A Parent's Guide to Microsoft Teams

Microsoft Teams is digital platform that lets teachers keep in touch with children remotely

Microsoft Teams is a safe and secure environment that lets teachers communicate with pupils, share files, videos and useful websites and give feedback directly to the pupils. There is also a function to schedule safe, secure Live Lessons for children in the class, or with groups smaller groups of children.

We currently use Purple Mash for uploading work and communicating with and this will continue. By introducing TEAMs as well, we will be able to have more video conferencing opportunities for live interaction.

Sign in methods:

Office 365

Sign in using your child's school email address on Office 365 and use the password that has been provided. Once logged in you may wish to reset your password to a memorable one. 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. You are responsible for protecting your child's password. If you do not want to download the app, there is the option to open teams using the web app instead.

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.

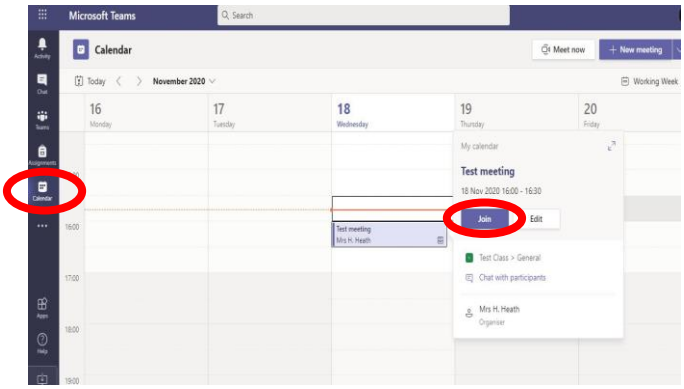
Finding Your Way Around Microsoft Teams:

My Teams

Once your child has logged in to Teams, they will be able to see their class which has been pre-made for them. Essentially, the word "Team" is just another word for "Class". Click on your child's class to begin.

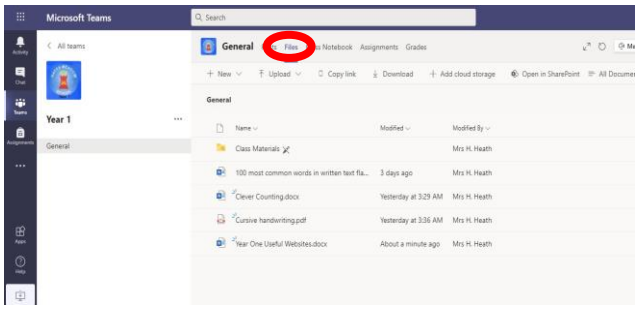
Live Lessons

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 on 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.

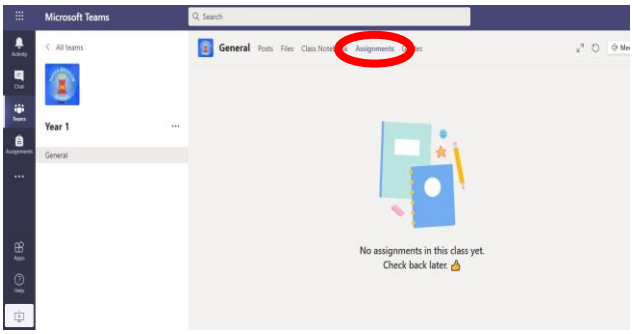
Files



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 is 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.



Chat

All communication on Teams is monitored by staff. Children should only use Teams to communicate with teachers during school hours.