



An introduction to Microsoft Teams for pupils and parents

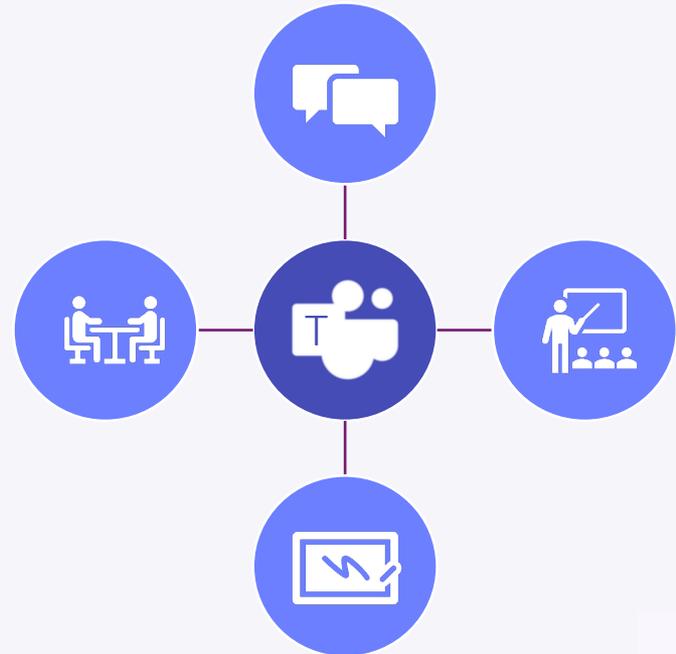
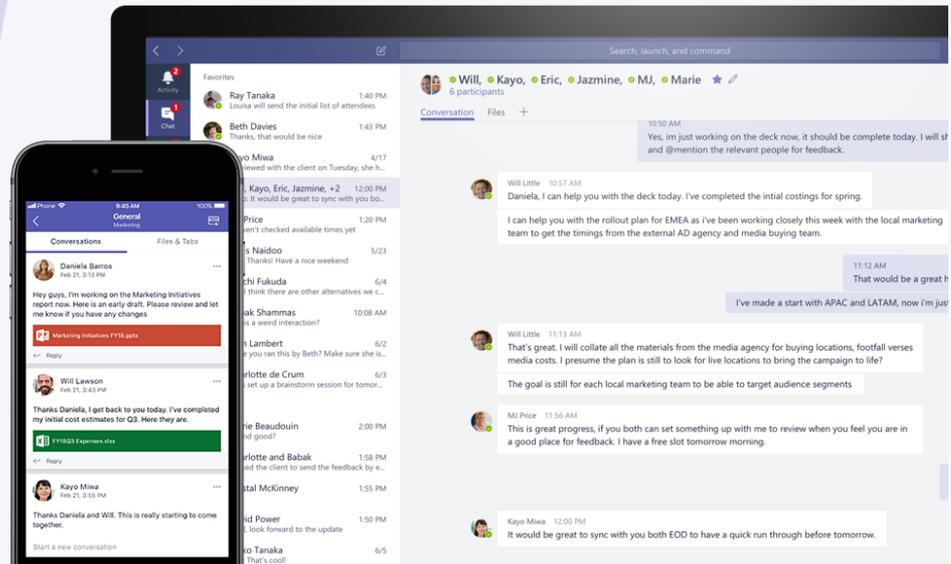
What is Microsoft Teams?

Online software that can be accessed on a computer or tablet.

