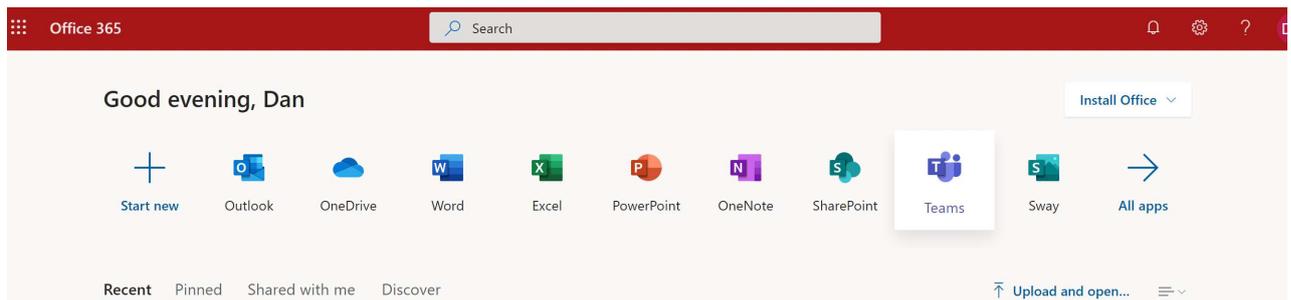


Microsoft Teams – How to Use

Once you have logged into Office 365, don't forget that you can get this from the SDSC website, or by typing in <https://portal.office.com> and this will bring you to the log in page.

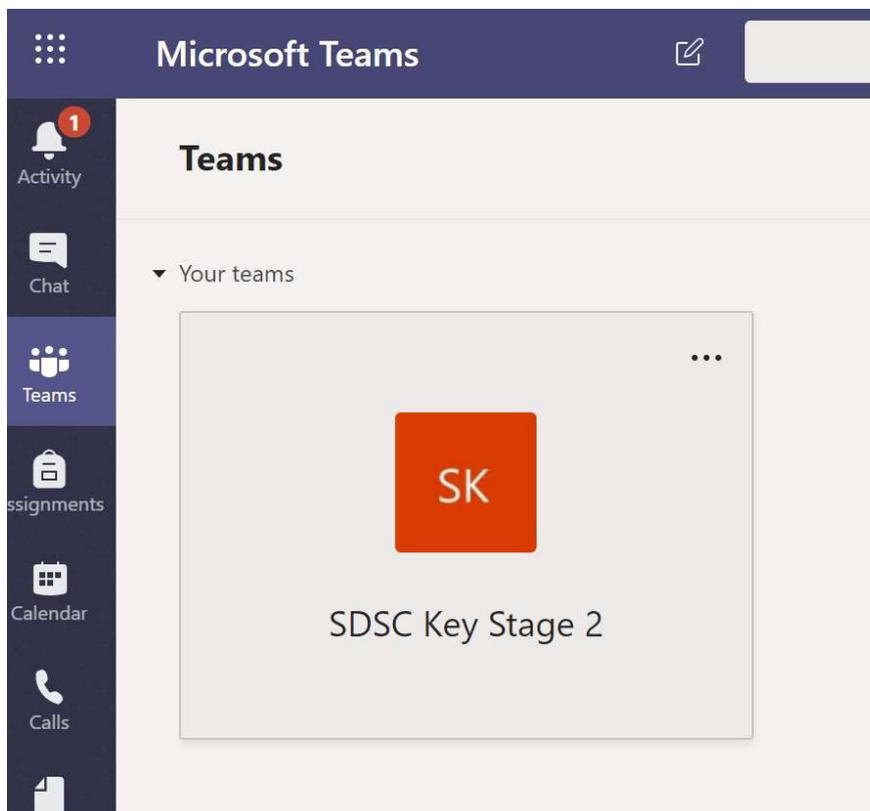
Once you are in and onto the main Office 365 page click on the Teams icon which will open in a new page.

I've created a pupil account so what you see when you log in will be slightly different as the other pupils in your class will be there as well.

