



## A Guide to Using Microsoft Teams for Parents and children

Please ensure you have read the online learning policy for remote learning. This can be found on the website or by clicking on the link below

<https://primarysite-prod-sorted.s3.amazonaws.com/cheapside-ce-primary-school/UploadedDocument/58fd8b4117204c22923dbe868f2dd5bd/cheapside-school-policy-for-remote-learnin>

You should also have read the letter sent out on the 20<sup>th</sup> October about how to access Microsoft Teams. A copy of that letter can be found by clicking on the link below

<https://primarysite-prod-sorted.s3.amazonaws.com/cheapside-ce-primary-school/UploadedDocument/71bc97e4972843289f5725d9d43dbe18/letter-for-home-learning-3.pdf>

If you have mislaid your email address and password, then please email or telephone the school office.

Finally, please ensure that you have read and understand the parental agreement for online learning sessions. A copy of this was sent to you in October and can be found on the website. A copy is also being emailed alongside this document.

Microsoft Teams will be used for online lessons which include audio, video, and screen sharing. Teams allows you to communicate with your teachers. In Teams you can access any files your teacher may ask you to upload or complete. To support you with remote learning, we will aim to offer pre-recorded and/or live lessons in as many lessons as possible, although you must be aware that this is not always possible. Whilst every effort will be made to support you with resources to help undertake your learning, in some situations it is not always practicable.

You will be invited to join a 'start of the day' meeting with your teacher and then directed to join Teams lessons with your teachers during the day. During the 'start of the day' meeting your class teacher will let you know the timetable for the day. The following guidance outlines the protocols that we have in place and how to support you with accessing these important lessons to support your learning and progress.

### **Protocols when in a Lesson**

- Ensure your camera is turned off, it is not permitted for children to have cameras on.
- Ensure your microphone is muted, only unmute if asked to do so by the teacher.
- Only you can take part in the lessons. Parents and family members must not ask questions but can support children to ask questions themselves using the 'chat' function.
- If you need to ask/respond to a question, use the "Raise Hand" function to get the teachers attention.
- You can ask a question in writing using the chat function for the teacher to respond to verbally, but remember this may not always be possible for the teacher.



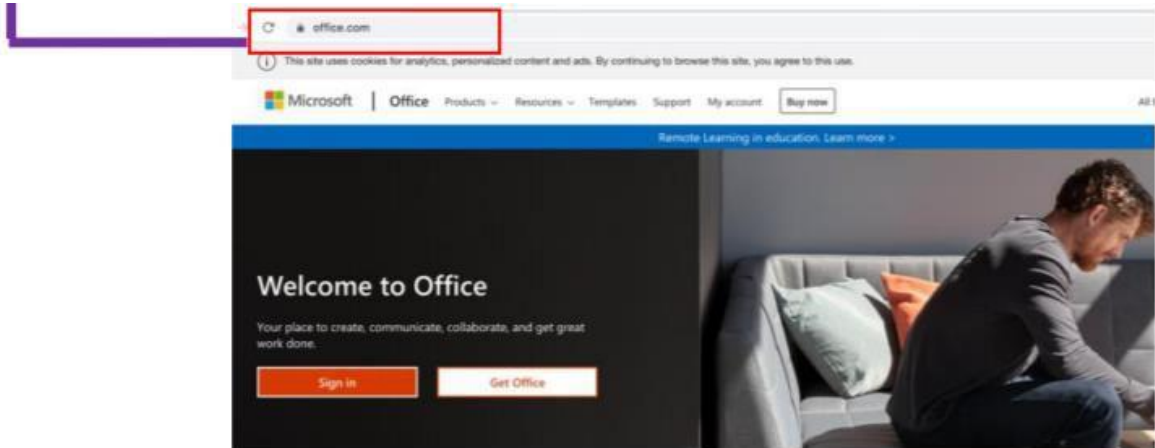
- Lessons will be recorded as a matter of course
- The teacher may decide to have their camera on with a blurred background to support explanation.

