

Microsoft Teams – A Student Guide

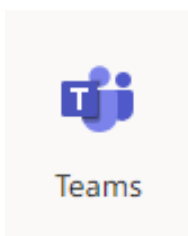
There are two methods of logging into Microsoft Teams from home.

- 1) Using any supported web browser (Quickest method)
- 2) Downloading and installing Microsoft Teams (Recommended option)

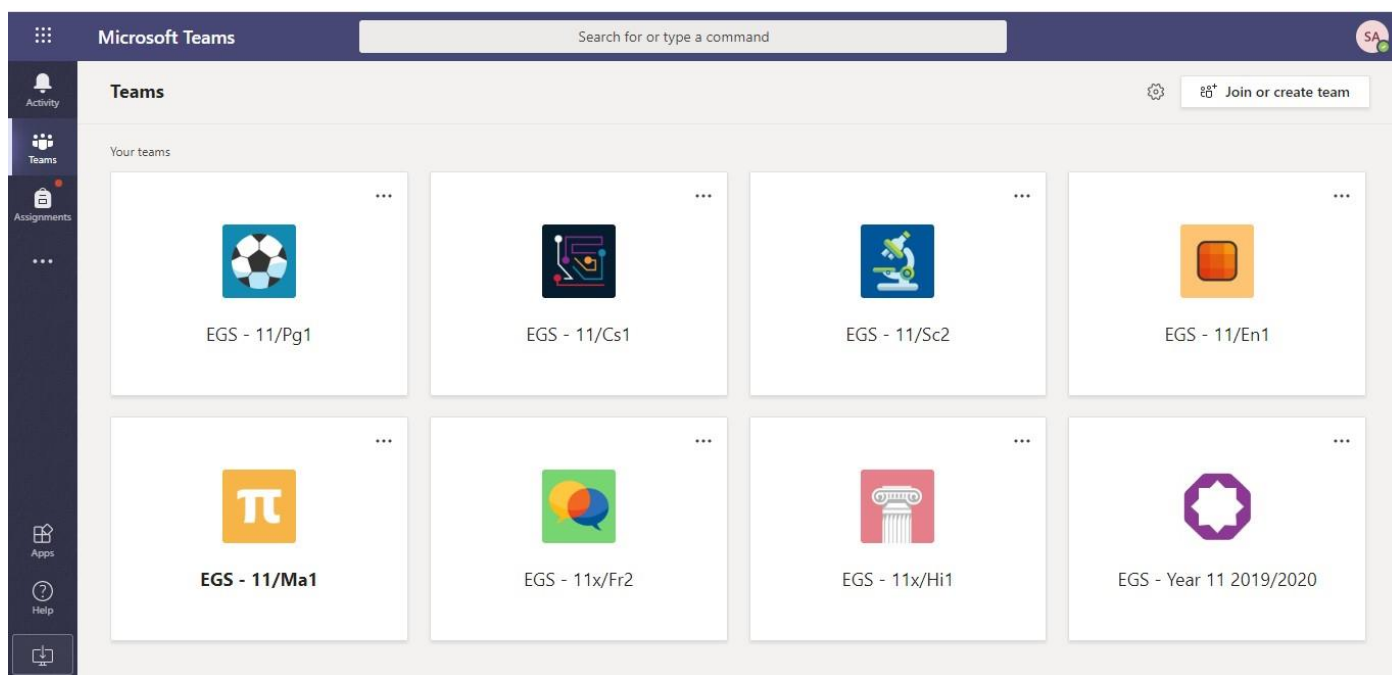
Web Browser

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to <https://portal.office.com> and logon using your school e-mail address and password i.e. 22jsmi12345@stb.bwcet.com and using the password to access the computers in school. Passwords between your school computer account and Office 365 are sync'd.

Once logged in, click on the Teams icon to load up Microsoft Teams in the browser.



You should now see Teams you are part of as per your normal school timetable. A 'Team' site has been created for each of your subjects.



