



Guide to Microsoft Teams for remote Learning at Clandon School

All Video teaching & file/document sharing will be achieved via Microsoft Teams should it be required. This is a very high-level user guide for accessing the areas of Microsoft Teams your child will need to enable them to access remote learning from Clandon Primary School. Please note this guide is not a comprehensive Microsoft Teams Guide and is only aimed at Clandon School Children, Parents, Guardians, and carers. Please be aware, you may not see any meetings or assignments until we commence learning remotely – but please ensure you can connect to the dashboard as soon as possible so we can troubleshoot any issues quickly.

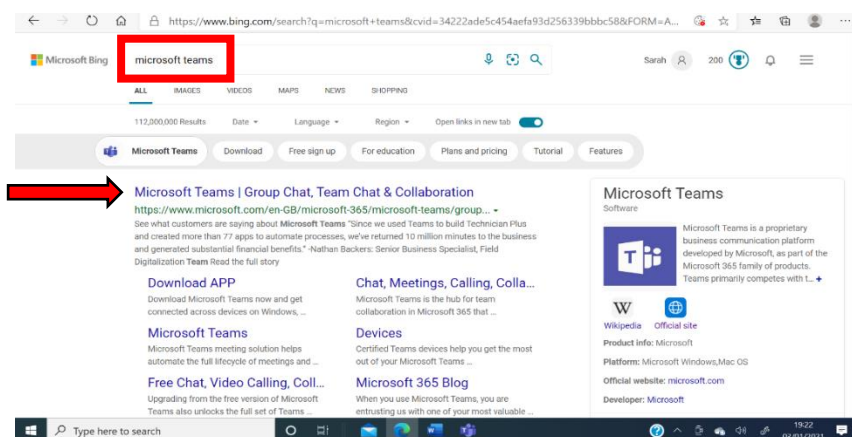
Microsoft Teams is free software that can be accessed via an app on phones and tablets (Android or Apple operating systems) or directly through a web browser.

If you want to access Microsoft Teams via a phone or tablet – please download the Microsoft Teams app and follow the on-screen instructions. The email and password you should use for your child will be sent separately. Using a tablet/phone to access Microsoft Teams can be beneficial for short video calls. To upload and view files/documents it is likely you will need to view Microsoft Teams on a laptop or desktop device. Any work that is completed by the child can be uploaded to Microsoft Teams via individual assignments set by teachers. This can be documents, word/excel/power point etc. (Further instructions come later in this document) It can also support various photo formats, so work can be completed on paper and photos of the work directly uploaded to assignments. If you do not have functionality available to upload documents or photos, please complete on paper and contact your class teacher for further details. If you have any log in issues with your child's username/email/password – please firstly double check the details and try again but if you still have issues, email Frank.Carthy@clandon.surrey.sch.uk explaining the issue and he will be in contact at the earliest opportunity.

If you are accessing Microsoft Teams via a laptop or desktop computer, please follow the below guide to join video calls and access documents/assignments.

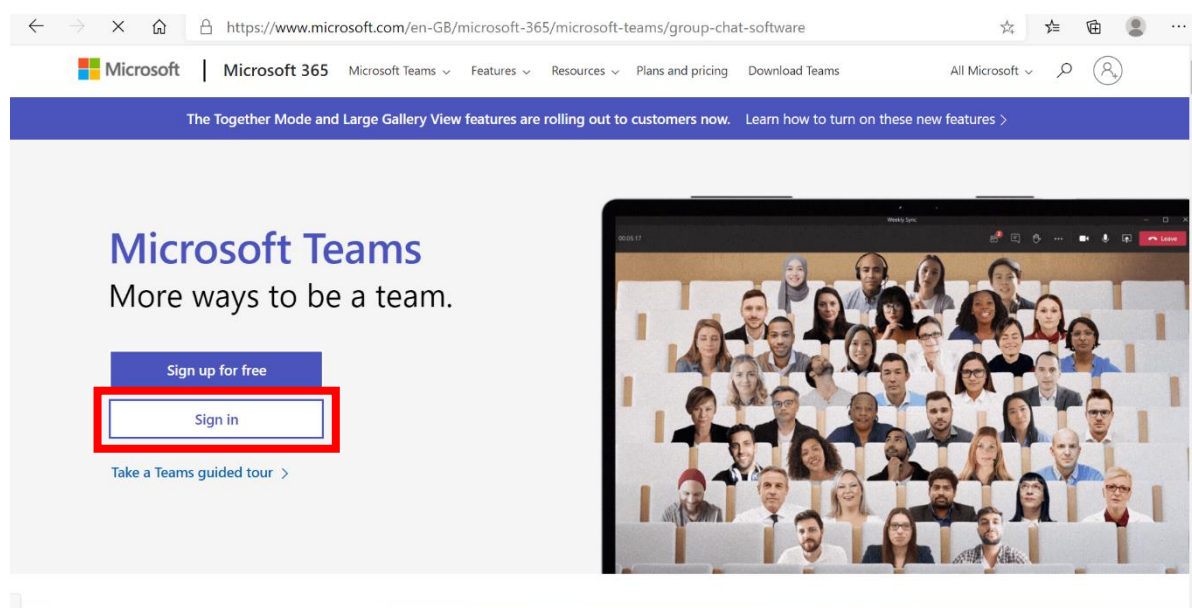
Connection to Microsoft Teams

Open your web browser and search for Microsoft Teams

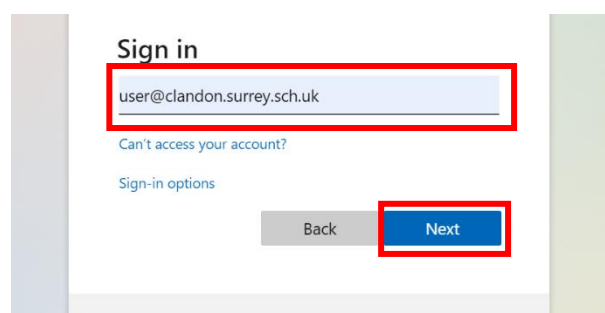


Click on the top search result.

