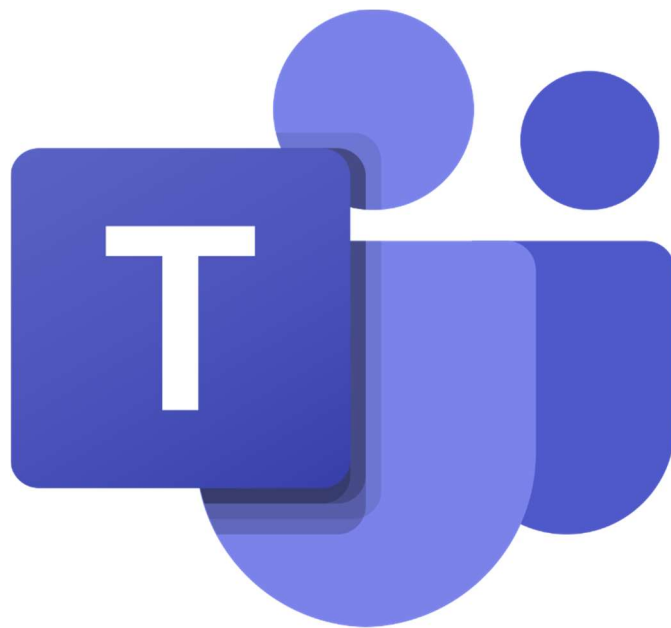




Queen's Inclosure Primary School  
Remote Learning Support

# Parents' MSTeams 'How-To Guide'



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## **Queen's Inclosure Primary School – 'MSTeams How-To Guide' for Parents:**

### ***Useful MSTeams Additional Support (1a)***

To accompany this Parents' Guide, below are a few useful video links to YouTube tutorials that support those of you who are using MSTeams for the first time.

#### **Signing into Teams for the First Time**

<https://www.youtube.com/watch?v=qx8xHpRMFHU&feature=youtu.be>

#### **Using Assignments**

<https://www.youtube.com/watch?v=NGuv9wHCWYE&feature=youtu.be>

**The weblinks below are a direct link to the Microsoft Website Help section for Teams:**

<https://support.microsoft.com/en-gb/office/microsoft-teams-5aa4431a-8a3c-4aa5-87a6-b6401abea114?ui=en-US&rs=en-GB&ad=GB>

<https://support.microsoft.com/en-us/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588>

#### ***Email Guidance (1b)***

Your child has been supplied with an email address and password in order to access MSTeams to support their Learning at Home.

We politely request that this email address is only used to log in to MSTeams and not as a form of communication with others both within the school community and outside of it. Similarly, we request that your child does not use their school email address to register for external sites – its only intention is to gain access to MSTeams.

We also ask that they do not directly email teachers using their email address. We would like all communication to be from parents' email addresses that are currently on the school emailing list.

If we deem that your child's email address has been used inappropriately, we will contact you in order to offer further support and guidance. We reserve the right to cancel/block any email addresses that are used inappropriately.

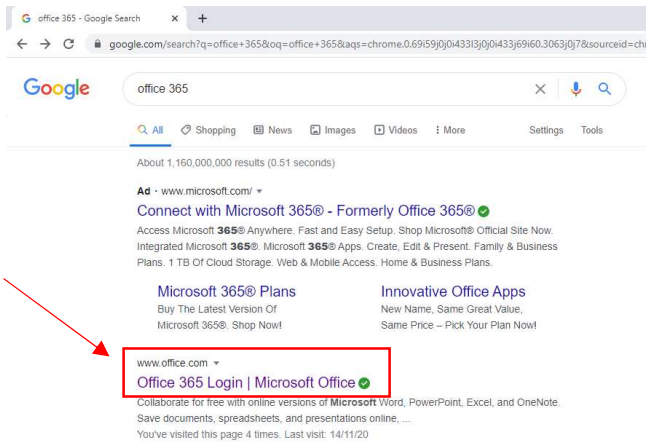


## Queen's Inclosure Primary School – 'MSTeams How-To Guide' for Parents:

### **Logging in to MSTeams (2)**

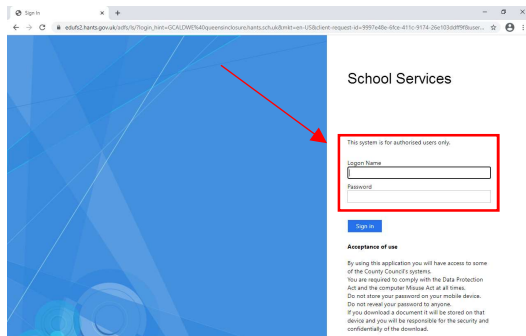
When this user guide was created, it was done so using the search engine, Google Chrome to access MSTeams.

