



# Welcome/Welcome Back!

For the start of this academic year, all year groups will be using Microsoft Teams for homework tasks. Your teachers may give you worksheets and exam questions to complete in your book, but all of the instructions will be placed on teams as an assignment. You will write down your homework in your planners to help you plan ahead and manage your time and deadlines carefully.

It is crucial that you get used to using TEAMS and understand exactly how it works!





# Welcome/Welcome Back!

- Teams can be used on a wide variety of technology, from laptops to phones.
- Teams works via the web in Edge & Chrome
- There is no support as of yet for Safari.
- Open your browser and go to [ags.rmunify.com](https://ags.rmunify.com)
- Sign in with your school email address and password.
- Alternatively open the Teams app. You can install the Teams app on your own PC, Mac, Chromebook, phone or tablet and log in using your school email address and password. This stays connected, so Teams is always available on your device.
- **Your school email and username are the same.**
- Your username and password will be the same as what you use for logging on at school.
- If you are unsure of your username, please email [ianthomson@allertongrange.com](mailto:ianthomson@allertongrange.com) and let your FT know ASAP





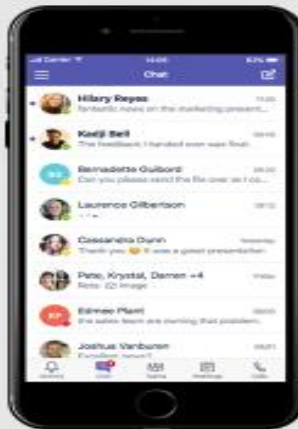
# TEAMS Student Guide

## What does Teams look like?

Available across Mobile platforms



iPad



iPhone



Android



WP

Available in 181 markets and 25 languages to empower every individual to achieve more together

