



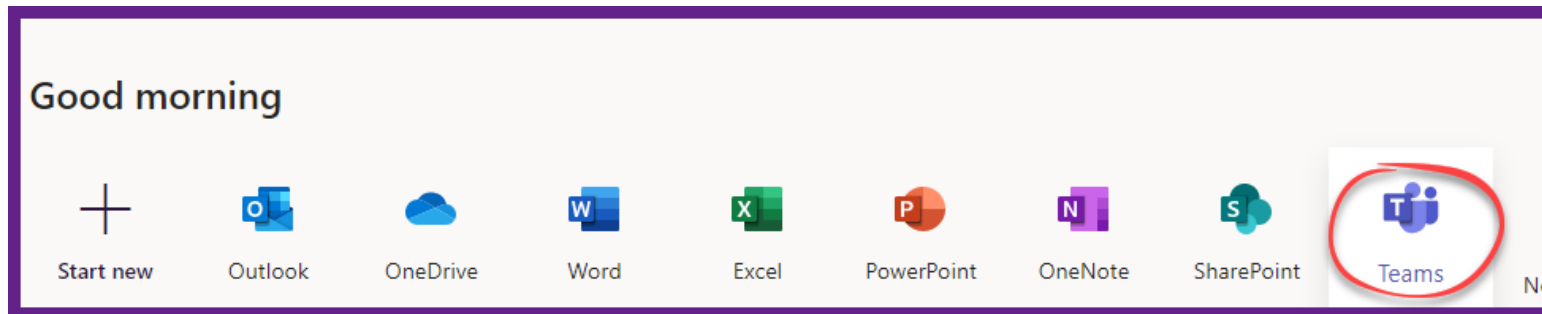
General Information for Teams

Login Information

Pupil usernames and passwords are provided.

Go to the Office 365 sign in page at www.office.com and enter the username and password provided.

From the Home Page select Teams



Devices

Teams can be used on a desktop/laptop, iPad or Android device.

Camera & Microphone

Children should disable their camera & microphone if they are asked to watch their teacher present something 'live'. Children cannot start a video call with any child or member of staff.

Misuse

Any child misusing Teams will have their access removed. Misuse includes:

- offensive language;
- cyberbullying;
- 'spamming' the chat window.

Identifying Children

Children are identified by their username - no names are displayed. We ask that children change their icon to a face picture to make communication during 'teaching' easier.

Lesson Formats

There are a number of ways in which Teams can, and may, be used:

Live Lesson - version 1	Live Lesson - version 2	Pre-Recorded Lesson	Saved Resources
<p>Your child's teacher may 'go live' on Teams and ask your child to be a viewer. Children must have their camera & microphone muted.</p> <p>These lessons could be used when teaching phonics or modelling mathematical concepts.</p>	<p>Your child's teacher may 'go live' on Teams and ask your child to join in with a 'live chat'. There will be no audio or video. Your child's teacher may send files for your child to access. Children may be questioned through the chat window.</p>	<p>Your child's teacher may prerecord a video and share it with the class. This could be done through 'Files' OR in the live chat window.</p> <p>Follow up activities will be shared with children.</p> <p>Please Note: your child's teacher may not be at their computer during this activity.</p>	<p>Your child's teacher will save resources into 'Files' and notify you a new activity is available.</p> <p>Follow up activities will be shared with children.</p> <p>Please Note: your child's teacher may not be at their computer during this activity.</p>

Staff will choose the most appropriate lesson format to use.

Staff will be able to respond to your email questions between 9am-10:30am and 1:00pm -2:30pm

Apart from that time they will be preparing resources, recording lessons, teaching lessons, answering more detailed questions via the telephone, planning out extra work and/or dealing with safeguarding issues. They could be doing any one or more of the above.

This is the main window you will use. This is where your child's teacher will message their class. You can see from the example below (from Year 6 at Ribbon Academy) that children have responded to Mrs Ruddell.

