



Ken Stimpson Community School



Microsoft Teams Guide for Students

Version 1 – June 2020

1. How to access Microsoft Teams

To access teams, you first need to download the Microsoft Teams app. You can do this by going to <https://teams.microsoft.com/download> or by searching for “Microsoft Teams” on your mobile phone’s Appstore.

Alternatively if you are unable to install applications you can access Teams via any web browser by going to <https://teams.microsoft.com>

2. Logging into Teams

To log in to teams, you will need your school email address and password. Your school email address is the year you started Year 7, your full surname and initial of your first name followed by @kscs.org.uk

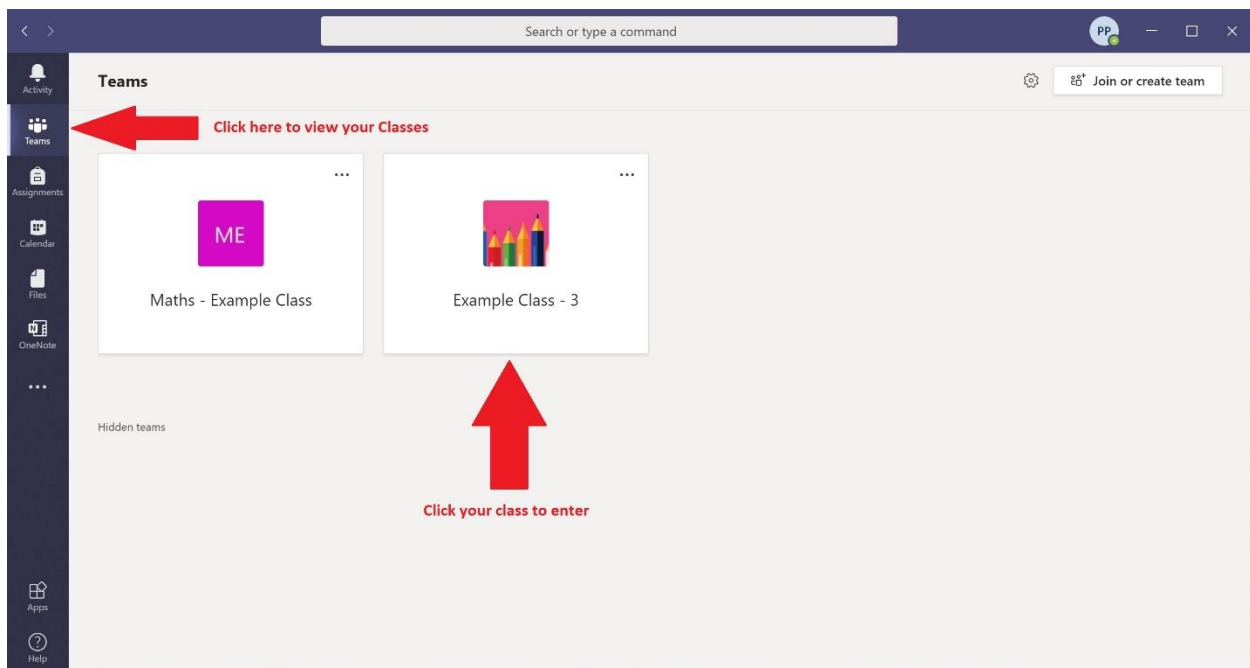
For example: - Peter Parker who started Year 7 in 2019 will be

