

Teams for Students

Teams for Students

- ❑ Accessing Teams on your device
- ❑ Viewing Team Posts
- ❑ Viewing and downloading Files
- ❑ Different types of Assignments
- ❑ How to view Channels
- ❑ How to use the Chat
- ❑ How to join a Teams Meeting

Accessing Teams

Ways of Accessing Microsoft Teams

► Desktop or Laptop

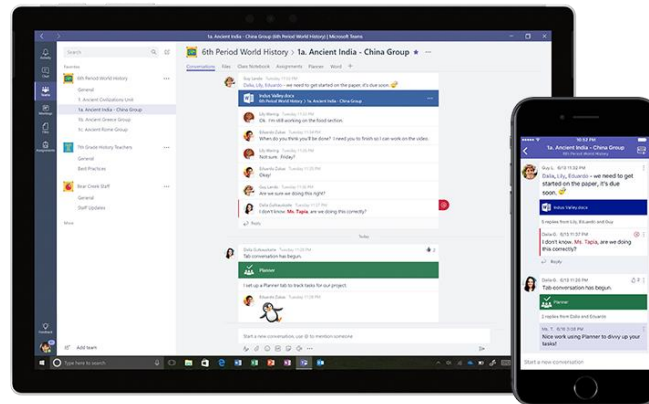
Web Version

Desktop App



► Mobile or Tablet

Mobile App



Accessing Teams

Desktop or Laptop Computers

Teams on Desktop or Laptop

Microsoft Teams is accessible through a web browser or the Teams desktop app.

- ▶ Open your web browser (Edge or Chrome)
- ▶ Visit **www.office.com**
- ▶ Sign in with your iLearn Email.
- ▶ Choose a **Work or School Account**.
- ▶ Enter your iLearn username and password and click Log in.
- ▶ Click on the Teams App on the left.
- ▶ Choose **Use the web app instead** to open the web version or choose **Get the Windows app** to install the desktop app.

Make sure that you type your iLearn email and password correctly.

No spaces are allowed and lower and upper case characters are important!



Teams on Desktop or Laptop

Install Office 365

We recommend that you install the latest version of Office 365 on your desktop or laptop.

- ▶ Uninstall all the old versions of Office from your computer from Windows Settings - Apps - Apps & Features
- ▶ Visit office.com and click **Install Office - Office 365 Apps** to download the installation file.
- ▶ Always make sure that you sign in with your iLearn Account.

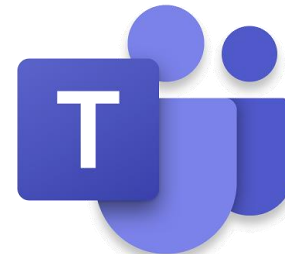
Accessing Teams

Mobiles and Tablets

Teams on Mobile or Tablet

Accessible through Teams mobile app.

- ▶ Open the Play Store/App Store.
- ▶ Search for Microsoft Teams.
- ▶ Install the Teams App.
- ▶ Sign in with your iLearn Email.
- ▶ Choose a Work or School Account.
- ▶ Enter your iLearn username and password.



Teams on Mobile or Tablet

Install OneNote App and Office App

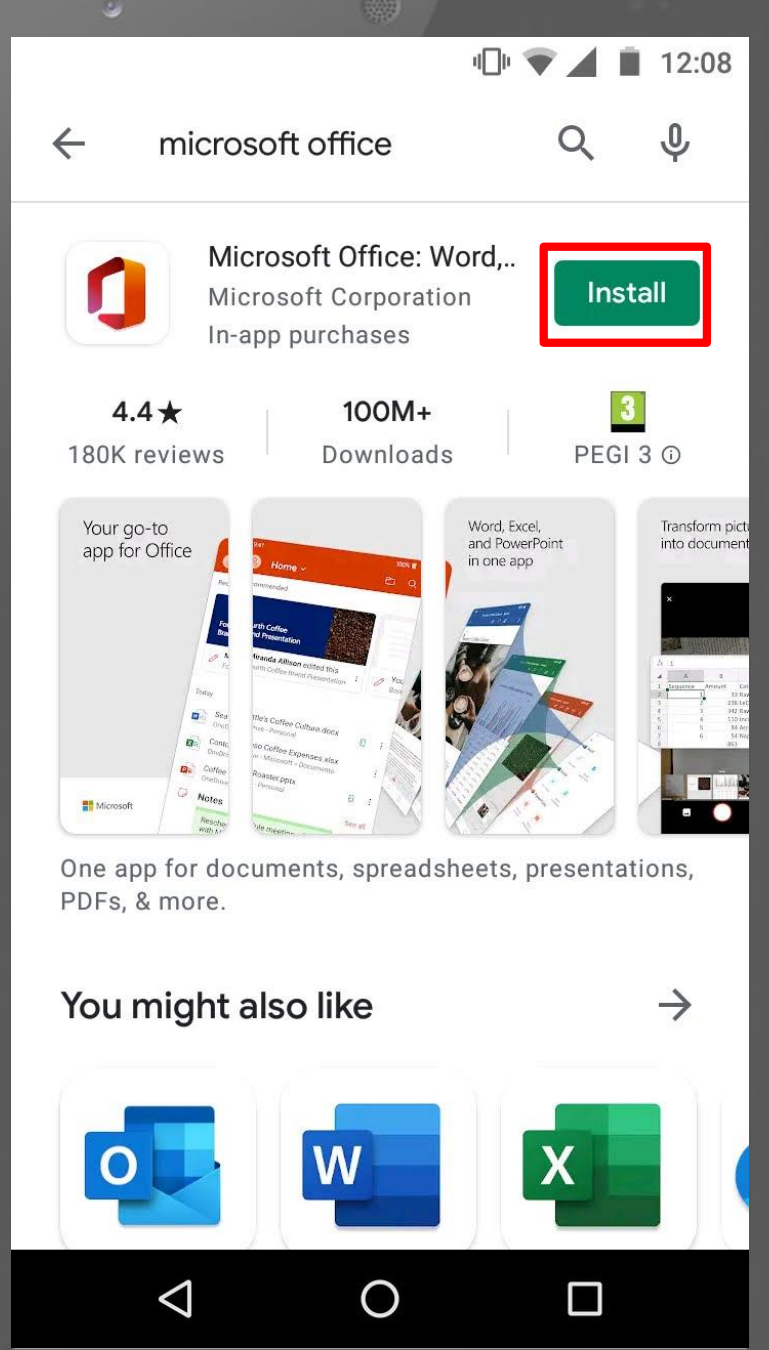
On Teams, teachers may send you Word Documents or Notebook pages.

