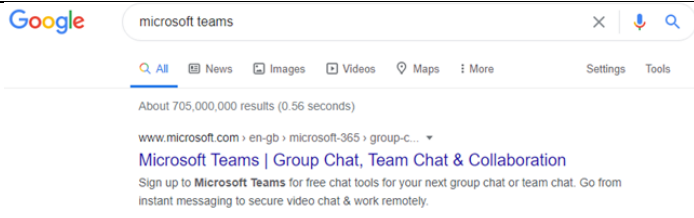
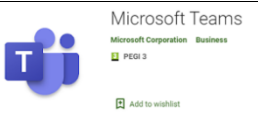


# Student and Parent Guide to MS TEAMS

## Accessing TEAMS

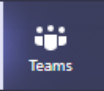

If you are using a <b>computer</b> or a <b>laptop</b>	If you are using a <b>tablet, i-pad</b> or <b>smart phone</b>
Google search 'Microsoft Teams'	Search 'Microsoft Teams' in your App Store
	 <p>Click the '<b>install</b>' button on your device.</p>

## How to join the Online Learning

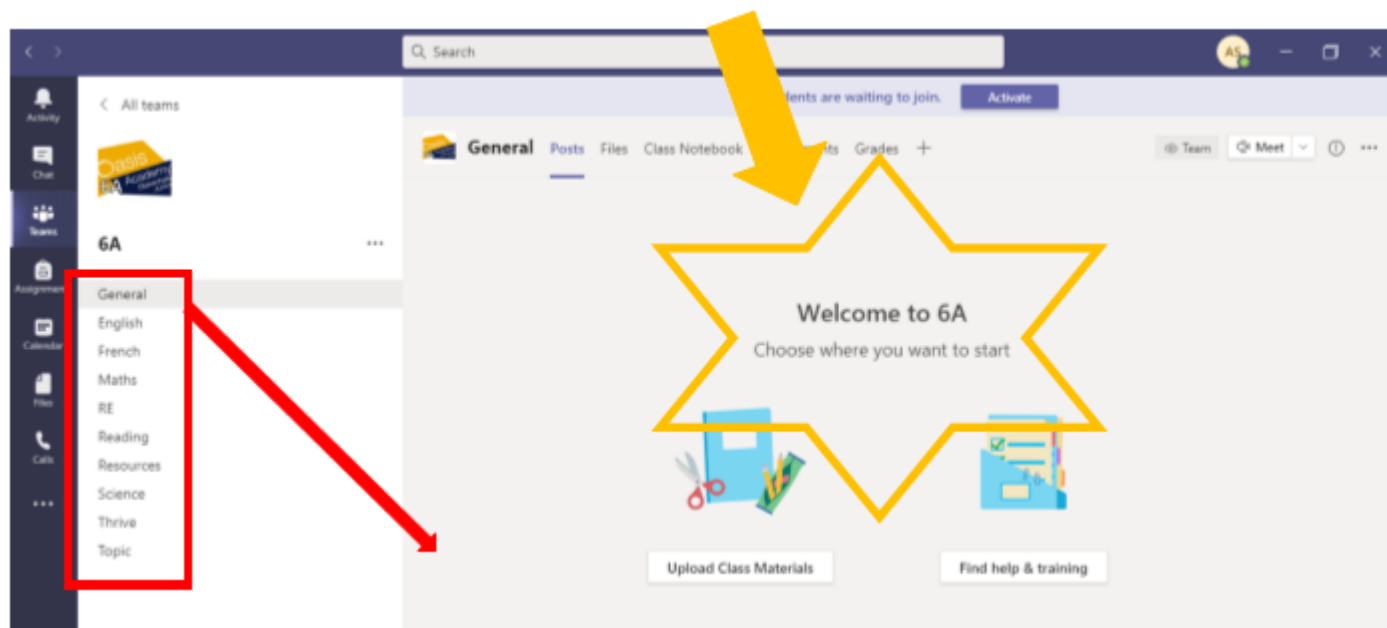
Insert your username: **firstname.surname@oasismayfield.org**

(e.g. justin.bieber@oasismayfield.org. – don't forget the **dot!**)

Your password is the same password you use to log into the school laptops.

