

## Parents' Guide to Teams

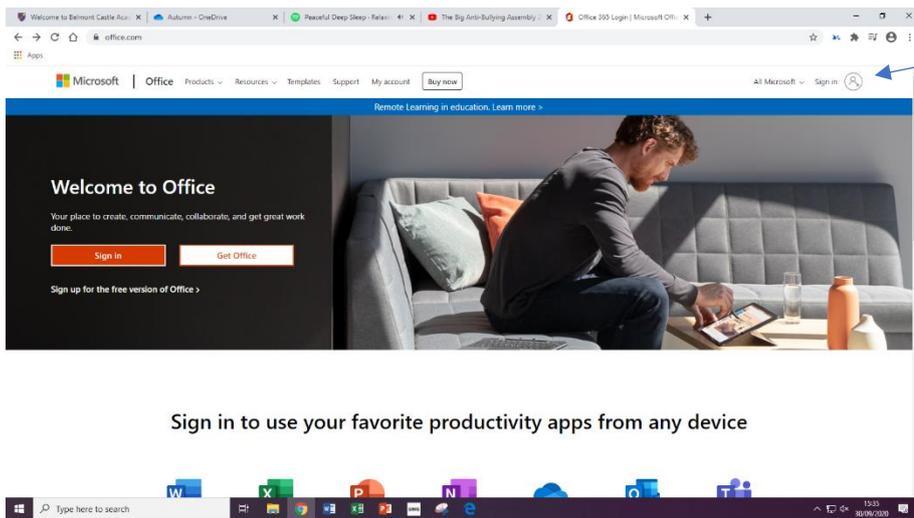
Everyone's experience of using Teams will vary. Some parents will have used Teams as part of working from home. However, some parents will have never used it before. This is a step-by-step guide in logging on and navigating your child's class on Teams.

### Logging in

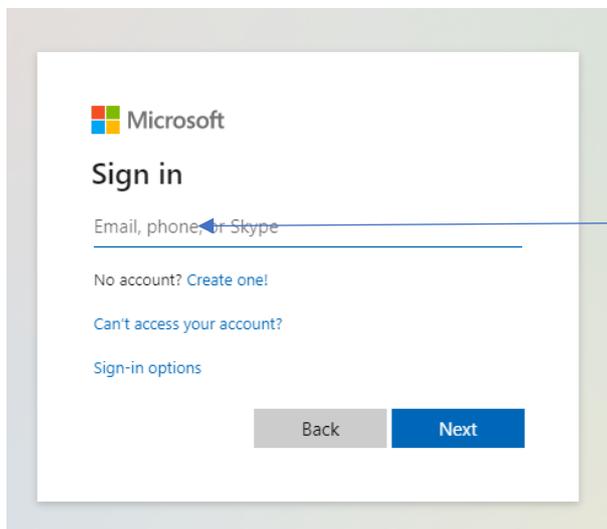
You can access Teams in different ways:

1. Through an APP, either IOS or Android
2. Through the website: <https://www.office.com>

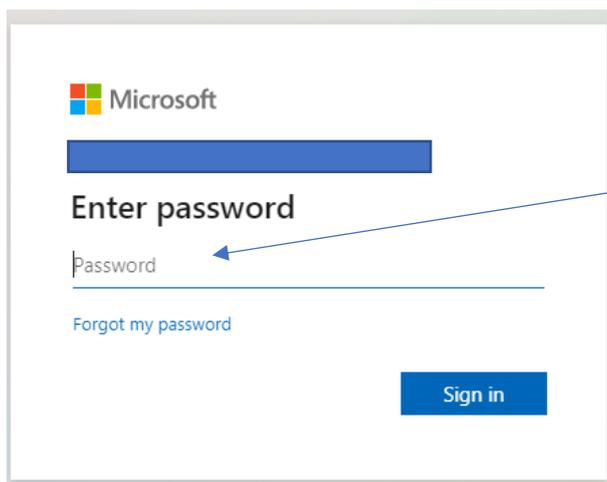
We found **Google Chrome** and **Microsoft edge** to be the best search engines to use.



Click on  
SIGN IN



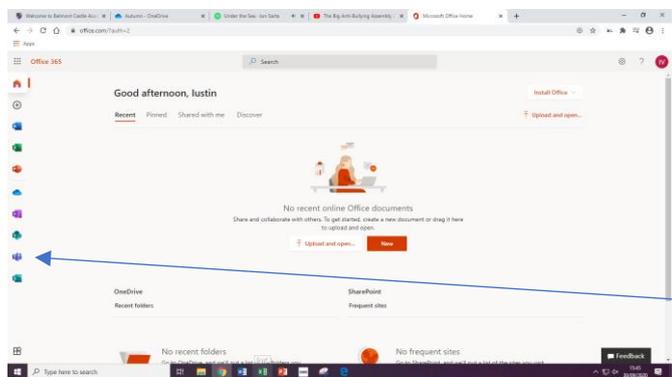
Enter your child's school email address, which ends @belmontcastacademy.org  
You will need to enter all of this but can be entered all in lower case.



