An introduction to Microsoft Teams for pupils and parents

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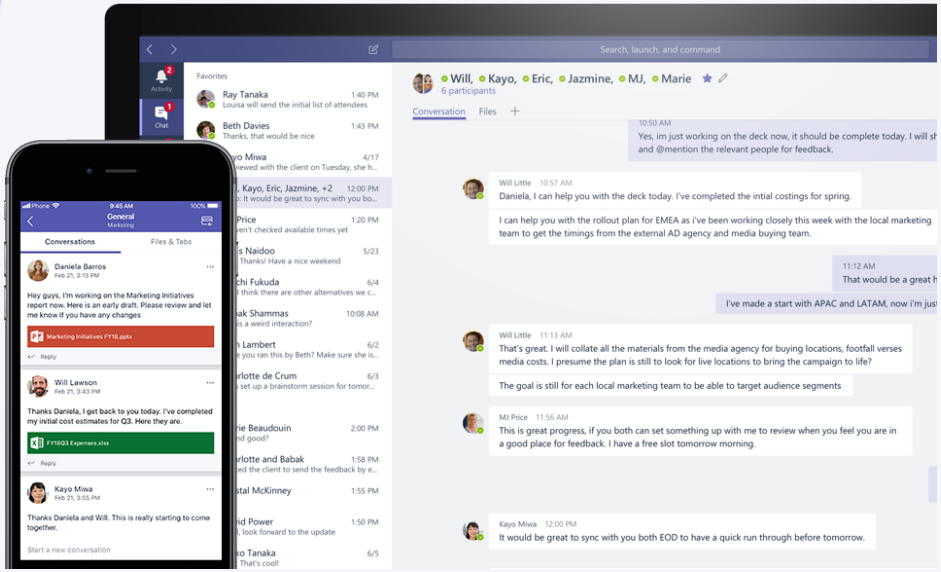
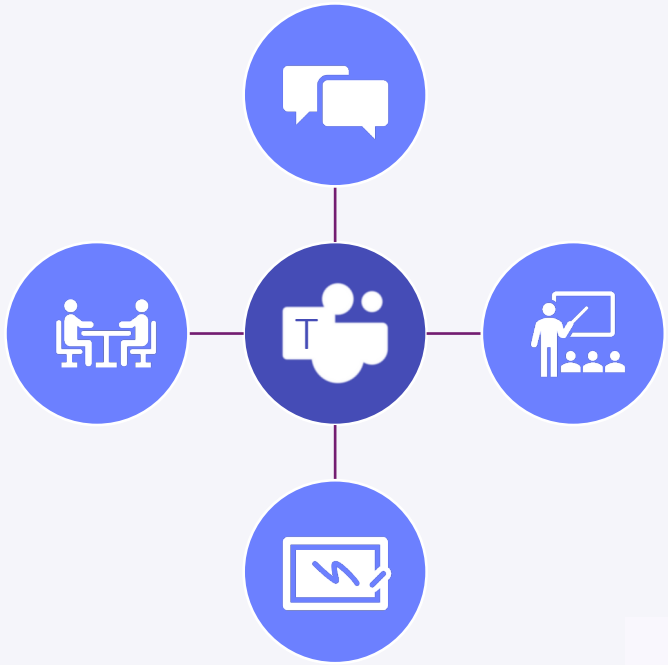
What is Microsoft Teams?

- Online software that can be accessed on a computer or tablet.
- Teams = Classes
- A way to communicate with your child's teacher.
- Share files and work.





