

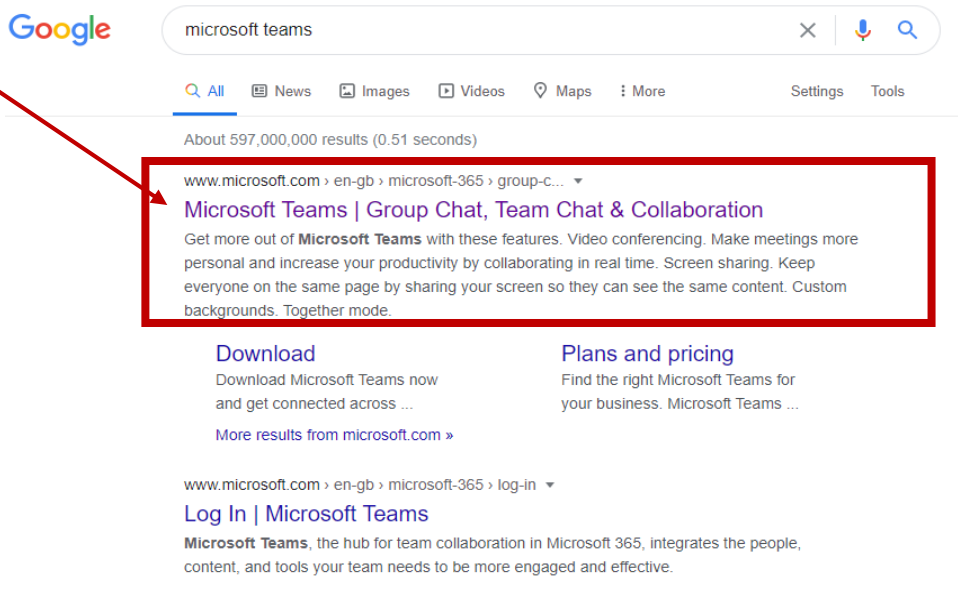
Microsoft Teams Information

Logging on to Teams

You will need to have your child's personal **Teams login** (ending in @overdale-jun.leicester.sch.uk) and **password**.

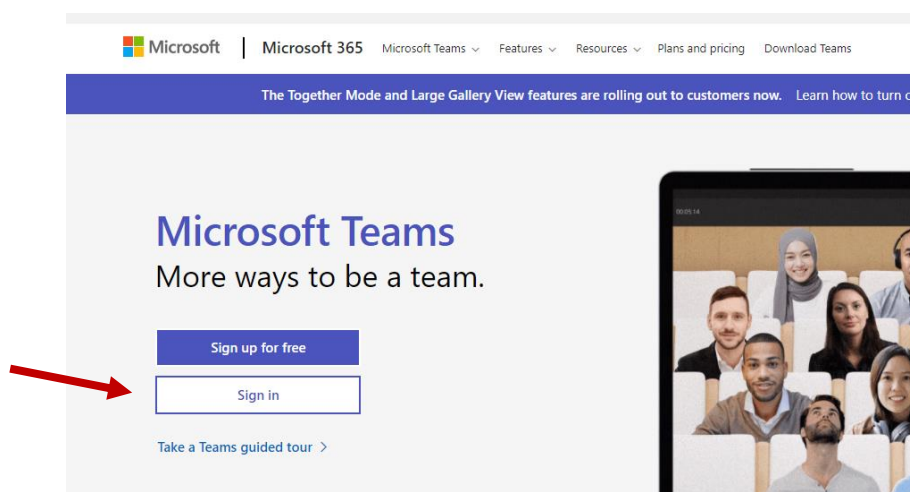
This will have been sent to you at the start of the year. Please inform the school via the year group email eg. year3@overdale-jun.leicester.sch.uk if you do not have or have forgotten this information.

Using a web browser, **Google 'Microsoft Teams'** and open **Microsoft's webpage** as seen below.

