



Packmoor

Ormiston Academy

An introduction to Microsoft Teams
for Parents and Children

Supporting Remote Learning

How to access Microsoft teams

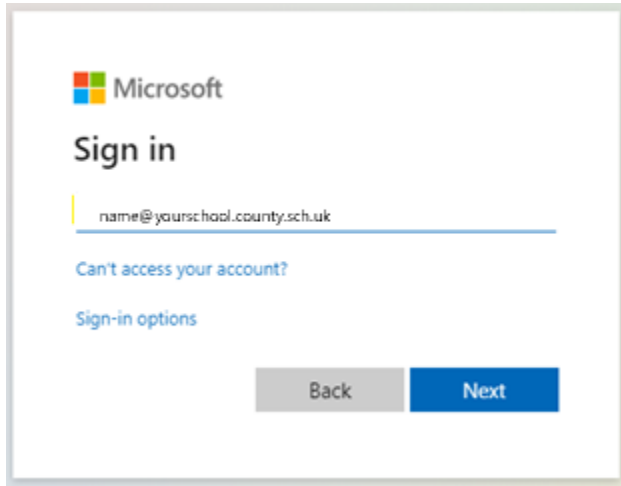
Teams can be accessed from the web browser, a desktop application or a mobile app.

<https://teams.microsoft.com>

Download Microsoft Teams for your desktop or mobile:

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

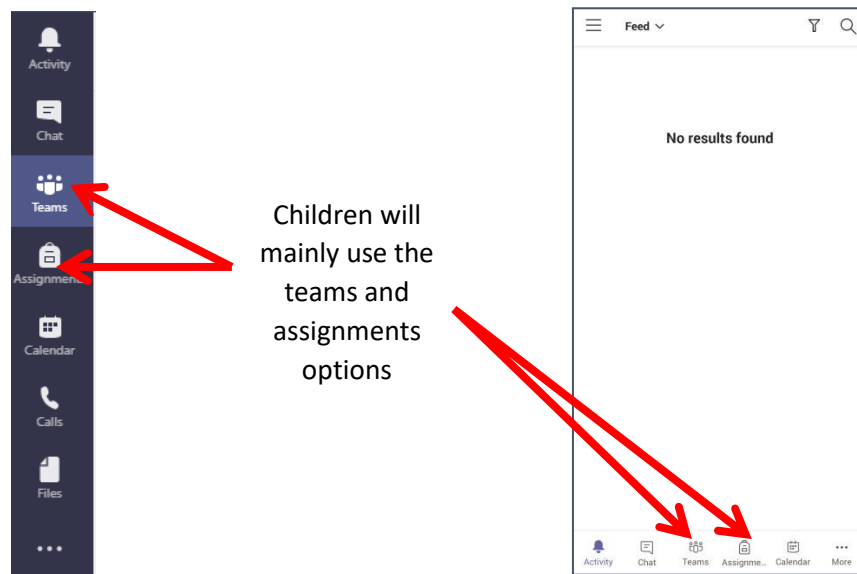
Signing In



Children will log into Microsoft teams with their username and password (provided by their teacher once the platform is launched).

Navigating Microsoft Teams (desktop & Mobile)

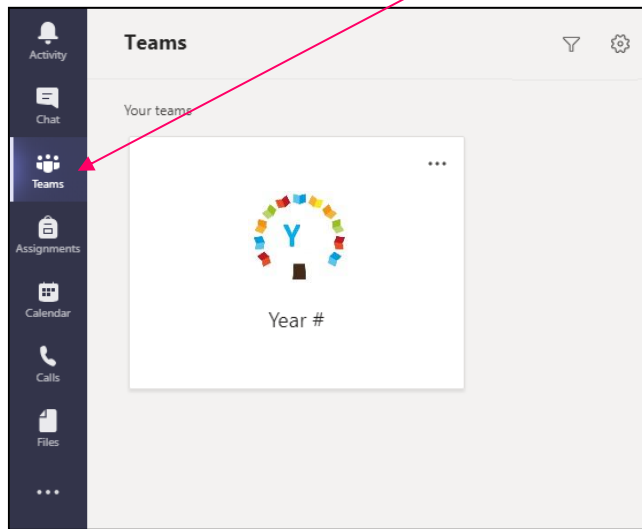
Primary navigation appears on the left hand side of the screen (bottom on iPad and mobile devices) and includes the following icons: Activity, Teams, Assignments, Calendar, Calls and Files



