



Pupil Name:	
Class:	
Email:	
Password:	

Pupil and Parent Guidance - Microsoft Teams @ SSSC



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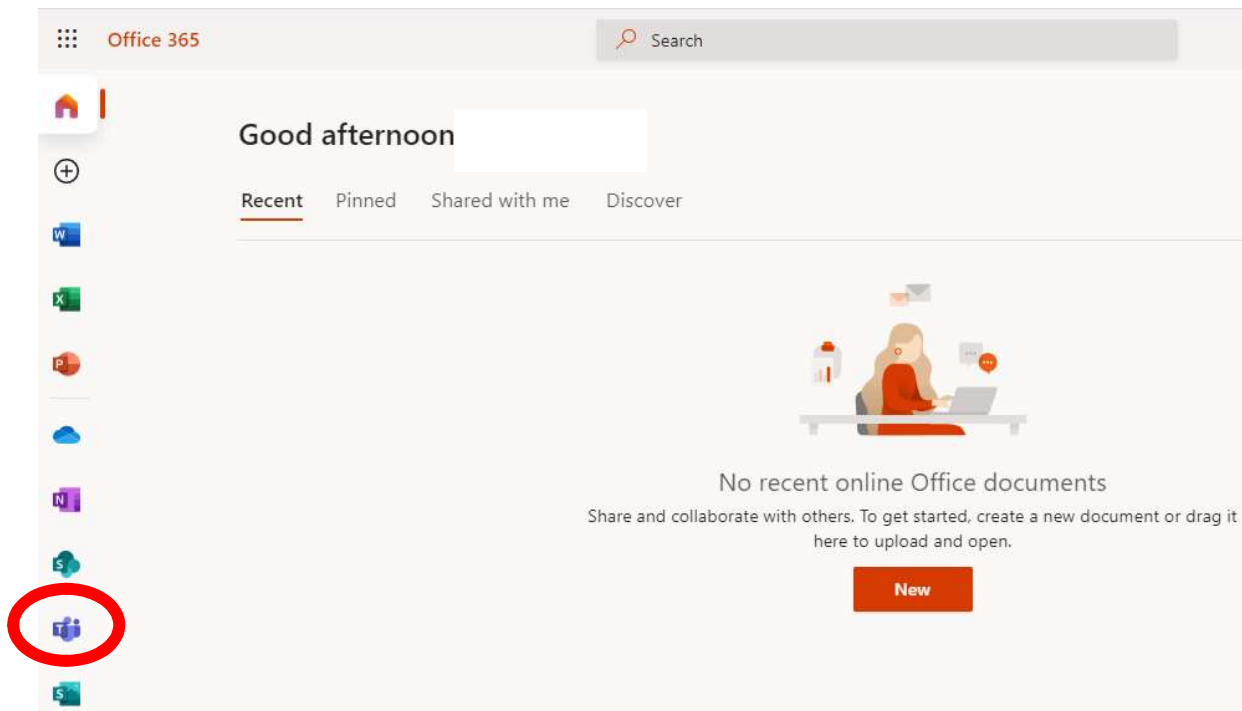
1. Logging in

Access the following link on your laptop or mobile device.

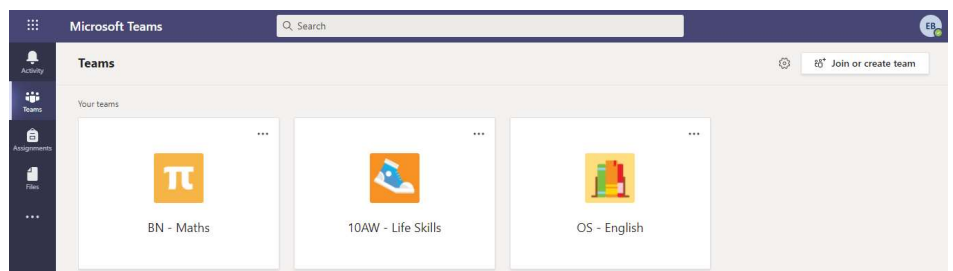
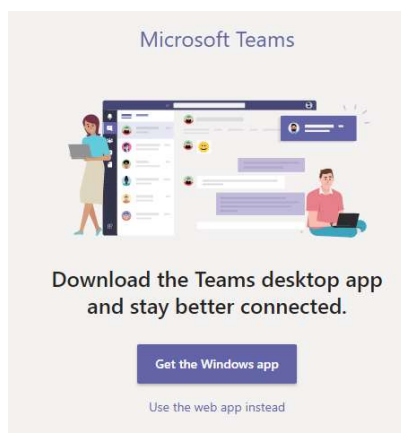
<https://www.office.com/>

Enter the email address and password on the front cover to access your account.

