Yewlands Academy

BRIGANTIA LEARNING TRUST
Creating excellence together

Remote Learning using Microsoft Teams

Quick Start Guide for Students

Contents

Page 2 Introduction
Page 3 How to Access Microsoft Teams
Page 4 Teams Mobile App
Page 5 Teams Landing Page
Page 6 Teams Menu
Page 7 Team Overview
Page 8 Assignments
Page 9 Assignment Hand In
Page 9 Assignment Feedback
Page 10 Communicating with your Teacher
Page 10 Additional Support

Introduction

Teams is an online platform that allows staff to set work, provide feedback where applicable and answer questions relating to the work. We will be using Teams to enable students to access learning resources and activities if they need to self-isolate or in the event of a local lockdown. Some subject areas will also use Teams to support the delivery of lessons in the Academy and/or to set homework/coursework assignments.

The word 'assignment' is used in Microsoft Teams and refers to any work that has been specifically set as a task for students to complete, this could be the learning for a lesson, a piece of coursework or a homework task.

Any tasks that need to be completed will be within these resources unless otherwise stated.

All teachers will upload their lesson resources to Teams prior to the start of a timetabled lesson. The resources will be the same as those used in the lesson if the student had been present in the Academy.

For assessed work, teachers will provide you with individual feedback so that you know how well you are doing in your studies and to guide you through the next steps in your learning. However, if you require any support with the learning, you can use the *reply* function or *new conversation* function to communicate directly with your teacher. (See page 10)

This user guide has been designed to support you with every stage of the process for accessing your learning via the Teams online platform. However, if you have any issues, please do not hesitate to contact the academy for support using the following email address:

learningsupport@yewlandsacademy.org

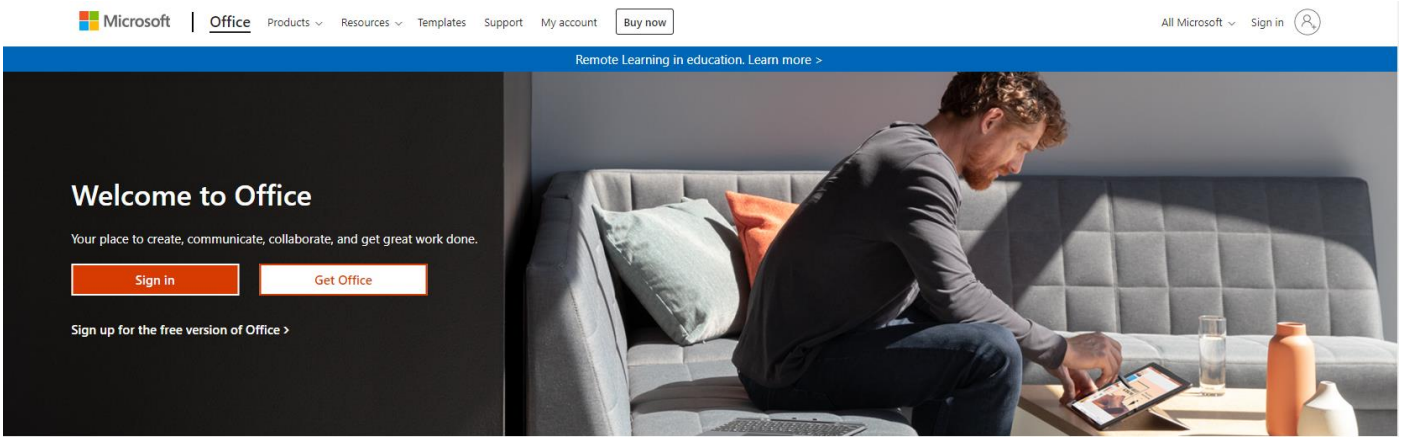
You can also access remote learning support materials on our website:

https://www.yewlandsacademy.org/parents/remote_learning/

How to Access Microsoft Teams

Go to www.yewlandsacademy.org

Click on the 'student' link in the header to open www.office.com



Sign into your Microsoft Office account using your Academy email address and Academy password.

