

Microsoft Teams

Pupil instructions

How will it work?

Using Show my Homework your teachers will send you a link that looks something like this:

<https://teams.microsoft.com/l/team/19%3ae2725f08e3494d359e62c12b9092b736%40thread.tacv2/conversations?groupId=8a9e9077-f3b5-4ab7-af6d-05d88644d4b7&tenantId=14b8fa2d-48e1-420b-b45d-cbabac78>

This will get you linked into your class with that teacher.

Teams will be rolled out gradually – Most lessons here will begin AFTER EASTER (from 20 April 2020).

Show My Homework will continue to be used throughout.

To Access Teams

you can do this through RM Unify (see below)

The screenshot displays the RM Unify dashboard for Cirencester Deer Park School. The dashboard is a grid of application launch pads. At the top, there is a header with the school name, navigation tabs for 'My Files' and 'Search Launch Pads', and a search icon. The launch pads are arranged in a grid and include:

- Mail (Microsoft Office 365)
- OneDrive (Microsoft Office 365)
- CudaLaunch (Remote Access to Folders)
- Show My Homework (Teacher Centric Ltd)
- Reports Manager ONLINE (Reports Manager Online)
- www.deerparkschool.net (Our School website)
- Twitter @CDPStoday (Main school Twitter account)
- iDeer (iDeer)
- Office (Download Office Now Microsoft Office 365)
- BBC Learning Schools BETA (BBC Schools BBC)
- YouTube FOR SCHOOLS (YouTube for Schools Google)
- MyMaths (MyMaths)
- kerboodle (Kerboodle Oxford University Press)
- parents evening system (Parents Evening System School Cloud Systems)
- roombooking system (Room Booking System School Cloud Systems)
- Accelerated Reader (Accelerated Reader Renaissance Learning)
- a (Accessit Library System)
- Office Apps (Microsoft Office 365)
- Staff OneDrive (Microsoft Office 365)
- Google
- Whole School Calendar
- Meeting Room 4 Calendar
- Meeting Room 5 (SDR) Calendar
- HCSS (Finance System)
- Every Education (Every)
- Trips and Visits (Trips and Visits)
- Corinium Education Trust Portal
- Corinium Education Trust Website
- Remote Access (VPN. Network access offsite.)
- BBC LANGUAGES (BBC Languages BBC)
- BBC Learning Zone Class ... (BBC)
- Business (-1) Dynamic Lear... (GCSE Business (9-1))
- Microsoft Teams (Microsoft Teams)

The Microsoft Teams icon is circled in red, indicating the path to access Teams through RM Unify.

We would recommend downloading Teams as an app on your device. Below shows some of the ways that Teams can be used. The advantage with having it on an app is that it provides you with notifications (like SMHW).

