

A pupil guide to using Microsoft Teams



1. Accessing Microsoft Teams

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to our school website <https://www.titussaltschool.co.uk/>.

Find the section on school closure and the links to Microsoft Teams.

School Closure

Due to the current school closure, all teaching and learning is being delivered through Microsoft Teams.

You can access Microsoft Teams [here](#) and your school email [here](#)

Log in to both with your school email address 004747@titussaltschool.co.uk and normal school network password

You can also access Microsoft Teams via dedicated apps on your computer, your phone or tablet for more information [click here](#)

All members of Titus Salts School are entitled to download Microsoft Office 365 for use at home. [Click here](#) for details of how to download your copy.

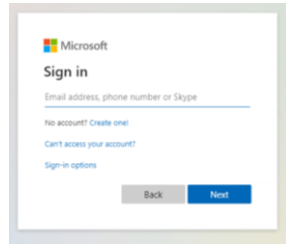
In order to maintain access to critical school systems for staff members, the standard Remote Access service will be unavailable to pupils for the duration of the closure. All Teaching & Learning materials required for pupils to study, will be made available via Microsoft Teams.

If you have any difficulty please email teams@titussaltschool.co.uk and we will respond as soon as possible.

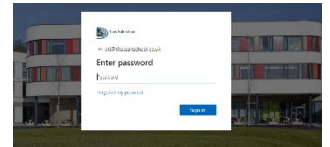
[Information leaflet: Mind's telephone support line for students and young people.](#)

2. Signing into Teams

You will be asked to sign in using your school email address e.g. 004747@titussaltschool.co.uk

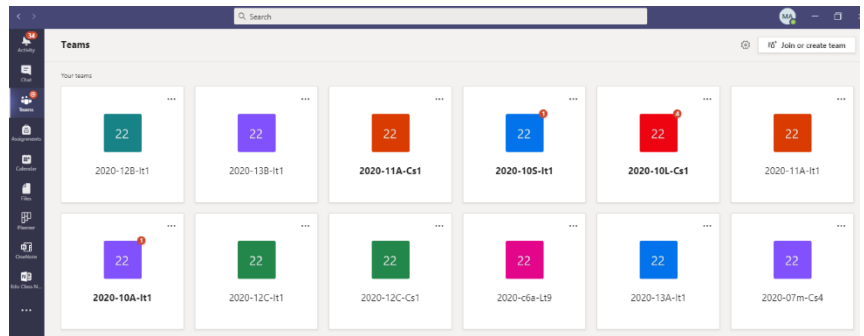


It will then ask you for your password. If you see a picture of the school in the background, you know that you have entered the username correctly.



3. Finding your class

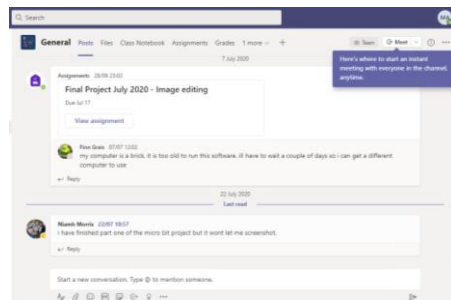
You will now see all your classes. The classes are set to match the class codes that are on your timetable. Make sure you click on the class that starts with 2020.



4. Communicating with teachers/other pupils in your class

The **POSTS** facility is where your teacher can send you messages and also a place where you can ask questions to your teacher and other pupils in your class.

This is to be used sensibly only for work purposes. You must not post silly comment or things that are irrelevant to the lesson otherwise you can be blocked from being able to post messages.



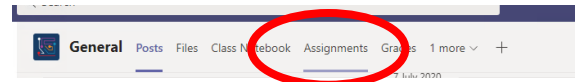
If you want to message your teacher/another pupil directly then you can use the @ symbol to send the message directly to them. This will send them a notification telling them you have specifically mentioned them.

Remember this is public and everyone will be able to see the message.