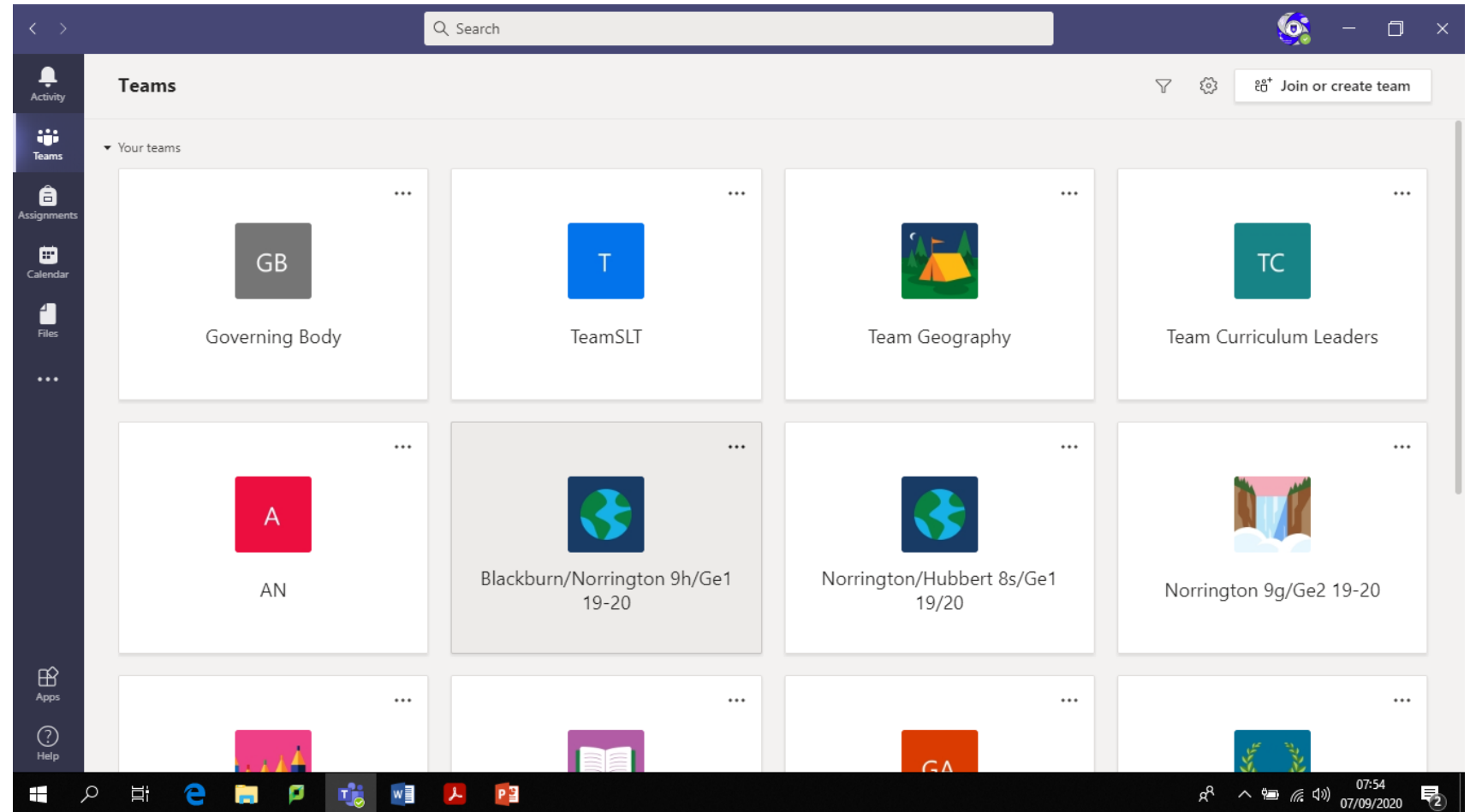




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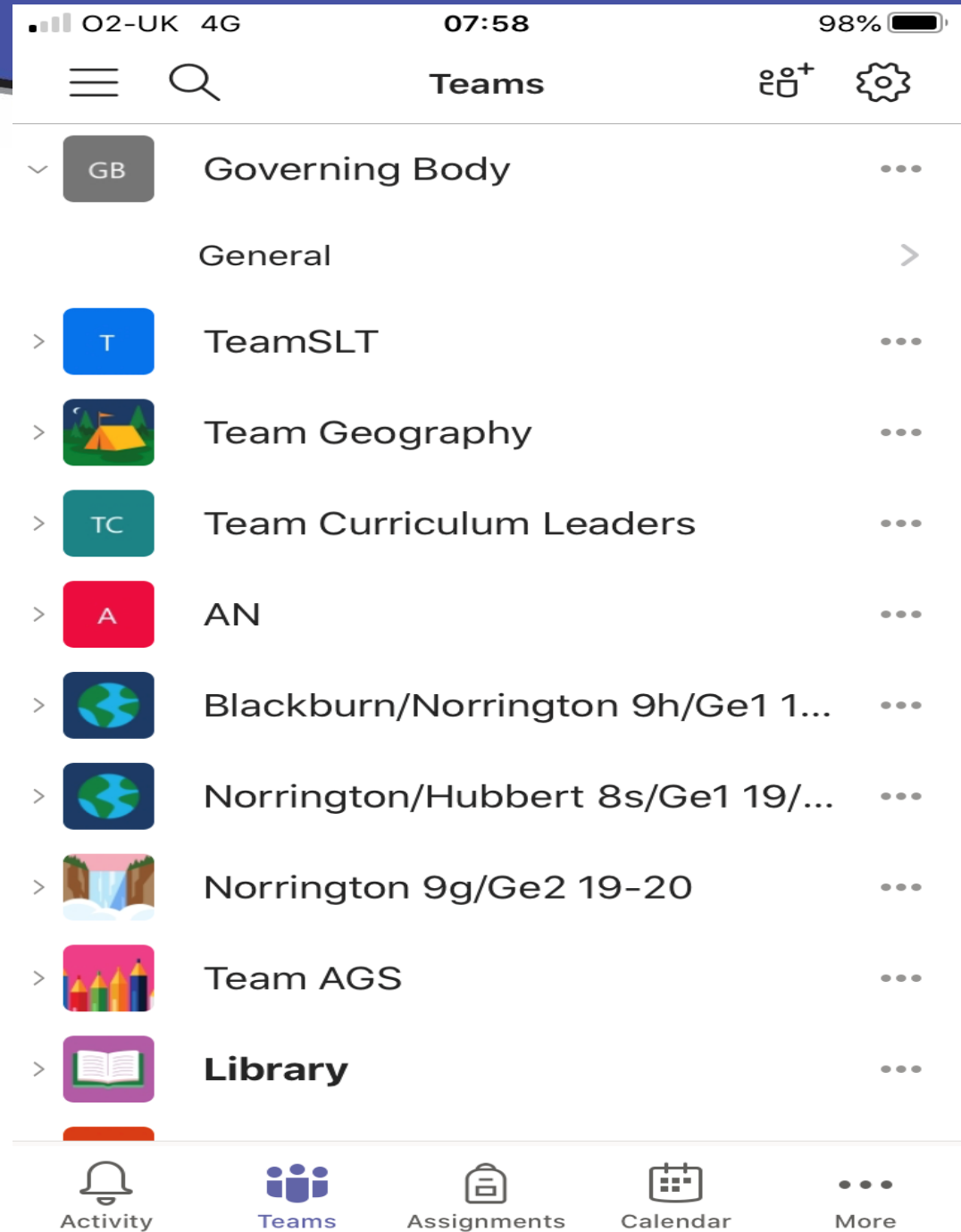
PC

