

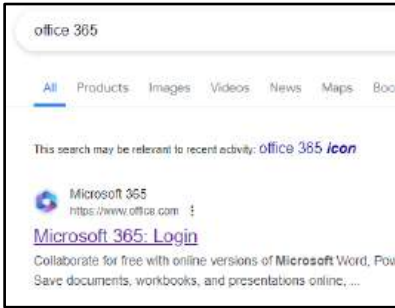
Where can I find Microsoft Teams?

On my computer or laptop

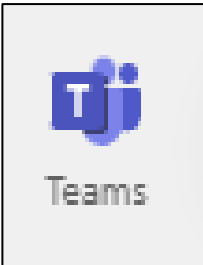
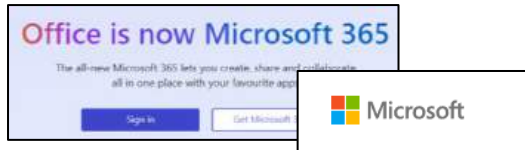


- Download the Teams app by searching 'Download Teams for work or school' in your internet browser

- Open your internet browser and search for Office 365



- Sign in using your school email address and password



- Click the Teams icon down the left-hand side of your screen

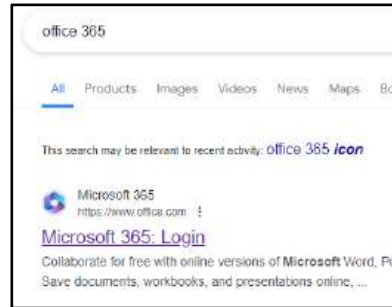
On my tablet or iPad



- Download the Teams app through your Android or Apple account or scan the QR code below
- Search Teams and sign in using your school email address and password

If you are not using the app:

- Open your internet browser and search for Office 365



- Sign in using your school email address and password



- Click the Teams icon across the top of your screen

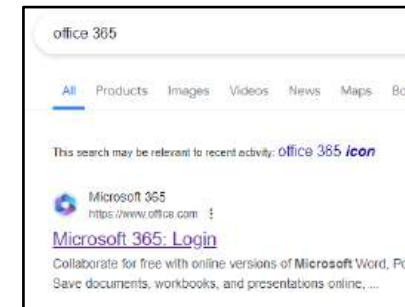
On my phone



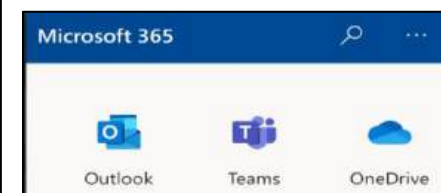
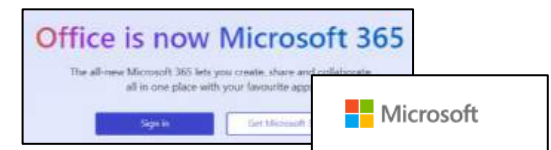
- Download the Teams app through your Android or Apple account or scan the QR code below
- Search Teams and sign in using your school email address and password

If you are not using the app:

- Open your internet browser and search for Office 365



- Sign in using your school email address and password

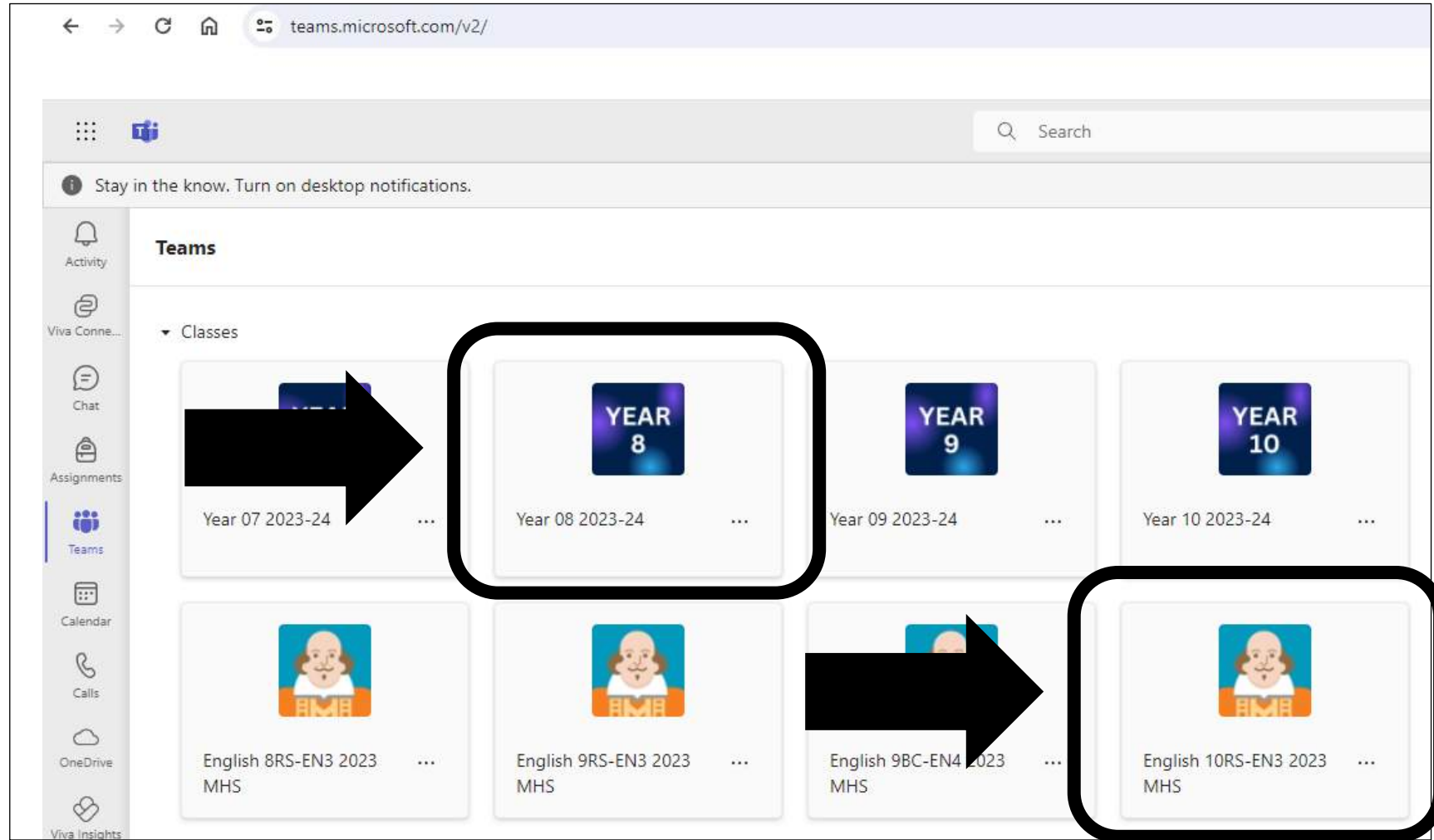


- Click the Teams icon across the top of your screen

Where do I find my Team?

