Viewing and Submitting Learning on TEAMs

We will provide learning activities for all pupils via their **Class Teams** page each day.

- All pupils have Teams logins. If you have not done so previously, please login with your child this weekend to test. Please see guidance below.
- Home Learning will be included in the online teaching and learning from Tuesday rather than being issued on Monday as usual.
  (Home Learning club is cancelled on Monday).
- Children should login and register on their class page each morning.
- Teachers will post an update each morning and will include tasks on:
  - Literacy: Reading, Writing and handwriting/spelling activity.
  - Numeracy: Maths Week activity and class numeracy task.
  - IDL (topic): As appropriate.
  - Health and Wellbeing: As appropriate.
- Teachers will also specify a time each day where they'll be 'live' on Teams to check in with pupils. This may be live chat, video, story-telling or as appropriate for each class.
- By end of the day teachers will post an update with feedback for their class.
- We will attempt a 'Live Assembly' on Wednesday or Thursday at 2pm… TBC.

Using Assignments in Microsoft Teams (Some classes may use these)

1. Navigate to the **General** channel in the desired classroom, then select **Assignments**. You can also use the search bar to search for an assignment by keyword.
2. The **Assigned** work will show in order of due date. Select any assignment card to open it and view the assignment's details.
3. If the teacher has specified a document to be handed in or you have other files to attach to this assignment, select **+Add work** and upload the file.
   Note: You can add up to 10 additional resources to an assignment. 500mb is the maximum file size for a resource.
4. Select the **Turn in** button to hand in an assignment before its deadline.