

Logging in

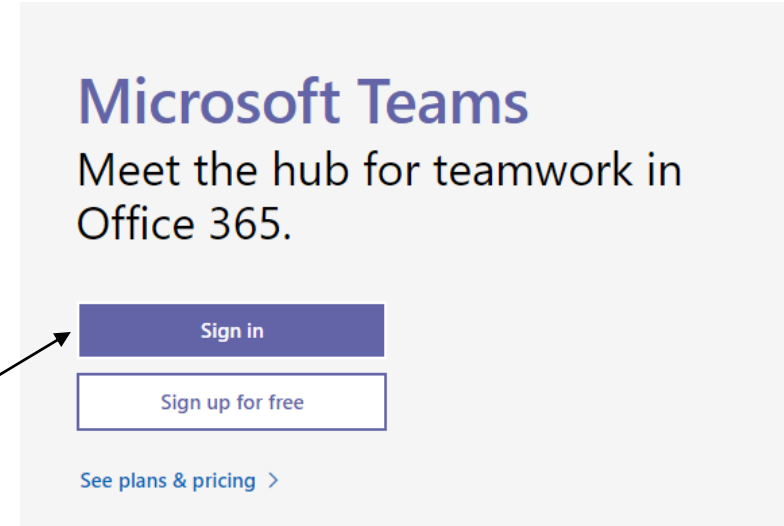
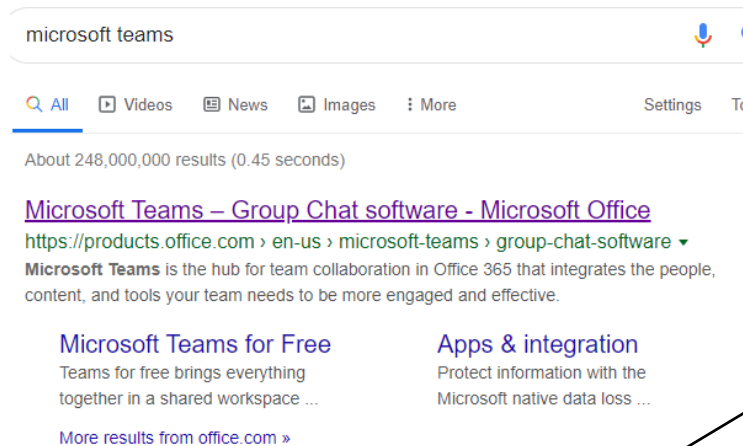
There are 3 ways you can access Microsoft Teams:

- 1) Web page - <https://teams.microsoft.com>
- 2) Download Microsoft Teams onto your desktop - <https://products.office.com/en-gb/microsoft-teams/download-app#desktopAppDownloadregion>
- 3) Download Microsoft Teams app on your phone

1. Logging on using Web page

You must use Google Chrome as Internet Explorer doesn't work – this can be accessed through the Start menu –(Microsoft Edge also works)

Type into Google 'Microsoft Teams'



Click on 'Sign in' with Email address

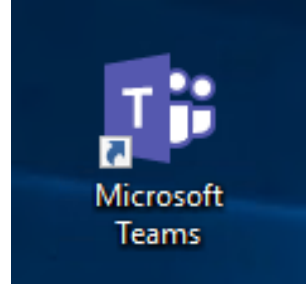
You can access Teams on laptops at home using your email and password – or using the phones and downloading the App.

To log on you need to know your email address: Firstname.lastname@oasisshirleypark.org