### **Lesson Content – what to expect?**

- Sharing of lesson resources (PowerPoint) with the teacher talking through the key points.
- Interactive material to support learning being displayed on screen such as video clips, online text books and resources.
- Talking through questions and guiding children on how to approach them by the teacher.
- The teacher modelling specific concepts within the subject. For example: going through the steps to solve a mathematical problem and explaining

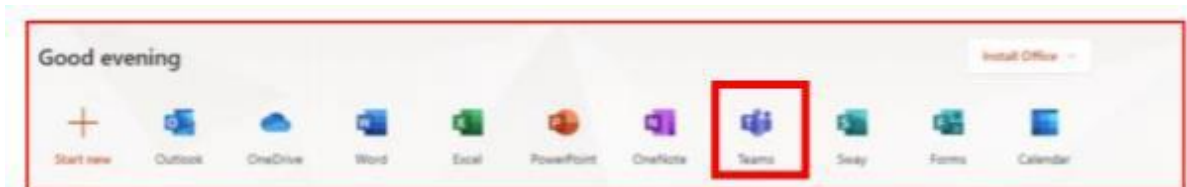
# How to Login to Teams?

The class teacher will put an invite into the Teams calendar which you can access through your Microsoft Office 365 email account. On the web browser (Chrome, Internet Explorer, Safari etc.), type in [www.office.com](http://www.office.com)



Enter your full school email address. You will be directed to the login page for Cheapside School. You need to enter your username and password.

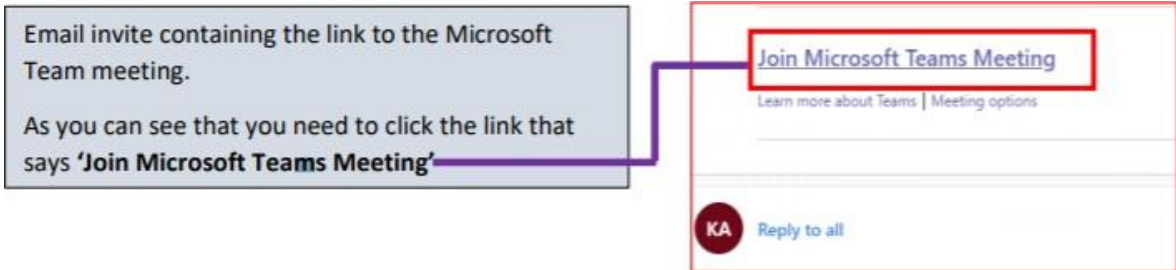
You should now see the Teams icon in the open option



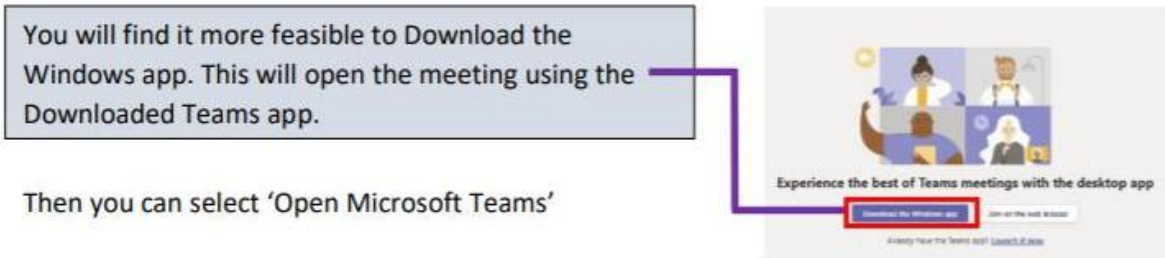
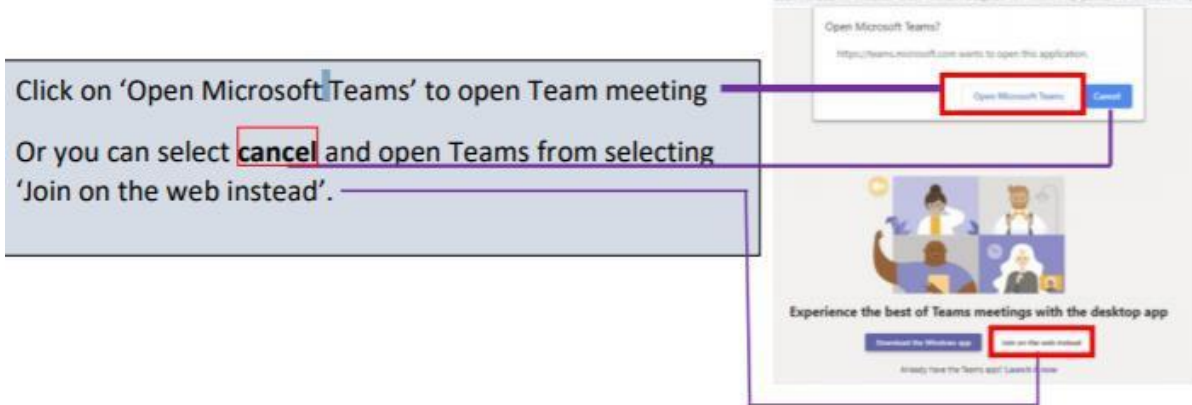
You should now see all the Teams that you are assigned to. For most children this will be 1 team only, their class team.

