



Comely Park Primary School

Microsoft Teams – Parent and Pupil Guide

Dear Parent/Carer,

Recently we have increased the use of Microsoft Teams in our school environment, for both our staff and pupils. This has a number of different uses and benefits:

- Microsoft Teams is a FREE website/app which is part of the free Microsoft suite of educational resources (i.e. Word, Powerpoint, Excel, Forms etc.) This can be downloaded free from either your regular app store or through Glow. (It can also be accessed through a web browser such as Internet Explorer, Google Chrome or Firefox).
- Teachers can use it to set classwork/home learning tasks.
- Teachers can upload and save files which pupils can access both in and out of school.
- Frequently used website links can be shared on Teams which allows pupils quick and easy access.
- Pupils can discuss classwork/home learning and can collaborate together on tasks.
- It encourages and develops our pupils' digital literacy – many organisations, places of work, universities and high schools also use Microsoft Teams.

The following information gives a quick guide on the basics of accessing Microsoft Teams and using its basic features. You can also access this as a video guide online at [Comely Park Primary School](#).

Accessing Microsoft Teams

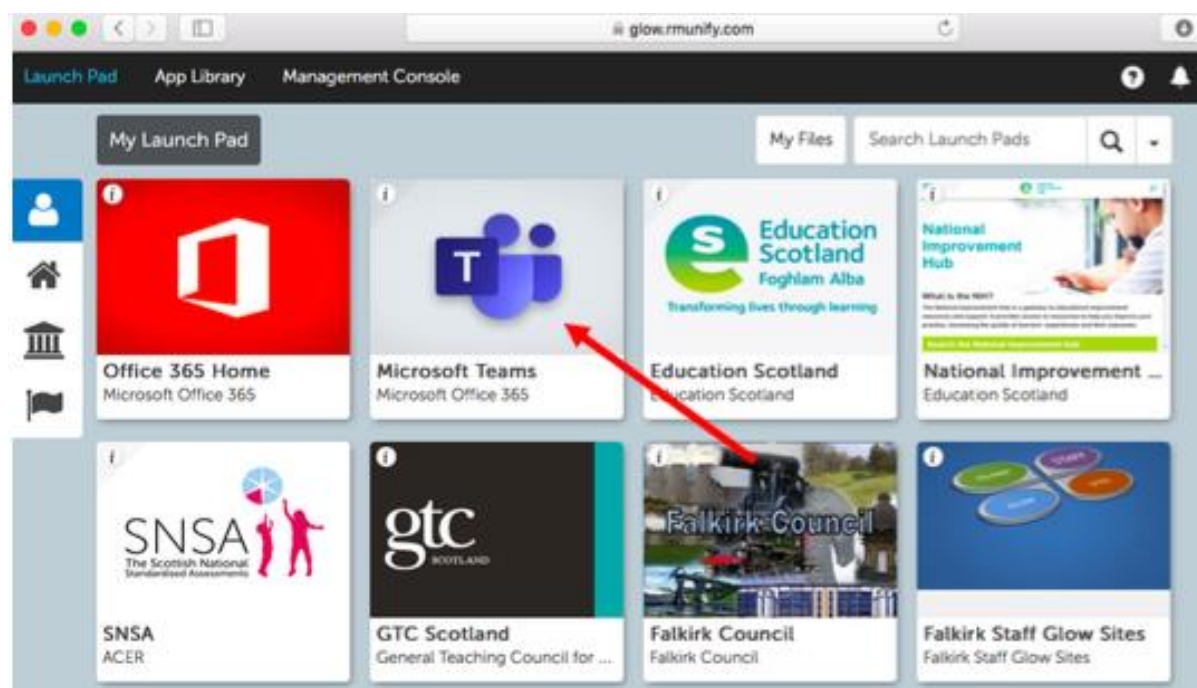
Microsoft Teams requires your child to log in (this ensures all data is kept personal and secure). This is always done using their Glow login, whether using an internet browser such as Firefox or accessing directly via the Microsoft Teams app. Your child should already have a copy of their Glow username and password – if not, please ask your child's teacher for this.