2. Logging on using Desktop

Click on the Microsoft Teams App on the Desktop

Sign in with Email address

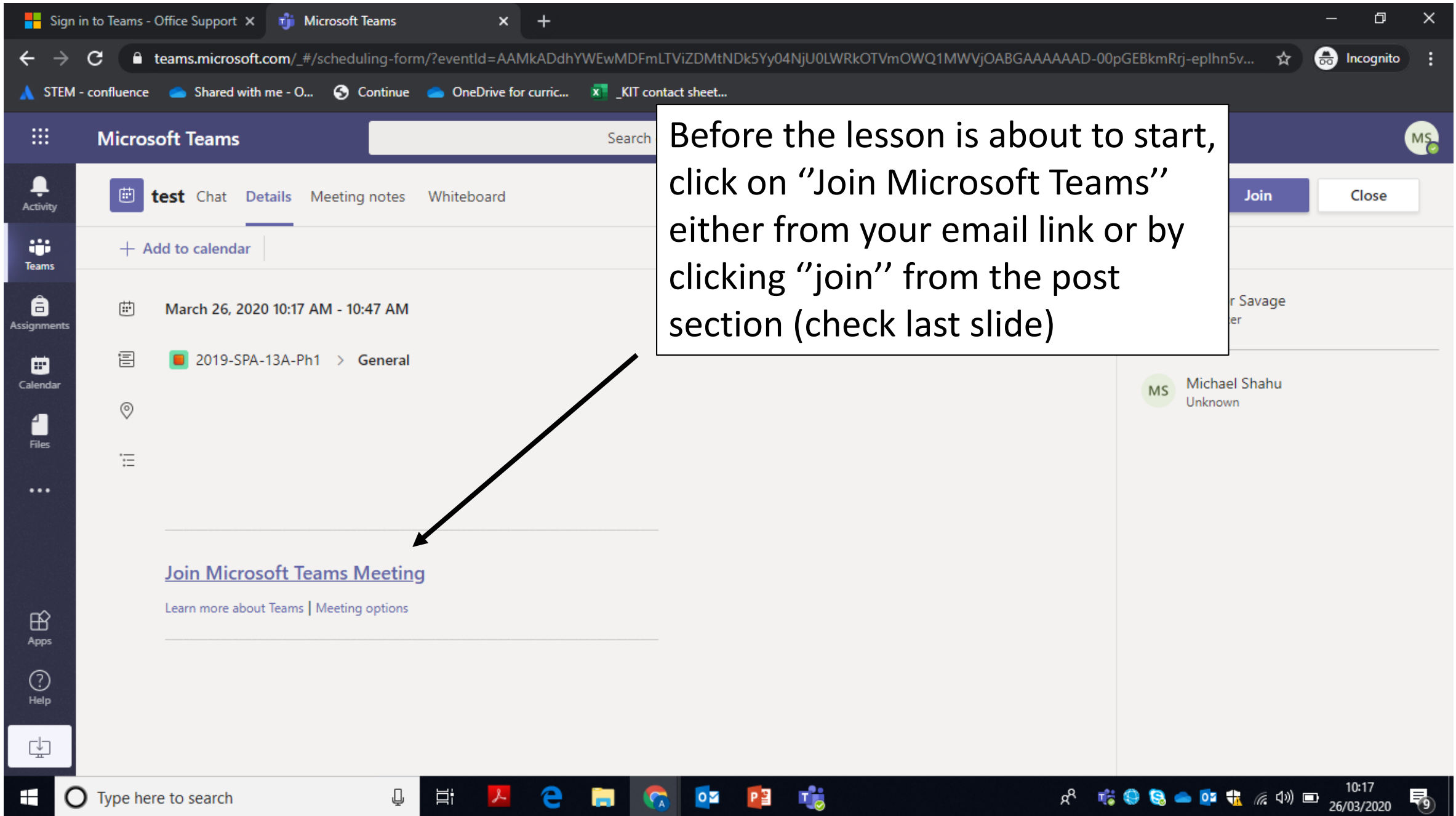


Once set up, Teams should boot up automatically when your laptop is switched on

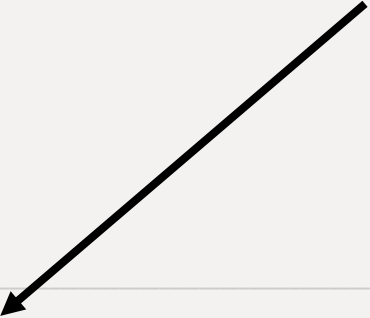
Joining an online lesson

An email will be sent to you by each teacher to join a lesson so make sure you check your emails. You can also see what time the lesson is on the "post" section within each of your "Teams"

The screenshot displays the Microsoft Teams web interface. On the left, a navigation pane shows 'Your teams' with '2019-SPA-13A-Ph1' selected, and its 'General' channel. The main area shows a chat post from 'Eleanor Savage' at 10:16 AM, titled 'Scheduled a meeting'. The post content includes a calendar icon, the word 'test', and the meeting details: 'Thursday, March 26, 2020 @ 10:17 AM'. A black arrow points from the text box above to this meeting announcement. The bottom of the screen shows the Windows taskbar with the time 10:16 and date 26/03/2020.



Before the lesson is about to start, click on "Join Microsoft Teams" either from your email link or by clicking "join" from the post section (check last slide)



[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

This screen will show up where you will need to turn your microphone 'off' before you click on 'Join now'

The screenshot shows the Microsoft Teams pre-join interface in a web browser. The browser tabs include 'Sign in to Teams - Office Support', 'Meeting | Microsoft Teams', and 'Incognito'. The address bar shows the URL: teams.microsoft.com/_#/pre-join-calling/19:580e4eb54caa482e9bbc049aadb053d7@thread.skype. The Teams interface features a left-hand navigation pane with icons for Activity, Teams, Assignments, Calendar, Files, Apps, and Help. The main content area is titled 'Choose your audio and video settings for test' and displays a large green circle with the initials 'MS'. Below this is a blue 'Join now' button. At the bottom of the settings panel, there are three controls: a video camera icon with a toggle switch (currently off), a microphone icon with a toggle switch (currently on), and a 'Devices' gear icon. An orange arrow points from the text box to the microphone toggle switch. Below the settings panel, there are 'Other join options' including 'Audio off', 'Phone audio', and 'Add a room'. The Windows taskbar at the bottom shows the search bar, task view, and various application icons, with the system tray displaying the time as 10:18 and the date as 26/03/2020.

