

Online Learning Student Guide

Microsoft Teams

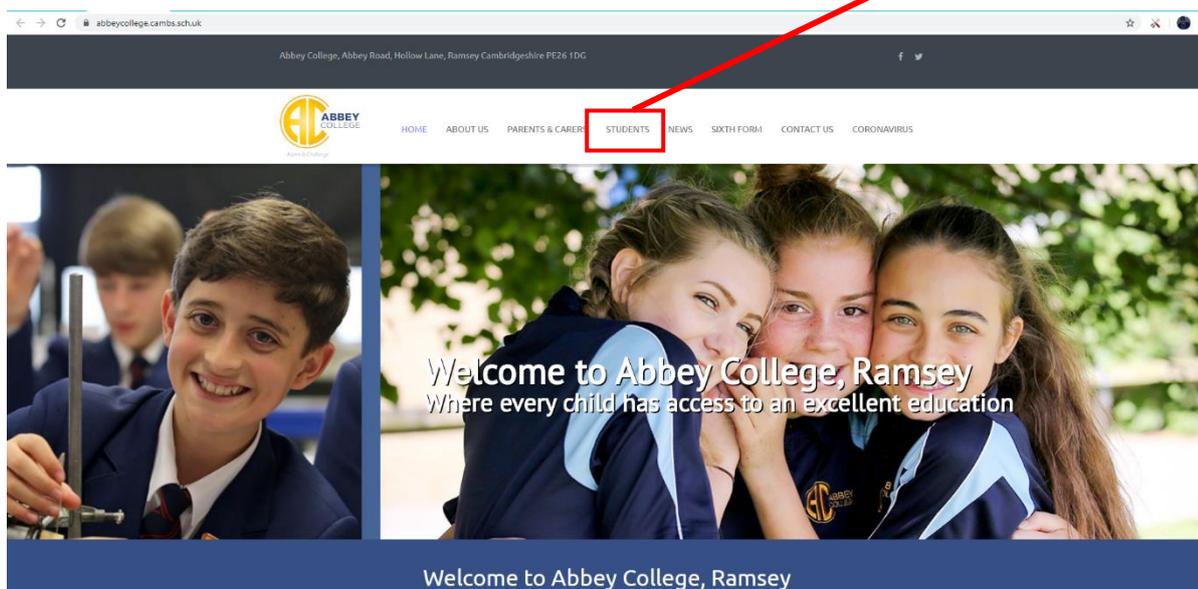


What is Microsoft Teams?

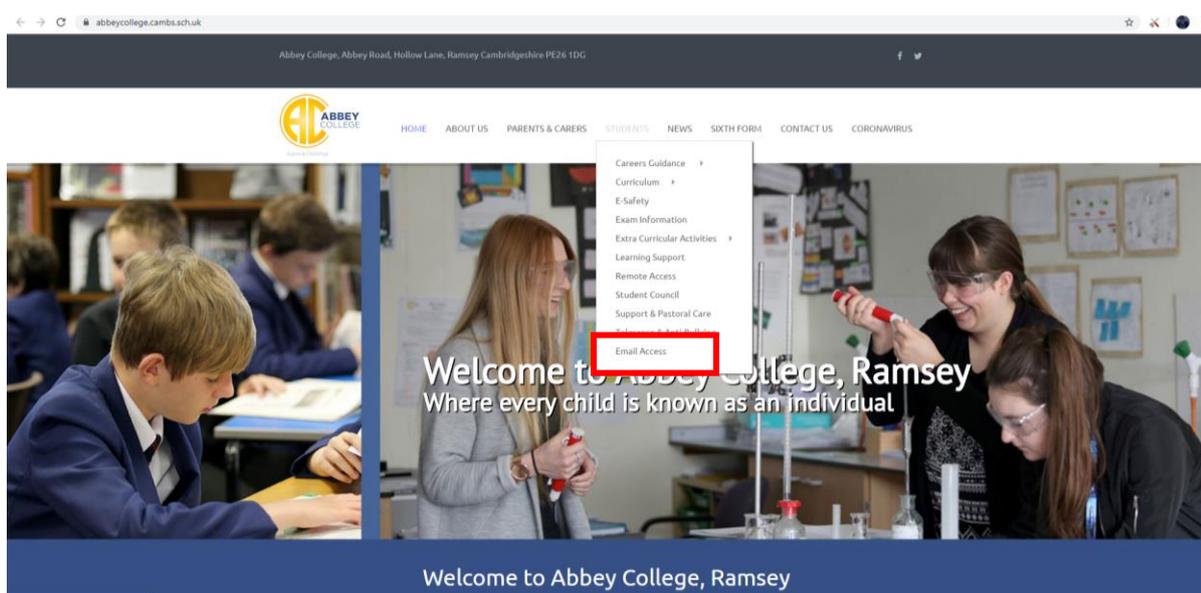
Microsoft Teams is an online website/application that enables you to access work, undertake learning and communicate with your teachers. You will soon receive an email inviting you to join your class Teams. This guide is designed to help you understand how to use Teams and how to complete your work successfully.

Section 1: How do I access and log on to Microsoft Teams?

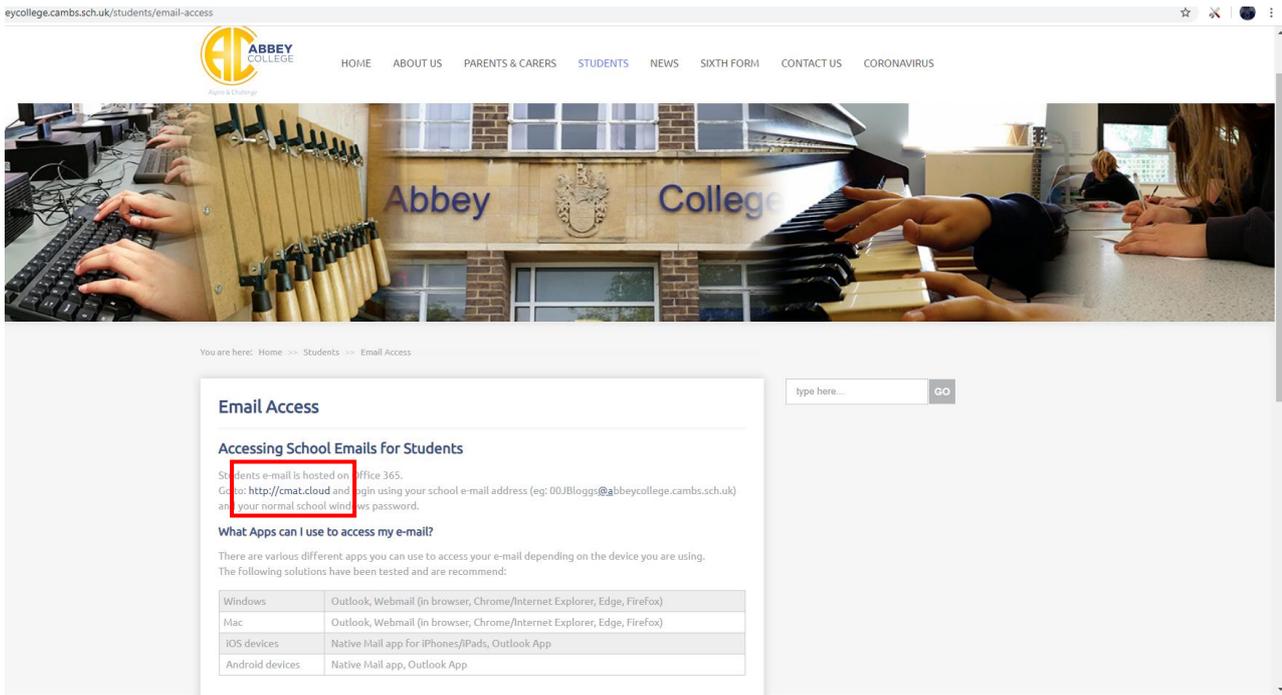
1. Go to <https://www.abbeycollege.cambs.sch.uk/> and select the **students** tab at the top of the page.



2. Go to **email access** at the bottom of the menu.



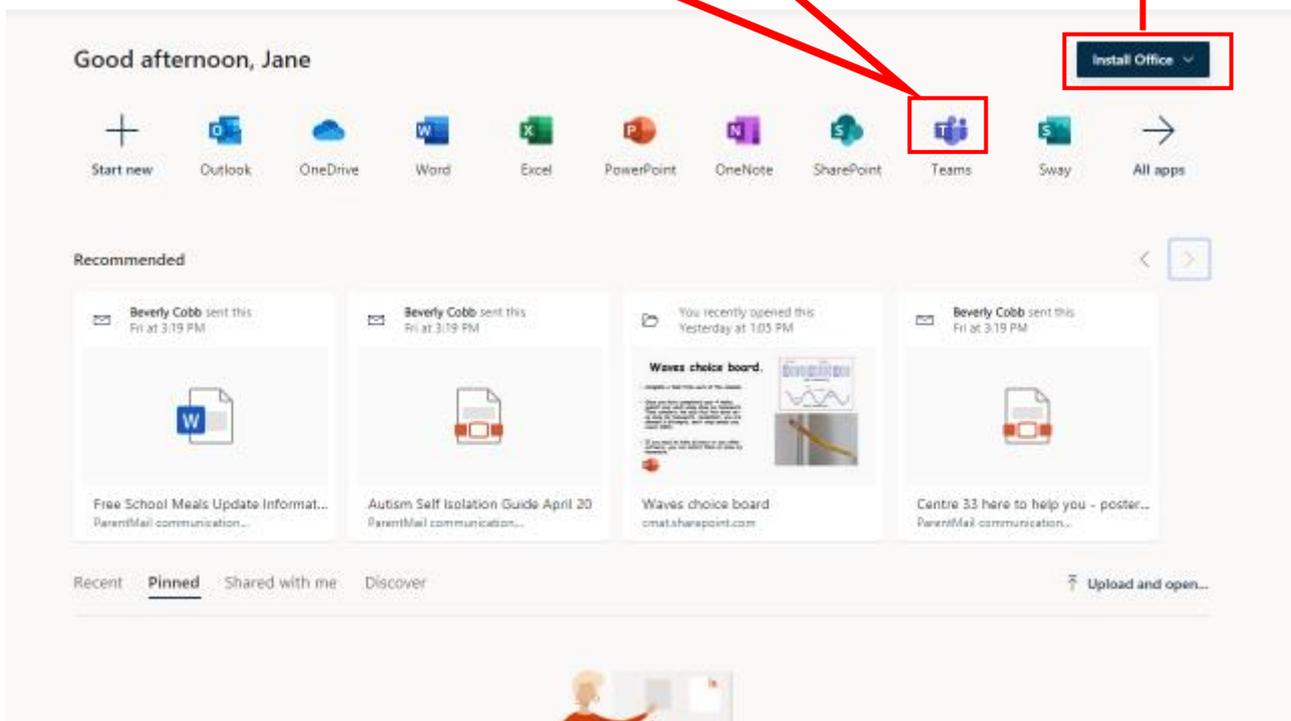
3. Select the <http://cmat.cloud> option. This will ask you to login with your school email and password.



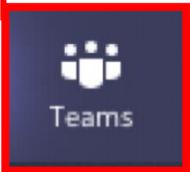
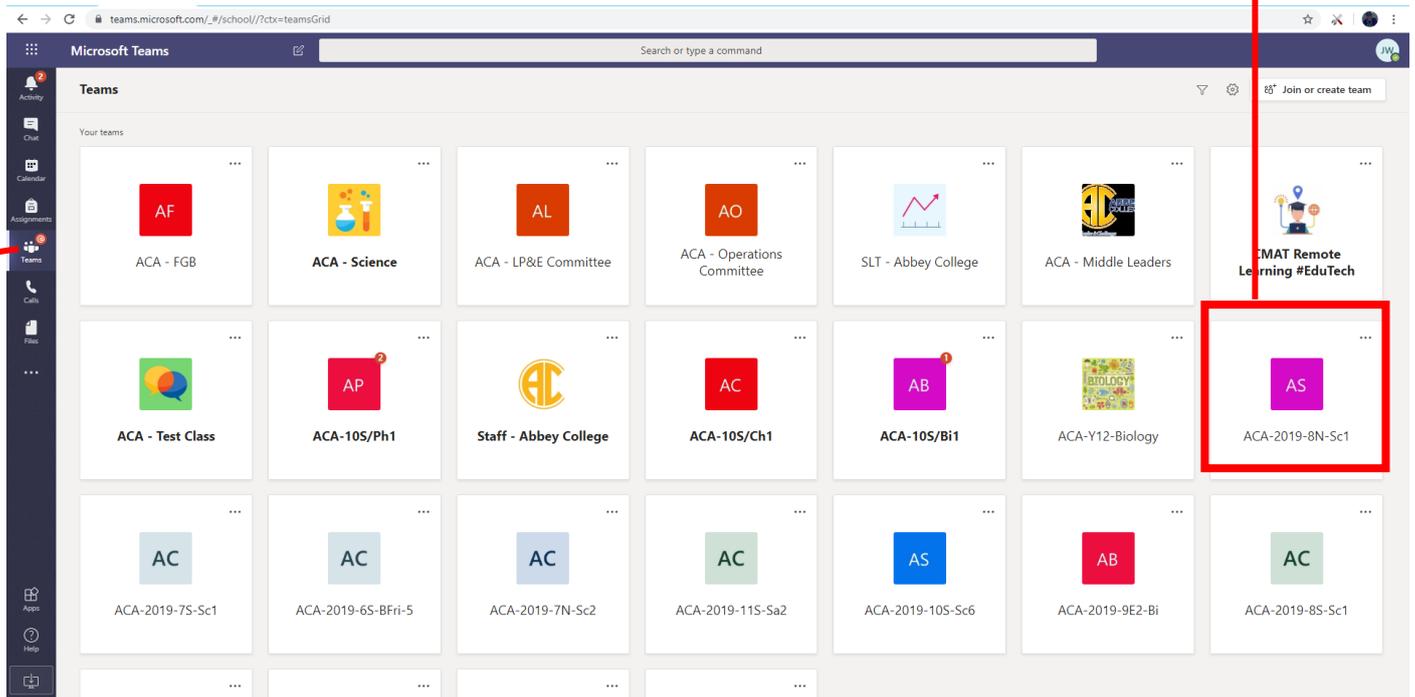
4. You will then reach your home page for Microsoft Office 365.

Once logged in, you will now have access to all the Office 365 apps available, including **Microsoft Teams**. Click the Teams icon.

If you wish, you can download office to your device by clicking install.

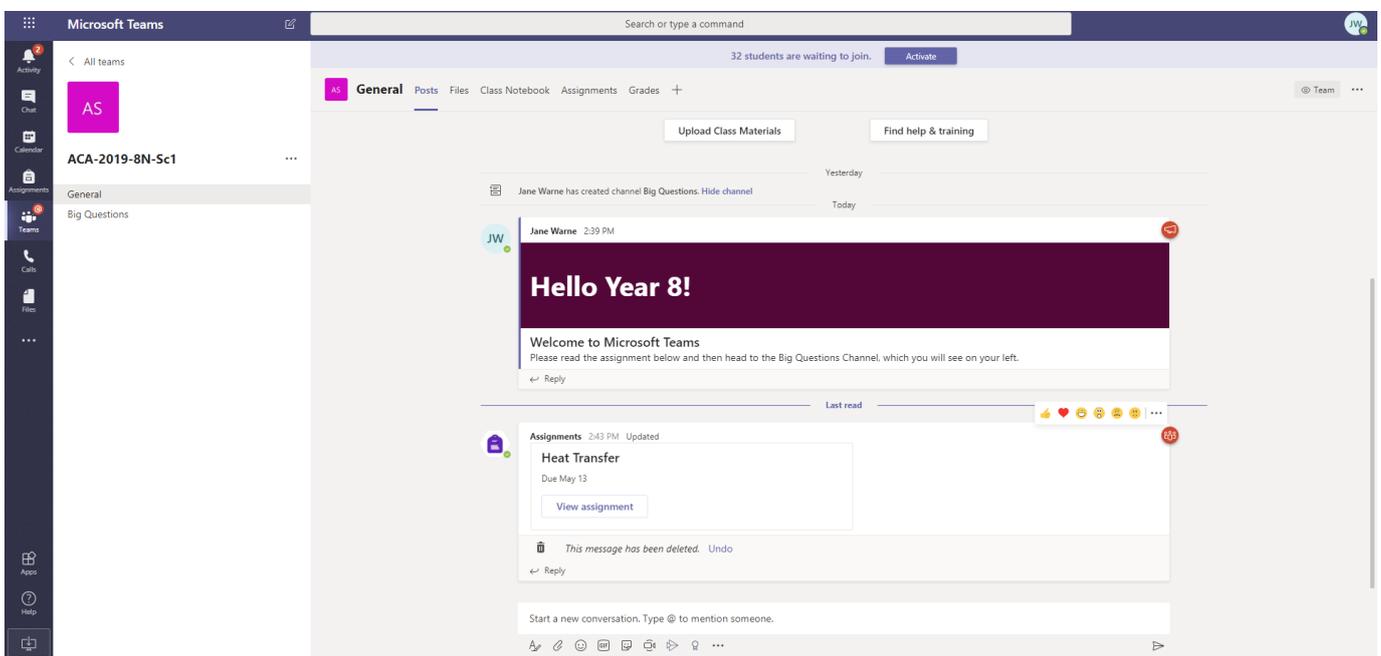


5. Once you have opened Microsoft Teams you will be taken to the main Teams dashboard. This is where your classes will be shown. To open a class, click on the relevant class name (Eg. 8NSc1).



If you need to get back to the main dashboard quickly, you can press the Teams icon on the side panel.

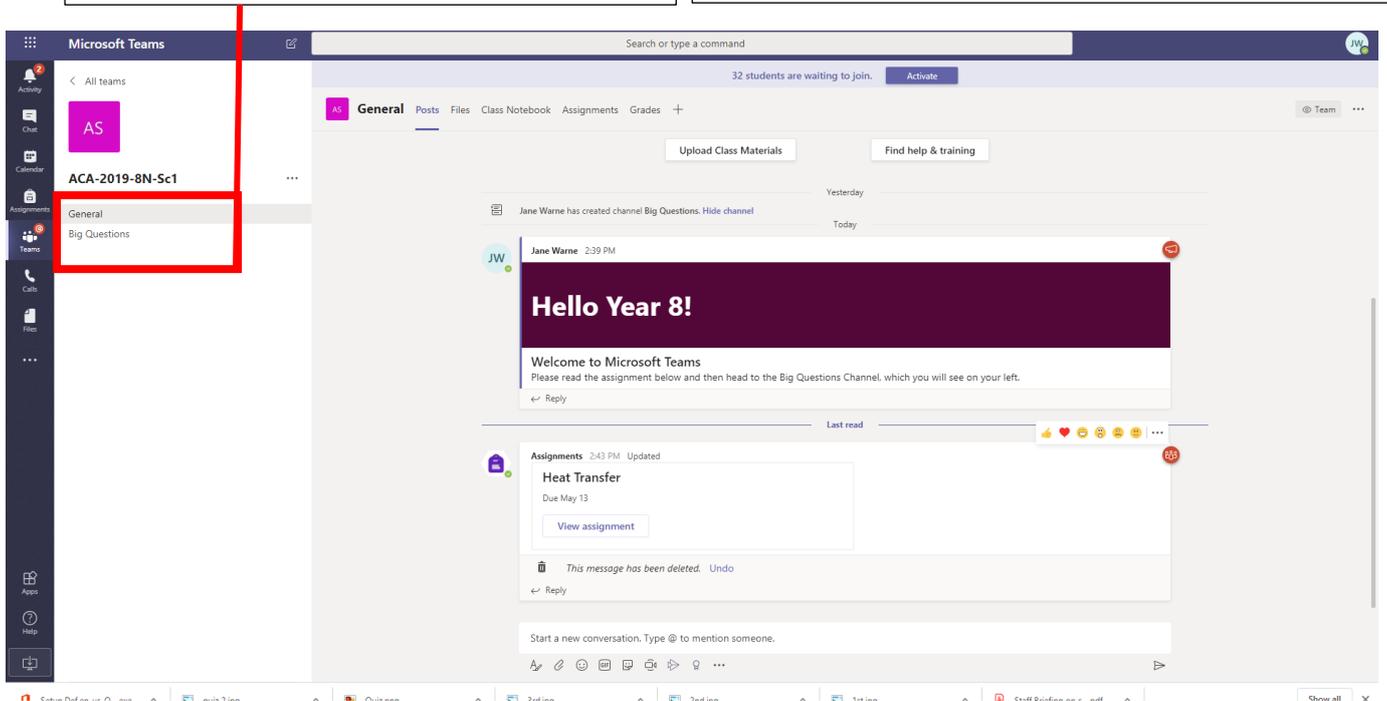
6. Once you have selected a class, this will be your online classroom for that particular lesson. Your teacher will be able to post work, explanations, resources etc. to you and the other students in your class. The next section, will show you how to access the work set and communicate with your teacher.



Section 2: How do I use Teams, access the work and communicate with my teacher?

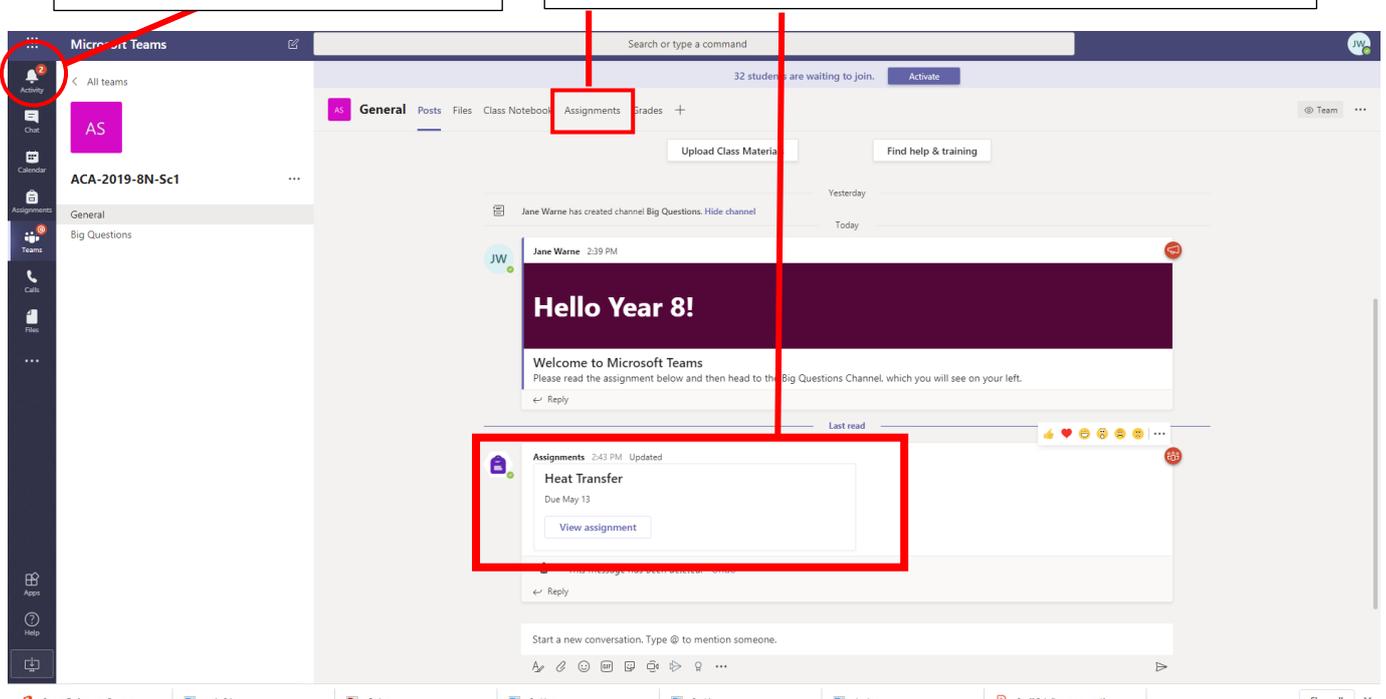
1. Once you enter your class Team, you will notice that on the left hand side there are a series of options. These are called Channels. Each team that you are a member of will have a GENERAL channel, but the names of the others may change depending on the lessons that are set.