You will then be presented with a welcome screen – Click 'Sign in'



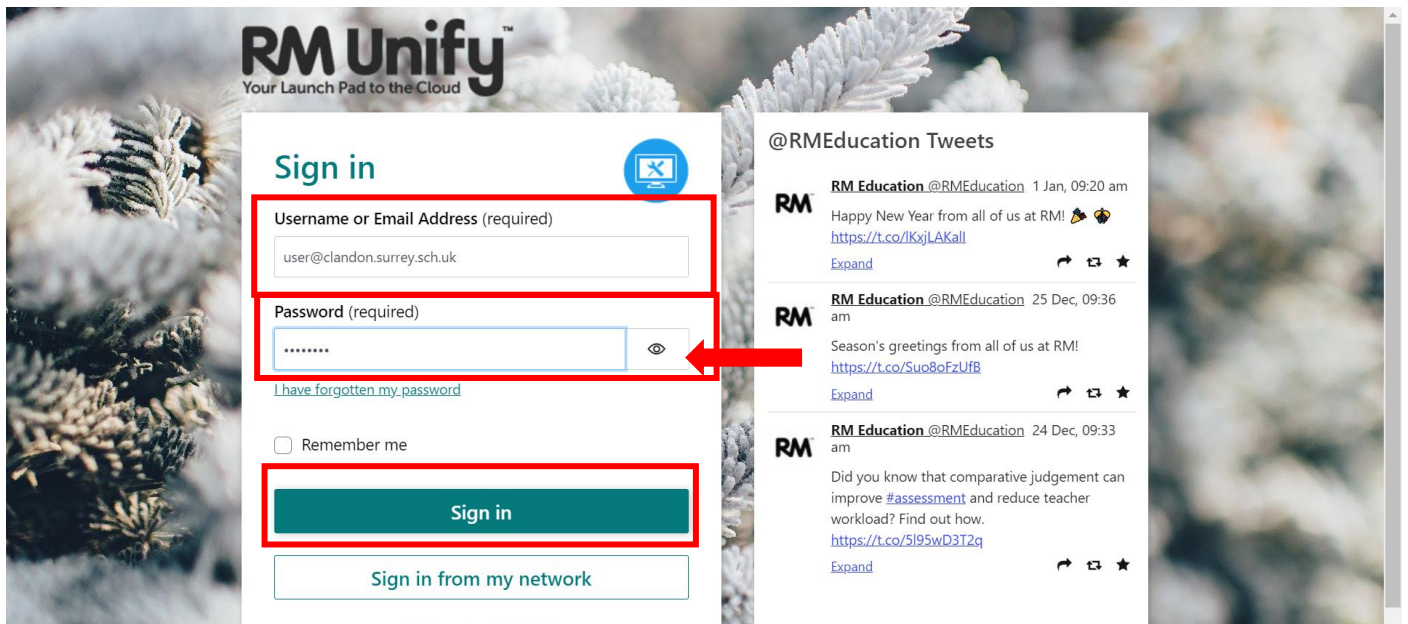
Once you have clicked sign In you will be presented with the next screen – Input your child's email address that has been sent to you from school – Click 'Next'



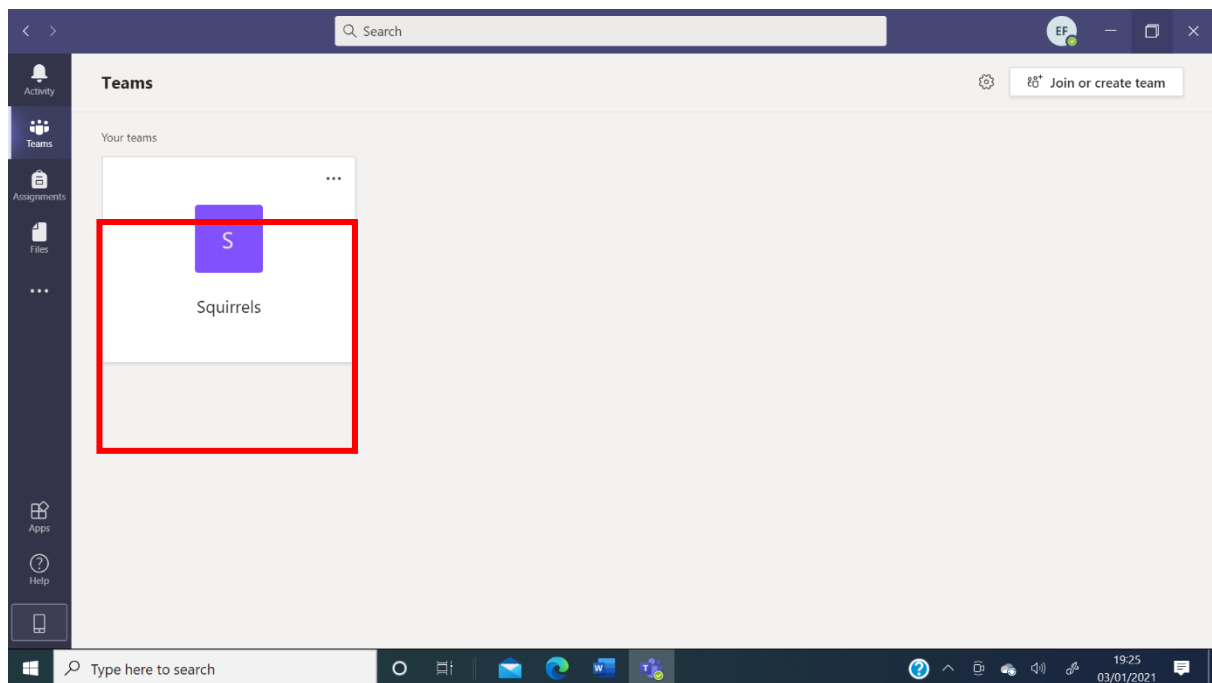
You will then be presented with a RM Unify log on screen –

