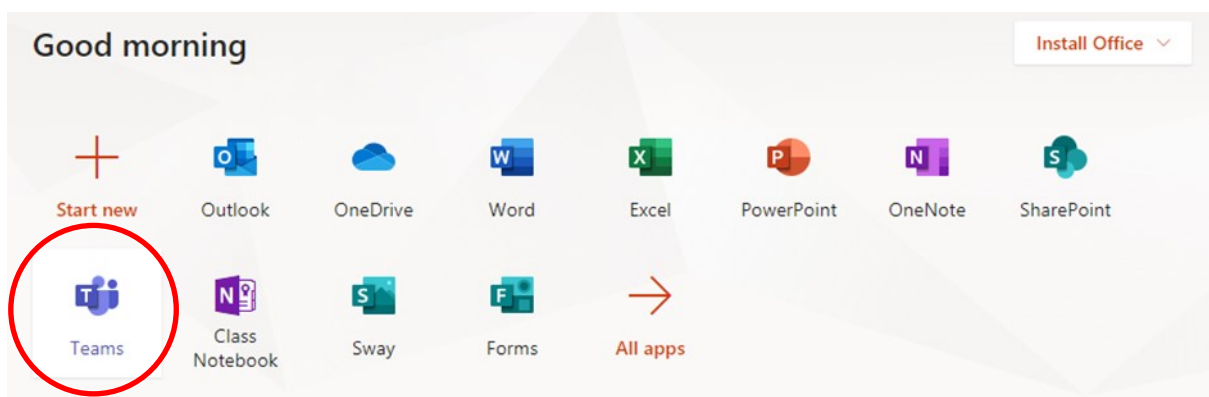


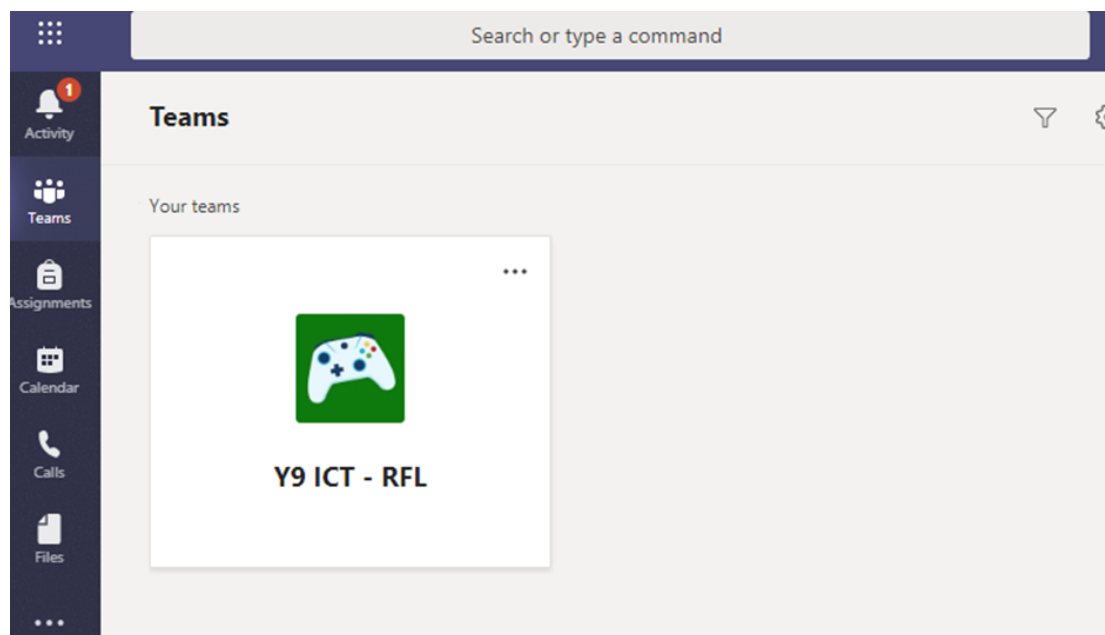
How to Use Teams

There are two ways to access Teams. It can be accessed via your web browser (e.g. Chrome or Firefox) by navigating to <http://portal.office.com> and logging in with your school username and password. Alternatively you can install the Teams app on your PC, laptop, tablet or phone and log in with your school username and password.

