



Parents Guide to Microsoft Teams

Getting Started



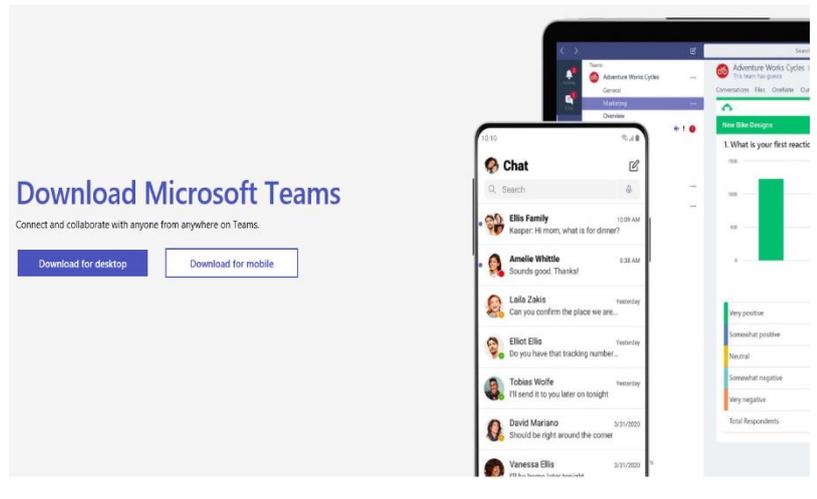
Microsoft Teams for Education brings conversations, content, assignments and video meetings together in a secure learning experience. With Teams, parents and guardians can help their students connect with their teachers and learn from anywhere.

Setting up Teams

Open Microsoft Teams

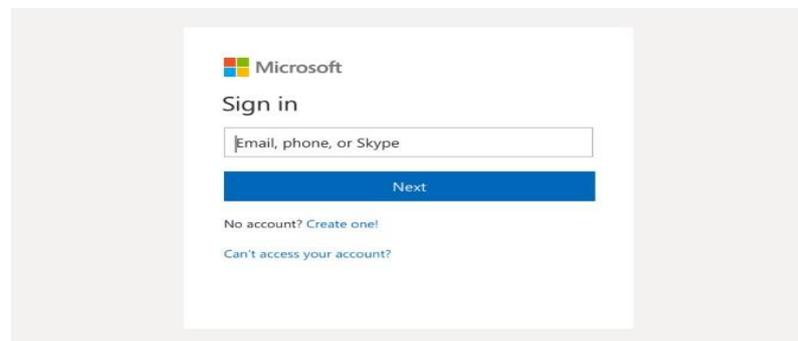
You can use Teams from most web browsers or by downloading the app.

- To download the Teams app on a mobile or desktop go to aka.ms/getteams
- To use Teams on a browser visit office.com and click on the Teams icon or visit teams.microsoft.com



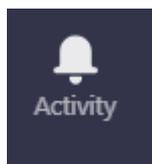
Sign In

Students can sign in with their school email address and password.



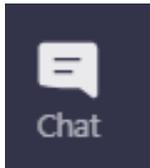
Using Teams

Basic Navigation

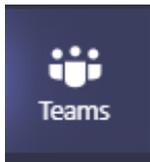
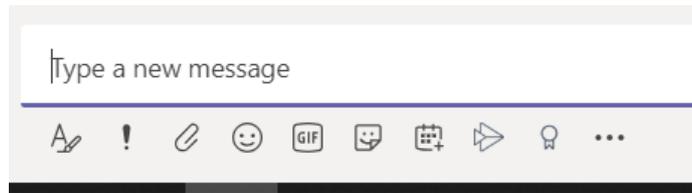


Students will be notified here of any activity that happens on the class. When a teacher sets homework or an assignment, students will get a notification.

