



Microsoft Teams Parent Guide



To further improve our home learning and provide more opportunity for pupil and teacher interaction we will be implementing Microsoft Teams. Microsoft Teams provides a wealth of opportunities to develop our home (remote) learning and provides further interaction and communication with yourselves and your children.

What is Teams?

Microsoft Teams is a collaboration platform complete with document sharing, online meetings, and many more extremely useful features for communications.

How will we use Teams?

Each child will be added to their class team. Once logged in they have access to shared posts, files and work set by the class teacher. It also means we can schedule online meetings for the class should the need arise. We will use it to set homework, set and mark work for any remote learning that is required, to communicate events that are unique to your child's class and share class events. As our confidence grows with using Teams we will explore more and more opportunities using the resource.

How do I access Teams?

There are many ways to access Teams. It can be found on the internet using the following link:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>



It is also an app that can be downloaded onto a pc, chromebook, ipad, mobile phone or other tablets.

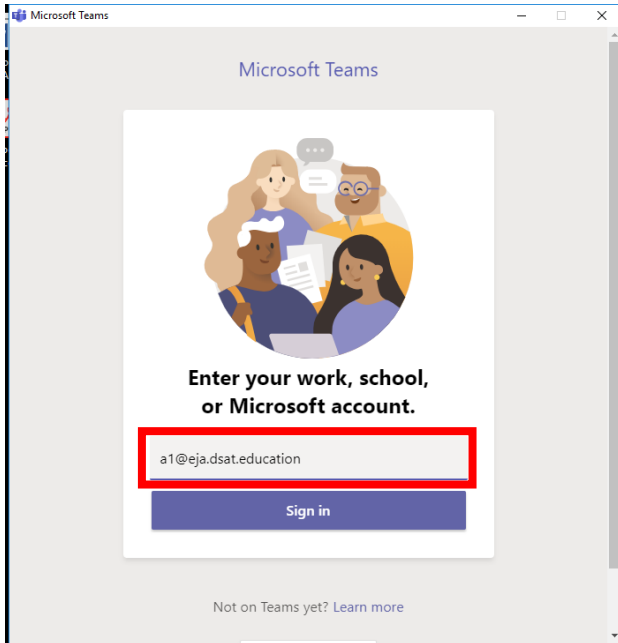
This means it is very accessible by almost any device that can link to the internet.

What do I need to get started?

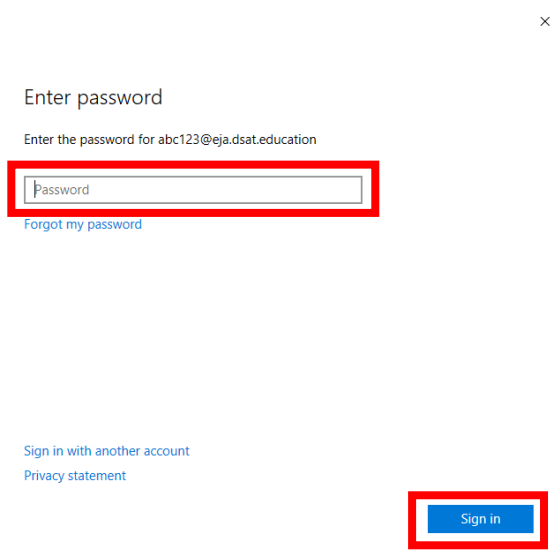
Every child at Loatlands has a Teams account. Their individual login and password can be found in the home learning book that they will be bringing home. Once you have downloaded the app or accessed it using the internet link above you need to sign in:

When you open Microsoft Teams, this box will appear. Type in your child's Microsoft account address in the box and click 'Sign in':

