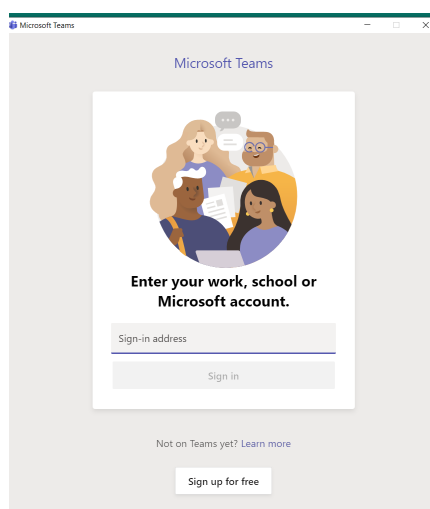


How to use Microsoft Teams like a hero.

If you and your class need to learn from home you will be using a programme called Microsoft Teams. This means you can still share your learning with your teacher and keep busy at home, learning all the things every hero needs to know.

These familiar faces will help you through this guide so you and your adults at home can use Teams with confidence. It is important you know your username and password, your teacher will have given you this information. Write it on the front of this guide so you know it is somewhere safe.



Sign-in address: _____

Password: _____

You need to keep these safe and private.

Headteacher Mr. N. Edensor

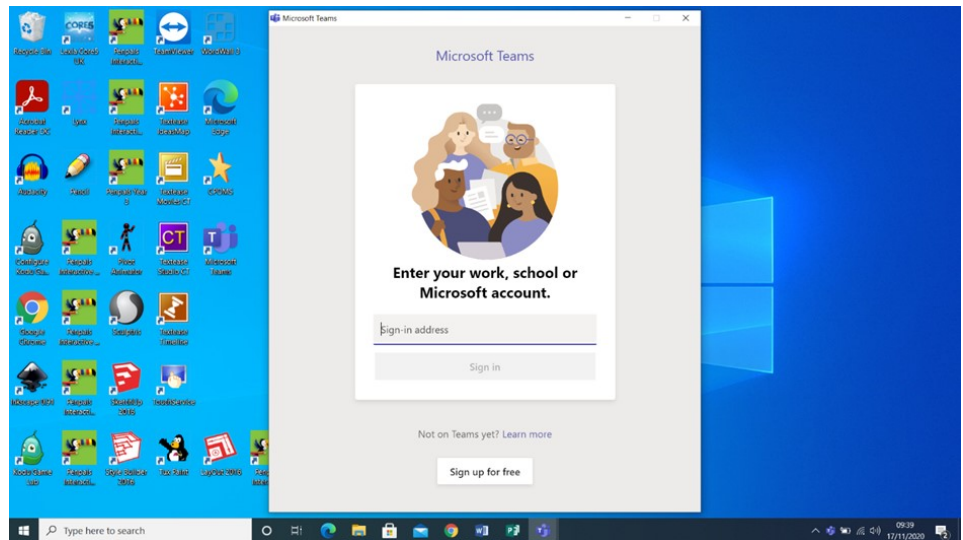
Tel. No: 0113 2716978

Email: mainoffice@beestonprimary.org

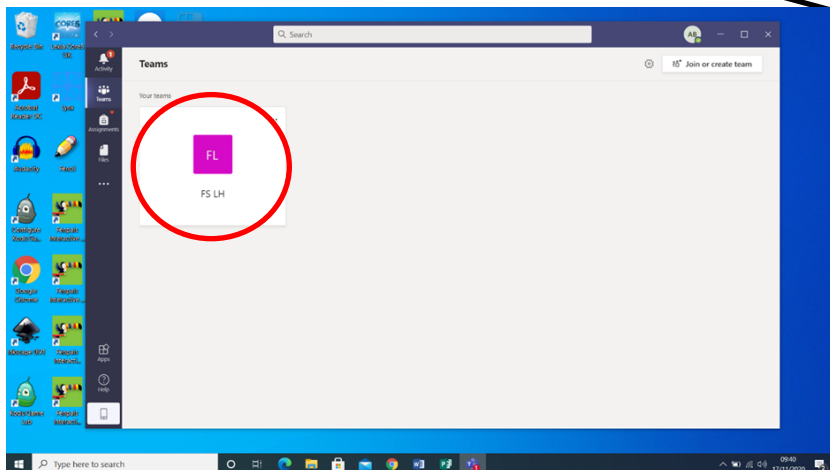
www.beestonprimaryschool.co.uk

Part of the Leodis Schools Alliance

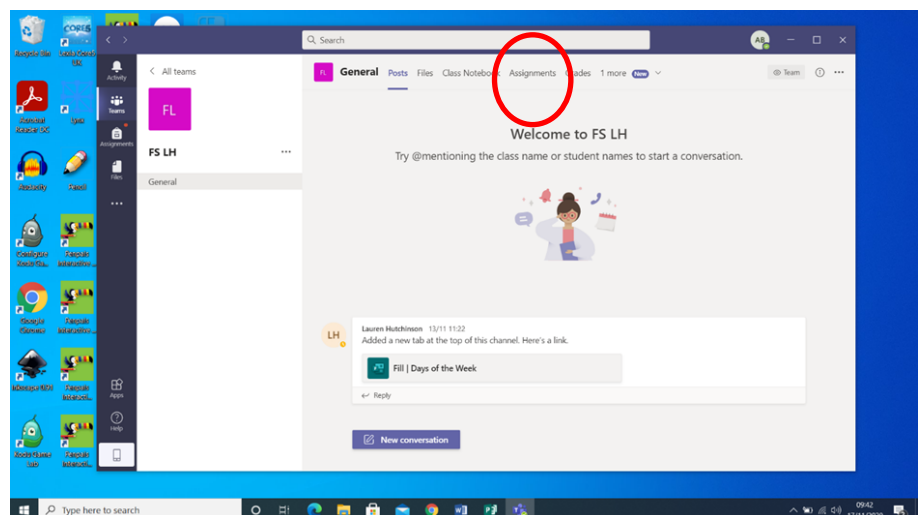
1. You need to log in using your details on the front of this booklet.