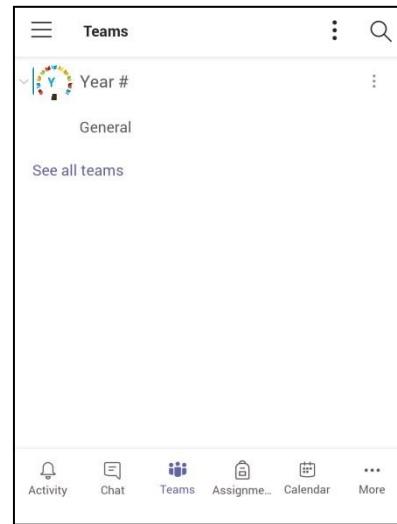
Desktop website/app

Mobile/iPad app (may vary on different devices)

Children will be part of a (Year group) team. To see which teams they are part of the children should click on the 'teams' icon.



Desktop website/app



Mobile/iPad app (may vary on different devices)

Clicking on the Team will allow the following options to be selected.

Posts	<i>This is where your child's teacher can post general information</i>
Files	<i>A place where previous files that have been shared can be seen.(not used at present)</i>
Class Notebook	<i>A class notebook where children can see all the work set for them weekly tabs under their own name.</i>
Assignments	<i>Lessons, homework and activities set by class teachers</i>
Grades	<i>Points/Grades for assignments which will be displayed here. (not used at present)</i>

At our school we will mainly use the **Posts**, **Class Notebook** and **Assignments** options.

Assignments

Assignments will be used to deliver remote learning if required. Assignments will be available from the **Assignments tab** or from the posts page. Click on the assignment you wish to complete.

The screenshot displays the Microsoft Teams interface for a Year 6 team. The left-hand navigation pane includes icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main content area shows the 'General' channel with tabs for Posts, Files, Class Notebook, Assignments, and Grades. The 'Assignments' tab is active, displaying a list of assigned tasks under the heading 'Assigned'. The tasks listed are: English - Week 1 - Monday Task 1, English - Week 1 - Monday Task 2, English - Week 1 - Tuesday Task 1, English - Week 1 - Tuesday Task 2, English - Week 1 - Wednesday Task 1, Maths - Week 1 - Thursday, Maths - Week 1 - Monday, and Maths - Week 1 - Tuesday. All tasks have a due date of 13 November 2020 23:59. A red arrow points from the text 'Click on the assignment you wish to complete.' to the 'Assignments' tab in the top navigation bar. Another red arrow points from the same text to the 'Maths - Week 1 - Thursday' task in the list.

This will open a page showing any instructions or resources you may need to complete the task and a link to the page in your **Class Notebook** where you can complete the task. Click on this to access the page.

