

STUDENT GUIDE TO TEAMS



ACCESSING TEAMS FROM HOME



1. Navigate to www.thehessleacademy.co.uk
2. Go to the Hessle High School homepage
3. In the top right-hand corner, you will see the sign for 'Sharepoint'
4. This will look like a padlock, until you move your mouse over it
5. Click on this and log in using your new full email and password
6. This will open your dashboard

YOUR DASHBOARD



SharePoint

Hessle High School and Sixth Form College - Dashboard | Search

Hessle High School and Sixth Form College - Dashboard | Penshurst Primary School - Dashboard | Staff Shared Area | Student Shared Area | Sixth Form Consortium

Hessle High School and Sixth Form College - Dashboard

Private group | Not following | 3 members

Home

Recycle bin

Mail | OneDrive | Teams | Website

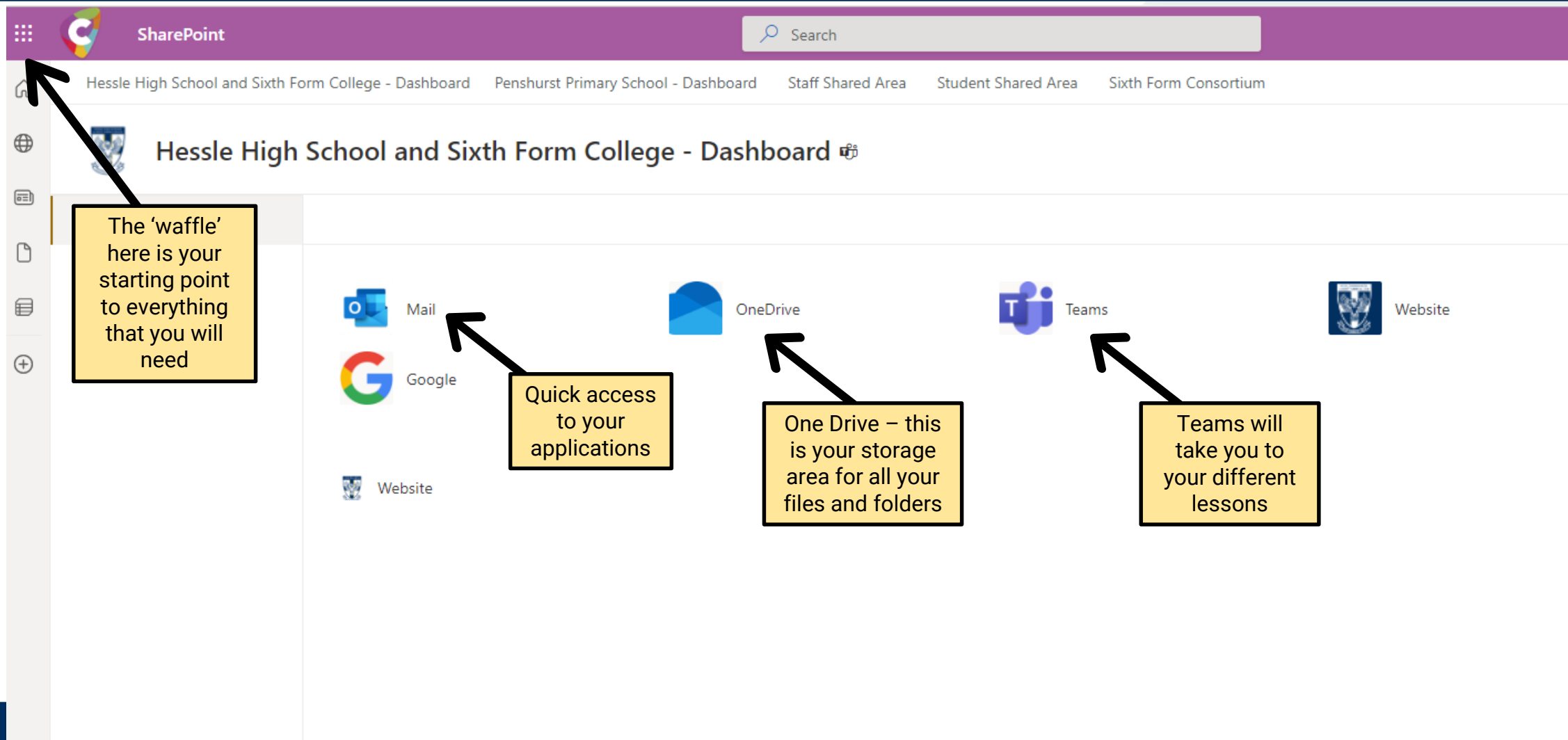
Google

Website

You are signed in straight away when you log on to the PC in school. If logging in at home, you will need to log in using your full email address and password.

