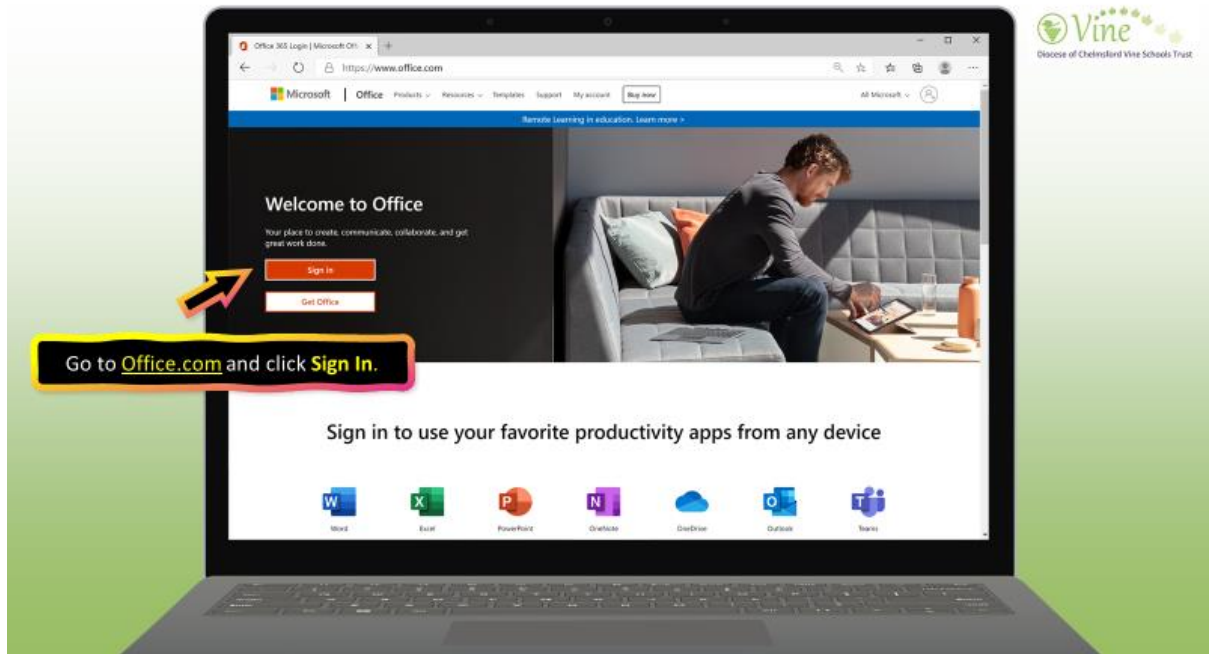


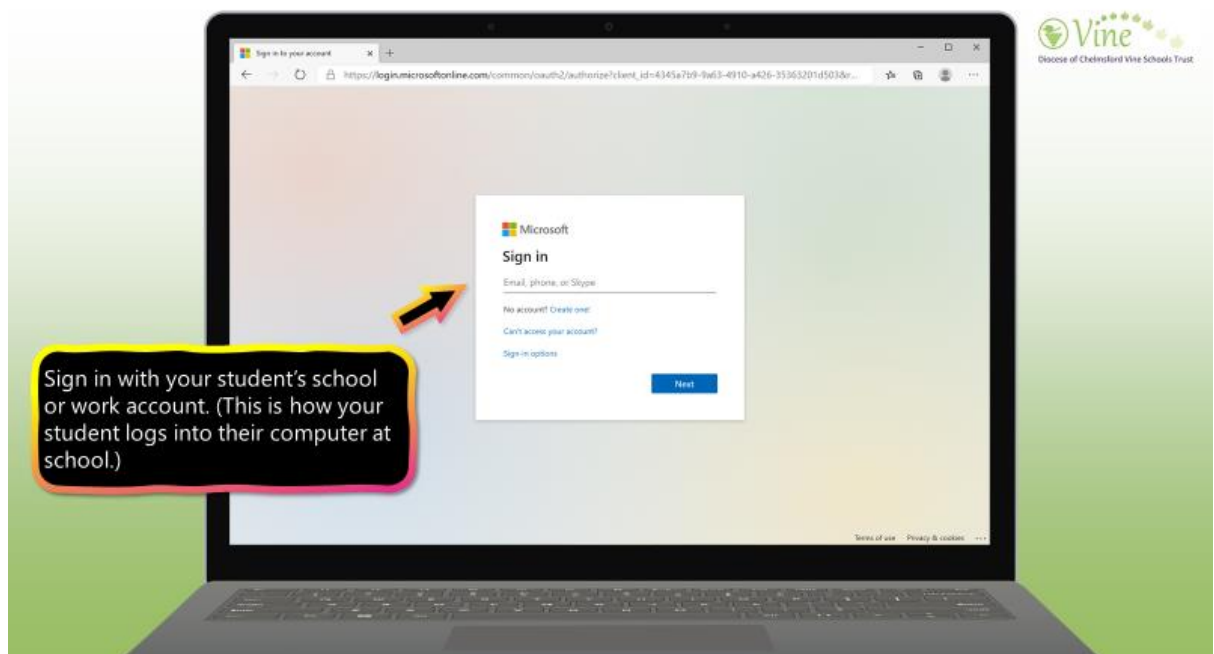
Using Microsoft TEAMS

