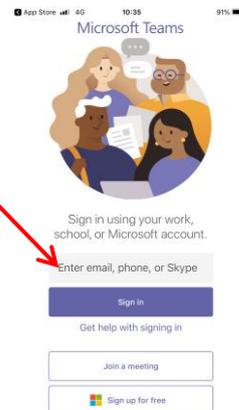


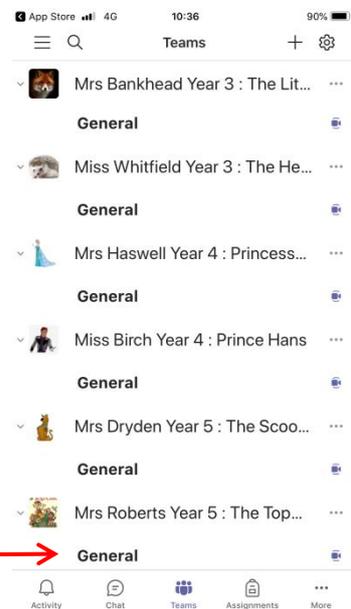
SUPPORT FOR ACCESSING TEAMS ON AN IPAD OR SMARTDEVICE:

1. Download the Microsoft Teams application to your device.
2. Sign in with your child's new access credentials



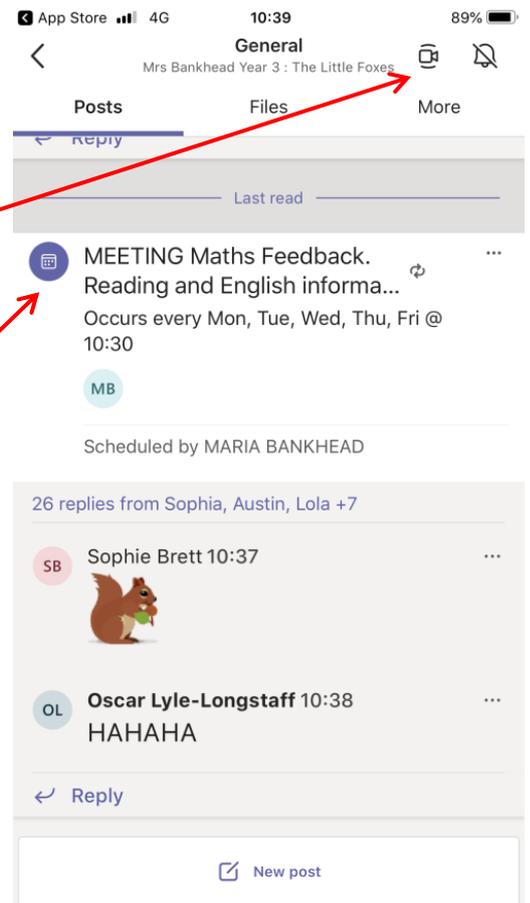
3. You will now see the Team your child is assigned to (this example shows Mrs Anderson's whole Teams access, so you would only see your child's Team).

Beneath each icon is a 'General' tab with a video camera. If you click this, the Team expands so you can see the group chat, files links etc.:-



