



A guide for Parents to using Microsoft Teams at Home

At Felsted all children have their own Microsoft Outlook account. This can be used to access Microsoft Teams. This is a learning and conferencing platform. Teams allows teacher to set assignments to the whole class or individuals. Teachers may use this at a future date to set home learning. There is also a facility to have online virtual conferences and meetings.

Our Home Learning offer, available on the school website and on Tapestry, sets out how we will incorporate the use of Teams.

This document provides an overview of how you can use Teams at home.

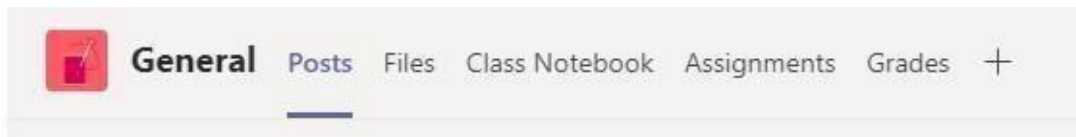
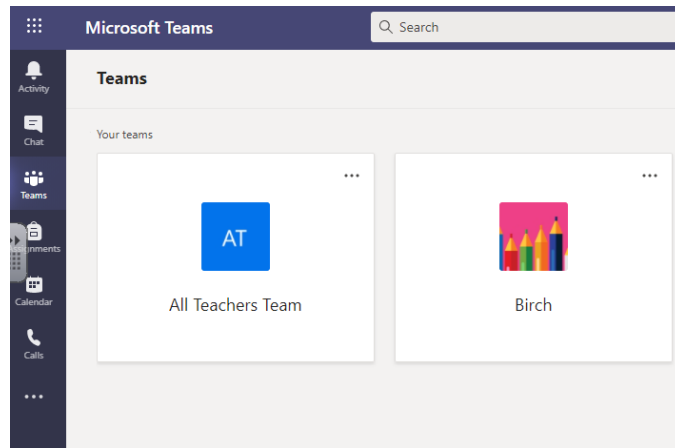
How do I access Teams at home?

- The Teams platform can be accessed via the browser:
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>
- Alternatively, you may choose to download the app for a tablet or device and search 'Microsoft Teams'
- Log in using the Username and Password provided by the school. If you have any difficulties with your Log in, please contact the school
- The first time you log in, you will be prompted to change the password Please keep a note of this. School will also ask for the password so that pupils can log in at school too. All passwords will be kept securely

Please be aware that if you already have a Microsoft Teams account you will need to sign out of this first and sign into your child's account.

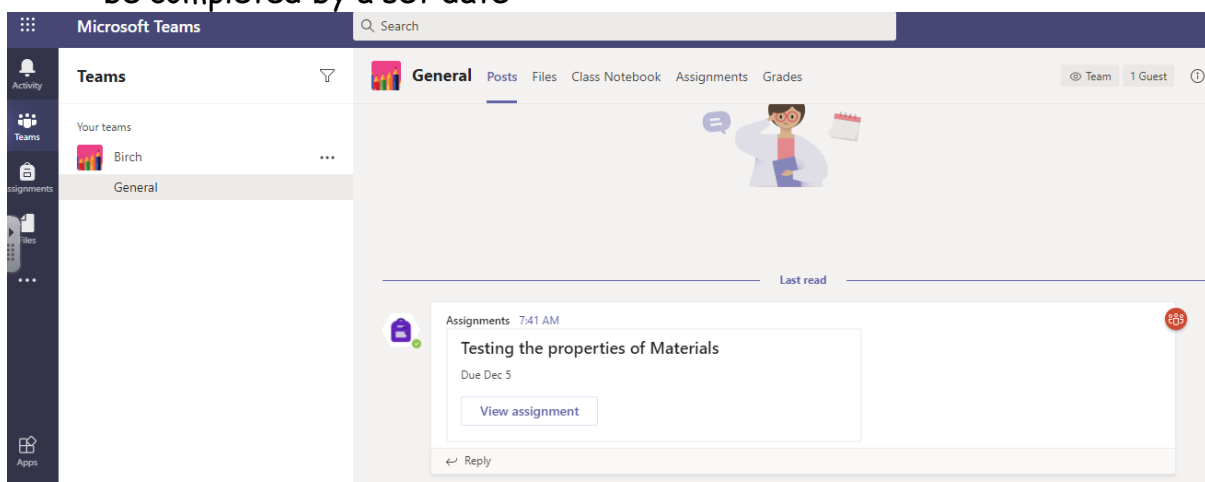
How do I access learning activities and upload work set by a class teacher?