2. You will see your class name on here. This is where you will find everything you need. Click on it.



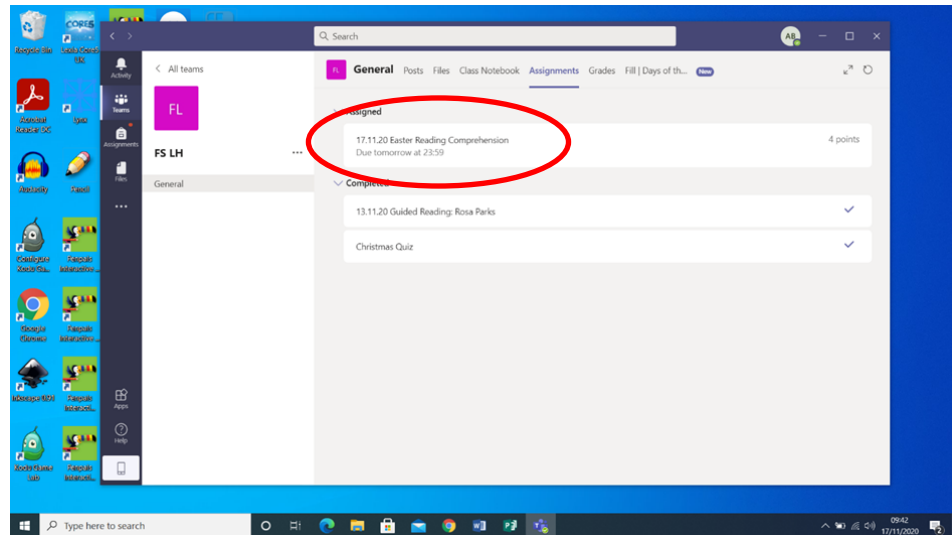
3. You will see this page. You need to click the word 'assignments'.



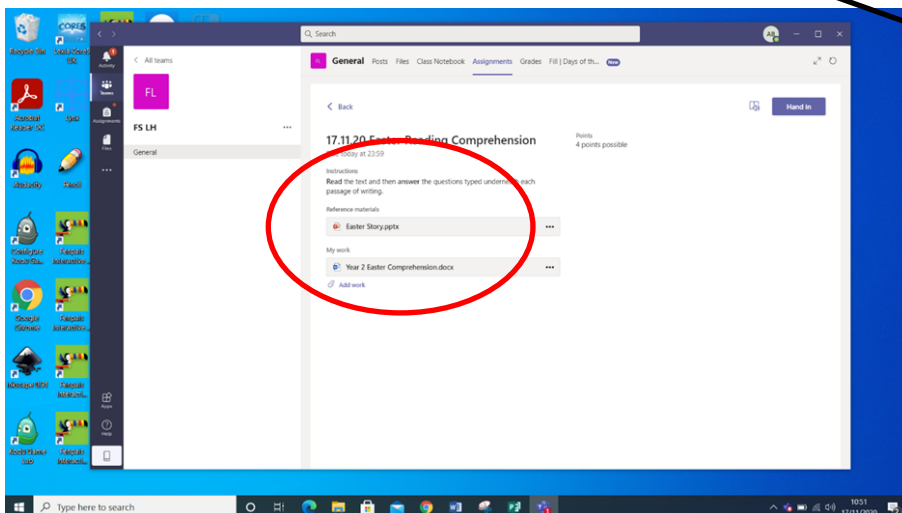


4. This is where you will find the lessons and tasks your teacher has uploaded for you. 'Assigned' means you need to do them and 'completed' means you have finished and handed your work back to your teacher. When you are ready to start a lesson click on the lesson you want to do.

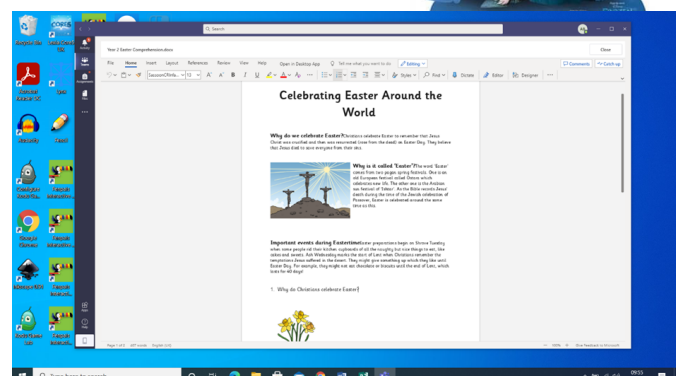
Your teacher will put the date on everything they upload. You should try your best to have a go at everything sent to you for that day.



