

# Pupil & Parent Guide to Microsoft Teams

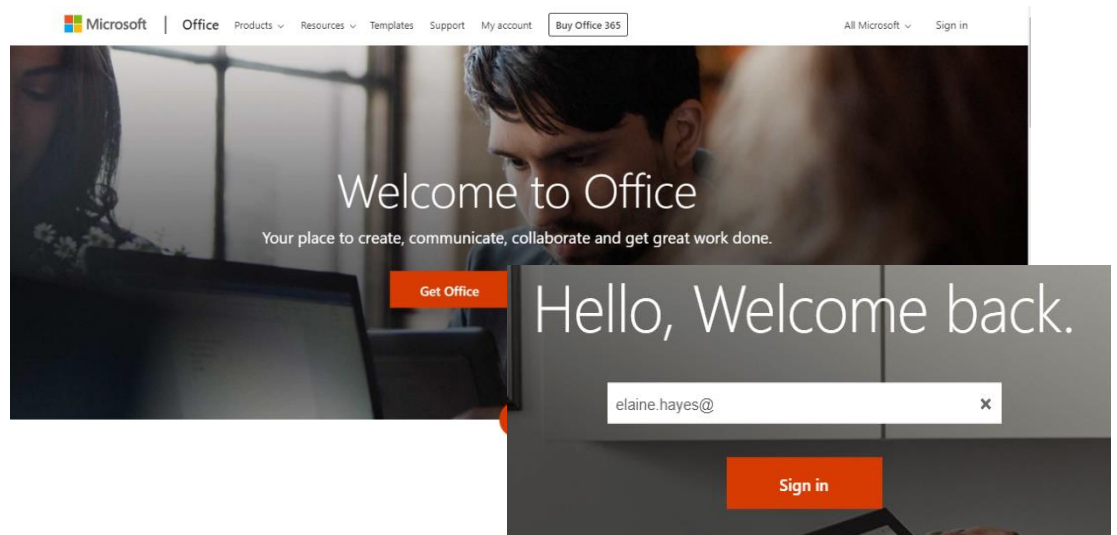


Microsoft Teams



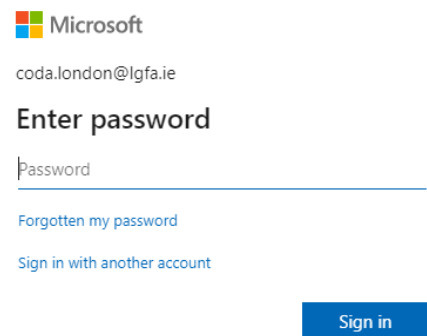
# Teams - How to Login

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to [www.office.com](http://www.office.com)



Click sign in and sign in with your full school email address

Most logins will just ask you to input your password - like my email address to the right. Some school IT systems may have a different looking screen, where you would put in your normal school username and password.

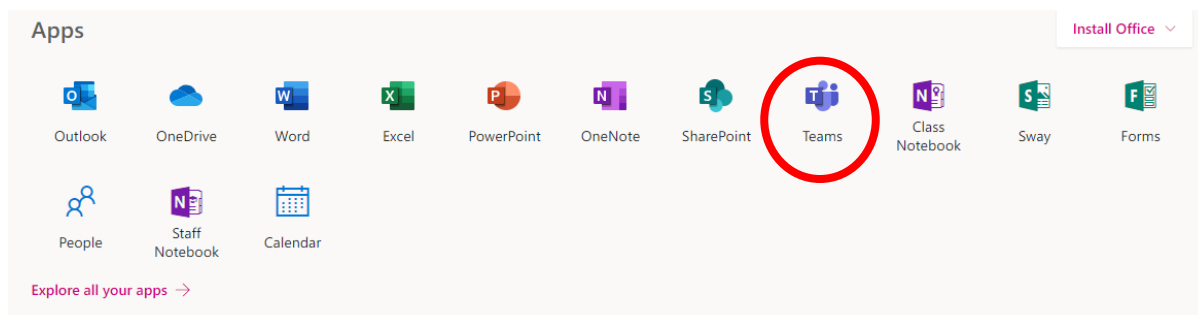


User name is as follows:

TN(Year the pupil started the school, first two letters of firstname.lastname)@stumidlandat.co.uk  
For example TN13si.trout@stumidlandat.co.uk

Once you have logged in, you will see the screen below

Click on the Teams icon



You now need to use the codes given to you to join all of your classes. Use the instructions below to do this.

