



St Andrew's Academy

Pupil & Parent Guide to Microsoft Teams



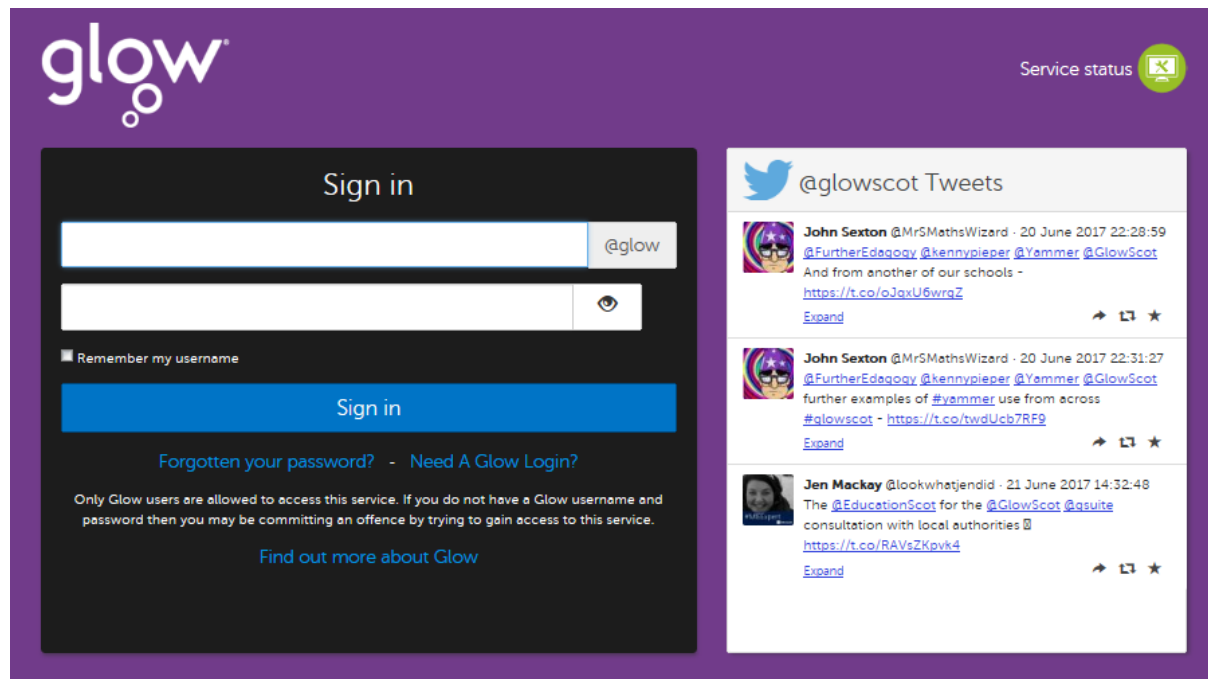
What is Microsoft Teams?

Microsoft teams is a learning platform that allows teachers and pupils to interact. It allows teachers to set work and give students feedback on their work. Teachers can also upload files and useful websites for students to access. Learners can discuss classwork and collaborate on class projects.

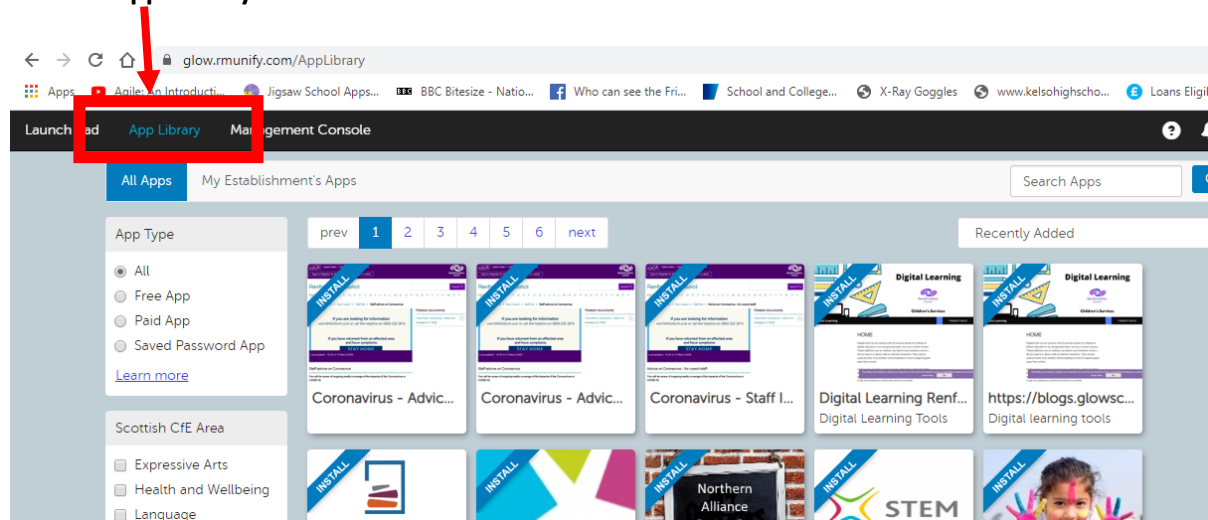
Accessing Teams

Pupils access Microsoft Teams through GLOW.

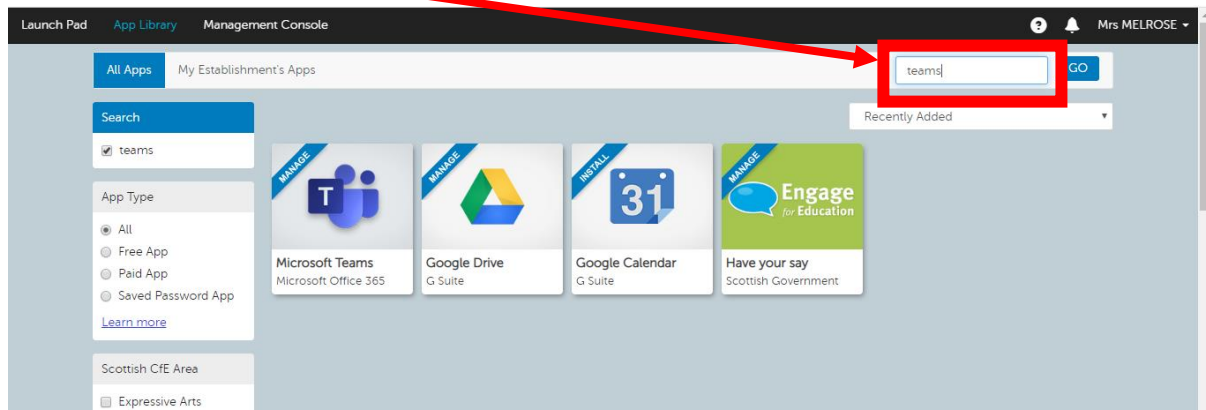
If pupils have forgotten their login details these can be requested by completing the contact form on the school website, this can be found on the [Contact Us](#) page.



