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](https://www.microsoft.com/en-us/education/devices/default.aspx?&OCID=AID2000043_SEM_h6dOXaX7&utm_source=bing&msclkid=f19ac3315cc41d8e7ece9d5ae53e94bc) 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](https://support.microsoft.com/en-us/help/4023504/surface-clean-and-care-for-your-surface) to the [mouse and keyboard](https://support.microsoft.com/en-us/help/4034422/accessories-troubleshooting-how-to-clean-mouse-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](https://office.com/) and select the Teams app. Students will also receive an email notification when they've been added to a team.

**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](https://support.office.com/en-us/article/student-help-center-395ab230-55bf-44c6-b265-e832d729b694) 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.