

Parent Guide to using Microsoft Teams for homework and Learning Experiences

May 2021

Microsoft Teams is a digital platform that let's teachers keep in touch with children remotely. It is a safe and secure environment that lets teachers communicate with pupils, share files, videos and useful websites and give feedback directly to pupils. It also can be used to schedule assignments (homework).

There is also a function to schedule safe, secure live lessons for children in the class, or with smaller groups of children in the event of a lockdown.

If you already use Microsoft Teams, please follow the instructions to sign in using the email address and password provided by your class teacher. If you haven't used Microsoft Teams before here is some information to help you download the App and get started with it.

1. Teams.office.com (Web Browser)

You will be asked to sign into 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 an option to open teams using the web app instead.

2. How to download the Microsoft Teams App (Desktop Computer,Laptop, tablet etc...)

Go to the App Store where you purchase your apps from and find the Microsoft Teams app. Download to your device. **You can also set your device with alerts for teams in settings.**



3. How to log into Microsoft Teams

Sign into Microsoft Teams using the details provided by your teacher;

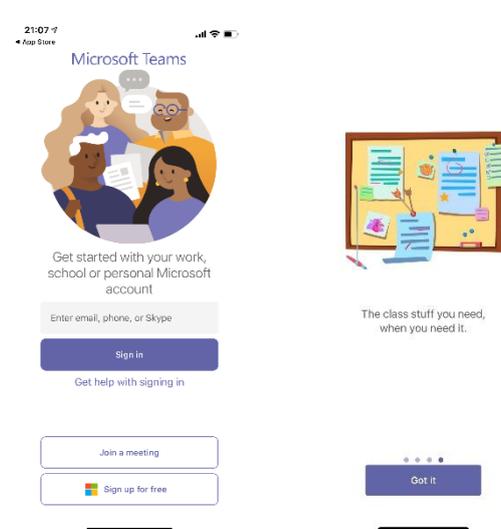
1 – Enter the email address the teacher has given you. Click Sign in.

2 – Enter the password the teacher has provided you (it is case sensitive).

These details are exclusively for your child and should not be shared with others.

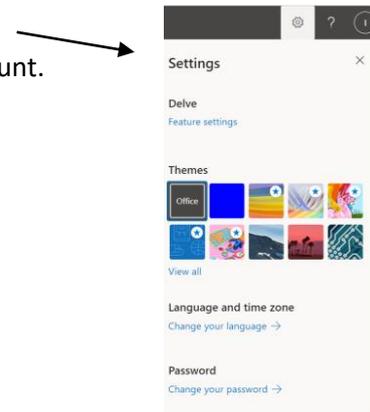
Click through the introduction screens and click Got it.

You are now in your Microsoft Teams account!

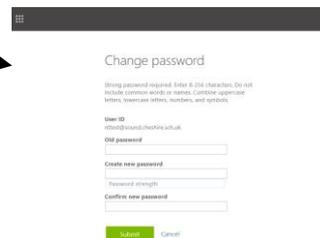


4. IMPORTANT – Changing the temporary password to something unique for you and your child to remember.

- Sign in to office.com/sign in with your work or school account.
- Go to Settings > Password.



- Enter your old password.
- Create a new password and confirm it.
- Select Submit to finish and change your password



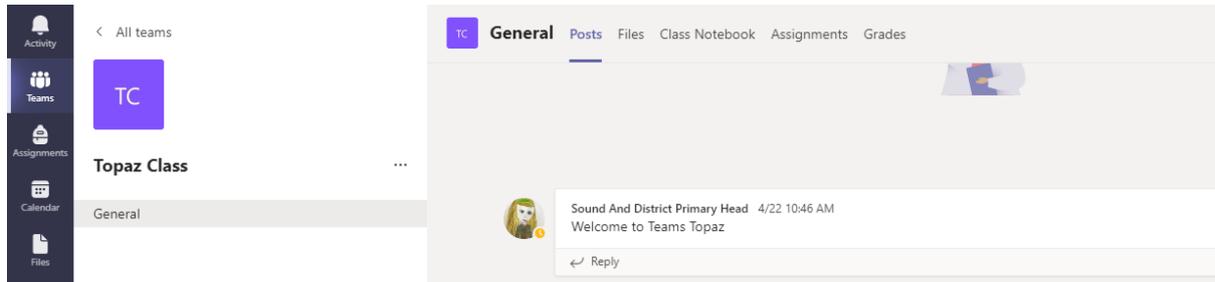
5. General layout of Teams

Teams – this is where you’ll see your class page. Click on **General** to see:

- **Posts** – here you’ll see messages posted from your teacher
- **Assignments** – where you’ll see homework that’s been set for your child

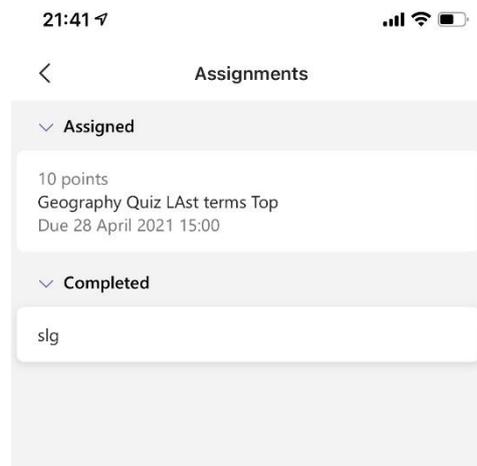
- **Grades** – where you'll see the grades of any completed homework returned by your teacher
- **Files** – When you click on files, you will be able to see any resources that have been uploaded to help your child with their homework or learning. There may be worksheets to complete, videos to watch or materials to read. It is also where files attached to posts (from the teachers ONLY) are stored.

