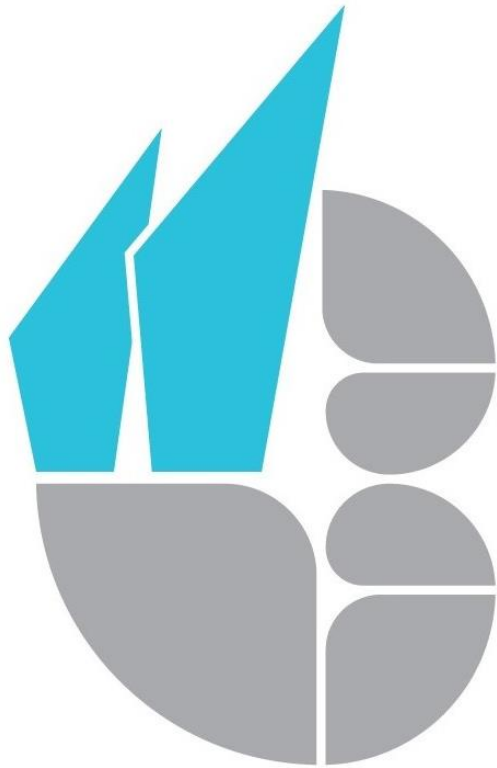


Student Guide



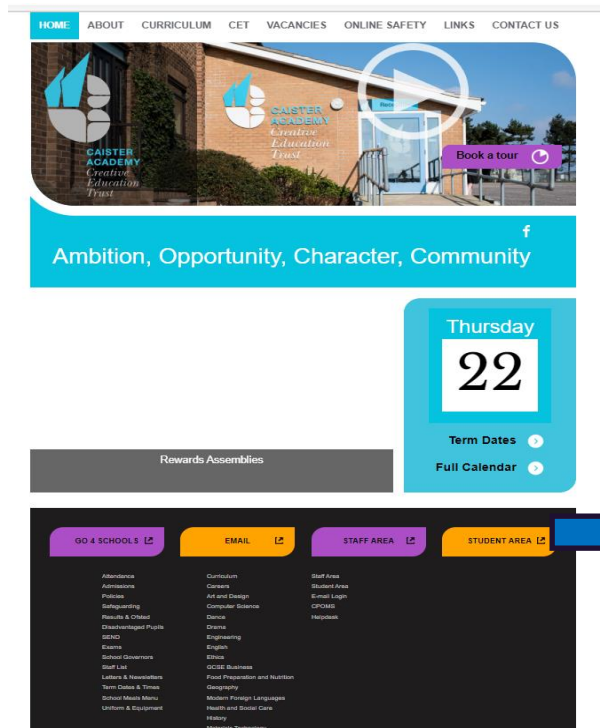
CAISTER ACADEMY
Creative Education Trust

Microsoft Teams

How to access your lessons on Microsoft Teams

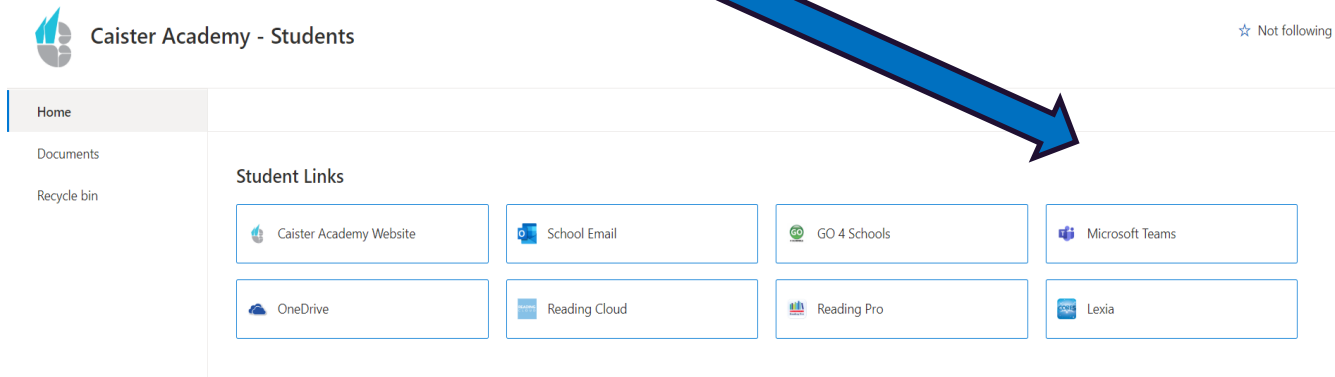
Microsoft Teams

Teams can be accessed through the Caister Academy website.



