

Parents' Guide to Remote Learning on Microsoft Teams



Fairstead Community



How to Login:

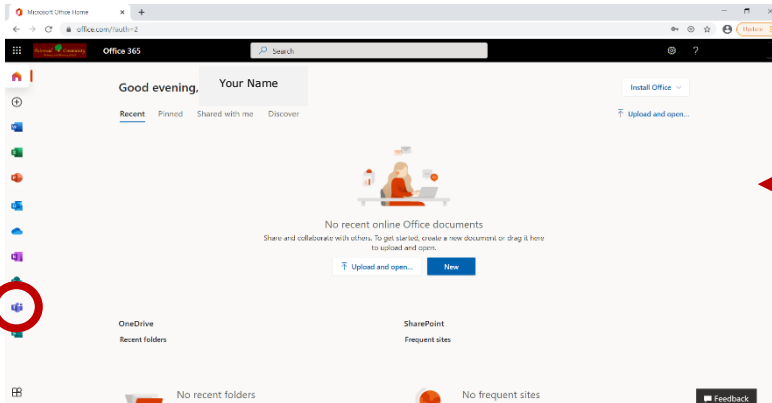
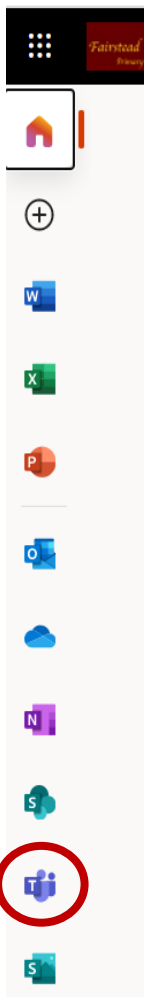
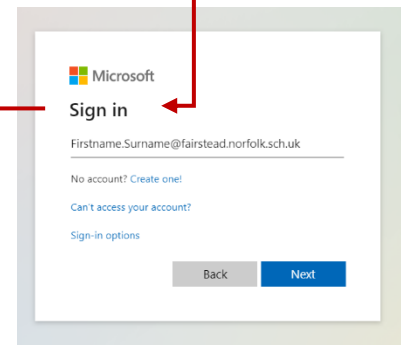
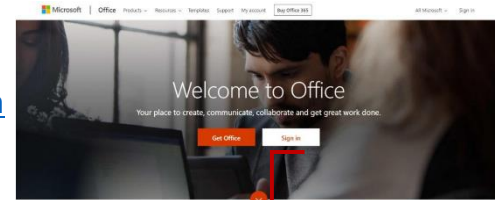
USING MICROSOFT TEAMS ON A DESKTOP OR A LAPTOP

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com

Click sign in and sign in with your full school email address which is your child's Firstname.Surname followed by @fairstead.norfolk.sch.uk

Example: If your child's name was Jordan Sutton, their email would be Jordan.Sutton@fairstead.norfolk.sch.uk

You will then be directed to main home page to Office 365 and will see the screen below:



Once you sign in, you will see this menu. Click on the Teams icon.

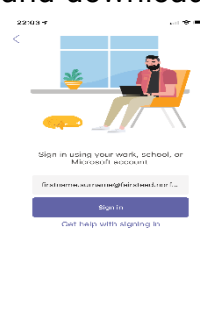
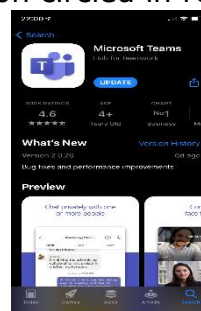
You should now see your Class Team, eg 3B/5F, that we have set up for you at school.

If for any reason you are in the wrong Team, please notify your class teacher via their YearGroupTeachers@fairstead.norfolk.sch.uk email.

You can also install the desktop version of Teams for free!

USING TEAMS ON A TABLET OR PHONE

Downloading the Teams App The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.

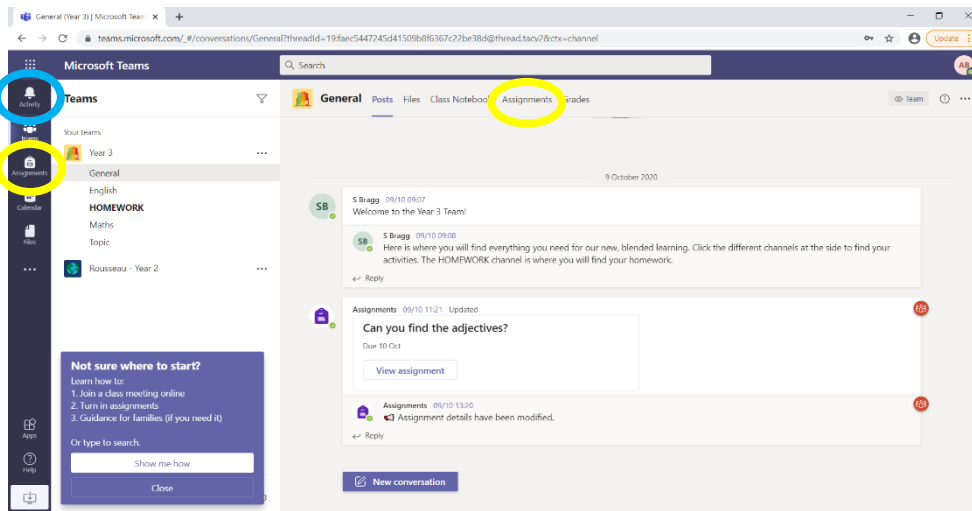


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How to complete assignments:

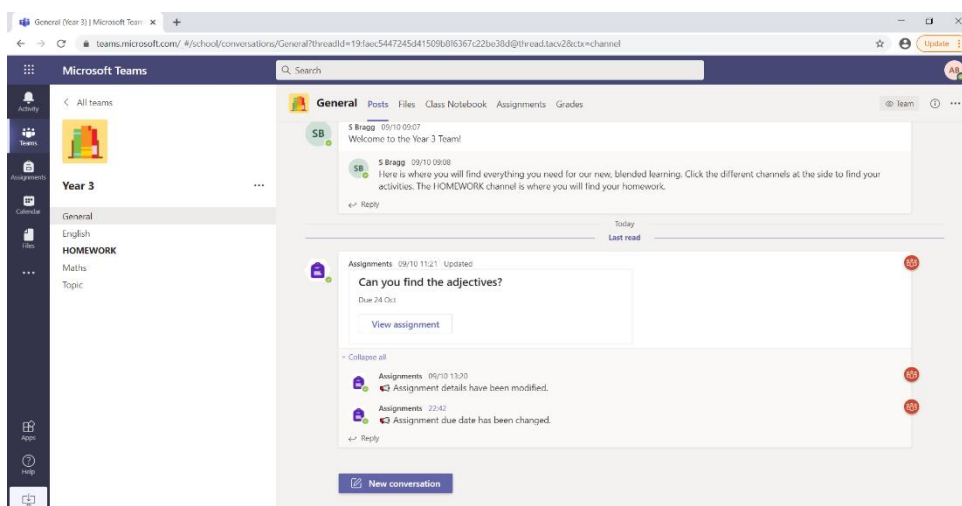
Your teacher will set assignments for you to complete.

You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue.



By click on this notification, you will be brought to the assignments page.

You can also click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



Click on the assignment to access the task.