



Moving to MS Teams

Embedding a more integrated online system for setting work, communicating and supporting students at school and at home.



Student and parent readiness for using MS Teams for Home and Remote Learning.

Benefits of MS Teams

- All learning, whether live lessons, remote independent work or home-learning can be found in **one place**.
- Students can **collaborate** with each other and their teachers.
- Students have access to **support from their teachers** outside of school hours and, moreover, while remaining socially distanced.
- Virtual communities can exist, such as house teams, the student leadership team and tutor groups.

Top Tip for Parents

- 1) Support your child to get the most out of MS Teams by guiding them through these features:
 - MS Teams has an **immersive reader**
 - All posts, assignments and most documents can be **narrated** for individuals who have impaired vision or respond better to verbal instruction.
 - These can be found by clicking on the **3 dots** at the top right of assignments and posts.
 - Posts can be saved for future reference.
 - Every time an assignment is set the post linked to this can be saved in one place, rather than them having to look through individual classes.
 - Once saved these can be accessed by clicking on the student initials icon at the top right of any Teams page.
 - Students can **track posts** they haven't read.
 - Look for the red **@** symbol and/or by seeing which of their classes appear bold.
- 2) Read the school's **home learning policy** so that you are aware of the guidance given to all members of the school community. This can be found on our website.

Frequently asked questions:

Q: I don't own a copy of Office 365, how do I get hold of the software?

A: The student subscription supplied by the school allows the download and installation of all fully functioning office 365 programs and apps. The apps also function through web browsers, so whatever the device, there will be accessibility to the tools needed.

Q: I don't have a parent log in, how do I check on what my child has been set like I used to with Show My Homework?

A: From this weekend (December 6th), MS Teams will email a 'weekly assignment digest' to parents. This will arrive each **Sunday morning** and allow you to check through the assignments that have been set by each teacher and when they are due.

Q: If I am only getting the digest weekly, won't some home learning deadlines be missed?

A: No, it's school policy that all home learning tasks are given a minimum of one week for completion.

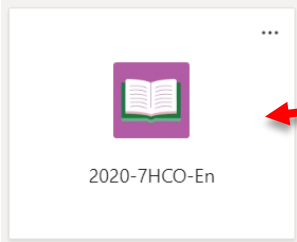
Q: What about the assignments that are set for remote work when my child is self-isolating?

A: As a school, we encourage you to set aside some time each day to look at the 3 lessons your child would have had and discuss/look at the work that they have completed (please see the remote learning guidance for further information).

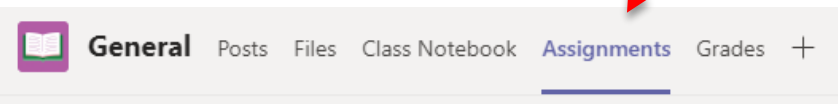
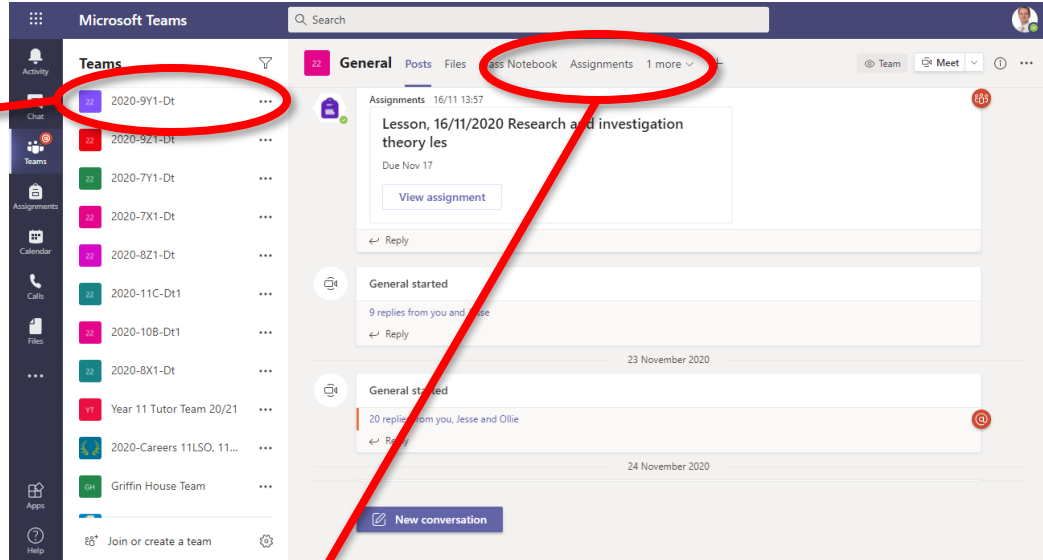
Accessing Remote Work Set When Self-Isolating