We are aware that there are many ways of accessing MSTeams (e.g. smart phone app, tablet app, web app and through a search engine). As stated above, this guide is aimed at accessing MSTeams through Google Chrome; however, you may wish to access it in another way. The instructions for other ways of accessing MSTeams might differ using other methods, but many things will be similar.



### **Step One**

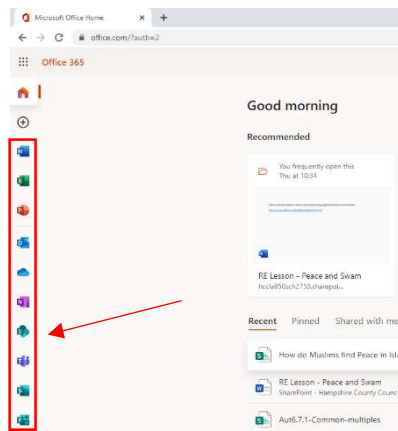
Using a search engine, search for 'Office 365' and select [www.office.com](http://www.office.com)



### **Step Two**

Log in using the email address and password that have been communicated to you from Queen's Inclosure.

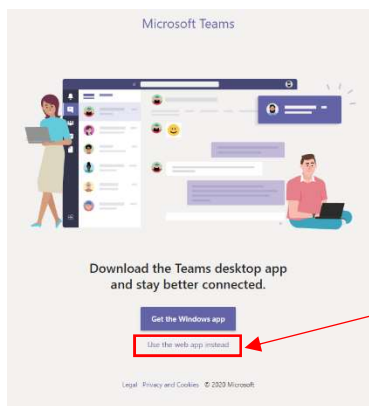
*Note: Please ensure that the email address is spelled correctly – especially the **QIPrimary.uk** domain name after the @ symbol.*



### **Step Three**

Select the Teams icon from the list down the side of the webpage. The icon is shown below:





*You might be asked to get the 'Windows App' if you are accessing MSTeams through a Windows computer. If you wish, you could download the app; however, this guide has been created using the 'Use the web app instead' option.*

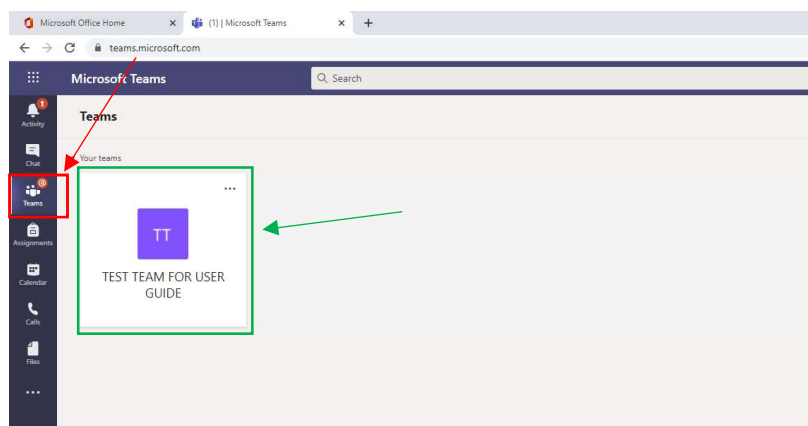
*If you are accessing MSTeams through a smart phone or tablet app, you will not get this option and will simply sign in using your email address and password.*

#### Step Four

Click on the Teams icon along the left-hand side of the app page (in the red box).

Your child's class team should then appear, like the example to the left within the green box.

Once you have clicked on the Teams icon, you will be able to select your child's class 'Team' to gain access to all the available MSTeams features.



