

# Woolwich Polytechnic School for Girls



## Online Learning

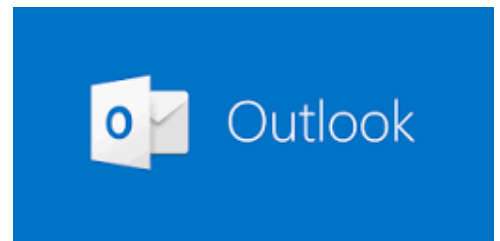
### Guide for Students



To access MS Office online (Word, Excel, Outlook, Teams, ...) you need to go to the website:

<https://login.microsoftonline.com/>

and log in with your **username** and **password** ( the **same** one that you use at school)



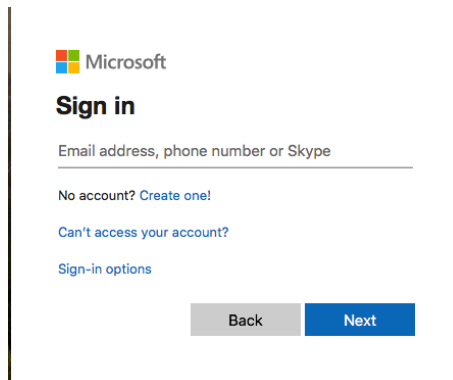
***Q: can I check my school emails at home?***

***Answer:***

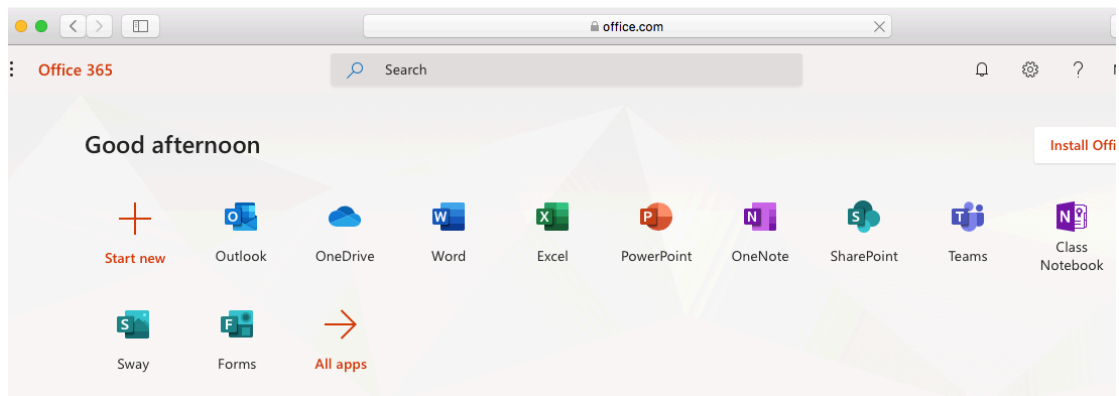
1. Visit the website:

<https://login.microsoftonline.com/>

2. Use the **same** username and password as you use at school



3. Now you should see this window:



4. Please press on the **Outlook** icon and you should see your mailbox.

*Any problems please report using this email address:  
Helpdesk@woolwichpoly.co.uk*

# Microsoft Teams

## Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

**Move around Teams**  
Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.

**View and organize teams**  
Click to see your teams. In the teams list, drag a team name to reorder it.

**See your calendar**  
Click to see your schedule and join meetings.

**Every team has channels**  
Click one to see the files and conversations about that topic, department, or project.

**Start a new chat**  
Launch a one-on-one or small group conversation.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Add tabs**  
Highlight apps, services, and files at the top of a channel.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Join or create a team**  
Join or create a team

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**Add files**  
Let people view a file or work on it together.

**Reply**  
Your message is attached to a specific conversation.


**Compose a message**  
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

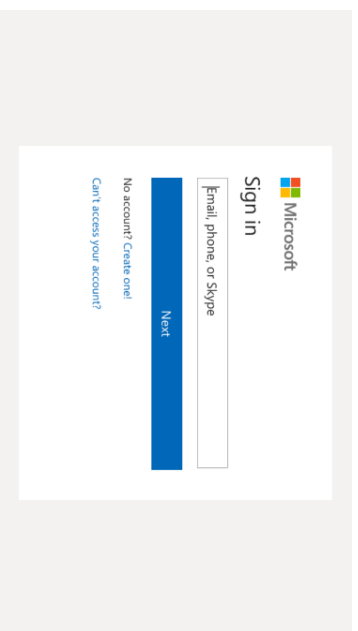
**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.

