



## Online Home Learning KS2 – Microsoft Teams

A member of your child's year group team will be teaching daily live lessons and also setting daily home learning online using Microsoft Teams. Here is a quick guide on how to use Teams and find the home learning. As we are beginning to transfer home learning to Teams, this is an evolving process for all involved and we will endeavour to iron out any glitches.

### **Open Microsoft Teams**

You can access teams on any device.

You can use Teams from most web browsers or by downloading the app.

To download the Teams **app** on mobile or desktop, visit [www.aka.ms/getteams](http://www.aka.ms/getteams).

To use Teams on a **browser**, visit [www.office.com](http://www.office.com) and click on the Teams icon, or visit [www.teams.microsoft.com](http://www.teams.microsoft.com)

### **Rules for using teams**

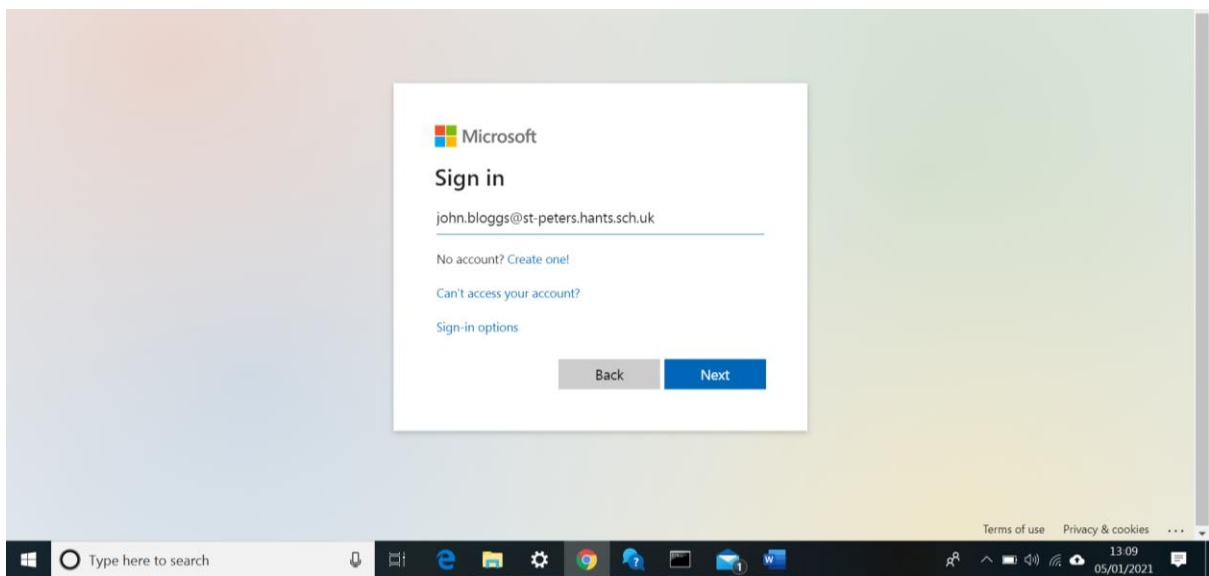
1. You must be **fully dressed** to be ready for registration on Teams.
2. No eating or drinking during online lessons
3. Your **camera and microphone should be on** at all times unless the teacher asks you to turn them off.
4. The **chat function should not be used unless the teacher instructs you to** use it for answering or asking questions. When it is used, you must type the way you would talk in the classroom- teachers will have full access to everything that is typed.
5. You **do not need to use any other controls on Teams** other than the controls you are instructed to use by your teacher.
6. Children who show exemplary behaviour will have their name put in the positive section of the **blue folder**. Any of the above rules that are not followed will result in negative marks in the blue folder. The school's behaviour policy will be followed including parental contact as appropriate.
7. We expect parents to be nearby however not on the camera screen unless assisting their child with technology.

