

## What is teams?

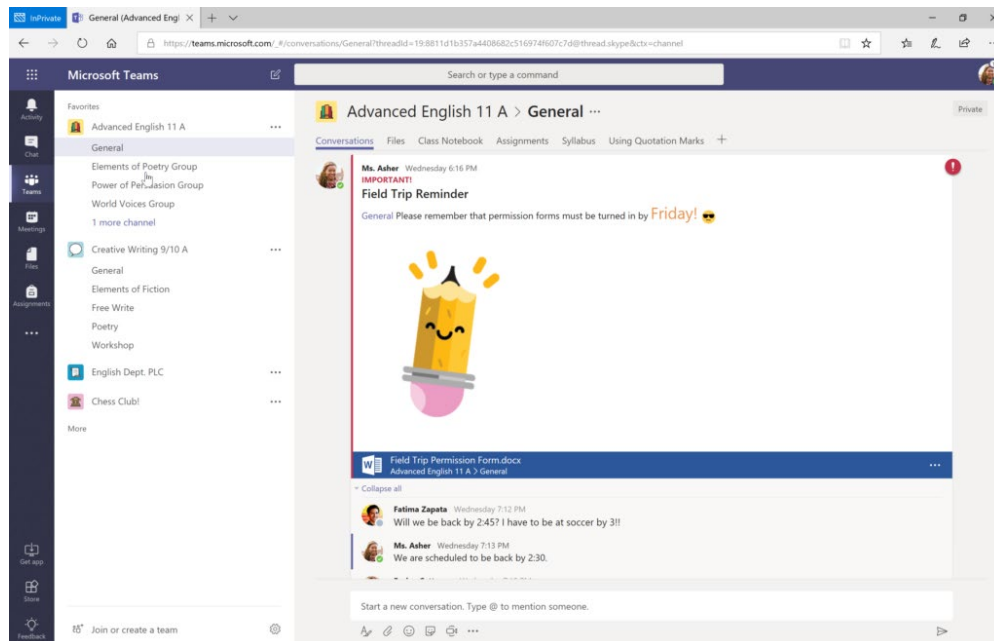
Teams is a part of the Office 365 platform and a way for teachers and students to communicate in real time (instead of e-mail) as well as a way of teachers sharing files, videos and setting course work.

Teachers create a Group (Example Year 8 Science 2020) and then channels within that group specific to the topic or the week.

## What is a group and what is a channel?

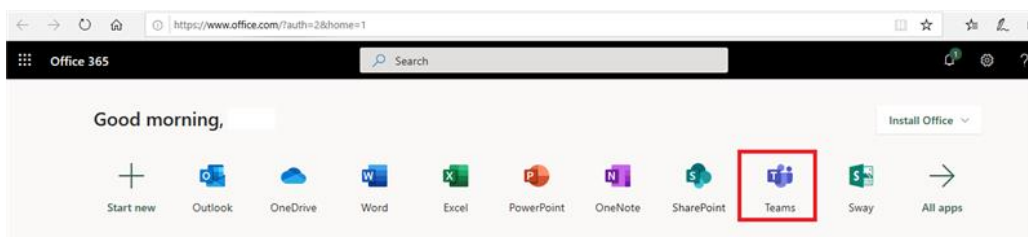
A team is a group of people gathered to get something done in your organisation. Example; one of your classes like Maths, Science, English etc.

Teams are made up of channels, which are the conversations you have with your teammates. Each channel is dedicated to a specific topic, department, or project. In the image below, Advanced English 11A is a Group and General, Elements of Poetry, Power of persuasion etc are channels. This keeps work and topics separate.



## How do I access teams?

Teams can be accessed by going to <https://www.office.com> , logging in using your Churchlands username and password and clicking on the teams icon available on the Office 365 home screen. (See below)



### **Do I require an internet connection for teams to work?**

Yes.

