

Westende Remote Learning Guide for Teams

Setting Up Your Child On Microsoft Teams

This guide is currently written for people using a computer web browser, other options include:

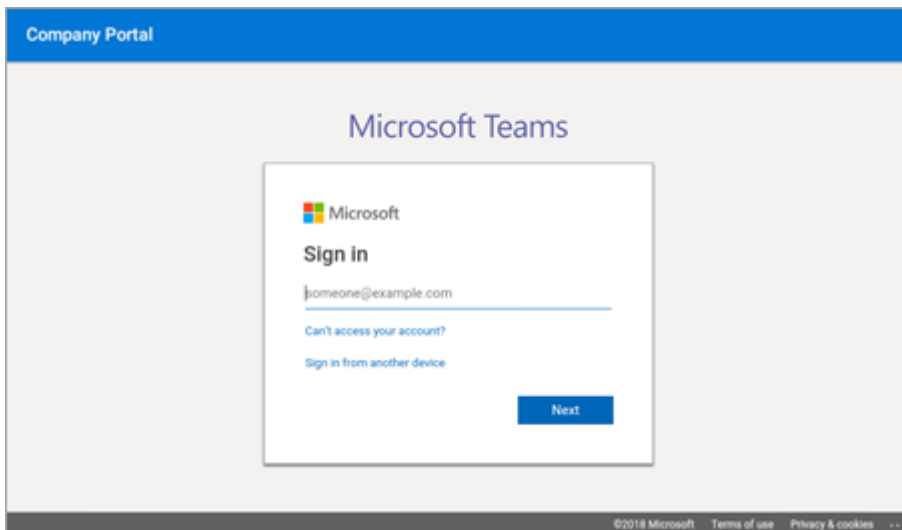
- Microsoft Teams App (PC, Mac, iOS, Android)
- Phone or Tablet web browser

Section 1: how to login

Login to Microsoft Teams can be done from your web browser, the URL is:

<https://teams.microsoft.com/>

If you've never used teams before you will see this:



Type in your child's school account username which ends @westende.wokingham.sch.uk then click 'Next'.

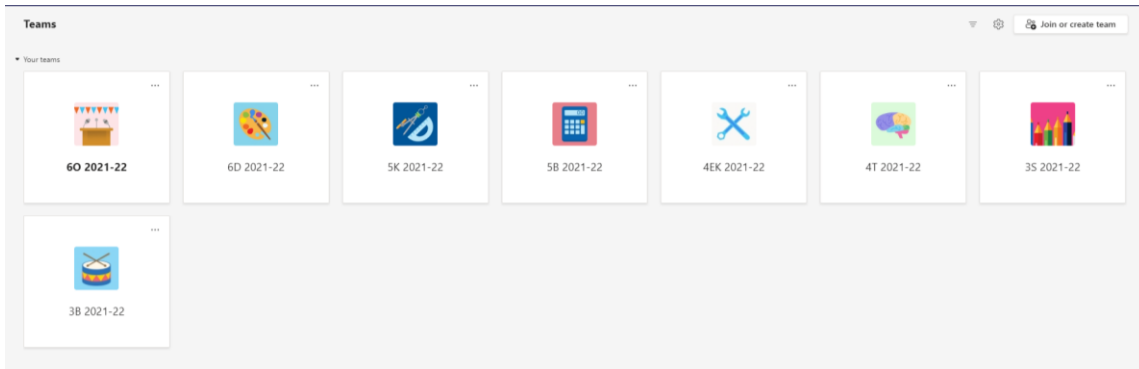
Your child's username is their first name initial and surname (lower case no spaces) e.g. fgump@westende.wokingham.sch.uk

If your child's username is a different format you will receive an email from school in the next few days.

