Microsoft Teams

Accessing Microsoft Teams

1. Go to https://www.office.com/
2. Click sign in and sign in with your full school email address which is your computer username followed by @bluecoatstudent.org.uk and your school password

Example: Joe Bloggs is in year 7, so his email address is 19bloggsj@bluecoatstudent.org.uk

3. Click on the 9 dots in the left-hand corner
4. Select Teams from the list that appears
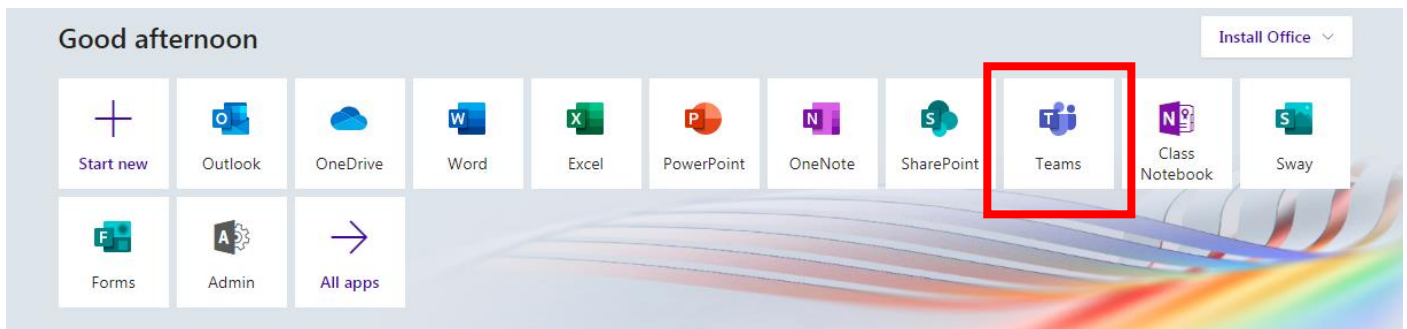
You can also install the desktop version of Teams which can be downloaded here https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app

You should now see all the Teams that have been set up for you at school.

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Uploading an assignment

Your teacher can set assignment for you to complete. You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue. By clicking on this notification, you will be brought to the assignments page.

You can also click the assignments button (circled red) 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.
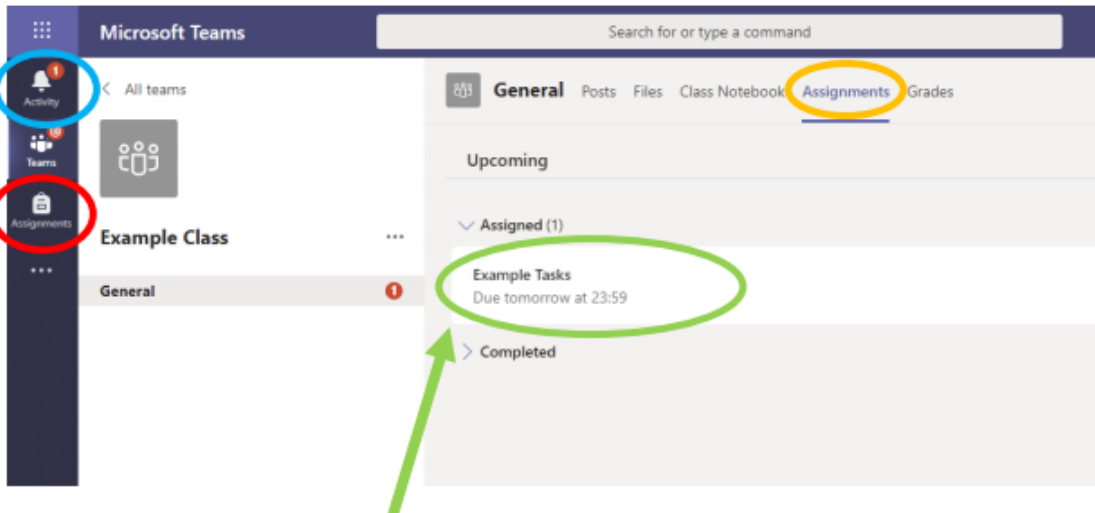
1. Click on the assignment to access the task.
2. Next you need to create a new document by clicking the add work button
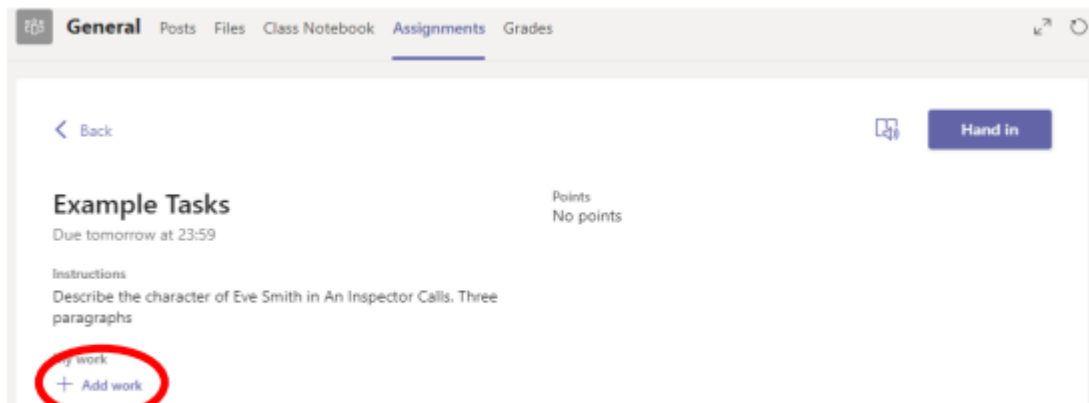

