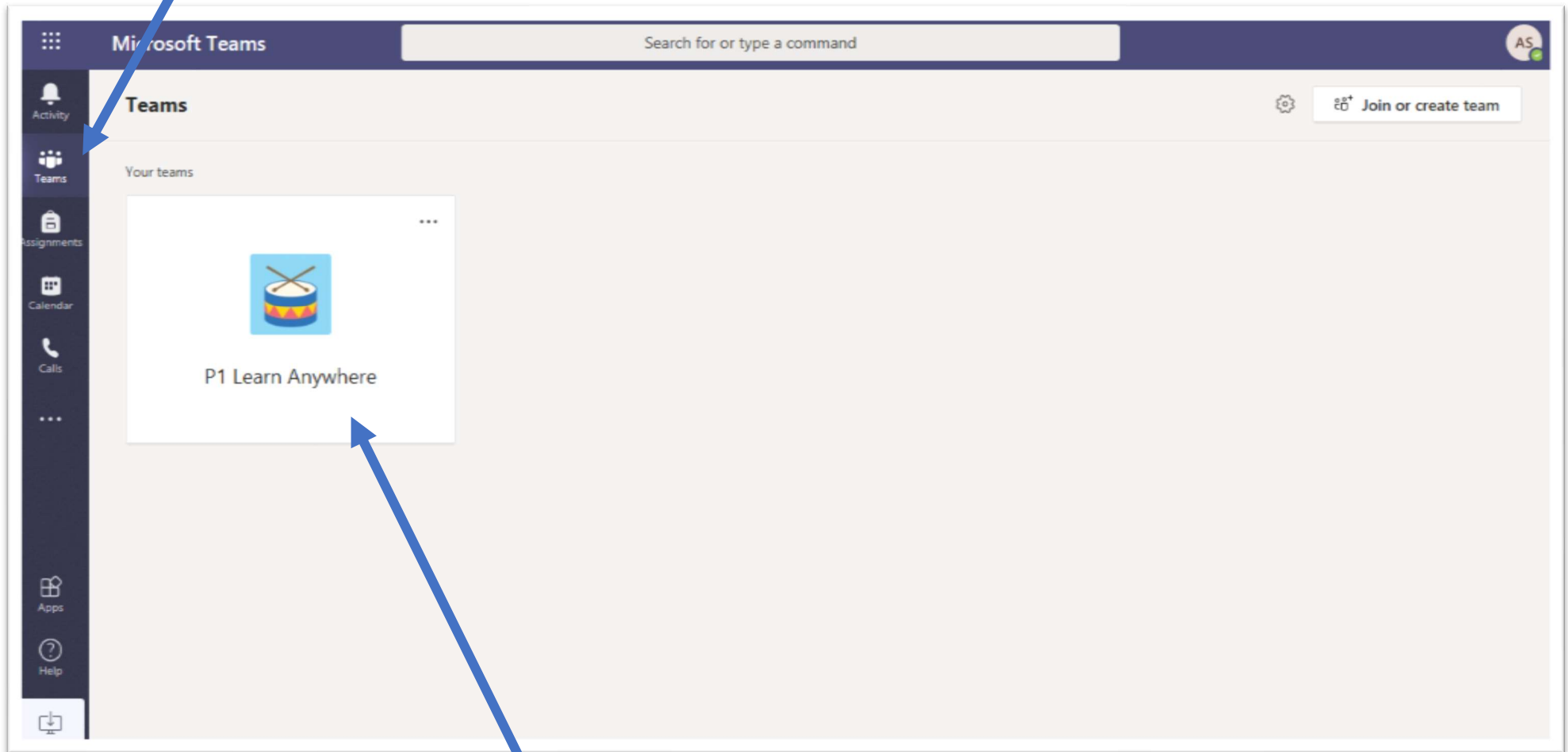


## Teams Explained Important features and information

