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## Our Guide to Microsoft Teams

### Introduction

Laxton Junior School is using Microsoft Teams as its online classroom. To support you and your child in using this platform successfully, we have put together this guide to Microsoft Teams that outlines how to make use of the essential functionality.

### Associated Reading

This Guide should be read in conjunction with the following documentation:

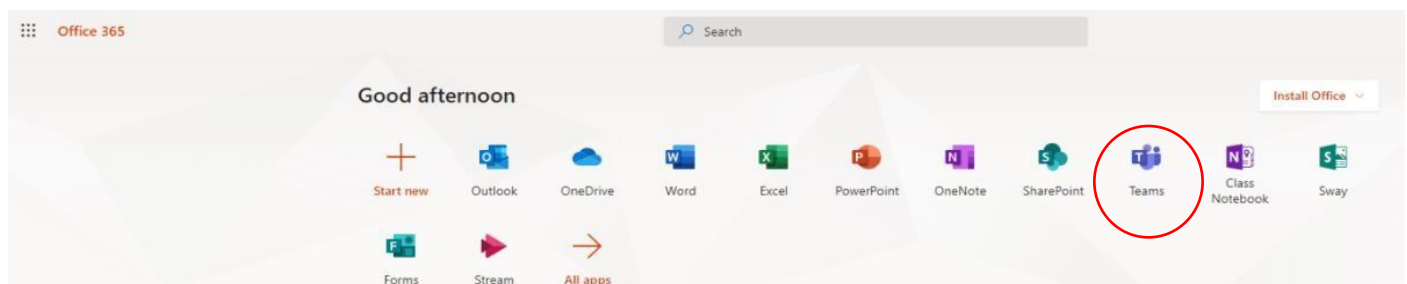
- Our Guide to Remote Safeguarding and Online Safety
- Our Guide to Remote Care and Wellbeing
- Our Guide to Remote Teaching and Learning

### What is Microsoft Teams?

Microsoft Teams is a collaboration app that helps you stay organised and have conversations – all in one place. We will be using it to keep connected, share learning activities, take part in live lessons and much more.

### Accessing Microsoft Teams

You can access Microsoft Teams by downloading the app to a tablet, mobile device, desktop computer or laptop; alternatively, you can login in via [www.office.com](http://www.office.com):



### Signing In

Every child in the school has an account; your child's username is followed by [@oundleschool.org.uk](mailto:@oundleschool.org.uk) when signing in. If you do not know your child's Username and/or Password, please contact your Form Teacher as soon as possible.

### Using Teams

Your child's Microsoft Team is their online classroom. The Team is a place for them to access their learning and communicate with others. Each child has been added to their Class Team, House Team and the LJS Clubs Team and when you log on you will see it clearly labelled as 'LJS 2P', 'LJS 4H', 'LJS 6HC' etc. to correspond to your child's class.

## Using Teams: Channels

Each Team has different Channels. These are hubs for conversations linked to learning. Channels are frequently monitored by LJS Staff to ensure questions and comments are responded to in good time. Before communicating with staff and classmates, please read 'Using Teams: Communicating with Others', below, which outlines how to alert someone to your message.

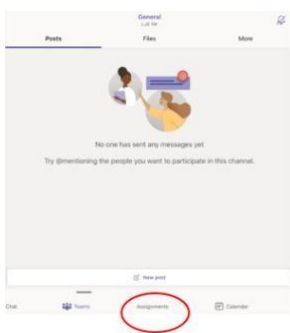


- **Community Channel:** This is a channel to communicate generally with your class. You may want to say 'good morning' to your friends or share a picture. You can 'reply' to other people's messages; doing this helps keep the Community Channel organised.
- **English Channel:** Here you or your child can post questions, comments or thoughts linked to the English learning. You can also 'reply' to other people's messages; for example, you might be able to answer a question for a friend.
- **Maths Channel:** Here you or your child can post questions, comments or thoughts linked to the Maths learning. You can also 'reply' to other people's messages; for example, you might be able to answer a question for a friend.
- **Subject Specific Channels:** Here you or your child can post questions, comments or thoughts linked to the specific subject (e.g. PE, RE, Music, Science, Topic). You can also 'reply' to other people's messages; for example, you might be able to answer a question for a friend.
- **General Channel:** This is where assignments are posted. Pupils should not post in the General Channel.

