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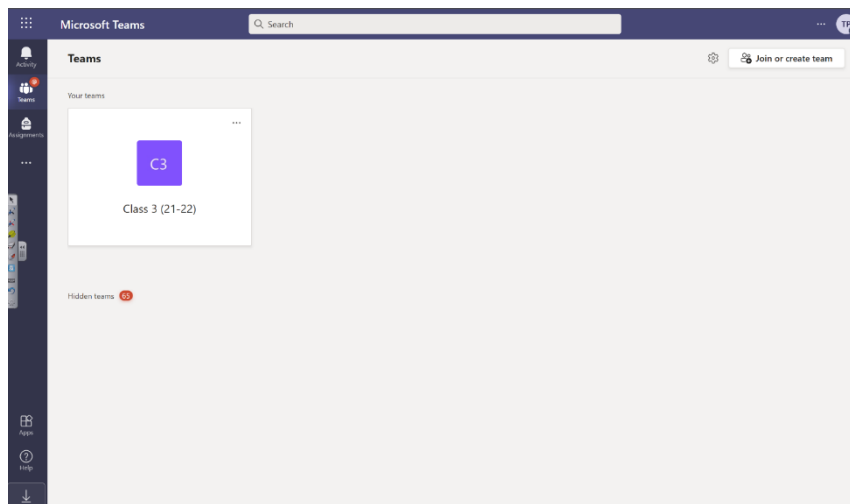
## **A Guide to using Microsoft Teams**

Teams can be accessed via a web browser (<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/groupchat-software>) or via the windows app or mobile app (apps are available for iOS and Android devices). Login using your child's school email address and password.

Please email [homelearning@arnoldwoodthorpe.notts.sch.uk](mailto:homelearning@arnoldwoodthorpe.notts.sch.uk) if you need these login details to be resent to you or if you have any support requests. Please add a screenshot of your issue where applicable.

### **Step 1**

Once logged into Teams, navigate to the 'Teams' icon on the left-hand side and select your child's class from the available 'teams'.



### **Step 2**

On the left, click on the 'General' channel to view the lessons that have been set. In Teams, these lessons are called 'assignments'. Each assignment is named with the term and the lesson e.g. 'Autumn Literacy 1 – We're going on a bear hunt.' To open the assignment, click 'View assignment'. It is up to you when you choose to access the lessons over the week. We understand there are many other demands on your time, so make it work for you and your family. The lessons should be accessed chronologically. For example, access 'Autumn Literacy 1' before 'Autumn Literacy 2'.





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You can also click on the 'Assignments' button on the left hand side panel to see an overview of all lessons including those you have handed in and those yet to be completed.

### Step 3

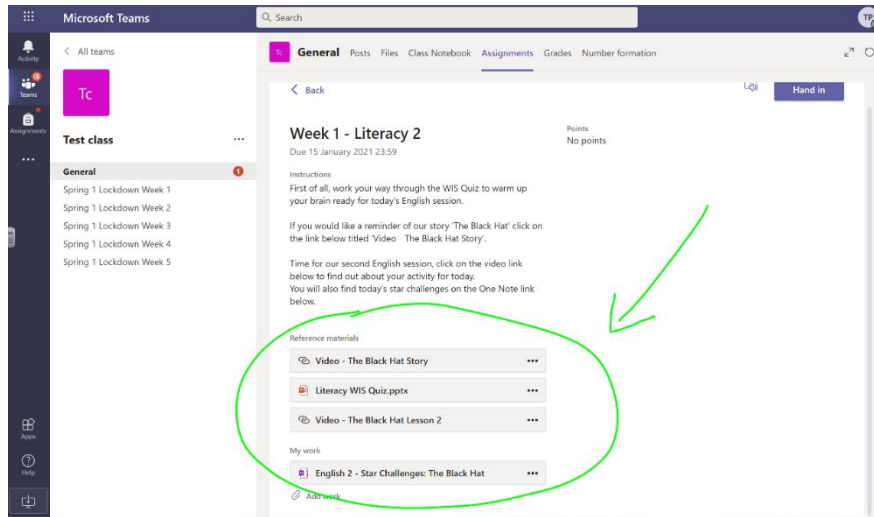
When you open an assignment, you will see the instructions for the lesson and resources to accompany that lesson. These resources will contain a video link to a lesson to watch as well as a WIS Quiz (for maths and literacy). There may also be a OneNote page to view/edit or additional resources depending on the lesson. Assignments have a due date which appears under the title. After this date, you will not be able to complete the assignment. At present the lessons have been set for the whole of the Autumn Term to enable them to be completed whenever the need arises.





