

Skills for the Workplace Guides:

Working Online with Office 365 Student Guide to Teams

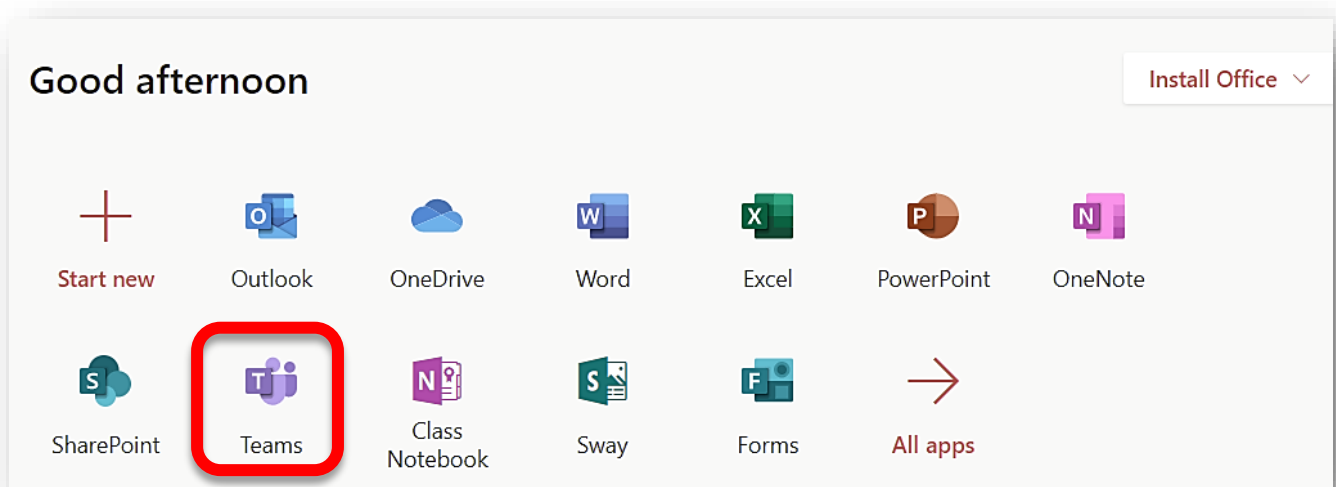


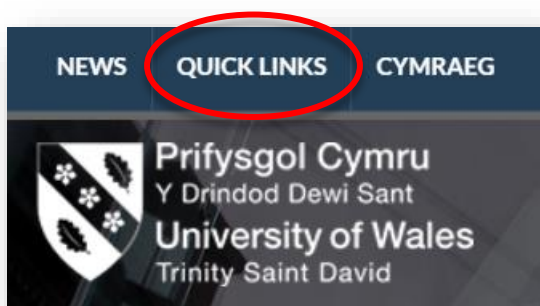
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Accessing University Email

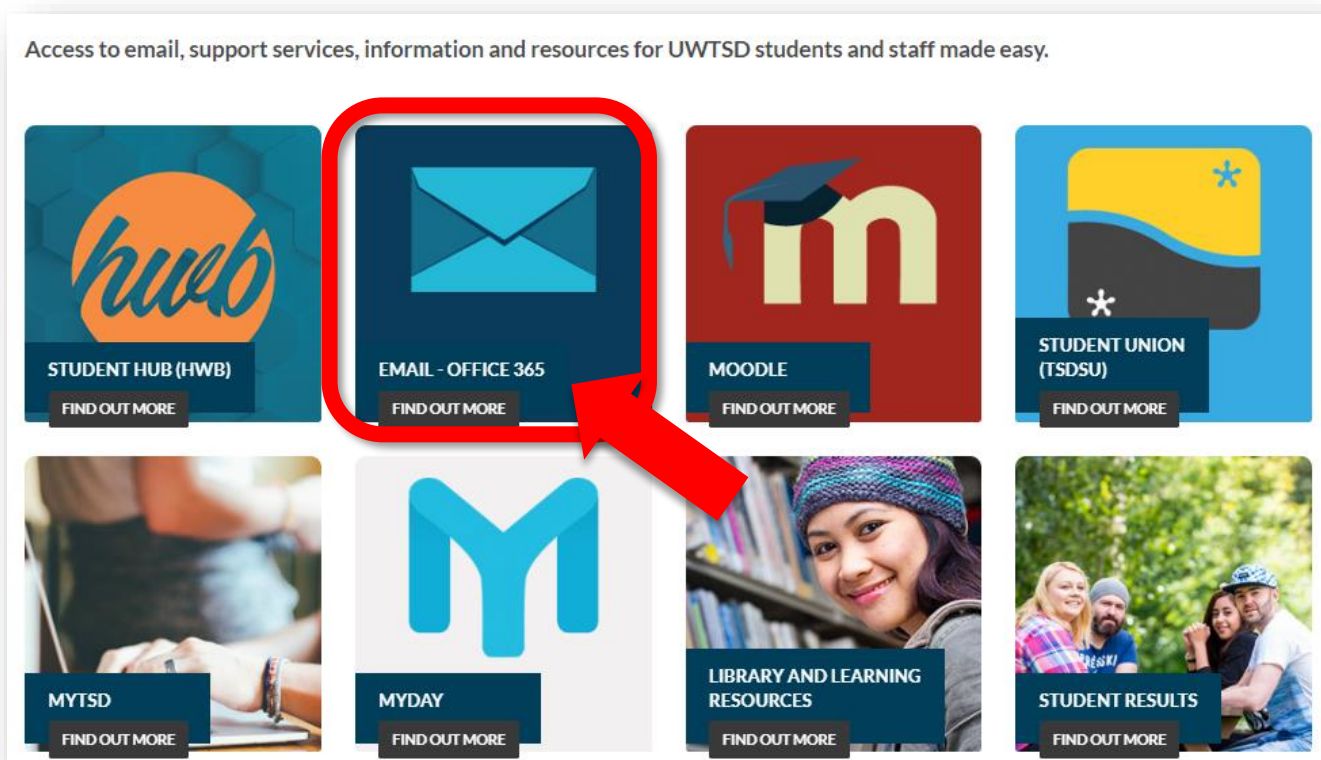
Laptop or Computer

Go to the UWTSD homepage <http://www.uwtsd.ac.uk/> and click on **QUICK LINKS** at the top of the page.