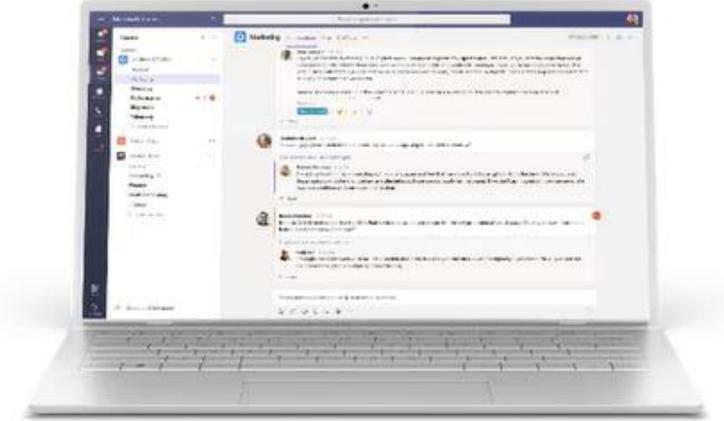
Desktop



Tablet



Browsers



Phone



Edge



Chrome



Safari

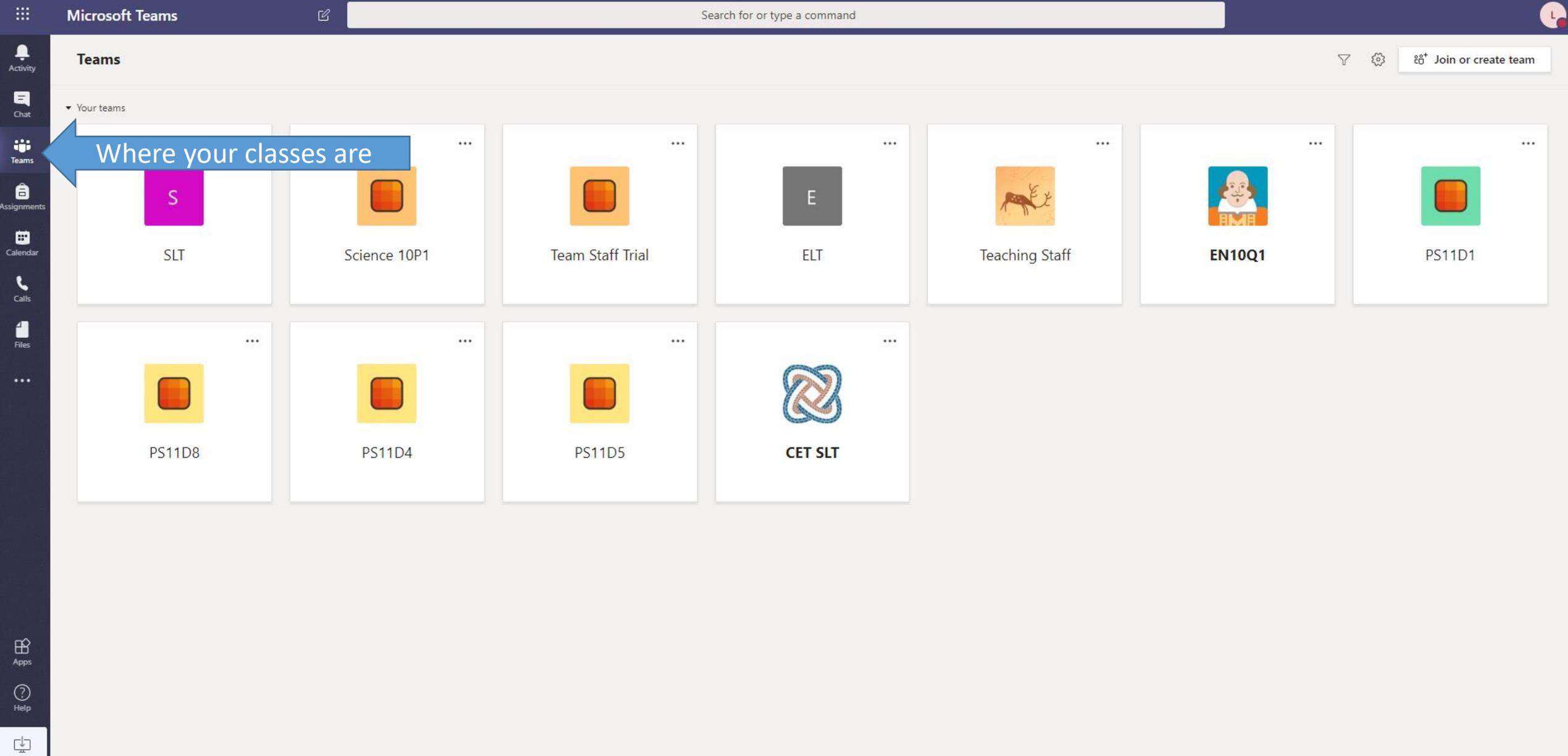


iPhone

Android

Download aka.ms/GetTeams

Once in Teams you will see your classes like this...



In your class/team area you can see posts from the teacher and other pupils. You can see files that your teacher has posted for you to use plus anything else they might wish you to access

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar with the text "Search for or type a command". Below this, the left sidebar shows the "All teams" section with a team named "EN10Q1". The main area shows the "Introductory Session" channel with tabs for "Posts", "Files", "Notes", and "Using Teams". The "Posts" tab is active, showing a list of messages from "L.Lang".

Two blue arrows are overlaid on the image: one pointing to the "Files" tab and another pointing to the "Posts" tab.

The posts in the channel are:

- A system message: "L.Lang set this channel to be automatically shown in the channels list."
- A post from L.Lang: "Tuesday 13:20. Welcome to the group! I hope that you can find your way around ok!"
- A post from L.Lang: "Tuesday 13:26. Trial Meeting session for pupils." This post includes a meeting card for "Trial Session" on "Tuesday, 17 March 2020 @ 15:00".
- A post from L.Lang: "Tuesday 14:34. Created meeting notes for this meeting." This post includes a "Show notes in fullscreen" button.
- A post from L.Lang: "Tuesday 14:53. Added a new tab at the top of this channel. Here's a link." This post includes a "Fill | Untitled form" button.
- A post from L.Lang: "Tuesday 15:20. EN10Q1 lesson coming up!"