Check the email address is correct – enter the password for your child – if you need to see the password you are entering – click on the 'eye' symbol to the right hand side of the password box. Then click 'Sign in'

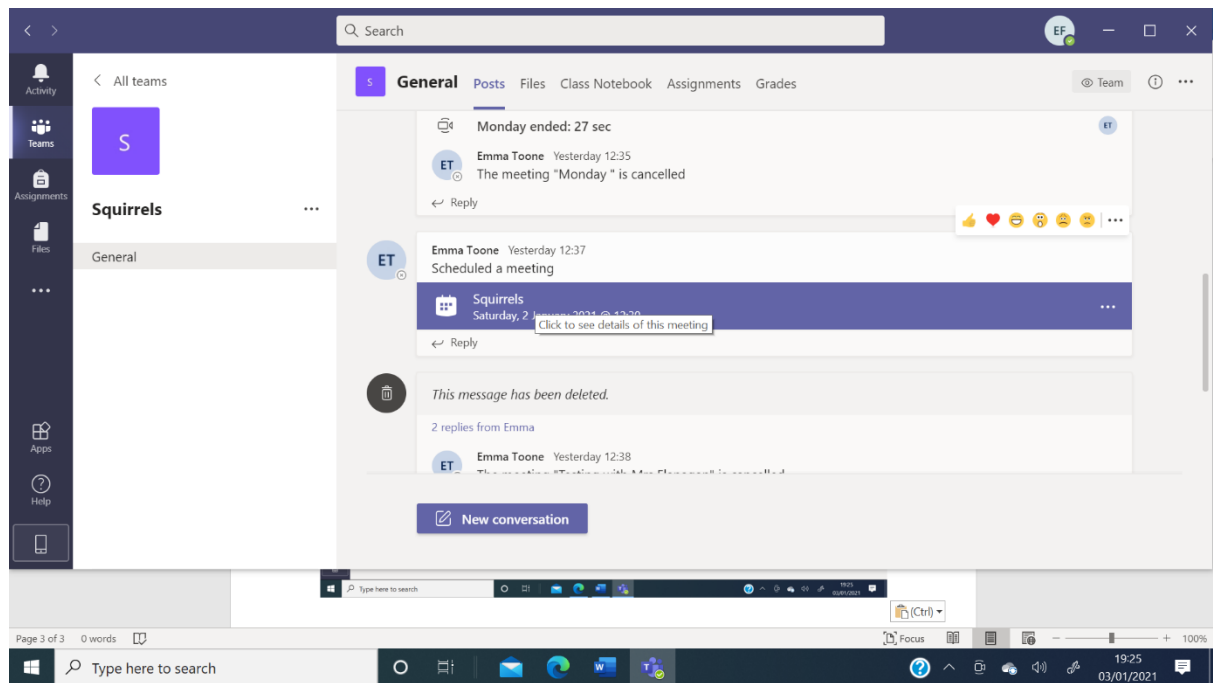
If you have any issue signing in – please double check you're child's email and password before contacting school.



You will be now presented with your child's class dashboard.