19ParkerP@kscs.org.uk

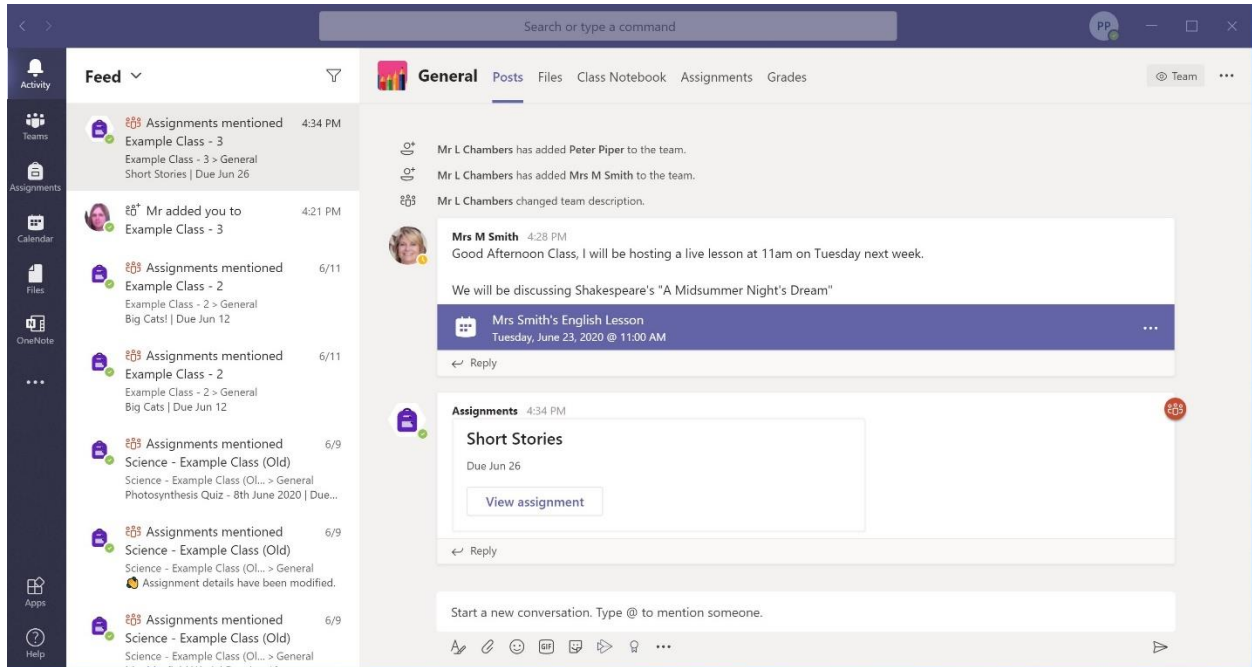
3. Viewing your classes

Once you’ve signed in, you can view all your classes by click on the “ Teams” icon on the left hand side of the app.

Click on a class to enter.



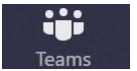
4. Class Overview



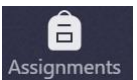
App Bar



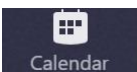
The activity App is where you will find notifications, such as mentions, replies & assignments. This will display a red icon when any unread notifications are viewable



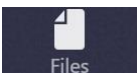
The Teams app will take you back to the main team's page



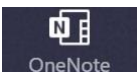
If your teacher has set any assignments in teams you can see them all here



Calendar allows you to view your full outlook calendar from within teams. If your teacher has scheduled any live lessons, you will see these here.



Files Shows you all your files stored within teams & allows access to your "OneDrive" files



OneNote allows you to access your own personal class notebook

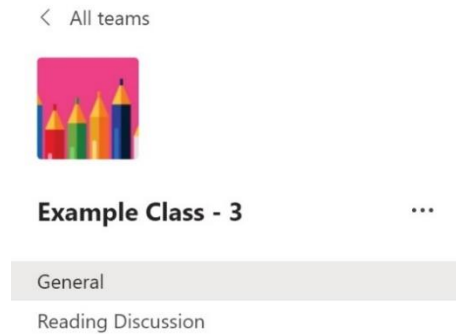
Search Bar

Search bar allows you to search all teams for messages & files, including your OneDrive storage



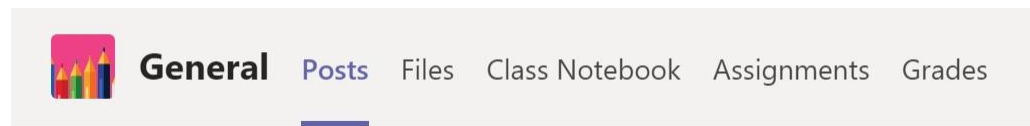
Channels

Each team is split into “Channels”- Most of the time you’ll use the “General” channel, but your teacher may add additional channels if they wish to



