

Microsoft Teams Guide

The Castle School



Accessing the School Network

You will need a username and a password to access the School Network

Example: Sally Chester is in year 7, so her username address is 14chestsal

To turn this into an email address you add @castle.somerset.sch.uk
14chestsal@castle.somerset.sch.uk

Office 365

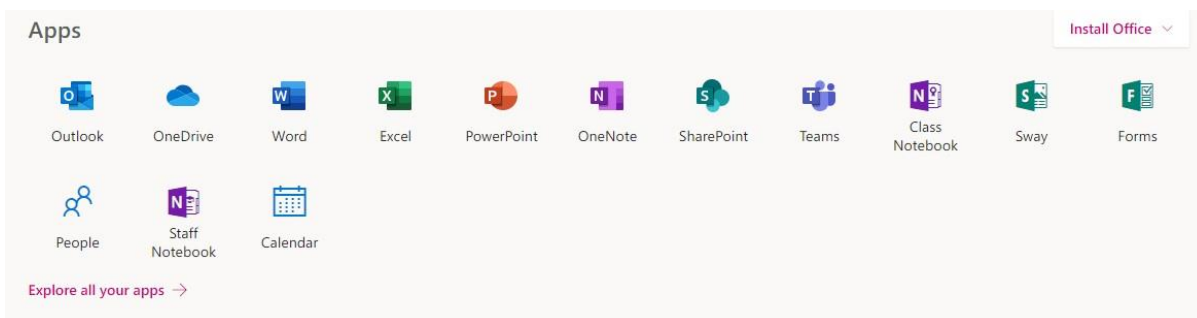
The apps that you need to access for school can be found on Office 365.

To get to Office 365 use google or go to www.office.com and click Sign in



You then sign in with your username and password. You will need to use your full email address which is your username@castle.somerset.sch.uk and the password is the same one that you use to log into the School computers.

The Apps that you will find most useful are Outlook (email) OneDrive (storing document) and Teams (lesson resources). You can use other Apps such as Word and PowerPoint which will be like the software you use in school.



A Guide to Using Microsoft Teams

Part 1

How to use Teams on a Desktop or a Laptop

- How to log on
- How to upload an assignment
- How to access and respond to feedback given to you by your teacher

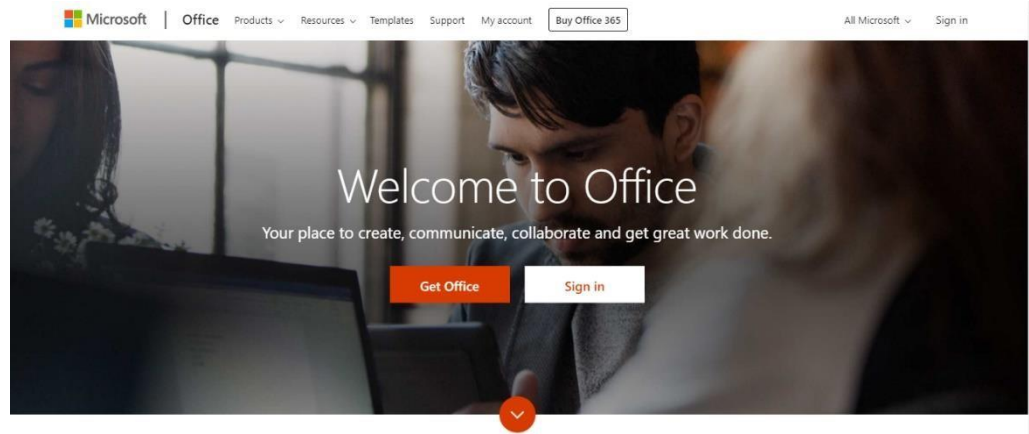
Part 2

How to use Teams on a tablet or mobile phone

- How to log on
- How to upload a picture of work you have completed as an assignment

SECTION 1 - USING TEAMS ON A DESKTOP OR A LAPTOP Teams - How to Login

On any web browser, e.g. Google Chrome, Internet Explorer, Edge etc, go to www.office.com

