



Microsoft Teams

A step by step guide
for parents

Parent and pupil guide to joining a Microsoft Team classroom

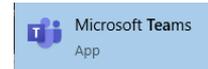
For the most convenient & accessible solution we recommend downloading the app.

- If you have an Android or IOS smartphone/tablet, download the free app to your device from the relevant app store – just search for Microsoft Teams.

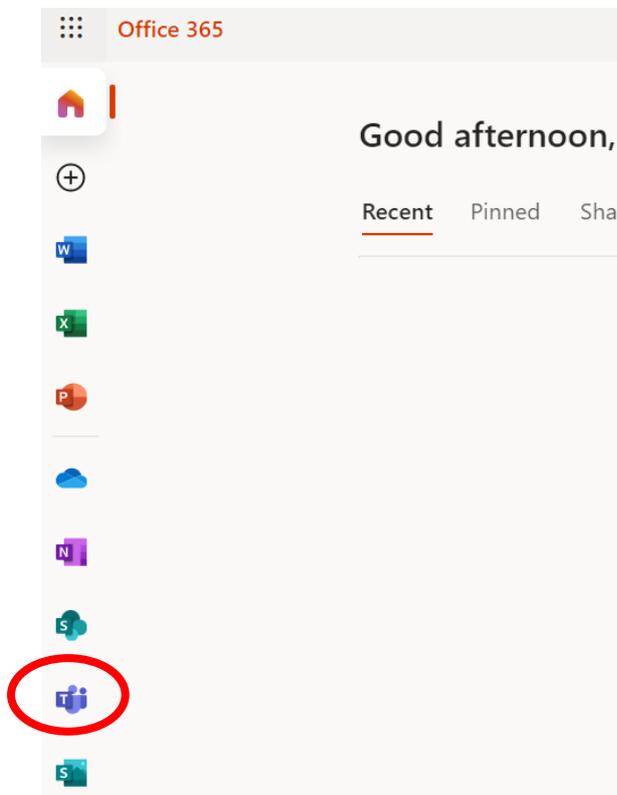
- On a PC or Mac you can download the desktop app from the following URL

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app7>

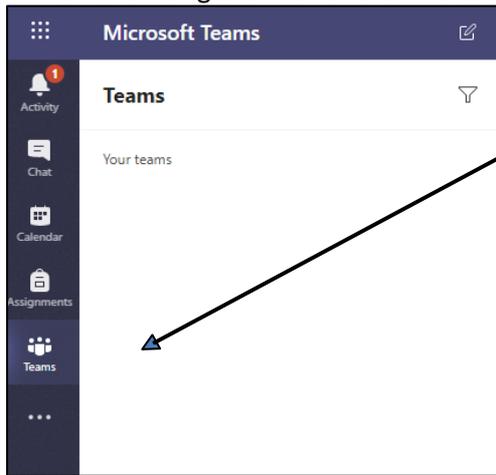
1. Open Microsoft Teams by opening the locally installed Microsoft Teams application on your computer.



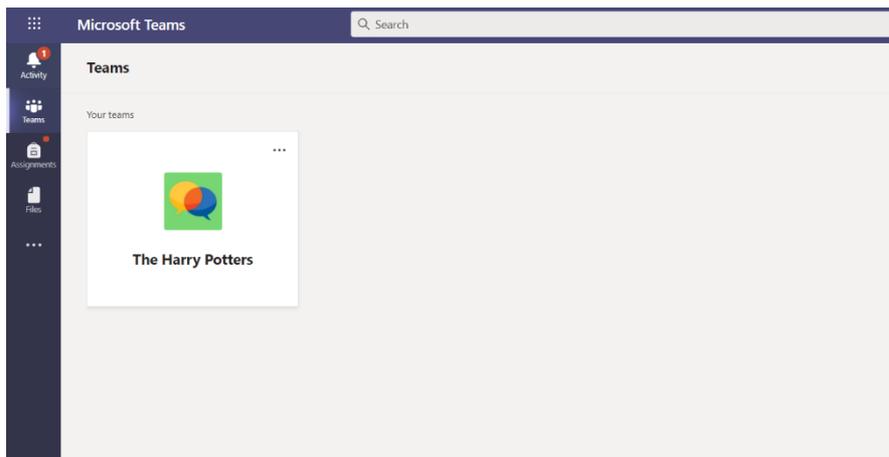
Alternatively, if you do not have the application installed on your device, you can open the application by logging onto Microsoft Office 365 by browsing to office.com and then open the Teams application as shown in the diagram below. The office.com website can be accessed through any device with a web browser, for example a laptop, tablet, mobile phone, smart tv or games console (we have attached a guide for how to access on Xbox and Playstation).



