



Horsley & Mapperley **Microsoft Teams Guidance for Children & Families**

Your unique username has been sent with a paper copy in a pack. Although it is an email address, you won't have a mailbox to use this to send or receive emails.

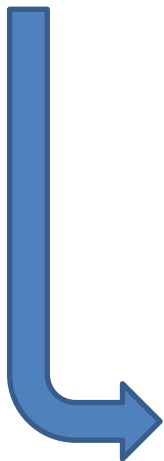
There is also a reset code in case you forget your password.

This will be used to access Microsoft Teams.

To get started:

- Go to <https://horsleycofeprimary.school/home-learning-hub/>
- Scroll to "**Get Started with Microsoft Teams**"
- Click the first link <https://pub-johnflamsteed.msapproxy.net/itservices/help/password/>, which will open a new page.
- Click "Password Reset/Account Activation"

Click "I already have a password reset code"



jrnSchools

This is a **secure** password reset tool is for **Student** accounts only. Staff please contact ICT Services Helpdesk for password assistance.

***Before you begin:** Students use the same password for logging in to the Computers in-school as logging in to Online Services. A verification email will be sent to the primary Parent/Guardian, the link will need to be clicked for you to be able to change your password.*

Already have a password reset code? [Click here](#)

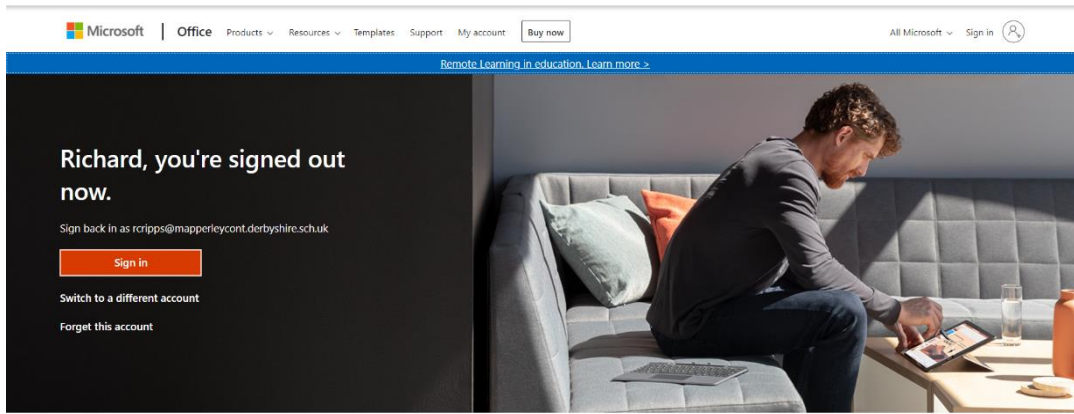
- Enter the 7 Digit password reset code supplied and set a memorable password.

Accessing Teams on a Laptop or PC

On the web browser (Chrome, Internet Explorer, Safari etc.), type in

www.office.com

Then type in your email & password.

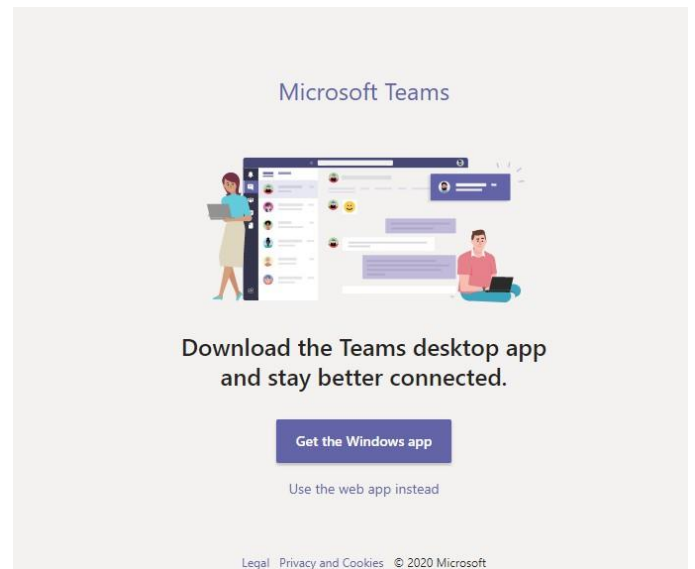


Follow Office [in](#) [f](#) [t](#) [@](#) [✉](#)

