

Preparing for Paperless Learning Guide One – Getting Started



Follow this guide at home to get yourself up and running with Microsoft Teams, so you're ready to learn without the fear of losing a worksheet.

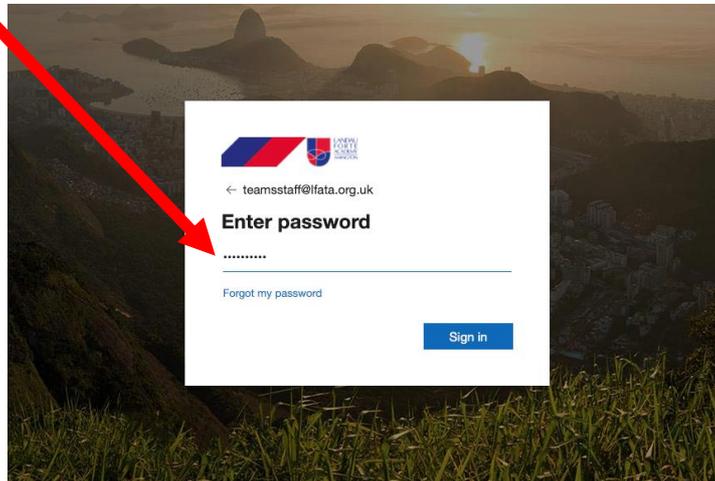
Once you're up and running, you should check Teams every day to keep on top of any work or homework you have been set.

Name:	
PT Group:	

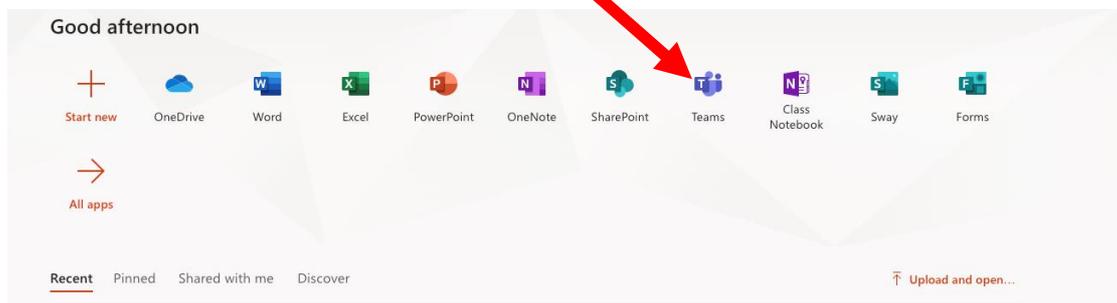
Step One: Signing In

For Web Browsers on a **Laptop** or **Desktop** Computer:

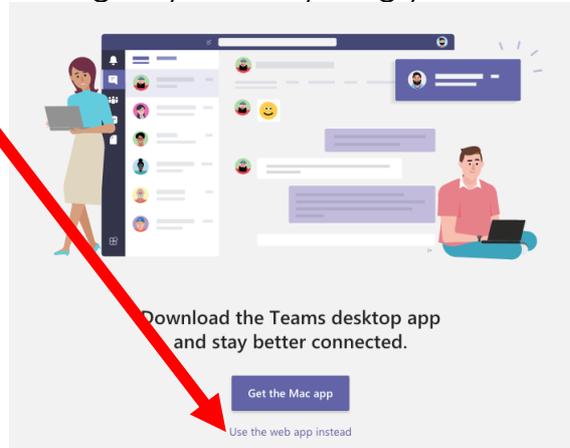
1. Open your Microsoft Edge Chromium or Google Chrome web browser.
2. Go to www.office.com and sign in with your Amington email address (e.g. 17joeblo@fata.org.uk) and password (the one you normally use to access the computers in school).



3. Select '**Microsoft Teams**' from the available Office 365 options. (You can come back to this page later if you want to use other included software, such as Word, Powerpoint or Excel. Other features will be shared with you later.)



4. If you are asked to download the Teams app, click '**Use the Web App instead**'. You can choose to install it if you are using your own device and have permission to do so, but the web version will give you everything you need.