2. On the Navigation bar of the Microsoft Teams application, select Teams.



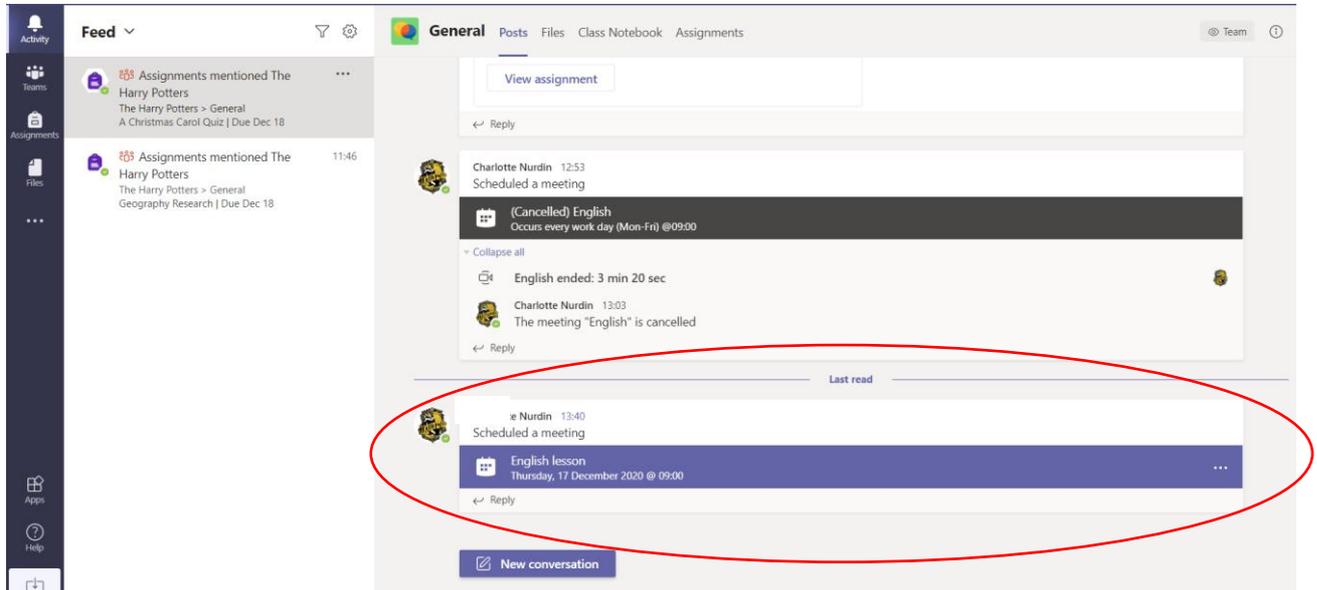
3. Your child will have been added to their class team and should see it on their list, as below:



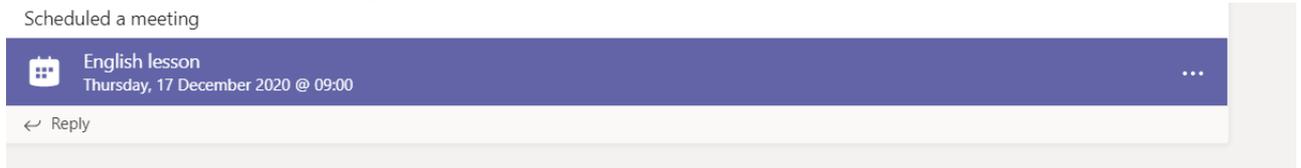
If they click on their class name, they will access the virtual classroom where they can take part in live lessons and submit work to their teacher.

