

# ENGLISH MARTYRS' CATHOLIC PRIMARY SCHOOL

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## Microsoft Teams

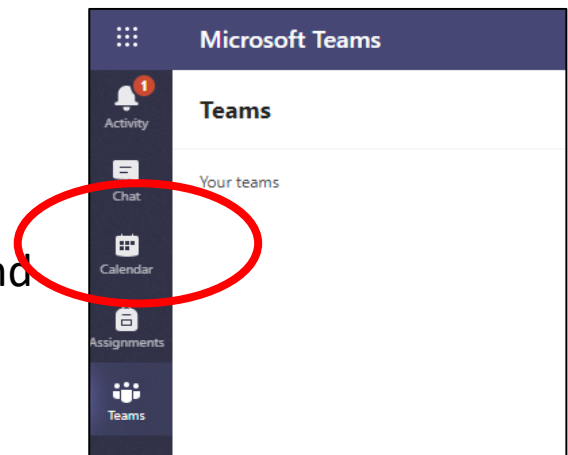
# A step by step guide for parents and pupils

1. Login to MICROSOFT TEAMS using the **login details as shown in the letter** sent to parents.

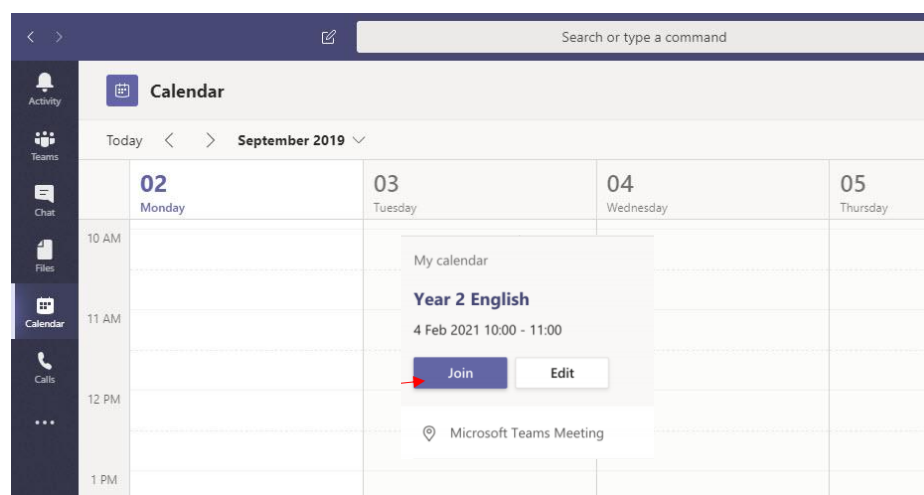


The first time you login you will be asked to **change your password**. Please make sure you **remember** your password or save in in your browser if it is safe to do so.

2. To join a live session first click on the **CALENDAR** on the Navigation bar on the right hand side of your screen.

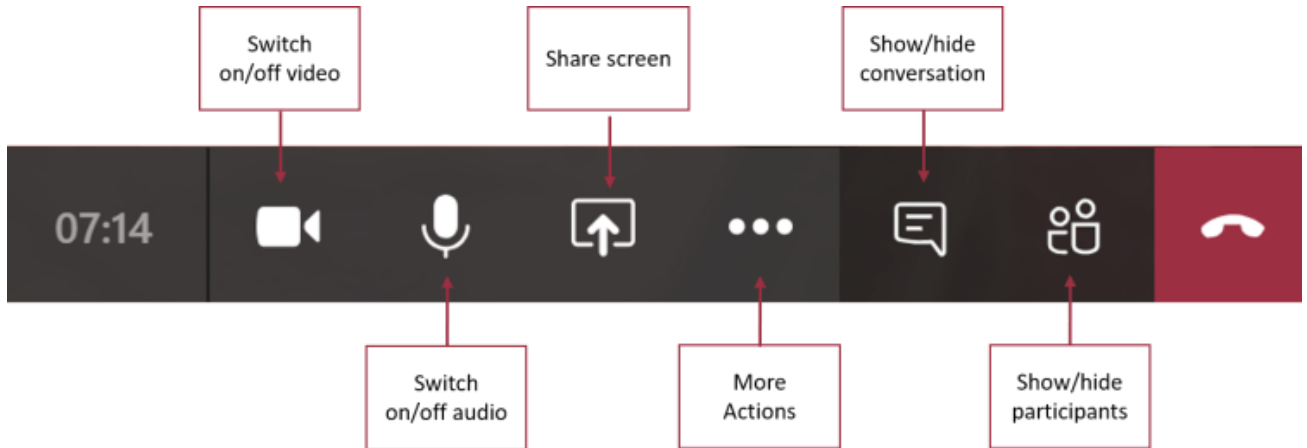


You should be able to see the sessions for that day (for example at 9:00 am and at 11.00 am.



