# Children/Family Guide for Microsoft Teams

Microsoft Teams is a piece of software that allows 'teams' of people to meet in a private, safe space.

As a school, we will begin to use this programme to support the delivery of remote learning, in case of bubble, or whole-school closure. This will be used in conjunction with our See Saw application.

Logging in to Microsoft Teams

Each child has been set up with their own school email address which they will use to log in to Microsoft Teams. A password has also been set up to protect each account. These have been sent home with your children separately.

**Google: Microsoft Teams and follow to the login page:**
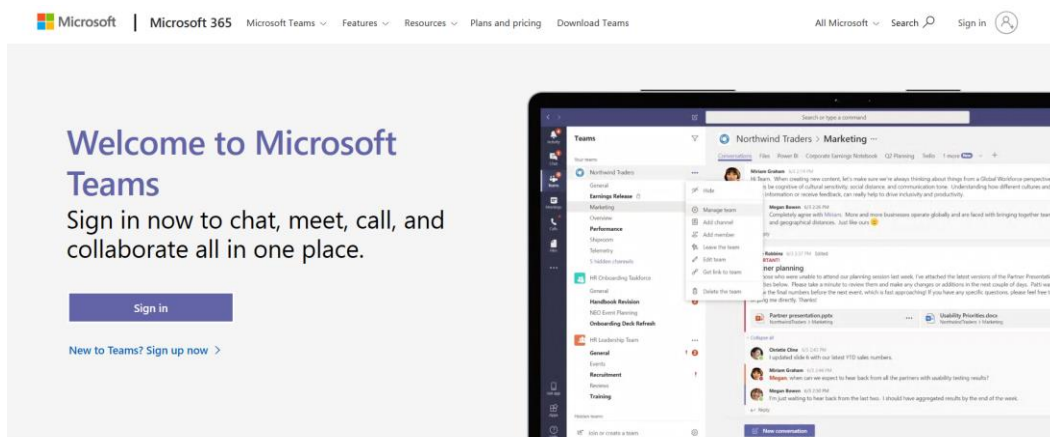
PLEASE NOTE:

When using a laptop, you may be asked to download the Teams app – this is optional. We advise that you download the Microsoft Teams app if you are using a phone or tablet from the Google Play Store or Apple App store.

