

Microsoft Teams

Microsoft Teams is part of the Office365 suite. Teams can be thought of as your Online Learning Environment.

ACCESSING TEAMS

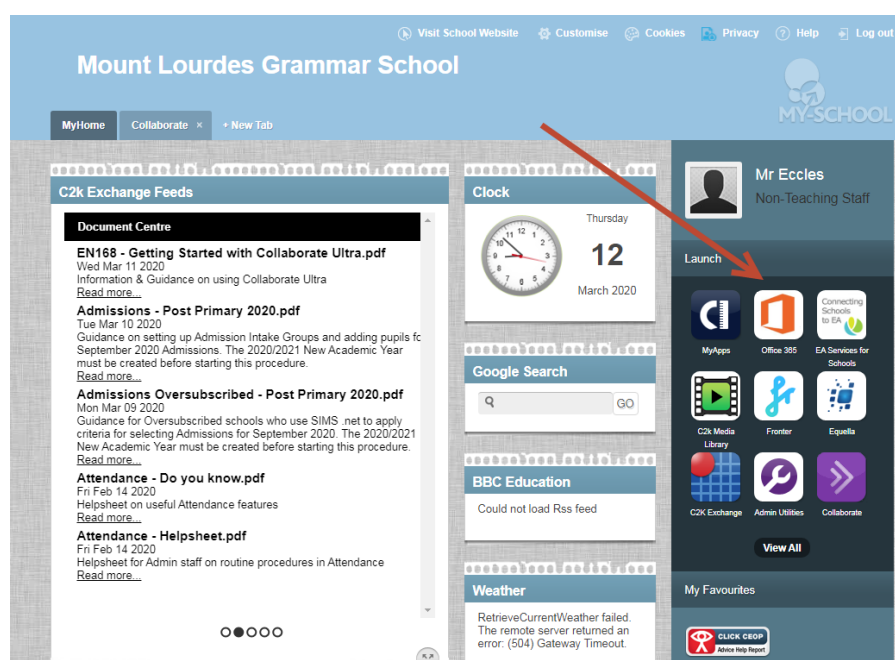
Teams can be accessed via an Internet browser (preferably Microsoft Edge or Google Chrome), by downloading the desktop application or mobile app and so can be used on a variety of device types including phones, tablets, chrome books, laptops and desktops.

Logging in to Teams

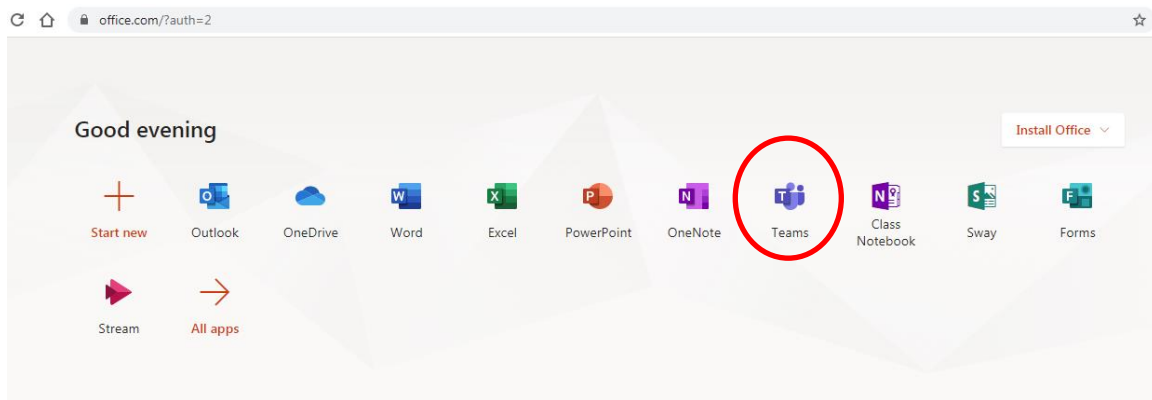
Go to www.c2kschools.net

Sign in with your C2K user name and password.

From the MySchool home page, double click the Office 365 Icon.



