

## **Microsoft Teams Parent Guide**

Microsoft Teams is a great way of teachers and pupils being able to take part in a virtual lesson! The teacher will, at a certain time every week, start a 'Teams Meeting' which the children in the class can join in with. The teacher may be visible to your child, can ask and answer questions, write on a whiteboard, show PowerPoints and other documents... It is very much like a real lesson without being physically there!

If provided, documents, questions or worksheets can then be downloaded for use after the class.

The following instructions will give you help on how to get set up and how to begin using Microsoft Teams to join a lesson.

You can click on the links that are emailed to you by your teacher to open the lesson or access teams through the St John Fisher portal.

### **Access Via St John Fisher's Portal**

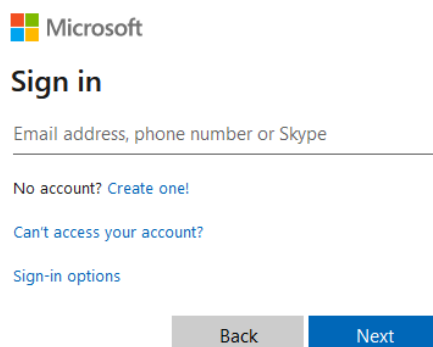
To access the St John Fisher Portal, click the following link:

<https://login.microsoftonline.com>

or

<https://teams.microsoft.com>

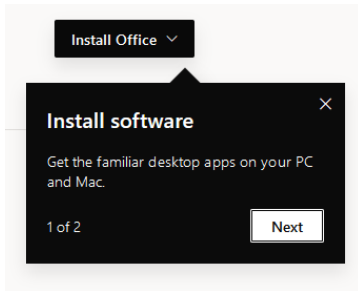
The following screen will be displayed



Your child will sign in using their own email address which looks something like this  
16marfar@sjf.wigan.sch.uk

If this is the first time your child has used this portal you will be asked if you would like to install office. This will allow your child to create documents, presentation, etc on their device. This is provided free of charge by St John Fisher whilst your child studies at the school.

## Microsoft Teams Parent Guide



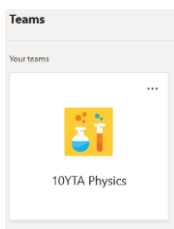
Next, click on the Teams icon which is located down the left-hand side of the screen. The icon looks like this:



You have two ways of accessing teams. The first way is to download the app, and the second way is via the web app.

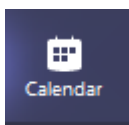
If you chose the web app you will be welcomed by greeting screens which will show you around teams.

When you have completed the greeting screens, you will see your child's Teams in the main pain:



You can select a class at any time to view content and work on assignments.

In the calendar down the left-hand side you will see the calendar icon:



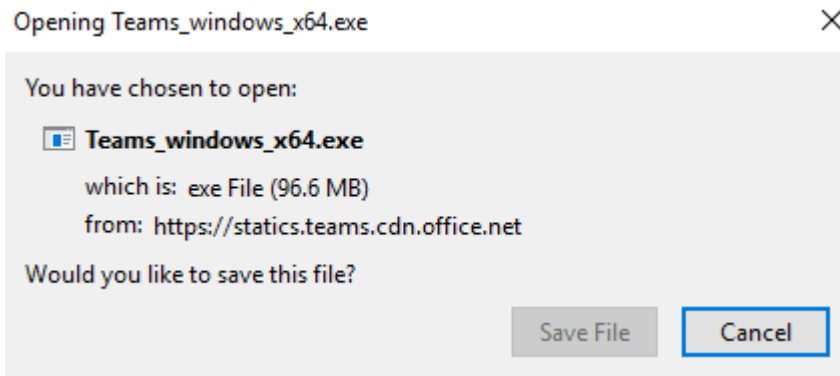
This is where all your child's meeting invites will be. Just like all calendar entries, you can select the link to join the meeting. You will have to wait in the lobby until the teacher lets you in.

Once you are in the class, your teacher will then start your lesson.

### **Download the Teams App**

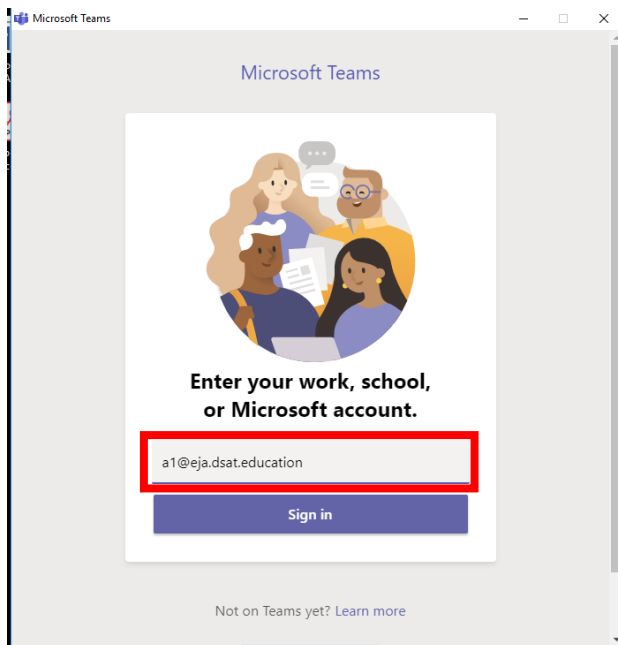
If you chose to download the app the following screen will be displayed:

## Microsoft Teams Parent Guide



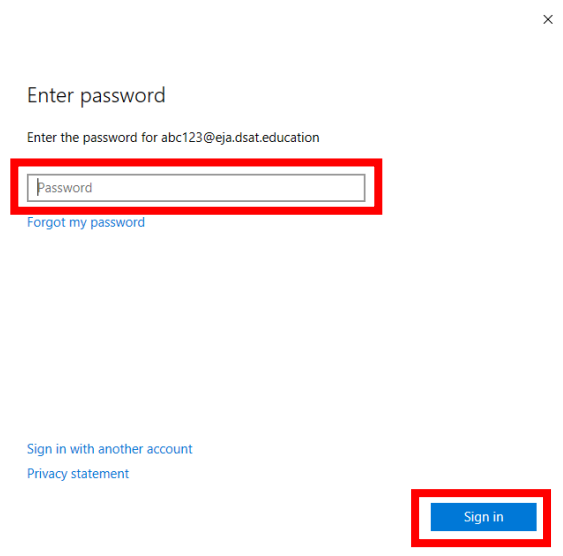
Save the file to your device and then open the file to install it. Follow the instructions until the installation is completed.

When you open Microsoft Teams, this box will appear. Type in your child's Microsoft account address in the box and click 'Sign in':

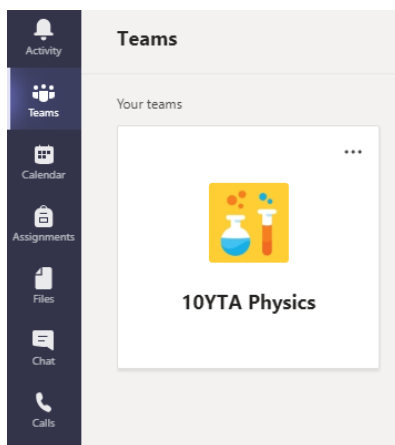


Then, enter your password and click 'Sign in':

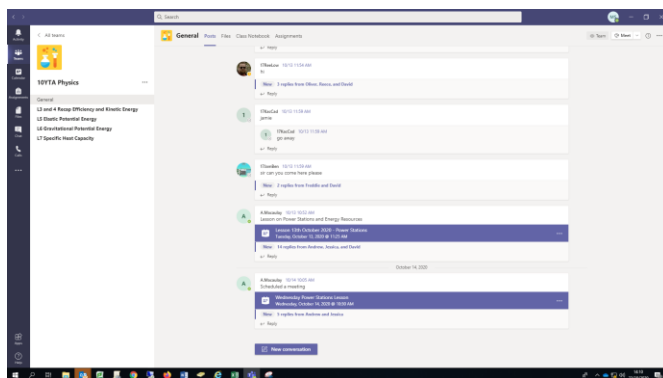
# Microsoft Teams Parent Guide



The teams that your child is in will then appear (your child's will be their class) Click the team square to enter:

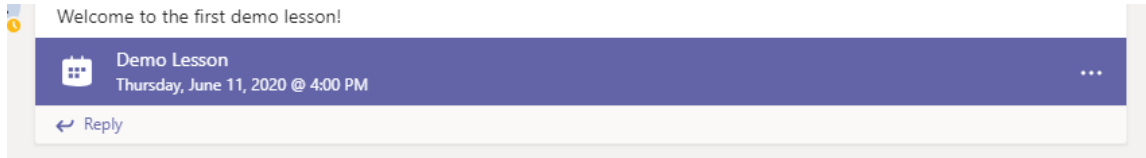


When you are in the team's general area, it will look something like this:



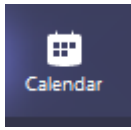
## Microsoft Teams Parent Guide

When there is a lesson to join, you will see this. Click the lesson (in a purple box):

