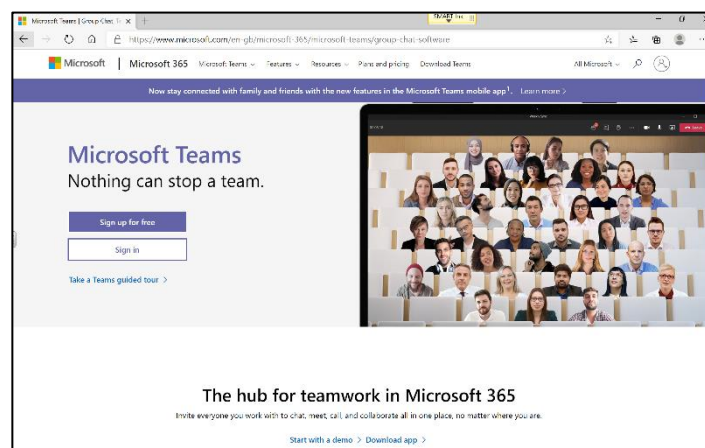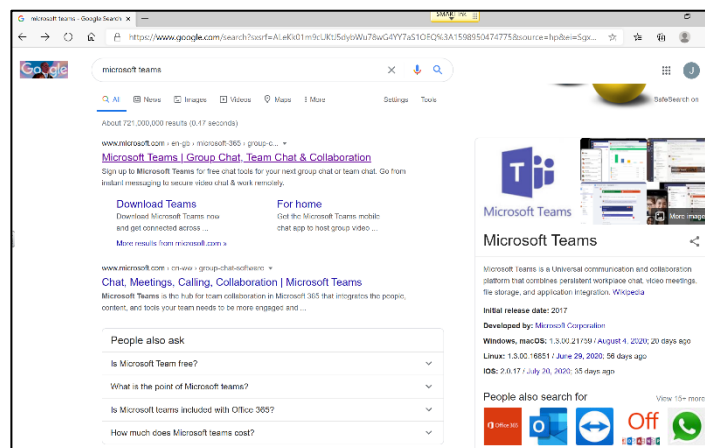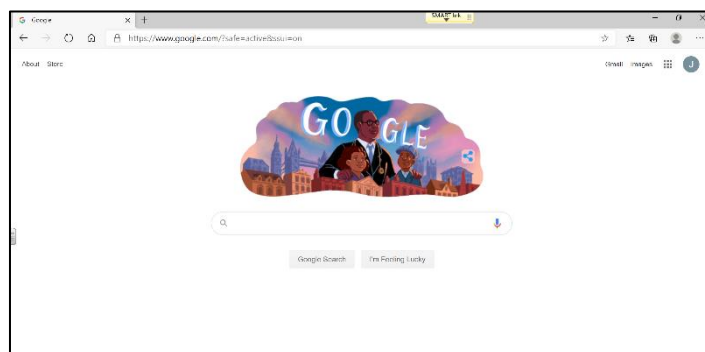# A parental guide to Teams

Attached to this document are your child's login details.