## Sign In

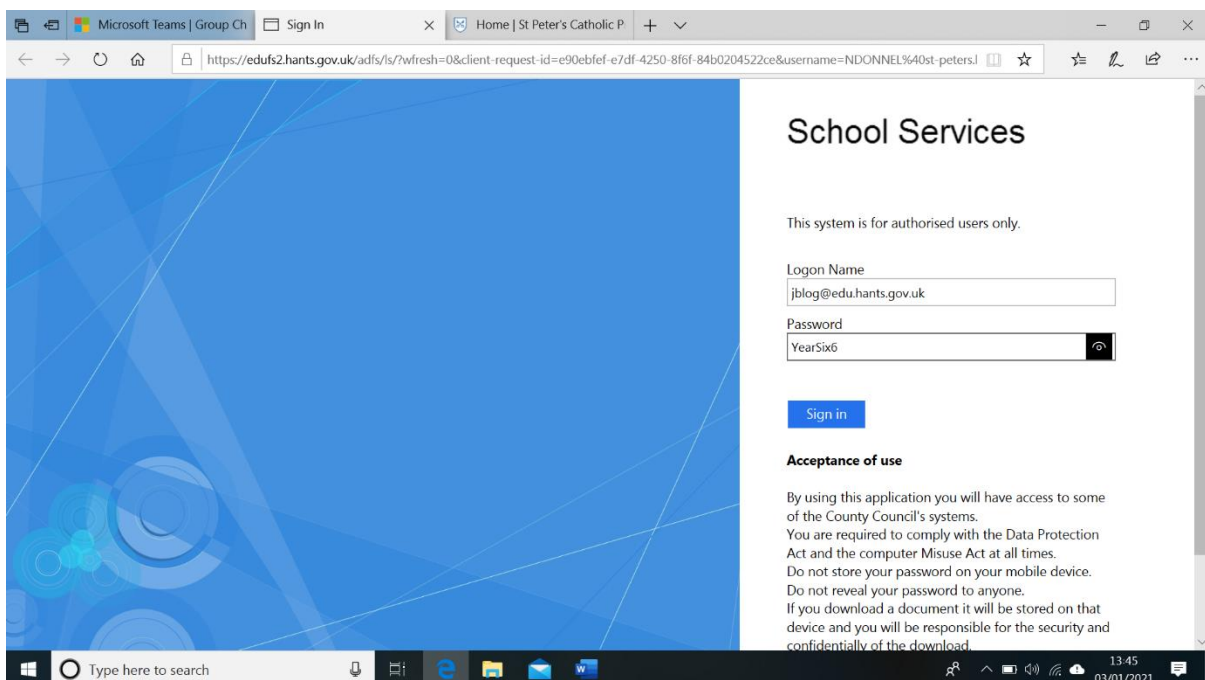
Your child will need to complete a multi-step login when they first login to Teams. It is recommend that your child's login settings are saved after the first log on for easy future access.

In order to do this, your child will need their email address, username and password. These will have been sent individually via Seesaw. All year groups have access to Seesaw- please contact the office if you need your child's login details again.

1. Your child will only have to enter their school email address accurately, including punctuation and any spaces. All email addresses will follow the pattern of `firstname.surname@st-peters.hants.sch.uk`  
E.G. [john.bloggs@st-peters.hants.sch.uk](mailto:john.bloggs@st-peters.hants.sch.uk)



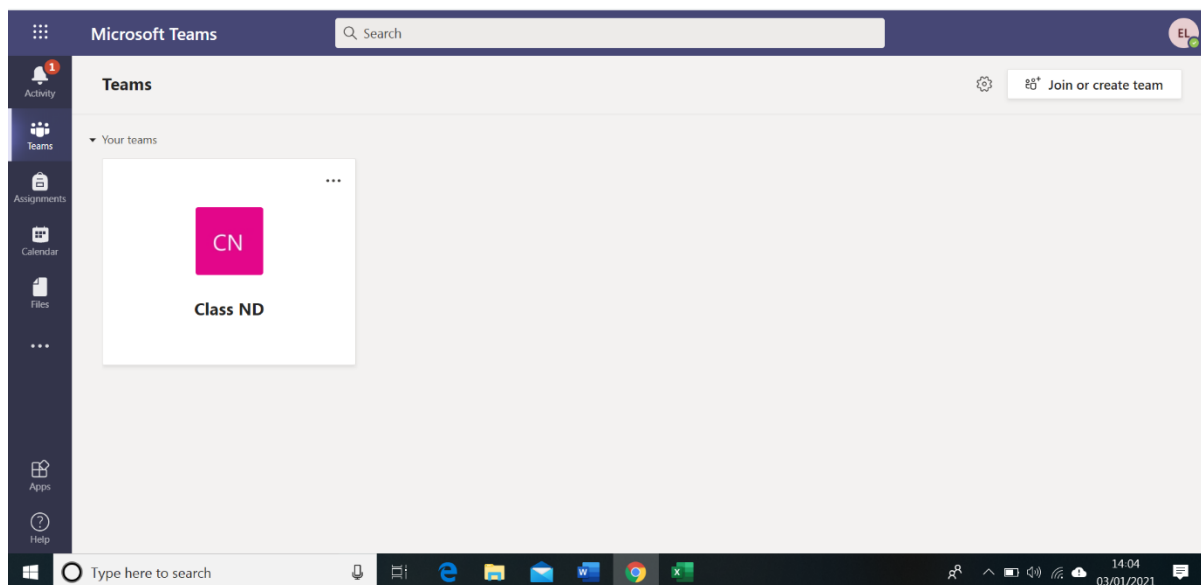
2. Enter your username (**this will be different from your email address and often the logon name box has to be cleared to be able to do this**) then the username will automatically



default to a @edu.hants.gov.uk logon. Following this, enter your password- the password for each year group will take the same format E.G. YearSix6