This guide is made for PC/laptop. It will look a little different on a phone or tablet, but it should be similar. If you log in with your browser, choose Teams:



Here you will see all of the teams you're in. Your class teachers will add you to your class groups.



All of your subjects should be here. If you are missing a subject, or Teams won't work for you, please email your subject teacher straight away.

Inside your team will look like this.

Your newest assignments will show up here.

Your teachers might add files here.

The screenshot shows a Microsoft Teams chat channel named 'Y9 ICT - RFL'. The channel is currently in a 'General' state. The chat history shows several messages:

- An assignment titled '18th May: Choosing User Interfaces' posted on May 15, 2020, at 9:01 AM. It has a due date of May 23 and a 'View assignment' button.
- A message from Rebecca Fallows on May 21, 2020, at 9:49 AM, stating: 'Hi Y9 ICT - RFL - You now have the ability to comment in here! If you have any questions about the work, please post it in here and I will get back to you. Please make sure that anything you comment is on topic.' This message has a 'Reply' button.
- Another assignment titled '1st June: Bad user interface design' posted on May 29, 2020, at 9:01 AM, with a due date of June 07 and a 'View assignment' button.
- A system message at the bottom: 'Fallows, Rebecca has added [redacted] to the team.' Below this is a text input field with the placeholder text 'Start a new conversation. Type @ to mention someone.' and a rich text toolbar.

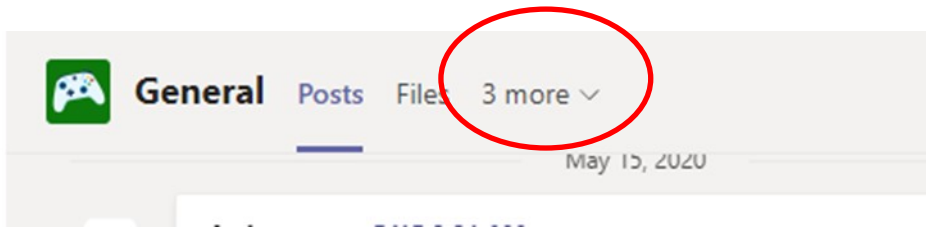
Red arrows point from the text annotations to specific elements in the screenshot: one to the top navigation bar, one to the assignment card, one to the teacher's message, and one to the text input field.

Your teacher might tag your whole class with a comment! You can reply to this.

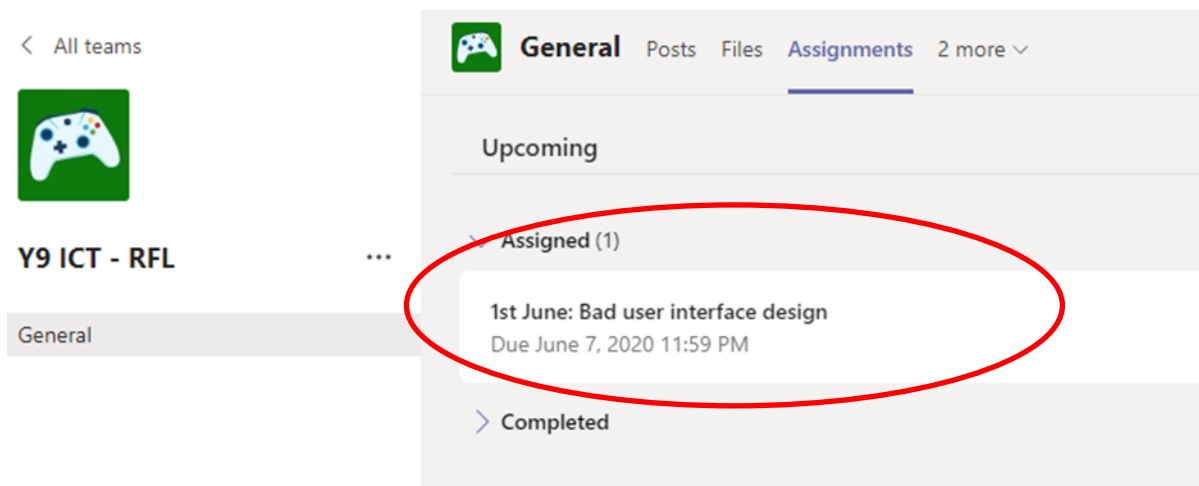
You might be allowed to send messages, for example to ask questions about the work or make suggestions.