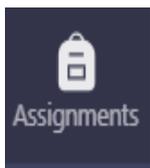
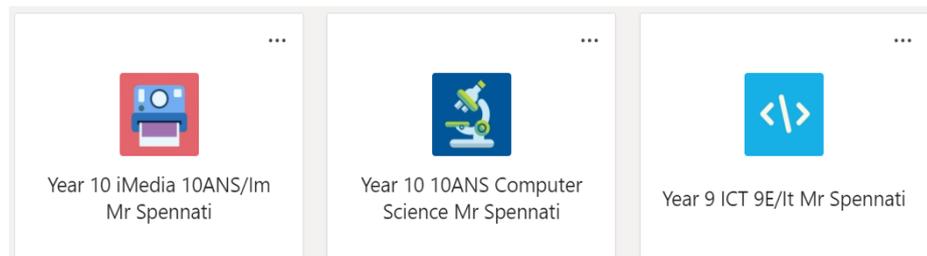
-  Assignments mentioned Year 8 10/21
ICT 8N/it Mr Spennati
Year 8 ICT 8N/it Mr Spennati > General
Data Representation Revision | Due Nov 4
-  Assignments mentioned Year 8 10/21
ICT 8S/it Mrs Walsh
Year 8 ICT 8S/it Mrs Walsh > General
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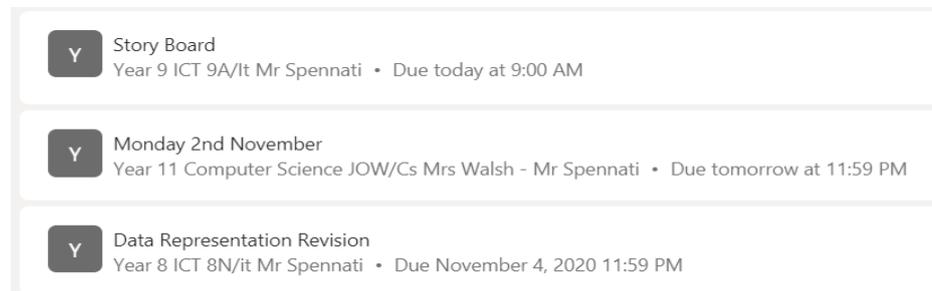
Students can use the chat function to ask for help or to share ideas. This function is like sending a text message.



Students use Teams to access their classes. They can simply click on the tile that represents the class.

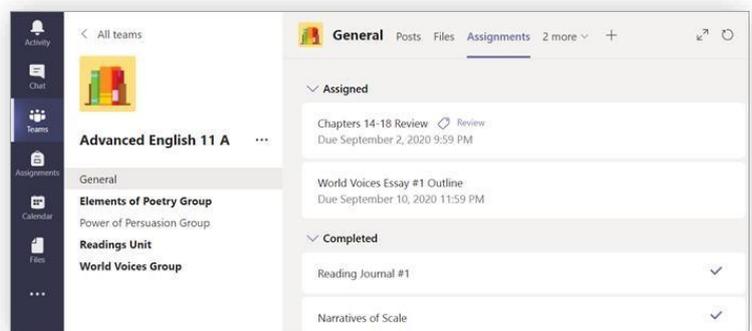


Students can use this function to access their assignments. This will be used by teachers to set homework. Each assignment is listed showing its title and due date. Students simply click on the assignment title to access it.



Complete and submit assignments

1. Navigate to your desired class for the class team and select **assignments**.
2. Their **Assigned** work will show in order of due date. Select any assignment card to open it and view the assignment's details.
3. Select **+Add work** and upload the file, then select the **Turn in** button to turn in an assignment before its deadline.

