Year Ten @ The Earls
Learning with Microsoft Teams

About Microsoft Teams

- Teams is part of **Office 365** – you already use this for your school email, and programs like Word and PowerPoint.

- Teams is a **hub** where you and your teachers can communicate, share files, submit and receive feedback on work and join a 'live' online lesson or meeting.

- Teams can be **accessed** in several ways:

  - *Using your computer's web browser (e.g. Explorer, Edge, Chrome, Safari)*

  - *By downloading the desktop application onto your laptop or PC (this is the best option!)*

  - *Downloading the Teams mobile app for iOS or Android.*

  This guide will focus on getting you started using your **web browser**, but all platforms are similar once you're logged on.

How Teams will be used

- Over the next couple of weeks, we will move away from SMHW and email, and use Teams as our **single method of sharing work**. Teachers will also post on SMHW for a little while longer, while we learn how to use Teams properly. We will tell you when we will stop using SMHW.

- The quicker we can all move over to Teams the better, as it will make things less confusing, so please make sure your friends have seen this information, and support them to get logged on.

- Teams is a digital extension of your real classroom. It's a place for **learning**, so please remember to behave as brilliantly online as you would in school.

Accessing Teams online

1. Open your web browser and log on to RM Unify with your school email address and password.

   http://earlsdudley.rmunify.com

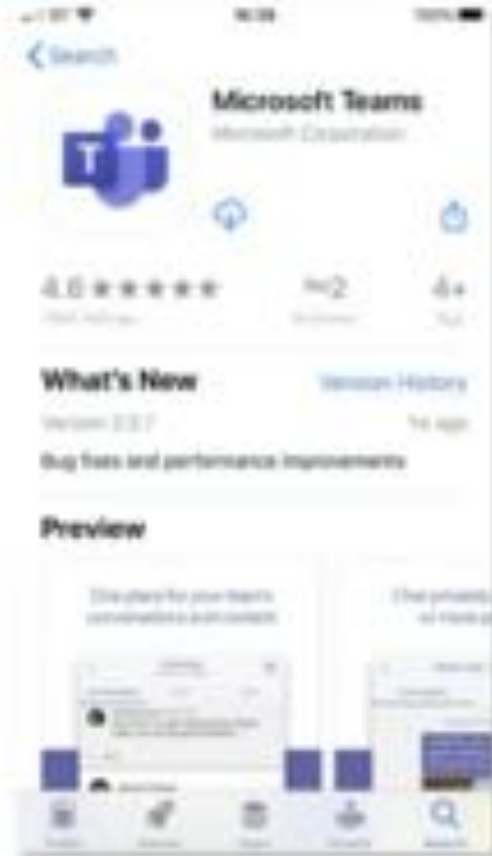2. Look for the Teams tile and click it.
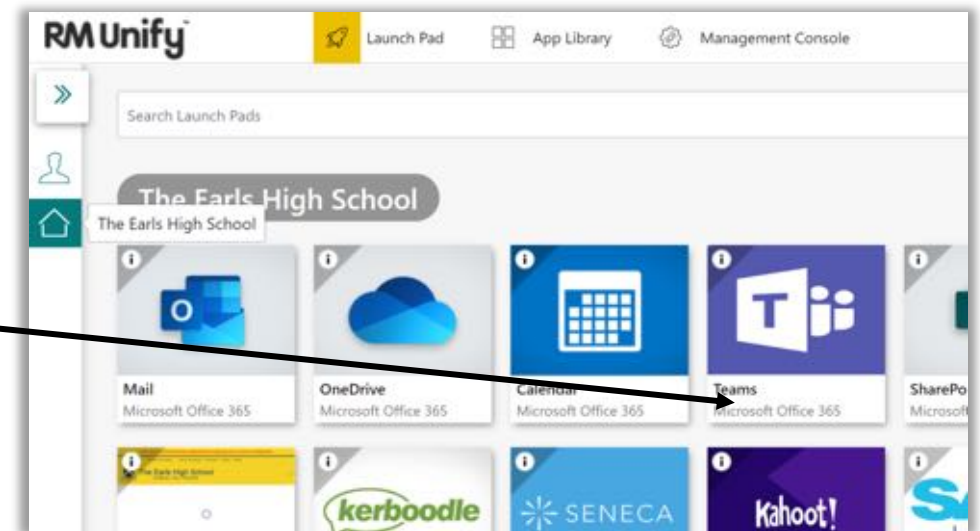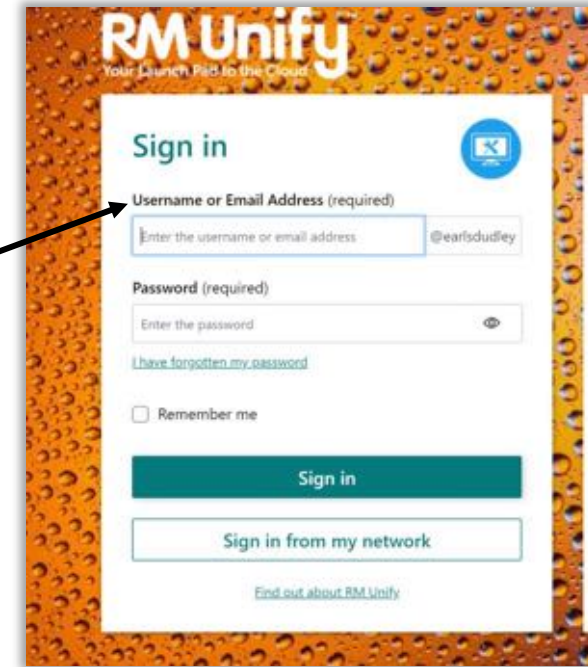
Mobile devices and tablets

