Using Microsoft Teams -
Instructions for Parents and Children

October 2020 v1

Logging in to Teams

Microsoft Teams can be accessed through any internet-enabled device - smartphone, tablet or computer.

You can choose to access Microsoft Teams through downloading an app or through using the Microsoft Teams website (see instructions below).

Your child's **login** will be the same login that they use when logging into one of our computers at school, followed by @eversley.essex.sch.uk, so for example a child whose login at school is *gsmith* will have a Microsoft Teams login of *gsmith@eversley.essex.sch.uk*. (Although this looks like an email address, please be aware that it has been set up so that it does not work as an email address).

Your child's **password** for Microsoft Teams will be their usual password for their computer login at school. This will be a colour followed by a number. The password is case-sensitive.

Your child should (!) be able to tell you their login and password. However, if they have forgotten them, teachers will be sending home their log in details separately to this guidance, so please look out for this.

Accessing Microsoft Teams through the app

1. Open the app
2. Enter your child's **login** in the box and select 'Sign in'
3. Enter your child's **password** and select 'Sign in'
4. Choose whether you wish to receive notifications or not
5. Choose whether you wish for Teams to access the microphone (we will not be speaking to children through Teams so this is not required)
6. Scroll through the setup information
7. To access homework, click on **Assignments**
8. Select your child's class and this will show you work that has been set for completion

Accessing Microsoft Teams through the website

1. Click on this link: https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software
2. Click 'Sign In'
3. Enter your child's **login** in the box and select 'Sign in'
4. Enter your child's **password** and select 'Sign in'
5. Select 'Use the web app instead'
6. To access homework, click on **Assignments**
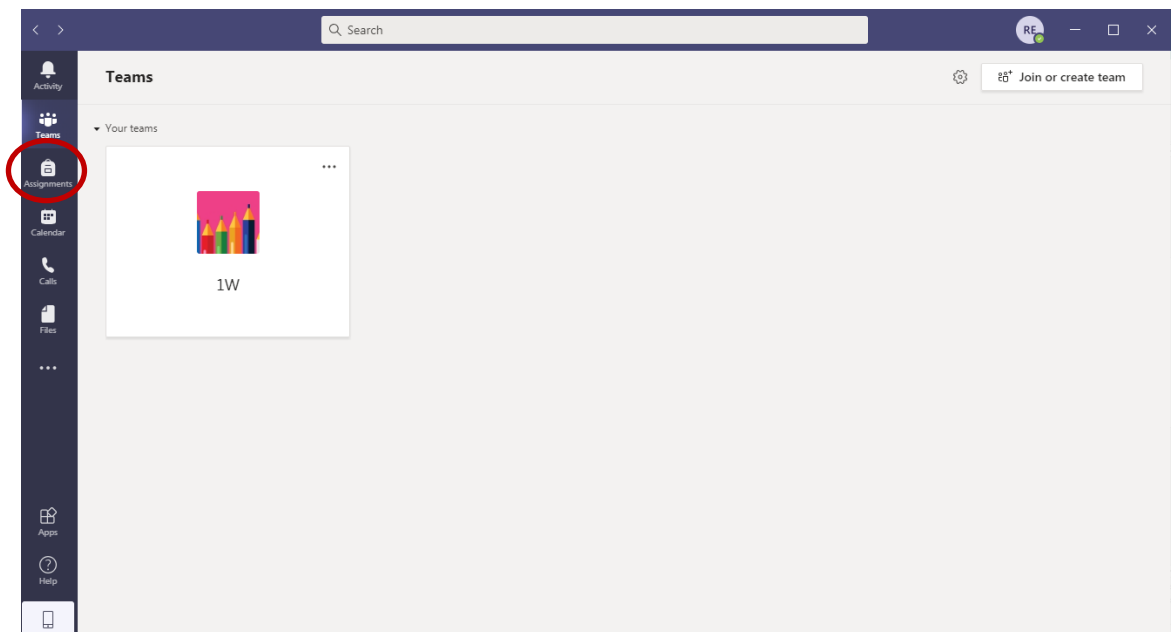7. Select your child's class and this will show you work that has been set for completion