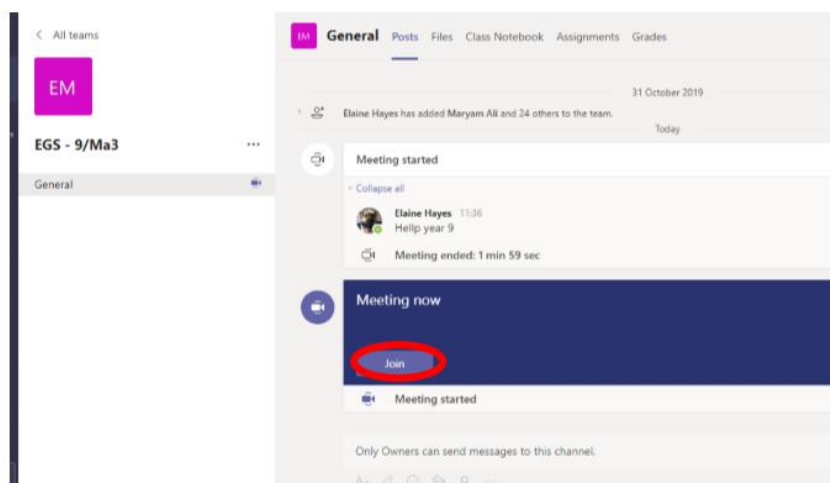
## Your Home Screen

Each home screen will have your child's 'team' this will be their class and any break off groups that they are in. On the left-hand side, there is a panel which will show other tabs that you can access, the assignments tab and the calendar will be most useful for seeing scheduled work and lessons.

