

# Microsoft Teams

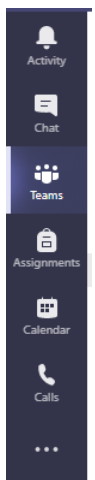


We are going to use Microsoft Teams as our online learning platform during this period of remote education.

You will receive an email address and password for your child(ren) to access the online platform.

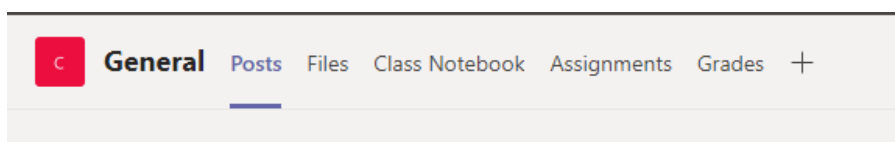
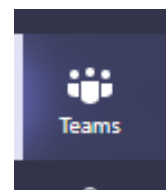
You can access Microsoft Teams by logging in via Office365 or by downloading the desktop app.

Once you are logged in you will see this panel down the left hand side of the screen. This is where you can navigate to the different areas.

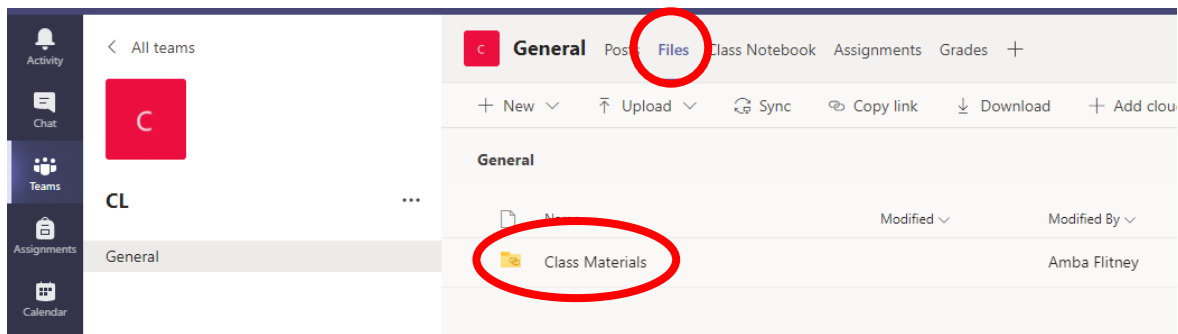


Each class will have their own 'team' which will be an area for you to find the work set for your child. We will also be uploading video demonstrations for you to watch.

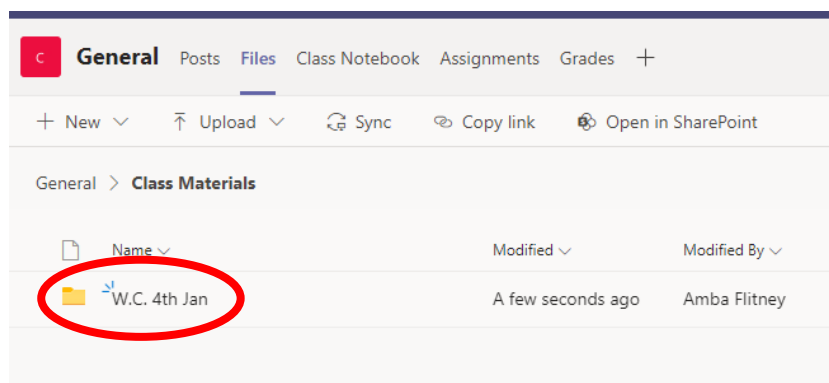
You can locate your child's 'team' by clicking on 'Teams' on the left hand side. When you click on the 'team' you will see the following at the top of the page.



