

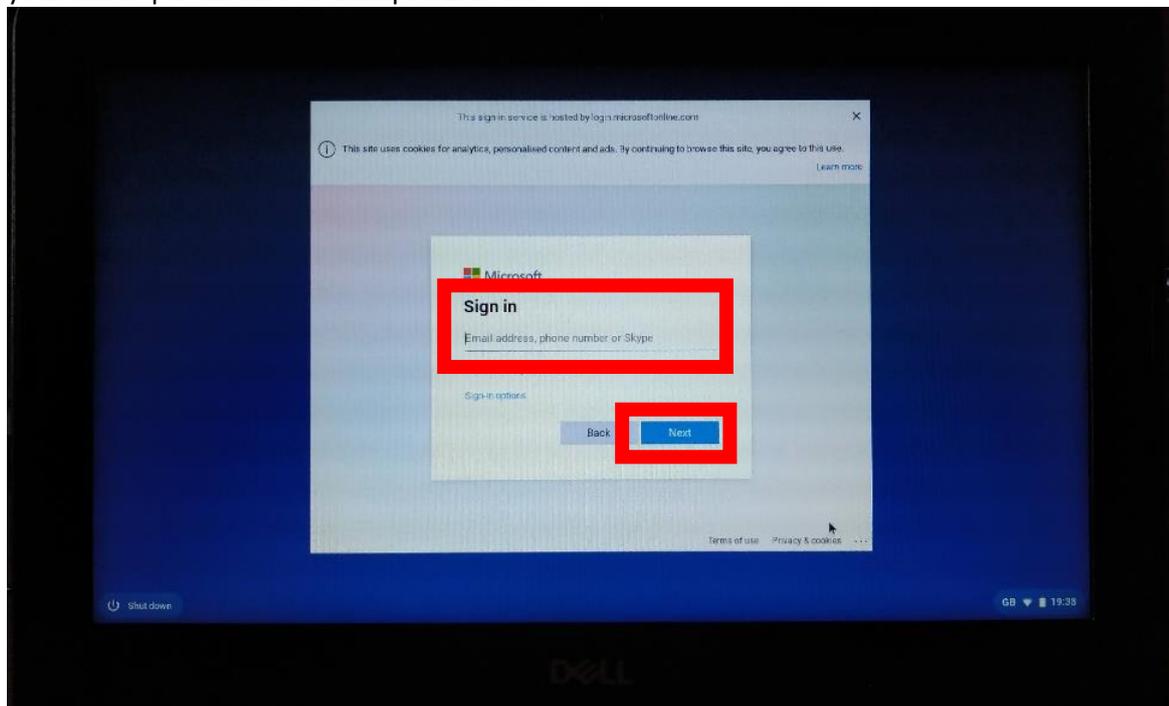
Parent and Pupil Guide to Using Microsoft Teams

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1. How to log into a Chromebook

1. Turn on your Chromebook. Wait for it to load. When it is on, you will see a box asking you to **Sign in**. Type your child's email address. For example: jpatel@north-tmet.uk. Click on the **Next** button. You will then be asked for your child's password. For example: Blue455



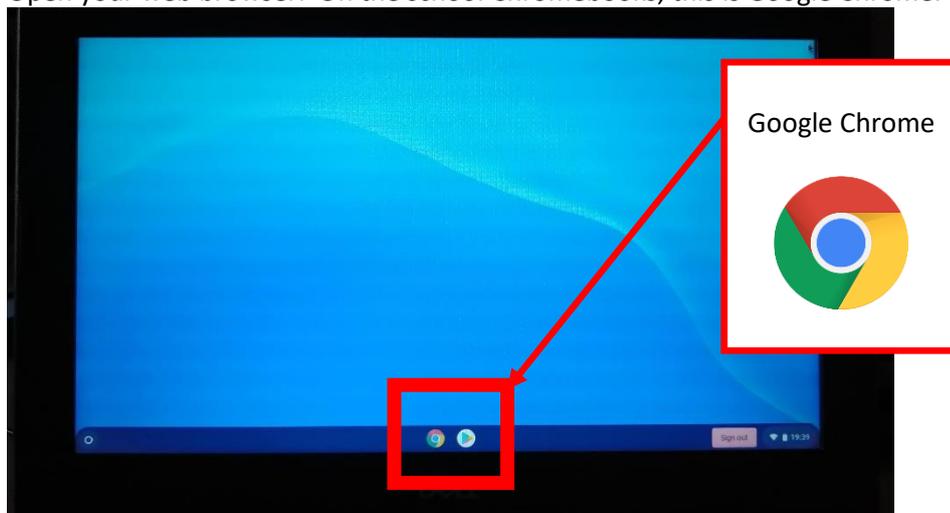
2. Your screen will now look like this. You have logged onto the Chromebook using your child's email and username.



