

# Microsoft Teams Guide for QEGS Students

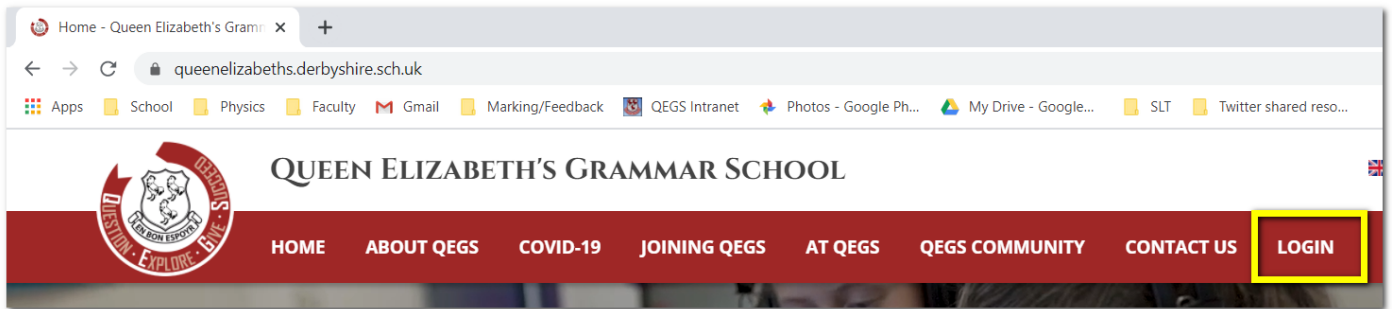
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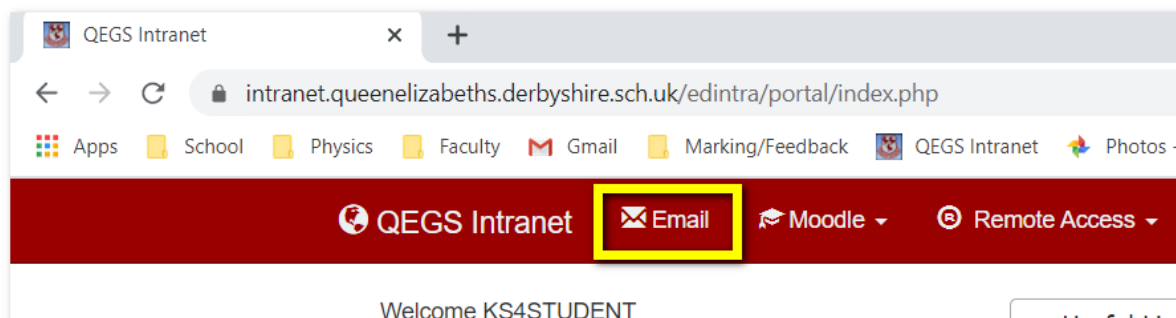
## Accessing Microsoft Teams

You can access Microsoft Teams via Office365 (the same way you access your email)

From outside of school, go to the school website and click 'LOGIN' and enter your school username (the first part of your email address) and school password.

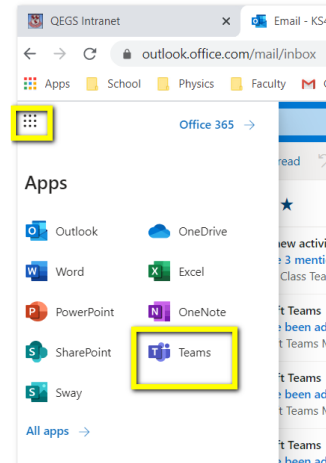


On the next page click on email.



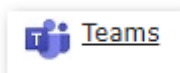
And then click on the waffle (9 dots) at the top left and click on Teams.

You may need to click on 'Use Web App instead on the next page.



