

## Pupil and Parent Guide to Teams

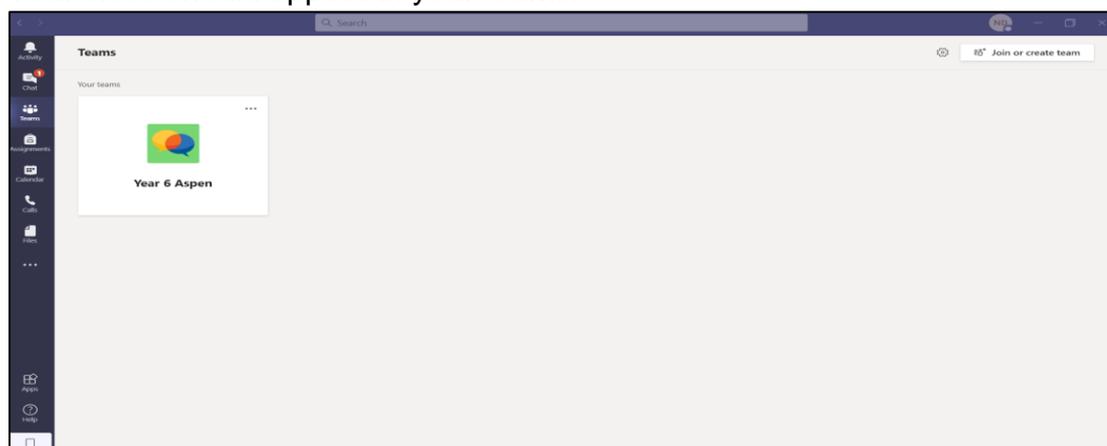
Please search for “Teams” on the internet.

Use the username and temporary password from school.

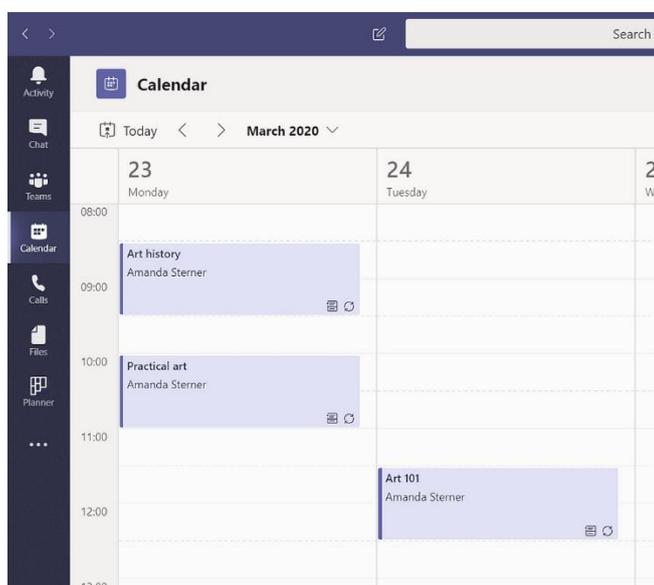
NB: if you have lost your password or need to reset it, please email the office on [info@harfieldinfants.co.uk](mailto:info@harfieldinfants.co.uk)

### Log in:

Your class should appear in your teams.

