



# Microsoft Teams – Students & Parents



# What is Microsoft Teams?

# Microsoft Teams – What is it?



Microsoft Teams is a website and application that allows students to be part of a group/team for each of their classes or their year group. Similar to ClassCharts but with different functions.

# MS Teams – What can you do



Where ClassCharts is excellent for keeping track of attendance and positive/negative achievement points. MS Teams is better for communicating with and receiving/submitting work with teachers. The things you can do with MS Teams include:

- Be part of group consisting of your class or your year group
- Download documents / worksheets / assignments / quizzes from your teachers and have your own 'copy' of each to edit and upload in return
- Have a discussion feed with teachers where you can ask questions, receive work etc.
- Some teachers may teach lessons remotely sharing audio / Powerpoints / SMART Documents / visualizers or other live feeds of applications (essentially your device into a SMART Board)
- Some teachers may record lessons with audio for you to watch and may set designated times to be online in a 'live' chat while you watch
- Allow you to share a collaborative whiteboard with your teachers



# Getting Set Up - Students



# Getting set up is simple

- There are a number of ways you can log into and use Microsoft Teams depending on your devices.

Method 1: Download the app onto your PC/Mac

Method 2: Log in using your browser (Edge, Chrome, Firefox)

Method 3: Log in using a phone or tablet

I will go through each method on the next slides

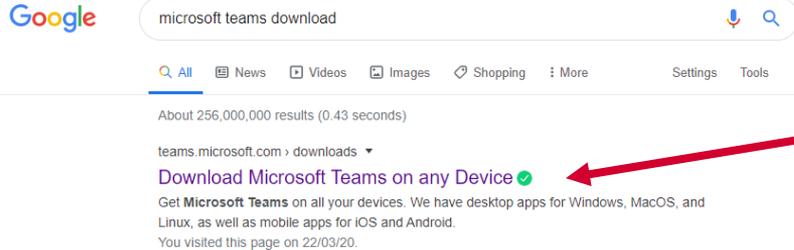


# Method 1: Download the app onto your PC/Mac

# Getting set up is simple



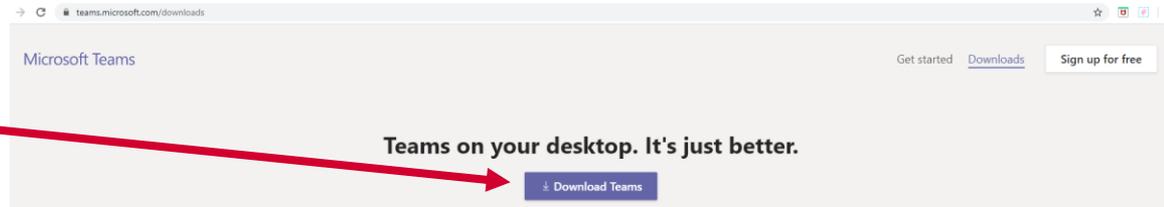
- **Method 1: Download the app onto your PC/Mac**



Step 1: Google 'Microsoft teams download'

## Step 2: Click Download Teams

– You may have to click on the download in the bottom right of the screen after to install, you may also have to hit 'agree' on a pop up depending on your computer

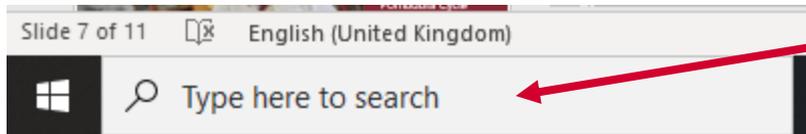


# Getting set up is simple



- **Method 1: Download the app onto your PC/Mac**

**Step 3: Open MS Teams** – This may happen automatically or you may need to search for it in the bottom right of your PC – search 'Microsoft Teams'



Enter your work, school, or Microsoft account

**Step 4: Sign in using your school email and password**

[Learn more](#)

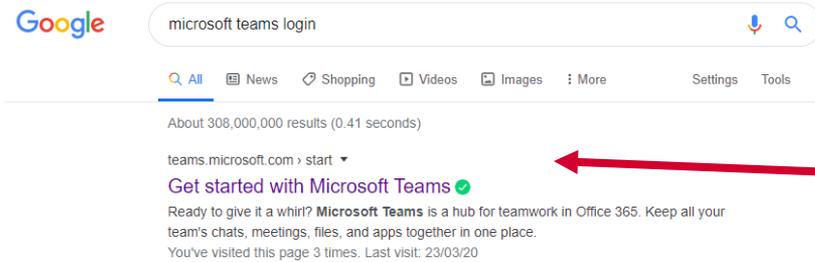


## **Method 2: Log in using your browser (Edge, Chrome, Firefox)**

# Getting set up is simple

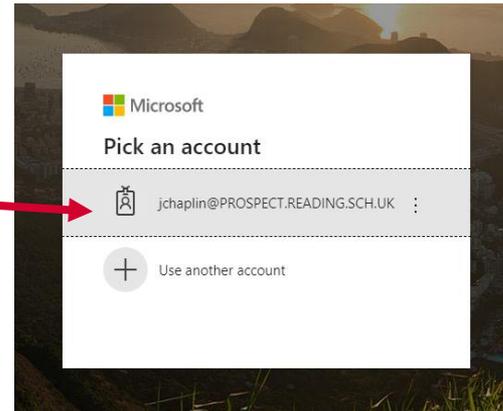


- **Method 2: Log in using your browser (Edge, Chrome, Firefox)**



Step 1: Google 'Microsoft teams log in' and click the first link or visit 'teams.microsoft.com'

