Microsoft "Teams"

Guide for Parents

(A step-by-step guide)

Contents

What does it do and why use it?

- Teachers can use it to set homework

- Students can get feedback on homework tasks

- Teachers can store any type of file for pupils to access for homework

- Frequently used websites can be uploaded for pupils to have instant access

- Free access to all Microsoft educational software (PowerPoint, Excel, Sway, Forms, Word, Outlook, etc...)

- Pupils can discuss classwork / collaborate on class projects

The purpose of this guide is to provide parents/ pupils with a <u>QUICK</u> guide through the basics in "Teams"

Phones / Mobile devices

Please see the 'Tablet – User Guide' for more information about using Teams on a smart device

1. Downloading "Teams"
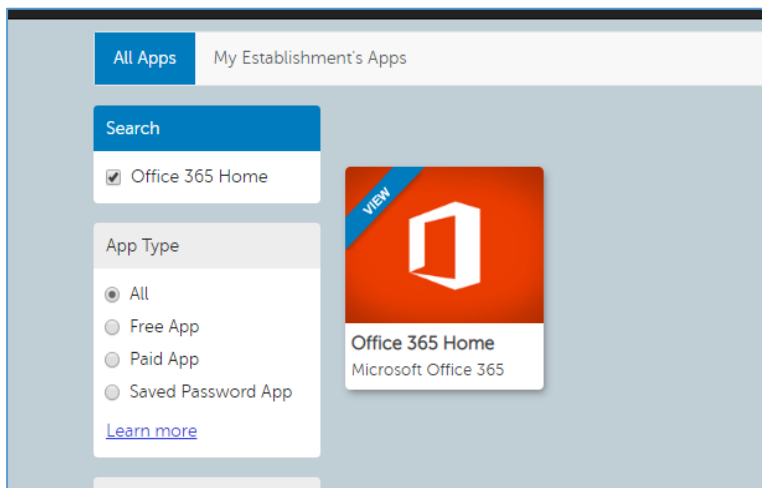
Students must first log into "Glow"

(*Please see "GLOW Guide" for instructions on how to do this*)

Click on 'Office 365 Home' icon and then 'Add to my Launch Pad'

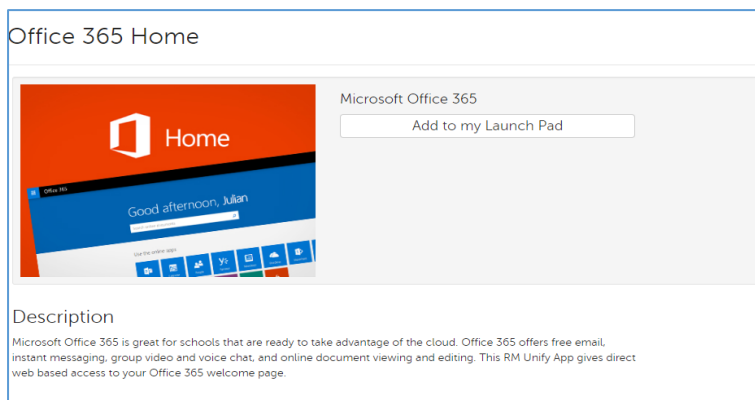Now go back to your 'Launch Pad' by pressing the button at the top of the page.

1.1

Click on 'Office 365 Home' icon and then 'Add to my Launch Pad'