In your calendar you can see when your lessons are. Check this regularly!

The screenshot shows the Microsoft Teams interface with the calendar view active. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon. The calendar header shows the current date as 'Today' and the month as 'March 2020'. The calendar grid displays a weekly view from Monday (16th) to Friday (20th). A blue arrow points to the 'Calendar' tab in the left sidebar. The calendar shows several meetings and events, including 'Meeting SM', 'Meeting RL', 'Trial Session', 'Work with JXD's English class (10Q1) on Teams', and 'Duty KS3 Hall'. The time slots range from 14:00 to 20:00.

| Day | 16 Monday | 17 Tuesday | 18 Wednesday | 19 Thursday | 20 Friday |
|-------|------------|----------------------|---|----------------------------|-----------|
| 14:00 | | Duty KS3 Hall | Work with JXD's English class (10Q1) on Teams | Duty KS3 Hall | |
| 15:00 | Meeting SM | Meeting RL | This one! L.Lang | | |
| 16:00 | | Trial Session L.Lang | SLT | Trial Lesson - Take L.Lang | |
| 17:00 | | | Trial Session - Let's see how we go! L.Lang | | |
| 18:00 | | | | | |
| 19:00 | | | | | |
| 20:00 | | | | | |

Once a lesson has been scheduled you can click on the appointment and it will open to show you more details. The button is there to let you join the lesson. Get used to joining the lesson here.

The screenshot shows the Microsoft Teams interface for a meeting titled "Trial Lesson - Take 2!". The top navigation bar includes "Chat", "Details", "Scheduling Assistant", "Meeting notes", and "Whiteboard". Below this, there are options to "Cancel meeting", "Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London", and "Meeting options". The main content area contains the meeting title, a field to "Add required attendees", and a list of optional attendees: J.Davies and T.Spittall. The meeting is scheduled for 18 Mar 2020 from 14:00 to 14:30, lasting 30 minutes. It is set to "Does not repeat" and is part of a series "EN10Q1 > Introductory Session". A location field is available for "Add location". The bottom section features a rich text editor with the text "Let's try again!". On the right side, the "Tracking" panel shows the meeting organizer L.Lang and two optional attendees, J.Davies and T.Spittall, both marked as "Accepted". A large blue arrow labeled "JOIN!" points to the "Join" button in the top right corner.

Trial Lesson - Take 2! Chat **Details** Scheduling Assistant Meeting notes Whiteboard

× Cancel meeting | Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London Meeting options

Trial Lesson - Take 2

Add required attendees

Optional: J J.Davies × T T.Spittall ×

18 Mar 2020 14:00 → 18 Mar 2020 14:30 30m All day

Suggested: No suggestions available.

Does not repeat

EN10Q1 > Introductory Session

Add location

B *I* U ~~S~~ | **A** **AA** Paragraph | *I* *x* | *<* *>* | *≡* *≡* | *”* *”* | *⊗* *≡* *≡* | *↶* *↷*

Let's try again!

[Join Microsoft Teams Meeting](#)

