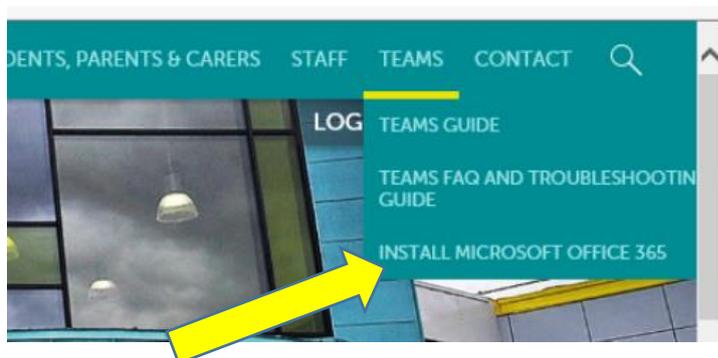


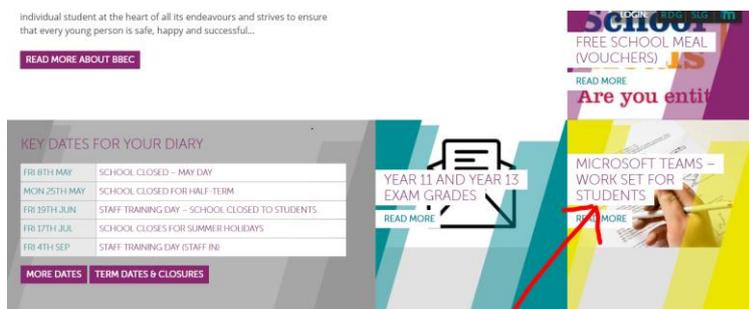
Student Guide to Microsoft Teams

Getting Started

(If you do not have Microsoft Office on your laptop/tablet, every student is entitled to a free copy – go to the BBEC website to download a copy)



You can access the **Teams web app** from the school website <https://www.buttershaw.net> by clicking the “Microsoft Teams” shown below. You can go directly to <https://teams.microsoft.com>



You will find instructions for downloading teams for different devices – your laptop, tablet or mobile phone – as well as help and guidance, troubleshooting and FAQs all on the website.

STEP BY STEP GUIDE FOR:

- Windows
- Android
- iOS
- Mac

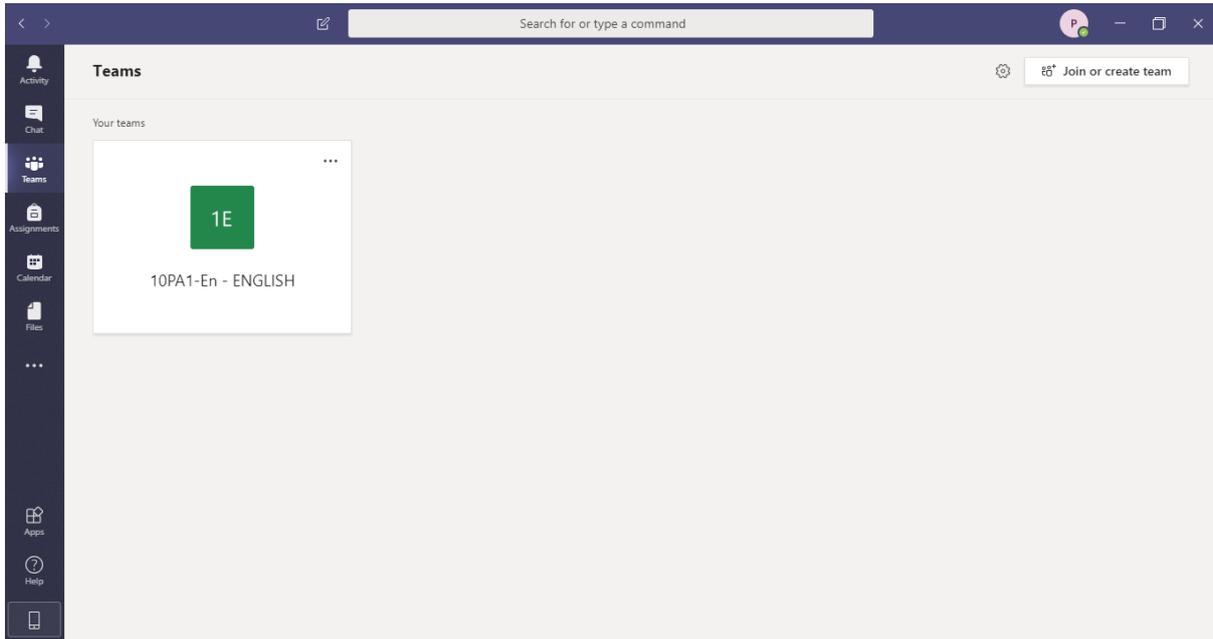
You will sign in to Teams using the same username and password as you use when signing in to computers in school. eg 123456@buttershaw.net

