

HOW TO USE MICROSOFT TEAMS

1. Mandatory Attendance – Microsoft Teams

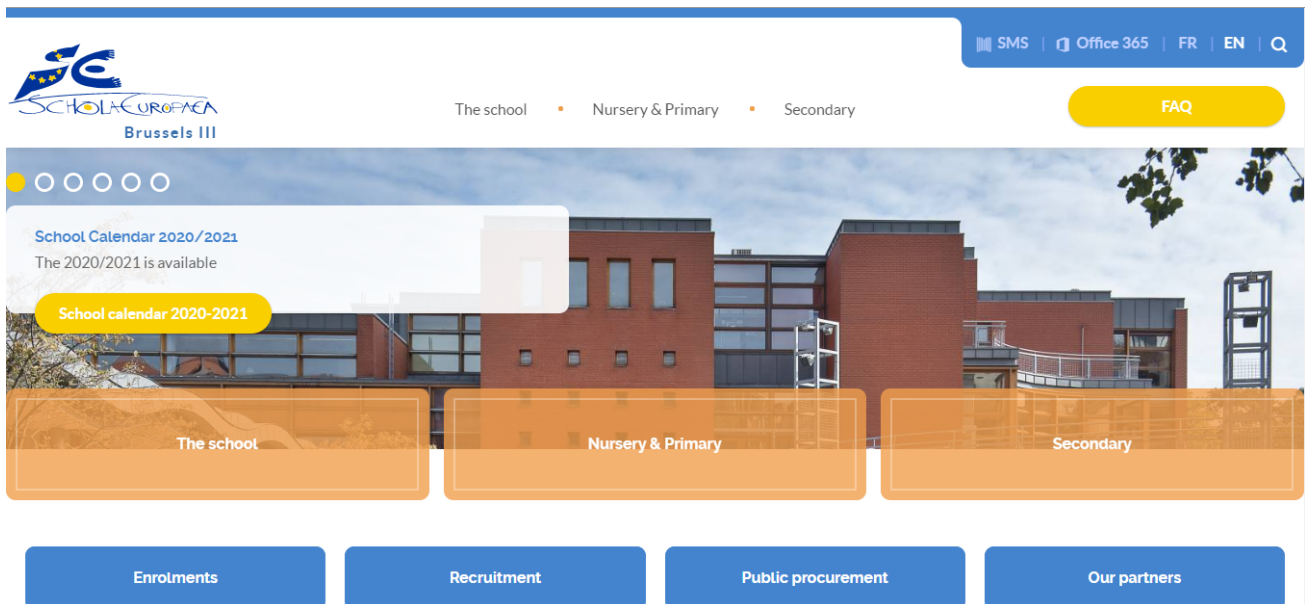
According to Office of the Secretary-General of the European Schools, the European Schools will remain operational at this moment via the gateway of Distance Learning (“School On-Line”), made possible by the technological tools provided on the Office365 suite, that all students and personnel have access to.

Students of the Secondary Cycle of EEB3 are requested, as **Wednesday 18/03/2020**, to follow their routine weekly school schedule; they will have to login to the Microsoft Teams platform (using their school-provided credentials) and participate in online calls/classes hosted by their teachers.

Attendance of classes will be monitored, and absences marked on SMS.

2. Accessing Microsoft Teams – Attending Classes

1. To login to Microsoft Teams, access the school site (<https://www.eeb3.eu/>)



2. On the top-right corner of the page, select “Office365”.



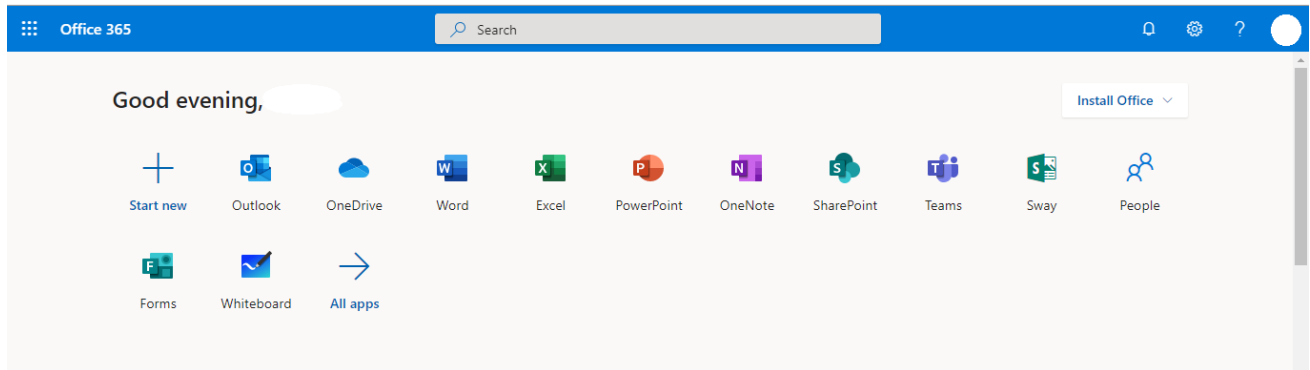
3. Login, using:

a) As username: **XXXXXXXX@student.eursc.eu**

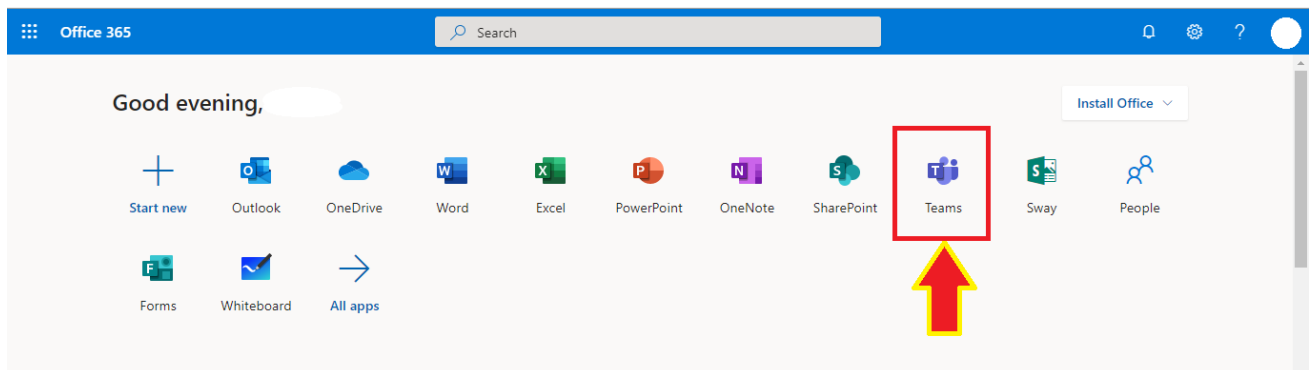
b) As password, the information provided to you by the school.

