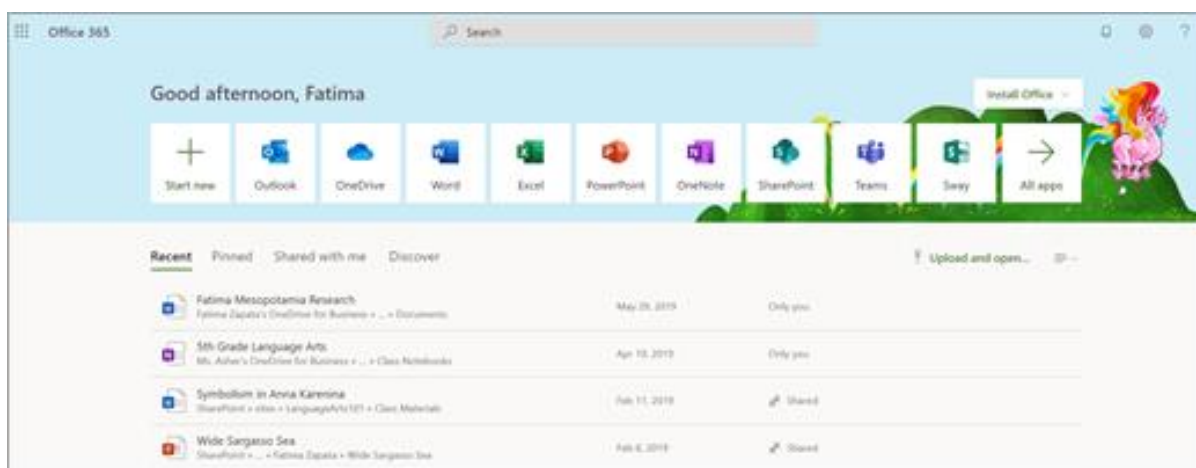


Online learning with Office 365: Guidance for parents and guardians *Microsoft Teams for Education*

What does my child need to sign in to their Office 365 account?

Pupils have been provided with a new school email address and password. This allows the collaborative features that Teams provides with online learning. If they have mislaid or not received this information, please email Miss Jenkins or Mrs Chand so they can pass on the relevant details.

Pupils can log into their school accounts at Office.com, where they'll have access to Microsoft Teams, Word, PowerPoint, Excel, as well as other Microsoft apps. From this home base, the children can open Office apps in their web browser and access everything they need online.

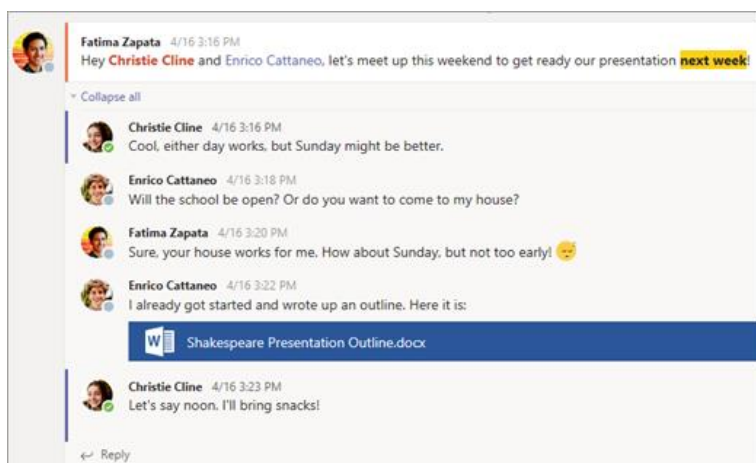


What device should my child use with Office 365?

