

Your learning as we've returned to school...



If a full year group has to isolate...

Students will...

Follow your usual school timetable as far as is possible, in order to structure your day and preserve your routine

Check your school email account each day and engage with your Teams lessons

Read, absorb and apply any feedback on your work, that is offered by your teachers

Continue working towards the Self-regulation project set up by your form tutor on the first day of term. All resources for this are available on the Learning Platform in Learning > Self-regulation

Watch the weekly assembly each Monday morning. This can be found on the Learning Platform in Learning > Assemblies



Using Microsoft Teams



Installing/Setting up Microsoft Teams



PCs/Laptops

Windows Computers - Go to <https://products.office.com/en-us/microsoft-teams/download-app> and download the Teams app. Once downloaded and install, login the same as you would into SharePoint.

MacBooks – Go to <https://products.office.com/en-us/microsoft-teams/download-app> and download the Teams app. Once downloaded and install, login the same as you would into SharePoint.

Mobile Devices

iOS Devices (Apple iPhones) – Go to the App Store  and download Microsoft Teams  Once the app has installed login the same as you would into SharePoint. Select OK when asked about notifications and access to your devices microphone, this will allow you to receive notifications when a new message is sent on your Team and you will be able to interact with other users on your Team.

Android Devices (e.g. Samsung, Huawei, etc) – Go to the Play Store  and download Microsoft Teams  Once the app has installed login the same as you would into SharePoint.

Note. To use Microsoft Teams on a mobile device you will need to first enrol to the Trust security policy by downloading the Microsoft/Intune Company Portal App, you may already have this app installed if you use your school/Trust email on your mobile device. The instructions to install the Microsoft Company Portal App and configure will be included with this guide.