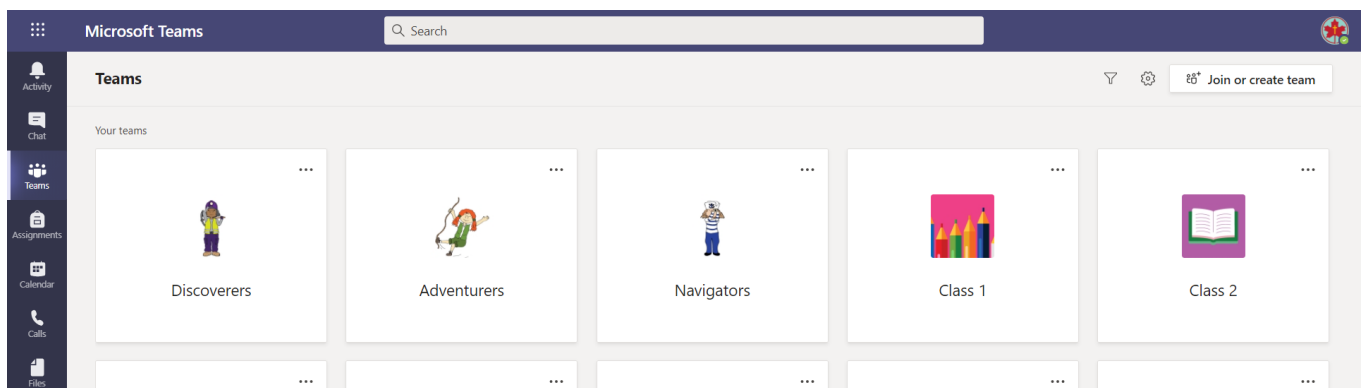


You will then be in Office 365. On the left-hand side of the page there will be the Teams icon that you need to click on. See the circled icon.

A message will then appear asking you if you would like to access Teams on the browser or in the app. I'd recommend accessing it through the app if possible, so it always appears on the computer for future use. It is best to download the app at this stage the first time you use it. It can then be added to your desktop/task bars to find easily.

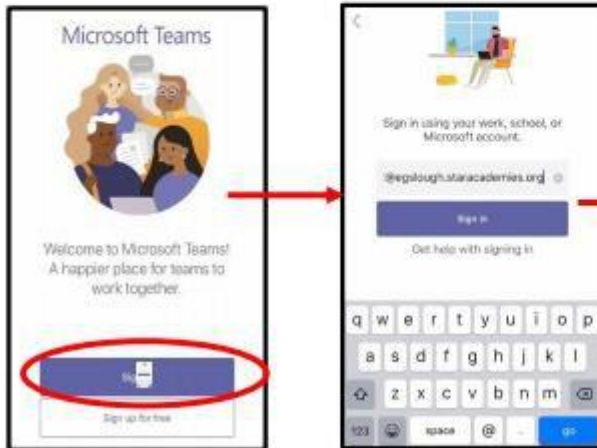


This is the home screen for Teams (the children's home screen won't show teams for both schools).



Accessing Teams on a Tablet or Phone:

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Log in using your email & password as mentioned previously.

Using Teams to Access Live Sessions:

Click on your Teams & you should see a notification for a meeting. We will be using these meetings for our virtual contact.



Click on the meeting at the time the meeting is set and then click 'join.'

You will then join a meeting.

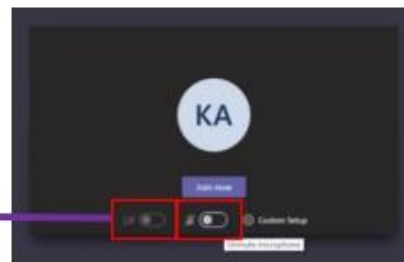
Protocols when in a Live Session

- Ensure your microphone is muted, only unmute if asked to do so by the teacher.
- Ensure your camera is turned on. No virtual backgrounds please.
- Only children to take part in the sessions. Parents and family members must not ask questions.
- If you need to ask/respond to a question, use the 'Raise Hand' function to get the teachers attention.
- Live sessions will be recorded by school for safeguarding purposes.

What to expect when you join Teams meeting join screen?

