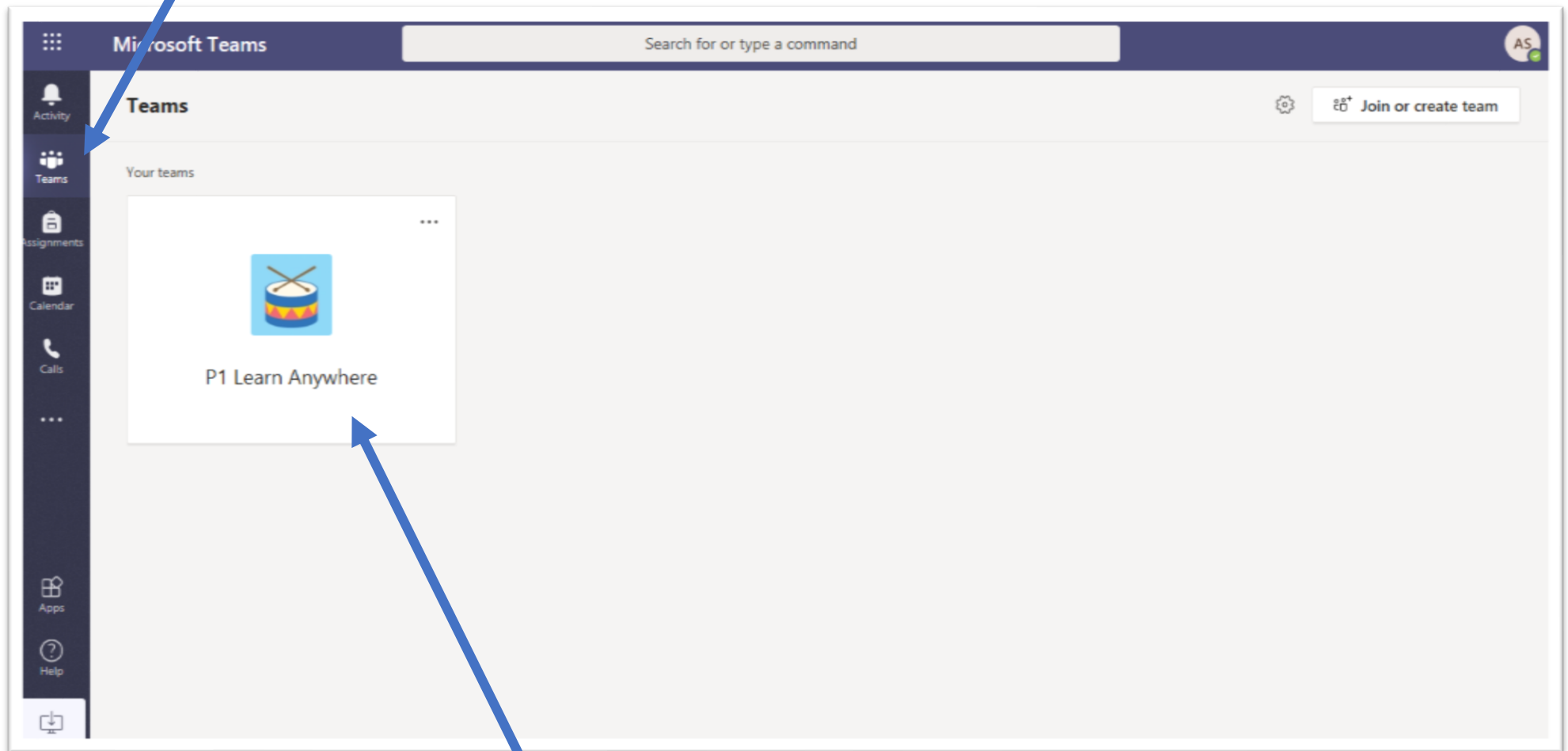


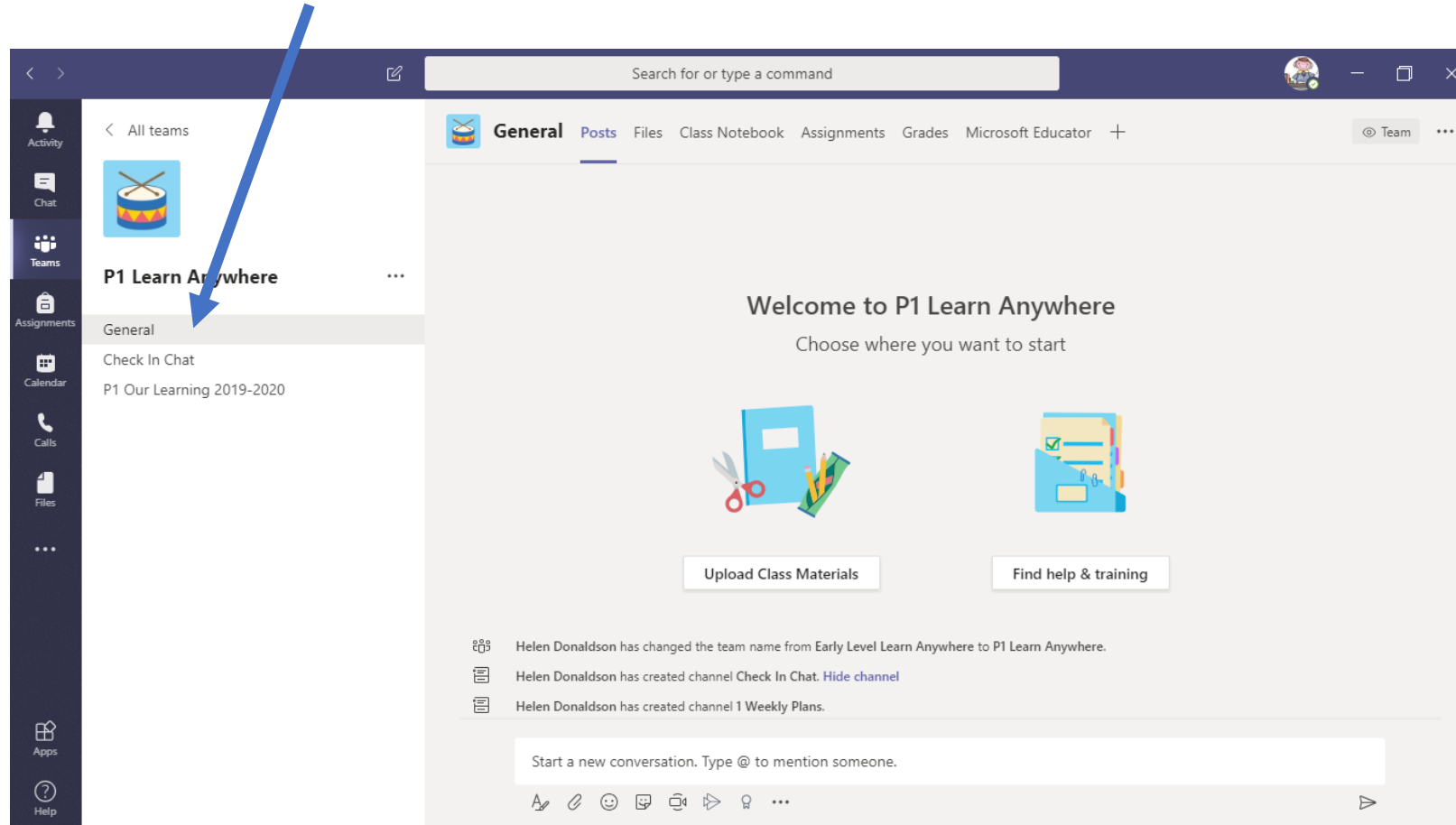
**St Margaret's RC Primary School**  
**Teams Explained**  
**Important features and information**

When you click on this button, it shows you what Teams you are part of.