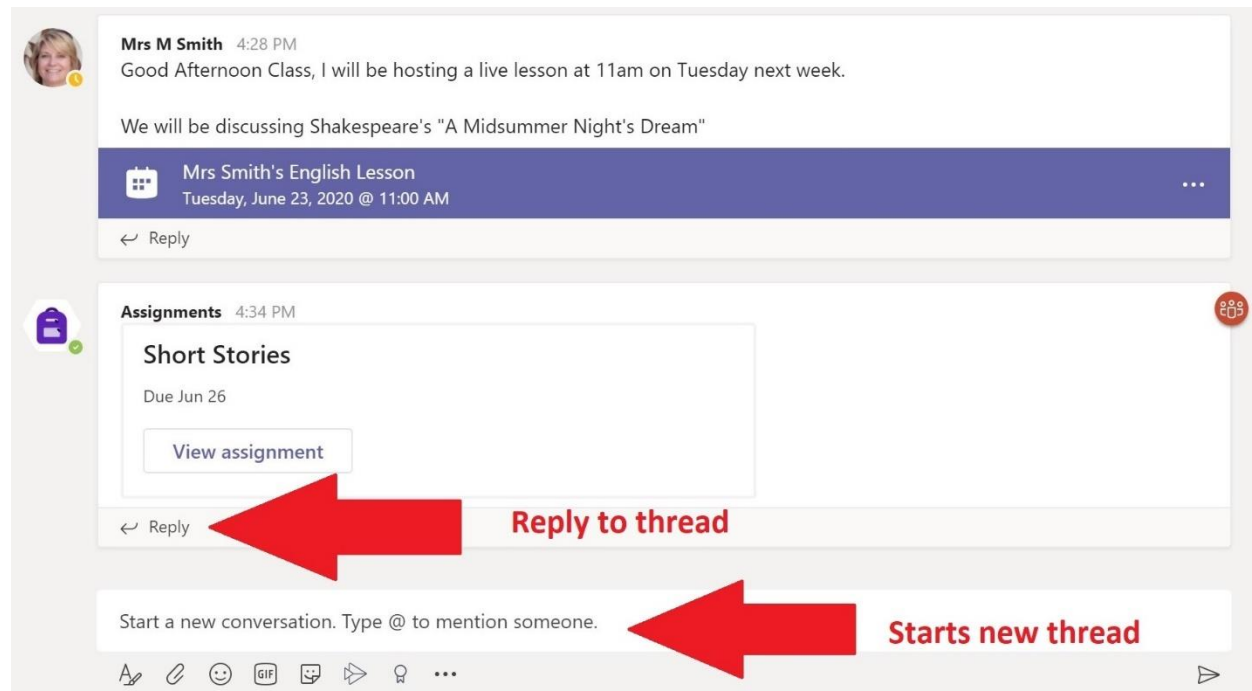
Tabs

Each Channel will have different tabs, depending upon the features available within that team, such as Posts, Files, Class Notebook and Assignments



Main Window

The main window shows all the posts within a channel. Posts are sorted into “Threads” so you can reply to an existing “Thread” or start a new one by clicking “Reply” or typing in the “Start a new conversation”