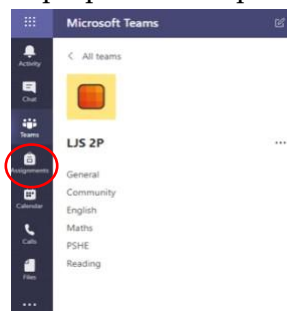
## Using Teams: Assignments

Your child's learning will be set as Assignments. We recommend that you find the assignments by looking under the Assignments tab, as the Lessons will be clearly labelled and organised here. This tab can be found as follows:

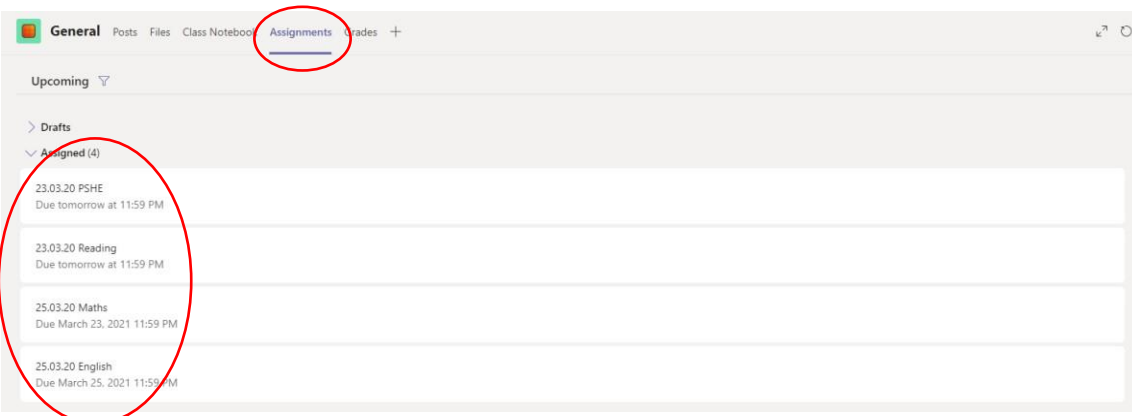
### Mobile or Tablet



### Laptop or Desktop



On desktops and laptops, you can also find a link to Assignments in the top bar, as follows:



When you click on the Assignment tab, all your child's lessons will be there. The instructions and resources will also be available, alongside what the children are learning in the lesson, how they can be successful and some questions to support parents. The lesson will include a video or voiceover introduction from the Teacher and may include other activities and resources to help them with their learning.

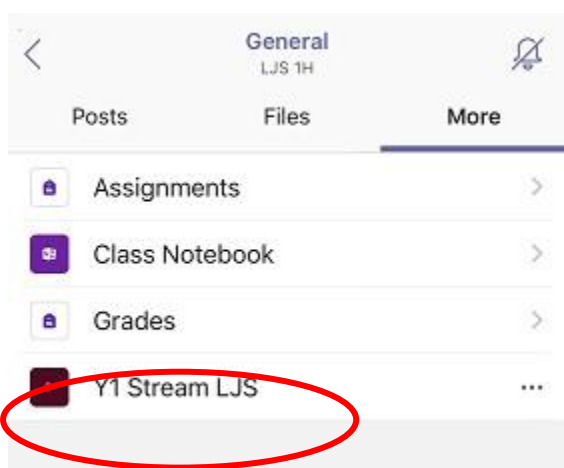
### Using Teams: Stream

Stream is a video service that is highly secure, as well as being free of ads and sponsored content. It will be the platform that teaching and learning videos will be posted. Your Teachers will direct you to these videos within your Assignment, which remain available whenever you need them. Each Year group has their own Stream Channel set up and managed by the Form Teachers in that year. You can find your Stream in the General Channel in the tab options as follows:

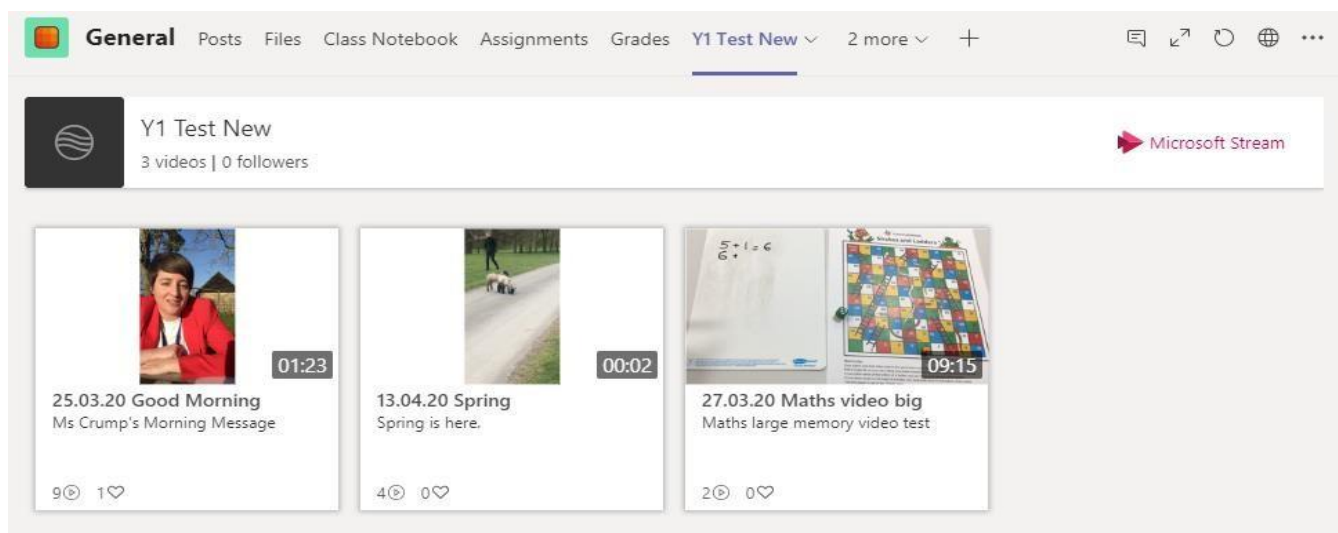
### Finding Stream on a Desktop or Laptop



### Finding Stream on a Mobile or Tablet

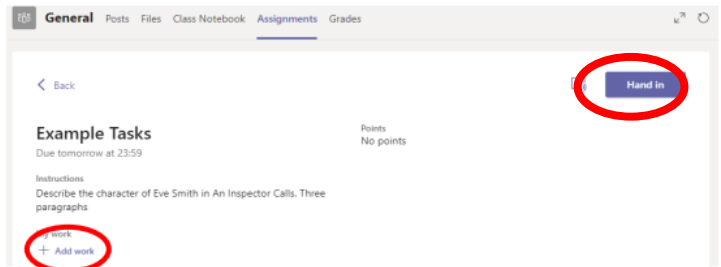


When you open the Stream Channel, it will look like the below. If you are having problems with Stream, please ensure you are signed into Microsoft Office (and thus Stream) on the device; if you are using a shared device, you should ensure that Teams, Stream and Microsoft Office are all signed into the same account.



## Using Teams: Adding Work and Handing In

When your child has finished the Assignment, they can click the 'Hand In' button. Some activities will require 'Adding Work', which will include evidence of the learning, such as a picture or word document. This will be clear in the assignment instructions from the teacher. You can add this by uploading from your device, from anything saved in your OneDrive account or by adding a new file.

