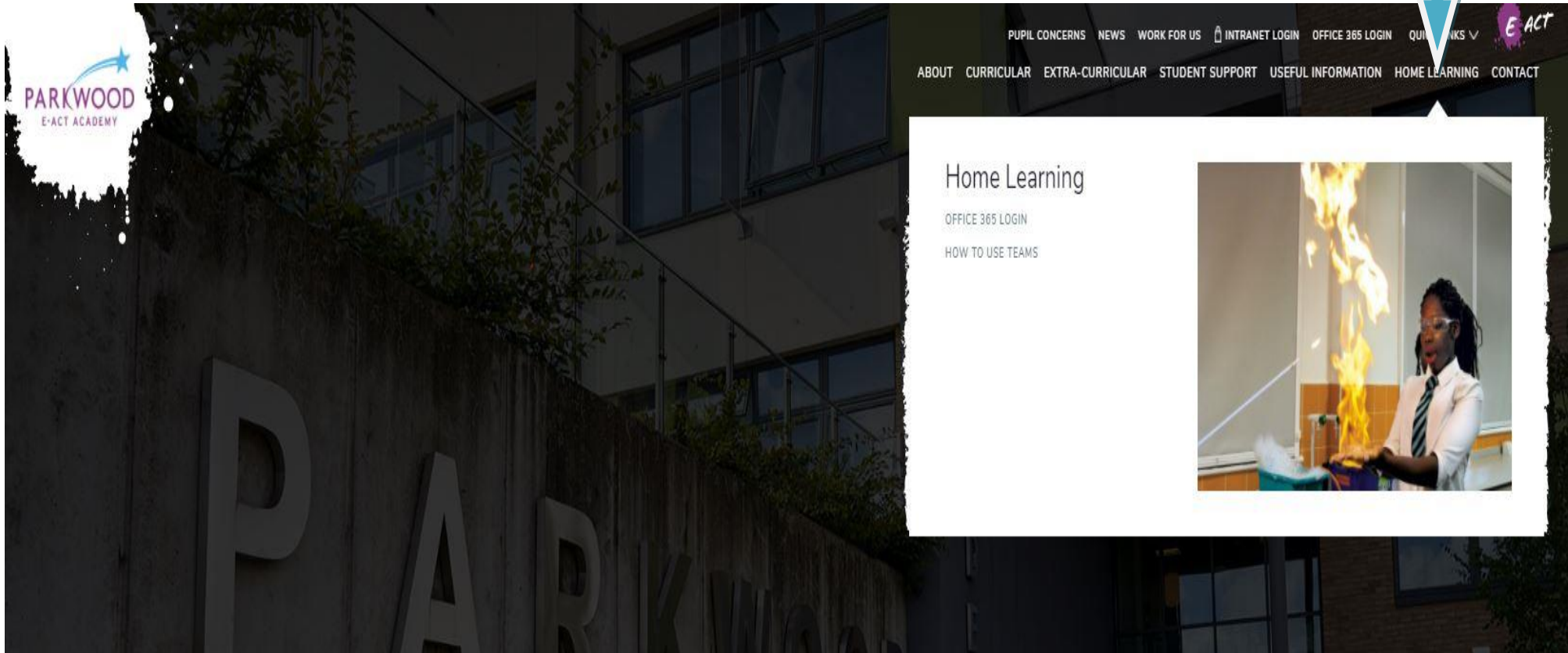




Using Microsoft Teams

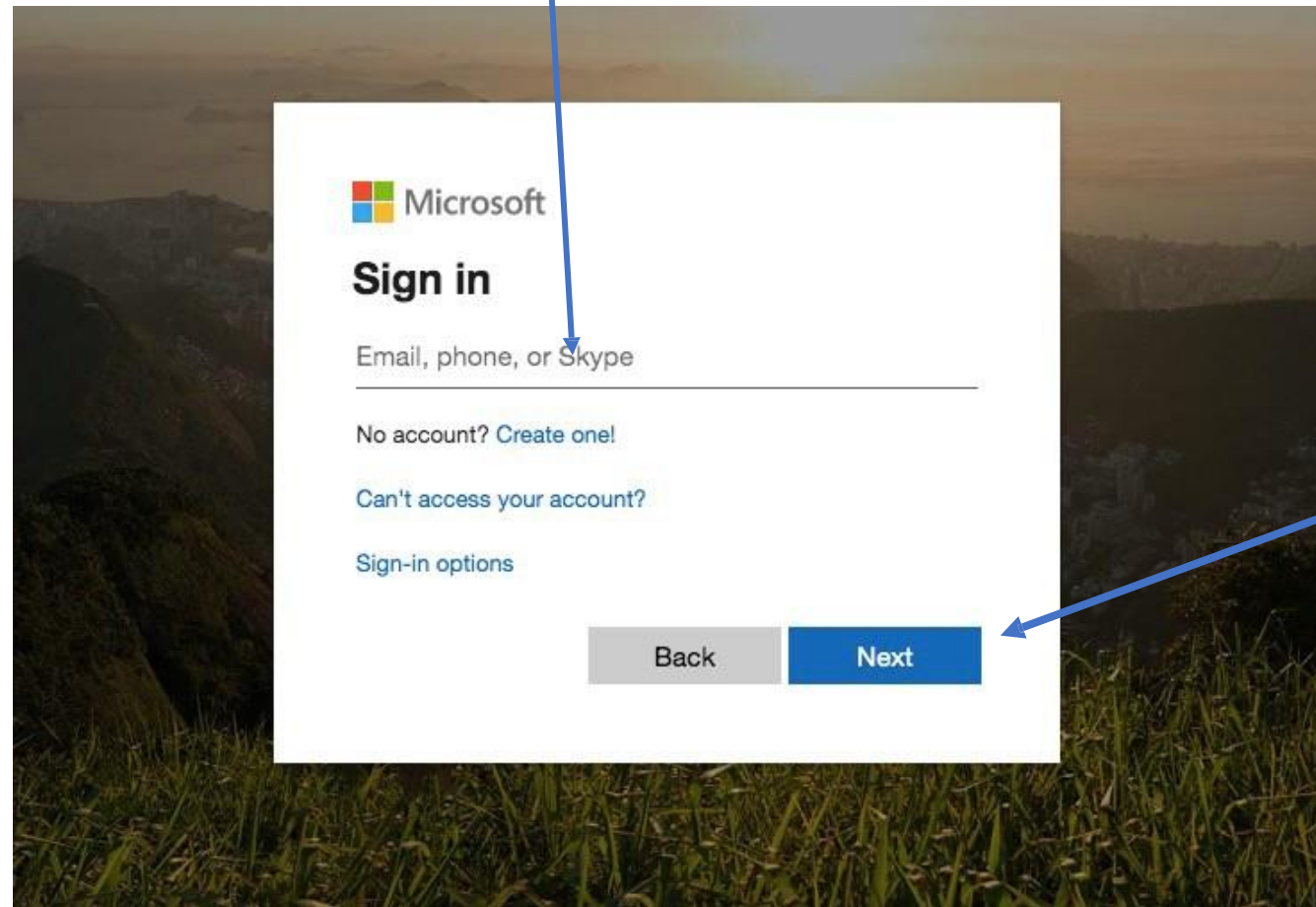
