



# ***My Guide to using Microsoft Teams: 'Learning at Home' Help***





Whilst the school is shut to most children, I will be doing my learning at home.



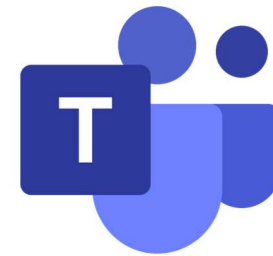
Learning will feel different to what I normally do in school, but everyone will be doing the same learning as me.



At home, I will use a program called  
Microsoft Teams.



The program's logo looks like this:



I might use Microsoft Teams on a  
laptop, mobile phone or tablet.

Microsoft Teams is an online computer program that I can use to:

- complete my learning
- contact my teacher and class friends to help me with my learning
- 'hand in' some learning so that my teacher can mark it and give me some feedback
- receive video calls from my teacher to see how I am getting on with my learning.






I will be sent a new school email address and a password that will help me to log in to Microsoft Teams.

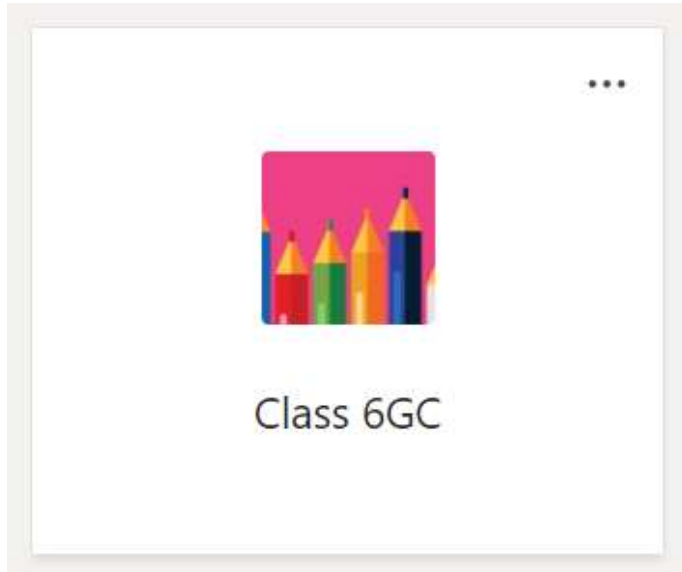
I will need to keep these safe somewhere so that I can always log in.

It is really important that I do not share my password with my friends.

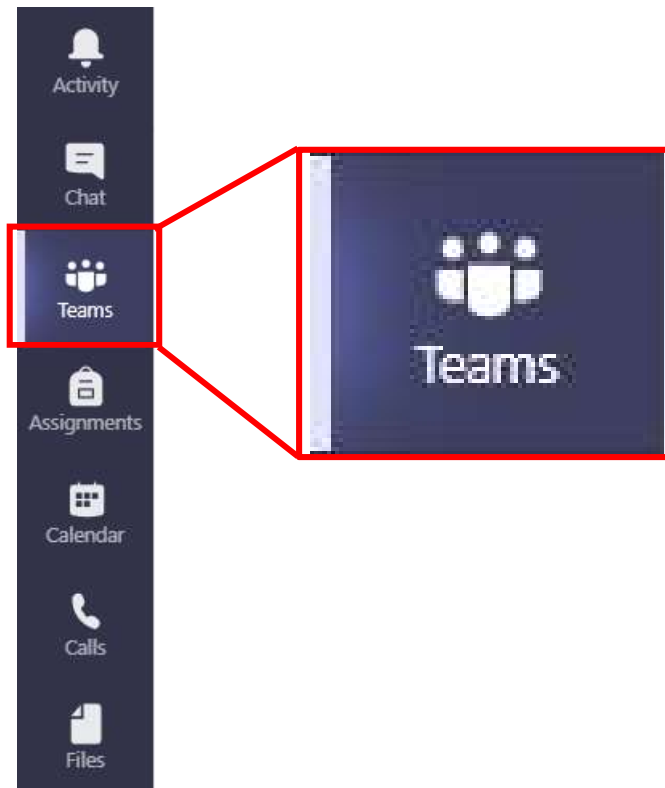


Enter your work, school,  
or Microsoft account.

