



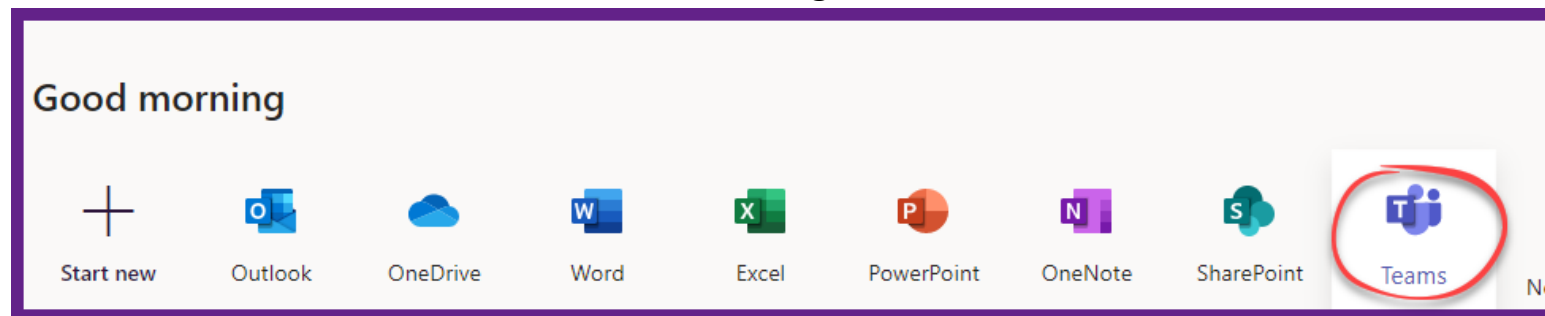
General Information

Login Information

Pupil usernames and passwords are provided.

Go to the Office 365 sign in page at www.office.com and enter the username and password provided.

From the Home Page select Teams



Devices

Teams can be used on a desktop/laptop, iPad or Android device.

Camera & Microphone

Children should disable their camera & microphone if they are asked to watch their teacher present something 'live'. Children cannot start a video call with any child or member of staff.

Misuse

Any child misusing Teams will have their access removed. Misuse includes:

- offensive language;
- cyberbullying;
- 'spamming' the chat window.

Identifying Children

Children are identified by their username - no names are displayed. We ask that children change their icon to a face picture to make communication during 'teaching' easier.

Lesson Formats

There are a number of ways in which Teams can, and may, be used:

Live Lesson - version 1	Live Lesson - version 2	Pre-Recorded Lesson	Saved Resources
<p>Your child's teacher may 'go live' on Teams and ask your child to be a viewer. Children must have their camera & microphone muted.</p> <p>These lessons could be used when teaching phonics or modelling mathematical concepts.</p>	<p>Your child's teacher may 'go live' on Teams and ask your child to join in with a 'live chat'. There will be no audio or video. Your child's teacher may send files for your child to access. Children may be questioned through the chat window.</p>	<p>Your child's teacher may prerecord a video and share it with the class. This could be done through 'Files' OR in the live chat window.</p> <p>Follow up activities will be shared with children.</p> <p>Please Note: your child's teacher may not be at their computer during this activity.</p>	<p>Your child's teacher will save resources into 'Files' and notify you a new activity is available.</p> <p>Follow up activities will be shared with children.</p> <p>Please Note: your child's teacher may not be at their computer during this activity.</p>

Staff will choose the most appropriate lesson format to use.

Click the icon for your year group.

The screenshot displays the Microsoft Teams application interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main area is titled 'Teams' and features a 'Join or create team' button in the top right. Below this, a section labeled 'Your teams' contains seven team cards. Each card shows a unique icon, the team name, and the number of members in parentheses. The teams are: Y5 - The Ribbon Academy (3517), Y1 - The Ribbon Academy (3517), Y2 - The Ribbon Academy (3517), Y4 - The Ribbon Academy (3517), Y3 - The Ribbon Academy (3517), Y6 - The Ribbon Academy (3517), and Reception - The Ribbon Academy (3517). Each card also has a three-dot menu icon in the top right corner.

