

## How to use Microsoft Teams for remote learning

Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school as they have tested positive. Children should only undertake remote learning when they feel well enough to do so. Additionally, should the school be closed for severe weather for more than 2 days, remote learning will then be sent out on day 3.

Microsoft Teams is digital platform can be accessed on a smartphone or tablet, laptop, Xbox or Playstation and that lets teachers keep in touch with children remotely. They can access support from their class teacher and use apps such as Word and PowerPoint from home by your child by simply logging in to Microsoft Teams using the sign-in details and password that has been sent home. At present the Microsoft email facility is disabled for children.

**Note:** your child will need their sign-in details for their school Office 365 account to complete the steps below. If they can't remember these details, please contact your child's class teacher via the class email address.

Once your child has logged in for the first time, they will be prompted to change the password so please ensure that you make a note of this. We cannot access these passwords so will be unable to tell you what they are.

### Smartphones and tablets: download the free Microsoft Teams app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none"> <li>&gt; Open the Play Store app</li> <li>&gt; Search for 'Microsoft Teams'</li> <li>&gt; Tap 'Microsoft Teams'</li> <li>&gt; Tap 'Install'</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Open the App Store app</li> <li>&gt; Search for 'Microsoft Teams'</li> <li>&gt; Tap 'Microsoft Teams'</li> <li>&gt; Tap 'Get'</li> </ul>

> Once the app has downloaded, open it.

Then, your child needs to:

> Log in to their Office 365 account

> Tap the 'Teams' icon

> The class team that they are part of will appear down the left hand side of the screen. Essentially the 'team' is another name for a class. Within their class you will see there are also some different areas with links to the different websites we use and files that have been uploaded that we use daily. Click on your child's class to begin.

## Computers and laptops: download Microsoft Teams

Your child needs to:

- Go to [Download Microsoft Teams on any Device](#)
- Click 'Download Teams'
- Once it's downloaded, click on the installer to run the app
- Log in to their Office 365 account
- Click 'Teams' on the left-hand side of the app
- The class team that they are part of will appear down the left hand side of the screen. Essentially the 'team' is another name for a class. Within their class you will see there are also some different areas with links to the different websites we use and files that have been uploaded that we use daily. Click on your child's class to begin.

## Accessing remote learning on Playstation or Xbox

Microsoft Teams can be opened on Xbox 360, Xbox One, Playstation 3 and Playstation 4. This can be done using the built-in browsers that come on the two devices.

- On Playstation, it is the "www" icon in the main menu.
- On Xbox, it is Microsoft Edge- usually a blue "e" icon tile

Children will probably know how to find the browsers on their consoles, but if not, both consoles have a search function they can access on the home screen.

- Once the browser has been opened:
- Type in office.com in the URL bar (address bar).
- A prompt to log in will appear
- Use your login details that have been provided
- When logged in look for the Teams logo down the left hand side

Any USB keyboard can be plugged into the console allowing typing! The other bonus is that you get the Documents and videos on a full screen TV.

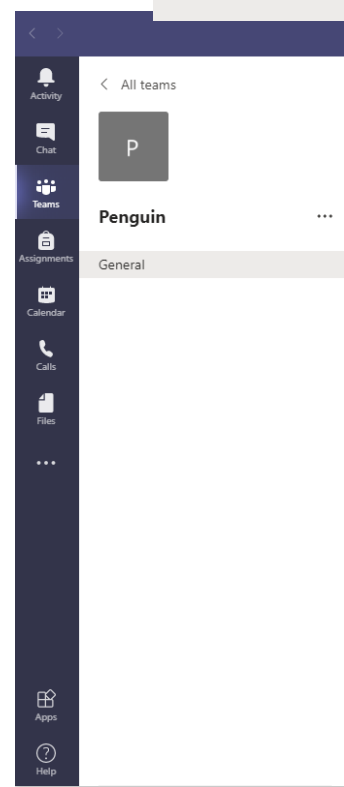
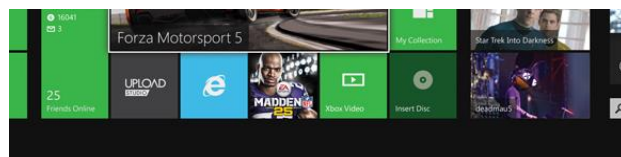
*Using the browser like this will also work for the majority of the home learning tools recommended on the school website/ daily timetables.*

## Now what?

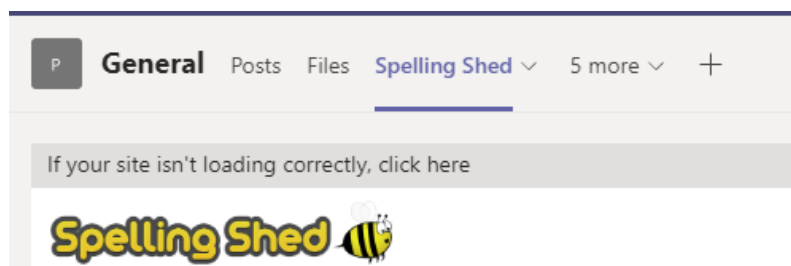
Once you tap/click on the class name you can see the following:

The General 'channel' will contain the majority of the work accessed by the children.

There may be additional channels added to contain learning for specific subjects such as phonics, maths or English.



Along the top of the screen you will see the tabs which are part of the channel – it will look something like this:



Clicking on Purple Mash, Spelling Shed etc will take you directly to the app so that you don't need to spend time browsing around the internet to find the app for your child to use. This is significantly easier than before!

