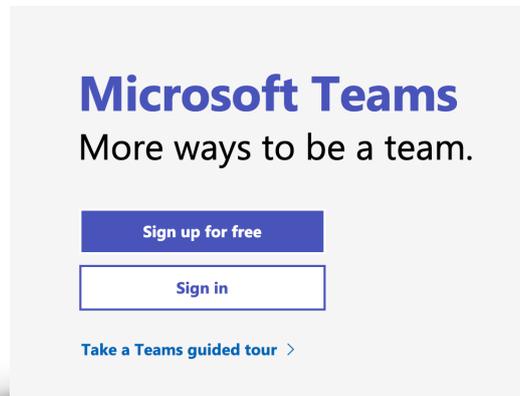# Guide to
Home Learning with Teams

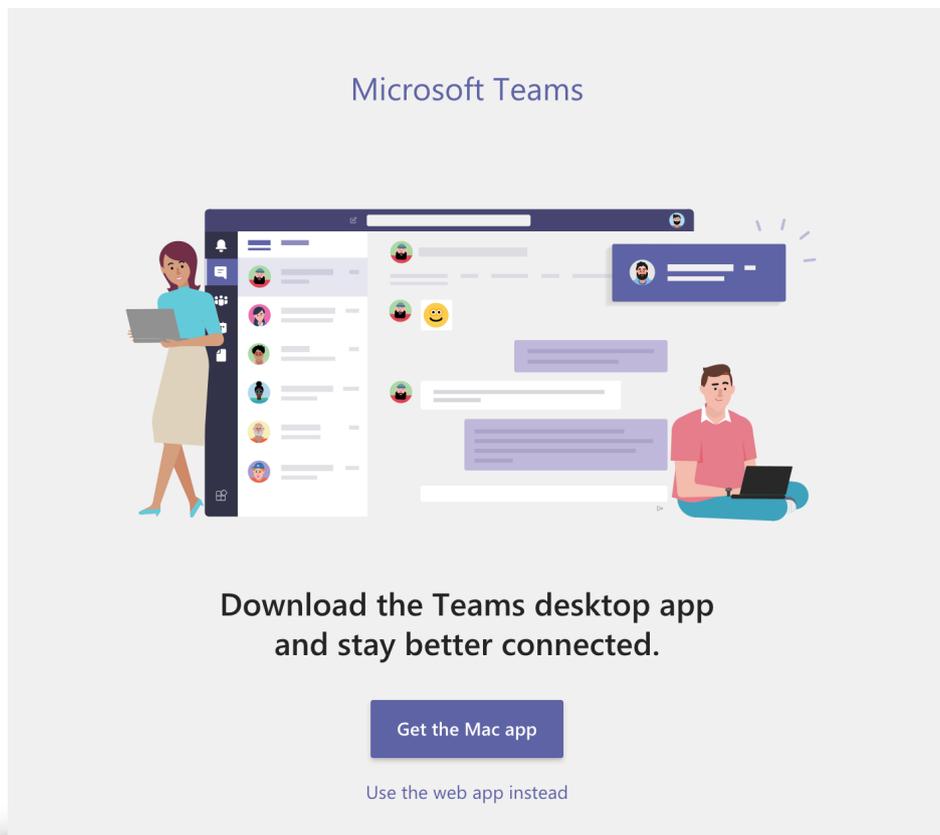# Using Microsoft Teams

Step 1: Visit the Teams website to **sign in to,** or download, Teams.

https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/

Step 2: If you wish, you can download and install the Teams app to your device (laptop or mobile). Otherwise, just click '**Use the web app instead**'.

