

# Microsoft Teams

A guide for Pupils, Parents and Carers





# Microsoft Teams

*A guide for Pupils, Parents and Carers*

This document will show and explain how to:

1. [Download Microsoft Teams.](#)
2. [Log In to Teams.](#)
3. [Finding classes and files.](#)
4. [Completing Assignments.](#)
5. [Joining “Live Lessons”.](#)

You can view the whole guide or click on a section to go straight there.

At any point, click on the All Saints logo to go back to this screen.



# 1. Downloading Teams





Tap on the Self-Service App.

All



Languagenut App

Install



Libby, by OverDrive

Install



Microsoft Excel

Install



Microsoft Office  
Lens|PDF Scan

Install



Microsoft OneDrive

Install



Microsoft OneNote

Install



Microsoft Outlook

Reinstall



Microsoft Planner

Install



Microsoft  
PowerPoint

Install



Microsoft Teams

Reinstall



Microsoft



Microsoft



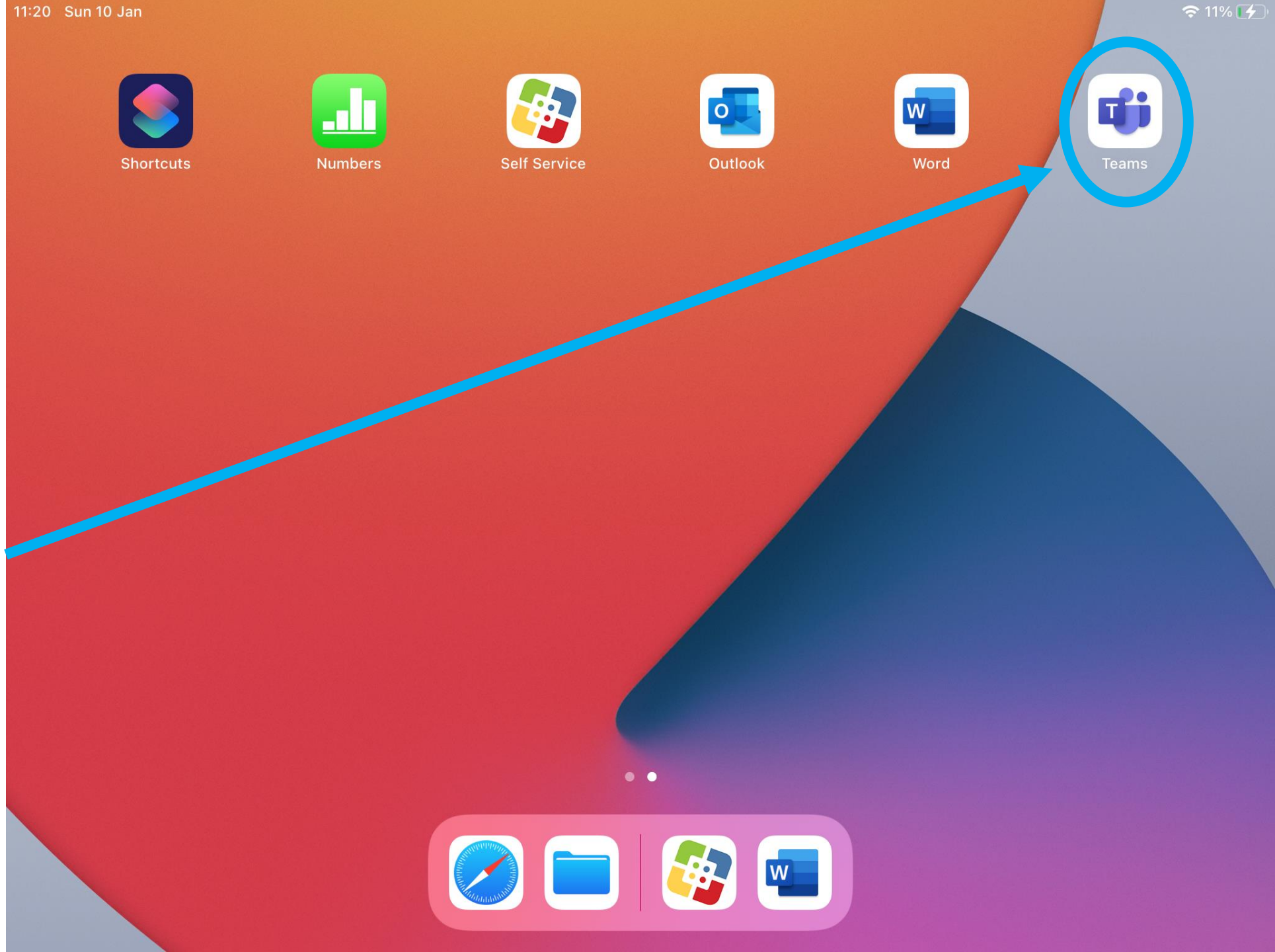
MySQL



Microsoft

Find Microsoft Teams and tap on Install/Reinstall.

Once the installation is complete, Teams will appear on your home screen.