## Finding my Team...



When I log in to Microsoft Teams, I will already be part of my class 'Team'. All of the children in my class will be in my 'Team'.



To help find my 'Team', I might need to click on the Teams icon on the left-hand side of the screen.

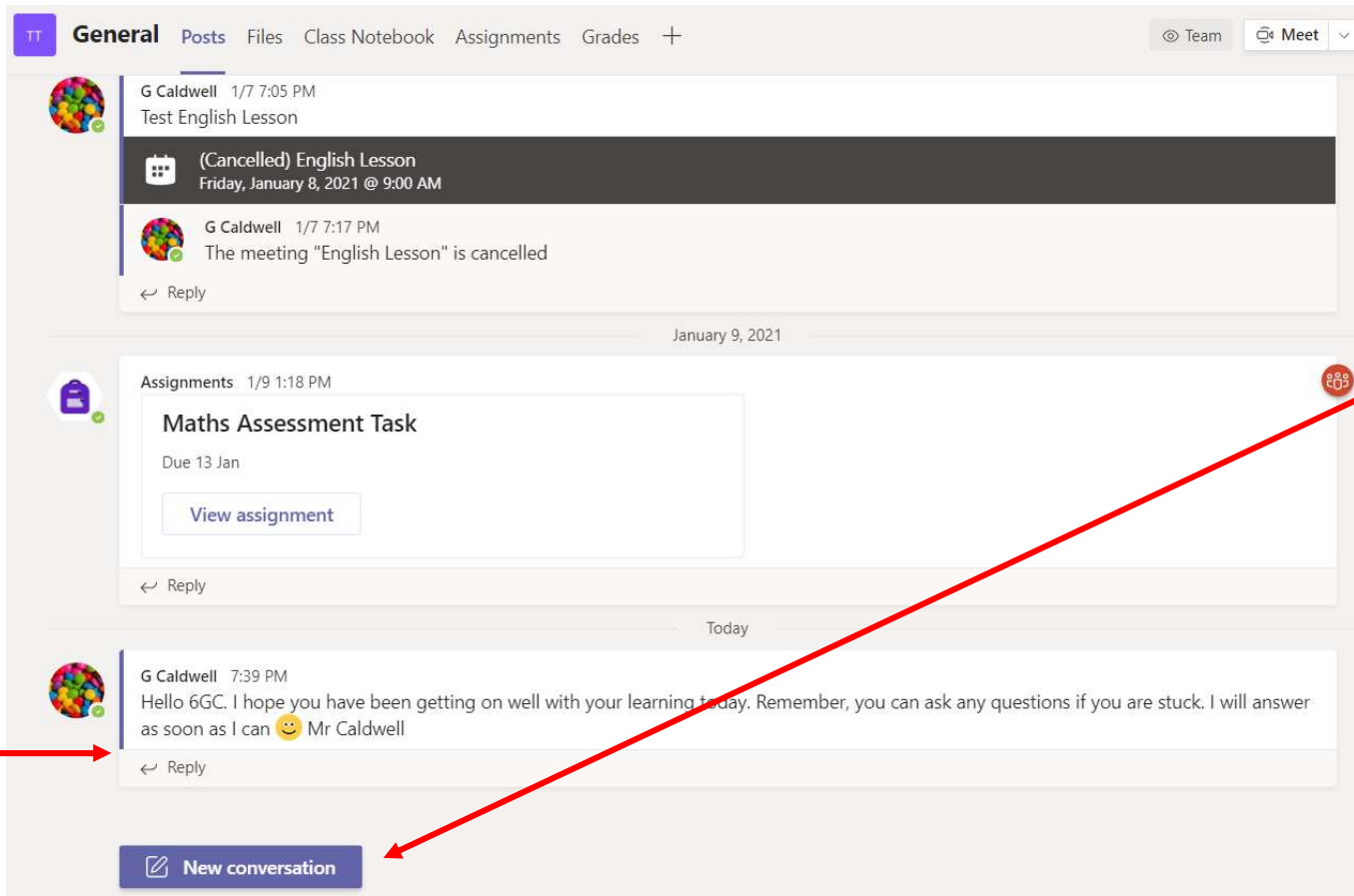
## Talking to my teacher and class friends...

