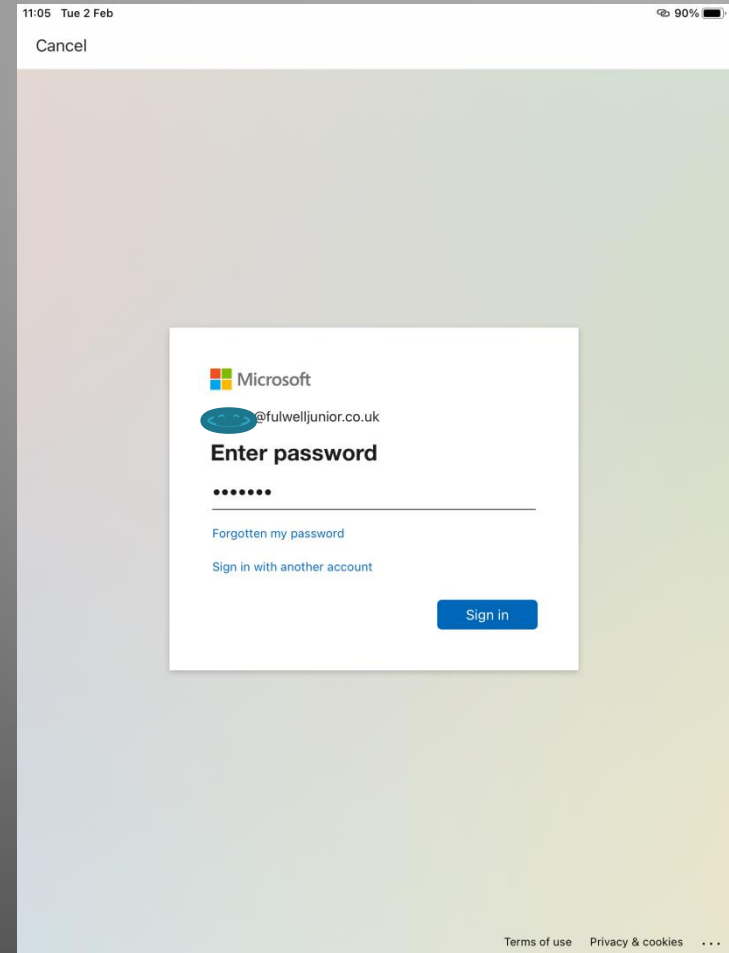
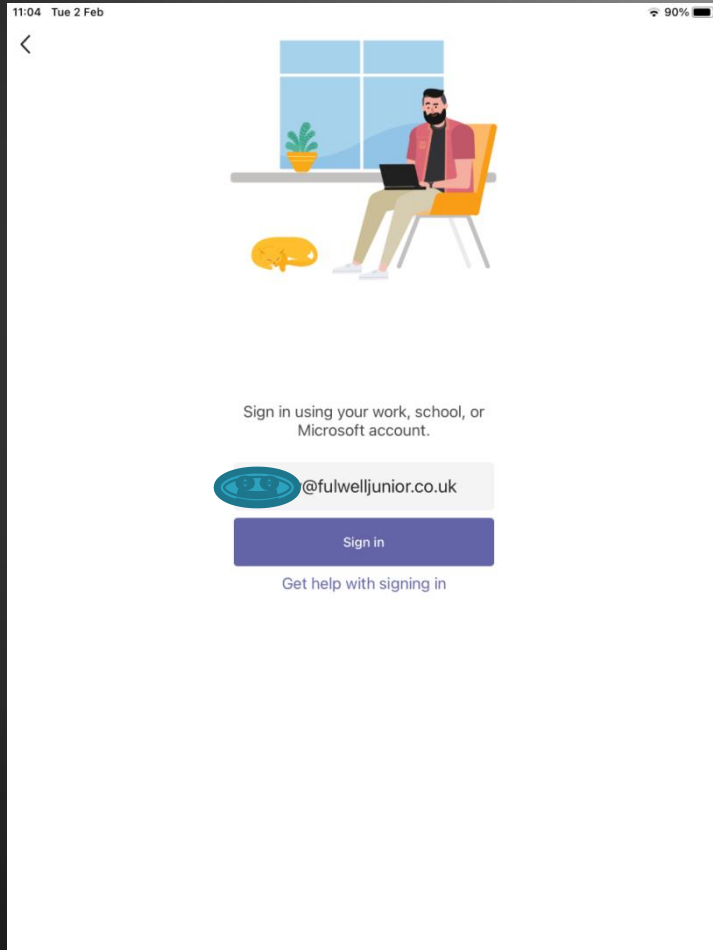