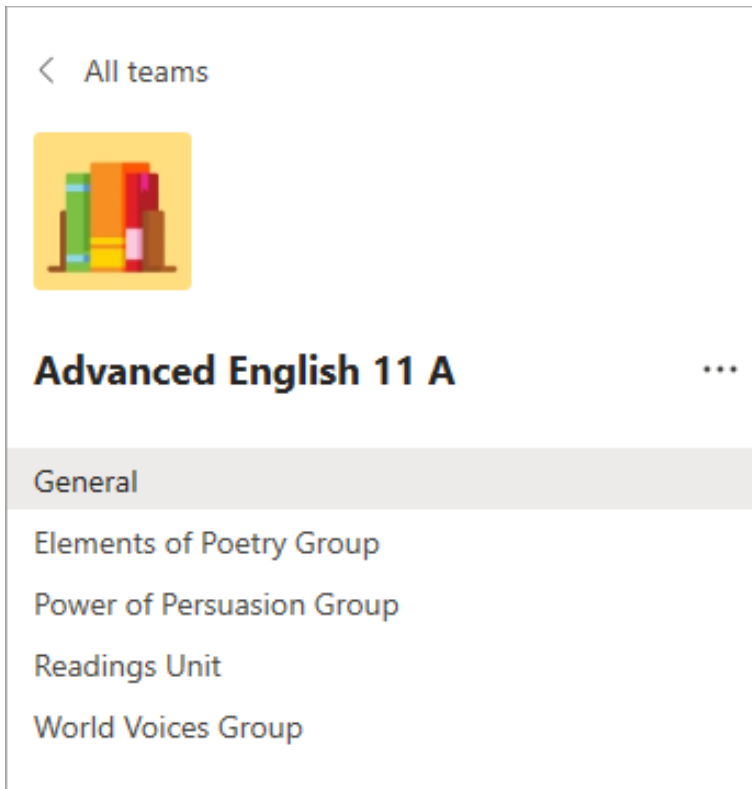
Your child can use any device with an internet browser. If students are using a Mac, then Chrome is a better choice than Safari.

How will my child communicate with their teachers and classmates?

The teaching and learning will arise through Teams. Teams is an online classroom hub, where your child can chat with their whole class, in groups with other pupils, and with their teachers. Through Teams, your child can also be part of video calls with the teacher, for continuous classroom teaching and supporting community and wellbeing in these challenging times.



Each of your child's classes gets its own team, which will have been set up by the IT department in time for 20th April.



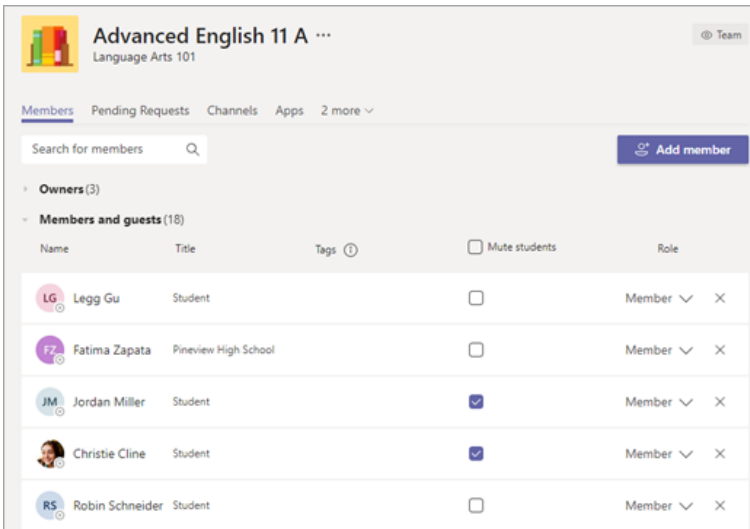
How does my child join a Team? How do they know if they're part of their class Team?

This will be set up automatically for them. When they go to [Office.com](https://office.com) and click on Teams, they will see the Teams classes they are part of from the dashboard. Pupils will also receive an email notification when they've been added to a team. We have been assured that this should be completed by the Easter weekend.

How is my child's communication and activity monitored in Teams?

