Student Guide: Using Microsoft Teams on a Computer

Introduction

Microsoft Teams is a product which allows your teachers to set work (referred to as 'Assignments') which you can submit for online marking and feedback. Teams can be used in a web browser, installed or as an app on your computer or installed on a phone through the Apple App store or Google Play.

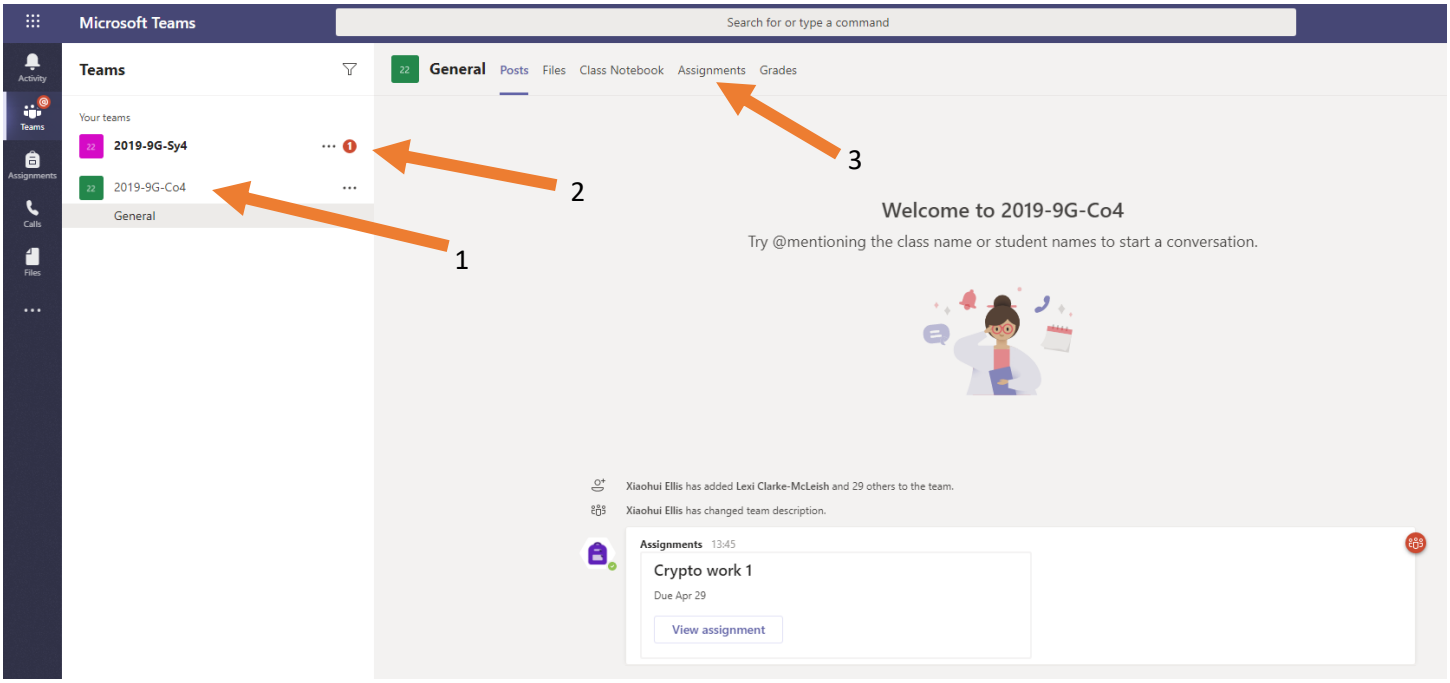
This guide will assume you are using a web browser on a computer. The experience is broadly similar on all devices, but icons may appear in different locations on the screen.

Getting started

Using Edge or Google Chrome (Internet Explorer, Firefox and Safari **do not** work with Teams), visit:

https://teams.microsoft.com/_#/school/

Log in using your network username and password. Your username will need to followed by the school's domain name. E.g. User *09js11* should enter *09js11@bourne-grammar.lincs.sch.uk*
If prompted, choose 'Work or school account' and 'allow notifications'.



