

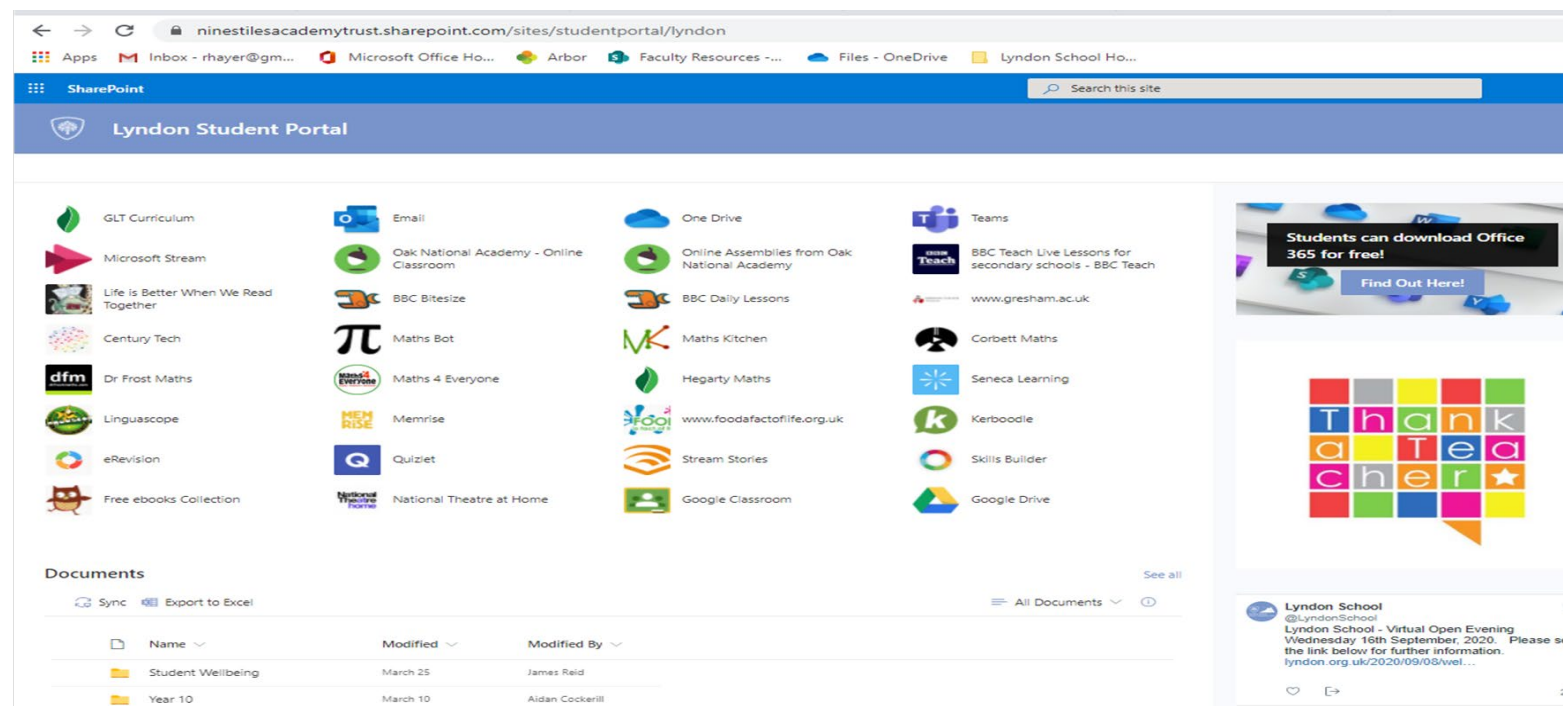
Student guide to accessing Teams

This guide will show you how to access your school work from home



Accessing TEAMS

- Step 1: Type 'Lyndon Student SharePoint' into a 'search' on any search engine
- Step 2: Click the link and enter your school username ...@lyndon.org.uk and password.
- You should now see this screen