5. You should now be taken to the Teams screen.

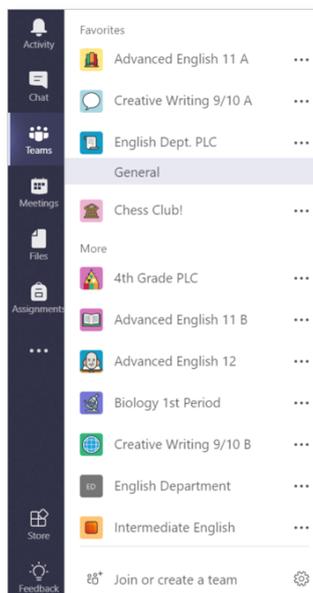
For **Mobile** Device Users (e.g. phone or tablet):

1. Open your device's App Store and search for **Microsoft Teams**
2. Download and install this free app. You may also choose to install Word, PowerPoint and the other Office Apps either now, or at a later point.
3. Sign in with your Amington email address (e.g. 17joeblo@fata.org.uk) and password (the one you normally use to access the computers in school).
4. You will be presented with Teams, Assignments and Activity tabs at the bottom of your screen to help you navigate Teams. Hit the Teams option to see all of the Teams you're a part of.

TASK	Log in to Microsoft Teams using a Web Browser or using the Teams app on a mobile device.	√
	Count the number of teams you have available to you and note it here. When you're done, tick the task complete box. Teams I'm Enrolled In:	

Step Two: Finding and Navigating

On the Web version there are two main Spaces to look for – the **Me Space** and the **We Space**. On the Mobile app, this will appear as the menus within the App, but for Web Browsers:

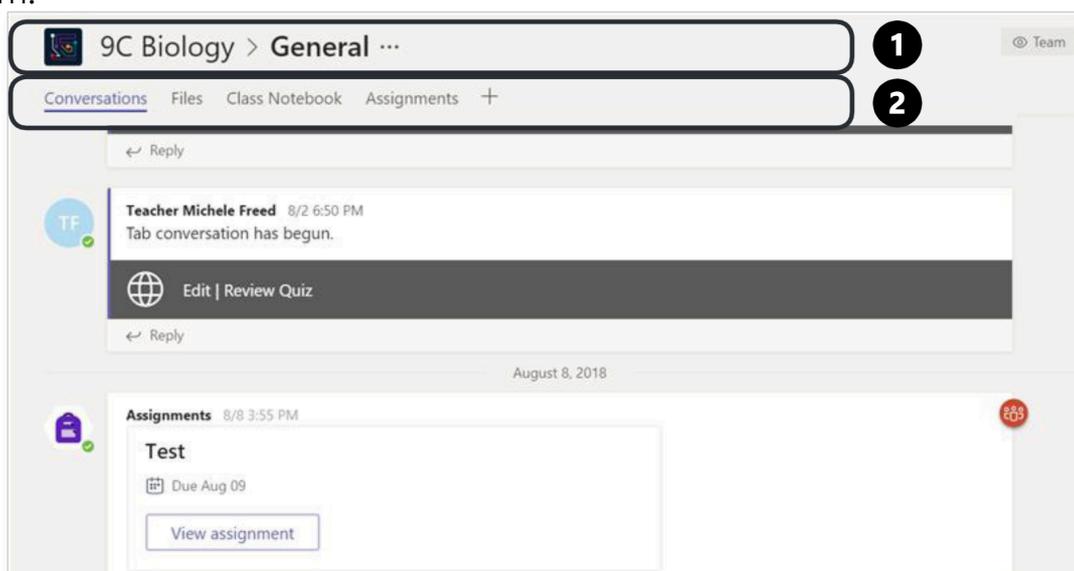


The Me Space sits on the left hand side of the screen, and is where you'll find things that you can control, such as which Team to view next. It has other features too, including:

- Moving between different Teams
- Activity – your Notifications and alerts from all of your Teams
- Files – storage for any documents you have uploaded
- Assignments – checking and completing your work or homework

The We Space is the rest of the screen to the right, and displays the main content of your Teams. This content is shared between all users of that Team. You can see:

- The Team and Channel (1) you're a part of (some Teams have multiple Channels – these are just sub-Teams for a specific purpose).
- The Tabs (2) your teacher has given you – these will include this Team's assignments, and could include resources you might need to participate in learning.
- Underneath that, you'll see Posts, Conversations and Assignments posted to the Team.