Once you have logged in the home screen below will greet you. Click on the 'Teams' icon on the left hand panel as highlighted below.



Select 'Continue on this browser'. Please note if you would prefer to download the 'web app instead' then this option is also available to you at this point.

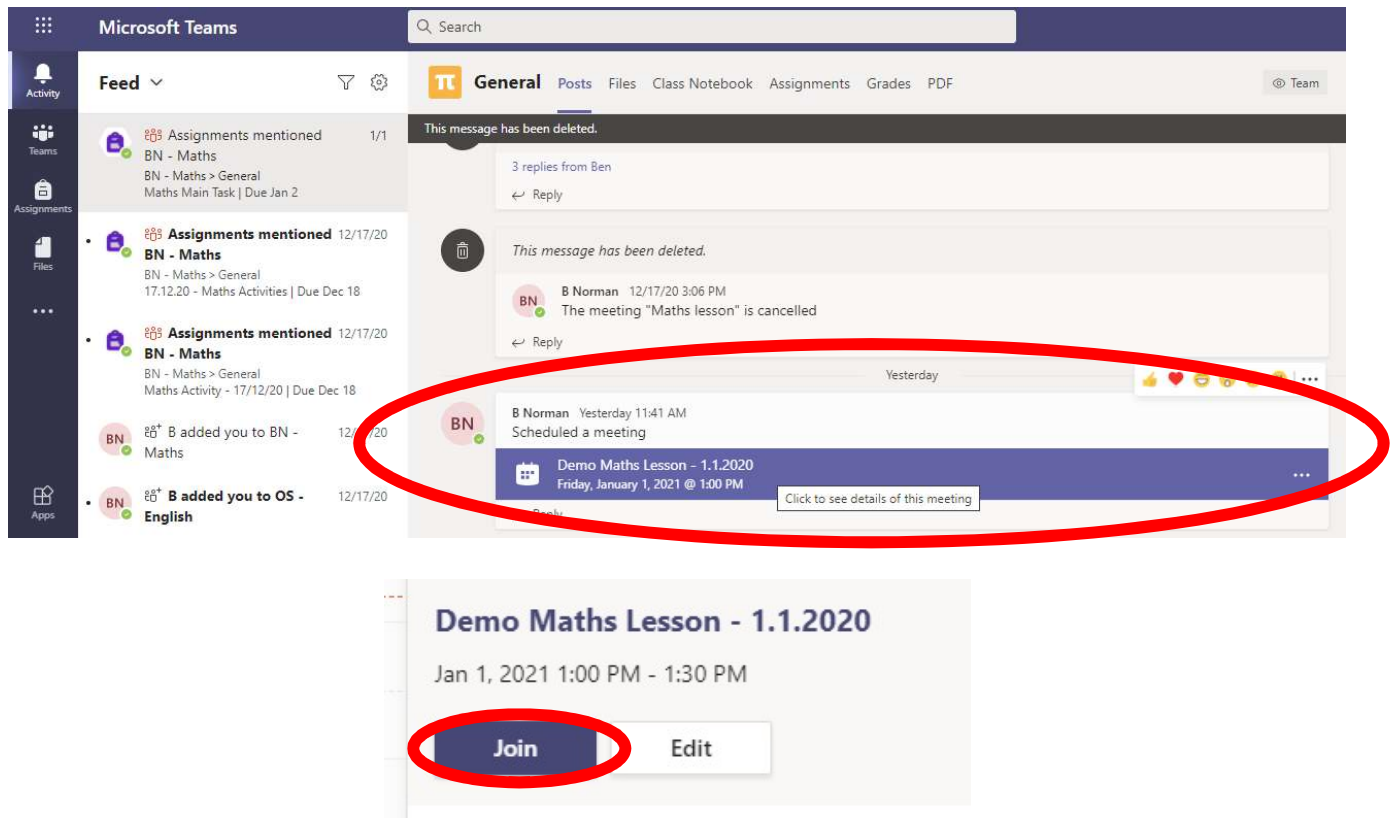


You will then see your different class teams for the various subjects you may access online – Maths, English and Life Skills. Within the Life Skills folder, your form tutor will place different subject tasks for you to complete each day.

