

Northern Saints Guide to Microsoft Teams

Sign in to Teams



All children at school will have been given their own personal login details in the following format:

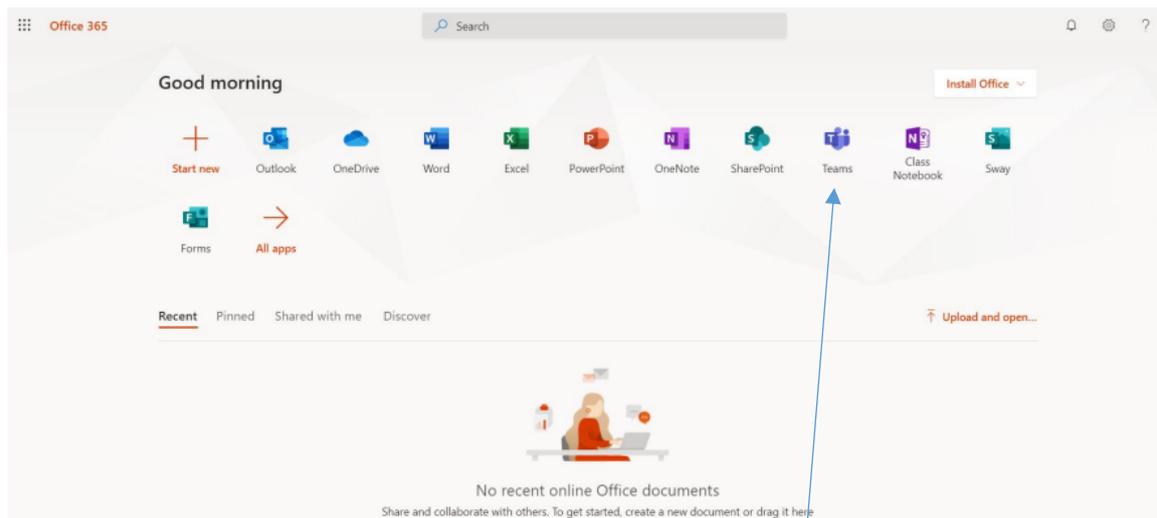
firstname.surname@nsprimary.org.uk

In order to login, you will need to go to www.office.com where you will see the page displayed to the left. Here you can enter your username (your email address) and your password (provided by us on class dojo).

Alternatively, you can download the Office 365 and

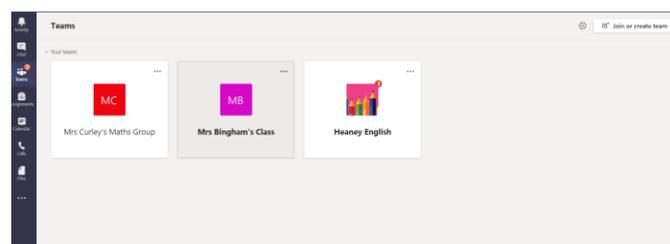
Teams apps on mobile devices and login.

Office 365 Dashboard



When you first login to your account on a computer, this is what you will see. From here, you can access the entirety of the Office 365 suite. We will be only using Teams for remote learning. Teams is a video and audio meeting space that children can join to talk to their teacher and their class mates and access assignments to complete at home.

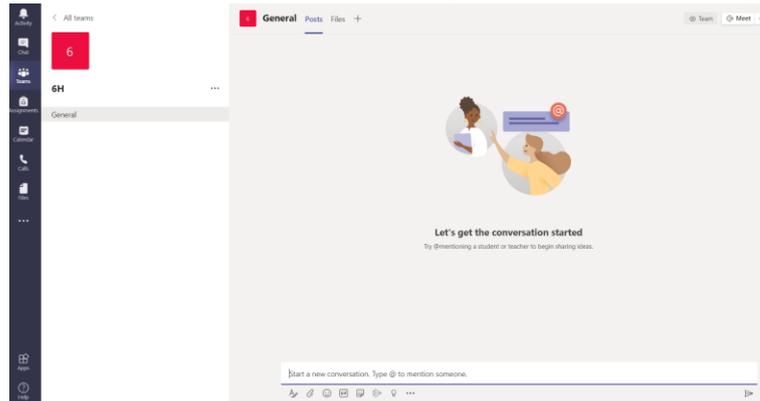
You should now see all the Teams (classes) your teacher has already set them up for your child.



