

## **Microsoft Teams Guidance for Children and Parents**

All children have their own unique email and password.

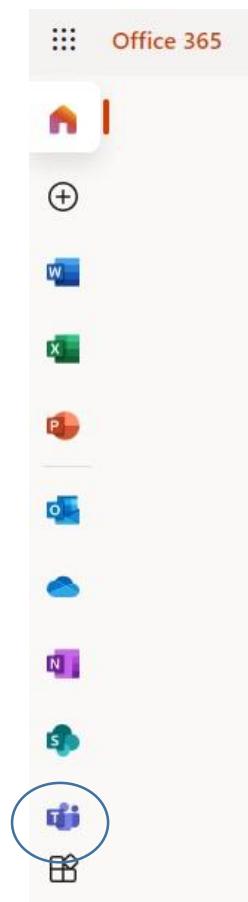
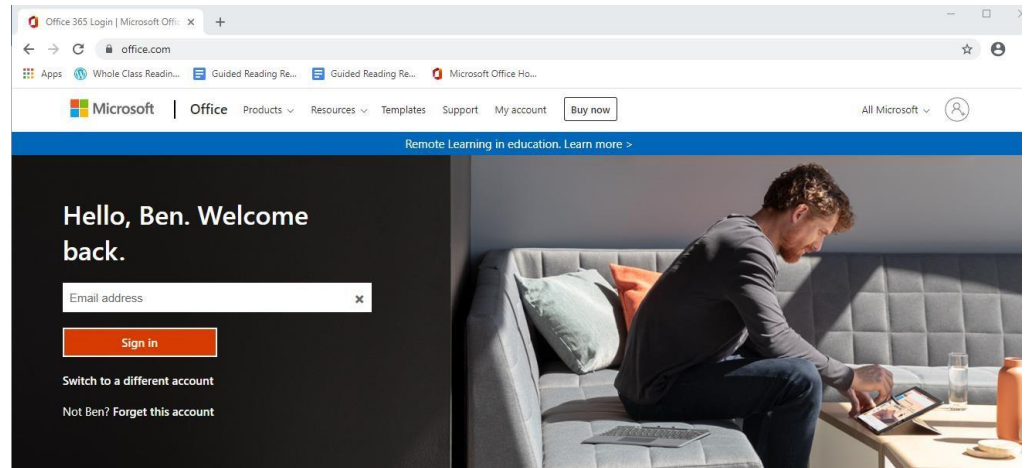
For example [20BSimpson@@tgs.nor.olicatschools.org](mailto:20BSimpson@@tgs.nor.olicatschools.org)

This will be used to access Microsoft Teams and their email on outlook 365

### **Accessing Teams on a Laptop or PC**

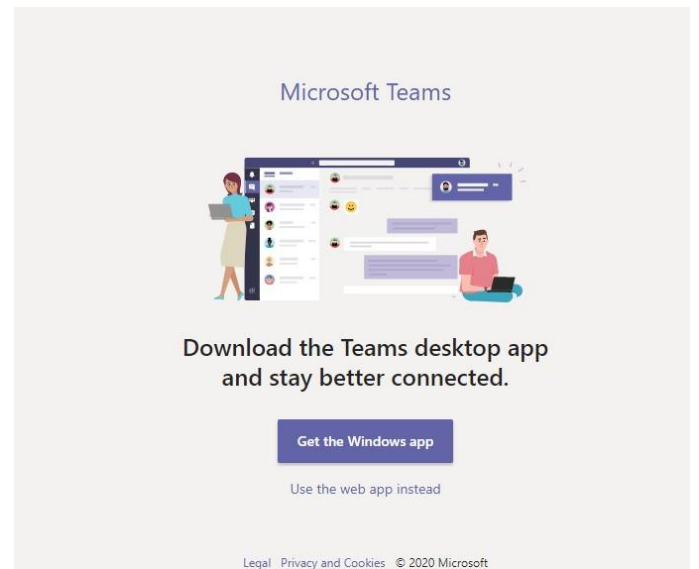
On the web browser (Chrome, Internet Explorer, Safari etc), type in [www.office.com](http://www.office.com)

Then type in your email and password.

