



THE ECCLESBOURNE SCHOOL

LEARNING TOGETHER FOR THE FUTURE



Microsoft Teams Student Guide

Online Learning

Microsoft Teams for Education



[Learn more about Teams](#)

Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.

The screenshot shows the Microsoft Teams application interface. At the top is a dark blue header bar with the 'Microsoft Teams' title, a search bar labeled 'Search or type a command', and a user profile icon. Below the header is a left-hand navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and an 'Add' button. The main area displays 'Your teams' with five team tiles: Physical Science, Health Research, Pineview School Staff, Pineview School Science Teachers, and Algebra. Each tile has a unique icon and a three-dot menu. Callout boxes provide instructions for various features:

- Start a new chat**
Launch a private one-on-one or small group conversation.
- Use the command box**
Search for specific items or people, take quick actions, and launch apps.
- Manage profile settings**
Change app settings, change your pic, or download the mobile app.
- Navigate Microsoft Teams**
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.
- View and organize teams**
Click to see your teams. Drag team tiles around to reorder them.
- Find personal apps**
Click to find and manage your personal apps.
- Add apps**
Launch Apps to browse or search apps you can add to Teams.
- Join or create a team**
Find the team you're looking for, join with a code, or make one of your own.
- Manage your team**
Add or remove members, create a new channel, or get a link to the team.
- View your team**
Click to open your class or staff team.
- What is a team?**
You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

Microsoft Teams for Education



[Learn more about Teams](#)

Class teams

Class teams provide special capabilities tailored for teaching and learning

Add channels and manage your team

You can change team settings, add members to the class team and add channels.

Open Class Notebook

Class Notebook is a digital binder you can use in your class to take notes and collaborate.

Open Assignments and Grades

Assignments allows educators to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

Every team has channels

Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

Format your message

Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Add tabs

Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

Share files

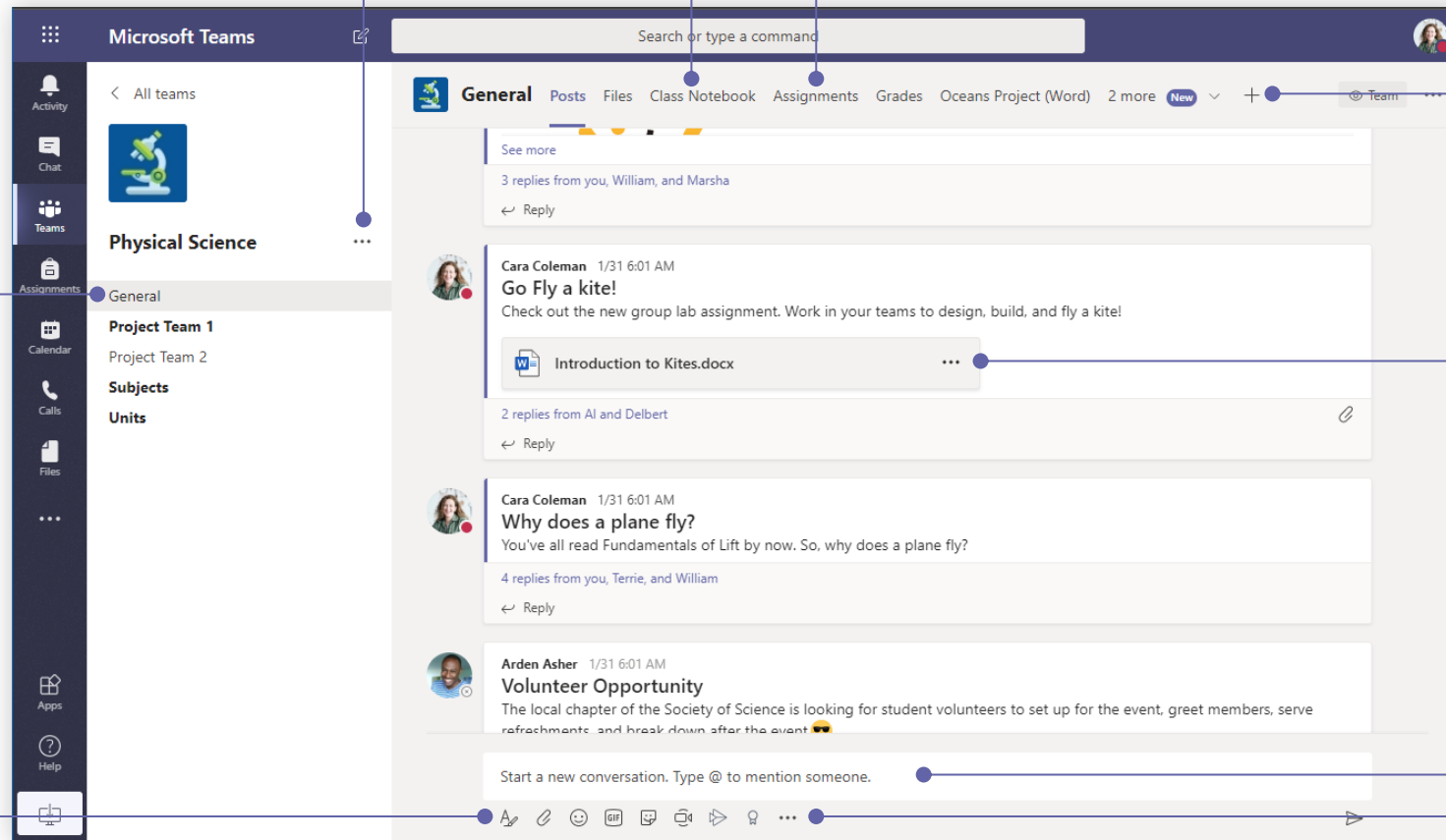
Let class members view a file or work on it together.

