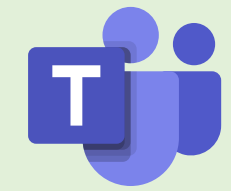


Microsoft Teams



Parent/Carer & Child Guide



Microsoft Teams - online safety

- Parents and carers should be present while children are using Teams where possible - even being in the same room is useful!
- With your child, please talk through the user agreements that will be shared with you at the beginning of any period of remote learning. These will help to establish expectations for your child's behaviour and safety when using Teams.
- We have the same expectations of children's conduct when using Teams as we do in school. We will follow up any issues regarding behaviour on Teams with you and we thank you in advance for your support with this.
- Mics and chat functions must be switched off during any live lessons unless directed by the teacher.
- Please report any safety concerns that you have to your child's class teacher for follow up.
- Where 'live lessons' will be recorded for children to access if they are unable to do so at the time of the lesson, these **must not** be shared out-with the platform and no screen shots to be taken please.



Microsoft Teams - online safety

- **Help and advice on general online safety:**
- <https://parentzone.org.uk/>
- <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>
- <https://www.thinkuknow.co.uk/parents/>
- <https://www.gov.uk/government/publications/child-safety-online-a-practical-guide-for-parents-and-carers/child-safety-online-a-practical-guide-for-parents-and-carers-whose-children-are-using-social-media>

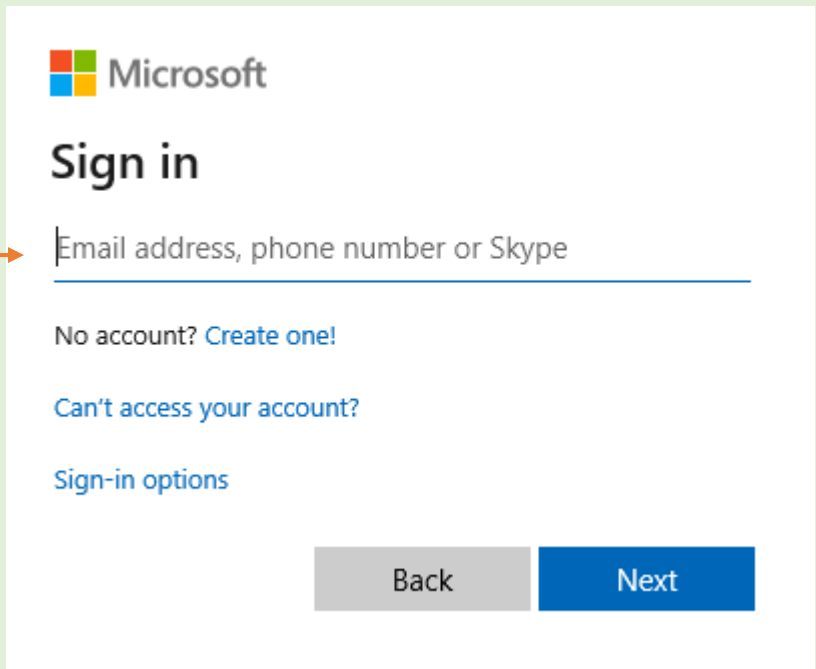
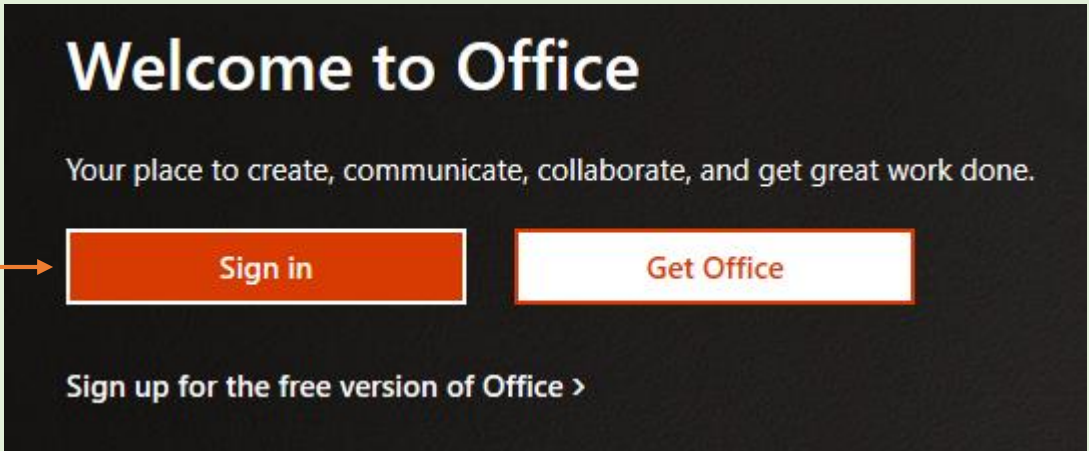