Step 3: Once logged in, you'll see your child's Teams home page where you can see/select your child's class, check assignments and view files. In the very top right corner you can adjust your settings and log out.
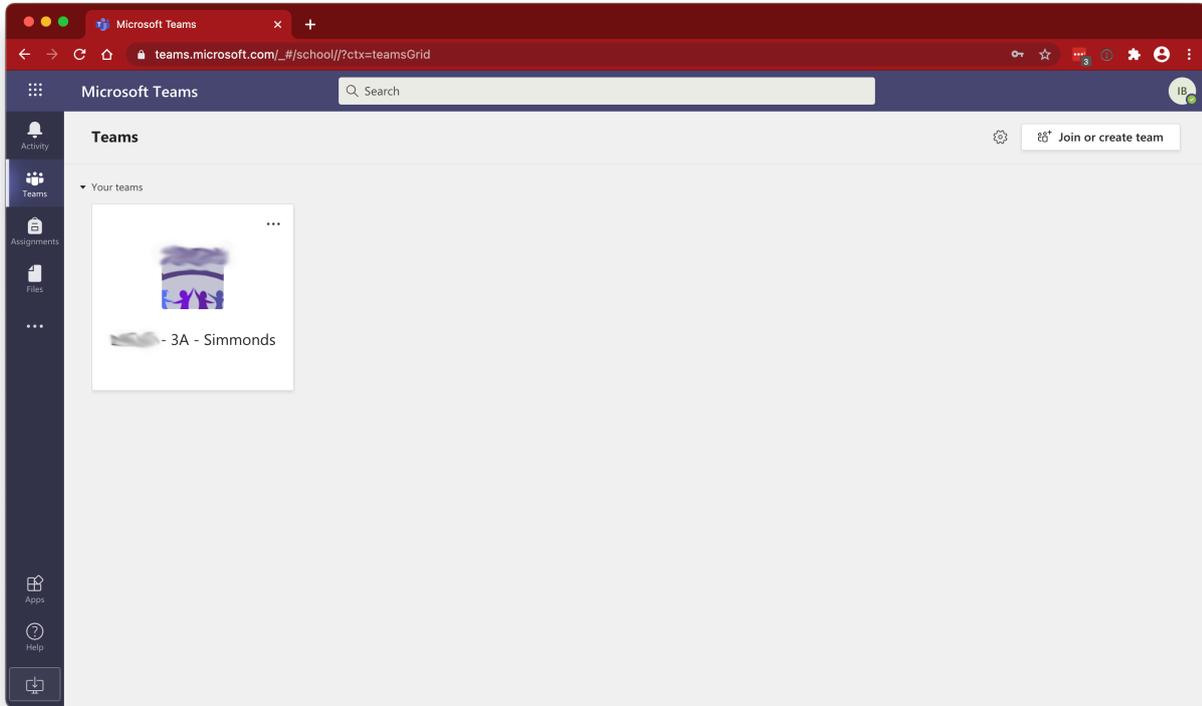