N.B. More detailed information can be found in the school's 'remote learning guidance'

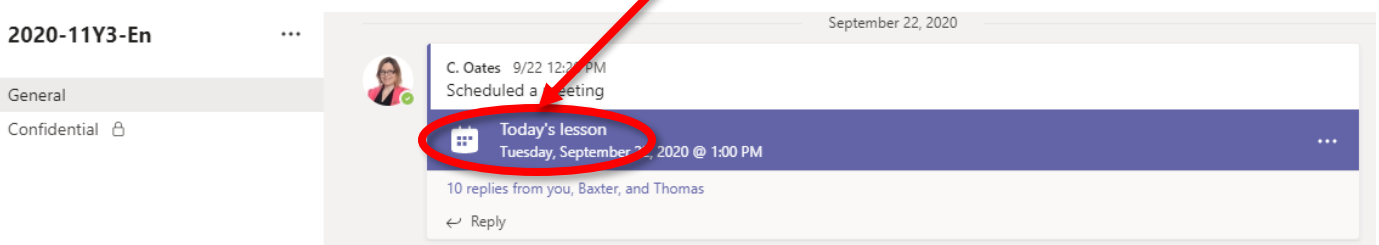
- At the start of each school day students should log-in to Microsoft Teams via their school's office 365 account, using the log-in details they were given by their computer science teacher.
- At the start of each lesson (including tutor) students should go to their class team by clicking on the team icon, for example:



- Once in the team, students should click on the 'Assignments' tab at the top of the page to find out what work they should be completing:



- If no assignment has been set for that lesson, students must check the general page for a scheduled live lesson. This will be a post from the teacher with a blue bar running through it and a calendar icon to the left side:



- Students should join the lesson by clicking on the blue bar and then clicking on 'join meeting' at the top, right of the newly opened page.
- If no assignment has been set or lesson scheduled, students should:
 - Email their teacher directly asking for the work (initial.lastname@Thamesmead.surrey.sch.uk)
 - Inform their parent that the work is missing
- If the work does not arrive by the end of the school day, parents should contact the school to inform them of the issue.