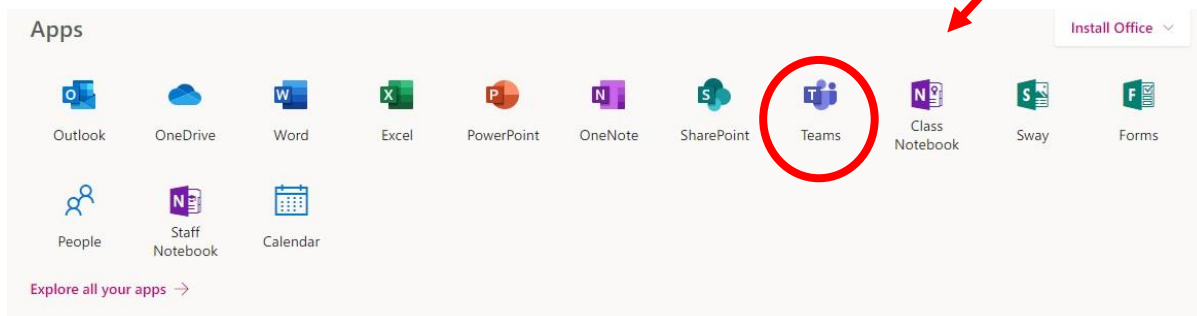


Click sign in and sign in with your full school email address which is your computer username followed by **@castle.somerset.sch.uk**

Example: Gemma Chapman is in year 7, so her email address is 14chapmgem

You will then be directed to the login page - this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school. Once you sign in, you will get the page below

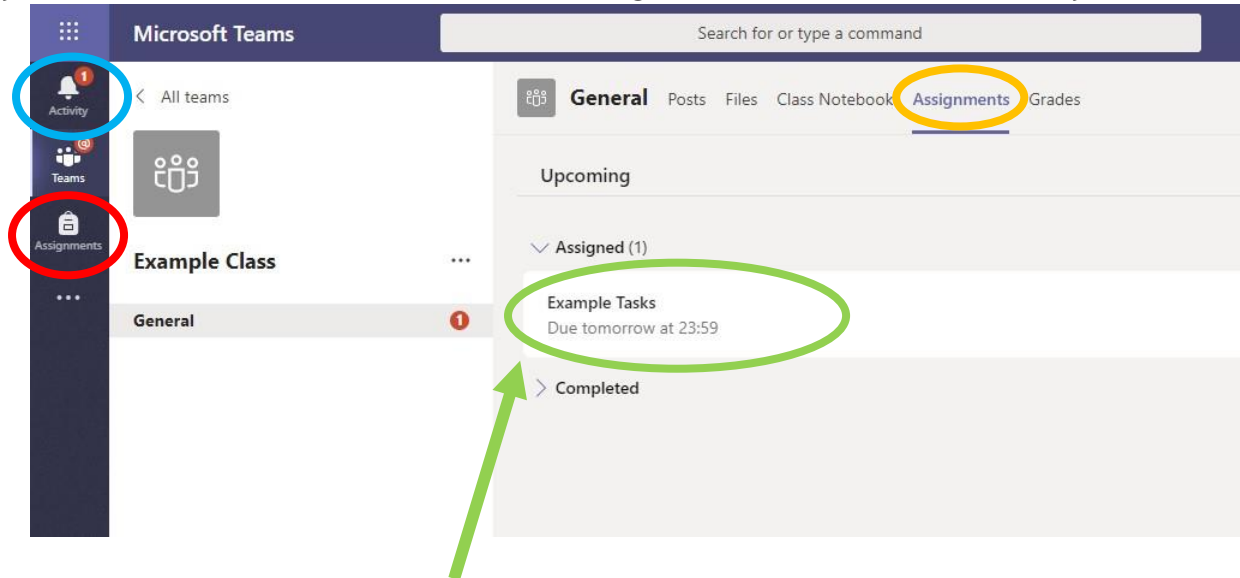
Click on the Teams icon



You should now see all the Teams that we have set up for you at school.