Or go straight there with this link. <http://www.uwtsd.ac.uk/quick-links/>

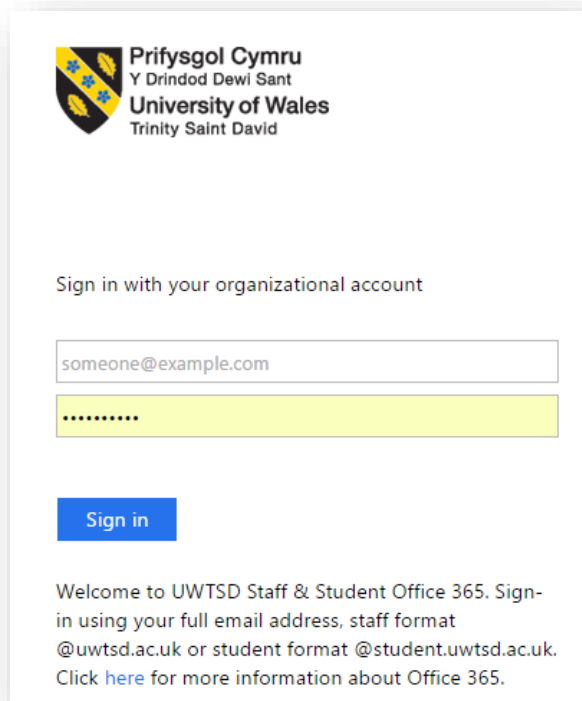
Click on the **EMAIL - OFFICE 365** tile.



Sign in with your UWTSD student email address.

This is yourstudentnumber@student.uwtsd.ac.uk

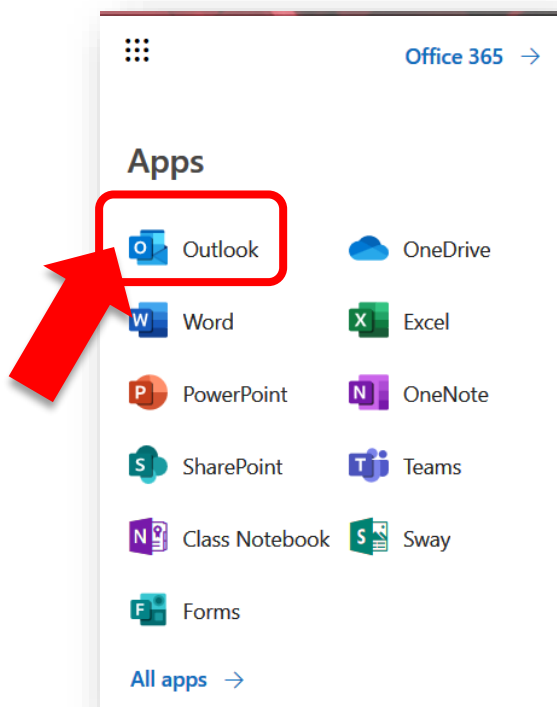
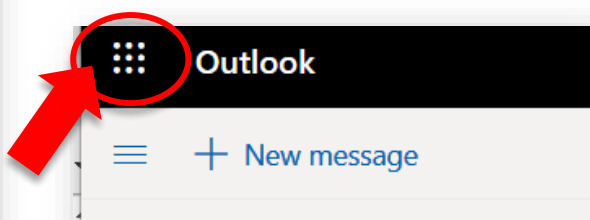
(example 1234567@student.uwtsd.ac.uk and use the password you created when you made your account.

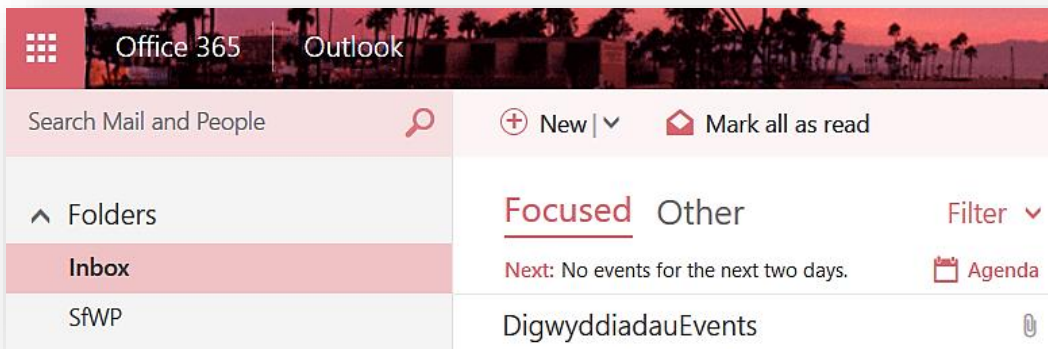


The screenshot shows the UWTSD Office 365 sign-in page. At the top is the UWTSD logo and name in Welsh and English. Below is a sign-in prompt: "Sign in with your organizational account". There are two input fields: one for the email address (containing "someone@example.com") and one for the password (masked with dots). A blue "Sign in" button is below the fields. At the bottom, a welcome message states: "Welcome to UWTSD Staff & Student Office 365. Sign-in using your full email address, staff format @uwtsd.ac.uk or student format @student.uwtsd.ac.uk. Click [here](#) for more information about Office 365."

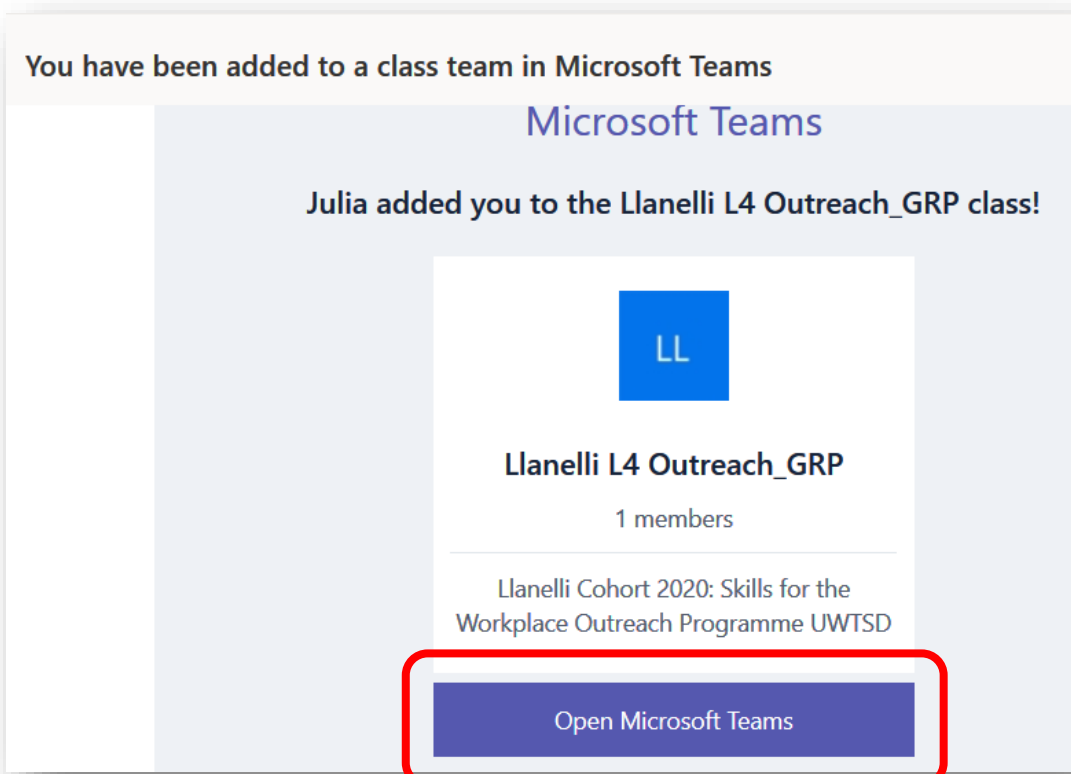
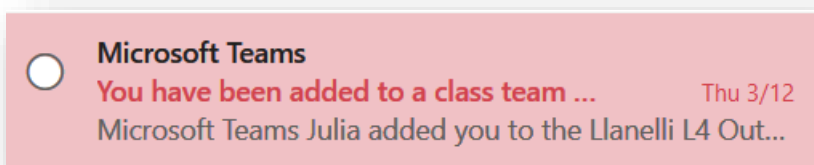
You will usually arrive in your Outlook email inbox, but if not, click on the box with white squares top left and choose Outlook if you are in another app.

