

This guide was produced by Gary Roper from Christ Church (CE) Lichfield. Thank you for sharing.

An introduction to Microsoft Teams for Parents and Children

Supporting Remote Learning

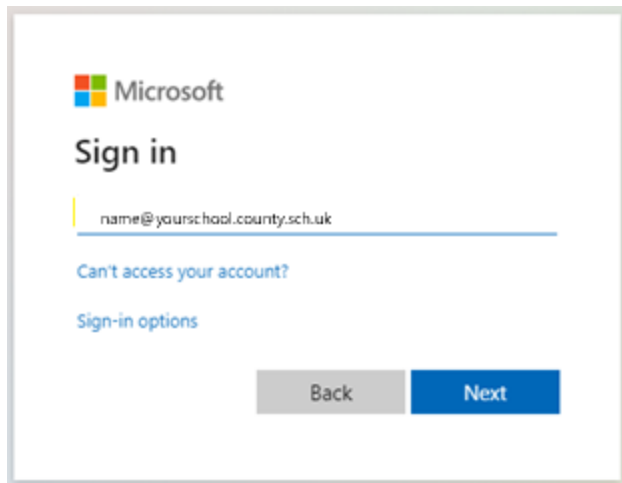
How to access Microsoft teams

Teams can be accessed from the web browser, a desktop application or a mobile app.
<https://teams.microsoft.com>

Download Microsoft Teams for your desktop or mobile:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

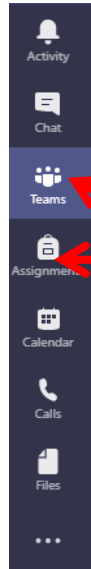
Signing In



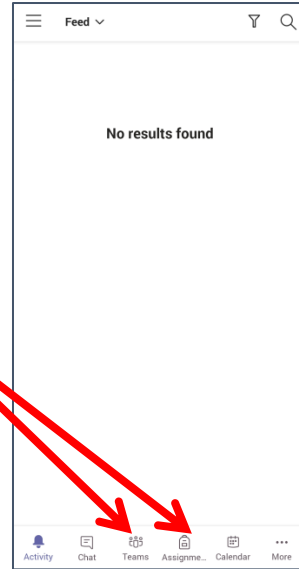
Children will log into Microsoft teams with their username and password (provided by their teacher once the platform is launched).

Navigating Microsoft Teams (desktop & Mobile)

Primary navigation appears on the left hand side of the screen (bottom on iPad and mobile devices) and includes the following icons: Activity, Chat, Teams, Assignments, Calendar, Calls and Files



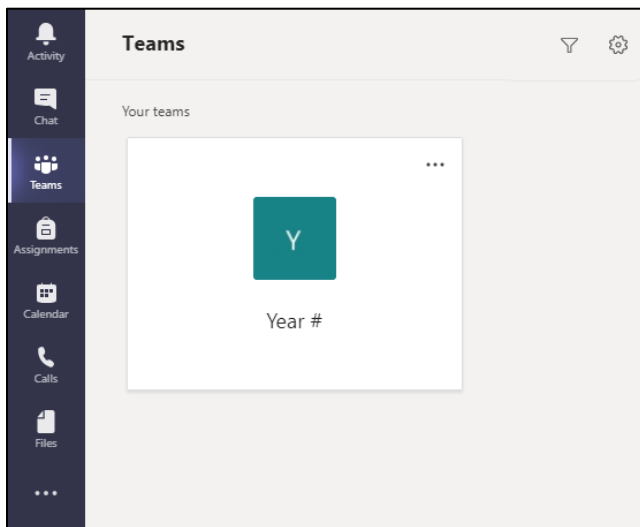
Children will mainly use the teams and assignments options



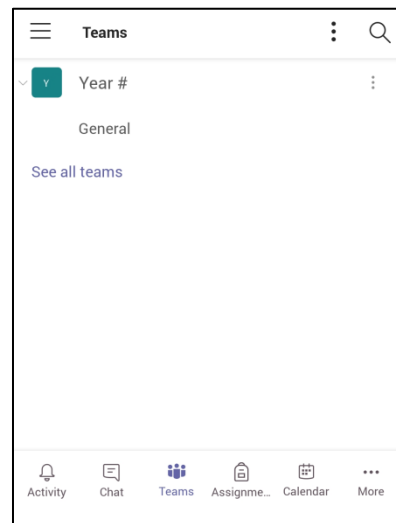
Team: Desktop website/app

Mobile/iPad app (may vary on different devices)

Children will be part of a (Year group) team. To see which teams they are part of the children should click on the 'teams' icon.