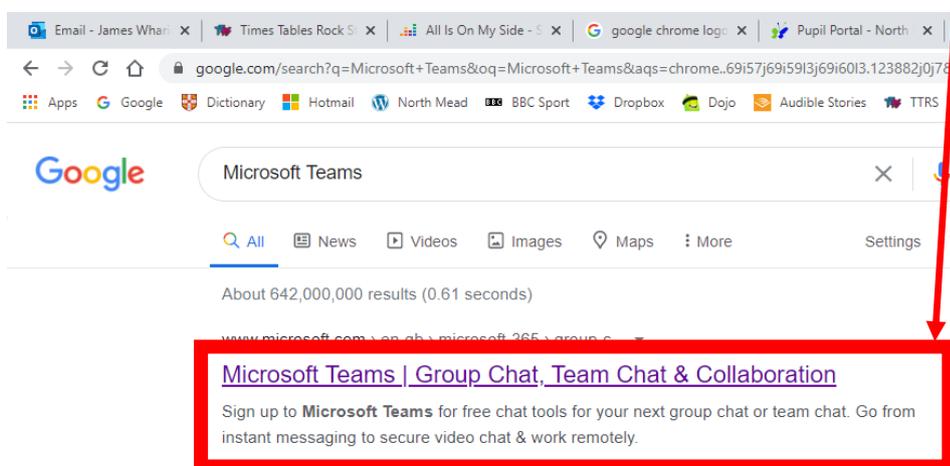
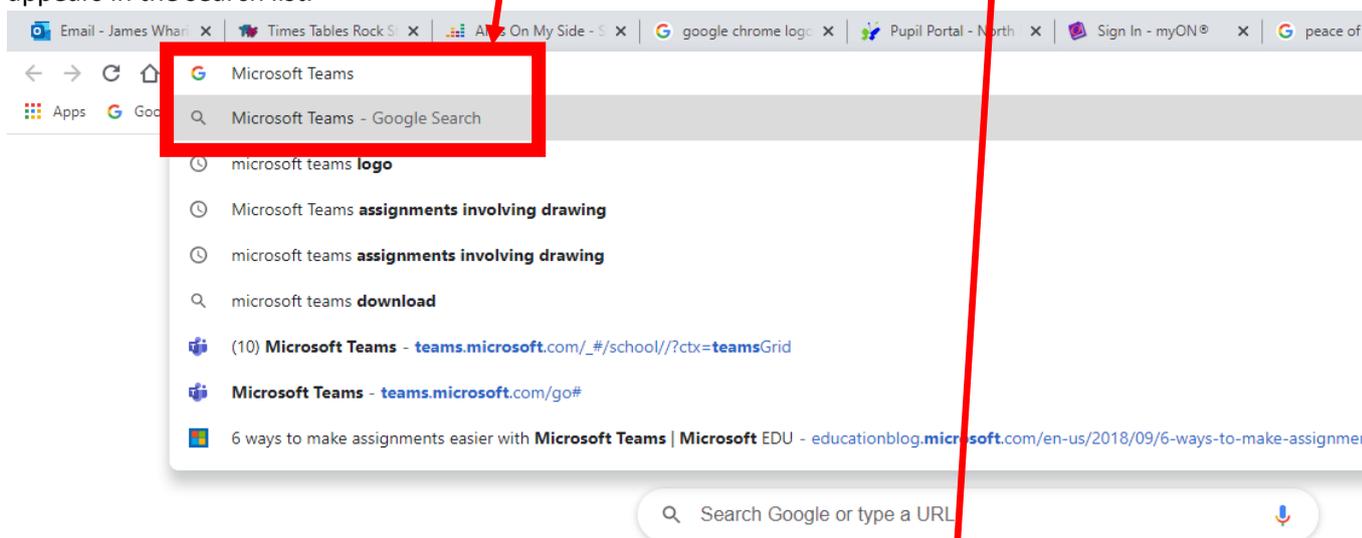
2. How to access Microsoft Teams

