



Remote Learning – Microsoft Teams Pupil Guide

Introduction

Keeping regular learning going during the period when children are not able to attend school is of great importance to reduce the impact of children's education. It is for this reason that St Bartholomew's has been developing the use of **Microsoft Teams** to help assist with remote learning.

This guide will demonstrate how to use Microsoft Teams to support all children, however old, with remote learning. For example, older children might use this guide as a point of reference as they will be using Microsoft Teams on their own smartphone/tablet. Parents might use this guide if supporting younger children.

When logging in for the first time - Email Address & Password

Children will have been given a school email address and a 'first use' password (attached to this guide).

Please note, older children may have completed this task at school.

When accessing Microsoft Teams for the first time, the school email address and 'first use' password will be needed. Teams will then ask for a permanent password.

This has to be:

- At least 8 characters long
- Must meet 3 of the following requirements:
 - Contain a uppercase character
 - Contain a lowercase character
 - Contain a number
 - Contain a special character (E.g. *)

How Remote Learning will be organised - viewing assignments, uploading work, teacher feedback & notifications

If children are unable to attend school, work will be set to complete - it will mirror as close as possible the school's curriculum. Microsoft Teams will support ongoing education as it will help to provide the link between the teacher and child/parents.

This guide will provide information on how this support can be received. It has instructions on how to view assignments, upload work and see teacher feedback on a smartphone, tablet and a laptop/desktop.

Uploading work means work can be sent to the teacher immediately after it has been completed. This is a great way of keeping in touch and for the teacher to see how things are going.

If using teams on a smartphone/tablet – notifications will be received when the teacher sends out a message to the class (e.g. Today's Maths work is now available on teams).

Please note: Using smartphones and tablets to access Teams has its benefits - the interface is more user friendly and the process is quicker.

The guide will refer to you/your – this is so that all users are included – whether it be older children referring to the guide, or parents referring to the guide on behalf of the child.

**Contents**

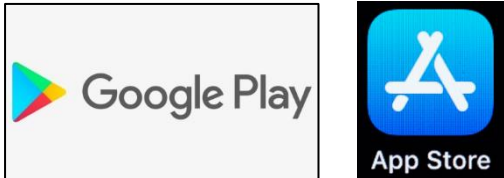
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View assignments and upload work from a smartphone - Recommended

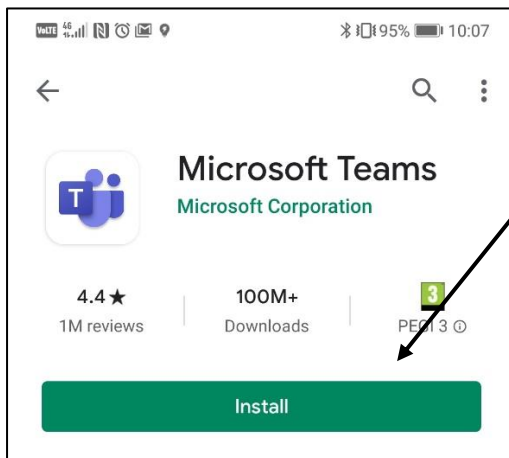
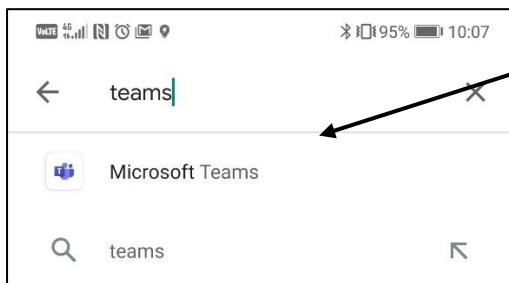
IMPORTANT NOTE

All smartphones running iOS / Android should have software pre-installed allowing you to open PDF files. If your smartphone does not, please search for 'Free PDF viewer' in either the Play or the App store and install it.

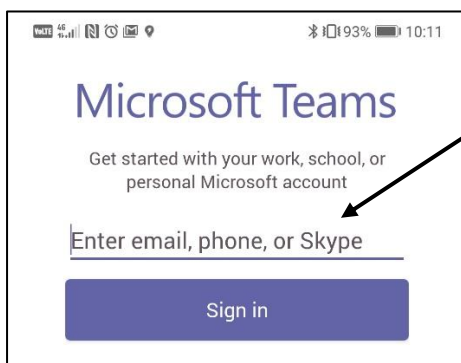
1. Open the Google Play or App store app:



2. In the search bar type 'Teams'. Then click on 'Microsoft Teams' and install it:



3. Once installed, open the team's app and the page below will appear. Type in your school email address then click 'Sign in':





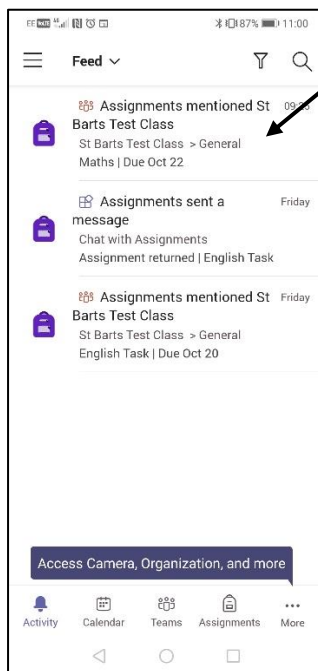
4. The screen below will now appear. Now type in your first use password and click 'Sign in':

5. Enter your first use password in the top box, then type what you want your permanent password to be in the bottom two boxes and then click 'Sign in':

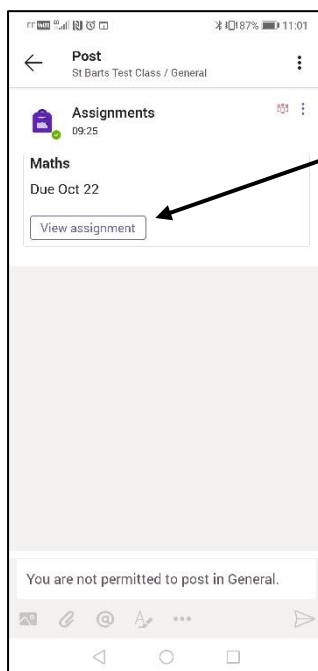
6. Click 'Next' on each of the screens below:



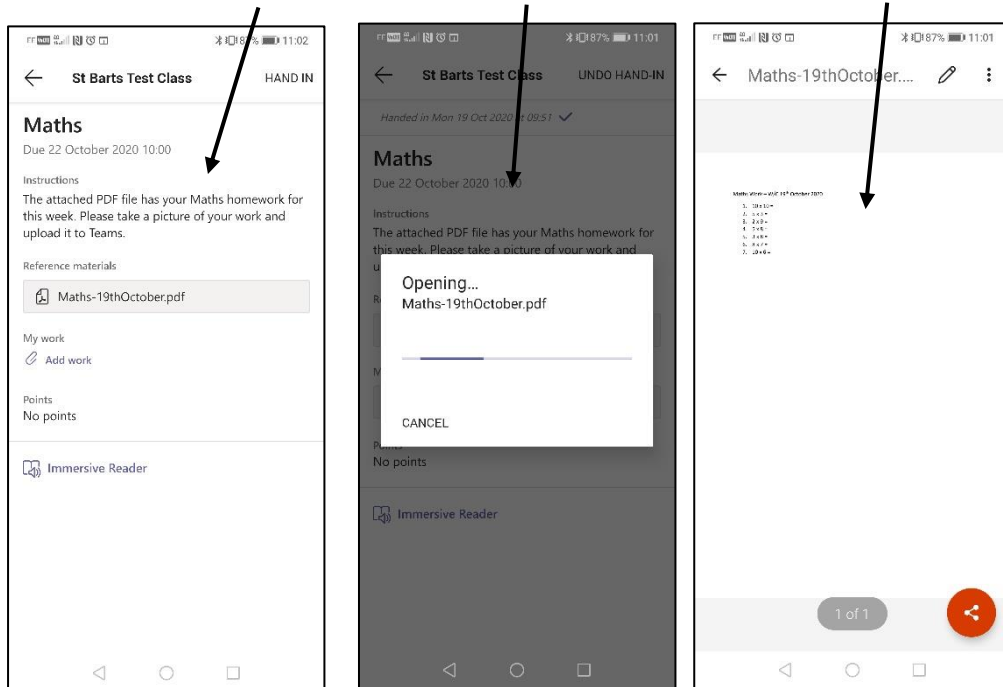
7. The 'Feed' screen will show first. This shows the assignments that your teacher has set you to complete. Click on an assignment to see more detail:



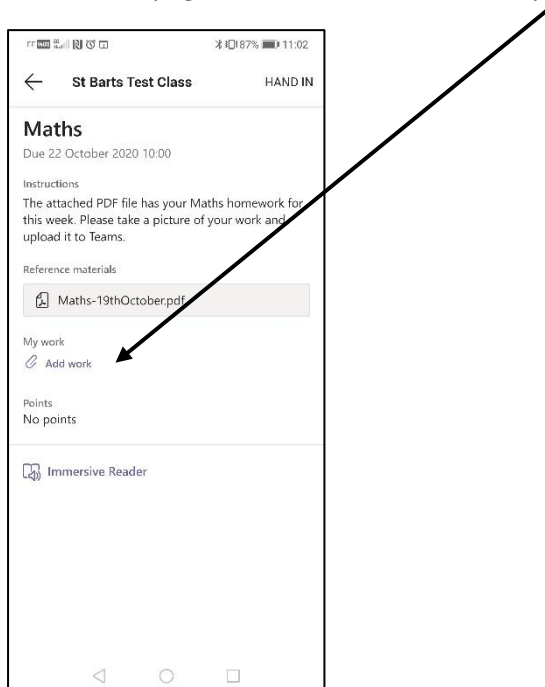
8. You will now see the screen shown below. Click on 'View assignment':



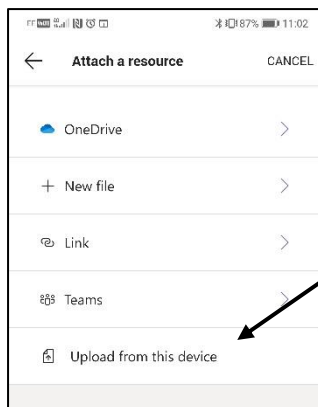
9. You will now see more detail about the assignment. Your teacher may well attach reference materials alongside the instructions. To open these simply click on the filename (In this example they have attached a file called 'Maths-19th October.pdf').



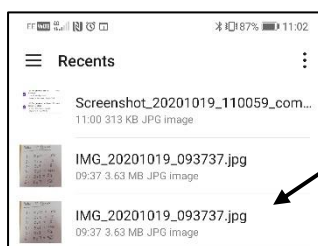
10. Once you have completed your work for the lesson and taken a picture of it (make sure you take a good clear picture so that your work can be read by your teacher. If it spans over a few pages then take a few different pictures), click on 'Add work':



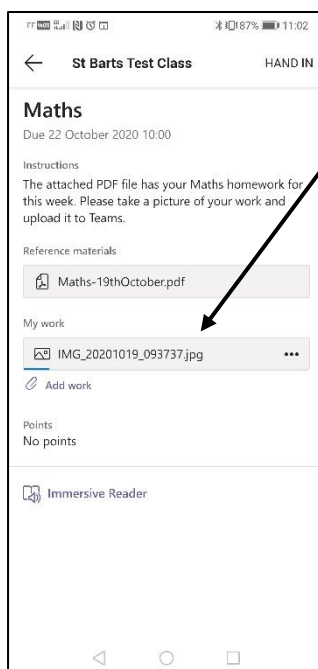
11. You will now see the screen below. Click on 'Upload from this device':



12. Your camera pictures will now show. Find the picture you took, click on it and upload it.

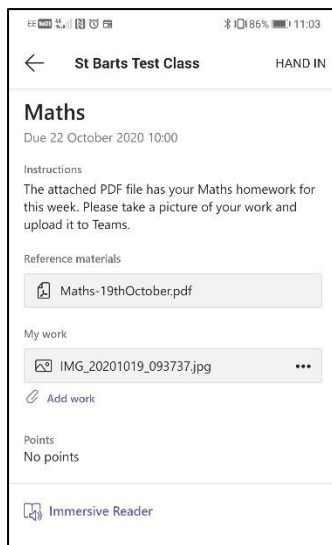


13. You will now see the main assignment page where you can see your picture will be uploading. If you have more than one picture, keep clicking on the 'Add work' text and following steps 10, 11 and 12 again to upload more.

