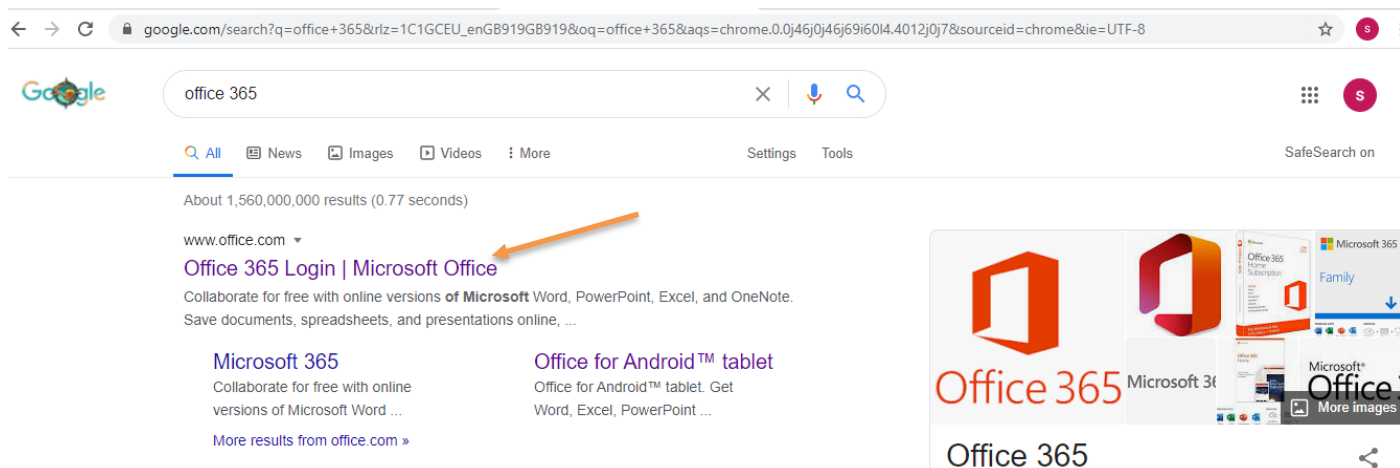




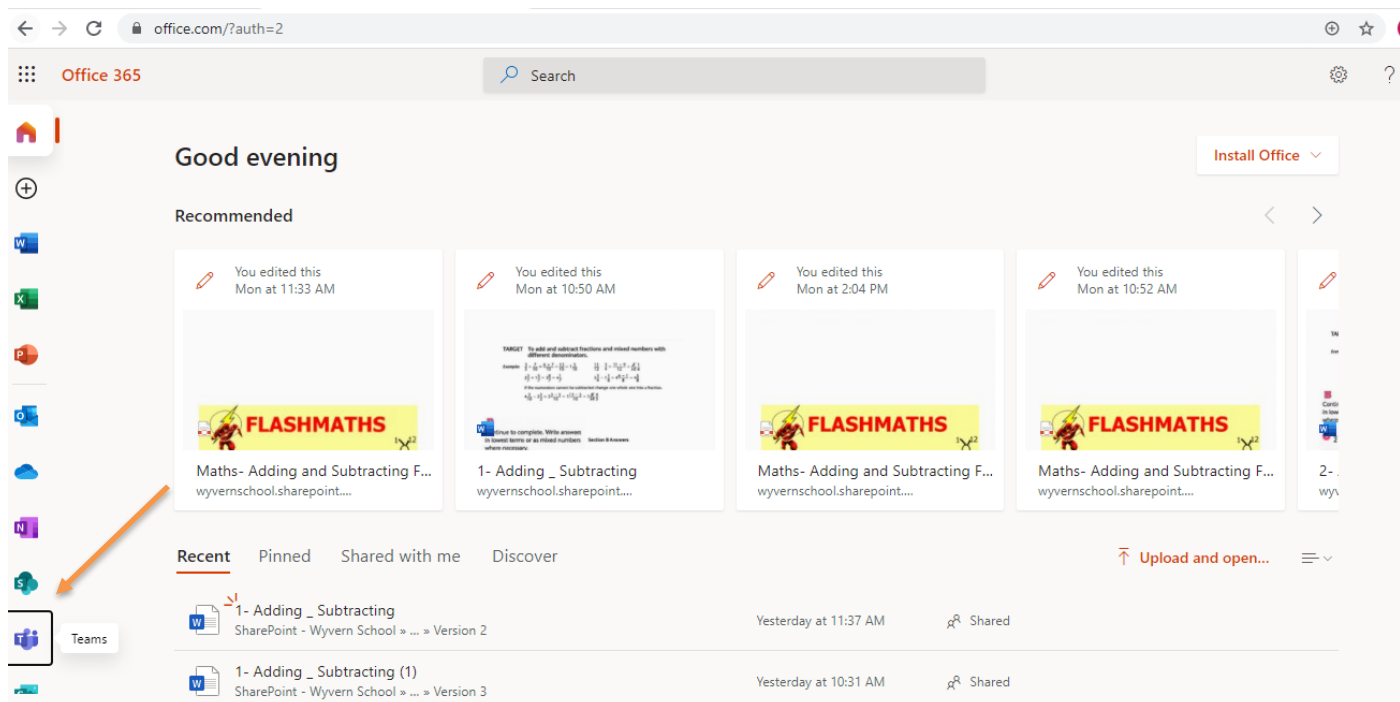
# Parent & Student Guide to Remote Learning Provision through Microsoft Teams

