



An Introduction to Microsoft Teams for Parents/Guardians

Higham Primary School



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ICT SOLUTIONS



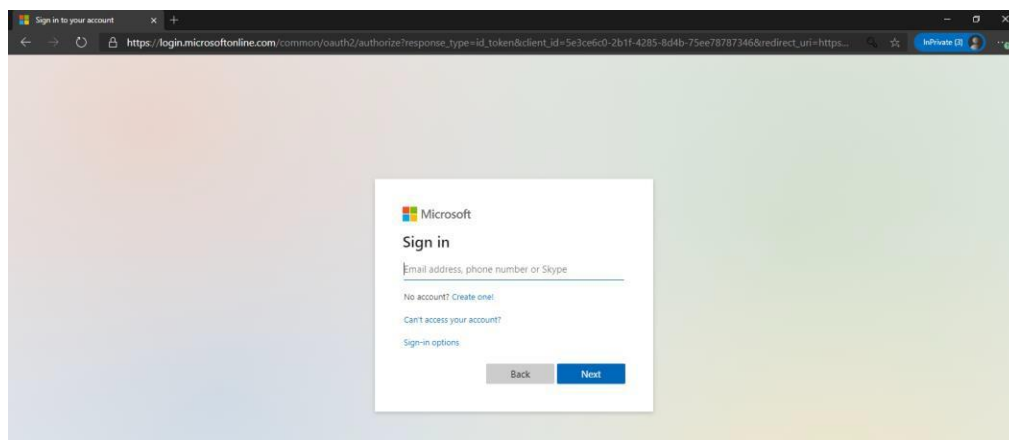
Accessing Microsoft Teams

Microsoft Teams requires your child to log in (this ensures all data is kept private and secure). This is always done using their school login, whether using an internet browser such as Chrome/Edge/Safari or accessing directly via the Microsoft Teams app. You will sent your child's username and password either via parentmail or in their reading record book.

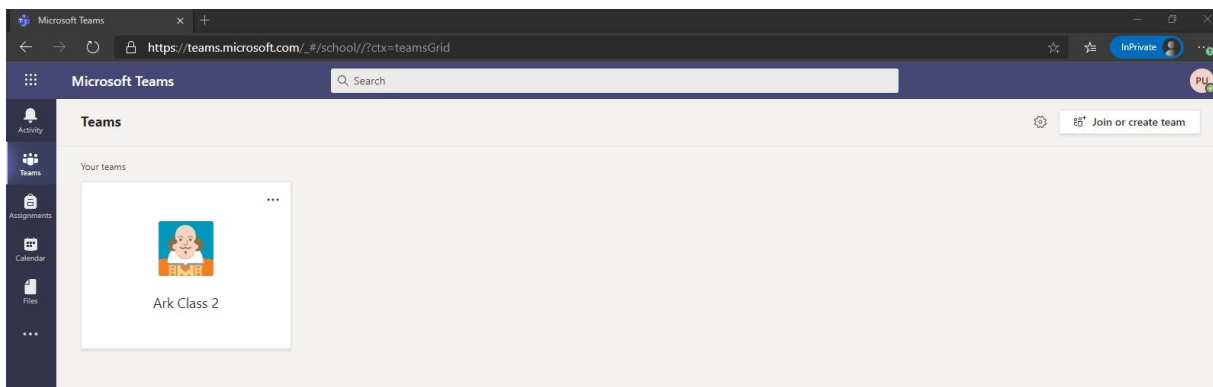
Accessing via a web browser:

On a new tab, browse to the Teams website by typing the following URL into a web browser;

<https://teams.microsoft.com>



Your child should then login with their school username and password. Once logged in you will be taken through to your child's Teams site. (It should look something like this)