1. Accessing via a web browser:

Search for '[Glow login Scotland](#)'. This should take you to the page shown below:

The screenshot shows a web browser window with the URL 'sts.platform.rnunity.com'. The page has a purple header with the 'glow' logo. The main content area is dark grey and contains a 'Sign In' form. The form has two input fields: 'Username or Email Address' and 'Password'. Below the password field is a checkbox labeled 'Remember my username'. A blue 'Sign in' button is at the bottom of the form. Below the button are two links: 'Forgotten your password?' and 'Need A Glow Login?'. At the very bottom of the form area is a link: 'Find out more about Glow'. To the right of the sign-in form is a section titled '@GlowScot Tweets' which displays three tweets from Glow Scot, Inverbrothock PS, and Education Scotland.

Your child should then login with their Glow username and password provided. This then takes them to their Glow 'launch pad'. In the search bar at the top of the page, search for 'Teams'. You should see the Microsoft Teams icon shown below:



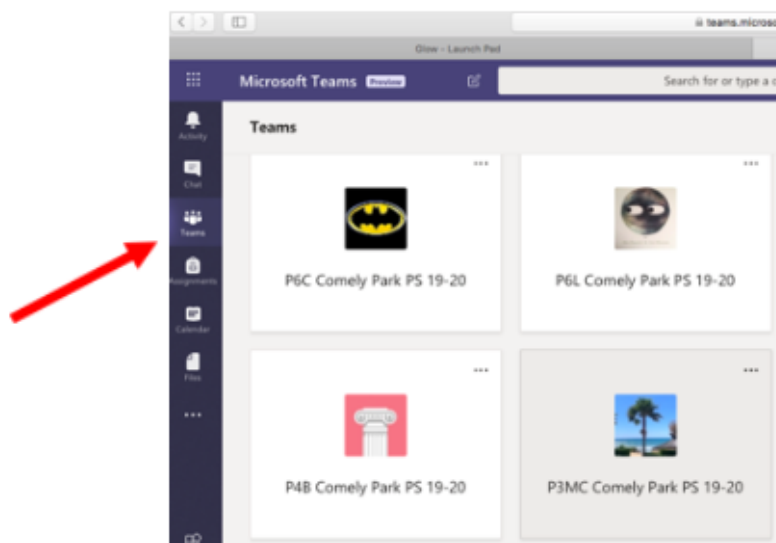
Clicking this will take you directly to Microsoft Teams. If it asks you for login details, please enter your child's Glow username and password again.

2. Accessing directly via the Microsoft Teams app:

Microsoft Teams is also available as a free download from the app store on most Apple and Android devices and can be downloaded onto both tablets and mobile phones. Search for 'Microsoft Teams and OneNote' on your regular app store and then download directly from there. Login with your Glow e-mail (...@glow.sch.uk) and password.

Using Microsoft Teams

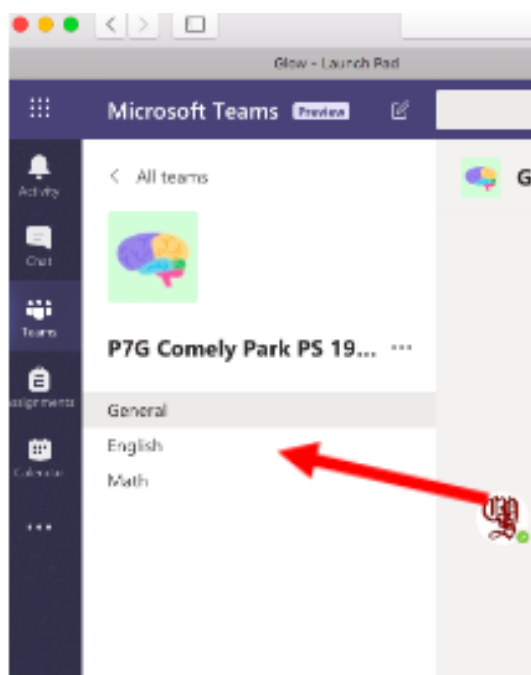
Once your child has logged into Microsoft Teams, they should be able to see the screen below:



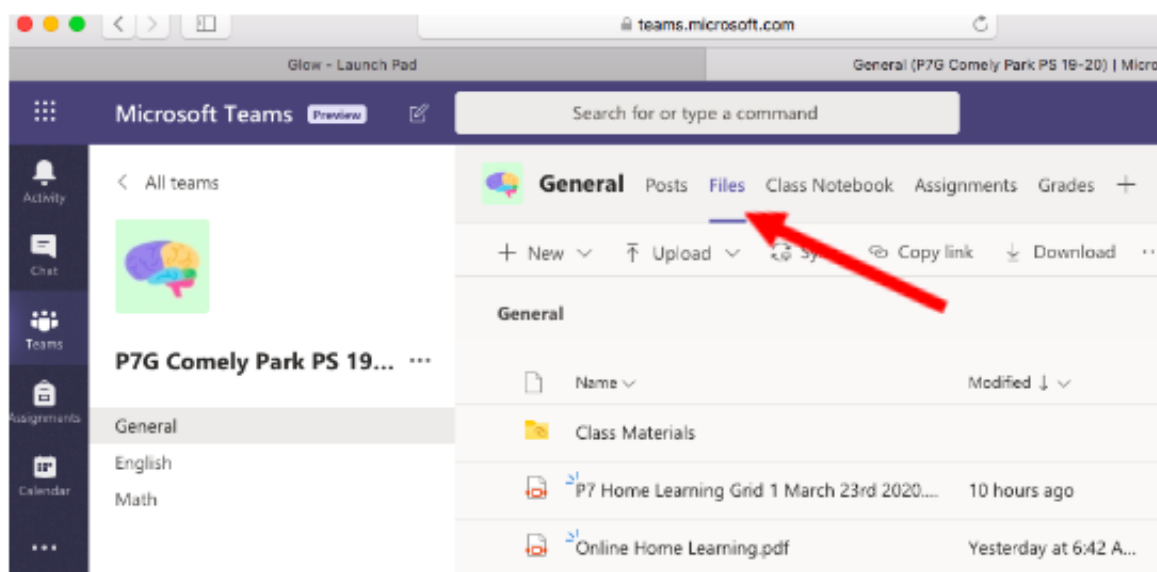
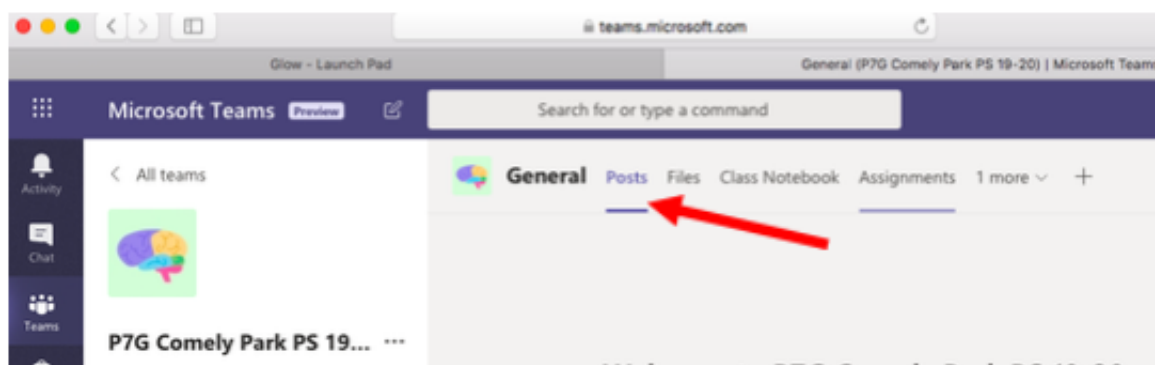
*Please note that this will look slightly different depending on whether your child is accessing from a web browser (as above) or directly via the app (the menus or tabs appear down the left-hand side on a web browser, but along the bottom of the screen on the app), however the 'labels' should remain the same.

