



# Children and Family Guide for Microsoft Teams

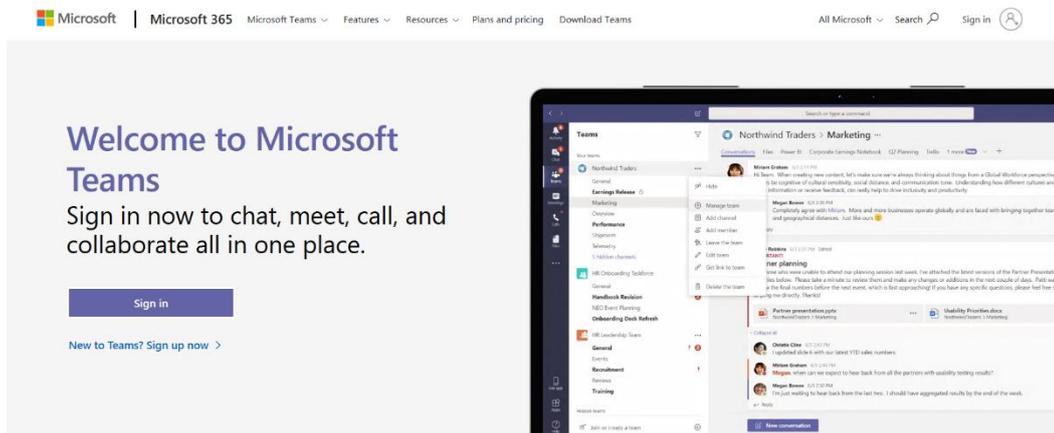


Microsoft Teams is a piece of software that allows 'teams' of people to meet in a private, safe space. As a school, we will begin to use this programme to support the delivery of remote learning, in case of whole class bubble, or whole-school closure.

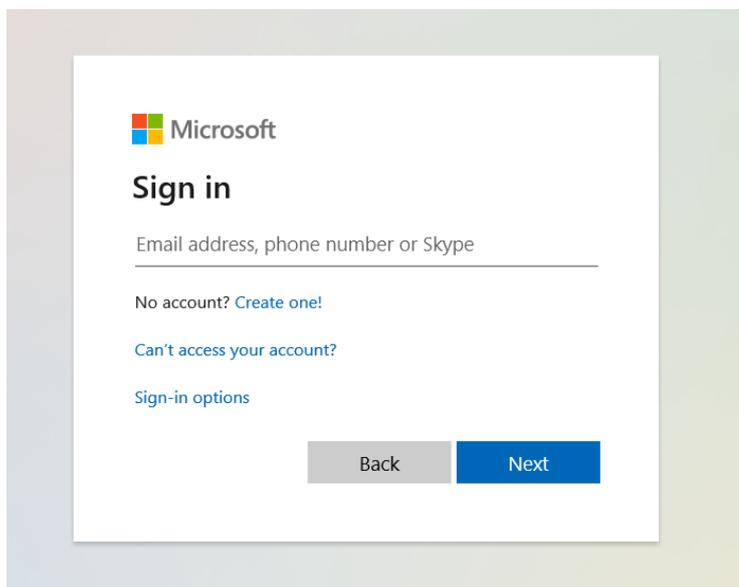
## Logging in to Microsoft Teams

Each child has been set up with their own school email address which they will use to log in to Microsoft Teams. A password has also been set up to protect each account. These have been sent home with your children separately.

Google: Microsoft Teams and follow to the login page:



Click 'sign in' and enter your child's email address:

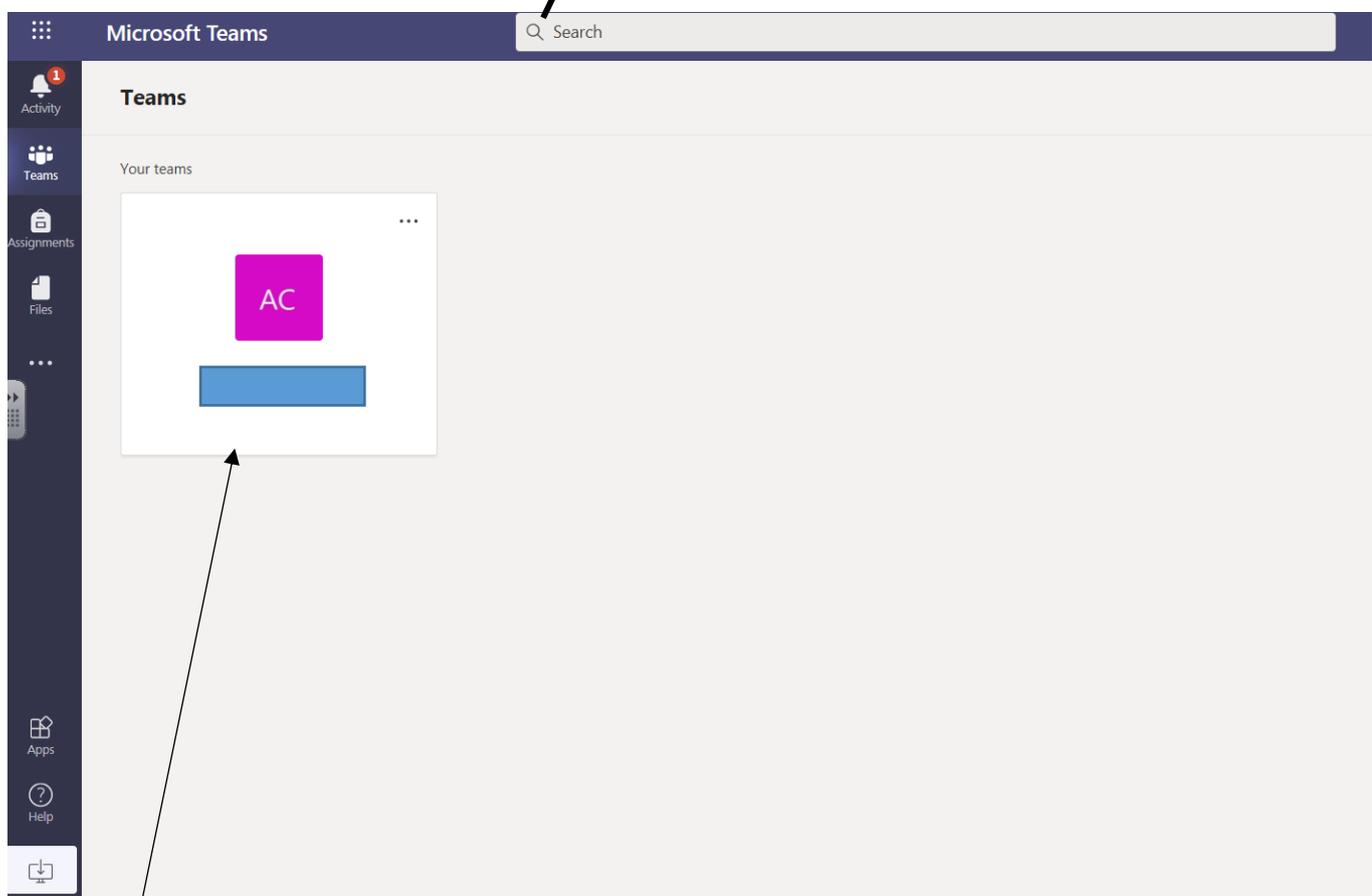


Click next and then enter your child's password and login.

(When using a laptop, you may be asked to download the Teams app - this is optional. We advise that you download the Microsoft Teams app if you are using a phone or tablet from the Google Playstore or Apple App store.)

