

Remote Learning on Microsoft Teams (iPad/iPhone/Andriod)



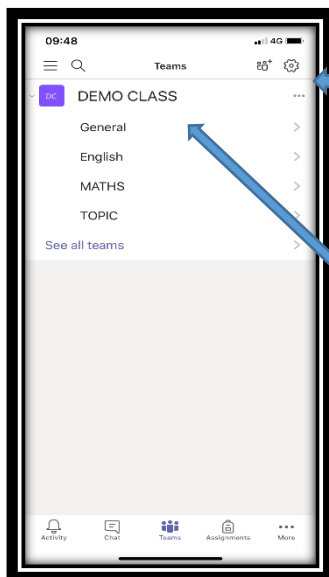
A guide to support parents at home

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 at the bottom of the screen your childs class will appear with a list of subjects beneath it.



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

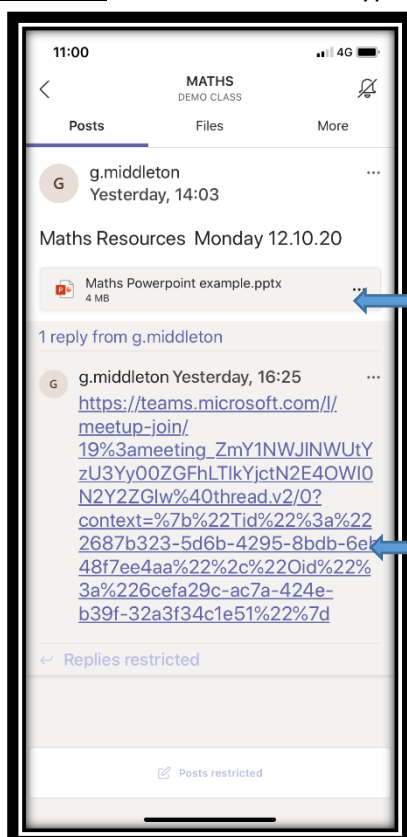
Each week your teacher will add a weekly timetable to the general tab- it will look something like this.

[illegible]

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

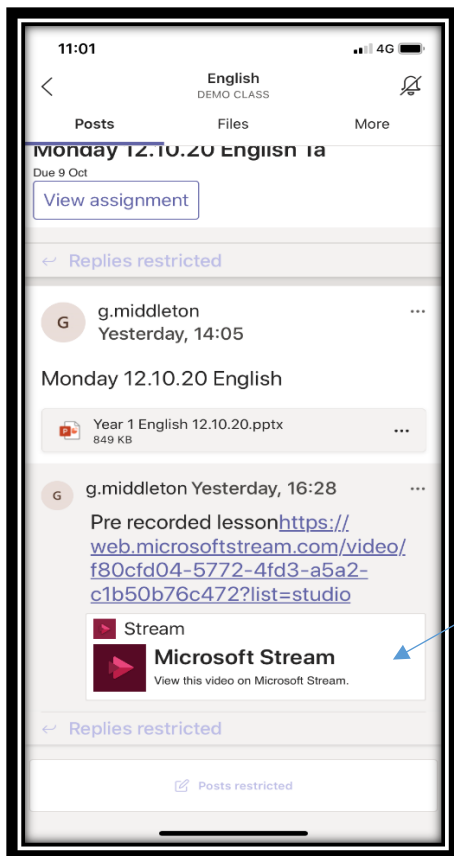
On a Friday your child's teacher will not add any lesson resources and pupils should spend this time completing work, accessing TTRS, Reading Buddy and practise their handwriting. On this day your teacher will give your child some feedback on the work they have completed over the week via Chat on Microsoft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