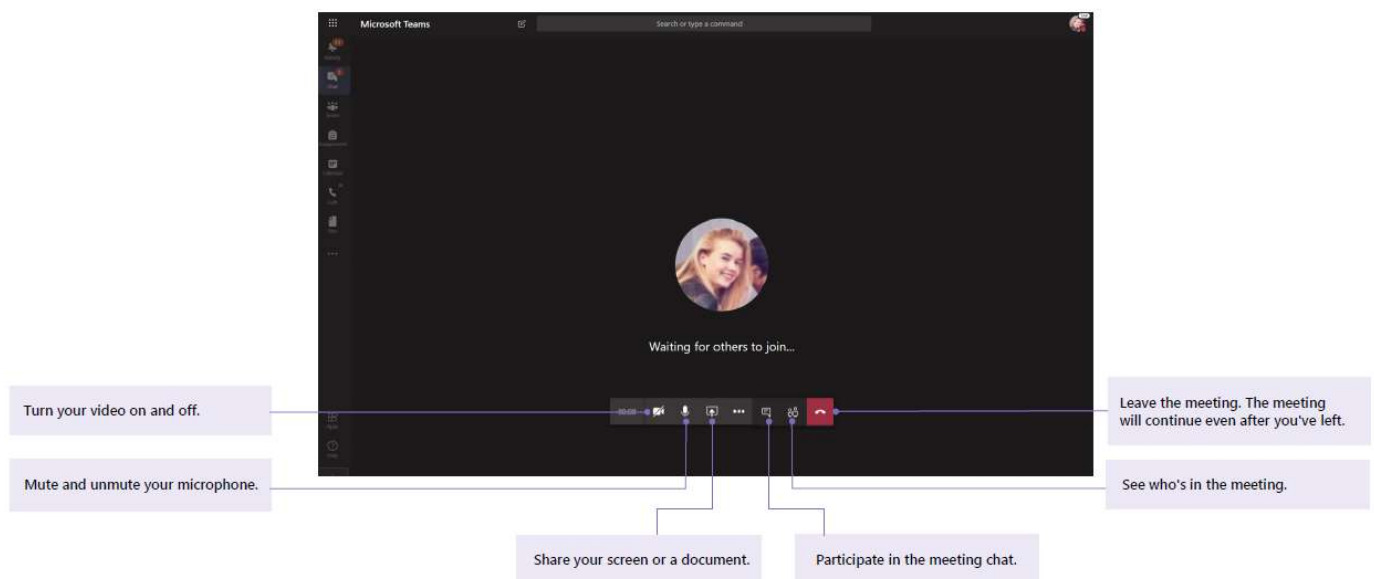
2. Accessing a video lesson

Use meetings in Teams to virtually join your teacher and classmates in online classes, study groups, presentations, and whenever you need to learn face to face.

On your activity feed, you will see details of any video lessons you have on that day. Click on the lesson and select 'Join' when it is time to meet. *Alternatively, you can also see any video lessons within your individual subject Team channels.*



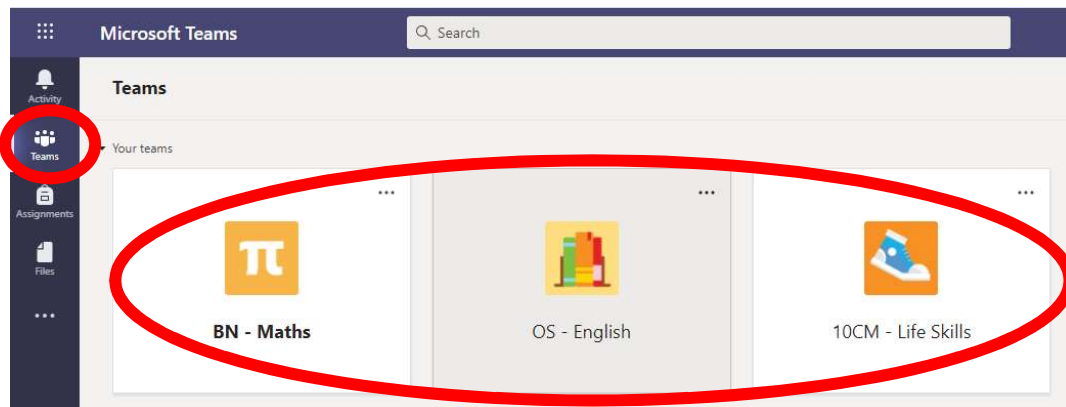
Your teacher will then accept you into your lesson when they are ready to begin. During the video lesson, the toolbar options are as shown in the screenshot below:



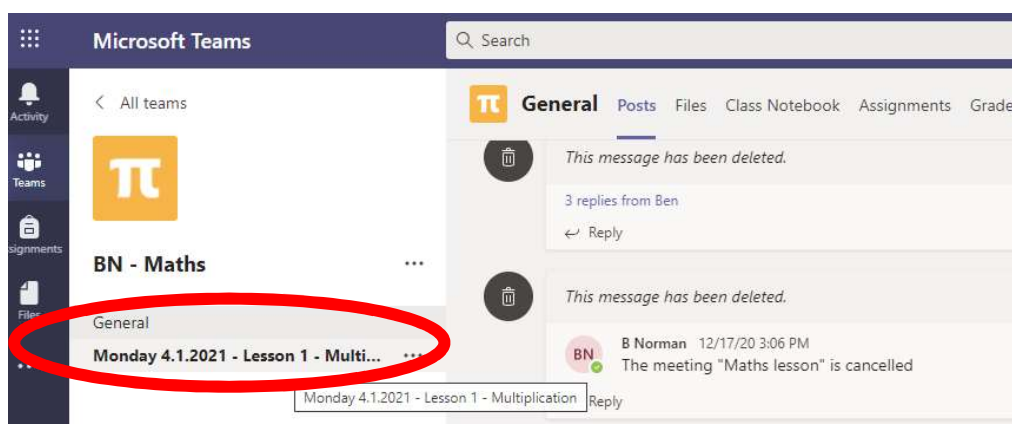
3. Accessing lesson activities

You have been provided with exercise books to complete your work whilst you are working remotely.

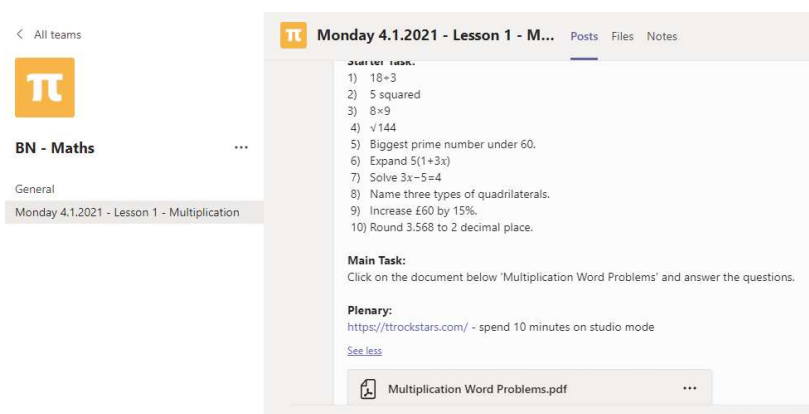
In order to access the activities you need to complete each day click on the 'Teams' icon. You will then see your different class teams for the various subjects you may access online – Maths, English and Life Skills.



Having clicked on the relevant subject you will see headings, which are individually dated.



Click on the correct date and you will then see the lesson activities your teacher has set for you to complete for that particular day. You can complete these activities within your exercise books.