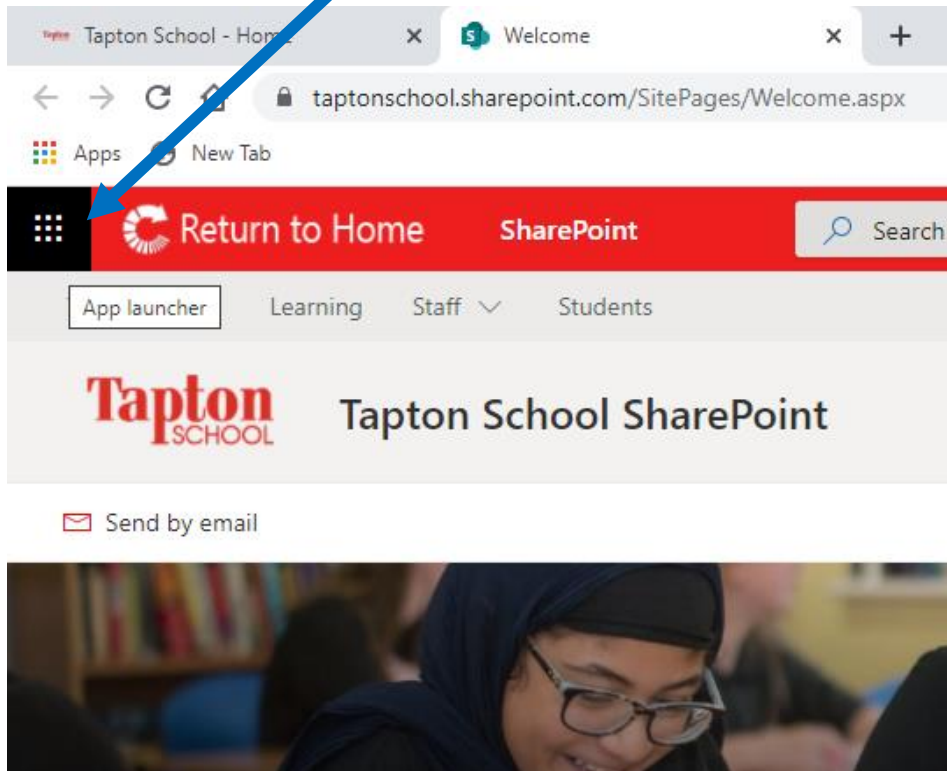
Always use your school login details



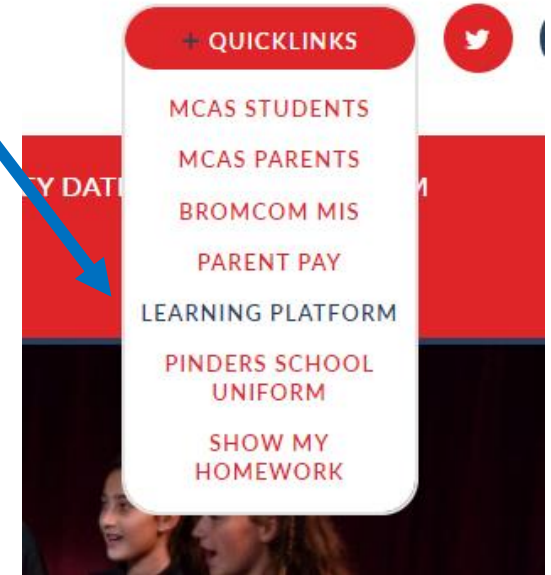
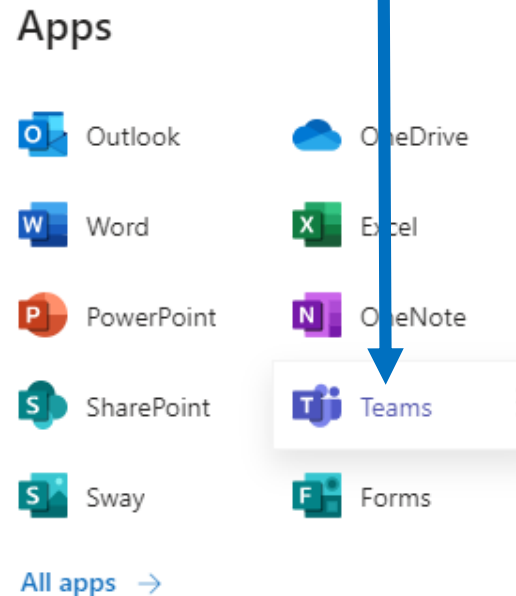
You might find that there are some issues with Internet Explorer – try using Google Chrome as your browser

Go to www.taptonschool.co.uk and click on Learning Platform in Quicklinks

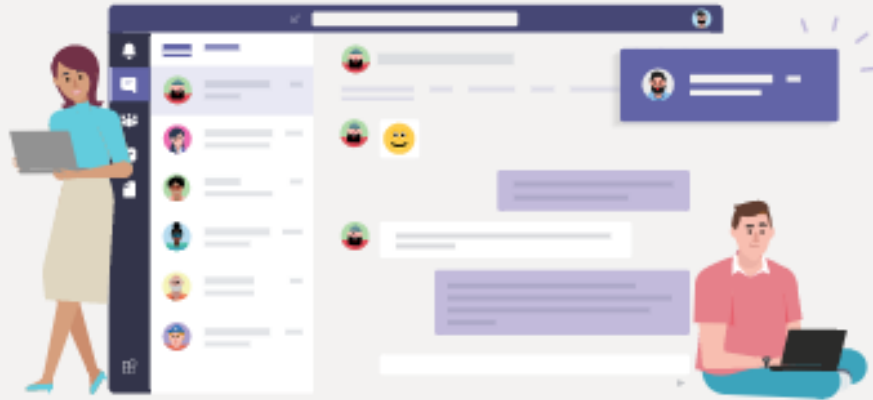
Login using your school email address and password, and go to the App Launcher (waffle menu) at the top.



Choose Teams from the app menu



Microsoft Teams



Download the Teams desktop app
and stay better connected.

[Get the Windows app](#)

[Use the web app instead](#)

Choose whether you want to work in
the app, or web app

**The app has lots more
functionality, and you can
download it on your phone**

You'll see the installer downloading at the bottom of the page – double click it to open...