Teams ⚙️ Join or create team

▼ Your teams

- Y5 - The Ribbon Academy (3517)
- Y1 - The Ribbon Academy (3517)
- Y2 - The Ribbon Academy (3517)**
- Y4 - The Ribbon Academy (3517)**
- Y3 - The Ribbon Academy (3517)
- Y6 - The Ribbon Academy (3517)
- Reception - The Ribbon Academy (3517)**

This is the main window you will use. This is where your child's teacher will message their class. You can see from the example below (from Year 6) that children have responded to Mrs Ruddell.

The screenshot shows a Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area is titled 'Y6 - The Ribbon Academy' and shows a 'General' channel. The chat history includes:

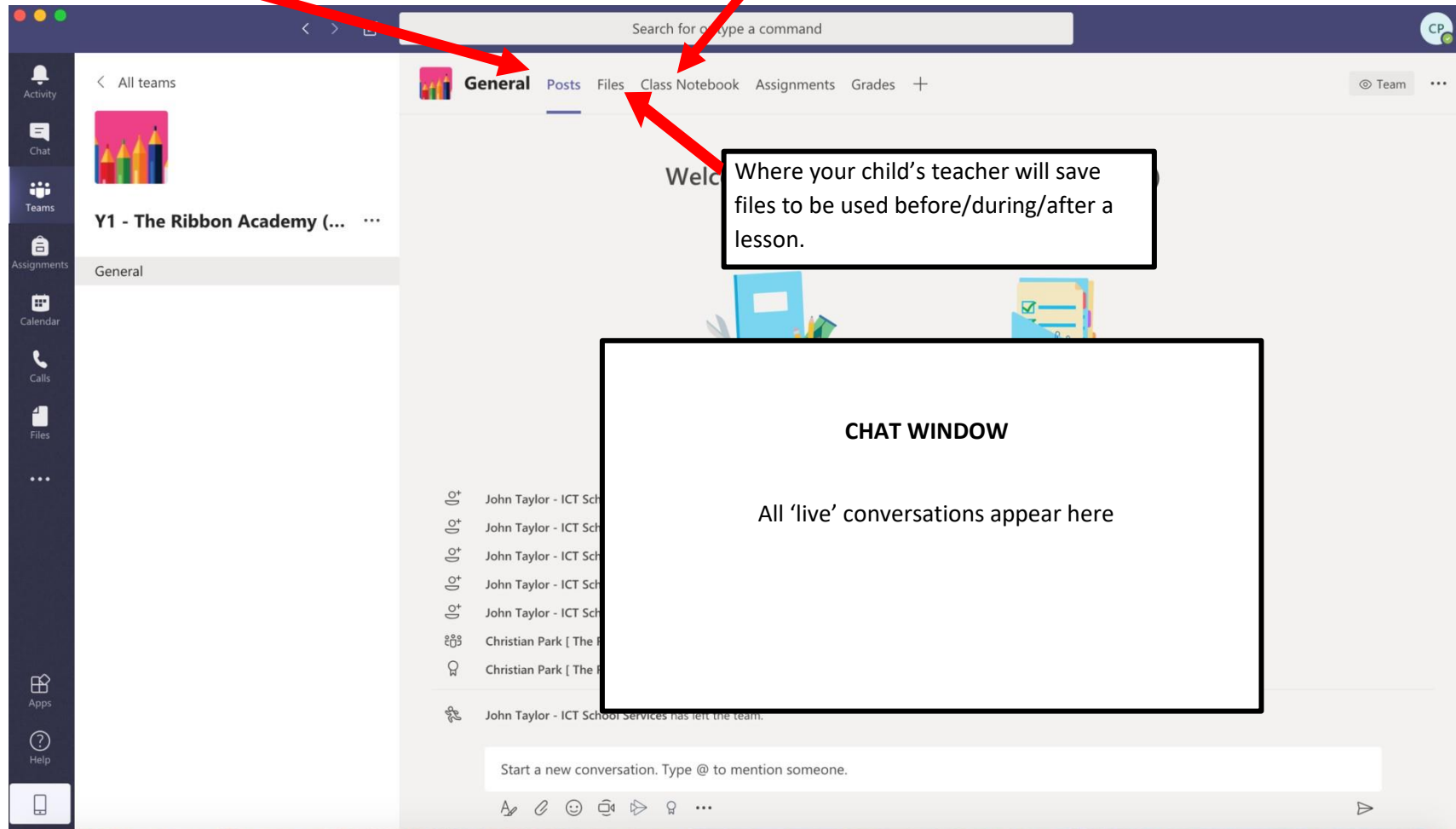
- A message from N. Ruddell [The Ribbon Academy] at 10:39 containing a PDF file named 'BWBM Front Cover.pdf' with the path 'Y6 - The Ribbon Academy (3517) > General'.
- A reply from N. Ruddell [The Ribbon Academy] at 10:40 saying 'Here it is...'.
- A reply from a student (blue profile picture) at 10:40 saying 'Thanks'.
- A reply from a student (pink profile picture) at 10:40 saying '2.1 think it is about butterfly's'.
- A reply from a student (blue profile picture) at 10:41 saying '1. Fiction' with 1 thumbs up.
- A reply from a student (blue profile picture) at 10:41 saying 'Fiction' with 1 thumbs up.