For students to engage in online provision, you will need to have access to Microsoft Office 365 on your computer or tablet. This can be accessed online. To do this, search Microsoft 365 in Google and click on the link to office.com.



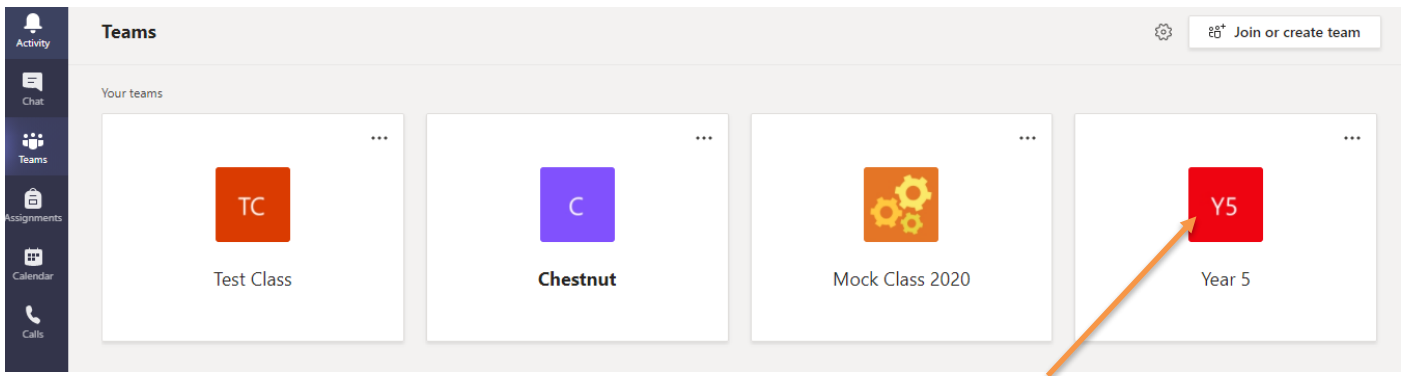
Here you will be asked to sign in to your account. This will be your school email and password which will be sent out separately to you.

Once signed in, select the 'Teams' tab on the left-hand side of the page.



Here, you will be able to see all the teams your child has been included in.

To access the pre-recorded lessons and online assignments, the children will need to select their year group team.

