

Using Microsoft Teams through a Web Browser

1. Go to the Boteler website at <u>www.boteler.org.uk</u>. Scroll to the bottom left of the site. In the section 'Pupil and Staff Logins', click 'Microsoft Teams'.

PUPIL AND STAFF LOGINS
VLE Login
Show My Homework
School Email
Microsoft Teams
OneDrive
G Suite
Google Drive
Google Classroom
Governor Login
School Gateway Login
STB Cloud
Remote Access
How to Log On to SMHW using a Mobile Device
How to Log On to SMHW using a PC/Laptop
How to Access the VLE

2. Log in with your Boteler email address and network password.





3. Press 'Next'.



4. When you log in, you will see your activity feed, which will include any assignments/work set





5. Click the 'Teams' icon on the left side; you will see your classes as below. There will be a general class for your Year group and then your individual classes.

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- 6. Through Microsoft Teams, you can:
 - chat with the whole group including video calls set up by teachers.
 - have 1-1 conversations.
 - download work from your teachers.
 - upload work for them to mark.
- 7. To join a live lesson students need to do the following:
 - Select the class team from the Teams page
 - Once the lesson has been set as live by the teacher the student clicks 'meet now' in the top left hand side of the screen
 - The image below will appear on screen.
 - The student selects 'join' and they will then be part of the lesson

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- 8. Click the Team to box required. Click 'Assignments' at the top right.



9. Assignments could have attached streaming video to watch or documents to complete. In this example, I'll click the 'Mobile app assignment' assignment.

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- 10. On this screen, you can see what needs to be completed. The teacher will have posted instructions on what to do. There is a streaming video to watch. You can access this by clicking the link under 'Reference materials. There is also a Word document to complete you can download this by clicking the document under 'My work'. When complete, you can save this an upload it by clicking '+ Add work' and browsing to the saved file. When complete, click 'Hand in' in the top right corner.
- 11. You can download the Microsoft Teams app by clicking the link on the bottom left corner. You can also click the '? Help' icon above that to access the help section.



Using Microsoft Teams through Mobile Apps

1. For mobile devices, browse to your app store and download the 'Microsoft Teams' app. The app is available on the Apple and Google App Stores for tablets and mobile devices.



Microsoft Teams 4+

Hub for teamwork Microsoft Corporation

#2 in Business ***** 4.6, 84.3K Ratings

Free

2. Open the 'Microsoft Teams' app on your mobile device. Tap 'Sign in'. Enter your Boteler email address e.g. <u>19jsmith@boteler.org.uk</u>





3. Enter your Boteler password. When you log in you'll see the latest activity, which will include any assignments/work set for you.

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4. Tap 'Assignments' at the bottom and select the class you want to check. Tap 'Next'.





5. You'll see the same list as on the browser version. In the example, I've tapped 'Mobile app assignment' and the screen below appears. You can watch the video by tapping the 'Mobile app video' link under 'Reference materials'. The Word document is available under 'My work'. You can upload completed work by tapping '+ Add work'. Tap 'Hand in' when the task is complete.

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6. You might need to install Microsoft Stream from the app store to view any videos set by teachers. This is free. Log in with your Boteler email address and password.