Logging in via the internet:

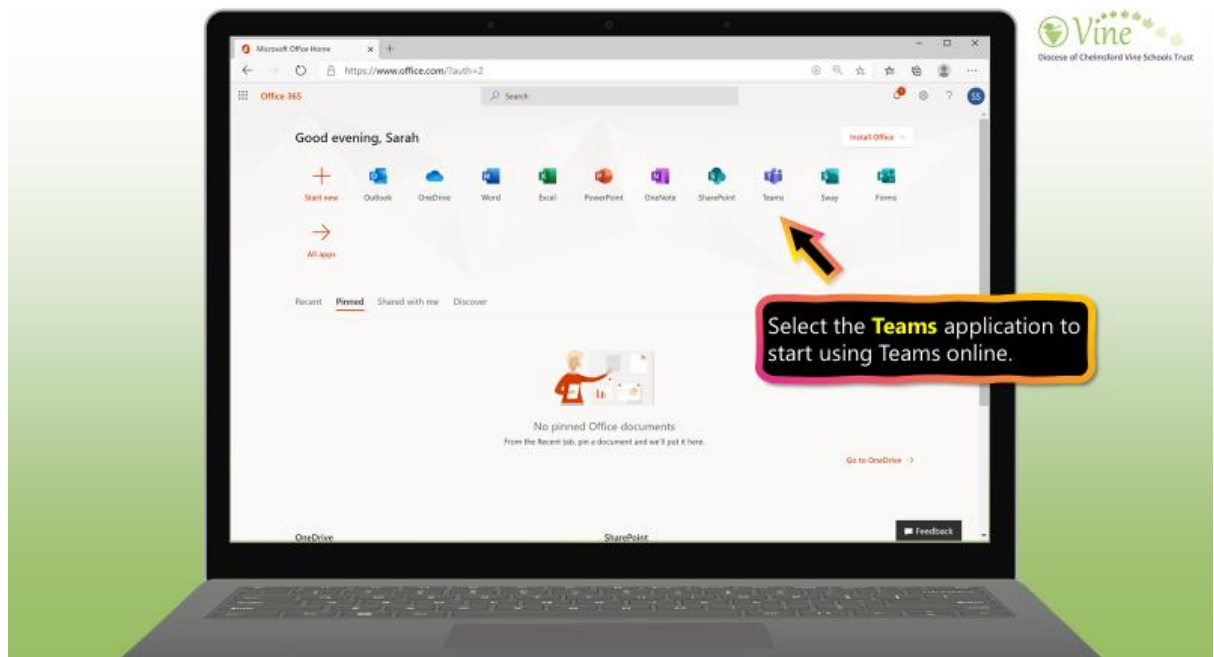
1. Open Microsoft office and click sign in



