



St John Vianney Primary School

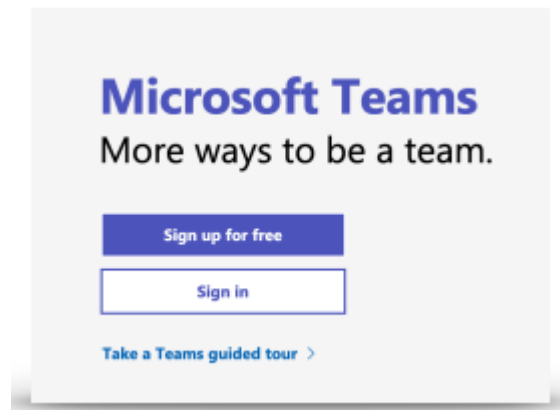
Microsoft Teams – Remote Learning Guide



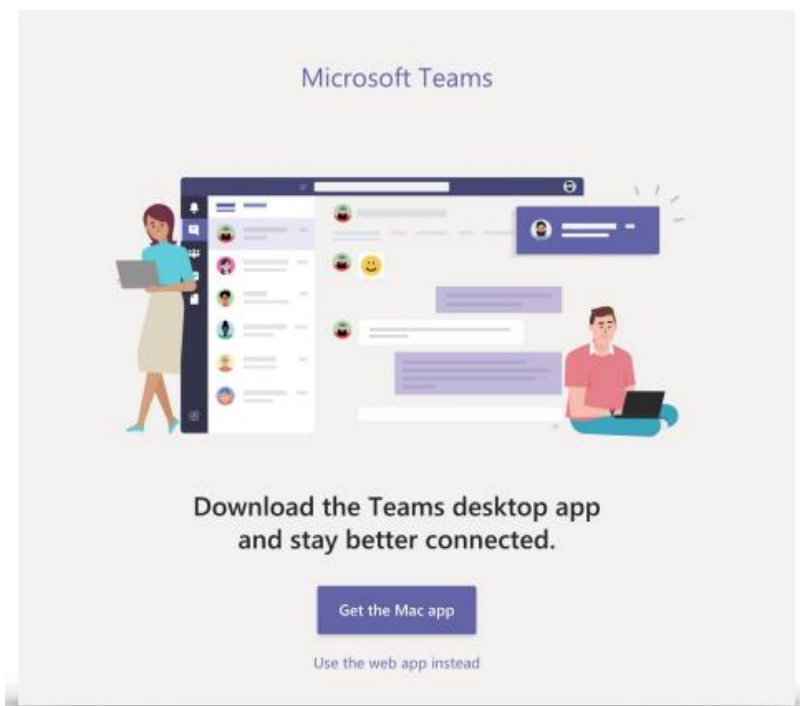
Logging in for the First Time

You can log into Teams on a desktop, a laptop, a tablet or a phone.

Teams can be accessed at this web address: <https://www.microsoft.com/en-gb/microsoft-teams/log-in> or by typing 'Teams Login' into a search engine and following the link. Click on the 'Sign in' button and use the details that were sent out in your child's remote learning pack.



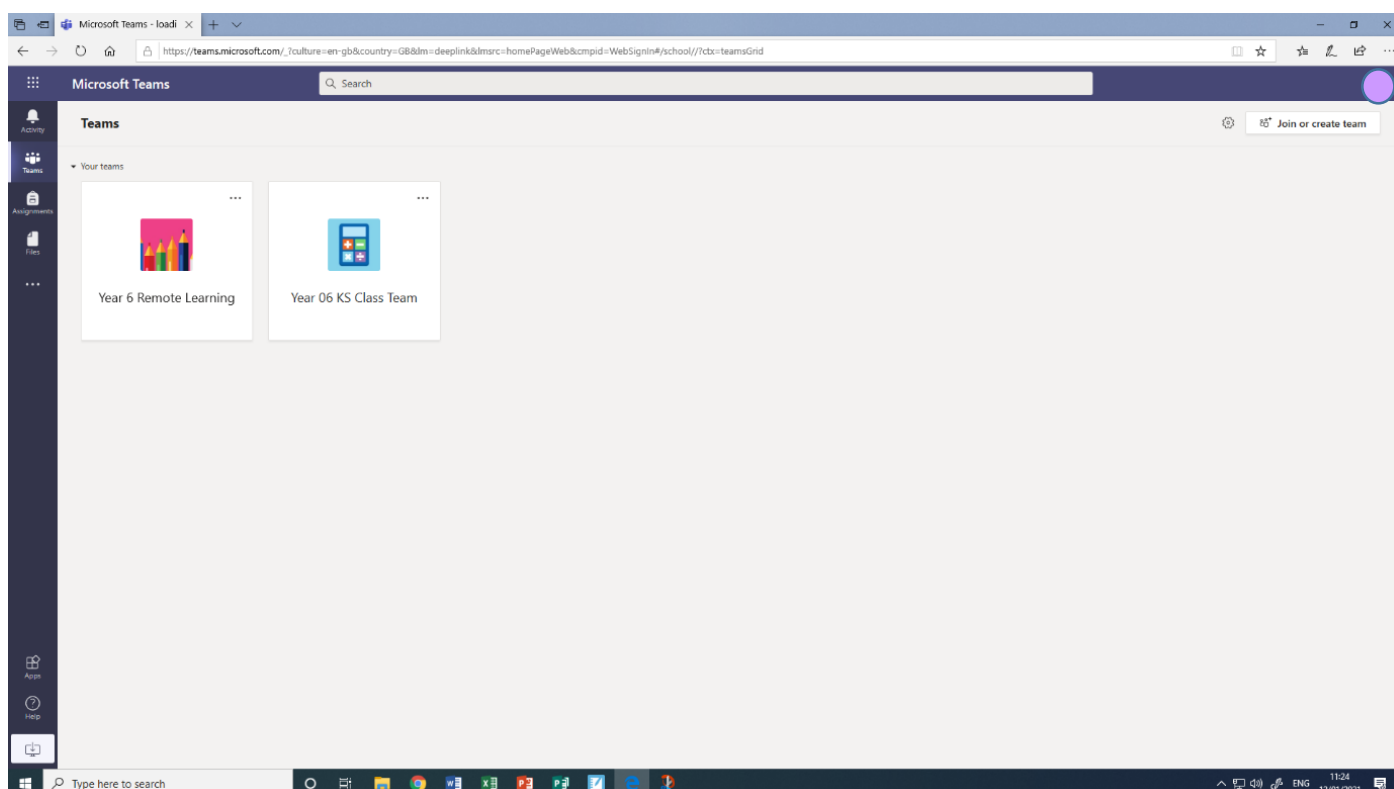
If you wish, you can download the Teams app to your device by clicking 'Get the app' or you can choose to continue using the web version in your browser by clicking 'Use the web app instead'. You can download the Teams app to more than one device. Parents may choose to log in to their child's Teams app on their phone.



When logging in for the first time, you will be asked to change your password. This password needs to be 8 or more characters and include a number and a capital letter.