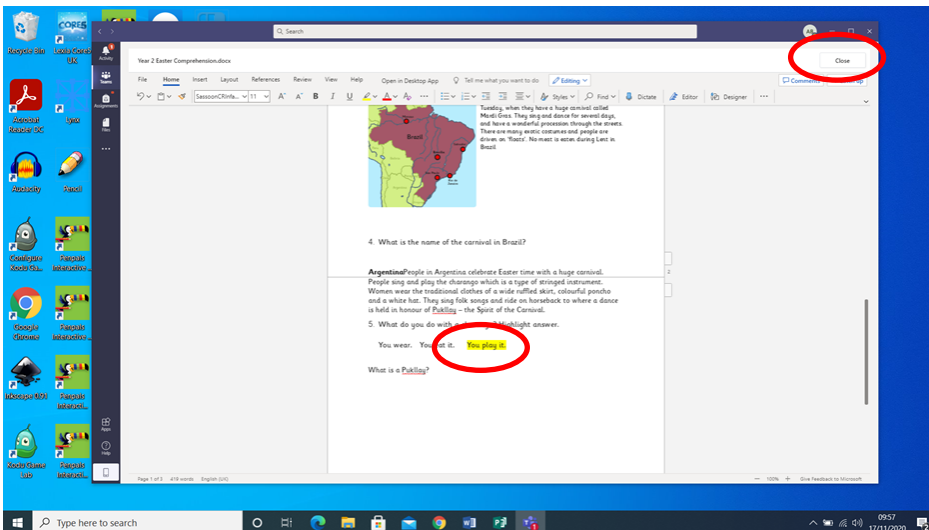
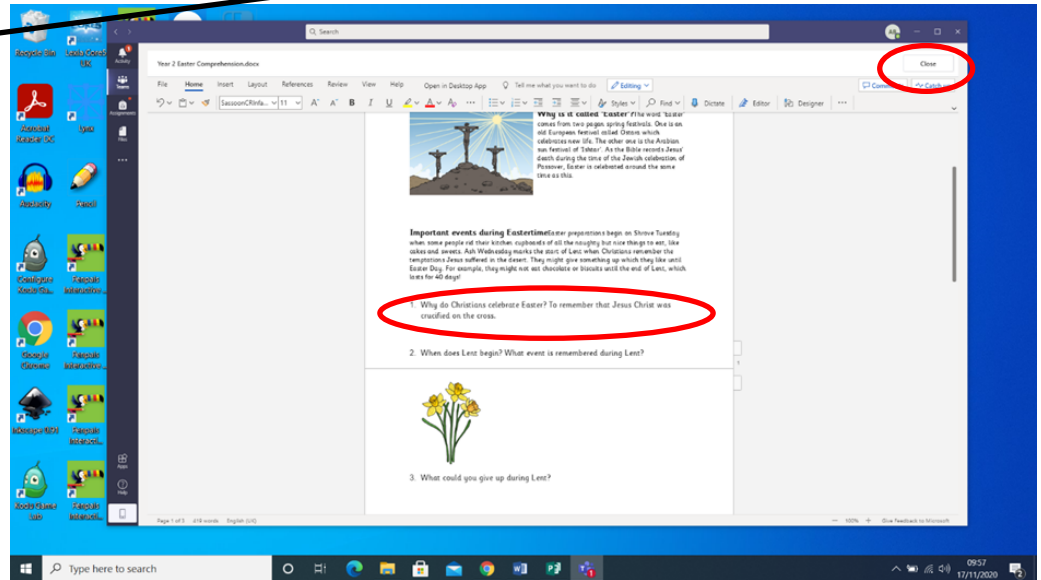
5. Here is everything you need. Your teacher could upload word documents, PowerPoints or PDFs. Somethings you can type on to and change and other things you can't. Click on them to open them. They will also give you instructions.



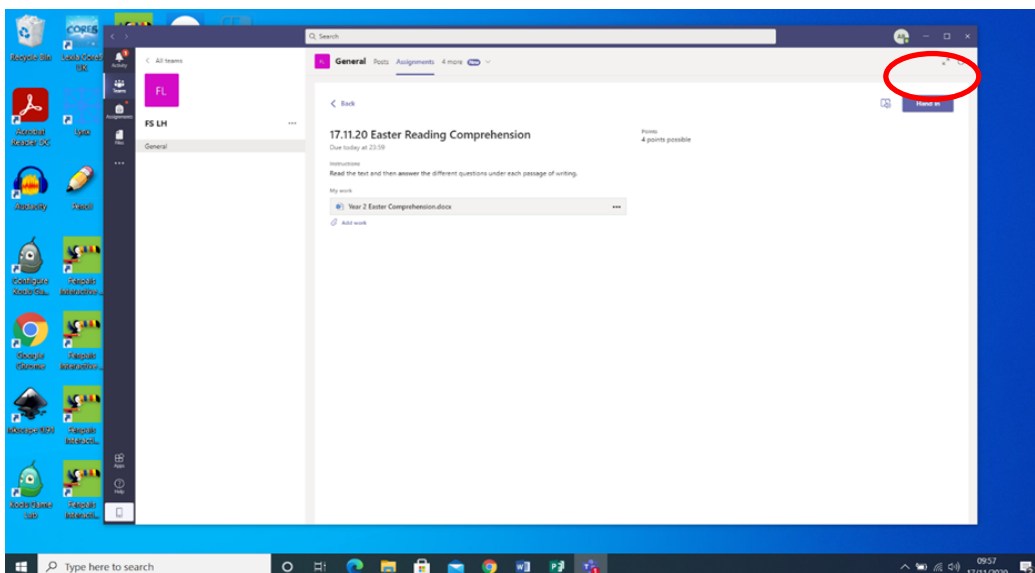
This is what they will look like when you open them.

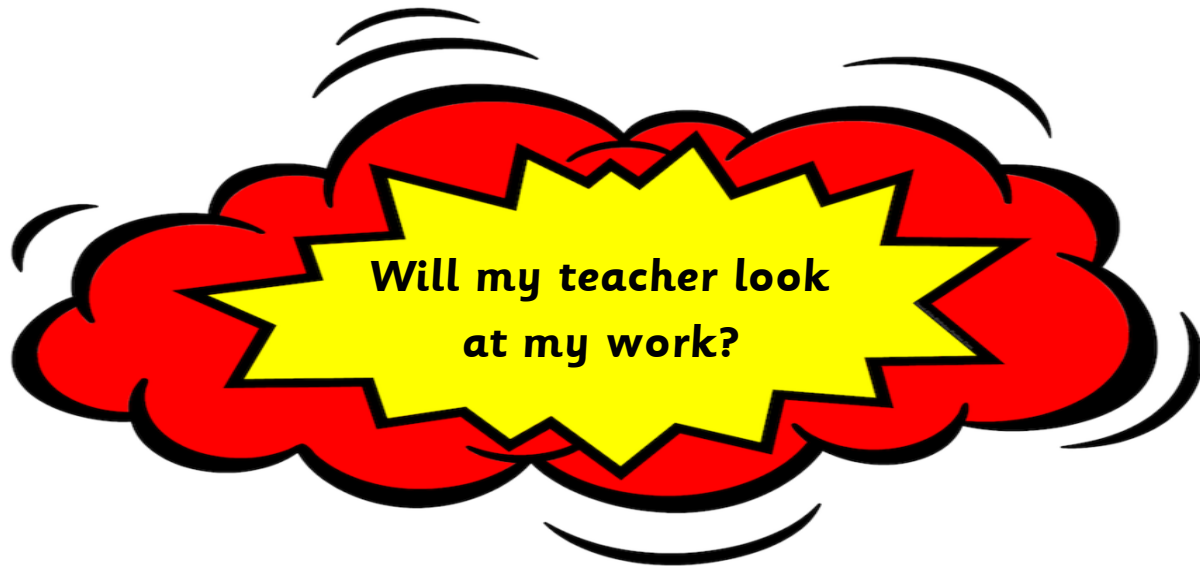


6. If your teacher asks you questions you can click on the page and type your answers. They might ask you to highlight an answer instead. When you have completed your work you need to press the word 'close' in the corner of your screen.



