



## MICROSOFT TEAMS

### PARENTS GUIDE



We started using Microsoft TEAMS to communicate and share online learning during the lockdown in April 2020. Since August 2020 we have continued to use Microsoft teams as a way to share homework.

Almost all of our families are now familiar with TEAMS and use it on a regular basis.

Online learning will begin on TEAMS again on Monday 11<sup>th</sup> January.

For each class throughout the school:

- 5 numeracy and 5 literacy tasks will be posted each week
- Spelling / phonics will continue
- 3 tasks from other curricular areas (eg: topic, art) will be posted each week
- Miss Thompson will post a Health and Wellbeing task each week for every class
- Mr Bell will post a science task each week for every class

As with the first lockdown we know our families are all experiencing very different circumstances and demands just now.

We do not want to add extra pressure by asking parents to become teachers. Although we would encourage you to support your child to engage with the work on TEAMS as far as possible. Please do not feel that they must complete every task.

We recognise that our children are engaging in lots of different types of wider learning at home with their families through a range of activities such as; playing, reading, going for a walk, being active, helping to prepare food, gardening, tidying up, caring for pets.

Children should be reminded of the importance of play, being active and having rests every day. As a school, we have decided Teams should only be accessed by staff, parents and children on weekdays between 9am and 3pm. **This includes chatting to friends in the playground section of Teams.**

Teachers will share a welcome message every morning. Teachers will respond to messages and shared work when they can and will let you know

when they are working in the hub and therefore unavailable. When anyone posts a comment or photo in Teams or shares work, anyone in the Team can see it. If there is an issue you need to discuss privately, please contact the school or email the senior leadership team:

HT [headteacher@cardonald-pri.glasgow.sch.uk](mailto:headteacher@cardonald-pri.glasgow.sch.uk)

P5 - 7 Ms Mohd [smodh@cardonald-pri.glasgow.sch.uk](mailto:smodh@cardonald-pri.glasgow.sch.uk)

P1 - 4 Mrs Waddell [pwaddell@cardonald-pri.glasgow.sch.uk](mailto:pwaddell@cardonald-pri.glasgow.sch.uk)

Children have the opportunity to chat to their friends in the playground channel. Please remind children to treat their classmates with kindness and respect when chatting on Team, just as we do in school. Let them know their comments will be seen by everyone.

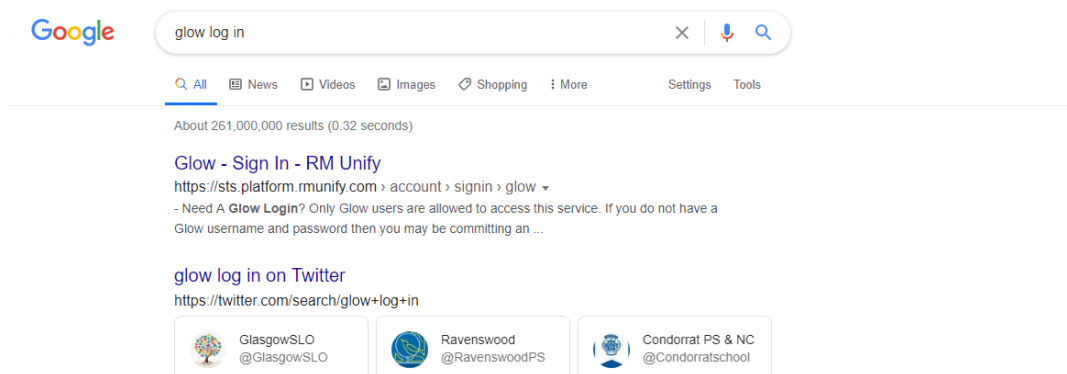
Below is a detailed step-by-step guide, explaining how to access Teams. If you experience any difficulties accessing Teams, please send a message to the head teacher email - [headteacher@cardonald-pri.glasgow.sch.uk](mailto:headteacher@cardonald-pri.glasgow.sch.uk)