Note: In case of difficulties logging-in, please kindly contact Ms. Amanda DIEGUEZ (amanda.diequez-fernandez@teacher.eursc.eu).

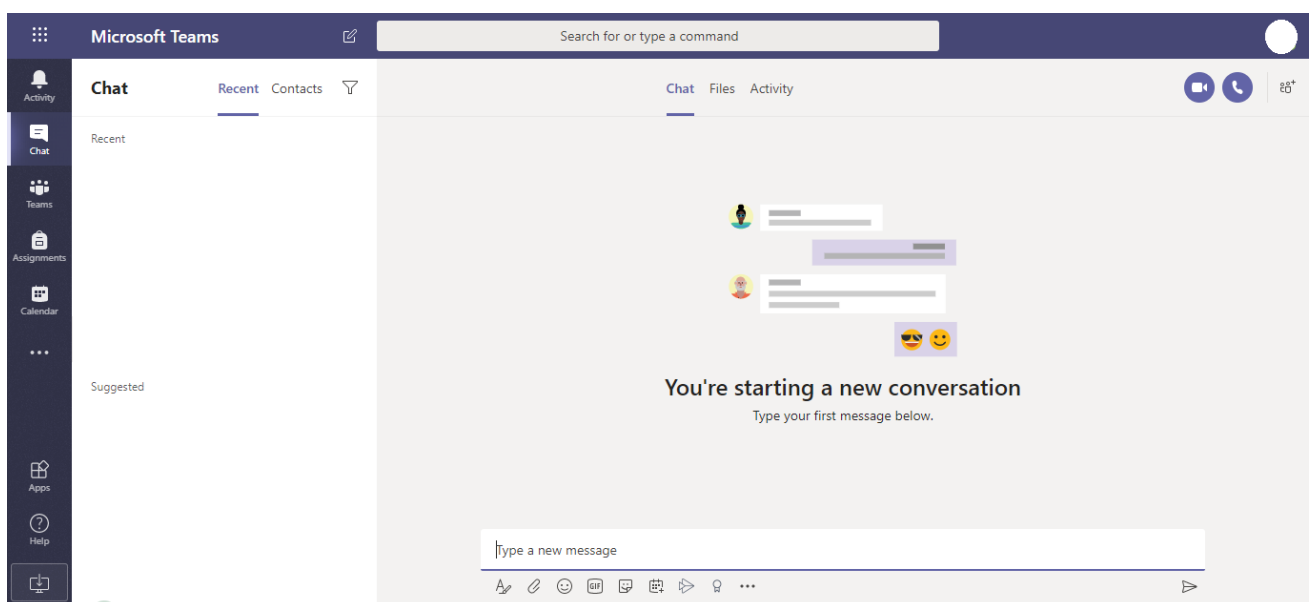
4. After logging in, the following page should be accessible:



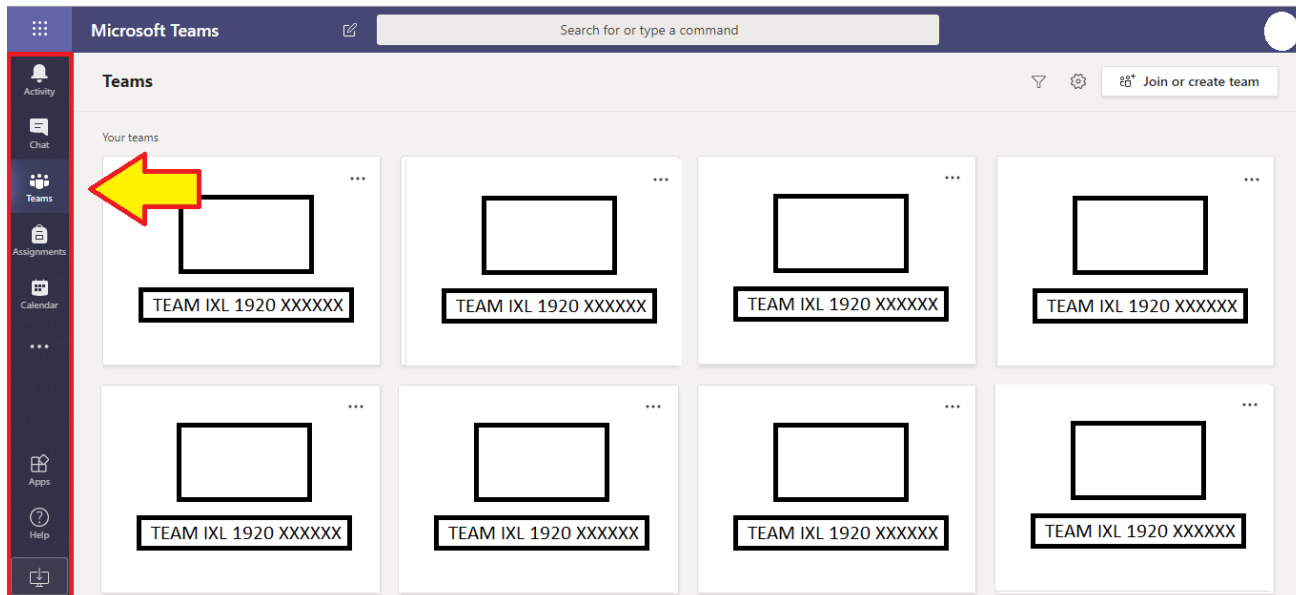
5. From the applications available, choose **Teams**:



6. After encountering the following screen, use the left-hand menu to access the different teams available to your account.