# How to Join a Teams meeting?

Joining a Teams Meeting by using the Email Invite Link is one of the most common ways to invite or join a meeting in Microsoft Teams. Below is an example of a Teams meeting invite sent via an email.



When you click on the link, the link will open in the default web browser taking you to Microsoft Team website.



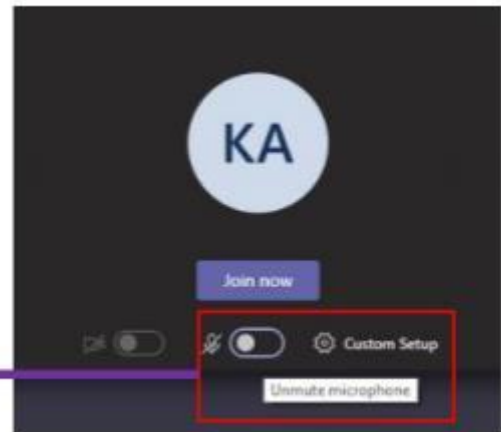
# What to expect when you join Teams meeting join

You will be presented with a start-up meeting screen. This allows you to configure your meeting controls before you join the meeting.

You will be presented with some **meeting controls**. At this stage you can choose **whether or not** to **turn on** your computer's camera and microphone.

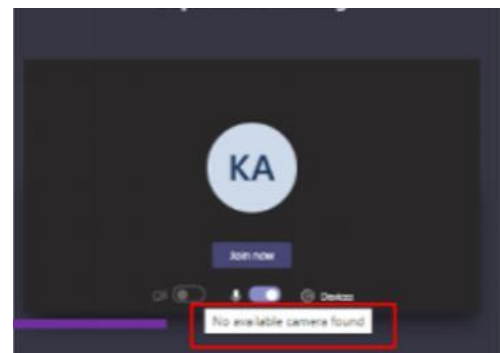


Unmute microphone Hover the mouse to the right and you will get 'unmute microphone' and the mouse will change to a hand shape, click right click mouse button.



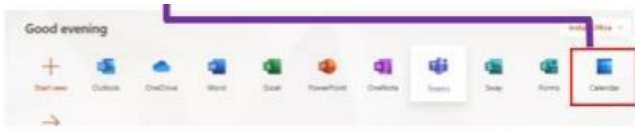
Unavailable camera or microphone If there is no available camera then this message will appear.

You can still join the Teams meeting, but will be without a camera or microphone options. However, you can still communicate with your teacher, by using the 'chat' option. See 'Chat options during the meeting or at anytime' for more information

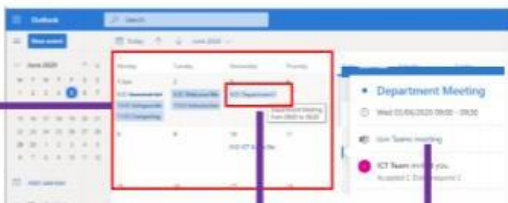


# Using the Calendar on Teams

When you use Microsoft Teams your calendar in Office 365 is linked to Microsoft Team. This means all meeting invitations are also shown in the Team calendar view.

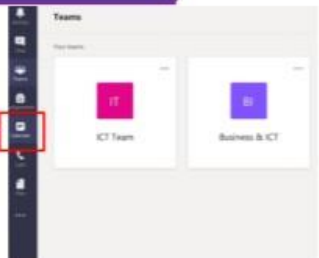
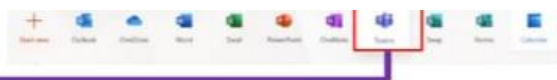


When you select Calendar, you will see your full calendar details and all meeting schedule.

