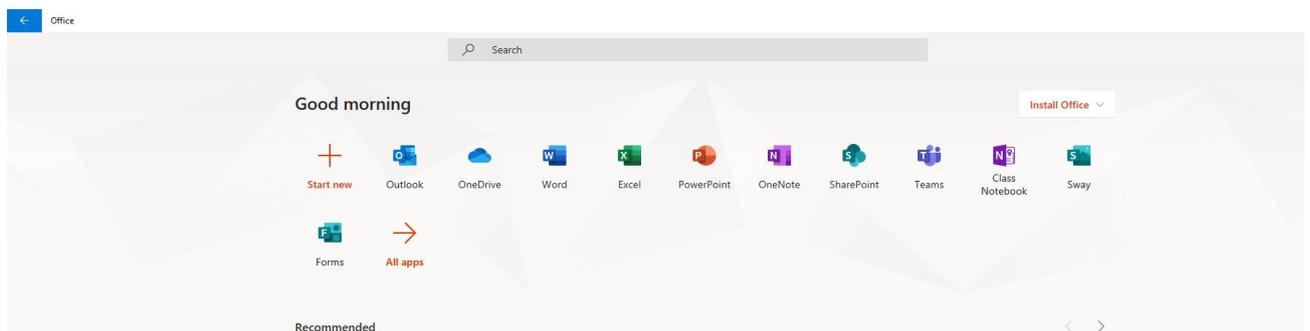


## BWS Pupil Home Learning Guide to Teams

### Gaining access to Microsoft 365

- You should have a copy of Microsoft 365 installed on at least one piece of IT equipment at home. Locate this and click on the icon on the desktop. Alternatively, you can go to [www.office.com](http://www.office.com) on the internet and log on from there.
- You will be asked to sign in. The details you need are as follows –  
**email address** – The normal start of your school email address@bws-school.org.uk e.g. [170tk@bws-school.org.uk](mailto:170tk@bws-school.org.uk) (Please note that the tail end of this email address is different from your normal email address at school)
- **Password** – This is your password that you normally use to log onto the school IT system.
- You should have now logged on and will be faced with a screen that looks like the following:



- You now have all of these options available to you, but please note that 'Outlook' does not currently work through this root.
- Most of the programs are available as Apps as well as. The Apps are often the best format to work in.
- For remote learning the key App we will be using is '**Teams**' and the rest of this information booklet will explain how to make best use of this.

## Teams

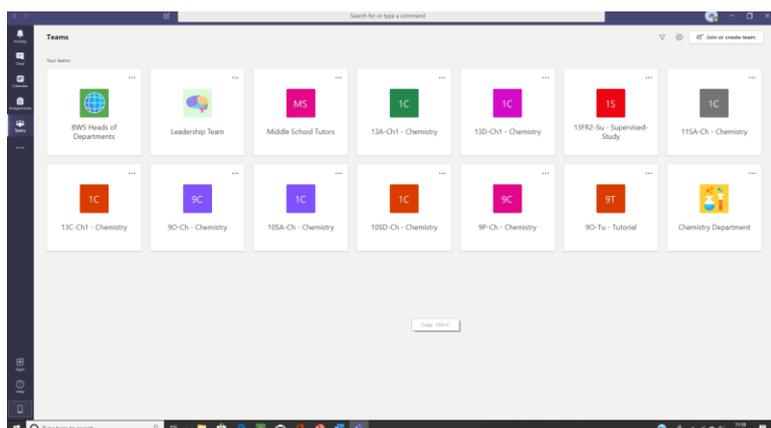
Teams is an App that can be used as follows:

- To communicate with your teacher – asking any questions you might have about your work.
- Your teachers can also set you work (through the ‘Assignments’ tab) and you can upload your answers when you have completed them.
- Teachers will then be able to give you written feedback.

