

# A Guide to Microsoft Teams

Wester Cleddens Primary School

2021/2022

# Updates for 2021/22



Dear WCPS Pupils and Families,

This session, we will continue to use Microsoft Teams to provide Home Learning for our pupils and for communication from Class Teachers. As the software has had some changes, we have created this guide to support your child using Microsoft Teams at home.

All pupils will be shown how to access their Class Teams within school. Each class will also have 'Ask the Teacher' and 'Our Class Learning Journey' channels as before. The 'Ask the Teacher' channels will be monitored and responded to in a timely manner, and Class Teachers will update their class' Learning Journeys regularly.

If your child continues to have any difficulties accessing Microsoft Teams, please contact our school office via email at [office@westercladdens.e-dunbarton.sch.uk](mailto:office@westercladdens.e-dunbarton.sch.uk).

We hope you find this guide useful and your child enjoys using Microsoft Teams!

Kind regards,

Team WCPS

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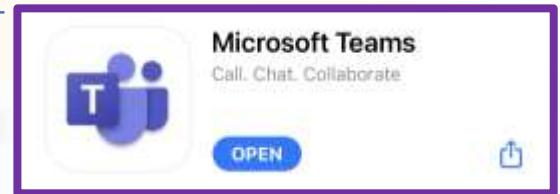
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[Further Support](#)

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# Getting Started: Downloading the App on Mobiles and Tablets

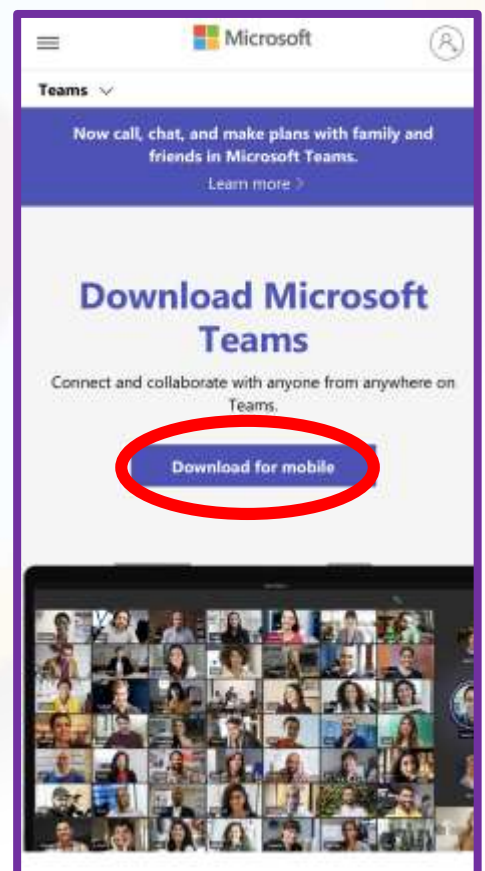
We recommend downloading the Microsoft Teams app so that pupils can easily use all the features the software provides.



If using a mobile device, scan the QR code by opening the camera on your device.



If your device doesn't have a camera, please visit <https://www.microsoft.com/en-gb/microsoft-teams/download-app>.



Once you visit the site, select **Download for mobile** and then **Download Teams**. This should direct you to your App Store/Google Play Store etc. where you can download the Microsoft Teams app for **free**.

# Getting Started: Using the Web Browser on Mobiles and Tablets

If you are unable to download the app for any reason, you can also access Microsoft Teams via your internet browser.

Use your camera to scan the QR code to be redirected to the Microsoft Teams website. If your device doesn't have a camera, please visit <https://teams.microsoft.com/#/school/?ctx=teamsGrid>.

You will then be required to **log in** using your Glow username or email address and password.

Please note, you may then see a message asking you to download the app if your browser version isn't supported.



 A screenshot of the Microsoft sign-in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field labeled "Email address, phone number or Skype". There are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is located at the bottom right.


 A small screenshot showing a message from Microsoft: "Taking you to your organisation's sign-in page".

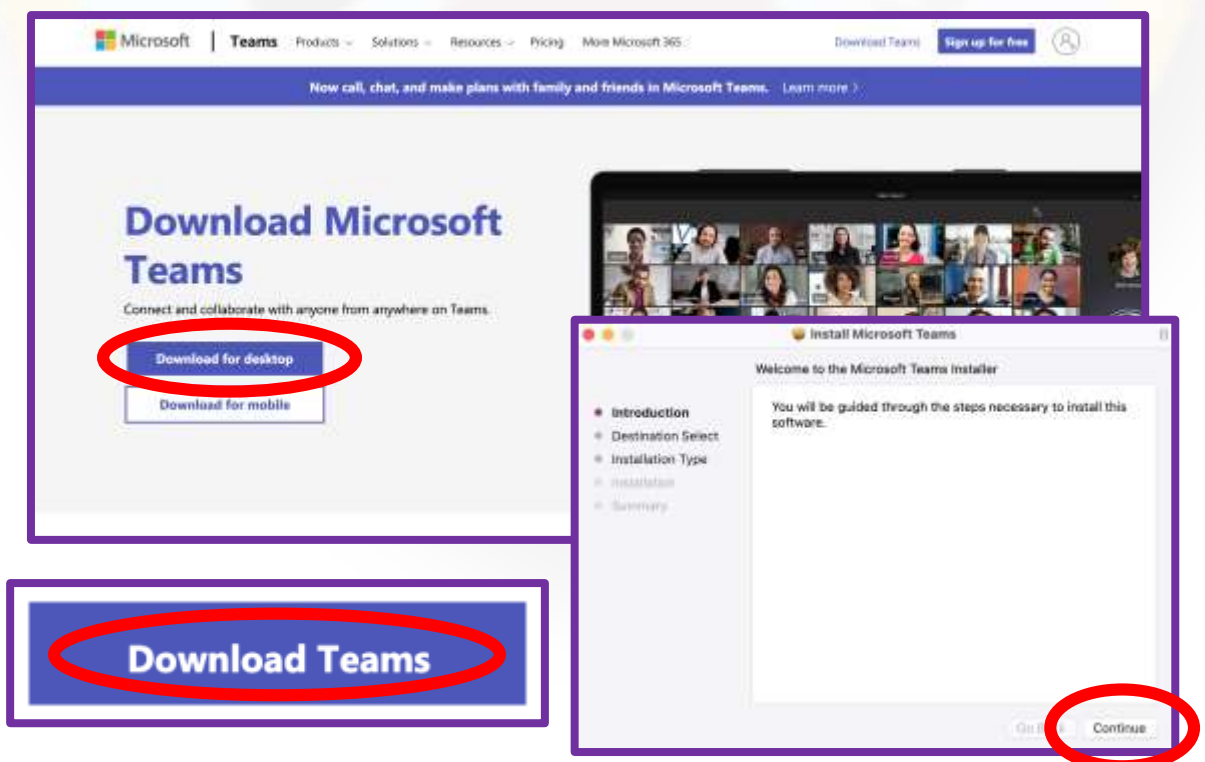

 A screenshot of the Glow sign-in page. It has a purple header with the "glow" logo. Below the header is a "Sign in" section with two required input fields: "Username or Email Address (required)" and "Password (required)". The email field has a dropdown menu showing "@glow". There is a "Remember me" checkbox with the note "(Do not select on shared devices)". A link "I have forgotten my password" is visible. At the bottom, there is a "Need A Glow Login?" link and a large green "Sign in" button. A disclaimer at the very bottom states: "Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service." and a link "Find out more about Glow".

