

The image features a large, stylized graphic on the left side. It consists of a dark blue square containing a white letter 'T', which is the Microsoft Teams logo. To the right of the 'T' is a stylized icon of three people, represented by blue circles of varying sizes and a blue shape below them, all set against a light blue background. The entire graphic is partially overlaid by a dark blue curved shape that extends from the top right towards the bottom left.

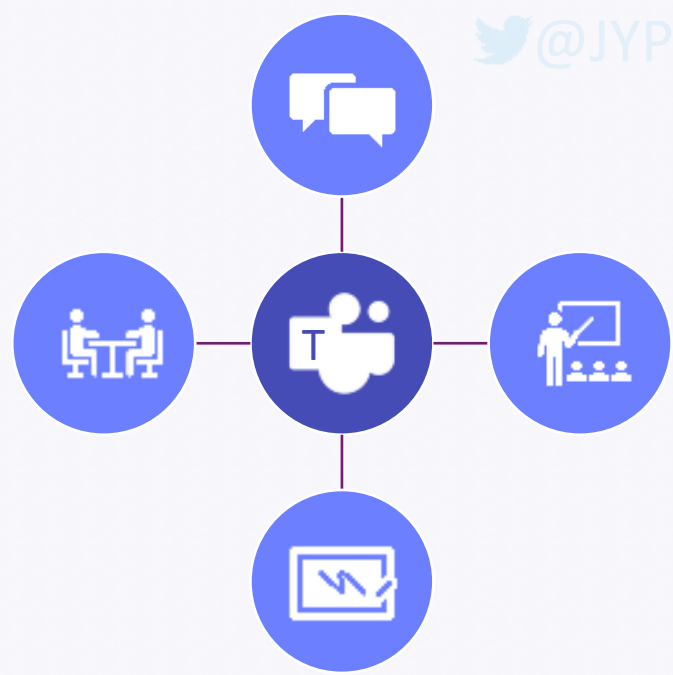
T

An Introduction to Microsoft Teams

Mount Carmel Secondary School
2021

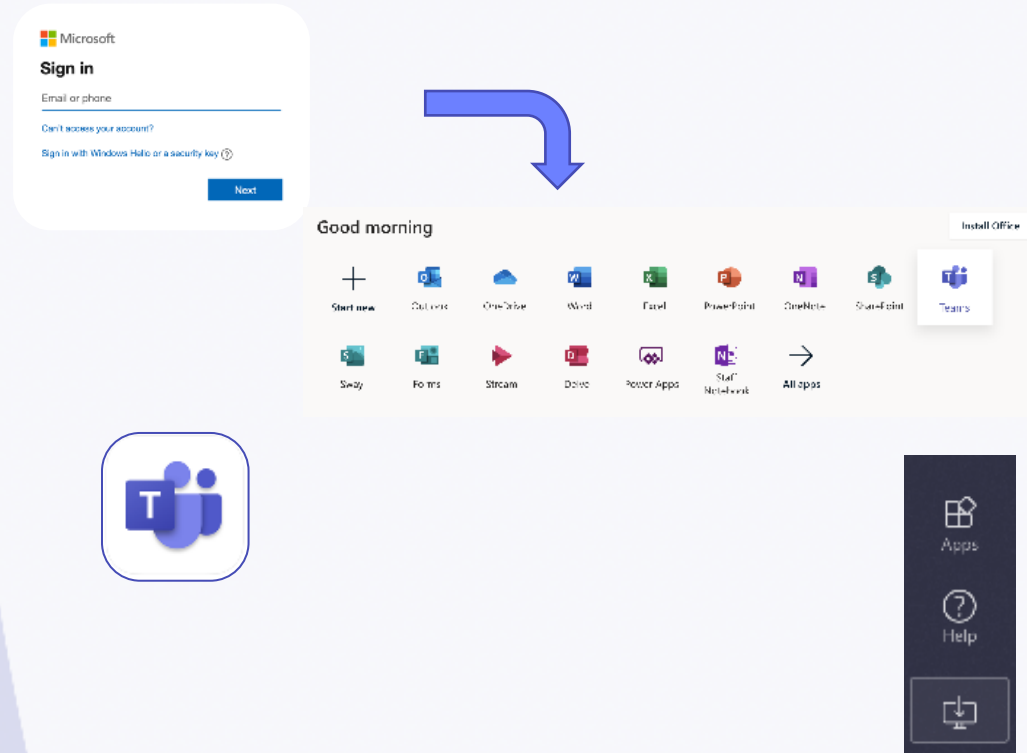
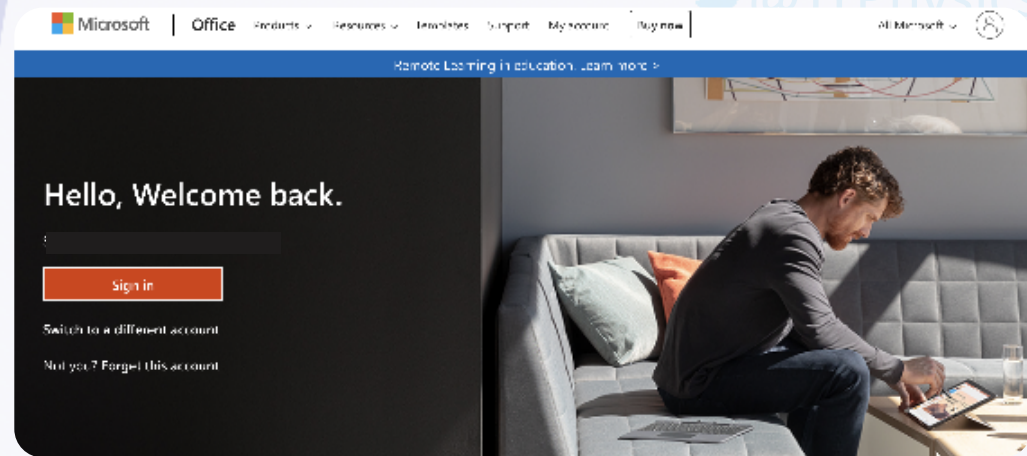
What is Microsoft Teams?