**Start a new conversation. Type @ to mention someone.**

# Microsoft Teams

## Sign in

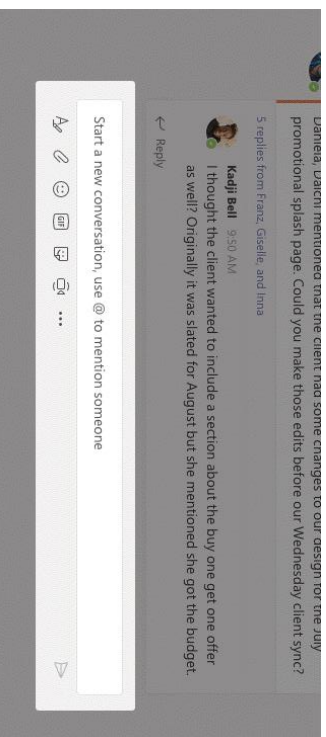
In Windows, click **Start**  > **Microsoft Teams**.  
On Mac, go to the **Applications** folder and click **Microsoft Teams**.  
On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)




## Start a conversation

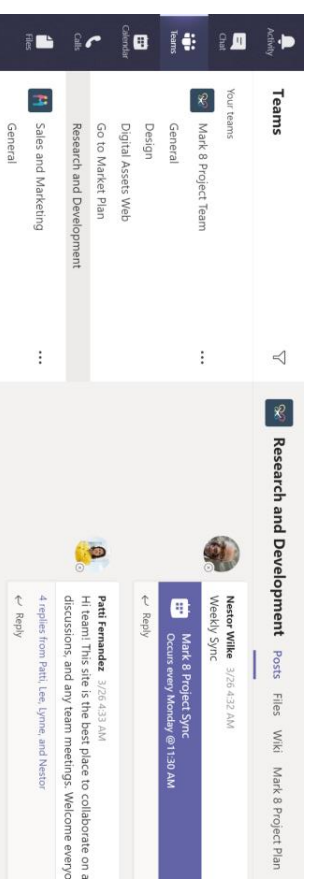
*With the whole team...* Select **Teams** , pick a team and channel, write your message, and click **Send** .

*With a person or group...* Click **New chat** , type the name of the person or group in the **To** field, write your message, and click **Send** .




## Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Select **Teams**  and choose a team. Pick a channel to explore **Posts**, **Files**, and other tabs.






## Start an impromptu meeting

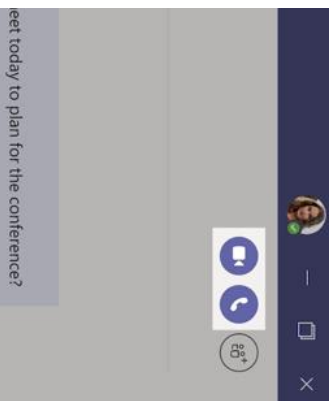
Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



# Microsoft Teams

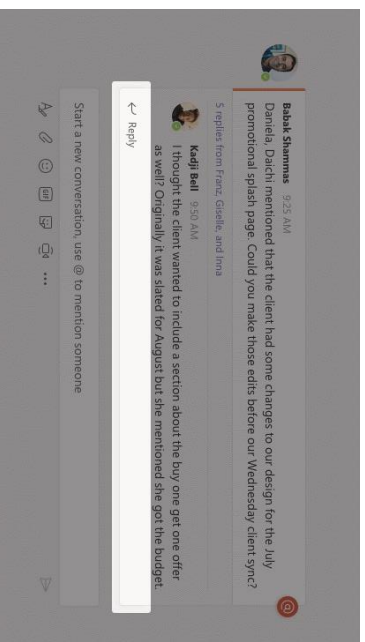
## Make video and audio calls

Click **Video call**  or **Audio call**  to call someone from a chat. To dial a number, click **Calls**  on the left and enter a phone number. View your call history and voicemail in the same area.



