



Parent Guide to Microsoft Teams

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We recommend that you access Microsoft Teams via the laptop/desktop computer app, if possible, for the best user experience. The screenshots and instructions in this guide relate specifically to Windows devices but will be similar, if not the same, for Mac users.

Children could access the Teams app on their own mobile devices by downloading it from the app store and logging in as shown in this guide. Teams does look slightly different on mobile devices but follows the same principles in this guide.



Downloading/Updating Microsoft Teams

To download the app, open your web browser and go to www.office.com. Click on "Sign in" and enter the e-mail address and password provided for your school account. **If this is the first time you have done this, you will be prompted to enter a password of your own choice. Please make a record of the new password, it will not be known to us at UMPS. The password should be something the children can remember easily so they can access their account in school. You will then be asked to set up a recovery email address or phone number (or both), so you can reset your password if you forget it.**

Welcome to Office
Your place to create, communicate, collaborate

Update your password
You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password
New password
Confirm password

More information required
Your organization needs more information to keep your account secure

[Use a different account](#)
[Learn more](#)

Sign in

Next

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

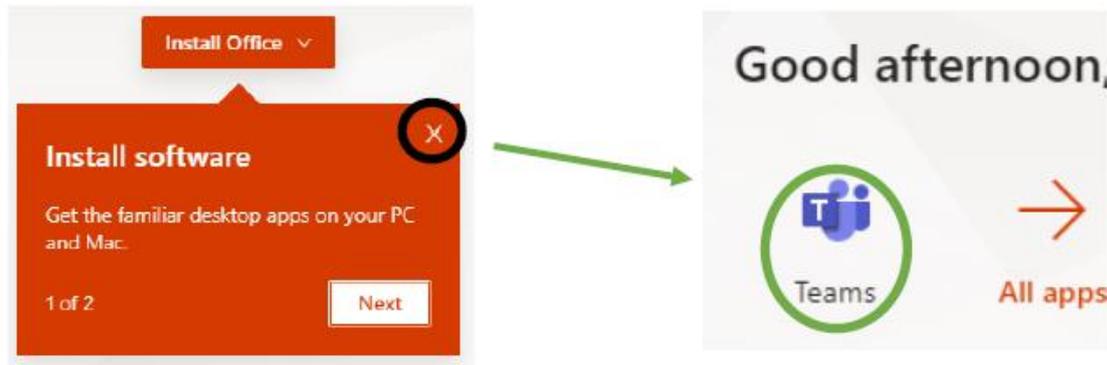
- Authentication Phone is not configured. [Set it up now](#)
- Authentication Email is not configured. [Set it up now](#)

finish cancel

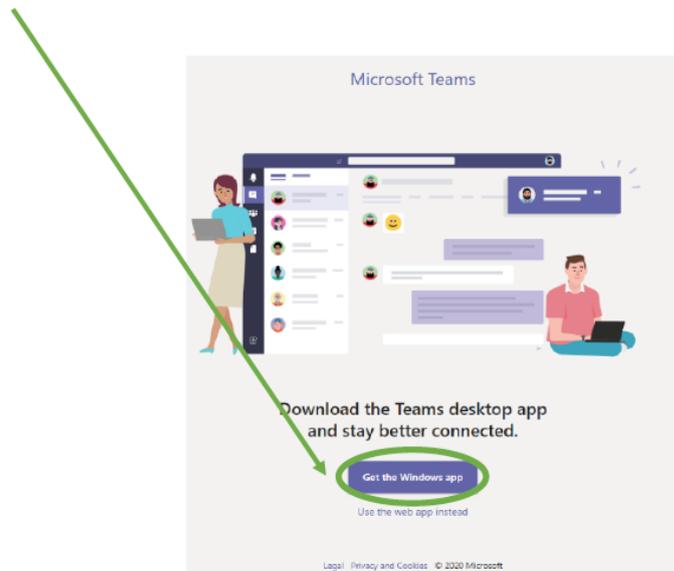
The "Finish" option will only be available once you have set up one of the authentication options.



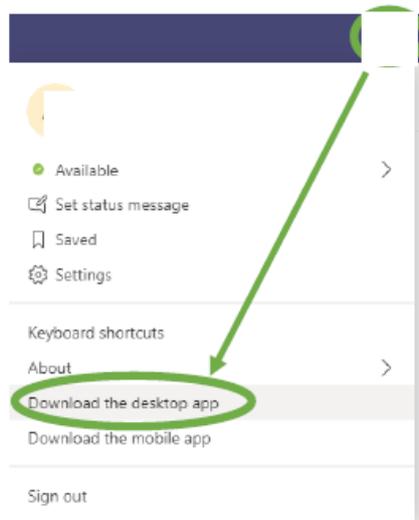
Once finished, you will see the Office homepage, click on the small “X” to cancel Microsoft’s prompt and click on “Teams”.



