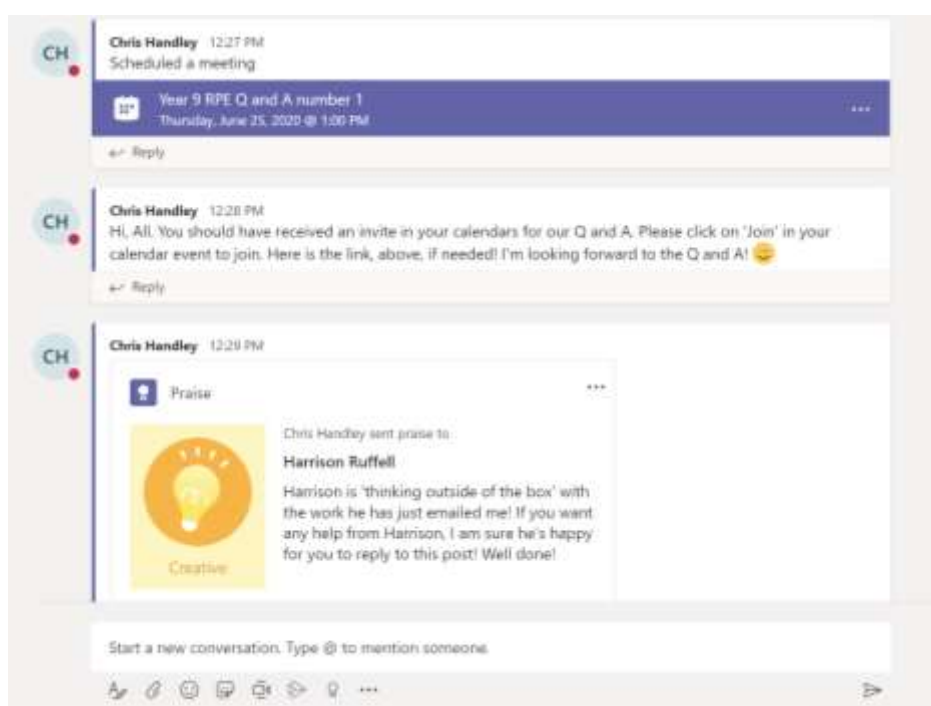


Microsoft Teams – Guidance for Students PART 2

Members of the Team may be able communicate using the ‘Start a new conversation’ bar. **Please note, this is a professional environment and you cannot remove posts in this forum.**



You may be able to reply to posts, using the ‘Reply’ button.



When staff schedule meetings, you will be able to join the meetings straight from the Teams chat.

Section 6 – How to view your calendar/meetings

When staff arrange a meeting/ Q and A, they will send you a calendar invite. This will automatically be emailed to your school email address and you can ‘Accept’/ ‘Decline’ the invite to let staff know if you will/ will not be attending the meeting/ Q and A.

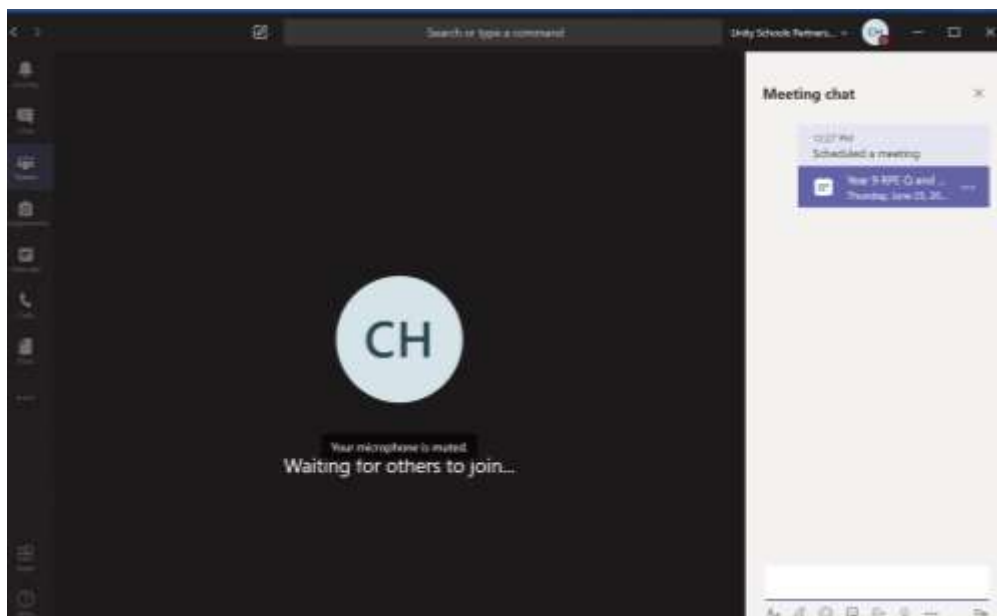
The invite will also appear within the Team and you can click on the event to join the meeting, when it is scheduled for.



Please note that the member of staff will have their camera on and their microphone. When you join the meeting, please make sure you turn off your camera and turn off your microphone. Every meeting will be recorded.

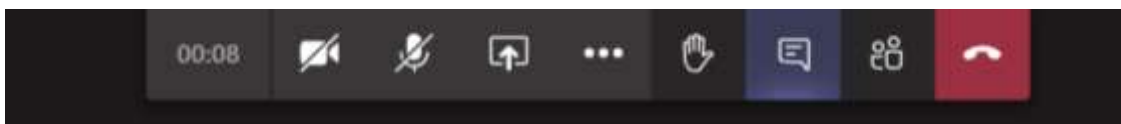


You can interact with the chat by clicking on the speech bubble icon. It will open a chat window, to the right-hand side.



If you want to raise a hand, click on the hand. It will alert everyone in the meeting.

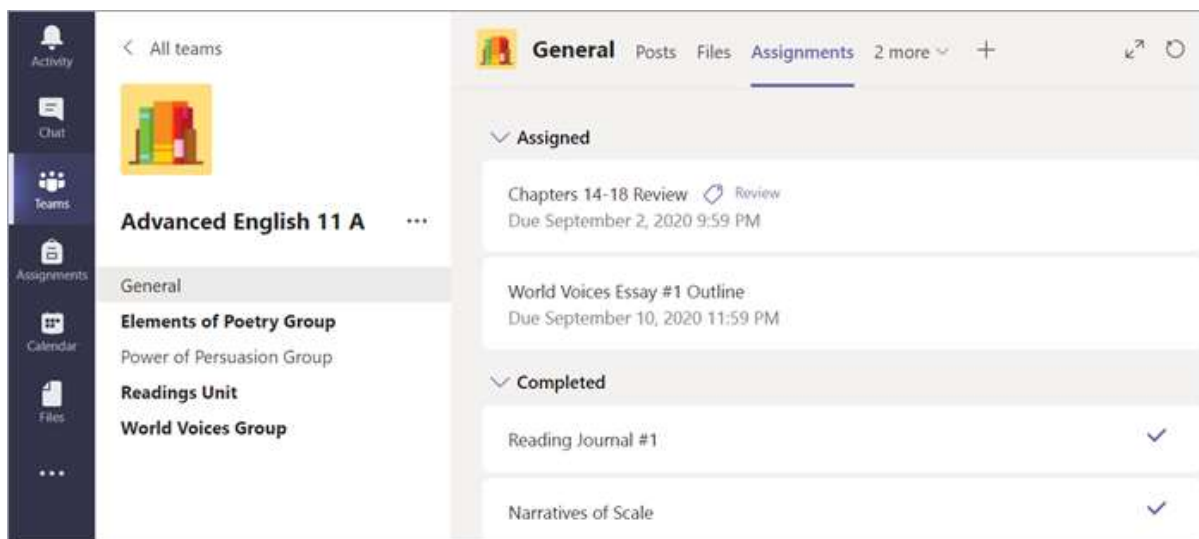
If you want to end the call, click on the far right-hand side button.



Please note, a recording of the meeting will be added to the Team after the meeting has taken place.