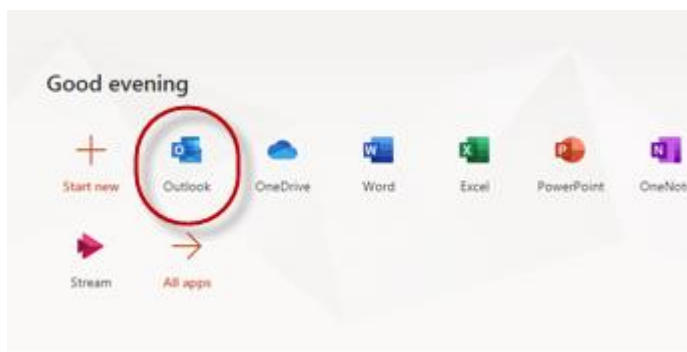
If prompted outside of the school environment when logging in for the first time, enter your C2K email address and password (for example peccles***@c2ken.net and you're your C2K password *****). **NB- the extension @c2ken.net must be used.**



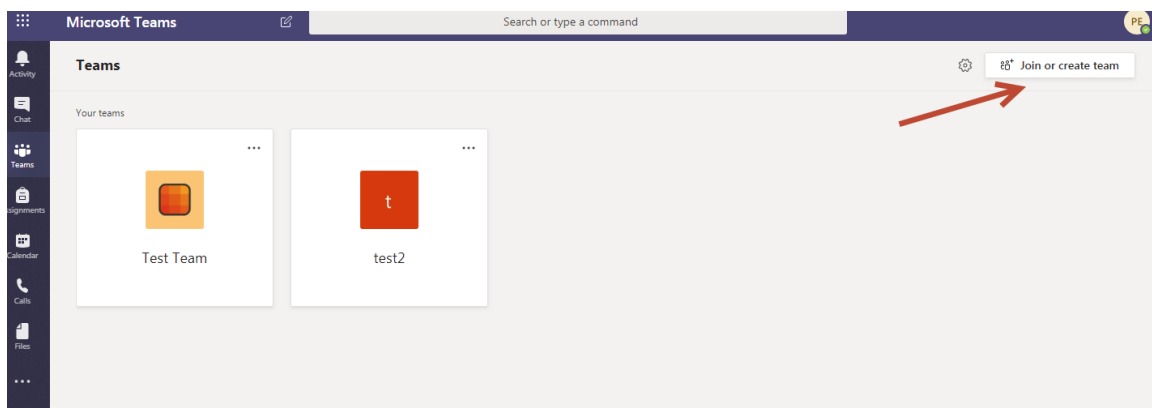
Joining a Team

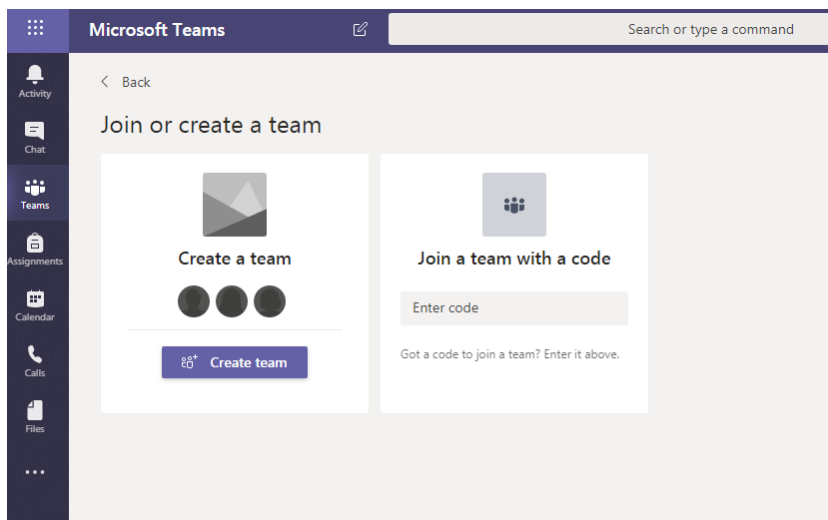
Teachers may add you individually to a team or send you a Team code

To join a Team, if you have been sent / emailed a code by your teacher to you C2K email account (NB-Your C2K email account can also be accessed through Office365 via the Outlook Icon as shown below...