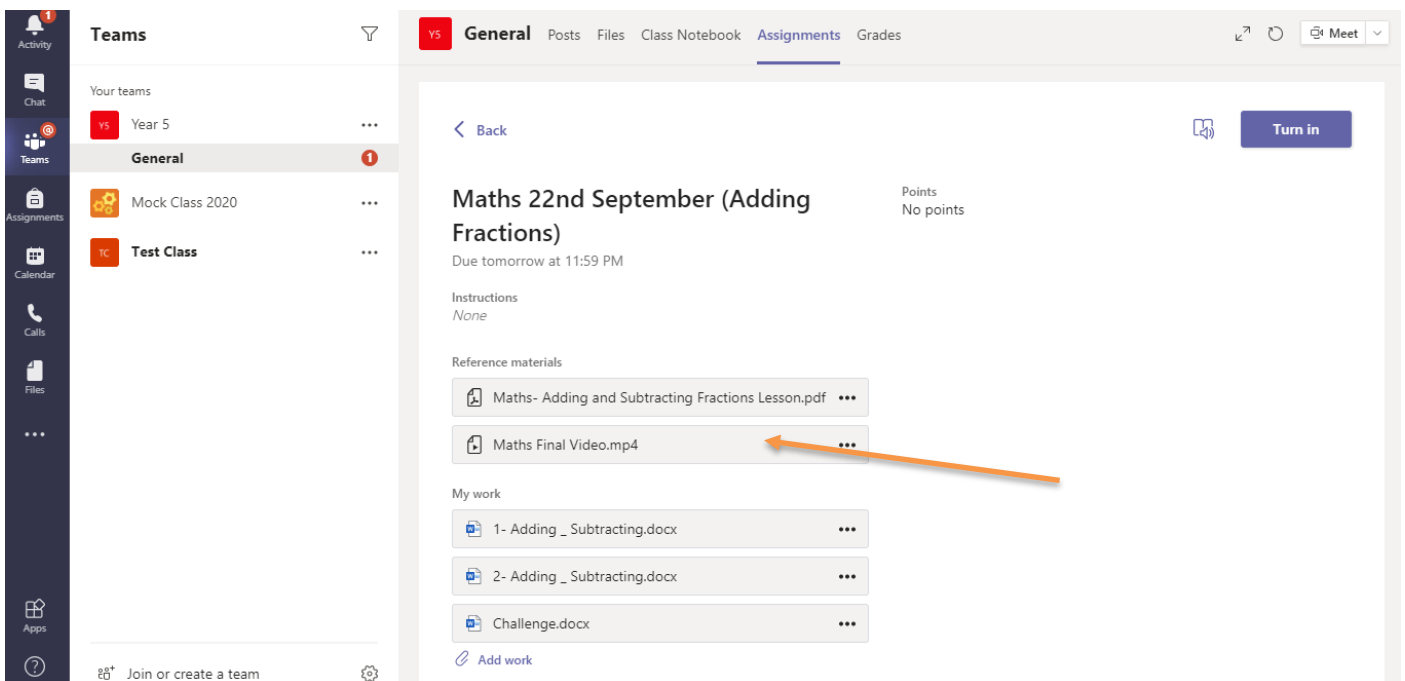


## Accessing Pre-recorded Lessons

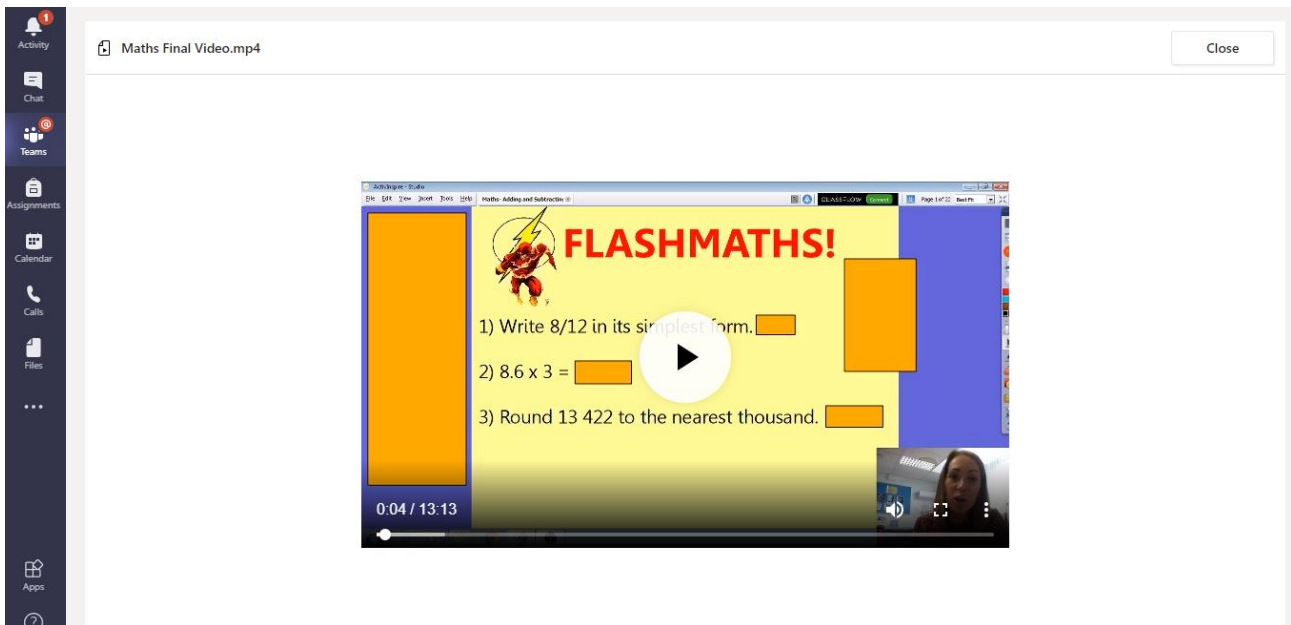
Lessons have been pre-recorded by their teacher for the children to watch at home. This will also be the case in the event that a bubble or whole school is asked to isolate.

These will be accessible through the 'Assignment' section.

When you click on the assignment you have been set for that day, you will find a video saved in the 'Reference Materials' section.