This is called the App Launcher



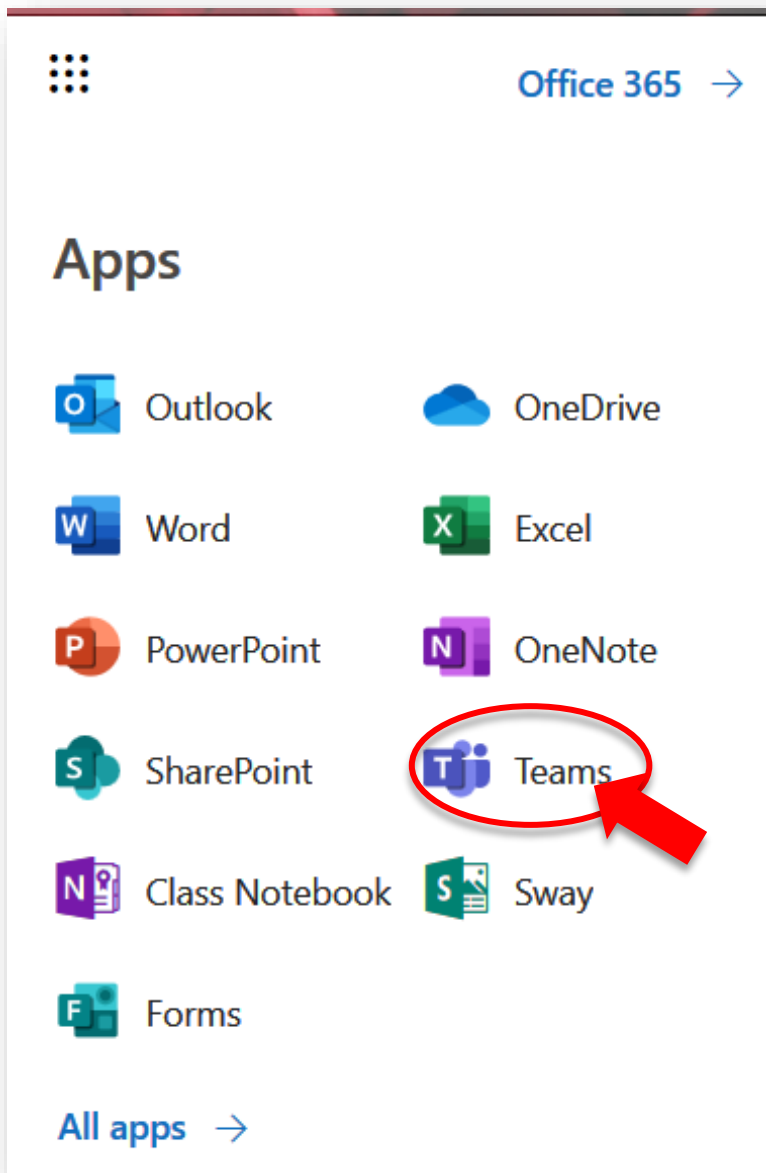
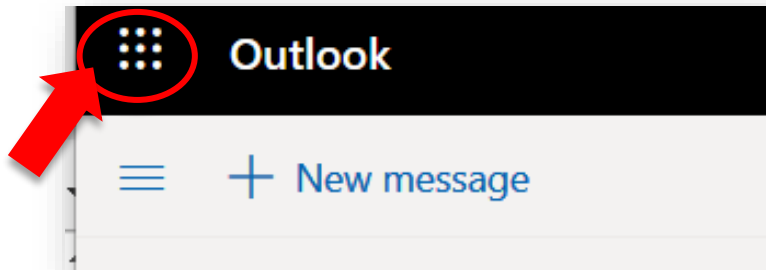


Please check for an email inviting you to join a Teams site like the one below.

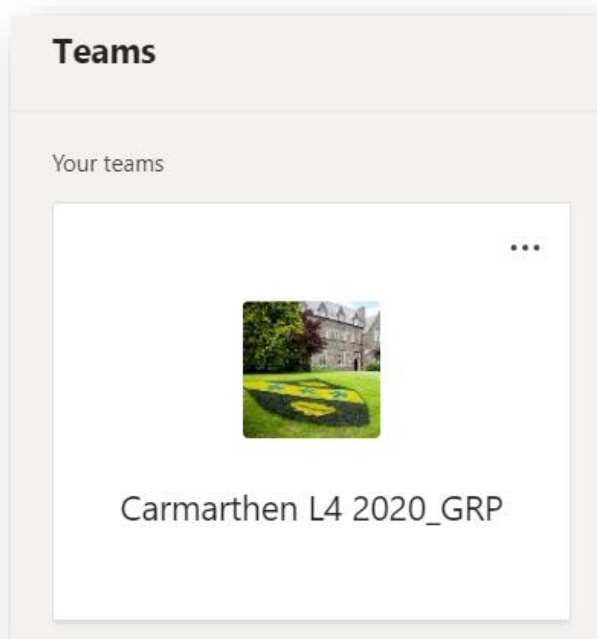


Accessing your Microsoft Teams Cohort Group

If you haven't received an invite or can't find it, open the side menu bar using the dots in the square (app launcher) and Click on **Teams**



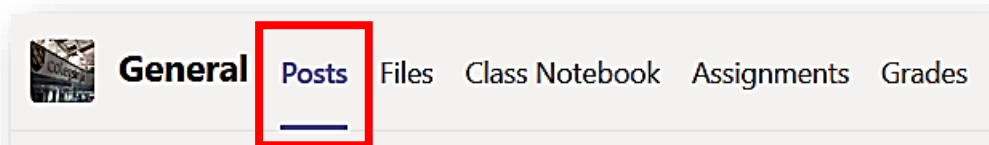
Click on your Cohort Team site (there may only be one Team at this point)