The screenshot shows a Microsoft Teams meeting in progress. The main window displays a video call with a woman named Eleanor Savage, who is smiling. The interface includes a top navigation bar with the Microsoft Teams logo and a search bar. On the left side, there is a vertical sidebar with icons for Activity, Teams, Assignments, Calendar, Files, Apps, and Help. At the bottom of the meeting window, a control bar shows the time as 00:23 and icons for mute, video, chat, and other meeting functions. The Windows taskbar is visible at the very bottom, showing the search bar and various application icons.

Your teacher will appear on the screen and will be ready to start teaching you. Please ensure you follow all instructions set by your teacher.

Opening and submitting assignments

Sign in to Teams - Office Support x General (2019-SPA-13A-Ph1) | M x +

teams.microsoft.com/_#/conversations/General?threadId=19:580e4eb54caa482e9bbc049aadb053d7@thread.skype&ctx=channel

STEM - confluence Shared with me - O... Continue OneDrive for curric... x _KIT contact sheet...

Microsoft Teams Search or type a command

Teams

Activity

Teams

Your teams

2019-SPA-13A-Ph1

General

Calendar

Files

Apps

Help

Join or create a team

General Posts Files Class Notebook Assignments Gra

Thursday, March 26, 2020 @ 10:17 AM

Meeting ended: 3m 4s

Reply

Meeting ended: 1m 32s

Reply

Last read

Assignments 10:25 AM

Zig Zag Paper 3A Set 1

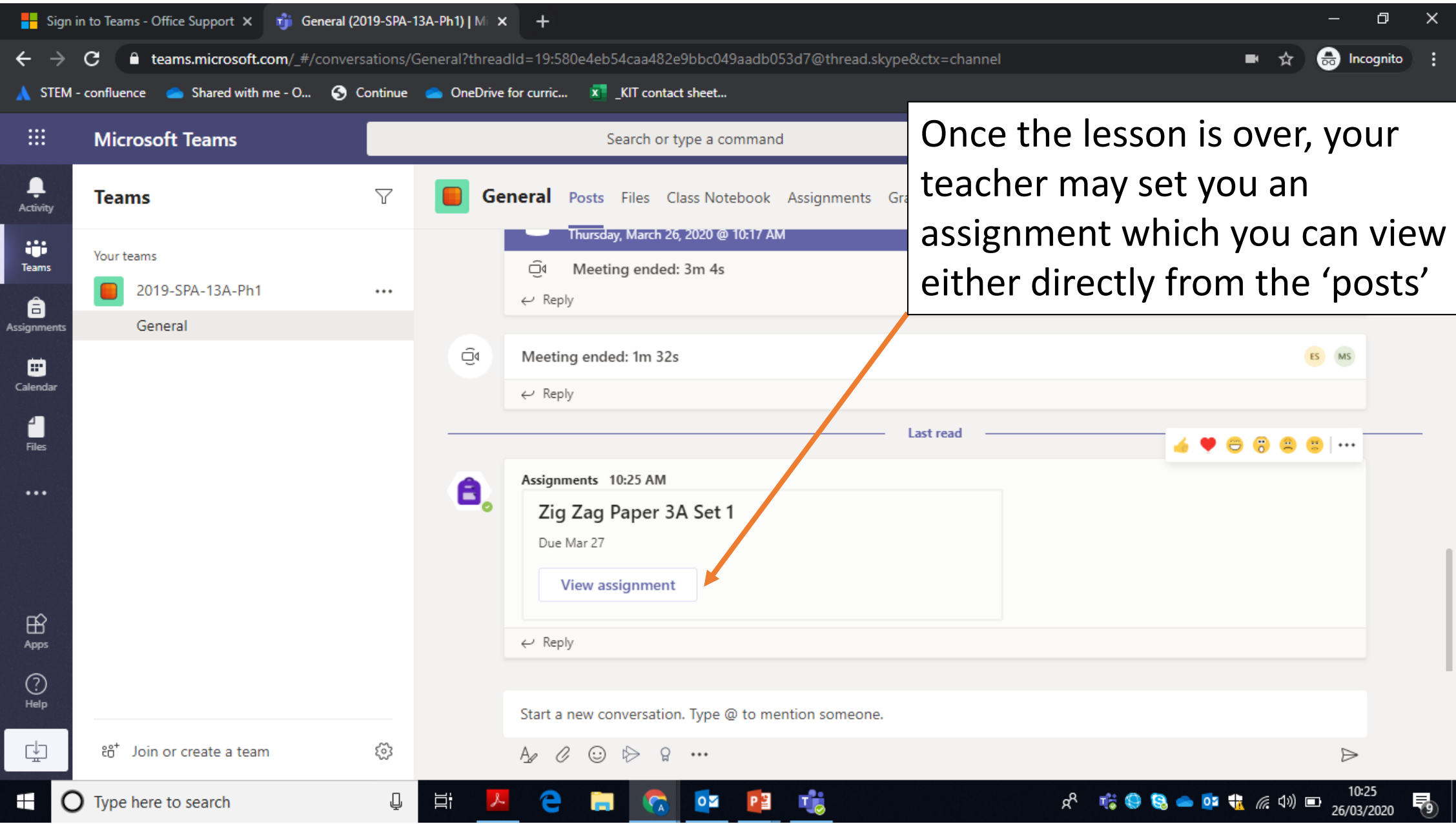
Due Mar 27

View assignment

Reply

Start a new conversation. Type @ to mention someone.