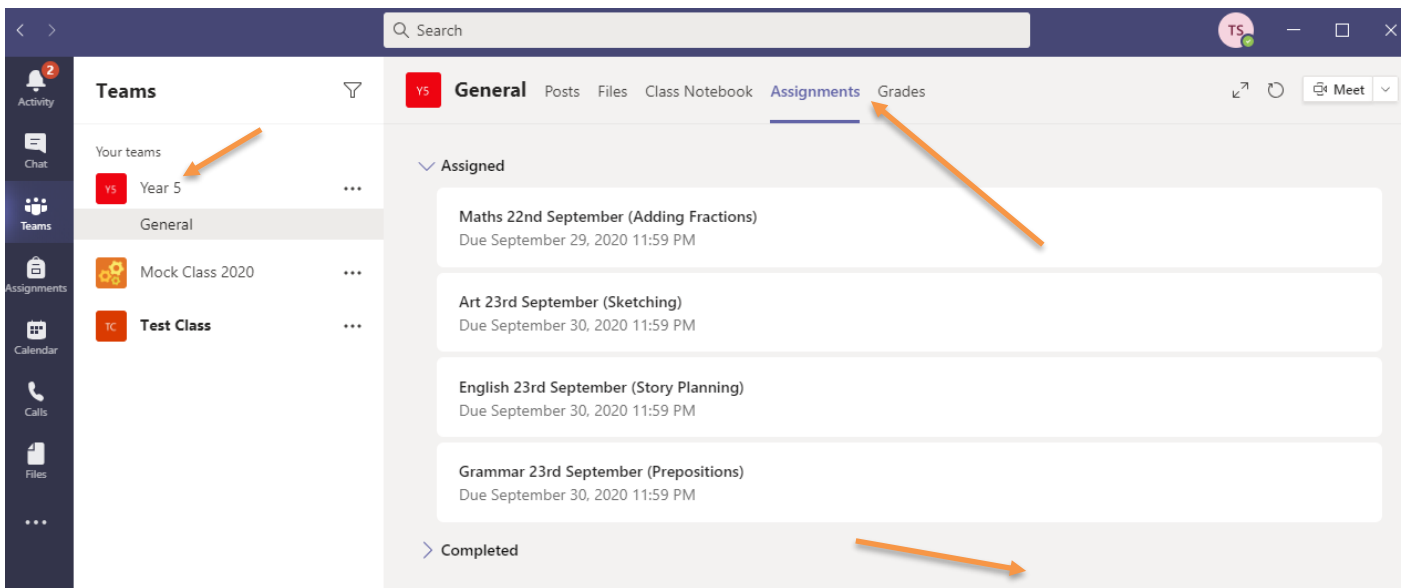


If you click on the video, it will open it within teams where you can watch the pre-recorded lesson from your teacher. Once this has been watched, the assignments can then be accessed and completed using the explanation above.

