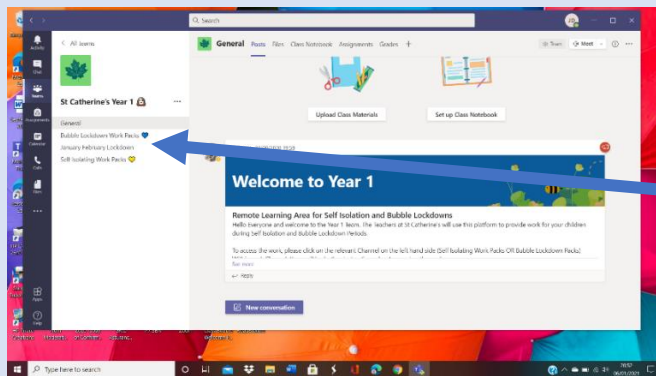
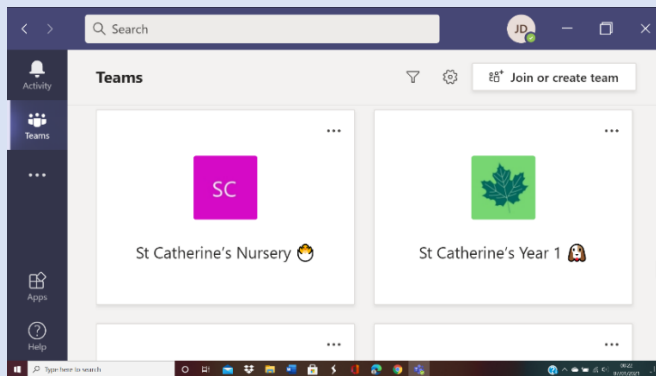
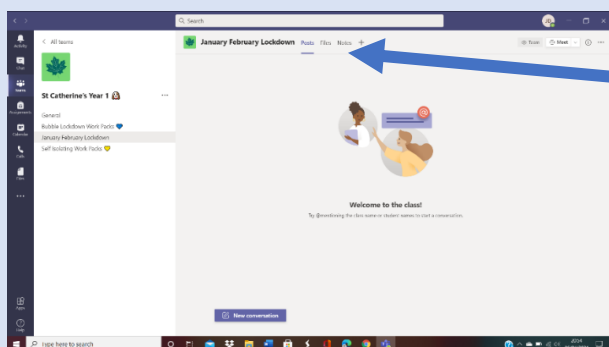


Further Information for Microsoft Teams for January/February Lockdown.

Log in to Microsoft Teams and the Year Group Team. (Previous Guidance was sent to explain how to log in)

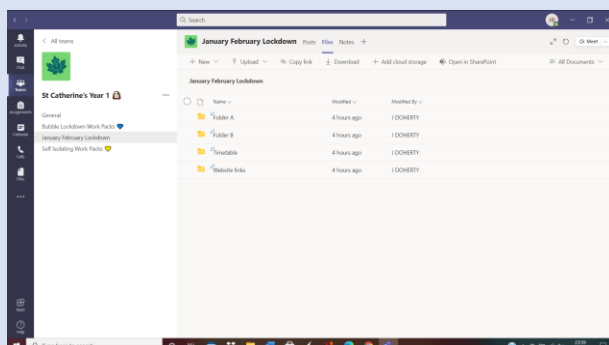


Click on January February Lockdown Folder



Click on Files

You will find the following folders.



Within you will find:

Folder A - which contains activities for Year the Group. These are stored in weekly folders beginning Week 11th January 2021.

These activities will cover subjects which the children would be studying in class; there will be Literacy and Numeracy Activities and some other subjects.

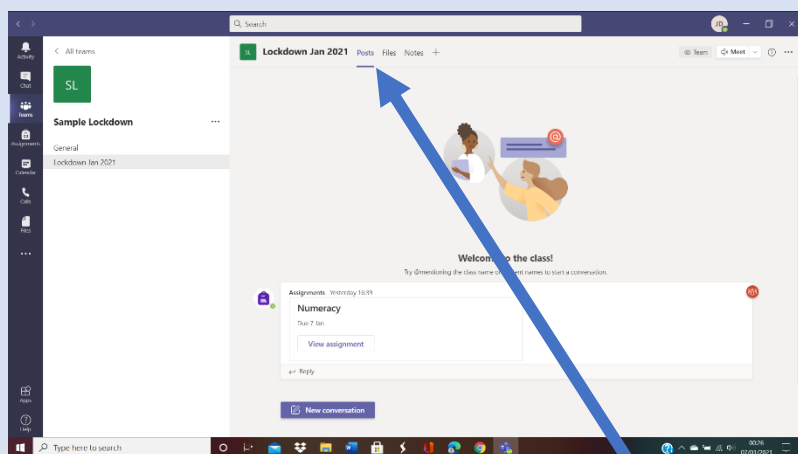
Folder B – which contains differentiated work. These activities will be similar to those in Folder A but at a lower level.