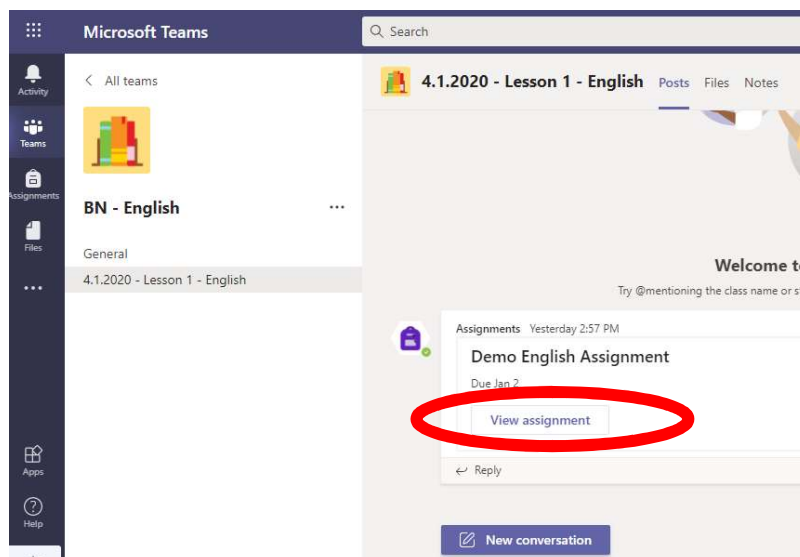


You can click on any documents your teacher has uploaded for you and they will open on your device.

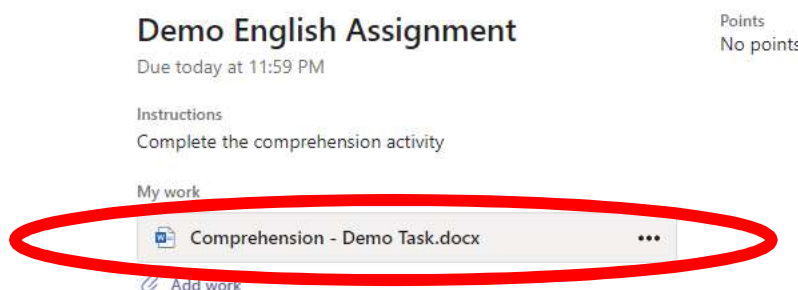
4. Completing an assignment

As part of Microsoft 365 once logged in you also get access to the online versions of various Office Software such as Word, PowerPoint and Excel. These pieces of software may be used during certain lessons to complete work set by your teacher.

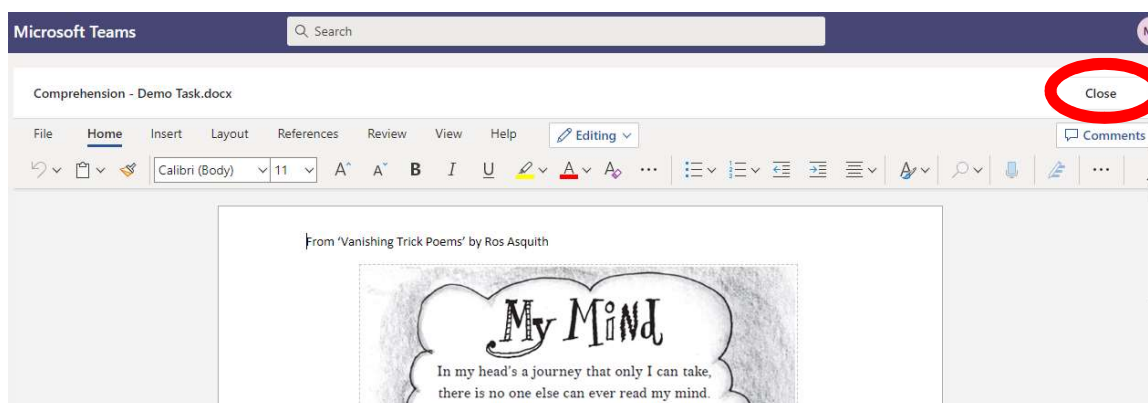
In order to complete, a task using Word or PowerPoint your teacher will set an assignment, which you will see when you access your lesson. To open the assignment click on the 'View assignment' button.