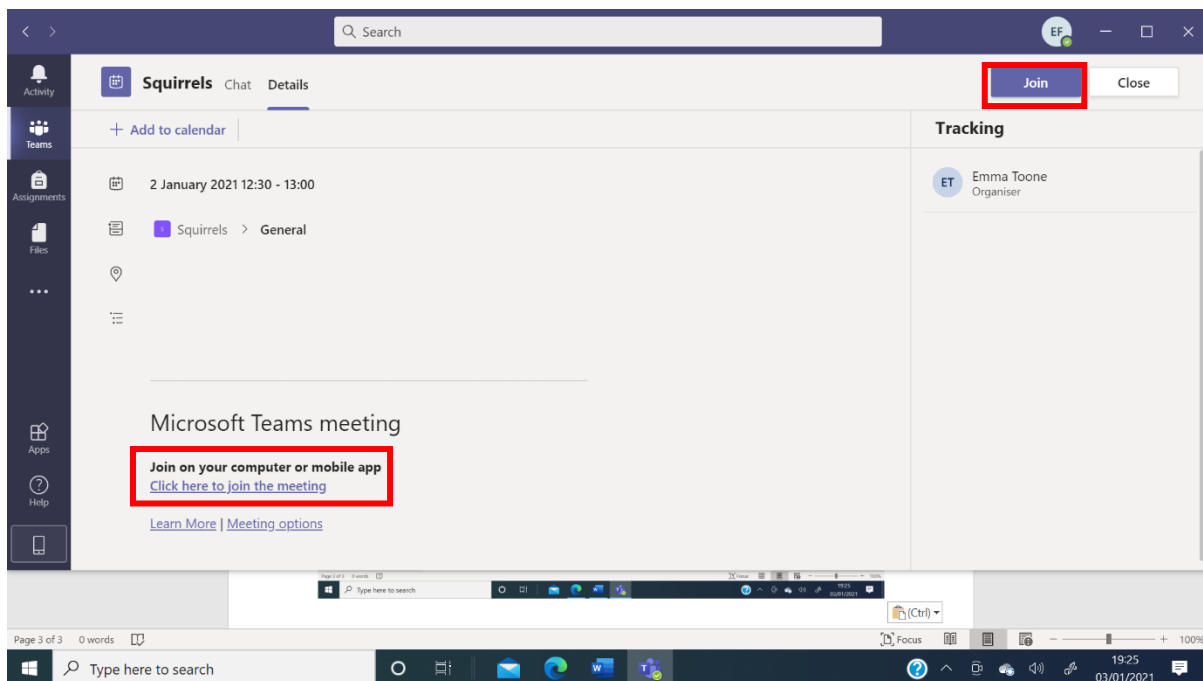


Click onto the Class team – in this example it is Squirrels but will be Kestrels, Squirrels, Badgers or Rabbits as appropriate. Within the team details under 'posts' you will see any live meetings that are scheduled.



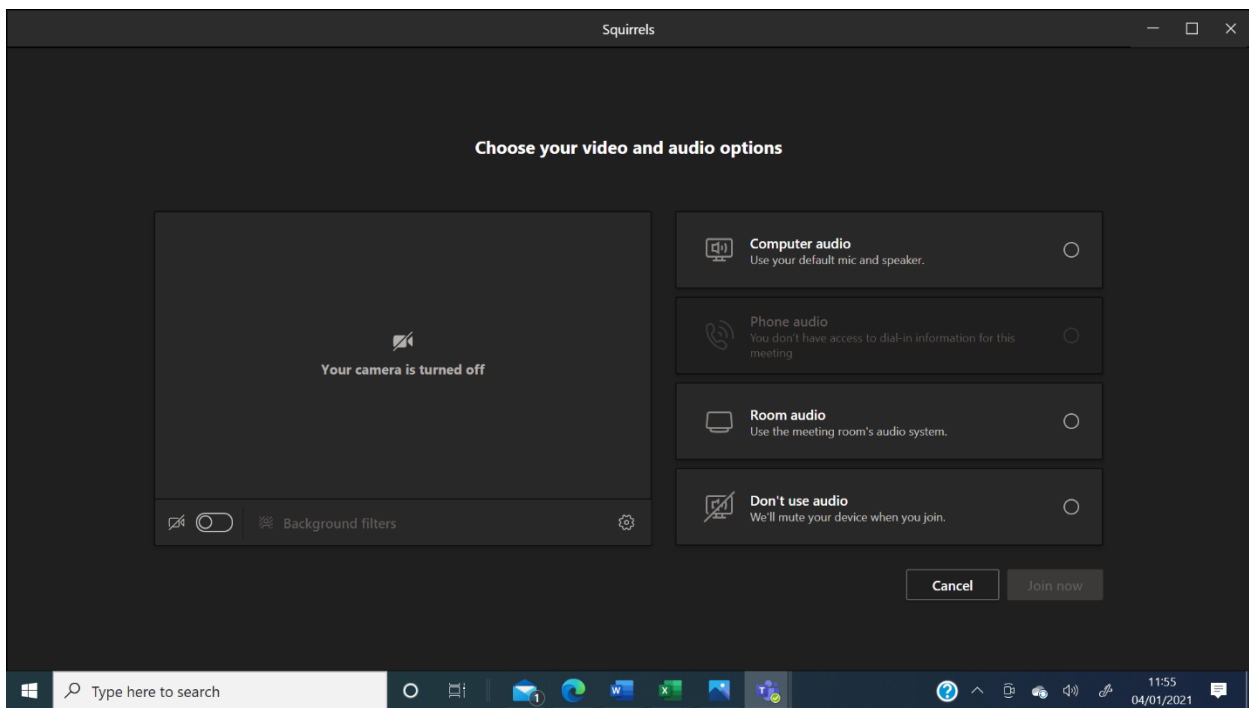
Click On the scheduled meeting and you will see further details regarding the meeting you are viewing.

Click on 'Click here to join the meeting or the 'Join' button.