- Online software that can be accessed anywhere on any device.
- A way to communicate with your teachers
- Teams = Classes
- Share files and work



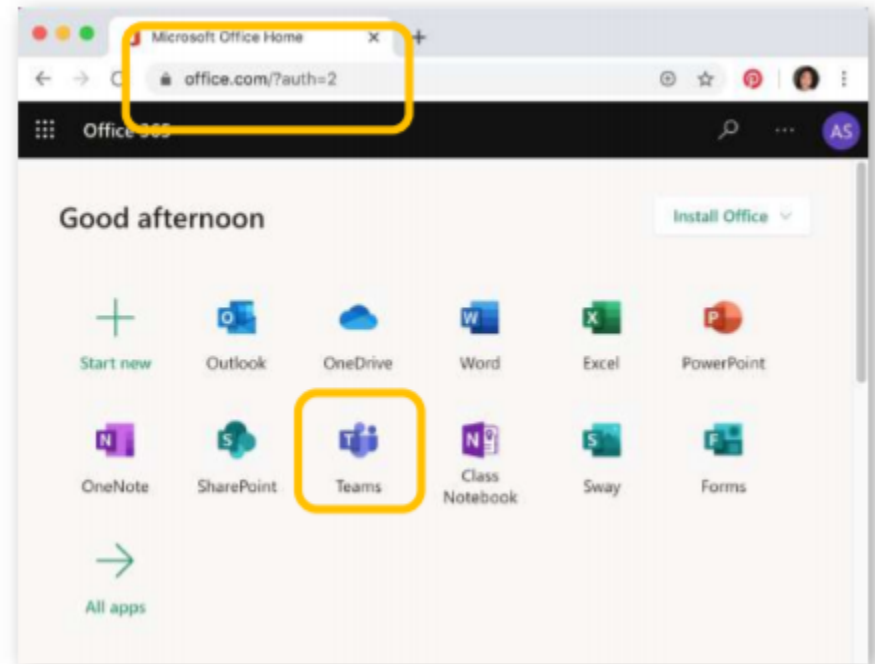
There are two ways to access Microsoft Teams

- Go to the Office 365 Website. Log in with your student Microsoft Account and then select Teams
- Download the app on your devices and sign in using your Microsoft Account details.

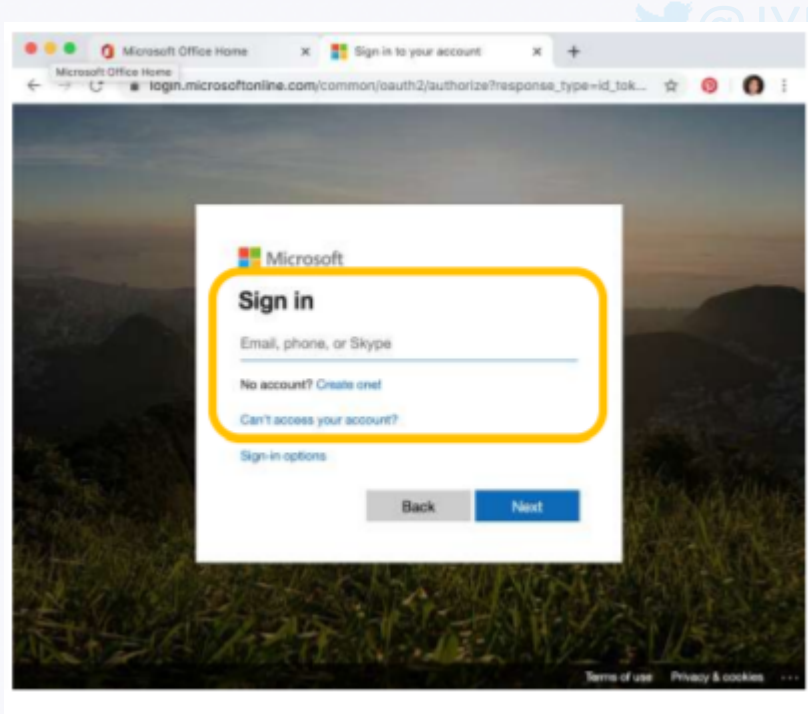


Accessing Teams using your browser

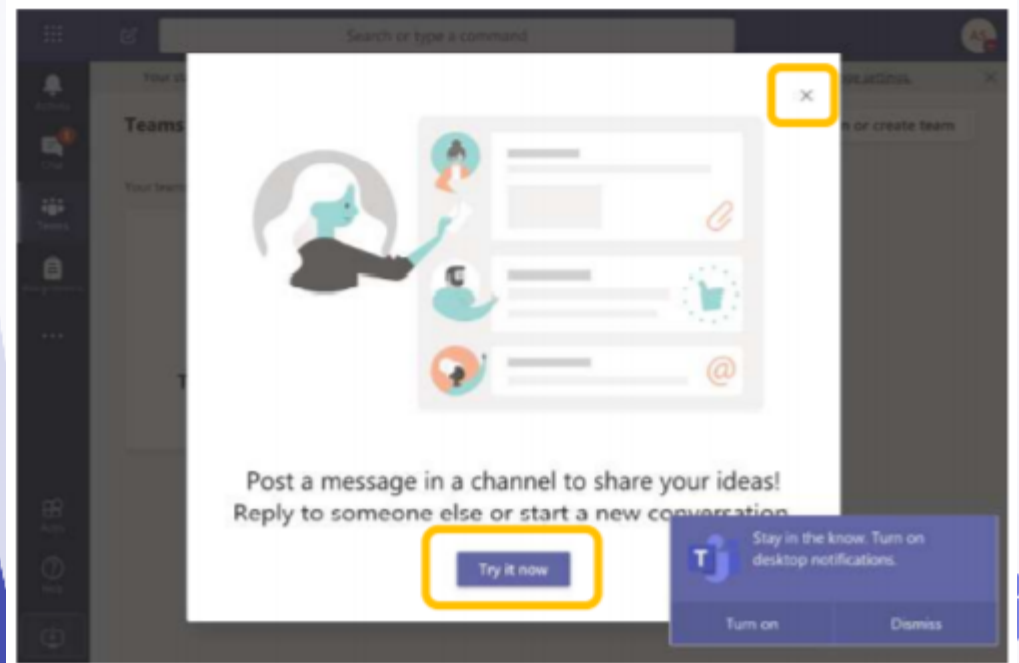
- To log on to Microsoft Teams using your internet browser*, type in www.office.com to the address bar.
- You will be asked to sign in using your school email address.
- Once you are signed in, you will see different Office 365 programs available to you. Click on Teams.



- Once you have clicked on Teams, a new window will open and you may be asked to sign in again, remember to use your new school email address.



- When you sign in for the first time, you will land on this page. If you would like to try out some tips, click on "Try it now", otherwise click the X icon.



