Title: Microsoft Teams SOP for SEF Students	
SOP Number: 0365 Students 1.0 Revision:	
Author:	Date: 12th June 2020

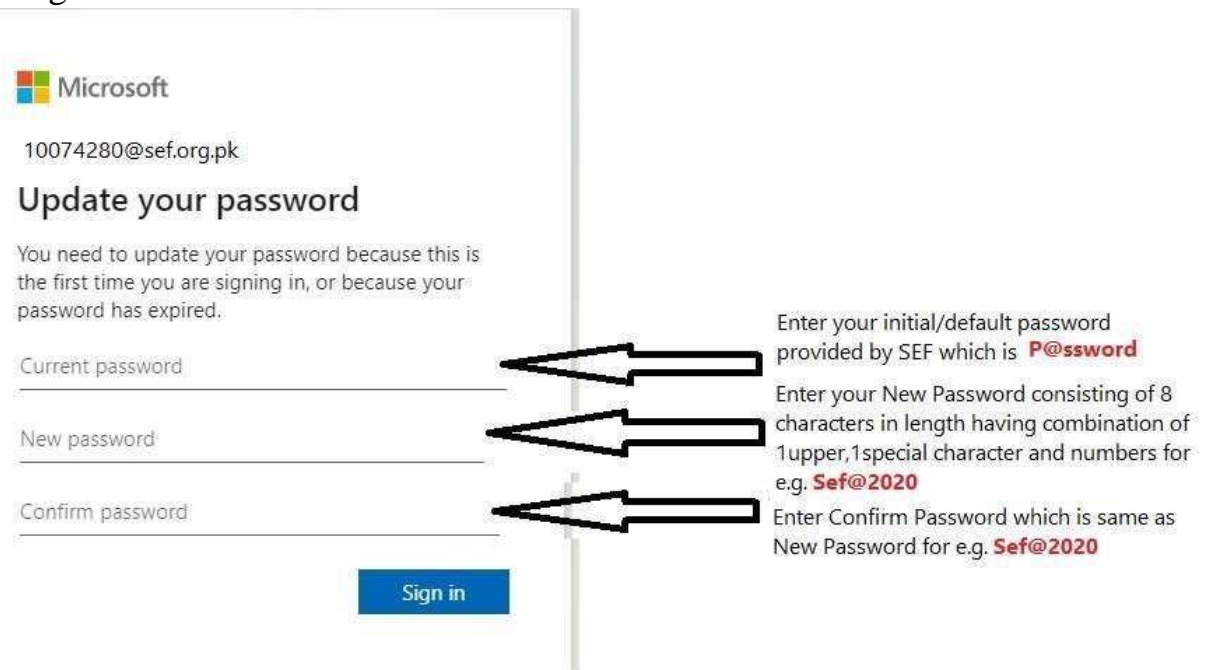## STANDARD OPERATING PROCEDURES (SOPs)

Microsoft Teams – How to Login

1. On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com

2. Enter your user/email id provided by SEF and click next

3. Enter your initial password provided by SEF which is P@ssword and Click Sign In
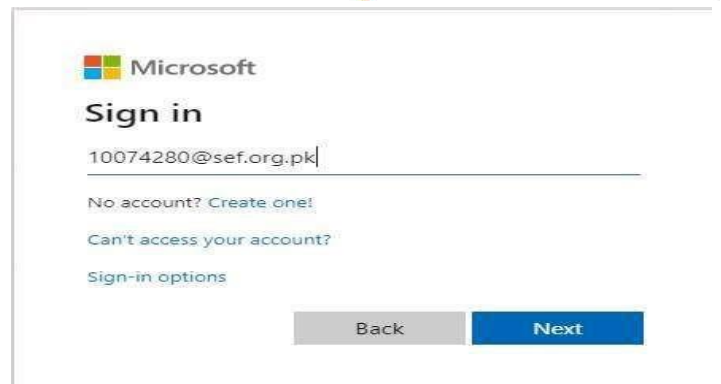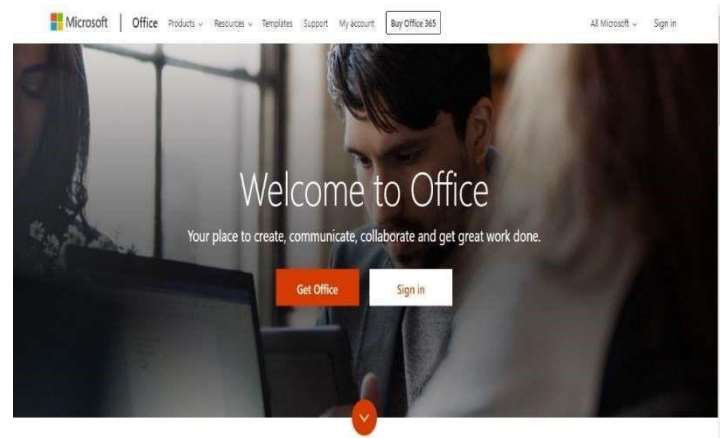
4. You will be required to change your password on first login (Pls refer to the screenshot below)