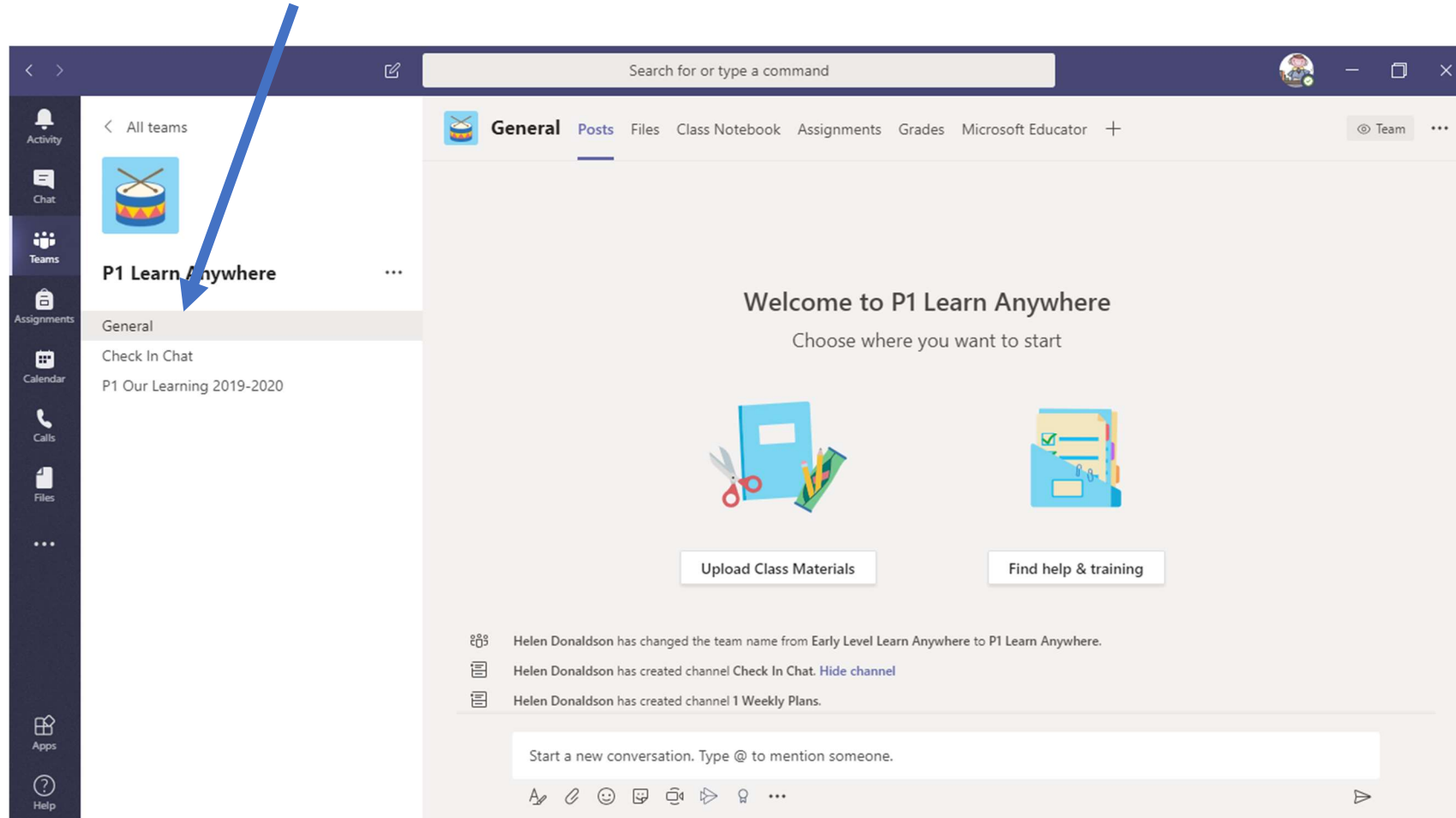


When you click on this button, it shows you what Teams you are part of.



