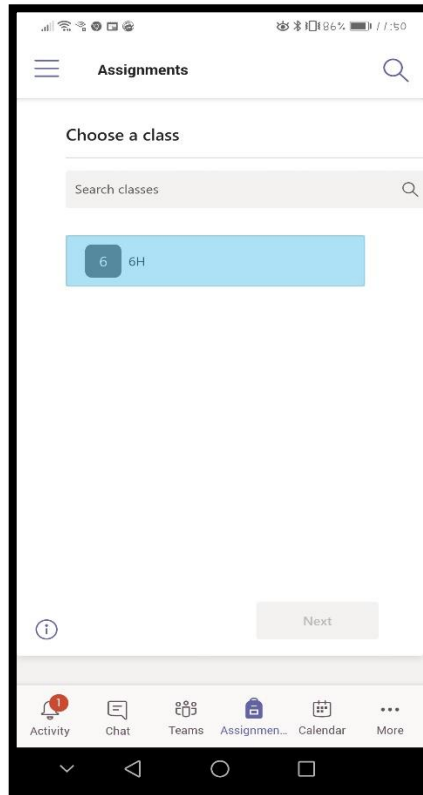
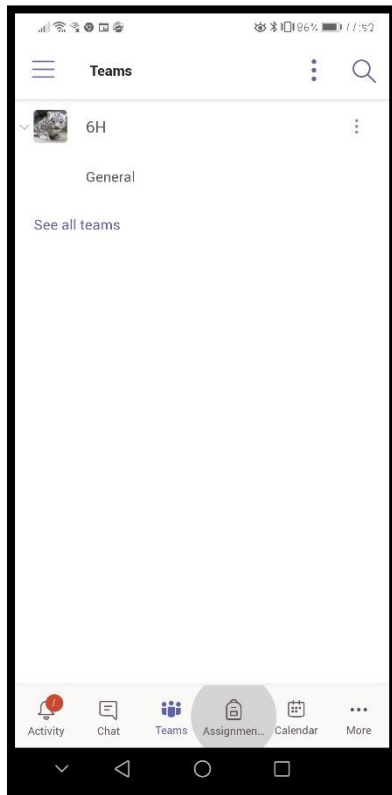


Using Microsoft Teams for Home Learning

If a class has to close due to a confirmed COVID case, staff will set 'Assignments' on teams for the children to complete each day. These include English, Maths and Topic work, which the children will "Hand In" once completed. All resources that the children will need can be accessed here, and we will work where possible to prevent any need for printing. Please see the following guide to help you navigate your way around on both mobile devices and computers – please note that classes will not be set up until the first week in September.

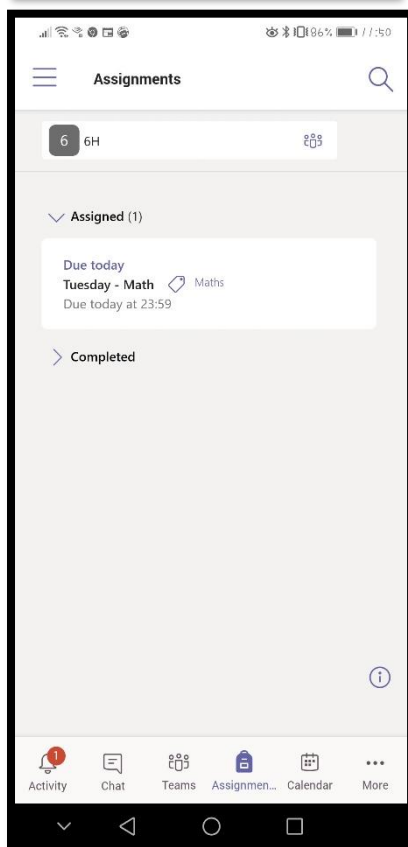
Mobile Devices



To access your assignments, open the "Teams" App.