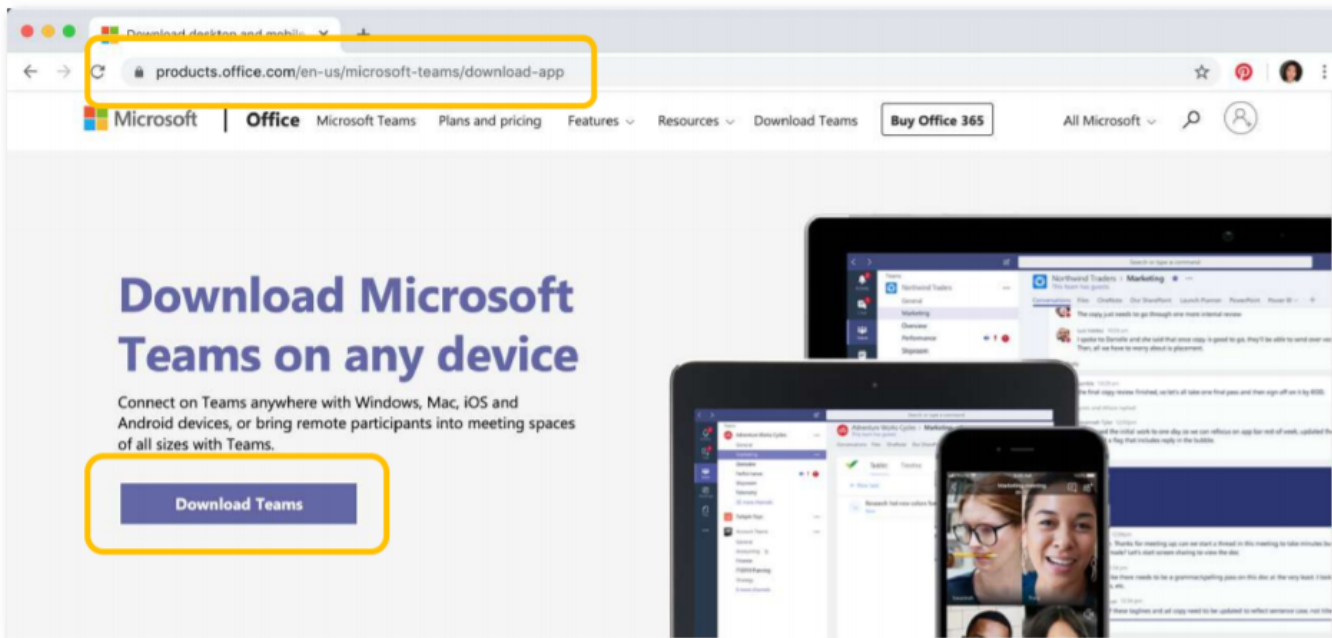


Using the App

- You can use the app on any device.
- We recommend using a desktop or laptop where possible, but you are more than likely going to be using your phone or an iPad.

Downloading the app on your desktop or laptop

Download Microsoft Teams on your computer or laptop



To follow this step you will need to be connected to the internet.

Open up a browser and type into the address bar:

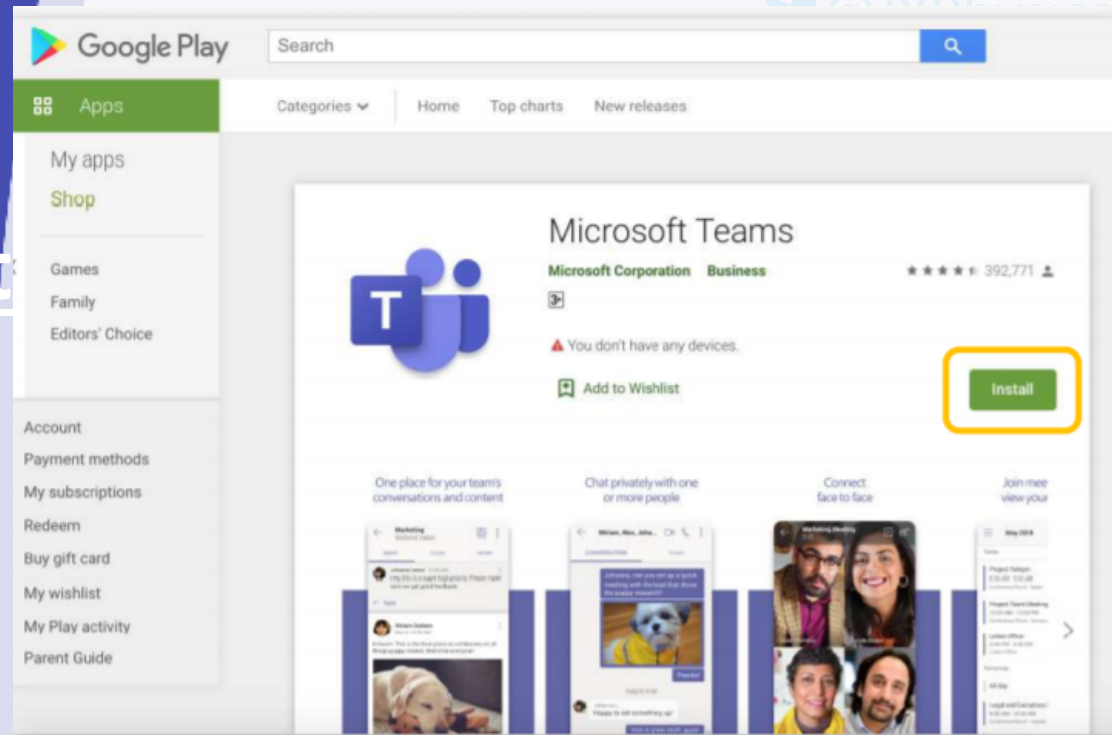
<https://products.office.com/en-us/microsoft-teams/download-app>

It will lead you to the page shown above. Click on 'Download Teams'. Your download should start immediately.

Downloading Microsoft Teams on your iPad/tablet

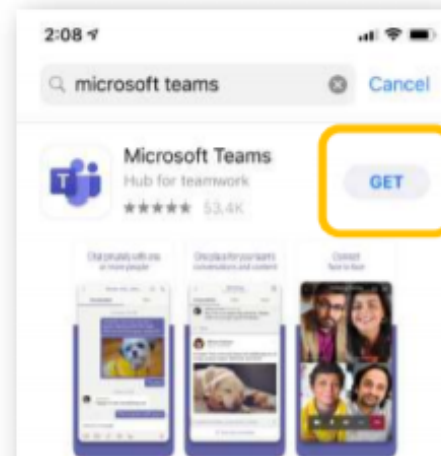
- You will need to visit the App Store if you are using an Apple iPad or iPhone, or the Google Play store if you are using an Android tablet or phone.

