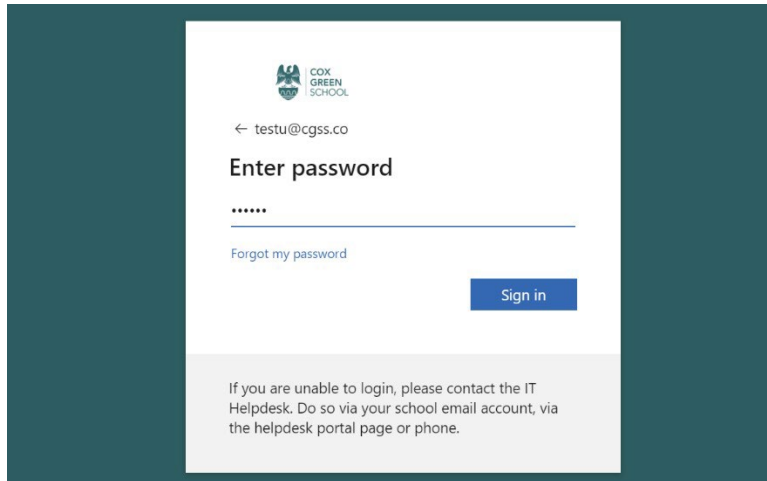




# Cox Green Training

## "Office 365 and Teams"

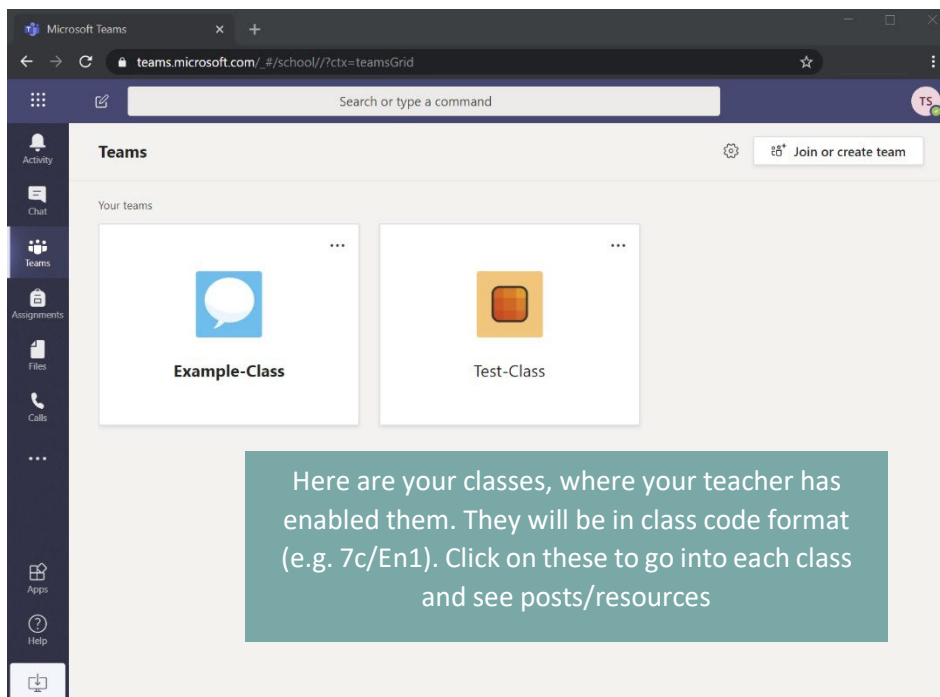
Go to <https://teams.microsoft.com/> or you can download Teams app to your computer by going to <https://teams.microsoft.com/download> or on your mobile phone/tablet through searching the app store for "Microsoft Teams". It is best to use a computer/laptop when possible.



Login with your school email address (username @cgss.co) and then your school password. This is the same as you login to the computers at school. Any issues email [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com)

You should log into Teams every school day, make sure you regularly check throughout the day to see if any new work has been posted. You can jump on here to ask your class or teacher a question, submit work, find resources and more. *Do not forget to log into your school email account regularly too as your teachers or SAFE Manager may email you directly on there too!*

### Teams First Look:



On the left hand side is your menu, the main three you need to focus on are:

**Activity** – which will let you know when something has happened, such as your teacher posting new work or replying to you.

**Teams** – This is where all your classes are located, go here to go into each class and see work, ask your class a question or see assignments and topics related to that class.

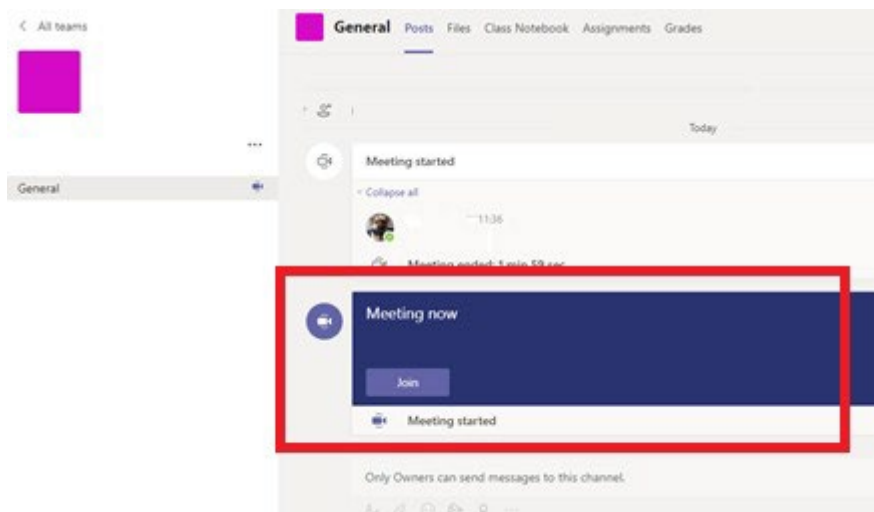
**Assignments** – This is where all your homework/tasks to hand in are located. One quick place to go to make sure you are aware of all your current assignments for all your classes.

Right at the top, you will see a three by three grid of squares, clicking on this gives you access to loads of other online office applications like Word and Excel. You can use these and save work on to your school account cloud storage, which is just for you and has plenty of space.

### Inside your Team (class):

When you click into your Team, you will see along the top various tabs. This will include things like:

**Posts** – Where you can see what is going on, posts from your teacher including documents/resources and recordings or meetings (aka video lessons).

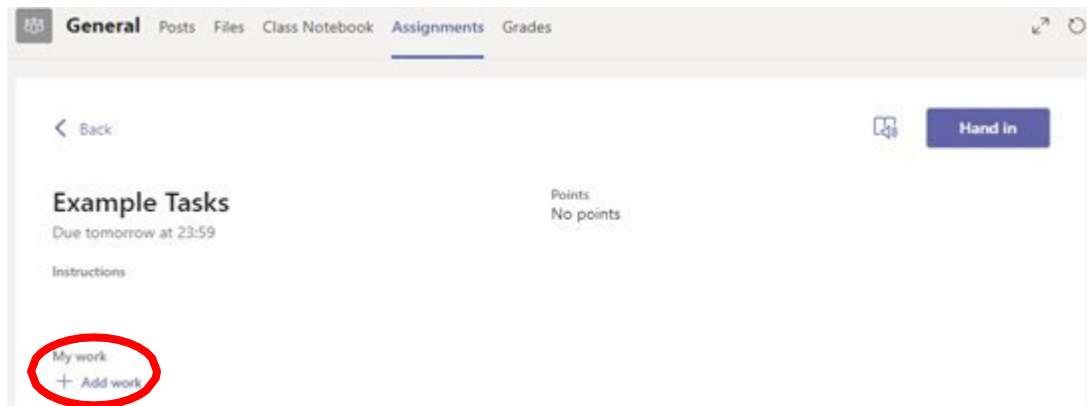


Your teacher may do a live broadcast where they go through resources or a PowerPoint, don't worry if you miss this as it is all recorded and will appear in the posts for the Team. However, if you are there and watching, it gives you the ability to ask questions on the go.

**Files** – This is where all the resources your teacher will upload go. There is a folder called “Class Materials” that you can view but not edit.

**Class Notebook** – This is like a binder folder of work for your class; you will have your own section in here to type up notes, complete work, do homework and anything else you can think of. You can put images, links, and drawings in this. Your teacher has access to your folder so they can mark it and give you feedback.

**Assignments** – Homework or tasks your teacher will set you goes here, it will have a due date when they expect you to return it. The teacher can give you feedback and score your work. This is all live, when they have done it you can view the marking instantly. Don't forget to check your work to see how you got on and to see where you can improve.



When you go to hand in assignments, don't forget you need to use the "Add work" button to attach your work before clicking the "Hand in" button to submit it to the teacher. You can add work directly from your cloud storage (One Drive) or make a new file to submit your work.

Your teacher may have given you some resources in the assignment which you should check before completing it. They may have given you a question sheet or a template document they want you to fill in. These can all be edited within Teams or in Microsoft O365 online using the three by three grid in the top left, so do not worry if you do not have Microsoft Office on your device!

### **School email account:**

To access your school emails from home, go to <https://www.google.co.uk> and use the sign in option in the top right (if you are already signed in you will need to sign out or add another account). Your email address is your school username (this is the first four characters of your surname and the first letter of your forename, then three numbers usually 001) then @cgss.co

For example for someone called John Smith it would be smitj001@cgss.co

Then the password is the password you use to login to the school computer system with.

Once you are logged in, go to mail at the top.

### **Help and support:**

If you find you need some help doing your work, message in the class chat, or use the chat button and message your teacher for help.

If you want to talk to your SAFE Manager, email them via your school email address. They are checking throughout the school day.

If you have a technical issue with Teams and want some IT support, email [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com) and they will forward your message to the IT support team.

Don't forget to regularly check your school email address as this is how any member of staff will get hold of you!