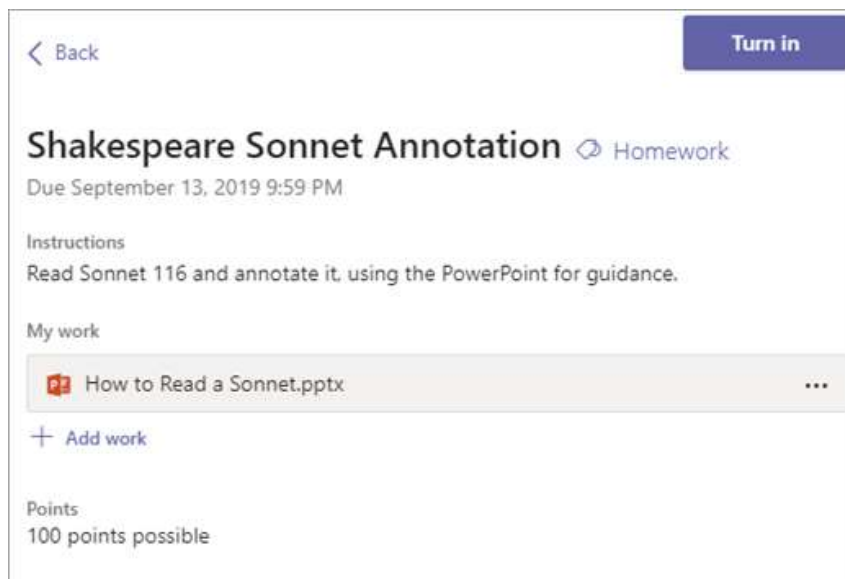
Section 7 – How to view your Assignments ¹

View both upcoming and completed assignments by class, or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores. You can also view your current grades by class.



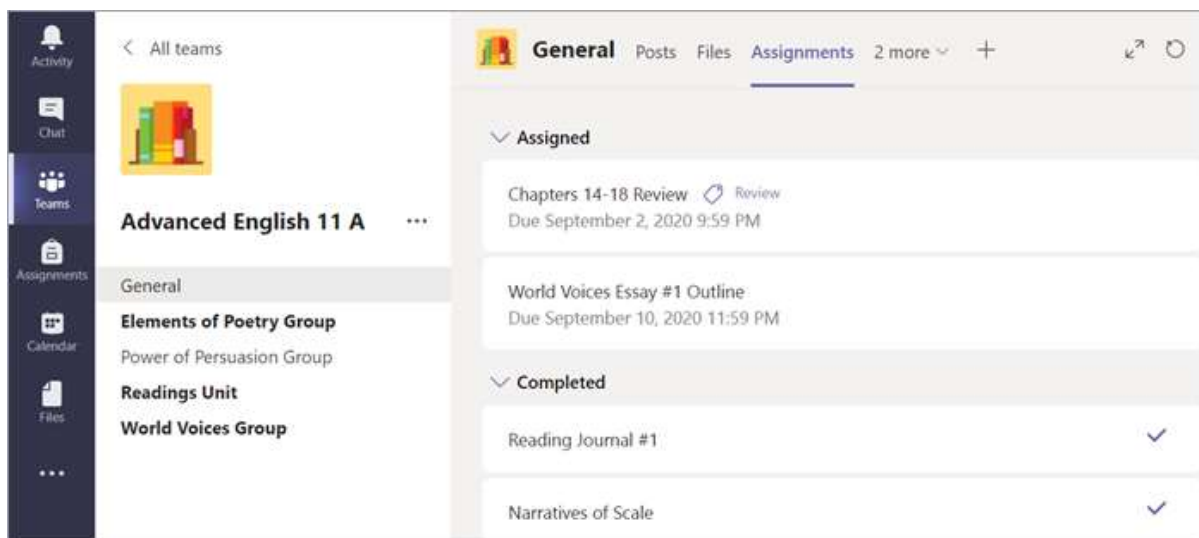
Upcoming Assignments

By default, assignments you haven't turned in yet will display by order of due date under the Assigned arrow. Select Load previous and Load more to browse the list. Assignments you haven't opened yet will have a bold title. Late assignments will include a Past due warning.



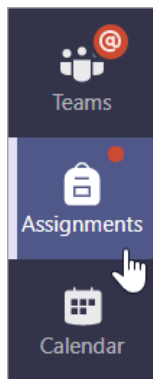
Add work allows you to add a Document/ picture of your work.

Turn in allows you to submit the Assignment/ homework.



Assignments you've turned in will have a checkmark. Open one to view feedback and scores after your instructor has returned it. You can also select an attached rubric to review more details on your score.

View Assignments across classes



To view assignments across all your classes, select *Assignments* from your app bar. Select an assignment to open it or turn in work.

Not seeing an older assignment? Navigate to individual class teams and visit the *Assignments* tab to load more assignments.