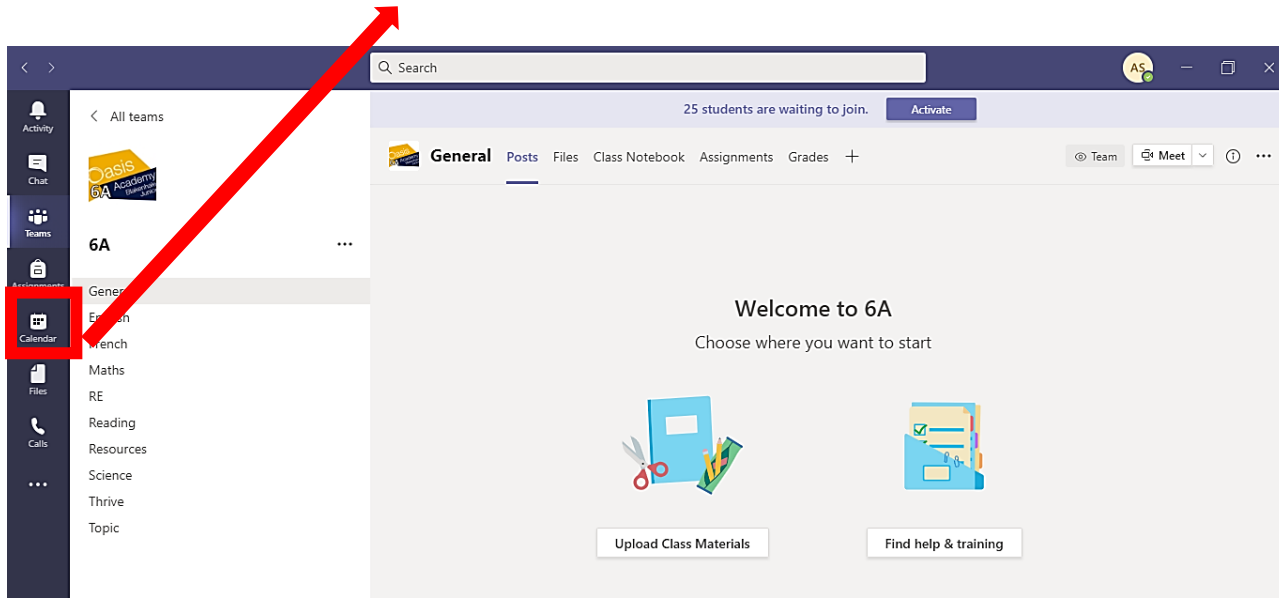
Computer or laptop	Tablet, I-pad or smart phone
<p>Click the icon 'Teams' at the bottom to find your class. e.g. <b>2020-OAX-6A</b></p> 	<p>Click the icon 'Teams' at the bottom to find your class. e.g. <b>2020-OAX-6A</b></p> 

You will already be assigned to your class in your "Teams".