7. Select “Teams”:



8. To connect to the different school subjects, search for teams:

TEAM IXL 1920 SXXXX

Notes:

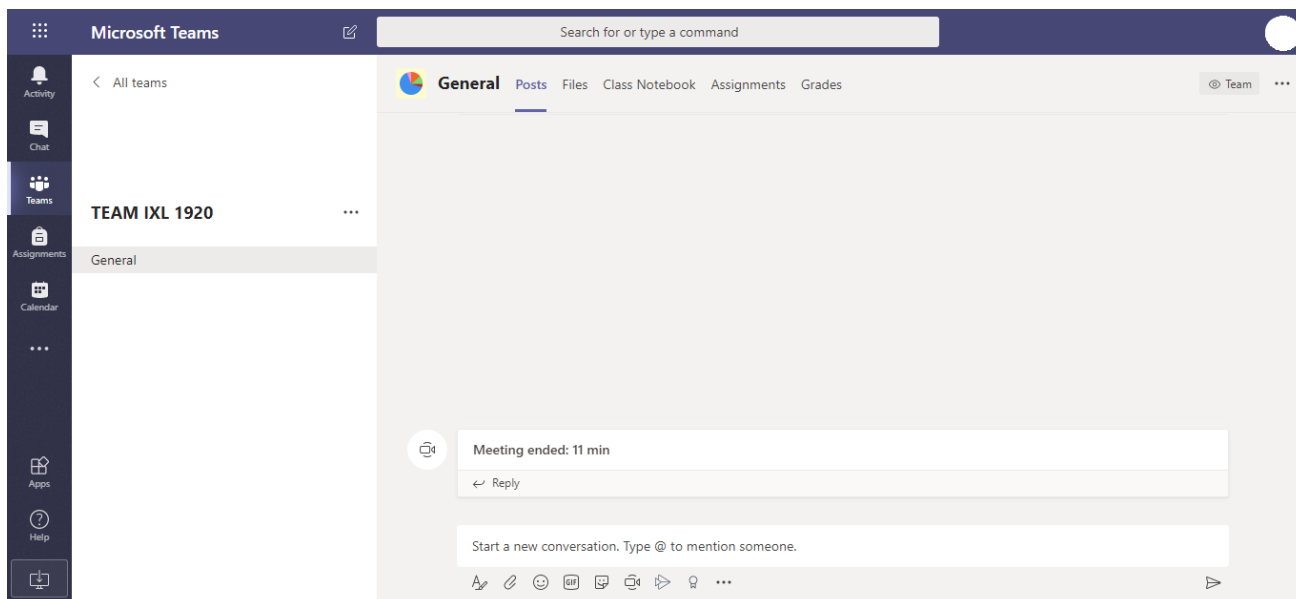
A) The subject-teams should always begin with the prefix “TEAM IXL”, followed by the number **1920**. This number corresponds to the school year 2019/2020.

B) To find the team that corresponds to each subject, please consult your school timetable (on SMS):

For example:

Subject	Subject code on SMS – Schedule	Corresponding TEAM on Microsoft Teams
L1 Greek, for S5	S5L1ELA	TEAM IXL 1920 S5L1ELA

9. After finding the subject-team and selecting it, you will encounter the following screen:



10. Once class begins (as per schedule), a link to join the video call will appear on this screen.

3. Submitting Assignments -

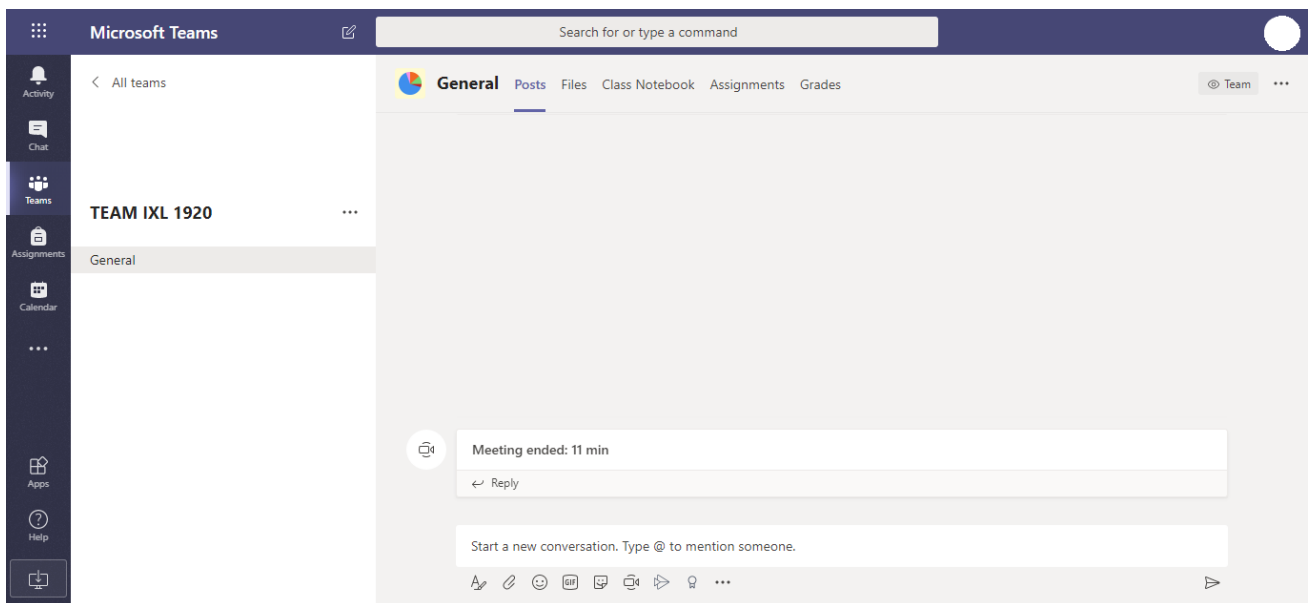
As per the current system, there exist two ways for students to submit assignments, via the platform:

- A) [Through the “Assignment” notification](#)
- B) [Through the Class Notebook](#)

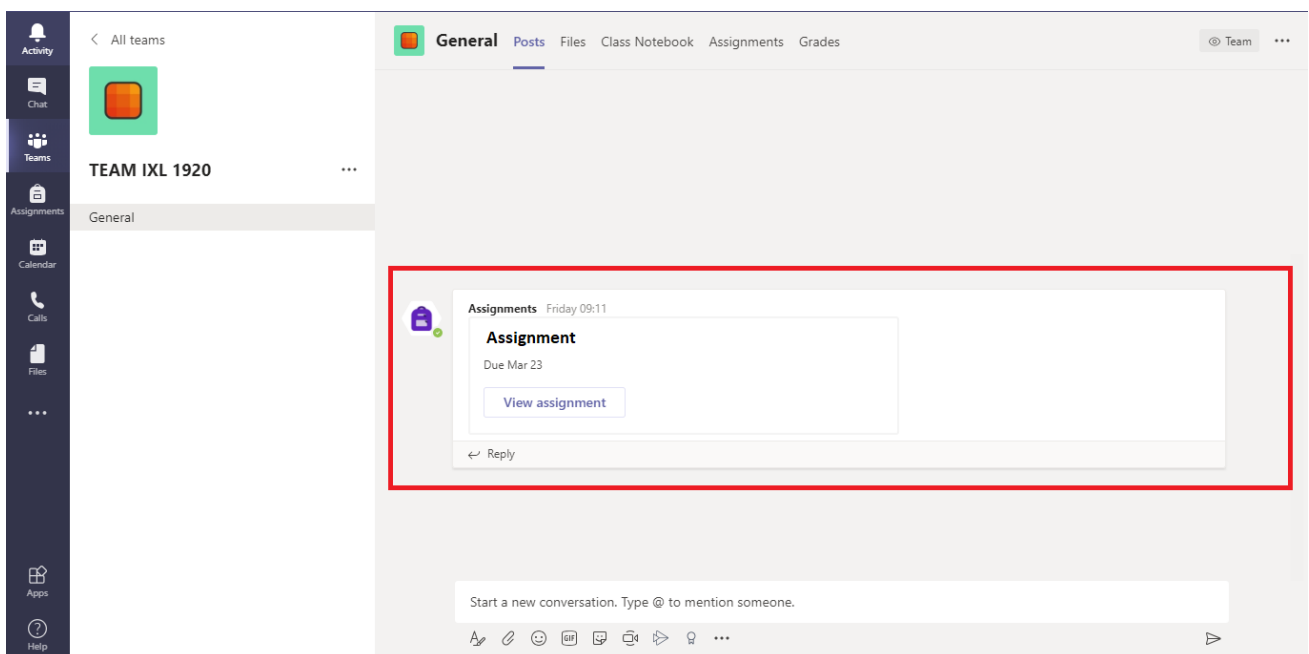
A. Through the “Assignment” notification

This way of work submission only applies if the teacher has declared the exercise an Assignment on Microsoft Teams.

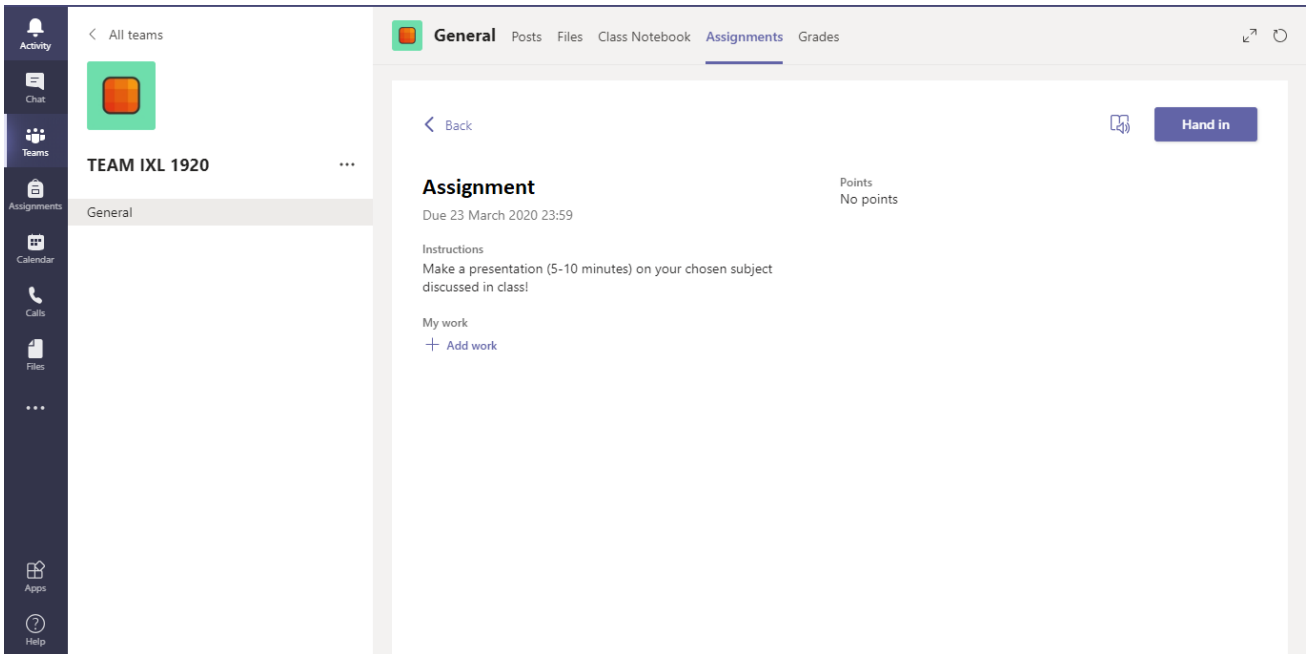
1. Login to Microsoft Teams and select the corresponding subject-team.



