Hebburn Comprehensive School

Student Teams Cheat Sheet

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Logging into Teams

Open your browser (Internet Explorer, Edge, Chrome) and visit the school website.

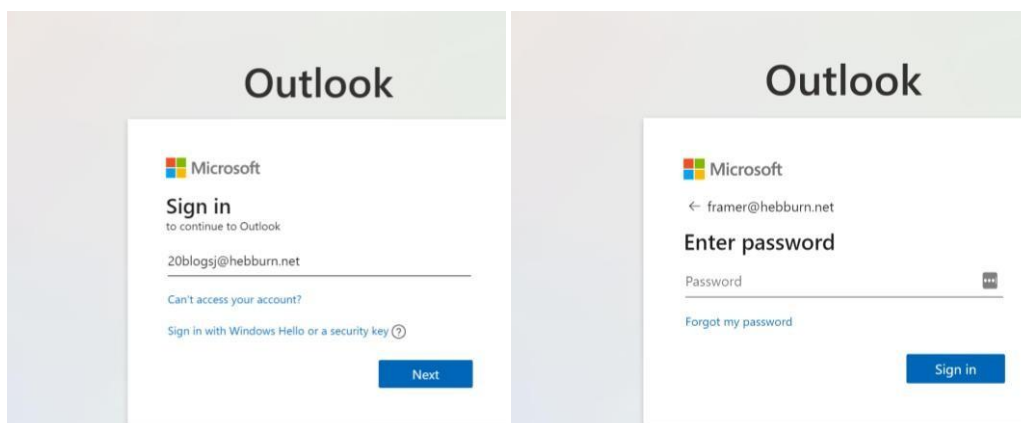www.hebburn.net

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Click on the Teams icon.

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You will be asked to enter your username and password.

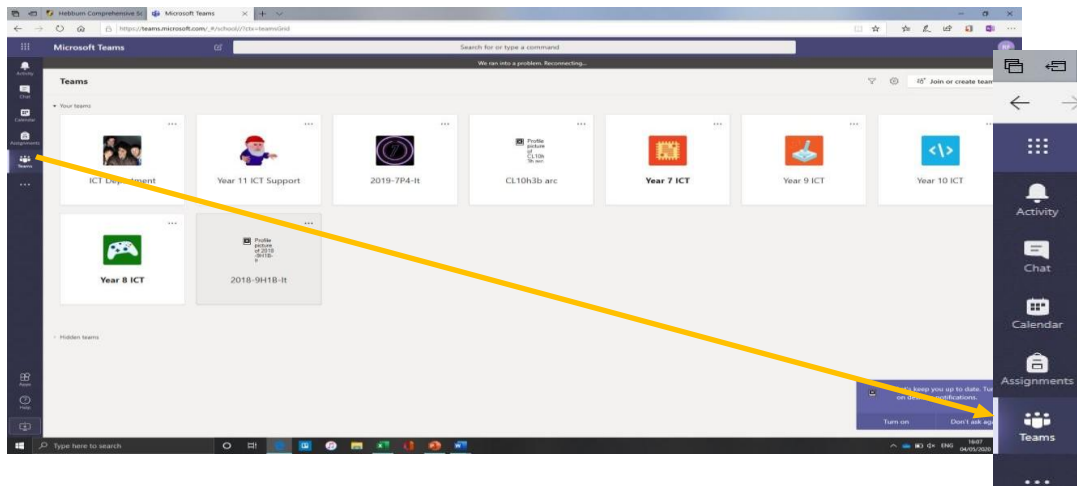Your username is arranged in the following way =

