

Dear Parents

Microsoft Teams

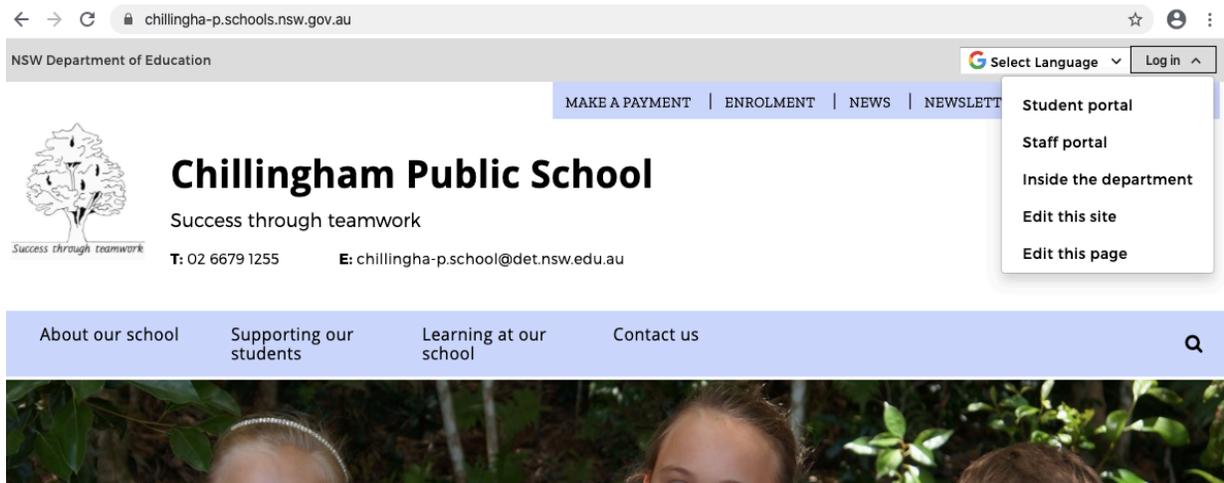
We are hoping to have a virtual school assembly on **Friday 20 August at 9.30am** through Microsoft Teams (just like we did last year). In preparation for using Microsoft Teams on Friday, we would like you to have a go at accessing Microsoft Teams today and download the app, if at all possible, so that you can have it set up and ready to use Friday morning. If you have trouble and would like us to walk you through it, please call the school on Thursday when Mrs Mason will be available to assist you. The following steps will help you set it up.

Teams is a platform where students can join meetings, have access to classwork, resources and live lessons held by their teachers, upload their work and interact with their classmates. At this stage we are just planning on the one meeting on Friday to see how everyone is going. A device with camera, microphone and internet will be needed (tablets, phones, laptops etc) for a successful Teams assembly. Please let us know on Thursday if this is going to be an issue for you so we can help you problem solve if we can.

Setting up Teams:

You may already have the Teams on your device. If not, these steps may seem really daunting at first but follow the steps and call for help if needed. If you have more than one child at home, they can share the one device. You will need your child's student portal name and password.

1. Using the search engine "**Chrome**", open the school website, click the down arrow beside "Log in" at the top right of the screen and then click on "**Student Portal**"



The screenshot shows a web browser window with the URL chillingha-p.schools.nsw.gov.au. The page header includes the NSW Department of Education logo and navigation links: MAKE A PAYMENT | ENROLMENT | NEWS | NEWSLETTER. The main content area features the Chillingham Public School logo and tagline "Success through teamwork", along with contact information: T: 02 6679 1255 and E: chillingha-p.school@det.nsw.edu.au. A "Log in" button is visible in the top right corner, with a dropdown menu open showing options: Student portal, Staff portal, Inside the department, Edit this site, and Edit this page. The "Student portal" option is highlighted. Below the header is a navigation bar with links: About our school, Supporting our students, Learning at our school, and Contact us. The bottom of the page shows a banner image of children's faces.

2. You will be taken to the Department log in page. Students need to use their **student name** and **password** to log into the student portal. The Years 2,3,4,5 and 6 students are quite independent with this and may know their details off by heart. The Kindy, Year 1 and new students will need to call the school to get their username and password. (Remember that passwords are case sensitive.)

sso.det.nsw.edu.au/sso/XUI/#login/

NSW DEPARTMENT OF EDUCATION

Login with your DoE account

User ID

Enter your user ID

Example: jane.citizen1

Password

Enter your password

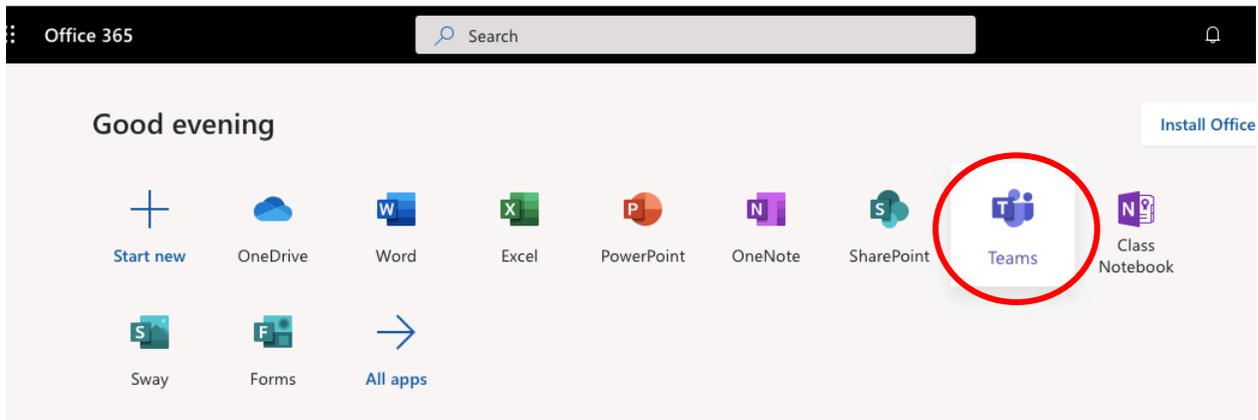
Log in

[Forgot your password?](#)