Signing in

Visit office.com

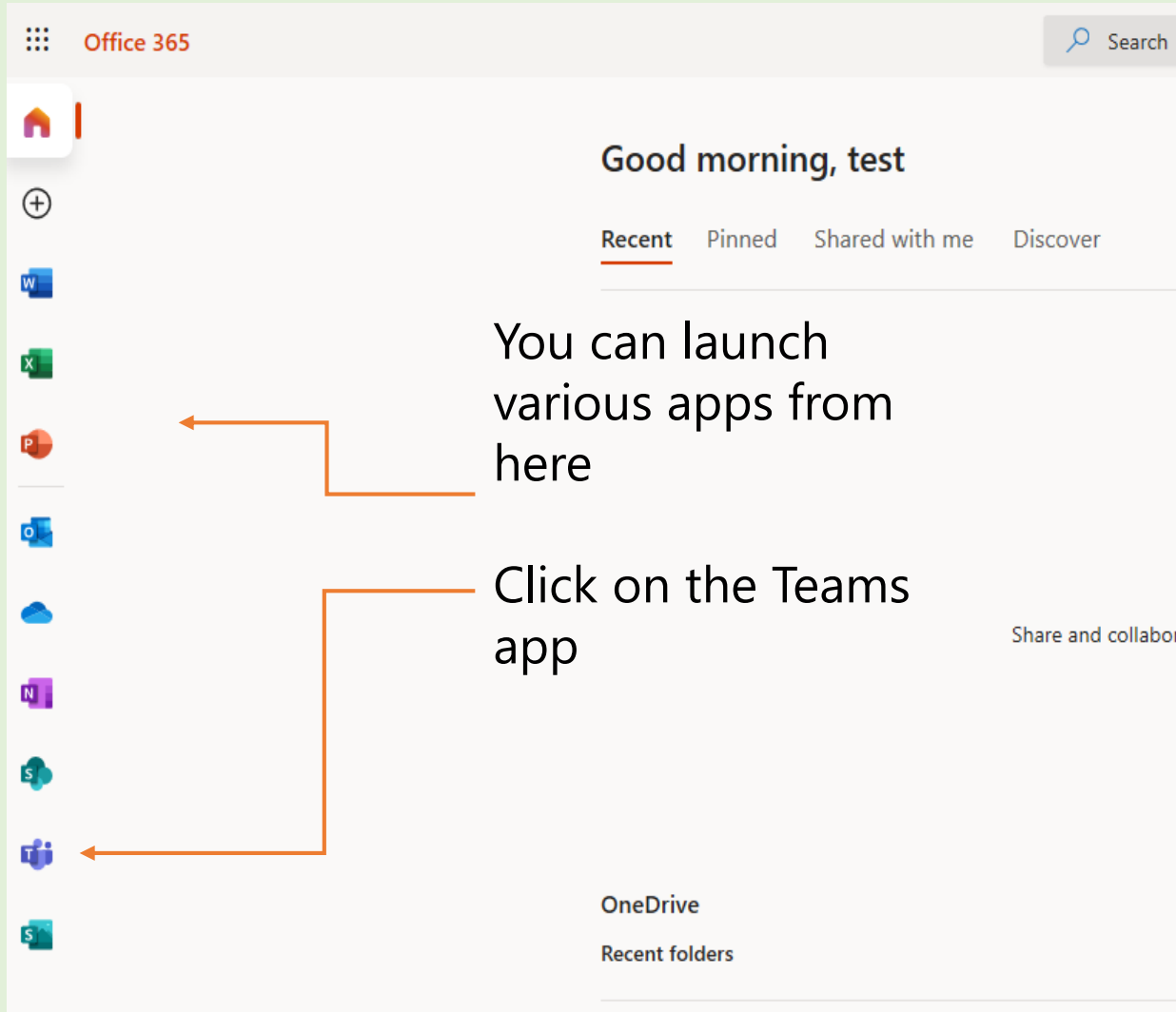
Click 'Sign in'

Enter your username & password
(your class teacher will have this)





Available apps on Microsoft



You can launch various apps from here

Click on the Teams app

Please note that you will only have access to the apps needed for remote learning.

Children's logins do not have access to Outlook emails.

The app that will be used the most will be **Microsoft Teams**.



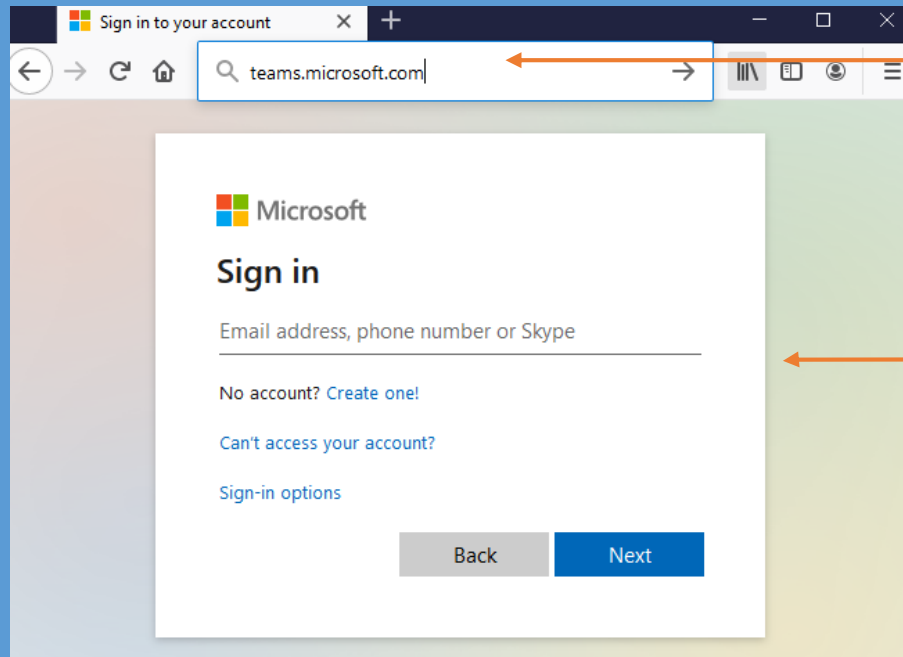
How to access Teams

Accessing Teams via web browser

Visit the site below

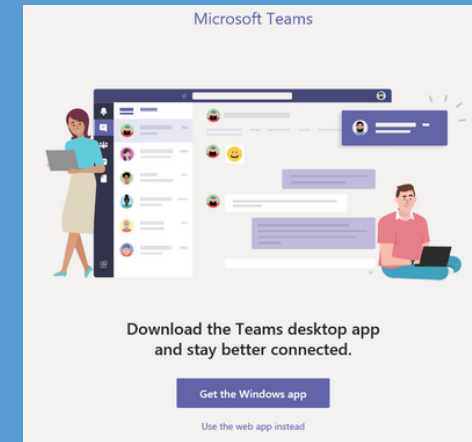
teams.microsoft.com

Enter your username and password



Accessing Teams via the app

1. You will be asked to download the Teams app after signing in through the web browser.



2. Search for 'Microsoft Teams' on your devices' app store





When logged in to Teams you will see

Microsoft Teams

Search

TS

Activity

Teams

Files

Assignments

Apps

Help

Teams

Settings

Join or create team

Hidden teams

Test Classroom

EY

You will now see your class team icon

Click here to access your virtual learning resources

You can access files/ assignments directly here. Note the chat function has been removed for students. All communication will take place within the class team.