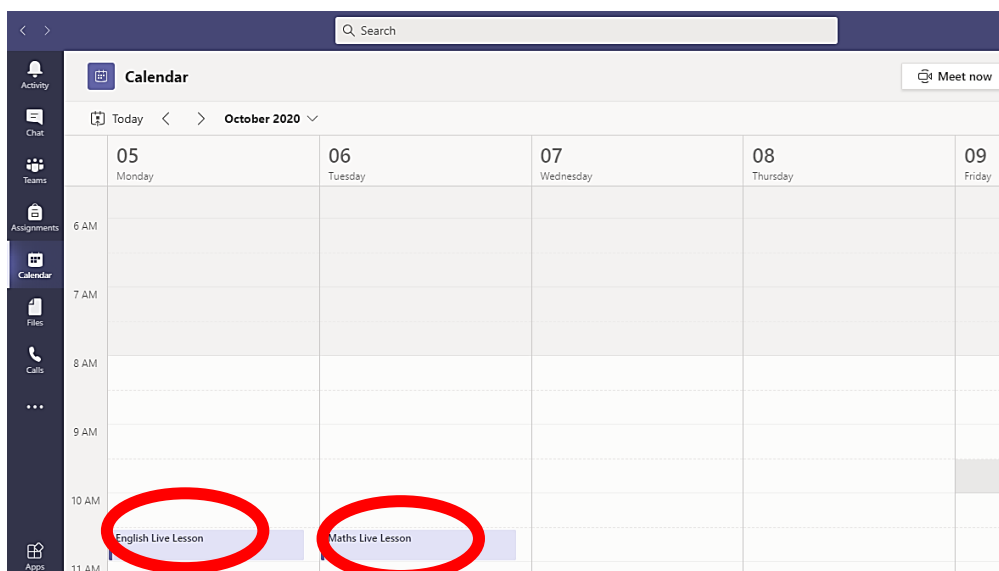


These are your class' "channels"; they are grouped by subject and there is a resources folder for any help guides, letters, or school information that you may need.

You have a calendar as well - you can check this calendar for future live lessons!



On your calendar, you will see where your teachers have scheduled lessons for you.



At the start of a Live Lesson, we ask you to:

Make sure you have a pen and some paper to work on or make notes

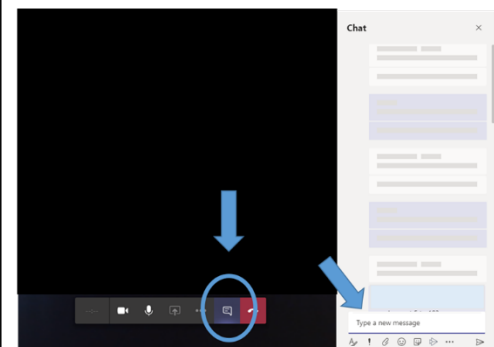


Please make sure your microphone and video are off throughout the lesson

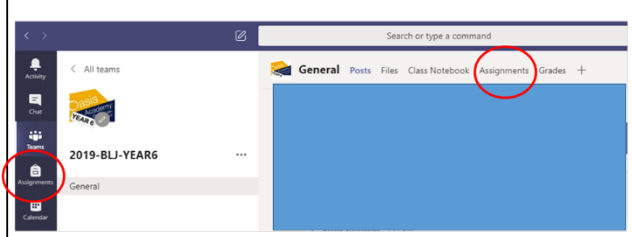


Only unmute your microphone and put your video on if your teacher says that it is okay to do so

You may ask questions in the comment/chat section:



Make sure you complete the assignment when the lesson has finished:






## CONDUCT

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite and remember their manners. Position your computer or webcam in an open environment where you can monitor their activity, preferably not in a bedroom. Try to keep the background neutral with good quality lighting and sound.




## COMMUNICATION



If your child is part of an online lesson, they may need support in setting up the relevant software and communication platforms in order to take part. Your school will usually provide the relevant details on how to do this however it's worth ensuring that you have some awareness of the privacy and security settings so that you know that all communication is secure. It's important to raise any concerns that you have with the school if you are unable to accommodate an online lesson for any reason.