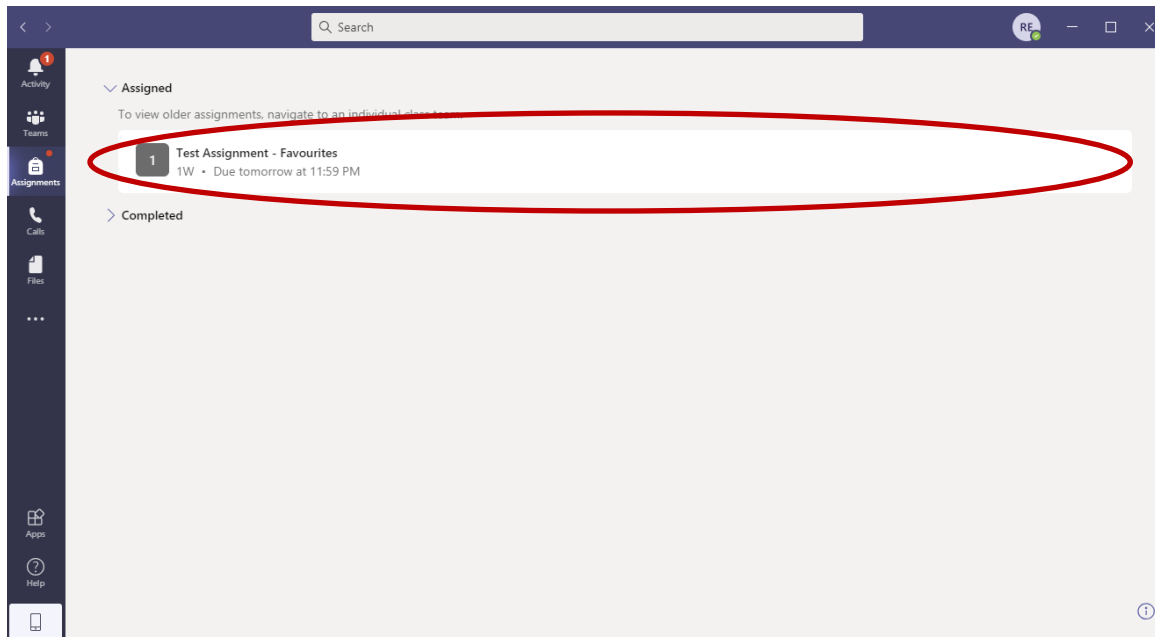## Finding work that has been set

1. Click on your child's class:
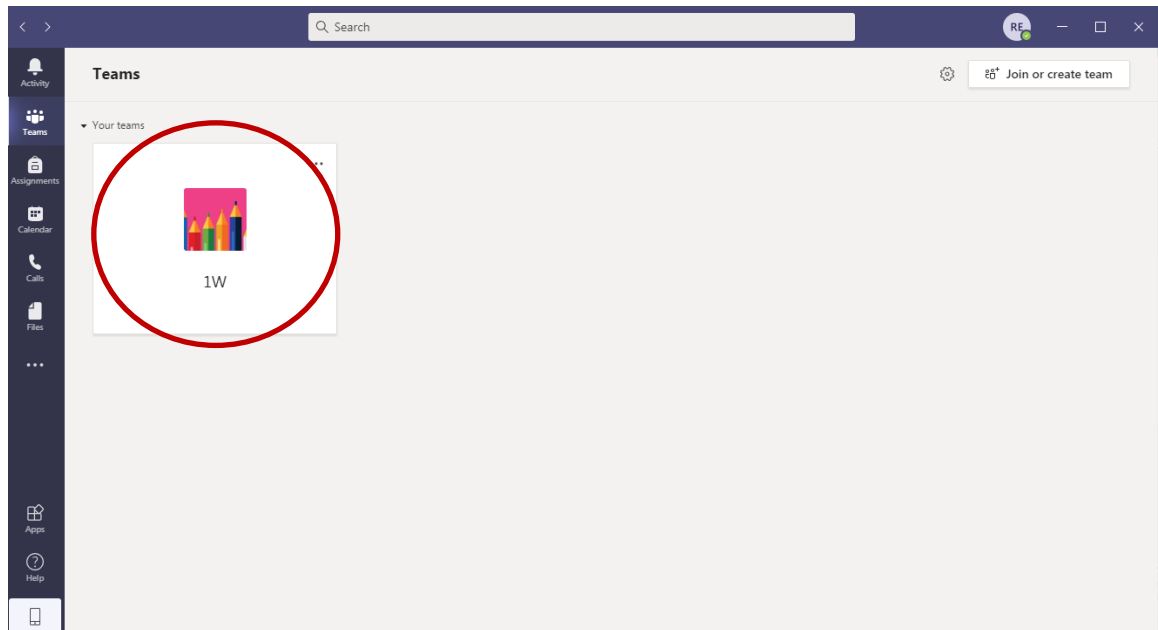
2. To find the work that the teacher has set your child, select **Assignments** on the left-hand panel:

3. Any work that is to be completed will be listed on this page. Simply click on the assignment you wish to complete.

Work set in Teams can be completed by children in any of the following ways:

- Completed in Teams, where pupils can complete the task on screen and then submit.

- Completed in Microsoft Word Online (this is a web-based version of Word so can be accessed by anyone on any device, even if the device does not have Word installed on it).

- Download and print the work and then complete by hand. A photograph of the completed work can then be uploaded to Teams.

- Read the task on the screen, complete the work on a separate piece of paper by hand and then take a photograph of the completed task and upload.

4. Click on the three dots next to the assignment and select how you would like to complete the work:
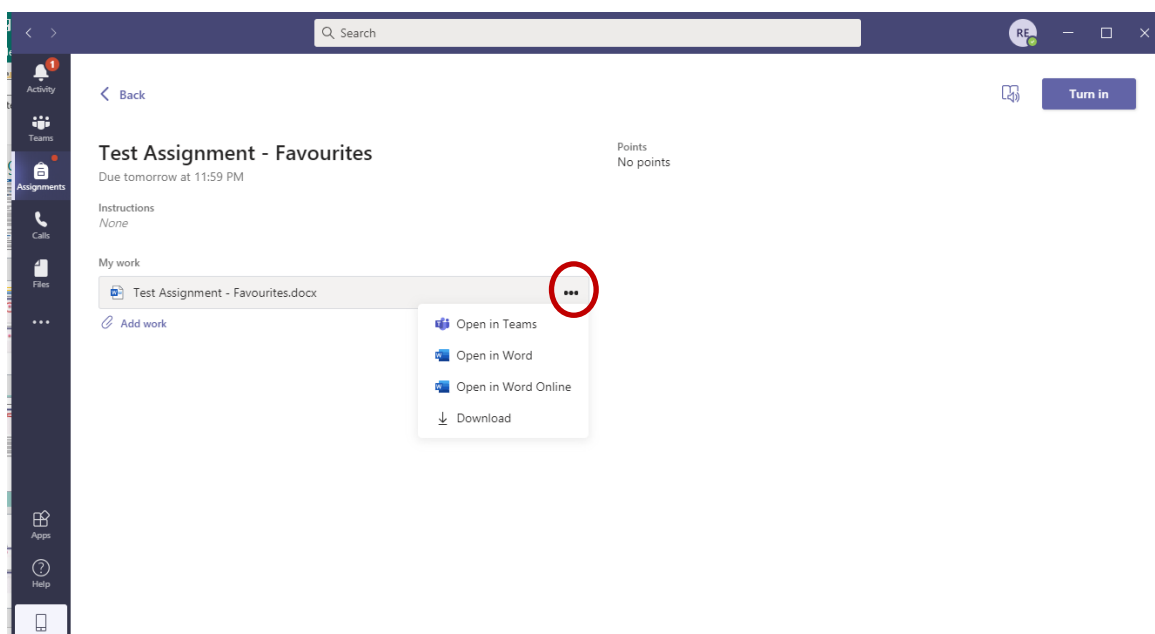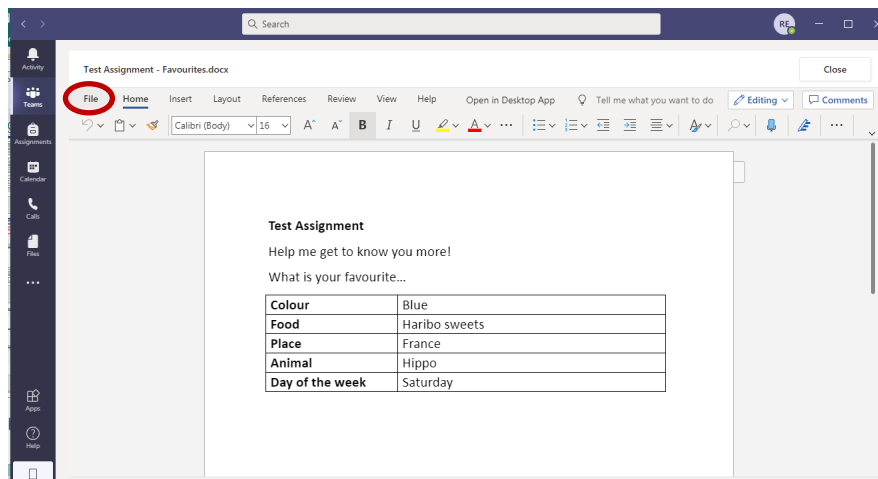
TO OPEN IN TEAMS