Teams can be installed and setup on your iOS and Android devices.

Search for Microsoft Teams in the store.

Download the free app.

Sign in with another account.

user@earls.dudley.sch.uk

Sign in with your school email address and password.
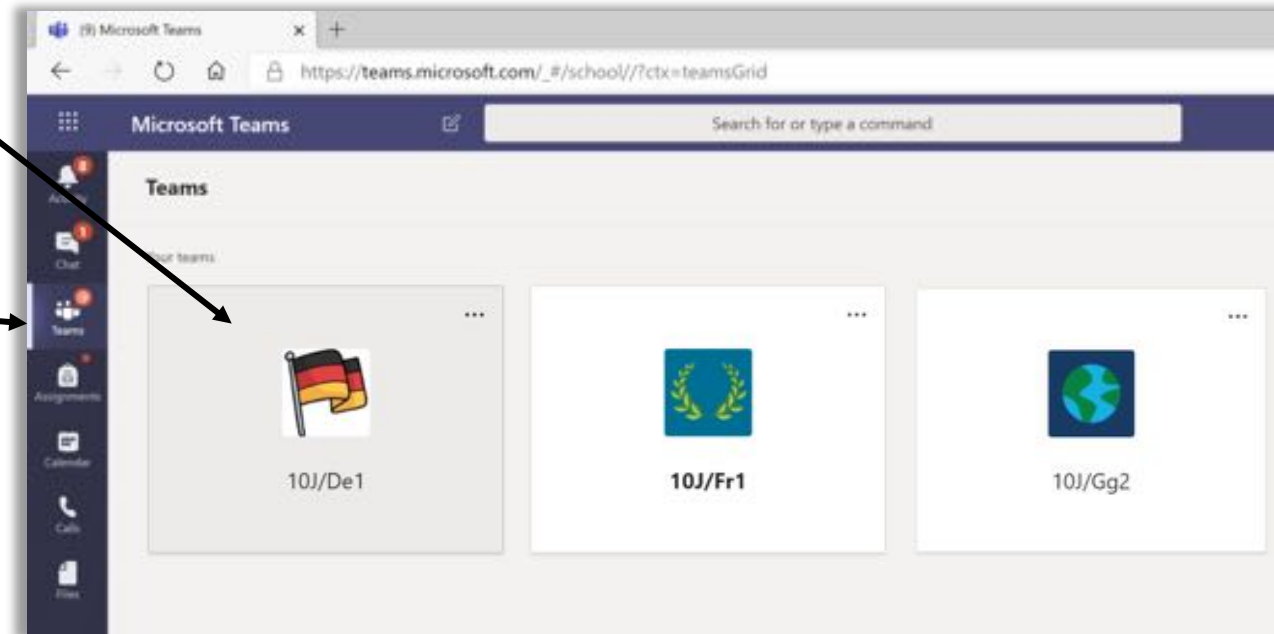
Mobile devices and tablets

You will also need the Microsoft Office and OneNote apps

Your Teams

- You will be added to a Team for each of your lessons.
- When you log on to Teams it will look like this.
- Click on a Team to open it.