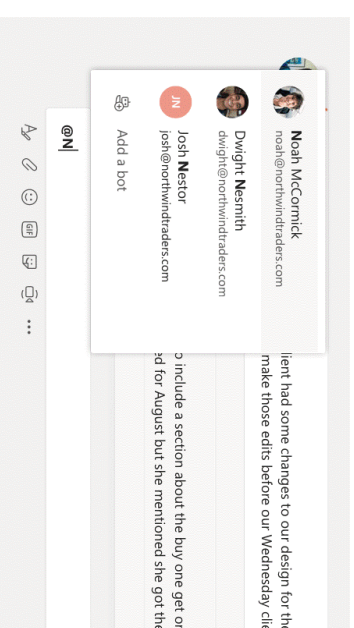
## Reply to a post

Channel posts are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** .




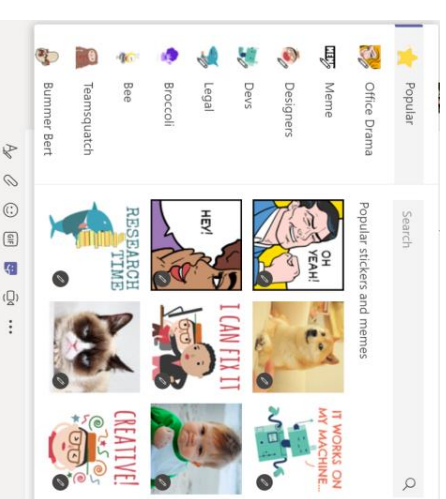
## @mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.




## Add an emoji, meme, or GIF

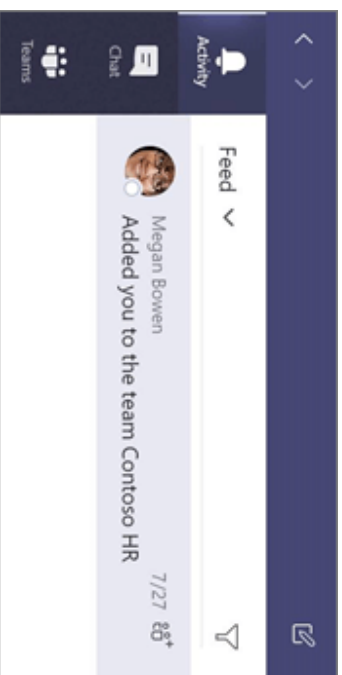
Click **Sticker**  under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



# Microsoft Teams

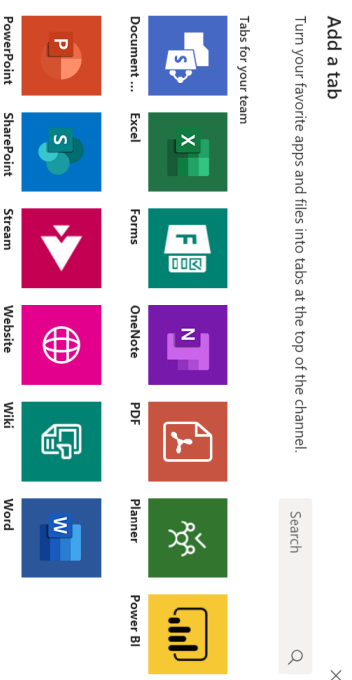
## Stay on top of things

Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose ... next to the channel name, then **Channel notifications**.




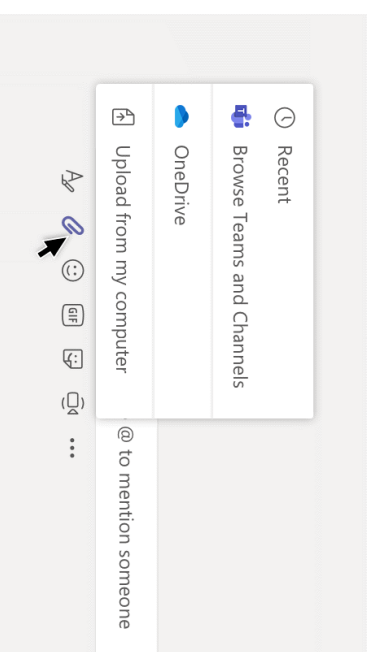
## Add a tab in a channel

Click **+** by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.