10:25 26/03/2020



Once the lesson is over, your teacher may set you an assignment which you can view either directly from the 'posts'

Sign in to Teams - Office Support x Assignments | Microsoft Teams x +

teams.microsoft.com/_#/apps/66ae93-507d-479a-a3ef-8f494af43945/sections/classroom

STEM - confluence Shared with me - O... Continue OneDrive for curric... _KIT contact sheet...

Microsoft Teams Search or type a command MS

Activity 2 2019-SPA-13A-Ph1

Teams

Assigned (1)

Zig Zag Paper 3A Set 1
Due tomorrow at 9:00 AM

Completed

Calendar

Files

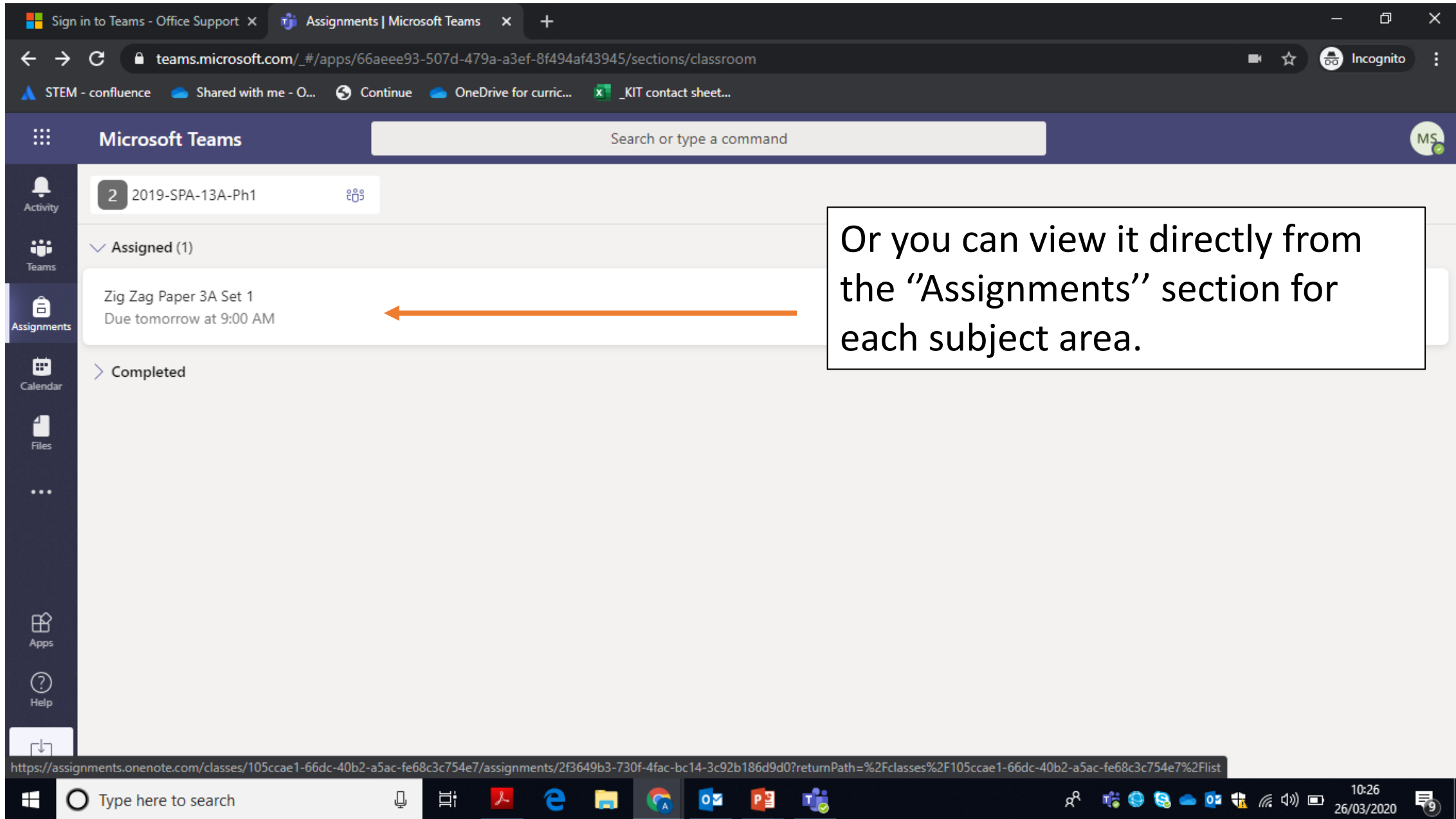
Apps

Help

https://assignments.onenote.com/classes/105ccae1-66dc-40b2-a5ac-fe68c3c754e7/assignments/2f3649b3-730f-4fac-bc14-3c92b186d9d0?returnPath=%2Fclasses%2F105ccae1-66dc-40b2-a5ac-fe68c3c754e7%2Flist

Type here to search

10:26 26/03/2020



Or you can view it directly from the "Assignments" section for each subject area.