Click here to see all your class Teams again from any page:

INSIDE A TEAM

This is where you, your classmates and your teacher can post comments. You'll also see notifications about any new assignments here.

(conversations)

This is where you will find all the resources, like presentations and worksheets.

(textbooks)

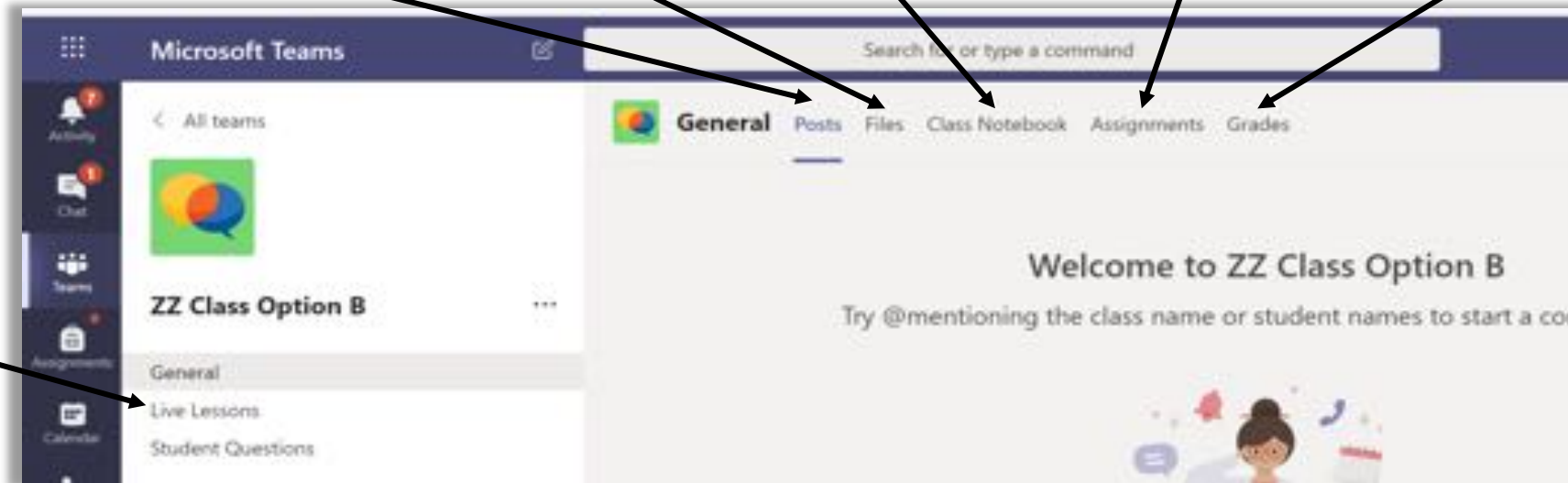You can upload any work (notes, extra classwork etc.) here.

(exercise book)

Here you'll see and submit assignments set by your teacher, and look at your feedback.