If you have forgotten your password, you or your parents can email helpdesk@buttershaw.net from another email account, or text **07469 354505** with child’s full name and form group. Please see the school website for more help.

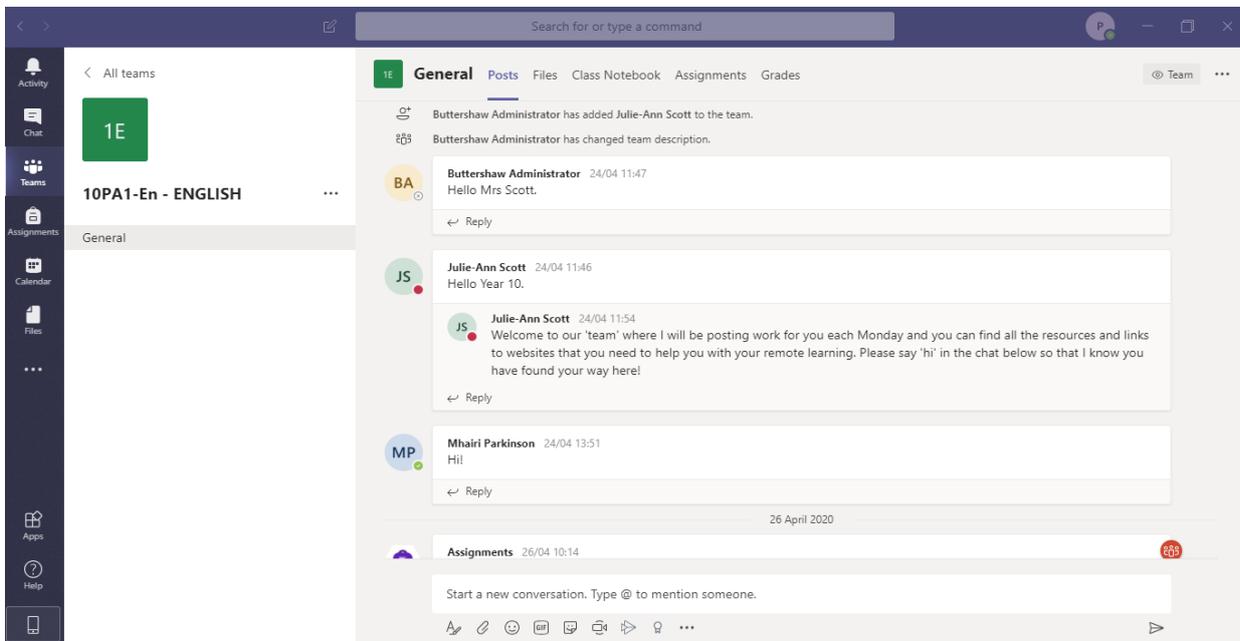
We recommend downloading the Teams desktop app for the best experience. You can go directly to <https://www.buttershaw.net/teams/> for the guides.

