

St Alban's Catholic High School

MS Teams student guide

6th November 2020



What is MS Teams for? Why do I need it?

- Teachers will be able to set assignments for you and give feedback during a lockdown situation
- Some aspects of MS Teams will replace eschools (which we are no longer using), such as file storage and may be used by departments for:
 - in-class learning
 - ...and may be used in addition to classcharts for larger pieces of SAIL (classcharts will remain the main focus for teachers to set SAIL, however)

This video covers most things you need to know quite nicely (06:39 mins)

https://www.youtube.com/watch?v=Yfw_hj2HHVk

Step 1 : How do I log on?

- Search for 'MS Teams' in Google, click on the first link
- <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>
- Sign in using your St Alban's email address and password that you use to sign on with at school
- The email address is in the format → ????@st-albans.suffolk.sch.uk
- (get your parent to) email itsupport@st-albans.suffolk.sch.uk if you forget your password



Microsoft Teams
More ways to be a team.

Sign up for free

Sign in

Take a Teams guided tour >



 Microsoft

Sign in

20???1@st-albans.suffolk.sch.uk

Can't access your account?

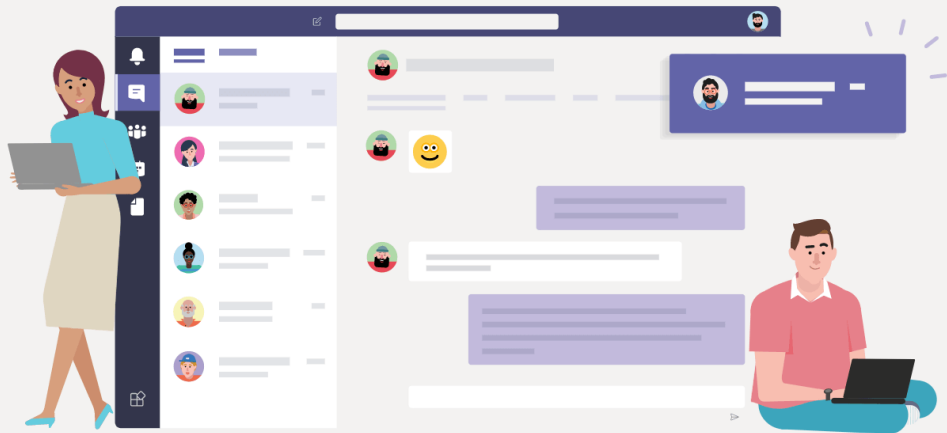
Sign-in options

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Step 2 : Do I download it or use the 'web app'?

- You can choose to download the desktop app or use the web app.
- Get parental permission before downloading anything.
- The **web app** is fine however, and can be used without downloading anything
- *Web app just means that you can use Teams in your browser (e.g. Edge, Chrome or Safari)*



Microsoft Teams

Download the Teams desktop app and stay better connected.