We recommend that you install the **OneNote** app and **Office** app on your device.

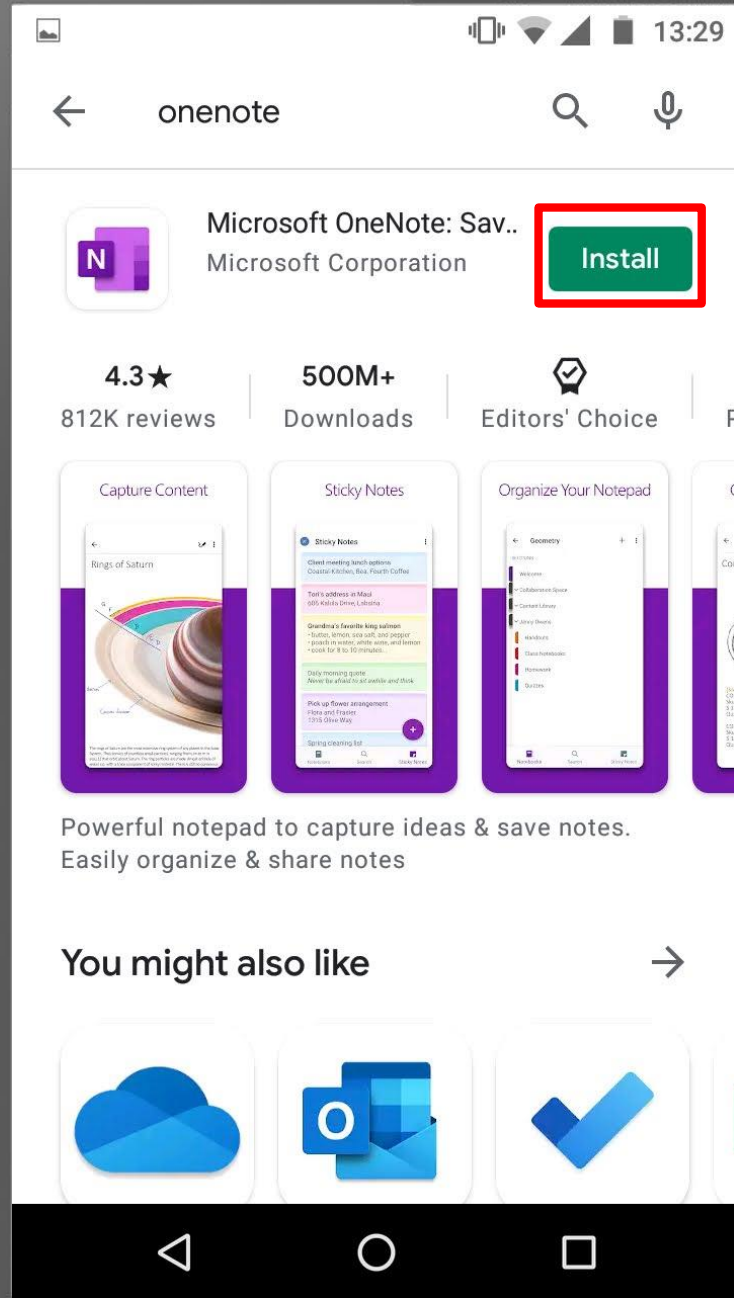
Always make sure that you sign in to these apps with your iLearn account.



