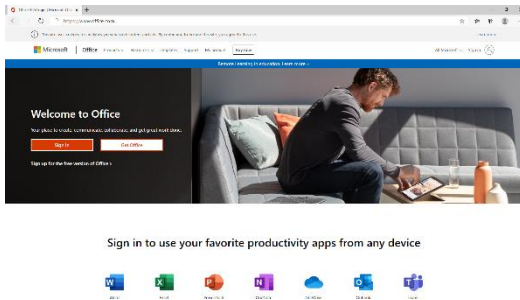# How to use Microsoft Teams for remote learning Vol 1
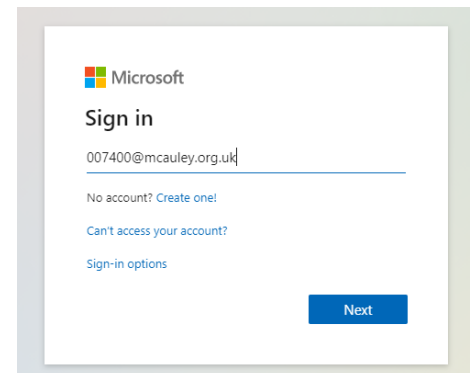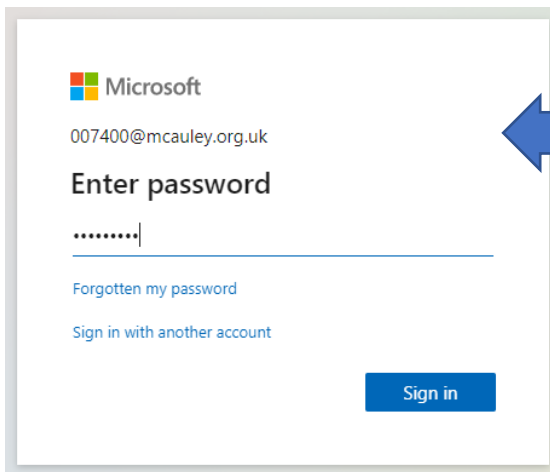

007400@mcauley.org.uk

Step 1: Getting into Teams

On any web browser, e.g. Google Chrome, Firefox, Safari or Microsoft Edge go to www.office.com.

Click sign in and sign in with your full school email address which is your computer username followed by @mcauley.org.uk
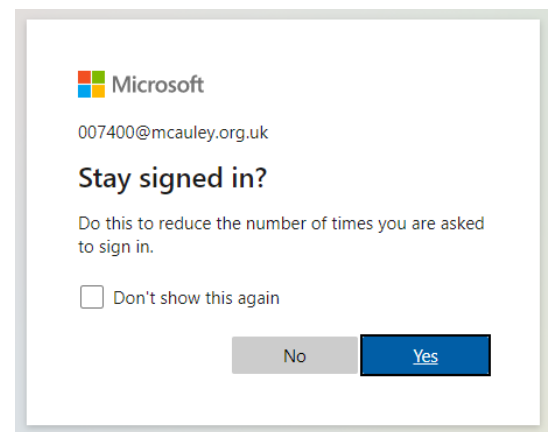
Example:

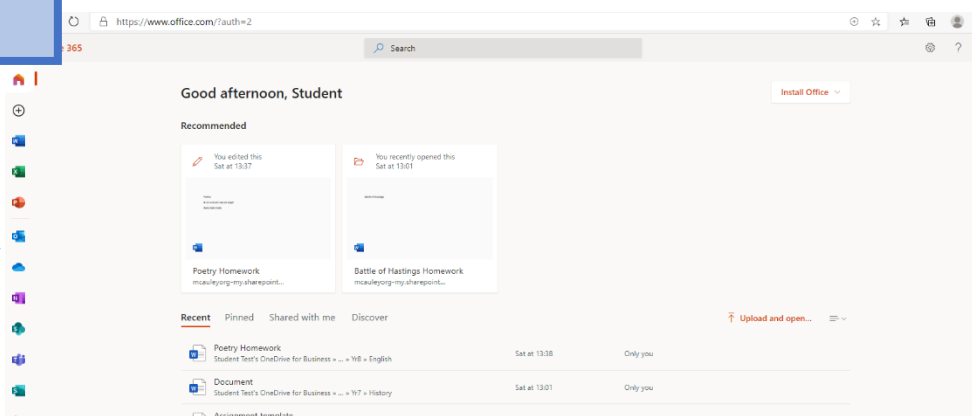You will then be directed to type your password – see below

You will then be asked if you wish to stay logged in. If you are the only person who uses your PC/Laptop etc then this is fine but if you share the machine then maybe not.