- Once your child has logged in, they will be able to view a class folder
- This has been created by your child's class teacher. Students can click and open the folder to find any uploaded activities from their class teacher
- We have disabled the Chat feature, so pupils will only see comments from their class teacher



Along the top you will see a bar with the tabs called 'Posts', 'Files', 'Assignments'. This is how you navigate the platform.

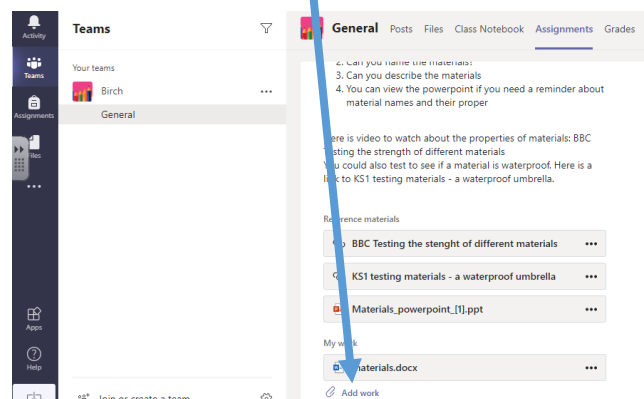
- The previous images show the 'Posts' tab. This is a facility for teachers to send pupils general messages. This might be links to activities online or just a message to say hello
- The 'File' tab is where teachers can upload activities and worksheets. These are documents that can be downloaded. Alternatively all members of the class can live edit these documents. Changes are automatically saved
- Activities completed by the children can then be posted back to the class teacher in the 'Post' section or uploaded for the teachers to see and respond to
- To upload documents, go to the 'Files' tab and click 'upload' to place work in the correct folder
- The 'Assignments' tab allows teachers to set assignments which need to be completed by a set date



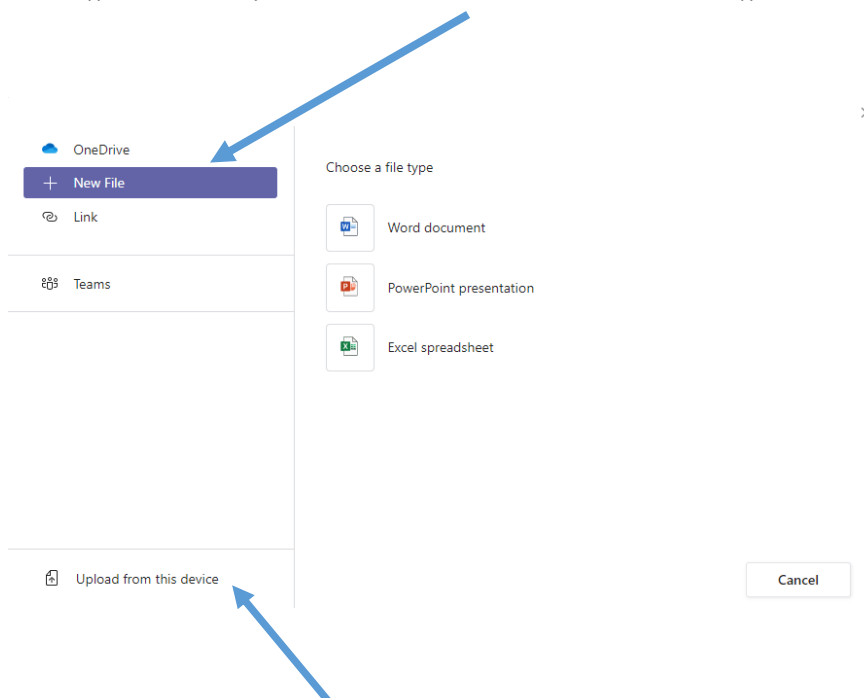
- When the teacher has set an assignment, you will receive a notification in the 'Posts' tab
- To complete an assignment, pupils can work directly in Teams. There is no need to upload a completed assignment. Pupil's work will be saved automatically
- Click on a document on weblink in the assignments. This will open automatically
- Open any documents on the assignments. These can be completed and edited in Teams

How do I upload a document to an assignment?

