

Remote Education Training and Guidance for Parents and Pupils

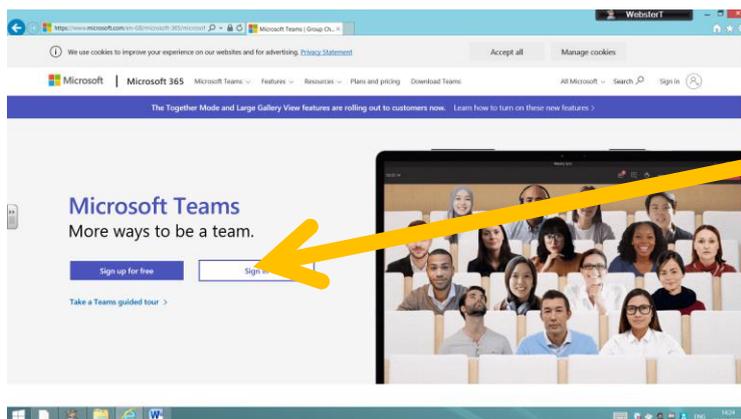
We have chosen to use Microsoft Teams as our learning platform. The platform will be used to set work and your child will be able to upload work to get feedback. Please follow the instructions below to get you set up. **You will need to use Chrome or Microsoft Edge.**

Getting set up

Download the free Microsoft Teams app using the instructions below

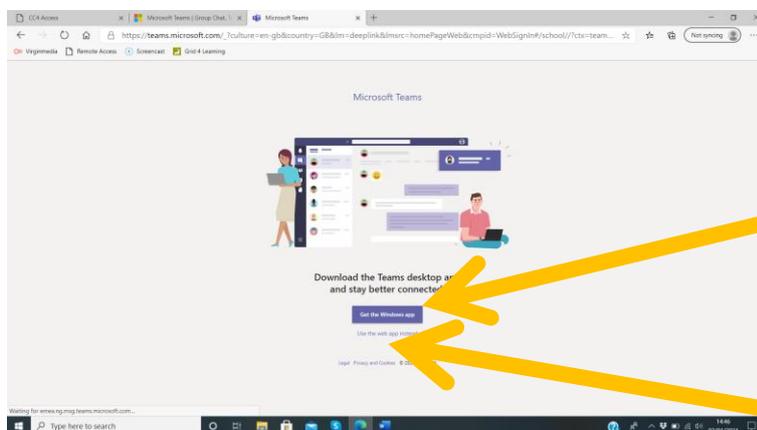
Android Devices	IOS Devices	Computer and Laptops
<ul style="list-style-type: none">• Open the Play Store app• Search for Microsoft Teams• Tap Microsoft Teams• Tap Install	<ul style="list-style-type: none">• Open the App Store app• Search for Microsoft Teams• Tap Microsoft Teams• Tap Get	<ul style="list-style-type: none">• Go to https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app• Click 'Download Teams• Once it has downloaded click on the installer to run the app

Alternatively, google Microsoft Teams or click on this link <https://www.microsoft.com/en-GB/microsoft-365/microsoft-teams/group-chat-software>



Click here to sign in
Sign in using email/username and password sent separately.

You may get this screen

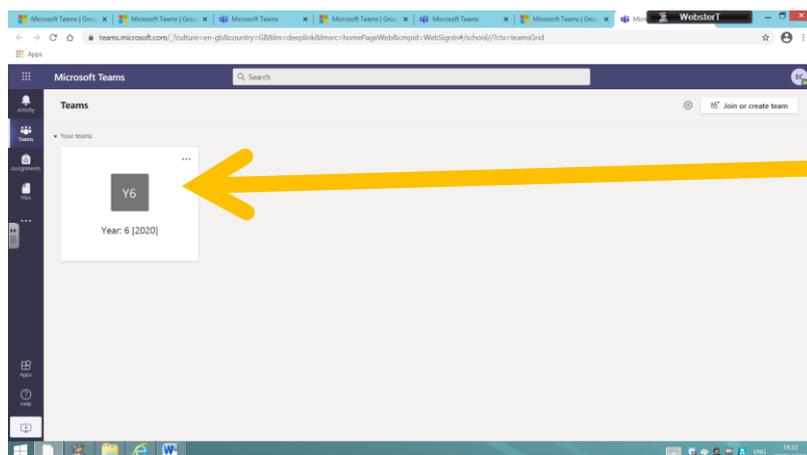


Click here to download the teams App

Click here to go to the web based Teams

There is no real difference between the app and the website apart from when we try to do a class meeting, in the app you can see more people at the same time.

