

Microsoft Teams Parent Guide

Microsoft Teams is a great way for teachers and children to take part in virtual lessons! At scheduled times the teacher will start a Teams Meeting for pupils to join in with. Just like in a real lesson, the teacher:

- will sometimes be visible to the pupils (although pupils are asked to keep their video cameras off)
- can ask and answer questions
- can write on a whiteboard
- can show PowerPoints, videos and other documents

Documents, questions or worksheets may follow the live aspect of lessons - these can be downloaded for use after the meeting. It's a very straightforward system once you get the hang of it.

The following instructions will show you how to set up and begin using Microsoft Teams for your child's lessons.

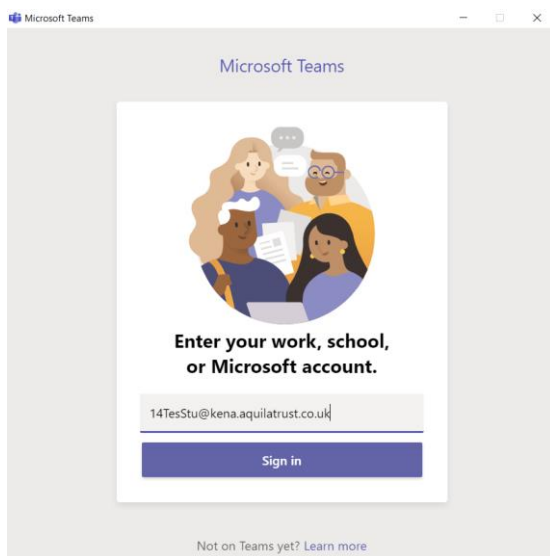
Accessing Microsoft Teams:

You can download Microsoft Teams, either through the computer/laptop (Google 'Download Microsoft Teams') or the app store on your phone/tablet.

You can also access it through Office 365 online and certain web browsers such as Google Chrome and Microsoft Edge - although not all web browsers will work, e.g. Internet Explorer and Safari.

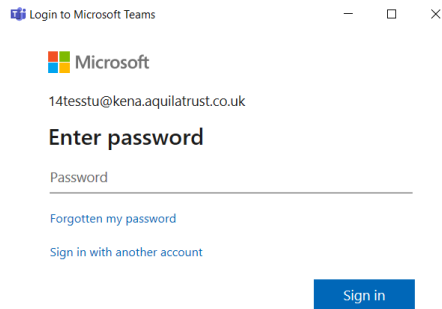
Logging in:

Whether you have Teams downloaded or are accessing online you will need to enter your Microsoft account address ending with *@kena.aquilatrust.co.uk* (sent to you on Dojo just before Christmas) in the box and click 'Next/Sign in'.



Then enter your password and click 'Sign in':

