



## A Parent's Guide to Microsoft Teams



Microsoft Teams is digital platform that lets teachers keep in touch with children remotely. They can access support from their class teacher and use apps such as Word and PowerPoint from home in the event of a whole class having to isolate due to COVID-19. All of this can be accessed by your child by simply logging in to Microsoft Teams using the email and password that has been sent home.

Microsoft Teams is a safe and secure environment that lets teachers from The Beacon communicate with pupils, share files, videos and useful websites and give feedback directly to the pupils. There is also a function to schedule safe, secure Live Lessons for children in the class, or with groups smaller groups of children.

(For further information on this, please refer to the Remote Learning Policy, Safeguarding Policy, Acceptable Usage Policy and GDPR Policy).

The Beacon staff will use Microsoft Teams for remote learning during whole class isolation/closure when they think it is appropriate to do so. This will operate alongside Seesaw (Y1-6) or Tapestry (Reception). There is also a remote learning email for parents to contact teachers if there are any issues logging in or queries regarding remote learning, the email address is [remotelearning.beacon@ldst.org.uk](mailto:remotelearning.beacon@ldst.org.uk)

## Sign in methods:

### 1. [teams.office.com](https://teams.office.com) (Web Browser)

You will be asked to sign in to 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.

### 2. Teams App (Desktop computer, laptop, tablet etc.)

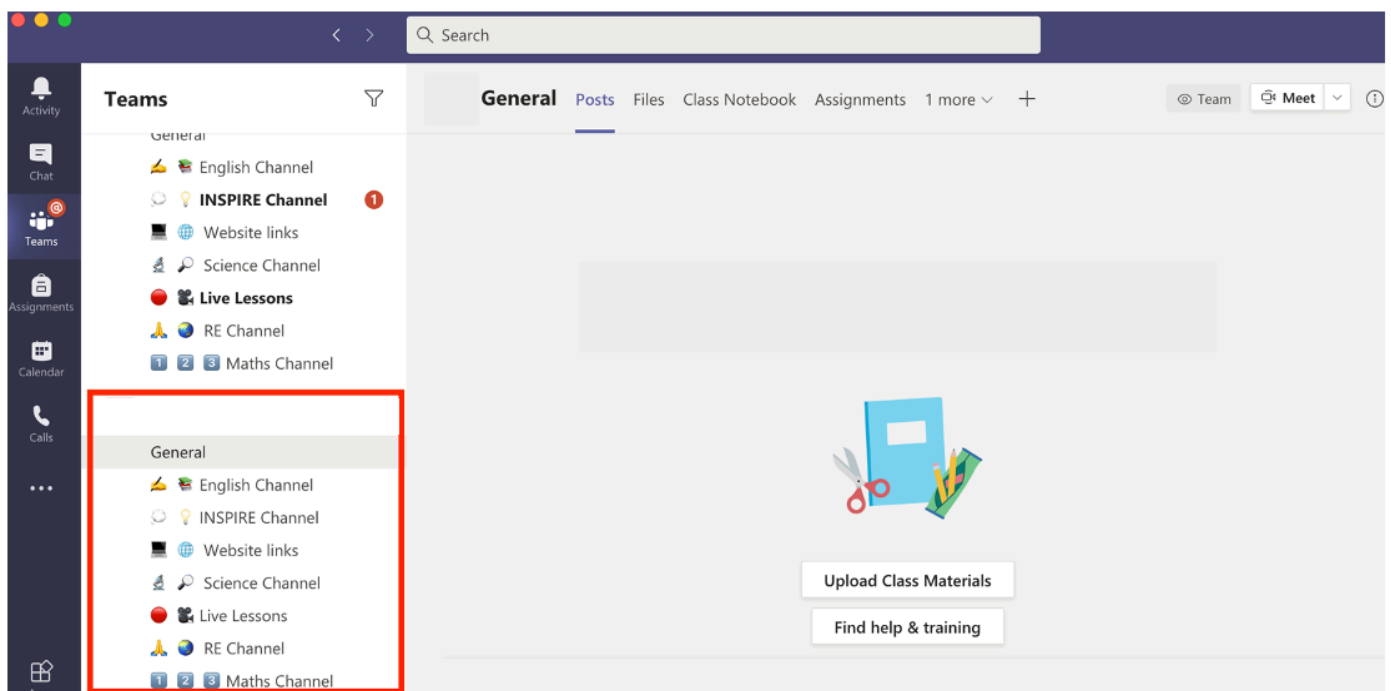
You can download the Teams App on to your computer, laptop, phone or tablet. This makes it quicker and simpler to log in and has more functions than using the web app. Again, sign in using your child's school email address and password that has been provided.