The GENERAL Channel is like the home page of your Team. On this page, you will see announcements from your teacher with instructions, video clips, and assignments. The GENERAL Channel is set up so students **cannot** comment. This is to make sure that instructions are not lost in threads of conversation.

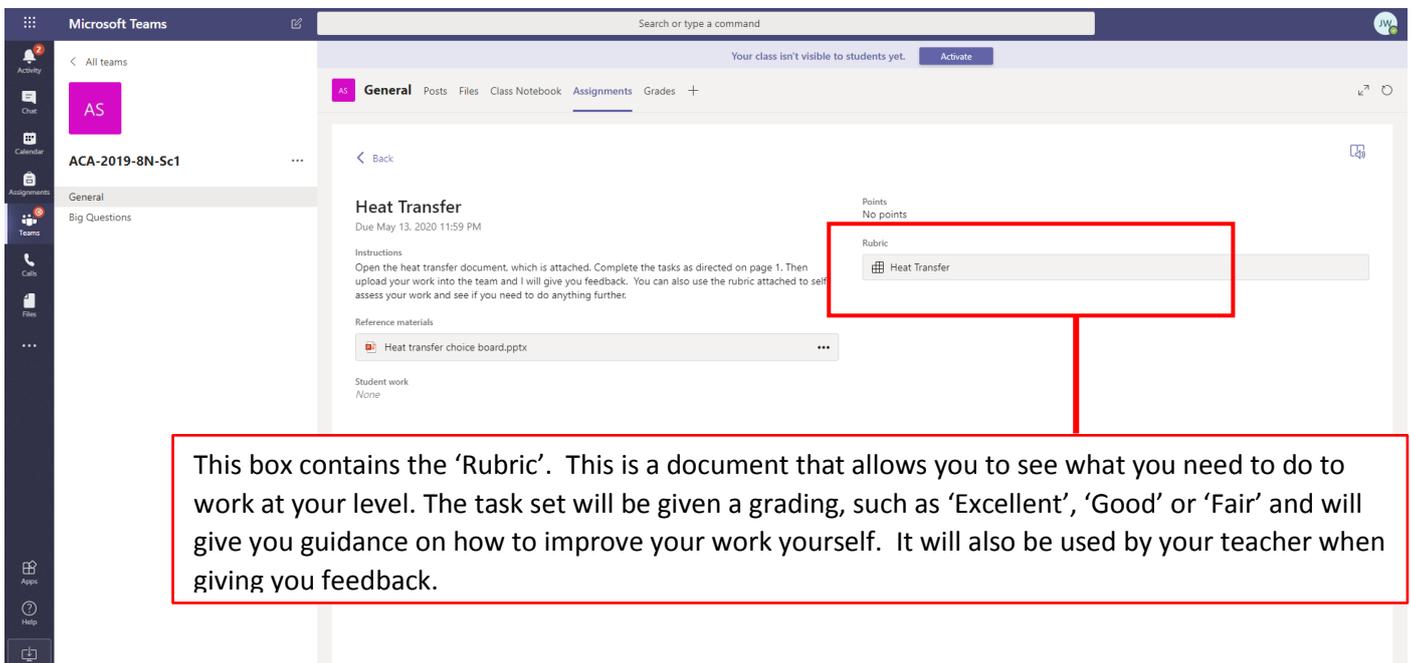


2. As well as your assignment being visible on the GENERAL Channel, when your teacher sets you an assignment, you will get a **notification**.