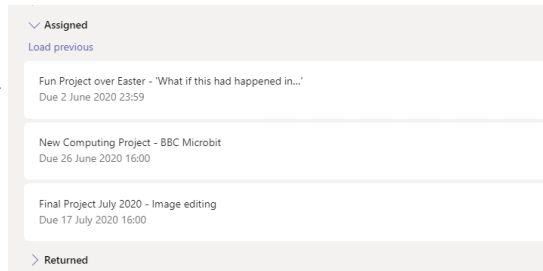
Please note: If you need to message your teacher for help with your work, you can email them using your school email account. Teachers' email addresses begin with their three letter code, e.g. abc@titussaltschool.co.uk

5. Accessing the work set by your teacher

Your teacher will set work for you as an assignment. To view the work your teacher has set, you need to click on the Teams class for the subject and then click on the **ASSIGNMENTS** tab at the top.

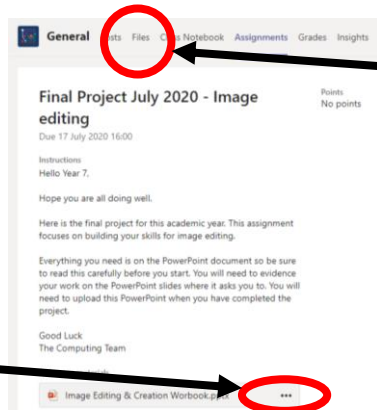


Click on the assignment you need to complete from the list in order to access the work.



Look for the assignment name and date to ensure you are on the correct assignment as previous assignments will also appear here.

When you click on the assignment you will be able to see a more detailed description of the assignment. Remember to read this section carefully as this will contain all the instructions from your teacher.



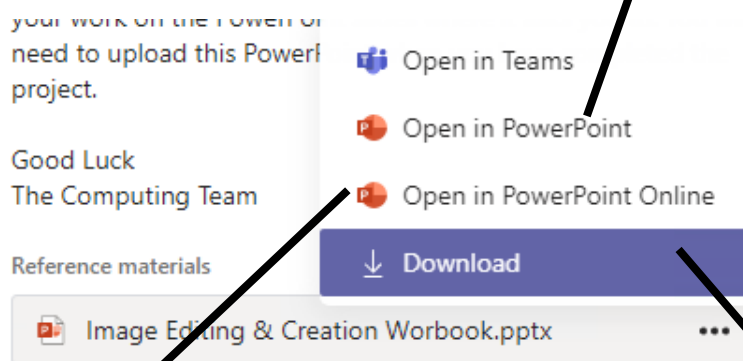
If your teacher asks you to access documents from the class files section, then simply to go the **FILES** tab at the top and find the correct files your teacher has directed you to.

If there is anything specific to access the teacher may link it to the assignment. You can click on the 3 dots to open and view these files.

6. Opening Files

If you are asked to open and complete a document that your teacher has given to you, locate the document from the **ASSIGNMENTS** or the class **FILES** section. Click on the 3 dots to open the file or download the file.

Opens it straight onto your computer. This is a good option if you have Microsoft Word or PowerPoint already installed on the computer you are using.



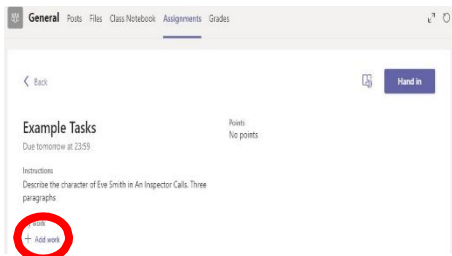
If you do not have Word/PowerPoint installed on your computer, then pick this option. This lets you edit the work and complete it with the software built into Teams.

Downloads on to your computer to edit. You must save it first. This is a good option if you have Microsoft Word or PowerPoint installed on the computer you are using.

