



Together we learn, together we succeed

Setting up the Microsoft Teams Learning Platform at Rusper

This guide is aimed at all parents of children new to Rusper Primary School; and to those parents of children moving into Year 1.

From Year 1 onwards all pupils at Rusper use Microsoft Teams as the virtual learning platform. Uses include

- Setting of and submitting homework
- Feedback between teacher and child re homework
- Direct messaging between child / parent and teacher

To set up Teams, you will firstly need your child's Rusper email address. This email address has been sent to you separately along with a temporary password. The email accounts can be used to access a range of Office 365 apps – but the key one is Teams. To access the app please follow these instructions.

1. Type in www.office.com to get onto Office 365 website.
2. Click 'sign in'.
3. Enter child's email.
4. Enter temporary password.
5. You'll get a screen titled 'Update Your Password':
 - a. Enter your temporary password into current password
 - b. Enter new password in line below – New Password
Ensure password includes the following: a mixture of upper and lower case letters, numbers (not in order e.g. 123) and symbols (! ? £ \$). Please can you make note of this password – it might be a good idea to email it to your class teacher.
 - c. Enter it again in 'Confirm Password'.
6. You'll then have a screen asking about teaching through 365 – you can either:
 - a. Press the tick to go through the experience.
 - b. Click the cross at the top to not go through it.
7. You'll then be into the 365 Hub
8. Within Office 365, please click on the Teams app, and help your child to enter the platform using their email address
9. If you wish, you could download the Teams app onto a tablet/smartphone/laptop/computer
10. Start to navigate the site – your child will be part of a **Whole School Team** and a **Class Team**.
11. Possibly send your teacher a message in the class Team chat. Eg to start messaging Mr Snook, type M and look for Mr Snook's name, then click and proceed with message.
12. Check out the Whole School Team and Class Team, and see if anything has been uploaded for viewing or completing.
13. To help with this, three introductory 'help' videos have been created and uploaded to the **Rusper school website**. These can be found in '**Parent Zone**', '**Online Learning Support**'.
http://www.rusper.w-sussex.sch.uk/website/online_learning_support/471905