- Default password of Student is P@ssword
- Enter New password consisting of 8 characters in length having combination of upper, lower, numbers and special characters for e.g. Sef@2020
- Enter Confirm Password which would be same as New Password for e.g. Sef@2020
- Click Sign in button

Microsoft

10074280@sef.org.pk

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Enter your initial/default password provided by SEF which is P@ssword

Enter your New Password consisting of 8 characters in length having combination of 1upper,1special character and numbers for e.g. Sef@2020

Enter Confirm Password which is same as New Password for e.g. Sef@2020

Click on the Teams icon

You should now see all the Teams if your teachers have already set them up for you.

Teams – Joining a Virtual Classroom – Student
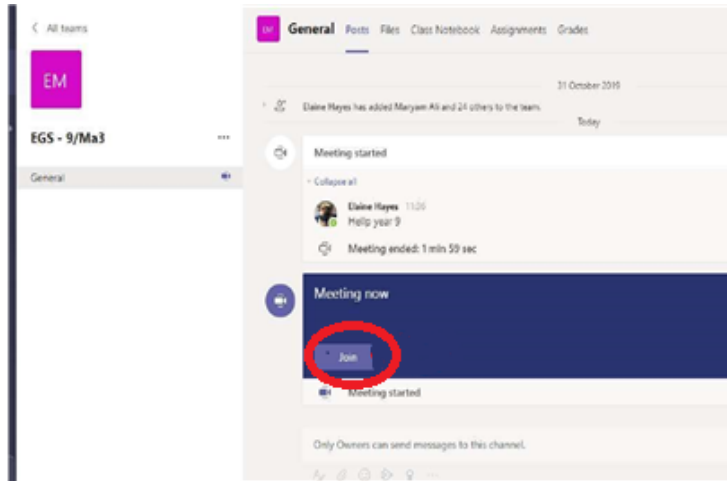
If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.
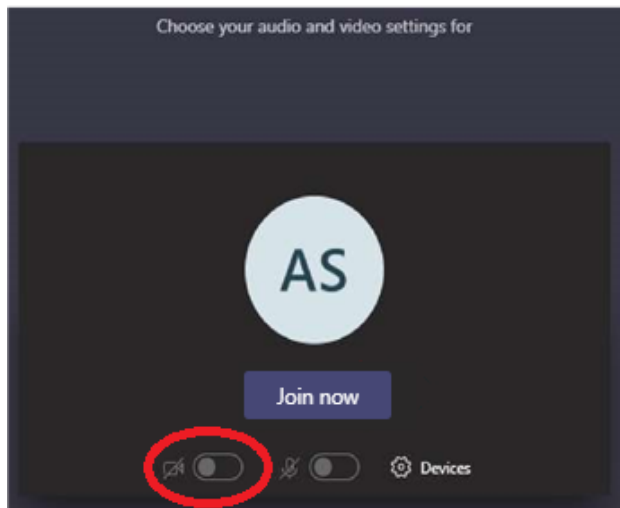