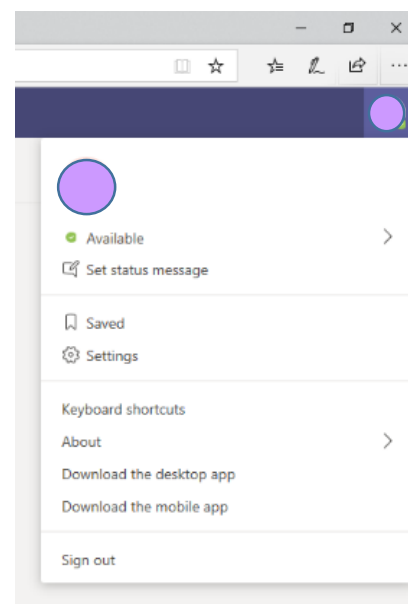
Your Teams Homepage

On your homepage, you will see a screen similar to the one below.



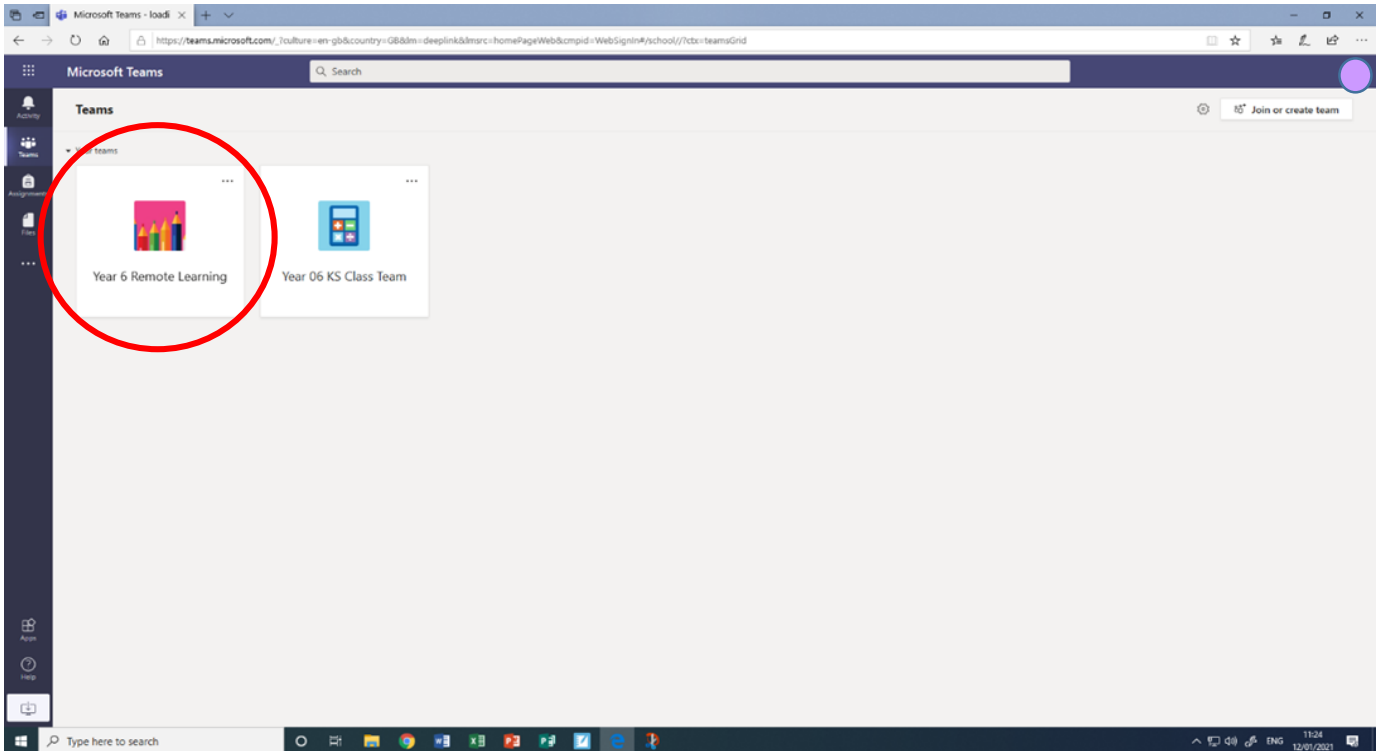
Here you have access to any 'Team' that you have been added to. Each child will be a member of two teams: one for their whole year group and another for their class. In this example, the child is in Year 6KS so they are part of a 'Year 6 Remote Learning' team and a 'Year 6KS Class Team'.

If you click on the circle in the top right corner, you can sign out of Teams.

