



# **Charlton Primary School Parent/Carer Guide**



## **Microsoft Teams**

(mobile devices/computers/consoles)

**November 2020**

Dear Parents and Carers,

As part of our Home Learning plans, we have created a guide to support you using Microsoft Teams software. This will enable you to access online resources for your child, access homework (assignments) communicate with your child's Class Teacher and record your child's learning such as in their Class Notebook (online jotter) or through assignments.

We have provided your child with a login for Teams. The tasks set on your child's Team can be completed directly on the assignment, in their online class notebooks or in your homework exercise book (which can then be photographed and uploaded via assignments).

Teams can be accessed through a range of smart devices and technology. Microsoft Teams is also useful for your child to practise enhancing their digital technology skills.

Teams is free to download as an app for various devices (smartphones, tablets and laptops) through consoles (PlayStation and Xbox) and you can also gain access through your internet browser. Please note Teams does not work on Safari internet browser (default for Mac/Apple devices). However, you can either download the Google Chrome browser (for free) or the app versions of the programmes for these devices.

We hope that this guide will support you to use the technology to promote and record learning for your child.

We have included a summary guide and detailed steps in an attempt to support you with whatever technology you already have at home.

If you have any additional questions or queries please do not hesitate to contact the school office via email at [office@charlton.kent.sch.uk](mailto:office@charlton.kent.sch.uk).

Thank you for your continued support.

## Privacy Policy

Our Commitment to Data Privacy is committed to comply with the EU General Data Protection Regulation (GDPR).

## Privacy Information

We will apply appropriate protection and management of any personally identifiable information you share. Any personal information you do provide will be held and processed in accordance with the Data Protection Act 1998 (DPA) and GDPR.

We will not pass on any of your details to any third party unless you give us permission to do so.

## Microsoft Teams

Microsoft Teams will be used as a way of viewing and completing homework.

It has also been set up so that each class has an online network in case of need for Remote Learning. This will enable parents to support learning whilst communicating with the school.

Android devices	iOS devices (iPhones, iPods, and iPads)
<p>Open the Play Store app</p> <p>Search for 'Microsoft Teams'</p> <p>Tap 'Microsoft Teams'</p> <p>Tap 'Install'</p>	<p>Open the App Store app</p> <p>Search for 'Microsoft Teams'</p> <p>Tap 'Microsoft Teams'</p> <p>Tap 'Get'</p>

**Summary:****App: download Teams app**

Once the app has downloaded, open it.

Then, your child needs to:

- Log in to their Office 365 account
- Tap the 'Teams' icon
- Tap on your class team picture

**Computers and laptops: download Microsoft Teams**

Your child needs to:

- Go to [www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app](https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app)
- Click 'Download Teams'
- Once it's downloaded, click on the installer to run the app
- Log in to their Office 365 account
- Click 'Teams' on the left-hand side of the app
- Click on your class team picture

**How to get and hand in work (computers and laptops)**

Your child needs to:

- Open the Teams app
- Click on their class, then 'General', and then 'Assignments'
- Click on an assignment, then '+Add work',
- Click 'Upload from my computer', then attach the file they want to upload
- Once they've finished, click 'Turn in'

**Made a mistake?** Click 'Undo turn in' to return the work, and follow the last three steps to resubmit it.

**How to hand in work (mobile devices – Android or iOS)**

Your child needs to:

- Open the Teams app
- Tap on their class, tap 'More', then 'Assignments'
- Tap on an assignment, then '+Add work'
- Choose the file they want to upload from OneDrive or their device
- Once they've finished, tap 'Turn in'

**Made a mistake?** Tap 'Undo turn in' to return the work, then follow the last three steps to resubmit it.

## **If any feedback is given, your child will get a notification in Teams**

They can find their returned work by following the steps below.

### **On a computer or laptop**

- Open the Teams app
- Click 'Chat' on the left-hand side
- From the list of contacts, click 'Assignments'
- Click 'View assignment' in the center of the page

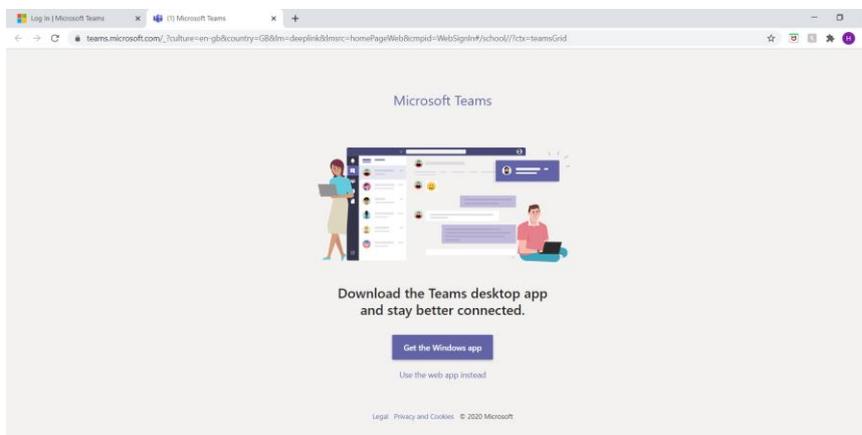
### **On a mobile device (Android or iOS)**

- Open the Teams app
- Tap 'Assignments' at the bottom of the screen
- Tap 'Completed', then tap the assignment they want to see

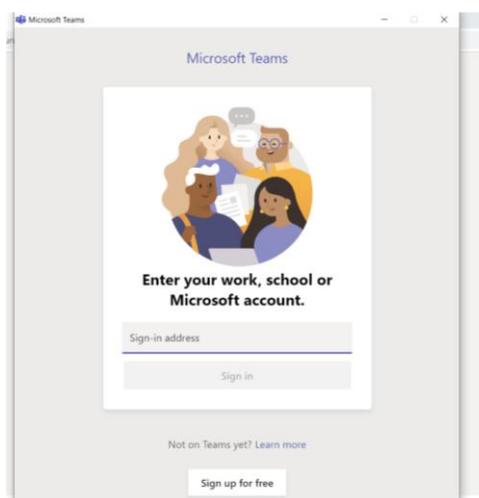
## Detailed guide:

### Accessing Microsoft Teams

You can do this by downloading the apps onto your device or via website.



**If you are logging in via the website**, you or your child enters their username and then their password. (see login details sent via email/text).

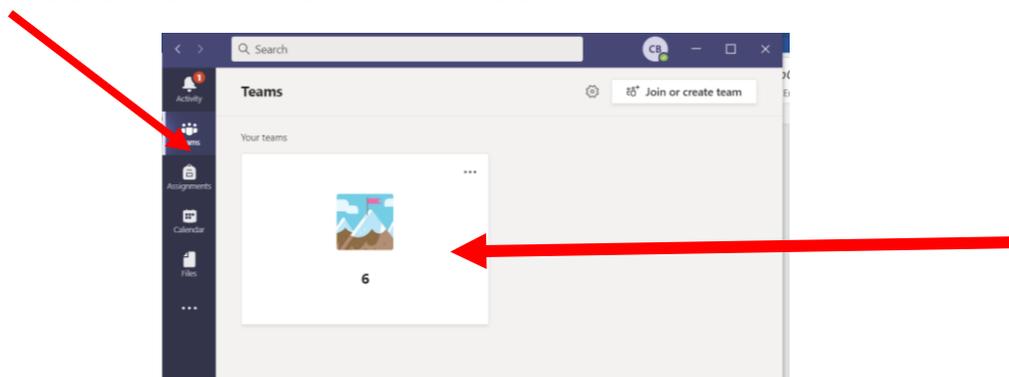


**If you are logging in via the app**, you or your child must enter their username (as sent to you) **For example**, ***bloggs.joe@cces.aquilatrust.co.uk***. followed by their password.

## Accessing work

### Homework / assignments

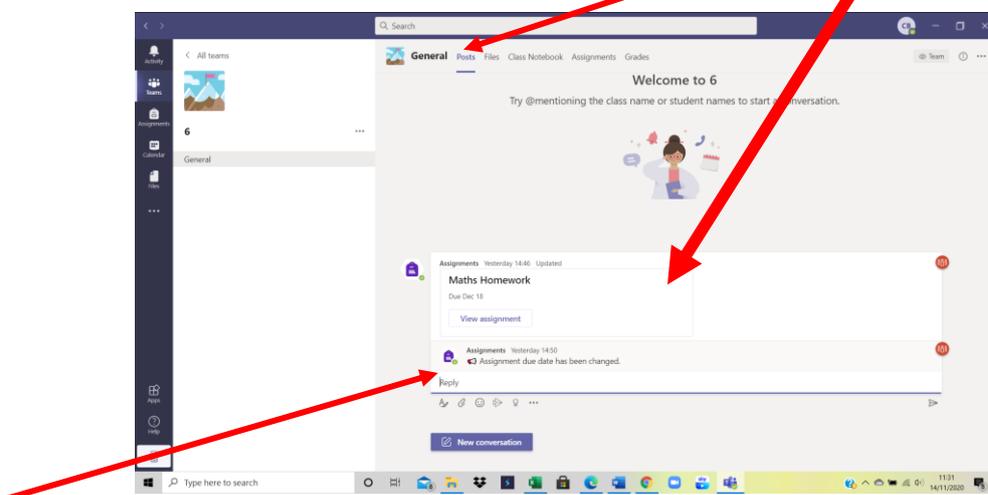
The screen should then open as below. If not, ensure your child's class Team is selected on the left-hand side.



Next, select the Class picture tab at the top left-hand corner.

You can now view homework by either:

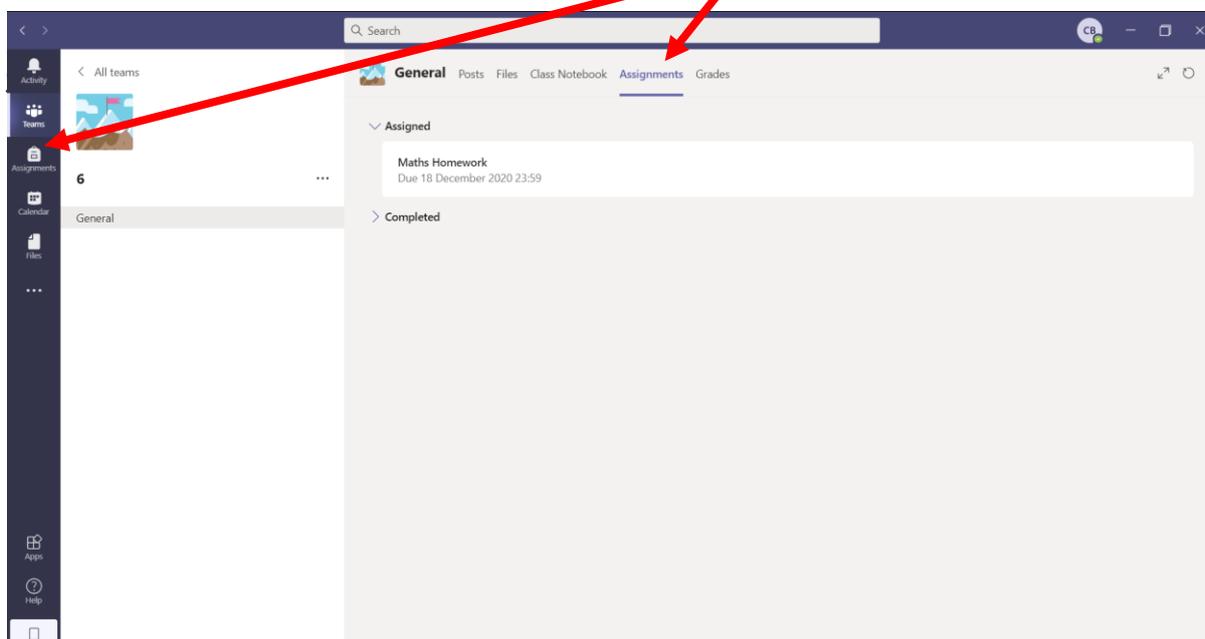
1. Clicking on any assignments shown in 'posts'.
- 2.



This is where you can write a question (*remember everyone in the class can view these messages / posts*)

Or

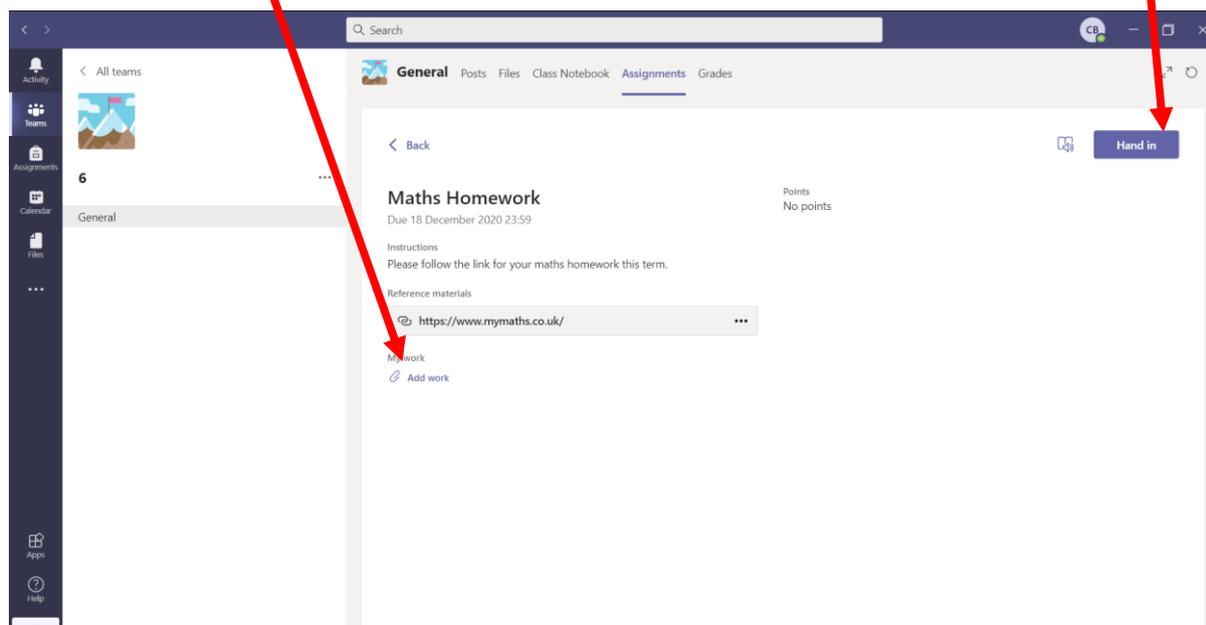
3. Clicking on tab 'assignments'. All assigned assignments / homework will be shown here along with due date. You can also view any work you have completed.



Click on the assignment and follow instructions.

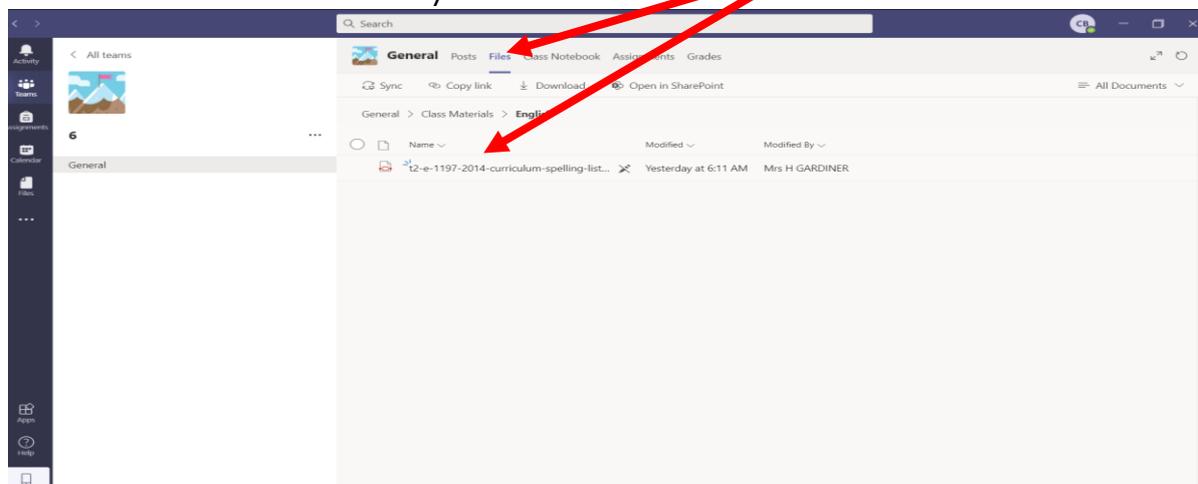
Once completed, you can add work and then click 'Hand in' on top right -hand corner.

If you have nothing to hand in but have completed work e.g. MyMaths task just click 'Hand in'.



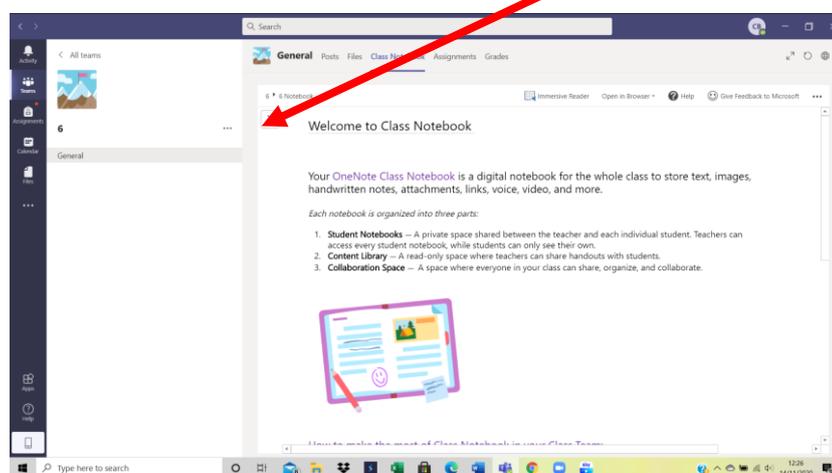
## Files

You can find any files that your teacher has added under 'Files'. Click on the tab and open Class materials and then the relevant folder. You can then download any files.



## Notebook

Open Class Notebook and click on arrow or 'book icon' (show navigation) to display your folders

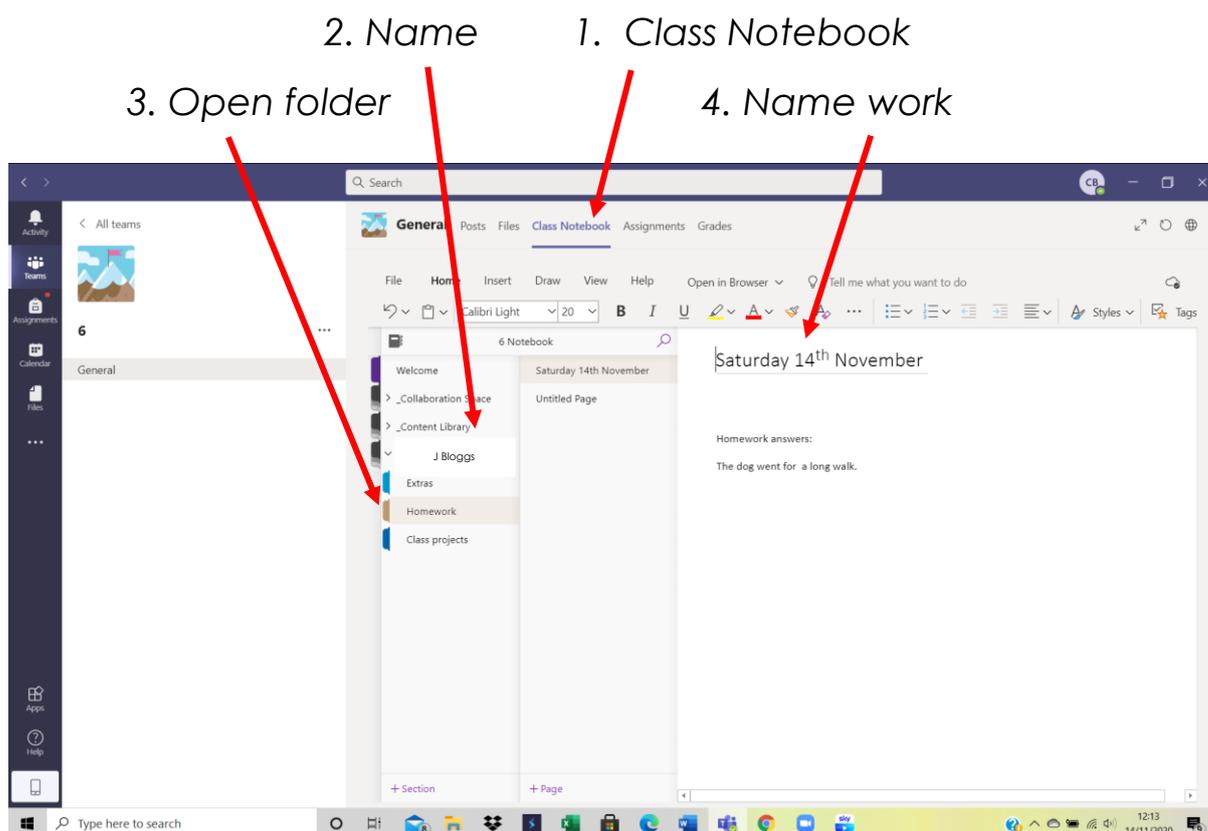


You can go to notebook and save work in class folders.

1. Click on Class Notebook
2. Click on your name
3. Open folder
4. Name your work

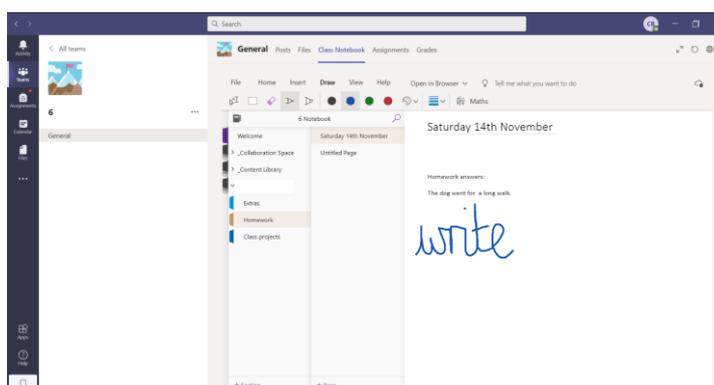
You can now work on the Notebook to complete any work.

If you need another page right click on folder and add new page.



You then just click out and it will automatically save. Your teacher will be able to see any notes you have made but you will need to let them know if you want them to see it.

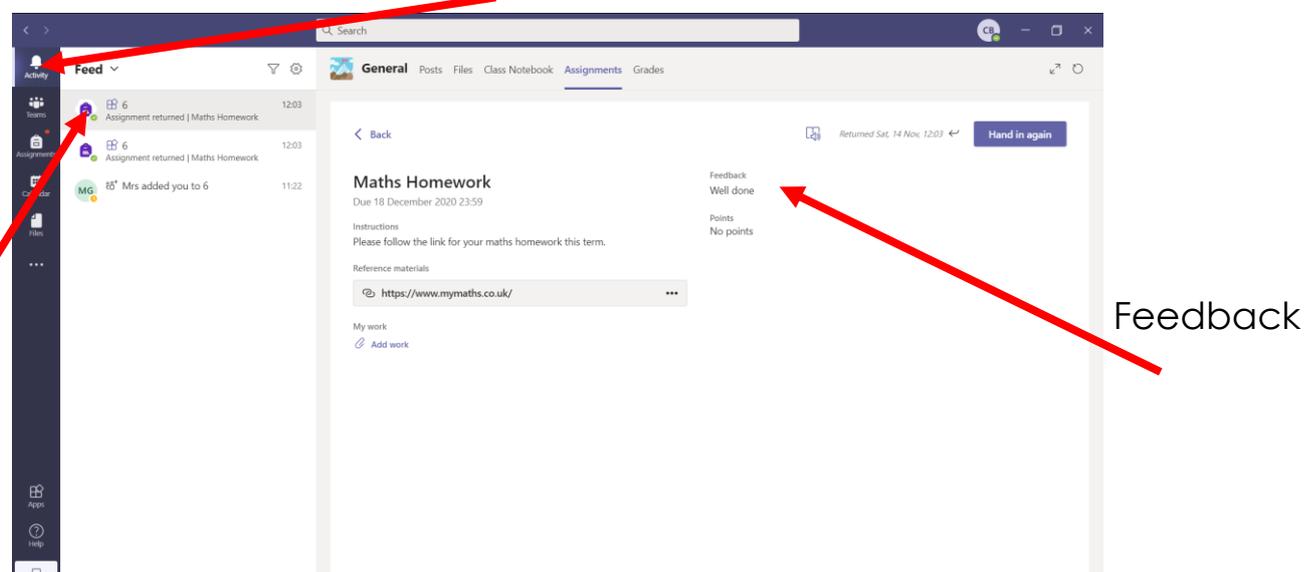
You can draw as well as type on this document



## Feedback

Once you have handed in work via 'assignments' your teacher will be able to write some feedback.

A red dot will appear next to 'Activity' tab



Once you have read the feedback you can then add follow up work if you need to.

*To begin with, when we start using Teams for homework, so that you have time to familiarise yourself with Teams your teacher will set all homework under assignments and add files to help support children with their work. However, please take some time to try Class Notebook, make documents and add pictures.*

### **Extra information**

You can use your login details to sign into office.com.

This will give you access to:

Word, PowerPoint, Excel, OneNote, Teams and Sway