Microsoft Office App



OneNote App



Posts Tab

Posts Tab

- ▶ The Posts tab is a space where your teacher can post important announcements.
- ▶ Everyone in the team can see the posts.
- ▶ The most recent posts will be at the bottom.
- ▶ You have the possibility of replying to a post.

Files

Files Tab

- ▶ The Files tab is a space where the teacher can upload files for you to download.
- ▶ The teacher may upload lesson material such as notes, presentations, worksheets and videos.
- ▶ Most files will be available in the Class Material folder.

Assignments

- Add Work
- Word Document Worksheet
- Add Photo to Word
- Notebook Worksheet
- Add Photo to Notebook
- Quiz

Assignments Tab

- ▶ The Assignments tab is where you will find all your assignments.
- ▶ Here you can access assignments that are still due as well as assignments that you have already turned In.
- ▶ You can also find assignment notifications in the Posts tab of a Team.

Assignments - Add Work

- ▶ The teacher may ask you to upload a file by clicking the + Add Work button.
- ▶ The file can be a photo or a document such as PDF or Word.
- ▶ Please read the instructions carefully as the teacher may request the file to be in a particular format.
- ▶ When you are ready from your work, save the file to your device.
- ▶ Click on the + Add Work button and look for the file stored on your device. You may attach more than one file to the assignment.
- ▶ When you are ready click Hand In/Turn In.

Do not forget to tap Hand In / Turn In to send your work to the teacher.



Assignments - Word Document Worksheet

- ▶ The teacher may ask you to fill in a word document which is attached to an assignment.
- ▶ Click/tap on the word document to open the document.
- ▶ On the Desktop, the word document will open immediately.
- ▶ On mobile or tablet you will see a preview then tap on the Word icon on the bottom right of the screen to open the Word App.
- ▶ You can type directly in the document. Your work will be saved automatically.
- ▶ When you are ready close the word document and click Hand In/Turn In.

Assignments - Add Photo to Word

- ▶ The teacher may ask you to insert a photo in a word document which is attached to an assignment.
- ▶ Click/tap on the word document to open the document.
- ▶ On the Desktop, the word document will open immediately. Your picture must be saved on your device. Click on Insert - Picture - This Device and choose the picture to insert.
- ▶ On mobile or tablet you will see a preview of the word document. Tap on the Word icon on the bottom right of the screen to open the Word App. Click on Home - Insert - Pictures - Camera and take a photo.
- ▶ When you are ready close the word document and click Hand In/Turn In.

Make sure that your photo is clear so that your teacher can see it.

Remember to tap to focus before taking the photo!



Assignments - Notebook Worksheet

- ▶ The teacher may ask you to fill in a notebook page which is attached to an assignment.
- ▶ Click/tap on the notebook page to open it.
- ▶ The notebook page will open immediately. Remember that on mobile or tablet you need to have OneNote installed.
- ▶ You can type by double clicking or tapping. You can also use the draw tools to draw. Your work will be saved automatically.
- ▶ When you are ready close the notebook page and click Hand In/Turn In.

Assignments - Add Photo to Notebook Page

- ▶ The teacher may ask you to insert a photo in a notebook page which is attached to an assignment.
- ▶ Click/tap on the notebook page to open it.
- ▶ On the Desktop, the notebook page will open immediately. Your picture must be saved on your device. Click on Insert - Picture - From File and choose the picture to insert.
- ▶ On a Mobile or Tablet, the notebook page will open in the OneNote app. Tap on an empty area to insert the photo, tap on the camera icon, take a photo and select Done.
- ▶ When you are ready close OneNote and click Hand In/Turn In on Teams.

Assignments - Quiz

- ▶ The teacher may ask you to answer a number of questions in a Quiz.
- ▶ Click/tap on the Quiz to open it.
- ▶ Read and answer the questions. When you are ready click Submit.
- ▶ Your assignment will be turned in automatically.

Channels

Channels

- ▶ All teams have a General channel which is accessible to all the Team members.
- ▶ Teams may have additional Channels which can be accessible by everyone or by a group of students.
- ▶ Channels may contain their own Posts, Files and other apps.
- ▶ Channels can be used for group work.
- ▶ Channels are used by some teachers to organise work by topic.

Chat

Chat

- ▶ You can use the Teams chat to communicate privately with your teacher.
- ▶ When you use the chat only the persons included in the chat will be able to see your messages.
- ▶ The chat is useful if you have a difficulty and you would like to ask a question to your teacher.
- ▶ The teacher may also contact you through the chat.

Meetings

Meetings

- ▶ You can join a meeting through a Team Post or from the Calendar.
- ▶ Check your Microphone and Speaker settings before you join a meeting.
- ▶ It is very important that you follow the instructions given by the teacher during the meeting:
 - ▶ Keep your camera and microphone off unless you are asked to switch them on.
 - ▶ Only turn on your microphone if you need to talk during the meeting.
 - ▶ You can raise your hand to signal to the teacher that you wish to ask a question.
 - ▶ You can use the chat feature of the meeting to ask questions and discuss.

THE
DIGITAL LITERACY
SECONDARY SUPPORT
TEACHERS

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