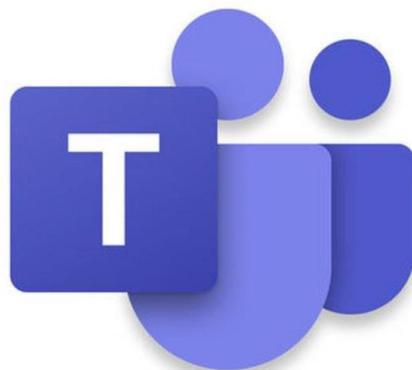




STANGROUND ACADEMY

A guide on how to get set up on Microsoft Teams



How do I download Teams as an App?

App Stores

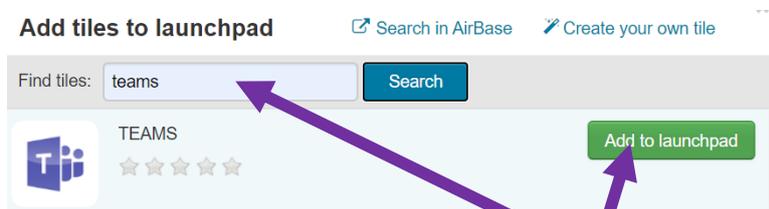
Teams can be found in various places. It can be downloaded as a standalone app on a device, such as a mobile or a tablet.



Airhead

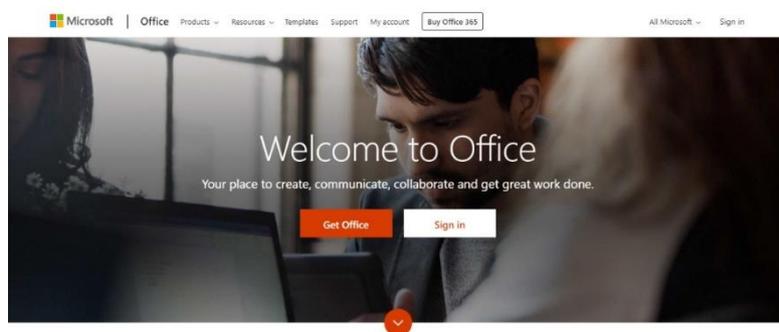
Airhead is our learning portal. Students can log into airhead by going to gat.airhead.io on an internet browser. Students will then use their school log in details to enter the portal. Teams can be added as a tile within a launchpad by searching for Teams and clicking add to launchpad. We also suggest adding 'Outlook 365' which is your email inbox.

NB If you are struggling to use airhead then use the above or below options to access Teams.



Office.com

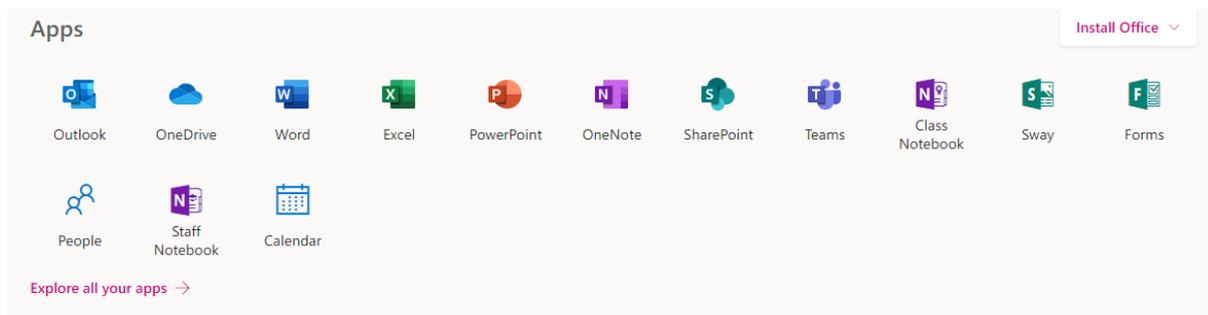
You can also access Teams from any browser by going to www.office.com



Click sign in and sign in with **your full school email address**.

