A Forefield Guide to Remote Learning using Microsoft Teams

Dear Parents,

As you will know we are using Microsoft Teams as our chosen platform for remote learning. All children in Reception, Year 1 and Year 2 have been set up with a school account and user names and passwords have been sent out individually. User names follow the format below:

Firstname.surname@forefieldinfant.sefton.school

If you do not have your username or password please contact the class teacher via the class selfie email address.

We have uploaded a general guide published by Microsoft to the website however this guide will hopefully be more specific to the way in which we intend to use Teams as a platform for remote learning.

To log into your child's Microsoft account go to office.com and enter your child's username and password. If you use Microsoft Teams for your work or personal emails you will need to manually sign out of your account before you can sign into your child's account as most computers will automatically remember your account details. The easiest way to know which account is logged in is to look in the top right hand corner at the initials.
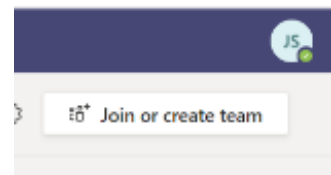
Once logged in you will find a number of icons down left hand side of the screen – select the purple people shaped icon which is the Teams feature which we will predominately be using for remote learning.

There are a number of other Microsoft programmes here such as Word, Powerpoint that your child's account has an online licence for. Therefore these programmes can be used by your child to support remote learning.

You can also search Microsoft Teams Login using your search engine and enter the same user details and password. This will take you straight to your child's Teams account.
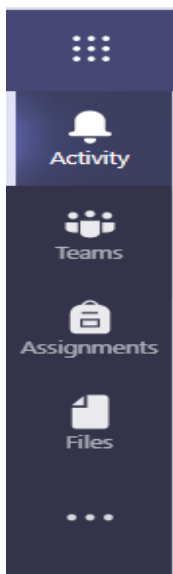
Once in the teams programme you will see a number of features in the left hand menu.

Activity - When you click on this icon you will see a thread of any activity on this account e.g any messages from the class teacher or invitations to lessons.

Teams – This is the Teams (groups) your child has been invited to join, e.g. they may be in a phonics group or maths group as well as their own class team. (see more information below)

Assignments – This is the location for all assignments set and completed. This is the place you will find any assignments set and completed by your child. Assignments allocated to your child (from any Team/group they are in) can be found here as well as within the Team assignment button.

Files – This section can be used to upload any files we want to share with you at home.

Teams
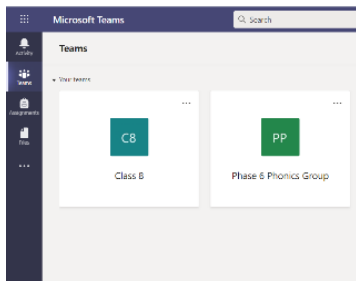
When you click on the Teams tab, you will find the Teams (groups) your child has been added to by their class teacher. They will of course also be a member of their own class Team e.g. Class 8 as well as some other teams.

Within these Teams you will find a number of features which will be explored in more detail below.

Opening a Team

To open a Team, click on the Team icon button. Once open, you will find a number of function tabs across the bar at the top which we will explore below.
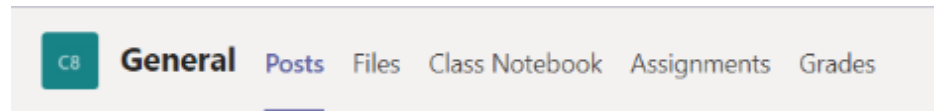
Posts – Teachers may post messages on this post specific to this Team. **Please note any comments or messages left on this page are NOT private and can be seen by all members of the Team – teachers and pupils.** Any specific messages should be sent via email to the class selfie email address.