The red circle is the camera function. Make sure that it is off. Your teacher may have told you to keep your microphone on or off – in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over
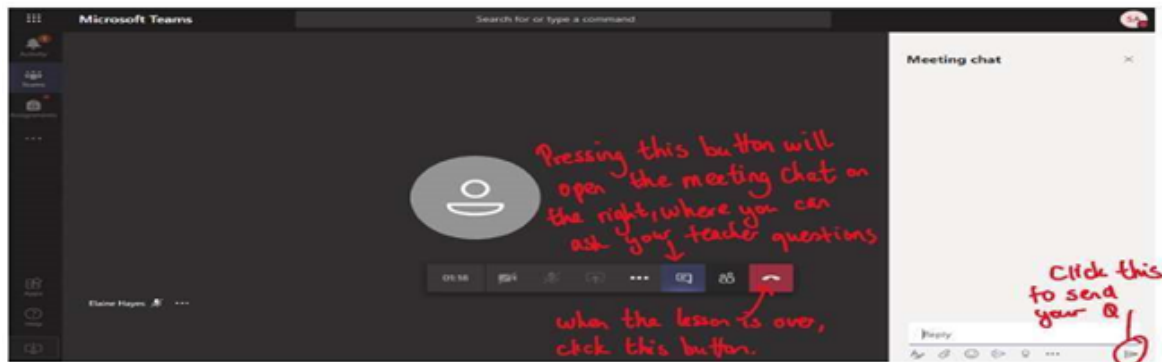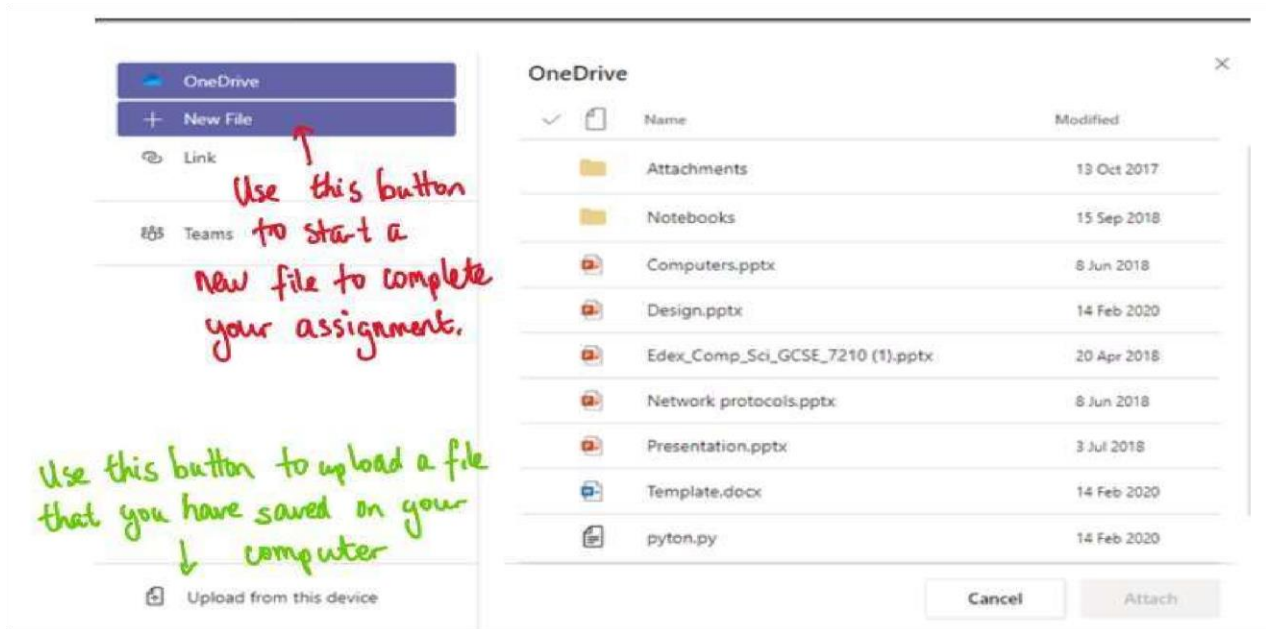
Teams – Uploading an assignment