Get the Mac app

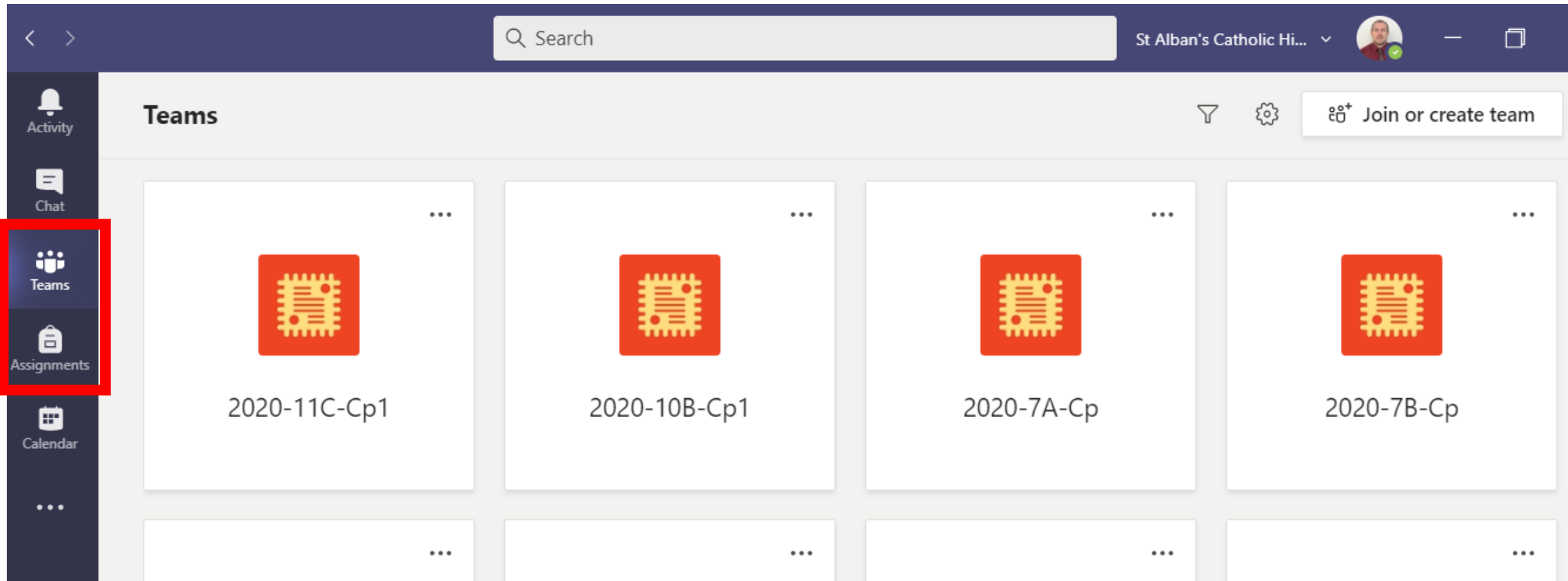
Use the web app instead

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The image shows a stylized illustration of the Microsoft Teams interface. On the left, a woman in a blue top and beige skirt stands holding a laptop. In the center, a large window displays the Teams chat interface with various icons and text bubbles. On the right, a man in a red shirt sits on the floor with a laptop. Below the illustration, there is a promotional message and two buttons: 'Get the Mac app' and 'Use the web app instead'. A red arrow points to the 'Use the web app instead' button.

Step 3 : Find your team(s)

