

Parent Handbook Microsoft Teams

Dear Parent / Carers,

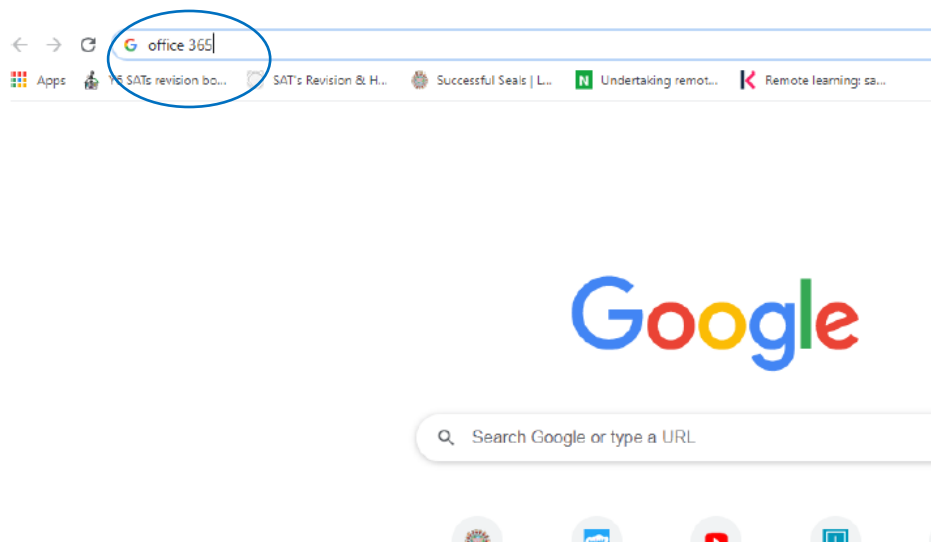
Please find below a simple guide to help you access your child's Microsoft Teams account.

Unfortunately, there are such a range of devices, that we simply cannot provide a guide for each individual one. However, should you find yourself in any difficulty with it, please email school with your query and we will get back to you as soon as possible.

Step 1:

You will need your child's home / school diary – on either the front inside cover or the back inside cover, you will find their email address and password.

Step 2:



Go onto an internet browser such as google chrome or internet explorer. In the search bar type 'office 365'. Then click enter to search this.

Step 3:

www.office.com ▾

Office 365 Login | Microsoft Office

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Click on the option 'office 365 login option

Step 4:

The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". Underneath is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right are two buttons: a grey "Back" button and a blue "Next" button.

Microsoft

Sign in

Email address, phone number or Skype

No account? [Create one!](#)

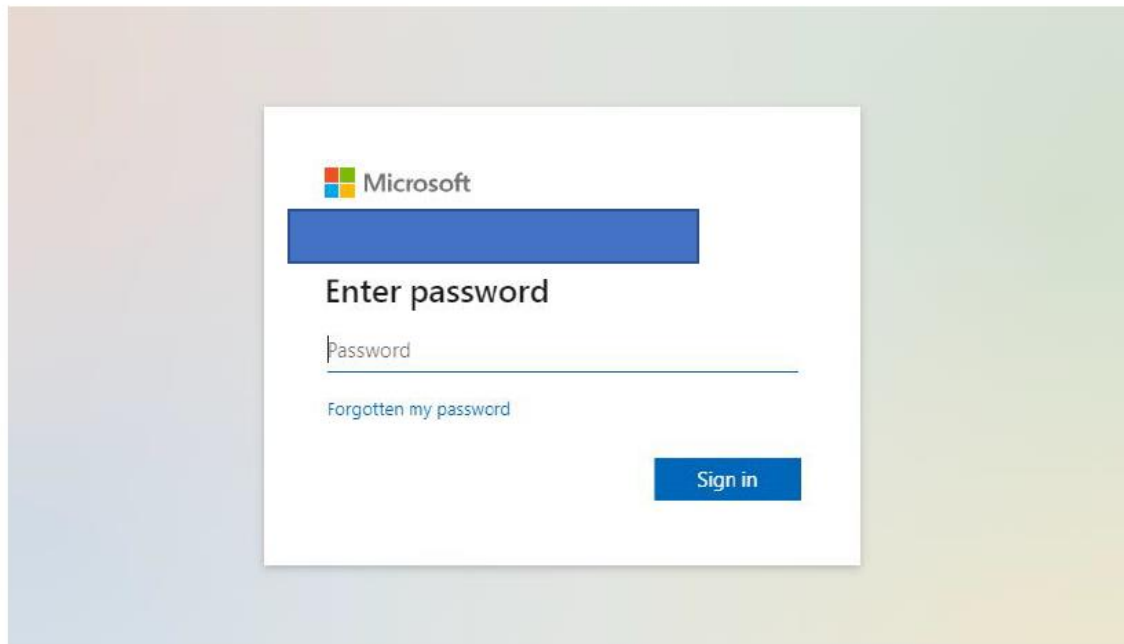
[Can't access your account?](#)

