



Star

NURTURING TODAY'S **YOUNG PEOPLE**,
INSPIRING TOMORROW'S **LEADERS**

MICROSOFT TEAMS

Student User Guide





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Overview

Star Academies and its schools have used Microsoft Teams in the school environment during the lockdown period as a tool to distribute lessons and materials to students, with the student being able to submit work back to their teacher.

Microsoft Teams will remain in use throughout the 2020-21 academic year and become part of the Star toolkit for teaching and learning.

Teams has several different uses and benefits to Star schools:

- Teachers can use it to set classwork/home learning tasks.
- Teachers can upload and save files which students can access both in and out of school.
- Frequently used websites and applications can be shared on Teams, which allows students quick and easy access.
- Microsoft Teams is a FREE application, which is part of the free Microsoft suite of educational resources (i.e. Word, PowerPoint, Excel, Forms etc.) This can be downloaded free from either your regular app store or through the Office 365 Portal. It can also be accessed online, through a web browser.
- Students can discuss classwork/home learning and can collaborate on tasks.
- Students can submit assignments online, reducing the carbon footprint of the school.
- It encourages and develops our students' digital literacy – many organisations, places of work, universities and high schools also use Microsoft Teams.

Teams can be accessed by most types of devices, although one with a keyboard would enhance the student's experience. The following information gives a quick guide on the basics of accessing Microsoft Teams and using its features.

Accessing Microsoft Teams

Microsoft Teams can be accessed in two ways; either through a web browser or by installing the application to your device. A list of supported web browsers is at the end of this document.

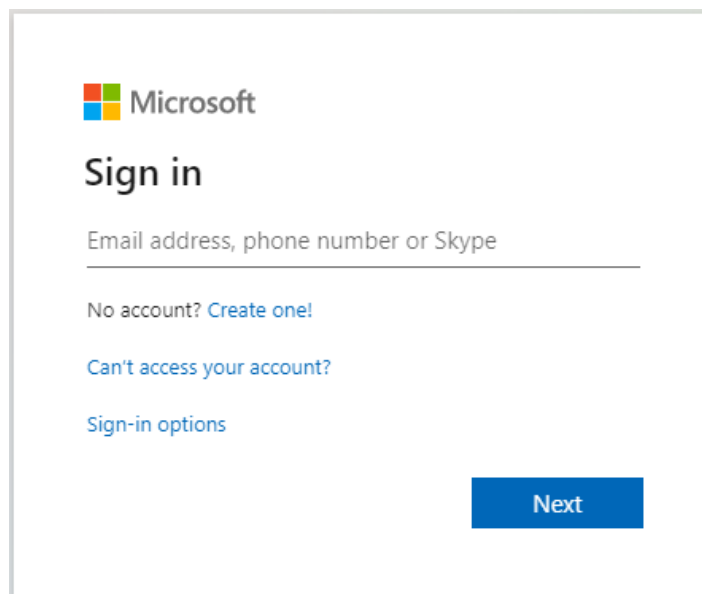
Web browser

The browser version can be accessed either from the main Office365 login page <https://office.com>, where you will have access to all the Office 365 applications and can click on the Teams icon or to go to Teams directly by going to <https://teams.microsoft.com>.

Both options will take you to the Sign in page, where you will need to type in your logon account details and after clicking Next, your password to access Office 365 or Teams.

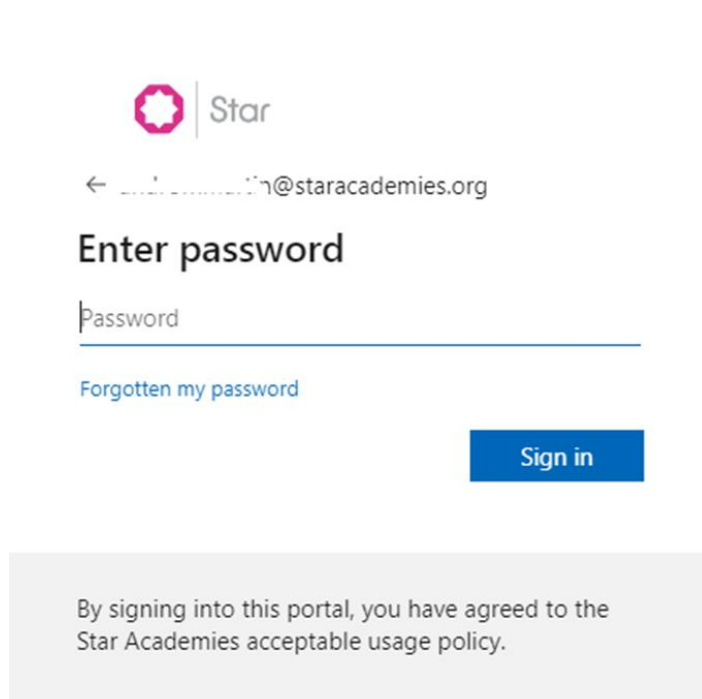


The Sign in page, where you enter your logon details:



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". Underneath is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next".