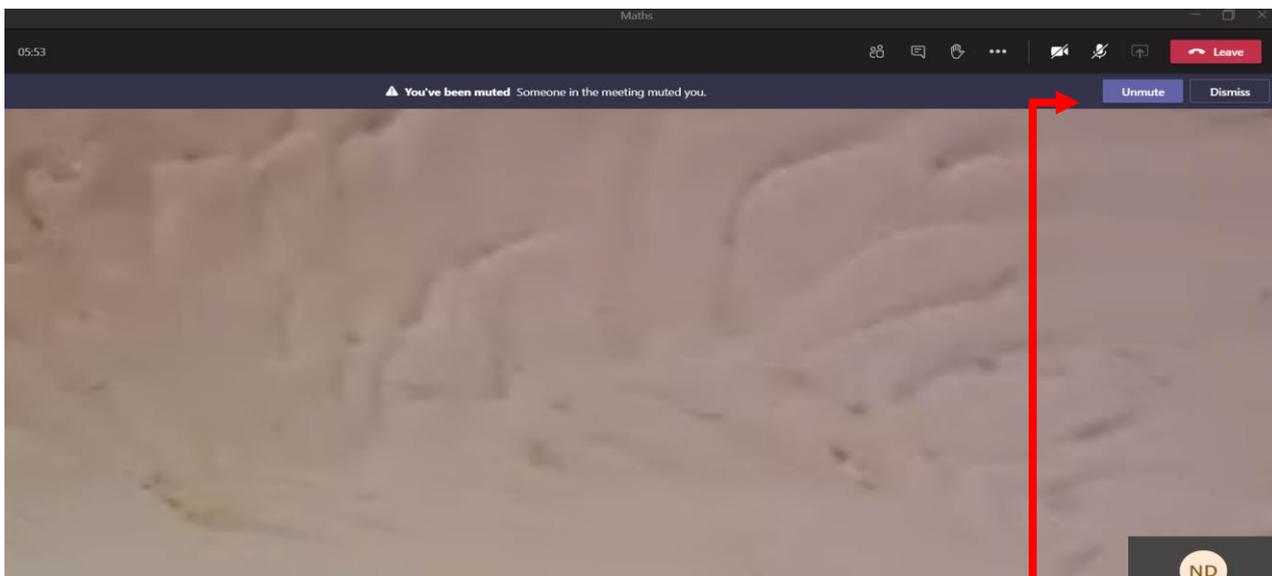
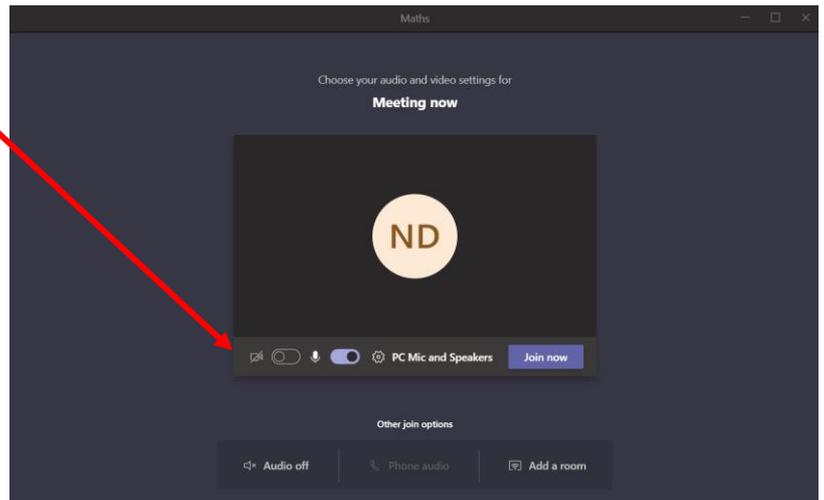


Click on the calendar to find links to daily lessons. Please wait until the lesson time to click “Join”.



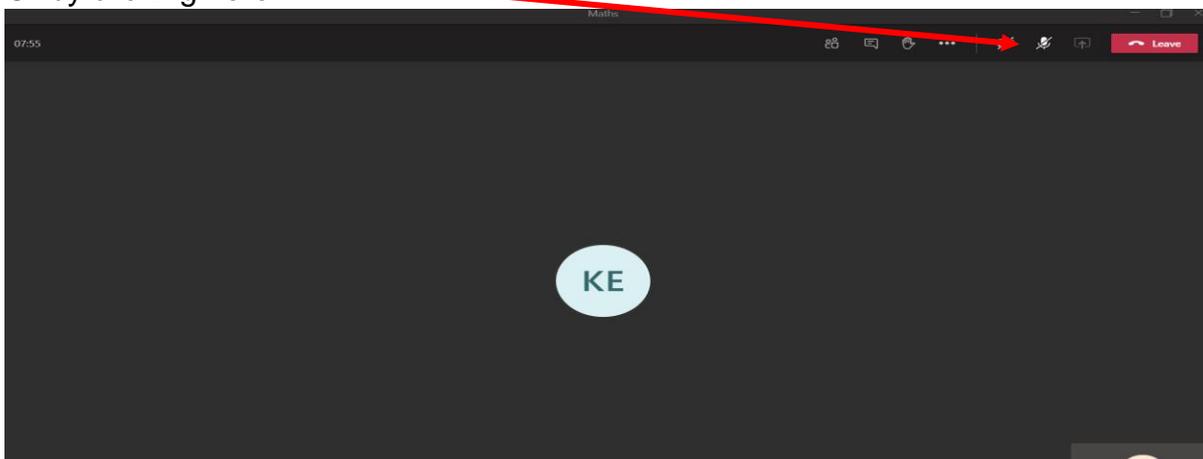
## Meetings (Lessons):