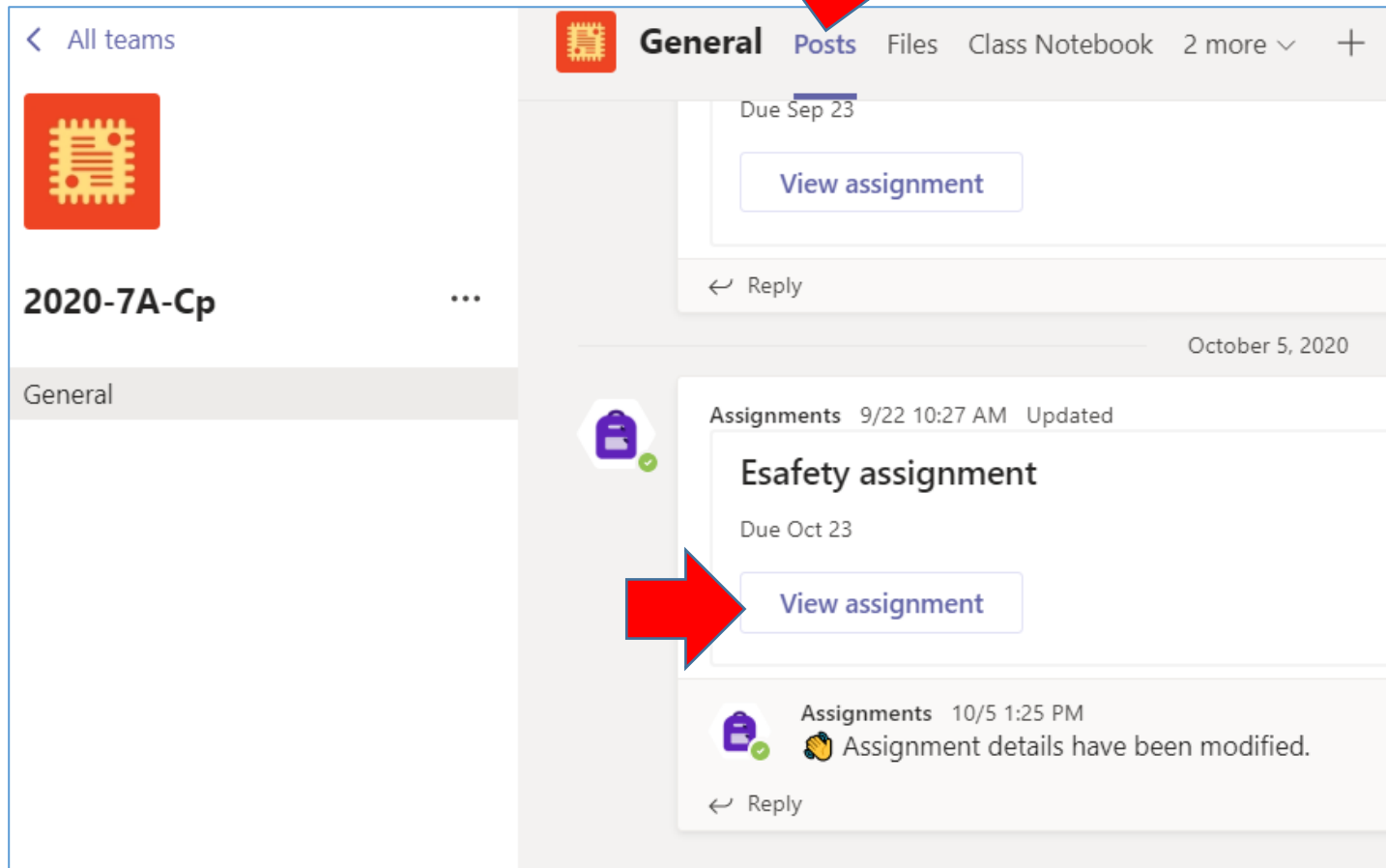
- You will have automatically been added into class teams for all your subjects. Click on the one you want to complete assignments for. There is also an assignments option which will show you all assignments which are due



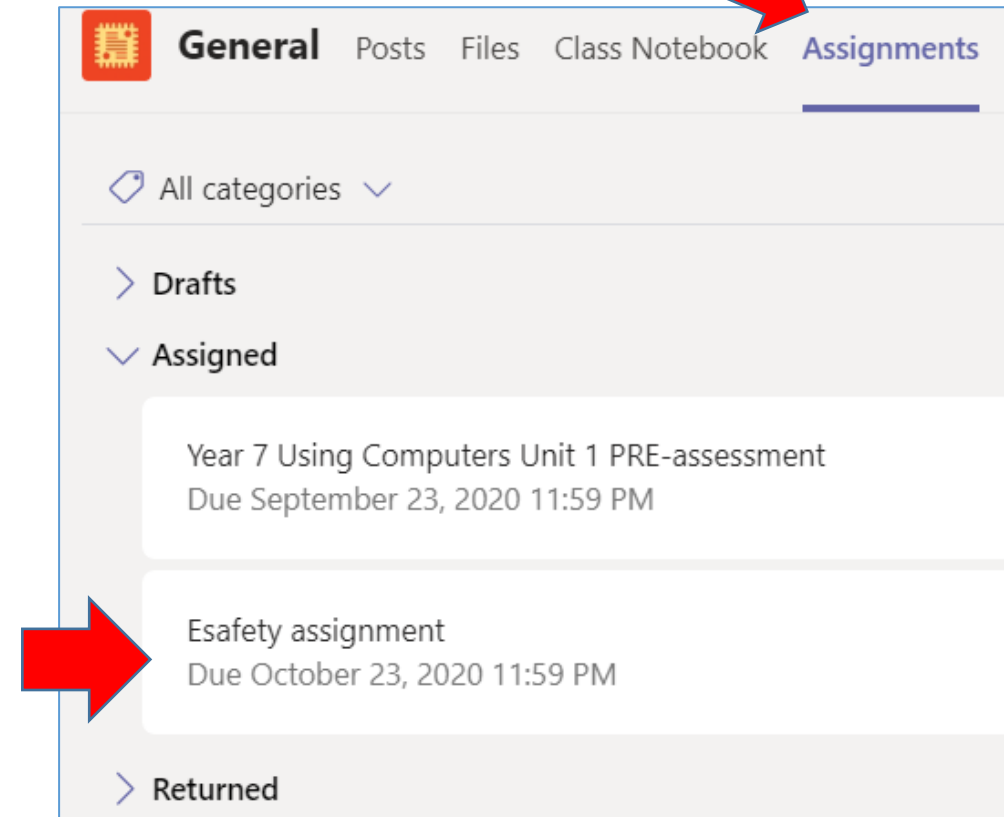
Step 4 : Viewing assignments (work to complete)

