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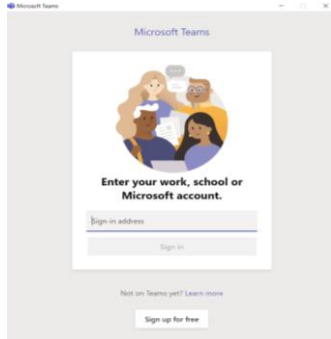
Microsoft Teams – Parent and Pupil Guide

Microsoft Teams is an online learning space available to all pupils and is the platform we have decided to use for remote education. Using Microsoft Teams allows pupils to see information and resources about lessons, connect with classmates, ask their teacher questions and complete tasks that are set for them. Younger pupils will need to be supported by an adult when using Microsoft Teams.

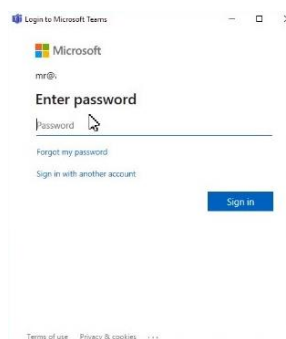
To download Microsoft Teams go to: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>. Install the desktop or mobile version of Microsoft Teams depending on your device.

Logging in to Microsoft Teams

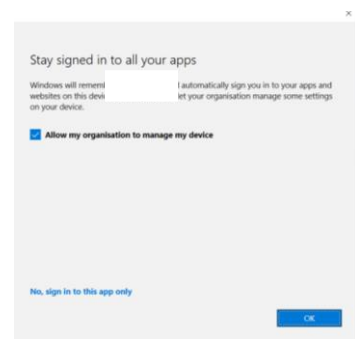
Once Microsoft Teams is installed, you will need to log in using the sign-in name and password provided on the sticker below. Please make sure you accurately enter your sign-in credentials.



Enter you sign in name



Enter your password



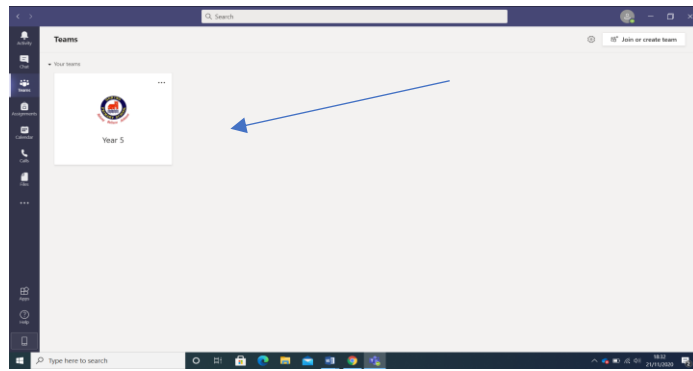
If you get this screen Click 'no'

We are all part of God's vine and are rooted in His rich soil. We are nurtured and supported so that we may grow and spread out into the world to love and to serve.



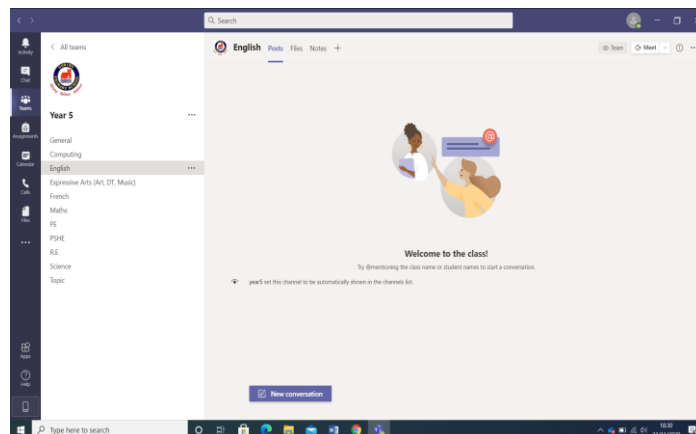
How to enter the virtual classroom

Once you have logged into Microsoft Teams, click on the 'Your Team' icon (this should be labelled with your year group).



Channels

Within your team (year group) you will see a number of different channels, one channel for each subject. Click on the subject channel to view the work (called 'Assignments') set by your teacher.