## Finding Your Way Around Microsoft Teams

### My Teams

Once your child has logged in to Teams, they will be able to see their class which has been premade for them by their class teacher. Essentially, the word "Team" is just another word for "Class". Within their class you will see there are also some different channels for the different areas of the curriculum and as well as links to the different websites we use.

Click on your child's class to begin.



## Posts

Here you can see any posts from teachers, announcements linked to that day with details of lessons on and any resources to help your child or assignments that have been set to complete. Within the daily announcement will also be a register for children to complete to show they are online and ready to learn.

The screenshot shows a Microsoft Teams interface. On the left, there's a sidebar with navigation icons and a list of channels: English Channel, INSPIRE Channel, Website links, Science Channel, Live Lessons, RE Channel, and Maths Channel. The main area displays a post titled "Friday 9th October 2020" with the text "This morning you need to..." and a list of instructions: "Sign in on the register which you can find on the tab below or by clicking this link https://forms.office.com/Pages/ResponsePage.aspx?id=U9jgdHAsak6K6Kwem0QZ-PDmC24k2vstH8RiqvH9mLUNL1XN0v4WILuLkpy5005J0bRUKRLSUMANSQJCN0PwCu" and "Check the English and Maths channels for the lesson resources and times of live lessons." Below the post is a "Fill | Morning Register" button. To the right, a separate window titled "Morning Register" is open, showing a form with two questions: "1. Name" with an input field, and "2. How are you feeling today?" with five smiley face options. A "Submit" button is at the bottom.

The register will open in a new tab, giving the children a chance to tell their teacher how they are feeling and leave a comment if they want to.

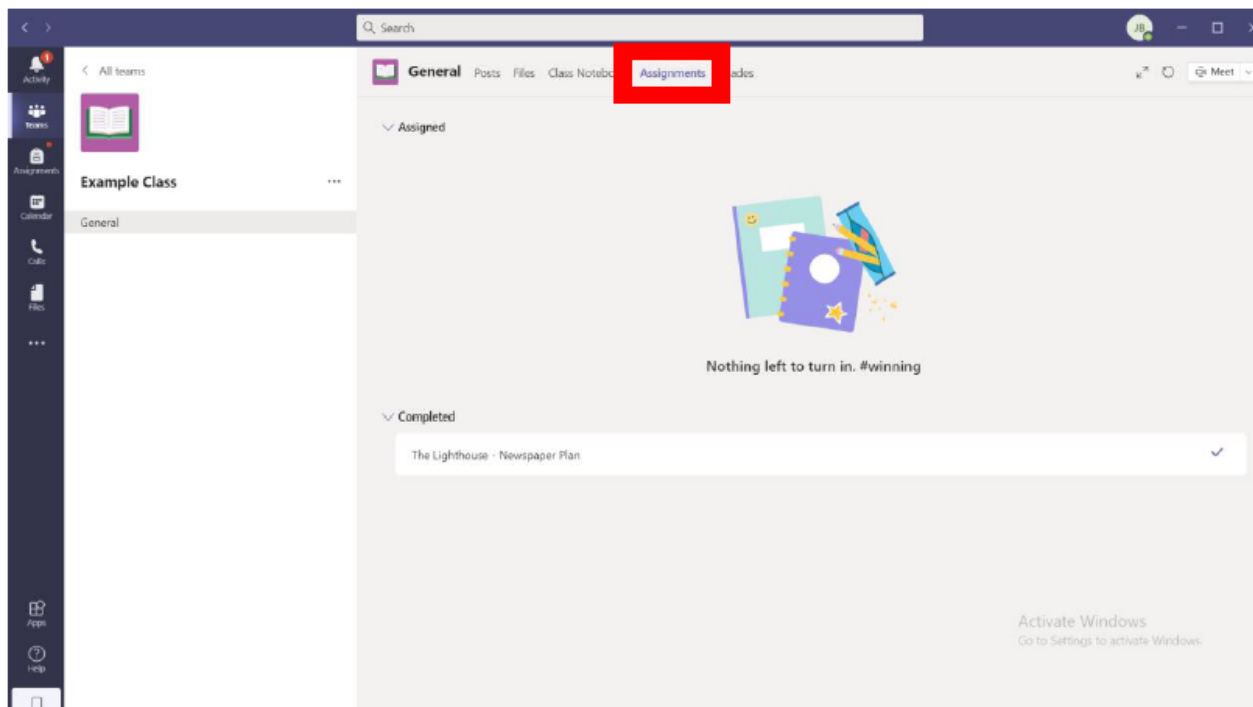
## Files

When you click on files, you will be able to see any resources that have been uploaded to help your child with their remote learning. There may be worksheets to complete, videos to watch or materials to read. The teacher will also load these into the different lesson channels so that all of the files can be found in the same place.