[Sign-in options](#)

Back Next

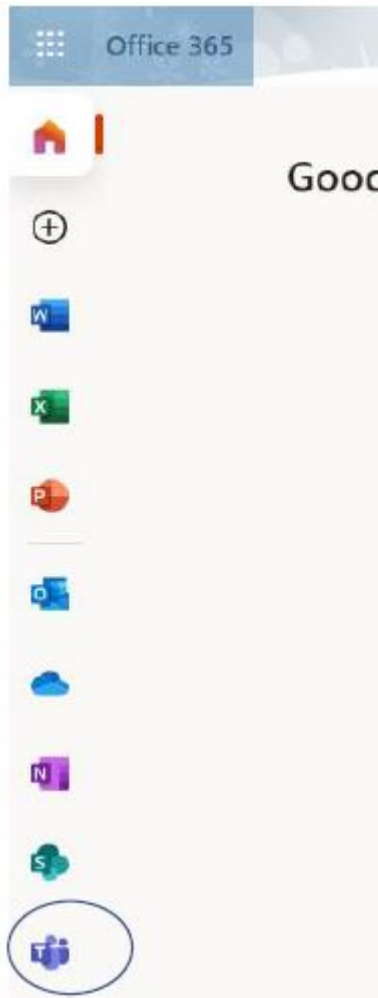
Type your child's email address into the sign in page and click next

Step 5:



Then enter their passwords and click sign in, ensure they are reminded not to save their passwords

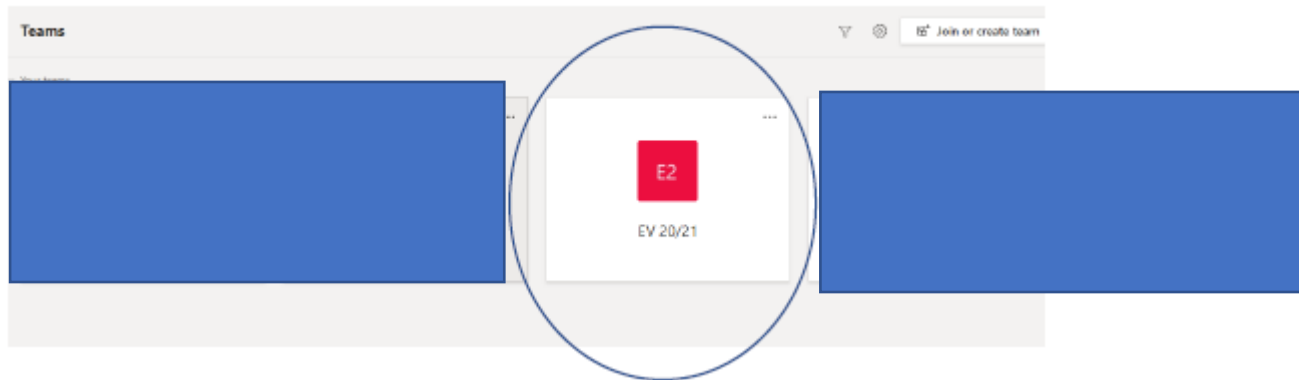
Step 6:



You will then need to click the 'teams' icon (circled)