# Getting Started: Computers and Laptops

To download Microsoft Teams onto your computer or laptop, please visit <https://www.microsoft.com/en-gb/microsoft-teams/download-app>.

Once you visit the site, select **Download for desktop** then **Download Teams**. Once you have downloaded Teams, install the programme and then [log in](#).

If you require any support with installing Teams, please contact the school office via email [office@westerceddens.e-dunbarton.sch.uk](mailto:office@westerceddens.e-dunbarton.sch.uk).



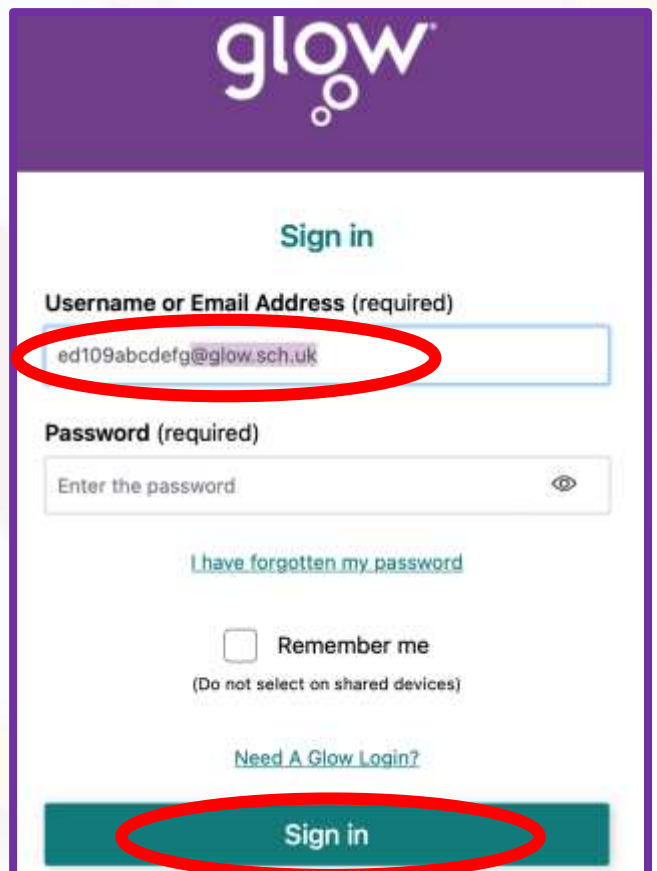
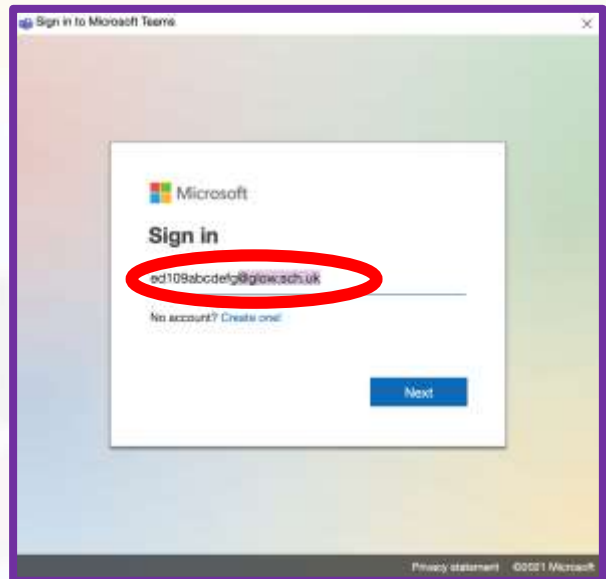
# Logging In

No matter which way you decide to access Teams, you will require your Glow login details to access your Class Teams page.

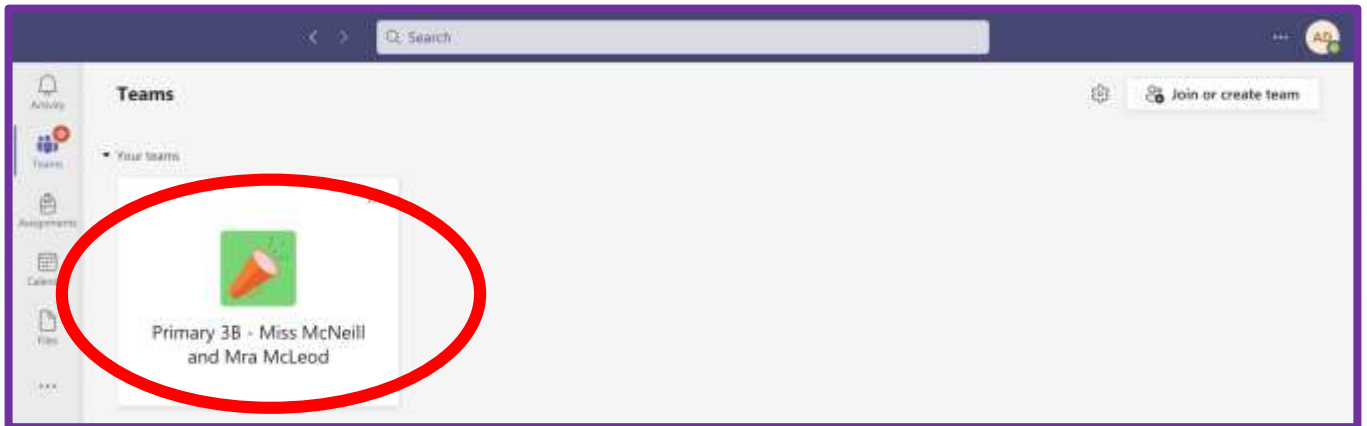
Your Class Teacher will provide you with your username, email address and password. **Your email address is your username with '@glow.sch.uk' at the end.**