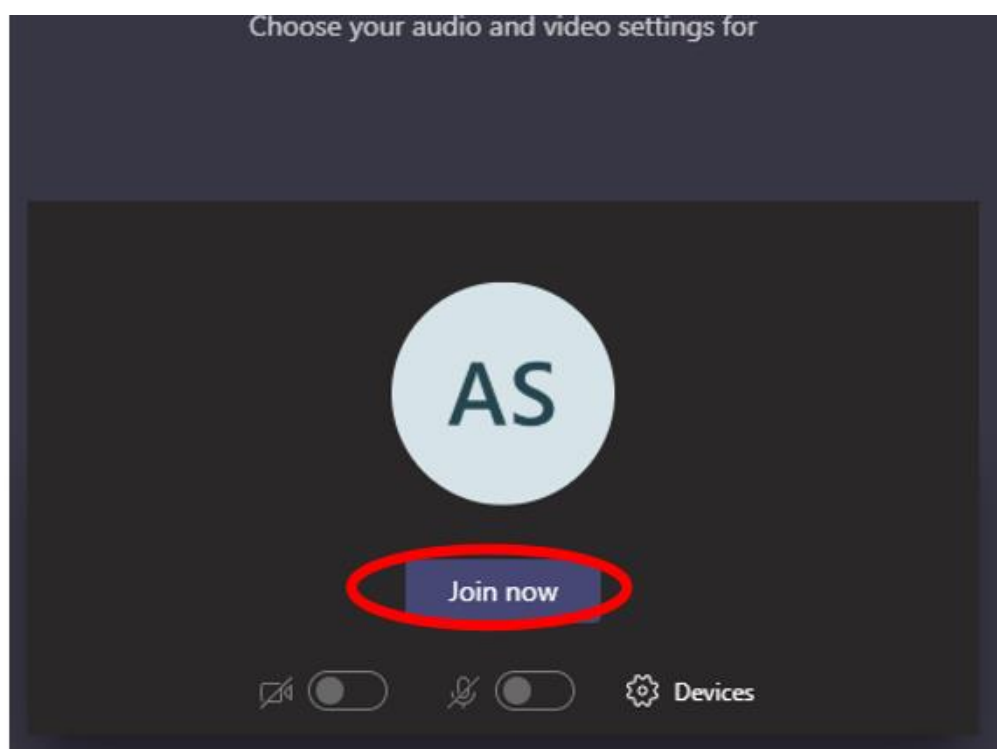


## Joining a Virtual Classroom

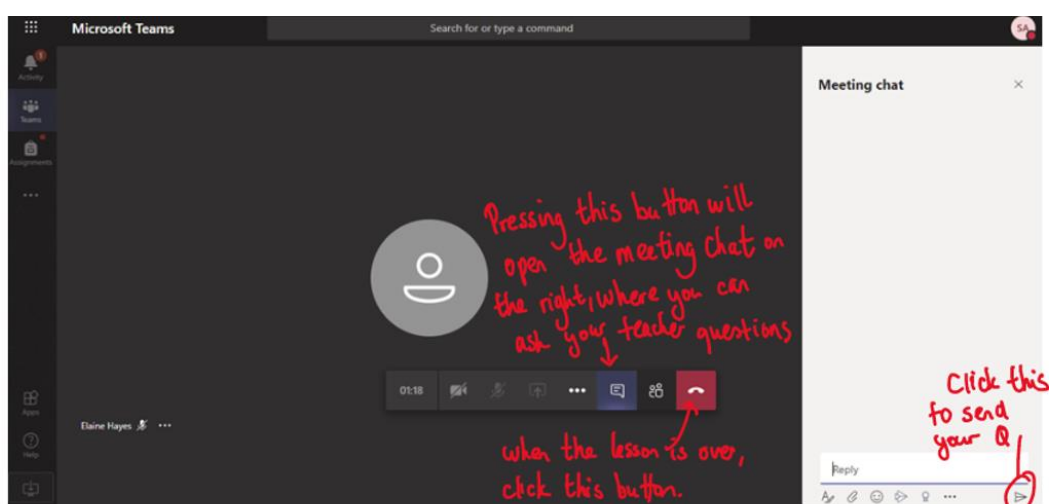
1. If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have put a timetable for your weekly learning on Seesaw, and you can join at any time by clicking the join button circled in red.



- The red circle is the camera function. Make sure that it is on. Your teacher may have told you to keep your microphone on or off. In the meeting below, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over.



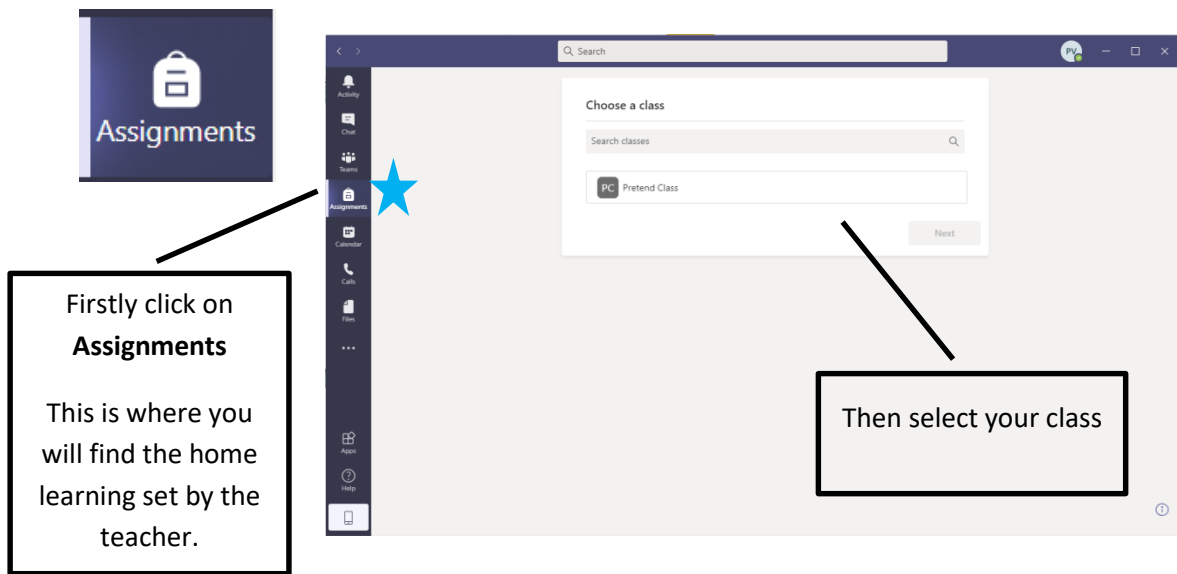
- Pressing the chat button will open the meeting chat on the right hand side where you can ask your teacher questions. When the lesson is over, to leave click the red hang up button.



- Live lessons will be recorded by the teacher and will appear in the General channel on Teams afterwards if there is any reason that you cannot access the lesson as scheduled. Recording will only take place when all cameras are turned off as instructed by the teacher for safeguarding and privacy reasons.

