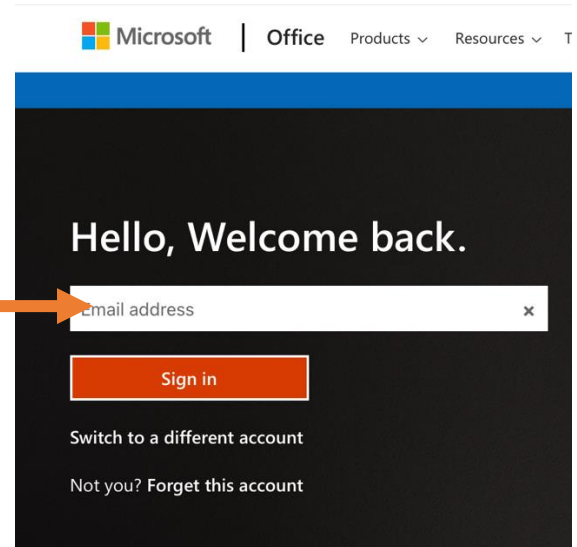


# Student & Parent/Carer Guide to MS Teams

## Oasis Academy Media City UK

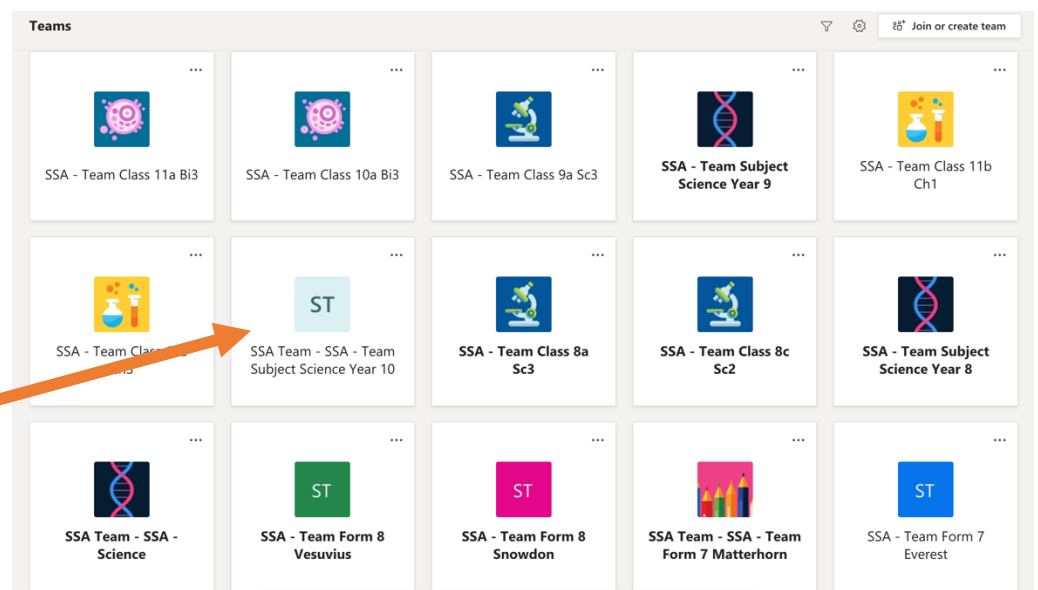
Go to the Office 365 website (google Office 365) where you can enter your username and password (this is just your school email and password).

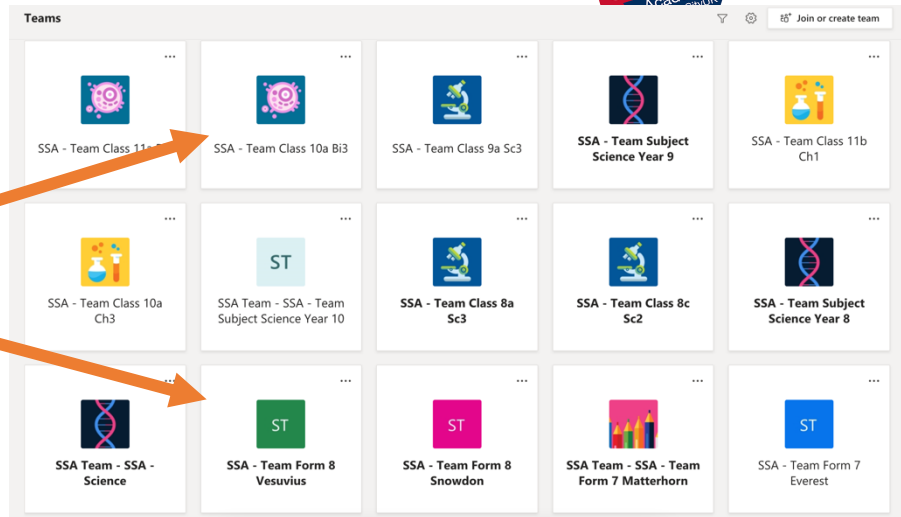


You can also download the app and then enter your username and password (this is just your school email and password).



