



[Distance learning with Microsoft 365: Guidance for parents, guardians and carers.](#)

Microsoft Teams for Education

- Your student's learning can happen anywhere with Microsoft 365 online.
- Get to know tools made to support your child's, and see how their core subjects and class discussions can happen with support from Microsoft Education.
- Protecting student's data is always Microsoft's top priority.

What does my student need to sign in to their Microsoft 365 account?

- Please see the student login details attached.

What are the best devices for my student to use with Microsoft 365?

- Explore a range of Windows devices where your student can access Office 365 Education for their learning.
- There are many tips to make sure your student's devices – from their computers and tablets to the mouse and keyboard, stay clean and safe!

How will my student communicate with their teachers and classmates?

- Using Teams! Teams is an online classroom hub, where your student can chat with their whole class, in groups with other students, and one-on-one with their teachers. Through Teams, your student can also make video calls.
- Each of your student's classes (if they have more than one) gets its own team, which is set up by a teacher or an IT Admin.

How does my student join a team? How do they know if they're part of their class' team?

- To explore Teams and see the class teams they're in, your student can sign in to their school Office 365 account at Office.com and select the Teams app. Students will also receive an email notification when they've been added to a team.

How to use Microsoft Teams...



How is my student'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.

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

- With the Assignments app built right into Teams, your student can see work their teachers have assigned them, submit that work, and see their grades and feedback.
- For other ongoing work, every class team has a Class Notebook, where your student has their own private notebook space to take notes, reference resources, and even practice math equations!
- Students can find both Assignments and Class Notebook as tabs in the General channel of each of their class teams.

Where can my student access help on how to best use Microsoft Education tools?

- Students have a help centre made just for them! From covering the basics of using Teams all the way to project ideas, this student help centre is all about showing students how they can leverage Office 365 for their learning, engagement, and creativity.

Other than communicating with my student's teachers, how can I get updates on my student's class activity?

- Your student's teachers can set up Teams to send weekly emails to be sent to you covering the status of their assignments that week.