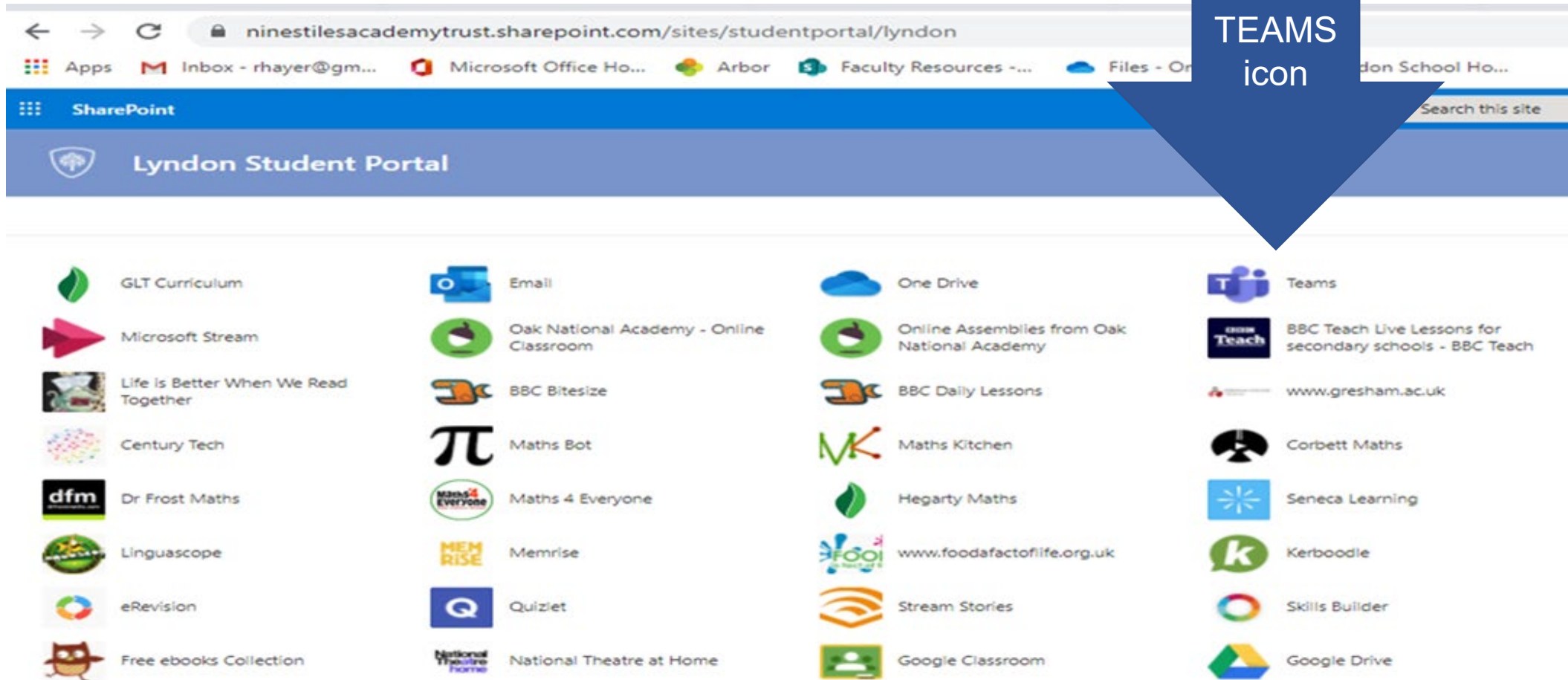


The screenshot shows the Lyndon Student Portal on a SharePoint site. The browser address bar displays the URL: ninestilesacademytrust.sharepoint.com/sites/studentportal/lyndon. The page features a blue header with the Lyndon School logo and the text 'Lyndon Student Portal'. Below the header, there is a grid of application tiles including: GLT Curriculum, Microsoft Stream, Life is Better When We Read Together, Century Tech, Dr Frost Maths, Linguascope, eRevision, Free ebooks Collection, Email, Oak National Academy - Online Classroom, BBC Bitesize, Maths Bot, Maths 4 Everyone, Memrise, Quizlet, National Theatre at Home, One Drive, Online Assemblies from Oak National Academy, BBC Daily Lessons, Maths Kitchen, Hegarty Maths, www.foodfactoflife.org.uk, Stream Stories, Google Classroom, Teams, BBC Teach Live Lessons for secondary schools - BBC Teach, www.gresham.ac.uk, Corbett Maths, Seneca Learning, Kerboodle, Skills Builder, and Google Drive. A 'Documents' section is visible at the bottom, showing a table with columns for Name, Modified, and Modified By. The table contains two entries: 'Student Wellbeing' (modified March 25 by James Reid) and 'Year 10' (modified March 10 by Aidan Cockerill). On the right side of the page, there is a promotional banner for Office 365 and a social media post from Lyndon School.

