The password page, which has the Star logo at the top:



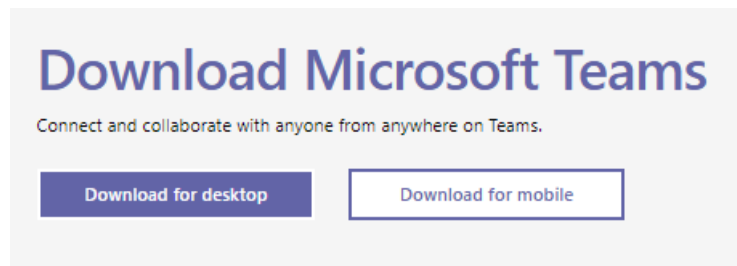
The image shows a Star Academies password page. At the top left is the Star Academies logo, which consists of a pink star icon and the word "Star". Below the logo is a text input field with the placeholder text "Password". Below the input field is a link that says "Forgotten my password". At the bottom right is a blue button labeled "Sign in". Below the "Sign in" button is a grey box containing the text: "By signing into this portal, you have agreed to the Star Academies acceptable usage policy."

If you have either forgotten your logon account or your password, please contact your school or teacher for assistance.



Desktop Application

This can be installed by going to this link, <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>.



Here, you have the option of installing the application on a computer or laptop (the “Download for desktop” option), along with the option of installing to an Android or Apple smartphone or tablet (the “Download for mobile” option). On the desktop option, it will automatically pick if you are using a Microsoft or Apple computer or mobile device and install the appropriate version.

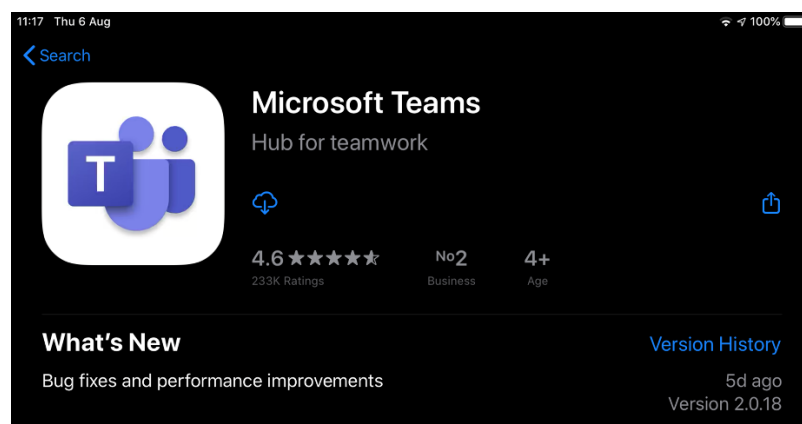
Select your choice and follow the instructions which will appear on your screen to install. Once installed, you will need to sign in with your logon and password.

Alternatively, you can install the application from the Android or Apple appropriate app store on a smartphone or tablet.

Android Google Play:



Apple App Store:





School provided device

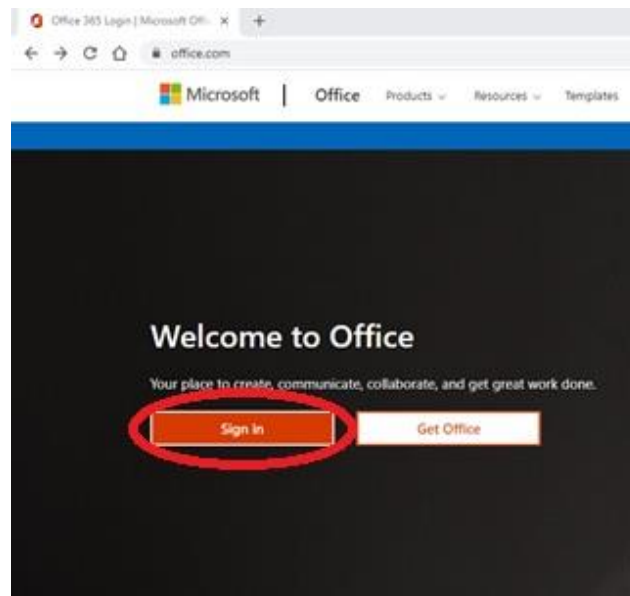
If you are using a Star provided device and not your own, this will already be installed for you and you will not need to sign into the application separately.

Free full version of Office

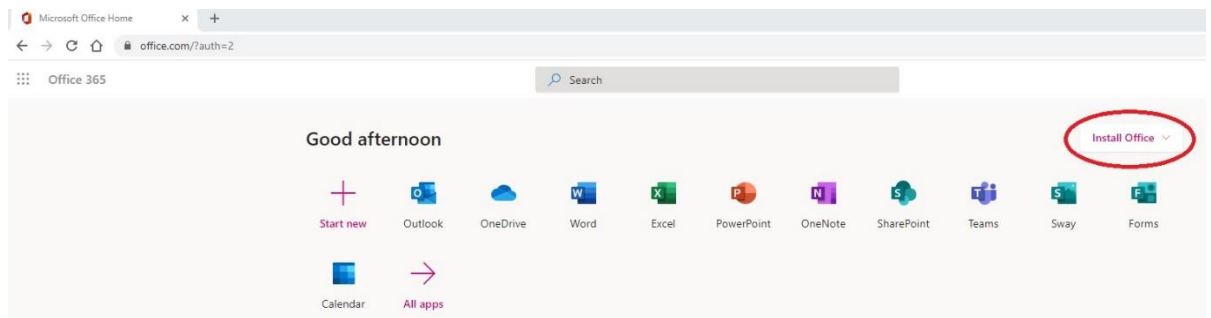
A full version of Microsoft Office is available to all students at a Star school for free, during the period they are with the school. This can be installed on up to five different devices.