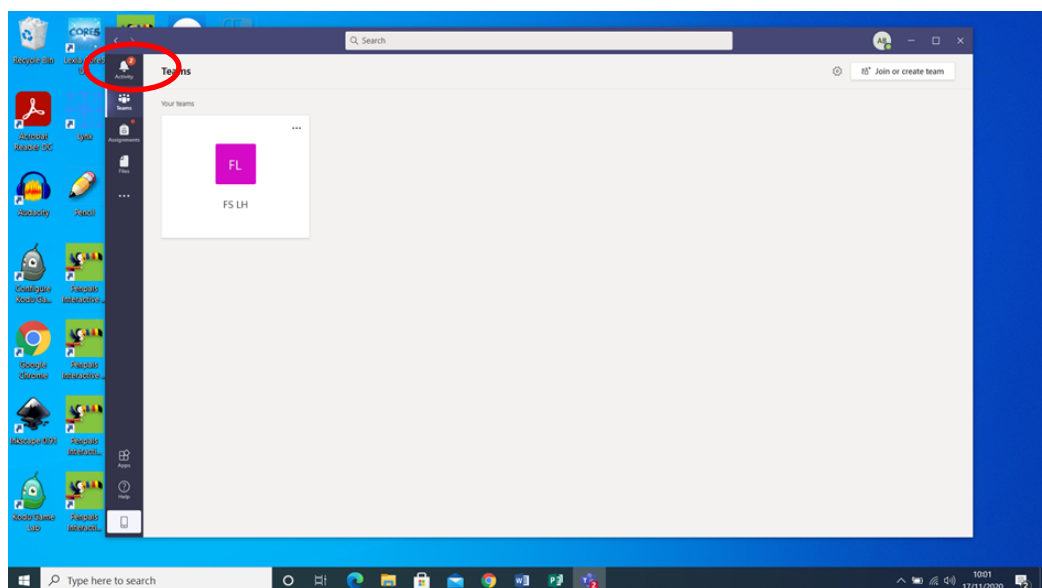
7. When you are finished you need to click 'hand-in'. This will send your work back to your teacher so they can have a look at it.



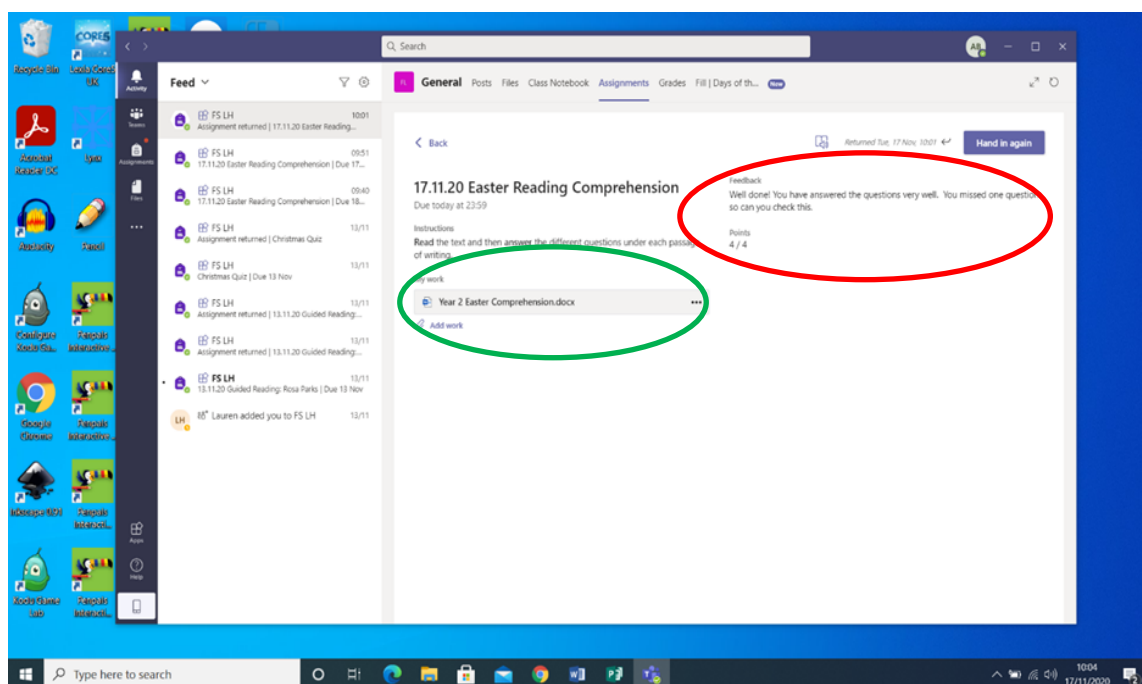
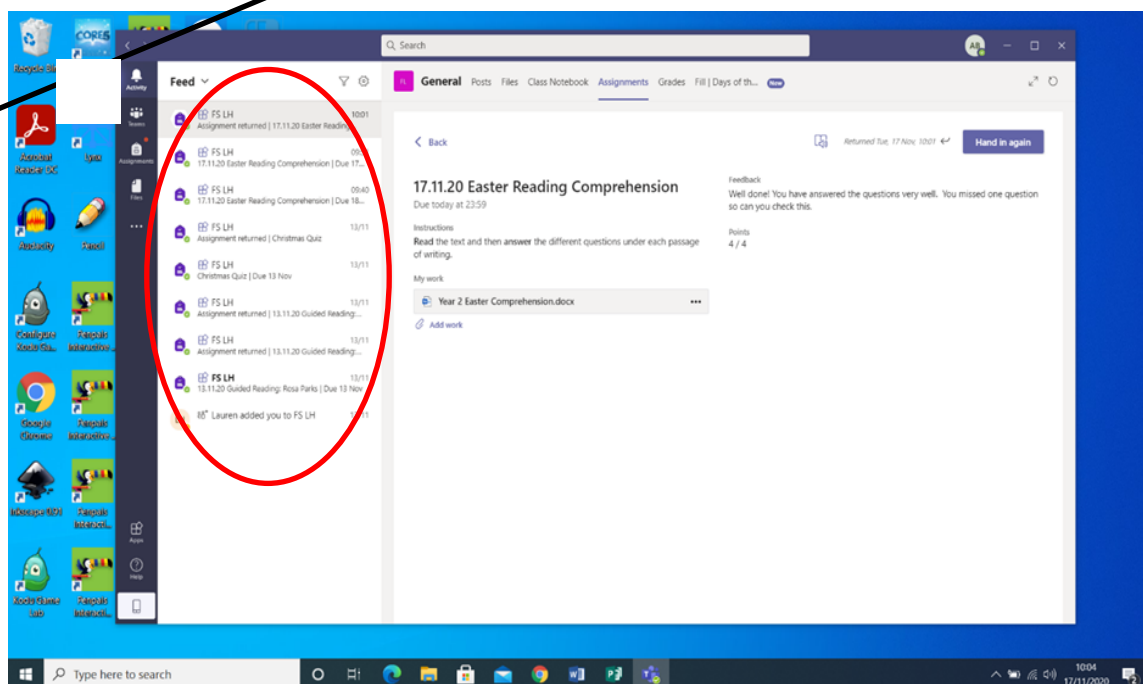