Timetable – which contains a sample timetable you can use to help carry out the activities daily for the week.

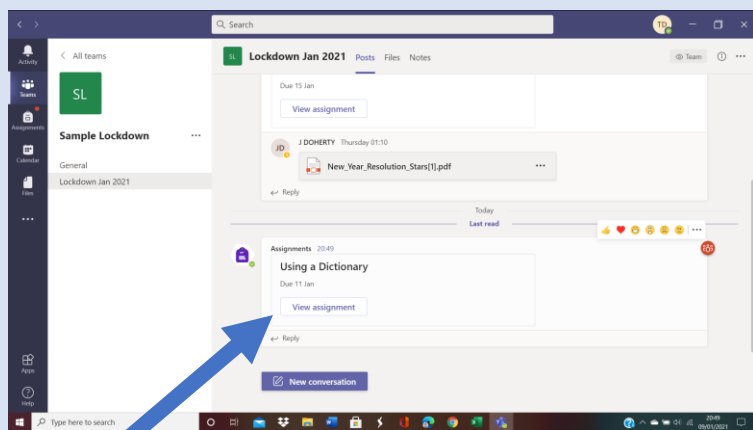
Website Links – which contains links to a variety of different websites to help reinforce activities being learned. These can be interactive, videos etc.

Assignments:

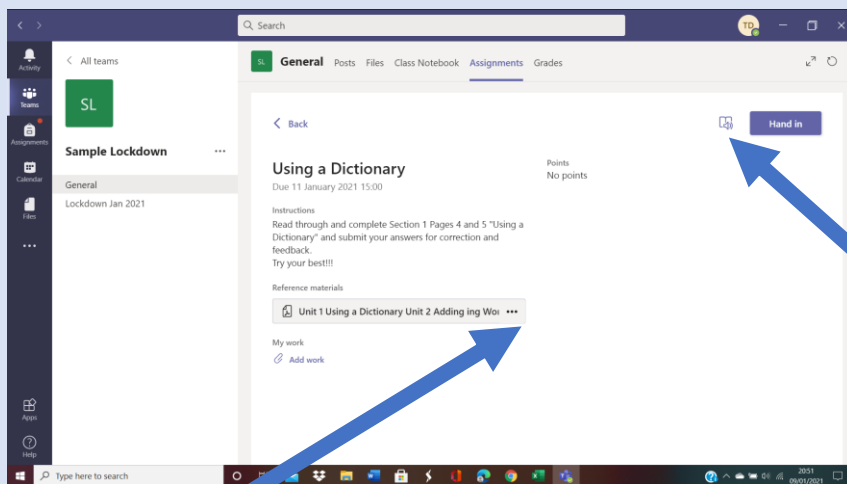
You are asked to submit 1 piece of Numeracy and 1 piece of Literacy work each week to the class teacher so they can be marked and feedback given.



These will be found on the Posts section of the Lockdown Folder.