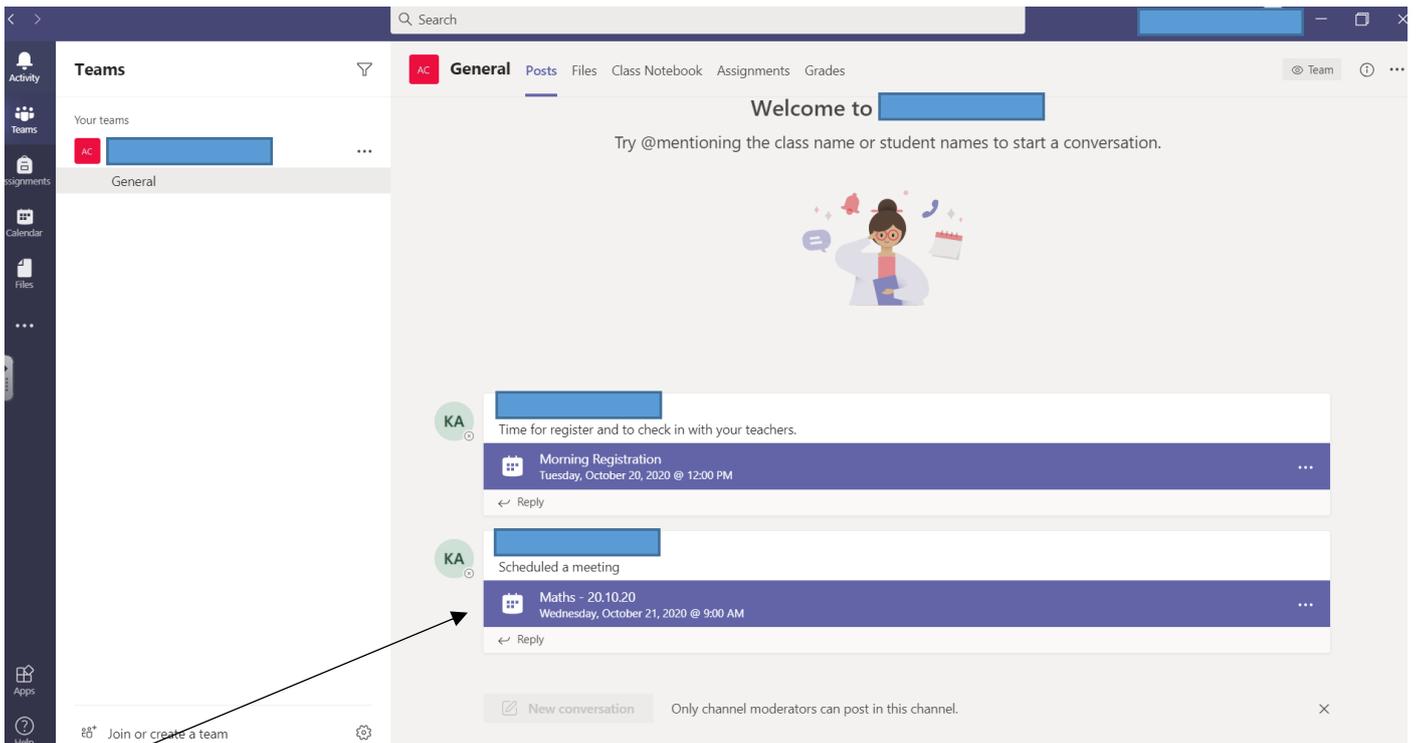
The screenshots shown in this guide have been taken using the web-based application on a laptop but are similar to those using a tablet or phone.

### **Navigating the App:**



Once logged in, you will be presented with the 'teams' that your child has been added to. This will be clearly identified by the year group and class teacher surname.