## 2. Log In to Teams





Tap on Teams to open the App.

Log in by entering your GLOW username.

Remember this ends with:

**@glow.sch.uk**

## Microsoft Teams




Welcome to Microsoft Teams!  
A happier place for teams to work together.

@glow.sch.uk

Sign in

[Get help with signing in](#)

[Join a meeting](#)

 [Sign up for free](#)

*If you don't know your GLOW login details, contact your Year Head or Pupil Support Teacher.*





You will be taken to the GLOW login page.

**Enter your GLOW password and tap Sign In.**

That's you logged in! You'll be taken to the Teams home page.

*If you don't know your GLOW login details, contact your Year Head or Pupil Support Teacher.*

11:36 Sun 10 Jan

Cancel



## Sign in



Username or Email Address (required)

Password (required)

[I have forgotten my password](#)

Remember me

[Need A Glow Login?](#)

Sign in

Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service.

[Find out more about Glow](#)

## @GlowScot Tweets



**Education Scotland** @Educa

05:00 pm

Thanks to all the Headteachers, the Deputy First Minister, John Gayle Gorman, HM Chief Inspector

<https://t.co/l6miEZbCn0>

[Expand](#)



**Education Scotland** @Educa

05:30 pm

A comment from our Chief Executive @GayleGorman on the National Offer & the lockdown learning

<https://t.co/GPJTQd4OBj>

[Expand](#)



**Education Scotland** @Educa

03:28 pm

Check out the schedule of free webinar lessons available from Monday as part of the National

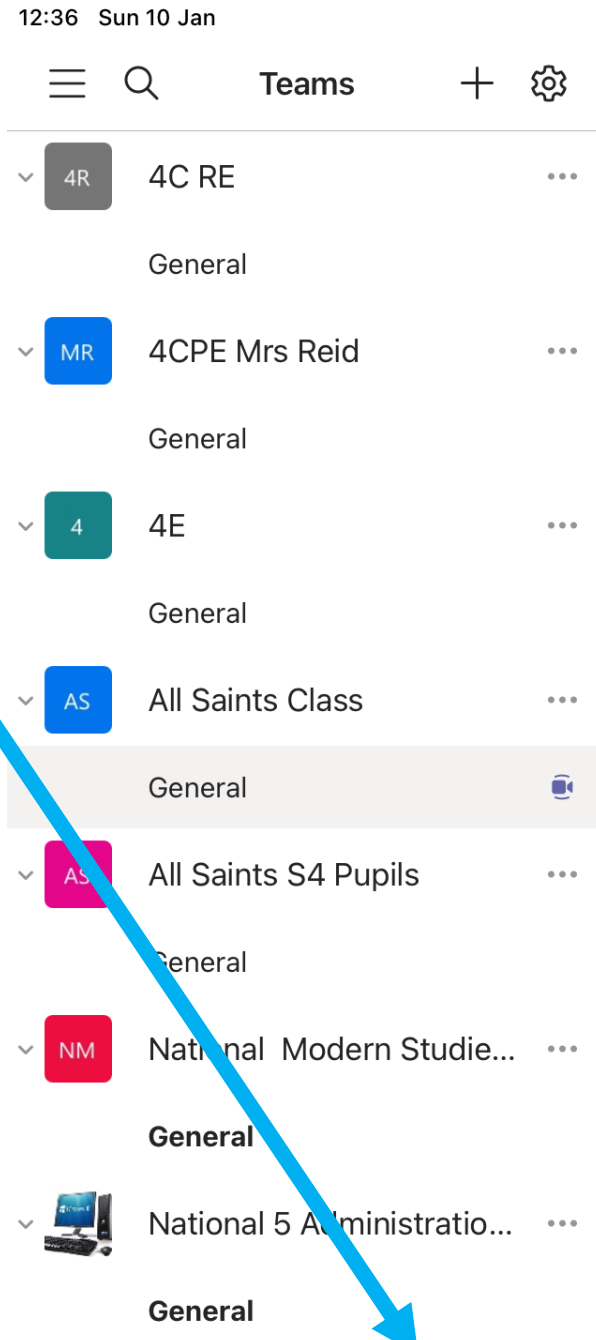
<https://t.co/vGomxSTRTB>

[Expand](#)

