

## A Parent's Guide to Microsoft Teams

In the event of a bubble needing to isolate, or a local lockdown, we will be delivering our Home Learning via Microsoft Teams. Microsoft Teams is a web-based platform that allows your child to access their learning from anywhere. It is available as an app for both Apple and Android devices, and via your Internet browser.

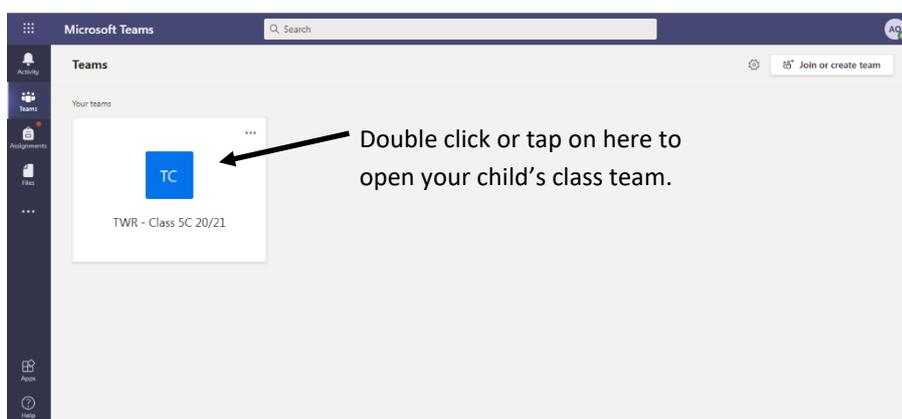
It is better to download from the app store but please see below for both options:

To download, either follow this link: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> or search for 'Microsoft Teams' in your app store. Once you have downloaded the app, sign in with the email address and password provided.

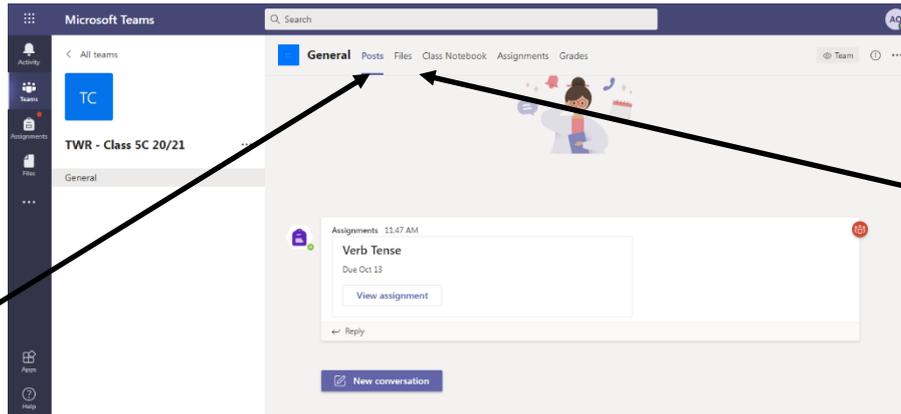
To access via an Internet browser, on Windows, there are two options:

- 1) Search for Microsoft Teams, follow the first link, click sign in and log in with the email address and password provided.
- 2) Navigate to [www.office.com](http://www.office.com), click sign in and log in with the email address and password provided. Once logged in, press the Teams icon on the left. You will then be given the choice to 'Get the Windows app' or 'Use the web app instead. It is recommended to download the app where possible, as it offers a more stable user experience.

Once you are logged in, you will be presented with the following screen, with a series of tabs to choose from. Double click (on PC) or tap (tablet / smartphone) to open your class team. Your child will only have one team available to open.



The 'Posts' tab is also where any lessons will be posted. This includes live lessons or pre-recorded.



Files uploaded to the class can be found here

Teachers will have sent an invite to their children. The meeting invite will appear in the class chat so children can just click there to join once they have clicked on their class team.

Children will only need one invite a day as the children can re-join the meeting for each lesson.

### **Live Teaching Expectations:**

Once teachers have delivered a short input, through Microsoft Teams, the children will be told about their tasks/activities which will be on Purple Mash. The children will need to have Purple Mash open but minimised in the task bar at the bottom of the screen so that they can open it quickly once the input for the lesson has finished. The teachers will record the input and then stop recording when the children are participating in their activities independently. At this point, the children should stay in the call but just turn off their camera and microphone and minimise the app so that they can re-join if needed.

The teacher will tell the children if they are going to need to return to the call and at what time for any feedback or live marking.

Each lesson will be recorded. Children at home must have their camera off and be on mute for the majority of the lesson unless instructed otherwise.

### **To sign out**

To sign out of Teams, click on the circle with your child's initials in it at the top right, and choose sign out.

### **To use Teams with multiple accounts**

If you have more than one child, you can add additional account to the smartphone/tablet app, by clicking the three lines at the top right, and choosing '+ Add Account'. This will enable the children to remain logged in, but simply switch between users. This is not

possible on the web app or desktop version. To switch accounts, you will need to sign out.