**If using the Teams app, you must enter your email address to log in. This should have @glow.sch.uk at the end.**

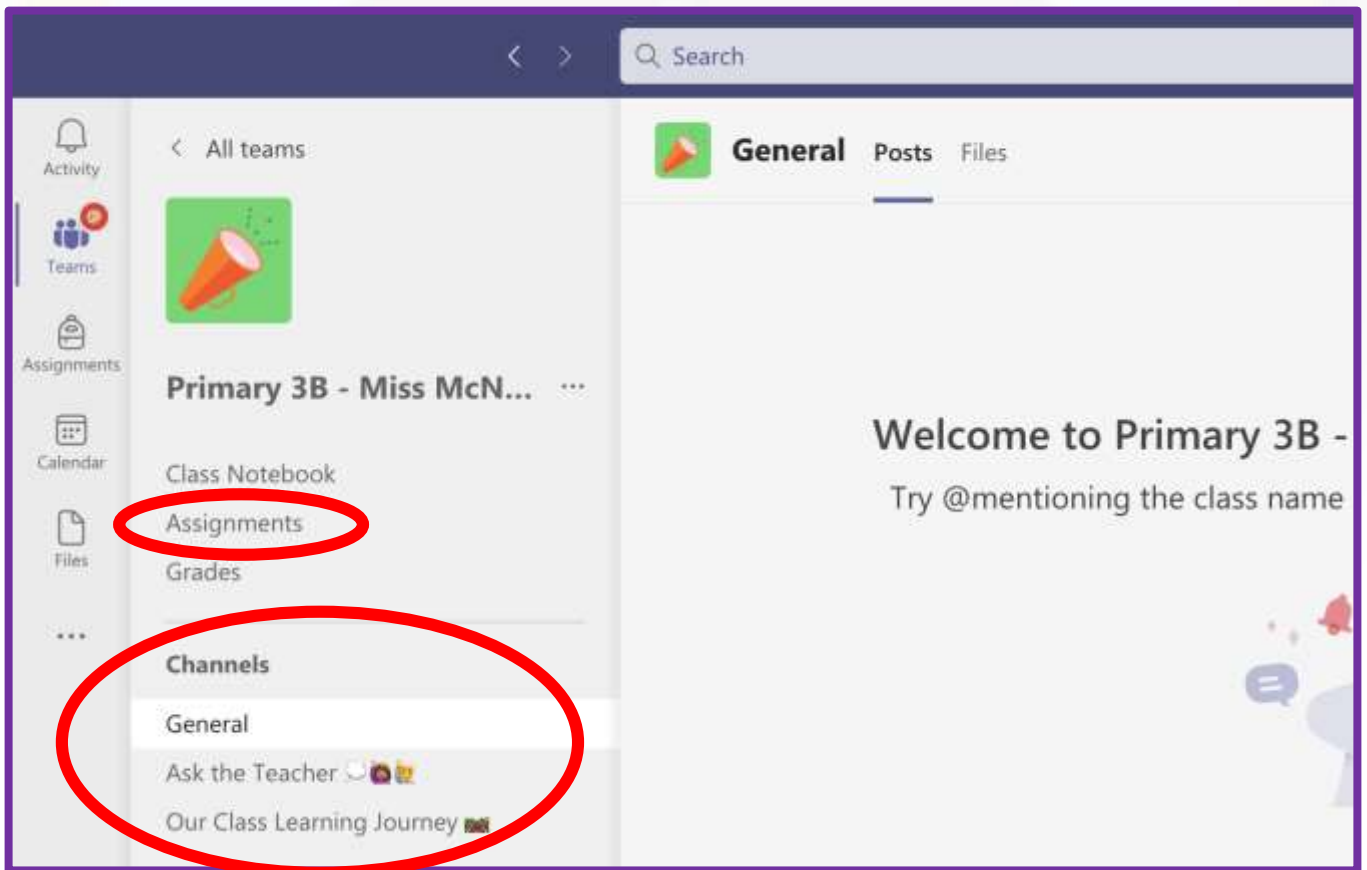
However, once redirected to the Glow website, you can use your username **or** email address to log in as **both** will work. Select **Sign in** to access your Class Team.



# Navigating Teams: Computers/Laptops



Once you have logged into Microsoft Teams, you should see your class icon. Select your class to be taken to your **General** channel.

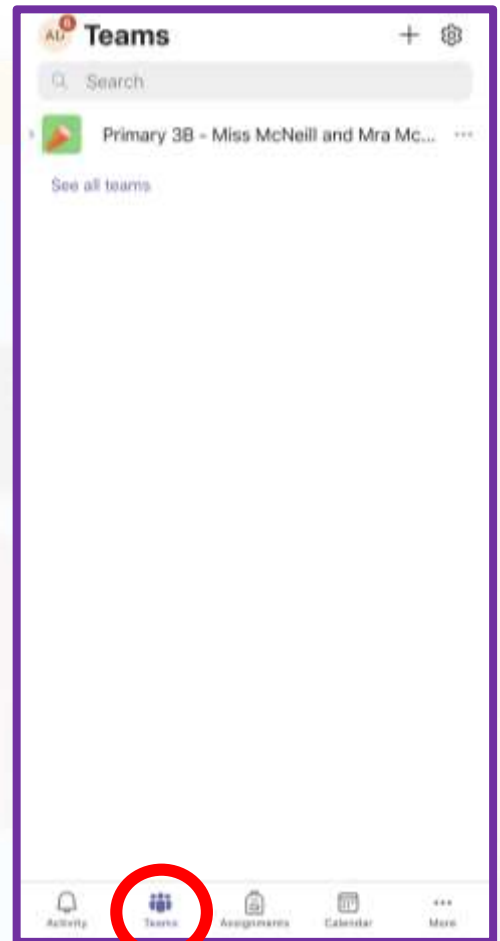
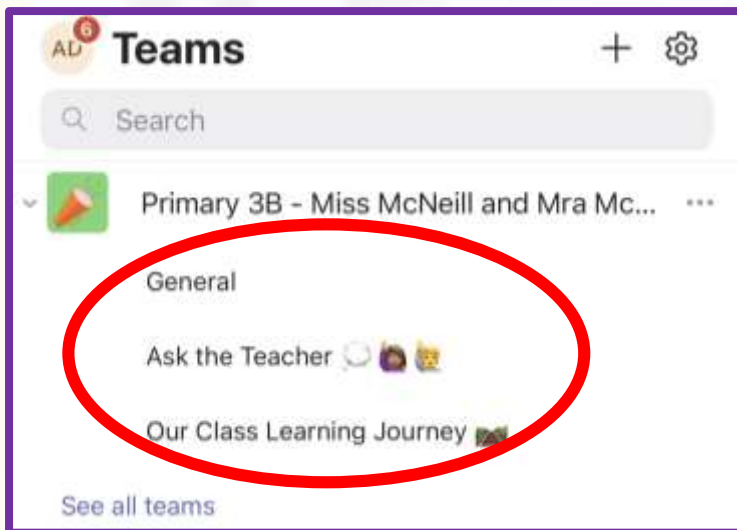


**Channels** can be found on the left of the screen (computer/laptop) underneath the Class Notebook, Assignments and Grades tabs. These have been moved from the top panel.