Tracking

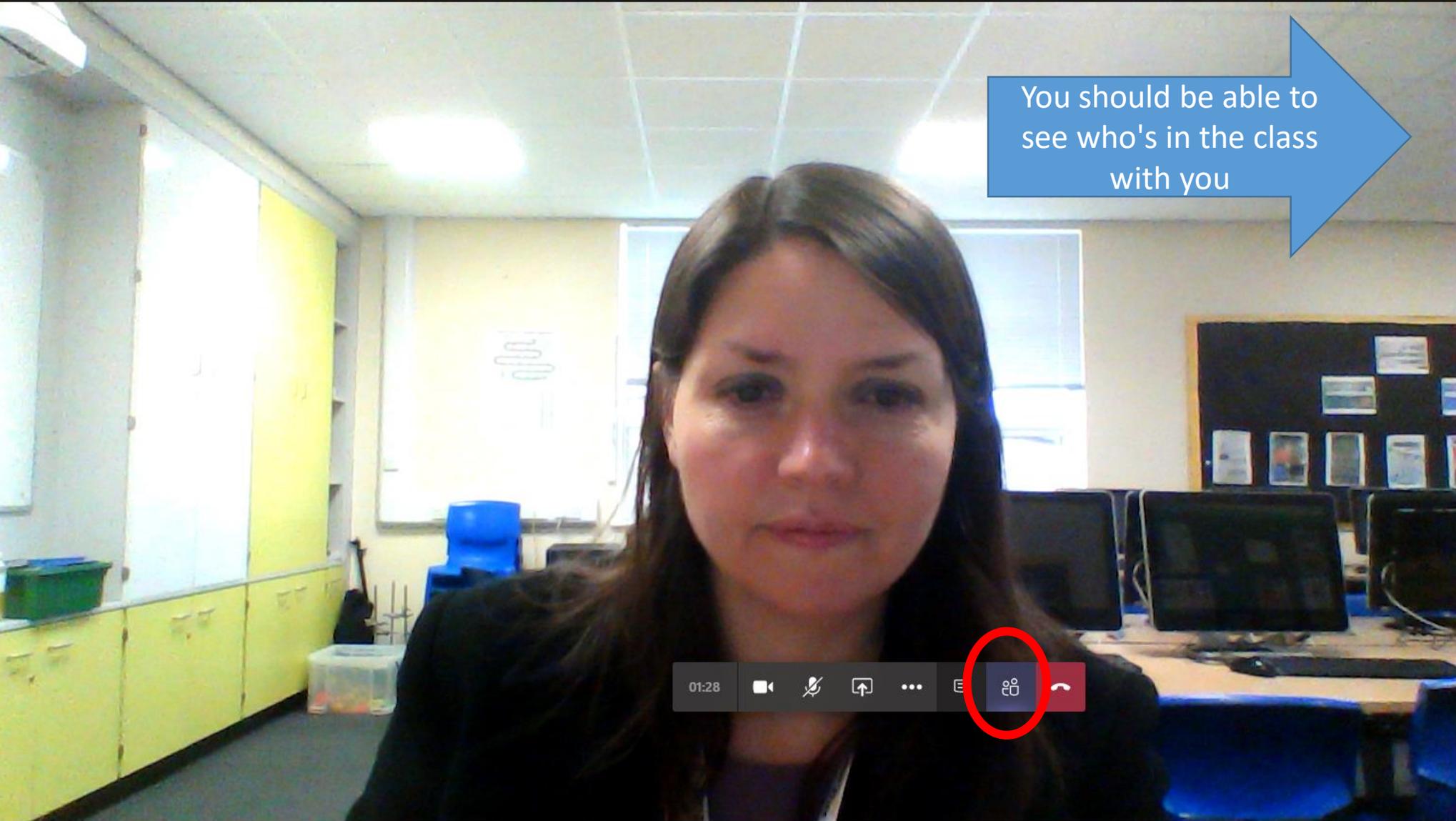
L L.Lang
Organiser

Optional

J J.Davies
Accepted

T T.Spittall
Accepted

JOIN! **Join** **Close**



You should be able to see who's in the class with you

01:28 [Video Off] [Microphone Off] [Screen Share] [More] [Meeting Controls] [End Call]

People

Invite someone

Currently in this meeting (1)