Your teacher will create an assignment

Assignments can either be viewed on the 'Posts' news feed of a team, or accessed from the 'Assignments' tab within a team



This screenshot shows a Microsoft Teams interface for a team named '2020-7A-Cp'. The 'Posts' tab is selected in the top navigation bar. A post from the 'Assignments' bot is visible, dated 'October 5, 2020'. The post contains the text 'Due Sep 23' and a 'View assignment' button. Below this, another post from the 'Assignments' bot is shown, dated '9/22 10:27 AM Updated', with the title 'Esafety assignment' and 'Due Oct 23'. A red arrow points to the 'View assignment' button in this second post. A third post from the 'Assignments' bot is partially visible at the bottom, dated '10/5 1:25 PM', with the text 'Assignment details have been modified.'.



This screenshot shows the 'Assignments' tab within the same Microsoft Teams team. The 'Assignments' tab is selected in the top navigation bar. The interface displays a list of assignments under the 'Assigned' category. The first assignment is 'Year 7 Using Computers Unit 1 PRE-assessment' with a due date of 'September 23, 2020 11:59 PM'. The second assignment is 'Esafety assignment' with a due date of 'October 23, 2020 11:59 PM'. A red arrow points to the 'Esafety assignment' entry. The 'Returned' category is also visible at the bottom.

Step 5 : Doing your work

Step 1: Instructions for completing the assignment & due date

Step 2: *Reference materials / videos / links* which will help you complete the assignment. You cannot edit these.

Step 4: Your teacher may have added document template(s) to be filled in under “*my work*”. You can edit them. They automatically save when you edit them

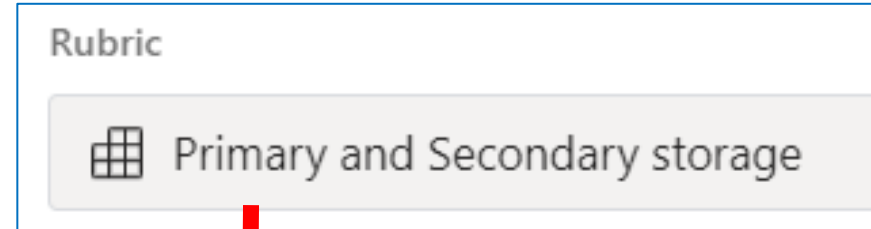
Step 5: You can also upload other documents by pressing the + icon