Your child will see all Teams that they are a member of in the main 'Teams' tab indicated by the red arrow above. Your child's class teacher should have added them to their class team which is clearly indicated in the name of the team (i.e. P4M Comely Park PS 19-20). To access the team, click on its name.

Once in the Team, there may be different channels within the Team – this simply helps to organise information on different topics/themes. These will be shown underneath the name of the Team, as shown in the picture below:

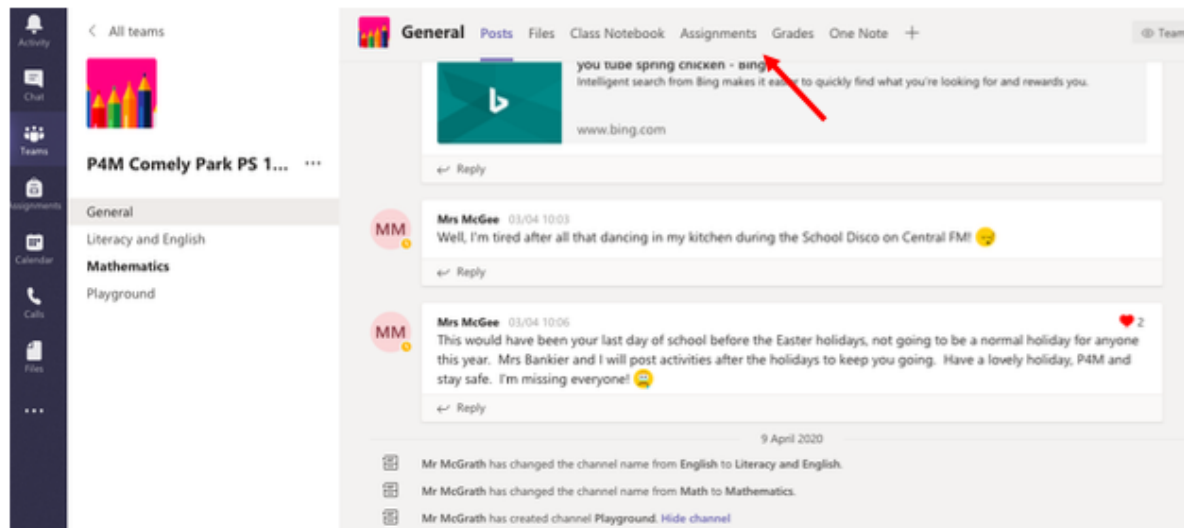


Along the top of the Team, you will see different tabs, namely 'Posts', 'Files', 'Class Notebook', 'Assignments' and '+' as shown in the picture below. These are where you can access different features within the Team.



- **Channels:**
 1. The **General channel** is for Teacher announcements. Here you will find details of live class lessons and the link to join these. You can watch our Digital Leader's guide to a 'Class meeting' on our website.
- **'Posts'** is where general conversations regarding classwork/home learning can take place. Pupils are able to post a comment, and can also reply to others' comments and questions. You can also upload/attach files, pictures and documents into a post.
- **'Files'** is where your child can access Word documents, Powerpoints etc. saved by their teacher (as shown in the picture below). Files may be organised into different folders – simply click the folder to access the files within. Pupils can open a file by clicking on its name. They can also collaborate on a document – all changes made can be seen by everyone who is a member of the team – great for working together on a project or sharing questions.
- **'Class Notebook'** is an app which includes three types of sub-notebooks:
 1. **Student Notebooks** — private notebooks that are shared between each teacher and their individual students. Teachers can access these notebooks at any time, but pupils cannot see other' notebooks.
 2. **Content Library** — a notebook for teachers to share learning materials with pupils. Teachers can add and edit its materials, but for pupils, the notebook is read-only.

