

Microsoft Teams tips for mobile devices

We are using Microsoft Teams and Outlook email as our remote learning platform this can be accessed through a mobile phone, computer or tablet.

Microsoft two Apps



Microsoft Teams

Teachers uploading resources
POSTing what you need to do
Set Assignments



Outlook

Email communications



Gmail no
longer in use
by school.

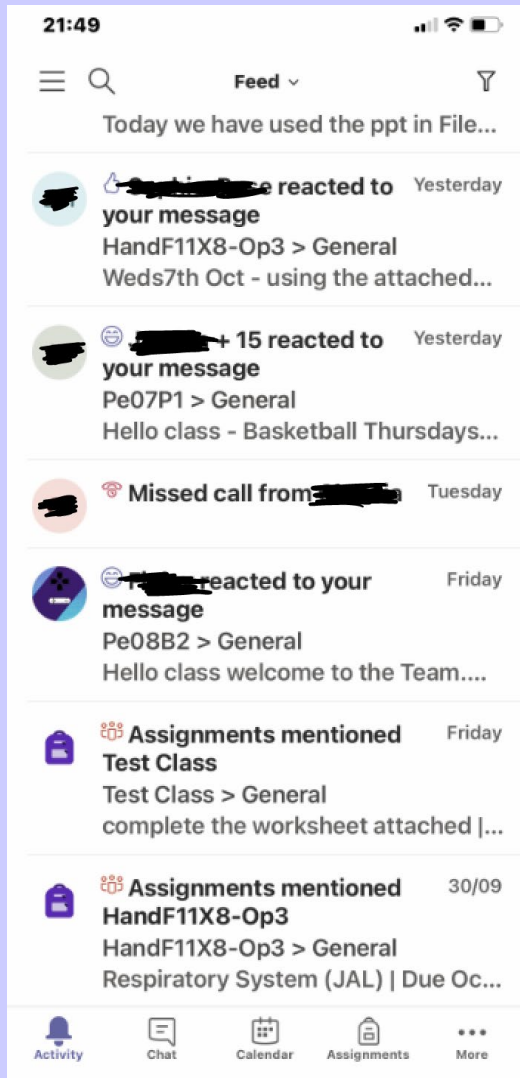


All students should have now downloaded **Microsoft Teams** on to their mobile device from either the App Store (iPhone) or Google Play Store (Android device).

Another way to access Teams is on a **web browser**. If you have not successfully downloaded the App or accessed through a web browser, please contact icthelpdesk@park-high.co.uk (ask your teacher to email them) or speak to Mr Allen.

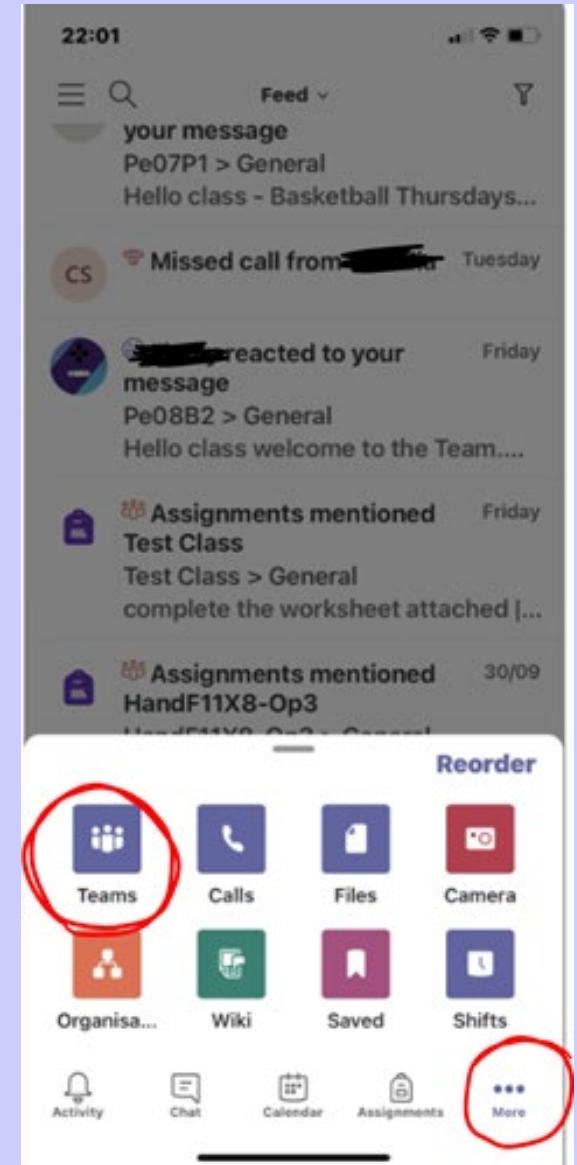
When you first open the Teams mobile app, you are presented with a sign-in screen where you sign into Teams with your school email example surname.forename@s.park-high.co.uk and password.