This is what you will see when joining a meeting. Please note where it tells you the status upon entering of your mic and video setting:



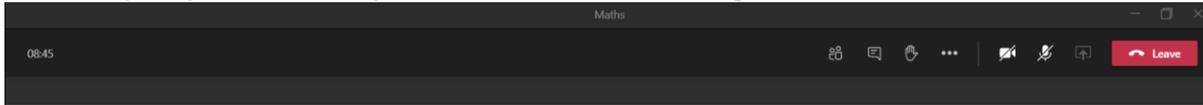
During lessons, you will often be muted so others can listen and think. The teacher is unable to unmute you. You have the control over this.

Or by clicking here:



For those using headsets, please keep in mind that your mic automatically turns on when you make a noise.

At the top of your screen, you should see something like this:



The two figures = participants (you can see a list of who is online)

Message note = chat

Hand = raise hand to draw attention to yourself (remember to take it down when you no longer need help or we will miss those who do need help)

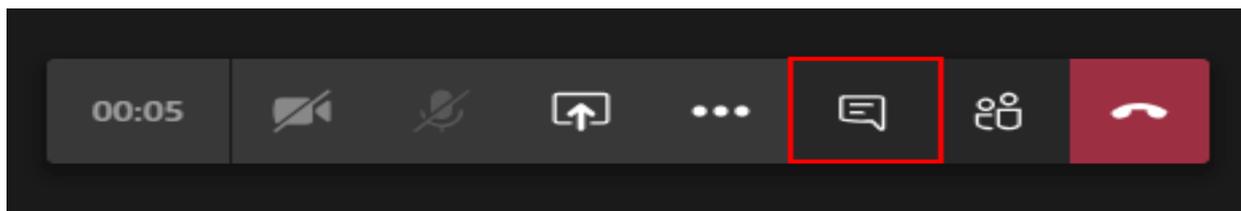
Camera = video

Mic = sound

Square with arrow = share your desktop so others can see

Red rectangle = option to leave meeting.

Above are three symbols for minimising, separating the windows and closing the window (from left to right).



No child is denied access to the chat function during meetings as it is the best way to communicate so children can hear the designated person speaking and still answer/ask questions.

Please note: the location of these functions can look slightly different on different devices, e.g. Ipad, phone etc.

If you find you are unable to communicate please check the following:

- 1) Have you unmuted yourself?
- 2) Do you have a microphone? Is it plugged in?
- 3) Can you ask another member of the class to draw attention to you via WhatsApp or text message?
- 4) Do you have the school phone number/class email to communicate with to inform us if you are having an issue? (these are listed on the school website)
- 5) Are you having a technical issue which you need to inform the school about?

If you do experience any technical problems, please understand that many of the glitches are out of our control. We are trying our best to become familiar with the technology and how best to adapt to meet the needs of the pupils but some issues we are not able to fix mid lesson.

When you are able, please inform the school of any problems, including your device type and we will endeavour to resolve the issue.

If the technical issues are preventing access to the day's lessons, we suggest you try to download the lesson recording from the files section or use the links on the school website, such as Mathematics, to ensure some content has been covered. Please then inform the school of which lesson has been missed so that we can be mindful once we are back in school to address any gaps.

Thank you for your patience, support and understanding.

Kind regards

Harefield Infant School