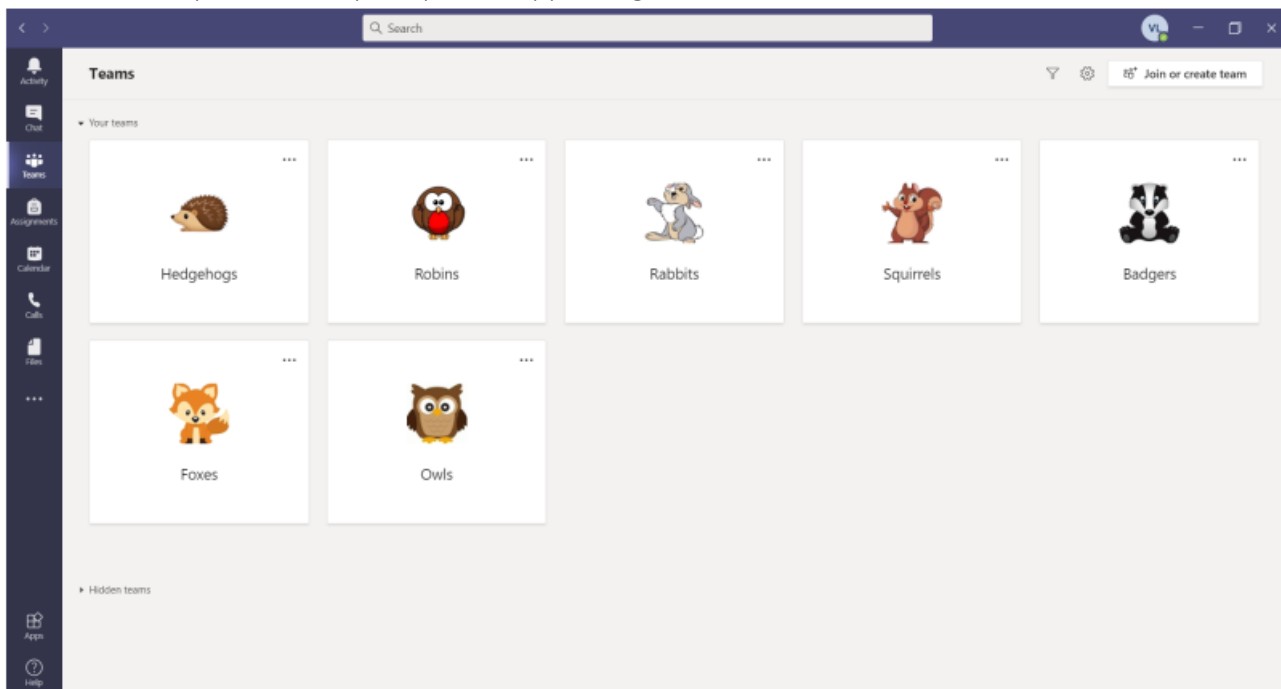


Accessing directly via the Microsoft Teams app:

Microsoft Teams is also available as a free download from the app store on most Apple and Android devices and can be downloaded onto both tablets and mobile phones. Search for 'Microsoft Teams' on your regular app store and then download directly from there. Please note, that the experience of Teams is better suited to a laptop or tablet and using a phone may have limited features due to the smaller screen size.

