

Please find attached a brief guide to help you:

1. Find the work you have been set by your class teachers
2. Find the lessons you have been scheduled
3. Help trouble-shooting any problems you are having.



The staff, students and parents are growing in confidence when using Microsoft Teams, but it is a new system and we will not all get everything right all the time.

The staff are setting 747 Blended Learning sessions a week and most of these involve approximately 30 students. Some will be live lessons, some will be assignments, others will be a combination of the two. So, if we accidentally set a lesson for 11 o'clock at night or forget to assign something correctly, please be patient with us and let us know. This is a major undertaking and much more complex than holding a handful of meetings a day with a small group of attendees.

Most of our lessons have a very high rate of attendance, which means most students are managing to access the blended learning offer effectively.

### **How to access Microsoft Teams**

Please access Teams through Office 365, so you have access to all the software. Please check your school email address regularly. Instructions are on the school website and have been emailed home previously.

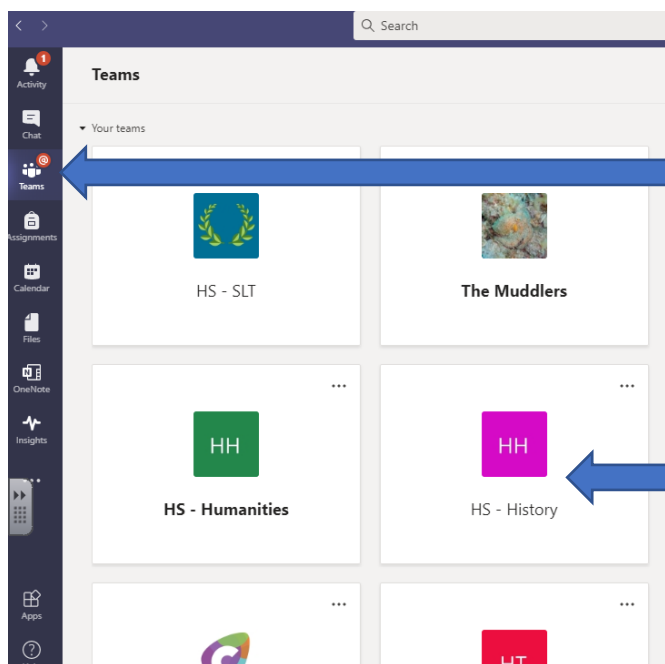
If you try to join a meeting and the teacher does not accept you immediately then please wait patiently, you could also post a message in the chat. Remember, the teacher is presenting work to the class and trying to respond to the chat, they will admit you as soon as possible.

Finally, remember that both staff and students may have unavoidable issues with internet connection or devices. If a teacher's internet connection fails, remember to look at the assignments and class materials.

The screenshot shows the Microsoft Teams interface. The left sidebar contains icons for Activity, Chat, Teams, Assignments, Calendar, Files, OneNote, and Insights. The main area displays a calendar for January 2021. Annotations with arrows point to specific features:

- Click here to check all your teams (subjects).** Points to the Teams icon in the left sidebar.
- Click here to check all your assignments (work).** Points to the Assignments icon in the left sidebar.
- Click here to check all your meetings (live lessons).** Points to the Calendar icon in the left sidebar.
- You can click on the calendar to join a live lesson.** Points to a calendar event titled "History 10B Lesson 2 12 Jan" by Sue Issatt.

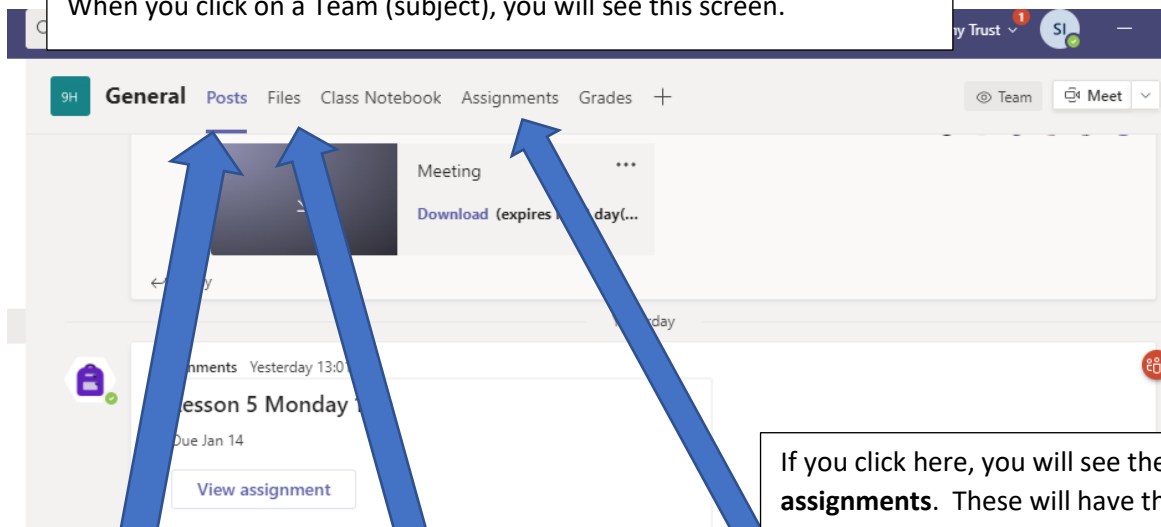
The calendar shows events for January 11th, 12th, and 13th. Events include "Weekly Briefing" by Jos, "Titanic 2" by Emily Row, "10B History" by Sue Issatt, "Professional Mentor" by Sue Issatt, "11A History lesson" by Sue Issatt, "History 10B Lesson 2 12 Jan" by Sue Issatt, and "8R1 History lesson".



If you click here, you will see a screen like this with all your teams on it.

If you click here, you will see all the information about that Team (subject).

When you click on a Team (subject), you will see this screen.



If you click here, you will see the **chat**, assignments and the **recordings** of previous live lessons.

If you click here, you will see the **class materials**. These will have the date of the lessons and will be what the teacher shares during the lesson.

If you click here, you will see the **assignments**. These will have the date and the time of the lessons. You can write on these documents and "turn them in" (hand them in for feedback)

If you click on an assignment, this is the screen you will see.

The screenshot shows a Microsoft Teams interface for an assignment titled "Thurs 14th Jan period 2 End of Topic Test". The assignment is due on January 20, 2021, at 11:59 PM. The instructions state: "Complete the end of topic test, mark it and email me your scores please. There isn't any triple content in this topic which is why it is a Trilogy test. Let me know if there is anything you want me to go over next week when I'm hopefully feeling better. Otherwise we'll be starting our new topic. As always I'll be on chat. Mrs Tong". Under "Reference materials", there is a document titled "HT Trilogy RE of CC test and mark scheme.docx". Under "My work", there is a link to "Add work". A "Turn in" button is located in the top right corner. Annotations with arrows point to the "Add work" link, the document, and the "Turn in" button.

Click here to see the assignment.

Click here to add work.

Click here to hand the assignment in.

If you click on add work, this is the screen you will see.

The screenshot shows the OneDrive upload dialog. On the left, there is a sidebar with "OneDrive", "New File", "Link", and "Teams". The main area shows a table with columns "Title" and "Modified". The table contains one entry: a folder named "ICT" modified on "Dec 9, 2020". At the bottom, there is a section for "Upload from this device" with a button labeled "Upload from this device". Annotations with arrows point to the "OneDrive" header, the "Upload from this device" button, and the "Attach" button.

Click here to add work from one drive.

Click here to add work from your device.

Click here to attach your work for the teacher to give feedback.

Cancel Attach