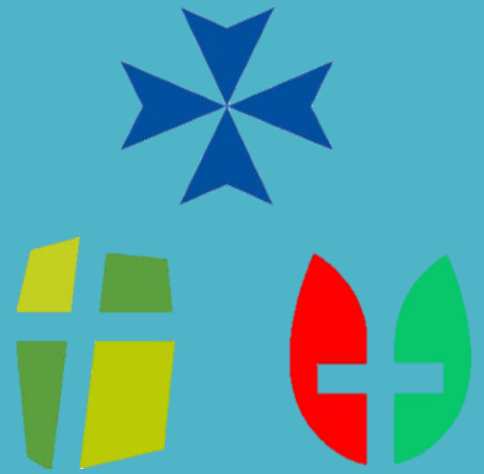
Microsoft Teams Introduction



For Pupils and Parents

What is it for?

We're moving to use Microsoft 365 during school time and for home learning (homework and if we need to isolate classes or as a school).

It will help us to make our learning more interesting, connect face-to-face and develop our learning further.

It will allow you to look back and access lessons and learning from school, at home. This should be useful if you feel like you need to go over your learning again.

Expectations on Microsoft Teams

- ❑ Everything you post will be able to be seen by others – so think before you post:

Would I say this out loud?

- ❑ Be kind to everyone at all times.
- ❑ Complete work as you have been asked – don't submit your work if it isn't complete or if you have not read the instructions first.
- ❑ Use the chat function to support you with your work – keep it relevant and support others where you can.

Finding Microsoft 365

Google

microsoft teams

Google Search I'm Feeling Lucky

www.microsoft.com › en-gb › microsoft-365 › group-c...

Microsoft Teams | Group Chat, Team Chat & Collaboration

Sign up to **Microsoft Teams** for free chat tools for your next group chat or team chat. Go from instant messaging to secure video chat & work remotely.

Download Teams
Download Microsoft Teams now and get connected across ...

Secure online meetings
Host online meetings—1:1, teams, live events up to 10,000 people ...

Plans and pricing
Microsoft Teams is designed for all kinds of groups. Find the right ...

For home
Microsoft Teams. The power to organize and connect with ...

More results from microsoft.com »

Microsoft Teams

More ways to be a team.

Sign up for free

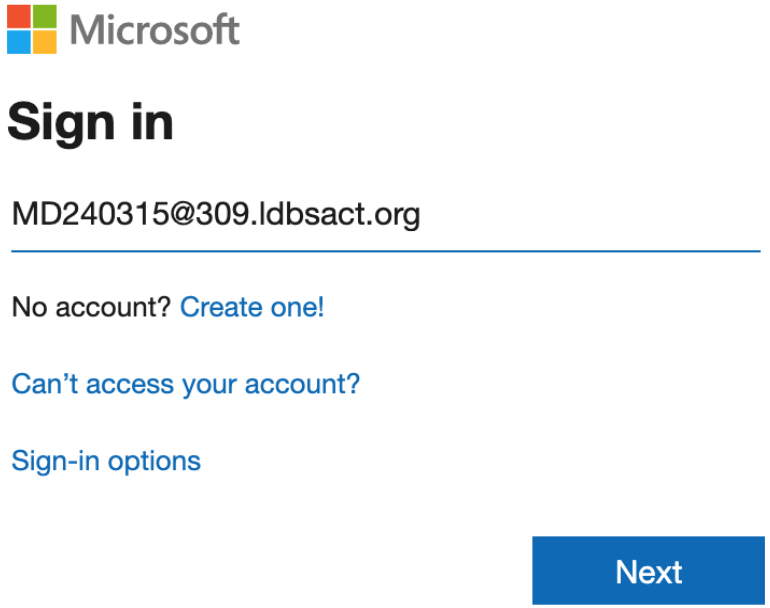
Sign in

Take a Teams guided tour

Searching for Microsoft Teams on Google will bring you straight towards accessing TEAMS.