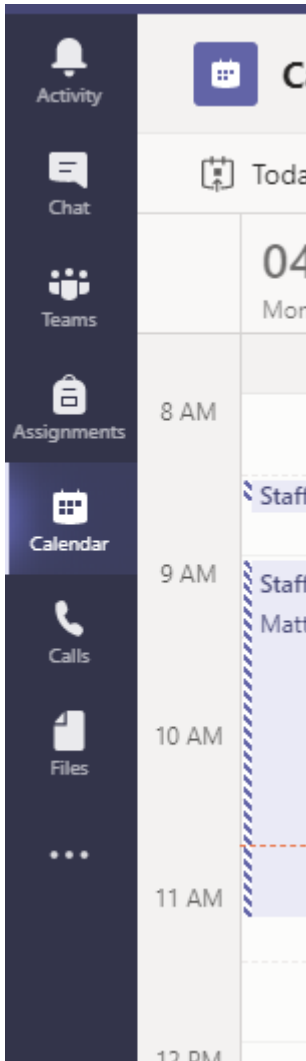


Once on the website, you will be prompted to **sign in**. You need to use your **child's Teams login and password**.

You may be asked if you want to download the Teams desktop app or continue on the website. This is your choice, both options will allow you to access our online learning.



Navigating Teams



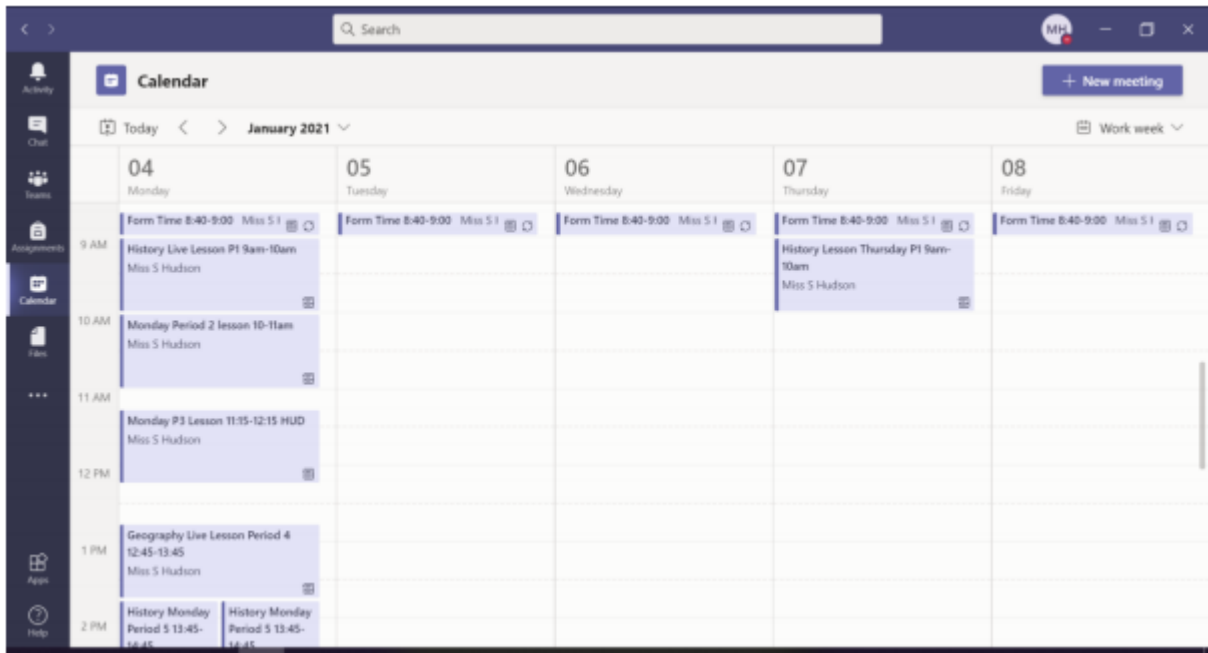
Once logged in, you will be able to access all the features of Microsoft teams.

Down the left hand side of your screen you will find your toolbar, this allows you to look at your calendar, view your class page etc.