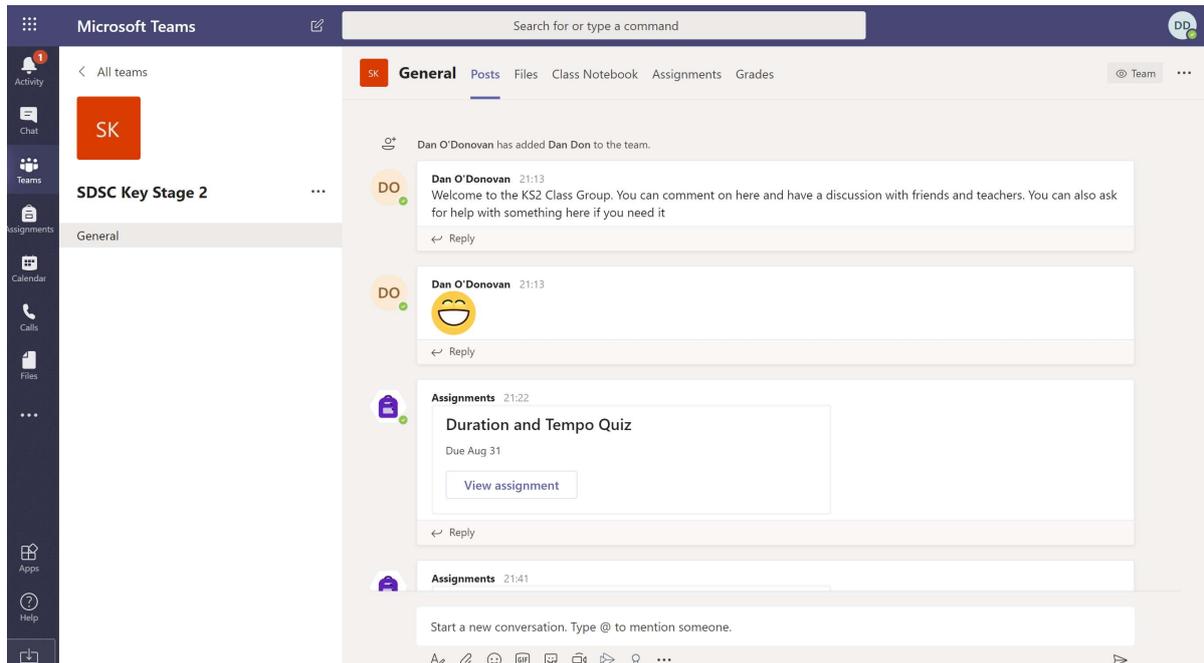


When you log in for the first time, it will give you the option to be taken through a tour of how Teams works.

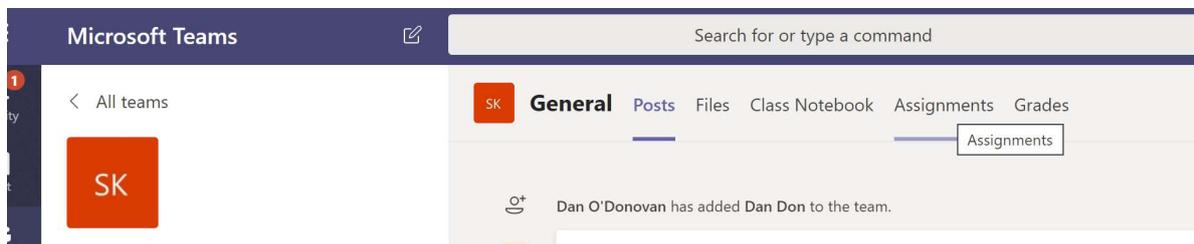
This is how the page will look when you log into Teams.