### Alternatively:

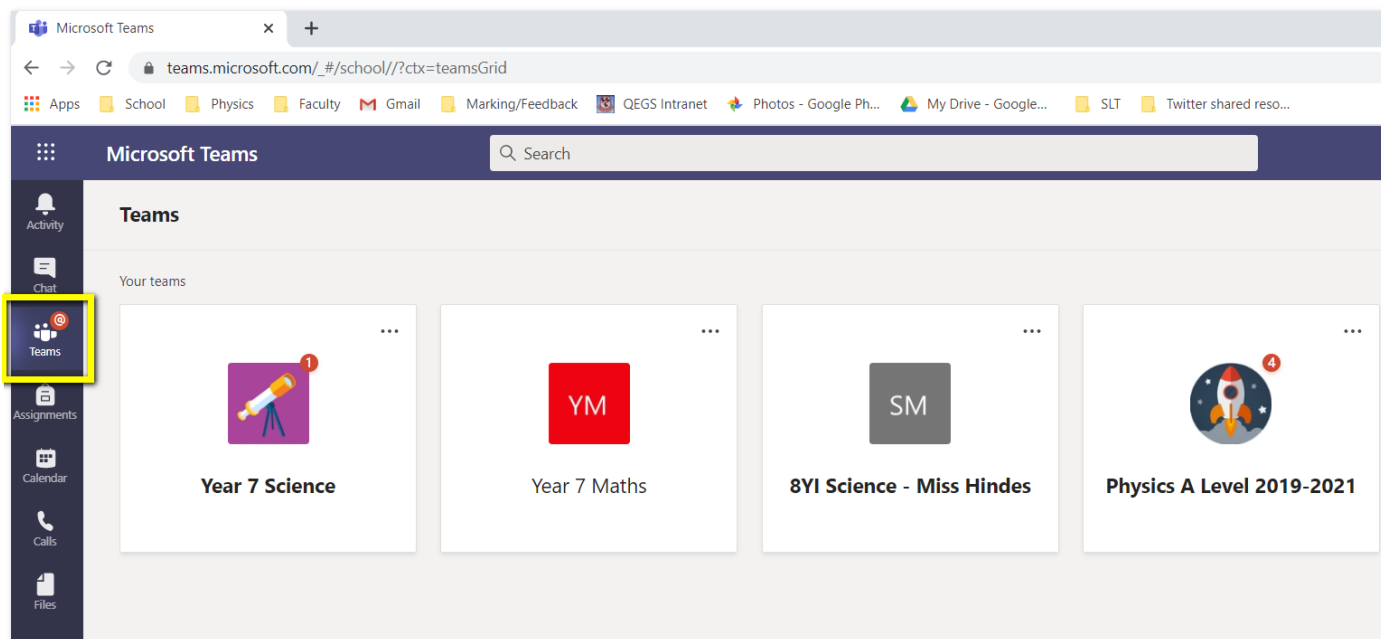
You can go directly to Teams <https://teams.office.com/> or click on the Teams icon on the school intranet Quicklinks .



There are also Teams apps for tablets, smartphones and computers, which many students are already using.

### Navigating Teams

From here you should see all of the Teams of which you are a member on the right hand side. You have been added to these automatically by your teachers. If you don't see this view, click on 'Teams' on the left-hand side.



Click on one of your Teams (see next page)

Click here to go back to view all of your Teams

Click here to posts from your teachers.  
In the post below, the teacher has put the Team name, which means you get an email to say you have a message in Teams

Click here to see any files that your teachers have uploaded.  
There might be resources for an individual lesson or an overview of the topic with useful links

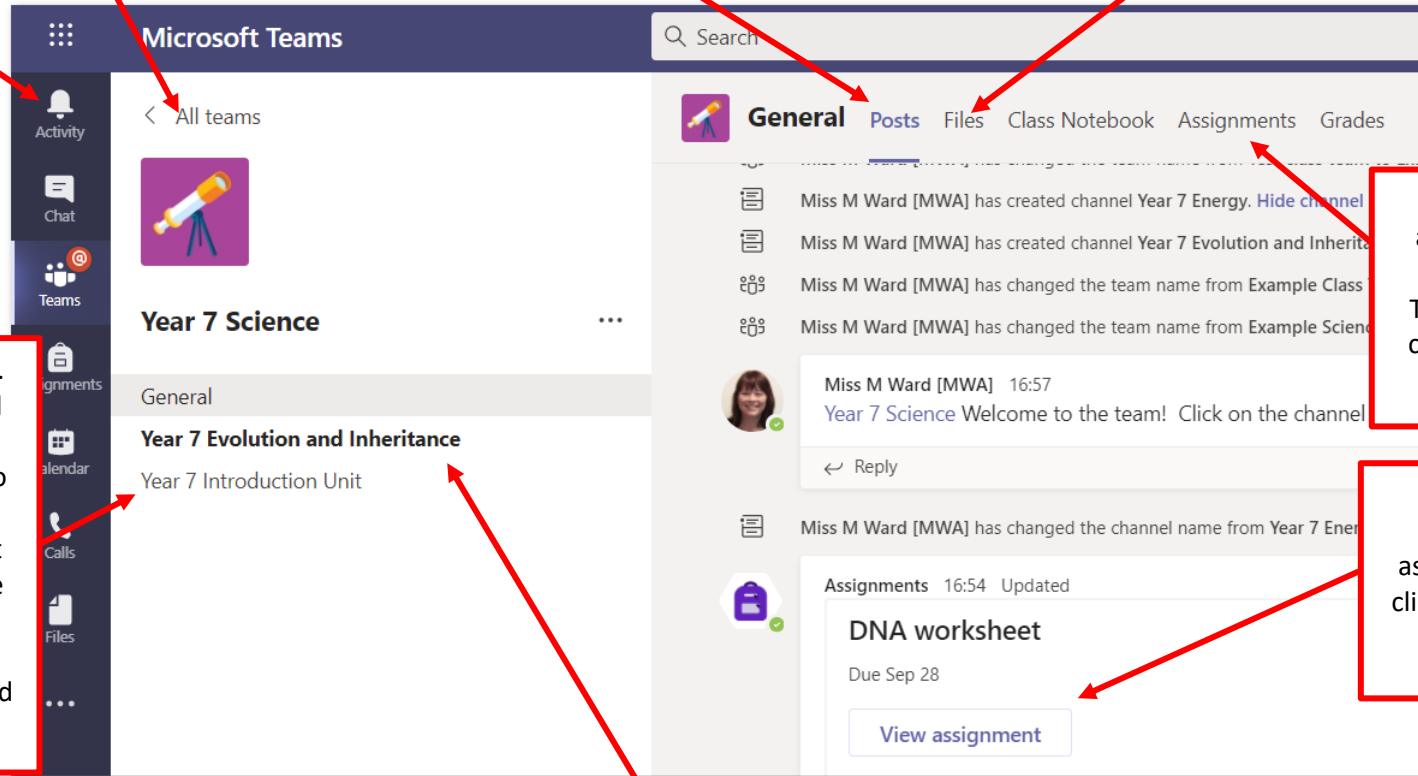
Click on activity to see new posts, new assignments, or assignments which have been returned.