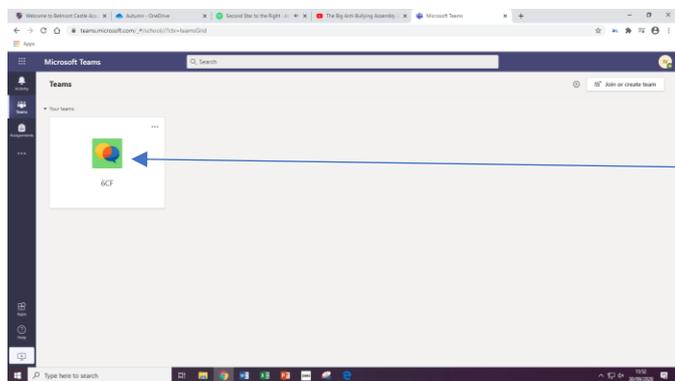
Enter your child's password. This is a mixture of capital and lowercase letters, characters and numbers. This **must** be typed in correctly.

## Navigating your child's class on Teams.

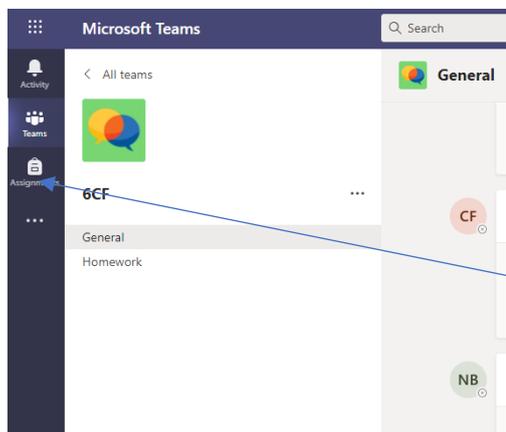
This will vary on the device you use. Phones and tablets will carry the same functionality as the web-based version, but the layout will differ. This has been created for the web version.



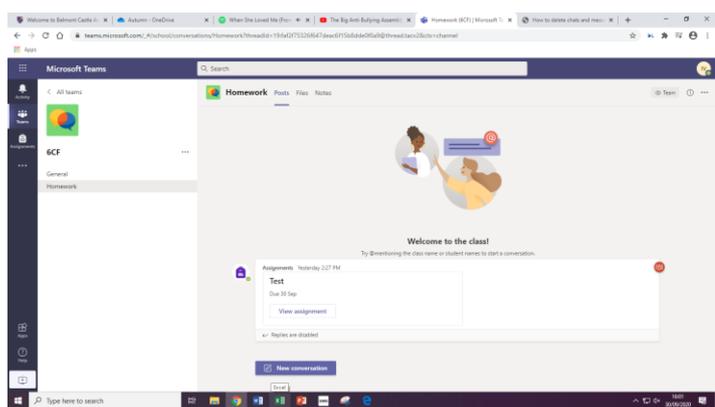
Once the password has been entered, you will be taken to the main Microsoft 365 page.



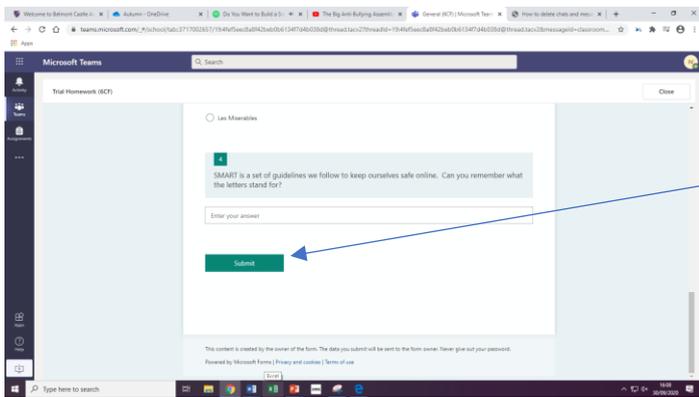
Your child's class will be the same as their normal class number, e.g. 6CF.  
Click on here to enter the class.



When in the class, your child will have access to 'channels'. These will vary depending on how the class teacher has set their class up.  
When an assignment, or homework, has been set, a notification will pop up on the assignments tab.



This week, your child will have used a laptop to access and complete a trial piece of homework, so they are aware of how to do this at home.  
Homework this week (Thursday 2<sup>nd</sup> October) will be in the form of a quiz.  
Click on the link, to see the quiz.  
There are different style questions: multiple choice, type in an answer or give something a rating.



Once your child has finished their quiz style homework, remind them to press **SUBMIT**.

This will allow their teacher to view their work and provide them with feedback through Teams.

The children have all expressed a significant amount of enthusiasm about doing their homework in this way, so please encourage them to complete it at home. The policy for homework will remain the same: allocated on a **Thursday** and will need to be 'submitted' by the **Monday**. If you have any difficulties in accessing Teams at home, please let your child's class teacher as soon as possible so we are able to support you.

Thank you for your support during this transition period as we work towards making Teams a fantastic learning resources, both at home and in school.