



Accessing Microsoft Teams

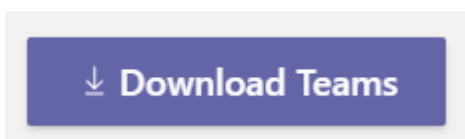
In order to access Microsoft Teams, you will either have to login using the APP (either on Desktop or Mobile) or access Teams via their website. Installation instructions for Teams on desktop are shown below.

Installing Teams on PC or Mac

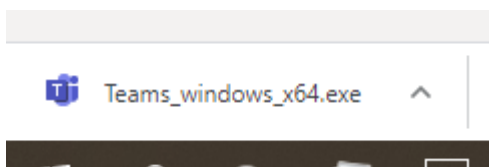
Go to the below link to download the installation file for Microsoft Teams.

<https://teams.microsoft.com/downloads>

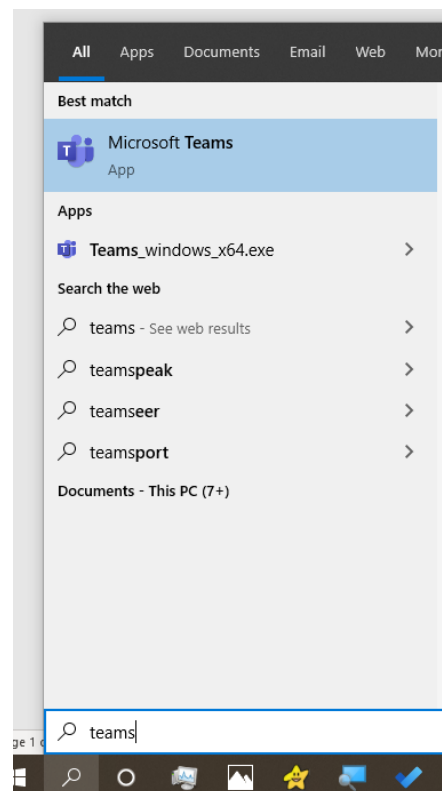
Click the “Download Teams” button which will download the installation file required to complete the installation.



This installation file will appear in your Google Chrome downloads tab. Once the download has completed, please click the file to start the installation of Microsoft Teams.



This is a “one-click” installation so there shouldn’t be any on-screen instructions and the program should install straight away. Once it has been installed it will appear in your window menu. Please click the icon to open Teams. If it doesn’t show up in the windows menu, you can find it by searching for “teams” in the search-bar (bottom right-hand side of the screen).

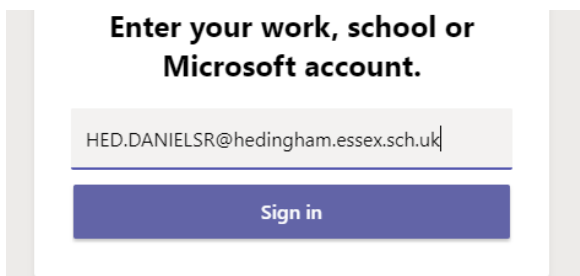


You can also download the Teams APP using either the iPhone APP Store on the Google Play APP store.

Logging In

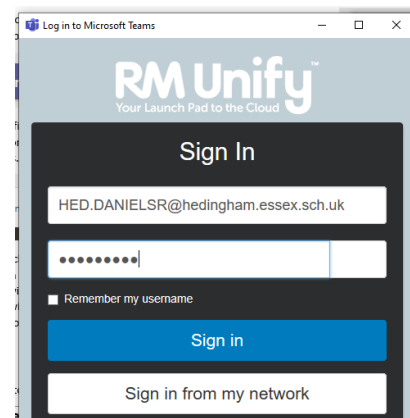
Whichever way you decide to access Teams you will need to login.

When logging into teams, please use the email address and password you use for your school emails.