These are called channels. Every Team has a General channel. In this Team there are also channels for each of the current Year 7 topics. Just click on the channel name to view each one. Some Teams will have channels for classes instead of topics

This channel is in bold, which shows that something new has been posted in there.

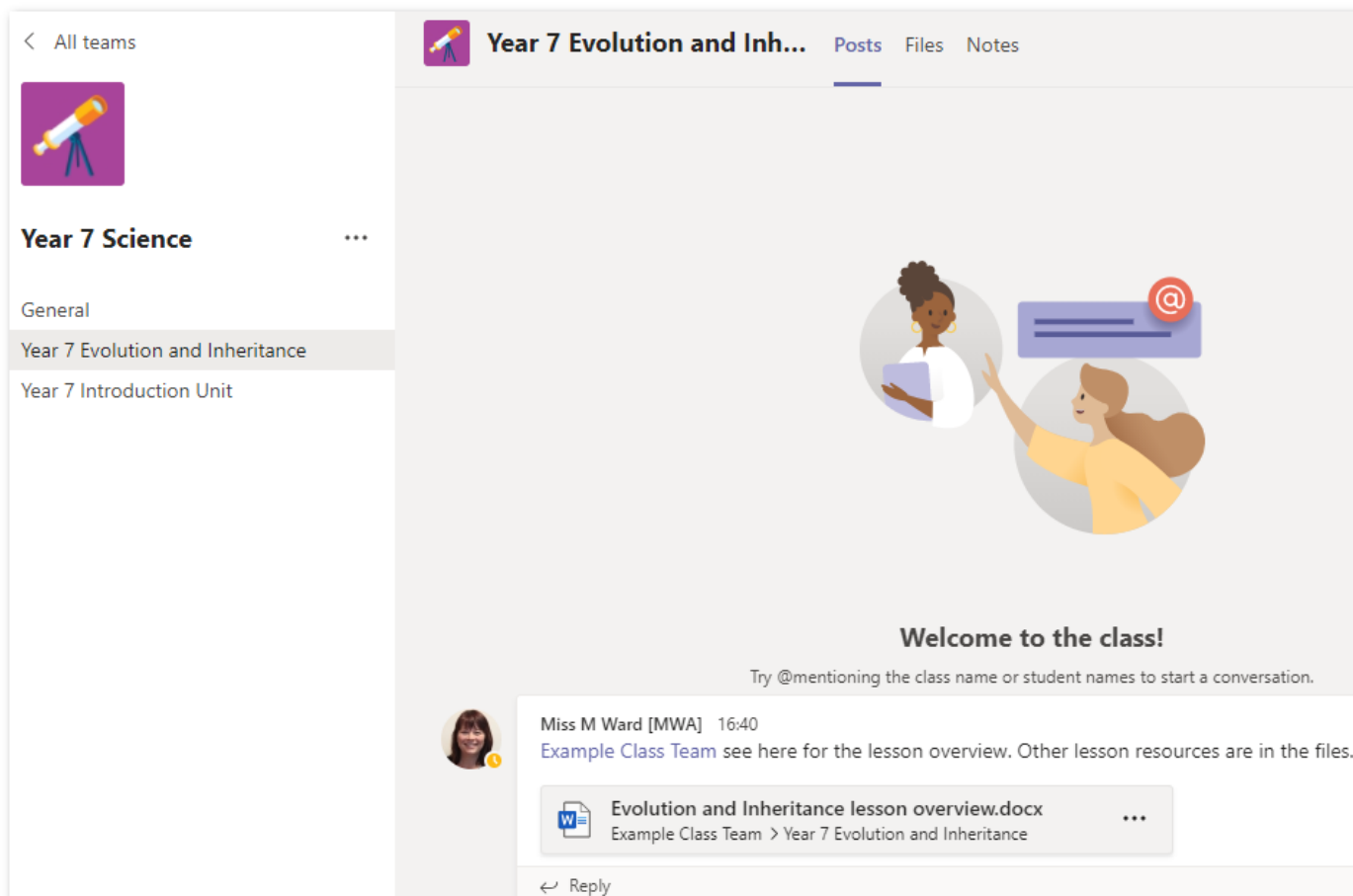
Click here to see all of the assignments you have for this Team.  
To see all of your assignments, click on Assignments in the left hand menu