Select
**Student
Area** on
the
website.

The **Student Links** menu will appear. Select **Microsoft Teams**. It will ask for your school email address.



The screenshot shows the 'Caister Academy - Students' dashboard. On the left is a navigation menu with 'Home', 'Documents', and 'Recycle bin'. The main area is titled 'Student Links' and contains eight tiles: 'Caister Academy Website', 'School Email', 'GO 4 Schools', 'Microsoft Teams', 'OneDrive', 'Reading Cloud', 'Reading Pro', and 'Lexia'. A large blue arrow points from the text above to the 'Microsoft Teams' tile.

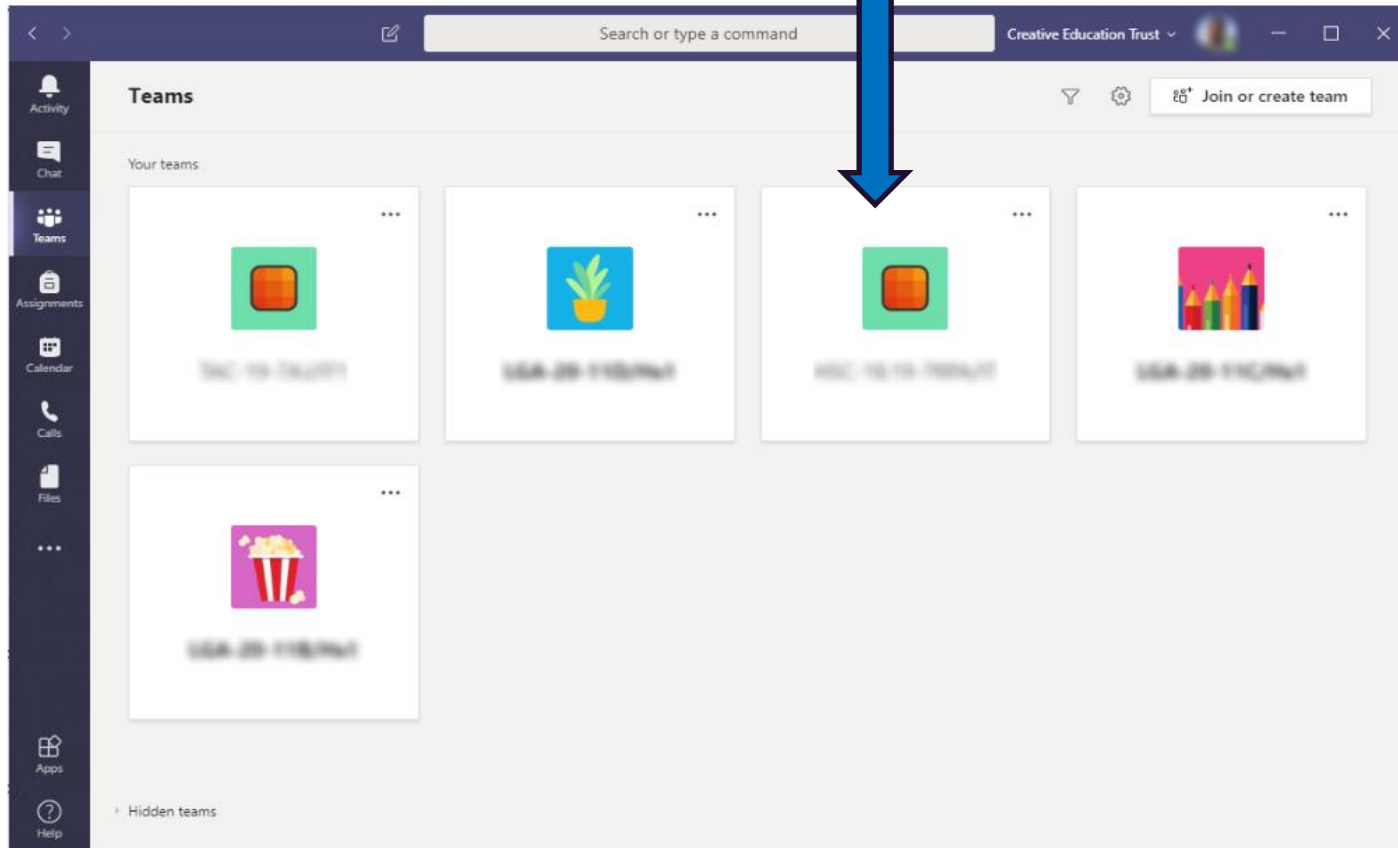


