

Guide to remote learning on Teams.

Each class has now been set up with their own class team in Teams and their own class email. This guide will show you how to use Teams correctly and effectively for home learning.

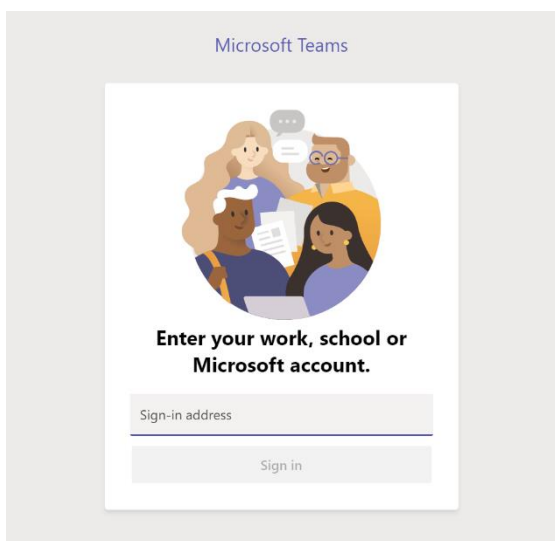
Step 1:

Download Microsoft Teams on your laptop/computer or smart device by following this link:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

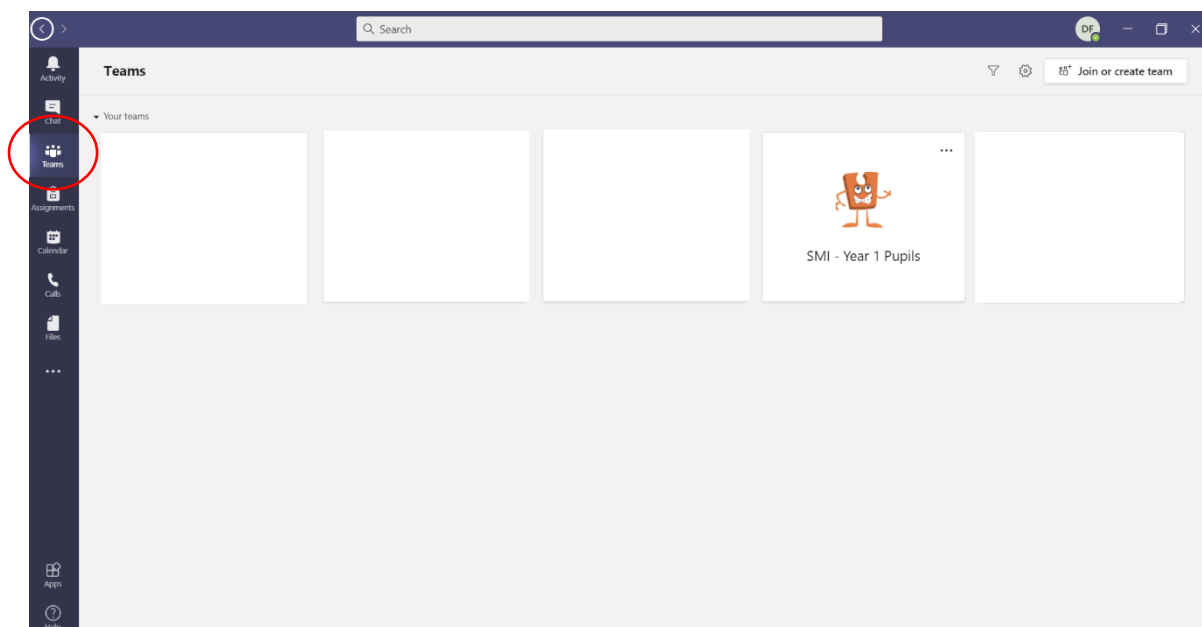
Step 2:

Sign in using your child's email



Step 3:

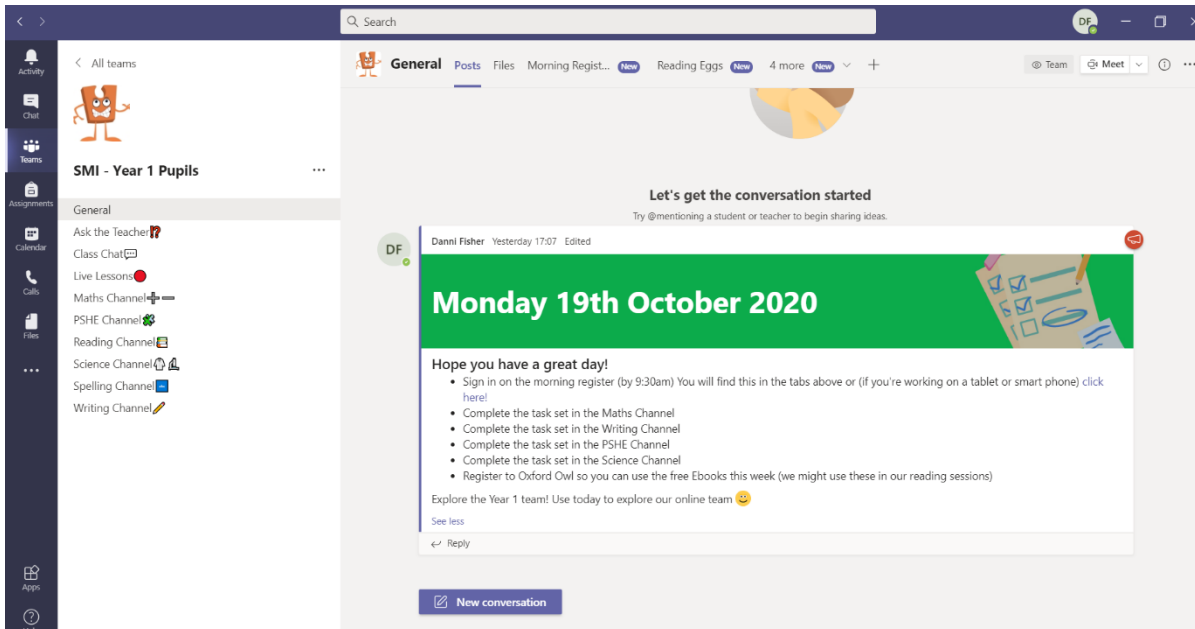
Once you have signed in you should be able to see the Year 1 Pupils team



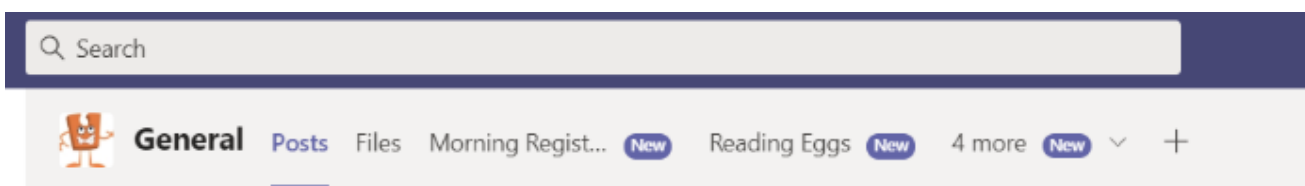
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Step 4:

Click on the Year 1 pupil team to bring you to the following screen.



This is where all work for the week will be set. There are multiple channels along the left-hand side of the team where all of the work can be accessed.



You will notice, in the 'General' channel, there are tabs running along the top. This is where the morning register will be for the children to access every morning. The links to the websites that the children need can also be found here, this makes it easier for the children to complete their home learning independently as everything they need is kept in one place.

There is an 'Ask the Teacher' channel, this is where any questions the children have can be asked. Alternatively, a message has been sent to each child where questions can be privately asked.

We ask that at the end of each online learning day the work is sent back to Miss Fisher using the 'Chat' tab that runs along the left hand side of the screen.