

A Parent's Guide to Microsoft Teams

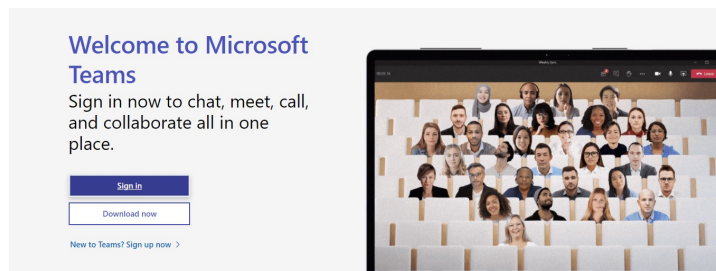


Microsoft Teams is digital platform that lets teachers keep in touch with children remotely. They can access support from their class teacher and use apps such as Word and PowerPoint from home. All of this can be accessed by your child by simply logging in to Microsoft Teams using the email and password that has been sent home.

Sign in methods:

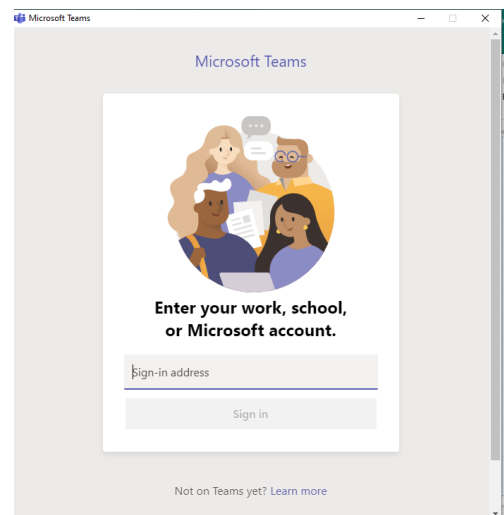
1. teams.office.com (Web Browser)

You will be asked to sign in to Teams. Sign in using your child's school email address and password that has been provided. Please keep the log in information safe in case you are logged out for any reason. Once you have signed in, you may be asked to download the app to use Teams in the future.



2. Teams App (Desktop computer, laptop, tablet etc.)

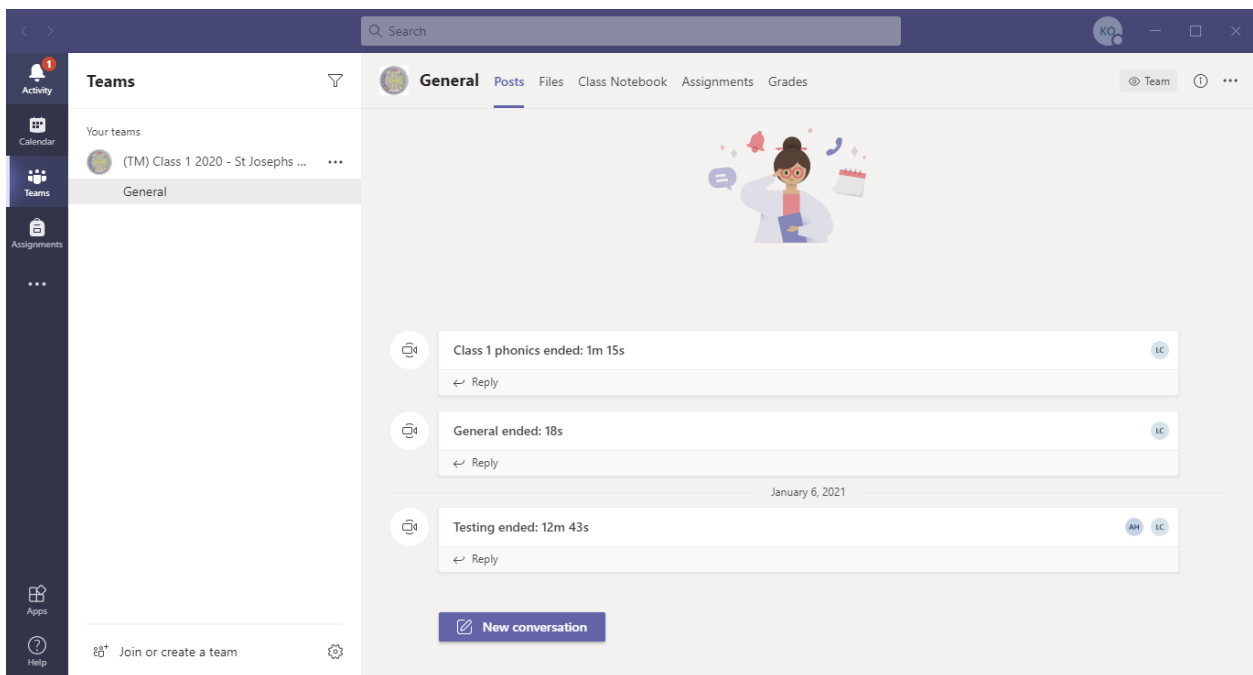
You can download the Teams App on to your computer, laptop, phone or tablet. This makes it quicker and simpler to log in and has more functions than using the web app. Again, sign in using your child's school email address and password that has been provided.