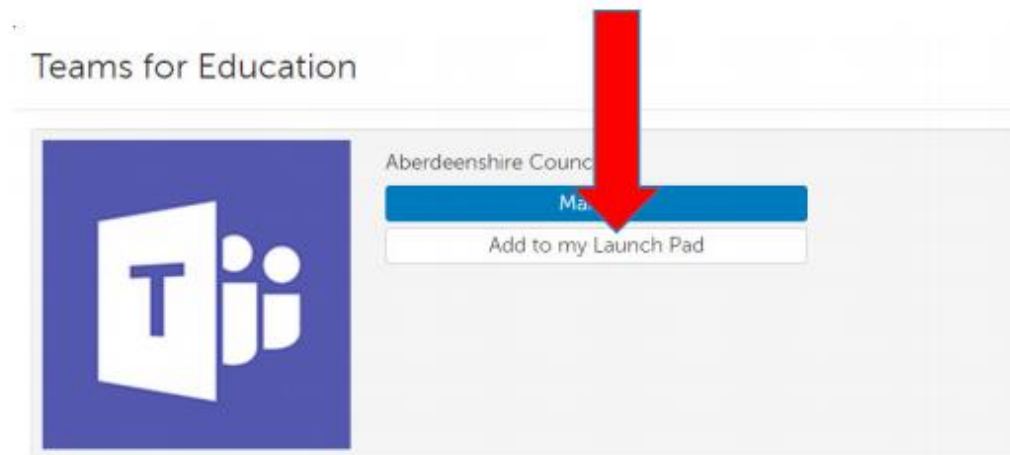
Click on App Library



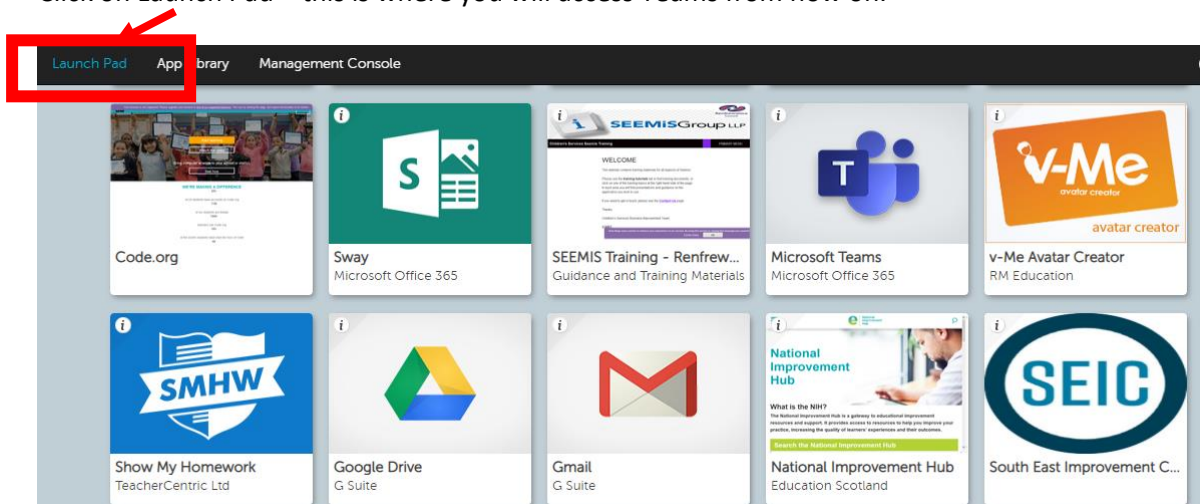
Search for Teams



Click on Microsoft Teams, then click on Add to my Launch Pad

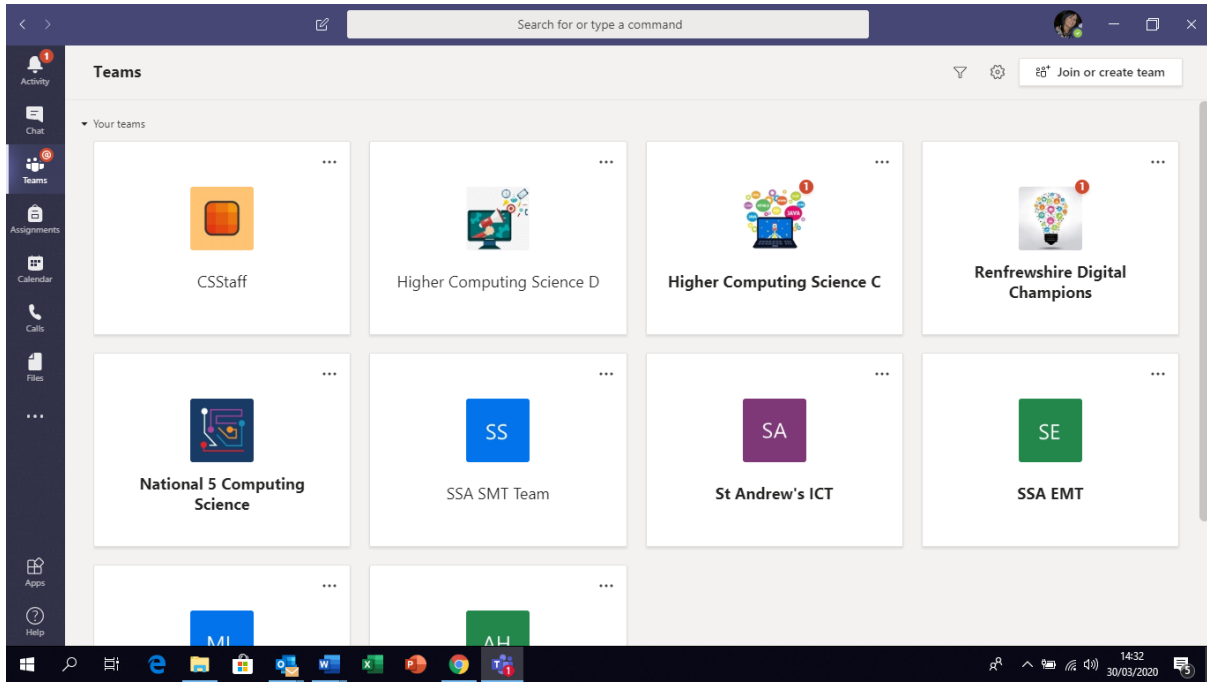


Click on Launch Pad – this is where you will access Teams from now on.



