

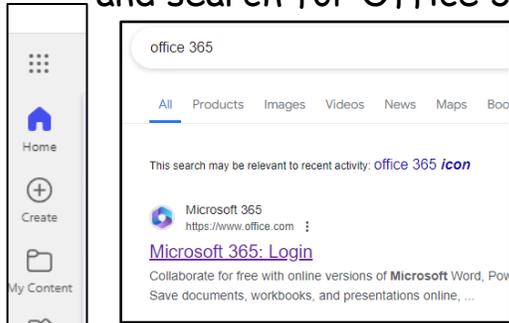
Where can I find Microsoft Teams?

On my computer or laptop



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

1. Open your internet browser and search for Office 365



2. Sign in using your school email address and password



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



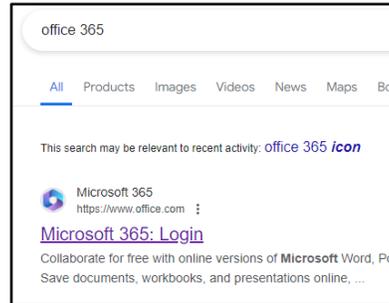
On my tablet or iPad



- 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:

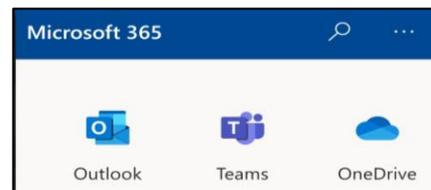
1. Open your internet browser and search for Office 365



2. Sign in using your school email address and password



3. Click the Teams icon across the top of your screen



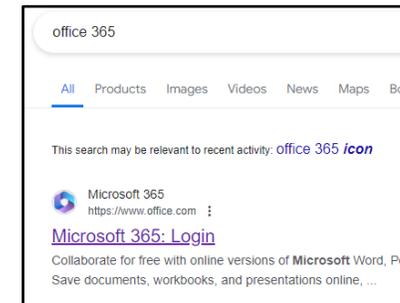
On my phone



- 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:

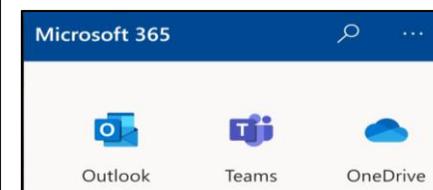
1. Open your internet browser and search for Office 365