## Teams - Joining Live Lessons

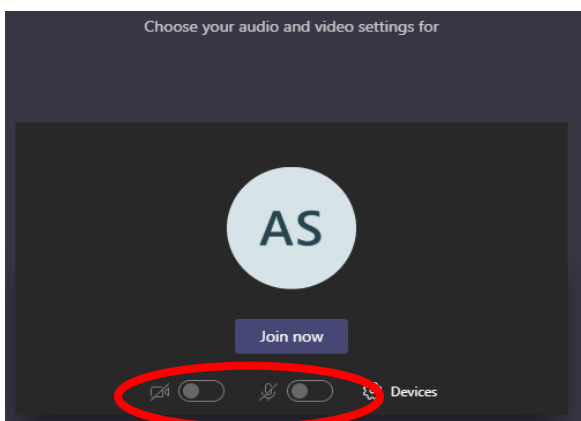
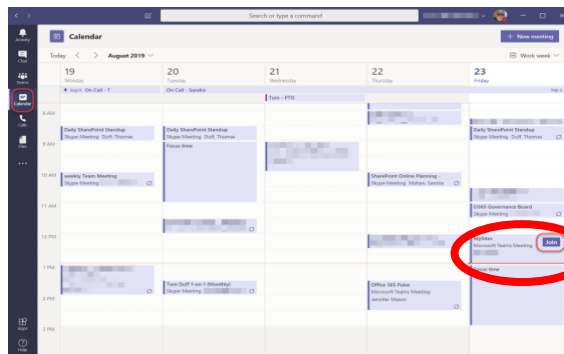
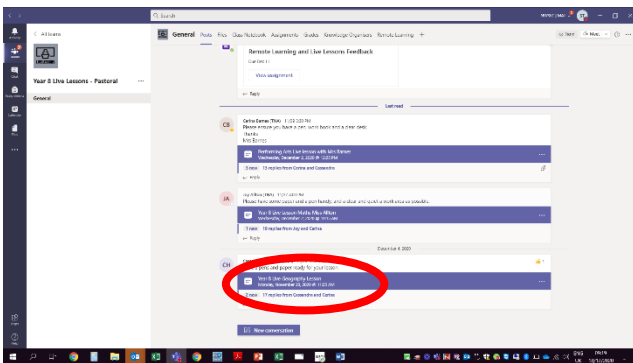
You will need to make sure you join the correct team based on your year group.

Year 7 - mhpoltx  
Year 8 - fl39sn9  
Year 9 - cu90y5n  
Year 10 - i0zdp8  
Year 11- ee6umfm



Year 8 Live Lessons -  
Pastoral

If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your timetable will show you what time your lesson starts, and you can join at any time by clicking the join button circled in red. You can also use your calendar option which may be easier to follow. And you can join by clicking on the join link. You should aim to join the lesson promptly at the designated time.



Cameras will be turned off but you will need to make sure your microphone is off.

