
THE CHANTRY PUPIL GUIDE TO MICROSOFT TEAMS

September 2020



Pupil guide to Microsoft Teams

Where do I start?

Turn on your laptop, computer, ipad or phone
Type www.outlook.com into your web browser
Sign in using your school email.

What is my email address?

Every pupil in the school has a school email address

If you do not know your email address, the format is your intake year followed by the first 3 letters of the surname and the first 3 letters of the first name.

So if I was a year 7 mine would be 2020palmel@chantryschool.com, if I was year 8, 2019palmel@chantryschool.com, year 9 is 2018palmel@chantryschool.com and year 10 is 2017palmel@chantryschool.com.

What is my password?

Your password is the same as the one you use to login to the computers at school. If your password is not recognised then contact itsupport@chantryschool.com for help.

If you still can't login, it is worth trying on a computer in school. Change your password and then try again at home.

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How do I access Teams through my email?

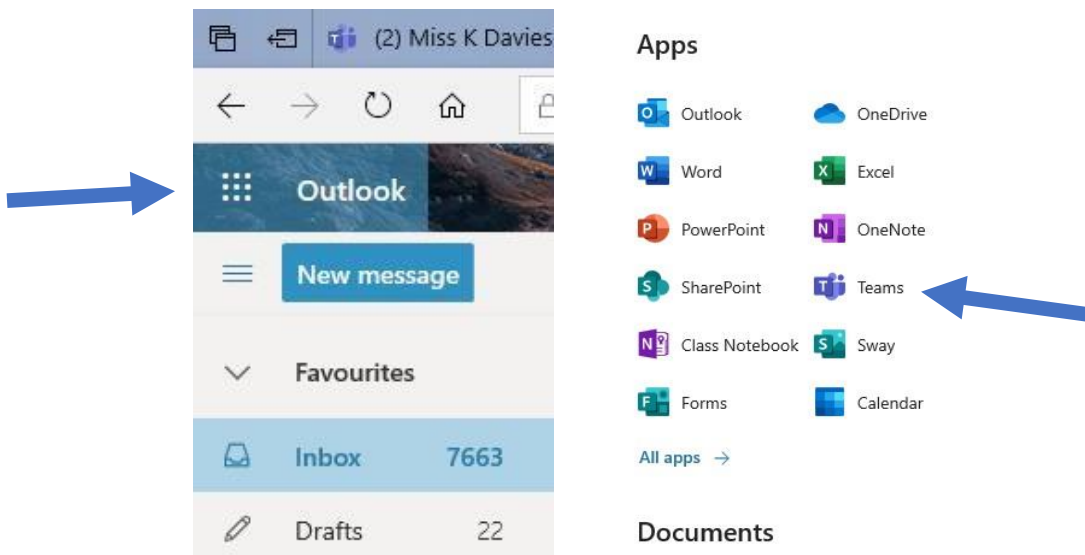
There are two ways:

1. Through an email from your class teacher

- a) You may receive an email from one of your class teachers telling you that you have been added to a class
- b) Click on the email to open it.
- c) Click on the button that says 'Open Microsoft Teams'
- d) You will then see all of your classes. Follow the instructions from your class teacher from there

2. Through Office apps

- a) Click on the little grid of dots in the top left of your screen next to Office 365
- b) Then click Teams
- c) It will take you to Teams.
- d) All of the classes that teachers have created so far for you will be there.
- e) Open them up and explore what is going on

