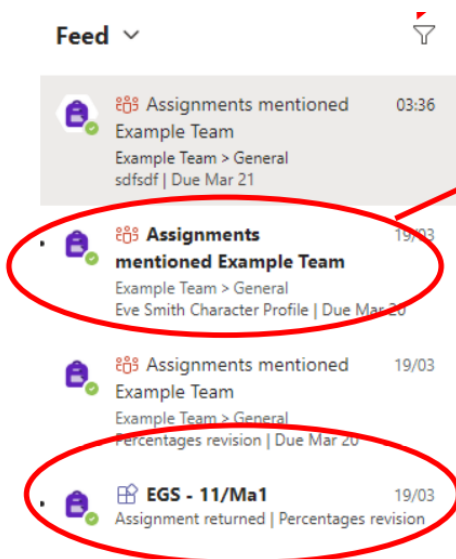
Hand In

Students need to remember to hand in their work/document at the end to indicate to the teacher that they have finished, and it is ready for assessment.



If you have successfully handed in your work, you will see an animation - there are loads of different types!

Feedback



This is a notification to say that there is a new assignment in the Example Class that you need to complete

This is a message to say that work has been returned in this student's maths Team - to see the feedback, click on the notification

Microsoft Team app

It is also possible to download the Microsoft Teams App from the Apple App store or Android provider. This can be used on a mobile phone or tablet.

Sign in using the school email account and password.

[Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams](#)

Handing in an assignment on your mobile phone or tablet

It is possible to view, open and hand in homework using a mobile phone or tablet.