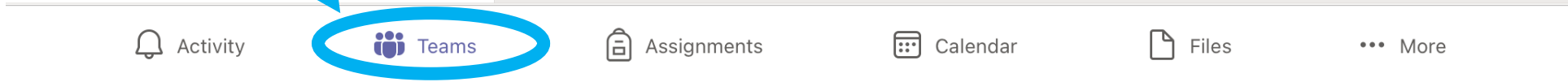
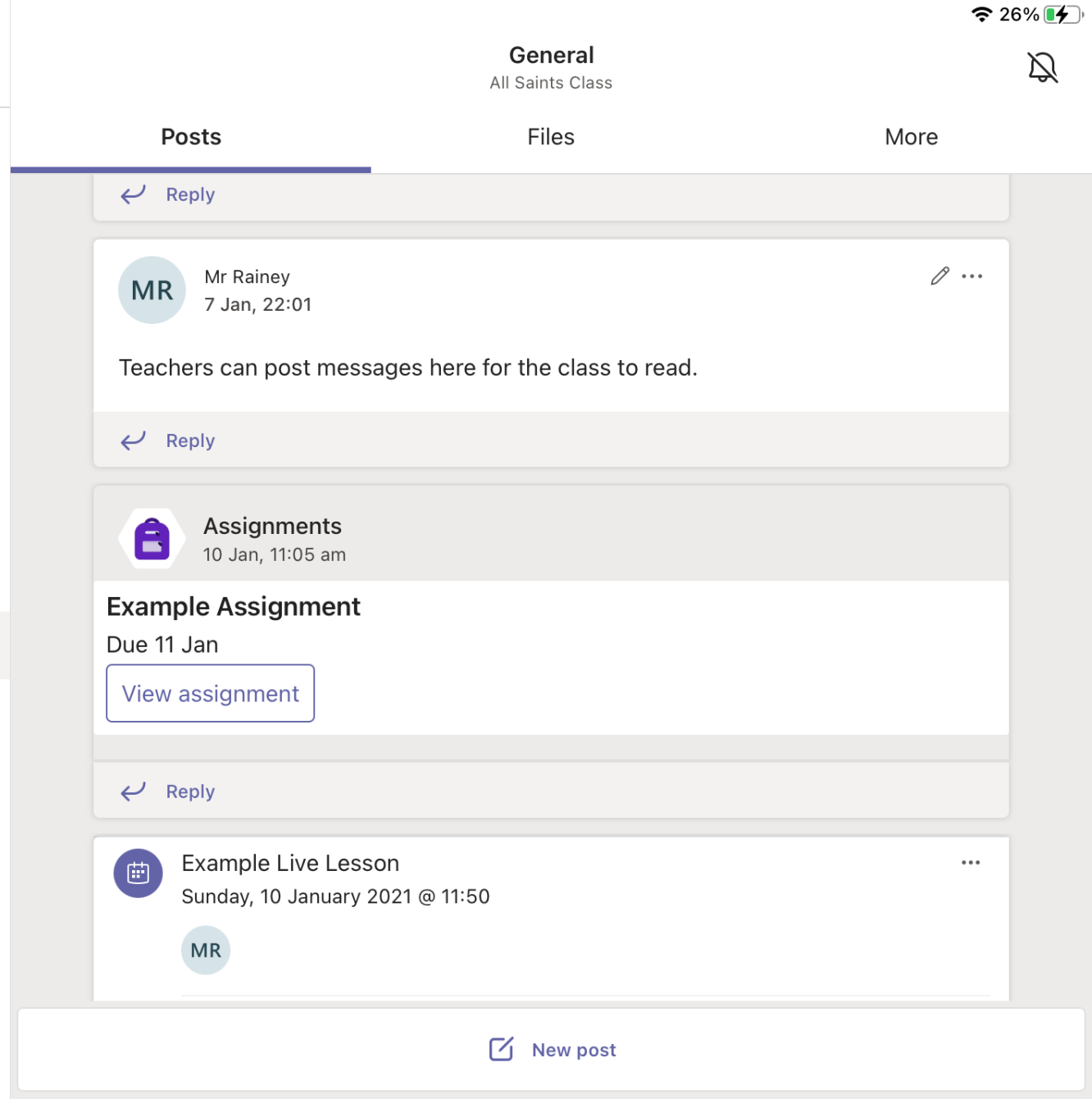


# 3. Finding Classes and Files





To find a list of all of your classes tap on Teams at the bottom of the screen.





12:36 Sun 10 Jan

Teams + ⚙

- 4R 4C RE  
General
- MR 4CPE Mrs Reid  
General
- 4 4E  
General
- AS All Saints Class**  
**General**
- AS All Saints S4 Pupils  
General
- NM National Modern Studie...  
**General**
- National 5 Administratio...  
**General**

General  
All Saints Class

Posts Files More

Reply

MR Mr Rainey  
7 Jan, 22:01

Teachers can post messages here for the class to read.

Reply

Assignments  
10 Jan, 11:05 am

**Example Assignment**  
Due 11 Jan  
[View assignment](#)

Reply

Example Live Lesson  
Sunday, 10 January 2021 @ 11:50

MR

[New post](#)

All of your classes are listed on the left of the screen.

Click on General underneath a class to access it.



12:36 Sun 10 Jan

Teams + ⚙️

- 4R 4C RE  
General
- MR 4CPE Mrs Reid  
General
- 4 4E  
General
- AS All Saints Class  
General
- AS All Saints S4 Pupils  
General
- NM National Modern Studie...  
General
- National 5 Administratio...  
General

General  
All Saints Class

Files More

Posts

Reply

MR Mr Rainey  
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Reply

Assignments  
10 Jan, 11:05 am

Example Assignment  
Due 11 Jan  
View assignment

Reply

Example Live Lesson  
Sunday, 10 January 2021 @ 11:50

MR

New post

The **Posts** tab at the top will show you a list of things that have happened in this class.



