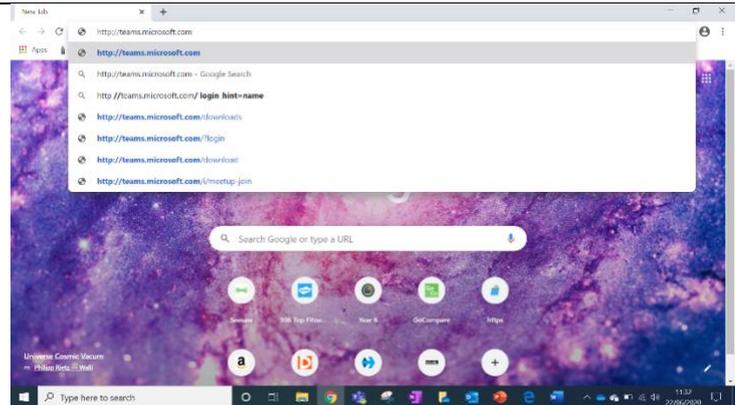# Microsoft Teams - Learning Platform in use in BBMS

Microsoft Teams is a learning management system where students can work closely with teachers and fellow students to communicate and work on assignments online. From posting assignments to holding study sessions, Teams offers a host of features to enhance their education. While we are sad that this current situation is keeping students out of our buildings, we are happy to have such a powerful tool to keep our teachers and students (and parents) connected.

For parents' computers or mobile devices, we recommend using online/web version of Teams. It will greatly reduce any unwanted notifications from the Teams application. These notifications are intended for your child. The online version and the app are nearly identical in layout and features.

