

## A Parent's Guide to Microsoft Teams



Microsoft Teams is digital platform that lets teachers keep in touch with students remotely. They can access support from their class teacher and use apps such as Word and PowerPoint from home in the event of a remote learning. All of this can be accessed by your child by simply logging in to Microsoft Teams using their school email and password.

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. There is also a function to schedule safe, secure Live Lessons for children in the class, or with groups smaller groups of children.

West Hatch staff will use Microsoft Teams for remote learning during whole class isolation/closure when they think it is appropriate to do so. There is also the option for parents to email the class teachers if there are any issues logging in or queries regarding remote learning.

### Sign in methods:

#### 1. [teams.office.com](https://teams.office.com) (Web Browser)

You will be asked to sign in to Teams. Sign in using your child's school email address and password that has been provided. Please keep the log in information safe in case you are logged out for any reason. Once you have signed in, you may be asked to download the app to use Teams in the future. You are responsible for protecting your child's password. If you do not want to download the app, there is the option to open teams using the web app instead.

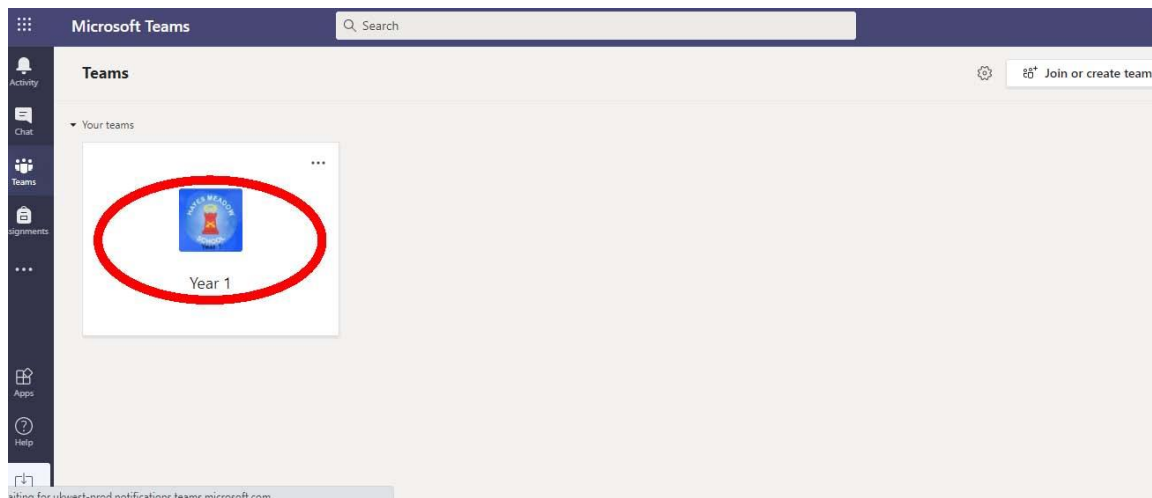
#### 2. Teams App (Desktop computer, laptop, tablet etc.)

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, sign in using your child's school email address and password that has been provided.

## Finding Your Way around Microsoft Teams

### My Teams

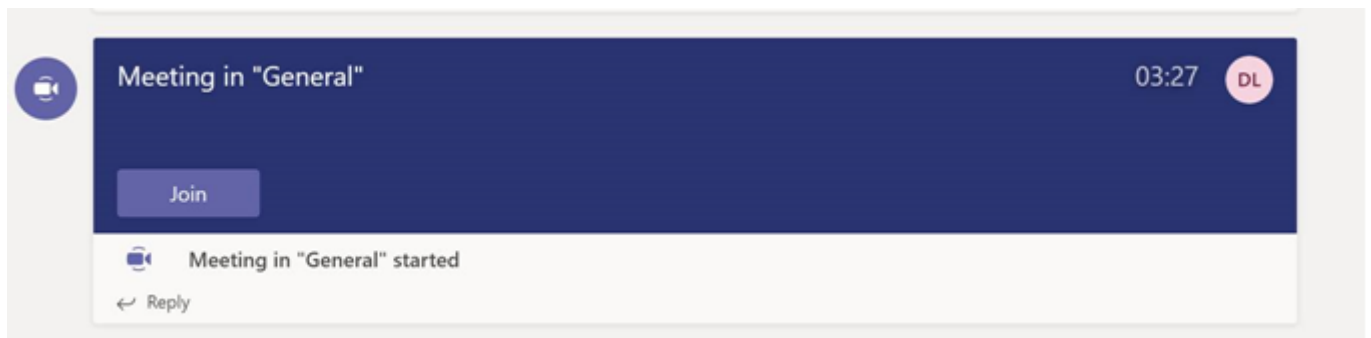
Once your child has logged in to Teams, they will be able to see their class which has been premade for them by their class teacher. Essentially, the word "Team" is just another word for "Class". Within their class you will see there are also some different areas with links to the different websites we use and files that have been uploaded that we use daily. Click on your child's class to begin.