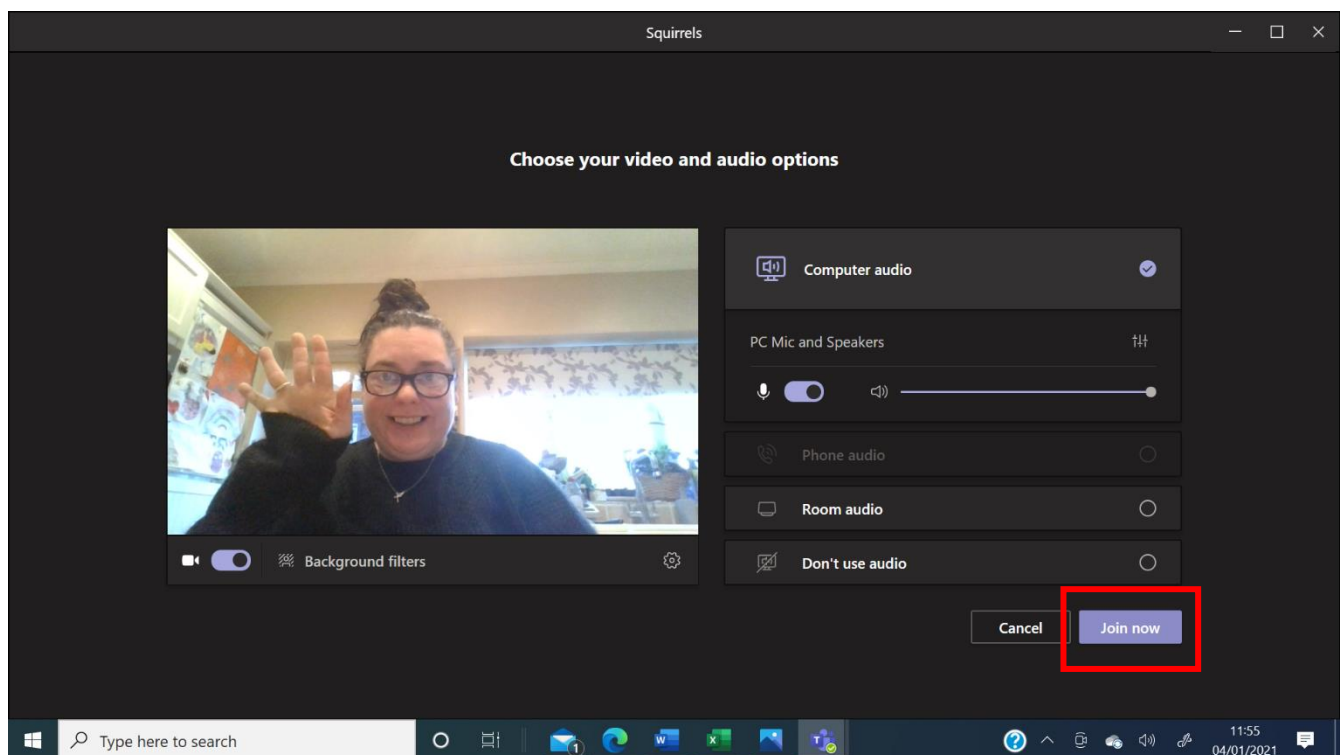


The following screen will appear – Please ensure your camera & audio settings are turned on





Once these settings are changed, you will see yourself and can click the 'join now' button to join the meeting

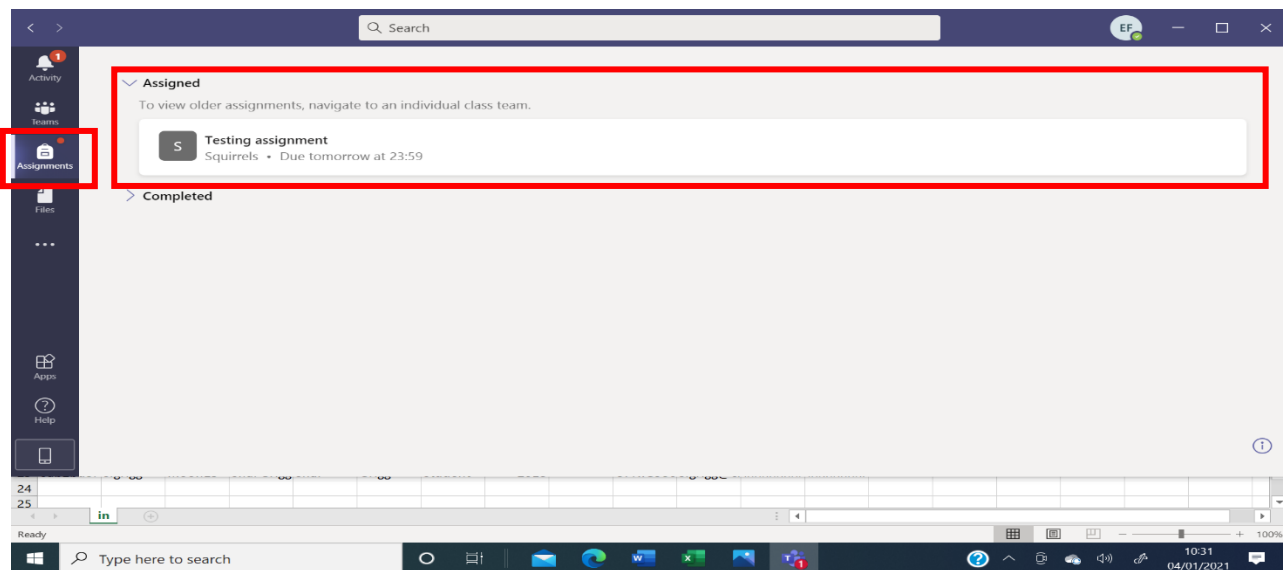


You will then join the online live meeting with your class teacher. Your teacher will give further guidance once in the meeting around muting background noise & asking questions. Happy Learning!

To view & use assignments within Microsoft Teams

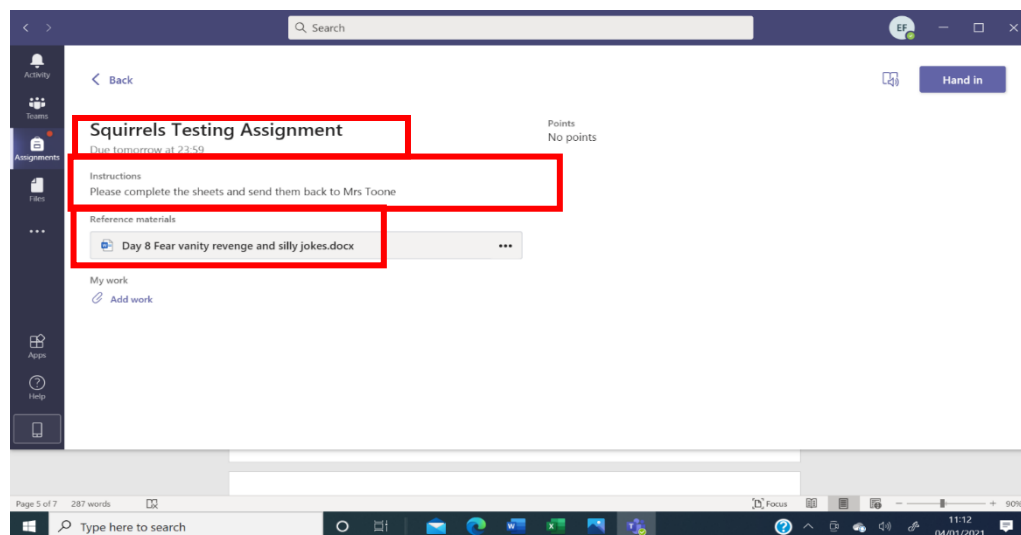
As mentioned at the beginning of this document – 'Assignments' within Microsoft Teams will be the main way your teachers will set work. It is also a way for you to view documents they wish you to see and upload your work to send back to your teacher.

Click onto the assignments tab on the left-hand side – this will list out all outstanding assignments.

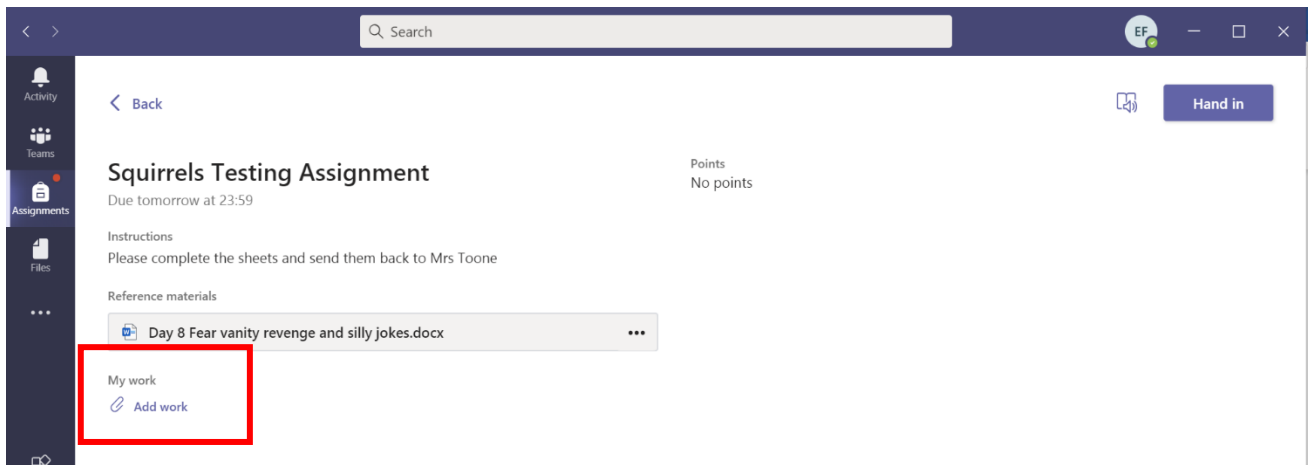


The title of the assignment is at the top and the due date of the assignment should also be visible. Click into the assignment to see further details.

