



A Guide to using Microsoft Teams at Berkswich

For Children and Parents

What is Teams and why are we using it?

Microsoft Teams is a collaboration tool provided by Microsoft as part of their Office 365 service. Teams provides excellent video communication tools alongside very powerful document management and will provide Berkswich with an excellent platform to manage Homework and any remote learning requirements. All children will be provided an email address and password that will grant them access to Teams along with the online versions of Word, Excel and Powerpoint.

To Access Microsoft Office and Teams;

1. In a web browser navigate to <https://www.office.com> and click "Sign In"
 2. When prompted enter the email address and password provided to your child.
 3. Once logged in the available Microsoft programmes will be listed on the left
- ✓ We recommend accessing it on a laptop, computer or tablet.
 - ✓ If your child has access to an iPad or Android tablet then they can download the Microsoft Office Apps and sign in using their email and Password.

Logging in

- ✓ All children will receive an email address in order to login to Microsoft Teams.
- ✓ Go to office.com and log in there.
- ✓ All the children will have access to Microsoft Teams, Word, PowerPoint, Excel and other Microsoft programmes.
- ✓ Although this can be accessed on a mobile device, we recommend accessing it on a laptop, computer or tablet.

How does my child join a team? How do they know if they're part of their class' team?

- + Once your child has successfully logged in then they should take a few moments to explore Teams and see the class teams they're in. Students will receive an email notification when they've been added to a team or when they have a live lesson.

Screen shot when I can login as one of the children

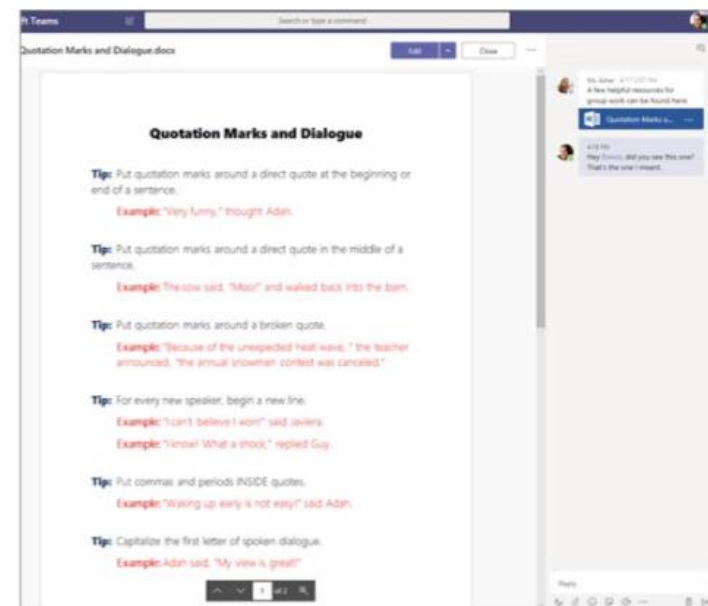
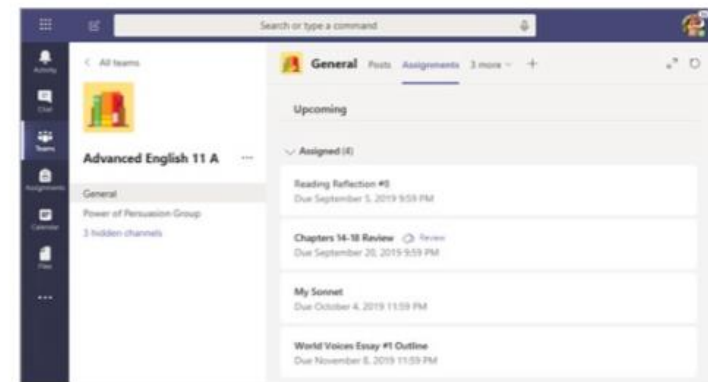
Using Teams Video Calling

- + If a whole bubble is off, teachers will use the video calling to teach part of their lessons. The children will receive an invite to this via their email address and can see and join scheduled lessons in the Calendar section of Teams. Parents will be notified of this by their teacher's email address.

Screen shot when I can login as one of the children

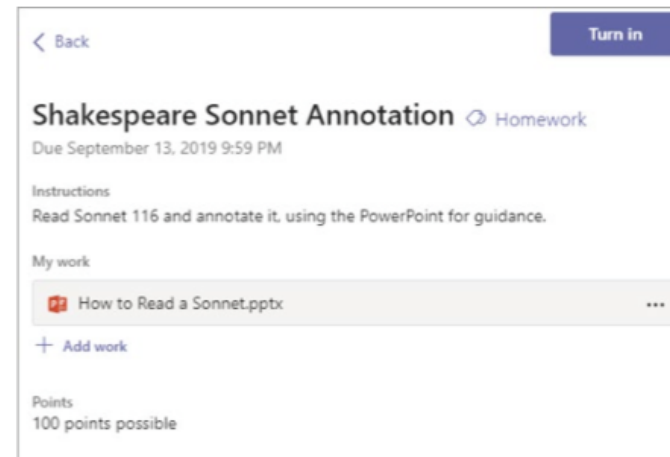
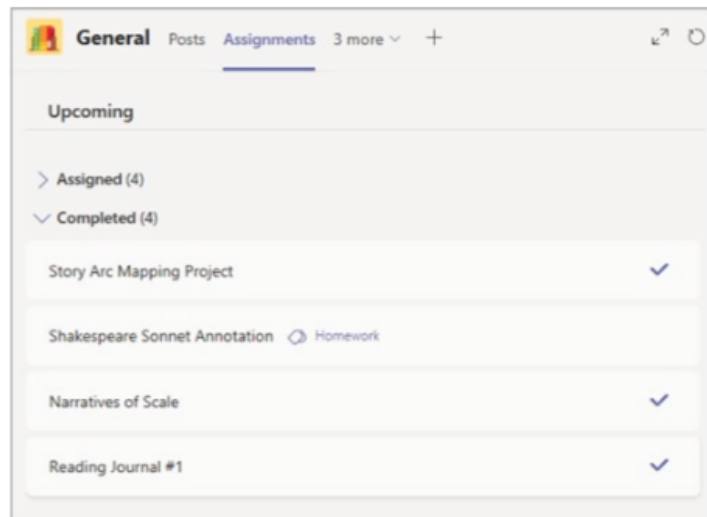
Can my child study, work, and complete assessments there as well?

- + With the '**Assignments**' app built right into Teams, your child can see work their teacher has assigned them, submit that work, and see their results and feedback.



How does my child turn in assignments using Teams? Can they check the teacher's comments in Teams?

- + Your child can hand in their homework 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**'.



How is it best to use Teams?

- + The best way to understand Teams is for us to try using it and learning what works best for Berkswich and our children.
- + All homework will now be set on Teams, so that you can navigate it at home and, if you've not used it before, you can work with your child to understand how it works.
- + If you aren't able to access something or are struggling with an aspect of Teams, please come and talk to the teachers. We will endeavour to help you.
- + Follow this link for a step-by-step guide if you need further assistance (I will add link when added to website)