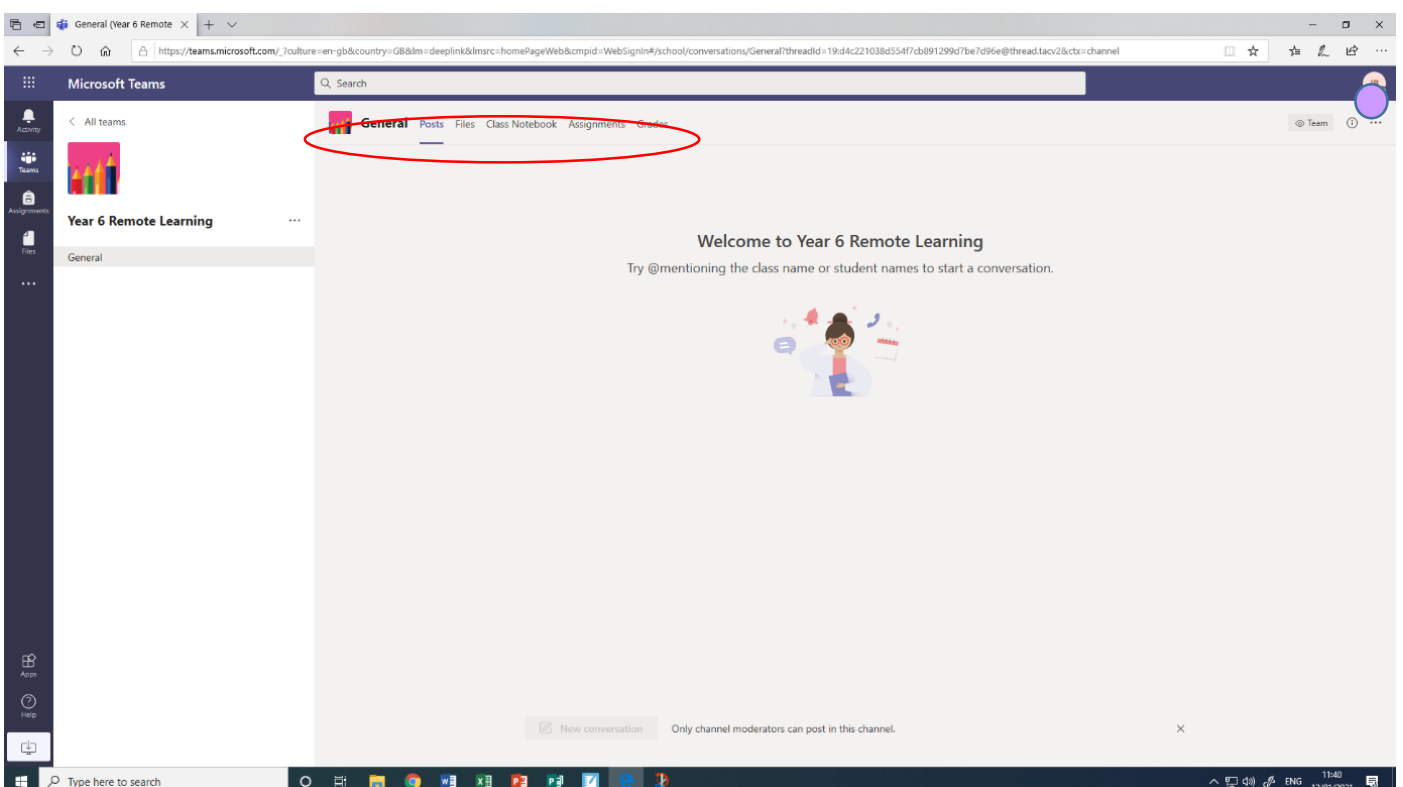


Year Group Remote Learning Team

Each child has been added to a whole year group 'Remote Learning' team. This is where your child's online learning assignments will be set and where teachers will post and make announcements for the whole year group.

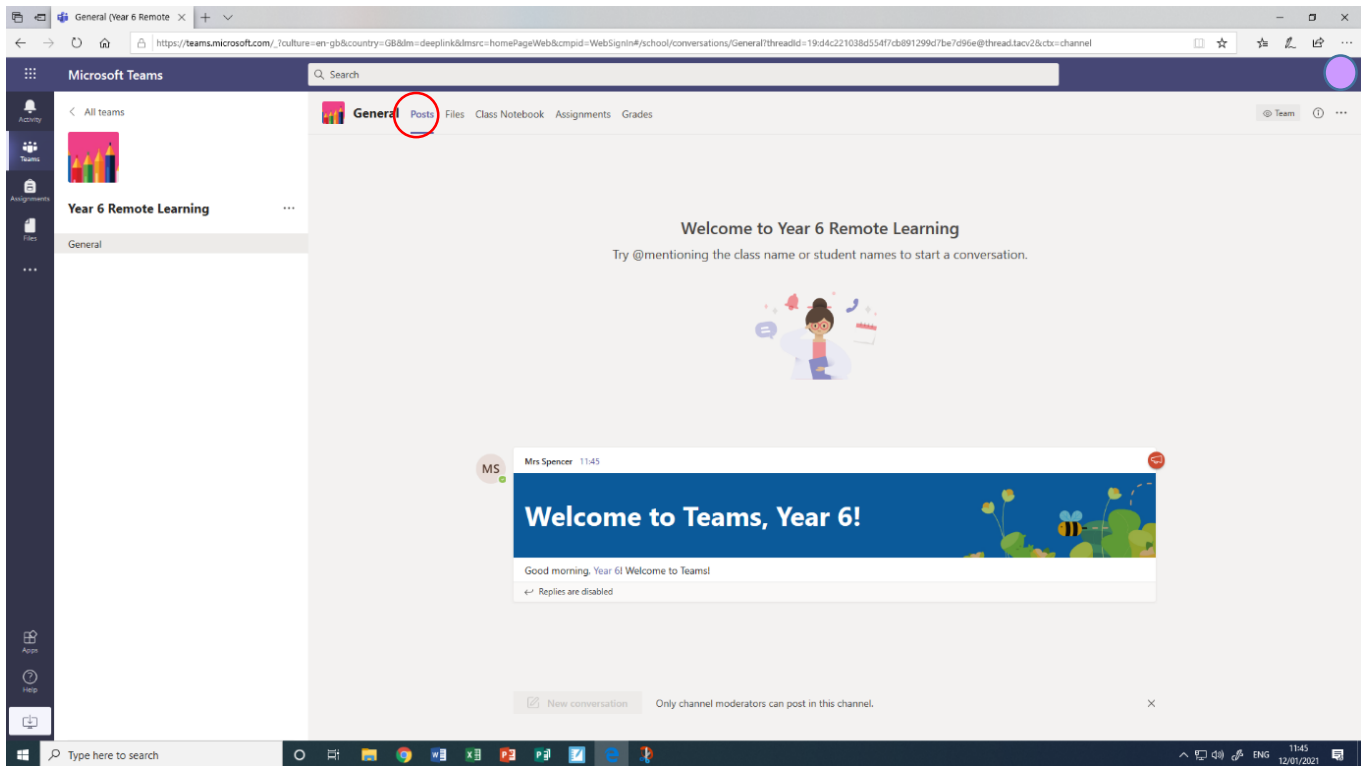


Across the top of the screen you can see a menu with options: 'Posts', 'Files', 'Class Notebook', 'Assignments' and 'Grades'. The tabs that children will be using at this time are 'Posts', 'Files' and 'Assignments'.

