



The Berkeley Academy

Microsoft Teams Parent Guide: Year 2, 3, 4, 5 and 6

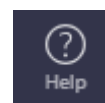
For any work completed at home (due to isolation or weekly homework) we use Microsoft Teams from Year 2 upwards. This enables children to send work remotely to their teacher and then to receive written feedback from them. **Your child has been given login details for their account.**

Below is a quick guide to how it works:

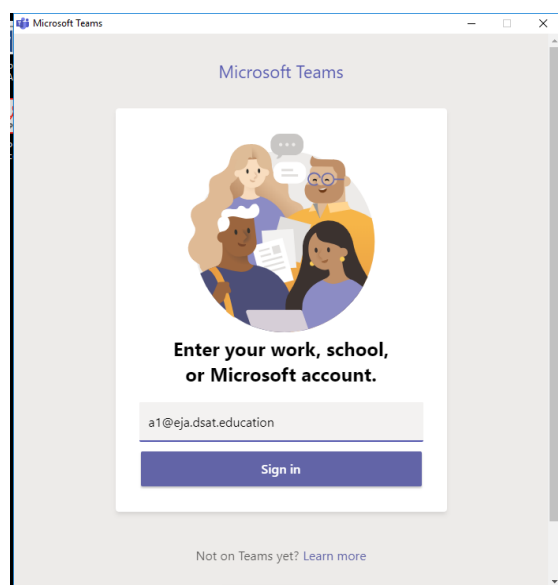
Start by downloading Microsoft Teams, either through the computer/laptop (Google 'Download Microsoft Teams') or the app store on your phone / tablet.



Familiarise yourself with the platform and look out for the 'Find help and training' guide when you first sign in. There is a 'Help' button you can access in the bottom left hand corner once you have logged in that also gives additional guidance:



When you open Microsoft Teams, this box will appear. Type in your child's Microsoft account address in the box and click 'Sign in'. Then, enter your password and click 'Sign in':



Enter password

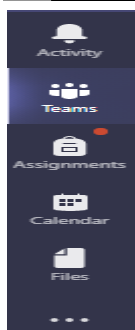
Enter the password for abc123@eja.dsat.education

[Forgot my password](#)

[Sign in with another account](#)

[Privacy statement](#)

[Sign in](#)



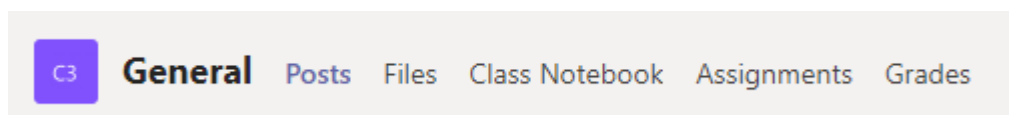
NOTE TO PARENTS As this is only a temporary password, at some point you should consider changing the password to something more memorable. You can do this in the settings if you are not prompted to do this anyway.

The teams that your child is in will then appear (your child's will be their class) Click the team square on the side bar to enter:



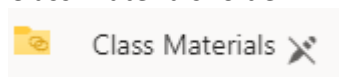
Headteacher: Carolyn Brown BA(Hons) NPQH

When you are in the team's general area, the top of the screen will look like this:

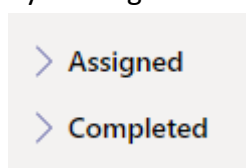


If you click on **Posts** then you can see any comments that have been made and ask the teacher any questions. Please note that this communication is only for use with the class teacher between 9am and 3pm.

In **Files**, the teacher may put additional resources for tasks, such as PowerPoints, for you to access in a Class Materials folder.



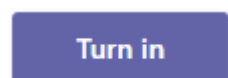
In **Assignments** you will be able to see any work that has been assigned and any work already completed by clicking the following sections:



Although the main instructions will still be on the website, there will be an section for you to click on so you can add work by clicking on:



Finally, to hand in work, click on:



This will then notify the teacher that you have sent work and this will be recorded. The teacher will then respond to your work so that you are given written feedback.

If you have any issues using Microsoft Teams, please let the class teacher know through the teacher@berkeley.cheshire.sch.uk email address so that this can be sorted or an alternative provision put in place.



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