Username

Your academy email address is your network username followed by @yewlandsacademy.org

E.g. JBloggs@yewlandsacademy.org

Password

Your password for www.office.com and Microsoft Teams is the same as your Academy password.

If you cannot remember your username or password or are having trouble accessing your Microsoft account, please email learningsupport@yewlandsacademy.org.

Once you are logged in to Microsoft Office, click on the *Teams* icon located on the left-hand side of the page.

Teams Mobile App

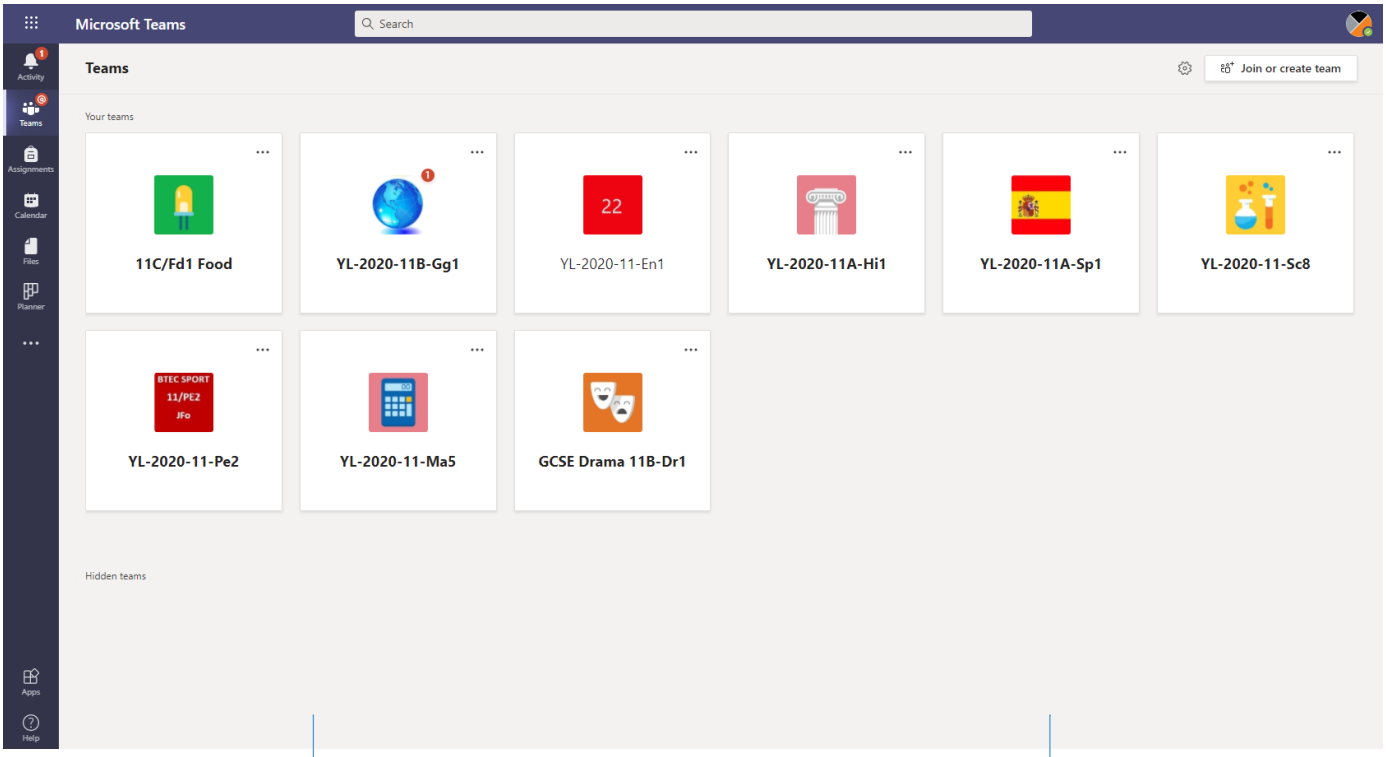
The Teams app is available in Google Play and the Apple App Store. You can install the app directly from your mobile device, search for "Teams" the author/owner must be "Microsoft Corporation". The login credentials for the app are the same as for the desktop site. *(See page 3)*

Android: https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB

iOS: https://apps.apple.com/gb/app/microsoft-teams/id1113153706

Teams Landing Page

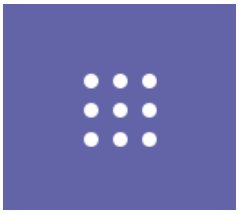
The Teams landing page gives you access to a range of features.