At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for text, attachments, emojis, video, voice, and a search icon.

Let's have a closer look...

Where your child will chat with their teacher.

Where your child can work with their classmates/privately on a digital notebook.



Where your child's teacher will save files to be used before/during/after a lesson.

CHAT WINDOW
All 'live' conversations appear here

Activity
Calendar
Teams
Assignments
...

All teams

Y3 - The Ribbon Academy (...)

General

General Posts Files Class Notebook Assignments Grades

Team

220STU.3517 [The Ribbon Academy (3517)] Yesterday 14:49
Thanks Christian! Lovely seeing everyone again! 😊
Reply

215STU.3517 [The Ribbon Academy (3517)] Yesterday 14:50
Yes, lovely to see you all. Speak soon 😊
Reply

212STU.3517 [The Ribbon Academy (3517)] Yesterday 14:50
Thanks
Reply

217STU.3517 [The Ribbon Academy (3517)] Yesterday 14:50
thanks
Reply

219STU.3517 [The Ribbon Academy (3517)] Yesterday 14:50
Thanks
Reply

Meeting ended: 13 min 48 sec
Reply

Start a new conversation. Type @ to mention someone.

📎 🗨️ 😊 📎 🔦 ...

Click to type.

Click to send a file. Examples of appropriate files could be work completed since the previous lesson, photos etc.

Click to send an emoji.

Class Notebook - a space for collaboration and individual work. Click the > symbol next to 'Welcome to Class Notebook' to expand the menu. Your child's teacher will have access to all written work.

Click here to work together, as a team, during live lessons.

Click here to type individual responses to set work.

The screenshot shows the OneNote Class Notebook interface for 'Y3 - The Ribbon Academy (3517)'. The interface is divided into three main sections: a left sidebar, a middle pane, and a right pane. The left sidebar contains navigation options: 'All teams', 'Activity', 'Assignments', 'Apps', 'Help', and a mobile device icon. The middle pane shows the 'Class Notebook' menu with options: 'Welcome', 'Hi, can you see this?', '_Collaboration Space', 'FAQ: Class Notebook in Mi...', '_Content Library', '217STU.3517 [The Rib...', 'Quizzes', 'Handouts', 'Homework', and 'Class Notes'. Two red arrows point from callout boxes to the 'Collaboration Space' and 'Class Notes' options. The right pane displays a welcome message: 'Hi, can you see this?' followed by a paragraph: 'Your OneNote Class Notebook is a digital notebook for the w handwritten notes, attachments, links, voice, video, and more.' Below this is a list: 'Each notebook is organized into three parts: 1. Student Notebooks - A private space shared between the teacher and e access every student notebook, while students can only see their own. 2. Content Library - A read-only space where teachers can share handouts 3. Collaboration Space - A space where everyone in your class can share, c'. At the bottom of the right pane is an illustration of a tablet with a pencil and a smiley face, and the text 'How to make the most of Class Notebook in your Class Team:'.