



St Bede's

Be inspired  
Be trusted  
Be independent  
Be creative  
Be curious  
Be determined  
Be brave  
Be happy  
Be thankful  
Be remembered



St Bede's

Believe all things are possible

# Pupil and Parent Guide to Microsoft Teams

Believe all things are possible 

# **Microsoft Teams – Support for pupils and parents**

## **PART 1**

How to use Teams on a Desktop or a Laptop

- Instructions on how to log on
- Help on how to upload an assignment
- Help on how to access and respond to feedback given to you by your teacher

## **PART 2**

How to use Teams on a tablet or mobile phone

- Instructions on how to log on
- Help with how to upload a picture of written work you have completed as an assignment

## **PART 3**

Further information on usernames and passwords

## **PART 4**

Additional information on getting to Microsoft Teams.

# PART 1 – USING TEAMS ON A DESKTOP OR A LAPTOP

## Teams – How to Login

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc., go to [www.office.com](http://www.office.com)

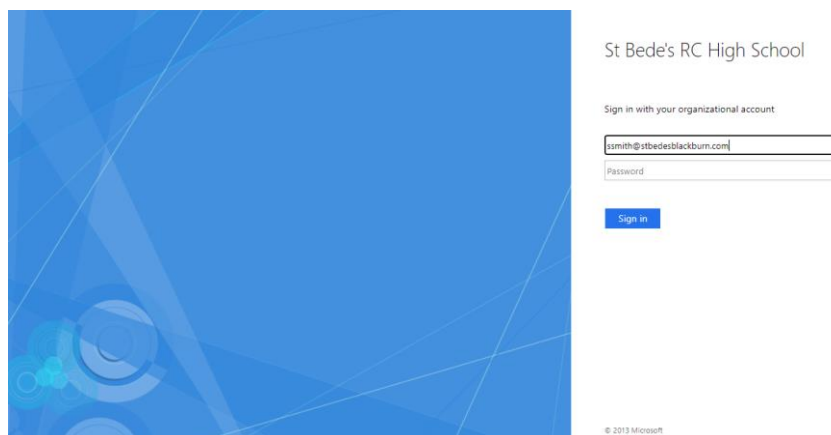


Click 'sign in' and sign in with your full school email address which is your computer username followed by @stbedesblackburn.com

Example:

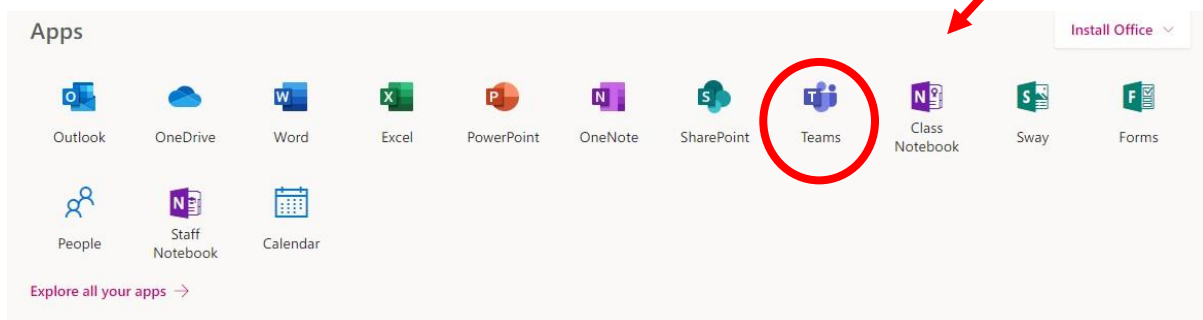
Sarah Smith in year 7, would be: 20ssmith@stbedesblackburn.com

You will then be directed to the login page for St Bede's. The password is the one you set at school.