Start a discussion with the class

Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

Add more messaging options

Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.



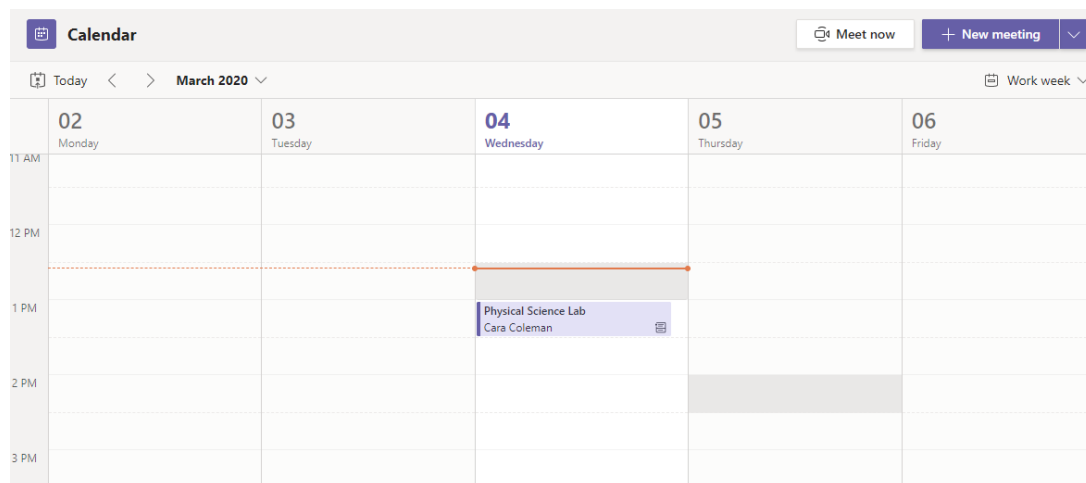
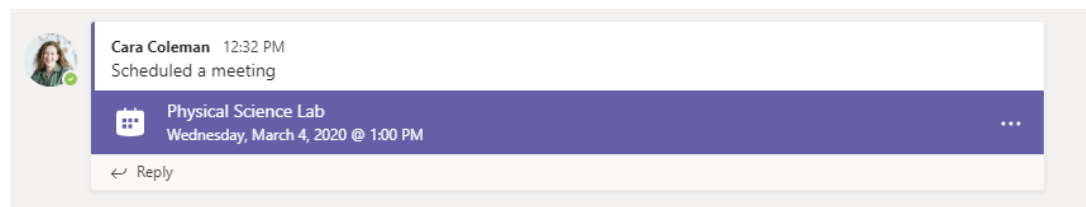
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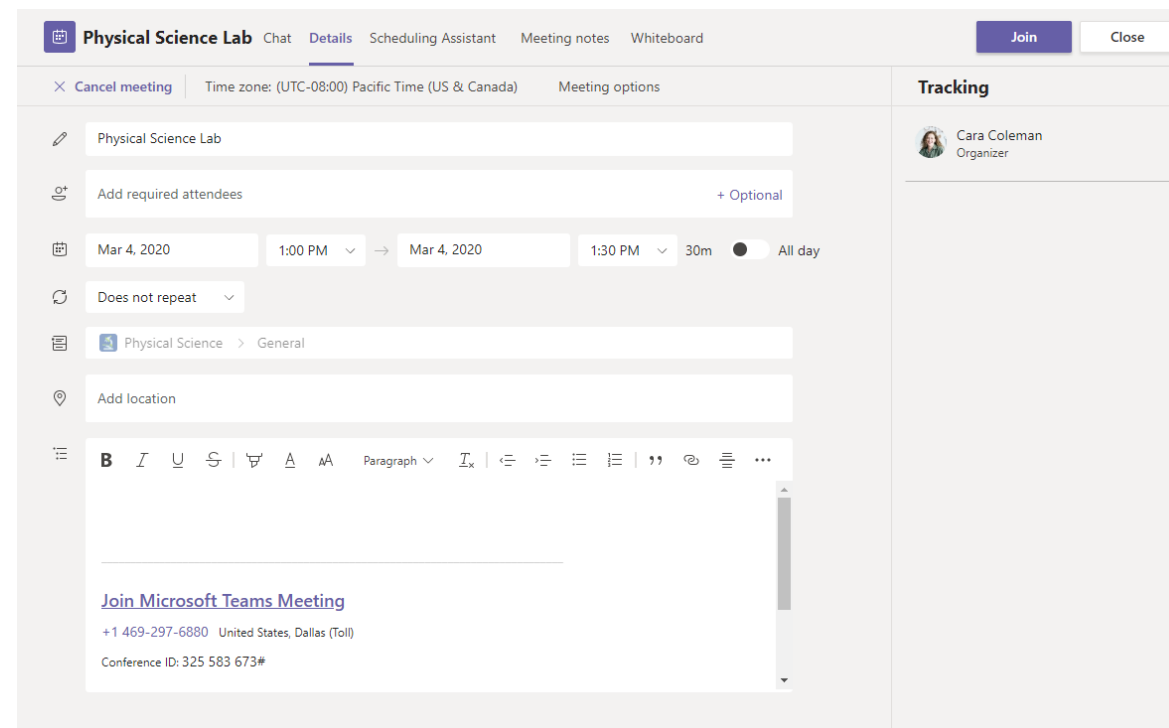
[Learn more about Teams](#)

Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar.



Open the meeting and click **Join** to join the meeting.

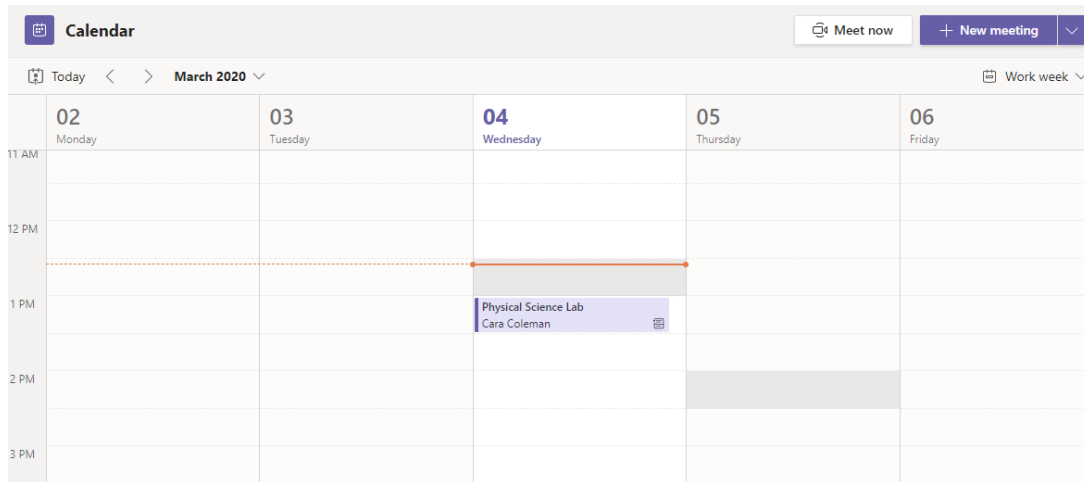
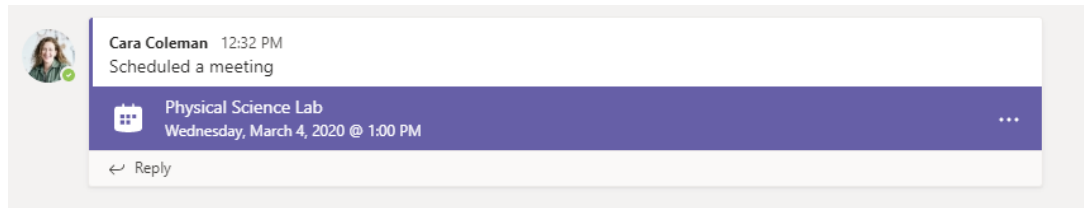
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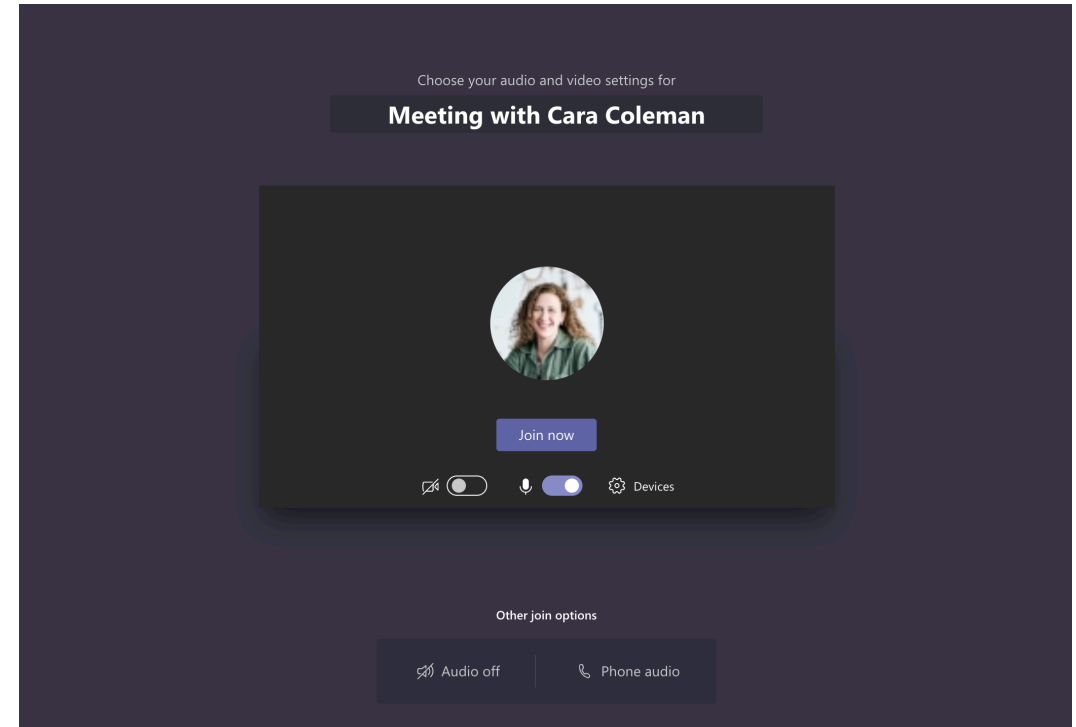
[Learn more about Teams](#)

Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.



Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

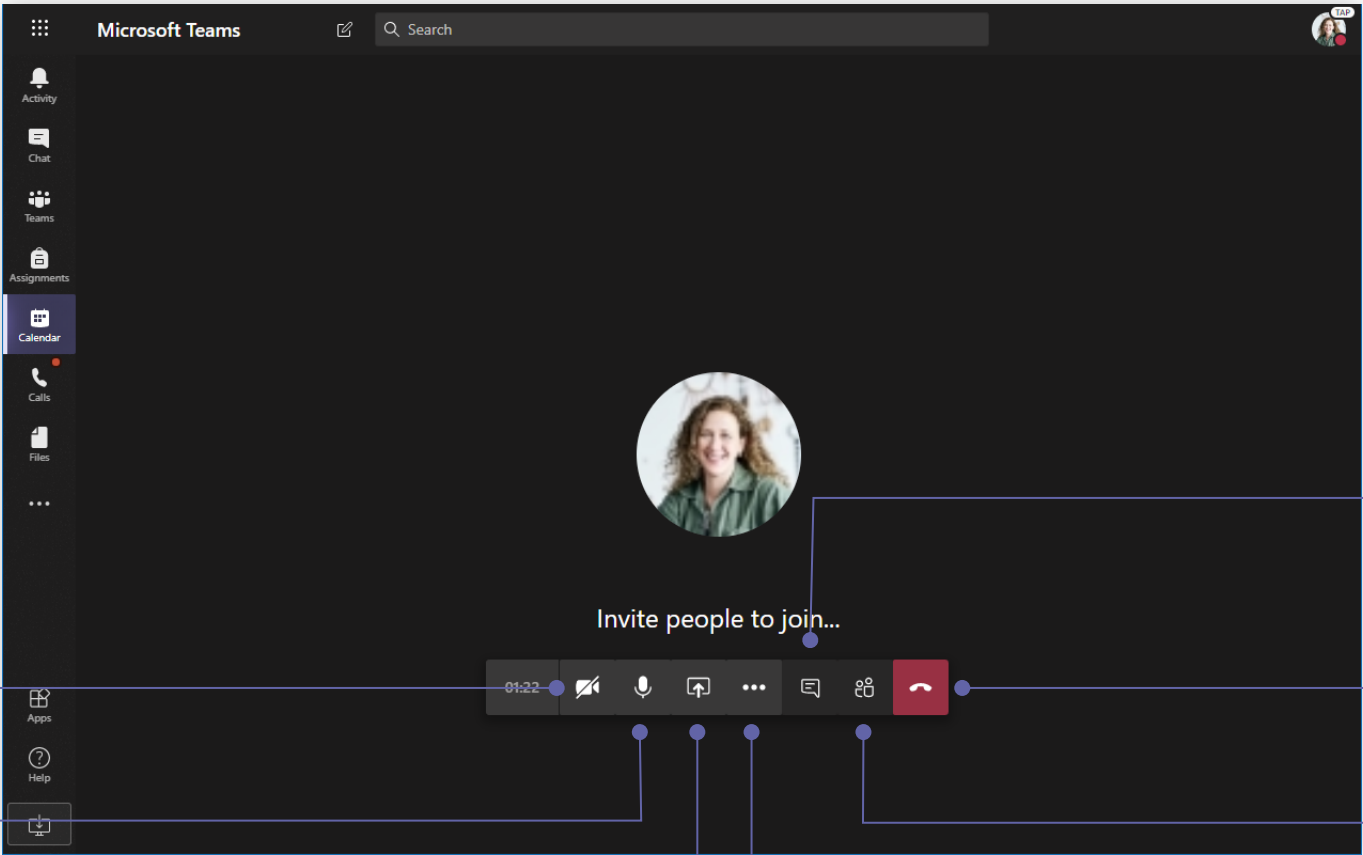
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Participate in a meeting

Share video, voice, or your screen during the online call.



Turn your video feed on and off.

Mute and unmute yourself.

Share your screen and sounds from your computer.

Access additional call controls
Start a recording of the meeting, change your device settings, and more.

Send chat messages
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

Leave the meeting
The meeting will continue even after you have left.

Add participants to the meeting.