2. Sign in using your school email address and password



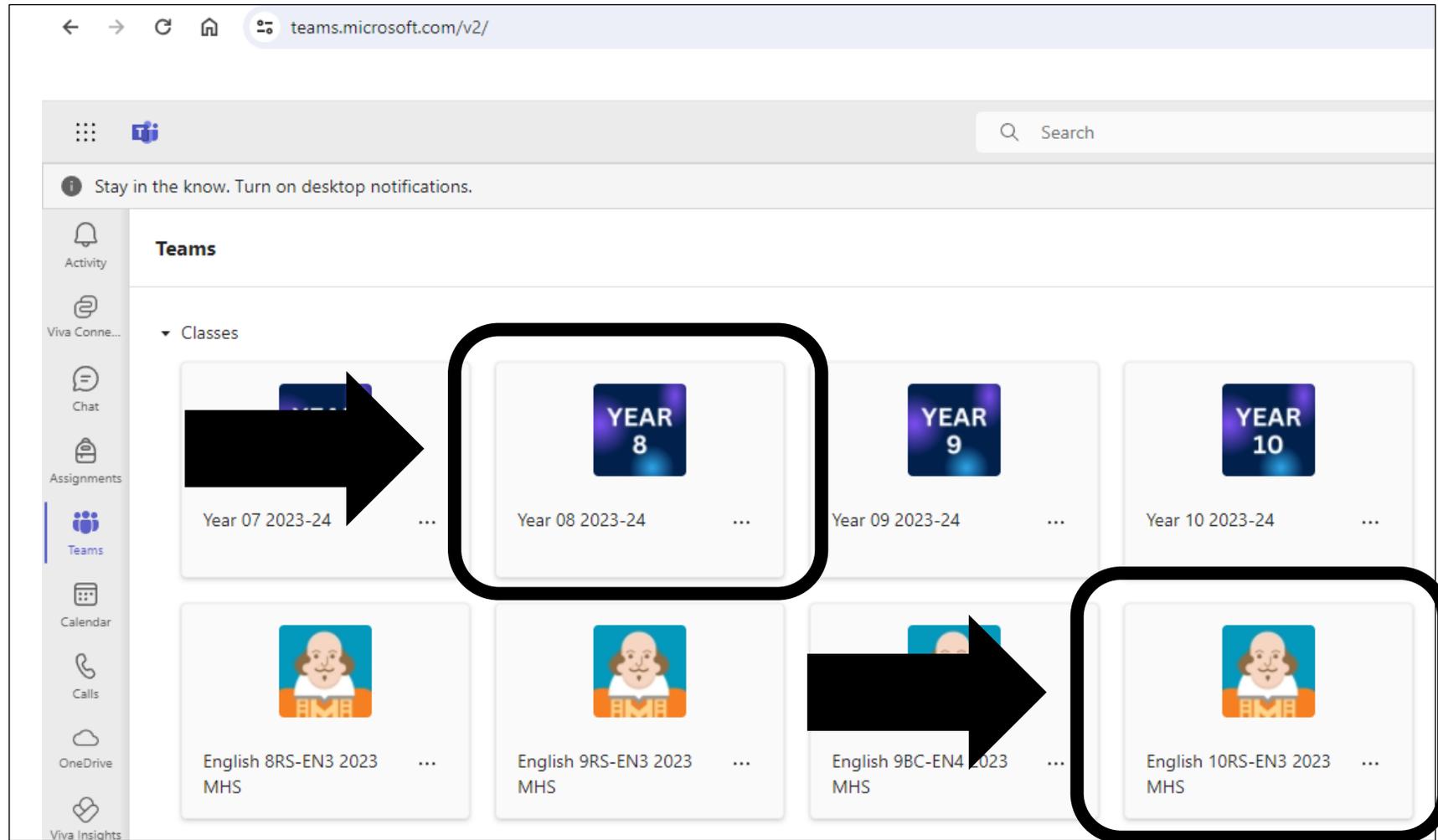
3. Click the Teams icon across the top of your screen



Where do I find my Team?

