

## MICROSOFT TEAMS PARENTS GUIDE

As a school community, we want to stay in touch with our families during these unprecedented times when we can't physically be together. We are going to use Microsoft Teams as a way to communicate and to share ideas for learning at home.

We know our families are all experiencing very different circumstances and demands just now. Some people are caring for others, still working, working from home, etc, whilst trying to look after their own family's well-being. We do not want to add extra pressure by asking parents to become teachers. The most important thing for us just now is to support the health and well-being of our children. We are not providing learning ideas to replace school, but to give families an option if they wish. Learning activities shared on Teams are optional. Please be assured when school resumes, your child will not be at a disadvantage if they don't complete shared tasks. Some of our families will use Teams solely for communication with teachers and classmates and that's okay as we know staying in touch is important for our mental health.

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. We enjoy seeing our children engaging in these activities so please keep sharing photos on our school Twitter page.

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 before 9:30 with suggested activities. Teachers will respond to messages and shared work when they can.

At present, when anyone posts a comment or photo in Teams or shares work, anyone in the Team can see it. We are working on enabling a function for private messages. In the meantime, if there is an issue you need to discuss privately, please send a message asking for someone to call you.

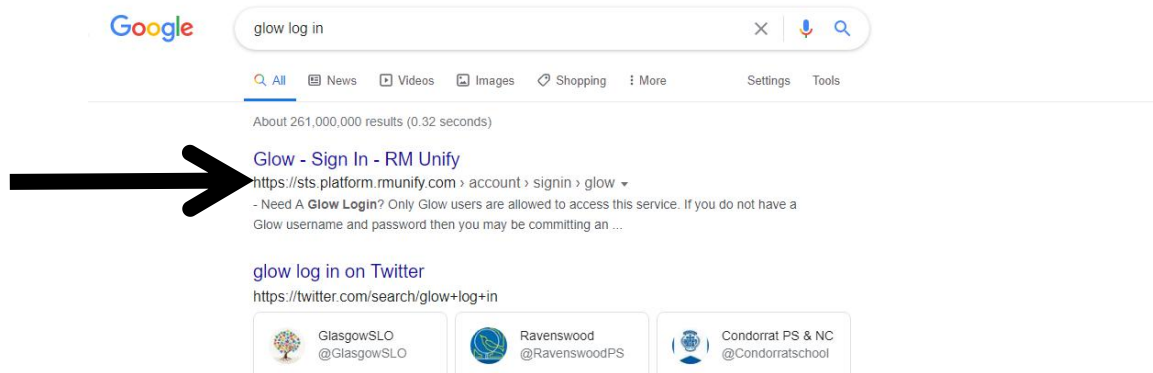
Children have the opportunity to chat to their friends in the playground channel. Please remind children to treat their classmates with kindness and respect when chatting on Team, just as we do in school. Let them know their comments will be seen by everyone.

This is new to us all and as a staff, we have had to learn new skills quickly from home. We expect teething problems. We have created a detailed step-by-step guide, explaining how to access Teams. If you experience any difficulties accessing Teams, please send a message to the school Twitter or send an email to the Mr Coogan's email address: [headteacher@cardonald-pri.glasgow.sch.uk](mailto:headteacher@cardonald-pri.glasgow.sch.uk)

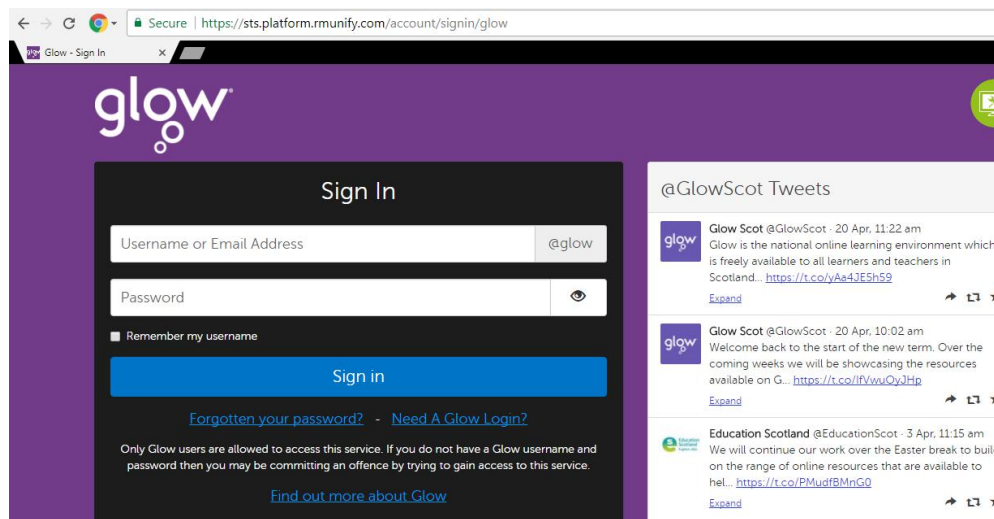
Families will receive a phone call with a Glow login and password. When they have these details, they should follow the instructions below to log into Teams to ensure they can access it. Teachers will begin sharing learning ideas on Monday, 27<sup>th</sup> April.