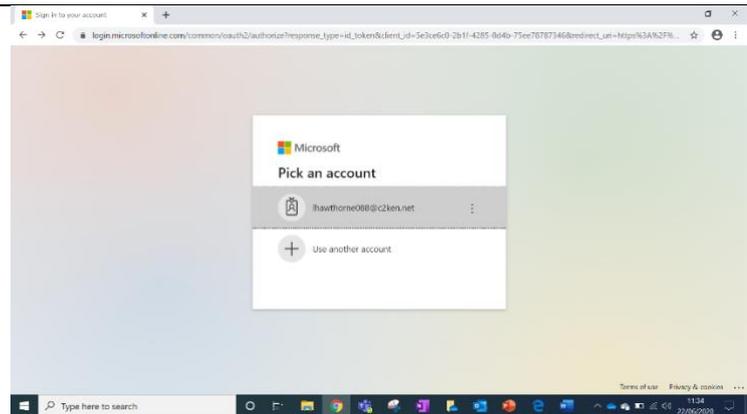## How to Access Teams

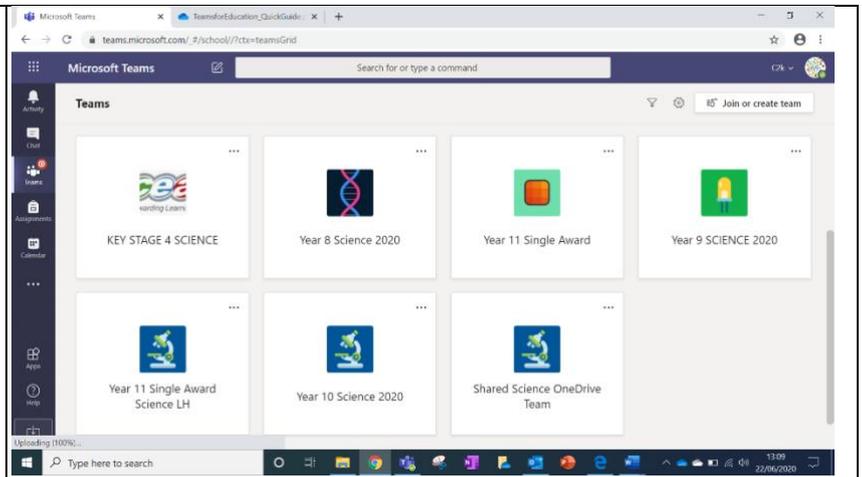|	
1. In your Internet browser of choice, type **http://teams.microsoft.com** in the address/URL bar and hit Enter. *(Note: If using an Apple computer, you will need to download the free app.)*	
2. You should come to a sign in screen. Type your child's email address in and then click 'Next.' Your child's email should be formatted as follows: *AStudent123@c2ken.net*	
3. Your child will know their password. They use it to logon to the computers at school. (Note: If your child has forgotten their password, please contact their Form Teacher.)	
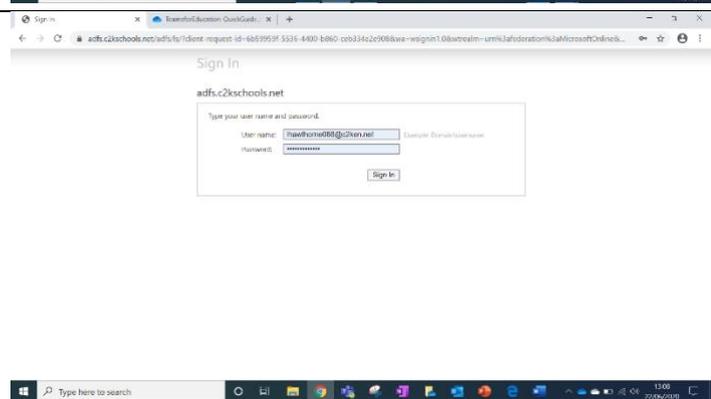
4. Once you are logged in, Teams will load the dashboard showing your child's classes. It will look something like this.	
5. Click on the Team (or class) that you wish to enter, and the appropriate page will load.	
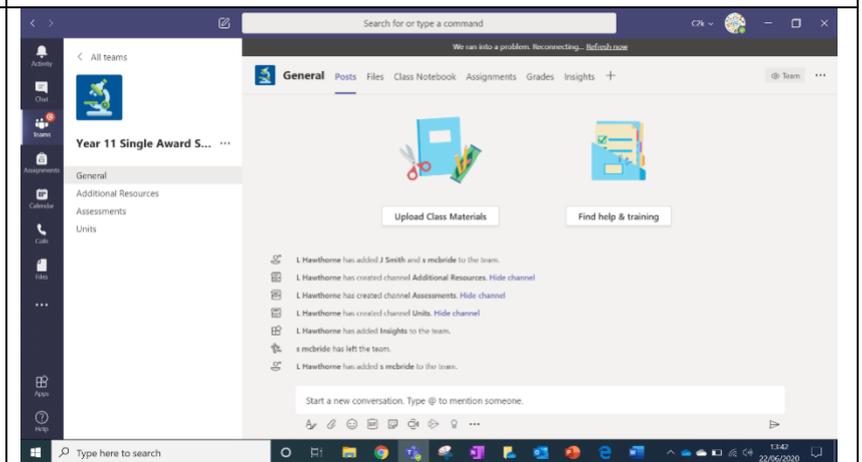
How to find your Class Team
Team Name
On the Teams home screen (below) there will be many different teams for all classes that your son is in. **Pupils will have a team for _every_ subject class.** They will all be named according to the subject and the teacher code. An example is shown below:

Subject name- year- teacher code
e.g. Geography-2020-KD

Quick Navigation Tips

Teams can be a bit overwhelming if you are not used to it. Here are a few quick tips on navigating around the program. PLEASE NOTE: You will be logged in as your child.

Anything you do will be as if your student is doing it. They will be responsible for anything that happens in their profile. On the left side of the screen, you will see a column of icons. Here is what each icon represents:

1. Activity is the notification centre in Teams. If your child was mentioned somewhere in Teams or if anything was done in a Team that they need to be aware of, it will show up here.

2. Chat is where students can chat privately between fellow students, teachers, or in a group chat. (Note: For your child's safety, these chats are recorded.)

3. Teams is where most activities take place. This is where all your child's classes (or teams) are located. There should be a team for each class your child is in. Teams, students and teachers can communicate through posts, share files, have video meetings with the teacher and the rest of their class, and many other things.

4. Assignments is where your child's assignments are posted. It is only used if the teacher has posted actual assignments there.