5. Assignments

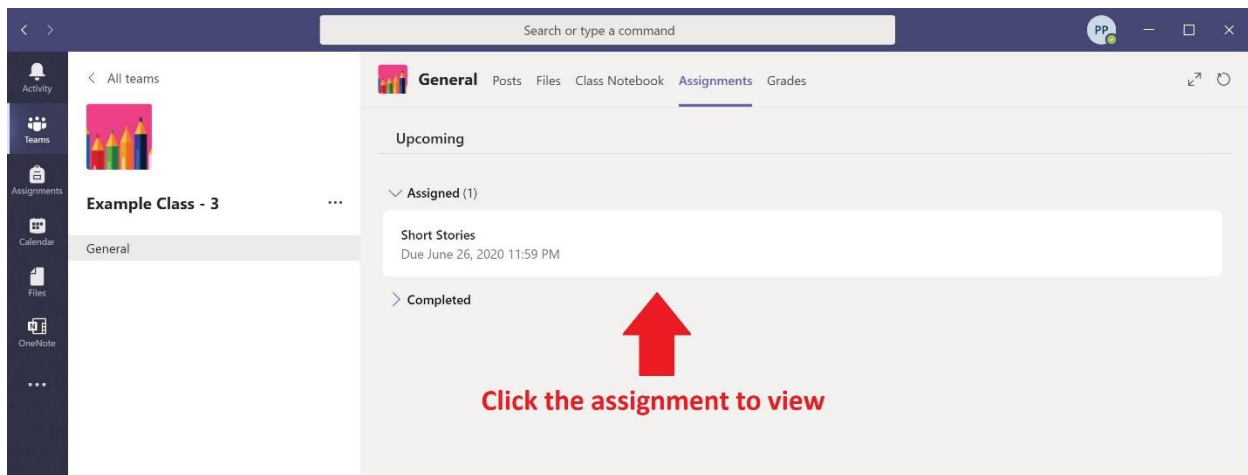
Viewing Assignments

Your teacher may set you assignments within Teams for you to complete. You will receive a notification when this occurs.

To view assignments, you can either

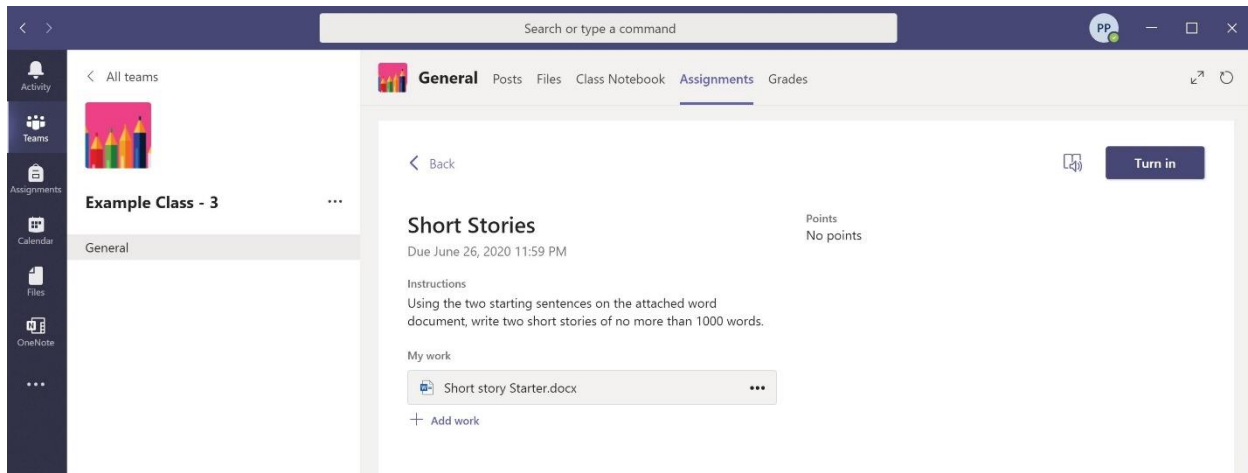
- Click the notification on the “Activity” app on the App Bar
- Go to the team and click on the “Assignments” tab
- Click on the “Assignments” app on the App bar and select your class

Once on the assignments tab, click on the assignment you wish to view.



You can then see the title of the assignment, the due date and time, along with instructions.

