



Guidance for parents and guardians

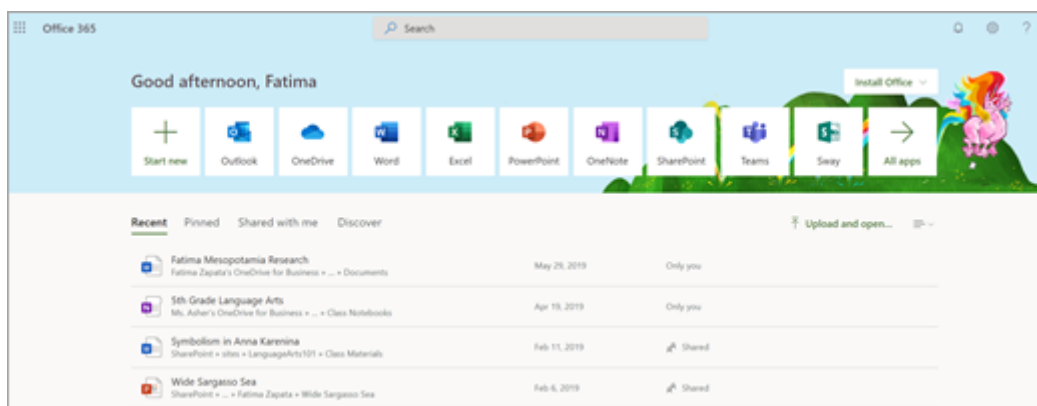
Weston College and University Centre Weston

Your student's learning can happen anywhere with Office 365 online. Get to know the tools made to support students of all ages and abilities and see how your child's course and class discussions can happen with Microsoft Teams and Office 365.

Protecting your student's data is always Microsoft's top priority. Read more [here](#) about privacy in Office 365 apps.

What does my student need to sign in to their Office 365 account?

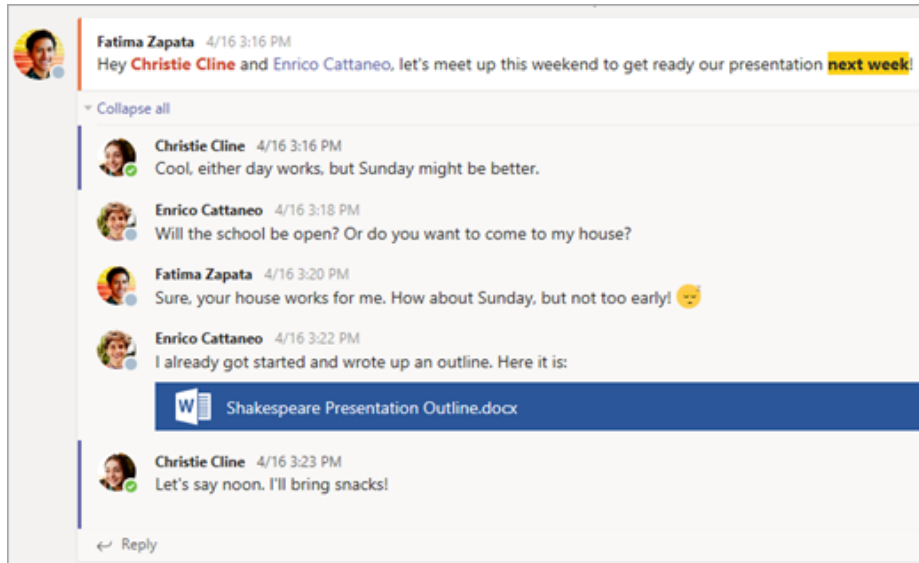
Any student with a Weston College (or UCW) email address can access Office 365 for free. Students can log into their College account at Office.com, where they'll have access to Microsoft Teams, Word, PowerPoint, Excel, and so much more. From this home base, students can open Office apps in their web browser, or select Install Office to download the desktop versions to their device (download capability may vary depending on the device).



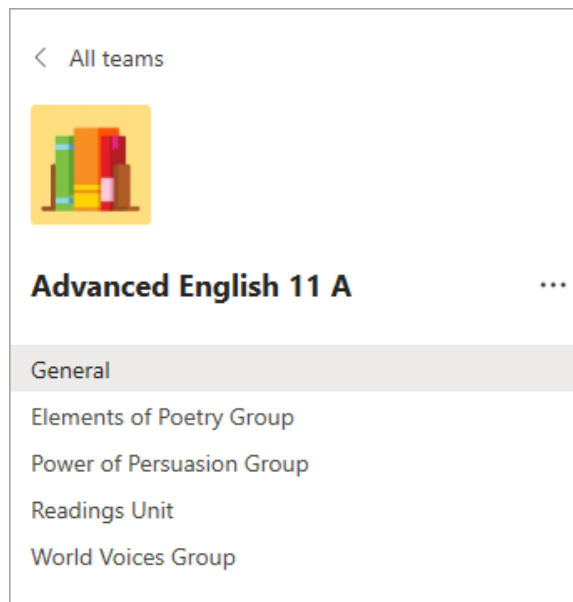
How will my student communicate with their teachers and classmates?

Using Microsoft Teams! Teams is an online course hub, where students can chat with their whole class, in groups with other students, and one-on-one with their teachers. Through Teams, students can join live online sessions with their course tutor and wider support teams.

Tip: Read more with your student about [communicating in Teams](#).



Each course typically gets its own team, which is set up by Weston College for all new students.