## Posts

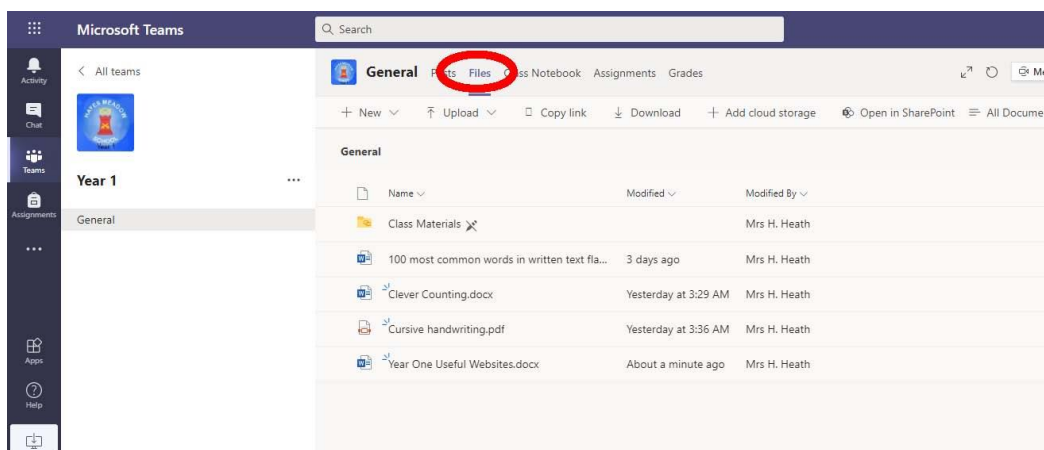
Here you can see any posts from teachers, announcements linked to that day with details of lessons on and any resources to help your child or assignments that have been set to complete.

This is also where students need to go to start a live lesson if the teacher has not uploaded their lesson to the shared calendar. Once the teacher has begun the lesson, there is an option to 'Join' see below:



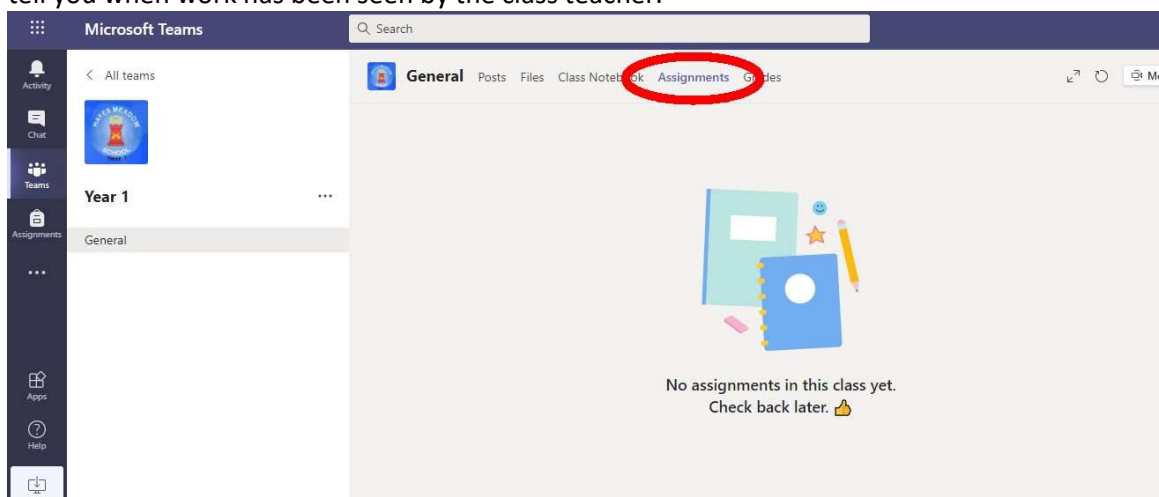
## Files

When you click on files, you will be able to see any resources that have been uploaded to help your child with their remote learning. There may be worksheets to complete, videos to watch or materials to read.



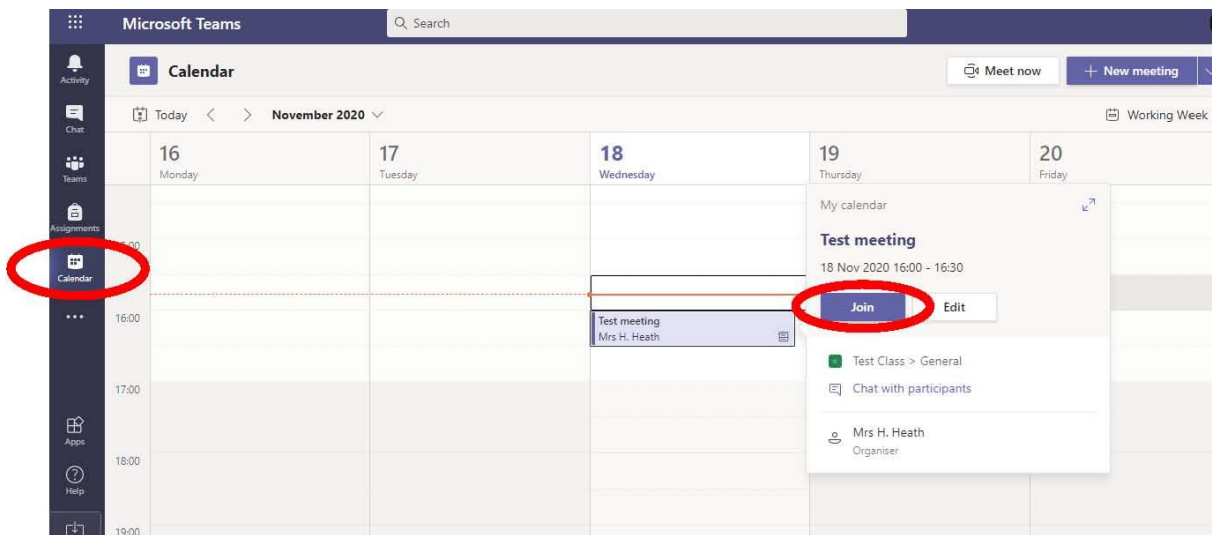
## Assignments

Teachers may choose to set an assignment for the pupils in the class through Teams. Click the "Assignments" tab at the top to see if anything has been set for you. Follow the instructions on the assignment to complete work and submit it back to the teacher. The teacher can then give feedback for this work. Only the class teacher will be able to see your work. You will receive a notification on Teams to tell you when work has been seen by the class teacher.



## Live Lessons

Teachers will be able to communicate with pupils using the inbuilt video conferencing system on Microsoft Teams. Within the Team, the teacher can set Live Lessons for pupils to join. Live lessons will follow our normal timetable. Pupils will be instructed to join the meeting by clicking the "Join" button that will appear on the "calendar" section.



Once you have joined the call, we ask that the children turn the microphone to mute, the teacher will ask children to unmute themselves if needed during the session. There is also a function that allows you to raise your “virtual hand” if you want to answer a question but you can also use this if you need any assistance.

### **Private Chat**

All communication on Teams is monitored by staff. Students should only use Teams Chat as instructed by their teacher.

### **More Information**

For more information on rules and expectations for Live Lessons, please refer to the West Hatch Remote Learning Policy and Pupil Guide.