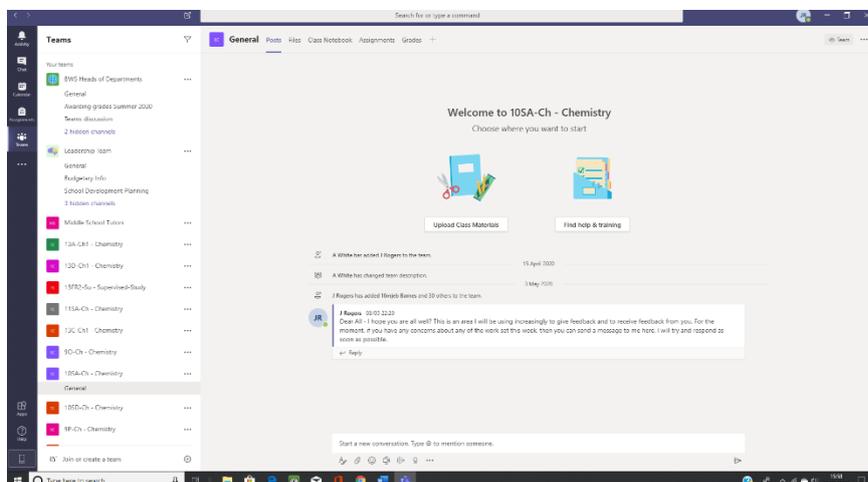
The real strength of ‘Teams’ is that it allows for easier interaction between teacher and student and it has the capability to have ‘live’ sessions using text; audio or video.

## Understanding the icons on Teams

Click on the Teams App and you should see a list of the ‘Teams’ which you are already a member of – mostly your class groups. You can see if anyone has ‘posted’ any information to any of your ‘Teams’ because the writing on the ‘tile’ for that Team will be in bold font.

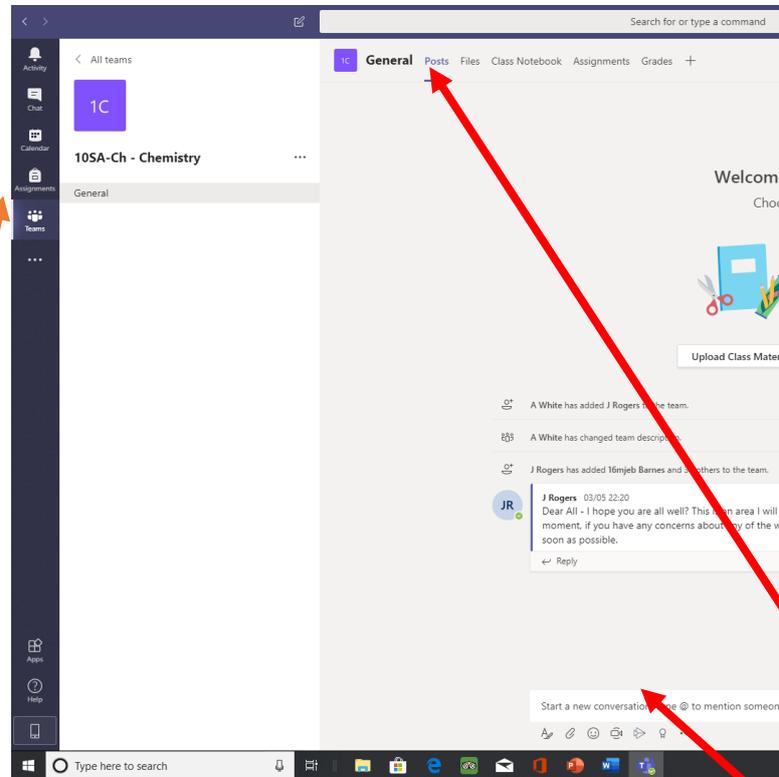


If you would prefer to display your ‘Teams’ in list format then click on your initials at the top of the page and then on ‘Settings’. You can then click on the list format and the display will look like this:



This is really a case of personal preference.

If you click on one of these Teams/Teaching Groups you should see something like the following:



### Navigation

Use the buttons here to move between different elements of Teams.

**Teams, Activity** and **Assignments** are the most useful to you.

### Class Discussion

The main window, accessed by the **Posts** tab at the top is where most discussion might take place. Ask your teacher, or friend a question, upload a picture of your work or share a file.