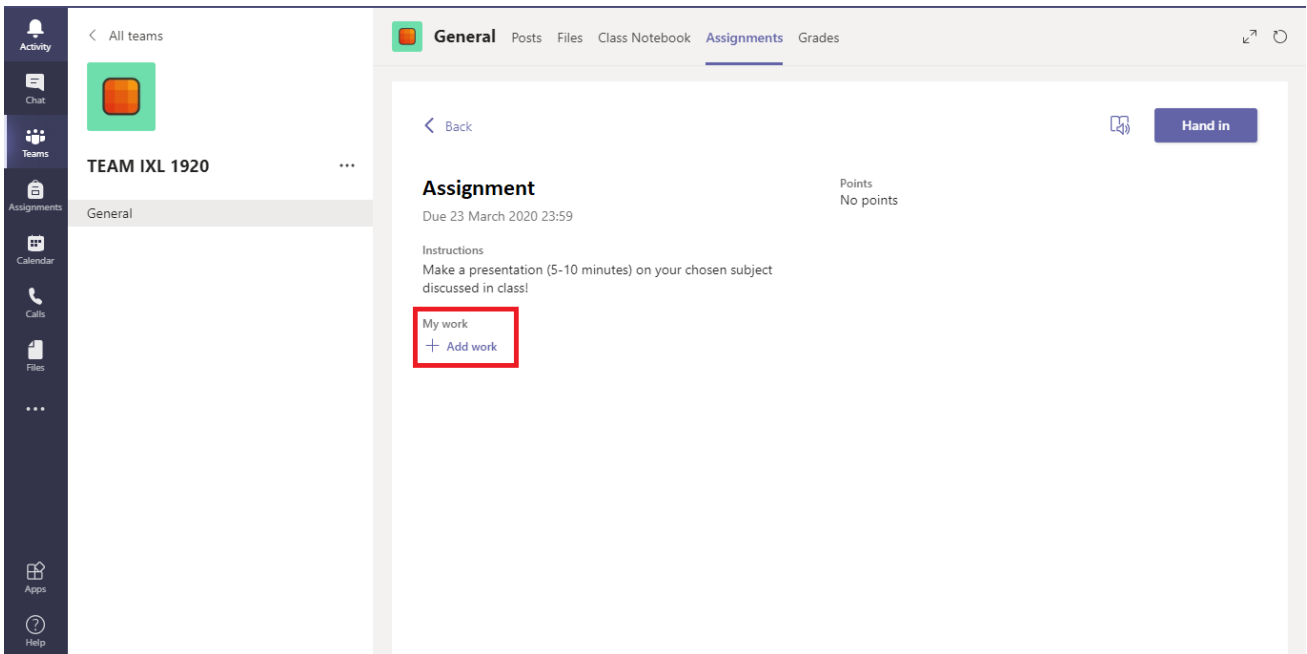
2. On the subject-teams’ posts (top menu), you will see the following announcement:



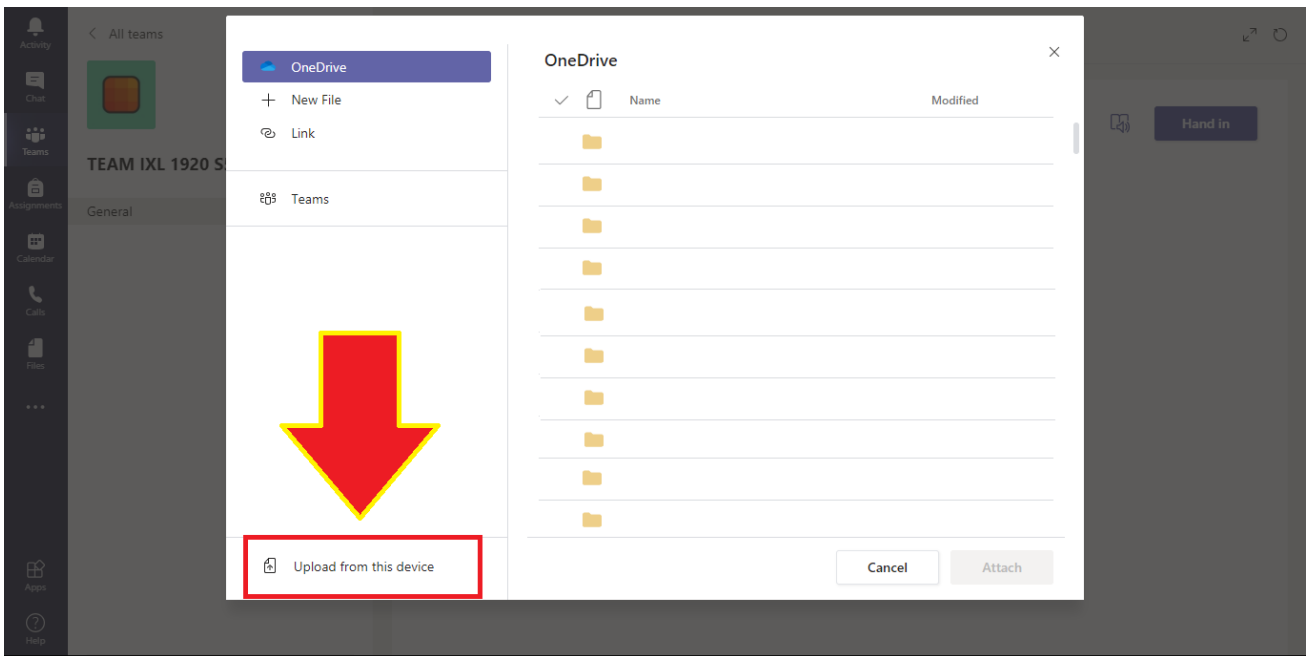
3. Click “view assignment”.