The first time Teams opens, you should see this screen. Click on “Get the Windows app” (or Mac equivalent).



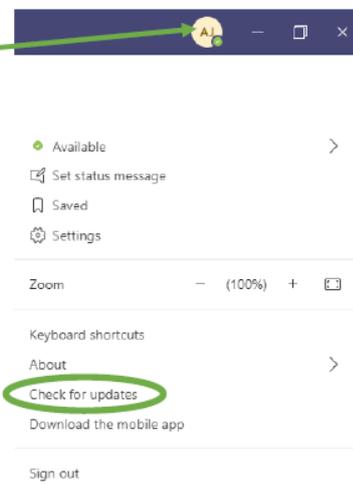
If you do not get this screen, the web version of Teams will open, but you can still download the app by clicking on your initials in the top right corner, then clicking “Download the desktop app”.



If neither of these options appear, you can still download the desktop app by going to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> in your web browser and click "Download for desktop".

If you already have the Microsoft Teams app, please ensure you have updated to the latest version:

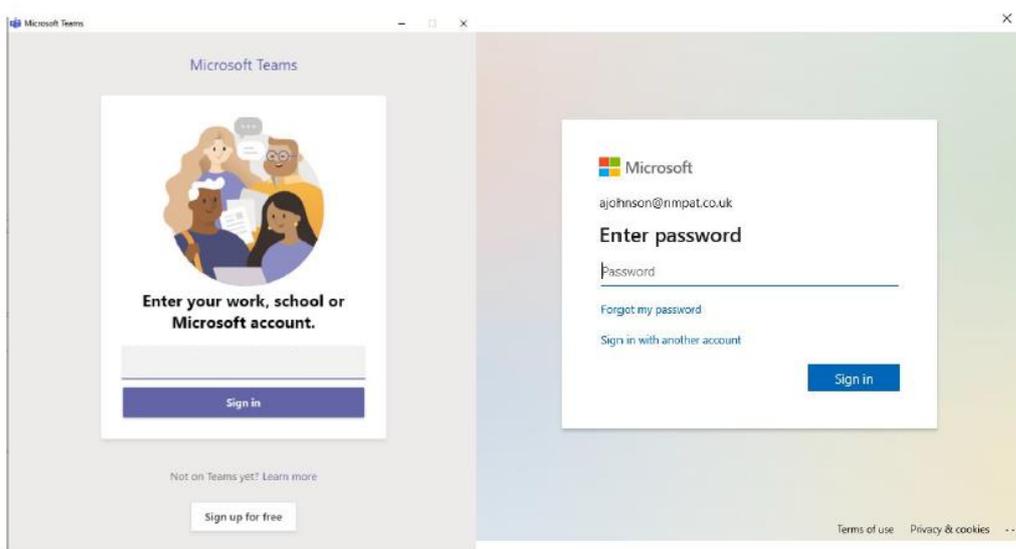
- Open the Microsoft Teams app
- Click on your initials in the top right corner
- Click on "Check for Updates"



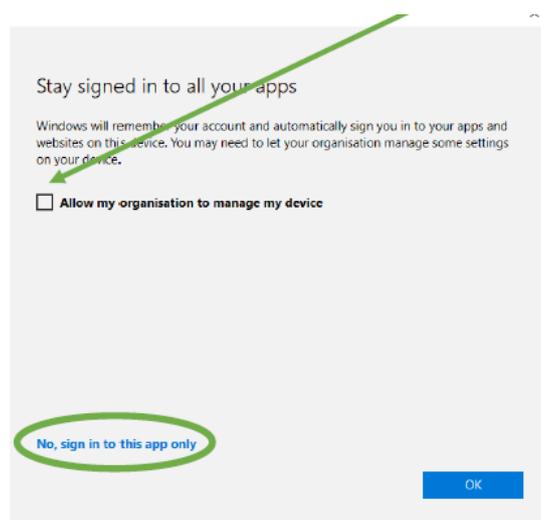


Logging In

- Open the Microsoft Teams App
- Enter your Upton Meadows email address and click "Sign In"
- Enter your password and click "Sign In".