## Teams - Join the rest of your classes using your class codes

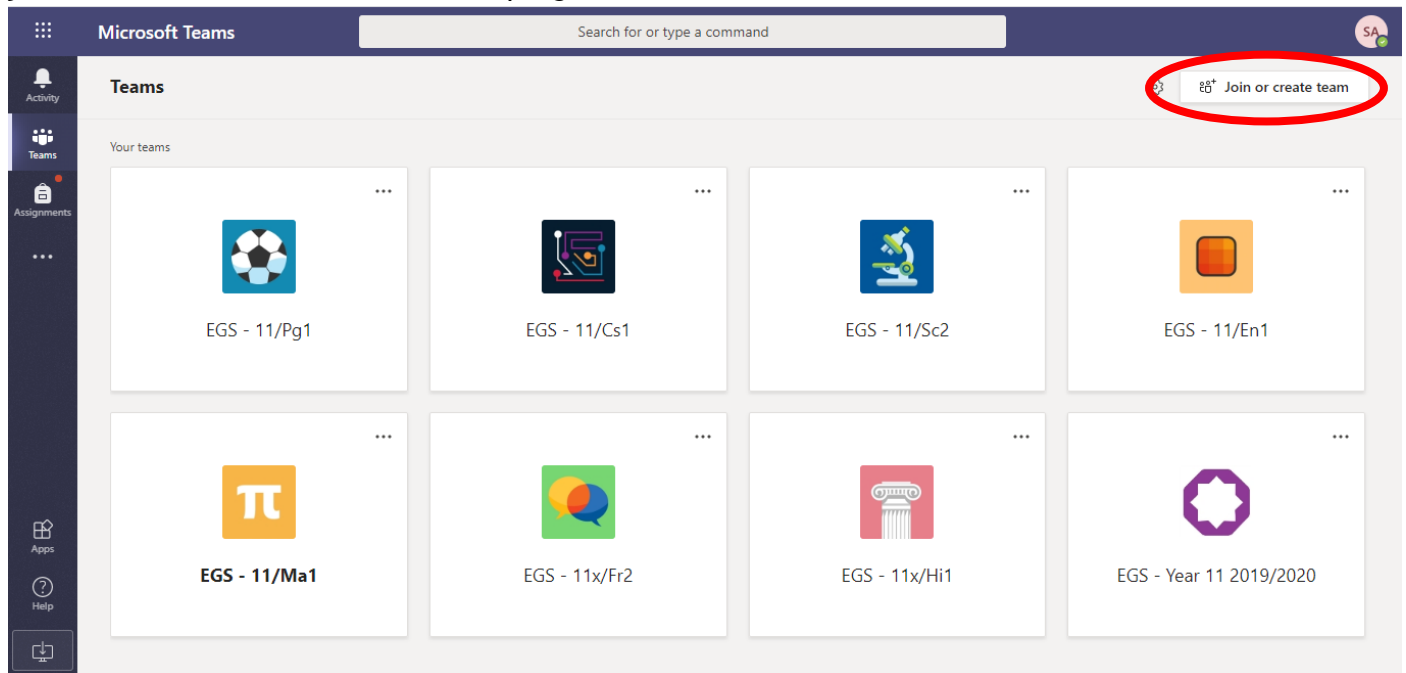
The class code is a 7-character code, made up of letters and numbers - the letters are all lower case.

You can find these here:

<https://livenwhcac.sharepoint.com/sites/MATStudents/Shared%20Documents/TNA/Class%20Codes>

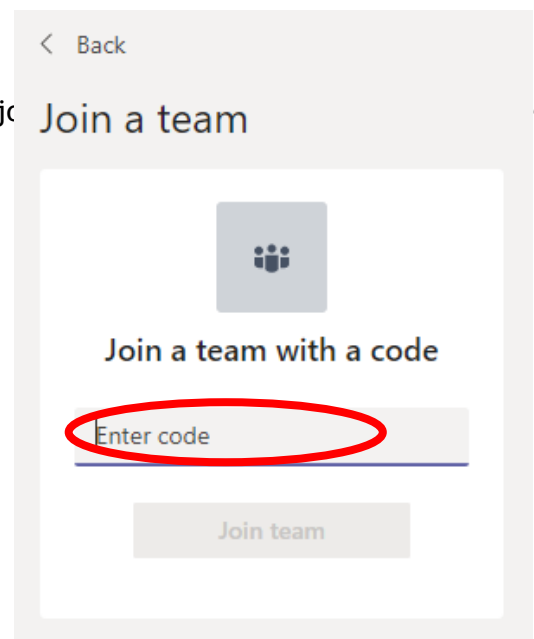
Or on [www.nuneatonacademy.co.uk/teams](http://www.nuneatonacademy.co.uk/teams)

Log into Teams, in this example the student already has some of their teams. To put in the code, click join or create a team button in the top right hand corner, circled in red.