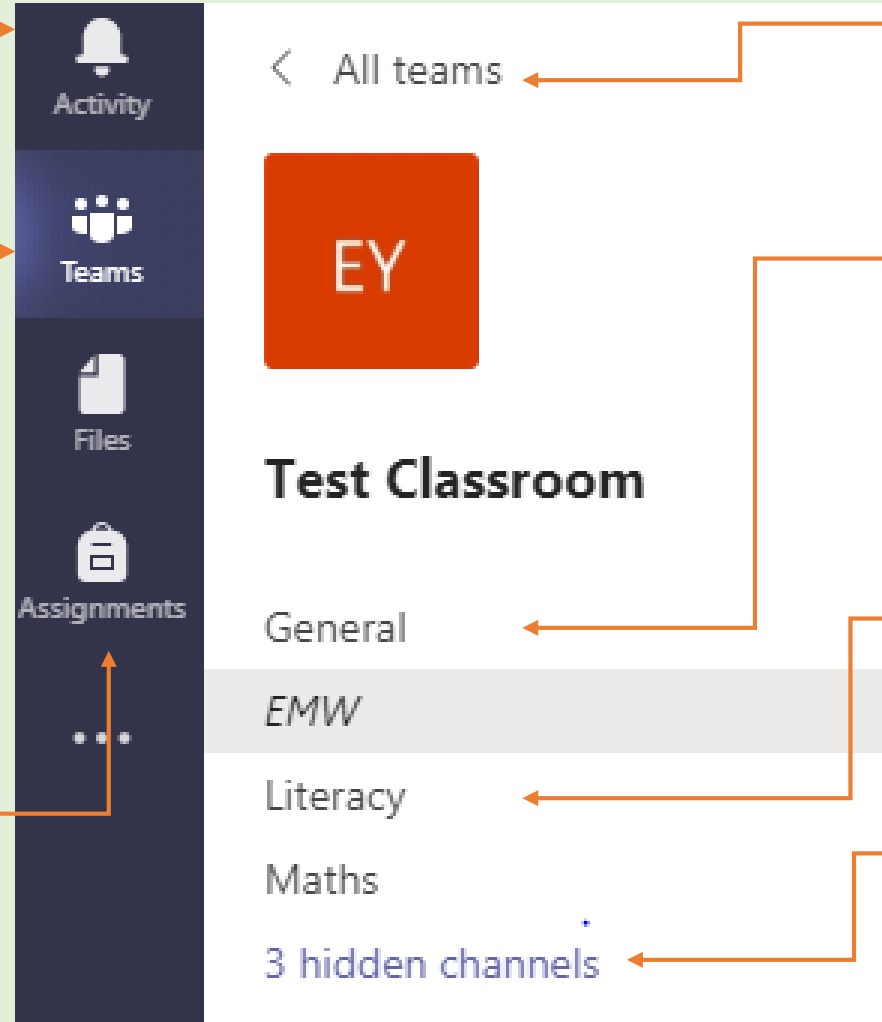
What your Teams classroom will look like

Activity shows your recent activity within your Teams class.

Teams will show you all your teams.

Files will contain uploaded documents from your teacher or documents you have uploaded.

Assignments will contain all **work** uploaded for all subjects for you to access.



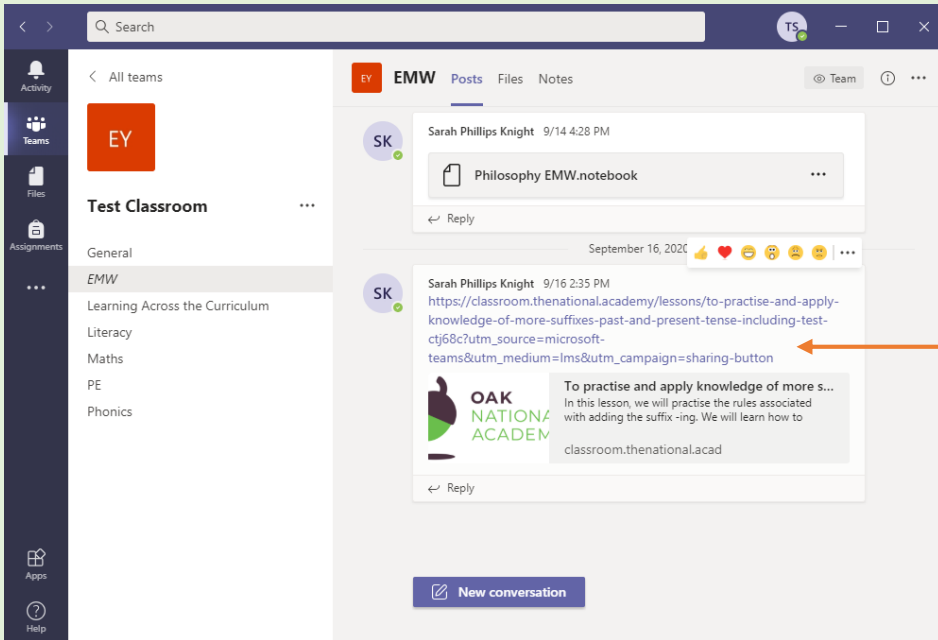
Click here to return to the previous screen.

Whole class messages can be found in the 'General' channel.

There will be a 'channel' for each subject e.g. Maths.

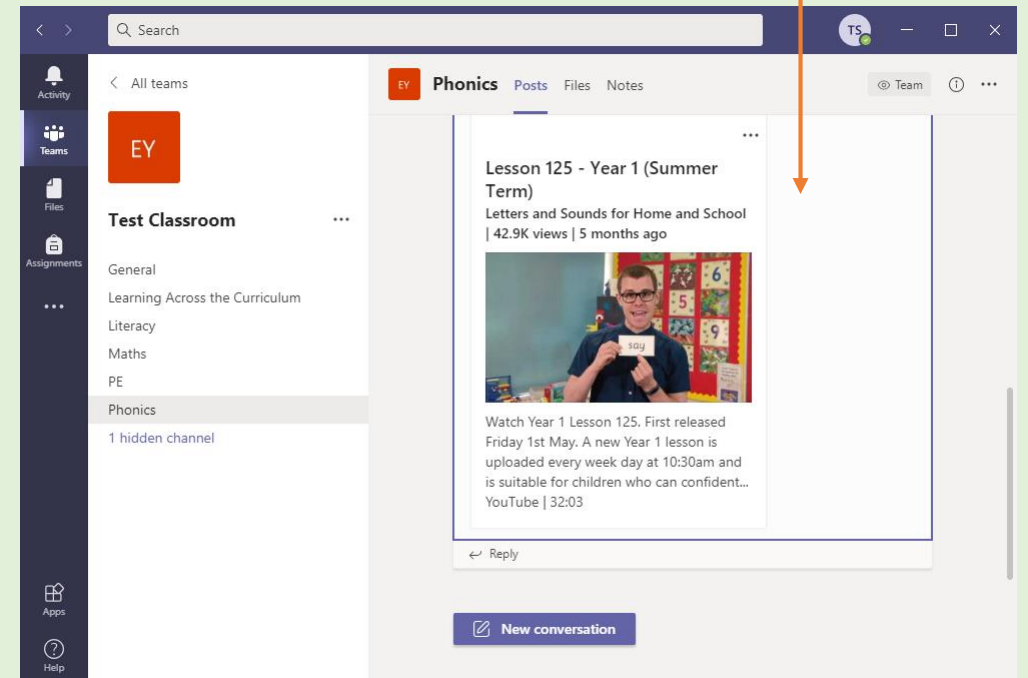
If you cannot see subject channel, click on 'hidden channels'.

What to look for in your subject channels



Links to external websites will appear like this.

Video links will appear like below.





Assignments / Work

The screenshot shows the Microsoft Teams interface. On the left, the 'All teams' sidebar is visible, with the 'Literacy' channel selected. The main content area shows a 'Welcome to the class!' message and an assignment card. The assignment card is titled 'Example assignment' and is due on 'Oct 2'. It includes a 'View assignment' button. Orange arrows indicate the flow of information: one arrow points from the 'Literacy' channel in the sidebar to the assignment card, and another arrow points from the 'View assignment' button to the right-side text.

Assignments are the work that teachers set for you to complete.

Assignments will be posted in the relevant subject channel.

Click on 'View assignment' to see its content and complete.



Assignments / Work continued

The screenshot shows a mobile interface for an assignment. At the top left is a blue back arrow and the text 'Back'. At the top right is a blue 'Turn in' button. Below the back arrow is the title 'Example assignment' and the due date 'Due tomorrow at 11:59 PM'. Underneath is the 'Instructions' section with the text 'Click on this assignment to see what you need to do and to complete assignments set by your teacher.' Below that is the 'My work' section with a blue plus icon and the text 'Add work'. At the bottom is the 'Points' section with the text 'No points'. Orange arrows from the text on the right point to the 'Back' arrow, the 'Turn in' button, the due date, the instructions text, the 'Add work' button, and the 'Back' arrow again.

Click on 'Turn in' to submit your work.

Deadline for your assignment/work will show here.

Instructions on what to do for your assignment/work will show here.

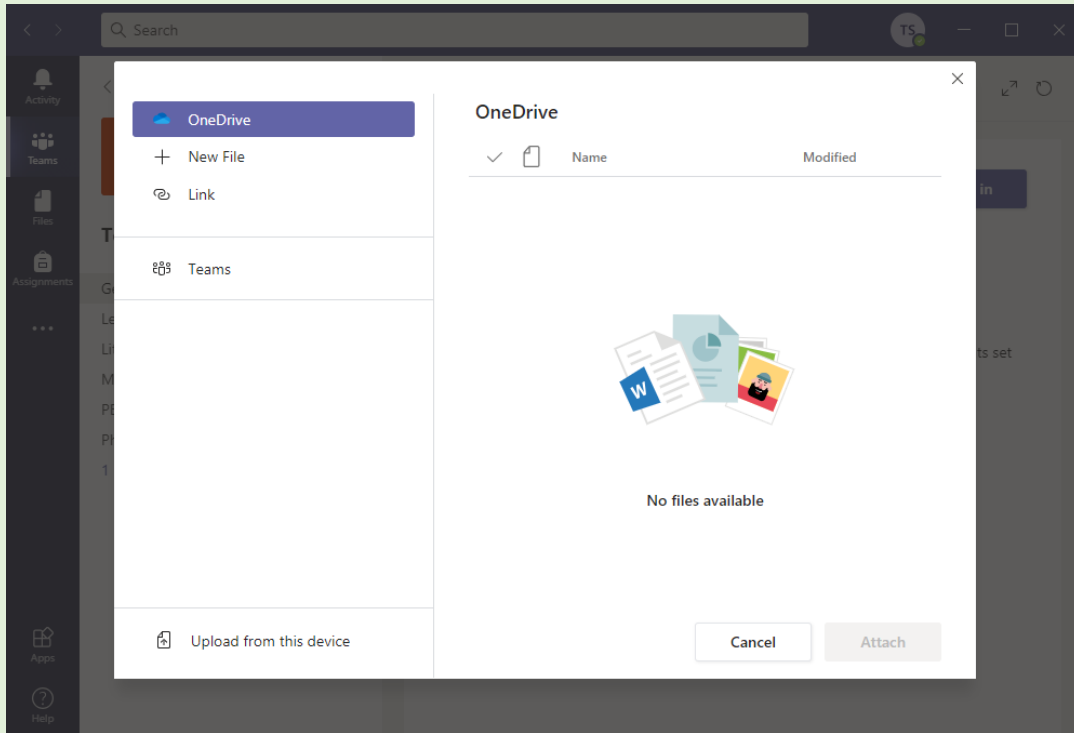
Click here to upload work your work.

Return to the class team channel here.



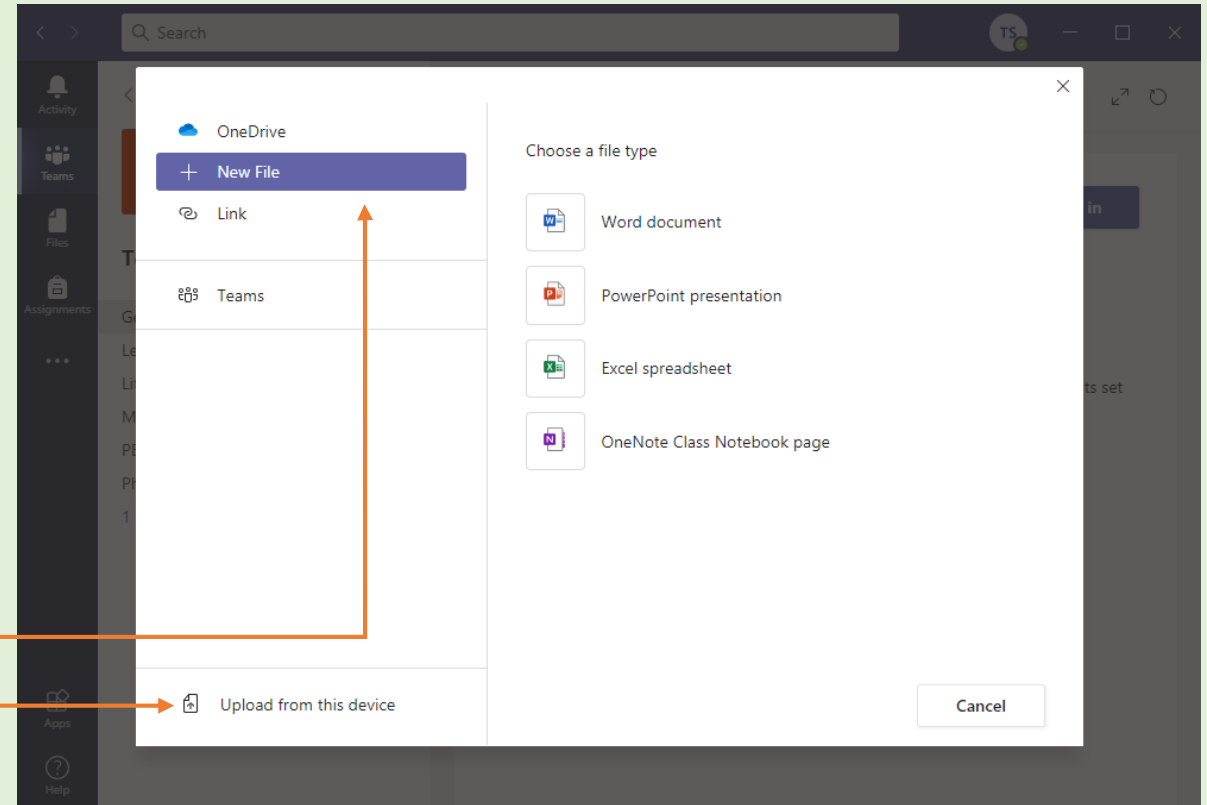
Completing your Assignment/Work

When you click on 'Add work' you will see this screen.