Once you sign in, you will get the page below

Click on the Teams icon



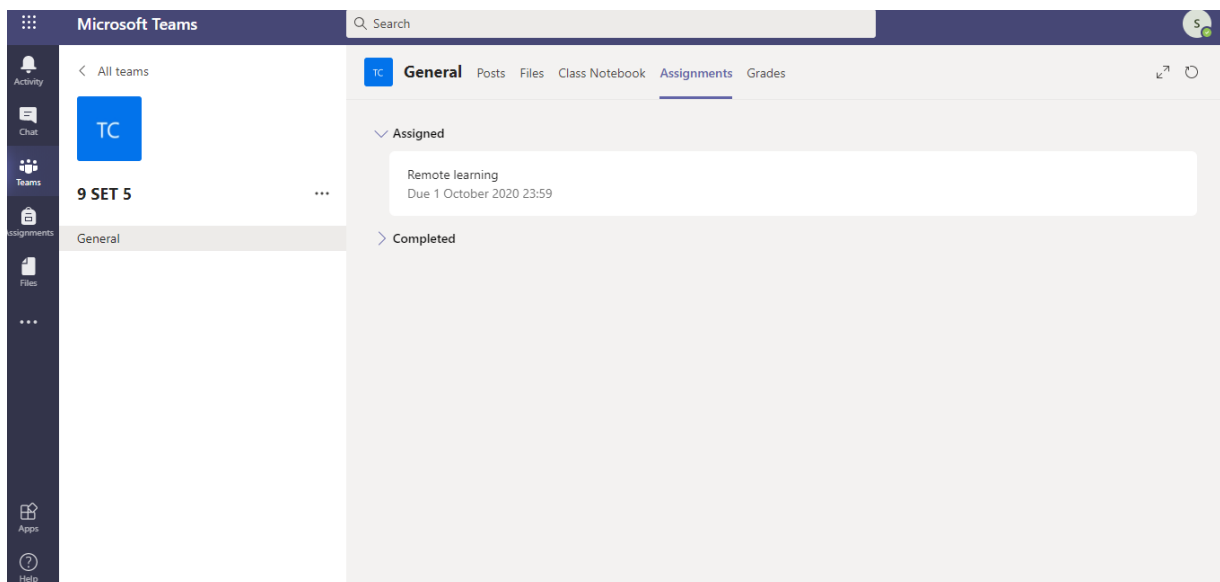
You should now see all the Teams that we have set up for you at school. If for any reason a class you are in is not showing in your Teams, please let someone in school know.

You can also install the desktop version of Teams for free. It is recommended that you do this.

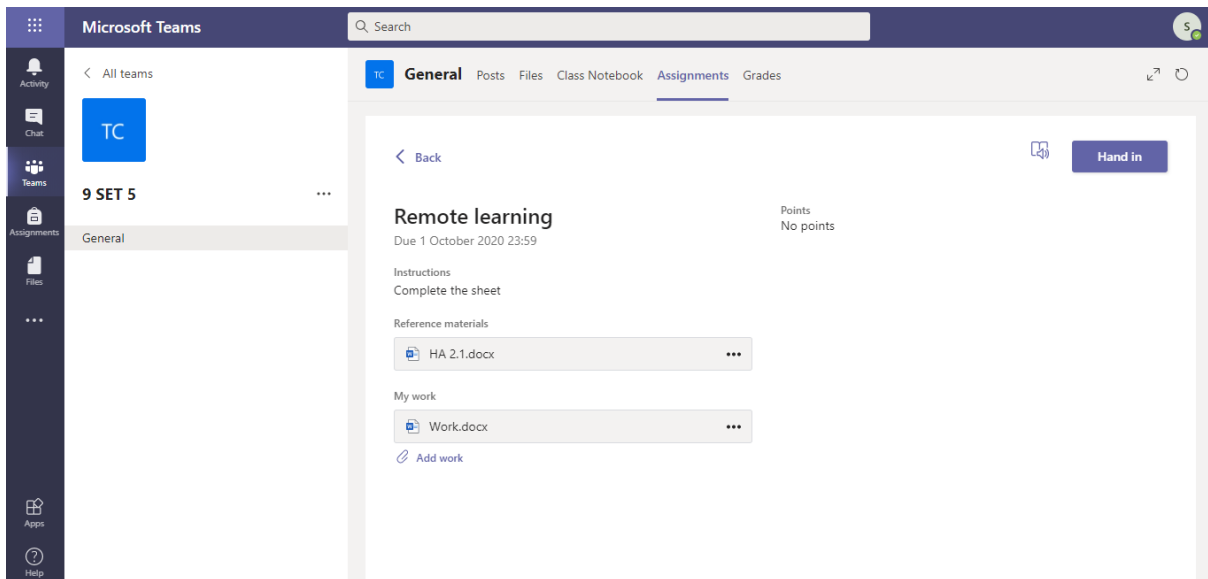
## Teams – Uploading an assignment

Your teacher can set an assignment for you to complete. You will see a new notification every time your teacher sets a new assignment for you. The 'activity' icon which can be seen on the left of the picture below will show a number, for how many notifications you have.

By clicking on a notification of an assignment, you will be brought to the assignments page. You can also click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments tab. Which can be seen underlined in the picture below.

