

Neston High School

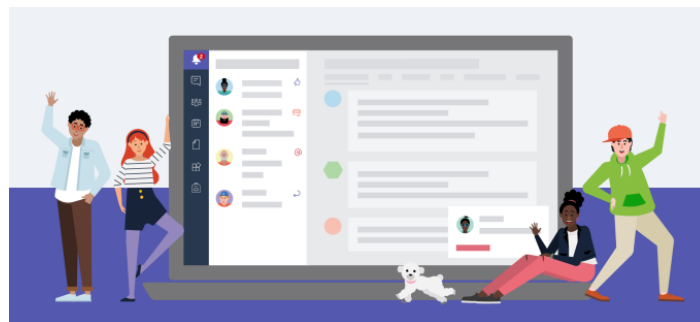
Microsoft Teams – Student User Guide



Steps to manage your work:

- Set up a work area to do your schoolwork. If mobile phones are not required for remote learning it may be beneficial to have a mobile free zone for several hours.
- Log into Microsoft Teams – and look at what work has been set. **Don't worry that there may be lots of work set. This will be work for most of your lessons.** The work added to Microsoft Teams does not need to be completed all at once. Your teachers will set a deadline for each assignment.
- Use a planner or calendar to record which subjects have set work, and when the work needs to be completed. Prepare a timetable for the week.
- Read the instructions for each task carefully. If there is something you don't understand use the chat box to ask a question.
- If you still do not understand then “reach out” to your teachers. You could ask a question in Teams or send an email from your school account.
- Try your very best.
- If you miss a deadline – still access the work and hand it in later.

Follow the guide on the next few pages to get started using Microsoft Teams.



Accessing and working with Assignments

1. Download Microsoft Teams App from <https://teams.microsoft.com/download>
This should be done on your own device, you DO NOT need to be logged in to the schools 'Remote Access' to install or even use Microsoft Teams.

You will be prompted to download the App for your device (PC/Laptop/Mac/SmartPhone/Tablet). Install the App as you would any other App. Once installed, start Microsoft Teams.

Don't worry if you can't download the app, or prefer not to, you can access the 'web-based' version by using:

<https://teams.microsoft.com>

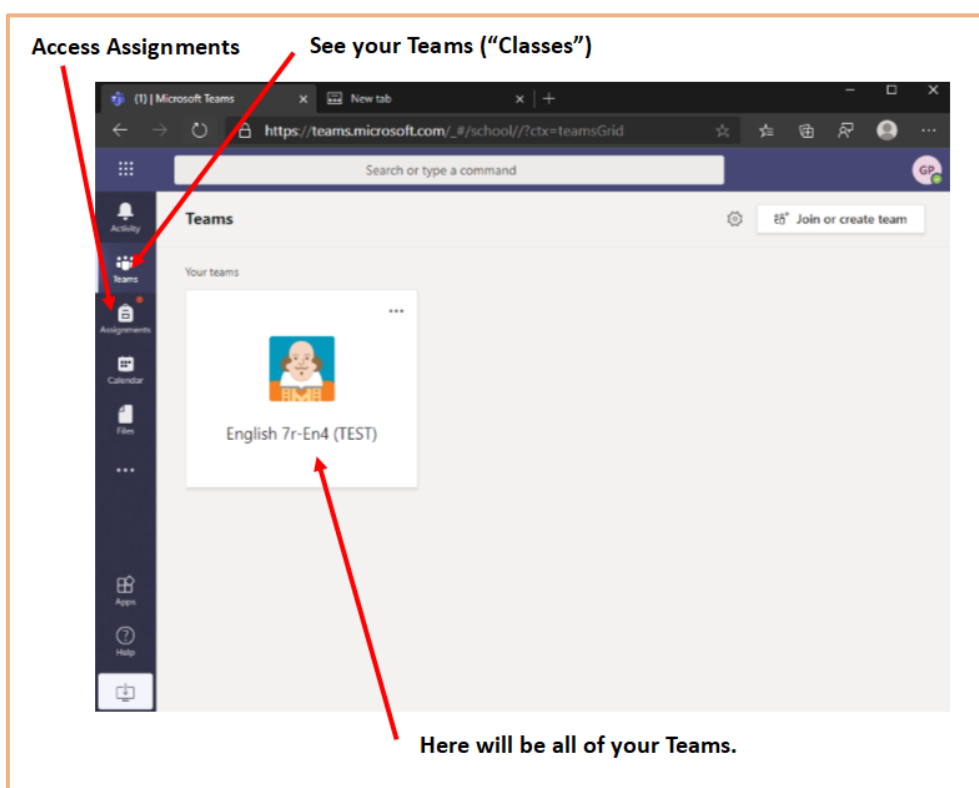


2. Log in using your **school email address** and **school password**. Your email will look like: 04phillipsg@ed.nestonhigh.com, your school username with @ed.nestonhigh.com added. (don't forget the 'ed'!)

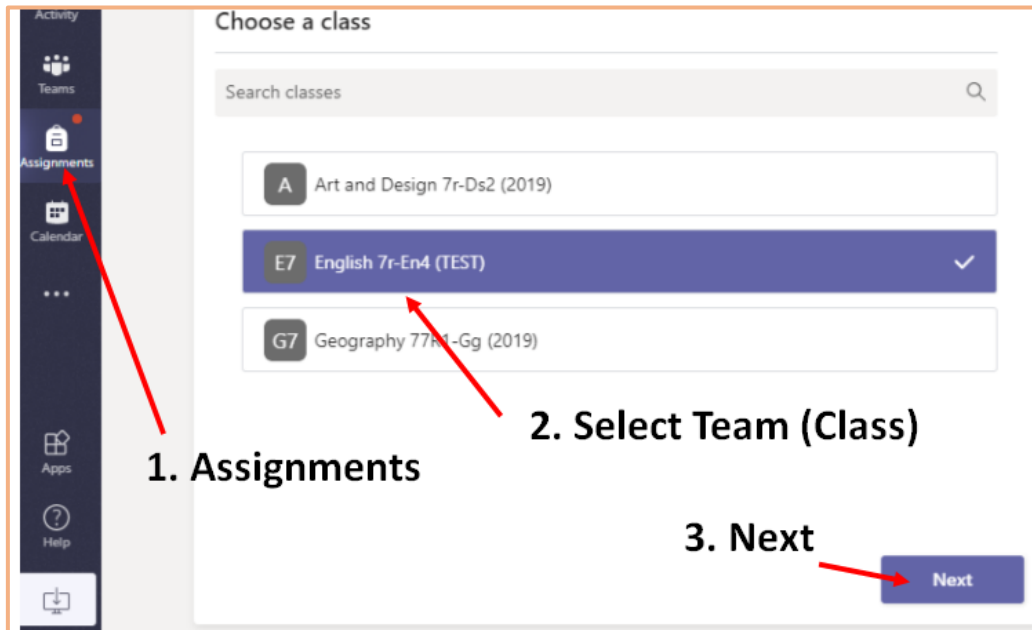
If you don't know either of these, or have forgotten your password, assistance can be requested by a parent/carer on the school Website.

www.nestonhigh.com under 'Remote Learning > IT Support - or by following [this link](#).