You will be part of your year group Learn Anywhere Team

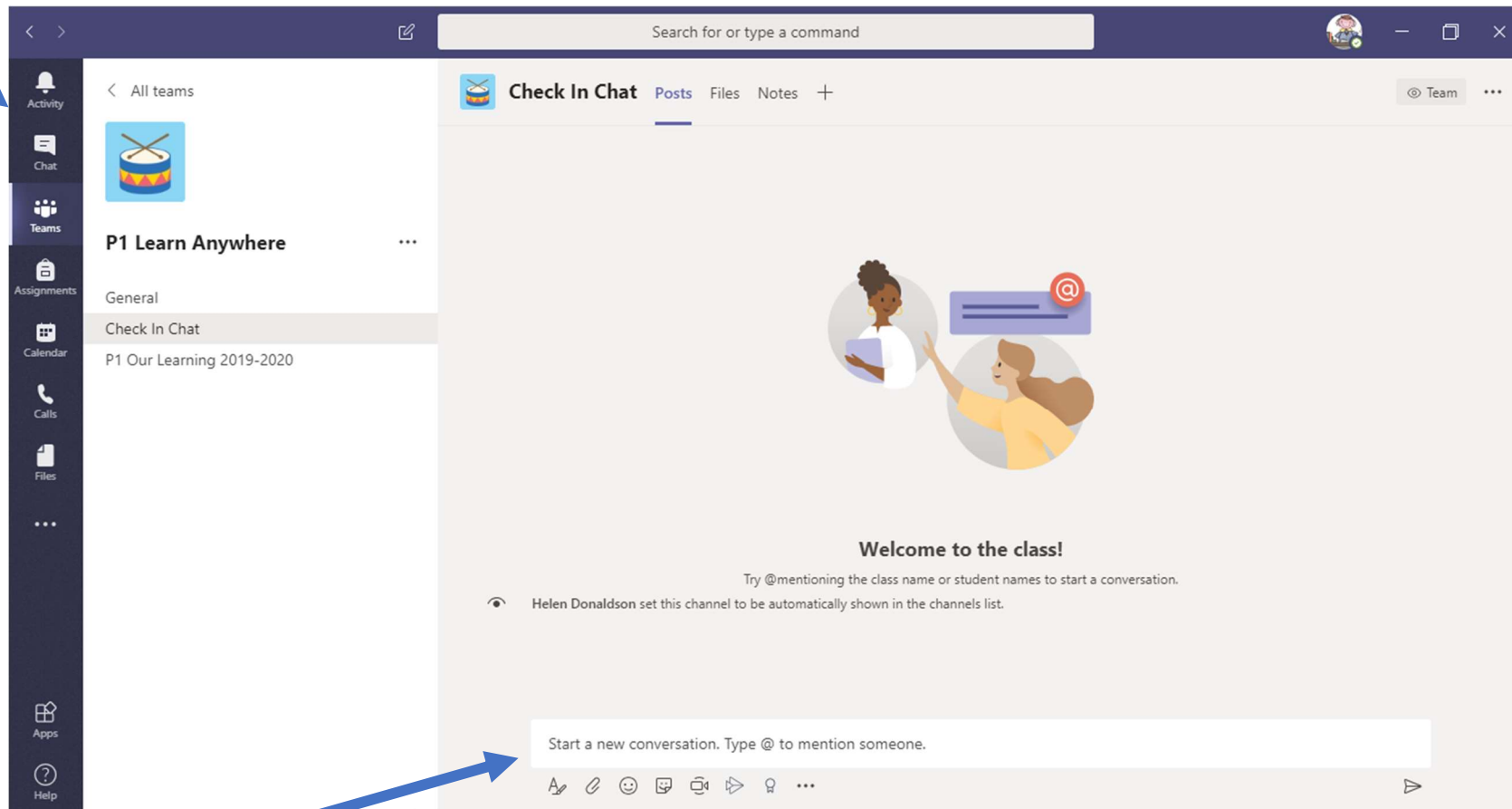
These are called **'Channels'** They are different sections within your Team.



### **Channels Explained:**

- General Channel will host all general conversations, quizzes and discussion between your class and teachers
- Check-in chat is an informal area for you and your classmates to socialise in
- Our Learning 2019 – 2020 has all information and discussion related to specific learning

