Introduction to Microsoft Teams

We have been working to get as many lessons as we can online for each subject area across the school which we are looking to start to launch next week. We have chosen Microsoft Teams to provide lessons to our students and much of this decision is around the rapid adaption that Microsoft has done and continues to work on, to make this a safe environment for students. As with anything technological setting this up takes a little time and patience, we are aiming to run sessions for Year 7-9 students to start with running for about 20 minutes and try to get as many students to connect as possible through their smartphones, tablet computers, laptops and desktops as we can. This element is very much about the taught part of the lesson with an opportunity to ask questions, followed by an activity or assignment set online.

What is Microsoft Teams?

You may have seen the adverts on TV or maybe someone at home is using this software for work at the moment. Microsoft Teams is a 'collaborative' tool which means it allows you to work together in a 'team' in various ways – we are viewing a 'team' as a class in school. So for each class you will have a team channel and lessons will be provided to that class.

Opening/Downloading Teams

These are the steps to opening Microsoft Teams, I have included several options for you dependent on your working practices and available devices.
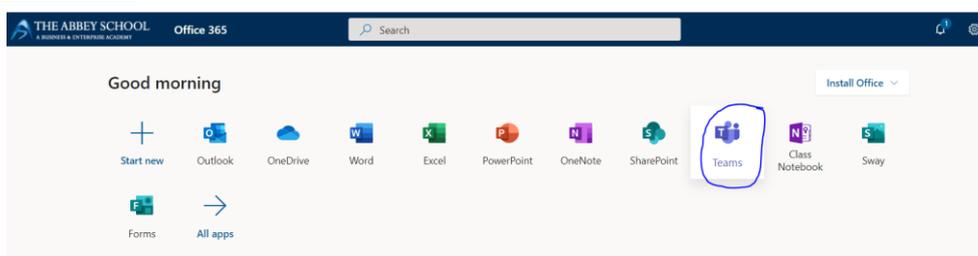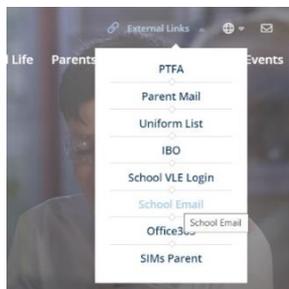

Option A:

On the school website www.abbeyschoolfaversham.co.uk go to **external links** and click on **Office 365**

You may be prompted to enter your **school email** and **password**

You will find the whole **Office 365** suite here – you may be prompted to put in your school email and password to open this. Click on the **Teams** logo to take you into Microsoft Teams.
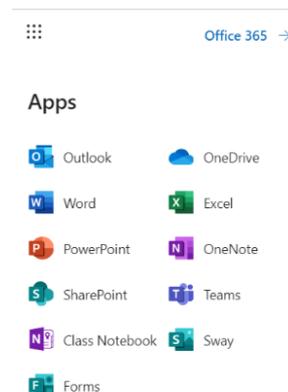

Option B:

On the school website www.abbeyschoolfaversham.co.uk go to **external links** and click on **School Email**

In the top left hand side you will see the 'waffle' (shown on the left here) - click on this to get the drop down menu

You will see the **Teams** logo on the Apps list click this to take you into Microsoft Teams

Option C:

You can download the **Teams** app, you can do this through your mobile device or laptop/desktop. It is quick to set up using your school email and password so it is all linked for you. I find this helpful as it runs on my desktop during the day and I can 'check in' on my calendar each day as to what classes I may have.

The Teams Environment

You will get slightly different views of Teams depending on your device but there are 5 main features that run <u>down the side</u> or <u>along the bottom of your device</u> – these are: **Activity**, **Chat**, **Calendar**, **Assignments** and **Teams**.

Activity - This is a running log of what is going on across all your teams, so any uploads by teachers or changes made in any of the teams (classes) you are associated with will be in here for you to keep up to date. This means you can access everything in a historical order from here including files that may help you with your work.

Chat – This is a chat applet for you to have conversations with individuals or groups of people of your choosing. You can also see files that person has shared and keep a log of ongoing discussions. Please abide by our normal school rules, this chat area is for work topics in that class only – not for personal discussions.

Calendar – This is where you will see **the schedule of lessons for you**. This is the easiest view to **Join** a meeting which in our case is a lesson. You will have an ordinary calendar view – each lesson will show on here as a rectangle at the time the class is set for. This does mean keeping an eye on the time and being organised to join when the class is about to start. You will find if you have your email open a little reminder comes up for you. This can be handy and you can click that message and join from there too.

I can click on the item on my calendar and the following screen will appear – note the **Join** button at the top so I can connect to the meeting.

Assignments – this is a really clever tool that we are not expecting staff to use at the moment, we are hoping to pick up on this soon to connect your online lesson with your assignments so everything is in one place for you.

Teams – So here is the main area showing the teams I belong to. You will see a mix here of departments and classes as I am a teacher.

Your view would show all your classes so you can explore these areas. The **Heads of Learning & Subjects** are organising these as your class spaces. Your teachers can post other links and files here too.
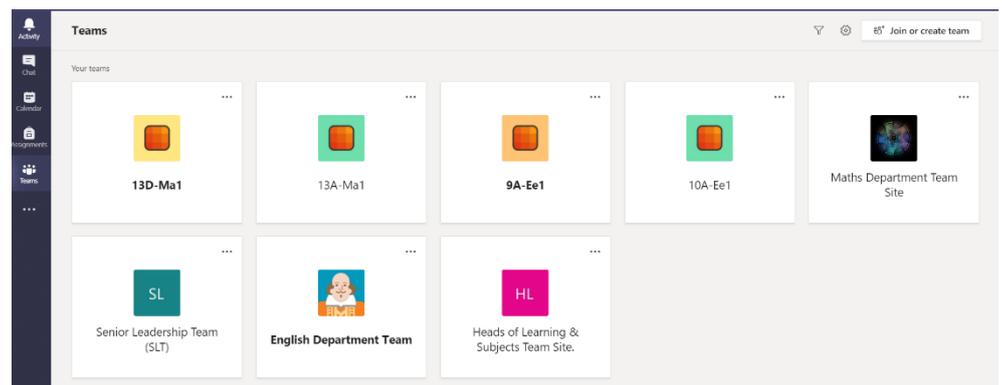
Under **General** is a list, these are called channels and for each we can run a thread so for instance this may be different topics or parts of a course. At the top you will see **Posts** you can all post on here queries and questions relating to the subject and anyone in the group can respond and support. Using the **@** symbol you can mention staff and the system will notify them you have left a post.

Taking part in a meeting (lesson) – Years 7-9

You will need to look at your calendar and click the Join button to be in the meeting (lesson). You can also join a lesson by using the link email sent to you by your teacher. Using Teams you will need to follow our usual rules around ICT (our Acceptable Use Policy) but also you need to be sensitive about other people using this programme. You will need to follow rules when you join a class to make that class work well over the internet. This will mean joining a class and turning off your video and microphone. If you want to ask a question click the 'raise your hand' icon on the taskbar. Only switch on your microphone when asked to by your teacher. This means that the lesson will run smoothly.

I have asked the staff to share a slide with you as you enter each class, this will set out the rules and explain the buttons on the taskbar. I have included a guide from Microsoft for you as well in case you want to look into anything further.