Parents & Guardians How-to-Guide
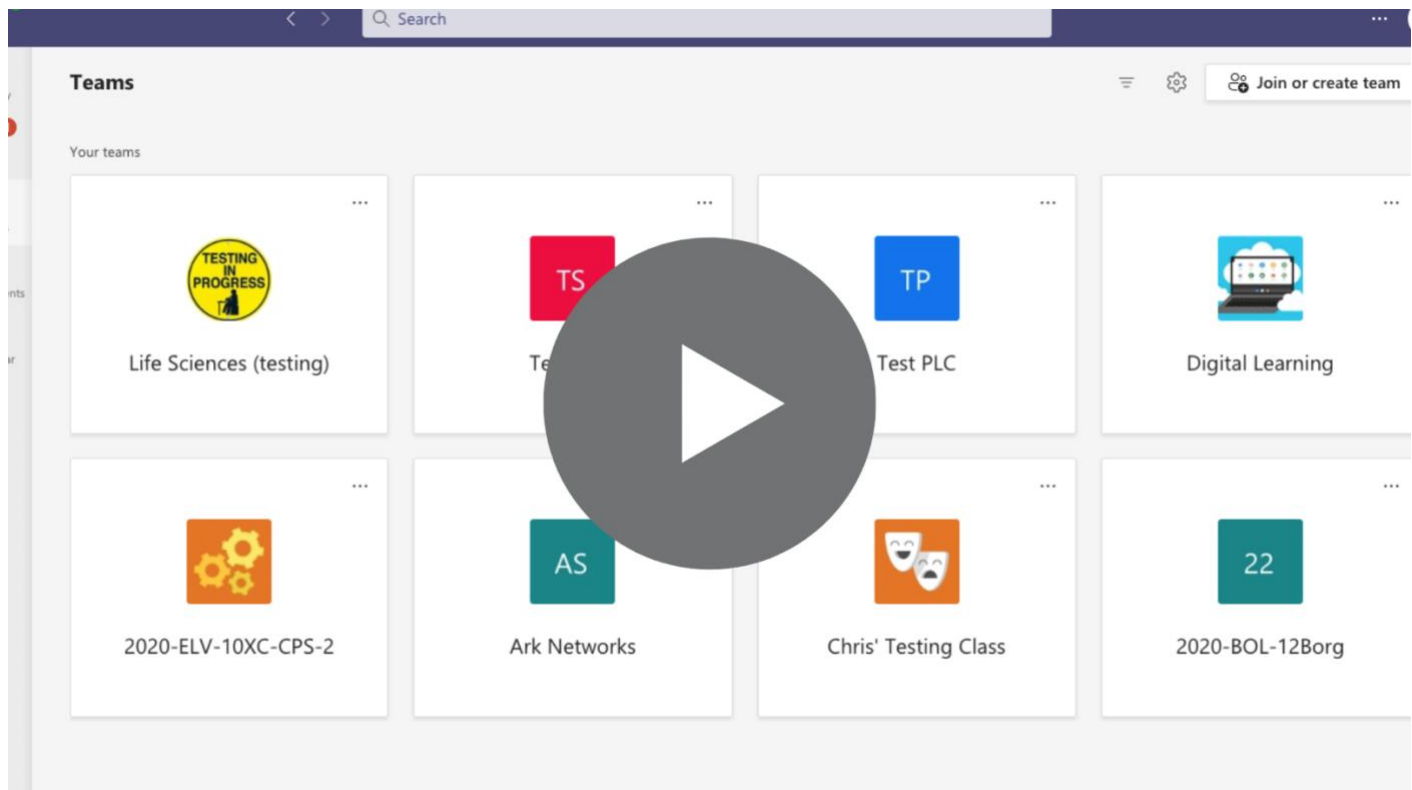
Microsoft Teams

What is it?

Teams has three main functions that are used in Ark Secondary schools:

- Setting homework
- Chat function between teacher and student
- Video meetings and remote lessons

Why would you use it?

This is a good place to go to view your child´s calendar of homework due dates, instructions and feedback.
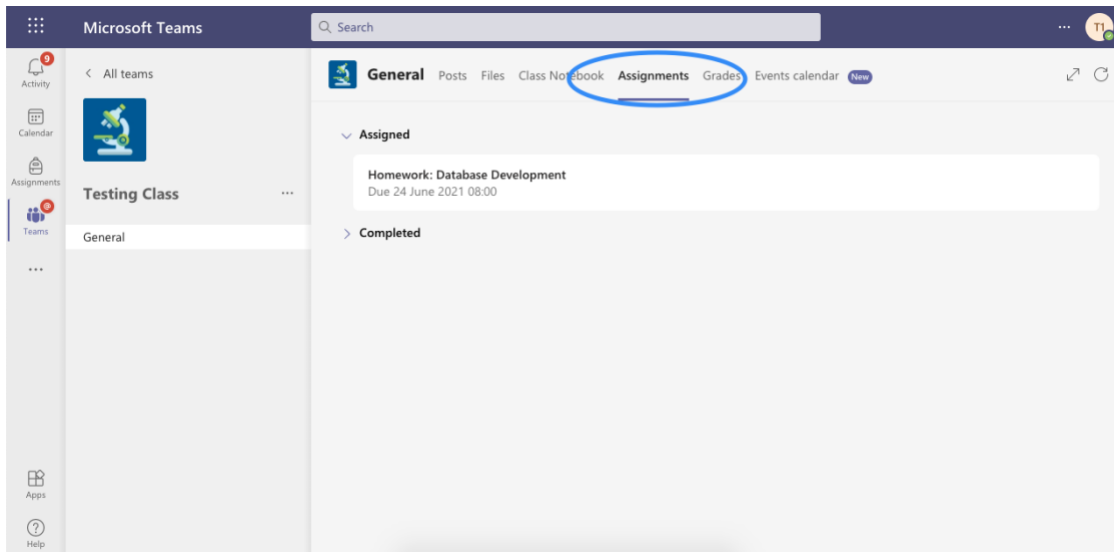
How can you use it?

Video helping you navigate your child's Class in Teams

View Home Learning Assignments

This is the section that shows all home learning tasks that have been set for your child. You can see what has been set, as well as when it is due to be submitted.

1. Open the browser on your Chromebook
2. Enter the address: **teams.microsoft.com**
3. Ask your child to log in with their school email account
4. You will see all the classes your child is in. Essentially, the word "Team" is just another word for "Class"
5. Click on any class to enter
6. Click on **Assignments**

View the Calendar

There may be opportunities in the year where your child is required to attend a remote event such as a meeting, presentation, masterclass or standard lesson. Pupils will be instructed to join the meeting by clicking the "Join" button that will appear on the "calendar" section.