You can access Microsoft Teams either using the Microsoft Teams App, or via any web browser. The instructions here, explain how to access Microsoft Teams through a web browser.

1. Open your web browser. On the school Chromebooks, this is Google Chrome.



2. In your web browser, search for '**Microsoft Teams**' and then click on the '**Microsoft Teams**' website when it appears in the search list.



Download Teams

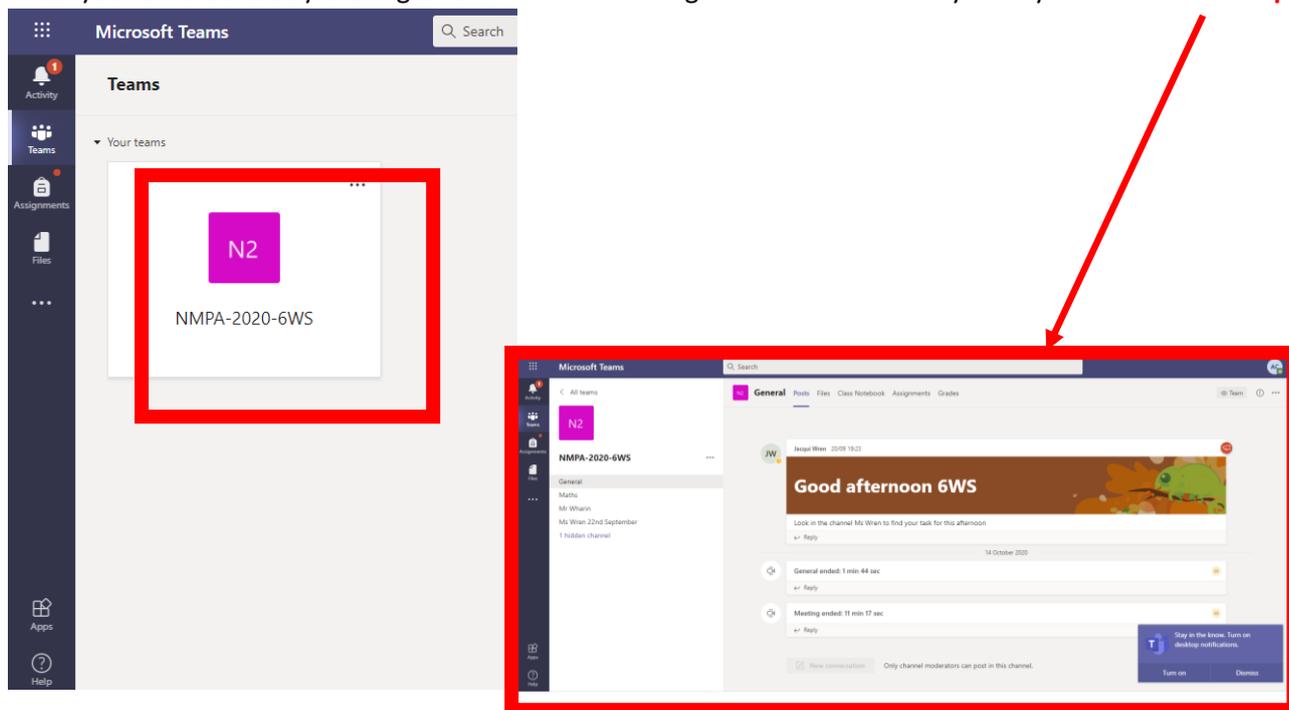
Download Microsoft Teams now and get connected across ...