Yes, your teacher will look at everything you have done on Teams. They might write a short comment back to you in the feedback box or use a highlighter tool to show you which parts of your work are tickled pink or growing green, like they do in class. This next section of the guide will teach you how to look at the feedback.

1. When you log on you will see a red dot with a number near the bell. Click this and it will show you when a piece of work has been returned to you. This means your teacher has written a comment.



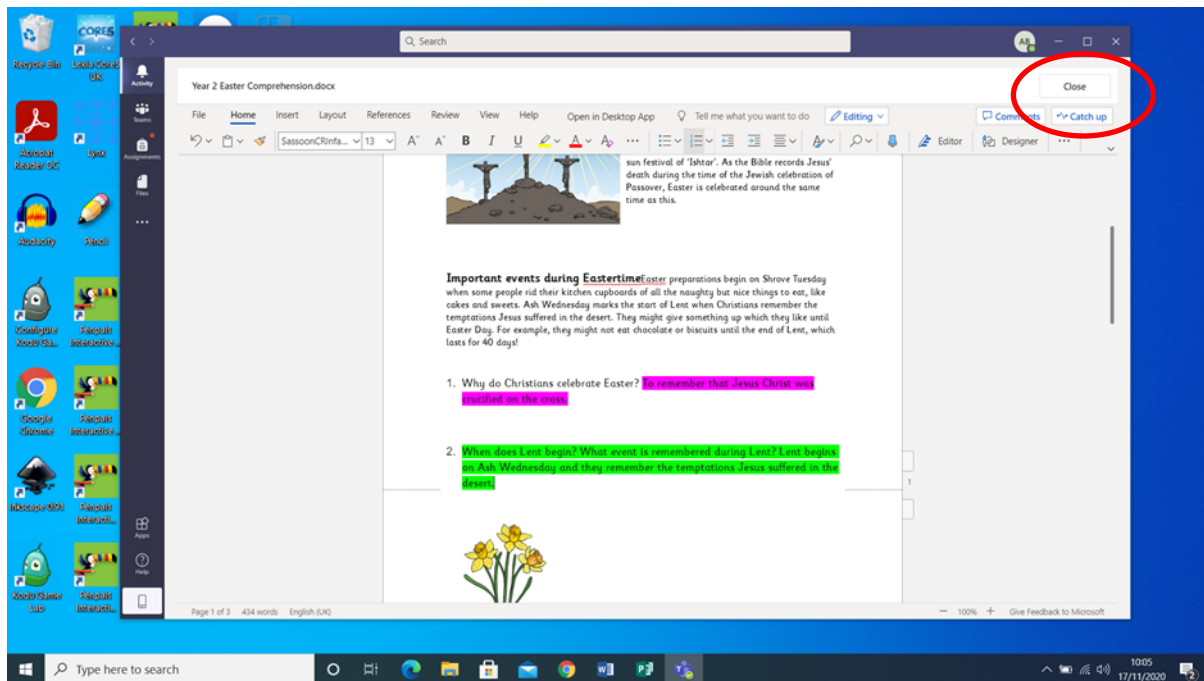
2. Look here. You can see when your teacher has sent you some work and when they have returned it to you.