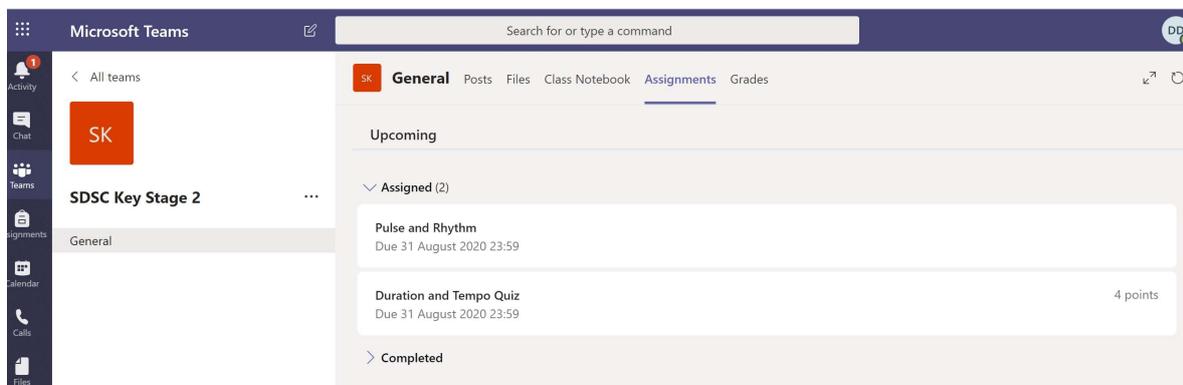
If you click on the Key Stage 2 Icon on the page this will bring you to the class group.



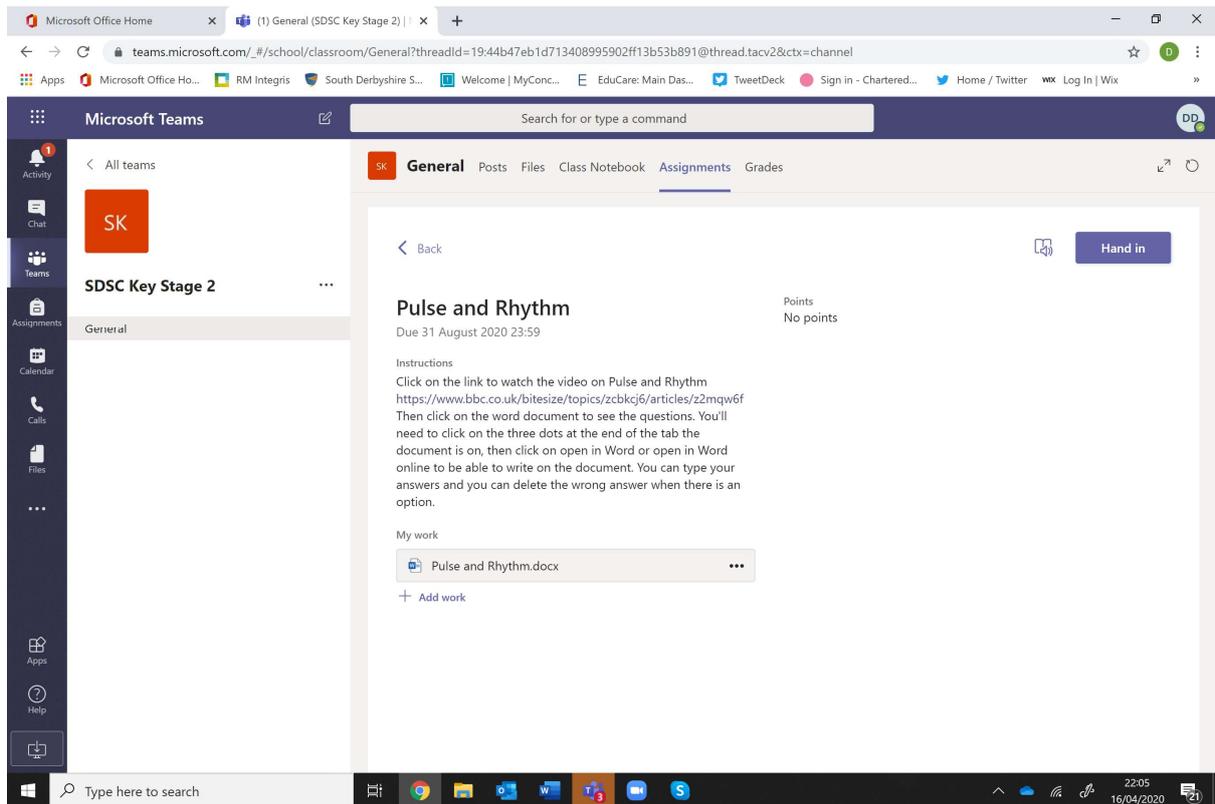
On this page you can post questions, have a chat with your class-mates and teachers. This will be monitored by staff and they will be able to answer any questions you ask.



If you click on the Assignments link at the top of the page, this will bring you to where the work is.