Select **Open in Teams**
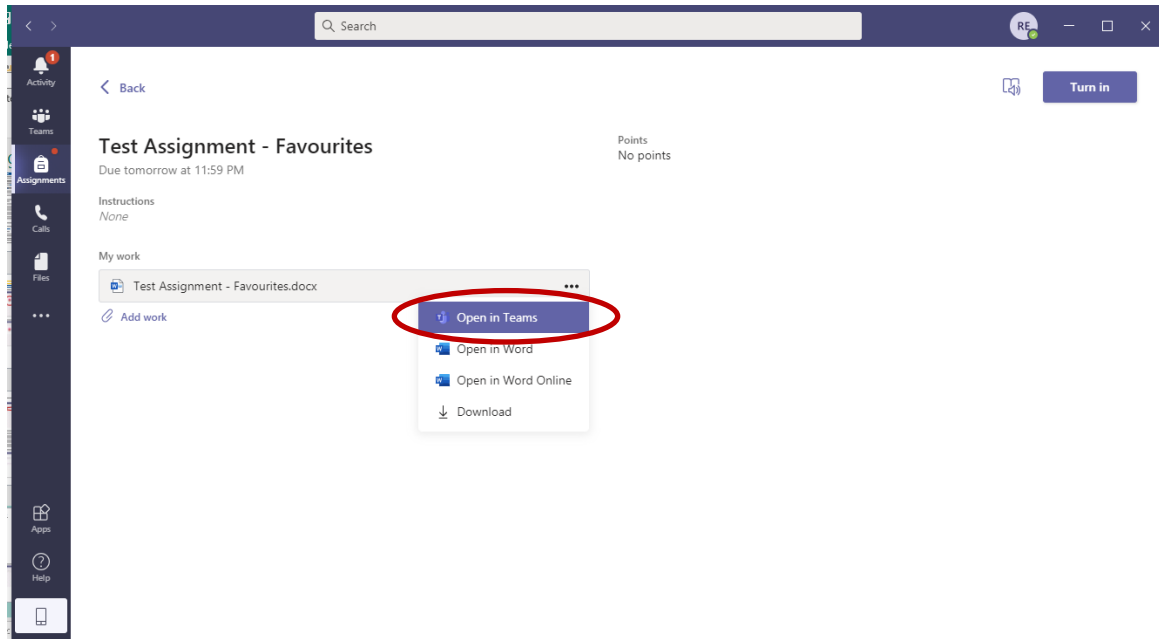
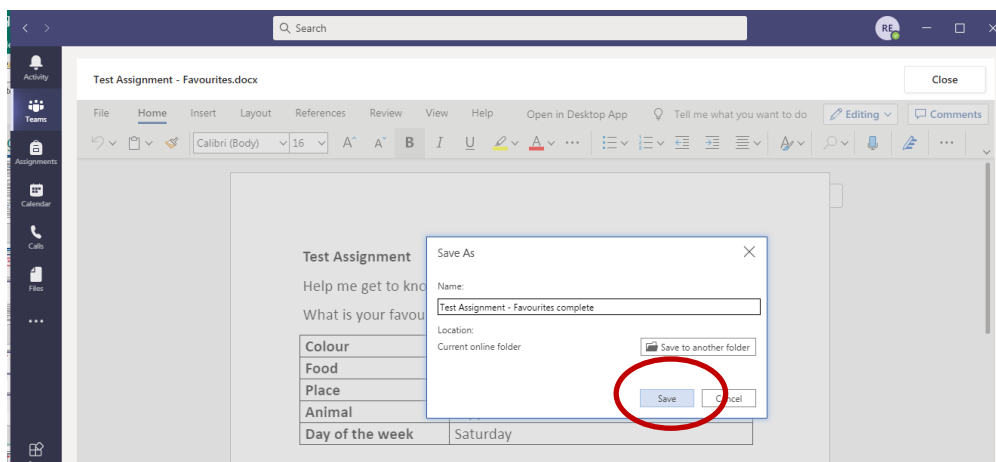The task will open up. Children can then type in their responses to the task.
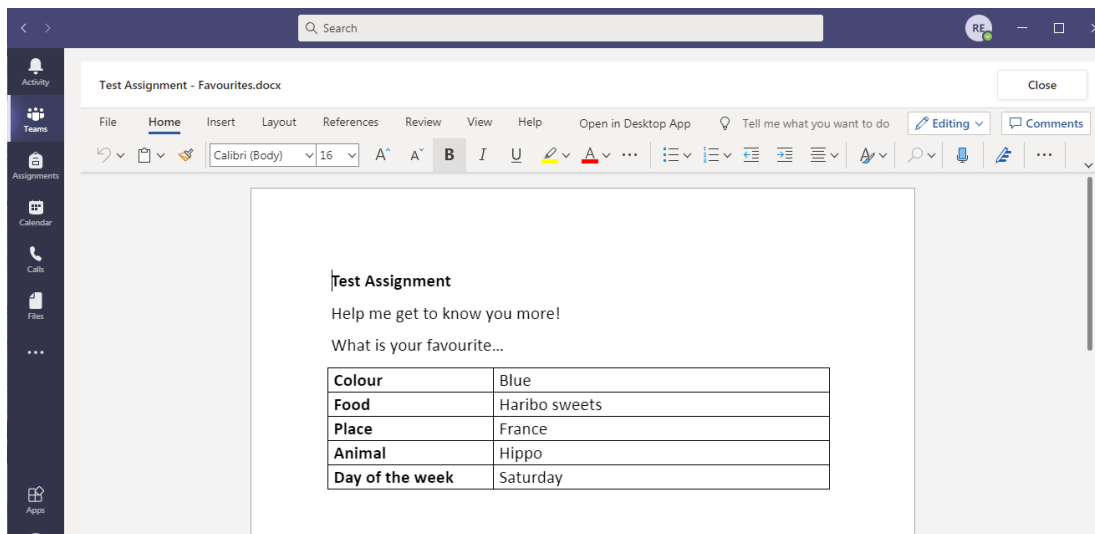
Once the work is completed, go to **File** and click **Save as**, and select **Save as, save a copy online**
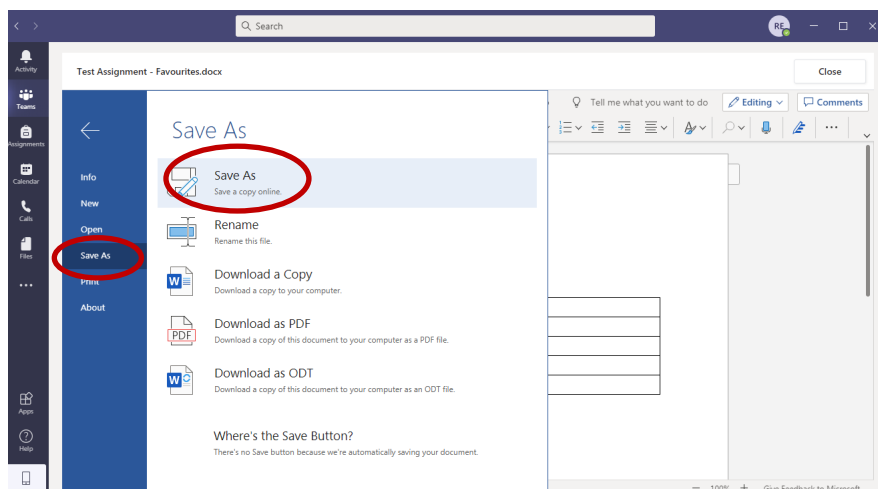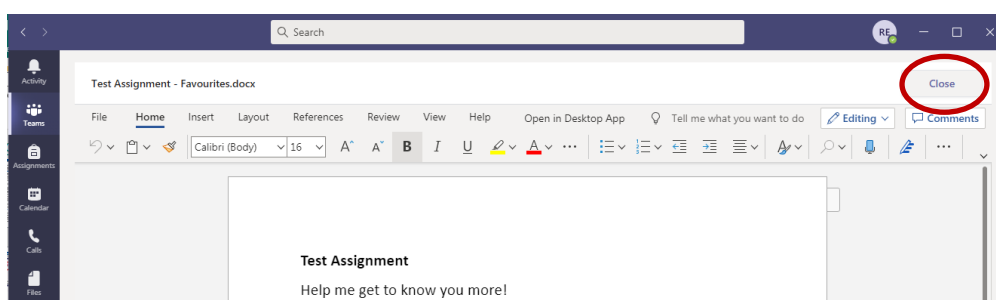