You also get a post in the channel every time an assignment is created. You can click on 'View assignment' to go straight to the assignment details

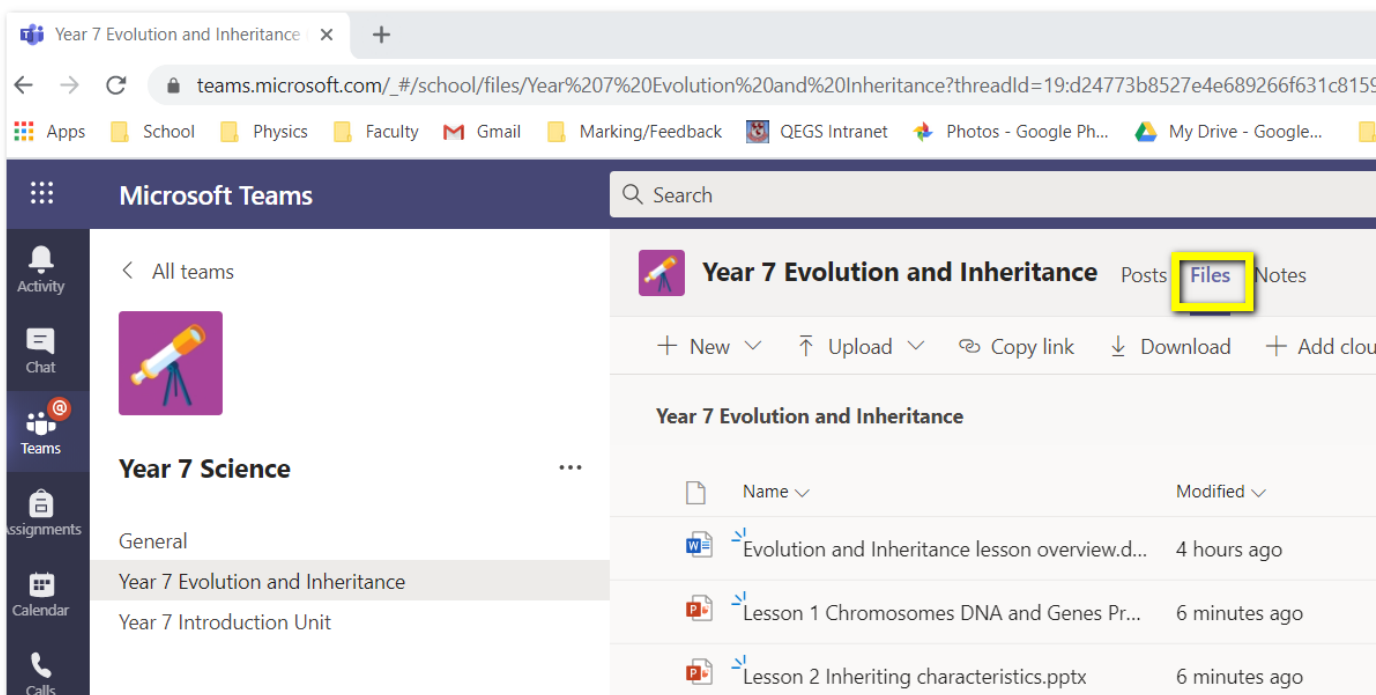


## Viewing Files

In the Year 7 Evolution and Inheritance channel, the teacher has uploaded a lesson overview and PowerPoint slides for the first two lessons.



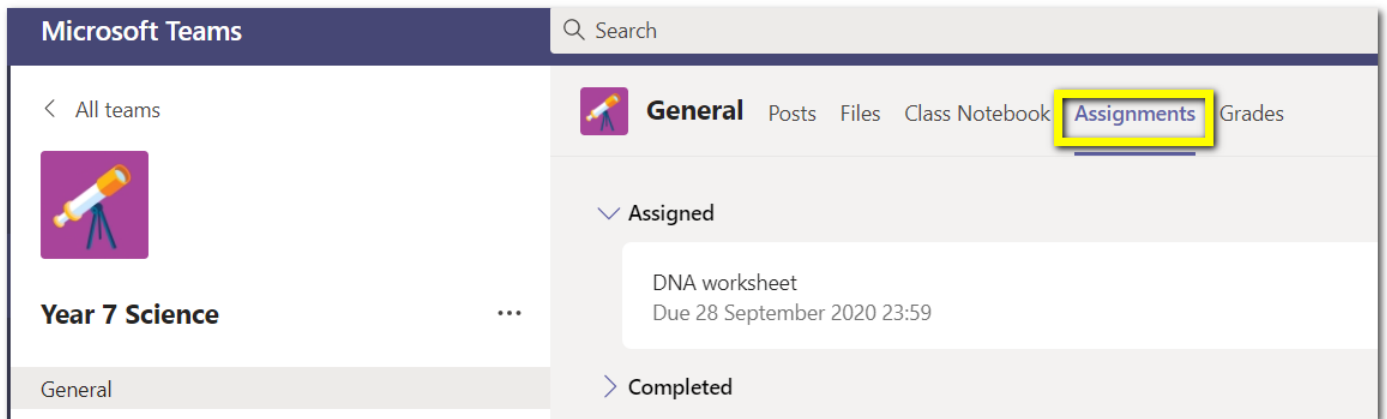
You can see them by clicking on the link in the post, or by clicking on 'Files'.



