



Microsoft Teams



A user guide for Microsoft Teams

How to log in, access live lessons and use the different features.

Due to the national lockdown and school closure, we are now conducting live lessons on Microsoft Teams. This will allow children to see their teacher daily and be taught lessons through Teams.

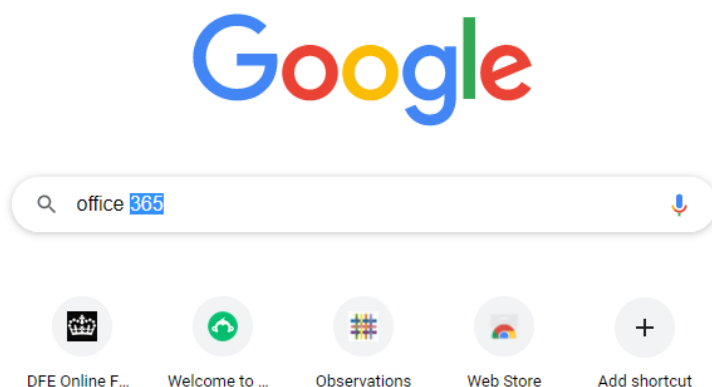
Teachers will be setting up at least 3 daily live lessons for children to access from Monday 18th January. There will be a Maths and English lesson every day. In addition, some year groups might also include live lessons for other subjects.

The first couple of lessons will be more general and will cover the basic workings of Teams with the children.

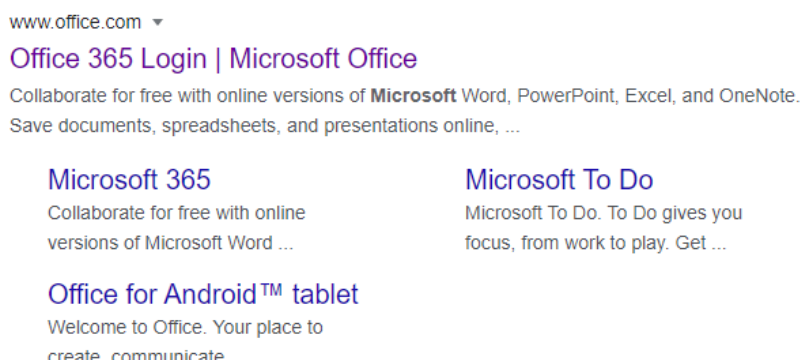
We understand that it may be difficult for some children to attend live lessons, due to sharing a device or if their parent is using their device to work from home. Therefore, all live lessons will be recorded and uploaded onto the class teams page, so that any children who may not be able to attend the live lesson can still watch the lesson back at a time that's convenient.

To download Teams to your devices please click on this link and follow the instructions <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/log-in>
When you log in you will be prompted to change your password. Then you can access Teams.

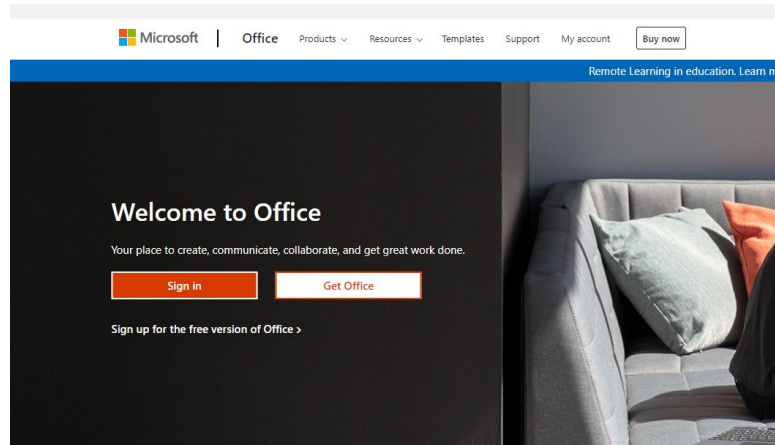
Or
First open google and search Office 365



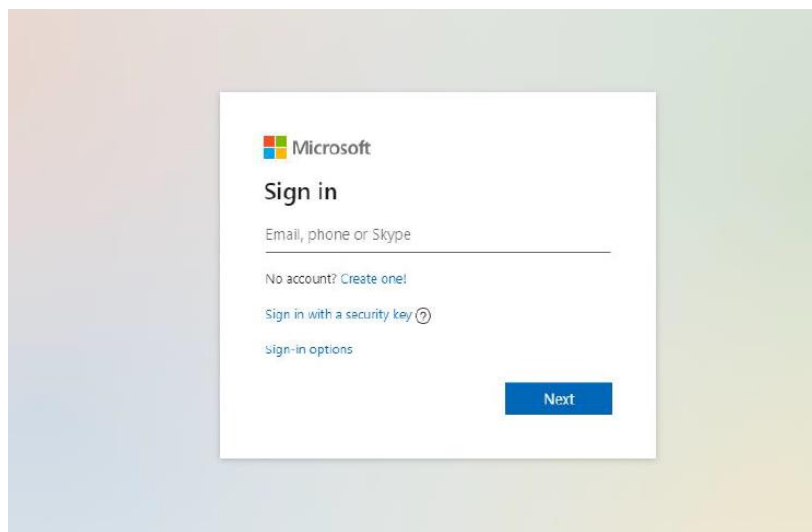
Click on the link below to load office 365