Your teacher will decide whether you can post in this channel or whether you are muted. This is a really good way to talk to your class about the work and ask questions! Please do not spam this section. You will be muted and your messages will be deleted if that happens.

To get to your assignments, click on 'assignments' on the top row. If you have a small screen you might need to click 'more'.



Click on the assignment that is due:



Press 'Turn in' when you're finished.

Your work should be done by this date:

< Back



Turn in

1st June: Bad user interface design

Due June 7, 2020 11:59 PM

Read your instructions carefully.

Instructions

- Go to the website link. Click around and try to use it - you will see it's a really bad design.
- Fill out the worksheet to explain the problems with the website.
- If you are stuck or you don't know what any of the headings mean, look at the pages in the revision guide. Remember there's an index on the first page to tell you which page to look at.

'Reference materials' are things that will help you. You might want to have them open in a new tab.

Reference materials

User Inyerface

BTEC DIT - Component 1A Revision Guide.pdf

My work

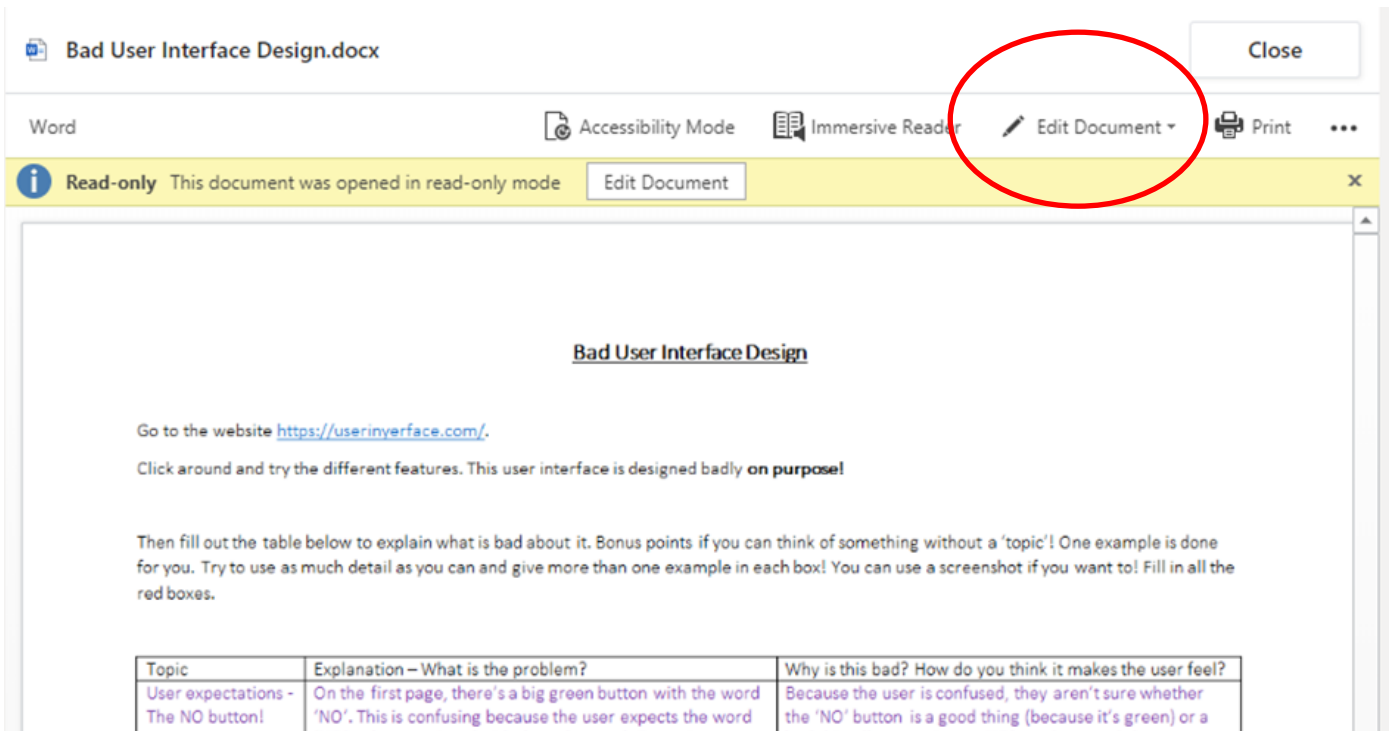
Bad User Interface Design.docx

+ Add work

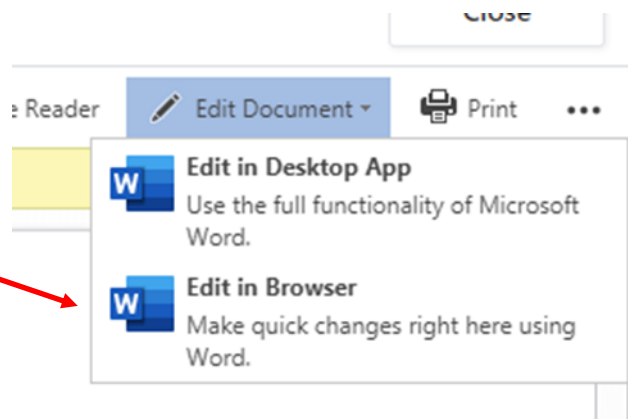
You might want to upload work of your own, e.g. a photo or a file from your computer or phone.

You might be given a template to write in. This will be under 'My work'.

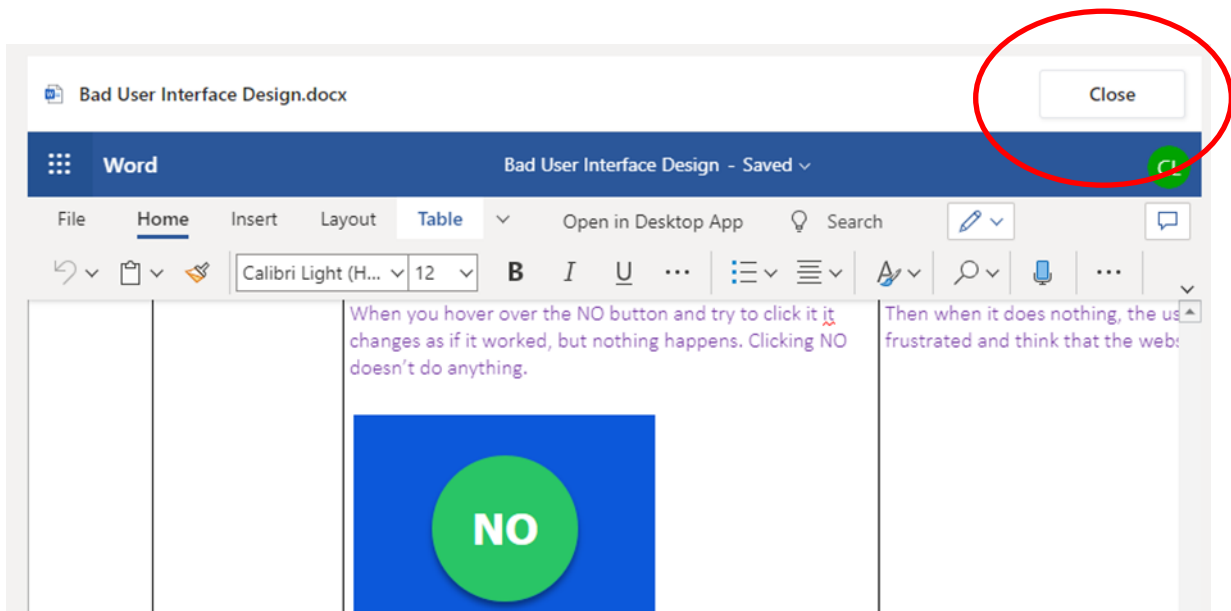
If you try to write straight into your template, it will say 'Read-only'. You need to click 'Edit Document'.



'Edit in Browser' is easiest, but you can edit in the desktop app if you have it.



Click 'Close' when you're done.



Don't forget to press 'Turn in' when you're done! It might even celebrate you with a cool graphic!