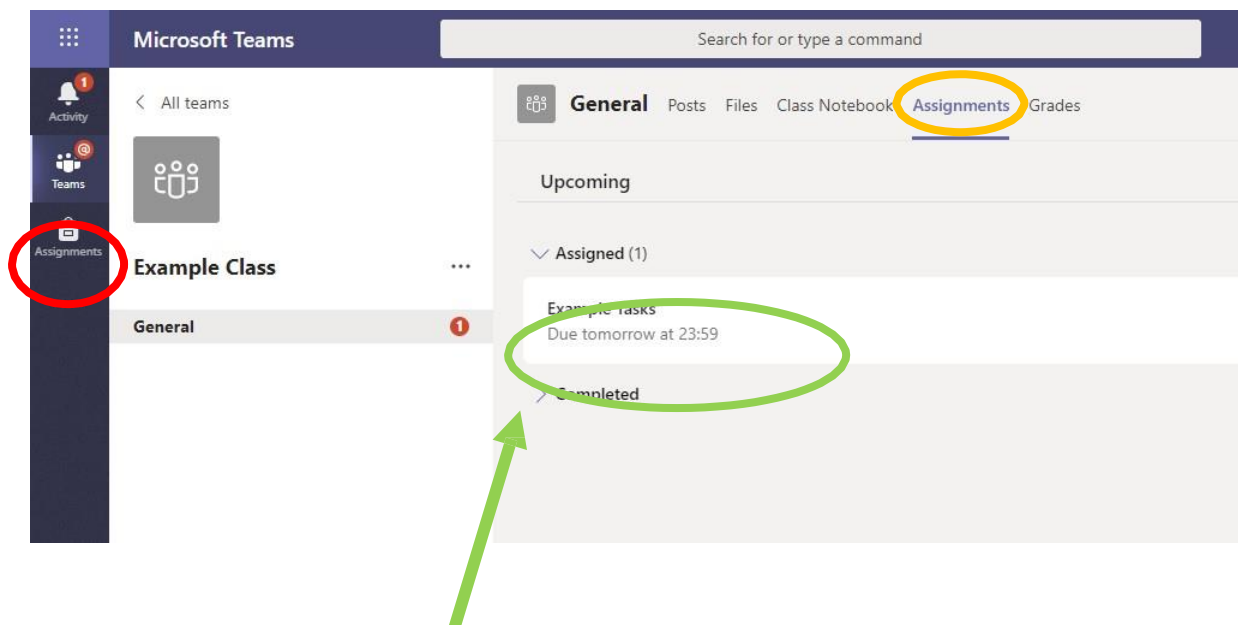
(Optional) Install the Teams App

If you have a Windows PC or Mac you can also download the Microsoft Teams App from the following link - <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Microsoft Teams is also available as an app for Apple iPhones, iPads and Android devices. This can be downloaded from either the App Store or Google Play store. After installing onto any of the devices above, you simply logon again using your school e-mail address and password i.e. 22jsmi12345@stb.bwcet.com

Assignments / Homework

Your teacher will set assignments for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



Click on the assignment to access the task. Your teacher will have provided any documents you require with detailed instructions on the task to complete.

You can upload work via the + add work button, click on the add work link. You can add a document that you have already been working on, or create a new document online. Your teacher will have given you some instructions on how and when to submit your work. You can also complete the work online and submit that way.

General Posts Files Class Notebook Assignments Grades

Back

Hand in

Example Tasks

Due tomorrow at 23:59

Points
No points

Instructions
Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

My work

+ Add work

OneDrive

+ New File

Link

Teams

Upload from this device

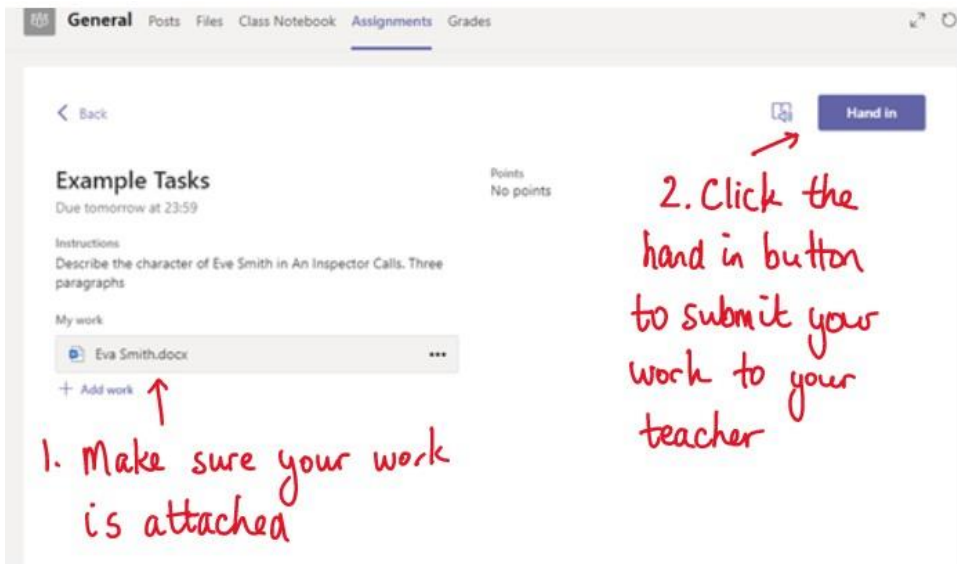
Use this button to start a new file to complete your assignment.

Use this button to upload a file that you have saved on your computer

OneDrive

✓	📄	Name	Modified
	📁	Attachments	13 Oct 2017
	📁	Notebooks	15 Sep 2018
	📄	Computers.pptx	8 Jun 2018
	📄	Design.pptx	14 Feb 2020
	📄	Edex_Comp_Sci_GCSE_7210 (1).pptx	20 Apr 2018
	📄	Network protocols.pptx	8 Jun 2018
	📄	Presentation.pptx	3 Jul 2018
	📄	Template.docx	14 Feb 2020
	📄	python.py	14 Feb 2020

Cancel Attach



Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

When a teacher has looked and fed back on your work you will be able view the feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, if necessary, before handing it in again via the Hand in button.