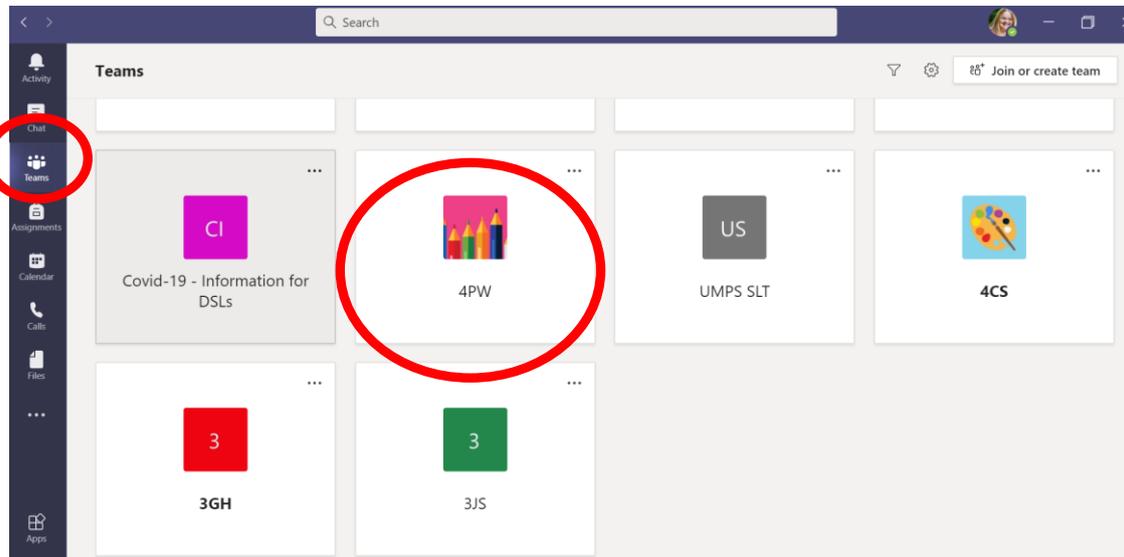
If this dialogue box appears, you should untick the "Allow organisation to manage my device" box and then click "Sign in to this app only".





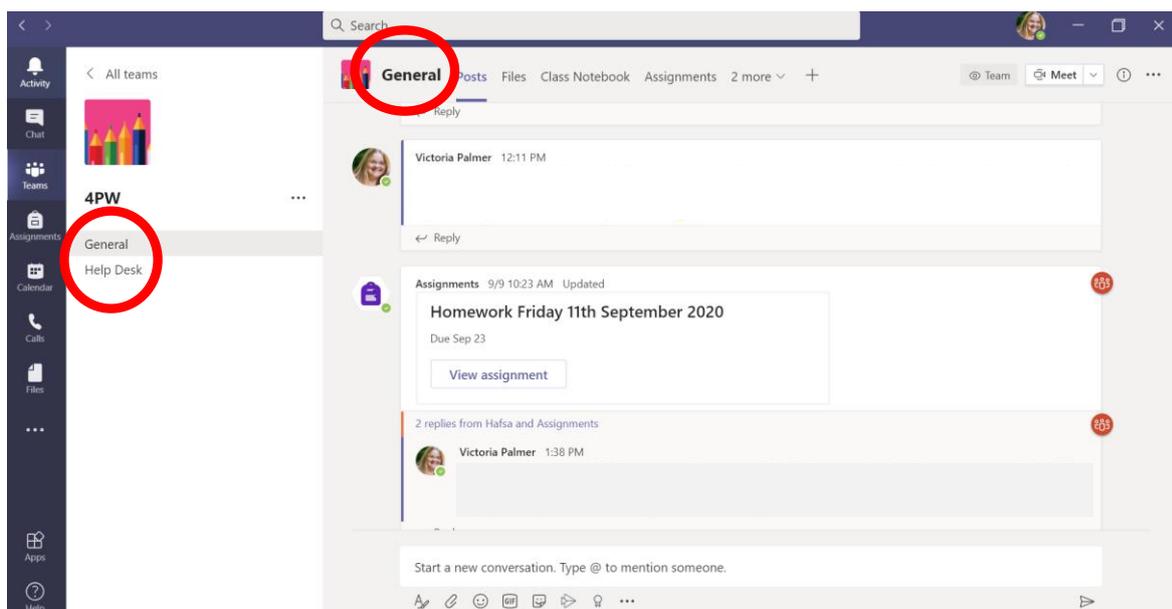
Virtual Learning

Virtual Homework will be set into the Teams area for your class. Double click on your class team. If you can't already see your class, click on the Teams icon on the left hand side. Then click on your class.



When you enter your class Team area you will see the "General" tab. This is where you can send messages to your teachers and answer any questions.

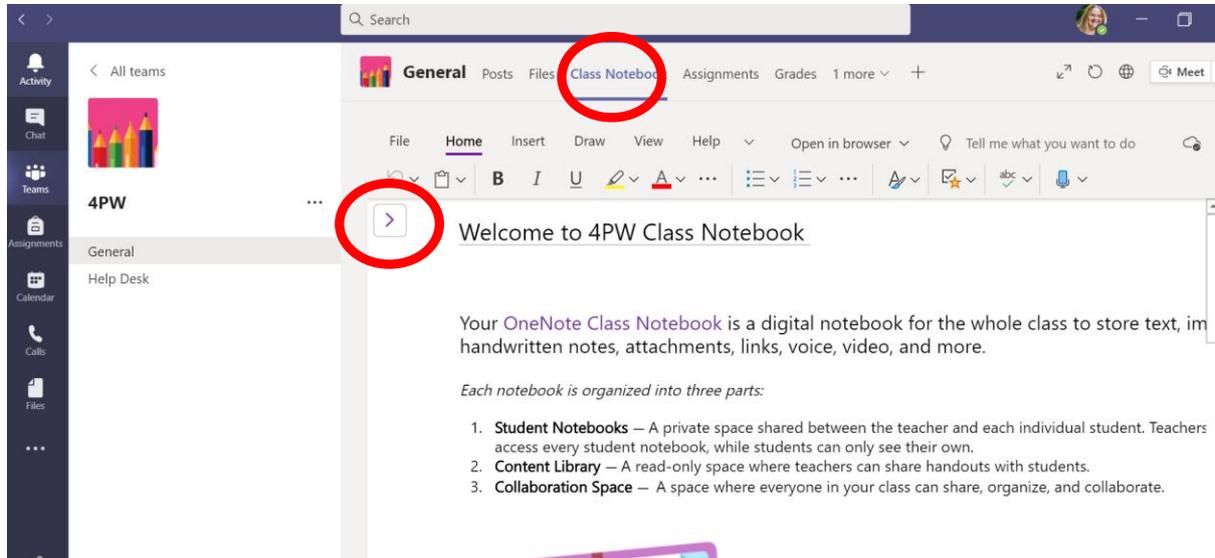
On the left hand side under the "General" channel is the "Help Desk" channel, this is where you can post any issues you might be having with the virtual learning.



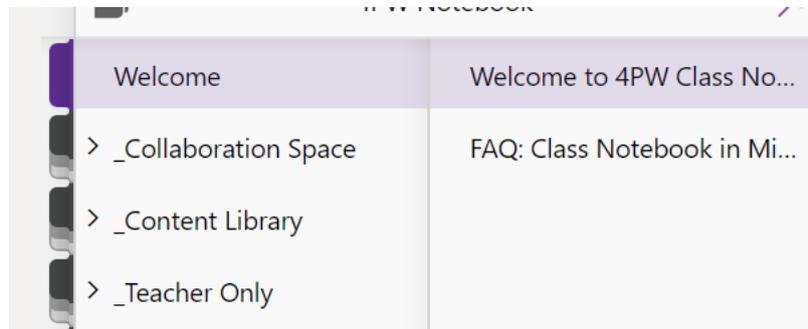


Class Notebook

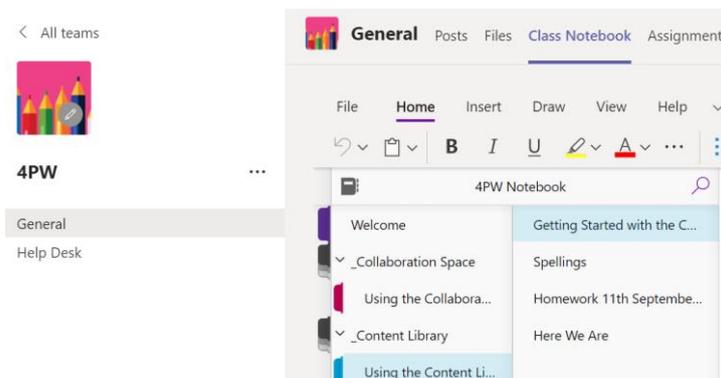
At the top, next to the "General" tab you will also see the "Class Notebook" tab. Click on this and then the arrow as shown below.



The following will appear as well as a folder with your name on (not shown here).



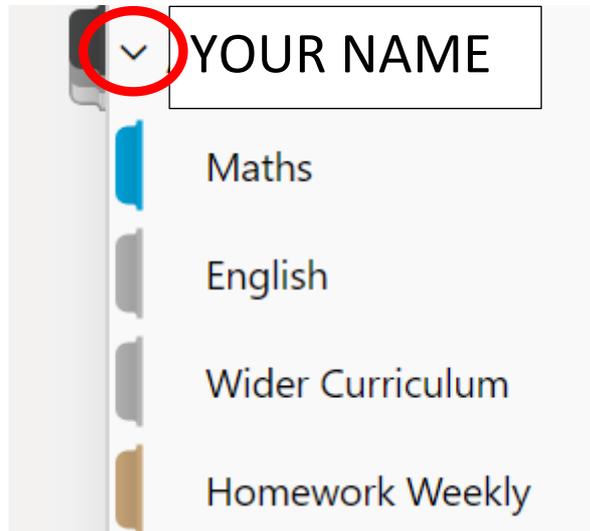
Within the "Content Library" is where your teacher will load work for you to view (this is read only for reference) before it is distributed to your folders so you can work on it and do your work (it is editable).



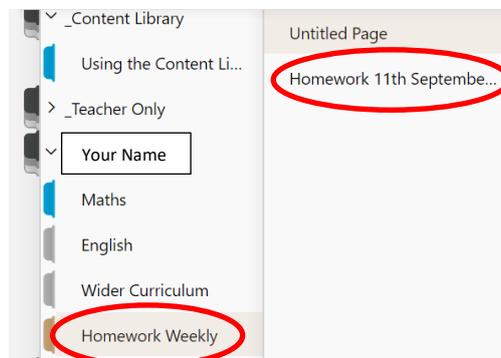


Your Work Area

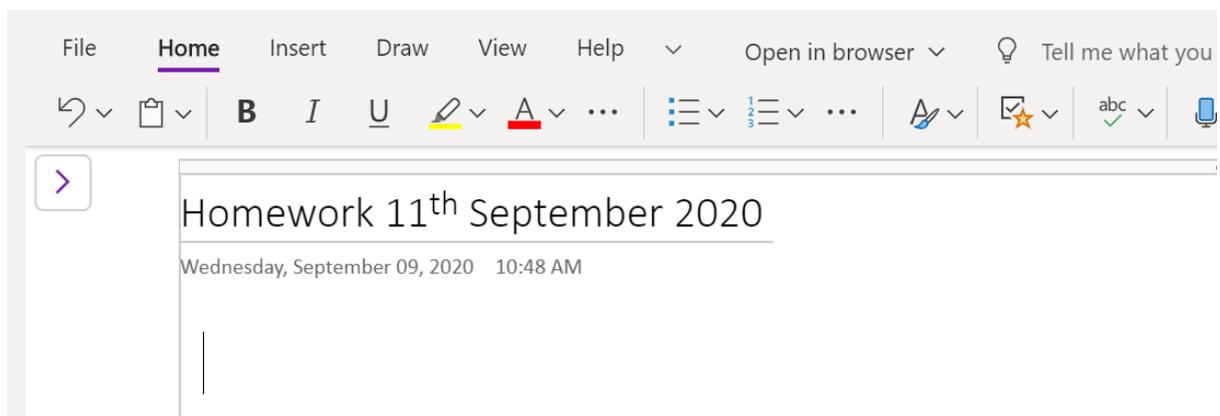
In order to do your work, you will need to click on the arrow near your name.



The learning areas will be under your name. The “Homework Weekly” area is where you will find your weekly virtual homework task.



You can type directly into this area using your key board or draw functions in the tool bar.





Handing in your Homework

When you have finished completing your homework and you are ready to hand it in to your teacher. Please click on the "Assignments" tab at the top of the page. You will have a button which says "Hand in" (not shown here as this is the teacher view). Please click this and it will inform your teacher the work is ready to be looked at.

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area shows a team named '4PW' with a 'General' channel selected. At the top of the channel view, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'Insights'. The 'Assignments' tab is circled in red. Below the tabs, there is a section for 'All categories' with sub-sections for 'Drafts', 'Assigned', and 'Returned'. Under the 'Assigned' section, a card is visible for 'Homework Friday 11th September 2020' with a due date of 'September 23, 2020 11:59 PM' and a status of '3/26 turned in'. A 'Create' button is located at the bottom of the 'Returned' section.