

Woodstone Community Primary School

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Growing together, Learning forever

Tuesday 5th January 2021


Accessing Microsoft Teams Remote Learning Platform

Logging in

Go to office365 via the link www.office.com

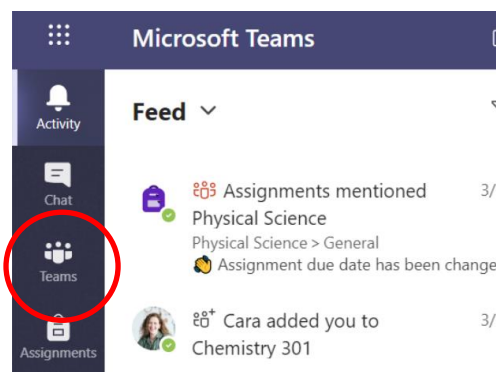
Here you need to sign in using your unique email and password, the details of which have been emailed to you.

Once logged in you will see a number of different app icons on the Office home screen. Select the purple

'Teams' app icon  which will take you into Microsoft Teams. If this is the first time you have used

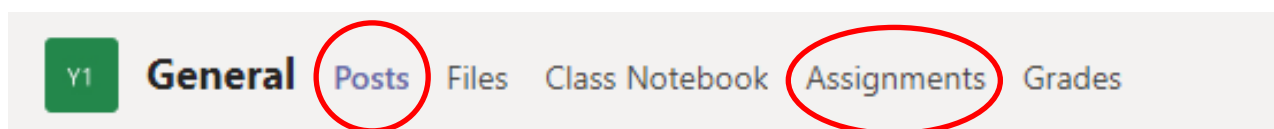
Microsoft Teams you will then be invited to download the app which has some additional features, however this is not essential to using Microsoft Teams.

Each child has already been assigned to a 'class' within Microsoft Teams where they can access their home learning tasks, upload work and receive feedback and interact with their class teacher. Select the Teams icon on the left hand side of the Microsoft Teams homepage to access your child's class.



Accessing home learning tasks

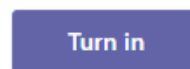
From here, your child can access their home learning 'assignments'. These are listed under the 'assignments' tab at the top of the page, as well as the 'posts' tab.



Click on the 'view assignment' button to access the home learning task. Here you will find instructions from the class teacher detailing the work to be completed, alongside any associated worksheets the children may need. Underneath the details of the task you will see a paperclip 'Add work' icon. Here you can upload the children's completed work (this may be a word document or photo) for your child's teacher to see and 'mark'.

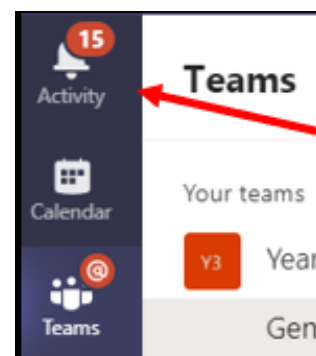
Submitting work

Once your child has completed the task and uploaded their work, click on the 'turn in' button in the top right-hand corner of the screen to submit their work to their class teacher. In some instances, there may be no work to upload (for example if the task is to watch an online Phonics lesson) but your child should still click 'turn in' to let their teacher know they have completed this activity.



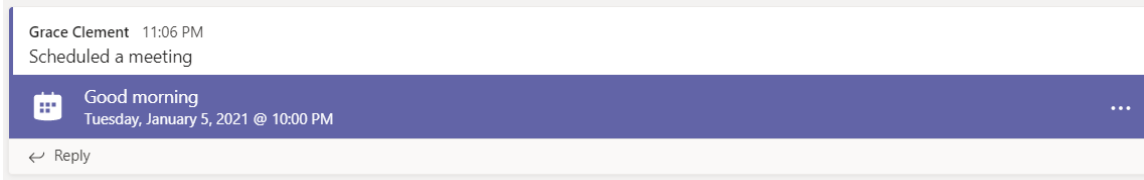
Receiving feedback

Teachers and support staff will be providing regular feedback to children once they have 'turned in' a piece of work. This may be a simple comment i.e. 'Super work!', a point to note for next time or may encourage the children to look at an answer again. When your child has received feedback for a particular piece of work this will appear as a red dot in the 'activity' tab on the left-hand side of the Microsoft Teams homepage.



Communicating with staff

Our usual communication channels, i.e. the class email systems, will continue to be available to use to communicate with staff. We will also be offering video calls twice a day with teaching staff via Microsoft Teams – these will take place in the first thing in the morning and in the afternoon, except Friday afternoons. This is an opportunity for your child's teacher to talk through the tasks for the morning or afternoon as well as address any queries or questions and have a general 'catch up' with the children. These meetings will be scheduled in advance and your child will be sent an invitation to 'join' the meeting which will be displayed beneath the day's assignments on the 'Posts' page of your child's class team. To join the meeting, click on the meeting invitation (the purple bar) then select the 'join' icon in the top right hand corner of the screen.



Please be assured the children cannot access the group video call until the teacher starts the meeting and may therefore be asked to wait in the 'lobby' until they are admitted. Whilst your child is welcome to use the video function if they have a camera on their device, there is no expectation that they do this. Please note that all children will be automatically 'muted' with the option for the class teacher to 'unmute' individual children.

For further support please see the help videos on the school website under the 'Parent Info' > 'Covid-19 Information' tab.