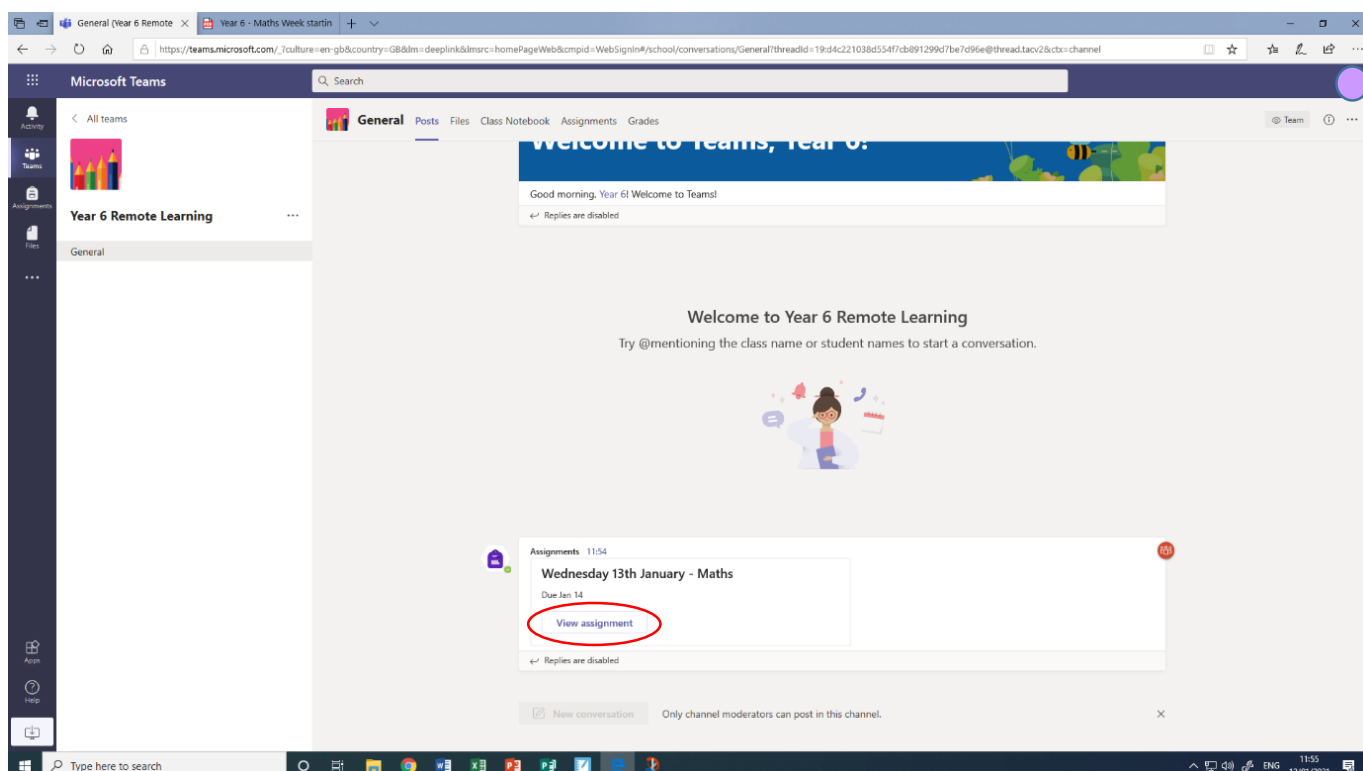


Posts

In 'Posts' you will find anything that your year group teachers post, such as announcements and messages. Children posting has been disabled in the year group general chat (see 'Your Class Team' for how to contact a teacher via Teams).

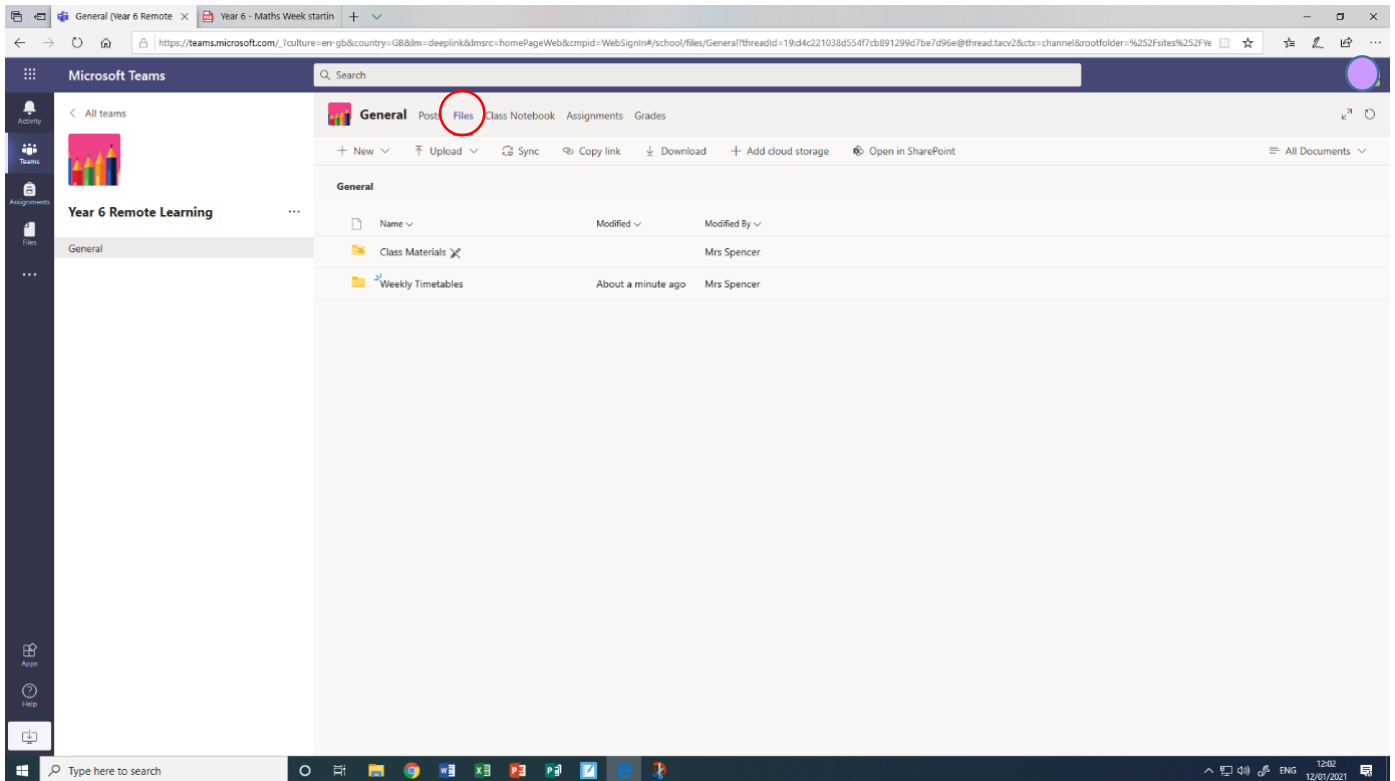


Children's assignments will be posted in this feed, and they will also appear in 'Assignments'. If you click 'View assignment', you will be taken to the 'Assignments' area, where you can view assignments, access the lesson resources and hand in work (see 'Assignments' section for how to turn in work).



