



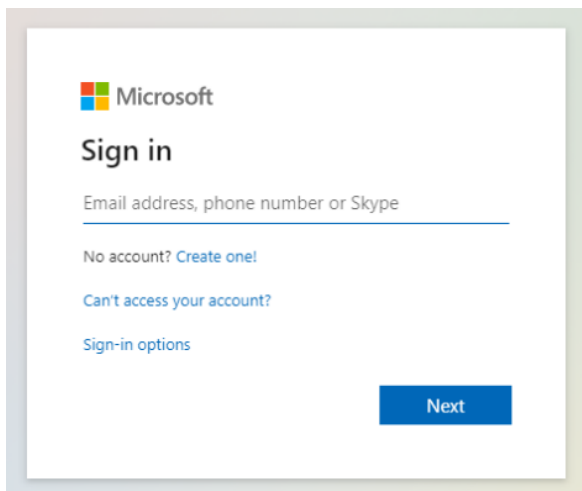
How to use Microsoft Teams

What is Microsoft Teams?

Microsoft Teams is a communication and collaboration platform for document sharing with live meeting/teaching features we have chosen to use for remote learning.

Step One: How do I access Microsoft Teams?

Each child at Featherstone Academy has their own Microsoft account, which would have been provided to you by your class teacher. To get onto Microsoft Teams you need to open your web browser and type 'Microsoft office 365' once you are on their you will need to login using your child's school email address and unique password.



Step Two:

When you log in you will see all of your applications you will need to access are on the left hand side:

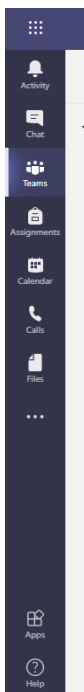


This Icon is where you can access student emails.

This Icon is where you will access **Teams**

Step Three:

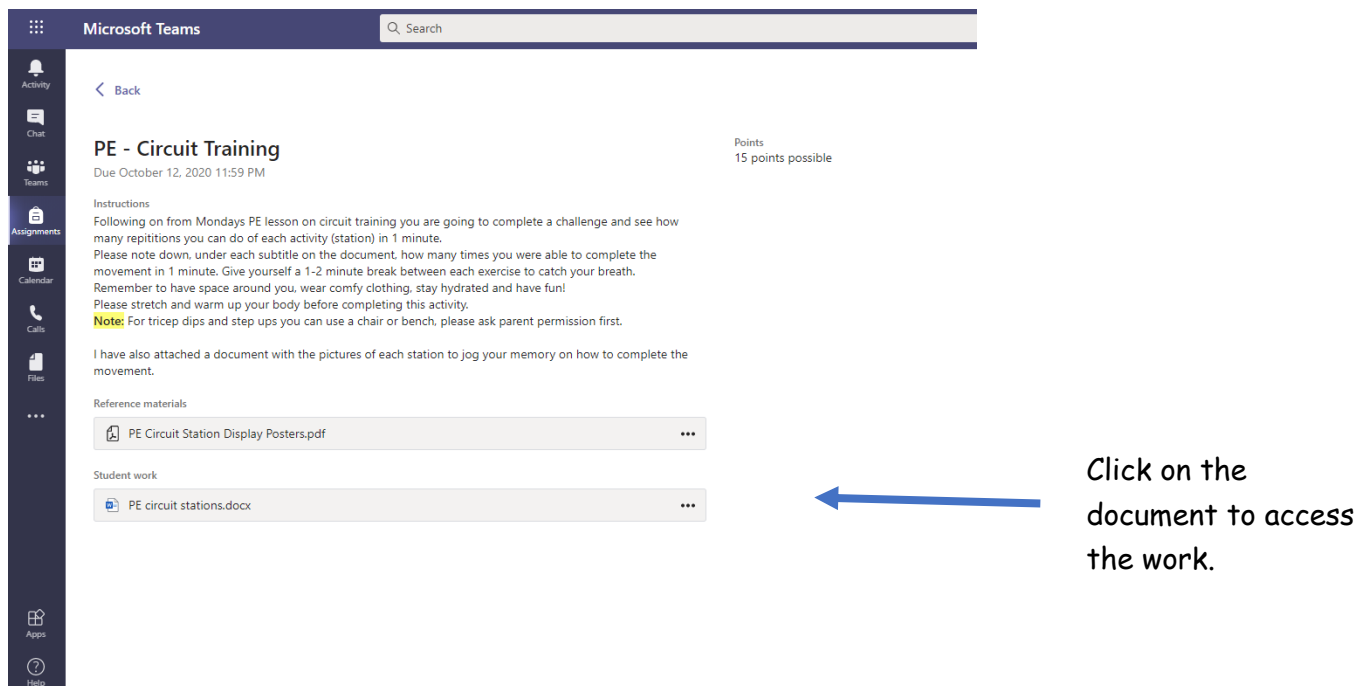
When you click on the teams icon, it will open a new window and this will ask if you want to use the web or app version. This is your choice, it will have the same features on either platform.



This Icon is where you will access the work your class teacher has set for the day

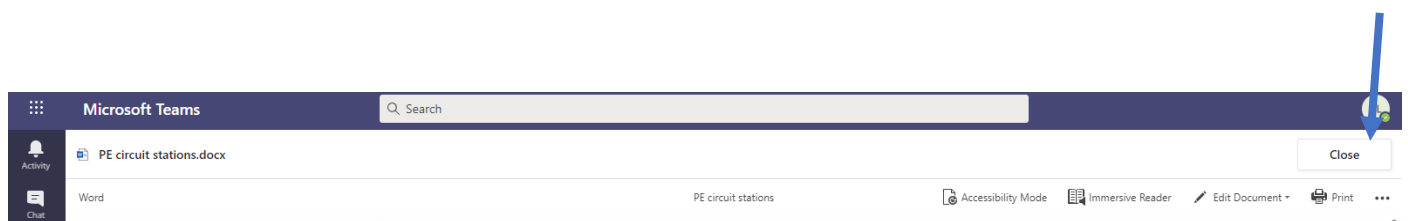
Step Four:

When you click on the work set by your class teacher you will see this screen with the instructions and documents you need to access.



The screenshot shows the Microsoft Teams interface for an assignment titled "PE - Circuit Training". The assignment is due on October 12, 2020, at 11:59 PM and is worth 15 points. The instructions describe a challenge where students complete various activities in 1 minute and record their repetitions. A note mentions that for tricep dips and step ups, a chair or bench should be used with parental permission. Below the instructions, there are two document thumbnails: "PE Circuit Station Display Posters.pdf" under "Reference materials" and "PE circuit stations.docx" under "Student work". A blue arrow points from the text "Click on the document to access the work." to the "PE circuit stations.docx" document.

Once you click on the document and complete the work (the work will save automatically). Please click the 'Close' button and again in the same position there is a button that says 'Turn in' Please click that and your work will be submitted to your teacher for marking.



The screenshot shows the Microsoft Word document "PE circuit stations.docx" open within the Microsoft Teams interface. The document title bar shows "PE circuit stations". The ribbon includes "Accessibility Mode", "Immersive Reader", "Edit Document", and "Print". A blue arrow points to the "Close" button in the top right corner of the document window.

Step Five:

To review submitted work and feedback this can be accessed by clicking 'activity' at the top of the left navigation bar to see any/all of the feedback that has been left. It will show a little red circle with a number in it to show how many new items there are for you to view. You can also click into the assignment and look at the right side of the screen to see the feedback that has been left.