

Microsoft Teams Student Guide

Students should now be using Microsoft Teams instead of Google Classroom for their homework.

Getting Started

Sign In

- Go to <https://teams.microsoft.com/v2/> or click the **Microsoft Teams** desktop icon (*while in school*)
- Sign in with your **school email and password**
 - Your Microsoft email is – YourUsername@huishepiscopi.org for example (he24frbloggs@huishepiscopi.org)
 - Your password will be the same one you use for school computers

Navigating Teams

Teams Tab (aka Google Classroom 'Home' section)

- Each class will have its own **Team** (e.g. "Year 8 Science")
- Click on a Team to see posts, files, and assignments

Posts Tab (aka Google Classroom 'Stream' section)

- This is like a class **timeline**
- Teachers post **announcements** here
- **Assignments** are automatically posted here

Files Tab

- Find shared documents, worksheets, and resources
- You can view or download them

Assignments Tab (aka Google Classroom 'Classwork' section)

- See **homework** and **classwork**
- Click on an assignment to read instructions, upload your work, and submit

Calendar Tab

- Shows your school **timetable**

Submitting Work

1. Go to the **Assignments** tab
2. Click on the assignment
3. Read the instructions carefully
4. Attach your work (if your work is saved on OneDrive, choose 'Cloud files')
5. Click '**Hand in**'

Accessing resources/files

When accessing resources/files there are a few ways your teacher may have done this, please read below both methods.

Within the 'Classwork' section


- Go into the '**Classwork**' section for the required team
- Expand the required module
- At the bottom of it you should see any files or links your teacher has provided

Using the 'Files' tab within General

- Navigate to the 'General' channel of the required team
- Click the 'Files' tab at the top
- Here you should see any files or links your teacher has provided

Class Notebook

In each class team, you will have a 'Class Notebook' this is where you should type up your work for your lesson if you borrow a laptop or Chromebook.

- Navigate to the team of the class you are in
- Click on the 'Class Notebook' in the left panel
- Once Class Notebook has opened click the libraries icon 
- Click into your name then click 'Class Notes'
- Anything you write in here will automatically save and your teacher can see your work

Notifications

- Teams will notify you about new assignments, messages, and meetings.
- You can adjust notification settings in **Settings > Notifications**.

Guardian Summaries

Teams will send weekly guardian summaries on Sunday. This email will show guardians a summary of what has been turned in, what hasn't and what needs revision. A sample email is shown below:

From: no-reply@assignments.microsoft.com

Date: 6 July 2025 at 04:14:27 BST

To:

Subject: Assignment Summary for *Student Name*: Sunday, July 6, 2025

Weekly Assignment Summary

Sunday, July 6, 2025

Here's a summary of assignment updates for *Student Name* from last week and a peek at upcoming due dates.

Previous week: June 29 - July 5

Turned in

✓ 0

Not turned in

🚫 1

Needs revision

🔄 0

Science Class

Fred Bloggs (Staff)

Science Homework 1

Not turned in • Due July 2



Coming up: July 6 - July 12

Nothing assigned yet...



Huish Episcopi Academy uses Microsoft Teams for Education to manage assignments.

Each week that there's something to share, we'll send you an email so you can stay up-to-date on your student's work.

If you don't see a full list of classes in this summary, check with your student's teachers. They may not be using Microsoft Teams to manage assignments.



Microsoft Teams [Privacy Policy](#)

These will come from no-reply@assignments.microsoft.com and may go to your 'Spam' / 'Junk' folder so please check these inboxes.

Differences from Google Classroom

Feature	Google Classroom	Microsoft Teams
Class Communication	Stream	Posts tab in each Team
Assignments	Classwork tab	Assignments tab
File Sharing	Google Drive	Files tab in each Team or OneDrive
File Storage	Google Drive	OneDrive