

TMCS STUDENT GUIDE TO MICROSOFT TEAMS

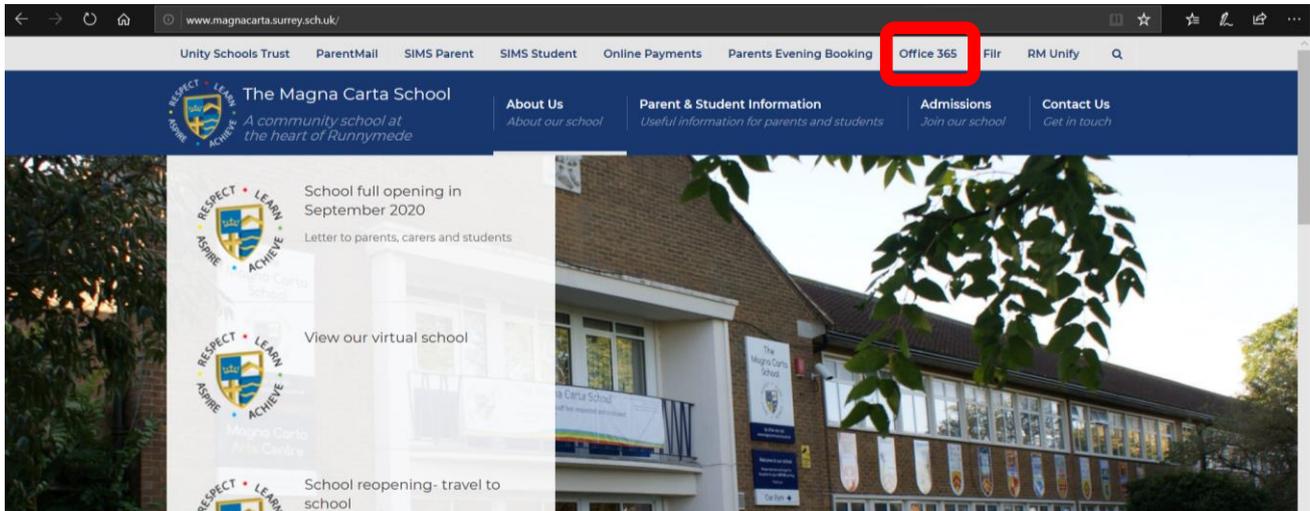


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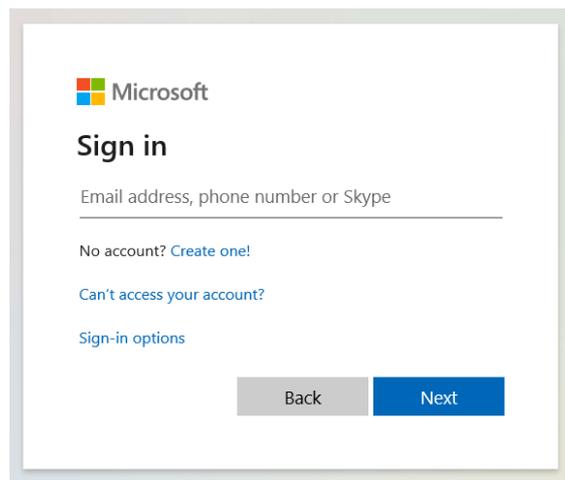
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How Do Students Log On to Microsoft Teams?

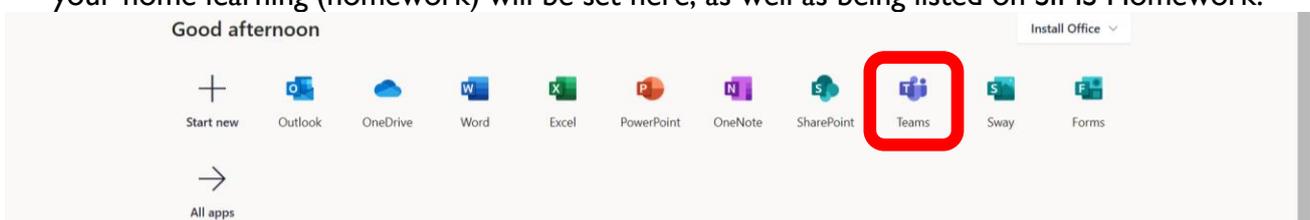
1. Visit the TMCS website (<http://www.magnacarta.surrey.sch.uk/>), then click on Office 365.