- Use the search bar to look for 'Microsoft Teams'



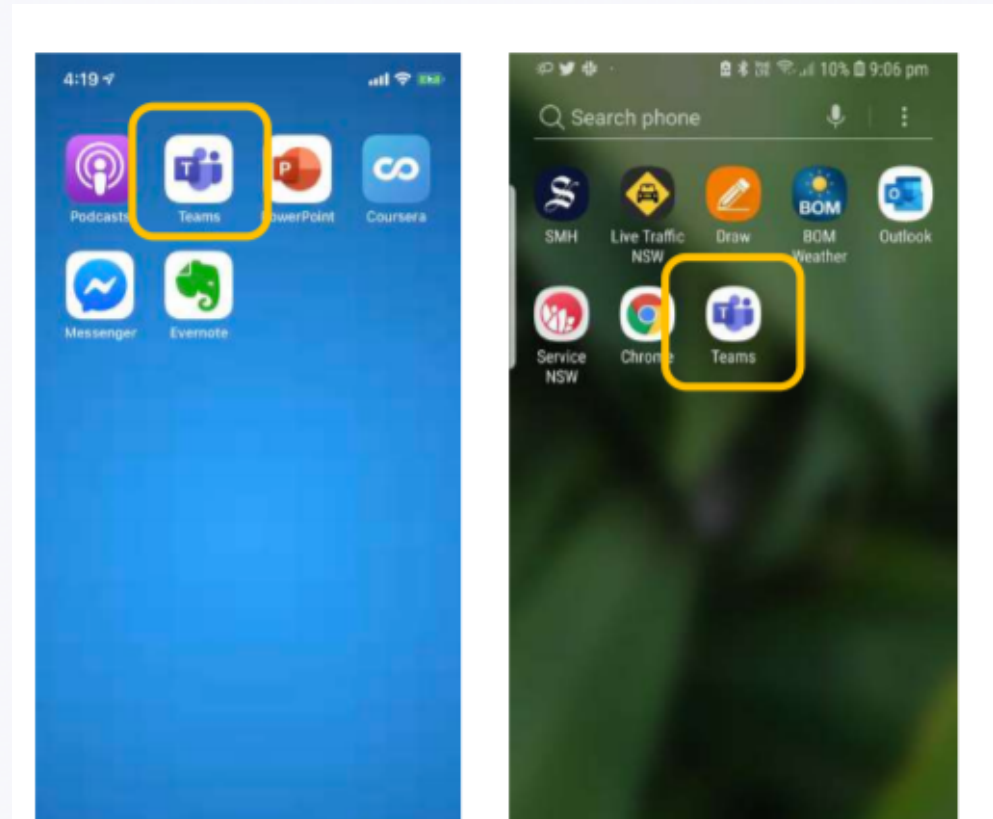
the Google Play store for Android devices

Download Microsoft



Launching Teams on your iPad/phone

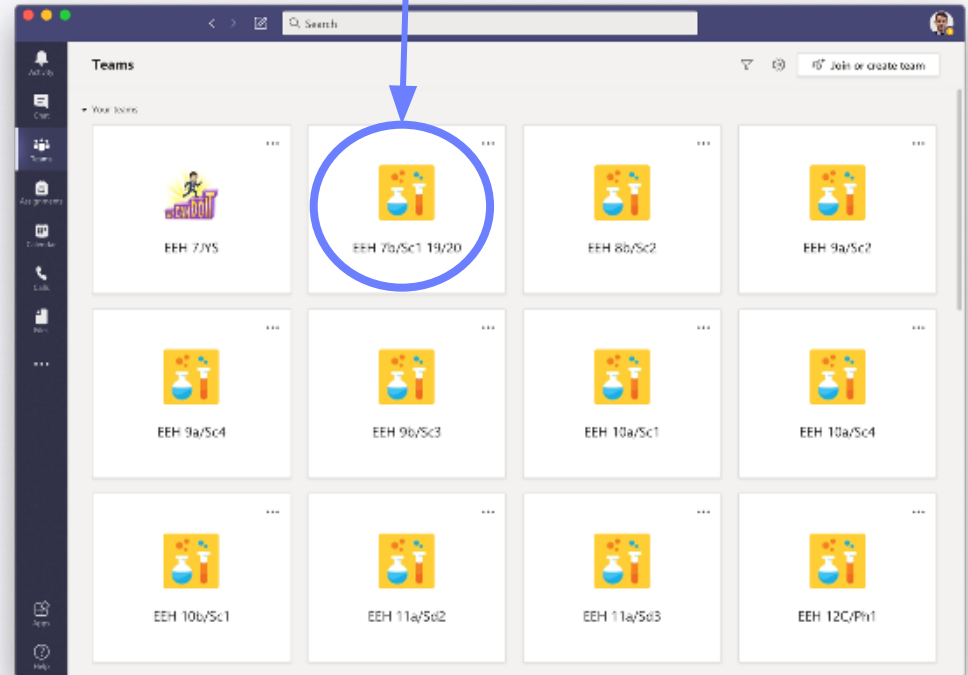
- Once your download has finished, you will be able to see the Microsoft Teams icon with all your other applications.
- Tap on it to open.
- Once Microsoft Teams launches, you will be asked to sign in, please sign in using your school email.



What you will see

- A grid of your different Teams
- You will have a different Team for each of your classes, you may even have classes for clubs!
- To open the Team just click on the icon

*Team Icon
7b/Sc1*



Inside the Team

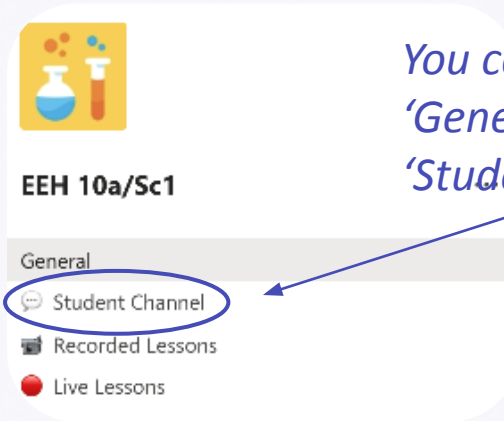
- Each Team contains different areas called Channels
- In each Channel there are different sections or 'Tabs'
- 'Posts' is like a big conversation where you can comment on posts
- 'Files' is where your teacher may upload resources
- Assignments is where Tasks will be set

The screenshot displays a Microsoft Teams interface for a team named "EEH 10a/Sc1". At the top, there is a team icon (flasks) and the team name "EEH 10a/Sc1". Below this, a list of channels is shown: "General", "Student Channel", "Recorded Lessons", and "Live Lessons". The "General" channel is selected, showing a list of posts. The first post is a "Physics Live Lesson Reminder - Friday 11am" from 11/06/2020. The second post is from "CromeS | Epsom and Ewell High School" dated 10/06/2020, reminding users to join a live lesson at 11am. The third post is an assignment titled "W/B 15th June - Mr Cuthbert - Chemistry - Chemical change revision" due on Jun 21. The fourth post is another assignment titled "W/B 15th June - Biology - Mr Youles - Recorded Lesson - Protein Syn" also due on Jun 21. The interface includes navigation tabs at the bottom: "General", "Posts", "Files", "Class Notebook", "Assignments", "Grades", "Insights", "Mr Youles Video Rec...", and a plus sign for more options. A blue arrow labeled "Team Name" points to the team name, and another blue arrow labeled "Channel Names" points to the channel list.