Double click the Teams Icon in Office365 and select the **'Join or Create Team'** button (top right of your screen).





Enter the Team code that the teacher has emailed to you and click 'Join Team'. You will now have access to that Team.

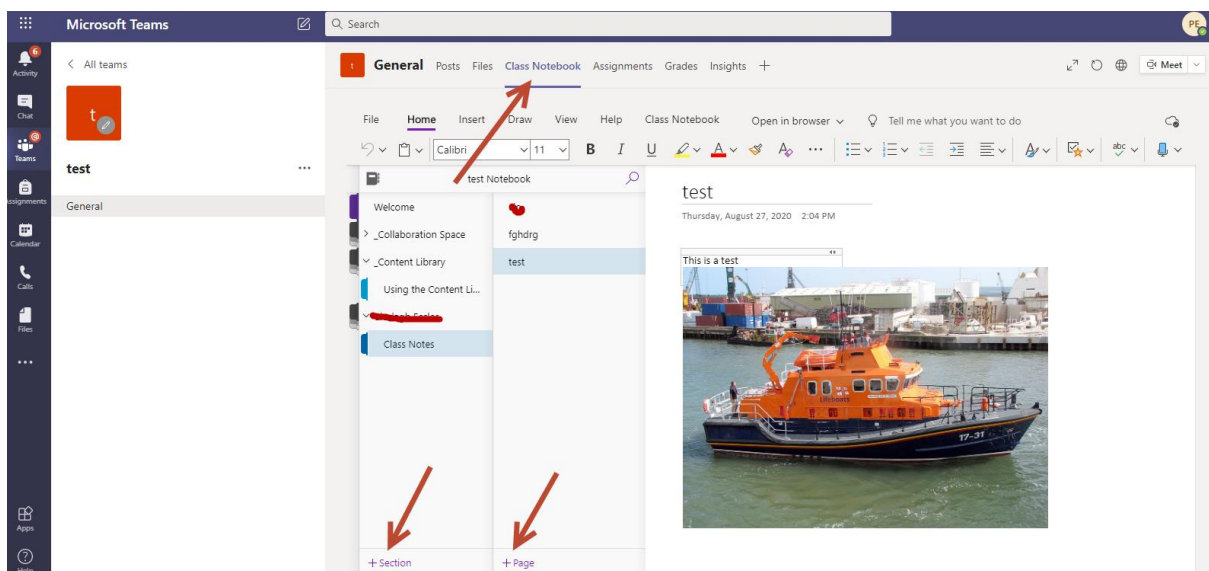
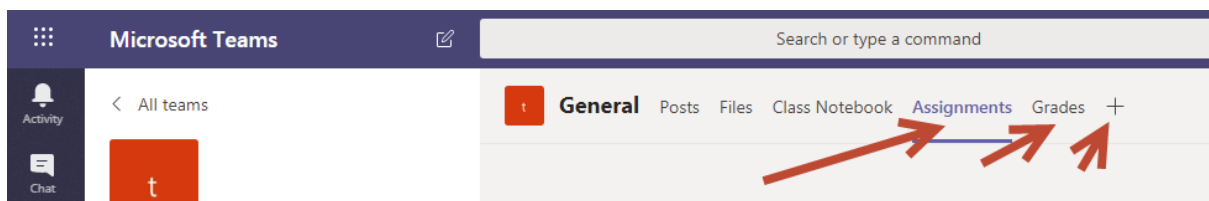
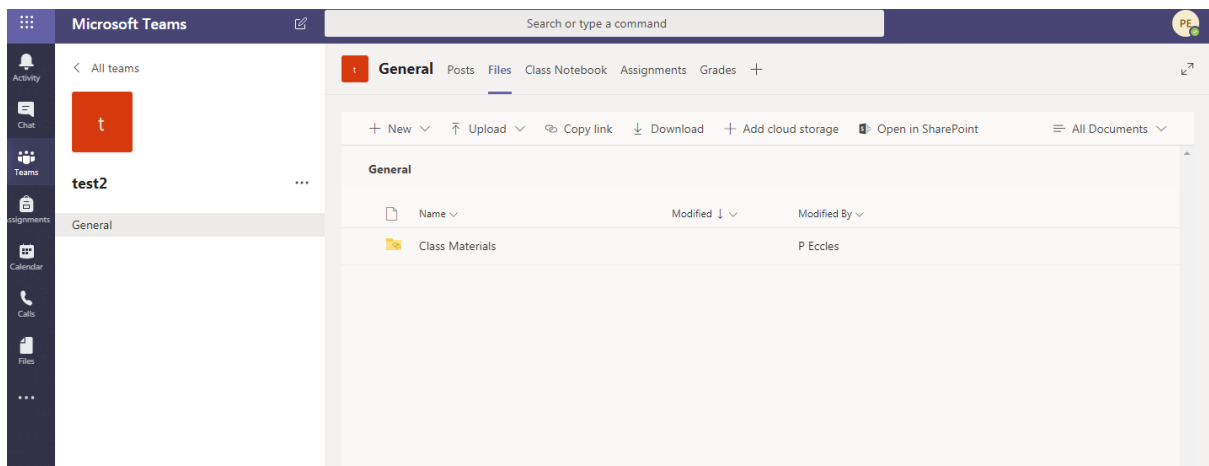
Team content