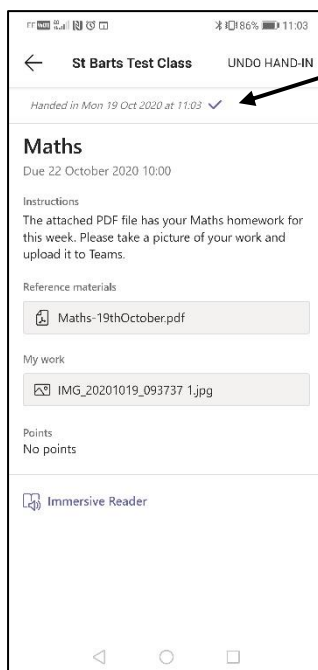




14. Once you have added all your pictures, click on 'HAND IN':



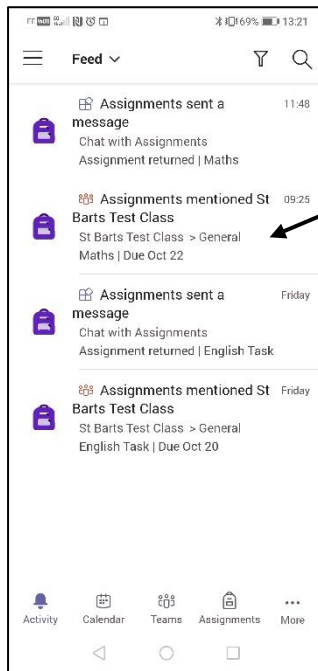
15. You will now see some animation. Also at the top will be confirmation of the date and time you handed your work in:



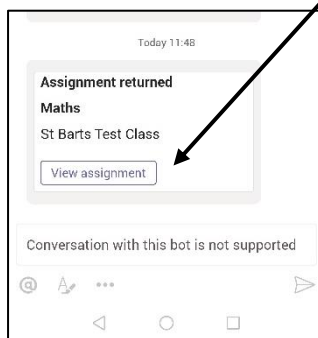
16. If you hand your work in then realise you missed off some pictures, simply click the 'UNDO HAND-IN' text, add the pictures in you forgot, then click on 'HAND-IN' again.

Accessing feedback from a smartphone - **Recommended**

1. Sign into your Teams account as per steps 3 to 7 on pages 3, 4 and 5.
2. You will see a screen similar to below. Click on the assignment that you want to read feedback for.:

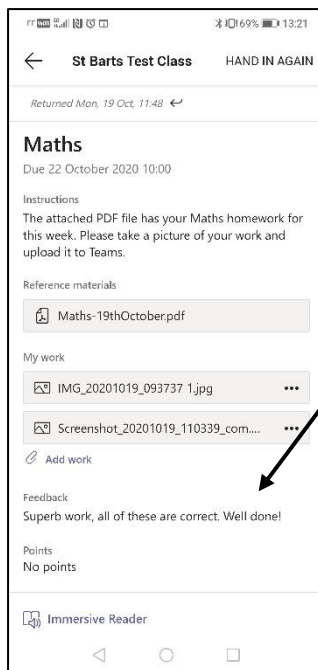


3. Click 'view assignment'.





4. You will now see the feedback for that assignment:

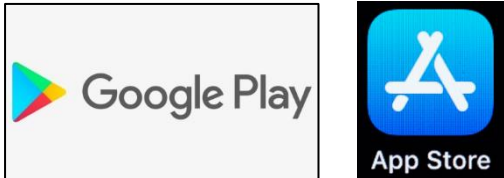


View assignments and upload work from a tablet device - **Recommended**

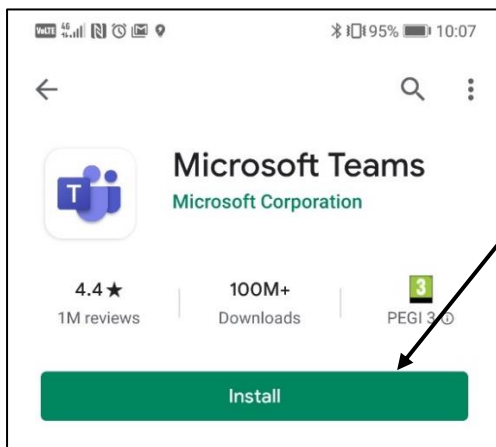
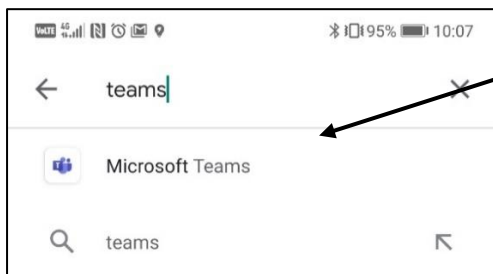
IMPORTANT NOTE

All iPads running iOS / Android should have software pre-installed allowing you to open PDF files. If your iPad does not, please search for 'Free PDF viewer' in either the Play or the App store and install it.

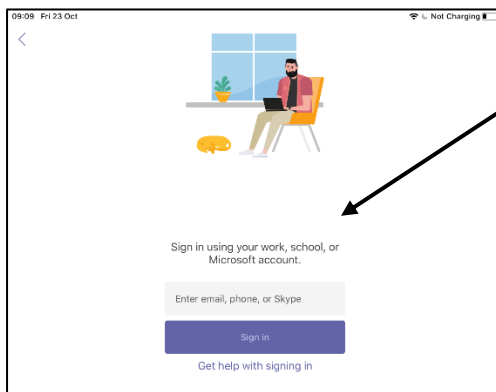
1. Open the Google Play or App store app:



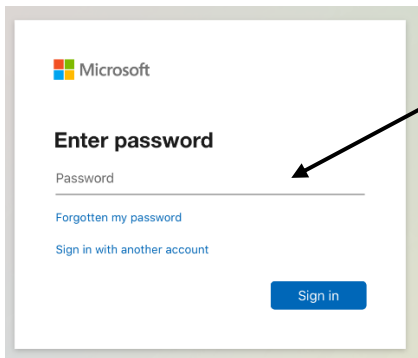
2. In the search bar type 'Teams'. Then click on 'Microsoft Teams' and install it:



3. Once installed, open the team's app and the page below will appear. Type in your school email address then click 'Sign in':



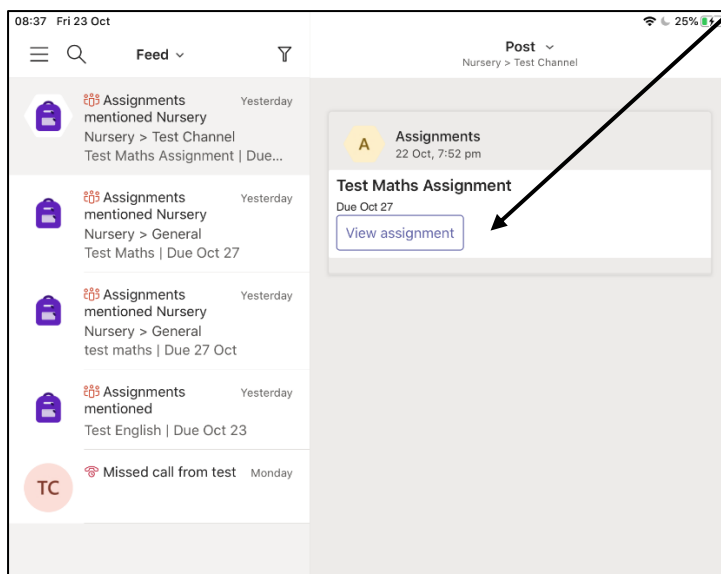
4. The screen below will now appear. Now type in your first use password and click 'Sign in':



5. Enter your first use password in the top box, then type what you want your permanent password to be in the bottom two boxes and then click 'Sign in':

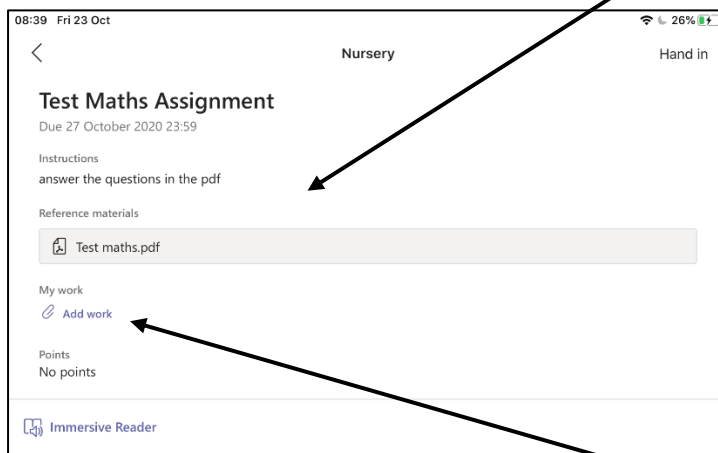


6. The 'Feed' screen will show first. This shows the assignments that your teacher has set you to complete. Click on 'View assignment' to see more detail:

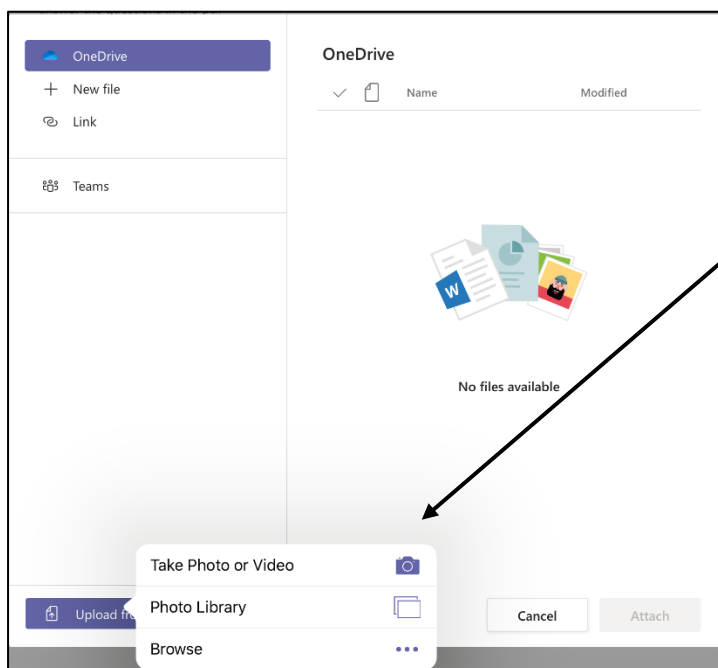




7. You will now see more detail about the assignment. Your teacher may well attach reference materials alongside the instructions. To open these simply click on the filename (In this example they have attached a file called 'Test maths.pdf').



8. Once you have written your work, click on 'Add work' then choose 'Take a photo or video':

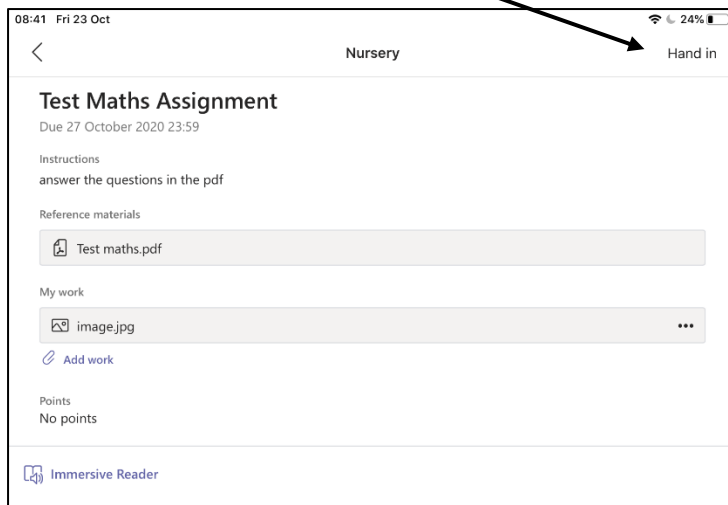


9. When you have taken your photo, click on 'Done':

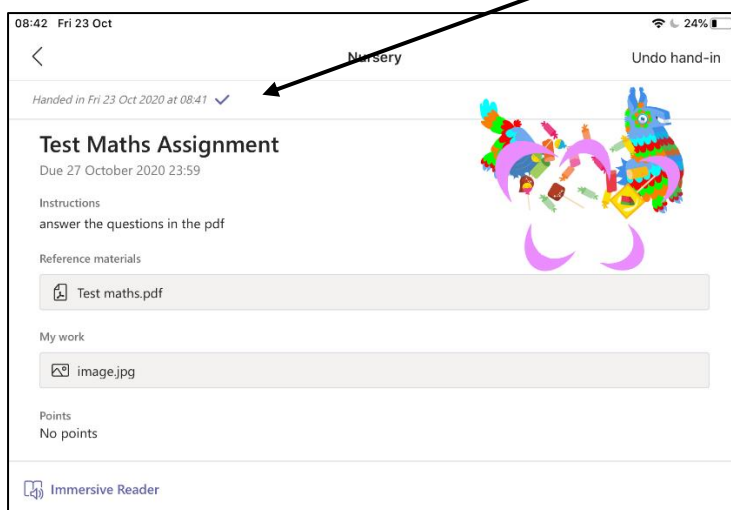




10. If you have more photos to take (For example if your work is over more than one page) then follow steps 7, 8 and 9 again until you have attached all photos of your work (In the example below we have just attached one picture called 'image.jpeg'). When you are happy all your work is uploaded, click on 'Hand in':



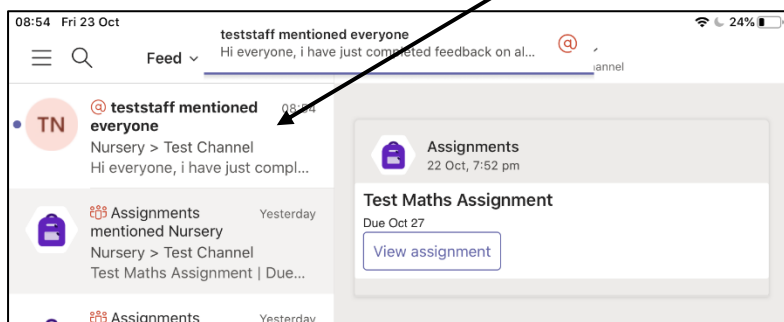
11. You will now see some animation. Also at the top will be confirmation of the date and time you handed your work in:



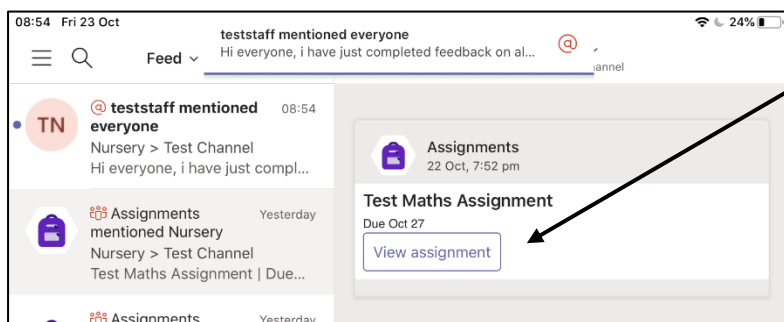
12. If you hand your work in then realise you missed off some pictures, simply click the 'UNDO HAND-IN' text, add the pictures in you forgot, then click on 'HAND-IN' again.

Accessing feedback from a tablet device - Recommended

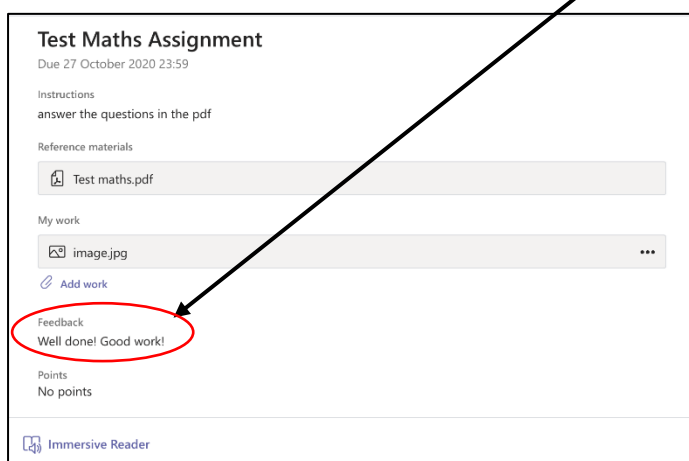
1. Sign into your Teams account as per steps 3 to 6 on pages 11 and 12.
2. You will see a screen similar to below. If your teacher sends out a notification that they have completed your feedback you will see it here:



3. Click on the assignment you want to see feedback for, then click 'View assignment':



4. You will now see the feedback for that assignment.



View assignments and upload work from a laptop / desktop

IMPORTANT NOTE

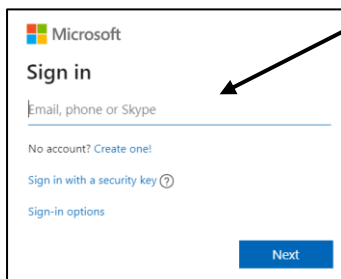
All laptops / desktops running windows should have software pre-installed allowing you to open PDF files. If your laptop / desktop does not then please go to the link below to download and install a free PDF viewer:

<https://get2.adobe.com/uk/reader/>

1. Take a picture(s) of your work and make sure you have them available on your laptop/desktop so you can upload them.
2. Open a web browser and type in www.office365.com. Then click on 'Sign in':



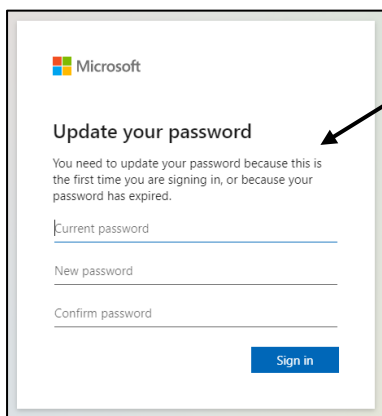
3. Type in your school email address and click 'Next':



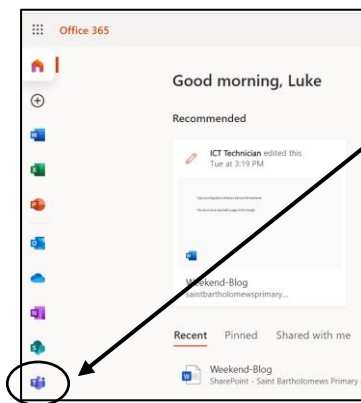
4. Type in your first use password then click 'Sign In':