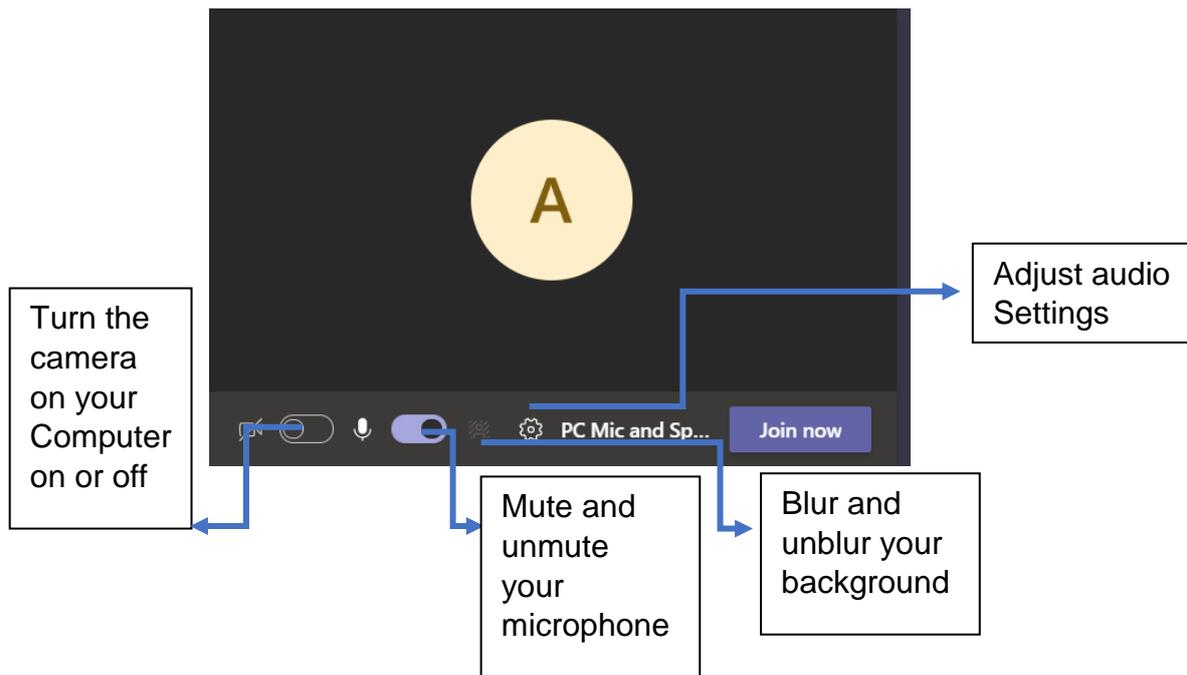


Note: Make sure that your file is attached prior to submitting.

Joining a meeting

Meetings can be used for a teacher to deliver a lesson. Students will be required to join a meeting for each lesson. Teachers can deliver a lesson by sharing their screen. Students will have the opportunity to communicate with the teacher, complete any tasks set and submit their work.

When a teacher starts a meeting, the student will have the option to join the meeting as follows:



During a meeting

Mute and Unmute

1. In the meeting, navigate your mouse to the **microphone** icon. Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.
2. Clicking the icon will mute yourself to all other participants. You'll know you're muted if the icon looks like this.
3. To unmute yourself, click the icon again.



Raise hand

During a meeting, you can raise a virtual hand to let people know you want to contribute without interrupting the conversation.

1. Select the **raise hand** icon in the meeting controls. Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.



2. To lower your hand, click the icon again.

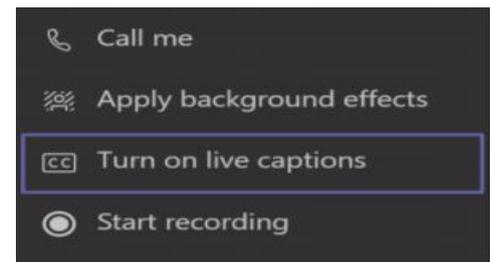
3. Everyone in the meeting will see that you've raised your hand. Meeting presenters will also receive a notification that your hand is raised, and they can lower your hand once you've had a chance to talk.



Turn on live captions

For students with needs related to hearing, Teams can detect what's said in a class session or meeting and present real-time captions with speaker attribution.

1. Click on the **More options** icon. 
2. Select **Turn on live captions** from the menu.



After the meeting

Leave the meeting

1. To leave a meeting, click on the red Leave button. Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.
2. You'll know you've successfully left when the meeting window is closed.



For more detailed instructions, please see the students guide.

If you have any queries, please contact aspennati@shavington.academy