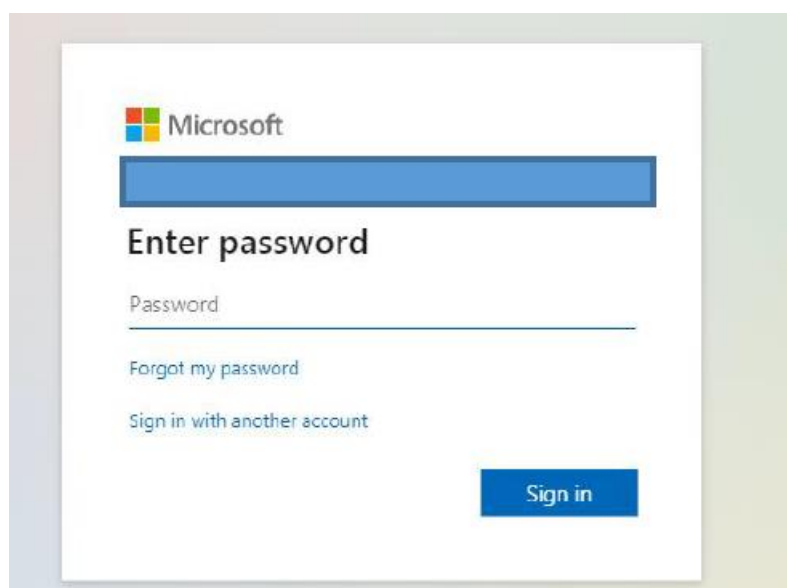
Next click sign on



Then, type the email address that has come through the post to you.

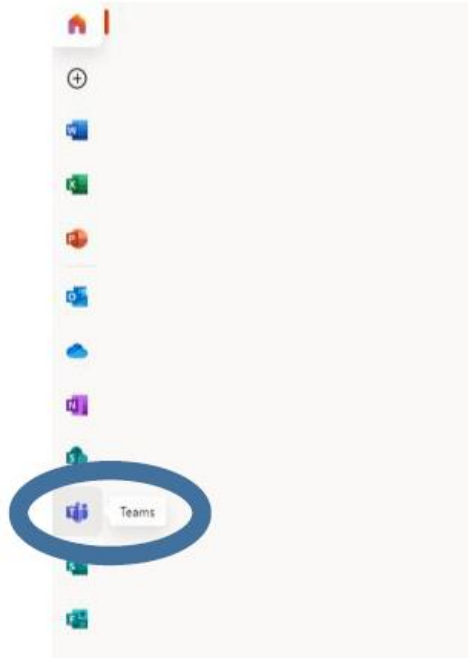


Type in your password (this will have arrived in a letter through the post)



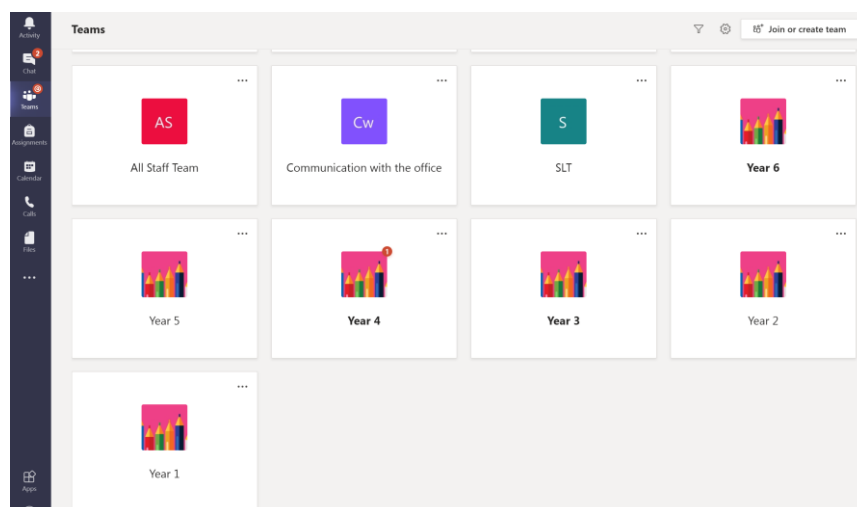
You will be asked to change your password when you first log into office 365. Choose a new password and press continue. (please ensure you keep note of this password as we do not have direct access to reset passwords).

You will then enter the office 365 homepage. From there you can find teams on the home bar on the left



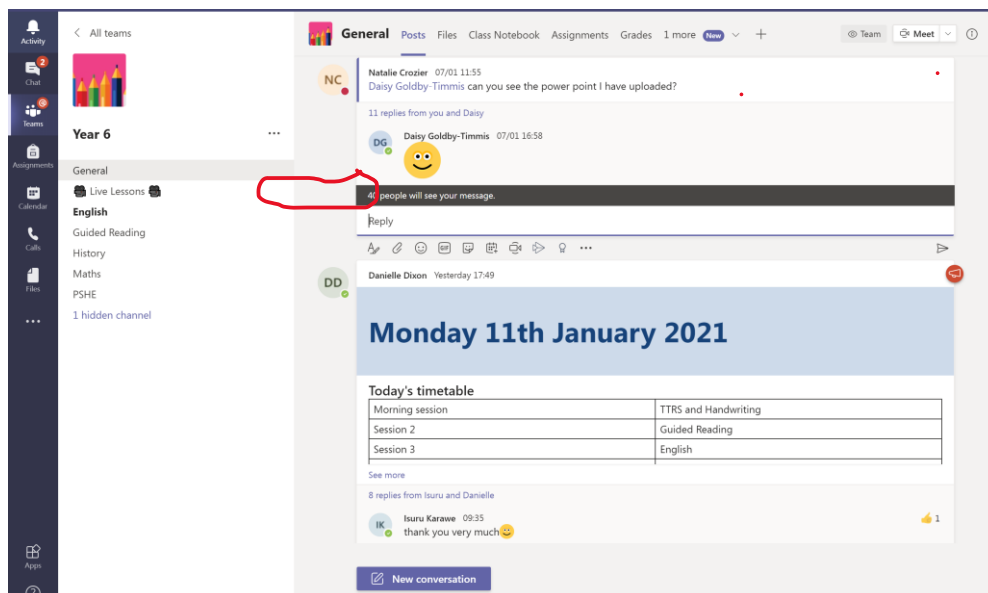
When you click on Teams, it will ask you whether you want to download the Teams App or use the web browser. Either is fine. Both will work with live lessons.