September
2020

On the school home page, click here
Home Learning then Office 365 Login



Enter your school email address

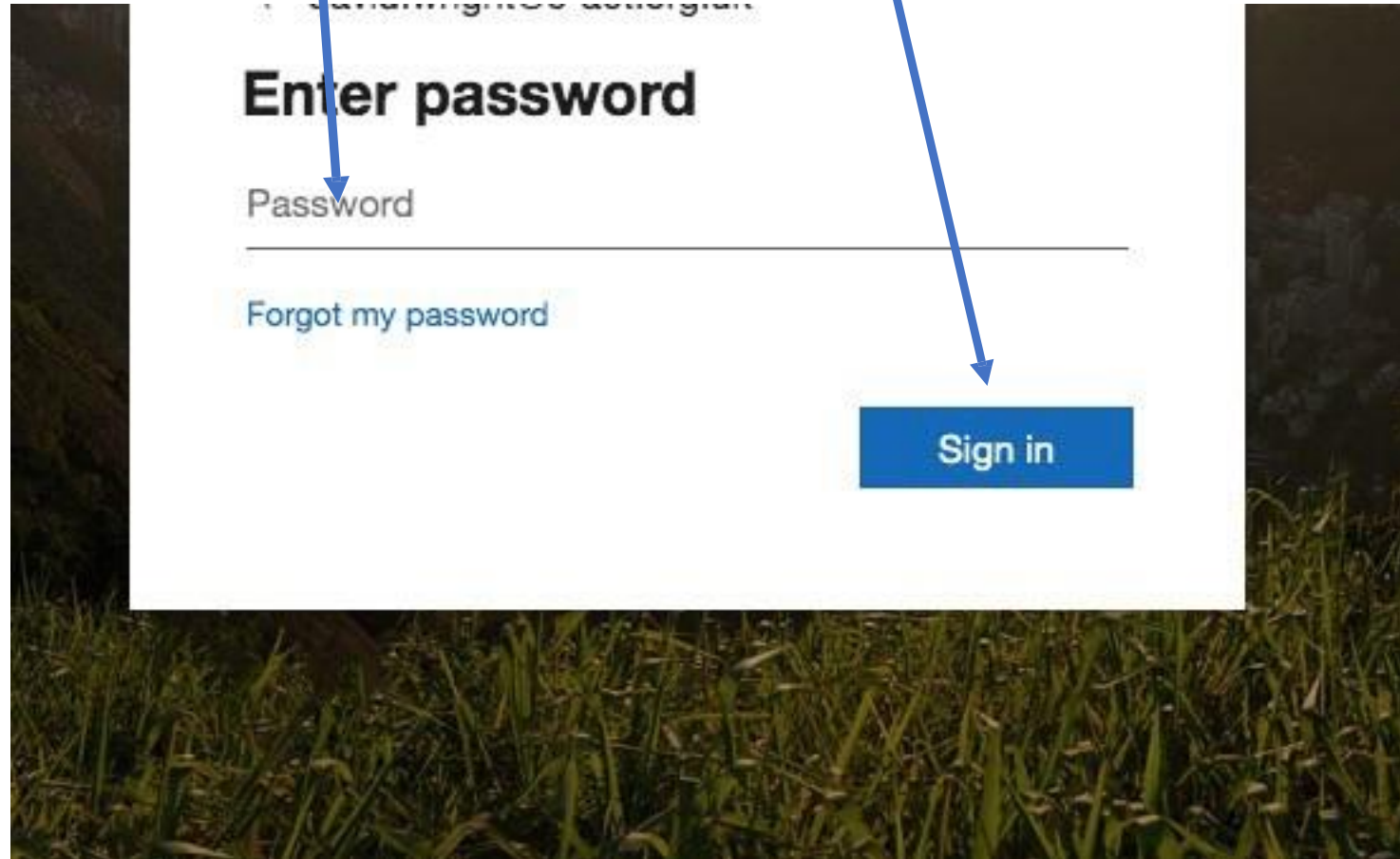
(your username followed by @student.parkwoodacademy.org.uk)