Name	Modified	Modified By
Student Wellbeing	March 25	James Reid
Year 10	March 10	Aidan Cockerill

- Step 3: Click on the TEAMS icon

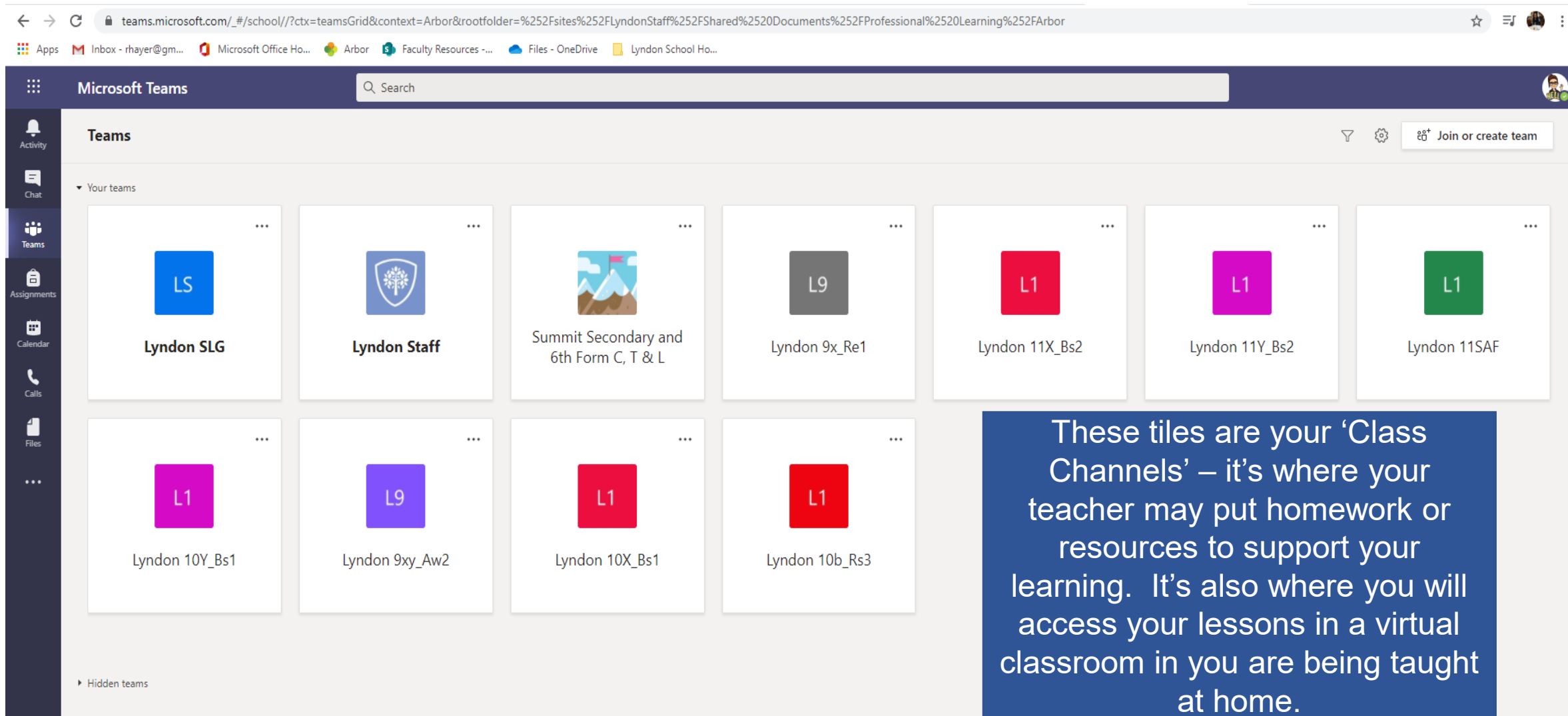
Click on
the
TEAMS
icon



The screenshot shows a web browser window with the URL ninstilesacademytrust.sharepoint.com/sites/studentportal/lyndon. The page title is "Lyndon Student Portal". Below the header is a grid of educational resources. A blue arrow points to the "Teams" icon in the top right corner of the grid.