When I click on my class 'Team', I will see a 'Posts' page.

On this page, I will be able to message my class teacher or my class friends to ask for help if I am stuck with any of my learning. My class teacher will answer me as soon as they can - but it might not be straight away.

The 'Posts' page is a bit like a chatroom so I need to make sure I am being safe and kind to everyone on it.

My teachers will be able to read everything that is written.

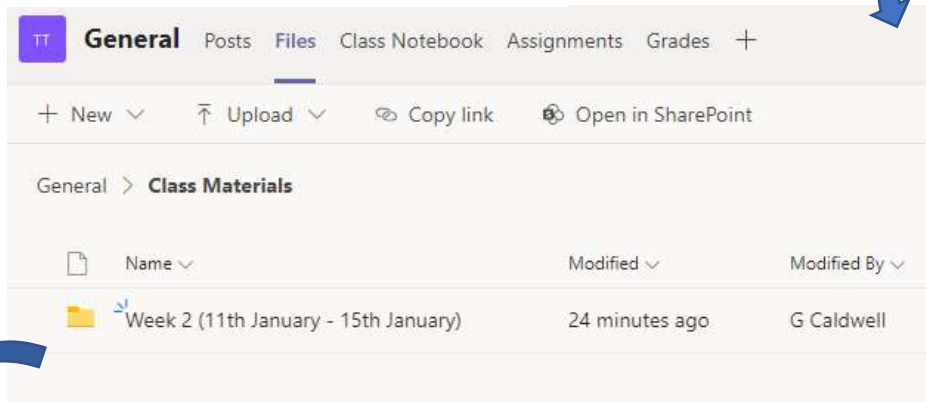


I can start a new conversation to ask a question by clicking 'New conversation'.

I can also reply to someone's comment by clicking on the 'Reply' button.



# Doing my learning...

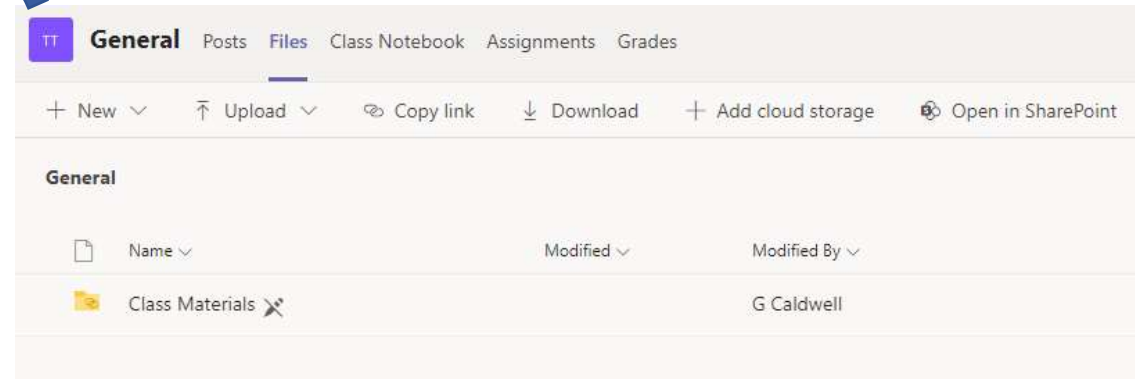


TT General Posts Files Class Notebook Assignments Grades +

+ New Upload Copy link Open in SharePoint

General > **Class Materials**

Name	Modified	Modified By
Week 2 (11th January - 15th January)	24 minutes ago	G Caldwell

