



Friday 9<sup>th</sup> October 2020

Dear Parents and Carers,

This Microsoft Teams LIVE Event has been scheduled as an opportunity to hear directly from our Director of Primary Education, David Briggs and Jo Stone, Online Learning Lead Professional as they discuss and explain 'The Role of IT in Today's Learning Environment'.


*'This is the second live event hosted by Discovery Schools Trust. David Briggs and Jo Stone will explain the evolving role of online learning and digital devices which is changing the learning environments within our schools. The event will show how the teachers and the school leaders are embracing this new and exciting approach to education. Furthermore, it will consider how Headteachers and the Trust will coordinate and plan this remote and blended learning style for the current and the next generation of learners.'*

This session will take place at 7.00pm-8.00pm LIVE via Microsoft Teams which you will need to download on your device on Wednesday 14<sup>th</sup> October 2020 and will consist of both a presentation led by Jo Stone and David Briggs followed by a Q&A for parents. If you are unable to attend, the session will be recorded, and the link will be provided by your school.

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NDVjNDM5ODgtOTY4Ny00ZTVlTlRk0NzgtNGQzMWM1MzQ3NGM3%40thread.v2/0?context=%7b%22Tid%22%3a%22a9f3c5ed-5897-40fa-8267-6e3abc001a34%22%2c%22Oid%22%3a%228abc124d-91cd-4f73-bec6-1564c754bbd2%22%2c%22IsBroadcastMeeting%22%3a%22true%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDVjNDM5ODgtOTY4Ny00ZTVlTlRk0NzgtNGQzMWM1MzQ3NGM3%40thread.v2/0?context=%7b%22Tid%22%3a%22a9f3c5ed-5897-40fa-8267-6e3abc001a34%22%2c%22Oid%22%3a%228abc124d-91cd-4f73-bec6-1564c754bbd2%22%2c%22IsBroadcastMeeting%22%3a%22true%7d)

The link listed above will require you to have Microsoft Teams installed on your computer or mobile phone. If you do not have this app on your digital device at home, please read the information below.

### How to access Microsoft Teams

Option 1	Option 2	Option 3
<p>You can use your child's Microsoft 365 school login details.</p> <p><a href="https://teams.microsoft.com">https://teams.microsoft.com</a></p> <p>Type in the username and password.</p>	<p>You can download MS Teams to your device if you have an Office 365 account. Go to: <a href="https://www.office.com/">https://www.office.com/</a> and login. You will see the app on your screen. It will appear as this icon.</p>  <p>The app is easier to use if you download it to your computer /smartphone.</p>	<p><a href="https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app">https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app</a></p> <p>Use the link above to allow you download the app to your computer or phone.</p>

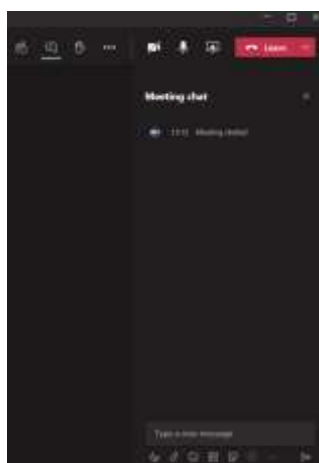
Once you have MS Teams on your device, then the link will open inside of this app when you are ready to access the live event.

When the link opens you will see the image below and you will need to wait until you are invited to join the session. You will be held in a waiting room so please be patient, you will only have to wait for a few minutes. Once you are invited into the live event you will be greeted by the presenter and the session will begin.

You will have the opportunity to ask questions via the live chat bar on the screen, this will allow you to type in questions and they will be answered either during or at the end of the event.



When you see this image please wait until the presenter asks you to join.



This chat bar should appear at the side of your screen so that you can ask questions during the session.

We hope that you can attend the live session and we look forward to speaking to you on the 14<sup>th</sup> October 2020 at 7pm.

Yours sincerely,

David Briggs

Director of Primary Education