You finally be taken to your homepage.

The Apps can be found here along the side – note some versions have them at the top.

Finally click on the icon for Microsoft Teams. If you scroll down the apps it will tell you which one is teams. It will then open up this page:
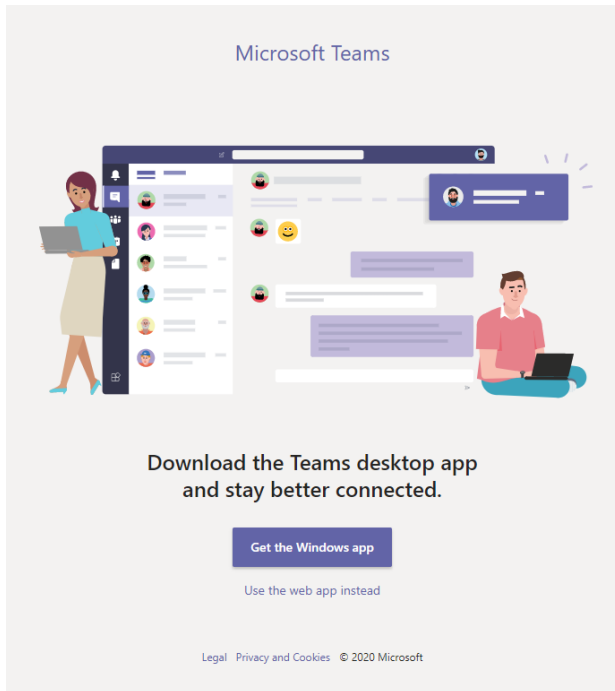
It asks if you wish to download the software to run teams as a separate program. We advise that it is better to run it on a computer through the web as it causes less issues with running some of the features we use such as Microsoft Stream in our quizzes and assignments.

