# **Microsoft Teams Live Teaching: Guidance for Parents and Guardians**

Your child’s learning can happen anywhere with Office 365 online. Get to know our tools made to support learners of all ages and abilities and see how your child’s core subjects and class discussions can happen with support from Microsoft Education.

**What does my child need to sign into their Office 365 account?**

Your child already has an Office 365 account. As a result, they will be able to access Microsoft Teams for their live lessons. All your child has to do is log into their school office account where they’ll have access to Microsoft Teams, Word, PowerPoint, Excel, and so much more. From this home base, students can open Office apps in their web browser.

Microsoft Teams can be accessed online or downloaded to a home or mobile device.

**What are the best devices for my child to use with Office 365?**

As long as devices are connected to your home internet, Microsoft Teams will work on your home computer, laptops, tablets and even your child’s mobile phone.

**How does my child 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 child can sign into their school Office 365. Students will also receive an email notification when they've been added to a team or when they have a live lesson.

**How is my child’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.

As a communication platform with specific features to support teaching and learning, Teams is a great opportunity for your child to build and practice digital citizenship alongside their academic learning.

**Can my child study, work, and complete assessments there as well?**

With the **Assignments** app built right into Teams, your child can see work their teachers have assigned them, submit that work, and see their grades and feedback.





**How does my child turn in assignments using Teams? Can they check their grades in Teams?**

Your child can turn in their assignments by navigating to the **Assignments** tab in the **General** channel of their class team, then selecting an assignment. They can attach any appropriate work and select ‘**Turn in’**.





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

Your child has 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.

