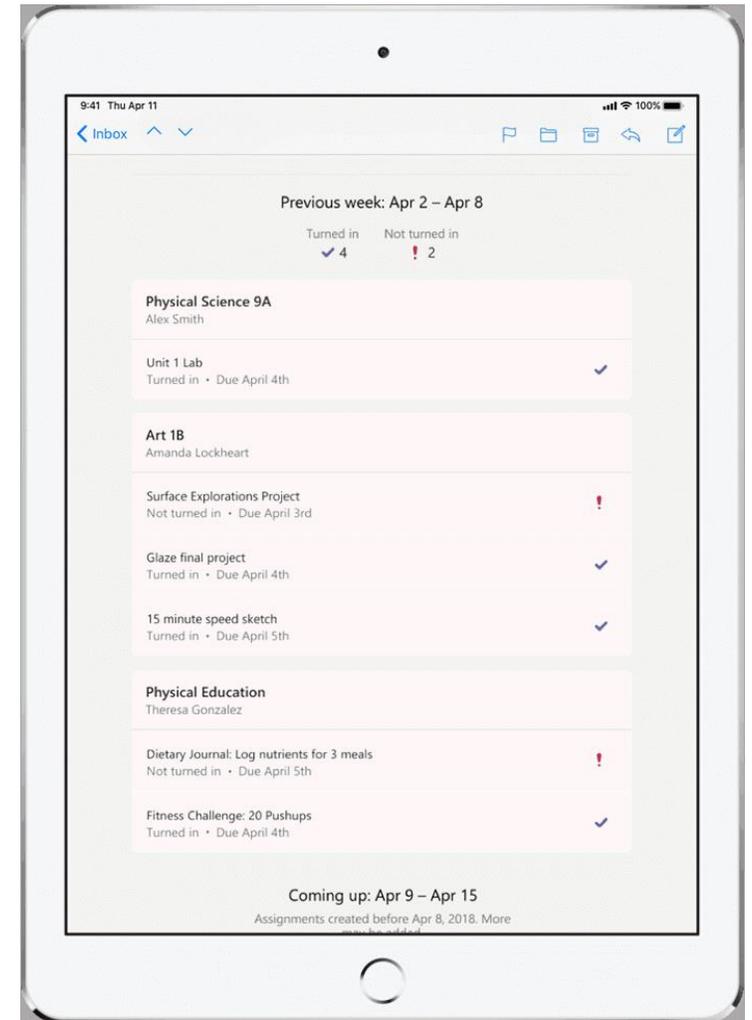


What is Microsoft Teams?

- The majority of pupil's homework will be set via Tassomai.
- However, particularly in older years, pupils might be set specific homework assignment on Microsoft Teams.
- **Also, if your child is self-isolating, they will be set their lessons as independent assignments on Microsoft Teams.**
- Teams can also be used to share revision resources with pupils or for classes to discuss their learning.
- You can also log into the Microsoft Teams app, using your child's account details, to view your child's assignments at any point.



How does my child log into Microsoft Teams?

Your child may have already downloaded this as a programme on their PC/laptop. If not, they can access Teams online. To do so, they should follow these instructions:

- a) Go to <https://www.office.com/> (you can also find this page by searching 'Office365' on Google)
- b) Click on, '**sign in.**'
- c) Sign in using your school e-mail address and password.
- d) You will be taken to the Office365 home page. On the left-hand side, you will see a column of icons. Scroll down and click on the icon that is purple with a T that looks like this: 
- e) Click on, '**use the web app instead.**'
- f) You will now be logged into Microsoft Teams

How does my child turn in their remote learning on Microsoft Teams?