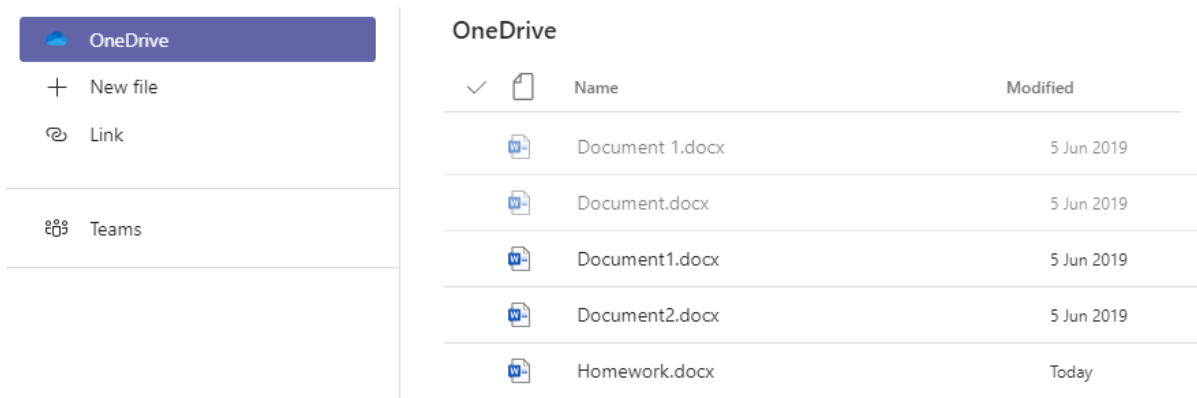


Click on the individual assignment to access the task. On this picture you can see I have clicked 'assigned'. I would next click 'Remote learning' to access this assignment set by the teacher.



Once you have entered the assignment, you need to add some work.

Click 'add work' and the following screen will appear:



Click on new file, then decide what format you will be submitting your work in, for example, word, PowerPoint or excel.

By doing it this way you can complete the work within Microsoft Teams. (It is of course possible to work separately on your computer or laptop and upload a document from your device.)

OneDrive

+ New file

Link

Teams

Upload from this device

Choose a file type

- Word document
- PowerPoint presentation
- Excel spreadsheet

Cancel

While creating the document in Teams, give the assignment a name and click 'attach'.

OneDrive

+ New file

Link

Teams

Upload from this device

< Choose a different type

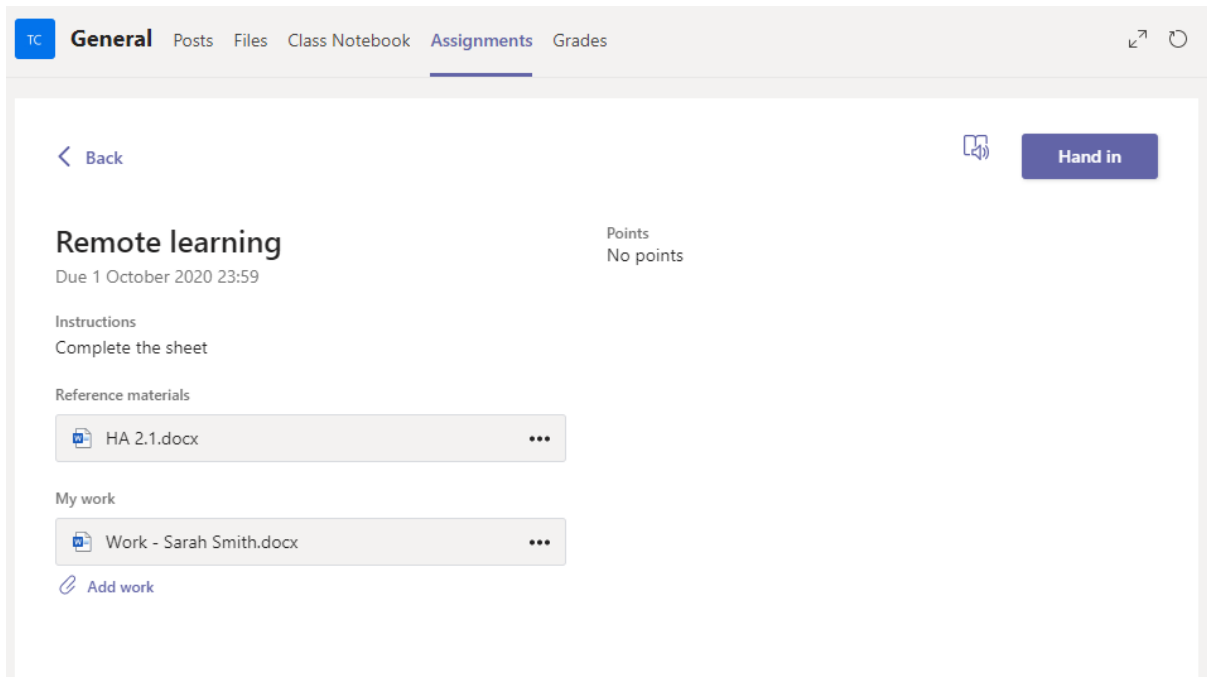
File name (required)