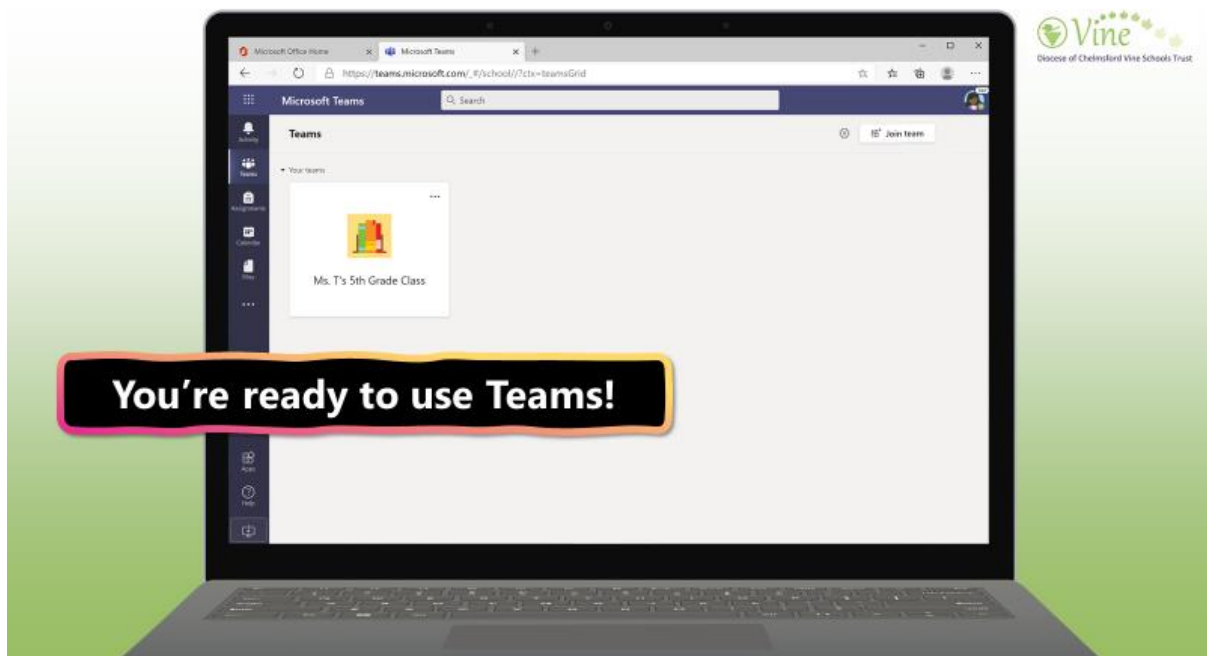
2. Sign in using your child's username and password. Your child has these in their reading record.



- Once you have logged in, you will see a page of icons. You need to click on the one labelled TEAMS.

