

Distance learning with Teams: Guidance for Parents and Carers

Microsoft Teams is the new place to support 'Home Learning' and 'Remote Learning'.

You can access Teams by logging into your child's Office 365 account or their Teams account.

Microsoft Teams can be accessed on a tablet or phone via the Teams app (available at the App Store or Play Store). It can also be used on Playstations and Xboxes.

How do I find my child's class team page?

1. Open Office.com and sign in with your school email and password
2. From your Office.com homepage, click on the Teams app.
3. Select Teams in to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one class team tiles
4. When you see your class tiles, click on one to start connecting with your teacher

OR

1. Open the Teams app on your phone or tablet
2. Sign in with your school email and password
3. If your teacher has already set up the class team and added you, you'll see your class team tiles
4. When you see your class tiles, click on one to start connecting with your teacher

How do I find my child's home learning?

1. Open the Teams app as above
2. Click on the Assignments tab
3. The learning your teacher has set should now appear on the screen
4. Click on the appropriate lesson and you will be given instructions how to complete it
5. Click on this symbol if you would like the immersive reader to read the instructions for you
6. You may be asked to complete an online quiz, watch a video or upload your learning by clicking on + Add work.

How do I hand in my child's home learning?

This will depend on the type of work that your teacher has set

My teacher has set a quiz

1. Complete the quiz by answering all of the questions
2. Click submit
3. Your quiz answers will automatically be sent to your teacher

My teacher has set learning to complete in other ways

1. Complete the learning on the sheet, piece of paper, note book, Microsoft office (Word, PowerPoint etc.)
2. Ask your parent to take a photograph of your learning using a tablet or smartphone
3. Go back into Teams and click on Assignments
4. Click on the assignment you have been working on
5. Click on +Add Work
6. Click on upload from this device
7. Choose the correct photo(s) and click select
8. When you have added all of your work click on HAND IN
9. Your work will now be sent to your teacher

How does my child send a message to their teacher?

Messages are really useful if your child is stuck on their work or if they would like to send through additional work that they have completed.

1. Open the Teams app using a tablet or smartphone as above
2. Select class name
3. Open Posts and click new conversation

Teacher recordings

Teachers will be using voice over and video teaching. This will be uploaded by staff to the 'files' section within teams. Staff will indicate on the website when this is the case.

We understand that this is a new system for parents, children and teachers to understand. If you have any problems or you need further clarification please email your class teacher.