Resources You will find several types of resources see below



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

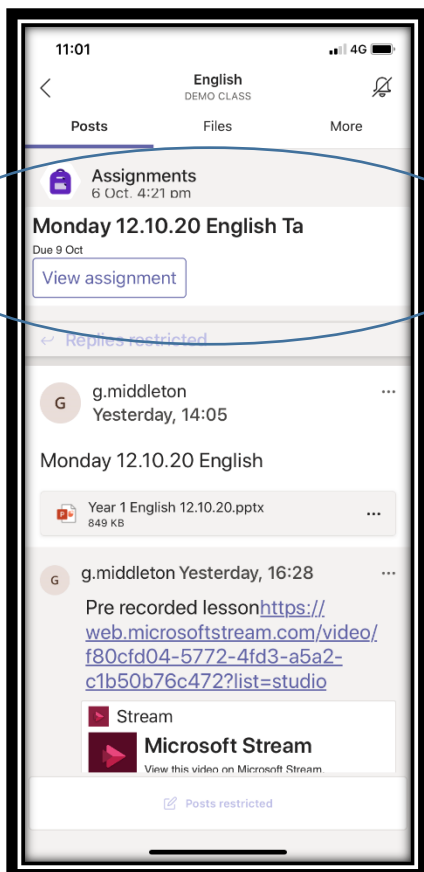
Links to live lessons

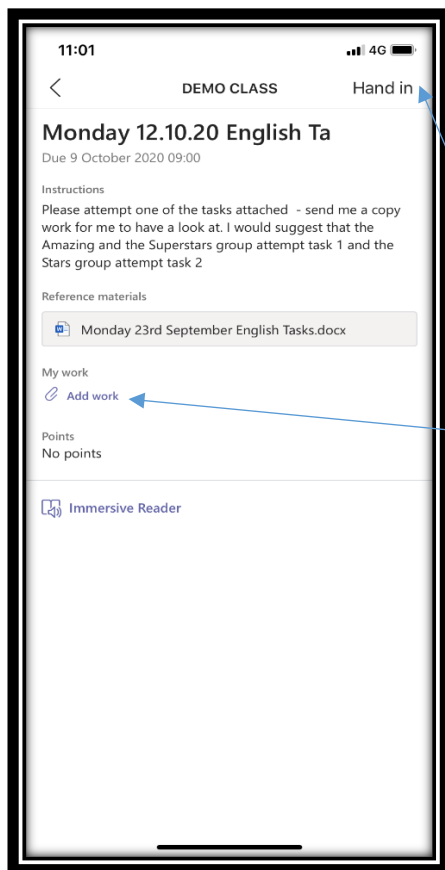


Links to pre recorded lessons

Viewing and sending Work

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





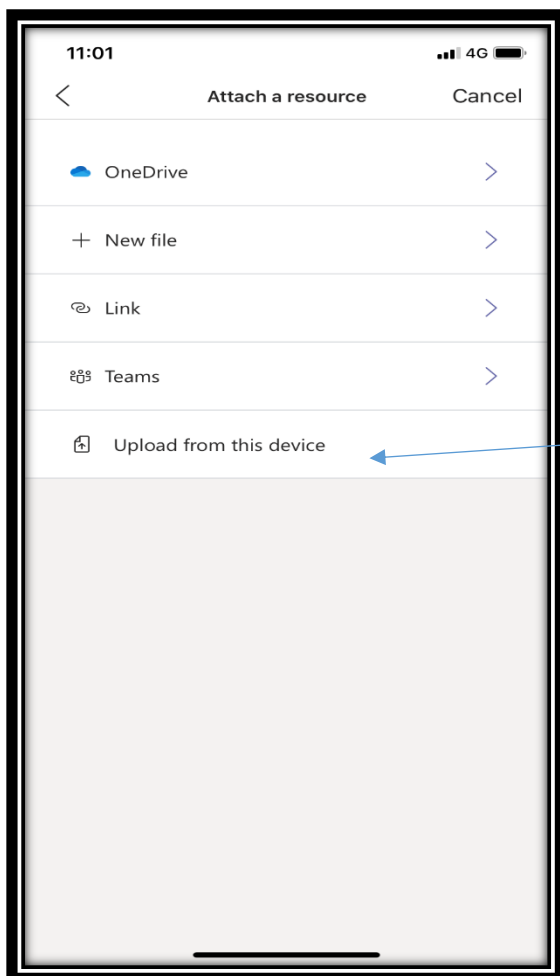
The Teacher will give some instructions about the task to be completed

Click on the task to open it.