3. **Collaboration Space** — a notebook for all pupils and the teacher in the class to share, organise, and collaborate.



- **'Assignment'** is where your child can view assigned tasks set as part of their weekly home learning tasks. Instructions and resources required to complete the assigned task will be contained within the assignment and pupils can upload their completed work here for the Teacher to view.
- **'Grades'** is where your child can view Teacher feedback on their completed assignments. A record of all completed assignments can be viewed here.
- The **'+'** icon is where your child can **access other Microsoft apps (i.e. Word, Powerpoint)** and/or where your child's class teacher may save frequently used websites.

Join a Class Team meeting anytime, anywhere, from any device

Teams meetings are best when you join them from the Teams app or Teams on the web.

A class meeting takes place in your dedicated 'Online Learning' team within the General channel, you'll see an invitation to join, relevant content, and who's in the meeting right in the channel. Just select Join.

There are a lot of ways to customize your video experience—and the video you share with others—when you join a Teams meeting.

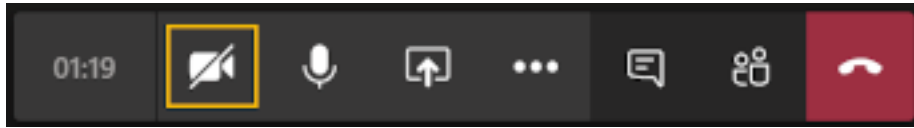
- **Before a meeting**

To turn on/off your video and microphone before a meeting, slide to select **turn camera on/off** and **audio on/off** right before you join. **When joining a Class Lesson audio should be off.**



- **During a meeting**

You might want to turn your video on and off over the course of a meeting. Go to the meeting controls anytime during the meeting and tap **Turn camera on/off** .



- **Change your video background**

If you want to change what appears behind you in your video, you can either blur your background, or replace it entirely with any image you want.

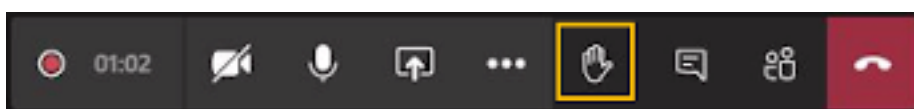
When you're setting up your audio and video before a meeting, choose **Background effects**  (right next to the mic switch). You'll see your background options on the right.

- **Raise your hand/chat in a Teams meeting**

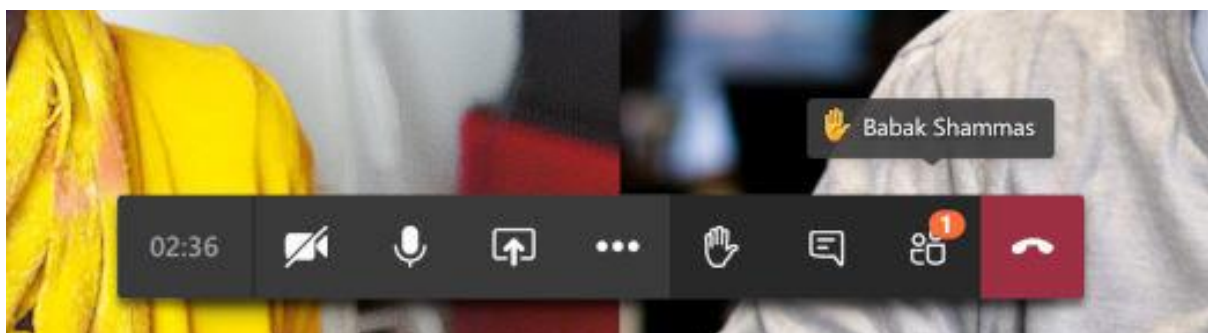
During a meeting, you can raise a virtual hand and either ask or answer a question to let your teacher know you want to contribute without turning microphone on and interrupting the lesson.