2. Enter your **School email address** (unless your log in details have been saved from a previous session). This will be the first letter of your first name, then your surname, then the year you joined the School – for example if Andy Student joined Year 7 in September 2020 their log in would be: astudent20@magnacarta.surrey.sch.uk.

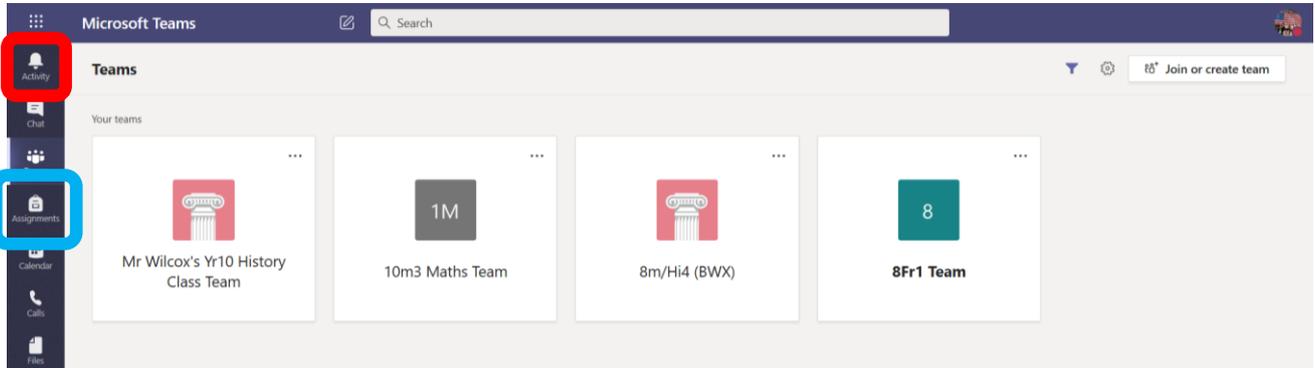


3. Enter your **School IT account password**. This is the one used to access your Office 365 account and Outlook for reading your School emails.
4. **Click on Teams**. Here you will find a Team for every class you have on your timetable. All of your home learning (homework) will be set here, as well as being listed on SIMS Homework.

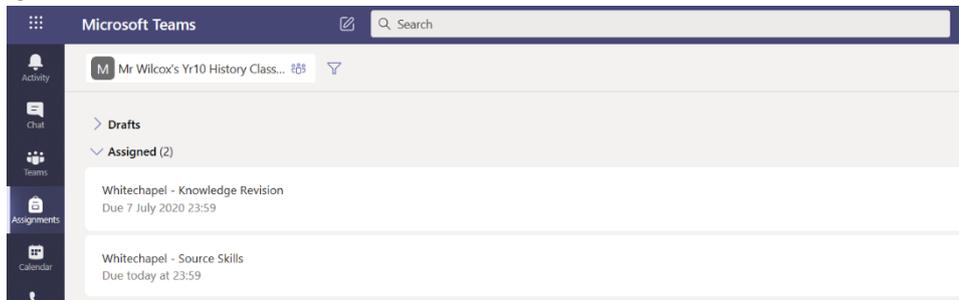


How Do Students Complete Distance Learning on Teams?

1. Follow the instructions on Page 1 to open Teams, or download the app to your device and access your Teams. There will be a Team for each class on your timetable.



2. All home learning (homework) will be set using Teams, in addition to remote teaching should a bubble be sent home or if there is a lockdown. Every time a teacher sets you an activity you will receive a notification in the Activity section (red box above). You can also click on the “Assignments” button (blue box above) to see all of the activities set for you that need completing – see below.