Secure online meetings

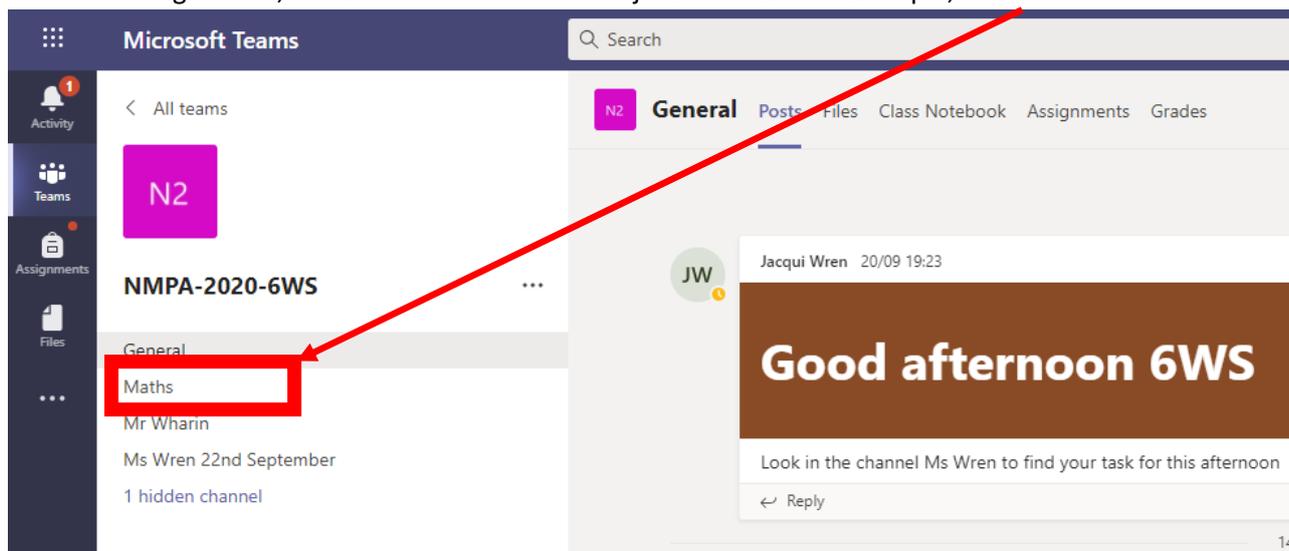
Download Microsoft Teams to host webinars and live events, and ...

3. How to access, edit and hand-in assignments

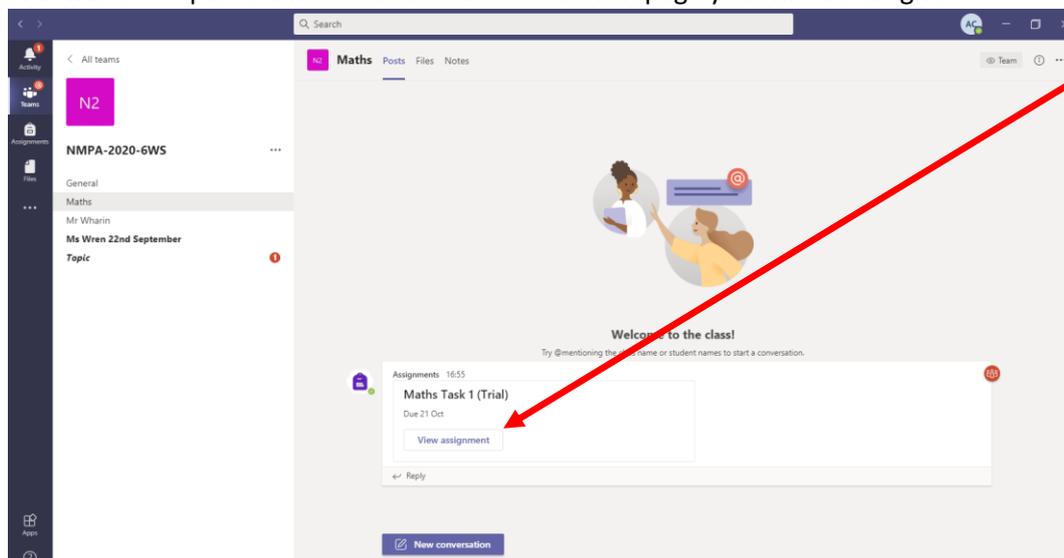
1. Enter your child's class by clicking on their class Team: e.g. 6WS. This will take you to your **child's Team's page**.



