

A Parent's Guide to Microsoft Teams

Office 365/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 Office 365/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.

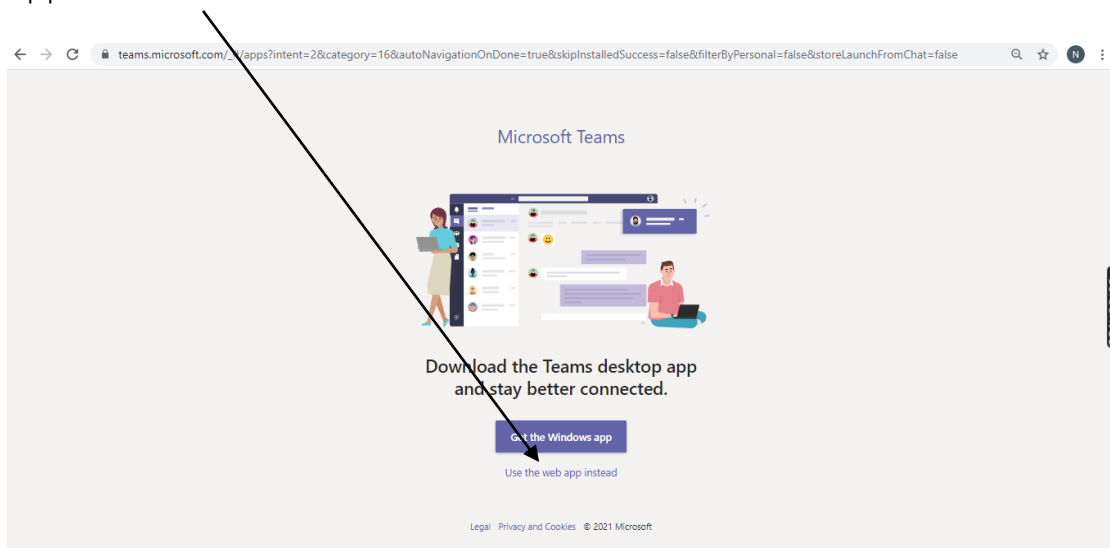
Croft Community School staff will use Microsoft Teams for remote learning during whole class isolation/closure when they think it is appropriate to do so. There is also the option for parents to email the class teachers if there are any issues logging in or queries regarding remote learning.

Class Dojo can also be used as a home/school communication tool and to upload pictures of completed work.

Sign in methods:

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

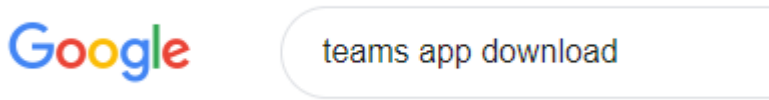
You will be asked to sign in to Teams. Sign in using your child's school email address and password that has been provided. Please keep the log in information safe in case you are logged out for any reason. Once you have signed in, you may be asked to download the app to use Teams in the future. You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

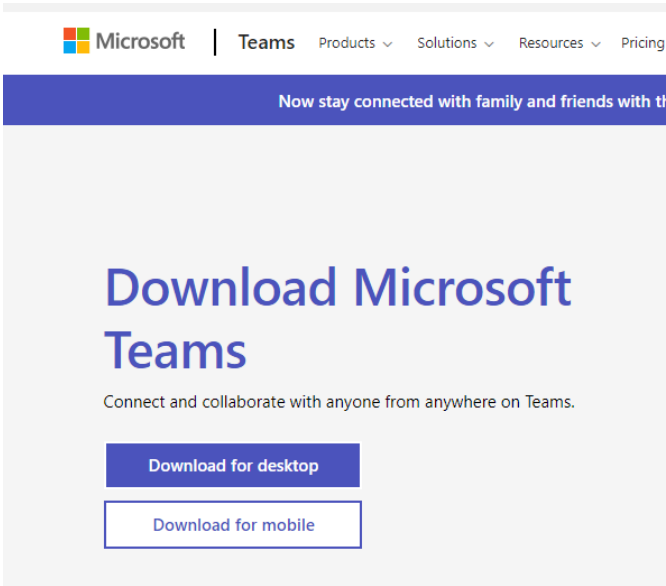
Step 1



Step 2

www.microsoft.com > microsoft-teams > download-app ▾
Download desktop and mobile apps | Microsoft Teams
Download Microsoft **Teams** now and get connected across devices on Windows, Mac, iOS, and Android. Collaborate better with the Microsoft **Teams app**.