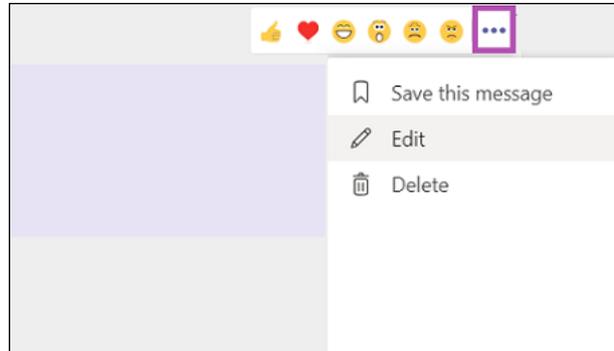


TASK	Visit all of the Teams you are enrolled in and check to see if there are any posts requiring your attention.	√
	For example, your teacher could ask you to complete a task, or like a post to confirm you have read it.	

Step Three: Asking and Replying

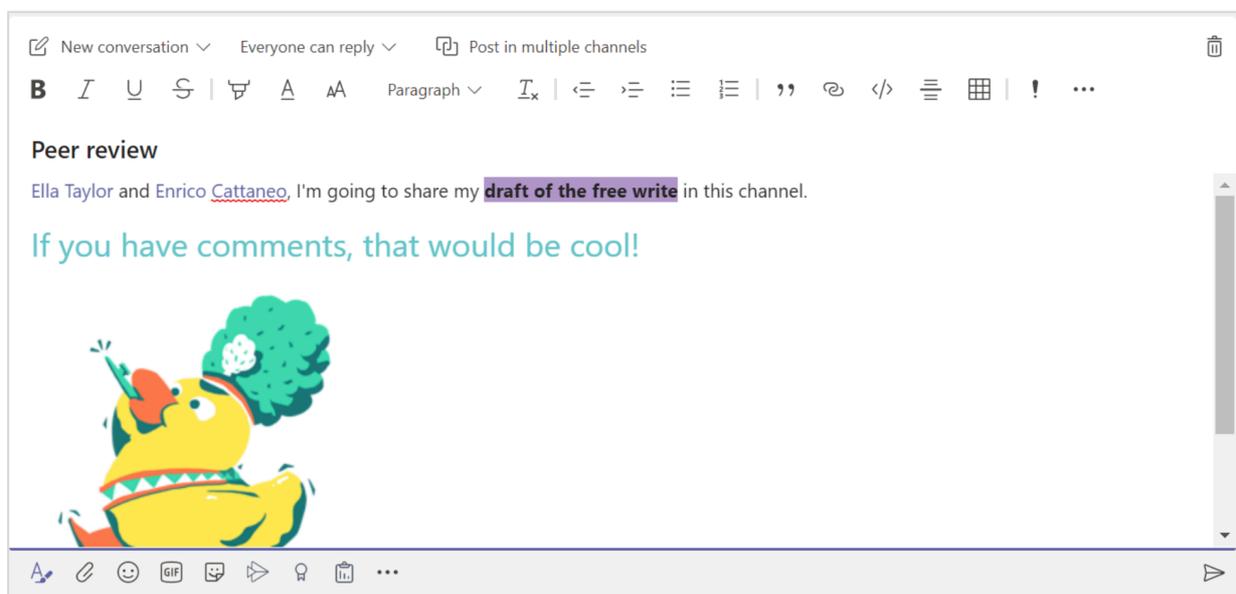
Your teacher may post comments in the We space. You should always 'Like' posts to say that you have read or understood them. That way, your teacher will be able to know if there's an issue and help you if you need it.

To react to a post in the Web version, hover over the post then select the Like button.



On the mobile App, you can press and hold a post to bring up the React menu with the same choices available to you.