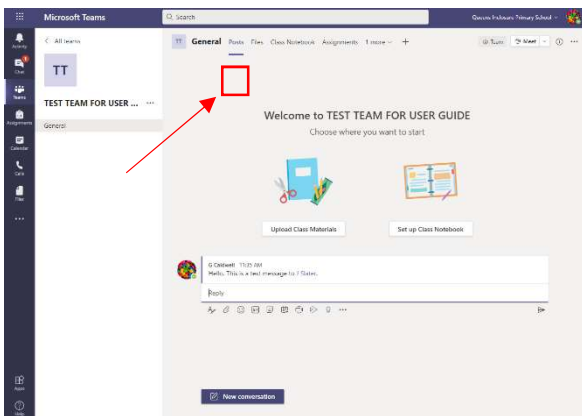


## Queen's Inclosure Primary School – 'MSTeams How-To Guide' for Parents:

### **Using the 'Posts' Tab (3)**

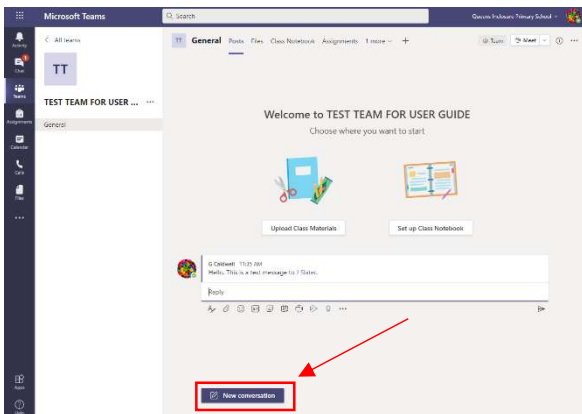
MSTeams has the capability for communication via a team-wide 'Posts' tab, which acts like a chat-style conversation thread.

This chat log is the perfect way for children to communicate with each other and their class teacher about the learning that they are completing at home. It is important to note that the chat log is visible by all members of the class team, including the class teacher. The chat log will be monitored by the class teacher, so we ask that the conversation threads remain focused on the learning being completed at home. Any inappropriate use of this function will not be tolerated.



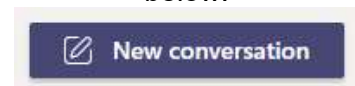
#### **Step One**

Once you are in your child's class 'Team', you will see the 'Posts' tab at the top of the page. Click on this to ensure that you are in the chat log section of the 'Team'.



#### **Step Two**

To start a new conversation thread, you need to click on the 'New Conversation' button towards the bottom of the page, which looks like the icon below:

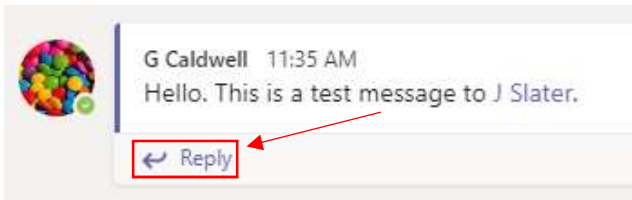


#### **Step Three**



If you wish to 'tag' the teacher's name or another child's name, you use the @ symbol followed by their first initial. This will bring up a list of names within the 'Team' to select from. Then, simply select the name to 'tag' that person.

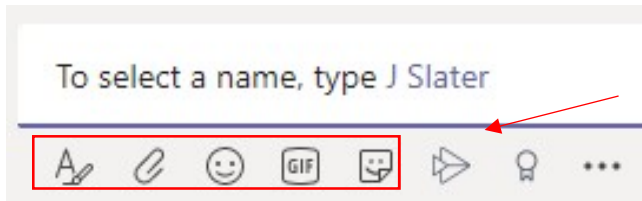




#### Step Four

Like in other chat apps, you can reply to specific messages.

Click on the 'Reply' button to reply a message to that specific conversation thread.



#### Step Five

Similarly, like other chat apps, you are able to change the format of the text, add attachments, add emojis, add GIFs and add stickers within your conversation.

We advise that your child uses these options with care and does not overuse these functions, as the main purpose of the chat log is for learning conversations. Please monitor your child's use of the 'Posts' page to ensure safe and appropriate usage.



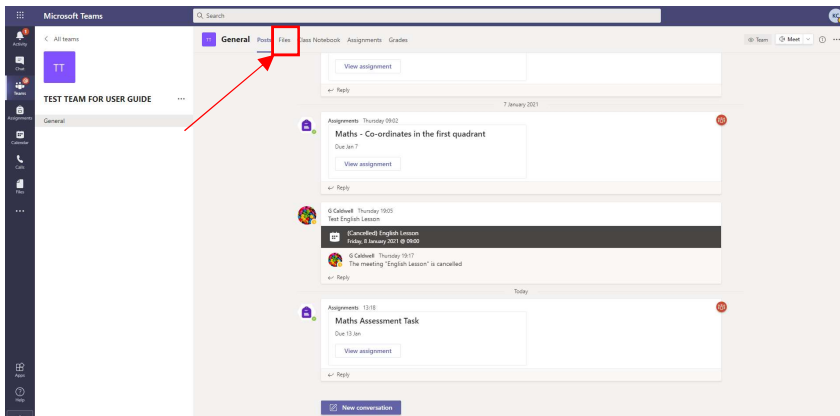
## Queen's Inclosure Primary School – 'MSTeams How-To Guide' for Parents:

### **Accessing Learning via 'Files' (4)**

Learning will be uploaded daily to MSTeams by your child's year group teachers.