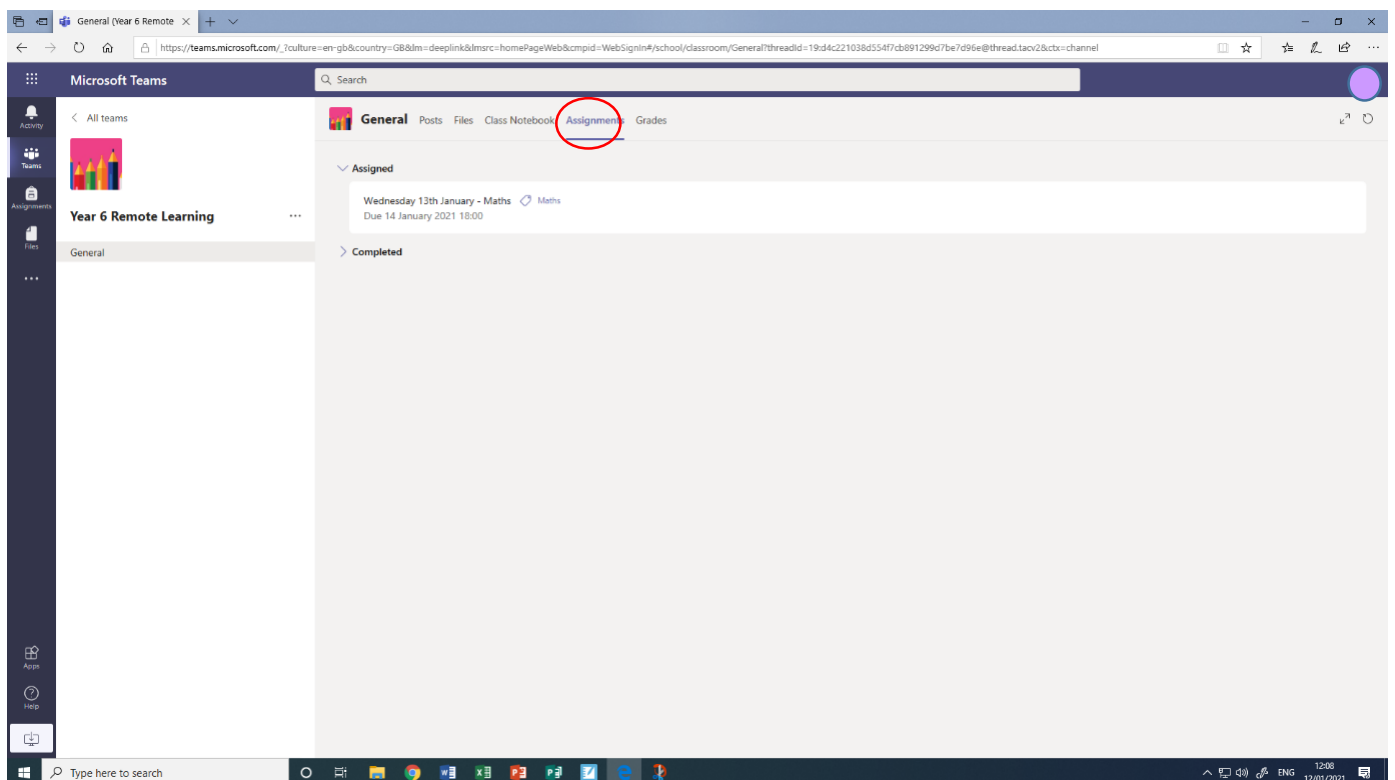
Files

In 'Files' you will find copies of files that teachers have uploaded.

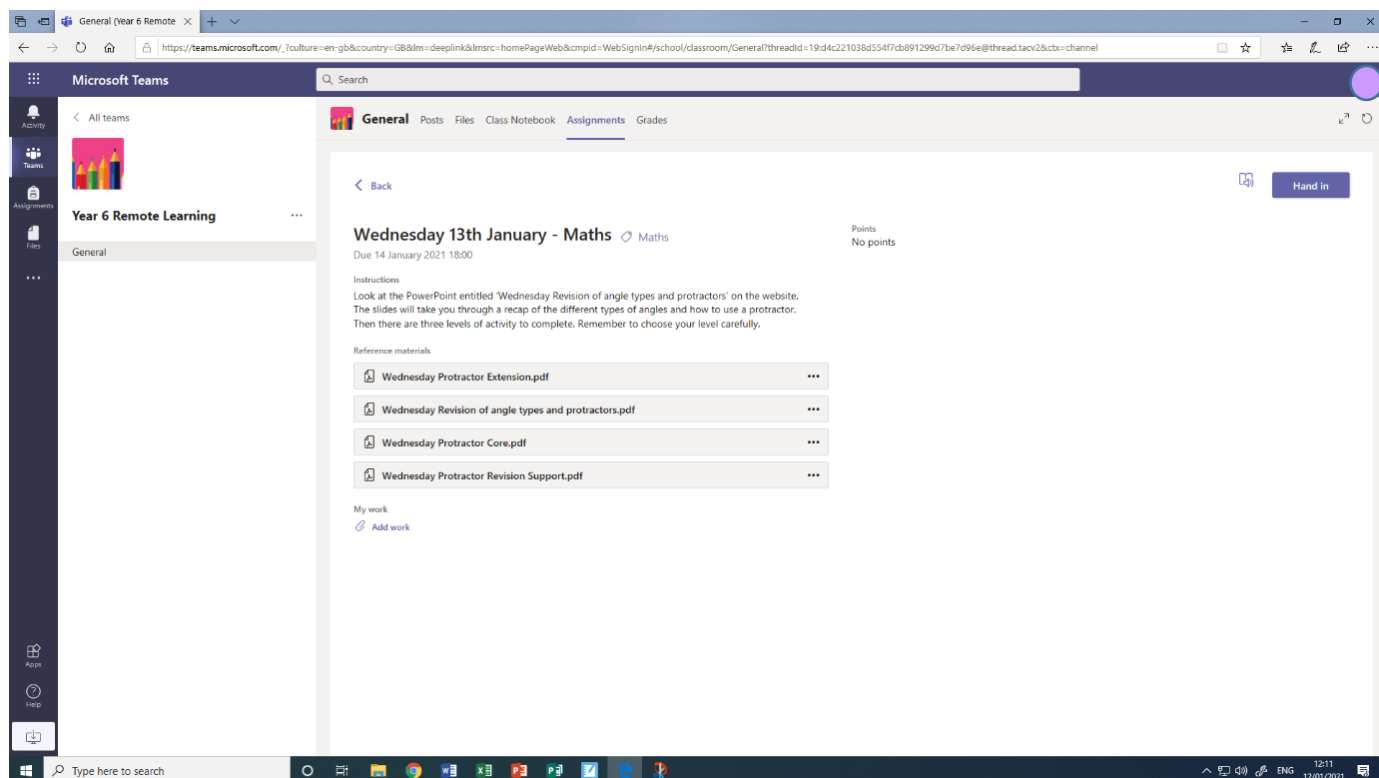


Assignments

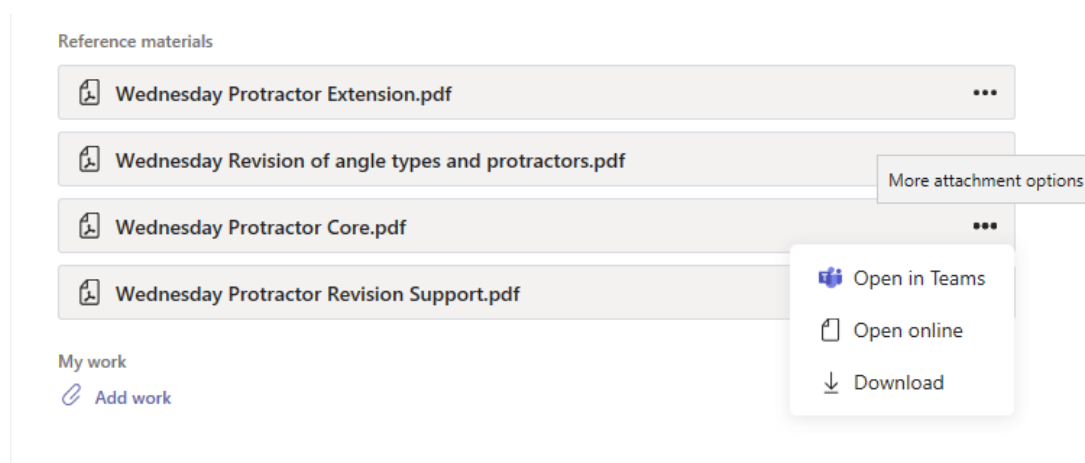
In 'Assignments' you will find all of the lessons that teachers have uploaded for your child to complete. Each assignment is the equivalent of one lesson. Within an assignment, you will find all of the materials and instructions for the lesson.