Just select **Raise your hand**  or select the **chat** icon in the meeting controls to open the message panel.



Your class will see that you've got your hand up or that you have left a message.



Your Teacher will also receive a notification that your hand is raised.



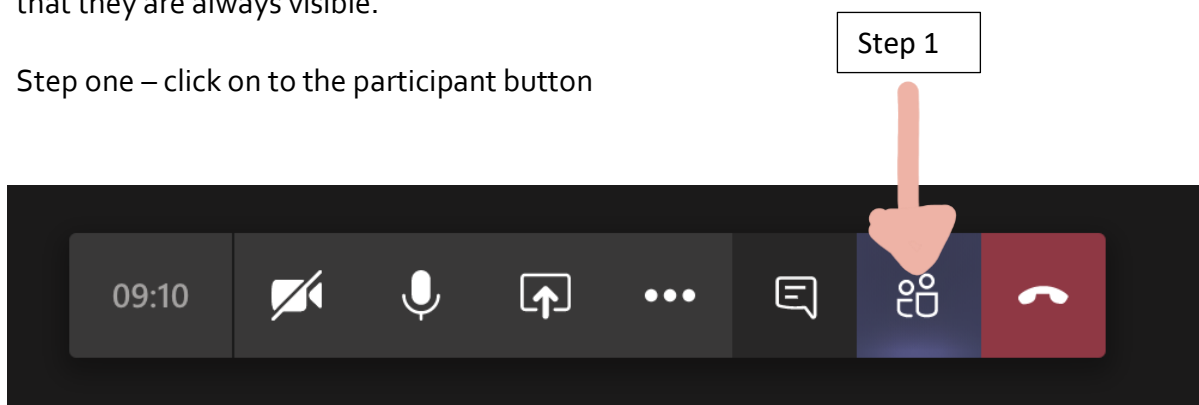
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Keeping a key speaker visible during a Teams lesson