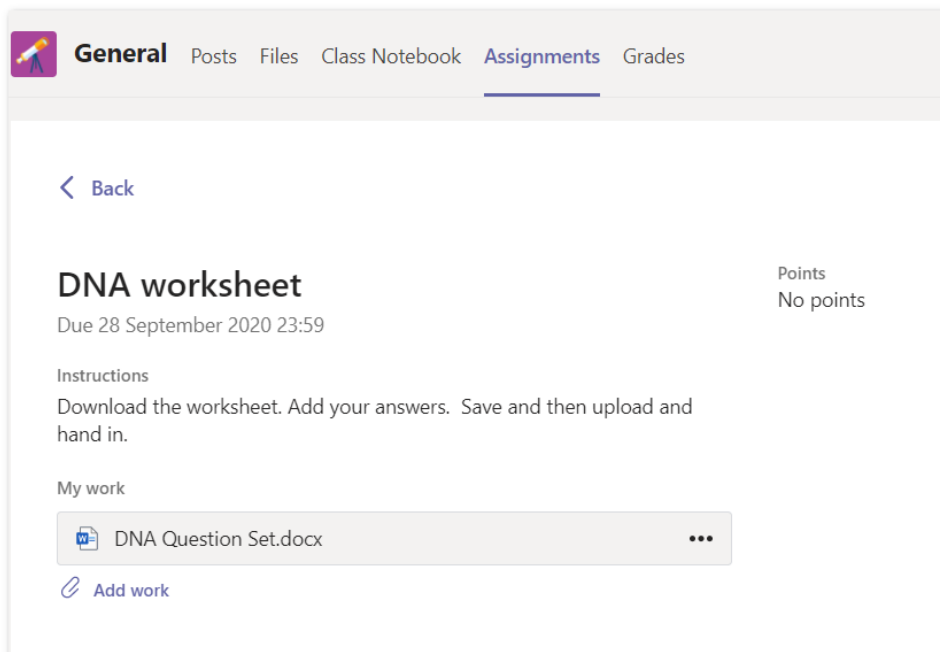
## Viewing and Submitting Assignments

Teachers may create assignments to set you particular tasks to complete at home. You will need to complete them and 'Hand in' the assignment so that your teacher can see your work and give you feedback.

Click on Assignments to see assignments for this subject.  
Any assignments you have already handed in move to 'Completed'.



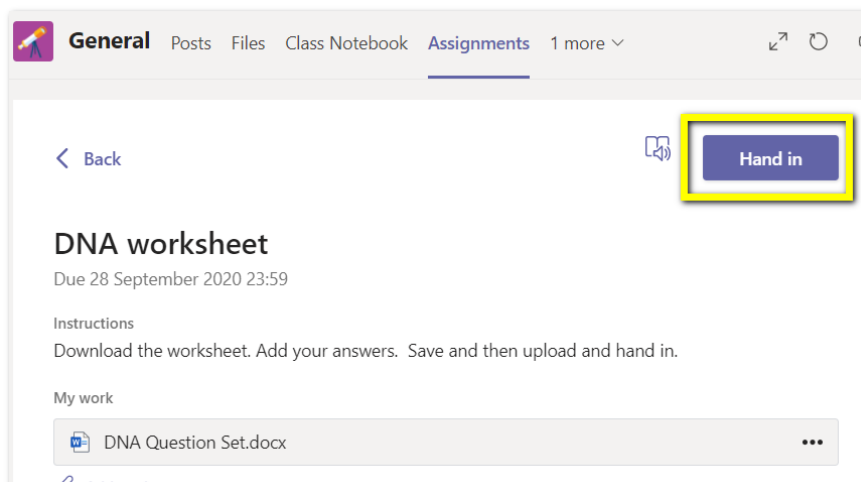
Click on the assignment name to see any instructions your teacher has added. There may also be a document or other file to download. Click on the document name to open it.  
Don't forget that as a QEGS student you have access to Office365 online or download. Just use your school username and password to activate.



