

What is teams?

Teams is a part of the Office 365 platform and a way for teachers and students to communicate in real time (instead of e-

Do I require an internet connection for teams to work?

Yes.

How will I do my school work using teams?

This depends on how your teacher has set the team up. Some teachers may create a class OneNote as part of the team and expect you to complete the work via the class OneNote. Alternatively your teacher may choose to assign the work via the Assignments tab which is built into teams. Your teacher should direct you on how to best complete tasks.

How do I watch a video that my teacher has created?

Your teacher may choose to host a live class where they may speak, be visible via video link and share their screen with the class as it happens. They will do this by creating a calendar appointment in the calendar section of teams. You have to join this meeting to view the livestream. They may also record this live meeting so students can review later.

Alternatively they may share a link with you via e-mail or via teams chat so you can access the video this way.

How do I ask my teacher questions?

Questions can be asked privately via the chat feature.

There is also the posts option which is a public forum so other students will be able to see questions and the responses here. This is located in the teams channel.


What should I be aware of?

Teams can access your in built camera and audio. Please ensure unless you want to be seen/ heard that these functions are turned off. (This is done in teams).

Also be aware that any phone/chat/messaging service within teams is monitored by the School and in using it, you are agreeing to the Acceptable Use Policy.

More information

The below table illustrates the different modules in Teams and how we use them as an organisation. Other resources are available through Microsoft Online.

Module	Description	Tips
	<p>This is simply a feed of all the recent activity from all your groups and other Teams related activity</p>	<ul style="list-style-type: none"> • Click on the alert to be taken to the source of the activity
	<p>This is where you can create a chat with another student or teacher. This is external to your class groups where the chat is done under the posts tab.</p>	<ul style="list-style-type: none"> • In chat click on  to start a new chat