Files – This space can be used by teachers to share any files e.g. videos or worksheets that are specific to a set assignment. These materials will be uploaded to the Class Material folder. We will notify you or guide you to this location via the assignment task or post a message to inform you we have posted a resource in here for you.
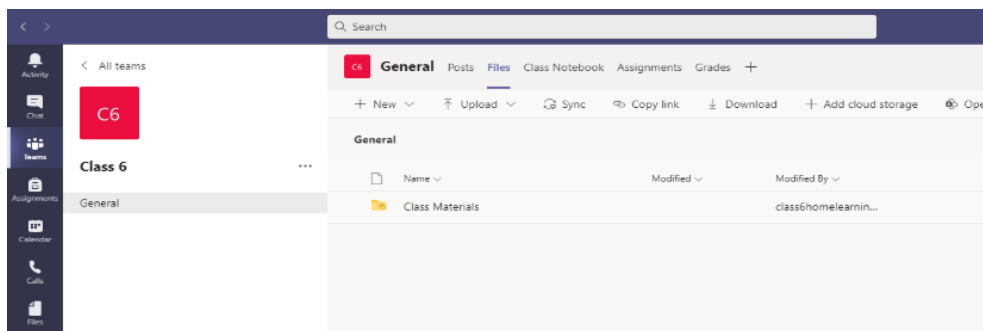
Class Notebook – There are a number of different parts to this tab. To access these areas, click on the button that looks like books (see below).
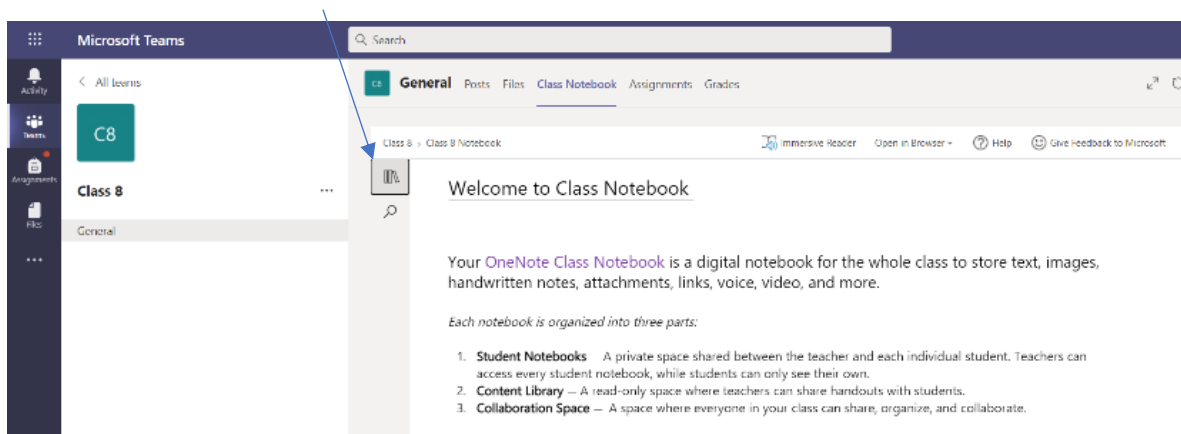
Personal Notebooks – Your child will be allocated notebooks in each Team they are added to. These note books can be used by your child to record and share any additional work they do (outside of set assignment tasks). Click on your child's name and their work books will drop down. These notebooks are private to your child and can be worked on directly or picture or word documents can be uploaded. You can add new pages to each book by clicking on the add new page tab at the bottom of the page.
Please let us know by email if you have added any additional work into you child's personal notebooks.
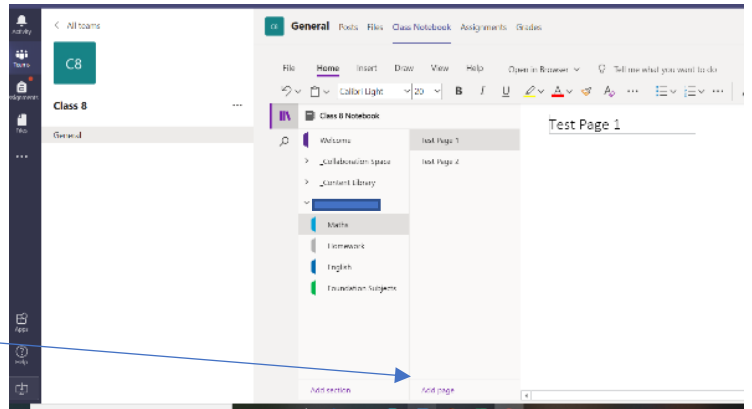

**Content Library** – This is a space for the teacher to add documents for you to read.

Collaboration Space – This is a shared space in which the teacher may ask you to work on a shared project with some other members of your class or team. **Remember this is a shared space therefore anyone in the Team can see your child's comments or contributions.**

Assignments – This is the space teachers will use to assign lessons and work for each day/week. Recorded lessons and any follow up work will be assigned to you child here. We aim to upload at least 3 hours of remote learning tasks per day however, as these are recorded lessons you can access them and complete the tasks with your child at a time that suits you and your family. We will set the assignment completion date as Sunday each week – and will upload and assign lessons during the week for your child. If you get lots of assignments set in one day please do not think you need to complete them all, these will be for the whole week for you to work through with your child.

