

# Remote Learning on Microsoft Teams ( desktop/Laptop)



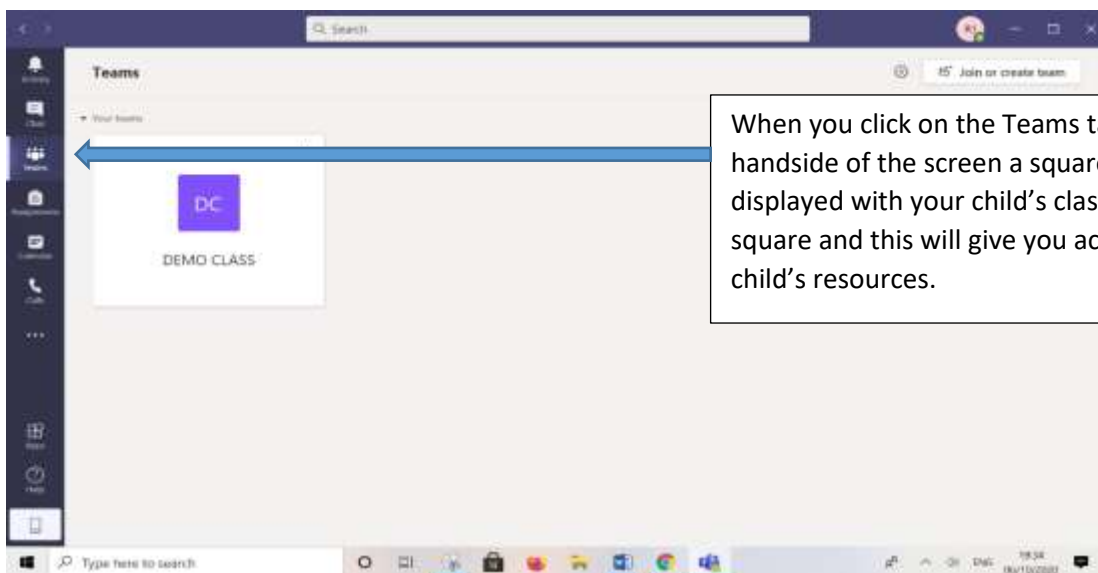
## A guide to support parents at home

Your child will have received login details – these can be found in your child's reading diary (check the back).

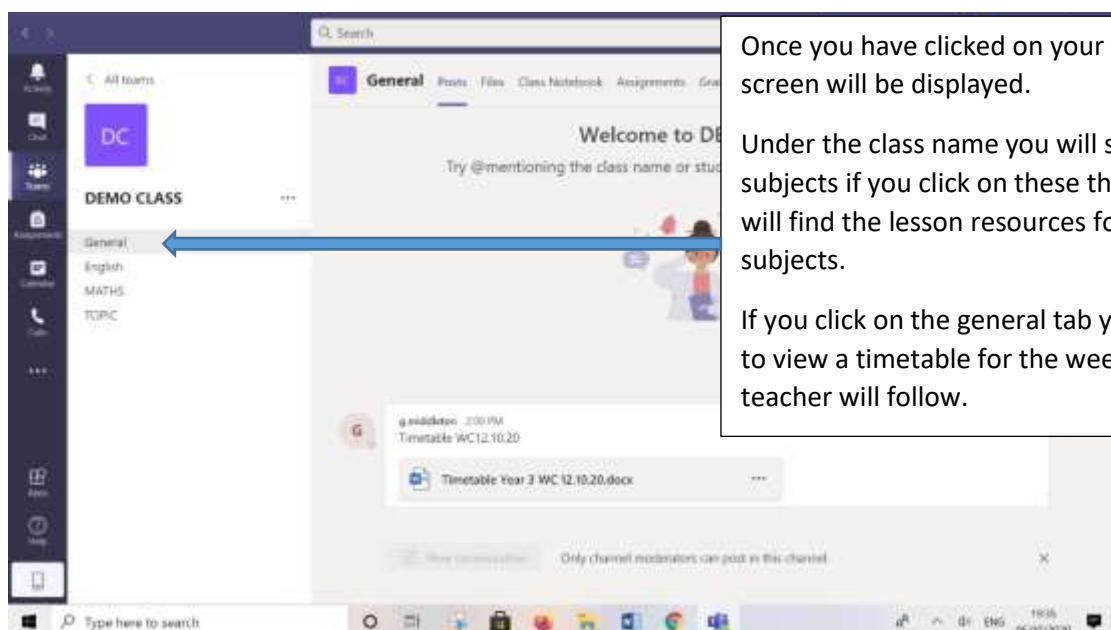
Please see the separate guide on how to download the Microsoft Team APP if you are unable to download the Teams app because your device does not meet the minimum requirements then you can still access teams via your internet browser by logging in with your child's login details.