< Back



Turn in

1st June: Bad user interface design

Due June 7, 2020 11:59 PM



General

Posts

Files

Assignments

2 more



< Back

Turned in Wed Jun 3, 2020 at 10:50 AM

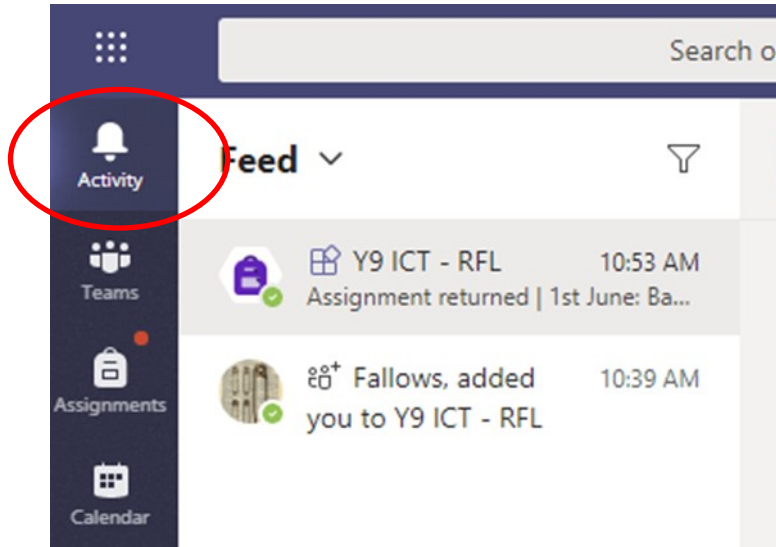
1st June: Bad user interface design

Due June 7, 2020 11:59 PM

Instructions

- Go to the website link. Click around the website and identify any bad design.
- Fill out the worksheet to explain the problems you find on the website.
- If you are stuck or you don't know what any of the headings mean, look at the pages in the revision guide. Remember there's an index on the first page to tell you which page to look at.

You can click on your feed to see what's new! This will show you all of your subjects.



When a teacher 'returns' an assignment to you, you might have feedback! Click on the assignment and look at the bottom for your feedback.

[← Back](#) Turn in again

Returned Wed, Jun 3, 10:53 AM ←

1st June: Bad user interface design

Due June 7, 2020 11:59 PM

Instructions

- Go to the website link. Click around and try to use it - you will see it's a really bad design.
- Fill out the worksheet to explain the problems with the website.
- If you are stuck or you don't know what any of the headings mean, look at the pages in the revision guide. Remember there's an index on the first page to tell you which page to look at.

Reference materials

- User Inyerface ...
- BTEC DIT - Component 1A Revision Guide.pdf ...

My work

- Bad User Interface Design.docx ...

+ Add work

Feedback

This is brilliant - it's a really insightful piece of work and it shows that you really understand what makes a good user interface.

When you do your official assignments you will need to use screenshots to help you to make your point. Could you add to this by using screenshots to show where the design principles were used?

Meetings

Year 10 and 12 only

Students in Year 10 and 12 might be invited to live meetings or live lessons. Go to your calendar in Teams and you will see a schedule of all the meetings you have lined up for the week. This might not be for all of your subjects. When it is close to the time for the meeting/ live lesson you can click 'Join'. **You must use the app or Google Chrome to access this.**

It is vital that you are on time, so log on a little early in case you have any problems.

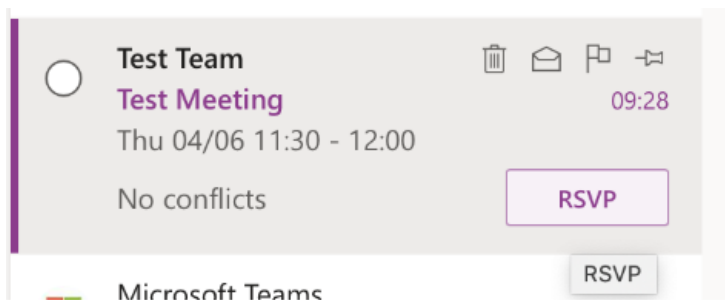
The screenshot shows the Microsoft Teams interface with the calendar view selected. The left-hand navigation pane has the 'Calendar' icon circled in red. The main calendar area shows a weekly view for June 2020. A meeting titled 'NEA Meeting' by Fallows, Rebecca is scheduled for Thursday, June 4th, at 10:00 AM. This meeting entry is also circled in red, and a 'Join' button is visible on its right side. Another meeting, 'Y10 Electronics - NEA Meeting' by Fallows, Rebecca, is scheduled for Tuesday, June 2nd, at 10:00 AM. A third meeting, 'NEA Subject Meeting' by Fallows, Rebecca, is scheduled for Wednesday, June 3rd, at 11:30 AM.

If you want to see more details, you can click on the meeting to view the exact date and time and any messages from your teacher.