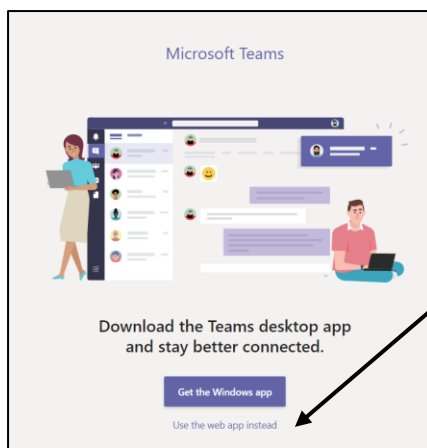
5. On the screen below, type your first use password in the top box and then type what you want your permanent password to be in the bottom two boxes. Then click 'Sign in':



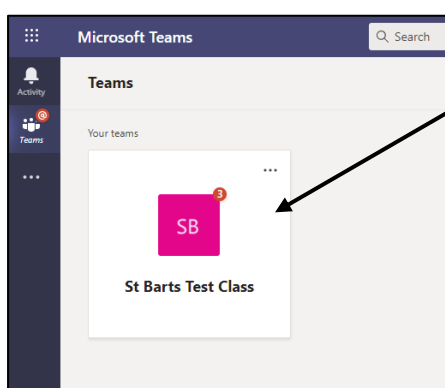
6. The screen below will now appear. On the left hand side, you will see various icons. To access the work your teacher has set you need to click on the team's icon:



7. The screen below will now open. Click on 'Use the web app instead':

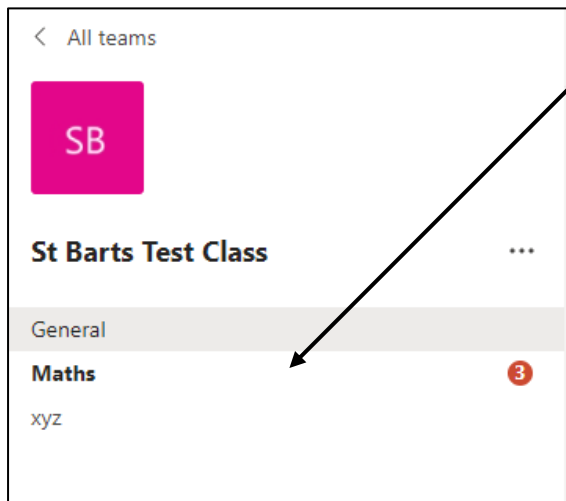


8. A screen similar to below will now appear. Click on your class icon (You might notice on this example there is an orange circle with a number in it. This denotes how many new posts/assignments your teacher has posted to your class since you last logged in)

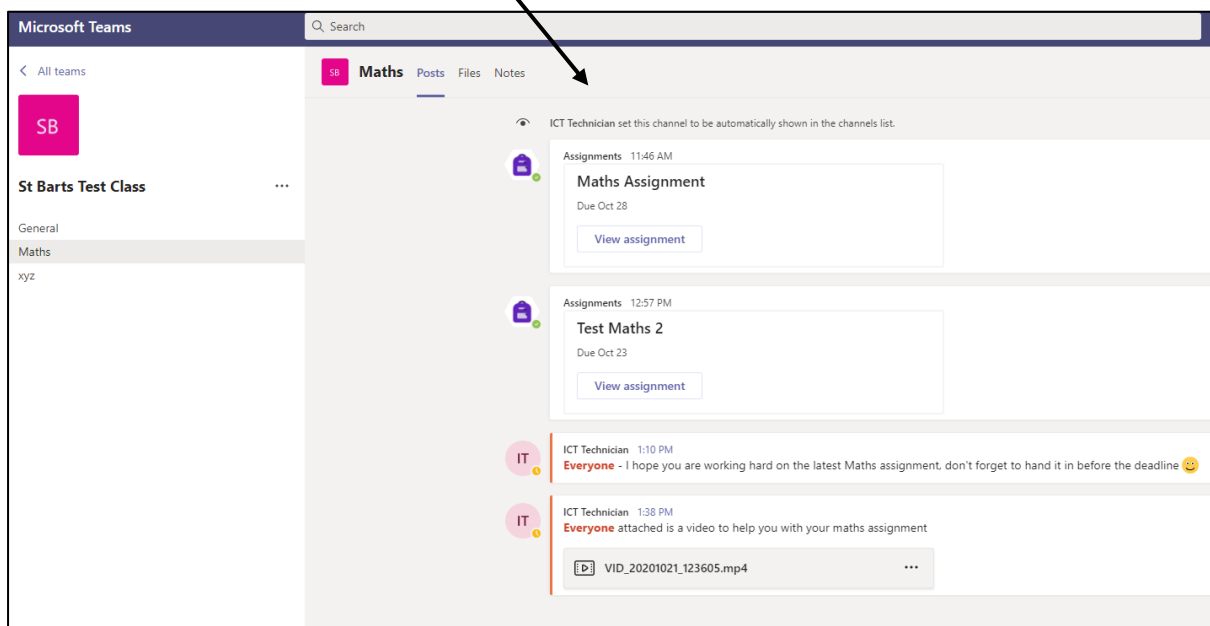




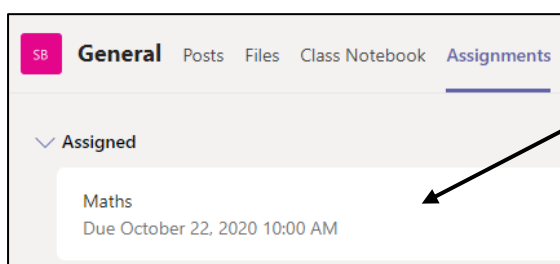
9. You will now see a screen similar to below. Your teacher will setup areas relating to different subjects here. Click on the area you want to access the assignments / messages from your teacher:



10. You will now see the assignments your teacher has set along with any messages they have posted (This example contains two assignments and two messages from your teacher. One of the messages contains a video attachment for you to watch. Simply click on the .mp4 file to open it.)