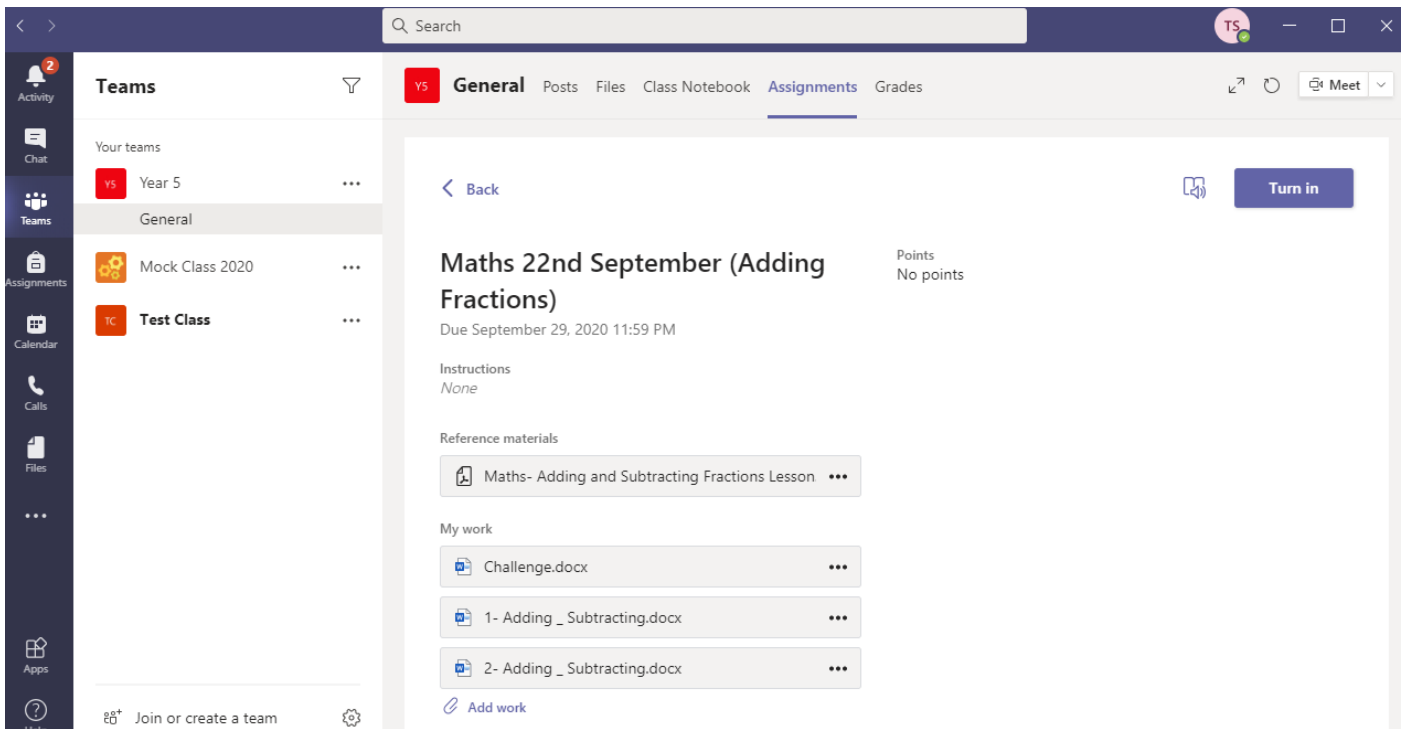


## Accessing Online Assignments

To find this, go to the year group team and select the 'Assignments' tab. This will display all the tasks the teacher has set. Your child can find the task they need to complete by looking for the subject and the date. They can then click on this assignment.

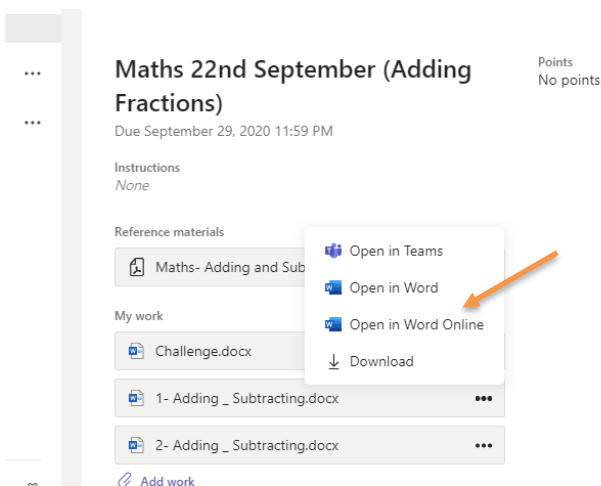


Here you will find all the documents the teacher has left for the remote learners. This will include a recorded input for the lesson along with a worksheet. It is likely that your child will not need to complete all the documents within the assignment section, just those which they are directed to.

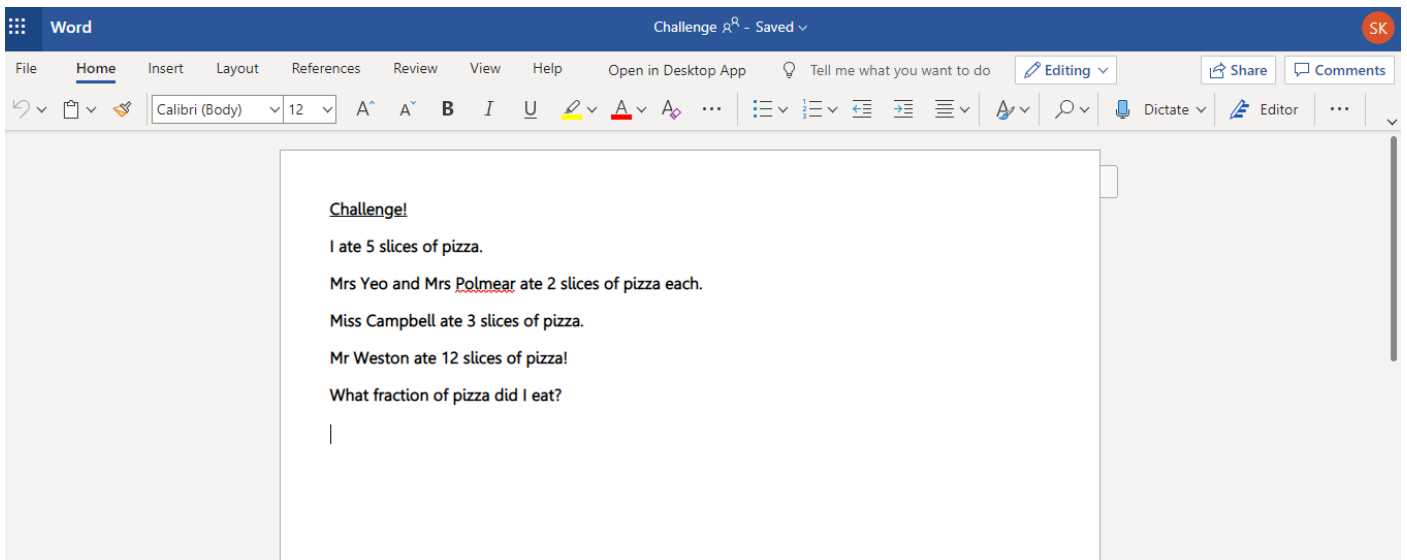


Once you have selected the work you want to complete, you can click on the dots (...) next to it. Here you can choose to open the document or download it. Working directly with the documents means that your work can be saved straight onto teams for your teacher to mark.