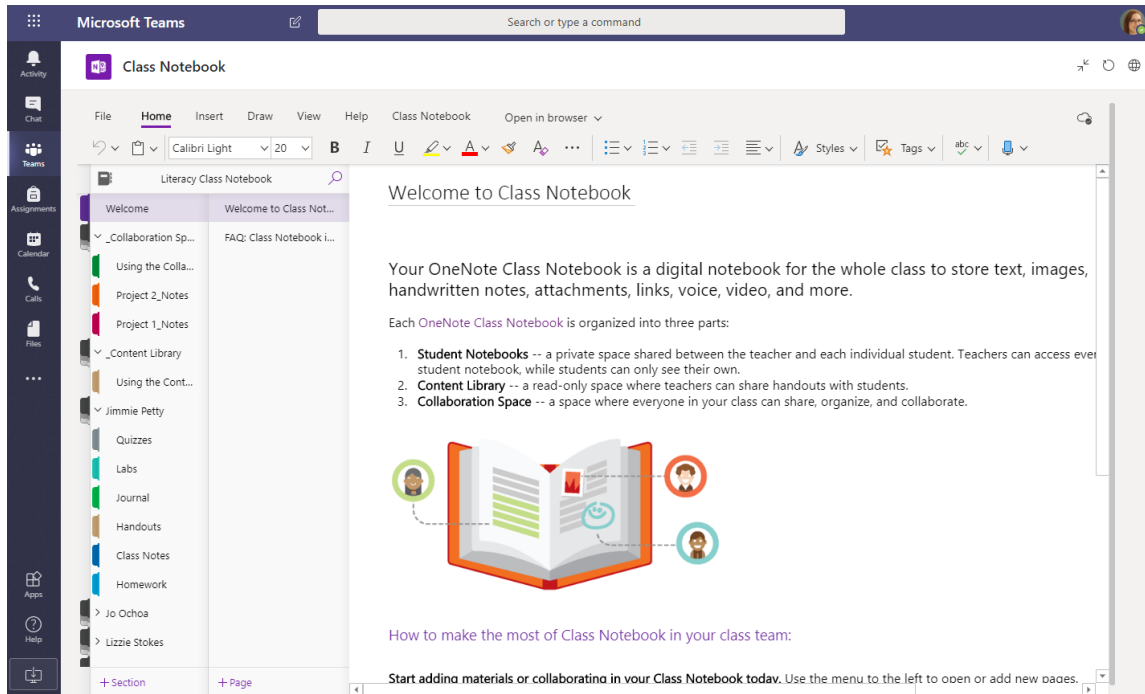
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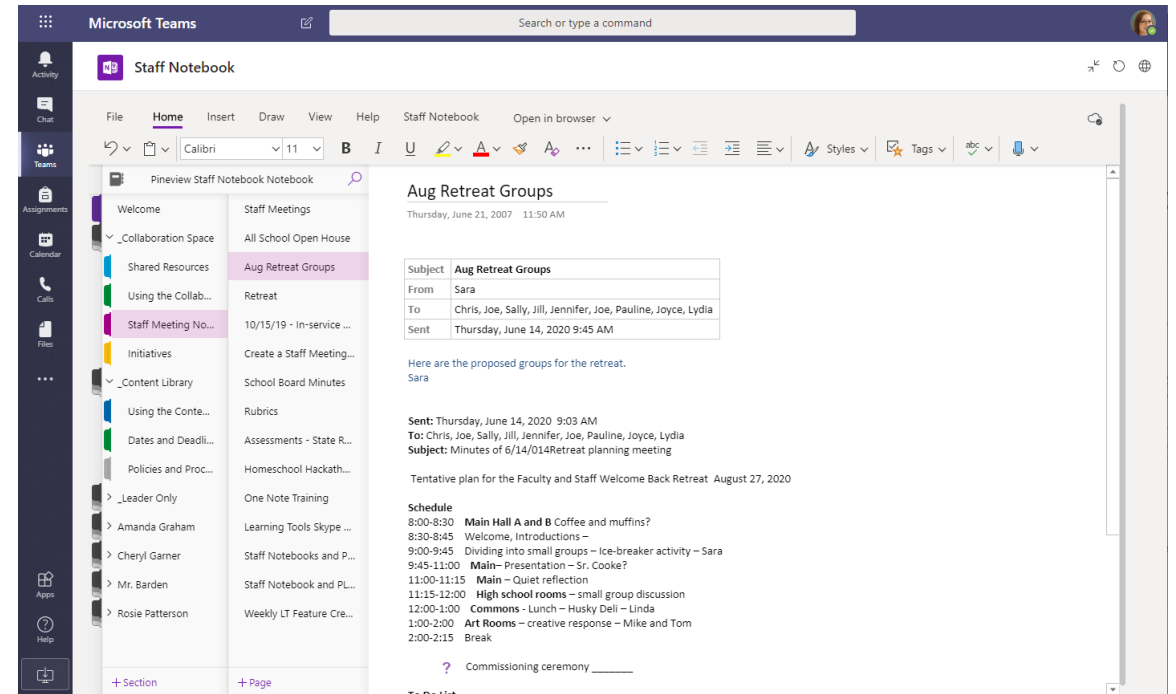
OneNote Class and Staff Notebooks

A digital binder to use in your class or with your staff to take notes and collaborate



Personal notes, class notes, and collaboration

OneNote Class Notebooks have a personal workspace for every student, a Content Library for