

This guide was produced by Gary Roper from Christ Church (CE) Lichfield.  
Thank you for sharing.

# **An introduction to Microsoft Teams for Parents and Children**

## **Supporting Remote Learning**

## How to access Microsoft teams

Teams can be accessed from the web browser, a desktop application or a mobile app.  
<https://teams.microsoft.com>

**Download Microsoft Teams for your desktop or mobile:**

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

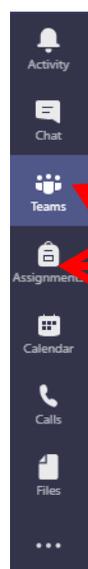
## Signing In



Children will log into Microsoft teams with their username and password (provided by their teacher once the platform is launched).

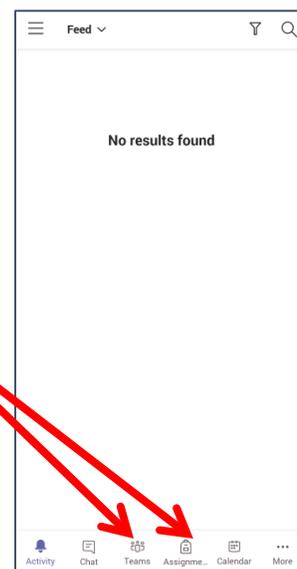
## Navigating Microsoft Teams (desktop & Mobile)

Primary navigation appears on the left hand side of the screen (bottom on iPad and mobile devices) and includes the following icons: Activity, Chat, Teams, Assignments, Calendar, Calls and Files



Desktop website/app

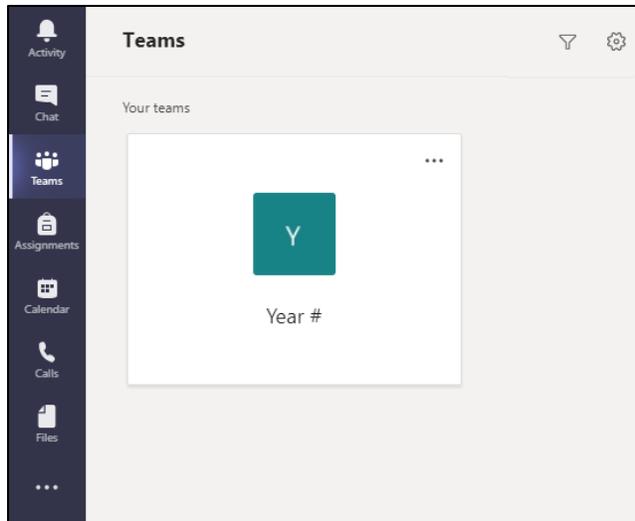
Children will mainly use the teams and assignments options



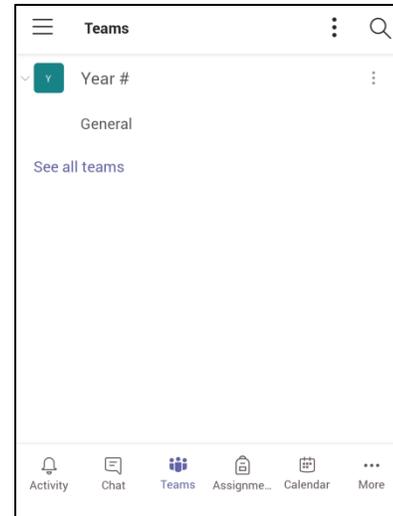
Mobile/iPad app (may vary on different devices)

## Teams

Children will be part of a (Year group) team. To see which teams they are part of the children should click on the 'teams' icon.



Desktop website/app



Mobile/iPad app (may vary on different devices)

Clicking on the Team will allow the following options to be selected.

<b>Posts</b>	This is where your child's teacher can post general information
<b>Files</b>	A place where previous files that have been shared can be seen.
Class Notebook	A class notebook where children can collaborate <b>(not used)</b>
<b>Assignments</b>	Lessons, homework and activities set by class teachers
Grades	Points/Grades for assignments which will be displayed here. (not used)