Step 2: Log in using your school email and password – you may see a screen like this for you to click on your account or a normal sign in page



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# Method 3: Log in using a phone or tablet

# Getting set up is simple

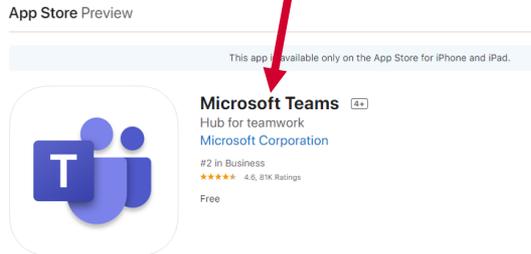
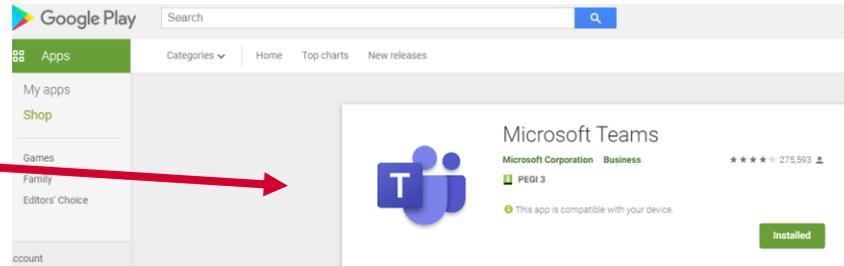


- **Method 3: Log in using a phone or tablet**



Step 1: Go to Apple app store or Google Play store (depending on whether your phone or tablet is Apple or Android)

Step 2: Search for Microsoft Teams and click download



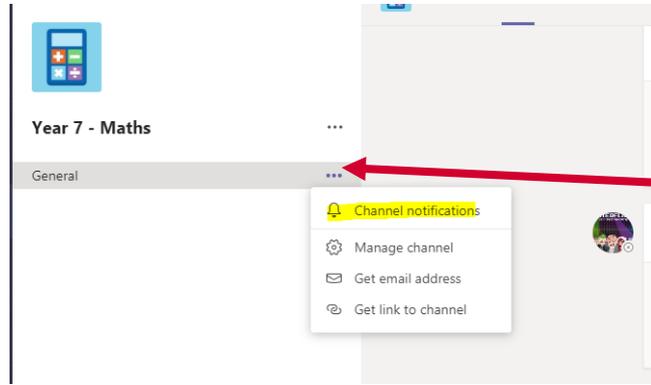
Step 3: Open the application and sign in with your school email address and password

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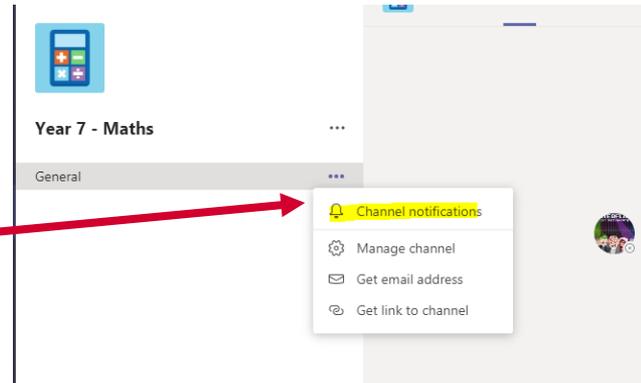
# Staying Alert – Turning on Notifications

# Turning on Notifications is simple



Step 1: Access your team and click on the 3 dots next to General

Step 2: Click Channel Notifications – Clicking on this will bring up a new window.



# Turning on Notifications is simple



Channel notification settings ×

**Year 7 - Maths** General

All new posts  
Notify me every time there is a new post in this channel

Off ▼

Include all replies

Channel mentions  
Notify me each time this channel is mentioned

Banner and feed ▼

Cancel Save

Step 3: Change this setting from 'Off' to 'Banner and feed'.

## Step 4: Click Save –

You will now receive notifications each time something new is posted in your Team.