If you click on one of the assignments, it will take you to the work.

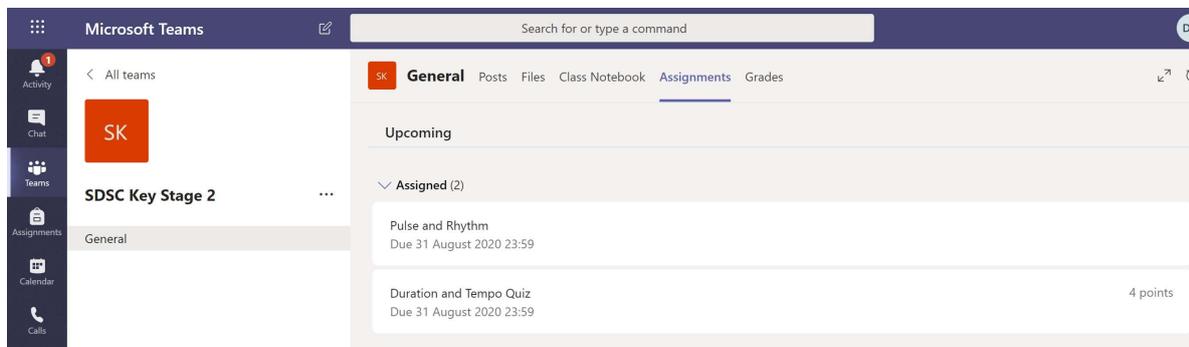


The screenshot shows the Microsoft Teams interface. On the left, the 'SDSC Key Stage 2' team is selected, and the 'General' channel is active. The 'Assignments' tab is selected in the top navigation bar. The main content area displays an assignment titled 'Pulse and Rhythm' due on 31 August 2020 at 23:59. The instructions state: 'Click on the link to watch the video on Pulse and Rhythm https://www.bbc.co.uk/bitesize/topics/zcbkcf6/articles/z2mqw6f Then click on the word document to see the questions. You'll need to click on the three dots at the end of the tab the document is on, then click on open in Word or open in Word online to be able to write on the document. You can type your answers and you can delete the wrong answer when there is an option.' Below the instructions, a document titled 'Pulse and Rhythm.docx' is shown with three dots at the end, indicating options to open it. A 'Hand in' button is visible in the top right corner of the assignment view.

The instructions for the work are there and to access the document you should click on the three dots at the end of the Pulse and Rhythm Document and choose to Open in Word or Open In Word Online.

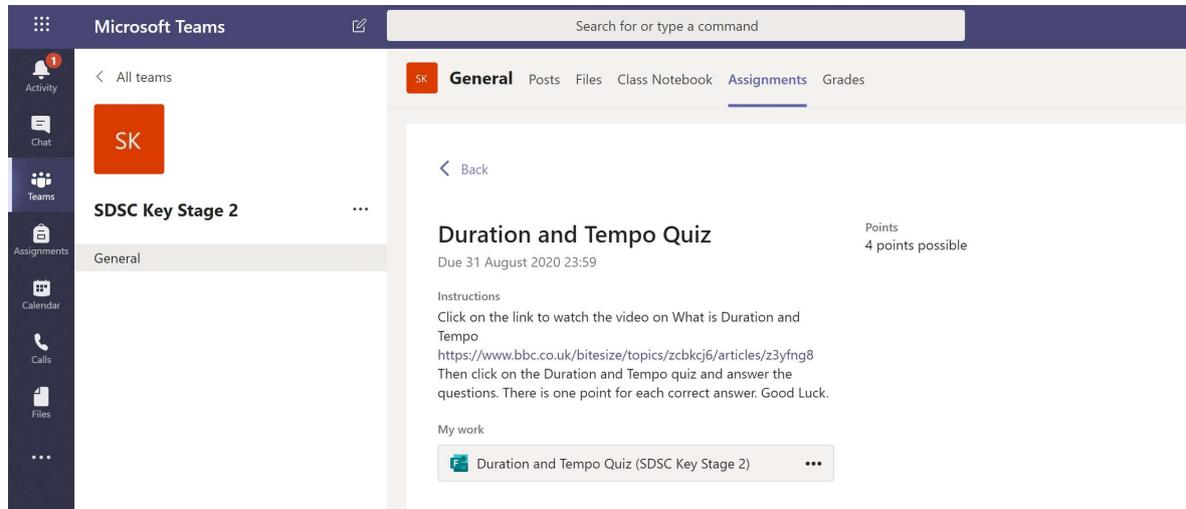
Once you have opened the document, you can answer the questions. You can type directly into the document and it should save as you type. When you have finished, you can close the word document and then return to the page above and when you've finished it, click on the Hand In button on the top right of the page above.