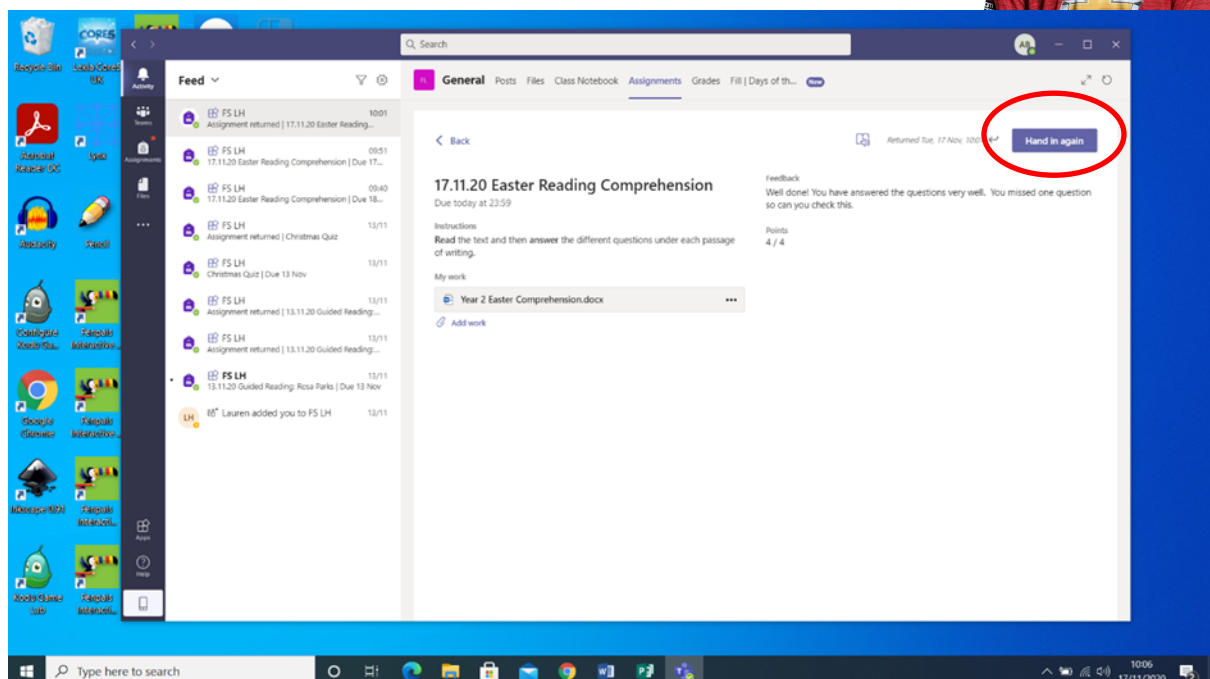
3. Your teacher might leave you a brief comment, like “well done”, or ask you to open your work again to have a look at some tickled pink or growing green feedback, like in the red circle. They might award you some points for trying your best and doing well. If they ask you to look at your work again click back on it, where the green circle is showing you. If they haven’t asked you to look at your work again you don’t need to do anything else.



4. You can see here where your teacher has highlighted parts of your work. **Please don't change this.** You can type back any new answers you have been asked to think about, just like you did at the start. When you have done this make sure you click 'close'.

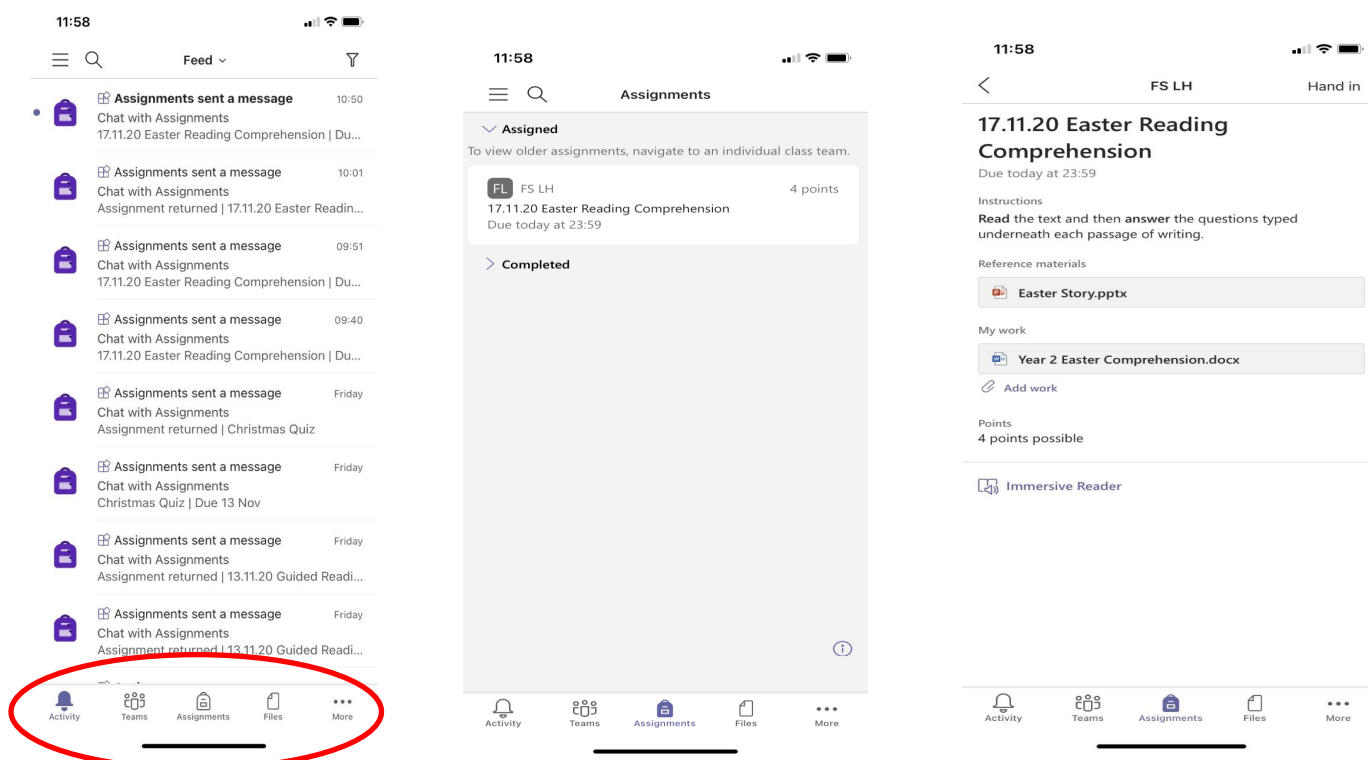


5. Finally, you need to click 'hand in' one last time so your teacher can see you have looked at any tickled pink or growing green feedback, checked any mistakes or completed another challenge.