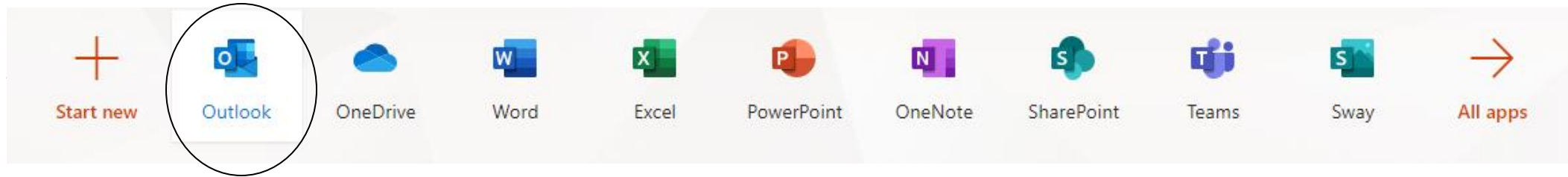
Then click "Next"



Enter your password (This password was supplied in your letter)
and click here



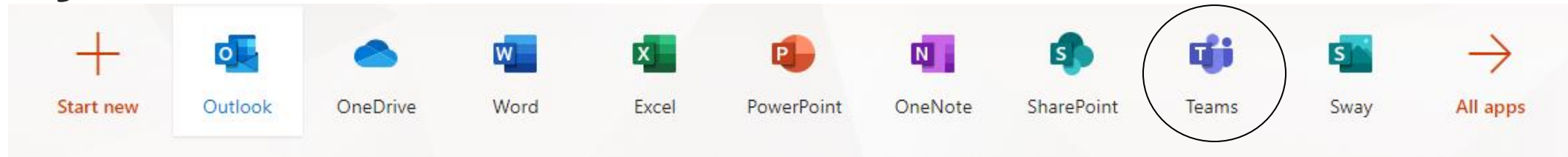
Click on outlook



You should have received an email like the example below. Open the email and then click Open Microsoft Teams this will take you to Parkwood Microsoft Teams site

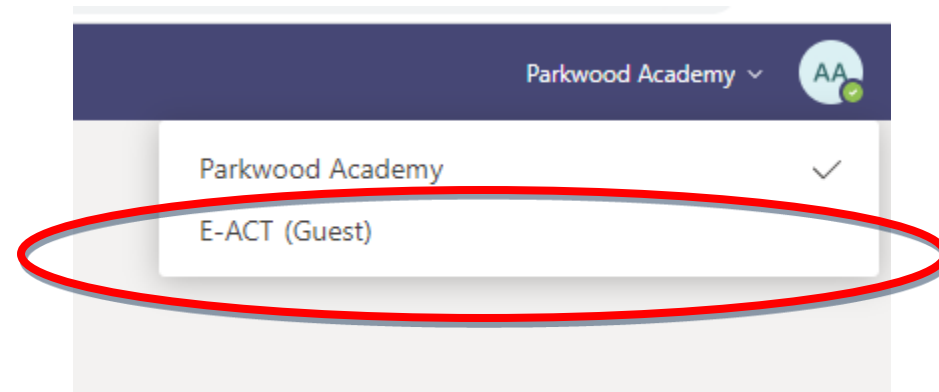


If you click Microsoft teams from here



you will then need to follow this step to access the teams site.

Click the down arrow at the side of Parkwood Academy and choose EACT (Guest)



Teams home page: your Teams will appear Here

The screenshot displays the Microsoft Teams interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, and Files. The main area is titled 'Teams' and shows a list of 'Your teams' with one team, 'Y7 Year 7', selected. The right pane shows the 'General' channel for this team. At the top of the channel are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', 'Wiki', and 'Wiki'. In the top right corner, it shows 'Team' and '1 Guest'. The main content area features a large illustration of two people, one pointing at a message bubble with an @ symbol. Below this is a 'Welcome to the class!' message with a tip: 'Try @mentioning the class name or student names to start a conversation.' A list of activity items follows, including team additions and changes, with a 'Yesterday' separator.

Teams

Your teams

Y7 Year 7

Y7 **General** Posts Files Class Notebook Assignments Grades Wiki Wiki

Team 1 Guest

Welcome to the class!

Try @mentioning the class name or student names to start a conversation.

Brett Fletcher has added Gregg Henderson and Nik Oxley to the team.

Nik Oxley changed team description.