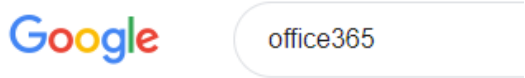
Step 3



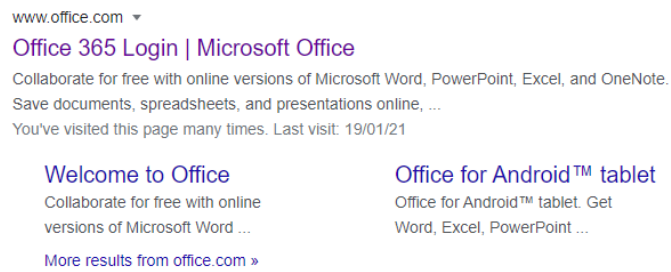
3. Office 365 (Web Browser)

Open Office 365 and sign in with your child's school email address and password that has been provided.

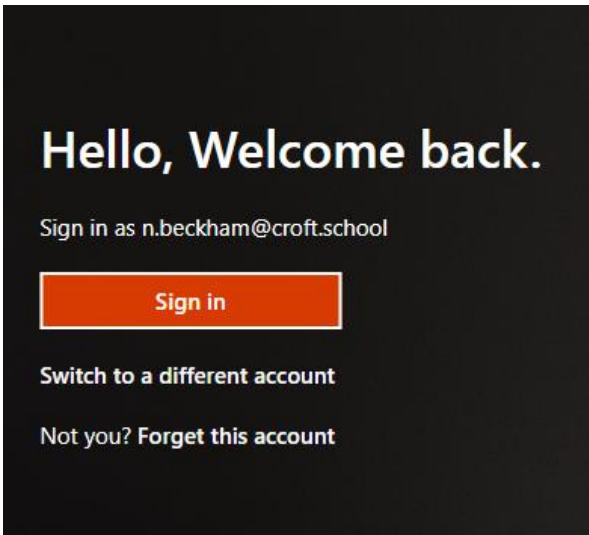
Step 1



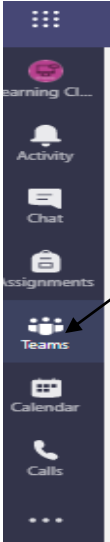
Step 2



Step 3



Step 4



Your Childs class TEAM is here

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.

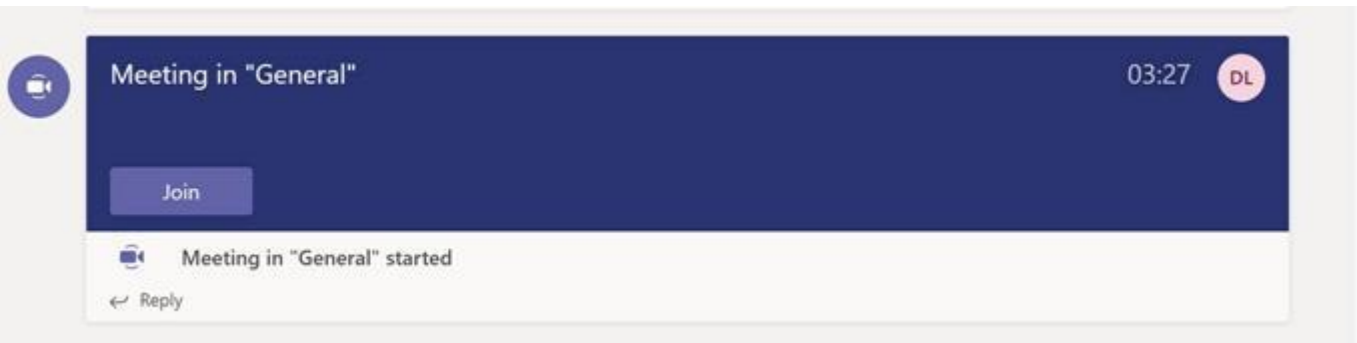


Posts

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.

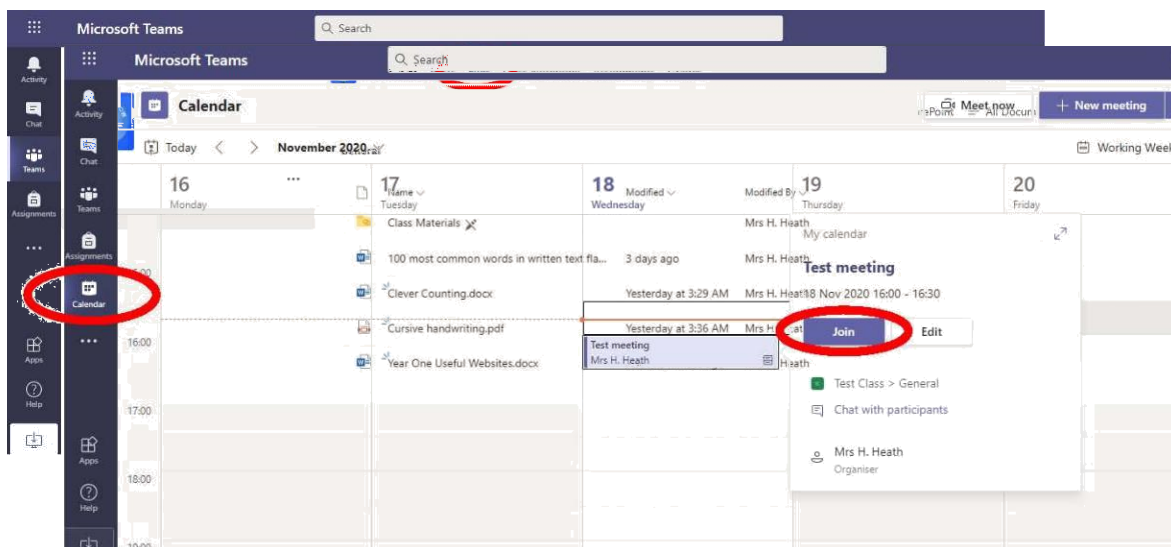
This is also where students need to go to start a live lesson if the teacher has not uploaded their lesson to the shared calendar. Once the teacher has begun the lesson, there is an option to ‘Join’ see below:

This is where teachers will be posting lessons and the invitation to the lesson will be. There will also be a copy of the work for the lesson attached so if work packs have not arrived pupils can download the work from here. This will be shown as an attachment. This is on the diagram 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. Your child's teacher will have directed them to this area if there is work to complete.



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 or the Live session will also appear in the Posts section as mentioned above.

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.

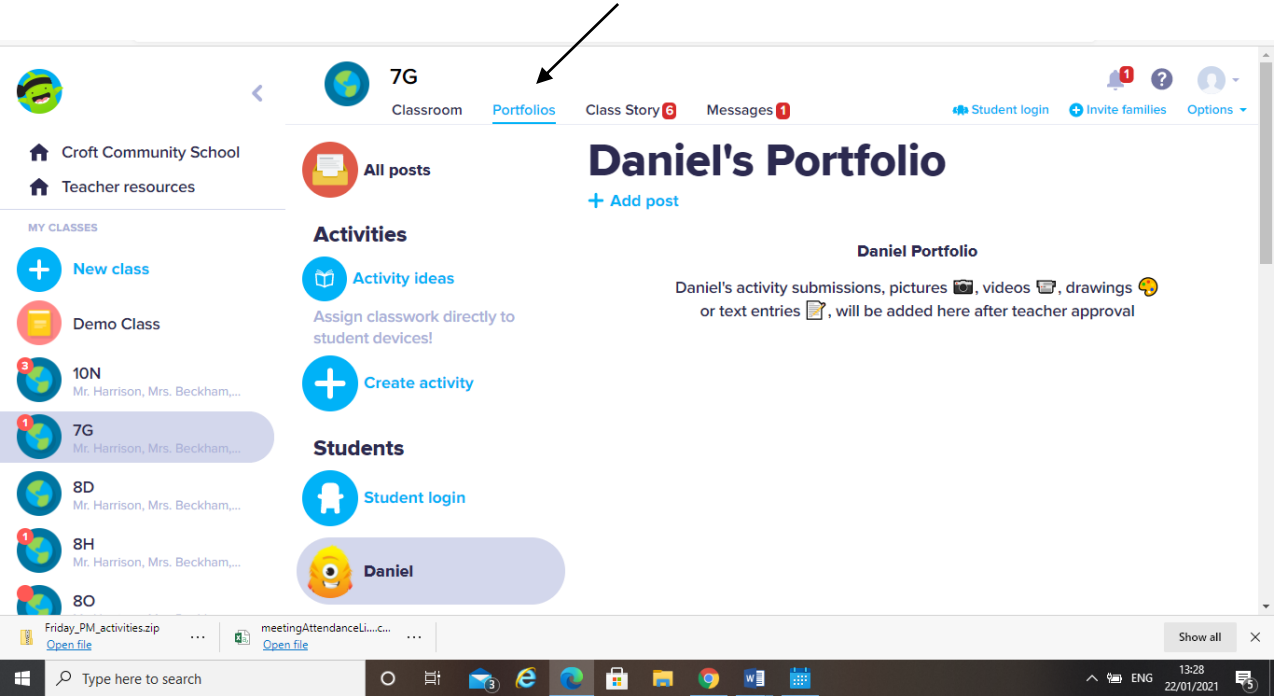
More Information

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

Class Dojo

Parents and pupils can also return work using Class Dojo. Pupils all have an account on their class dojo called Portfolio. It is shown here on the screen. Pupils can upload their work to their own portfolio and staff will assess the work and provide some feedback

via the messaging part of Dojo . This is shown in the screenshots below, The pupils can then read the comments about their work.



Staff will message back about the work. Feedback and suggestions for improvements/developments.