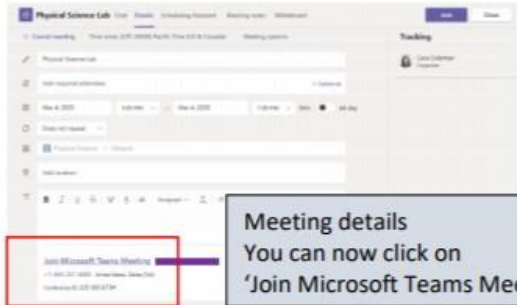
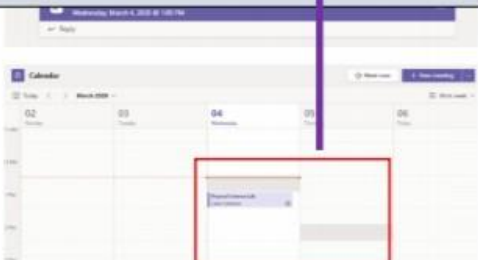


You can select on the meeting to find more details of the meeting. You can then select 'Join Teams meeting' to join

Click on **Teams** then click on **Calendar**

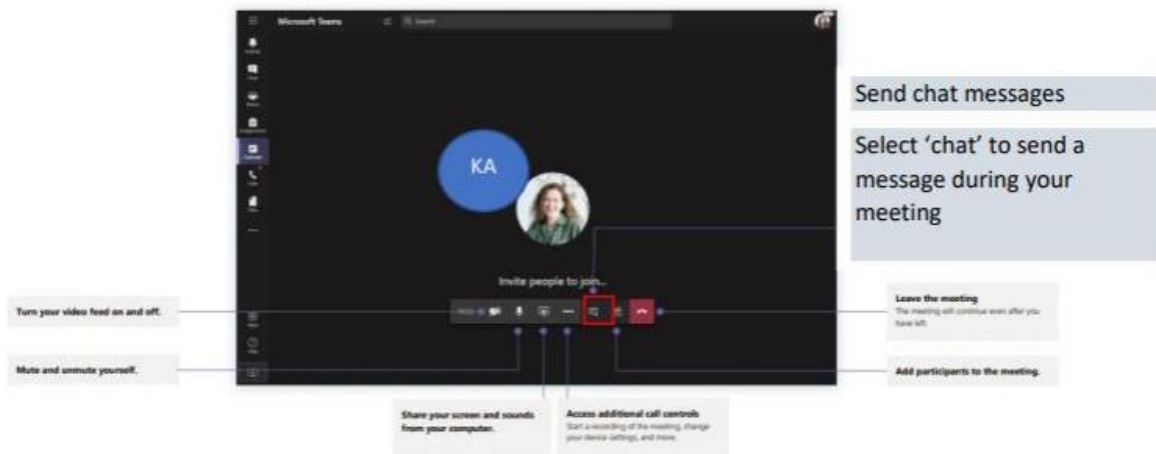


When you click on the meeting invitation in the channel of your team or your Teams calendar you will have a break-down of the meeting details.