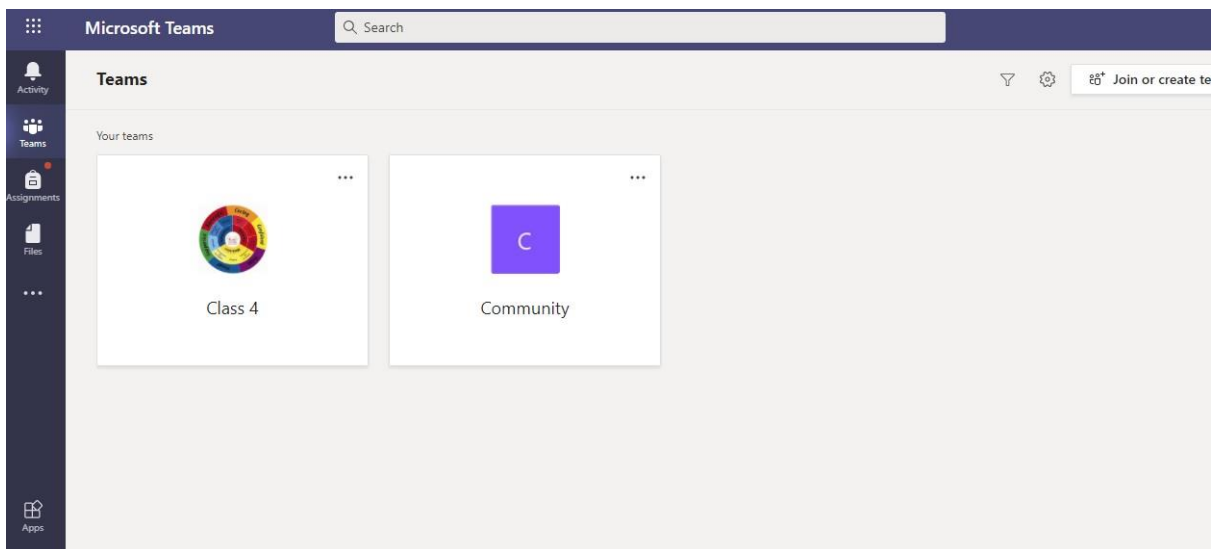


You will then be in Office 365. On the left hand side of the page there will be the Teams icon that you need to click on. See the circled icon.

A message will then appear asking you if you would like to access Teams on the browser or in the app. I would recommend accessing it through the app so it always appears on the computer for future use. You will need to download the app at this stage.

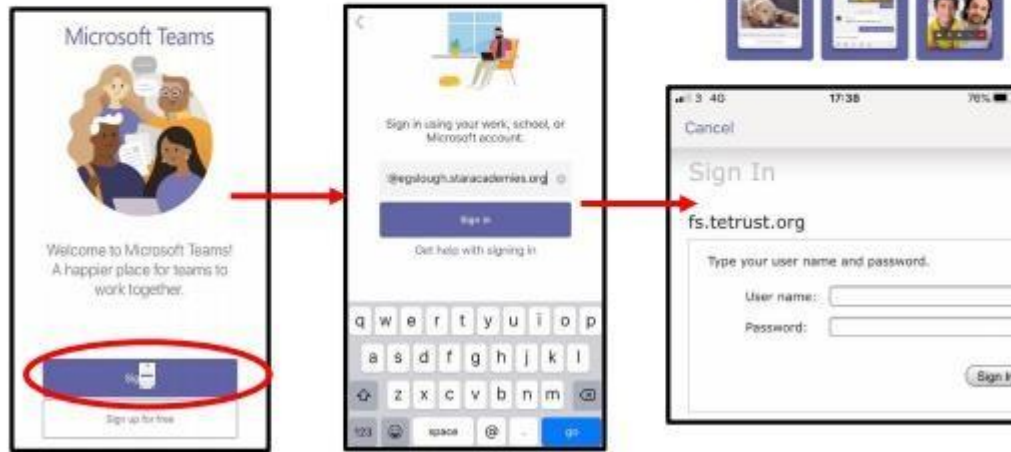


This is the home screen for Teams.



## **Accessing Teams on an Tablet or Phone:**

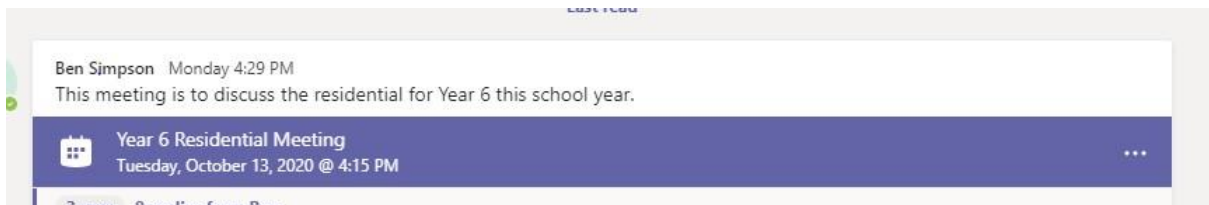
The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Log in using your email and password as mentioned previously.