When you select an assignment from the list, you will be taken to that assignment's page.



If you click on the three dots next to a resource, it will give you the option to 'Open in Teams', 'Open online' or 'Download' the resource.



Some files will take some time to open, so you may need to wait while it loads, particularly for videos or PowerPoints with audio. If you are struggling to open the document with Teams, try downloading it. You may wish to delete documents you have downloaded in order to save storage space on your device.

Measure with a protractor

1 Here are some angles.

A C E

B D F

a) Sort the angles into the table.

Acute angle	Obtuse angle	Right angle	Reflex angle

b) How did you decide where to place each angle?

c) Estimate the size of each angle.

A C E
 B D F

Compare answers with a partner.

2 What is the size of each angle? Circle your answer.

a) 40° 140°

b) 61° 119°

c) 37° 143°

d) 21° 159°

Look at the angles you have not circled. Who might somebody think they are correct?

Returning Work

If you have access to a printer, you may wish to print worksheets and complete them by hand. Alternatively, you may be able to complete some tasks in the Microsoft Office Suite (using a programme such as Word, Publisher or PowerPoint). Otherwise, there is an exercise book in your home learning pack in which you can complete tasks. **Teachers will begin by asking for one piece of work returned via Teams per day only.**

To return your work to your teacher, look for the 'add work' button on the assignment page.

General Posts Files Class Notebook Assignments Grades

< Back Hand In

Wednesday 13th January - Maths Maths Points: No points

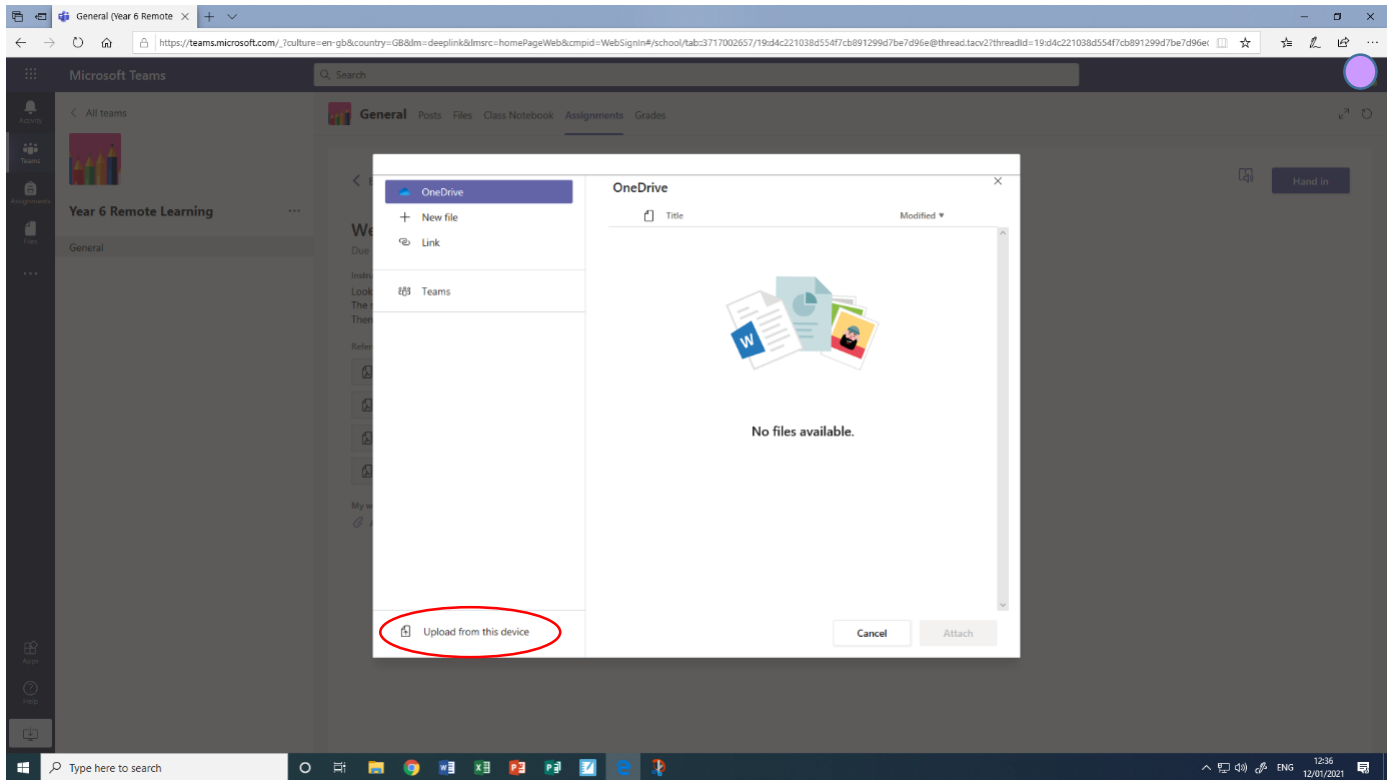
Due 14 January 2021 18:00

Instructions
 Look at the PowerPoint entitled 'Wednesday Revision of angle types and protractors' on the website. The slides will take you through a recap of the different types of angles and how to use a protractor. Then there are three levels of activity to complete. Remember to choose your level carefully.