This will be done in one of two ways:

1. Learning to be completed **BUT NOT EXPECTED TO BE RETURNED TO SCHOOL** will be uploaded into the 'Files' section of your child's class team. Here, you will be able to access lesson videos, activities etc. These files will be uploaded into a daily folder that will contain sub-divided lesson folders.
2. Learning to be completed **AND WILL BE EXPECTED TO BE RETURNED TO SCHOOL** will be set as an assignment, with a set due date. These activities will be assessed and feedback given. It might be that you are able to attach your child's learning to the assignment before it is virtually 'handed in'; however, it might be that you need to email your child's year group email address with a photo of the learning etc. if you are not able to attach it to the assignment.

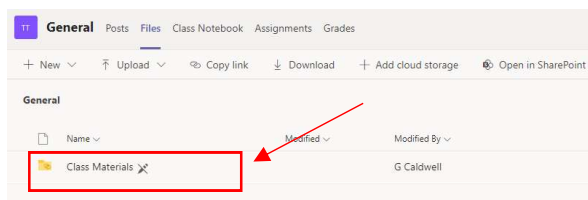


#### **Step One**

Each day, learning will be set. Not all of your child's learning is expected to be returned to their class teacher.

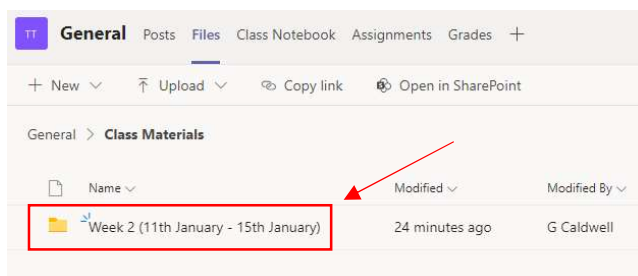
This 'non-return' learning will be uploaded to the 'Files' section of their class team.

Click on the 'Files' link at the top of the page.



#### **Step Two**

On the next page, navigate to the 'Class Materials' folder and click on the name.



#### **Step Three**

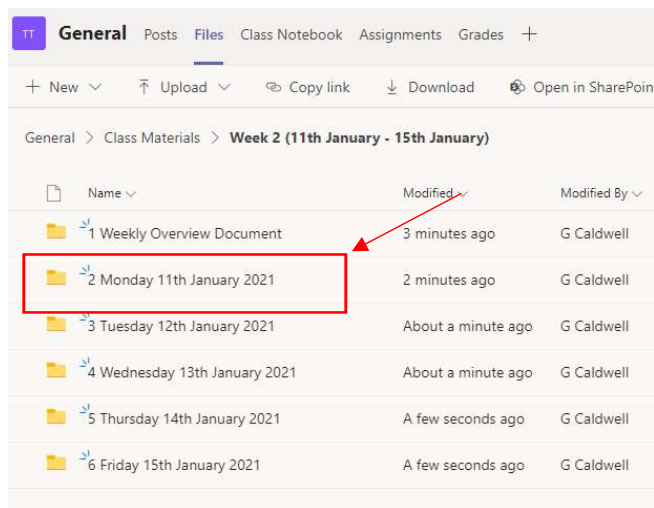
Select the week folder that you require.



## Step Four

On the next page, navigate to the date of today's learning. These will be in chronological date order. Click on the date and this will take you to the uploaded lessons for the day.

*You will see a folder with the title '1 Weekly Overview Document' at the top of the list. This contains the weekly overview of lessons and instructions for these (like you received in Week 1 – 3 via email).*



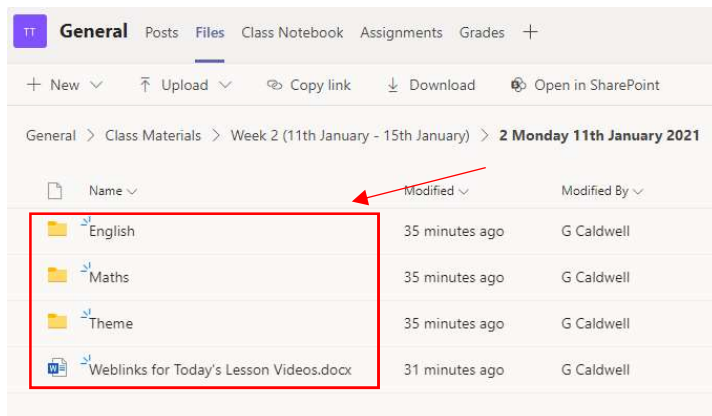
## Step Five

When you are within the day's folder, you will be able to access the folders of uploaded learning for each lesson that day.