 GLT Curriculum	 Email	 One Drive	 Teams
 Microsoft Stream	 Oak National Academy - Online Classroom	 Online Assemblies from Oak National Academy	 BBC Teach Live Lessons for secondary schools - BBC Teach
 Life is Better When We Read Together	 BBC Bitesize	 BBC Daily Lessons	 www.gresham.ac.uk
 Century Tech	 Maths Bot	 Maths Kitchen	 Corbett Maths
 Dr Frost Maths	 Maths 4 Everyone	 Hegarty Maths	 Seneca Learning
 Linguascope	 Memrise	 www.foodafactoflife.org.uk	 Kerboodle
 eRevision	 Quizlet	 Stream Stories	 Skills Builder
 Free ebooks Collection	 National Theatre at Home	 Google Classroom	 Google Drive

- Step 4: You should see a tile for each of your classes.
- Step 5: Click into a class



The screenshot shows the Microsoft Teams web interface. The top navigation bar includes a search bar and a 'Join or create team' button. The main area displays a grid of team tiles under the heading 'Your teams'. The tiles are arranged in two rows. The first row contains seven tiles: 'Lyndon SLG' (blue square with 'LS'), 'Lyndon Staff' (blue shield with a tree), 'Summit Secondary and 6th Form C, T & L' (mountain icon), 'Lyndon 9x_Re1' (grey square with 'L9'), 'Lyndon 11X_Bs2' (red square with 'L1'), 'Lyndon 11Y_Bs2' (magenta square with 'L1'), and 'Lyndon 11SAF' (green square with 'L1'). The second row contains four tiles: 'Lyndon 10Y_Bs1' (magenta square with 'L1'), 'Lyndon 9xy_Aw2' (purple square with 'L9'), 'Lyndon 10X_Bs1' (red square with 'L1'), and 'Lyndon 10b_Rs3' (red square with 'L1'). A dark blue callout box is overlaid on the bottom right of the screenshot, containing text explaining the purpose of these tiles.