Please make sure you have returned your parent agreement on Parent Mail before using Teams

### Exploring Teams when you are logged in



When you click on the Teams tab on the left handside of the screen a square will be displayed with your child's class . Click on this square and this will give you access to your child's resources.



Once you have clicked on your child class this screen will be displayed.

Under the class name you will see a list of subjects if you click on these this is where you will find the lesson resources for each of the subjects.

If you click on the general tab you will be able to view a timetable for the week which the teacher will follow.

## Accessing lesson resources

Each week your teacher will add a weekly timetable to the general tab- it will look something like this..

| Year 3 Remote learning week 3 WC 05/10/20 |                                                                                                                                                                               |  |                                                                |  |                               |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------|--|-------------------------------|
|                                           | Session 1<br>9am -10.30                                                                                                                                                       |  | Session 2<br>11am -12.30                                       |  | Session 3<br>1.30pm-2.30pm    |
| M                                         | Maths<br><a href="#">https://www.youtube.com/watch?v=...</a>                                                                                                                  |  | English<br><a href="#">https://www.youtube.com/watch?v=...</a> |  | Topic (ART)                   |
| T                                         | Maths<br><a href="#">https://www.youtube.com/watch?v=...</a>                                                                                                                  |  | English<br><a href="#">https://www.youtube.com/watch?v=...</a> |  | Topic (History)               |
| W                                         | Maths<br><a href="#">https://www.youtube.com/watch?v=...</a>                                                                                                                  |  | English<br><a href="#">https://www.youtube.com/watch?v=...</a> |  | PE                            |
| T                                         | Maths<br><a href="#">https://www.youtube.com/watch?v=...</a>                                                                                                                  |  | English<br><a href="#">https://www.youtube.com/watch?v=...</a> |  | Topic (Design and Technology) |
| F                                         | <b>FEEDBACK FRIDAY</b><br>(Today you should practice on TTRS, access Reading Buddy and practise your handwriting. Also look out for some feedback from your teacher via Chat) |  |                                                                |  |                               |

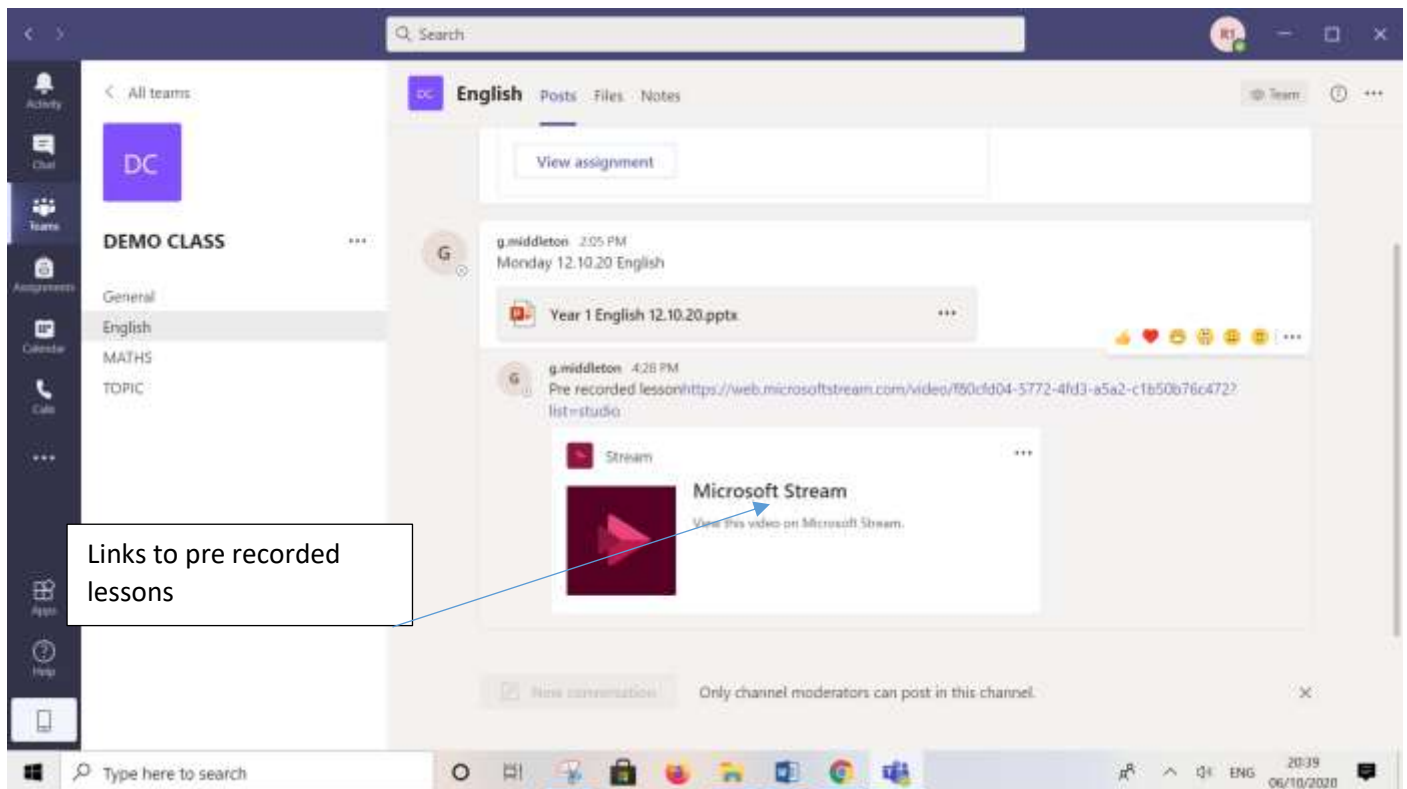
The weekly timetable will show what lessons you should expect in a week . If the teacher is going to deliver the lesson as a live lesson then the link for these lesson will appear on the timetable along with when the lesson will start. When you click on these links at the correct time they should take you directly to the live lesson