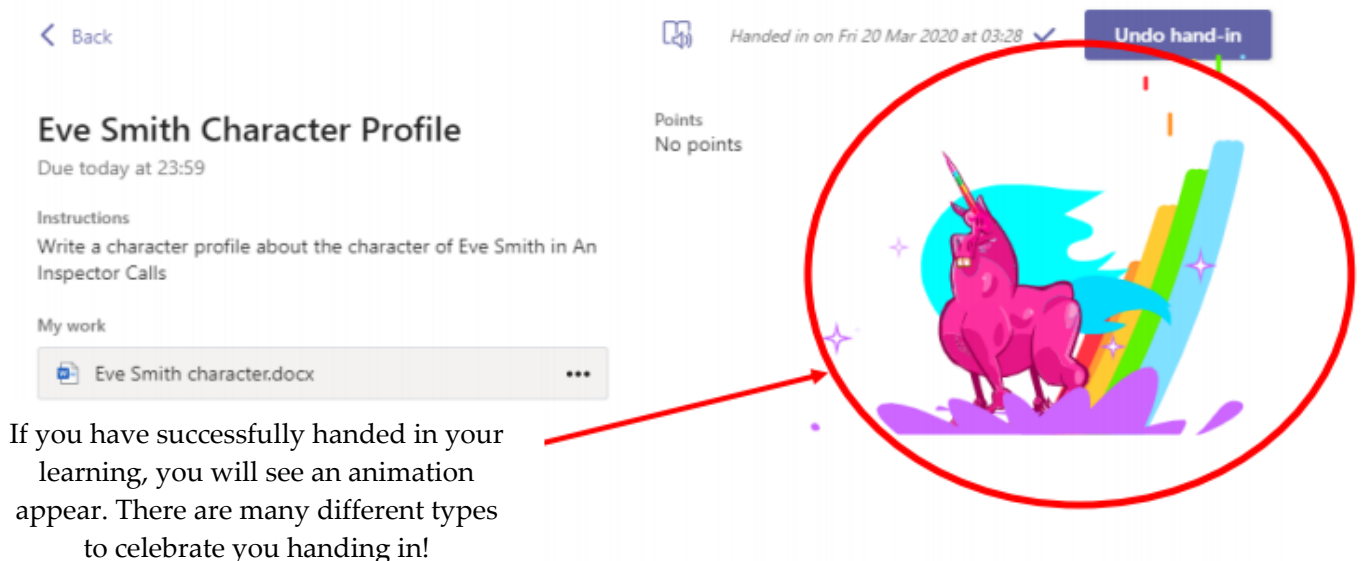
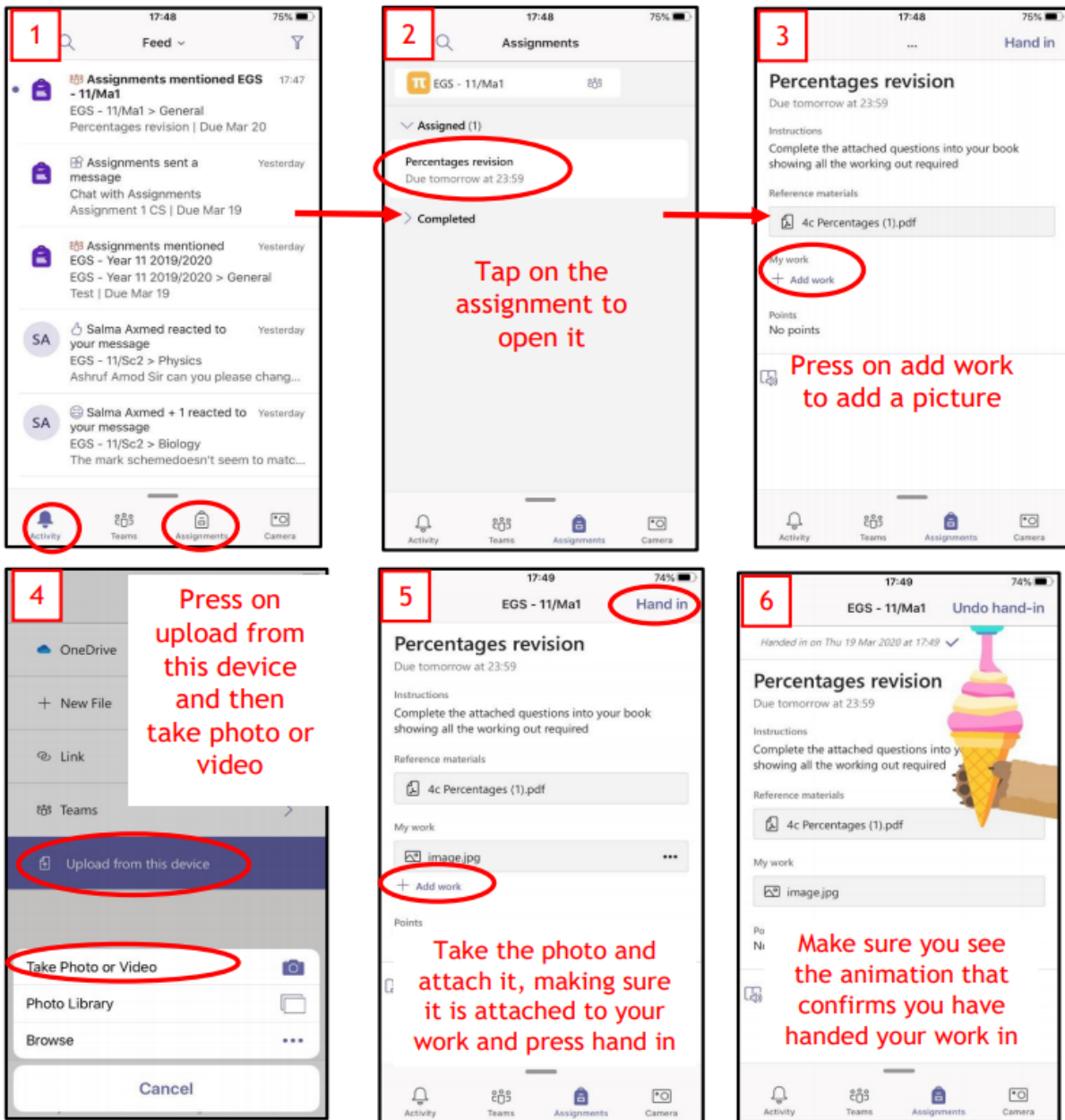


