# A student guide to the basics of Teams

Posts

The <u>Posts</u> section is where you – together with your classmates – can have conversations with your teacher about classwork that has been set. If you have a question or a comment to make, **do not start a new conversation/ thread,** instead, **reply** to the original post or it will fill your class feed very quickly. **Spam is annoying for everyone people!** You can also answer questions your teacher might ask you using Google Forms amongst other things.
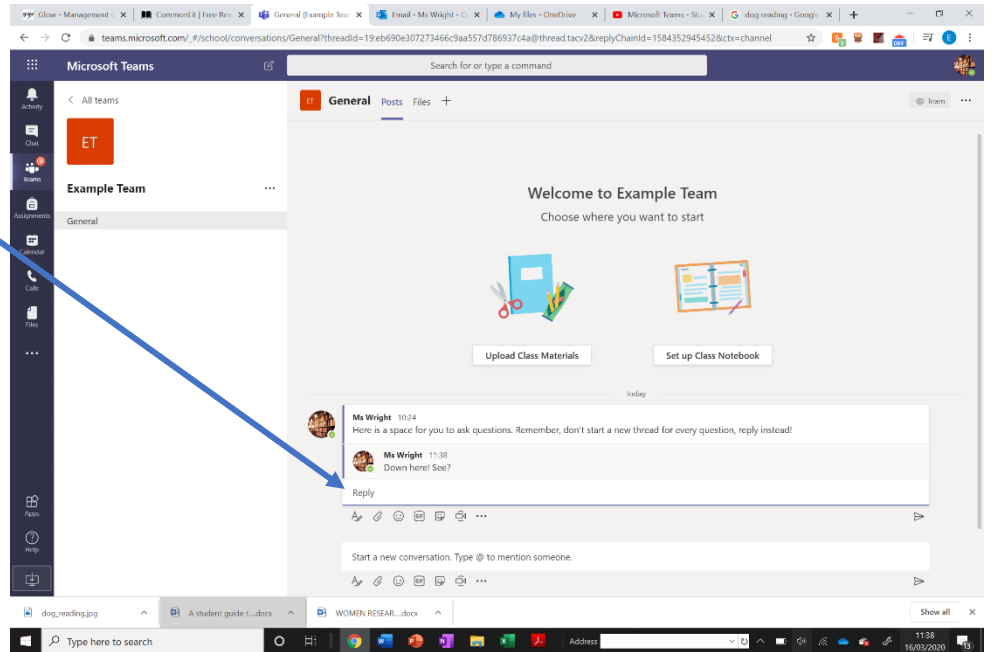
Files