When you log into Teams your screen will show all the teams that your child belongs to (there should only be the class they are in). You need to click on this team, Year ?.

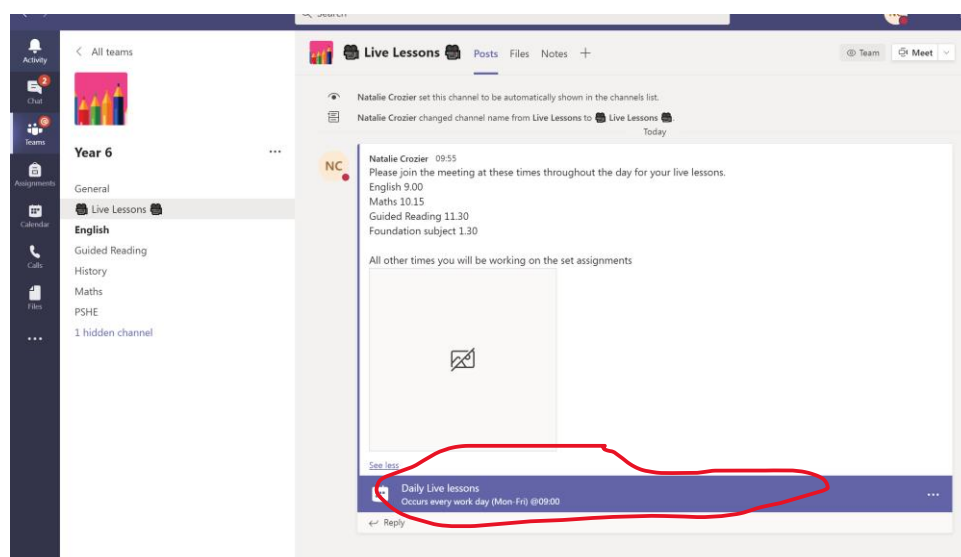


Once you click on the year? team it will take you to the general Year page. You can post messages onto this page, you will see timetables and messages from your class teacher. However, everyone in the team can see them. It is intended to be used as tool to ask for help with your work if you need it. **Messages should only be left between the hours of 8.45 and 3.30. Messages sent should be to the class teacher only and not to each other.**

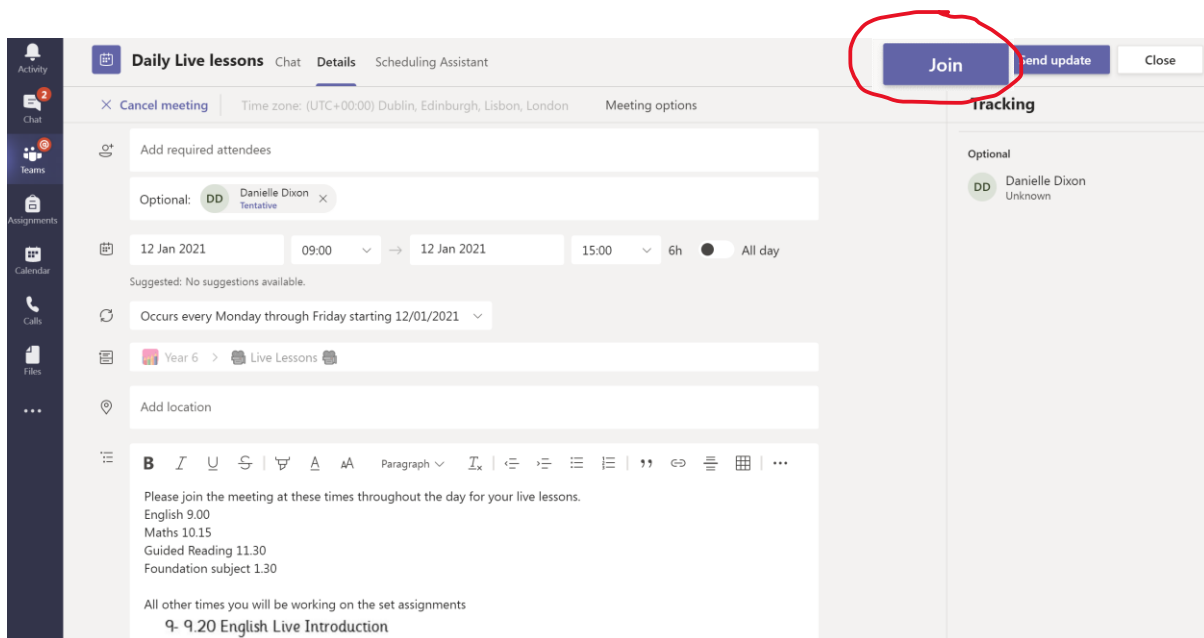
To access the live lessons you need to click on the channel that says Live lessons (circled in red)



