

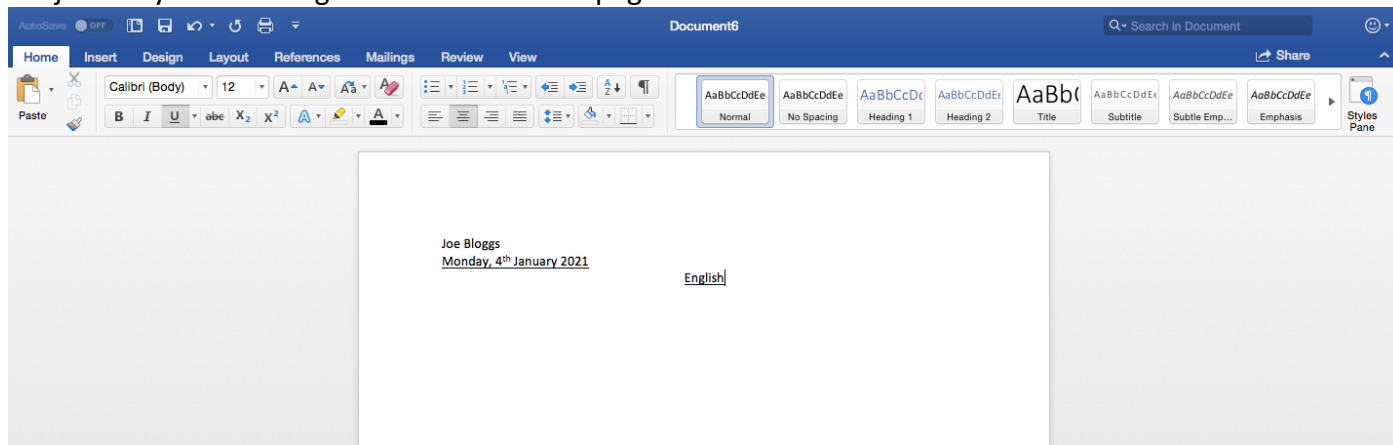
Microsoft Teams – Parent Guide

Step 1: Open a Word Document

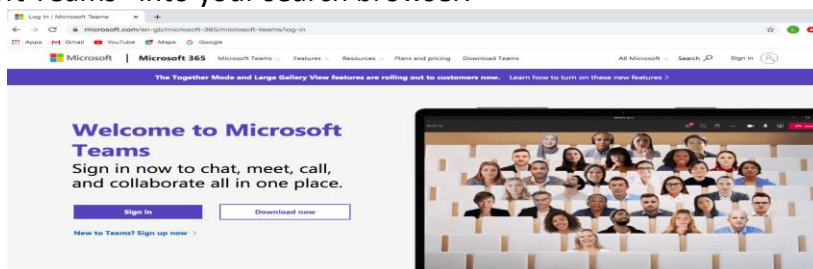
Double click on the Word icon on your computer.



Step 2: Use this document to record the learning in that lesson. Please remind your child to type their name at the top left-hand corner of the page followed by the date underneath (underlined) and then the subject they are learning in the centre of the page.



Step 3: Type “Microsoft Teams” into your search browser.

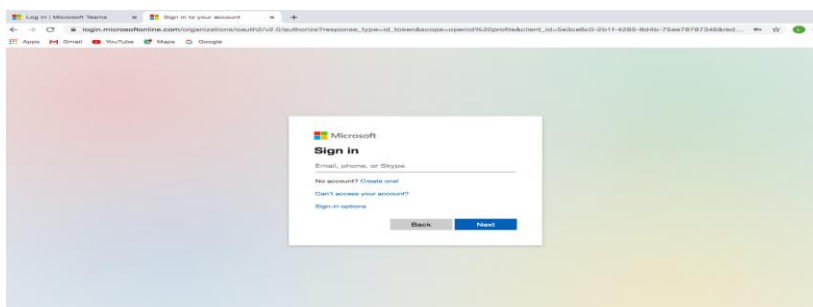


Learn how to use Microsoft Teams

Step 4: Sign In using the e-mail address sent to you by the school.

