

Parent Guide to using Microsoft Teams

Welcome to the parental guide for our new innovative digital learning platform, as a school we believe using Microsoft Teams will support our students learning both with their face-to-face learning and outside of the classroom. This is part of the Blended Learning approach that we are using to engage pupils fully in their learning both in school and at home.

Logging in via a PC or Laptop

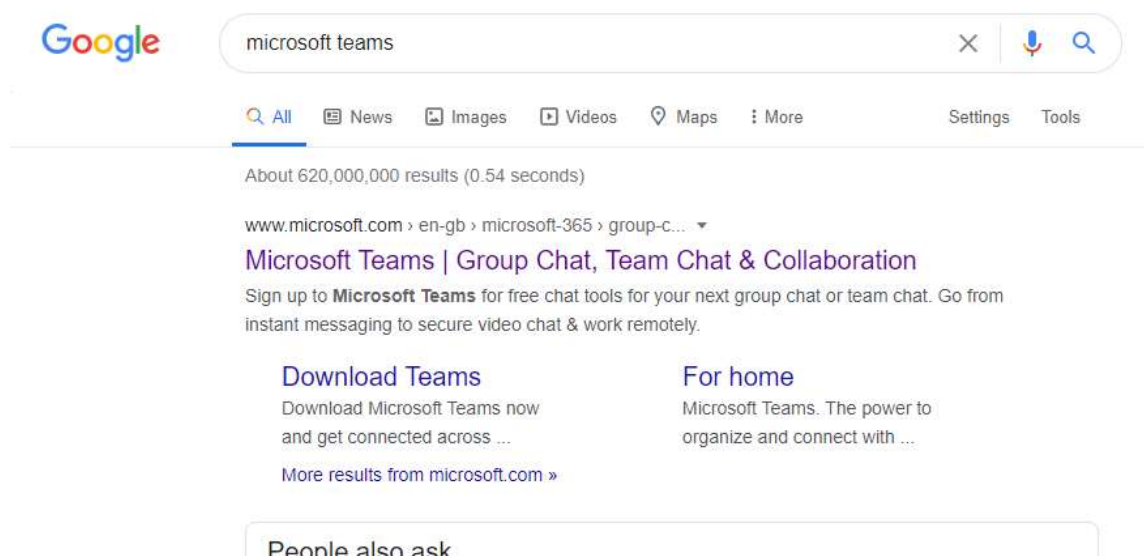
We recommend using Google Chrome



or Microsoft Edge



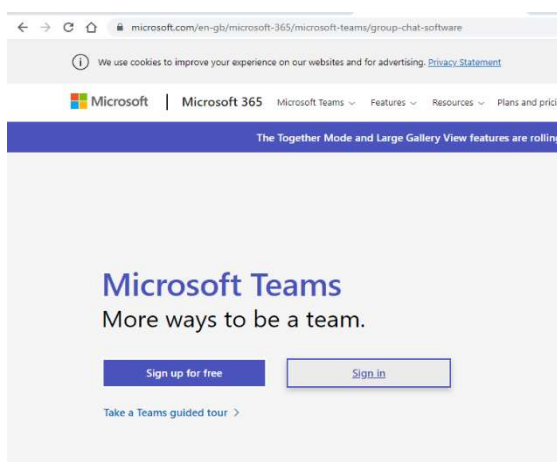
1. Search for Microsoft Teams



Direct Link - <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/log-in>

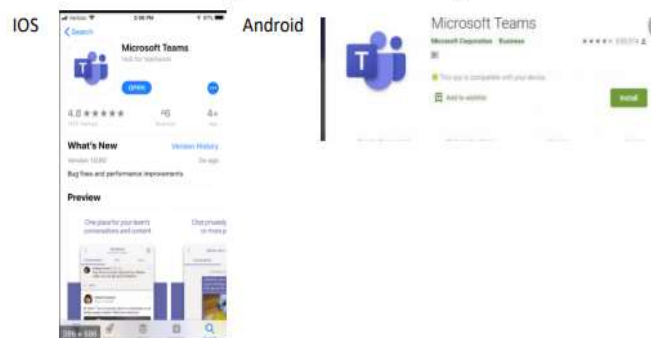
School Website – There is a link to Microsoft Teams from the Home Learning page of the website.