Therefore please click on the 'Use the web app instead'
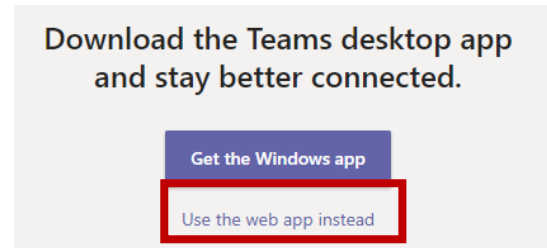
You now will see your teams homepage that shows all the 'teams' (meaning classes) that you have been added to.
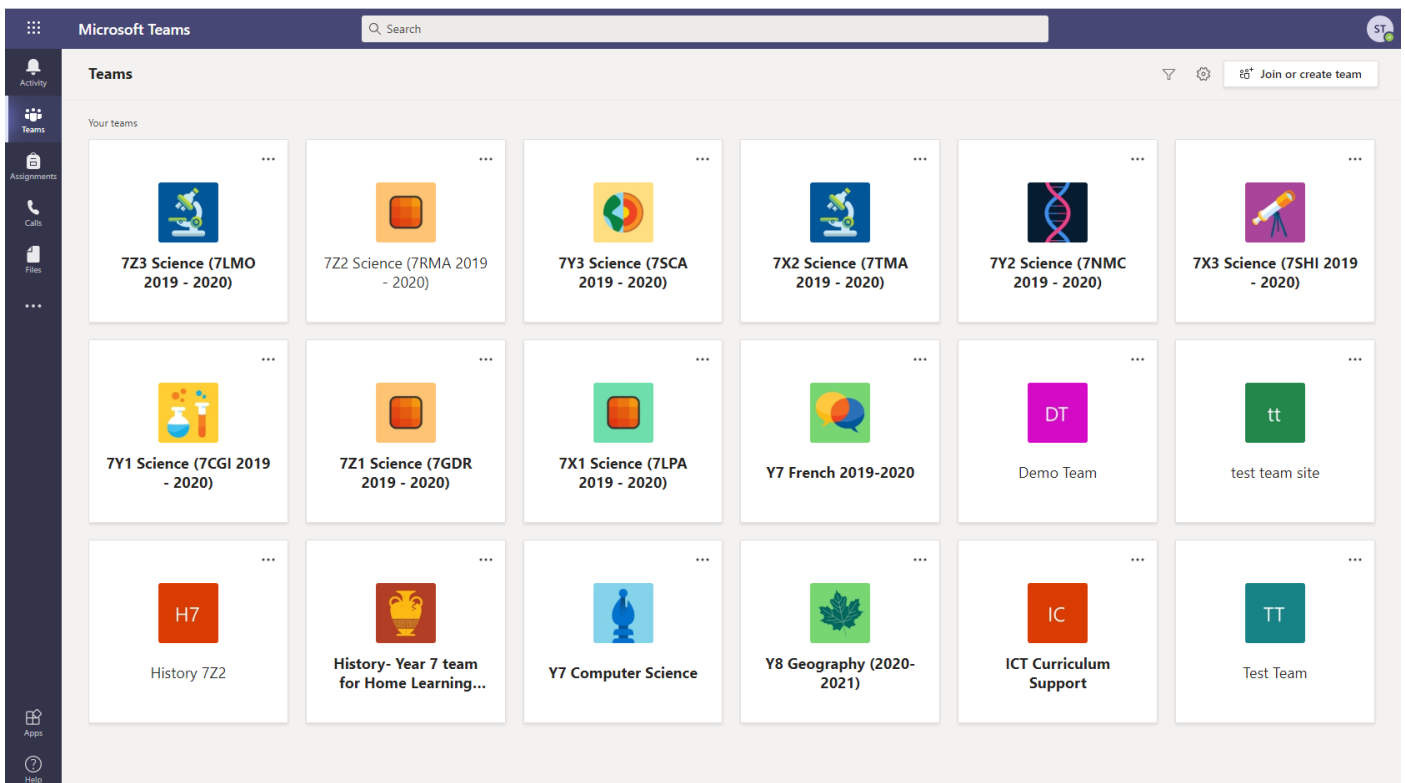
This is where you will find any announcements or messages. Remember to always either reply or tag a teacher into a message to get a response