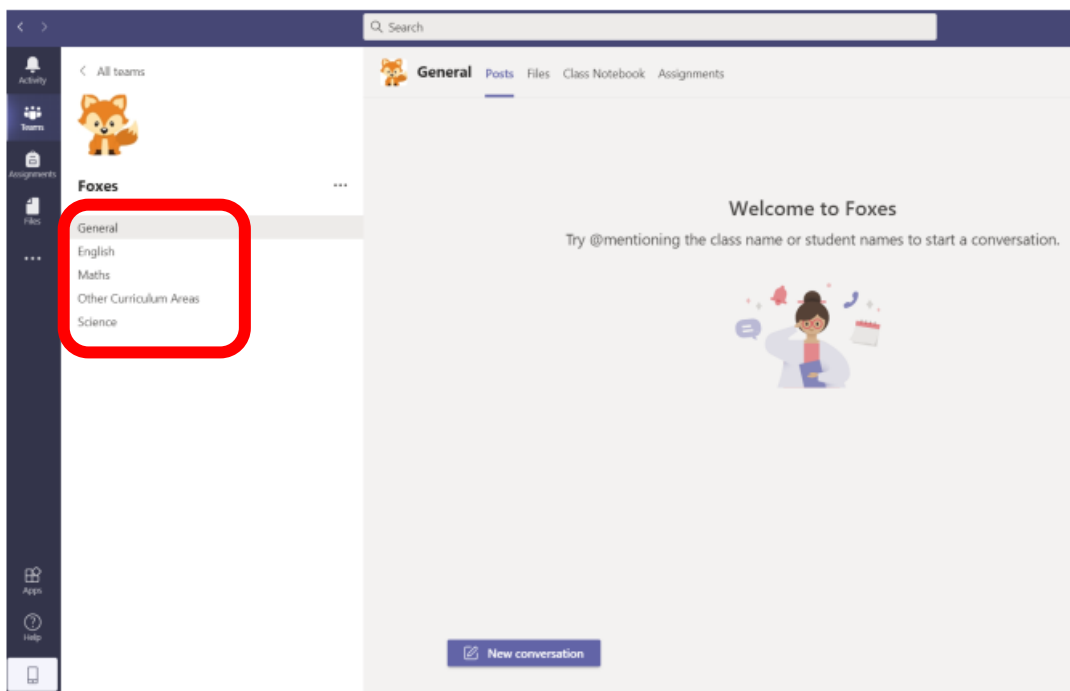
Using Microsoft Teams

Once your child has logged into Microsoft Teams, they should be able to see a screen similar to the one below, with any classes they are part of appearing in the 'Teams' section.

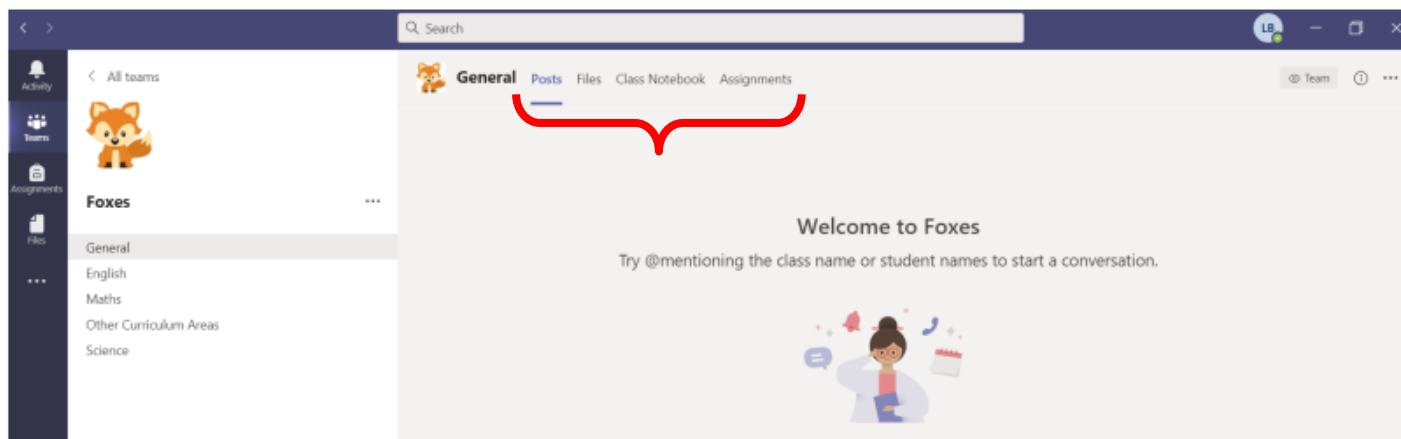



**Please note that this will look slightly different depending on whether your child is accessing from a web browser (as above) or directly via the app (the menus or tabs appear down the left-hand side on a web browser, but along the bottom of the screen on the app), however the 'labels' should remain the same.*

Once in a Class Team, there are different channels which allows teachers to organise information on different subjects or themes. These will be shown underneath the name of the Team, as shown in the picture below:



Along the top of the Team, you will see different tabs, namely 'Posts', 'Files', 'Class Notebook', 'Assignments' as shown in the picture below. These are where you can access different features within the Team.

