

Microsoft Teams Parents' Guide

Please note that this guide is a version of the guide provided by Microsoft at <https://support.microsoft.com/en-us/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588>

Introduction

Microsoft TEAMS is a safe, reliable and fast way for teachers and students to take part in a 'live' or virtual lesson. Teachers will, in accordance to timetables, use TEAMS to create a meeting or post resources and tasks for the students to complete. When 'live', the teacher will be visible to the children, can ask and answer questions, write on a virtual whiteboard, share PowerPoints and other documents and set up group tasks using 'break out rooms'. TEAMS is very much like a real lesson.

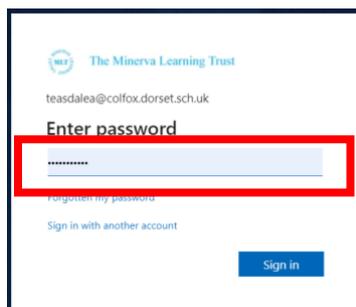
Documents, questions or worksheets following the lessons can then be downloaded for use after the lesson. It's very straightforward!

Starting TEAMS

The following instructions will give you help on how to get set up and how to begin using Microsoft TEAMS to join a lesson.

All students in the Minerva Learning Trust have access to **Microsoft Office 365**. This is an online collection of programs that will be useful for all students, including Word, Excel and PowerPoint. TEAMS is one of these programs and is available for everyone to use on any device that can access the Internet.

Start by logging in to Office 365 (Google 'Office 365') using your school email address and password. *Please contact the school if you are having issues logging in.*

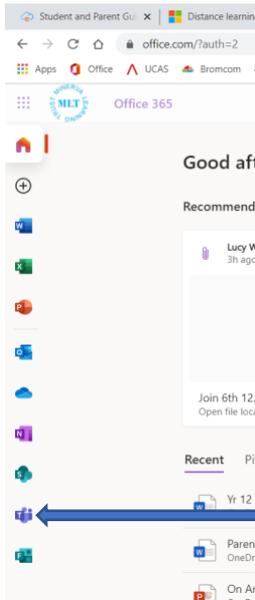


The screenshot shows a login page for 'The Minerva Learning Trust'. At the top left is the logo and name. Below it is the email address 'teasdlea@colfox.dorset.sch.uk'. The main heading is 'Enter password'. There is a password input field with a red rectangular box around it. Below the password field are links for 'Forgotten my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button.

Then, enter your password and click 'Sign in'.

You will then see the full range of Office programs available, including TEAMS:

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This is the icon for TEAMS. It looks like this:



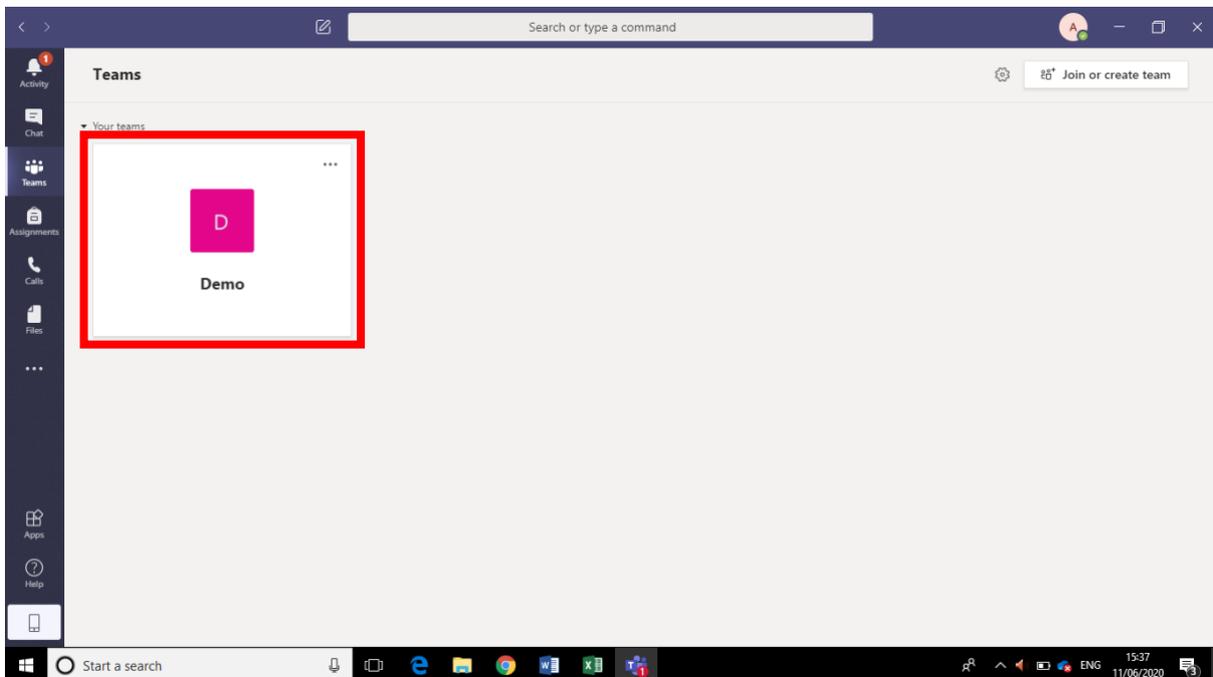
Click on the icon to launch the program.