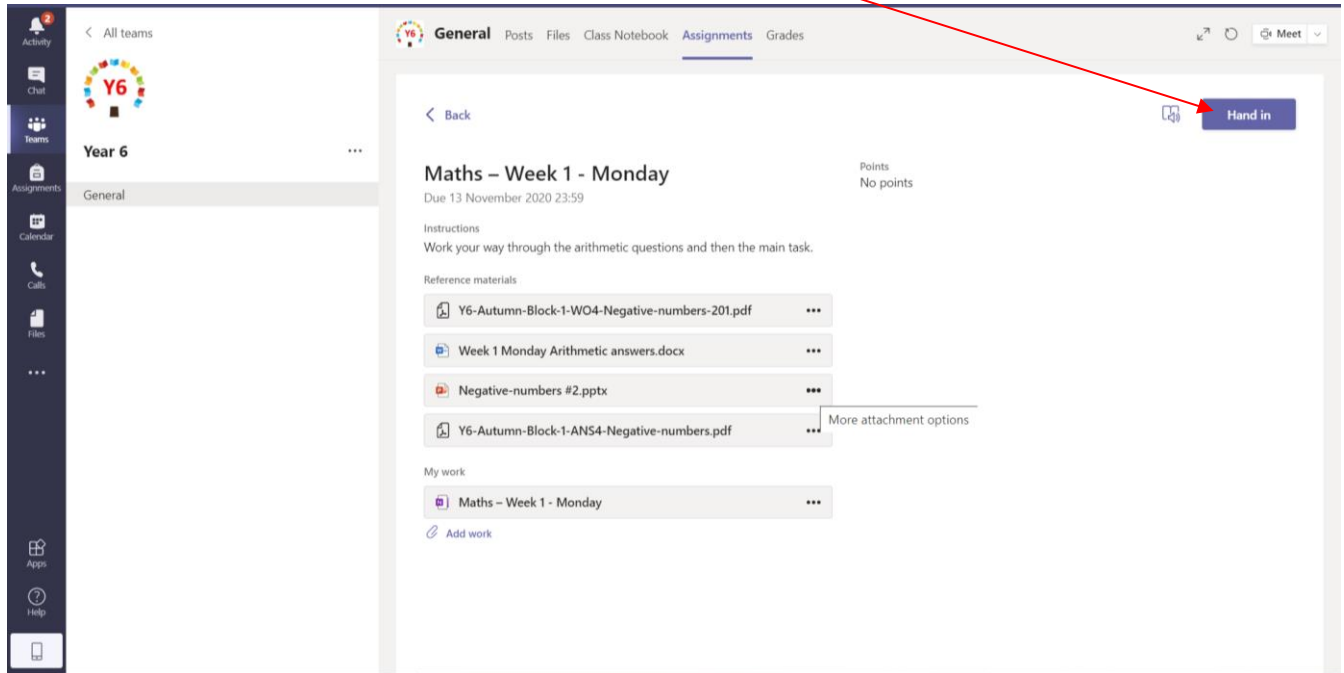
The screenshot shows a Microsoft Teams interface. On the left is a vertical navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main content area is titled 'General' and shows an assignment card for 'Maths - Week 1 - Monday'. The assignment is due on 13 November 2020 at 23:59. It includes instructions: 'Work your way through the arithmetic questions and then the main task.' Below the instructions are reference materials: 'Y6-Autumn-Block-1-WO4-Negative-numbers-201.pdf', 'Week 1 Monday Arithmetic answers.docx', 'Negative-numbers #2.pptx', and 'Y6-Autumn-Block-1-ANS-Negative-numbers.pdf'. Under 'My work', there is a link to 'Maths - Week 1 - Monday' and an 'Add work' button. A red arrow points from the text above to the 'Maths - Week 1 - Monday' link.

Once you have completed the task click on the **Close** button.

The screenshot shows a Microsoft Word document titled 'Maths - Week 1 - Monday'. The document content includes the same instructions as the previous screenshot: 'Work your way through the arithmetic below and then the main task.' Below the instructions is a table of arithmetic problems. The table has three columns: 'Cool Blue', 'Green Chilli', and 'Red Hot'. Each column contains 10 arithmetic problems, labeled A1 to A10, B1 to B10, and C1 to C10. A red arrow points from the text above to the 'Close' button in the top right corner of the document window.