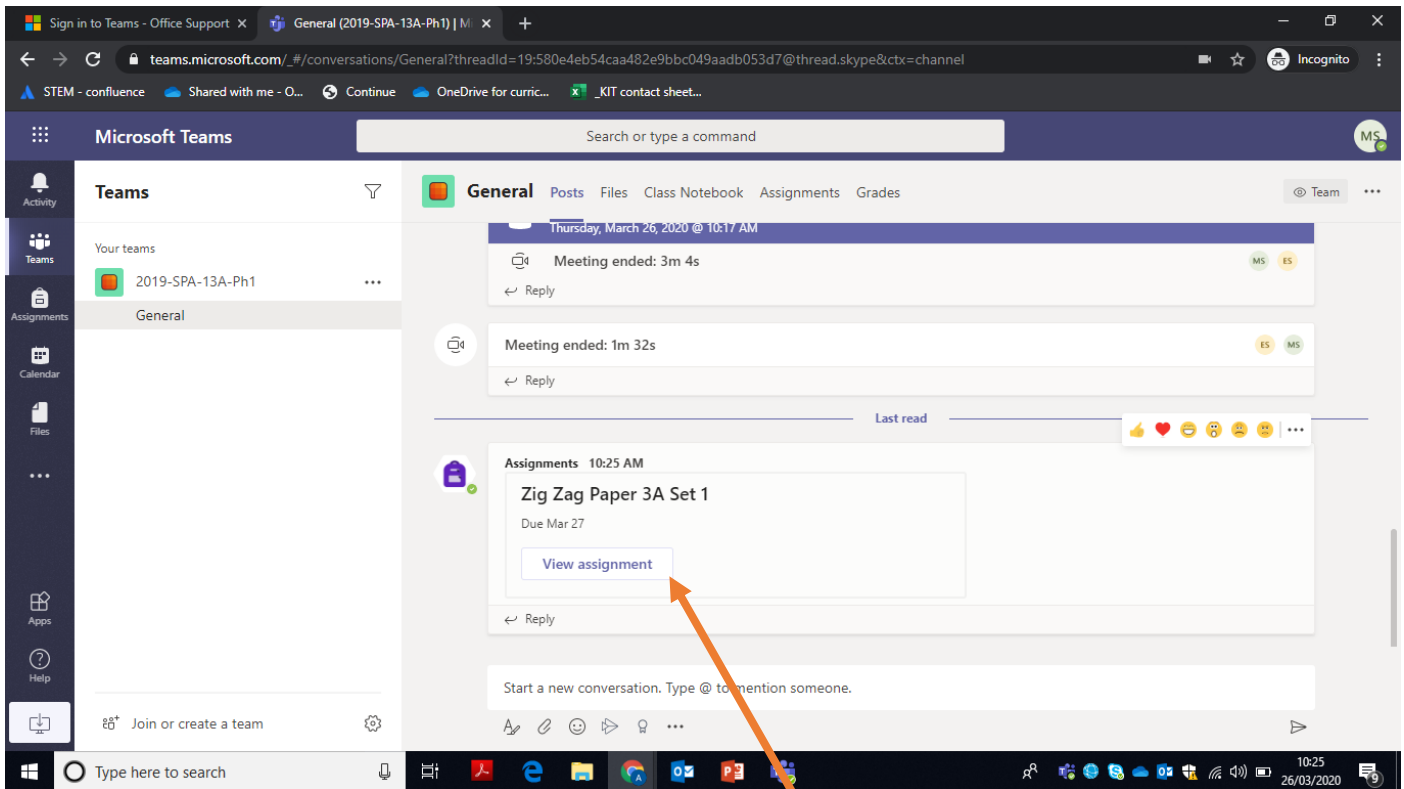


## CONTENT

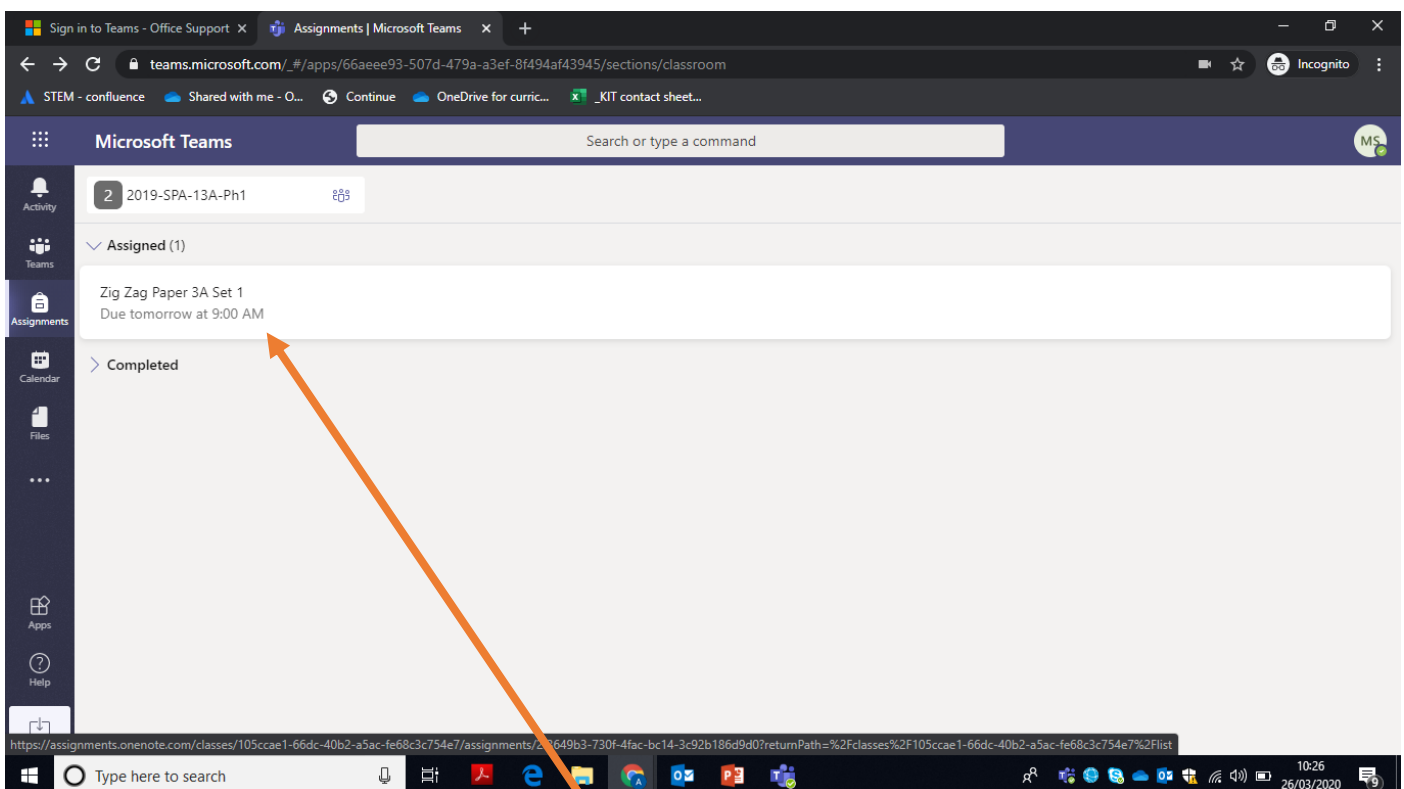


Try to take an interest in your child's live lesson if you can and stay close so that you can aid them if necessary. Try to find out who is hosting the lesson, what the lesson is about and what tasks they will be set. If they are required to conduct internet searches, ensure parental controls are in place. If you're using Zoom, make sure that screen sharing is only shared with the host. This will avoid 'Zoombombing' whereby uninvited guests use the screen-sharing feature to broadcast porn or other inappropriate content.

## Opening and submitting assignments



Once the lesson is over, your teacher may set you an assignment which you can view either directly from the 'posts' in the lesson channel



Or you can view it directly from the "Assignments" channel.

Sign in to Teams - Office Support x Assignments | Microsoft Teams x +

teams.microsoft.com/\_#/apps/66aeee93-507d-479a-a3ef-8f494af43945/sections/classroom

Microsoft Teams Search or type a command

Back

### Zig Zag Paper 3A Set 1

Due tomorrow at 9:00 AM

Points  
No points

Instructions  
Complete Zig Zag Paper 3A Set 1

My work

Zig zag paper 3.docx

+ Add work

Turn in

Once you have completed the work, "Add work" and then click on "Turn in"

Type here to search

10:27 26/03/2020

Sign in to Teams - Office Support x (2) Assignments | Microsoft Teams x +

teams.microsoft.com/\_#/apps/66aeee93-507d-479a-a3ef-8f494af43945/sections/classroom

Microsoft Teams Search or type a command

2019-SPA-13A-Ph1

Assigned (0)

Completed (1)