The screenshot displays a Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area shows a chat window for 'Y6 - The Ribbon Academy' with a 'General' channel selected. The chat history includes:

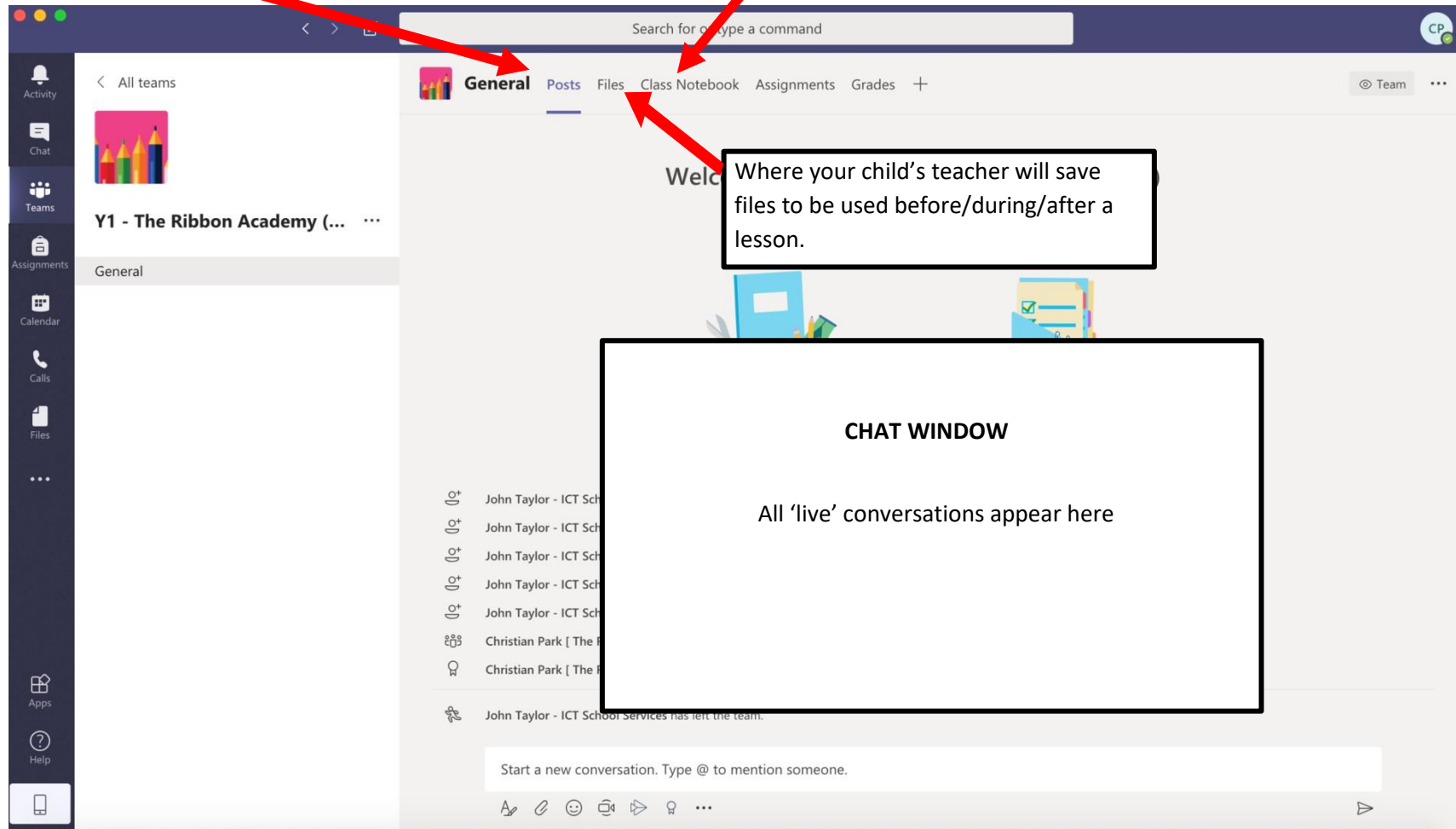
- A message from N. Ruddell [The Ribbon Academy] at 10:39 containing a PDF file named 'BWBM Front Cover.pdf' with the path 'Y6 - The Ribbon Academy (3517) > General'.
- A reply from N. Ruddell [The Ribbon Academy] at 10:40 saying 'Here it is...'
- A reply from a student (blue profile picture) at 10:40 saying 'Thanks'.
- A reply from a student (pink profile picture) at 10:40 saying '2.1 think it is about butterfly's'.
- A reply from a student (blue profile picture) at 10:41 saying '1. Fiction' with 1 thumbs up.
- A reply from a student (blue profile picture) at 10:41 saying 'Fiction' with 1 thumbs up.