Channel notification settings ×

**Year 7 - Maths** General

All new posts  
Notify me every time there is a new post in this channel

Banner and feed ▼

Include all replies

Channel mentions  
Notify me each time this channel is mentioned

Banner and feed ▼

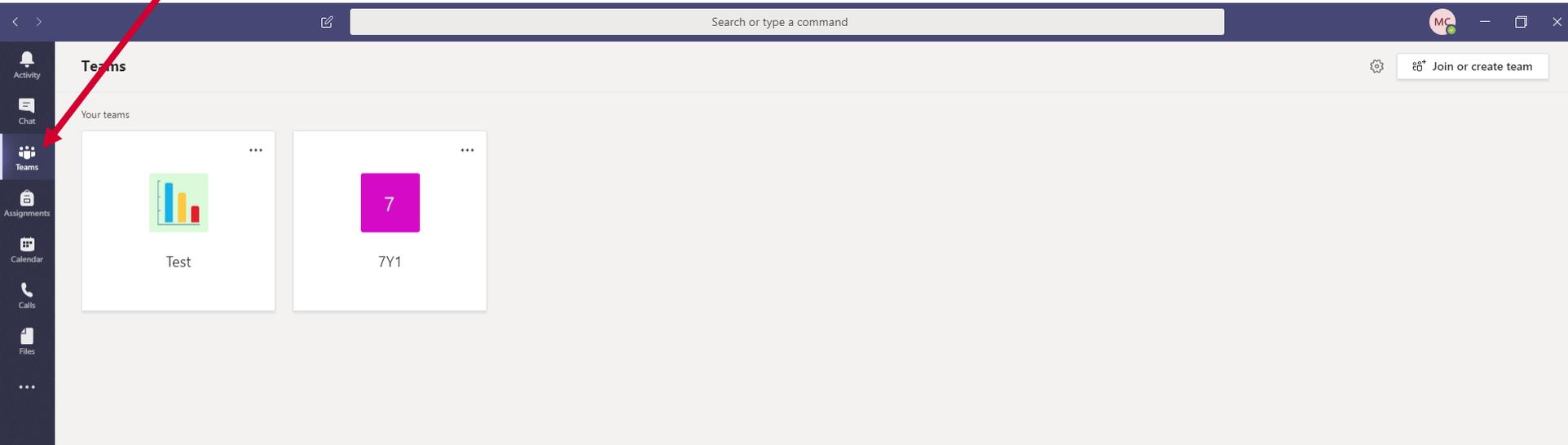
Reset to default

Cancel Save



# Functionality – Students & Parents

Once you have logged in on whatever device you will have a screen that looks similar to this once you click on the 'teams' tab



# Here you will see every group your teachers have set up



Some teachers have different abilities to work from home so you may be part of groups that do not include your normal teacher for that subject

A screenshot of the Microsoft Teams application interface. The top navigation bar is dark blue with a search bar containing the text "Search or type a command". On the left is a vertical sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main content area is titled "Teams" and shows a section "Your teams" with two team cards. The first card is titled "Test" and has a green icon with a bar chart. The second card is titled "7Y1" and has a purple icon with the number "7". In the top right corner of the main area, there is a "Join or create team" button with a gear icon.

# You will then see a page like this...

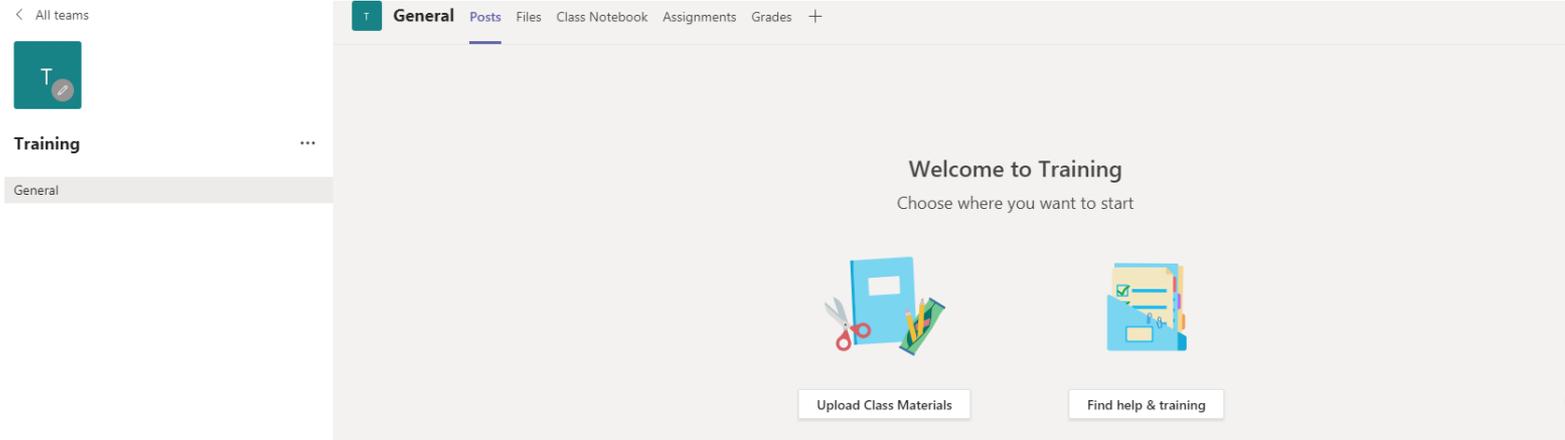


A screenshot of a Microsoft Teams chat interface. On the left, a sidebar shows a list of teams under "All teams", with "7Y1" selected and highlighted in grey. A red arrow points from the text above to the "7Y1" team name. The main content area shows the "General" channel for the "7Y1" team. At the top of the channel, there are tabs for "General", "Posts", "Files", "Class Notebook", "Assignments", and "Grades". The "General" tab is active. The main area displays a welcome message: "Welcome to 7Y1" followed by "Choose where you want to start". Below this are two action buttons: "Upload Class Materials" (with an icon of a blue folder, scissors, and pencils) and "Find help &amp; training" (with an icon of a blue folder with a checklist).

