

Microsoft Teams Guidance for Parents/Carers

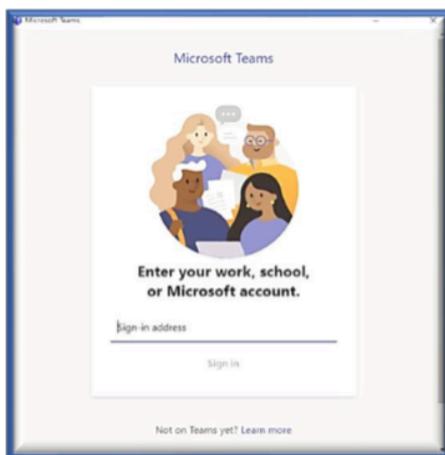
Please use alongside Show My Homework

In preparation for any need to learn remotely, all students have been given a Microsoft Teams account to use. You will find below some basic instructions on how we intend to continue to provide lessons again for whole groups or year groups, if it should become necessary. Your child will use this to view lesson content alongside the existing Show My Homework platform. Please be aware that you and your child need to follow the expectations of the existing Acceptable Use Policy (AUP) including the MS Teams additions to make use of the platform.

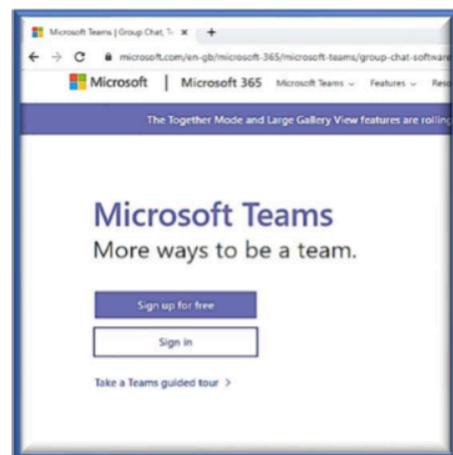
Your child's Personal Tutor will also show them how to access and use MS Teams in College. Please note, if individuals are isolating, they will be directed to appropriate learning separately.

First, please ensure you have access to the Microsoft Teams app. A desktop application is available to download for free. Alternatively, a web-based version of Teams can be accessed online via your search engine.

Microsoft Teams Desktop App



Microsoft Teams Online Access



Please note, when Teams first opens, you are offered the option to download and install Teams on your device or use the web-based version.

Once you have access to Microsoft Teams, your child can log in to the application using his/her existing College log in details. If for any reason your child does not have these details, please contact the College.

For security reasons, when entering your password, it is recommended that you do not save this on a shared computer or device.

Teams is now ready for use – **You will only see the Teams/Classes that you are enrolled in** – You have an option to turn on desktop notifications that alert you to any changes and updates within your class team.

On the left menu, you will find the 'Activity', 'Assignments', 'Calendar' and 'Files' tabs. You may need to access these links for a variety of purposes during your period of home learning.

Please be aware, students' access to the 'Chat' function is restricted for safeguarding purposes and will only be turned on at your teacher's discretion for lessons.

Live lessons will be recorded for everyone's safety.

Show My Homework remains the main platform for students submitting work and teachers providing feedback.

There are links to additional apps, some of which are disabled for security reasons.

For additional help with Teams supplied by Microsoft, there is a section including training and topic areas. Just click on the 'Help' icon at the bottom left of your Teams screen.

Finally, click the icon top right, for personal options and settings. Here you can also **sign out** of your Microsoft Teams account.

Remember to always sign out after using Teams.