1.2

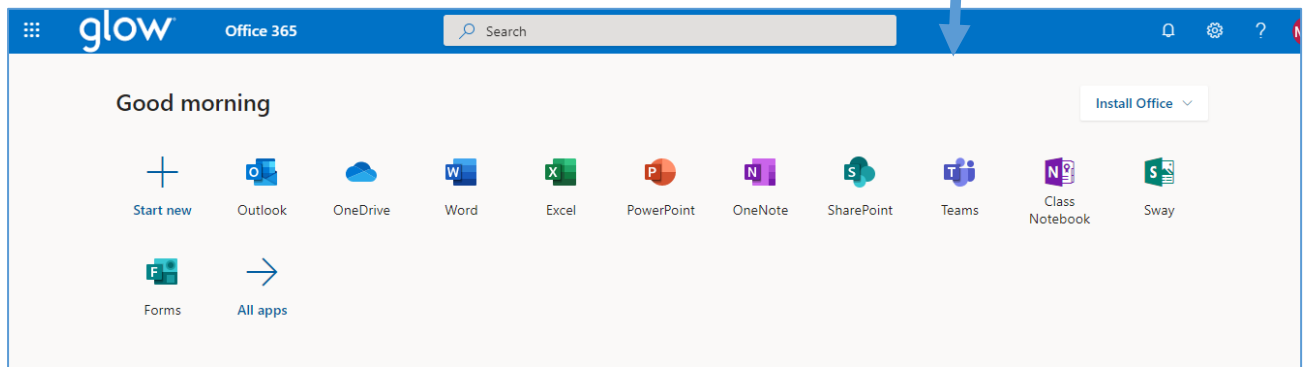Now go back to your 'Launch Pad' by pressing the button at the top of the page.

2. Accessing "Teams"

Click on 'Office 365 Home'

Within here pupils have access to a suite of options, i.e. Outlook (email), OneDrive (storage), Word, Excel, PowerPoint and **Teams** *(this can also be added to Launch Pad by searching in the App Library)*
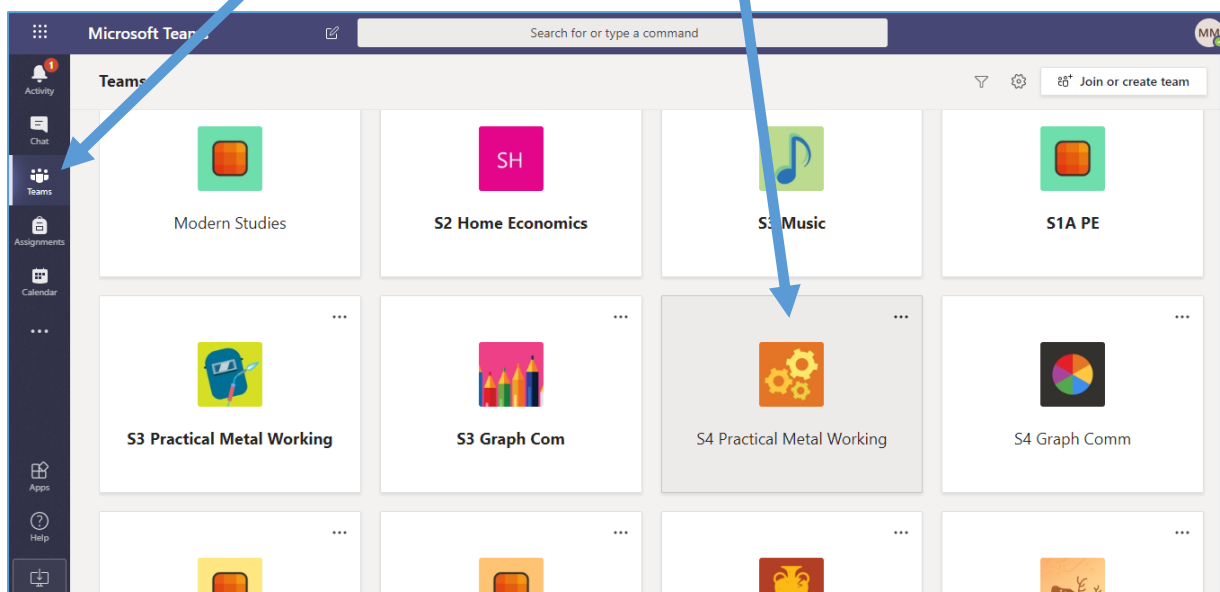
Click on Teams