You cannot save the file as the same name the teacher gave the file, it must be renamed, e.g. adding 'completed' after the original file name.
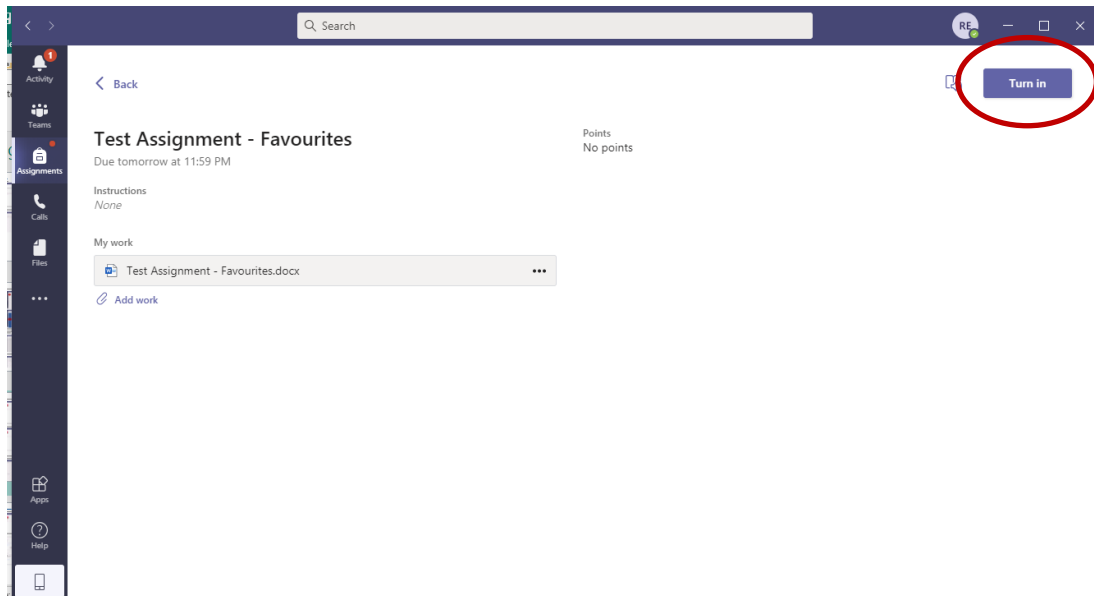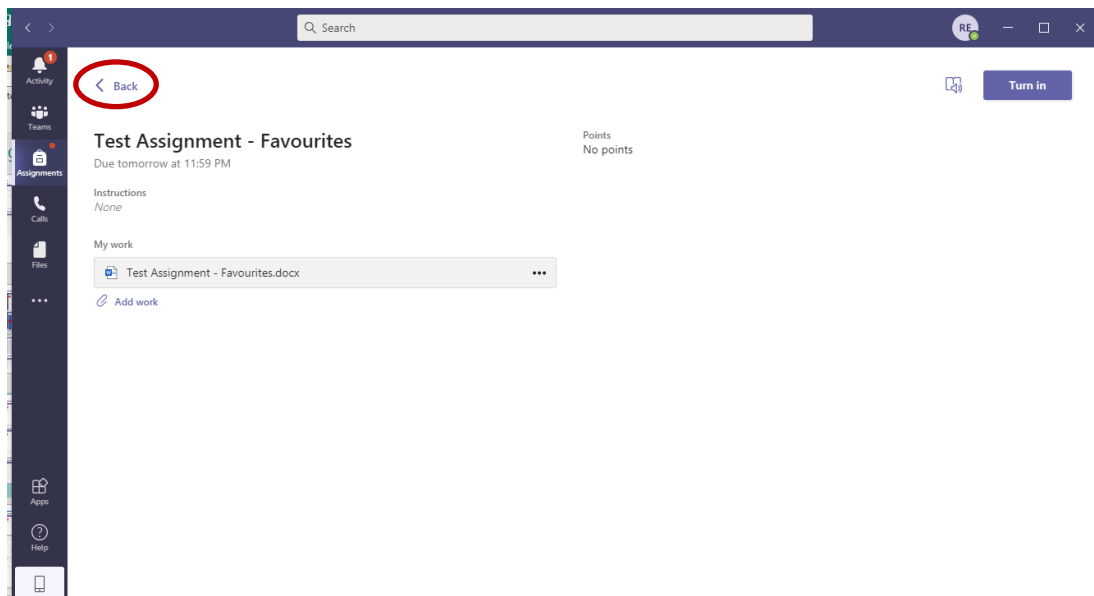
Once renamed, click **Save**.
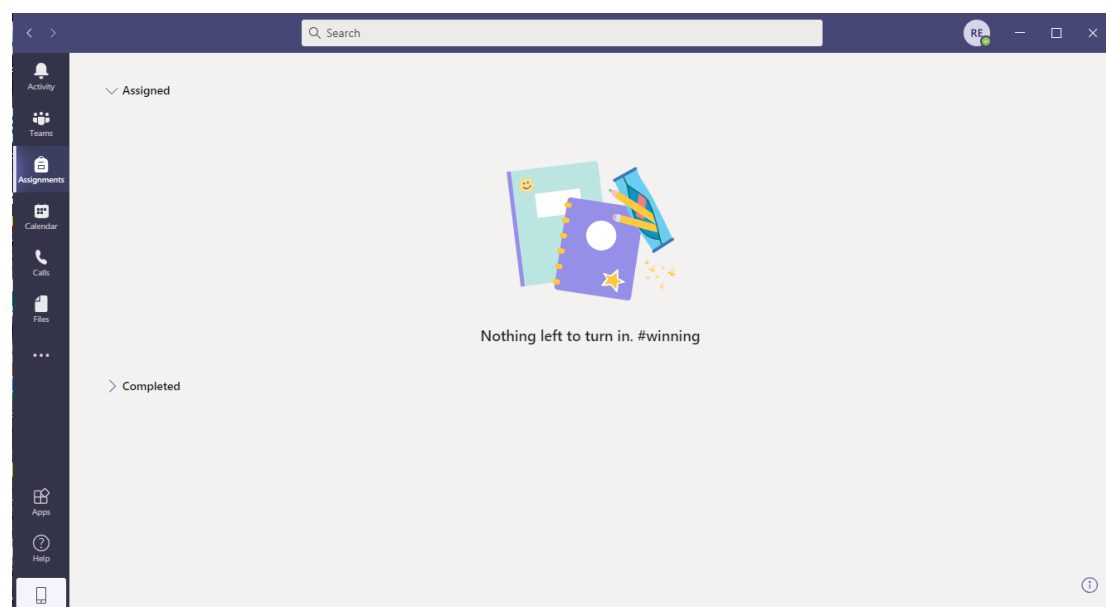

Once saved, the document can be closed by clicking **Close**.

To hand in the task, click **Turn in**. The work has been completed and submitted. Job done!
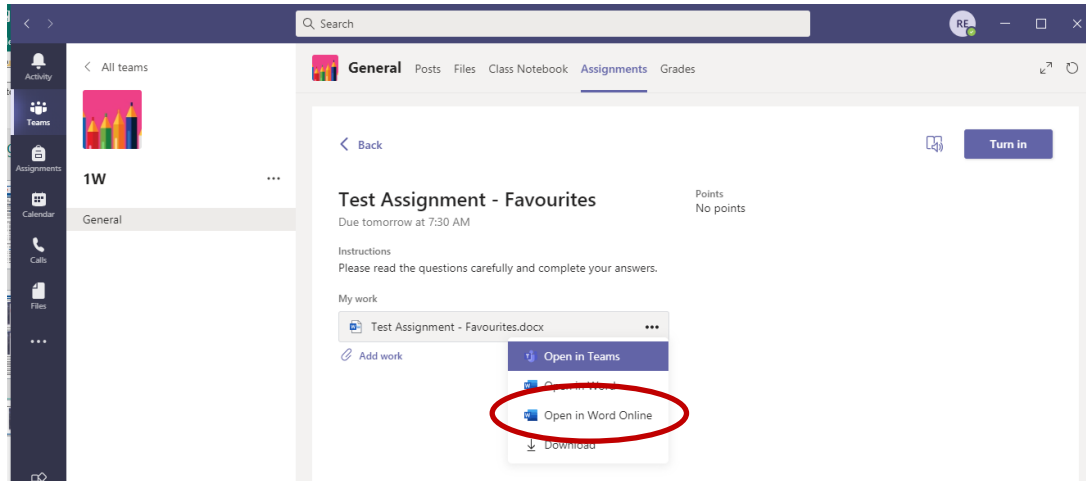

To leave this screen, click **Back**

You will know that all assignments set are complete because your assignments page will be empty:

TO OPEN IN WORD ONLINE

Select **Open in Word Online**

You will be prompted to type in your login and password (these are the same as your password and login for Teams).