Note: at this stage, you are able to download the 'desktop app', but this isn't necessary.

The TEAMS that your child belongs to will appear (your child's classes).

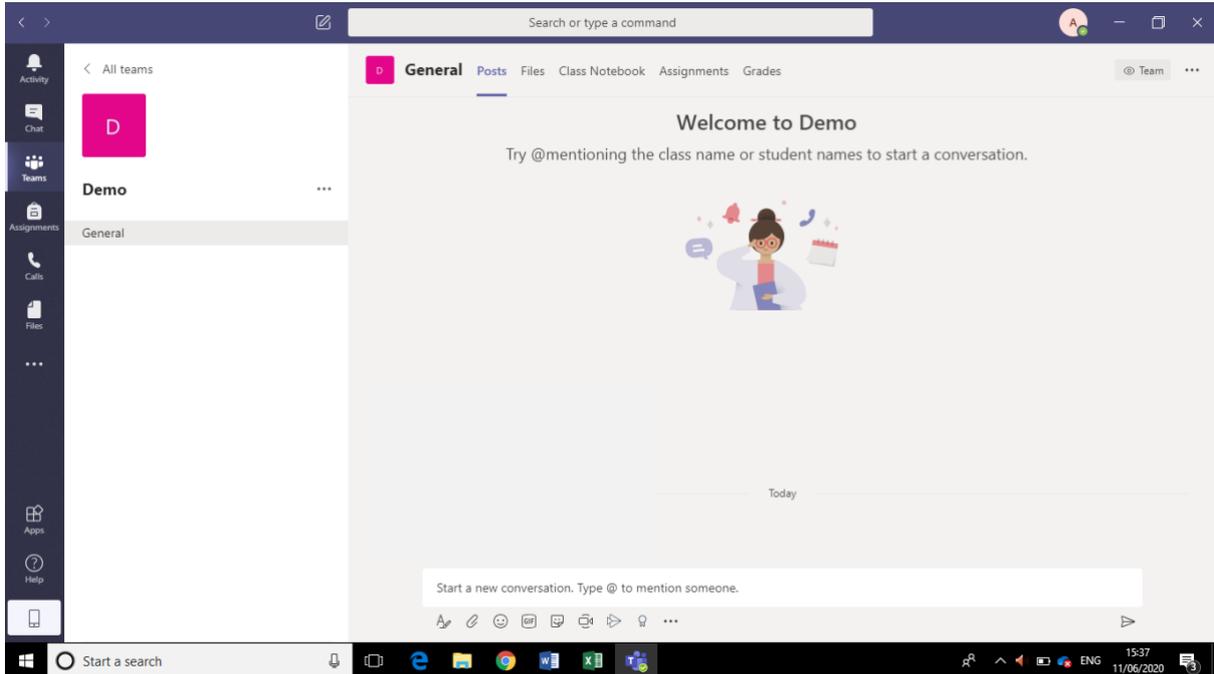
TEAMS that have new notifications, lessons or resources **will be in bold**

Click the TEAM square to enter the TEAM:

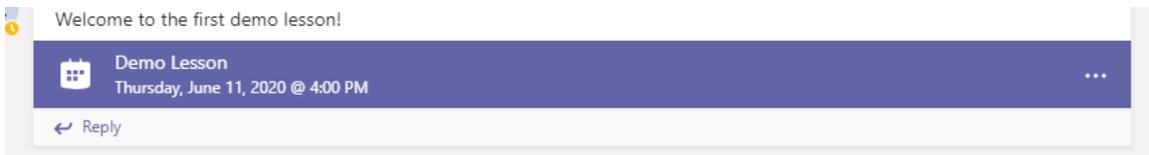


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When you are in the TEAMS general area, it will look something like this:

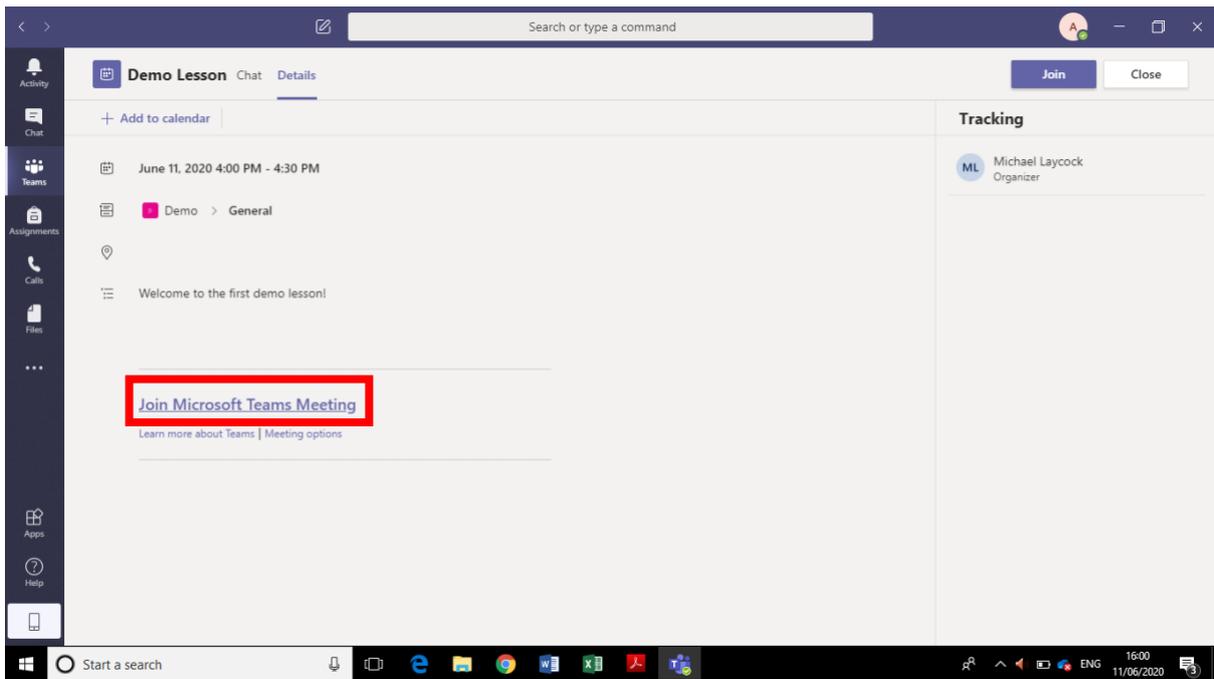


When there is a lesson to join, you will see this. Click the lesson (in a blue box):



Then, click 'Join Microsoft Teams Meeting':

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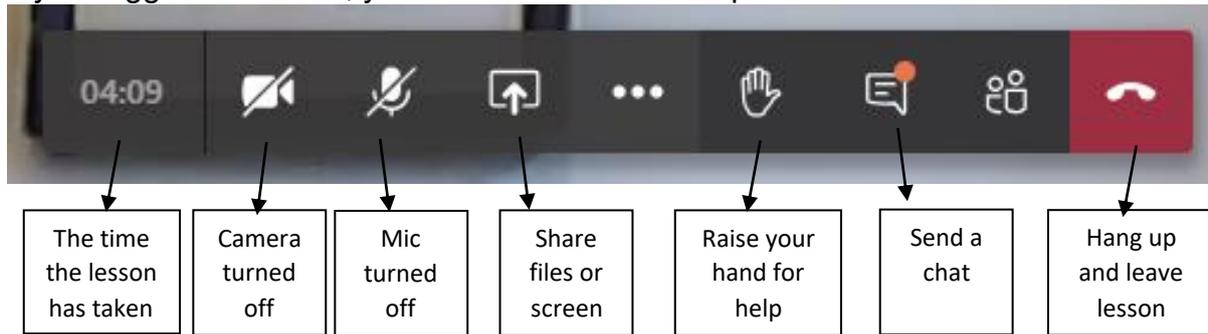


It may take a few seconds to join, but then you'll be able to see your teacher's face!