At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for emojis, attachments, and other chat functions.

Let's have a closer look...

Where your child will chat with their teacher.

Where your child can work with their classmates/privately on a digital notebook.



Where your child's teacher will save files to be used before/during/after a lesson.

CHAT WINDOW
All 'live' conversations appear here

Activity

Calendar

Teams

Assignments

Apps

Help

All teams

Y3 - The Ribbon Academy (...)

General

General Posts Files Class Notebook Assignments Grades

Team

220STU.3517 [The Ribbon Academy (3517)] Yesterday 14:49
Thanks Christian! Lovely seeing everyone again! 😊
Reply

215STU.3517 [The Ribbon Academy (3517)] Yesterday 14:50
Yes, lovely to see you all. Speak soon 😊
Reply

212STU.3517 [The Ribbon Academy (3517)] Yesterday 14:50
Thanks
Reply

217STU.3517 [The Ribbon Academy (3517)] Yesterday 14:50
thanks
Reply

219STU.3517 [The Ribbon Academy (3517)] Yesterday 14:50
Thanks
Reply

Meeting ended: 13 min 48 sec
Reply

Start a new conversation. Type @ to mention someone.

📎 🗨️ 📄 📁

Click to type.

Click to send a file. Examples of appropriate files could be work completed since the previous lesson, photos etc.

Click to send an emoji.

Class Notebook - a space for collaboration and individual work. Click the > symbol next to 'Welcome to Class Notebook' to expand the menu. Your child's teacher will have access to all written work.

Click here to work together, as a team, during live lessons.

Click here to type individual responses to set work.

The screenshot shows the OneNote Class Notebook interface for a team named 'Y3 - The Ribbon Academy (3517)'. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options: Activity, All teams, Y3 - The Ribbon Academy (3517), Assignments, and a vertical menu with icons for Apps and Help.
- Top Bar:** Includes a search bar, navigation arrows, and a search icon. Below it are tabs for General, Posts, Files, Class Notebook (selected), Assignments, and Grades.
- Class Notebook Menu:** A vertical list of sections: Welcome, _Collaboration Space, _Content Library, 217STU.3517 [The Rib..., Quizzes, Handouts, Homework, and Class Notes. A red arrow points from the 'Collaboration Space' callout to the '>' symbol next to 'Welcome', and another red arrow points from the 'Individual Responses' callout to the 'Class Notes' section.
- Main Content Area:** Displays a page titled 'Y3 - The Ribbon Academy (3517) Notebook'. The page content includes:
 - A header: 'Hi , can you see this ?'
 - Text: 'Your **OneNote Class Notebook** is a digital notebook for the wr handwritten notes, attachments, links, voice, video, and more.'
 - Text: 'Each notebook is organized into three parts:'
 - Numbered list:
 1. **Student Notebooks** – A private space shared between the teacher and e access every student notebook, while students can only see their own.
 2. **Content Library** – A read-only space where teachers can share handouts
 3. **Collaboration Space** – A space where everyone in your class can share, c
 - An illustration of a tablet displaying a notebook page with a smiley face and a pencil.
 - Text at the bottom: 'How to make the most of Class Notebook in your Class Team:'