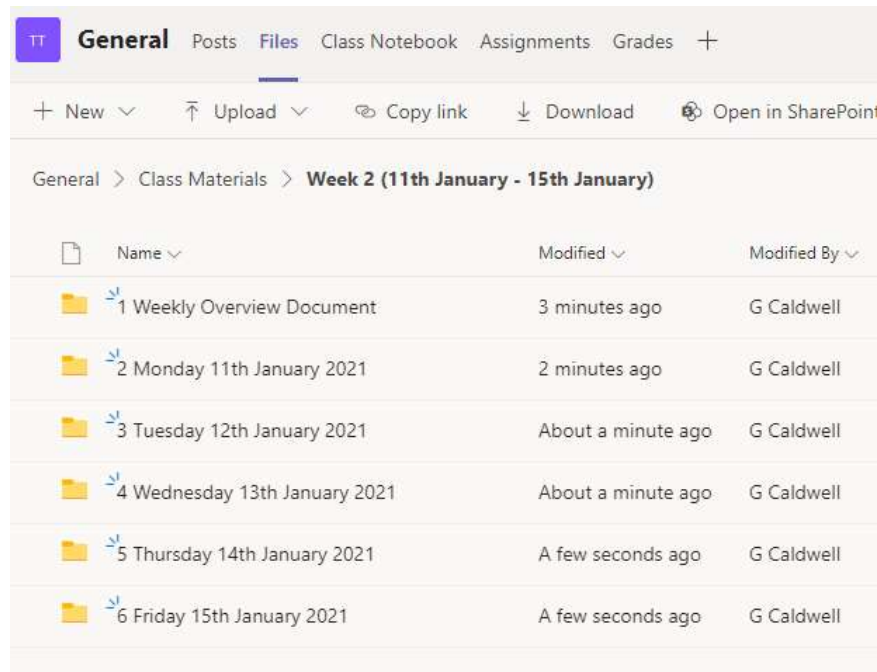


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**General**

Name	Modified	Modified By
Class Materials		G Caldwell

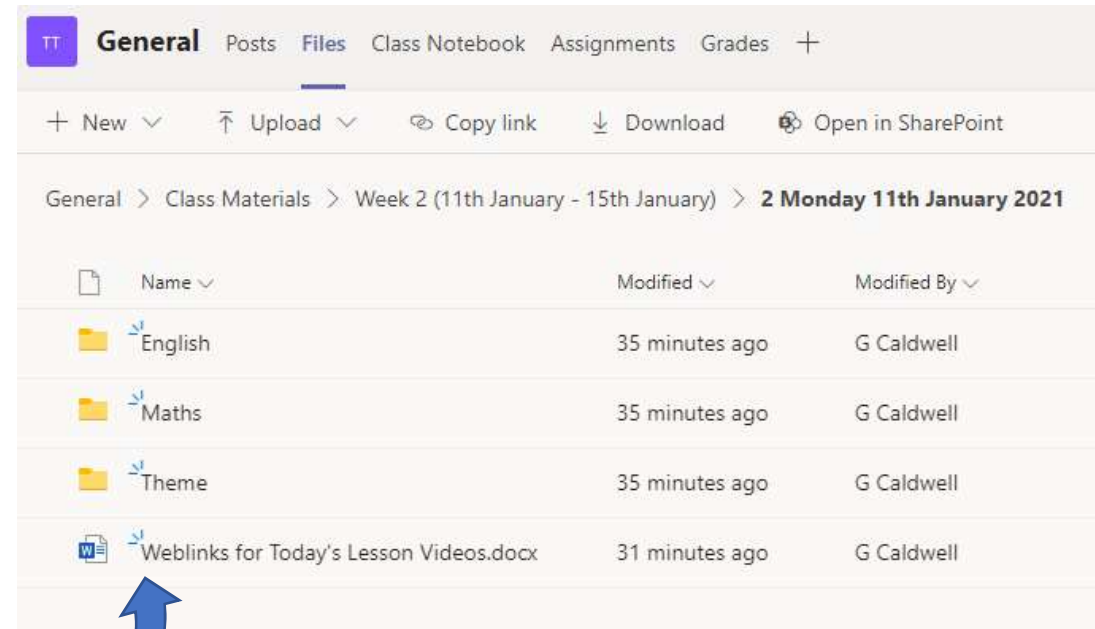


TT General Posts Files Class Notebook Assignments Grades +

+ New Upload Copy link Download Open in SharePoint

General > Class Materials > **Week 2 (11th January - 15th January)**

Name	Modified	Modified By
1 Weekly Overview Document	3 minutes ago	G Caldwell
2 Monday 11th January 2021	2 minutes ago	G Caldwell
3 Tuesday 12th January 2021	About a minute ago	G Caldwell
4 Wednesday 13th January 2021	About a minute ago	G Caldwell
5 Thursday 14th January 2021	A few seconds ago	G Caldwell
6 Friday 15th January 2021	A few seconds ago	G Caldwell