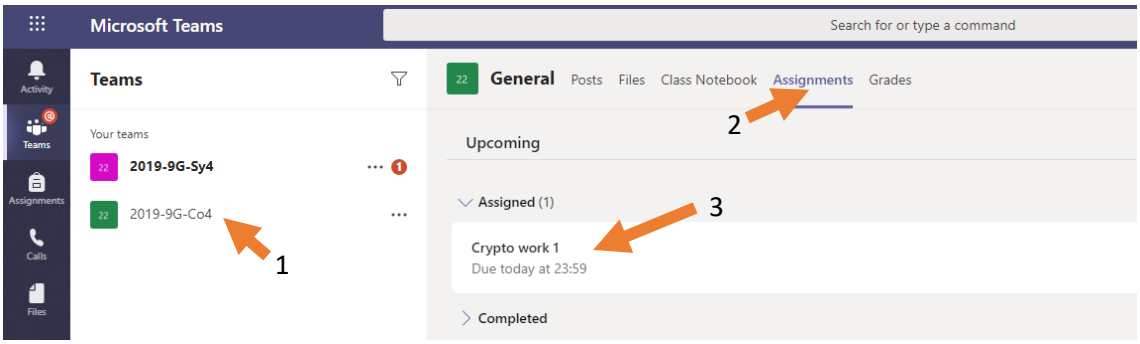
You will automatically be added into a separate 'Team' for each of your classes. You can switch between teams using the column on the left-hand side of the screen (1). In this example, two teachers have set up teams so far. E.g. 2019-9G-Co4 (currently selected) is a Year 9 Computer Science group.

When an assignment is set, this will be indicated next to the class that set it (2).

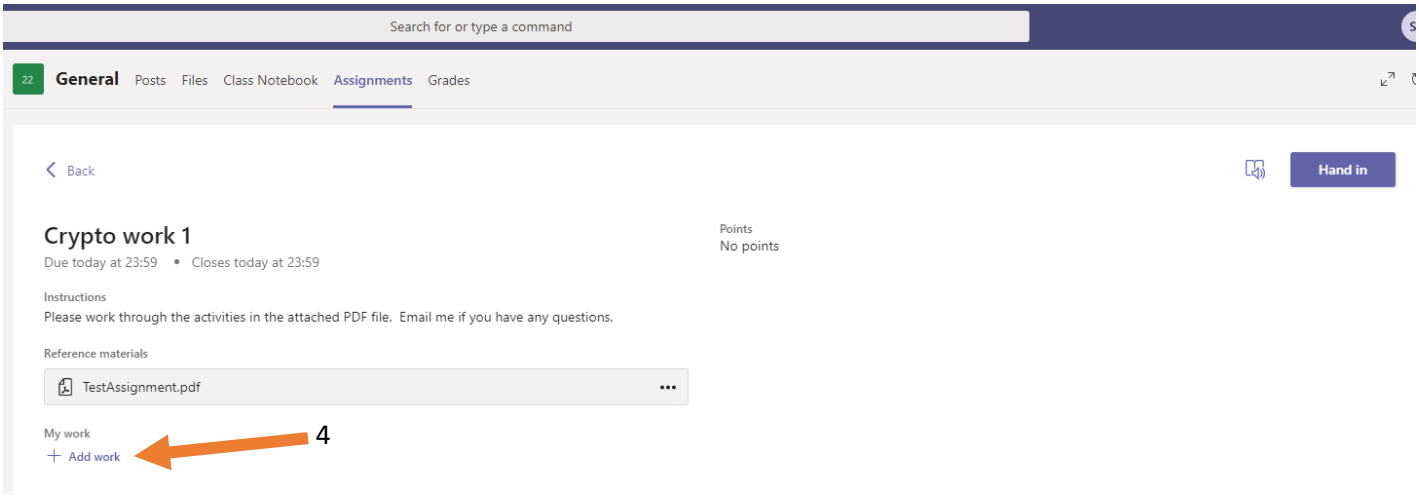
To view work that has been set for you, click the 'Assignments' link (3) on the page for the team in question. This is also the page that you'll use to submit your work when it is complete.