## Assignments

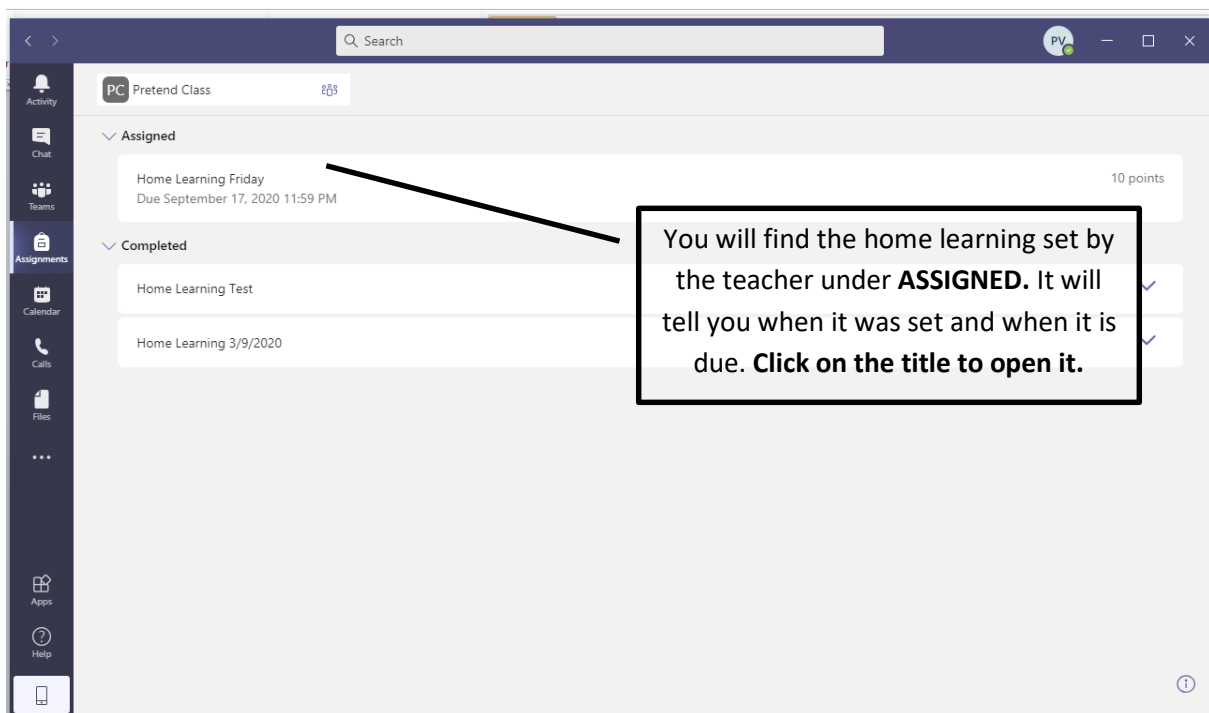
The teacher will set all the home learning in **Assignments** which you will find down the left hand side of the homepage.



Firstly click on **Assignments**

This is where you will find the home learning set by the teacher.

Then select your class



PC Pretend Class

Assigned

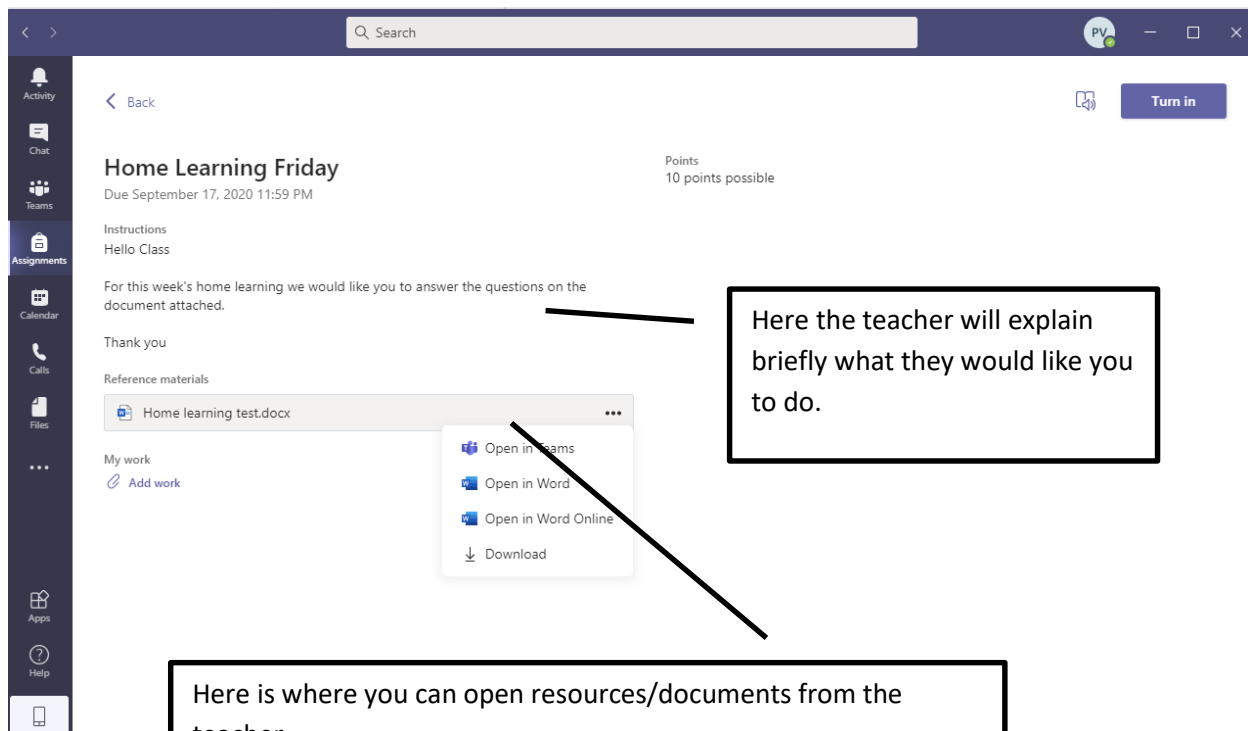
Home Learning Friday  
Due September 17, 2020 11:59 PM 10 points