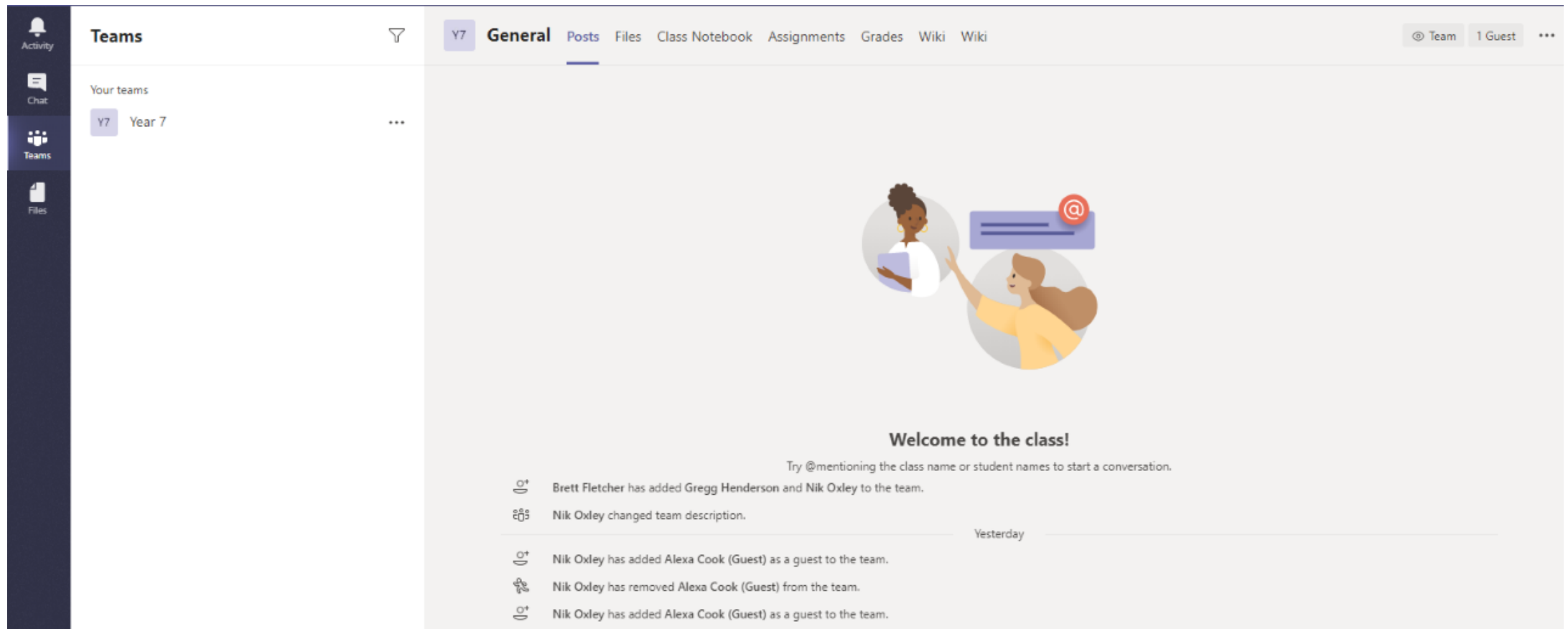
Yesterday

Nik Oxley has added Alexa Cook (Guest) as a guest to the team.

Nik Oxley has removed Alexa Cook (Guest) from the team.

Nik Oxley has added Alexa Cook (Guest) as a guest to the team.

An Example: This shows a Year 7 Team yours will be specific to your year group.
Click on the team you want to access.