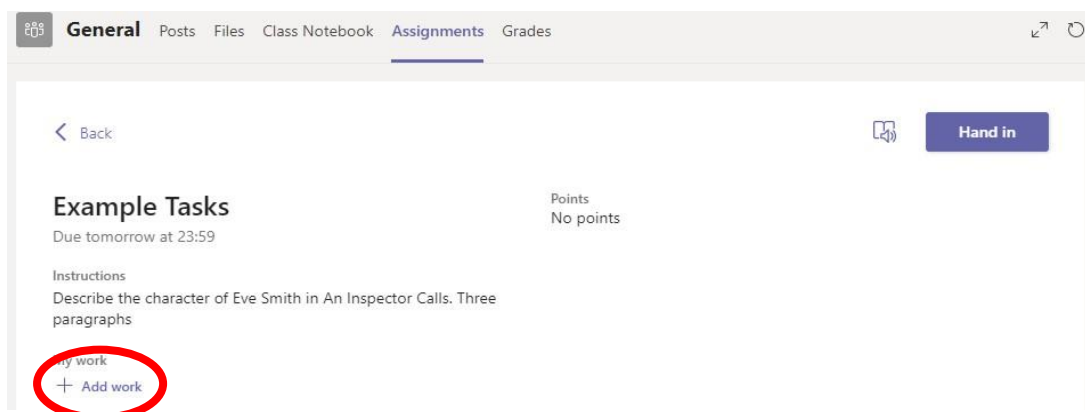
Teams - Uploading an assignment

Your teacher can set assignment for you to complete. You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue. By click on this notification, you will be brought to the assignments page. You can also click the assignments button in the left-hand menu to see all the different assignments set by your teachers, or you can click into your class teams and click on the assignments button circled in yellow.



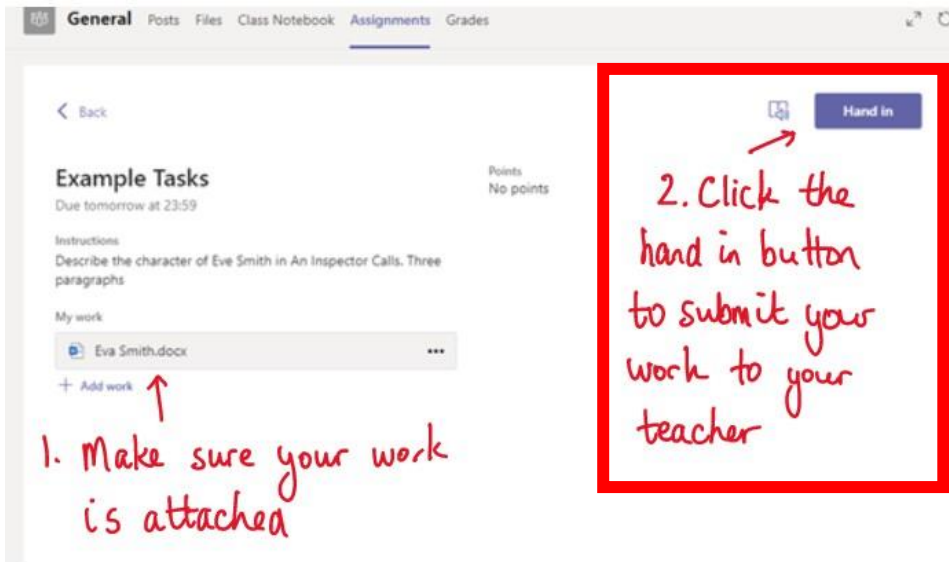
Click on the assignment to access the task.

To add some work, we first need to create a new document, then complete your work in it. Sometimes your teacher will also add work and you will be able to click this document add your answers and then hand in.



Teams - Handing in an Assignment

Click Add Work and then find where you saved your document.