On a Friday your child's teacher will not add any lesson resources and pupils should spend this time completing work, accessing TTRS, Reading Buddy and practise their handwriting. On this day your teacher will give your child some feedback on the work they have completed over the week via Chat on Microsoft Teams.

**Resources** You will find several types of resources see below

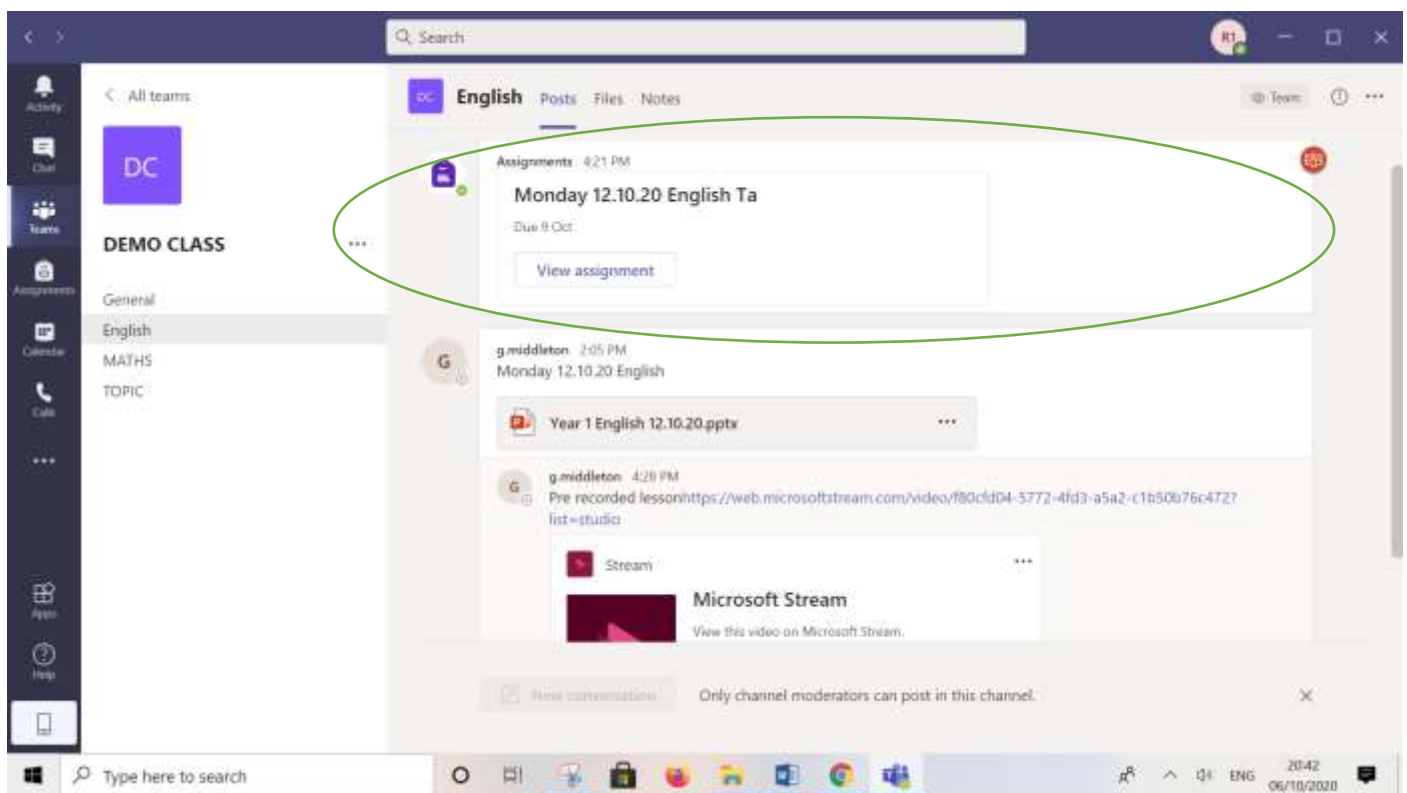
Resources such as powerpoint and word documents which will support the pupils