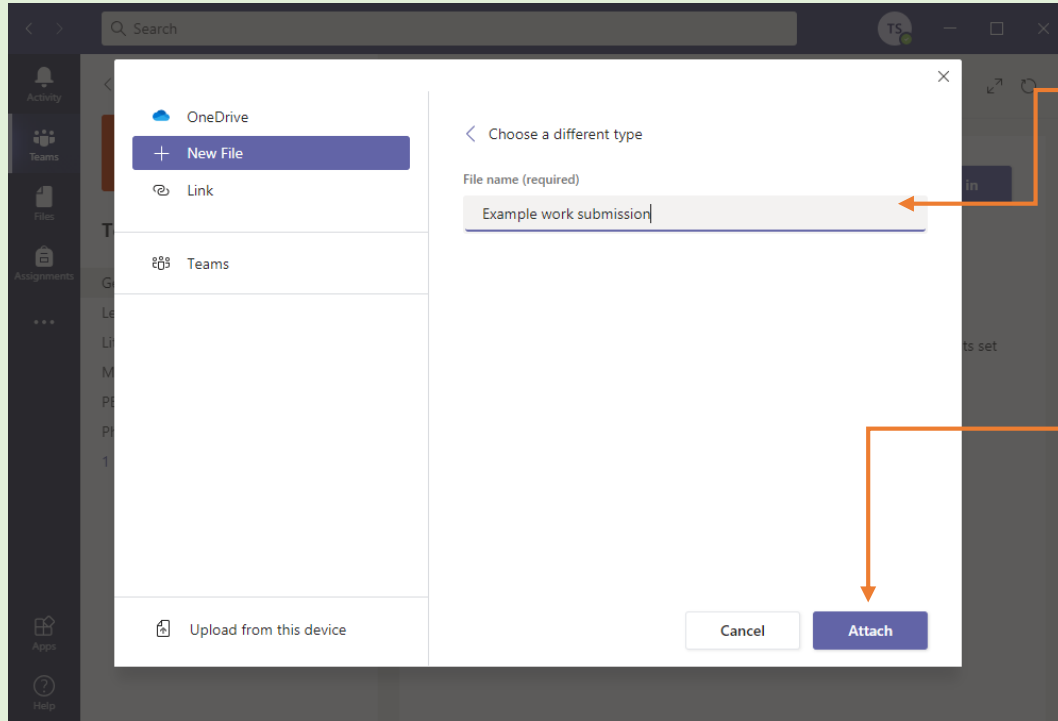
Click on 'New File' to create a new document for your work.

Click on 'Upload' if you have already created and saved your work on your device.



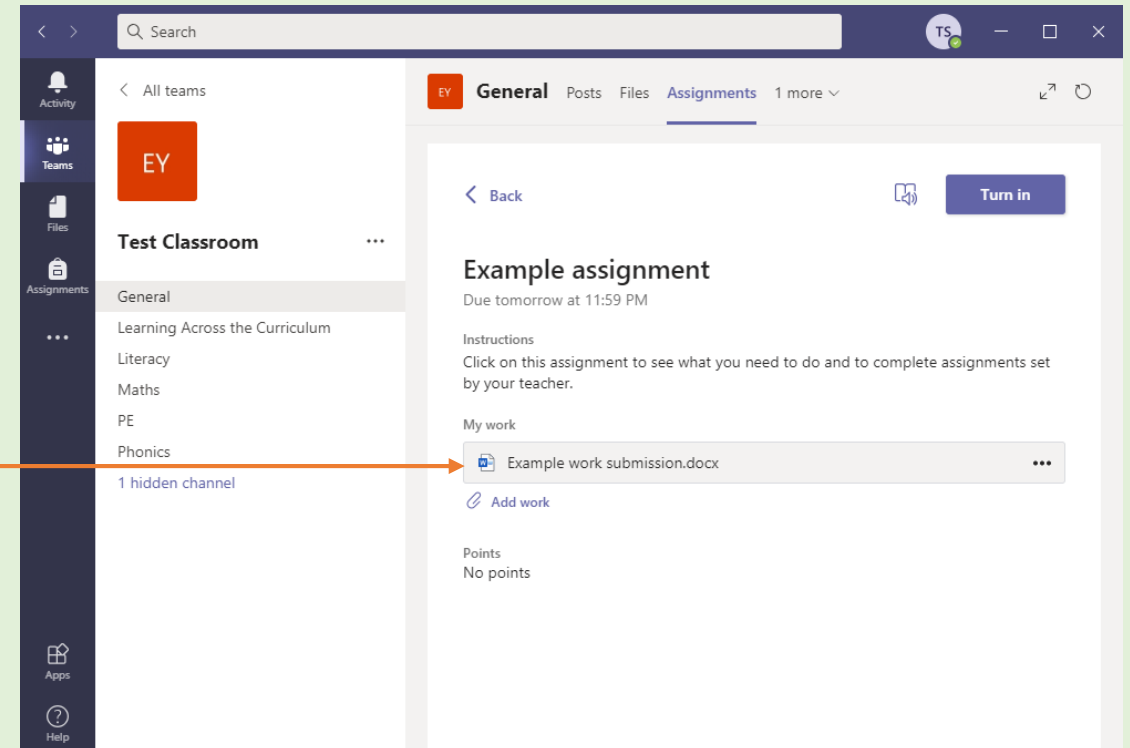


Creating a document for your Assignment/Work



Name your new document.