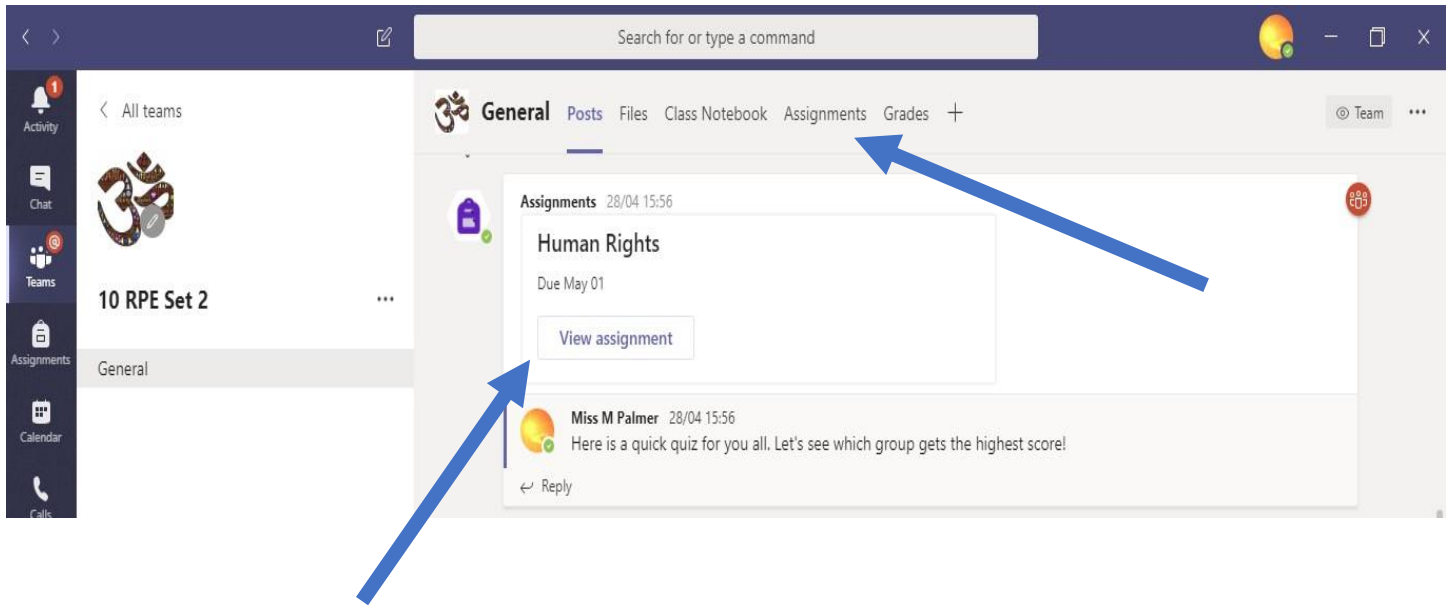


How do I see my assignments?

Go into the class Team and you will see that there are two ways to view an assignment:

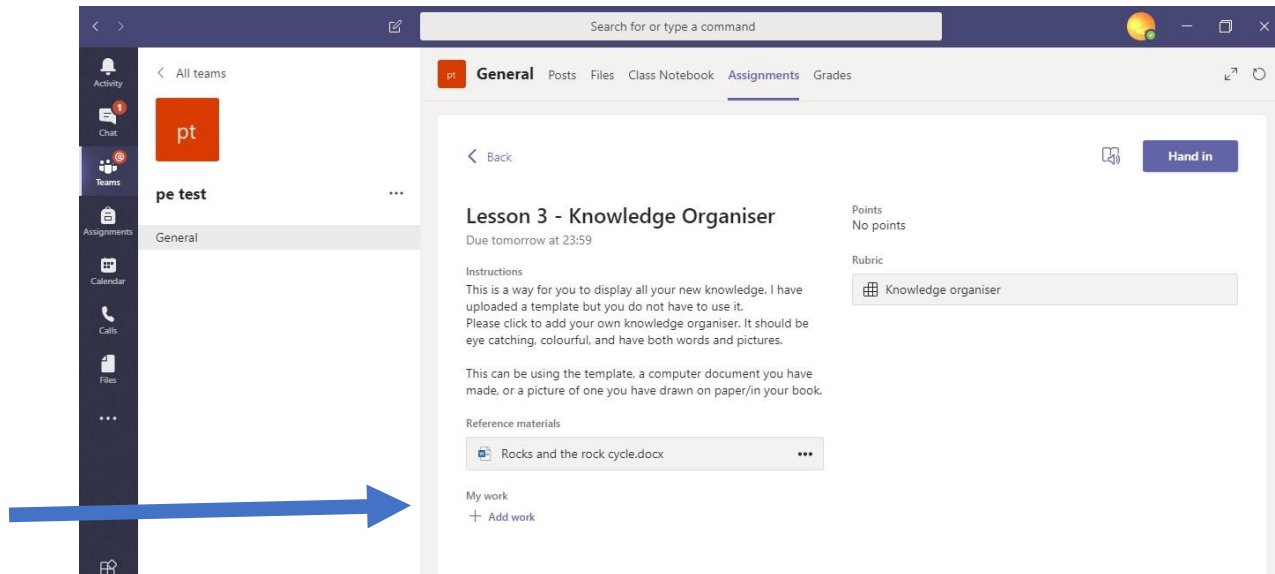
1. A link has appeared in the class page. Click on it and follow the instructions from your teacher.
2. There is a tab at the top called Assignments. Click on it and follow the instructions from your teacher.

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How do I hand in my assignments?

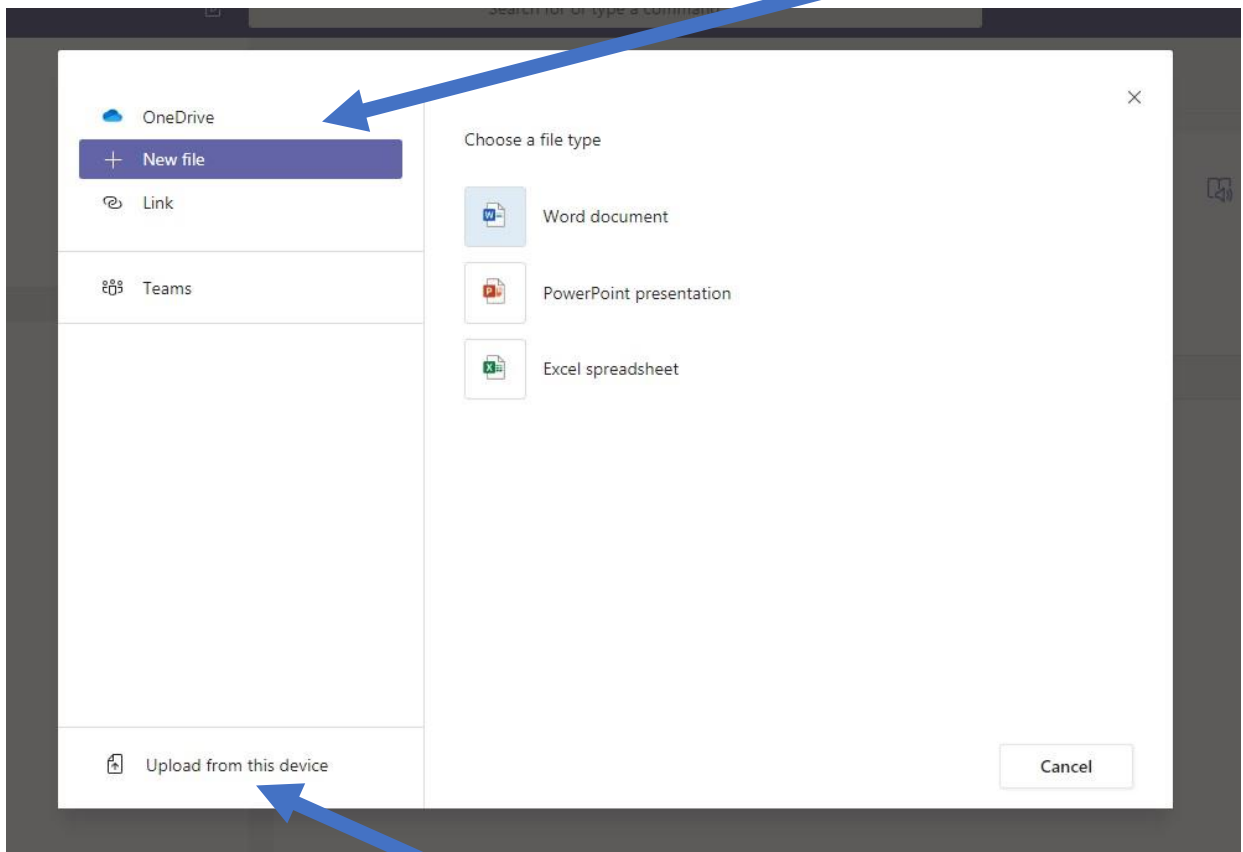
- If you have done a quiz then just click 'submit'. Your teacher will review your scores before sending them back to you.
- If the assignment is bigger then you might need to upload a word document for your teacher to mark. Do this by clicking on +Add Work



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You will be asked what kind of file you want to add