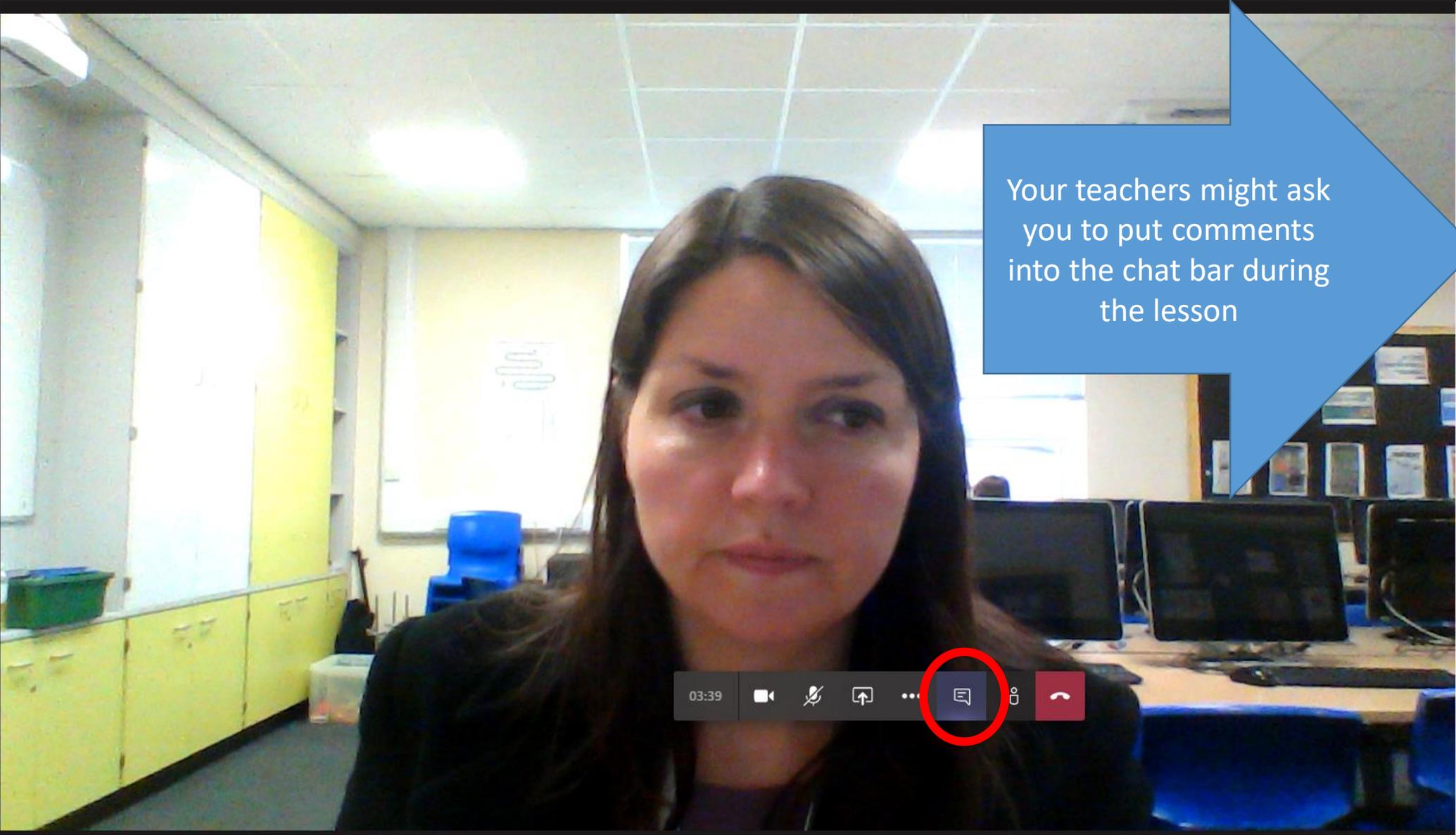
- L.Lang Organiser

Others invited (2)

- J.Davies Accepted
- T.Spittall Accepted

Suggestions (5)

- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help
- ...



Your teachers might ask you to put comments into the chat bar during the lesson

Meeting chat

- Yesterday 11:50
Let's try again!
- Trial Lesson - Take...**
Wednesday, 18 Marc...
- Yesterday 11:52
EN10Q1 Let's try again!

Reply

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- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help
- Share

"What is the bravest thing you've ever said?" asked the boy.



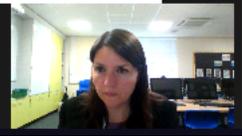
"Help," said the horse.

The first picture, featuring the horse and the boy, stemmed from "a conversation I had with my friend Bear Grylls about what courage really looked like and the bravest thing we'd ever done."

"The bravest thing I'd ever done was when I was struggling and had the courage to ask for help. So I drew it."

They will be able to present information to you like they would in lots of your lessons

04:42 [Video Off] [Microphone Off] [Screen Share] [More] [Chat] [People] [End Call]



Meeting chat

- Yesterday 11:50
Let's try again!
- Trial Lesson - Take...
Wednesday, 18 Marc...
- Yesterday 11:52
EN10Q1 Let's try again!

Reply

[Add] [Remove] [Emoji] [GIF] [Share] [More] [Send]

Any Questions or in need of help with Teams?

- Please contact Mrs Lang in the first instance. We will do our best to resolve your issue. Mrs Lang's email address is: l.lang@deerparkschool.net
- We do know that Teams has sometimes struggled recently with the amount of people trying to access it across Europe. If it is sometimes slow this is beyond our control, I'm afraid.
- If you haven't been added to a class but believe others in your class have been then please contact your subject teacher.

Thank you