The screenshots shown in this guide have been taken using the web-based application on a laptop but are similar to those using a tablet or phone.
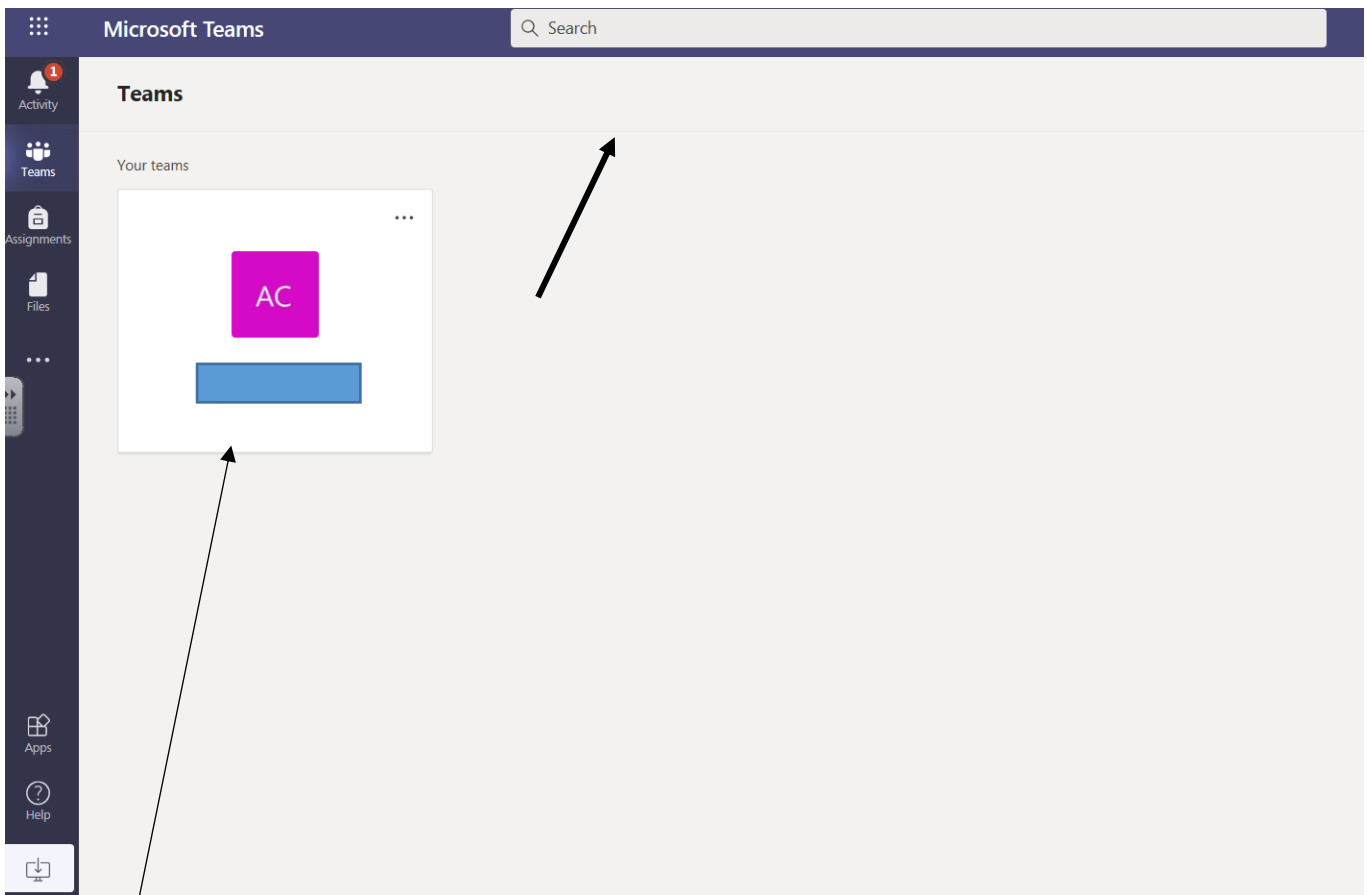
Click 'sign in' and enter your child's email address:

E.g. yourname.sh@pupil.ipmat.co.uk   (first initial and surname)
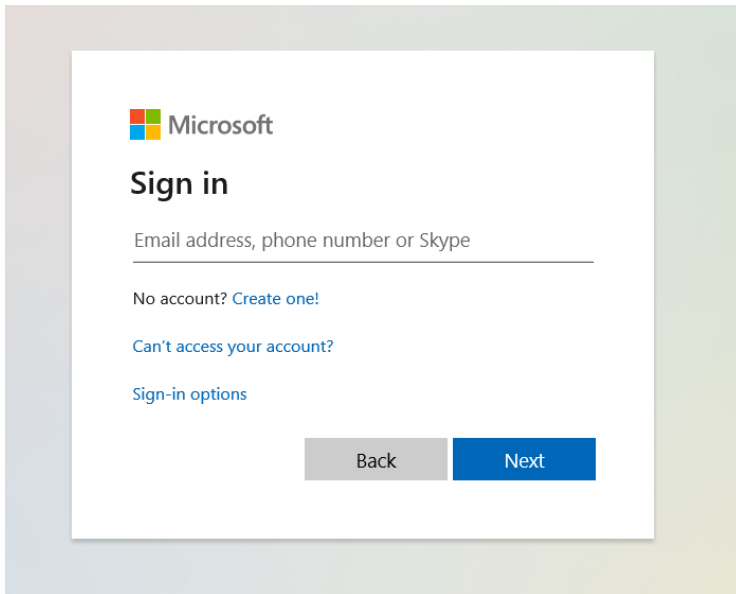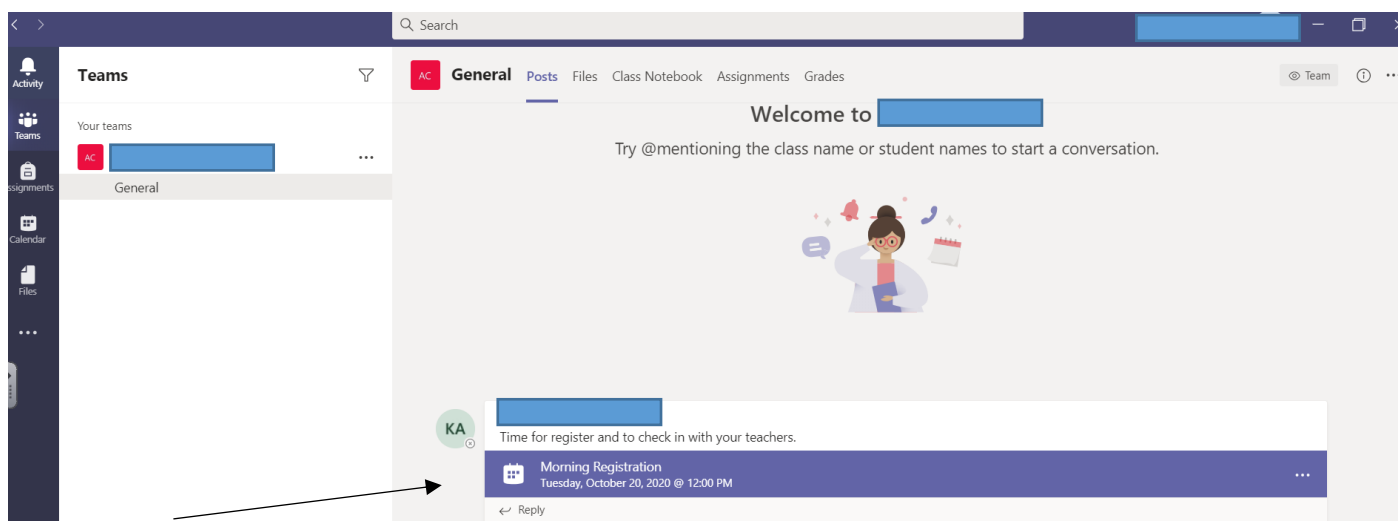

Click next and then enter your child's password and login.

Once logged in, you will be presented with the 'teams' that your child has been added to (this will be the class that they are in – most likely with the class name or number).

Click into the class to access the meetings and messages which have been sent.

These blue bars show meetings that have been set up by the teacher. Your children can join at the time set to meet with their teacher and learn remotely. *The full details of how often meetings will occur is set out in our 'Remote Learning Agreement', which has been emailed to all parents/carers. (Please find additional copy on our school website.)*