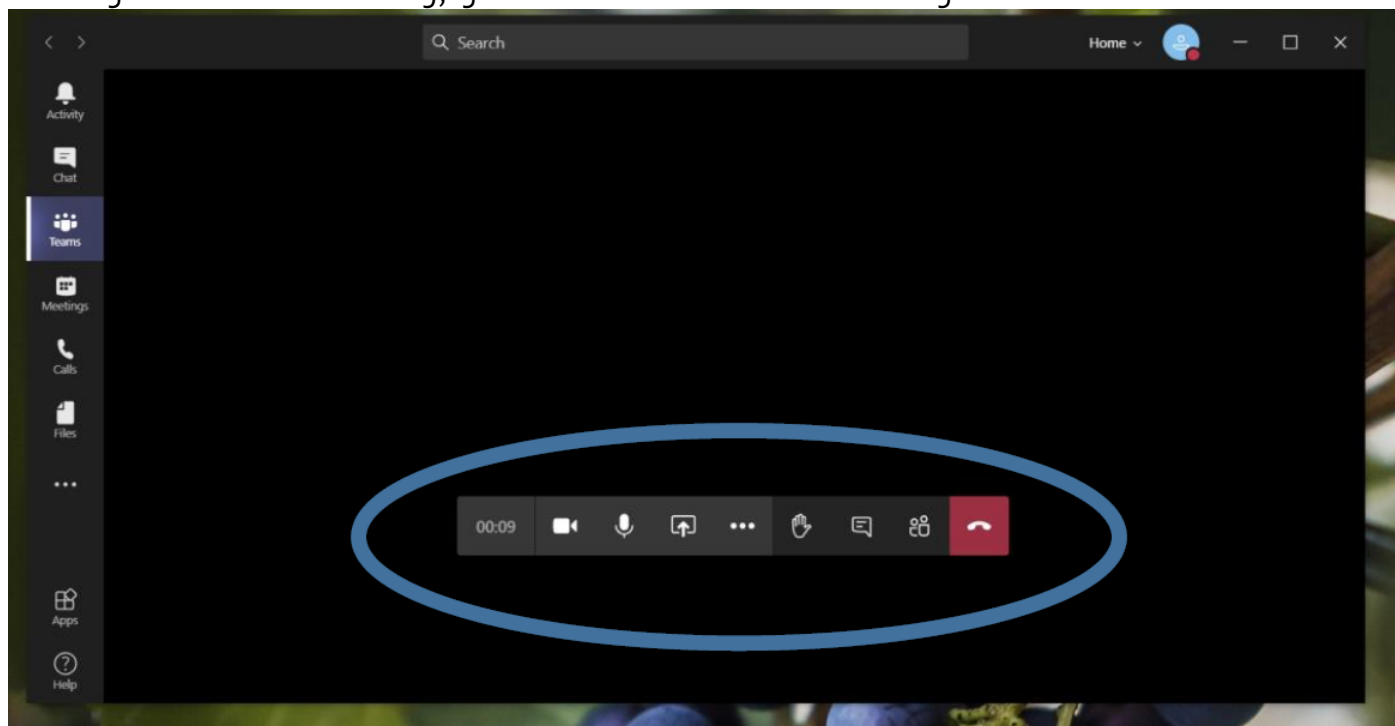
Once in the live lessons channel, you will see the meeting. To access the meeting, you now need to click on the purple bar.



Once you have clicked the purple bar you will be taken to this page. Click on the join tab and it will take you a waiting area. From here your class teacher will admit you to the meeting. Make sure your camera and microphone are on.



When you enter the meeting, your teacher will be there to say hello.

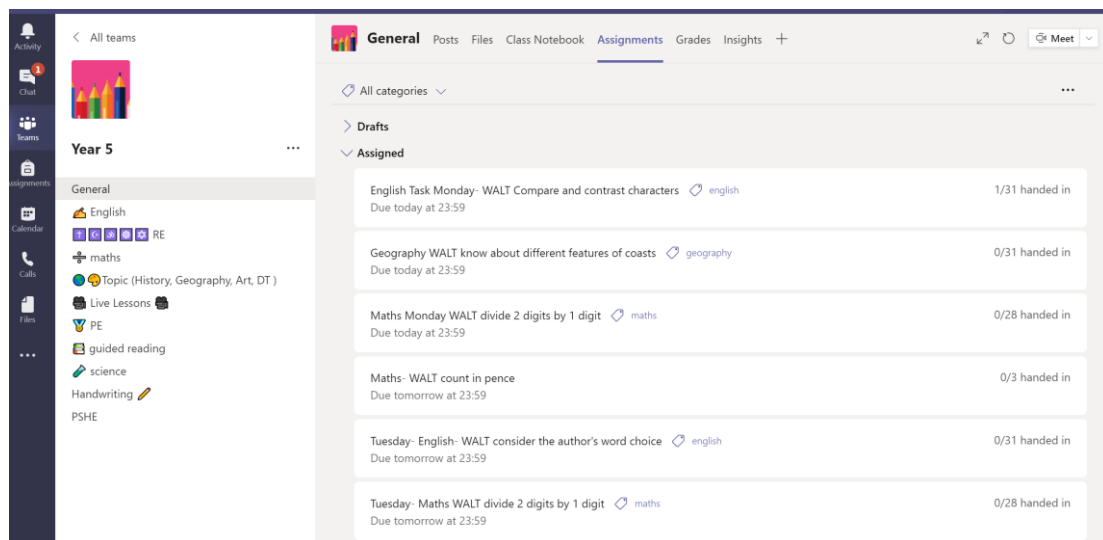
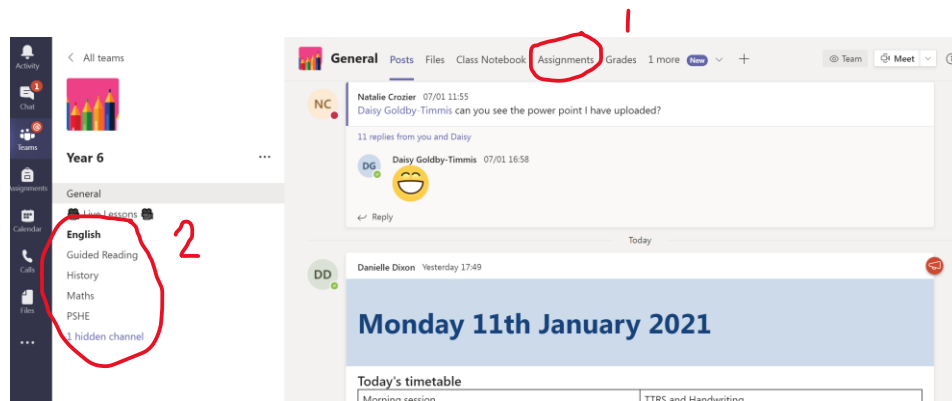