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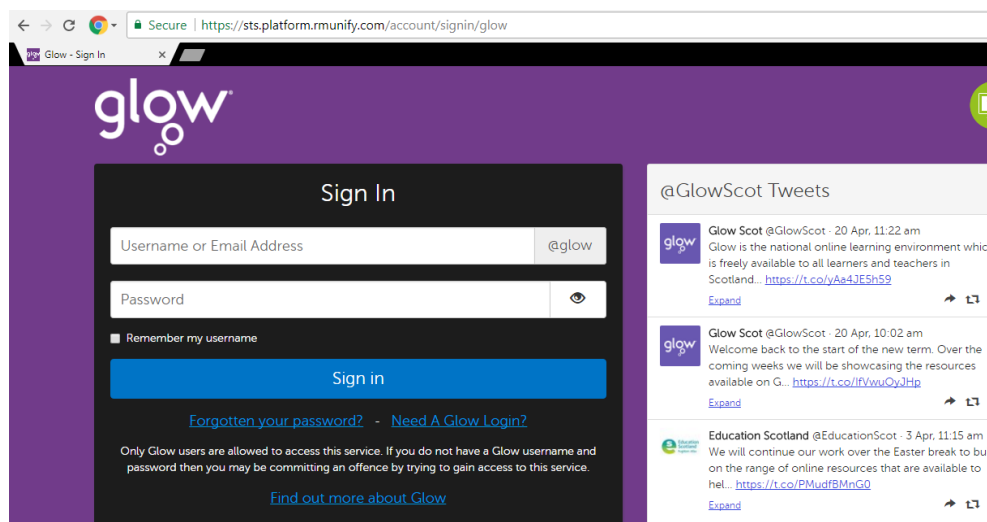
## Part 1 – How to Sign In?



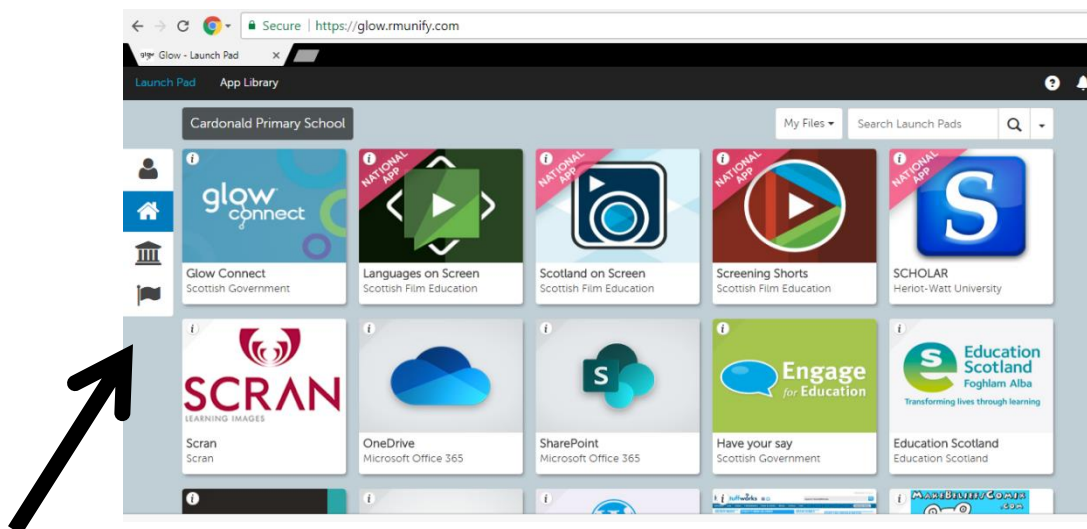
1. Use your computer, iPad or phone. Go to Google. Type in “Glow log in” and click on the link (as per the picture below).



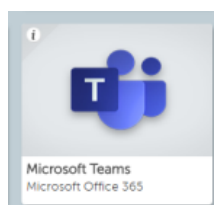
2. This will take you to your glow log in page (see below). You should enter your glow email address and password. Then click “Sign in”.



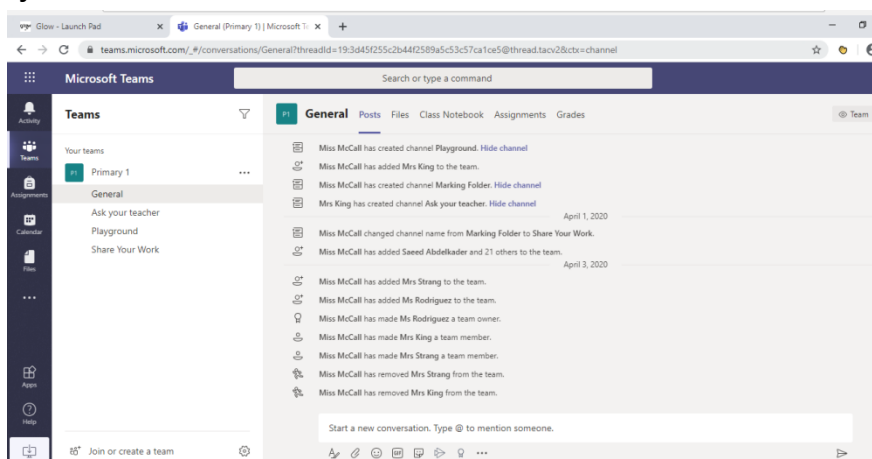
3. You will be taken to your Glow “Launch Pad”. The Launch Pad has lots of apps. Make sure you have clicked on to the “school” icon (see below).