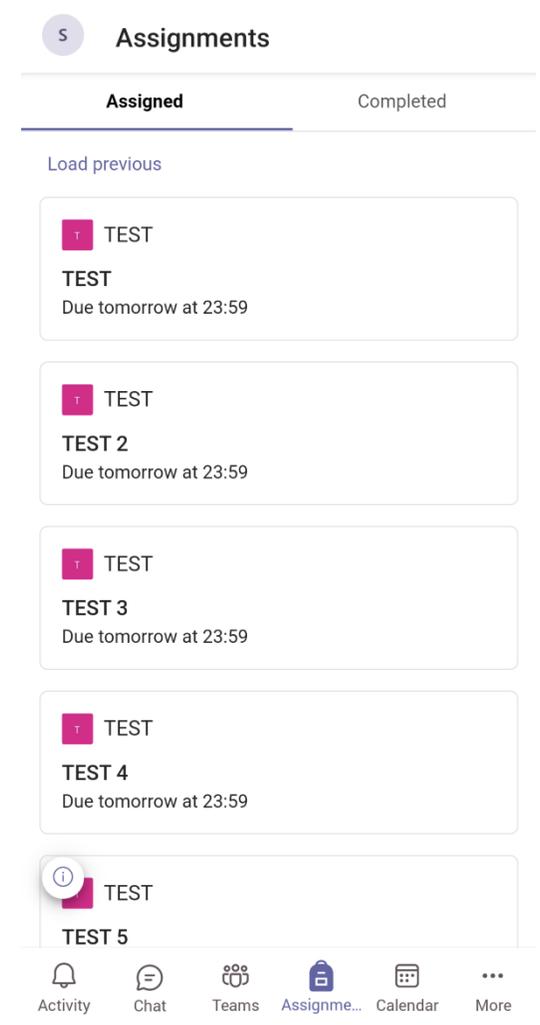
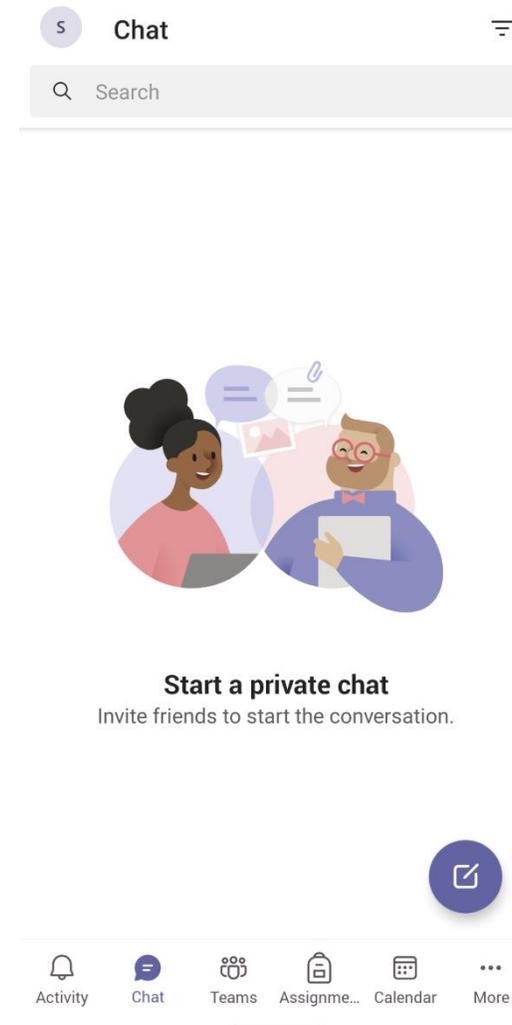
To watch an instructional video, click here:

[How to Check and Turn in Homework Assignments on Microsoft Teams](#)

(This video mentions homework but, if your child is self-isolating, they turn in their remote learning in the exact same way).

How do I check what homework my child has on Teams?

- You can check Teams whenever you want by logging into your child's Teams account on a laptop, or by downloading the Teams app.
- Click on the **assignments** button at the bottom of the screen.
- You will see the list of the assignments set. The assignment due in soonest will appear at the top of the list.
- On the top right, click the **completed** button to see homework assignments that your child has completed.



How can I access the Microsoft Teams app?

To log into the Microsoft Teams app:

- Go to the Apple Store or Play Store and search for Teams to download.
- Click on **sign in**.
- Sign in with your child's school e-mail address e.g. 21robertse@woodlandsschool.essex.sch.uk
- You will be redirected to the RM Unify page, where you will need to enter your child's school password. This is the password they use on the school computers.

To turn off notifications from Microsoft Teams:

- Click on the symbol in the top-left that looks like this (it may have a different letter in the middle of the circle): 
- Click on **notifications**.
- Click on **general activity**.
- You can decide to turn Teams' notifications on or off.

Further Support

- If your child does not have a laptop/tablet/PC to work from at home, the school can loan a device. E-mail ero@woodlandsschool.essex.sch.uk if you did not complete the survey sent out.
- If you have technical issues, please e-mail remotelearningsupport@woodlandsschool.essex.sch.uk or ero@woodlandsschool.essex.sch.uk
- If your is self-isolating and they have not been set some remote learning for a lesson on their timetable that day, you can e-mail the relevant Head of Faculty by finding their e-mail here: <https://www.woodlandsschool.org/staffing>. Alternatively, e-mail ero@woodlandsschool.essex.sch.uk
- To watch an instructional video, click here: [How to Check and Turn in Homework Assignments on Microsoft Teams](#)
- To find out how to download Microsoft Office for free, click here: [How to Downloads Microsoft Office for Free](#)