In the GENERAL Channel you will find your assignments. To access your **assignment** click on it and it will take you straight to the work that has been set. You will also find all assignments in the assignments tab at the **top of the page**.

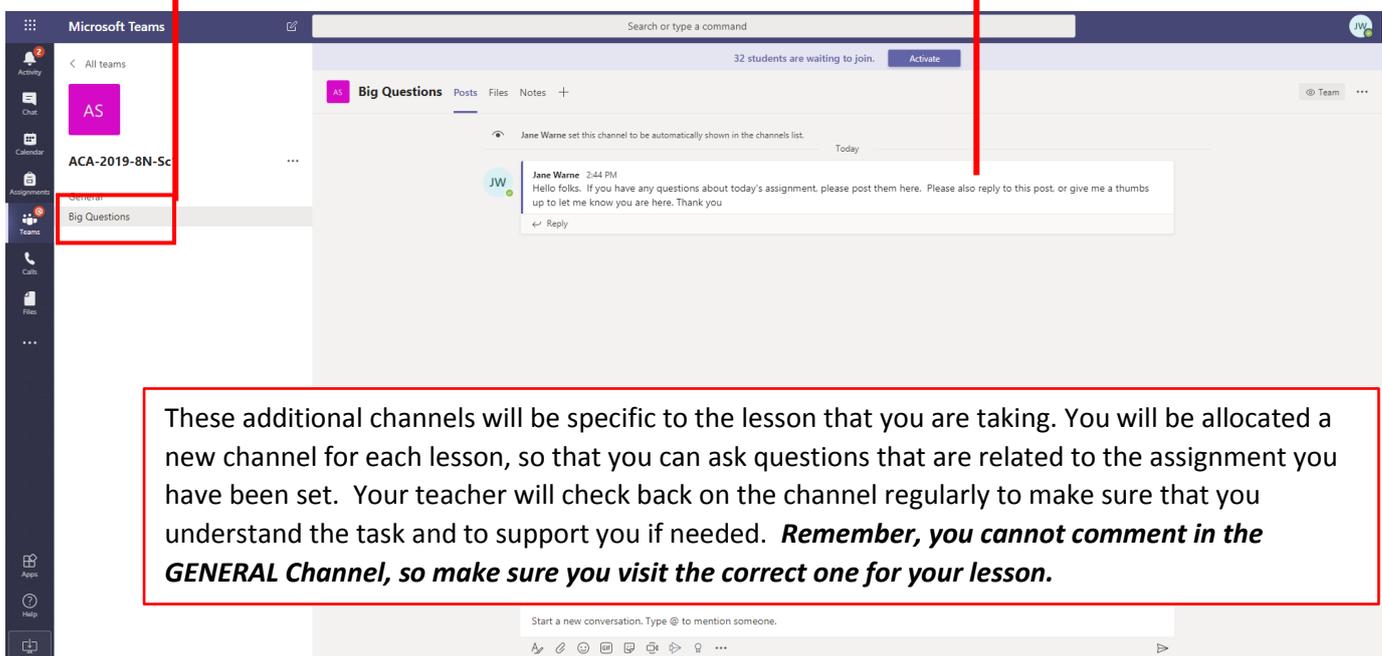


3. When you click on an assignment, it will take you to this page. Here you can see the task, download or view the files and also click on and look at a **rubric**, which will guide you on how to improve your work and self-assess it, before you submit the work to your teacher. **Remember, you will only see assignments on the GENERAL Channel. You will also get a notification and an email telling you that an assignment has been set.**



4. Underneath the GENERAL Channel, you will see other channels. Your teacher will direct you to the one that you should open. For example, this one is call **BIG QUESTIONS**

In this additional channel, you will be able to communicate with your teacher, ask for help and see if other students have commented on the task. You can also register here, by commenting as a reply, or giving a thumbs up.



Section 3: How do I upload my work for my teacher?

To upload your work once you have completed it. Click on the **Assignments** tab, at the top of the GENERAL Channel. This will take you to your assignments. You will see an option that you should click, called '**Add work**'.

You will then be able to select the work that you want to upload from your device, which you can double click to upload. It is important that after you have done this, you click the button that says '**Hand in**'. If you don't click this, your teacher will not receive the work. This link will show you a demonstration of how to upload your work on to Teams. Keep an eye out for the Monkey!!

<https://www.youtube.com/watch?v=furxE2chTM0>

Section 4: How do I know that my teacher has seen the work?