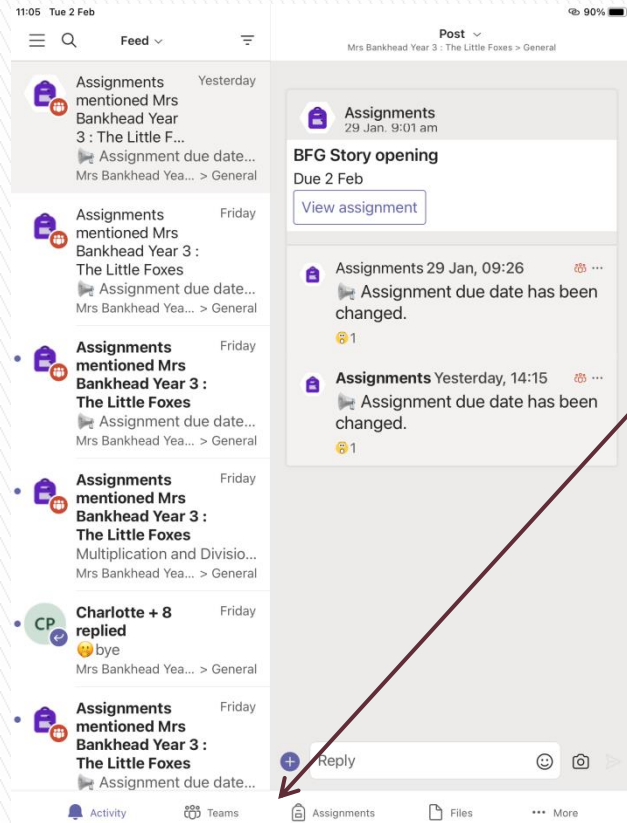
Teams User Guide for iPad



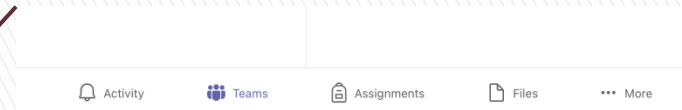
Download the TEAMS app from the I-Store and then log-in:



When first signed in, the screen will automatically default to the Assignments screen, which looks like this:



- ▶ Look closely at the icons at the bottom of the screen; here is an enlarged image:-

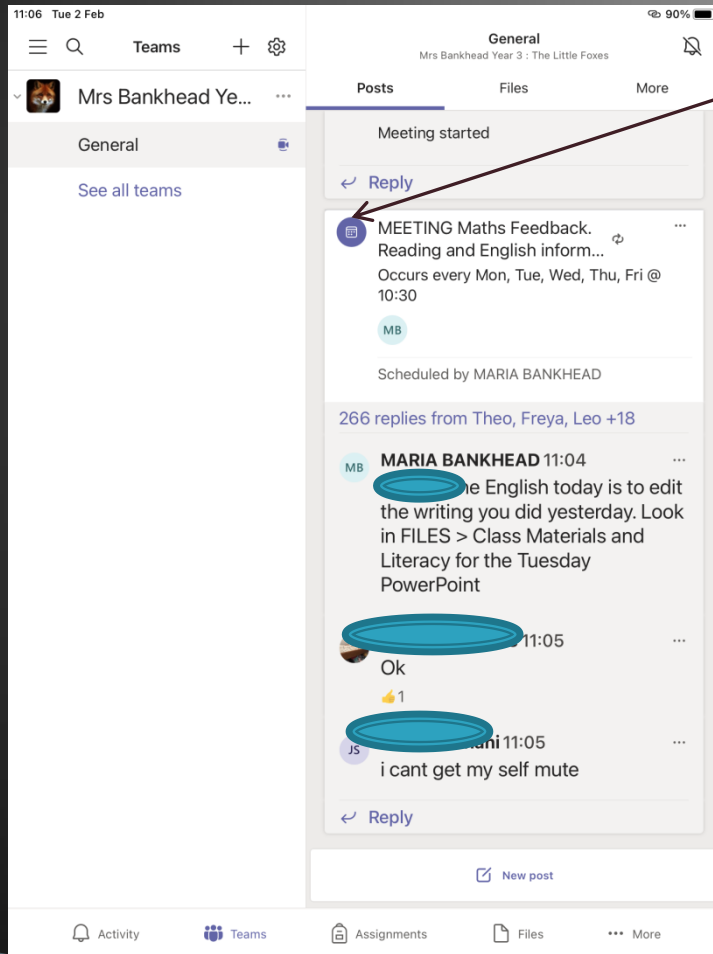


- ▶ Next click the icon that says 'Teams' – this will then take you to the main menu for your child's Team, so for this example, we are going to click into Mrs Bankhead's 'Little Foxes' group

This is an example of Mrs Bankhead's Little Foxes group and you can see all the assignments set so far in the feed.....