Joining a live lesson

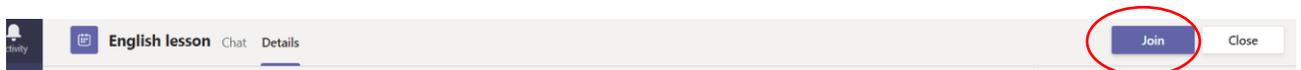
Some lessons will be taught live by the teacher. If your child is scheduled to have a live lesson, you will see it in the 'general posts'. If you are logged in, you will also get a reminder about 10 minutes before the lesson is due to start.



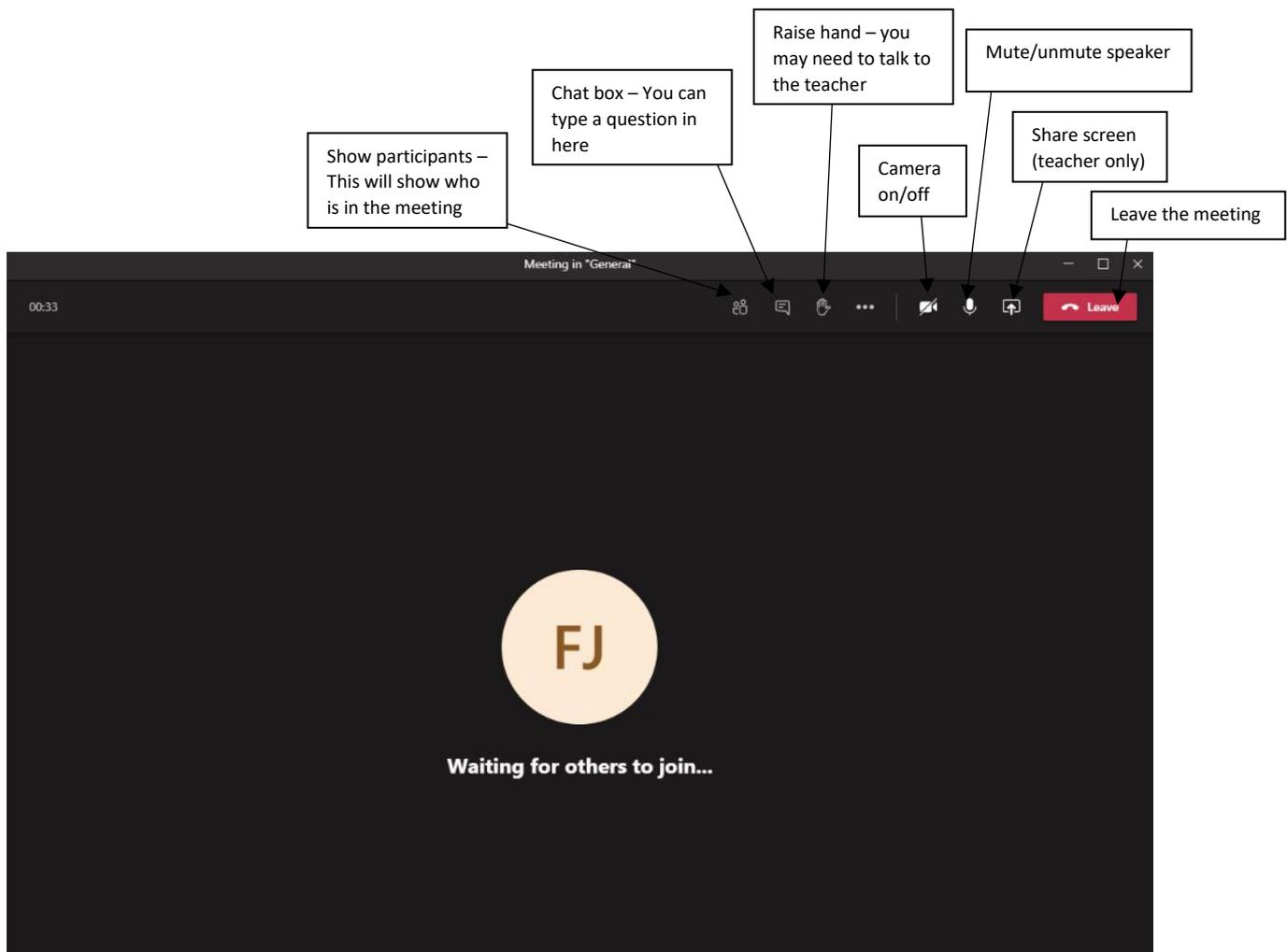
When your child clicks on this notification they will get the option to view the meeting information. Here they can join the meeting.