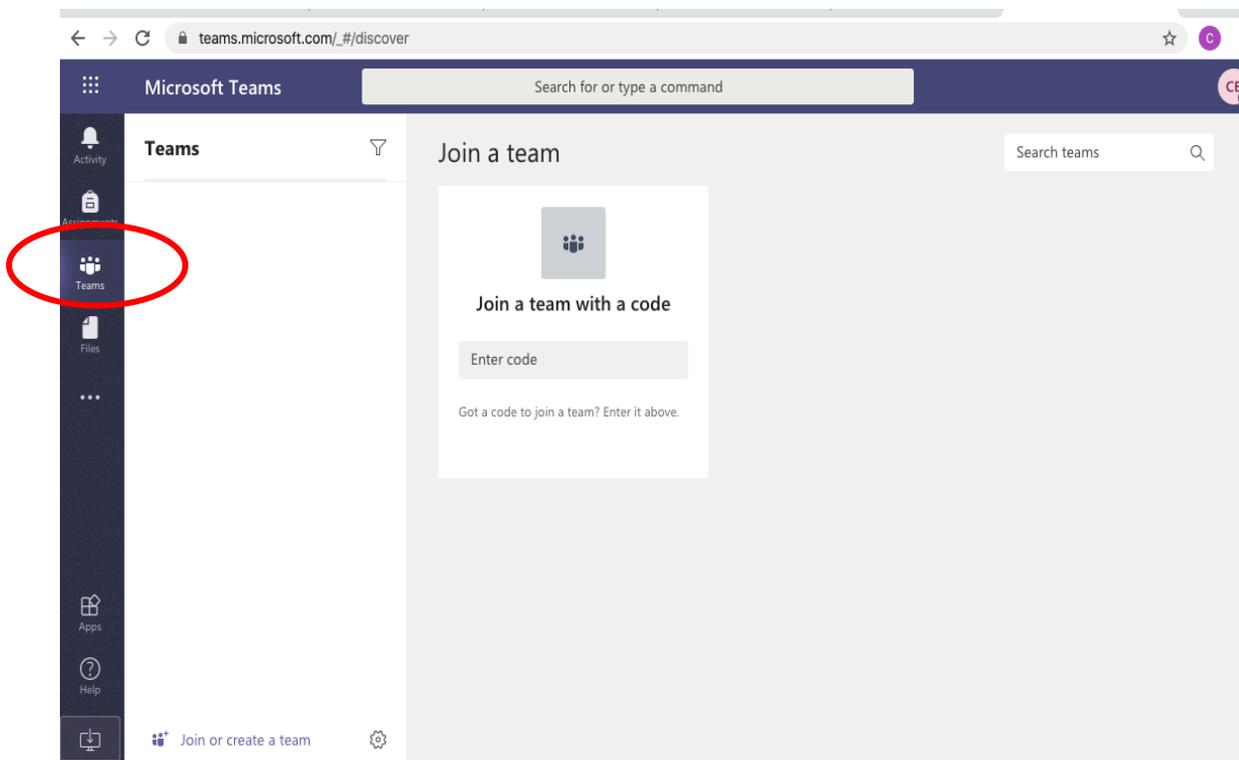
- Once logged on, a message may pop up for you to read. Then you will need to click on the **Microsoft Office 365** link.

The screenshot shows a user dashboard with a left-hand navigation menu and a main content area. The navigation menu includes: Home, Email, Oliver Library, Help, Notifications (with a red notification badge), Change password, Change Colours, and Sign Out. The main content area features a blue notification bar at the top stating "You have 1 unread notifications" with a link to view them. Below this are several widgets: Google Search, Calendar (with a red notification badge), and a "Learning" section. The "Learning" section contains a list of links: "G Suite (Google Apps for Education)", "Microsoft Office 365" (circled in red), "Premier's Reading Challenge", and "National Geographic". A red arrow points from the text in step 3 to the "Microsoft Office 365" link.

- You will then be taken to a page that looks like the one below where you will then click on the purple icon that says **"Teams"**



5. Once you have clicked on "Teams" after a moment you may be asked to sign into Microsoft (if it is your first time on). You will need to sign in using your **student account email address**. It may come up automatically so just press next. If it doesn't come up, your email address is your **username@education.nsw.gov.au**. (eg **firstname.lastname@education.nsw.gov.au**). Once you have entered your email address to sign in, press next.
6. You will then be taken to a message which says, "Stay signed in?" Press "yes" if you are happy to do this (this saves time next time). If you need to verify or enter your password again, please do so.
7. Click on the "Teams" page. If this is your first time on you may have some messages and clips to read to help you know what "Teams" is all about. Please take your time to read through these.
8. Congratulations. You are on! The page will look something like this...





9. On the bottom left of the screen you will see an icon that looks like this....

Click on this icon to download the “Teams” app. You can then open this app to access lessons quickly from now on instead of going through the student portal.

10. You will be invited to join a team titled “Chillingham Public School” so click on this team. Please do not start your own meeting as you will miss the school assembly meeting which will be open from about 9.20am Friday morning, ready for the Morning Assembly at 9:30am.