Reference materials

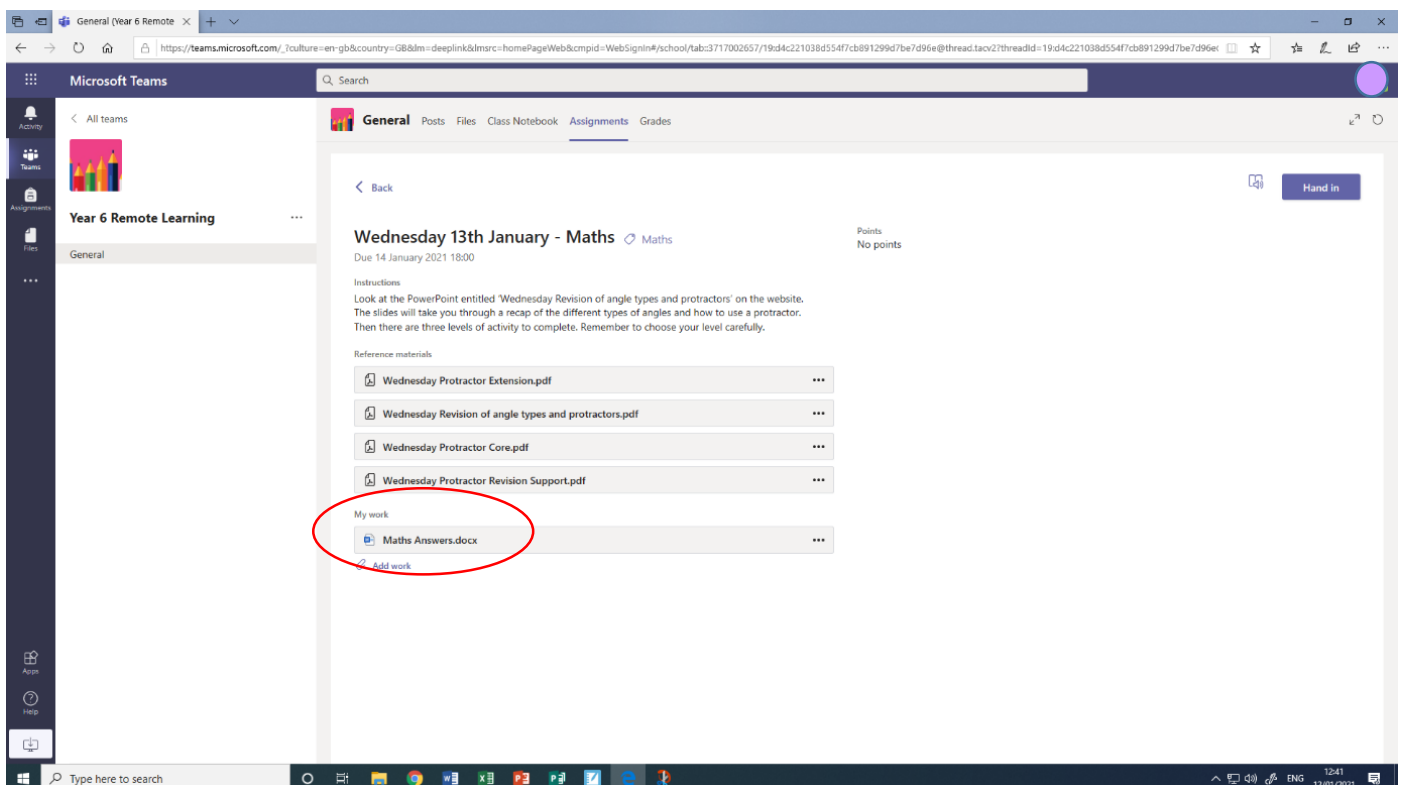
- Wednesday Protractor Extension.pdf
- Wednesday Revision of angle types and protractors.pdf
- Wednesday Protractor Core.pdf
- Wednesday Protractor Revision SupportL.pdf

My work Add work



You can upload files from your device here, such as a word document or PowerPoint. Alternatively, you can take a photograph of your work and upload it so your teacher can view it. Remember, if you are uploading a photograph, ensure that the work is in focus and can be seen clearly.

Your work will then be displayed on the assignment, under 'my work'. If you need to remove the attached work, click the three dots next to the file and select 'remove'.



Click 'Hand In' or 'Turn In' (whichever button you see on this screen) to submit the work to your teacher.

The screenshot shows the Microsoft Teams interface. On the left, there's a sidebar with 'Year 6 Remote Learning' and 'General' channels. The main area displays an assignment titled 'Wednesday 13th January - Maths' due on 14 January 2021 at 18:00. The assignment instructions mention a PowerPoint about angle types and protractors. Reference materials include 'Wednesday Protractor Extension.pdf', 'Wednesday Revision of angle types and protractors.pdf', 'Wednesday Protractor Core.pdf', and 'Wednesday Protractor Revision Support.pdf'. The 'My work' section shows 'Maths Answers.docx'. A red circle highlights the 'Hand in' button in the top right corner of the assignment card.

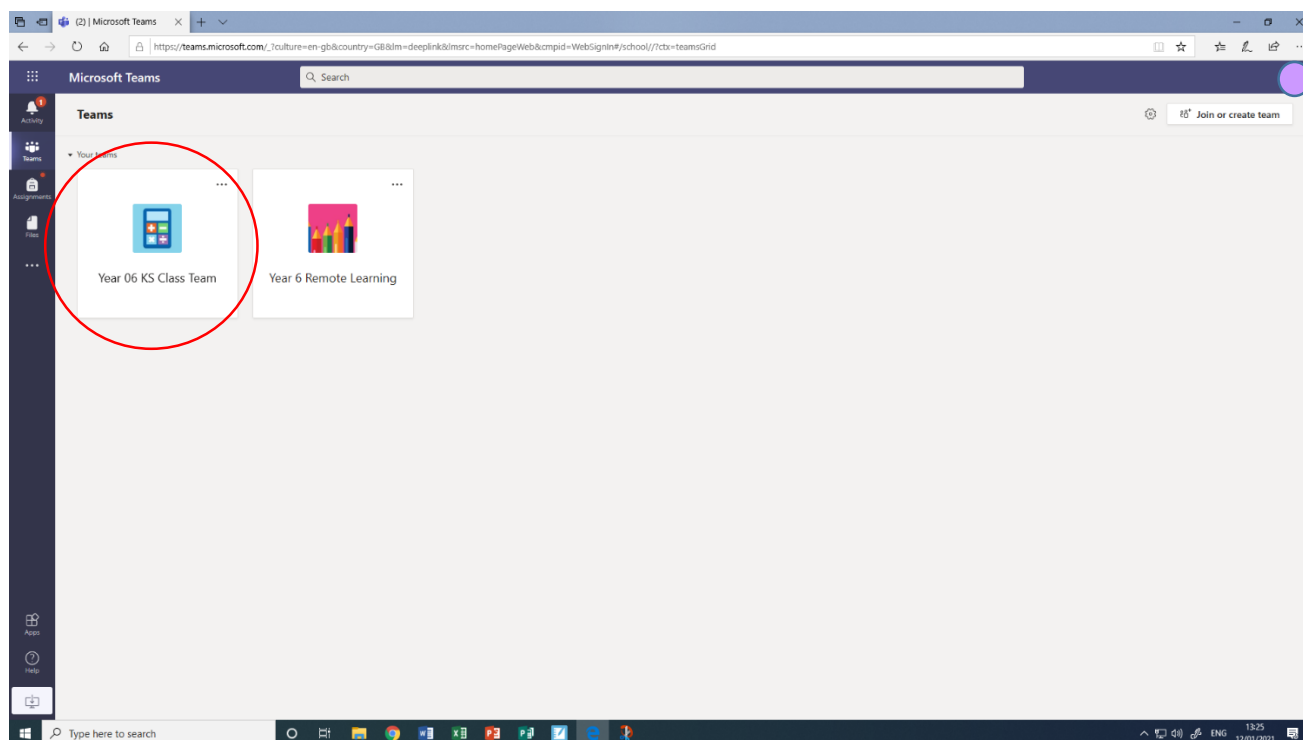
Feedback

Teachers are able to see which children have viewed assignments and who has completed them. Once an assignment has been returned, teachers will provide written feedback on that piece of work. When feedback has been provided, you will see it on the assignment page.