Here you can see the join meeting button.



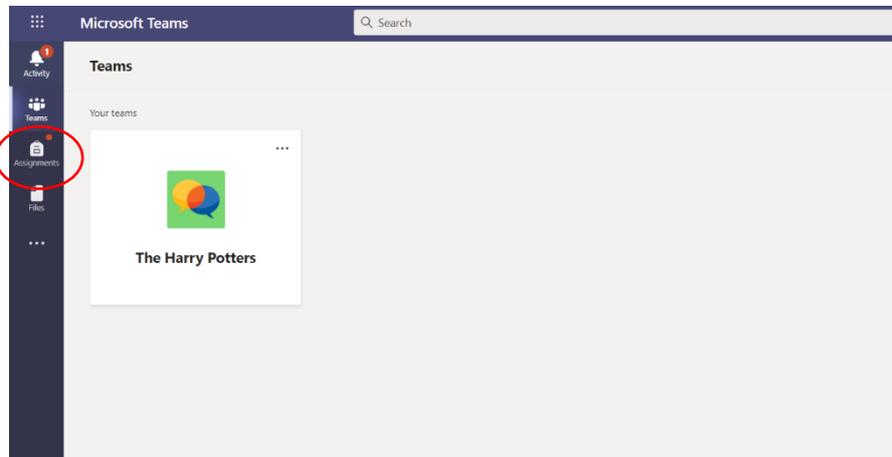
Understanding the buttons on Teams during video calls



- Children will be expected to have their camera off. Teachers will try to turn this option off before the meeting. The teacher will have their camera on.
- Microphones will be switched on by the teacher when it is time to answer questions or share ideas. They will remain muted for the rest of the lesson.
- The raise hand button can be used to ask a question if you need some help.
- Only the teacher will need to share their screen. They will need this to share the lesson with you.
- The chat box feature can be used to ask a question. This should only be used to discuss work matters. Personal information should not be shared here as this will be visible to all in the meeting.
- The red leave button can be used at the end of the session when you are ready to exit the meeting.

Finding work and handing it in

Your child may be set assignments by their teacher. They can find these by clicking on the 'assignments' option at the side of the page:



If there is a red 'bubble' next to the assignments logo this means there are new assignments that the pupil has not yet seen.