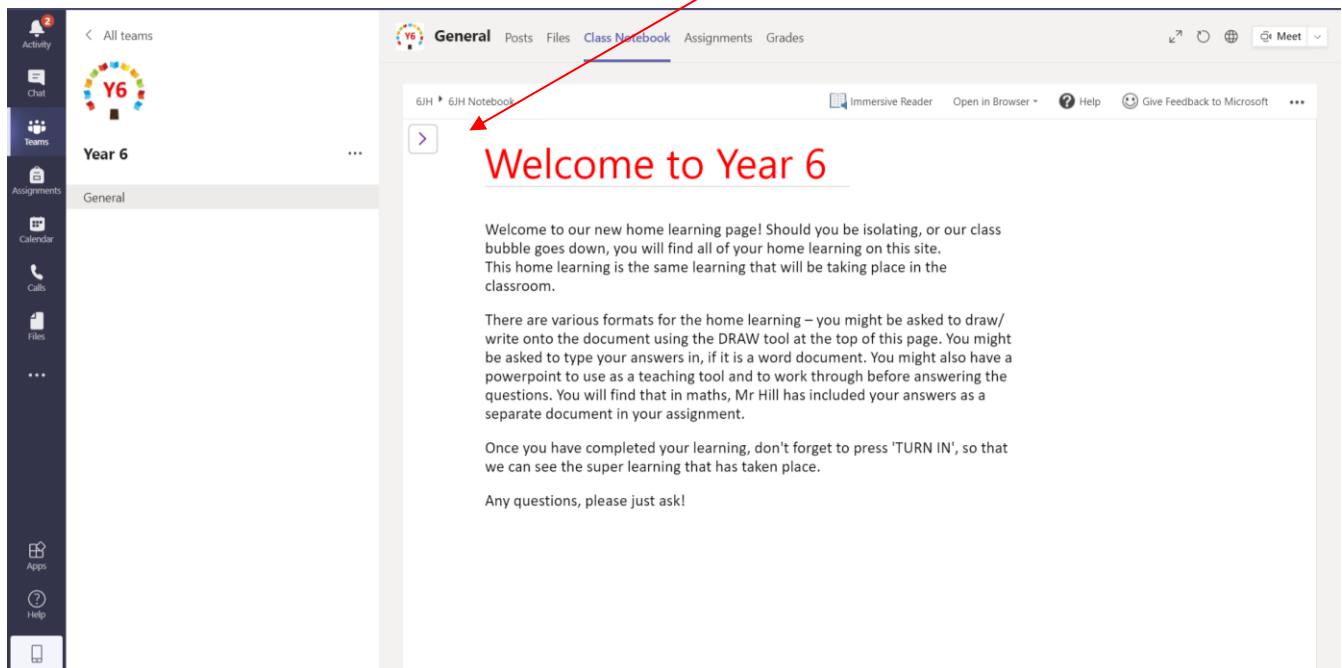
Cool Blue		Green Chilli		Red Hot	
A1.0	$510 + 2$	B1.0	$540 + 18$	C1.0	$3.6 + 6$
A2.0	$756 + 7$	B2.0	$819 + 13$	C2.0	$0.8 + 4$
A3.0	$2544 + 6$	B3.0	$1274 + 14$	C3.0	$0.7 + 7$
A4.0	$1431 + 3$	B4.0	$319 + 11$	C4.0	$0.04 + 2$
A5.0	$2548 + 7$	B5.0	$910 + 14$	C5.0	$2.8 + 7$
A6.0	$2455 + 5$	B6.0	$1001 + 13$	C6.0	$0.28 + 7$
A7.0	$3402 + 9$	B7.0	$658 + 14$	C7.0	$5.4 + 6$
A8.0	$1072 + 8$	B8.0	$374 + 11$	C8.0	$0.56 + 8$
A9.0	$804 + 4$	B9.0	$1380 + 15$	C9.0	$1.5 + 3$
A10.0	$2223 + 9$	B10.0	$1377 + 17$	C10.0	$5.6 + 7$

To submit your work simply click the **Hand in** button and your teacher will be alerted that you have completed and handed in your work.



Desktop version (mobile/iPad app shows the same details)

You can also check what work you have by going directly to your Class Notebook page. Click on the Class Notebook tab and click on the > to open it.



Once opened you will be able to see your name on the tabs click on your name and which week your teacher has told you to work from. All your work is now listed at the side. Click on any page to see your work.

The screenshot shows a Microsoft OneNote interface for a class notebook. On the left, a navigation pane lists various pages, including 'Pupil Name' and a list of weeks from 'Week 1 Au2' to 'Week 6 Au2'. The main content area displays a page titled 'Maths - Week 1 - Monday' dated Friday, November 06, 2020, at 3:13 PM. The page contains a table with two columns: 'Cool Blue' and 'Green Chili'. The table lists arithmetic problems and their solutions for 10 students (A1 to A10).

	Cool Blue	Green Chili
A1 D	$510 + 2$	$540 + 18$
A2 D	$756 + 7$	$819 + 13$
A3 D	$2544 + 6$	$1274 + 14$
A4 D	$1431 + 3$	$319 + 11$
A5 D	$2548 + 7$	$910 + 14$
A6 D	$2455 + 5$	$1001 + 13$
A7 D	$3402 + 9$	$658 + 14$
A8 D	$1072 + 8$	$374 + 11$
A9 D	$804 + 4$	$1380 + 15$
A10 D	$2223 + 9$	$1377 + 17$

Thank you for taking the time to read this guide.
If you have any questions please get in touch with your child's classteacher.