

Microsoft Teams



Pupil Information Booklet

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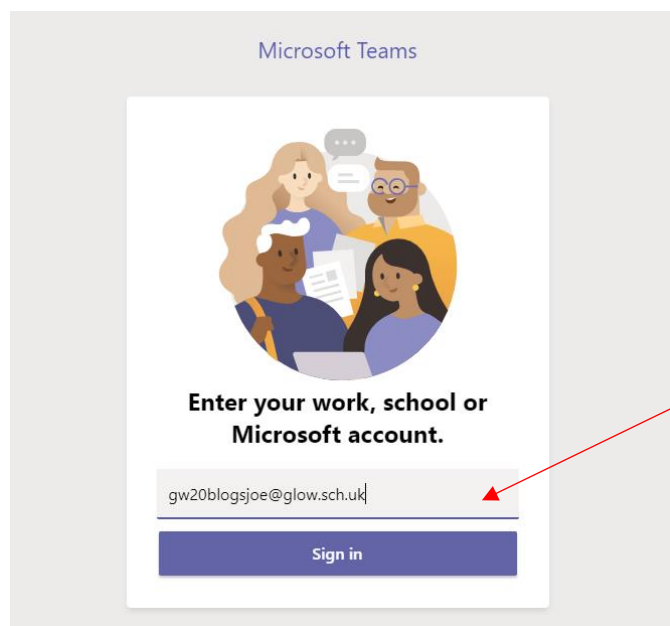
Downloading Microsoft Teams App

The Microsoft Teams App can be downloaded as an app to computers, tablets and mobile phones. Due to the global pandemic, schools and businesses across the globe are using Microsoft Teams. Therefore, accessing Teams through an app and not through a web browser can be more reliable.

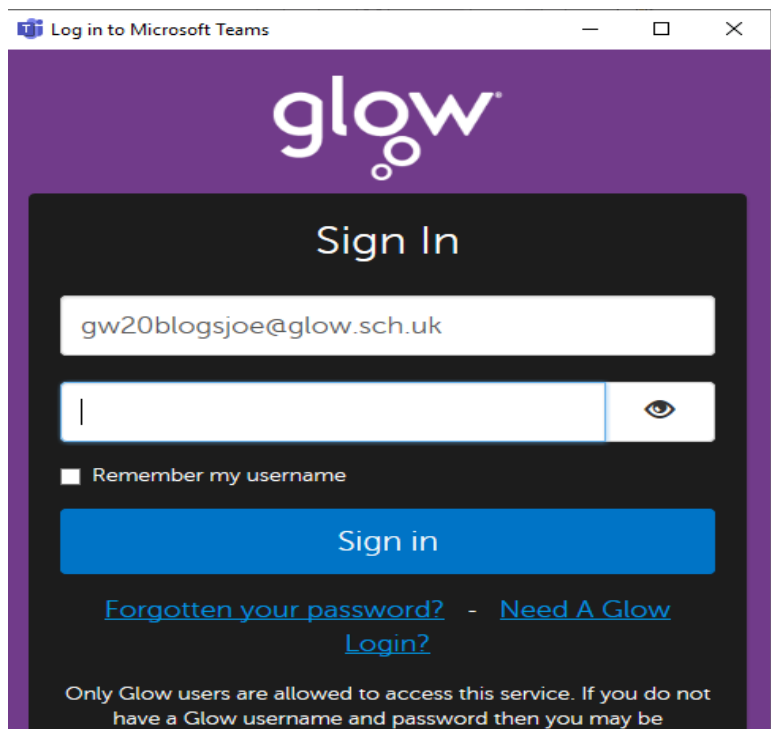
Using the Teams App also only requires you to log in once and therefore, you are not required to log in via Glow each time. Below are the steps for downloading the app and logging in for the first time.

Downloading on a computer

1. The Microsoft Teams desktop app can be downloaded by searching in google Microsoft Teams download. If using ipad. Phone or tablet it is via the app store.
2. Once the app has downloaded you will be required to sign in using the Glow email address (class teacher has provided) as a one off step. This is the pupil **username** with **@glow.sch.uk** added to the end. Click on the Teams desktop icon to launch the app and add the email address. Click sign in.