Click on the subject name to open the folder.

*Please note that all learning might not be uploaded (e.g. mental maths, spelling etc). Please see the weekly overview for these.*

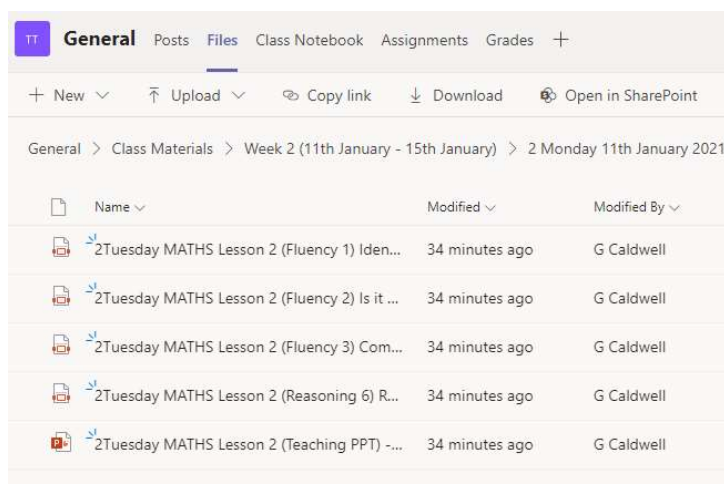
The 'weblinks' Word file will contain any links to pre-recorded videos that support your child's lessons that day.

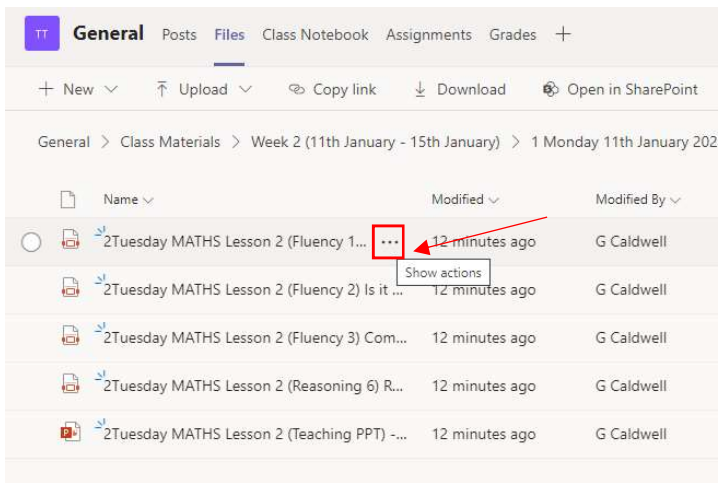


## Step Six

You will now be able to access the files, videos, PowerPoints etc. for the lesson your child is about to complete.

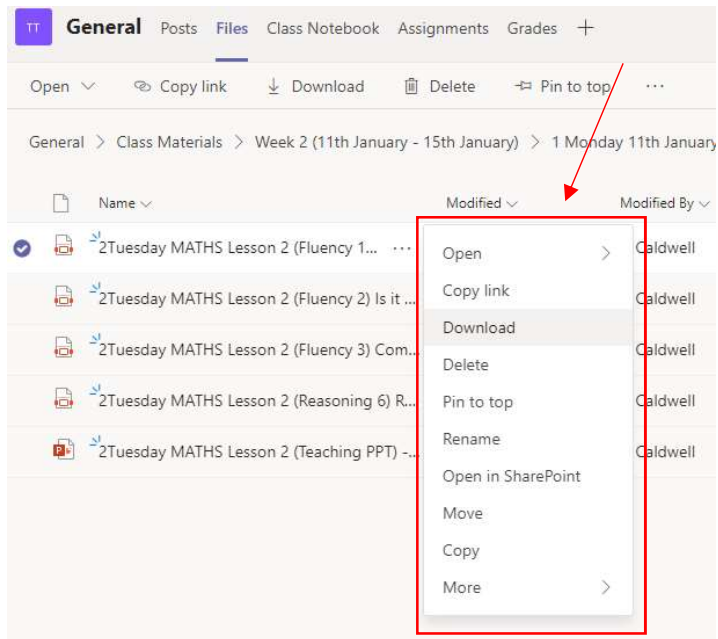
Click on the file name to open it up.





## Step Seven

If you hover over the end of the file name, three dots will appear.