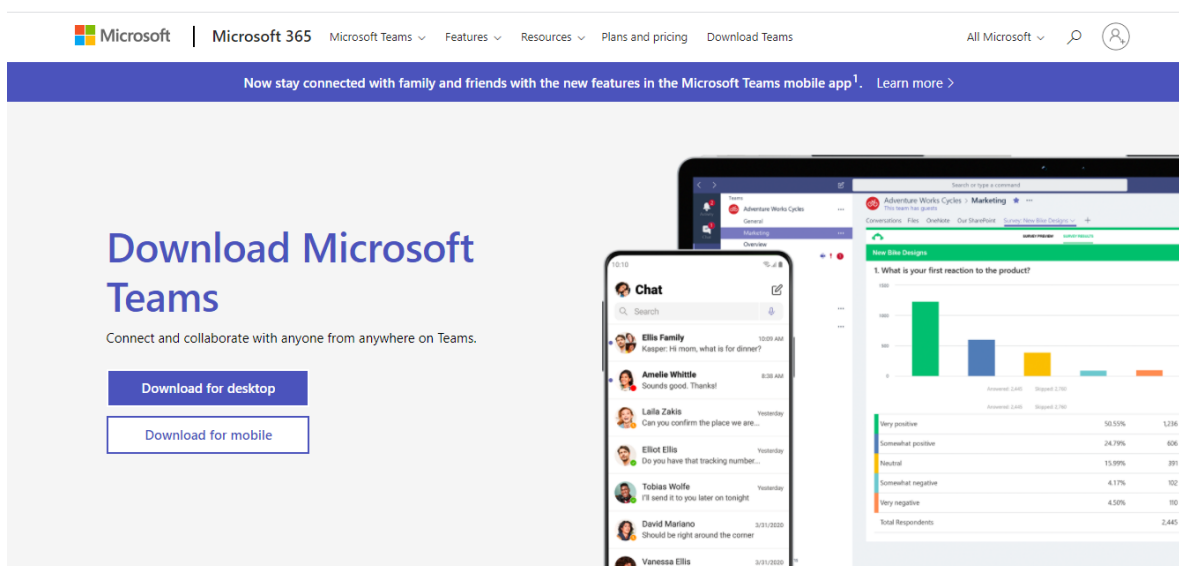


- Your page will open and you'll be able to see everything on your class page!



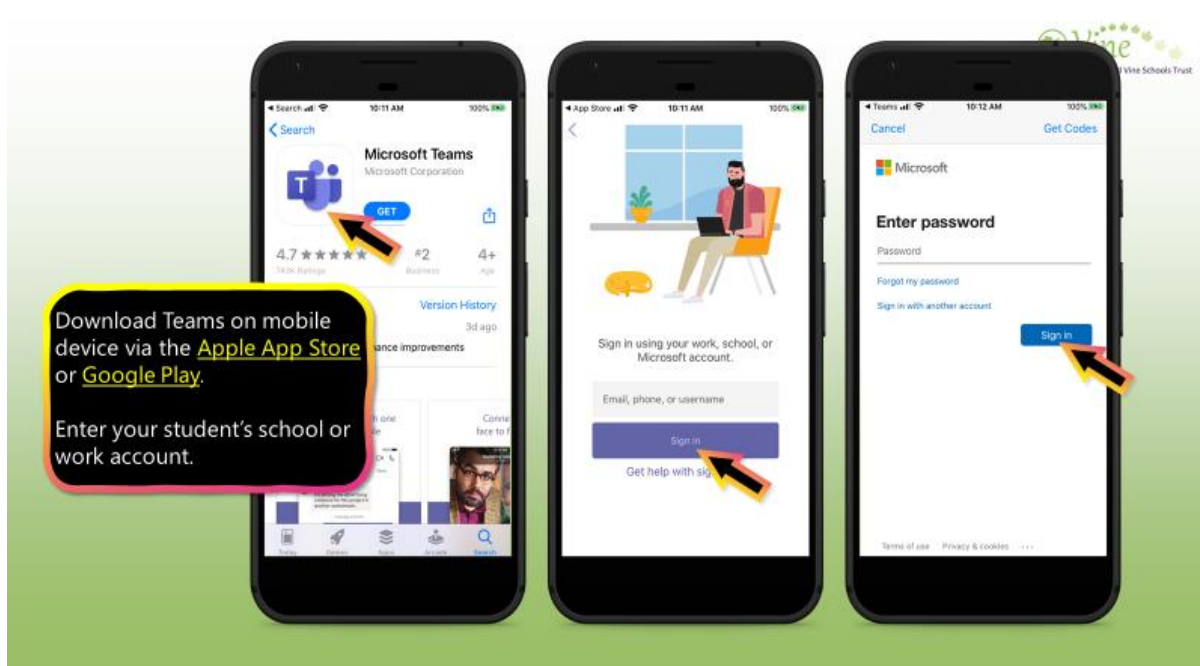
Logging in via the TEAMS app:

1. Google 'TEAMS download' if you are using a computer or laptop, you will see this page.



2. Click download TEAMS.
3. Once it has finished downloading, it will appear on your desktop as an app to open.
4. Login using your child's username and password. These can be found in the front of their reading records.