Links to live lessons

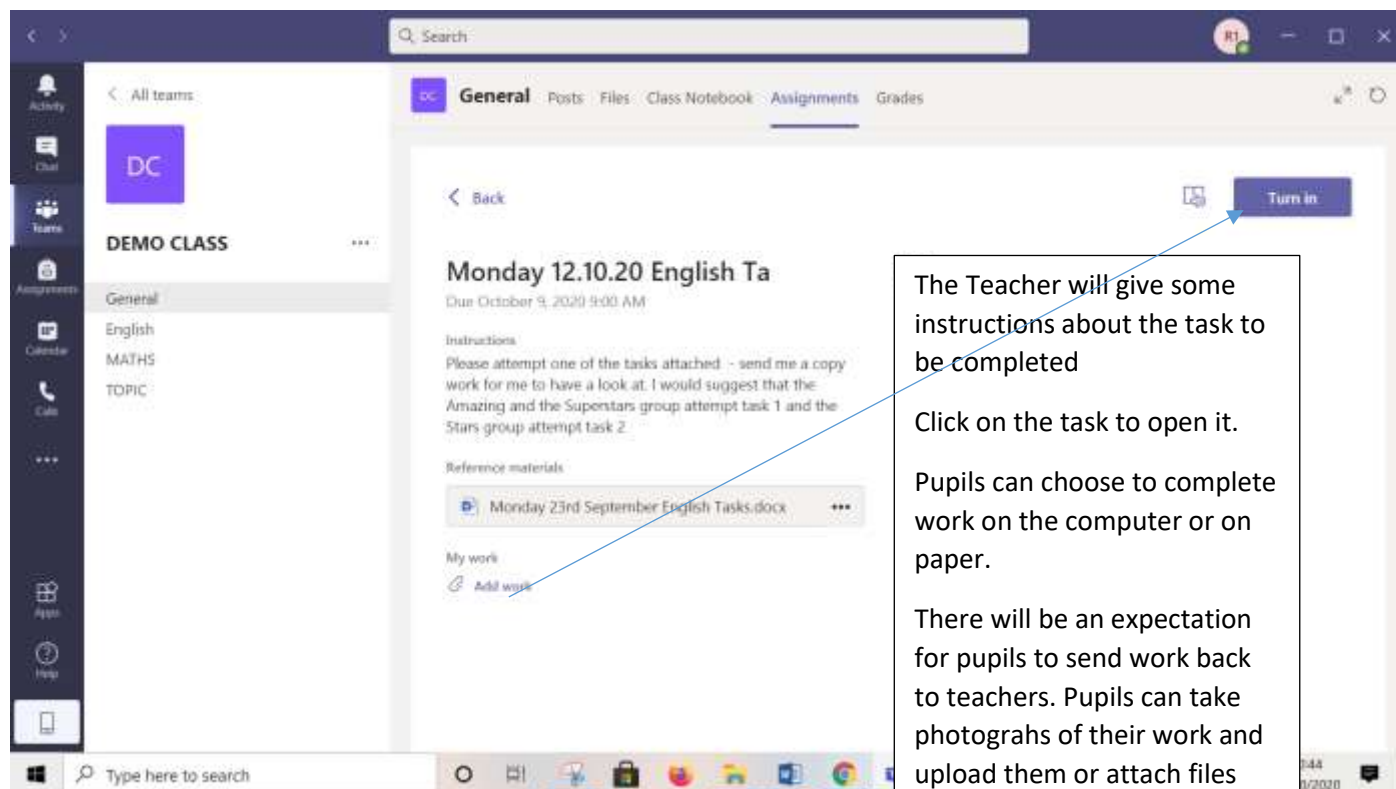


## Viewing and sending Work

In Microsoft Teams tasks are called assignments these will be found under the lesson resources see below



Click on this to view the tasks that teachers have set. See below



The screenshot shows the Microsoft Teams interface. On the left is a sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, and Calls. The main pane displays the 'General' channel of a 'DEMO CLASS' team. At the top of the main pane are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is active, showing an assignment titled 'Monday 12.10.20 English Ta' due on October 9, 2020 at 