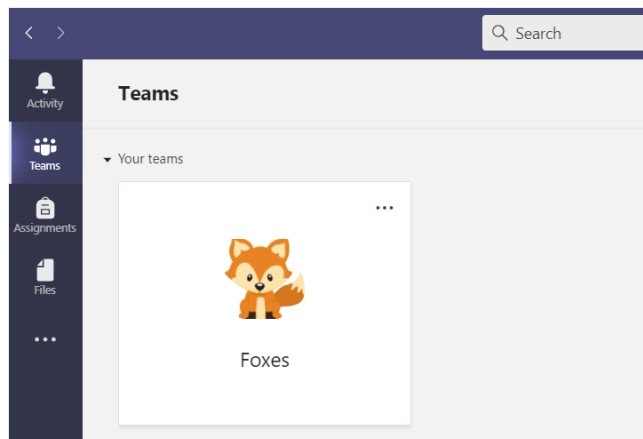


- 'Posts' is where general conversations regarding classwork/home learning can take place. Pupils can post a comment and can also reply to others' comments and questions. You can also upload/attach files, pictures, and documents into a post.
- 'Files' is where your child can access Word documents, PowerPoints etc. saved by their teacher (as shown in the picture below). Files may be organised into different folders – simply click the folder to access the files within. Pupils can open a file by clicking on its name. They can also collaborate on a document – all changes made can be seen by everyone who is a member of the team – great for working together on a project or sharing questions.
- 'Class Notebook' is like a book, where each pupil has their own chapter and then all their work is done on new pages of their chapter. Pupils can only see a shared class chapter and their own chapter, but teachers can see them all.
- 'Assignments' is where your child will find specific assignment tasks that have been set for the class. This could be something as simple as answering a set of multiple-choice questions to writing an essay on a specific subject.
- The '+' icon or the  is where your child can access other Microsoft apps (i.e. Word, PowerPoint) and where your child's class teacher may save frequently used websites.

