

Setting up a smartphone or tablet

1. Download and install the relevant app (*click on the relevant icon below*)

For **Android**



For **iPad/iPhone**



For **Windows**



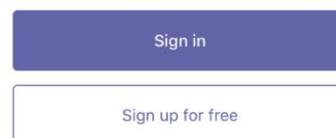
If you using an iMac/Macbook the app is not available within the App Store – use this link:
<https://go.microsoft.com/fwlink/p/?linkid=869428&clid=0x409&culture=en-us&country=us&lm=deeplink&lmsrc=groupchatmarketingpageweb&cmpid=directdownloadmac>

2. Click **Sign In**.

Login to the app using Your school email address will be in the form yr19spalmer@roundhayschool.com.

Your password is same as your school computer password.

Welcome to Microsoft Teams!
A happier place for teams to work together.



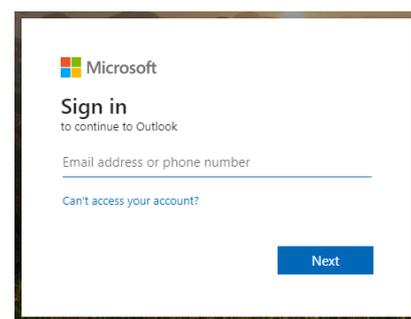
Logging on using a computer or laptop

Applications can also be downloaded and installed for Windows and Mac machines using the same links and instructions provided above. Alternatively use a web browser as described below.

1. Login to your school email at <https://outlook.office.com> using any web browser (e.g. Chrome, Internet Explorer, Safari).

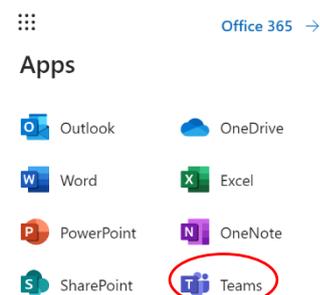
Your school email address will be in the form yr19spalmer@roundhayschool.com

Your password is same as your computer password in school.



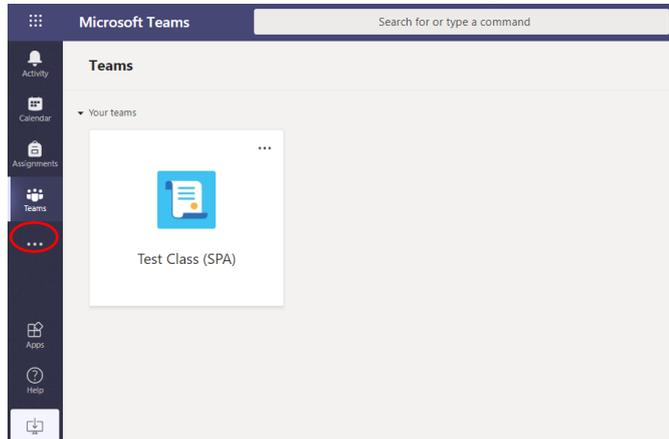
2. Click on this icon  in the top left hand corner of the email window.

3. Click on the Teams icon shown opposite.



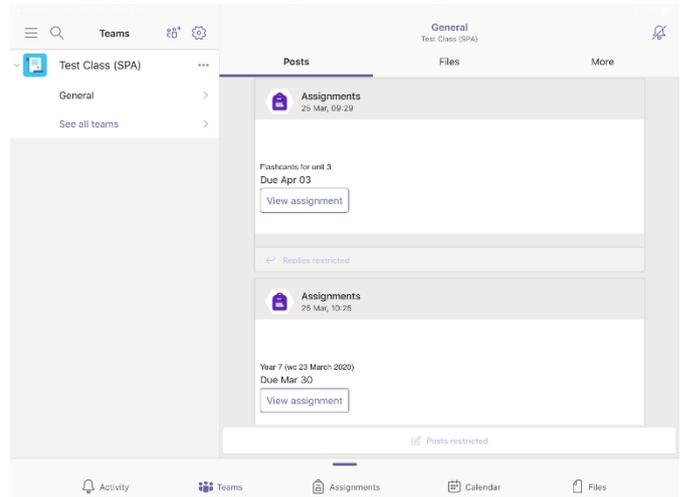
AN OVERVIEW

In a web browser icons are along the **left**



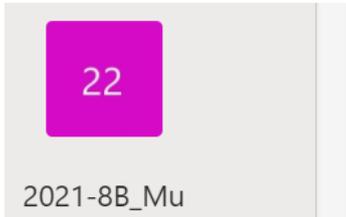
Clicking on the 3 dots reveals more options

In an app icons may be along the **bottom**



 Teams	<p>Clicking here will show you all the Class Teams that you are a member of. Some may not appear if your class teacher has not yet activated the class.</p>
 Assignments	<p>Clicking here and selecting your class will shows you all the different assignments set by your teacher.</p>
 Activity	<p>Clicking here will show you a summary of the activity for the groups you are part of, including any assignments which your various teachers have set.</p>
 Calendar	<p>Clicking here will show you the calendar which is part of your school email account. It will usually show you your timetable for the week.</p>
 Files	<p>Clicking here gives you access to the Files from your OneDrive as well as any files your teachers have shared (by clicking on Microsoft Teams).</p>

YOUR TEAMS



A team should exist for each of the classes on your timetable. Each class team name will begin with the year (e.g. 2021) followed by a hyphen and the class name.