Step 4: Clicking on your class Team takes you in to where you can view your assignments and any messages your class teacher may have sent.
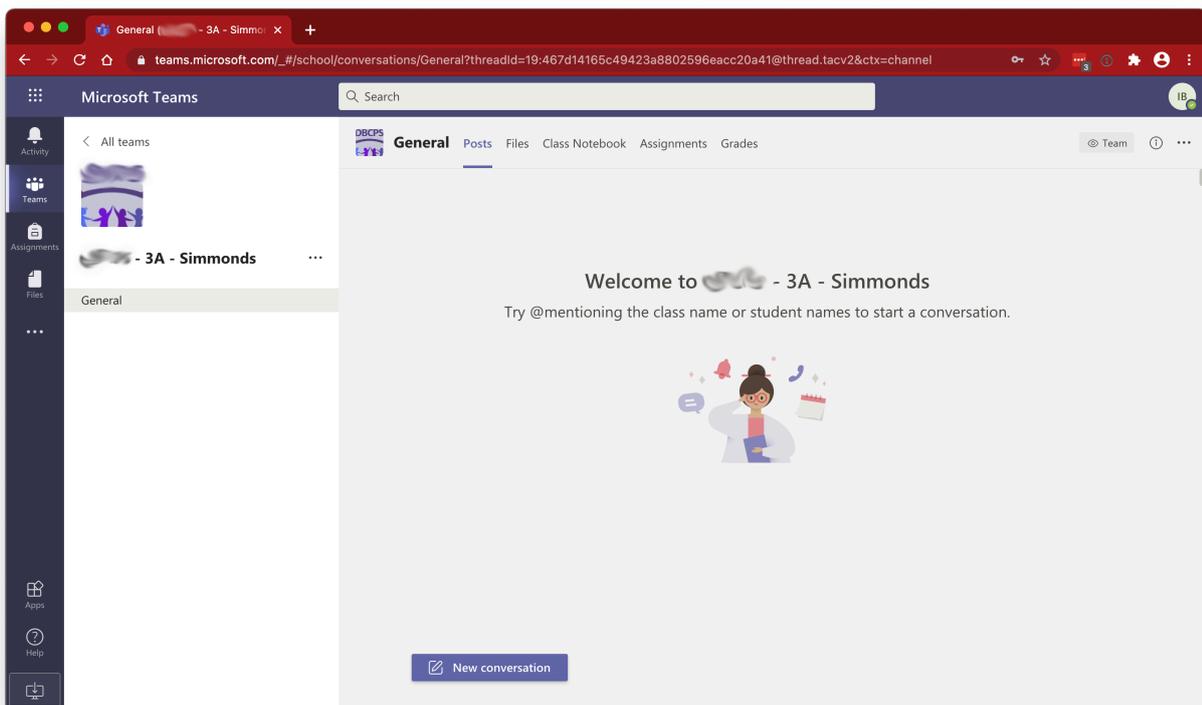
Step 5: under the main '**Posts**' tab you'll be able to see any messages from your teacher as well as notifications of assignments that have been set. In the '**Files**' tab you'll be able to see any resources available to you. '**Class Notebook**' is a tool for collaborating with class mates and '**Assignments**' is where you can view and access all assignments that have been set. '**Grades**' is where you'll see feedback from your teacher on assignments that have been handed in.
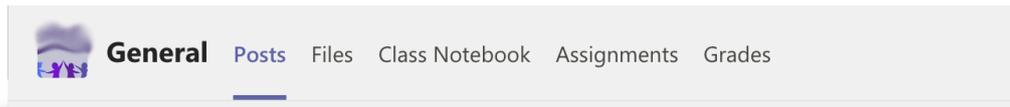
Step 6: in the very top left corner there is a 3x3 dotted button. Clicking this gives you access to the Microsoft Office 365 suite.
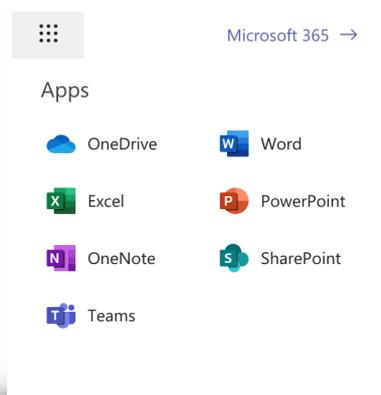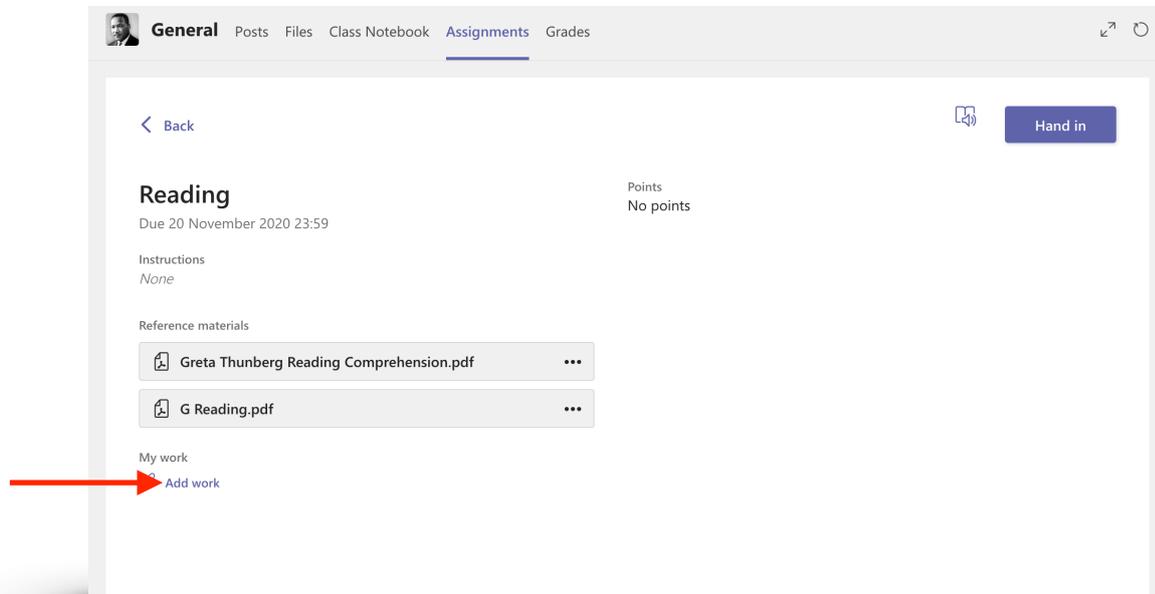