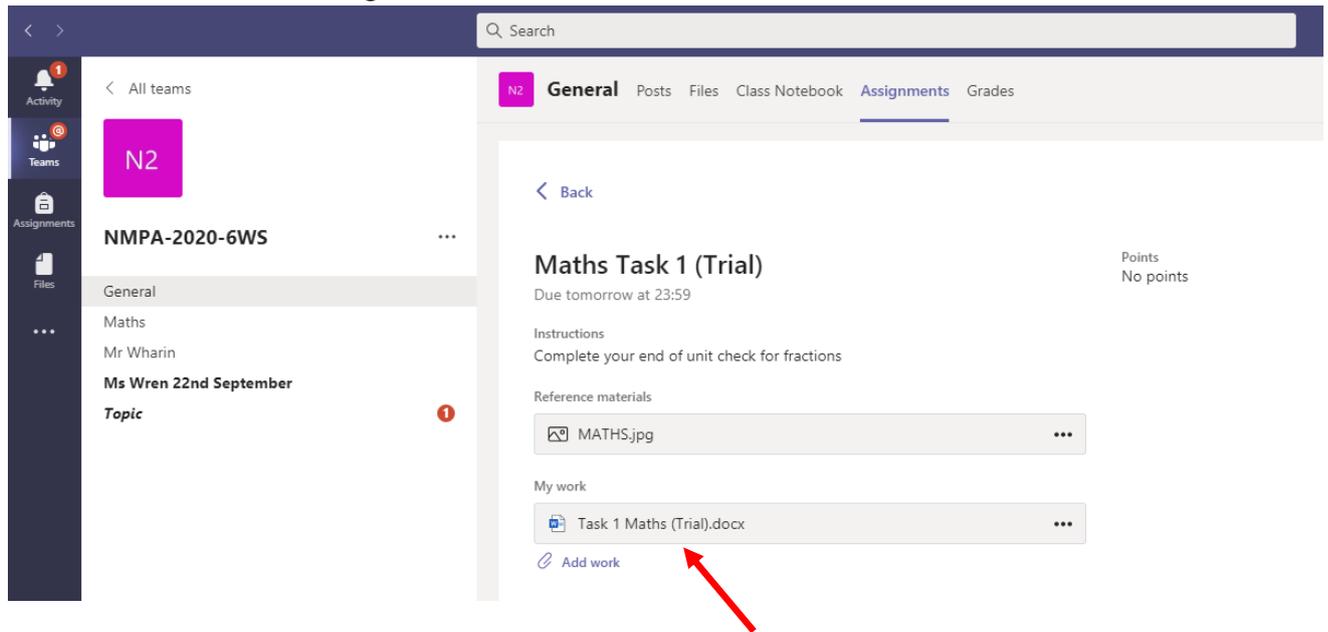
2. To access assignments, children need to click on subject channel. For example, the **Maths** channel.