Joining and leaving meetings

In order to join a meeting, a member of staff will start the meeting which will then allow children to join.
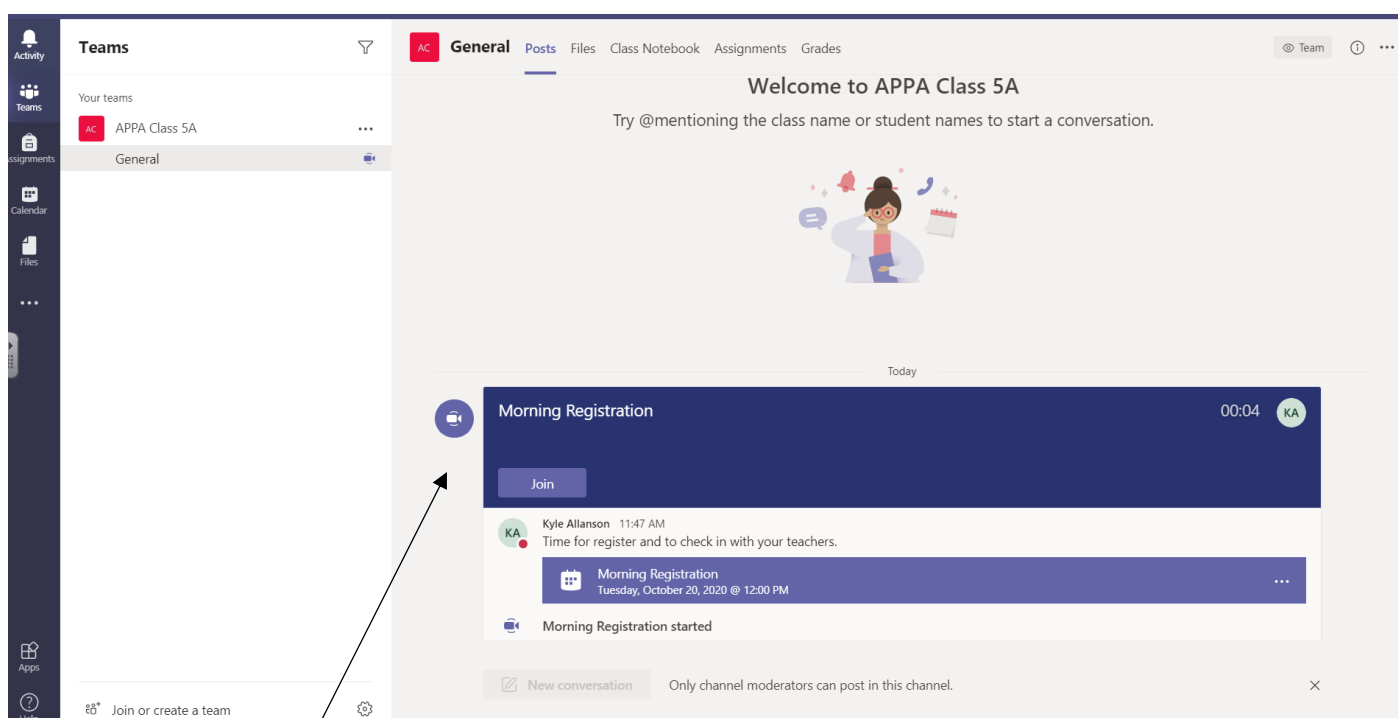