The teams meeting control taskbar can be used for several functions

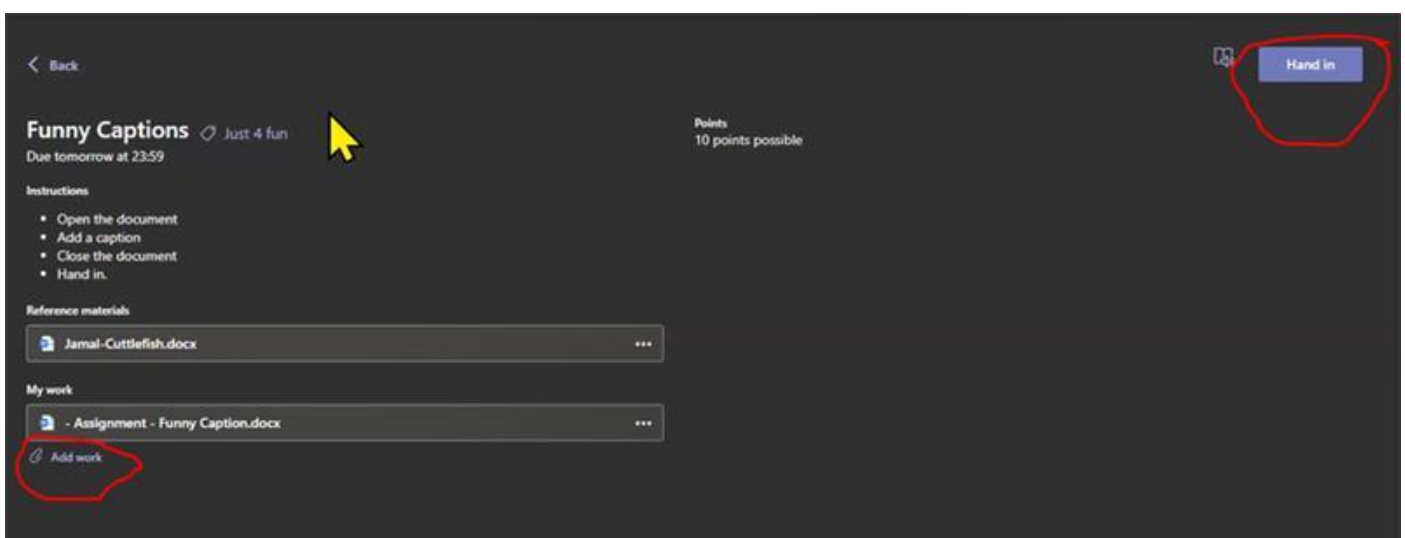
- If you click on the camera, it will turn your camera off or on 
- If you click the microphone, it will mute or unmute your microphone 
- If you want to ask a question, you press the raise hand button to let your teacher know you would like to say something 
- If you would like to type a question, or give an answer, you can press the chat button. 

Whilst you are in the lesson it is really important to have your **microphone on mute**, during tests we have found that we can hear what is going on in the background of each house and it makes it very difficult to hear the teacher.

There is 2 ways to access the work that your teacher wants you to complete.
1 Click on the word Assignments, this will take you to all work that has been set
2 click on a subject channel



Once you have completed your work it's really important to click the hand in tab so your teacher can mark your work.



Completing, uploading and handing in work on TEAMS.

General Posts Files Class Notebook **Assignments** Grades Insights +

✓ **Assigned**

Load previous

- Monday 11th January 2021 Handwriting Morning sessions
Due yesterday at 11:59 PM 6/30 turned in 4 returned
- Monday 11th January 2021 Maths Maths
Due yesterday at 11:59 PM 0/2 turned in 0 returned
- Monday 11th January 2021 Maths Maths
Due yesterday at 11:59 PM 5/28 turned in 5 returned
- Tuesday 12th January 2021 English English
Due today at 11:59 PM 11/30 turned in
- Tuesday 12th January 2021 Science Science
Due today at 11:59 PM 2/30 turned in

Locate your assignment here.

Year 6

Wednesday 13th January 2021 English English
Due 15 January 2021 23:59

Points
10 points possible

Instructions
Read through today's powerpoint. Then complete the worksheet by annotating the poems.

Open the activity worksheet.
Type directly onto it. Or make notes and take a picture and upload it.
Close the document.
Click hand in.

Reference materials

- Wednesday powerpoint.pptx

My work

- Wednesday activity 1.docx

Add work

Immersive Reader

Activity Teams Assignments Files More

Open up the assignment and click here (see red circle) to type directly onto a worksheet. You can't edit the reference material they are just to support you with your assignment. You can edit documents listed under My work though.

