

Microsoft Teams



A helpful guide for parents

Accessing work

- Your child will receive a notification on teams that an assignment has been set.
- Your child needs to click on the assignment and follow the instructions given by the teacher.
- When you have finished your work, press close and submit.
- Ask your child's teacher if you are not sure.

What should you do?

Step 1– download the app by visiting <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

Step 2– Sign in using the email address given on the sticker in the front of your home learning book.

E.g. A32JSmith@knighton-tmet.uk

Step 3– Enter the password given on your sticker. It will start with a colour i.e. Blue000

- Have Teams open on your laptop all the time.
- Make sure you have your child's email and password.
- Check teams daily for messages from your teacher.

Frequently asked questions

What is a TEAM?

A Team is a collection of people who can share conversations, files, tools, assignments all in one place.

Can my child create a TEAM?

No, only Teachers can create Teams.

What is a Channel?

A channel is a discussion in a team dedicated to a department, group, project or topic.

What is the Conversation Tab?

Where all members of the Team can post questions or upload information. (This can be turned off by the teacher)

Microsoft Teams

Microsoft Teams is a programme which allows for video calls.

Teams will be used for:

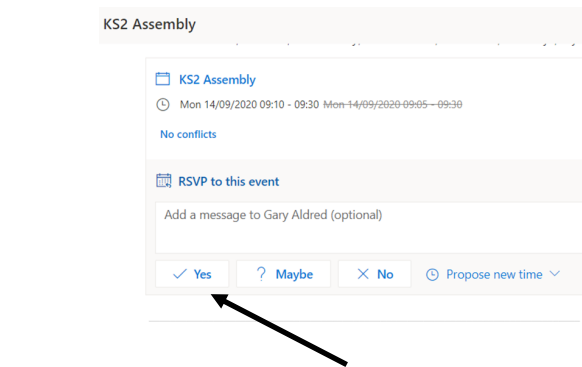
- 1:1 reading sessions with staff from your child's year group.
- Small group sessions with the class teacher.
- Class sessions with the class teacher
- Work will be set and marked through teams

Check your child's username and password are stuck into their home learning books

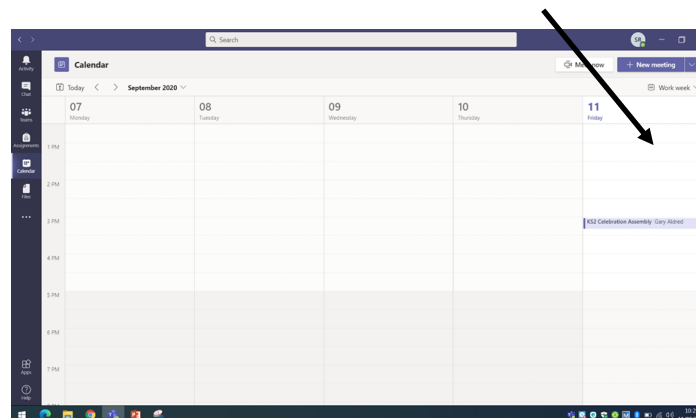
Talk to your child's class teacher if your child has not received theirs yet.

Video calls

You will be invited to a meeting by your class teacher. You may receive a message in your child's team general chat page in a big purple box. Or, this invitation will appear in your email account:



You need to click on the yes button to accept the meeting. Once you've accepted it you will appear in your calendar on teams.



During Video Calls

During a video call you will have a tool bar somewhere on the screen which allows you to change some settings.

The video camera and microphone symbols allow you to turn your video and sound on and off. If there is a line through them, then they are off.



In small group sessions, we ask that your child keeps muted throughout unless they have a question to avoid background noise.

Please make sure you are seated in a sensible place when you have your camera turned on.