Submitting work

In the screenshot below, a piece of Design Engineering work and a Computer Science task are both due. The student has already clicked 2019-9G-Co4 (1), then 'Assignments' (2) as per the previous step. Now, they click on the specific task that is to be handed in (3).



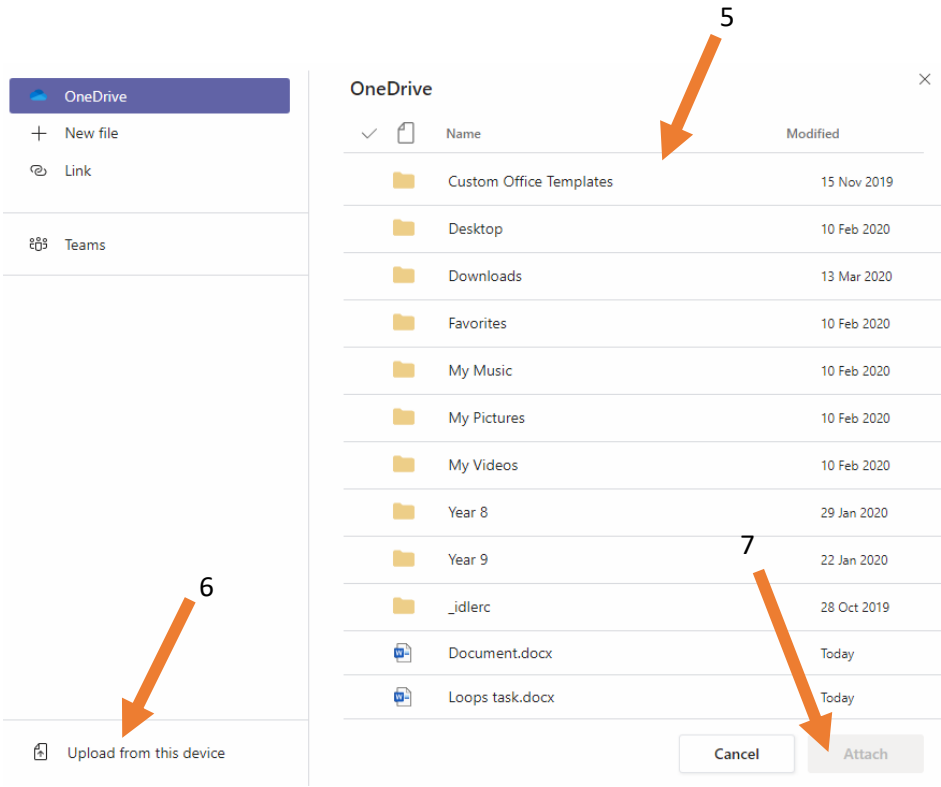
Click the '+ Add work' icon (4) to pick a file to upload.