3. This will then open the Maths Channel. On the main page you will see assignments. Click on **View assignment**.

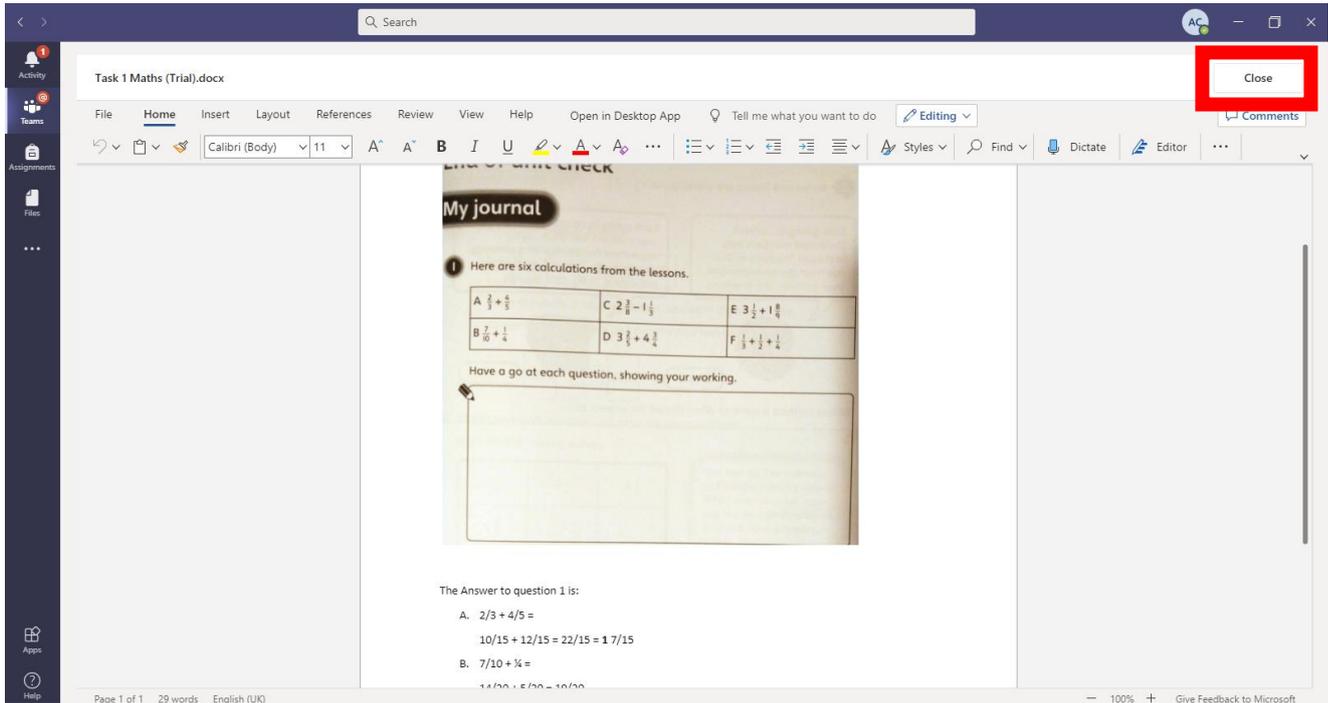


4. The assignment page will then open. You child's teacher may have put brief instructions in the 'Instructions' box. All instructions will be given out in the live lessons. It is essential that children take part in live lessons to know what to do for their assignments.