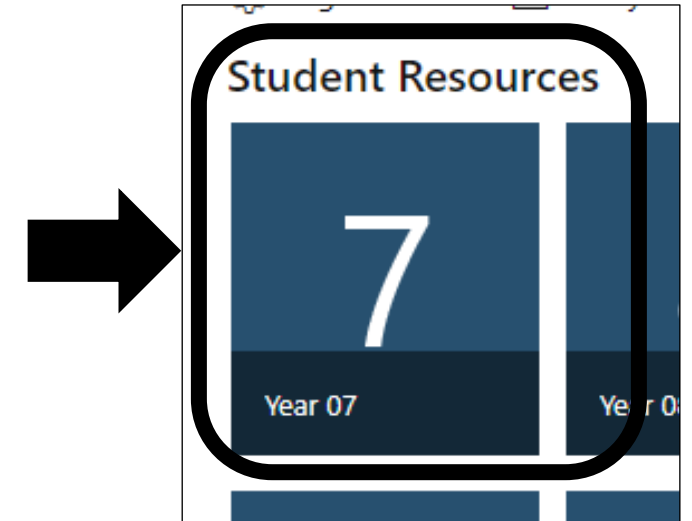
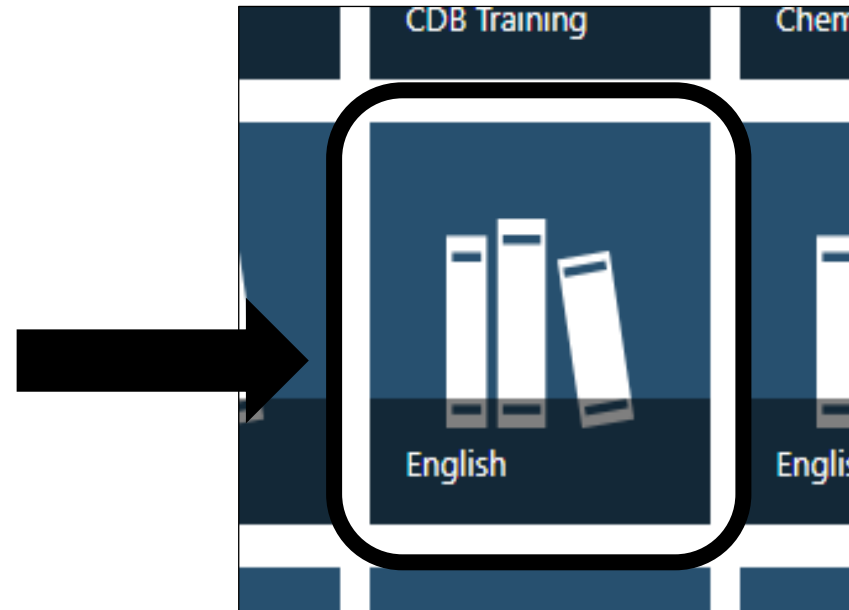
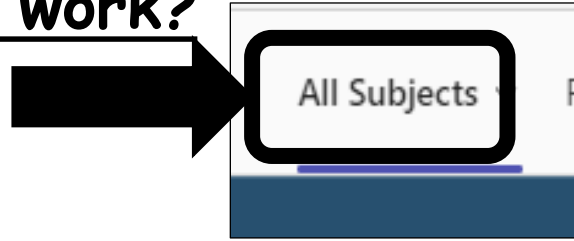
✓ One Team for each of your class subjects