Microsoft Teams

Search

Join or create team

Teams

Your teams

Lyndon SLG

Lyndon Staff

Summit Secondary and 6th Form C, T & L

Lyndon 9x_Re1

Lyndon 11X_Bs2

Lyndon 11Y_Bs2

Lyndon 11SAF

Lyndon 10Y_Bs1

Lyndon 9xy_Aw2

Lyndon 10X_Bs1

Lyndon 10b_Rs3

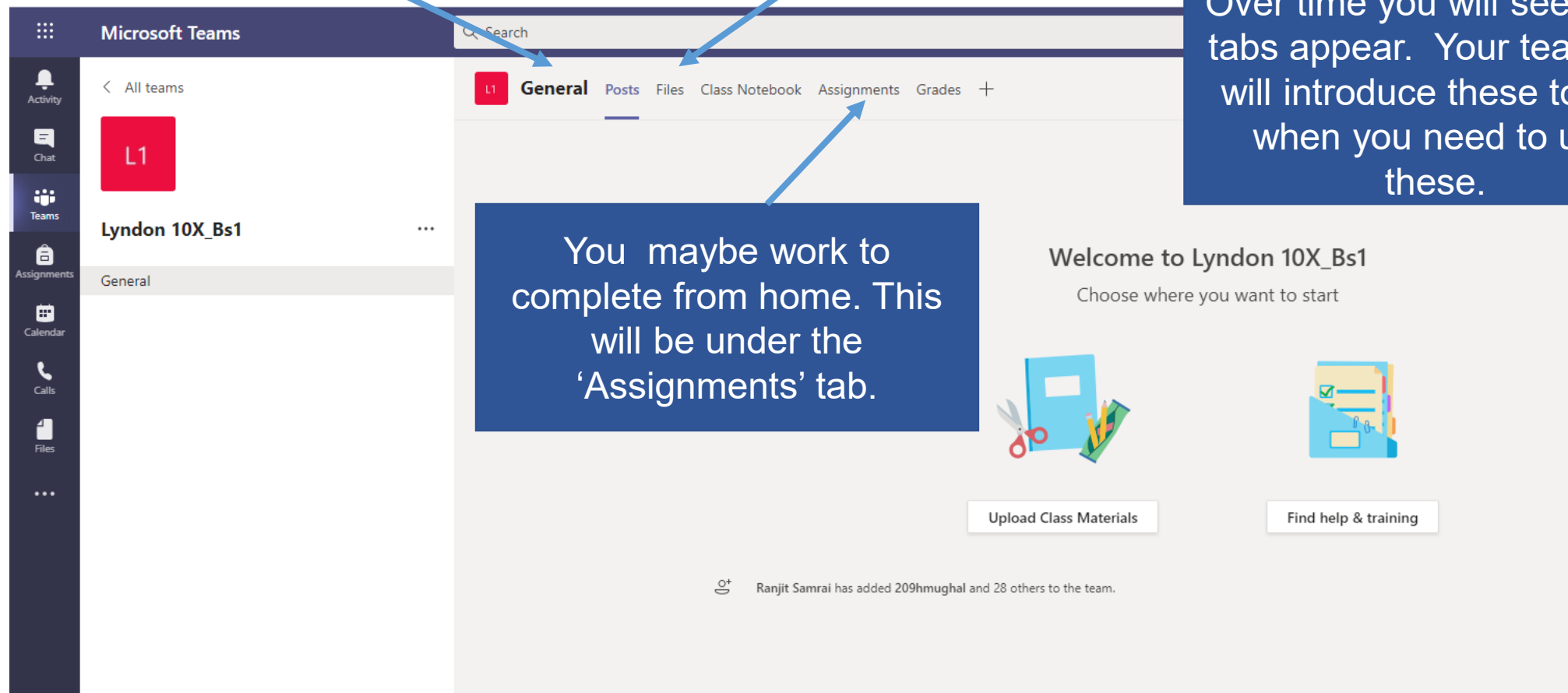
Hidden teams

These tiles are your 'Class Channels' – it's where your teacher may put homework or resources to support your learning. It's also where you will access your lessons in a virtual classroom in you are being taught at home.

You are now in the 'General' tab which tells you any activity that has taken place in your class channel.

If you are set any materials to access, such as a PowerPoint or Word document, you will find them on the 'Files' tab.

Over time you will see more tabs appear. Your teachers will introduce these to you when you need to use these.



The screenshot shows the Microsoft Teams interface for a class channel named "Lyndon 10X_Bs1". The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area shows the "General" tab selected, with a search bar at the top. Below the search bar, there are tabs for "General", "Posts", "Files", "Class Notebook", "Assignments", and "Grades". The "General" tab is active, displaying a welcome message: "Welcome to Lyndon 10X_Bs1" and "Choose where you want to start". Below this message are two buttons: "Upload Class Materials" and "Find help & training". At the bottom, a notification states: "Ranjit Samrai has added 209hmughal and 28 others to the team."

You maybe work to complete from home. This will be under the 'Assignments' tab.

Welcome to Lyndon 10X_Bs1
Choose where you want to start



Upload Class Materials

Find help & training

Ranjit Samrai has added 209hmughal and 28 others to the team.

This icon tells you when teachers have added anything to your classes.