Some 'Teams' will have a video channel linked to Microsoft Streams so you can see recorded lessons or videos
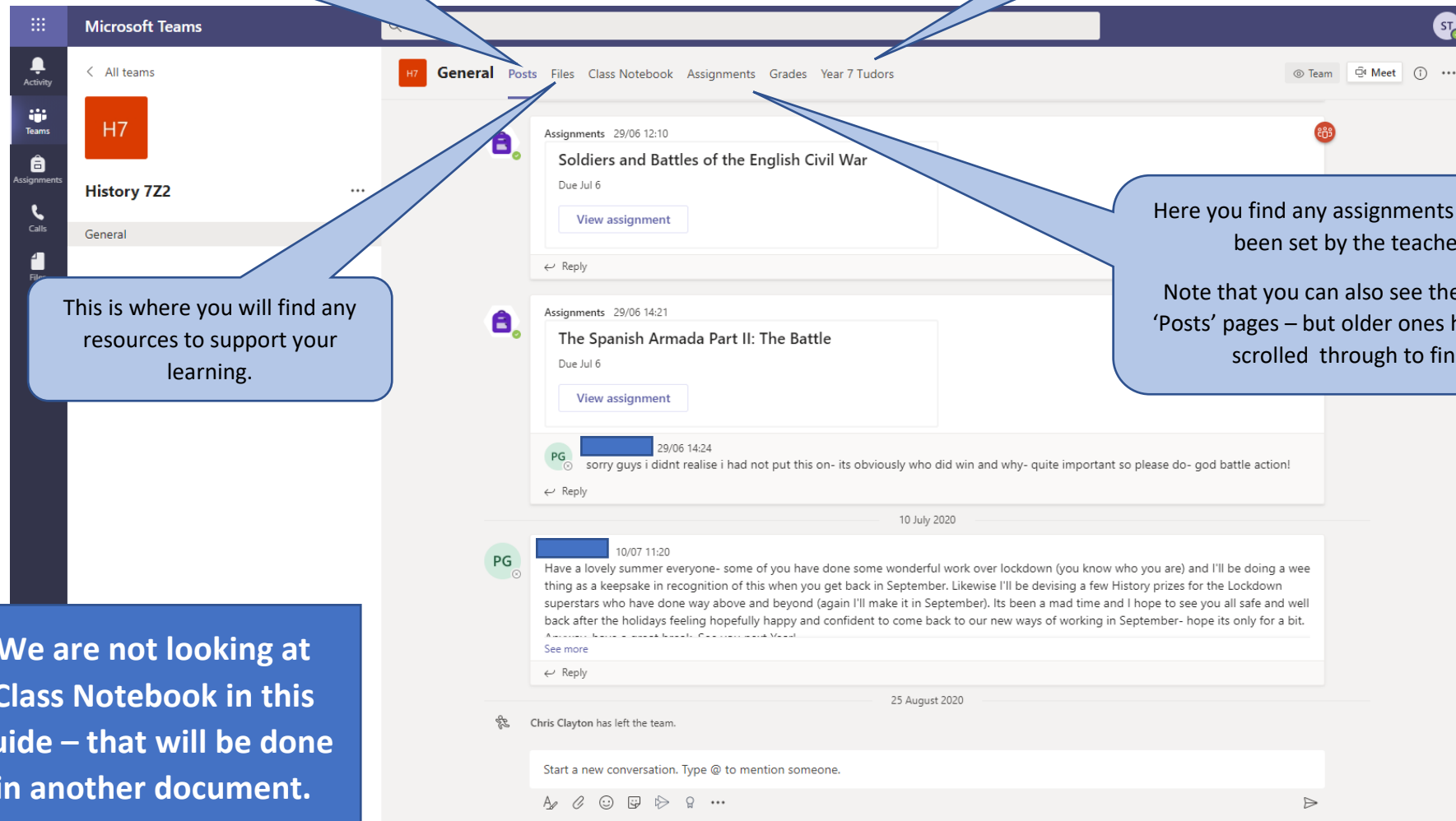
This is where you will find any resources to support your learning.

Here you find any assignments that have been set by the teacher.

Note that you can also see them in the 'Posts' pages – but older ones have to be scrolled through to find.

We are not looking at Class Notebook in this guide – that will be done in another document.

#sequel

Microsoft Teams

All teams

H7

History 7Z2

General

H7 **General** Posts Files Class Notebook Assignments Grades Year 7 Tudors

Team Meet

Assignments 29/06 12:10

Soldiers and Battles of the English Civil War

Due Jul 6

View assignment

Reply

Assignments 29/06 14:21

The Spanish Armada Part II: The Battle

Due Jul 6

View assignment

PG 29/06 14:24
sorry guys i didnt realise i had not put this on- its obviously who did win and why- quite important so please do- god battle action!

Reply

10 July 2020

PG 10/07 11:20
Have a lovely summer everyone- some of you have done some wonderful work over lockdown (you know who you are) and I'll be doing a wee thing as a keepsake in recognition of this when you get back in September. Likewise I'll be devising a few History prizes for the Lockdown superstars who have done way above and beyond (again I'll make it in September). Its been a mad time and I hope to see you all safe and well back after the holidays feeling hopefully happy and confident to come back to our new ways of working in September- hope its only for a bit.

See more

Reply

25 August 2020

Chris Clayton has left the team.

Start a new conversation. Type @ to mention someone.

Step 2: Submitting Assignments

Attached Resources

When you either clock on 'assignments' and select a class or when you click on a class and select 'assignments' you will get to a screen that shows the assignments that have been set.

7S 7X2 Science (7TMA 2019 - 20...	
∨ Assigned	
Load previous	
Atoms, Compounds, and The Periodic Table Quiz	18 points
Due 12 June 2020 17:00	Past due
Muscles and Joints	
Due 26 June 2020 17:00	Past due
The Skeleton, Muscles and Joints Quiz	14 points
Due 26 June 2020 17:00	Past due
❯ Completed	

Selecting an assignment takes you to the instructions and any resources that are given to you. The image below is an assignment set.