## Share a file

Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



## Work with files

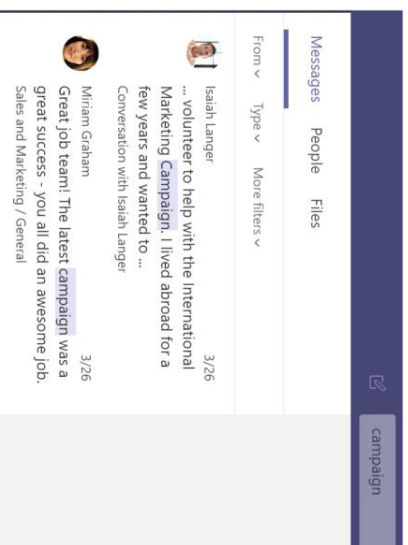
Click **Files**  on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



# Microsoft Teams

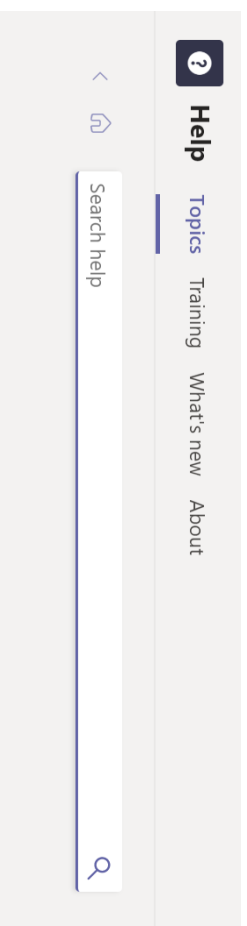
## Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or use the filters to refine your results.



## Get help in Teams

Click **Help** on the left, then choose **Topics**, **Training**, or **What's new**. In help, browse the tabs or search for a topic you're interested in.



## Add apps

Click **Apps** on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



## Next steps with Microsoft Teams

### See what's new in Office

Explore the new and improved features in Microsoft Teams and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

### Get free training, tutorials, and videos for Microsoft Teams

Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=2008318> to explore our free training options.

### Send us your feedback

Love Microsoft Teams? Got an idea for improvement to share with us? On the left side of the app, click **Help** > **Give feedback**. Thank you!

## Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.

# How can I check my homework and assignments on MS Teams?

## View and navigate your assignments (student)

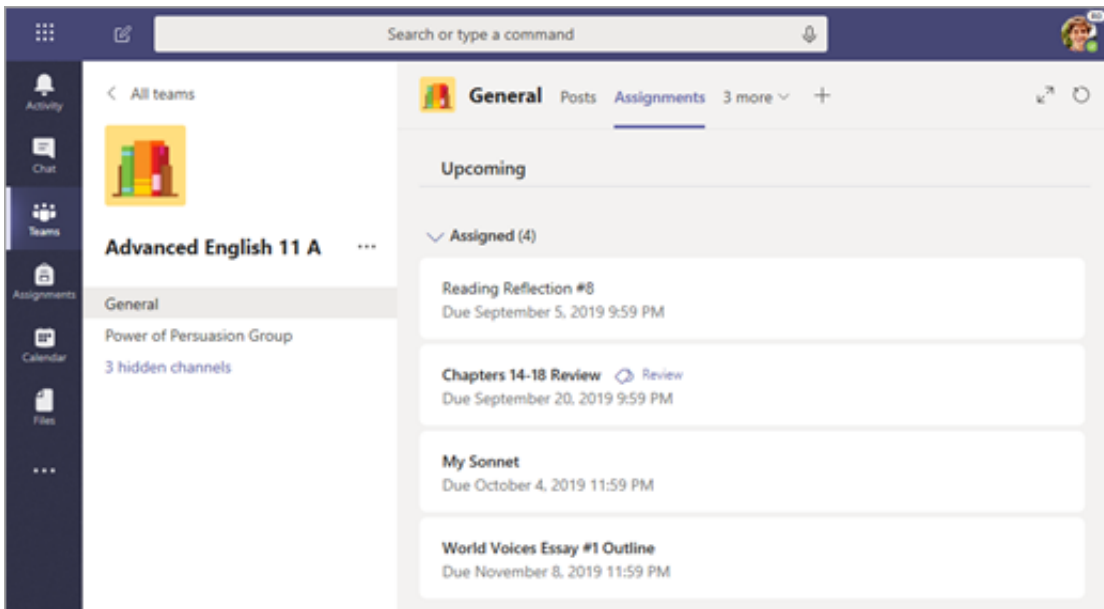
*Microsoft Teams for Education*

View both upcoming and turned in 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.

## View and sort assignments within one class

Navigate to the **General** channel in your class, then select **Assignments**.