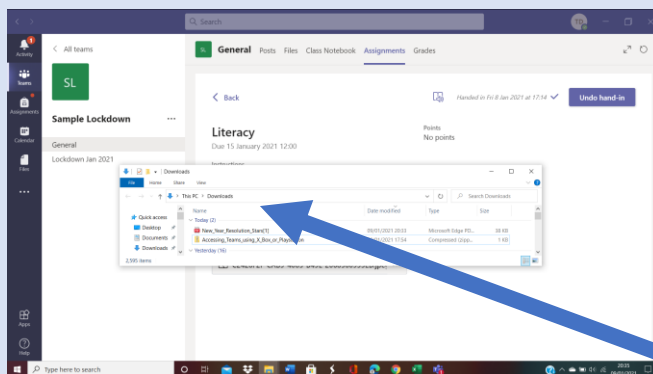


Click on View Assignment



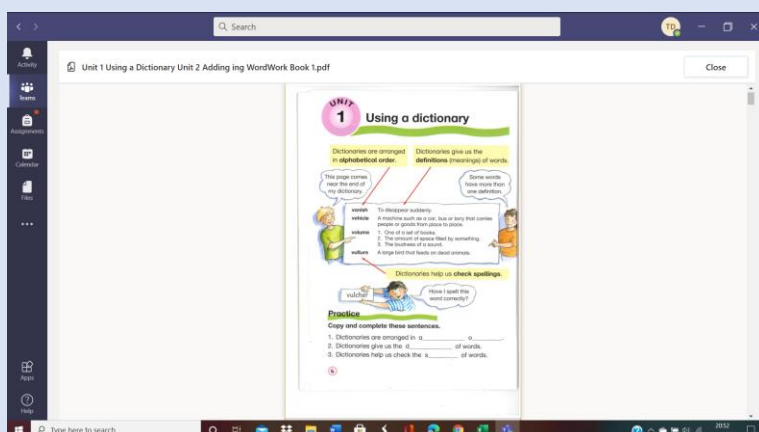
There will be a description of the Assignment. This can also be read aloud to your child by a computer voice if you click on the Immersive Reader icon.

Click on the 3 dots in Reference Materials and a Task Bar will open to enable you to download the activity sheet. This can then be completed and uploaded back onto the Assignment page to be marked by the class teacher and feedback given.



When you download the document, it can be found in the downloads folder of your computer. Double click on it to open it. You can then print the activity sheet.

If you open the activity sheet in Teams or online, it can be used as a textbook and the activity can be completed on a separate sheet of paper.

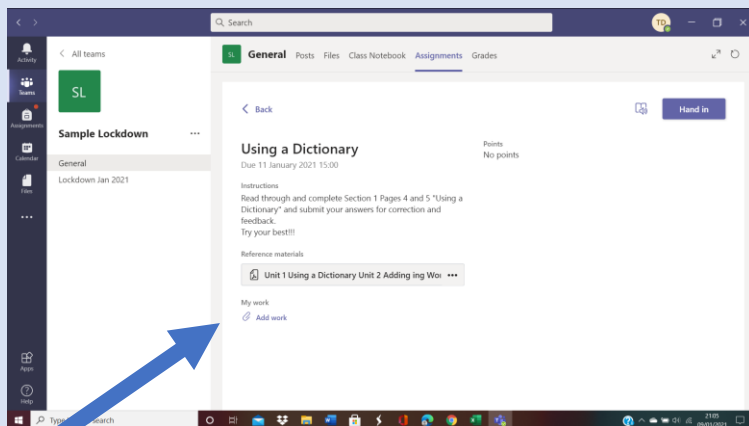


How to upload the activity back onto Teams for correction and feedback:

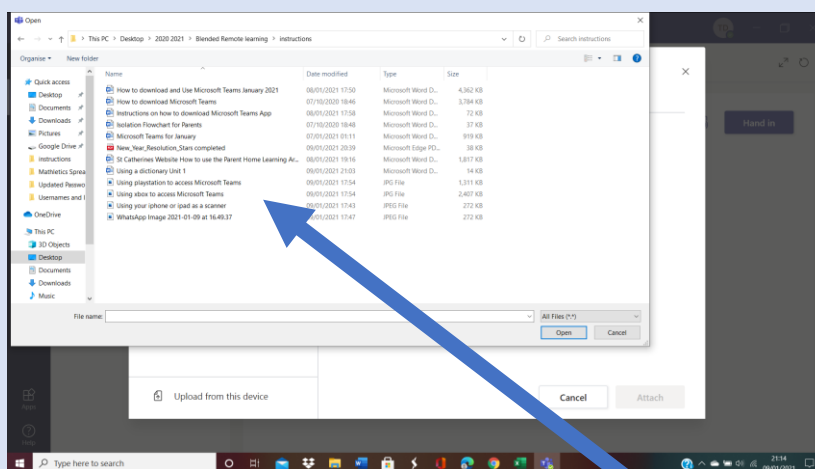
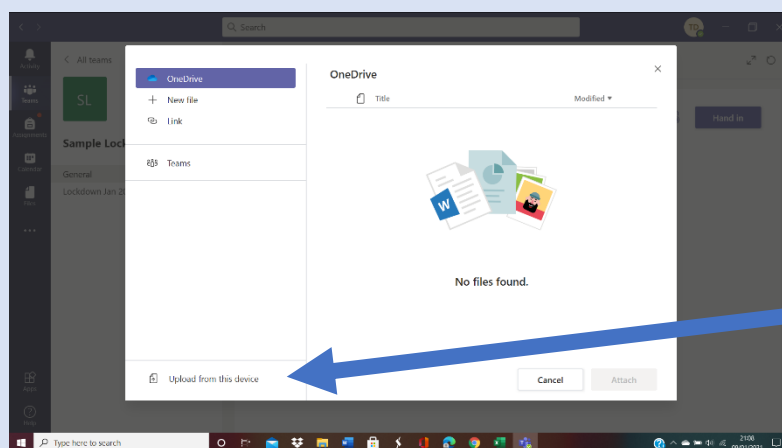
Once the activity sheet has been completed it should be saved to your device documents:

If you complete the activity as a word document, you save it in the documents section of the laptop/ computer. It can also be photographed using your ipad/ phone.

