


Children and Young People

Getting Started with Teams



Think about Teams as an online classroom. Your teacher will use this space to stay in touch, to share resources and to assign some activities. You can also use the space to ask questions and to meet with your teacher and classmates digitally. Here are some tips to help you make the most of Teams at home.

1. Logging In

You can access the online version of Teams by clicking [here](#), logging into Glow, selecting the  tab and then the 'Teams' tile. For easy access and to receive alerts about announcements and assignments for your class, download the

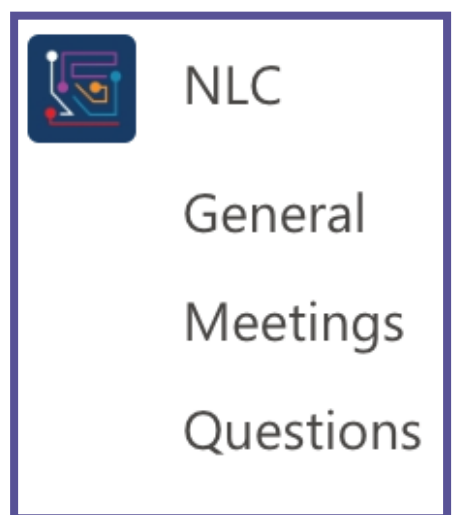


Office 365 desktop apps from the 'Download Office Now' tile and follow the instructions given [here](#). If you are looking to add Teams to your tablet or phone, click the Apple or Android icon. When asked for an email address, remember to type your Glow username + @glow.sch.uk.

2. Channels

Your Teams page may have different channels. They might, for example, include:

- General - A place for you teacher to post important information, share resources and set assignments.
- Meetings - A place to arrange and share video meetings.
- Questions - A space to contact your teacher with any questions. Please tag your teacher in your post (e.g. @Miss Smith) - this will send them an alert.



Use the  to set notifications and stay up to date.

3. Files Area

You will find Files at the top of any channel in your Teams page. Your teacher may use the Files area to share resources with you. They might also invite you to add something you have been working on here.



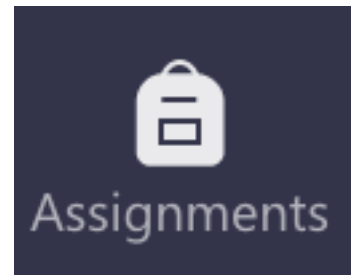
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4. Assignments

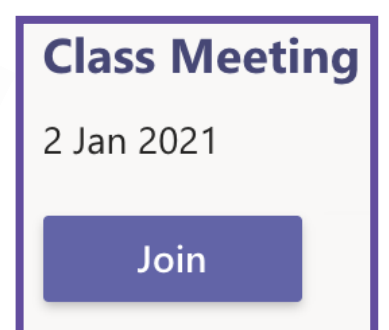
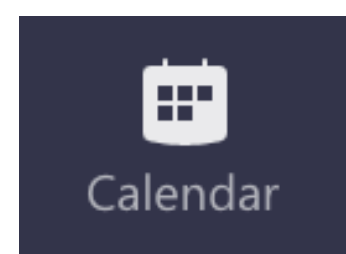
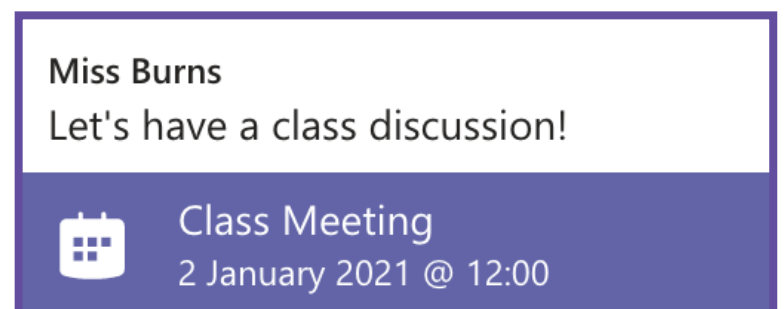
Teams can also be used to set and collect tasks digitally. If your teacher has set a task to be completed using Word or PowerPoint, for example, they may ask you to submit it through the Assignments tab. When you complete a task here, your teacher will be able to see your progress but remember to click 'Hand in' when you are done!



5. Going Live on Teams

With Teams, your teacher can arrange a class meeting through video call. If your teacher would like to meet, they will post a link with the date and time in one of the channels. When it is time, simply click join from this post or find the meeting in the Calendar tab and join from there. Your teacher will admit you to the meeting when they are ready to get started.

Your teacher may share a Teams contract so that you can read about what is expecting of you when taking part in live online learning. Be sure to check this out before joining in any class meetings.



5. Appropriate Use

Think of Teams as a digital classroom.

- You are responsible for making sure you check in regularly.
- It is a learning space. Keep posts sensible and learning focused.
- Be kind in the words and emojis you use.
- When choosing a display photo, make sure it is appropriate.