Please note teachers will also set activities in their class Team for your group to see – you should check there also if you think work has not been set.

3. **Simply click on an assignment to read your Teacher's instructions and complete the activity.** Everything will be saved automatically and it will be ready for your Teacher to check your work electronically.

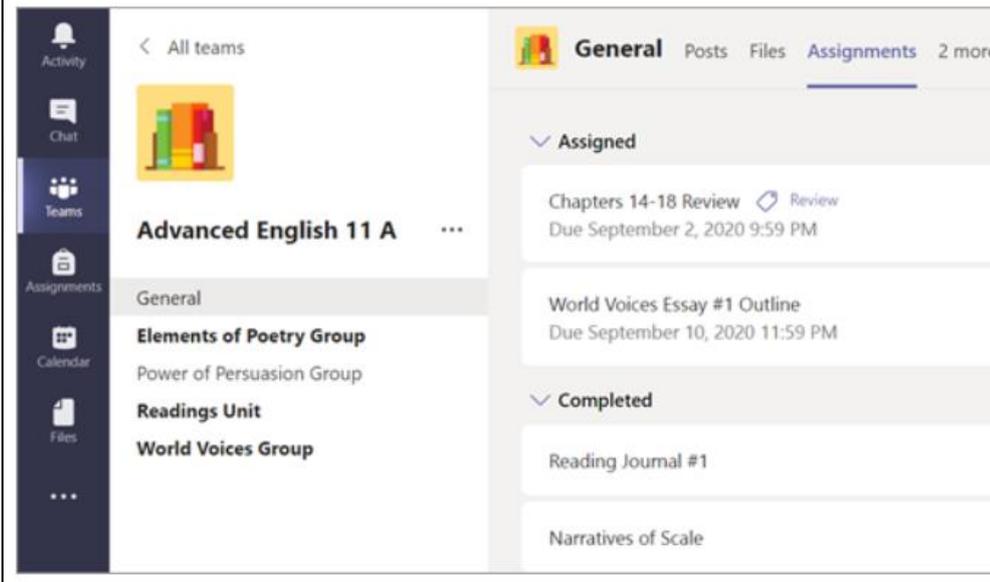


The screenshot displays the Microsoft Teams interface. At the top, the header shows 'Microsoft Teams' and a search bar. On the left sidebar, navigation icons for Activity, Chat, Teams, Assignments, Calendar, and Calls are visible. The 'Assignments' icon is highlighted. The main content area shows a 'Back' button, the assignment title 'Whitechapel - Source Skills', and a due date of 'Due today at 23:59'. Under the 'Instructions' section, the text reads: 'Read through pages 1-10 of the attached PowerPoint and complete all activities on those pages.' Below this, a note states: 'If you would rather print the booklet and complete that way, please send me photos or a scan of your completed work.' The 'Student work' section contains a file named 'Whitechapel Detailed Revision Guide.pptx' with a three-dot menu icon to its right.

How Do Students Complete and Upload Assignments?

1

Navigate to the **General** channel in your class, then select **Assignments**.



Assignments in Teams are simply activities set by class teachers.

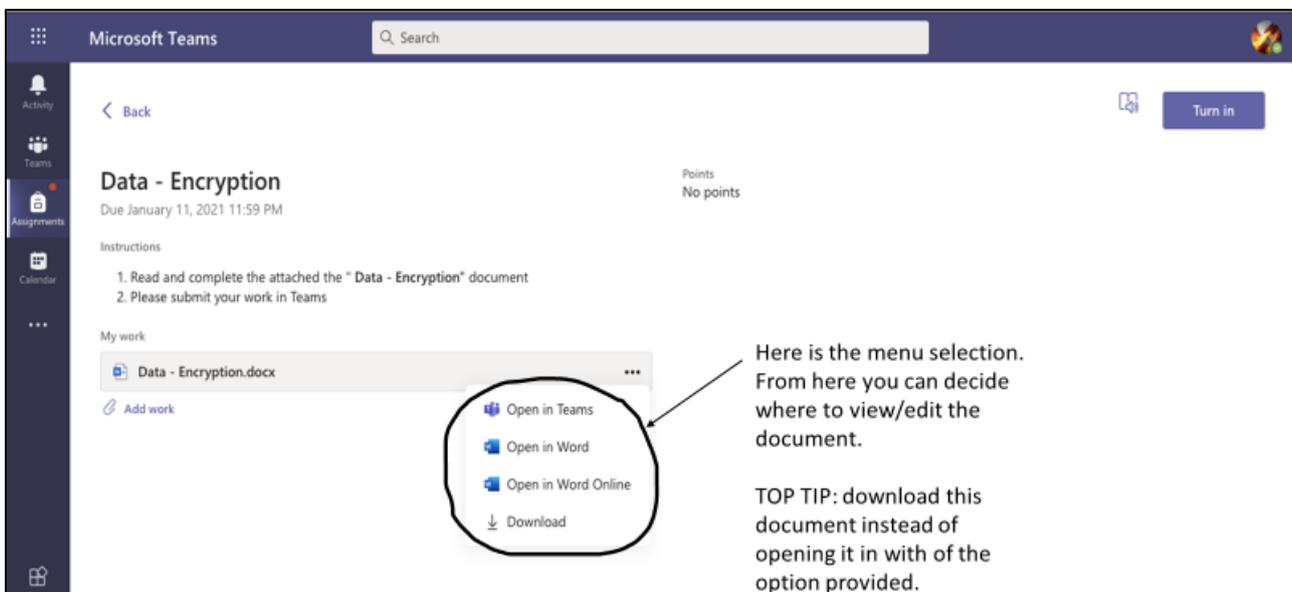
Activities set to complete at home will either be uploaded as Assignments (as explained here), or shared via each class Team.

Please check in your specific class Team if you do not have an Assignment set for a lesson.

2



3



4

Once you open the online version of Word there should be a button that looks like this



Once you click that button it should pop up with your downloads folder. Select the document and open it.

Today	Date Modified	Size	Kind
Data - Encryption.docx	Today, 16:55	733 KB	Word...ocument

5

Data - Encryption
Due January 11, 2021 11:59 PM

Points
No points

Instructions

1. Read and complete the attached the "Data - Encryption" document
2. Please submit your work in Teams

My work

Data - Encryption.docx

Add work

Once you complete your work you don't have to save as it will do it automatically for you.

Once you're finished with your work and want to submit it you can press the add work button.

6

OneDrive

Title	Modified
Email attachments	May 24, 2017
Attachments	May 24, 2017
Presentation2.pptx	Today
Lesson 16 Shard Article.docx	Jan 7, 2021
Lesson 16 Shard Article Questions 13-22.docx	Yesterday
Lesson 16 Shard Article Questions 1-12.docx	Jan 7, 2021
Data - Encryption.docx	Today
8 MARK QUESTIONS.pptx	Jan 7, 2021

Once you found your document you can press the attach button to upload your work.

If you did option b you can press the upload from this device and upload the completed document from your downloads.

Upload from this device

Cancel Attach

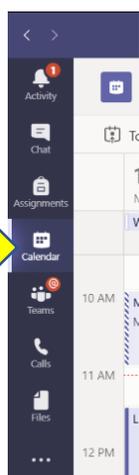
Many thanks to Ahad Patoary for explaining this from a student's perspective.

How Do I Engage with Live Lessons?

	When a Student is Isolating at Home	A Bubble or Bubbles of Students Are Studying at Home	When Year Group or Multiple Year Group Bubbles are Studying at Home
Teacher Expectations	<ul style="list-style-type: none"> Lesson resources will be uploaded on MS Teams as close as possible to the normal lesson time. Monitor completion of activities in line with the Assessment and Feedback Policy. 	<ul style="list-style-type: none"> If part of a class bubble is sent home: activities will be uploaded to MS Teams. If a whole class bubble is sent home: lessons will be taught as described in final column (see right). The school will confirm details in either case via ParentMail. 	<ul style="list-style-type: none"> All lessons will be taught via MS Teams, with live support for students throughout each timetabled lesson. Messages/emails sent outside of lesson time will be responded to as swiftly as possible. Each lesson will last for 45 minutes and focus on key activities. Teachers will include a verbal introduction <i>if</i> it is needed and beneficial to the lesson. This could be a live introduction, explanatory video or narrated resource. Teachers will acknowledge students' completed work, giving Achievement Points as appropriate, and follow the Assessment and Feedback Policy. To raise poor engagement in Teams lessons with students and parents, before liaising with Heads of Subject/Faculty.
Student Expectations	<ul style="list-style-type: none"> To check for activities uploaded to MS Teams in each class Team Hand in work set in line with the instructions given on the task. Seek support via email to the class teacher and/or the class Team (on MS Teams). 	<ul style="list-style-type: none"> To check for activities each day in each class Team on MS Teams. ...or follow the expectations in the final column (see right) if a whole class bubble is sent home. Hand in the work in line with the instructions given on the task. Seek support via email to the class teacher and/or the class Team (on MS Teams). 	<ul style="list-style-type: none"> To try and be in each class Team during lesson time and follow the normal school timetable. <i>Students should not just be checking for assignment notifications – work may be set in each class Team instead.</i> If it is not possible to work during lesson time, to keep up with all activities set and seek support from the class teacher, Tutor or Progress Lead if needed. To use the “hands up” function and chat functions to seek support from the class teacher and peers. To use headphones throughout lessons on Teams. To use the Teams help guides on the school website if needed, rather than asking teachers for IT support. To follow the TMCS Behaviour Policy at all times whilst studying at home and working in Teams. Students will be muted then removed from lessons on Teams if needed.
Parents can support this by:	<ul style="list-style-type: none"> Encouraging their child to check MS Teams for activities set. These will be in each individual class Team as per their timetable. Ensuring their child stays up to date so that they are ready to re-join their classes when it is safe to do so. 	<ul style="list-style-type: none"> Encouraging their child to check MS Teams for activities set. These will be in each individual class Team as per their timetable. ...or if a whole class bubble is sent home, encourage their child to join the live lesson on Teams. If this is not possible, ensure all activities are completed as soon as possible. Ensuring their child stays up to date so that they are ready to re-join their classes when it is safe to do so. 	<ul style="list-style-type: none"> Helping their child to join each class Team during timetabled lesson times, <i>or</i> to ensure activities are caught up at a more suitable time. To contact the school immediately if their child does not have access to the IT required. Parents should not “attend” the Teams lesson or use their child’s Office 365 account. If needed, to remind their child that activities will be set in the specific class Team and not always as assignments. Please check this carefully before contacting the school. Recognising that completed work will be acknowledged and receive Achievement Points as appropriate, but feedback (rather than marking) will be provided on key assessments only in line with the TMCS Assessment and Feedback Policy. Recognising that things may not go perfectly in our teaching through Teams: IT issues, teachers’ personal circumstances, childcare and providing keyworker provision could have an impact for example.

Please note webcams must not be used by teachers or students. Teachers will determine the use of student microphones in each Teams lesson.