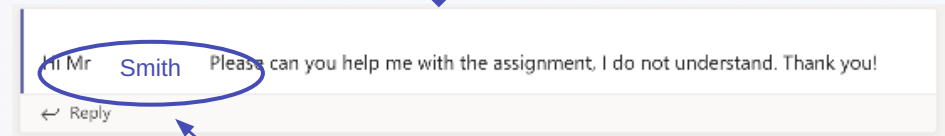
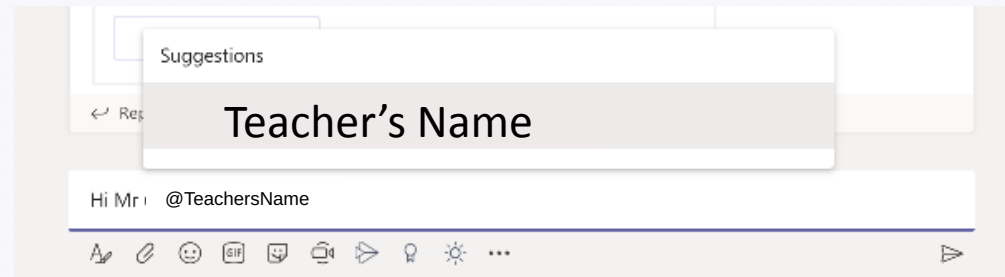


Writing a post

- If you want help you can ask a question to your teacher on Teams.
- You can do this in 'General' Channel.
- If you @ your teacher they will get a notification.





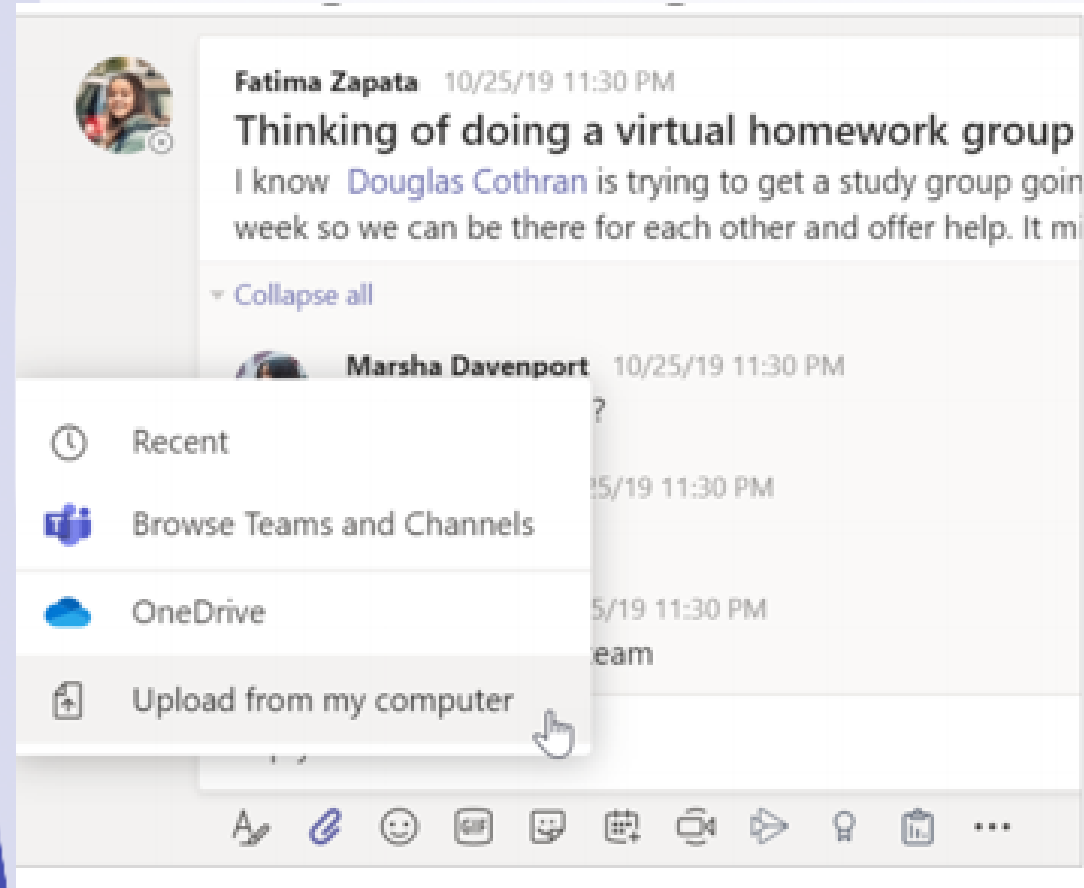
You can ask for help in 'General' or a dedicated 'Student Channel'



If the name is in blue, that person has been mentioned. @TeachersName will work!