Year you started Hebburn Last name First initial @hebburn.net E.g.
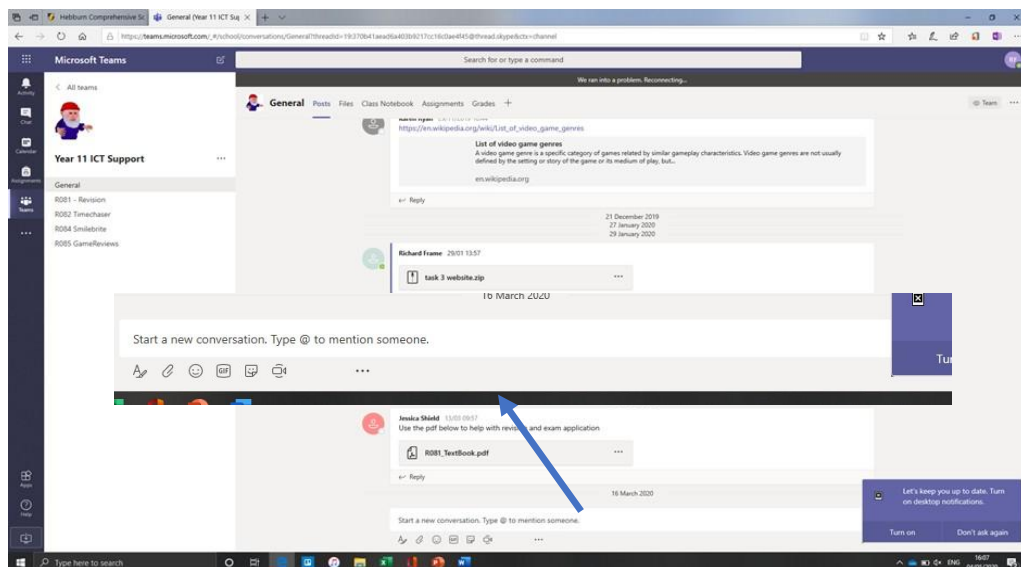
20bloggsj@hebburn.net

You will need to enter in your password (this is the password you use at school to access the computers. If it does not work or you cannot remember your password, click on the 'forgot password' link.

Use this page to find the Team or class you would like to interact with. You may have slightly different display depending on the settings that have been chosen. There will be a list at the side of the window, click on the team's button to return to this screen. Your classes should appear here.
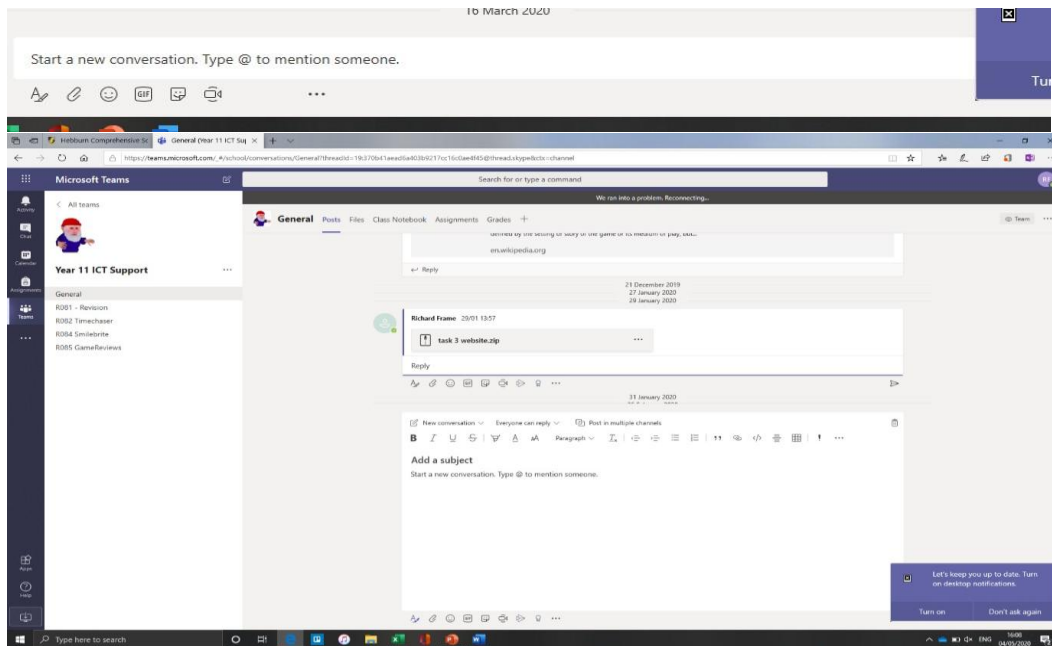