Your teacher can set assignment for you to complete. You can access this in two different way. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.
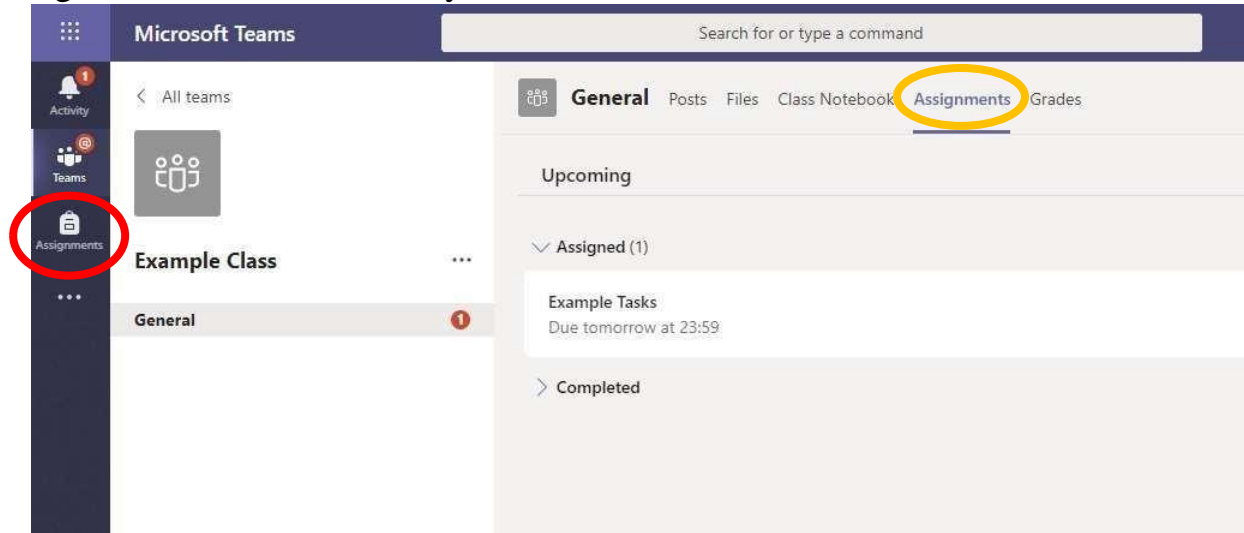
Click on the assignment to access the task.

To add your work, click on the add work. You can add a document that you have already been working on or create a new one that you can do your work on. Your teacher will give you instructions on how to submit your work.
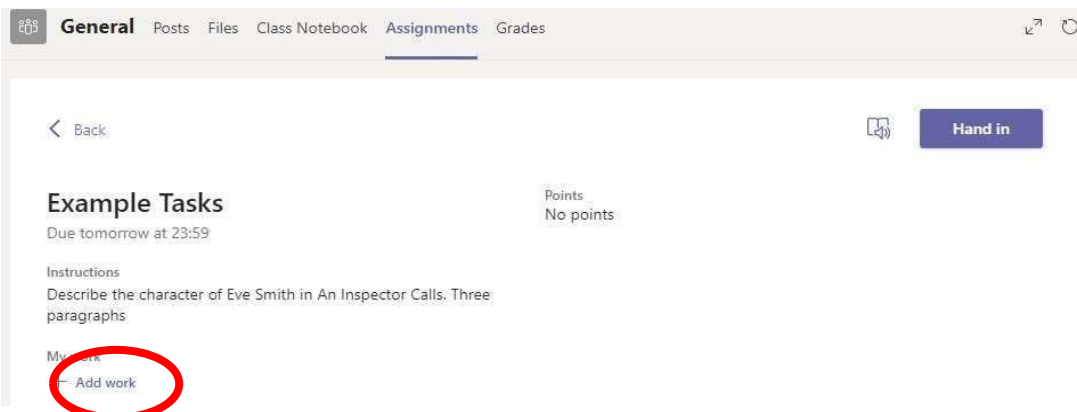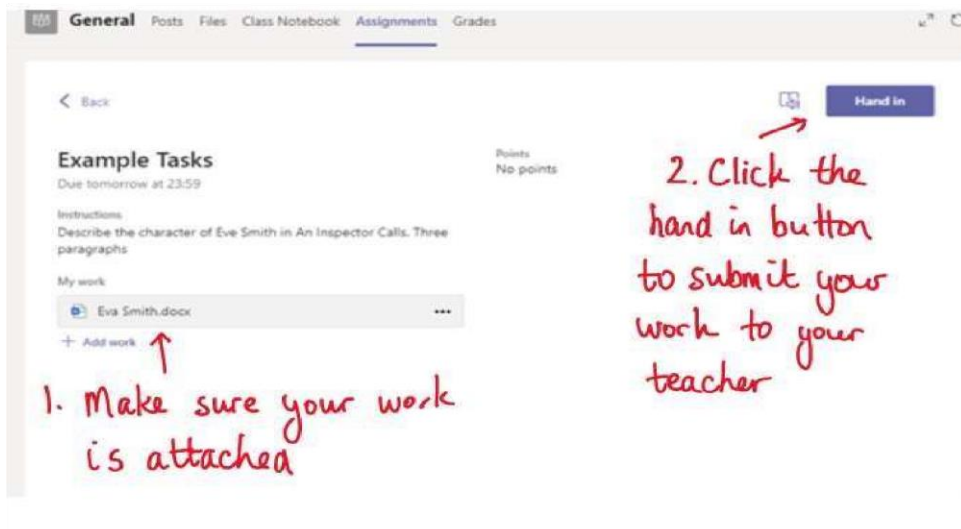
Use this button to start a new file to complete your assignment.