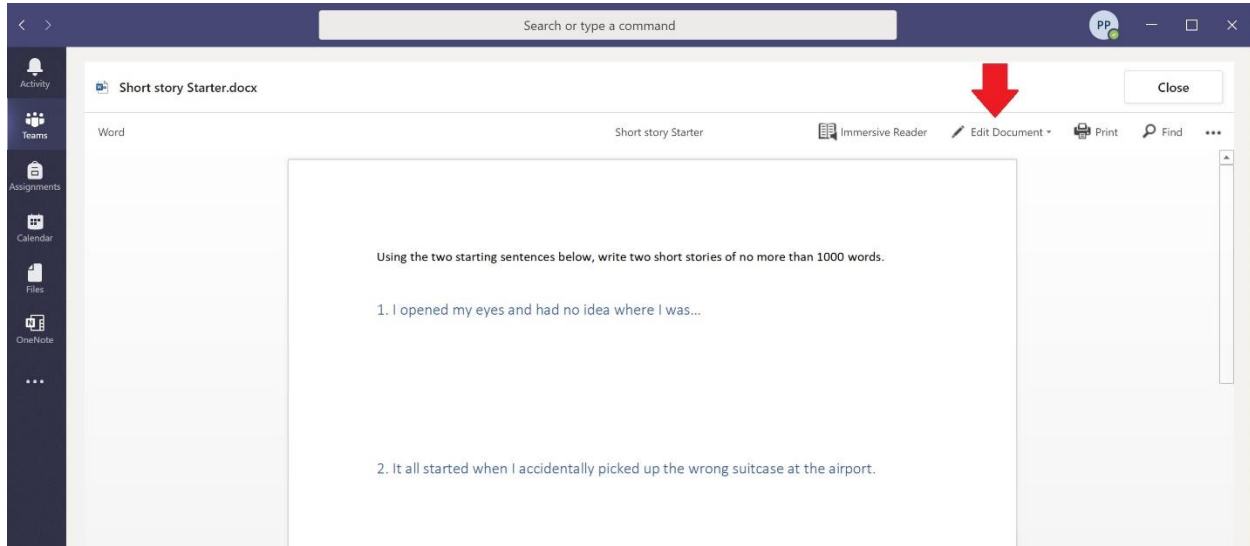
If the teacher has attached any resources for you, you will see these here.



Working on assignments and handing in

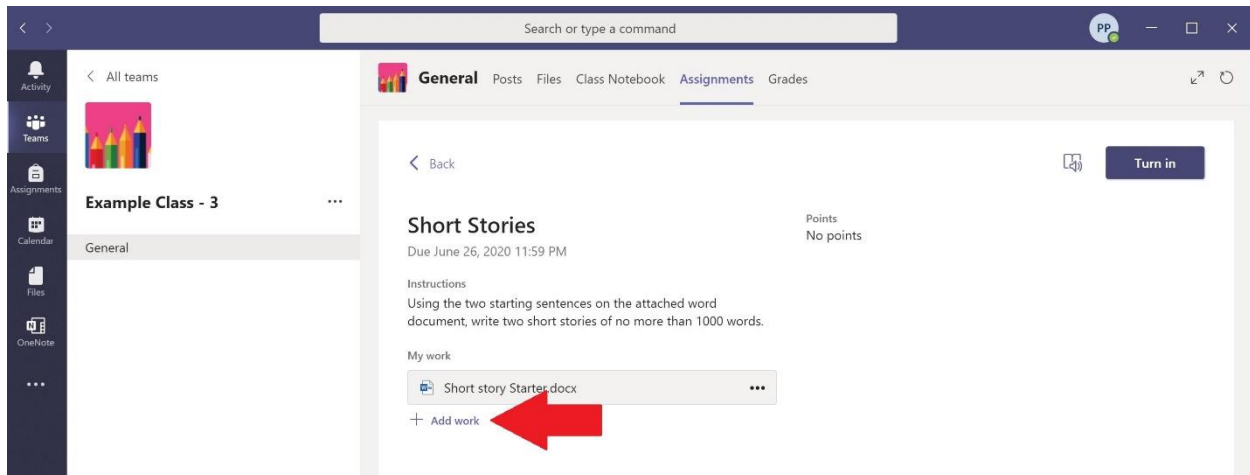
You can click on any document the teacher has uploaded to open it inside Teams.

To work on the document, click “Edit Document”



When you’ve finished, click on “Close” – The file will automatically save.

Alternatively, the teacher may ask you to upload your own extra documents to the assignment, which you can upload by clicking the “Add Work” button



This will then let you select an existing file from your OneDrive, create a new file or upload from your computer.