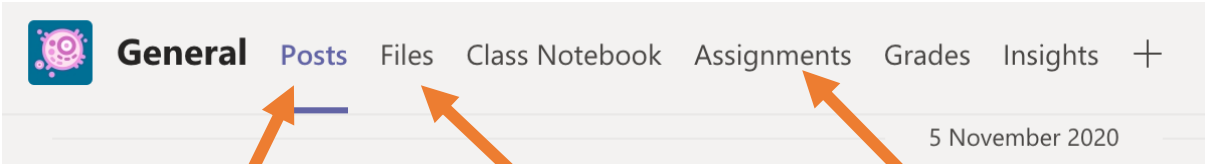
You will see a grid of all your different 'teams' – these will include your form, your class groups, and now also a year group subject area – e.g. Year 10 Science





Click on your team to access the content within it.

INSIDE THE TEAM!  
You have a range of options.

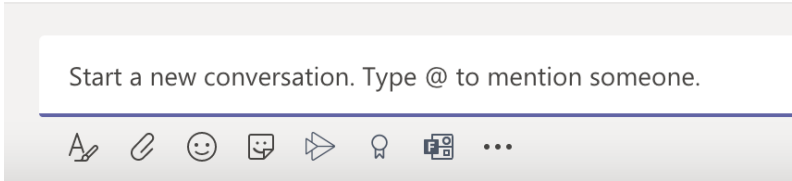
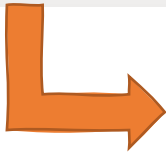
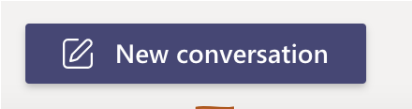


**POSTS:** This is where you can comment on posts – a conversation (work related!)

**FILES:** This is where your teacher will upload resources like lesson PowerPoints

**ASSIGNMENTS:** This is where tasks will be set for you to complete

To ask your teacher a question – you can post up using @teachersname to alert them (when it turns blue, it has worked!)



*FILES: This is where your teacher will upload lesson resources – PowerPoints, etc! You can download it straight from here*

Name	Modified
Class Materials	
Cells	October 8, 2020
Infectious Disease	December 13, 2020
ORGANISATION TOPIC	October 5, 2020
Revision for next weeks TEST!!!	November 24, 2020
B1 Knowledge Organiser (Trilogy).pptx	October 8, 2020

*ASSIGNMENTS: If you click on assignments you will see a list of tasks. Click on it to see the instructions and any attached documents.*

All categories

Drafts

Assigned

- Blood Components Presentation  
Due 15 January 2021 23:59

*Most of your work will be in the form of a 'microsoft quiz' click here and complete the questions before pressing hand in.*

### Blood Components Presentation

Points  
No points

Due 15 January 2021 23:59

#### Instructions

Create a short presentation to your peers (you can use ICT if you wish) on the structure and function of the components of the blood.

#### Student work

Blood Components Presentation.pptx



Hand in

## NOTIFICATIONS:

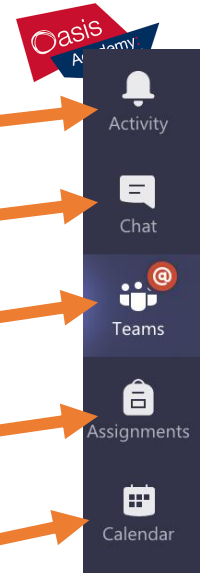
The notifications are on the left hand side...

There is a new post in 'General'

There is a new chat message for you

You have been mentioned in a Team post

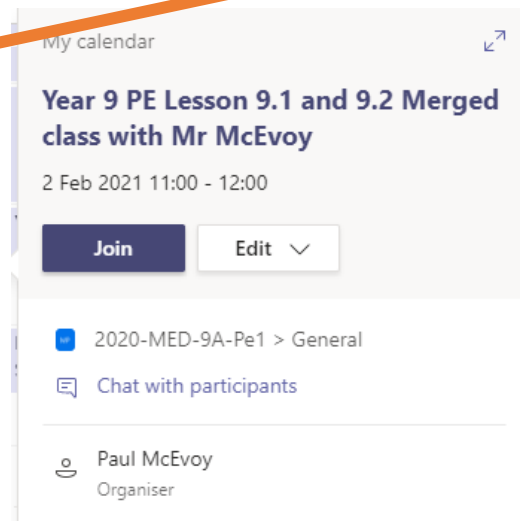
You have feedback on an assignment



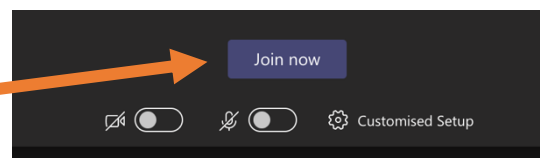
## Joining live lessons:

Click the calendar button on Teams. This will load up your timetable of lessons.

Simply click the relevant lessons and click join.



Click on Join Now – check your camera and sound are off (you should be automatically muted though – sorry!)



Once you are in the Live Event – don't forget there is a 30-45 second delay between your teacher speaking and you hearing it, You can ask questions using the Q&A function – these are private – not public, so do ask if you're not sure on anything.