From time to time, you will need to ask a question or reply to a post. To do this, use the Reply box to bring up the Text Editor. You can press the 'Capital A' icon under the text box to Format the message, before pressing the Send button.

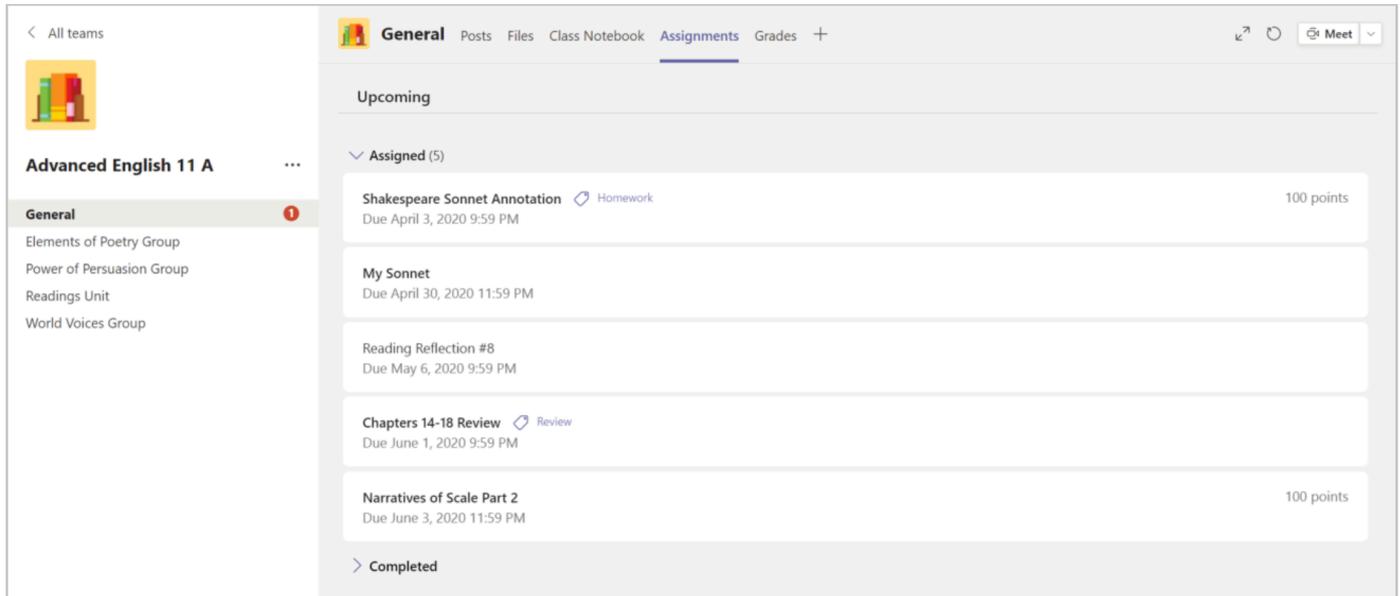


You can also use the @ sign to mention your Teacher by typing the symbol followed by the teacher's surname in your message. They'll then be notified of your response.

TASK	Go to your Personal Tutor Group Team and reply to the post your Personal Tutor has set for you.	√