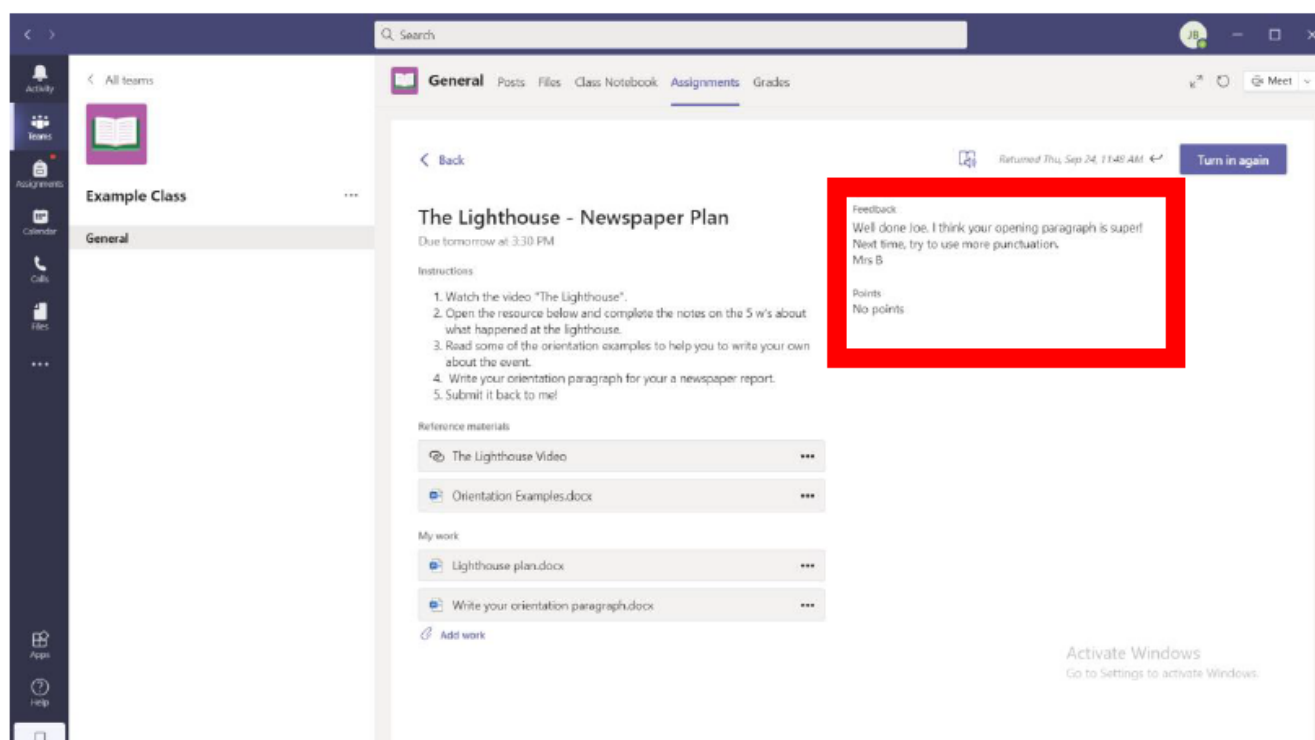
## Files

The screenshot shows the Microsoft Teams interface with the "Files" tab selected. The "Files" tab is highlighted with a red box. Below the tab, there's a table of "Class Materials" with columns for "Name", "Modified", and "Modified By". The table lists three items: "English", "Maths", and "Class Home Learning Instructions.docx", all modified 3 hours ago by Heather Beechey. At the bottom right, there's a watermark for "Activate Windows" with the text "Go to Settings to activate Windows."