The <u>Files</u> section is where you can access any handouts, video clips or other file types that your teacher wants you to use. There is a folder within this called '**Class materials**' which you cannot edit but can view. From the main files section, it's a good idea to **download** any files that you want to make changes to, otherwise others might edit your work in the online browser. You can download by right-clicking on the file and selecting 'download'.
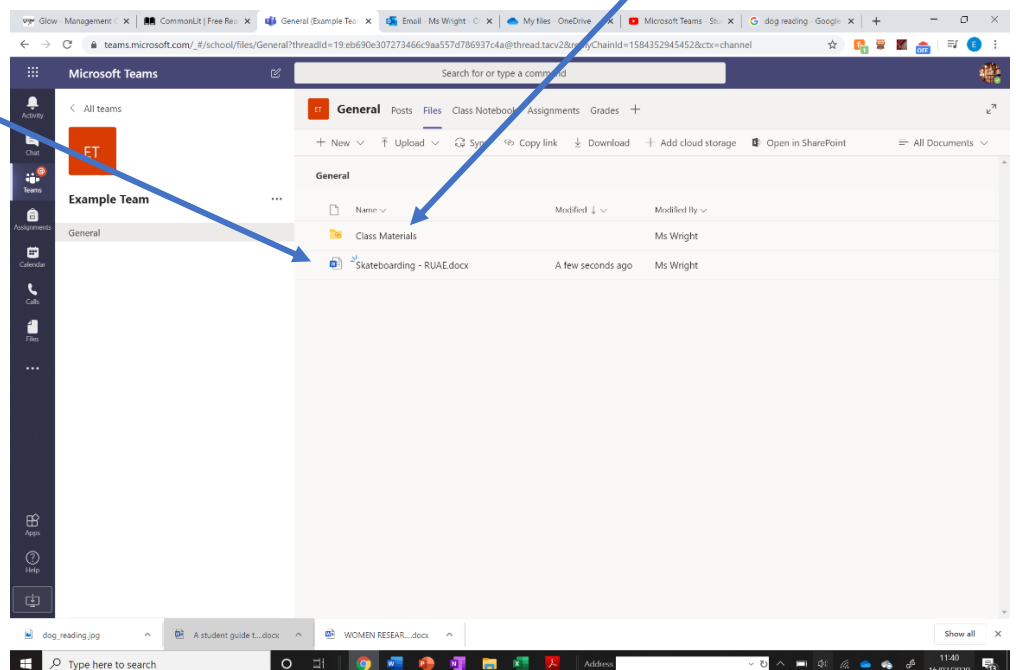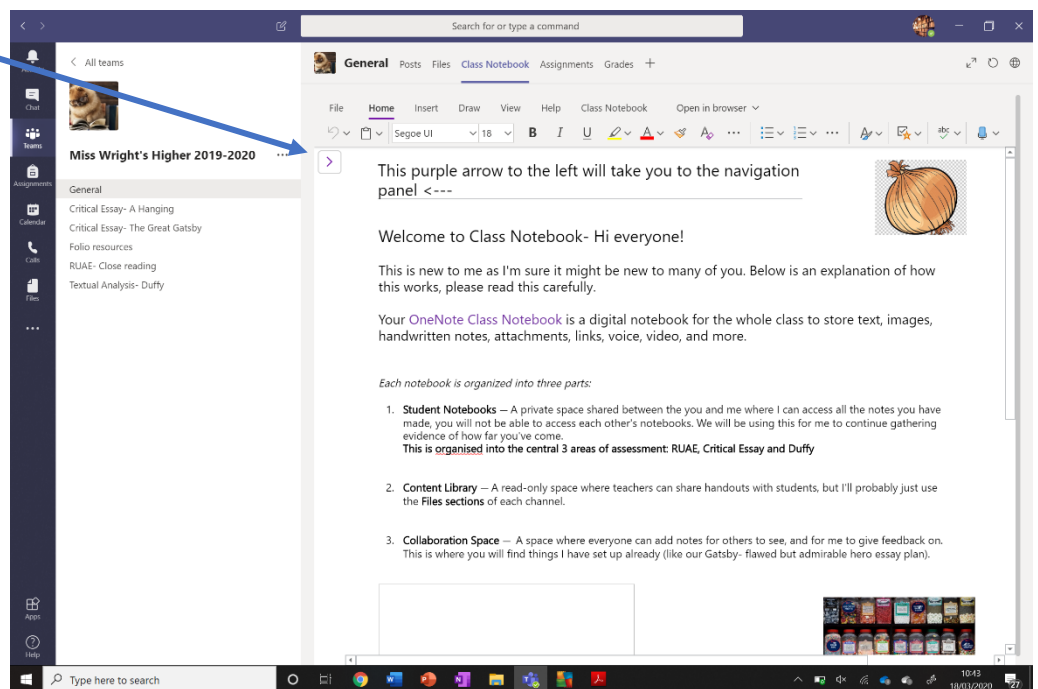
Class notebook

Class notebook is an online space for you, your classmates, and your teacher to work together. **You may only be able to access this in the Teams App.**

It has 3 main sections:

1. **C**ollaboration space- this is an area that your whole class can edit in real time, so if you're working on a project with a group, this is where you will share and contribute!
2. **C**lass materials- this is where your teacher might keep handouts for you to access
3. Personal notebook- this will become your jotter which your teacher can check to assess your progress.