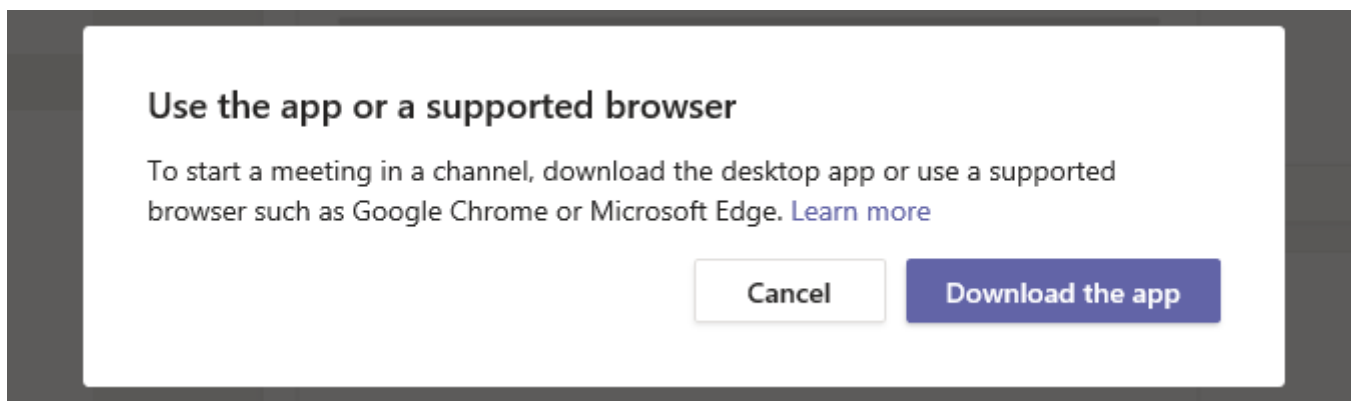


3. You will then be taken to the Glow sign in page. The password for the Glow account should be entered and sign in clicked. Teams will then be logged in on the desktop app. You are not required to sign in each time the app is opened unless you sign out.