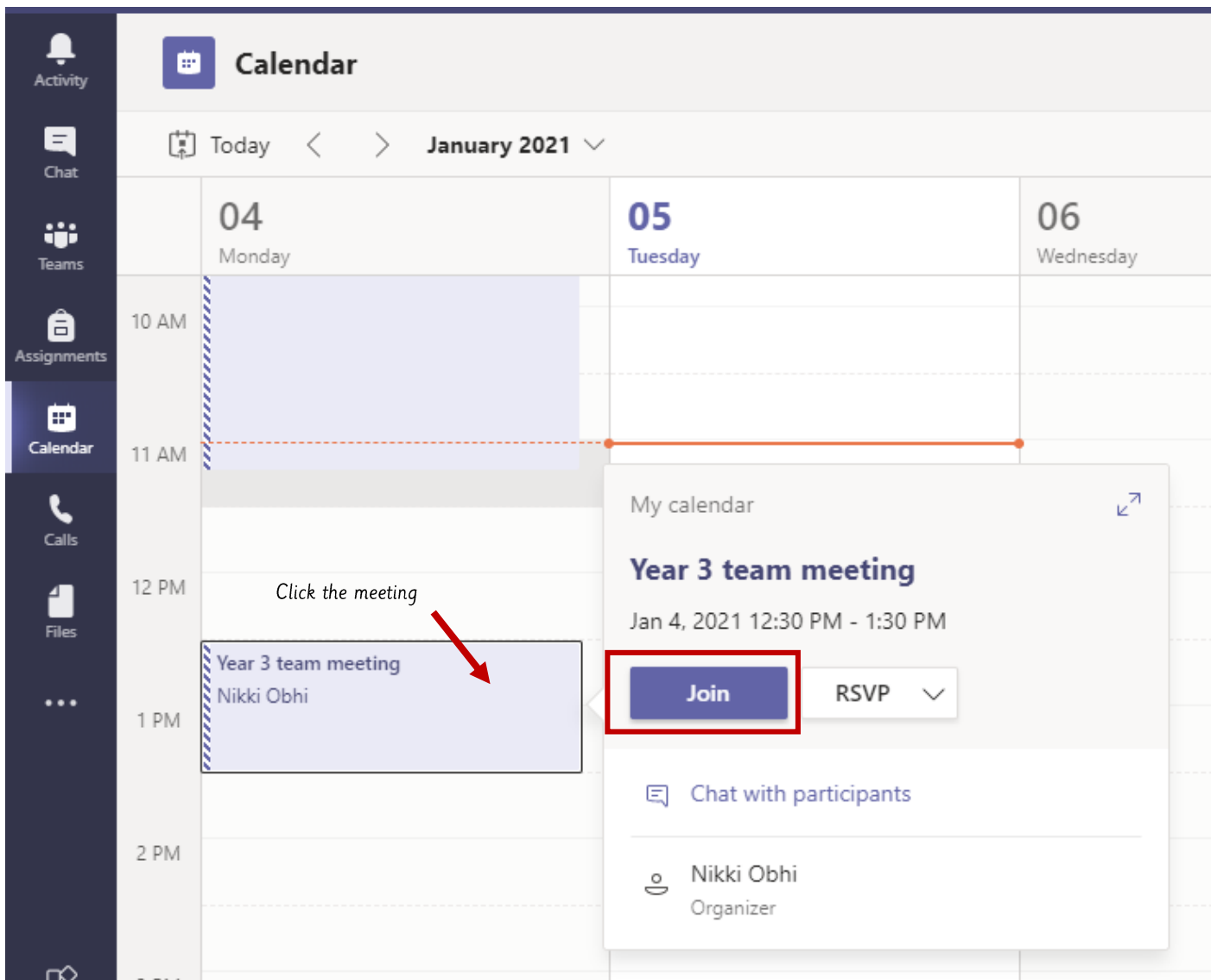
Calendar

When you click on the calendar icon you will be able to see your child's scheduled 'meetings'. This will normally be a morning registration and a daily afternoon check in.

You will not find your daily tasks here, only live events.