The screenshot shows the details page for a meeting titled 'NEA Subject Meeting'. At the top, there are tabs for 'Chat' and 'Details', and buttons for 'Join' and 'Close'. Below the tabs, there is a '+ Add to calendar' button. The meeting details section shows the date and time: 'June 3, 2020 11:30 AM - 12:00 PM'. On the right side, there is a 'Tracking' section with a profile picture and the name 'Fallows, Rebecca Organizer'.

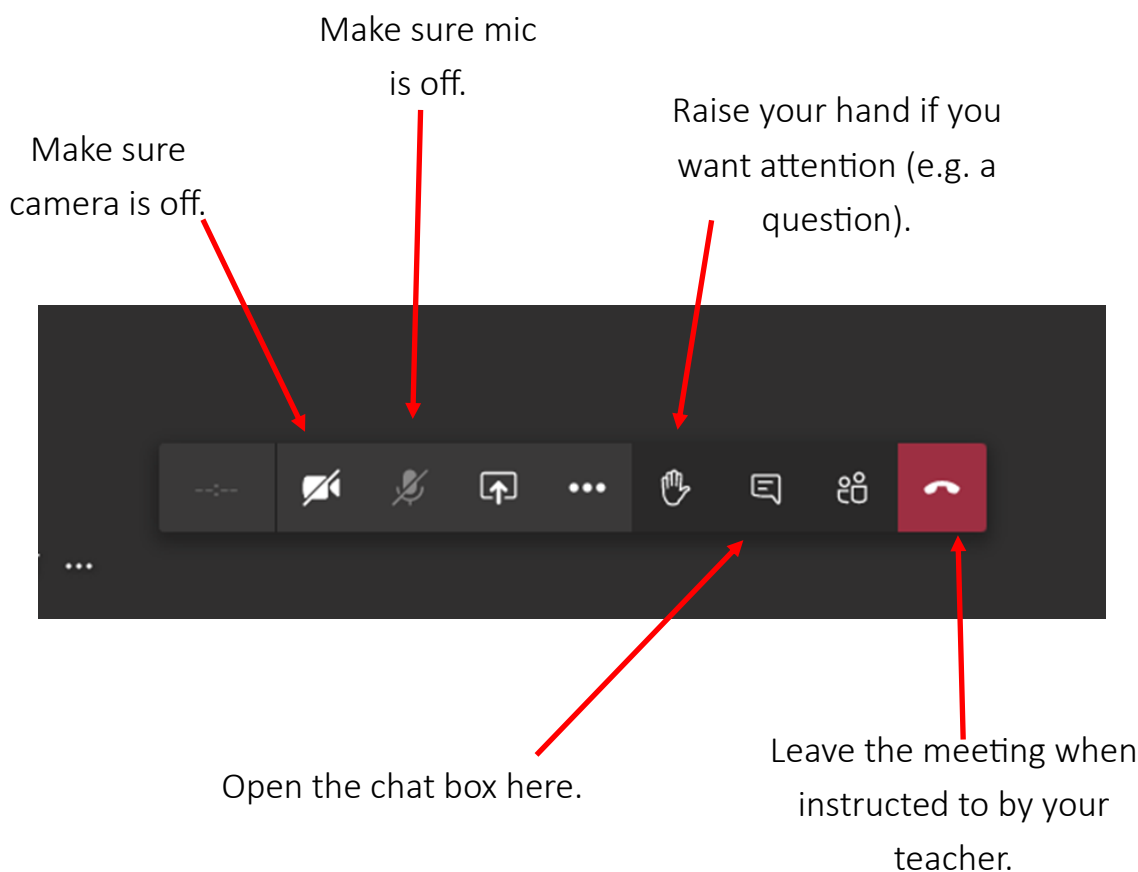
Important rules for live lessons:

1. Always turn your camera off. You can do this on your way in or by using the button shown below.
2. Turn your mic off. Your teacher might give you the chance to put your mic on later. Do not turn it on unless you're told to. Your teacher will mute you.
3. Please **do** type questions in the chat box. Your teacher can see your question and answer it.
4. Please **do not** spam the chat box with unrelated things.
5. Always be polite and respectful.
6. Your teacher will be recording the lesson. This is for the school's records.
7. If you do not follow the teacher's rules, you will be removed from the live lesson.