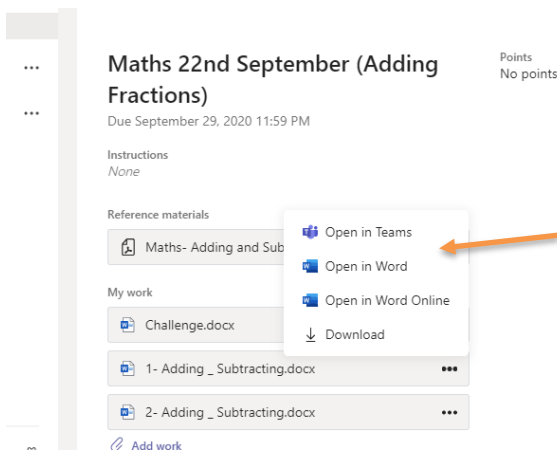
You can choose to open the document in 'Word online'



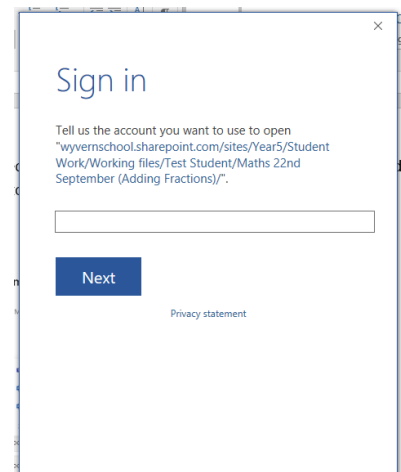
This will open the document in the Microsoft Office 365 browser or app and all work is saved continuously to your teams file as you do it – there is no need to press 'save'. From here your child can type directly onto the document. They are welcome to type any of their working out onto the document to or complete this with a pen and paper at home and just type on their answers.



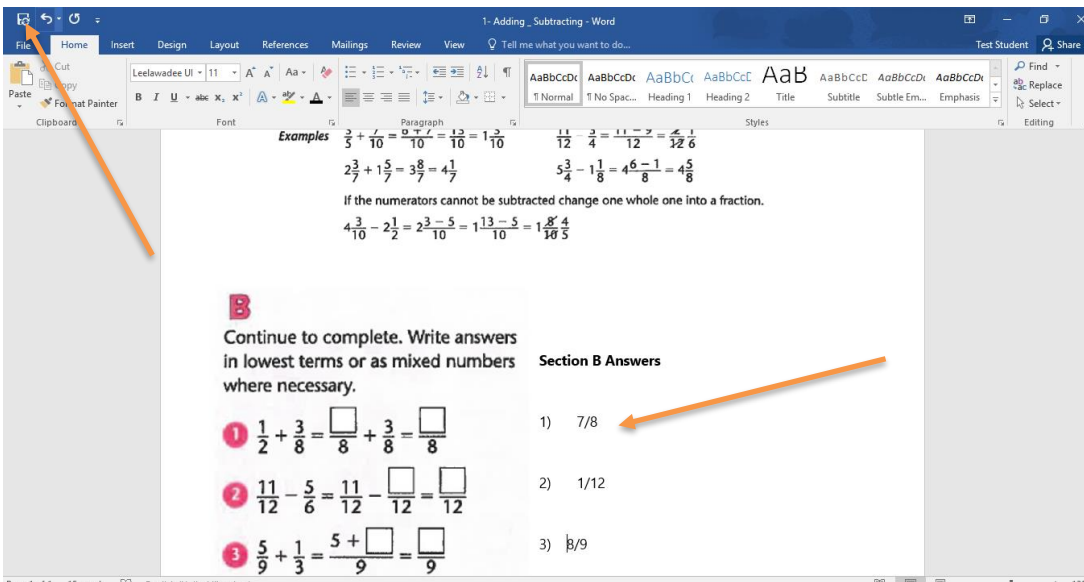
Alternatively, you can select 'Open in Word'.



As the Word document opens, you will be asked to sign in. You need to use your child's same school email address and password and this will allow the work to be saved directly to teams.