Wednesday activity 1

What Are We Fighting For? 'Surrender'

This acti
White S
the Nigh
After Ni
need to r
around th
poems. I
1. Que
2. Init
3. You
4. You
5. Your opinions etc...

What are we fighting for?
We have to do or die.
What are we fighting for?
We can't turn a blind eye.
What are we fighting for?
To sleep safely in bed.
What are we fighting for?
To keep away fear and dread.
What are we fighting for?
To keep our children free.
What are we fighting for?

To choose our own destiny.
What are we fighting for?
Because there's nowhere to hide.
What are we fighting for?
Because so many have died.
What are we fighting for?
To challenge oppression.
What are we fighting for?
To combat aggression.
What are we fighting for?
To win the war.

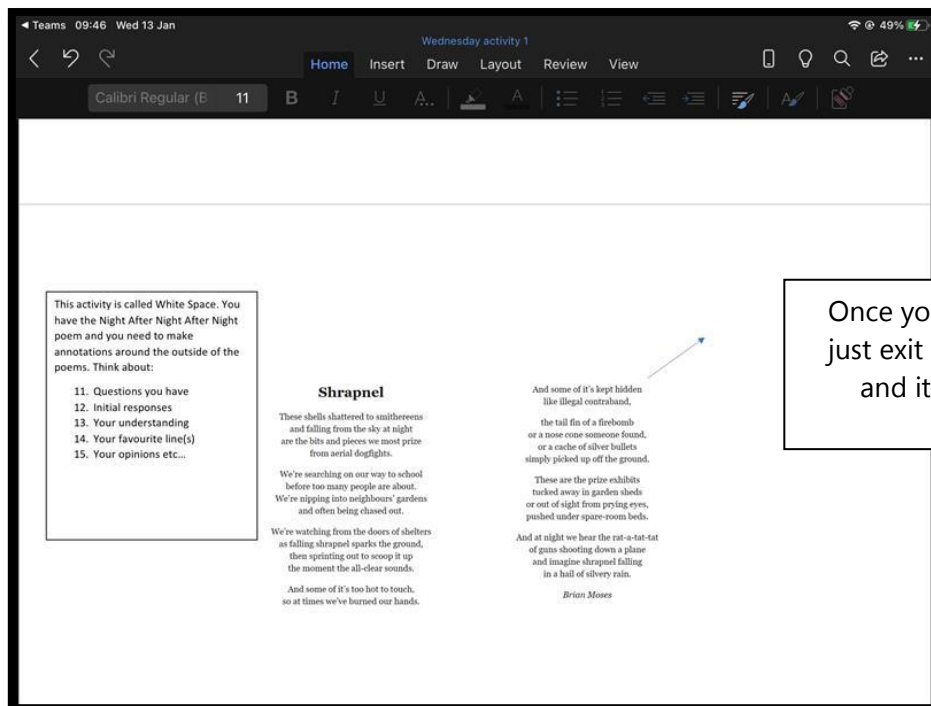
What are we fighting for?
So there won't be any more.
What are we fighting for?
So that we can make sure.
What are we fighting for?
It's a war to end war.
What are we fighting for?
So we'll never need to say
What are we fighting for?
Again.

Brian Moses

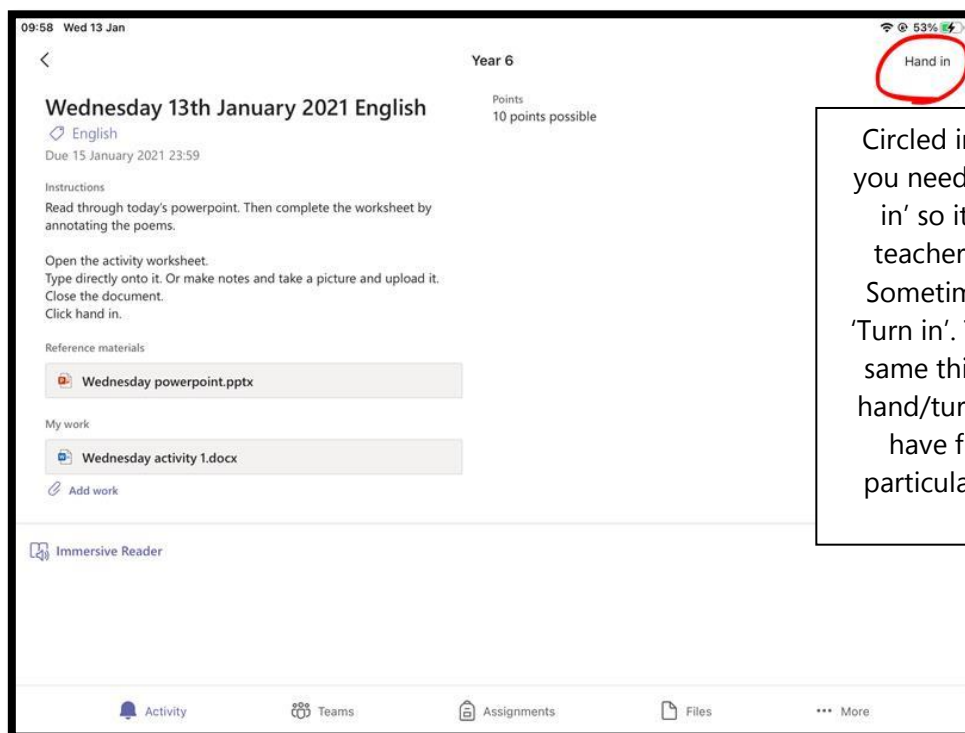
"Winnie" was the affectionate name for Winston Churchill, Britain's Prime Minister for most of the Second World War.