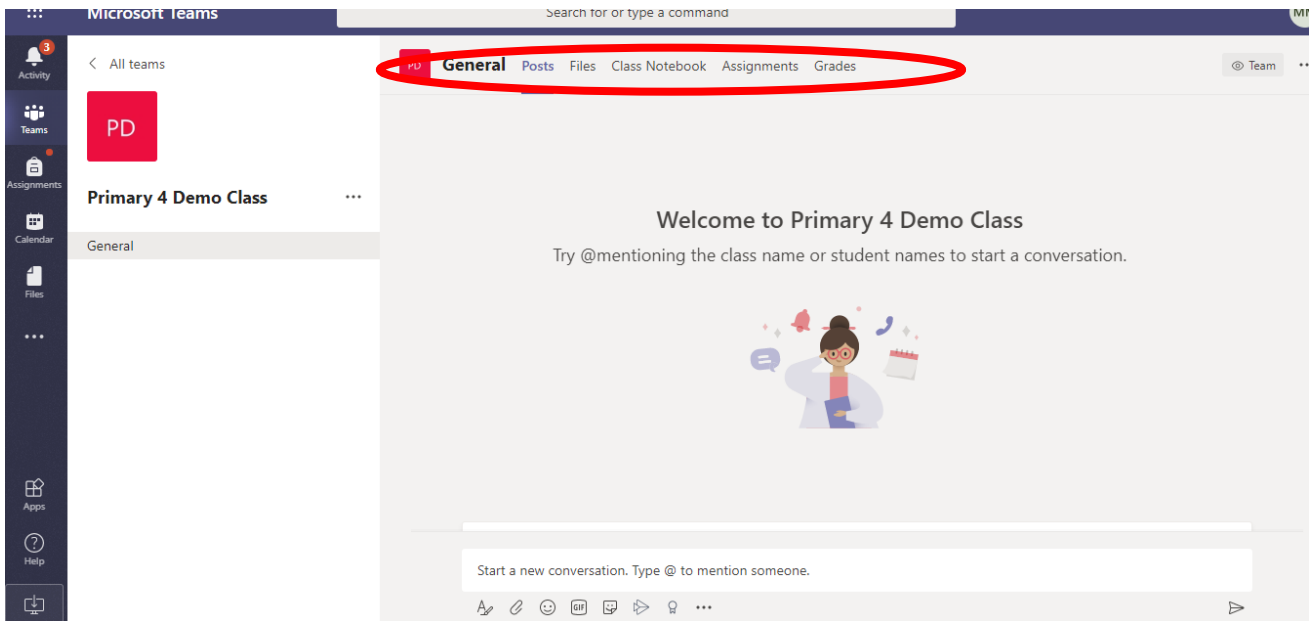
Download on tablets or mobile phones

The Microsoft Teams app can be downloaded from Apple App Store and Google Play Store for free. The sign in procedure is the same for both the desktop computer app and mobile app. Follow the steps above to log into a mobile device.

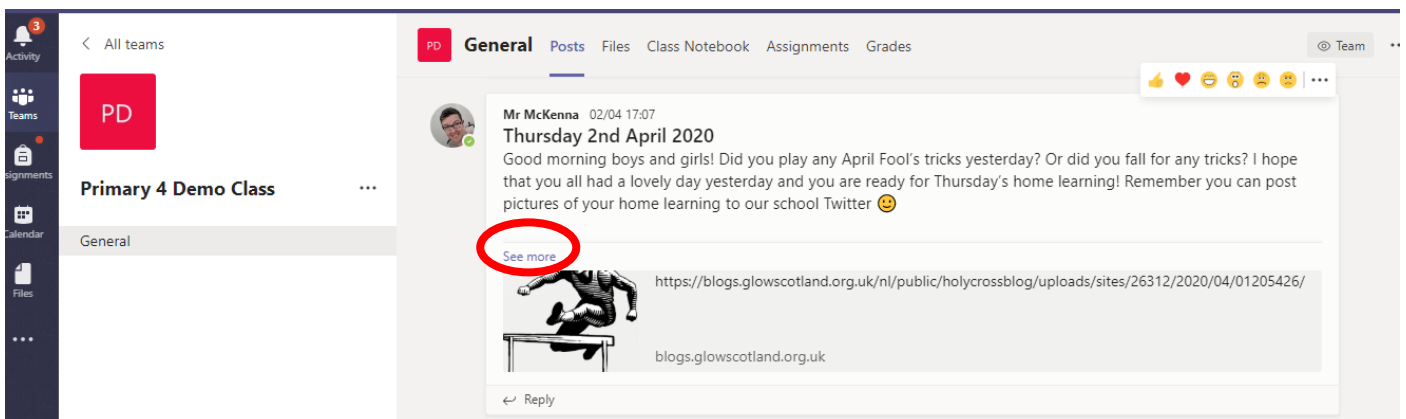


Inside Teams

1. Once inside the team you will see different sections along the top. The class teacher will post suggested activities in the 'Posts' section. Children will also be able to reply to teacher questions, quizzes or comment on posts in this section. The teacher may post links to other websites or attach resources which can be downloaded or opened online.

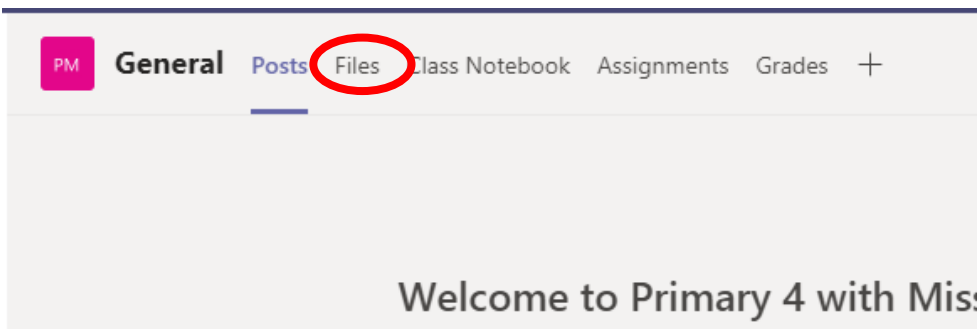


2. In this image you will see an example of a teacher posting suggested learning activities for the day. This is the same as what is appearing on the class blog. In order to expand the post so that all information can be viewed, click on 'see more'.