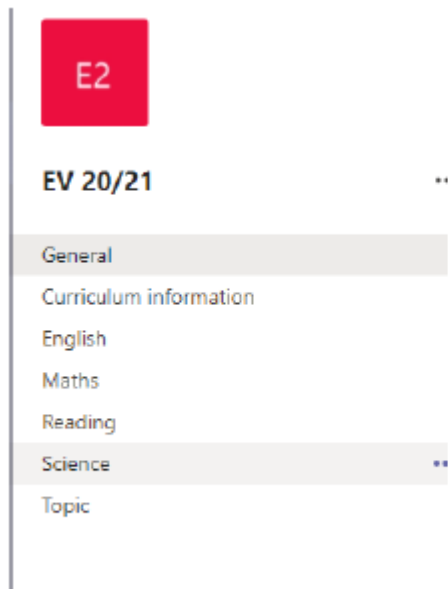
Step 7:

The children need to find your class icon



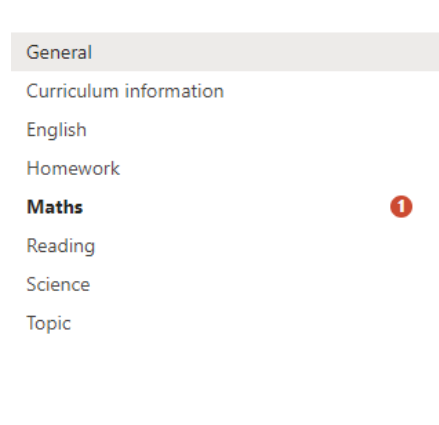
Click your child's team – they should only have one option visible.

Step 8:



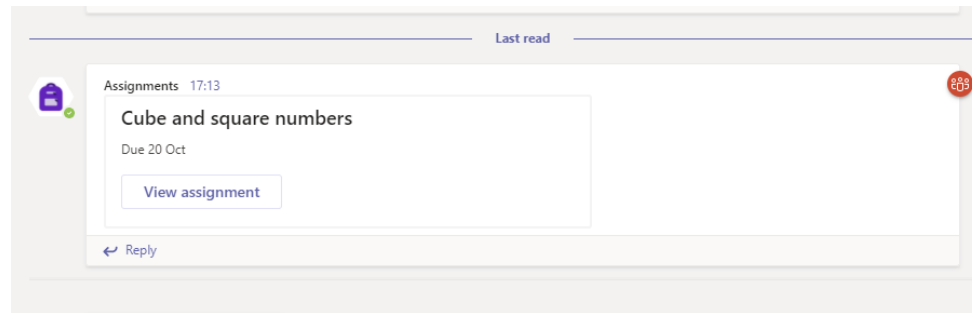
Once you have entered your child's team, you should see a list of 'channels' on the left hand side (shown above). These channels are where their work will be organised e.g. their maths work will be in their maths channel. Please note, currently, we will only add work daily in the event of a bubble closure or school closure.

Step 9:



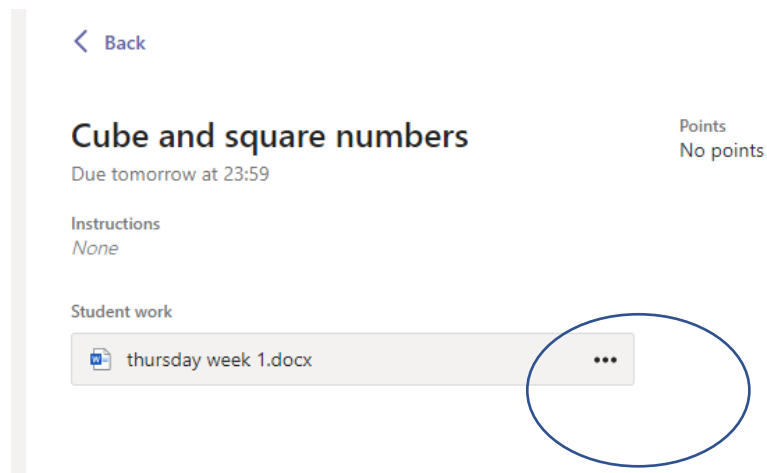
If you see a red circle with a number in, this means they have been allocated a piece of work. Click on the channel with the red circle next to it to find the work.

Step 10:



Then click 'view assignment' to find the work.