The screenshot displays the Microsoft Teams interface. On the left is a dark blue sidebar with icons for Activity, Chat, Teams, and Files. The main area is titled 'Teams' and shows a list of 'Your teams' with one team selected: 'Y7 Year 7'. The team's chat window is open, showing a 'General' channel. At the top of the chat, there are navigation tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', 'Wiki', and 'Wiki'. In the top right corner of the chat, it says 'Team' and '1 Guest'. The chat content includes a welcome message: 'Welcome to the class!' with a subtext: 'Try @mentioning the class name or student names to start a conversation.' Below this, there are several activity logs: 'Brett Fletcher has added Gregg Henderson and Nik Oxley to the team.', 'Nik Oxley changed team description.', a separator line for 'Yesterday', 'Nik Oxley has added Alexa Cook (Guest) as a guest to the team.', 'Nik Oxley has removed Alexa Cook (Guest) from the team.', and 'Nik Oxley has added Alexa Cook (Guest) as a guest to the team.'

Home page for each team. Work will be shared on each subject page.
Access files here.



Teams

Y7 General Posts Files Class Notebook Assignments Grades Wiki Wiki

Team 1 Guest

Your teams

Y7 Year 7

Activity

Chat

Teams

Files

Y7 Year 7

Try @mentioning the class name or student names to start a conversation.

👤+ Brett Fletcher has added Gregg Henderson and Nik Oxley to the team.

🗨️ Nik Oxley changed team description.

Yesterday

👤+ Nik Oxley has added Alexa Cook (Guest) as a guest to the team.

👤- Nik Oxley has removed Alexa Cook (Guest) from the team.

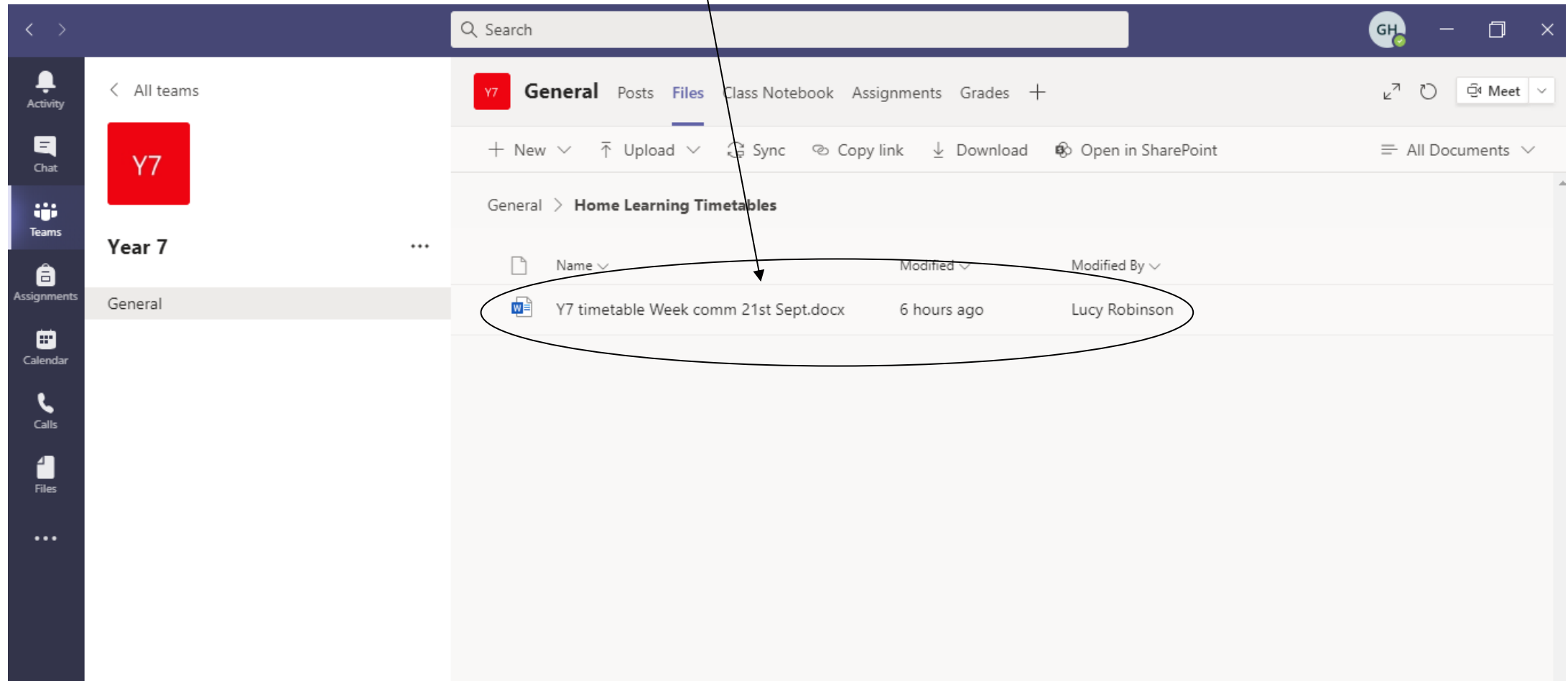
👤+ Nik Oxley has added Alexa Cook (Guest) as a guest to the team.