Completed

Home Learning Test

Home Learning 3/9/2020

You will find the home learning set by the teacher under **ASSIGNED**. It will tell you when it was set and when it is due. **Click on the title to open it.**

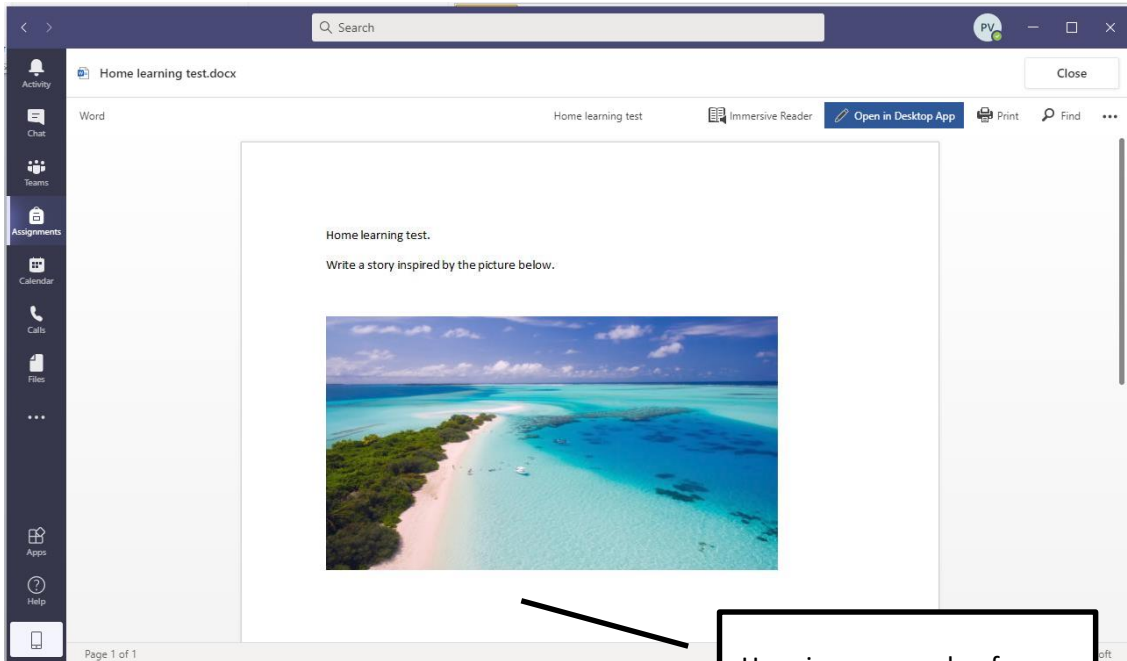


Here the teacher will explain briefly what they would like you to do.

