

# Microsoft Teams FAQ

## 1. Where can I find assignments?

Assignments can be found in 2 different places. You can follow the 'How to' guide below to navigate there.

## 2. Can I print work straight from MS Teams?

Unfortunately, this is not yet a function of MS Teams.

## 3. How can I edit my work?

To edit work set, please either download the document onto your device or open in browser. Either way will allow you to save a new version of the work.

## 4. Microsoft Word identifies miss-spelt words in my child's spelling practice, what should I do?

Unfortunately, we are unable to send any paper copies home and therefore children need to access their spellings online. As lockdown folders have now been sent home, children are able to copy their spellings into the work book and complete the spellings activities in there.

## 5. I don't have Microsoft Word app on my computer, what can I do?

The benefit of MS Teams is that you have access to Word, Excel, PowerPoint all through the browser. To find this, load Teams in your web browser, click on the square of 9 dots in the top right hand corner and then select Word.

6. How do I edit my answers straight onto the document in a comprehension?

Reading comprehension homework will be uploaded with an editable answer sheet. Please note, homework is uploaded in Word and PDF format – only Word will be editable.

7. What functions are important for me to use?

At the moment, it is advisable that you are familiar with the Teams icon, how to access assignments and how to join a Live Lesson.

8. Can I contact staff directly through MS Teams?

No, if you would like to contact the class teacher then please use the year group email.

9. Can I switch between my child's accounts?

As each child has their own log in, they will have to input their own details each time to access their own Teams accounts. There is no function currently to switch between 2 accounts.

10. Can I unmute my child in their class team?

The unmute function belongs to the staff members within each channel. Only they can mute and unmute children.

11. Can my child receive in depth feedback on the homework and spellings set?

As stated in our Homework Policy (which can be found on the website) staff are only expected to leave a comment or tick homework. The comment will be an acknowledgment of homework completed. Feedback will be given on homework up to 7 days after the deadline.

12. Does MS Teams have an app?

Yes! You can download the app on Android and Apple devices.