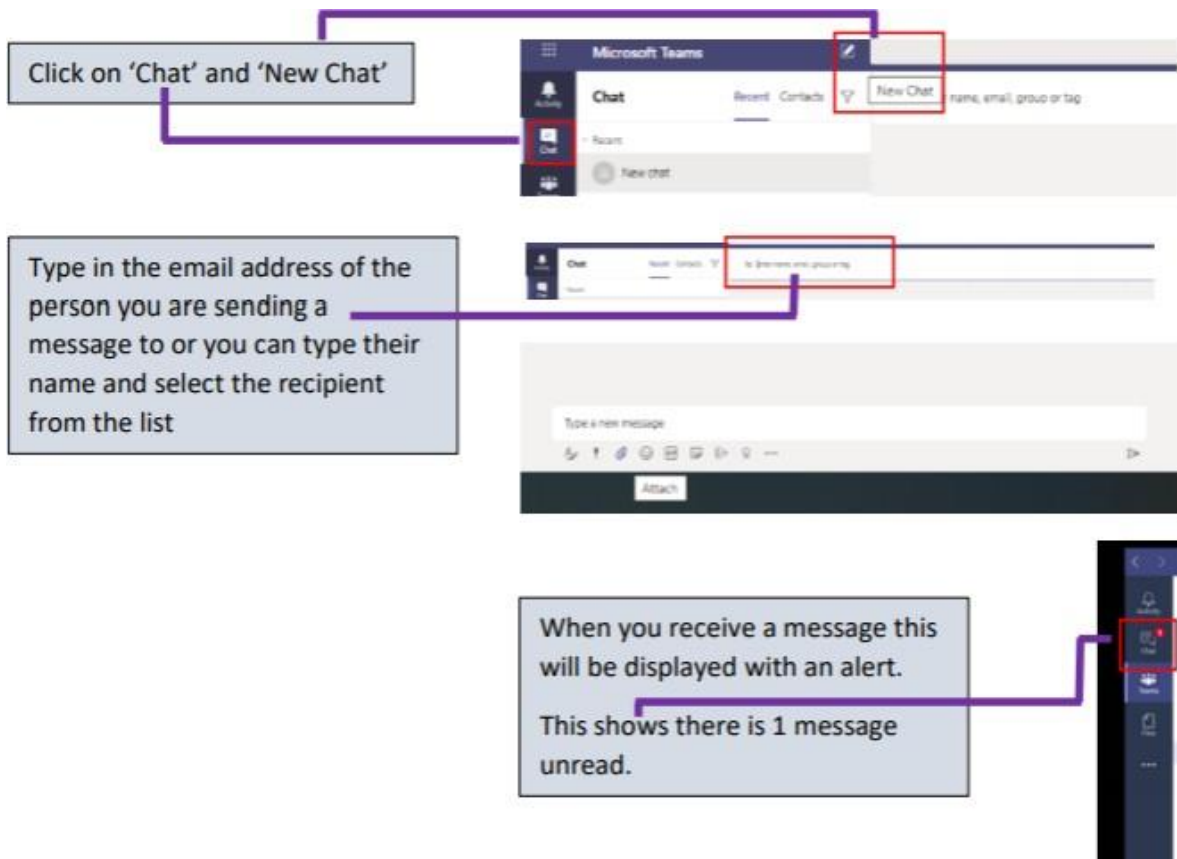


Meeting details  
You can now click on 'Join Microsoft Teams Meeting'

# Chat options





## Chat option at any time

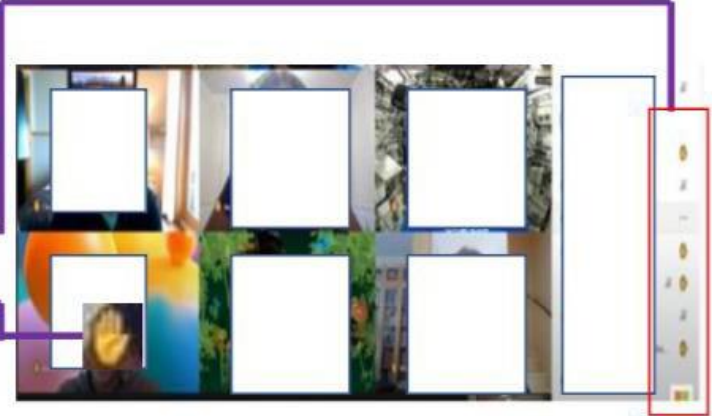


## 'Raise your hand' and putting questions in the chat

During the meeting you can click this icon to **'raise your hand'**. This shows to the teacher that you have digitally raised your hand. This is useful when you need to ask a question.

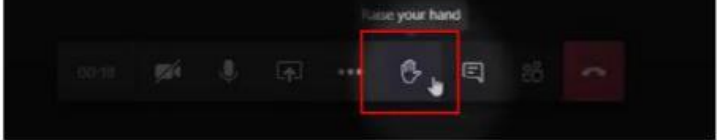


Your teacher will see a raised hand on the screen with this symbol  and by your name



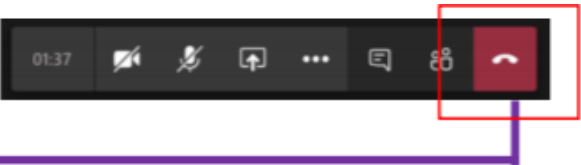
### Lower your hand

If your hand is raised then hover your mouse on 'Raise your Hand' to lower your hand



## End the Team Meeting

To end the meeting you need to **'Hang up'**



Summary of all control features