11BHi1 - Vietnam

General

General Posts Files Class Notebook Assignments Grades Cold War GCSE History | Meet

< Back

Remote Learning 17092020 - Vietnam
Due 24 September 2020 23:59

Points
No points

Instructions
Hello All, the instructions are straightforward. Watch the video and work through the pages from your workbook I have loaded up as a word document here. You just need to type the answers directly onto the document and it will save automatically when you stop - when finished turn it in.

Reference materials
Video for lesson 17092020 ...

My work
Yr11 Lesson 17092020.docx ...

Add work

Hand in

Here you can see the instructions along with resources and the 'My Work' which is where can either edit a file or attach a new file

Once done you then click on the 'Hand in' button

Clicking on a file in the 'My work' area opens up your own copy of the file that you can edit. It saves automatically. Clicking close will save it too. You can come back it to it anytime and when you are ready, click close and it will take you back to the assignment page.

Yr11 Lesson 17092020.docx

Close

File Home Insert Layout References Review View Help Open in Desktop App Tell me what you want to do Editing ∨ Comments

Vietnam before 1954 – add your notes as per the video here

Title	
Cues/Recall	
Summary	

Page Break

Vietnam before 1954: Knowledge recap
Task 1: Key Words
Match up the words below to their definitions

Key Word	Definition
French Indo China	The Vietnamese resistance to Japan during World War Two.
Vietminh	Brilliant military leader who trained an elite group of men and women guerrillas in the resistance.
Ho Chi Minh	Battle in 1954 where the French were defeated by the Vietminh
General Giap	Leader of the Chinese Communist

Quizzes

Some work could be done as a self marking or marked quiz using Microsoft Forms. Here is an example of one.

By clicking on the Microsoft Forms file you will be taken to the quiz. These are often short answer or multi-choice.

< Back

US Civil Rights Lesson 1 (Copy)

Due 29 June 2020 23:59

Points
5 points possible

Instructions
Hello all- given the enormous support for the Black Lives Matter movement worldwide since the death of George Floyd we have designed a mini unit for the last few weeks to help you understand the background to this important protest movement. All going to be done through forms and Teams with our help and will look at the U.S. story and also the British and international story too.

My work

US Civil Rights Lesson 1 (Copy) (History 8y2)   ...

These might have videos in them to watch or links to other websites.

The important thing to remember is to always click on the 'submit' button at the bottom of the quiz!

Adding a file of your own

A Bit of Easter Fun- Competition

Due 1 May 2020 23:59

Points
No points

Instructions
Hi folks- a fun idea from Mr McDonald to take you away from your computer screens. This is an extra if you want to or an alternative if you prefer to the Project task- up to you...

Reference materials

HardBoiledHistory.pdf   ...

My work
Add work

You might be asked to submit a file of your own. Here we have an example where the work was open to students to decide how it can be done – photo, PowerPoint or a document.

The process is quite simple. Click on the 'add work' link and you will come to this screen.

Here it automatically select your OneDrive folder but you can go use other options.

1) '+New File' means creating a document, presentation or any other Office product using the apps you have in your office account.

2) 'Link' means you can link to a website such as a video you have loaded onto youtube for example – basically anything with a hyperlink.

3) 'Upload from this device' means you can load from the PC/Laptop's hard drive rather than a cloud based file.
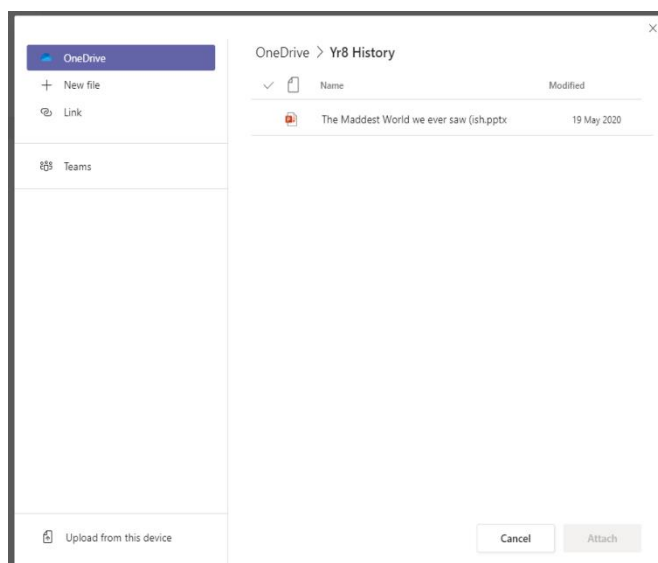
Step 3 Taking part in live lessons

