



Parent's Guide to Microsoft Teams

Microsoft Teams for education is a powerful communication app for schools that enhances collaboration and learning. Microsoft Teams for schools makes it easy to set up virtual classrooms, keep assignments organised, and collaborate on Word, Excel, and PowerPoint files in real-time. Students can also use Teams to access support from their class teacher and use apps such as Word and PowerPoint from home. All of this can be accessed by your child by simply logging in to Microsoft Teams using the email and password that your child uses within school to access all of the Microsoft platforms. Currently, there isn't a separate log in for parents to be able to access the Teams accounts, so the guidance below will show you the account from your child's perspective.

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. Whilst homework is set on Classcharts, Microsoft Teams allows teachers to upload resources which students may need to complete for homework and can also be used to upload additional wider materials to support learning. Microsoft Teams also allows students to message teachers if they need support when not in school.

Accessing Teams

Sign in using your child's school email address and password that has been provided. They must keep the log in information safe in case they are logged out for any reason. Once they have signed in, they may be asked to download the app to use Teams in the future.

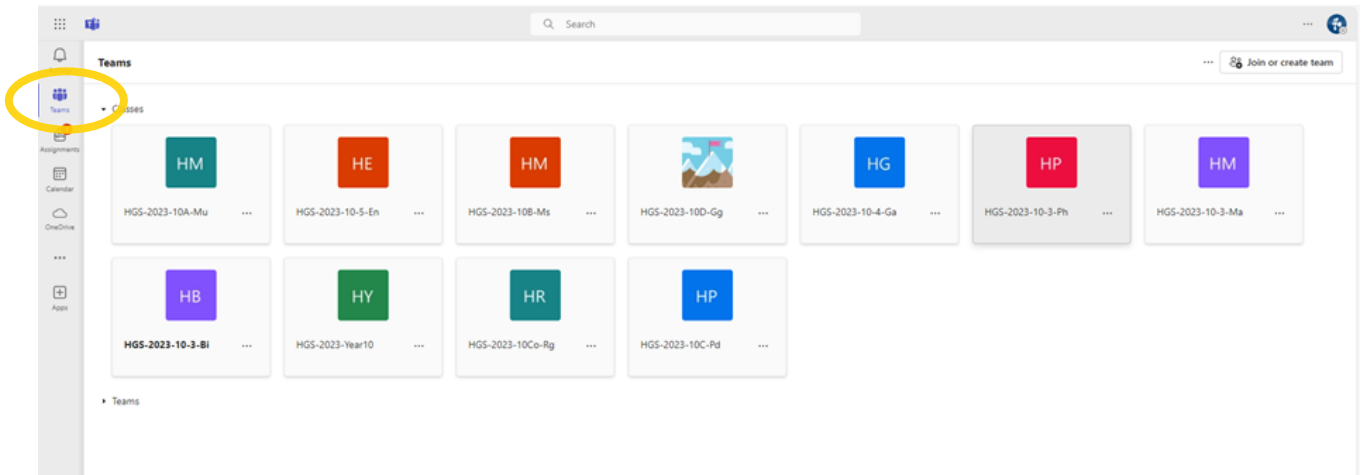
You can download the Teams App on to your computer, laptop, phone or tablet. This makes it quicker and simpler to log in and has more functions than using the web app. Again, your child will need to sign in using their school email address and password that has been provided.