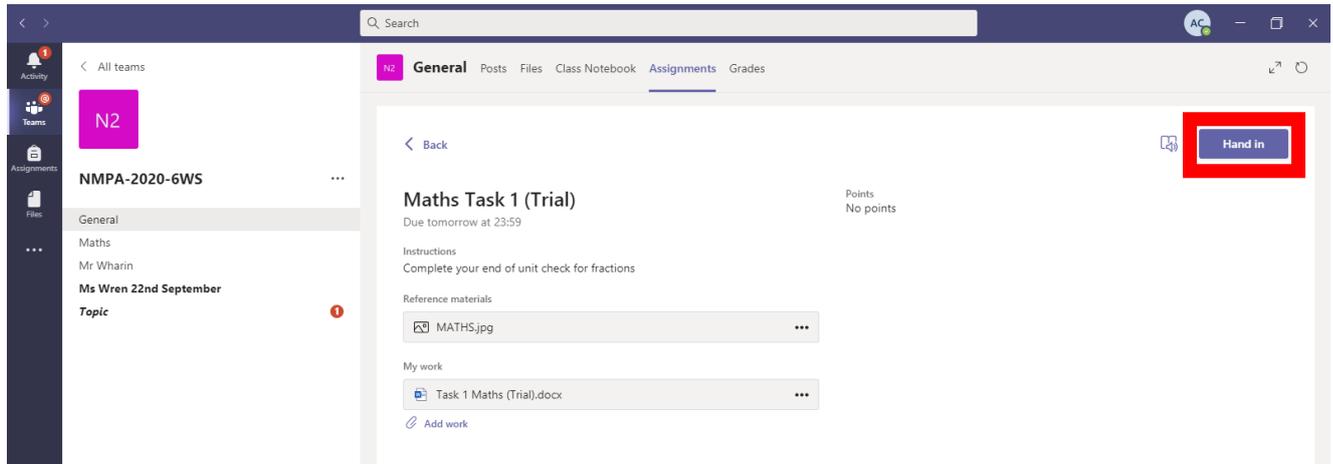


For many lessons, there will be a task to complete using Teams. For example, it might be a maths sheet in Microsoft Word. To access what the teacher sets, click on the **document** under My work. In the example above this is titled **Task 1 Maths (Trial)**.

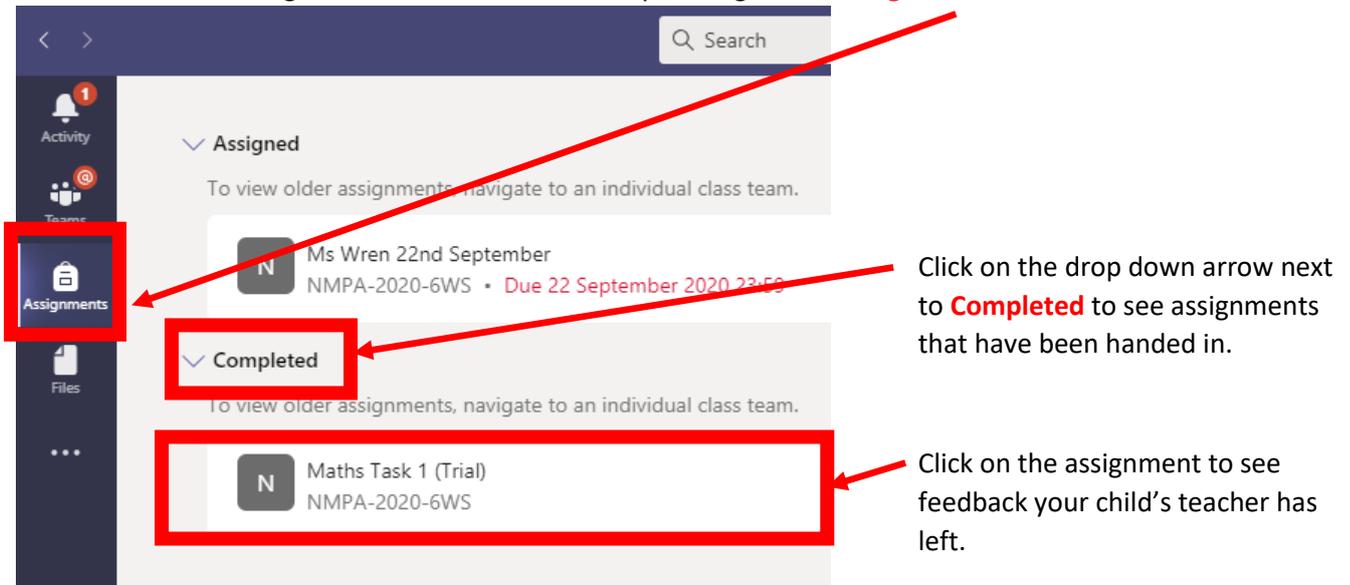
5. The activity will open and your child can complete the task. When they are finished, they can click on the **close button**. This will automatically save their work.