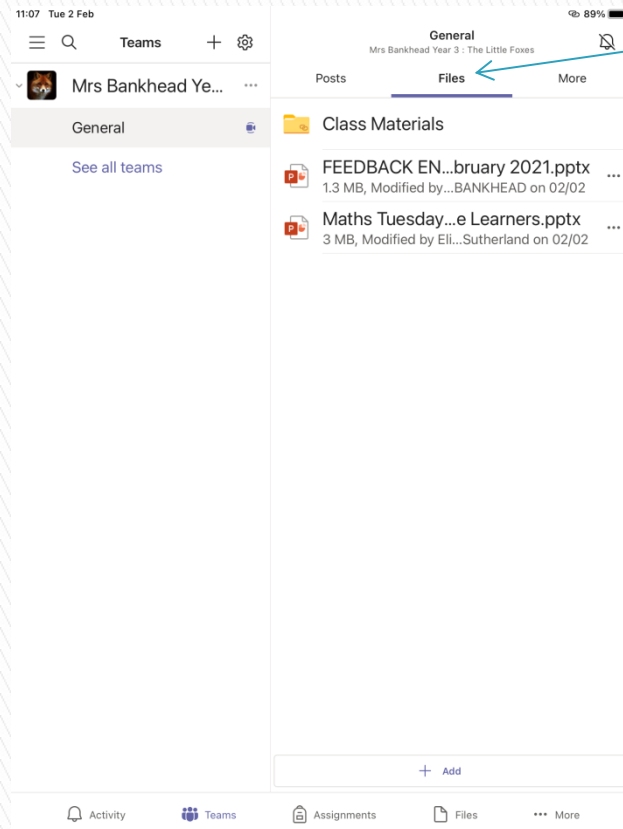
Handy Hint: The Teams icon is the main link to navigate around the platform, like a 'Home' page...

Here we can see the General home page for the Little Foxes group; the 'Posts' listed show the line of communications Mrs Bankhead has had so far with her group, in this case showing an example of some feedback to a child (the identities have been obscured for safeguarding). Note the arrow to the purple calendar icon:-



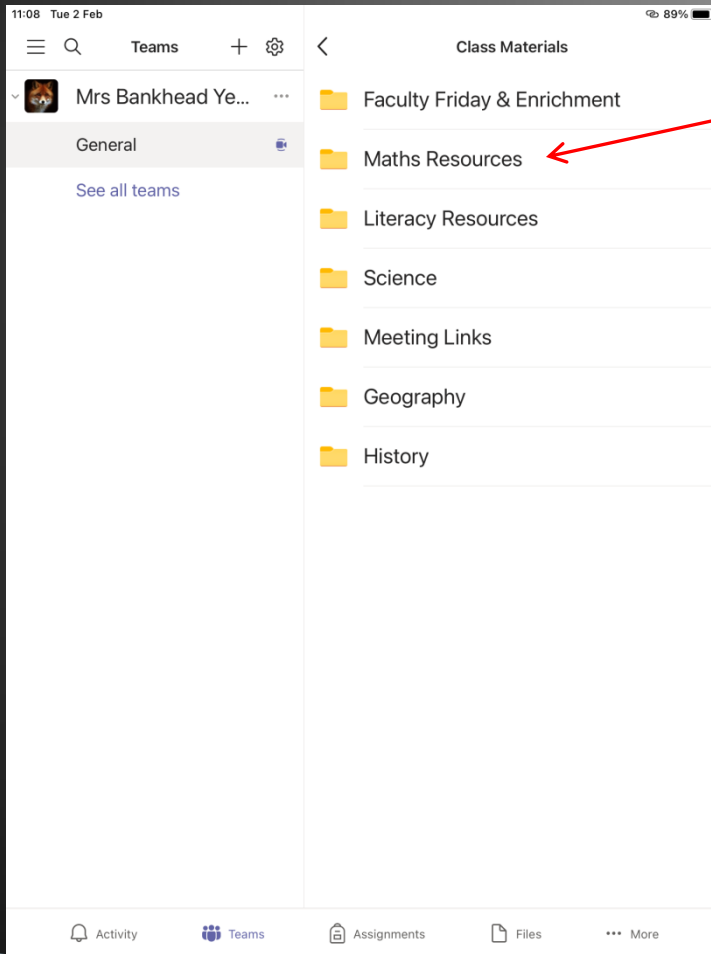
- ▶ The Calendar icon is important as this notifies a child that Mrs Bankhead has scheduled a new session/meeting.
- ▶ Children can therefore join the meeting by clicking on that icon at the scheduled time.
- ▶ They do NOT need to keep asking the teacher to allow them into the group as they are already connected. If the teacher has established a 'waiting lobby' children will be held there until the scheduled time otherwise they will join the meeting automatically.
- ▶ Note the tabs along the top of the screen: **Posts, Files, More** – these assist in your navigation to the learning resources set by the teacher which we will explore further on the next page.