When you open Microsoft Teams

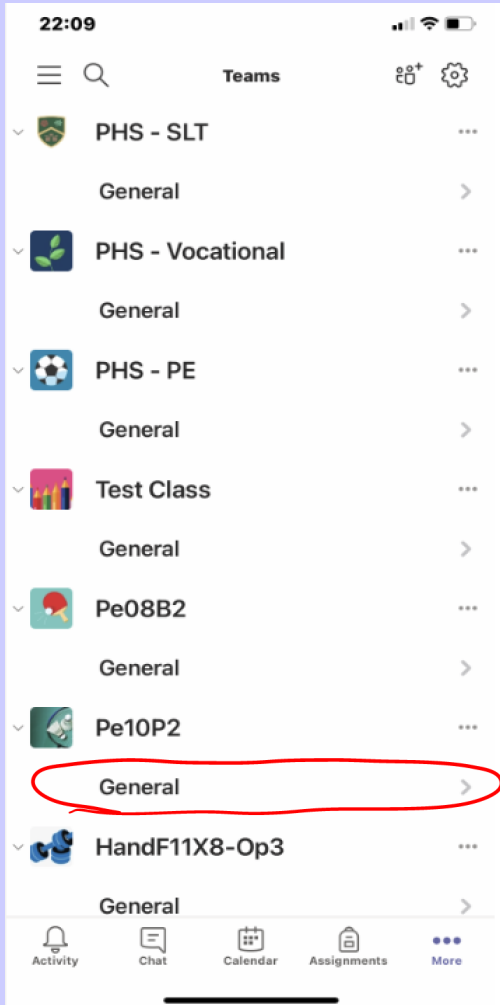


When you first open Microsoft Teams on a mobile device you are presented with your **Activity Feed** - this can look a bit busy. My advice is to open **TEAMS** and go in through each of your classes

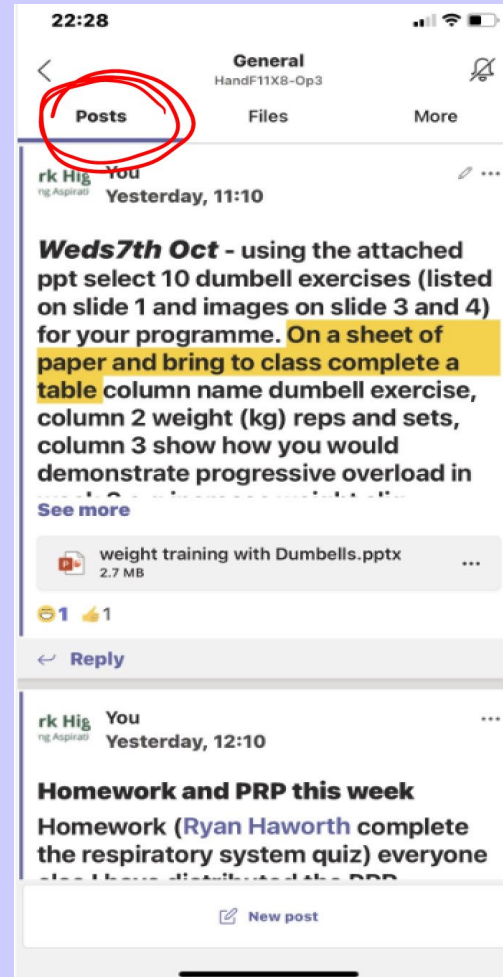
(in the event of a school closure or absence from school you should follow your timetabled lessons and open each **TEAM** as your timetable directs – the read your teachers **POST**)



POSTS – are used to signpost your work



Click on the Team to open **POSTS**



Here teachers will signpost the work your class has covered in that lesson.

