



Using Microsoft Teams for Remote Learning

The following guide will instruct you how to log in to Microsoft Teams via [Office.com](https://www.office.com). You may wish to download the [Teams App](#) to your PC or a mobile device and log in.

You do not need to download the MS Office App. For ease of use, we recommend you download the Teams App to your device.

The guidance covers the basic knowledge you and your child require to log in to teams and join a meeting, which is how lessons will be delivered if either a bubble or the whole school are closed due to self-isolation or in the case of a local or national lockdown.

Microsoft Teams for Education

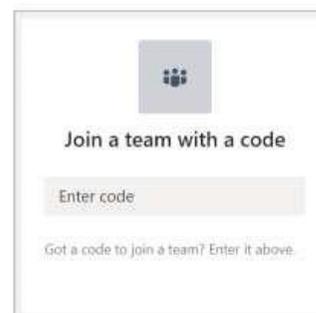
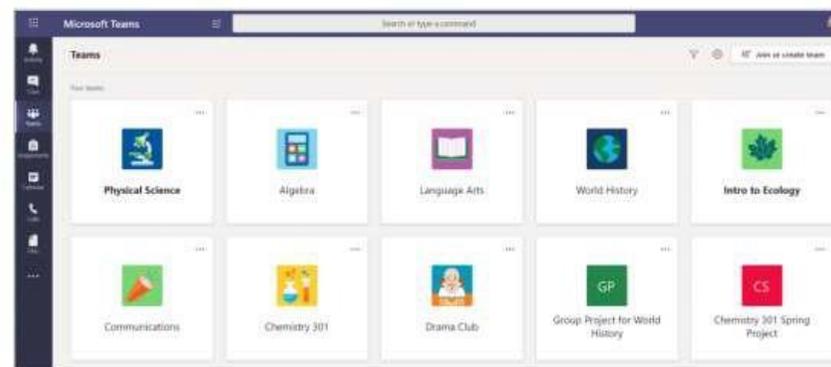
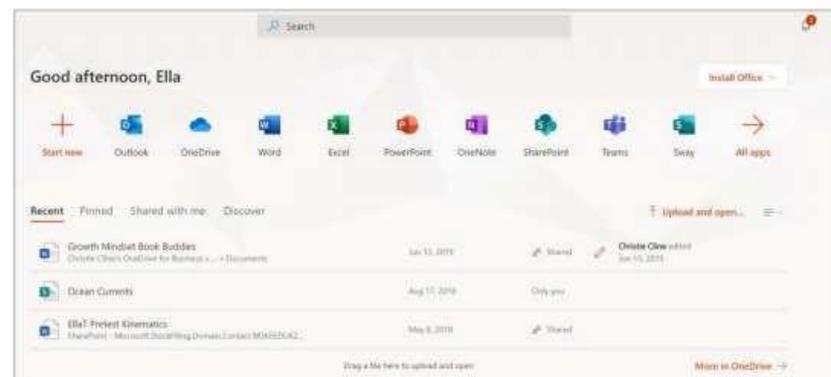


Sign in to Teams

1. Go to [Office.com](https://www.office.com) and sign in with your school email and password.
2. From your [Office.com](https://www.office.com) homepage, click on the **Teams** app to open it right in your browser.
3. Select  Teams to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one of more (depending on how many classes you have) class team tiles.

You should be added to your Year Group Team so both classes from your year group will be in one Team.

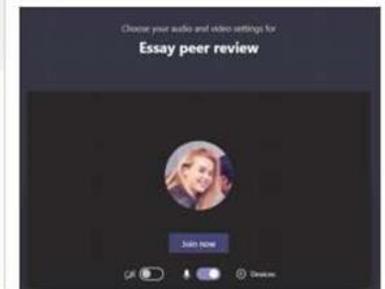
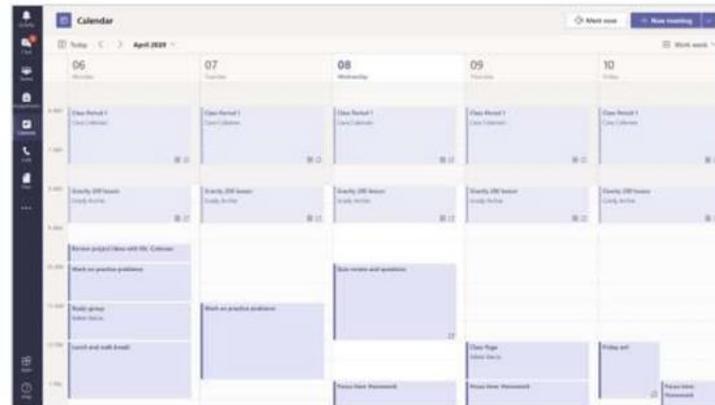
4. Please check that you are in the correct Year Group Team. If there are any admin errors, please contact the office – office@langley-primary.org.uk



