

## Using Microsoft Teams/Office 365

Up until now the majority of work has been set in Google Classrooms for Year 10, ClassCharts for Years 7-9 and MathsWatch. We would like to have a more consistent approach and would like to move over to Microsoft Teams and use all of the different facilities that are there.

Microsoft Teams is part of Office 365, which is available via the Hwb platform. To access Office 365 for the first time, you must have your Hwb username and password. If you do not have these please email Carole Evans:

[Carole.evans@WMS.schoolsedu.org.uk](mailto:Carole.evans@WMS.schoolsedu.org.uk)


1. Search for the Hwb website or click on the link below:

<https://hwb.gov.wales/>

2. Select Log in



3. Enter Hwb username. This is not case sensitive:

A screenshot of the Hwb 'Sign in' page. The 'Hwb' logo is at the top left. Below it is the text 'Sign in'. A text input field contains the placeholder 'username@hwbcymru.net'. Below the input field are links for 'Can't access your account?' and 'Sign-in options'. At the bottom are two buttons: 'Back' (grey) and 'Next' (blue). An arrow points from the text 'Enter Hwb username...' to the input field, and another arrow points from '4. Select Next' to the 'Next' button.

4. Select Next

5. Enter Password. This is case sensitive:

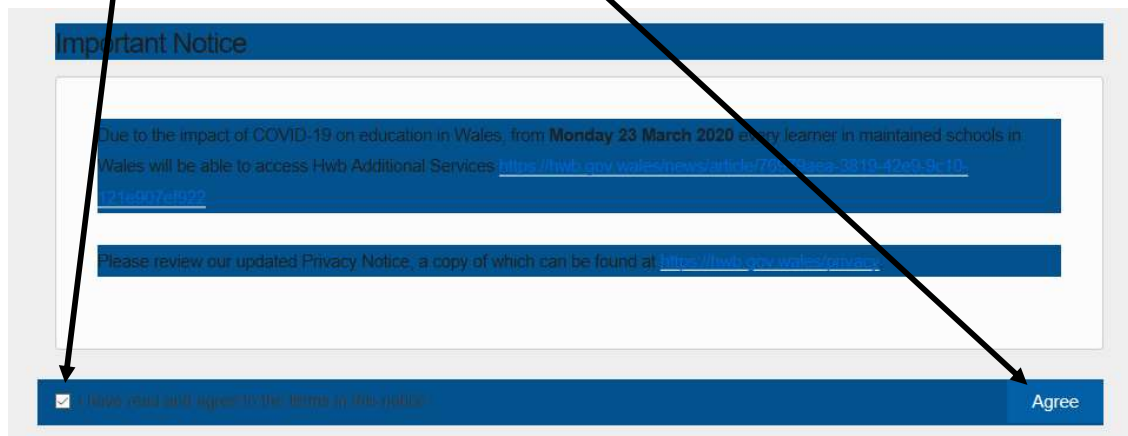
A screenshot of the Hwb 'Enter password' page. The 'Hwb' logo is at the top left. Below it is the text 'Enter password'. A text input field contains a masked password '.....'. Below the input field is a link for 'Forgotten my password'. At the bottom is a blue 'Sign in' button. An arrow points from the text 'Enter Password...' to the password input field, and another arrow points from '6. Select Sign in' to the 'Sign in' button.

6. Select Sign in

7. You should now see your name.



8. If this is your first time on Hwb, please read the message on the screen and tick the box at the bottom and select Agree.



