

Guide to using Microsoft Teams

Accessing video calls

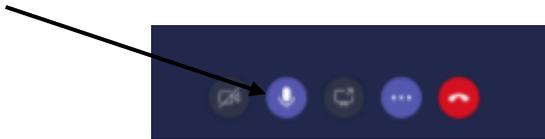
This lockdown the procedure for accessing video calls will be slightly different. We will not be using the private channels to begin calls but instead there will be an email link sent to your child's email. When it is time for the call, click **join** on the link to begin the call.

Accessing your child's email

You should have received your child's login details. Go to <https://login.microsoftonline.com/> or <http://learning.bwmat.org> to login.

During the video call

During the teacher led input, your child's microphone needs to be muted. There should be a button either in the centre of the screen or the right hand side to do this.



Assessing the recorded teacher input

If your child is unable to make the teacher input session. It will be recorded and this can be viewed at a later date. To watch this video, login to TEAMS and click on the chat tab on the left hand side and the video should appear there.

Accessing Teams



Microsoft Teams is accessible through any web browser (<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/>) or through the Microsoft Teams app that is available in the Apple, Microsoft and Google Play App Stores.

Login details are the same as your child's email.

Alternatively, when logged into your child's email click on  symbol in the left hand corner to get a drop down menu. Teams will either be visible there or after you click the **all apps** link.

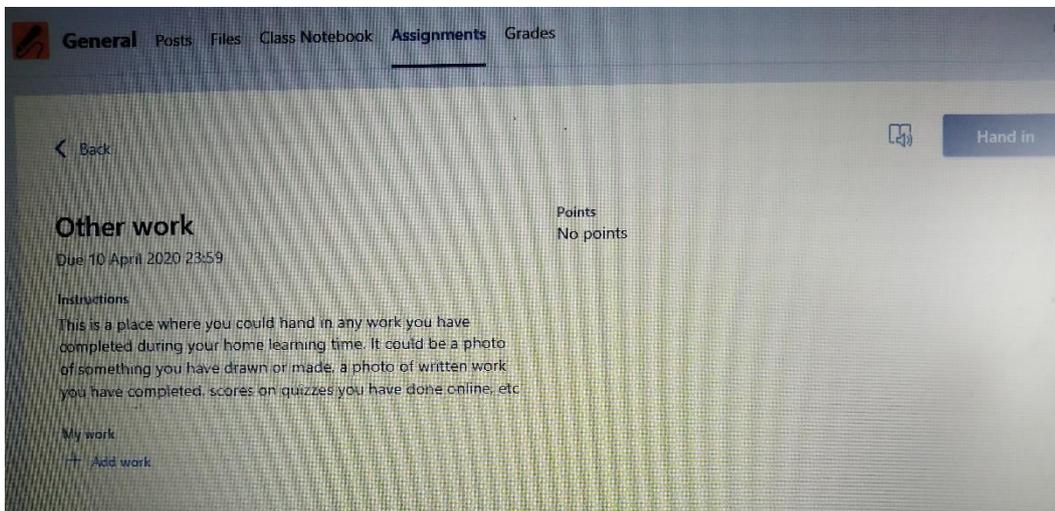
To access work

There may be a written message from the teacher with information on the **post** tab but the majority of the work can be found in the **files** tab at the top of the page. Within that folder there will be dated files with work inside as well as the **home learning menu** sheet.

Once work is complete it can be handed in as an assignment. This could be a photo, a film clip, word document or a powerpoint.