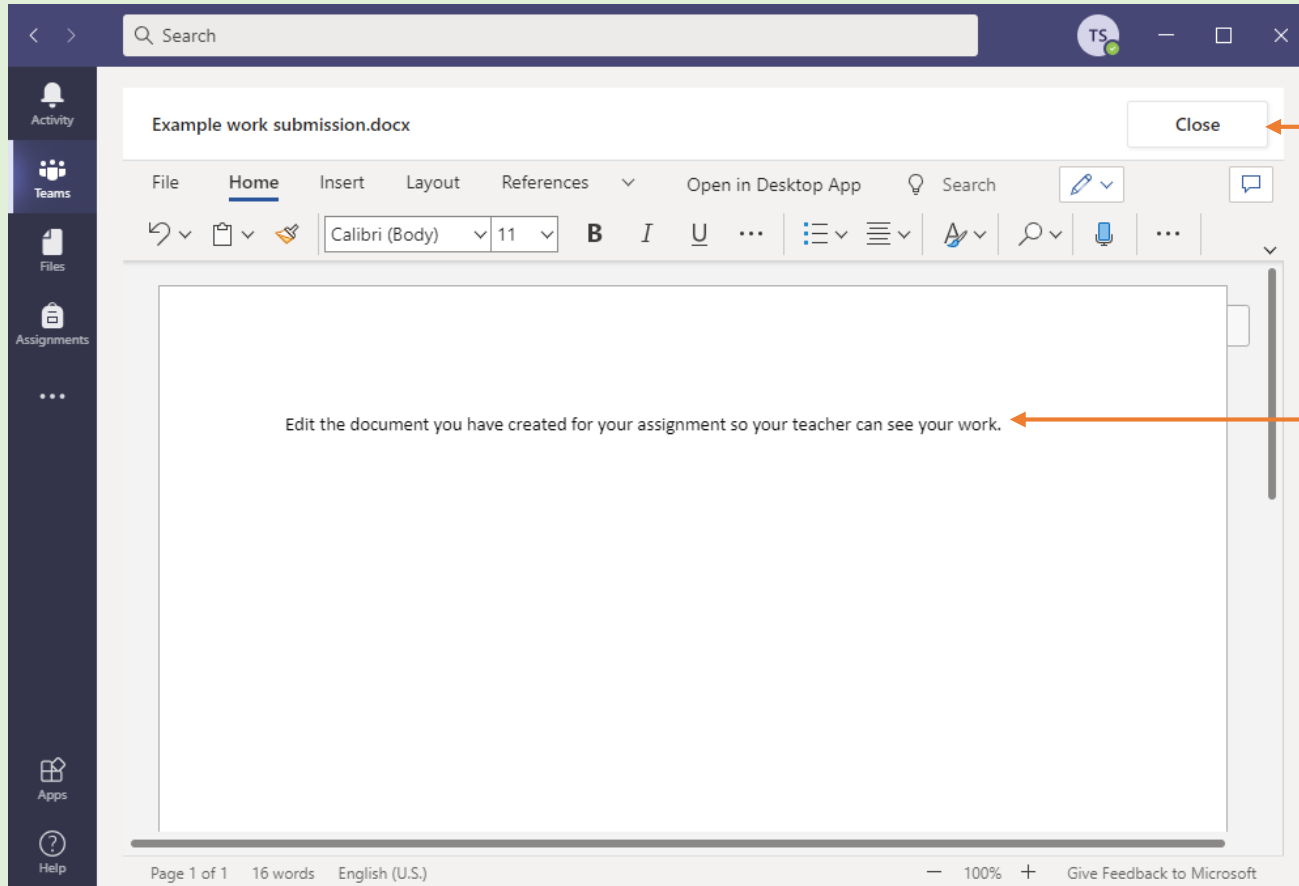
Click on 'Attach' once named.



You will see your new document in the subject channel. Click on the document to edit.



Editing a document for your Assignment/Work

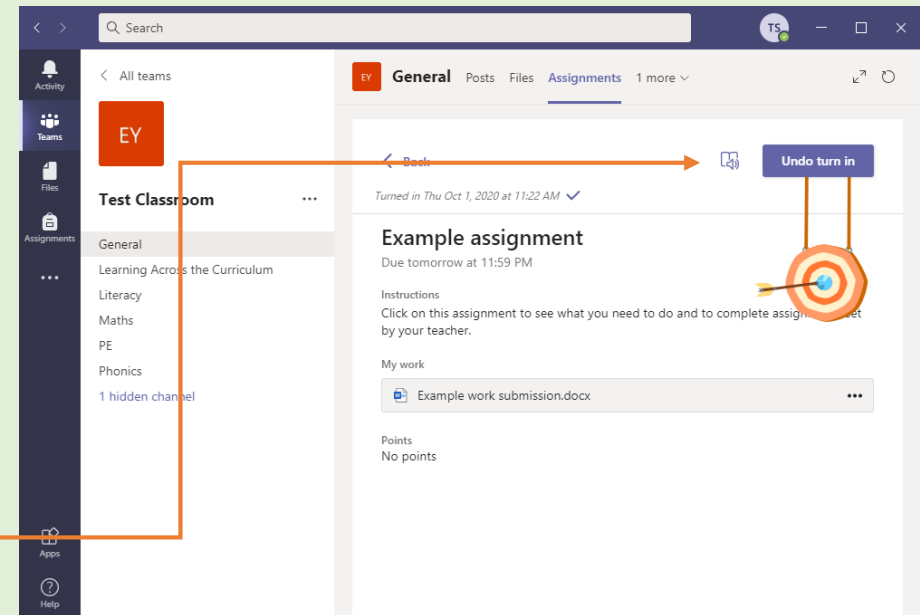


Edit your document. The work will automatically save.

Click 'Close' when finished.

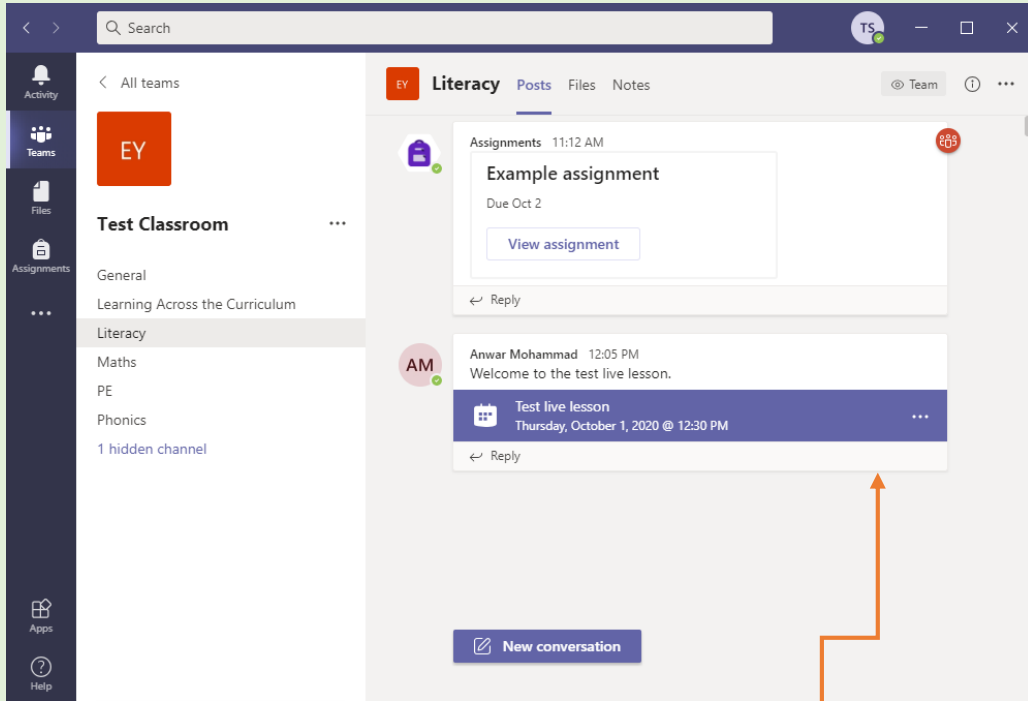
You can edit documents after clicking close, if needed.

