

# Student Guide: Using Microsoft Teams on Mobile

Microsoft Teams is a product which allows your teachers to set work (referred to as 'Assignments') which you can submit for online marking and feedback. Teams can be used in a web browser, installed or as an app on your [computer](#) or installed on a phone through the [Apple App store](#) or [Google Play](#).

This guide will assume you are using an iPhone. The experience is broadly similar on all devices, but icons may appear in different locations on the screen.

## Getting started

Install the MS Teams app on your mobile using the links above, then launch the app.

**IMPORTANT:** Getting your username correct is the most common cause of MS Teams difficulties. Your MS Teams username is your network username, followed by the school's domain name.

E.g. User *09js11* should enter  
*09js11@bourne-grammar.lincs.sch.uk*

On the next page, you will see the BGS logo and be prompted to enter your network password (i.e. the one you log into computers at school with). Enter this, and tap 'sign in'.

When prompted, choose to allow notifications and allow access to the microphone. Some brief welcome messages will be shown. Click 'Next' / 'Got it' after each, until the app loads into the 'Activity' tab. This screen will show the most recent activity on teams, such as new assignments set by teachers or alerts when a piece of work has been marked.

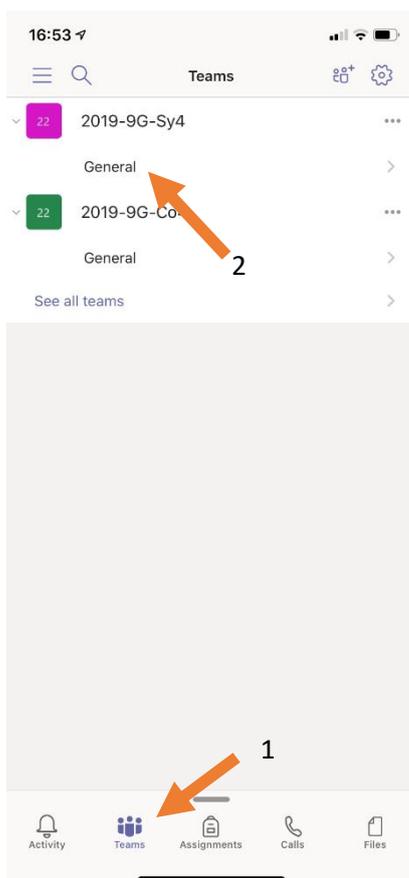


Sign in using your work or school account.

Username, email or phone

Sign in

[Get help with signing in](#)



## Viewing Assignments

Tap on the 'Teams' tab (1) located at the bottom of the screen.

**Tip:** As your teachers start to use the Teams system, you will automatically be added into a separate 'Team' for each of your classes. Don't expect to see all your subjects here straight away. In this example, two teachers have set up teams so far. 2019-9G-Co4 is a Year 9 Computer Science group, for instance.

Tap 'General' (2), 'More' and then 'Assignments'.

You can toggle the visibility of current and past work by tapping 'Assigned' and 'Completed'.

Tap a task to open it.

Repeat this process when you want to submit your work for marking.

## Submitting work

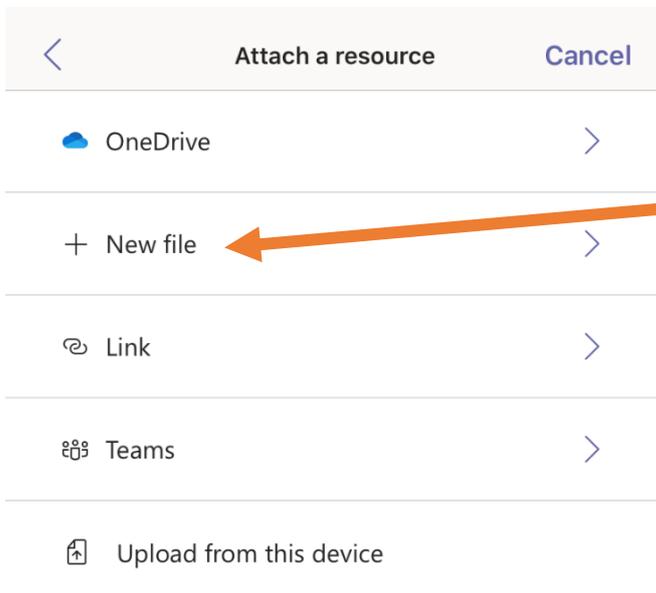
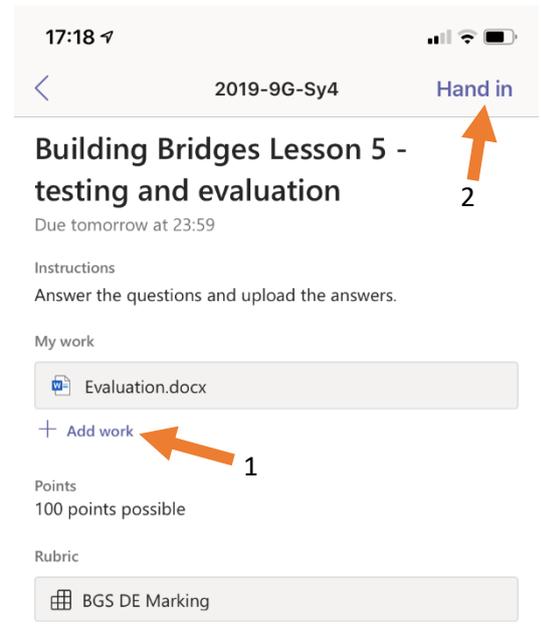
An example of an assignment is shown to the right.

In addition to the instructions shown, the teacher has also shared a file (evaluation.docx) that you can open and read on your device by tapping on it.

**Tip:** The ideal format for submitting work is a standard format such as a Word document, which your teacher has the ability to edit and annotate as well as provide a written comment.

You can also take photos with your phone and upload them from within the app. Your teacher will be able to give you written feedback, but will not be able to annotate photos.

You can submit multiple files for marking (e.g. A photo of the front and back page of an essay). To submit work, tap '+ Add work' (1).



One option is to upload a file saved on your H: Drive at school; referred to as OneDrive in Teams.

You can create a MS Word document on your own device - you will need to install the free MS Word app to enable this; the Teams app will prompt you. Please test this with a short piece of text before writing a large essay on your phone.

You can also take a photo on your iPhone camera and upload that with the 'Upload from this device' option.

It is recommended that you try the different approaches, and see what works best for you.

Once you have used the 'Add work' button, tap 'Hand in' (2) to submit your work for marking.

**IMPORTANT:** If you do not click 'Hand in', your work will not be received by your teacher.

## Picking up Feedback

When your teacher has marked your work, a notification will appear on your device and in the 'Activity' tab the next time you load the app.

You can review feedback at any time by following the steps for submitting work. Your feedback will be displayed at the bottom of the screen, such as in the example here.

In the event of difficulty, contact [itsupport@bourne-grammar.lincs.sch.uk](mailto:itsupport@bourne-grammar.lincs.sch.uk)