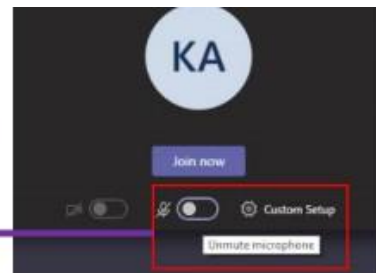
You will be presented with a start-up meeting screen. This allows you to configure your meeting controls before you join the meeting.

You will be presented with some **meeting controls**. At this stage you can choose **whether or not to turn on your computer's camera and microphone**.



Unmute microphone

Hover the mouse to the right and you will get 'unmute microphone' and the mouse will change to a hand shape, right click mouse button.

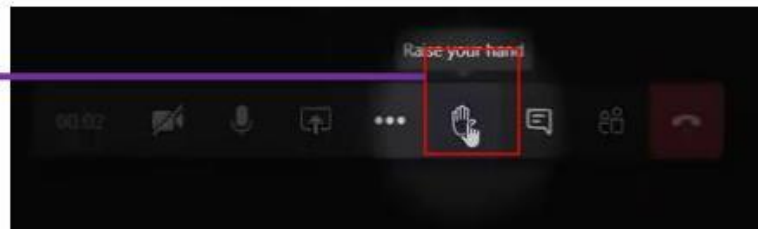



You can do the same for video camera to be switched 'on' or 'off'



'Raise your hand' and putting questions in the chat

During the meeting you can click this icon to **'raise your hand'**. This shows to the teacher that you have digitally raised your hand. This is useful when you need to ask a question.

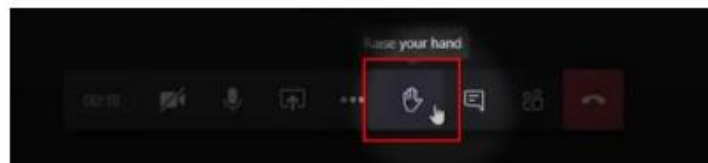


Your teacher will see a raised hand on the screen with this symbol  and by your name



Lower your hand

If your hand is raised then hover your mouse on 'Raise your Hand' to lower your hand



During meetings the sharing screen function will be disabled for children participating. Chat should be kept relevant to the meeting.

End the Team Meeting

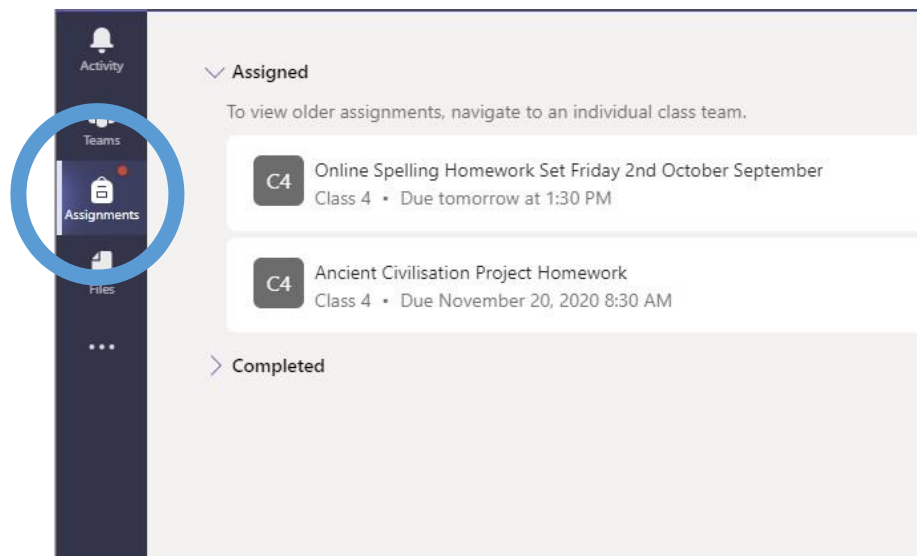
To end the meeting you need to **'Hang up'**



Assignments:

Staff may set assignments and quizzes on Teams to support and develop learning.

To access assignments set by the class teacher, click the assignment button. You will then see the assignments that are currently set.



An assignment will be used to share a link to a video, worksheet, set a task, give an instruction, give a link to a website and more. Children will view the assignment and then complete a task based on this. They can then upload a photo or document of the completed task. To do this you click on the 'add work' section and then you can upload from there.

Online Spelling Homework Set Friday 2nd October September

Points
No points

Due tomorrow at 1:30 PM

Instructions

Log into Edshed and complete this weeks spelling assignment. Complete the games for at least 30 minutes.