4. Scroll through the apps and click the ‘**Microsoft Teams**’ app (see below). You may be asked if you want to download the app. This is your choice. You do not have to download the app as it will still work in your internet browser.



5. You should be taken straight on to the **Microsoft Teams** page (see picture below) and will find your child enrolled in a “team”. A “team” is just their class.



**6.** If it doesn't take you straight to this page, then it might ask you to sign in again. If it does, then enter your glow email address and password again.

## **DIFFERENT PARTS OF TEAMS WE WILL BE USING**

Make sure you have clicked on the **"Teams"** tab (see arrow below). The picture below shows an example of the Primary 1 Team.

We have added different "Channels". A "Channel" is a different area. To access a channel, click on the channel name (see box below).

There are 4 Channels:

**General** - where teachers will speak to you and set homework.

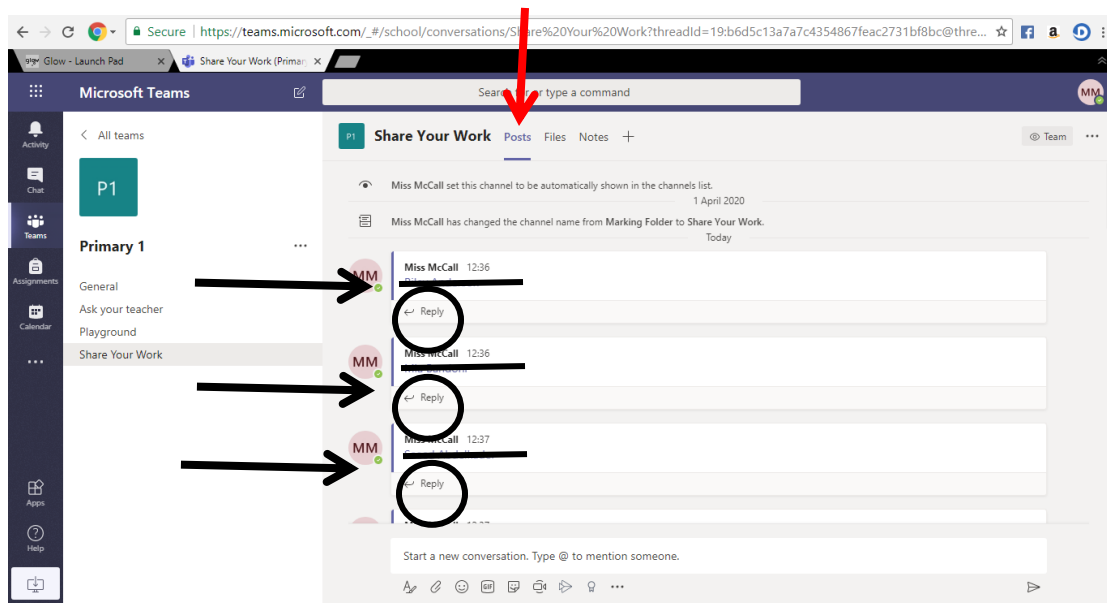
**Ask Your Teacher** - any questions for your teacher.

**Playground** - where children can speak to their class mates. Please remind children to treat their classmates with kindness and respect when chatting on Teams, just as we do in school. Let them know their comments will be seen by everyone.

**Share Your Work** - This channel has been created so that children can upload homework to share with their teacher. **This can be done on a computer, iPad or phone.** Don't start a new post – make sure you follow the instructions below:

How to upload work on the computer:

1. Click on the “Share Your Work” channel.
2. Click “Posts” (see red arrow below) and you will see areas with each child’s name (see black arrows below). Names will appear where the black lines are.



3. Find your child’s name and click “reply” (see circles above).
4. You can write a comment about an activity you have completed or you can upload a picture of the activity ( see picture below).