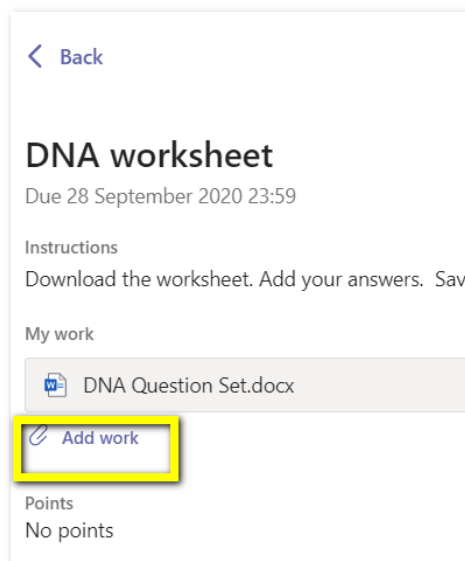
Depending on how the assignment has been set up, you will either be able to edit the assignment document / worksheet in Teams or you will need to download it and save a copy on your computer.

### If you can edit in Teams

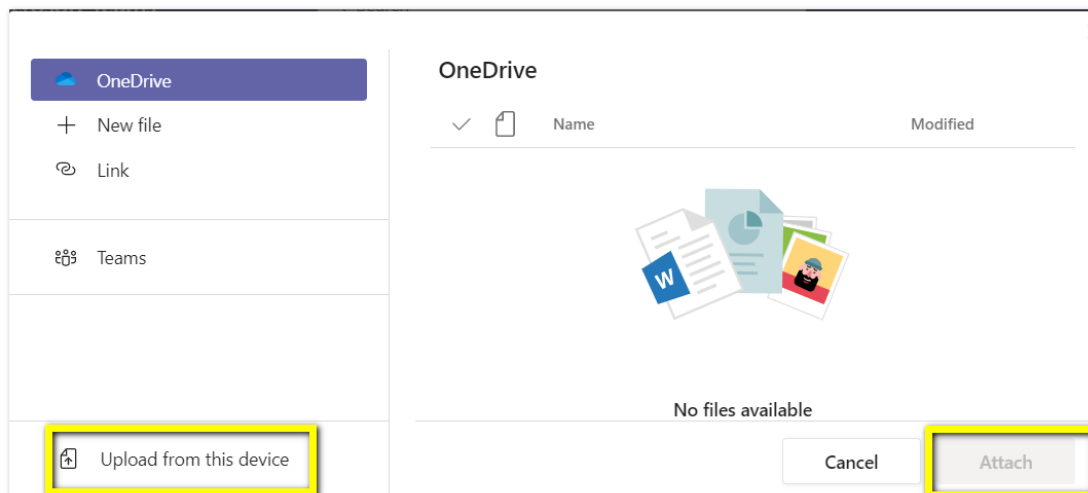
Just close the document when you are done and then click on 'Hand in'.



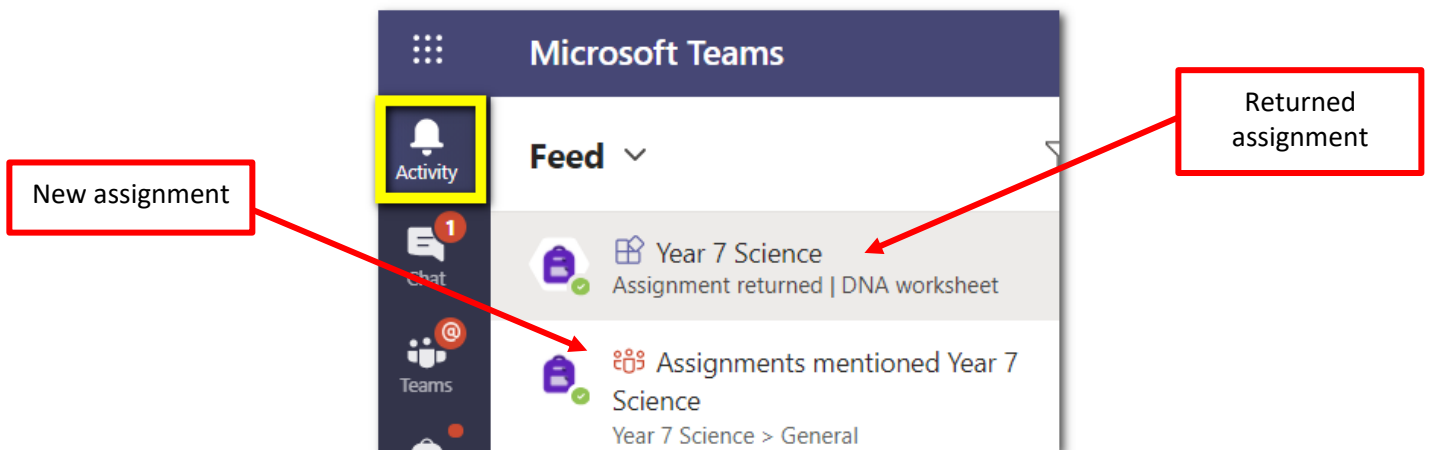
If you have saved a copy of the document, you need to 'Add work' and upload your file before you click on Hand in.