Sign in to Teams - Office Support x Assignments | Microsoft Teams x +

teams.microsoft.com/_#/apps/66ae93-507d-479a-a3ef-8f494af43945/sections/classroom

STEM - confluence Shared with me - O... Continue OneDrive for curric... x _KIT contact sheet...

Microsoft Teams Search or type a command MS

Activity Teams Assignments Calendar Files Apps Help

< Back

Zig Zag Paper 3A Set 1

Due tomorrow at 9:00 AM

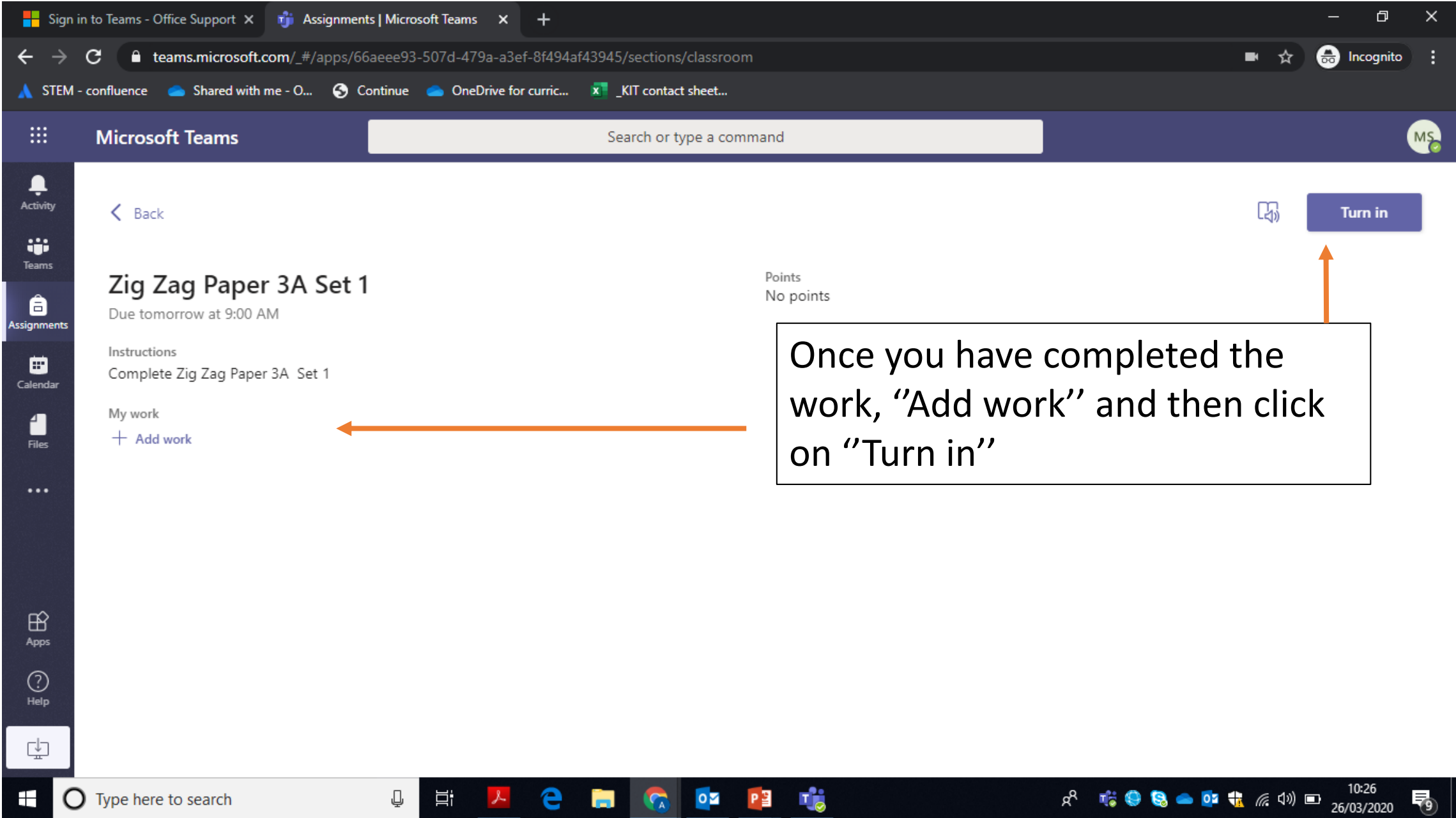
Instructions
Complete Zig Zag Paper 3A Set 1

My work
+ Add work

Points
No points

Turn in

Once you have completed the work, "Add work" and then click on "Turn in"

The image is a screenshot of a Microsoft Teams web browser interface. At the top, there are browser tabs and a search bar. The main content area shows an assignment titled "Zig Zag Paper 3A Set 1" with a due date of "tomorrow at 9:00 AM". Below the instructions, there is a "My work" section with an "Add work" button. To the right, there is a "Points" section showing "No points" and a "Turn in" button. A white text box with a black border contains the instruction: "Once you have completed the work, 'Add work' and then click on 'Turn in'". Two orange arrows point from this text box: one to the "Add work" button and another to the "Turn in" button. The Windows taskbar is visible at the bottom, showing the search bar and various application icons.

