



Parents' Guide to Microsoft Teams – Part 2 – Top Tips!

Introduction

We wanted to share a few 'top tips' having used Microsoft Teams for a trial period. Thank you to all the parents who have worked hard to get this up and running – I know it hasn't been plain sailing all the time, but we've had some really positive feedback so hopefully it will continue to work well – and get even better – as both pupils and staff get their heads around it!

Top Tips

- **PC if possible** – we have checked, and we know that all the features of Teams that we are using work on iPads, iPhones, and Android. However, the 'easiest' way to use Teams is probably by downloading the desktop app and using a Windows PC. If that option is open to you, this is the way to go. It's also probably easier for children to type on real keys than on tablet virtual keyboards. However, if it's not possible, don't worry, *all features do still work on the mobile apps*.
 - o To download it for PC, from the browser, once you are logged in, click your child's initials in the top right hand corner (in a circle) and click 'download the desktop app'.
- **Permissions** – you may need to 'grant permission / access' for Teams in order to use all the features – e.g. uploading etc. Please 'accept' any requests of this nature.
- **Other Office Products** – the login credentials (username and password) that you have been given will give you access to the *entire Microsoft Office Suite*. If you don't have Word, Powerpoint etc., you can download these from Office.com (for free – just click the orange 'install office' button from a browser, top right), enter the same credentials you are using for Teams, and use these programmes. If you don't want to use the full versions of the programmes or can't download them (e.g. due to storage issues), you should still be able to edit using the online versions (i.e. Word Online). Be aware these are sometimes a little more glitchy than the full apps.
- **Uploading pupil work** – 99% of the time moving forward, the way to upload your child's work will be through 'Assignments'.
 - o Select View Assignment
 - o Read any instructions / watch videos / etc.
 - o Either:
 - Click 'My Work' and select the document that is there to edit your own copy (this works for Word documents etc.)
 - Note: if using mobile app on Apple, you need to touch the 'edit' button,  top right, and download the free Word app.
 - Or - Click 'Add work' and you can upload files from your computer or device, including photos, screenshots etc.
 - This works well for Maths, where the sheets are mainly pdfs, which can't be edited. You can take a screenshot and draw on it, or do you work in a book / sheet and then upload a photo.
 - o Then select 'Hand in' 

Tuesday 5th May, Semi Colon Work

English

Due today at 23:59

Instructions

Today, we're looking at the use of **semi-colons** in our writing. Watch the video below, and then open the word document. You'll see I've written some sentences without punctuation. Please correct them using colons and semi-colons. Bonus points if you can create your own sentences using semi colons!

Reference materials

Tuesday 5th, Semi Colon Lesson

My work

Semi-Colon Sentences.docx

Add work

These three dots provide a menu to allow you to open the document in

- **Attachments** - pupils can also click the paperclip in a 'post' and upload content that way (as an attachment) – this could be for pupil work if they cannot do so via an assignment (however, this shouldn't be required – see above).
- **Mentions** – for communication and chat, placing @ in front of a name creates a 'mention'. This is very important when trying to reach the teacher – as you can imagine, scrolling through lots of children's chat and multiple posts isn't easy – so if you want to reach the teacher, ensure you notify them by using '@Firstname Surname' e.g. @Laura Holland or @Hannah Halliwell.
- **Teacher Availability** – please do bear in mind that our teachers will be facing a variety of scenarios – they may be teaching full time in school, working from home on a variety of tasks, and, in most cases, also looking after their own families too. They won't be online 24/7, and there will sometimes be delays getting things out and responding. Please be patient with this, especially for those of you who are keen and looking for work early in a morning!

Live Lessons

Teams is great for individual communication, but the 'video conferencing' aspect is not very user-friendly for large groups. If Live Lessons take place, these will be conducted on Zoom. A link will be sent (via Assignments) for each lesson which can simply be clicked to access the Zoom meeting at the time of the lesson.

Tech Support!

Please be aware that all of our teachers are learning as they go with this platform. It is very powerful, and complex, and they are having to manage this remotely without full 'training'. They will try very hard to solve any issues you might have but please understand if we can't solve every parent's issue on every different device!

If you are really struggling, on Friday mornings, John Hamer, our ICT Technician, is on site, and would, I'm sure, try to help if you brought your device over to school (assuming this is possible within isolation requirements – please do not come onto site if you are self-isolating).

Finally, please remember there is no pressure on parents to achieve perfect home learning – please do what you can with the resources available – and you can always go 'old school' and pick up a good book together, and some pencils and paper!

Mr. Campbell