You can see assignments which have been set.

You can see when Live Lessons have been scheduled.



12:37 Sun 10 Jan

Teams + Settings

- 4R 4C RE General
- MR 4CPE Mrs P... General
- 4 4E General
- AS All Saints Class General
- AS All Saints S4 Pupils General
- NM National Modern Studie... General
- National 5 Administratio... General

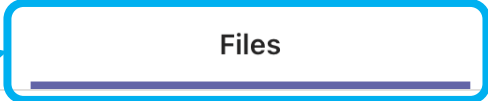
General  
All Saints Class

Posts Files More

Class Materials

+ Add

The **Files** tab at the top will list any files the teacher has shared with you e.g. PowerPoints, worksheets, tasks.





12:37 Sun 10 Jan

Teams + ⚙️

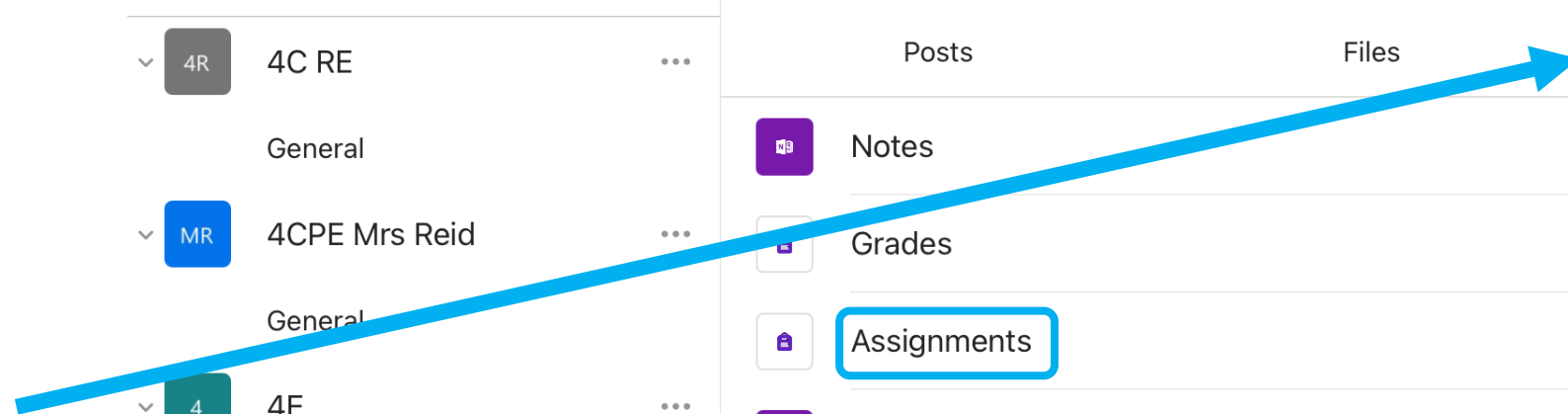
- 4R 4C RE ...  
General
- MR 4CPE Mrs Reid ...  
General
- 4 4E ...  
General
- AS All Saints Class ...  
General
- AS All Saints S4 Pupils ...  
General
- NM National Modern Studie... ...  
General
- National 5 Administratio... ...  
General

General  
All Saints Class

Posts Files **More**

- Notes
- Grades
- Assignments**
- Class Notebook

The **More** tab at the top will let you access Assignments you have for this class.



# 4. Completing Assignments





# 4. Completing Assignments

Teachers will set you Assignments.

An assignment is a piece of work or a task that you have to complete and send back to your teacher.