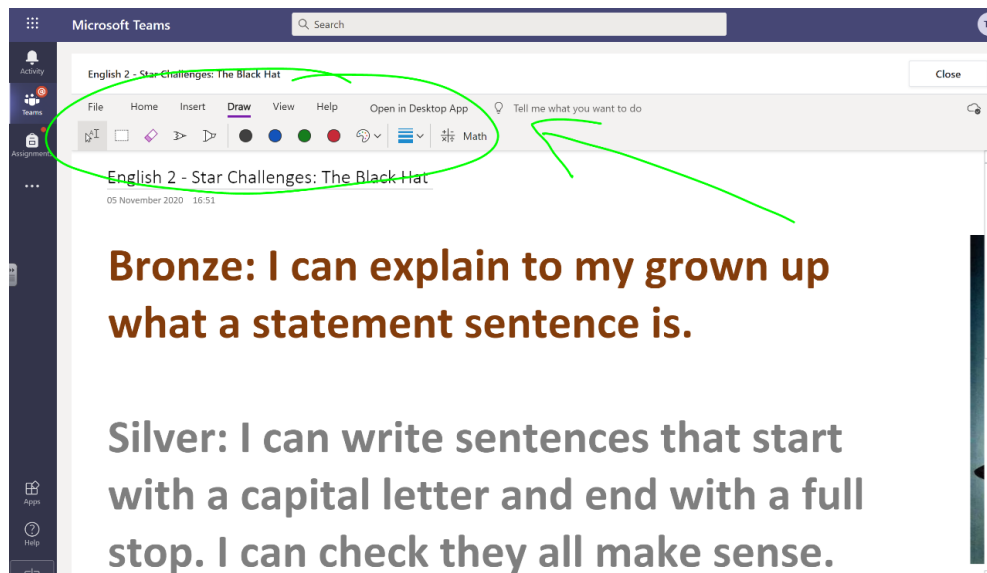
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#### Step 4

If there is a OneNote page in the lesson resources, it can be annotated using the tools in OneNote allowing you to add text and drawings (works with touch, pen and with a mouse). You can also scroll down on the OneNote page and tap anywhere to enter text. Any changes you make on a OneNote page are automatically saved and will be submitted as part of the assignment when handed in (see step 6 for instructions on handing in).



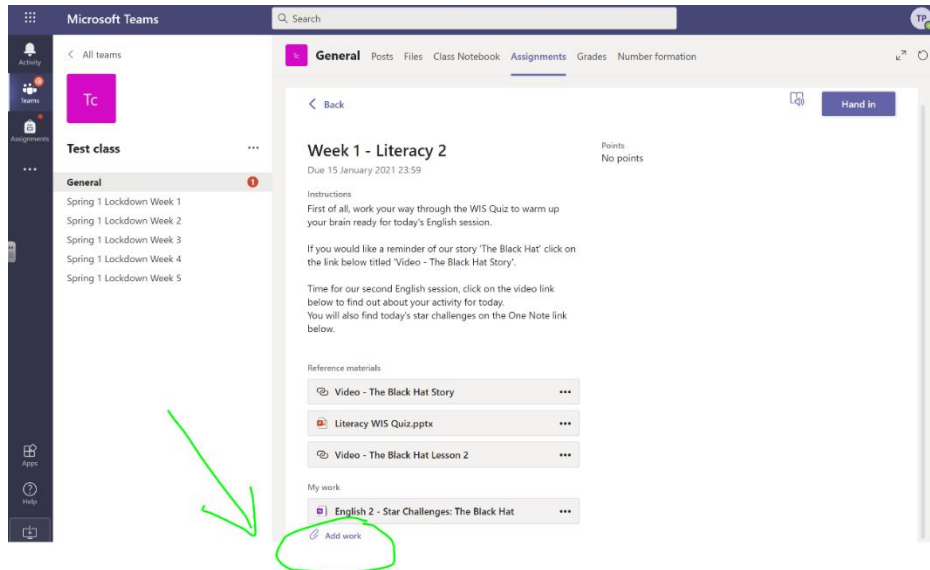


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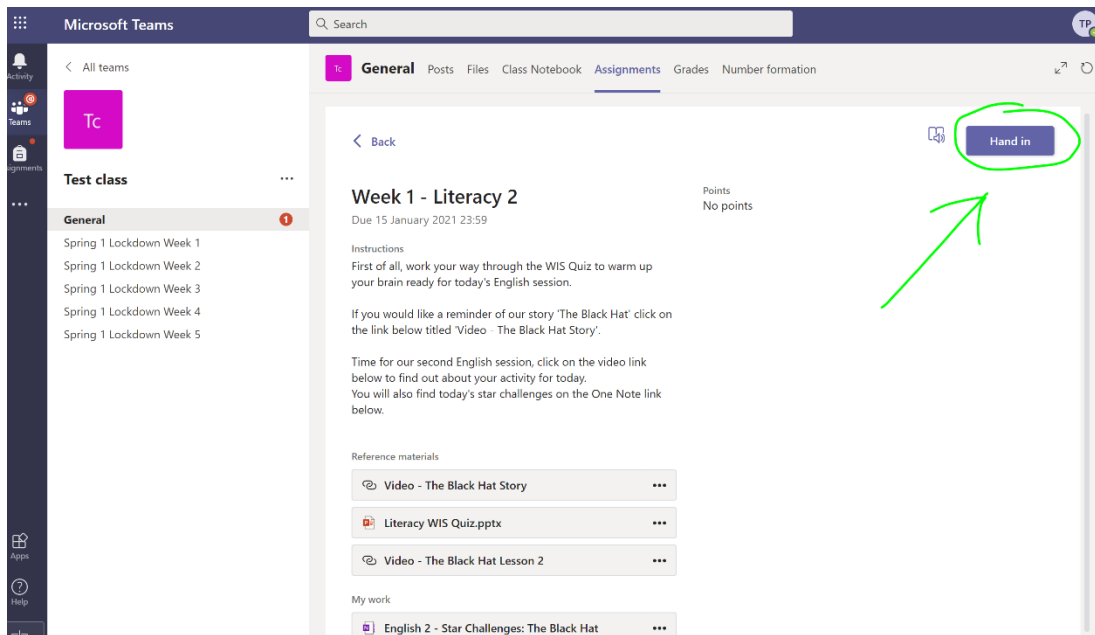
### Step 5