You will be part of your year group Team

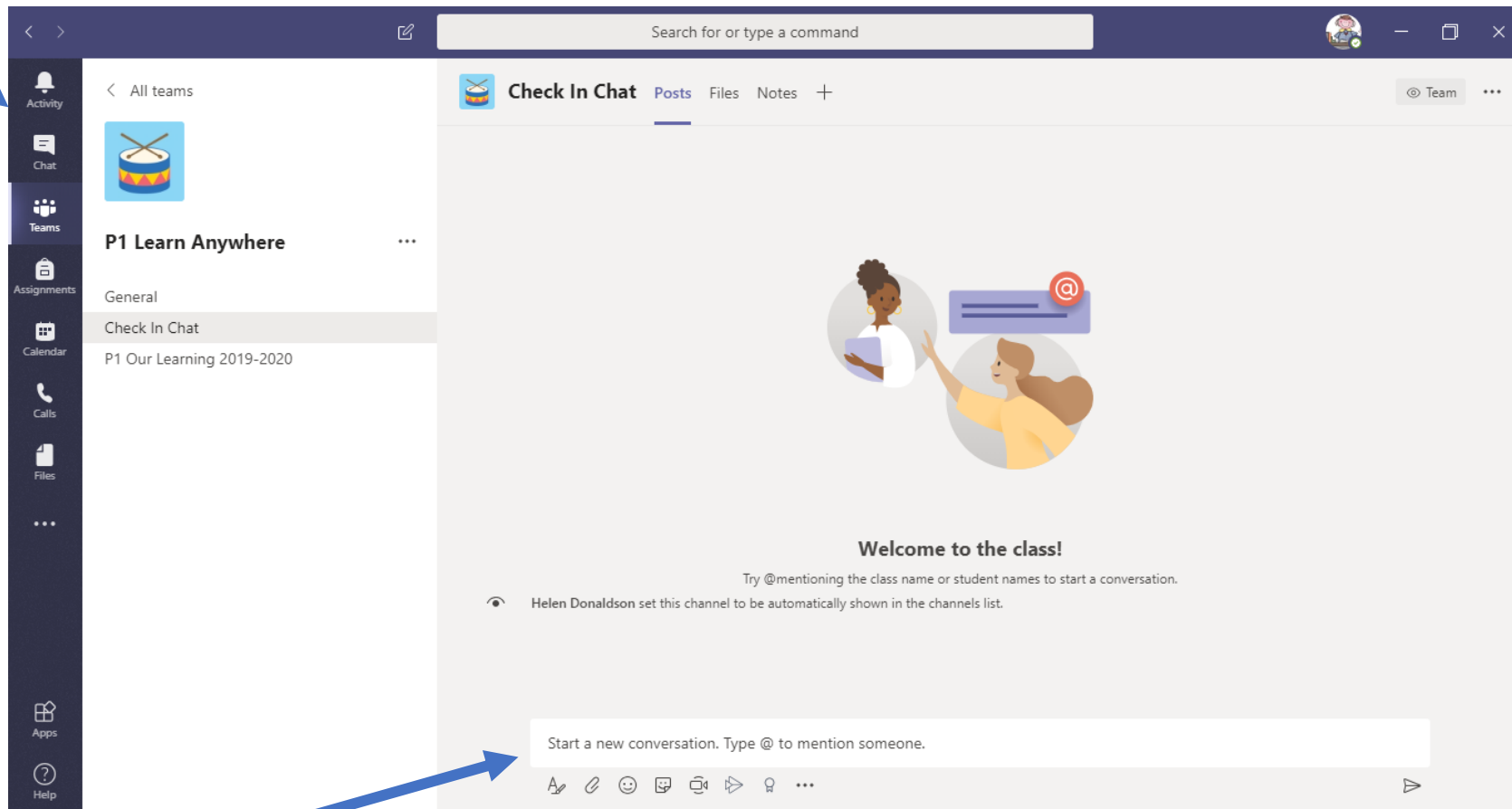
These are called **'Channels'** They are different sections within your Team.



### Channels Explained:

- General Channel will host all general conversations, quizzes and discussion between your class and teachers
- Each pupil will have their own private channel which will be displayed and they have access to. Their classmates channels will not be visible to them.

## Activity section (see notes below)



## How to 'Chat'

To get someone's attention in a channel conversation or a chat, **@mention** them. Just type @ before their name and then select them from the menu that appears. They receive a notification, which they can click to go directly into the point in the conversation where they were **mentioned**.

For example to chat to Mrs Naeem you would start by typing '@yasmeeannaem...' and then type your message

- If someone @mentions you, you get a notification of this in the '**Activity**' section

Keep checking the **'Assignments'** tab.

The screenshot shows the Microsoft Teams interface. On the left sidebar, the 'Assignments' tab is selected and highlighted. The main content area displays a list of assignments under the heading 'Assigned (1)'. One assignment is visible: 'Sports Quiz' with a due date of 'Due 29 May 2020 23:59'. Below this, there is a section for 'Completed' assignments. A text box on the right side of the screen contains the following text: 'Any assignments that you need to do can be viewed and completed here. This maybe a quiz or survey set by your teacher.'