Teams = Classes

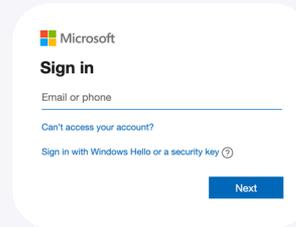
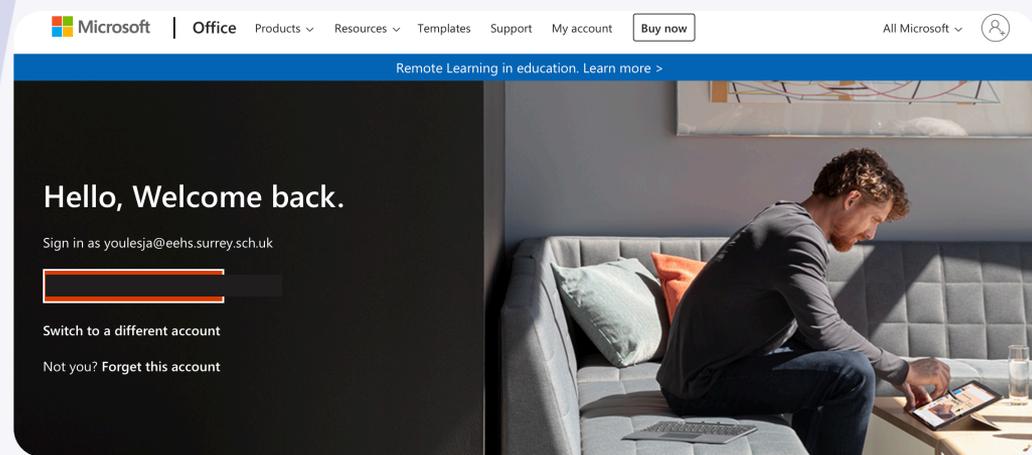
A way to communicate with your child's teacher.

Share files and work.



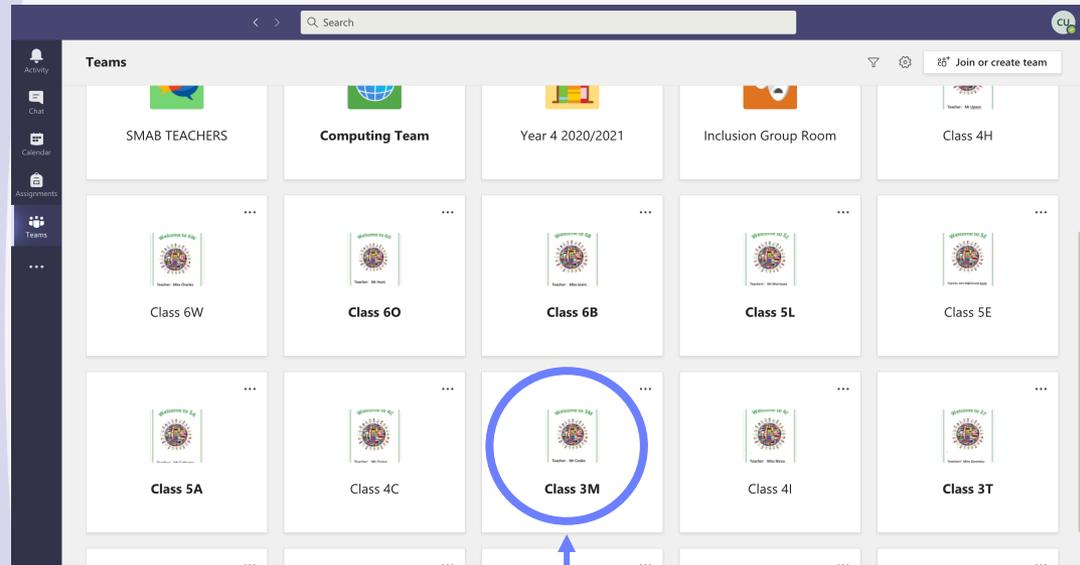
How to access Microsoft Teams

- Go to the Office 365 website
www.office.com
- You can then log in with your student Microsoft Account and then select 'Teams'.
- You can download the app on your device.
- You will then need to log in on the app using the email and password that your child has been given.



What you will see

- A grid that shows which class your child is in.
- Your child will only be in one team (class).
- If this is not correct, then please speak to Mr Upson or Mrs Sparwell.



*Team icon for
the class*

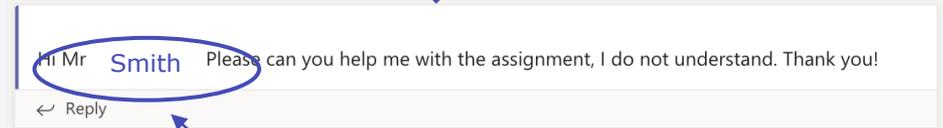
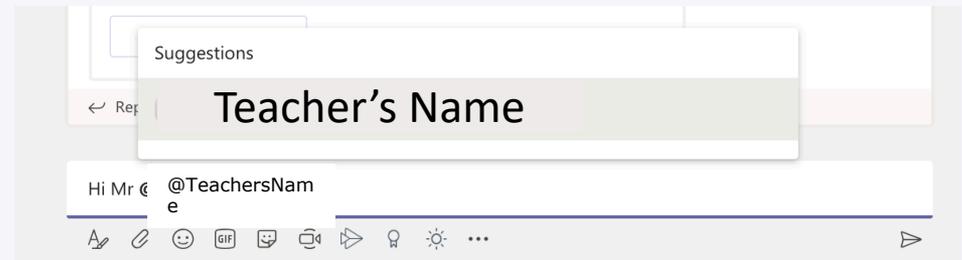
Inside the Team

- Each Team contains different areas called 'Channels'.
- In each Channel there are different 'tabs' which has links to TT Rockstars and the Accelerated Reading website.
- 'Posts' is like a big conversation where your child can comment on what their teacher has said.
- 'Files' is where your teacher may upload resources to help you.
- Assignments is where tasks will be set when learning remotely.

The screenshot displays the Microsoft Teams interface. At the top, a team card for 'EEH 10a/Sc1' is shown with a science-themed icon. Below the team name, a list of channels is visible: 'General', 'Student Channel', 'Recorded Lessons', and 'Live Lessons'. The 'General' channel is selected, showing a list of posts and assignments. One assignment is titled 'What will you do for the Christmas Holidays' with a due date of Dec 18. Another assignment is 'Complete the quiz below Rhine' with a due date of Dec 19. A search bar is visible at the top of the main content area. A blue arrow points from the text 'Team Name' to the team name 'EEH 10a/Sc1'. Another blue arrow points from the text 'Channel Names' to the 'General' channel in the left sidebar.

Writing a post

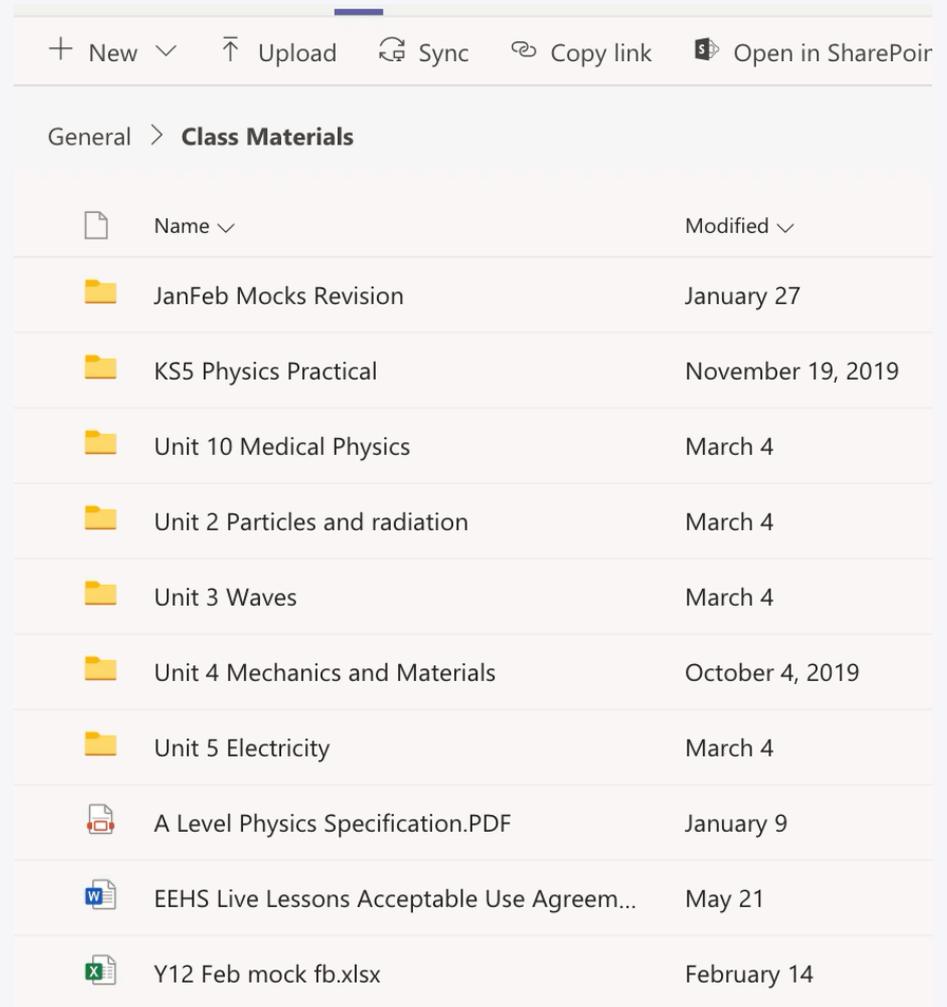
- If your child needs help they can ask a question to their teacher on Teams.
- You can do this in 'General'.
- If you @ your teacher they will get a notification.



*If the name is in blue, that person has been mentioned.
@TeachersName should work!*

Files

- Inside the 'Files' Tab your teacher may upload documents for your child to use.
- See the example on the right.
- When you find what you are looking for you can download it or view it.



The screenshot shows a OneDrive interface with the following elements:

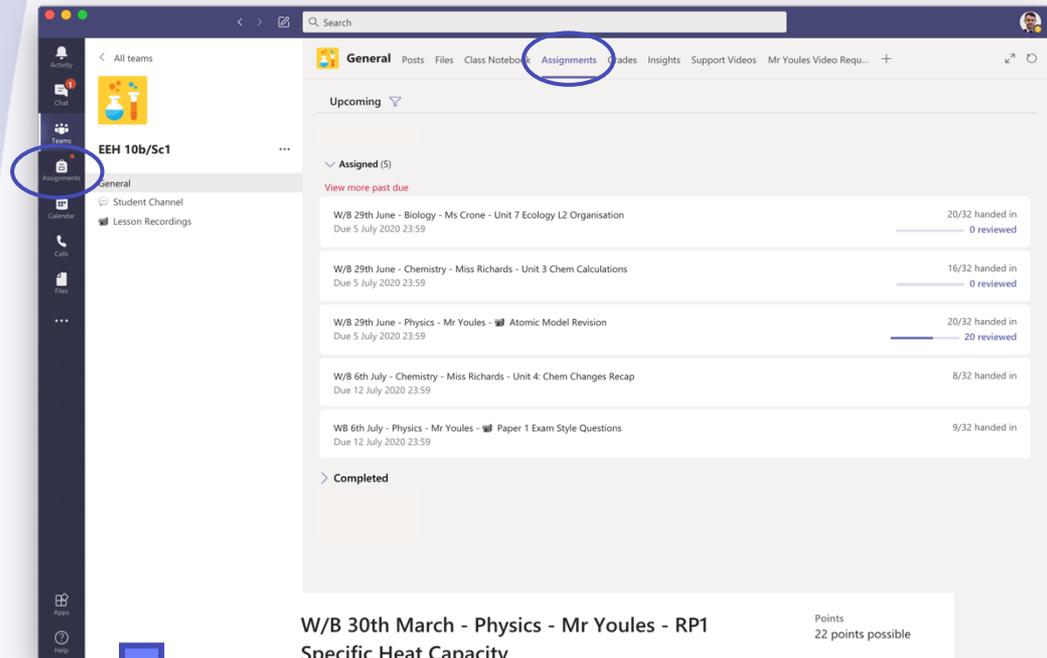
- Navigation bar: + New, Upload, Sync, Copy link, Open in SharePoint
- Breadcrumb: General > **Class Materials**
- Table of files and folders:

Name	Modified
JanFeb Mocks Revision	January 27
KS5 Physics Practical	November 19, 2019
Unit 10 Medical Physics	March 4
Unit 2 Particles and radiation	March 4
Unit 3 Waves	March 4
Unit 4 Mechanics and Materials	October 4, 2019
Unit 5 Electricity	March 4
A Level Physics Specification.PDF	January 9
EEHS Live Lessons Acceptable Use Agreem...	May 21
Y12 Feb mock fb.xlsx	February 14

Assignments

When you open the 'Assignments' Tab you will see a list of set tasks.

Click on an assignment to see the instructions and attached documents.



W/B 30th March - Physics - Mr Youles - RP1 Specific Heat Capacity

Points
22 points possible

Due 19 April 2020 23:59 • Closes 19 April 2020 23:59

Instructions

GCSE COMBINED SCIENCE: PHYSICS - REQUIRED PRACTICAL 1 - SPECIFIC HEAT CAPACITY.

Please can you do the following: (You can complete these within the document RP1 - Specific Heat Capacity)

1. Research the required practical, producing a written method with a diagram. (Include all of the equipment you will need to use to take each measurement.)
2. Identify all of the variable - you will need to control more than one thing!
3. Create a risk assessment for the practical - Include Hazards, Risks and Precautions.
4. What table would you use to record your results?
5. What would the graph of results look like?

Once you have completed the above, can you please answer the attached exam question. Make sure to include working for any calculation questions.

To submit your work:

When you are finished the work on the word documents on the word document, click on the white "close" button on the top right. To upload your other work, click on "+Add Work", then click on "Upload" and select the file(s) you want to submit. If you have completed the work on a computer this will be straightforward; if you have completed it by hand please take a photo of your work, save it to your computer and upload that. When all your work is ready be sure to click the purple "Turn in" button on the top right.

Reference materials

RP1 Specific Heat Capacity Video

Student work

RP1 SHC Exam Q.docx

RP1 - Specific Heat Capacity.docx

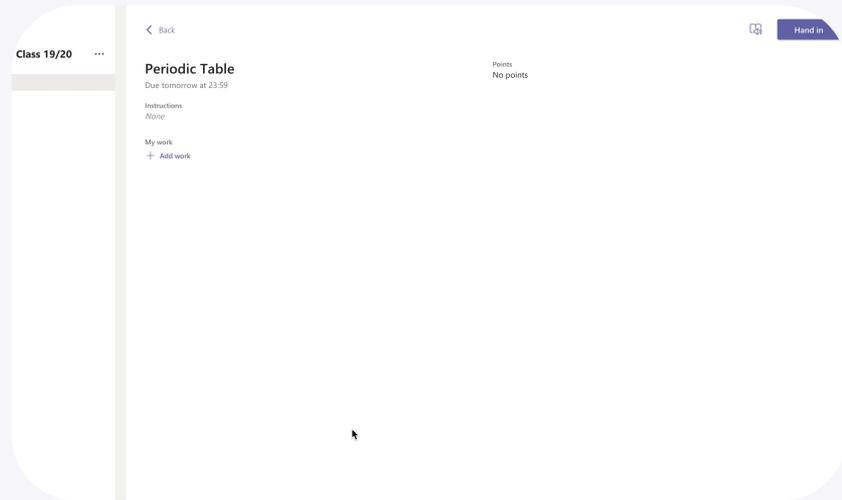
Documents
to edit and
complete

Information
that will help
you.

Assignments

Adding work to assignments

- 1 Click on + Add Work
- 2 Choose the file to upload to the assignment
- 3 Often files will be uploaded which you can just click on and edit in Teams and then choose 'Edit document'.
- 4 The work will save itself!



To submit your work:

When you are finished the work on the word documents on the word document, click on the white "close" button on the top right. To upload your other work, click on "+ Add Work", then click on "Upload" and select the file(s) you want to submit. If you have completed the work on a computer this will be straightforward; if you have completed it by hand please take a photo of your work, save it to your computer and upload that. When all your work is ready be sure to click the purple "Turn in" button on the top right.

Reference materials

RP1 Specific Heat Capacity Video

Student work

RP1 SHC Exam Q.docx

RP1 - Specific Heat Capacity.docx

A screenshot of a Microsoft Word document titled "RP1 SHC Exam Q.docx". The document contains a physics problem about specific heat capacity. It includes a table with columns for Metal, Mass of material in kg, Time in minutes, Temperature in °C, Change in thermal energy in J, and Calculated specific heat capacity of material in J/kg °C. The table has four rows of data for Aluminium, Brass, Copper, and Steel. Below the table, there is a question asking to use the data to calculate the temperature change for copper.

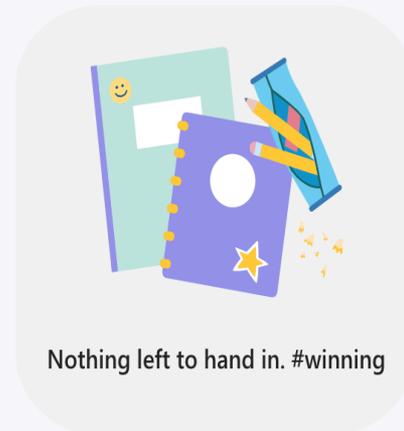
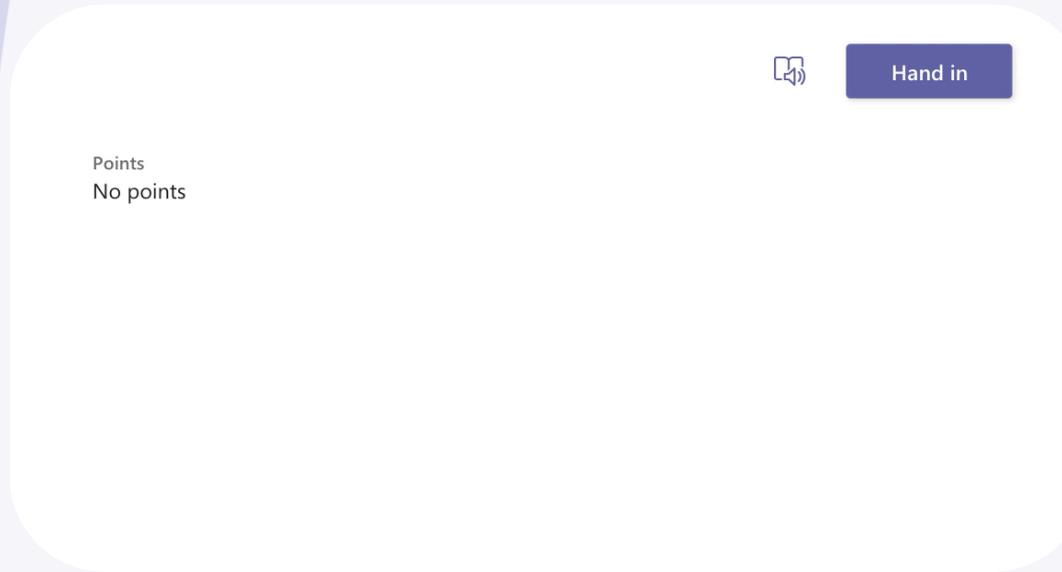
Metal	Mass of material in kg	Time in minutes	Temperature in °C	Change in thermal energy in J	Calculated specific heat capacity of material in J/kg °C
Aluminium	1	10	2	4 780	2 390
Brass	1	10	4	4 660	1 165
Copper	1	10	4	4 600	657
Steel	1	10	5	4 990	938



Assignments

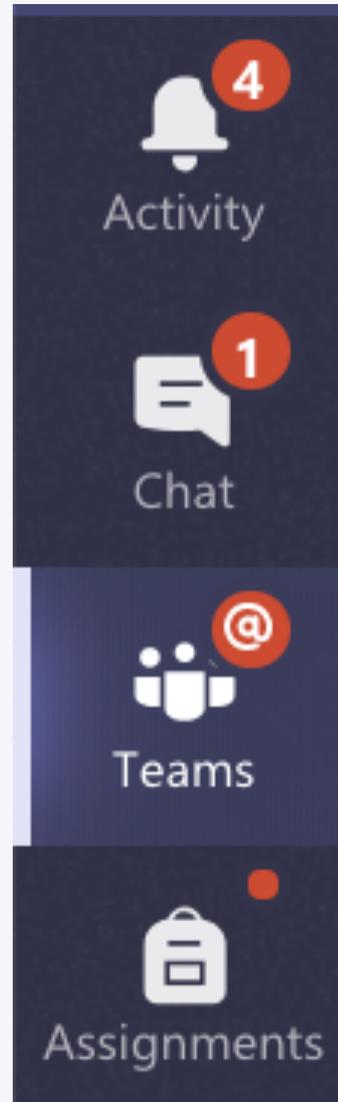
Submitting work

- Make sure to click 'Hand in' when you have uploaded all your work!
- The page will clear when everything is complete.



Notifications

- Using Teams, you will get notifications for various reasons.
- When a new assignment is posted, there will be an @ next to Teams.
- If your Teacher makes an announcement you will also get a notification.
- When work is returned there will be a dot by Assignments.



General Activity – a post has been made or you have been mentioned

You have a chat message

You have been mentioned in a Team post

Work has been returned

A stylized graphic of a person's head and shoulders in shades of blue. A large, white, bold letter 'T' is positioned on the left side, overlapping the person's chest area. The background is a gradient of blue, with a large white curved shape on the left side.

T

If you have any questions, please contact your child's teacher or Mr Upson/Mrs Sparwell for further support.