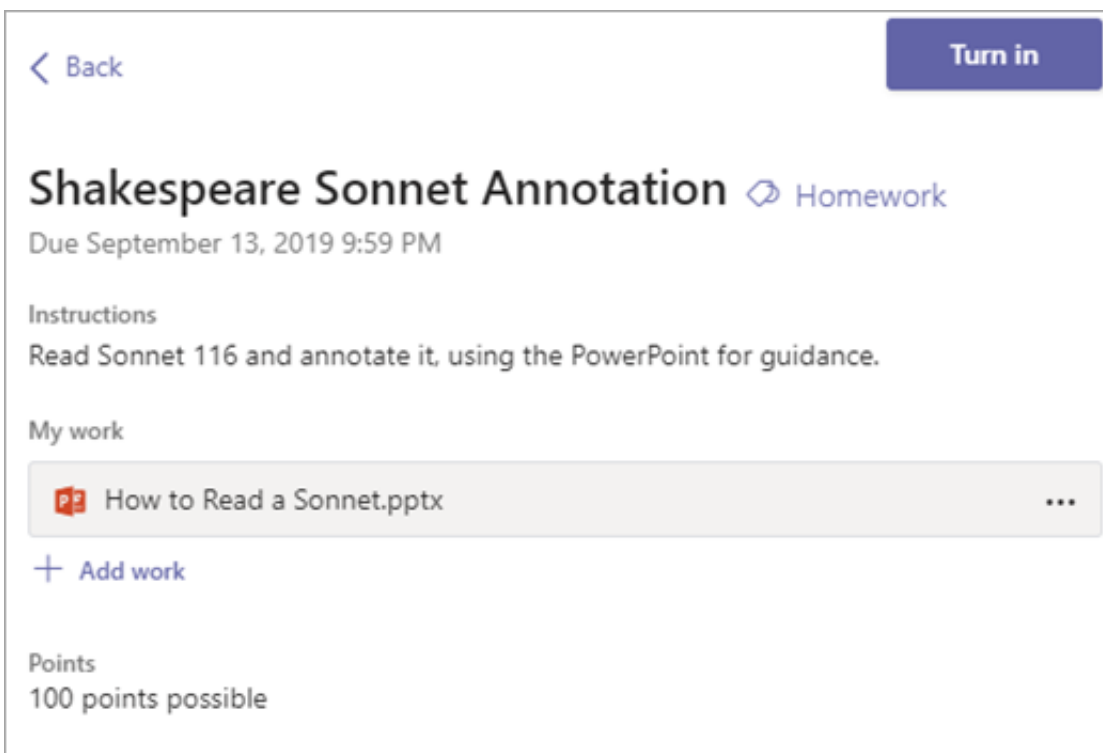


**Tip:** Use your search bar to search for an assignment by keyword.

## Upcoming assignments

By default, your upcoming assignments will display by order of due date under the **Assigned** arrow. Scroll up or down to browse the list. Assignments you haven't opened yet will have a bold title. Late assignments will include a **Past due** warning.

Select an upcoming assignment to attach any work and turn it in.