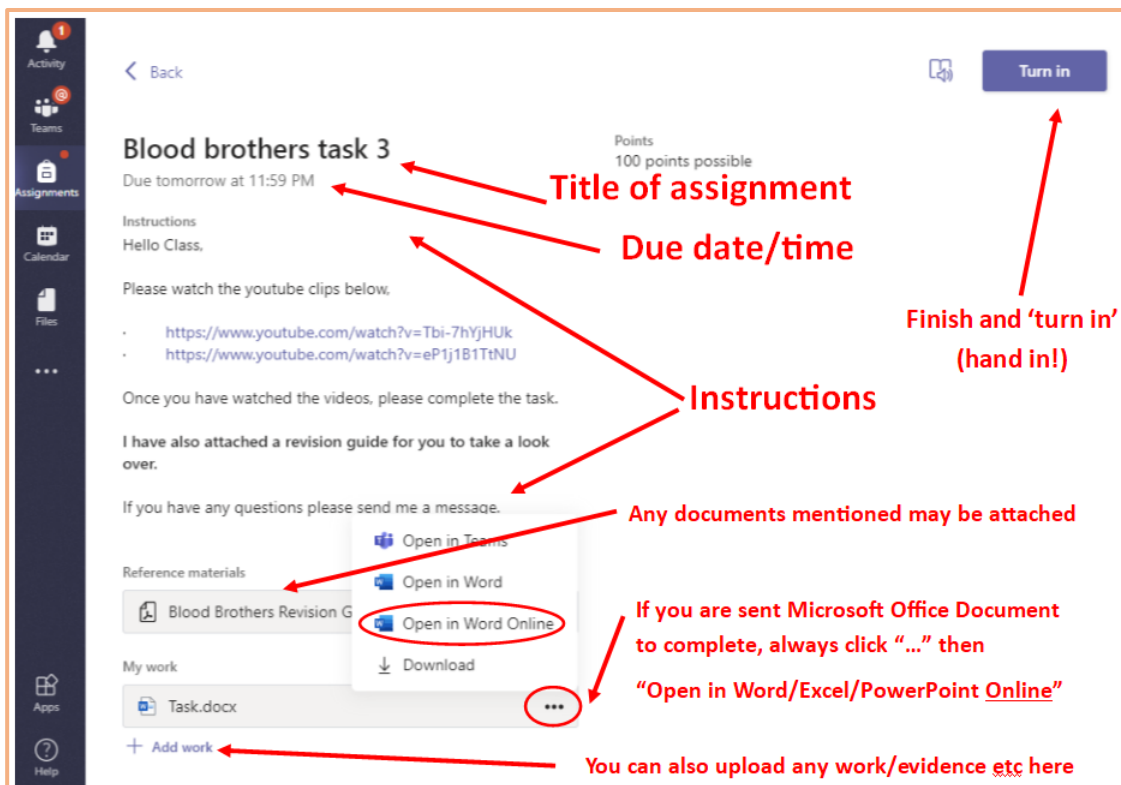
3. You will now see all of your classes (called 'Teams') on screen.



4. To access your assignments as below.



5. You will now be see the details of the assignment you selected. See example below.
Each part is labelled - take a minute to read each section.



6. Don't forget, when you've finished the work, click "Turn in" at the top to hand in your work to your teacher

Using the 'Immersive Reader' function

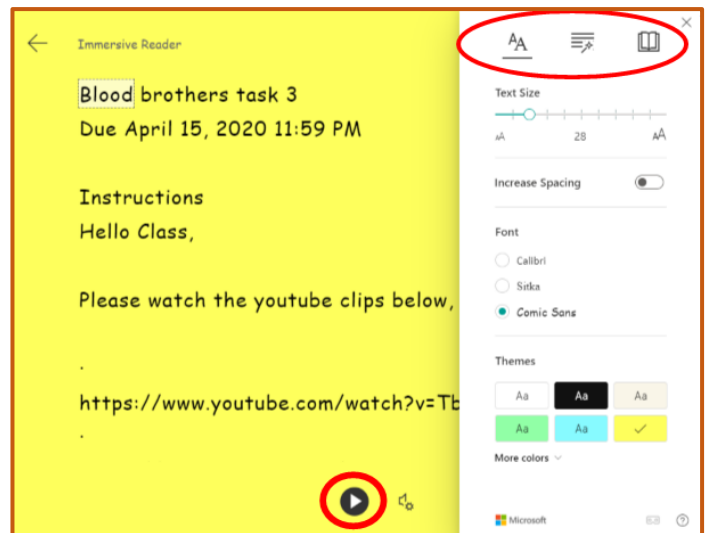
The Immersive Reader is a full-screen reading experience to increase the readability of content. It is designed to support people with dyslexia and dysgraphia, but it can help anyone who wants to increase their fluency or needs help decoding more complex texts. It can also aid in studying the craft of reading/writing as it provides tools for analysing the more technical aspects of the text. Use it to:

- Change the colour of the background
- Change the font/size,
- Highlight verbs, nouns etc
- Breakdown words into syllables
- Have text read out to you through your speakers