Enter your login

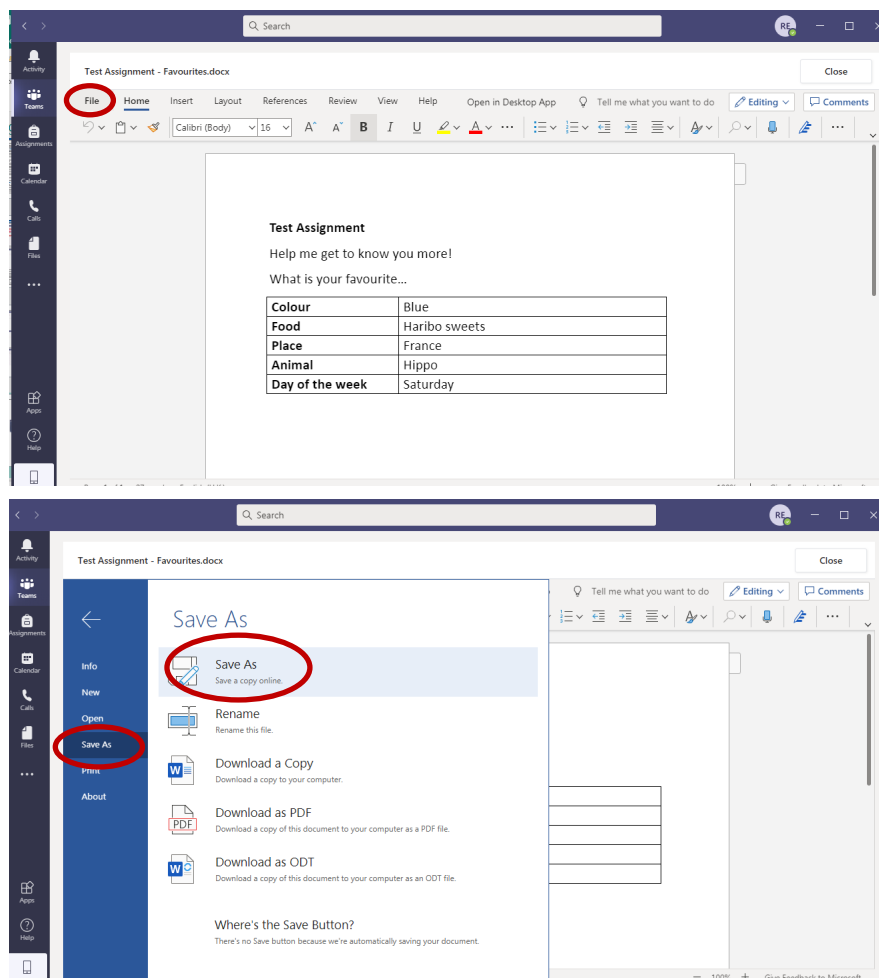e.g. *gsmith@eversley.essex.sch.uk*

Enter your password

e.g. *bronze19*

The task will open up. Children can then type in their responses to the task.
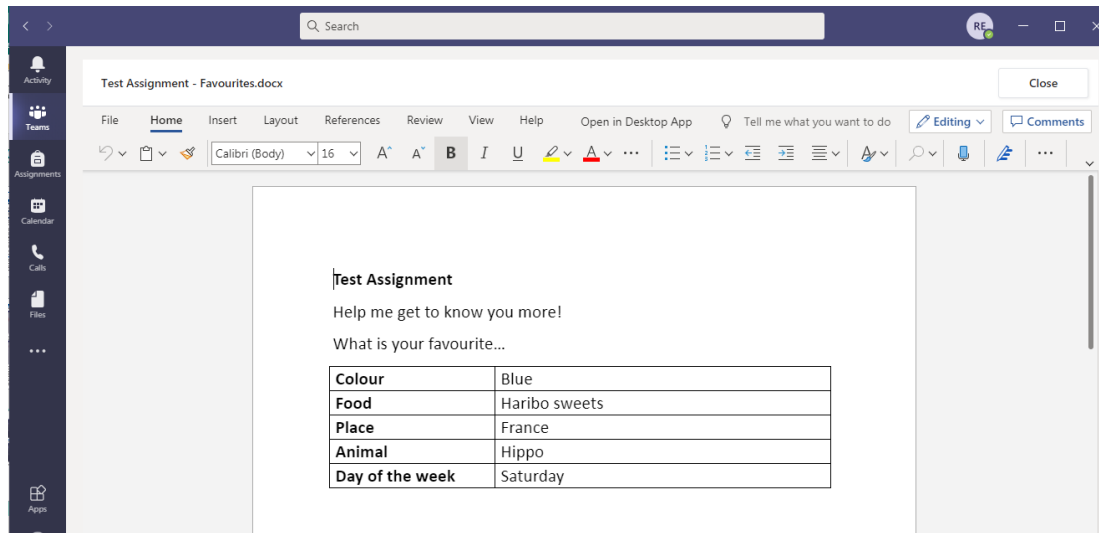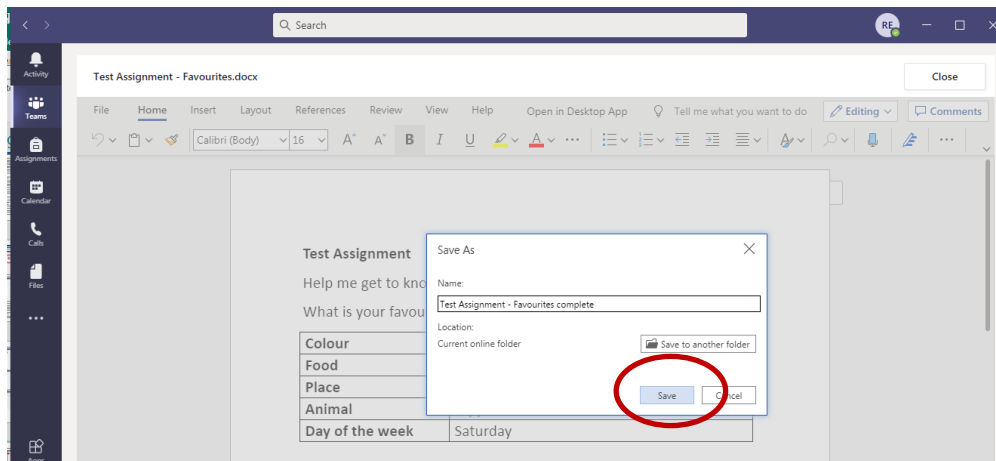