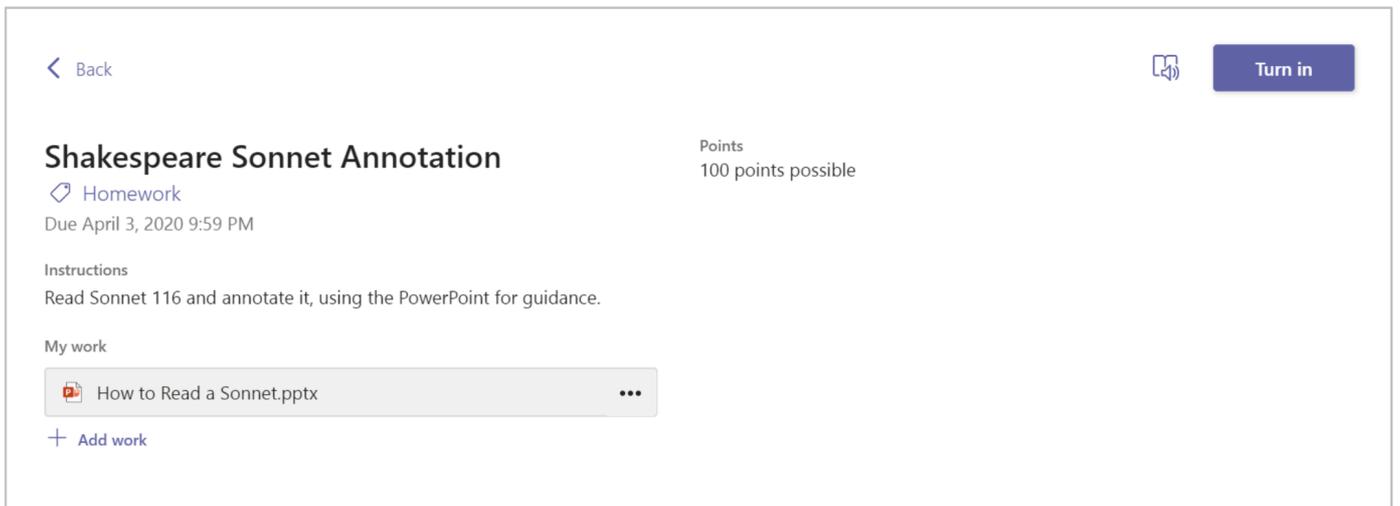
Step 4: Viewing Assigned Tasks

Your homework will be available in the Assignments section of Microsoft Teams. You can find each Team's assigned work through the Assignments tab.



To view the details of your assigned tasks, simply click or tap on them.

You'll then see the instructions your teacher has provided for you.



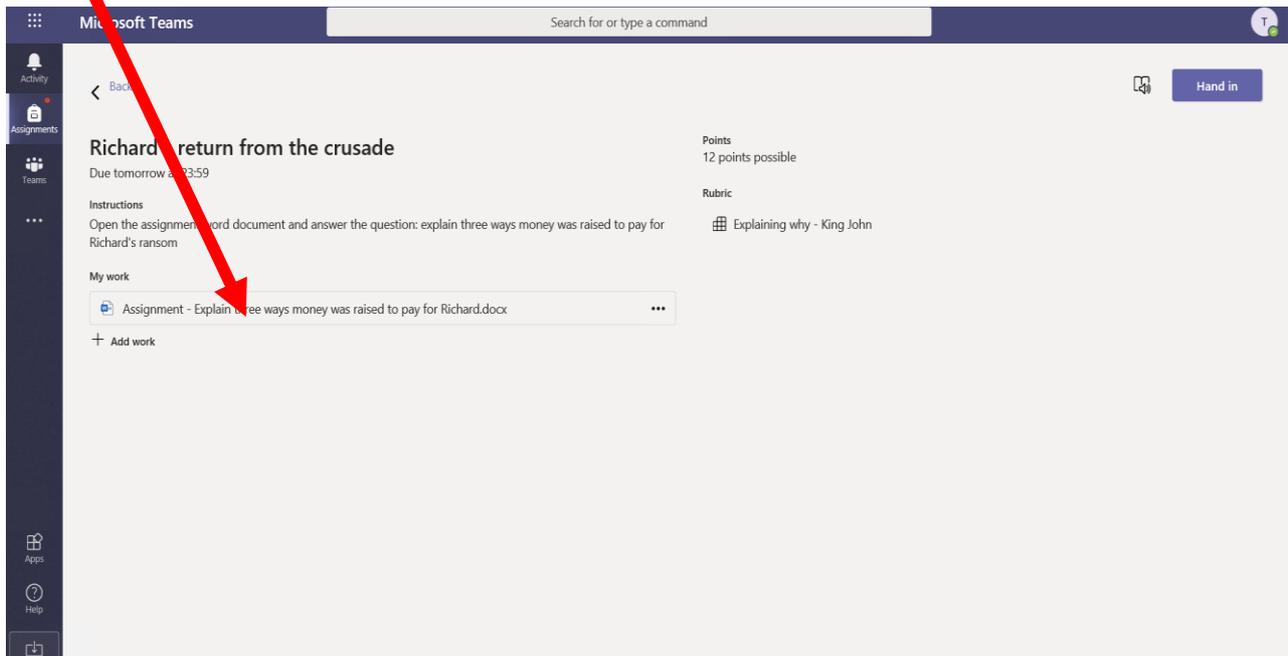
TASK	<p>Check each Team you are enrolled in and note down any tasks you need to complete, with their due date.</p>	<p>✓</p>
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Step 5: Completing Assignments