From the drop-down menu that appears, you will be able to download the file to your computer (if possible) so that you can access it outside of MSTeams.



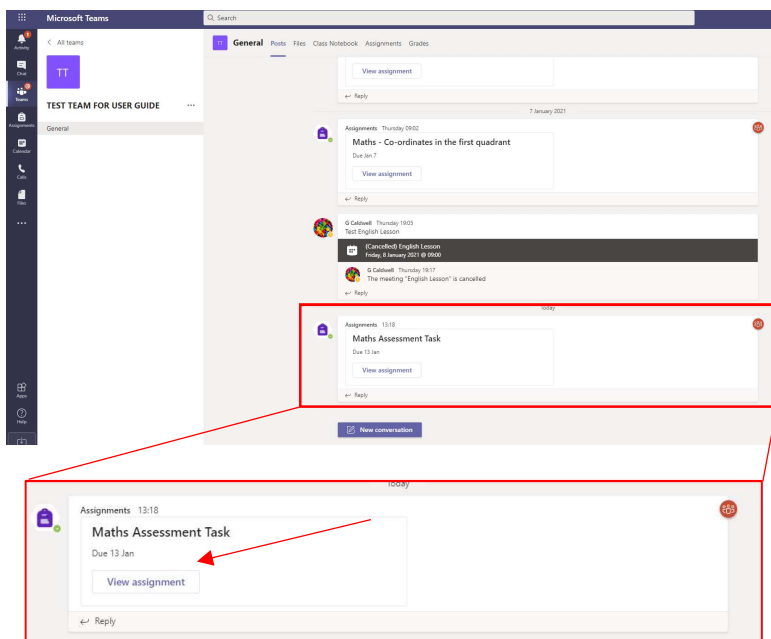
## Queen's Inclosure Primary School – 'MSTeams How-To Guide' for Parents:

### **Accessing Learning via 'Assignments' (5)**

Learning will be uploaded daily to MSTeams by your child's year group teachers.

This will be done in one of two ways:

1. Learning to be completed **BUT NOT EXPECTED TO BE RETURNED TO SCHOOL** will be uploaded into the 'Files' section of your child's class team. Here, you will be able to access lesson videos, activities etc. These files will be uploaded into a daily folder that will contain sub-divided lesson folders.
2. Learning to be completed **AND WILL BE EXPECTED TO BE RETURNED TO SCHOOL** will be set as an assignment, with a set due date. These activities will be assessed and feedback given. It might be that you are able to attach your child's learning to the assignment before it is virtually 'handed in'; however, it might be that you need to email your child's year group email address with a photo of the learning etc. if you are not able to attach it to the assignment.



### **Step One**

When an 'Assignment' has been set for your child, a notification will appear in the 'Posts' conversation thread to notify you that it is there.

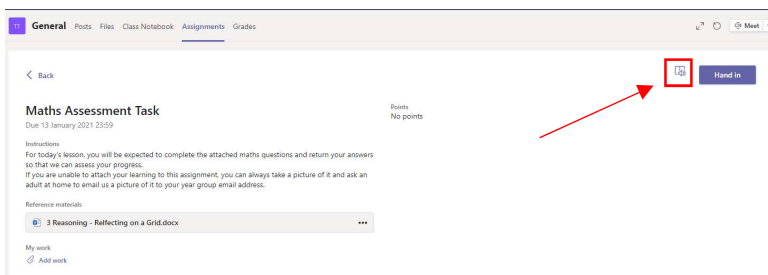
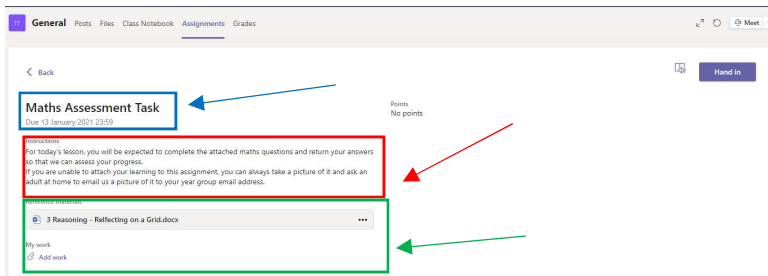
You can click on the 'View assignment' button on the notification, or simply click on the 'Assignments' link along the top of the 'Posts' conversation thread. Either way, you will be able to navigate to the set assignment.

## Step Two

Once on the assignment page, you will be able to read the instructions (in the red box on the image to the left) which explain what your child has to do in order to successfully complete the learning which is expected to be 'handed in'.

The due date and time for the assigned learning can be seen in the blue box on the image to the left.