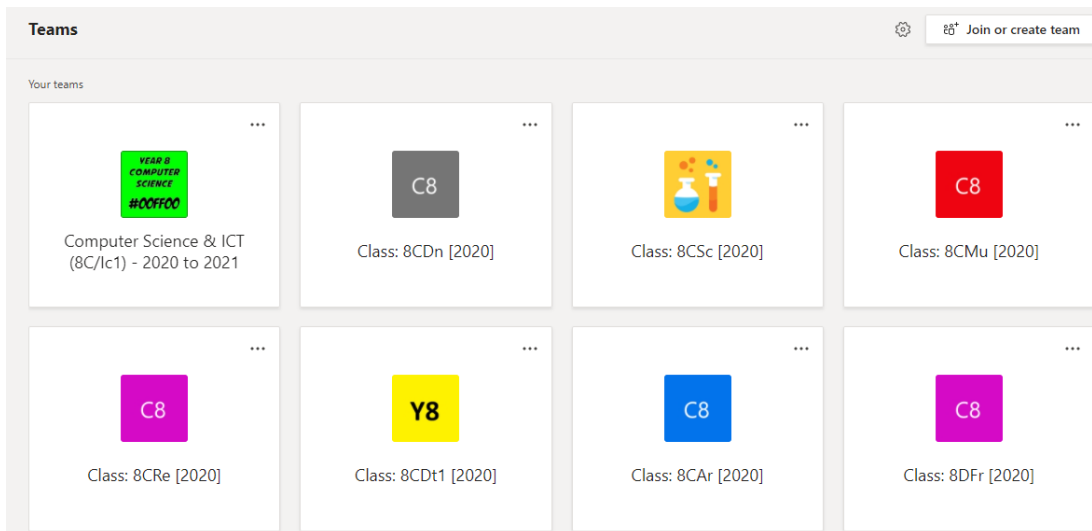
This will then take you through the usual RM Unify sign-in.

Remember to add @hedingham.essex.sch.uk to the end of your username.





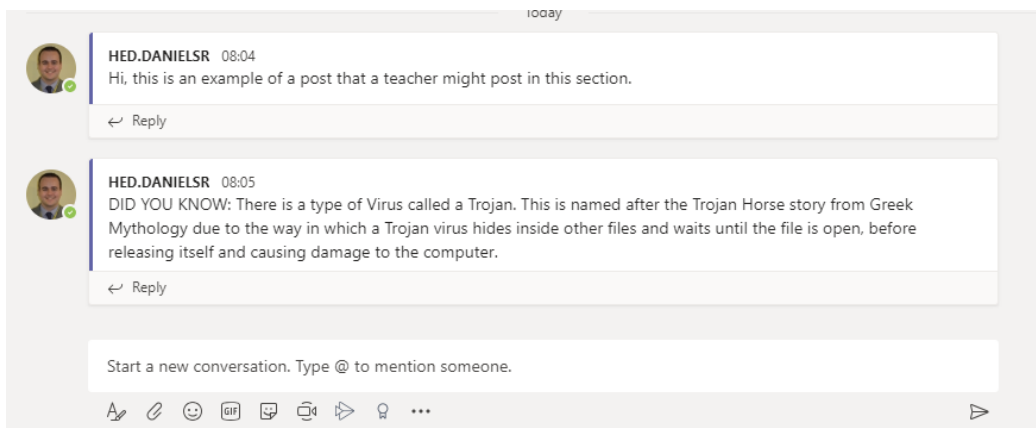
Teams



When you first log on, the first section you will see will be the Teams page. This should show you all the different subject Teams you are a member of. You have been added to all these automatically so you should see all your subjects there. Click on a team to take you to that subject.

If you think a subject is missing, please email your class teacher.

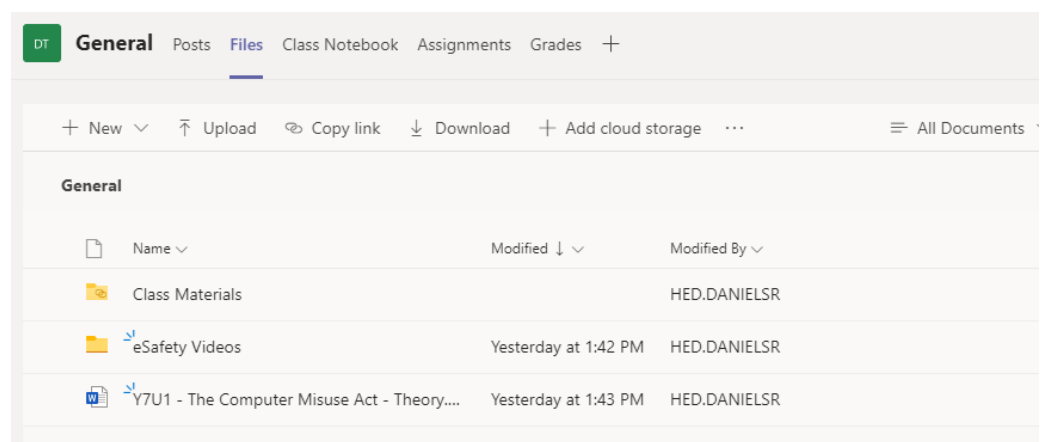
Posts



When you open a Team, you will see the “Posts wall”, this is similar to social media in the sense that people (your teachers) will post things in here on a regular basis. When teachers set an assignment (piece of work), it will show they have done this in the posts section. **You** cannot post things here.

Files

Teachers for each subject will upload help and guidance documents into the files section of each Team. These files will be there to support and guide you through some of the work they will set. Click on the File tab at the top of the team and click on the folders to navigate through.