Once the work is completed, go to **File** and click **Save as**, and select **Save as, save a copy online**
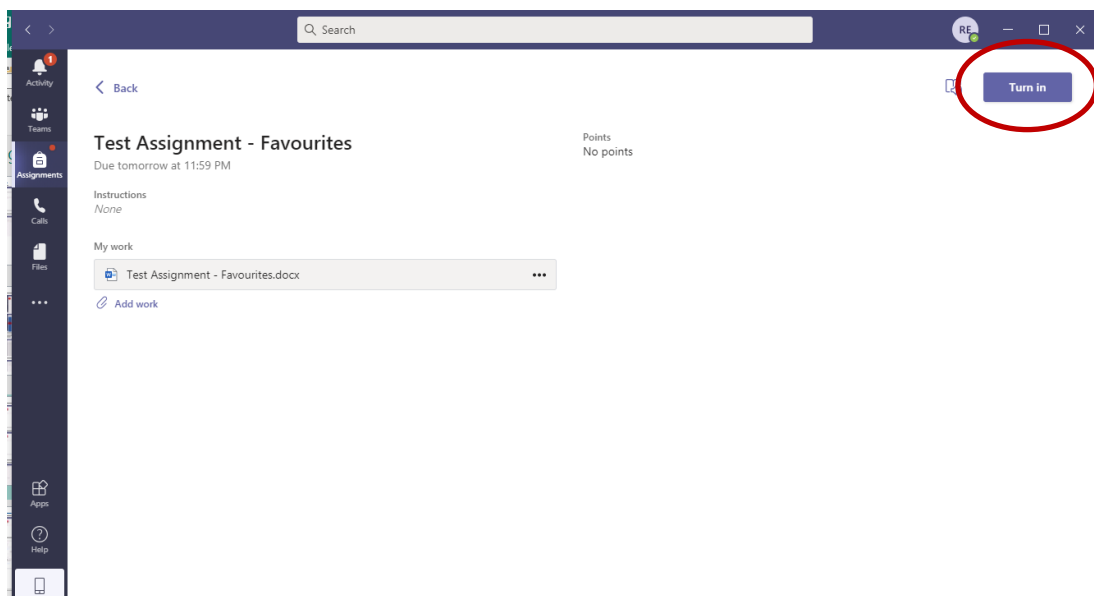
You cannot save the file as the same name the teacher gave the file, it must be renamed, e.g. adding 'completed' after the original file name.
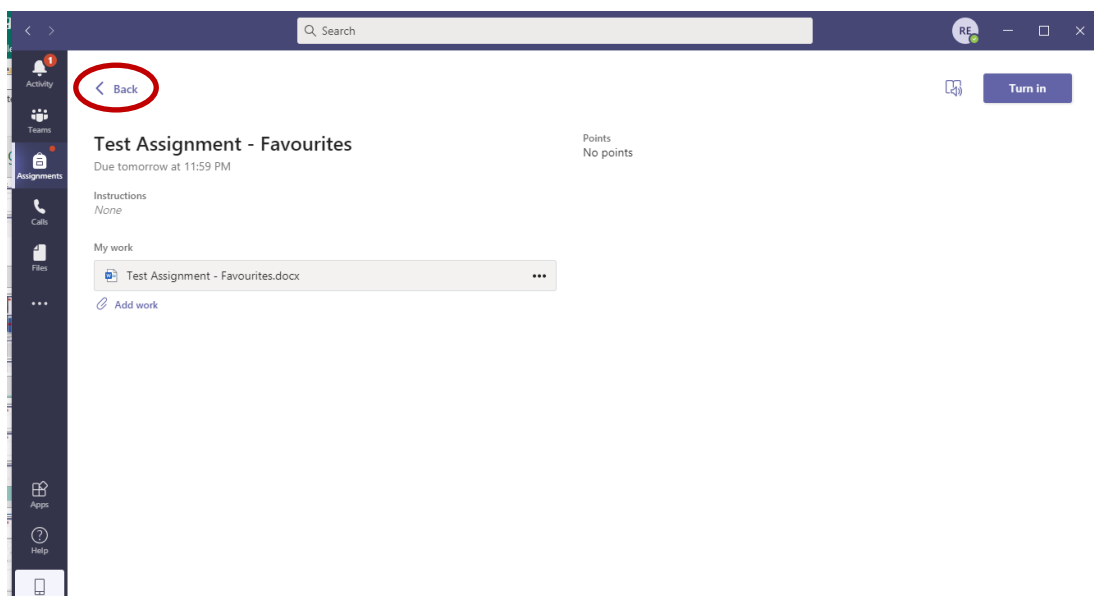
Once renamed, click **Save**.

Once saved, the document can be closed by clicking the cross in the top right-hand corner of the screen.
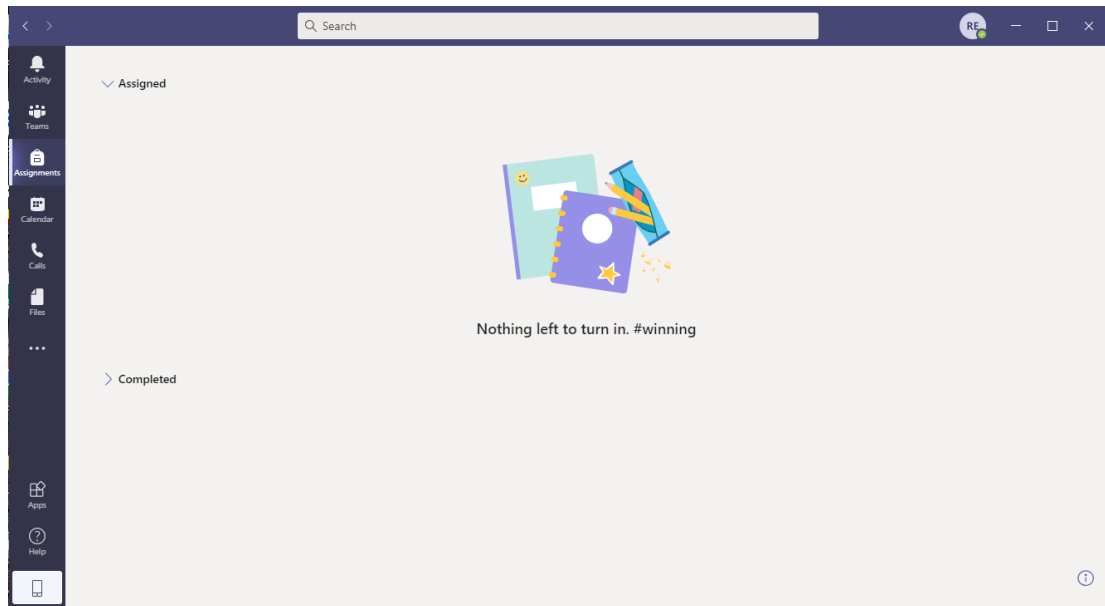
To hand in the task, click **Turn in**. The work has been completed and submitted. Job done!