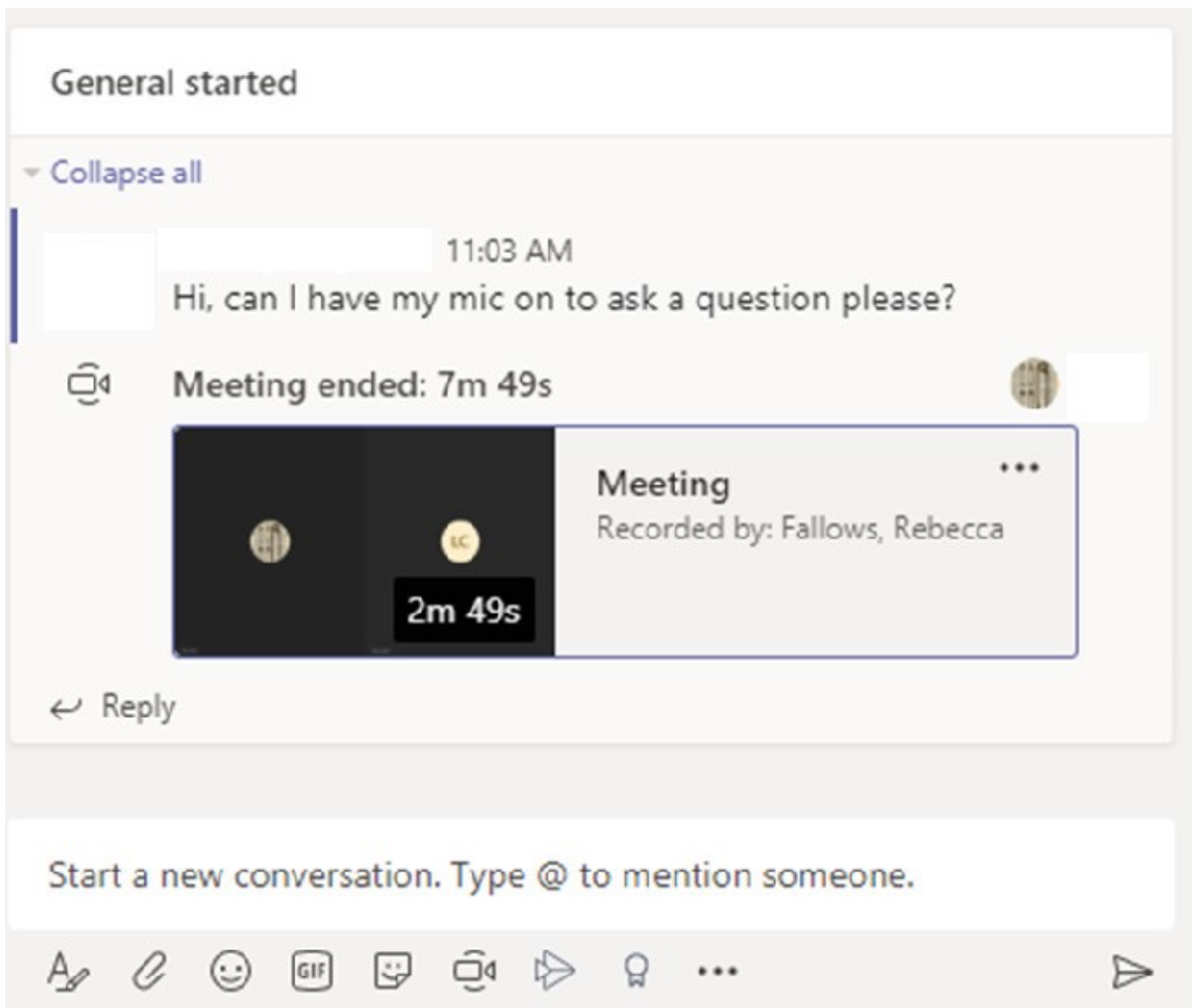


When you receive an email like this, make sure you click 'RSVP'. This will confirm that you are attending the live session.

Inside the live meeting will look like this:



After the meeting, everything from the chat will still be visible in the team.



Meetings are recorded. You might see this on the timeline but you won't be able to open it unless your teacher gives you permission. This is normal. Ask your teacher if you are unsure.

After the live lesson:

After the live lesson you will be assigned work to do. This work will appear in your class assignments like normal. Your class teacher will sometimes (but not always) put any presentation they used in with the assignment so you can read it again.