The above image now shows that the meeting has begun. Children can click join to enter.
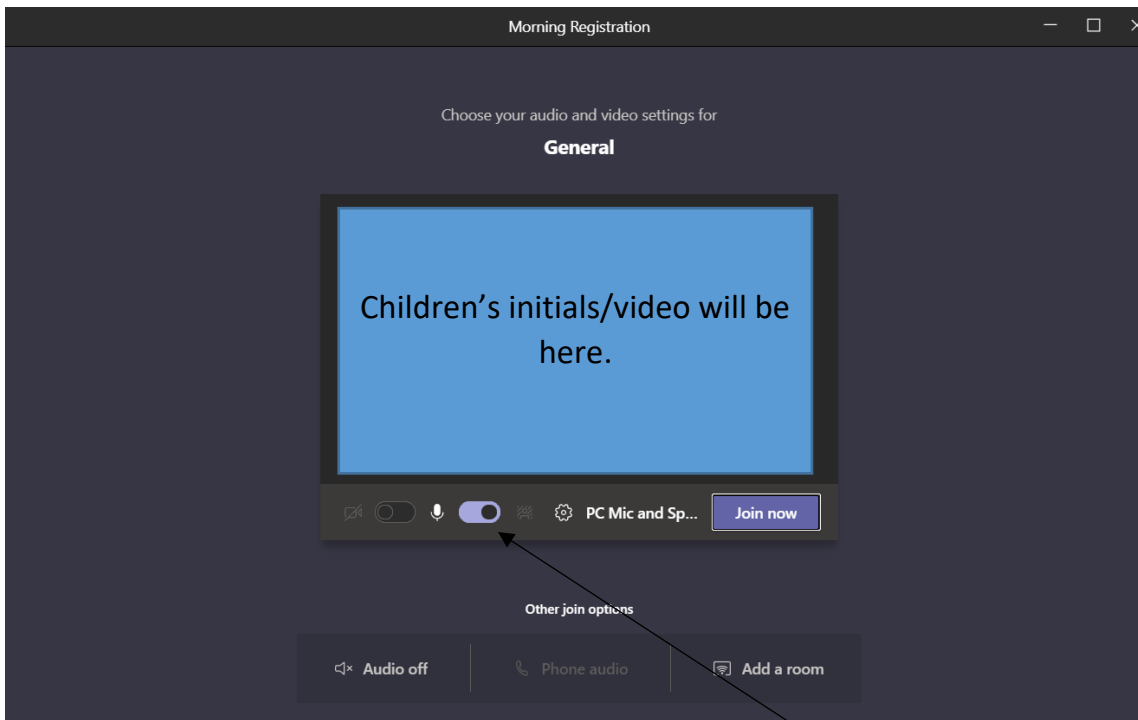
Children will be presented with this screen next. This allows them to finalise their options before entering the meeting. We ask that children **turn off their mics** before entering. When doing the register, the children can turn their mic back on, so that their teacher can hear them answer. It must be turned off after.
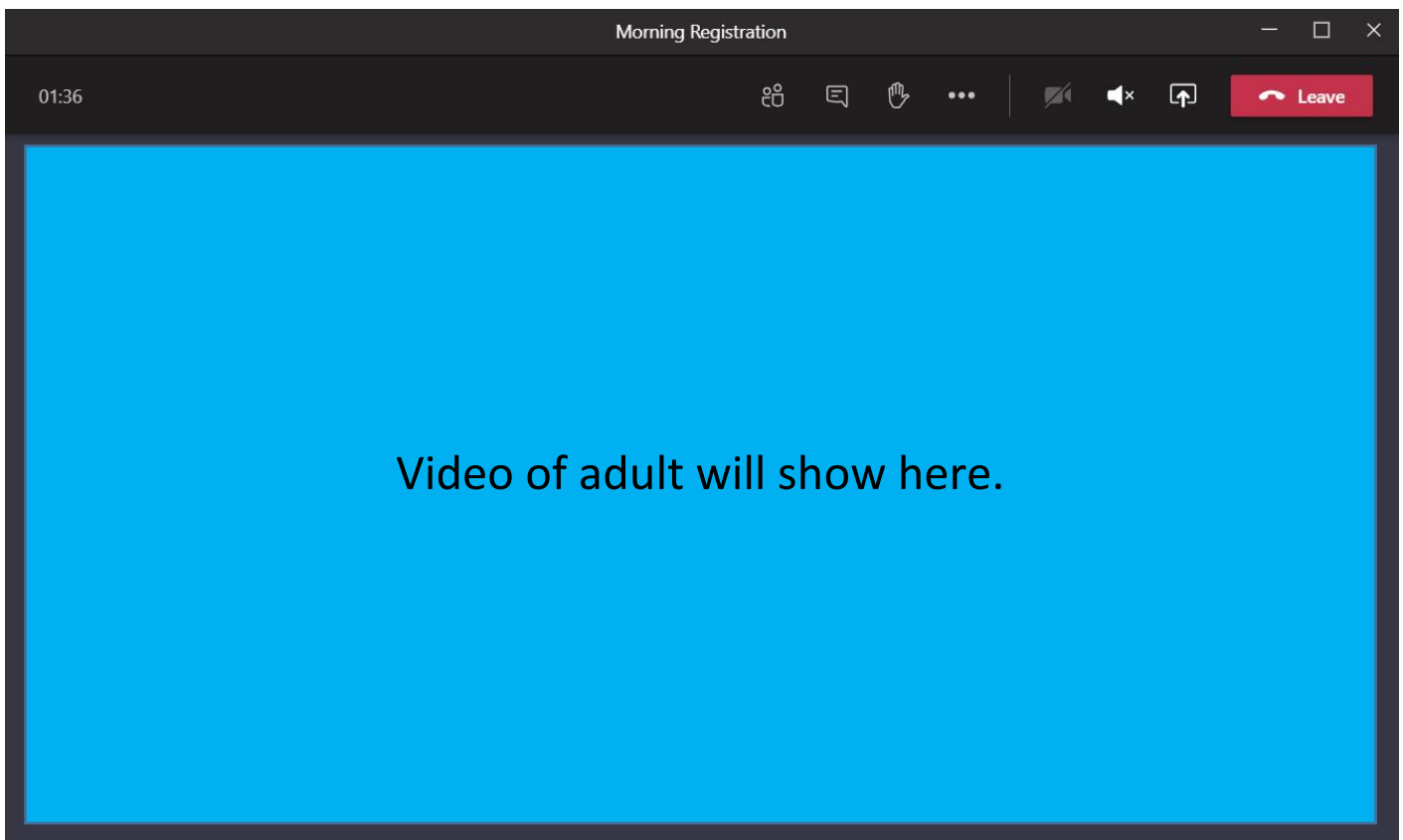
Once inside the meeting, children will be presented with the live video of their teacher (the above image shows the video turned off). Children can then listen to the instruction of their teacher – teachers may 'share their screen', which will then show the children images of how to complete specific work.