1. To access the immersive reader while looking at an assignment summary, click the icon pictured right. >>>

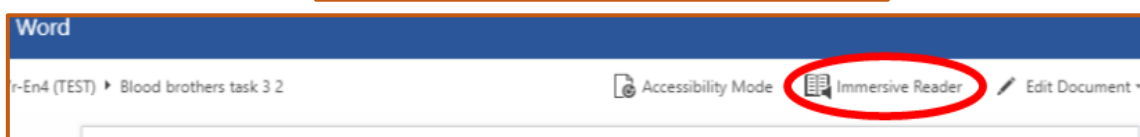
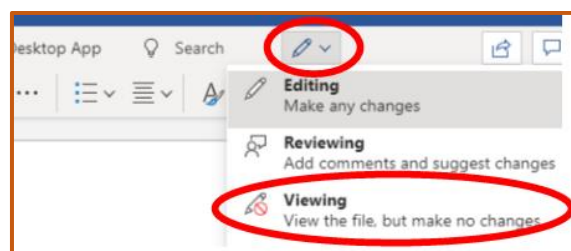


2. You will then have access to the Immersive Reader tools. They are mostly self explanatory – have a look around the options and use the tools that help you the most. >>>



3. You can also access the immersive reader in certain Microsoft Office files, look out for this button (this example is Word).

N.B. Make sure the file is in "Viewing" mode rather than "Editing" mode. Then click "Immersive Reader" (as below)



Communicating with a Class Team

You can interact with fellow class members and your teacher(s) from within the Class Team using the 'post' tab. This is similar to a Facebook page, but dedicated to your own specific class.

Online communication through Microsoft Teams, or any digital platform, is a bit different than in a face-to-face, so it is very important to understand some common rules for good online communication. This ensures that the message you intend to convey is received correctly. We also expect every student and teacher to use Microsoft Teams productively.

Basic online rules and expectations

1. **Be respectful.** While it is easier to say hurtful or disrespectful things without standing face-to-face with someone, it is important to remember that your classmates and teachers are real people who are affected by the words you say and write. It is essential to keep in mind the feelings and opinions of others, even if they differ from your own. If you wouldn't say it to someone's face, don't say it online either.
2. **Be aware of strong language, all caps, and exclamation points.** It is easy for written text to be misread and misunderstood. Have you ever sent a text message with good intent but your recipient thought you were being rude? If so, then you've experienced this first-hand. By being aware of strong language, all caps and exclamation points, you can identify potential confusions before sending messages. Tip: Read everything out loud before you send.
3. **Be careful with humour and sarcasm.** Certainly, you shouldn't avoid being funny. We love to see your personality shine through in online classes. Many of our teachers are exceptionally funny too. But like mentioned in Rule #2, make sure that it is clear you are being funny and not being rude. Emoticons and smileys can be helpful when conveying humour or sarcasm so that it is read correctly. Just remember to keep the smiley faces out of course work! 😊
4. **Yes, grammar and spelling matter.** While texting, textspeak can be great for friends. In an educational setting (even online) however, keep it formal. Your written communication should be professional and reflect proper writing style.
5. **Don't post or share inappropriate material.** Keep all posts on topic.

Please be aware that **all communications** through a Teams can be seen by all of your classmates, and also your teachers! **You CANNOT amend or delete any post once you have posted it.**

Example of a Class Team View

The image shows a screenshot of the Microsoft Teams interface. The left sidebar contains navigation options: Activity, Teams, Assignments, Calendar, Files, and Apps. The main area displays a team named 'Art and Design 12A-Eg...' with a 'General' channel selected. The channel header includes tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'Resources - Year 12'. The chat area shows several messages, including one from 'JM' asking 'What is meant by 'CDB' in the powerpoint?'. Red arrows and text annotations highlight key features: 'Go back to all teams' points to the back arrow in the top left; 'Team Name ('Class')' points to the team name; 'Subject Resources' points to the 'Resources' tab; 'Assignments for THIS class' points to the 'Assignments' tab; 'Student asking a question This is where you add a message' points to the chat area; and another arrow points to the bottom text input field.

We are excited by the future potential of Teams and the way that it will support and enhance your learning experience. We hope you find this guidance useful. If you have any questions, please contact your tutor or subject teacher.

We hope that you enjoy using Teams.