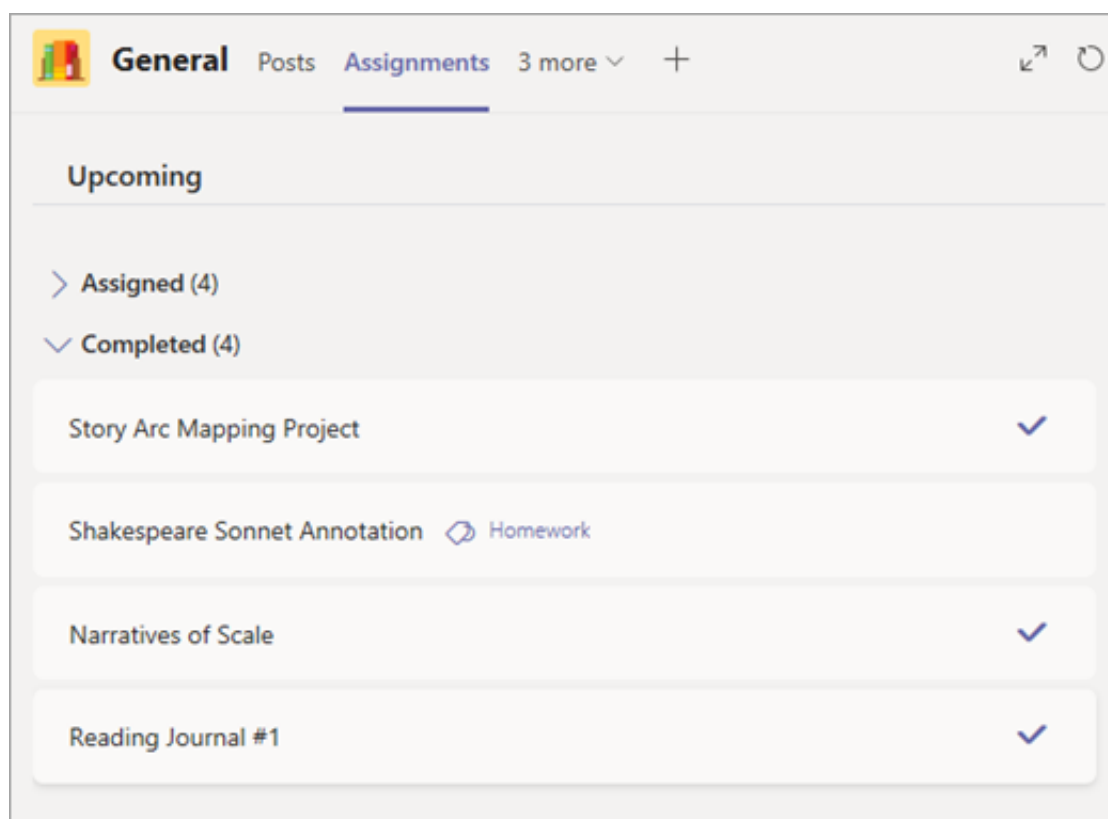


## Upcoming assignment status

- **Assignment title and due date**—Before the due date. You haven't turned in work yet.
- **Past due**—You haven't turned your assignment in yet and it's past the due date. This will only appear if your teacher is accepting late turn-ins.

## View turned in and returned assignments

Select the dropdown arrow to view your **Completed** assignments.



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

The screenshot shows a Canvas LMS assignment page. At the top left is a 'Back' button with a left arrow. At the top right is a blue 'Turn in again' button. Below the navigation is a status message: 'Returned Thu, Oct 18, 3:59 PM' with a left arrow. The main title is 'Narratives of Scale' in a large, bold font. Below the title is the due date: 'Due November 29, 2018 11:59 PM'. Underneath is the 'Instructions' section, which says 'None'. The 'My work' section shows a list of submitted files, including 'Sample Brief.docx' with a Word icon and a three-dot menu. Below the list is a '+ Add work' button. The 'Points' section shows '100 / 100'. The 'Rubric' section shows a grid icon and the text 'Narrative Essay'.

## Completed assignment status

Open a completed assignment to view more details on its status.

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**Not turned in** The due date for this assignment has passed and you can no longer turn it in.

**Turned in** You'll see a time and date stamp of your most recent turn-in.

**Returned** You'll see a time and date stamp of when your teacher returned the assignment to you.

**Turn in again** You'll see this option when your teacher has returned an assignment to you but is still accepting submissions. This means you can submit any revisions your teacher has requested.

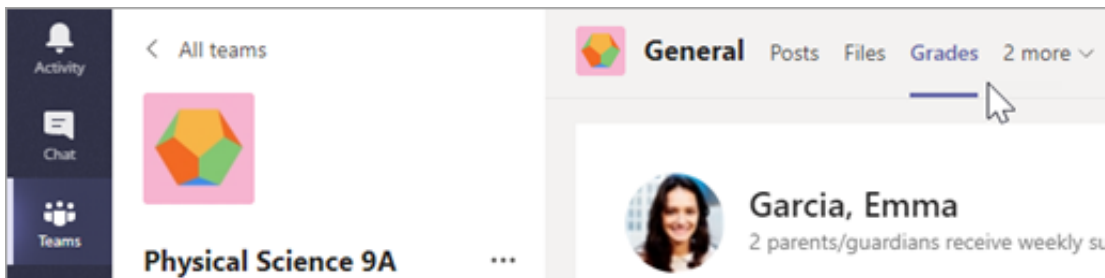
## Undo turn in

Your teacher hasn't returned your work yet and submissions are still open. Use this option if you forgot to include something or want to update your work before turning it in again.

