

A Student and Parent’s Guide to Microsoft Teams



Microsoft Teams is a digital platform that lets teachers keep in touch with children remotely. They can access support from their class teacher and use apps such as Word and PowerPoint from home. All of this can be accessed by your child by simply logging in to Microsoft Teams using their normal school email and password.

Microsoft Teams is a safe and secure environment that lets teachers communicate with pupils, share files, videos and useful websites, and give feedback directly to the pupils. There is also a function to schedule safe, secure Live Lessons for children in the class.

(For further information on this, please refer to the Safeguarding Policy, Acceptable Usage Policies and GDPR Policy).

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Sign in methods:

1. *teams.office.com (Web Browser)*

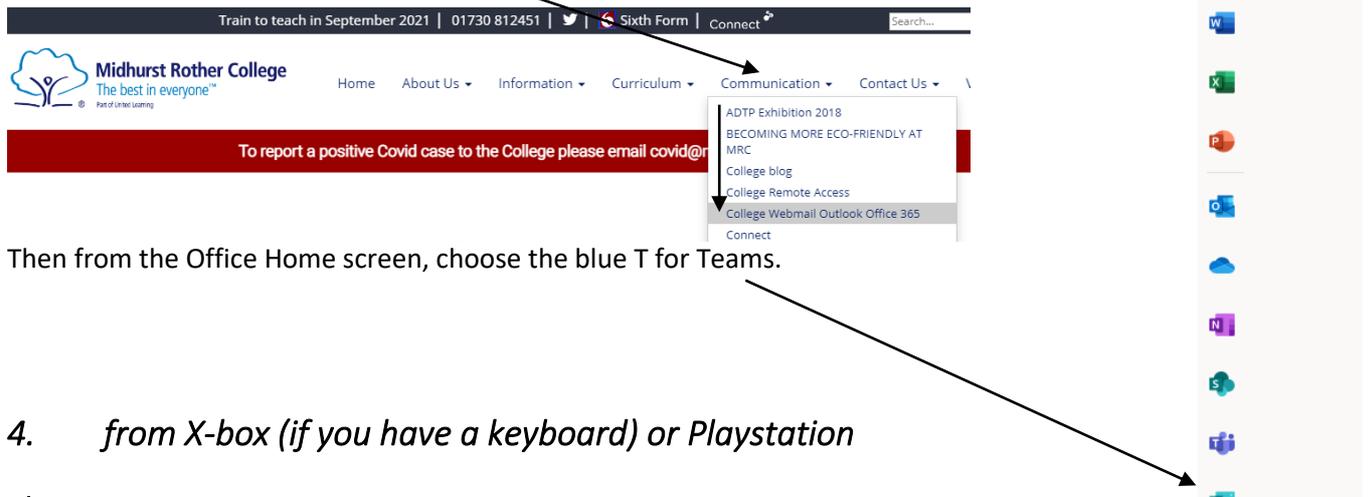
Students will be asked to sign in to Teams. They can sign in using their school email address and password. Please keep the log in information safe in case they are logged out for any reason. Once they have signed in, they may be asked to download the app to use Teams in the future. If you do not want to download the app, there is the option to open teams using the web app instead.

2. Teams App (Desktop computer, laptop, tablet etc.)

You can download the Teams App on to your computer, laptop, phone or tablet. This makes it quicker and simpler to log in and has more functions than using the web app.

3. from Office365 (Web Browser)

From the college website, join Office 365 using the normal college email and password.



The screenshot shows the Midhurst Rother College website. The header includes the college logo and name, along with navigation links: Home, About Us, Information, Curriculum, Communication, and Contact Us. A red banner below the header reads: "To report a positive Covid case to the College please email covid@". A dropdown menu is open under the 'Communication' link, listing items: ADTP Exhibition 2018, BECOMING MORE ECO-FRIENDLY AT MRC, College blog, College Remote Access, College Webmail Outlook Office 365, and Connect. On the right side of the page, there is a vertical sidebar with various application icons, including a blue 'T' icon for Teams. An arrow points from the 'Communication' dropdown menu to the 'College Webmail Outlook Office 365' option, and another arrow points from the 'College Webmail Outlook Office 365' option to the blue 'T' icon in the sidebar.

Then from the Office Home screen, choose the blue T for Teams.

4. from X-box (if you have a keyboard) or Playstation

Xbox

- Plug a keyboard in to the Xbox USB slot
- Go in to my games and apps
- Find Microsoft Edge and select
- Type in Office 365 and log in as you would in school
- You can then access your work and use Word, Excel, powerpoint, Teams, Outlook

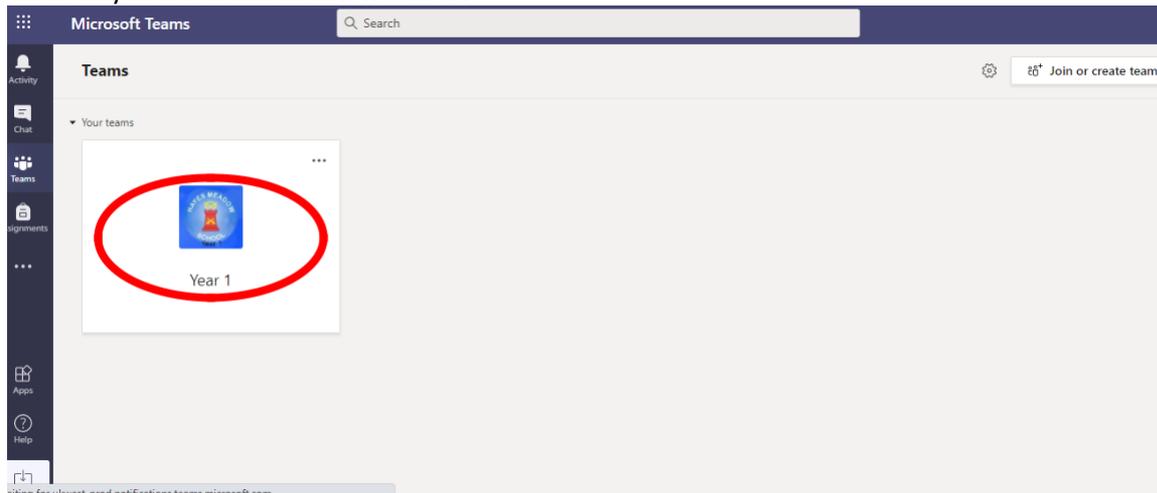
Playstation

- Identify the PlayStation internet browser icon (it is WWW with dots around it)
- Press the PlayStation logo on the controller
- Go to the library and find options for games and applications
- Go in to applications and you will find the internet browser
- Type in Office 365 and log in as you would in school
- You can then access your work and use Word, Excel, powerpoint, Teams, Outlook

Finding Your Way Around Microsoft Teams

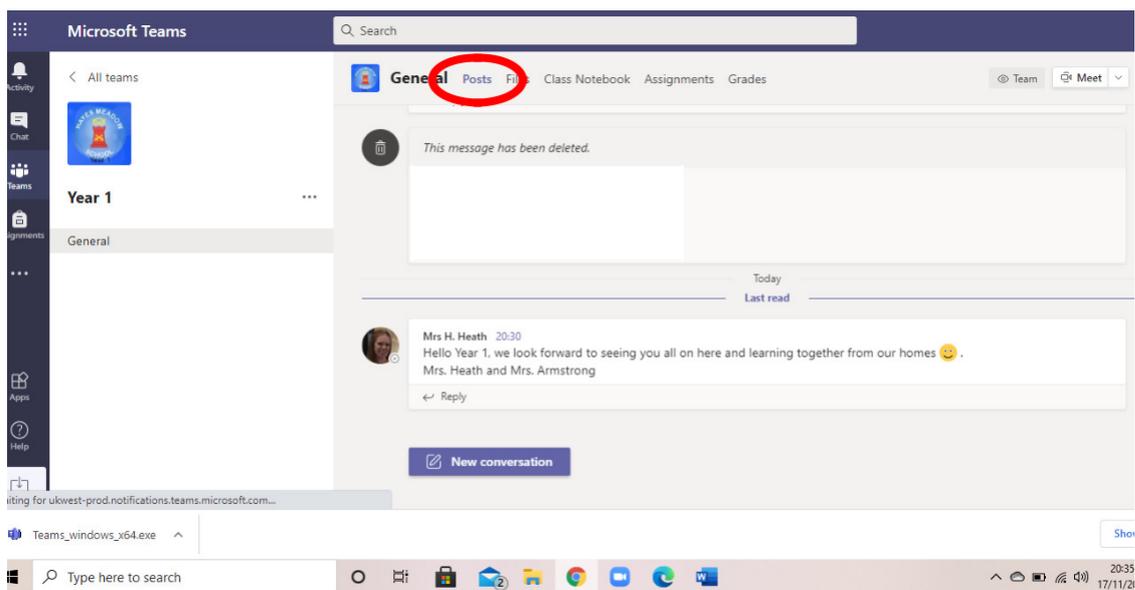
My Teams

Once your child has logged in to Teams, they will be able to see their classes which have been pre-made for them. Essentially, the word “Team” is just another word for “Class”. Within their class they will see all their assignments, resources and files that have been uploaded. Click on whichever class they need to access the work for.



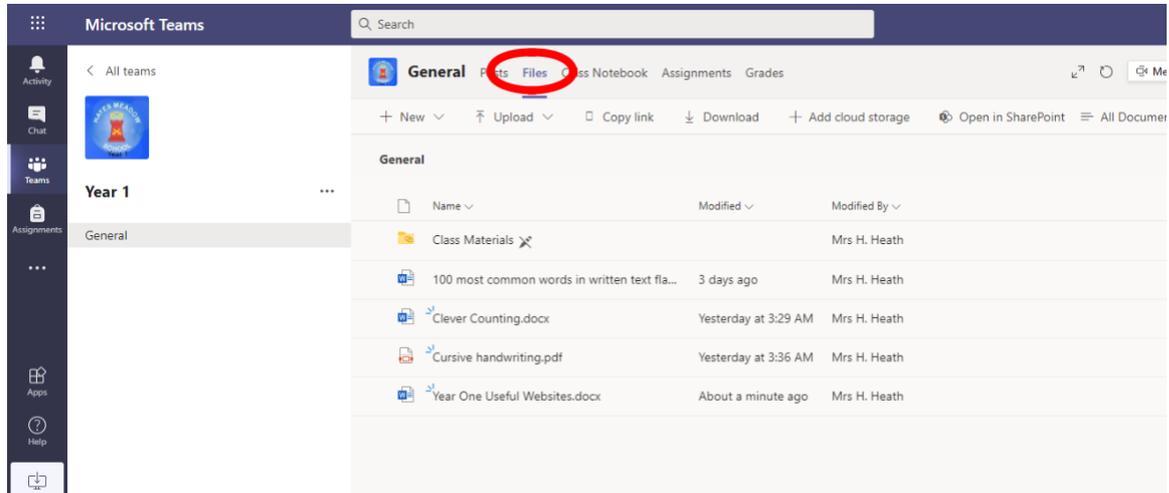
Posts

Here you can see any posts from teachers, announcements and any resources to help your child or assignments that have been set to complete.



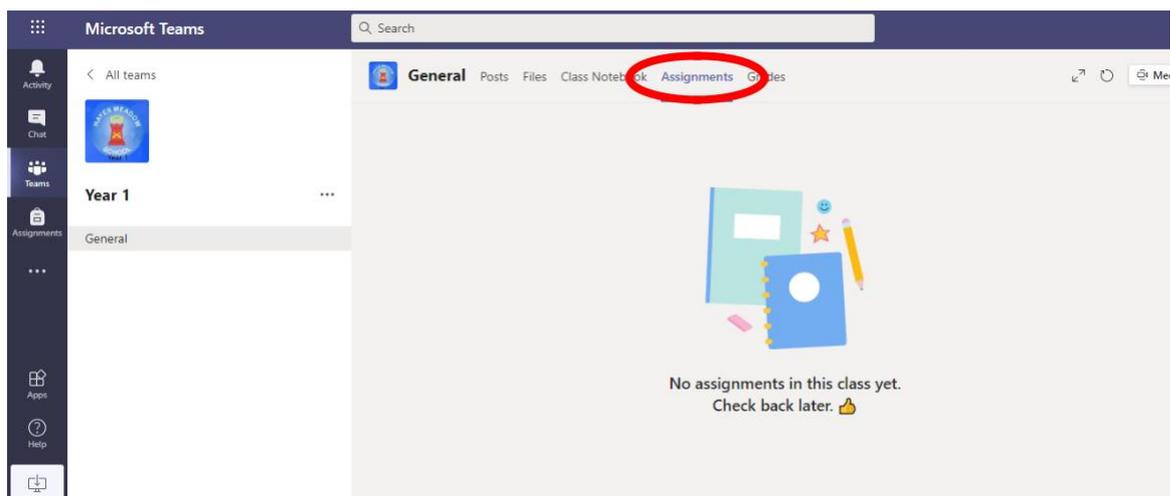
Files

When you click on files, you will be able to see any resources that have been uploaded to help your son/daughter with their remote learning. There may be worksheets to complete, videos to watch or materials to read.



Assignments

Teachers may choose to set an assignment for the pupils in the class through Teams. Click the "Assignments" tab at the top to see if anything has been set for you. Follow the instructions on the assignment to complete work and submit it back to the teacher, including uploading it and then choosing to submit it. The teacher can then give feedback for this work. Only the class teacher will be able to see your work. You will receive a notification on Teams to tell you when work has been seen by the class teacher.

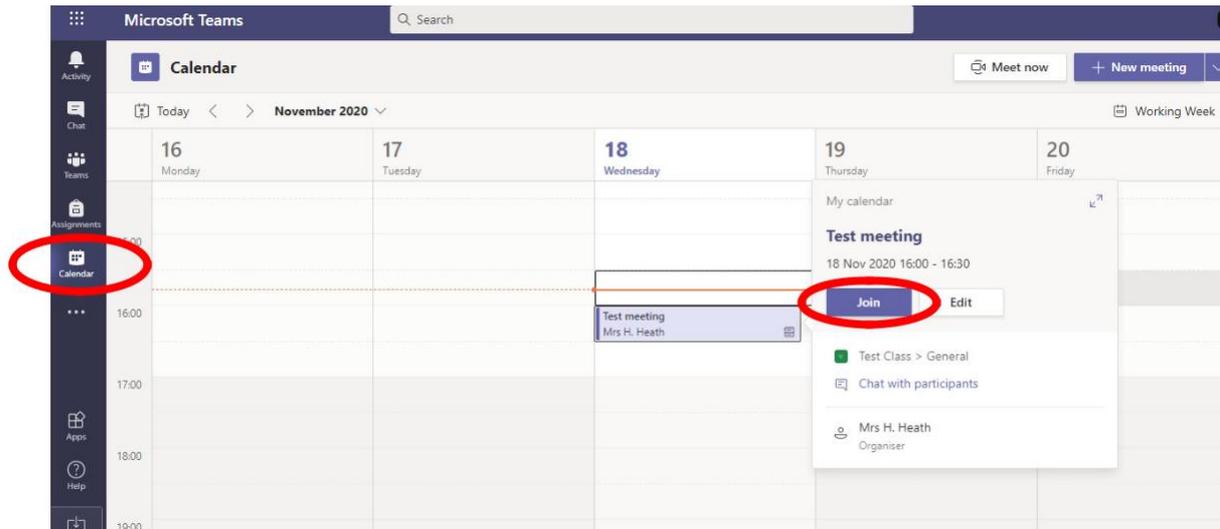


For more of a guide on Assignments, see this Youtube video

<https://www.youtube.com/watch?v=O6XclVR6hH4&feature=youtu.be>

Live Lessons

Teachers will be able to communicate with pupils using the inbuilt video conferencing system on Microsoft Teams. Within the Team, the teacher can set Live Lessons for pupils to join. Pupils will also be sent an invite – *they should click RSVP – “yes” and the meeting will appear in their calendar.* The meetings will be determined by the live rota which has been sent on Connect to Years 7-10. All Year 11-13 lessons will be live. Pupils will be instructed to join the meeting by clicking the “Join” button that will appear on the “calendar” section, this will also appear in the particular Class/Team as well.



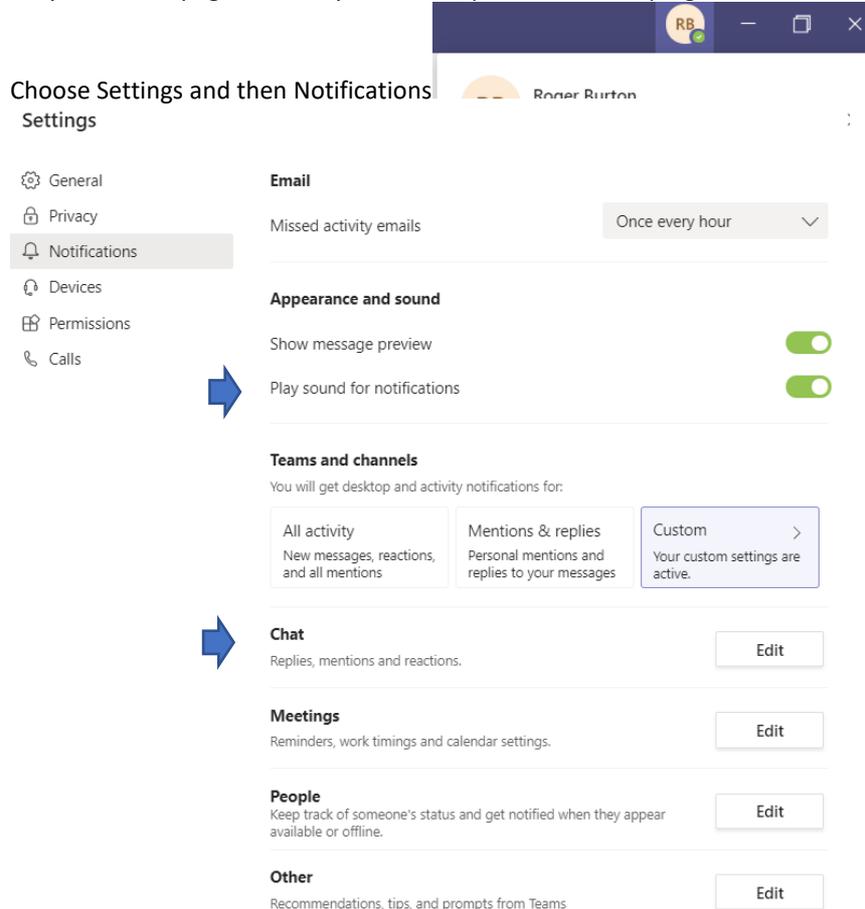
Once students have joined the call, the teacher will ask them to unmute themselves if needed during the session. There is also a function that allows you to raise your “virtual hand” if you want to answer a question, but you can also use this if you need any assistance.

During live lessons, students can enter a comment in the chat which teachers will be able to respond to – this should follow the clear expectations of communicating with teachers and with each other. This facility may be disabled between lessons – students should email teachers from their college email address if they cannot comment on the Team channel, but should not expect a response outside of college hours.

Reducing the notifications

You receive notifications, which can be distracting all the time. You can turn these off (but be careful – you might then miss out on the teacher putting something up for your group, so will have to check carefully)

On your Teams page, click on your initials/picture at the top right



The screenshot shows the Microsoft Teams user interface. At the top right, a profile card for 'Roger Burton' is visible with initials 'RB'. Below it, the 'Settings' menu is open, and the 'Notifications' section is selected. The 'Notifications' settings are divided into several categories:

- Email:** 'Missed activity emails' is set to 'Once every hour'.
- Appearance and sound:** 'Show message preview' and 'Play sound for notifications' are both turned on (indicated by green toggle switches).
- Teams and channels:** A section titled 'You will get desktop and activity notifications for:' contains three options: 'All activity' (New messages, reactions, and all mentions), 'Mentions & replies' (Personal mentions and replies to your messages), and 'Custom' (Your custom settings are active).
- Chat:** 'Replies, mentions and reactions.' with an 'Edit' button.
- Meetings:** 'Reminders, work timings and calendar settings.' with an 'Edit' button.
- People:** 'Keep track of someone's status and get notified when they appear available or offline.' with an 'Edit' button.
- Other:** 'Recommendations, tips, and prompts from Teams' with an 'Edit' button.

Blue arrows point to the 'Notifications' menu item and the 'Play sound for notifications' toggle switch.

“Edit” your chat permissions – Banner means it will pop-up (but you can stop playing sounds for notifications), Feed (you can’t turn off) means it is there in your Activity log to look at later if you want.

Additional needs – hints and tips from the AEN department

Readers

Use immersive reader found either at the top of WORD documents or alternatively go to VIEW as below:



Then click immersive reader:



The AEN team advise anyone that might have a reader during exams to be using this to re-read their own work or access their work.

Writing

Another very useful tool is the dictate tool. This can be found underneath the Home tab where there is a little microphone symbol. Click on this and it will start recording:

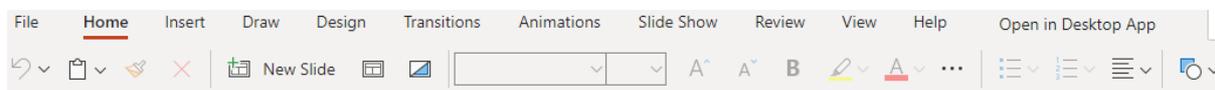


The AEN team advise anyone that might have a scribe during exams to be using this to re-read their own work or access their work.

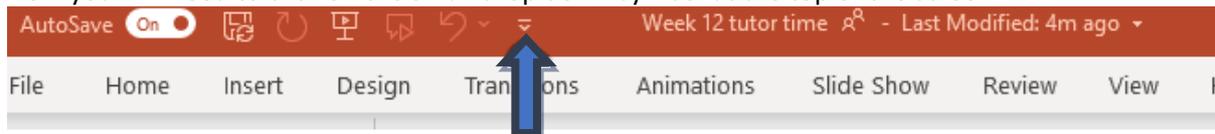
Students that have problems concentrating, some sensory issues or sight loss might also find the above useful.

It is worth bearing in mind that any work completed on dictate would lose marks for spelling if spelling is being assessed as part of an assignment. It is important to keep practicing writing skills for some lessons too!

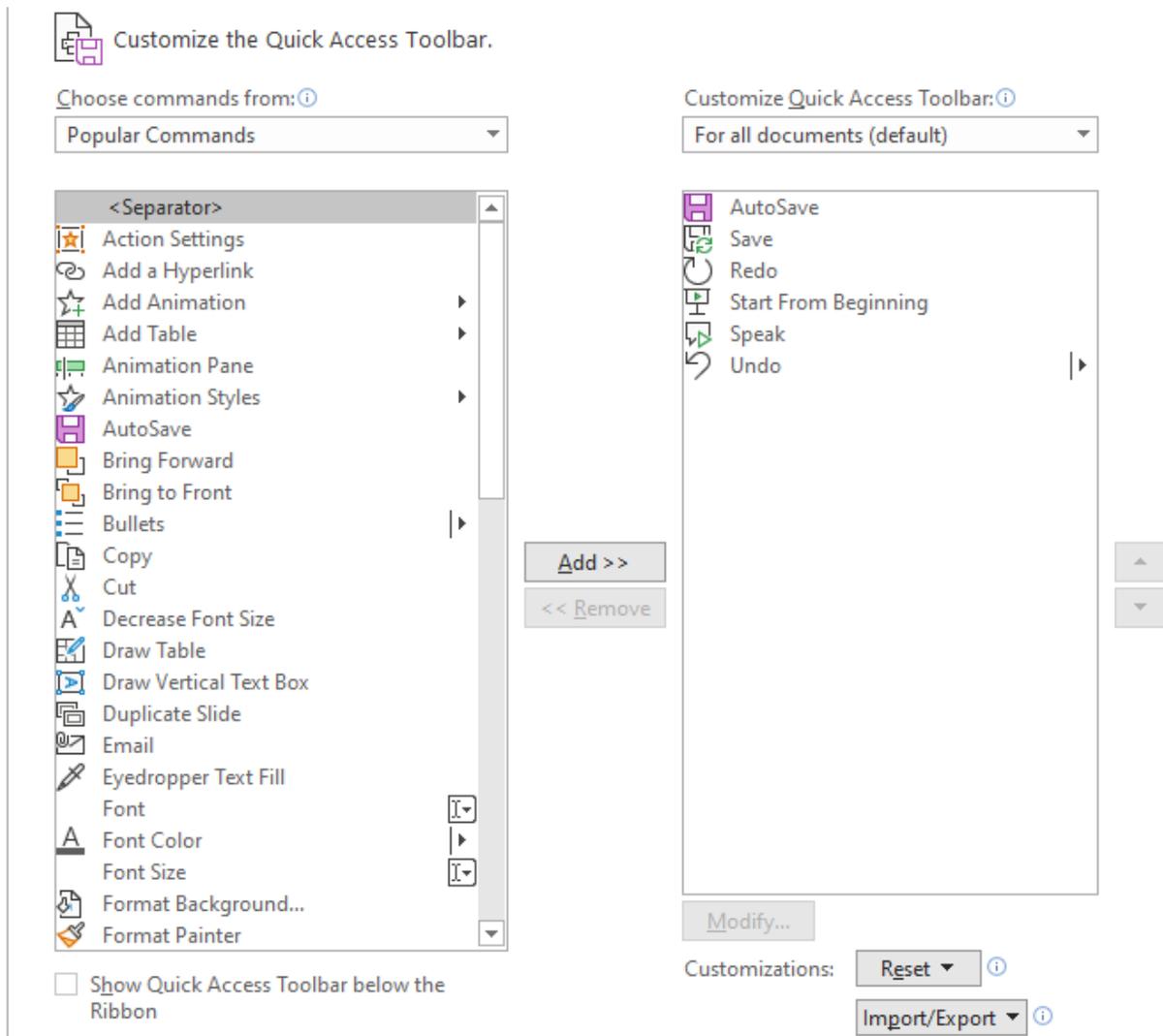
PowerPoint also have a READ ALOUD feature which is useful to help students that find reading difficult be a little more independent. To open you will need to ensure that Power Point is opened in DESK top App seen below:



Now you will need to click on the small drop down symbol at the top of the screen:



Click where it says more commands to get to the next page that looks like this:



Change popular commands at the top of the screen to All Commands and the scroll through the long list of options below until you come to SPEAK. Now press the ADD button between the two columns and ok at the bottom of the second column. You will now see this little symbol at the very top of the PowerPoint slide.



You will now see this little symbol at the very top of the PowerPoint slide, press and it will read the PowerPoint slides for you.

Chrome books:

For those students with Chrome books at home you might follow the following advice <https://support.google.com/chromebook/answer/9032490?hl=en-GB>

Fonts:

Some students with Dyslexia or Dyslexic tendencies might benefit from downloading the free dyslexic font from <https://opendyslexic.org/>

Magnify

For students with sight loss or a preference for large print (or a small screen!): Press the windows key followed by + or -

For many students changing the background colour of the screen by using the DESIGN tab in Word and altering the PAGE COLOUR will also help.

More Information

For more information on rules and expectations for Live Lessons, please refer to the Midhurst Rother College Student Acceptable Use Policy for Remote Learning.