# A GUIDE

TO

MS

TEAMS

Introduction

We have put this guide together to an overview of how our Learning Platform works

Microsoft Teams is the online learning platform we are using to teach our pupils remotely.

Each child has their own credentials which they should use to access Teams. When your child signs into Teams, the following page will be displayed. This gives them access to a class team and other special groups that they may be a part of.
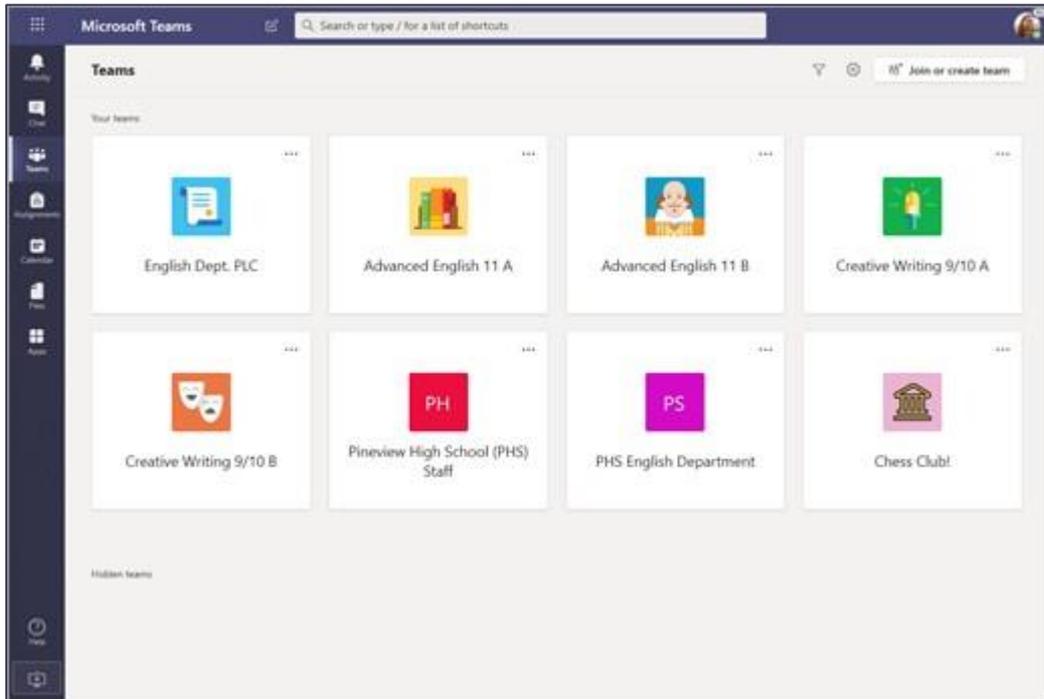
Please note that your Teams page will look different to the above. This is just an example!

Teams can be accessed from a desktop pc or laptop by accessing the Teams website www.teams@microsoft.com or from a tablet or mobile device by downloading the app. When using the desktop version, we advise using Google Chrome as your web browser.

Where can my child find their work?

Your child has a class team. Inside this group you will find work that has been set for your child.
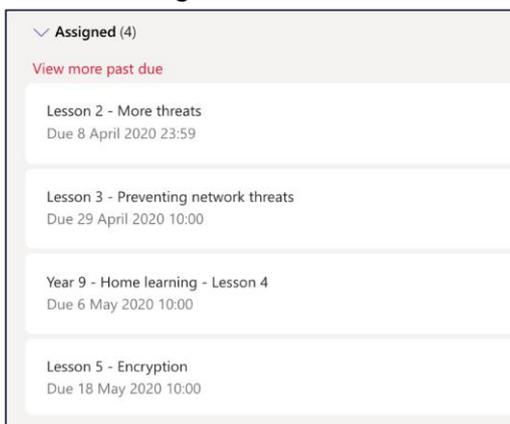
Accessing assignments

Assignments are one way a teacher will set work for your child within a Class Team.

1. To find these assignments, navigate to the subject team you want to view an assignment for
2. Click the **Assignments** tab at the top of the page
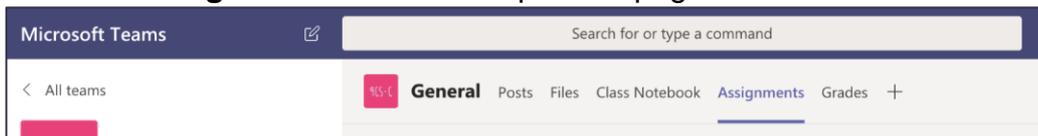
3. A list of assignments for that class will then display

4. Click the assignment to view. Instructions and resources for the task can be found inside.

Teacher posts

The class teacher will also post comments in the group, so your child should look out for these. The posts in the group are displayed in order of activity. Therefore, the most recently commented on post will be visible.