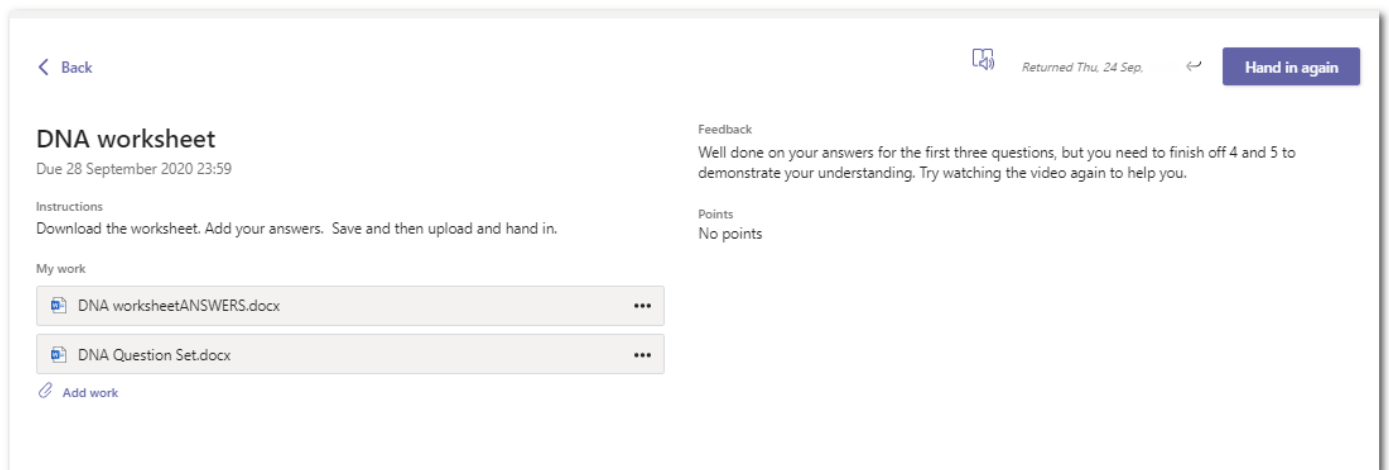
Click on Upload from this device and the 'Done' before you 'Hand in'.



Your teacher will be able to see you have handed the assignment in when they log in to Teams. When they return your assignment, you will see this in 'Activity'. You can also go back to the original assignment to check.



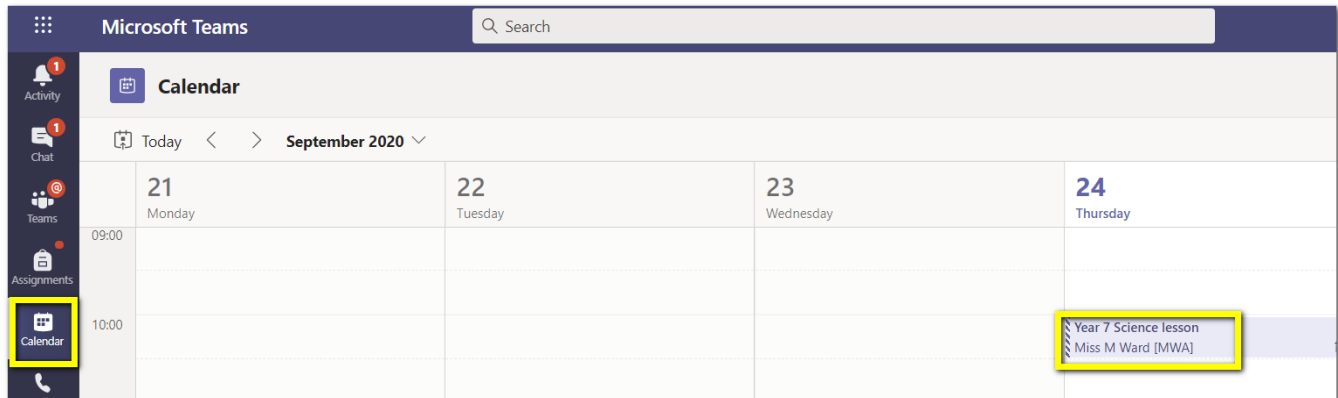
When you click on the assignment you will see feedback from your teacher. It could be in the feedback section, written or typed directly onto the document, or both.