9:00 AM. The assignment instructions state: 'Please attempt one of the tasks attached - send me a copy work for me to have a look at. I would suggest that the Amazing and the Superstars group attempt task 1 and the Stars group attempt task 2.' Under 'Reference materials', there is a document titled 'Monday 23rd September English Tasks.docx'. Under 'My work', there is an 'Add work' button. In the top right corner of the assignment pane, there is a 'Turn in' button. A blue arrow points from the 'Turn in' button to a text box on the right.

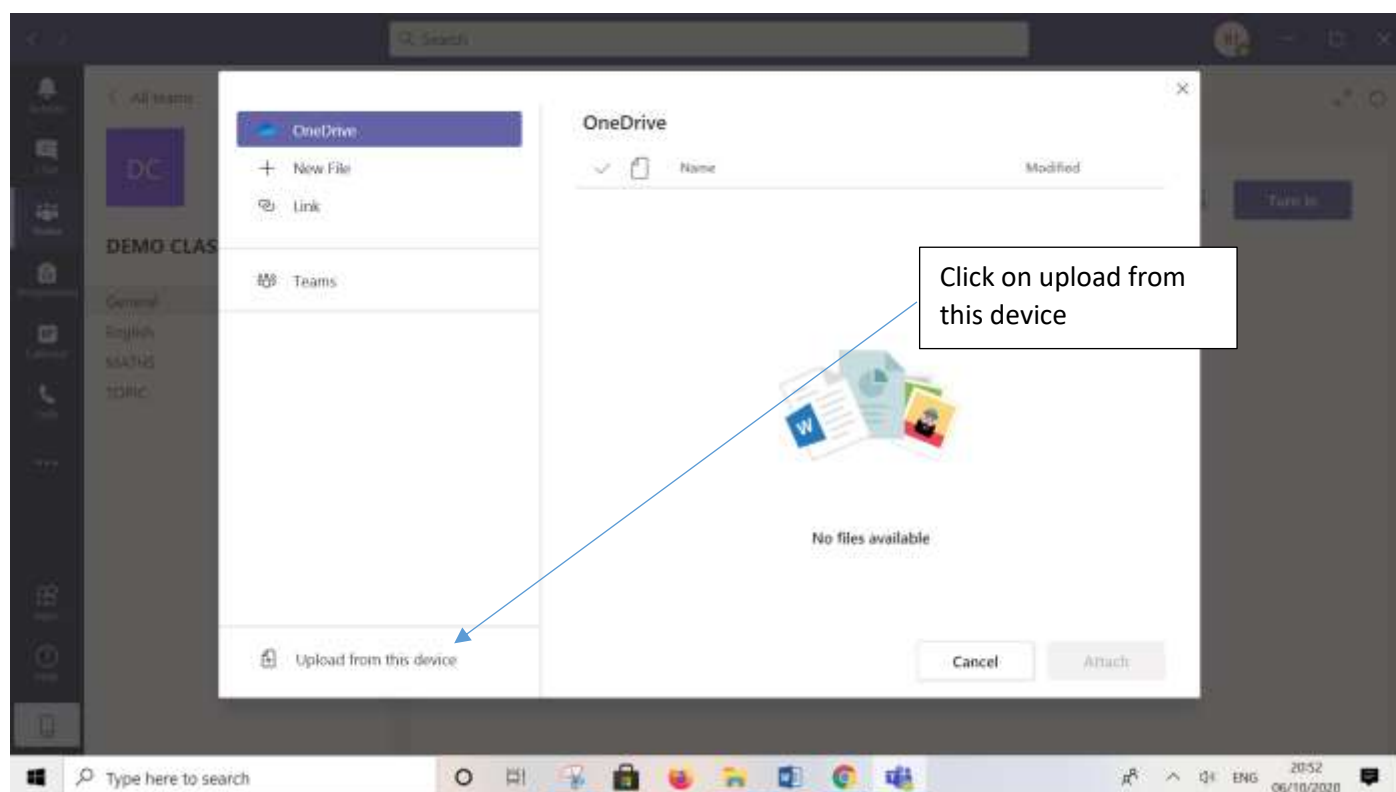
The Teacher will give some instructions about the task to be completed