Step 11:



Click on the 3 dots

Step 12:

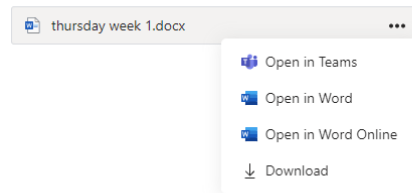
Cube and square numbers

Due tomorrow at 23:59

Points
No points

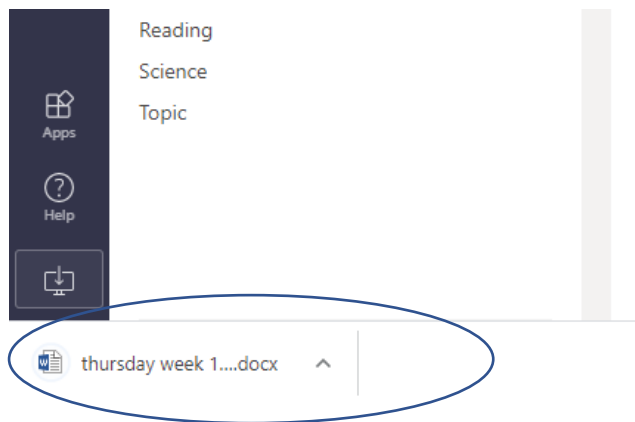
Instructions
None

Student work



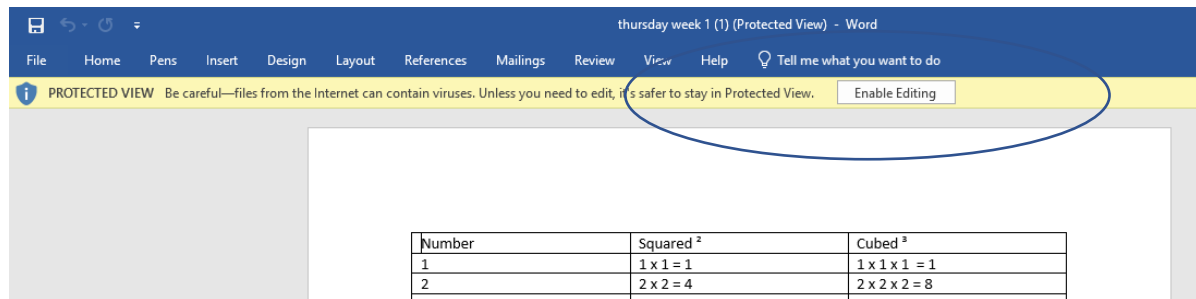
You need to click download – NOTE IF IT DOESN'T OPEN CHECK IT HASN'T BLOCKED THEIR POP UPS. If it has then click 'allow all pop ups'

Step 13:



You will need to open it at the bottom of their computer screen

Step 14:



You will need to enable editing

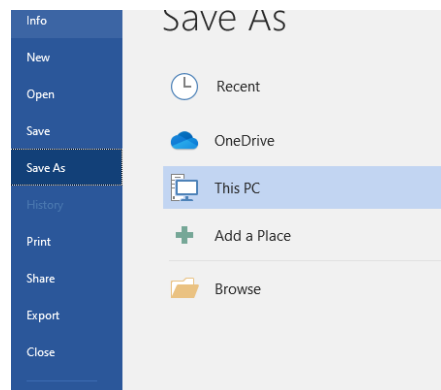
Step 15:

Children complete the worksheet

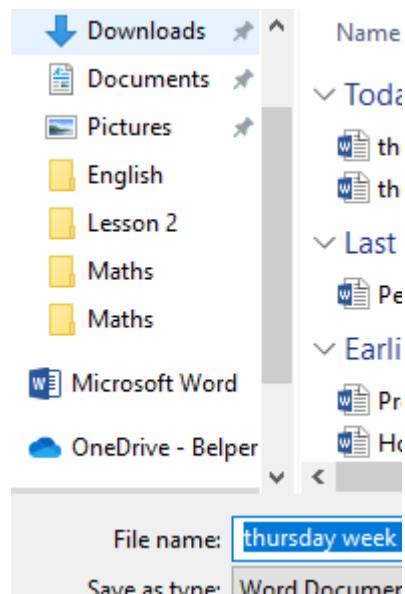
Step 16:

Children need to save their work

Click file, save as and then BROWSE



Step 17:



Ensure they click DOCUMENTS and not 'this PC' – children then put their title in and click save – then click okay.

Step 12:

To upload their work to hand in:

Click back onto teams

Click 'add work' underneath the assignment

Click upload from this device

Find the document

Double click the document

Then click hand in in the top right corner – 'hand in'

If you would rather print the worksheet, ask your child to fill it in, you can take a photo or scan the worksheet in to your computer and then attach it in the same way to hand in.

