

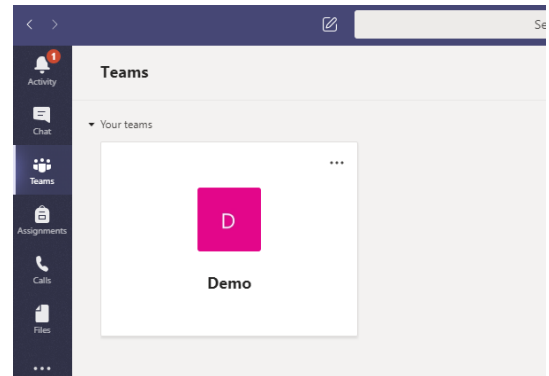
Microsoft Teams Parent Guide

Yardleys School intend to start providing some live interactive sessions between teachers and students, which will be aimed to compliment the work already being provided on the school website.

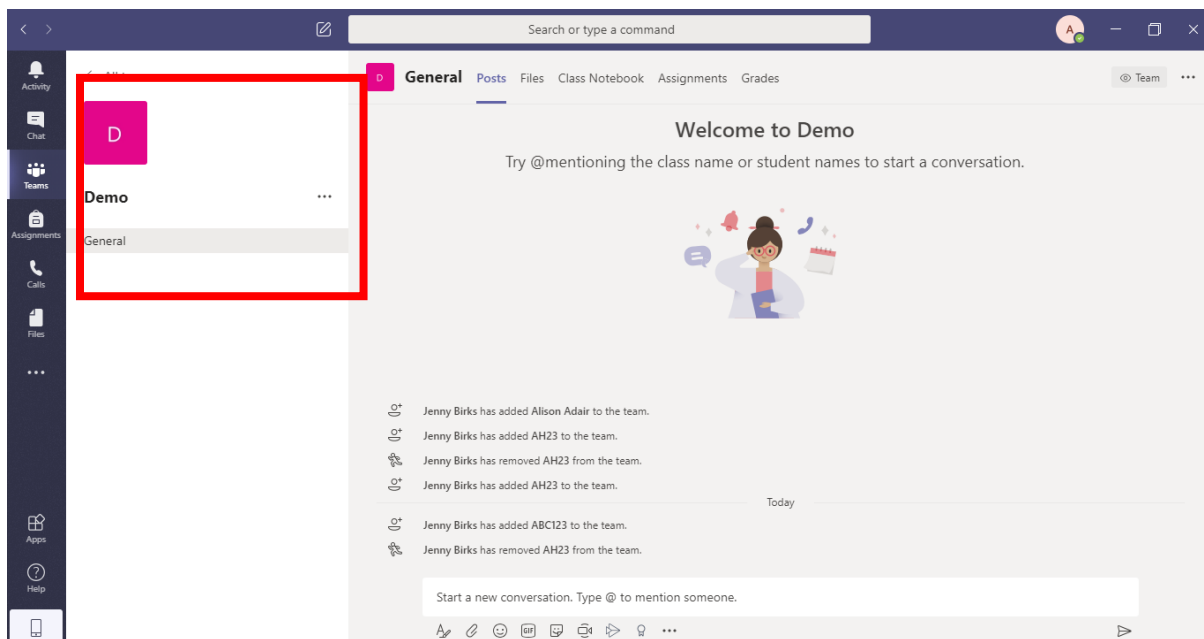
Pupils can either download Teams from <https://teams.microsoft.com/uswe-01/downloads> or download the app via the appropriate app store by searching for Microsoft Teams if they are using a phone, iPad, or tablet. They will need to login with their four digit school login followed by @yardleys.bham.sch.uk and their school password.

Alternatively, if they are not able to download teams it works just as well by signing in to the online version at <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/log-in> on any internet enabled device (even an Xbox or playstation).

The teams (teaching groups) that your child is in will then appear (These will start to appear over the next week). Click the team square to enter:



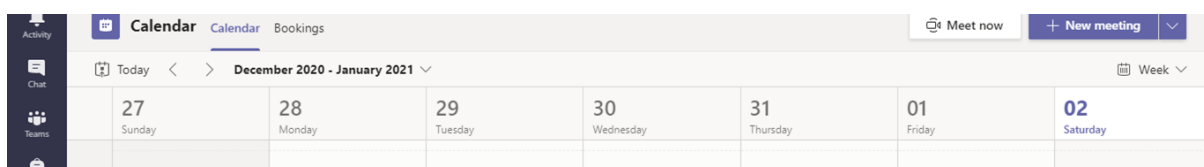
When in the team's general area, it'll look like this. Anything posted in this section is visible to the rest of this group.



For sessions that are live, your child will get an email sent to their school email account and it will also be listed on the VLE course page (in advance of their scheduled lesson).

As there may be multiple lessons in a day for your child to attend, the calendar on Teams will help keep track of the live learning schedule. The calendar button is on the left-hand side. They can click the purple button under the right date at the correct time to join in the live lesson. Your teacher will then allow your child into the lesson.

It would be a good idea to look at the Teams Calendar at the start of every day to see if they have any live sessions scheduled. If not, their work will appear on the school website as normal.



5 minutes before the lesson starts, the button will change and it will now say 'Join'.