Teams looks different between different devices!



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## I-Phone



# TEAMS Student Guide

## Android



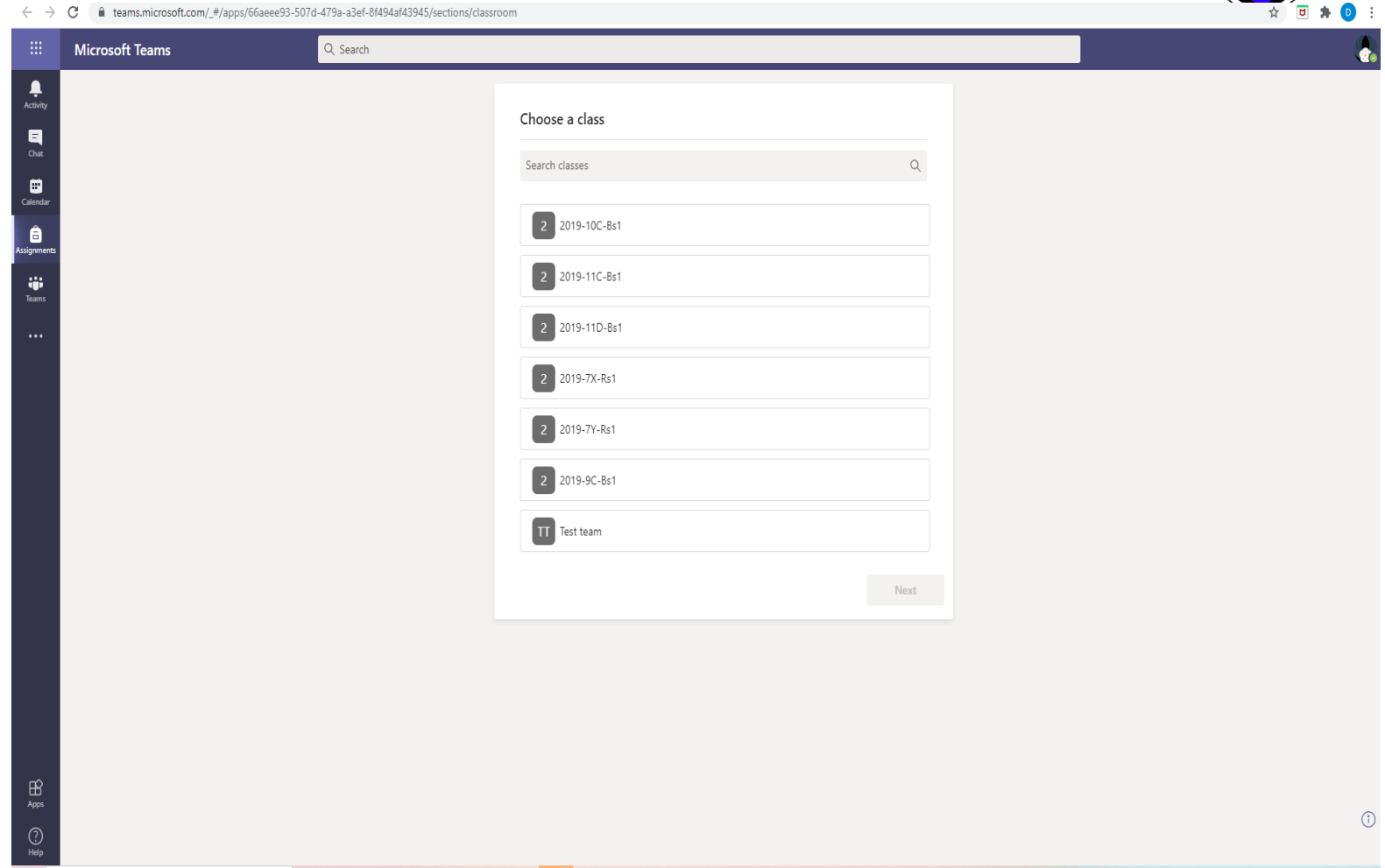
The screenshot displays the Microsoft Teams mobile application interface. On the left is a dark blue navigation sidebar with icons for Activity, Chat, Teams, Meetings, Calls, and Files. The main content area is titled 'Voicemail' and includes a search bar, a list of contacts with voicemail icons, a play button with a progress bar, and a list of voicemail messages from various contacts including '+1 (425) 974-8072', 'Davies, Beth', '+1 (425) 563-7633', 'Krystal Mckinney', 'Mary Silver', and 'Babek Shamas'. Below the messages is a numeric keypad with letters associated with each number, and a call button at the bottom.