Desktop website/app



Mobile/iPad app (may vary on different devices)

Clicking on the Team will allow the following options to be selected.

Posts	This is where your child's teacher can post general information
Files	A place where previous files that have been shared can be seen.
Class Notebook	A class notebook where children can collaborate (not used)
Assignments	Lessons, homework and activities set by class teachers
Grades	Points/Grades for assignments which will be displayed here. (not used)

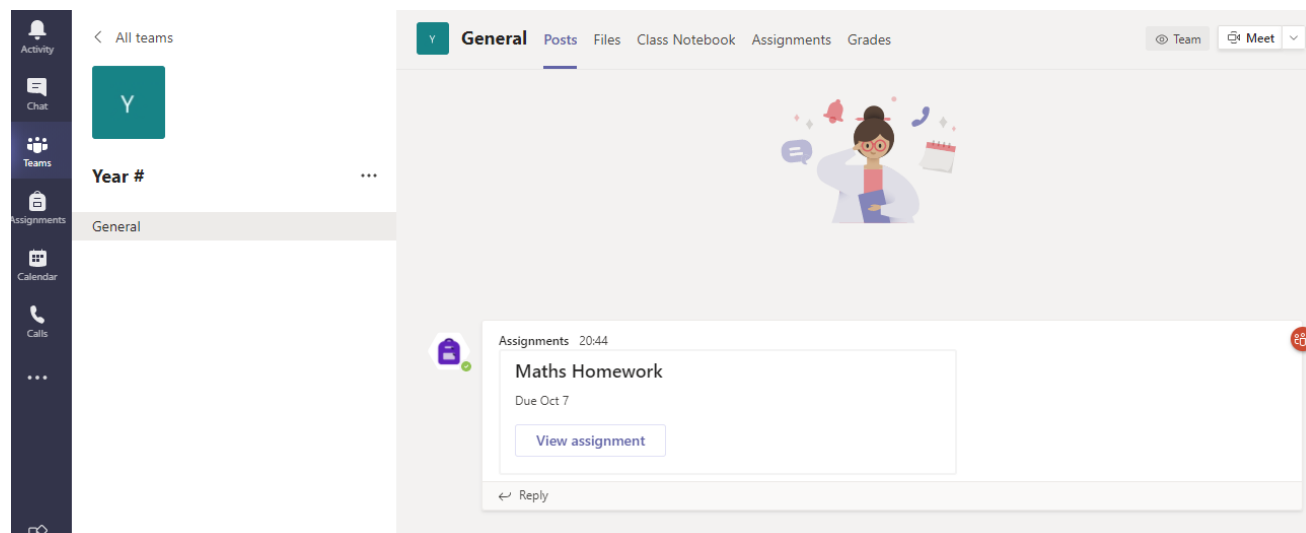
At our school we will mainly use the **Posts**, **Files** and **Assignments** options

If no teams are available, please let your child's teacher know.

Assignments

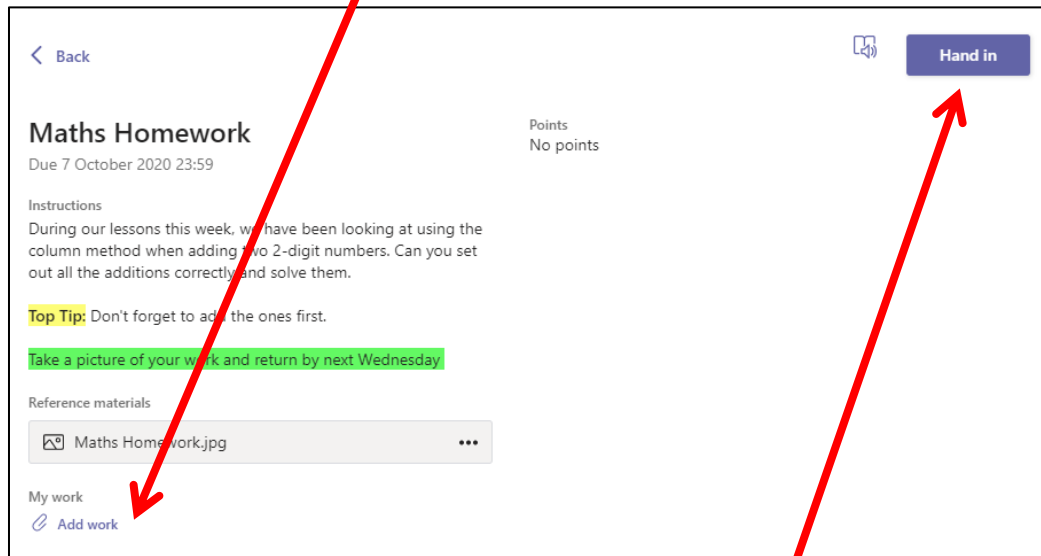
Assignments will initially be used to set homework for children but will eventually be used to deliver remote learning if required. SharePoint will also be used to upload homework and Y6 children will be shown how to use this

In the example below you can see that a Maths Assignment has been set. It has appeared in the **Posts** section but can also be accessed through the **assignments** tab.