This is your dashboard and your starting page for everything you will need to use teams!

GETTING TO KNOW YOUR DASHBOARD



The screenshot shows a SharePoint dashboard for Hessle High School and Sixth Form College. The top navigation bar includes the SharePoint logo, a search bar, and links to other dashboards and shared areas. The main content area features a 'waffle' of application tiles for Mail, Google, OneDrive, Teams, and Website. Annotations with arrows point to these tiles and the left-hand navigation pane.

SharePoint Search

Hessle High School and Sixth Form College - Dashboard Penshurst Primary School - Dashboard Staff Shared Area Student Shared Area Sixth Form Consortium

Hessle High School and Sixth Form College - Dashboard

The 'waffle' here is your starting point to everything that you will need

Quick access to your applications

One Drive – this is your storage area for all your files and folders

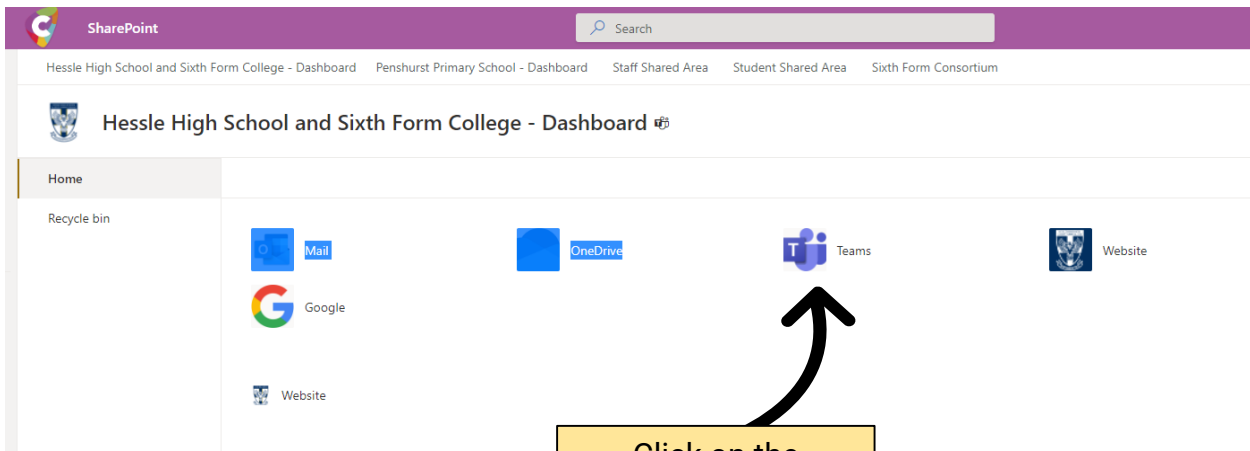
Teams will take you to your different lessons