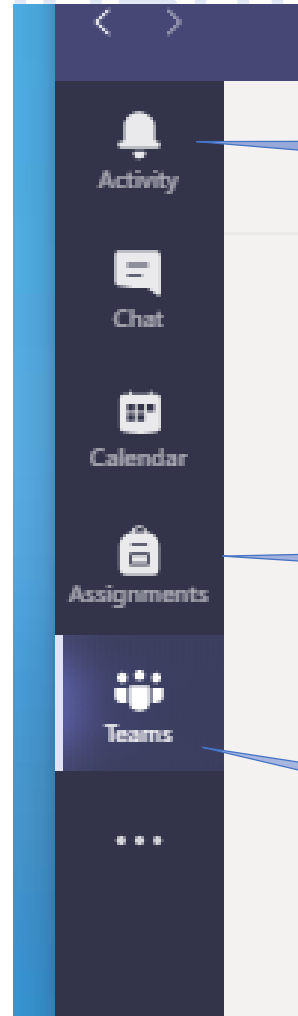
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Web Browser

It works on  
all devices!



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This shows any recent notifications you might have – e.g. your teacher has set you a new homework

This is a direct link to your class assignments. This will include homework tasks.

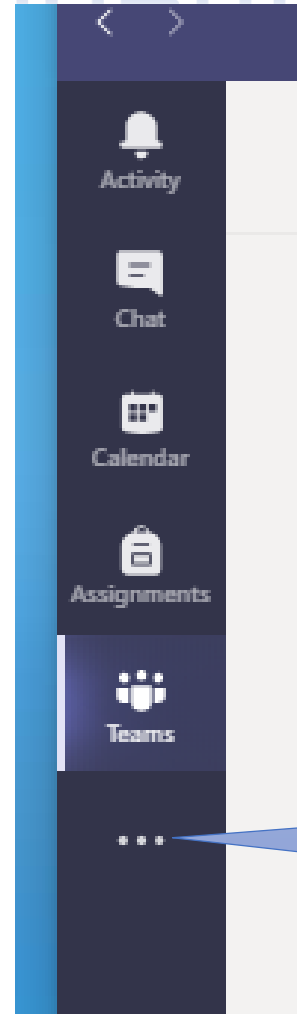
This takes you to all of your Teams – your classes.





