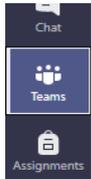
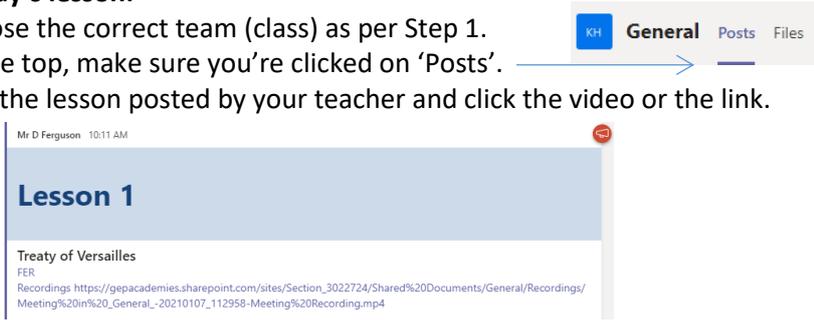
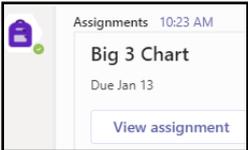


How to Use Microsoft Teams – Student Guide

[Teams to replace the SLE from 18 January 2021]

Topic	Subtopic	Steps
Overview	What is 'Teams'?	<ul style="list-style-type: none"> • All lessons and work will be set on Teams instead of the SLE from 18 January 2021 • Teams allows teachers and students to easily communicate with each other. • Each 'Team' is a class, tutor group, year group, etc. • Teams allows students to watch lessons, write and hand-in assignments, answer quizzes, receive feedback and ask questions all in one place.
How to Log-in	Option 1: Use school emails	<ol style="list-style-type: none"> 1. Open your school emails as normal 2. Click the 'waffle' in the top left corner (9-dots in a square) and select 'Teams' 
	Option 2: Download it	<ol style="list-style-type: none"> 1. Google 'Microsoft Teams' 2. Click 'Download Microsoft Teams' 3. Go to your Downloads and open the program 4. Type in your school email and password when it asks you to
	Option 3: Use Kings Website	<ol style="list-style-type: none"> 1. Go to the Kings website. 2. Go to 'Students' and 'Student Hub' at the top. 3. The 'SLE' button in the Student Hub will now take you to Teams instead of the SLE.
	Option 4: Use the Mobile App	<ol style="list-style-type: none"> 1. Download the Microsoft Teams App from where you would normally download apps on your mobile, tablet, etc. 2. Enter your log-in details as if logging in to your school emails, the SLE, etc. 3. You will receive notifications when teachers post work for you to do. <p>Note: Using the App is great for receiving notifications, but will not allow you to complete your work. Please use a desktop computer or laptop to complete work.</p>
How to find my lessons each day	Step 1: Find my class	<p>Find the right 'team' (class):</p> <ol style="list-style-type: none"> 1. Open Teams using one of the options above. 2. Click the 'Teams' tab on the left-hand side. 3. Find the class you have that day and click on it.  
	Step 2: Watch the lesson	<p>Find today's lesson:</p> <ol style="list-style-type: none"> 1. Choose the correct team (class) as per Step 1. 2. At the top, make sure you're clicked on 'Posts'. 3. Find the lesson posted by your teacher and click the video or the link. 
	Step 3: Complete the work (assignments)	<ol style="list-style-type: none"> 1. After you've completed the lesson, look for other posts from your teacher that will have the assignment(s) you need to complete. 2. Click on the assignment and it will open in Word, PowerPoint, etc. 3. Type your answers directly into the document. 4. Click 'Return' when finished to submit it automatically to your teacher. <p>Note: Teachers will give you feedback directly on the assignment!</p> 
	Step 4: Complete the quiz	<ol style="list-style-type: none"> 1. After you've submitted the assignment, look for another post from your teacher for the end of lesson quiz. 2. Click the link, answer the questions and click 'submit' when you're finished. 