## Handing in Work on a Laptop

The process of handing in work on a laptop is shown through a series of screenshots with handwritten instructions:

- OneDrive 'New File' menu:** The 'New File' button is highlighted with a red arrow.
- 'Choose a file type' dialog:** Options for 'Word document', 'PowerPoint presentation', and 'Excel spreadsheet' are shown.
- 'Choose a different type' dialog:** The 'File name' field contains 'Eve Smith character'. A red arrow points to the 'Attach' button. Handwritten note: "Give the assignment a name and then click attach".
- Assignment page:** The assignment is titled 'Eve Smith Character Profile'. The 'My work' section shows 'Eve Smith character.docx' attached. A red arrow points to the attachment. Handwritten note: "Click here and it will open Microsoft Word".
- Microsoft Word document:** The document is open, and the text 'Type your work in here and when you are finished, click close. It saves automatically once you click close' is written in red. A red arrow points to the 'Close' button.
- Final assignment page:** The 'Hand In' button is circled in red. Handwritten notes: "1. Make sure your work is attached" and "2. Click the hand in button to submit your work to your teacher".

## Handing Work in on a Tablet



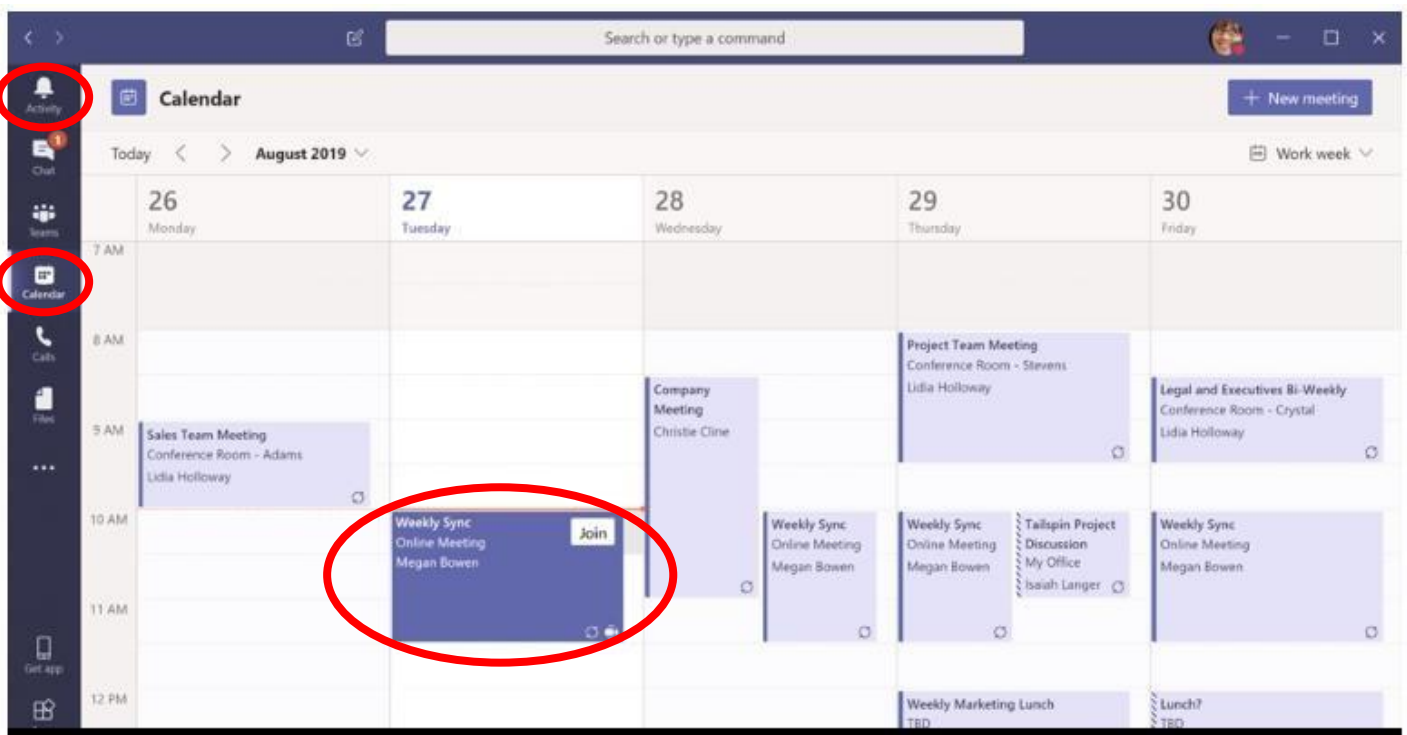
'Handing in' will show the Teacher that your child has engaged with the activity and, if evidence is added, allow feedback to be provided. 'Handing in' will also clear the Assignment, allowing your child's Team to remain organised and keep lessons easy to track.