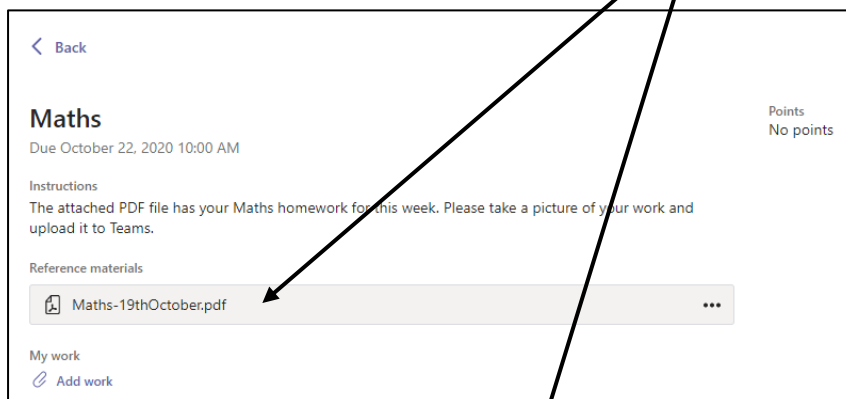


11. Click on the assignment you want to look at first:

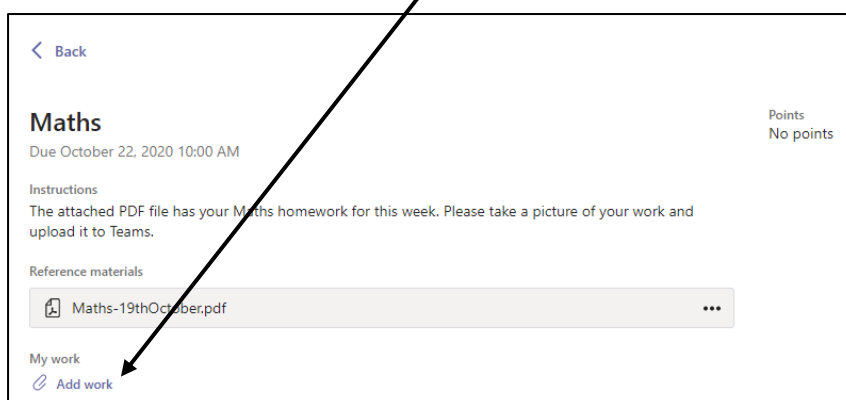




12. A more detailed page will now show giving you information about your assignment. Your teacher may also attach reference materials (In this example they have attached a PDF file called 'Maths-19thOctober'). To open any reference material files, simply click on them.



13. Once you have completed your work (In this example the teacher asked for you to write out your answers to the Maths questions then take a picture of your work) click on the 'Add work' icon at the bottom:

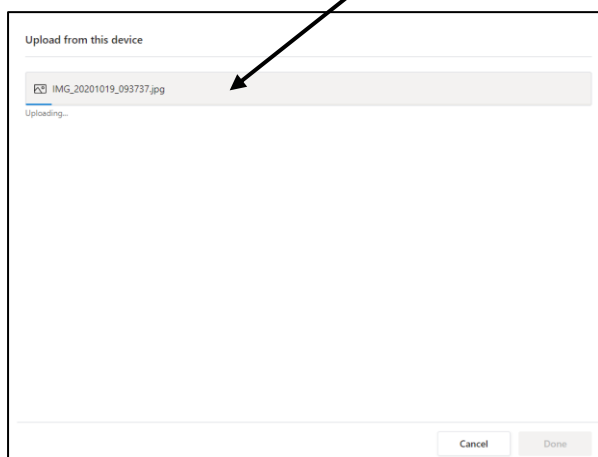




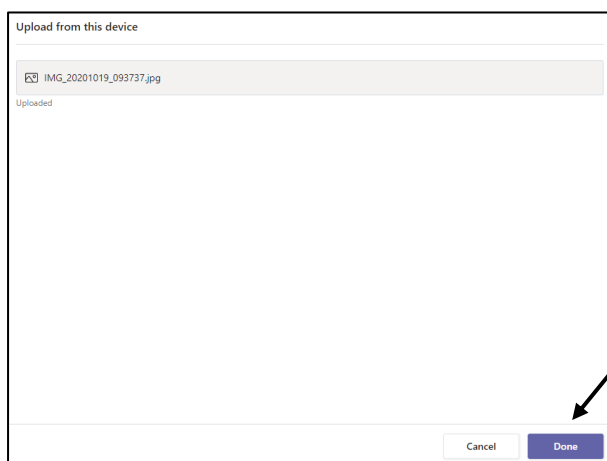
14. The screen below will now appear. Click on 'Upload from this device' and find the file(s) you want to upload.