### **How will I do my school work using teams?**

This depends on how your teacher has set the team up. Some teachers may create a class OneNote as part of the team and expect you to complete the work via the class OneNote. Alternatively your teacher may choose to assign the work via the Assignments tab which is built into teams. Your teacher should direct you on how to best complete tasks.

### **How do I watch a video that my teacher has created?**

Your teacher may choose to host a live class where they may speak, be visible via video link and share their screen with the class as it happens. They will do this by creating a calendar appointment in the calendar section of teams. You have to join this meeting to view the livestream. They may also record this live meeting so students can review later.

Alternatively they may share a link with you via e-mail or via teams chat so you can access the video this way.

### **How do I ask my teacher questions?**

Questions can be asked privately via the chat feature.

There is also the **posts** option which is a public forum so other students will be able to see questions and the responses here. This is located in the teams channel.

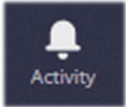
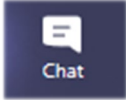



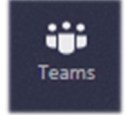
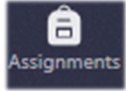
### **What should I be aware of?**

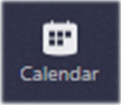


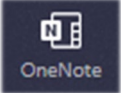
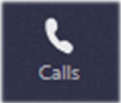
Teams can access your in built camera and audio. Please ensure unless you want to be seen/ heard that these functions are turned off. (This is done in teams).

**Also be aware that any phone/chat/messaging service within teams is monitored by the School and in using it, you are agreeing to the Acceptable Use Policy.**

### **More information**

The below table illustrates the different modules in Teams and how we use them as an organisation. Other resources are available through Microsoft Online.

Module	Description	Tips
	<p>This is simply a feed of all the recent activity from all your groups and other Teams related activity</p>	<ul style="list-style-type: none"> <li>• Click on the alert to be taken to the source of the activity</li> </ul>
	<p>This is where you can create a chat with another student or teacher. This is external to your class groups where the chat is done under the posts tab.</p>	<ul style="list-style-type: none"> <li>• In chat click on  to start a new chat</li> <li>• Add additional users to chat by clicking on the  icon in the top right</li> <li>• If you wish to add attachments to the chat, you can click the  icon to attach.</li> </ul>
	<p>Double click on this icon to have all your available teams displayed</p>	<p>Once you have double clicked on your team you can access the following at the top of screen</p> <ul style="list-style-type: none"> <li>• Posts – This is a space for all members of the class to have a discussion, ask questions. Alerts about the team also appear here.</li> <li>• Files – Your teacher can upload files to the <b>class materials folder</b> here for you to read</li> <li>• Class Notebook – If the teacher has a class notebook associated with the Team, it will appear in here</li> <li>• Assignments – This will list all your current assignments and quizzes if your teacher has created any</li> <li>• Grades – This tab gives you grades for assignments and quizzes</li> </ul>
	<p>This is the area where all your assignments can be viewed</p>	<ul style="list-style-type: none"> <li>• Click on your class, click next and it will take you to the assignments set for that class</li> </ul>

		<ul style="list-style-type: none"> <li>Once the assignment is completed, click <b>Turn in</b> option to submit</li> </ul>
	<p>This is where your Teams meetings are scheduled. If your teacher is hosting a live class, you will find it in here.</p>	<ul style="list-style-type: none"> <li>Click on the join icon next to the meeting to access the class (see example below)</li> </ul>  <ul style="list-style-type: none"> <li>Disable your camera and audio if they are enabled (see below)</li> </ul>  <ul style="list-style-type: none"> <li>Click the <b>Join Now</b> button to join the meeting</li> </ul>
	<p>This simply links you to your OneNote files</p>	<ul style="list-style-type: none"> <li>Use recent tab to open any recent OneNotes that have been shared with you</li> </ul>
	<p>This feature can be used to call other staff and students</p>	<ul style="list-style-type: none"> <li>Click on contacts</li> <li>Click the Add contact icon and type the name of the user you would like to contact</li> <li>Click Add to add the user to your contacts list</li> </ul>