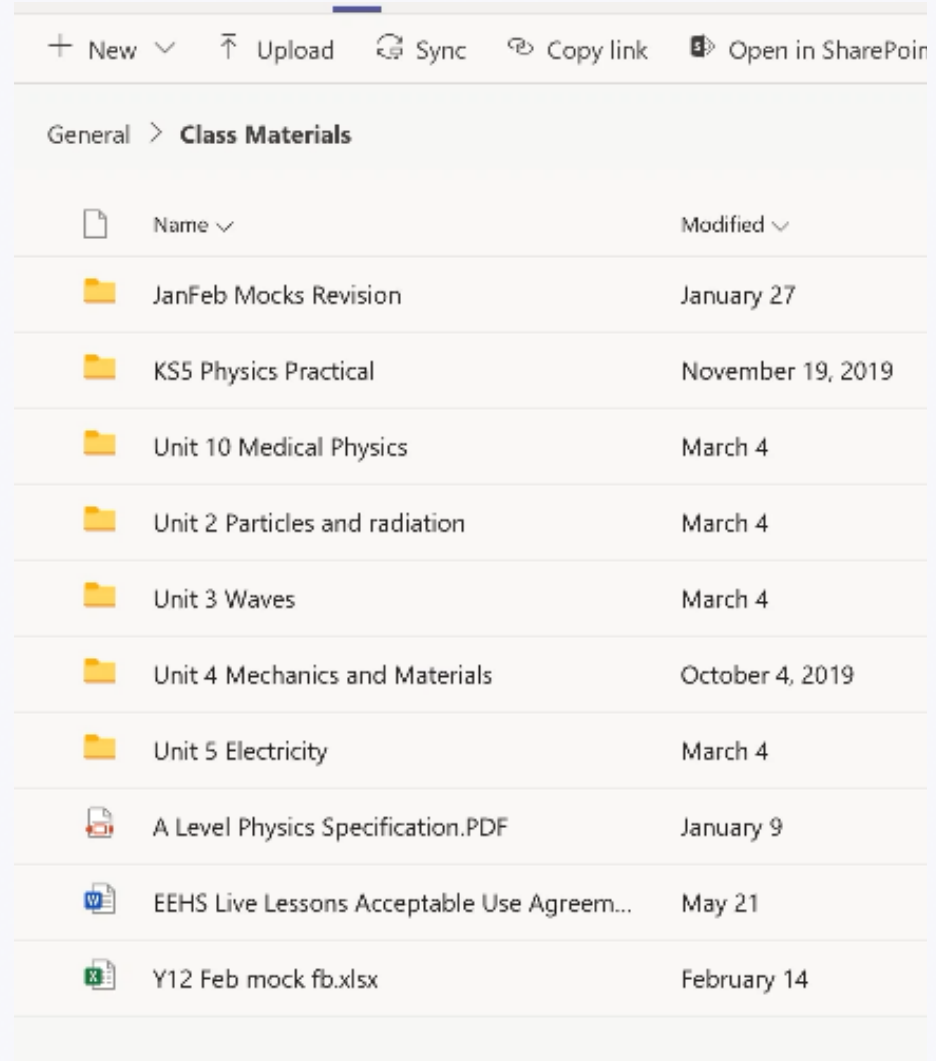
Share a file in a channel or a chat

1. In a new message or reply, click Attach 
2. Choose a file you would like to share. Include a message if you want, then click send. 














The Files Tab

- Inside the 'Files' Tab your teacher may upload documents for you to use.
- See the example on the right.
- When you find what you are looking for you can download it!



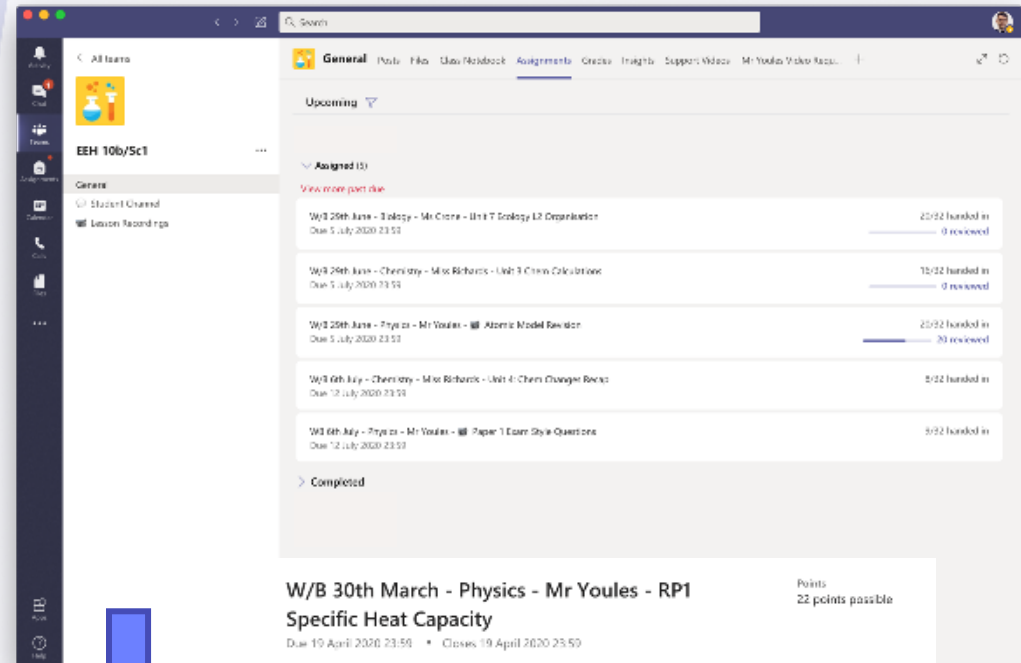
The screenshot shows a OneDrive interface with the following elements:

- Navigation bar: + New, Upload, Sync, Copy link, Open in SharePoint
- Breadcrumb: General > **Class Materials**
- Table of files and folders:

 Name	Modified
 JanFeb Mocks Revision	January 27
 KS5 Physics Practical	November 19, 2019
 Unit 10 Medical Physics	March 4
 Unit 2 Particles and radiation	March 4
 Unit 3 Waves	March 4
 Unit 4 Mechanics and Materials	October 4, 2019
 Unit 5 Electricity	March 4
 A Level Physics Specification.PDF	January 9
 EEHS Live Lessons Acceptable Use Agreem...	May 21
 Y12 Feb mock fb.xlsx	February 14

Assignments Tab

- When you open the 'Assignments' Tab you will see a list of set tasks.
- Click on an assignment to see the instructions and attached documents.



W/B 30th March - Physics - Mr Youles - RP1 Specific Heat Capacity

Points
22 points possible

Due: 19 April 2020 23:59 • Closes: 19 April 2020 23:59

Instructions

GCSE COMBINED SCIENCE: PHYSICS - REQUIRED PRACTICAL 1 - SPECIFIC HEAT CAPACITY.

Please can you do the following: (You can complete these within the document RP1 - Specific Heat Capacity)

1. Research the required practical, producing a written method with a diagram. (Include all of the equipment you will need to use to take each measurement.)
2. Identify all of the variables - you will need to control more than one thing!
3. Create a risk assessment for the practical - include Hazards, Risks and Precautions.
4. What table would you use to record your results?
5. What would the graph of results look like?

Once you have completed the above, can you please answer the attached exam question. Make sure to include working for any calculation questions.