(work to hand in)
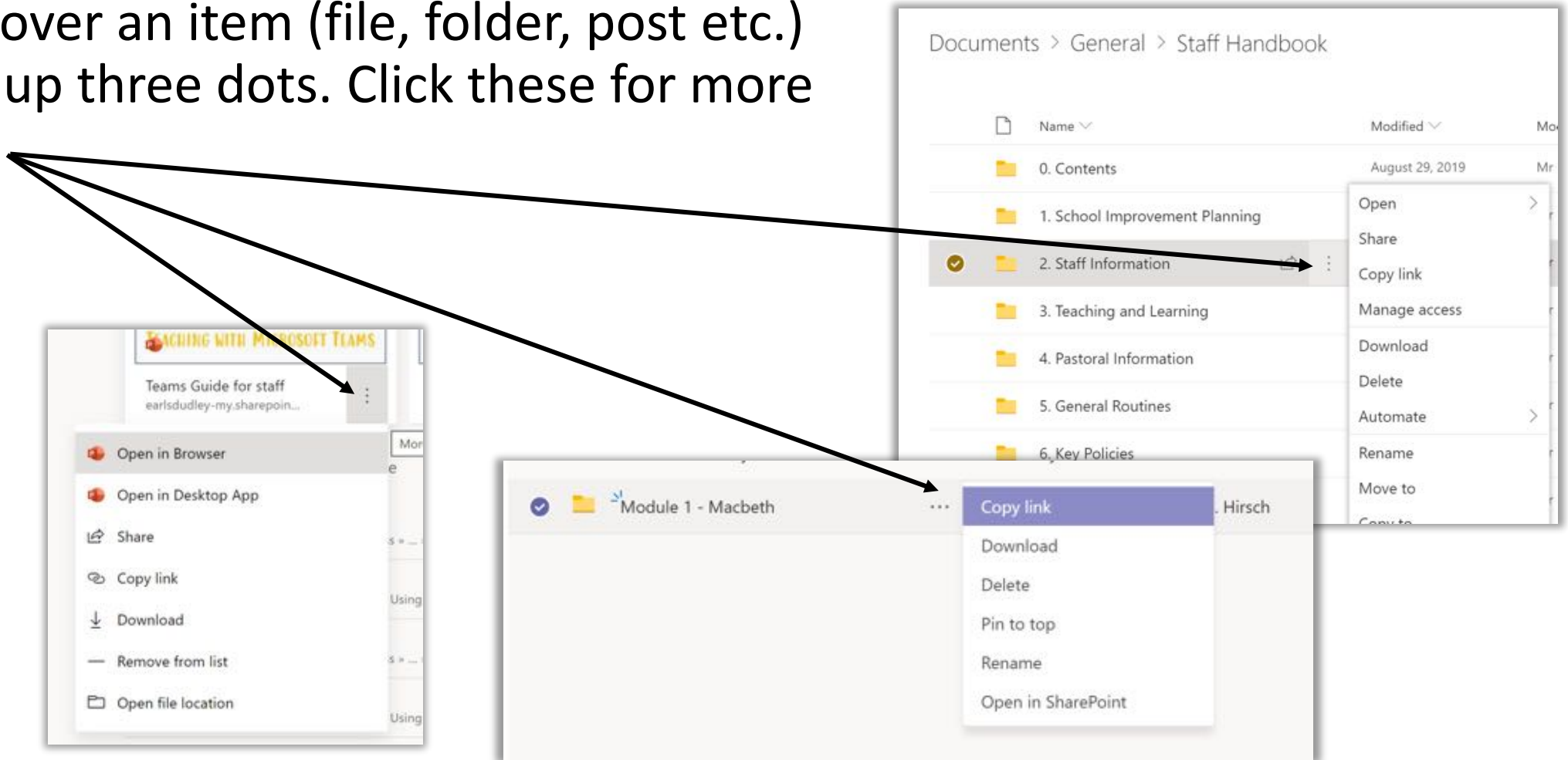
Keep track of your grades.

(marks)