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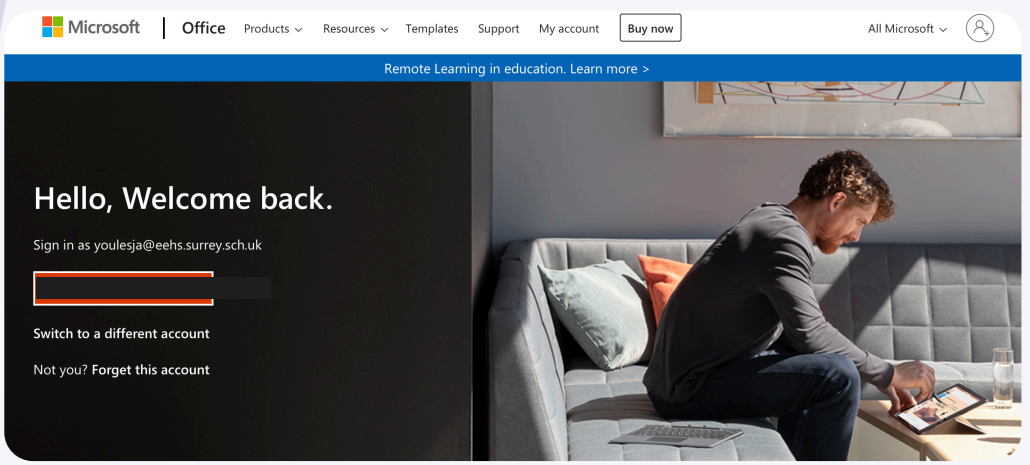
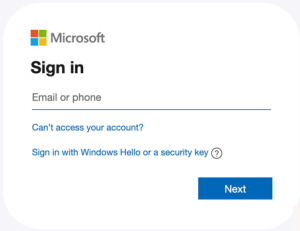
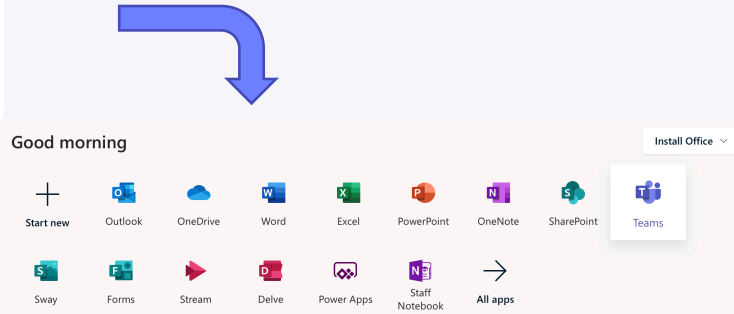
How to access Microsoft Teams

- Go to the Office 365 website www.office.com
- You can then log in with your student Microsoft Account and then select ‘Teams’.
- You can download the app on your device.
- You will then need to log in on the app using the email and password that your child has been given.







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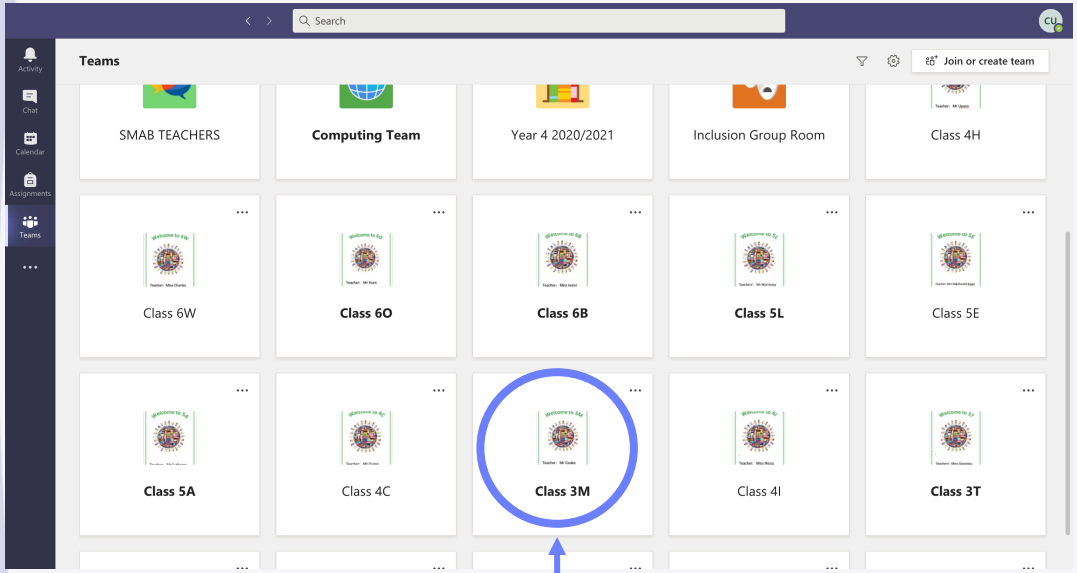
What you will see

- A grid that shows which class your child is in.
- Your child will only be in one team (class).
- If this is not correct, then please speak to Mr Upson or Mrs Sparwell.