*To join a meeting, click the blue diary entry and select **Join**.*

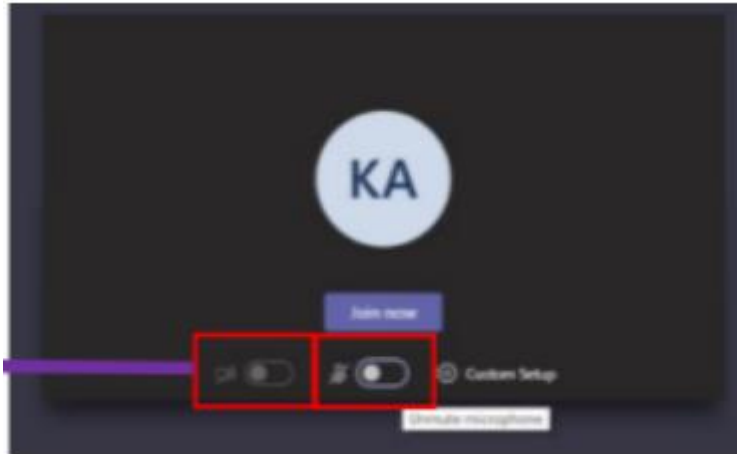


Teams Meetings

What to expect when you join.

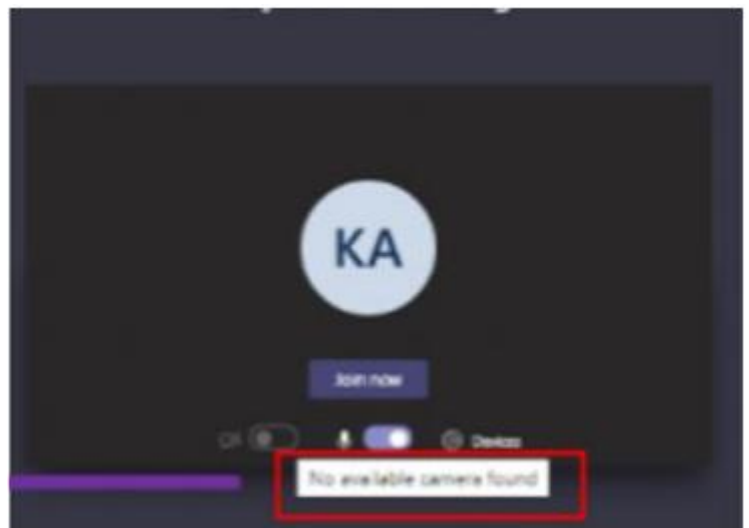
To begin with you will be shown a start-up meeting screen. This will allow you to sort out your settings before officially entering the meeting.

These options will allow you to check your video and microphone before entering



Unavailable Camera or Microphone

This message will appear if you do not own a webcam for example. Do not worry, you can still join the meeting but you will have to use the chat feature to communicate with your teacher.



During the meeting

Once you are in a Teams meeting you will be able to see all the other participants on screen. If possible, we expect your camera to be on during these lessons.

You should now be able to hear and see your teacher and class.

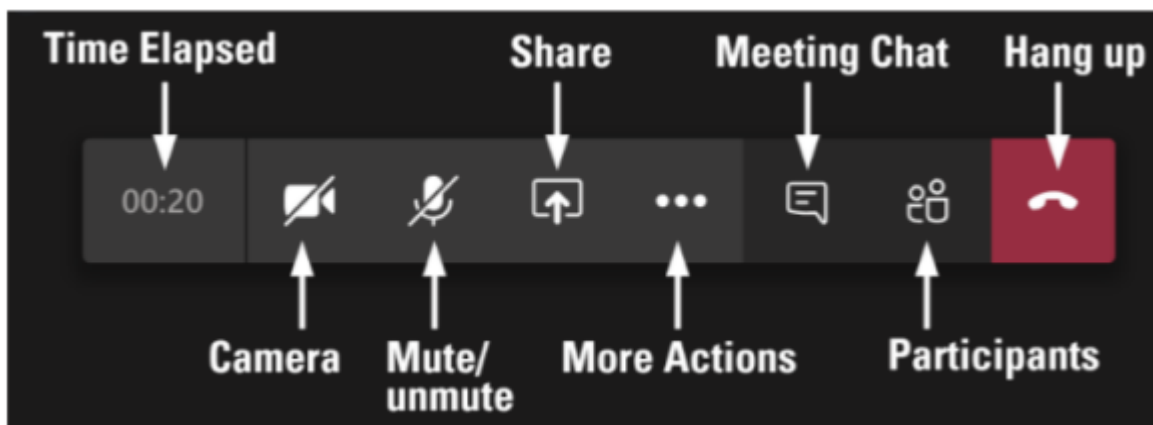


You may not be able to see everyone in the call at one time however your computer will show you the videos of those speaking.