Once you have logged in you will come to a screen that looks like this one



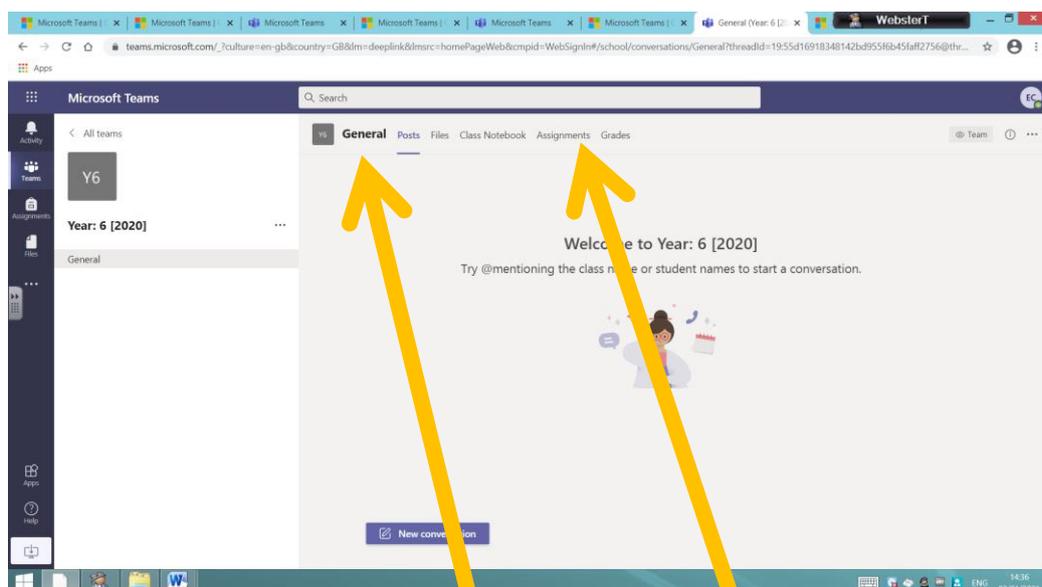
This would be for a child in Y6 as you can see the Y6 team button on the left of the screen

Click on the class button

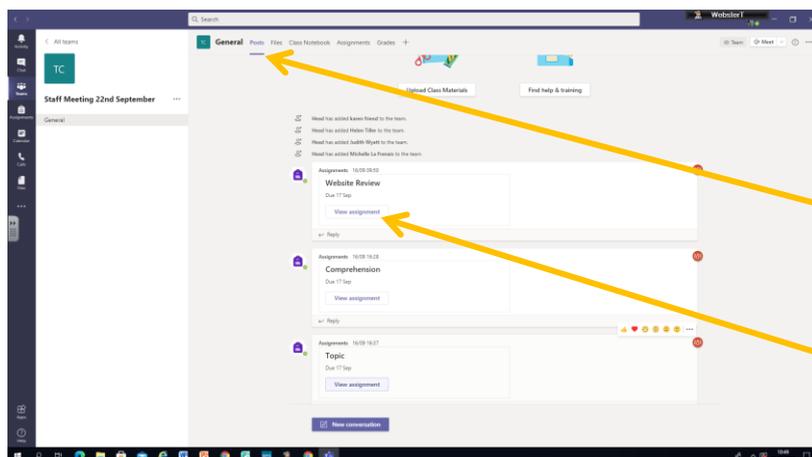
How to find work that has been set.

Your child needs to:

- Open the Teams App



- Click on their class, then General and then assignments
- Assignments should also appear under posts



Any assignments set should be able to be found under posts

Click on view assignment to see what has been set

- Read through the assignment carefully. Watch any videos that have been uploaded
- Work can be completed on the sheet provided or on paper and then scanned (you can download free scanning Apps to do this Genius Scan is one such app) and saved to the computer.
- Click on an assignment, then '+work'
- Click on 'Upload from my computer or upload from oneDrive or their device, then attach the file they want to upload
- Once they finished, click 'Turn in'

Made a mistake? Tap undo turn in to return the work, and then follow the last three steps to resubmit it.

If work has been marked, your child will get a notification in Teams. To find their returned work they need to

- Open the teams app or website
- Tap assignments at the bottom of the screen
- Tap 'Completed', then tap the assignment they want to see