Team icon for the class

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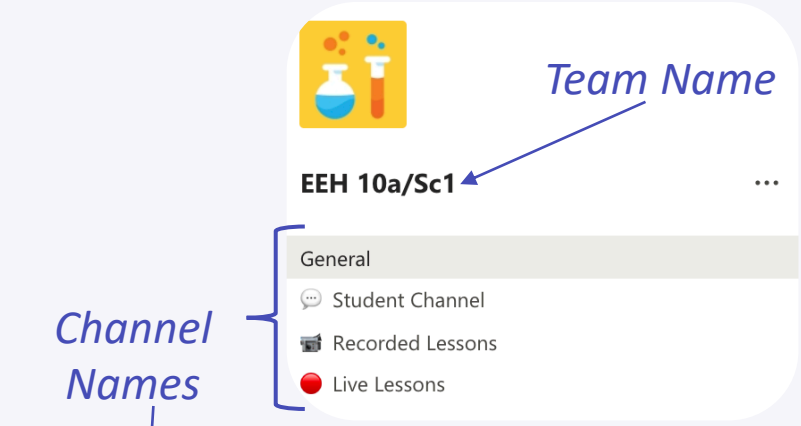
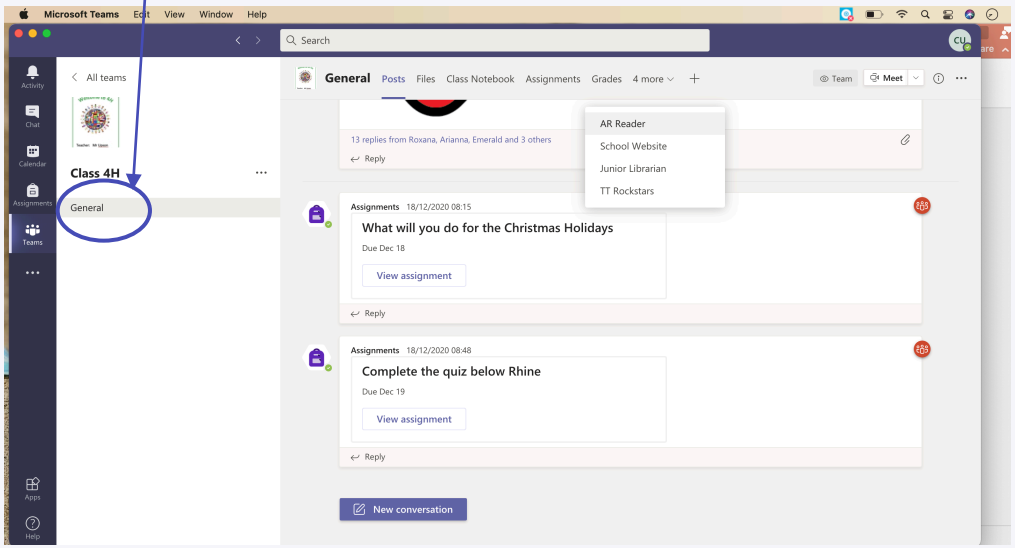
Inside the Team

- Each Team contains different areas called ‘Channels’.
- In each Channel there are different ‘tabs’ which has links to TT Rockstars and the Accelerated Reading website.
- ‘Posts’ is like a big conversation where your child can comment on what their teacher has said.
- ‘Files’ is where your teacher may upload resources to help you.
- Assignments is where tasks will be set when learning remotely.





