

# Standards and expectations during a live Teams lesson

## You need to select a suitable location to base yourself

- You must **NOT** be on or in your bed when in a Teams lesson
- Ensure you are in a space that means you cannot be disturbed
- The Teams lesson is only for you and not for anyone else in your home, so they must not be with you during the lesson

## You must be dressed as you would be in school

- You must be fully clothed with your shoulders covered
- No pyjamas or inappropriate wear

## Your background must be neutral

- Ensure you have a suitable background with no personal photos or details on display
- You need to turn on **blur** in your background settings when in the lesson

## You are not to record or screenshot any lesson through Teams or a 3<sup>rd</sup> party device

- You should not attempt to record or screenshot any part of the lesson, if you do not understand something or need clarification, then ask your teacher

## You can only use the chat function when instructed to do so by your teacher

- Teams chat functions are not to be utilised to contact other students, even if your communication is about the work.
- Teams is strictly for communication with your teacher
- When typing and sending any text this must always be done in an appropriate manner with **no derogatory language or obscene images**

## During the lesson make sure your microphone is muted

- This will make sure there is no feedback when the teacher is presenting.

# Joining a live Teams lesson

This is an opportunity for your teachers to deliver live lessons remotely. You can hear from the teachers what you need to do and ask the important questions to succeed with your work.

## Accessing a Teams live lesson

- You'll receive an email invitation to an online lesson from your teacher To accept it, just click the green check-mark in the invitation.

## There are several ways you can join your online lesson when it starts.

- If you have Teams open, once your teacher begins the lesson, you'll see a pop-up notification at the bottom right corner of your screen announcing the start of the lesson. Select **Join** to join the meeting.
- You can also go to your Teams calendar. All of your online lessons are listed there. To join a meeting, double-click the lesson, and then select **Join** in the upper right corner.
- Right-click the lesson in your calendar and select **Join online**.

# Microsoft Teams Student guide for assignments

**How to use assignments in Microsoft Teams**

**Opening assignments**

In your Teams area select the Assignments button to see all classes and assignments

**Accessing assignments**

1 Select the class you want to see assignments for.

2 Click on the assignment, you want to work on.

3 Hand in your assignment work. Due tomorrow at 23:59

When finished you then hand in your work by clicking this button.

Here you will see what you have been added to do.

Use this to upload any work you need your teacher to mark.

Check this for any grading criteria attached.

**Adding work to an assignment**

Click the 'Add work' button to go into your files. Only select the work you need your teacher to see.

Tick the work you want to include, this can be a Word document, PowerPoint or even a photo or picture. The file cannot exceed 50 mb in size.

Use this page to add the work you need your teacher to see. You can add any file from your OneDrive, but this cannot exceed 50 mb in size.

**Rubric - Grading Criteria**

You can see exactly what you need to do for any grading criteria your teacher has set. They will select the appropriate grading box for you when you hand in your work.

A 'Rubric' is a way for you and your teacher to help evaluate your work. Your teacher is able to create a customisable grading rubric for you to reference throughout so you know exactly what you have to do.

**Handing work in**

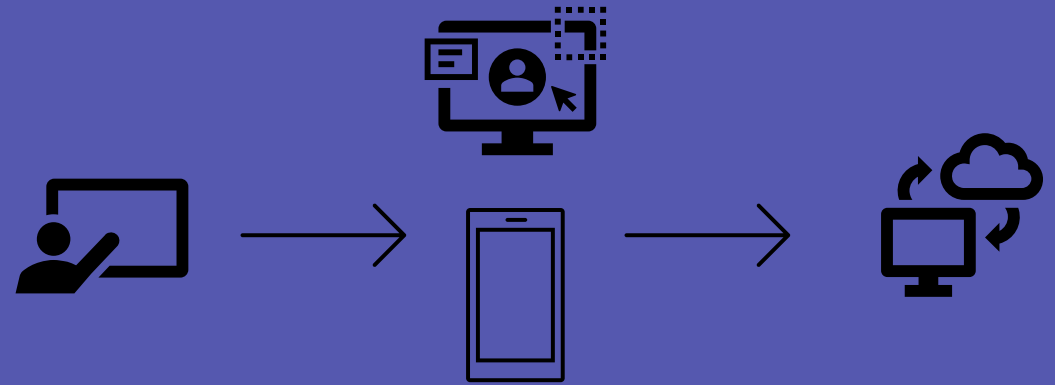
When you have attached all of your work, you simply click the 'Hand in' button and your work will go straight to your teacher.

If you've made a mistake or need to add something additional to your work, simply select the 'Undo hand-in' and your work will be returned to you.

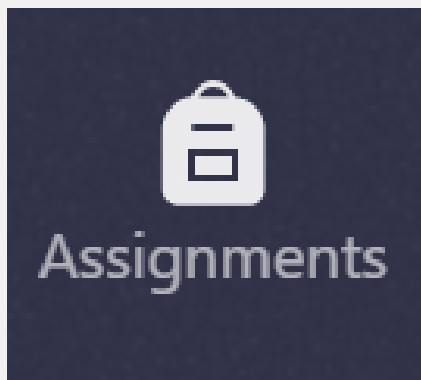
Don't forget once you've added anything extra to then press 'Hand in' again.

When you are ready to turn in your work to your teacher, simply click the 'Hand in' button. If you need your work back to add something or amend, simply click the 'Undo hand-in' button.

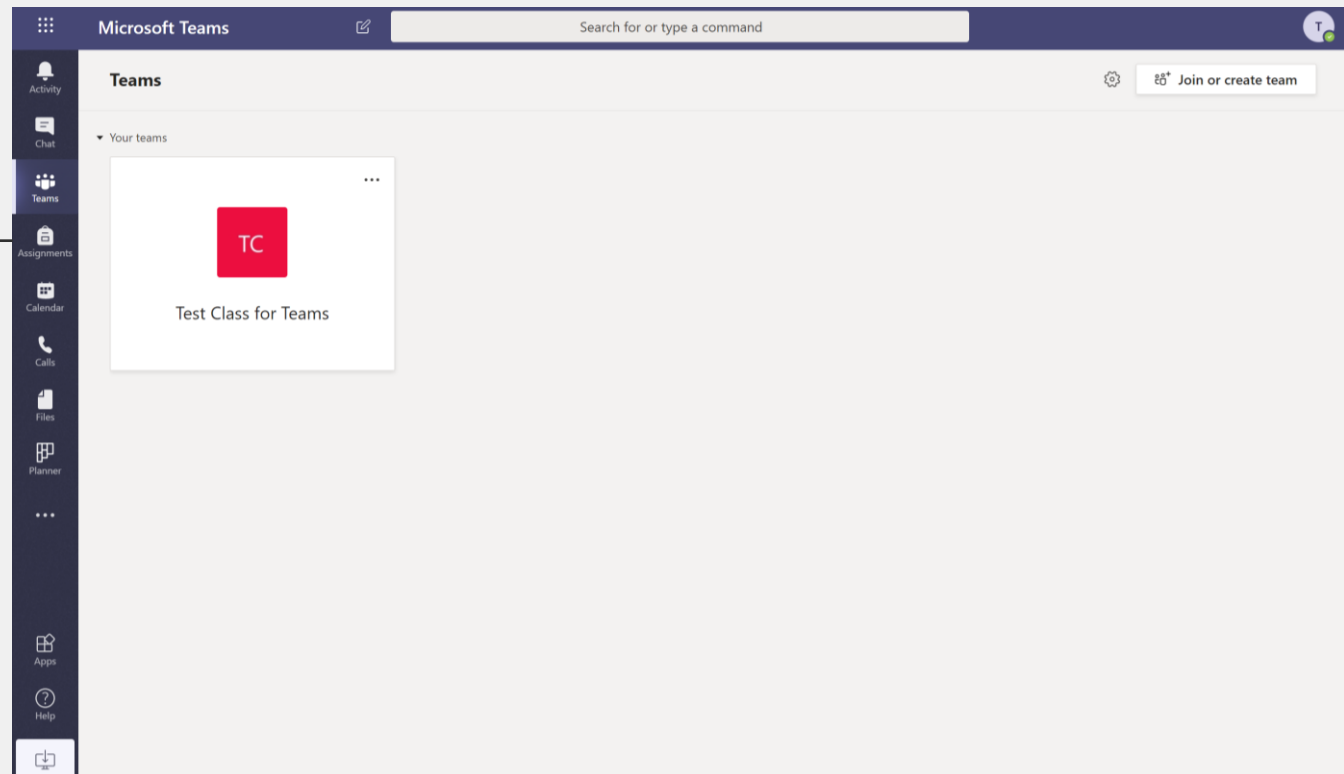
# How to use assignments in Microsoft Teams

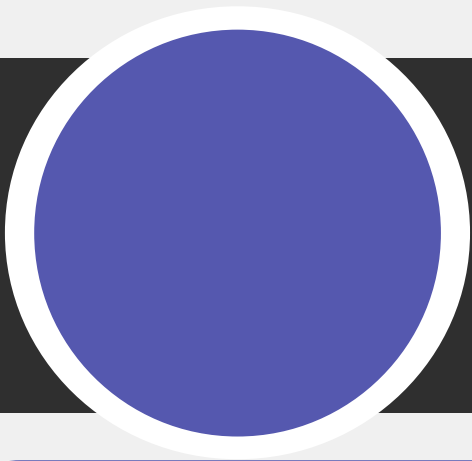


## Opening assignments



In your Teams area select the Assignments button to see all classes and assignments





# Accessing assignments

Choose a class

Search classes



L Level 3 Sport and Physical Activity

T Test Class for Teams



Next

# 1

Select the class you want to see assignments for.

Assigned (1)

Hand in your assignment work  
Due tomorrow at 23:59

Completed

Click on the assignment you want to work on.

# 2

When finished you then hand in your work by clicking this button



Hand in

Here you will see what you have been asked to do

## Hand in your assignment work

Due tomorrow at 23:59

Instructions

You need to complete your assignment and then upload your documents to Teams.

1. Upload a Word document
2. Upload a PowerPoint
3. Hand in your work
4. If you receive any feedback make sure you improve your work and then re-submit

My work

+ Add work

Points  
No points

Rubric

How to hand in assignments

Check this for any grading criteria attached

Use this to upload any work you need your teacher to mark

# 3

# Adding work to an assignment

The screenshot shows the OneDrive Attachments interface. On the left, there is a sidebar with options: OneDrive, New file, Link, Teams, and Upload from this device. The main area displays a table of attachments:

✓	Name	Modified
	Economic_Cycles_Final.pptx	Today
✓	Teams OneNote walkthrough.docx	Today

At the bottom right, there are 'Cancel' and 'Attach' buttons. A 'My work' section on the right contains an '+ Add work' button. Two callout boxes provide instructions: one points to the 'Teams OneNote walkthrough.docx' row, and another points to the '+ Add work' button.

Hand in your assignment work  
Due tomorrow at 23:59  
Instructions  
You need to complete your assignment and then upload your work.

1. Upload a Word document
2. Upload a PowerPoint
3. Hand in your work
4. If you receive any feedback make sure you improve your work

My work  
+ Add work

Tick the work you want to include, this can be a Word document, PowerPoint or even a photo or picture.

*The file cannot exceed 50 mb in size.*

Click the **'Add work'** button to go into your files. Only select the work you need your teacher to see.

Use this page to add the work you need your teacher to see.

You can add any file from your OneDrive, but this cannot exceed 50 mb in size.

# Rubric - Grading Criteria

Rubric

How to hand in assignments

How to hand in assignments

Handing in assignments

<b>Excellent</b> You have successfully uploaded your work to Teams.	<b>Poor</b> You have not uploaded your work to Teams	<b>N/A</b> This step is not necessary
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Returning an assignment

<b>Excellent</b> You have successfully updated and edited your assignment from the feedback provided	<b>Poor</b> You have not updated and edited your assignment from the feedback provided	<b>N/A</b> This step is not necessary
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Close

You can see exactly what you need to do for any grading criteria your teacher has set. They will select the appropriate grading box for you when you hand in your work

A 'Rubric' is a way for you and your teacher to help evaluate your work.

Your teacher is able to create a customisable grading rubric for you to reference throughout so you know exactly what you have to do.

# Handing work in

Hand in

This screenshot shows the 'Hand in your assignment work' interface. At the top right, there is a blue button labeled 'Hand in'. The interface includes a 'Back' link, a 'Points' section with 'No points', and a 'Rubric' section with a link to 'How to hand in assignments'. The 'Instructions' section states: 'You need to complete your assignment and then upload your documents to Teams.' Below this, there is a list of instructions: 1. Upload a Word document, 2. Upload a PowerPoint, 3. Hand in your work, and 4. If you receive any feedback make sure you improve your work and then re-submit. The 'My work' section shows a document titled 'Teams OneNote walkthrough.docx' with a plus icon and 'Add work' button below it.

When you have attached all of your work, you simply click the **Hand in** button and your work will go straight to your teacher

This screenshot shows the 'Hand in your assignment work' interface after submission. At the top right, there is a blue button labeled 'Undo hand-in'. The interface includes a 'Back' link, a 'Points' section with 'No points', and a 'Rubric' section with a link to 'How to hand in assignments'. The 'Instructions' section states: 'You need to complete your assignment and then upload your documents to Teams.' Below this, there is a list of instructions: 1. Upload a Word document, 2. Upload a PowerPoint, 3. Hand in your work, and 4. If you receive any feedback make sure you improve your work and then re-submit. The 'My work' section shows a document titled 'Teams OneNote walkthrough.docx' with a plus icon and 'Add work' button below it. A status message at the top right indicates 'Handed in Thu 14 May 2020 at 13:37 ✓'.

If you've made a mistake or need to add something additional to your work, simply select the **Undo hand-in** and your work will be returned to you.

Don't forget once you've added anything extra to then press **Hand in** again.

When you are ready to turn in your work to your teacher, simply click the 'Hand in' button

If you need your work back to add something or amend, simply click the 'Undo hand-in' button