✓ One Team for your Year Group



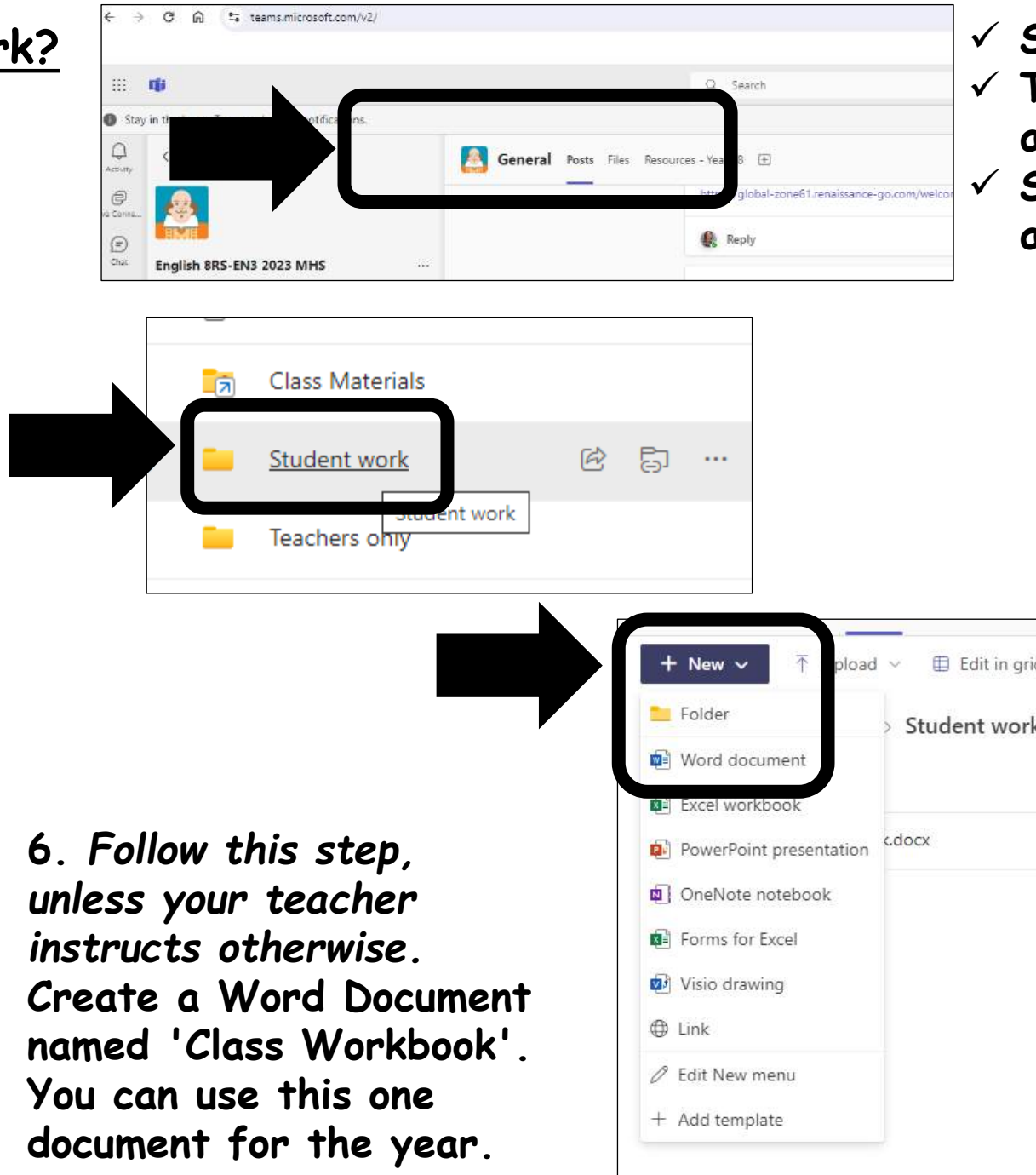
Where do I find my work?

1. Firstly, find your Year Team board
2. On the top tab, click 'All Subjects'
3. Find your subject on the tiles below
4. Scroll down to find your 'Student Resources' for your Year. You will only see your year group or below.



Where do I complete my work?

1. Click 'Files' on the top tab
2. Click the folder 'Student Work'
3. Click the folder labelled with your name
4. Click '+New' and 'Folder'. You can now create a folder for each of your subjects.
5. Click into the subject folder you have just created. Within this folder, click '+New' to make a new document to complete your work.