Mute

Because of the amount of children/adults in the meetings it is very important that you **MUTE** your microphone to be able to clearly hear your teacher. Your teacher may automatically do this for you or ask you to mute yourself.

On your screen you should see the following control bar. (I have added the labels separately)



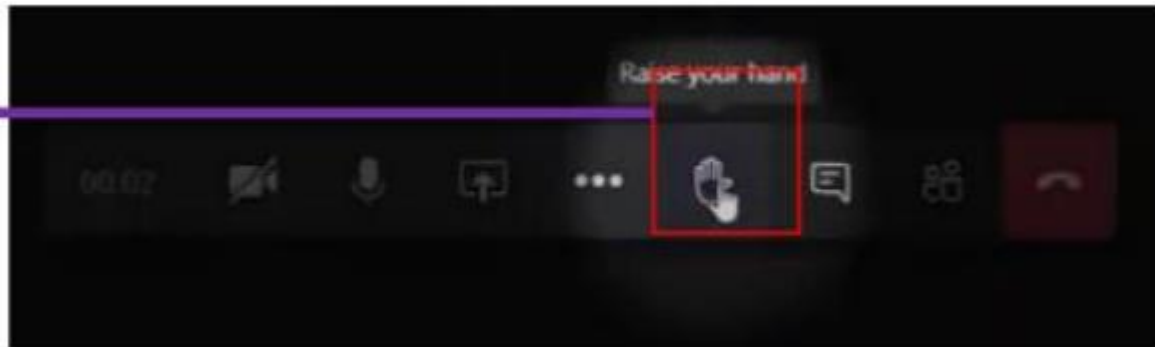
Pressing the mute icon above will both mute and unmute your microphone. You will need to remember to unmute yourself when you need to talk.

Putting your hand up and the chat/message feature

During a meeting you may want to ask a question, you can do this in a few different ways.

We expect you to wait to ask your question/talk by using the **'Hand up' feature**. This will show everyone that you are waiting to talk.

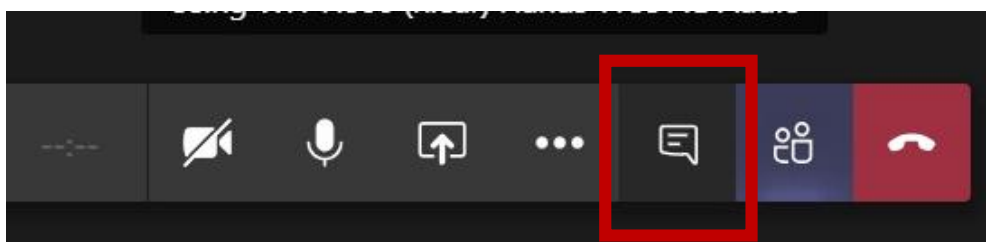
If appropriate (when invited to) you can unmute your microphone and talk. Please be aware this will mean that no one will be able to hear anyone else talking in the call, like your teacher.



Once you have pressed this button, wait for your teacher to invite you to talk, unmute your microphone and then speak.

Please remember to **put your hand down** when you have finished, otherwise it is hard for your teacher to see who has spoken and who is still waiting. To do this just press the icon again.

Finally, you can message your teacher or class in the chat box.



When you click this icon a chat box will appear to the right of your screen. You can then type a message to all the participants of the meeting. This is **NOT** to be used for general discussion/emojis. Please note, your teacher may not always be able to respond individually to every question.