Work - Sarah Smith

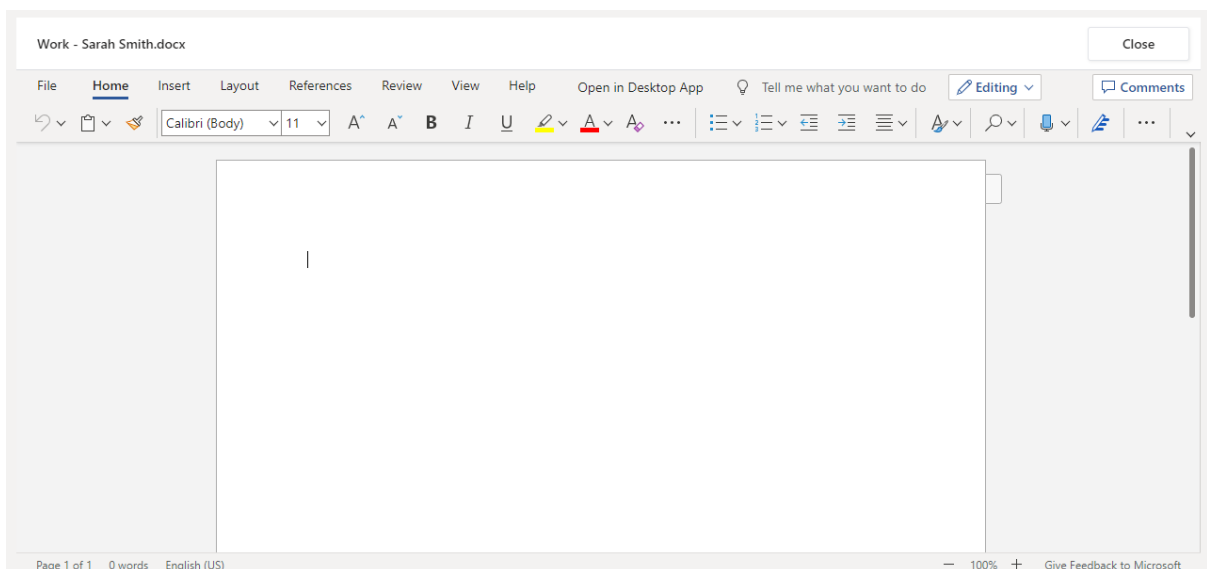
Cancel Attach

You have now created the document on Teams and you can use it to start writing your work into.

To start your work, click on the document name.



When you click on the document you created it will open. The one shown above will open in Microsoft Word.





You can now begin to type your work. Once you have finished, click 'close'. It will save automatically once you click close.

Make sure that you have your work attached and that it is not blank. Click the hand in button. A GIF will appear showing that you have successfully handed in your work. Your teacher can now look at your work and give you feedback if required.

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Hand in

## Remote learning

Due 1 October 2020 23:59

Points  
No points

### Instructions

Complete the sheet

### Reference materials



HA 2.1.docx



### My work



Work - Sarah Smith.docx



[Add work](#)

## Teams – Accessing and responding to feedback

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work. Click on the Activity button and it brings you to your feed. Any message in bold you have not read.

If your teacher leaves you feedback on your work you will get a message. You can click the message to view the feedback, act on it where necessary and hand the assignment in again.

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Returned Mon, 28 Sep, 18:55 ←

[Hand in again](#)

### Remote learning

Due 1 October 2020 23:59

#### Instructions

Complete the sheet

#### Reference materials

HA 2.1.docx



#### My work

Work - Sarah Smith.docx



[Add work](#)

#### Feedback

Great work.