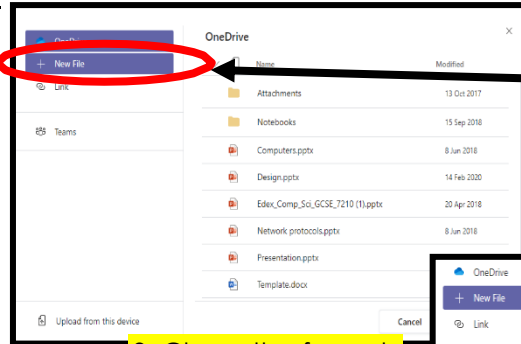
7. Completing Work

If you have not been given a file to use and only been given instructions on how to complete the task, then you have two ways of completing work.

Using software built into Microsoft Teams.

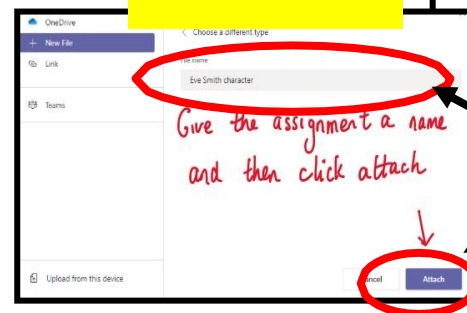
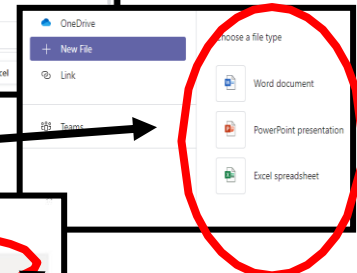


1. Click on 'Add work'



2. Click on 'New File'

3. Chose the format of the file e.g. Word of PowerPoint



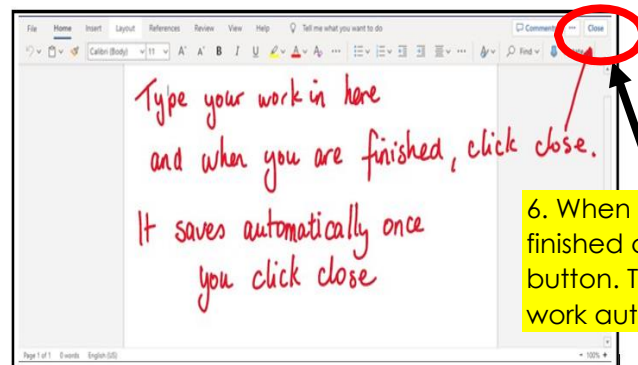
Give the assignment a name and then click attach

4. Give the file a name and click 'Attach'

5. You have now created your document that you can start writing your work into. To start your work, click on the document name.



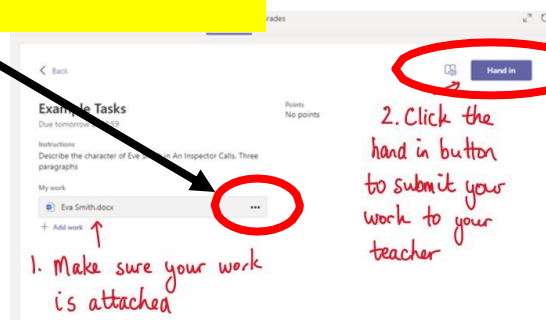
Click here and it will open Microsoft Word



6. When you have finished click the close button. This saves your work automatically.

Type your work in here and when you are finished, click close.
It saves automatically once you click close

7. You will see your document attached to the assignment. If you need to edit this, then simply click on the 3 dots to edit it.