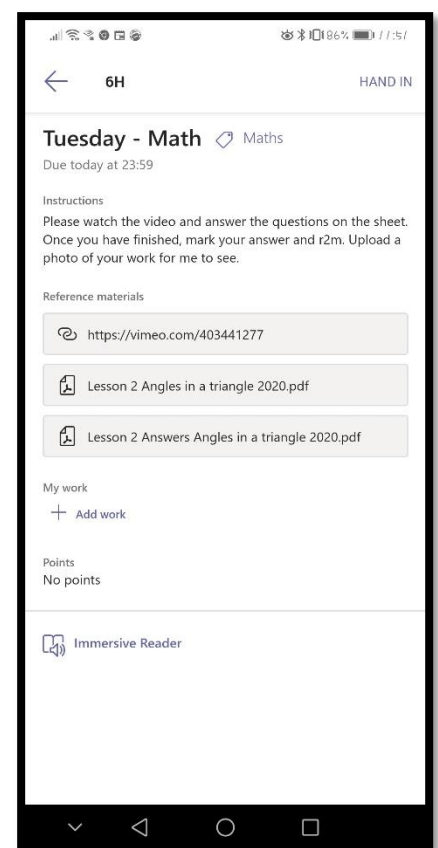
Click the Assignments button at the bottom left (1).

Then choose your class (2).



Here you can see the tasks you have been set to complete today. They will be named with the day of the week and the subject. Click on one to open it for more details.

When you open up the task, all the resources you need will be there ready for you to click and open. You can do the work onto plain paper, working from the screen to save printing.

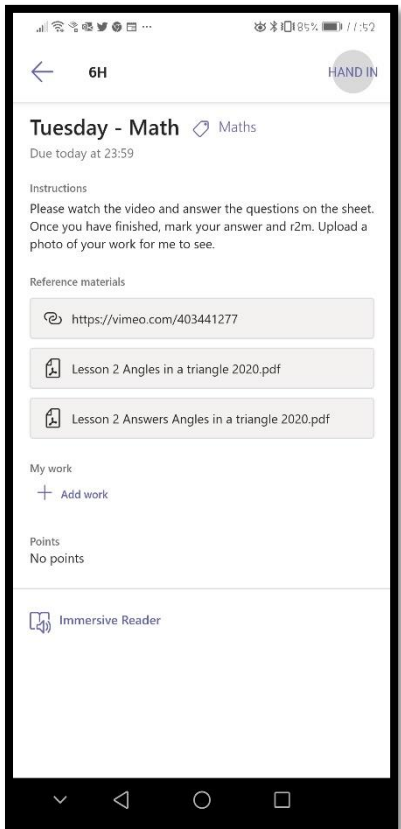
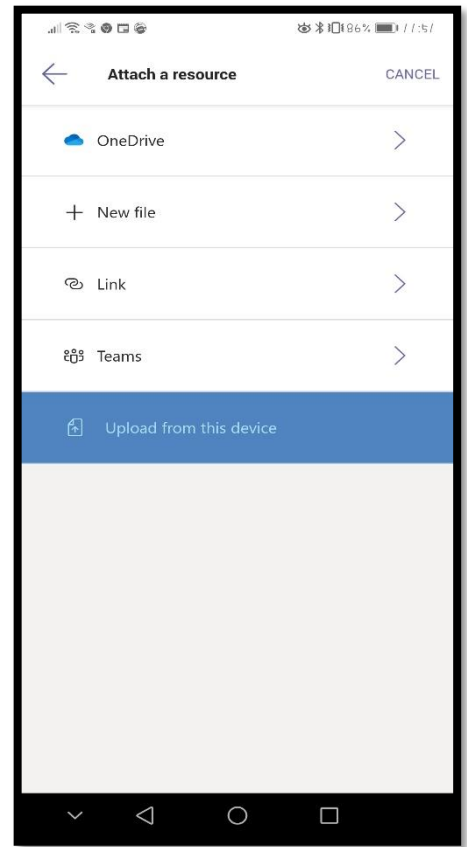




To attach a copy of the work to share with us, you can take a photo and upload from your device by following the two steps.

First, click the “Add Work” button.