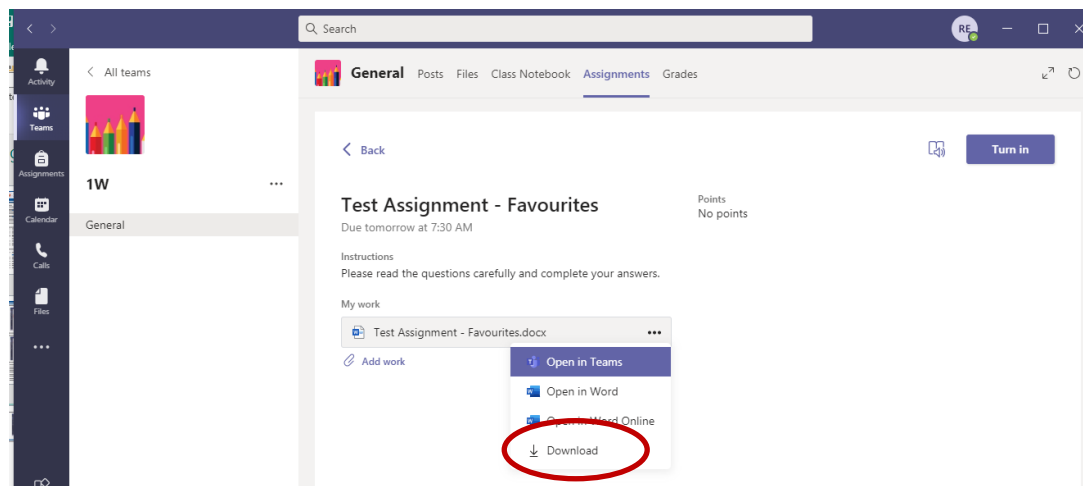To leave this screen, click **Back**

You will know that all assignments set are complete because your assignments page will be empty:

TO DOWNLOAD WORK TO PRINT AND COMPLETE BY HAND

Select **Download**

Either print the work off and complete by hand, or read the task on the screen and complete on a separate piece of paper.

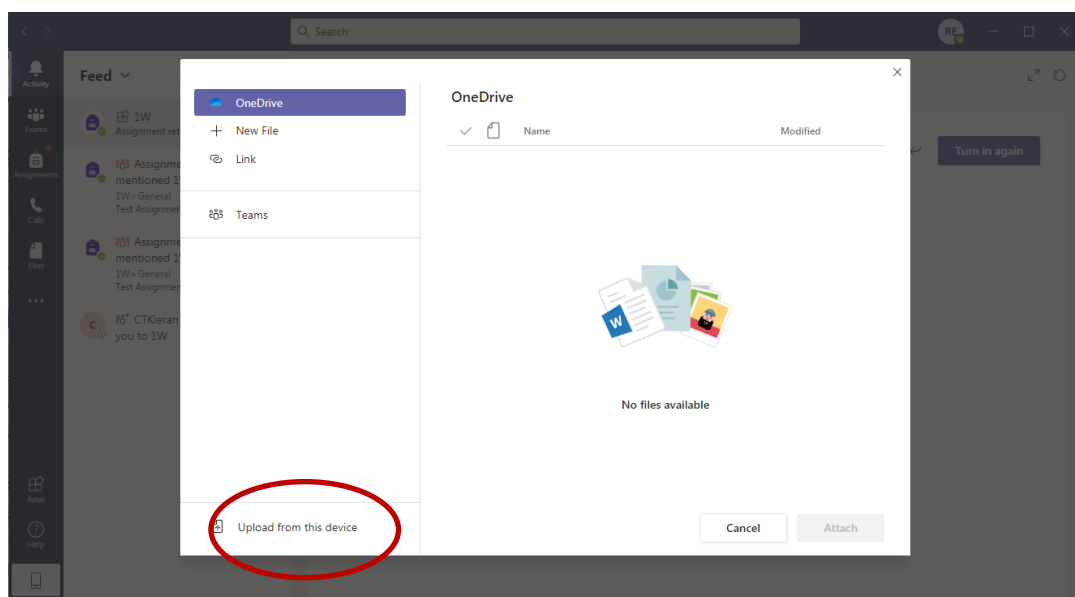Take a photograph of the completed task on your device.

TO SUBMIT A PHOTOGRAPH OF WORK TO TEAMS

Take a photograph of the completed task on your device and either save to your computer or upload direct from your device.
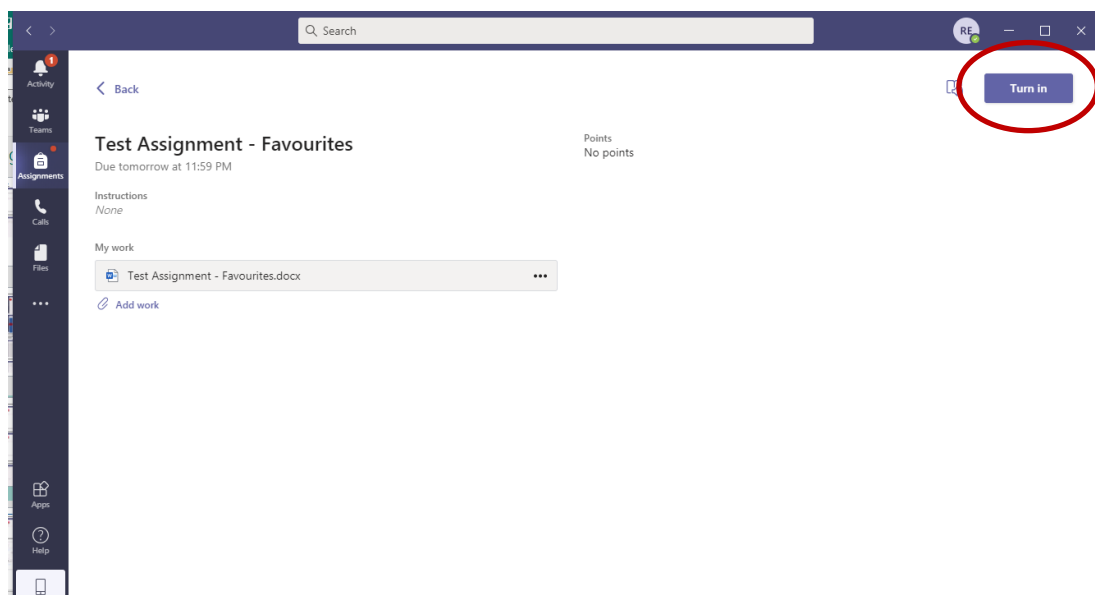
Click on **Add work**
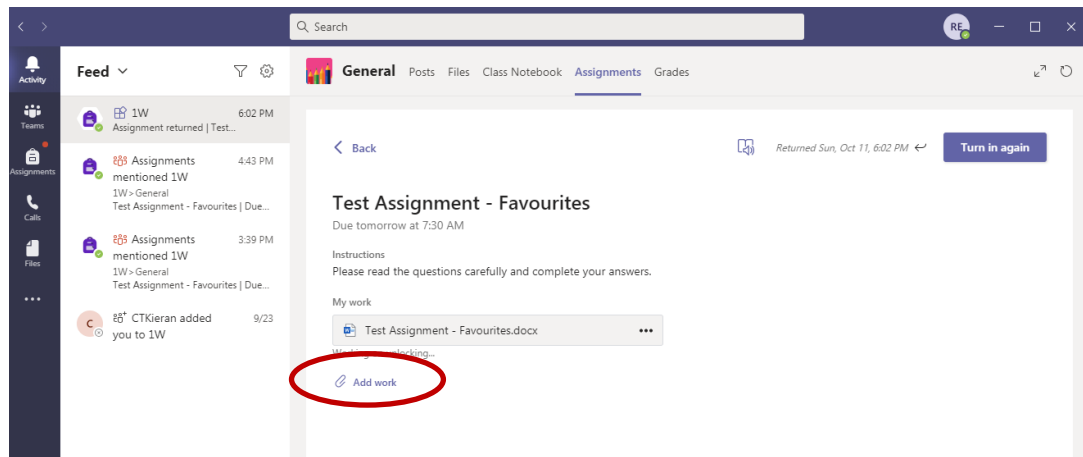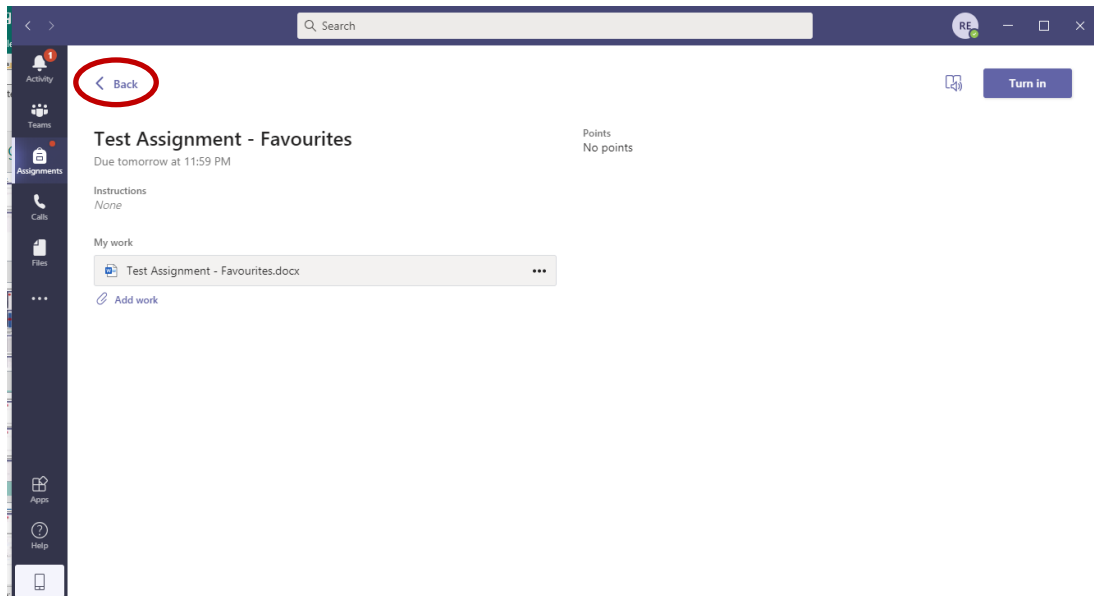