9. Select Menu



10. Select Office 365

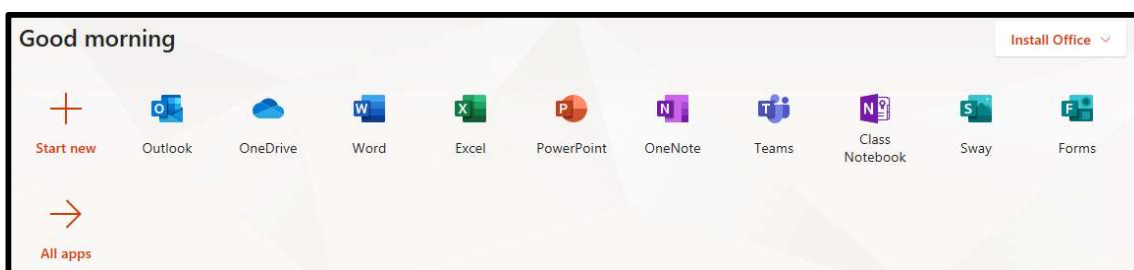


### Using Office 365 Online within Hwb

You can use Office 365 within Hwb. This means you must be connected to the Internet and Hwb at all times. The advantage of this is that all work will be saved on your OneDrive, meaning it can be accessed from anywhere.

Work can be done in all of the software shown below. The most recent files you have used will also be shown for quick access.

Using Outlook, work can then be emailed to teachers for marking.



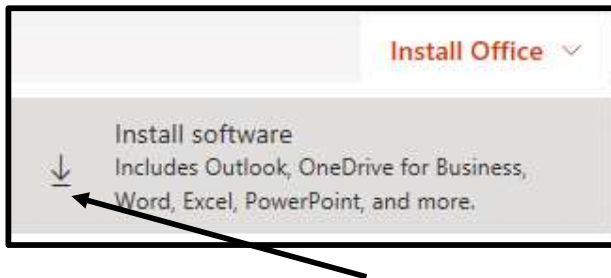
## Installing Office 365 to your PC

The second alternative is to Install Office so that it can be used at any time, whether you are on the Internet or not. Office 365 is a free download to all pupils in Wales.

To install Office select



Click on the down arrow



Click on the next down arrow

You will then need to follow the instructions on the screen.

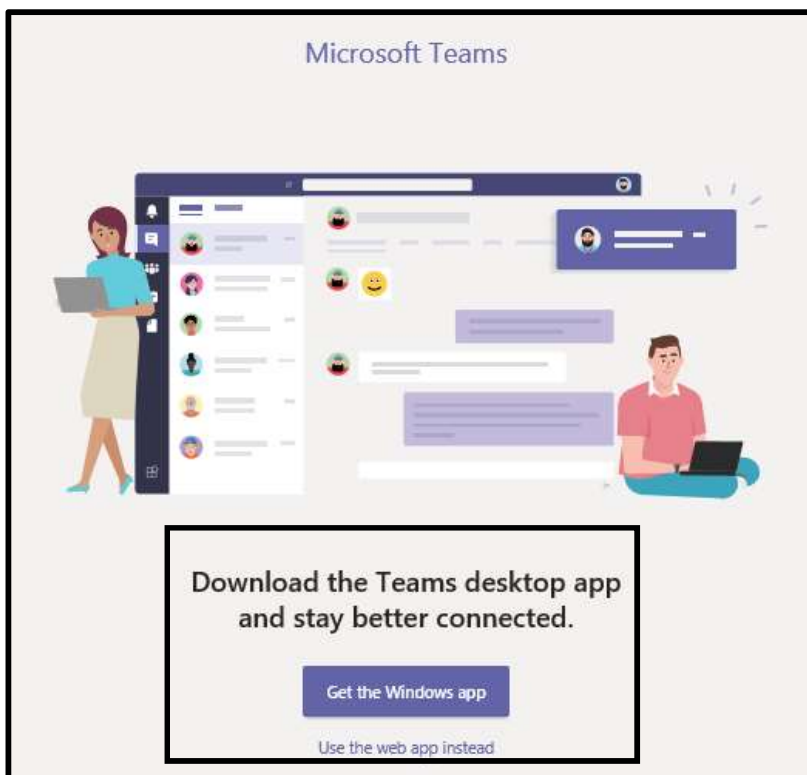
If you require any further help to do this, you will find lots of information on the Hwb website.