# Navigating Teams: Mobile Devices

Once you have logged into Microsoft Teams, you should see several icons along the bottom of the screen. Select **Teams** to see Teams that you have been added to.

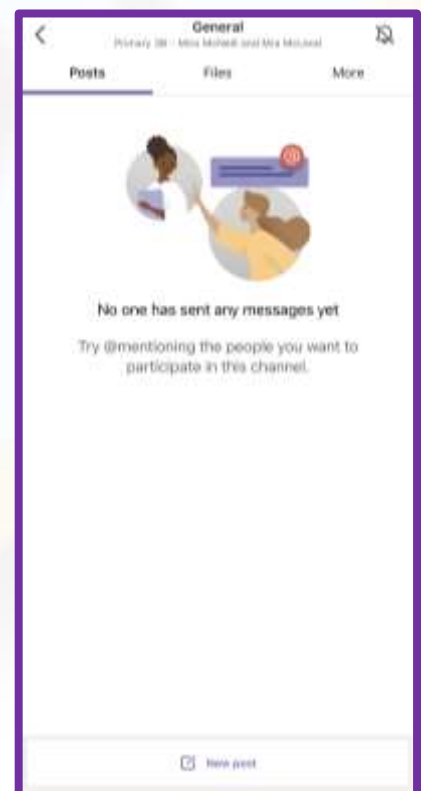


Selecting the Team name will reveal its **channels** underneath.

The **General** channel is where information will be posted by Class Teachers.

The **Ask the Teacher** channel is where you can ask for help.

The **Our Class Learning Journey** channel is where your teacher(s) will post regular updates of what you have been learning in school.



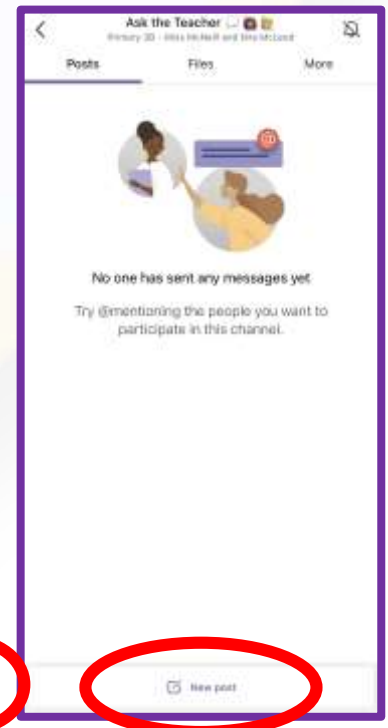
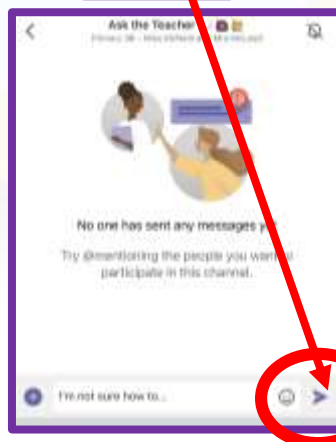
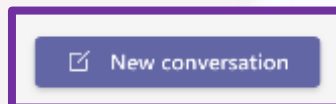
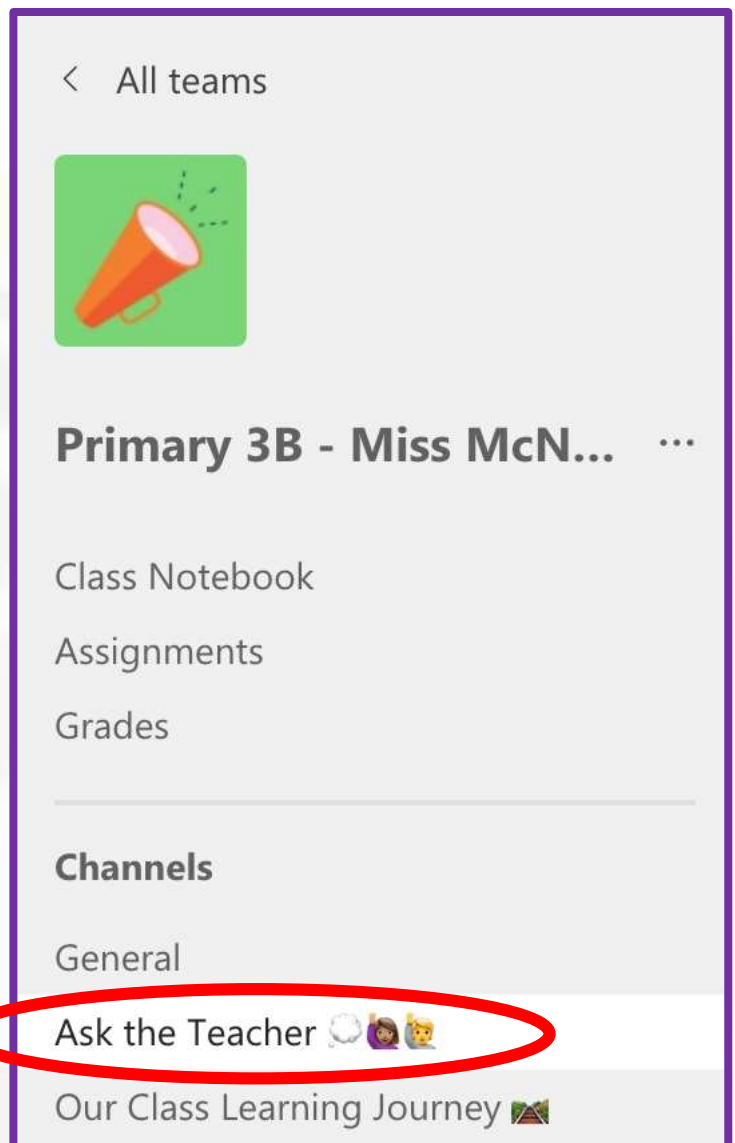
# Ask For Help

If you require help with anything, you can ask your teacher(s) by selecting the '**Ask the Teacher**' channel.

The **General** channel is for teachers to post announcements and information on. Pupils cannot post or comment on this channel.

You should select the **New conversation** or **New post** button to type a comment or question and then send this to your teacher by pressing the **send** button (which looks like a little **paper aeroplane**).