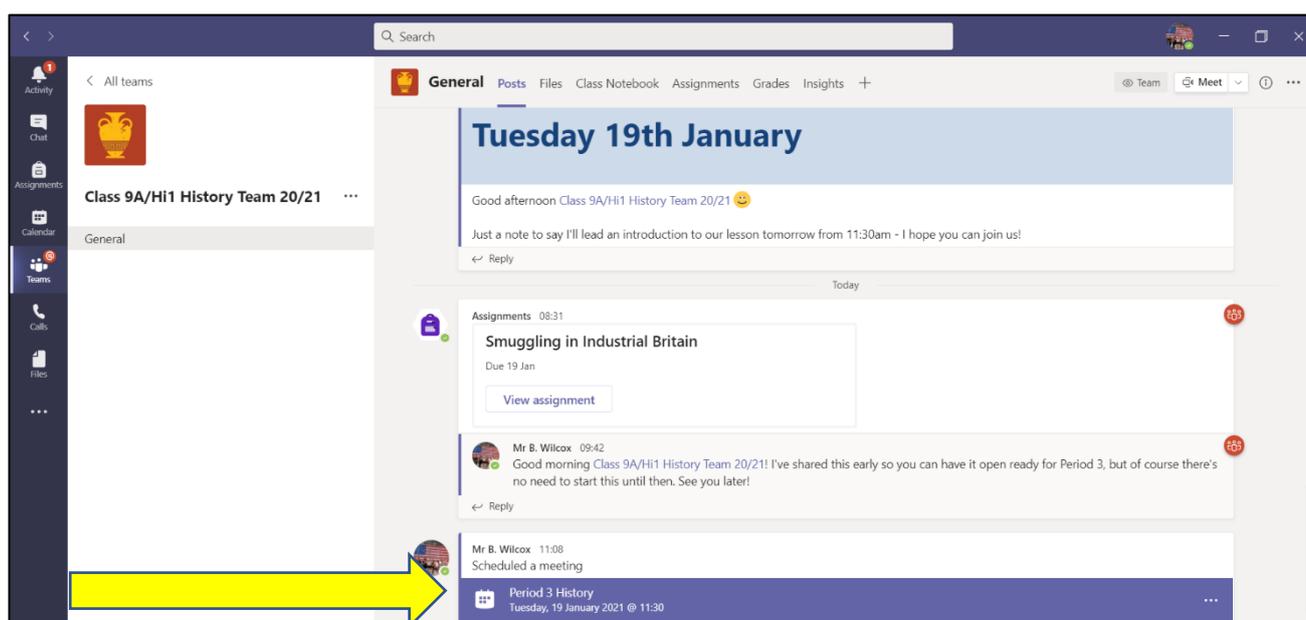
How Do I Join a Live Lesson?



Simply follow your normal school timetable, ideally during scheduled lesson times when your class teachers will be available live on Teams. You will be able to join your class teacher during lesson time in your class' Team.

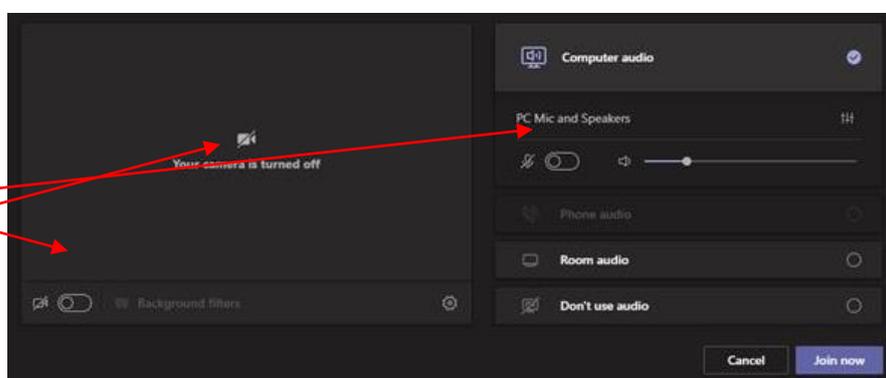
When your class teacher feels a verbal introduction will help learning in the lesson, they will arrange a "meeting" for you to join at the start of the lesson.

If your teacher has arranged a meeting for your class, where they will present a verbal introduction, you will be able to join the meeting in the Calendar tab (see left) or in the specific class Team (see below).



When you click on the blue bar above to join a meeting you will see this screen (right).

Make sure you have turned off your webcam and muted your microphone – webcams are not used in live lessons at TMCS, and your teacher will decide how you can contribute to the lesson.



Students can always use the chat bar, whether in a live lesson or not, along with emailing the class teacher if needed.