There will also be some work that is set as a quiz. I've clicked on the Duration and Tempo Quiz Option.

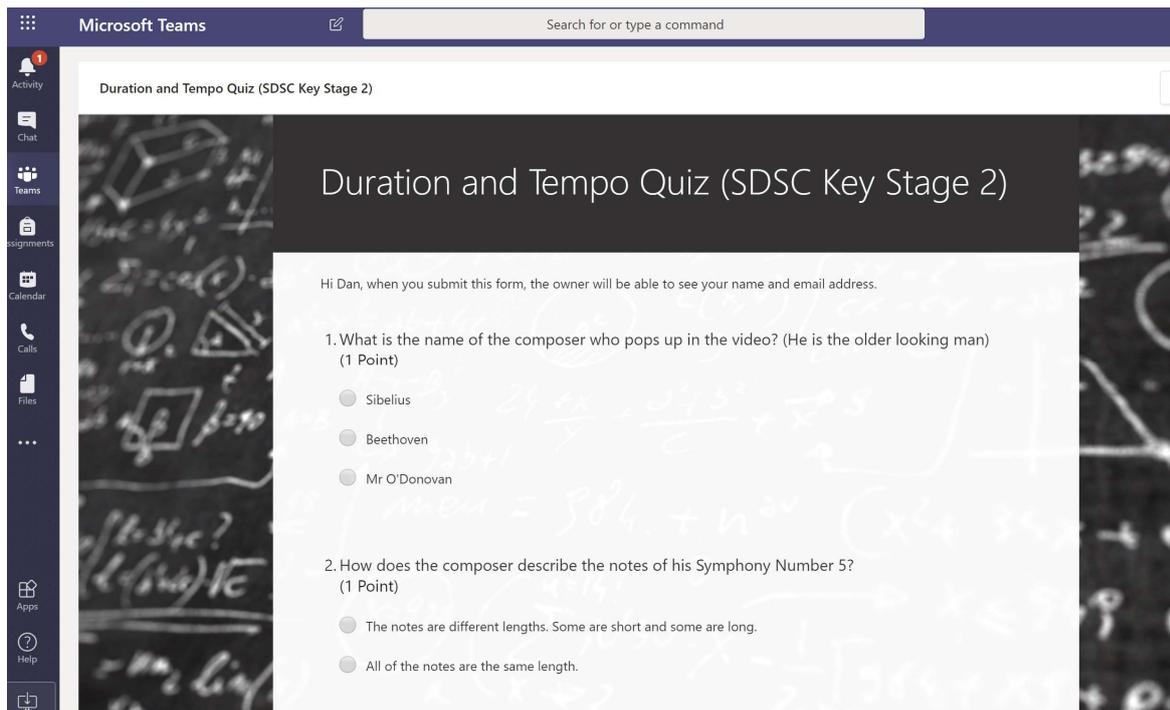


The screenshot shows the Microsoft Teams interface with the 'Assignments' tab selected. The 'Assigned (2)' section is expanded, showing two assignments: 'Pulse and Rhythm' due on 31 August 2020 at 23:59, and 'Duration and Tempo Quiz' due on 31 August 2020 at 23:59 with 4 points. The 'Hand in' button is no longer visible in this view.

For the quiz work, you can click on the Duration and Tempo Quiz link below the instructions and this will open directly in Forms.



This is how this quiz looks.



In this quiz, you can click on the right answer and there is 1 point for each correct answer. When you scroll to the bottom of the page, click on the Submit button.

The best way to get used to using a system, is by just using it. Give it a go as there will be work set for you all by Monday morning. There is already some work set in each Key Stage class. Don't worry, you won't break the system by getting something wrong so just give it a go. If you have any problems, email your class teacher or Mr O.