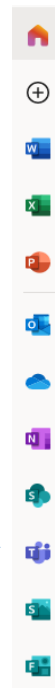
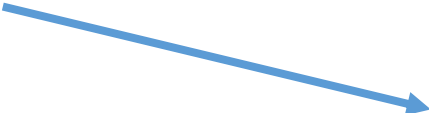


A Guide to using Microsoft Teams at Palace Wood



1) <http://www.office.com> Please sign in to office 365 to activate your account. Once in you will see a screen with lots of icons. Please click on the Teams icon. You should then be taken to your child's class group.

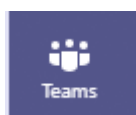
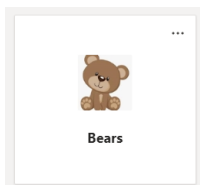


2) Your child has a new login for Microsoft Teams and the password (cat). It will look like this but be individualised for each/your child

- 20JeremyV@palacewood.kent.sch.uk
- cat

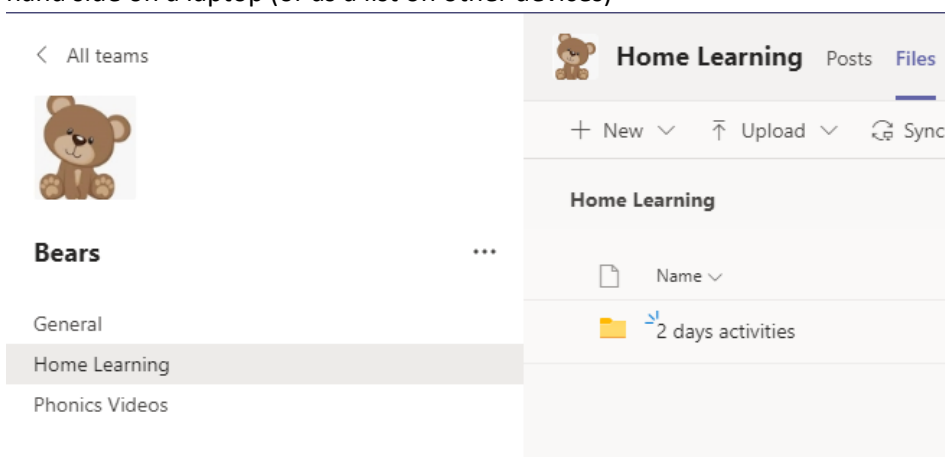
2 digits which is the year they would have started in Year R. This is followed by your child's first (preferred) name and initial of their surname. Sometimes this may be abbreviated if that's what you have told us. E.g. Josh instead of Joshua

3) Once you are in you will be taken to the homepage of the year group class. If you see a box like the one below, click on it and it will take you to the homepage.



If you are using a device other than a laptop, it may be that you need to click on the Teams icon

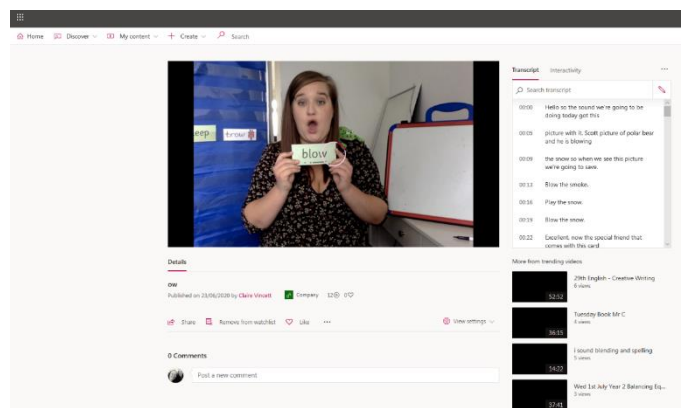
4) Once you've clicked on the team you will then see a list of pages through tabs on the left hand side on a laptop (or as a list on other devices)



The teachers will aim to put learning into folders for each day to help make it easier to find. It is likely that you will find video links her on the posts page to watch for some lessons.

5) The class teacher/team leader will have set up channels/tabs on this page. You will find the following tabs:

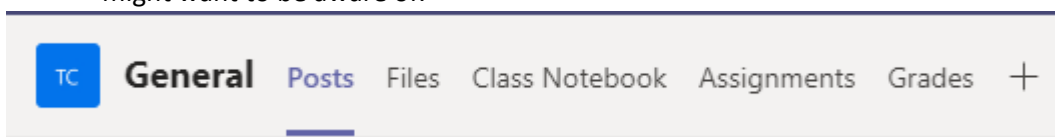
- **General** – This page is for general chat. Ask questions here if you would like. Use @ and type the person's name if you want to direct it to a specific person or class name if you want all to see. E.g. @Lions
- **Phonics Videos** – Recording by our Phonics and English Leads Miss Knowers and Mrs Childs, this is where you will find video links for phonics. The platform uses a programme called STREAM. When you click on the video it will take you to your internet browser. The video will play. You will also notice there are additional videos down the side. These are videos that we have uploaded as a school and we would suggest ignoring these and returning to your child's team page to find the ones suitable for them. (It's a bit like the trending/suggested videos shown on YouTube) We have no control over this feature.



PLEASE NOTE: Videos cannot be downloaded but will remain on the Teams page so you can return as often as you wish. You can email yourself the web address should you wish to watch on another device.

6) OTHER FEATURES ON TEAMS THAT COULD BE USED BY CLASS TEACHERS

- **ACTIVITY** – A notification function. This highlights any changes to the page you might want to be aware of.



- **FILES** – Here you will find any file that has been uploaded to the team page or folders of learning that have been created
- **CLASS NOTEBOOK** – The class teacher may decide to use this function to help store work or to work collaboratively.
- **ASSIGNMENTS** – tasks could be set using this function. It could be a document, quiz but direction will be given when set.

7) Using videos or live meeting session

- If a large group of children need to self-isolate but are well enough to be learning then a lesson will be set using TEAMS. If it is a live meet, you should see it in your calendar or as a notification on the page. When joining live sessions, your video and microphone should be off. Chat will be open, as well as, the raised hand function. Instructions may be given using a pre-recorded session so children can watch and pause at their own pace.