Accessing Files in Teams

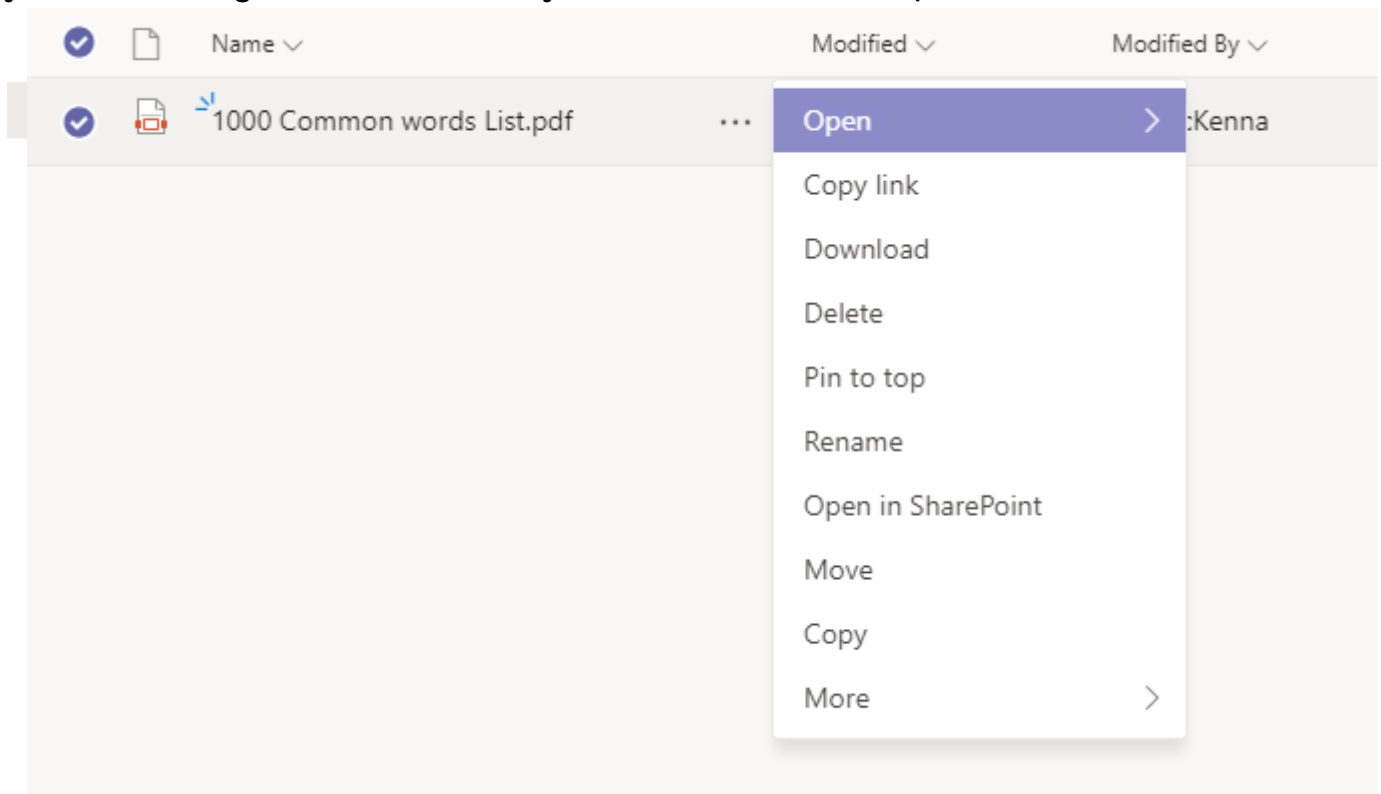
1. The files section of the team may also contain documents or resources that can be downloaded to be used at home. This section can be accessed by clicking 'files' from the options at the top of the team.



