



An introduction to Microsoft Teams for Parents and Children

Supporting Remote Learning

How to access Microsoft teams

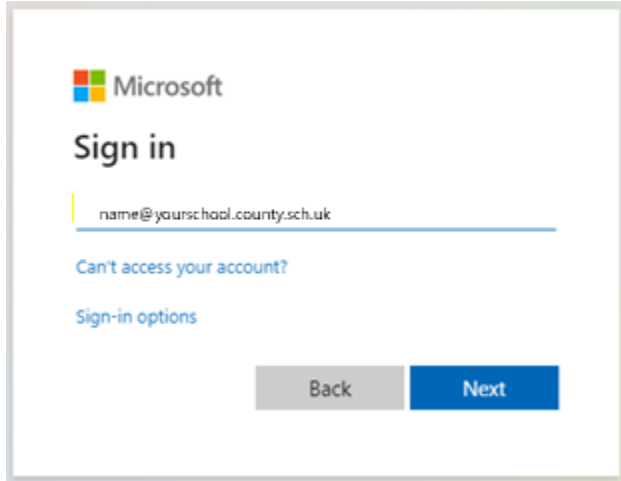
Teams can be accessed from the web browser, a desktop application or a mobile app.

<https://teams.microsoft.com>

Download Microsoft Teams for your desktop or mobile:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

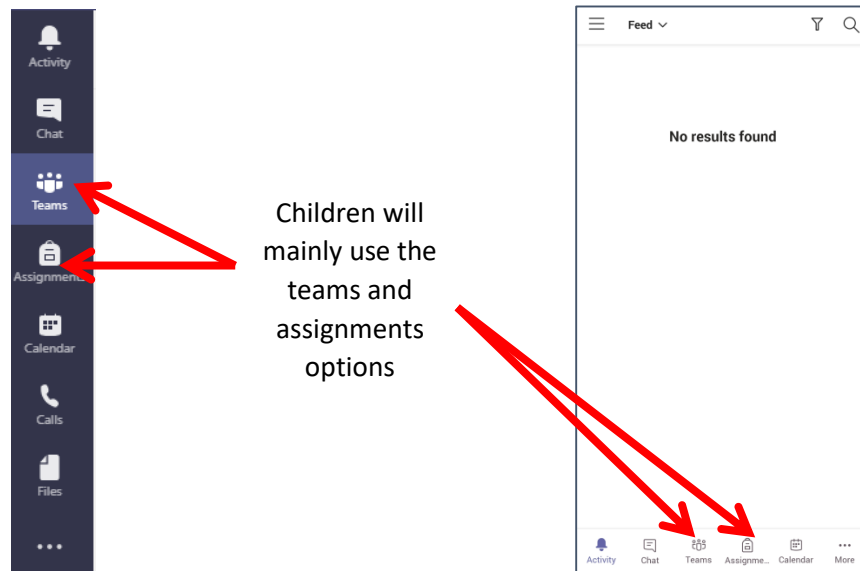
Signing In



Children will log into Microsoft teams with their username and password (attached to this email).

Navigating Microsoft Teams (desktop & Mobile)

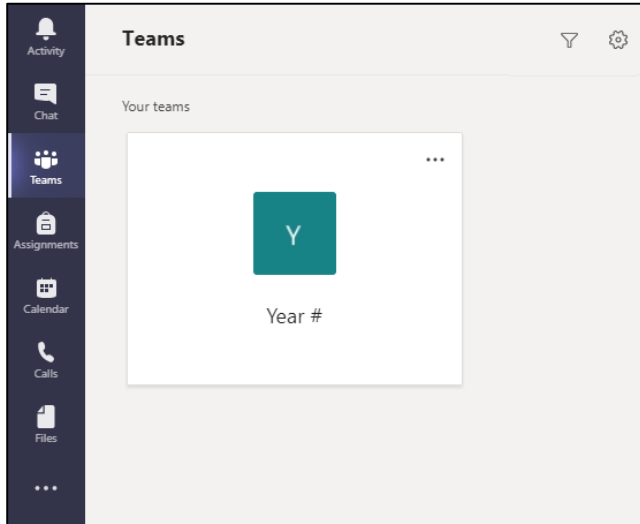
Primary navigation appears on the left hand side of the screen (bottom on iPad and mobile devices) and includes the following icons: Activity, Chat, Teams, Assignments, Calendar, Calls and Files



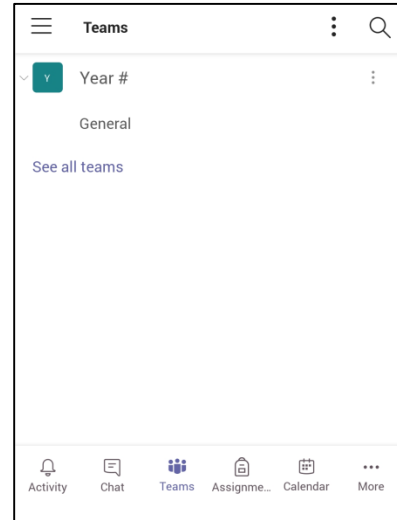
Team Desktop website/app

Mobile/iPad app (may vary on different devices)

Children will be part of a (Year group) team. To see which teams they are part of the children should click on the 'teams' icon. **If no teams are available, please let your child's teacher know.**



Desktop website/app



Mobile/iPad app (may vary on different devices)

Clicking on the Team will allow the following options to be selected.

