

Microsoft Teams

A Parent's Guide





Aims

- Introduction to Teams
- Accessing Teams
- Main functions and how to use the app
- Online safety
- Your time to log in
- Questions



What is Teams?

We use MS Teams at INA as an online platform where children access all their home learning from Reception to year 13.



What does it do and why use it?

- Teachers can use it to set home learning
- Students can receive feedback on home learning tasks
- Teachers can store any type of file for pupils to access for home learning
- Free access to all Microsoft educational software (PowerPoint, Excel, Sway, Forms, Word, Outlook, etc...)
- Live video lessons and virtual parent meetings
- Teachers can also upload videos of pre-recorded lessons



Accessing “Teams”

Simply download Teams on your iPad, laptop or phone and enter your child’s credentials.

You will be issued a login for your child to access teams like the one below.

Username: b.forest2292@isaacnewtonacademy.org

Password: turtle25



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.



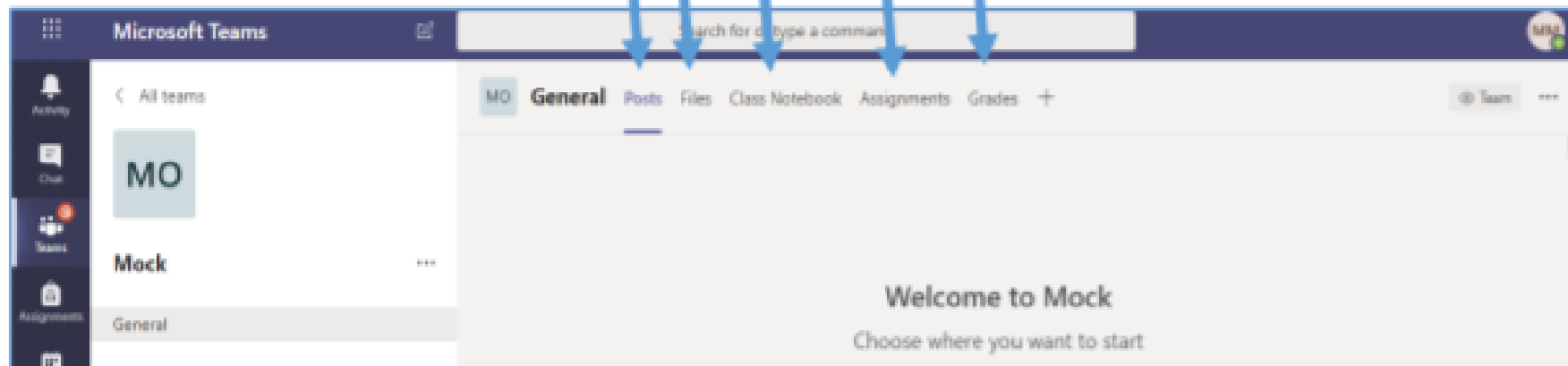
Home learning is set at **Friday at 4pm** and is due on **9am the following Wednesday.**



Using Teams

There are FIVE tabs running across the top of each class:

- Posts
- Files
- Class Notebook
- Assignments
- Grades





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

- Your child’s class teacher can start conversations or post messages reminders

- Your child can also do the same to ask or answer questions

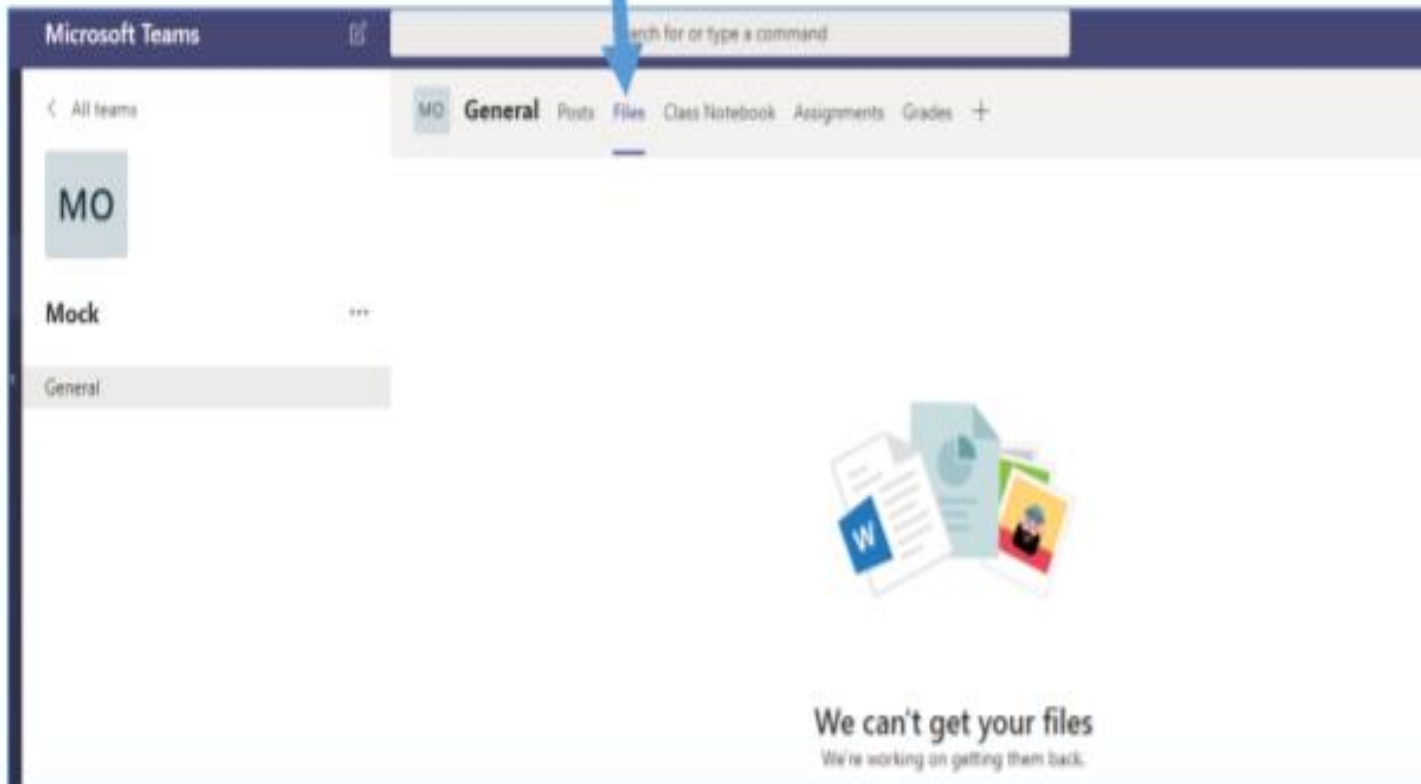
Start a new conversation. Type @ to mention someone.





Files

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



- Here your child will be able to find videos or files uploaded to support your child's home learning



How is my student's communication and activity monitored in Teams?



As a communication platform with specific features to support teaching and learning, Teams is a great opportunity for your child to build and practice digital citizenship alongside their academic learning.

Teachers have controls to manage settings during lessons, such as muting and deleting chats. Also, we have a safeguarding software scanning all the accounts 24/7, so trigger words in chat and posts send notifications to the school's Designated Safeguarding Leads to investigate.



Familiarising yourself with Teams



We recommend that you and your child familiarise yourself with Teams.

Encourage your child to log on and explore their class Team and its channels on a regular basis and use it independently to access home learning. This will ensure that, should your child need to work from home remotely or self-isolate along with their class, they will be confident in accessing and navigating their year group Team.



Any Questions?