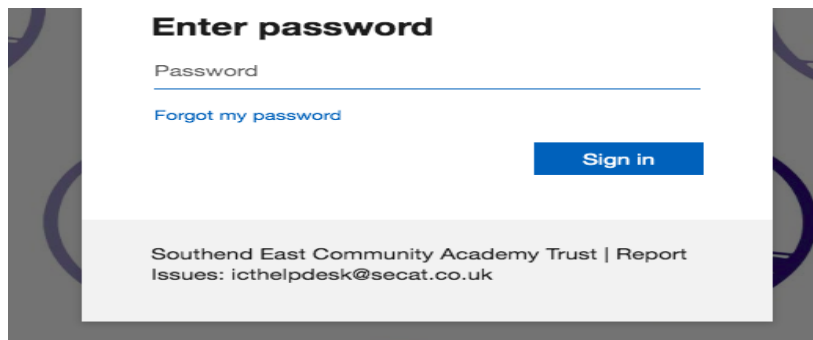
*****@thorpedene.southend.sch.uk

Click “Next”

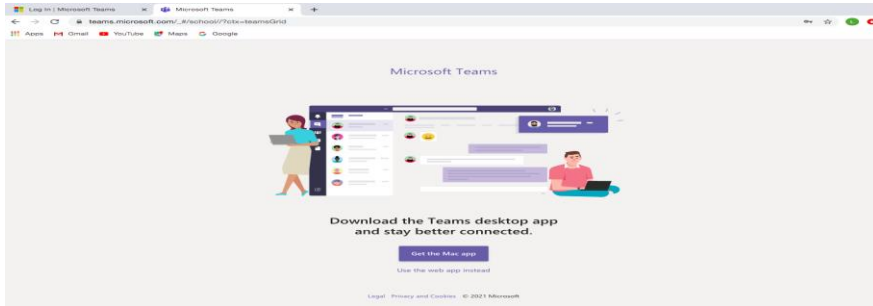


Step 5: Input Password

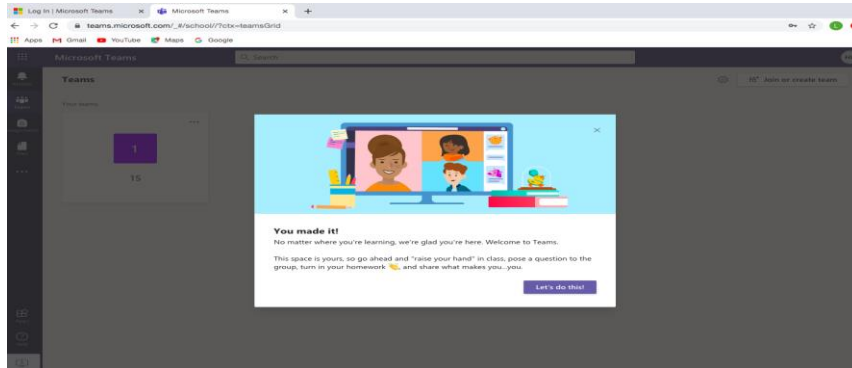
Click “Sign In”



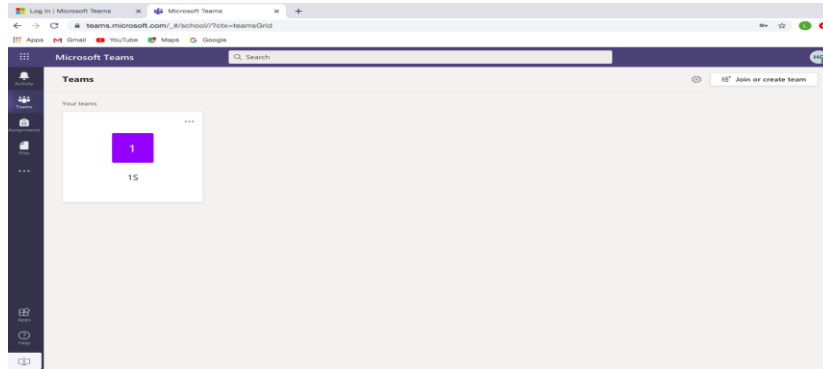
Step 6: Click on “Use the web app instead”