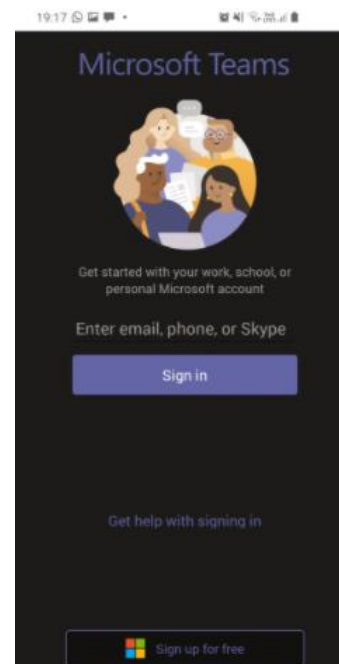
#### Points

No points

## PART 2 – USING TEAMS ON A TABLET OR PHONE

### Teams – Downloading the Teams App

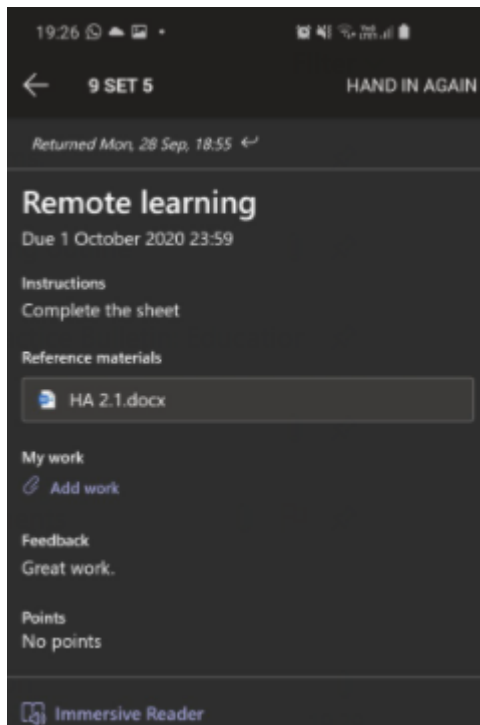
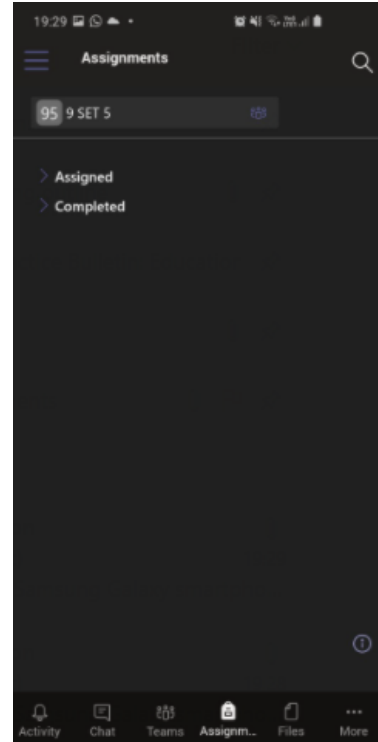
The Microsoft Teams app is available for free. You can find it on the App Store (iPad and iPhone) or the Google Play store (Android tablets and phones). Simply search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



## Uploading an assignment from your phone or tablet

To upload a **document**, you can follow the instructions in **PART 1**. Uploading a document from a phone or tablet is the same process.

However, if you have **written work** that you need to upload, you can use your tablet or phone to take a picture of your work. You can find the assignment you have been set in two places - the activity feed and assignments, which you can see at the bottom of the picture to the right.

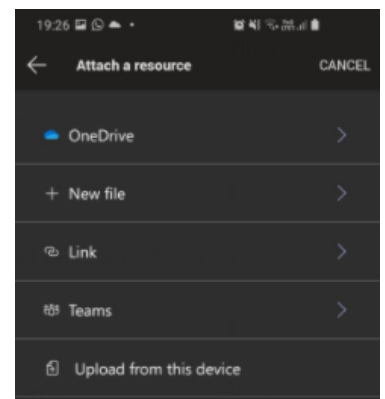


Tap on the assignment to open it and click 'Add work'. As can be seen in the picture to the left.

Click 'Upload from this device'. As can be seen in the picture to the right.

You can then add the picture you took of your work from your gallery. Or you might get the option to 'take a picture'.

Make sure your work is attached and click 'Hand in'.



## **PART 3 – Usernames and Passwords**

For Office 365 and Teams, you will log in with the details you use to log into the school computers. This is a two digit number (the year you joined St Bede's High School) and is usually followed by your first initial and full surname, without spaces.

For example: If Sarah Smith is in year 7 and joined St Bede's in 2020, her login details are 20ssmith@stbedesblackburn.com, the password is the one you created in school to log into the school computers with.

## **PART 4 - Microsoft Teams – Additional Information**

Microsoft Teams can also be accessed by going to the site:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

From here you can download the Teams app for your laptop or mobile.

Microsoft Teams works better through the APP and it is recommended that you download it.

However, it can still be easily accessed without downloading the APP by going to:

<https://teams.microsoft.com>