Mail OneDrive Teams Website

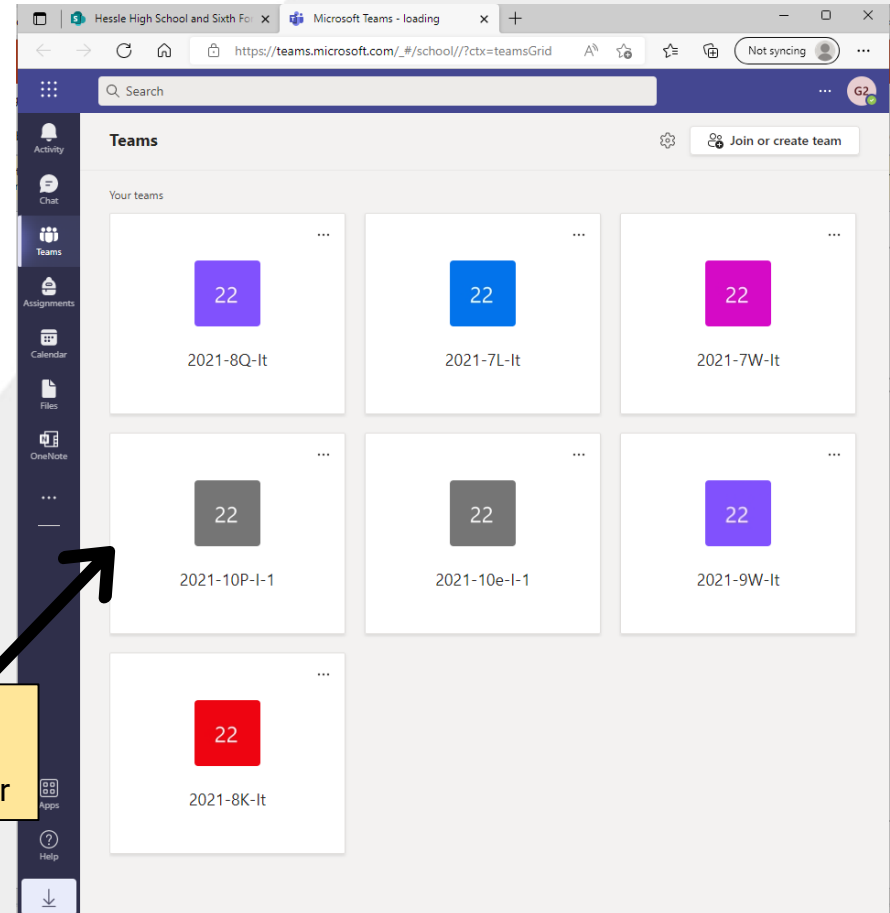
Google

Website

ACCESSING YOUR CLASSES



Click on the "Teams" icon on your dashboard

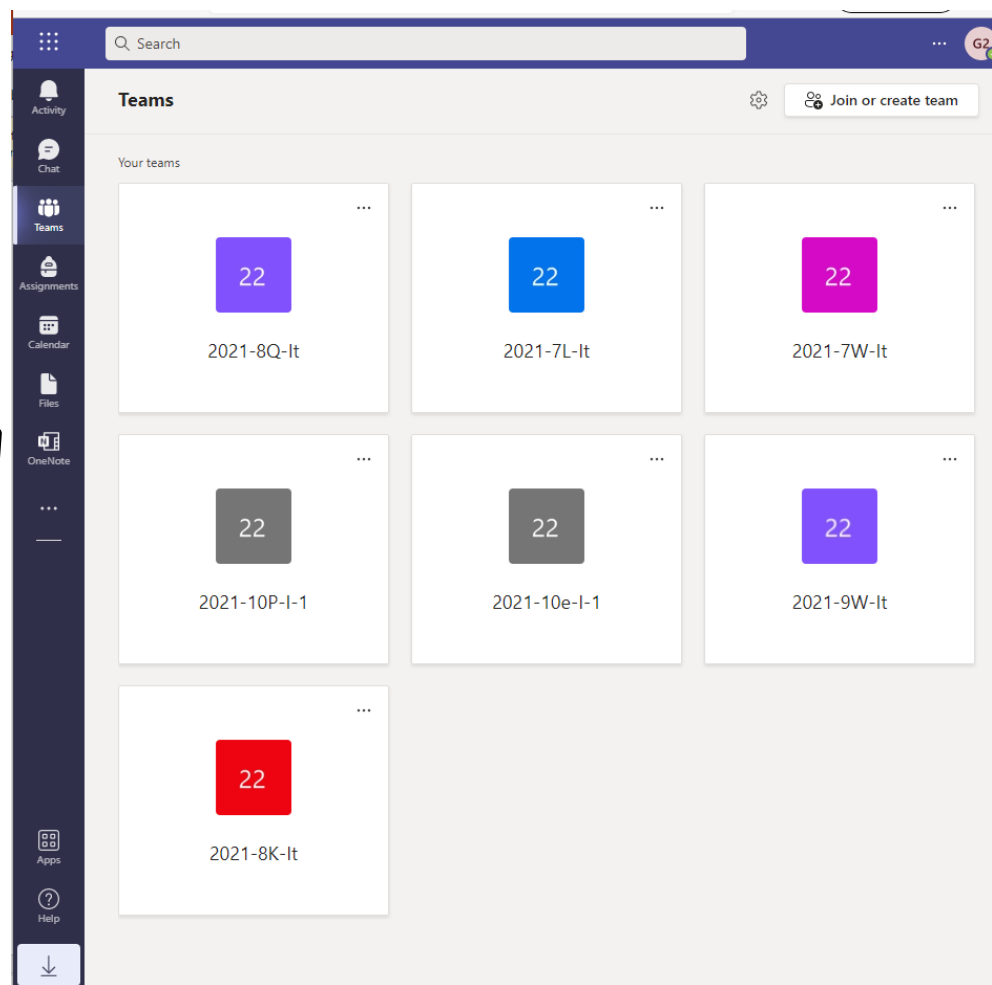


The Teams homepage will open in a browser

NAVIGATING TEAMS