# Assignments



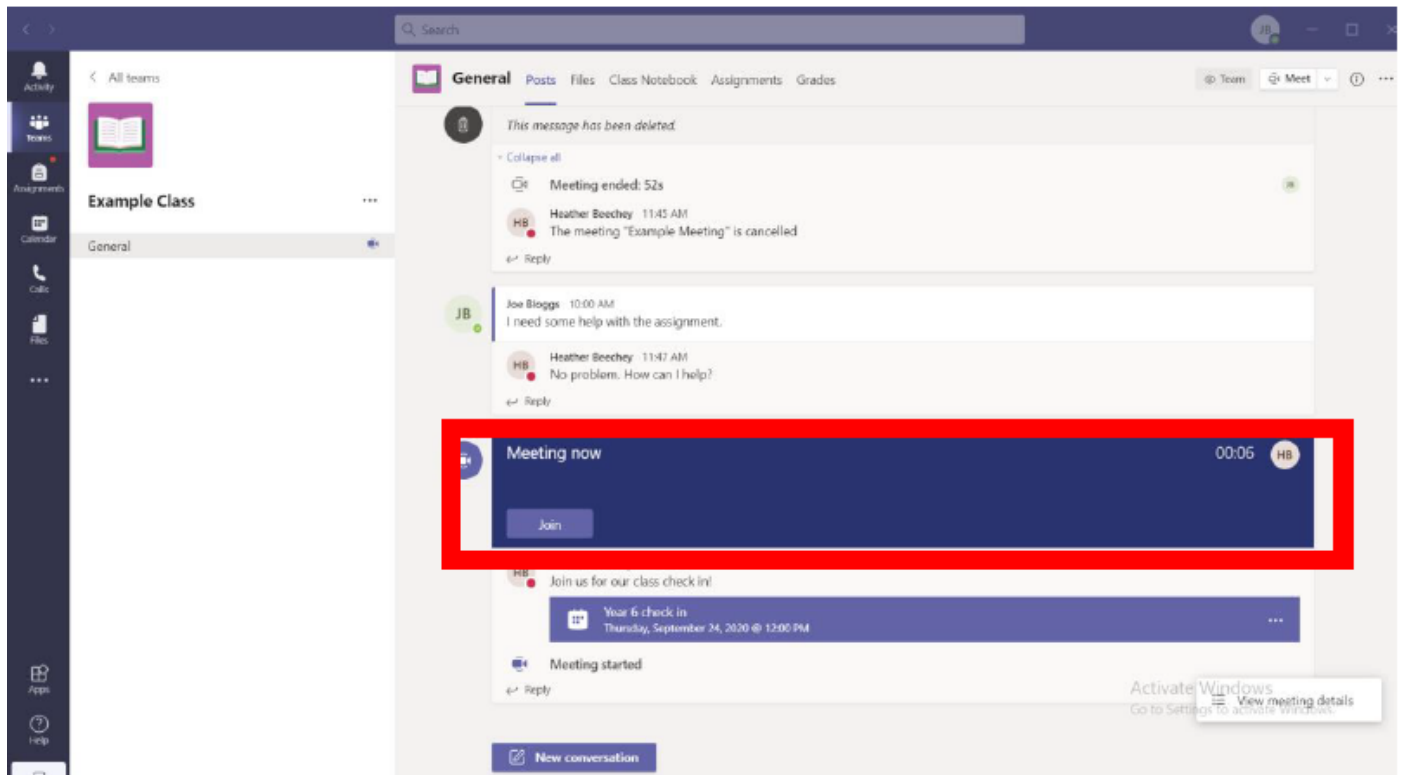
Some of your child's assignments will be set through Seesaw and should be completed and uploaded for teacher feedback. However, the teacher **may** choose to set an assignment for the pupils in the class through Teams. Click the "Assignments" tab at the top to see if anything has been set for you. Follow the instructions on the assignment to complete work and submit it back to the teacher. The teacher can then give feedback for this work. Only the class teacher will be able to see your work. You will receive a notification on Teams to tell you when work has been seen by the class teacher.



## Live Lessons

Teachers will be able to communicate with pupils using the inbuilt video conferencing system on Microsoft Teams.

Within the Team, the teacher can set Live Lessons for pupils to join. The meetings will be determined by the teacher at a specific time and date. Pupils will be instructed to join the meeting by clicking the “Join” button that will appear on the “Live Lessons” section. The children will need to wait in a lobby and the teacher will admit them at the start of the lesson.



Once you have joined the call, we ask that the children turn on their camera and turn the microphone to mute, the teacher will ask children to unmute themselves if needed during the session. There is also a function that allows you to raise your “virtual hand” if you want to answer a question but you can also use this if you need any assistance.

## Private Chat

Please note that private chat functions have been disabled for the children. All communication on Teams is monitored by staff. Children should only use Teams to communicate with teachers during school hours.

## More Information

For more information on rules and expectations for Live Lessons, please refer to the The Beacon’s Remote Learning Policy and Live Lessons Pupil Guide.