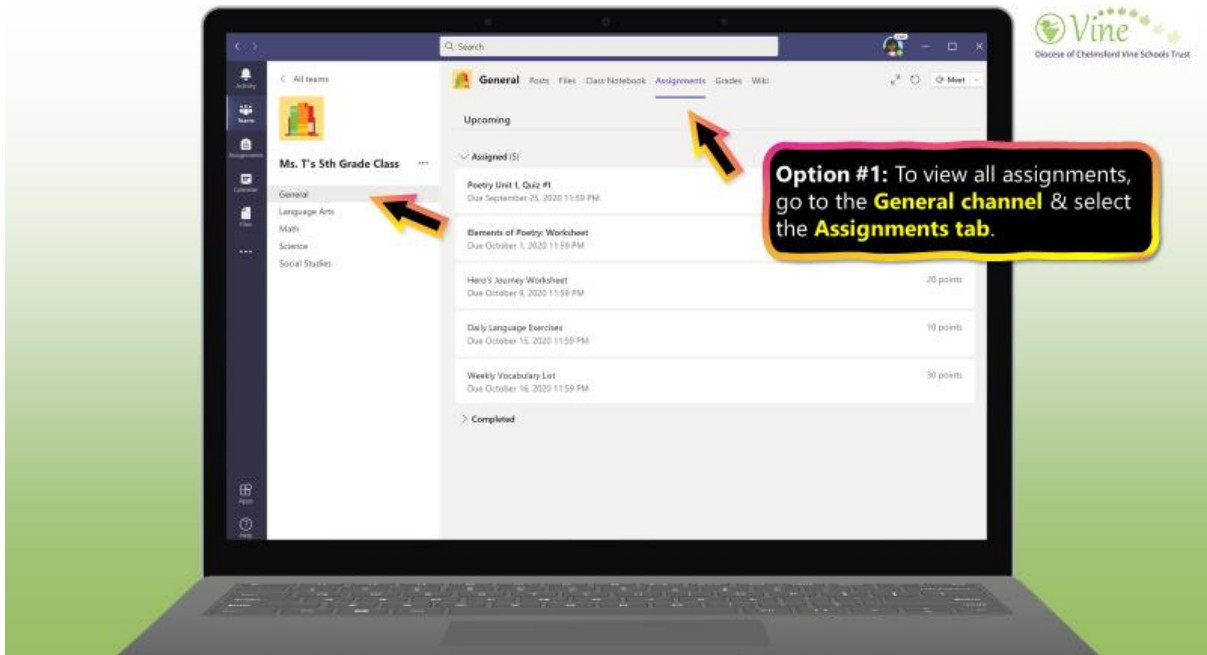
If you are using a phone or tablet, download TEAMS from the app store:



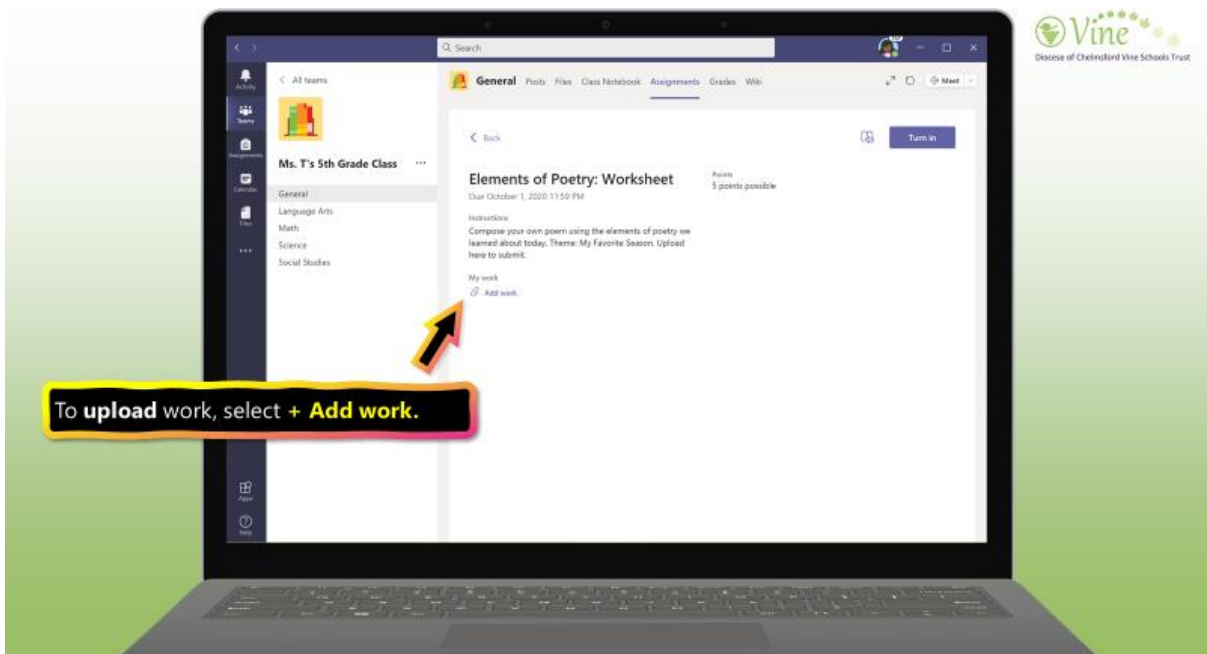
Make sure you allow the app to access the camera and microphone. Also, enable notifications so you can see when work is uploaded!