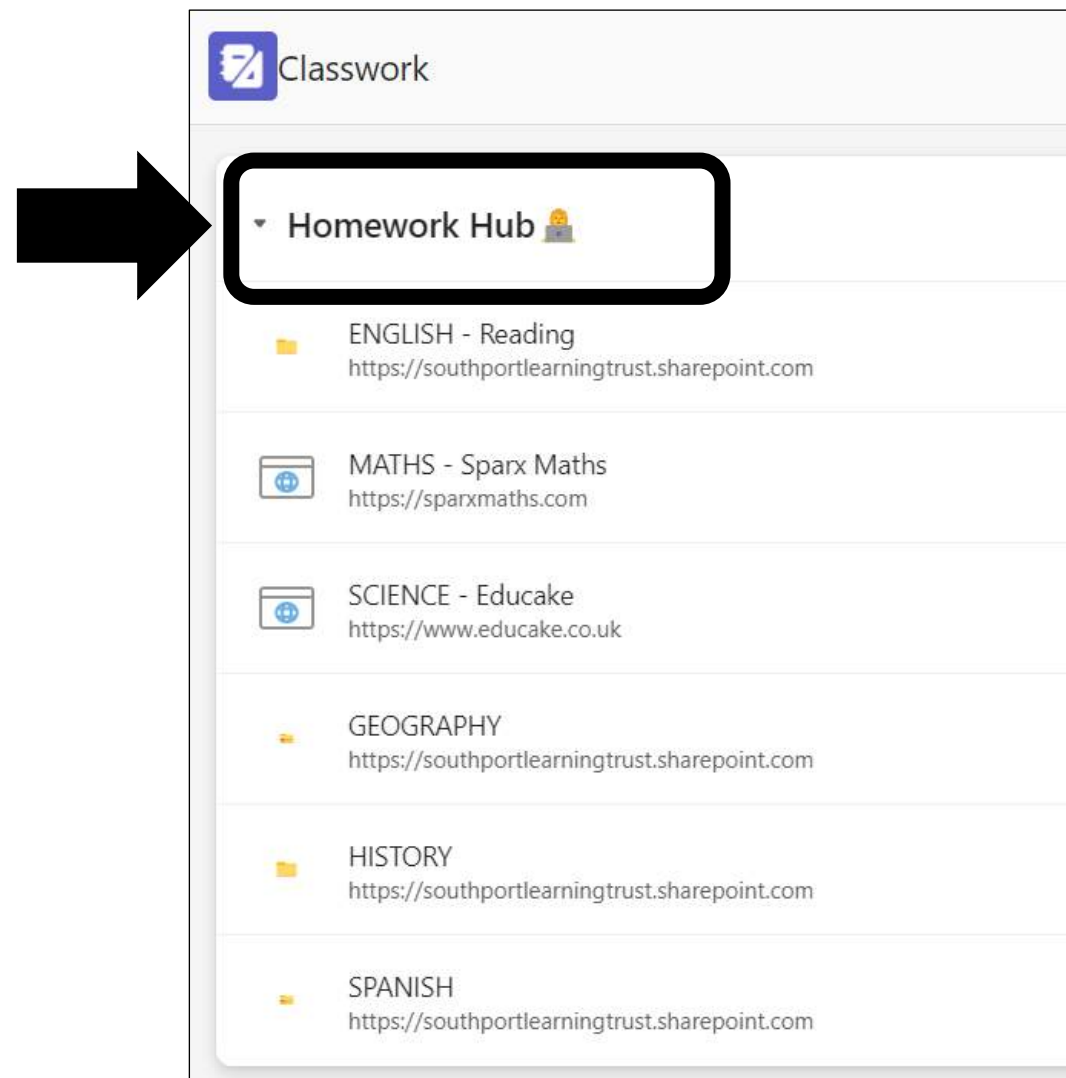
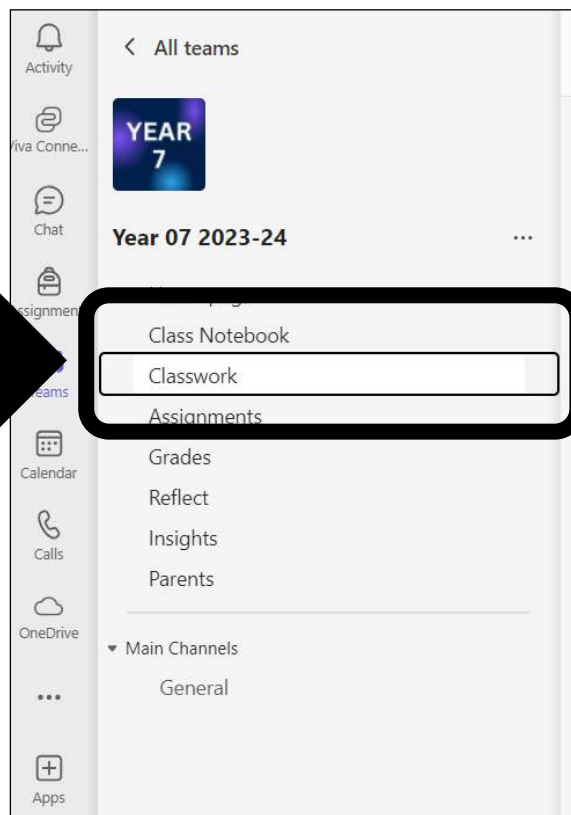