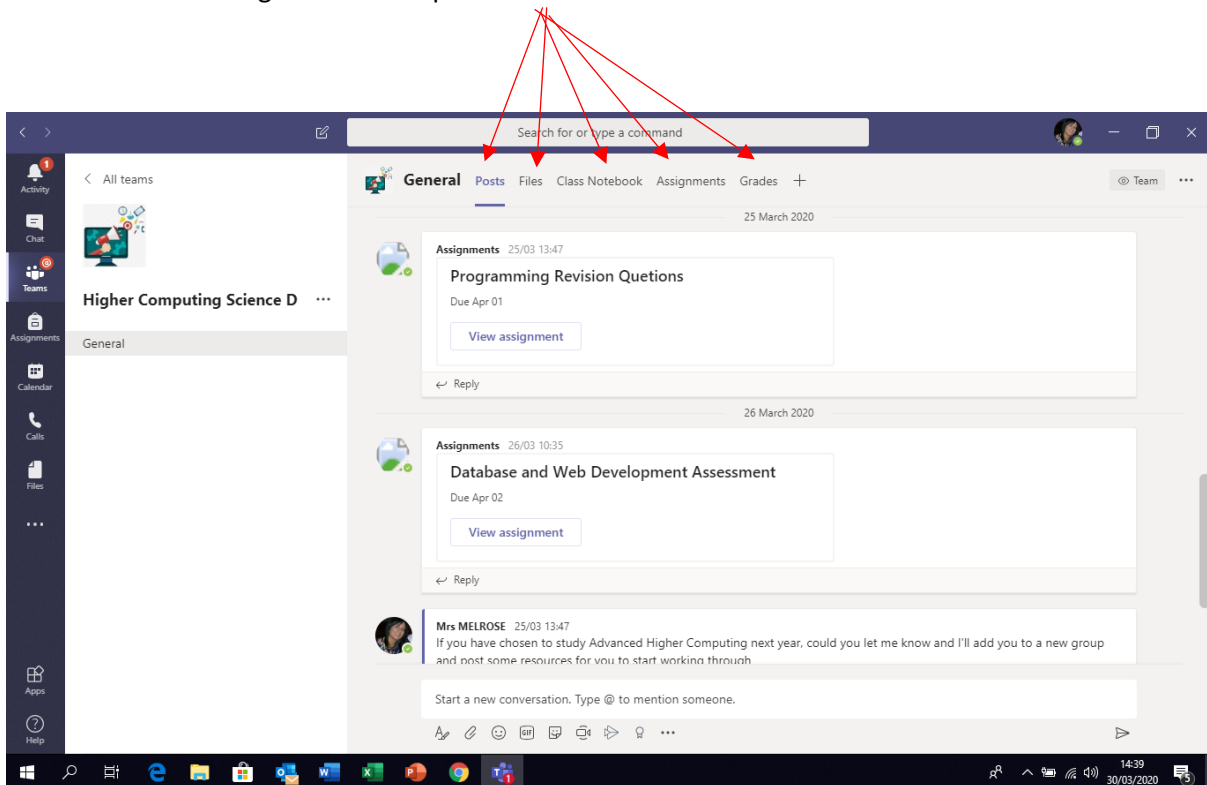
Using Teams

When you open Teams you should see a screen like the one below. These are your class teams.



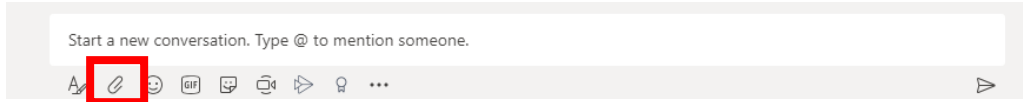
If you click on one of your teams, you will see a screen similar to the one below.

You have tabs running across the top of the screen



Posts

This is where the class conversation takes place. Your teacher will post your work or suggestions that might help you complete work. Learners can ask questions and upload files here.



Use this icon to upload your work or files/photos for your teacher to view. Work posted here can be viewed by all members of the group.

Files

In this area you will find files that your teacher has uploaded for you. Any files in the Class Materials folder can only be viewed by pupils, files outwith this can be edited by pupils.

Class Notebook

Teachers will populate your class notebook with notes and activities to complete. This is used for classwork and is unlikely to be used frequently during the school closure.

Assignments

This is where you will find all of your assignments for the class. It is also where you submit assignments either by uploading a file or uploading a photo of written work.

Grades

Here you will find grades for work that has been marked by your teacher. Not all work is assigned a grade but results of quizzes and graded work can be found here.