## 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.



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)

← → C △ ii microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software ① We use cookies to improve your experience on our websites and for advertising. <u>Privacy Statement</u> Microsoft I Microsoft 365 Microsoft Teams ~ Features ~ Resources ~ Plans and pricin	Logging in via a Mobile Device We recommend downloading the free Microsoft Teams app:
The Together Mode and Large Gallery View features are rolling Microsoft Teams More ways to be a team.	IOS Construction of an analysis of the Android Microsoft Teams
Sign up for free Sign in Take a Teams guided tour >	

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 <a href="mailto:langley.homelearning@taw.org.uk">langley.homelearning@taw.org.uk</a>

Microsoft				
Sign in				
jack.smith@taw.org	.uk			
No account? Create on	nel			
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Get the Windows app

Use the web app instead

4. Click – Use the Web App.

## The Teams interface

Activity	Check notifications you have received
ii. Tearns	Find your class teams
Assignments	Check assignments set
<b>Han</b> Files	See Files you have had shared with the class, as well as personal files on the OneDrive

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.

Your teams	JE Evans, Justin 09/09/12/16
8P-DT-RS5_TAW300_2022	
General	Design and Technology
8P-DT-RS4_TAW300_2022	 Design and recimology
General	Systems and Control
8P-DT-RS1_TAW300_2022	 This term we will be looking at Mechanisms and how we can combine simple machines to make much more complicated systems.
General	e√ Reply
8P-DT-RS3_TAW300_2022 General	 JE Exams, Awatin . 09/09 12:22 Our first lesson will be looking at very very simple machines that make up nearly all other more complicated machines.
8P-DT-RS2_TAW300_2022	 lesson 1 - Simple Machines.pptx ··· Lesson 1 - Simple Machines.pub ···
General	The serve, Adata (60001222 This short YouTube sideo will help explain the S0X simple machines https://www.youtube.com/watch/v=LSNPpCprw4 Pap/ Pap/
	13 September 2022
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	team, TAW300 Turksky 1022. This lesson we will be looking at types of motion/movement and the where we might find the four types.
	Lesson 2 - types of motion.pub
	mem, TAVD00 Testiday 1012 moles https://www.youtube.com/watch?v=OROQG/1mjks vr Reyl
	T A WWW Testay 1738 will be looking at levers this lesson and how we use them in all aspects of life.

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.

Start a new conversation. Type @ to mention someone.	

## 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