This screenshot shows the same assignment page as the previous one, but now with feedback provided. The 'My work' section shows 'Maths Answers.docx' with a status of 'Returned Tue, 12 Jan, 13:23'. A red circle highlights the feedback text: 'Excellent work - full marks! You have really understood today's work. Well done!'. The 'Hand in again' button is now visible in the top right corner of the assignment card.

Your Class Team

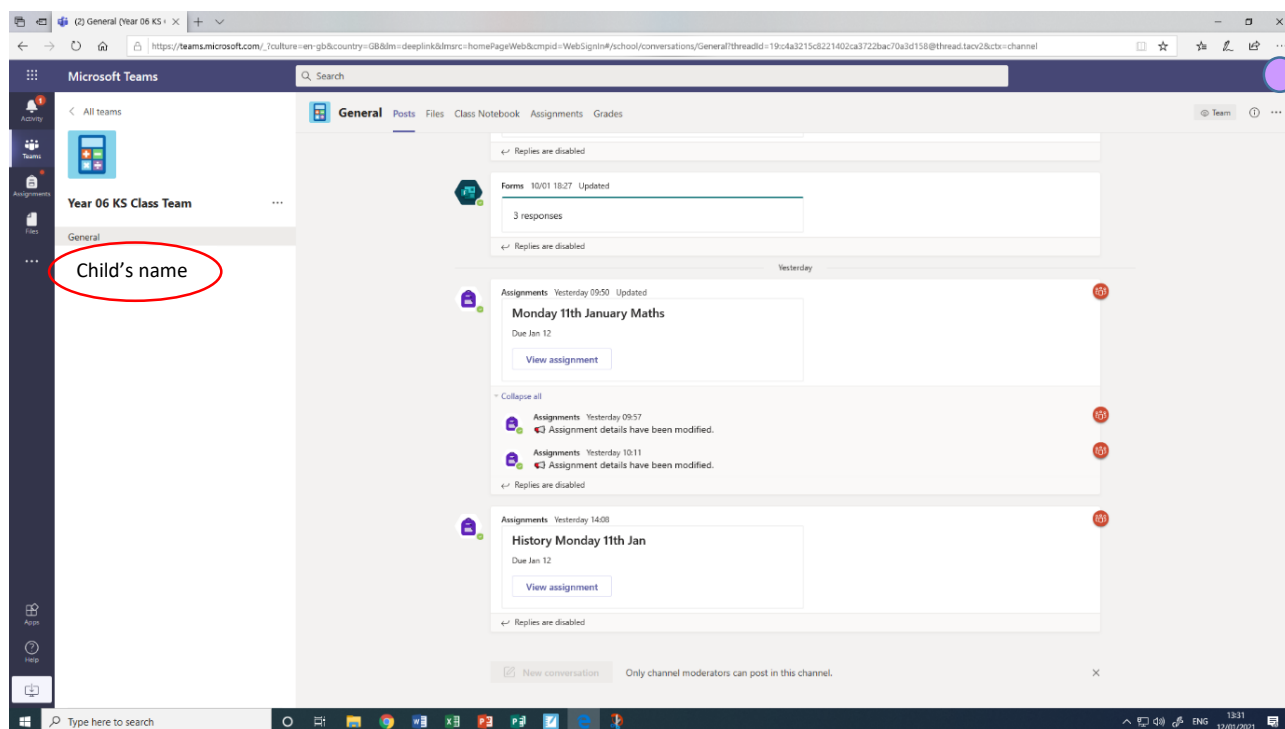
As well as being part of a whole year group team, your child has been added to a team just for their class. You can access this from the 'Teams' tab.



Both class teachers in a year group have access to these teams, so there will always be a teacher monitoring the team. The home learning assignments and resources will **not** be set using this team, but teachers may use it to contact only their class on occasion.

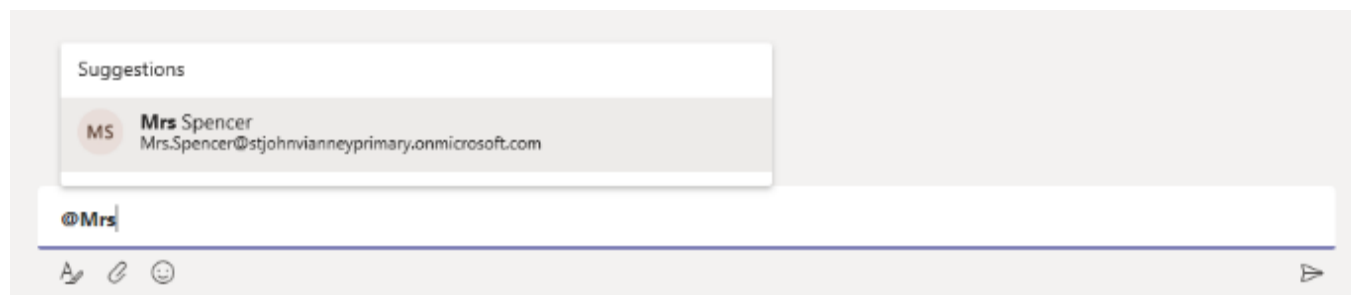
Private Channels

We have created a private channel for each child within their class team. You can find this channel to the left of the screen, under the team name.

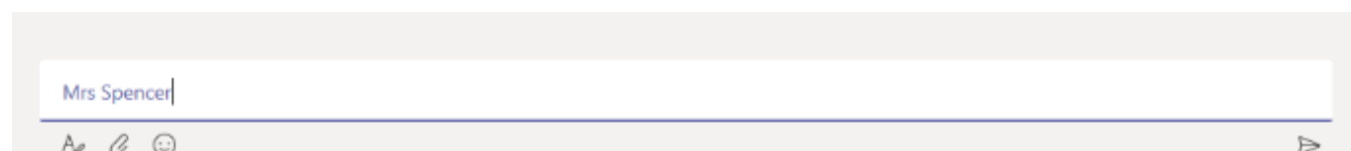


This private channel allows your child to contact their teachers directly should they need to ask questions **about the home learning and teaching only**. Both year group teachers, as well as the senior leadership team, have access to these private channels and their contents.

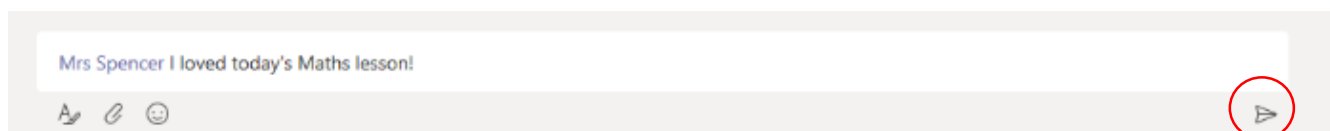
Within this chat, **use the @ symbol followed by the teacher's name** to alert them to the message (as below).



Once the suggested name is clicked, the @ symbol will not appear anymore, but the teacher's name will appear in blue, underlined text.



Clicking the paper plane symbol sends the message.



Teachers will monitor their Teams and will aim to respond to messages between 8:30am – 5:00pm. Any messages sent outside of these hours will be read the next school day.