

What is Microsoft Teams?

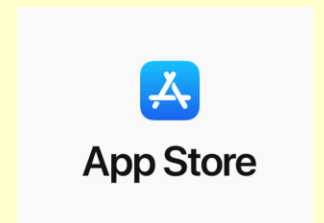


- Microsoft Teams is your new online learning environment.
- Microsoft Teams for schools is like a digital classroom where students can attend online classes, complete schoolwork and homework, and collaborate on Word, Excel, and PowerPoint files in real-time.
- You will access Microsoft Teams to complete classwork, out of class learning, communicate with your teachers and more.



Accessing Microsoft Teams from home

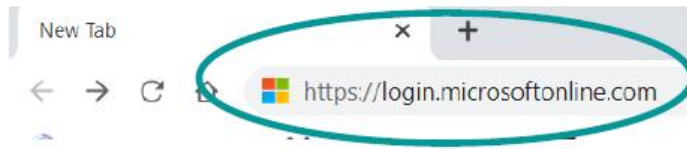
Download the <u>Microsoft Teams app</u> for free for desktop/laptop	https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app
Download the <u>Microsoft Teams app iOS</u> for free	https://apps.apple.com/gb/app/microsoft-teams/id1113153706
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Google Play Store

Logging onto Microsoft Teams from home

1. Browse to <https://login.microsoftonline.com>



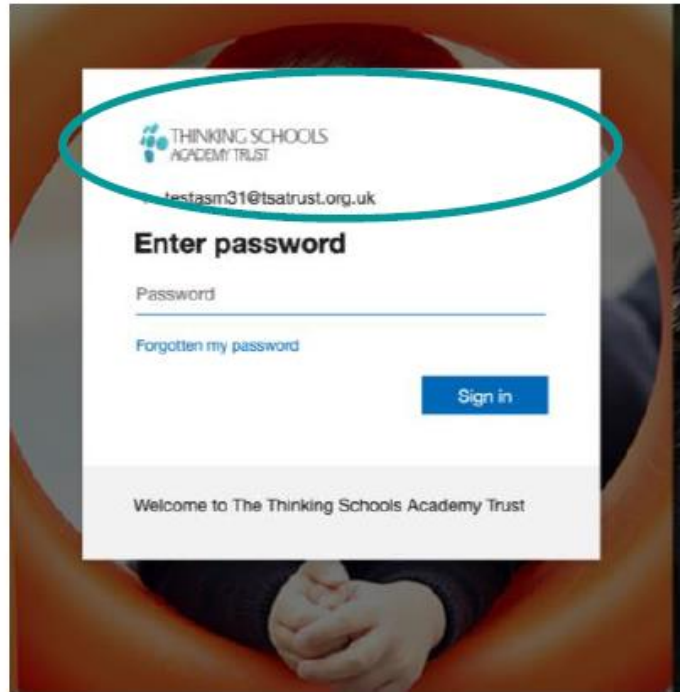
2. Enter your Office365 username into login window (Please note that your username is in the format of xyz01@tsatstudent.org.uk)



Logging onto Microsoft Teams from home



3. (After entering your username and click 'Next'. The login window will change to include the Trust logo and images of TSAT Pupils)