When you click on the assignments tab you will see the assignments set and still to be completed at the top and those already completed at the bottom of the page.
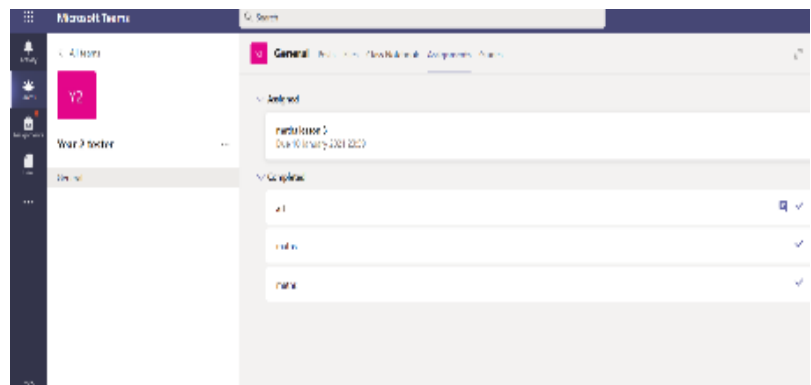
To complete an assignment click on the assignment and view the materials – this will usually be a lesson video. If there is follow up work set once the work is completed you can upload it by

clicking the add my work link which will give you several options to upload work e.g. as a saved document, a photograph or by clicking 'new file type'. It will give you the option to open a Microsoft programme such as Word or Powerpoint and work can be completed and submitted through this by clicking 'Hand in'. Once work is submitted class teachers will receive a notification and will mark and give feedback on work completed.
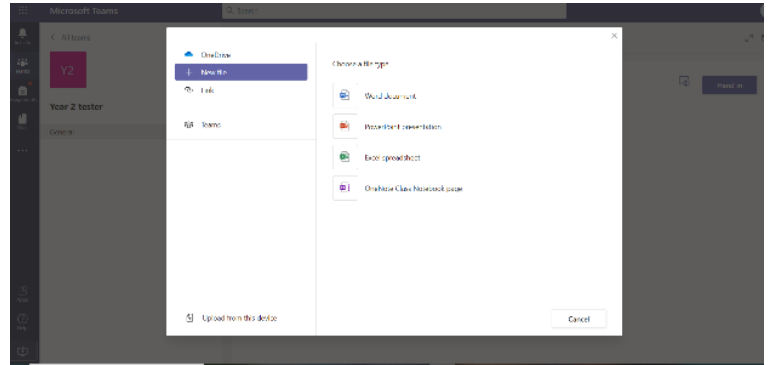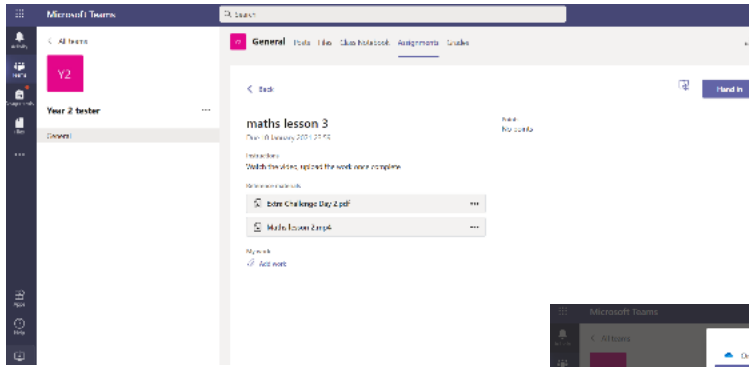
Don't forget you can also find assignments set and completed in all of your child's Teams by clicking on the assignment tab on the left of the main Teams menu (as detailed above).

<u>Grade</u> – This area is a private area for you and your child only. In this area you can see the assignments your child has completed and any feedback given by the class teacher. Not all assignments will be given a point score. If there is no point score allocated to the particular assignment you have completed, don't worry. This will be dependent on the type of task set. If your child wishes to re-do or add more work to a particular assignment even after they have complete it they can do from here by clicking on the assignment, adding and uploading more work and clicking 'Hand in again'.

Due date ▲	Assignment ▾	Status ▾	Feedback	Points ▾
Jan 10	maths lesson 3	👁 Viewed		No points
Tomorrow	maths	✓ Handed in		No points
Tomorrow	maths	↩ Returned	🗨	No points
		Feedback super job		
Tomorrow	art	↩ Returned	🗨	No points

We hope this guide helps you with remote learning and more specifically how we intend to use Microsoft Teams. If you have any issues or questions please get in touch with your child's class teacher via the class selfie email address and we will try our best to help.