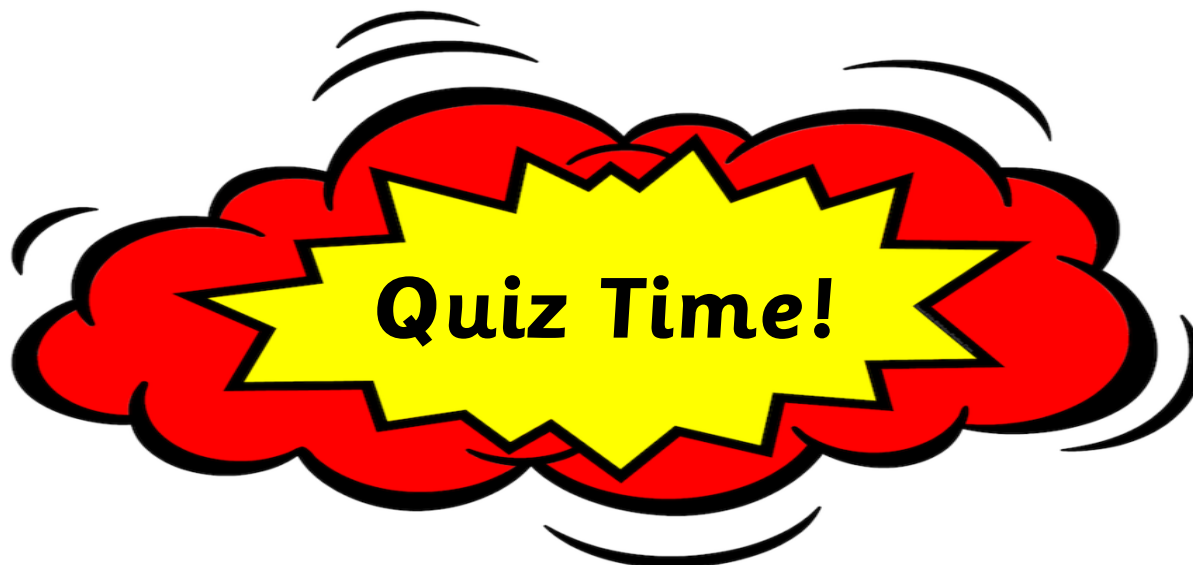
Not using a laptop at home?

Don't worry. Microsoft Teams can be used on iPads, tablets and phones. Things might look slightly different but all the key information in this guide is still useful. This is how it might look on a phone or tablet.

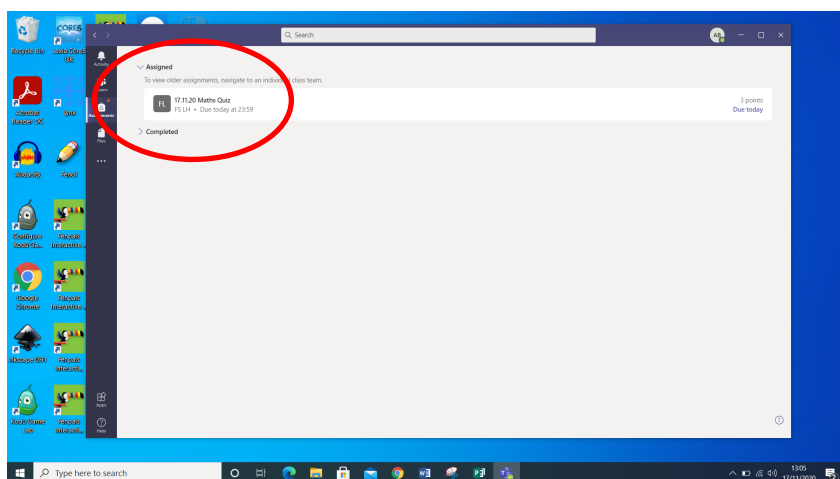


Everything you need is still here, like on a laptop or school computer. Look at the bottom, in the red circle, you can see the bell and word 'assignments' just like it shows you in the guide. Click on these to find what you need.





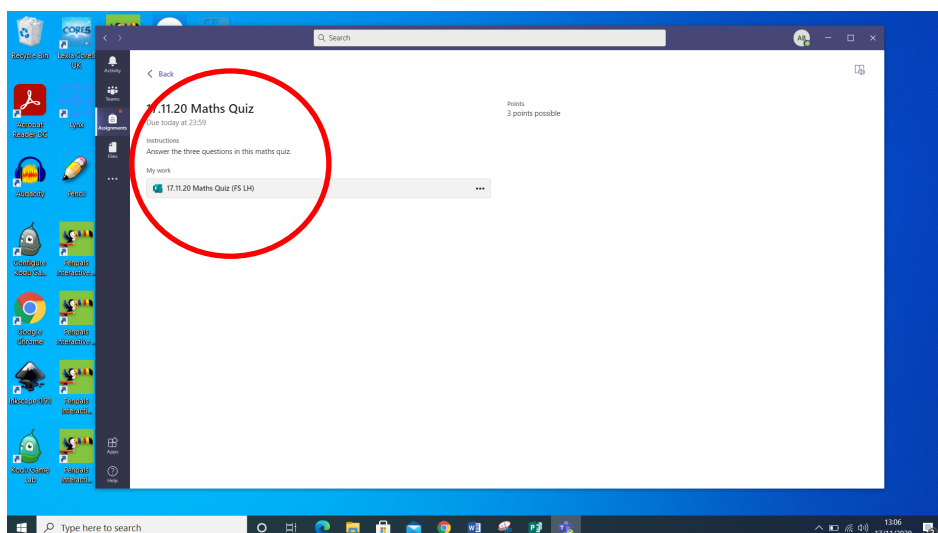
Your teacher might set you a quiz to have a go at. This is a fun way for you to share some of your learning and show off your knowledge.



1. Log in and go to 'assignments' and you will see what has been set for you. Click on it.



2. Here you can read what the quiz will be about. Click on it to open it.



17.11.20 Maths Quiz (FS LH)

Answer these different maths questions to share some of your learning with me.

Hi Aryan, when you submit this form, the owner will be able to see your name and email address.

* Required

1. What is $10 + 4$? * (1 Point)

☐ 14
☐ 6

2. How many sides does a square have? * (1 Point)

3. What does this symbol mean? -- * (1 Point)

☒ Subtract or Minus
☐ Multiply

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3. Some times you will click next to an answer and others you will type your answer in.