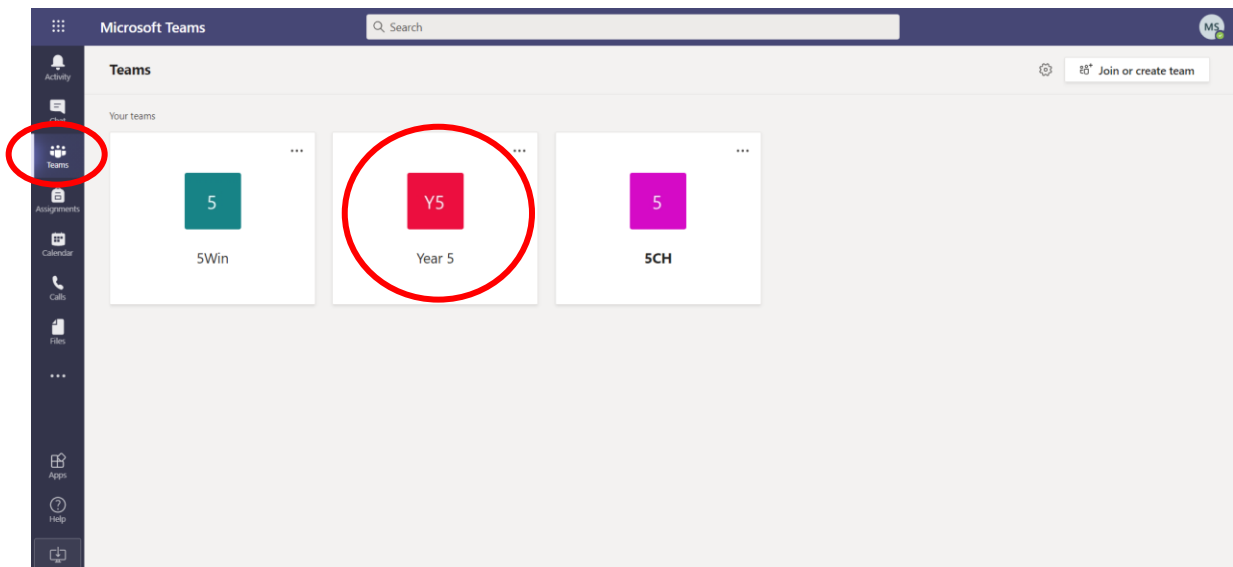
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**NOTE TO PARENTS* Please do not change this password unless you have a pressing need to. Teachers have a record of current passwords in case any are forgotten. If passwords are changed, this process could take longer.*

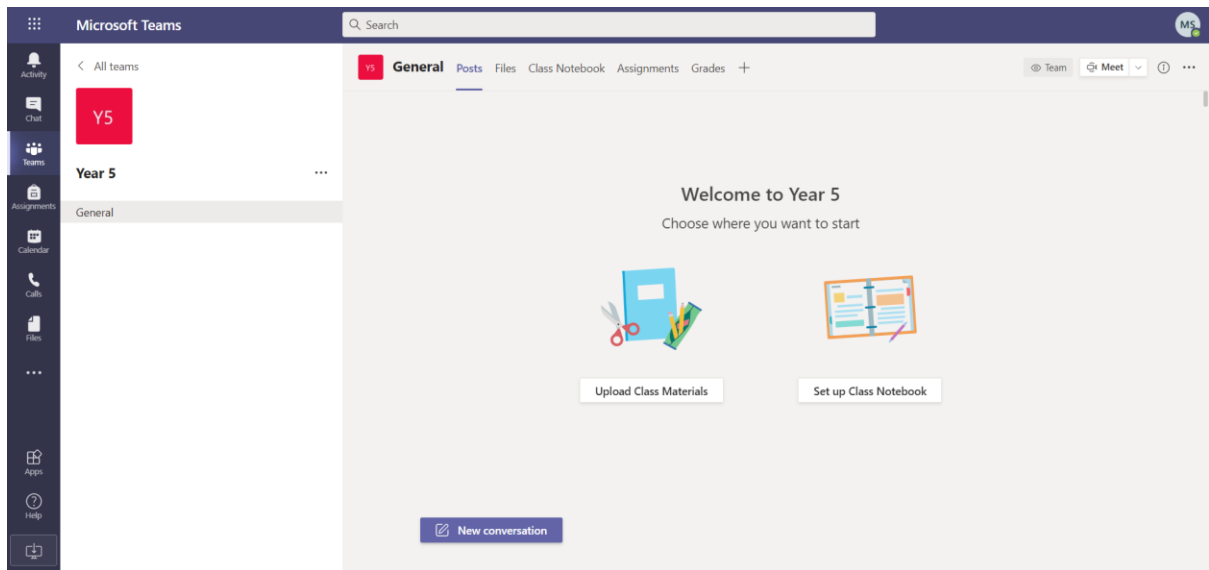
Your Teams:

Any teams you are in will then appear. Click the team square to enter.