2. once on the site click the sign in option. (There is a guided tour on this page if you want to learn more about Microsoft Teams)



Logging in via a Mobile Device

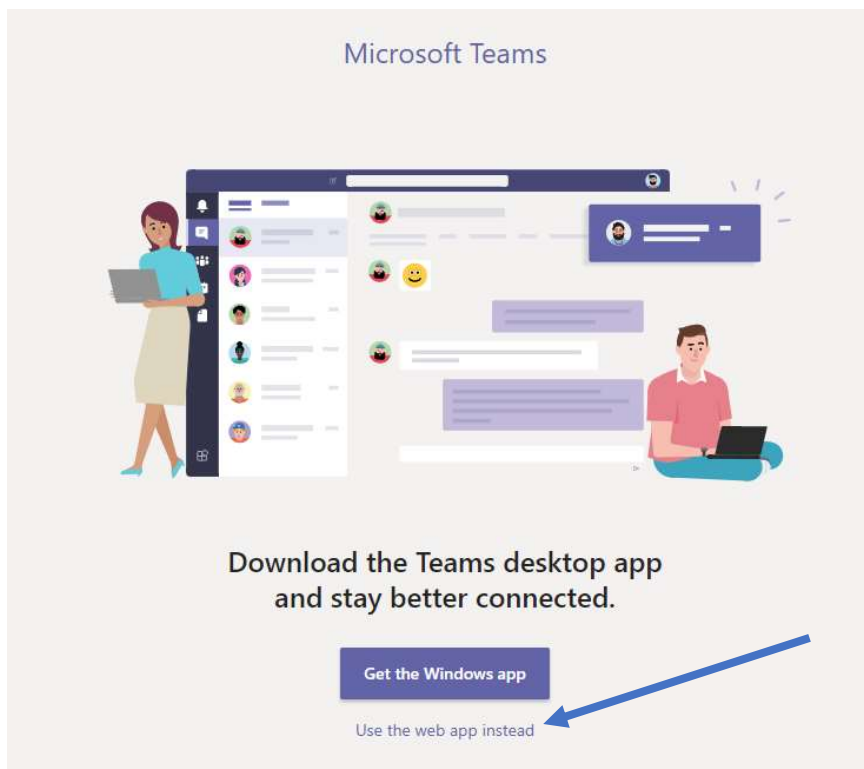
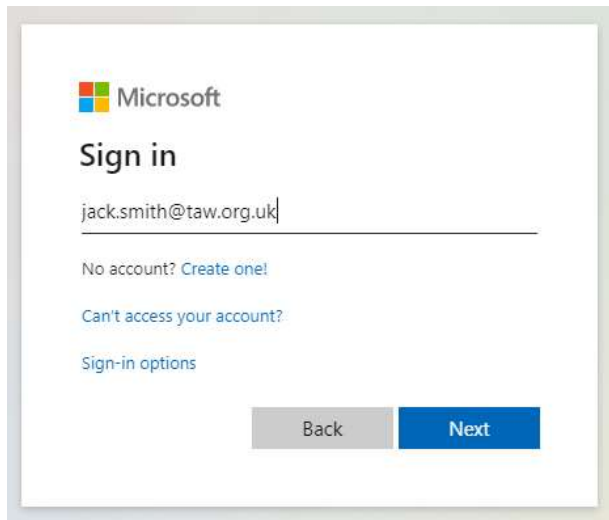
We recommend downloading the free Microsoft Teams app:



3. You will be asked to sign in by entering your email address and password.

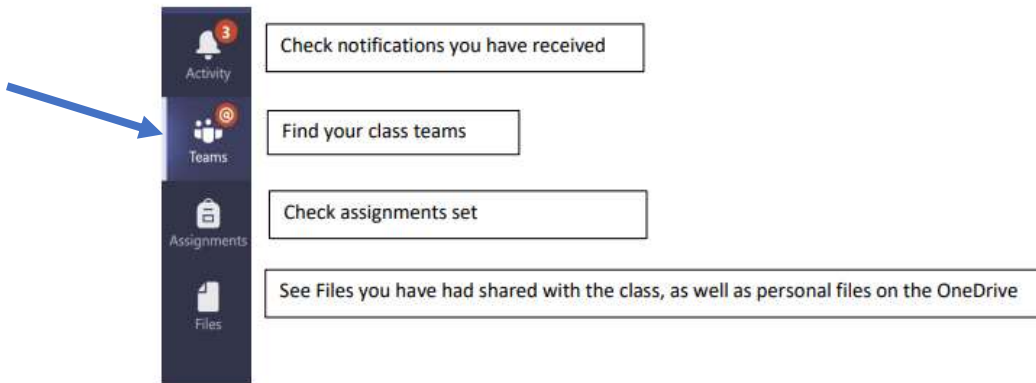
Your email address will be the same one that you use in school (for example if your name is Jack Smith this would normally be jack.smith@taw.org.uk)

Your password is your usual network password you use in school to access the computers. If you have any problems logging in please contact the school by emailing langley.homelearning@taw.org.uk

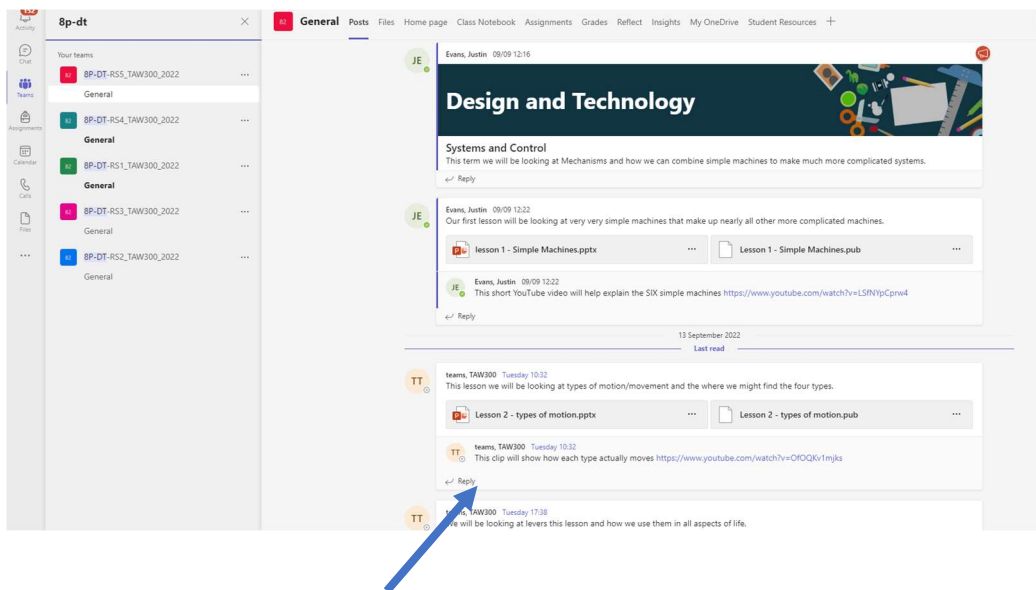


4. Click – Use the Web App.

The Teams interface



5. To access the teaching groups you will need to click on the teams option and find the team that is your specific group (e.g. if you are in English set 2 look for 8-EN2). Here you will find information on your lessons, copies of PowerPoints, worksheets and other important information to help further develop understanding of a subject or topic.



To post a question once in the channel you can click on the new conversation button and post your message – you can also respond to your teachers posts.



Communicating within a Team

Microsoft Teams is part of our school Learning Platform to support students learning both face to face and beyond the classroom, please encourage students to:

1. Like a post, using an appropriate icon, so teachers can check that important messages have been read.
2. When asking a question based on a teacher post, to reply to the thread rather than create a new conversation.
3. To not use Microsoft Teams as a social platform, it is to access learning materials, class assignments and homework. Ensure you have read the 'Acceptable use policy'. Our virtual school runs under the same rules as 'The Telford Langley School'. Appropriate action will be taken if students misuse the system.

As always if you have any questions relating to home learning please email langley.homelearning@taw.org.uk