# In 'Posts' you can



- See material uploaded by your teacher
- Start a dialogue with your teacher and classmates about the work
- Join any live teaching sessions your teacher may be conducting or view any video they may have set up



The screenshot shows a Microsoft Teams interface. On the left, there is a sidebar with a navigation pane. At the top, it says '< All teams'. Below that is a teal square icon with a white 'T' and a small red speech bubble icon. Underneath the icon, the word 'Training' is written in bold, followed by three dots. Below 'Training' is a grey bar labeled 'General'. The main area of the interface is a chat window for the 'General' channel. At the top of the chat window, there is a header with a teal square icon containing a white 'T', followed by the text 'General Posts Files Class Notebook Assignments Grades +'. The chat area is mostly empty, with a large grey background. In the center, there is a message that says 'Welcome to Training' in bold, followed by 'Choose where you want to start'. Below this message are two icons: one on the left showing a blue folder, a pair of red scissors, and a green pencil, and one on the right showing a blue folder with a checklist and a pencil. Below each icon is a white button with a grey border. The button under the left icon says 'Upload Class Materials', and the button under the right icon says 'Find help & training'.

# In 'Files' you can



- Download files in additional ways – including historic file downloads from the post section

A screenshot of a Microsoft Teams chat interface. On the left, there is a sidebar with a back arrow, "All teams", a circular team icon, and the team name "7Y1". The main area shows a chat window for the "General" channel. At the top of the chat window, there is a navigation bar with tabs: "General", "Posts", "Files" (which is selected and underlined), "Class Notebook", "Assignments", and "Grades". Below the navigation bar is a toolbar with icons for "+ New", "Upload", "Copy link", "Download", "Add cloud storage", and "Open in SharePoint". Below the toolbar is a section titled "General" containing a table with columns for "Name", "Modified", and "Modified By". The table is currently empty.

< All teams

7Y1

General

**General** Posts **Files** Class Notebook Assignments Grades +

+ New Upload Copy link Download + Add cloud storage Open in SharePoint

**General**

Name	Modified	Modified By
------	----------	-------------

# In 'Class Notebook'



Your teacher can create a One Note File, this allows them to:

- Share resources / copies of resources
- Create a collaborative document with the class
- Most usefully - Share a worksheet for each student to have their own version to edit live and return. This allows the teacher to see each persons work.