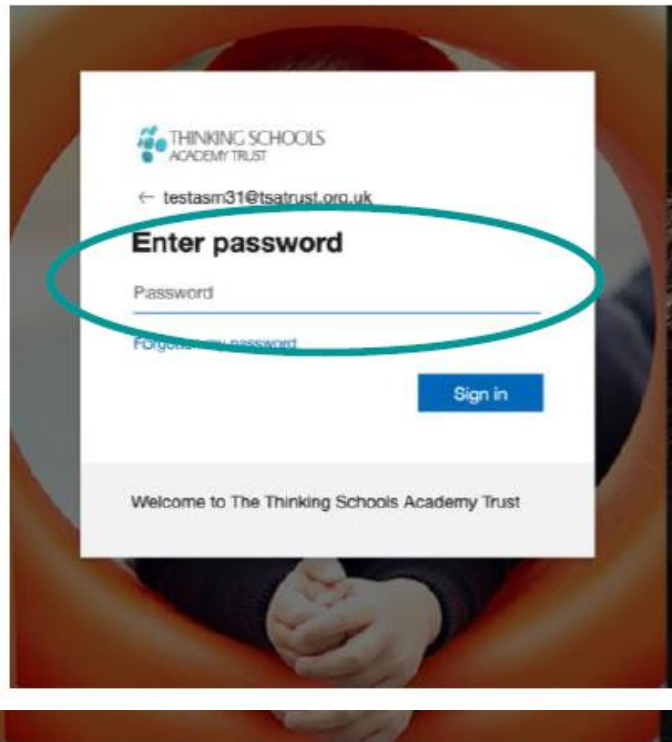


Logging onto Microsoft Teams from home



4. Enter password and click 'Sign in'

The login window will change to include the Trust logo and

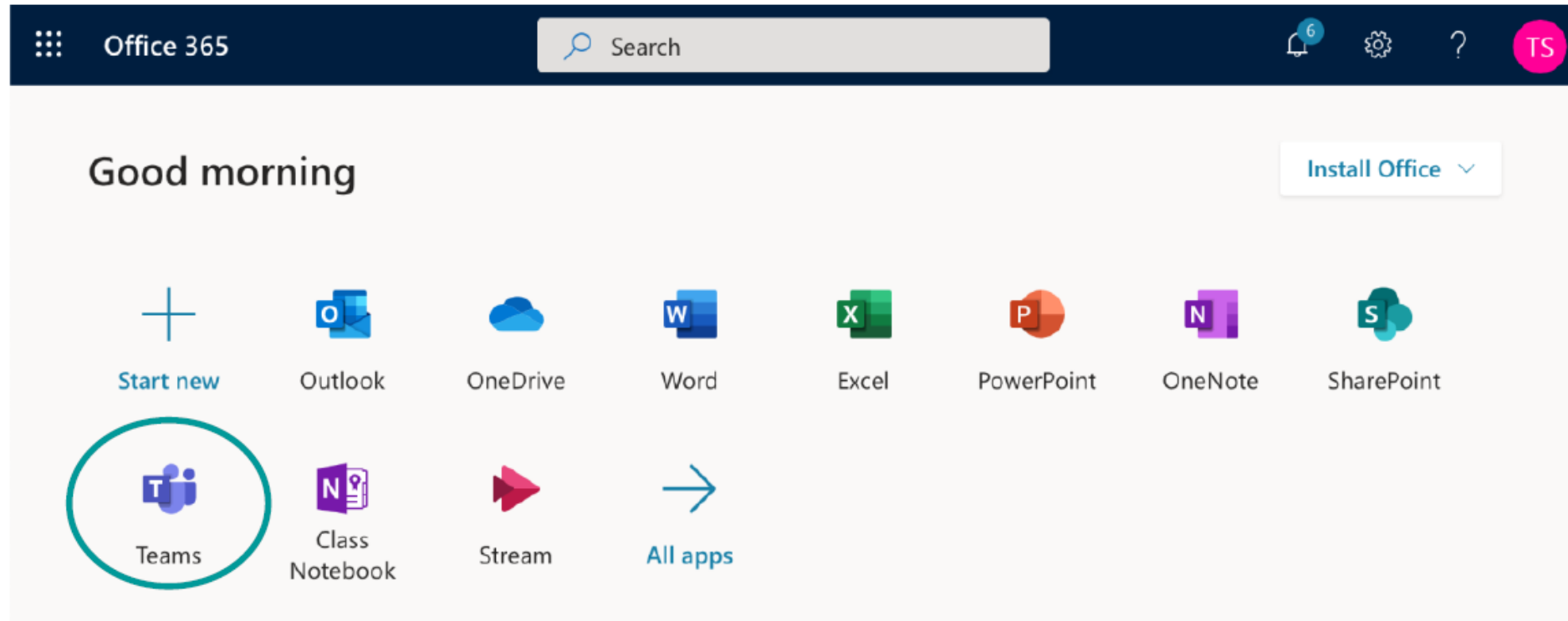




Microsoft Teams

Logging onto Microsoft Teams from home

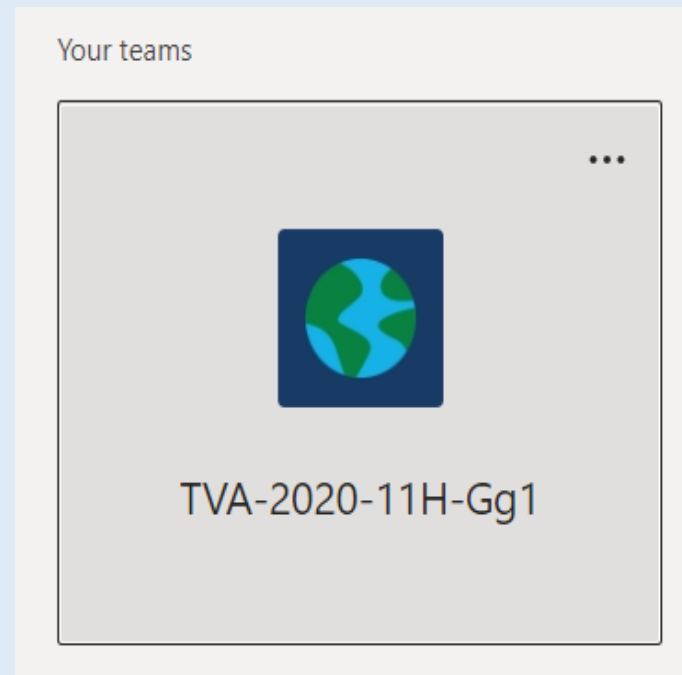
5. From the App Dashboard - Open Teams by clicking on the icon



Accessing your digital classrooms in Teams

A screenshot of the Microsoft Teams application interface. The top navigation bar is dark blue with the 'Microsoft Teams' logo on the left, a search bar in the center, and the user's name 'The Thinking Schools Academy Trust' on the right. A vertical sidebar on the left contains icons for Activity, Chat (with a notification badge), Teams, Assignments, Calendar, Calls, Files, and Help. The main area displays a grid of team tiles under the heading 'Teams'. Each tile consists of a colored square with a white letter (TC or TY) and a team name below it. The tiles are arranged in three rows: the first row has six tiles, the second row has six tiles, and the third row has two tiles. Each tile has a three-dot menu icon in the top right corner.

Tile Label	Color	Initials
TVA-2023-7Y-Cp	Orange	TC
TVA-2023-Year10	Light Orange	TV
TVA-2023-7T-Cp	Red	TC
TVA-2023-8R-Cp	Blue	TC
TVA-2023-Year11	Light Orange	TV
TVA-2023-7I-Cp	Blue	TC
TVA-2023-7V-Cp	Magenta	TC
TVA-2023-Year7	Teal	TY
TVA-2023-9T-Cp	Grey	TC
TVA-2023-Year13	Purple	TY
TVA-2023-Year8	Green	TY
TVA-2023-9A-Cp	Blue	TC
TVA-2023-Year12	Magenta	TY
TVA-2023-Year9	Magenta	TY