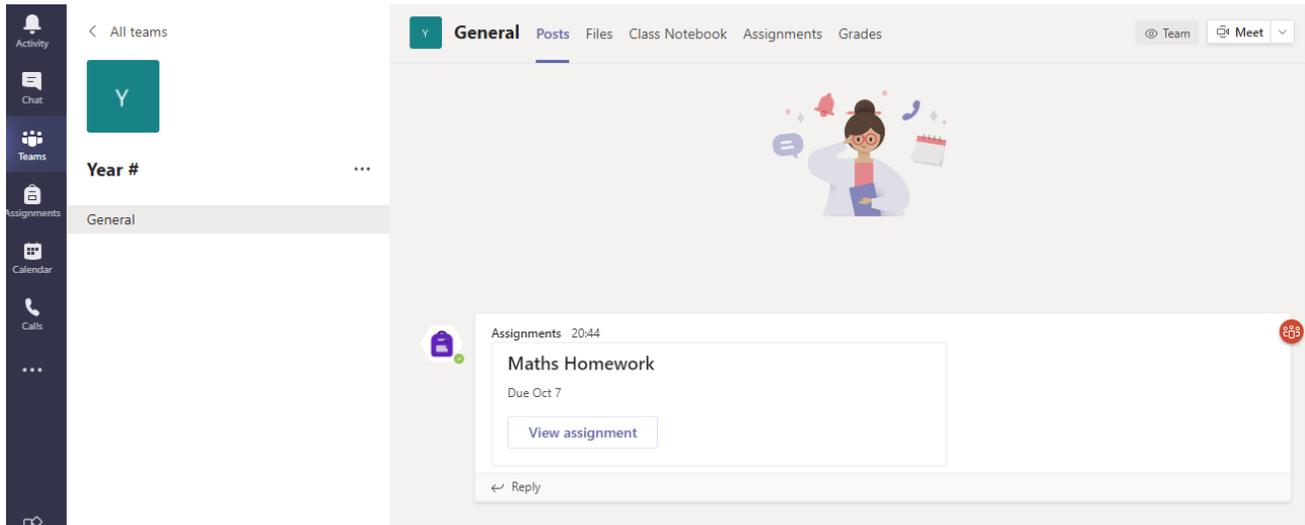
At our school we will mainly use the **Posts**, **Files** and **Assignments** options

**If no teams are available, please let your child's teacher know.**

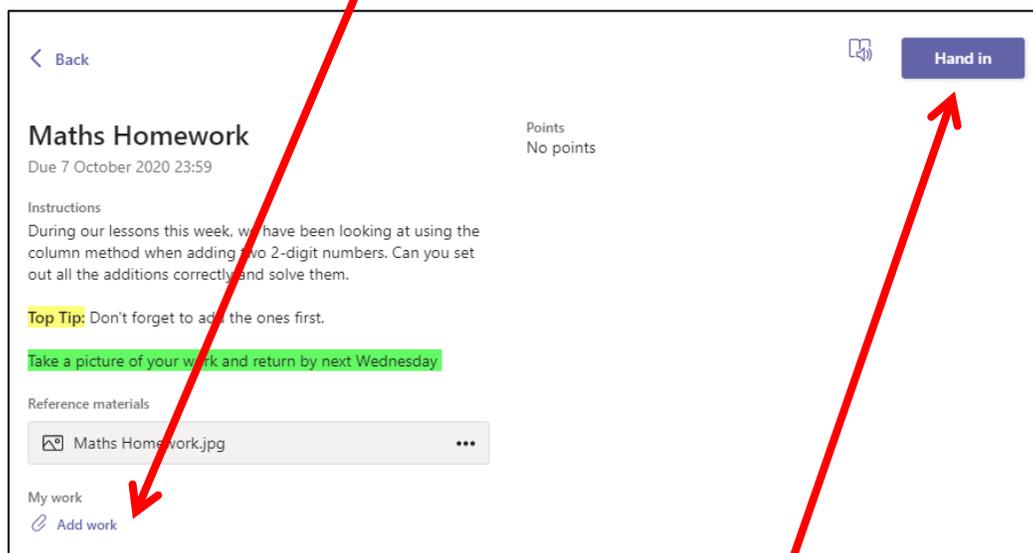
## Assignments

Assignments will initially be used to set homework for children but will eventually be used to deliver remote learning if required.

In the example below you can see that a Maths Assignment has been set. It has appeared in the **Posts** section but can also be accessed through the **assignments** tab.



Clicking on **View assignment** will allow you to view the instructions, resources (including any video links) and also allow you to **add your work** for marking. You can **add work** from your device in most file formats.



Desktop version (mobile/iPad app shows the same details)

Once Completed, hand in your work by pressing the **Hand in** button.

## Receiving Feedback

After the work has been handed in, your child's work will be sent to the teacher for marking. They will receive a positive comment on their work and it will be **returned** to them for viewing.

*In the example below, the child has attached a picture of their written calculations for review. The teacher has then looked at the work and given a positive comment.*

### Maths Homework

Due 7 October 2020 23:59

**Feedback**  
Brilliant work. All correct! You have shown a good understanding of column addition.

**Points**  
No points

**Instructions**  
During our lessons this week, we have been looking at using the column method when adding two 2-digit numbers. Can you set out all the additions correctly and solve them.

**Top Tip:** Don't forget to add the ones first.

Take a picture of your work and return by next Wednesday

**Reference materials**

Maths Homework.jpg

**My work**

My Answers.JPG

[Add work](#)

**Thank you for taking the time to read this guide**