There are other features like Calendar, Class Notebook that aren't being used right now. However, other features may be added further down the line as we all get used to our new virtual platform.



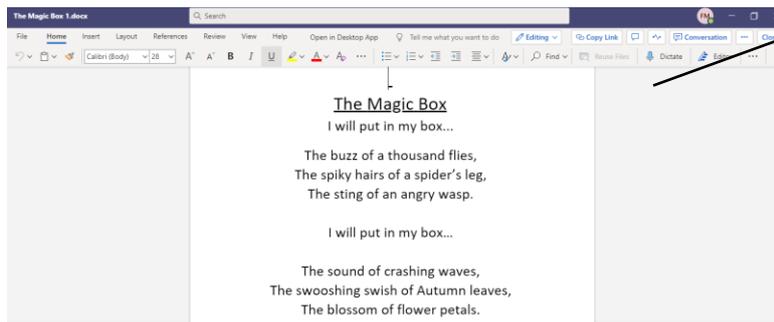
6. How to view homework that has been set

1. Click on Teams
2. Click on General (underneath Class name)
3. Click on More
4. Click on Assignments
5. Click on the Assignment name to see the work that's been set

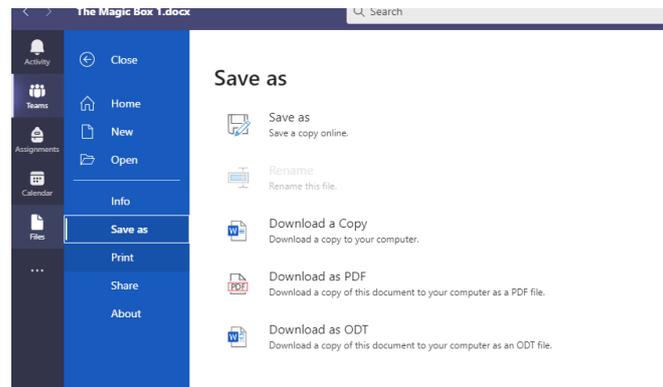


7. How to return completed homework

To complete homework, you can either edit it in Teams or you can download Pages (or similar) to edit and complete it in that software.



A document/ homework to edit and send back in teams. This can then be saved in your computer / device

