

Parent Guide for Microsoft Teams

Once you have received your username and password via email you can access Teams via several methods. You can access it simply via any web browser on a computer/tablet using the following address

<https://teams.microsoft.com/>

However, for ease of access we recommend you download the app. On an Apple or Google phone tablet simply search for 'Microsoft Teams' in the relevant App Store.

Using a computer simply search 'Download Teams' in your search engine of choice (Google, Bing etc) and it will be the first result.

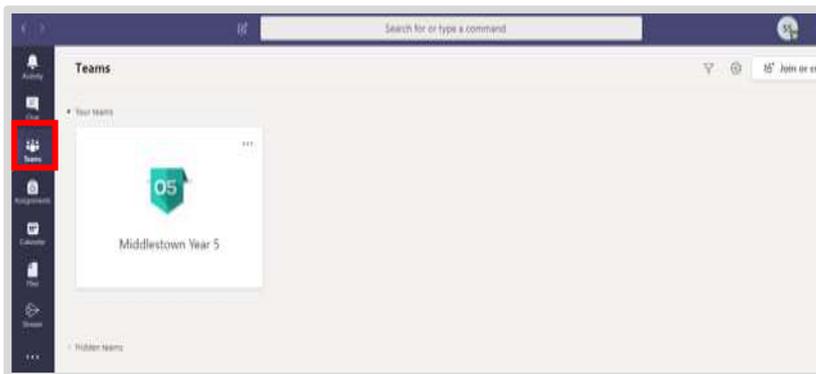
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Then choose Download for desktop.

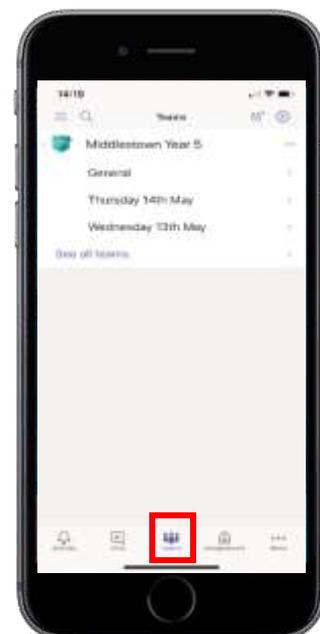


Once you have downloaded the app, login and you should see these screens - go to the teams tab and your child's class should be visible

Desktop



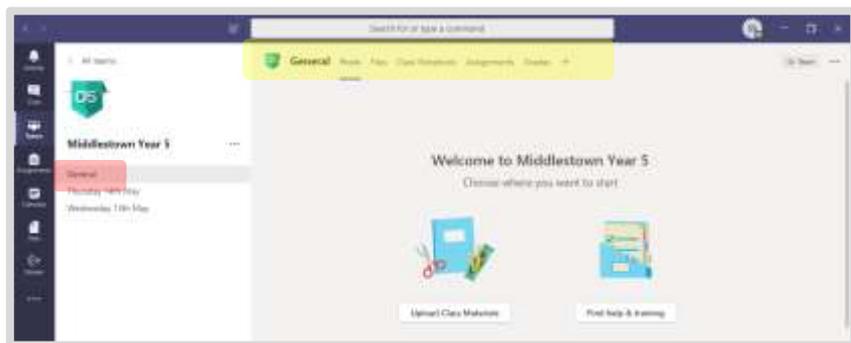
Mobile



Any Problems at this initial stage of getting access to Teams please email techsupport@accordmat.org and a member of the Trust's ICT Support team will be in touch to assist !