Sign in to Teams - Office Support x Assignments | Microsoft Teams x +

teams.microsoft.com/_#/apps/66aeee93-507d-479a-a3ef-8f494af43945/sections/classroom

STEM - confluence Shared with me - O... Continue OneDrive for curric... _KIT contact sheet...

Microsoft Teams Search or type a command MS

Activity Teams Assignments Calendar Files Apps Help

< Back Turn in

Zig Zag Paper 3A Set 1

Points
No points

Due tomorrow at 9:00 AM

Instructions
Complete Zig Zag Paper 3A Set 1

My work

Zig zag paper 3.docx

+ Add work

Once you have completed the work, "Add work" and then click on "Turn in"

Type here to search 10:27 26/03/2020

Sign in to Teams - Office Support x (2) Assignments | Microsoft Team x +

teams.microsoft.com/_#/apps/66aeee93-507d-479a-a3ef-8f494af43945/sections/classroom

STEM - confluence Shared with me - O... Continue OneDrive for curric... _KIT contact sheet...

Microsoft Teams Search or type a command MS

1 Activity

2 2019-SPA-13A-Ph1

Assigned (0)

Completed (1)

Zig Zag Paper 3A Set 1

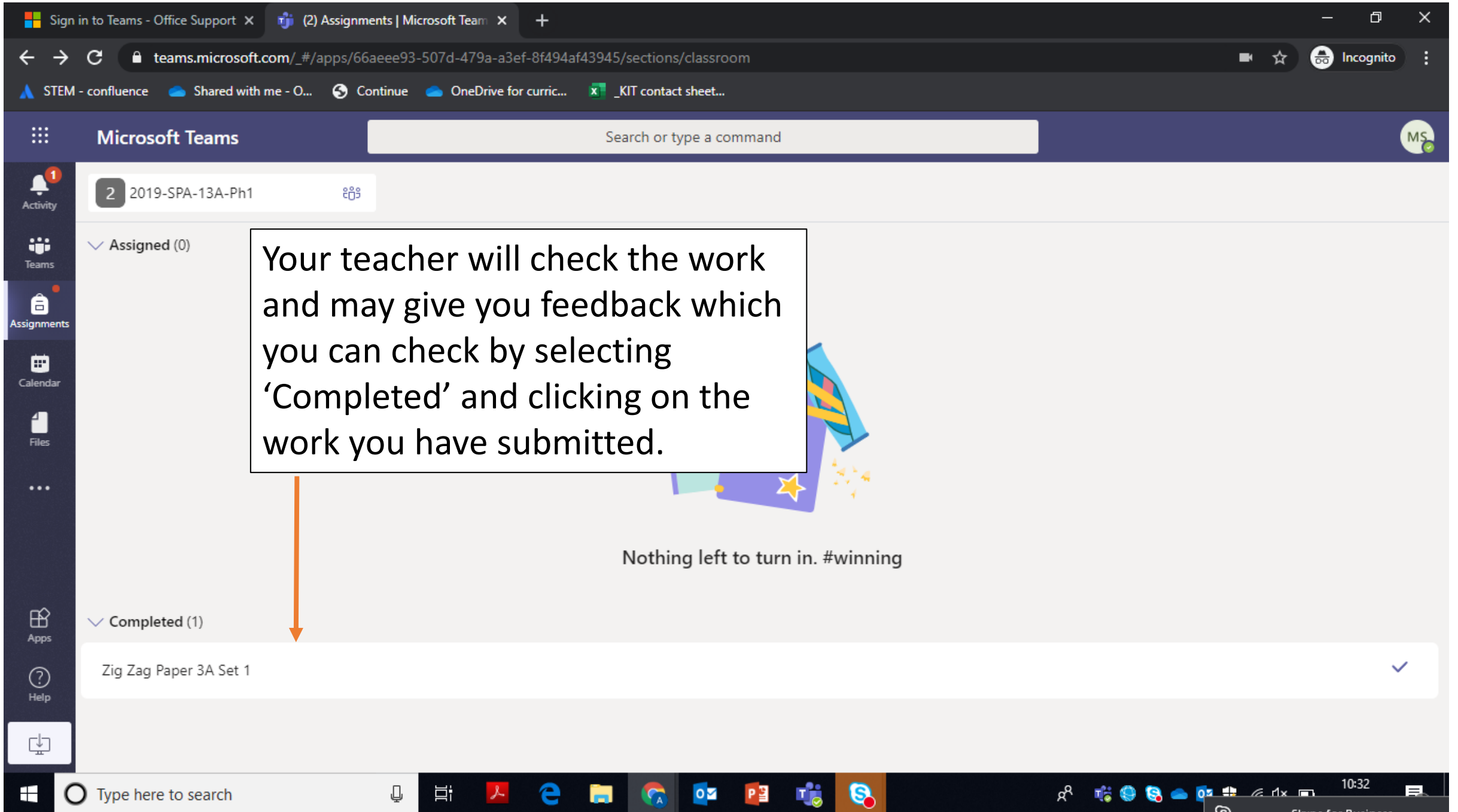
Nothing left to turn in. #winning

Type here to search

10:32

Slams for Business

Your teacher will check the work and may give you feedback which you can check by selecting 'Completed' and clicking on the work you have submitted.