The screenshot shows a Microsoft Teams interface for a class named 'Social Studies 7'. The page is titled 'General' and is set to 'Private'. The 'Assignments' tab is selected, showing an assignment titled 'Factors leading up to Confederation'. The assignment is categorized as 'Minor Assignments' and is due on October 11, 2019, at 11:59 PM, with a closing date of October 18, 2019, at 11:59 PM. The instructions state: 'Complete your own copy of the attached graphic organizer using specific examples from the notes we reviewed in class.' Under the 'Reference materials' section, there is a document titled 'Chapter 7 Review Notes.pptx'. Under the 'My work' section, there is a document titled 'Factors encouraging Confederation Graphic Organizer.docx'. A '+ Add work' button is visible at the bottom of the 'My work' section. On the right side of the assignment page, there is a 'Turn in' button, a 'Points' section indicating '12 points possible', and a 'Rubric' section with a 'Graphic Organizer Rubric' attached. Red arrows from the text boxes on the left point to the 'Turn in' button, the 'Reference materials' section, the 'My work' section, and the '+ Add work' button. Another red arrow points from the 'Rubric' section to the text box on the right.

Step 3: Your teacher may have created a rubric to show how the assignment will be graded. Check back on the rubric after the teacher has returned your work to see which parts of the rubric you gained marks for.

What is a rubric?

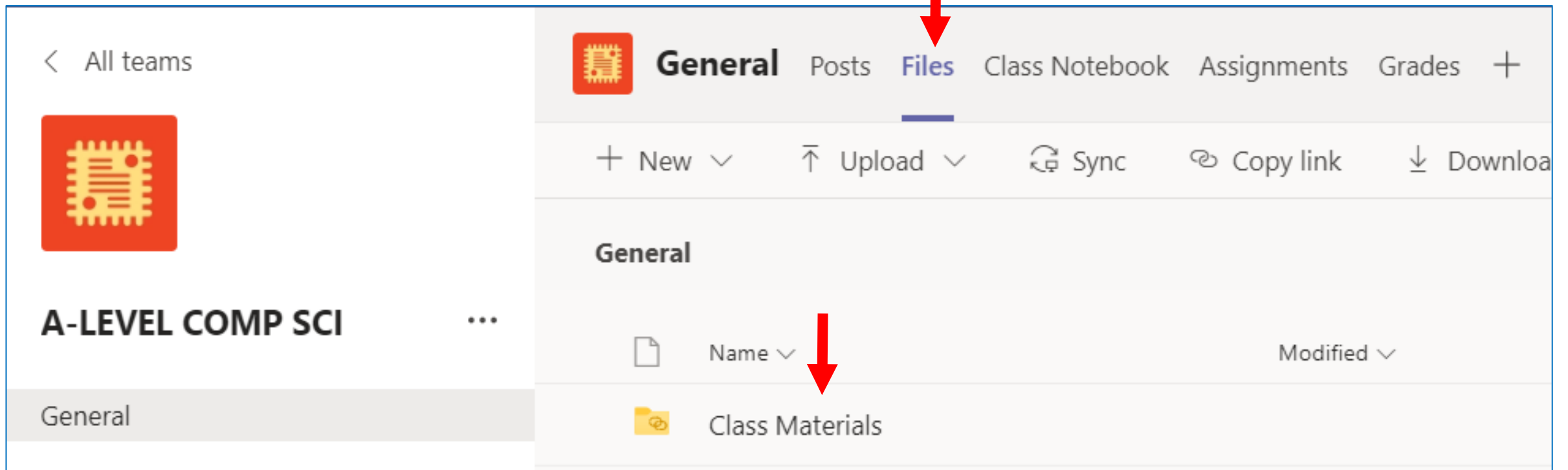
- A rubric can be used as a 'grid' of criteria of what to include in your work to reach different grades.
- Your teacher may have attached a rubric to your assignment to help you know what you need to include
- You can click on it to view it and can also see which parts of the rubric you have achieved once the teacher has returned your work.