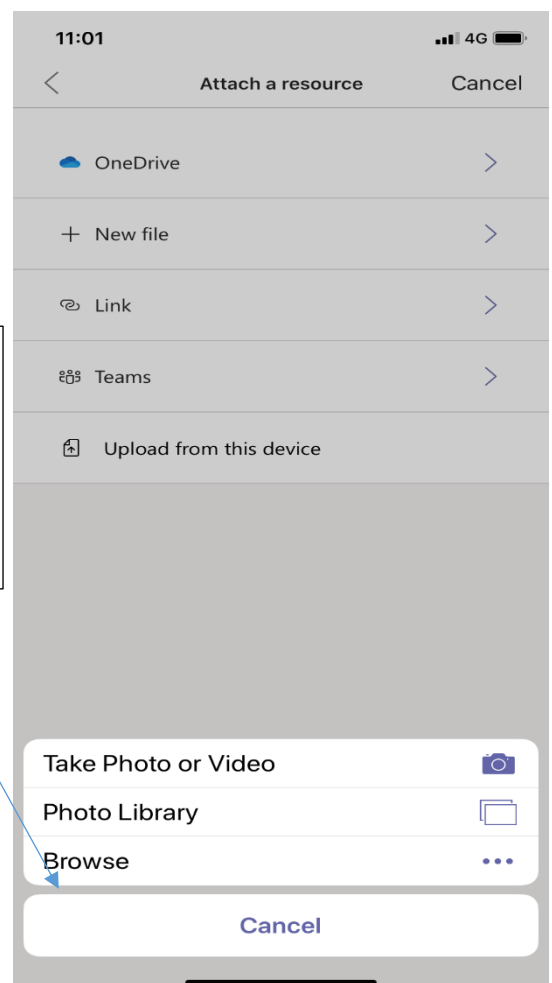
Pupils can choose to complete work on the computer or on paper.

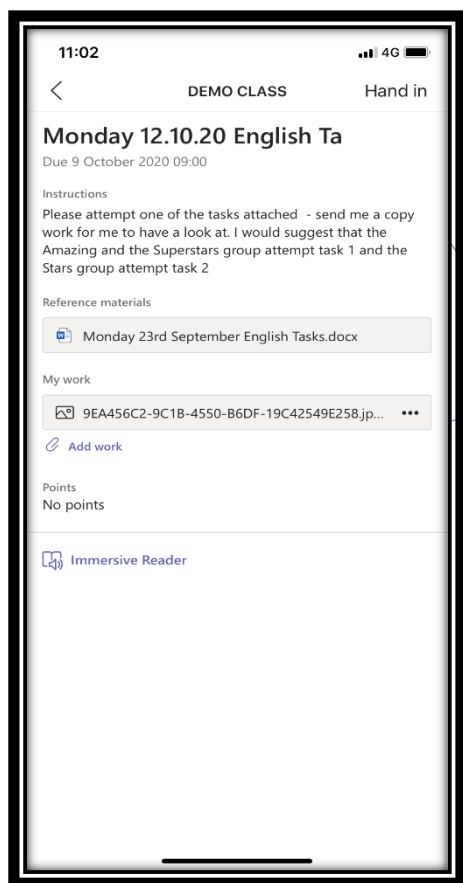
There will be an expectation for pupils to send work back to teachers. Pupils can take photographs of their work and upload them or attach files from their computer. This can be done by clicking on 'add work' and clicking 'Hand in' on the top right of the screen.

Adding Work



Click on upload from this device and either take a photo of your work or select photo library if you have already taken a photo.





Your child's work should appear - once this happens click 'Hand In'

Contacting your child's Teacher

This can be done via the Chat facility which can be found at the bottom of the screen. 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 during the week.