To access, please go to <https://office.com>

1. Click on “Sign In”, **not** “Get Office” and enter your details.



2. Click on “Install Office” and follow the instructions to install.





Using Microsoft Teams

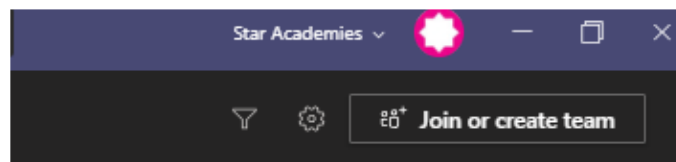
A 5 minute demonstration, for either the desktop or mobile versions can be found here <https://teamsdemo.office.com/#/>. This is an interactive overview of Teams and will guide you around the menus and layout of the application.

A further download version to explain the layout and menus can be found here https://edudownloads.azureedge.net/msdownloads/MicrosoftTeamsforEducation_QuickGuide_EN-US.pdf

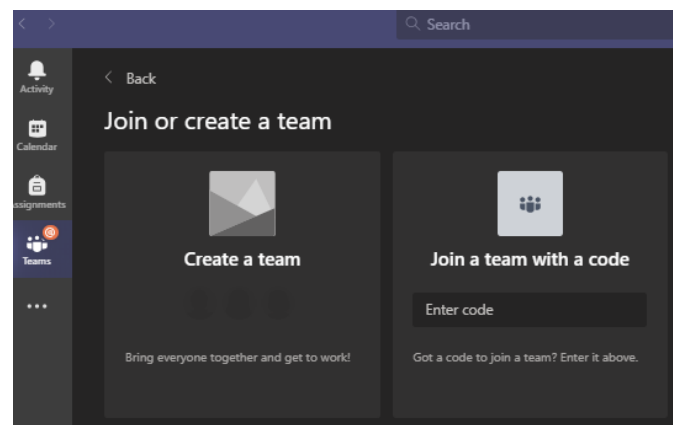
You may notice, when you log into the school version, that not all the features are available to you as a student. For example, you will not be able to create a new Team or Channel or schedule a video call yourself.

Finding your class Team

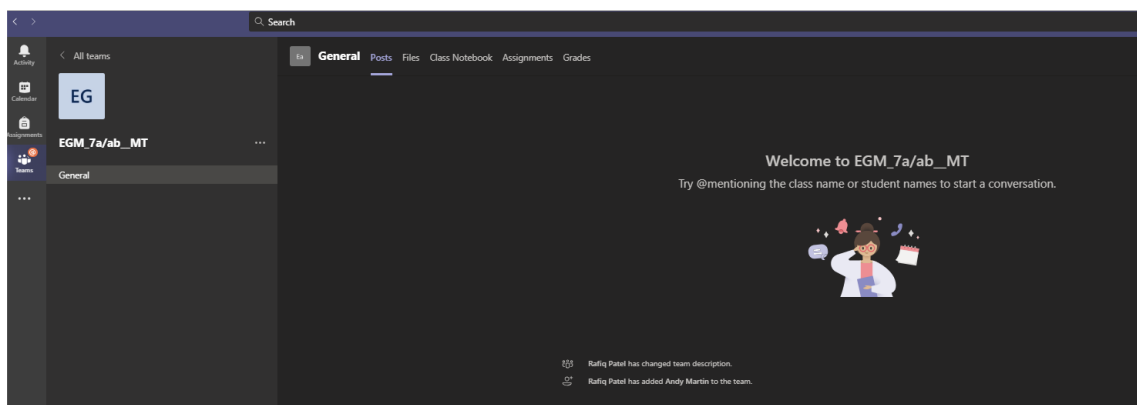
Your teacher will provide you with a code to join your class within Teams. When you have the code, sign into Teams and in the top right hand of the application, **click on Join or create team**.



You will then have an option to **Join a team with a code**, as below.



Enter the code you have been provided by your teacher and click **Join**. You will now have entered your Teams class, as the image below.





Tab	Description
General	This can be ignored
Posts	This tab provides an overview of anything posted within the class Team
Files	Files for the class will appear here, along with any resources for lessons
Class Notebook	Class Notebook is a digital binder you can use in your class to take notes and collaborate.
Assignments	Assignments allows teachers to create and distribute assignments to their students. Students can complete and turn in their assignments without leaving the app.
Grades	Teachers can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

Remember!

You should not post or comment anything that you would not write in your normal school paper notebook. Please remember that Teams must be treated as an online notebook.