Click on 'Turn in' when you are happy with your work.
You can 'undo' your turn in if needed.



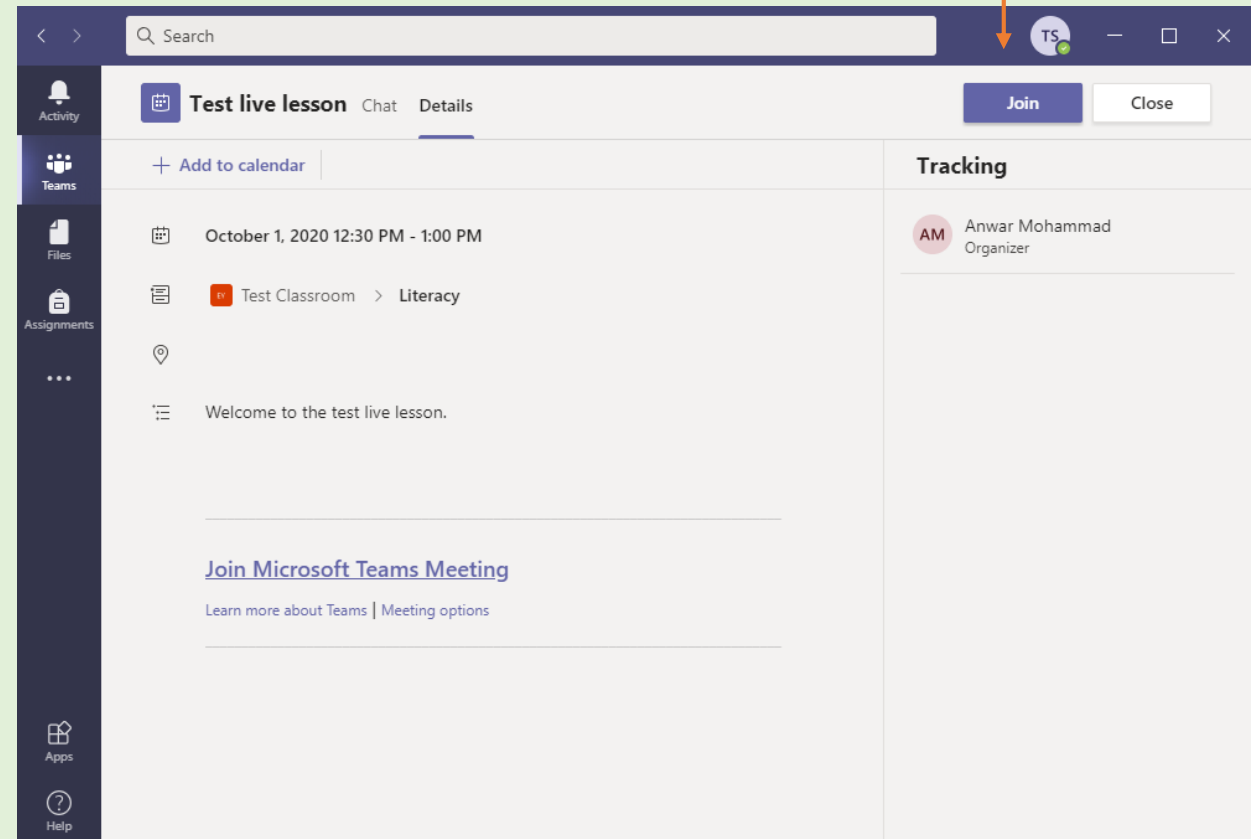


Joining a live class within Teams



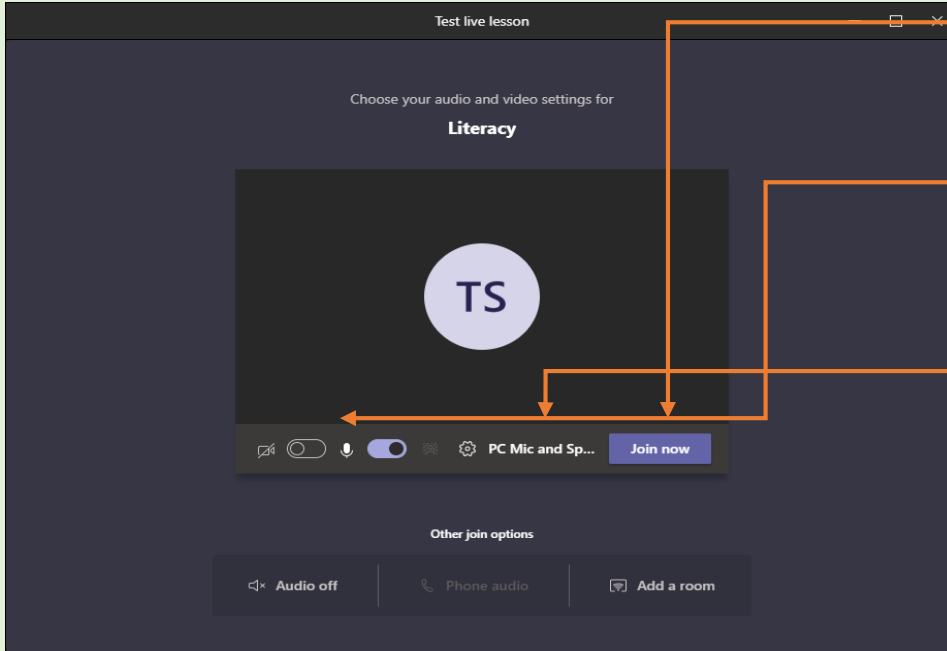
Live lessons can be seen in your subject channel. Click on the lesson to start.

Click on 'Join' to join the lesson.