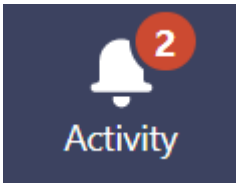
The main body of the page contains a grid view of the teams you are a member of. Each team represents a different subject lesson. You can click on these different Teams to access your remote learning resources, assignments and homework for each subject.

Teams Menu

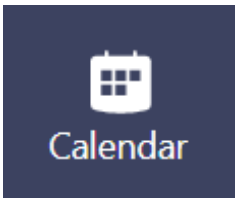
The Teams menu is located on the left-hand side of the screen.



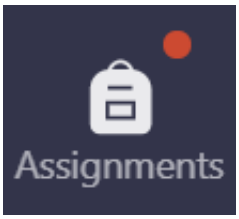
Click on the *9 Dot* icon to navigate between applications such as OneDrive, Word, PowerPoint, Excel, Publisher and other Microsoft Apps.



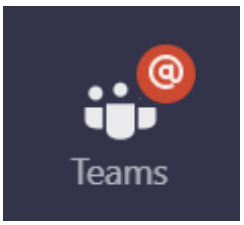
Click on the *Activity* icon to view a feed of all notifications linked with your user account. These notifications include details of the assignments set, assignment feedback, mentions, replies, reactions and any unread messages. A number in a red circle will appear when you have a new notification. Messages in bold have not been read.



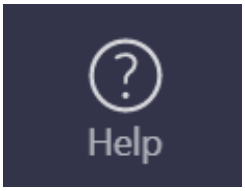
Click on the *Calendar* icon to view meetings and events you have been asked to attend. The calendar is currently being developed by Microsoft and will soon also show assignment and activity deadlines.



Click on the *Assignments* icon to view a list of all assignments you have been asked to complete by your teachers. Assignments display their due date and should be clearly labelled to show whether the assignment is class work or homework. A red circle will appear when you have missed an assignment deadline.



Click on the *Teams* icon to return to the Teams landing page (page 5) and view all teams you are enrolled in.