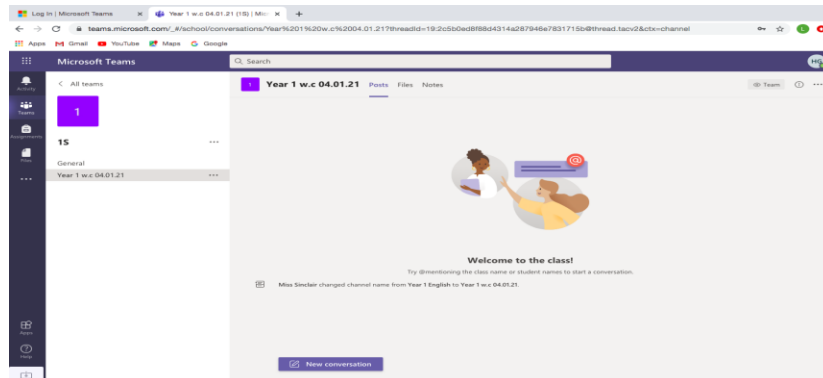
Step 7: Click on “Let’s do this!”



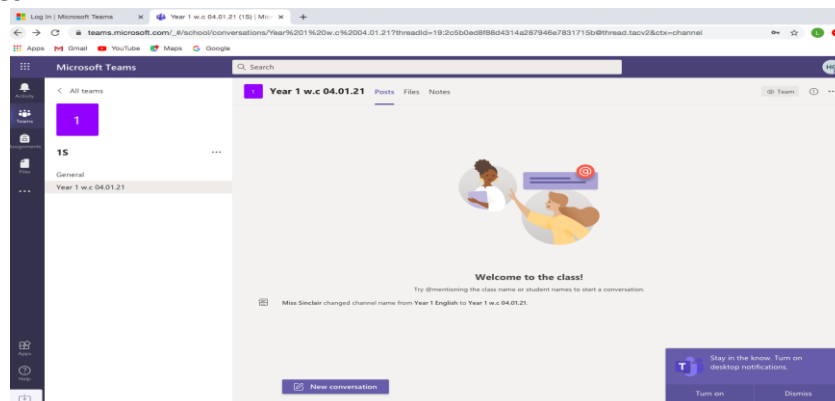
Step 8: Click on your child’s class.



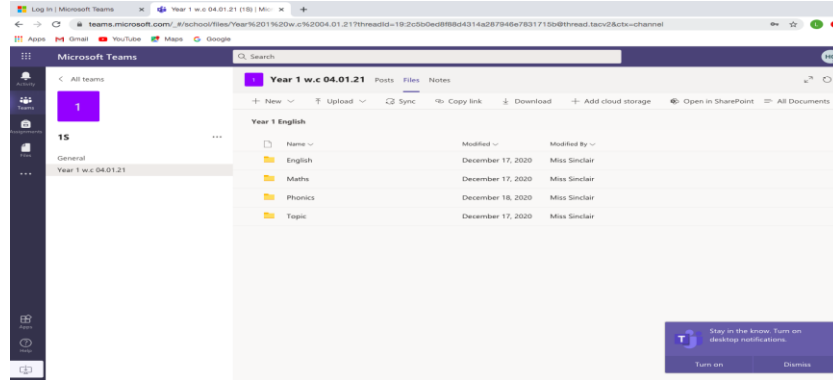
Step 9: Click on the current week.