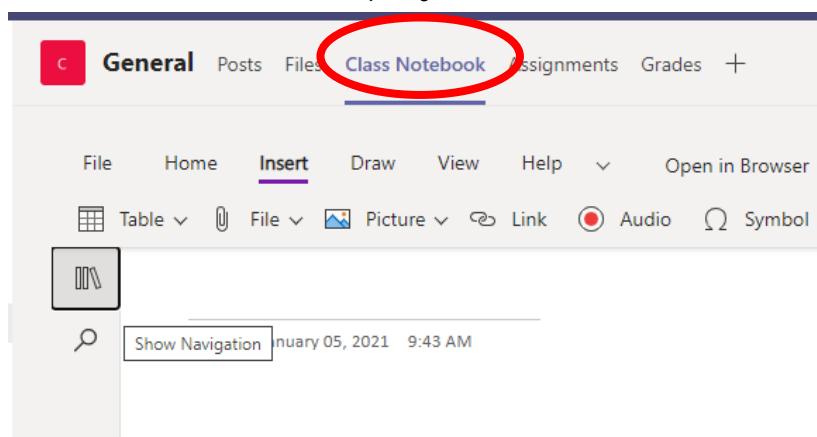
We will be uploading your child's home learning pack under the 'Files' section. You will then find a folder named 'Class Materials'.



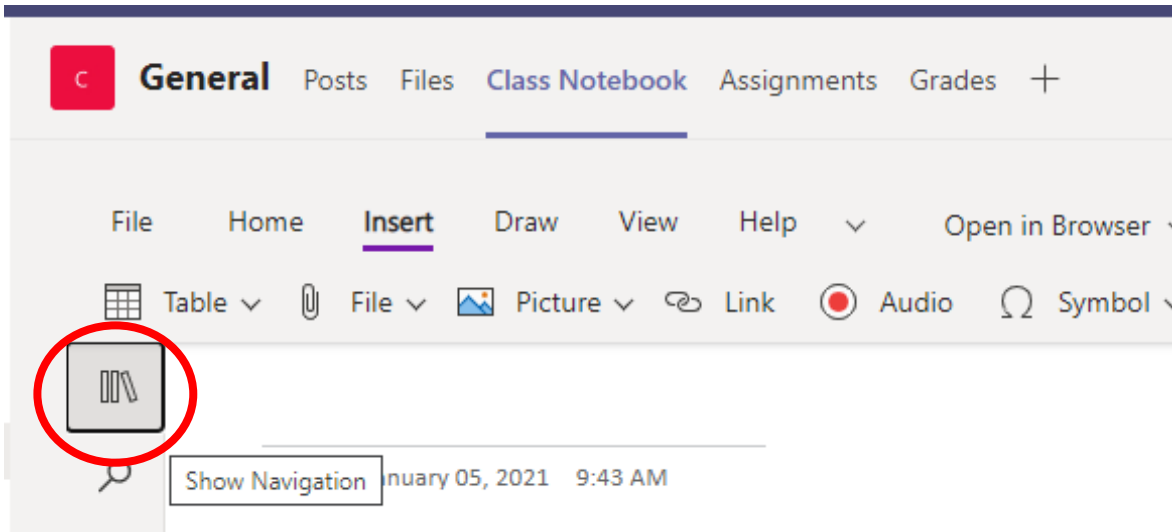
In the 'Class Materials' folder you will find additional folders that will be added each fortnight. In the folders, you will find your children's tasks and video demonstrations.



When your child has completed their tasks and you would like to hand something back in, you will need to navigate to 'Class Notebook' which can be found at the top of the page.