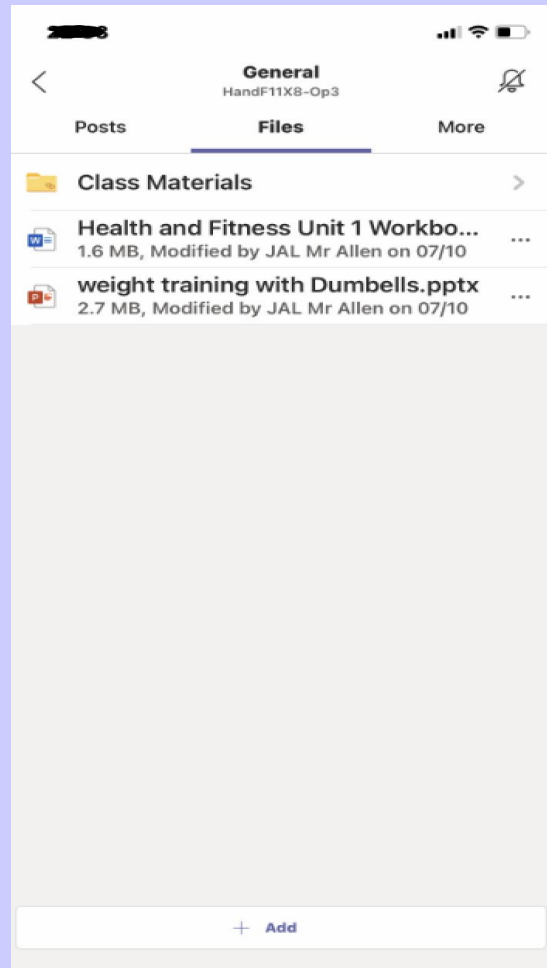
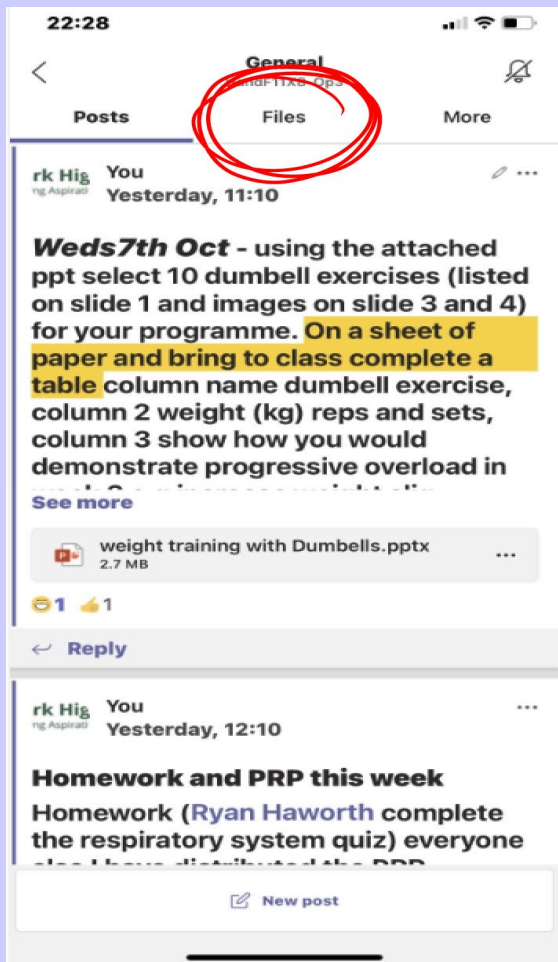
It may be a brief description of the lesson and a direction to where the work is save. Either:

- attached to the **POST** (like in this image)
- in a **TEAM FILE**.

Teachers will explain what work needs to be completed (it may be to **complete the task in your exercise book** and then returning in class)

Look out for **Feedback** from your teacher on work

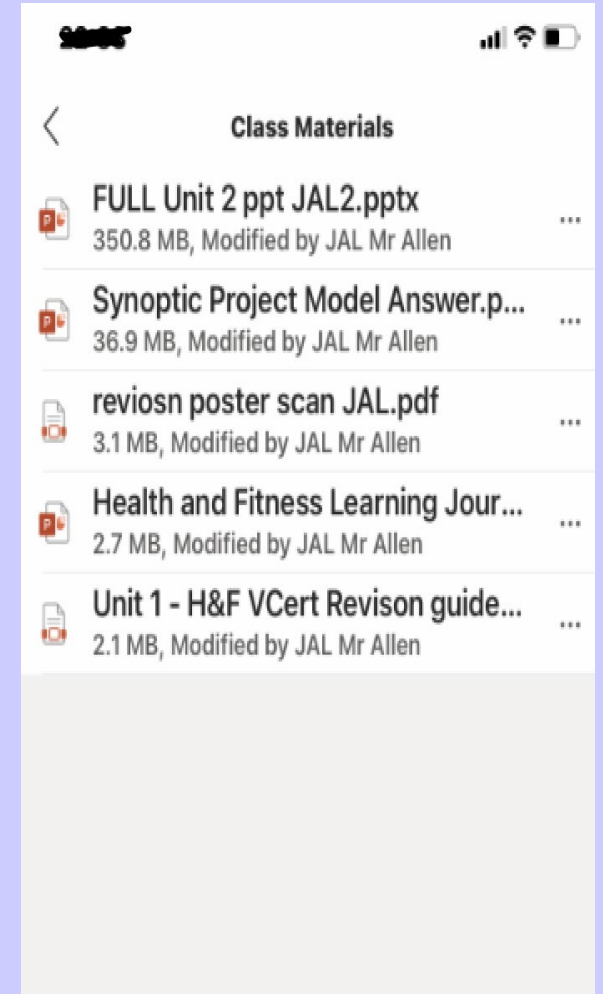
FILES – An area for teachers to upload workbooks, power points, worksheets, syllabus, practice exam papers, notes



