
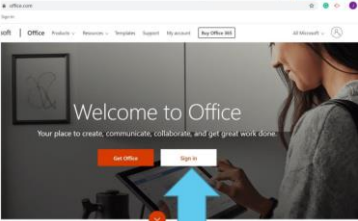
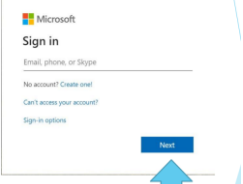
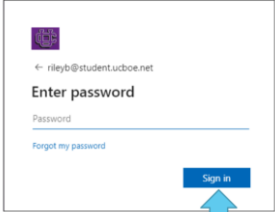
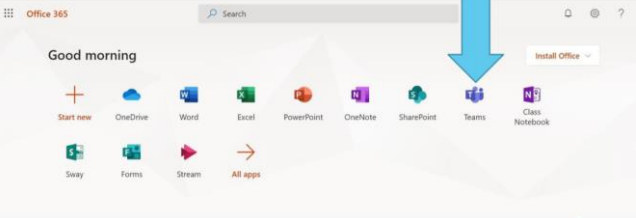
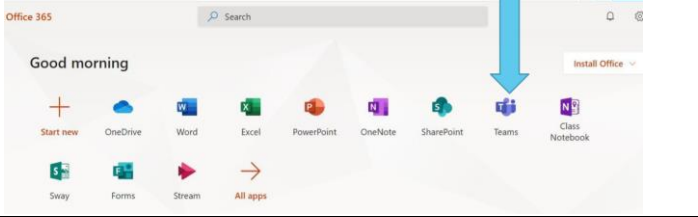

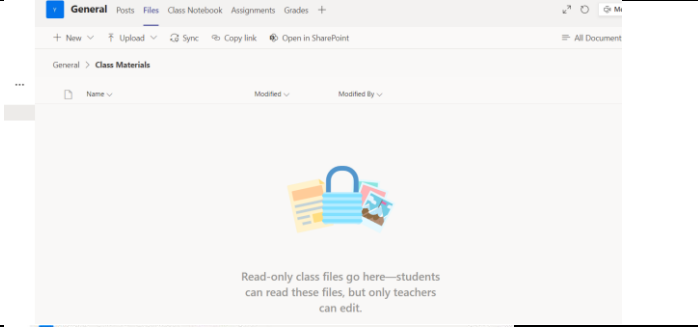
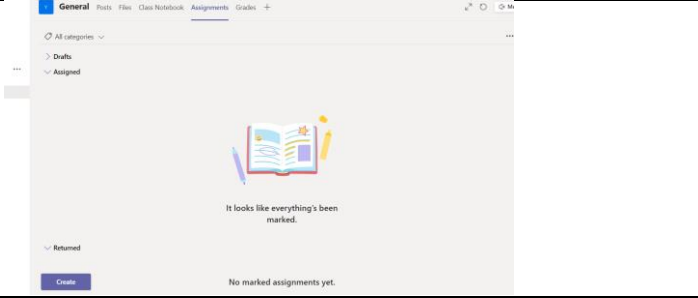
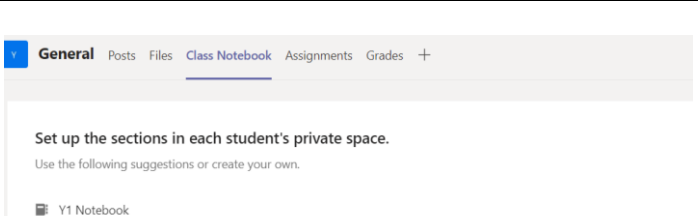




A guide to using Microsoft Teams

Think of Microsoft Teams (Teams) as your child's link to learning. Teachers will use Teams to share assignments, homework, video chat, and correspond with the children.

<p>Your student will be able to log in with their username surname and first initial @carfieldprimary.co.uk The passwords will be your child's date of birth If you are unsure of your child's username and password contact their teacher.</p>	<p>George Clooney in Year 1 would be: Username: Clooneyg@carfieldprimary.co.uk Password: their date of birth- which is set out like this: Date: date, the first three letters of the month and then the year 15Oct2015</p>
Getting Started	
<p>1. In any browser go to office.com</p>	
<p>2. Click 'Sign in'</p>	
<p>3. Type your child's username @ then press 'next'</p>	
<p>4. Type your child's password then click 'sign in'</p>	
<p>5. Once you are logged in you will have access to the Microsoft 365 apps. This is also where you will find Teams</p>	

<p>6. Click on the Teams icon</p>	
<p>7. Click on the Class or Year group Team</p>	
<p>8. Once you have entered the class Team- you will see four tabs at the top like this: Files and videos will be uploaded to class materials</p>	
<p>9. The assignments tab is where the teacher will set work and explain the tasks. They can also upload work completed onto here too. Select +Add work and upload your file.</p>	
<p>10. The class notebook is used for private conversations with the teacher and for uploading work. No-one will see this except the class teacher</p>	
<p>11. Once your child has completed the tasks/work they can upload the work back onto Teams in the class notebook tab.</p>	