Once you have completed the lesson, you can upload evidence including videos or photos of written work by clicking on the 'add work' button.



### Step 6

After you have uploaded any evidence, it is important to hand the assignment in by clicking on 'hand in'. This allows staff to be notified that the assignment has been completed and can provide feedback on work submitted.



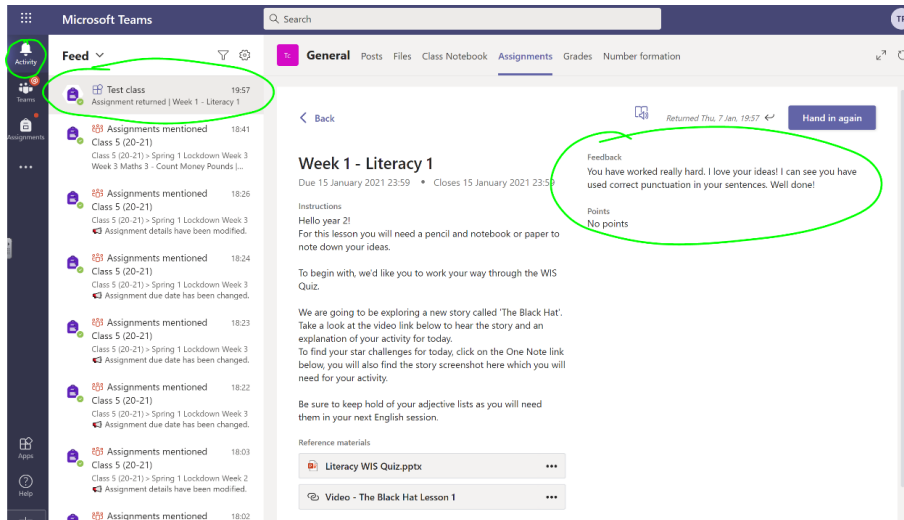


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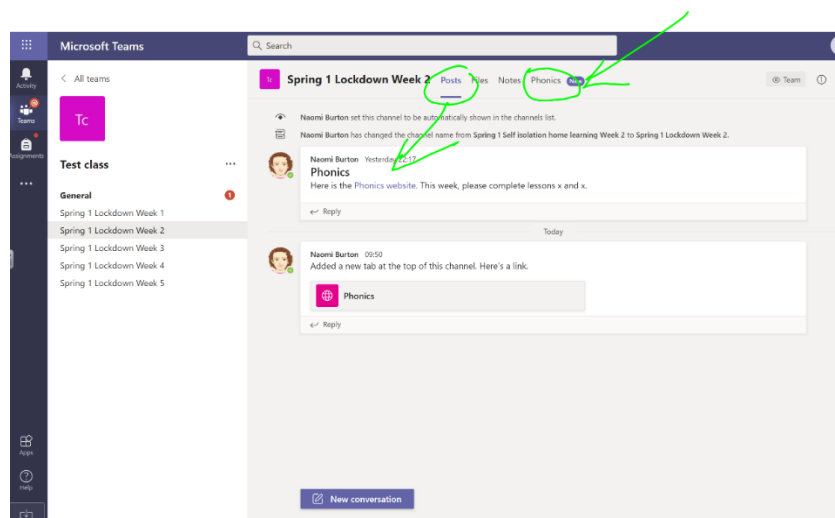
### Step 7

Feedback will be provided on at least one piece of maths work, literacy work and foundation subject work per week. Any feedback given will be visible in the 'activity' tab on the left-hand side panel. Click on 'Activity', then select the notification saying the assignment has been returned. You will then be able to view the feedback on the right-hand side.



### Step 8

To access the phonics sessions, please click on the 'Phonics' tab at the top of the page (if using Teams via the app) or click on the link within the posts section where the assignments appear (if using Teams via an internet browser). You will be contacted should your child need to self-isolate informing you of the phonics sessions your child will need to complete.





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### Step 9

There are additional resources at the top of the team including a spelling booklet with a list of words your child is expected to learn during the year, a virtual library full of recorded stories to enjoy and videos which exemplify the expected letter and number formation.