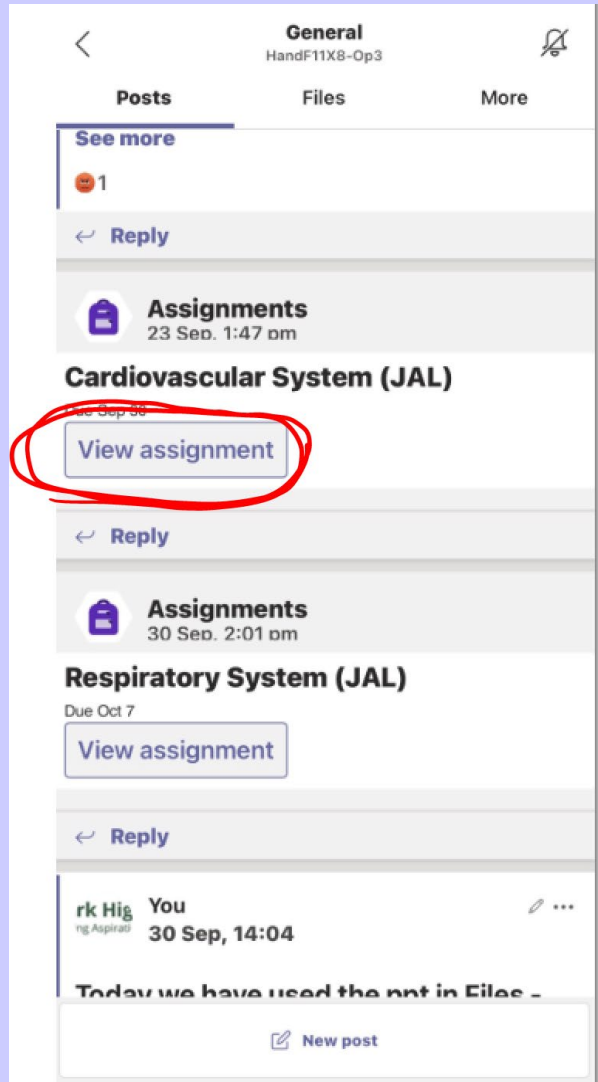
The class materials folder is read only for students and you can open the folder to help complete work.

This will save printing documents at home and school and allow you to work independently.

Teachers will be able to let you read powerpoints and texts in preparation for future lessons.



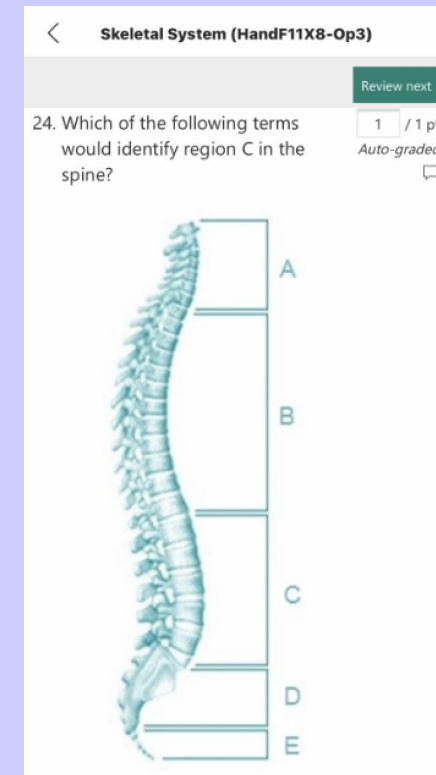
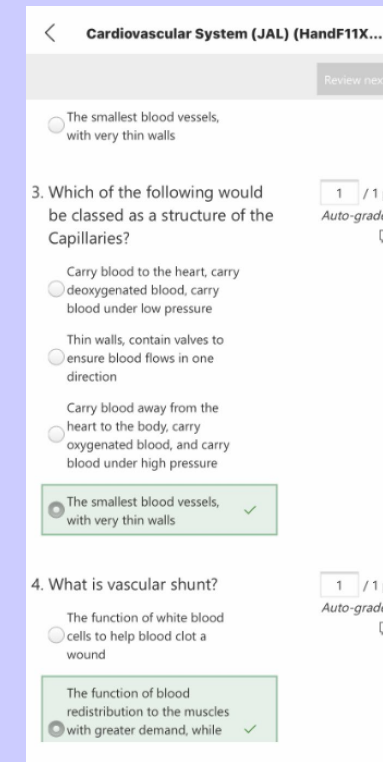
ASSIGNMENTS – found on your POSTS thread



