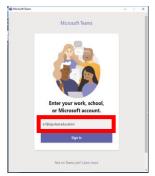
Microsoft Teams Parent Guide 2023

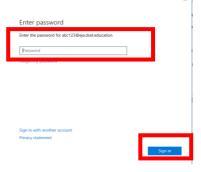
Additional Independent Learning will be available to students via Microsoft Teams. The following instructions will help you and your child to access Microsoft Teams.

Microsoft Teams App



Start by downloading Microsoft Teams from the app store on a phone / tablet.

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



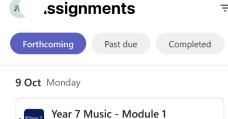
Then, enter your child's school password and click 'Sign in'.

If your child cannot remember their email address or password, check in their school planner. Please contact their form tutor if you cannot find the details there.



The Teams that your child is linked to will then appear (It will be their year group). Click 'Assignments' at the bottom of the screen.





Due at 15:00

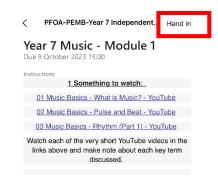
Due at 23:59

Due at 23:59

In 'Assignments' you will find a folder for each subject. This contains all additional independent learning tasks for the module.

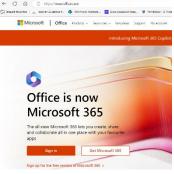


When the selected tasks have been completed, attach any documents (paperclip icon at the bottom of the screen), then click 'Hand in'



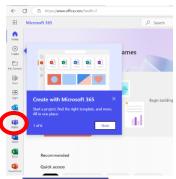
Microsoft Teams Parent Guide 2023

Microsoft Teams on Office 365



Go to <u>www.office.com</u> and click sign in. When prompted, log in using your child's school email address and password.

If your child cannot remember their email address or password, check in their school planner. Please contact their form tutor if you cannot find the details there.



Office 365 will open to a general screen showing recently opened files and all Microsoft applications available to students in school. This allows students to access Teams, resources on SharePoint and their school email.

Select the Teams icon. You may be asked to log in again or to confirm the account.



The Teams that your child is linked to will then appear (It will be their year group). Click on the square



When you are in the Team, the Home Page provides an overview. You will only need to use the Assignments page, or Grades to check any feedback.

In 'Assignments' you will find a folder for each subject. This contains all additional independent learning tasks for the module.

When the selected tasks have been completed, attach any documents (paperclip icon at the bottom of the screen), then click 'Hand in'

Assignments		2
< Back		☐ ③ Not rided in Hand in
Drama Independent Learning Due 9 October 2023 23:59	Points No points	
Instructions		
The tasks below will extend your learning on <u>Escane Room</u> . This will support the work you will be completing in lesson as we explore <u>how to</u> create a character that is different from ourselves.		
These tasks are optional, so you can complete as many as you are able to. You will receive subject points for each task you complete. Pleases wait until go be about completed each task you have decided to attempt before attaching any documents and clicking Hand in? You could bring apper copies into school to show your teacher.		
Something to watch: Click this Ight to watch the Masterclass video with Samuel L Jackson, where he explains what it means to create a character. Create a short-written account of the information you learn from the clip, detailing the lay points and tips for others when creating a character.		
Something to read:		