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What are the three dots?

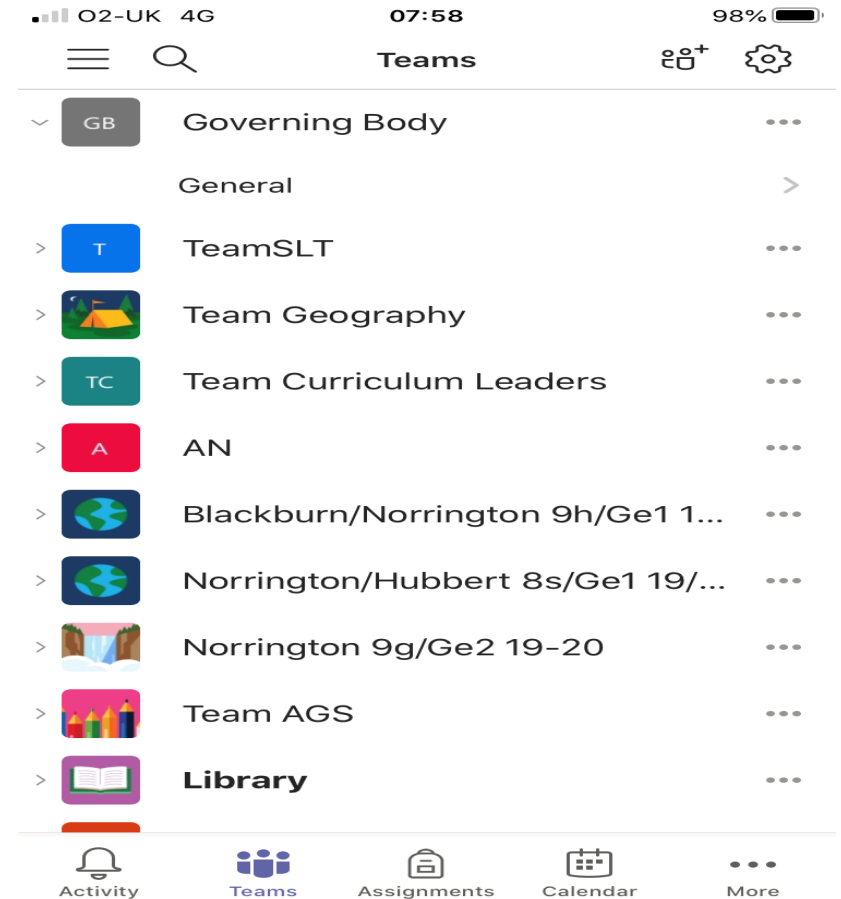
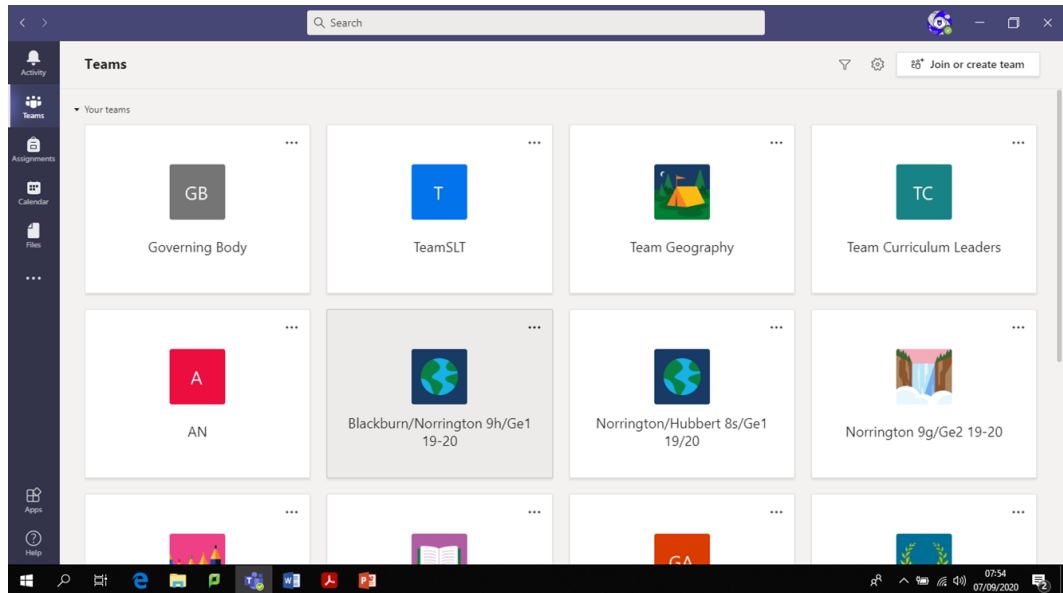