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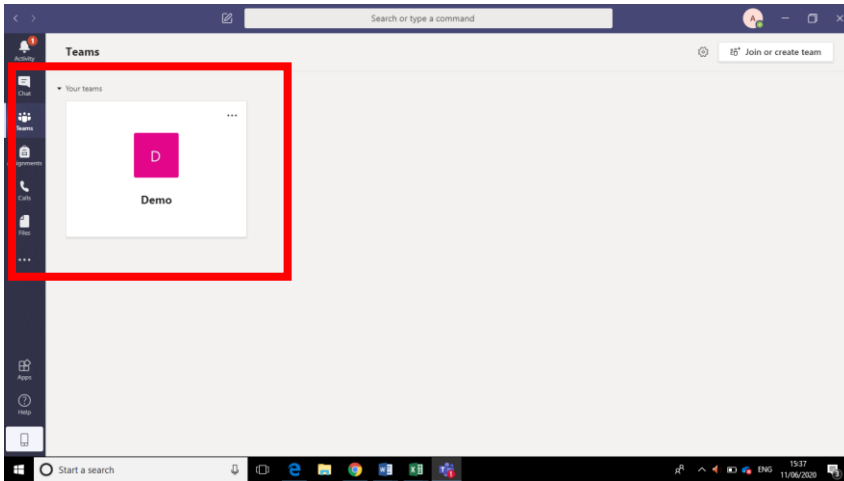


Then, enter your password and click 'Sign in':

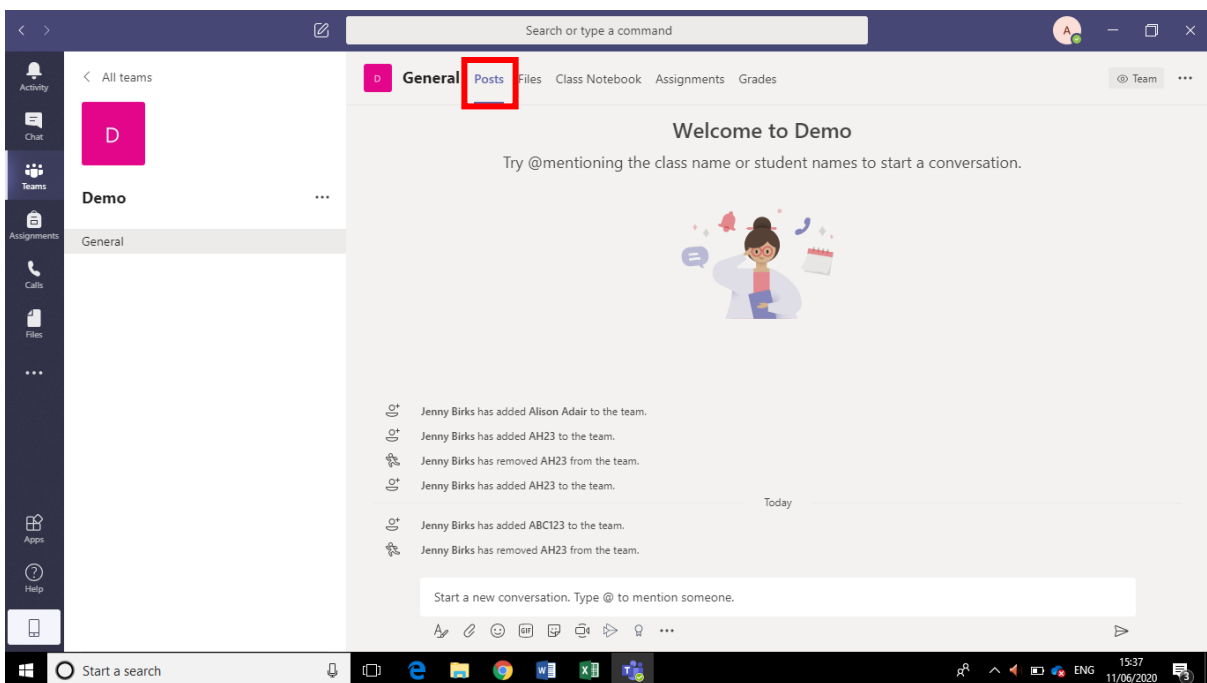


The teams that your child is in will then appear (your child's will be their class)
Click the team square to enter:

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When you are in the team's general area, it will look something like this:



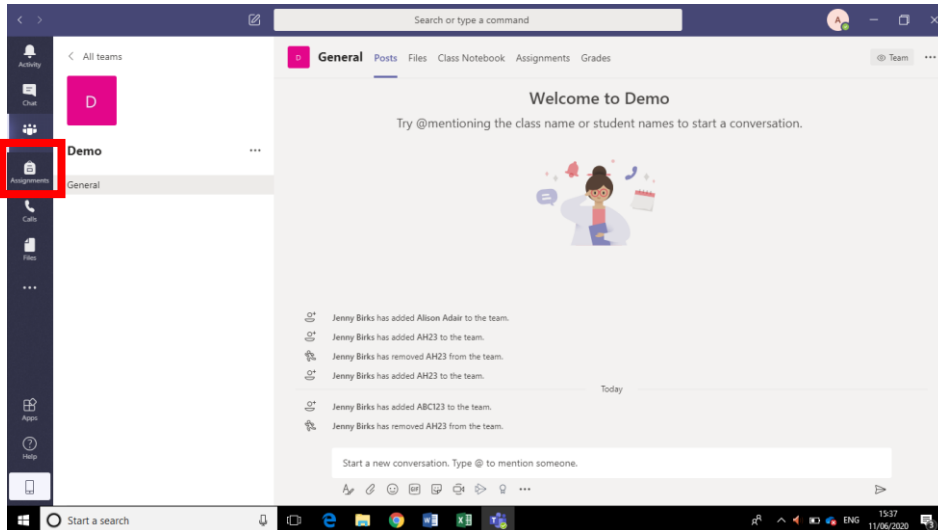
On the posts page you will see general class messages. Your child can respond to them by using the conversation element. Please remind your child that this is public to all in the team and needs to be kept appropriate at all times. Class teachers will post things in here that the whole class can see and respond to.

Homework

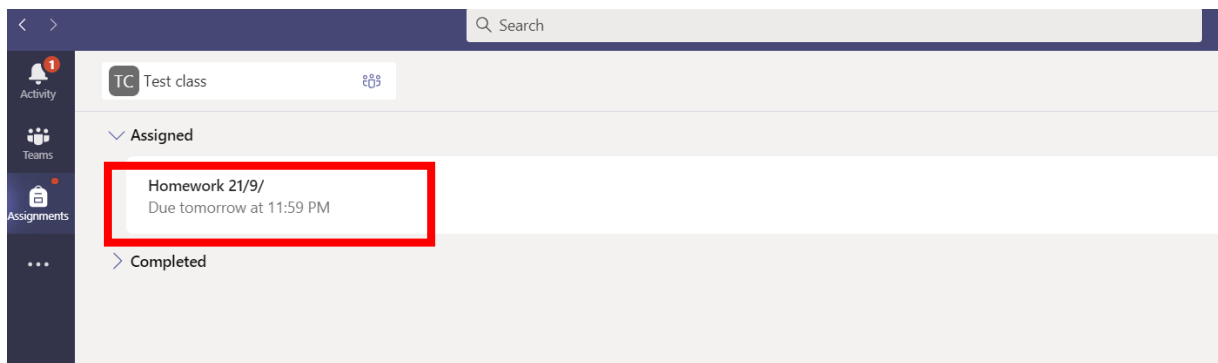
You will be able to see the homework that has been set using the assignments icon down the side – it will also appear in the posts section.