## **Using Teams to access live lessons:**

Click on your Teams and you should see a notification for a meeting. We will be using these meetings for our live teaching of lessons.



Click on the meeting at the time the meeting is set and then click 'join.'

You will then join a meeting.

## **Protocols when in a Live Session**

- Ensure your microphone is muted, only unmute if asked to do so by the teacher.
- Only you can take part in the lessons. Parents and family members must not ask questions.
- If you need to ask/respond to a question, use the 'Raise Hand' function to get the teachers attention.
- Lessons will be recorded. Please contact the office if you do not permit your child to be recorded.

## What to expect when you join Teams meeting join screen?

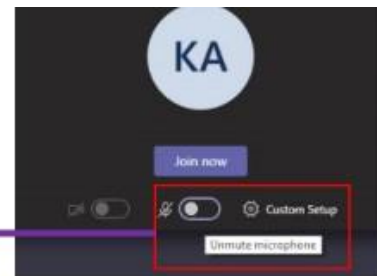
You will be presented with a start-up meeting screen. This allows you to configure your meeting controls before you join the meeting.

You will be presented with some **meeting controls**. At this stage you can choose **whether or not to turn on your computer's camera and microphone**.

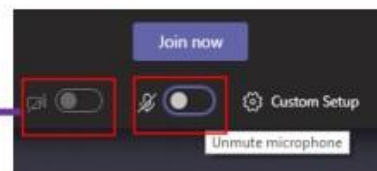


### Unmute microphone

Hover the mouse to the right and you will get 'unmute microphone' and the mouse will change to a hand shape, right click mouse button.

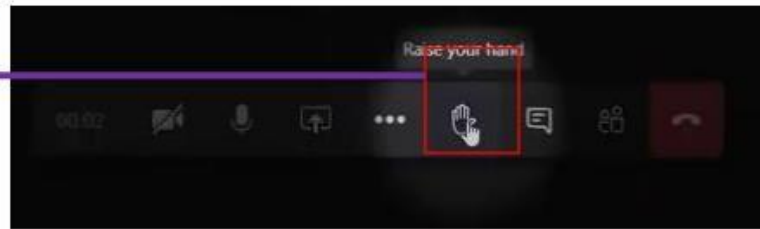



You can do the same for video camera to be switched 'on' or 'off'



## 'Raise your hand' and putting questions in the chat

During the meeting you can click this icon to 'raise your hand'. This shows to the teacher that you have digitally raised your hand. This is useful when you need to ask a question.

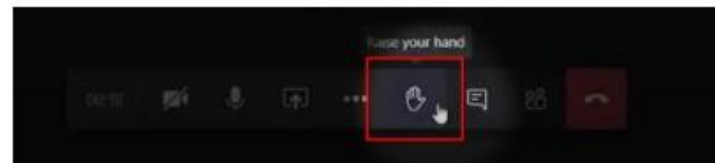


Your teacher will see a raised hand on the screen with this symbol  and by your name



## Lower your hand

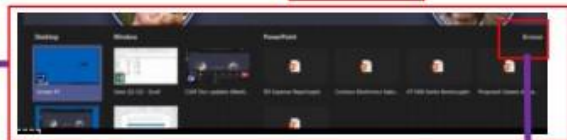
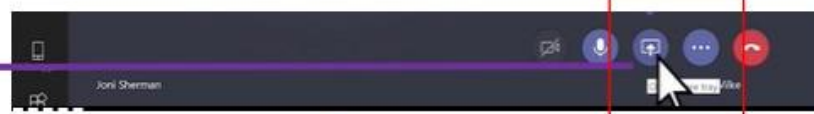
If your hand is raised then hover your mouse on 'Raise your Hand' to lower your hand



## Sharing your screen

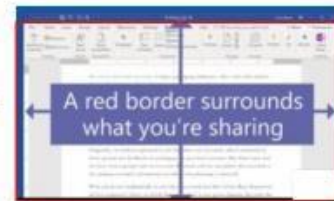
Select **Share** .

Select what you want to share:  
**Desktop** lets you show everything on your screen.  
**Window** lets you show a specific app.  
**PowerPoint** lets you show a presentation.