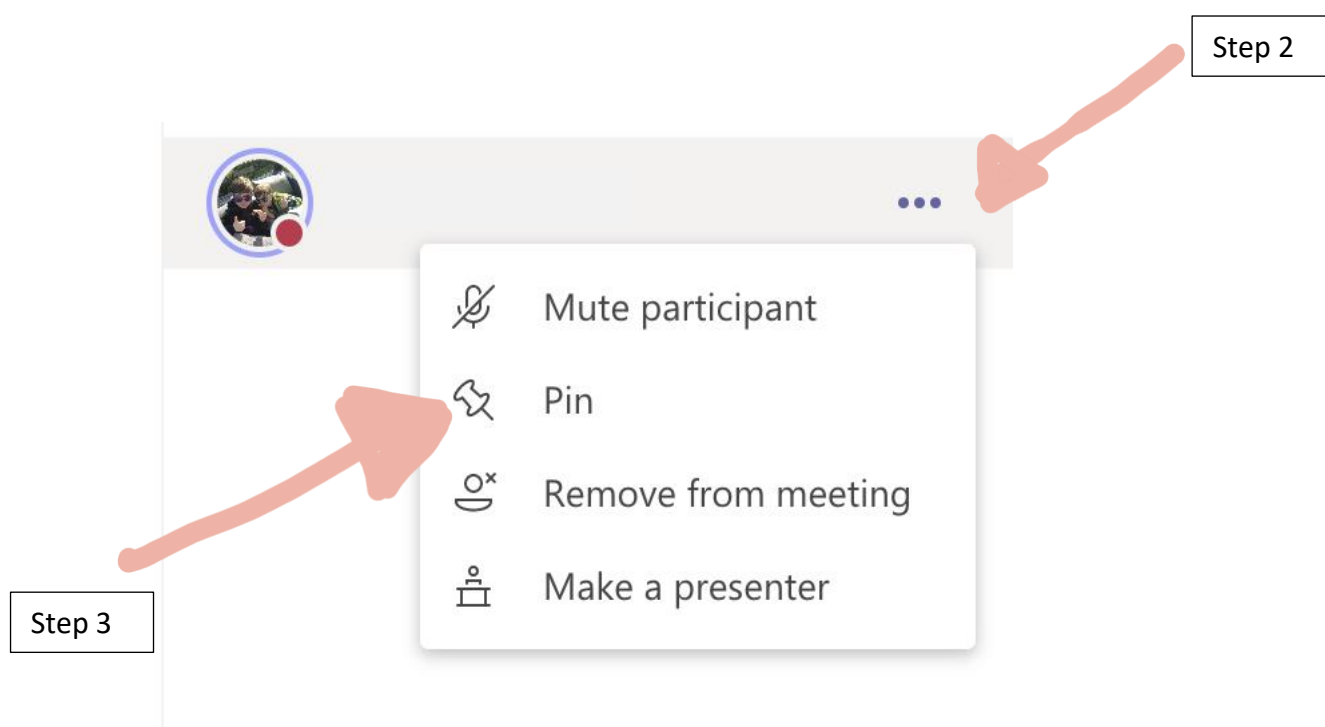
Due to the number of people in the Teams call it may be easier if your child can see the teacher. Below are the three steps to follow once you are in the call to 'Pin' the teacher so that they are always visible.

Step one – click on to the participant button



Step two – Click on the three little circles next to the teacher's name.

Step three – Click on the pin button and that should keep the teacher or key speaker visible throughout the lesson.





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Leaving Microsoft Teams

If at any time you choose to opt out of Home Learning or Online learning provided by our school, or you simply no longer wish to be a member of a specific Team, then you can manage your membership by contacting your Class Teacher or the school directly and ask to be removed. You will be removed from the specified Teams within 24 hours of your request

Comely Park Primary School
Cow Wynd, Falkirk FK1 1PZ
Tel: **01324-508560**
email: **comelyparkprimaryschool@falkirk.gov.uk**.

This covers the main features we will be using Microsoft Teams for during school closure. If you have any questions regarding any of this information, please do not hesitate to contact your child's class teacher.

We would remind pupils of Falkirk Council's Acceptable Use Policy for ICT Equipment and Services:

When using ICT equipment and services at school, I will:

- Use ICT equipment and services on the network for school-related activities and research.
- Behave respectfully and responsibly, working well with other pupils, just as I do when doing other school work.
- Treat school resources carefully and alert staff if there is any problem with them.
- Tell a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, video, messages, or posts) online.
- Only use it when and where I am allowed and only for things related to school work.
- Credit sources (say where I found the information) when using information found online in school work so I don't break copyright laws.
- Protect my own safety online and that of others.
- Protect the security of the school's ICT equipment and services.

When using ICT equipment and services at school, I will not:

- Use it in a way that could be personally or physically harmful to me or others.
- Search for inappropriate images or content.
- Bully, harass, or be disrespectful towards staff or other pupils.
- Try to find ways to bypass the Council's security and safety measures and filtering tools.
- Send spam or chain mail.
- Copy content I find online without saying where I got it from.
- Post information about myself or others that could identify us
- Publish, post or release information that is confidential or private. If it seems confidential, it probably is.
- Agree to meet in real life someone I meet online.
- Use language online that would not be allowed in the classroom.
- Use ICT equipment and services to do things that are illegal or to search for information on illegal activities.
- Attempt to hack or access sites, servers, accounts, or content that I am not allowed to access.

This should be followed at all times when using Microsoft Teams.

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