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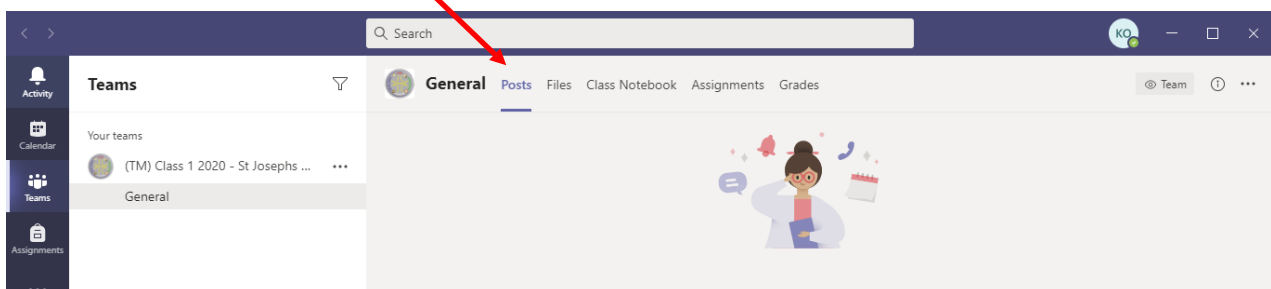
My Teams

Once your child has logged in to Teams, they will be able to see their class which has been premade for them by their class teacher. Essentially, the word “Team” is just another word for “Class”.



Posts

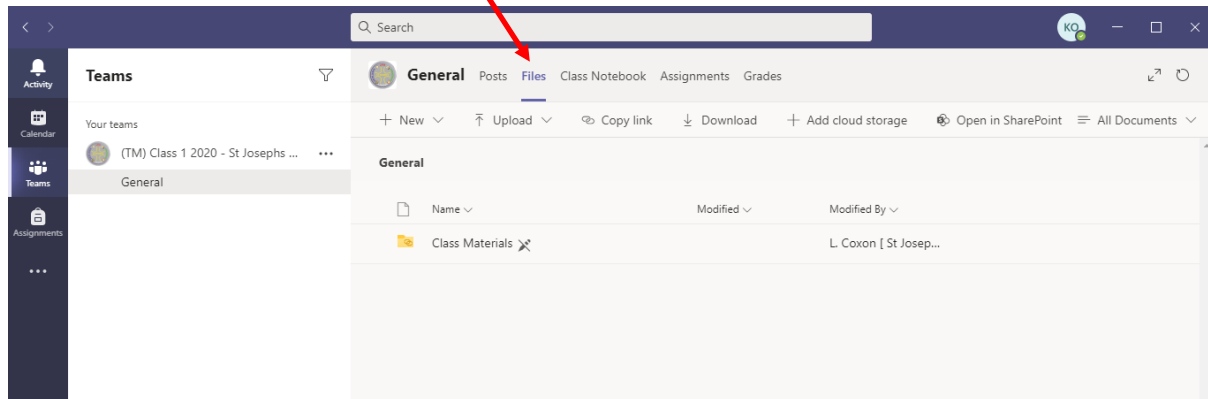
Here you can see any posts from teachers, announcements linked to that day with details of lessons on and any resources to help your child or assignments that have been set to complete.



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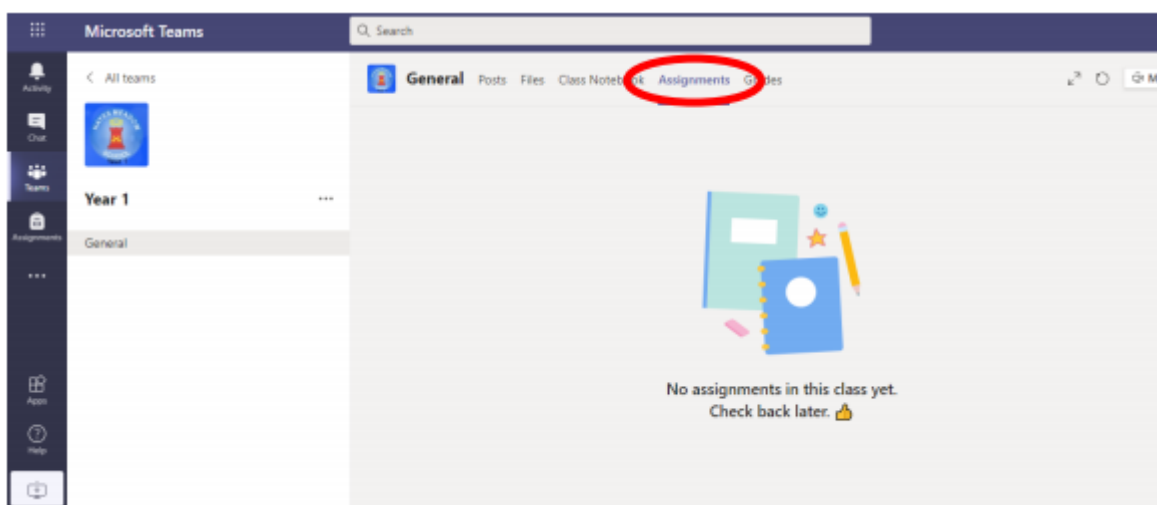
Files