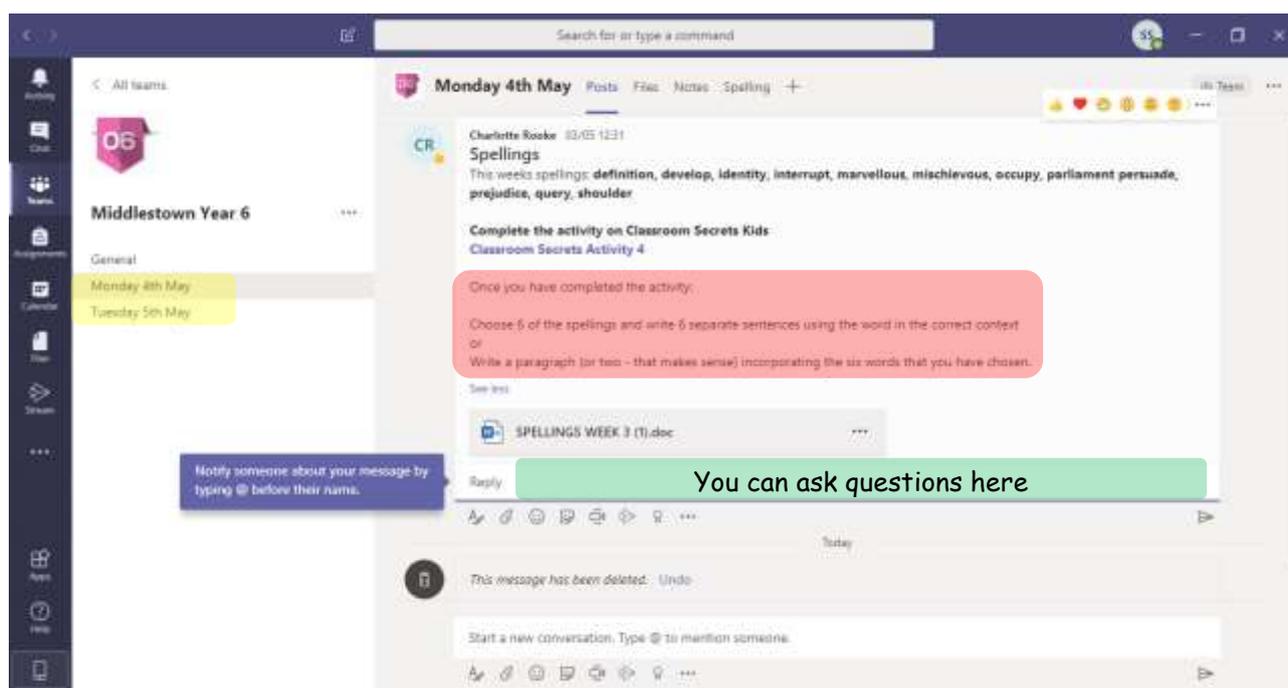
Once you are in the 'Class Team' for your child you, will see that there is a *General* subfolder on the left (highlighted below). Here you will be able to find information about the 2 assignments that have been set by your teacher which need to be handed in (these 2 pieces will be marked and sent back).

The *General* folder also has tabs at the top (highlighted below) where you can look at any files that you need and access useful websites recommended by school (e.g. TT Rockstars). You can also jump straight to the current assignments from here. Note - class notebook isn't currently being used. On mobile you need to click 'More' (Highlighted below) to see the extra tabs of information.



Under the 'General' subfolder there will be *daily channels* split into each day of the week where the rest of the work can be found (as it is on the website) with an *explanation* from the teacher about what needs to be done. Within each section, there is a *comment box* in which you may ask questions if you are unsure of the task that has been set. The teacher will then be able to reply or post a further explanation.

There will be 2 weeks worth of work visible as daily channels - once over a week old the channel will be archived to keep Teams tidy and to avoid confusion.