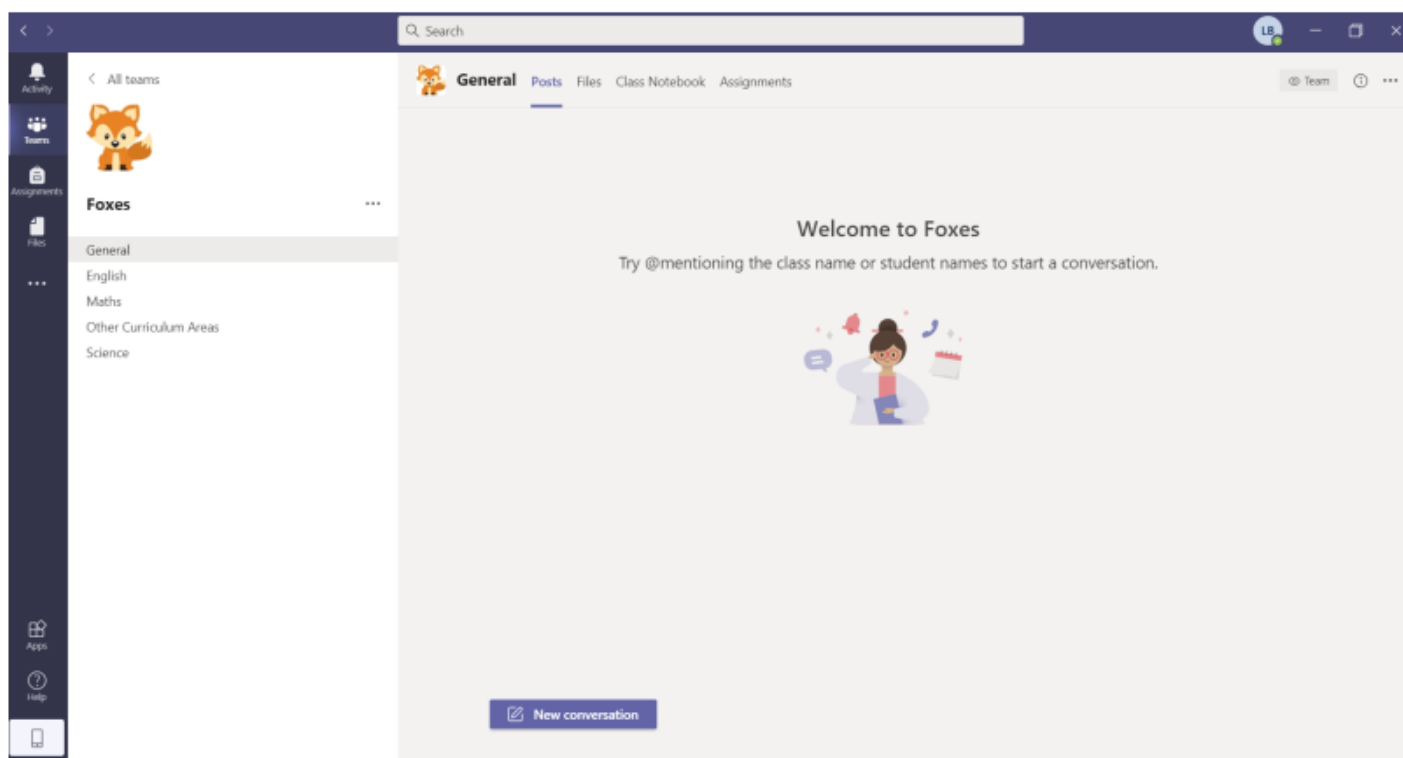
This covers the main features we will be using Microsoft Teams for. We would remind pupils of our usual online safety rules and responsibilities which should be followed at all times when using Microsoft Teams – i.e. being mindful of others' thoughts and feelings, only posting comments and questions relating to classwork and home learning.

A Guide to completing and submitting tasks.

Once you have logged into Microsoft Teams with your username and password, you will see a page that looks like this, with your own class icon:



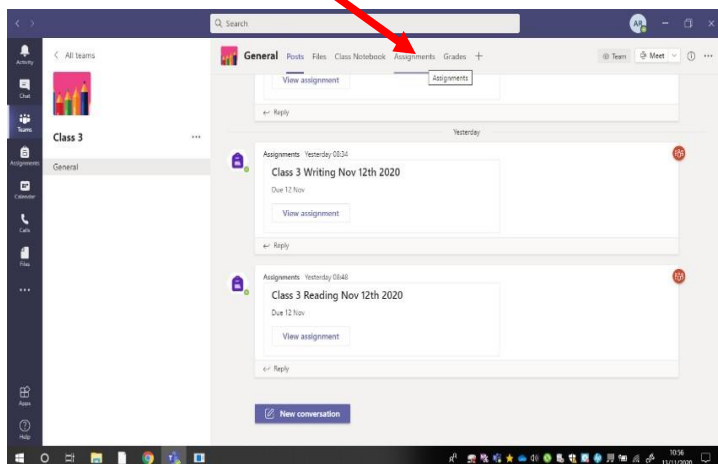
Click on your class icon – that will take you to your online classroom, which will look a bit like this:



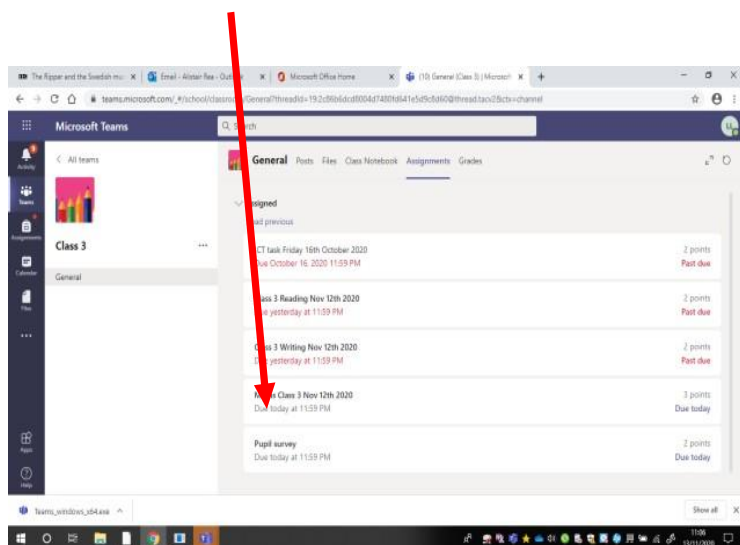
This is the 'General' classroom page, where the teacher will post any updates and you can reply to. If you want to type a message, you can do it in the comment bar at the bottom of the page! Type your message and press send.

By clicking on the subjects in the side bar you can see the pages for each subject – Maths, English, Other Curriculum Subjects, Science, etc. The ones that are in bold are the ones that have new posts!

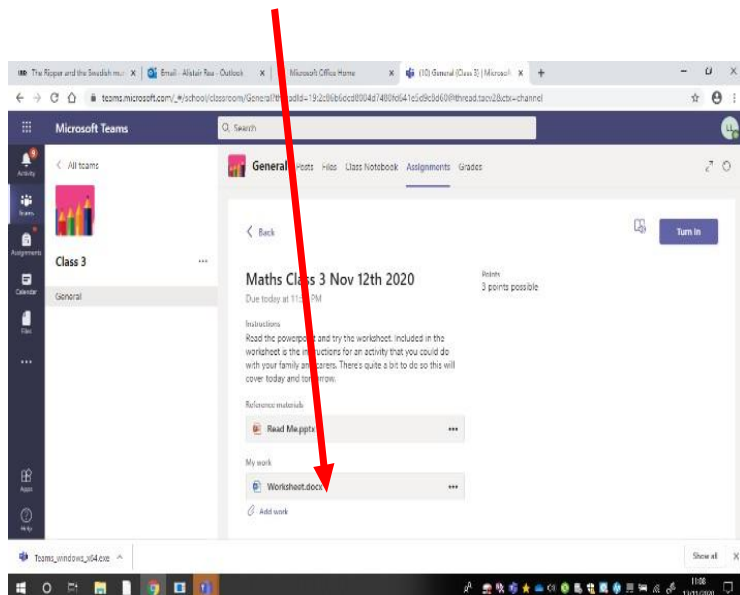
Click on Assignments to view the work that has been set.