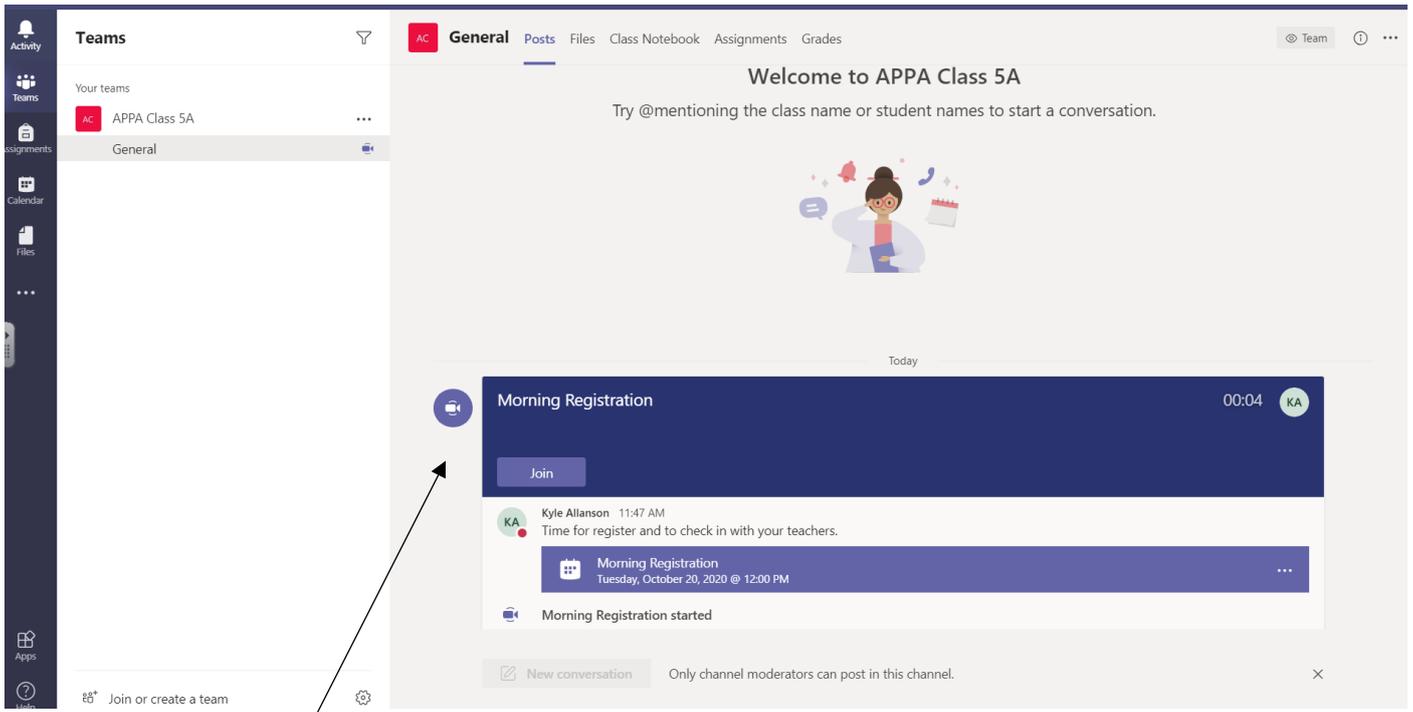
Click into the class to access the meetings and messages which have been sent.



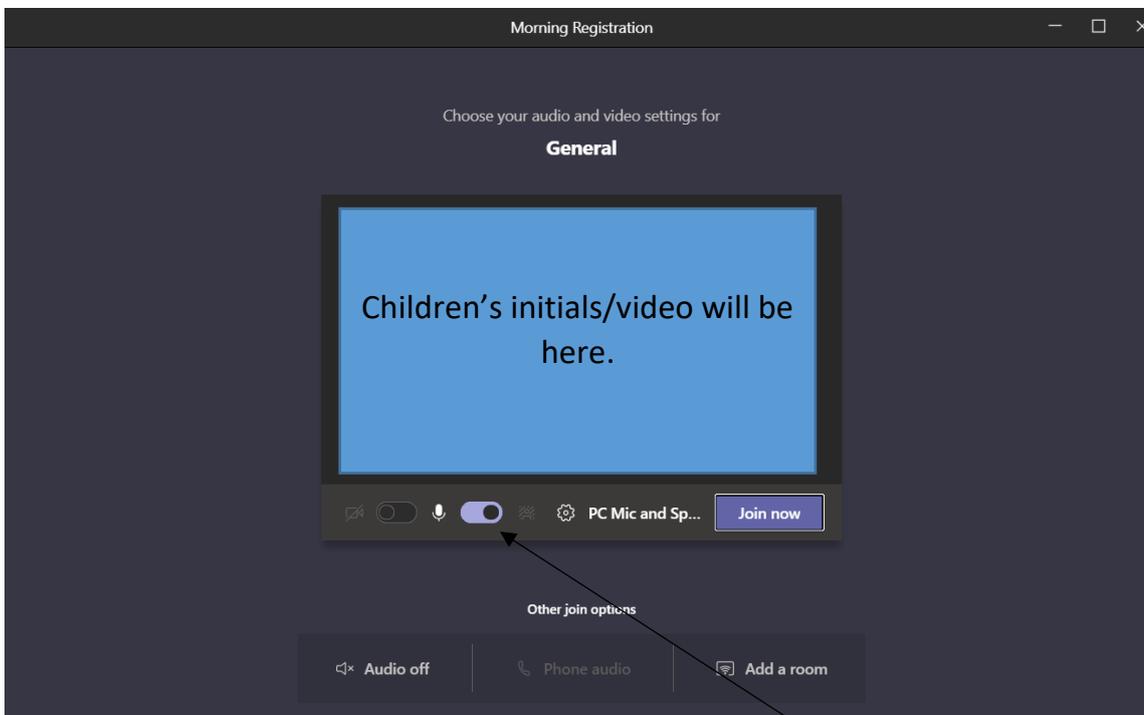
These blue bars show meetings that have been set up by the teacher. Your children can join at the time set to meet with their teacher and learn remotely. *Further details can be found on the 'Remote Learning Agreement', which has been emailed separately.*

### **Joining and leaving meetings**

In order to join a meeting, a member of staff will start the meeting which will then allow children to join.