5. Calendar is where your child's calendar is located. calendar. Teachers may also post events and assignment due dates.

6. Files is where all files shared in Teams are located. They can also access their personal OneDrive (cloud storage) in this section as well.
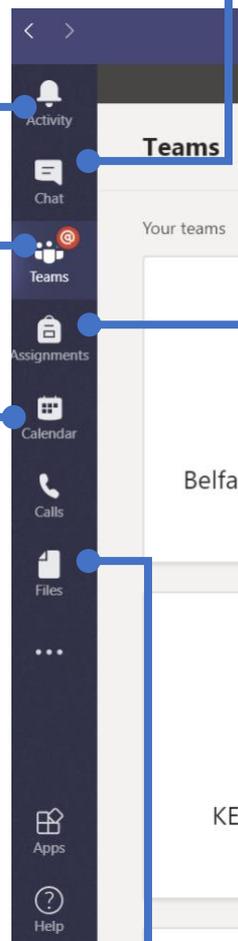
1. Class Notebook. Resources may be placed here by the teacher and pupils can work through them online via this tab.

2. Assignments that are set by the teacher will appear here (further guidance follows this page)

5. Channels. Every team has Channels. Click one to see files and conversations about that topic.
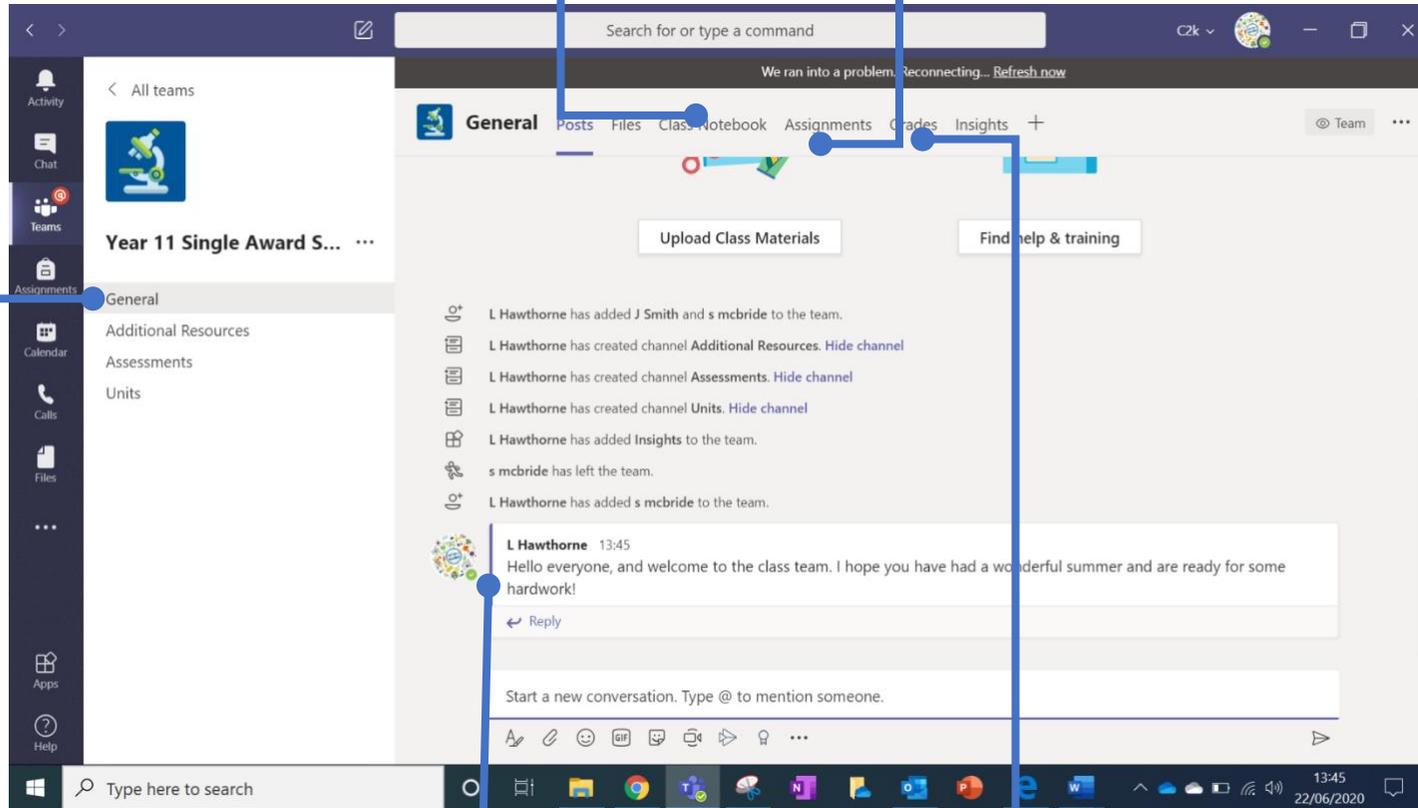