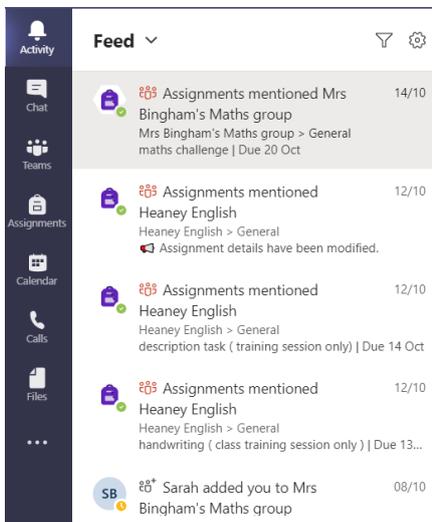
Channels

Every class team has a main discussion area, the **General channel**. Under **General** your teacher might create more channels for topics, projects and more.

- All channels include a **posts** and **files** tab
- The **posts** tab is where you and your teacher and class mates can discuss learning
- Shared documents can be found in the **files** tab
- The **general** channel has **assignments** tab is where you will find tasks to complete



Notifications

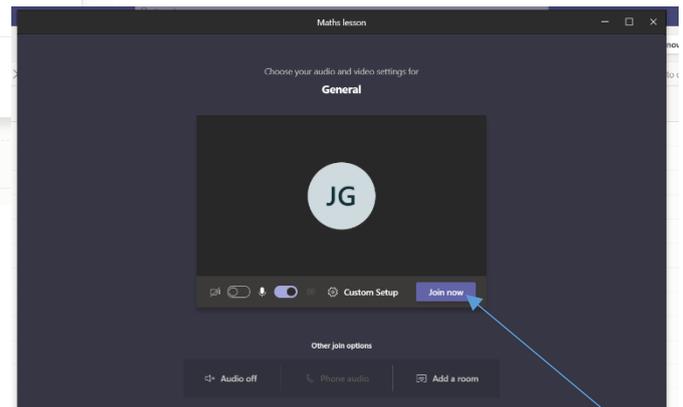
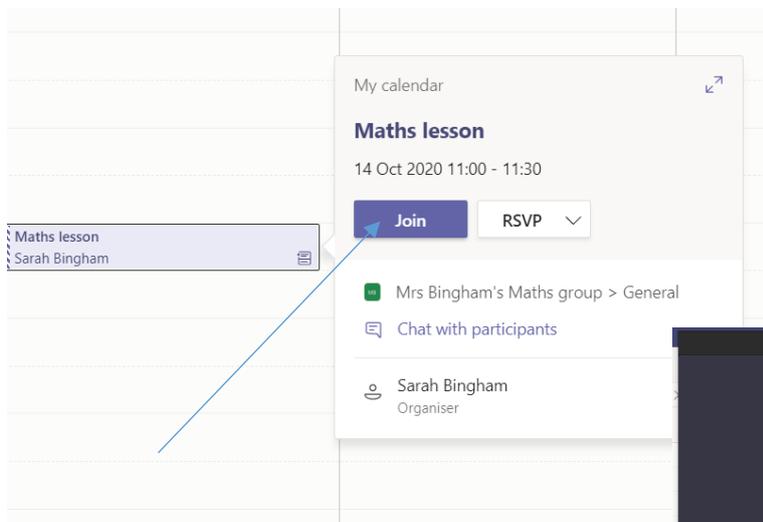
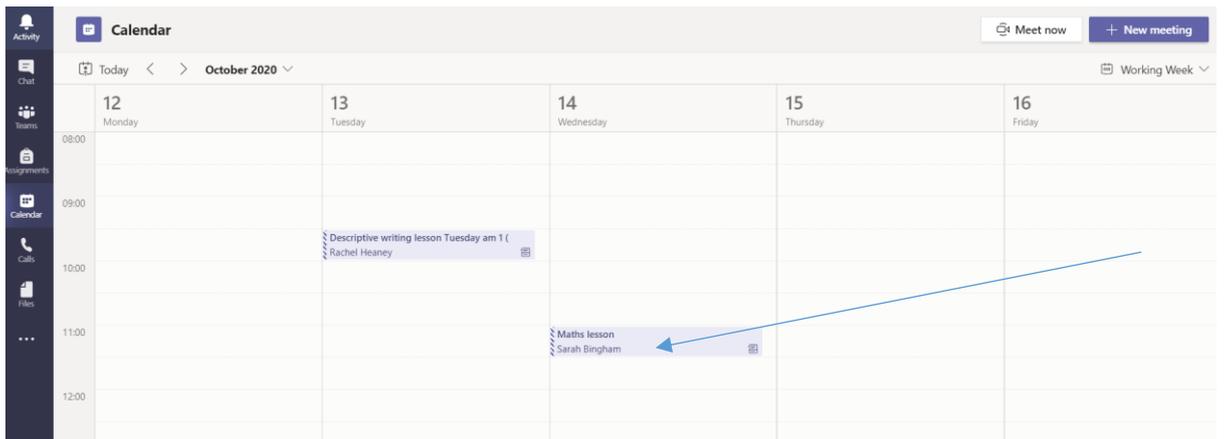