The Posts section will also show assignments when they are set (it doesn't matter if you find them here or on the assignments tab), as well as messages from your teacher. The teachers may also use Posts to give the whole class feedback about their learning, answers questions related to the activities or share good ideas.

The Posts tab must **not** be used by the children to type messages to each other. A channel will be added so that children can message each other and this can still be overseen by the class teachers.

Teams should only be accessed during school hours so that children are not posting outside of this time as a teacher will not be online overseeing the posts.

The files tab will be used to store resources which are used to support learning – such as word mats or banks to support writing, as well as the weekly timetable.

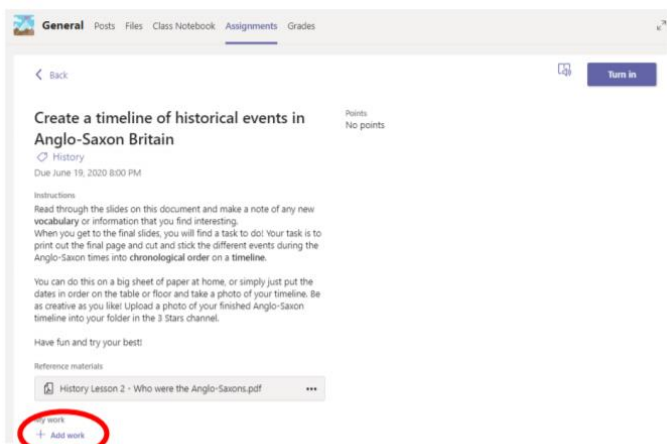
The assignment tab will list all the activities/work which needs to be completed on the computer, which will be listed by the date it has been set to enable you to locate the activities. There is not a way currently to subdivide these any further.

## How to find and hand in work (computers and laptops)

Your child needs to:

- Open the Teams app
- Click on their class, then 'General', and then 'Assignments' – or find them in the Posts tab at the top of the screen
- Click on an assignment, or click View Assignment to see the work that has been set – you will see the instructions to help you, plus documents to be completed or supporting resources. Follow the instructions and then complete the learning tasks.

If the task is for something to be completed away from using the computer, or your child needs to work on it offline so a sibling can use the computer, you can complete these on plain or lined paper. This can then be uploaded by taking a photo and saving it so that it can be accessible in Teams.



- Click '+Add work' at the bottom of the screen
- Click 'Upload from my computer', then attach the file they want to upload
- Once they've finished, click 'Turn in'

**Made a mistake?** Click 'Undo turn in' to return the work, and follow the last three steps to resubmit it. Only the class teachers can see the work that has been 'handed in'.

## How to hand in work (mobile devices – Android or iOS)

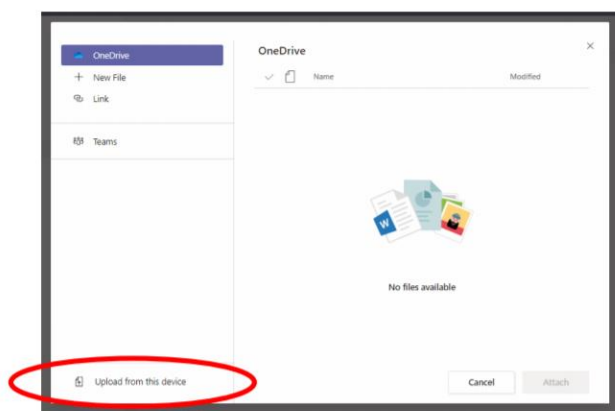
Your child needs to:

- Open the Teams app
- Tap on their class, tap 'More', then 'Assignments'

Tap on an assignment or tap View Assignment to see the work that has been set – you will see the instructions to help you, plus documents to be completed or supporting resources. Follow the instructions and then complete the learning tasks.

If the task is for something to be completed away from using the computer, or your child needs to work then '+Add work'

- Choose the file they want to upload from OneDrive or their device



- Once they've finished, tap 'Turn in'

**Made a mistake?** Tap 'Undo turn in' to return the work, then follow the last three steps to resubmit it.

Only the class teachers can see the work that has been 'handed in'.

### **If work has been marked, your child will get a notification in Teams**

The class teachers will review all work handed in by the children, however in line with our marking and feedback approach, not all work will be given written feedback so not all work will be returned back to the child.

Some work will be returned to pupils once it has been reviewed with written feedback and alterations depending on the nature of the activity.

They can find their returned work by following the steps below.

On a computer or laptop

- Open the Teams app
- Click 'Chat' on the left-hand side
- From the list of contacts, click 'Assignments'
- Click 'View assignment' in the centre of the page

On a mobile device (Android or iOS)

- Open the Teams app
- Tap 'Assignments' at the bottom of the screen
- Tap 'Completed', then tap the assignment they want to see

### **Joining a video meeting**

If your child is well but remains off school having tested positive, if it is appropriate the class teacher may offer a Teams meeting so your child can continue to feel part of their class.

- The meetings will appear on the Posts tab shortly before the meeting is due to open
- Once the meeting is over, it will then be removed from the Posts to prevent children going into the wrong meeting by mistake

To keep all the children safe, please ensure that

- You are present in the room with your child
- The background behind your child is either a wall or is blurred (not all versions of Teams support this)
- All those present in the room for the duration of the call use appropriate language and behaviour and are appropriately dressed
- Children behave in an appropriate manner whilst on the call – as they would in school.

Please be aware that these calls are recorded for safeguarding purposes.