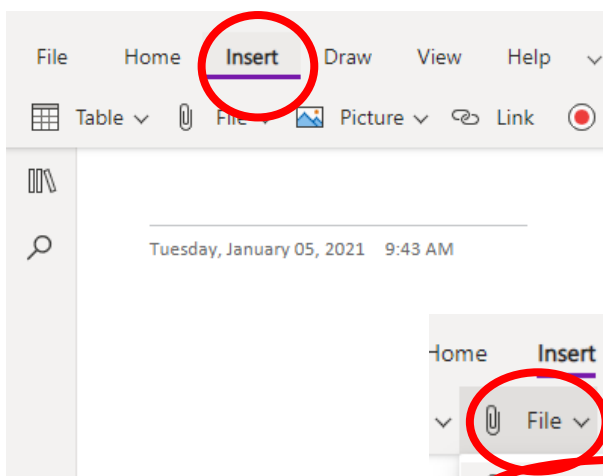
In the Class Notebook, you need to click on the icon on the left hand side (shown below).



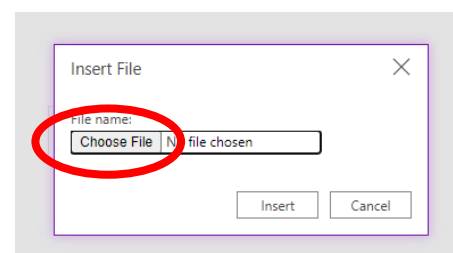
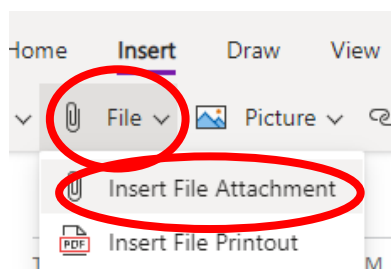
You should then see your child's name and be able to locate 'Hand in' after clicking on their name.



This is where you are going to submit your child's work and where you will receive feedback.

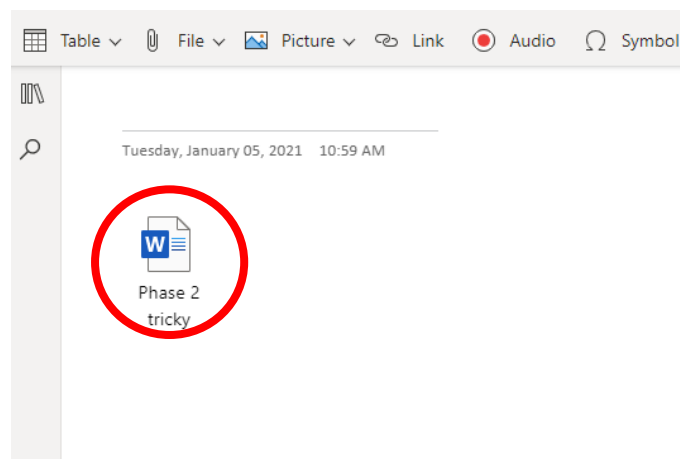


By clicking on 'Insert' you will be able to add your child's work. Click on 'File', 'Insert File Attachment' and then 'Choose File'.



If you would prefer, your child can work straight on the document in MS Teams instead and it will automatically save. There is also the option of inserting pictures and even drawing directly on the notebook!

When you insert any documents, they will look like icons.

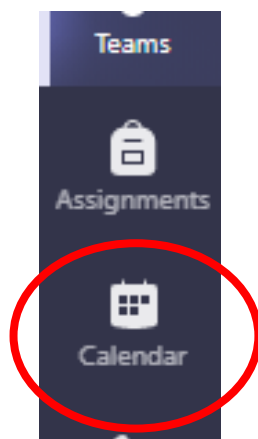


When submitting work for each week, please could you add a new page each time to make sure that your feedback can be made. You will find 'Add page' at the bottom of the screen when using the Class Notebook. You may have to click on the icon to bring it up again.



Another area of the Microsoft Teams that we will be using is the meeting part.

Your child will have the option of joining a daily 'Show and Tell' meeting with their class. Teachers will set up the meetings and they will be shown in the 'calendar' section. You can locate your calendar section on the left hand side panel.



You can join the meetings by clicking on the link in the calendar. This will then bring up the option of joining the meeting and the teacher will let you join in.