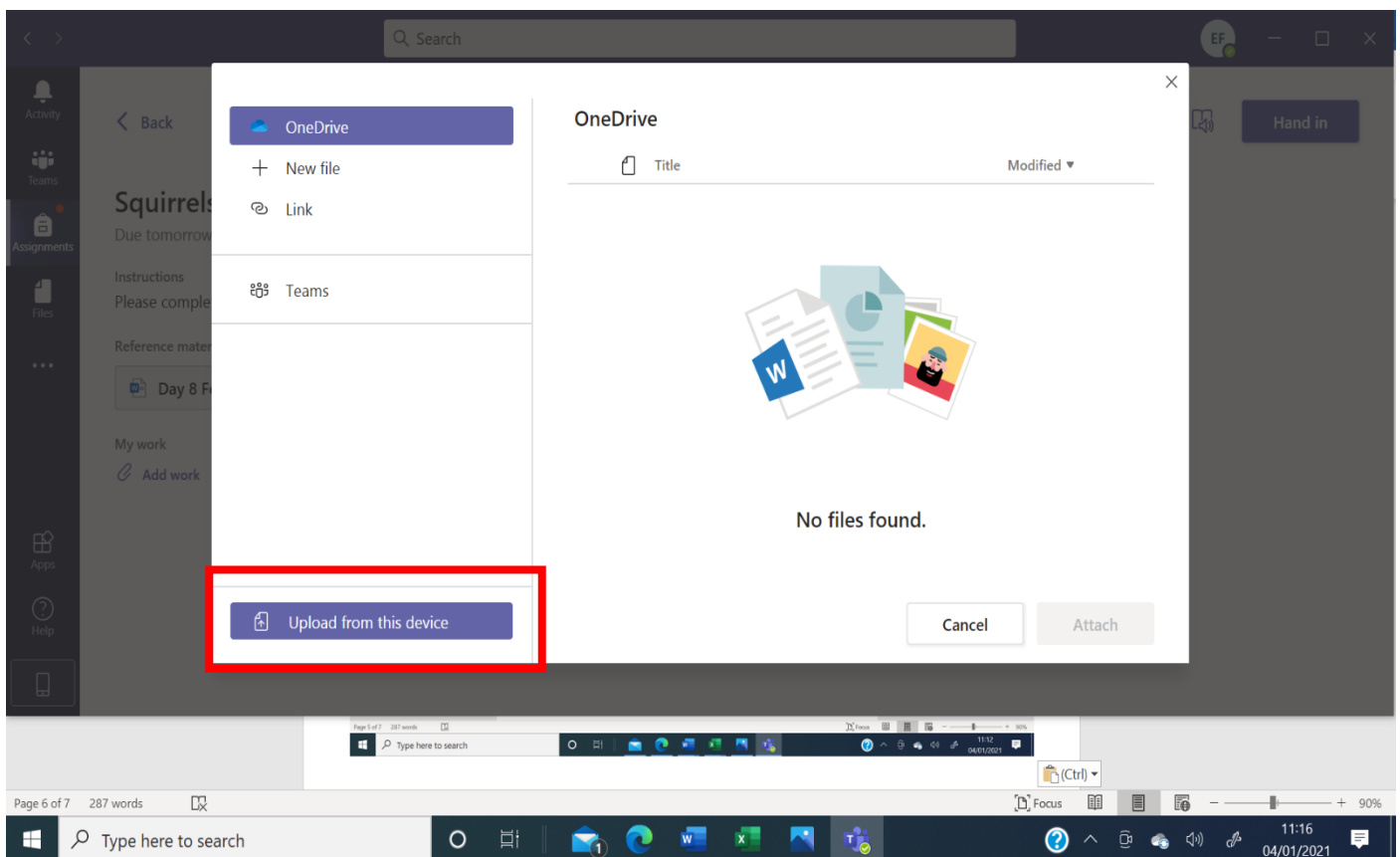
Once in the assignment detail – you will see the title of the assignment, due date, any instructions from your teacher and any files/documents that your teacher has sent.



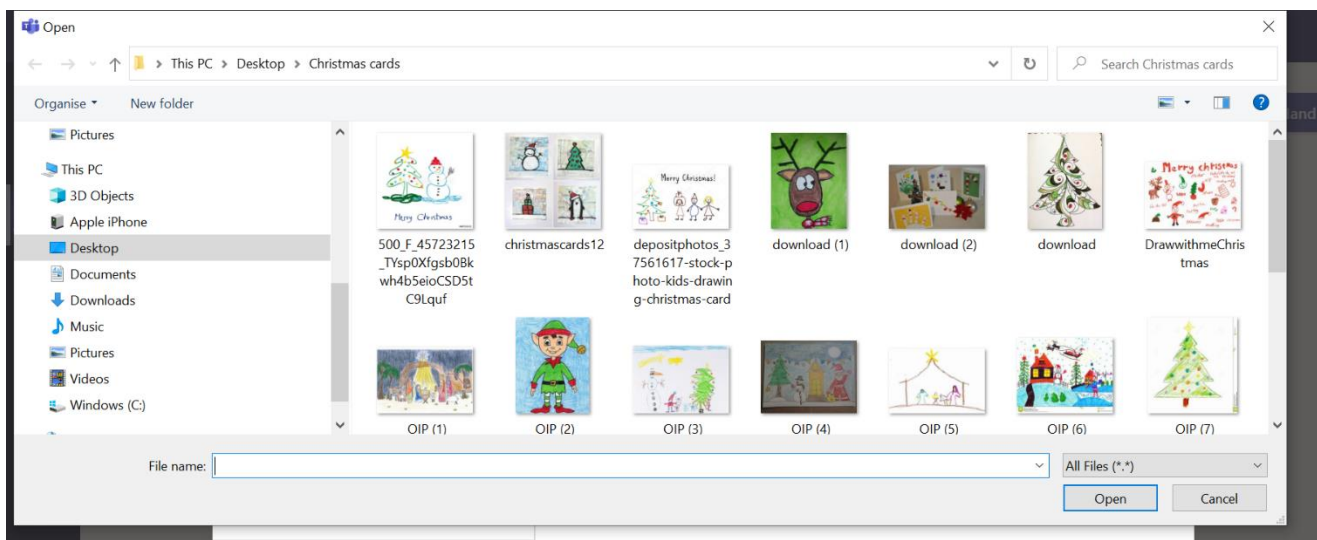
To upload documents to send back to your teacher – click 'Add work' Under the 'My work' section'