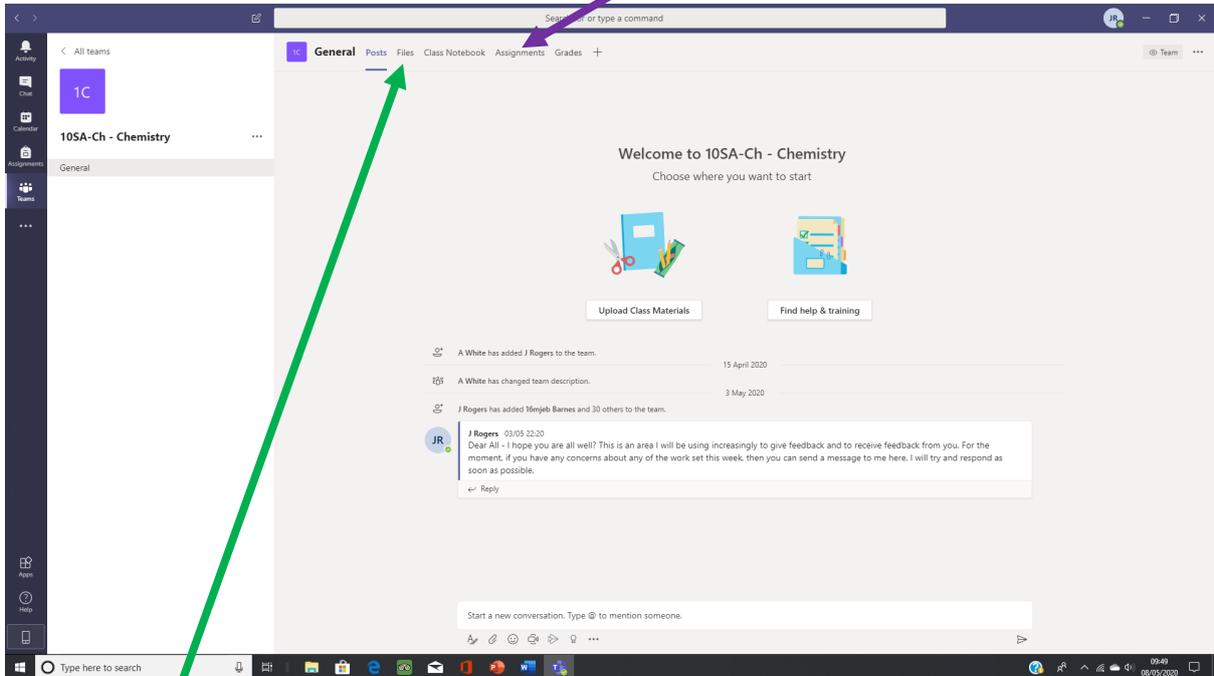
Just remember this is a space viewable by everyone in the class.

Please note that when 'posting', If you want to reply to something that has already been written, look out for the little **Reply** button, underneath the comment rather than starting a new 'post'.

For posting new comments, go to the bar at the bottom of the page. You can attach all kinds of work to this page, if you are using a tablet, you may have even more options of ways you can post.

## Assignments

If you click on this you will be able to access all the tasks set by your teacher.



## Files

You can view all the files shared with your team here.

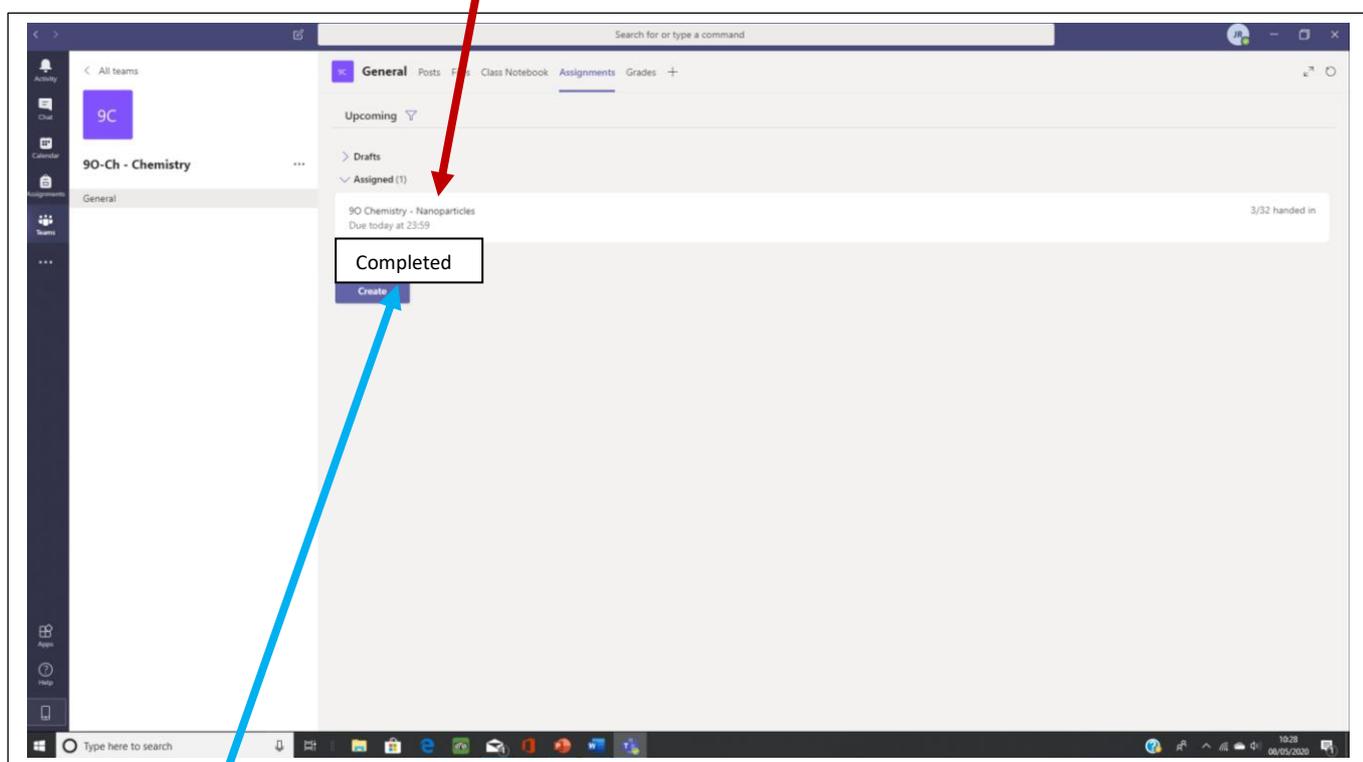
## How to use 'Assignments'