3. Click on new file and decide what format you will be submitting your Work in Microsoft Word, PowerPoint or Excel
4. Name your assignment with a suitable title e.g. Joe Bloggs History
5. Click Attach

You have now created your document that you can start writing your work into. To start your assignment, just click on the document name. Once you have finished click **Close** your work will save automatically. Your teacher will have given you some instructions on how to complete your work.

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Make sure that you have your work attached and that it is not blank. Click the **hand in** button. If you have successfully handed in your work, you will see an animation. Your teacher can now look at your work and give you feedback if required.

Getting feedback and responding to feedback

You will get a notification in your activity feed when a teacher has sent you feedback on your work the same way you do when an assignment is set. Click on the Activity button (circled in red) and it brings you to your feed. **Any message in bold you have not read**
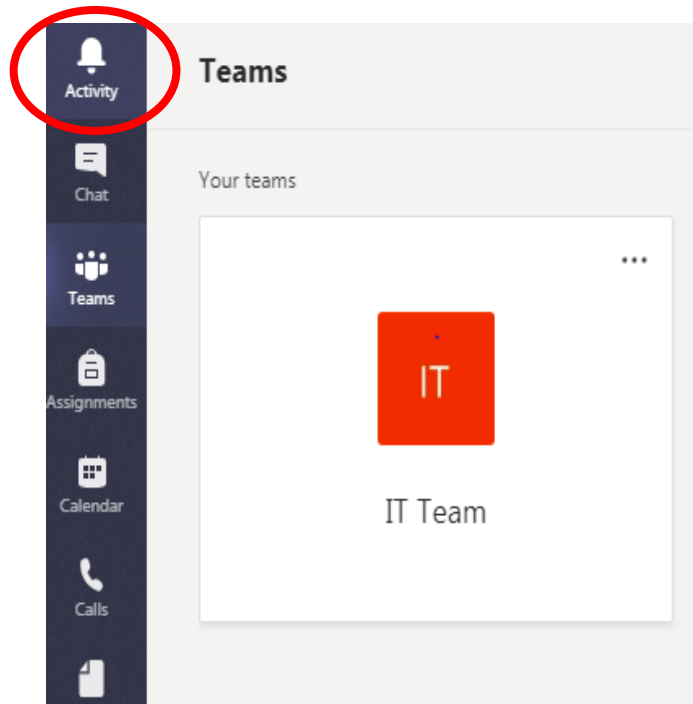

This is a notification to say that there is a new assignment in the Example Class that you need to complete

This is a message to say that work has been returned in this student's maths Team – to see the feedback, click on the notification

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.

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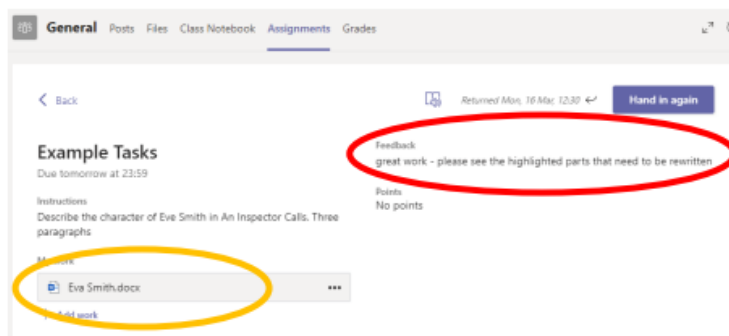
Joining a Virtual Classroom

If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.
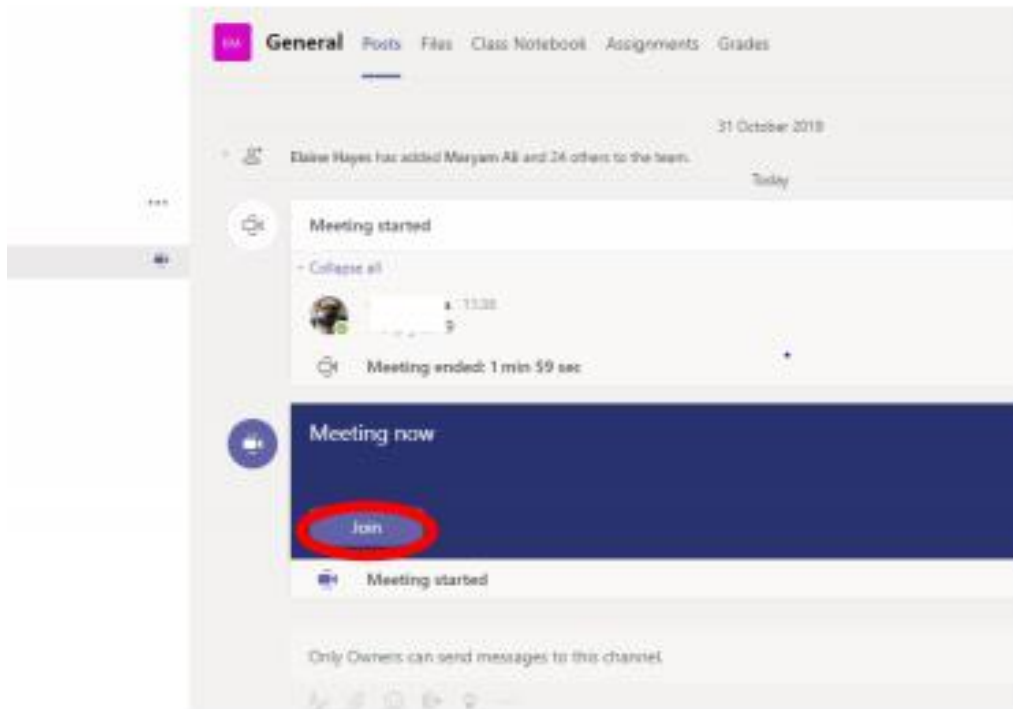

The yellow circle is the camera function.

Make sure that it is On. Your teacher may have told you to keep your microphone on or off – in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question.