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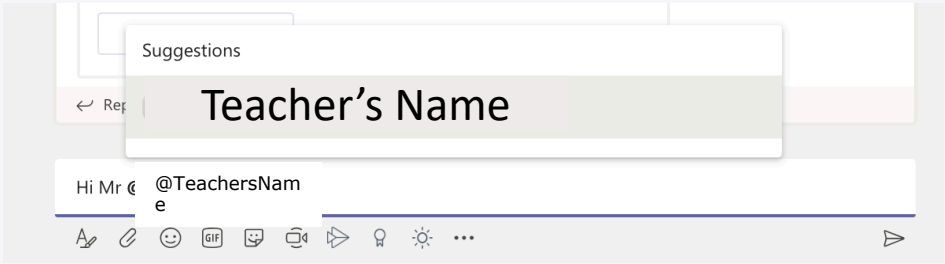
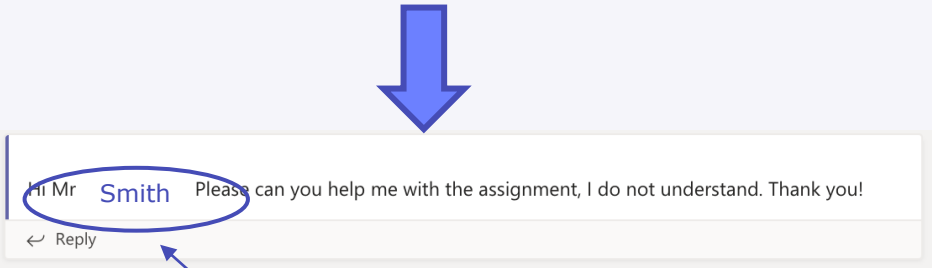
Writing a post

- If your child needs help they can ask a question to their teacher on Teams.
- You can do this in ‘General’.
- If you @ your teacher they will get a notification.

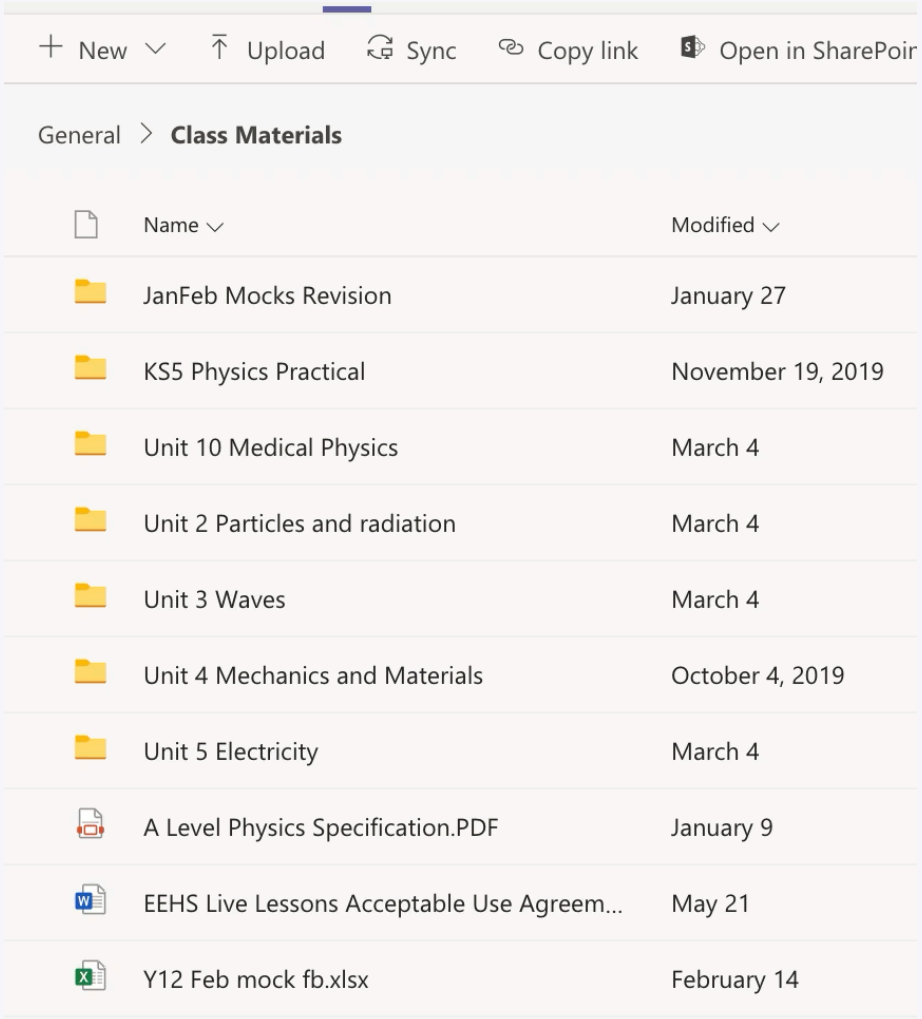




If the name is in blue, that person has been mentioned. @TeachersName should work!