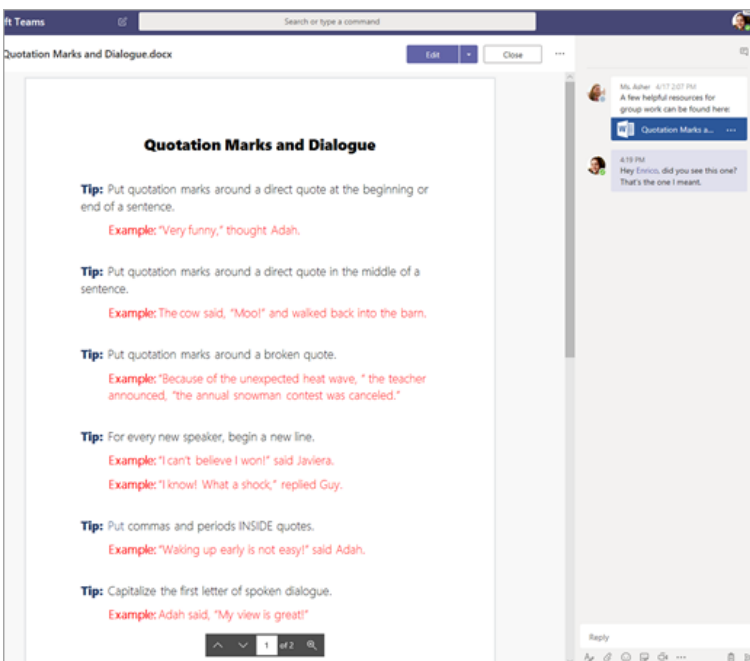
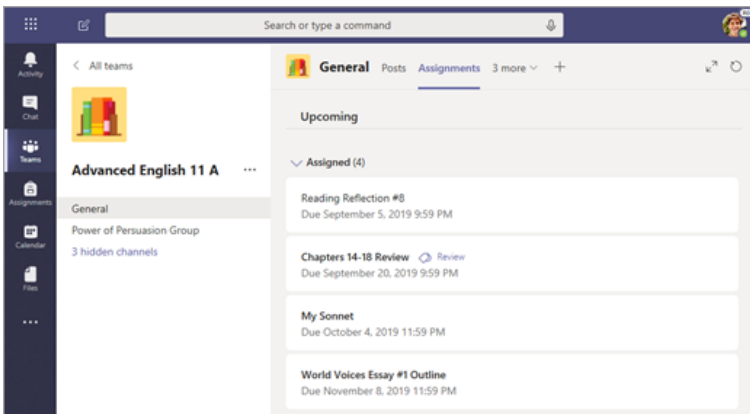
Since Teams for Education is designed to serve as a digital classroom hub, it features many ways to support teachers in classroom management. Teachers can mute pupils who may add distracting or inappropriate messages to group discussions, and they can delete those unproductive messages entirely.

As a communication platform with specific features to support teaching and learning, Teams is a great opportunity for pupils to build and practise digital citizenship alongside their academic learning.



Is Teams simply a chat app, or can my child study, work, and complete assessments there as well?