You will then be directed to the login page for the Trust – this is the start of your **school email address and the password** you normally use.

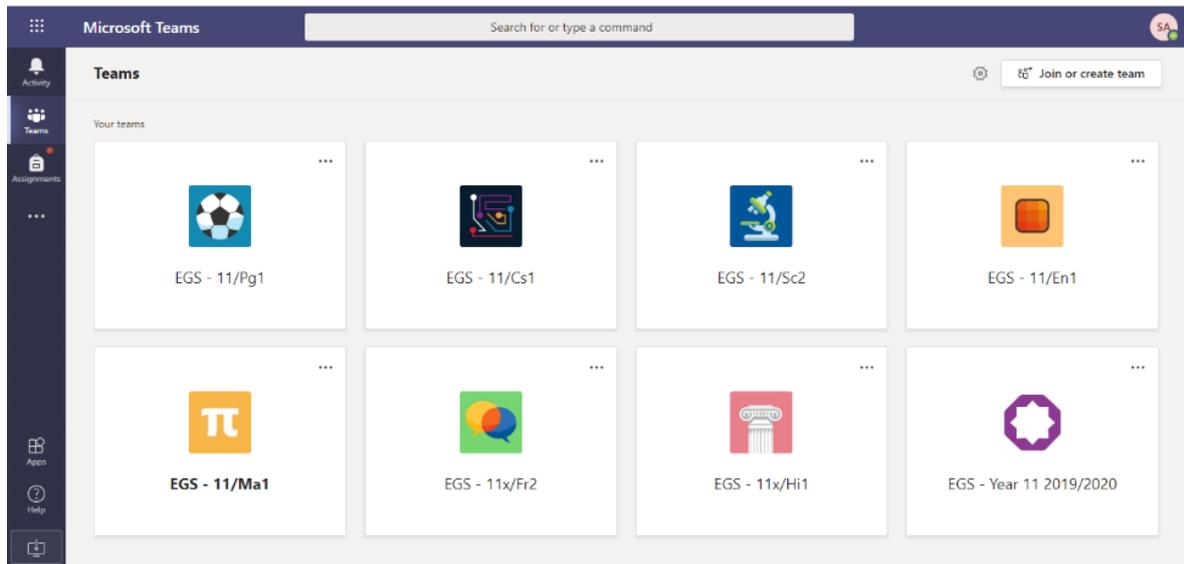
Click on the Teams icon and you will be into Teams.



This is also where you can click on 'install office' on the top right hand corner and download the office suite (Word, Powerpoint, Excel etc) for free using your school log in details

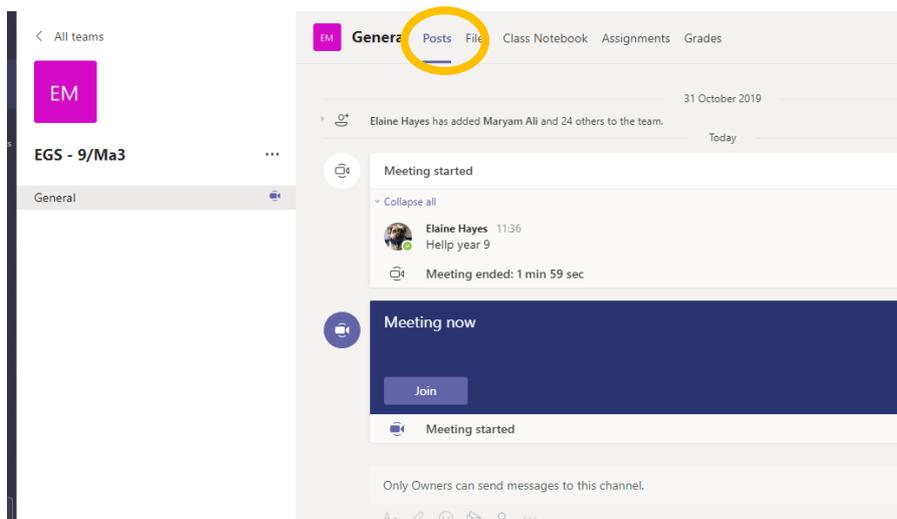
How do I find my class?