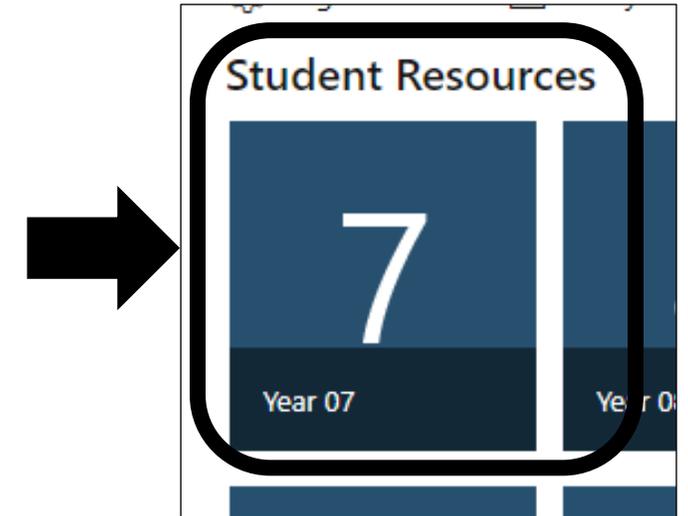
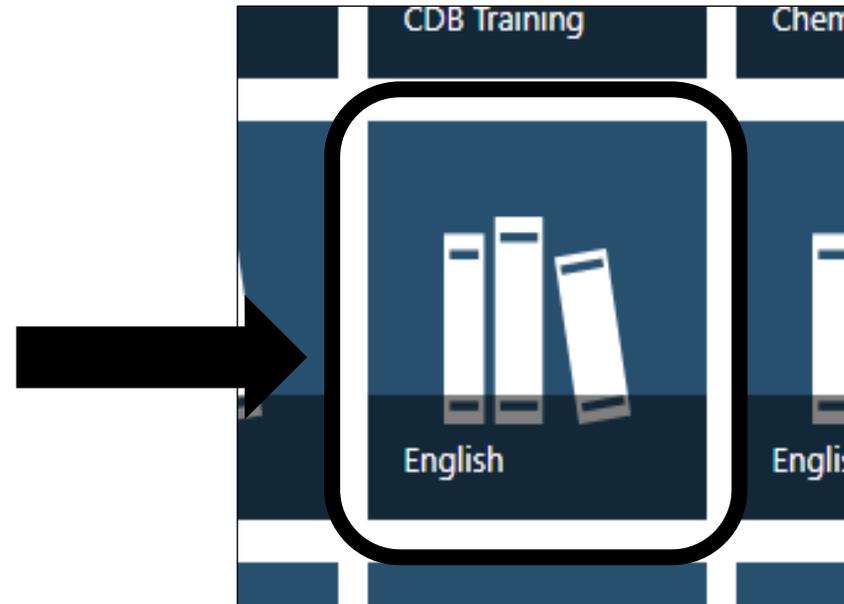
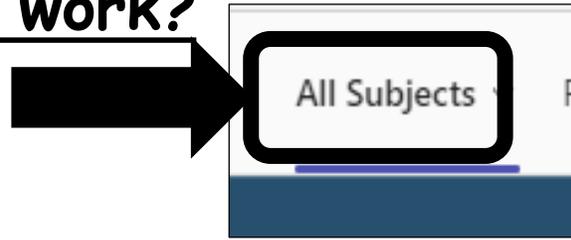
✓ One Team for each of your class subjects