You'll now be prompted to enter the password: **WJS-Pass123!**

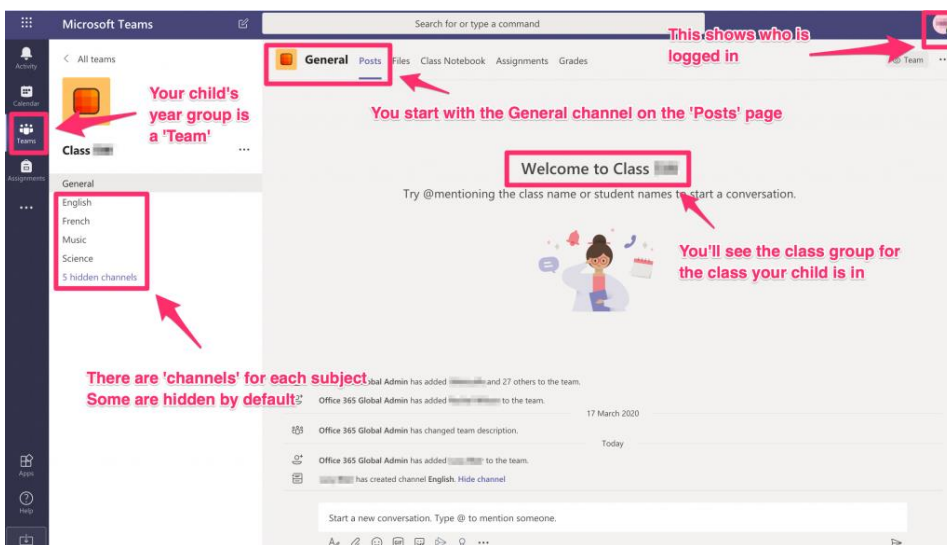
Enter the password and click 'Sign in'

You should now be logged into Teams and you should see the following screen with one class that your child has been assigned to:



The Class Area of Teams

The school has created areas for each class, these areas are known as 'Teams'. On the home screen you can see an icon for the class your child is in. Click on it and you'll see the following screen:



Here are a few things you should notice:

- You start off in the '**General**' channel, on the '**Posts**' page
- There are channels for each subject, you'll only see the first few, to see the rest, click on the link for '**hidden channels**'
- You can see who is logged in by looking at the top right of the screen. This might be important if you have more than one child

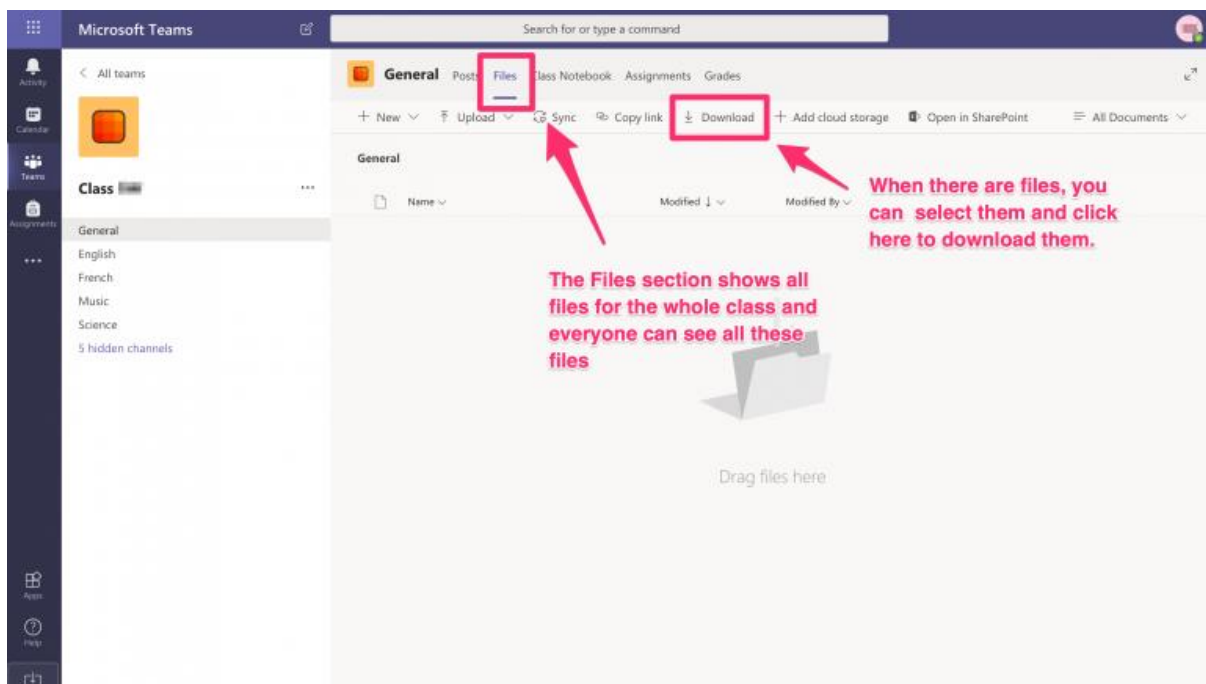
Key Terms:

- A '**Team**' is an area grouping lots of channels, each class is a Team and each child has access to only one Team
- A '**Channel**' is an area within a Team that groups together all the conversations about a subject like '**Music**' or '**Maths**'
- The '**General**' channel is an area for discussions for the whole class about non-subject specific topics.
- The '**Posts**' area is where all the children and teachers can type messages, send pictures or files etc. It's a bit like a WhatsApp group.