To submit your work:

When you are finished the work on the word documents on the word document, click on the white "close" button on the top right. To upload your other work, click on "+Add Work", then click on "Upload" and select the file(s) you want to submit. If you have completed the work on a computer this will be straightforward, if you have completed it by hand please take a photo of your work, save it to your computer and upload that. When all your work is ready be sure to click the purple "Turn in" button on the top right.

Reference materials:

RP1 - Specific Heat Capacity Video ...

Student work:

RP1 - SHC Exam Q.docx ...

RP1 - Specific Heat Capacity.docx ...

*Documents
to edit
and
complete*

*Reference
Materials*

Adding work to assignments

- Click on + Add Work
- Choose the file to upload to the assignment
- Often files will be uploaded which you can just click on and edit in Teams and then choose Edit Document
- The work will save itself!



To submit your work:

When you are finished the work on the word documents on the word document, click on the white "close" button on the top right. To upload your other work, click on "+ Add Work", then click on "Upload" and select the file(s) you want to submit. If you have completed the work on a computer this will be straightforward; if you have completed it by hand please take a photo of your work, save it to your computer and upload that. When all your work is ready be sure to click the purple "Turn in" button on the top right.

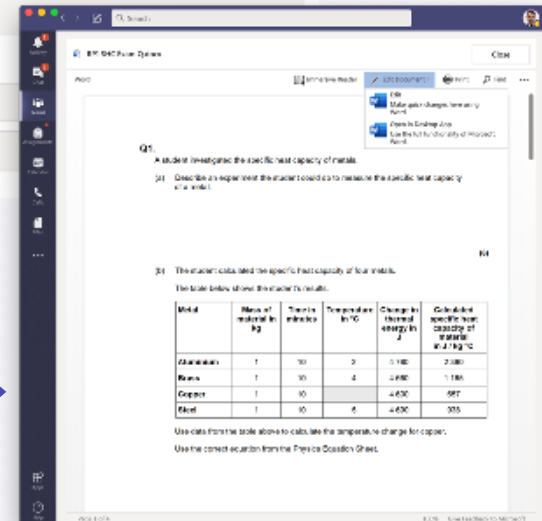
Reference materials

RP1 Specific Heat Capacity Video

Student work

RP1 SHC Exam Q.docx

RP1 - Specific Heat Capacity.docx



Q1. A student investigated the specific heat capacity of metals.

Q1. Describe an experiment the student could do to measure the specific heat capacity of a metal.

Q4. The student calculated the specific heat capacity of four metals. The table below shows the student's results.

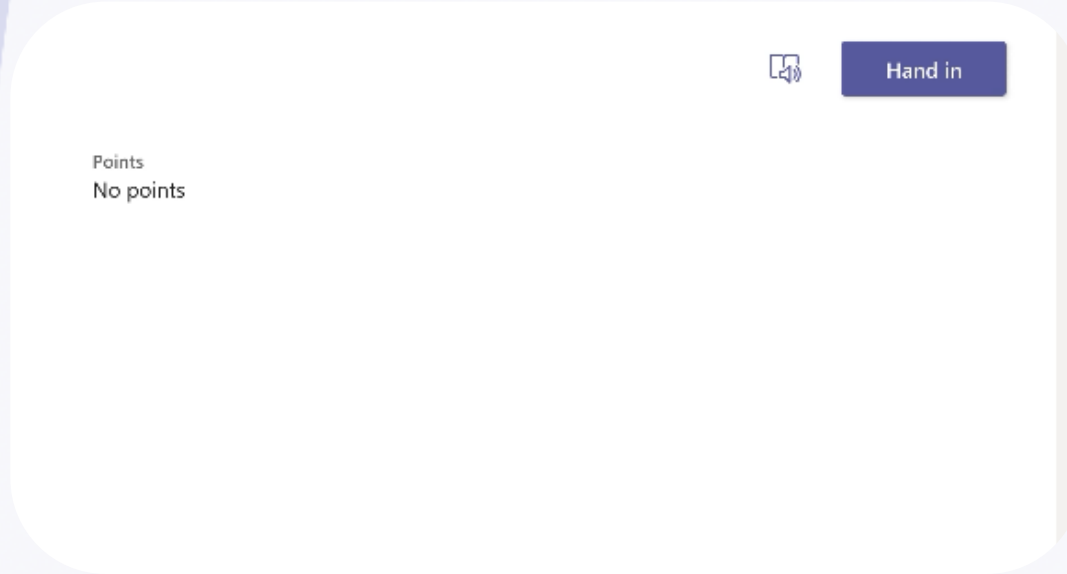
Metal	Mass of metal in kg	Temperature in °C	Change in thermal energy in J	Calculated specific heat capacity of metal in J/kg °C	
Aluminium	1	30	2	5.18E	2.380
Brass	1	30	4	2.48E	1.18E
Copper	1	30	4	4.43E	587
Steel	1	30	6	4.43E	205

Use data from the table above to calculate the temperature change for copper. Use the correct equation from the Physics Equation Sheet.



Submitting work

- Make sure to click 'Turn In' when you have uploaded all your work!
- The page will clear when everything is complete #winning



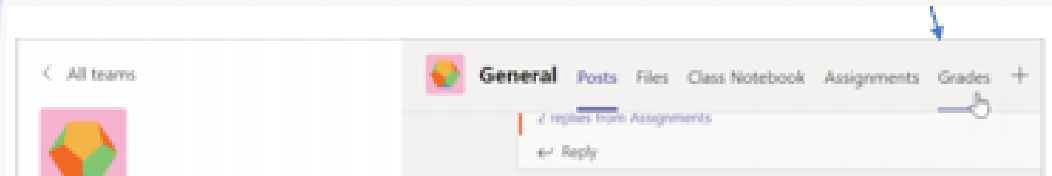
Sending a picture of your homework from your phone

- When taking a picture of written work, make sure that you take a clear picture that is easy to read.
- Download Microsoft Office Lens on your phone use this App to help take a much better photo of your work before you send it.