When you click on files, you will be able to see any resources that have been uploaded to help your child with their remote learning. There may be worksheets to complete, videos to watch or materials to read.



Assignments

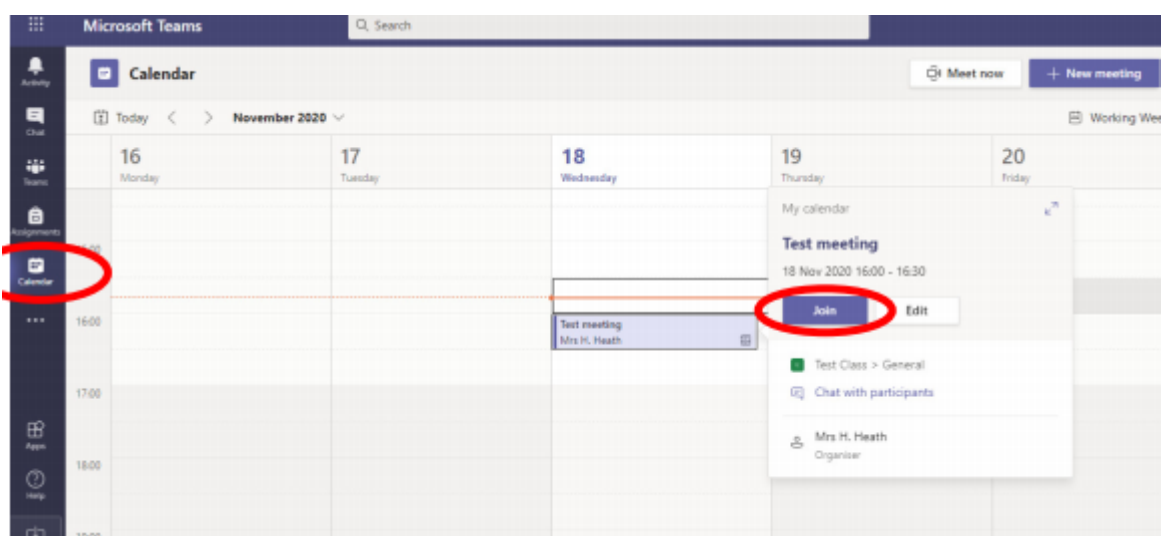
Teachers may choose to set an assignment for the pupils in the class through Teams. Click the “Assignments” tab at the top to see if anything has been set for you. Follow the instructions on the assignment to complete work and submit it back to the teacher. The teacher can then give feedback for this work. Only the class teacher will be able to see your work. You will receive a notification on Teams to tell you when work has been seen by the class teacher.



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Live Lessons

Teachers will be able to communicate with pupils using the inbuilt video conferencing system on Microsoft Teams. Within the Team, the teacher can set Live Lessons for pupils to join. The meetings will be determined by the teacher at a specific time and date. Pupils will be instructed to join the meeting by clicking the “Join” button that will appear on the “calendar” section. The children will need to wait in a lobby and the teacher will admit them at the start of the lesson.



Once you have joined the call, we ask that the children turn off their camera and turn the microphone to mute, the teacher will ask children to unmute themselves if needed during the session. There is also a function that allows you to raise your “virtual hand” if you want to answer a question but you can also use this if you need any assistance.

Chat facilities

Please note that private chat functions have been disabled for the children. All communication on Teams is monitored by staff. Be mindful when using the chat facility within the group, it is visible to all members.

Teachers will be available throughout the day to respond to questions that children have asked using the chat function. Please bear in mind that teachers are also teaching children in school as well as at home so at times answers to questions may not be immediate but will be responded to throughout the day by the class teacher. If questions are asked out of school hours teachers will respond to those the following day.

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