Accessing archived teams

Your returning pupils/students your Teams from last year have been archived, but they (and the resources/work within them) are still available to you read only. To locate one:

On your PC

- Click the settings cog icon  in the top right of the screen
- Select Manage Teams
- At the bottom of the screen click the arrow next to Archived  **Archived** to reveal a list of your old Teams (names prefixed with Exp for expired, and numbers for month/year).

Click on your desired Team to open it.
Remember it is only read only.

On your iPad

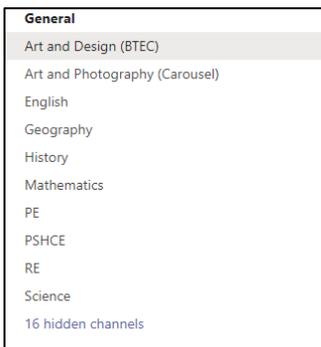
- Click the settings cog icon  along the top of the current Teams list
- Scroll down the the screen to the section labelled Archived to reveal a list of your old Teams (names prefixed with Exp for expired, and numbers for month/year).
- Click on your desired Team to open it.
Remember it is only read only.

REMOTE LEARNING (Years 7 to 11)



Your list of Teams should include a remote learning team for your year group. If you cannot see your year group team please email logindetails@roundhayschool.com.

Year 7 Remote Learning



In your year group team you will find a channel for each subject/qualification on the left hand side.

Some will appear automatically, but you can find the others by clicking on **hidden channels** at the bottom of the list. Click on a subject you study to add it to your default list. Some subjects will have multiple channels so check you select the one which matches the qualification you are studying.

At the top of the subject channel you will see some options.



Posts – a teacher may have posted instructions here

Files – this may contain files you need to complete your work

Notes – a teacher may have posted instructions here

If you are not in school you should find details of the work you need to complete within the subject/qualification channel of your year group team. You should:

- check the date the work was uploaded, read through the resource(s) and start working from the point you left off in class
 - consider how much lesson time you would have had per week in a specific subject. This will help you to keep pace with those in school
 - try to keep in touch with friends in school to find out how much the class has covered.
- It does not matter if you get ahead - revisiting content and skills will help you remember it.

REMOTE LEARNING (Years 12 and 13)

Remote learning for sixth form classes will be set via your class Team on a weekly basis and/or emailed directly to you.

NOTIFICATION SETTINGS

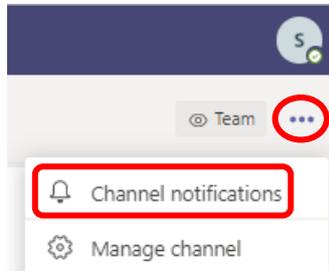
To make sure your activity feed alerts you when a teacher posts a message or assignment, you need to ensure your notification settings are correct for each class.

In the web browser or desktop app

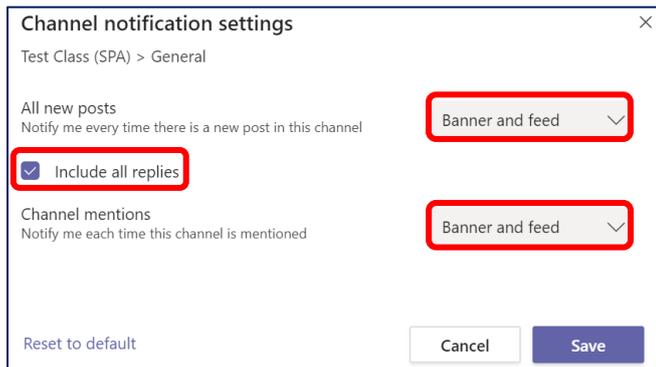
Click on Teams on the left hand side.

Click on a Class Team.

In the top right corner click on the three dots and choose Channel Notifications



Ensure notifications are turned on for all posts and click Save:



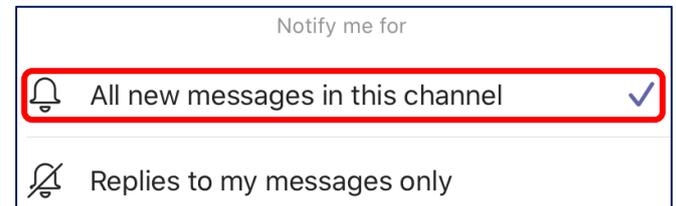
In the app for a smartphone or tablet

Click on Teams along the bottom.