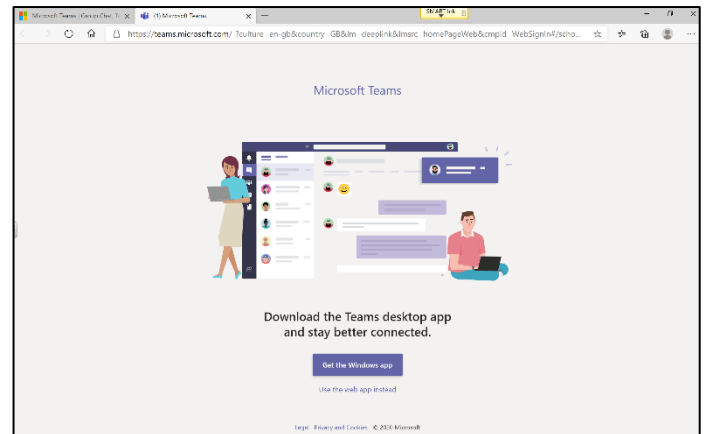## Logging in to Teams

1. Search for Microsoft Teams on Google

2. Select the first option in the search

3. Sign in with your school email and password

4. You can download the app if you prefer. If not, select 'Use the web app instead'.

5. This is the screen you should see when you log in. There is a guide to show you the different areas of teams. Select 'Got it' and you should then see your child's class listed in the 'Teams' section.
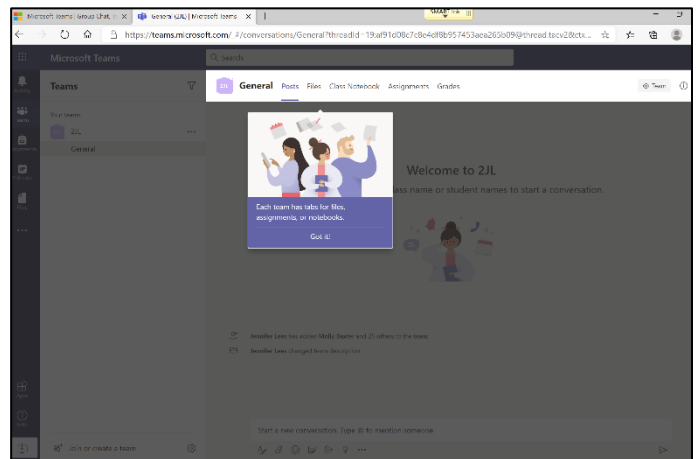
Please note: documents may look different depending on the type of device you are using to access the work. If you cannot see the whole document, click on the icon that enables editing.

It could look like one of these icons.
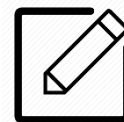
Using Teams

When your child logs into Teams, there will be a toolbar which will look something like this:

General Posts Files Class Notebook Assignments

Posts are used for communication within the class. This is where the class teacher and the children can post comments, ask questions or set reminders for everyone in the team to see.

Files are where all documents uploaded by the class teacher will be available to access.

Class Notebook works as a class folder. This will include a collaboration space where team notes are stored for everyone in the class to see; a content library where resources are provided that can be used alongside the assignments set for additional support; a private notebook for each individual student to make notes. It will look something like this:

- 2JL Notebook
  - Student name
    - Handouts
    - Class Notes
    - Homework
    - Quizzes

Assignments are where work will be set for the children to complete. When an assignment is completed, it can be handed in for the class teacher to check and give feedback within a feedback video session. When working on documents online, the file automatically saves. Students can hand in their assignments by attaching any appropriate work and selecting **Turn in**.

Please note: As your child will be completing work in the packs provided, in order to receive feedback from the class teacher, your child will need to take a photo of their work and upload this into the files section of Teams for the class teacher to see. They have already been shown how to do this.

A Parental guide to Teams– FAQs

What is Teams?

Microsoft Teams is a secure online classroom hub where your child can chat with their whole class, in groups with other students or one-on-one with their teachers. Through Teams, your child can also make video calls, access assignments, download and upload files and collaborate work with other students.

What devices are needed to use Teams?

Teams can be accessed on **laptops, desktop computers, tablets** and **android mobile phones.**

How much does it cost to download Teams?

The Teams app is completely free of charge.

How safe is it for my child to be using Teams?

The class teacher has full control over Teams. The teacher adds students to the group so that it is completely closed to the public. The 'chat' function has been disabled so children can only communicate with each other via posts in the general teams area which can be seen by all pupils and adults in the bubble. All video calls will be with all cameras disabled. If you have any further concerns, please feel free to speak to a member of staff at school.

I have more than one child, can they all use Teams?

Every child will be given their own e-mail address and password to access Teams. Each child will have to log off to allow the next child to log on if they are sharing the same device. Each child will only be able to access the class that they are assigned to.

Where can I seek help or advice?

If you have any difficulties with using Microsoft Teams, help and support can be found at **https://support.microsoft.com/en-us/teams.**

If you are unable to get the correct support with the website above then contact the school at **office@hollymountschool.org.**