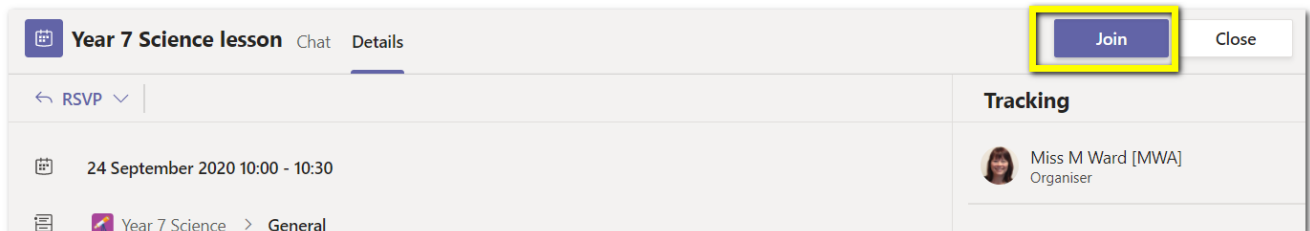
## Joining a Teams Meeting

Your teacher may invite you to a Teams Meeting, either with live video/sound or with chat to answer any of your questions while you are working.

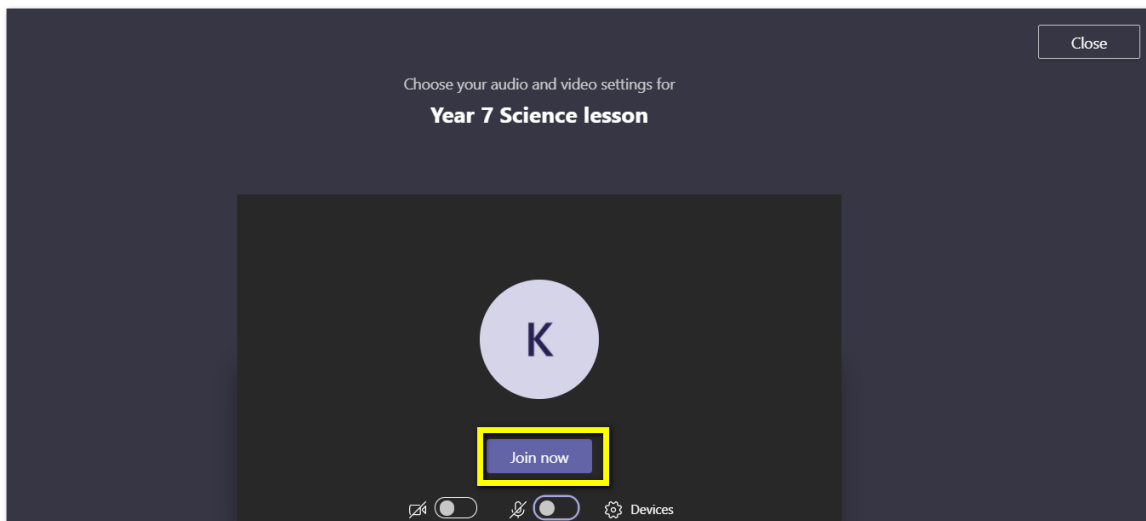
To join a Teams Meeting you have been invited to, click on calendar then click on the name of the meeting.



On the next page click on 'Join'

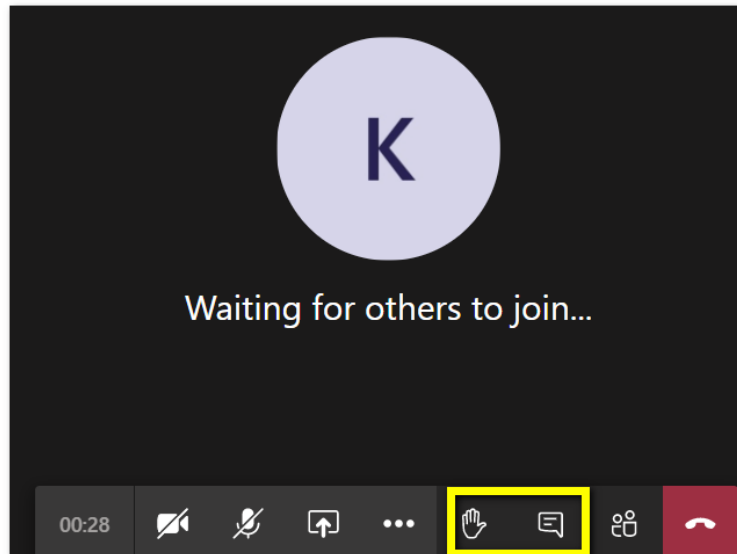


Make sure your video and mic are turned to off, and then click on 'Join now'.





Once you are in the meeting, click on these icons to raise your hand or to view the chat, where you can ask your teacher questions, or answer questions that they ask. This bar is sometimes at the top of the page instead of in the middle.



### Joining a Teams Live Event

If your teacher has invited you to a Teams Live Event, you will be sent a weblink to join. Click on that link at the time of the meeting or just before.

The same icon is used for chat.



### Where to go for help

Your form tutor will be showing you a video in form time with the same topics as this document.

If you have a question about a specific subject, email or speak to your class teacher.

If you have forgotten your school password, you can reset it here. If you still can't log in, email [enquiries@qegs.email](mailto:enquiries@qegs.email) for more help.