## Activity section (see notes below)



## How to 'Chat'

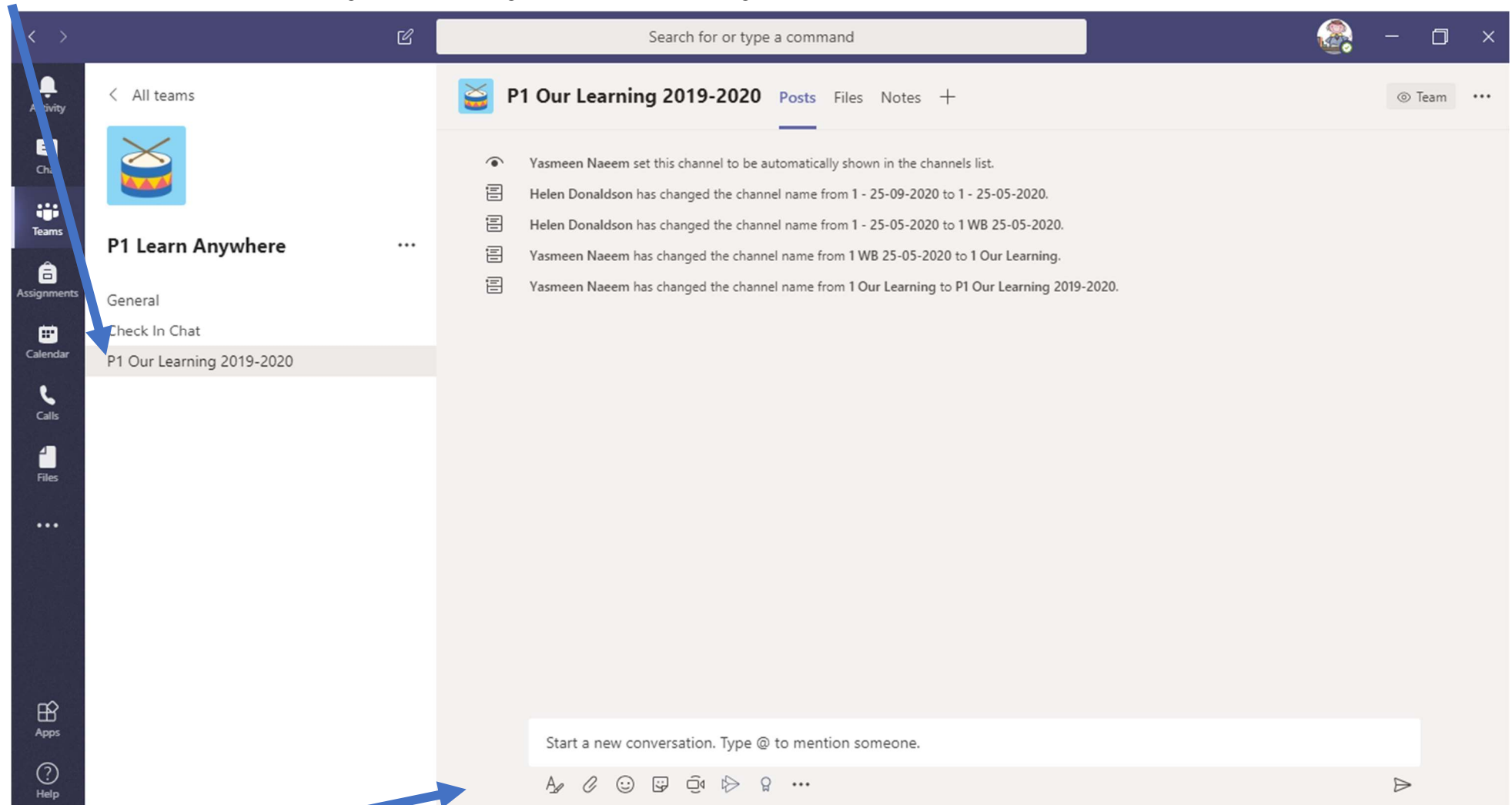
To get someone's attention in a channel conversation or a chat, **@mention** them. Just type @ before their name and then select them from the menu that appears. They receive a notification, which they can click to go directly into the point in the conversation where they were **mentioned**.

For example to chat to Mrs Naeem you would start by typing '@yasmeeannaem...' and then type your message

- If someone @mentions you, you get a notification of this in the '**Activity**' section

## Our Learning Anywhere Channel

This is a dedicated space for your learning that is shared by the teacher.



Use the conversation channel to ask your teacher questions or discuss your learning. Remember to @mention 🗨️

Learning will be organised into folders – these will be dated so that you can keep track of what has be given to you by you teacher

The screenshot shows a OneDrive file explorer interface for a folder named 'P1 Our Learning 2019-2020'. The interface includes a top navigation bar with tabs for 'Posts', 'Files', and 'Notes'. Below the navigation bar, there are action buttons for '+ New', 'Upload', 'Sync', 'Copy link', 'Download', and 'Add cloud storage'. The main content area shows a list of folders under the heading '1 - 25-09-2020'. The folders are listed in a table with columns for 'Name', 'Modified', and 'Modified By'.

Name	Modified	Modified By
WB 01-06-20	4 days ago	Owen Robinson
WB 25-05-20	May 19	Yasmeen Naeem

Also keep checking the '**Assignments**' tab.

The screenshot shows the Microsoft Teams interface with the 'Assignments' tab selected. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, and Calls. The main content area shows a search bar at the top, followed by a section for 'Assigned (1)' with a card for 'Sports Quiz' due on '29 May 2020 23:59'. Below this is a section for 'Completed'. A blue arrow points from the 'Assignments' icon in the sidebar to the 'Assigned (1)' section. Another blue arrow points from the 'Sports Quiz' card to a text box.

Any assignments that you need to do can be viewed and completed here. This maybe a quiz or survey set by your teacher.