To open the homework, click on assignments

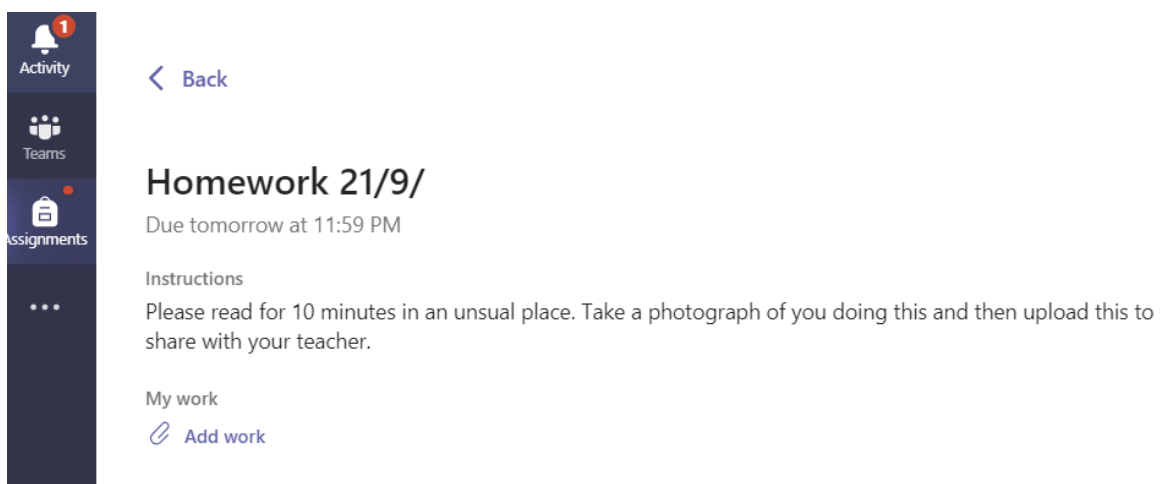
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Here you will be able to click on the assignment and see what you need to complete



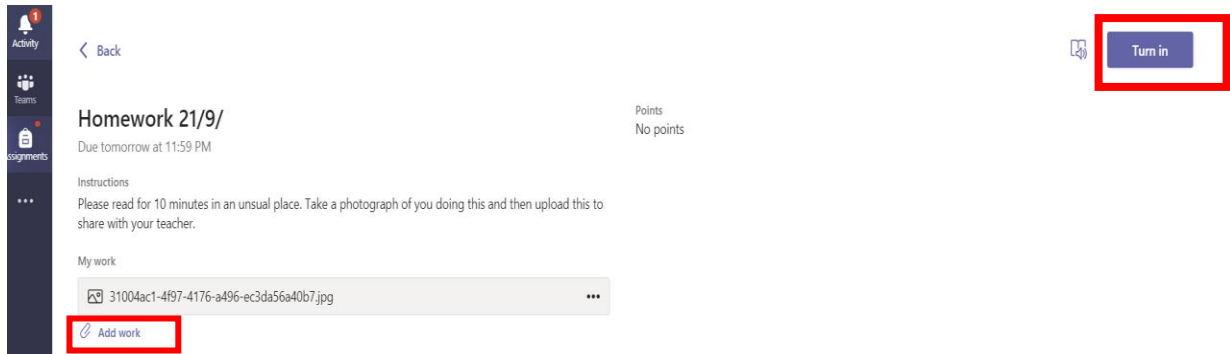
Once you click on this you will see the full instructions.



Your child can then complete the work either in their home learning book with pencil/pen or complete it using word/powerpoint/publisher if they prefer. All resources needed to complete the task will be attached to the task. If they have completed the work in their homework book, please take a photograph of their work to submit it for marking.

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Once your child has completed the task, click the paperclip with add work next to it. Upload the photograph or file. Then click Turn in.



This is then listed as completed. Once the teacher has marked the work you can then click back to read the feedback by clicking on the task in the completed section

Homework 21/9/

Due tomorrow at 11:59 PM

Instructions

Please read for 10 minutes in an unusual place. Take a photograph of you doing this and then upload this to share with your teacher.

My work

31004ac1-4f97-4176-a496-ec3da56a40b7.jpg

Add work

Feedback

What an interesting place to pick to read your book!

Great work

1 dojo

Points

No points

These are the main features of Teams that we will be using to begin with.

Screens may look slightly different depending which device it is being used on but the features work in exactly the same way.

This is a really exciting journey for us as a school and we are keen to make this as accessible to all as possible. Not all the learning has to be completed online, but please upload the work this way to submit as it significantly reduces the books that need to come in and out of school which is crucial at the present time.

If you need any further support please contact staff who will be more than happy to support you.

As we begin to use more features we will send out further user guides.