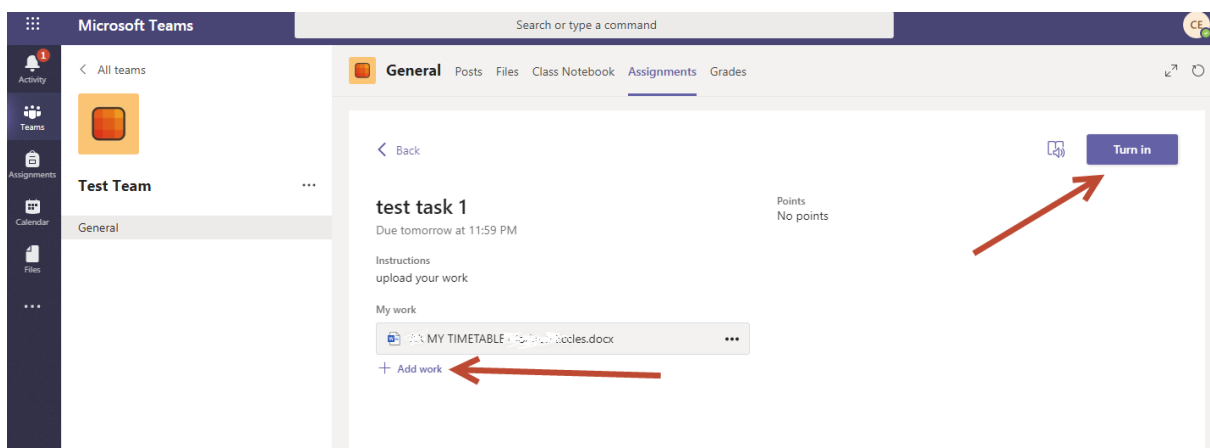
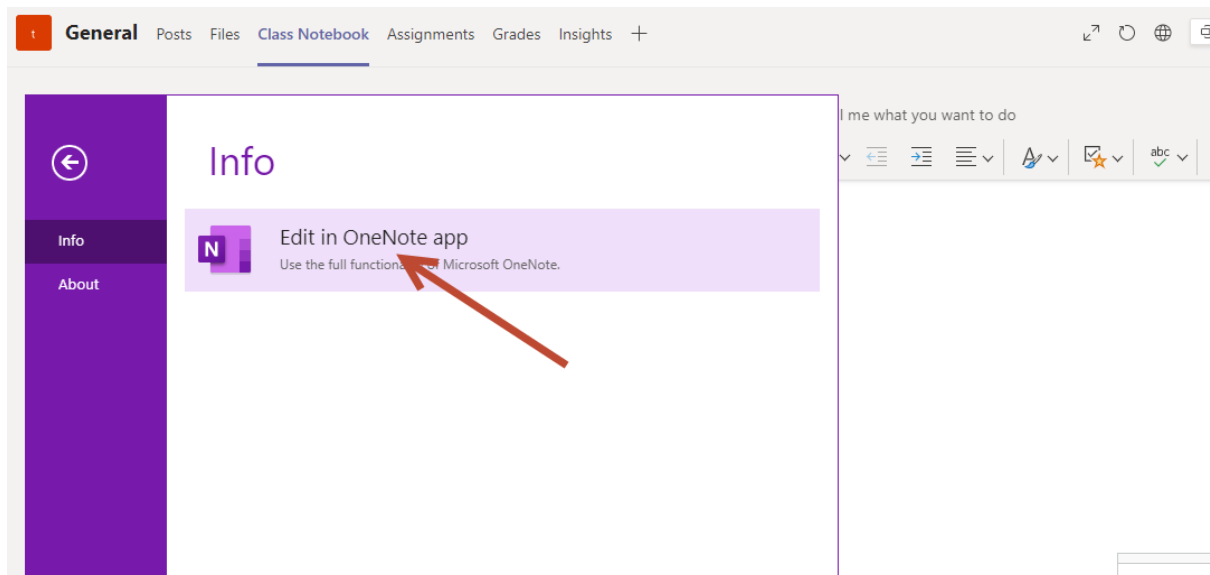
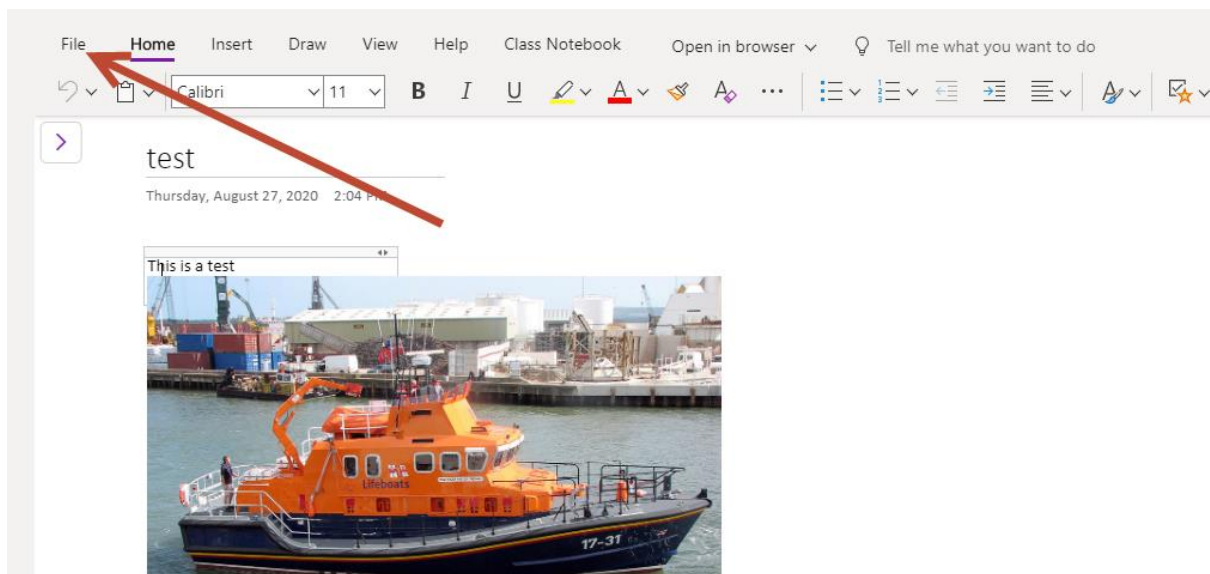
Teams give you a great place to access / upload / download / post / discuss / submit work & get feedback, including graded feedback on set assignments & work.