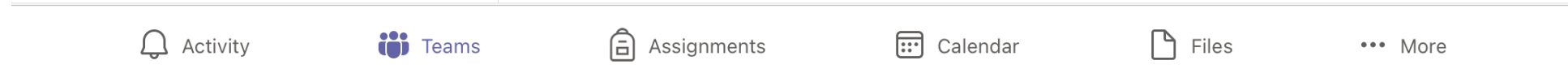
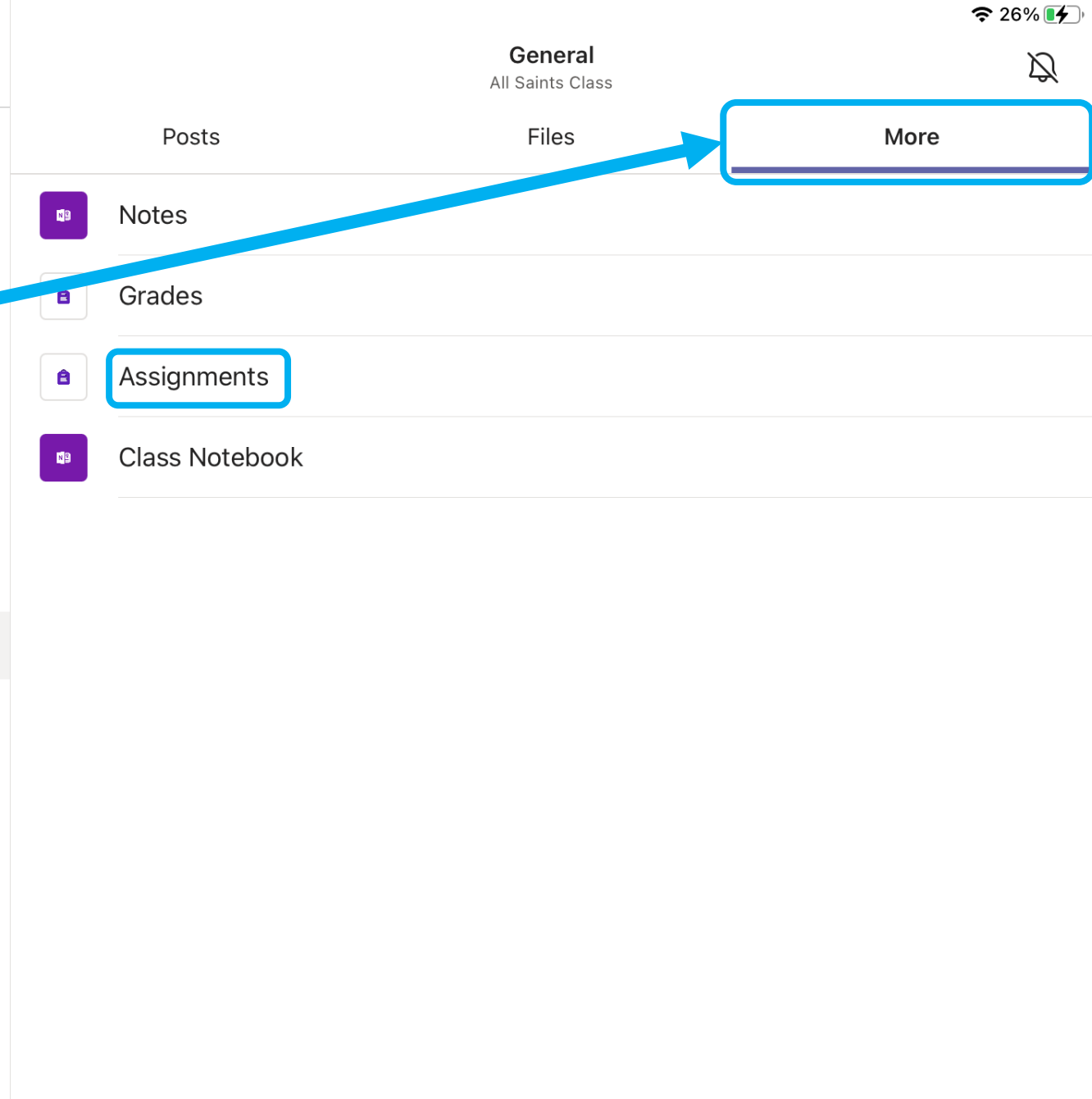
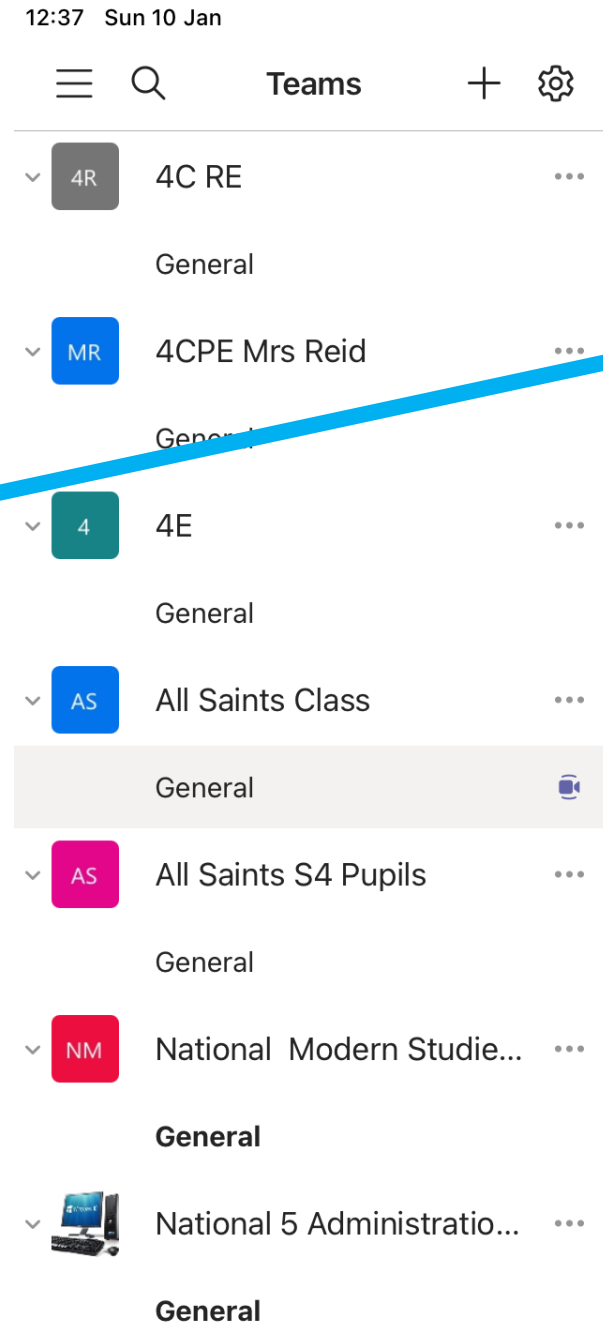
To see Assignments you can:

1. Go to your class, tap on More and then Assignments.

This will show you the Assignments for just this class.



