

Microsoft Teams User Guide

Your child has been setup with a Microsoft user ID for this purpose, which is the same as their Sumdog Login ID followed by @preston.torbay.sch.uk For instance: abc@preston.torbay.sch.uk

The password for this account is the same as their Sumdog password with a full stop at the end. The Sumdog details were sent out with your child's Home Learning packs.

Software Installation Procedures

All of the software is free and can run on multiple devices, including PCs, Android/Apple tablets and phones.

Apple and Android Procedures

The following Apps can all be downloaded for free from the Apple App Store or Google Play Store:

Microsoft Teams, Microsoft Word , Microsoft OneNote.

Once installed, you login to these apps with your child's Microsoft ID as per above.

PC Procedures

Here is the link for the Microsoft Teams Installation for the PC: <https://products.office.com/en-gb/microsoft-teams/download-app>

You can download a full free copy of Microsoft Office including Word and OneNote by logging into the following website with your child's user ID and selecting Install Office. This will include Microsoft word and OneNote. <https://www.office.com/>



Once installed, you login or register this software by using your child's Microsoft ID as per above.

Notes:

1. The installation of Office will remain available while a child remains in the school. When your child leaves the school, their ID will cease to be valid and the Office product will revert to a read-only version.
2. Each child's ID can install Office on up to 5 devices. These can be a combination of PC and Mac.

Completing work and submitting it

There will be two types of submission for work, either via Microsoft Word or via a photograph.

Via Microsoft Word

1. Open Microsoft Teams and sign in as your child, if it prompts you.
2. Click on **Assignments** and then select your Child's class. You will then be shown a list of assignments to be completed.
3. Select the assignment they are working on. The teacher will have given full instructions for the child and may include videos or other material under the **Reference materials**.
4. If the assignment is in Microsoft Word, once you click on the document under **My work**, it will automatically load Word and you will be taken to the document to fill in. Click on the icon top right of the page to edit it.
5. Once you have completed the work, press the back arrow and it will return you to the assignment dialogue in Teams.
6. Then click **Hand In** at the top right hand corner of the assignment.

Using Photographs

1. Open Microsoft Teams and sign in as your child, if it prompts you.
2. Click on **Assignments** and then select your Child's class. You will then be shown a list of assignment to be completed.
3. Select the assignment they are working on. The teacher will have given full instructions for the child and may include videos or other material under **Reference materials**.
4. Once completed take a photo of the work, using your mobile device and click on **Add work** and then navigate to where you saved the photo and attach it. Once you have completed that, it will show the document under the **My work** section.
5. Then click **Hand In** at the top right hand corner of the assignment.