6. *Follow this step, unless your teacher instructs otherwise. Create a Word Document named 'Class Workbook'. You can use this one document for the year.*

- ✓ Saves automatically
- ✓ Teachers can access your files
- ✓ Students can use adaptable features
 - Dictation (your voice into words)
 - Immersive reader (reads the text to you)
 - Change colours of text or screen background

Where is my homework?

1. Find your Year Group Team
2. Click 'Classwork' down the left-hand side
3. Click 'Homework Hub' and a list of links will appear for your subjects



How do I hide old Teams?

←

→

↺

🏠

teams.microsoft.com/v2/

☆

📄

📄

📄

📄

🔍 Search

Stay in the know. Turn on desktop notifications. Turn on

Activity

Viva Connections

Chat

Assignments

Teams

Calendar

Calls

OneDrive

Viva Insights

...

Apps

Teams

Join or create team

Classes

YEAR 7

Year 07 2023-24

...

YEAR 8

Year 08 2023-24

...

YEAR 9

Year 09 2023-24

...

YEAR 10

Year 10 2023-24

...

YEAR 11

Year 11 2023-24

...

Magdall High School

Registration 10SB 2023-24

...

English 7RS-EN2 2023 MHS

...

English 8RS-EN3 2023 MHS

...

English 9RS-EN3 2023 MHS

...

English 9BC-EN4 2023 MHS

...

English 10RS-EN3 2023 MHS

...

English 11RS-EN3 2023 MHS

...

Teams

Magdall High School

MHS All Staff

...

E

English

...

Hidden

CV

...

CV

...

📖

...

📖

...

📖

...

📖

...

📖

...

📖

...

➡

...

All old Teams can be hidden by clicking the ... button and 'Hide'.