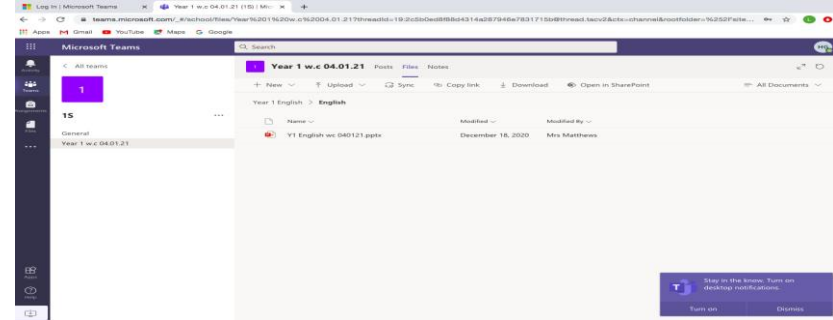
Step 10: Click on “Files”



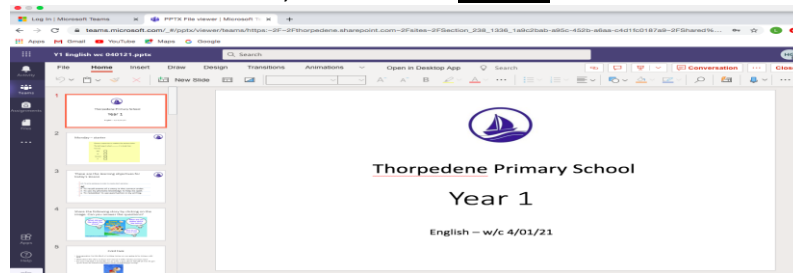
Step 11: Double click on the File you would like to access.



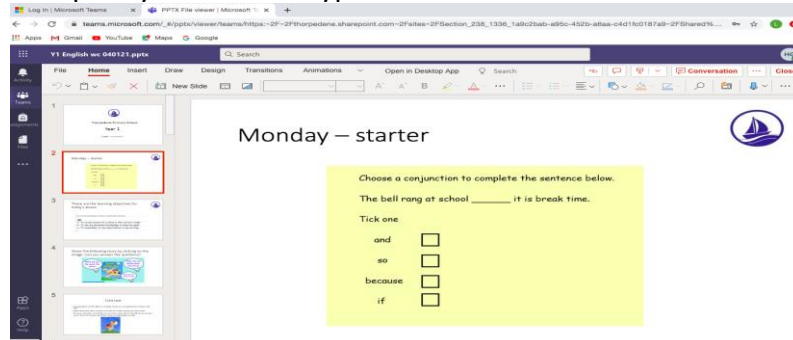
Step 12: Click on the Power Point you would like to start learning from. The Power Point will open and you can now scroll through each slide.



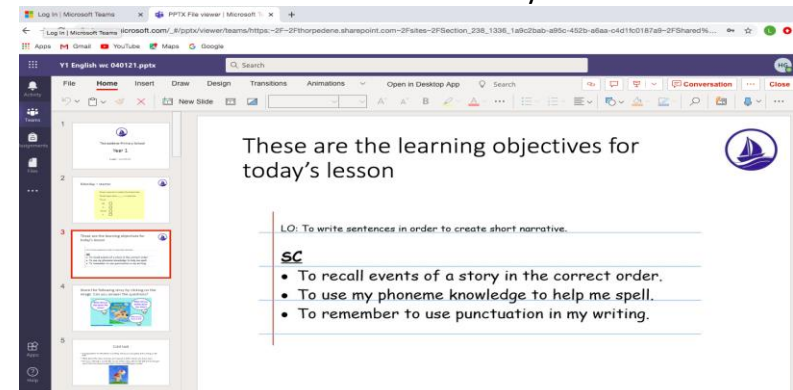
Step 13: Follow the instructions on each slide to access the learning. Your child should type today's date in the top left hand-side of their page. They should then type the title of the lesson, in this case: English