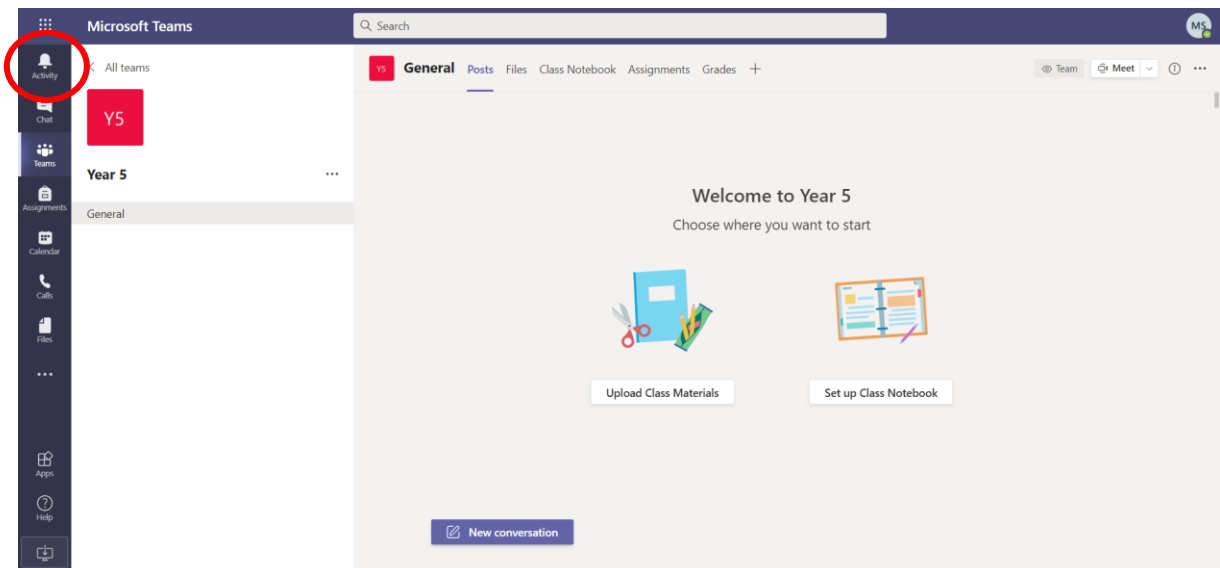


Please note that you will be a member of at least two teams – your class and your year group. When you are in the team's general area, it will look something like this:

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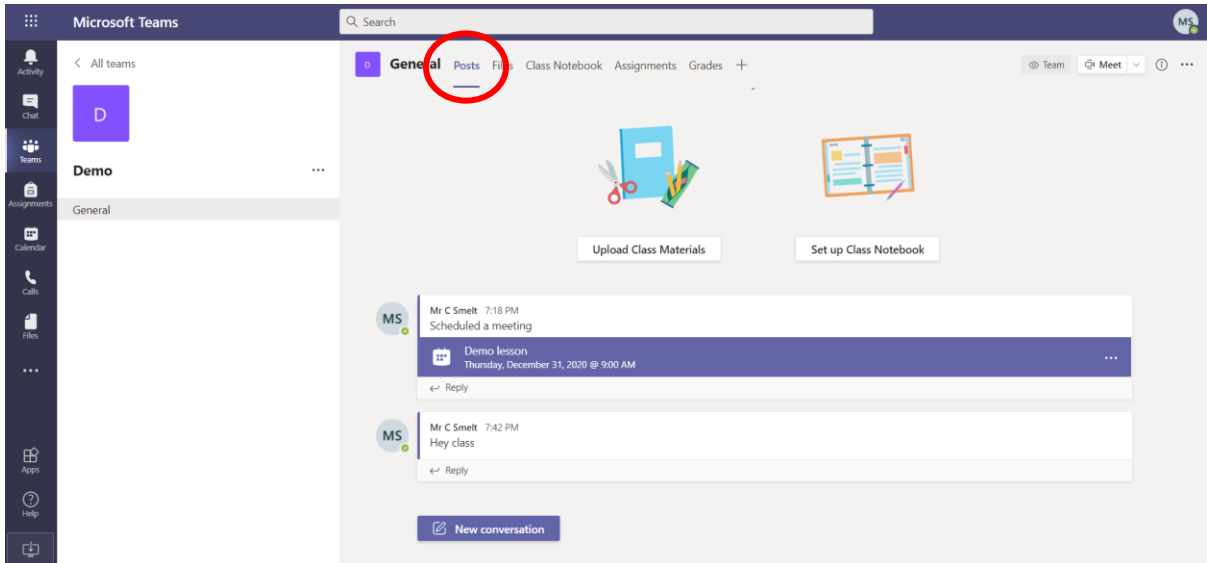
Any notifications that you may have will appear in the activity area. If you have any new unread notifications this will be shown by a red dot appearing next to the bell logo:



Posts:

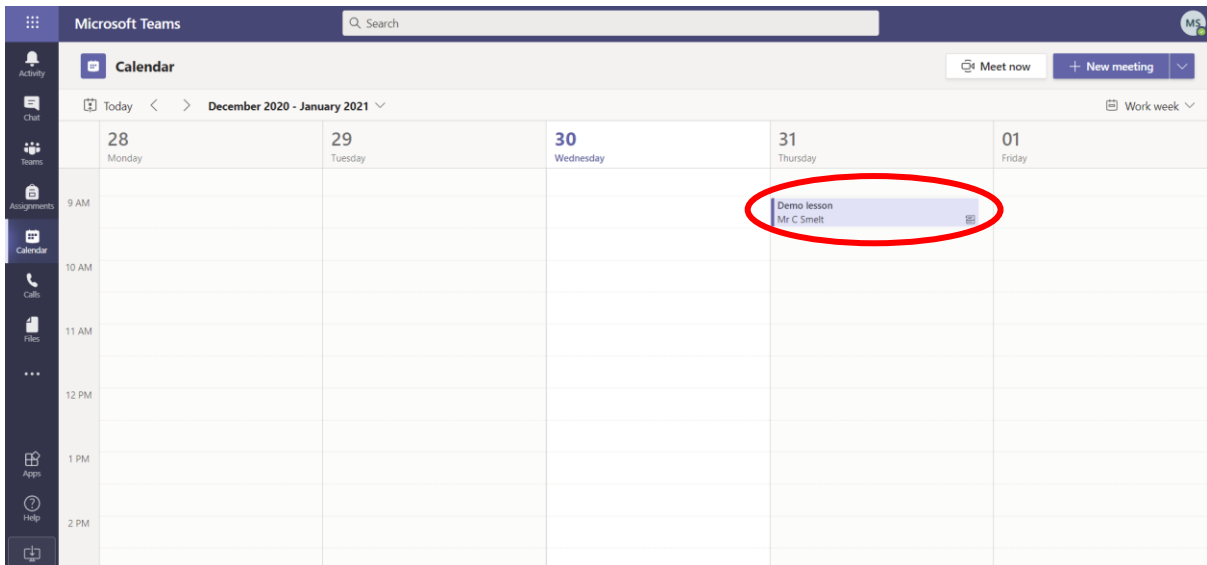
Here you can see any posts from teachers, announcements linked to that day with details of lessons, any resources to help you, or assignments that have been set to complete:

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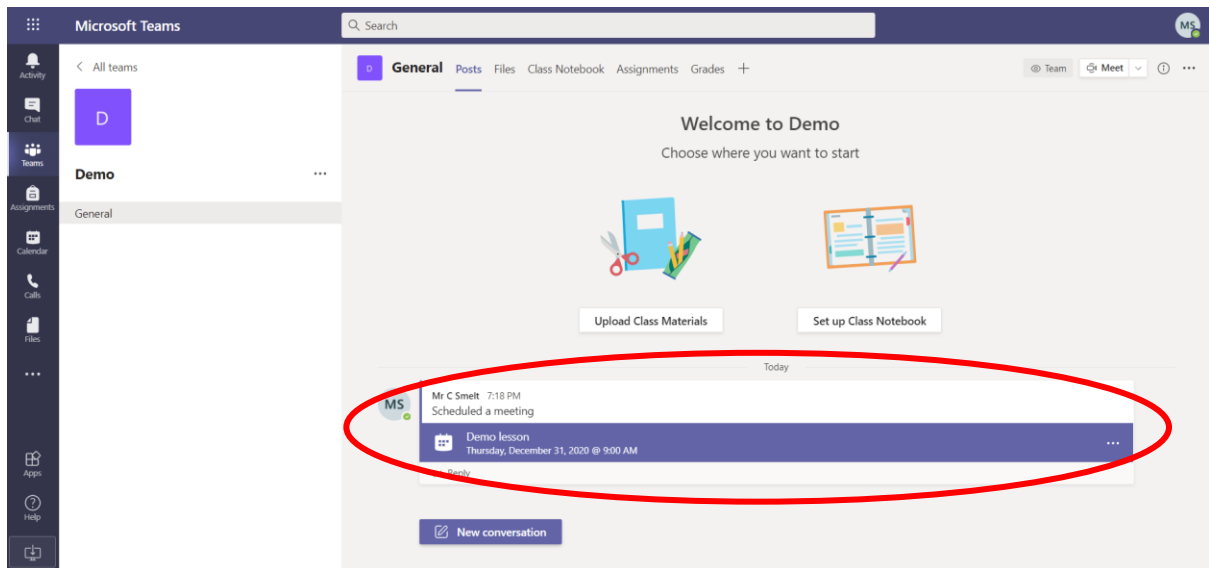


Live Lessons:

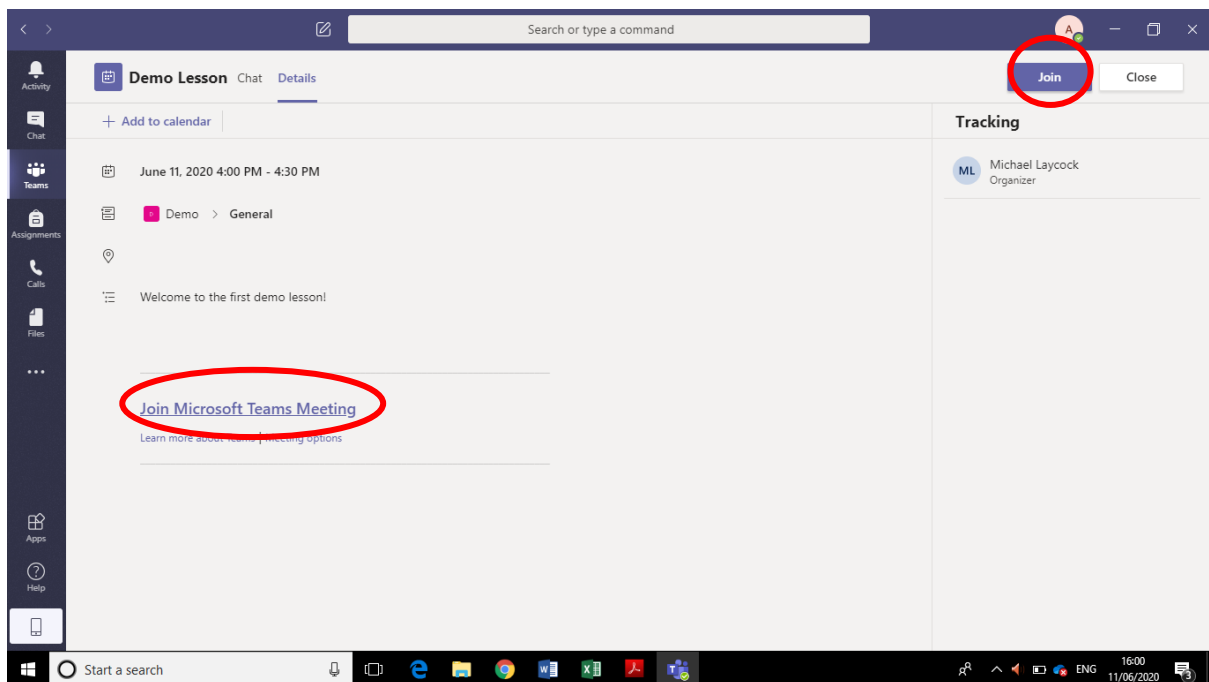
Teachers will be able to communicate with you using the inbuilt video conferencing system on Microsoft Teams. Within the Team, which could be the class team or the year group team, the teacher can set Live Lessons for you to join. The meetings will be determined by the teacher at a specific time and date. You will receive a notification of this and it will also appear as a post in the general area for the class. You will be instructed to join the meeting by clicking the “Join” button that will appear on the “calendar” section or in the posts section. You will need to wait in a lobby for the teacher to admit you at the start of the lesson:



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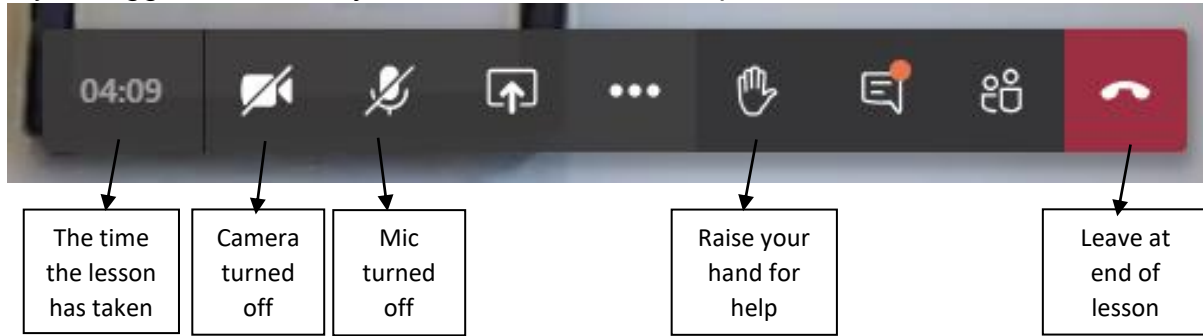
Then, click either 'Join Microsoft Teams Meeting' or the 'Join' button:



Once you have joined the call, we ask that all children turn off their cameras (for e-safety reasons) and turn the microphone to mute. The teacher will ask pupils 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.

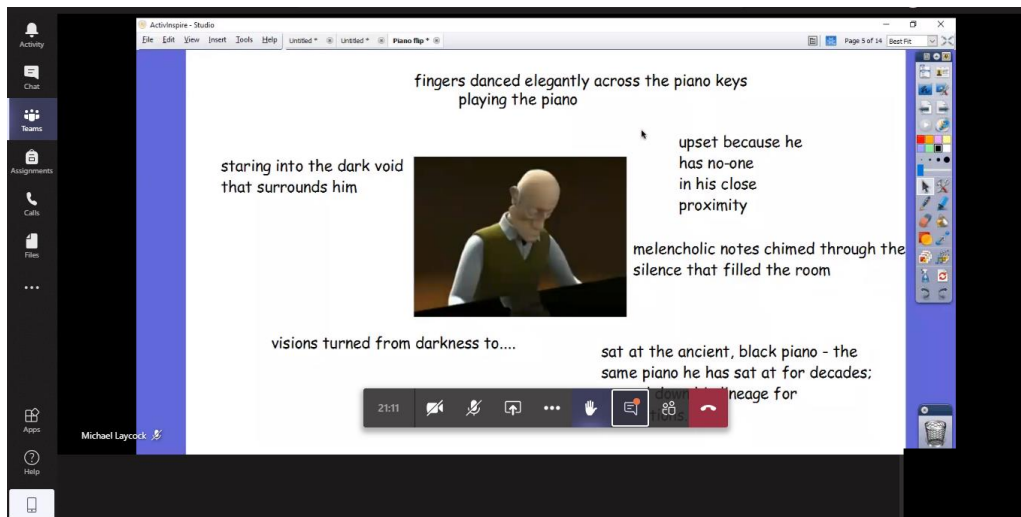
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If you wiggle the mouse you'll see this box come up at the bottom of the screen:



You will not need the other buttons for the lesson.