Overview of Teams

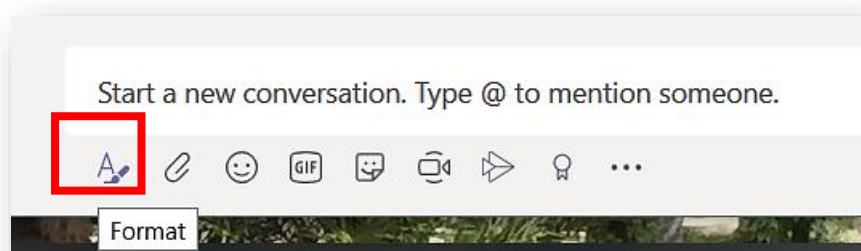
Posts

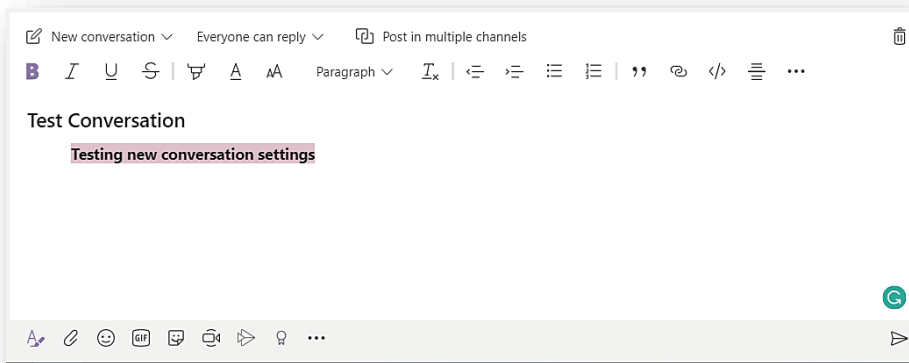
When you access a Team, you will arrive on the Posts page in the General Channel.



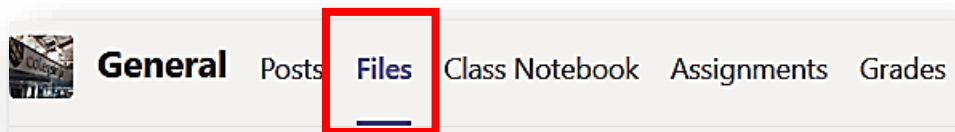
At the bottom of the page, you can create conversations or reply to those already there, just as you would in any online application.

You click on Format (the Large A at the end) to start a new conversation



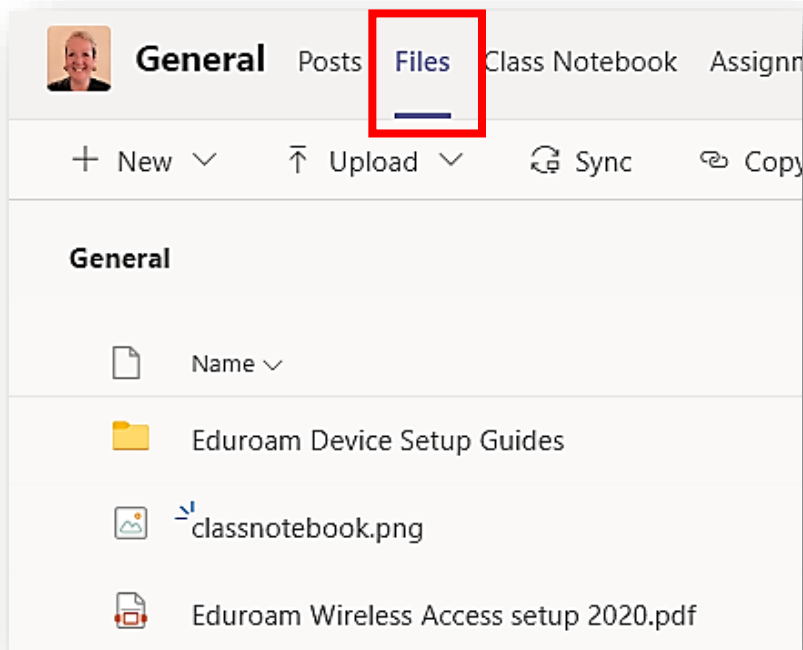


Files

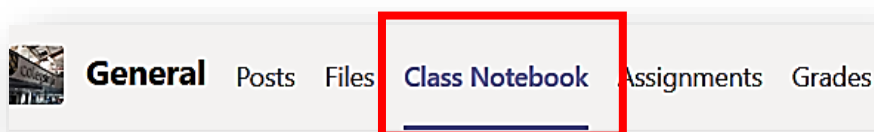


Clicking on Files allows you to view files and folders.

Clicking on a folder takes you inside to view its contents and open/download files



Class Notebook



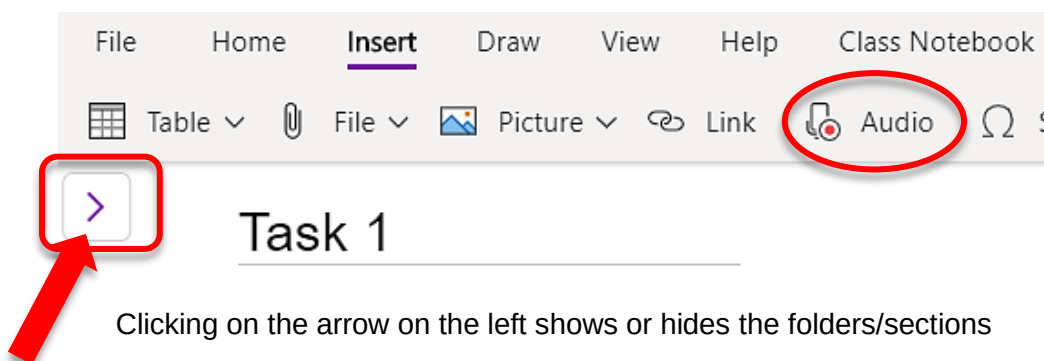
The main Class Notebook is accessed via the General channel, although general Notes can be accessed in any Channel.

Welcome to Class Notebook

Your **OneNote Class Notebook** is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

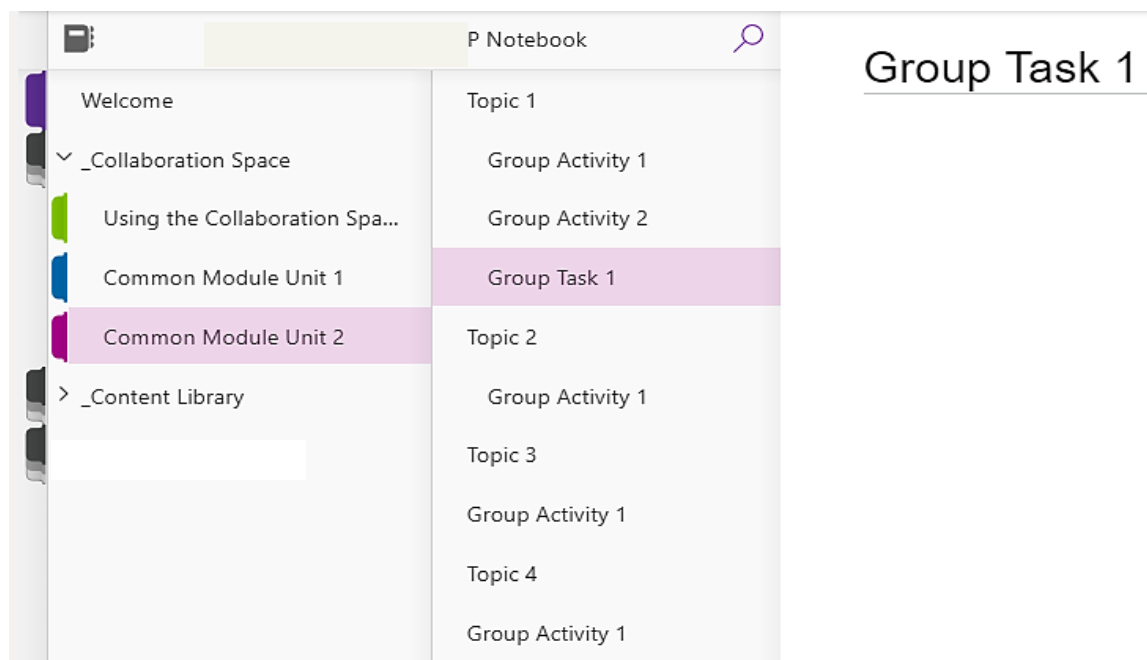
Each student can work in their own space in the Class Notebook with their work only visible to them and the Tutor.

Students can make audio recordings to reflect on their experiences (either privately or in the collaboration space). They can also insert files/images, add links etc.
(Tutors may also record simple audio instructions here as well.)



Clicking on the arrow on the left shows or hides the folders/sections

Everyone enrolled in the Team site can use the Collaboration Space (Staff and Students)



General Posts Files **Class Notebook** Assignments Grades Session Videos

File **Home** Insert Draw View Help Class Notebook Open i

Calibri 11 **B** *I* U [Color selection icons]

GRP Notebook

Welcome

▼ _Collaboration Space

Using the Collabora...

> _Content Library

▼ **Student Name**

Materials

Activities

Tasks

Activity 1

Activity 2

Activity 2

Individual Activities/Materials/Tasks are **only visible to** that student and the Class Teachers / Tutors enrolled in the Class Team site.

Tutors can create suitable sections for relevant activities

Videos

Podcasts and videos that have been added by Tutors will appear as a Tab in any channel.

Office 365

Apps

Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams

19:27

Office 365 Handbook 2020 a gu...
#Office365 Handbook 2020 a guide by Julia Ault #SfWP

26 1

Skills for the Workplace Guides:
Viewing your grades and feedback in Turnitin on Moodle

turnitin

12:31

Accessing Grades and Feedback...
Accessing #Grades and #Feedback on a #GradingForm in #Turnitin #Students

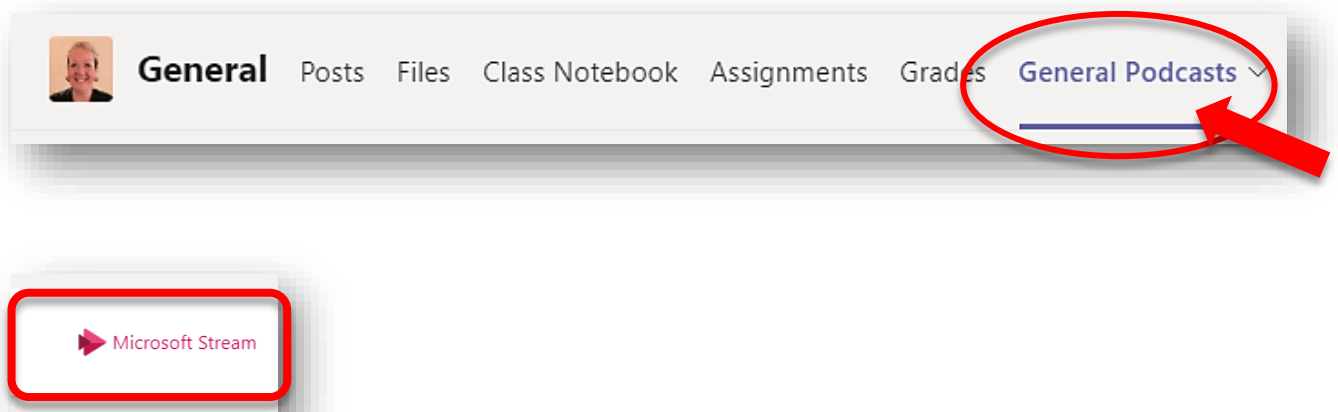
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Student Guide To Microsoft Tea...
Student Guide to #MicrosoftTeams

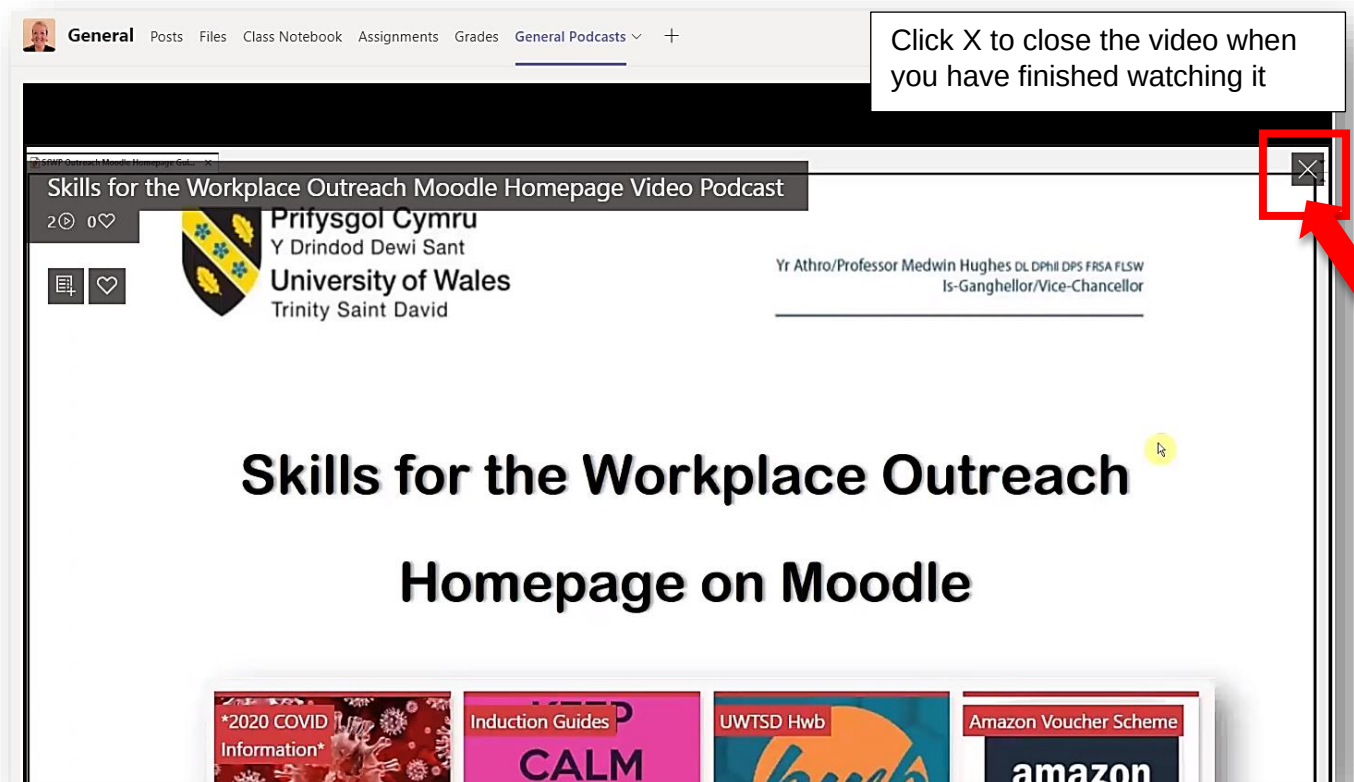
16:55

Skills for the Workplace Outreac...
#SkillsfortheWorkplace #Outreach

08:07



Clicking on **Microsoft Stream** (top right) takes you into the stream itself (Microsoft Stream is like YouTube) and clicking on the video plays it right in the page.

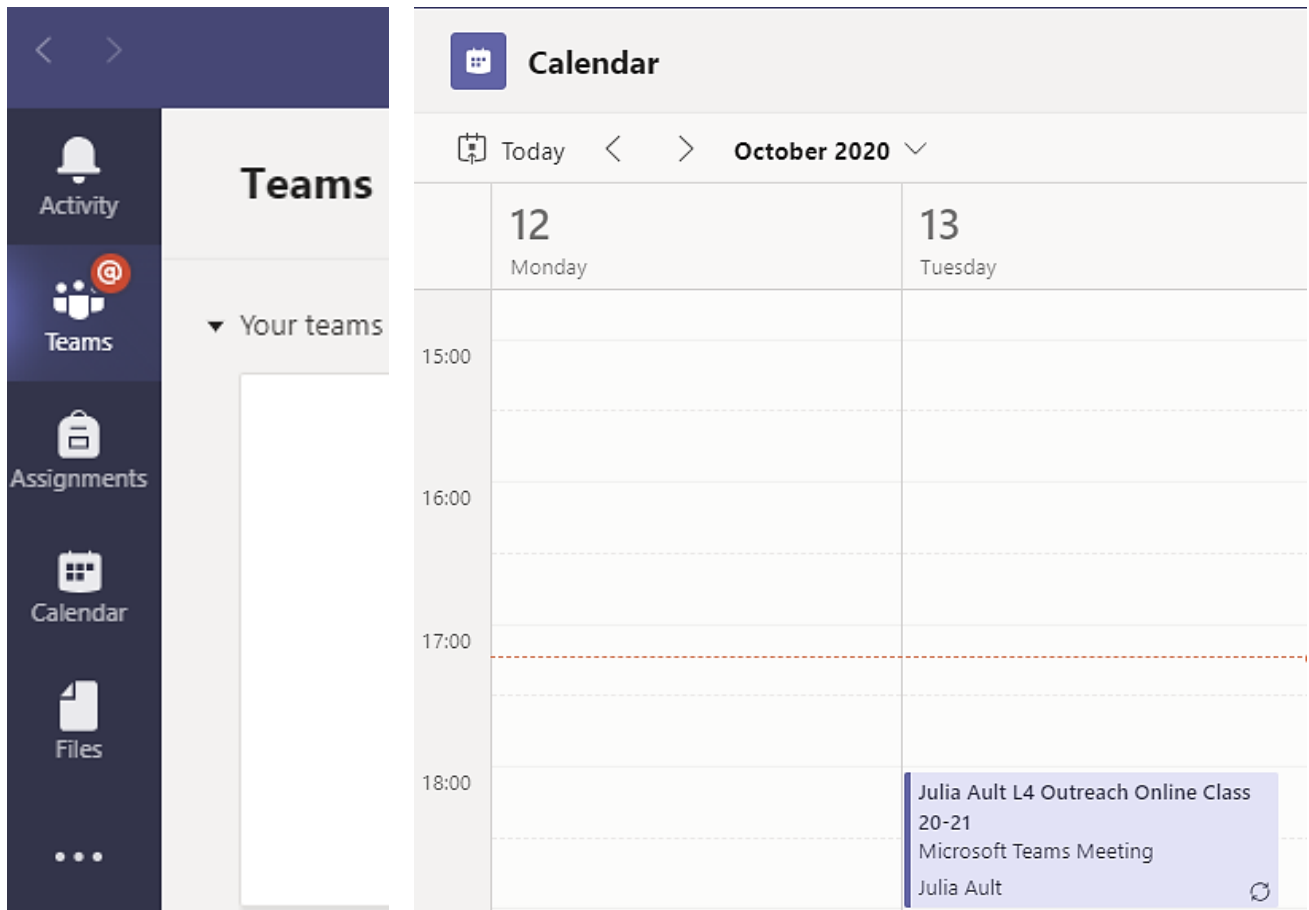


Assignments and Grades

These features will not be used at the moment as the university uses Moodle and Turnitin for these tasks.

Sidebar and Calendar

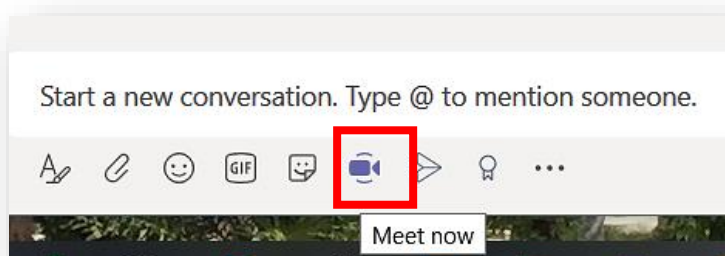
This contains links to your Activity Feed from all Teams you are enrolled in, the Teams Dashboard, Files, Apps, plus a Team calendar which can be used to schedule online classes, note down assignment submission dates, collaborative task meetings etc.



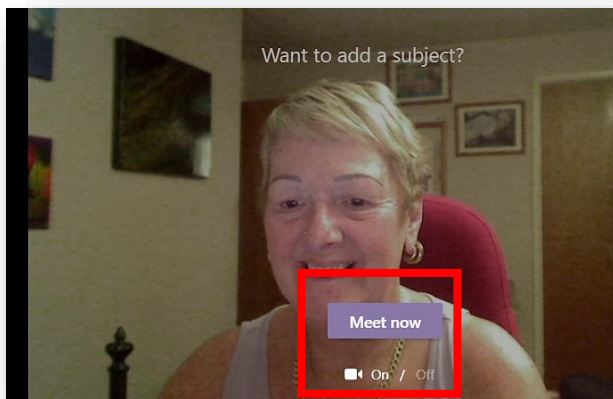
Video Team Meetings (used for Online Class Sessions)

Your Tutors will create online classes using the Video Meeting option, but students can also set up their own video meetings for collaborative tasks etc..

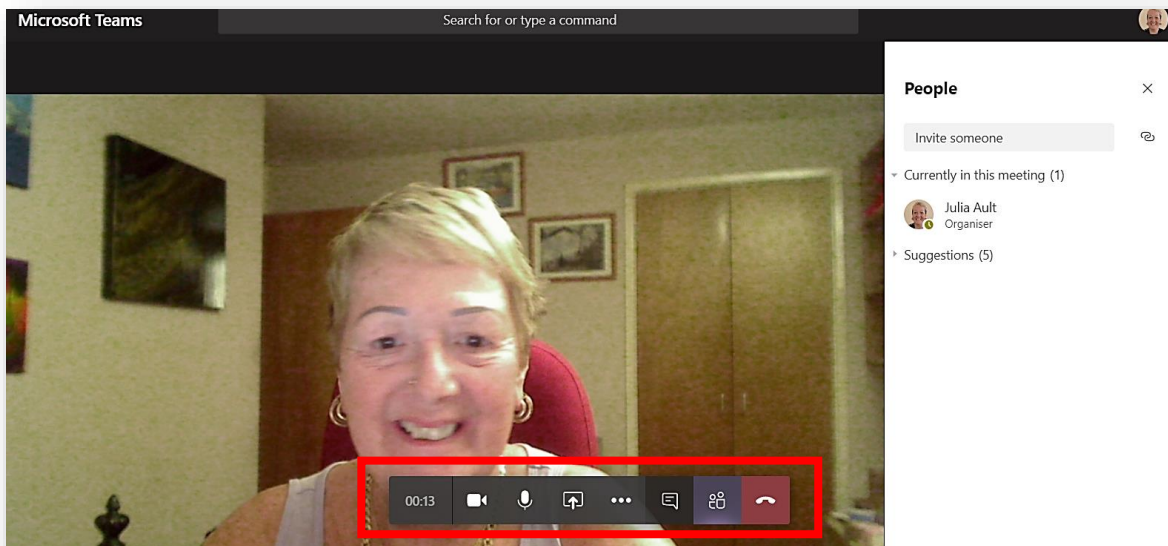
In the posts page, start a new conversation but instead of typing a post, click on the little camera icon at the bottom which will say Meet now.



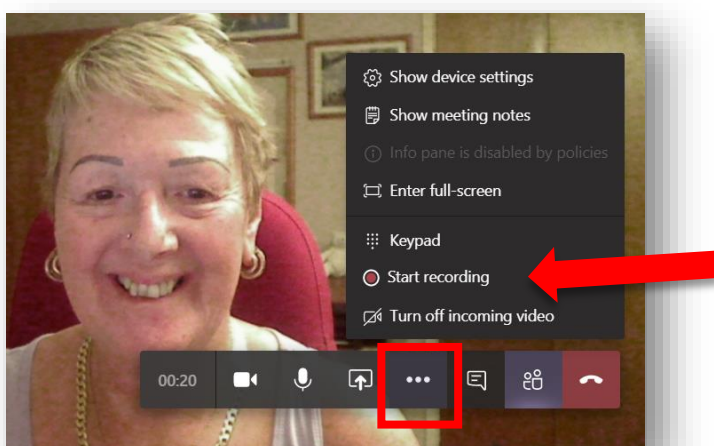
If you are using a pc or laptop with a webcam, your camera will start and you will be asked if you want to type a subject for the meeting. You can click on Meet now, with or without video camera.



When you click on Meet now, you can then add people to the meeting and a floating bar of meeting controls comes up on the screen. This goes away when you are talking but you can move your mouse to bring it back at any time.



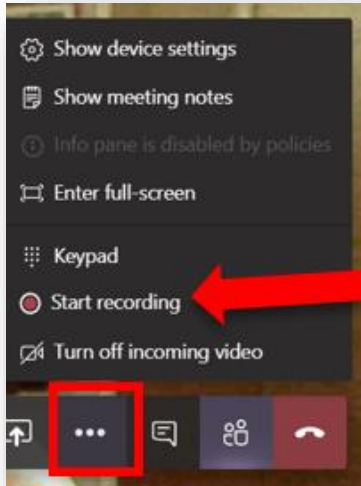
If you click on the 3 dots on the bar, you are given additional options, which include recording the meeting.



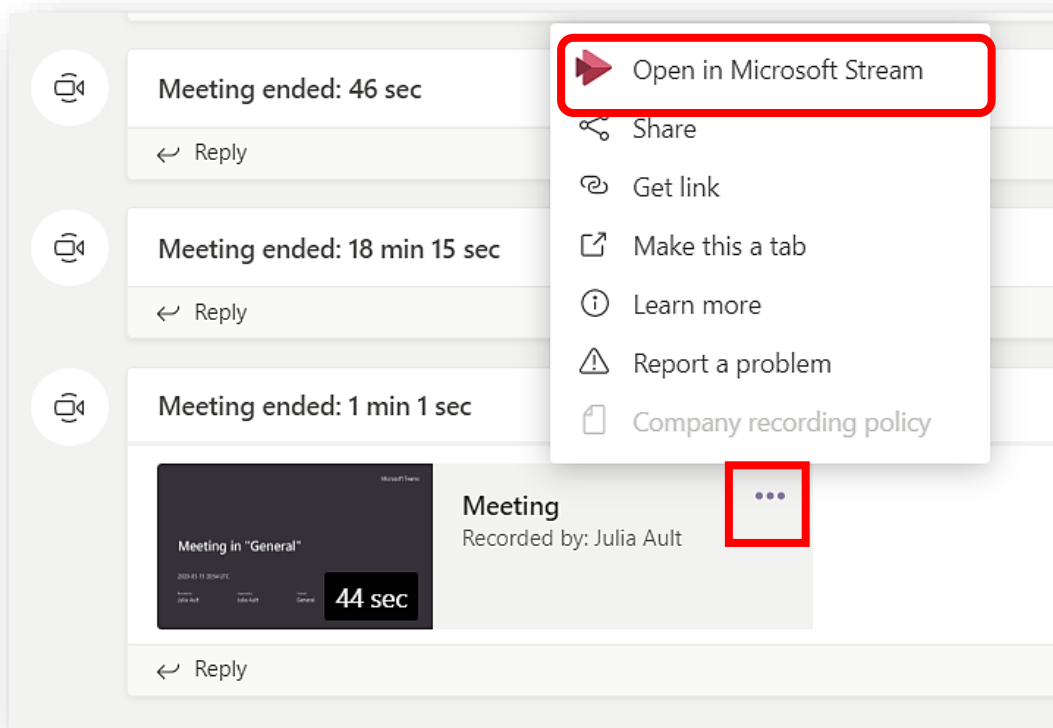
Recording a Meeting

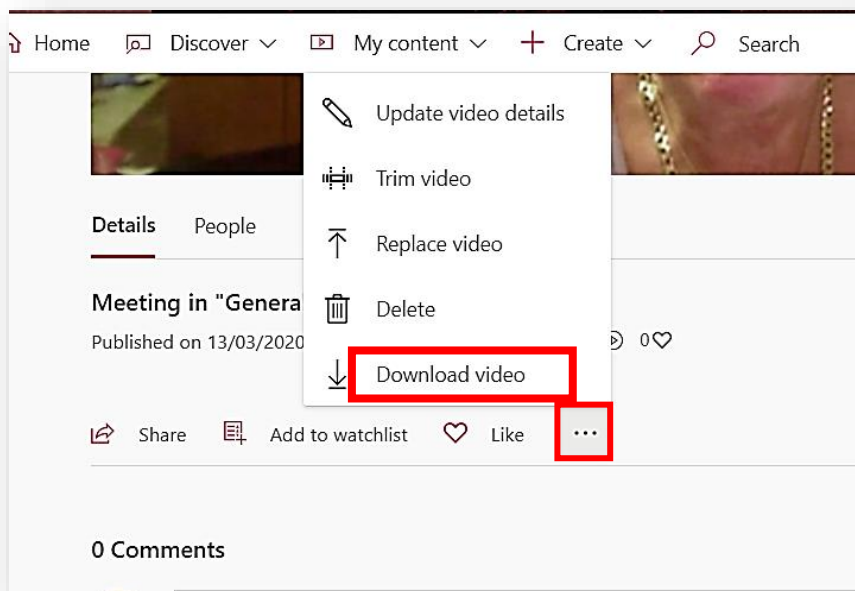
If you record a meeting, it is stored in Microsoft Stream and is also available in the Meeting chat for 7 days.

Start a recording by clicking on the 3 dots on the floating bar and pressing the **Start recording** button. You can stop the recording in the same way.



When the recording has been uploaded to Microsoft Stream, it will appear in your Chat and you can then click on the 3 dots and go to Microsoft Stream to share the link or download the file itself.



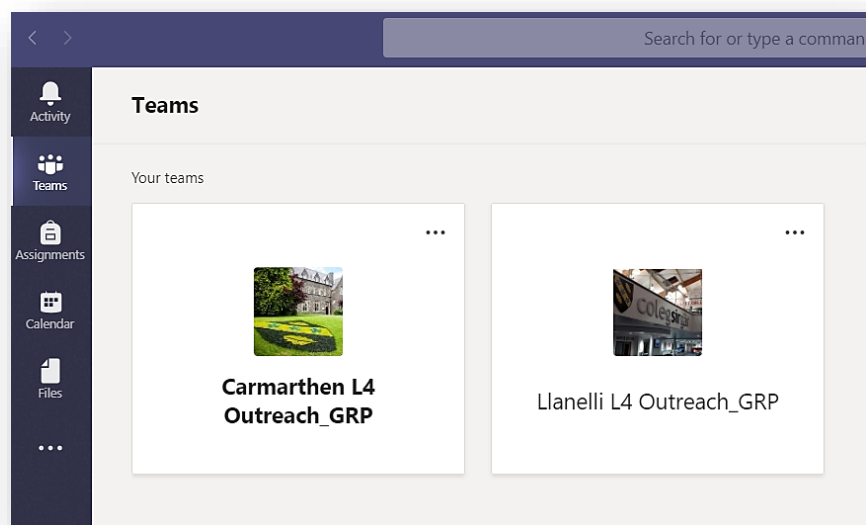
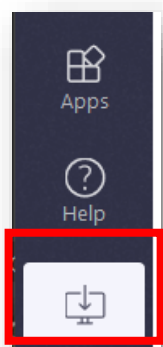


Joining a Meeting

Your Tutor will invite you to join online Class Sessions in Teams and you should be able to just click on the link to join on your laptop or phone. Make sure you have your video and microphone connected ready.

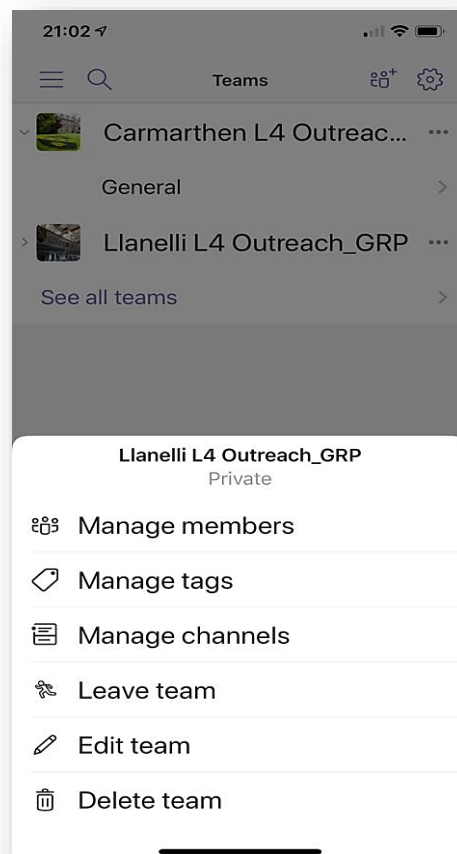
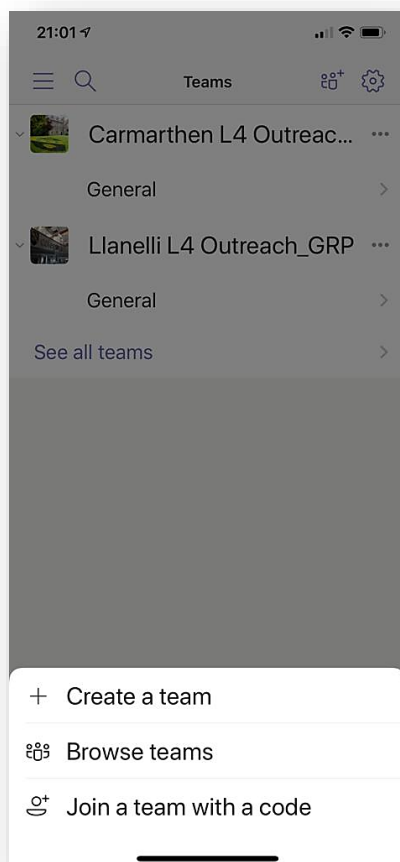
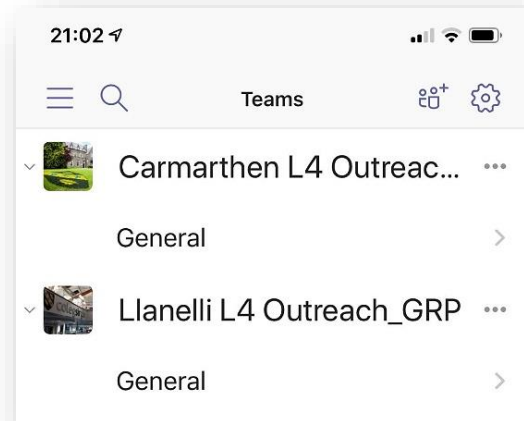
Desktop App

You can download the Teams Desktop app on a windows computer or laptop by scrolling to the bottom of the left hand navigation panel and clicking on the computer with an arrow.



Teams on Mobile Devices

You can also use Teams on your phone or tablet. Download the Teams app from your App store and sign in with your UWTSD email address and password.



Useful Mobile Apps

You can also access the Office 365 suite via apps on your mobile devices.

Add the Teams and Moodle* apps and you are all set to work online, either on a laptop or mobile phone/tablet wherever you happen to be at any time that suits you.

The Moodle site address for the mobile app is <https://moodle.uwtsd.ac.uk/> then login with your student number and password as normal.