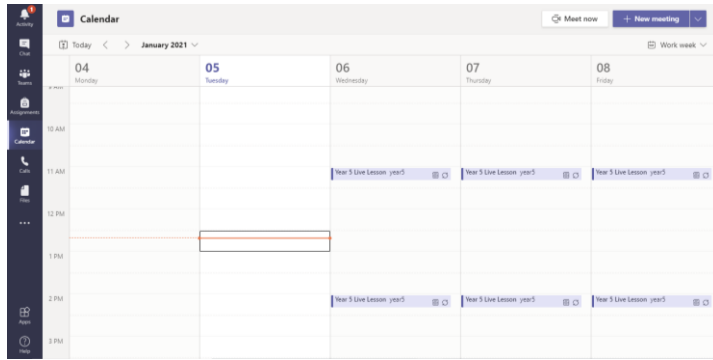


Accessing a 'Live Lesson'

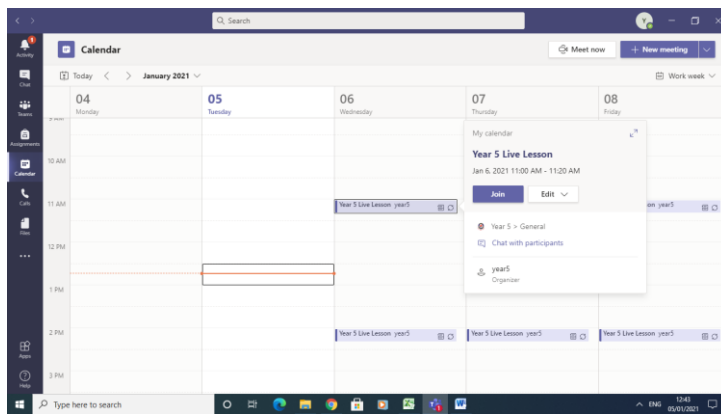
Once you are logged onto Teams you will see a dashboard menu to the left hand side. To access the live lessons firstly click on the 'Calendar'. This will open a page that looks like the one below.

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Click on the live lesson appropriate for the session or day. This will bring up a box with the option to join. Click on join and it will take you to the lesson. If you are slightly early, you may have to wait to be admitted.

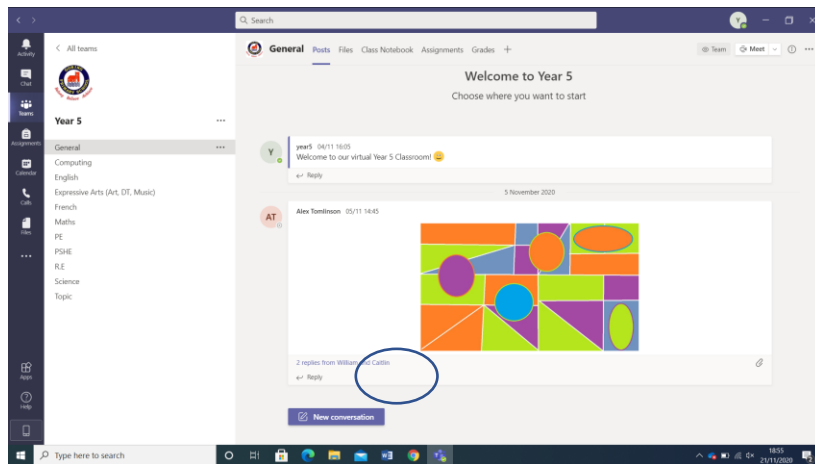


How to reply to a post

You can reply to a task by clicking on 'reply' at the bottom of the task. You can use this if you have a question or comment for your teacher.

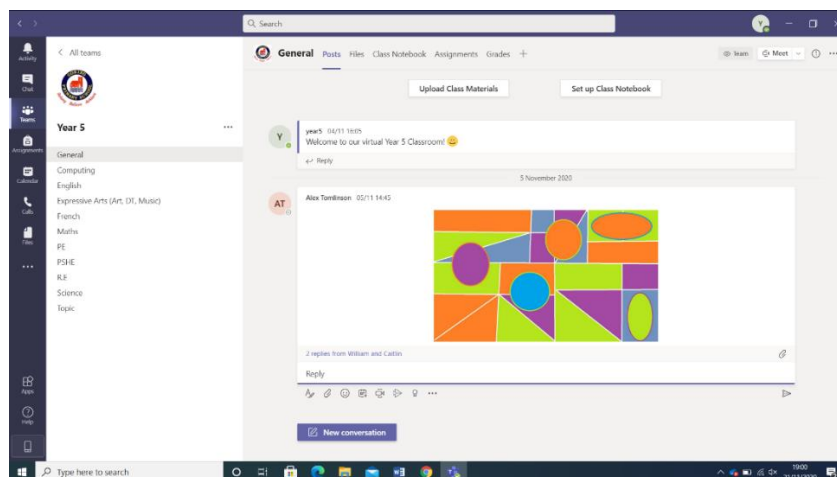
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How to attach work and send work back

Once you have completed your work and are ready for your teacher to see it, click 'reply'. A paperclip icon will appear under the 'reply'. Click on the paperclip icon to search for, and attach your work. Once you are happy with your reply, click on the arrow icon at the end of the reply box on the right-hand side.



If you would like further information on how to use Microsoft Teams, please go to the following series of training videos: <https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

If you are experiencing any technical difficulties using the Microsoft Teams platform and would like technical help or support please email Mrs Prideaux-Reynolds on rpri1697@goring.oxon.sch.uk

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