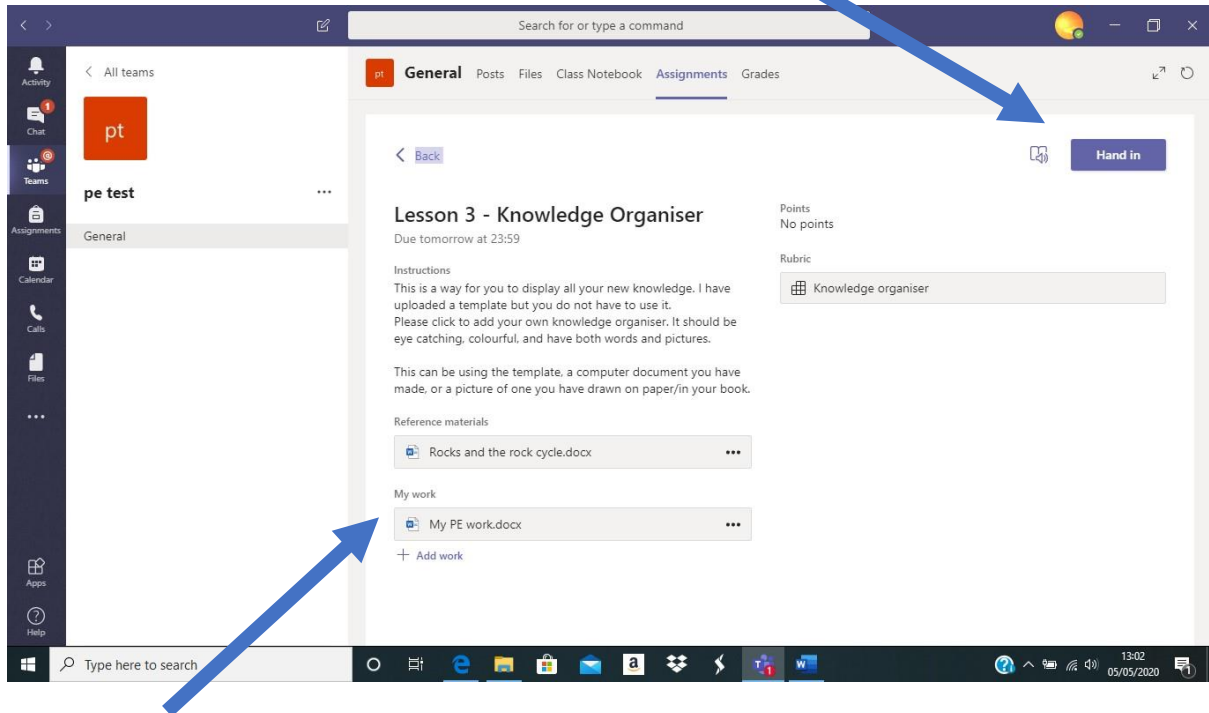
- **If you have already completed the assignment** then click 'Upload from this device' which is at the bottom left. Select the file you wish to upload and click attach. It will appear under your work. Hand it in by clicking Hand in.
- If you have completed work by hand then take a picture of it so it is saved on your device. Then select 'Upload from this device' to find your picture. You could copy the picture onto a word document and edit it further if you wish.
- **If you haven't started your assignment yet**, you can create a new one here.



- Or go to word, create and save your document and use the "Upload from this device button"

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- Now you can see my work is added at the bottom of my page.
- It all saves automatically.
- You can open it up and edit it whenever you like until you are happy with the final version.
- The teacher will see that you have submitted your work.



- When you are ready to hand it in, just click Hand in.
- Only you and your teacher can see your work

Useful tips

- Be patient with technology. Sometimes technology doesn't work straight away. Perhaps the internet is slow, maybe Microsoft Teams has frozen. It happens! Simply log off and come back to it when you are ready.
- Be patient with yourself. Sometimes we get frustrated or confused when things don't happen straight away. We are all learning new things together. Simply log off and come back to it when you are ready.
- Follow the advice on this page, seek help from friends and family. There are teachers on hand ready to help you with Teams. Just email itsupport@chantryschool.com, mpalmer@chantryschool.com or Jdowding@chantryschool.com for specific advice with Teams – BUT ONLY IF YOU HAVE GONE THROUGH THIS BOOKLET!
- If you message your teacher, please be mindful that you may not get an immediate response. You can expect a response in around 48 hours. Alternatively, you might find the answer on your TEAMS page, in the instructions, or from your peers instead.