4. Posts. Pupils and teachers can respond to messages left here. This will also show when an assignment has been added, or when files have been shared. Posts are a public forum that both the teacher and pail can use to post messages.
Posts are useful for seeking clarification from the class teacher, as well as communicating information to the rest of the class.
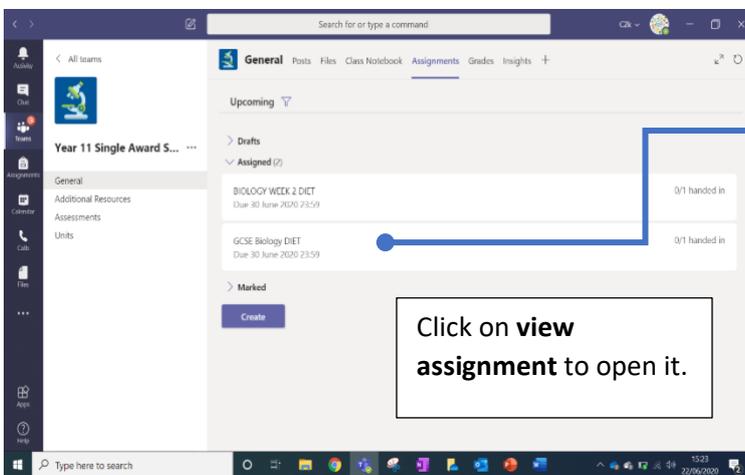**Posts can be seen by the teacher and the rest of the class.**

3. Grades and feedback for assignments from the teacher can be found here.

Assignments

When a teacher sets an Assignment,
your son will receive a notification in **posts.**
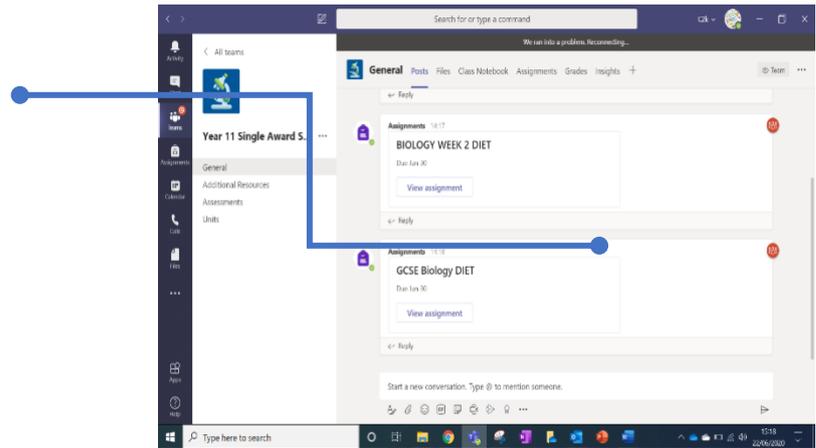
Either click on the link here, or open the **Assignments** tab.

Click on **view assignment** to open it.

Assignments have an issue date and a due date.

They *must be* submitted by this due date.

Please ensure your son clicks **submit** when ready to hand in his assignment. **(see video)**

Assignments from different Departments will differ in format. **Pupils should follow the instructions given in the Assignment instructions.**