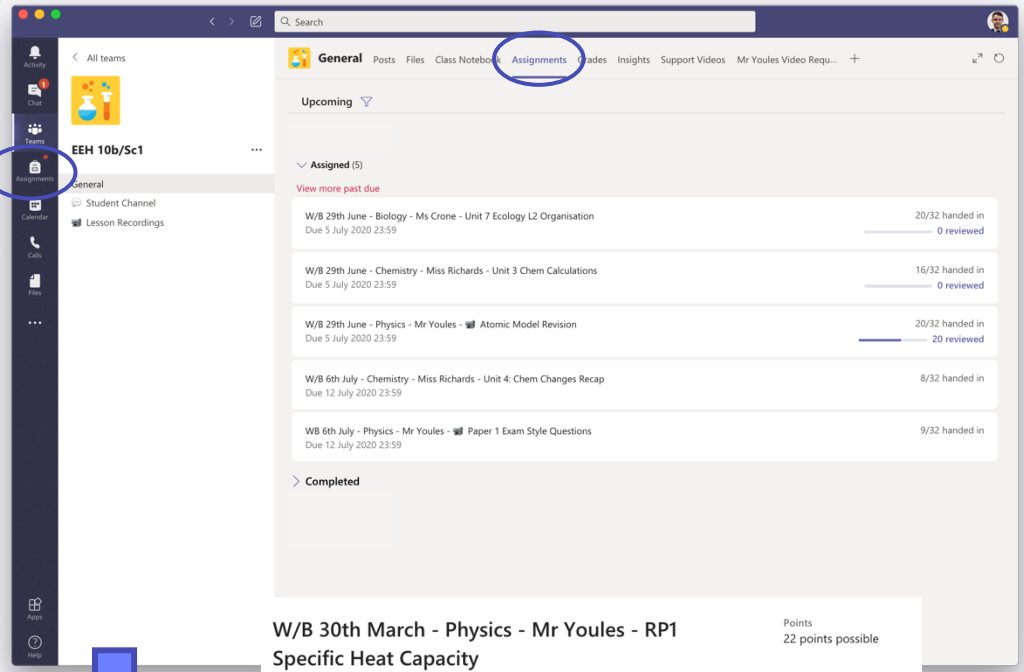
Files

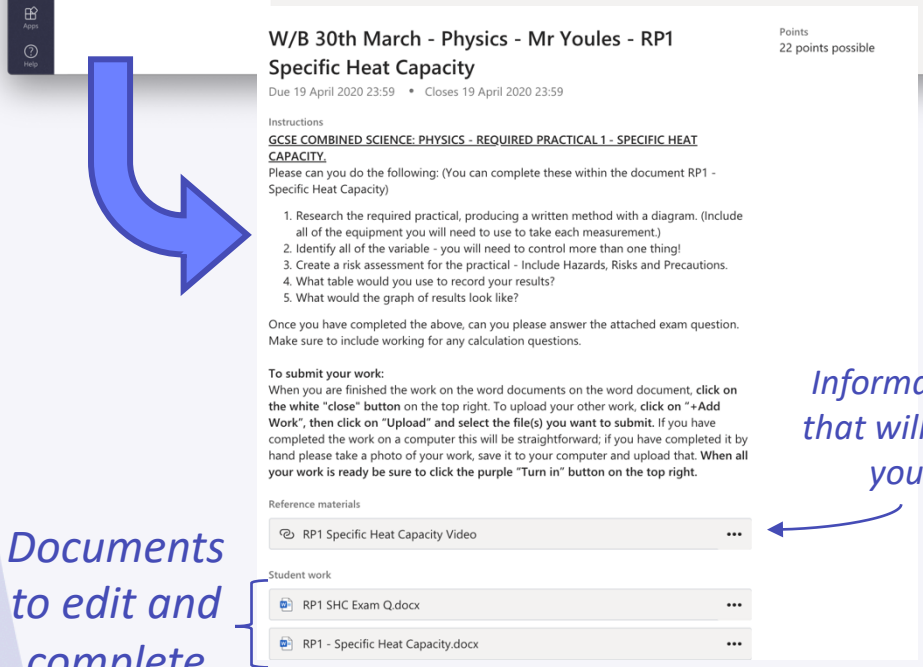
- Inside the ‘Files’ Tab your teacher may upload documents for your child to use.
- See the example on the right.
- When you find what you are looking for you can download it or view it.