You can access the lesson activities on this page too. On the image to the left, the lesson activities are within the green box. If possible, you can also upload the completed learning by clicking the 'Add work' link contained within the green box.

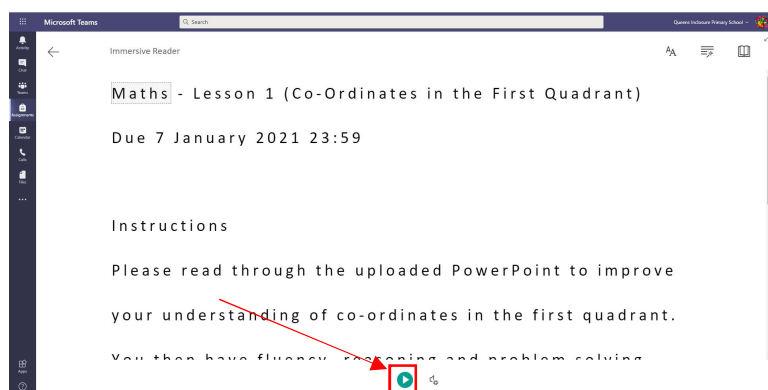


### Tip

*For those children who might struggle to read the instructions on an assignment page, they will be able to have MSTeams read the instructions to them.*

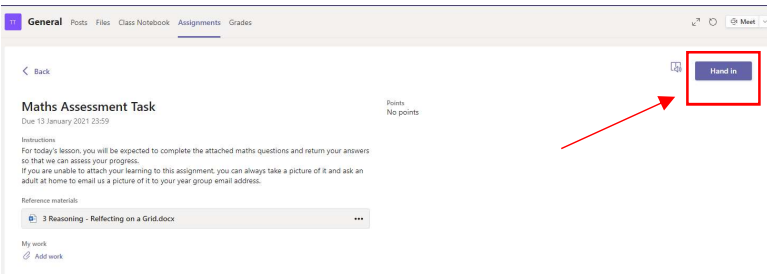
*Click on the icon towards the top right-hand section of the Assignment page.*

*The icon looks like the image below:*



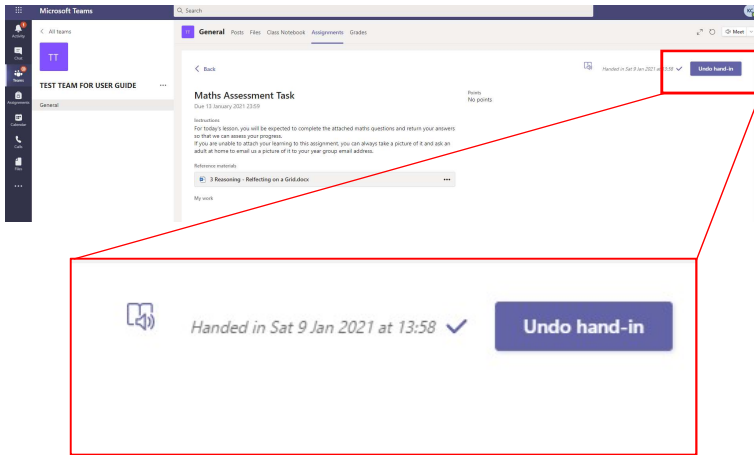
*Once on this page (as seen on the left), click on the green 'Play' button towards the bottom of the page and the instructions will be read to your child.*

Please note, if you are unable to upload your child's learning to the assignment page, you can email a photo (or similar file) the year group email address instead.



### Step Three

Once your child has completed the learning which has been assigned for them, you will need to click on the 'Hand In' button towards the top right of the 'Assignment' screen.



*Please note, if your child has 'handed in' their assignment but has forgotten to actually attach the learning file, they can click 'Undo hand-in' in order to attach the file.*

*All you need to do then is re-click 'Hand in' to resubmit the assignment.*

## Queen's Inclosure Primary School – 'MSTeams How-To Guide' for Parents:

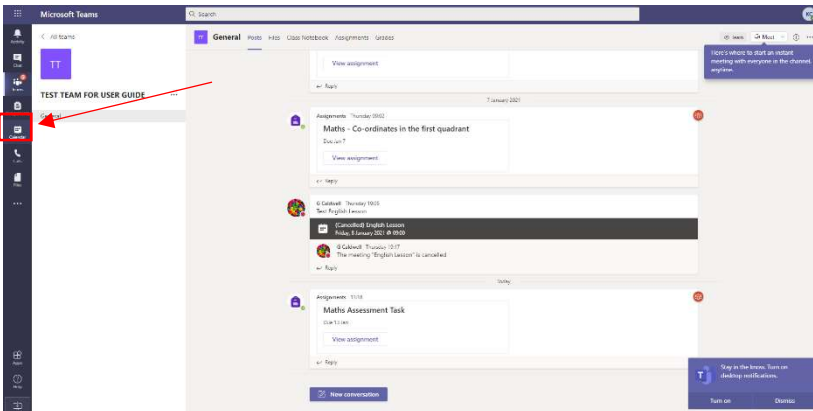
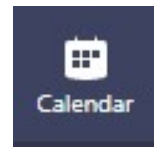
### *Accessing Calendar for Video Calls (6)*