Teams_windows_x64.exe
34.3/95.9 MB, 14 secs left

Microsoft Teams

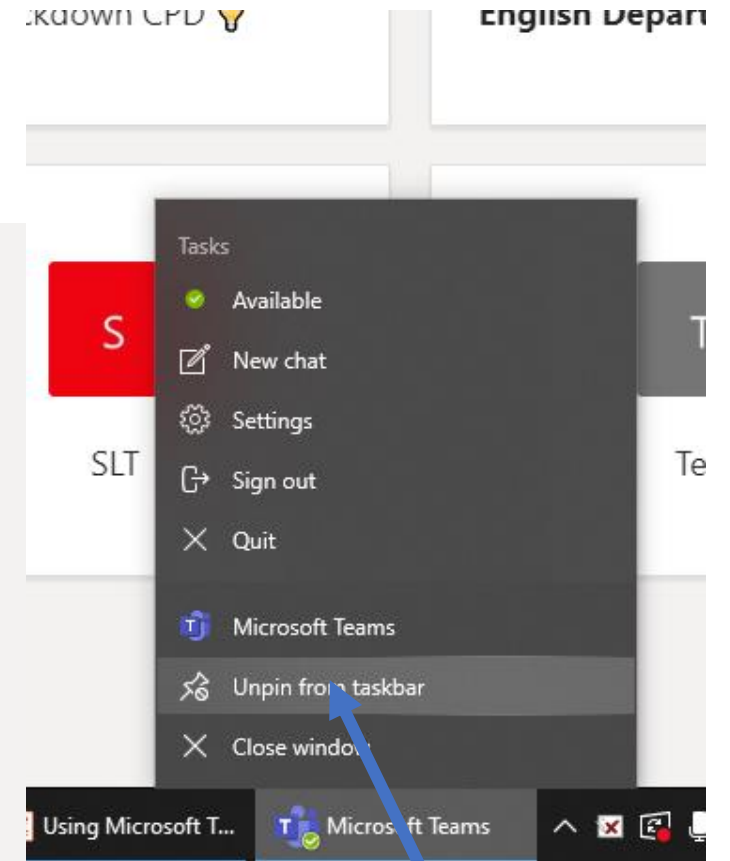


Thanks for downloading!

Just click the installer to finish up.

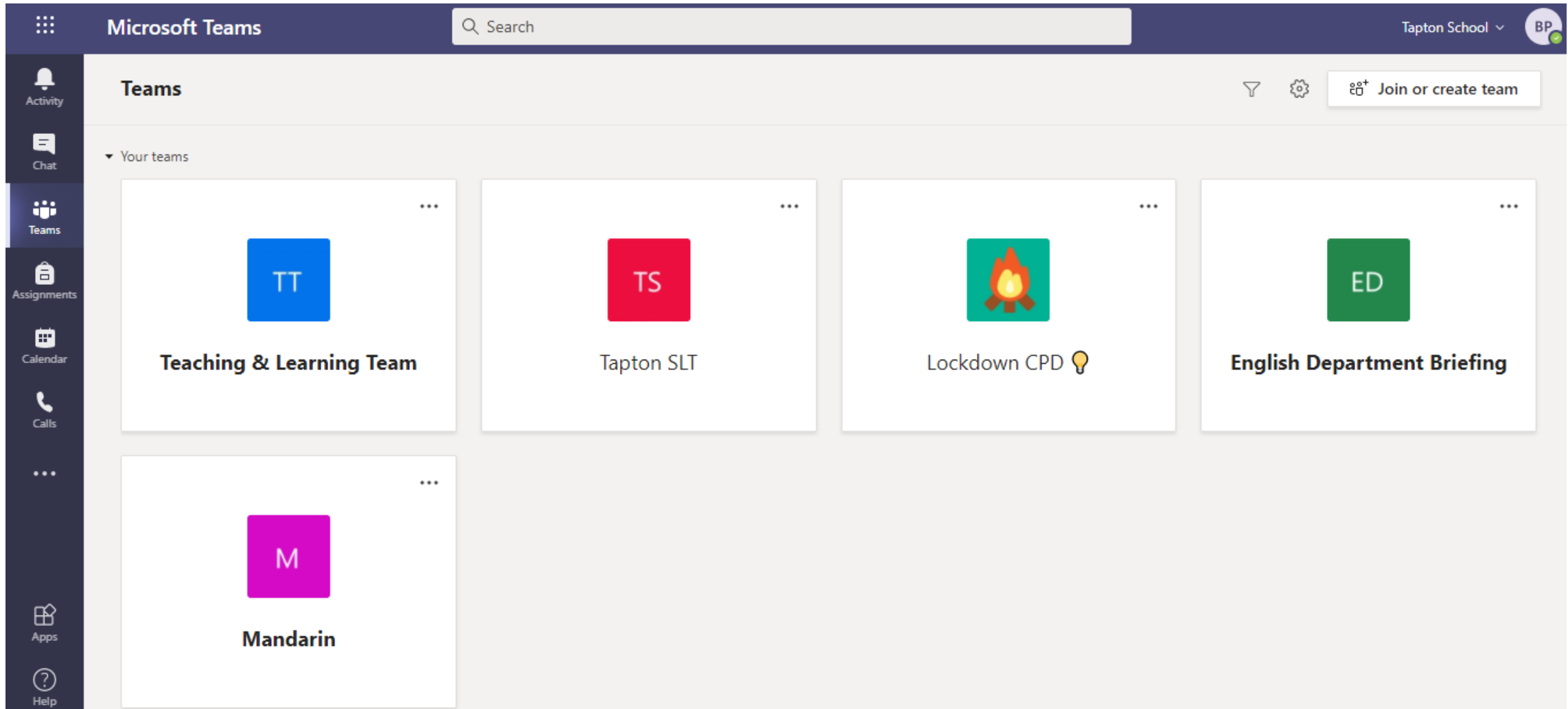
Having trouble? [Restart download](#), or use the [web app](#) instead.

