

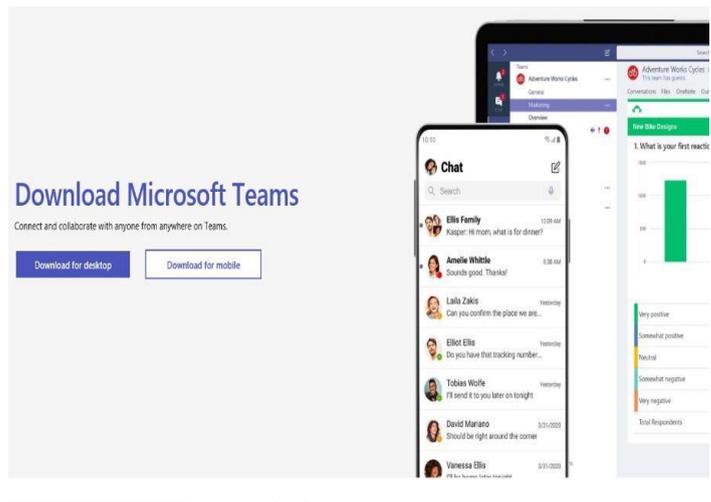
Parent guide to Microsoft Teams

Setting up Teams

Open Microsoft Teams

There are a number of ways you can download and use Teams.

- To download the Teams app on a mobile or desktop go to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
- Or use a web browser to search 'get teams'.
- On a tablet or iPad go to the Google play store or app store and search 'teams' and download.



Sign In

Pupils can sign in with their school email address and password. This will be at the front of their remote learning book.



Pupils can also use their BGFL 365 login to access Teams.

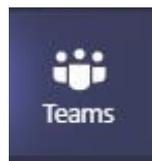


Using Teams

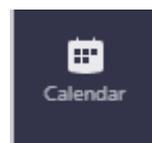
Basic Navigation



Students will be notified here of any activity that happens on the class. When a teacher sets work or asks them to do something, they will get a notification.



Pupils can use the Teams icon to access their classes - these are called 'channels'. Each pupil may be in at least two channels:
Nursery - one channel depending if they are AM or PM.
Year Reception, Year 1 and Year 2 - one channel (their class channel).
Year 3, Year 4 and Year 5 - two channels: their class and Maths set.
Year 6 - two channels: their Maths set and Literacy set.



Pupils can see what meetings have been scheduled by using the calendar icon.

When accessing a 'live lesson':

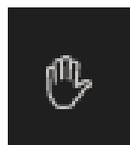
Children can join the lesson from the email invite they will have been sent when the teacher scheduled the meeting, or they can join from their calendar after signing in to Teams.



Camera icon to turn the camera on and off.



Microphone icon to turn the microphone on and off.



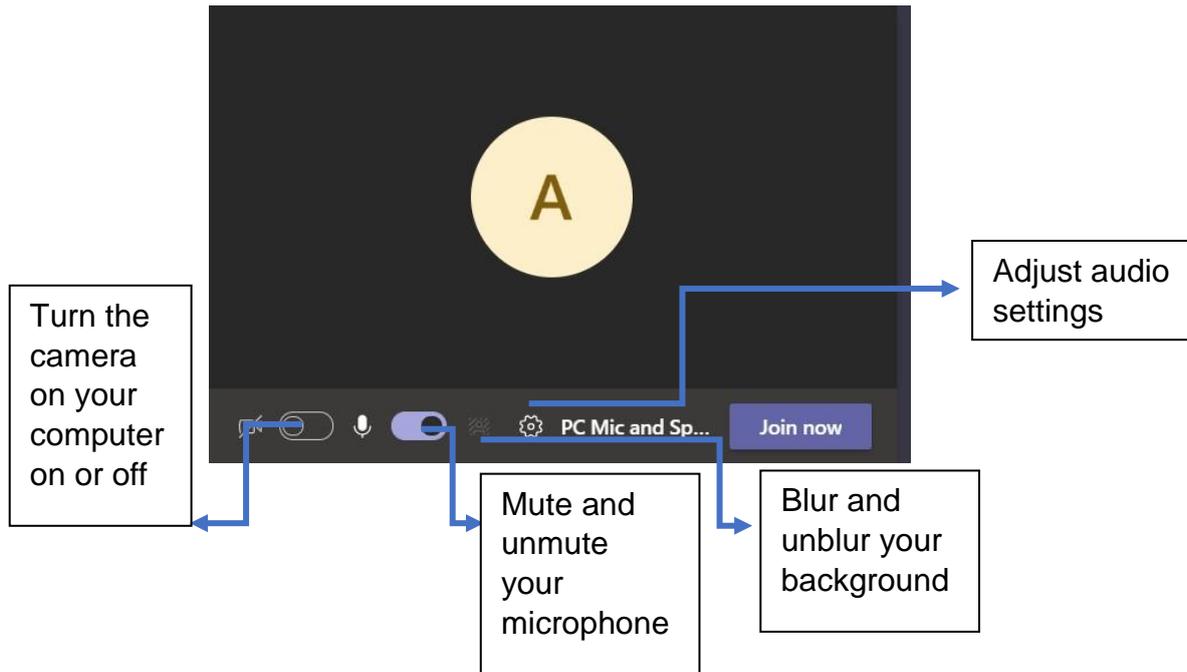
Pupils can use the hand to show the teacher they have a question.