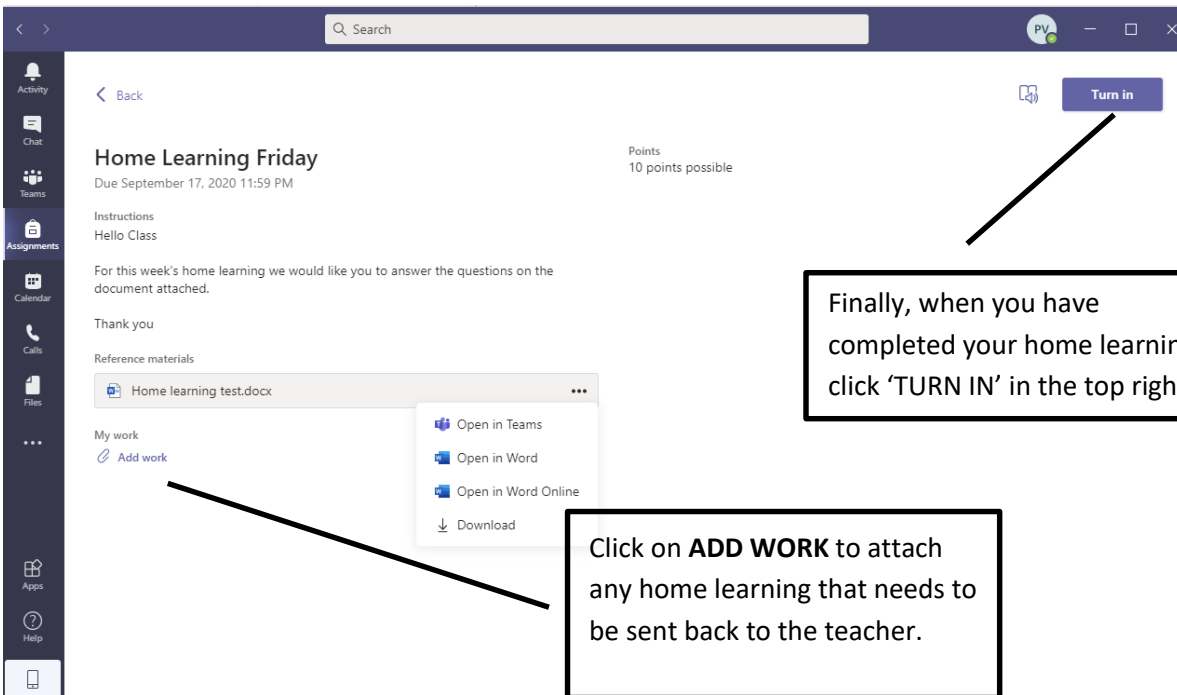
Here is where you can open resources/documents from the teacher.

If you click on the 3 dots it will give you options on how you wish to open the work.

You may prefer to download the documents, or you may wish to look at them within the app. Sometimes the teacher may ask you to answer questions on the document to save and send back to them, or they may ask you to start a new document; sometimes they may set you an interactive quiz or they may ask you to do something practical and send them a photo.

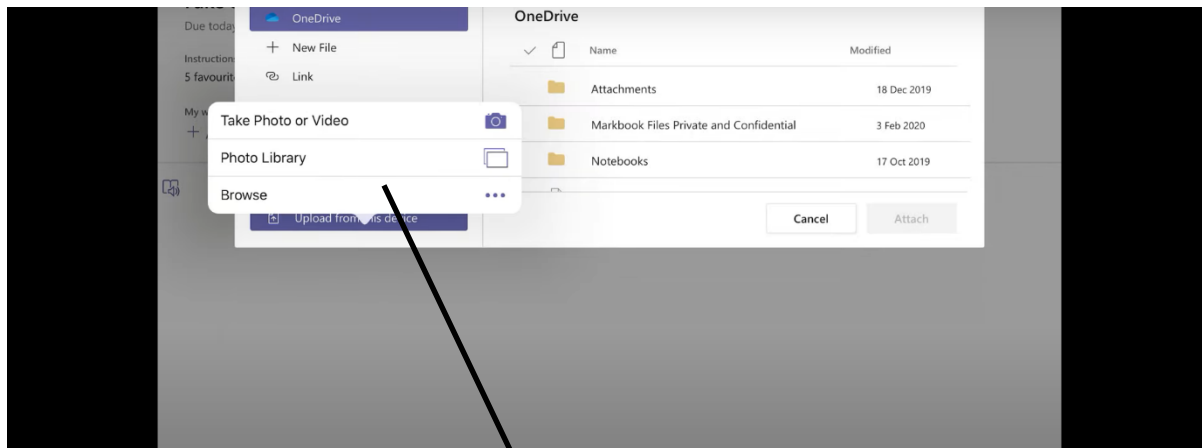


Here is an example of some home learning.