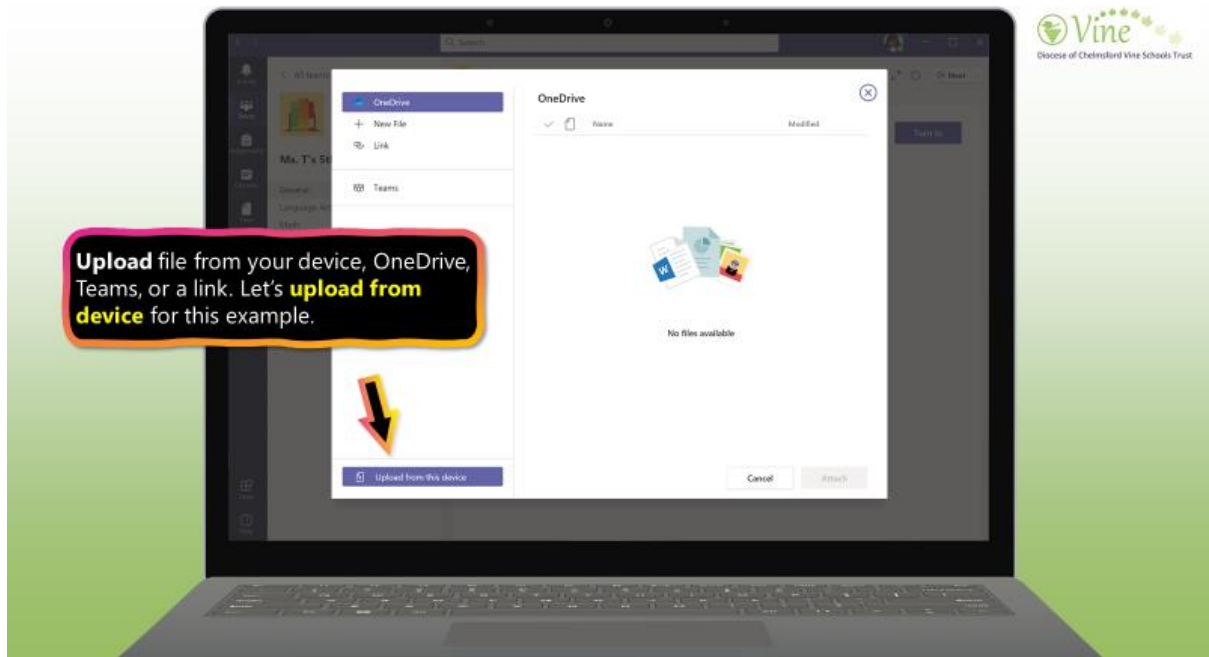
Accessing your child's work:

1. Click on your child's class and open the page.
2. Click on the tab labelled 'assignments'

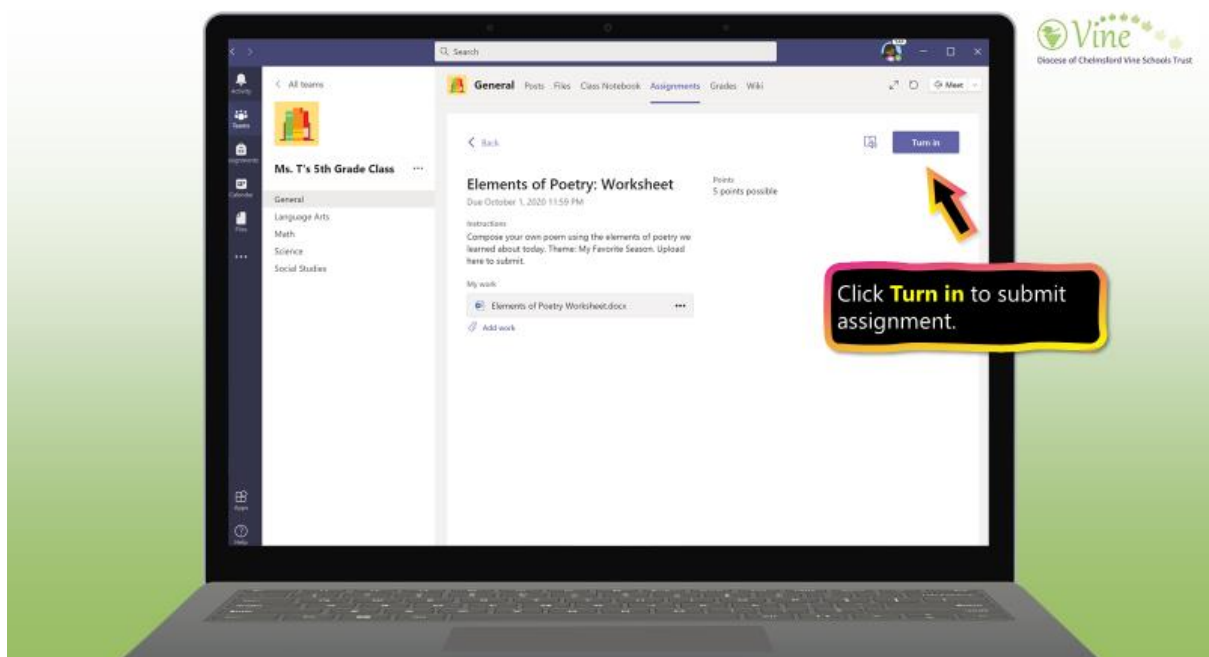


3. Your teacher will have uploaded work, along with instructions for you to follow. You will be able to add any work you complete here. This could be photos, word documents or power points.

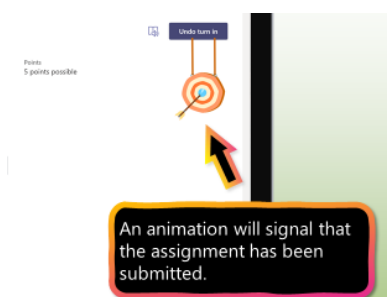




4. Once you have uploaded all of your work for that day, click on the 'turn in' button. This will send you work back to your teacher for them to look at.

