

**Parent Guide to support your child to use Microsoft Teams**

**Smartphones and tablets: download the free Microsoft Teams app**

• Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none"> <li>• Open the Play Store app</li> <li>• Search for 'Microsoft Teams'</li> <li>• Tap 'Microsoft Teams'</li> <li>• Tap 'Install'</li> </ul>	<ul style="list-style-type: none"> <li>• Open the App Store app</li> <li>• Search for 'Microsoft Teams'</li> <li>• Tap 'Microsoft Teams'</li> <li>• Tap 'Get'</li> </ul>

Once the app has downloaded, open it.

Then, your child needs to:

- Log in to their Office 365 account
- Tap the 'Teams' icon
- Click 'Teams' on the left-hand side of the app and you will see all of your child's class Teams. Each class will be named with school class codes.

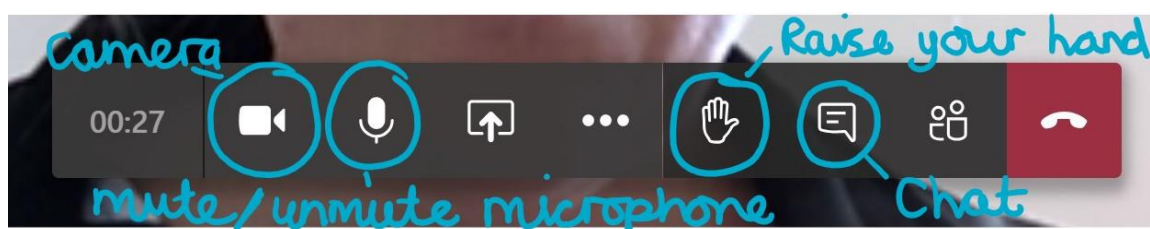
**Download Microsoft Teams on a computer/laptop**

You will need to:

- Go to [www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app](http://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 your child's Office 365 account (school email and password)
- Click 'Teams' on the left-hand side of the app and you will see all of your child's class Teams. Each class will be named with school class codes.

**How to take part in Live Lessons**

Teachers will send you invitations to live lesson. The lessons will be timetabled in your child's personal calendar on the left-hand side of the app. Click on the lesson 'meeting' to open it and click 'join' to take part in the live lesson. You can disable your camera and mute the microphone session should you wish. There is the option to ask questions via the meeting chat and you can also raise your hand to ask questions or respond to the teacher. See call bar below to help you.

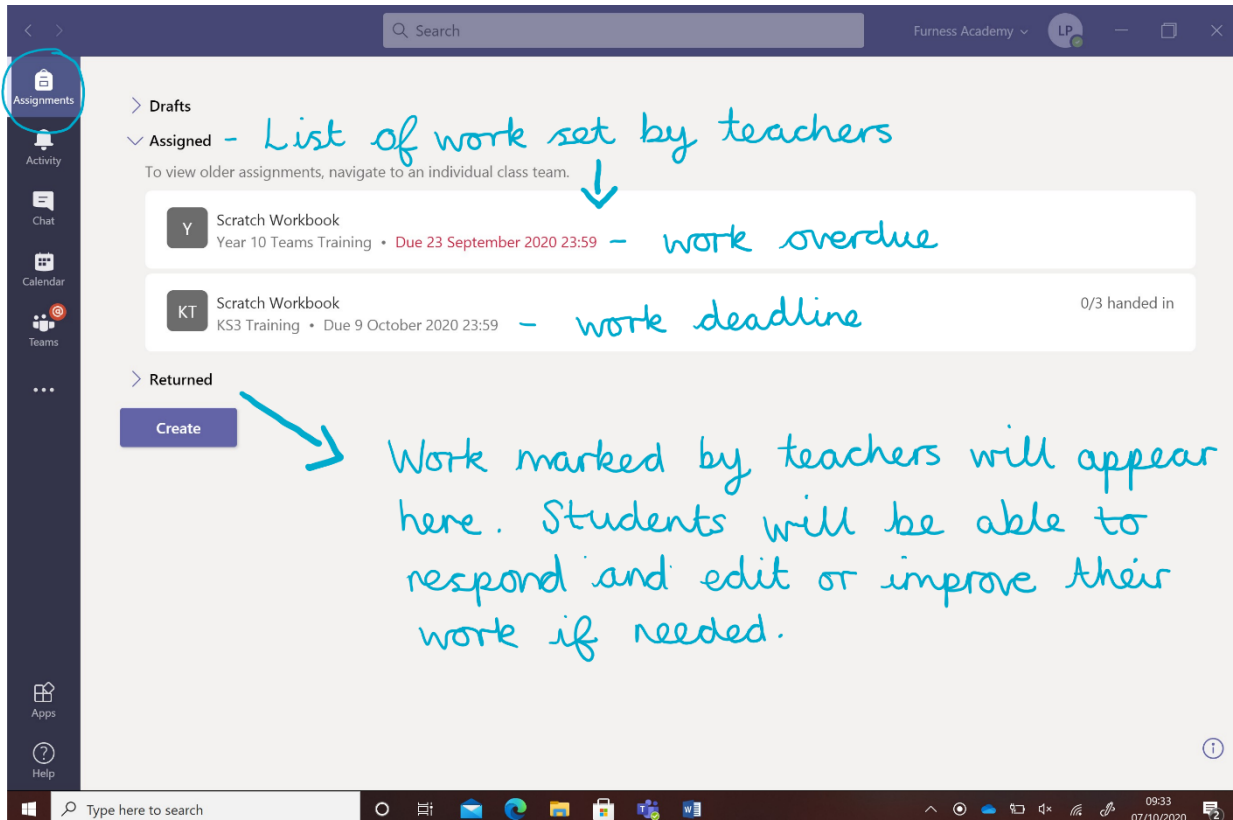




## How to view work set by teachers

You will need to:

- Open the Teams app
- Click on assignments in the tab on the left hand side of the screen. (see image below)
- Click on each assignment to view details of work set for students.



## How students complete and hand in work set by teachers

- Click on an assignment, follow teacher instructions and open the file to complete work.
- Close the document, students do not need to 'save' as the document will save automatically.
- Once they've finished, click 'Hand/Turn in'

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

When your child's work has been marked, they will get a notification in Teams.

**All students have received training and handouts to support them using Microsoft Teams.**