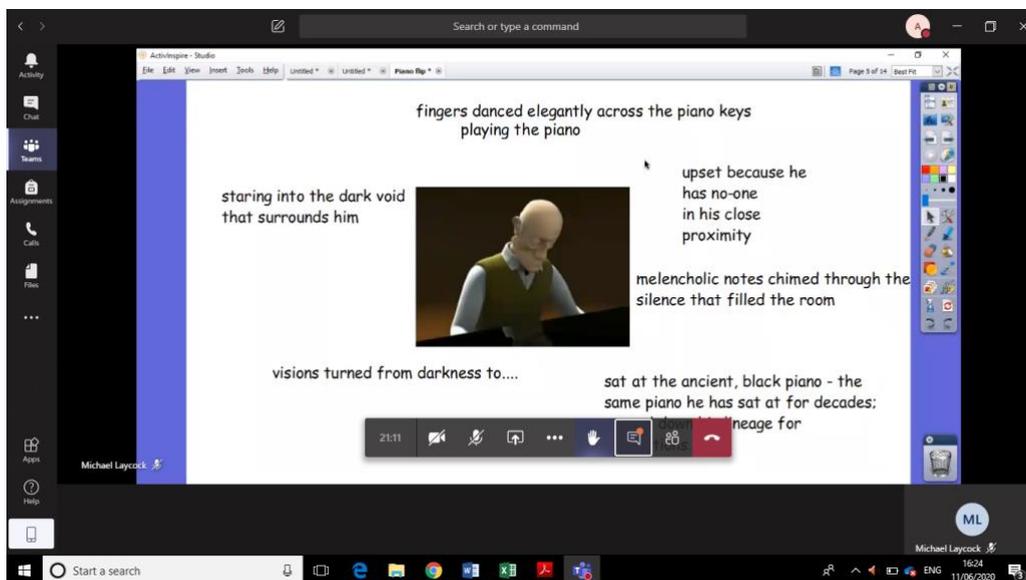


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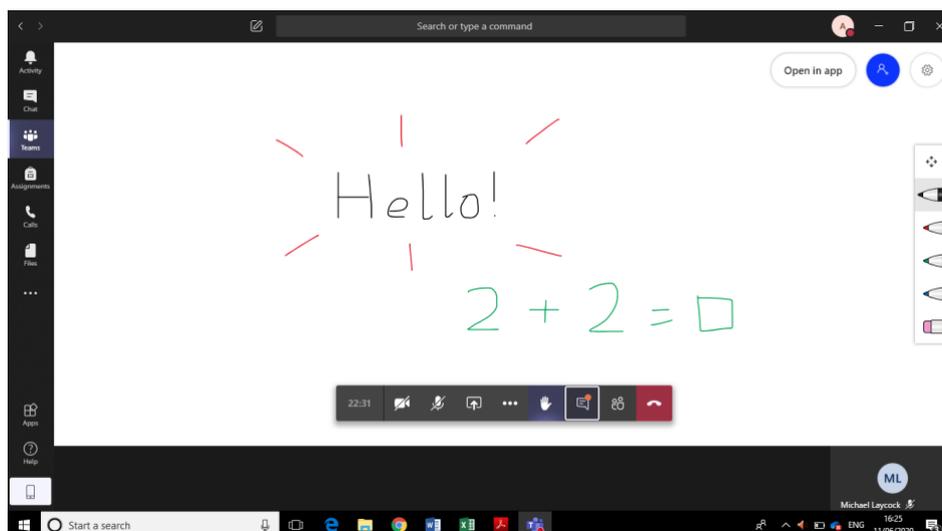
If you wiggle the mouse, you'll see this box come up at the bottom of the screen:



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



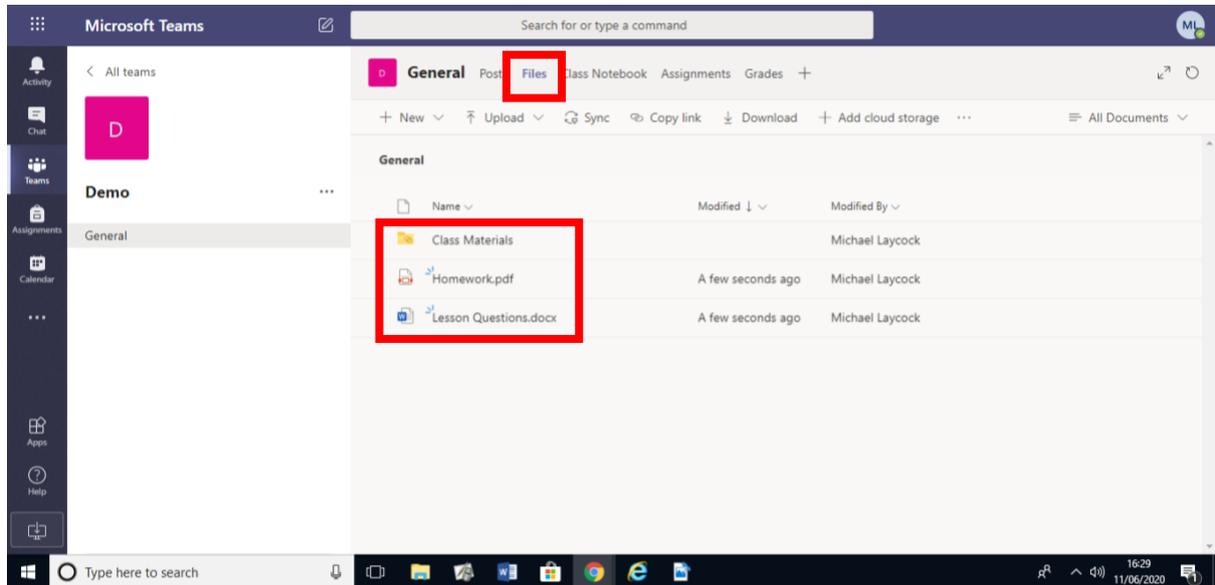
Sometimes, they will write on a whiteboard:



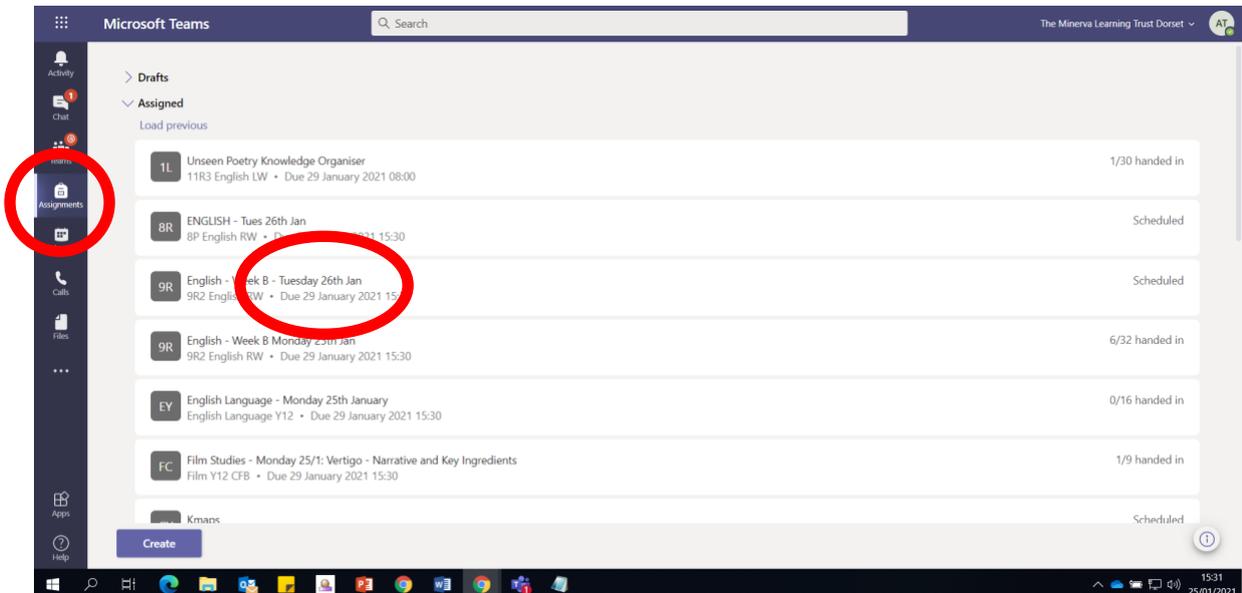
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When the lesson is finished, please press the red telephone button to hang up and leave the lesson 

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



Keep an eye on **Assignments** being set, particularly on the dates they are due to be completed:



Make sure work is completed to a good standard and 'turned in' using the TEAMS program.