The Rules

- Ensure your camera is turned off, it is not permitted for students to have cameras on unless you are in a communal area of your house and with the teacher's permission
- Ensure your microphone is muted, only unmute if asked to do so by the teacher.
- Only you can take part in the lesson. Parents and family members must not ask questions.
- If you need to ask/respond to a question, use the "Raise Hand" function to get the teacher attention.
- You can ask a question in writing using the chat function for the teacher to respond to verbally.
- Lesson are recorded so please be aware of that.
- The teacher may decide to have their camera on with a blurred background or a superimposed background to support explanation.

How meetings work

Meetings (live lessons) are done either as a calendared event in which you would have an email or as a meeting that is communicated to you and you click on the 'Meeting now' button and selecting 'Join'
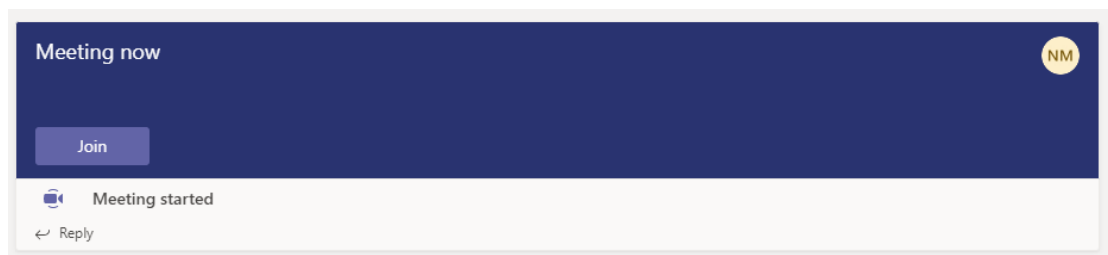
You will be presented with a start-up meeting screen. This allows you to configure your meeting controls before you join the meeting. You will be presented with some meeting controls. At this stage you can choose whether or not to turn on your computer's camera and microphone – remember camera **OFF** and microphone **OFF** unless told otherwise.