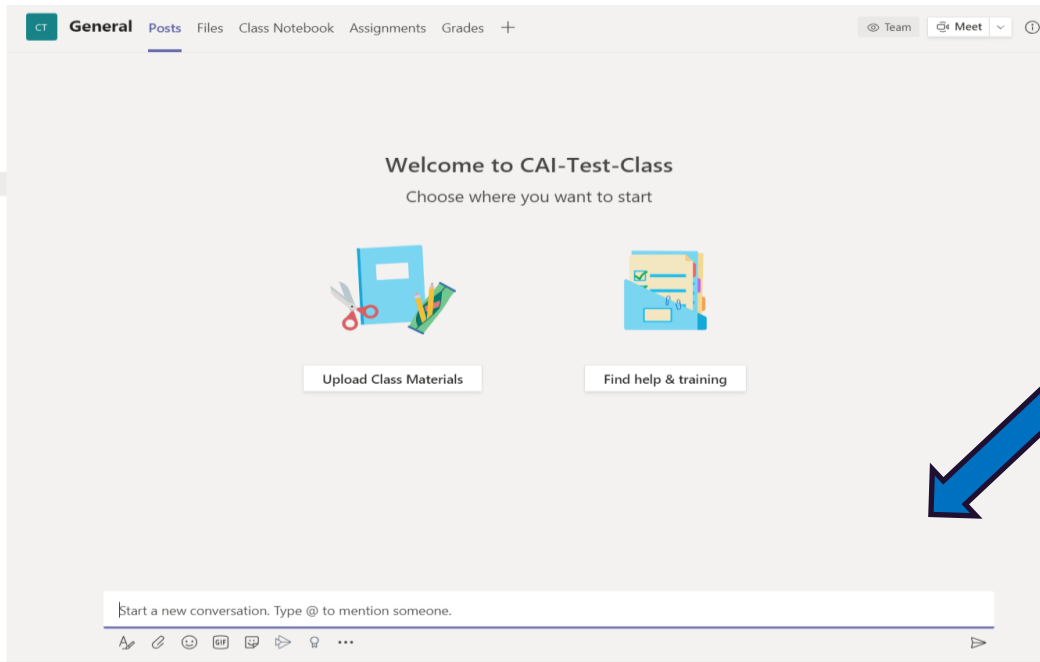
The screenshot shows the 'CETcloud' login page. It features a dark blue header with the 'CETcloud' logo. Below the header is a white box with the text 'Type your user name and password.' and two input fields: 'User name:' and 'Password:'. A 'Sign In' button is located at the bottom of the box. A blue arrow points from the right side of the box towards the text on the right.

You will be redirected to the CET login page, you can use your normal school username and password.



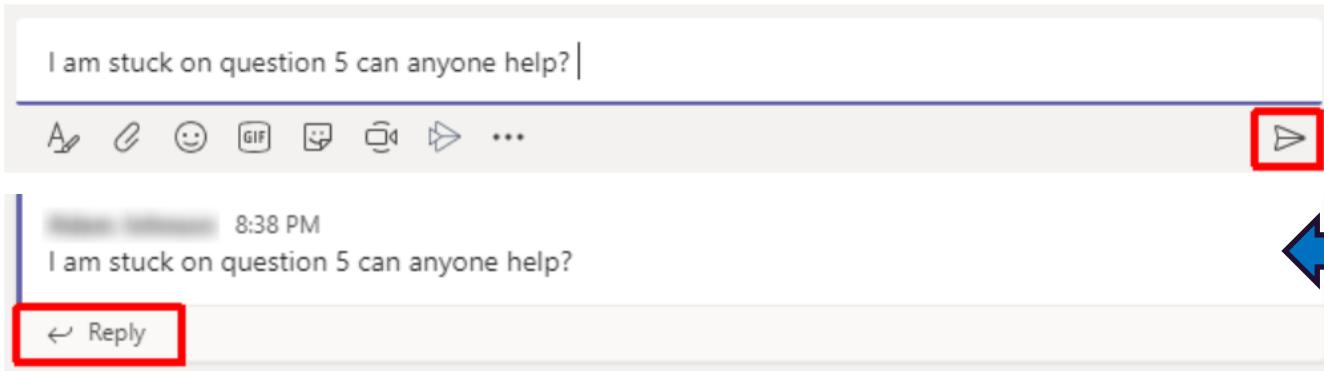
Click on a **Team** to access conversations, files and assignments for that class.