To go back to the screen with all your classes is click TEAMS

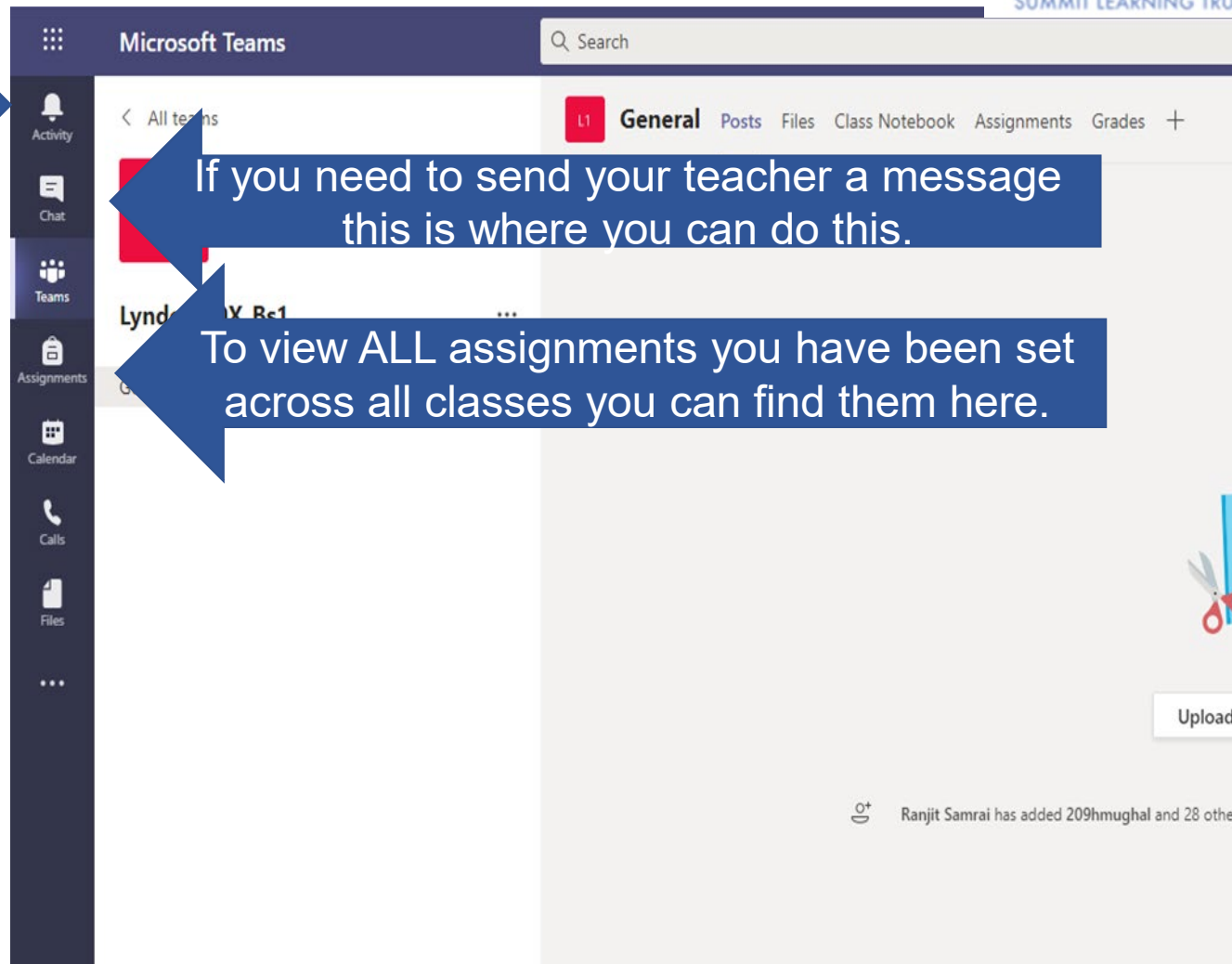
REMEMBER:
TEAMS is a professional platform. This means when using it you must be respectful to anyone you interact with.

If you message a teacher, use **full sentences**.

Do not use slang.

All activity in TEAMS is saved. The school behaviour policy applies to any school platform that you use.

Think before you write.



The screenshot shows the Microsoft Teams interface. The top navigation bar includes a search bar and tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The left sidebar contains icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main content area shows a 'General' channel with a list of items. Annotations with blue arrows point to specific features: one points to the Activity icon, another to the Chat icon, a third to the Teams icon, and a fourth to the Assignments tab in the top navigation bar.

If you need to send your teacher a message this is where you can do this.

To view ALL assignments you have been set across all classes you can find them here.