## Microsoft Teams

Once you have logged into Hwb and Office 365, select Microsoft Teams

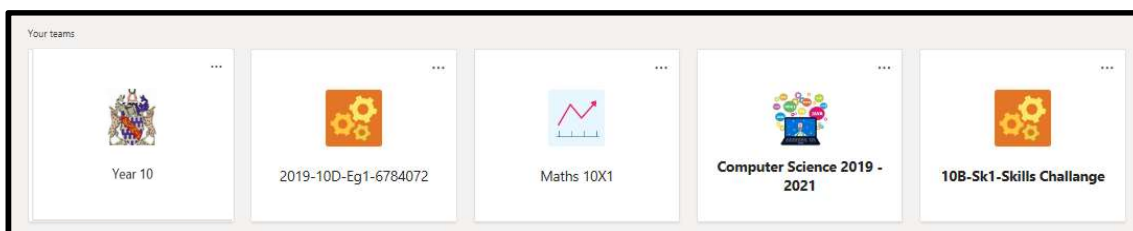


The first time you do this you will have an option to either Get the Windows app or Use the web app instead.



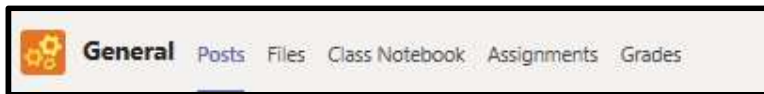
If you choose to use the Windows app on your desktop, it means access to Teams will be much quicker and you will not have to keep logging into Hwb to use it. Using the web app means you are part of Hwb.

Once you are into Teams you should first be able to see how many Teams have been set up for you. This will be different for each person, but you should all be able to see a Year Group Team and some Teams for individual subjects. In September there will be Teams for each of your new classes. Your Teams may be similar to this:



## Options within a class Team

Double click a Team to select it. The options you will have are:



### 1. Posts

This allows you to have a conversation with your teacher or with other members of the group. You can mention someone specifically by using the @ to mention them. Be careful what you say here! Always use sensible language, otherwise your teacher has the facility to turn this option off for you and you would not be allowed to join in discussions.

### 2. Files

These are files that will be posted by your teacher. They may be help files, or instruction files. There are many different options available to do with these files, but if you need to do anything instructions will be given to you by your teacher.

### 3. Class Notebook

This will be set up by the class teacher and will include information to help you to do your work. It may include further help, or instructions.

### 4. Assignments

This is probably the most important aspect as it is where you will find the work you need to do. Each assignment will have a name, a due date and will indicate if it has been completed, or if it is late being handed in (Past due). This is similar to how work would be set in Google classrooms and ClassCharts.

In the example below, there are 2 assignments that have been set by the class teacher. One has been completed; the other is late:



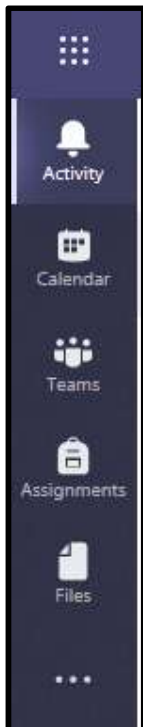
## 5. Grades

This is where you will be able to see work you have completed and any marks that you have been given. In the sample below, points were assigned for only the 3<sup>rd</sup> assignment. The first assignment was handed in late and two have been looked at, but not handed in.

Due date ▾	Assignment ▲	Status ▾	Points ▾
Jun 24	Platform test 2	🕒 Handed in 6 days late	No points
Jun 24	Platform Test	👁️ Viewed	No points
Jul 6	Year 10 Quiz - Week 1	👁️ Viewed	/10

Teachers will get similar information for each assignment telling them clearly who has done the work, who has simply looked at it and who has done nothing at all.

### Menu Options



Link to Office 365, so you can create a file in Word, Excel etc.

Activity is a stream that lists what is happening in all of your teams, giving you up to date information.

Calendar will show if you have a virtual class scheduled, that you are then able to join

Link to all of your Teams

Same as assignments within a particular Team

This will be lists of files that you have accessed recently, within Teams or on your OneDrive

Link to other apps.

There is a lot of information in this booklet - please do not feel overwhelmed by it. When using this learning platform your teachers will give you a lot of help. This may be when you have face-to-face sessions in school that will then enable you to continue your learning at home, or when you are doing your online lessons.