Using Teams for the first time

1. All your classes including your tutor group will already be set up by the school. You will receive an email from each of your teachers welcoming you to your different classes. By clicking 'Teams' on the left sidebar, you will see all your classes.

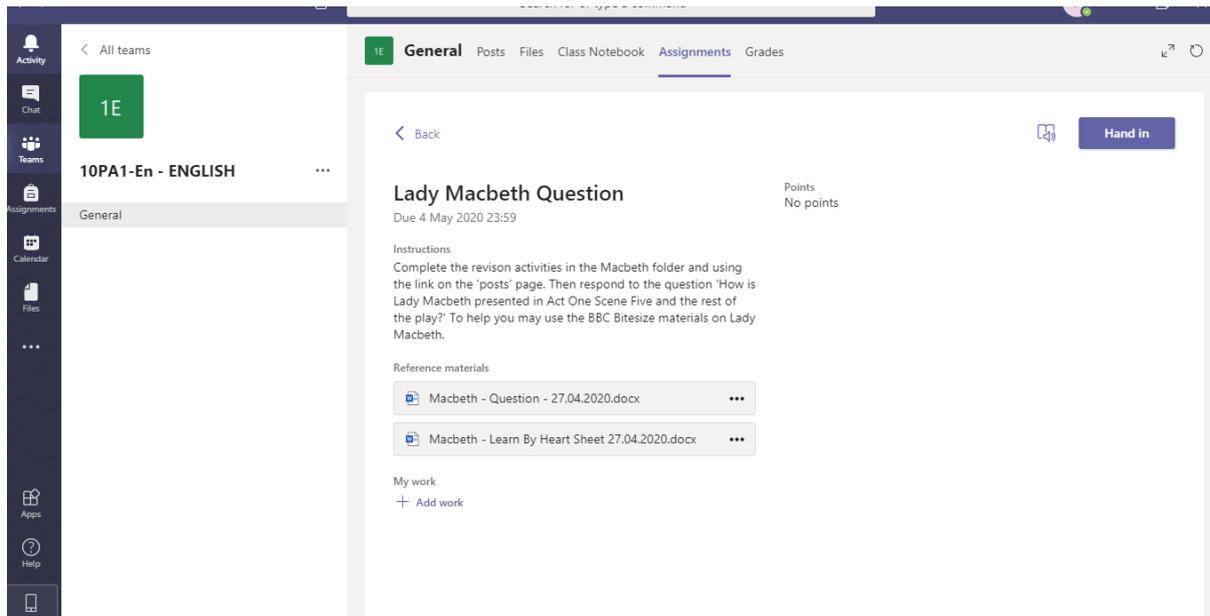


2. Click on your class. You should see a welcome message from your teacher. Type in a message to say that you have 'arrived' in that class. This is where you can write a message to your teacher, for example to ask for help, to tell them when you have finished your task or anything else. Your teacher should respond within 24 hours Monday to Friday.