Joining a live class within Teams



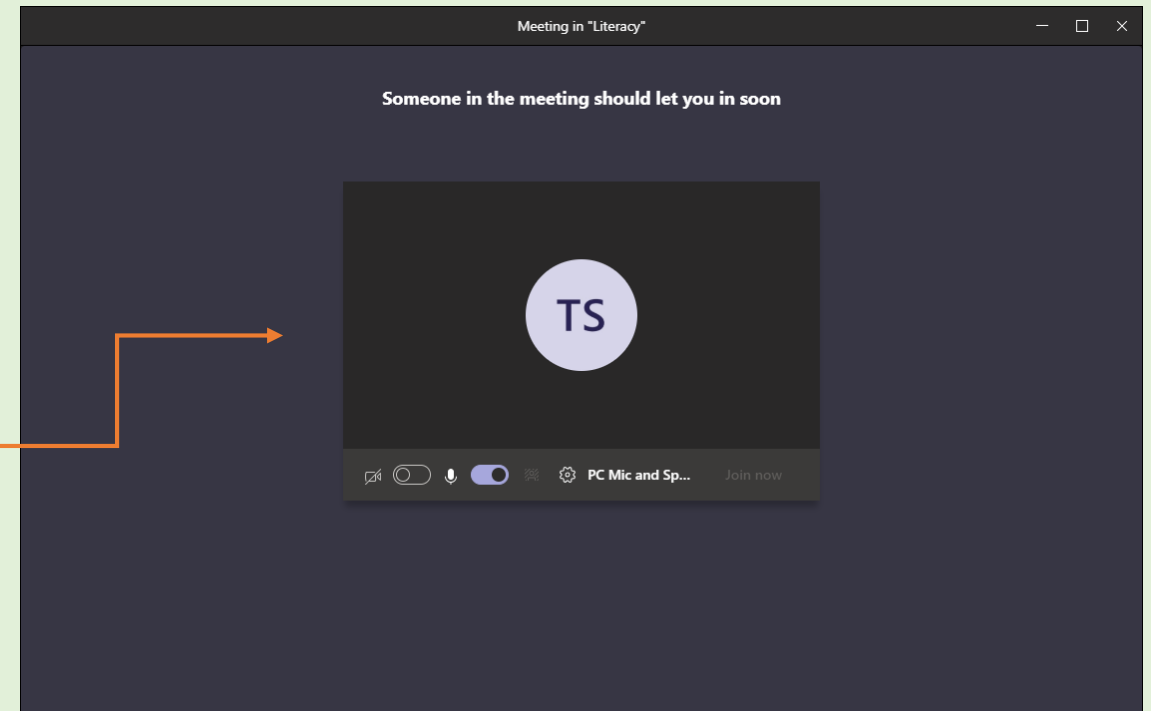
Click on 'Join now' to join the lobby for the live lesson.

Camera and microphones need to be turned off unless instructed otherwise by the teacher.

Settings for audio can be found here.

You are now in the lobby for the live lesson.

The teacher will let you into the lesson when the lesson starts.





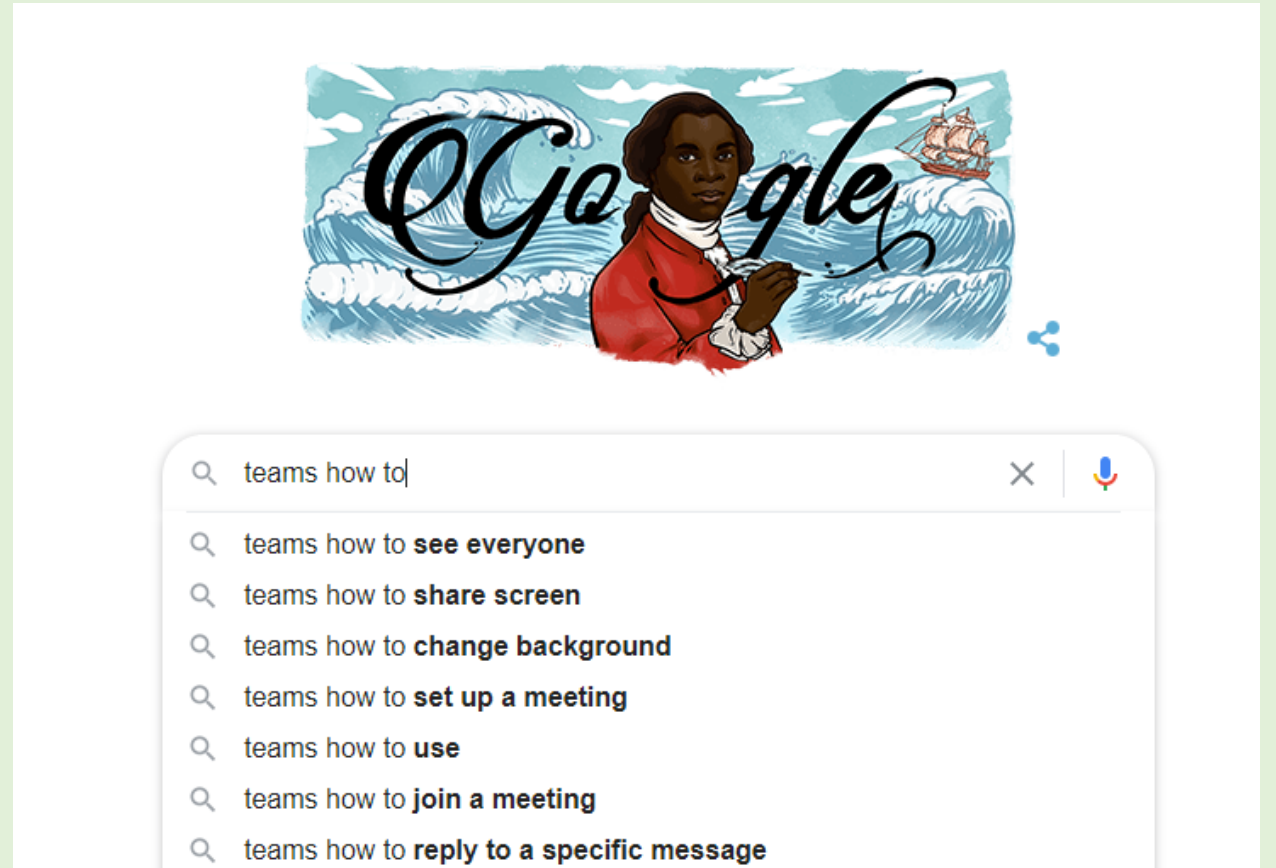
Further information for Teams

There are lots of guides and videos available on the internet to give you further information if needed.

In a search engine, type 'teams how to ...'

Microsoft Teams guidance can also be found here.

[Teams guidance](#)





THANK YOU

Thank you in advance for supporting your children with their learning and access to TEAMS in the event of Remote Learning.