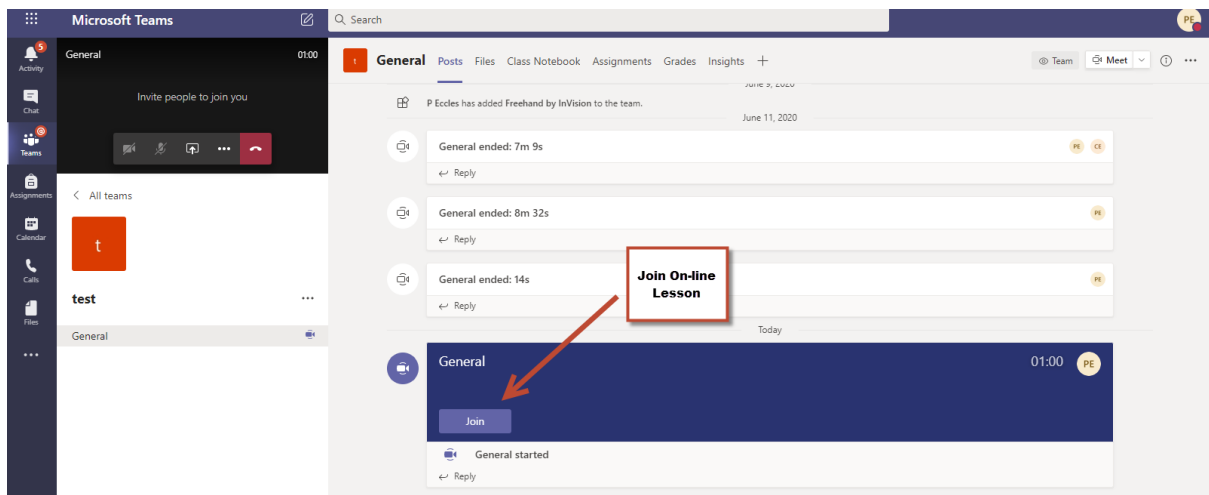
Some example screen shots below show some of the features that can be used within each of your Teams