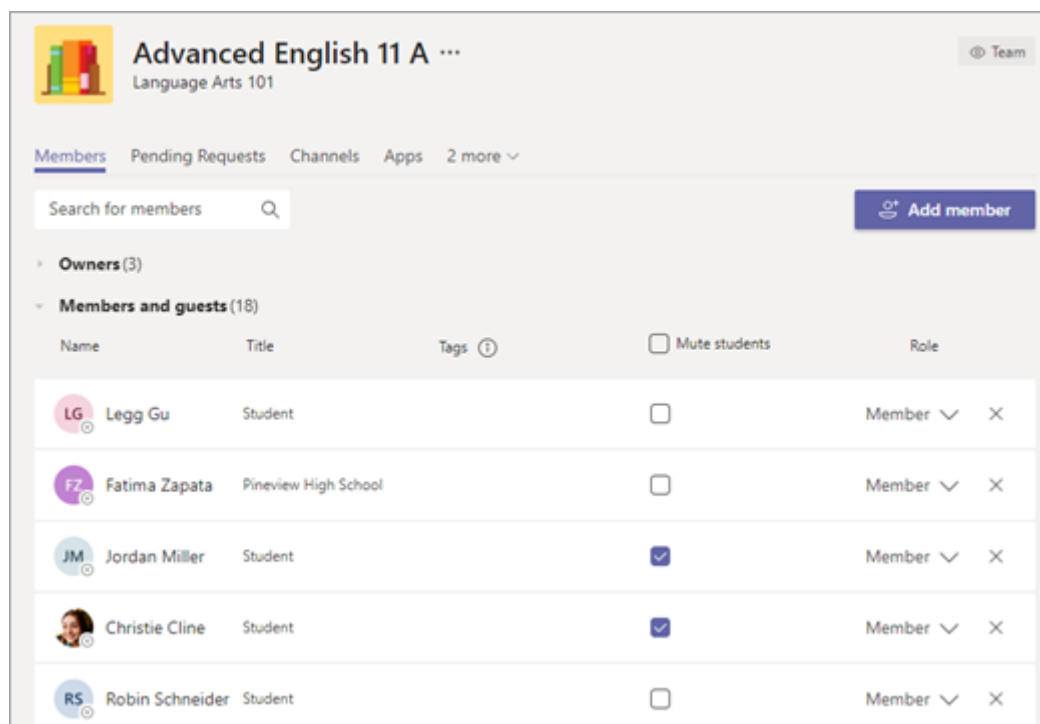
How does my student join a team? How do they know if they're part of their course team?

Different courses may manage their Teams differently. To explore Teams and see the course team they're in, your student can sign in to their Office 365 account at Office.com and select the Teams app. All students also receive an email notification when they've been added to a team. We recommend downloading the Microsoft Teams app, available on Apple, Android and Windows.

How is my student's communication and activity monitored in Teams?

Since Teams for Education is designed to serve as a digital course 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.

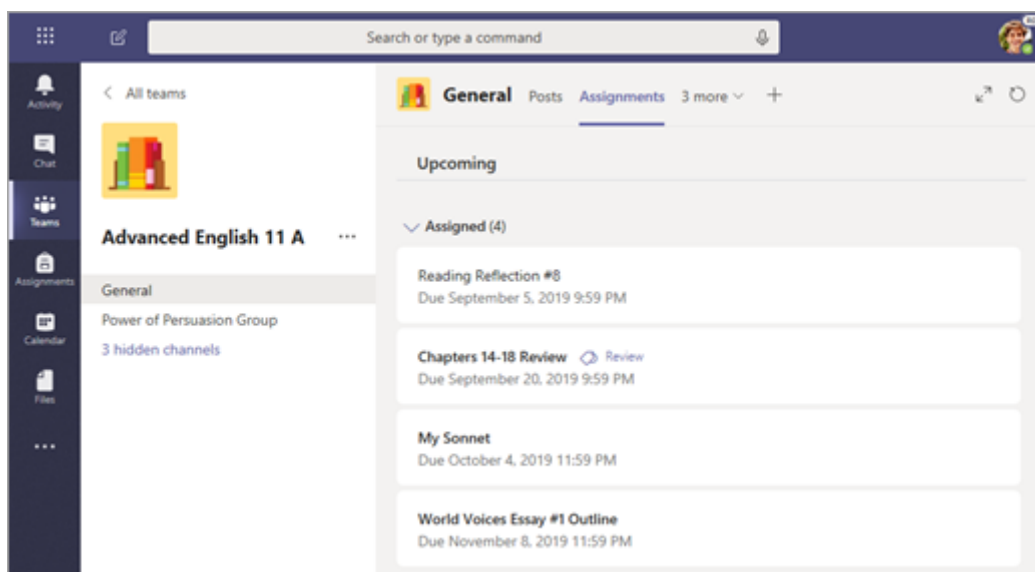
As a communication platform with specific features to support teaching and learning, Teams is a great opportunity for our students to build and practice digital citizenship alongside their academic learning.



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, students can see work their teachers have assigned them, submit that work, and see their grades and feedback.

Students can read more [here](#) about keeping track of and turning in assignments.



Students can also access their course resources in the 'File' sections and other web links. Teachers will often share images and video content linked to further learning opportunities.

Can my student join their lectures online?

If remote teaching sessions are taking place, scheduled online sessions will pop up in Teams. Students can click the 'Calendar' button to see what's scheduled and join right in from any supported device.

Where possible, online sessions will be recorded for playback and revision, as well as having options for subtitles once recorded

Where can my student access help on how to best use Microsoft Education tools?

Weston College have provided all students with Microsoft Teams guidance available on the Student Zone homepage, covering the basics of using Teams. Our dedicated digital learning staff (learningtech@weston.ac.uk) at Weston College can also show students how they can leverage Microsoft Teams and Office 365 for their learning, engagement, and creativity.

The LibraryPlus team can also provide basic IT training for students on an individual basis, as well as provide help in accessing e-books and other online resources.