2. Click on the class materials folder to access the resources that the teacher **may** have uploaded here or to view previous learning activities. You will see a list of resources if any have been uploaded. To access and download files, hover the mouse to the right of the file until three dots appear. Click the three dots and then select download from the menu. The file will be downloaded to the device. To just view the

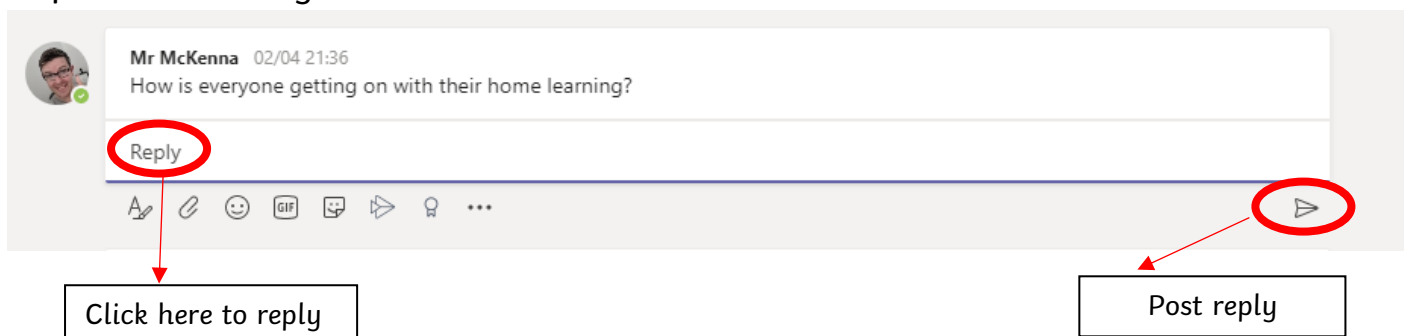


file online only, double click the file name and it will open.

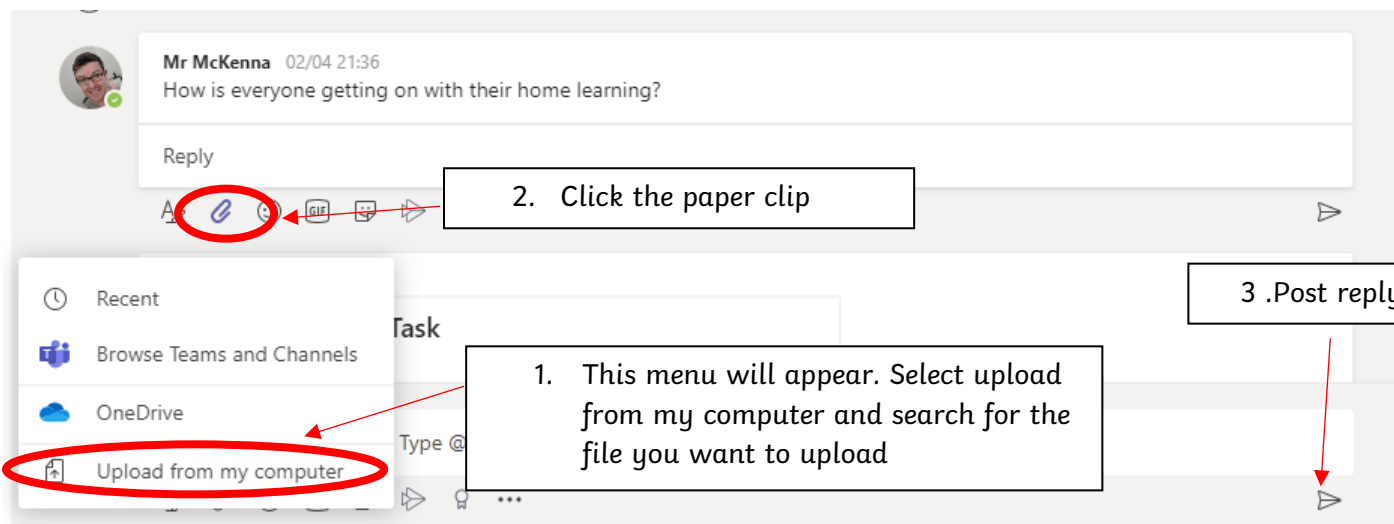


Responding to Posts

1. The class teacher may post questions to reply to in the 'Posts' area of Teams. To respond to the teacher post click reply, type the message and click the paper plane to post the message back.



2. Pupils may want to share some of your work with the teacher. Pupils can upload documents and attach them to their reply. To do this, click on the paperclip and select upload from device.