Finding Your Way Around Microsoft Teams

My Teams

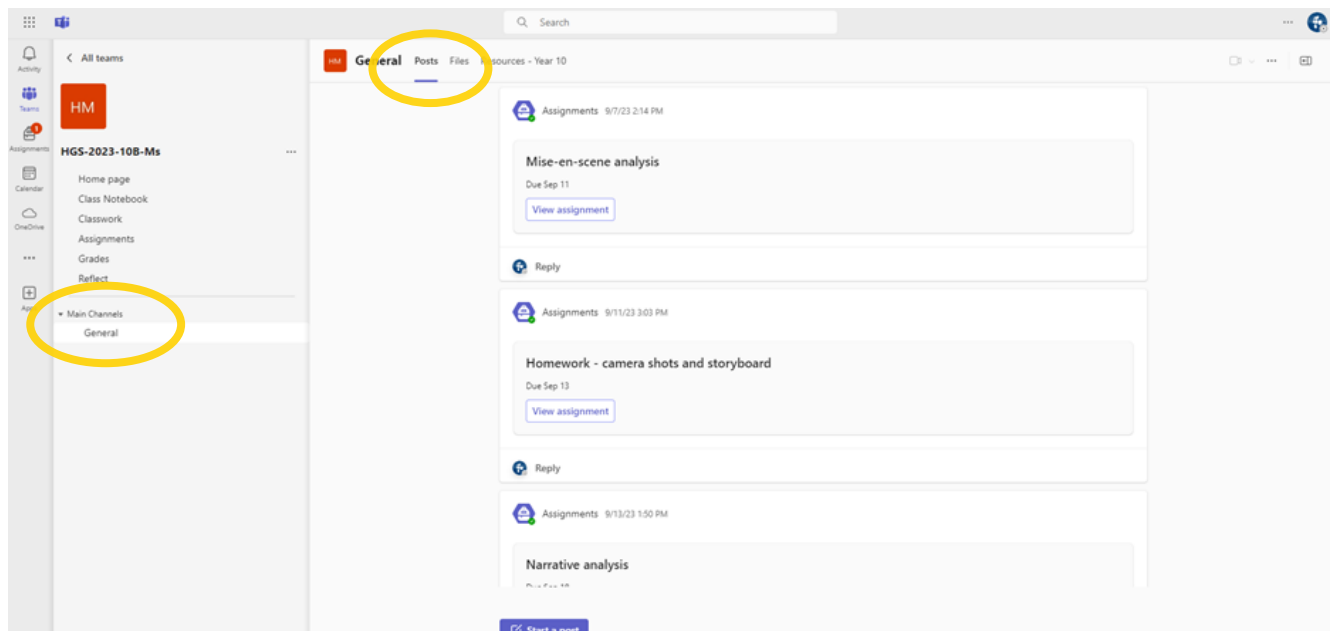
Once your child has logged in to Teams, they will be able to see their classes which are linked to the classes on their timetable. Within each class, there are different areas in which teachers will upload work, resources and class materials to support the learning of your child.

Overview of all classes



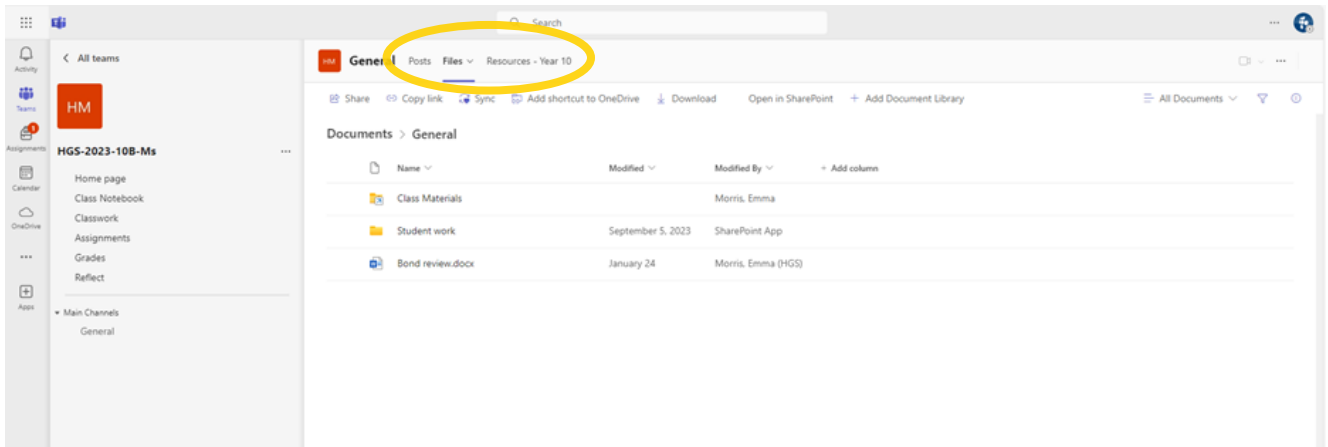
Posts

Once you have selected a class, you will see the posts page linked to that class on the General Page. This will show you any posts that the teachers have made for that specific class, including resources, assignments or general information.



Files

When you click on files, you will be able to see any resources that have been uploaded to help your child to support their learning. Some teachers will add files directly here, some will use the Class Materials folder and some use the resources section, so be sure to look through all areas for support. The class teacher will explain to the class where resources are stored and these can also be linked on a post on the General Page.



Assignments

Teachers may choose to set an assignment for the pupils in the class through Teams in collaboration with Classcharts. Click the "Assignments" tab at the top to see if anything has been set. Follow the instructions on the assignment to complete work and submit it back to the teacher in the way they have asked - this could be as an attachment on the assignment or work in your books. Teachers may feedback or give a mark on the assignment on Teams, or separately via another method.