To send a message, type your message in the text box at the bottom of the screen.

Click the **send** icon.



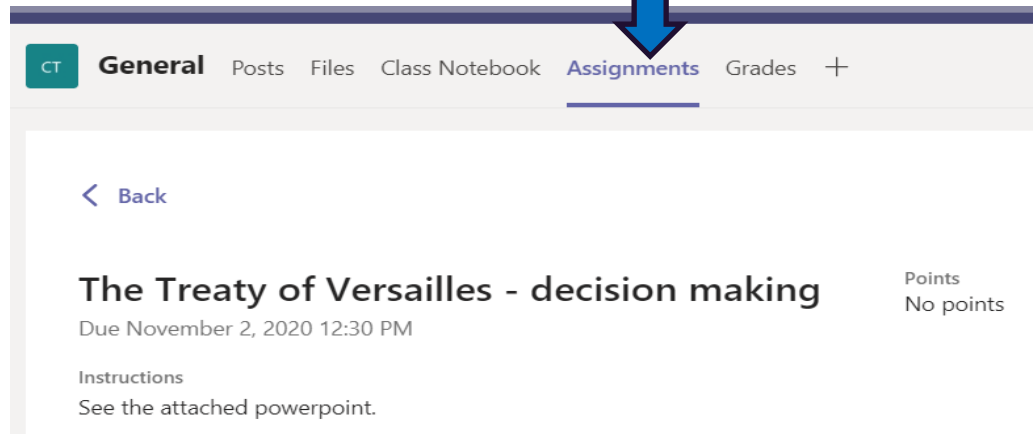
You can reply by clicking **reply** and typing in your message.



Completing assignments on Teams

Your teacher will set you work to be completed by a set time. You can view your assignments in 2 different ways.

1. Select the **assignments** tab within a **Team**. You will see all the assignments set for that class.



CT **General** Posts Files Class Notebook **Assignments** Grades +

[< Back](#)

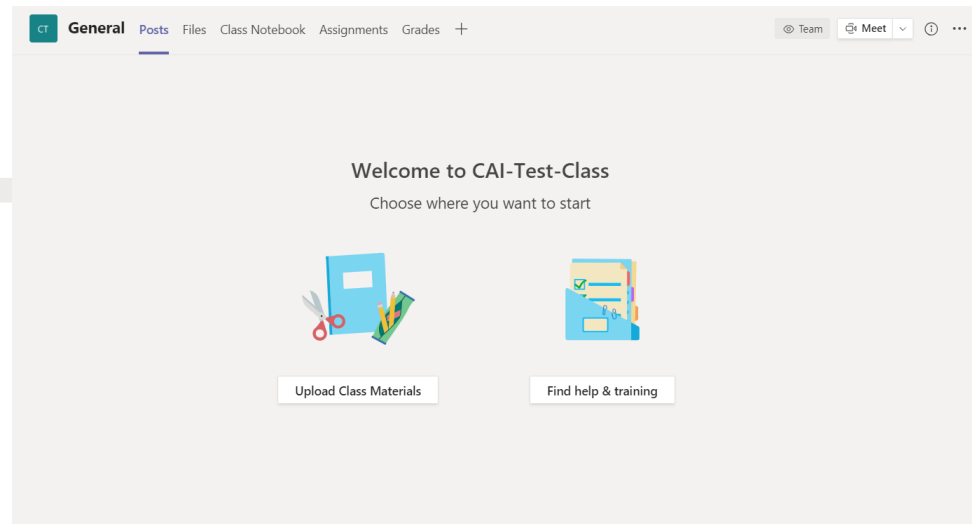
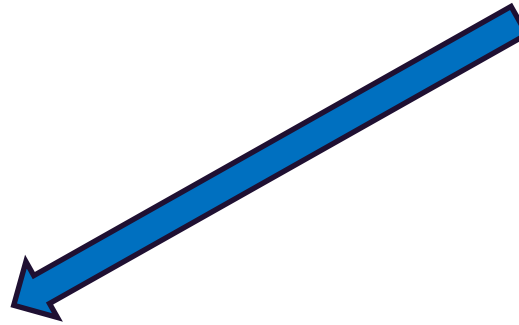
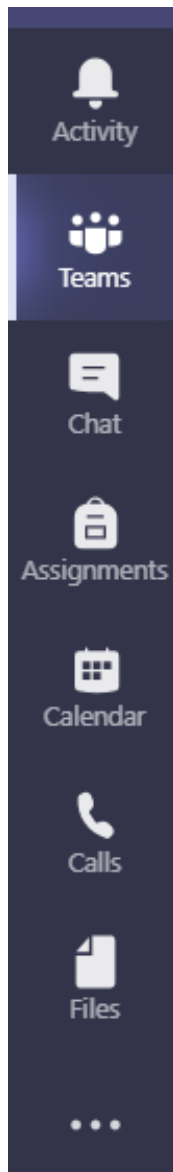
The Treaty of Versailles - decision making Points
No points