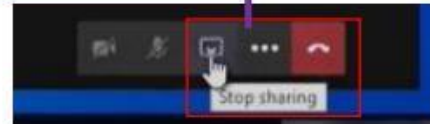


**Browse** lets you find the file you want to show.

After you select what you want to show, a red border surrounds what you're sharing.



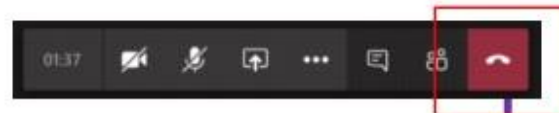
Select **Stop sharing** to stop showing your screen.



During a lesson the sharing screen function will be disabled for children participating.

## End the Team Meeting

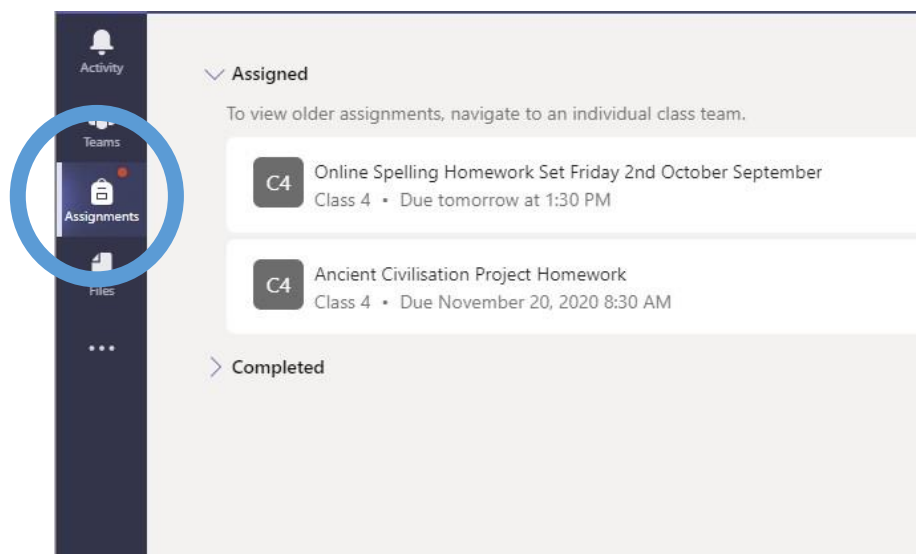
To end the meeting you need to **'Hang up'**



### Assignments:

Staff will be setting assignments and quizzes on Teams to support and develop learning.

To access assignments set by the class teacher, click the assignment button. You will then see the assignments that are currently set.



An assignment will be used to share a link to a video, worksheet, set a task, give an instruction, give a link to a website and more. Children will view the assignment and then complete a task based on this. They can then upload a

photo or document of the completed task. To do this you click on the 'add work' section and then you can upload from there.

## Online Spelling Homework Set Friday 2nd October September

Points  
No points

Due tomorrow at 1:30 PM

### Instructions

Log into Edshed and complete this weeks spelling assignment. Complete the games for at least 30 minutes.

### Reference materials

<https://play.edshed.com/en-gb/login>

My work

 Add work

When children have completed the task and uploaded a photo or document, they need to click hand in or 'turn in.'



Turn in

2nd October

Points  
No points

Complete the games for at

...

Teachers may also set a quiz to complete. This will also be in the assignment section.

# Year 6 Maths Quiz- Homework set Friday 2nd October

Due tomorrow at 1:30 PM

Instructions

None

My work



Year 6 Maths Quiz- Homework set Friday 2nd October (Class 4)



You need to click on where it says 'My Work'. This will then open up a quiz form where there are questions to answer.

## Year 6 Maths Quiz- Homework set Friday 2nd October (Class 4)

Complete the quiz based on your learning this week.

Hi Ben, when you submit this form, the owner will be able to see your name and email address.

1

$$30,594 + 15,423$$

Enter your answer

When all the questions are completed, click 'submit.'



9

A machine prints 92 labels every minute.  
How many labels will it print in three-quarters of an hour?

Enter your answer

Submit

Teachers can then give feedback when assignments and quizzes have been completed and handed in.

[Back](#)



[Return](#)

## Year 6 Maths Homework- Set Friday 18th September

Due September 25, 2020 1:30 PM

### Instructions

Complete the quiz and then submit it.

### My work



Year 6 Maths Homework- Set Friday 18th Sep ...

### Feedback

Great work t. 2CPS points!

### Points

0 points possible