When you are ready to hand in your work, click the “Turn in” button



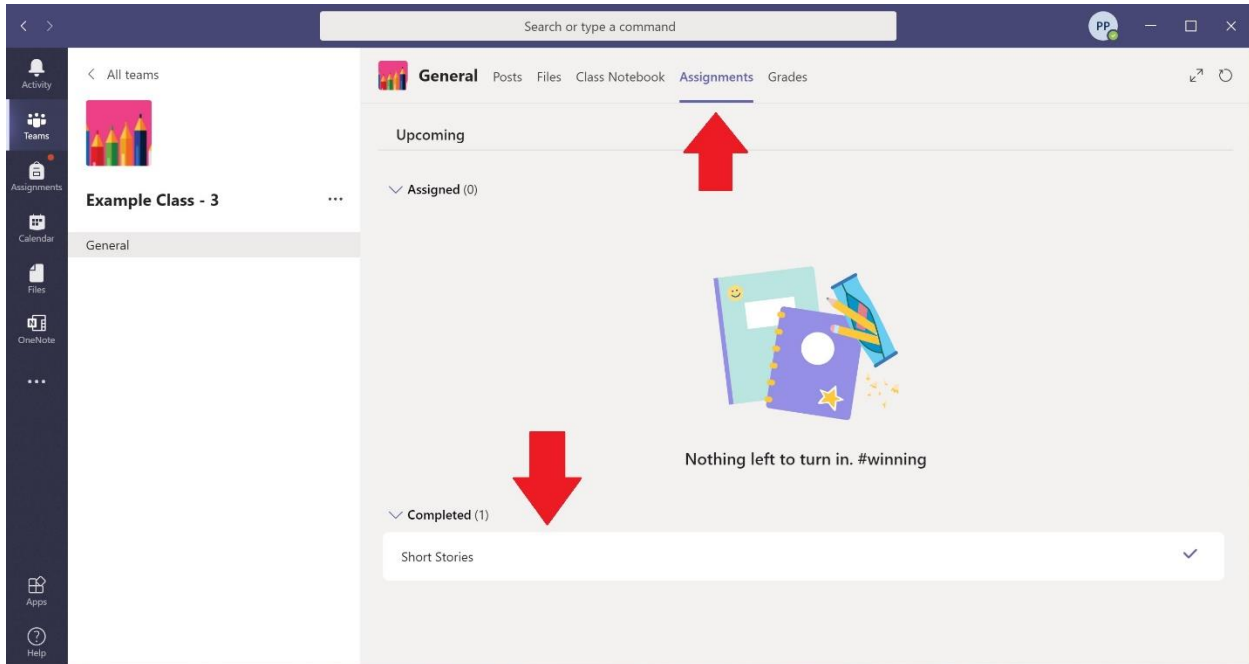
You’ll see a little animation to indicate a successful submission

Viewing Feedback

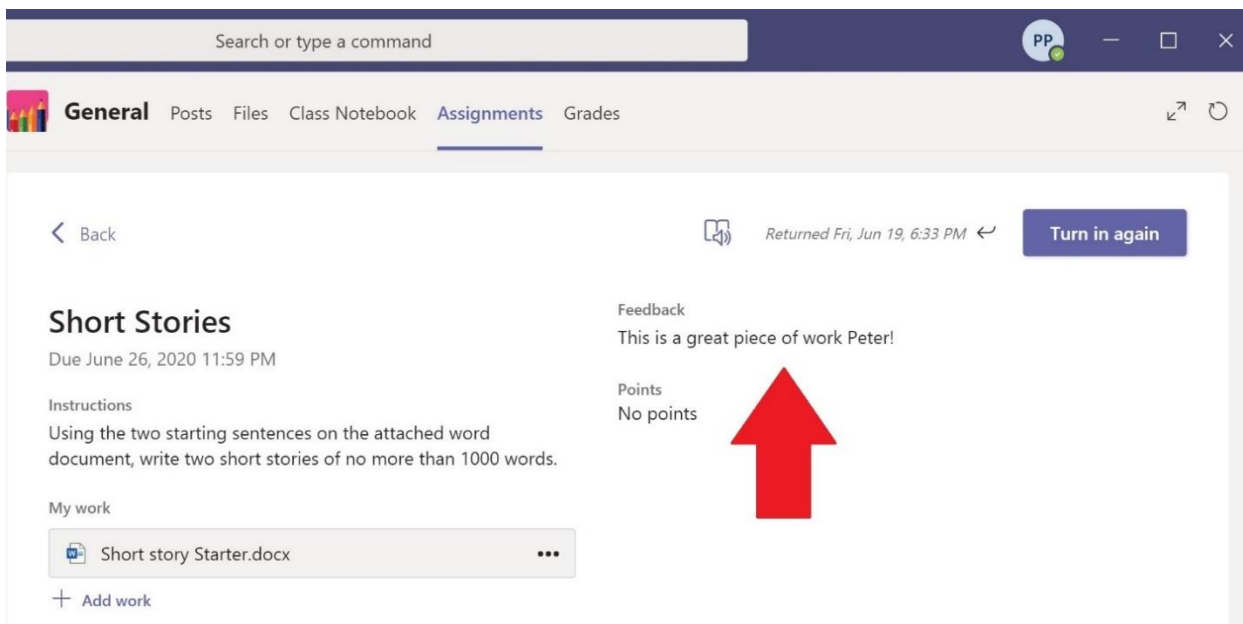
Your teacher may send you feedback on your work or ask you to make changes and hand in again. When this happens, you'll receive another notification under the activity tab.