The image is a screenshot of a Microsoft Teams web browser interface. At the top, there are browser tabs and the address bar showing the URL 'teams.microsoft.com'. Below the browser, the Microsoft Teams header is visible with a search bar. On the left side, there is a navigation pane with icons for Activity, Teams, Assignments, Calendar, Files, and Help. The main content area shows a list of assignments for a class named '2019-SPA-13A-Ph1'. The 'Assigned' section is currently empty, while the 'Completed' section contains one item: 'Zig Zag Paper 3A Set 1'. A white text box with a black border is overlaid on the screen, containing the text: 'Your teacher will check the work and may give you feedback which you can check by selecting 'Completed' and clicking on the work you have submitted.' An orange arrow points from the bottom of this text box to the 'Zig Zag Paper 3A Set 1' assignment card. In the background, there is a decorative graphic of a blue and yellow rocket ship launching, with the text 'Nothing left to turn in. #winning' below it. The Windows taskbar is visible at the bottom of the screen.

Sign in to Teams - Office Support x (2) Assignments | Microsoft Team x +

teams.microsoft.com/_#/apps/66ae93-507d-479a-a3ef-8f494af43945/sections/classroom

Microsoft Teams Search or type a command MS

Activity Teams Assignments Calendar Files Apps Help

Back

Zig Zag Paper 3A Set 1

Due tomorrow at 9:00 AM

Instructions
Complete Zig Zag Paper 3A Set 1

My work

Zig zag paper 3.docx

+ Add work

Feedback
Work on clarity of your explanation of practical set ups

Points
No points

Returned Thu, Mar 26, 10:30 AM Turn in again

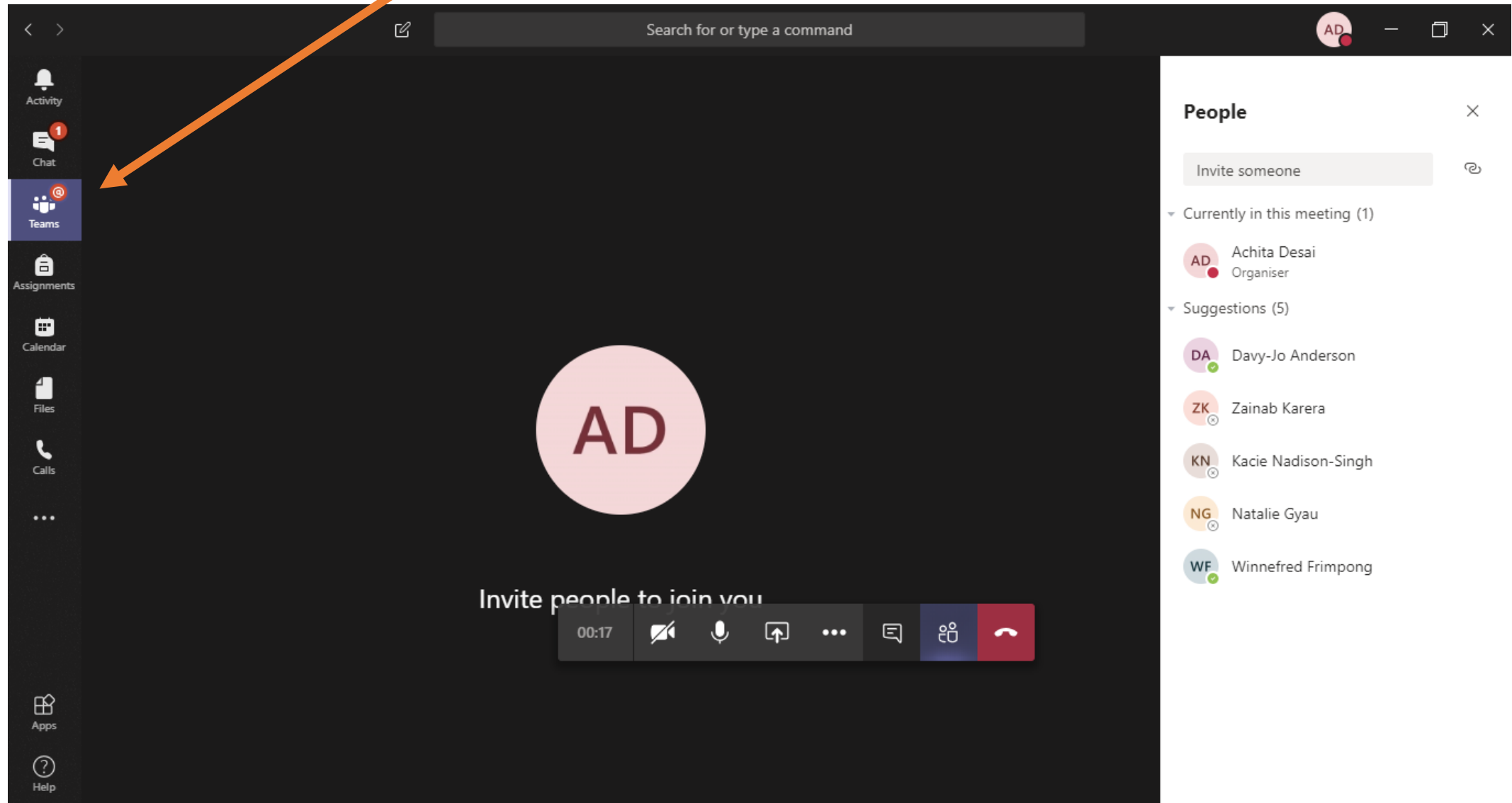
If you have any feedback, it will appear up here!