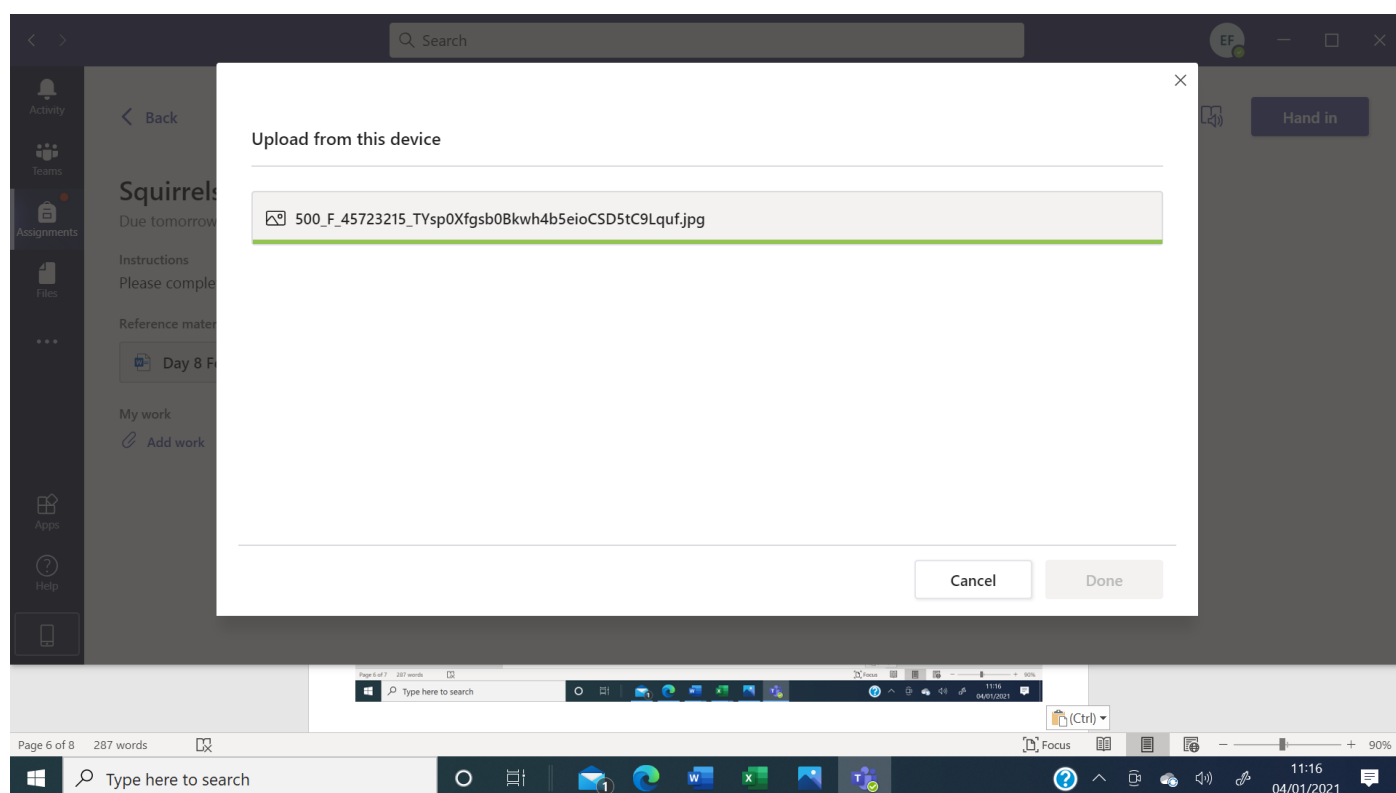
This will open the following screen. If you have saved the document you wish to upload to your computer – click 'upload from this device'



This will then open the documents on your computer.



Select the file/document you wish to upload. Click open and you will see a screen similar to the one below. – the document will upload to your assignment – Click Done when you are able.



Once the upload is complete you will see the document you have uploaded in the 'My Work' list as below – you can repeat the process for multiple documents by just clicking 'Add work' again. Once all of the documents you wish to upload are visible – click 'Hand In'

The screenshot shows a Microsoft Teams interface. On the left is a dark sidebar with icons for Activity, Teams, Assignments, Files, Apps, and Help. The main area is white and titled 'Squirrels Testing Assignment'. It includes a 'Back' button, a 'Hand in' button (highlighted with a red box), and a 'Points' section showing 'No points'. The 'Instructions' section says 'Please complete the sheets and send them back to Mrs Toone'. The 'Reference materials' section lists a document 'Day 8 Fear vanity revenge and silly jokes.docx'. The 'My work' section shows two uploaded files: '500_F_45723215_TYsp0Xfgsb0Bkwh4b5eioCSD5tC9Lquf.jpg' and 'OIP (2).jpg'. A message below the files says 'Working on opening in edit mode... Please refresh and try again.' There is also an 'Add work' link.

Once you have handed in your assignment – your teacher will be able to see any documents you have uploaded. Should you ever need to amend – just reopen the assignment from your assignment tab – completed assignments – and ‘undo hand in’ – you can then amend/ upload further documents and re ‘hand in’