✓ One Team for your Year Group



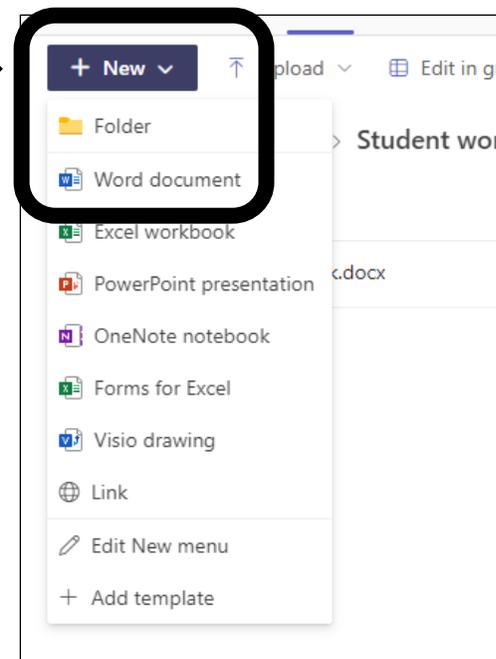
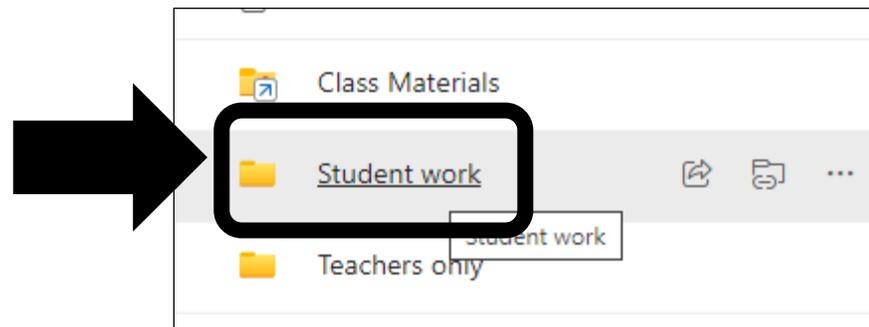
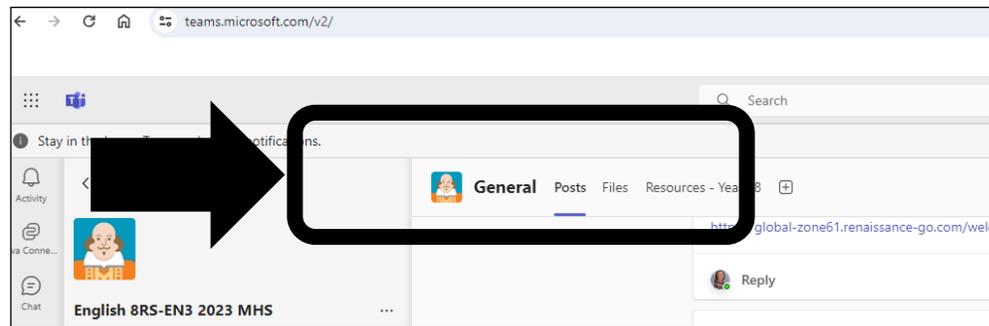
Where do I find my work?

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.

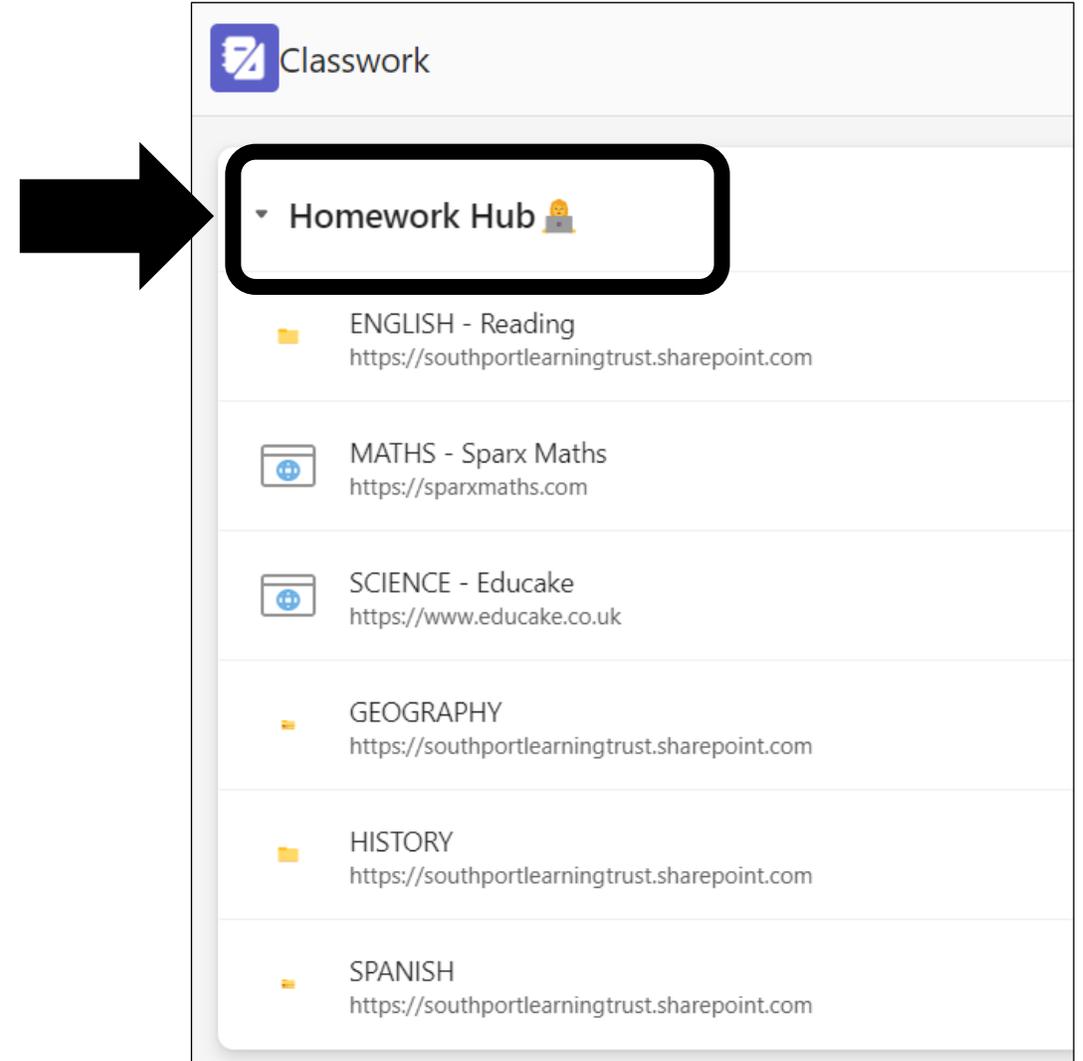
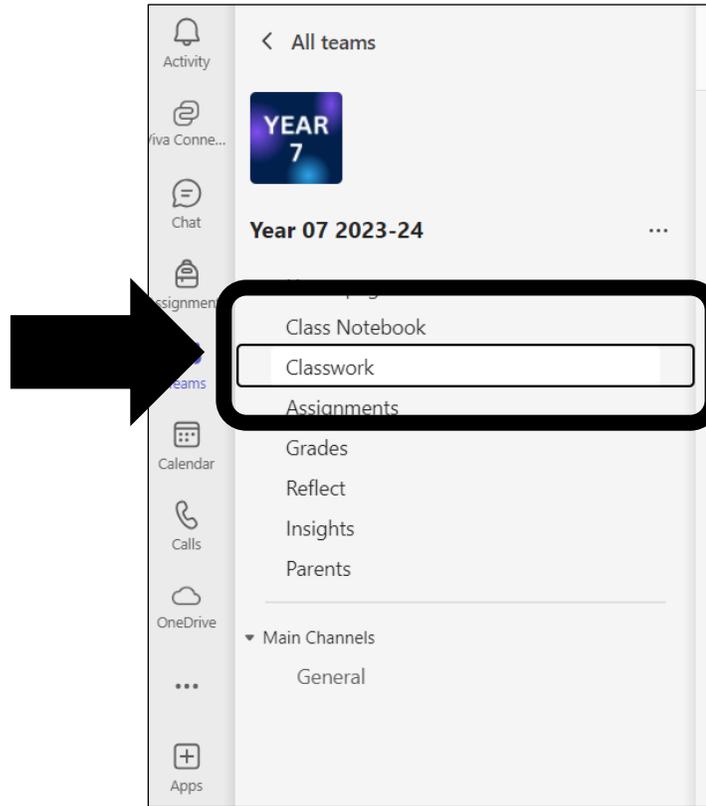


6. Follow this step, unless your teacher instructs otherwise. Create a Word Document named 'Class Workbook'. You can use this one document for the year.

- ✓ 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/

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

Join or create team

Teams

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
- 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 10RS-EN3 2023 MHS