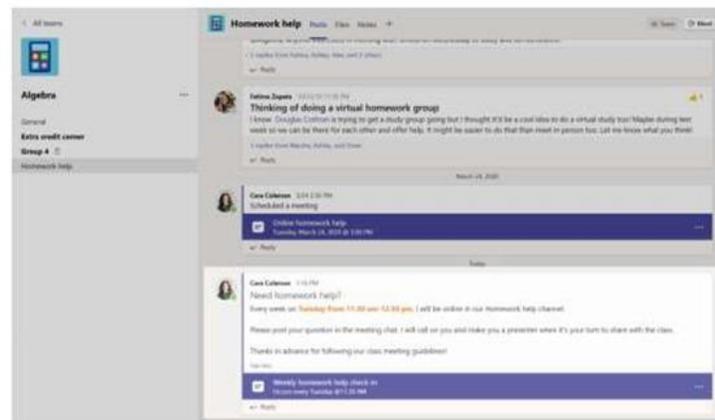
Connect with video

Use meetings in Teams to virtually join your teacher and classmates in online classes, study groups, presentations, and whenever you need to learn face-to-face.

Adjust your audio and video settings, then click **Join now**.



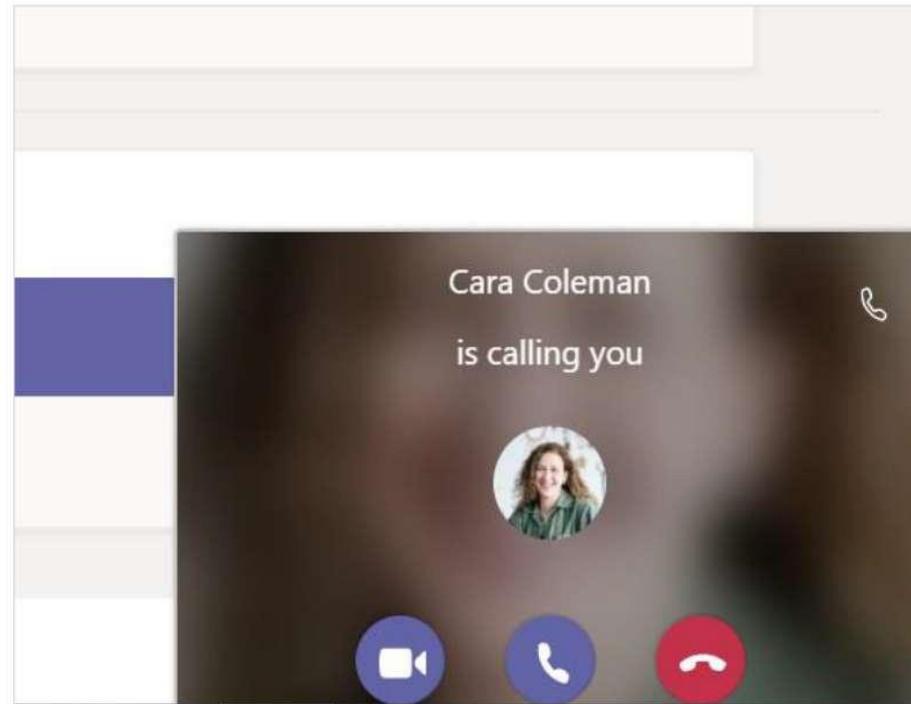
Note: You can also see scheduled meetings in any of your class team channels.



Class Teachers will send a Parentmail alerting parents to scheduled meetings.