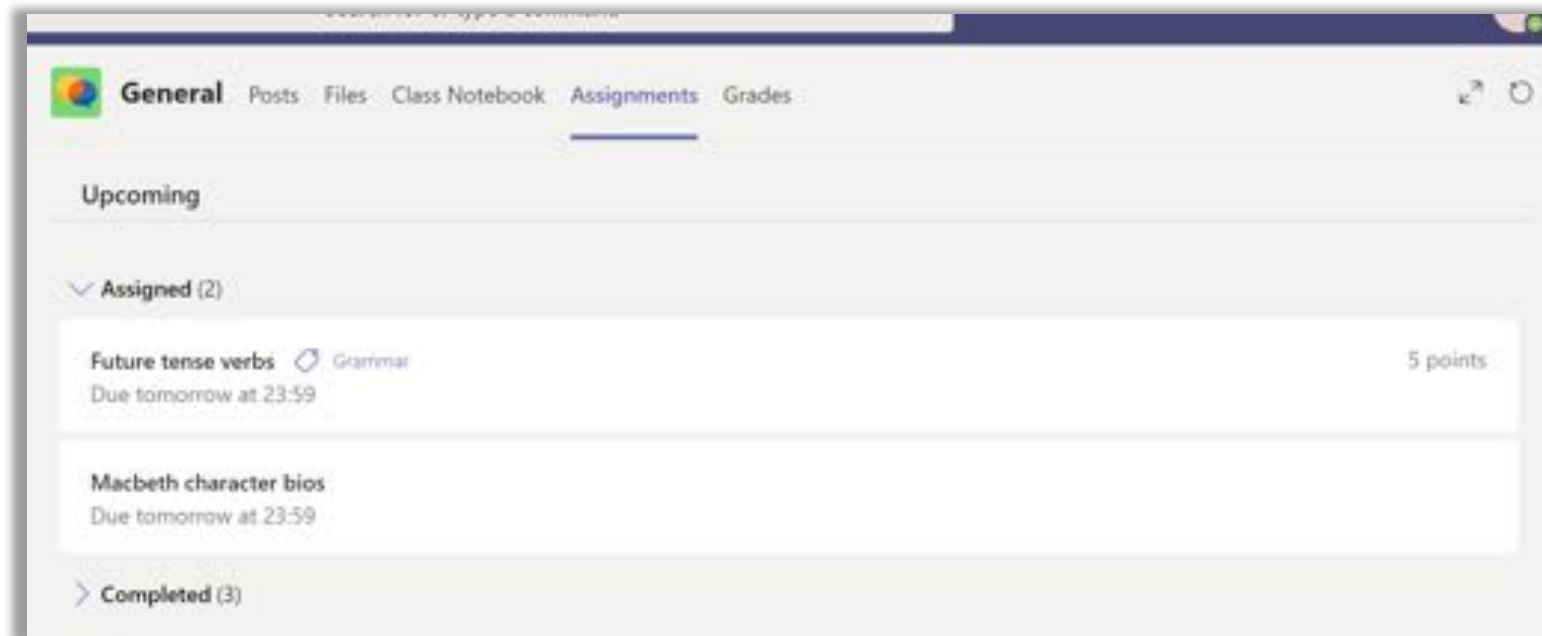Your teacher will explain how they are using different channels.

TOP TIP – THE THREE DOTS ⋯

Hovering over an item (file, folder, post etc.) will bring up three dots. Click these for more options.

Assignments (1)