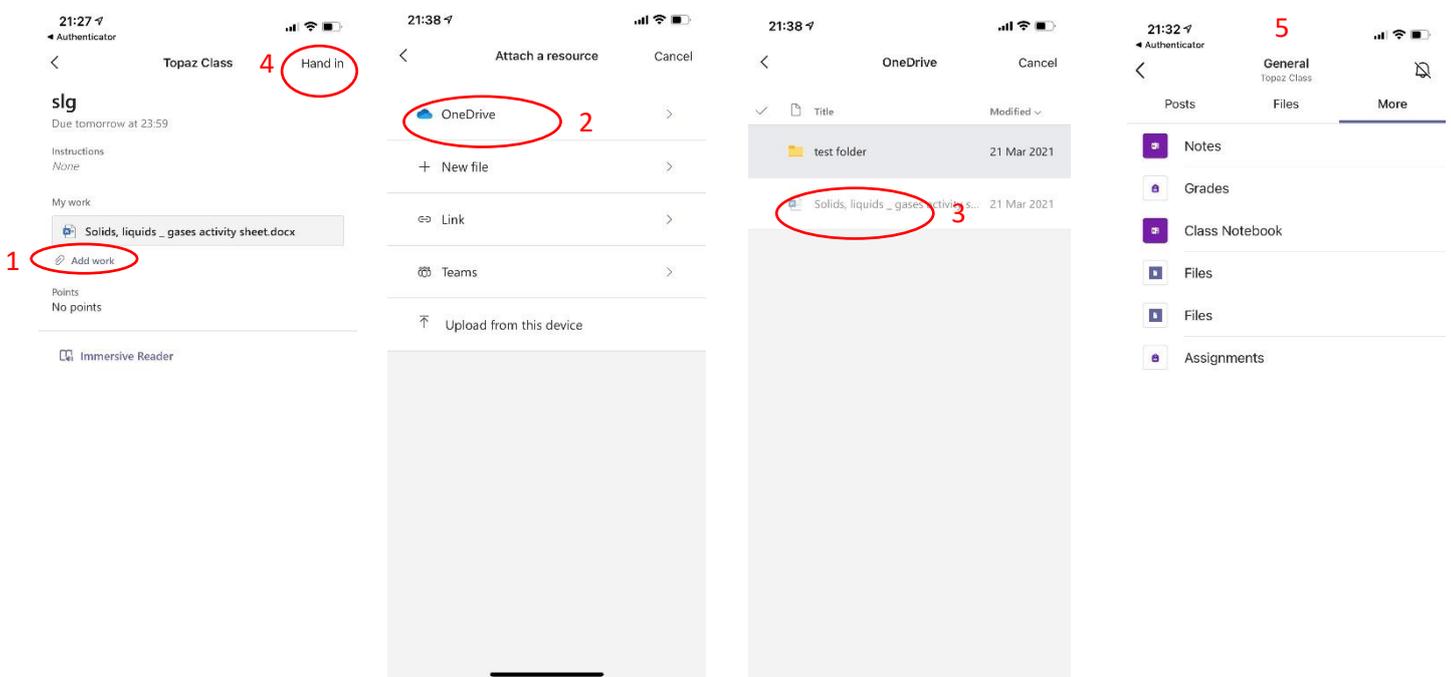


Once you are happy with the work you can save it to **OneDrive**. Then you can 'add work' (1), click on 'OneDrive' (2), choose the file you've just saved (3), and then click Hand In (4).

It will say 'Undo hand-in' in the top right of the screen when you've successfully handed it in.

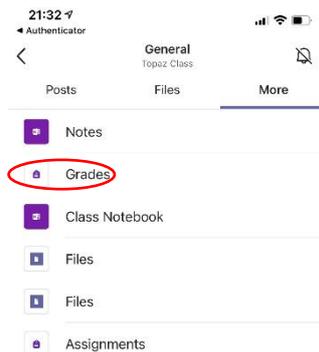
You can now click the back arrow at the top left of the screen to get back to you the assignments section where you will now see the latest assignment has moved to the completed section.

Now click the back arrow at the top left of the screen to get you back to the class teams page and the other areas of Teams, like Posts, Files and Grades (5).



8. How to view the grades of marked homework

From the Class Team General page click Grades. Here you will see all work returned by your teacher.



9. Using the Team rules

The children have created a set of rules to ensure Teams is used safely for all. Here's a summary of the rules for your reference.

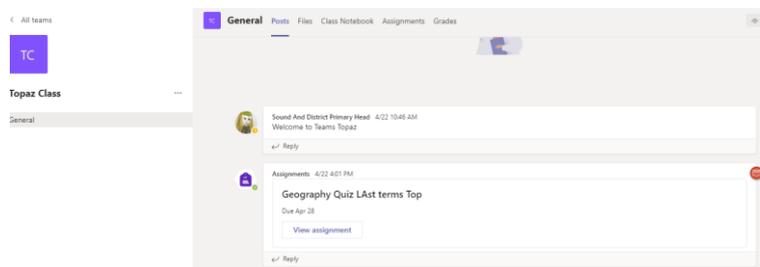
Sound and District Primary School

1. Keep your Microsoft Teams icon as your initials so that the teacher can identify you easily.



2. Only upload work/ documents that have been asked for from your class teacher.
3. I will not tell others my username or password details.

4. Complete activities/ assignments (homework) set to the best of my ability within the deadlines set.
5. Always ask your teacher or parent if you are struggling with anything online.
6. Ensure that you only use this Microsoft Teams system for school use only
7. **Do not** post or reply on the class post page. This will be initially for the teachers to send you messages and alerts regarding your work.



PLEASE NOTE: IN THE EVENT OF LOCKDOWN OR A SWITCH TO REMOTE LEARNING THE TEACHERS WILL OPEN UP THE COMMUNICATION METHODS FURTHER FOR PUPILS/PARENTS ON TEAMS

10. Parent/Pupil Agreement for Microsoft Teams

Our school will

- Provide a platform for the children to access resources/ activities for their learning and homework tasks

I, as a parent/carer will:

- Encourage my child to engage with their learning through teams when necessary
- To support my child in completing Assignments set (homework) or to view any useful resources shared for their learning.
- Ensure my child only uploads suitable documents/ work which has been asked for directly from the class teacher.
- Not post or publish any videos from Teams on any other site or social media.
- Ensure my child updates the temporary password sent by school to something memorable.
- Ensure my child keeps the username and password safe and that it is not shared with anybody else.

I, as a pupil of Sound and District will:

- Keep my passwords and username safe and private – not sharing with anyone.
- Ensure that this system and details are for school use only.
- Only upload and send suitable documents back to my teacher that they have requested.
- Follow the teacher instructions carefully on any Assignments (Homework) set.
- Complete and submit work requested.
- **NOT POST OR RESPOND** on the class post page when teachers send a message or reminder.
- Keep my Microsoft Teams Icon as my initials so that the teacher can easily identify me. 
- Always ask my teacher or parents if I am struggling with anything on Microsoft Teams.

Possible sanction for failure to comply with this agreement:

- Removal of access to Microsoft Teams for your children

Parent/Carer Signature _____ Pupil Signature _____