Across the class notebook you can do a number of other things: add notes or images, access voice recordings your teacher might send of instructions or explanations, store notes you make, complete assessments, or file homework.

Tips: the purple arrow will take you to the navigation panel, where you can access the collaboration space, class materials, and your own notebook which your teacher will use to assess your progress.
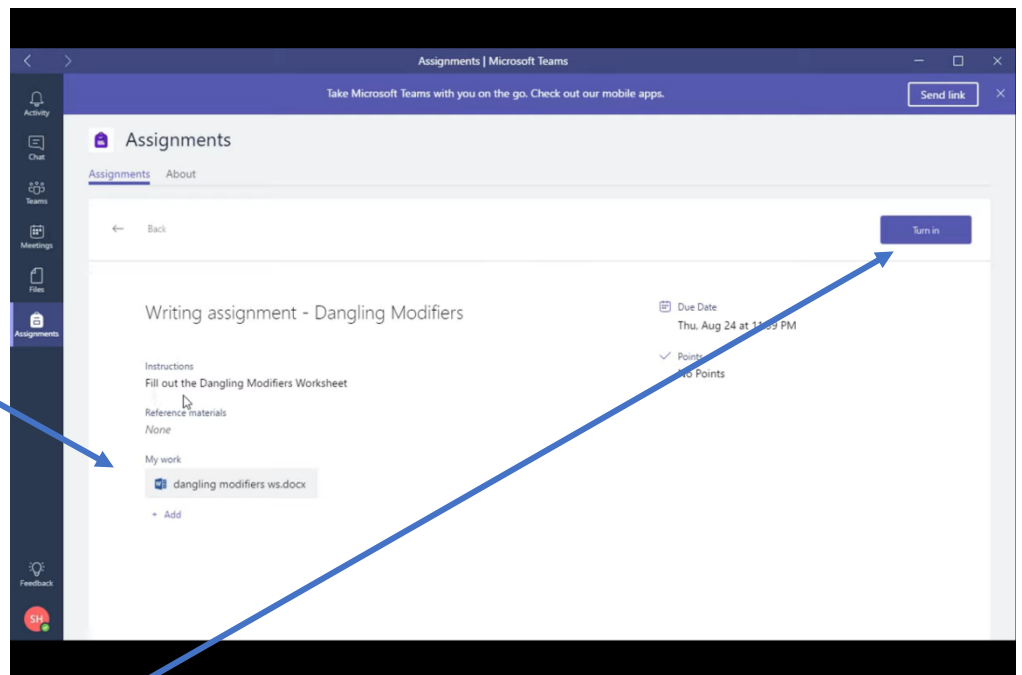

Your teacher will be able to see any changes made, any changes you make in the class notebook will save automatically.

Assignments

The **Assignments** page is where your teacher might set class tasks, give instructions and post other resources. This will be vital for you to keep up with any tasks and ensure that your teacher can still assess your progress. When you click on your assignments you will be able to access the handouts that **are ready for you to complete** and that **will save your work automatically**. You **can submit here** when you are completely finished with your class work, there is no need to submit at the end of every session you spend working on this, you can continue to work class assignments in multiple sessions.

Saving documents and tips

- When you download a file from your Teams **Files** page, it may say "read only", to make changes that you can save, you need to 'Save as', and make sure your document is saved locally.
- Remember to save your work regularly to your documents, every 5 minutes will protect you from having to start again.
- Set up folders for each subject so it's easy to keep things filed and organised, eg. S3 English/ S3 CDT/ S3 Maths
- Name each document something useful and clear so you can find work easily eg. 'Planning our Pitch- Monday 16th March' rather than 'English'.

Please like this post to show your teacher you have read this post. Any questions, hit reply below to ask.