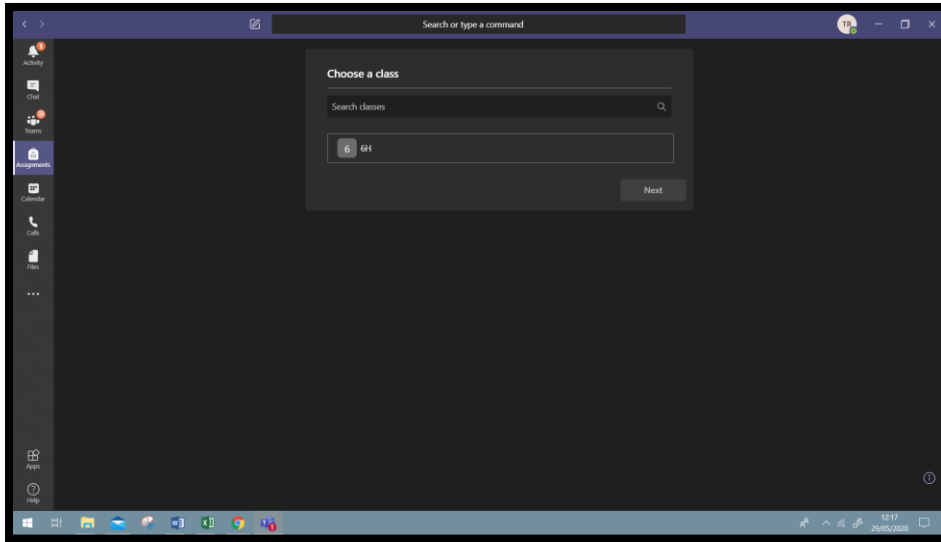
Secondly, choose “Upload from this device”.



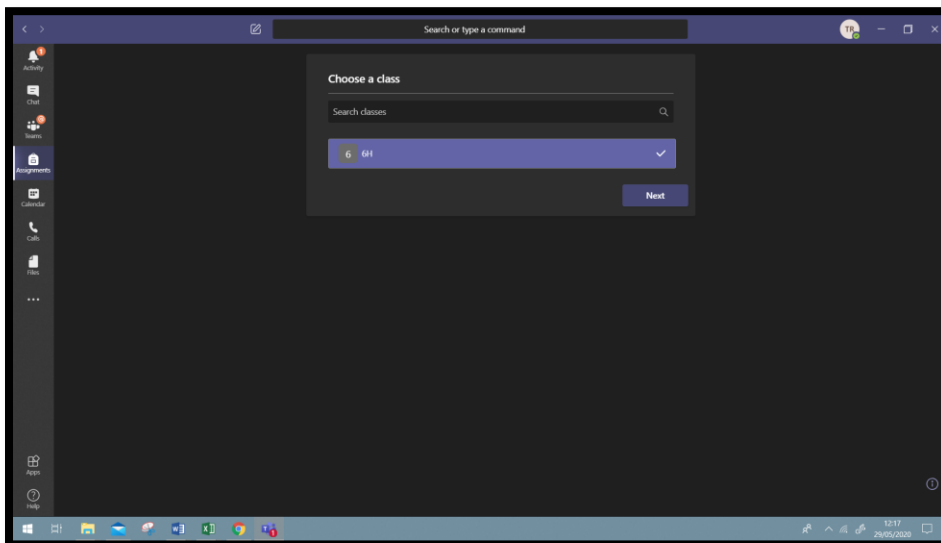
When you have completed the activity, all that is left is to click the “Hand In” button at the top of the page. This sends it off to your teachers who will be able to see what you have been up to.

All handed in work will be checked and feedback will be provided, if needed.