Similarly, your child can just write their answers on paper – we sent a workbook home before half term (no need to print the worksheet), take a photo or scan their answers and upload the same way to hand it in.

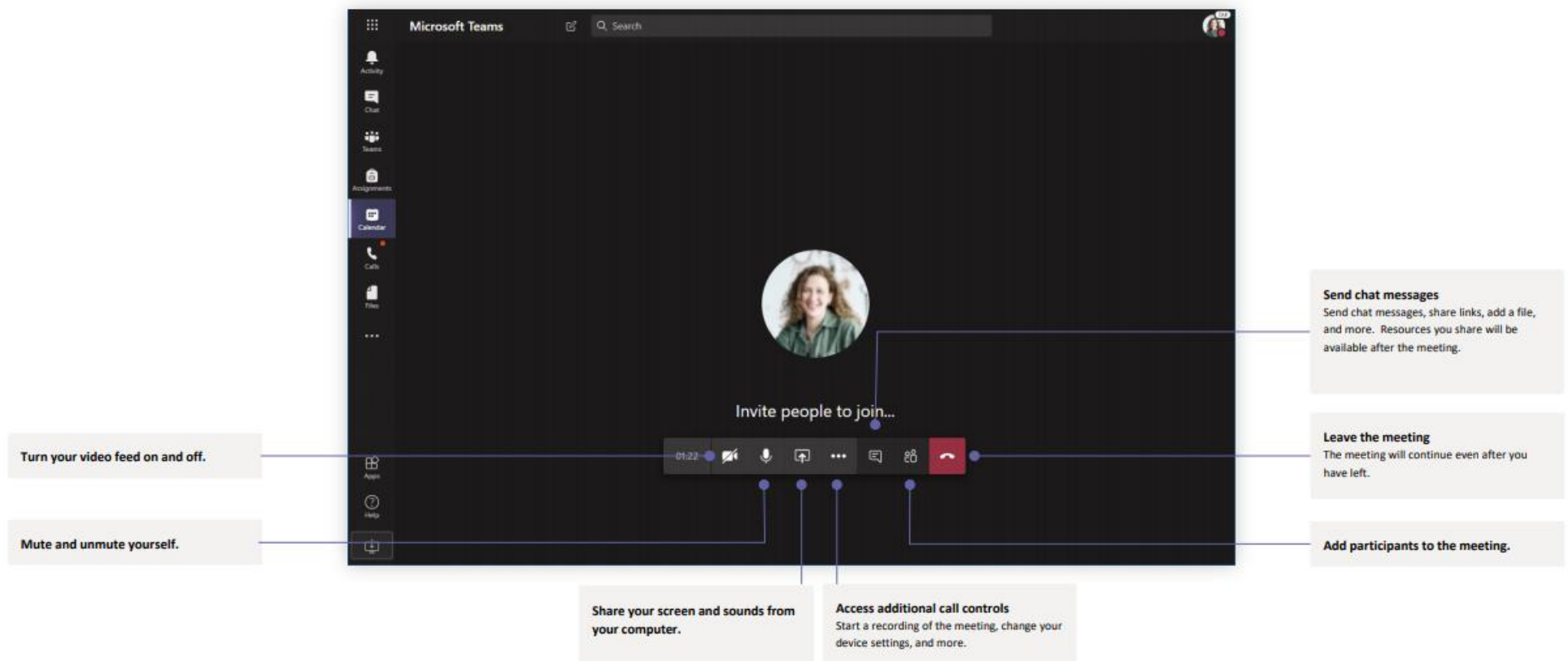
Step 13 – participating in a Microsoft Teams ‘live’ meet

Please watch this video to see more information on joining a live meeting:

<https://support.office.com/en-gb/f1/topic/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4?NS=msteamsedutr&Version=16>

Participate in a meeting

Share video, voice, or your screen during the online call.



Should you wish to find out anymore about Microsoft Teams please click on the links below:

A guide for parents and guardians:

<https://support.office.com/en-gb/f1/topic/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?NS=msteamsedutr&Version=16>

Thank you for supporting your child in their home learning, we appreciate this a new development for children in schools and know that parent / guardian support will be vital for them to complete their work.

Kind Regards,

Ms C Lodge