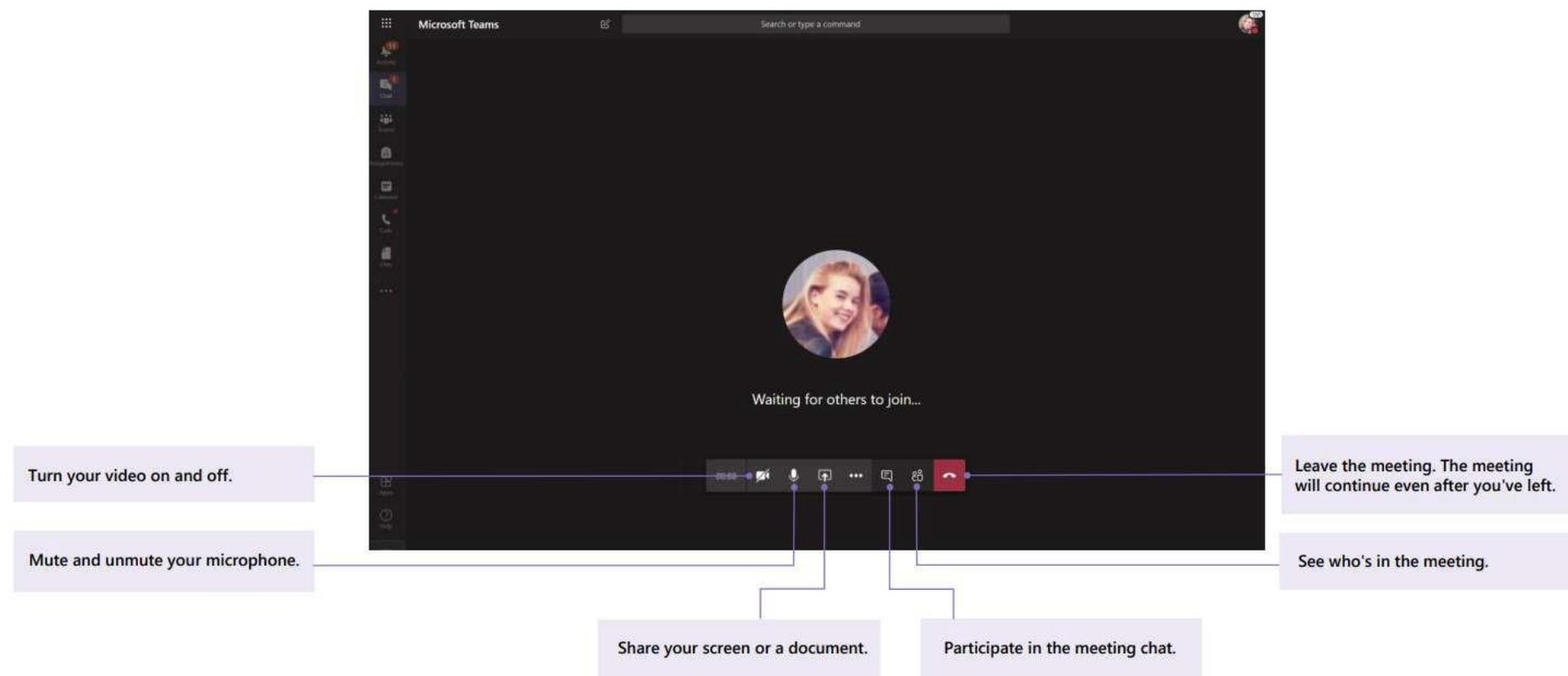
Answer a call

When your teacher or a classmate calls you in Teams, you'll get a notification where you can decide how to answer. You can accept with video, accept with audio, or decline.



N.B. This is for your information only: We do not expect to use the one-to-one call feature, nor should pupils be using this feature to communicate with their peers. Misuse of this feature could result in the pupil's account being deactivated.

How to use the toolbar during the meeting



Pupils will not be expected to share their computer screen and should not use this feature. This is to safeguard our pupils. However, teachers will use this feature to show PowerPoint slides and share documents and online resources with their class.

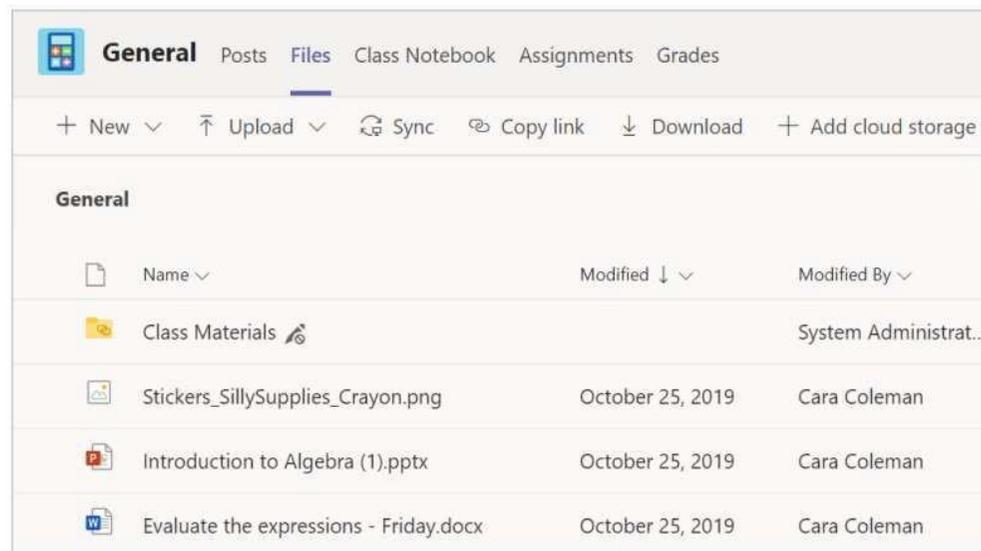
Find or create a file

See the files that you, your classmates, and your teacher have shared in a chat or a channel by selecting the **Files** tab.

While in **Files**, you can create a new Word, Excel, or PowerPoint document for you and your classmates to collaborate in.

Class Materials

In the **Files** tab of every class team's **General** channel, your teacher might add read-only resources to the **Class Materials** folder. Look here for important documents that can help you with assignments, projects, or just staying up to date on class expectations.



On occasion, the class teacher may need to share reading materials, worksheets and other resources with the class. Documents may be added here so it is useful for pupils to know where to access these files.

At the present time, we are unlikely to use the Notebook and Assignments features in Teams. If this changes, we will provide guidance to parents/carers/pupils about how and when to use these features.

Please familiarise yourself with the layout. If you are able to log in and view the calendar, you will see any meetings once they have been scheduled.