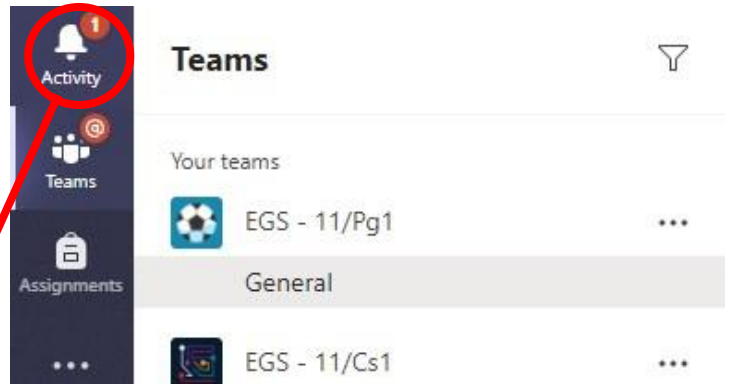
Make sure that you have your work attached and that it is not blank. Click the hand in button. Your teacher can now look at your work and give you feedback if required.



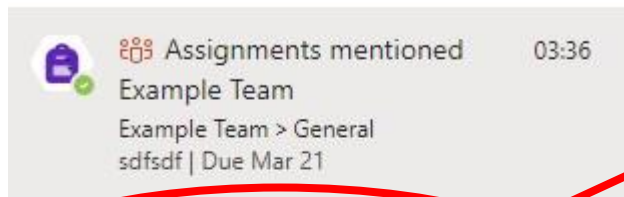
Teams - Getting feedback and responding to feedback

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work.

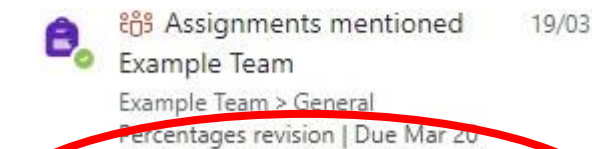
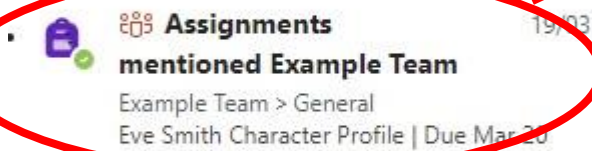
Click on the Activity button and it brings you to your feed. Any message in **bold** you have not read



Feed



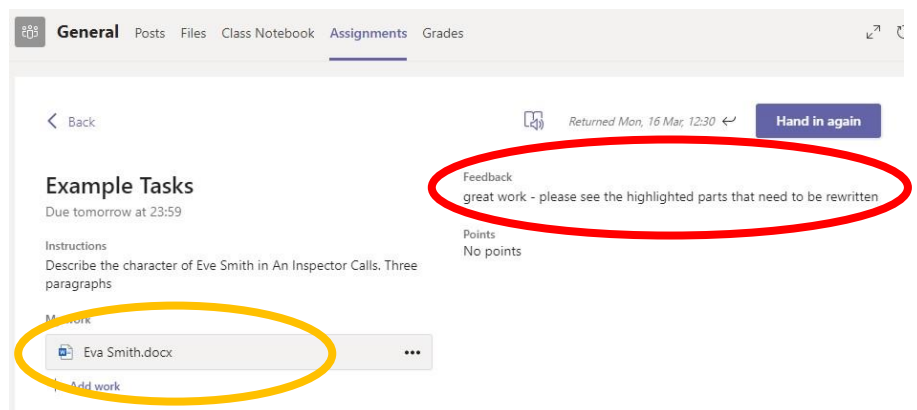
This is a notification to say that there is a new assignment in the Example Class that you need to complete



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



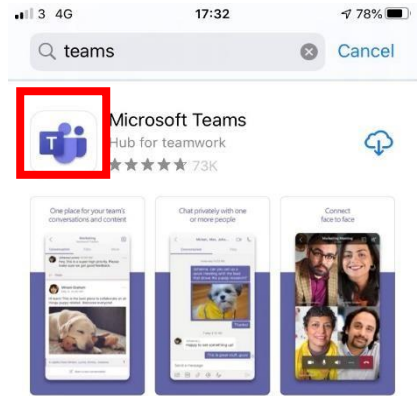
This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



SECTION 2 - USING TEAMS ON A TABLET OR PHONE Teams - Downloading the

Teams App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Teams - Uploading an Assignment

If you are uploading a document, follow the guide that is in section 1 as uploading a document from a phone or tablet is the same process. However, if you have piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work. (See instructions on next page)

You can find the assignment you have been set in two places - the activity feed and assignments - picture 1.