1. Make sure your work is attached

2. Click the hand in button to submit your work to your teacher

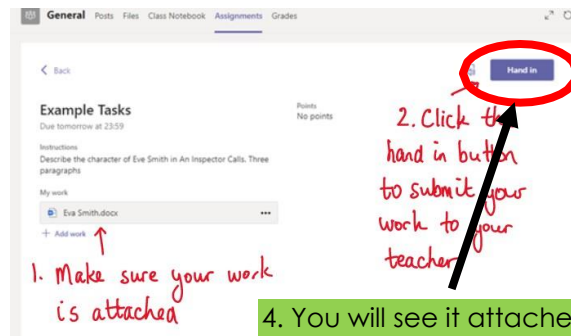
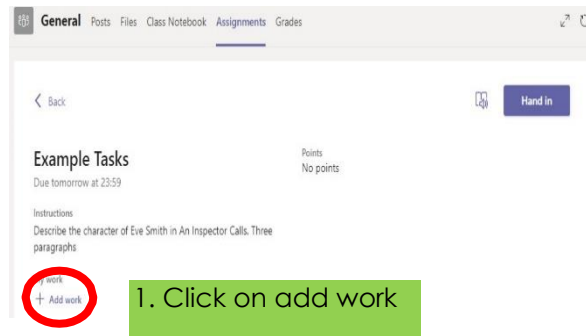
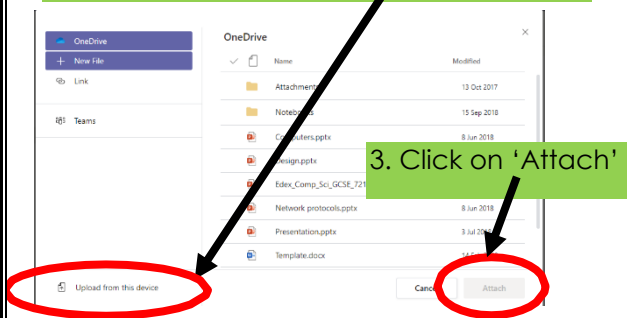
8. If this is complete and ready to hand in then simply click the blue hand in button. This will send your work to your teacher to mark.

The alternative way of completing work is to do it directly in Word or PowerPoint on your computer/laptop/device. This is only if you have the software already installed on your computer/laptop.

Complete the task first and make sure you name the document using a suitable file name.

The first few steps are the same as earlier.

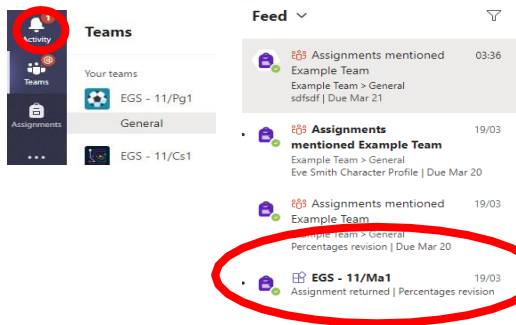
2. Then click on 'Upload from this device'. Find your work which is saved on your computer and click attach.



8. Accessing your teachers' feedback

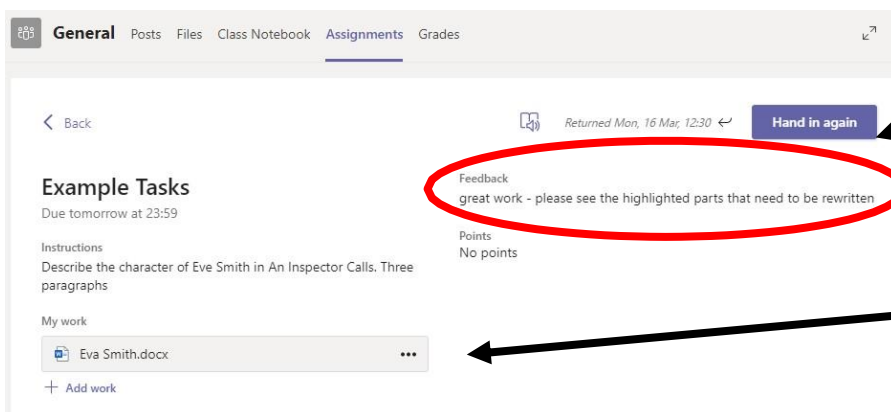
You will get a notification in your **ACTIVITY** feed when a teacher has sent you feedback on your work.

Click on the **ACTIVITY** button and it will take you to your feed. If you have any messages that appear in **bold**, this means you have not read these yet.



This is a message to say that work has been returned in this pupil's Maths class.

To see the feedback from your teacher, click on the notification.



This work has been looked at by the teacher and feedback has been given. Your teacher might have made corrections directly onto your document as well as in the feedback window. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.