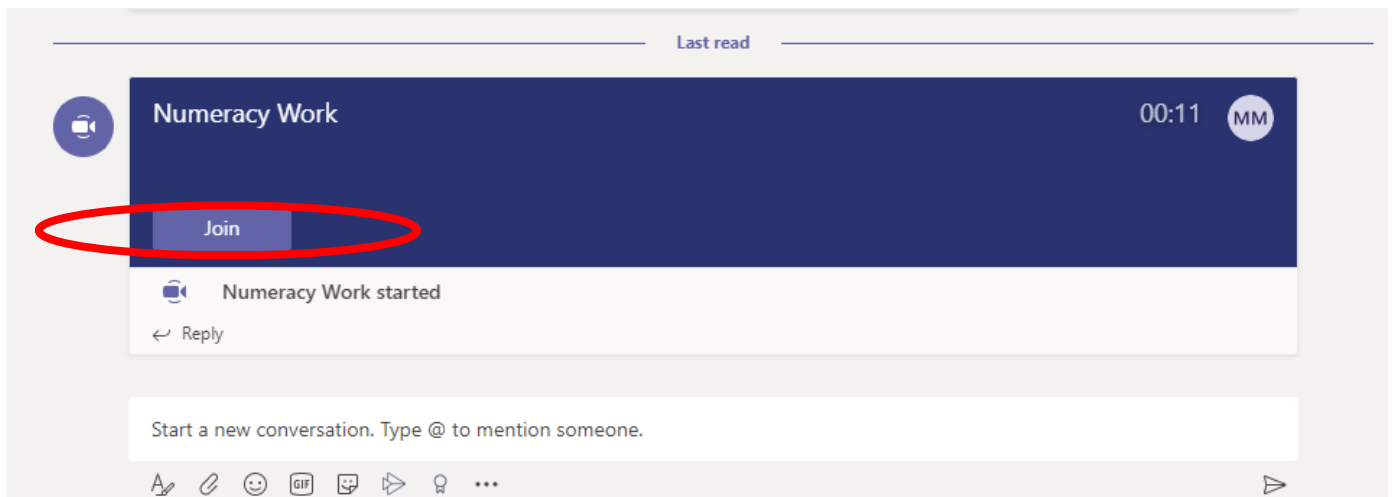
***All pupil comments are monitored by the senior management team. Pupils should be sensible at all times when using this function within Teams. Parents should not use this function to make direct contact with the class teacher.

Participating in Teams Video Meeting

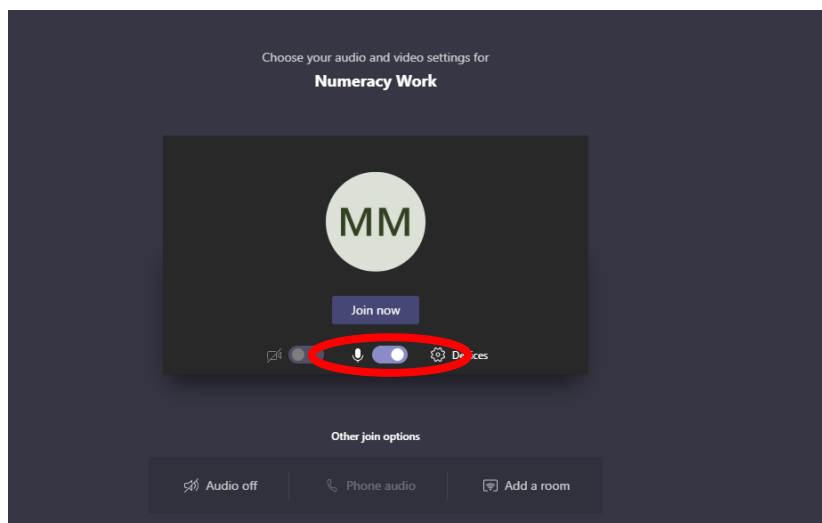
A member of staff may host a video conference call with the members of the team..

A member of staff may use this function to read to pupils, present an assembly or to share information. **However, it is most likely that all communication will be through the posts section.**

If a video meeting is taken place, a purple join button will appear on the 'posts' section of the team that the meeting is being held in. To join the meeting, you should click 'join now'.



Once the 'join' button has been selected, a box will appear with the meeting title. Turn the audio slider to off and click 'join now'. You will now be in the meeting.



If you have any questions/problems regarding login please contact us via the school app or on the following email address:

nlhigneym@northlan.org.uk