KEY STAGE 4 CATCH-UP VIDEOS

Abstract

This user guide will detail the process of accessing Microsoft Teams and how to access the Teams group Catch-up Year 10. This group displays video resources.
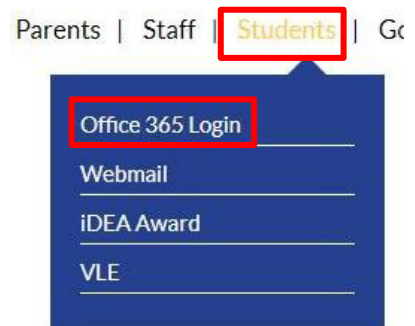
1 TABLE OF CONTENTS

1   SIGN IN AND ACCESS YOUR SCHOOL OFFICE 365 ACCOUNT

We recommend using the latest version of Google Chrome as your web browser to access the school's online resources. This web browser has been tested and is 100% compatible with all major brand devices and operating systems. This is free to install and fully functional with all of school's online app's and services. If you don't want to use Google Chrome please use your preferred web browser.
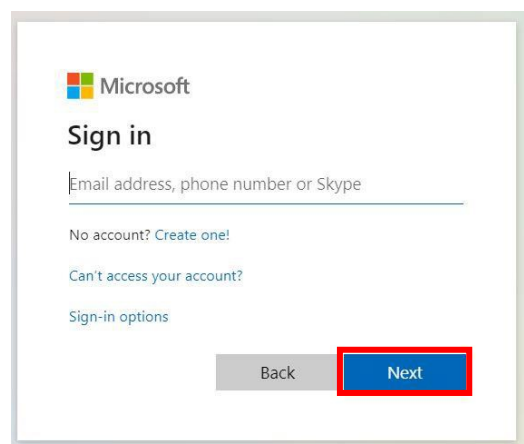
1.   Open Google Chrome (or your preferred web browser) and go to the Tarporley High School Website, select the **Students** tab from the top right-hand corner, then select **Office 365 Login**.

2.   Enter your school email address and select 'Next'.

Your email address is your Username followed by @tarporleyhigh.co.uk
e.g. 2019JBloggs@tarporleyhigh.co.uk.
If you don't know your email address or password, please phone the school and speak to either Student Services or ICT Support.

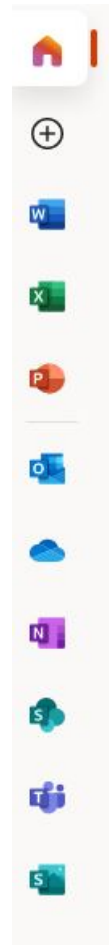3. Re-enter your email address and enter your password and select 'Sign in'.

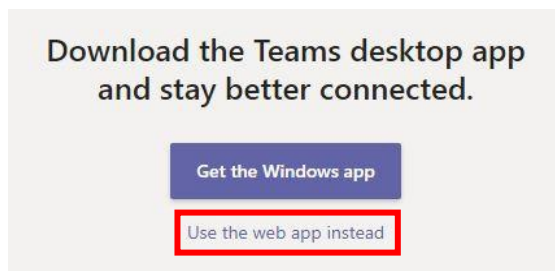Sign in
https://adfs.tarporleyhigh.co.uk

Username

Password

Sign in   Cancel

4. You will then be directed to your Office 365 homepage, which shows the applications you have access to.
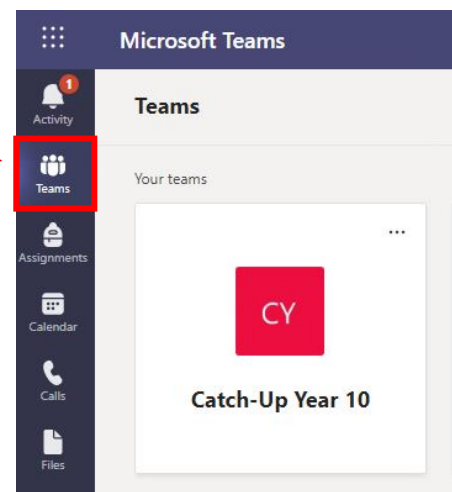
Good morning, 2015

2   ACCESSING TEAMS AND CATCH-UP CONTENT

1. Once you have logged into your Office 365 account and have been directed to your homepage, select the 'Teams' icon.

2. In your browser, Teams will open in a new tab. If prompted to download Teams, please select 'Use the web app instead'.

Download the Teams desktop app and stay better connected.

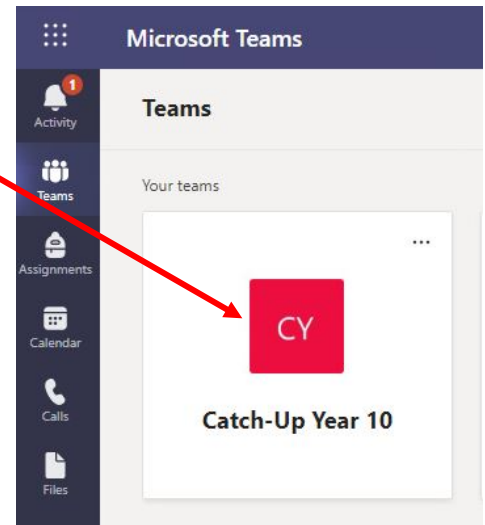Get the Windows app

Use the web app instead

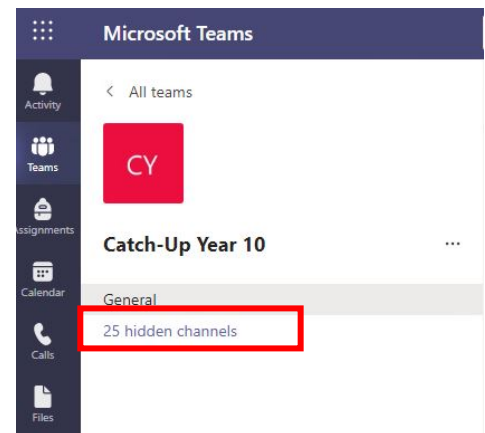Note: if using a mobile you will need to download the app.