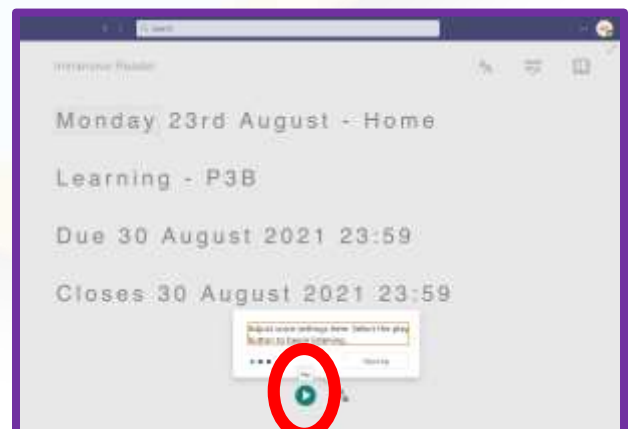
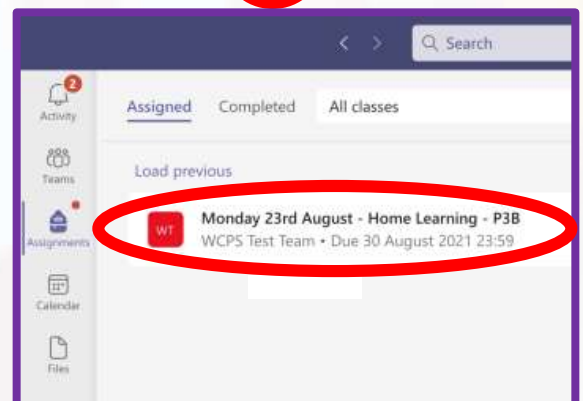
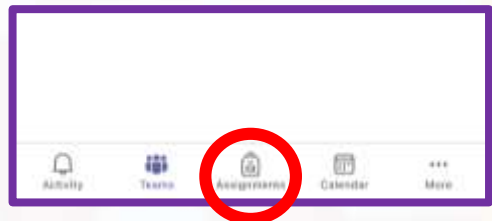
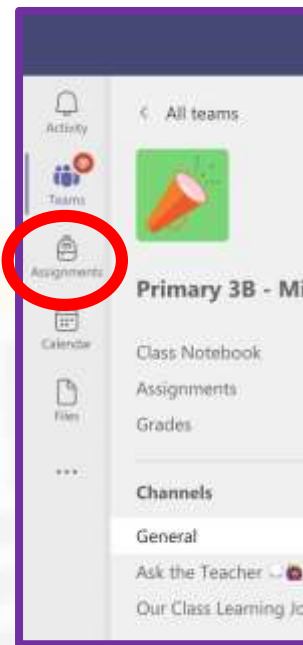
If you need to contact your teacher privately, you should ask your parent or carer to contact our school office via email at [office@westercladdens.edunbaton.sch.uk](mailto:office@westercladdens.edunbaton.sch.uk).



# Assignments

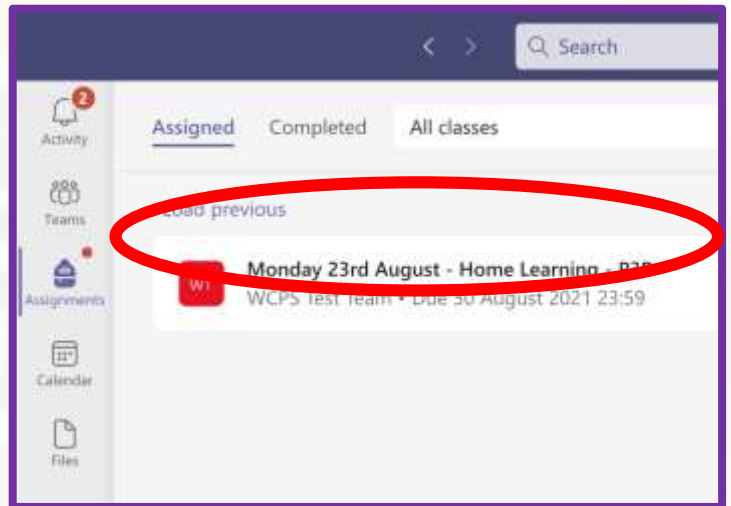
Once you have logged in to Microsoft Teams, on the screen you should see an icon which says **Assignments** with a bag icon above the word (**left** of the screen on a computer/laptop or **bottom** of the screen on a mobile/tablet).

1. Select the **Assignments** icon and this will show you what tasks your teacher has set for you.
2. Select one of the Assignments and instructions will appear on the screen telling you what your teacher would like you to do for this task.
3. If you need help reading what the instructions say, you can select the **Immersive Reader** icon (this looks like an open book with a speaker on top).
4. Select the **play** icon at the bottom of the screen and this will read the Assignment title, due date and instructions out loud for you.

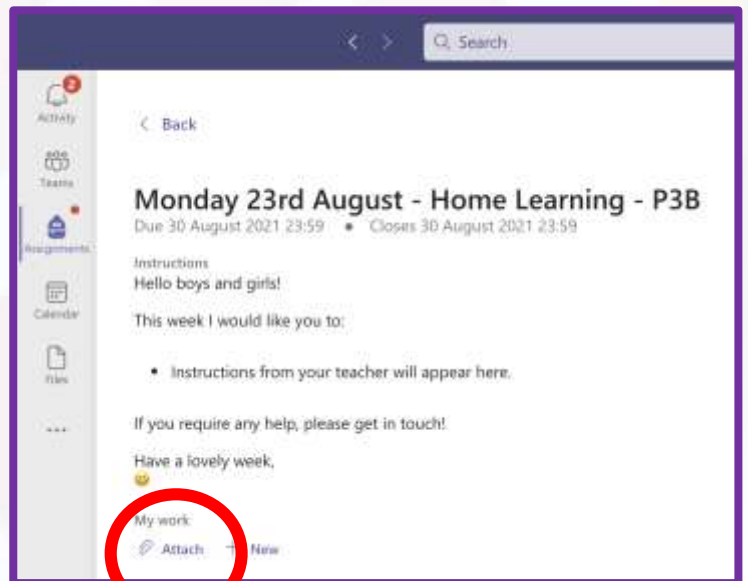


# Upload Your Learning

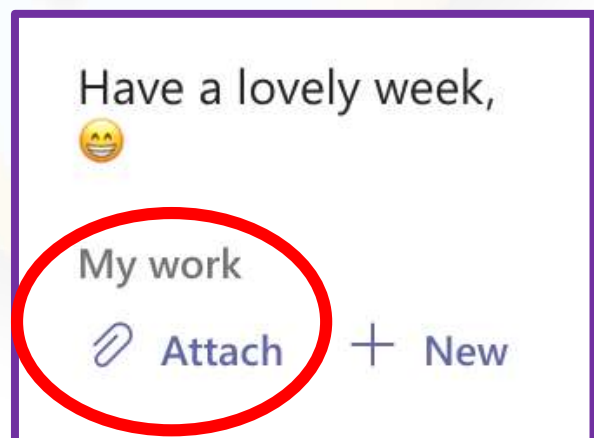
Once you have completed your task using the instructions on Assignments, you can send this to your teacher.