**OR**



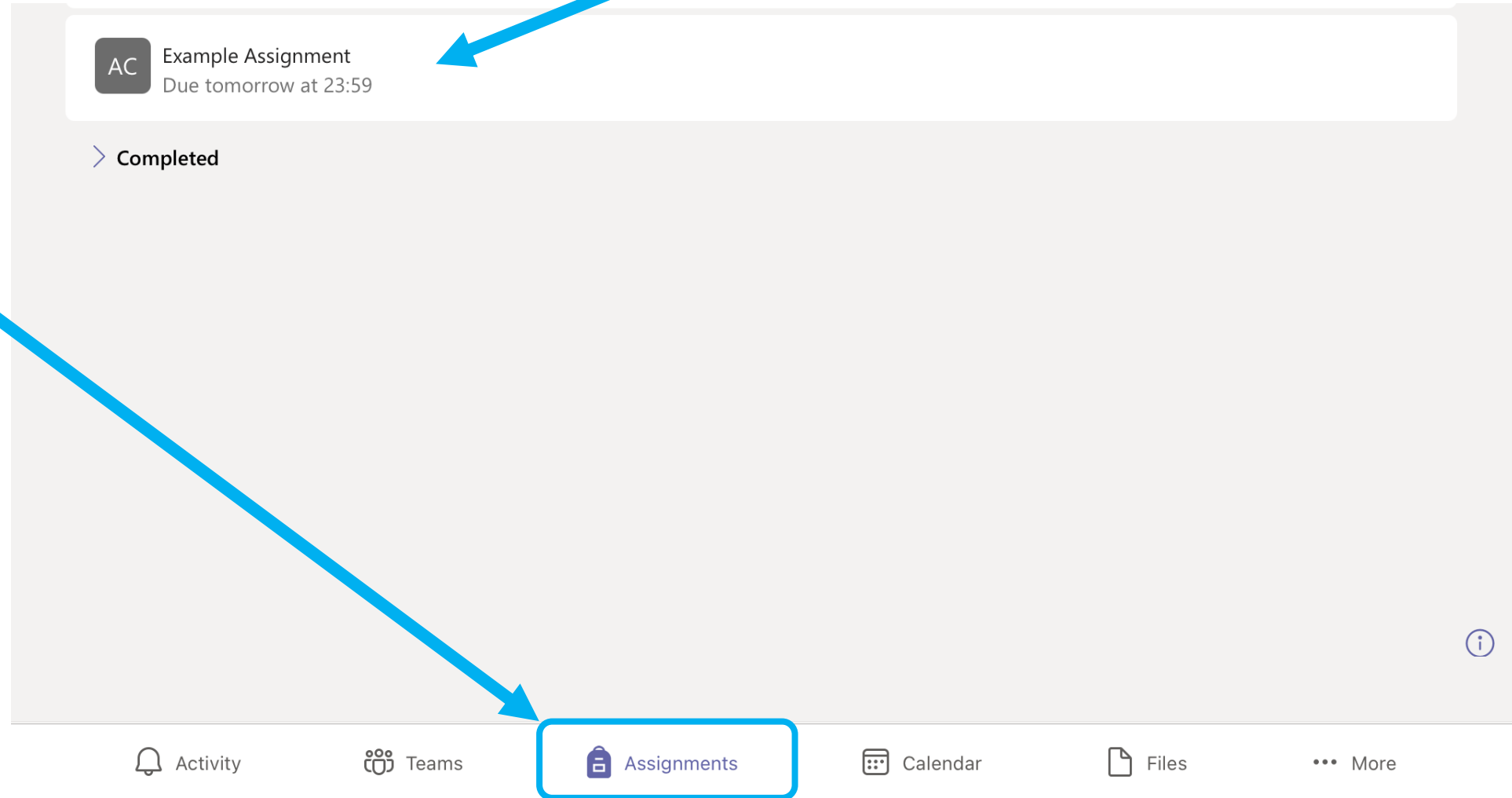
To see Assignments you can:

2. Tap on Assignments at the bottom of the screen.

This will show **all** Assignments for **all** classes.



Tap on the Assignment to see the details.





### Example Assignment

Due tomorrow at 23:59

Points

10 points

Assignment title and due date/time.

#### Instructions

Hi everyone

For this assignment, please answer the questions in the document attached.

Remember to tap Hand In when you're finished.

Thanks

Mr R

Instructions – your teacher will explain what they would like you to do.

#### My work

Teams Basics.docx

Add work

Your teacher may include a file for you to complete.