Why did they call Winston Churchill "Winnie"?

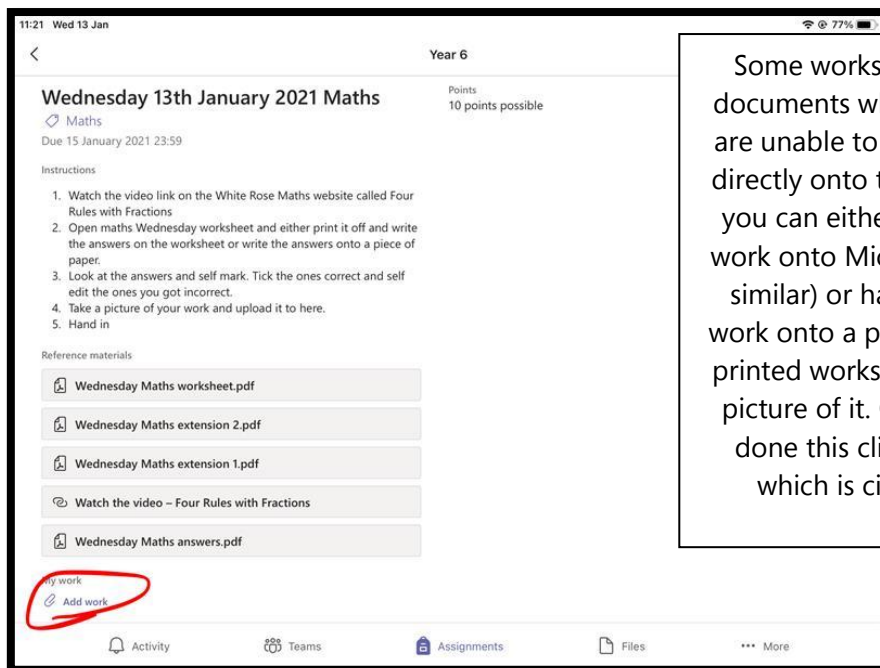
If you are on an ipad click here (see red circle) to edit.



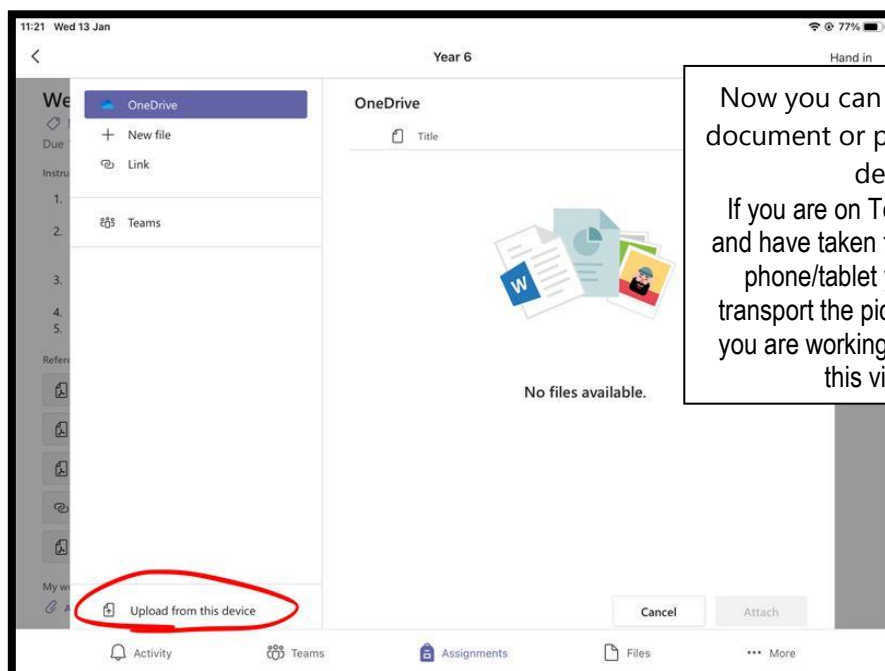
Once you have edited,
just exit the worksheet
and it auto saves.



Circled in red is where
you need to click 'Hand
in' so it goes to the
teacher for marking.
Sometimes it may say
'Turn in'. They mean the
same thing. Only click
hand/turn in when you
have finished that
particular assignment.