Teams

- MHS All Staff
- English

Hidden

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

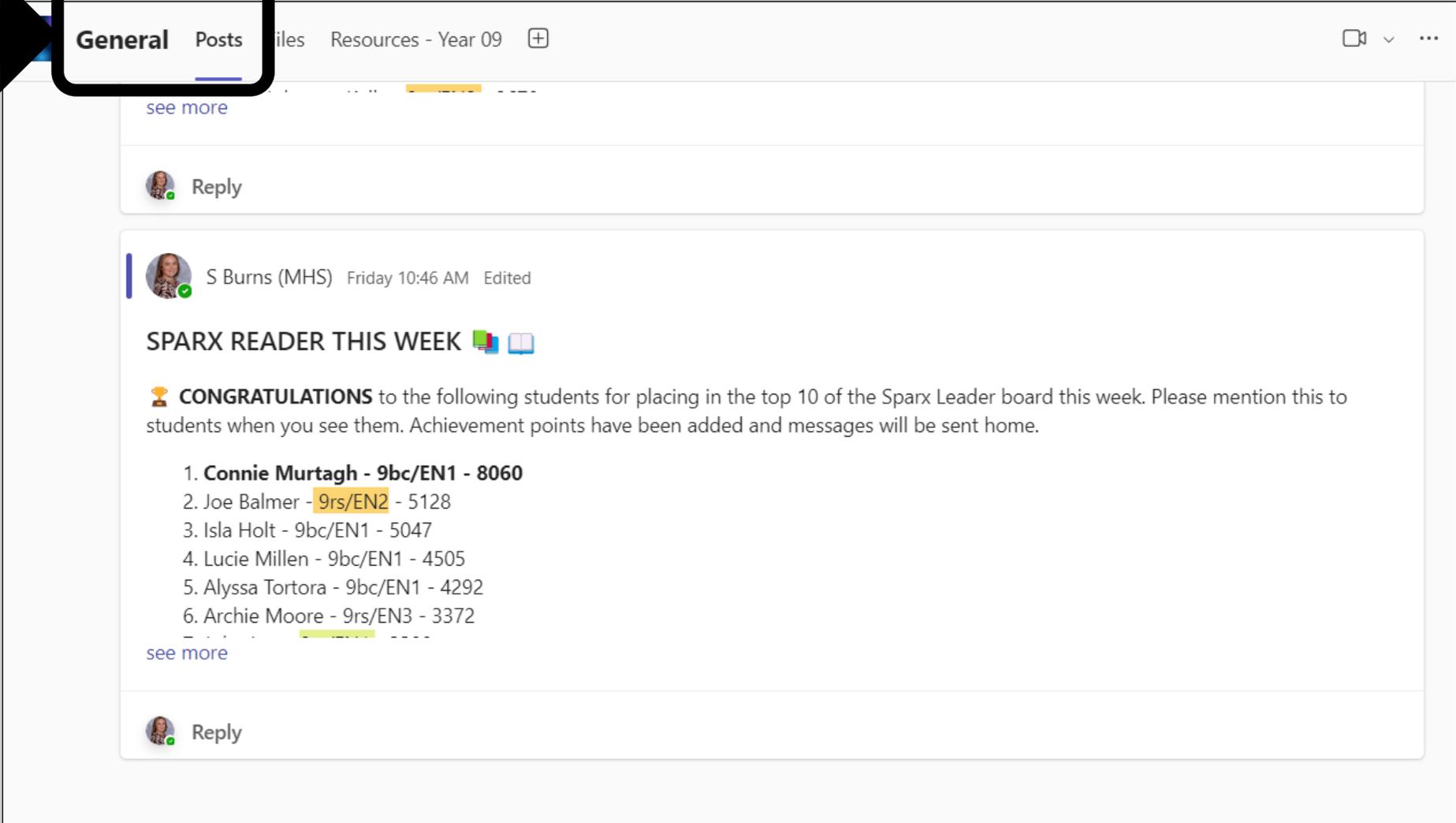
This will not delete the board if the wrong board is hidden by accident.

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 and an arrow. A post by S Burns (MHS) is visible, dated Friday 10:46 AM and marked as 'Edited'. The post content includes a title 'SPARX READER THIS WEEK' with a calendar icon, followed by a congratulatory message: 'CONGRATULATIONS to the following students for placing in the top 10 of the Sparx Leader board this week. Please mention this to students when you see them. Achievement points have been added and messages will be sent home.' Below this is a list of six students with their names and IDs: 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. The post also shows 'see more' links and a 'Reply' button.

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.