2.1

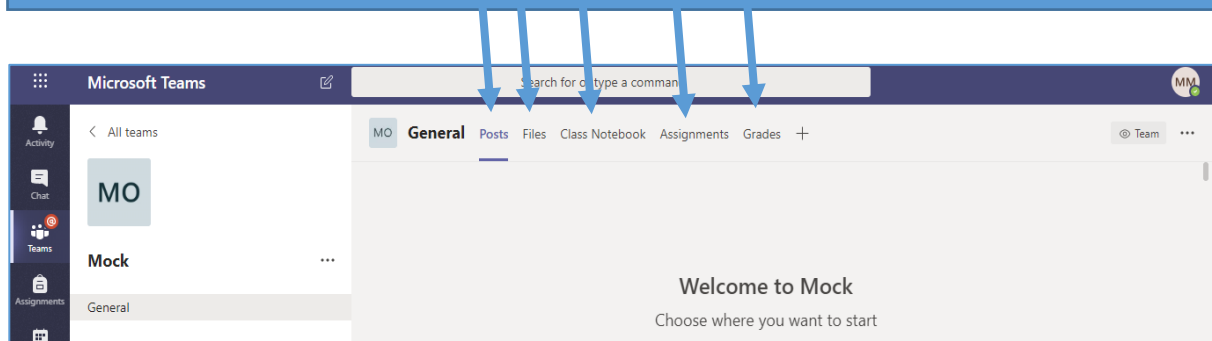Students will now be able to view the 'Teams' they have been added to by their teachers

Select the 'Teams' icon on the left hand side for all of the classes you have been added to

3. Using "Teams"

There are FIVE tabs running across the top of each class:
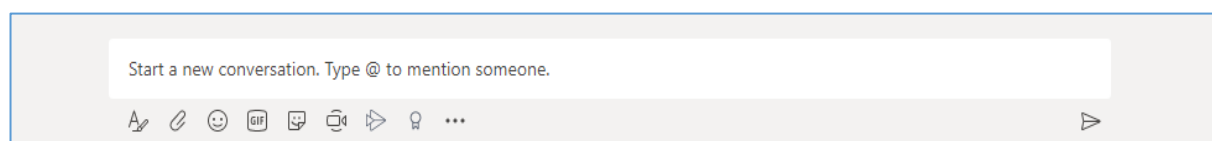
- Posts
- Files
- Class Notebook
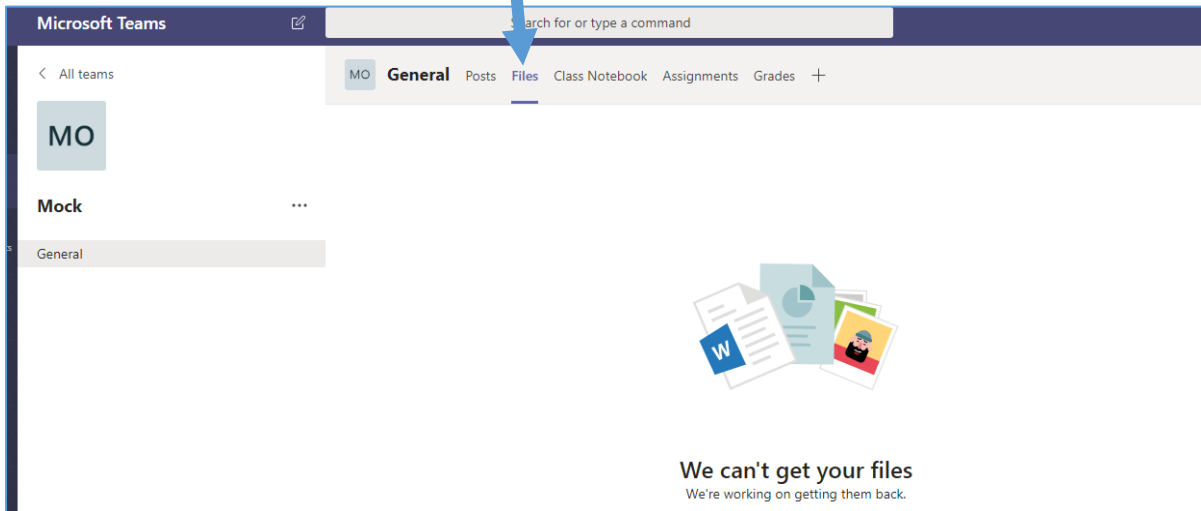- Assignments
- Grades

3.1 Posts

This tab allows everyone in the class team to chat. You can upload files, pictures, documents into your chat

Write your message where it says "Start a new conversation" and click on the send icon to send