4. Don't forget to press submit! This will end the quiz and send your answers to your teacher.



17.11.20 Maths Quiz (FS LH)

1. What is $10 + 4$? * (1 Point)

☒ 14
☐ 6

2. How many sides does a square have? * (1 Point)

3. What does this symbol mean? -- * (1 Point)

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5. You can have a look at results or just click 'close'.

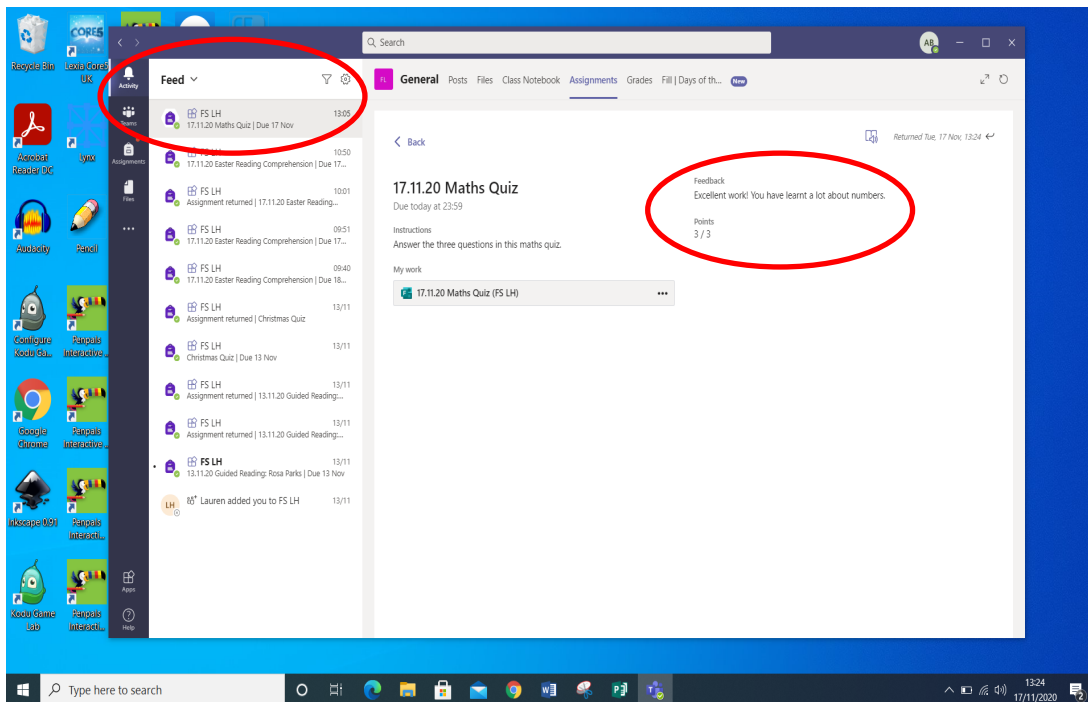
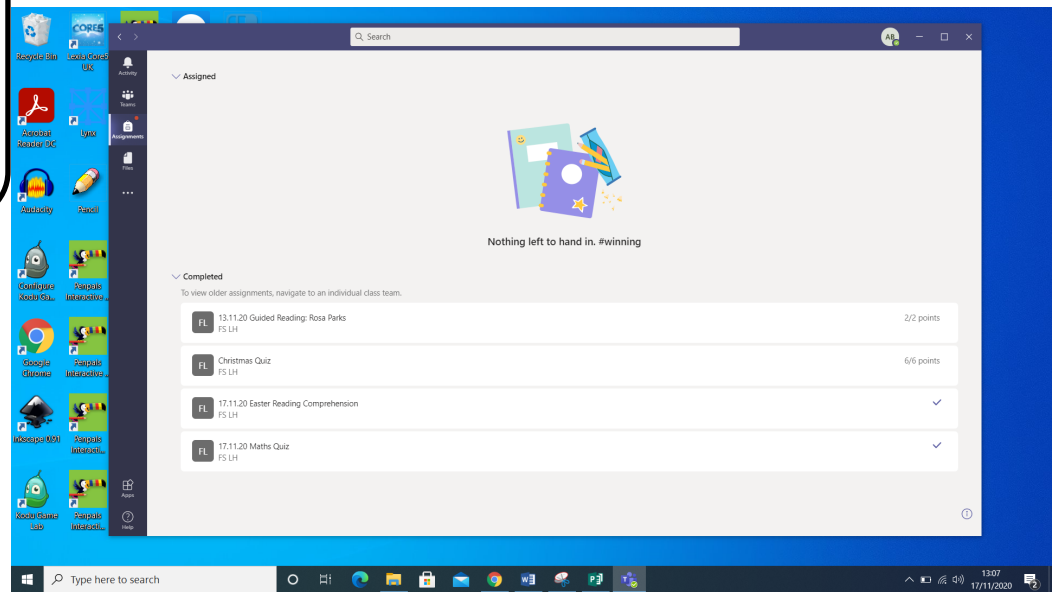
17.11.20 Maths Quiz (FS LH)

✓ Thanks!
Your response was submitted.

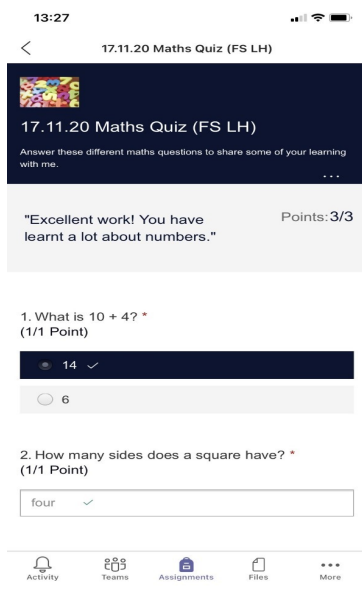
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6. Excellent! You are all up to date and there are no other lessons you need to do today.



7. Keep your eye on the bell. If your teacher gives you feedback you will see it here by clicking on the assignment.



Don't Worry

If you are using a phone or tablet you can still take part in the quizzes easily.

