

## Accessing & Using Microsoft Teams – A guide for parents & children

### **What is Microsoft Teams?**

This is a piece of software (or an App) on which you are able to complete assignments (school work), take part in virtual classrooms and even have a 'text conversation' with your teachers.

### **How do I log on?**

Once you have downloaded Microsoft Teams, you need to log on.

The username will be something like:

**138-----@standrewsoh.bolton.sch.uk**



The first part of this is the normal school login that the children use for Purple Mash. You will find this stuck to your child's reading record. You will need to add

**@standrewsoh.bolton.sch.uk** at the end of their username

The password is in the same place. It will be a 4 digit number.

After your log in has been used for the first time, there may be some screens that pop up – click 'Next' until no more pop up.

### **More than one child using the same device?**

If you are using Microsoft Teams through a browser on a computer or an app on a tablet, you can have more than one account connected; unfortunately, if you are using the app on a computer, then you are only able to have one account logged on and you will have to log off and log on in between. You will be able to log out of your Team Account using the '**Settings**' option and '**Sign out**'.

### **I have now logged in, what next?**

You will see a navigation bar that has the following options – the position of this bar will depend on what device you are using:

- Activity – this highlights any activity relevant to you, such as personal mentions, assignments, file shares
- TEAMS – this takes you to the TEAM that you belong to
- Files – an area where your files are stored
- Assignments – this is where you will be able to choose a class and then see the assignments that you have been set under the '> **Assigned**' tab; you will also be able to see the assignments that you have completed under the '> **Completed**' tab

### **Click on TEAMS**

This will take you to your TEAM home area – you will see a menu with Posts, Files, Assignments, Class Notebook, Grades.

In the posts area, you will see any information that is relevant to you – this includes Assignments and other messages. This is a little like a messaging system – anything added here can be seen by all members of the TEAM.

### **To complete an Assignment**

You will need to '**View**' the relevant assignment; this will then bring up the assignment with instructions and any resources needed.

Some of the resources may be in the '**My Work**' section – you can edit these resources and complete the work online – NB, if you are using a tablet/iPad, you may need to download the Word App.

If you are following the instructions and completing work in your Home Learning Book, then take a photograph of your work and you will be able to upload it by '**Adding Work**'.

To help you complete your learning, a Rubric may have been added – this is like the WALT (there will not be one for every lesson). Click on this to see exactly what you have to do.

When you have completed your learning, you will be able to '**Hand it in**'

**Well done!**