The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, and Calls. The main area shows a team named 'Year #' with a 'General' channel selected. The 'Posts' tab is active, showing a post titled 'Maths Homework' with a due date of 'Due Oct 7' and a 'View assignment' button. The post is categorized as 'Assignments' and is timestamped '20:44'. A 'Reply' button is visible at the bottom of the post area.

Clicking on **View assignment** will allow you to view the instructions, resources (including any video links) and also allow you to **add your work** for marking. You can **add work** from your device in most file formats.



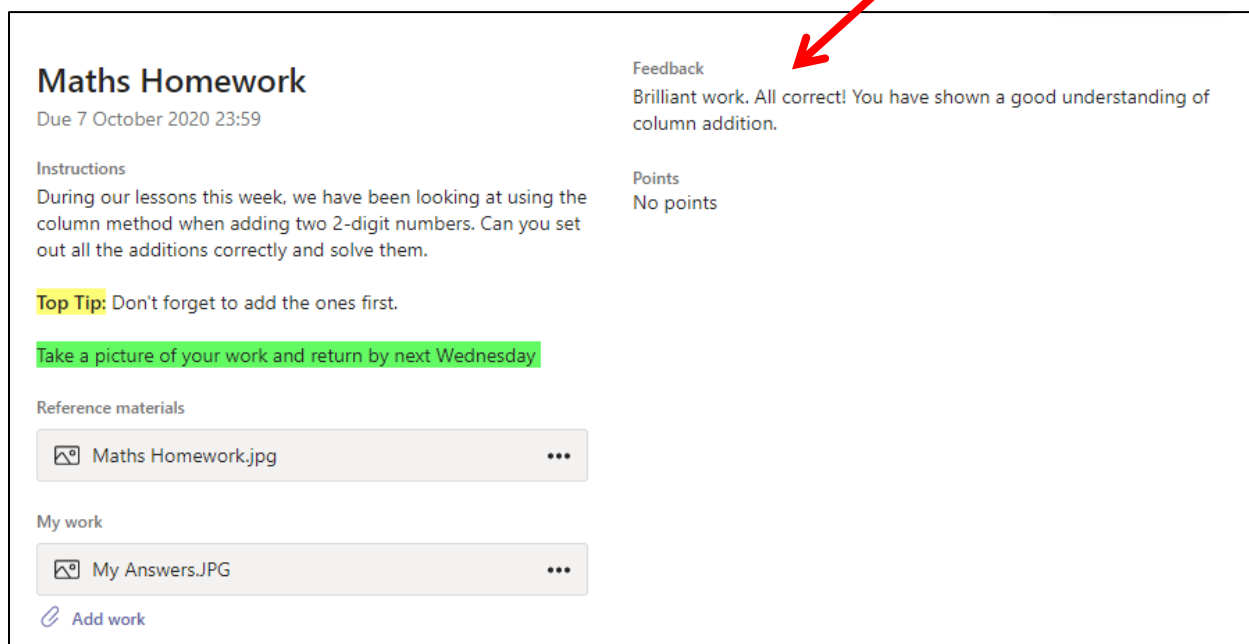
Desktop version (mobile/iPad app shows the same details)

Once Completed, hand in your work by pressing the **Hand in** button.

Receiving Feedback

After the work has been handed in, your child's work will be sent to the teacher for marking. They will receive a positive comment on their work and it will be **returned** to them for viewing.

In the example below, the child has attached a picture of their written calculations for review. The teacher has then looked at the work and given a positive comment.



Maths Homework
Due 7 October 2020 23:59

Instructions
During our lessons this week, we have been looking at using the column method when adding two 2-digit numbers. Can you set out all the additions correctly and solve them.

Top Tip: Don't forget to add the ones first.

Take a picture of your work and return by next Wednesday

Reference materials

- Maths Homework.jpg

My work

- My Answers.JPG

[Add work](#)

Feedback
Brilliant work. All correct! You have shown a good understanding of column addition.

Points
No points

A red arrow points to the feedback comment.

Thank you for taking the time to read this guide