And to stay informed wherever you go, get Teams on all your devices.



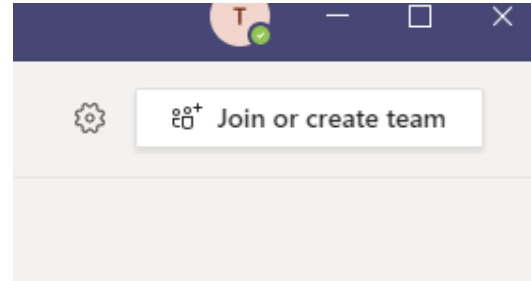
Right click to pin it to your task bar so you can easily find it again...

Any teams that you are a member of will appear on your home-screen

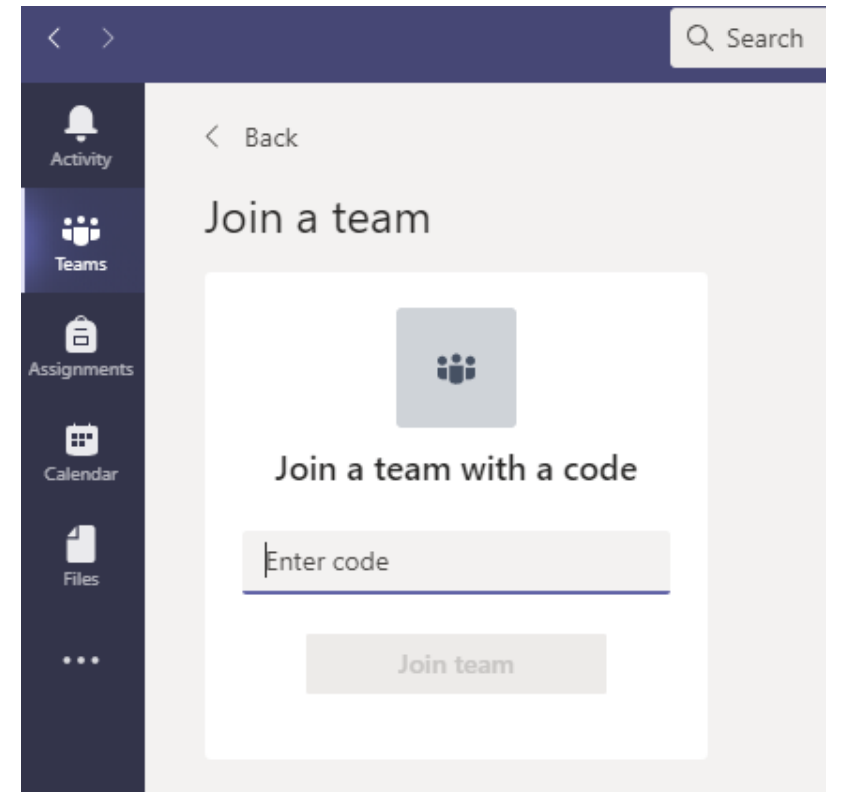


Entering a code to join a team

Go to 'join or create a team'



Enter your code into the box...



How to access a lesson that your teacher has set up

Click on 'activity' in the panel on the left

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Teams, Assignments, Calendar, Files, and Apps. The main area displays a chat window for a 'General' channel. The chat history shows several meeting notifications: 'New channel meeting ended: 4 min 12 sec', 'New channel meeting ended: 3 min 56 sec', and 'Meeting in "General" ended: 1 min 5 sec'. A 'Today' separator is present. Below this, a notification states 'Pannenberg, B (Tipton Staff) has added tapstudent to the team.' The most recent message is from 'Pannenberg, B (Tipton Staff)' at 08:29, titled 'Test Lesson'. It contains a calendar icon and a blue notification card for a 'Test Teams Lesson' scheduled for 'Thursday, 24 September 2020 @ 14:30'. A 'New conversation' button is visible at the bottom of the chat area.