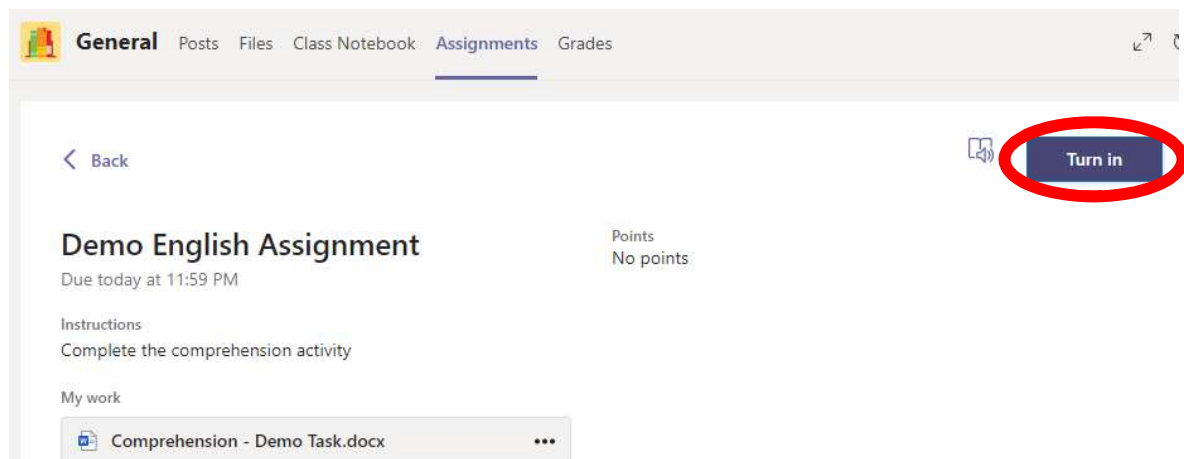
You will then be provided with some instructions for the activity and the document you are going to be working on. To open the document simply click on it.



The document will then open in the online version of the relevant software. You can simply start working on the document and it will continue to save automatically. When you are finished click on the close button at the top.



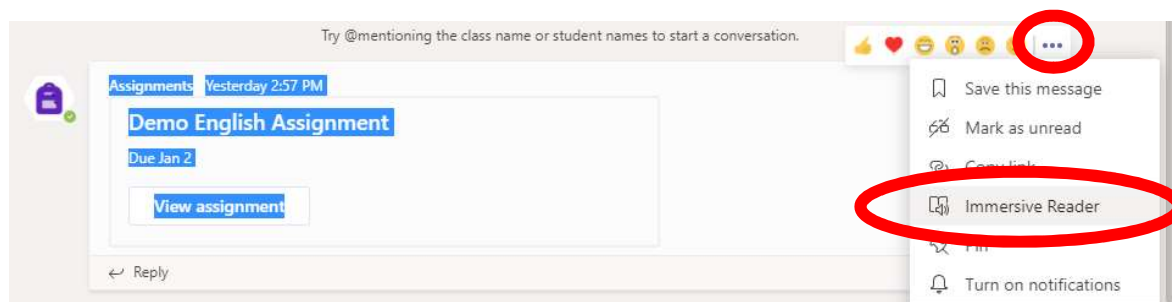
You will then return to the main page for the assignment you have been working on. If you have completed the activity you can click 'Turn in' and it will send your work to your teacher for them to view and provide you with feedback.



5. Reading Help

Microsoft provide a tool called Immersive Reader, which will read aloud any text on the page for you.

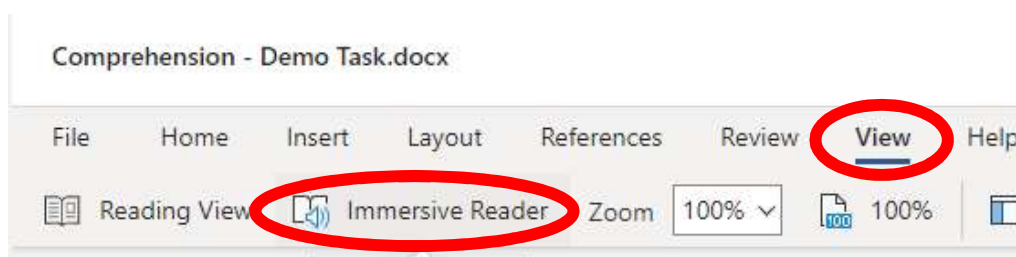
Within Teams if you highlight the text you would like to be readout you can then click on '...' and select the 'Immersive Reader' option.