Assignments

- When you open the ‘Assignments’ Tab you will see a list of set tasks.
- Click on an assignment to see the instructions and attached documents.





Information that will help you.

Documents to edit and complete

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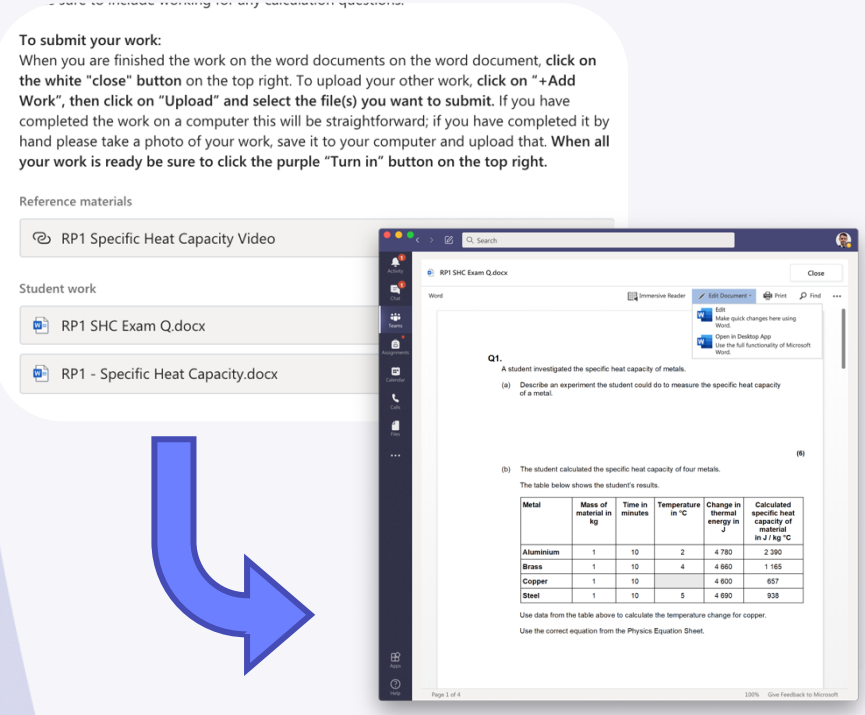
Assignments

Adding work to assignments

- Click on + Add Work
- Choose the file to upload to the assignment
- Often files will be uploaded which you can just click on and edit in Teams and then choose ‘Edit document’.
- The work will save itself!