Type here to search

10:32 26/03/2020

Using Class notebook

If your teacher asks you to work in your class note book, click on "Teams" during the call



Then select the correct subject/class

The screenshot displays the Microsoft Teams application interface. At the top, there is a dark blue header with the 'Microsoft Teams' logo on the left and a search bar containing the text 'Search or type a command'. On the right of the header, there is a user profile icon labeled 'WF'. Below the header, the main area is titled 'Teams' and includes a 'Join or create team' button. A section titled 'Your teams' contains three team cards. The first card, 'Year 13 - Biology', features a DNA double helix icon and is highlighted with a light grey background. An orange arrow originates from a yellow text box at the top of the image and points directly to this card. The second card is 'Year 13 Chemistry' with a pink 'Y1' icon. The third card is '13 Sociology - LGI' with a green '1S' icon. A vertical sidebar on the left side of the interface contains icons for Activity, Teams, Assignments, Calendar, Files, Apps, and Help. At the bottom of the screen, the Windows taskbar is visible, showing the search bar and several open application icons.

Finally, click on "Class Notebook" where you will see the tasks you need to complete during or after the lesson

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Teams, Assignments, Calendar, Files, and Help. The main area displays a team named "Year 13 - Biology" with a DNA helix icon. The "General" channel is selected, and the "Class Notebook" tab is active. The notebook content includes a title "Lesson 1 - Photosynthesis" and a list of five questions. At the bottom, there is a challenge question. The Windows taskbar is visible at the very bottom.

Microsoft Teams

Search or type a command

WF

All teams

Year 13 - Biology

General

General Posts Files **Class Notebook** Assignments Grades

2019-SPA-13B-Bi1 Year 13 - Biology Notebook

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Lesson 1 - Photosynthesis

Answer do now questions below:

1. State the word equation for photosynthesis
2. Where does photosynthesis take place?
3. Name the two stages of photosynthesis
4. Name 2 photosynthetic pigments
5. What wavelength of light is absorbed by photosystem I?

Challenge: Describe where redox reactions take place during photosynthesis



Type here to search



15:27
30/03/2020

Click on the arrow which is the navigation panel

The screenshot shows the Microsoft Teams application interface. On the left is a dark navigation panel with icons for Activity, Teams, Assignments, Calendar, Files, and Help. The main area displays a team named 'Year 13 - Biology' with a DNA helix icon. The 'General' channel is selected, showing a 'Class Notebook' with a lesson titled 'Lesson 1 - Photosynthesis'. The lesson content includes a list of five questions and a challenge. An orange arrow points from a yellow text box at the top to a purple arrow icon in the notebook header.

Microsoft Teams

Search or type a command

WF

All teams

Activity

Teams

Assignments

Calendar

Files

...

Apps

Help

Year 13 - Biology

General

General Posts Files **Class Notebook** Assignments Grades

2019-SPA-13B-Bi1 Year 13 - Biology Notebook

Immersive Reader Open in app Help Terms of Use

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Lesson 1 - Photosynthesis

Answer do now questions below:

1. State the word equation for photosynthesis
2. Where does photosynthesis take place?
3. Name the two stages of photosynthesis
4. Name 2 photosynthetic pigments
5. What wavelength of light is absorbed by photosystem I?

Challenge: Describe where redox reactions take place during photosynthesis

Now find your name and click on 'Class Notes' or 'Handouts' where you will find the work you need to complete

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Teams, Assignments, Calendar, Files, Apps, and Help. The main area displays a team named 'Year 13 - Biology' with a DNA helix icon. A 'General' channel is selected. At the top, there is a search bar and a 'Class Notebook' tab. Below the tab is a ribbon with 'Home', 'Insert', 'Draw', 'View', and 'Help' sections. A file explorer on the left shows a folder named 'Winnefred Frimpong' with sub-items: 'Class Notes', 'Handouts', 'Homework', and 'Quizzes'. The 'Class Notes' item is highlighted. The main content area shows a document titled 'Lesson 1 - Photosynthesis' with the following text:

Lesson 1 - Photosynthesis

Answer do now questions below:

1. State the word equation for photosynthesis
2. Where does photosynthesis take place?
3. Name the two stages of photosynthesis
4. Name 2 photosynthetic pigments
5. What wavelength of light is absorbed by photosystem I?