Step 7: clicking the top right button (your child's initials) will let you change some settings (ie. enable dark mode) and to sign out of the account.
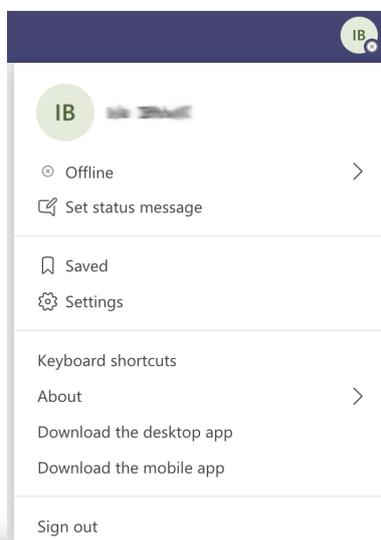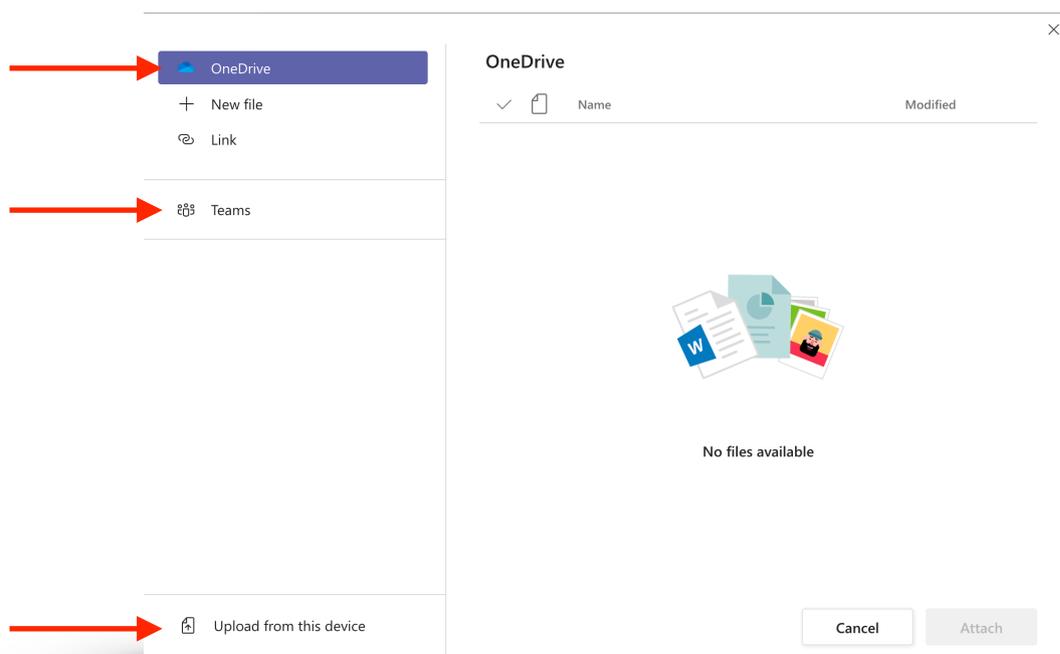
Handing in Home Learning

There are several ways in which children can hand in their home learning.

The best way is to use the '**Add work**' button when viewing the assignment:

From here, you can upload evidence of your learning either from a document you've created and saved in your OneDrive, a screenshot of a quiz you completed or even a photo of the work you have done. Please note that if you are taking a photo of work that it is sharp, steady and shows the work clearly.


Once you've attached all your work to the assignment you can then click the 'Hand in' button.

Editing PDF Files

You may come across some learning resources that are in .PDF format. These are generally uneditable documents, but you do still have a couple of ways to submit your home learning.

