



St Mary Magdalen's RC Primary

Microsoft Teams

Parent Guide



Logging in



Using the pupil online learning page on our school website, you will need to click on the Microsoft Teams tile in the top left-hand corner and add your child's username and password carefully to the sign-in box. There are a mixture of characters and symbols. It may be useful to save these details once they have been entered correctly. These login details can be found at the front of your child's homework book.

Class Teams

Once they are logged on, they will be able to access their class team by clicking on the icon shown. This will be displayed on the left-hand side of the screen. Once clicked, it will link to their class tile which they can then select. This will then bring you to a screen with access to some tabs along the top of the screen.



TABS

Posts

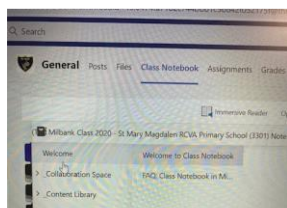
This is an area where children can communicate with the teacher and each other. Posts will be monitored to ensure they are appropriate and deleted if needed. Teachers will add messages here with information about work set and any lessons planned. Children can also ask questions and leave messages here.

Files

Weekly online learning grids will be saved here to view and any class materials can be added. Files in this section cannot be edited – they are 'Read Only'. Any links to websites shown in blue should be able to be opened from here.



Class Notebook



This is where work will be set and sent to your child's individual notebook. They can access it using the drop-down menu on the left-hand side. There will be a pupil notebook with your child's name and in that file are four folders:

Class notes, Handouts, Homework, Quizzes. Work to be edited and completed will be placed in here. Teachers will mark and add feedback to work completed and save it in the pupils' individual notebooks. Any powerpoints or handouts to read

will be stored in the 'Content Library' where there will be individual folders for subjects.

Calendar – Live lessons

The calendar icon, on the left-hand side of the screen, can be used to join any live lessons your teacher has planned. Any sessions that have been planned for your class will be shown here. You can join the 'meeting' by clicking on the session at the planned time and your teacher will allow you to join the meeting.

Learning will be shared and you will be able to ask questions and give answers throughout using the chat.

There is a short video outlining the steps listed above on our school website via the 'Pupil Online Learning Page.' If you have any further questions, please use the year group emails to contact your child's class teacher or contact the school office on 0191 581 3055.