



Microsoft Teams



## Child's Guide to Teams!





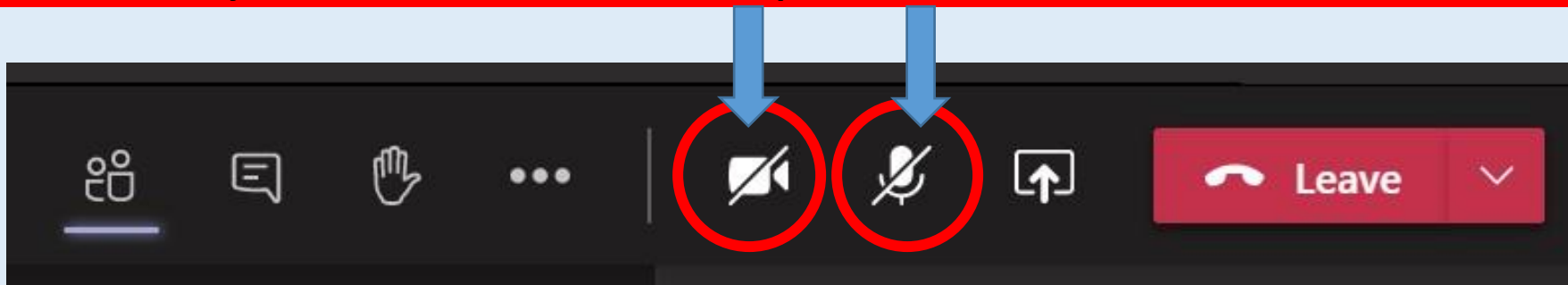
- You will use teams once a day.
- It will be just like doing the register!
- It is important we see you and check in so please make sure you attend.

9:00am nursery and Reception, 9:30 am Year 1, 10:00 am Year 2  
10:30 Year 3, 11:00am Year 4, 1pm Year 5 1:30pm Year 6

- The rest of your lessons will be uploaded as videos onto SeeSaw.



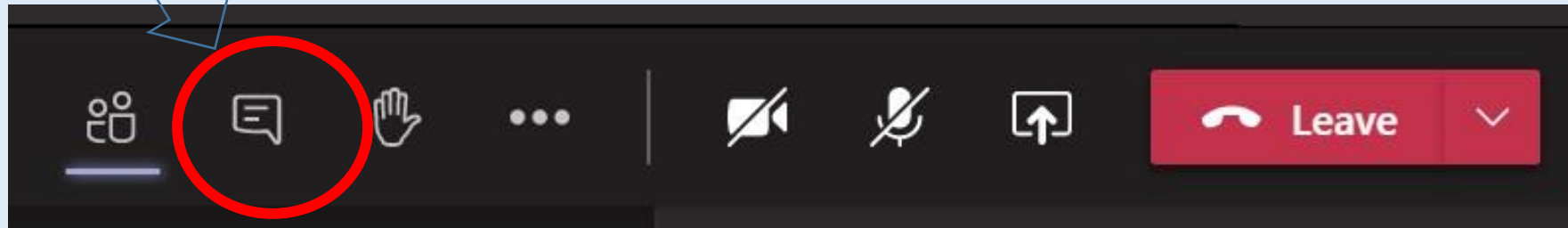
Can you find these 2 icons on your screen to make sure that you video and microphone are turned off?



**Only turn your camera on if you are asked to!**



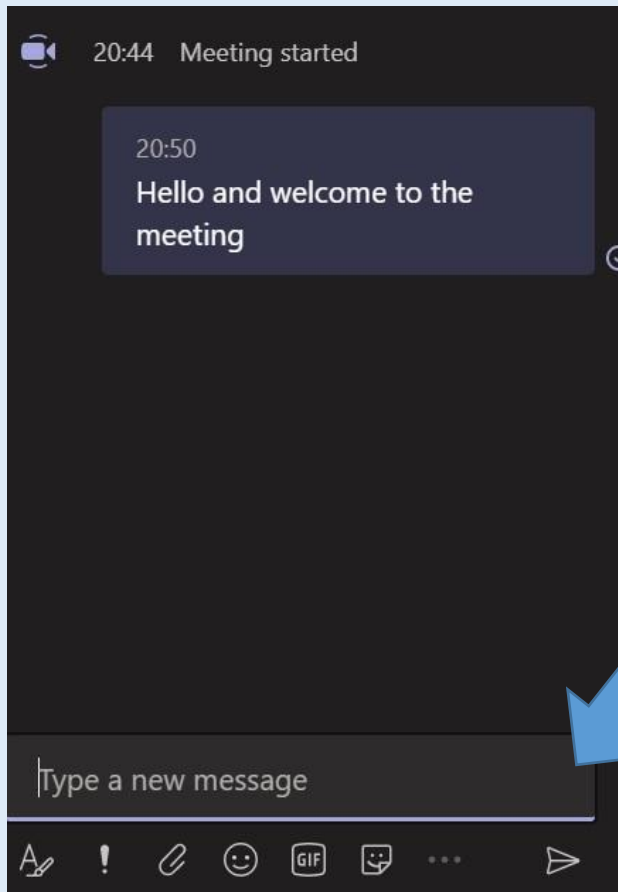
# How do I use this?



This is the 'chat' icon

Anything you write in this box can be seen by **everyone, forever.**

You should only use it if and when your teacher tells you to.



If you click 'chat' this box will pop up

You can type your message in this box and press the arrow button to send it

Anything you write in this box can be seen by everyone, forever.



1. Check that you are in a quiet room so that you can hear.
2. Make sure that your adult is in the room with you.
3. Join with microphone and camera off
4. Only unmute, put your camera on and use the chat if you are told to by the teacher.

How do I  
use this?



You will have a one live check-in session with your teachers every day.

The rest of your lessons will be videos which you can find on SeeSaw.

Don't forget to upload your work to SeeSaw so that we can see and mark it!

## Having Problems?

If you are having **technical** problems, please ask your adult to email the school

[office@arkcastledown.org](mailto:office@arkcastledown.org)

If you are having problems with the **work**, please upload your best attempt to SeeSaw and let the teacher know what you're finding tricky!