3.2 Files

If you click on the 'Files' tab at the top of your class page, students can find any files teacher has uploaded
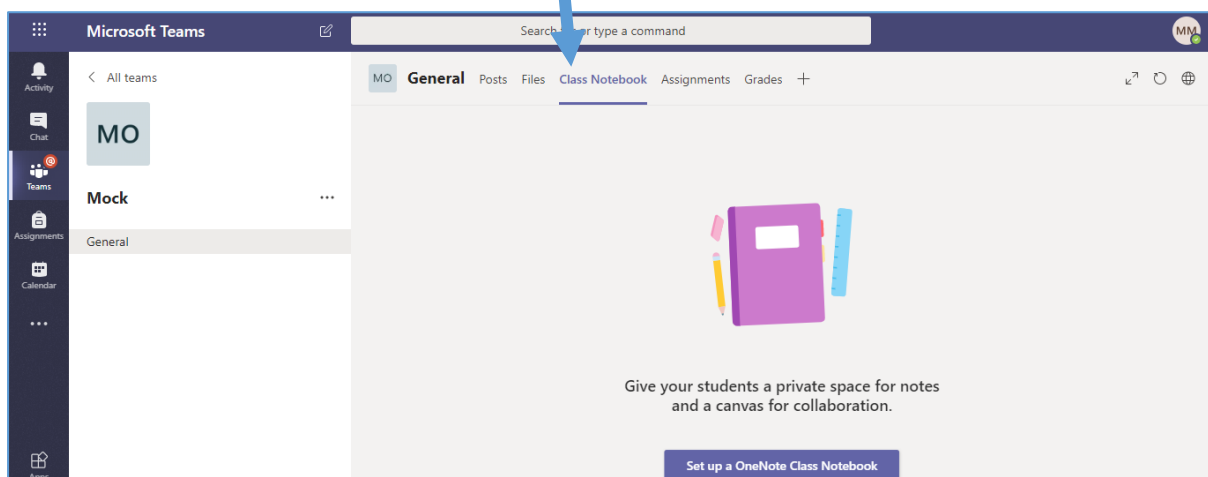

3.3 Class Notebook

Your Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

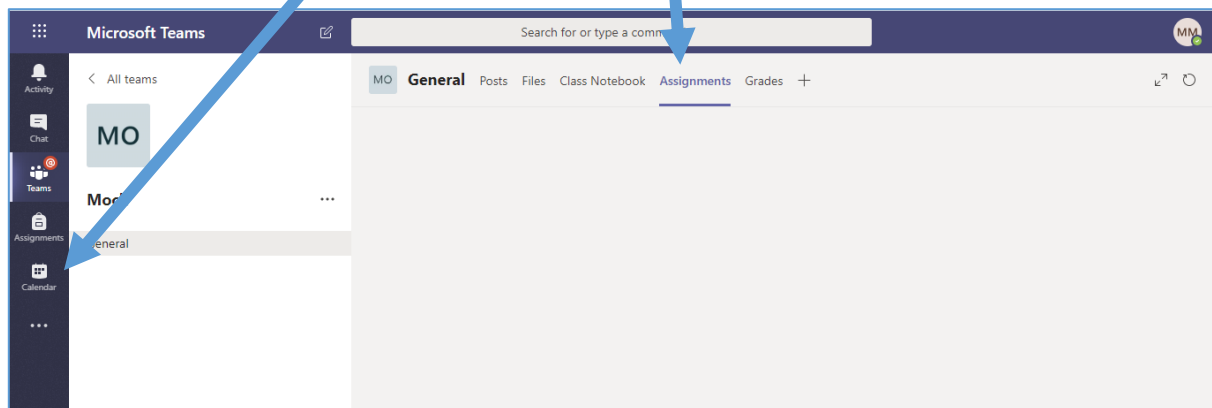Essential components of the OneNote Class Notebook experience:

- Student Notebooks -- a private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.
- Content Library -- a read-only space where teachers can share handouts with students.
- Collaboration Space -- a space where everyone in your class can share, organize, and collaborate.

3.4 Assignments

This is where homework is set, graded and then posted back to the pupil

Homework has many benefits for students including learning how to work independently, staying organised and taking responsibility for their part in the educational process.

It also gives pupils a chance to review the lesson and go over the material again.

3.5 Grades

Each of your class teams has a Grades tab where you can view assignments at a glance. Use the Grades tab to get an overview of your work and read feedback from your teacher.