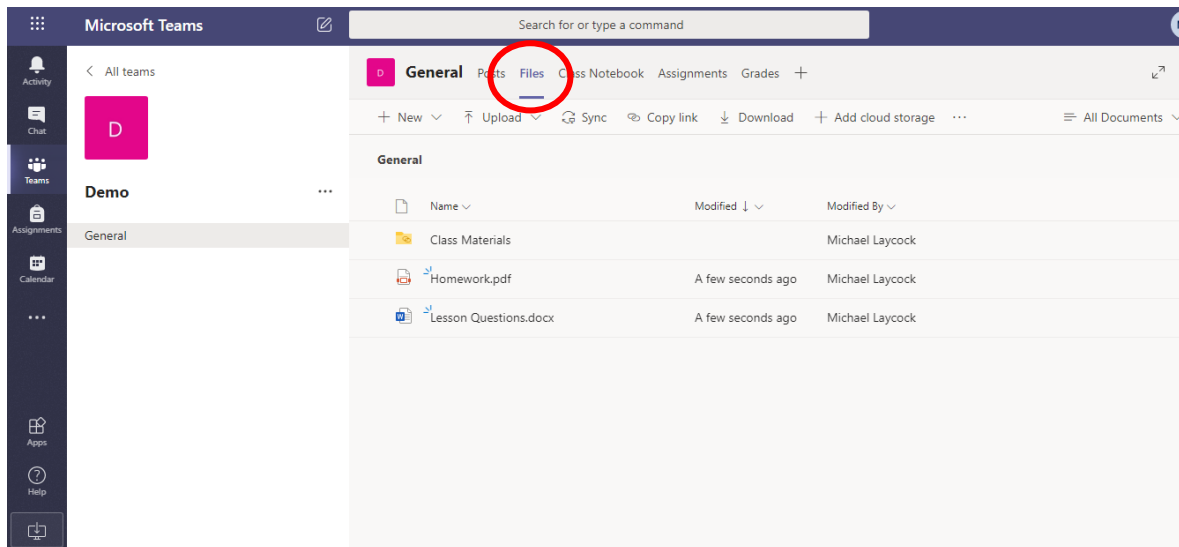
In the lesson your teacher will talk to you, ask questions, listen to your answers and share slides (just like they do in a normal lesson!).



When the lesson is finished, please press the red telephone button to hang up and leave the lesson 