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## View grades in one class

To open your Grades tab, navigate to the General channel in a class team and select **Grades**.



Here, you'll see all your assignments listed with the nearest due date at the top. View your status on each assignment as well as points you've received on graded work. Assignments without points will show as Returned after your teacher has reviewed them.

## View assignments across classes

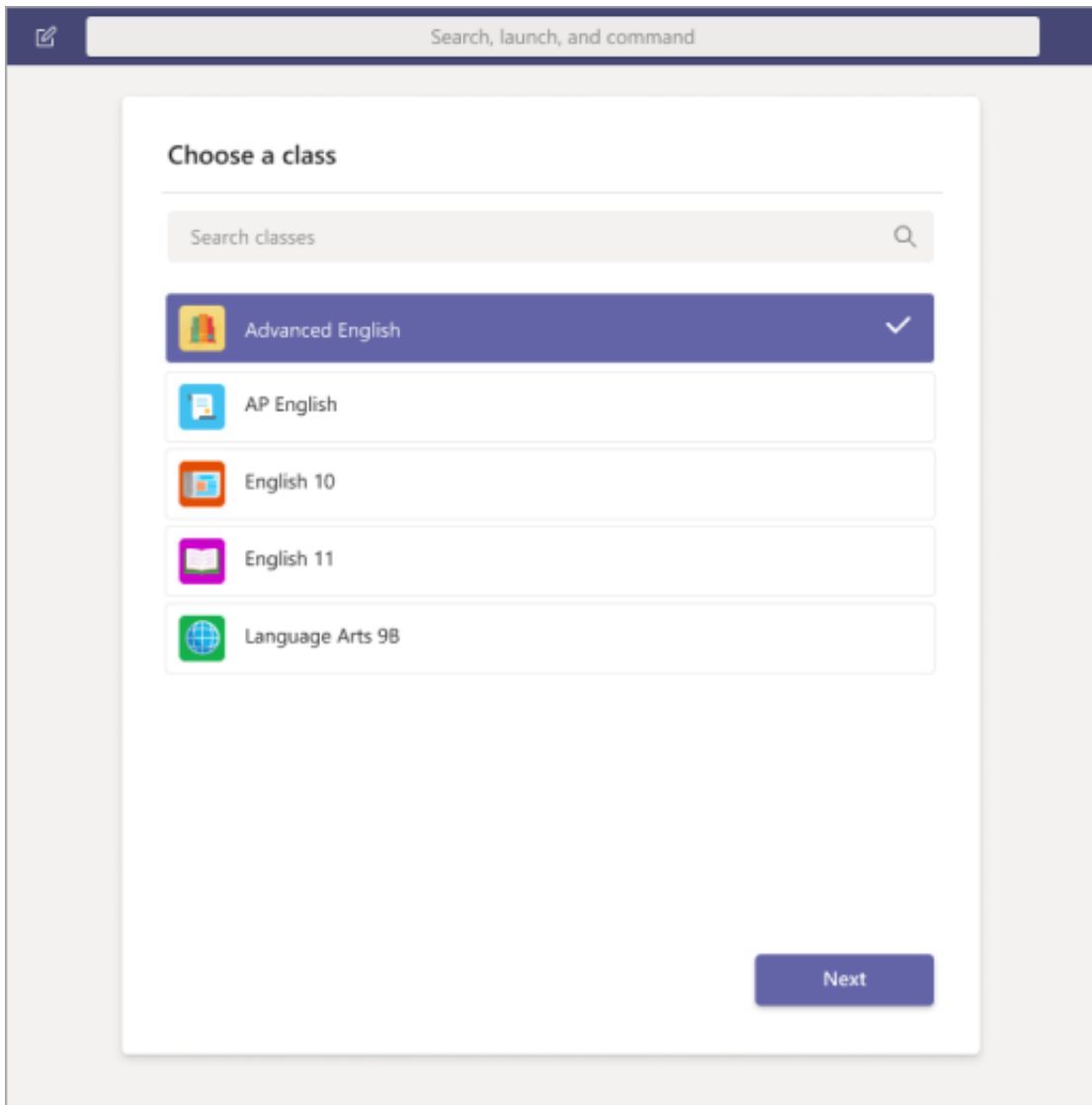
To view assignments across all your classes, select **Assignments** from your app bar. Then, choose a class and select **Next**.

Was this information helpful?

Yes

No





To open an assignment, select it. To return to the list of your classes, select the title of your class again and choose another.

