

# Ropsley Church of England Primary School

## A guide to Microsoft Teams for Parents and Students

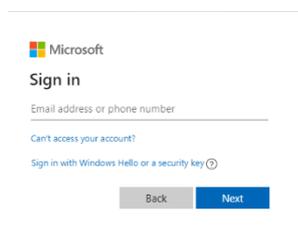
Every child at Ropsley School already has a Microsoft 365 account. This means you can access a whole range of software such as Word, Excel, Sway, Forms and more from home. You will, however, need a device that connects to the internet such as a PC, laptop, tablet or smartphone.

One of the programs a Microsoft account gives you access to is Microsoft Teams. Teams allows the school to connect with families at home in lots of ways, for instance we can set work for our children and give them feedback; Class 5/6 may well use this feature in the event of a local lockdown.

Teams also provides us with the ability to hold a video conference which we can use for Parents Consultation Events and for **live lessons** should the need arise.

### How to login to a video conference or live lesson.

**There are lots of ways of signing into Microsoft Teams but in order to show you all that is available for your child to use we will sign into their Microsoft Account and access teams through it.**



Log into your internet browser in your usual way then go to [www.office.com](http://www.office.com).

**You will be asked to sign in.**

**Please use your child's e-mail address supplied by school. The school will also have supplied you with your child's password.**

You may be asked how you would like to Microsoft Teams to open. This is because it can be downloaded or open online within a web app. Please select your preference. If your family is self-isolating or you are using Microsoft Teams to access live lessons downloading the programme may make it easier next time you need it as you can remain signed in.



You may be greeted by a welcome screen. Click through its introduction until you reach the home screen. You will then be able to see a whole range of apps. From here children can access Word,

Excel and more...Look for the Microsoft Teams App. If you cannot see it look for a small arrow that



says more apps. Click on Microsoft

Teams.

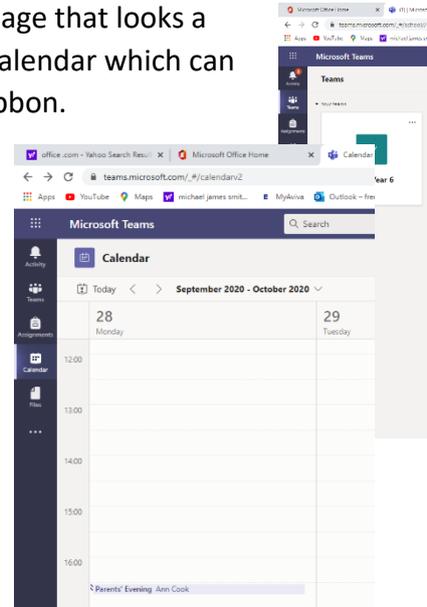
Once Microsoft Teams is open you should be able to see a page that looks a little like this. The section we are interested in today is the Calendar which can be located on the left-hand side of the page in the purple ribbon.

Once you have clicked on the calendar click the buttons to find the day your meeting or lesson is scheduled to take place.

Then look for the time your meeting starts. You should see the name of the person who scheduled the meeting and the meetings title, 'Parents' evening' or 'Science lesson' for instance.

In this picture you can see the meeting scheduled for September 28<sup>th</sup> at 7.30pm.

Click on the meeting to join it. It is okay to practise opening the meeting at home, it will not disappear, and you will not suddenly be talking to someone. It will give you an opportunity to check that your camera and microphone work.



There are some important controls available to you once you join a meeting. The most important are your camera and microphone. For a Parents' evening you will need your microphone turned on. In a lesson the teacher will mute your child's microphone until they are asked to respond.

If you are using Microsoft Teams to login to a Parents' evening and you have more than one child, you will need to logout and log back in for each child's meeting.

### **Privacy**

There options to blur your background or even make it look you are taking part in a Parents Evening from the Carribean – however, not all devices support the blur option yet. I've attached a couple of detailed guides if this is an option you would like to have in place.

I wonder where the teachers will run their meetings from?

<https://support.microsoft.com/en-us/office/change-your-background-for-a-teams-meeting-f77a2381-443a-499d-825e-509a140f4780>

<https://www.onmsft.com/how-to/how-to-blur-your-background-in-microsoft-teams-during-a-call-to-help-protect-your-privacy-or-hide-a-mess>