When you open up Teams, you should now see all the Teams, your teachers have already set them up for you. It will look like this and you choose your class:

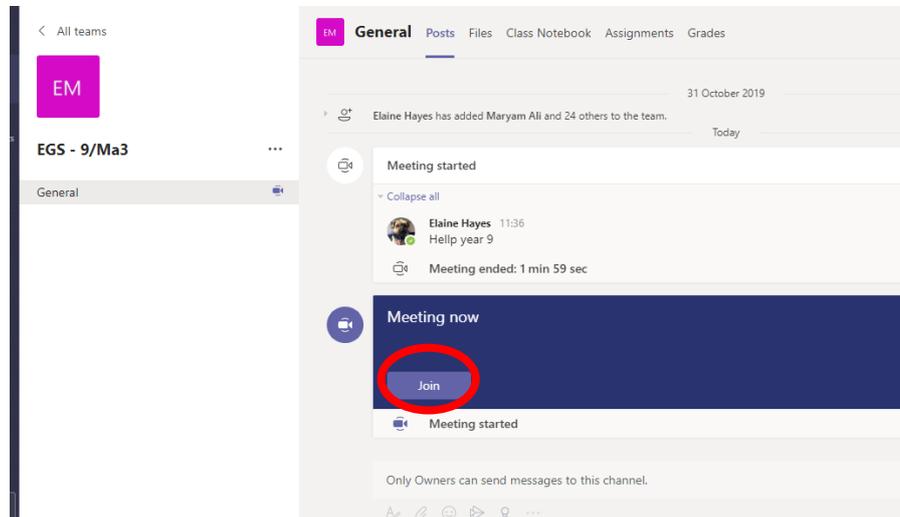


How do I join a live lesson?

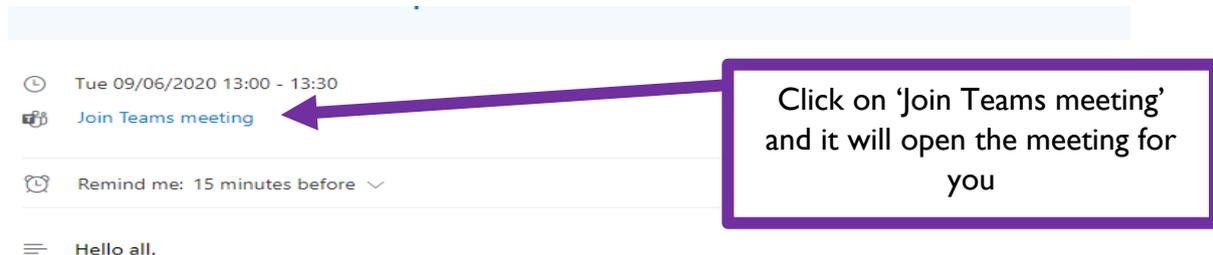
Within your class Team you need to click on 'Posts' to see the chat to join the Live session. This is also how you can communicate with your Teacher.



If your teacher has started an online lesson, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you join at that exact time by clicking the join button circled in red.