Check the Activity feed to make sure you don't miss a new assignment or an @mention.

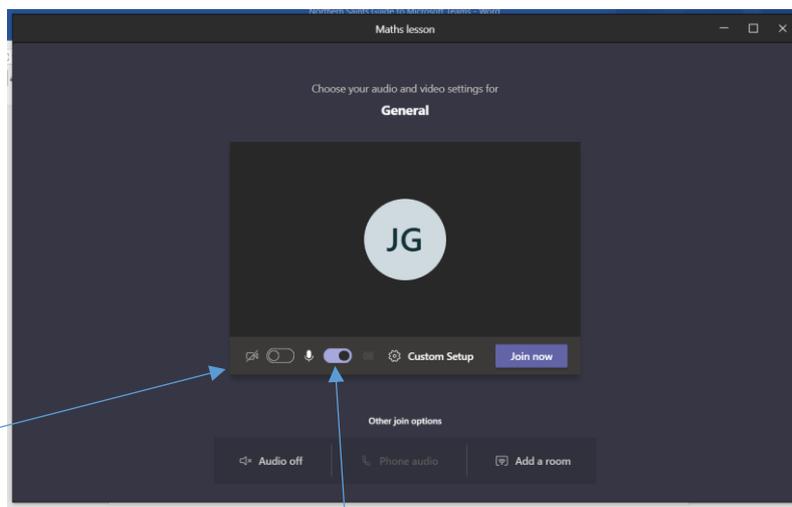
Connect with Video

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.

1. Select **Calendar** to see any meetings your teacher or classmates have added you to.
2. Click **Join** when it's time to meet.
3. Adjust your audio and video settings, then click **Join now**.



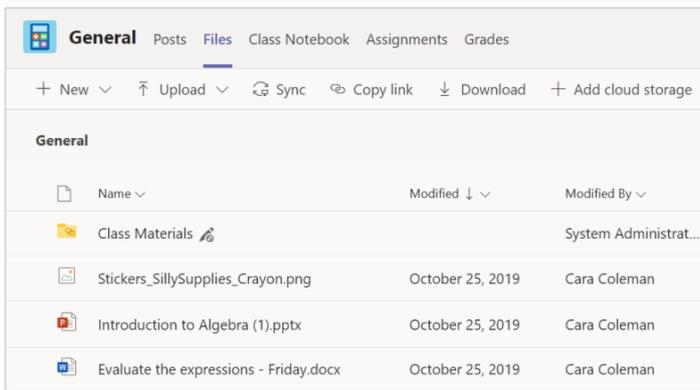
Toolbar when in a live lesson



Video on or off. Keep this on so your teacher can see you in live lessons .