Clicking on the three dots brings up more options – you will see this on many screens. This takes you to different apps you may be asked to use.



# TEAMS Student Guide

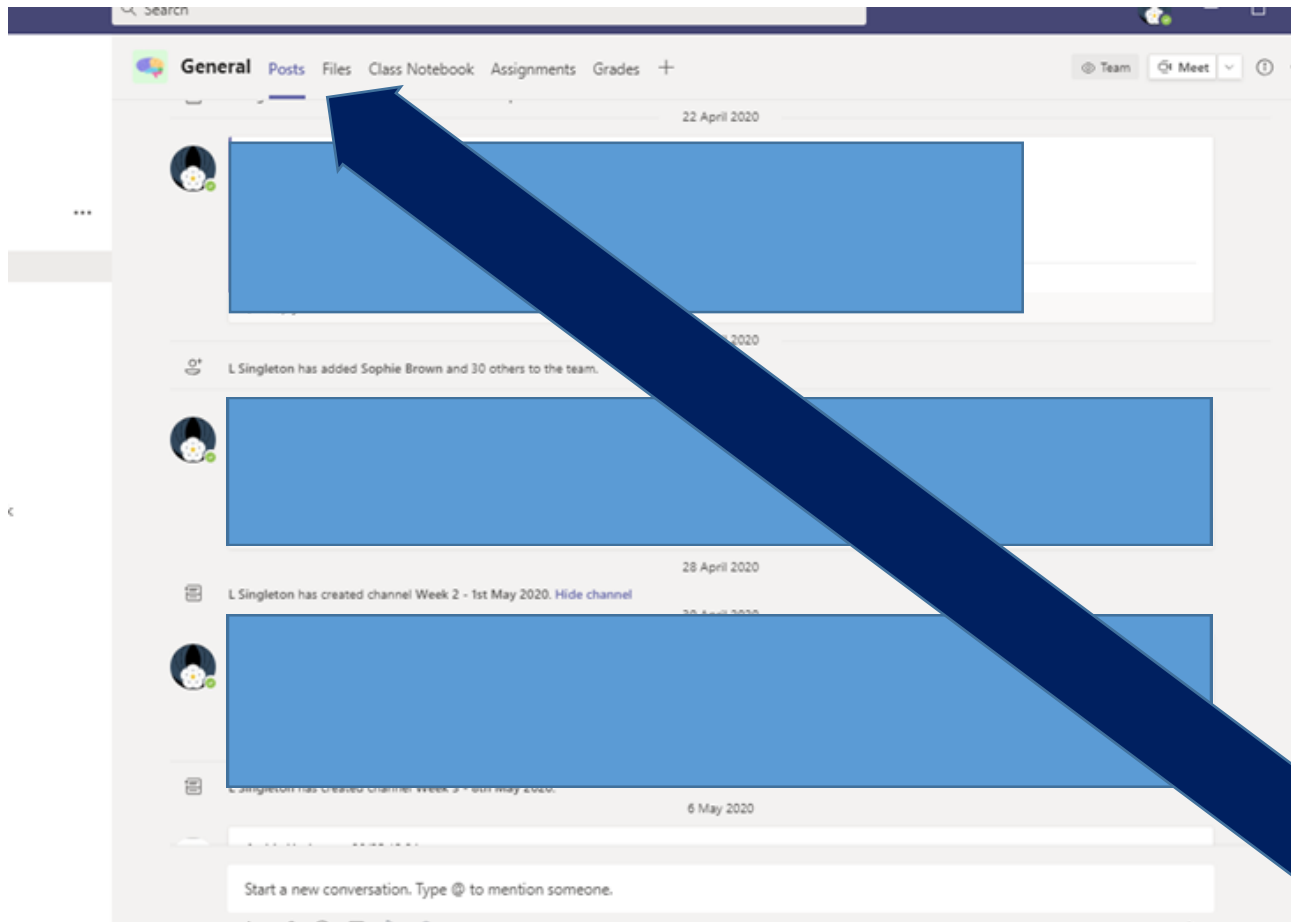
Your Teams will look like this:



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Within each Team your teacher will communicate with the whole class by writing a post on the **general** thread. Make sure you always check it as there may be useful information here. You can respond to your teacher here too or post something – please remember that EVERYONE in your class can see it and only post what is appropriate.

Your teacher will add any additional files you may need in order to complete your work – make sure you check it.





# TEAMS Student Guide

## ASSIGNMENTS

Your teacher will set you work via the assignments tab, – you can view your assignments here.

The grades tab informs you of the assignments that have been marked and any feedback from your teacher.

Some of your teachers may set up the class **notebook** for you to make notes. The collaboration space allows you to all work together – type here and the whole class can see it.





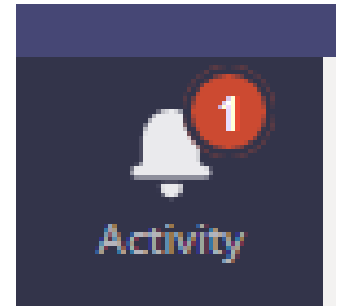
# TEAMS Student Guide

## How do I complete an Assignment?

When your teacher creates and sets an assignment/homework a notification will appear in your activity tab. To access the activity tab click on the bell icon. The number in the circle next to the bell tells you how many new notifications you have.

Once you have opened the assignment you will be able to see the work your teacher has set. Follow the instructions set.

There may be files attached to the assignment that you have to open. Click on the file you want to open. If you are using a mobile device you may be prompted to download an app to view this. Do this, it is free and safe and part of the Office 365 package.





# TEAMS Student Guide

## How do I hand in an Assignment?

When you have completed your homework or assignment you will have to submit it, this basically means hand in your homework! You may have completed work in different ways. Your work could be on a computer/mobile device file or written in your book.

If work is written in your book you could either scan it or take a picture of it. This is absolutely fine, you may find it easier to work in your book if you do not have access to a laptop.

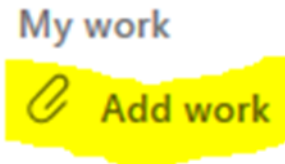


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## How do I hand in an Assignment?

Once your work is saved to a file it can now be submitted or handed in.

Click on the add work icon.



Select the location the work is stored in. Select the correct file and press attach.





# TEAMS Student Guide

## How do I hand in my homework?

Once all of your work is attached press the Hand In button. This then sends your work to your teacher so they can read it, assess it and provide feedback.



Hand in







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## How do I see my teacher's feedback?

When your teacher has provided some feedback you can go to the assignment again and see the feedback.

Your teacher may ask you to repeat and/or improve your work. You can redo any work and attach it again then press the hand in again button.



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## What is a Rubric?

Sometimes your teachers will use an assessment rubric. These are like the success criteria you use in class. To access these click on the button under the word rubric.

This will then open a set of levelled success criteria. This will help you see what you need to include in your work.

When your teacher marks using a rubric, the level you get will be highlighted and visible in your feedback.