On the left hand side are the main options.

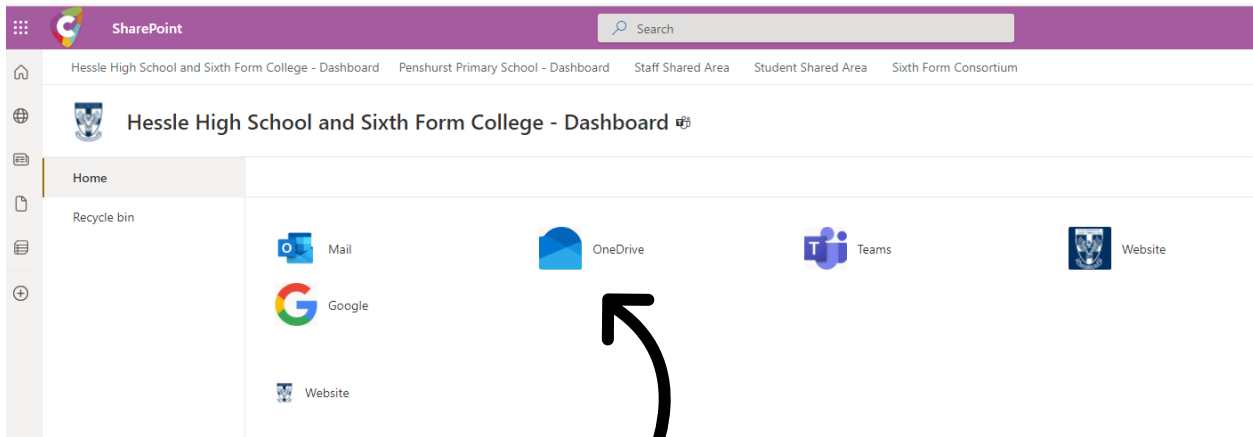
- Activity
Shows your recent tasks
- Assignments
Shows any work that is set by teachers
- Calendar
Will show important deadlines



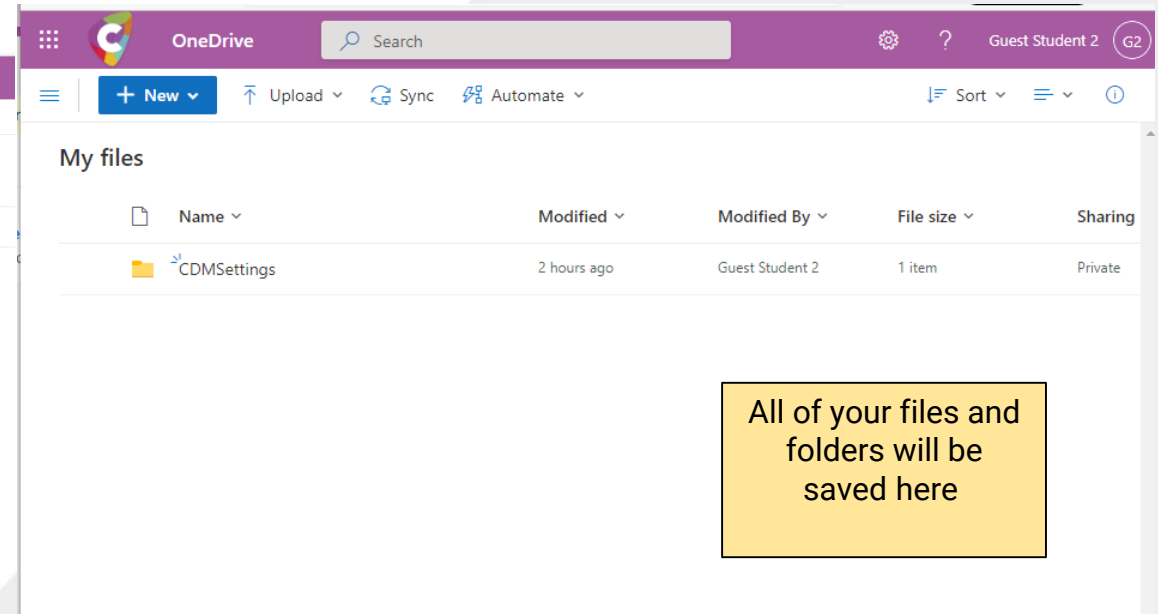
All of your classes will appear here.