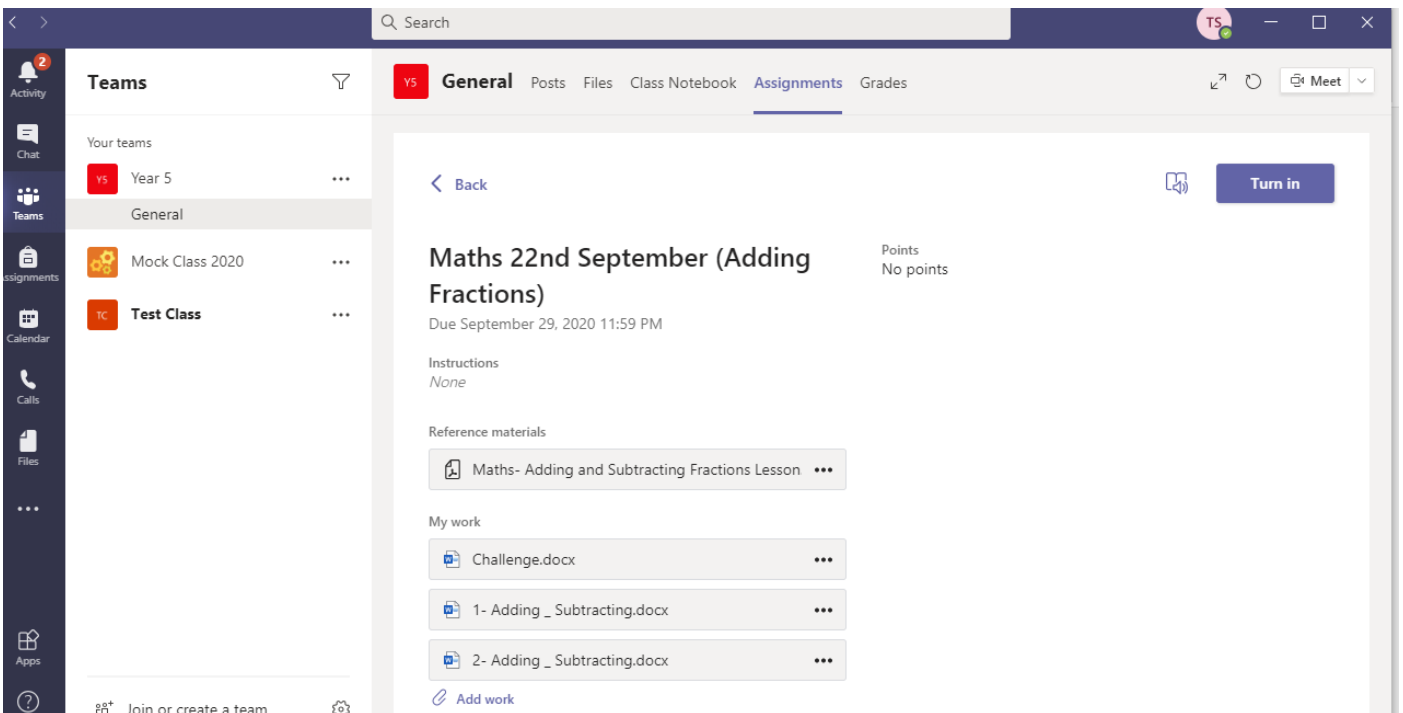


Again, your child can type directly onto the document. By pressing the 'Save' icon in the top left-hand corner, this work will be saved directly to teams.

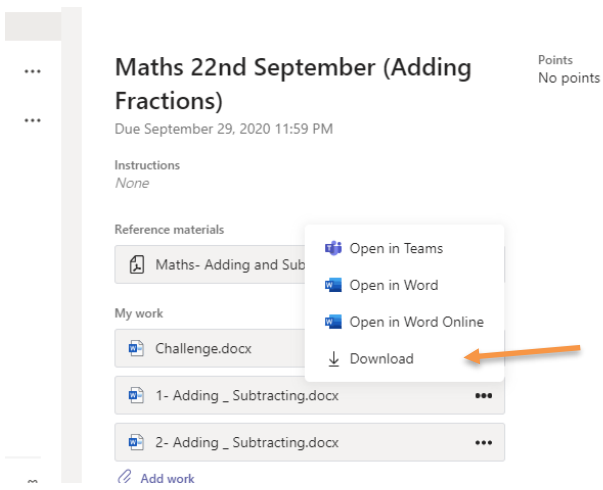


Once the work is complete, your child can simply return to teams and click 'Turn in'.

This will let their teacher know that the work has been completed and is ready for feedback.

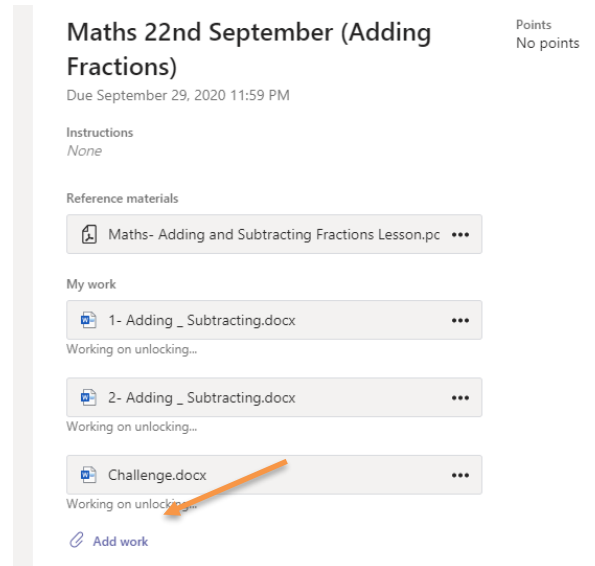


If your child would prefer to work onto paper or print off the work that has been set, this can be achieved by selecting the 'Download' option.