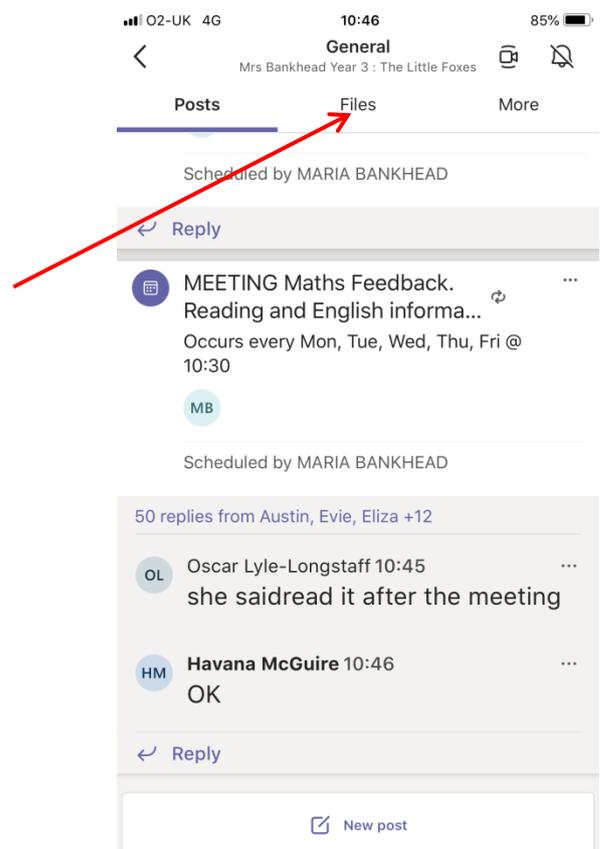
4. This is the view when you click the 'General' link. Join a live chat just by clicking the small video icon at the top as pointed here. Children can also type responses in the general chat box:

Note the Calendar alert set by Mrs Bankhead in this example. Children can also join the chat by clicking that link at the directed time.

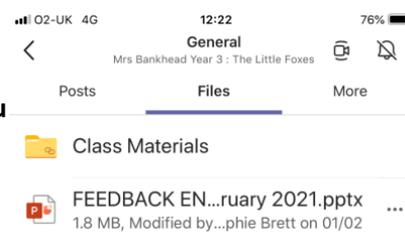


5. The next few screens provide a walk-through of how to access the daily resources that the teacher will refer children to at the start of the session. These documents will ordinarily be PowerPoint documents which are easily accessible through the Teams link:-

When you click 'Files', you will be diverted to the main resource library.

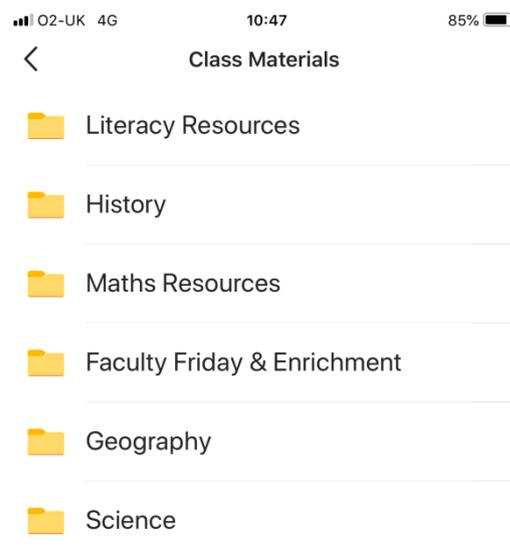
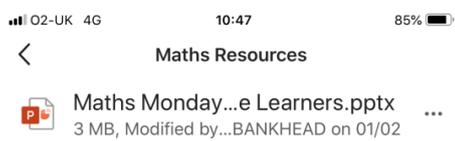


6. This menu then opens up the 'Class Materials' folder. When you click into this folder, you will be taken to the sub-folder menu which lists the different subjects.



Click into the relevant one for the subject being studied in that session. For example, if you click into the Maths Resources folder, today's work will be there as per the image below.

Just click onto the file and the work will open up:-



General:

The Class Resources folder is the master file where teachers will save the daily work. These are 'Read Only' files which means children can open them and work through them but they cannot edit or modify them.

If a child chooses to 'download' a copy and then subsequently tries to post that back to the teacher, the document will appear in the general list of resources within the Files link. This is creating a little confusion at the moment. Children do NOT need to post work back to the Team this way. The teacher will make it clear as to what work we expect children to submit back to us for assessment, and they will ordinarily take the form of Assignments which are easy to access from the Teams menu. (**Refer back to step 3 of this guide** – check the image. You will see the icons along the bottom of the screen : the Assignments tab is where children will find the work the teacher is setting for assessment/review).

Remember, it is early days and the platform will become easier for children to use as we ourselves learn more about the things it can do so we appreciate your patience but hopefully this quick guide will help.