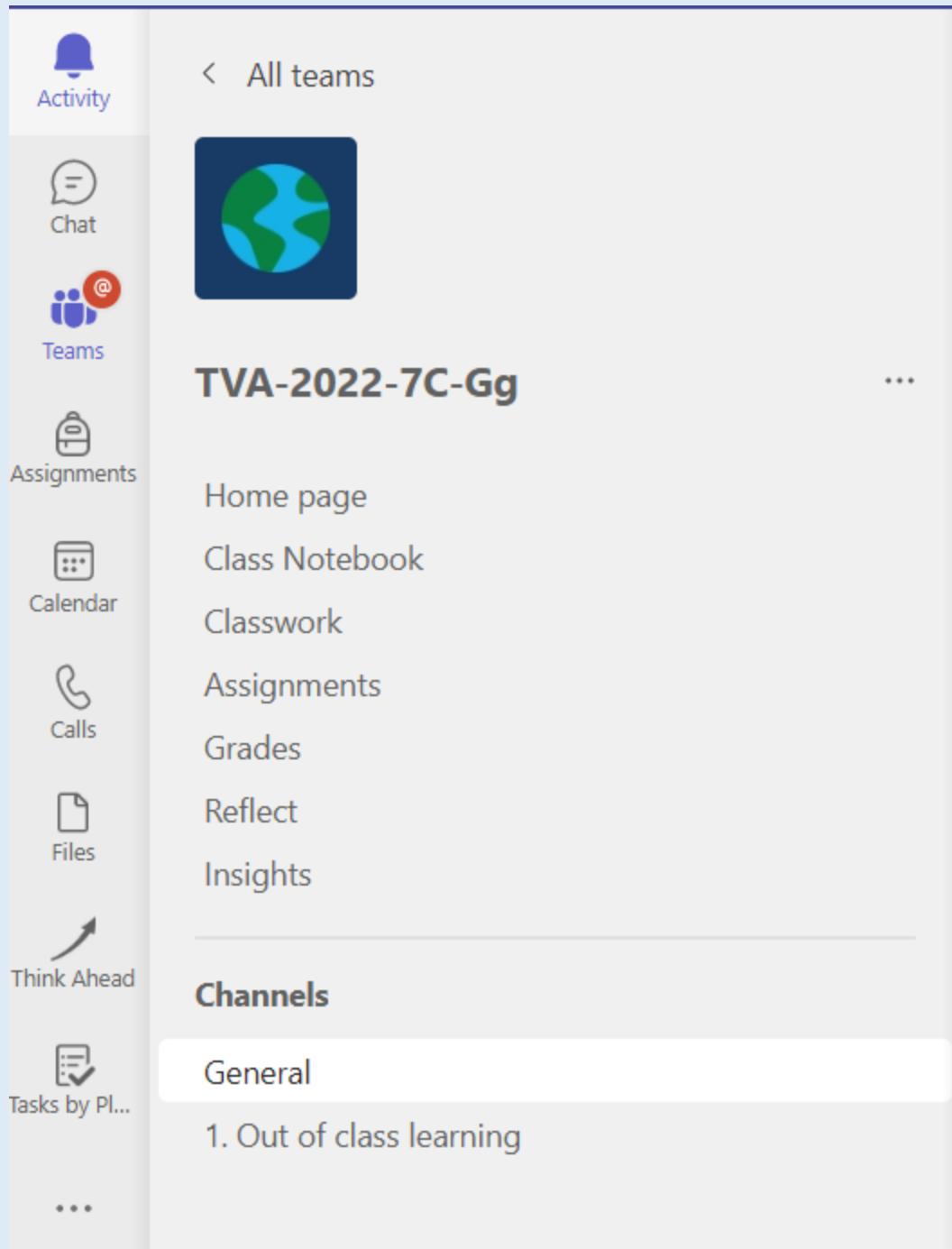


Each subject has a Teams area (your digital classroom)

The Team name shows:

You school-current academic year-year group code-subject code

TVA-2020-11H-Gg1

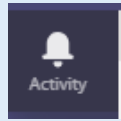


Teams are made up of channels, which are the conversations you have with your teacher and peers.

Each channel is dedicated to a specific topic or purpose.

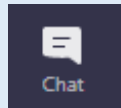
Every digital classroom team includes a General channel, Out of class Learning, Classwork and more.

Microsoft Teams interface



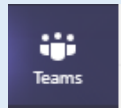
Notifications icon

New alerts of activities, news or posts



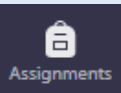
Chat icon

This allows you to chat with the teacher



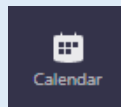
Teams icon

This allows you to view all Teams channels (**Digital Classroom**)



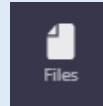
Assignments icon

This show you the assignments (home work) that a teacher has set



Calendar icon

You to view calendar: key dates and deadlines



Files icon

Access all your files linked to your Teams account

Each subject has a Teams area (your digital classroom)