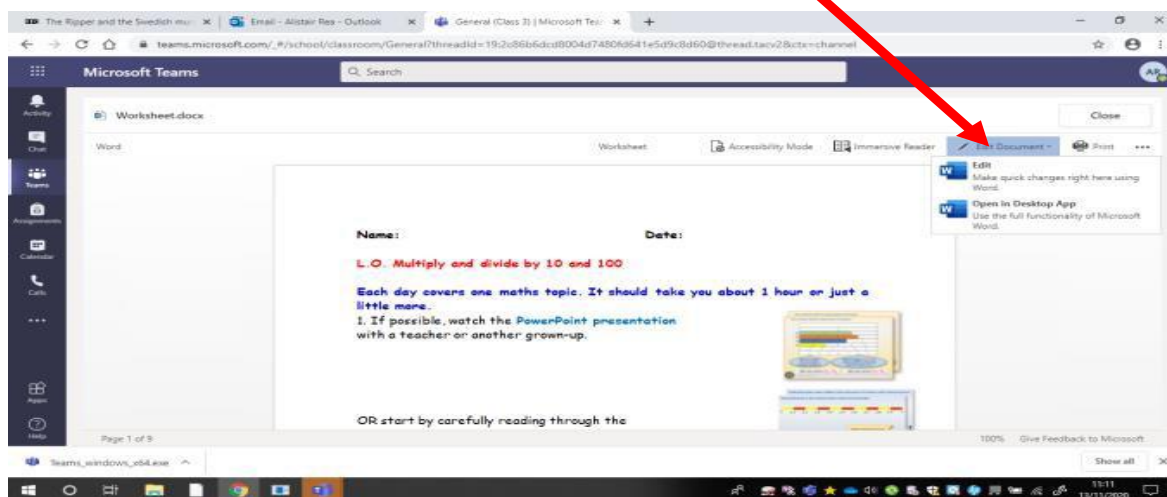
Select an assignment to view. Your assigned work will show in order of due date.



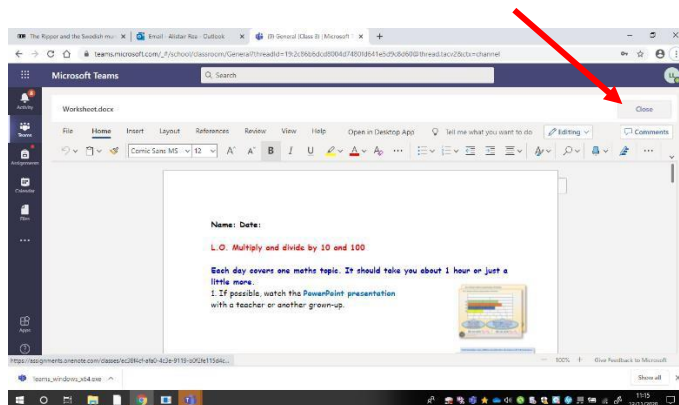
Open the documents to view or edit.



If you need to edit the document click **Edit Document**. If you have Word on your computer click Edit. If you do not have word click Open in Desktop App. If you click that you may be asked for your log in and password, which is the same as it is for logging on to Teams.

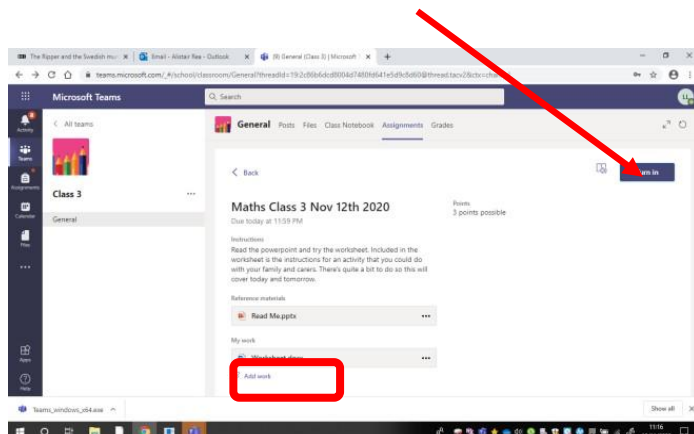


When you have finished your work you must click **Close**.



If using an ipad or tablet, in some cases you may be unable to edit the document directly (particularly pdf documents). You will need to download and save to files (icloud drive, documents) Then open the file in icloud drive. You should now be able to edit and write on the document, (click on the circle with a pencil). At the bottom different editing tools are available, including under the + sign an text option. Click done when finished. Go back to the Teams app and add work by finding the document (upload from this devise, browse) and then upload to teams. You will now be able to hand in your work.

You can also add any other documents or photos to your work by clicking on **Add work**. Once finished you can submit your work by clicking **Turn In**.



Please also see the help tab on the left hand side if you need any further support.