You can see here any lessons that have been scheduled, and click on them to access the lesson

Or, you can click in 'calendar' in the left panel and click on the lesson in your calendar to access it

The screenshot shows the Microsoft Teams interface with the calendar view selected. The top navigation bar includes a search bar, a user profile icon, and window control buttons. The left sidebar contains navigation options: Activity, Teams, Assignments, Calendar (highlighted), Files, and a menu icon. The main calendar area displays a weekly view for September 2020, with the current date being Thursday, September 24th. A meeting titled "Test Teams Lesson" by Pannenberg, B (Tapton Staff) is scheduled for 15:00 on Thursday. The meeting card is light blue with a dashed border and a copy icon. The time slots range from 12:00 to 17:00. The calendar is set to "Working Week" view.

	21 Monday	22 Tuesday	23 Wednesday	24 Thursday	25 Friday
12:00					
13:00					
14:00					
15:00				Test Teams Lesson Pannenberg, B (Tapton Staff)	
16:00					
17:00					

What you can and can't do in Teams...



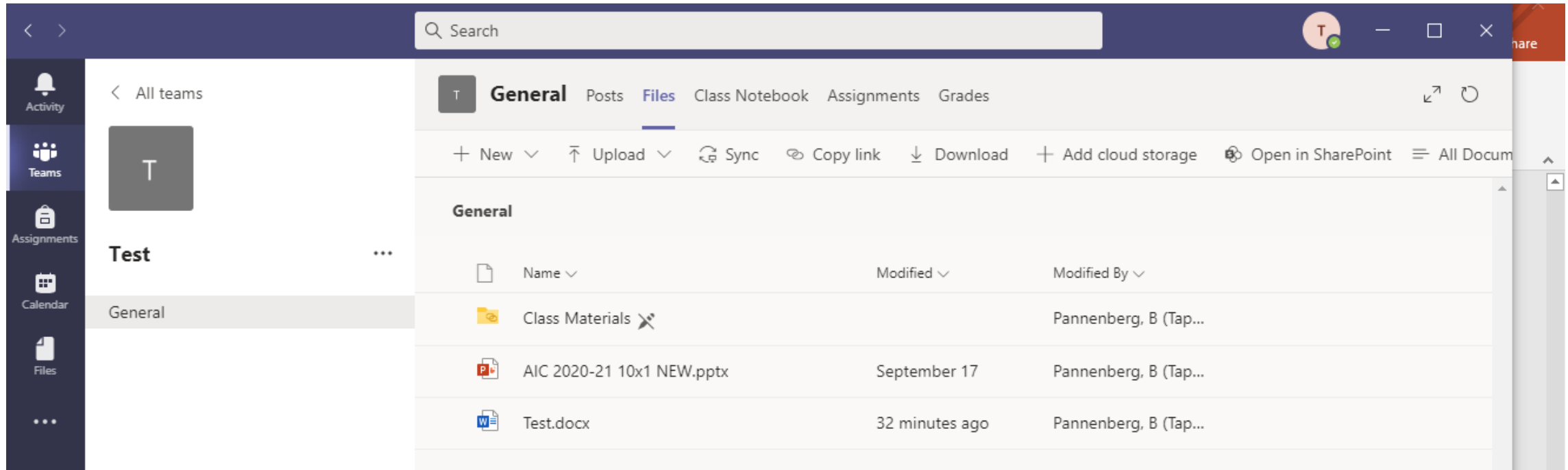
- You can't schedule a meeting
- You can't use the chat function
- Your teacher will keep a record of your participation in the lesson
- You can upload work in files, or collaborate in a document that your teacher has uploaded
- You don't have to switch your camera on
- You can blur your background if you want to
- You should mute yourself when your teacher is explaining something
- You can 'put your hand up' to ask a question, or ask for help

Uploading work in files, or collaborating in a document

Click on 'files' at the top of the screen and open the file that your teacher has asked you to