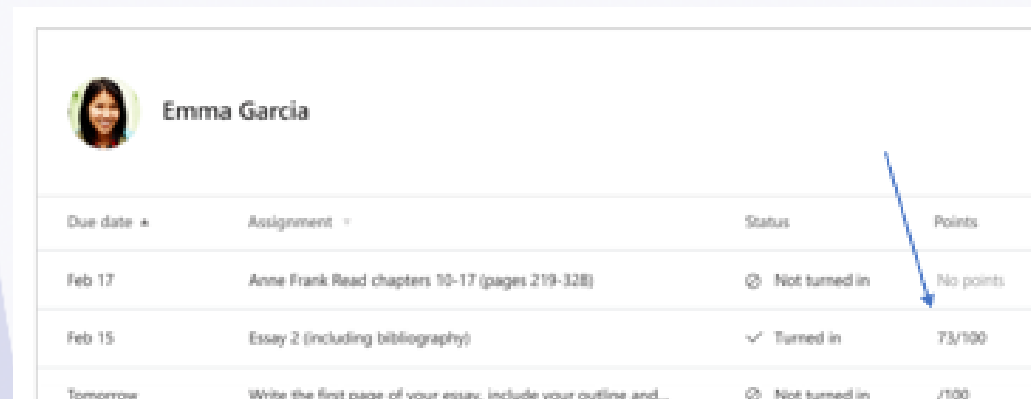


See your grades

1) Select the GRADES tab in the general channel.



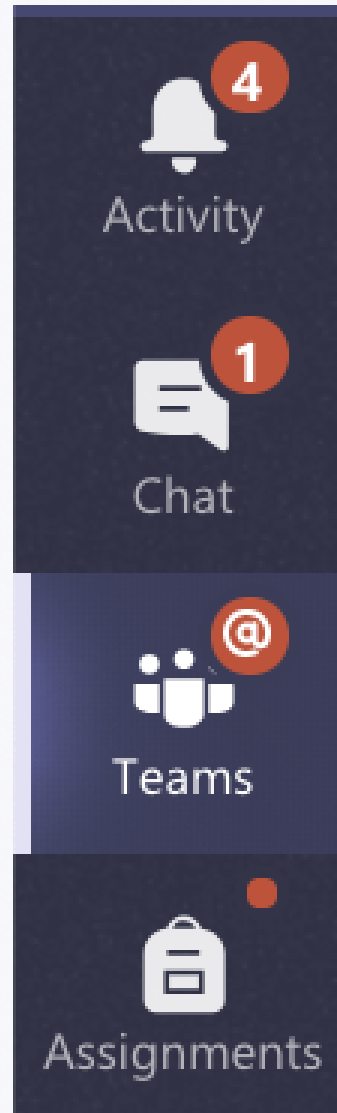
2) All your assignments are listed here. View your status on each assignment as well as points you have received on graded work.



Due date	Assignment	Status	Points
Feb 17	Anne Frank Read chapters 10-17 (pages 219-328)	⊗ Not turned in	No points
Feb 15	Essay 2 (including bibliography)	✓ Turned in	73/100
Tomorrow	Write the first page of your essay, include your outline and...	⊗ Not turned in	/100

Notifications

- Using Teams, you will get notifications for various reasons.
- When a new assignment is posted, there will be an @ next to Teams.
- If your Teacher makes an announcement you will also get a notification
- When work is returned there will be a dot by Assignments



General Activity – a post has been made or you have been mentioned

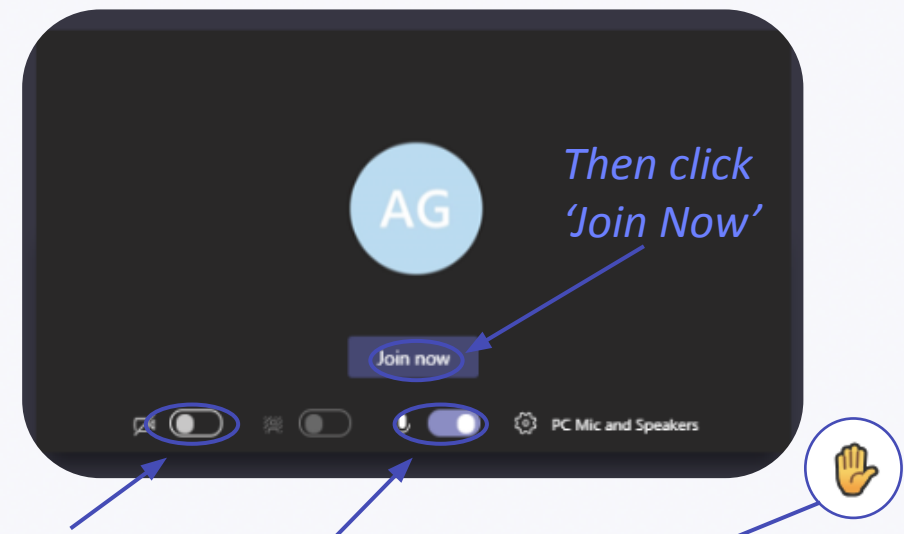
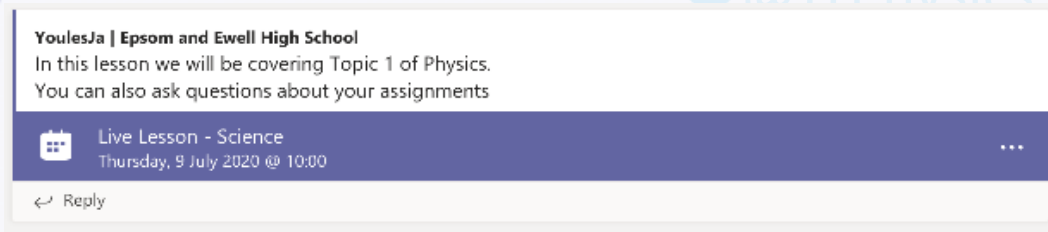
Disabled function at present

You have been mentioned in a Team post

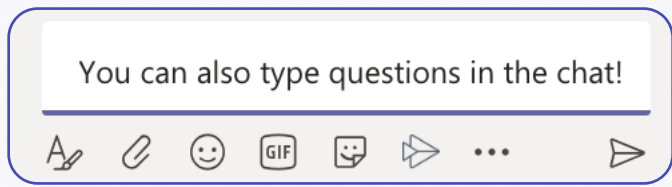
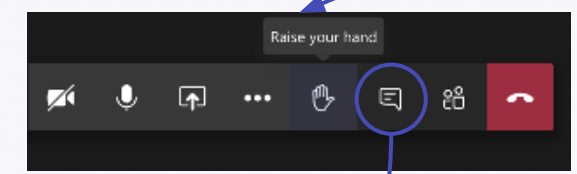
Work has been returned

Live Lessons

- If there is a Live Lesson there will be a post in the Team.
- To join click the purple banner at the start time.
- You will then need to join and make sure you have the correct settings!
- If you want to ask a question you can use Raise your hand.
- You can also type questions in the chat



Make sure your Camera & Microphone are off!



Using the toolbar during a live call

Practice using these features before the call