Immersive Reader





# Example Assignment

Points  
No points

Due tomorrow at 23:59

## Instructions

Hi everyone

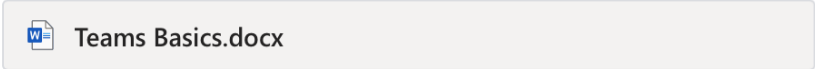
For this assignment, please answer the questions in the document attached.

Remember to tap Hand In when you're finished.

Thanks

Mr R

## My work



Add work

To complete a file sent by the teacher, tap on it to open.

You can also tap here to add any other pieces of work, for example, a photograph of work you have completed in your jotter.

Immersive Reader





Once you tap on the file from your teacher, a preview of the file will open.

To edit the file and complete it, tap on the **edit** icon.

12:57 Sun 10 Jan



Teams Basics

30%



## Microsoft Teams

Answer these questions about Microsoft Teams.

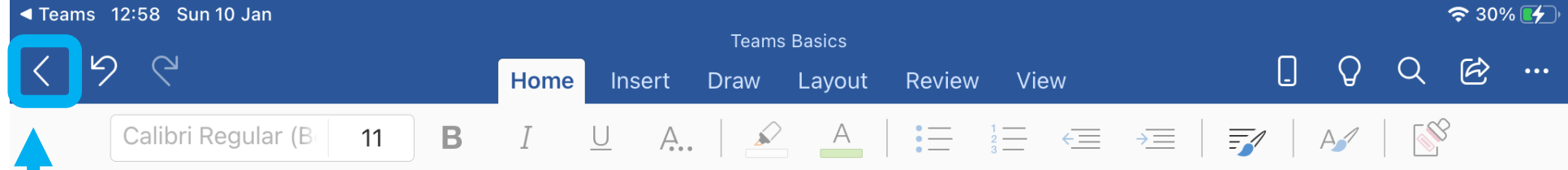
1. Where can you download the Teams app?
2. What login details do you need to access Teams?



The file will open in the correct App, for example, Microsoft Word.

You can then complete the task.

When you are finished, click on this arrow to save your work.



### Microsoft Teams

Answer these questions about Microsoft Teams.

1. Where can you download the Teams app?
  - a. [Self Service app on the Home Screen.](#)
2. What login details do you need to access Teams?
  - a. [GLOW username and password.](#)



12:57 Sun 10 Jan



Teams Basics



Go back to  
Microsoft Teams  
and close the  
Preview.

## **Microsoft Teams**

Answer these questions about Microsoft Teams.

1. Where can you download the Teams app?
2. What login details do you need to access Teams?





The file will now be updated with the work you have completed.

(You can tap on it to double check)

When you are finished, you can tap on Hand in.

12:57 Sun 10 Jan



All Saints Class

30%

Hand in

## Example Assignment

Points  
No points

Due tomorrow at 23:59

### Instructions

Hi everyone

For this assignment, please answer the questions in the document attached.

Remember to tap Hand In when you're finished.

Thanks

Mr R

My work



Add work

Immersive Reader

Activity

Teams

Assignments

Calendar

Files

More



You will see an animation and confirmation that you have sent your Assignment to your teacher.

12:59 Sun 10 Jan



All Saints Class

Undo hand-in

Handed in Sun 10 Jan 2021 at 12:59 ✓

## Example Assignment

Points  
No points



Due tomorrow at 23:59

Instructions

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Remember to tap Hand In when you're finished.

Thanks

Mr R

My work

 Teams Basics.docx

 Immersive Reader

 Activity

 Teams

 Assignments

 Calendar

 Files

... More

# 5. Joining “Live Lessons”





Tap on the Calendar tab at the bottom of the screen.

Listed on the left hand side are all Live Lessons you have been invited to.

Tap on an event to see its information.

11:52 Sun 10 Jan

Calendar

**10 January Today**

Example Live Lesson  
11:50 - 12:20 NOW

**11 January Tomorrow**

S4 Assembly - on-line  
09:00 - 09:30

N5 Music  
11:35 - 12:20  
National 5 Music 4G (Mrs Scott)/General

**12 January Tuesday**

N5 Music with  
09:40 - 10:25 ↻  
National 5 Music

Singing Lesson  
13:55 - 14:15  
Home

Example Live Lesson  
All Saints Class > General

Chat Details

Example Live Lesson  
Sunday, 10 January 2021  
11:50 - 12:20

Share meeting invite

Join RSVP

Microsoft Teams meeting Join on your computer or mobile app Click here to join the meeting  
Learn More | Meeting options [See more](#)

**Shared to channel**

AS General  
All Saints Class

**Participant**

MR Mr Rainey  
Organiser



11:52 Sun 10 Jan

Calendar

**10 January Today**

Example Live Lesson  
11:50 - 12:20 NOW

**11 January Tomorrow**

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Example Live Lesson  
All Saints Class > General

Chat Details

Example Live Lesson  
Sunday, 10 January 2021  
11:50 - 12:20

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Join RSVP

Microsoft Teams meeting Join on your computer or mobile app Click here to join the meeting  
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Shared to channel