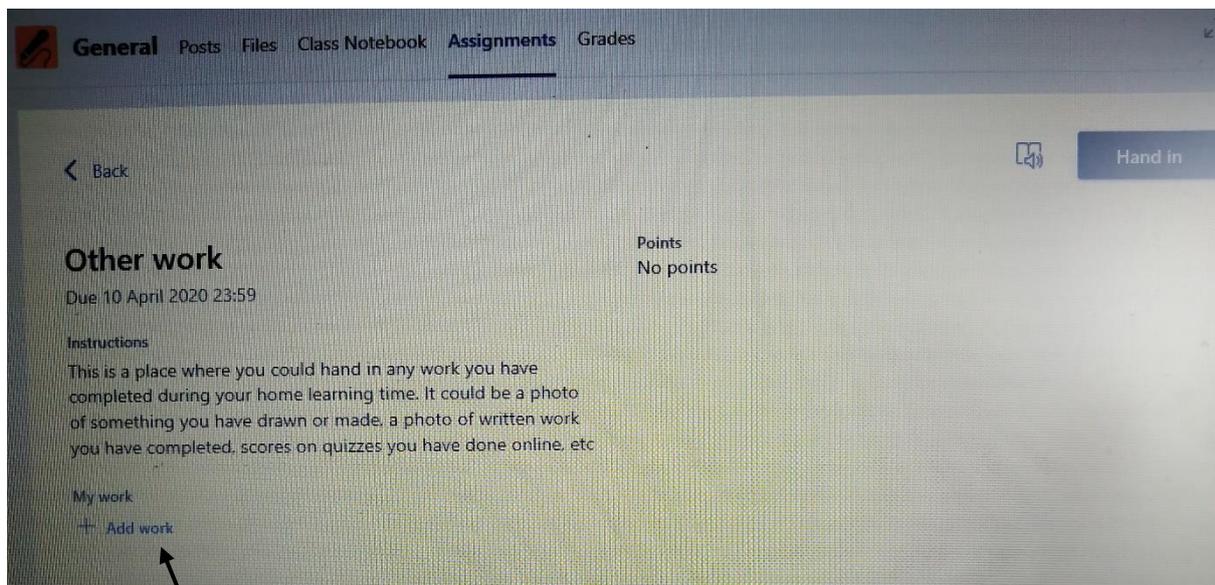
How to hand in work on assignments on Microsoft Teams

- 1) In Teams go to the **assignments** tab at the top of the screen



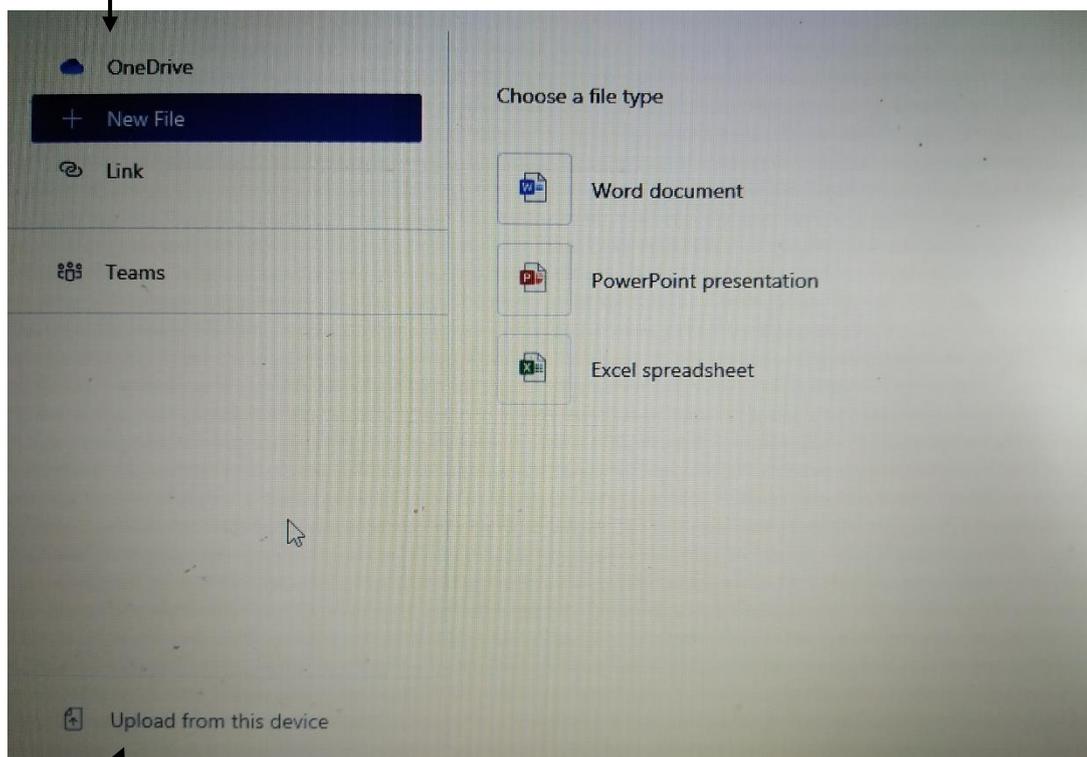
- 2) In the **assignments** tab click on the assignment you need to submit e.g. for the example above it would have said 'Other work'
- 3) It will then look similar to the page above (there may be some information about the task to hand in).

