Microsoft Teams – AGS Student/Parent Guide

Using Teams

From Monday 4 May, the work you do at home will no longer be on Show My Homework, but instead, it will move to 'Microsoft Teams'. This guide includes full instructions for both the web/desktop and mobile versions, so please read carefully.

Teams is an online classroom hub, where you can:

- Access class materials
- Communicate with your teacher and class mates
- See all the work your teachers have assigned you and submit your work
- Communicate with your Form Tutor

Accessing Teams

- Teams can be used on a wide variety of technology, from laptops to phones.
- Teams works via the web in Edge & Chrome
- There is no support as of yet for Safari.
- Open your browser and go to ags.rmunify.com
- Sign in with your school email address and password.
- Alternatively open the Teams app. You can install the Teams app on your own PC, Mac, Chromebook, phone or tablet and log in using your school email address and password. This stays connected, so Teams is always available on your device.
- Your school email and username are the same.
- Your username and password will be the same as what you use for logging on at school.
- If you are unsure of your username, please email ianthomson@allertongrange.com

To Join a Class

1. Select **Teams** ⚏ from the app bar.
2. Select **Join or create team > Create team**.
3. Join a team with a code
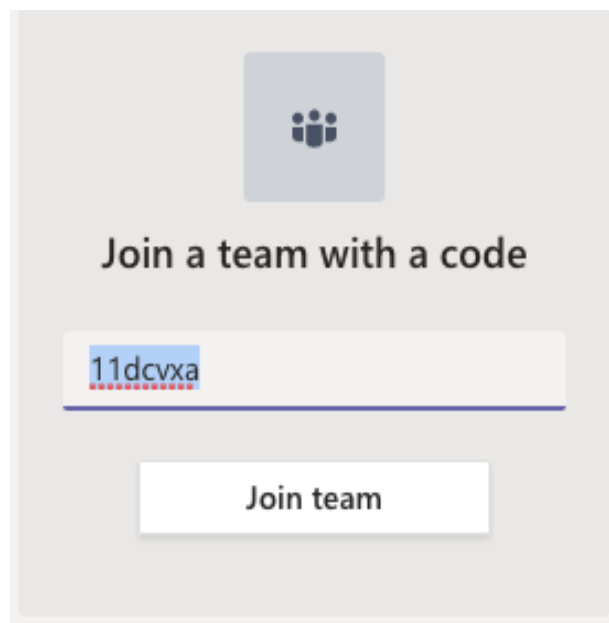
Your teachers will send you your class codes on Show My Home Work. In some cases, your teachers will have already added you to the class. These classes will automatically appear when you log in to Teams.

Assignments

You will receive your work as assignments through Microsoft Teams. To access them you need to log on to Teams and click assignments. You can access your assignments form the 'Assignments' option on the main menu or alternatively go into your class and click on 'Assignments' on the top menu.

Accessing & Completing Assignment via the Desktop App or Website
1. Once in Teams please select **Assignments** on the left-hand side of the screen.
2. Click on the team (these are your classes) you want to enter then click next.
3. Then select the assignment you want to complete.
4. Read the details of the assignment and complete the assignment.
5. To add your work (files or pictures) scroll down and click on the +Add work button. Your teacher may ask you to take a picture of written work and send it in this way.
6. Once you have added work than press the 'Hand In' button at the top right of the screen. This will now go straight to your teacher.

Accessing & Completing Assignments <u>via the Mobile App</u>

1. Once in the app please select the assignments tab at the bottom and click on the team you want to enter. Then click next.
2. Read the details of the assignment and complete the assignment.
3. To add any work (files or pictures) scroll down and click on the + Add work button. Your teacher may ask you to take a picture of written work and send it in this way.
4. Once you have added work than press the Hand In button at the top right of the screen. Your teacher will now receive your work.
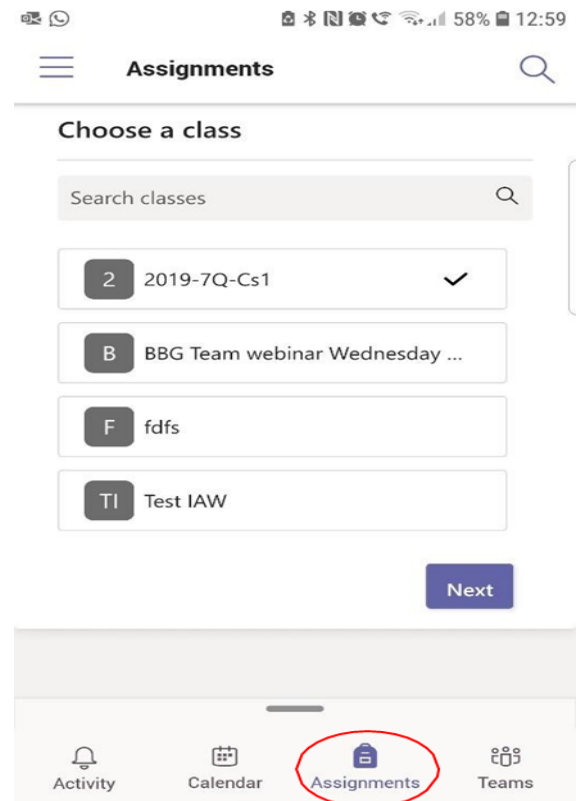
Class Files

Accessing files via the <u>Webpage or Desktop app</u>

You can access resources that your teacher has made available through Teams. Every Team has a 'Files' tab across the top of the page. Clicking here will show all the files associated with the class. Anything in the 'Class Materials' folder are the files that your teacher has uploaded which are relevant to the class. They are read only.

Accessing files via the Mobile App

1. Click on the Teams button at the bottom of the App
2. Select the General channel from the Class Team that you want to access files from:
3. From here you can access the Class Files using the tab at the top.

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