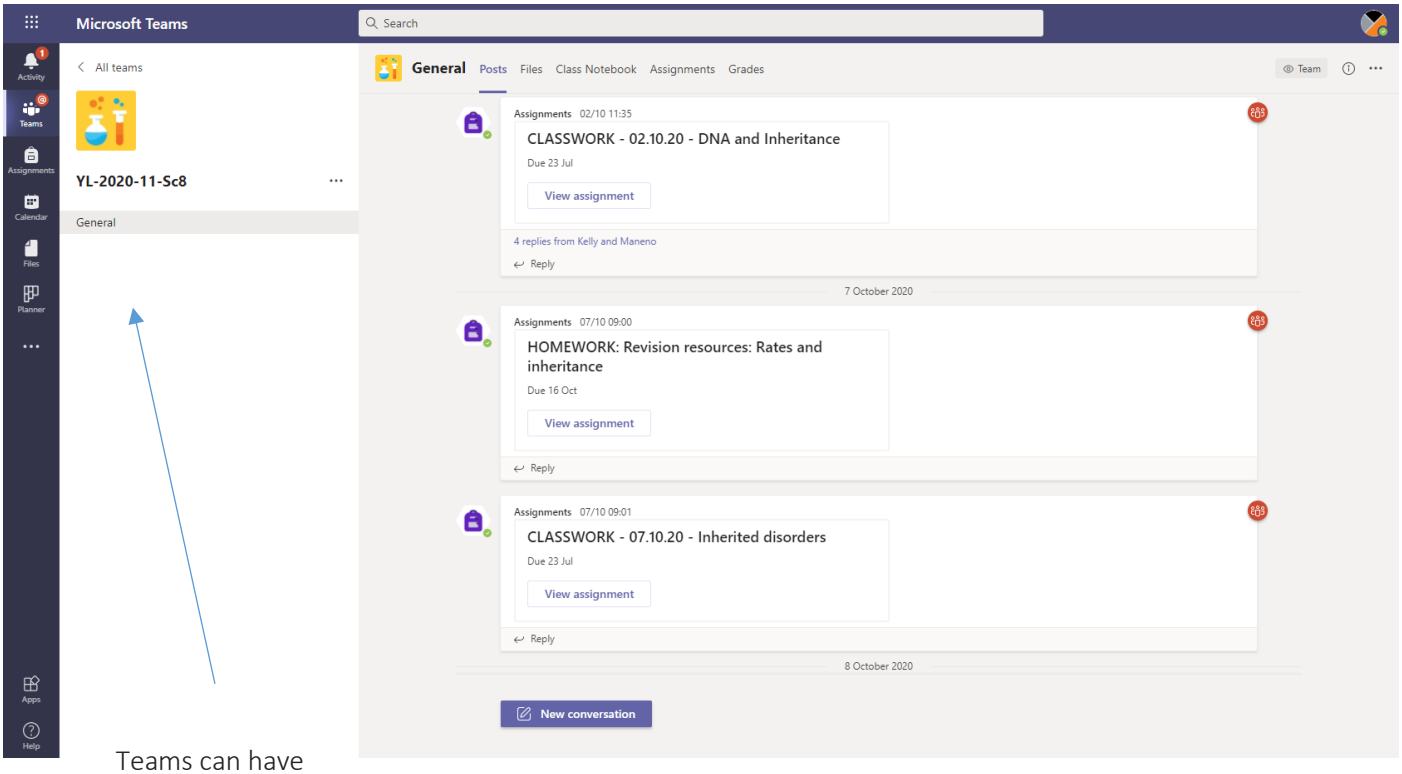
Click on the *Help* icon to access tutorials, learn how to join online meetings with your class, submit assignments and access quick guides and video tutorials.

Click on the *Download Desktop App* icon to install Microsoft Teams directly on your home computer.

Team Overview

A Team has been created for every class on your timetable. Below is an example of a Year 11 Science Team.

At the top of the team is a menu allowing you to access Posts, Files, Class Notebook, Assignments and Grades.



Teams can have multiple channels.

Channels are used by your teachers to organise content into different topics and projects.

The main body of the page shows a feed of assignments, announcements and conversations. The title of each assignment should clearly indicate whether the work is classwork, homework, or coursework.