4) Click on add work

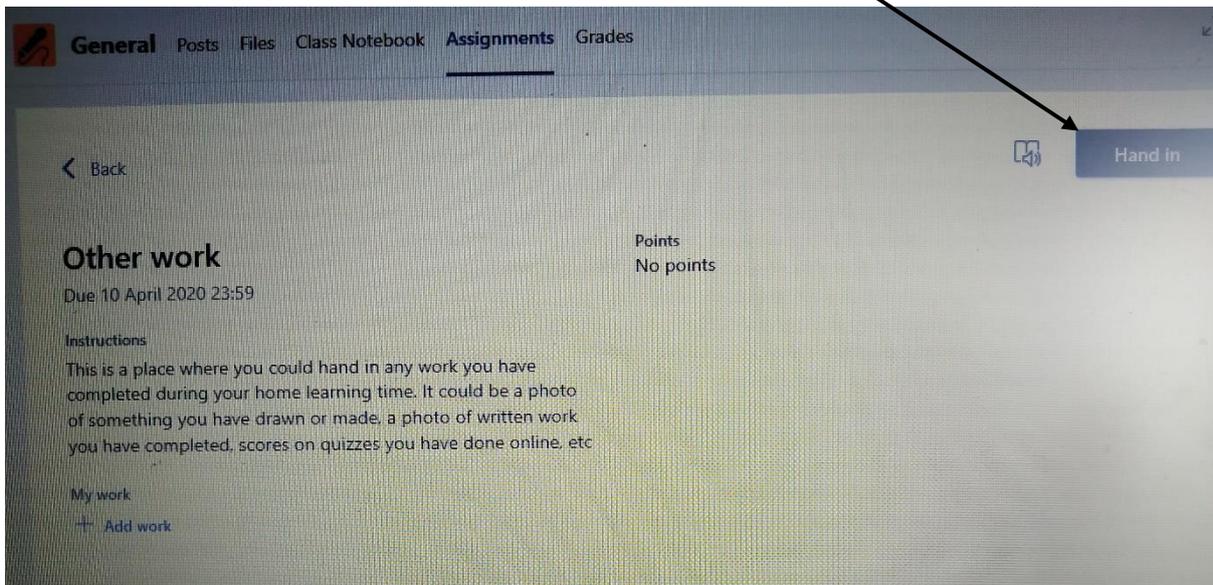


5) It will then come up with a screen similar to below.

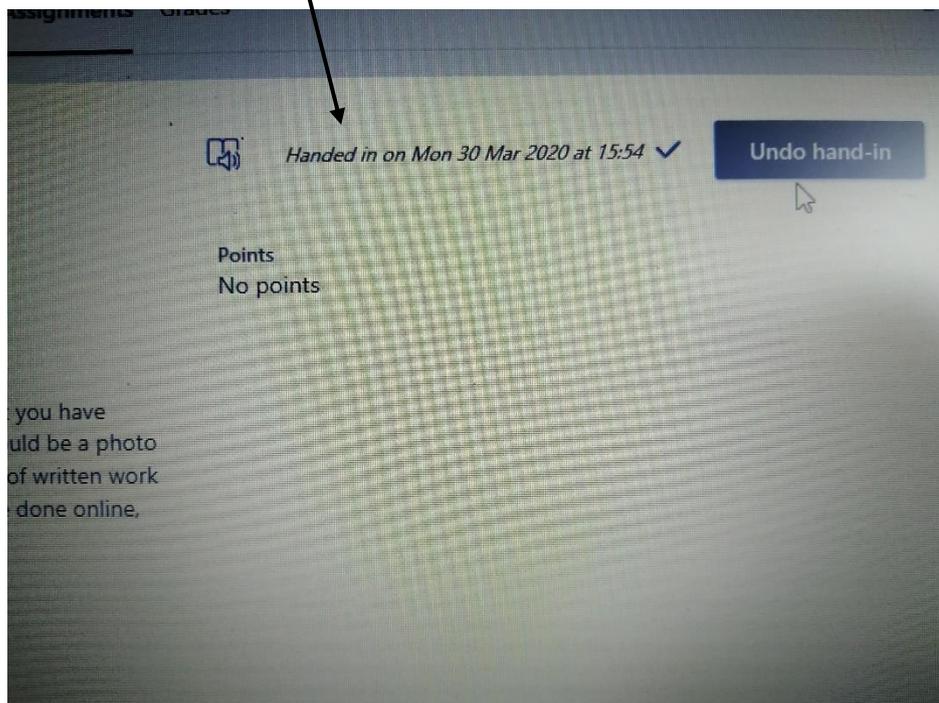
You should either be able to source your document from the left hand side list or from upload from this device at the bottom.



6) Once you have attached the film press **hand in**.



7) It should then state that the work is handed in and show the time that it was handed in.



When the teacher has marked the work there will be some written feedback within the assignment file.