Ending a meeting

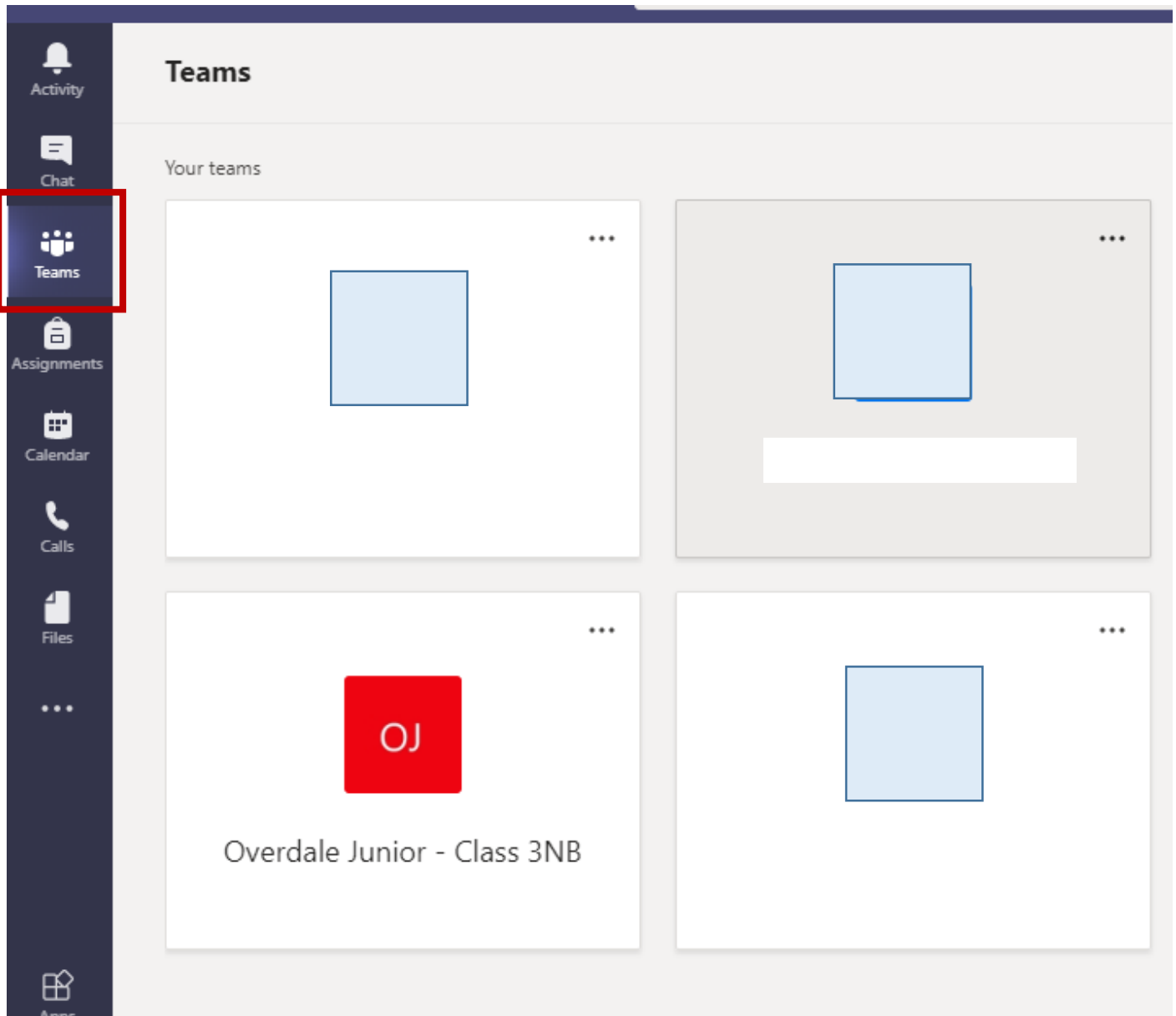
When you need to leave a meeting you can press the red phone icon as shown in the picture above.