You then select 'Home learning timetables'.

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, and Calls. The main area displays a team named 'Year 7' with a 'General' channel. At the top of the channel is a search bar and a user profile 'GH'. Below the channel header is a file list table with columns for Name, Modified, and Modified By. The table contains two entries: 'Class Materials' and 'Home Learning Timetables'. The 'Home Learning Timetables' entry is circled in black, and an arrow points from the text above to it.

Name	Modified	Modified By
Class Materials		Gregg Henderson
Home Learning Timetables	3 days ago	Gregg Henderson

You must select the specific week we are on
(week commencing)

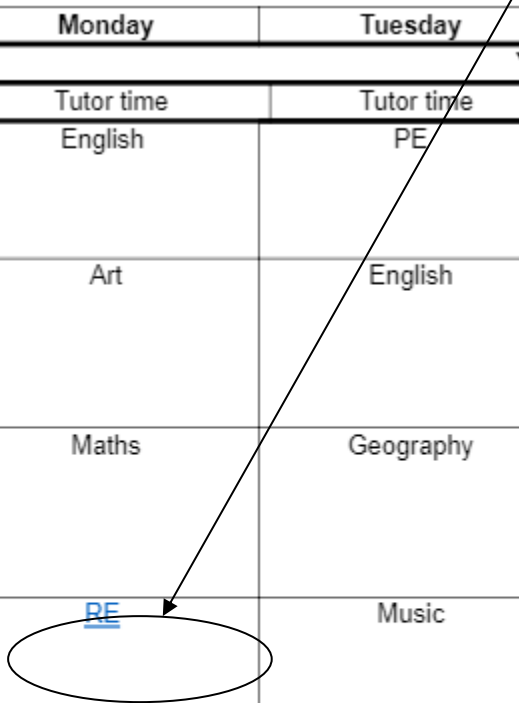


The screenshot displays the Microsoft Teams interface for a team named 'Year 7'. The left-hand navigation pane includes options for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area shows the 'General' channel with a sub-section titled 'Home Learning Timetables'. A table lists files, with one file, 'Y7 timetable Week comm 21st Sept.docx', highlighted by a red oval. An arrow points from the text above to this file. The table has columns for Name, Modified, and Modified By.

Name	Modified	Modified By
Y7 timetable Week comm 21st Sept.docx	6 hours ago	Lucy Robinson

You will then select each lesson during the day, the lesson will be a hyperlink to the actual lesson.

	Monday	Tuesday	Wednesday	Thursday	Friday
Y7 Timetable					
	Tutor time	Tutor time	Tutor time	Tutor time	Tutor time
Lesson 1	English	PE	Maths	Science	English
Lesson 2	Art	English	Languages	Maths	DT
Lesson 3	Maths	Geography	History	Science	Science
Lesson 4	PE	Music	English	IT	Geography
Lesson 5	Maths	English	Science	History	Maths
	Tutor time	Tutor time	Tutor time	Tutor time	Tutor time



If you are struggling or not sure what to do, please contact Mr Henderson.

Gregg.Henderson@e-act.org.uk