Alternatively, you can go back to the team and select the "Assignments" tab – Then click "Completed"



You can then see your feedback under the assignment

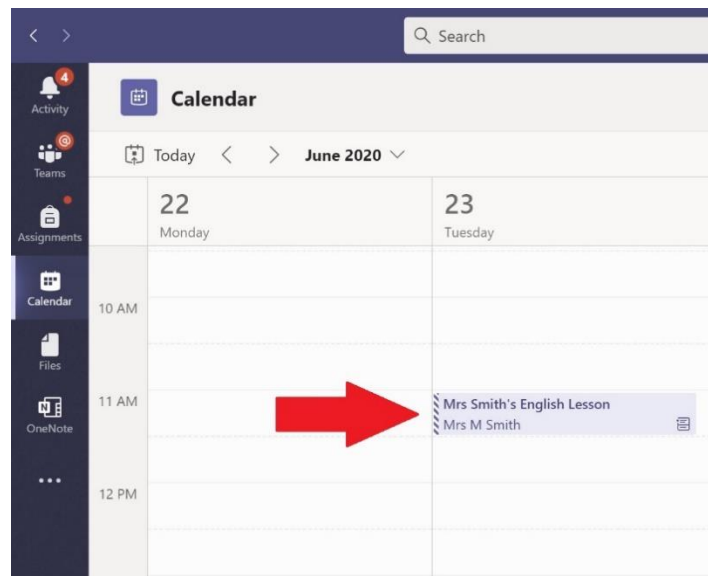
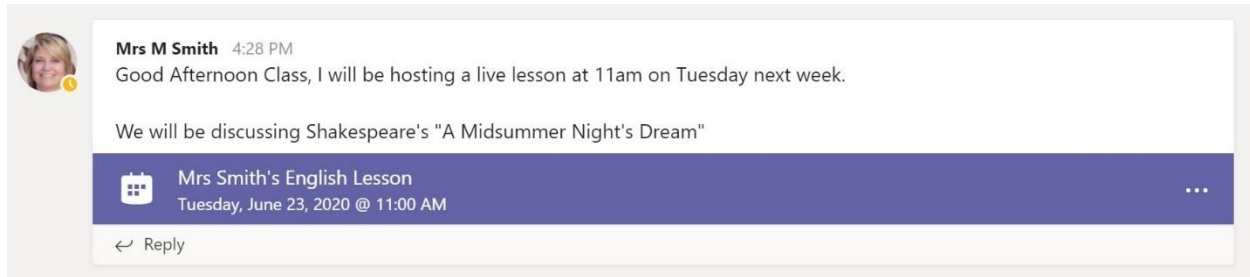


If your teacher has asked you to make changes, make the changes and click “Turn in again”