Primary and Secondary storage		100 points possible
RAM, ROM, Cache and Virtual memory		Weight 25%
Level 6-9 3 points Explain how virtual memory works, and ways to help use less of it	Level 4-5 2 points Describe how Cache memory in the CPU works with the RAM.	Level 1-3 1 point Describe how RAM and ROM work with the CPU to help run the computer
Primary and Secondary storage		Weight 25%
Level 6-9 3 points Describe the "desk" and "filing cabinet" analogy in a slide	Level 4-5 2 points Describe the differences between primary and secondary storage with examples	Level 1-3 1 point State the definitions of primary and secondary storage

Using the file system

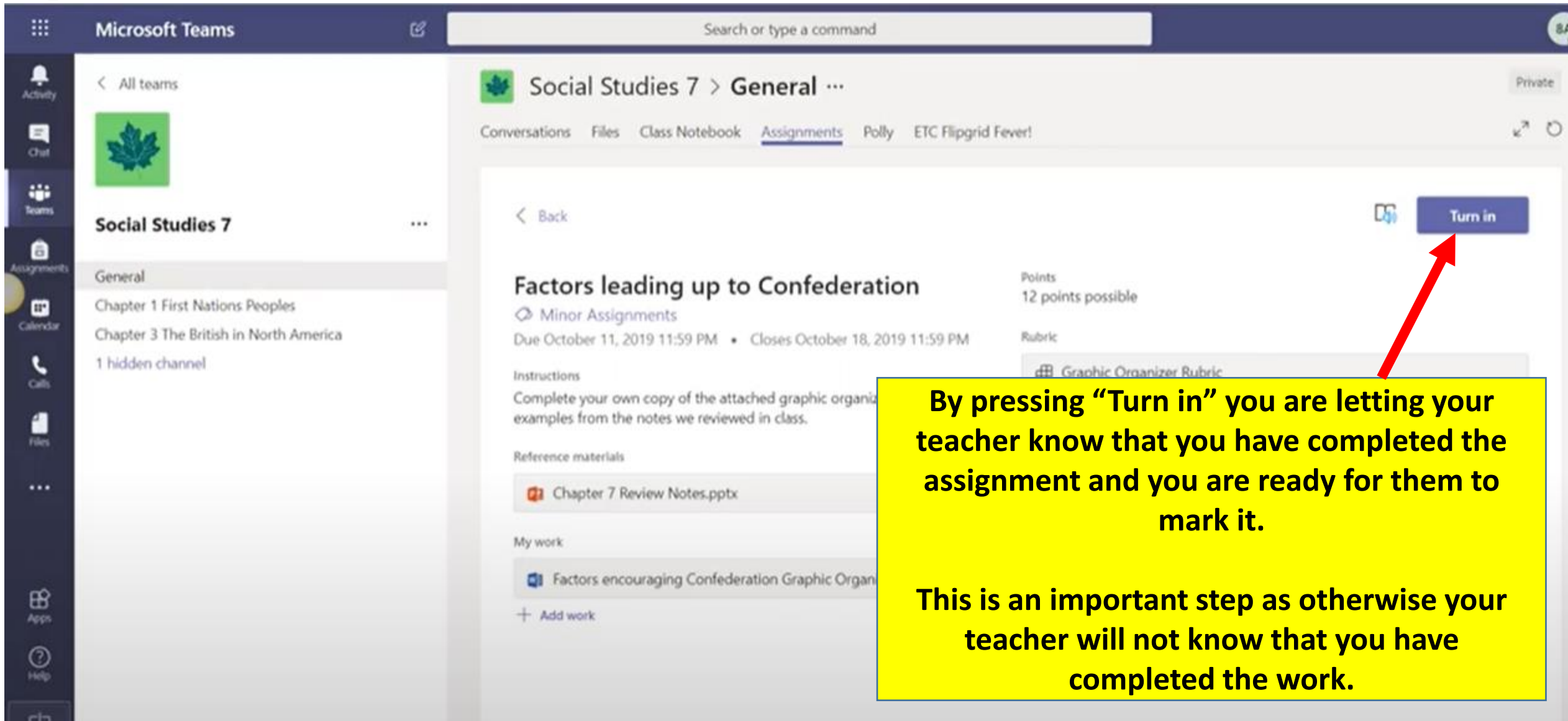
- Sometimes your teacher may ask you to find something in the *'files'* section of your team
- Your teacher may have placed everything that the class is meant to access in the “Class Materials” folder (as shown below)