Your teacher will be able to see who in the Team has seen or handed in the work. Once you have handed your work in, you will be given feedback and you will be notified that it has been marked. Following this, if you have any questions, they should be posted on the lesson specific channel, so that the teacher can support you.

Section 5: What is expected of me when using Microsoft Teams?

1. Please make sure you read and understand the E-Safety policy which can be found here <https://www.abbeycollege.cambs.sch.uk/students/e-safety> and read our top tips for safe working online

2.



REMEMBER THAT THE INTERNET IS A GREAT RESOURCE BUT BE MINDFUL THAT IT CAN ALSO PRESENT CHALLENGES. READ THROUGH THE ONLINE SAFETY TOP TIPS CAREFULLY.



TAKE CARE OF YOUR WELLBEING WHILE YOU ARE AT HOME. READ THROUGH OUR TOP TIPS.



BEING MORE DISTANT FROM FRIENDS AND SCHOOL MAY BE DIFFICULT BUT FIND TIME TO REACH OUT ON THE PHONE AND SPEND QUALITY TIME WITH FAMILY. A POSITIVE ATTITUDE WILL HELP!

3. Top Tips for successful and safe learning at home.

- **Never share your passwords** – your teachers do not need access to your password and will never ask you to share it. If the school need to access an account, they will always contact your parents first.
- **Never agree to talk to someone privately or in secret** - your teachers will never ask you to do this. Your discussions with your teachers will be the same as they are in class.
- **Immediately tell your parents or your teacher if you are contacted by someone you don't recognise.** Teachers will always have official school accounts ending in @abbeycollege.cambs.sch.uk and will never change their name suddenly. You should only contact staff on their official school email address.
- **Never agree to move off school platforms** – your teachers will never ask you to work with them on a non-school app or website. Everything you need to use has been shared with your parents directly. If your teacher decides to use a new platform, we will contact your parents first.
- **Work where your parents can see what you are doing and talk to them about your Remote Learning.**
- **Always communicate in positive ways during a forum.** Be polite, mindful of the feelings of others and courteous at all times.
- **Never share videos, provided by your teachers or other students, on social media and never take and share screenshots.** You should not record or share with anyone else what happens in the online classroom. Your peers will be asking questions and your teacher will be posting advice and support. Everyone should feel confident in communicating without the concern of the content being shared outside of the classroom.
- **If anything feels wrong or different, speak to an adult immediately.** Your form tutor and your teachers will be in regular contact to offer you any support necessary.

4. 10 Wellbeing top tips for successful home learning

- Try and treat the day like a normal school day and organise yourself as you would do the night before a regular day. This should include preparing your work space, having the correct books ready and ensuring that your passwords for your online accounts work. These learning habits will help ease the transition to online learning.
- Try and ensure the space you intend to work in is productive for learning. Set your equipment up at a desk, ensure you have a sensible chair with support for your back and the screen you will be using is positioned at a comfortable level.
- There may be links to videos or websites with sound provided for you to access. As such headphones may be useful to prevent distractions by others and allow complete focus.
- You should avoid accessing social media during your learning time as it will distract you. Put your phone away altogether while you work, unless you are using it for lessons. It is understandable for you to have concerns over the current situation as it is so prevalent in the media. If this is the case please discuss this with your parents or teachers. Follow the e-safety top tips.
- Ensure you take regular breaks from your screen, or paperwork at the appropriate time. Allow yourself time to move around, go for walks and stretch. It is also important to stay hydrated so keep water close to your area of study. As you will be using a screen more than usual, try to avoid them at other times if possible.
- Ensure you engage with your family and friends outside of lessons. Working independently can feel quite isolating so take time out to spend quality time with family and stay in touch with friends.
- Keep active. The PE Department are sharing varied and fun physical activities and resources. Take the time to do them as physical activity will make you feel better, work better and sleep better.
- Eat well. Be careful not to fall into poor eating habits while you are at home. If you are spending more time in the same space it is easy not to be conscious when you reach for an extra cookie! Eat well and drink lots of water and you will feel more energised.
- Build in rewards and keep stress to a minimum. Create time to undertake activities that you enjoy to give yourself a brain break. Try something new which you could complete at home: how about setting yourself the challenge of reading a new book every week?
- Communicate. Keep an open line of communication to parents and teachers about how you are feeling. Remote learning is a new experience and may feel frustrating at times but share how you feel and just do your best!
- Remember the school are here to support you and should you need to speak to someone



Stay Positive

Though you will be busy with your online learning, it is important that you also make time for fun activities and doing things that you enjoy. This may be more challenging from home but be creative!

Please stay in close touch with your tutors and teachers and remember that we are here as and when you need us.

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