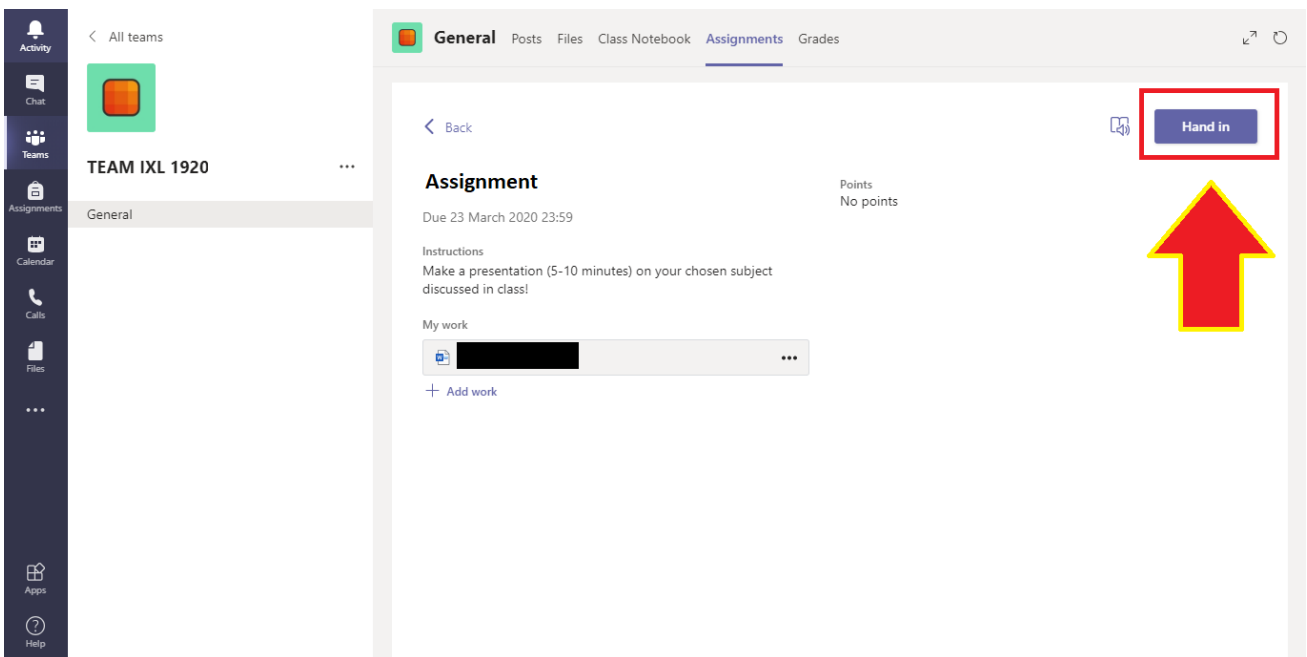
4. To submit your work, select “Add work”, under the instructions provided for the exercise.



5. When this screen appears, select “Upload from this device”:



6. Through the appearing dialog, select all the work-related files you would like to submit and upload them.
7. Under “My work” you will now be able to see all the selected files.
8. To submit your work, select “hand in” on the top left corner.

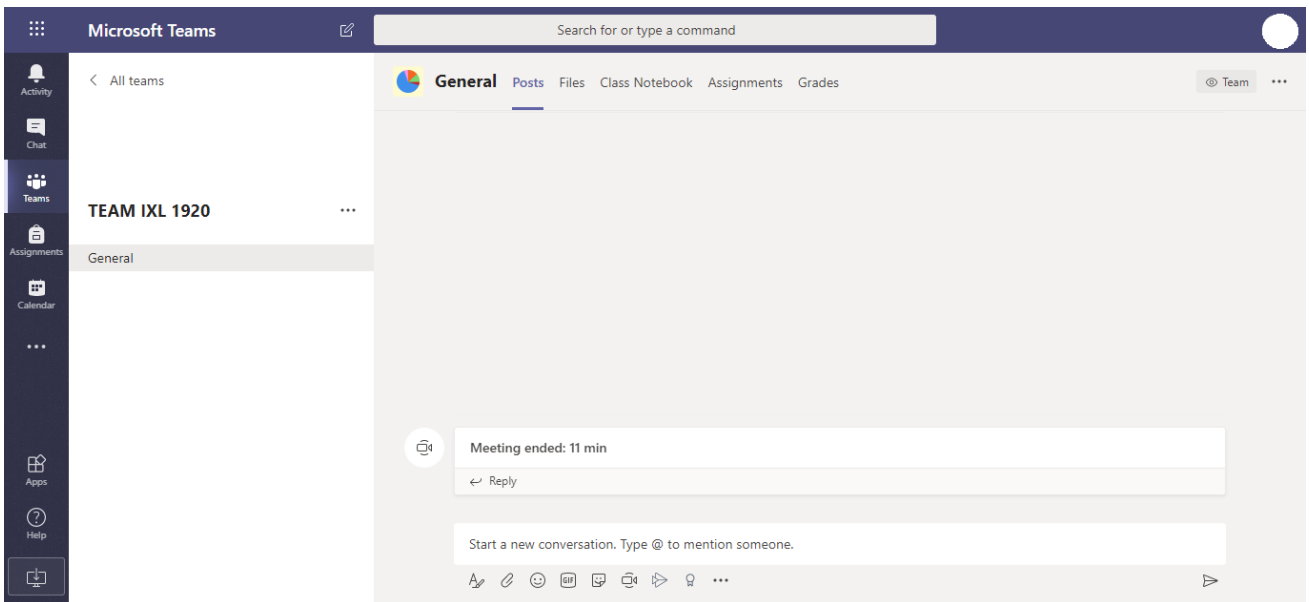


Your work has been submitted successfully!

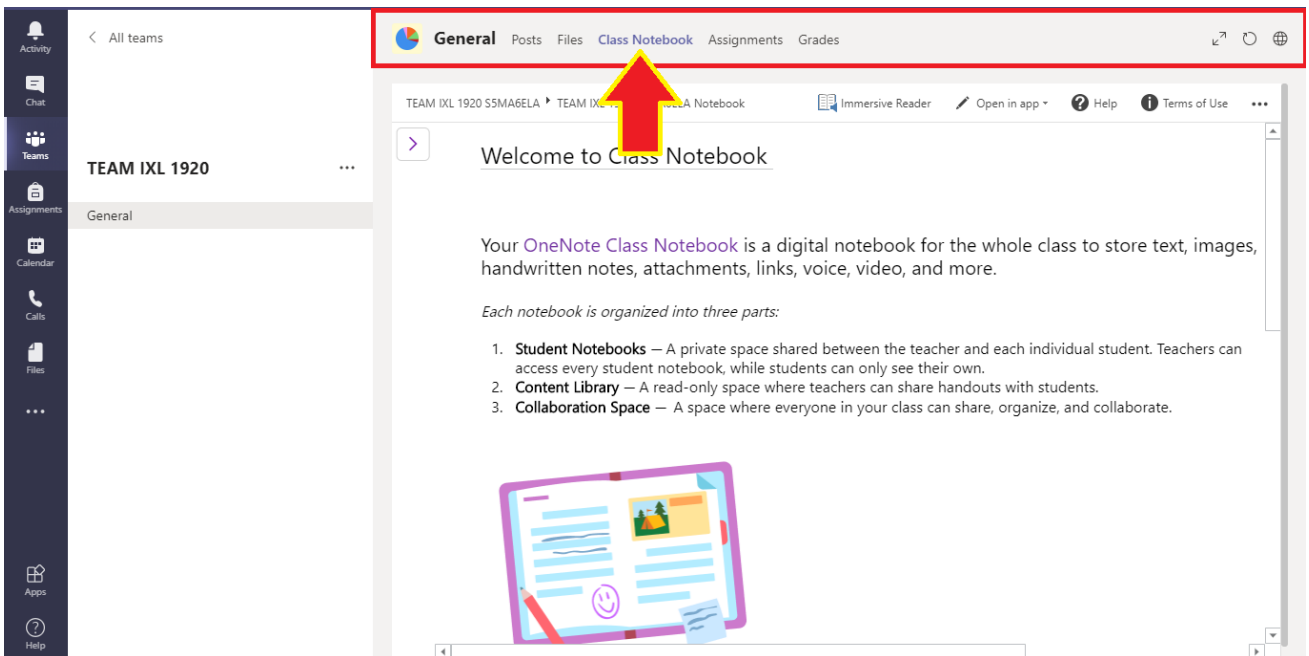
B. Through the Class Notebook

Please only use this method if the exercise has not been declared an “Assignment” on Teams.

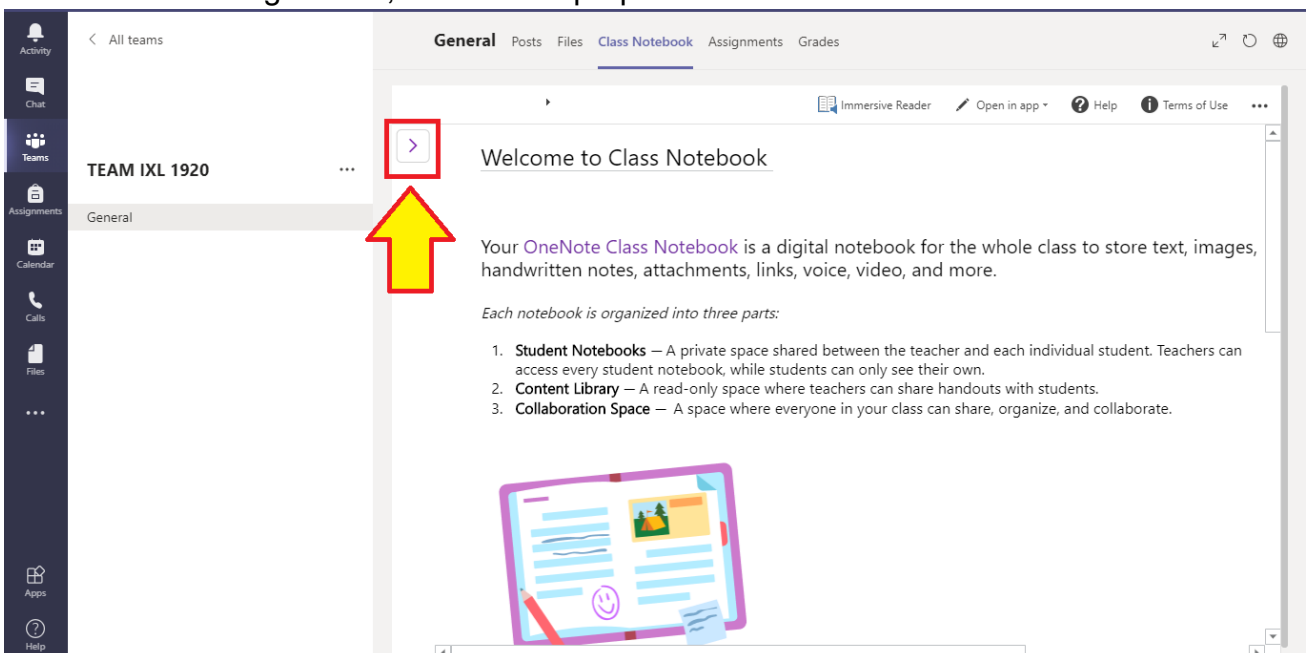
1. Login to Microsoft Teams and select the corresponding subject-team.