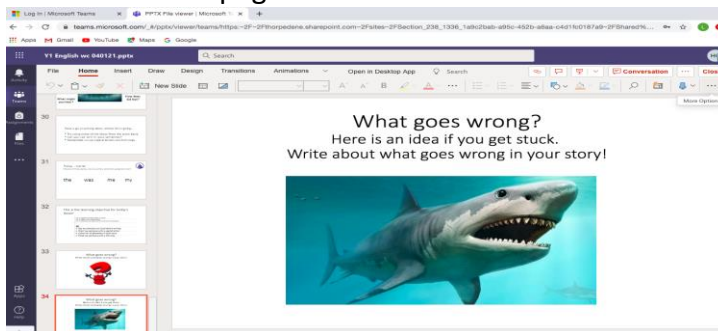
Step 14: Some slides will require your child to type the answer on their Word document.



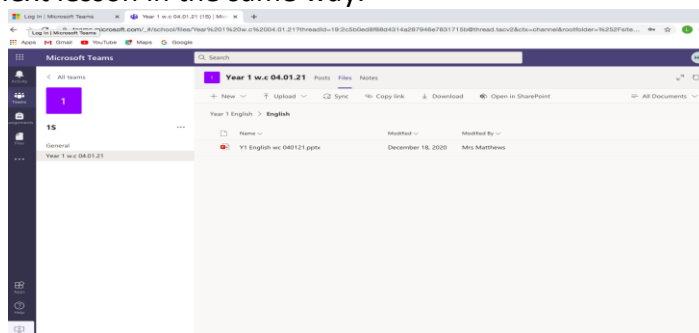
Step 15: Other slides will be for information and it is useful for you to discuss this with your child.



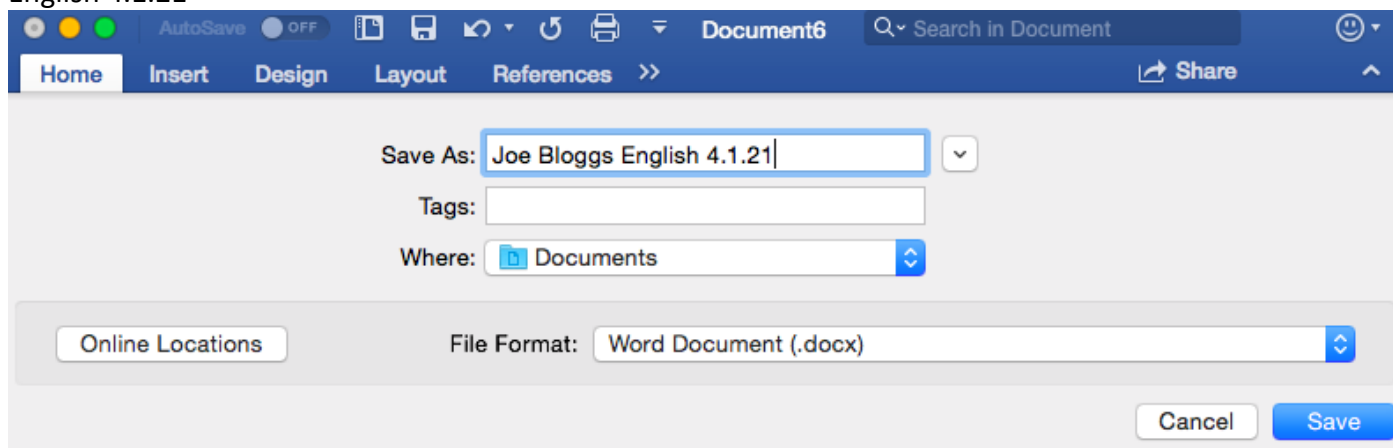
Step 16: When you have finished the lesson click “close”.
This will take you back to the Power Point page.



Step 17: Click on Year 1 English to take you back to the rest of the files.
You can now access your next lesson in the same way.



Step 18: When the learning is complete, save the document and give it a name for example: Joe Bloggs English 4.1.21



Step 19: Upload the file onto Microsoft Teams. Click “Upload” and then click “Files” this will bring up your saved documents. Click on the document you saved. Your child’s work will then be visible to their teacher for marking.