Assignments

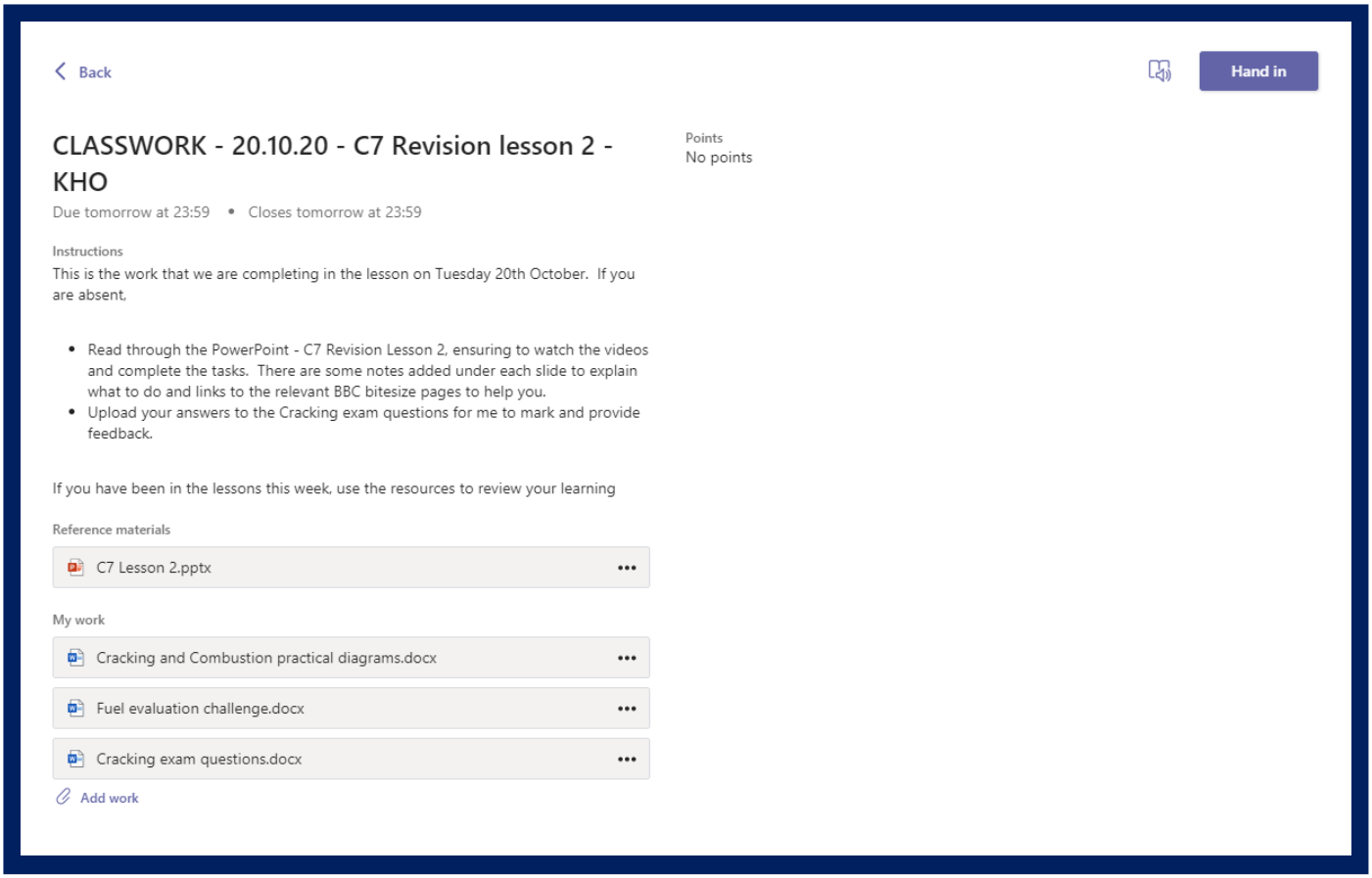
Assignments can be accessed through individual Teams (See page 7), alternatively you can view all assignments for all subjects by clicking on the *Assignments* icon in the main Teams menu. (See page 6)

Click on an assignment to view teacher instructions, access assignment resources and submit your completed work.

You may be asked to open an attachment and complete a worksheet. In this scenario you should open the document, save to your area and then edit and upload your completed work.

For some assignments, you may need to create a new file. In this scenario you should create a new file and save it to your device or OneDrive before completing and handing in your work.

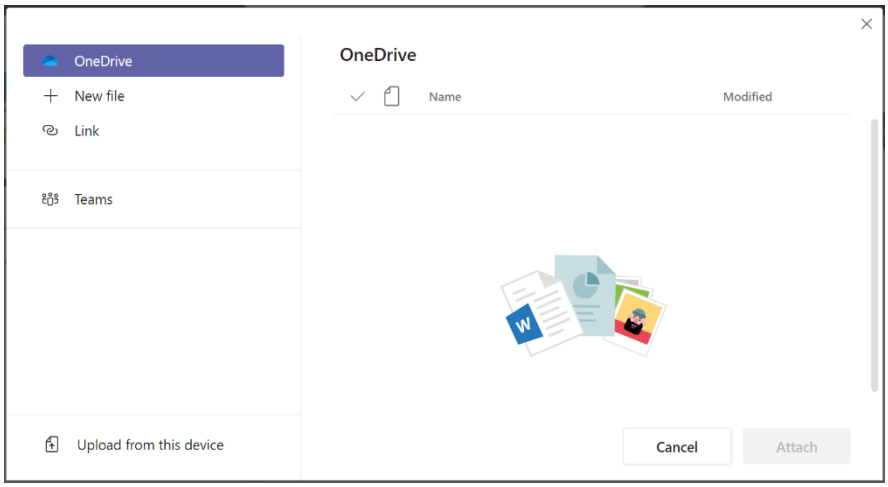
Below is an example of an assignment:



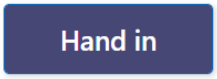
Assignment Hand In

To hand in your completed assignment, click on the *Add work* button at the bottom of the assignment.

Follow the on-screen instructions to add your work. You can add work from your *OneDrive* cloud storage, from a *New File* or from your PC or mobile device using the *Upload from this device* option.



Click on the Hand in button to submit your work to your teacher for marking.



You will then receive an animated confirmation that your work has been handed in.

Assignment Feedback

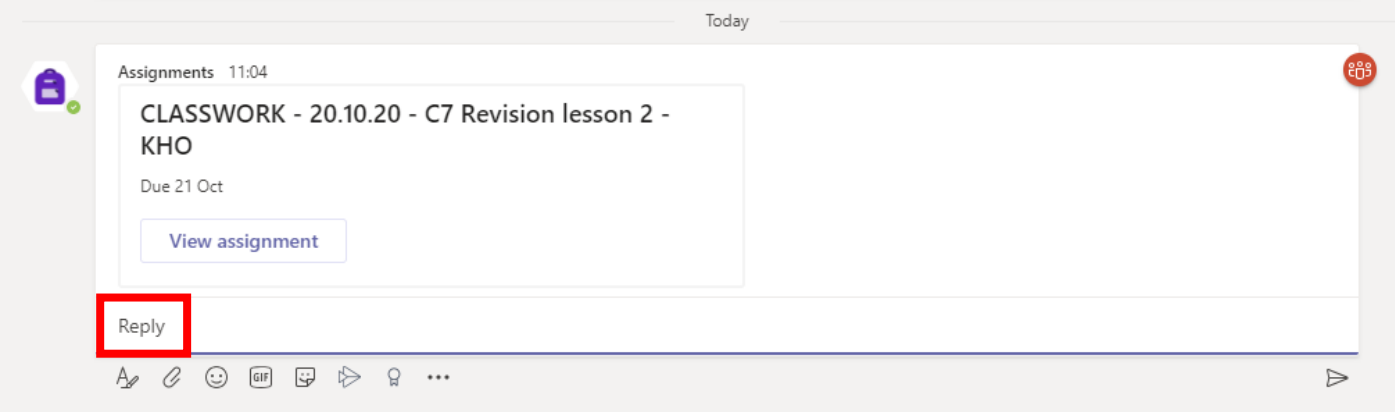
Not all lesson work will be formally assessed. For assessed tasks, such as coursework assignments, your teacher will provide you with written feedback and where appropriate you will receive an assessment grade. You will receive a notification on your *Activity* feed when feedback is given. (See page 6)

Please note, your teachers will provide feedback for completed assignments within 3 days of submission.

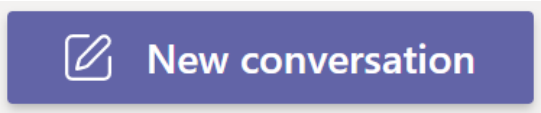
Communicating with your Teacher

You can communicate directly with your teachers to ask for support with your learning. There are two methods for communicating with your teacher.

1) You can reply to an assignment or announcement by clicking on the *Reply* button



2) You can start a new conversation by clicking on the *New Conversation* button.



Your teacher will aim to respond to all communications within 24 hours (Monday – Friday) during term time.

Please remember, replies and conversations are visible to all teachers and students who are members of the team. Please always keep your replies and conversations appropriate and relevant to the remote learning activity.

Additional Support

If you require any additional support, please email learningsupport@yewlandsacademy.org.