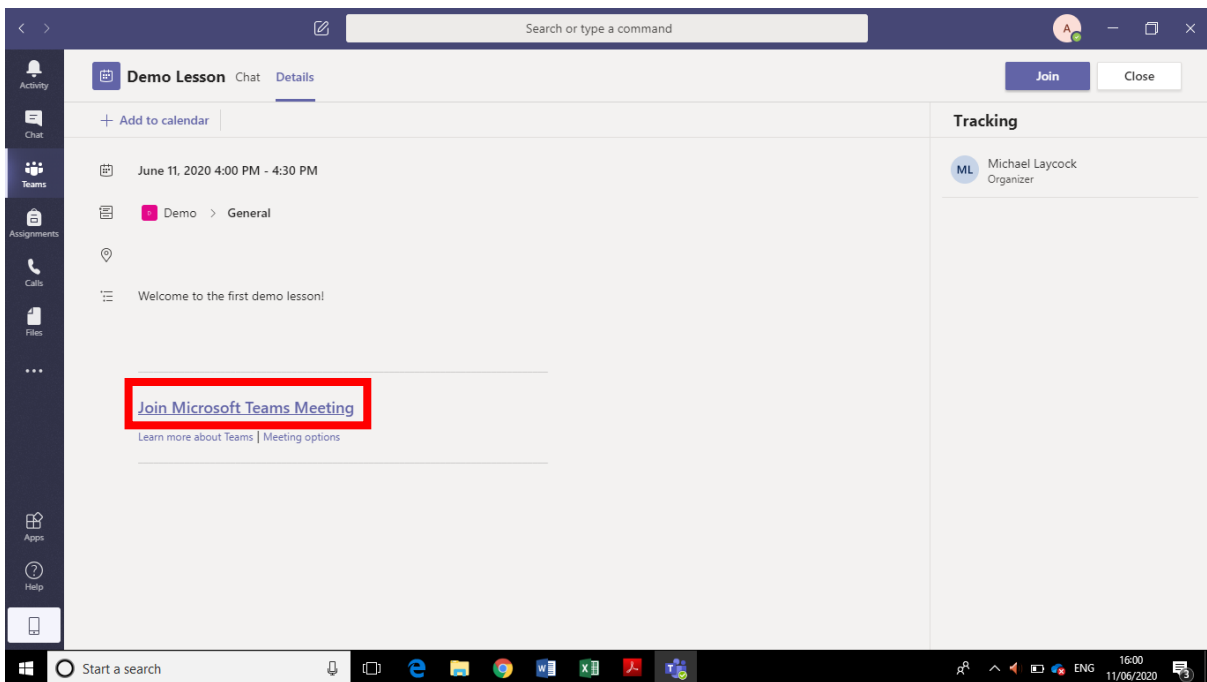


## Microsoft Teams Parent Guide

Or again, click on the calendar icon to view your upcoming meetings:



Then, click 'Join Microsoft Teams Meeting':



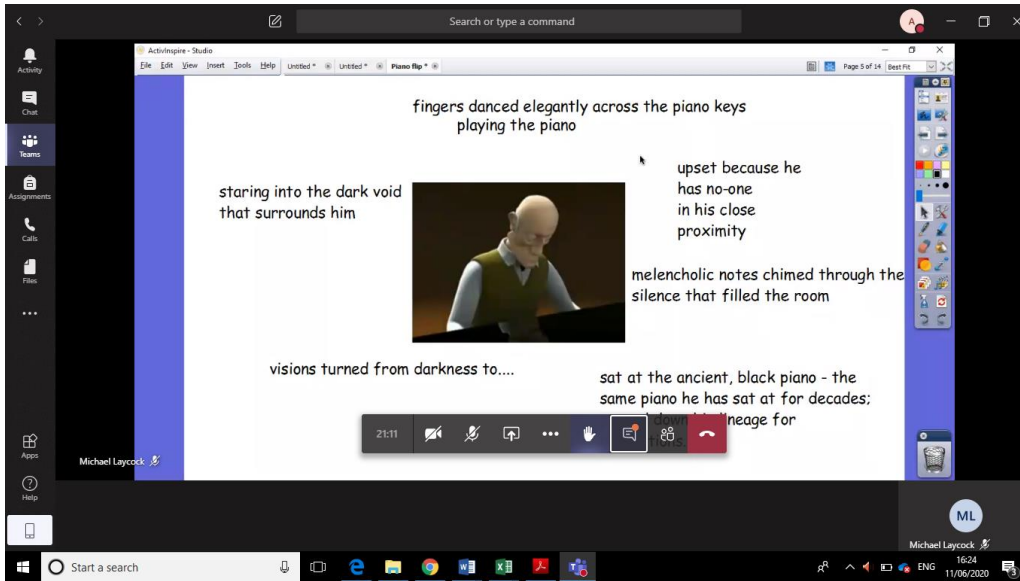
If you wiggle the mouse, you'll see this box come up at the bottom of the screen:



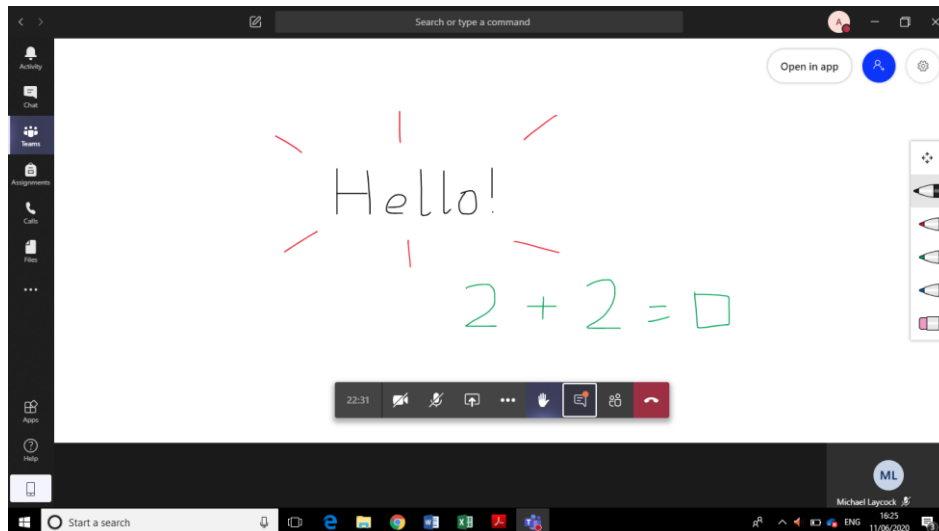
The other buttons you will not need for the lesson.


In the lesson, your teacher will talk to you, ask questions, listen to your answers or view them in the chat box and share their slides (just like they do in a normal lesson!):

## Microsoft Teams Parent Guide



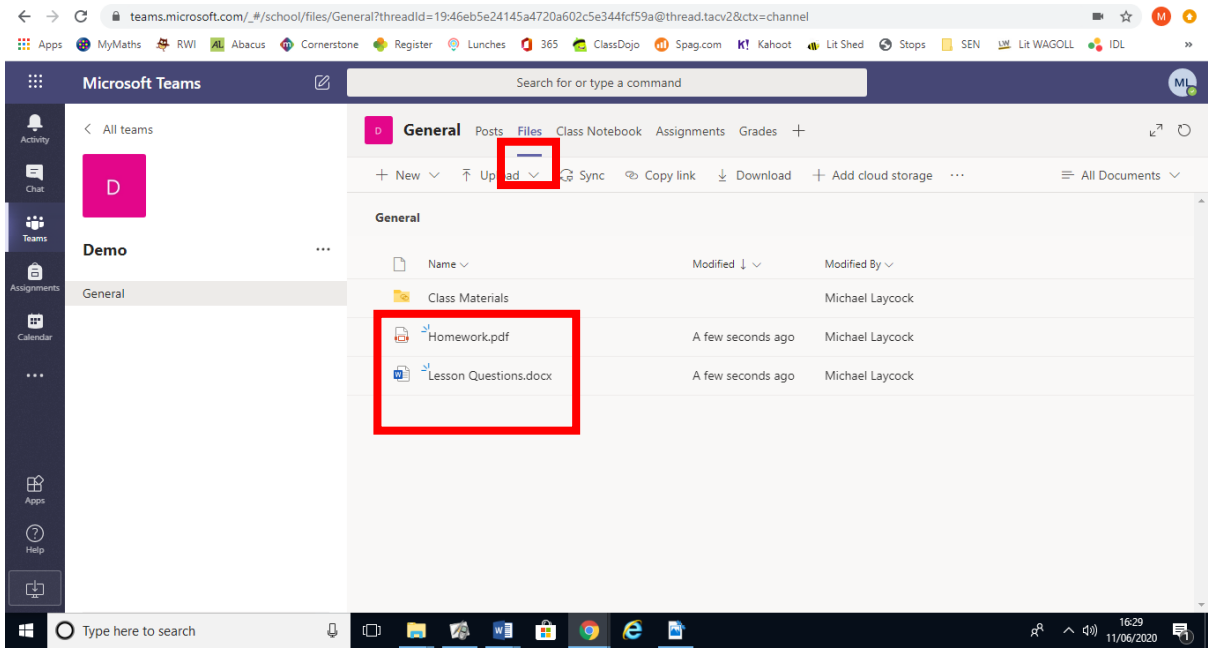
Sometimes, they will write on a whiteboard:



When the lesson is finished, please press the red telephone button to hang up and leave the lesson 

After the lesson, there may be some worksheets or extra questions for you to download in 'Files':

# Microsoft Teams Parent Guide



And don't forget, when you've finished, make sure you log out to keep yourself safe!