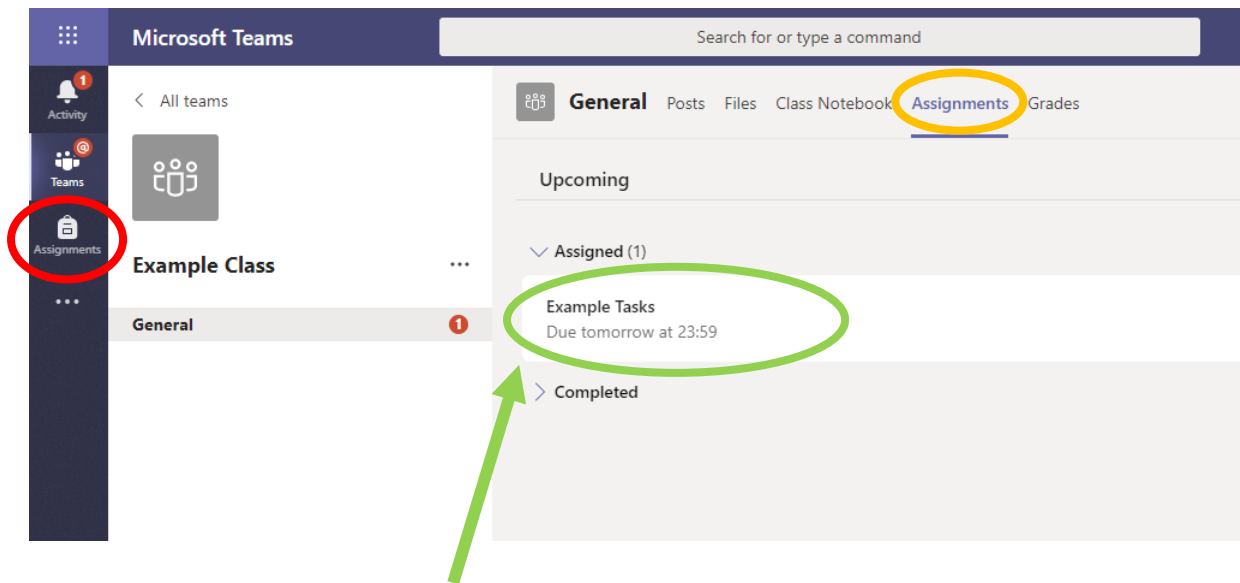
Once you click the button, this menu appears.

Put the code in that your teacher has given you and click the join team button. When inputting your team code, all the letters are lower case.



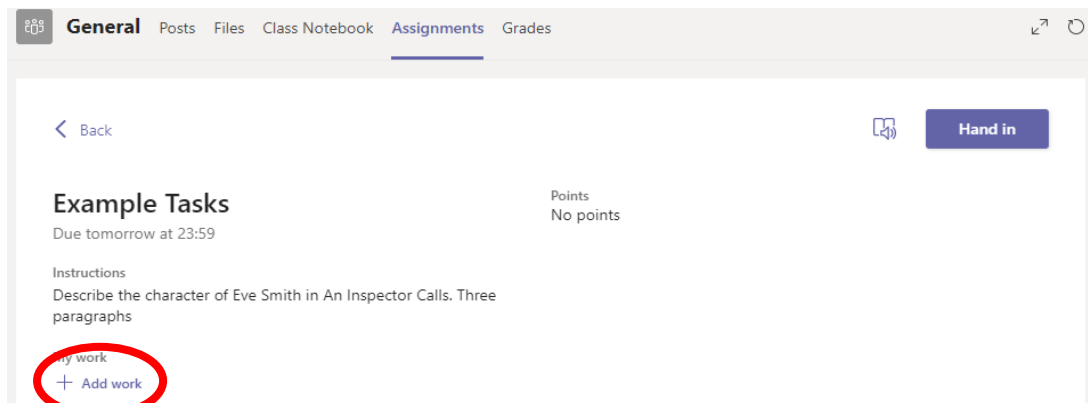
## Teams - Uploading an assignment

Your teacher can set assignment for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



Click on the assignment to access the task.

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.



OneDrive

+ New File

Link

Teams

Upload from this device

Cancel Attach

OneDrive

Name	Modified
Attachments	13 Oct 2017
Notebooks	15 Sep 2018
Computers.pptx	8 Jun 2018
Design.pptx	14 Feb 2020
Edex_Comp_Sci_GCSE_7210 (1).pptx	20 Apr 2018
Network protocols.pptx	8 Jun 2018
Presentation.pptx	3 Jul 2018
Template.docx	14 Feb 2020
python.py	14 Feb 2020

General Posts Files Class Notebook Assignments Grades

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Example Tasks

Due tomorrow at 23:59

Instructions

Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

My work

Eva Smith.docx

+ Add work

Hand In

Points

No points

All work that you are submitting should be saved using the following format. (First Name Surname and Date)

Eg.

Simon Trout 7.10.20

Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.

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Example Tasks

Due tomorrow at 23:59

Instructions

Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

My work

Eva Smith.docx

+ Add work

Returned Mon, 16 Mar, 12:30

Hand in again

Feedback

great work - please see the highlighted parts that need to be rewritten

Points

No points