

# Microsoft Teams @ St Marys College

## Distance learning with Office 365

### Guidance for parents and guardians

Your Child's learning can happen anywhere with Office 365 online. Get to know the tools made to support learners of all ages and abilities, and see how your child's core subjects and class discussions can happen with support from Microsoft Teams.

#### What does my child need to sign in to their Office 365 account?

Students and teachers at St Marys College have access to Office 365 Education for free. Your child can log into their college account at **Office.com**, where they'll have access to Microsoft Teams, Outlook for email, Word, PowerPoint, Excel, and so much more. From this home base, students can open Office apps in their web browser.

Microsoft Teams can be accessed **directly online** or **downloaded** to a home or mobile device.

#### What device will my child need to use with Office 365?

A PC or Tablet computer running a Windows 10 operating system.

#### What if our home has low internet bandwidth?

- Use the video camera sparingly, or not at all.
- When participating in a live class meeting, entirely avoid using the video camera; just turn on the microphone. Or only turn on your video camera or microphone when it's your turn to speak.
- Sync files to your computer (using Microsoft OneDrive) so you can read them offline.

#### How will my child communicate with teachers and classmates?

Using Teams! Teams is an online classroom hub, where your child can chat with their whole class, in groups with other students, and one-on-one with teachers.

#### How is my child's communication and activity monitored in Teams?

Since Teams for Education is designed to serve as a digital classroom hub, it features many ways to support teachers in classroom management. Teachers can mute students who may add distracting or inappropriate messages to group discussions, and they can delete those unproductive messages entirely.

The safety and behaviour of our students at St Marys College is our number one priority.

#### Is Teams simply a chat app, or can my child study, work, and complete assessments there as well?

With the **Assignments** app built right into Teams, your child can see work teachers have assigned them, submit that work, and see their grades and feedback.

**Need help:** contact [teamshelp@stmarysblackburn.ac.uk](mailto:teamshelp@stmarysblackburn.ac.uk)