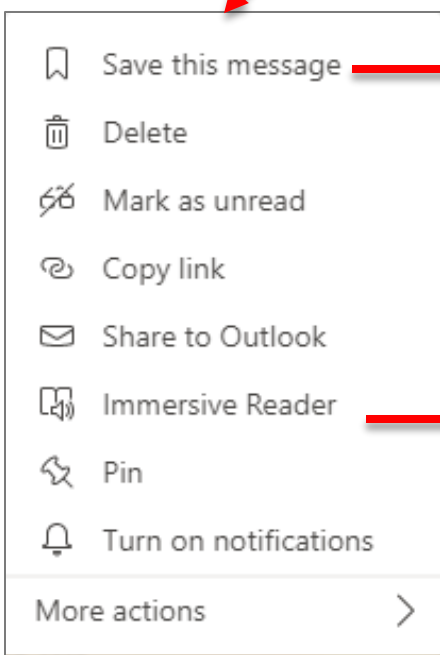
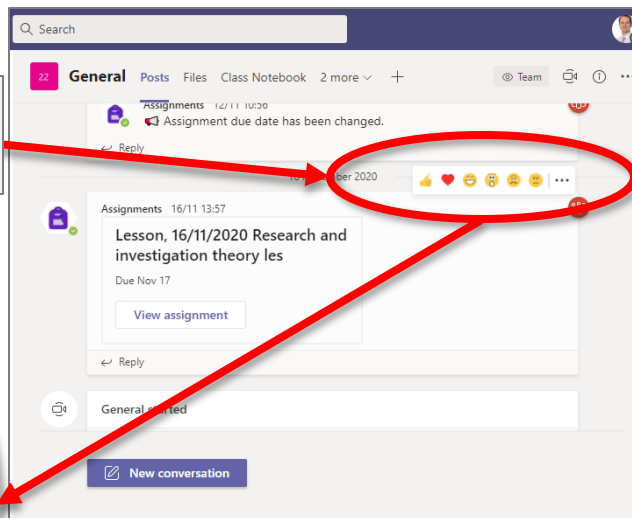
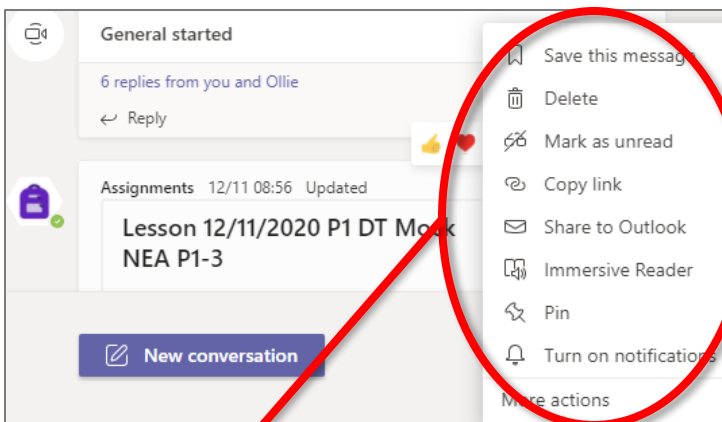
N.B. If students have any difficulties logging into office 365/Teams, parents should contact the school reception who will be able to offer guidance or refer to IT support if it is a technical issue.



How to: Saving/Tracking Posts and Using the Immersive Reader Tool

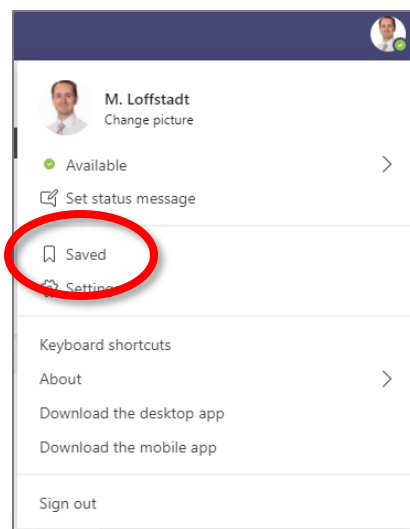
Accessing further options

- Hover over a post and an emoji bar should appear.
- Click on the three dots to bring up a menu for more options.



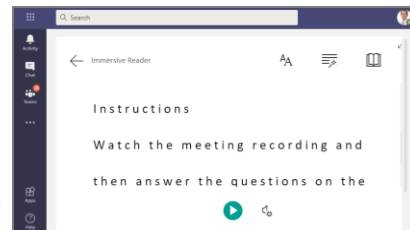
Saving a post

- The post will be stored in the saved posts which can be accessed in the profile picture at the top left of the window.
- It will take you straight to the team and the location of the post.
- You can also unsave the posts in the same way.

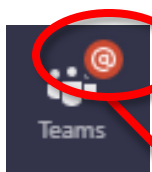


Immersive reader

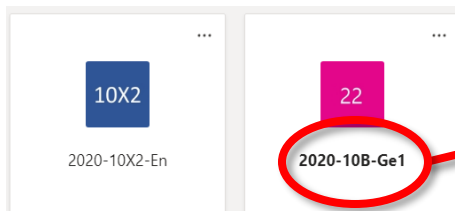
- This option will open a fresh window that will read the posts out loud.
- Many sections of text have the immersive reader icon. This will work in the same way.



What these symbols mean



- A red @ sign means there is a post in one of the class teams addressed directly to you. Click on the activity tab to find it.



- A class team highlighted in bold contains a general post for that team