1. Once they have clicked on 'assignments' you can see all of the open assignments and also any completed ones.

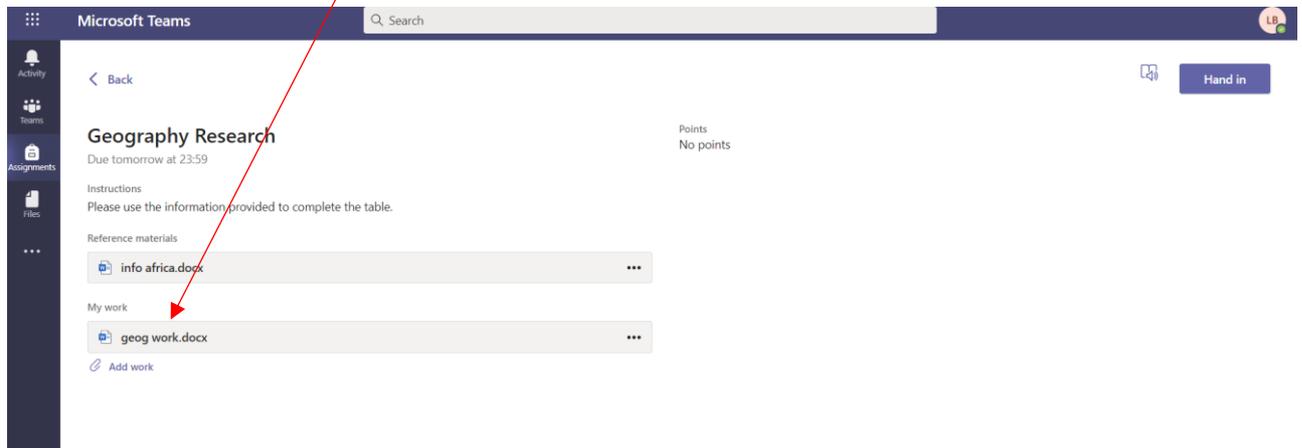


2. Your child should then click on the assignment they want to complete. This will open the assignment:

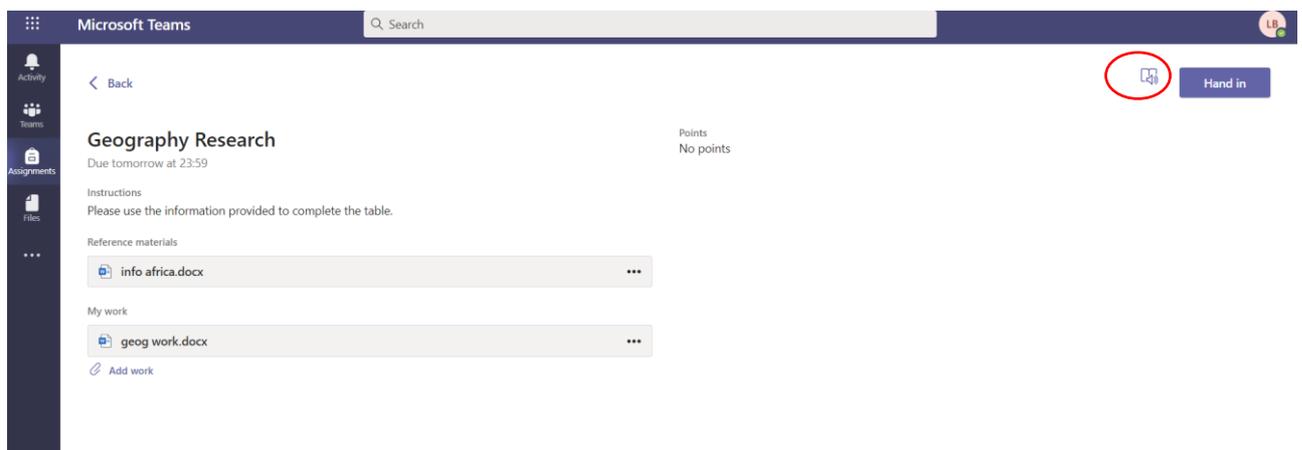
Here they can read the instructions and any reference materials. These are documents that will help them with their work This might be a PowerPoint or information document.

Some assignments will also have a document in the 'my work' section. This means that the class teacher wants you to update the document and hand it in as your work. This could be a sheet, table or spreadsheet.

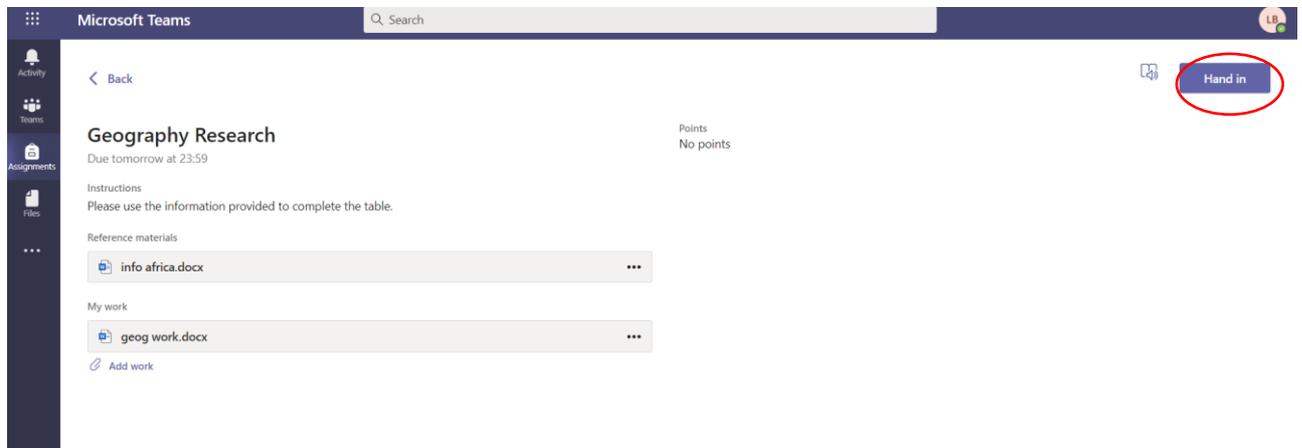
If there is nothing in this section, this means that you will need to complete your work and upload it. You can do this by clicking the 'add work' button. The instructions will make clear the type of document that you need to upload. It could be a word document, photograph or PowerPoint.



