

Microsoft Teams

A Parent's Guide



What is Teams?

Microsoft Teams is a digital hub that brings conversations, content, assignments, and apps together in one place, letting teachers create vibrant learning environments and build collaborative classrooms.

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
- 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
- Live video lessons and virtual parent meetings
- Teachers can also upload videos of pre-recorded lessons

1. 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

**NOTE TO PARENTS* As this is only a temporary password, at some point you should consider changing the password to something more memorable. You can do this in the settings.*

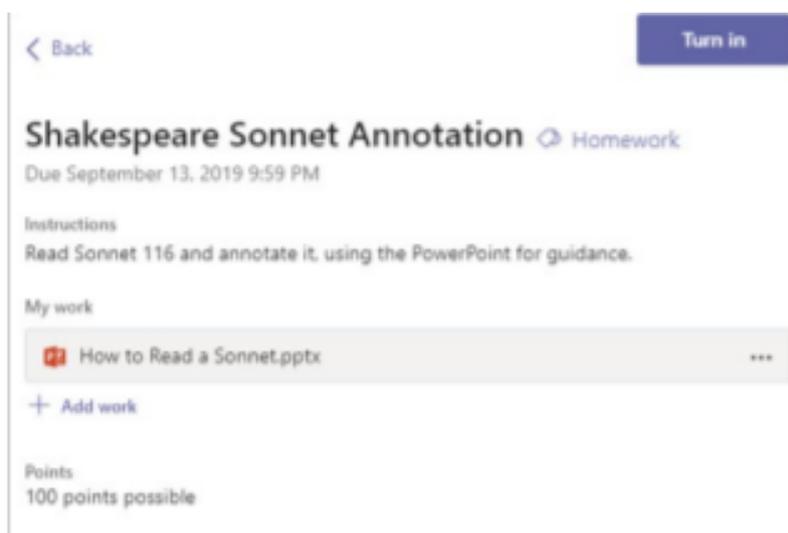
2. Assignments

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.



2.1 Turning in assignments

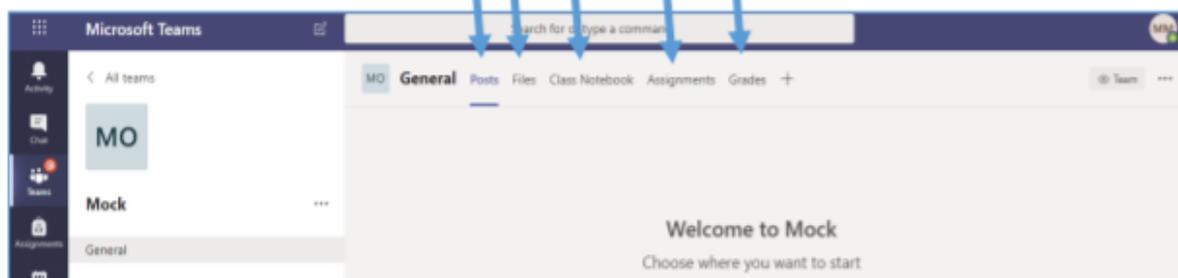
Your child can turn in their assignments by navigating to the Assignments tab in the **General** channel of their class team, then selecting an assignment. They can attach any appropriate work and select **'Turn in'**.



3. Using Teams

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

- Posts
- Files
- Class Notebook
- Assignments
- Grades



3.1 Posts

Teachers at INA use this like a virtual notice board for the class. Messages such as 'Reminder to bring in your junk modelling for a project'. This function is public, so all teachers and children linked to this class will see the messages posted here.

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

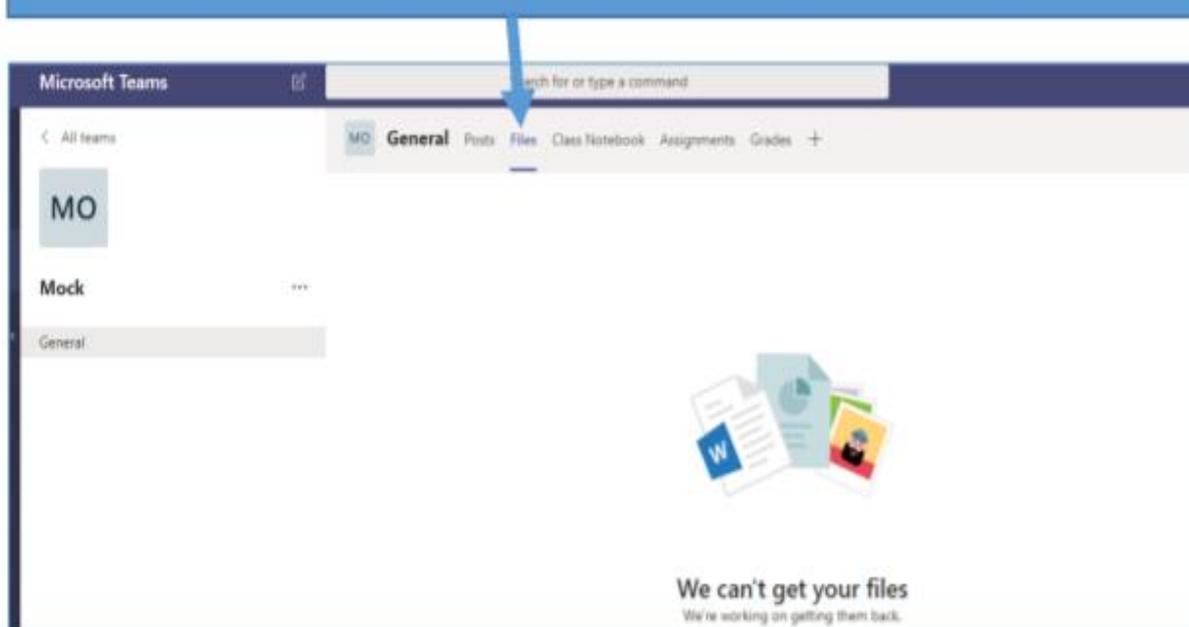
Write your message where it says "Start a new conversation" and click on the send icon to send



3.2 Files

This is where you can find files uploaded by the class teacher such as videos and letters.

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



3. 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.