Click on the task to open it.

Pupils can choose to complete work on the computer or on paper.

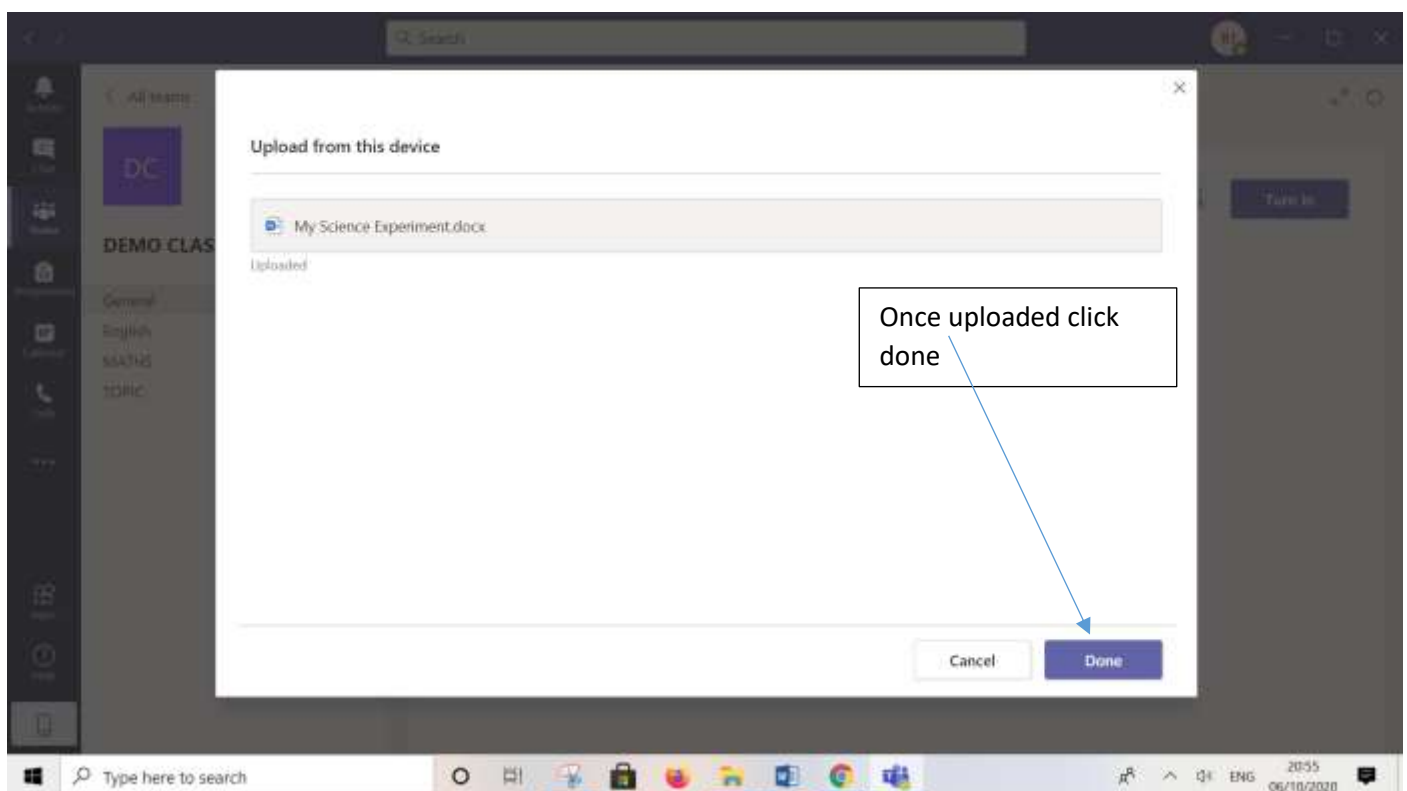
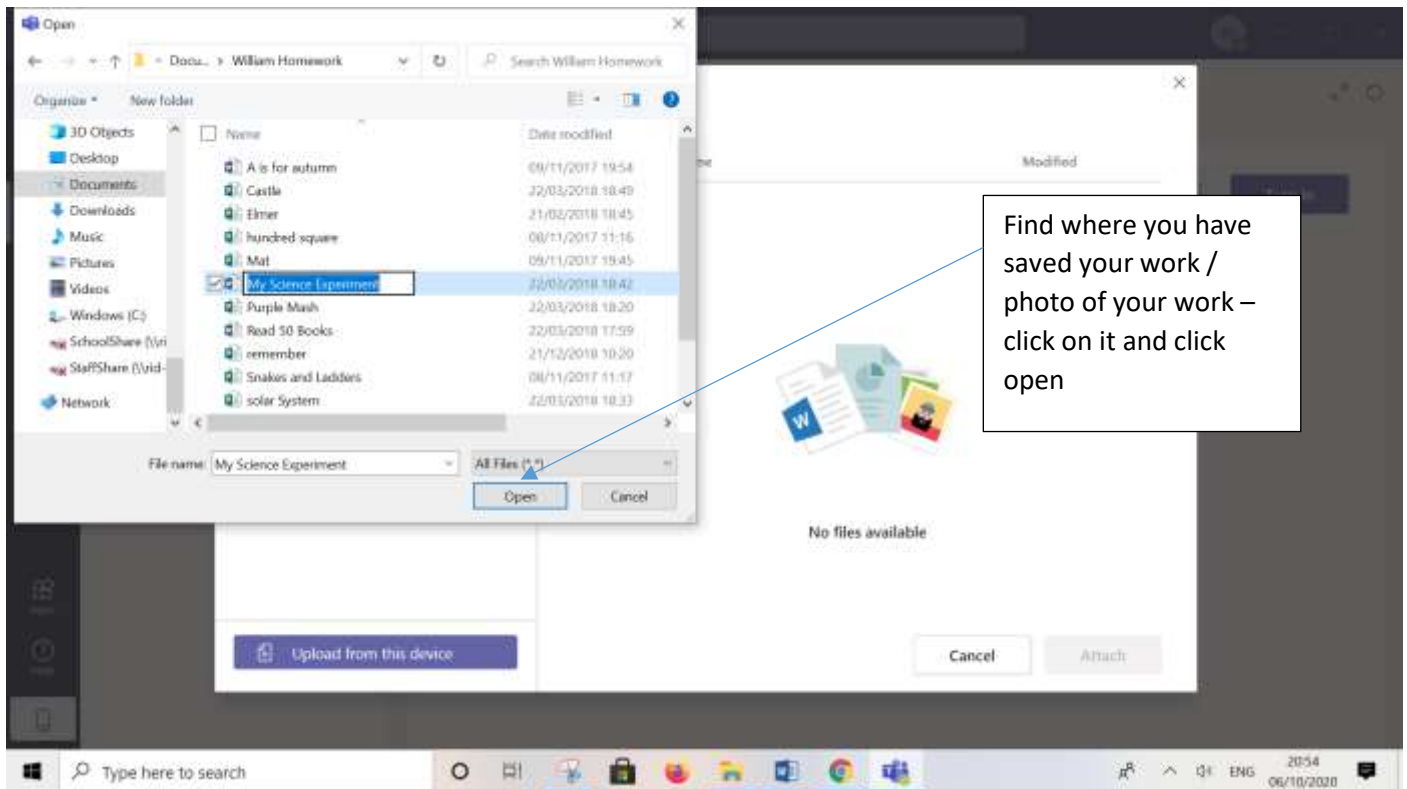
There will be an expectation for pupils to send work back to teachers. Pupils can take photographs of their work and upload them or attach files from their computer. This can be done by clicking on 'add work' and clicking 'Turn in' on the top right of the screen.