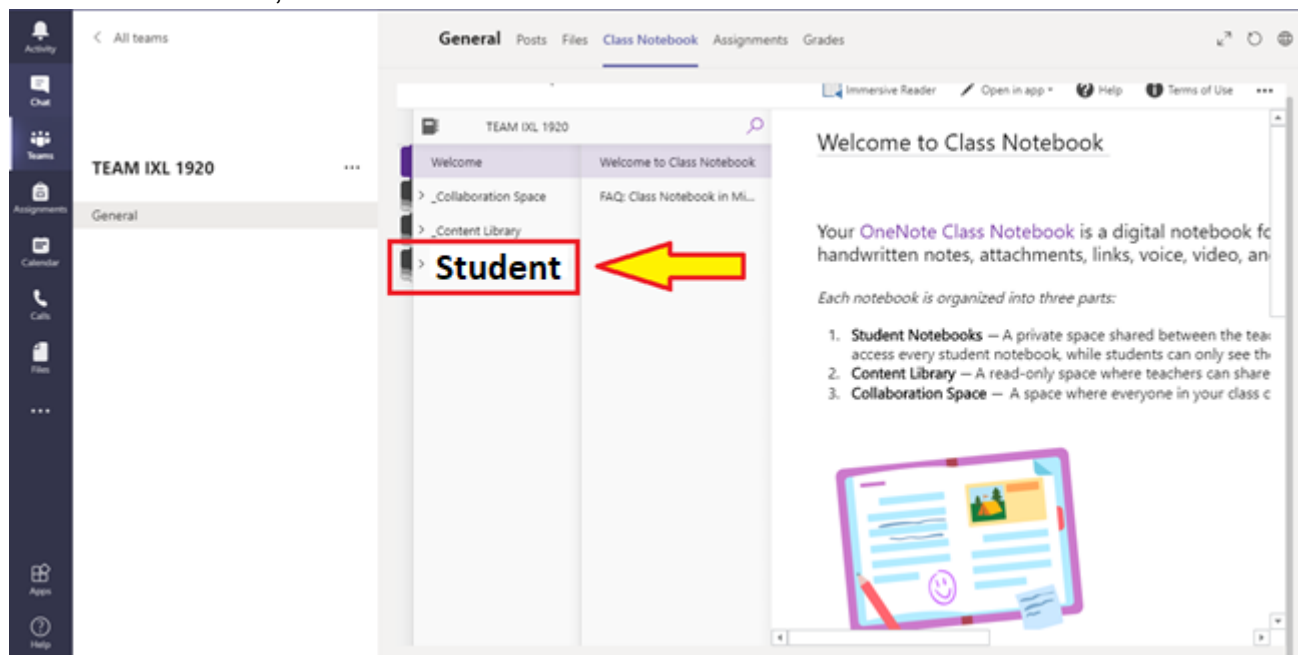
2. Select “Class Notebook” through the top menu:



3. On the following screen, click on the purple arrow:

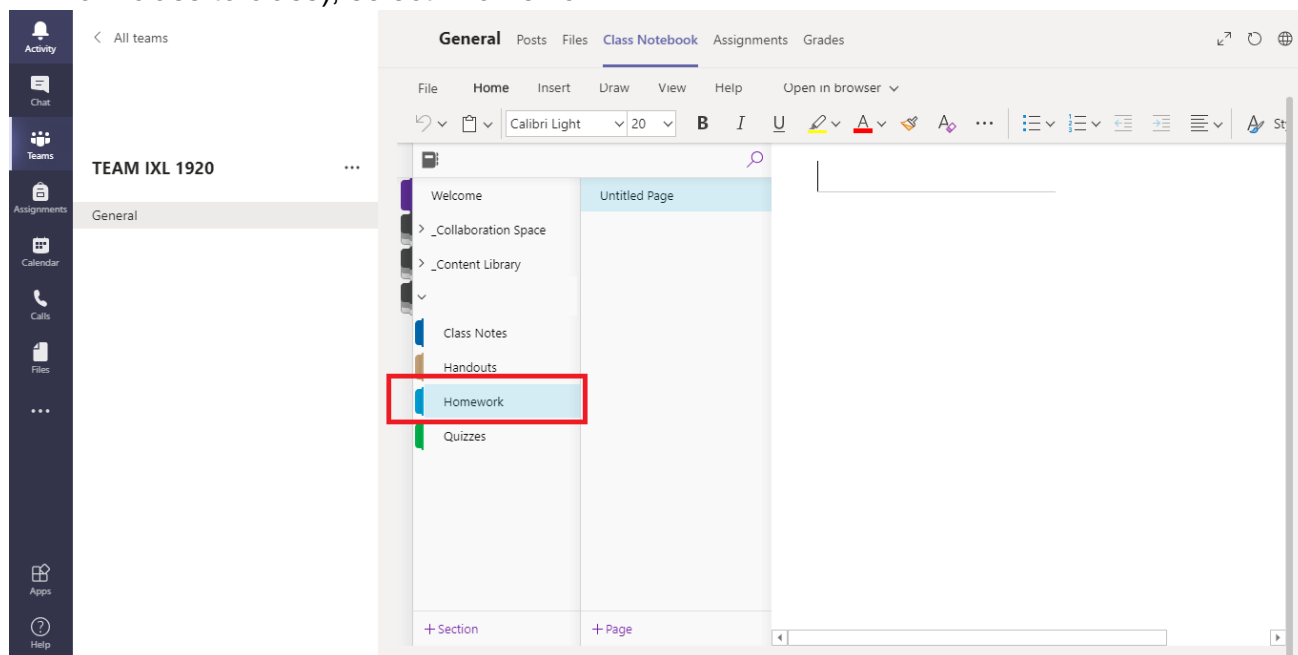


4. From the menu, select the students' name:



Note: This part of the notebook is private. Work placed here can only be viewed by the individual student and the teacher.

5. Depending on the way the Class Notebook has been arranged by the teacher (may vary from class to class), select "Homework".



6. The left side of the page can now be treated as an interactive Word document. Text can be written here, or more files can be uploaded.

Saving occurs automatically.

7. Depending on the amount of homework requested, more pages can be created through the following button:

The image shows a Microsoft Teams interface for a 'TEAM IXL 1920'. The main window is titled 'General' and contains a 'Class Notebook'. The notebook's navigation pane on the left lists several sections: 'Welcome', '_Collaboration Space', '_Content Library', 'Class Notes', 'Handouts', 'Homework', and 'Quizzes'. At the bottom of this pane, there are two buttons: '+ Section' and '+ Page'. A red arrow with a yellow outline points directly to the '+ Page' button, which is also enclosed in a red rectangular box. The top of the notebook window features a ribbon with tabs for 'File', 'Home', 'Insert', 'Draw', 'View', and 'Help', along with various formatting and editing tools.