Posts	This is where your child's teacher can post general information
Files	A place where previous files that have been shared can be seen.
Class Notebook	A class notebook where children can collaborate (not used)
Assignments	Lessons, homework and activities set by class teachers
Grades	Points/Grades for assignments which will be displayed here. (not used)

At our school we will mainly use the **Posts**, **Files** and **Assignments** options

Within a Team we will be using the following channels:

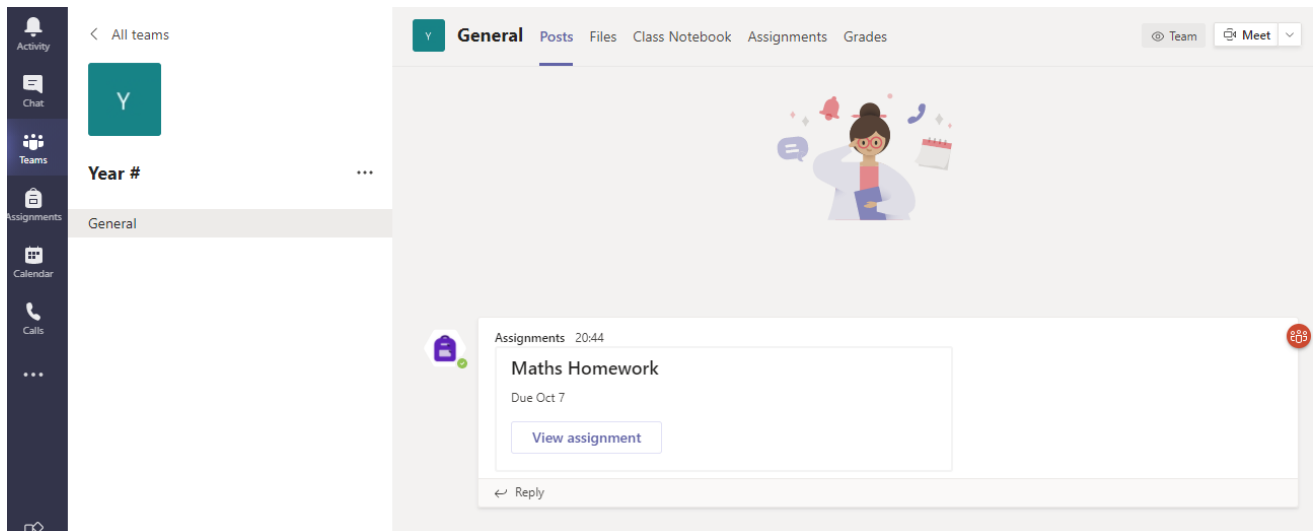
- General
- Curriculum
- Maths
- Reading
- Writing

A channel is an area that is linked around a subject. Within these channels your child will be able to access files for that subject, communicate or meet with their teachers for virtual lessons.

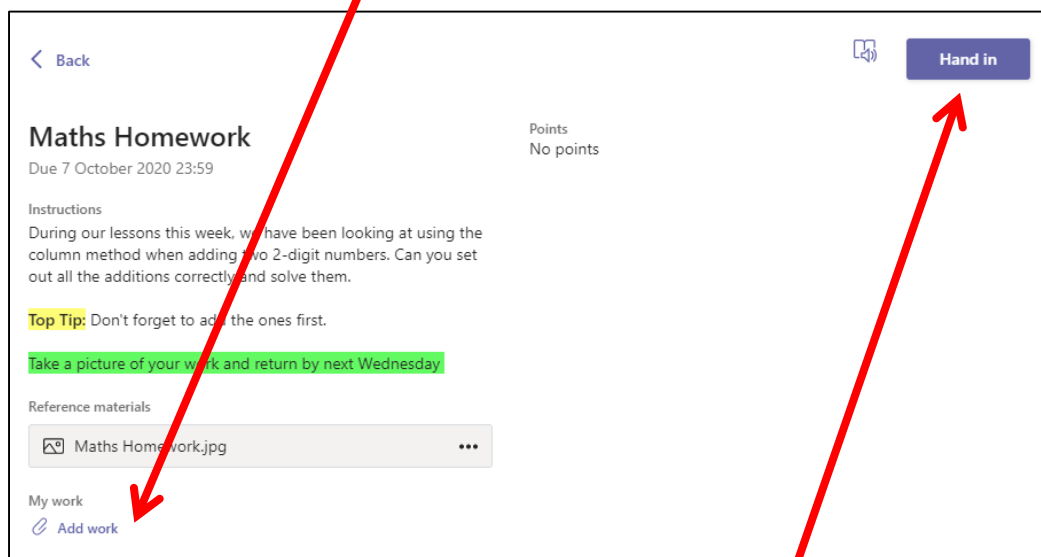
Assignments

Assignments will be used to deliver remote learning if we have to send a bubble home and to share a weekly timetable of activities if your child has to isolate but the rest of the class are still in school. It will also be used to set homework for children.

In the example below you can see that a Maths Assignment has been set. It has appeared in the **Posts** section but can also be accessed through the **assignments** tab.



Clicking on **View assignment** will allow you to view the instructions, resources (including any video links) and also allow you to **add your work** for marking. You can **add work** from your device in most file formats.



Desktop version (mobile/iPad app shows the same details)

Once Completed, hand in your work by pressing the **Hand in** button.

Receiving Feedback

After the work has been handed in, your child's work will be sent to the teacher for marking. They will receive a positive comment on their work and it will be **returned** to them for viewing.

In the example below, the child has attached a picture of their written calculations for review. The teacher has then looked at the work and given a positive comment.

Maths Homework

Due 7 October 2020 23:59

Feedback
Brilliant work. All correct! You have shown a good understanding of column addition.

Points
No points

Instructions
During our lessons this week, we have been looking at using the column method when adding two 2-digit numbers. Can you set out all the additions correctly and solve them.

Top Tip: Don't forget to add the ones first.

Take a picture of your work and return by next Wednesday

Reference materials

Maths Homework.jpg

My work

My Answers.JPG

[Add work](#)

Thank you for taking the time to read this guide