Click on "General" under a Class Team.

Click on the  icon in the top left corner. *When it appears like this notification are on. When it has a line through it they are off.*

Ensure notifications are turned on for all new messages in the channel:



In the app you can also set *quiet hours* and *days* so you will not be disturbed:

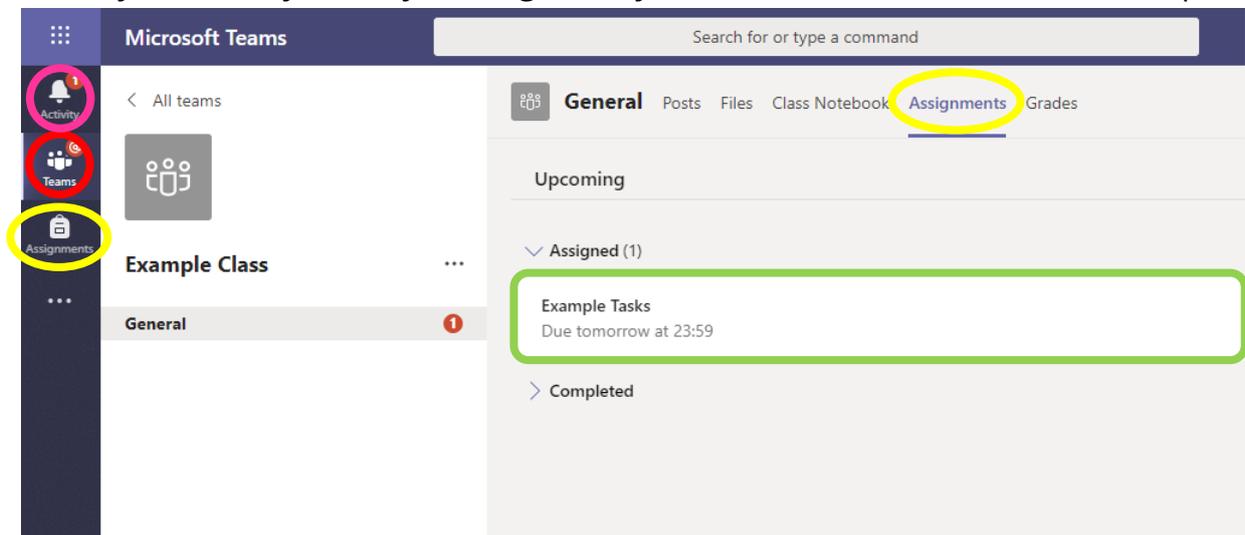
1. Click on the three lines  in the top left
2. Click on Notifications from the menu
3. Click on Quiet Hours from the top
4. Set the hours and/or days when you do not wish the app to show notifications
For example 17:00 to 09:00 each day.

Remember to set the notification settings for each team you belong to.

ASSIGNMENTS

Your teacher can set assignments for you to complete. You can access these by:

1. Click Assignments icon in the left or bottom menu (circled in red).
Select your class to see all the different assignments set by your teacher.
2. Click Teams icon in the left/bottom menu (circled in yellow).
Click on the relevant class (or on the word General underneath it in the app).
Click the Assignments tab (in the app this maybe under More).
3. Check your activity feed by clicking Activity in the left/bottom menu (circled in pink)



Clicking on an assignment (circled in green) will show you the task set.

Test

Due yesterday at 23:59

Instructions

None

Reference materials

[PPT Link](#)

This will include

- the assignment title
- deadline date and time
- instructions
- links to any resources you may need

The assignment may involve...

1. Completing an online quiz

Clicking on the link provided will take you to the quiz.

Work your way through the questions and pages, clicking Next or Submit as needed.

Some questions will be marked automatically, others may require your teacher.

2. Completing work on another site

You can follow the instructions and any link provided by your teacher.

You can tell your teacher you have completed the task by clicking **Hand In**.



3. Completing a template which your teacher has provided

If this is the case open the document to start working on it.

This is done by pressing the 3 dots next to the document and then selecting open in Word Online.