Due November 2, 2020 12:30 PM

Instructions
See the attached powerpoint.



2. To view your assignments across all your classes click on the **Assignments** tab on the left hand menu.



Click on the assignment to see what you need to complete.

The screenshot shows a user interface for an assignment. At the top, there is a navigation bar with 'General' selected, and other options like 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and a plus sign. Below this is a 'Back' link. The main heading is 'The Treaty of Versailles - decision making', with 'Points' and 'No points' listed to its right. A blue arrow points from the 'No points' text to the right. Below the heading is the due date: 'Due November 2, 2020 12:30 PM'. Another blue arrow points from this date and time to the right. Underneath is the 'Instructions' section: 'See the attached powerpoint.' Below that is the 'Steps to Success' section with three numbered steps. Further down is the 'Reference materials' section with one item: 'Lesson 15 Treaty problems.flp' with a three-dot menu icon to its right. A blue arrow points from this icon to the right. At the bottom is the 'Student work' section with one item: 'Problems table' with a three-dot menu icon to its right.

You will see the date and time the work has to be completed by.

Click the ... to download the lesson resources, including the power point.

CT General Posts Files Class Notebook Assignments Grades +

< Back

The Treaty of Versailles - decision making

Due November 2, 2020 12:30 PM

Instructions
See the attached powerpoint.

Steps to Success:

1. Describe 3 key conditions of the Treaty of Versailles.
2. Explain how the 3 conditions would impact on Germany.
3. Judge how fair you think the conditions were, giving detailed reasons for your views.

Reference materials

Lesson 15 Treaty problems.flp

Student work

Problems table S

- Open in Teams
- Open in Word
- Open in Word Online
- Download

Select **Open in Teams** which will allow you to edit the document live and complete the task.

When you have finished, select **Close** and this will automatically save your work.

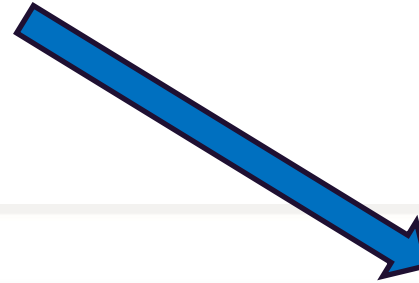
File Home Insert Layout References Review View Help Open in Desktop App Tell me what you want to do Editing Comments

Calibri (Body) 11 A⁺ A⁻ B I U [Color] [Background Color] [Font Color] [Bulleted List] [Numbered List] [Decrease Indent] [Increase Indent] Styles Find Dictate Editor

Decision made	Problems with this decision
1. Germany must reduce its army to 100,000 men.	There are several problems with the decision. The first problem is the fact that the reduced army would not be able to defend German should there be another war. This would make German civilians feel vulnerable. This would also result in thousands of German men losing their jobs. This would lead to a reduction in their income and would affect their quality of life.

Close

If you need to edit your work, select **Edit Document**.



Decision made	Problems with this decision
1. Germany must reduce its army to 100,000 men.	There are several problems with the decision. The first problem is the fact that the reduced army would not be able to defend Germany should there be another war. This would make German civilians feel vulnerable. This would also result in thousands of German men losing their jobs. This would lead to a reduction in their income and would affect their quality of life.



Turn in

When you have completed your work select **Turn in**.



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You can also install the Teams App – see instructions below.

Install the Teams App

To install Teams on your personal Windows, Mac, iOS or android device, search for Microsoft Teams from where you download your apps or alternatively use the following link – <https://teams.microsoft.com/download>

All communication in Teams is closely monitored. Any inappropriate use of Teams will be reported.