- Click on the 'Assignments' tab to see a list of the tasks you need to submit to your teacher.
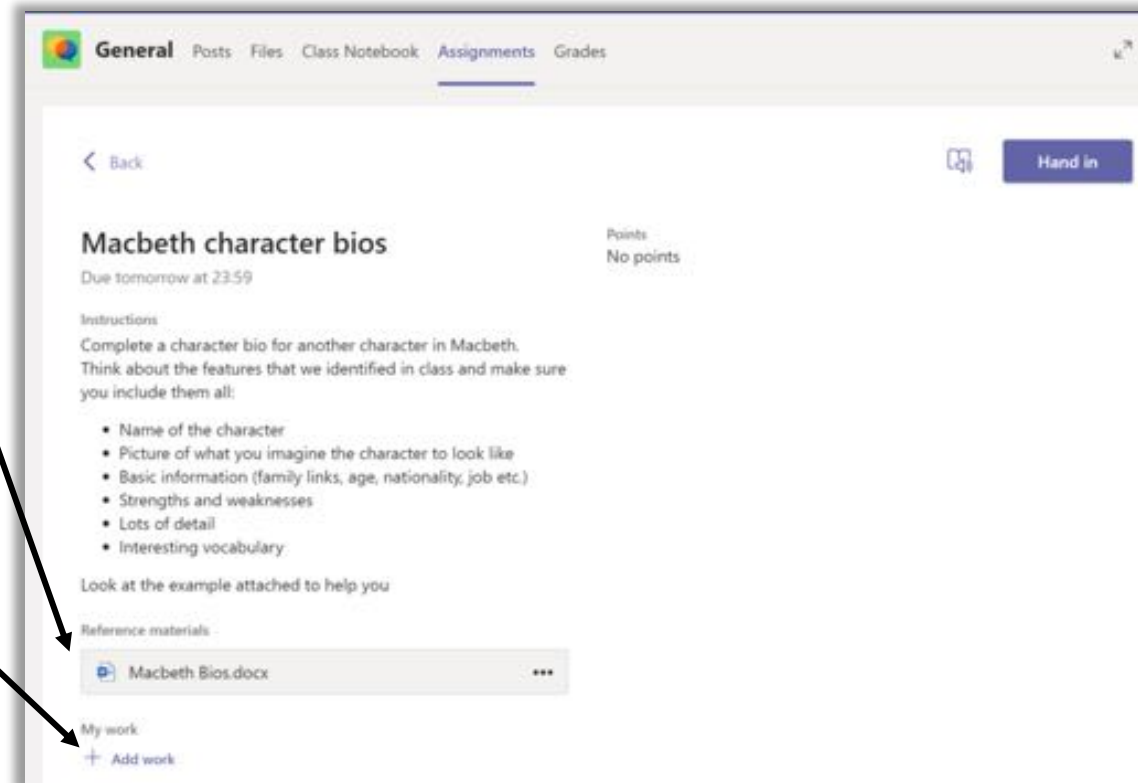
- You can filter by 'assigned' or 'completed'.

Assignments (2)

Click on an individual assignment to see what you have to do.

Support resources / worksheets to complete etc. may be attached here.

Click here to upload additional documents or a photo of handwritten work.

Once you have uploaded your work, click here to send it to your teacher

Class Notebook

- Not all teachers will use Class Notebook. If they do, they will show you how to use it in lessons.

- Your Notebook can be used to record any work you produce that is not being submitted as an assignment, so that you can refer back to it.

- You and your teacher can see and post in your Notebook.

- On a PC, you can type directly on to a page in your Notebook. You can do this from a mobile device if you download the companion app, OneNote.

- You can also add a file (word, ppt etc.), a picture from the internet or your phone, an audio recording and more.

- If you are doing your work on paper, you can take a picture of it and add it to your Notebook.

Inside a Class Notebook

Menu

Your teacher might add resources here. Not all subjects will use this section.

This is your section. Make sure you keep your work organised!

General Posts Files **Class Notebook** Assignments Grades

ZZ Class Option B ▸ ZZ Class Option B Notebook   Immersive Reader   Open in app ▾   Help   Term

ZZ Class Option B Notebook

Welcome	Hello Class ZZ!
> _Collaboration Space	FAQ: Class Notebook in Mi...
> _Content Library	
∨ Student2	
Class Notes	
Homework	

Hello Class ZZ!