The Files area of Teams

The teacher and class will share files with one-another and this is done with the '**Files**' section.

Click on '**Files**' at the top of the screen to see the following:

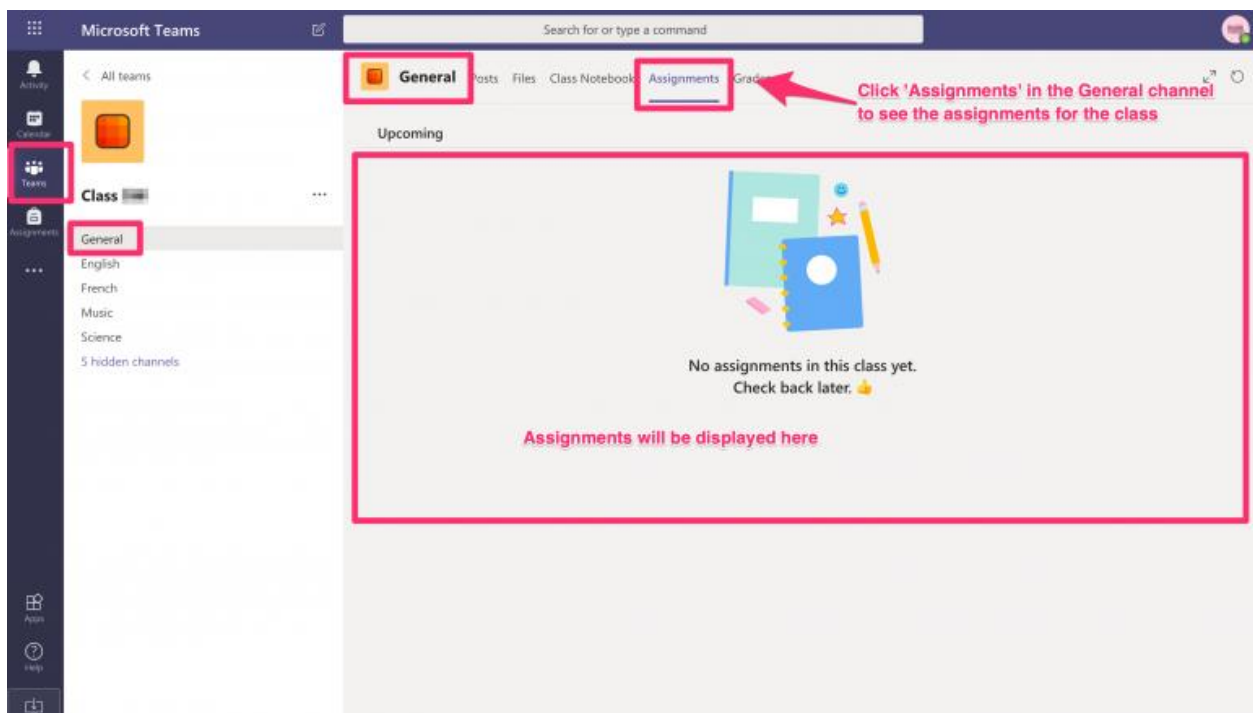


- The files area is open to everyone, so all class children and the teachers will be able to see all the files in there
- Your child can select one or more files, then click '**Download**' to download them to your computer
- Your child can also upload files here as well, remember everyone can see this area so it's probably not the place to attach completed work (please see '**Assignments**' below)
- If you send '**Posts**' with a file as an attachment, the file your child attaches will appear here as well as in the Posts section

The Assignments Area of Teams

Your child's class teacher will set assignments for the class in the Assignments section. This is shown in the '**General**' channel.

Click **Teams**, click into your **Class**, click **General**, click **Assignments** to see the following screen:



- You can also click '**Assignments**' on the left hand side
- All assignments for the class in every subject can be viewed here
- Follow the instructions for the assignment to complete it