The screenshot displays a user interface for a team's file system. On the left, a sidebar shows a back arrow, the text "All teams", a red square icon with a yellow gear-like pattern, and the team name "A-LEVEL COMP SCI" with a three-dot menu icon. Below this, the "General" folder is selected and highlighted. The main content area has a top navigation bar with a red square icon, the word "General", and several tabs: "Posts", "Files" (which is underlined and has a red arrow pointing to it), "Class Notebook", "Assignments", and "Grades" with a plus sign. Below the navigation bar is a toolbar with icons for "+ New", "Upload", "Sync", "Copy link", and "Download". The main content area is titled "General" and contains a table with columns for "Name" (with a dropdown arrow) and "Modified" (with a dropdown arrow). A red arrow points to the "Class Materials" folder, which is represented by a yellow folder icon with a red lock symbol.

Name	Modified
Class Materials	

Step 6 : Turning (Handing) in your work



The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays a team named "Social Studies 7" with a "General" channel. An assignment titled "Factors leading up to Confederation" is shown, with a due date of October 11, 2019, and a closing date of October 18, 2019. The assignment is worth 12 points. A red arrow points to a blue "Turn in" button in the top right corner of the assignment card. Below the screenshot, a yellow text box contains instructions on the importance of clicking "Turn in".

Microsoft Teams

Search or type a command

Social Studies 7 > General ...

Conversations Files Class Notebook Assignments Polly ETC Flipgrid Fever!

Back

Turn in

Factors leading up to Confederation

Points
12 points possible

Minor Assignments

Due October 11, 2019 11:59 PM • Closes October 18, 2019 11:59 PM

Rubric
Graphic Organizer Rubric

Instructions
Complete your own copy of the attached graphic organizer and submit it. You can use the examples from the notes we reviewed in class.