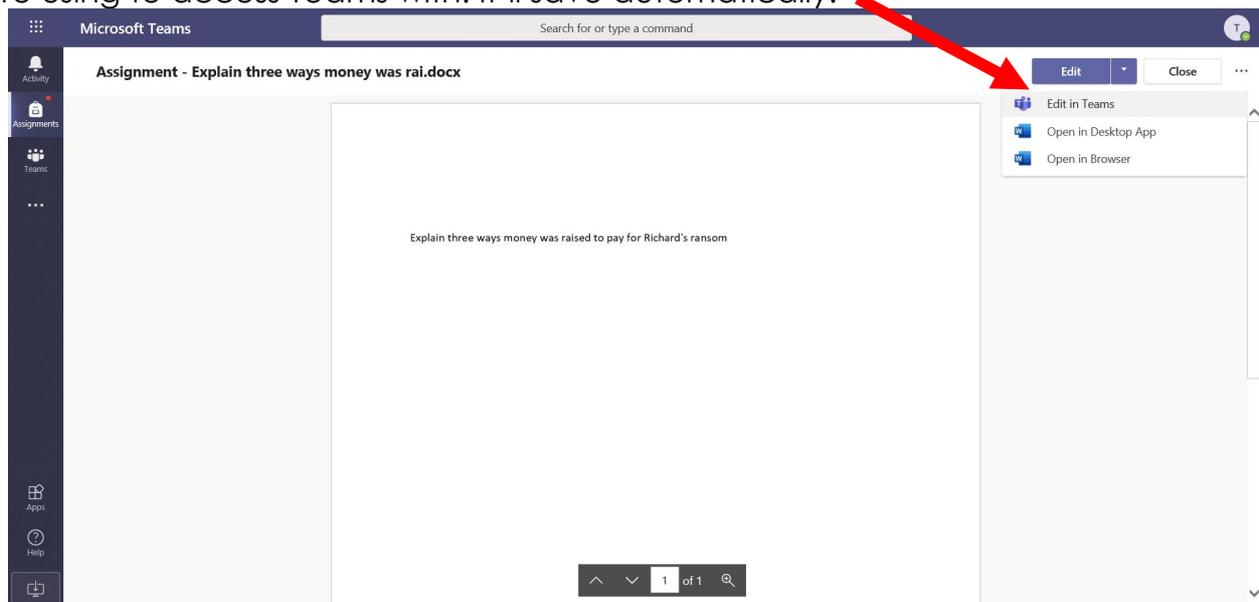
On your Assignments, you can be provided with:

- **Instructions** – The specific things you need to complete for this work
- **Points** – The number of marks you can get on this task
- **Rubric** – The mark scheme
- **My Work** – attached files, links or documents for you to complete or use

You will see that on most Assignments you're given a Word Document to complete the task in.