We now want to see what today's learning topic is, so we are going to find the Maths work for Tuesday 2nd February:

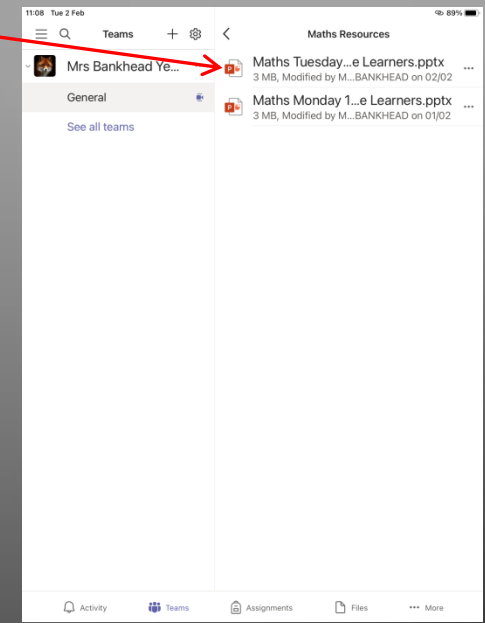


- ▶ Using the menu bar at the top of the screen, click along to the 'Files' tab as shown and enter.
- ▶ You will now see something that looks like this screen
- ▶ The **Class Materials** folder is essential as this is where all of the daily subject work is stored – ignore anything else you may see listed here as it is irrelevant to the learning plan.
- ▶ Click into the **Class Materials** folder.

So we have opened the 'Class Materials' folder, and can now see a list of individual subject folders for the core curriculum:-



- ▶ We want to access today's Maths lesson PowerPoint, so we go to the Maths Resources folder and open it:
- ▶ Here we can see there are two documents in the Maths folder in date order.
- ▶ We are working on Tuesday's plan so we need to open that document



We have now managed to access the document which children can read through from their screen, answering the questions in their exercise books or on paper at home. There is NO NEED for them to print them off – there is no issue if you have the facility to print and would therefore prefer to but all daily lesson plans have been designed to be read from the screen without needing to do anything more.

Today's Key Information

Known multiplication facts are multiplication facts that we already know or have previously learnt. For example, $2 \times 5 = 10$.

Related calculations are linked to an original calculation but have one value that has changed. In these cases, the original calculation helps us to work out the answer to the related calculation.

An **array** is made by arranging a set of objects into rows and columns.

Commutative calculations have the same answer no matter what order the numbers are in. For example, $2 \times 6 = 12$ and $6 \times 2 = 12$.

A **fact family** is a collection of four facts which all use the same numbers.

ESSENTIAL POINTS

- ▶ We expect children to consider the virtual lessons exactly the way they would if in school;
- ▶ We therefore kindly ask that they do NOT use the chat/post facility to just chat to each other or make silly comments as this just fills up the feed and means the teachers invite to actually join the session is lost in the volume of idle communication.
- ▶ Don't confuse the daily lesson PowerPoints with an Assignment! Assignments/Quizzes will only be set on a Friday with the completion deadline clearly stated.
- ▶ Please encourage your child to show respect to the teacher – they should not be talking over the top of each other or shouting out when the teacher is trying to give clear instruction. They need to listen and follow the directions being given.
- ▶ ALL children can connect to their Team with their log-in. There is no way a teacher can purposely NOT allow a child to join or deny them access to the resources so if your child is claiming they have 'not been given the work' or they 'can't join the team' it is possibly because they are not looking in the right place or have not clicked the right joining link.