Your teachers may use this to set you work or homework in your subjects

ACCESSING YOUR CLASSES

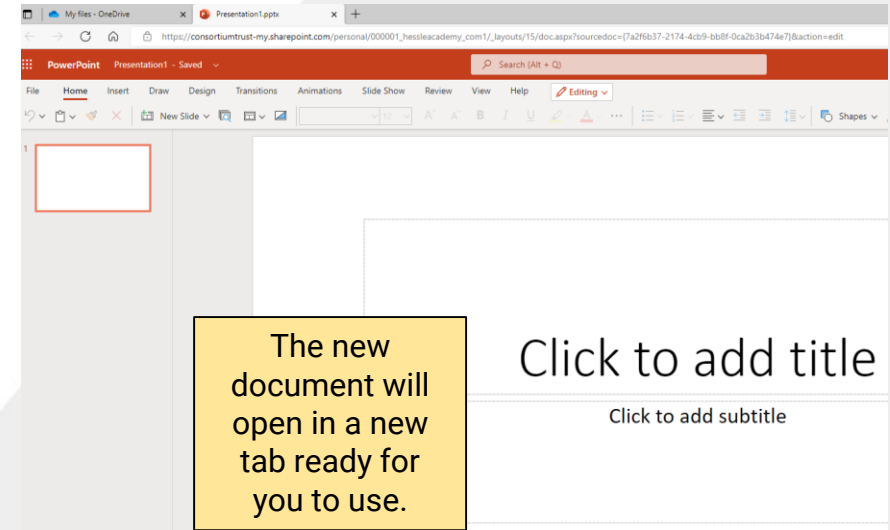
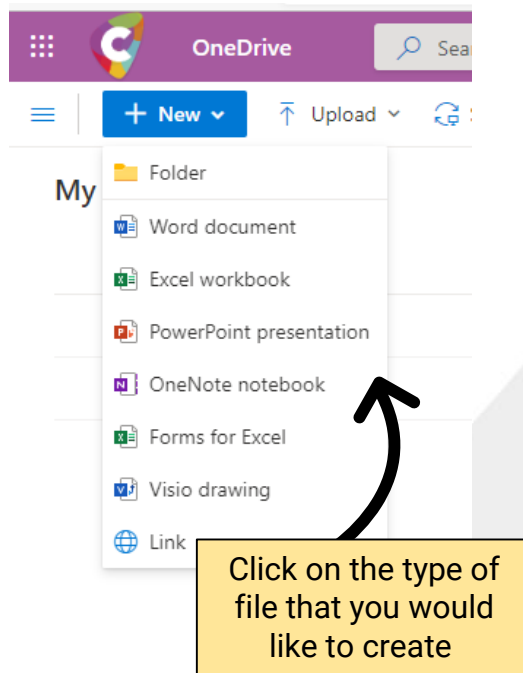
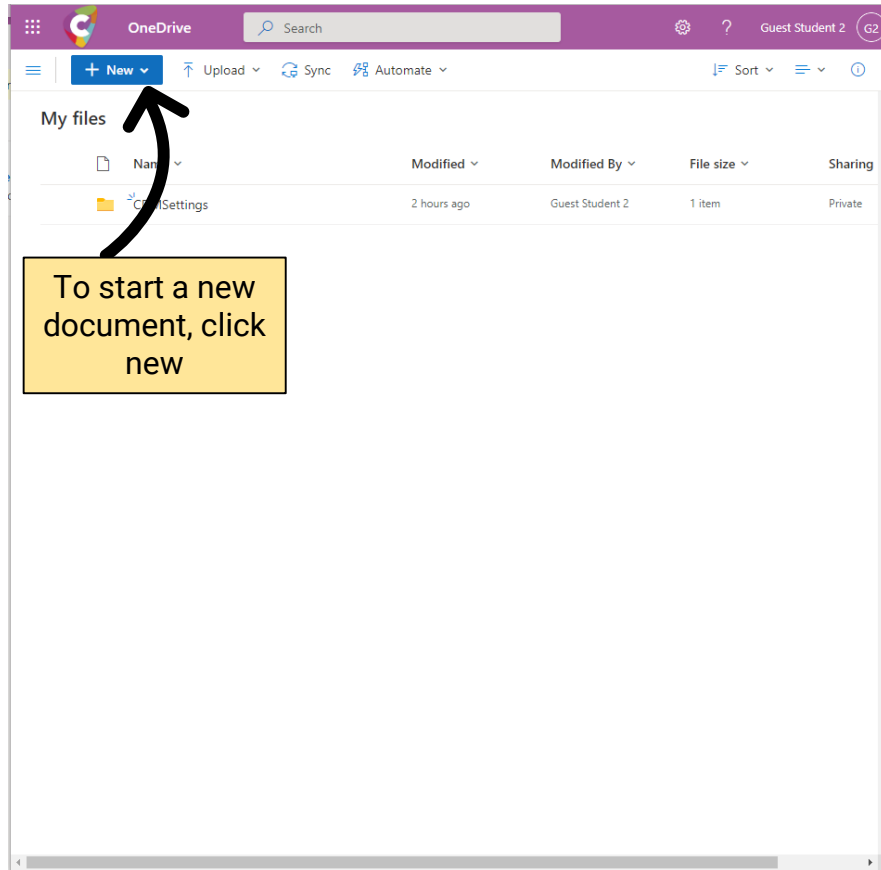