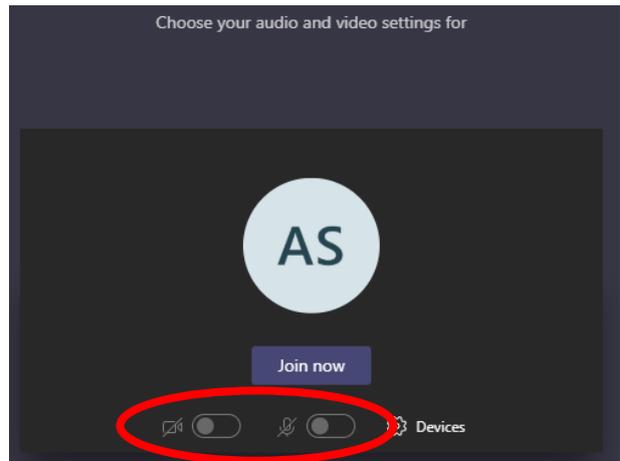
On occasions it will not be your regular class teacher and instead of the above post you will instead have an invitation via email. An email invitation will look like this:



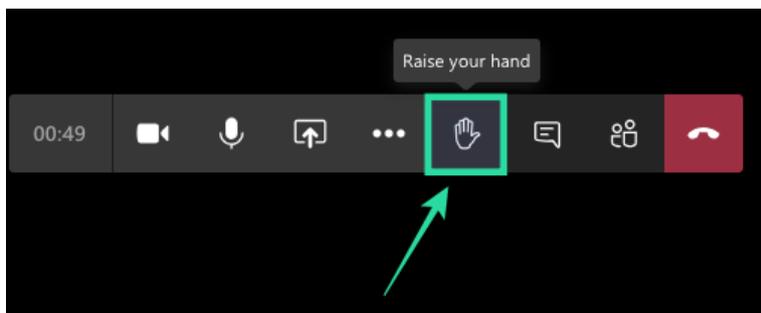
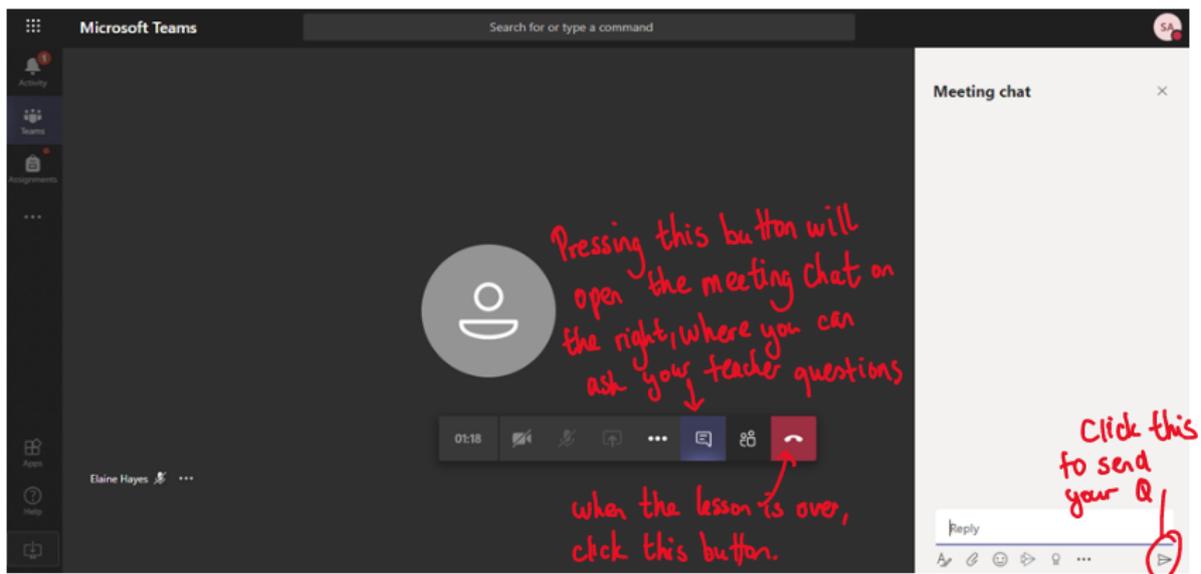
You will also find Live Lessons that you are invited to in your Calendar, this can be found on as an app on the left-hand side of Teams.