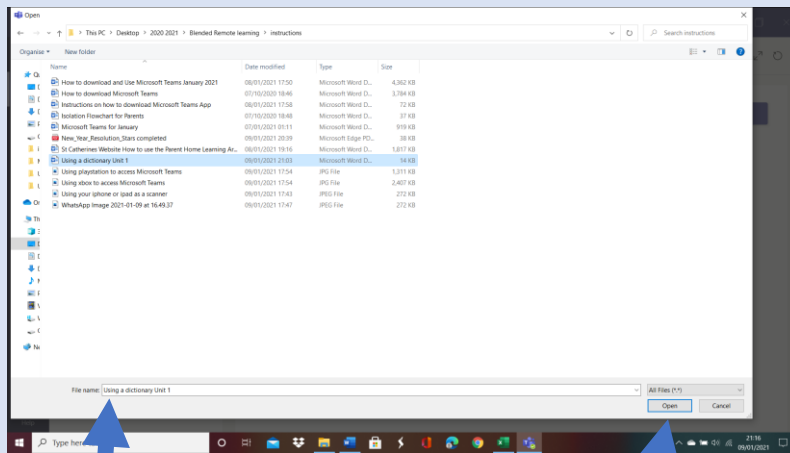
Open the Teams page again at the Assignments section.



Click the Add Work section on the page.

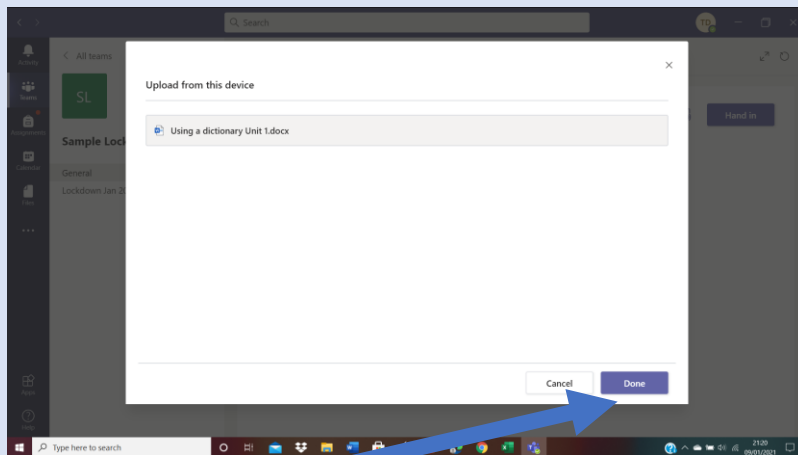


Find the document you want to upload. Click on this document.

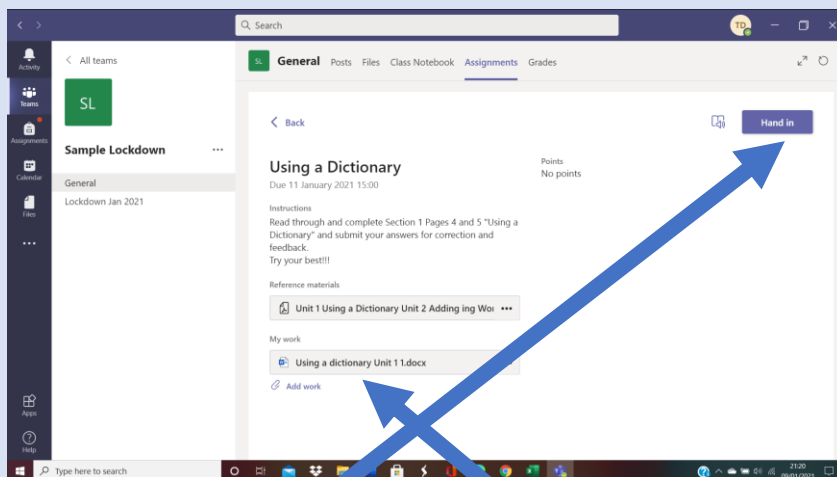


It will appear in this bar.

Click open.