How can my child hand in their work?

The preferred way of handing in work is via assignments. However, the way work is handed in can differ from teacher to teacher. The class teacher will specify this when setting the work.
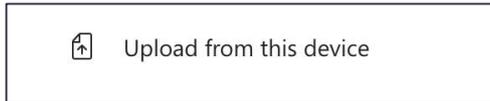
Handing work in using assignments

If a teacher sets work via an assignment then the work should be handed back in on the assignment, following these steps below.

1. Locate and select the assignment in Teams
2. Click the **Add work** button. This is located under the instruction and resources sections.

3.   Select **Upload from this device** and locate the file(s) to be uploaded.

4.   Finally, press **Hand in**. This is located at the top right corner.

Using chat

Some teachers will request work to be sent to them in chat. To do this your child will need to send their teacher a message and attach the file.

How does my child know the deadlines for their work?

When setting work teachers will add a deadline date to each task.

If work is set as an assignment the deadline can easily be viewed by accessing the assignments tab in each subject team. A list of assignments and deadlines are displayed, as below.
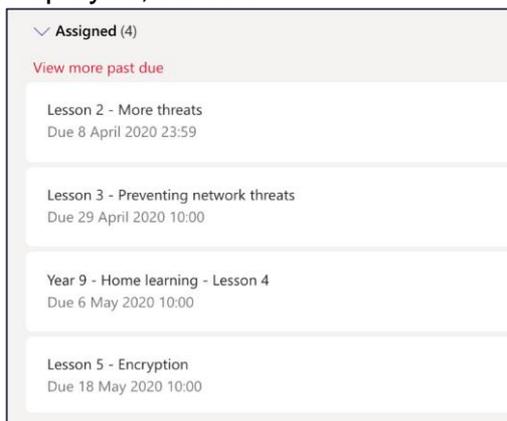
An idea which has worked well for some of our students is making a checklist of work when it is assigned along with due dates.

How do we know if my child has been praised for their work?

Teachers will praise students in multiple ways.

- **Homeworker of the week** – an electronic certificate emailed home
- **General feedback** – teachers will give direct praise to your child on their work

How can I see correspondence from my child's teachers?

Teachers will communicate with the whole class in each Class team and send personal support to your child using the chat function. You can look at these on your child's Teams account.

Is my child expected to complete all work on the computer?

There is no expectation for work to be completed using a computer or for worksheets to printed. Work can be done on paper or in subject books and photos of the work can be submitted.

Are there notifications when an assignment is set?

Yes, a notification will alert your child when any new assignment has been created. The notification may come through on their phone or appear when they log on to a computer. When teachers post in class groups and tag the class your child will also receive a notification.

When are teachers online to chat?

Teachers are contactable on Teams during normal school hours (8:55am – 3:30pm).

Should my child be following their normal timetable?

Children are expected to attend 'virtual' school through MS Teams. They should be online each morning to see what work has been set and if possible to attend any Class Meetings shown in the Class Calendar.

Can parents take over the ownership of Teams?

We would encourage all parents to regularly check and ask to see the work their child is completing on Teams. Teams have been created using your child's school email address and password. Most students are working well and developing organisational skills as well as independence. If you have concerns that they are not in control of their work please contact the school office in the first instance.

Will the school contact me if there is a problem?

The teaching staff are all in regular contact and share information on students' progress. Most likely if your child is falling behind a concern will be raised and you will be contacted by your child's class teacher. If you have any concerns, please do not hesitate to contact the school.

When do teachers set work?

This currently varies between teachers. Some subjects require extended activity while others are time focussed. It is recommended that your child signs in at the beginning of each day to see what Assignments have been posted for them to work on.

What if my child needs further support with work?

If your child needs further support with specific work, they should contact their class teacher. This can be done in the group, or privately using the chat function. If support is need on a holistic level your child can contact the headteacher via headteacher@hshafed.uk.

DFE Remote learning expectations: Jan 2021

Remote education

When teaching pupils remotely, we expect schools to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum:
- primary: 3 hours a day, on average, across the school cohort
- secondary: 4 hours a day, with more for pupils working towards formal qualifications this year
- provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos
- have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern
- gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding