



Parents' Guide – Microsoft Teams

Introduction

As previously mentioned, we are looking to move our online learning away from SeeSaw onto the Microsoft Teams platform. This is a much more effective app for this form of communication, and will allow the children to individually complete work and liaise with their teacher directly. This guide talks you through the process of setting up Teams.

Application Installation

Teams is available through:

- The Apple Store (iPads / iPhones)
- The Google Play Store (Android)
- Any PC (via a browser)

For mobile devices, download the app from the relevant store and go to Login step below. This is free of charge and has no in app purchases so is completely safe for your child to use. Please access your app store, search for 'Microsoft Teams' and download the app that looks like the icon at the top of this page. You'll need to enter your child's username and password on first use.

If you're working from a desktop or laptop computer, open an Internet browser (e.g. Edge, Chrome or Safari) and go to www.office.com.

If you haven't logged in before, click log in and enter the user name and password (see below). If you have logged in before and you previously allowed your computer to save your log in details, you will probably find that you're still logged in – a timesaver as long as you're not using a shared computer and others can access your account.

Logging In

Every child has their own username and password for Teams. This is a 'Microsoft Account' and gives them free access to the whole Microsoft Office Suite of programmes, and, most importantly, Teams itself.

This will be sent directly to Parents via SchoolPing. (I apologise for the random collections of letters and numbers! Hopefully you'll only need to input this once – after that time, you can 'save password' and it should keep you logged in. We are trying to find a way of creating simple passwords.)

Once at the login stage, use the username (which will be in the form of an email address: achild@leeming-raf.n-yorks.sch.uk) and password to get into your Class Team, and you're ready to go!

Using Teams

Teams has a lot of functionality, but we will focus on a few elements to start with. The teacher will post in the 'General' channel, and will also upload work for children, both in the form of assignments and videos / lessons etc.

Leeming RAF Community Primary School

'We care, we respect, we do our best'

This is where children can communicate via messages and can see when events happen on the team site. Put '@' before someone's name to mention them – this is helpful if you want the teacher to be notified of what you've written – e.g. [@Hannah Halliwell](#)

This tab provides a summary of all the activity in the Team

Chat allows pupils to communicate with each other, or, most usefully, with the teacher. Please supervise the use of this feature.

Different channels may be set up for different subjects or discussions – keep an eye out. Click a channel, then click the three dots next to it and click Channel Notifications to turn these on so pupils don't miss anything!

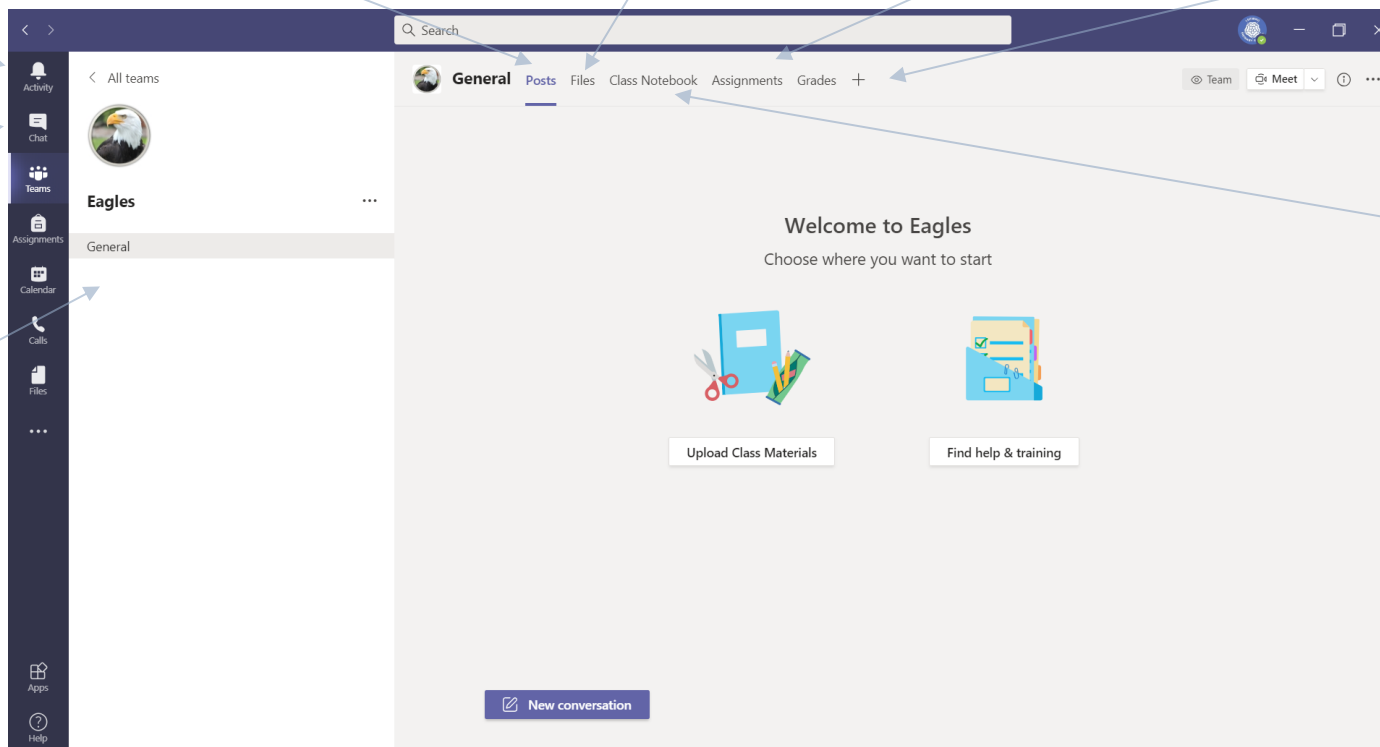
On the mobile app, click a channel, then click the 'Bell' in top right to turn them on.

This is where files will be left that will help with pupils' work.

Work will be assigned to pupils, and feedback can be given, in this tab.

These other tabs may change as other information and links to other websites are added or taken off.

The class notebook provides the teacher and pupil with somewhere to share lesson notes.



Acceptable Usage

Teams is a collaborative learning environment. The same expectations of pupil conduct and behaviour are in place here as in school. This includes appropriate posting, language etc. The teacher has oversight of all that goes on within the platform. We would recommend, however, that parents supervise its use as well however, both to engage with your child's learning, and to ensure that standards are maintained.