<u>HELPFUL CHECKLIST FOR PARENTS TO SUPPORT STUDENTS ON MICROSOFT TEAMS</u>

- ✓ Print off a copy of your child's timetable, and put it somewhere that it is easy for you to access e.g. on the fridge

- ✓ Create a list of all subjects your son/daughter is doing

- ✓ Check to see if they are a member of a team for each of their subjects (for some classes such as PE,SPHE they may not use a team so check this with your child)

- ✓ If your child is missing from a team please make contact with the school or as your child to message their teacher to make sure that they will be enrolled to the team

- ✓ **Daily**:

    - o check the POSTS section on each class Team for class information about live lessons or work to be completed during the closure
    - o Check the ASSIGNMENTS section on each class Team for new assignments and note the due TIME corresponding to each assignment and note the format required such as Word, PPT or OneNote

- ✓ Ensure your child writes this in their homework notebook as you can easily **check** that they are completing them by their due date
- ✓ .
- ✓ Check to see that the work is completed and "turned in" but the due date and then you can tick off Assignment in Journal.

- ✓ Enform school if your child is been unwell and not able to engage with the work/assignments (or if you are unable to access the work due to technical difficulties)

Further Information:

Check out our Microsoft Teams for Parents and Families playlist!

This video series is designed to help parents support their children with leveraging Microsoft Teams. Whether learning in a traditional classroom or learning remotely at home, Microsoft Teams can empower children to take their learning and collaboration to the next level.

To learn About the Office 365 experience for your child please click HERE

For Distance learning with Microsoft 365: Guidance for parents and guardians please click HERE

One page support guides for students, parents, and families.
https://aka.ms/TeamsEduGetStartedParents
https://aka.ms/TeamsEduMeetingsParents
https://aka.ms/TeamsEduAccessibilityParents