A quick reminder of how to use your Class Notebook

1. Your Class Notebook is like a digital exercise boo

2. Your teacher will usually add a page to your Not you to complete the work.

3. If not, you should create a new page for each w and give it a title.

4. You will find tabs called 'classwork' and 'homew make sure you are using the right one!

These are called Sections

These are called Pages

Top Tip for Class Notebook

If you ever can't see the menu of different sections, look for this arrow in the top left of the Notebook screen – click to reveal them!
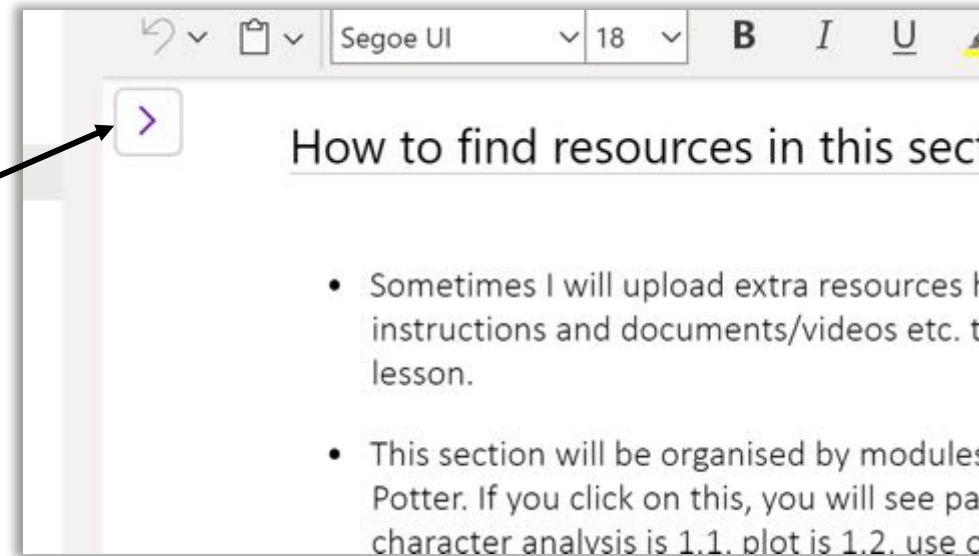
Adding content to a Page

Adding a title will name the page, too

File Home Insert Draw View Help Class Notebook Open in browser ⌄

Calibri 11 **B** *I* U
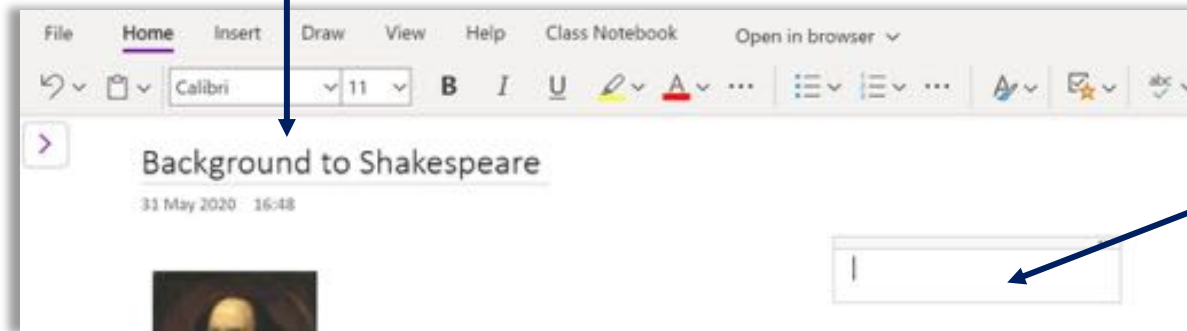
Background to Shakespeare
31 May 2020   16:48

To write on a page, just click anywhere and start typing in the box that pops up

Click on the top of the box to move items around the page

You can change font, colour and size etc.

File Home **Insert** Draw View Help Class Notebook Open in browser ⌄

Table ⌄ File ⌄ Picture ⌄ Link Audio Ω Symbol ⌄ Maths ⌄ Emoji ⌄ ...

Background to Shakespeare
31 May 2020   16:48

Click here to read more!

Macbeth Bios
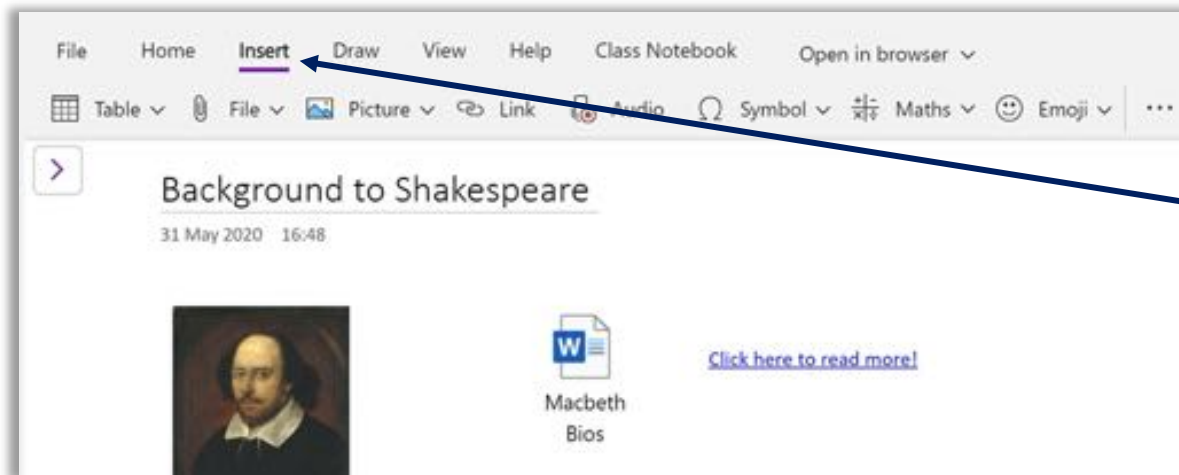
Use the 'Insert' tab to add files, pictures, web links etc.