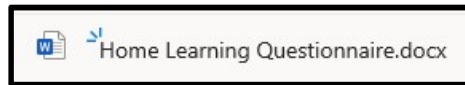
## First Steps

Mrs Jeffries has set a task in your Year Group Team. This needs to be completed by Wednesday 15th July. It is just a simple survey and will help us to know if you have managed to get onto Teams and how you are feeling generally. Follow the steps below:

1. Select your Year group Team - this will be similar to



2. Select Files



3. Select

You will see:

**Home Learning Questionnaire**

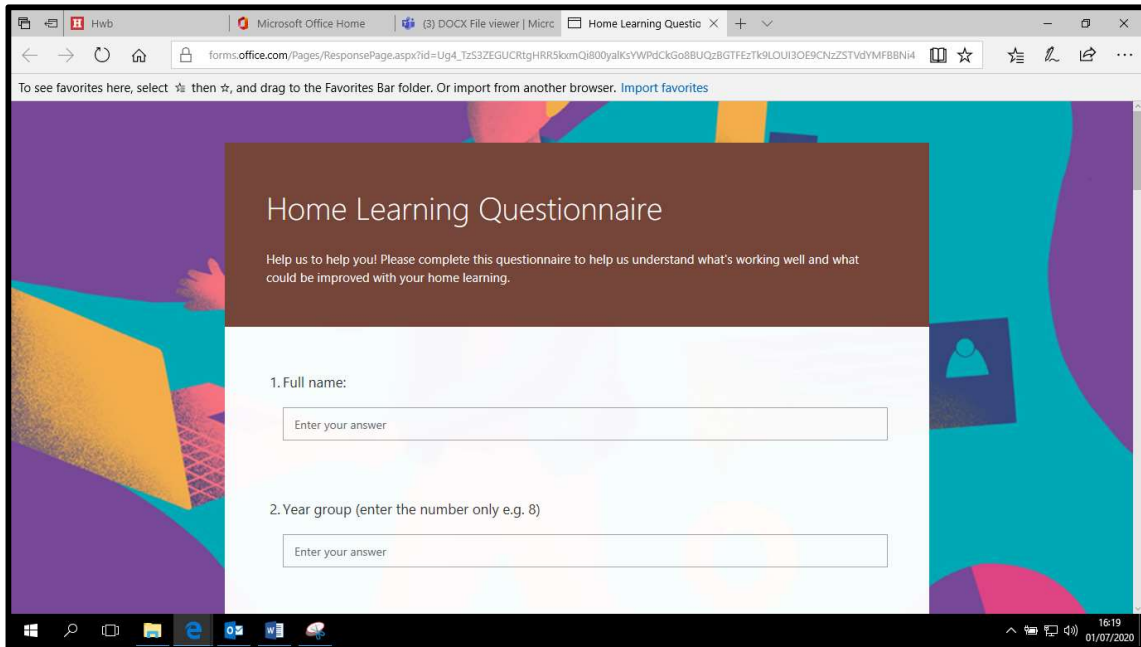
Thank you for logging onto your year group's team. Completing this questionnaire will also allow us to see who can and cannot access Teams. Therefore, it is very important that you fill it in.

We would like to take this opportunity to ask some questions about how you have found your home learning experience. Please complete the questionnaire in the link below by Wednesday 15<sup>th</sup> July.

[https://forms.office.com/Pages/ResponsePage.aspx?id=Ug4\\_TzS3ZEGUCRtgHRR5kxmQi800yalKsYWPdCkGo8BUQzBGTFEzTk9LOUI3OE9CNzZSTVdYMFBBNi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=Ug4_TzS3ZEGUCRtgHRR5kxmQi800yalKsYWPdCkGo8BUQzBGTFEzTk9LOUI3OE9CNzZSTVdYMFBBNi4u)

4. Select the link

5. A new tab should open up on your computer and you should be able to complete the questionnaire:



6. Fill in the questions, make sure you put your full name, year group and registration group as these are very important - don't forget to press Submit when you are done.
7. Close the Tab by clicking on the cross so that you go back to Teams.