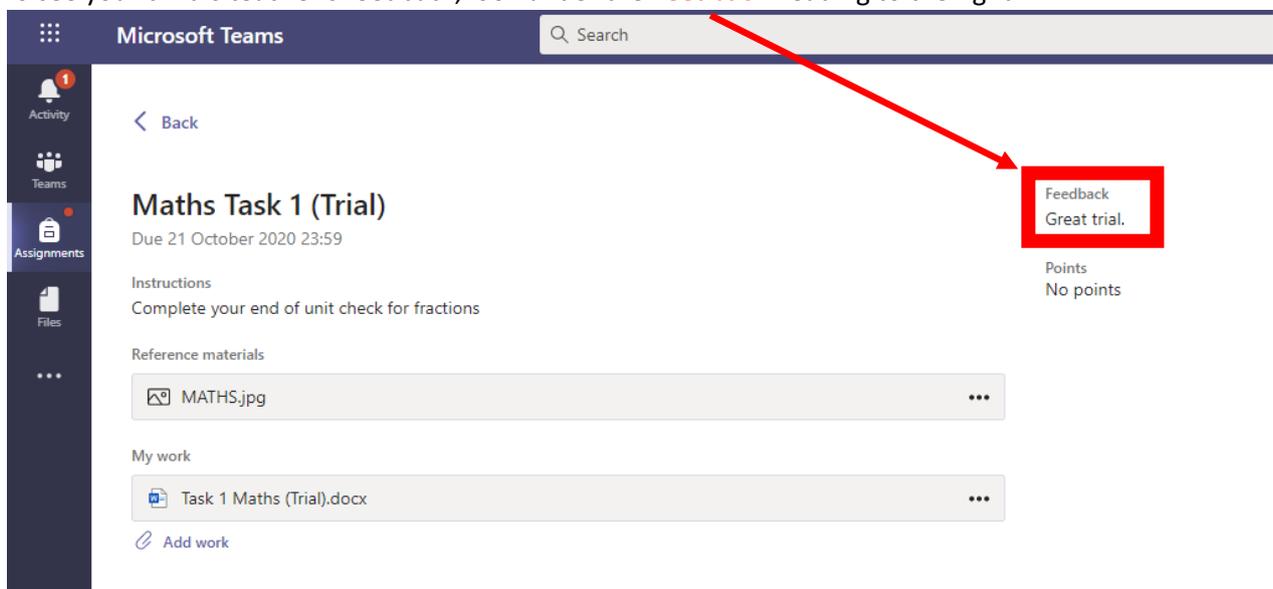
6. Teams will return you to the assignment page. From here you can go back to the assignment (see instruction 4 and 5 above) to continue working on it OR hand in the assignment so that your child's teacher can see their work. Your child's teacher will give feedback on assignments which are handed in. **Please note**, that this will not be immediate as your child's class teacher will be teaching groups all day. To hand in an assignment, click on the **Hand in** button.



7. You can check the assignment has been handed in by clicking on the **Assignments** button.



8. To see your child's teacher's feedback, look under the **Feedback** heading to the right.



4. How to access live lessons

- Your child's teacher will call your child through Teams for them to take part in a live lesson. This will take place in a small group of up to 6 children lasting for 10 minutes. Your child will then need to complete an activity independently. Teams will sound a ring tone. Answer by clicking the **answer** button.



- Your child's teacher will let you know in advance when your child needs to be ready to answer a call to take part in a lesson.
- Your child's teacher will post this information in the General channel in Microsoft Teams AND on Dojo.
- Your child will have three set lessons a day, beginning for example at 9:15am, 11:15am and 1:15pm.
- Your child will need to be ready for the lesson before this time. Please make sure they are logged into Microsoft Teams and settled ready for each lesson, at least five minutes before the lesson starts.
- During a live lesson, your child will have these options:



Please make sure that there is a strike through the **microphone** button so that your child is muted. Your teacher will ask individual children to unmute if necessary. Please also make sure the **video** button set to on, so that your child's teacher can see your child.