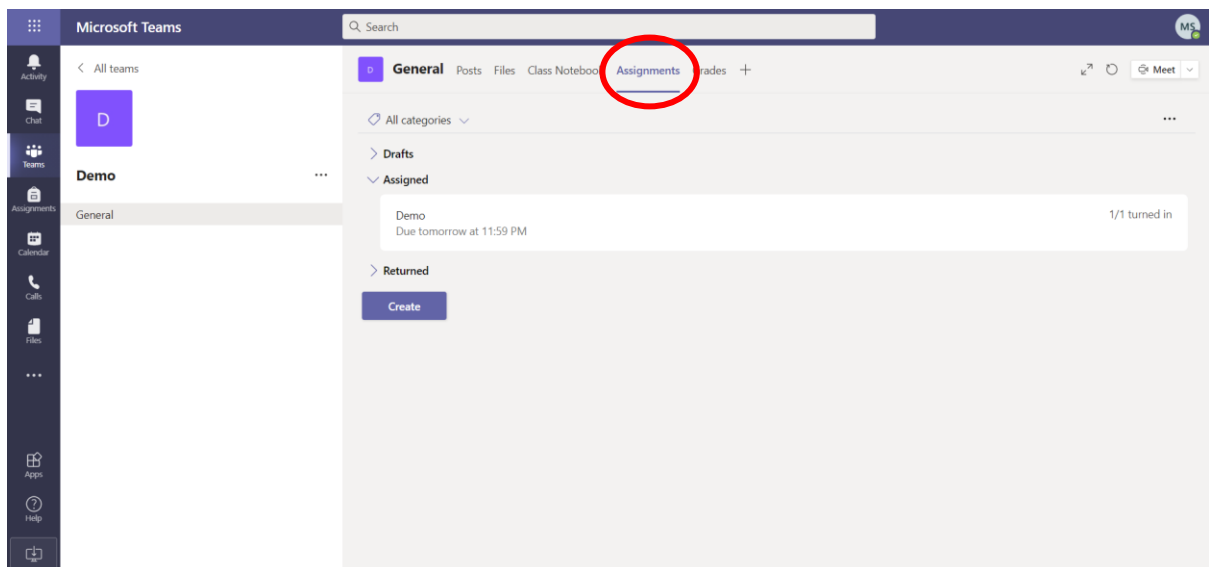
After the lesson there may be some worksheets or extra questions for you to download in 'Files'.

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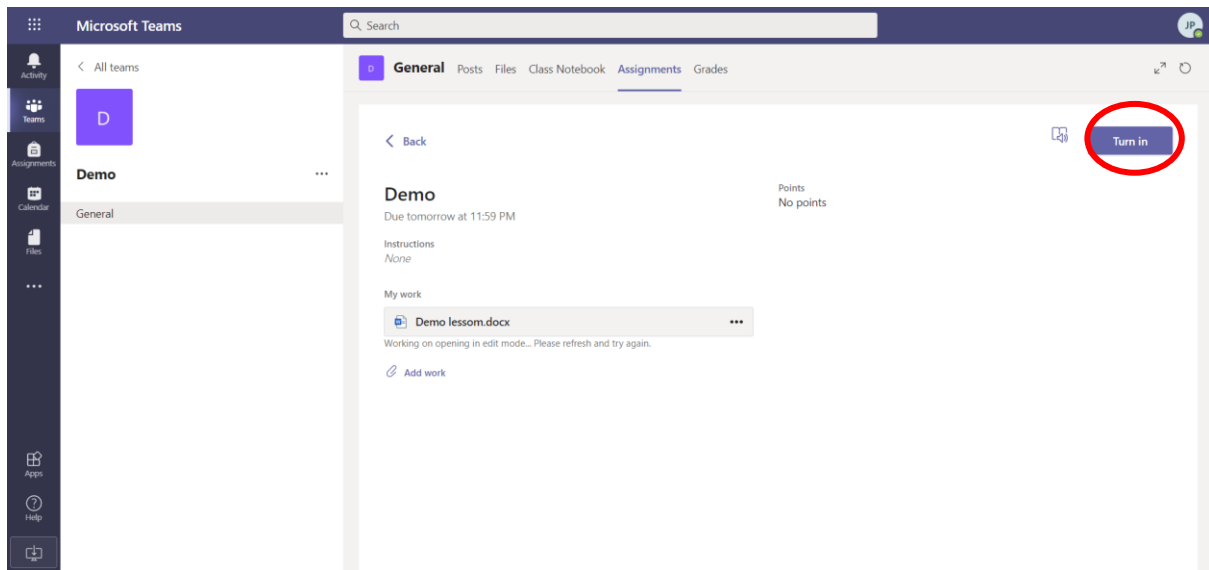


Assignments:

Teachers may also choose to set an assignment as a lesson activity 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. Any Microsoft applications e.g. Word, PowerPoint will work through Teams so please do not panic if you do not normally have access to these at home. Remember to ‘Turn In’ your work once you have finished.



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Private Chat:

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