

## Distance learning with Teams: Guidance for parents and guardians

Microsoft Teams is the new place where home learning will be set and completed.

You can access Teams by logging into your child's Office 365 account.


How can my child log into their Office 365 account?

Children can log into their school accounts at [office.com](https://office.com) using their school login details provided, where they'll have access to Microsoft Teams, Word, PowerPoint, Excel.

Alternatively, Microsoft Teams can be accessed on a tablet or phone via the **Teams app** (available at the App Store or Play Store).

### **How do I find my child's class team page?**

#### **Sign in to Teams**

1. Open [Office.com](https://office.com) and sign in with your school email and password.
2. From your Office.com homepage, click on the **Teams** app.
3. Select **Teams**  in to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one class team tiles.
4. When you see your class tiles, click on one to start connecting with your teacher and classmates!


OR

1. Open the **Teams** app on your phone or tablet
2. Sign in with your school email and password.

3. If your teacher has already set up the class team and added you, you'll see your class team tiles.
4. When you see your class tiles, click on one to start connecting with your teacher and classmates!

### **How do I find my child's home learning?**

With the **Assignments** app built into Teams, your child can see work their teachers have assigned them and submit that work.

1. Open the **Teams** app as above.
2. Click on the **Assignments** tab
3. The learning your teacher has set should now appear on the screen.
4. Click on the appropriate lesson and you will be given instructions how to complete it.
5.  click on this symbol if you would like the **immersive reader** to read the instructions for you.
6. You may be asked to complete an online quiz, watch a video or upload your learning by clicking on + Add work.

### **How do I hand in my child's home learning?**

This will depend on the type of work that your teacher has set.

#### **My teacher has set a quiz**

1. Complete the quiz by answering all of the questions
2. Click submit
3. Your quiz answers will automatically be sent to your teacher

### **My teacher has set learning to complete in my home learning book**

1. Complete the learning in your home learning book
2. Ask your parent to take a photograph of your learning using a tablet or smartphone.
3. Go back into Teams and click on Assignments
4. Click on the assignment you have been working on
5. Click on +Add Work
6. Click on upload from this device
7. Choose the correct photo(s) and click select
8. When you have added all of your work click on HAND IN
9. Your work will now be sent to your teacher

### **How does my child send a message to their teacher?**

Messages are really useful if your child is stuck on their work or if they would like to send through additional work that they have completed.

This line of communication could also be used by parents who want to contact the teacher directly as an alternative to email.

1. Open the **Teams app** using a tablet or smartphone as above
2. Click on **Chat**
3. Start a new chat using the **purple button**
4. Click on your teacher's name
5. Write a message and click the **purple arrow** to send
6. Your message will be sent to your teacher

We understand that this is a new system for parents, children and teachers to understand. If you have any problems or you need further clarification please email your class teacher in the first instance.