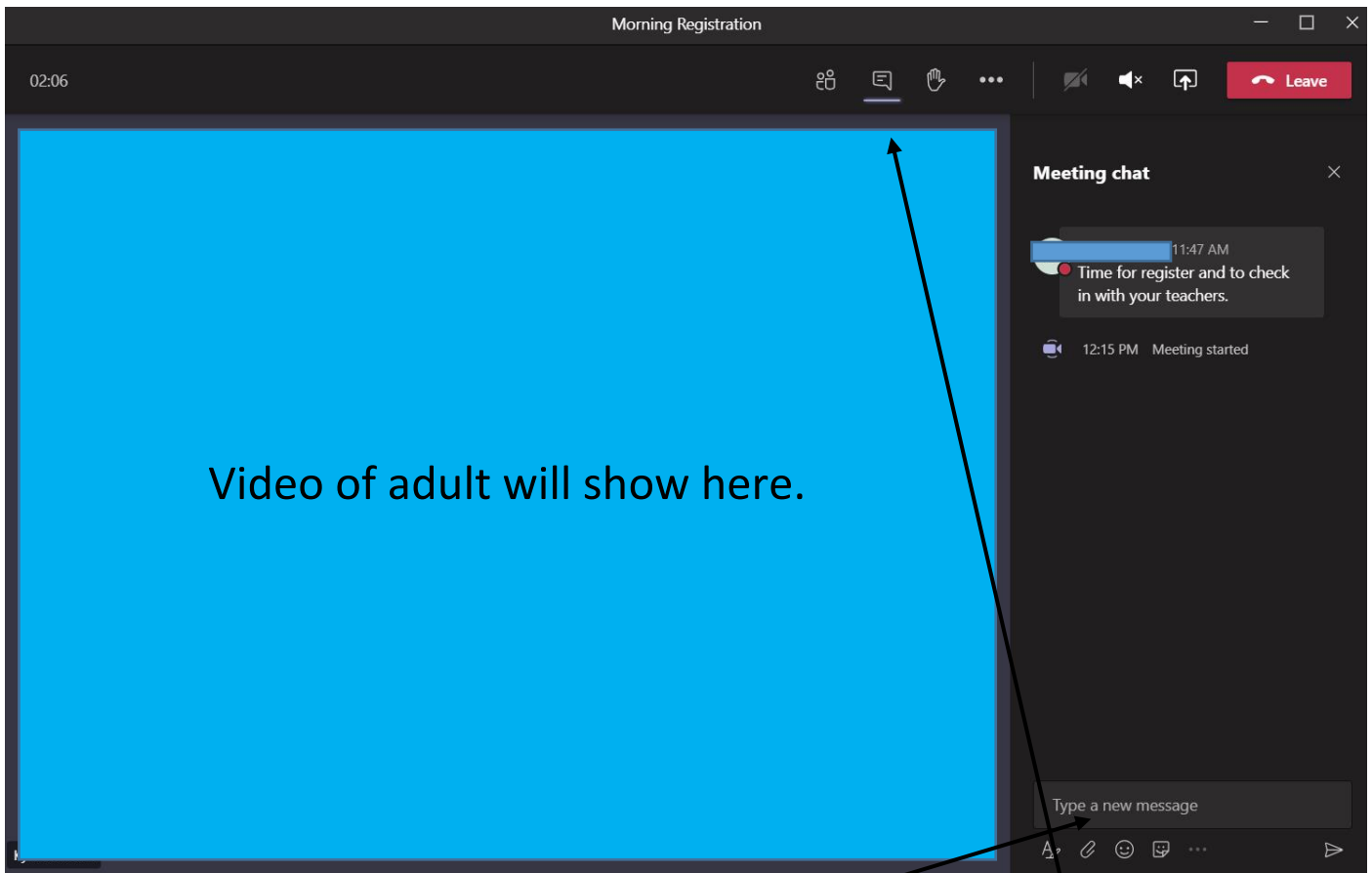
During the meeting, if your child needs to ask an adult something, they can open the 'conversation' tab and type a message. This may be answered live by the teacher or answered by an additional adult who may be within the meeting, monitoring the messages.
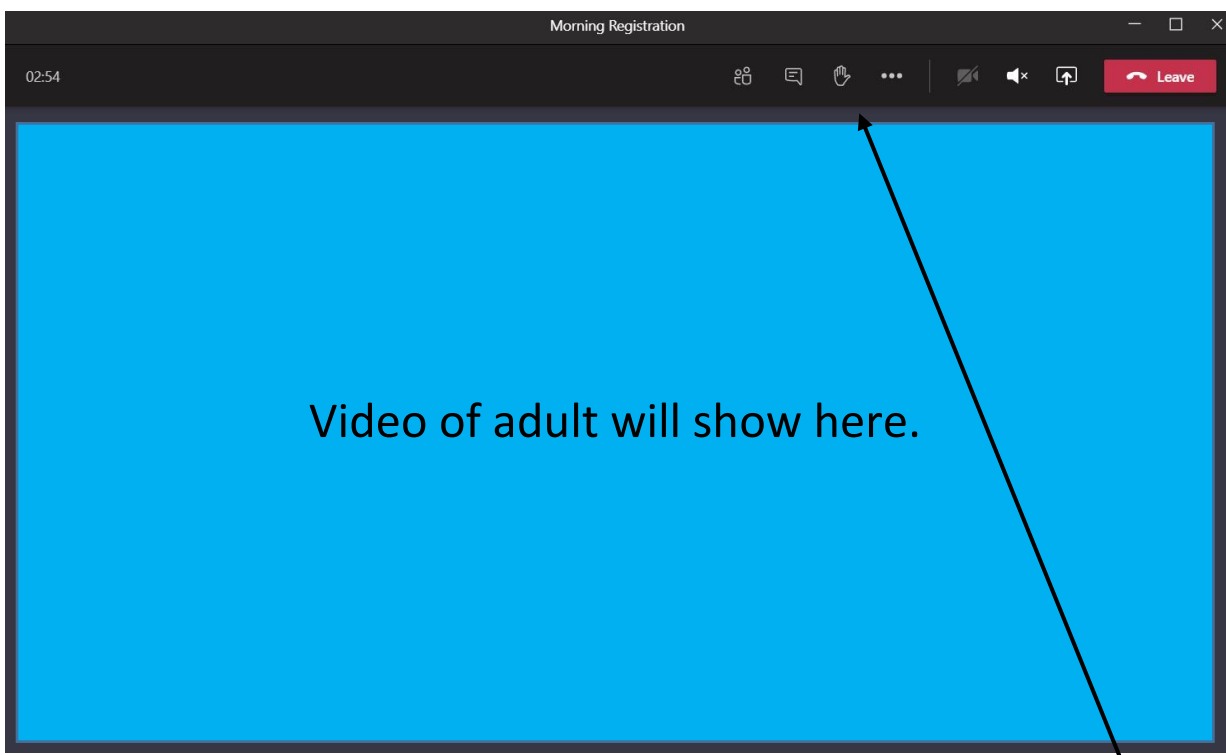
Your child's teacher may also allow children to "raise their hand" as they would in their classroom. This signifies to the teacher that they wish to ask something. Click again to 'put hand down'.

When the meeting ends, children should click 'leave'. The teacher may end the meeting before children get the chance to leave which will then end the meeting automatically for all children.

Viewing meetings after the 'live' meeting finishes:

We do ask that ALL families attempt to join the daily registration and learning clinics specific to their class. We have staggered these throughout the day to prevent any issues if sharing equipment at home.

Please note:

There are additional features within Teams that we may set up throughout the year, such as assignments and file areas but for now, we will continue to use Seesaw to distribute activities for children following their meetings with teachers.

We do ask that children **DO NOT** click buttons within Teams that have not been discussed within this guide. This will ensure that the software continues to run effectively and is accessible for all children learning remotely.

The South Hiendley Staff Team