handouts, and a Collaboration Space for lessons and creative activities.



Great for staff meeting notes, brainstorming, and classroom observations

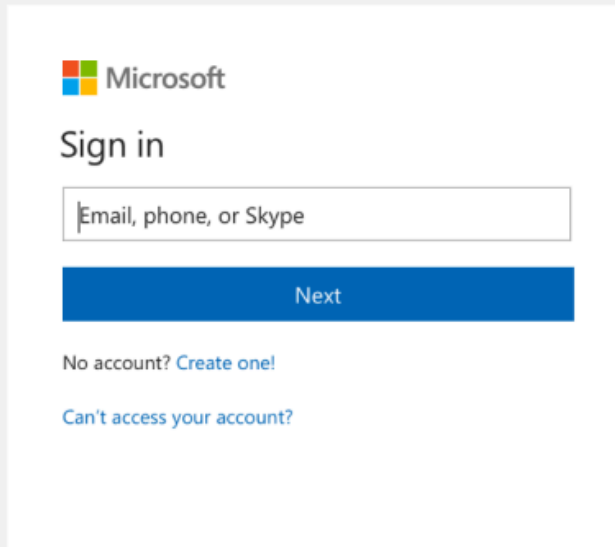
OneNote Staff Notebooks have a personal workspace for every staff member or teacher, a Content Library for shared information, and a Collaboration Space for everyone to work together, all within one powerful notebook.

