

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.

The screenshot shows the official website of Abbey College. At the top, there is a navigation bar with links for HOME, ABOUT US, PARENTS & CARERS, STUDENTS (which is highlighted with a red box), NEWS, SIXTH FORM, CONTACT US, and CORONAVIRUS. Below the navigation bar, there are two large images: one of a boy in a school uniform smiling, and another of three girls in school uniforms. Overlaid on these images is the text 'Welcome to Abbey College, Ramsey' and 'Where every child has access to an excellent education'. At the bottom of the page, there is a blue banner with the same welcome message.

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

This screenshot shows the same website as above, but with a mouse cursor hovering over the 'STUDENTS' tab. A dropdown menu appears, listing various links: CAREERS GUIDANCE, CURRICULUM, E-SAFETY, EXAM INFORMATION, EXTRA CURRICULAR ACTIVITIES, LEARNING SUPPORT, REMOTE ACCESS, STUDENT COUNCIL, SUPPORT & PASTORAL CARE, and EMAIL ACCESS. The 'EMAIL ACCESS' link is highlighted with a red box. The rest of the page content is identical to the first screenshot, featuring the same images and welcome text.

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

The screenshot shows the homepage of Abbey College's website. At the top, there is a navigation bar with links to HOME, ABOUT US, PARENTS & CARERS, STUDENTS, NEWS, SIXTH FORM, CONTACT US, and CORONAVIRUS. Below the navigation bar is a large banner image featuring three photographs: students working on computers, the exterior of the college building with the words 'Abbey College' and a crest, and students playing keyboards. Underneath the banner, the URL 'eycollege.cambs.sch.uk/students/email-access' is visible. The main content area is titled 'Email Access' and contains sections for 'Accessing School Emails for Students' and 'What Apps can I use to access my e-mail?'. It also includes a table showing recommended apps for different devices: Windows (Outlook, Webmail), Mac (Outlook, Webmail), iOS devices (Native Mail app for iPhones/iPads, Outlook App), and Android devices (Native Mail app, Outlook App). A search bar with placeholder text 'type here...' and a 'GO' button are located at the top right of the content area.

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

The screenshot shows the Microsoft Office 365 home page. At the top, there is a greeting 'Good afternoon, Jane'. Below the greeting is a row of icons for various Office 365 apps: Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, and All apps. The 'Teams' icon is highlighted with a red box. To the right of the page, there is a callout box with the text: 'If you wish, you can download office to your device by clicking install.' Below this text is a button labeled 'Install Office'. Red arrows point from the text in the callout box to the 'Teams' icon and the 'Install Office' button. The main content area below the top row is titled 'Recommended' and displays four items: 'Beverly Cobb sent this' (Word document), 'Beverly Cobb sent this' (Word document), 'You recently opened this' (Waves choice board, SharePoint link), and 'Beverly Cobb sent this' (Word document). At the bottom of the page, there are tabs for 'Recent', 'Pinned' (which is selected), 'Shared with me', 'Discover', and 'Upload and open...'. There is also a small video player at the bottom.

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).

The screenshot shows the Microsoft Teams dashboard with a grid of team tiles. A red box highlights the tile for 'ACA-2019-8N-Sc1'. On the far left, a vertical sidebar has a 'Teams' icon with a red border, also highlighted by a red box.

Row 1	AF	ACA - Science	AL	AO	SLT - Abbey College	ACA - Middle Leaders	IMAT Remote Learning #EduTech
ACA - FGB		ACA - LP&E Committee		ACA - Operations Committee			
ACA - Test Class	AP	Staff - Abbey College	AC	AB	ACA-Y12-Biology		
ACA-19-7S-Sc1	ACA-10S/Ph1	ACA-10S/Ch1	ACA-105/Bi1				
ACA-19-6S-BFr-5	ACA-19-7N-Sc2	ACA-19-11S-Sa2	ACA-19-10S-Sc6	AS	ACA-19-9E2-Bi		ACA-19-8S-Sc1
...

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.

The screenshot shows the Microsoft Teams channel view for 'ACA-2019-8N-Sc1'. The 'General' tab is selected. A red box highlights the 'AS' icon in the sidebar. The main area shows a message from 'Jane Warne' with the subject 'Hello Year 8!' and a welcome message. Below it is an assignment titled 'Heat Transfer' due May 13. A deleted message is also visible.

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

- 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.

A screenshot of the Microsoft Teams interface. On the left, the sidebar shows 'Microsoft Teams' with a red box around the 'Activity' icon. Below it, under 'All teams', is a team named 'AS' with a pink background. Underneath 'AS' is another team named 'ACA-2019-8N-Sc1'. A red box highlights the 'General' channel in this team's list. The main pane shows the 'General' channel. At the top, it says '32 students are waiting to join.' and has tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. A message from 'Jane Warne' at 2:39 PM says 'Hello Year 8!'. Below it, an assignment titled 'Heat Transfer' is listed with a due date of 'Due May 13'. A message below the assignment says 'This message has been deleted. Undo'. At the bottom of the channel, there is a text input field and a toolbar with various icons.

- 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**.

A screenshot of the Microsoft Teams interface, similar to the previous one but with a red circle around the 'Activity' icon in the sidebar. The 'General' channel is shown with an assignment titled 'Heat Transfer' listed. A red box highlights the 'Assignments' tab at the top of the channel. Another red box highlights the assignment card for 'Heat Transfer'. The rest of the interface is identical to the first screenshot, showing the general channel and its contents.

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.***

The screenshot shows the Microsoft Teams interface. On the left is the sidebar with icons for Activity, Chat, Calendar, Assignments, Teams, Calls, and Files. The main area shows a team named 'ACA-2019-8N-Sc1'. Under 'General', there is a card for 'Big Questions'. In the center, under 'Assignments', there is a card for 'Heat Transfer'. The 'Heat Transfer' card includes the title, due date (May 13, 2020, 11:59 PM), instructions, reference materials (a PowerPoint file), and student work (None). To the right, there is a rubric section with the heading 'Heat Transfer' and a note that points are 'No points'. A red box highlights this rubric section. Below the rubric, a callout box contains the following text:

This box contains the 'Rubric'. This is a document that allows you to see what you need to do to work at your level. The task set will be given a grading, such as 'Excellent', 'Good' or 'Fair' and will give you guidance on how to improve your work yourself. It will also be used by your teacher when giving you feedback.

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.

The screenshot shows the Microsoft Teams interface. On the left is the sidebar with icons for Activity, Chat, Calendar, Assignments, Teams, Calls, and Files. The main area shows a team named 'ACA-2019-8N-Sc1'. Under 'General', there is a card for 'Big Questions'. In the center, there is a message from 'Jane Warne' at 2:44 PM: 'Hello folks. If you have any questions about today's assignment, please post them here. Please also reply to this post, or give me a thumbs up to let me know you are here. Thank you.' A red box highlights the 'Big Questions' channel in the sidebar. Below the channel, a callout box contains the following text:

These additional channels will be specific to the lesson that you are taking. You will be allocated a new channel for each lesson, so that you can ask questions that are related to the assignment you have been set. Your teacher will check back on the channel regularly to make sure that you understand the task and to support you if needed. ***Remember, you cannot comment in the GENERAL Channel, so make sure you visit the correct one for your lesson.***

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.