You can also access any assignments they have set using the 'assignments' button

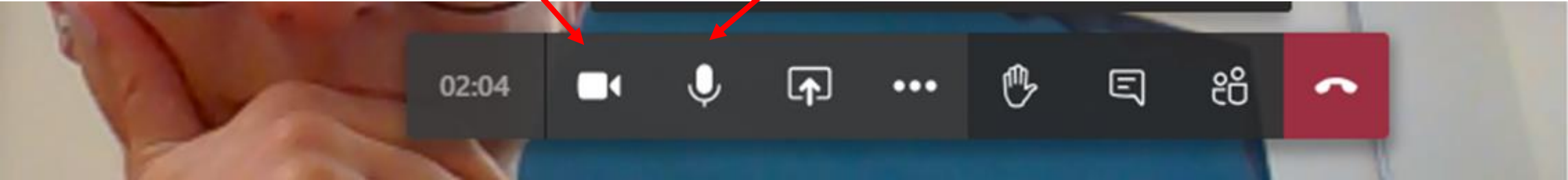
If you want to upload any work, click 'upload' – this could be a word doc, PPT or photo of your exercise book – do include your name and year group in the file name though!



The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Teams, Assignments, Calendar, and Files. The main area is divided into two panes. The left pane shows the team 'Test' with a 'General' channel selected. The right pane shows the 'Files' tab for the 'General' channel. At the top of this pane are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. Below the tabs is a toolbar with options: '+ New', 'Upload', 'Sync', 'Copy link', 'Download', 'Add cloud storage', 'Open in SharePoint', and 'All Documents'. Below the toolbar is a table of files:

Name	Modified	Modified By
Class Materials		Pannenberg, B (Tap...)
AIC 2020-21 10x1 NEW.pptx	September 17	Pannenberg, B (Tap...)
Test.docx	32 minutes ago	Pannenberg, B (Tap...)

Switching off your camera and muting



Blurring your background

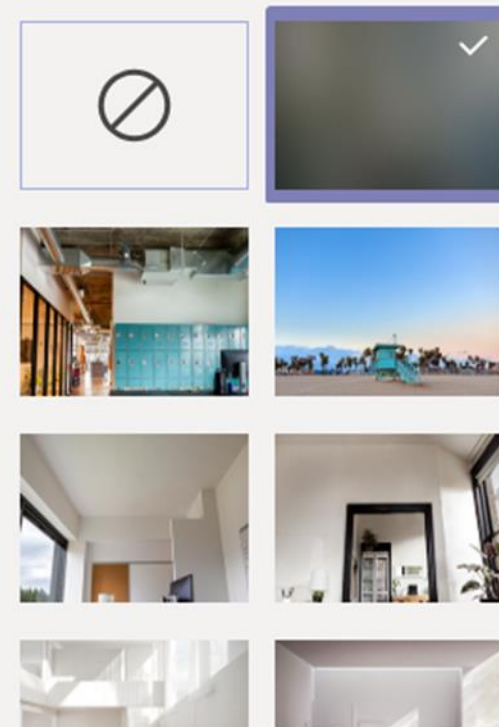
You can also turn on live captions in this menu... really cool for spellings!

- Show device settings
- Show meeting notes
- Info pane is disabled by policies
- Enter full-screen
- Hide background effects
- Turn on live captions (preview, English US only)
- Keypad
- Start recording
- End meeting
- Turn off incoming video

Click the three dots and choose background effects, then pick the blurry one...

Background settings

+ Add new



Others won't see your video while you preview.

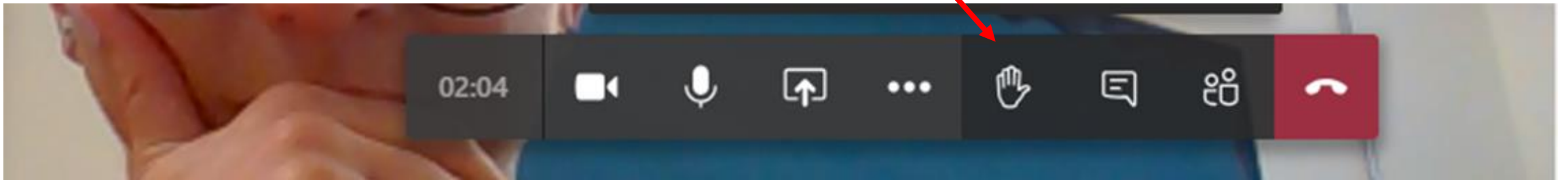
Preview

Apply

- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help

02:04

Putting your hand up



Any questions?