The files your teacher wants to share with you will be inside the “Class Materials” folder. Simply click on the folder to go inside it.



Assignments

When a teacher sets a piece of work, this will show up in your assignments tab. By clicking on the assignments tab, you can see what work has been set. On this page it will show you when the assignment is due (a date and a time). Click on the assignment to view it.

Upcoming

Assigned (6)

- eSafety Poster 2
Due tomorrow at 23:59
- eSafety Poster
Due tomorrow at 23:59
- 3.5 - Networks Assessment
Due tomorrow at 23:59

The assignment tells you what you need to do and may include a worksheet to complete or files to aid you with this work.

If you complete the work digitally you can then click the + Add Work button to attach a digital file from your computer OR, if the work was done by hand, you can take a photo and then attached the photo of the work.

Back

Hand in

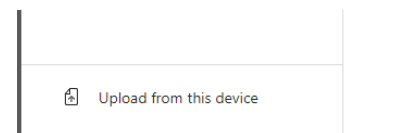
eSafety Poster 2
Due tomorrow at 23:59

Points
No points

Instructions
Hi,
I would like you to create an eSafety poster that explains your top 5 eSafety tips when working online. This poster should have an appropriate title, borders, colour, images and appropriate text. Upload your finished poster as an attachment for your submission.

My work
+ Add work

When you click the +Add Work button you then need to click 'Upload from this device' in the bottom-left hand corner.



This will let you select a file from your computer to attach to your assignment.



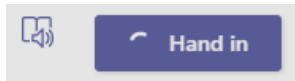
Click on the file on your computer, then press Open. This will upload your file to your assignment.

Upload from this device

My Python Program.rtf

Then click Done. This will then show your file inside your assignment.





Once the work is completed, click “Hand in”.

Sometimes these assignments might be Forms/Quizzes on Microsoft Forms. There will be a link in the assignment which you can click and then complete the form or quiz.

You should aim to look through each of your subjects and complete the assignments where possible. If you get stuck with an assignment, you should email your teacher directly and ask for assistance.

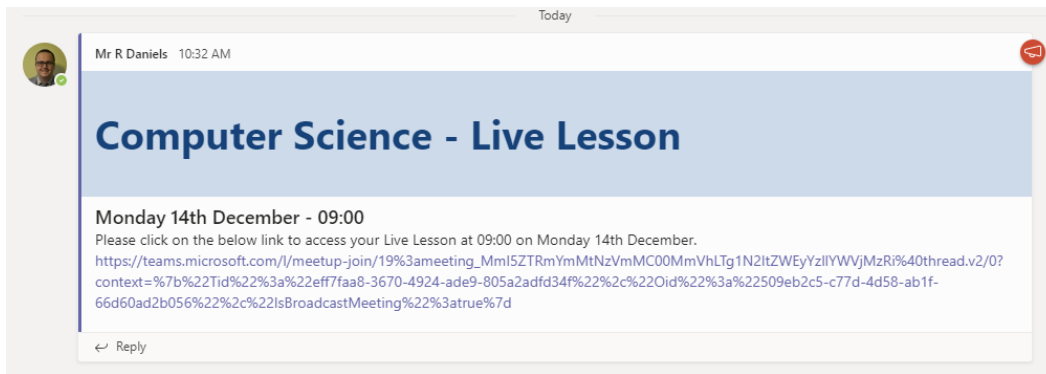
The Assignments Tab (New)

If you click on the Assignments tab on the left-hand bar inside Teams this will show you a list of all of the outstanding assignments you have across all of your Teams. This has been updated recently and makes it much quicker to show you an overview of the work you still have to complete. Assignments are sorted by Due Date. Underneath each assignment you will see the title of the assignment and underneath which Team this assignment comes from. If you click on the assignment it will take you to the relevant Team and assignment.