- To add a new document select 'add work'



- Select 'New File' and chose the document type you require. Give the document a title. You can now edit this new document



- You can also upload a file from your device. This could be a Word or Powerpoint document or photos and videos
- Select 'upload from this device. You can then browse your documents

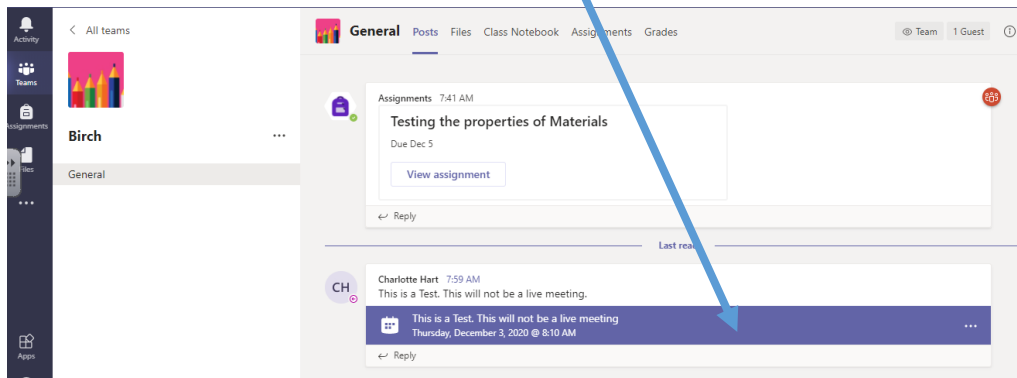
Video Meetings

Teams has the ability to use video conferencing so the pupils and Teacher can meet face to face in a safe environment online.

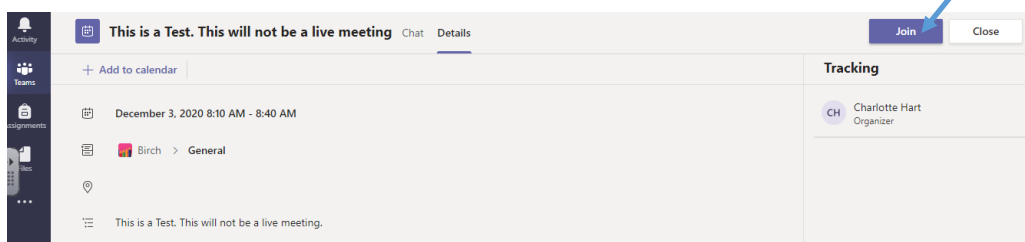
Teachers will set up a 15 minute Team video meeting slot for each house team a week to touch base and talk over any issues. These will be for children/parents who are finding work difficult and need support. The teachers will arrange a time they can be available and you will be able to book onto a group session. In the event that teachers have their own children at home it may be another teacher from the team on the call. Sessions will last no longer than 30 Minutes.

How do I join a meeting?

- To access a meeting that has been set up by the teacher, your child should click on the 'Posts' tab



- At the arranged time, you will see a button to click to 'join'



Before the meeting

- Please wear appropriate clothing
- Ensure a responsible adult is available to support
- Ensure your microphone is clicked to mute at the start of the meeting, otherwise this can cause lots of interference
- Avoid using your child's bedroom for this meeting unless an adult will be present
- Let house hold members know you are in a meeting

During the session

Once in the meeting, there is a button at the bottom left with a camera and webcam to click and unclick.

- Your teachers will have the same conduct and behaviour listed above
- If you wish to speak, please click the 'Hands up' button to alert the teacher
- Use polite and respectful language at all times
- Keep your microphone muted unless asked to turn this on
- You can decide if you would like your camera on (Please be aware that if your child's webcam is turned on, the other children in the meeting will be able to see your child too)