### Using Teams: Feedback

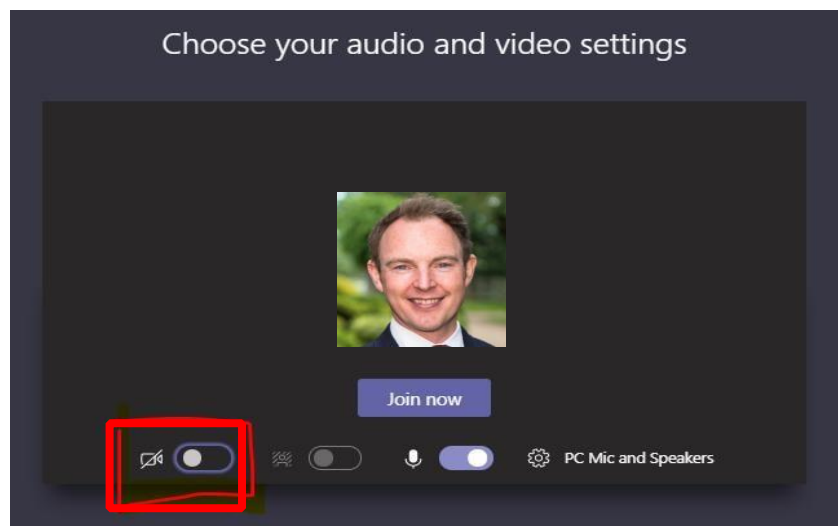
You will get a notification in your activity feed when a teacher has sent you feedback on your learning. Click on the Activity button and it brings you to your feed. Messages in bold are those not yet read.

### Using Teams: Live Lessons

Your Teacher will invite you to your live lesson. This will pop up in your 'Activity' panel. When you accept the invitation, it will automatically show in your Teams Calendar. When it is time to join the meeting, go into your calendar and click 'Join' on the live lesson. For more information from Microsoft Office Support on joining meetings and live lessons [click here](#). Your Activity and Calendar tabs, and an example meeting with the Join button, can be seen in the picture, below.



Here you can see Mr Robertson's camera is off but his microphone is on. To turn his camera on he would need to click on the white circle next to the camera icon.





## Using Teams: Communicating with Others

If you are asking a question or replying to a thread in a channel, e.g. the English Channel, you should use the @ symbol to alert the relevant person. This will mean that they get a notification in their 'Activity' alerting them to your question or comment. When you put @ and start typing a person's surname, relevant options will pop up for you to select someone. If you wanted to tag Ms Crump, you would start writing @cru... and @CrumpStacey would pop up. For example, if I wanted to ask Mr Harper a question I would go to the appropriate Channel and start typing @Har..., @HarperFraser would pop up and I would click on it. I could



then continue writing my question and click send; there is an example of this below:

## Troubleshooting

If you are having any difficulties with Microsoft Teams, please let us know and we will do all we can to help. In the first instance, contact your child's Form Teacher by email; they will either help you to solve your problem or seek further assistance from our IT team. You can also tap into Microsoft's support guides:

- [Distance Learning with Microsoft 365: Guidance for parents and guardians](#)
- [Support with Teams from Microsoft](#)

## Ms Stacey Crump

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Designated Safeguarding Lead

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