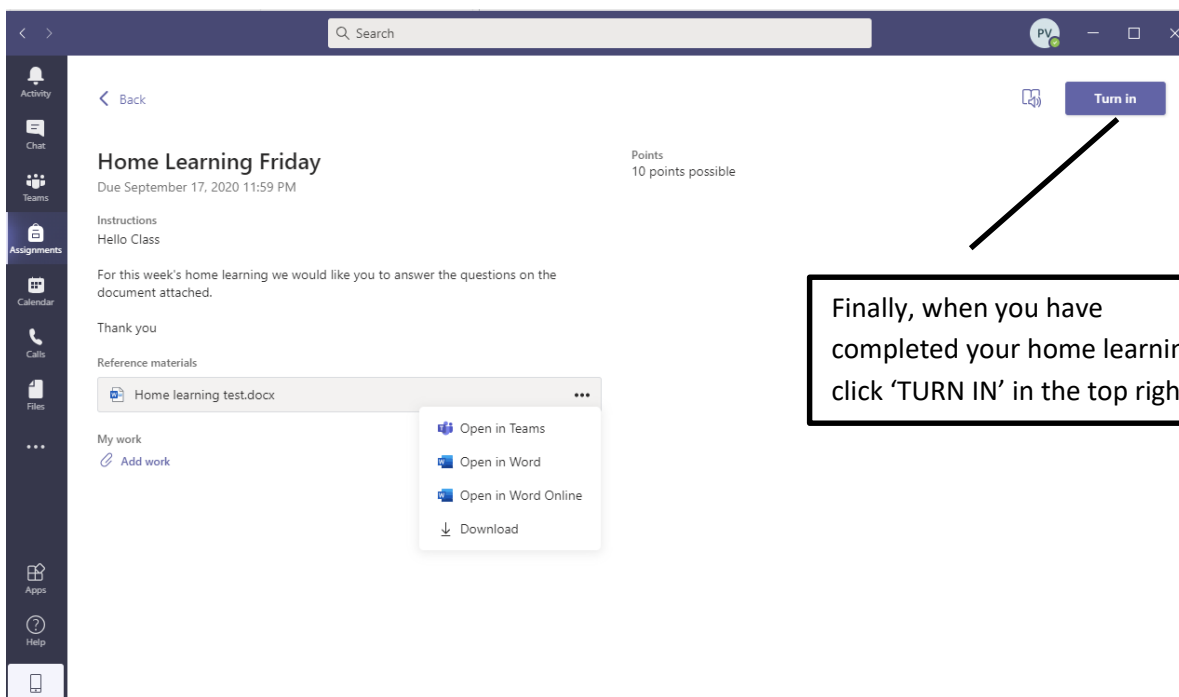


Finally, when you have completed your home learning click 'TURN IN' in the top right

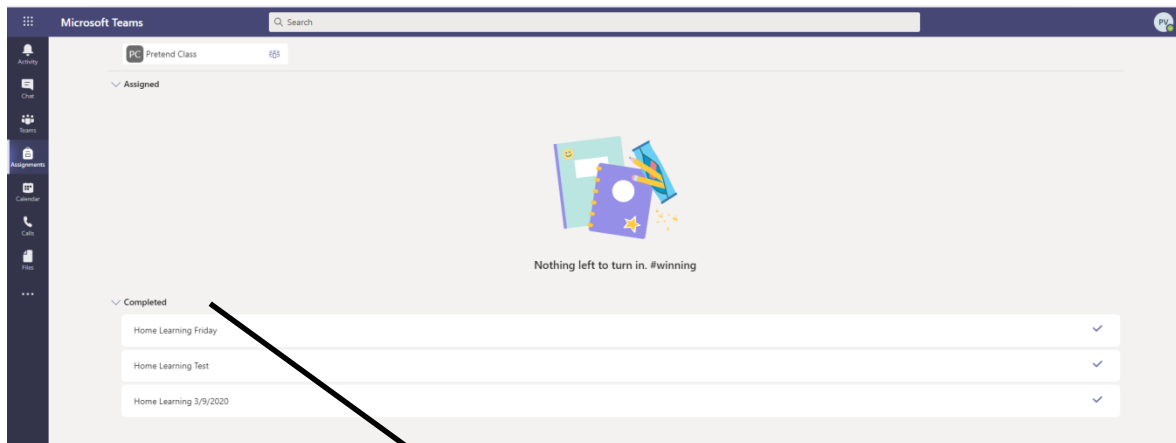
Click on **ADD WORK** to attach any home learning that needs to be sent back to the teacher.



To add work as an image chose **UPLOAD FROM THIS DEVICE** to attach any home learning that needs to be sent back to the teacher if it is not a word document.



Finally, when you have completed your home learning click 'TURN IN' in the top right



When you have completed assignments, they will show up here.

If you cannot access Teams or are struggling to submit assignments, please send an email for the attention of your child's teacher to [homework@st-peters.hants.sch.uk](mailto:homework@st-peters.hants.sch.uk)