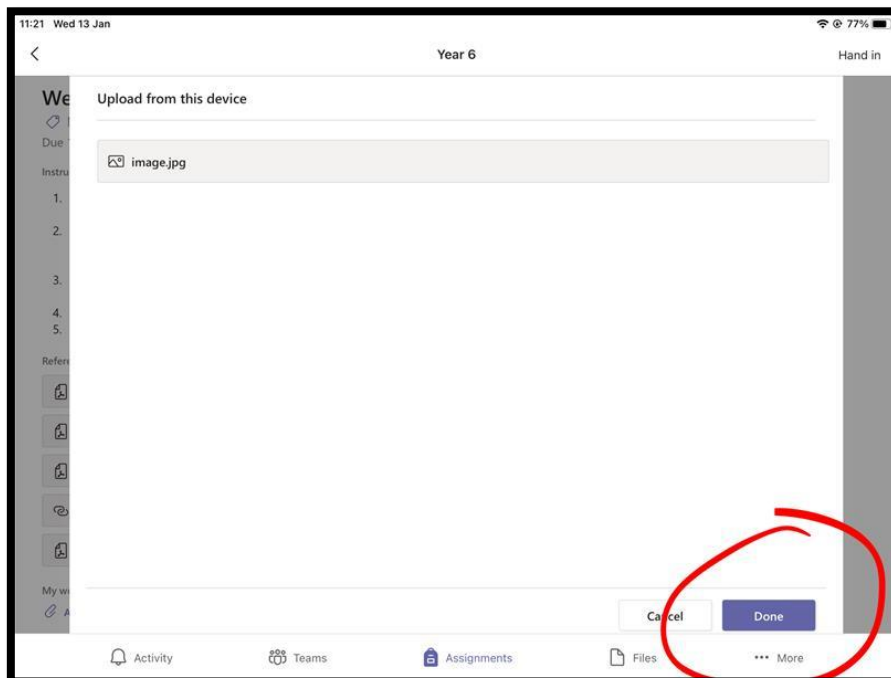
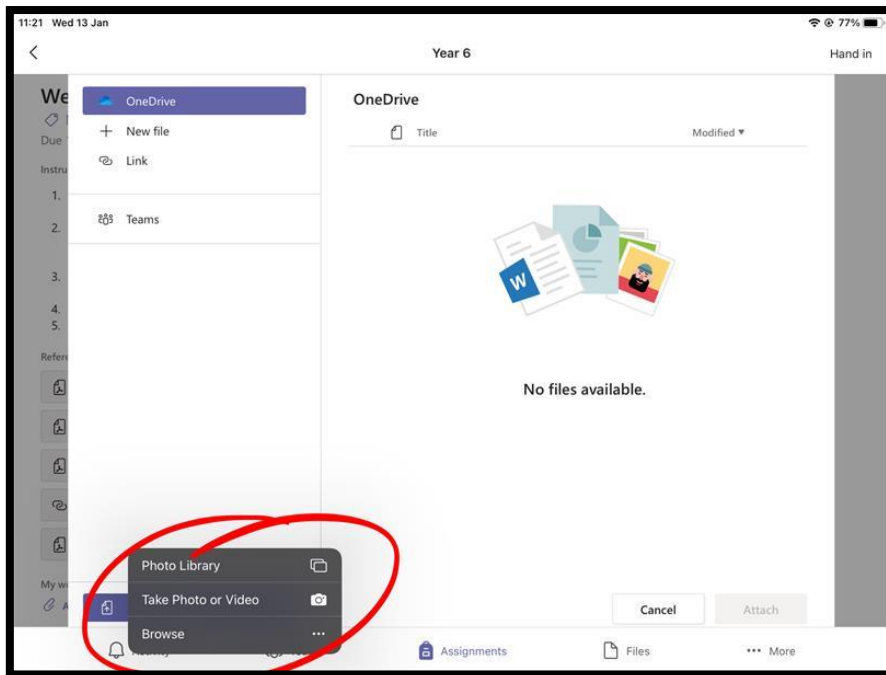


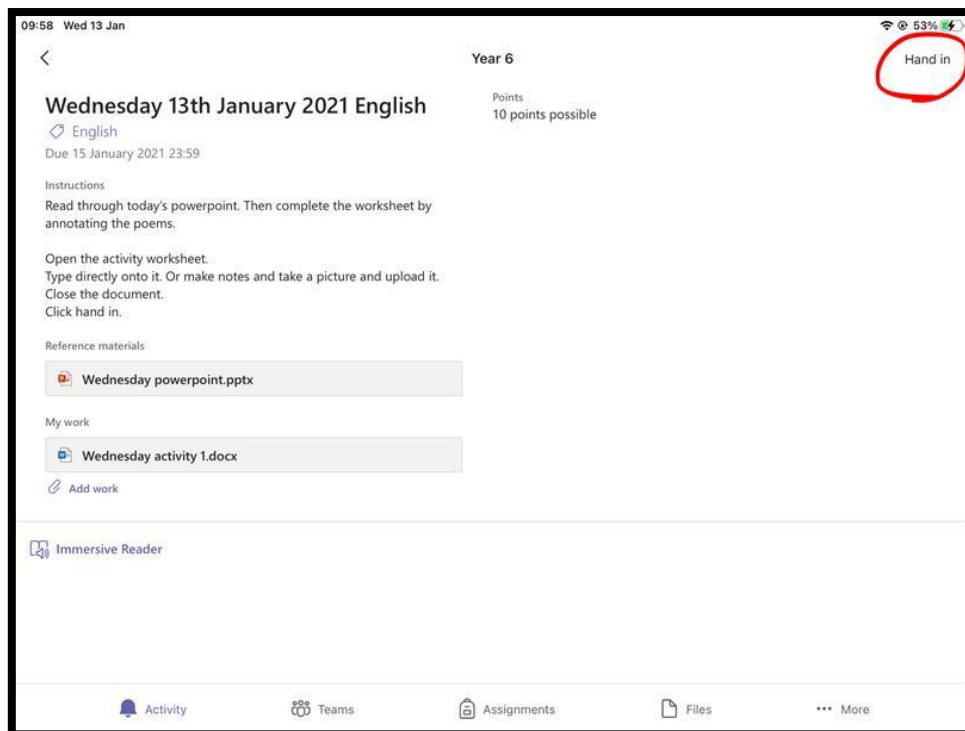
Some worksheets are PDF documents which means you are unable to edit them/type directly onto them. Therefore you can either type up your work onto Microsoft word (or similar) or hand write your work onto a piece of paper or printed worksheet and take a picture of it. Once you have done this click 'Add work' which is circled in red.



Now you can upload a saved document or picture from your device.

If you are on Teams on a laptop and have taken the picture on your phone/tablet you will need to transport the picture to the device you are working on. You could do this via email.





You will then receive a notification when the teacher has marked and returned your work to you. You can monitor your grades for each assignment here:

