FUS
Sixth Form

A Guide to using TEAMS

How to use Microsoft Teams

A Student Guide to making use of this platform

How to access office 365

How to find TEAMS

How to make a post on the message boards

How to open up your class notes

How to get started using the class notes

Microsoft Teams: What is it ?

- **It's our online mechanism for us to do the following:**

- **Collect your work**
- Work that you do at home or in school can be kept and accessed in one central place; it is interactive which means your teachers can edit and amend your work in real time.
- **Post whole class messages**
- This will help you feel part of the learning community and your class. You can reply to the whole class or directly to the teacher.
- **Set work**
- We can set assignments and quizzes for you to do online.

What's your first step?

Let's assume you are at home, quite likely at the moment, so your first job is go to our website.

Click on **Office 365**

Step 2

Email   Office 365   ParentMail   Go4Schools   Home Access   Q

Ferndown Upper School
Outstanding Alps School

Welcome   Ferndown Way   Results   Curriculum   Safeguarding   Transfer   Information   Sixth Form

## Office 365

What is Office 365?

Office 365 is the 'cloud' based suite of Office programs students already know and use every day. It is an additional product which compliments Microsofts existing suite of Office programs. Students and Staff can create, access and edit their files from virtually anywhere – PC, Mac, tablets or phones, and they're always up to date. Started a document in school and want to finish it on the bus journey home? It's now possible.

The Benefits of Office 365:

Office 365 Login
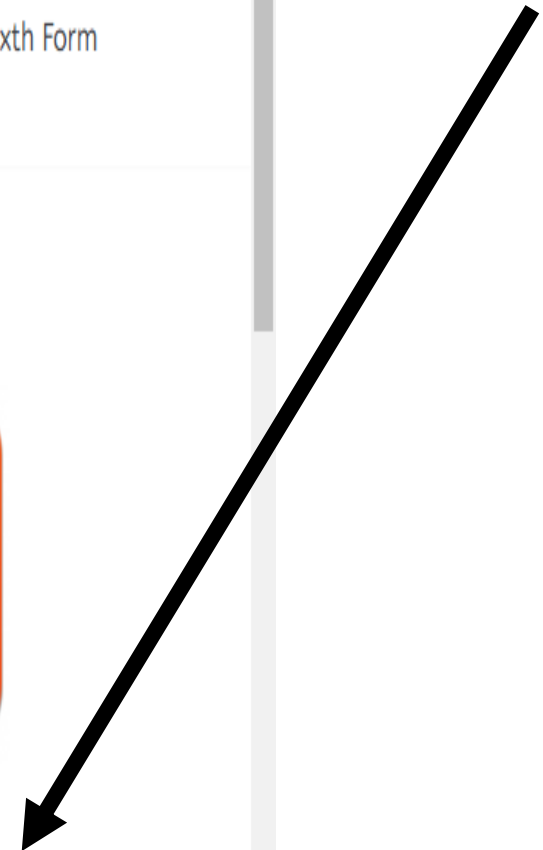
Step 3- Log in using your school user name and password
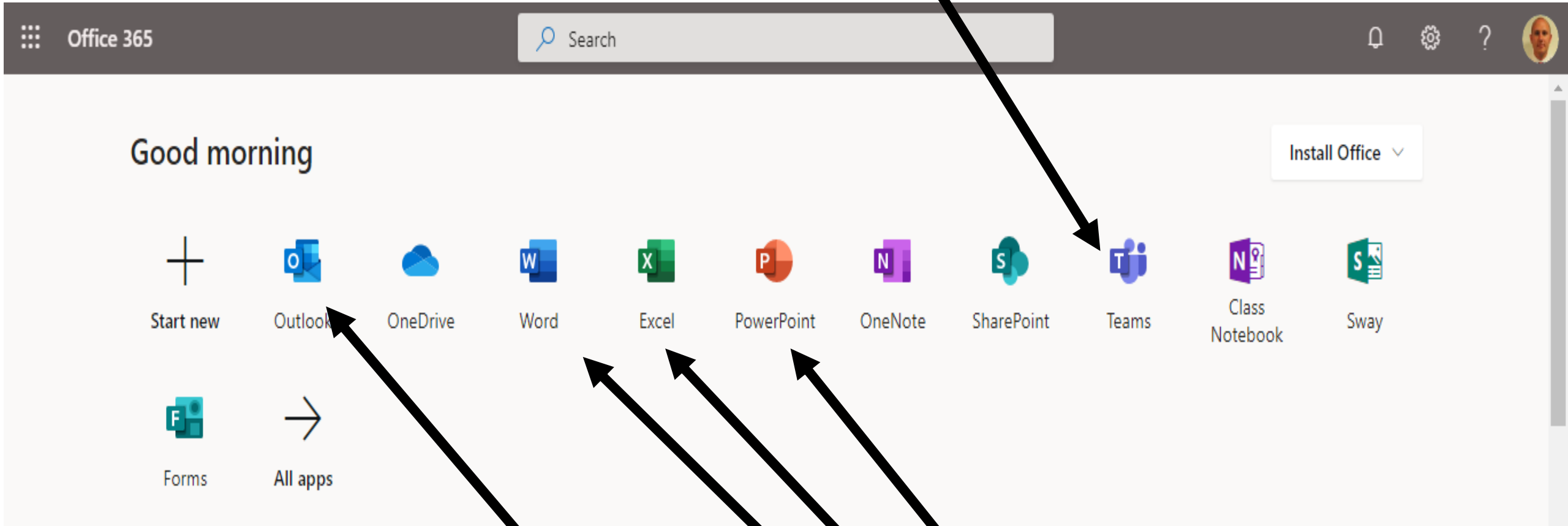

Ferndown Upper School

Welcome

To log in, enter your Ferndown Upper School username and password and click on or press sign in, you will then be redirected to your desired resource

@fernup.dorset.sch.uk

●●●●●●●●●●●

Sign in

Step 4-You should see this page. Click on **Teams**


You can also find all your other tools: **emails, programmes for doing work on. Nice!**

Step 5 – Open up teams to find a screen similar to this. This student is a member of several teams: psychology, biology and sports, also they have made their own team for revision and the FUS sixth form information channel.
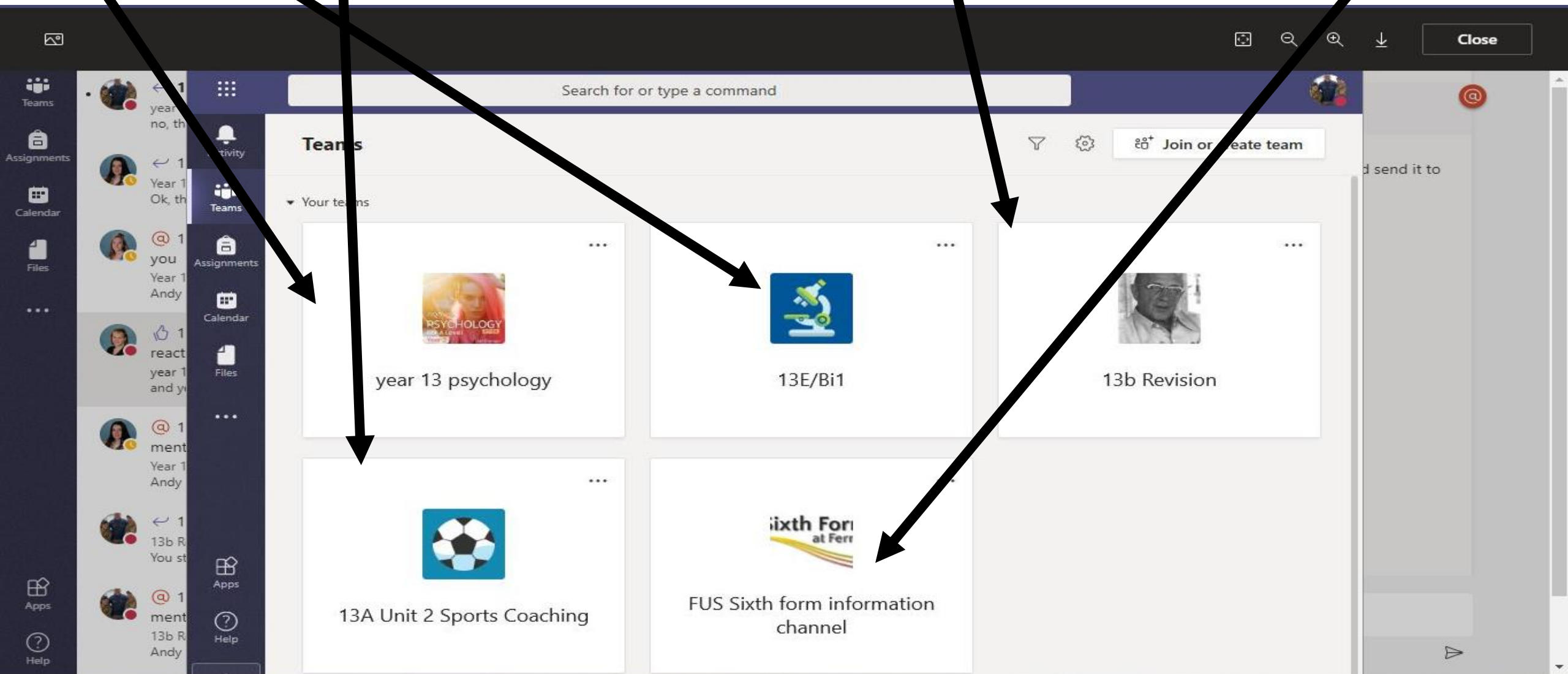
Step 6- Here is the year 13 psychology team. You see the "posts" appearing on the right and the different sections of the team on the left.
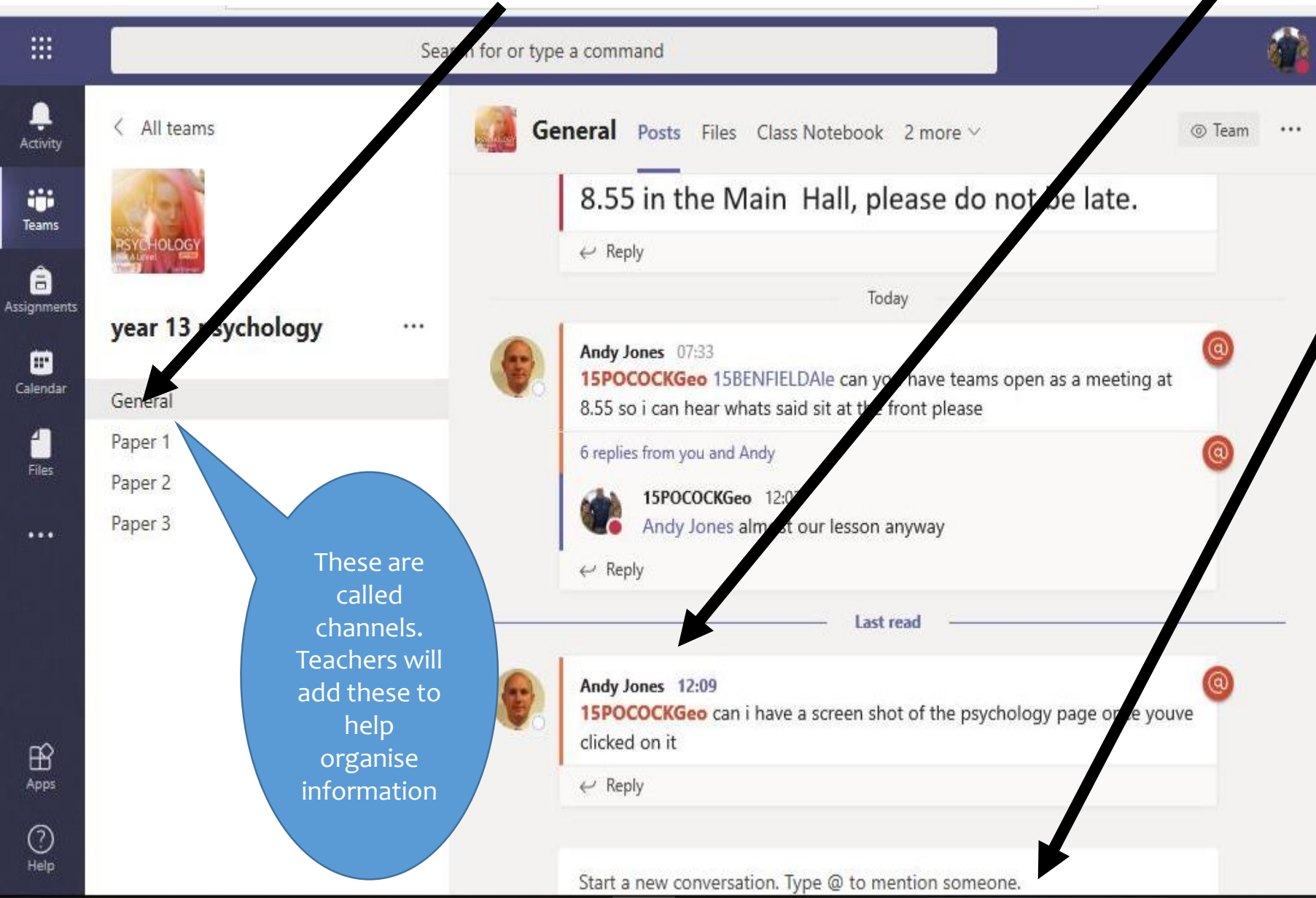
These are called channels. Teachers will add these to help organise information

If you want to post to the whole group, just write in the box at the bottom.

Remember everyone can see what you have written.

If you want to write to just one person, put the @ sign and the name in front of your message.

e.g. @andyjones
If you wanted to send me a message 1-1 .

Step 7- **You will need to save the work that you do in your class notebook.**

Also, you can look in the files for any resources your teacher has uploaded.

Here is a conversation that I had with Georgina asking for this screen shot!
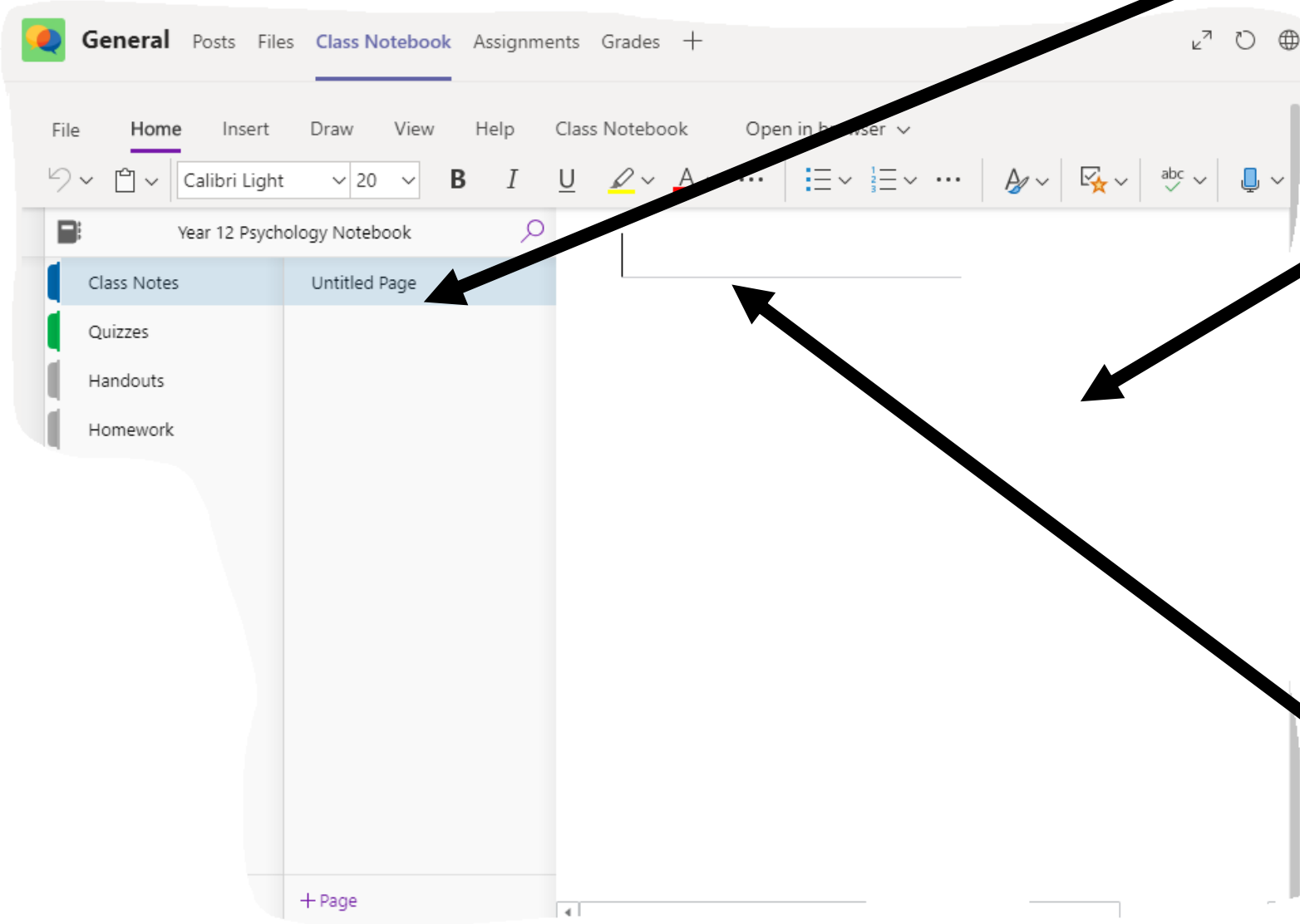
Step 8 - **So, you've opened up your class notebook - now what ?**

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Class Notes

Handouts

Homework

Quizzes
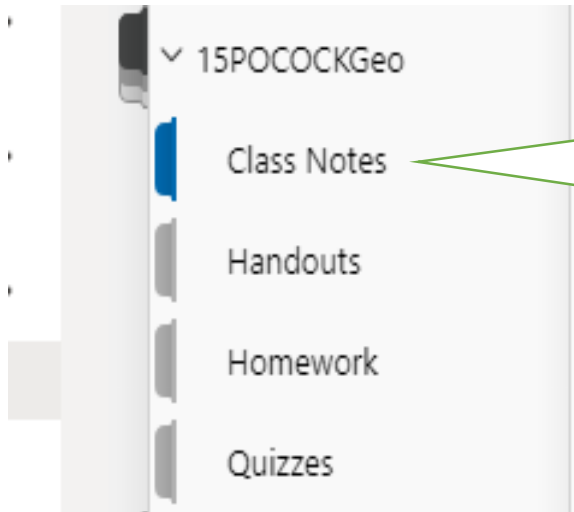
In your notebook, you will have 4 sections that look like this.

Open up the class notes and you will have a blank, untitled page - unless your teacher has prepopulated it for you.

Step 9- **Using the notebook. It's likely that you will see this untitled page - don't panic - its easy to use!**

General Posts Files **Class Notebook** Assignments Grades +

File **Home** Insert Draw View Help Class Notebook Open in browser ⌄

Calibri Light | 20 | **B** *I* U

Year 12 Psychology Notebook

Class Notes | Untitled Page

Quizzes

Handouts

Homework

+ Page

This space here is an empty page, like a blank page in an exercise book or note pad. You can cut and paste stuff straight into it from word, powerpoint or excel.
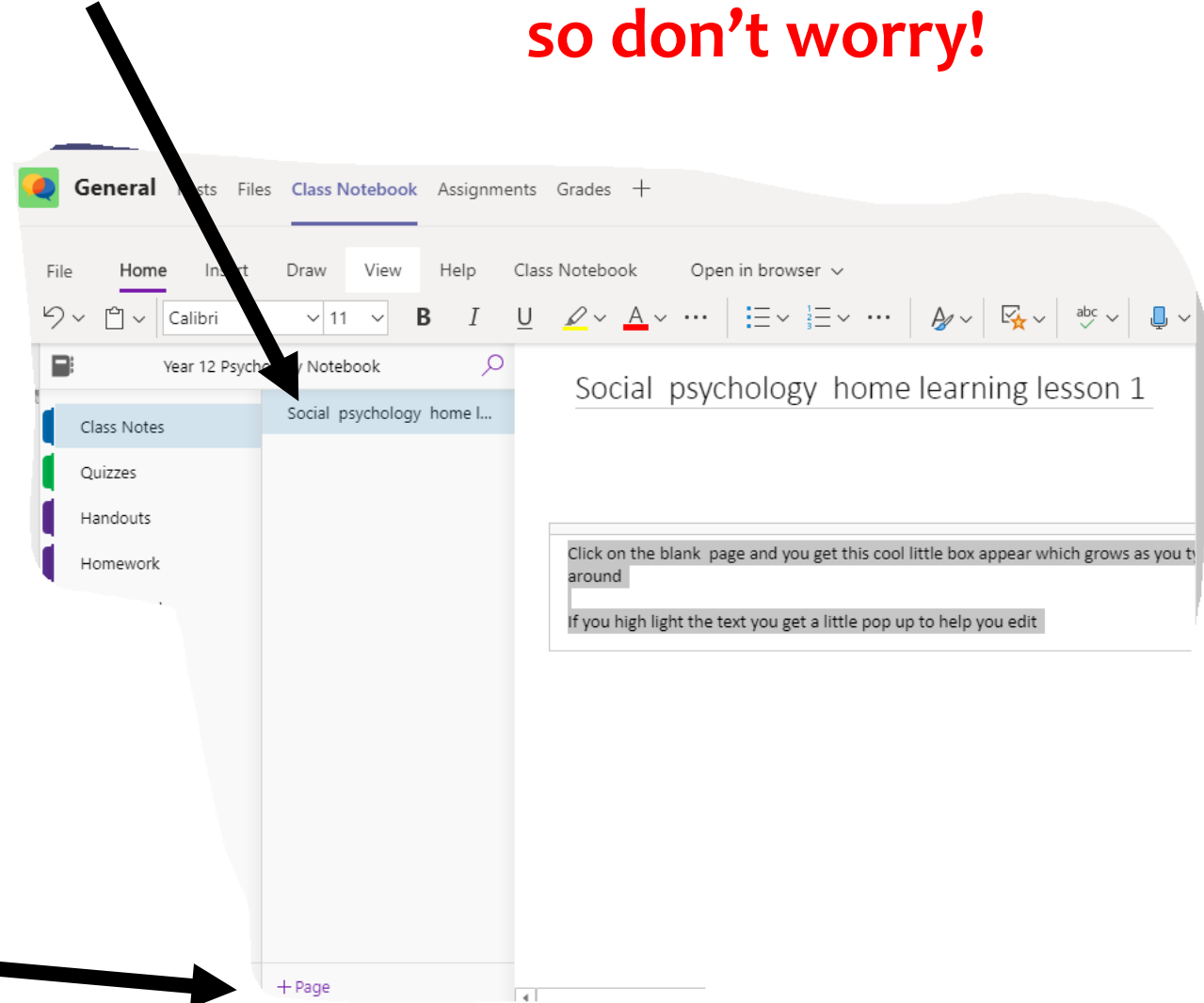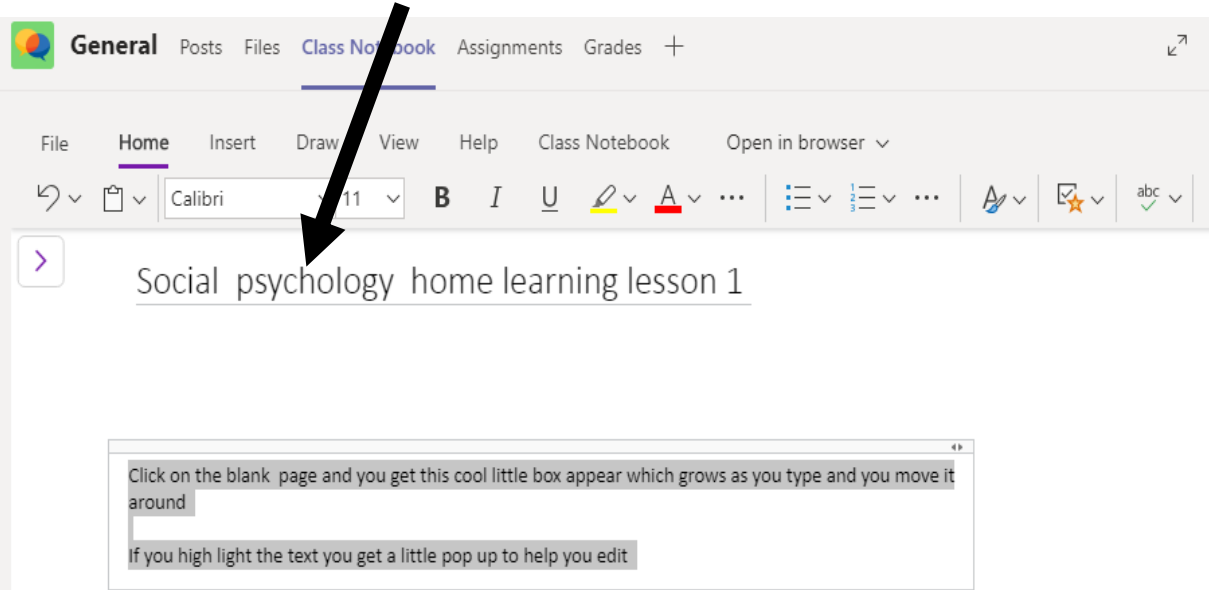
You can also write straight on to it and change fonts etc. It's like a word document.

First thing you need to do, is call your page something – how about:
Social psychology home learning lesson 1

Step 10 - Inserting titles on the pages and adding new pages.

What you type **here,** also appears as the page heading over **here.**

It saves automatically so don't worry!

Let's say you have completed the work set for lesson 1 and you want to move on to lesson 2.

You will need to add a new page.
You do this by clicking on **+Page.**
At the bottom of the screen, a new, untitled page will appear. Title the page up as "lesson 2" and off you go.

Step 11- **Start using the class notebook.**

You can edit what you've written using the tools here. Just like a word document or powerpoint.

All sixth form students have been made members of the **FUS sixth form information channel.**

This is going to be your place for advice, guidance, questions and answers.

Stay safe and healthy and keep working!