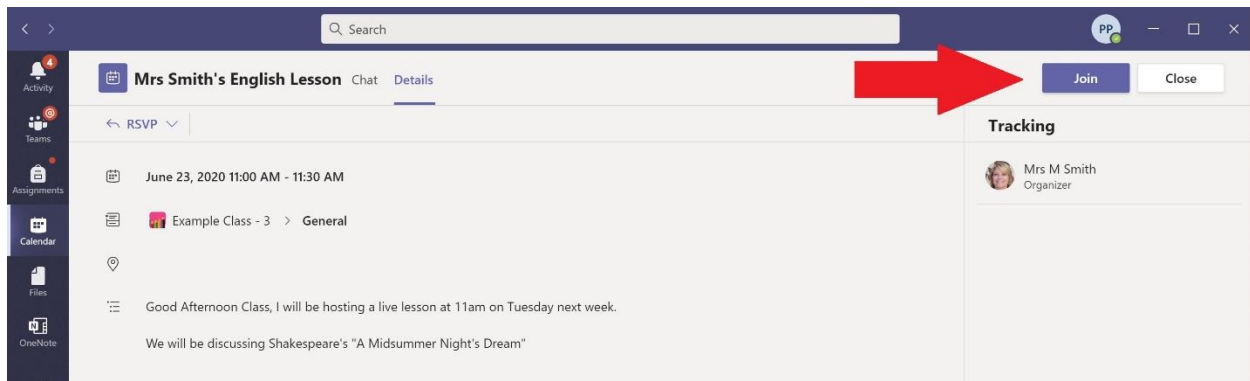


6. Virtual meetings and live lessons

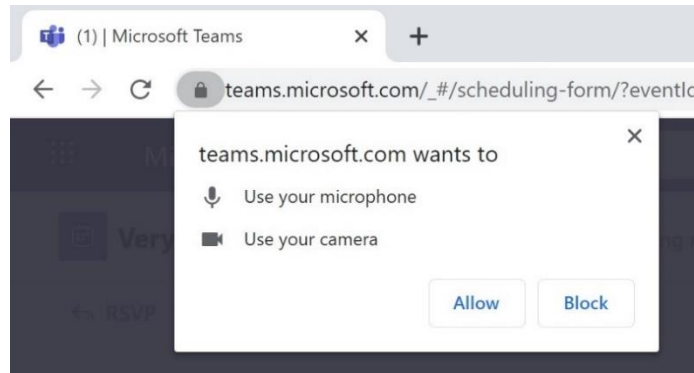
Your teacher may arrange to have a “Virtual meeting” or “Live lesson” with your class, which you will see within your class team and your Calendar.



Click on the meeting and select **Join**

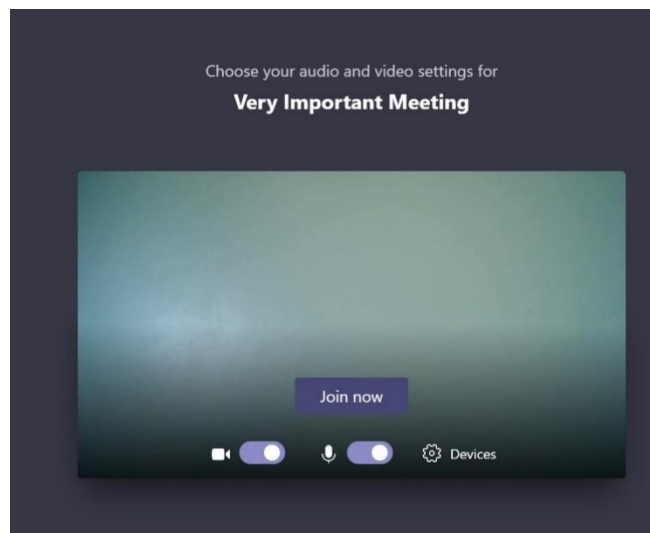


If your teacher has allowed the usage of Cameras/Microphones, Teams will ask for consent to use them



Select **Allow**

You will now see an image of your webcam. Adjust the image to suit and then press "**Join now**". You have the option of switching off your camera should you want to and it's always a good idea to start your meeting/lesson with your microphone switched off (You can switch it back on as required during the session)



You are now in the lesson and will see/hear other lesson attendees who have cameras/microphones active. Depending upon the lesson, your teacher may share a PowerPoint or other content with you from their computers.

If you don't have cameras active or would like to ask a question you can raise your hand and also use the chat feature. When you have finished the live lesson, click "Hang up"



Raise Hand

View chat

Hang up