Use this button to upload a file that you have saved on your computer
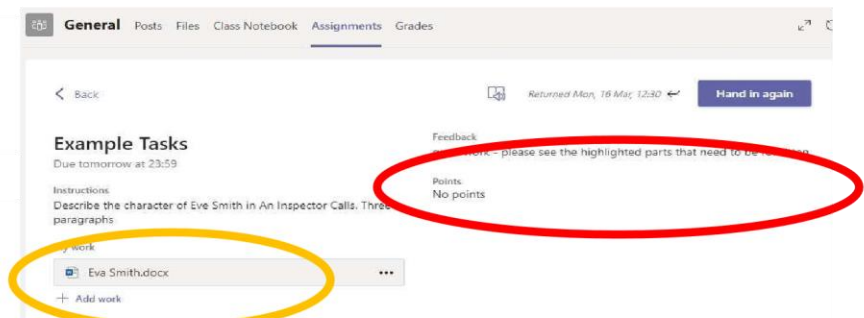
1. Make sure your work is attached

2. Click the hand in button to submit your work to your teacher

Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the

feedback given to you by your teacher, before handing it in again.

Microsoft Teams Quick Start Guide / Video Training Resources

A brief video demo in Urdu language for SEF Students is provided on below URL

Teams Students Video

https://www.youtube.com/watch?v=Gxj2cgUCz_w

Teams Quick Start Guide (PDF)

https://download.microsoft.com/download/D/9/F/D9FE8B9E22F5-47BFA1AB-09539C41FCD0/Teams%20QS.pdf

Roles & Responsibilities to Facilitate New Educators in Using Microsoft Teams

Approx. 69 Master Trainers and Regional Heads of SEF facilitate all new school teachers and students in setting up online classes and communication with students in Microsoft Teams. If you need facilitation, Partners should approach Regional heads/Office In charge of their respective district/region for any troubleshooting required as 1st level support. Regions/Districts should consult with IT Team(s) in their Regions and/or IT team at Head Office as 2nd level support, if issue cannot be resolved at district/regional level.

Supporting role

Regions/District teams shall ensure the use of Microsoft Office 365 regularly for official communication and coordination. Similarly, Training and Assessment team will develop grade and subject wise resources for teachers and students including online sessions, diagnostic assessment, feedback. IT&EMIS team will support in troubleshooting all the issues with the support of Microsoft team.

Role of Students

- Students are required to keep their password secure. The teachers of SEF schools and partners are responsible regarding change of passwords or misusing of Office 365/Teams by any students. Any breach/violation made through any account will be dealt accordingly.

- Students should follow guidelines given by teacher and complete the homework/assignments distributed through class notebook/One Note.

- If any of the student dropouts/leaves from SEF school, their IDs will be blocked. It will be the responsibility of partners to communicate the same to Regional Head who in turn may inform Regional/Head Office IT team for smooth transition/deactivation.

Please note, under the A1 plan, the services/applications we are using are web apps which are based on cloud computing technology user still will be able to access their data online anytime/anywhere and on any device through web application.