3. Teams will then load in your browser.
   If not already selected, select the Teams icon from the left hand column.

Microsoft Teams

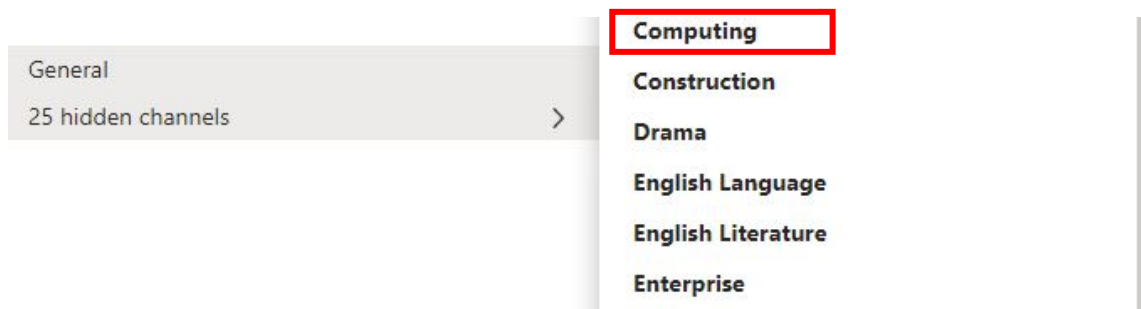Teams

Your teams

CY

Catch-Up Year 10

4. Then select the Teams group 'Catch-up Year 10'.

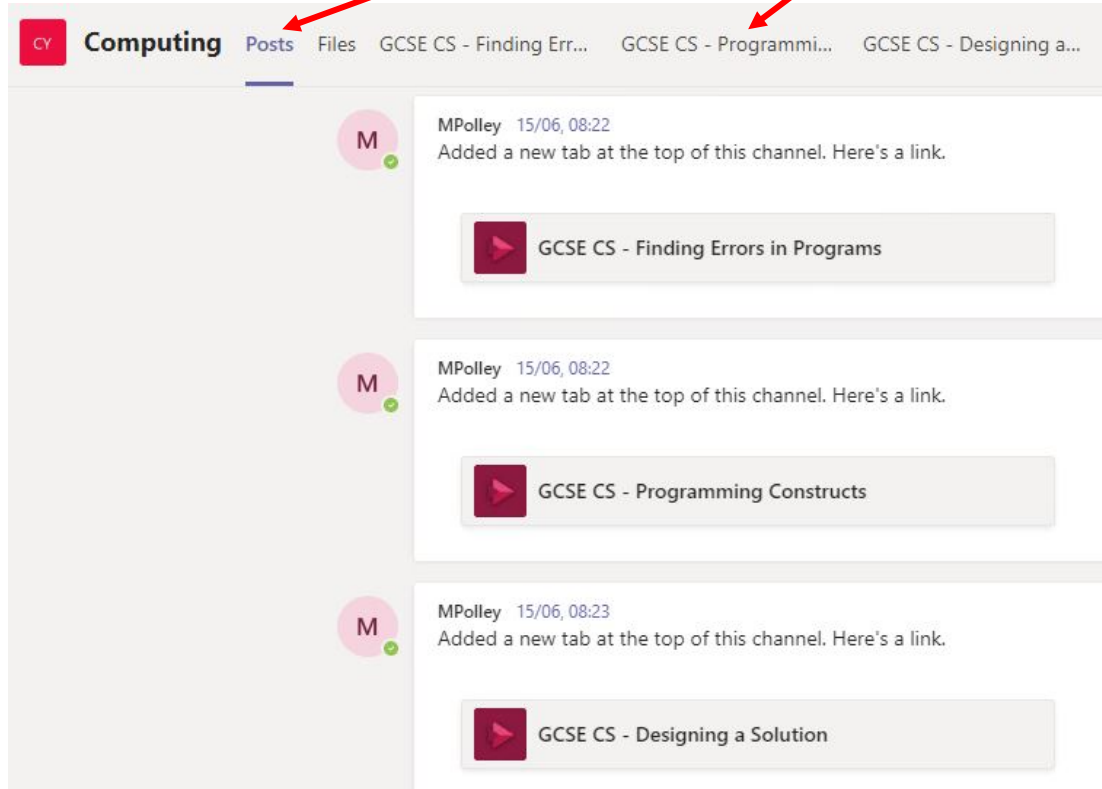5. Select '25 hidden channels' to display the list of subjects.

6. Select a subject from the list.

Note: once you have selected a subject it will be listed under General. This list has a maximum of 20, so some subjects may still be under the hidden channel section.

7. Once you have selected a subject e.g. Computing. The subject page will be displayed. Under the post tab you can see all the content that has been posted.

   You can either click on the videos listed under 'Posts' or select a video tab from the top of the page.

8. Once you have selected the video, it will then be displayed on screen, select the Play button to watch the video.