

St Anselm's Catholic Primary School

Roxborough Park, Harrow-on-the-Hill, Middlesex, HA1 3BE

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'Learning and growing together through prayer, belief and love'

2nd January 2021

Microsoft Teams Live Teaching – Access Details

Dear Parents,

As you are aware, teaching for children will be moving online for the first two weeks of spring term due to the current lockdown. To facilitate live teaching, we will be using Microsoft Teams so that staff can see and interact with the children. Please follow the simple instructions below to set Teams up on your chosen device.

Recommendation

For the best experience, we recommend that you set Microsoft Teams up on either a Windows or Mac based computer as this provides access to all features in Microsoft Teams and will allow your child to see everything in full screen view. However, if the above options are not available, a modern tablet or smartphone will be sufficient.

How do I download and install the Teams app onto my device?

On the device your child will be using, please open the following link:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

This will open your default internet browser and take you to a download page where you are given the option to download Microsoft Teams for Desktop (computer) or download Microsoft Teams for Mobile (smartphone/tablet). Please click/tap on the appropriate button to download the app for your device.

Depending on the option you have chosen, the Microsoft Teams App will either start downloading as an executable file in your browser which you can then run to install the app onto your desktop, or you will be given the option to have the app store links emailed to you so that you can download the app onto your smartphone or tablet.

When the download has completed, please either run the executable file from your browser to complete the install and to create a shortcut to Teams on your desktop, or download the app from your devices app store by tapping the relevant link in the email sent to you by Microsoft and open the app from there when complete.

How do I log onto Microsoft Teams?

When prompted to log on, please use your child's Sharepoint details and allow the organisation to manage your device when asked (this is just for security and your personal details will not be collected).



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I'm logged into Microsoft Teams, how does my child join a live lesson?

Once you have logged onto Microsoft Teams, you will then be taken to a dashboard with your child's year group team listed – if you click on this team, you should then be taken to the main page of the team and be able to access any lessons/meetings set up by your child's class teacher by clicking their class from the channel list down the left hand side of the team page (i.e. 3 Maple Class, 5 Rowan Class).

If you don't see a join meeting link at the date/time a lesson/meeting has been scheduled by a class teacher, then please don't panic – a join meeting link will appear as soon as the class teacher has started their meeting/lesson. This may not appear initially if the teacher is delayed starting their lesson, so please wait patiently for the link to appear.

When the link appears, please click on the Join Meeting button to enter the meeting and take part in the lesson.

We hope that the general guidance above will help your child to get started with Microsoft Teams. Virtual teaching is something our school have not taken part in before, so please expect some minor teething problems to begin with whilst we get accustomed to this new way of learning.

If you have any problems setting up Microsoft Teams, we advise you to contact your child's class teacher via their class email as they can run through some basic troubleshooting with you first and escalated with the schools IT support where necessary.

We look forward to seeing everyone online and hope this resource proves useful to you all in these challenging times.

Kind regards

Mrs Johanna Collyer (Online Safety Lead)

Mr Richard Pugh (School ICT Technician)



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