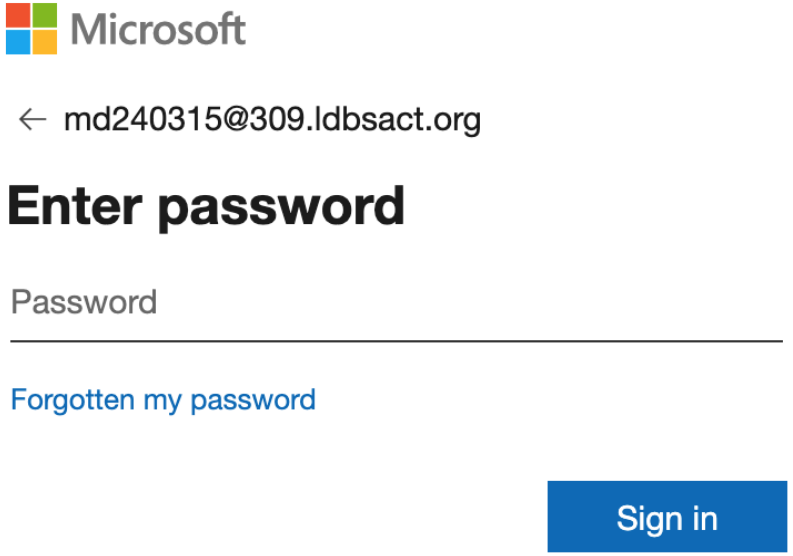
By clicking the login link as highlighted in Purple here,

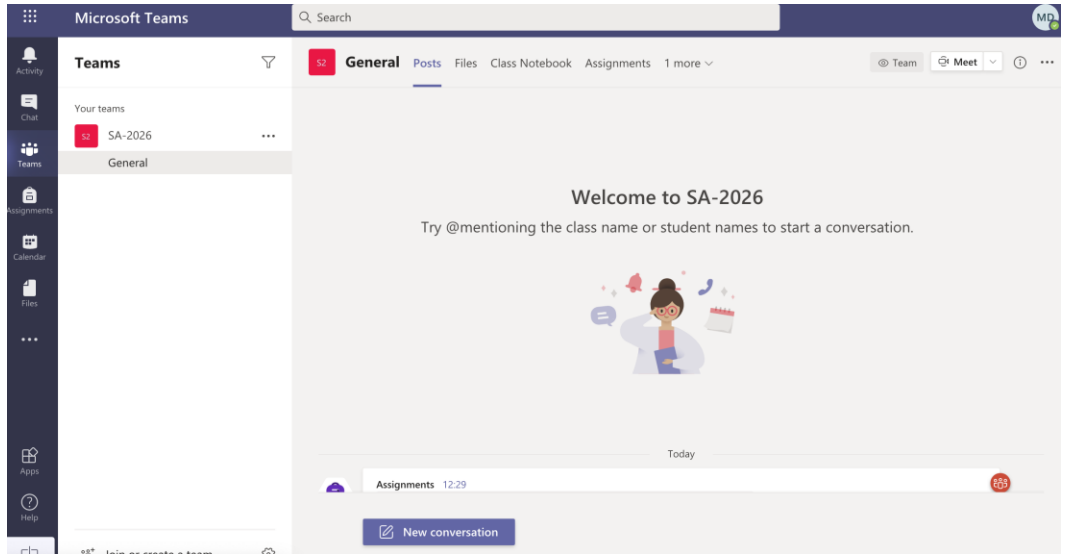
Logging In



Firstly, you will need to sign in with your username.

This has been given to you via school, please do not create a new account.





Then you will need to enter your school password.

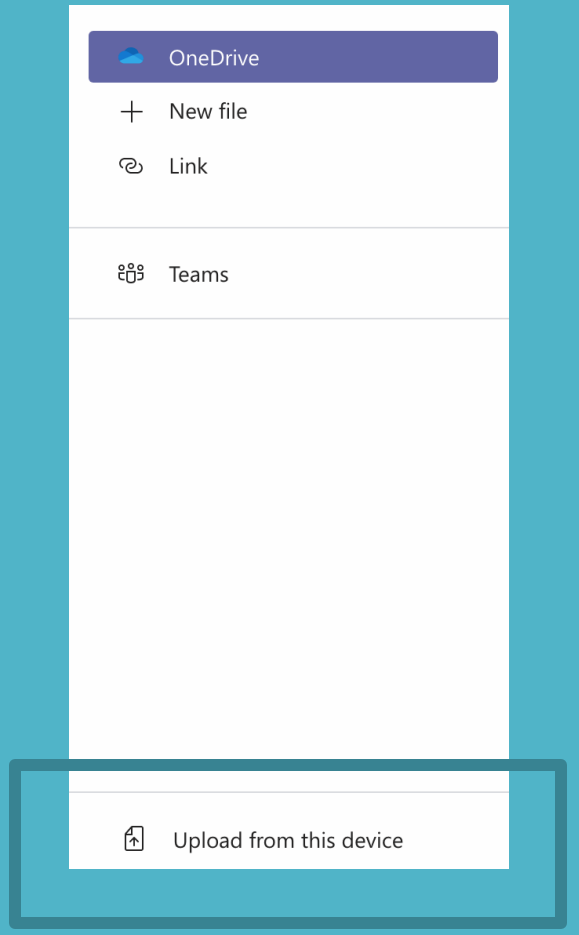
From this, you will be able to access your class and any assignments, videos or work you have been given!

