



CITY OF PETERBOROUGH
ACADEMY

Microsoft Teams

A starter guide for parents and students

A guide to help you get set up on Microsoft Teams to support your home learning set at the City of Peterborough Academy.





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How do I download Teams as an App?



How do I use Teams on my laptop?

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



Click sign in and sign in with **your full school email address**.

You will then be directed to the login page for the Trust - this is **the start of your school email address and the password you normally use.**

Sign In

fs.tetrust.org

Type your user name and password.

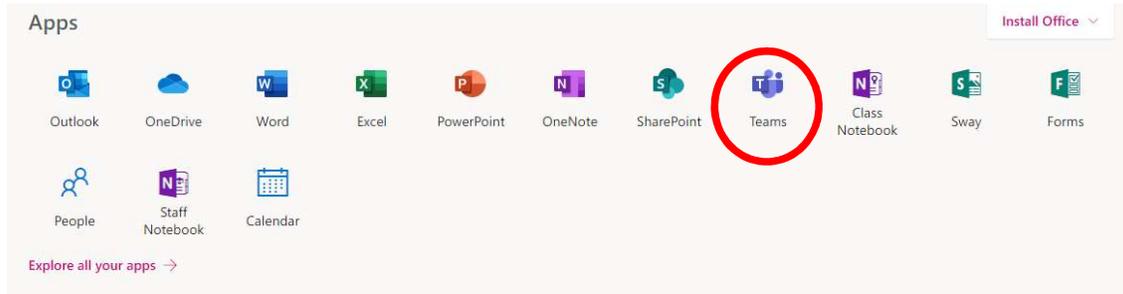
User name: Example: Domain\username

Password:



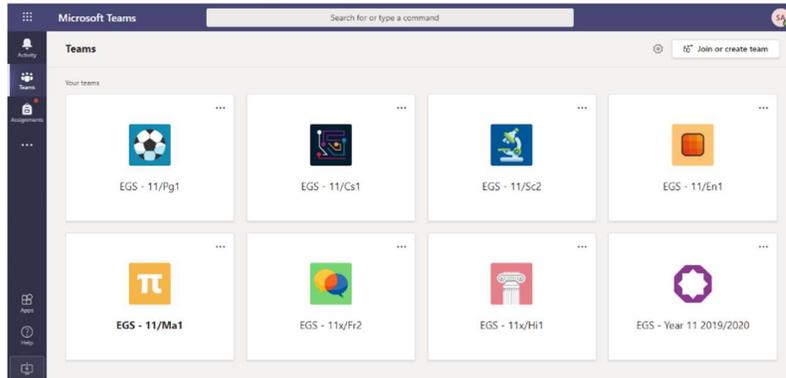
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Click on the Teams icon



How do I find my class?

When you open up Teams, you should now see all the Teams, your teachers have already set them up for you. It will look like this and you choose your class:

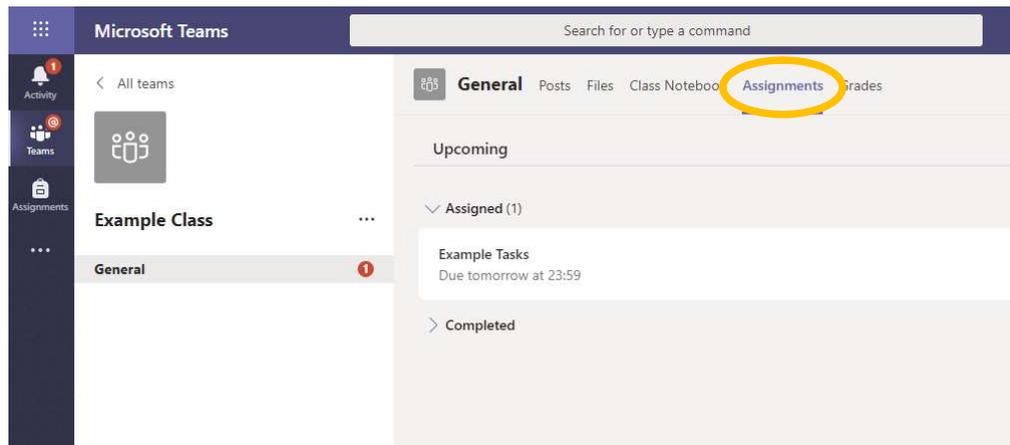




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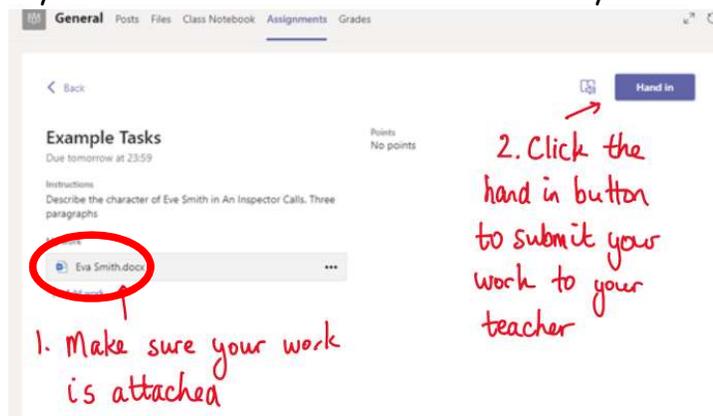
How do I see my assignments?