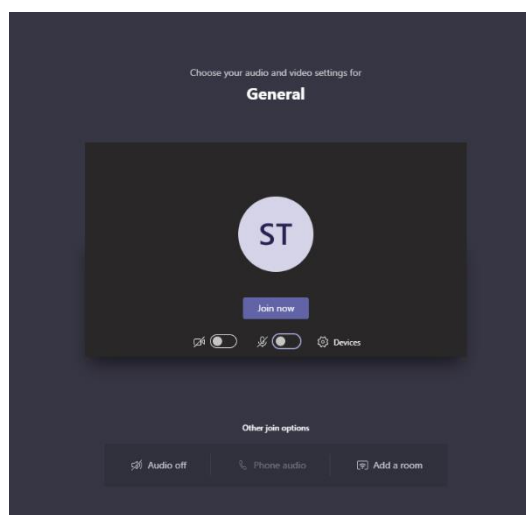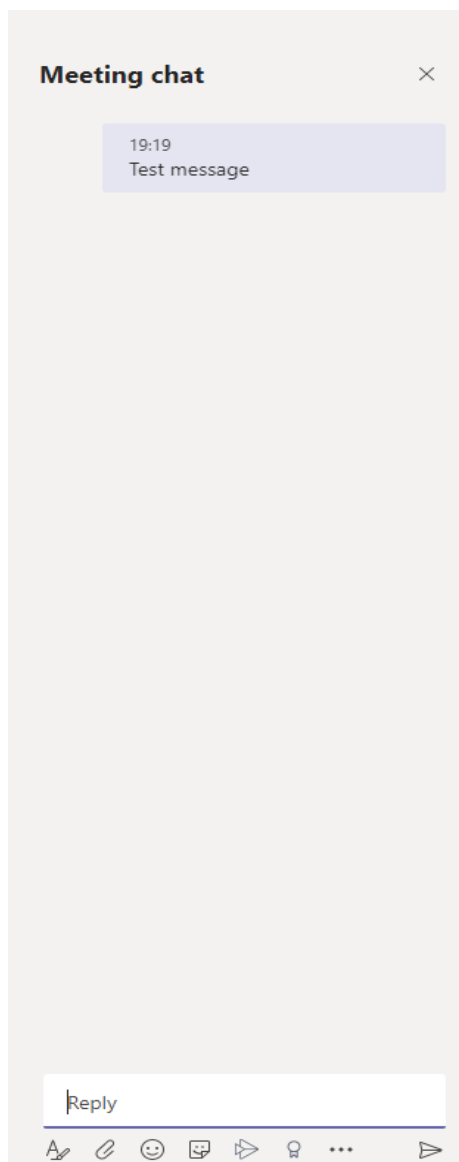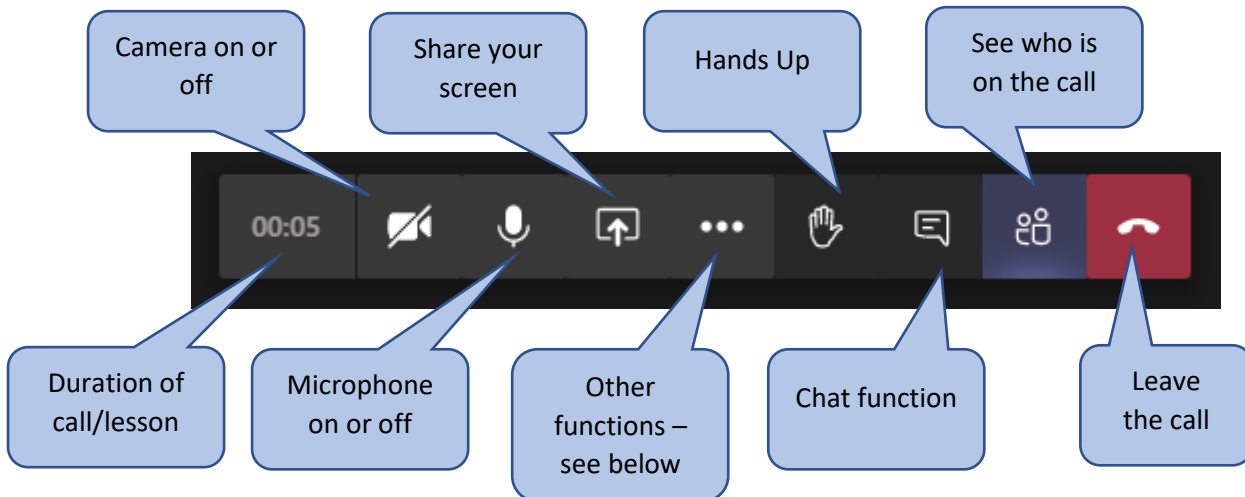
Communicating with the Teacher

There are two ways (other than the Mic) to get the attention of the teacher or communicate:

1) Hands Up function – the Teacher running the meeting would see you want to ask something.
2) Chat Function

Here we see a menu bar that you have during a live lesson or meeting.

Chat function

The Chat function is a good way to talk to the teacher during a live lesson.

You simply type your message at the bottom of the screen and it appears as a message with a time stamp.

You can insert a link or attach a file and it is an useful tool for the teacher to support you in your lesson with an extra resource or a link that could be useful.

The Ellipses (…)

Finally, we have the ellipses (the dot dot dots) which opens up another set of options during your live lesson.

The only one you need to understand is the 'Show meeting notes' button which open up any notes that have been made or that you wish to make.

It is unlikely to be used but just in case it is mentioned here is where to find it.