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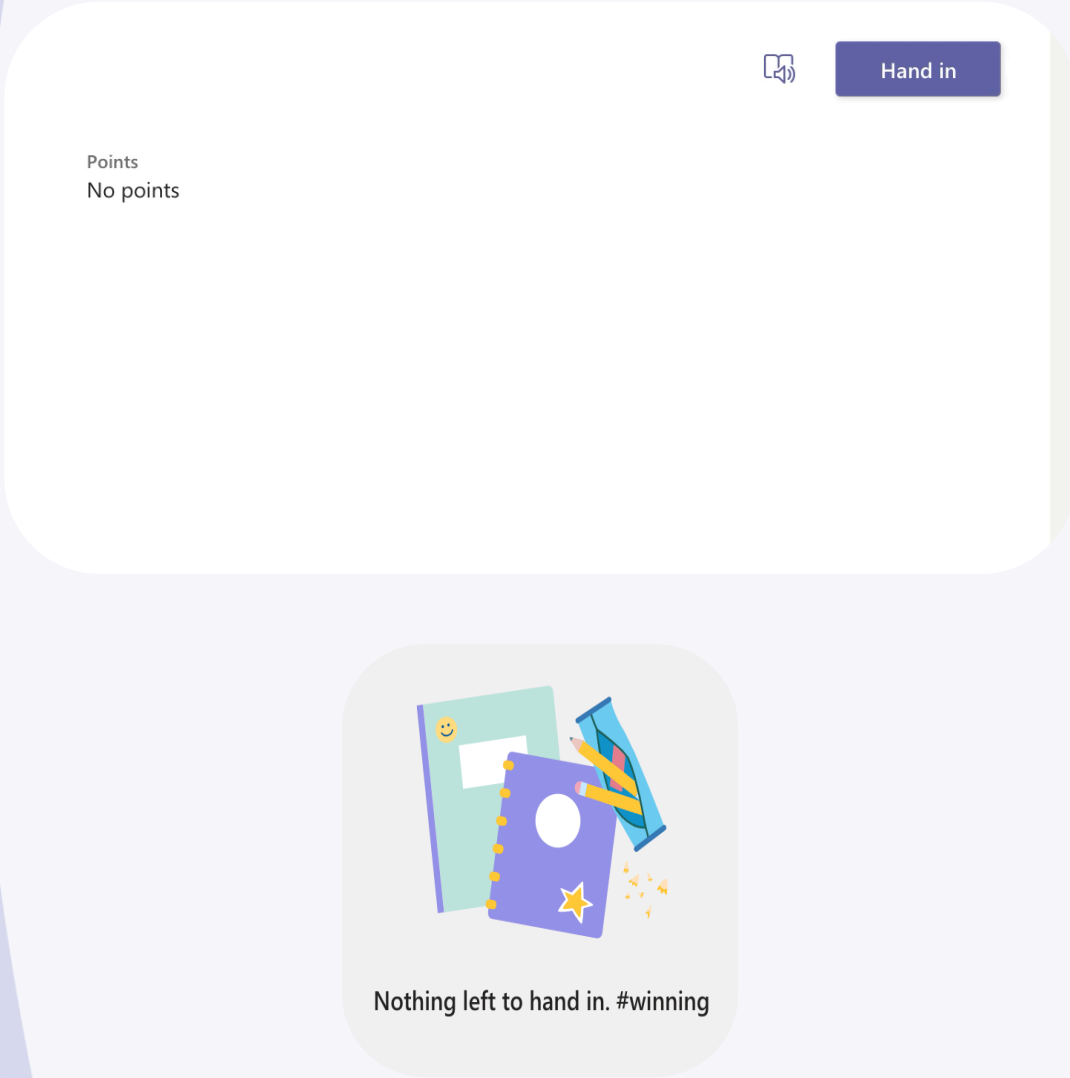
Assignments

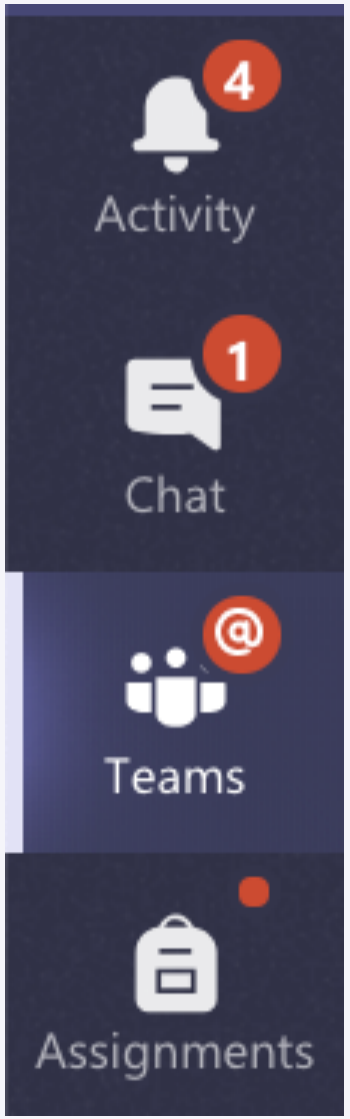
Submitting work

- Make sure to click ‘Hand in’ when you have uploaded all your work!
- The page will clear when everything is complete.



Notifications

- Using Teams, you will get notifications for various reasons.
- When a new assignment is posted, there will be an @ next to Teams.
- If your Teacher makes an announcement you will also get a notification.
- When work is returned there will be a dot by Assignments.



General Activity – a post has been made or you have been mentioned

You have a chat message

You have been mentioned in a Team post

Work has been returned

If you have any questions, please contact your child's teacher or Mr Upson/Mrs Sparwell for further support.