



Pupil & Parent Mini Guide for Microsoft Teams

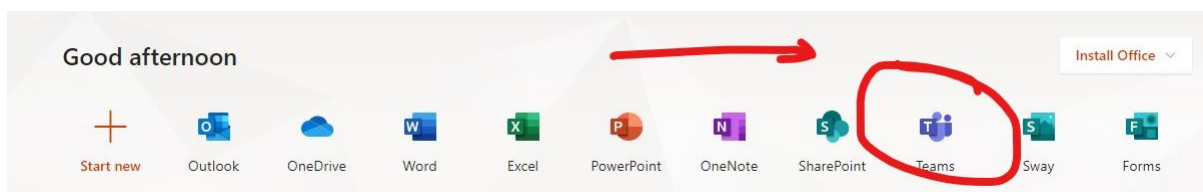


What is Microsoft Teams?

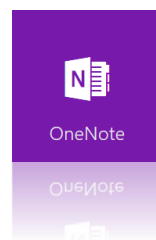
Microsoft Teams is a service from Microsoft to allow students to receive work set for them by teachers, complete it and return it back to their teacher.

How do students access Microsoft Teams?

Accessing Microsoft Teams is simple. On any web browser visit www.office.com and log in with your child's school email address.



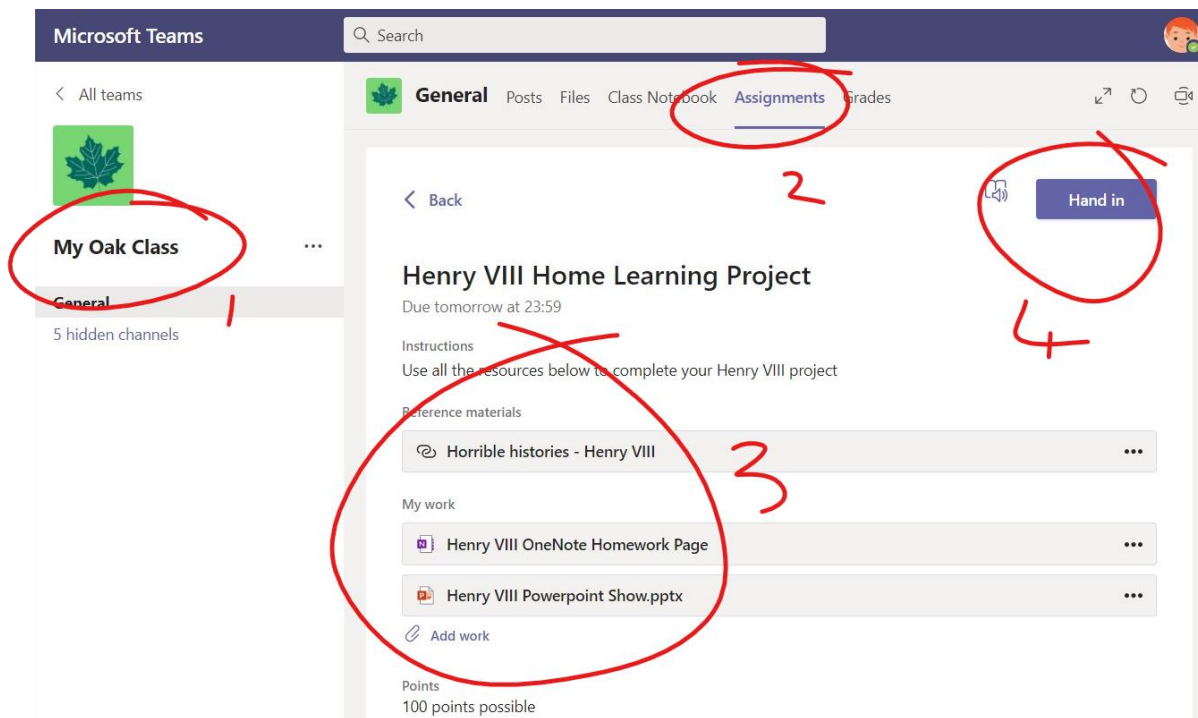
Simply click the "Teams" tile on your child's Office 365 homepage or download the "Microsoft Teams" app when prompted. Using Teams through a browser or via the app on a Windows device has the same functionality. You should also install the "Microsoft OneNote" and "Microsoft Teams" app on any mobile device the student may use. Students also have licenses to install Word, Excel and Powerpoint.



If using teams through the app, students need to log in with their school email address and password.

How do students complete and return work?

After logging into Teams as a student they can access their assignments. Students need to simply click on an assignment to access it. Students can then read the instructions and click the attached resources to complete. All changes are saved automatically. Student's need to remember to hit the "Hand In" button when finished for the teacher to see their work. Click this button and your work is submitted!



The student may also find messages from their teacher in the 'Posts' area within Microsoft Teams. These will take the form of catch up conversations or notifications about assignments or live lessons held through Teams meetings.

For a more detailed explanation of Microsoft Teams and remote learning you can access the Microsoft literature at <https://bit.ly/2IR962L>

FAQ's

If you have more than one child accessing an iPad for remote learning you will need to run a couple of steps between each child accessing the Office 365 apps (e.g. Word, Powerpoint, OneNote etc..). Resetting one of the apps resets them all. Microsoft Teams can have multiple accounts added.

Details can be found at: <https://bit.ly/3nPewd8>

If you have an old iPad that cannot be updated to at least iPadOS 12.0 you will need to install an old version of iTunes on your PC/laptop/Mac to install an older version of OneNote.

Older version of iTunes instructions: <https://bit.ly/2UOL76u>
Adding old apps through old iTunes: <https://bit.ly/2KyWGNm>