Your teacher will set assignment for you to complete. Within Teams, you can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, **or** you can click into your class and click on the assignments button circled in yellow:



How do I hand in an assignment?

To add your work, click on the 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. Your teacher will have given you some instructions on how to submit your work.



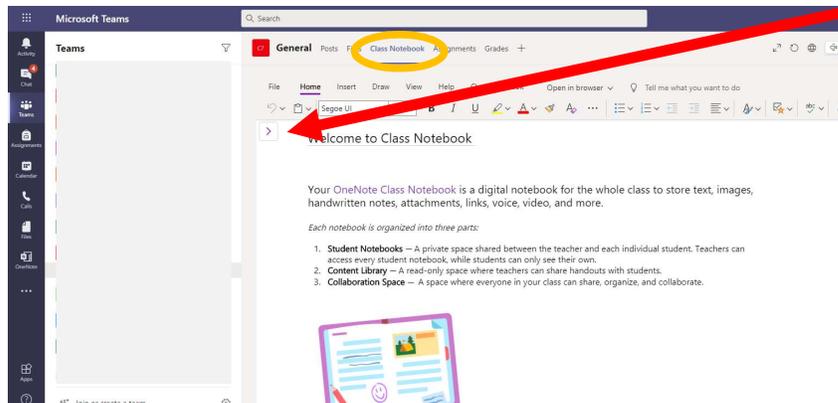
Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.



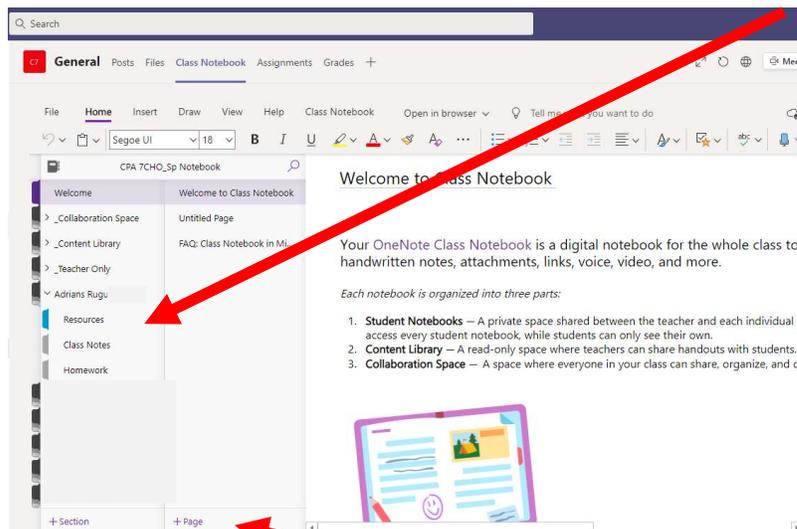
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How do I use Notebook?

Within the team for that class, click on *Class Notebook*. You then need to click on the arrow to show your pages and move past the introduction page.



You then need to look at your folders to see the pages your teacher has distributed to you.



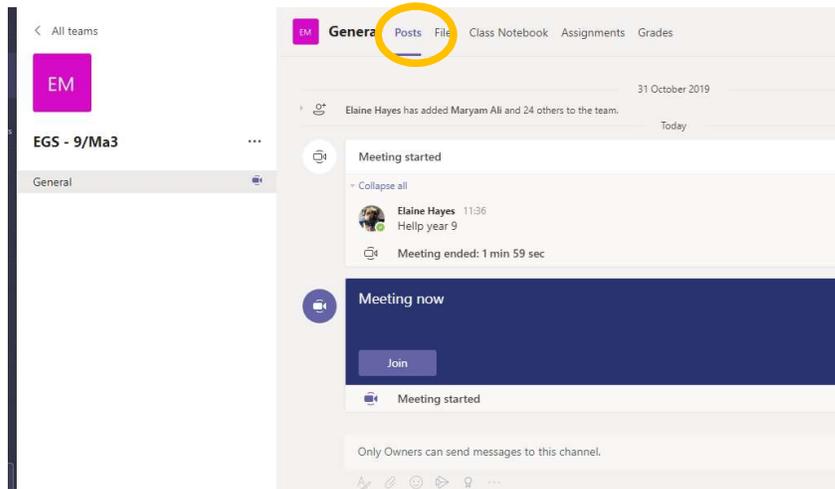
You can also add your own pages by using the *+Page* tab. Only you and your teacher can see the work in your Notebook. It will save automatically.