KS2 Assignments

https://vimeo.com/482409506

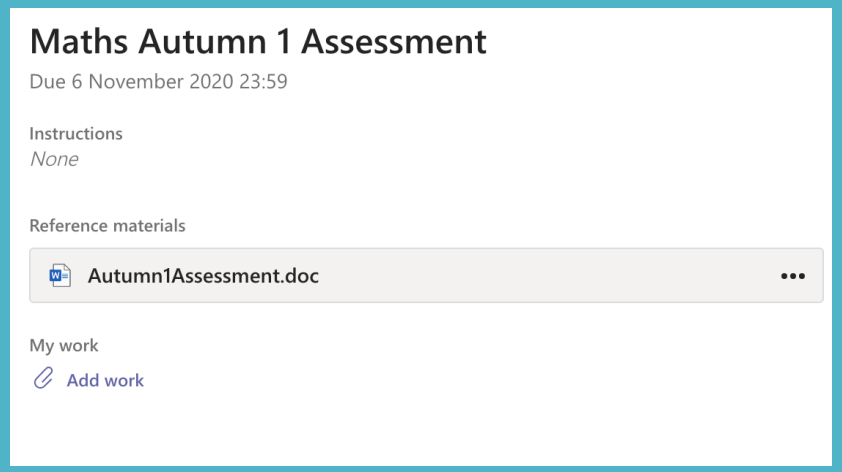
KS2 Assignments cont.

There are lots of different ways to submit your work in Teams. Another way to submit your work is by uploading photographs and videos which you can do using the button highlighted here.



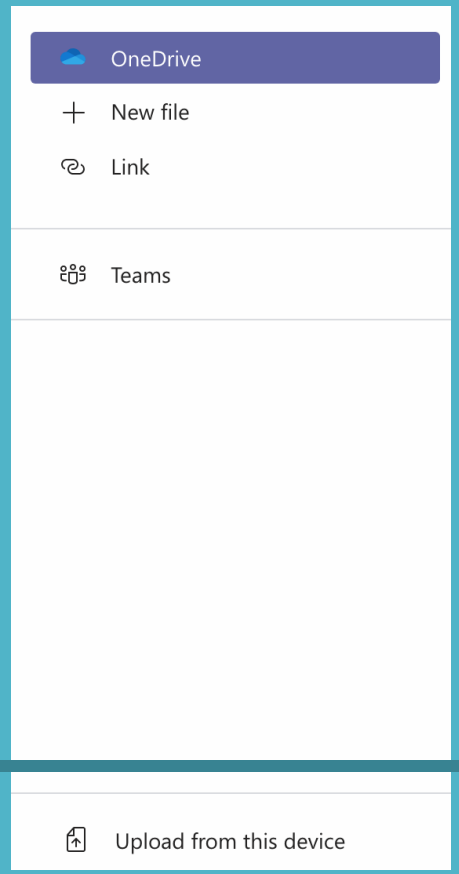
You can upload pictures of your own work using the upload button too.

KS1 Assignments



Assignments will appear in the sidebar.

From here you will be able to open and view these and upload your own work in response.



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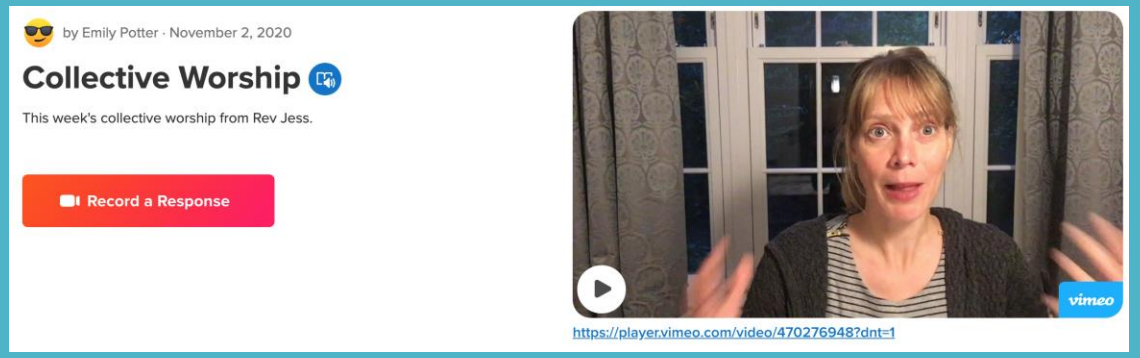


We recognise that in KS1 it can be harder to use standard ways of online recording, such as Word or Excel.

Therefore we may set a task and ask for a recorded video response. This could range from you completing counting at home, to reading or writing the next part of a story!