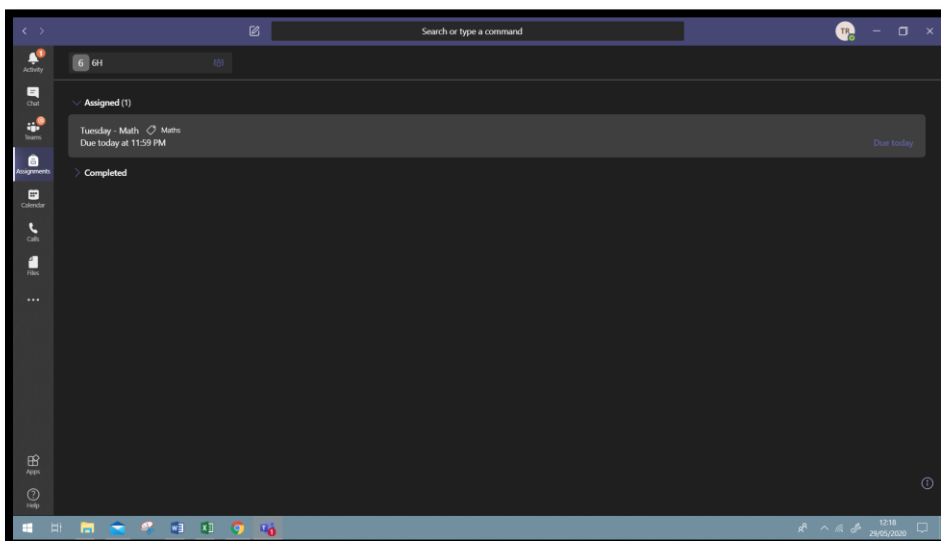
Computers



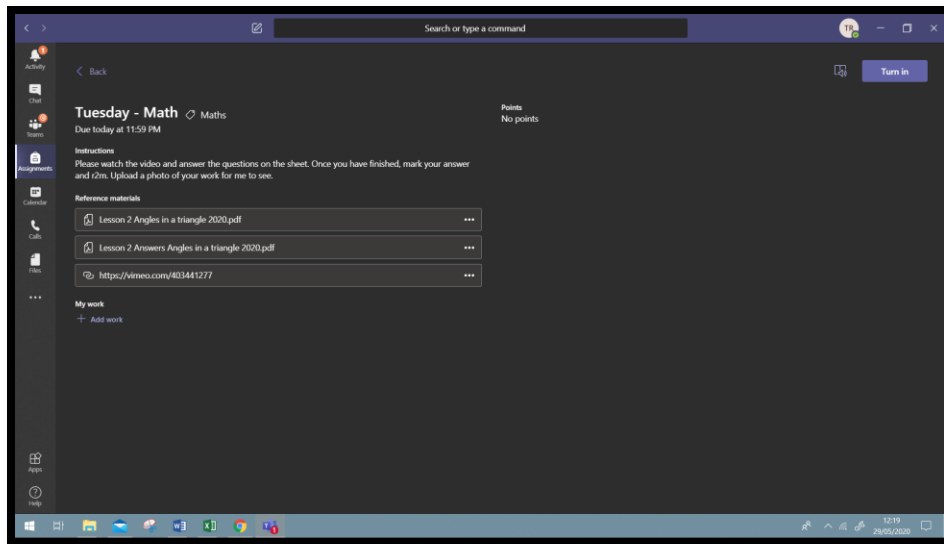
On the left, click the “Assignments” button.



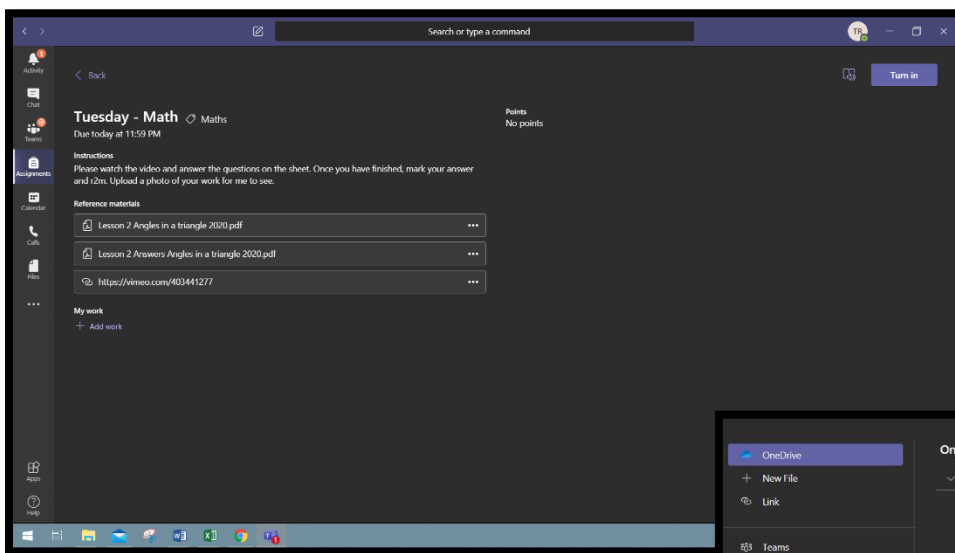
Choose your class and click “Next”.