You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over

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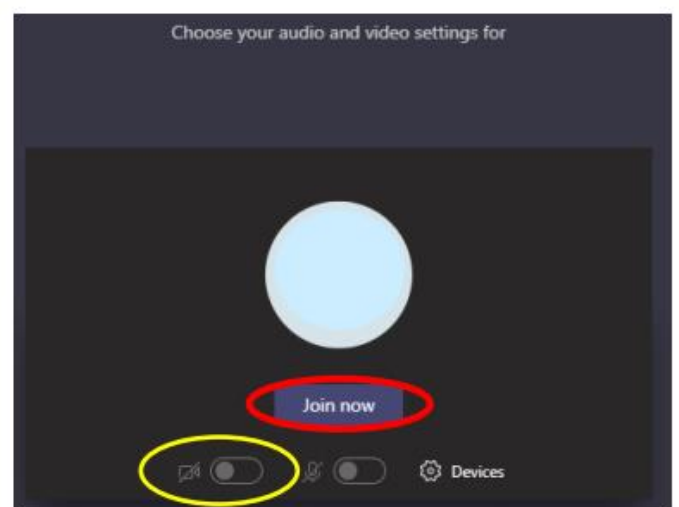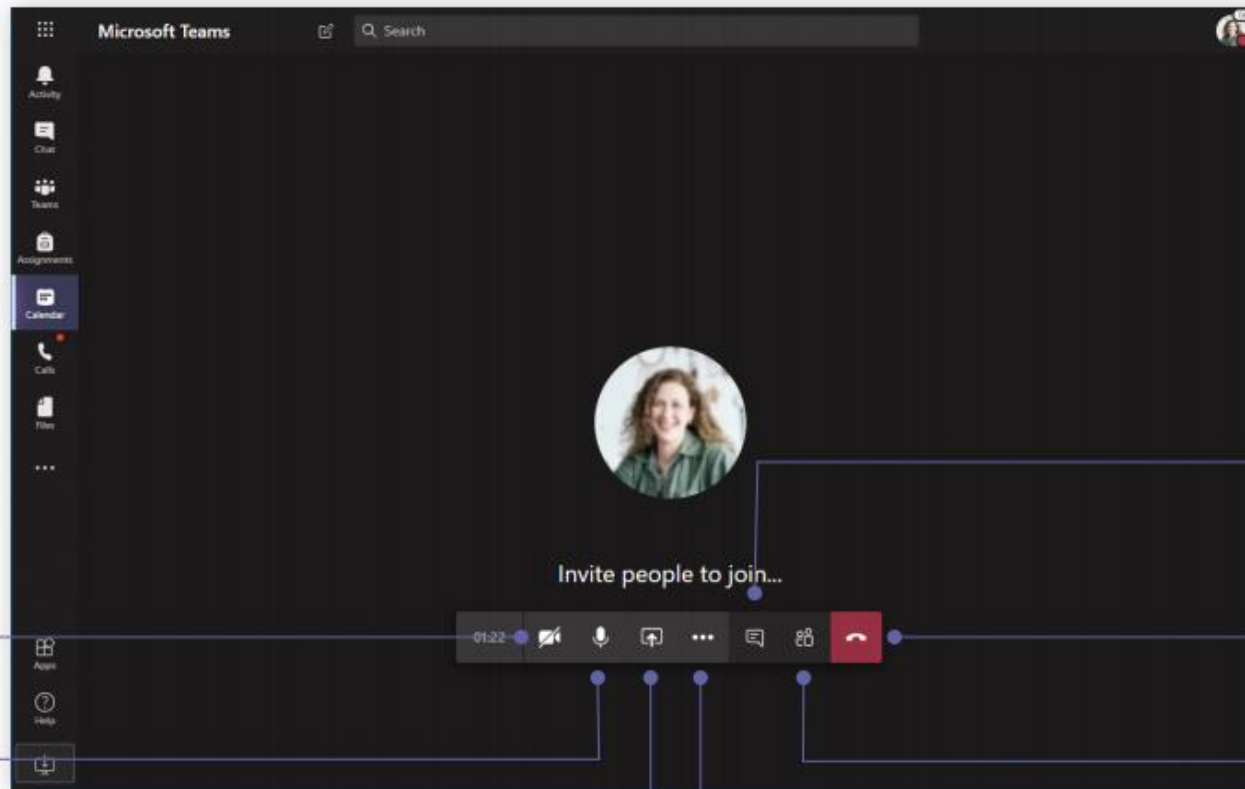
Send chat messages
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

Leave the meeting
The meeting will continue even after you have left.

Turn your video feed on and off.

Invite people to join...

Mute and unmute yourself.

Add participants to the meeting.

Share your screen and sounds from your computer.

Access additional call controls
Start a recording of the meeting, change your device settings, and more.

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Acceptable Use Policy

- The expectations' regarding safe and responsible use of Microsoft Teams applies to all members of The Blue Coat School community.
- All members of The Blue Coat School community are expected to engage in Microsoft Teams meetings and Chats in a positive and responsible manner.
- All members of The Blue Coat School community are advised not to post or share content that may be considered threatening, hurtful or defamatory to others on Microsoft Teams.
- All members of The Blue Coat School community will be e-Safe while on-line for their own protection and not reveal any personal information when using Microsoft Teams, including names, addresses, images, videos, banking details and telephone numbers of others or themselves.
- All members of The Blue Coat School community will not post messages on Microsoft Teams that could bring their or the Blue Coat School's name or reputation in to disrepute or lead to a breach in confidentiality.
- Concerns regarding the online conduct of any member of The Blue Coat School community on Microsoft Teams, will be reported to their KSL and or IT and will be managed in accordance with existing policies, including anti-bullying, allegations against staff, behaviour and child protection.
- All students should hang up at the end of the Microsoft Teams lesson/meeting once instructed to do so. The teacher must be the last person in the meeting to hang up.
- All students are required to have their webcam on at all times during Team meetings.
- All students should not post, chat or attend meetings using Teams at inappropriate times during the day. Posts, chats and meetings should take place during school hours.

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