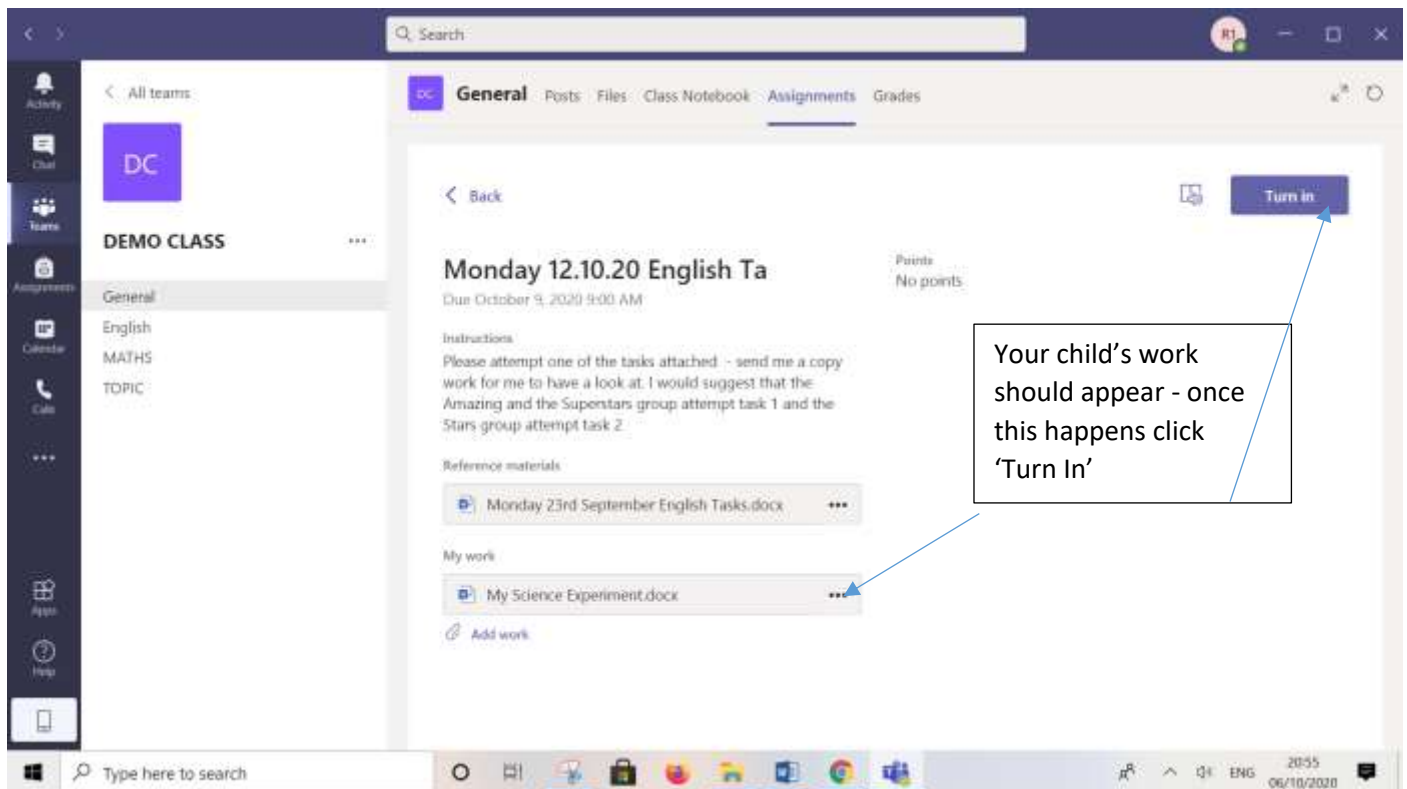
## Adding Work



The screenshot shows the OneDrive upload dialog box. On the left, there is a sidebar with 'OneDrive' selected, showing options for 'New File' and 'Link'. Below this is a 'Teams' section. The main area of the dialog box shows a list of files with columns for 'Name' and 'Modified'. Below the list, there is a message 'No files available' and a graphic of a folder with a question mark. At the bottom of the dialog box, there is an 'Upload from this device' button, a 'Cancel' button, and an 'Attach' button. A blue arrow points from the 'Upload from this device' button to a text box on the right.

Click on upload from this device





### **Contacting your child's Teacher**

This can be done via the Chat facility which can be found on the left handside. Your child's teacher will send an initial welcome message and then you should continue to use this thread to ask questions about your child's work. We ask that you limit this to once a day so staff are able to get back to all parents/pupils. The Chat facility will also be used on a Friday for the teacher to give feedback about work your child has completed .