Option 1: Using an Online PDF Editor
We have had great success using https://smallpdf.com/edit-pdf . The built-in tools (top left) allow you to write, draw and colour on the document. Once you're done editing, simply download the new version of the PDF and submit it as one of your pieces of work.
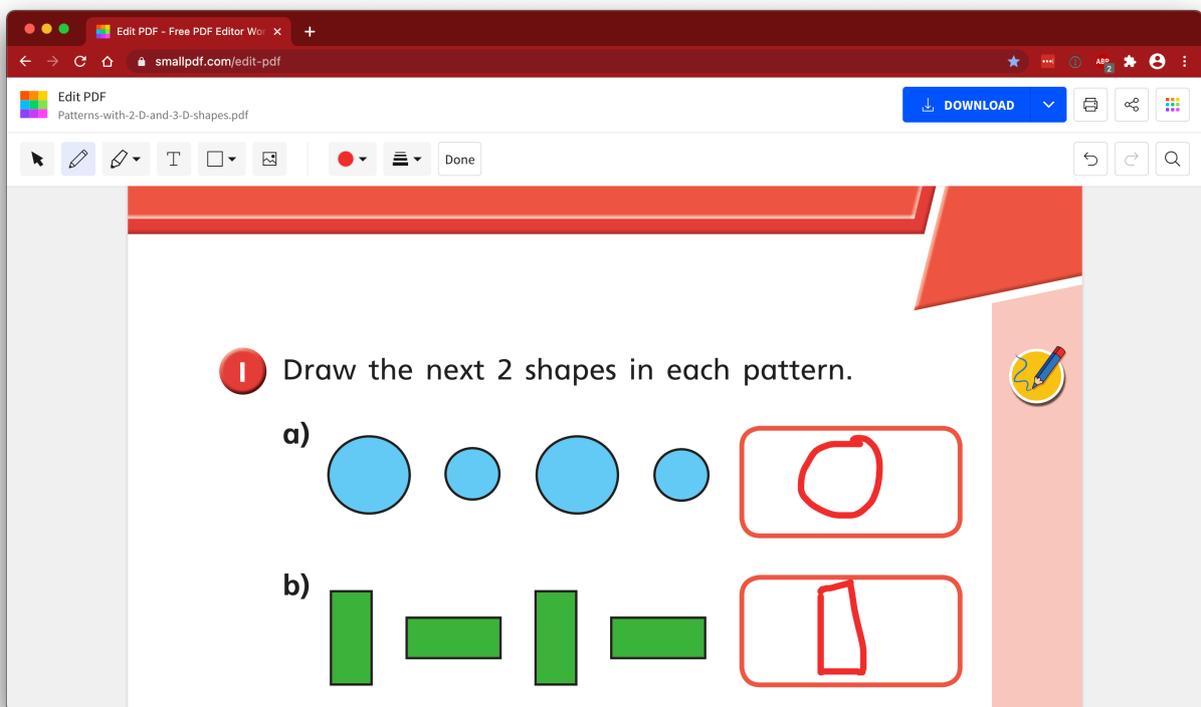
Option 2: Print the PDF
If you have access to a printer at home, simply print off the file and the children can do their work directly on the paper. Once complete, either scan or take a clear photography of their work and then upload that picture to Teams.

Example Photographs of Home Learning
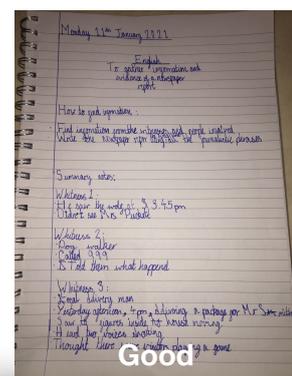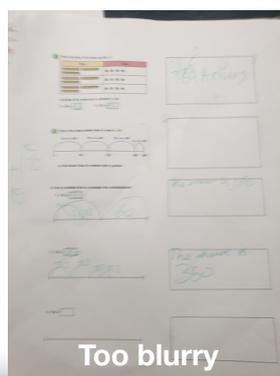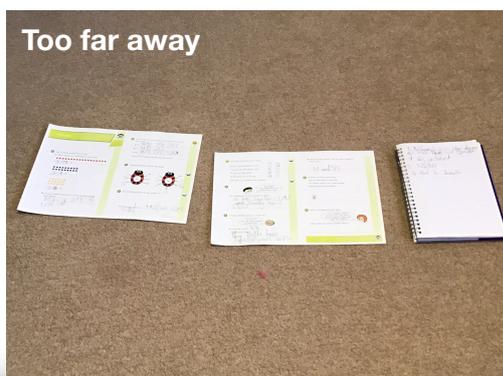
Viewing Teacher Feedback

As part of your home learning your teachers will provide you with feedback on any work that you hand in. You must make sure you look for this feedback and put in to action your teacher's suggestions.

Keep an eye on the '**Activity**' feed in Teams. There you will see notifications about assignments being set or feedback being given on your home learning.

You can also click on the '**Assignments**' tab at the top to view current assignments and feedback.