3. Click on the lesson you need to join. This opens a square window. Then click on the blue **JOIN** button

Once you're in a meeting, controls can be accessed by moving your mouse and displaying the **control bar**.

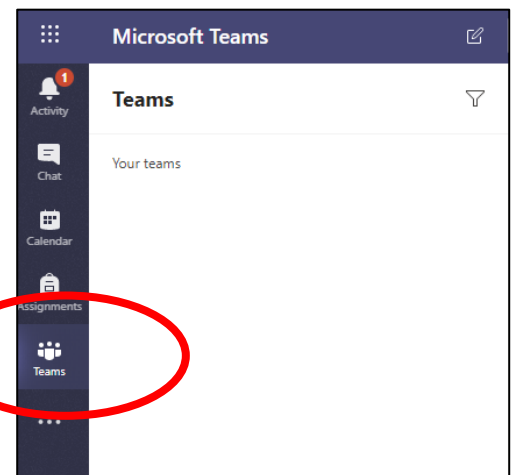


- 4 . When the live session is over click on the leave icon to leave the meeting and start your work.



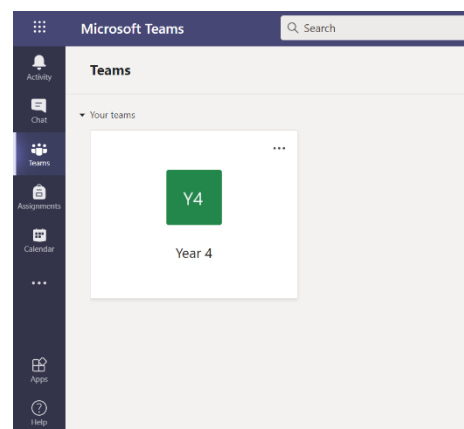
## VIEWING AND COMPLETING WORK SET BY THE TEACHER:

- 5 . On the Navigation bar on the left of the screen select **TEAMS**.

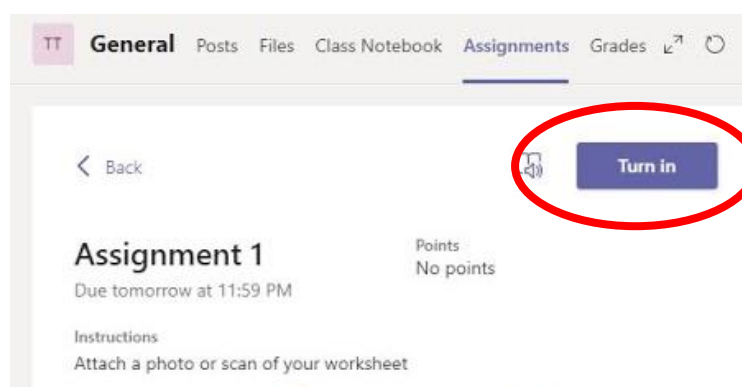


3. You should then be able to see your Year group – for example – Year 4.

Click on the icon for your class to view your work and **assignments**.



Your teacher will explain what you need to do to complete your work on your device and **TURN IN** when you finish.



Work will need to be submitted (Turned in) everyday **by 4:00 pm** at the latest.

## EXPECTATIONS DURING LIVE SESSIONS

- Children will be expected to have their camera on so that they can be seen in the lesson by the teacher.
- Microphones can be switched on for the register but then should be turned off so that learning can take place.
- The raise hand button can be used to ask a question if you need some help.
- Only the teacher will need to share their screen. They will need this to share the lesson with you.
- The chat box feature can be used to ask a question. This should only be used to discuss work matters. Personal information should not be shared here as this will be visible to all in the meeting.
- The red leave button can be used at the end of the session when you are ready to exit the meeting.