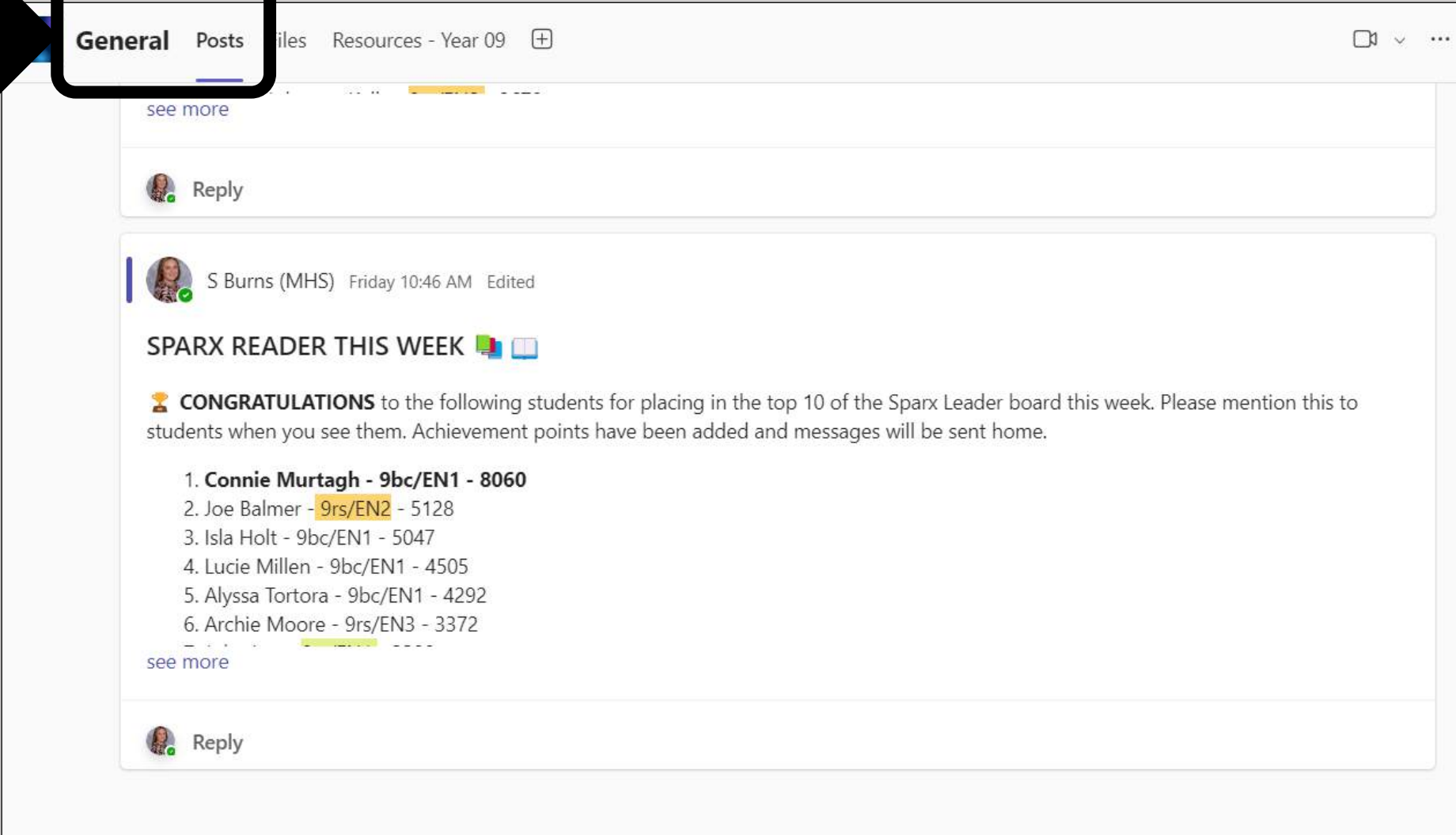
This will not delete the board if the wrong board is hidden by accident.

Where can I find updates?

Find the Team board for your Year Group.

This will take you to the 'General' - 'Posts' area.

- ✓ Pastoral can send achievements and notices
- ✓ Tutors can provide achievements and notes
- ✓ Class teachers can share competitions, information and more!



The screenshot shows a Microsoft Teams chat window for a channel named 'Resources - Year 09'. The 'General' tab is selected and highlighted with a black box. A large black arrow points from the text 'Find the Team board for your Year Group.' to this tab. The chat history shows a post by 'S Burns (MHS)' dated 'Friday 10:46 AM' and marked as 'Edited'. The post title is 'SPARX READER THIS WEEK' with a small icon of a book and a calendar. The post content includes a congratulatory message and a list of the top 10 students from the Sparx Leader board. The list is as follows:

1. **Connie Murtagh** - 9bc/EN1 - 8060
2. Joe Balmer - 9rs/EN2 - 5128
3. Isla Holt - 9bc/EN1 - 5047
4. Lucie Millen - 9bc/EN1 - 4505
5. Alyssa Tortora - 9bc/EN1 - 4292
6. Archie Moore - 9rs/EN3 - 3372

Below the list is a 'see more' link. The post also has a 'Reply' button at the bottom.

How do I use Tech to help my learning?

Search for 'Dictate'

Dictate allows you to speak and the device writes for you. Text needs to be checked as it can be wrong.

Search for 'Immersive Reader'

Immersive Reader reads the text on the screen aloud to you.

Search for 'Page Colour'

Page Colour can be changed to help with eye strain.

Search for 'Translate'

Translate can change text into a different language.

Search for 'Desktop App' to open another window to split working.

This allows you to work on different things in multiple tabs at the top of your screen browser.

Synonyms and Definitions

Right click on highlighted word for definitions and synonyms.