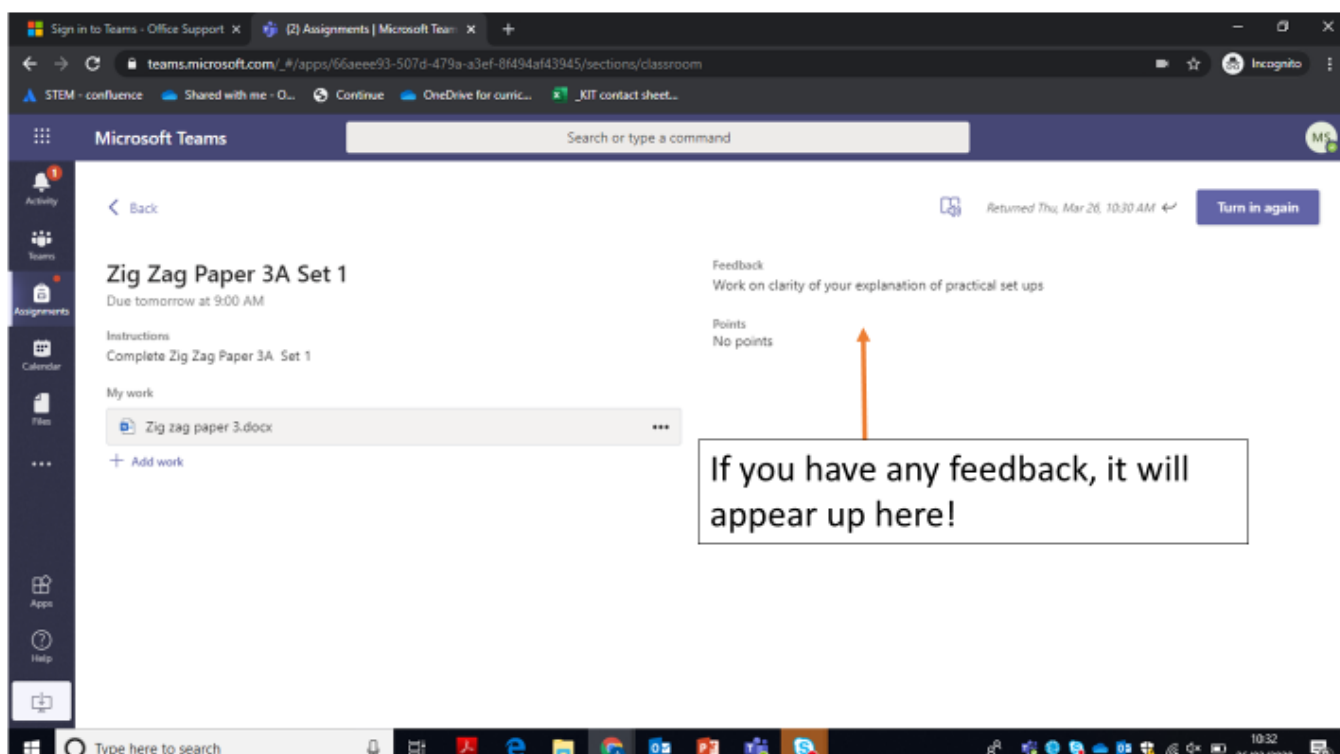
Zig Zag Paper 3A Set 1

Nothing left to turn in. #winning

Your teacher will check the work and may give you feedback which you can check by selecting 'Completed' and clicking on the work you have submitted.

Type here to search

10:32



## Trouble Shooting

This first time you log on it may be a bit slow – if it doesn't load check you have used Chrome or Edge.

## Logging in at home

Students can log in at home but they will have to also enter their password. This should save after the first log in – there is the Microsoft Teams App which they can download to their PC – please contact the school if your password doesn't work.

## Possible problems and their solutions

1. Teams isn't working (**Students need to use Google Chrome or Edge or the Teams app**)
2. Students can't edit work – (**they need to 'Undo the Hand in' or click on 'Edit document'**)
3. Text boxes don't work on Word online – (**use tables instead or type underneath the Text box**)
4. Students can't paste pictures or words into their work – (**students need to press 'Ctrl and V' keys to paste – pictures must be pasted in separately**)
5. **Glitches – students just need to reopen their work**