Microsoft Teams for Education

Sign in

In Windows, click **Start** > **Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then, sign in with your school email and password.

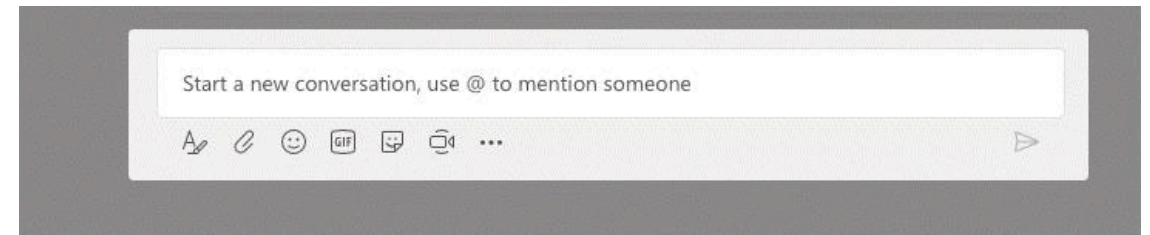


The image shows the Microsoft Teams sign-in interface. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a blue button labeled "Next". At the bottom, there are two links: "No account? [Create one!](#)" and "Can't access your account?".

Start a conversation

With the whole team... Click **Teams**, pick a team and channel, write your message, and click **Send**.

With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.



The image shows the "Start a new conversation" dialog in Microsoft Teams. It has a text input field with the placeholder text "Start a new conversation, use @ to mention someone". Below the input field is a row of icons: a speech bubble with a checkmark, a link, a smiley face, a GIF, a document, a video camera, and a three-dot menu. To the right of the icons is a blue button with a right-pointing arrow.

Microsoft Teams for Education

Enrich your channel posts

Create classroom announcements and posts. Edit your post to get your students' attention, control who replies, and post across multiple channels.

Change your message type
Select if you want to start a new conversation topic or post an announcement.

Control who can reply
Allow everyone to reply to your post or limit replies to moderators only.

Post in any channel or team
Post your message in any of your teams and channels all at once. Great for broadcasting an important announcement!

Change the importance of your message
Mark your message as important if you want to draw more attention to the post.

Format your text
Change text color, format, and style.

Add a subject
Keep the topic of your new post clear by adding a subject.

Add a subject
Click here to enter a rich format mode for your message.

New conversation ▾


Everyone can reply ▾


Post in multiple channels


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Paragraph ▾


























































Add a subject

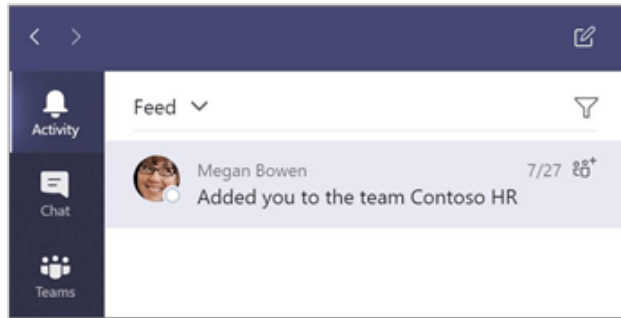
Start a new conversation. Type @ to mention someone.



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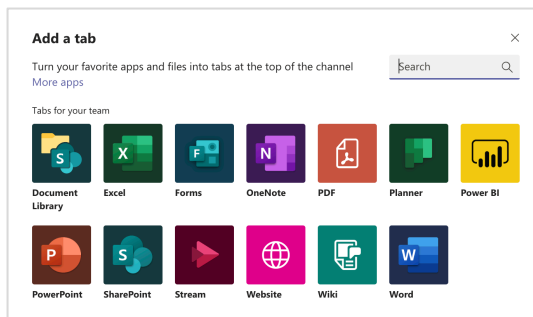
Stay on top of things

Click **Activity** on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. This is also where you'll see notifications about your assignments.



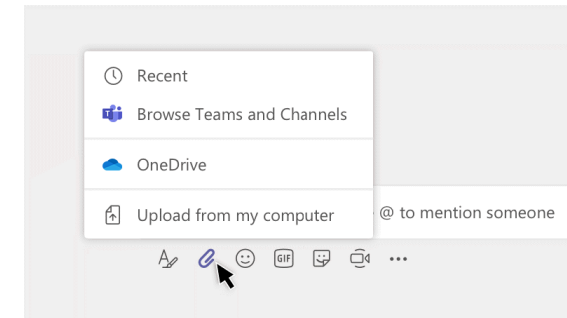
Add a tab in a channel

Click + by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.



