Ballajura Community College

Microsoft Teams: Guide for Students

Respect • Equity • Achievement • Care • Health

Contents

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-mail) as well as a way of teachers sharing files, videos and setting course work.

Teachers create a Group (Example Year 8 Science) and then channels within that group specific to the topic or the week.

What is a group and what is a channel?

A team is a group of people gathered to get something done in your organisation. Example; one of your classes like Maths, Science, English etc.

Teams are made up of channels, which are the conversations you have with your teammates. Each channel is dedicated to a specific topic, department, or project. In the image below, English 11A is a Group and General, Elements of Poetry, Power of persuasion etc are channels. This keeps work and topics separate.
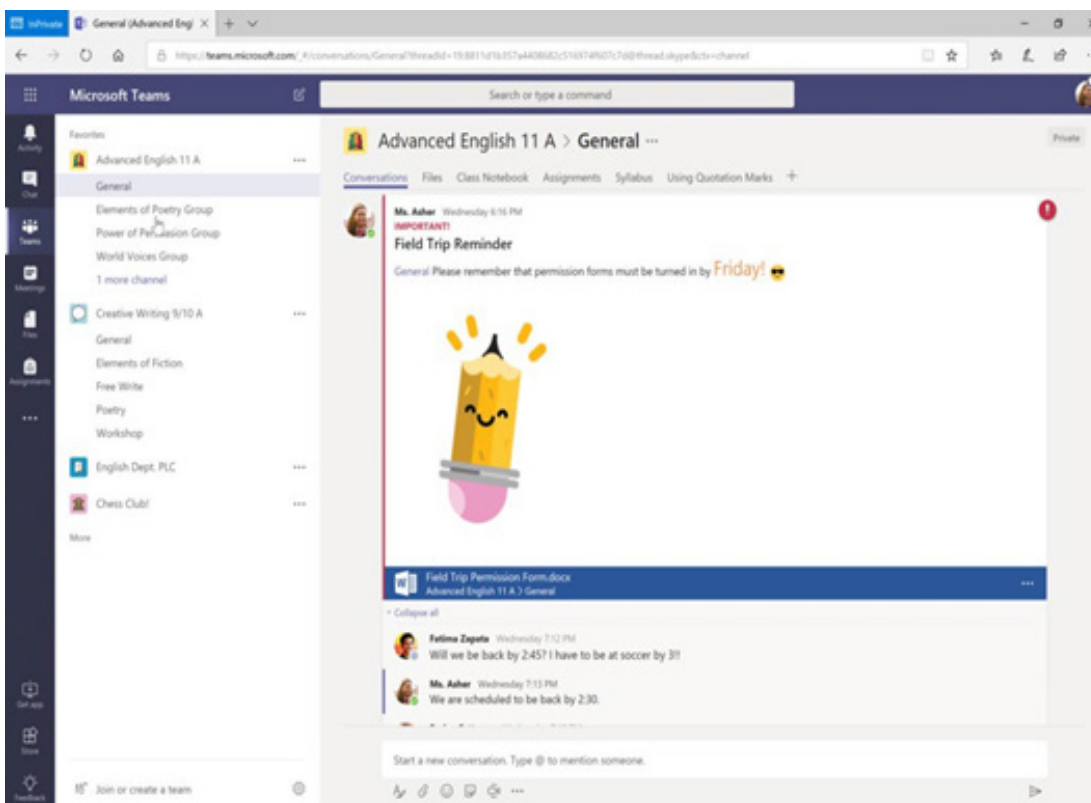
How do I access Teams?

Teams can be accessed by going to https://www.office.com , logging in using your Ballajura Community College username and password and clicking on the teams icon available on the Office 365 home screen. (See below).
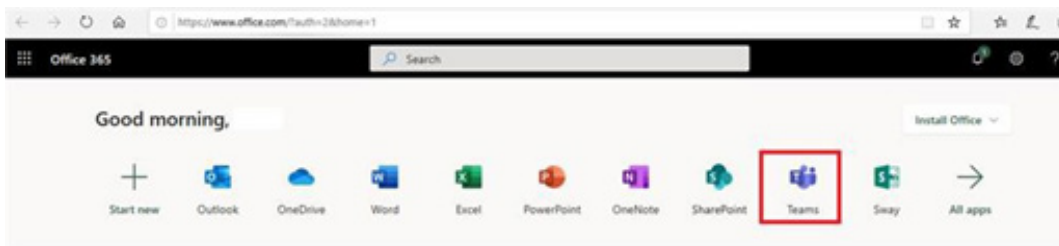
## Do I require an internet connection for Teams to work?

Yes

What should I be aware of?

Teams can access your devices 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
Activity	This is simply a feed of all the recent activity from all your groups and other Teams related activity	• Click on the alert to be taken to the source of the activity
Chat	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.	• In chat click on [icon] to start a new chat • Add additional users to chat by clicking on the [icon] icon in the top right • If you wish to add attachments to the chat, you can click the [icon] icon to attach.
Teams	Double click on this icon to have all your available teams displayed	Once you have double clicked on your team you can access the following at the top of screen • Posts – This is a space for all members of the class to have a discussion, ask questions. Alerts about the team also appear here. • Files – Your teacher can upload files to the **class materials folder** here for you to read • Class Notebook – If the teacher has a class notebook associated with the Team, it will appear in here • Assignments – This will list all your current assignments and quizzes if your teacher has created any • Grades – This tab gives you grades for assignments and quizzes
Assignments	This is the area where all your assignments can be viewed	• Click on your class, click next and it will take you to the assignments set for that class
		• Once the assignment is completed, click **Turn in** option to submit
Calendar	This is where your Teams meetings are scheduled. If your teacher is hosting a live class, you will find it in here.	• Click on the join icon next to the meeting to access the class (see example below) Y7 Science class · Join • Disable your camera and audio if they are enabled (see below) [camera off toggle] [microphone off toggle] • Click the **Join Now** button to join the meeting
OneNote	This simply links you to your OneNote files	• Use recent tab to open any recent OneNotes that have been shared with you
Calls	This feature can be used to call other staff and students	• Click on contacts • Click the Add contact icon and type the name of the user you would like to contact • Click Add to add the user to your contacts list

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