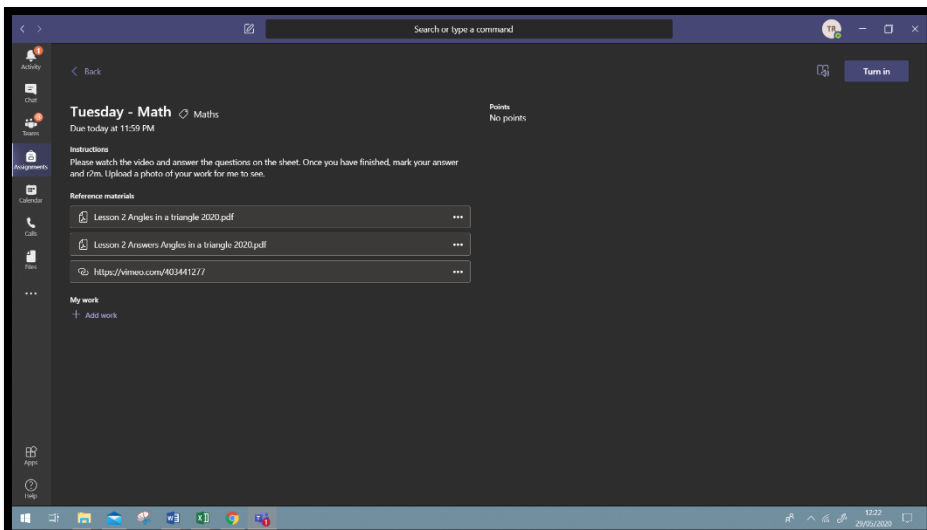
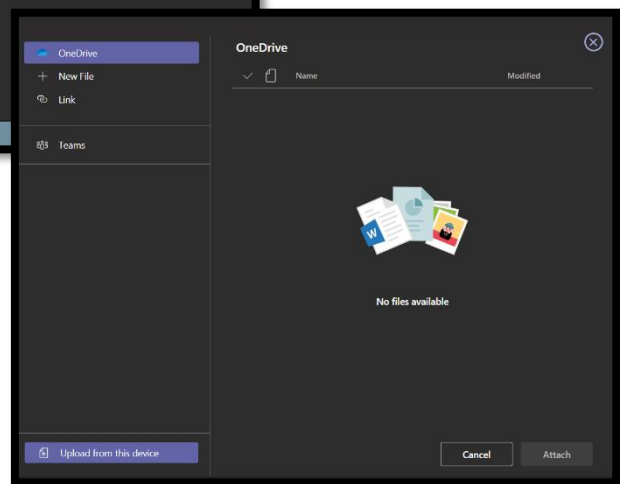
Here, all of your assignments and tasks for the day will be displayed. You can then click the one you wish to do.



All the instructions and resources will be displayed here. Everything you need will be under the "Reference Material" or instructions headings.



To attach a copy of the work to share with us, you can take a photo and upload from your device by following the two steps.
First, click the "Add Word" button.
Secondly, choose "Upload from this device".



When you have completed the work, and shared anything you want to with us, click the blue "Turn in Button" at the top right of the screen. This will send it off to the teachers ready to look at. 😊