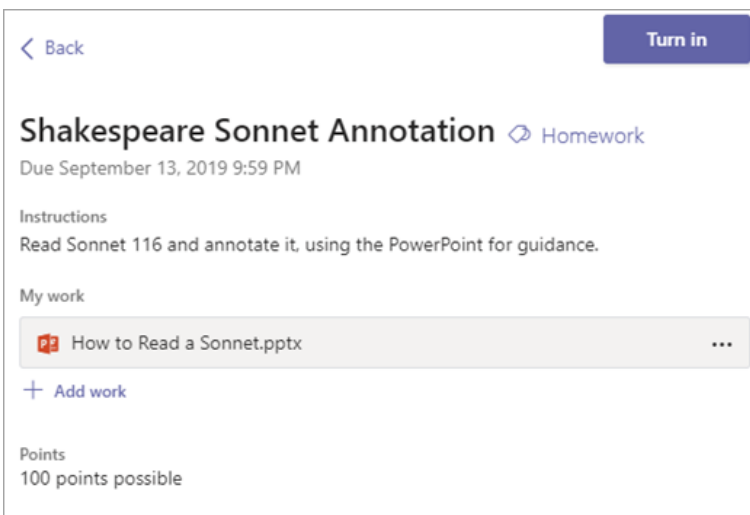
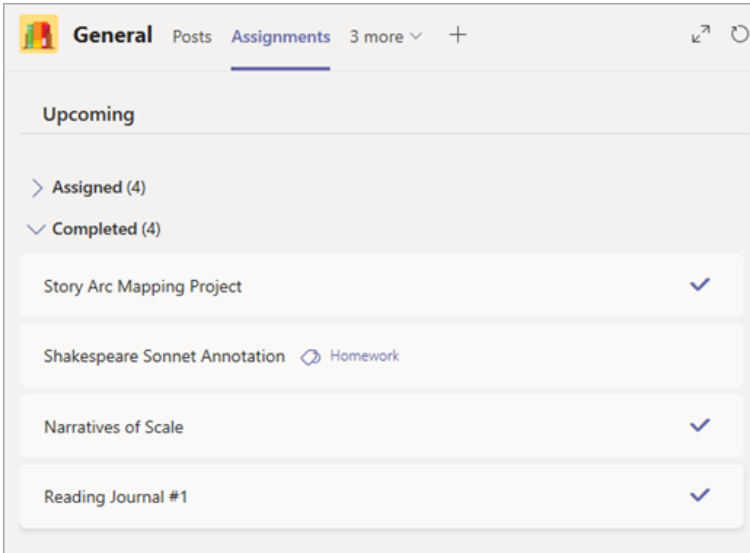
With the **Assignments** app inside Teams, your child can see work their teachers have assigned them, submit that work, and see their grades and feedback.



Pupils can find **Assignments** as tabs in the **General** channel of each of their class teams.

How does my child submit assignments using Teams? Can they check their grades in Teams?

Pupils can submit their assignments by navigating to the **Assignments** tab in the **General** channel of their class team, then selecting an assignment. They can attach any appropriate work and select **Turn in** (the Americanised term for Submit!).



Pupils can see any grades for their assignments, too. In the same **General** channel where they'll find their **Assignments** and other essential tabs, your child can select **Grades** to see their points on past work.

Where can my child access help on how to best use Microsoft Education tools?

Pupils have a help centre made just for them. From covering the basics of using Teams all the way to project ideas, this [student help centre](#) is all about showing children how they can leverage Office 365 for their learning, engagement, and creativity.

Student help center

Office 2019, Office 2016, Sway



Check it out.

We've pulled together support that can help spark your creativity and launch your best work yet. Whether you use these Microsoft tools already, or it's your first time diving in, we hope to see you – and your bright ideas – around again soon.

For the younger children, Microsoft have also just released the [Microsoft Family Centre](#), a place for safe and simple, family-led learning experiences for ages 3 to 12. This collection of free activities, curated out of educational resources from around the world, encourages families to learn, do and share.

Learn Together.

Engage your family for a hour or more with these safe and simple, family-led learning experiences for ages 3 to 12. This collection of free activities, curated out of educational resources from around the world, encourages families to Learn, Do and Share. Enjoy some time together!

Activities by Age



3-6 year old activities

Learn Family History, Build a Dinosaur, Have a Dance Party, and more!

[VIEW ACTIVITIES >](#)



6-9 year old activities

Stop Motion Animation, Make Summer Plans, Learn About Planets, and more!

[VIEW ACTIVITIES >](#)



9-12 year old activities

Learn about AI, Write a News Story, Meet an Artist, and more!

[VIEW ACTIVITIES >](#)