There will be occasions when we might meet your child online using webcam. You will always be notified of when these will be. This will not be for 'live lessons' but might be for interactive opportunities for us to speak with the children at home in small groups.

#### Step One

Click on the 'Calendar' option towards the left-hand side of the page.

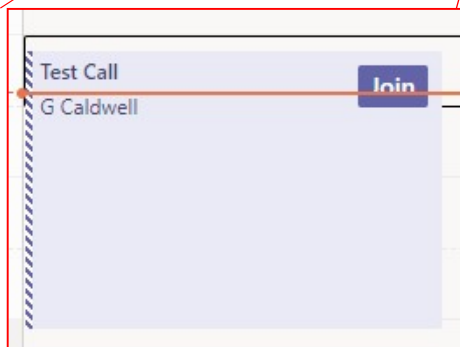
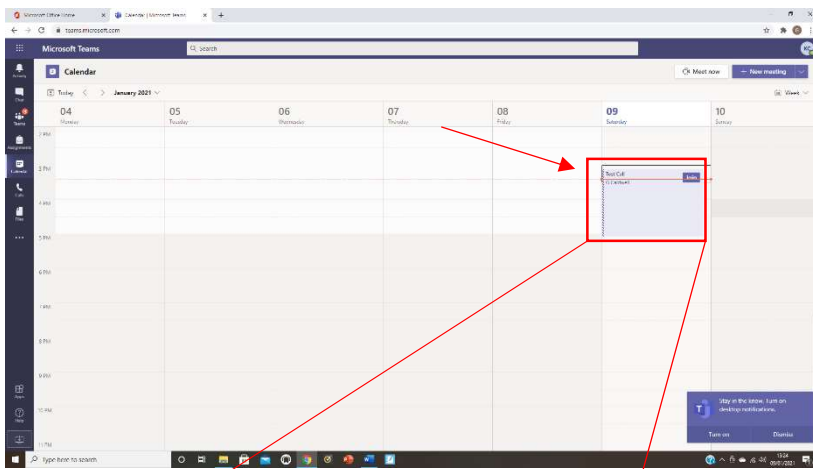
The button looks like the icon below:

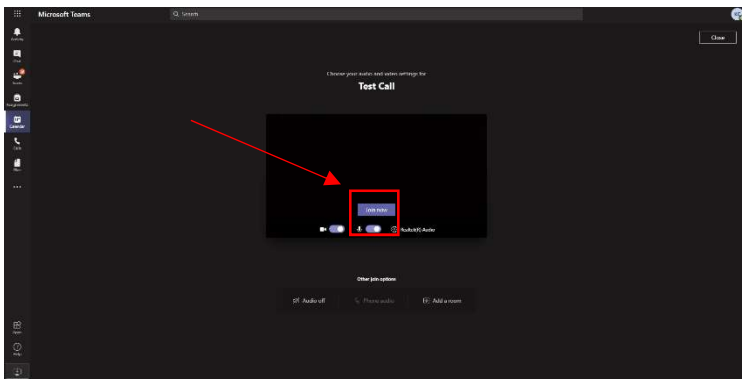


#### Step Two

From the calendar view, you will be able to see any scheduled online meetings that have been arranged for your child.

You will then be able to click on the 'Join' button seen in the image on the left.





### Step Three

Your child will have the option to 'Join Now' when they first join the online meeting.

### Step Four

When your child has joined the call, they will be able to see themselves as well as others on the screen in front of them.

Whilst on a call, unless your child is speaking directly to the other people in the meeting, we request that the microphone is turned off as this causes feedback and can cause the meeting to be quite tricky to manage. You can mute the microphone by clicking the microphone button (in yellow).



If, for some reason, you need to turn the webcam off for a short while, you simply click the camera button (in red).

When your child wishes to end the class, they need to click on the red phone button (in blue).

*If your child's class teacher requires any other features of MSTEams calls to be used, they will direct your child how to do this.*