Including:

- **Accessing class materials.**
- **Upload or download content.**
- **Using Class Notebook to create your own private work / research, edit your notebook using OneNote, view class content / resources in a content library or collaborate with your class mates on a piece of work in the collaboration space.**
- **Submit assignments (add your piece of work & click the **Turn in button** to submit an assignment).**
- **Access to your graded assignment work & teacher feedback.**
- **Join a team meeting / scheduled online lesson / ask a question through the meeting chat feature and raising your hand during a meeting / lesson.**
- **View a pre-recorded stream / video link.**





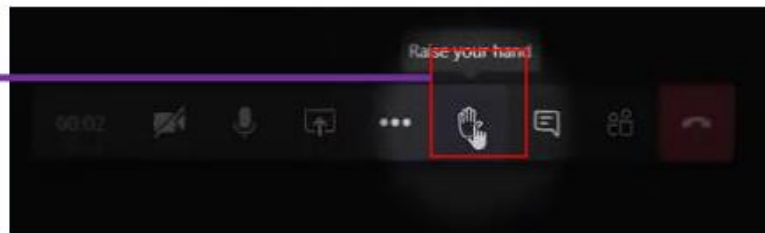



You will be presented with some **meeting controls**. At this stage you can choose **whether or not** to **turn on** your computer's camera and microphone.



'Raise your hand' and putting questions in the chat

During the meeting you can click this icon to **'raise your hand'**. This shows to the teacher that you have digitally raised your hand. This is useful when you need to ask a question.

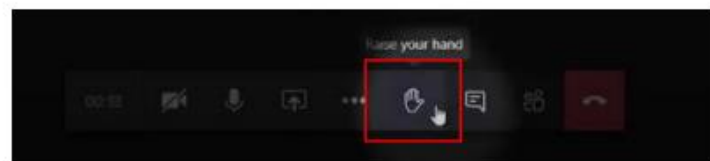


Your teacher will see a raised hand on the screen with this symbol  and by your name



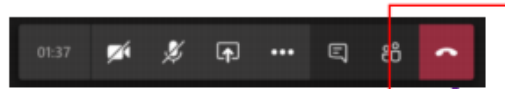
Lower your hand

If your hand is raised then hover your mouse on 'Raise your Hand' to lower your hand



End the Team Meeting

To end the meeting you need to
'Hang up'



Summary of all control features