Teachers will set you **ASSIGNMENTS** for PREP or as part of Remote Learning that can be found on your **POSTS** thread. Click on the button to open and complete.

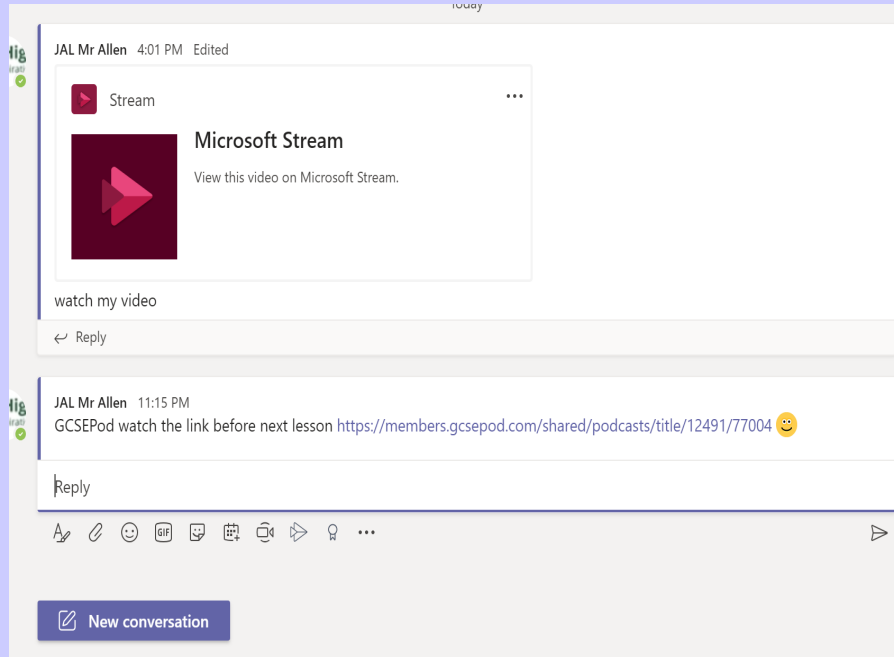
Ensure you **press submit** at the end.

- Some **ASSIGNMENTS** are multiple choice and will give you instant feedback and grades.
- Some **ASSIGNMENTS** will require you to answer a longer question.
- Some **ASSIGNMENTS** will require to complete a worksheet online.



EXTRA INFORMATION

Videos and Audio recording links



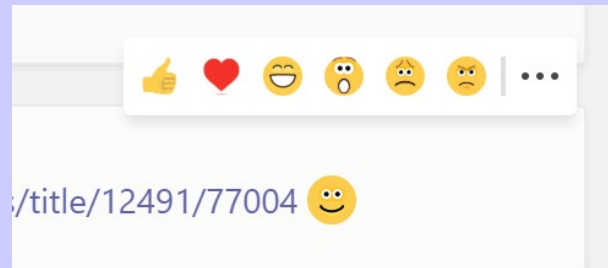
In **POSTS** teachers may send you links to pre-recorded videos for your to click on and watch if your in a place with wifi

Or a link to a GCSEPod podcast

Chat messaging turned off

There is no **CHAT** facility as this has been turned off (to stop messaging distracting students)

But you can send an **Emoji** to a **POST** to let your teacher know you've seen it



Email

If you have struggled with a piece of work speak to your teacher before the deadline in class or email your teacher using your school email in Outlook.