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General > Class Materials > Week 2 (11th January - 15th January) > **2 Monday 11th January 2021**

Name	Modified	Modified By
English	35 minutes ago	G Caldwell
Maths	35 minutes ago	G Caldwell
Theme	35 minutes ago	G Caldwell
Weblinks for Today's Lesson Videos.docx	31 minutes ago	G Caldwell







Next to the 'Posts' button is the 'Files' section.

Within 'Files' and then 'Class Materials', my teacher will post my learning. They will put it into named and dated folders so that I can find the learning easily for each day.

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

+ New ▾ ↑ Upload ▾ ↻ Copy link ↓ Download 🔗 Open in SharePoint

General > Class Materials > Week 2 (11th January - 15th January) > 2 Monday 11th January 2021

 Name ▾	Modified ▾	Modified By ▾
 2Tuesday MATHS Lesson 2 (Fluency 1) Iden...	34 minutes ago	G Caldwell
 2Tuesday MATHS Lesson 2 (Fluency 2) Is it ...	34 minutes ago	G Caldwell
 2Tuesday MATHS Lesson 2 (Fluency 3) Com...	34 minutes ago	G Caldwell
 2Tuesday MATHS Lesson 2 (Reasoning 6) R...	34 minutes ago	G Caldwell
 2Tuesday MATHS Lesson 2 (Teaching PPT) -...	34 minutes ago	G Caldwell

I can click on the files to open them and see the learning that has been given to me by my teacher.

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

> Drafts

∨ Assigned

To view older assignments, navigate to an individual class team.

**C6** Figurative Language  
Class 6GC • Due November 13, 2020 11:59 PM Past due

**C6** Reading Comprehension  
Class 6GC • Due January 7, 2021 3:00 PM Past due

**T** Maths - Lesson 1 (Co-Ordinates in the First Quadrant)  
TEST TEAM FOR USER GUIDE • Due January 7, 2021 11:59 PM Past due

> Returned

Sometimes, my teacher will set me an 'Assignment'.

An 'Assignment' is a piece of learning that is expected to be 'turned in' (returned) to my teacher online. I can attach my completed learning as a file or picture to the assignment before I hand it in.

All of my 'Assignments' will appear in the list in the Assignments section of Microsoft Teams. I can find this section by clicking on the Assignment button on the left-hand side of the screen.

The screenshot shows a Microsoft Teams chat window for a class 'Team'. At the top, there are navigation tabs: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. On the right, there are buttons for 'Team', 'Meet', and a help icon. The main chat area contains three items:

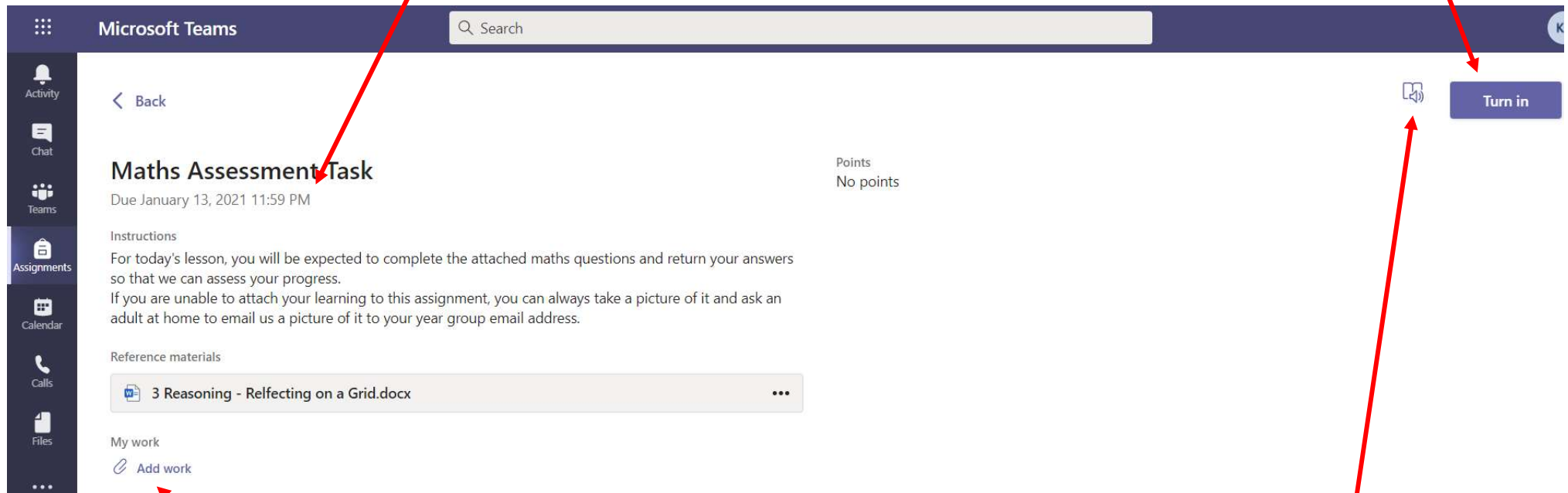
- Assignment Notification:** A card from 'Assignments' (8:55 PM) titled 'Maths Assessment Task' due on '13 Jan'. It includes a 'View assignment' button and a 'Reply' option.
- Teacher Message:** A message from 'G Caldwell' (7:39 PM) that says: 'Hello 6GC. I hope you have been getting on well with your learning today. Remember, you can ask any questions if you are stuck. I will answer as soon as I can 😊 Mr Caldwell'. It also has a 'Reply' option.
- Assignment Notification:** A card from 'Assignments' (8:55 PM) titled 'English Reading Comprehension' due on '13 Jan'. It includes a 'View assignment' button and a 'Reply' option.

At the bottom of the chat area, there is a 'Last read' separator and a 'New conversation' button.

When my teacher has set me an 'Assignment', I will get a message in the 'Posts' page of my class 'Team'. When this appears, I know I have to 'turn in' (return) this learning back to school.

Below the Assignment title, there is a date. This is the date that my learning is due to be returned to my teacher at school so that they can mark it.

When I am ready to 'Turn in' my Assignment, I click this button.



I can attach my learning to my Assignment by clicking here and attaching the file.

If I would like the Assignment instructions to be read to me, I can click this button. My computer will then read me the instructions.

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Back

Returned Mon, Jan 11, 8:28 PM

Turn in again

### Maths Assessment Task

Due January 13, 2021 11:59 PM

Instructions

For today's lesson, you will be expected to complete the attached maths questions and return your answers so that we can assess your progress.  
If you are unable to attach your learning to this assignment, you can always take a picture of it and ask an adult at home to email us a picture of it to your year group email address.

Reference materials

3 Reasoning - Relfecting on a Grid.docx

My work

Add work

Feedback

You have managed to plot all co-ordinates successfully in this task.  
To make sure that they are written correctly, you need to write them in brackets. For example (5,4) ...NOT 5,4

Points

No points

**Feedback**

You have managed to plot all co-ordinates successfully in this task.  
To make sure that they are written correctly, you need to write them in brackets. For example (5,4) ...NOT 5,4

When I 'turn in' (return) my learning, my teacher will mark it and give me feedback. My feedback will appear on the 'Assignment' screen once my teacher has written their comment.



## Joining a Video Call...

There will be some times when I will get to talk to my teacher online. I will need to click on the Calendar section of Microsoft Teams to see any 'online meetings' that I have been invited to.

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Calendar' icon is highlighted with a red box. A red arrow points from the text above to this icon. The main area shows a calendar for January 2021. A meeting titled 'Class Meeting - 6GC Group A' is scheduled for Jan 12, 2021, from 9:00 AM to 9:30 AM. A red box highlights the 'Join' button in the meeting details pop-up, with another red arrow pointing from the text below to it.