Accessing Daily Tasks

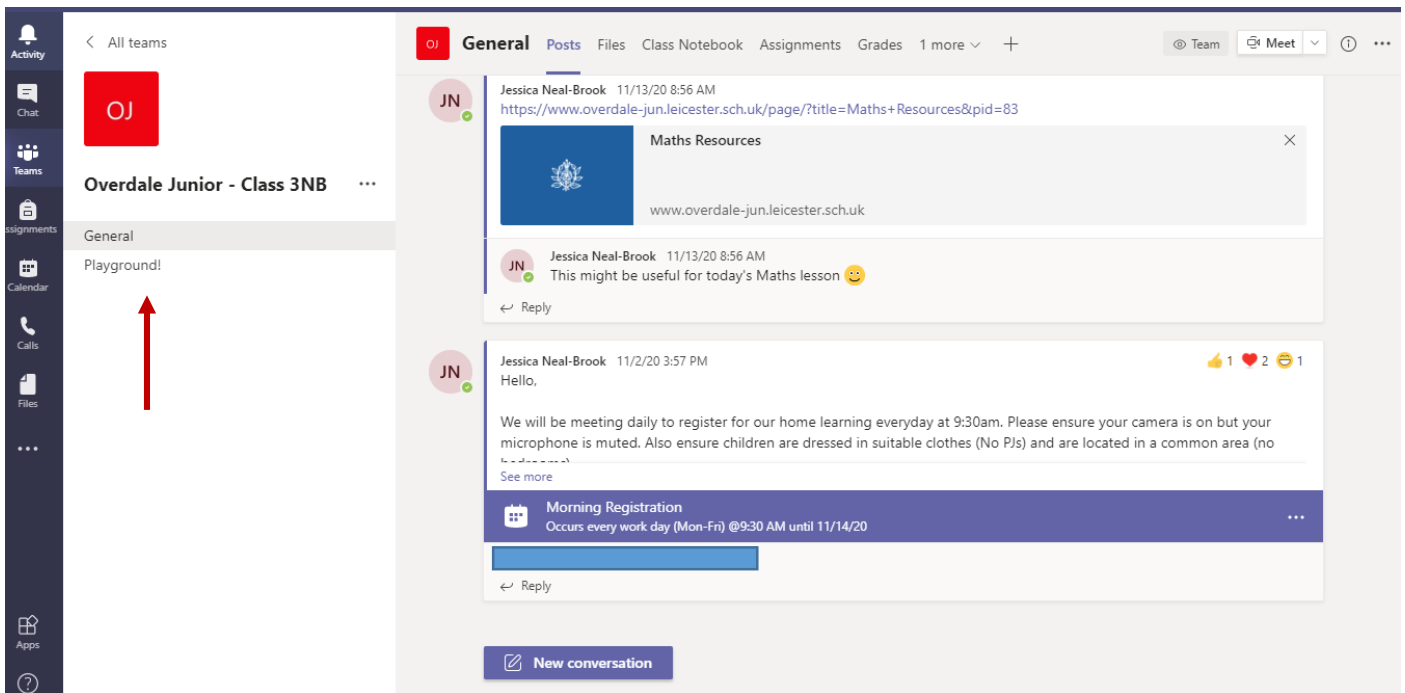
To access the work for the day you will need to find your toolbar on the left hand side of your screen and **click the 'Teams' icon**.

You will then be able to see the groups you have access to. For most of you, you will only have access to your class. It should be labelled similar to that of the class below.

Click your classes group.



Once in your group you will see the following screen.

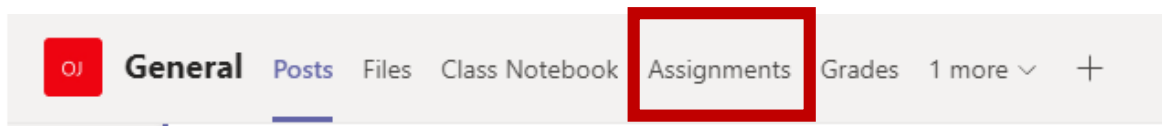


Here you are able to access two different pages, *General* and *Playground*.

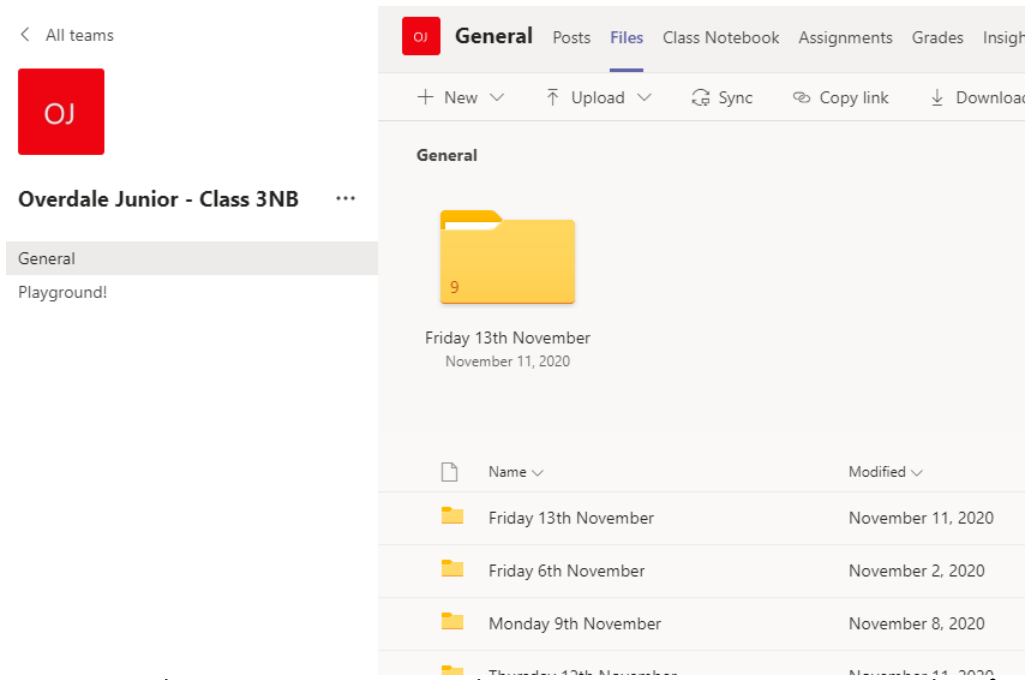
General

The general page is for your teacher to clearly communicate with you. **They will be able to post in this section but you will only be able to reply.** This is to avoid important information getting lost.

Along the top of this section you will find **'Assignments'**.



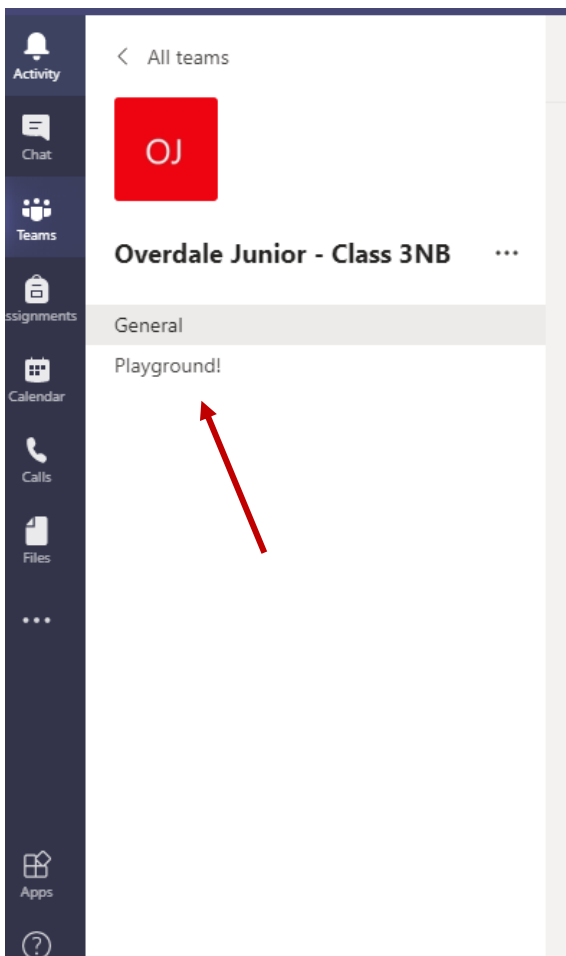
Once clicked, you will be able to access all of the resources and PowerPoints needed for that day.



If for some reason you have issues accessing these resources, contact your teacher for support.

Playground

Along the left of your screen you will also see the **playground page**. This has been set up to allow you to communicate with your teacher and friends while not at school.



Please remember that everyone is able to see what you write on here so it is important that your words are always appropriate and kind. This function may be turned off if this rule is not adhered to.