< All teams



Training



General



General

Posts

Files

Class Notebook

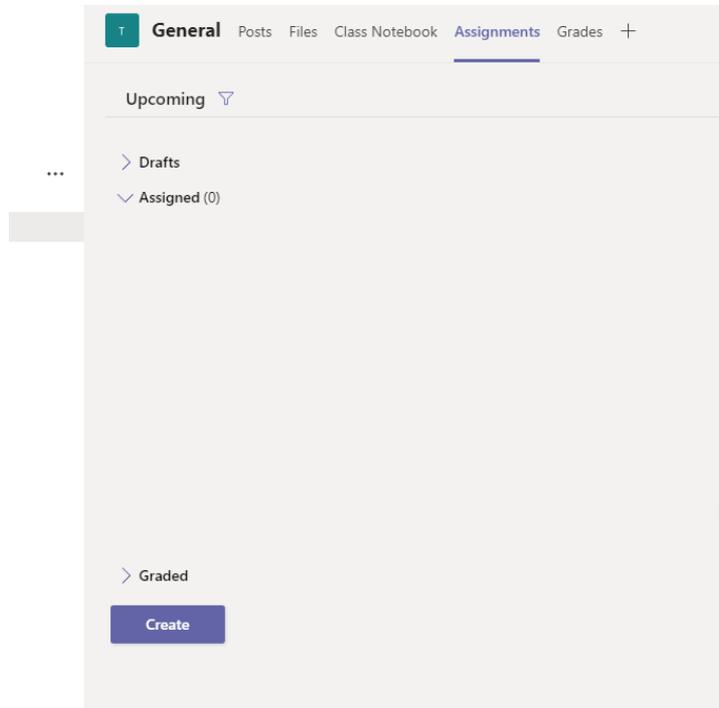
Assignments

Grades



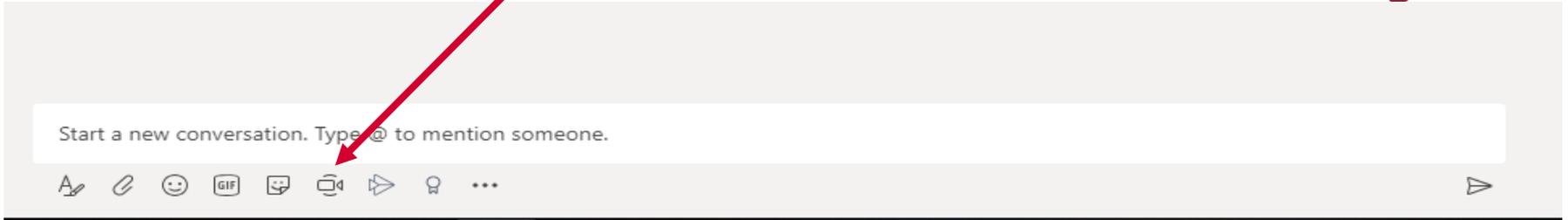
# In 'Assignments' you can

- Your teacher can upload assignments and quizzes for each student



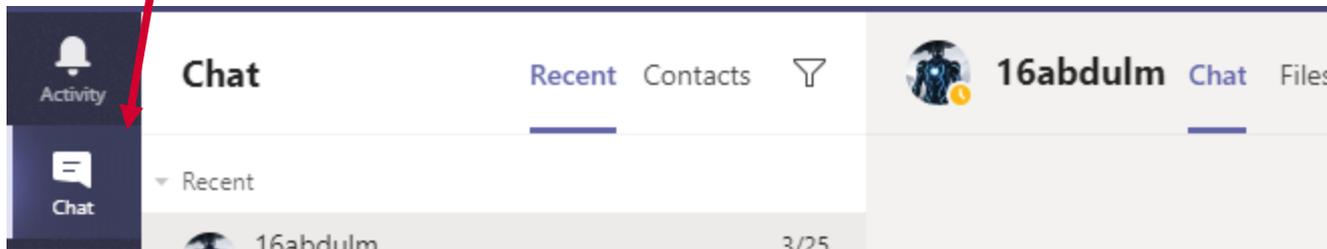
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# Using the live chat

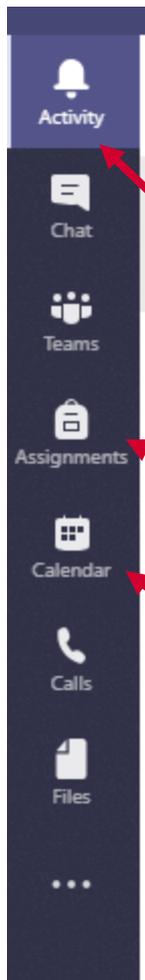


- Teachers have been instructed ***not*** to use the video camera function and we would ask that students follow the same guidance.
- This is in order to protect both students and teachers according to safe guarding regulations.
- Teachers will record all visuals, audio & transcripts to allow students to access lessons outside of the live delivery time slot.
- Students need to recognise that they are not 1-to-1 with staff and anything they say or type will be recorded for all other participants to see and hear.
- Teachers have the ability to block audio/visual involvement if they feel students are not respecting these rules.

In the Chat section – you can discuss work individually with teachers – much like emails, but quicker



# Other features of the side menu



View all recent activity in all teams

View all assignments for all classes

View upcoming assignment deadlines or live teaching sessions or period when teachers are online to answer queries

# Other features of the side menu

We would ask that students **do not use** this function to contact staff. Please use the chat function instead. Any attempted calls are logged and recorded and mis-use will result in students being removed from teams.