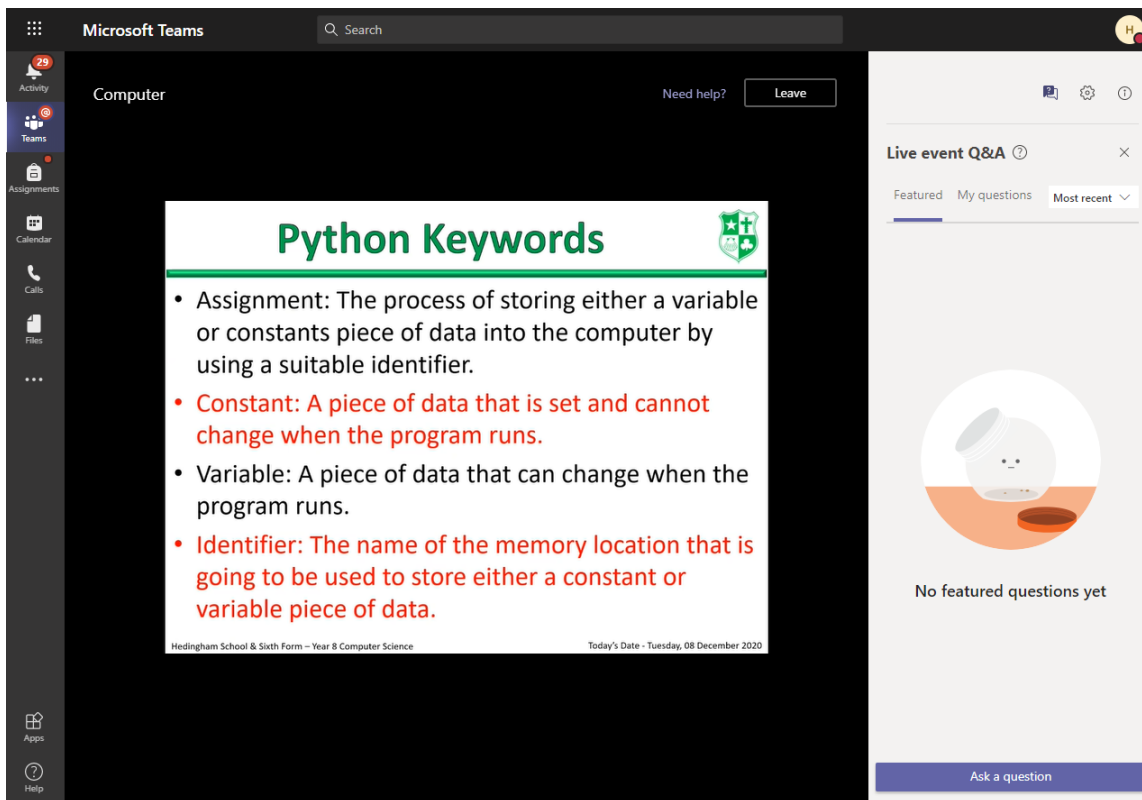
Class	Assignment Title	Due Date	Status
C2	Unseen Poetry Lesson 2 - When You Are Old	Due 1 December 2020 15:30	Past due
C2	Unseen Poetry Lesson 3 - Clown Punk	Due 2 December 2020 12:30	Past due
C2	Unseen Poetry Lesson 4 - The Horse Whisperer	Due 3 December 2020 15:30	Past due
C2	Unseen Poetry Lesson 5 - Medusa	Due yesterday at 12:30	Past due
G	Topic 3 Lesson 1 (Monday 7th December)	Due yesterday at 16:30	Past due
G	India Homework Essay	Due today at 09:00	Past due
C2	Unseen Poetry Lesson 6 - Brendon Gallacher	Due today at 11:30	Due today
C2	Lesson 7th December 2020 Drawing in the Style of Bratby	Due today at 15:30	Due today
G	Urbanisation Introduction	Due today at 16:30	10 points Due today
G	Urban World Lesson 2 (Tuesday 8th December)	Due today at 17:00	Due today

Live Lessons:

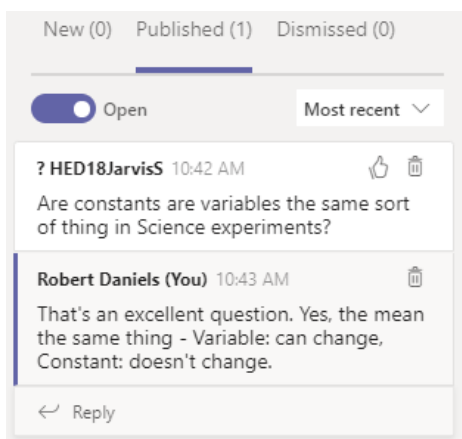
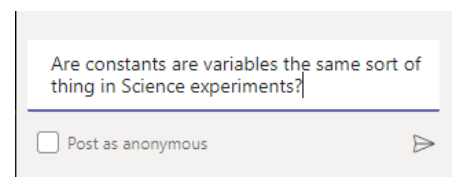
If you are expecting to have a Live Lesson in one of your subjects you will need to go to the correct Team at the appropriate time and date. Inside this Team you will find a link to your live lesson. For example, if you were expecting to have a Live Lesson in Computer Science at 09:00 on Monday you should find the below inside your class Computer Science Team.



When your Live Lesson has started you will see a window similar to the below.



The information being presented will appear in the centre of the screen e.g. a PowerPoint of a video demonstration. You then have a space where you can ask questions on the right-hand side by clicking 'Ask a question'. This will allow you to contact the teacher directly. They will either then type a response to your question or reference it directly in the video.



If the teacher types a response it will appear inside the Q&A bar on the right-hand side.