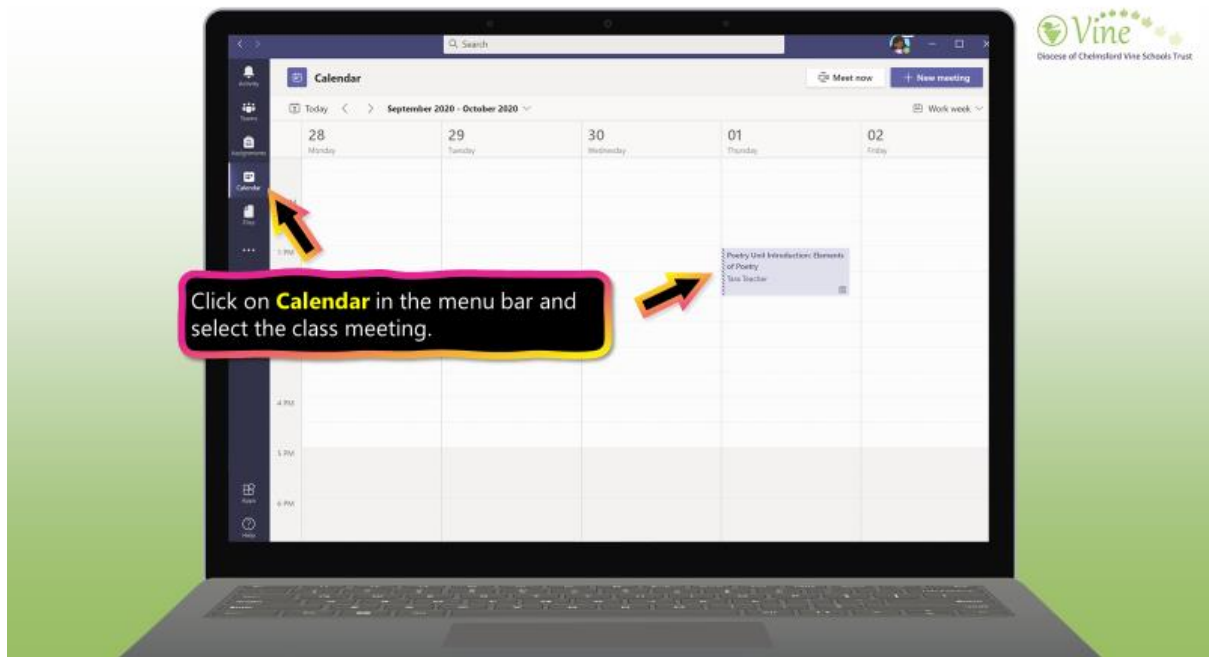


5. An animation will appear to signal that your work has been successfully turned in.

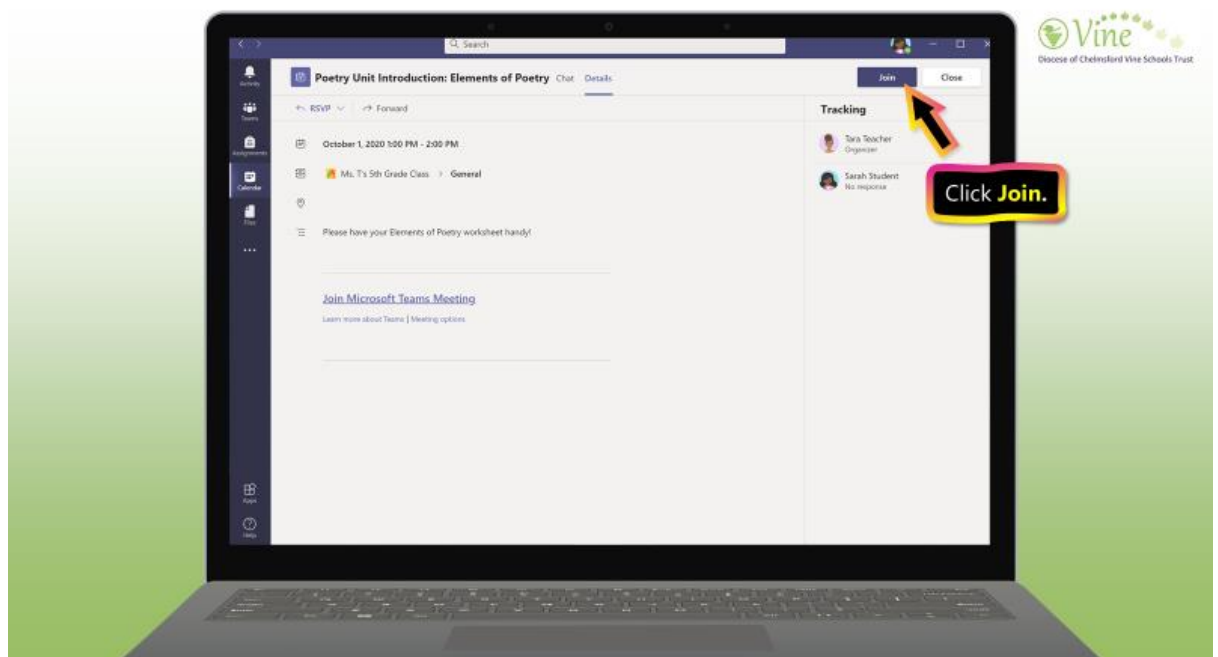


Attending a live session:

1. At the side of your TEAMS screen, you will see tabs. Click on the calendar tab and any live sessions you have been invited to will be visible.



2. Click on the session you wish to join, at the time stated on the invitation. Then click 'join'.



3. Before you join the meeting, ensure your microphone and camera are switched on. Once you click join, you will be able to see and hear other people in the session. Your teacher has the ability to mute everyone within the meeting and may well do this whilst they are speaking.

