

## Teams – Student Guide for Parents’ Evenings

When Parents’ evenings need to be operated remotely, these instructions give further information on the technology and procedures used. Microsoft Teams will be used for the parents’ evening appointments; all teaching groups will have a Team setup and, in brief, the student will follow these instructions to access their appointment:

- The student will need to be with those who are wanting to attend the appointment with them, for example sitting together, within view and/or earshot of a Teams-enabled device
- The student will:
  - log on to Teams on their device, with their normal school email account
  - go to the required Team for the subject (or as directed by your teacher)
  - click the Join button at the required time
  - wait in the lobby
- The teacher will be admitting one student at a time into the meeting
- At the end of the appointment time, the teacher will remove the student from the meeting so they can then admit the next student

Please be patient and note the following:

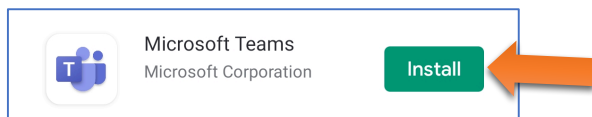
- Teachers will stick to appointment times as far as possible
- If a discussion is taking longer than the 5 minute slot, please work with the teacher to bring the discussion to a close
- Unexpected issues with the Internet may affect the provision of Teams appointments
- If appointments have not been possible on the evening, for whatever reason, then please contact the school in the usual way for more information
- The online parents’ evening will end by 8pm at the latest, as per normal
- During the evening, the following email account can be used for queries and updates  
parentsevening@staidans.co.uk

**See the Teams Advice for Students for reminders of working safely in line with school policy.**

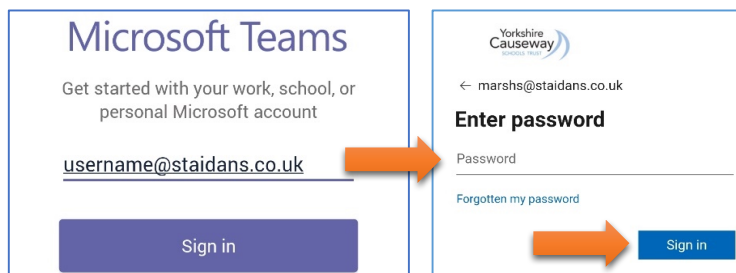
### Accessing Teams at home

#### The Teams App

Download the app from the relevant store to your on a tablet, mobile or PC:



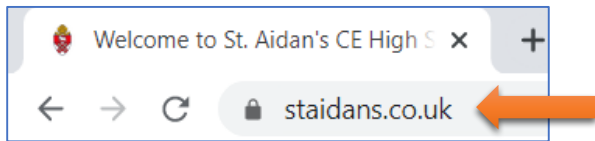
Open Teams and log in, using your school email and password:



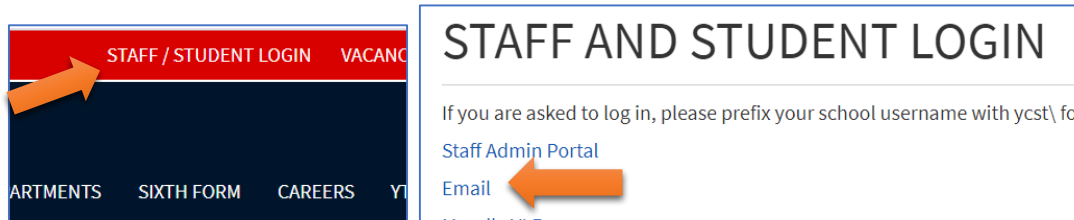
Using a Web Browser (eg. Edge, Safari or Chrome)

Teams can be accessed through the student's school email account:

Eg. go to [www.staidans.co.uk](http://www.staidans.co.uk)

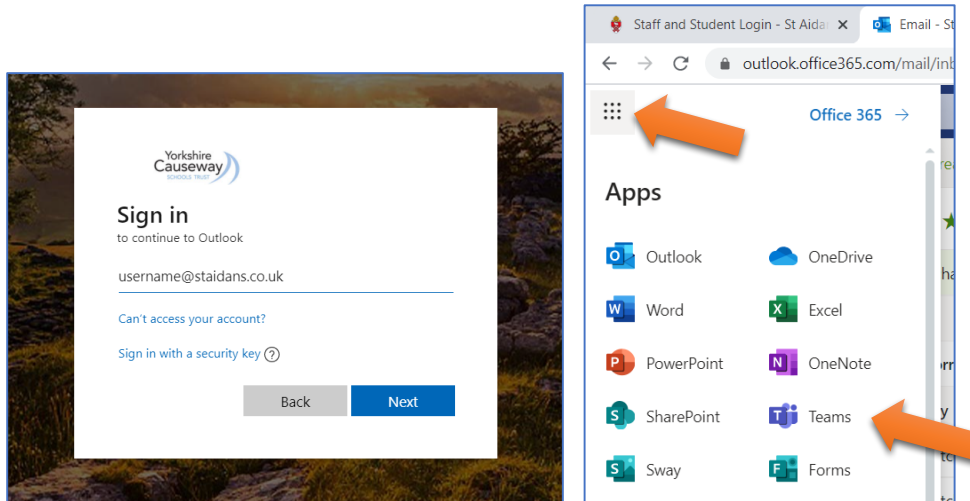


Click on the Staff/Student Login link in the top-right and then Email:

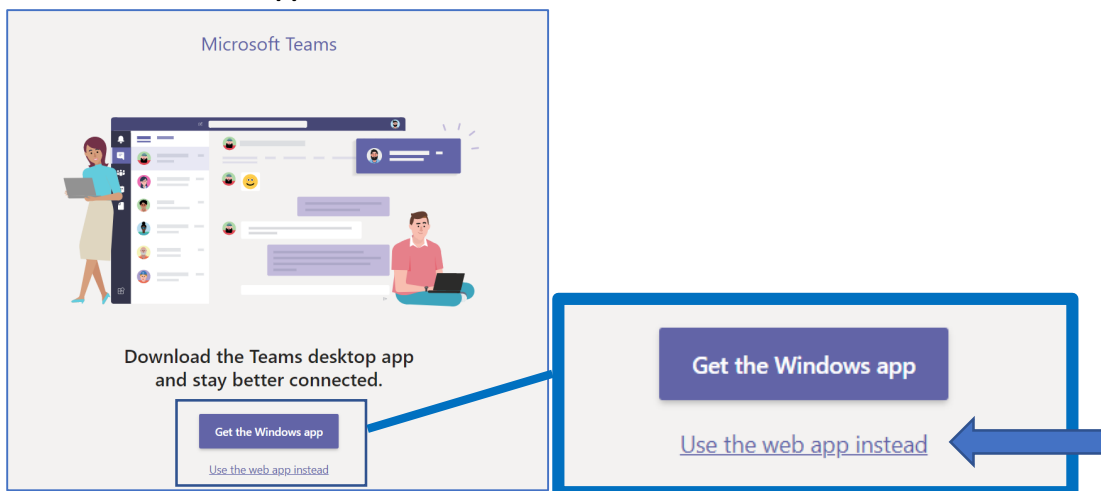


Log in using the school email address and password

Click the Office 365 Apps menu (top-left) and select Teams

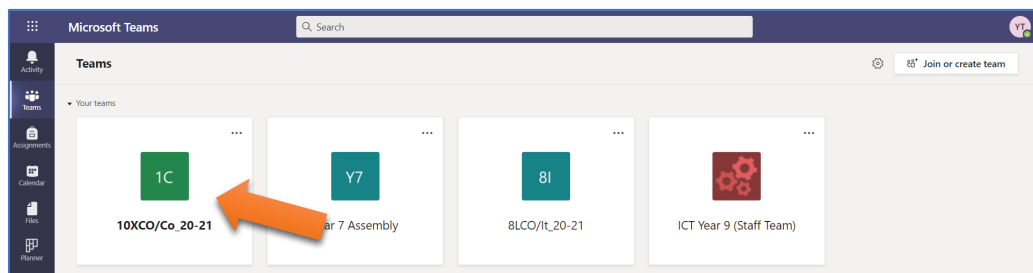


Click on **Use the web app instead:**



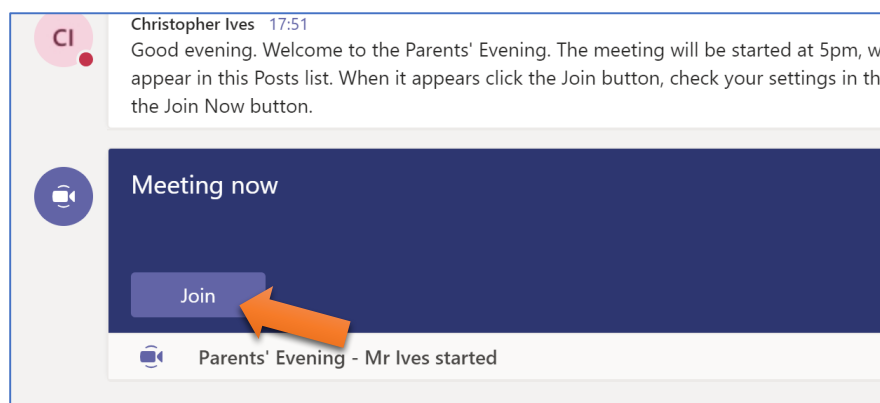
## Finding your teacher(s)

The teams that a student is part of is shown when they log in, as set up by their teachers; there may be one per teacher or one per subject, the teacher will indicate which to use for parents' evening:

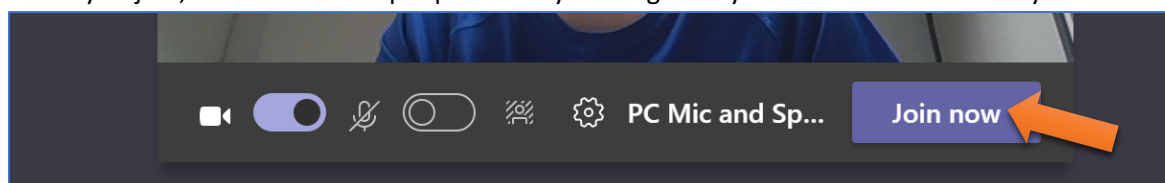


Click on the required team and messages like the following should be shown in Posts: (If the messages are not there, then try again a little later...)

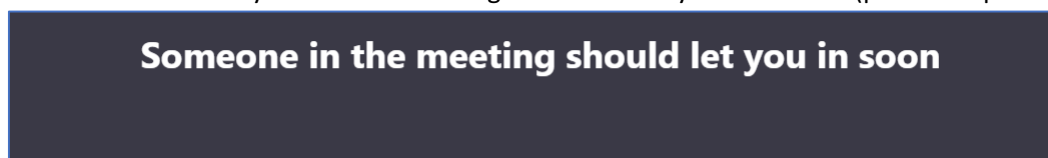
Click the Join button



Set the required options, click the Join now button and you will placed in the lobby for the meeting When you join, if there a lots of people already waiting then you will be told how many



The following message will be shown, showing that you are in the lobby for the meeting Your teacher will let you into the meeting as soon as they are available (please be patient)



When your appointment is finished your teacher will (politely) remove you from the meeting