Adding audio to a page

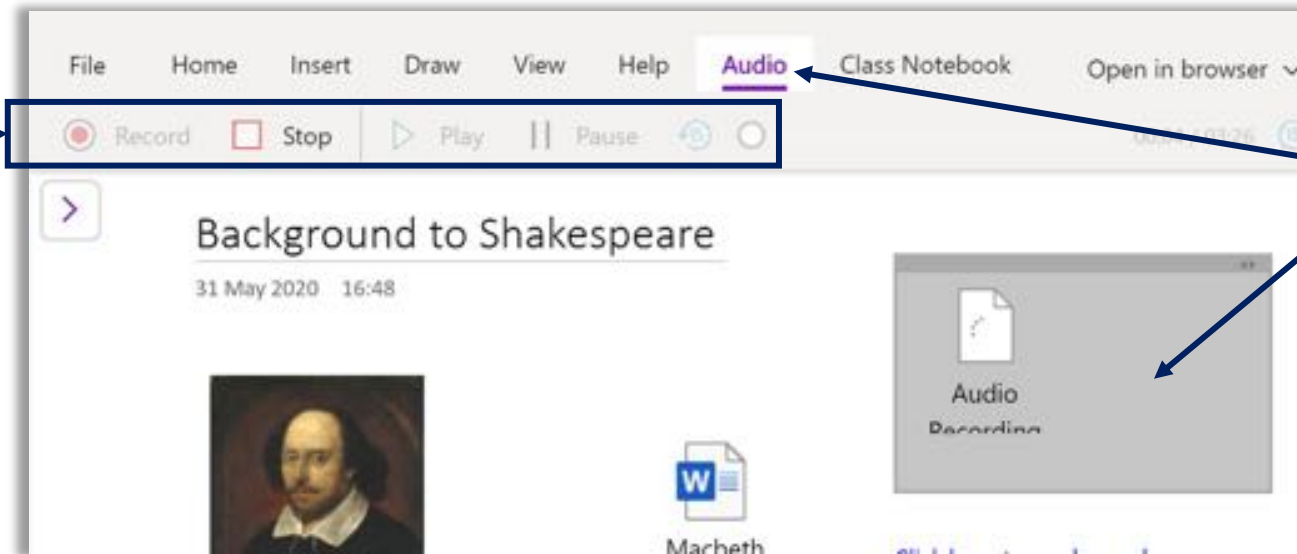If your computer has a built in microphone, you can record directly on to a page.

The recording bar will pop up, press ☐ Stop to stop!

Click here to insert audio – the recording will start automatically.

File   Home   Insert   Draw   View   Help   Audio   Class Notebook   Open in browser ⌄

◉ Record   ☐ Stop   ▷ Play   ‖ Pause   ⟳ ○

>

Background to Shakespeare

31 May 2020   16:48

Macbeth

Audio Recording

Stuck?

Questions about logging in to RM Unify, email addresses, passwords, missing / incorrect Teams etc.?

Email - ictsupport@earls.dudley.sch.uk

Questions about how to use your class Team, where to post, where to find resources, how to submit your work etc.?

Post a question on your Team, email your class teacher (addresses **here** on website) contact them via SMHW (for now) or watch Mr Amirgowhar's **video** on the school website.