



Microsoft Teams for Schools

Course Summary

This course is aimed at parents who want to be able to support their children using Microsoft (MS) Teams for learning. It provides an understanding of why effective use of Teams is important and the skills and knowledge to be more Teams confident. Topics covered will include:

- Advantages and disadvantages of using a range of devices
- eSafety and Safeguarding
- Using Teams effectively
- Sharing files and resources
- Positive social media messages
- Creating your own Team
- Personalising MS Teams

The course runs for ten weeks, for 1 hour a week and 100% attendance is a requirement of the course.

Course Requirements

This course will take place online with teacher support via a virtual classroom. You will need to be able to access pages on the internet and follow links to join our **Virtual Learning Platform**. Access to a computer, speakers, a microphone, a webcam, an internet connection and a personal email address is needed to be able to take part in this course.

What are the benefits of this course?

This course aims to help you increase your skills and knowledge when using MS Teams. Developing the key skills needed to support your child with online learning.

How will I learn?

Classes will include a variety of activities such as taught sessions, discussion, and group activities, 100% of your course will be online. You will be expected to attend all sessions between the start and end dates. Your teacher will be on hand to support you and give feedback throughout the course.

How will my progress be monitored and assessed?

There are a variety of assessment activities during this programme and you will demonstrate the skills needed to support your child. Regular feedback and reviews will ensure you can identify what you have achieved and what you still need to do. You will be able to record your progress and achievements in your Individual Learning Plan.

Are there any additional costs?

The course has been designed to provide a maximum of 10 hours of learning and is free to enrol.

What qualification will I get?

This course does not lead to a qualification, but you will receive an online certificate of achievement.

What will I be able to do after this course?

There is the opportunity to progress to other online or vocational courses . It is also important to continue to developing your communication and number skills if you are looking for employment in this sector so you may like to consider enrolling on one of our English and Maths course.

For further information or careers or educational advice please contact our Student Gateway:

01902 558180 | enquiries@aes.wolverhampton.gov.uk | www.aes.wolverhampton.gov.uk



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