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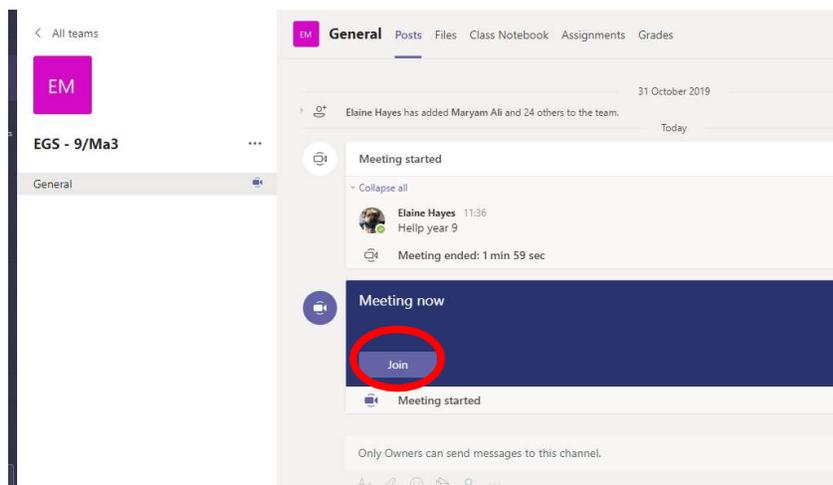
How do I join a live Q&A lesson?

Within your class Team you need to click on 'Posts' to see the chat to join the Q&A session. This is also how you can communicate with your Teacher about the work.



How do I join a live lesson?

If your teacher has started an online lesson, you will see a blue notification in your Team posts. Your teacher will have told you what time your lesson starts, and you join at that exact time by clicking the join button circled in red.

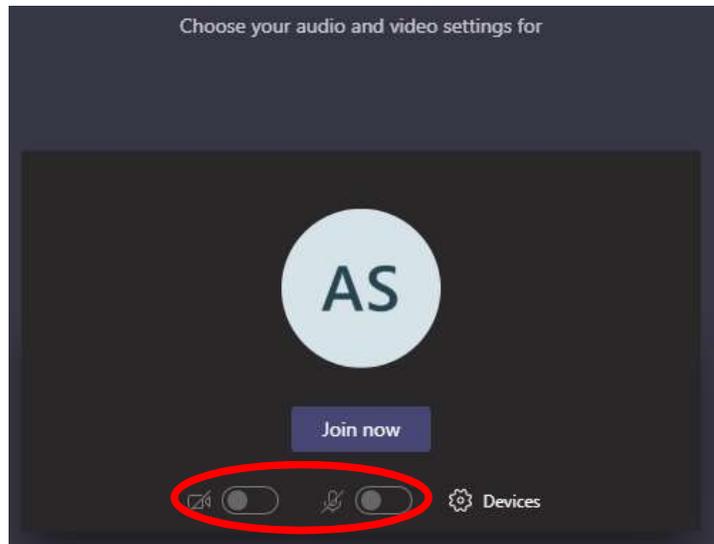




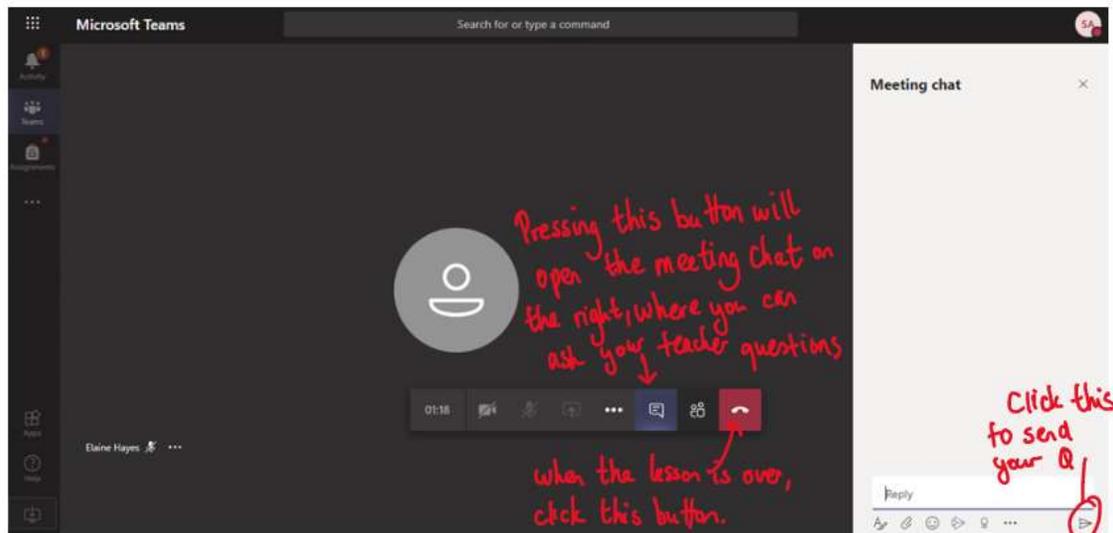
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How do I stay safe during a live lesson?

The red circle is the camera function. Make sure that it is **off**. Your teacher may have told you to keep your microphone on or off. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over.



How do I use the chat during a live lesson?



When the lesson has finished you should 'hang up' using the red button. Your Teacher will then delete the live lesson slot from the calendar.