How do I stay safe during a live lesson?

The red circle is the camera function. Make sure that it **is off**. Your teacher may have told you to keep your microphone on or off. You can ask a question of your teacher using the chat function. Or clicking on the hand icon which will highlight to the teacher that you have your hand up (virtually). All questions are kept in the Team after the lesson is over.



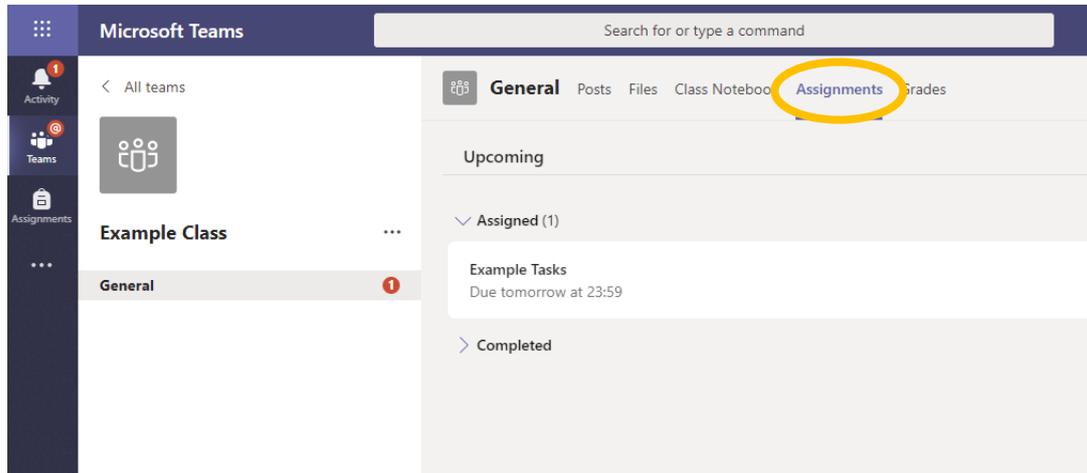
How do I use the chat during a live lesson?



Students will now see the raise hand feature when in a lesson. Click on this to highlight to your teacher that your hand is up (virtually).

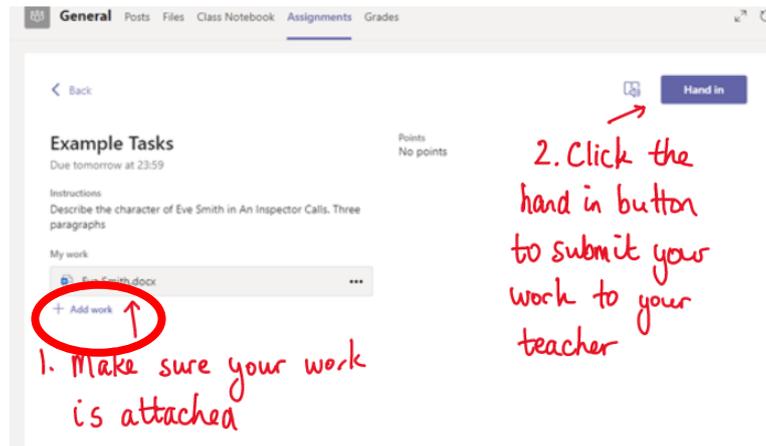
How do I see my assignments?

Your teacher will set assignment for you to complete. Within Teams, you can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, **or** you can click into your class and click on the assignments button circled in yellow:



How do I hand in an assignment?

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.



Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

Further guidance

You can click on the links below for some further guidance on using Teams. Students should be aware that where you might hear about private chats, this is not enabled on the GAT network, so please ignore.

Using Teams for the first time: <https://www.youtube.com/watch?v=qx8xHpRMFHU>

Assignments: <https://www.youtube.com/watch?v=NGuv9wHCWYE>