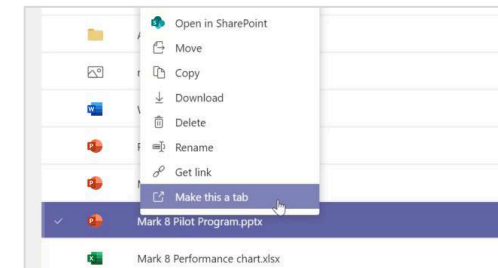
Share a file

Click **Attach** under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



Work with files

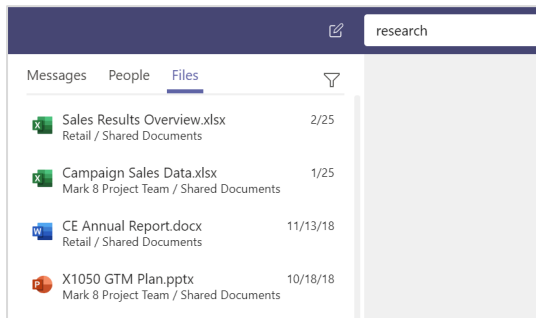
Click **Files** on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



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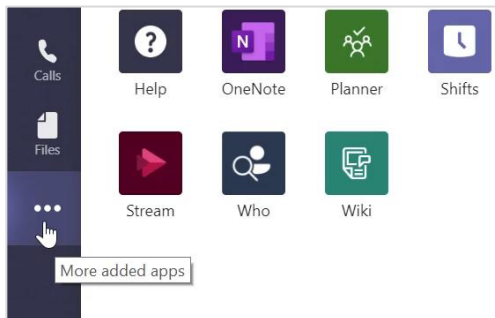
Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** to refine your search results.



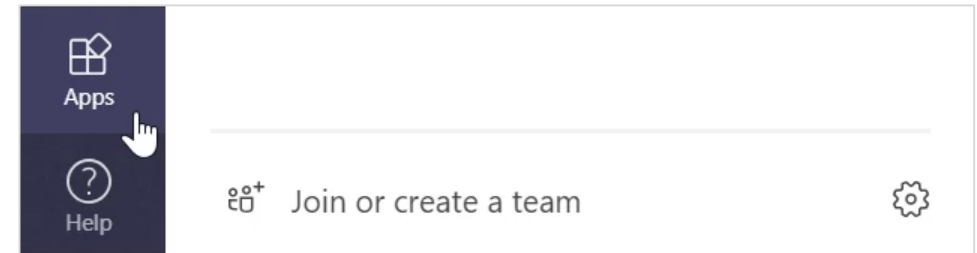
Find your personal apps

Click **More added apps** to see your personal apps. You can open or uninstall them here. Add more apps under **Apps**. These apps provide an aggregate and global view of that content type.



Add apps

Click **Apps** on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



Next steps with Microsoft Teams

Get how-to guidance for teaching and learning with Teams. You can also click the Help icon in Teams to access help topics and training.

[Articles](#) with how-to guidance for teaching in Teams.

1-hour online courses in the Microsoft Educator Center:

- How teachers use Teams in their professional lives- [Transform Learning with Microsoft Teams](#).
- Teaching in Class Teams-[Crafting a Collaborative Learning Environment with Class Teams](#).

Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.

Student Protocol for Online Learning

The Acceptable Use of ICT Policy remains in place and is on the website. Working remotely adds additional challenges and opportunities.

To make the most of these opportunities:

I will

- Be responsible for my behaviour and actions when using technology to learn online (including Teams, SharePoint, email)
- Be polite and professional in all my communications with teachers and other students online (no emoji and do not leave voice messages)
- Not record or take photos of my classmates or teachers during a face-to-face session
- Not upload or share inappropriate or irrelevant content
- Not upload work that is not my own
- Take part in Teams lessons in an environment that is quiet, safe and free from distraction
- Only use Teams as directed by my teacher
- Dress appropriately
- Be on time for my interactive session
- Remain attentive during sessions
- Follow the guidelines given by the teacher at the start of the interactive session for how to communicate – usually this will be by using the chat function
- Be sure to end the session as soon as the teacher indicates to do so
- Outside of interactive sessions, students must use email to communicate with teachers and ask questions if they do not understand.
- Teachers are only expected to respond to students within the normal school hours.

I understand that when using the Microsoft suite of tools provided by the school that my use can be monitored and logged and made available to staff.

I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will apply and parents may be contacted including being removed from accessing Microsoft Teams.