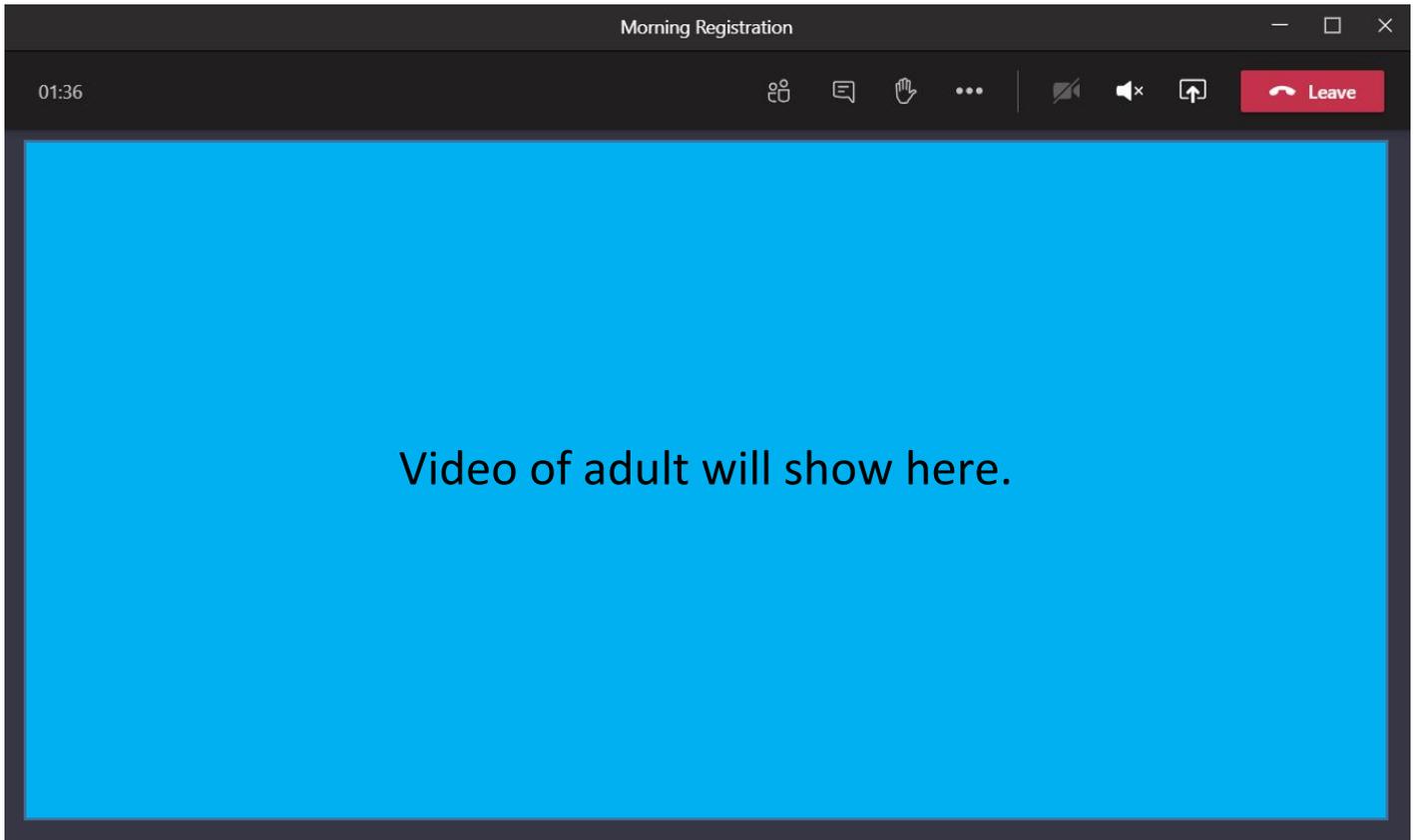


The above image now shows that the meeting has begun. Children can click join to enter.