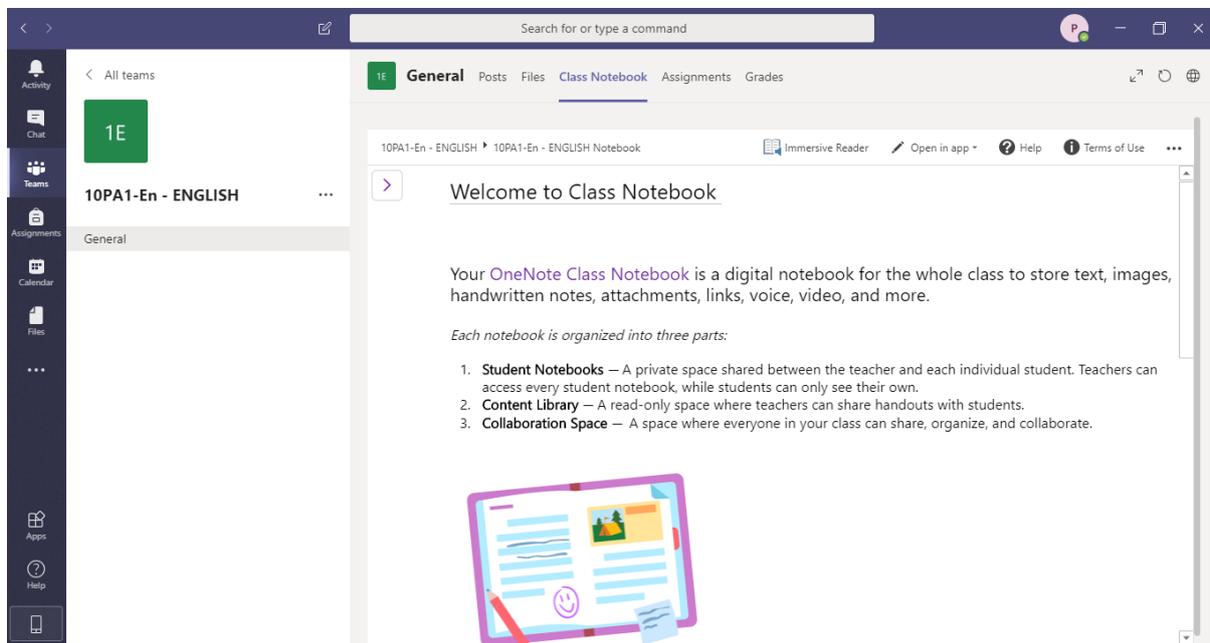


ASK YOUR TEACHER VIA TEAMS OR BY EMAIL IF YOU HAVE ANY QUESTIONS ABOUT USING TEAMS

3. Your work will be set for each class. By clicking on 'Assignments' on the left, you will see assignments which you have been set. Choose your class and you will see details of the assignment(s) – it will have a clear due date. There may also be resources attached for you to use, or links to other websites to help you.