Another helpful feature of teams is the 'immersive reader' option. Whenever you see the circled icon, this feature is available. Immersive reader will read any text on the page aloud to your child. It will also do this for reference materials and worksheets.



Once the work has been completed and uploaded, the pupil should press the 'hand in' button. This will then send it to the class teacher for them to review.

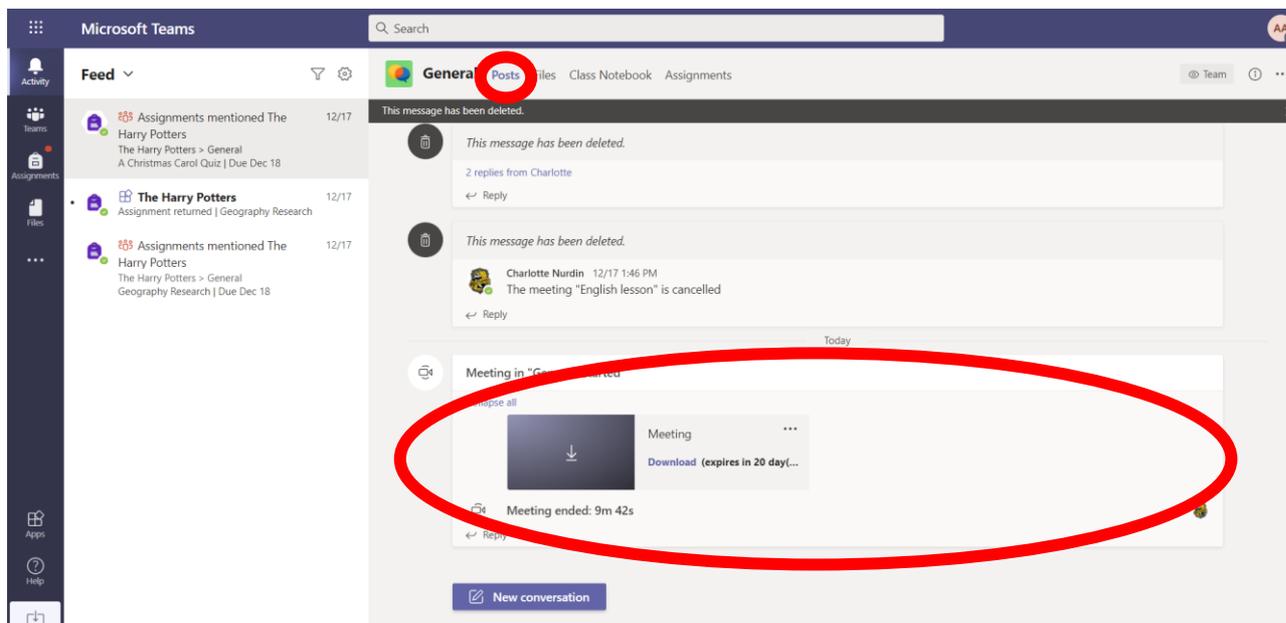


Teachers will then provide feedback. This can be seen in the 'completed' assignments folder.

What if my child cannot take part in a live lesson at the time requested?

We appreciate that some pupils may not be able to take part in all of their live lessons due to a variety of reasons, such as sharing laptops with siblings. Therefore, all live lessons will be recorded by the teacher. This means that your child can access a recording of the meeting for up to 20 days after the lesson took place. Pupils can also re-watch the lesson during this period, if they require.

All recordings can be found in the 'posts' section of the channel that the meeting was held in:



Recordings can be downloaded if they are required beyond the 20 day limit.

If you have any questions then please email hw@new-ash.kent.sch.uk and we will do our best to help.