The class you have selected will appear. The first thing you see is "the feed" which is like the Facebook feed showing a chronological timeline of all the teacher and students posts.
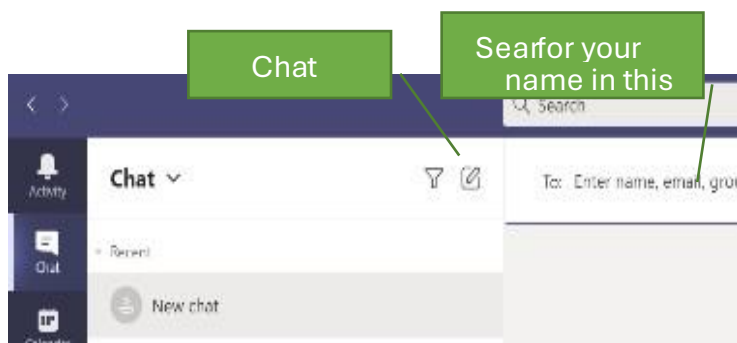

The paperclip icon is for adding files just like attaching files to an email. Teams may ask you where you would like to save the files. just click ok and teams will take care of it. This
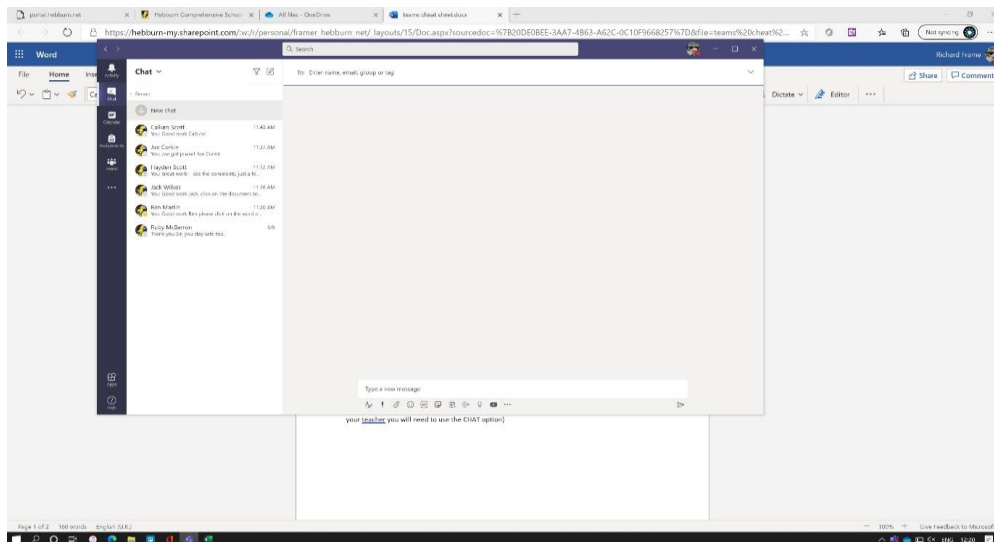
is useful to sending work back to a teacher. (EVERYONE will be able to see your work. If you would like to send it to just your teacher, you will need to use the CHAT option)

The Chat function is located on the sidebar. From here you can send personalised chats to your teachers (THIS IS NOT A PERSONAL CHAT SERVICE AND ALL MESSAGES ARE MONITORED AND SUBJECT THE ACCEPTABLE USE POLICY)

Click on the small message icon next to the Chat bar and search for a teacher name to begin to compose your message.

At the bottom of the screen the compose chat section will appear. It is in this box that you can type your message to the teacher. You can also attach a file using the paperclip icon (the exact same process as sending an email attachment. You must press the small arrow underneath the chat box to send you message.