Click Done

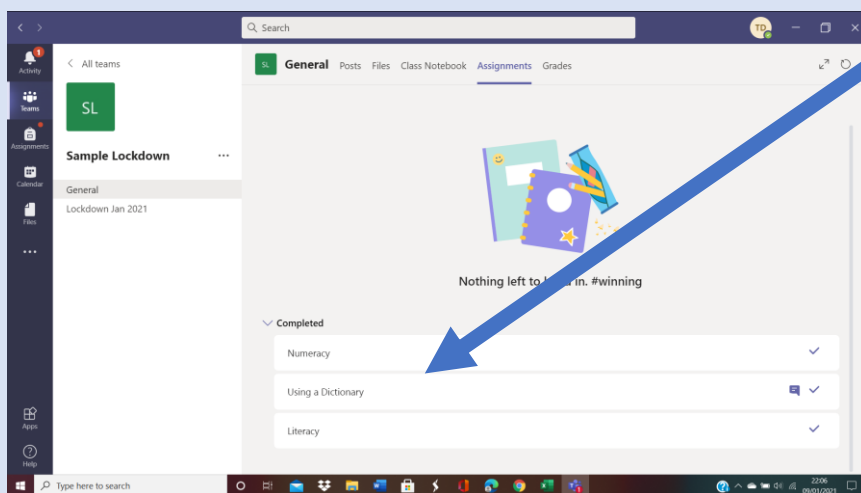


The activity sheet will appear under "My Work".

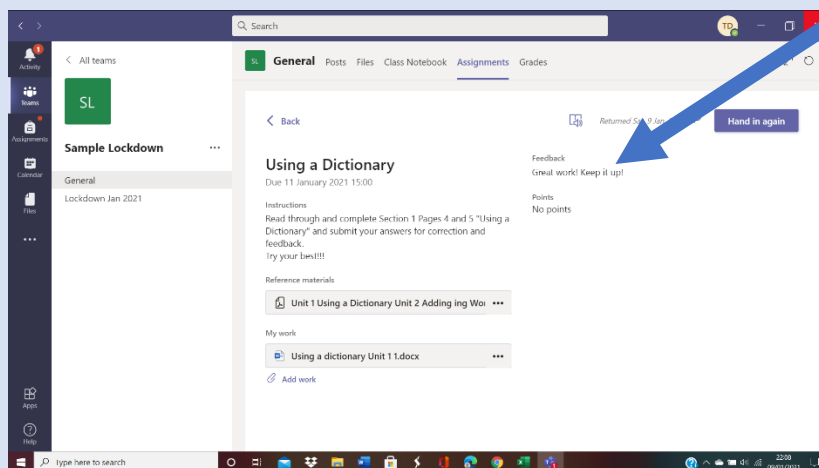
If you click on it, it will open so you can check it is the correct worksheet.

Click Hand In and the activity will be submitted for correction and feedback.

When you return to the Assignments section, there is a record of all the activities submitted.

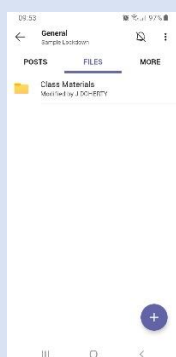


When you click on the assignment you can see a comment from the class teacher.

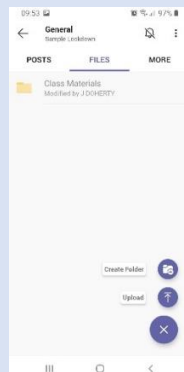


If Uploading as a photo from your iphone or ipad.

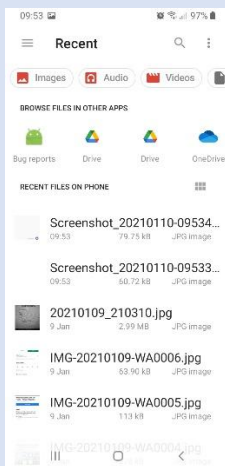
Open Teams on your device and follow the previous instructions above.



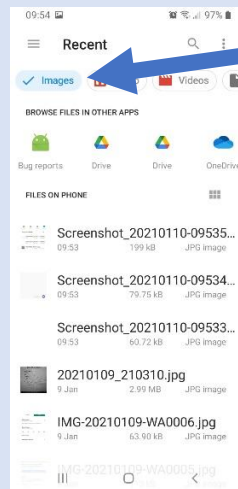
Click on the + icon.



Click on Upload



This will appear.



Click on images and then on the photo you want to upload will appear.

Click on the photo you want to upload and it will upload to Teams.

Click Hand in and the document will be submitted for marking and feedback.

You can also send the completed assignment to your child's class teacher via email.

Please allow 48 hours for the teacher to give feedback on the activity due to the sheer volume of online learning for each child in the class and also due to the fact that teachers also have to complete supervision rotas.

Many Thanks.