Search, launch, and command

AP English

Assigned (7)

- Finish the first draft of your essay outline and list 3 reference materials you used 25 points  
Due October 5th at 3:00pm
- Write the first page of your essay and share with another student to review [Essay](#) 10 points  
Due yesterday at 9:30am
- Anne Frank: Read chapters 3-9 (pages 54-132) [Reading](#)  
Due today at 3:30pm
- Make edits to the first page of the essay based on peer feedback and swap papers again 10 points  
Due Friday at 3:00pm
- Hand in your final paper, along with peer edits and the works cited page [Essay](#) 100 points  
Due October 19th at 3:00pm

Completed

Activity  
Chat  
Teams  
Assignments  
Calendar  
Files  
Apps  
Help

# How can I submit my homework and assignments on Ms Teams?

## Turn in an assignment in Microsoft Teams





*Microsoft Teams for Education*


To turn in an assignment, select its assignment card. Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work.

1. Navigate to the **General** channel in the desired classroom, then select **Assignments**. You can also use your search bar to search for an assignment by keyword.
2. Your upcoming assignments will show in order of when they're due. Select any assignment card to open it and view the assignment's details.

**Upcoming** ...

Reading Reflection #8  
Due September 5, 2019 9:59 PM

Shakespeare Sonnet Annotation  Homework  100 points  
Due September 13, 2019 9:59 PM

Chapters 14-18 Review  Review  
Due September 20, 2019 9:59 PM

My Sonnet  
Due October 4, 2019 11:59 PM

World Voices Essay #1 Outline  
Due November 8, 2019 11:59 PM

**Tip:** Select the Expansion icon (diagonal, double sided arrow) to work in full-screen mode.

3. If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select **+Add work** and upload your file. **Note:** You can attach a file up to 50 mb in size.

**Tip:** Work on Office files associated with this assignment right from here—no need to leave the app. Older files with .doc, .xls, and .ppt file extensions can only be edited in the desktop versions of those apps. You can copy content into a new file created in Teams to make them editable again.



The screenshot shows a Canvas LMS assignment page. At the top left is a '< Back' link. At the top right is a blue 'Turn in' button. The main title is 'Shakespeare Sonnet Annotation' with a 'Homework' tag. Below the title is the due date: 'Due September 13, 2019 9:59 PM'. The 'Instructions' section reads: 'Read Sonnet 116 and annotate it, using the PowerPoint for guidance.' The 'My work' section shows a file named 'How to Read a Sonnet.pptx' with a plus icon and three dots. Below the work area is a '+ Add work' link. At the bottom, the 'Points' section indicates '100 points possible'.

4. Select the **Turn in** button to turn in an assignment before its deadline. The button will change depending on the status:
  - **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
  - **Turn in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
  - **Undo turn in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

# How can I access Class Notebook on Ms Teams?

## Use OneNote Class Notebook in Teams



*Microsoft Teams for Education*

Every class team comes with its own linked OneNote Class Notebook. Your Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

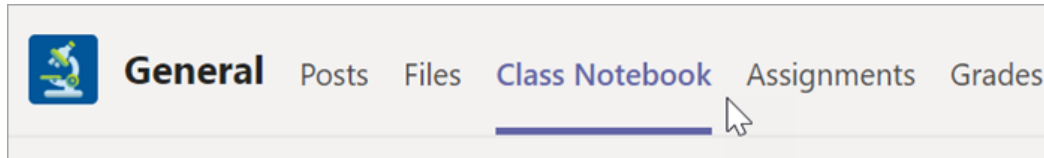
Teams delivers these essential components of the OneNote Class Notebook experience:

- **Student Notebooks** -- a private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.
- **Content Library** -- a read-only space where teachers can share handouts with students.
- **Collaboration Space** -- a space where everyone in your class can share, organize, and collaborate.

## Find Class Notebook in Teams

The Class Notebook in the General channel is the central location for viewing and interacting with the Content Library, Collaboration Space.

1. Navigate to the **General** channel under the desired classroom, then select the **Class Notebook** tab.



2. Add or edit pages using the expandable menu at the left side of your notebook.

## Set up your Class Notebook

If you haven't set up your Class Notebook yet, you'll be guided through the right steps the first time you visit the Class Notebook tab. You can either create a blank notebook from scratch or [copy content from an existing Class Notebook](#).