# How to Sign In?

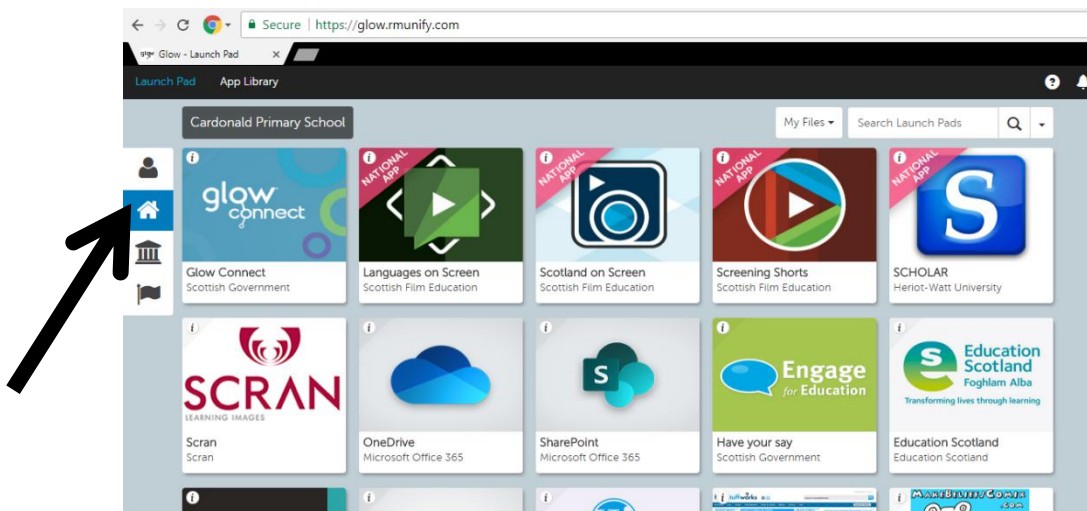
1. Use your computer, iPad or phone. Go to Google. Type in "Glow log in" and click on the link (as per the picture below).



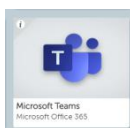
2. This will take you to your glow log in page (see below). You should enter your glow email address and password. Then click "Sign in".



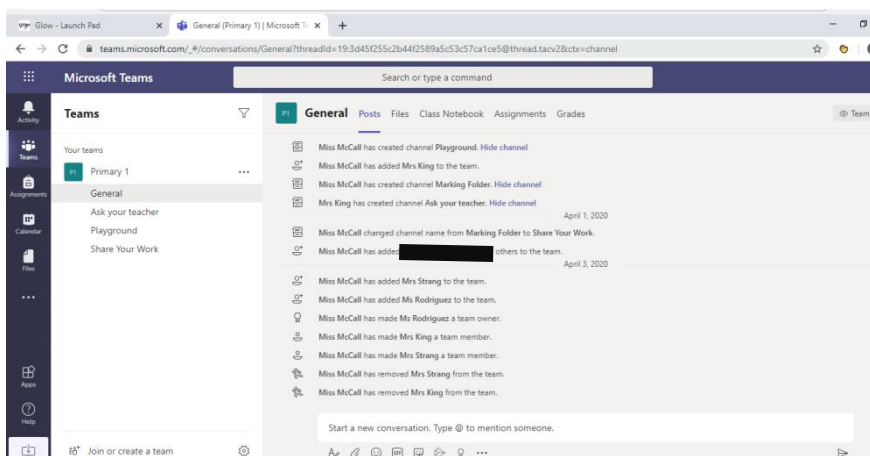
3. You will be taken to your Glow “Launch Pad”. The Launch Pad has lots of apps. Make sure you have clicked on to the “school” icon (see below).



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.



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:

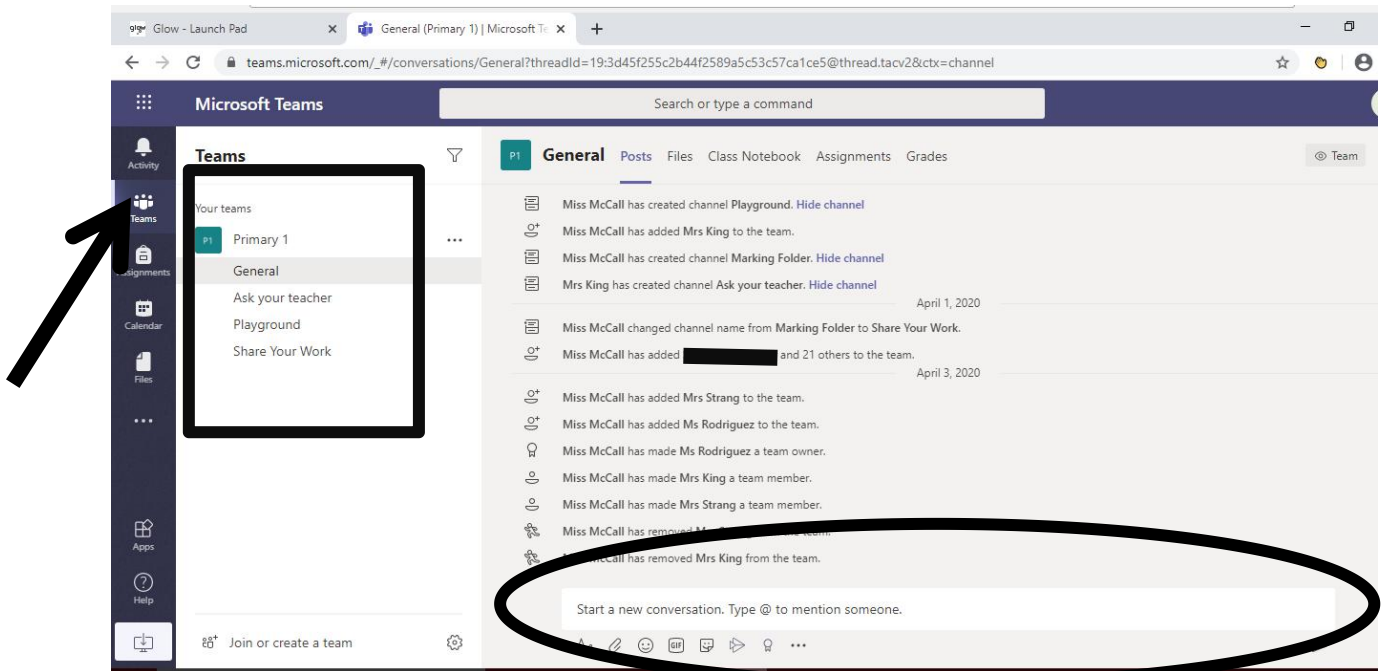
**General** - where teachers will speak to you and set tasks.

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

**Playground** - where children can speak to their class mates.

**Share Your Work** - each child has their own folder where they can upload finished work if they wish (continue reading on until “Share Your Work Folder” for more information on this).

You can write messages using the **conversation tab** (see the circled area below). The conversation tab is on each channel.

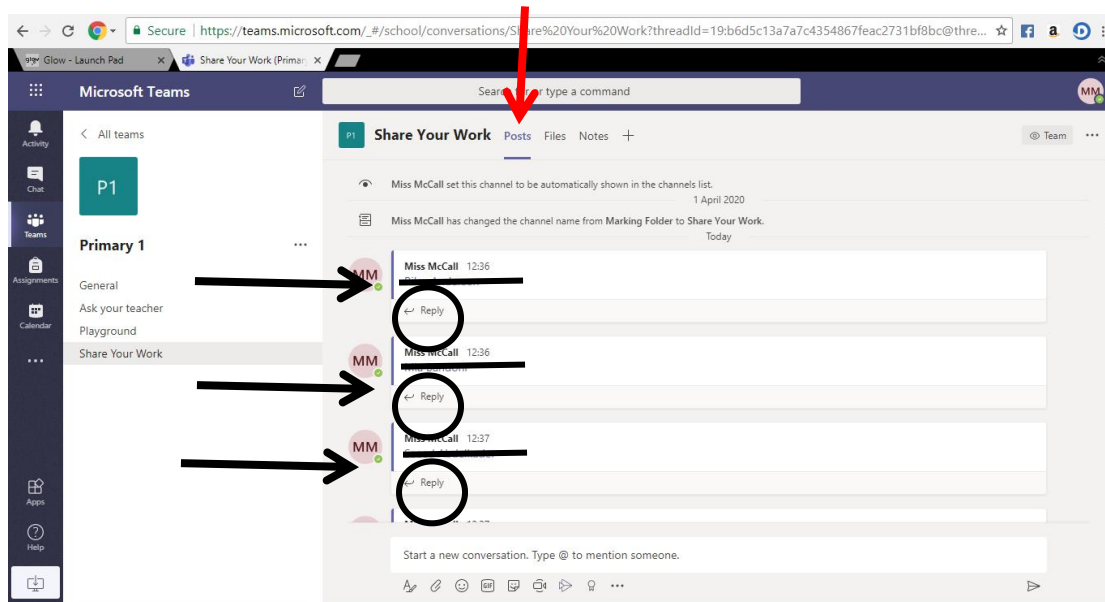


## “Share Your Work” Channel

This channel has been created so that children can upload any finished work that they wish to share with their teacher. This can be done on a computer, iPad or phone.

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).