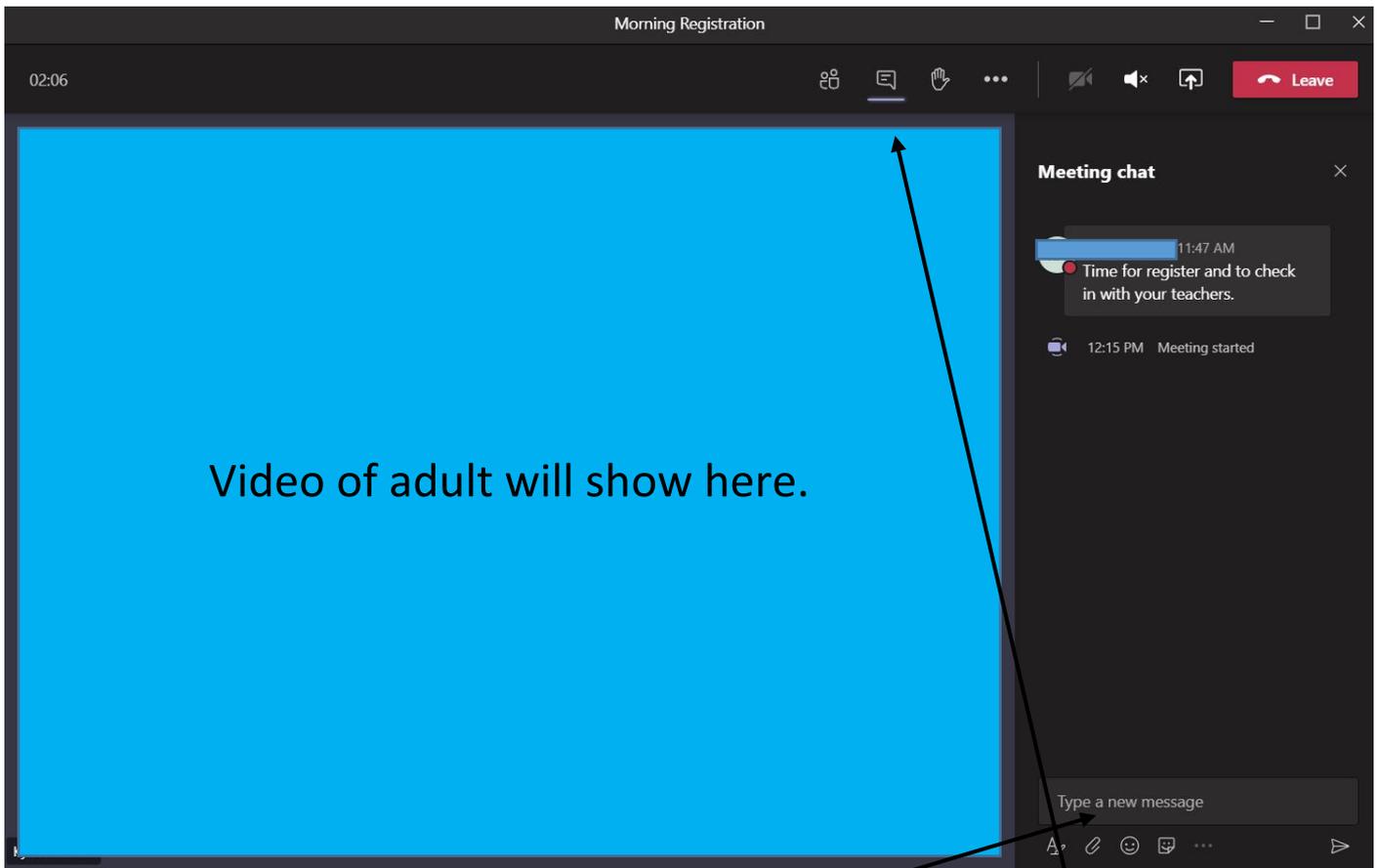


Children will be presented with this screen next. This allows them to finalise their options before entering the meeting. We ask that children turn off their mics before entering.