Reference materials
Chapter 7 Review Notes.pptx

My work
Factors encouraging Confederation Graphic Organizer

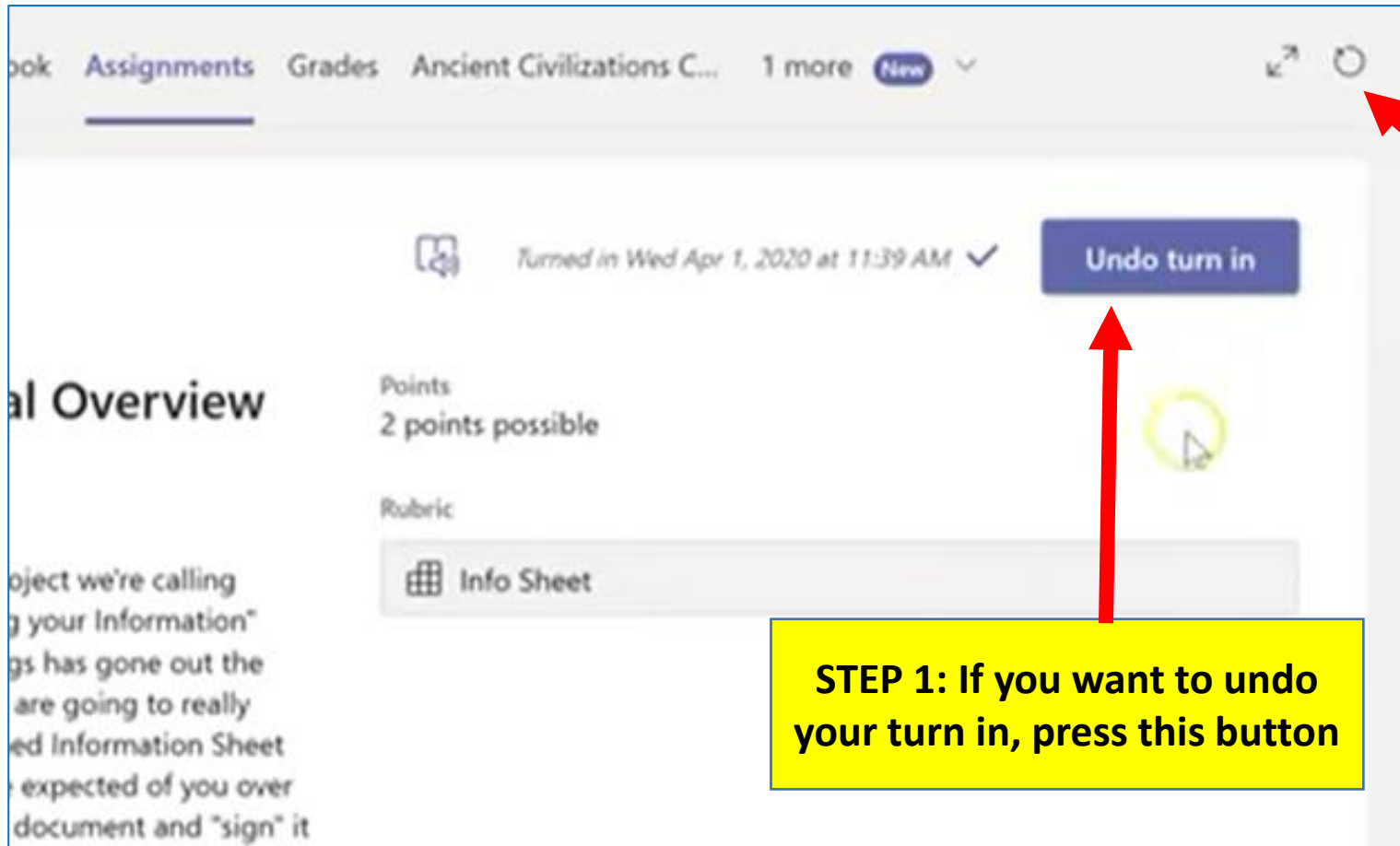
+ Add work

By pressing "Turn in" you are letting your teacher know that you have completed the assignment and you are ready for them to mark it.

This is an important step as otherwise your teacher will not know that you have completed the work.

Step 7: Undoing a turn in

- You may wish to undo a turn in when you have forgotten to include something on an assignment
- This video also shows the process of undoing a turn in (49sec) https://www.youtube.com/watch?v=MyOLfLgtQ_Q



STEP 1: If you want to undo your turn in, press this button

STEP 2: After undoing the turn in, you may have to press the refresh button to force the document to unlock so that you can edit it again

Step 8 : Acting on feedback

Assignments you've turned in will have a checkmark. Open one to view feedback and scores after your instructor has returned it. You can also select an attached rubric to review more details on your score.

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Returned Thu, Oct 18, 3:59 PM ↩

Narratives of Scale

Due November 29, 2018 11:59 PM

Instructions
None

My work

Sample Brief.docx

+ Add work

Points
100 / 100

Rubric

Narrative Essay

Turn in again

FEEDBACK WILL USUALLY APPEAR HERE

Here you can see the date and time that the teacher returned your work

After the teacher has given you feedback on your work they will press the 'return' button

You will then be able to view the feedback and you should also automatically receive an email to your school account to inform you that this has happened.

After acting on the feedback given, don't forget to turn the work in again.

Don't forget to look at the Rubric if there is one attached as it is easier to see which marks you have lost by doing so.

Question: What do the different assignment statuses mean?

Open a completed assignment to view more details on its status.

Not turned in

The due date for this assignment has passed and you can no longer turn it in.

Generally teachers will not be locking the assignments for submissions past the due date

Turned in

You'll see a time and date stamp of your most recent turn-in.

Returned

You'll see a time and date stamp of when your instructor returned the assignment to you.

Turn in again

You'll see this option when your teacher has returned an assignment to you but is still accepting submissions. This means you can submit any revisions your instructor has requested.

Undo turn in

Your instructor hasn't returned your work yet and submissions are still open. Use this option if you forgot to include something or want to update your work before turning it in again.