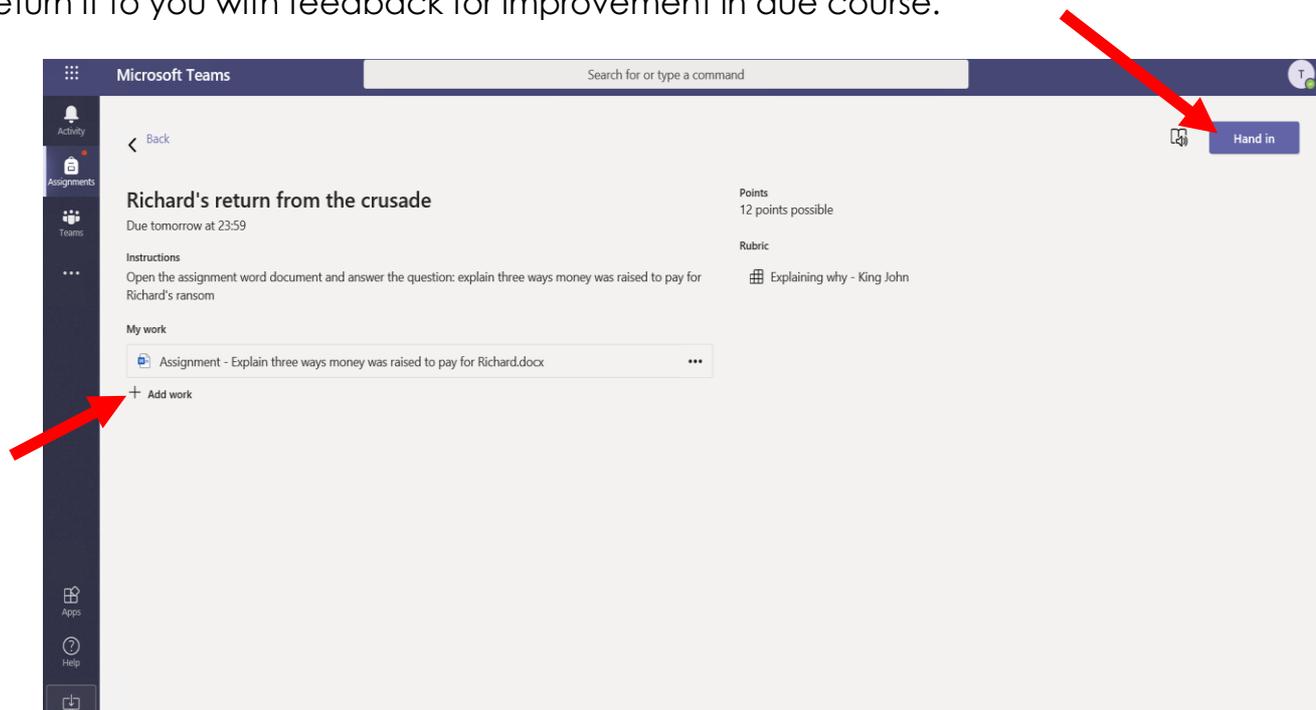


You can click on this document, then click Edit in Teams, Edit in Browser or Edit in Word to begin editing it straight away. The option you're given will depend on which method you're using to access Teams with. It'll save automatically.



If you complete the work elsewhere – for example, in an exercise book, or a different application, you can upload documents to the Assignment by clicking Add Work next to any attachments your teacher gave you.

Once you have completed the task to the best of your ability, and uploaded any additional files, click the Hand In button to submit it for grading. Your teacher will then return it to you with feedback for improvement in due course.



TASK	Complete the example Assignment your Personal Tutor has given you, and hand it in. Your Personal Tutor will return it with a comment in due course.	√
	Check the feedback to see what your next steps are.	

Summary

We hope that this guide has been useful for you. Your teacher will also share a video with you that covers all of this information, and it'll be available in your Personal Tutor Team if you need to refresh your memory about any of these features.

Please remember that you are responsible for using this platform sensibly and appropriately, and that you should never share your password with anyone, or allow anyone to use your access.

In the future, we will be using more and more features of Microsoft Teams, so it's really important we get this stage right first. If you have any technical issues, please speak to your Personal Tutor, or send them an Edulink message, and they will try to get you the help you need.

To help you manage your wellbeing, the Microsoft Teams app has an option called 'Quiet Hours'. This will stop it sending notifications to your device during set hours. We'd recommend enabling this overnight, so you aren't disturbed by messages during your down time. This feature is available in the Settings → Notifications → Quiet Hours section of the App's menu.

Please remember: your homework will be set on Microsoft Teams. It's important you check it regularly so you don't miss out on learning that will be crucial to your progress.