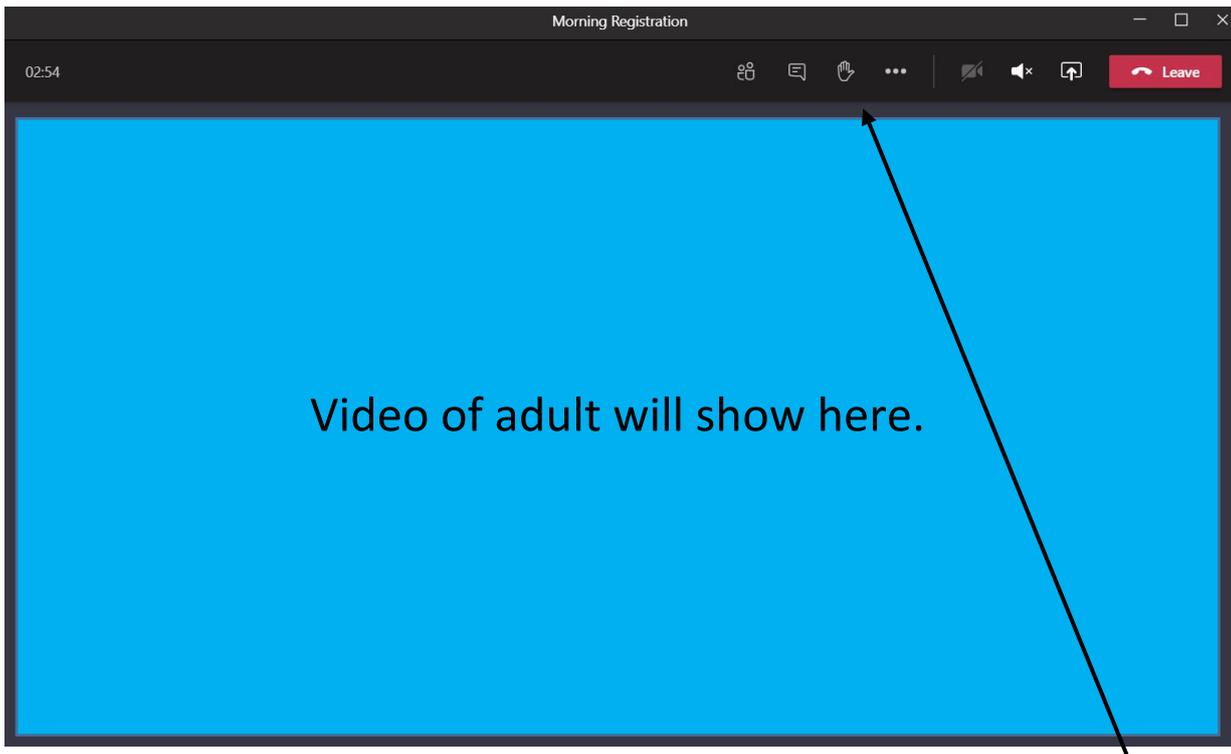
## Taking part in meetings



Once in the meeting, children will be presented with the live video of their teacher. Children can then take part in daily registration followed by a briefing about the work focus set on seesaw for the day.



During the meeting, if your child needs to ask an adult something, they/you can open the 'conversation' tab and type a message. This may be answered live by the teacher or answered by an additional adult who may be within the meeting, monitoring the messages. It could also be addressed separately following the briefing.



There may be occasions when your child's teacher may also allow children to "raise their hand" as they would in their classroom, eg during the afternoon drop in session. This signifies to the teacher that they wish to ask something. Click again to 'put hand down'.

When the meeting ends, children should click 'leave'. The teacher may end the meeting before all children get the chance to leave which will then end the meeting automatically for all children.

#### **Viewing meetings after the 'live' meeting finishes:**

If your child is unable to join a meeting with their teacher live, there will be a recording of the meeting underneath the original details which is automatically saved after the meeting ends. This can then be downloaded to your device and watched at a time more suitable.

We do ask that all families attempt to join the daily registration and briefing live. Where this may clash with a sibling time, we would ask that you alternate between live and watching sessions afterwards between the children. You are free to watch the meetings at a time which suits your specific home arrangements.

#### **Please note:**

There are additional features within Teams that we may set up throughout the year, such as assignments and file areas but for now, we will continue to use Seesaw to distribute activities for children following their meetings with teachers.

We do ask that children **DO NOT** click buttons within Teams that have not been discussed within this guide. This will ensure that the software continues to run effectively and is accessible for all children learning remotely.