15. The file will now upload:

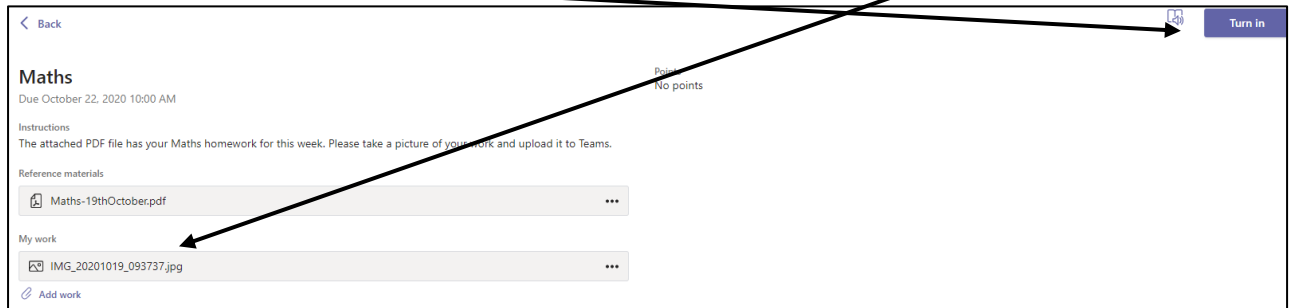


16. The screen below will show when your file has uploaded. Click on 'Done':

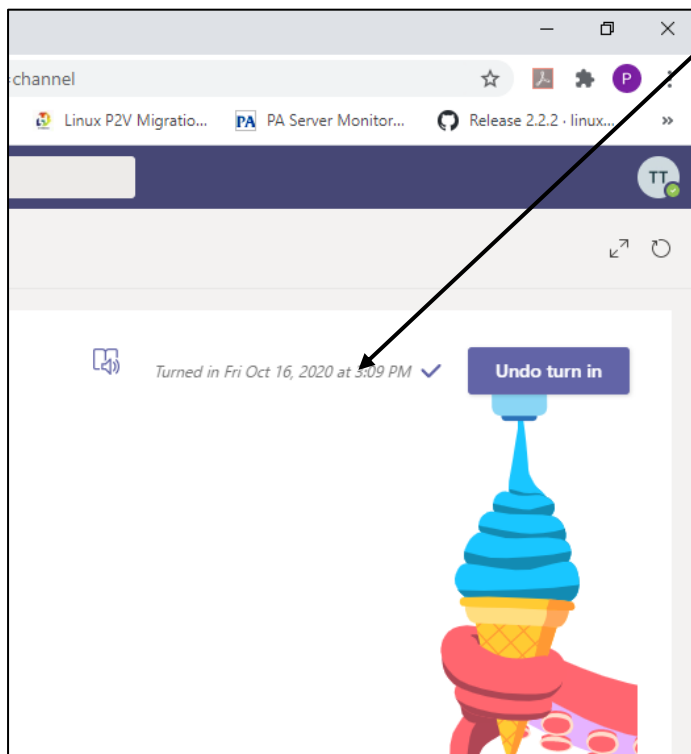




17. If you have more pictures you wish to upload then follow the process in steps 13 to 16 until you have uploaded them all. Once uploaded, you will see them listed here. Now click on the 'Turn in' button to hand your work in:



18. Your work is now handed in. You will see a confirmation of the date and time this was done:

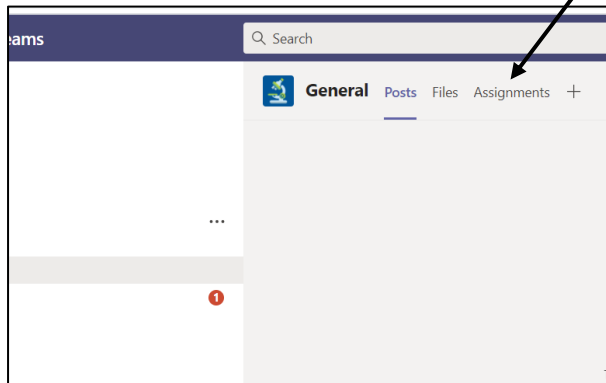


19. If you forgot to attach anything after you handed in your work, simply click 'Undo turn in', add the files you forgot and then hand it in again.

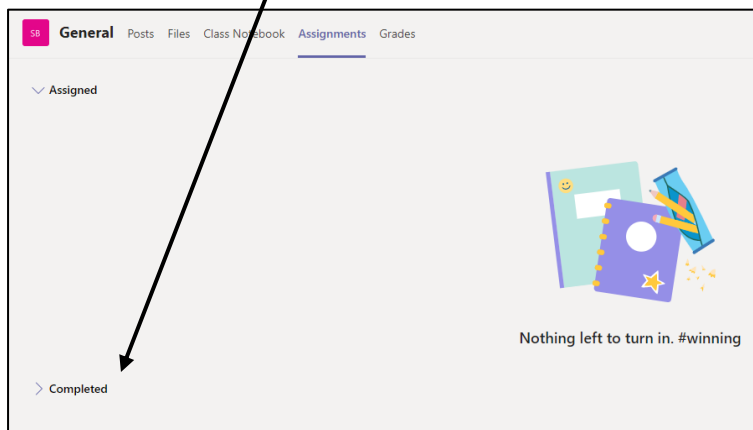


Accessing feedback from a laptop / desktop

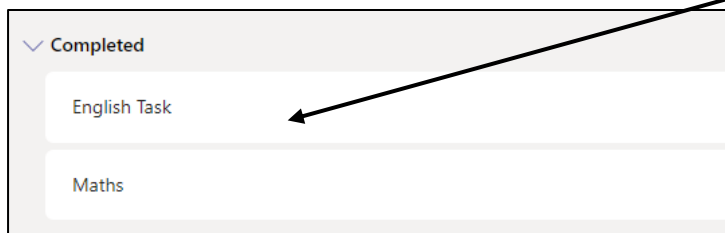
1. Sign into your Teams account as per steps 2 to 6 on pages 16 and 17.
2. The screen below will appear, click on 'Assignments':



3. Click on 'Completed':



4. You will see a list of assignments that you have handed in work for:





- Click on the assignment that you want to see the feedback for. The screen below will appear and you will see your teacher's feedback on the right hand side.

This screenshot shows the 'Maths' assignment page in Microsoft Teams. On the right side, there is a feedback section that reads: 'Feedback: Superb work, all of these are correct. Well done!' and 'Points: No points'. An arrow points from the text in step 5 to this feedback section.

[Back](#)

Maths

Due October 22, 2020 10:00 AM

Instructions
The attached PDF file has your Maths homework for this week. Please take a picture of your work and upload it to Teams.

Reference materials

Maths-19thOctober.pdf ...

My work

IMG_20201019_093737 1.jpg ...

Screenshot_20201019_110339_com.microsoft.teams.jpg ...

[Add work](#)

- Click on 'Back' to return to the previous screen where you can access feedback from other assignments.

This screenshot is identical to the one above, showing the 'Maths' assignment page. An arrow points from the text in step 6 to the 'Back' button at the top left of the page.

[Back](#)

Maths

Due October 22, 2020 10:00 AM

Instructions
The attached PDF file has your Maths homework for this week. Please take a picture of your work and upload it to Teams.

Reference materials

Maths-19thOctober.pdf ...

My work

IMG_20201019_093737 1.jpg ...

Screenshot_20201019_110339_com.microsoft.teams.jpg ...

[Add work](#)



FAQ's

Question: What do we do if we have forgotten our email address?

Answer: Send an email to forgotten@stbartsleeds.org.uk containing your full name and class number. You will get a reply confirming your school email address.

Question: What do we do if we have forgotten our password?

Answer: Send an email to forgotten@stbartsleeds.org.uk containing your full name and class number. You will get a reply with a first use password. Once you have signed in with this, you will then have to type in a new password, which will be your permanent one.