You can also look for this icon:

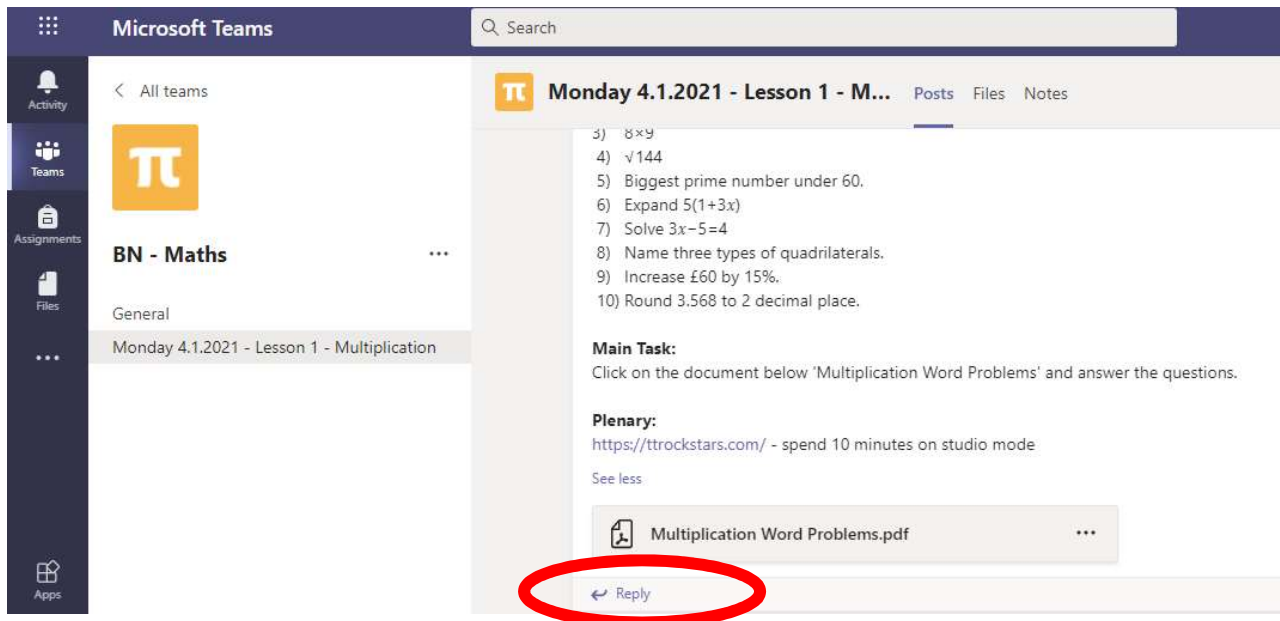


Microsoft Word also provides you with the option for text to be read aloud to you. To access this feature go to 'View' and then select 'Immersive Reader'.

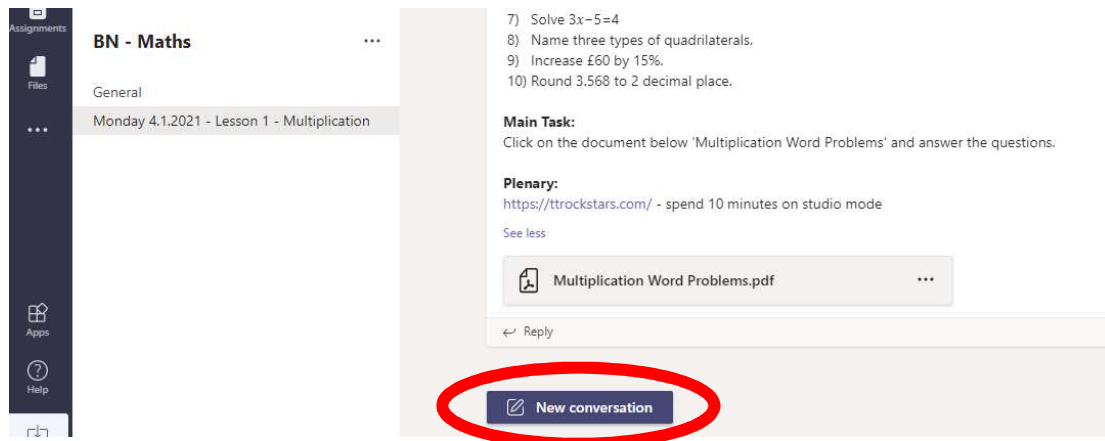


6. Getting help from your teacher

Should you require any guidance/help from your teacher you can leave comments on the lesson activities you have been set and your teacher will then respond to them. To do this simply click on the 'reply' button and write your message.



You may also start a conversation in order to receive guidance/help. To do this click on the 'New conversation' button, before typing and submitting your message.



Please note that these discussion tools are for communication with your teacher only about the activities set and are not to be used for general conversation.