To send your work, select the Assignment you have completed.



Under the heading 'My work', select **Attach with the paper clip icon** and this will let you choose where you want to upload your work from.



## Upload Your Learning (2)

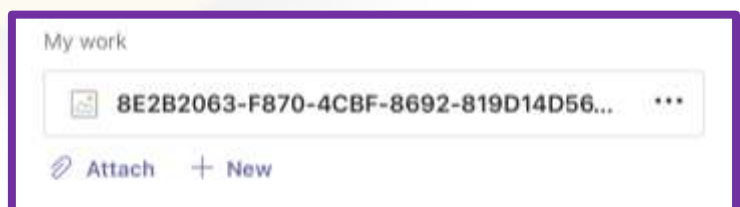
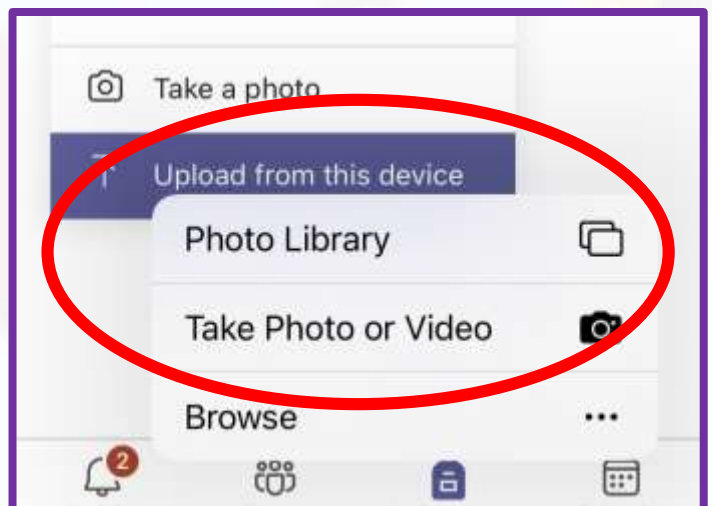
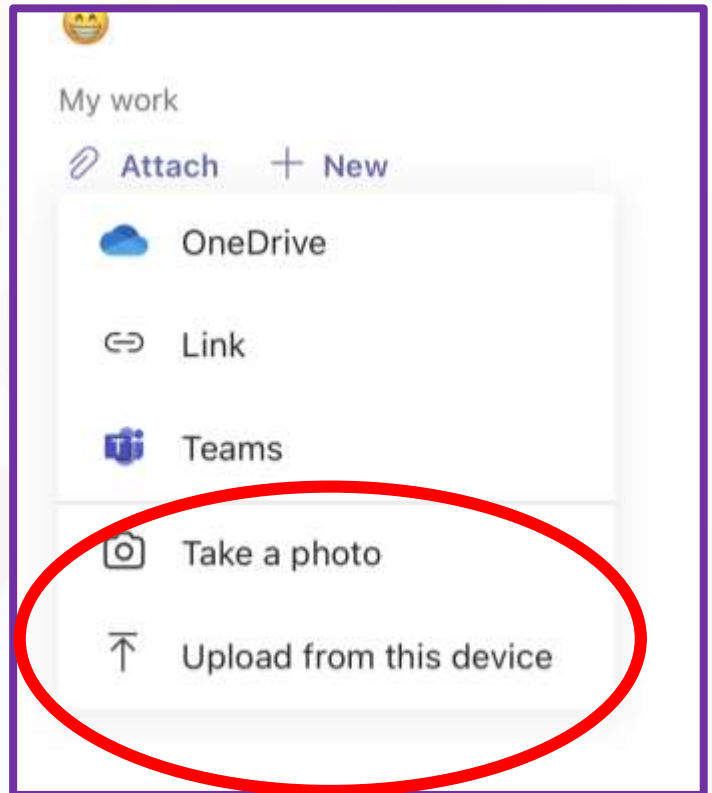
You can upload a photo by selecting **Upload from this device**.

Look for the photo or video you want to send and select this. You can upload multiple photos using this method.

You can also upload other files (such as Microsoft Word files) by using the **Upload from the device** option too.

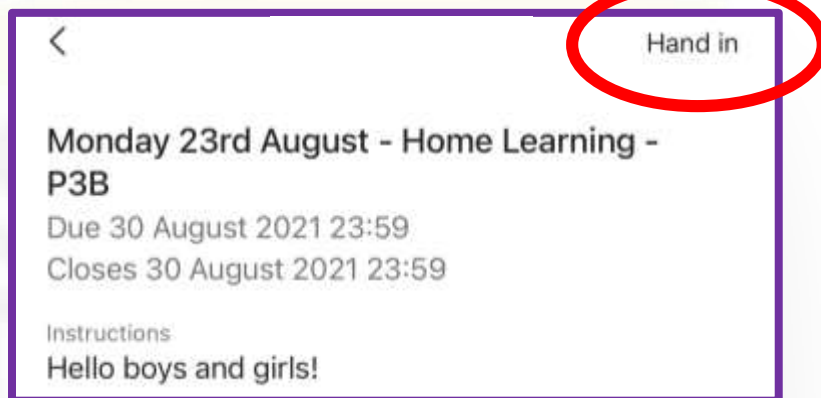
Select the **Done** or **Attach** button on the screen.

Your photo or file should then appear under the 'My work' heading.

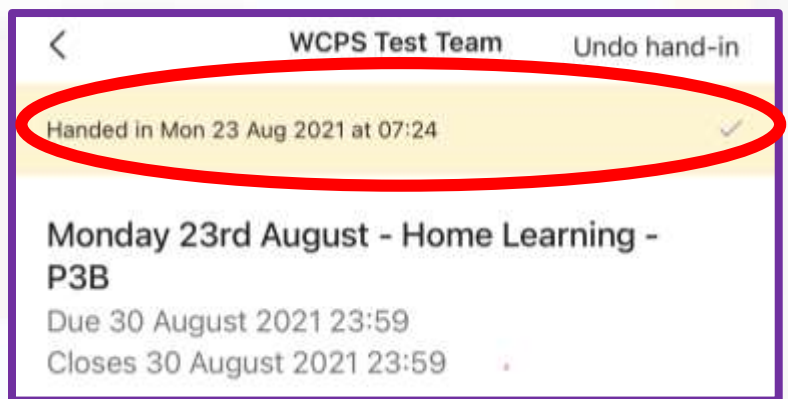


## Upload Your Learning (3)

Once you have uploaded the files you want to send to your teacher, select the **Hand in** button on the screen to send your work to your teacher.