Submitting Assignments

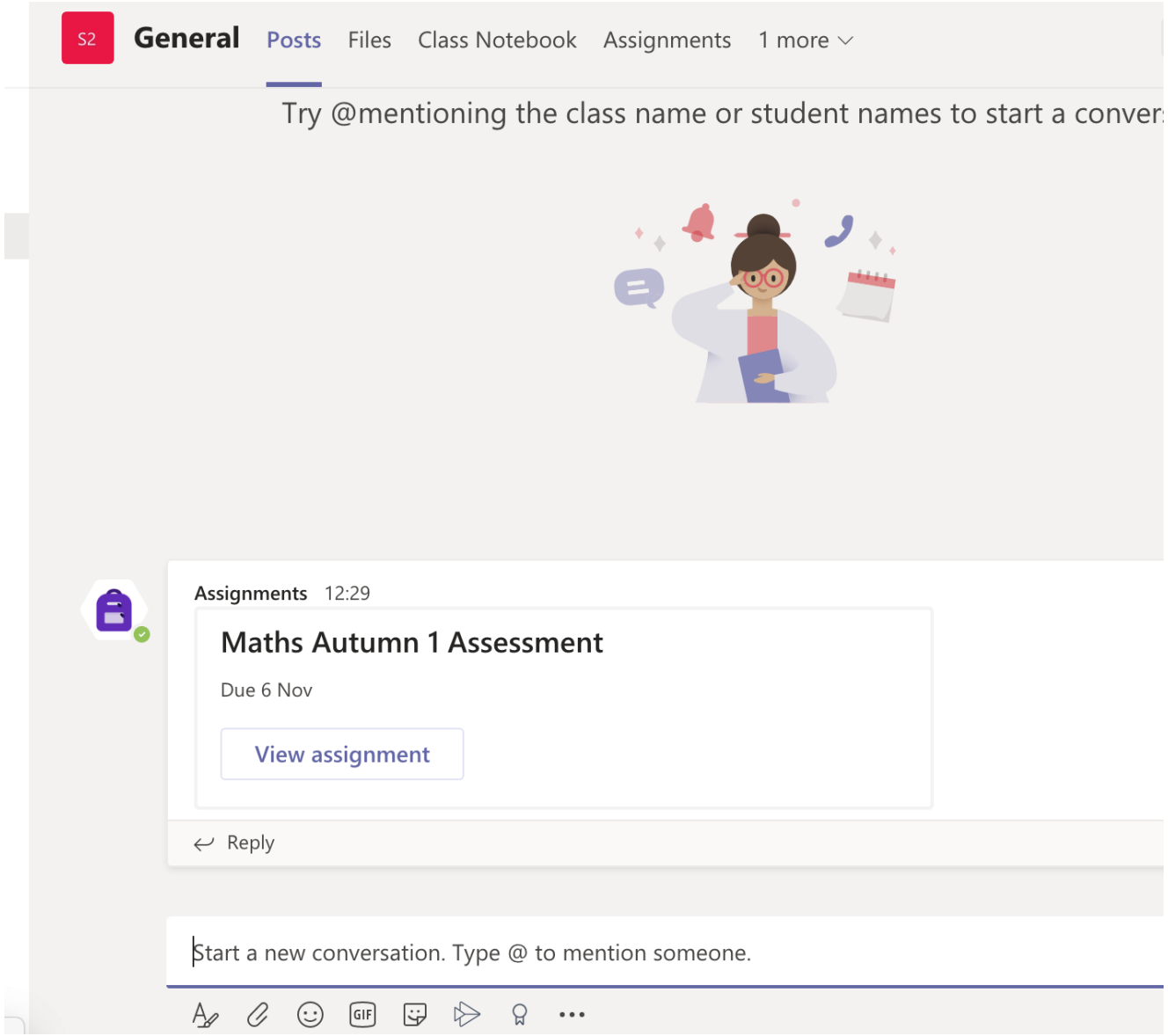
Watch his video to see how to submit (hand-in) your assignments using Teams.

https://vimeo.com/474708950

Checking Your Feedback

https://vimeo.com/474750952

Communicating on Chat



Teams gives everyone within our class the chance to communicate with each other outside of school. This can be found at the bottom of your class where it says: 'Start a new conversation'.

Reflecting on what we have discussed previously about staying safe online, online chat must be purposeful and supportive for all.

You can @ someone to notify them of the message quicker, such as your Teacher.

Have a go…

- ❑ Find the log-in page
- ❑ Log on
- ❑ Select 'Teams’
- ❑ Find, complete and submit an assignment
- ❑ Use the chat to say hello to your teacher
- ❑ If you need further support, ask your classmates or teacher to help you