If I click on the invite on the Calendar window, I will be able to click on the blue 'Join' button. This will take me to my video call.

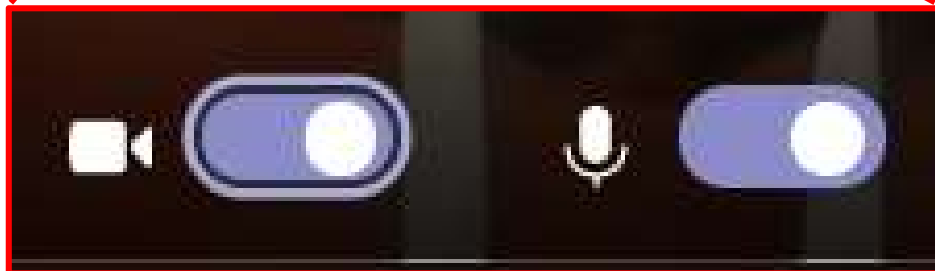
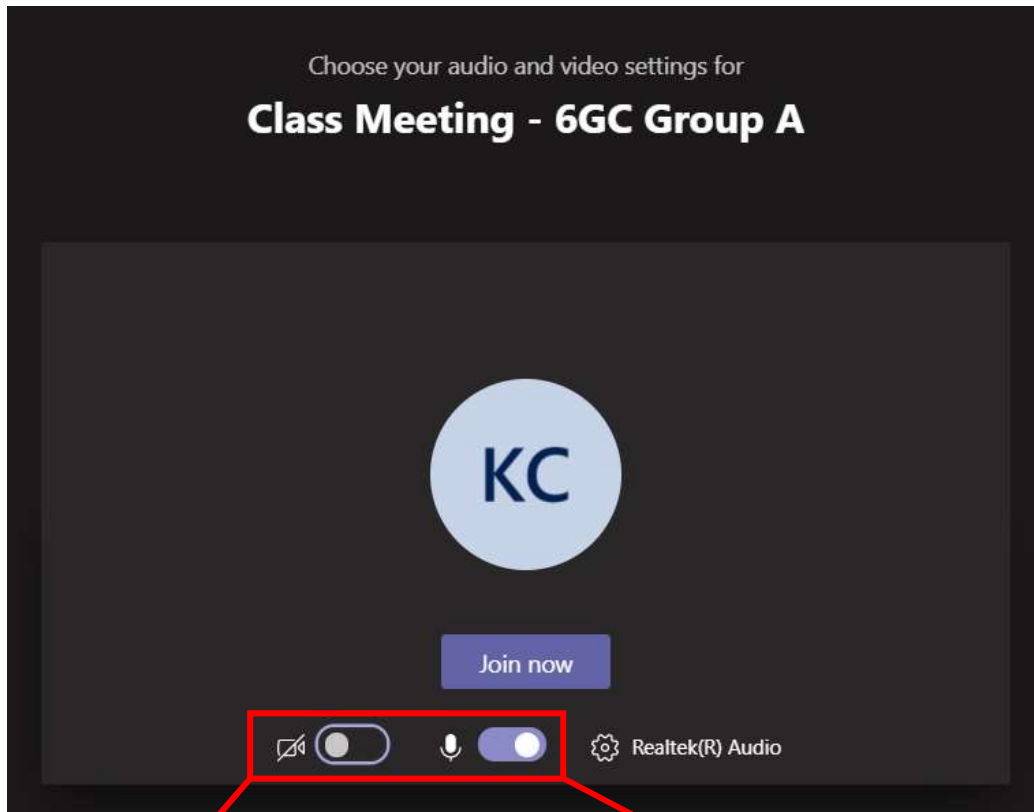


I will need to click on the next 'Join Now' button to then join the call with my teacher and class friends.

When you join the call, make sure:

- You are dressed appropriately for a video call
- You **DO NOT** record the call or take photos.
- That you are kind and respectful.





So that my teacher can hear me and see me, I will need to make sure that both the camera and microphone buttons are turned on.

If I am not talking, I should turn my microphone off so that the teacher or other children can talk easily.