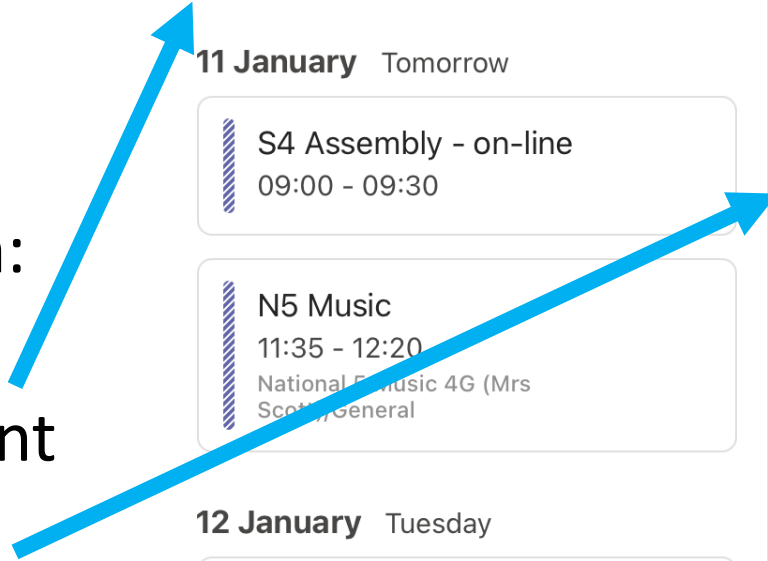
AS General  
All Saints Class

Participant

MR Mr Rainey  
Organiser

To join a lesson:

1. Tap on the correct event
2. Tap on Join



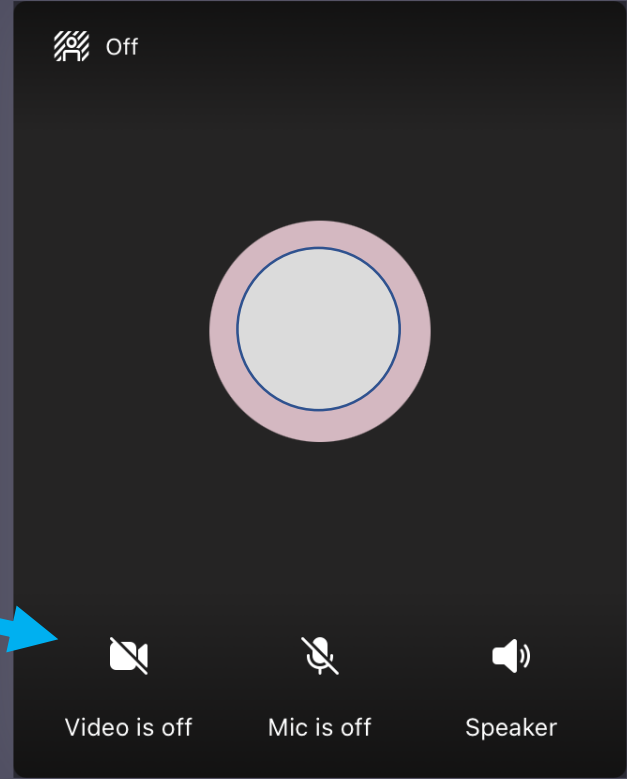


11:53 Sun 10 Jan

17%



Example Live Lesson

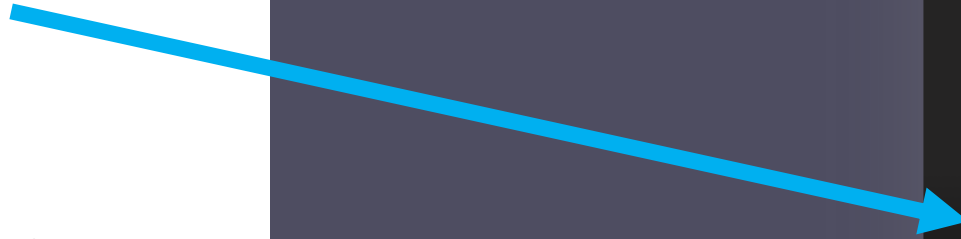


Before you join the meeting, make sure:

Video – Off

Mic – Off

Then tap “Join now”



Join now



Once your Teacher grants you access to the meeting, you will see the lesson.

When everyone is present, the teacher will begin the lesson.

Turn the volume up and listen carefully.

11:59 Sun 10 Jan

17%



# Using Microsoft Teams

## Pupil Guide



< 1 of 11



MR

Mr R.

CM





You can use the tool bar at the bottom during the lesson.

You should only use these tools with permission from your Teacher.

## Chat

You can send messages to your class.

*(Remember that your Teacher and class can see all messages you send.)*



## Hands Up

Tap this icon to tell your Teacher that you have a question.



## Camera & Mic

Toggle your Camera and Mic on and off.

**Camera – off at all times**  
**Mic – Teacher permission**



## Hang Up

Tap this to leave the lesson