On your dashboard
click 'One Drive'



All of your files and
folders will be
saved here

ACCESSING YOUR FILES



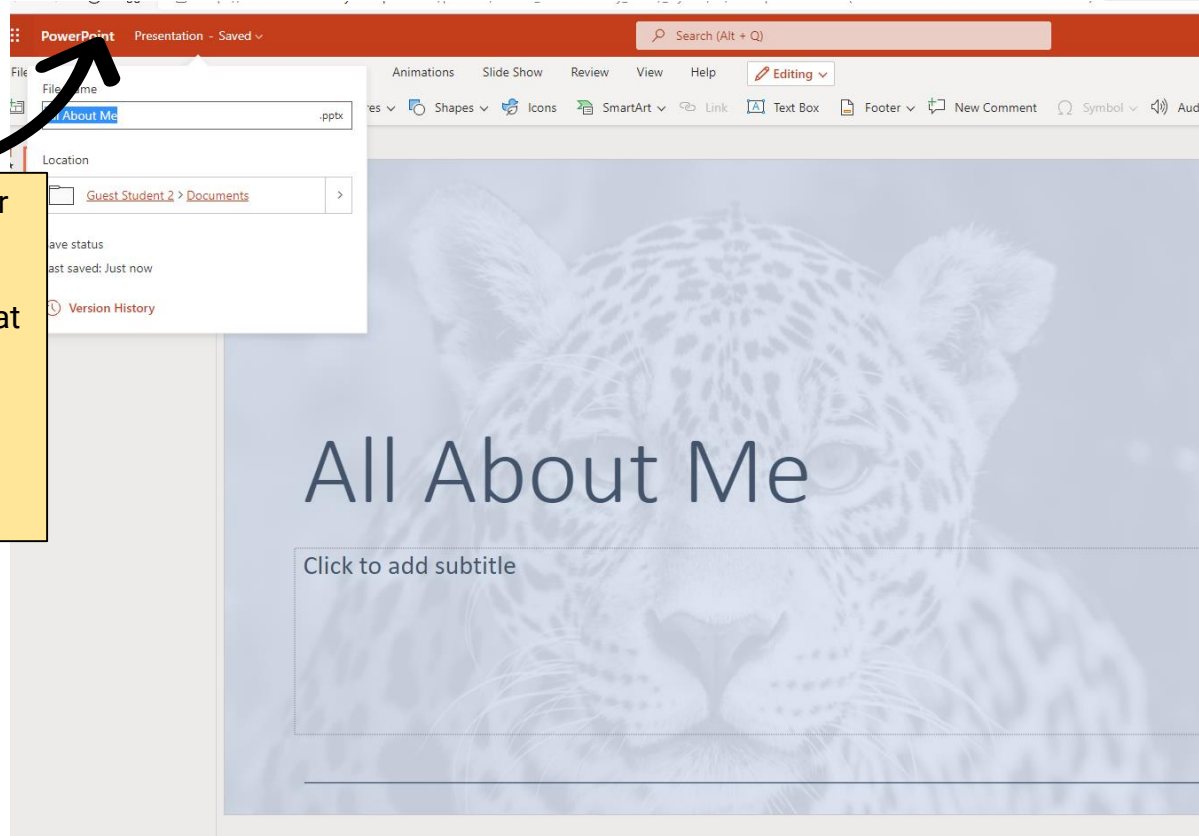
SAVING WORK



Files will save automatically in your One Drive

To rename a file click on the name at the top.

It is important to save files in the correct place with the suitable file name remember



NAME YOUR FILES



+ New ▾ ↑ Upload ▾ ↻ Sync ⚙ Automate ▾

My files

Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
CDMSettings	2 hours ago	Guest Student 2	1 item	Private
Notebooks	17 minutes ago	Guest Student 2	1 item	Private
Presentation.pptx	4 minutes ago	Guest Student 2	351 KB	Private
Presentation1.pptx	3 minutes ago	Guest Student 2	27.0 KB	Private

What might be the problem with saving work like this?

ACCESSING APPS



For quick access, place your favorites here on the favorites bar. [Manage favorites now](#)



Office →

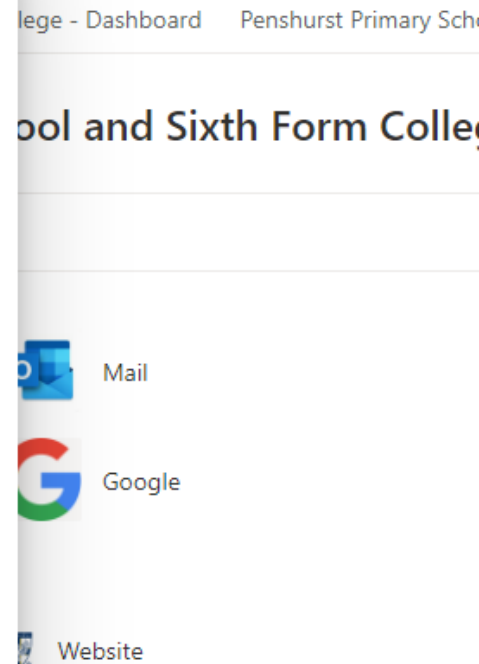
Apps

- Outlook
- Word
- PowerPoint
- SharePoint
- Sway
- OneDrive
- Excel
- OneNote
- Teams

[All apps](#) →

Use the 'Waffle' to quickly access your apps

SharePoint is used to show classes you have been to and work that is due



SHAREPOINT



The screenshot displays the SharePoint home page. On the left, there is a navigation pane with sections for 'Apps' (Outlook, Word, PowerPoint, Sway, OneDrive, Excel, OneNote, Teams) and 'Documents' (Presentation1, Presentation, My Notebook). The main content area includes a search bar, a 'Create news post' button, and three columns: 'Following' (listing 'Hessle High School and Sixth...'), 'Recent' (listing 'Hessle High School and Sixth...', 'HHS - Staff Shared Area', '2021-8Q-It', 'Year 13 Business', 'Year 12 Business'), and 'Featured links' (listing 'Consortium Team Site'). A 'Frequent sites' section shows a grid of site cards for 'Year 13 Business', 'Hessle High School and Sixth Form Col...', '12D CS', '2021-8Q-It', 'HHS - Staff Shared Area', and 'Year 12 Business'. A yellow callout box with an arrow pointing to the 'Featured links' section contains the text: 'The more you use teams, the more up to date this site becomes'.

Using your own device



Microsoft Teams – for homework and class work



Seneca Learning – for homework and revision



Outlook – for accessing emails and your calendar / timetable