View all files from all teams

Additional functions may be added later



# Live Teaching – Students and Parents

# Live Teaching

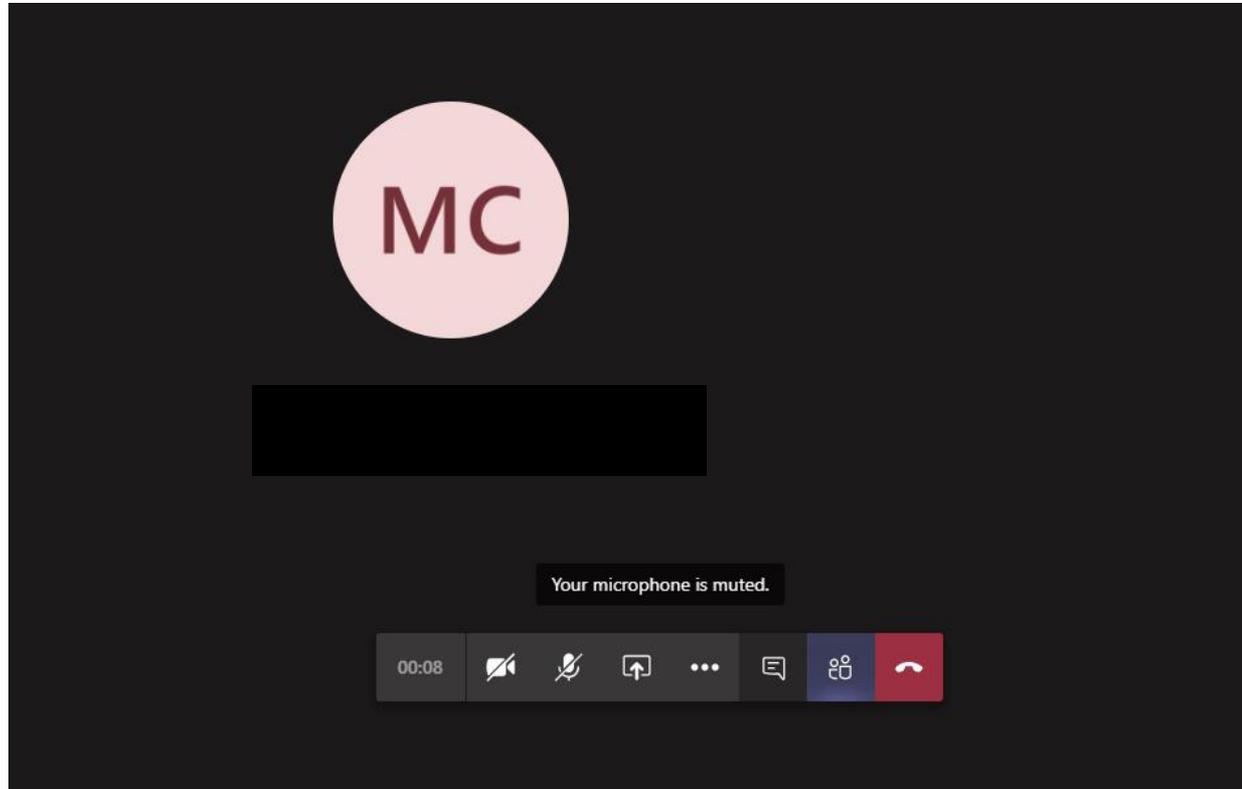


- Your teacher may decided to run a 'live' teaching session or record a session and share it for you to watch.
- This is how that would work.

# Live Teaching

- You teacher will set up an event in the calendar to state when the session will be held
- At that time the meeting will commence and you will be prompted to join by Microsoft Teams when you are logged in

# You will see a screen like this

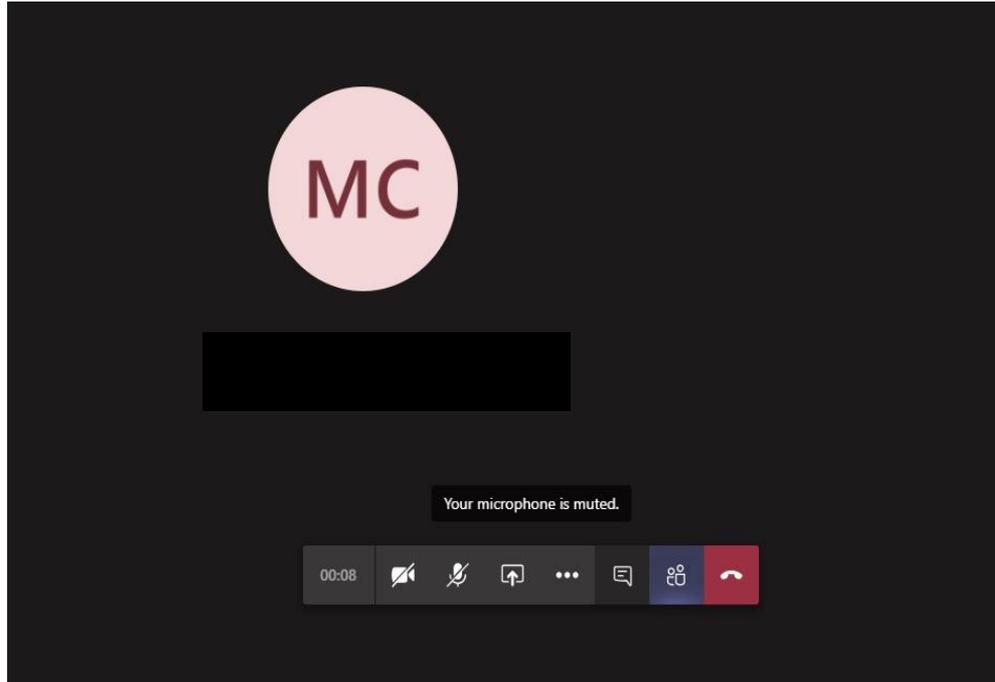


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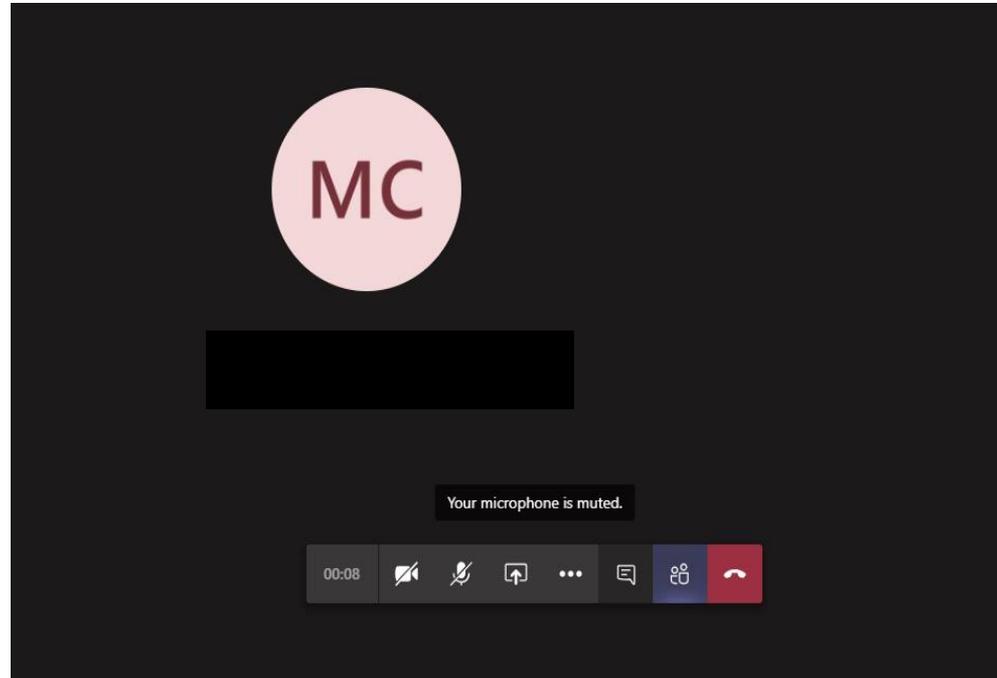
# Your teacher will share a PowerPoint or SMART screen that will appear instead of the black background



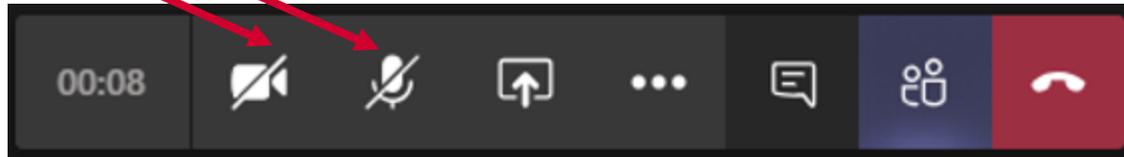
Ensure your speakers are switched on so you can hear the teacher



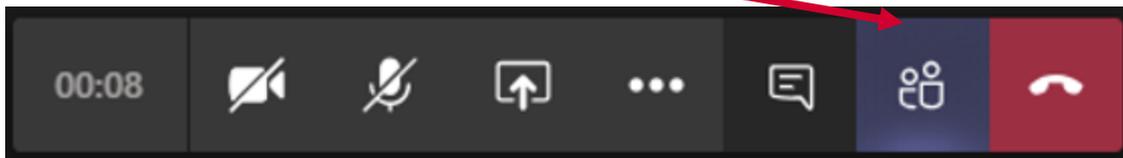
Your teacher will record the session and turn on subtitles to appear in the bottom left



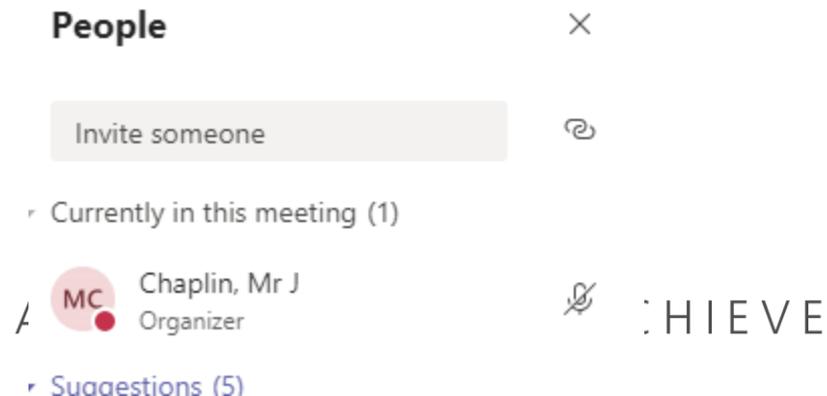
You will see this menu but your teacher will block you from sending audio or video to them so always keep these switched off



Clicking this will allow you to see the other students in the lesson



This will appear on the right hand side



**People** ×

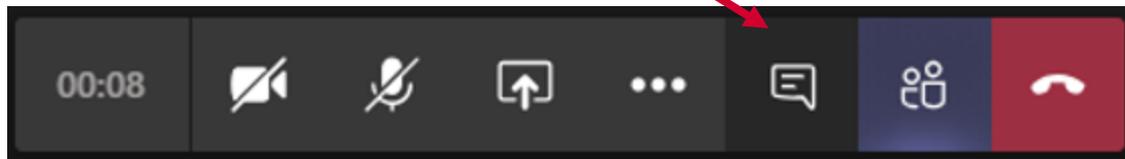
Invite someone 🔄

Currently in this meeting (1)

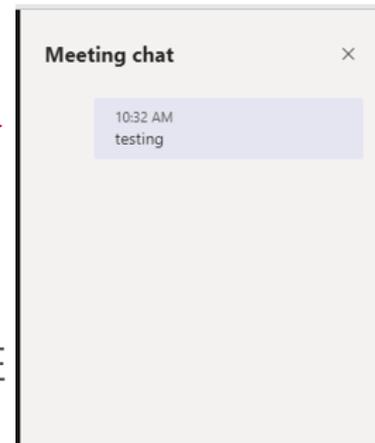
MC Chaplin, Mr J  
Organizer 🗑️ :HIEVE

Suggestions (5)

Clicking this will allow you to open a live chat during the lesson that the teacher can see and respond to



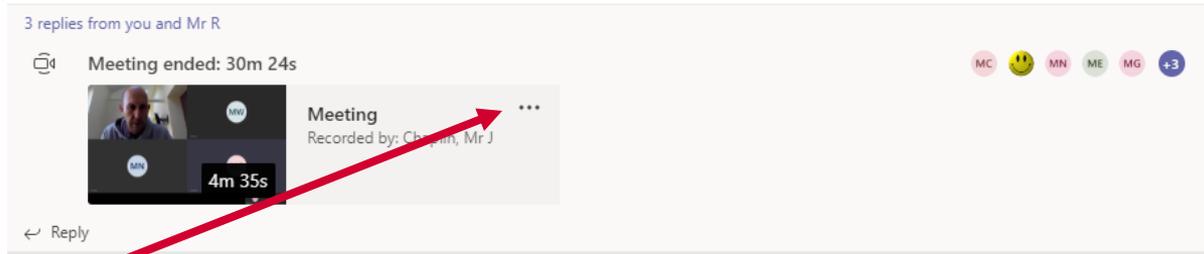
This will appear on the right hand side



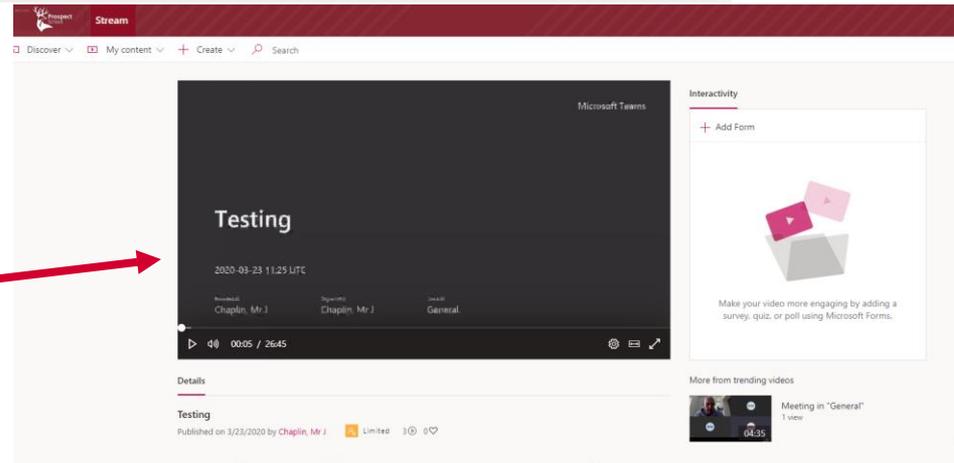
# Recording with subtitles



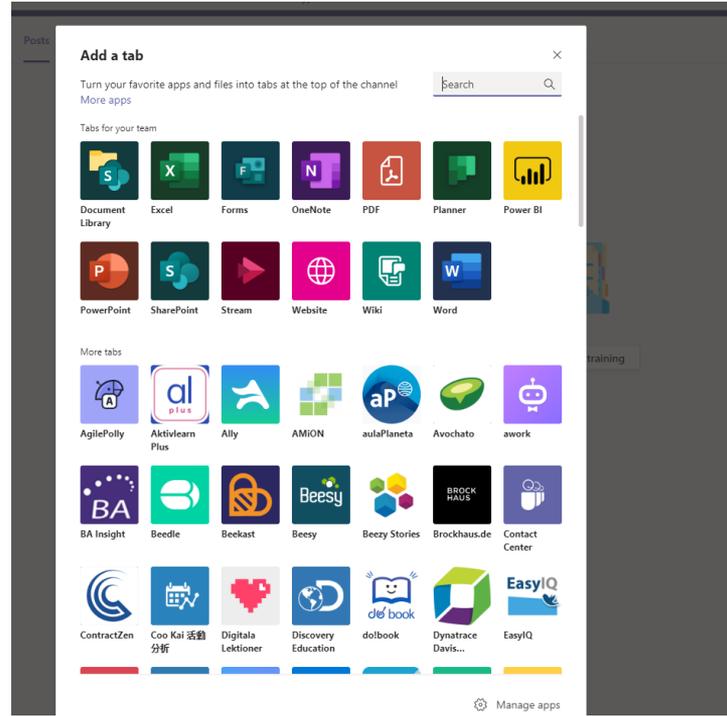
Having the meeting recorded with subtitles means it will show up on the 'posts' feed like this. An email will also be sent to all participants of the meeting



Clicking here and clicking 'open in MS Stream' or by clicking the link in the email you can view the recorded lesson and search the transcript for key words



# And there are many other applications that can be added by your teacher



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# Misuse Policy – Students & Parents

# Consequence of misuse

- We see Microsoft Teams as a great new tool to be able to communicate educational material and concepts with the students
- However we have a policy in place if any student misuses this software.
- Misuse is defined as:
  - Persistent posts not related to the school subject
  - Any post that contains inappropriate language, insults or bullying
  - Any post that contains inappropriate or irrelevant imagery

# Consequence of misuse

- Any students that violate these rules will face these consequences:
  - 1st occasion - contact made with parents with warning about future use
  - 2nd occasion – contact made with parents and muted from the class for 2 weeks (still able to see content but not able to contribute)
  - 3rd occasion - contact made with parents and muted from class permanently