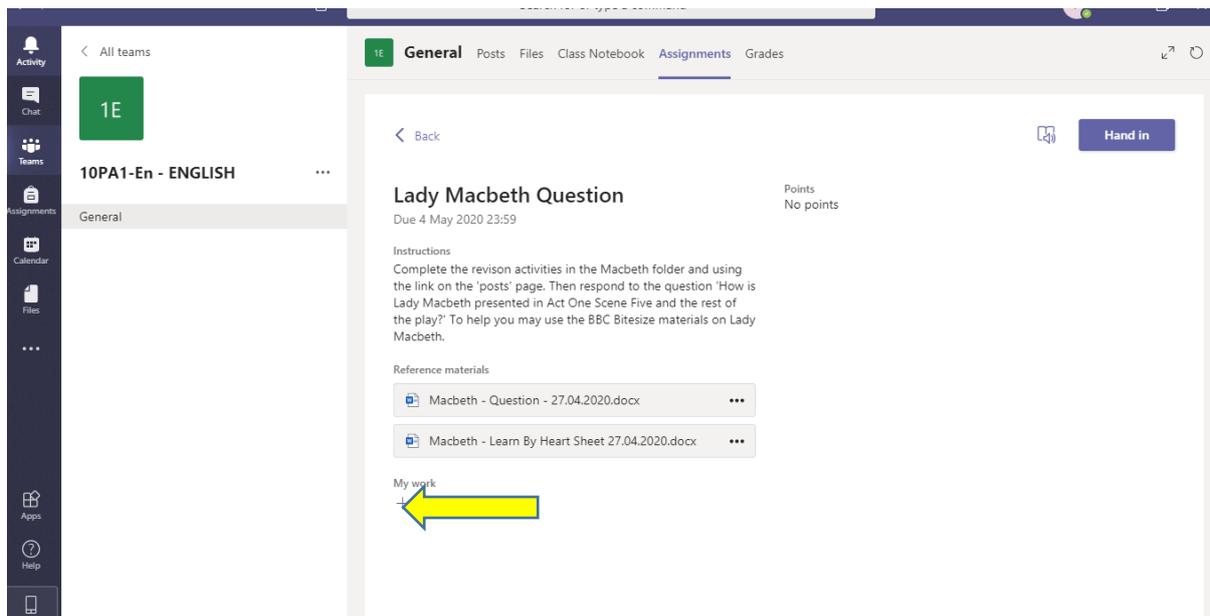


4. There are different tools you can use to complete your assignment. You can complete your work in Teams using 'Class Notebook' which is essentially a virtual exercise book. Your teacher will have given you access to this. This helps you organise all your work and to store notes. Alternatively you can complete your work in Word or any other app, which you save in your document and then send to your teacher.

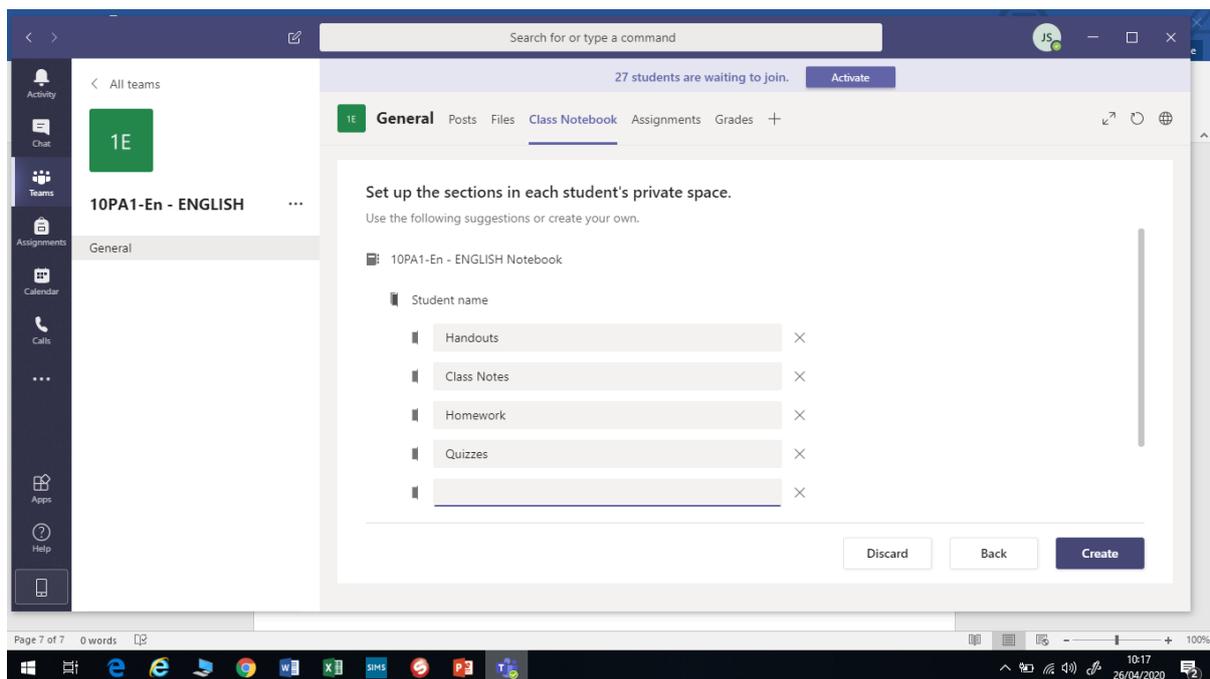


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5. Once you have completed your work you, you should add your work to the assignment, by clicking on the '+ Add work' link, shown below. This allows you to upload files to this assignment, from either your class notebook, a Word document or other.



6. Once you have added/uploaded your work, click the 'Hand in' button and it will be sent to your teacher.



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