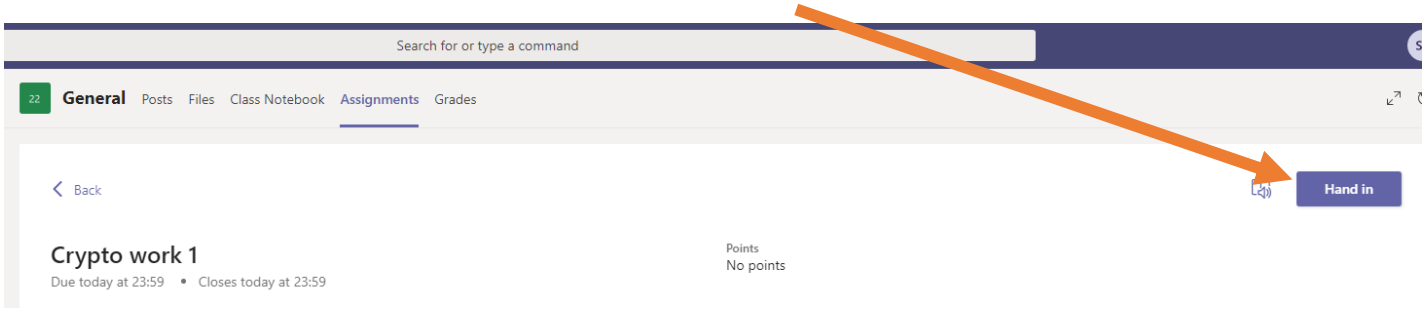
You can either use a file that's on your H: Drive - referred to as OneDrive (5) - or upload something that's currently on your own computer/device (6).

Click the 'Attach' button (7) once you have selected the file you wish to upload.

You can upload multiple files to each assignment if required.



Once you have uploaded the required file(s), click ‘Hand in’ to submit your work to the teacher.

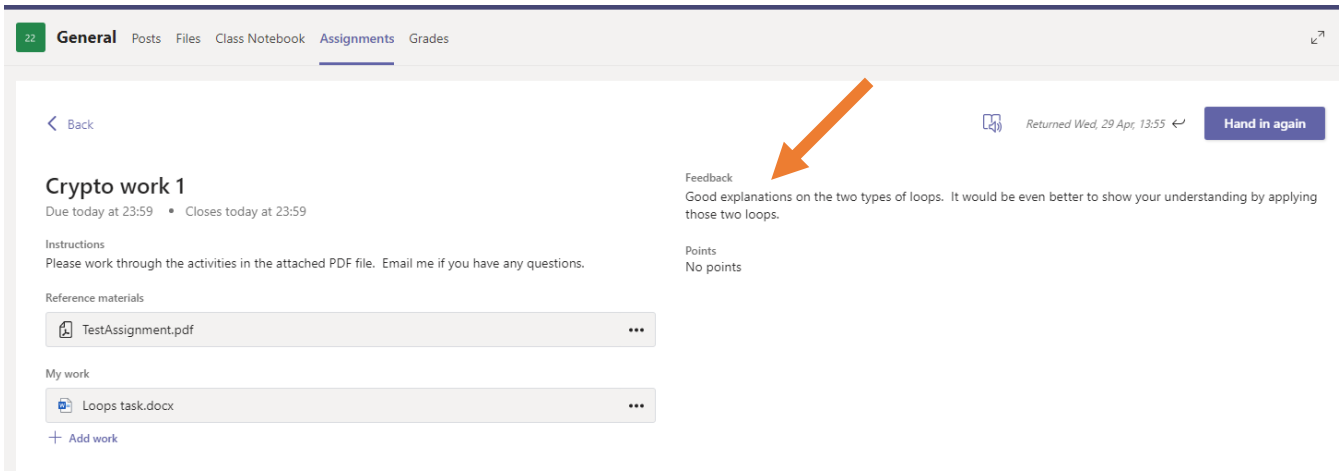


Picking up Feedback

When your teacher has marked a piece of work for you, a notification will appear in the Teams app (if you have it installed on your device). If you have not installed the app, you will see details of any work that has been marked in the ‘Activity’ tab the next time you log in – this is located in the top-left corner of the Teams webpage. Tapping a notification will take you directly to the marked work, so that you can read the teacher feedback.

You can review feedback at any time by following the steps for submitting work as per the previous page. Your feedback will be displayed on the right-hand side of the page, such as in the example below.

Tip: For some types of upload such as Word documents, your teacher can edit the document and add comments if they wish. It may be wise to check the work your submitted to see if it contains additional feedback.



Troubleshooting

In the event of difficulty, contact itsupport@bourne-grammar.lincs.sch.uk