Sound- Keep this off in lessons so you are just listening. Turn on when you are answering questions

Class Materials

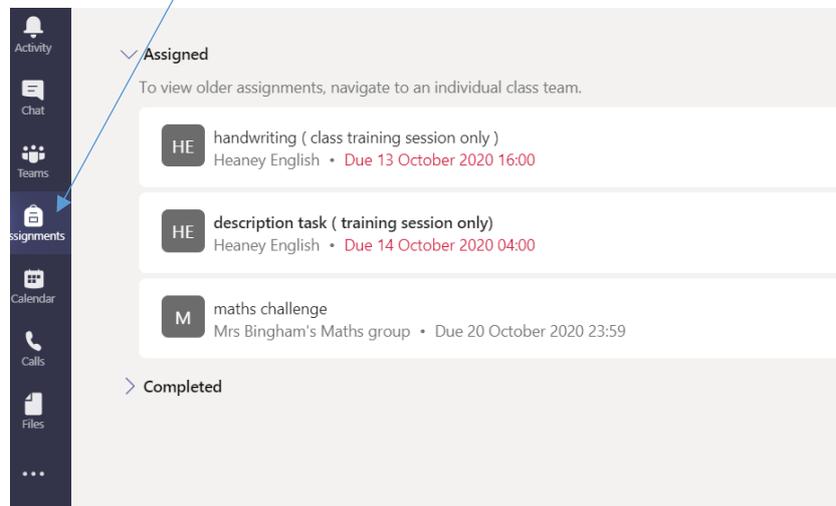


Name	Modified	Modified By
Class Materials		System Administrat...
Stickers_SillySupplies_Crayon.png	October 25, 2019	Cara Coleman
Introduction to Algebra (1).pptx	October 25, 2019	Cara Coleman
Evaluate the expressions - Friday.docx	October 25, 2019	Cara Coleman

In the **files** teams of every class team's **general channel**, your teacher will add some read- only resources to the **class materials** folder.

Look here for documents to help with lessons and assignments.

Assignments



Find the assignments tab to read what home learning needs to be completed and the date it has to be completed by.



We will still be using **CLASSDOJO** to post learning back to teachers in their portfolios. When the Teams assignment has been given, please complete this task using pencil and paper just like in classroom. Put the date at the top of each piece of work. Present writing as expected in class. Then take a photo of learning using a tablet/ phone and post into the portfolio in class dojo.



Teams Rules at Northern Saints

- Check the calendar every morning for the live lessons and tasks to be completed that day. There won't be live lessons every day of the week, but there will be tasks to complete.
- Notify the class teacher through Dojo if your child cannot make a live lesson. He/she will be able to access the recorded lesson later at your convenience.
- Teachers will take lesson registers, so do your best to make it on time!
- Pupils must wear their school uniform to appear in live lessons.
- Pupils must find a quiet space to work in at home and have a parent nearby in case they require support.
- Pupils will be on mute when listening to the teacher in lessons and only use the live chat to ask questions or respond to questions by the teacher.
- Contact the class teacher on class dojo if you need further support. We know EVERYONE is still learning this *new normal*, so we are here to make it as smooth as possible!
- Teams is *not* a platform for general chat among friends. Do this in the methods you would normally use - give them a ring on a phone!



Student tips for successful **VIDEO CALLS**



1



Check in with your teacher. Gather your materials.

2



Be on time. Check in thru the chat when you arrive.

3



Stay engaged (nod or thumbs up) if others are talking.

4



Mute your mic if you're not speaking.

5



Use the chat or raise hand to share ?s/ideas.

6



Wait for teacher to call on you or unmute your mic.

7



Take notes in a doc or on paper for reference.

8



If using video, look at the camera, not the screen.