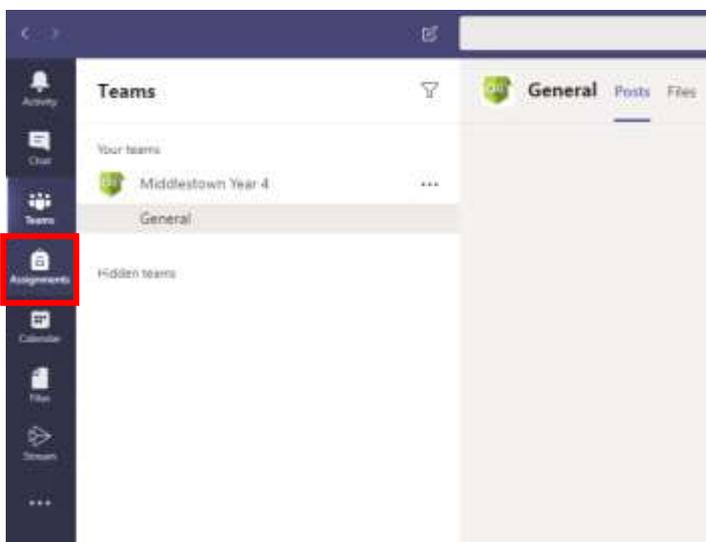


Each week, 1 piece of English work and 1 piece of Maths will be set as an assignment and these should be completed and 'handed in'. These can be accessed through the assignment tab or via the announcement in the 'General' channel. As this work is set as an assignment, it means that it should be handed in so that it can be marked by the class teacher. Feedback from your teacher is important to keep your child motivated and ensure they are on the right track so please ensure assignments are submitted.

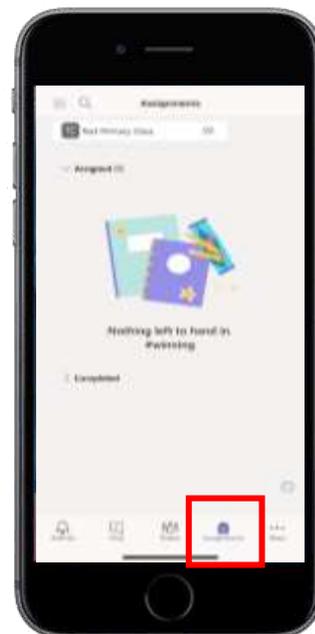
Within the assignments section you can see what needs to be handed in and you can post pictures/files of the completed work. On the Mobile app you can take a picture direct from your phone.

When the class teacher has assigned a piece of work, you will receive a notification but the current assignments for the week will always be visible under the Assignments section. Once 'handed in' they move to the 'Completed' section.

Desktop

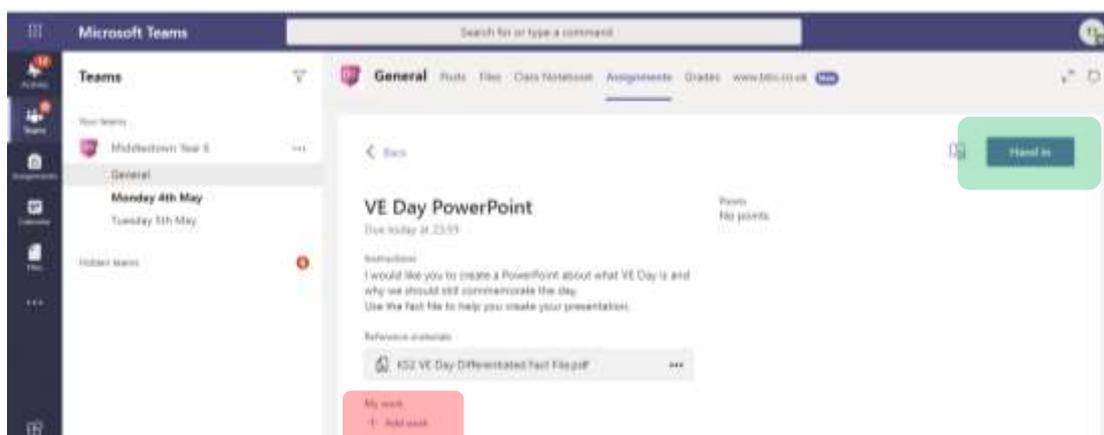


Mobile



Click on the assignment and read the instructions

To hand in **attach your completed work** and **send to the class teacher.**



Hopefully this has given you all the information you need to get your child set up with Microsoft Teams. If you have any technical issues then email the support team at techsupport@accordmat.org anything else we can discuss in Teams !