This is the key part of 'Teams' for you to access class work and to submit work once you have completed it. At a later date, your teacher will also be able to give you feedback on your work. Assignments are private. The work you submit this way will be only visible to your teacher, unlike work shared on the **Posts** page.

How they work....

### New Assignments

New assignments will appear under the **Assigned** section. When they appear, click on them to open them. You will see the assignment window open for you.



### Completed Assignments

Click on **Completed** and it will open a list of all the work you have completed for this class.

You can open each assignment and see what marks you were given, or what feedback you were given by your teacher.

- Once you have clicked on the Assignment you want to work on, a new 'assignment window' will open.
- The top of the page will give you all the instructions from your teacher – including what you need to do and by when your assignment needs to be submitted.
- Sometimes there will be a button for you to **Add Work** which is where you will need to send what you have been doing.
- There is also a **Hand In / Turn In** button in the top right corner, to submit work if required.
- Once your teacher has had a chance to review your Assignment then they can give you private feedback which you should be able to view here as well.
- **Please note** – it is important to submit your work using 'Assignments' rather than the 'Posts'. Using 'Assignments' means that the only people who will see your work will be you and your teacher. If you use 'Posts', the whole class will be able to see your work.

### Live interaction using 'Teams'

Using the 'Posts' function it is possible for a teacher to set up a 'live' teaching session for your class. This can take several forms:

- Discussion using 'live' text communication – this could involve a teacher responding to questions/giving explanations and typing answers on 'Posts'.
- 'Audio' sessions – 'live' discussions about work and an opportunity to ask questions if you are stuck.
- 'Video' sessions - an opportunity for a teacher to demonstrate/explain work and to answer any questions.

Some or all of these may be employed by your teachers at some time.

## Protocol for 'Live' Interaction Sessions

- By first thing in the morning check whether your teachers have arranged any 'live' sessions for that day (You will need to look at the assignments set for each subject that day or possibly in the 'Posts' section). – Note the times of the 'Live sessions' and make sure you are logged into 'Teams' at that point.
- It is likely that your teachers will use their timetabled lessons for these 'live' sessions to avoid clashes with other classes.
- Your teacher will make contact – either by text, audio or video at the time agreed.

## Concerns about 'Live' Interaction

There may be many reasons why you might miss these lives sessions:

- Illness;
- Caring for a family member who is ill;
- IT equipment availability or breakdown;
- Broadband issues etc.

Please do not worry if these things happen, but do your best to be present so that you can get the benefit of these sessions. In some cases, teachers may be able to record these sessions (if appropriate) and then can 'post' them at a later date.

If 'Audio' or 'Video' sessions are used it is also important to remember that normal classroom protocols apply. Please also remember to be appropriately dressed and to try and find somewhere quiet so that you will not be disturbed. If you have parents at home, it would also be a good idea to let them know that you will be involved in a 'live interaction' with your class.