Select **Upload from this device**

Choose the file and click **Open**.

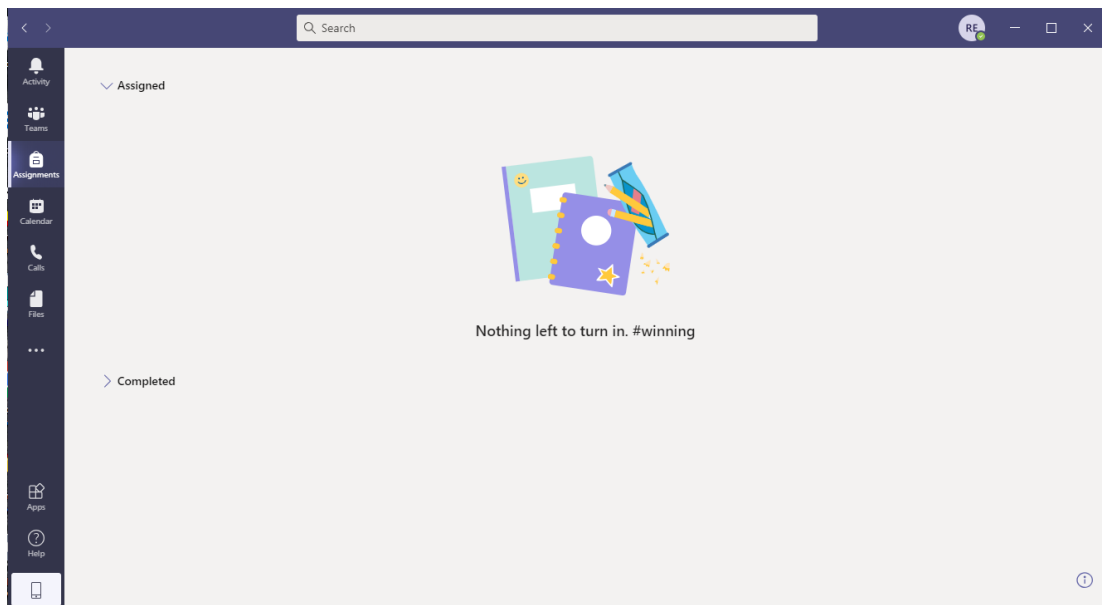Once it has uploaded click **Done**.

To hand in the task, click **Turn in**. The work has been completed and submitted. Job done!
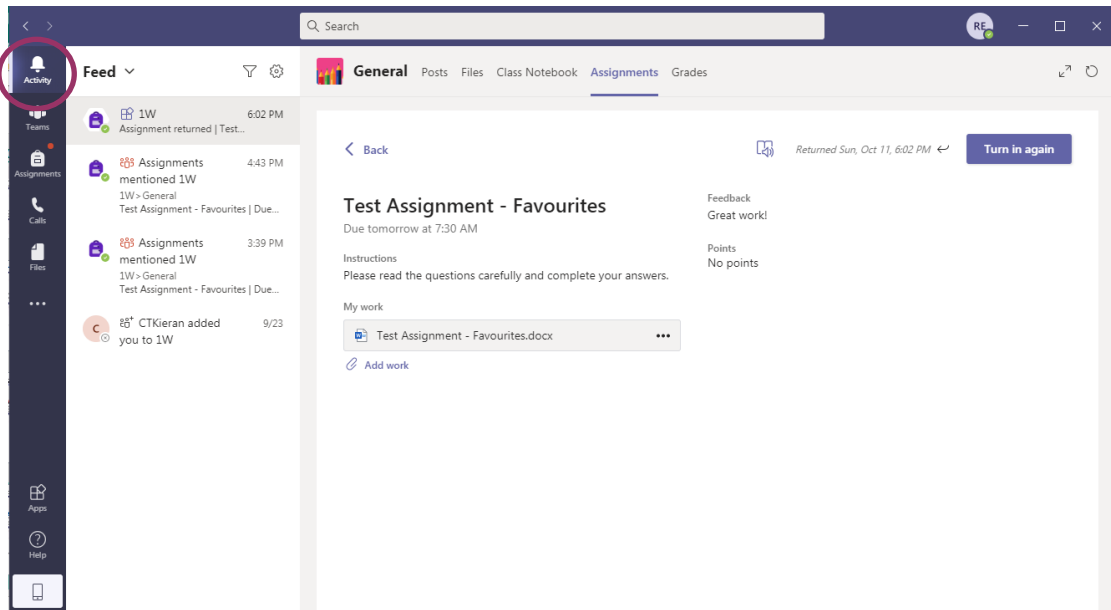
To leave this screen, click **Back**

You will know that all assignments set are complete because your assignments page will be empty:

Seeing feedback from the teacher

When the work has been marked by the teacher, feedback comments can be seen by logging back into the Assignments tab. To do this:

Click on **Activity** (top icon in the bar on the left-hand side)

All marked assignments will be listed on the left-hand side of the screen.

Click on each one individually to see the feedback given.