

Brentwood Ursuline Convent High School



Student Teams Instructions Booklet

Contents Page

Student IT Code of Conduct	3
Logging into Teams (Computer) - through Office 365	4
Logging into Teams (Computer) – through Desktop App	5
Logging into Teams (Phone/Tablet)	5
How to view Assignments (Homework)	6
How to submit Assignments	8
How to Upload File as PDF to an Assignment (using a phone or tablet)	11
How to Complete Quiz/Forms on Teams (set as an assignment)	13
How to view Teacher Feedback/Scores on Teams	15
How to view Teacher Messages/Posts on Teams	15
How to Message a Teacher via ‘Chat’ on Teams	16

Student IT Code of Conduct

The school's use of ICT equipment and internet access policies and codes of practice are drawn up to protect all parties:- students, staff and the school. The network is owned by the school and access is given on the understanding that it is for educational use only. It may be used for personal reasons if permission has been given by the school. Permissions include: Personal communication, buying personal materials and services other than those in contradiction to points 1 - 12. To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with students, they are also asked to sign our code of conduct.

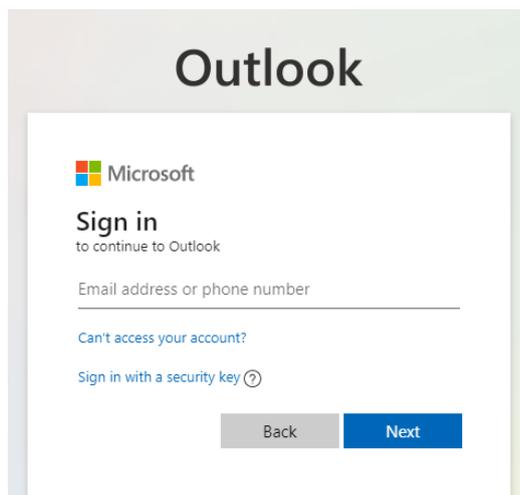
Code of Conduct

1. I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, e-mail, social networking and that ICT use may also include personal ICT devices when used for school business.
2. I will not engage with any activity which could either threaten the integrity of the school ICT systems or attack or corrupt other systems.
3. I understand that my use of school information systems, Internet and e-mail may be monitored and recorded to ensure policy compliance.
4. I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
5. I will not install any software or hardware without permission.
6. I understand that on-line chat is not permitted, either across the school network or over the internet e.g. Facebook on the school site or using school equipment.
7. I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
8. I will not use the school ICT systems/equipment for personal gain, for promoting political views or any form of personal advertising.
9. I will respect copyright and intellectual property rights.
10. I will report any incidents of concern regarding student safety to the e-Safety Co-ordinator, the Designated Child Protection Co-ordinator or Headteacher.
11. I understand that the use of the Internet to access inappropriate material such as pornographic, racist or offensive material is not permitted.
12. I understand that it is a disciplinary matter to use a school ICT system for a purpose not permitted by its owner.

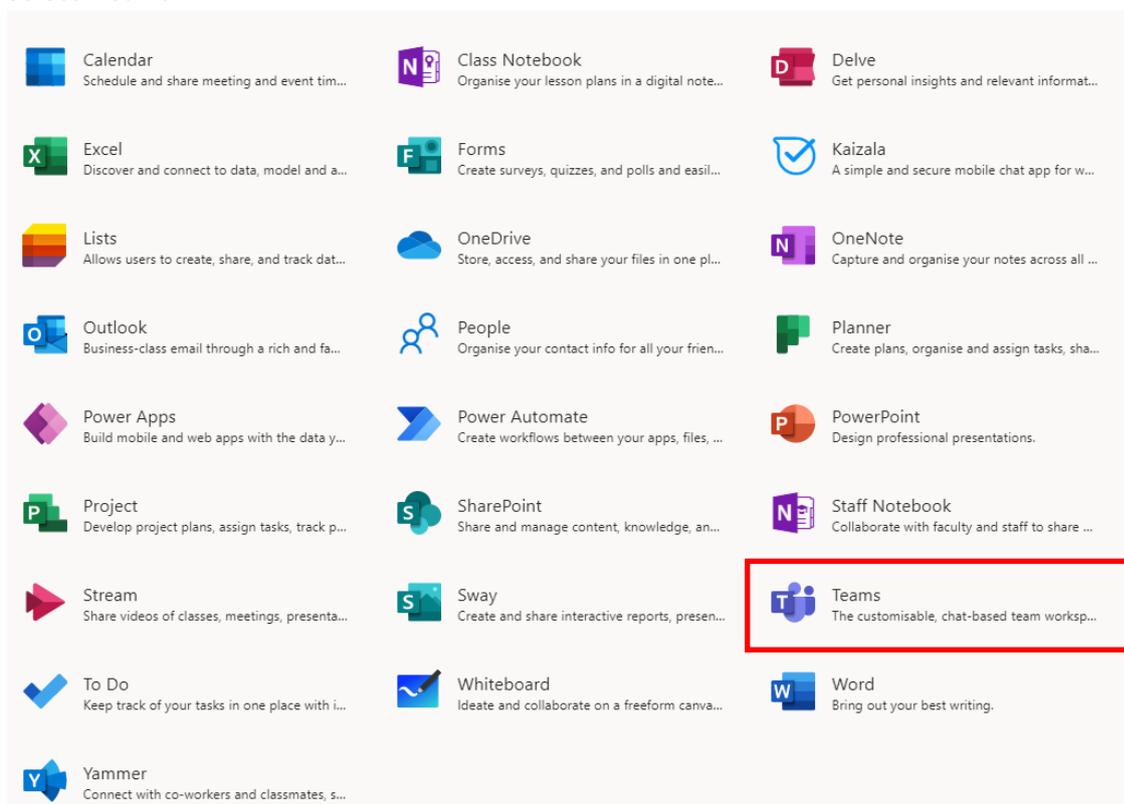
The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Logging into Teams (Computer) - through Office 365

1. Go to: www.office365.co.uk
2. Log in using your school credentials (these should have been given to you by Mr Whitworth/Mr Callendar).



3. You should see a selection of Apps available to you. Here is a brief overview of the most important ones:
 - a. Outlook – this is your school email account. You can email your teachers using this.
 - b. SharePoint – you can access shared files that your teachers have made available to you.
 - c. OneDrive – this is an online ‘cloud’ where you can save school work.
 - d. Teams – this is our online learning platform, where all homework will be assigned electronically.
4. Select ‘Teams’.

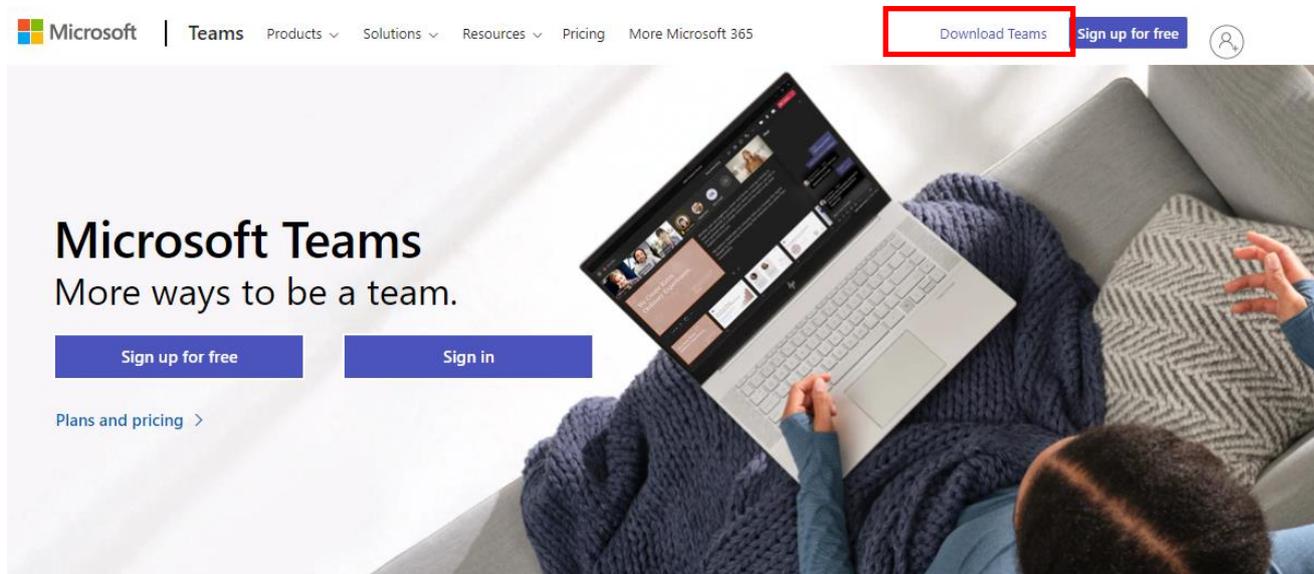


5. You should now be automatically directed to your Teams account where your home screen will display all the Teams you are a member of. This should include each of your subjects, your tutor group and your year group.

Logging into Teams (Computer) – through Desktop App

1. If you wish to download the Teams app, you will need to go to the Microsoft website first:
https://www.microsoft.com/en-gb/microsoft-teams/teams-for-work?&ef_id=EAAlaIQobChMIouX4286o8QIVxqfVCh2BBAnmEAAYASAAEgKln_D_BwE:G:s&OCID=AID2101443_SEM_EAAlaIQobChMIouX4286o8QIVxqfVCh2BBAnmEAAYASAAEgKln_D_BwE:G:s&gclid=EAAlaIQobChMIouX4286o8QIVxqfVCh2BBAnmEAAYASAAEgKln_D_BwE

Select 'download Teams'.



Please note, this can often slow down the running of a laptop/computer. We advise you log into Teams using Office 365.

2. Log in using your school credentials (these should have been given to you by Mr Whitworth/Mr Callendar).
3. You should now be automatically directed to your Teams account where your home screen will display all the Teams you are a member of. This should include each of your subjects, your tutor group and your year group.

Logging into Teams (Phone/Tablet)

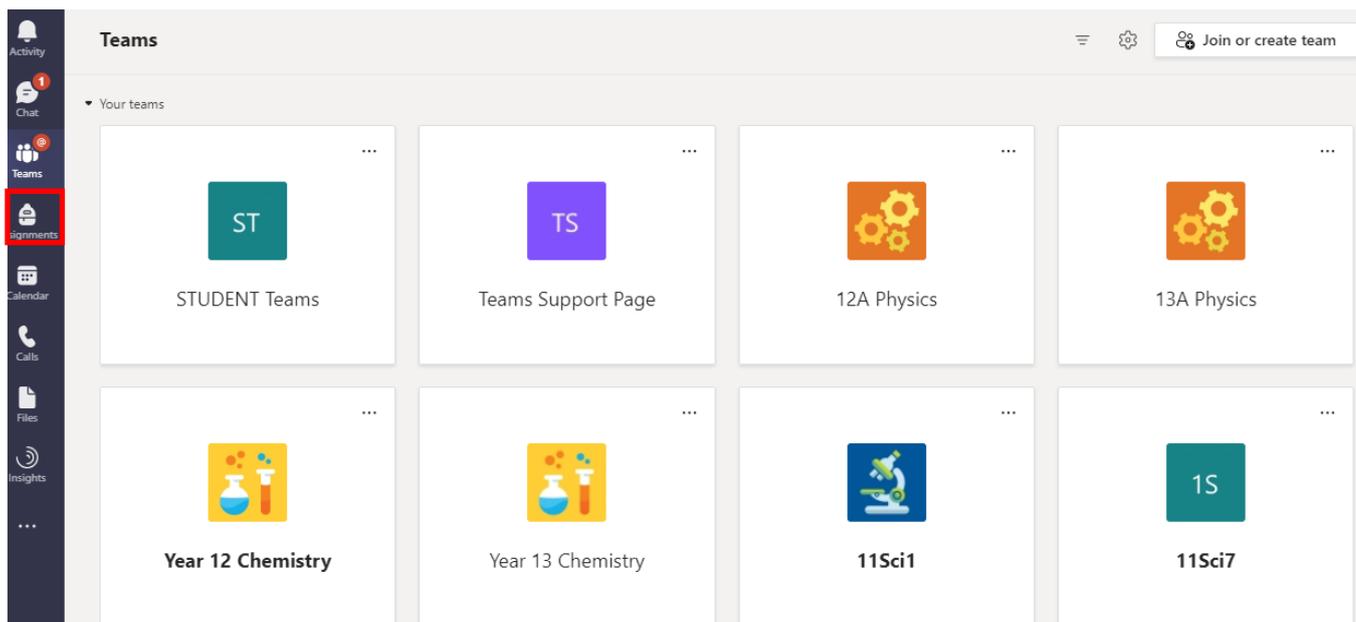
1. You will need to download the Teams app onto your phone/tablet. Go to the relevant app store on your device and search for the Teams app:



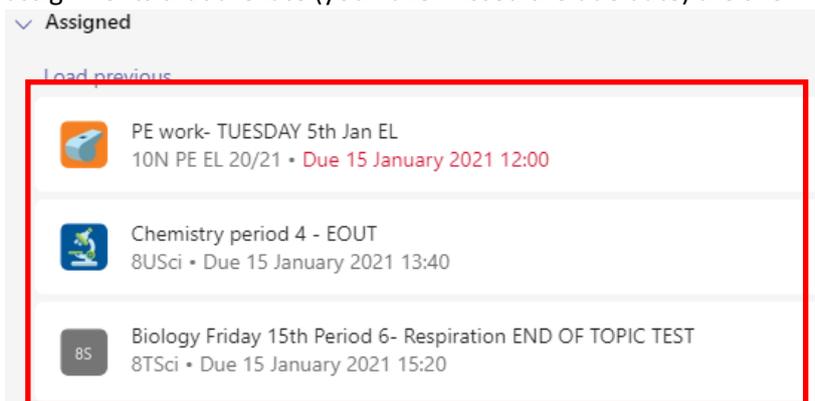
2. Log in using your school credentials (these should have been given to you by Mr Whitworth/Mr Callendar).
3. You should now be automatically directed to your Teams account where your home screen will display all the Teams you are a member of. This should include each of your subjects, your tutor group and your year group.

How to view Assignments (Homework)

1. If using a computer, go to the assignments tab on the left-hand side.



2. You should see the list of assignments that you are yet to complete. Their due date will be displayed. Any assignments that are late (you have missed the due date) are shown in red writing).



The assignments will automatically sort so the work with the earliest deadline will be listed first; the work with the latest deadline will be listed last.

3. If you click on an assignment, you will see the instructions from your teacher to help you complete the task.

HW Alkenes E/Z stereoisomerism Points
No points

Due 17 January 2021 23:59

Instructions
Please complete this work on E/Z stereoisomerism.

Remember, stereoisomers are compounds with the same molecular and structural formula but a different arrangement of atoms in space. On this task, you will need to name each one of the molecules AND state if the molecule shown is the E or Z stereoisomer.

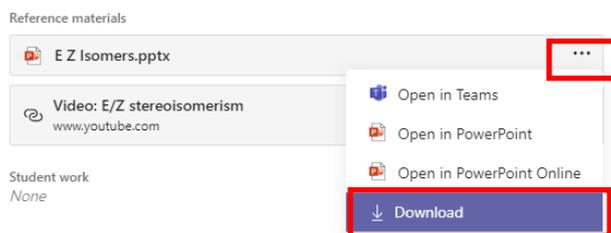
Please have a look at the video if you need a bit of support.

Reference materials

- E Z Isomers.pptx
- Video: E/Z stereoisomerism
www.youtube.com

Student work
None

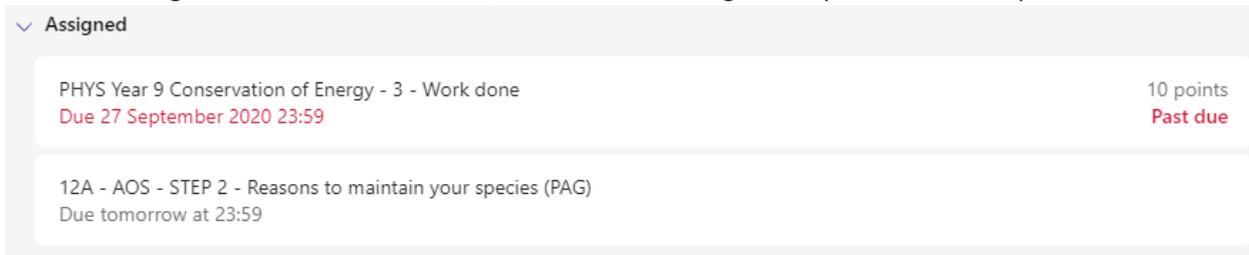
4. If you need to download any resources that are attached, select the three dots on the resource, and select 'download'.



Please note, if you do not have the Microsoft package on your home computer/device, you will need to select 'Open in PowerPoint/Word/Excel online' so that you view using the free online version.

How to submit Assignments

1. Go to the assignments section on Teams, and select the assignment you wish to complete.

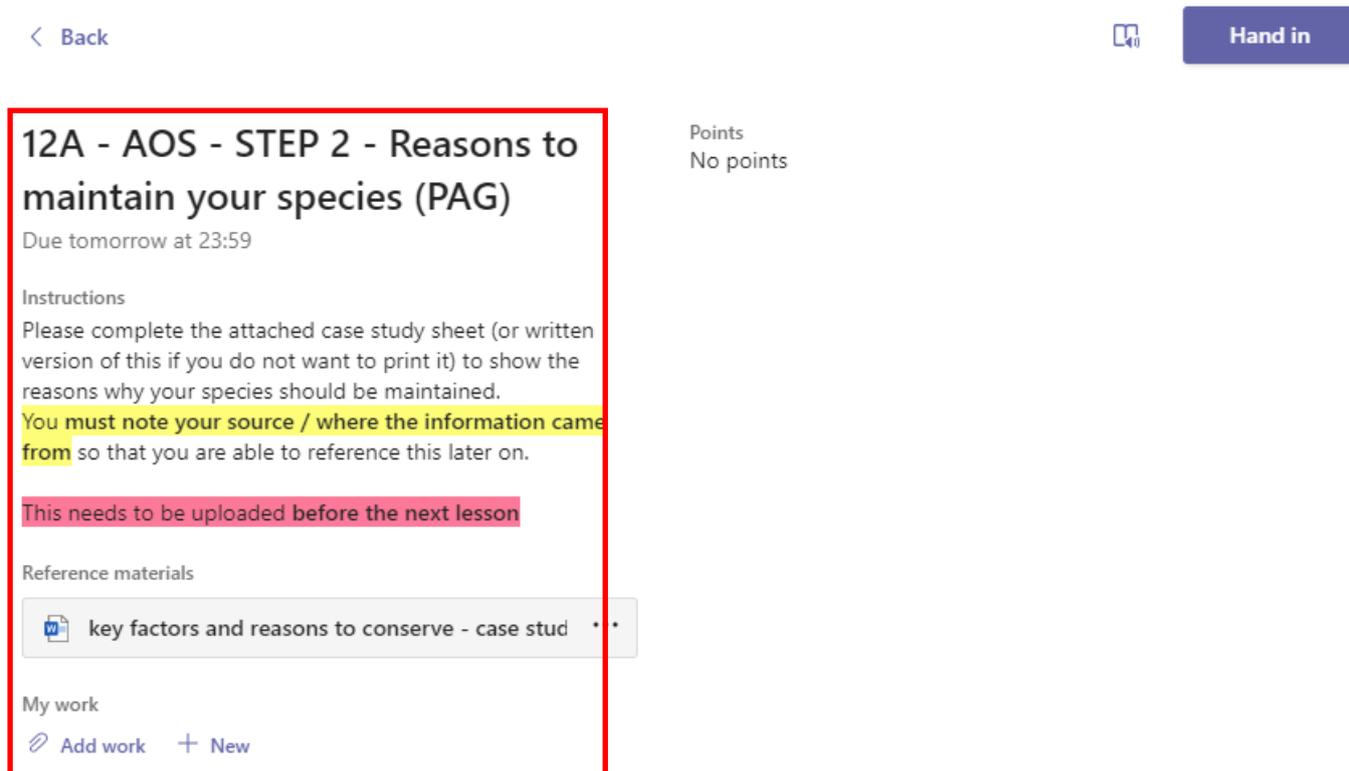


Assigned

PHYS Year 9 Conservation of Energy - 3 - Work done
Due 27 September 2020 23:59 10 points
Past due

12A - AOS - STEP 2 - Reasons to maintain your species (PAG)
Due tomorrow at 23:59

2. Read the instructions given by the teacher.



< Back Hand in

Points
No points

12A - AOS - STEP 2 - Reasons to maintain your species (PAG)

Due tomorrow at 23:59

Instructions

Please complete the attached case study sheet (or written version of this if you do not want to print it) to show the reasons why your species should be maintained. You must note your source / where the information came from so that you are able to reference this later on.

This needs to be uploaded before the next lesson

Reference materials

key factors and reasons to conserve - case stud

My work

Add work + New

3. In this example, the teacher has specifically requested for the work to be uploaded onto the assignment on Teams. Select 'Add work'.

12A - AOS - STEP 2 - Reasons to maintain your species (PAG)

Points
No points

Due tomorrow at 23:59

Instructions

Please complete the attached case study sheet (or written version of this if you do not want to print it) to show the reasons why your species should be maintained.

You must note your source / where the information came from so that you are able to reference this later on.

This needs to be uploaded before the next lesson

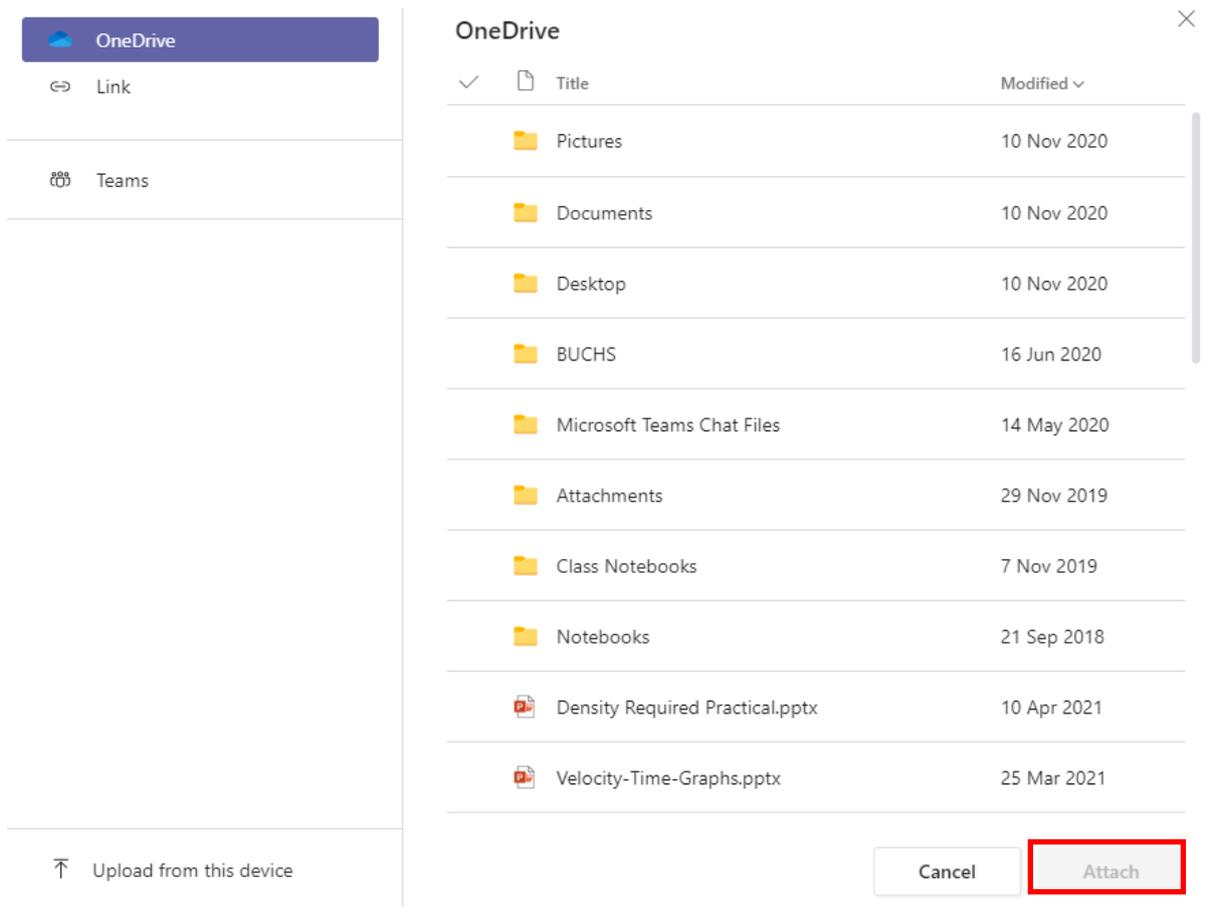
Reference materials

key factors and reasons to conserve - case stud ...

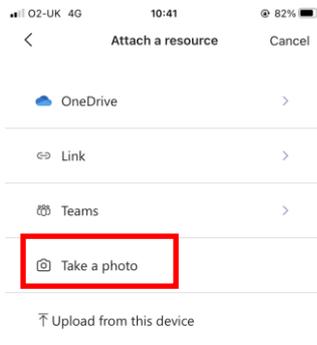
My work

Add work + New

- If you are using a computer / laptop, a window similar to the one below will appear. Search for the file you wish to upload and select 'Attach'.



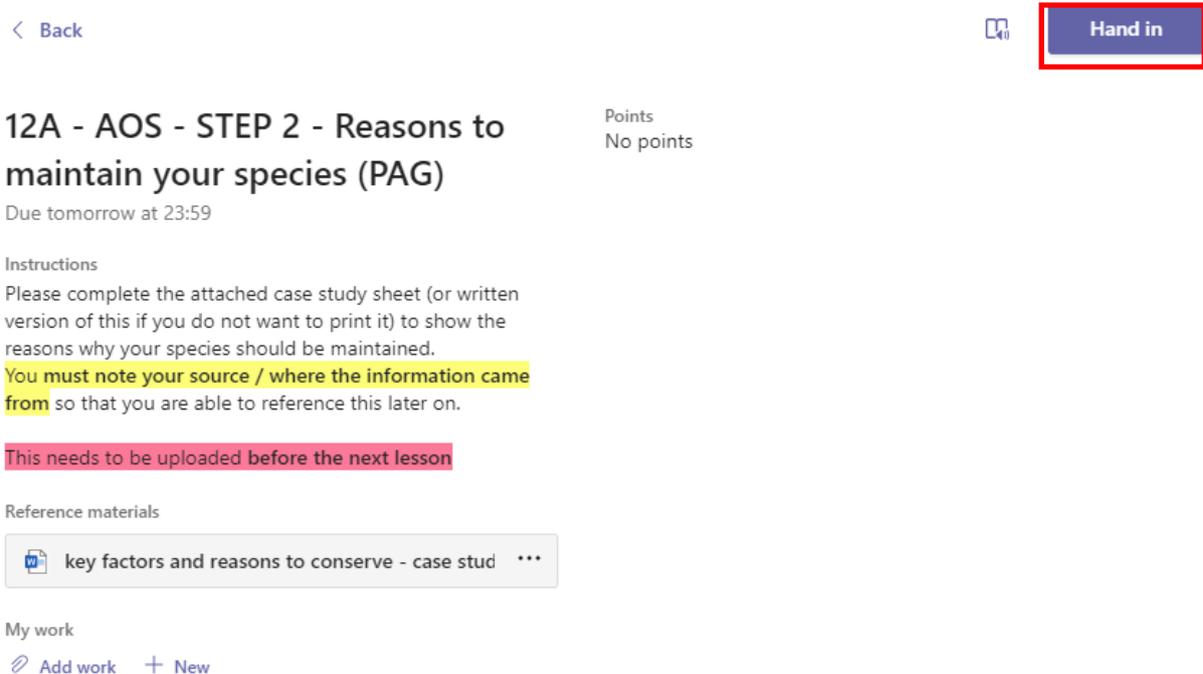
- If you are using a phone / tablet, the screen will appear similar to the one below. To take a photo of your work written in your exercise book / sketchbook, select 'Take a photo'. When you take the photo, make sure it is portrait, not landscape.



6. Once your work is uploaded, press 'Hand in' or 'Turn in'.



7. If your teacher specifies in the instructions that you do not need to upload work to the assignment, once you have completed your homework in your exercise book / sketchbook, select 'Hand in' or 'Turn in'.

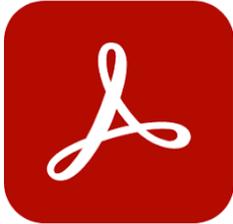


How to Upload a File as a PDF to an Assignment (using a phone or tablet)

1. If you are using an iPhone or iPad, go to the 'Notes' app.



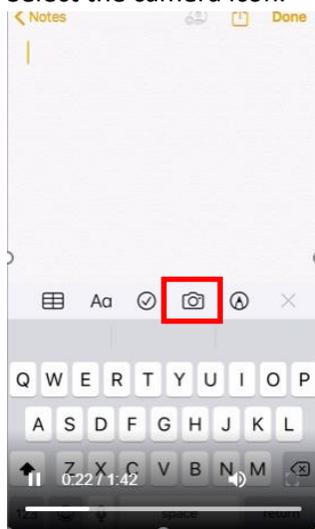
Alternatively, download the 'Adobe Reader' app onto your smart phone or tablet.



2. If using 'Notes', select the pen icon in the bottom right-hand corner.



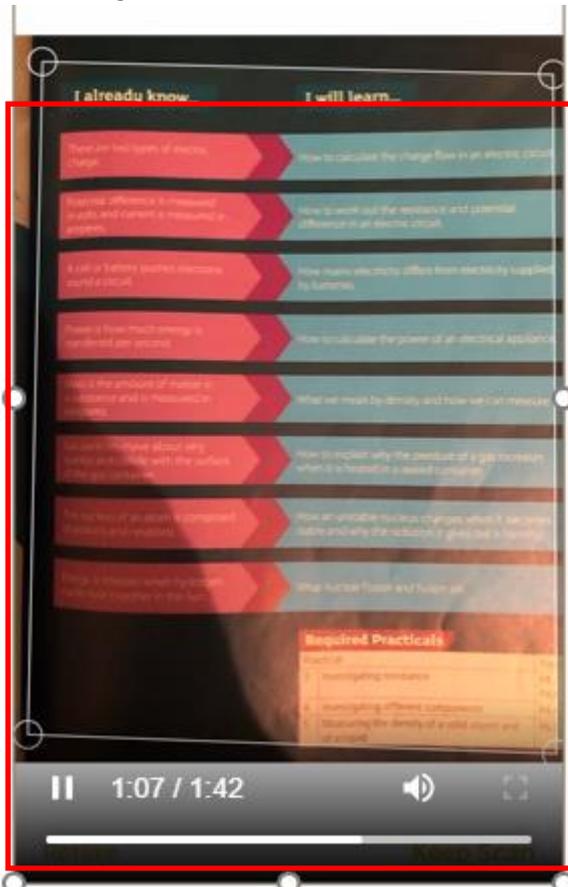
3. Select the camera icon.



4. Select 'Scan documents'.



5. Ensure the highlighted box has focussed over the entire page you wish to upload. Select 'Keep scan' in the bottom right-hand corner.



You are able to upload multiple pages in your scanned document. Once you have scanned all pages, select 'save' in the bottom right-hand corner.

6. When you are on the Teams assignment, search for the scanned document and upload to the assignment for marking.

How to Complete Quiz/Forms on Teams (set as an assignment)

1. Select the assignment.

PHYS Year 9 Conservation of Energy - 3 - Work done

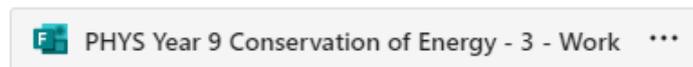
Points
10 points possible

Due 27 September 2020 23:59

Instructions

Please complete the Forms quiz testing your knowledge of the 'work done' calculation from P1.
Think about rearranging the formula and checking the units BEFORE you put the values into the equation.

My work



2. In the attachment for the assignment, you are able to see the link to the online quiz, as well as the total points/marks available. Select the link.

PHYS Year 9 Conservation of Energy - 3 - Work done

Points
10 points possible

Due 27 September 2020 23:59

Instructions

Please complete the Forms quiz testing your knowledge of the 'work done' calculation from P1.
Think about rearranging the formula and checking the units BEFORE you put the values into the equation.

My work



3. Work through the questions assigned to you. You may have to select an answer, or type in your answer.

PHYS Year 9 Conservation of Energy - 3 - Work done (STUDENT Teams)

Hi Alice, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Find the work done having pushed a shopping trolley with a force of 50N over the following distances.
HINT: Remember to change to metres before doing the calculation.

Distance pushed: 100m *
(1 Point)

$work\ done\ (J) = Force\ (N) \times Distance\ (m)$

4. Once you have completed the quiz, select 'Submit'. Once you submit your work, you will be unable to edit/change your answers.

10. Find the work done in the following situations:

A coffee cup of 500g being raised by 40cm *
(1 Point)

$work\ done\ (J) = Force\ (N) \times Distance\ (m)$

How to view Teacher Feedback/Scores on Teams

1. Go to the 'Assignments' section on Teams.
2. Select the specific assignment you wish to view.
3. See the teacher comments / feedback on your assignment. Note, many teachers may feedback via exercise books or in lessons, rather than exclusively on Teams.

'Return for review'

Due 7 September 2021 23:59

Instructions
None

Feedback
work not submitted

Points
No points

Reference materials

 lesson 3 - as on PPT - X-rays calc questions.docx

My work

 Attach  New

How to view Teacher Messages/Posts on Teams

Teachers regularly post important messages or notices on Teams. It is important that you regularly check Teams (at least once a day) for this information.

1. Go to the 'Activity' section on Teams, shown by the 'bell' symbol.

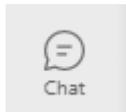


2. This will show the latest activity (notices, announcements, assignments set), for all of the Teams that you are a member of. This will include each of your subject classes, your tutor group, your Year group and your House.
3. Click on the notification that you wish to view in more detail.

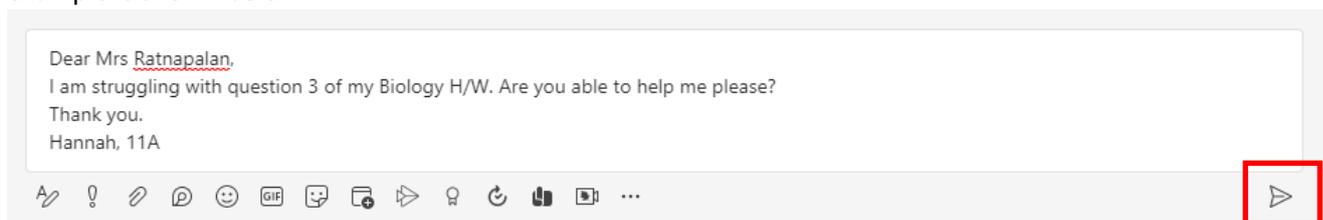
How to Message a Teacher via 'Chat' on Teams

'Chat' is a useful feature on Teams that allows you to contact your teachers to ask for help with your work. If you are messaging your teacher after 5.00pm, you should not expect a reply until the next school day.

1. Go to the 'Chat' function on Teams (shown by the speech bubble).



2. In the search bar, type your teacher's surname and suggested people should automatically populate. Select the teacher you wish to contact.
3. In the message section, begin to type your message. Remember, this is a school system – you should use a professional approach to your message (this will help you for when you are in employment in the future). An example is shown below:



4. Select the arrow to send the message (or press the 'enter' button on your keyboard).