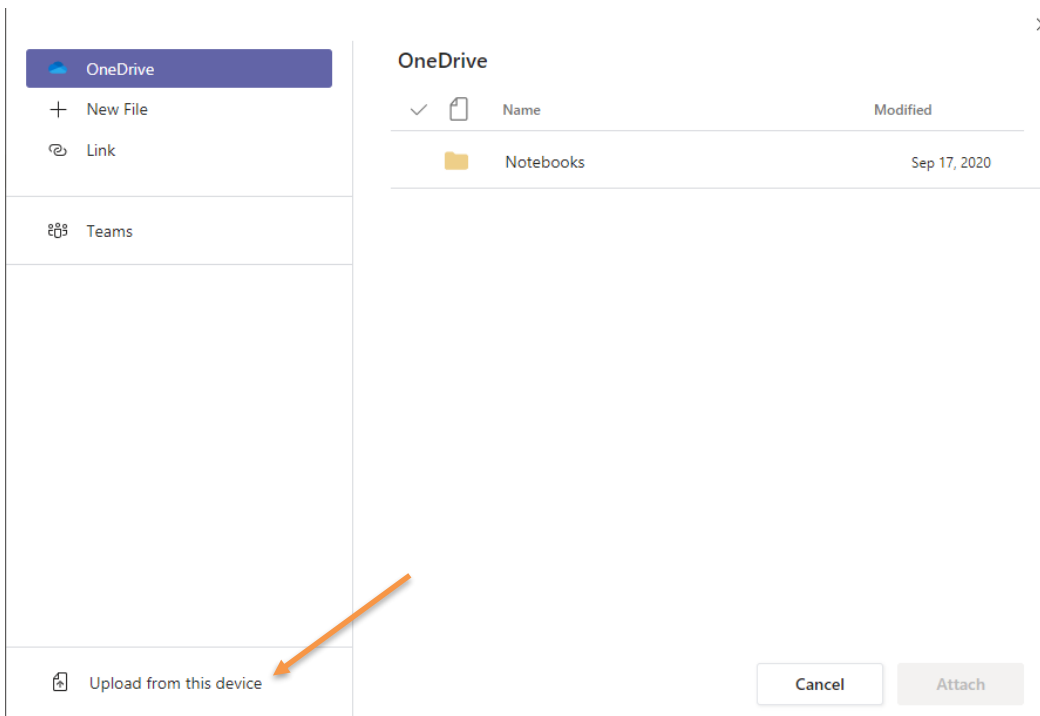


Once your child has completed their work, you can take a photo of it to send/save to your computer or tablet.

Once saved, select 'Add work' in the assignment section.



Then choose to 'Upload from this device'. From here you can navigate through your files to select the work you wish you upload.



Your uploaded work will then appear in the assignment and you can select 'Turn in'. This will let their teacher know that the work has been completed and is ready for feedback.



Reference materials

Maths- Adding and Subtracting Fractions Lesson.pc ...

My work

1- Adding \_ Subtracting.docx ...

Working on unlocking...

2- Adding \_ Subtracting.docx ...

Working on unlocking...

Challenge.docx ...

Working on unlocking...

school work 1.png ...

Add work

Search

General Posts Files Class Notebook Assignments Grades

Back Turn in

Maths 22nd September (Adding Fractions) Points No points

Due September 29, 2020 11:59 PM

Instructions None

Reference materials

Maths- Adding and Subtracting Fractions Lesson ...

My work

Challenge.docx ...

## Teacher Feedback

When the teacher has viewed the work and left feedback you will receive a notification in the 'Activity' tab. Clicking on this notification will take you directly to the assignment and show you the feedback your teacher has left.

Activity Feed

Year 5 10:31 AM Assignment returned | Maths 22nd...

Assignments mentioned 9:44 AM Year 5 Year 5 > General Assignment due date has been changed.

Assignments mentioned 9:43 AM Year 5 Year 5 > General Assignment due date has been changed.

Assignments mentioned Year 5 Year 5 > General Art 23rd September Still Life | Due Sep 24

Assignments mentioned 9:42 AM Year 5 Year 5 > General English 23rd September Story Planning [...]

Assignments mentioned Year 5 Year 5 > General

General Posts Files Class Notebook Assignments Grades

Back Returned Wed, Sep 23, 10:31 AM Turn in

Maths 22nd September (Adding Fractions) Feedback This is excellent work! I'd love it if you could have a go at the challenge now. Points No points

Due September 29, 2020 11:59 PM

Instructions None

Reference materials

Maths- Adding and Subtracting Fractions Lesson.pdf ...

My work

Challenge.docx ...

1- Adding \_ Subtracting.docx ...

school work 1.png ...

2- Adding \_ Subtracting.docx ...

Add work