Test

Due yesterday at 23:59

Instructions
None

Reference materials

PPT Link

My work

Answers.docx

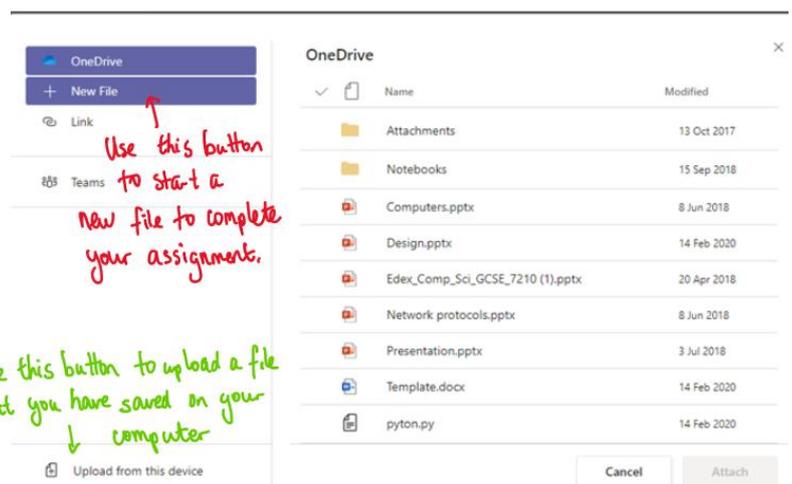
+ Add work

Open in Teams
Open in Word
Open in Word Online
Download

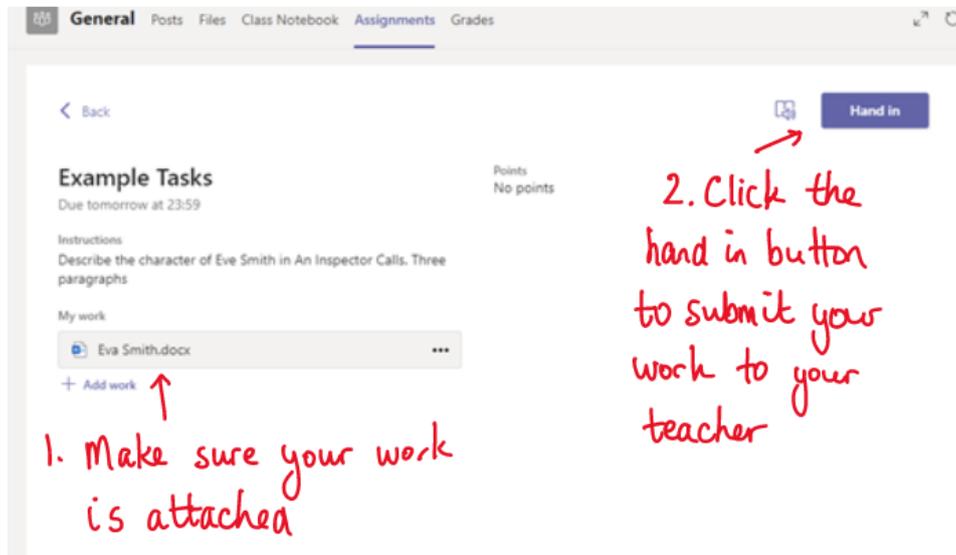
4. Uploading work that has been done on your computer

Click on + **Add work**.

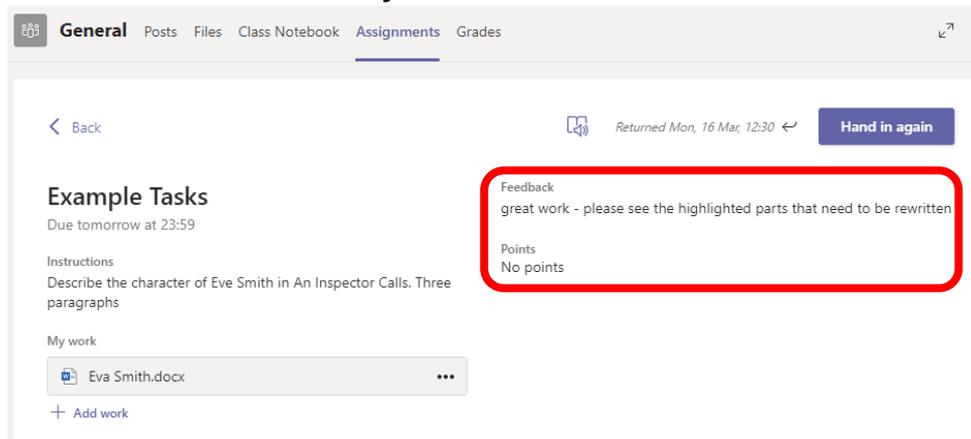
You can add a document that you have already been working on, or create a new one that you can do your work on. Follow your teacher's instructions.



Make sure that you have your work attached if required and click the **Hand In** button. Your teacher can now look at your work and give you feedback if required.



This piece of work has been looked at by this student's teacher and feedback has been given.



You can click on the file to open it and act on the feedback given to you by your teacher. You can also **+ Add work** to your submission. Once this is done you can then **Hand in again** by clicking the icon in the top right corner.