Please note: live session will be recorded for safeguarding purposes

Joining a meeting

Meetings will be used for a teacher to deliver a lesson. Pupils will be required to join a meeting for each lesson. Teachers can deliver a lesson by sharing their screen. Students will have the opportunity to communicate with the teacher, complete any tasks set and submit their work.

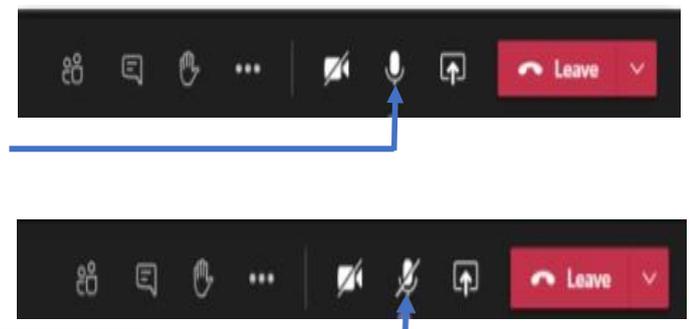
When a teacher starts a meeting, the student will have the option to join the meeting as follows:



During a meeting

Mute and Unmute

1. In the meeting, navigate your mouse to the **microphone** icon. Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.
2. Clicking the icon will mute yourself to all other participants. You'll know you're muted if the icon looks like this.
3. To unmute yourself, click the icon again.



Please note: we require all children to MUTE themselves when joining a meeting

Raise hand

During a meeting, you can raise a virtual hand to let the teacher know you have a question. All questions will be answered at the end of the live teaching.

1. Select the **raise hand** icon in the meeting controls. Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.



2. To lower your hand, click the icon again.

3. Everyone in the meeting will see that you've raised your hand. Meeting presenters will also receive a notification that your hand is raised, and they can lower your hand once you've had a chance to talk.



After the meeting

Leave the meeting

1. To leave a meeting, click on the red 'Leave' button. Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.



2. You'll know you've successfully left when the meeting window is closed.

Responsibility

To help us deliver quality lessons to children that have been sent home as a bubble or in the event of a national closure of schools, we at Canterbury Cross ask that as the parent you are responsible for:

1. Ensuring that your child/ren attends live lessons as much as possible. We understand equipment may have to be shared in some households - this is why lessons will be recorded.
2. Child/ren to be accessing the 'live lesson' in a shared room in the house, not in bedrooms.
3. An adult being present in the room during the 'live lesson'.
4. Monitoring your child/ren's online activity and behaviour.
5. Making sure your child/ren is wearing suitable clothing, as are others in the house, in case the camera is on at the beginning.
6. The use of appropriate language by all in the household.
7. For question purposes at the end of the lesson, children being able to unmute their microphones.
8. Access to a stable internet connection. This may mean children accessing the lesson nearer to the wi-fi box.
9. Not photographing, print screening, editing, storing or distributing video material without permission.
10. Sticking to the timetable as sent home for remote learning.