It is important that you remember to press the **Hand in** button, otherwise your Class Teacher will not be able to see your work. The **date and time** you hand in your work will show on the screen.

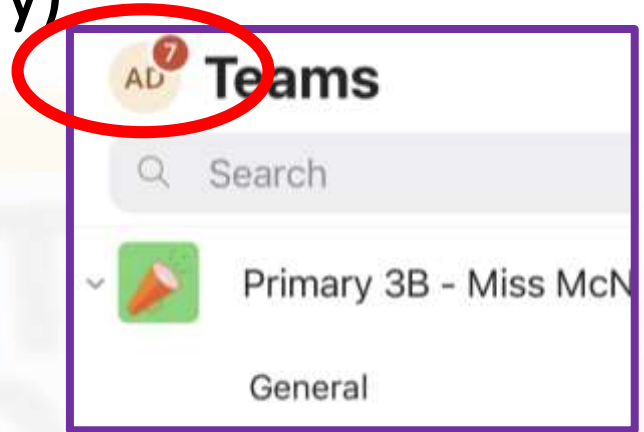


An **animation** should appear on the screen to let you know that your work has been handed in.

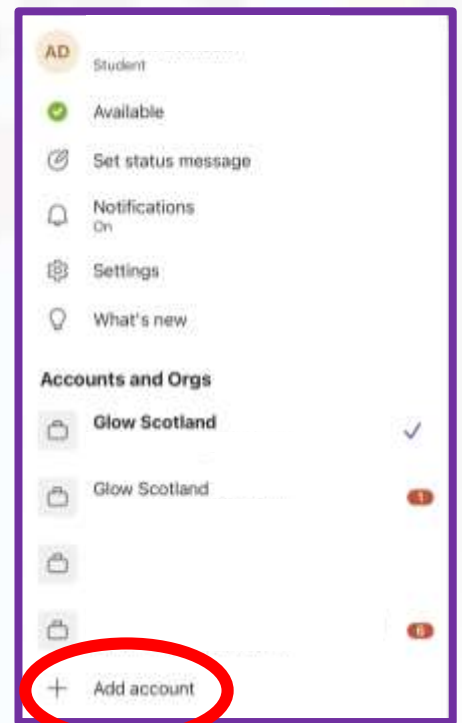


# Switching Between Accounts (1) (Mobile Devices Only)

To switch between accounts on a mobile device, look for your **photo/initials icon on the screen.**

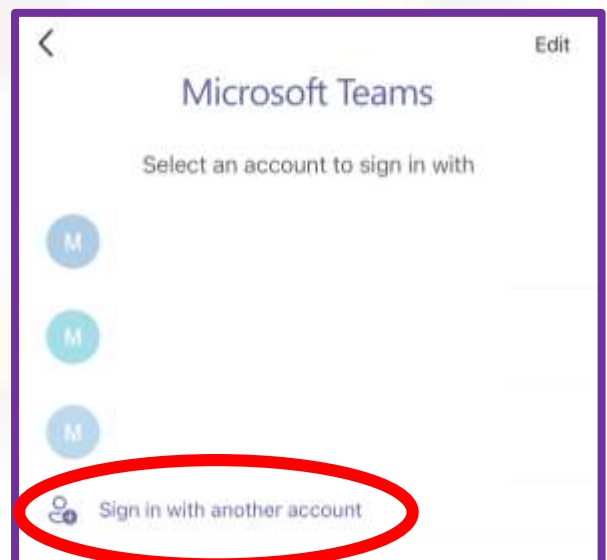


Select this and then look for the **+ Add account** option at the bottom of the menu.



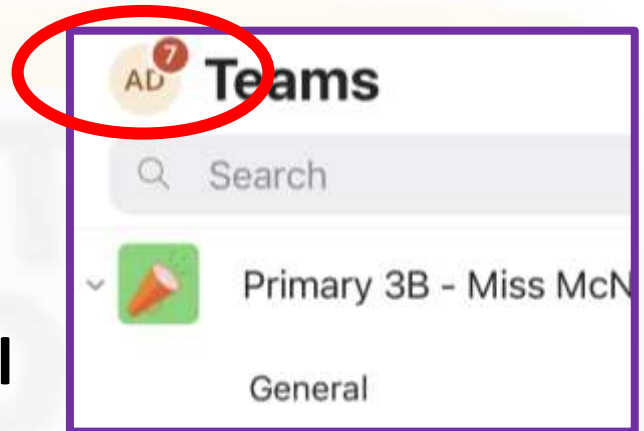
Select sign in with another account and enter the **Glow email address** (for example **ed109abcdefgh@glow.sch.uk**) in the **Sign-in address** box.

Enter your **password** in the password box (as described above).



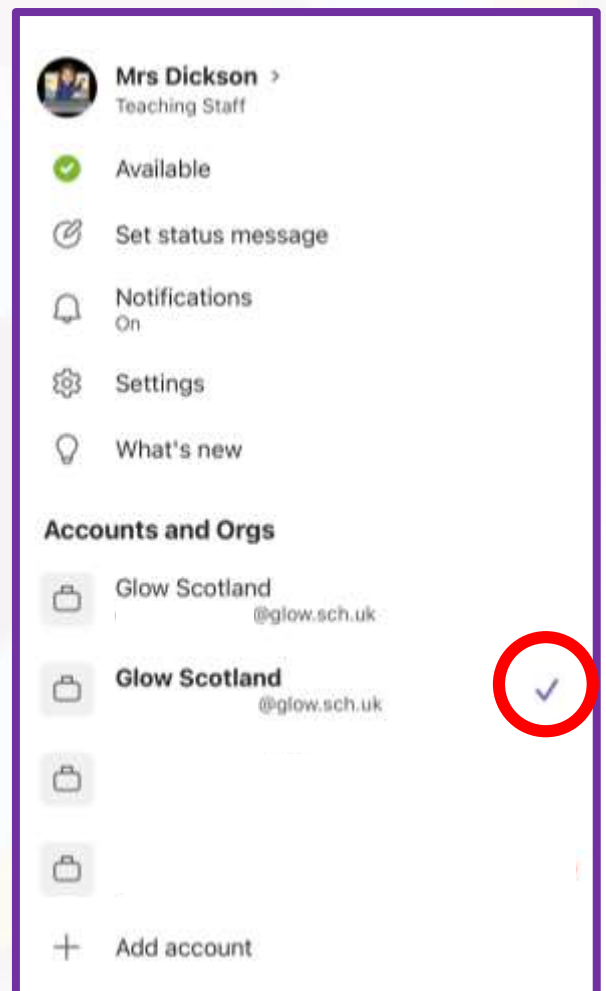
# Switching Between Accounts (2) (Mobile Devices Only)

This will log you in as the newest user, and you can now switch between accounts using the **photo/initial** icon.



**To switch**, select the **Glow email address** of who is using Microsoft Teams and this will automatically switch to their Microsoft Teams account.

*It may ask you to re-enter the password for the account, so please keep these safe!*



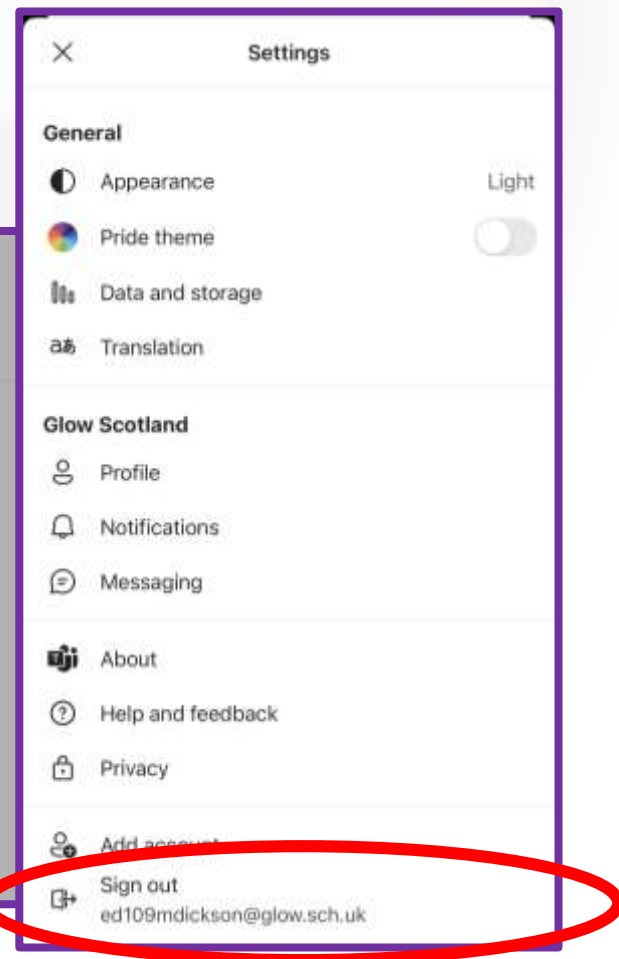
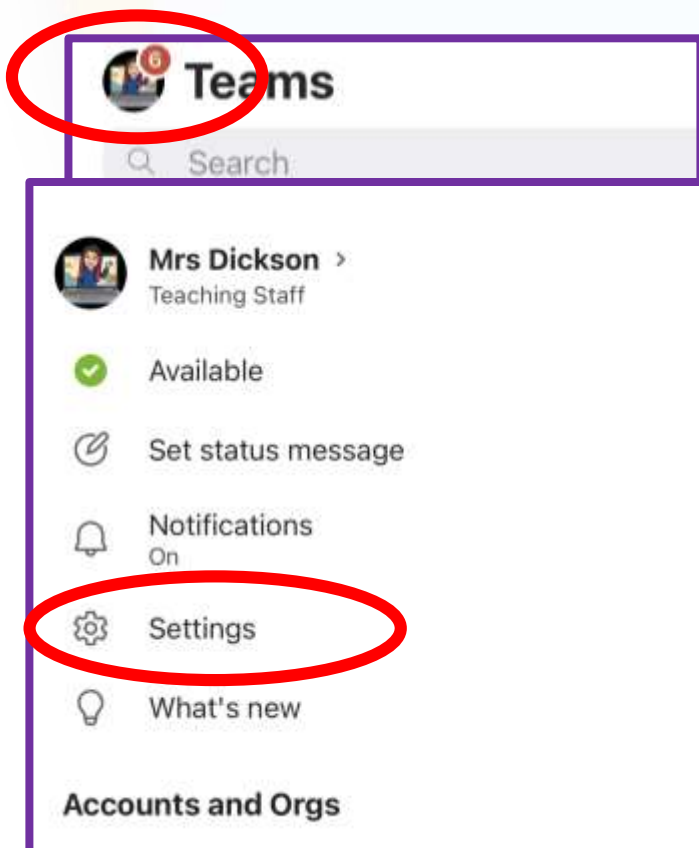
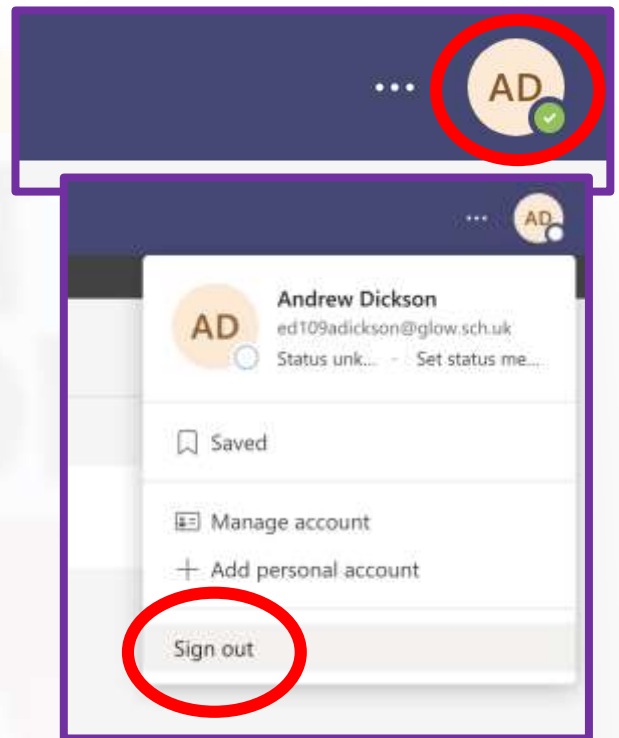


# Logging Out

At the top left-hand (mobile) or right-hand (computer/laptop) side of the screen, select the icon with your **initials or photo**.

For mobile devices, select the **Settings** option. You do not need to do this on a computer or laptop.

At the bottom of the list (on any device), select **Sign out**.



# Further Support

Should you need any additional help or support with accessing Microsoft Teams, please ask for help from your Class Teacher(s).

If your parent or carer requires support with helping you get onto Teams, please contact the school office via email at [office@westercladdens.e-dunbarton.sch.uk](mailto:office@westercladdens.e-dunbarton.sch.uk).

We hope you found this guide helpful and hope to interact with you in your Microsoft Teams Class very soon!

Thanks for reading,  
Team WCPS