Reference materials

<https://play.edshed.com/en-gb/login>

My work

 Add work

When children have completed the task and uploaded a photo or document, they need to click hand in or 'turn in.'

Teachers may also set a quiz to complete. This will also be in the assignment section.


Year 6 Maths Quiz- Homework set Friday 2nd October

Due tomorrow at 1:30 PM

Instructions

None

My work

 Year 6 Maths Quiz- Homework set Friday 2nd October (Class 4) ⋮

You need to click on where it says 'My Work'. This will then open up a quiz form where there are questions to answer.

Year 6 Maths Quiz- Homework set Friday 2nd October (Class 4)

Complete the quiz based on your learning this week.

Hi Ben, when you submit this form, the owner will be able to see your name and email address.

1

$30,594 + 15,423$

Enter your answer

When all the questions are completed, click 'submit'

9

A machine prints 92 labels every minute.
How many labels will it print in three-quarters of an hour?

Enter your answer

Submit

Teachers can then give feedback when assignments and quizzes have been completed and hand in.

< Back



Return

Year 6 Maths Homework- Set Friday 18th September

Due September 25, 2020 1:30 PM

Instructions

Complete the quiz and then submit it.

My work

 Year 6 Maths Homework- Set Friday 18th S... 

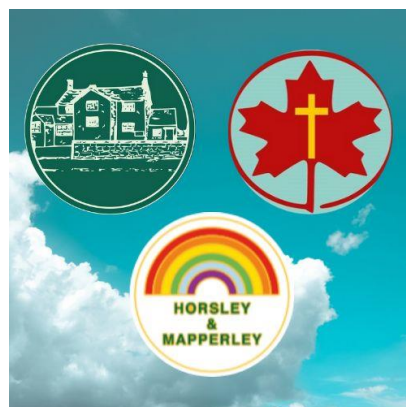
Feedback

Great work  t. 2CPS points!

Points

0 points possible

Families have access to a license for Microsoft Office for the duration of their time at Horsley by logging in with the same details above at <https://www.office.com/> and clicking "Install Office".





Code of Conduct

BEING ONLINE: Guidance for Pupils & Parents Horsley & Mapperley

PUPIL CODE OF CONDUCT

When using the Microsoft account in applications like Microsoft Office and Teams pupils should always remember to **be polite and respectful** when communicating with others.

- ✓ Work on Teams as you would in the classroom – **respectfully and sensibly**.
- ✓ You will only take part in 'live' streaming, if an adult at home knows you are doing it.
- ✓ You will not record or take photos of your classmates or teachers during a session.
- ✓ No virtual backgrounds please.
- ✓ You should not be eating during live sessions or have phones at hand.
- ✓ You must be fully dressed- e.g. no pyjamas (no need for school uniform)
- ✓ Cameras must be on.
- ✓ Keep your microphone on mute except when asked to speak.
 - ✓ If you experience an incident where someone has been unkind or disrespectful to you, report it immediately to your class teacher.
- ✓ You should inform an adult if you see anything online that makes you feel uncomfortable.
- ✓ You should not share or upload anything which is inappropriate or could upset others.
 - ✓ You should only contact your teacher through the chat if you have a question related to your learning.
- ✓ You must not share your password with others or use other pupils' accounts.
 - ✓ You should not delete or open other people's files or documents.
- ✓ You understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to your teachers.

PARENTS' GUIDELINES

- ✓ Parents must not use their children's account to contact teachers.
- ✓ Parents can be present in the room but not on screen.
- ✓ Parents should provide suitable supervision to their children when accessing schoolwork at home.
- ✓ Sessions should not be recorded by parents on any device or shared, but will be recorded by school for safeguarding reasons.
- ✓ All Teams live sessions should take place in a living space (not a bedroom).

WHAT TO EXPECT FROM THE SCHOOL & THE STAFF

- ✓ Staff will not start any online session until more than 2 children are in the lobby.
- ✓ Staff will end any online session for all pupils before leaving.
- ✓ If it is clear a child has been unkind to another child or shared inappropriate content, they will be given a warning and parents will be contacted.
 - ✓ If their behaviour continues then they will have their access restricted and potentially removed, with work being sent home by another means.
- ✓ The school reserves the right to log on to an account to check the activity of a pupil to help resolve any problem.

