



Four Marks School & Microsoft TEAMS



A guide for Parents

Four Marks School & Microsoft TEAMS

An infographic with a colorful background of a rainbow and hearts. It features a central graphic of a blue 'T' with a red heart and two blue figures wearing party hats. The text 'Keeping our Class Teams Pages A Positive Online Space!' is written in a curved path. Below this, there are five blue rounded rectangular boxes, each containing a heading and a paragraph of text. The text is as follows:

Keeping our Class Teams Pages A Positive Online Space!
Help us keep our online space positive and productive!

What can I post? [closed page icon]
We have set up the Class Teams pages so you can still complete work and have feedback from your teacher. If you want to share other things that you have been doing at home that are not about your work, please use the closed Facebook page.

Reacting to posts: likes, loves and more [thumbs up icon]
If you want to give encouragement to your friends or your teacher by liking their posts, we think that is a fabulous idea. However, it is very important to keep your reactions positive.

Replying to classmates [reply icon]
You can reply to anything posted on the Teams page, just make sure that the content is kind, respectful and helpful for the person you are replying to. Remember, everyone can see your posts.

Contacting your Teacher [message icon]
We love to know how you're doing so don't be afraid to ask your teacher questions on the Teams pages. Just remember, your teacher may not be able to respond straight away.

Using Emojis [emojis icon]
We know you love to use the animated emojis to brighten up your posts, but please only use the ones that are positive and encouraging.

How do I get on Teams from a computer?



- Open your web browser and navigate to www.office.com.
- Then, log in with your school email address and password when prompted.
- A copy of this can be found on the inside cover of your child's home learning book. Please keep this safe. It should not be shared with others.

A screenshot of the Microsoft Office website. The page features a navigation bar with the Microsoft logo and links for Office, Products, Resources, Templates, Support, My account, and Buy Office 365. The main content area has a large image of a person using a tablet, with the text 'Welcome to Office' and 'Your place to create, communicate, collaborate, and get great work done.' Below this, there are two buttons: 'Get Office' and 'Sign in'. The 'Sign in' button is circled in red, and a red arrow points to it from below. At the bottom of the page, there is a link that says 'What is Office 365?'.

Four Marks School & Microsoft TEAMS



Teams works across almost all devices with an Internet connection (desktop & mobile) via web browser or downloadable app.

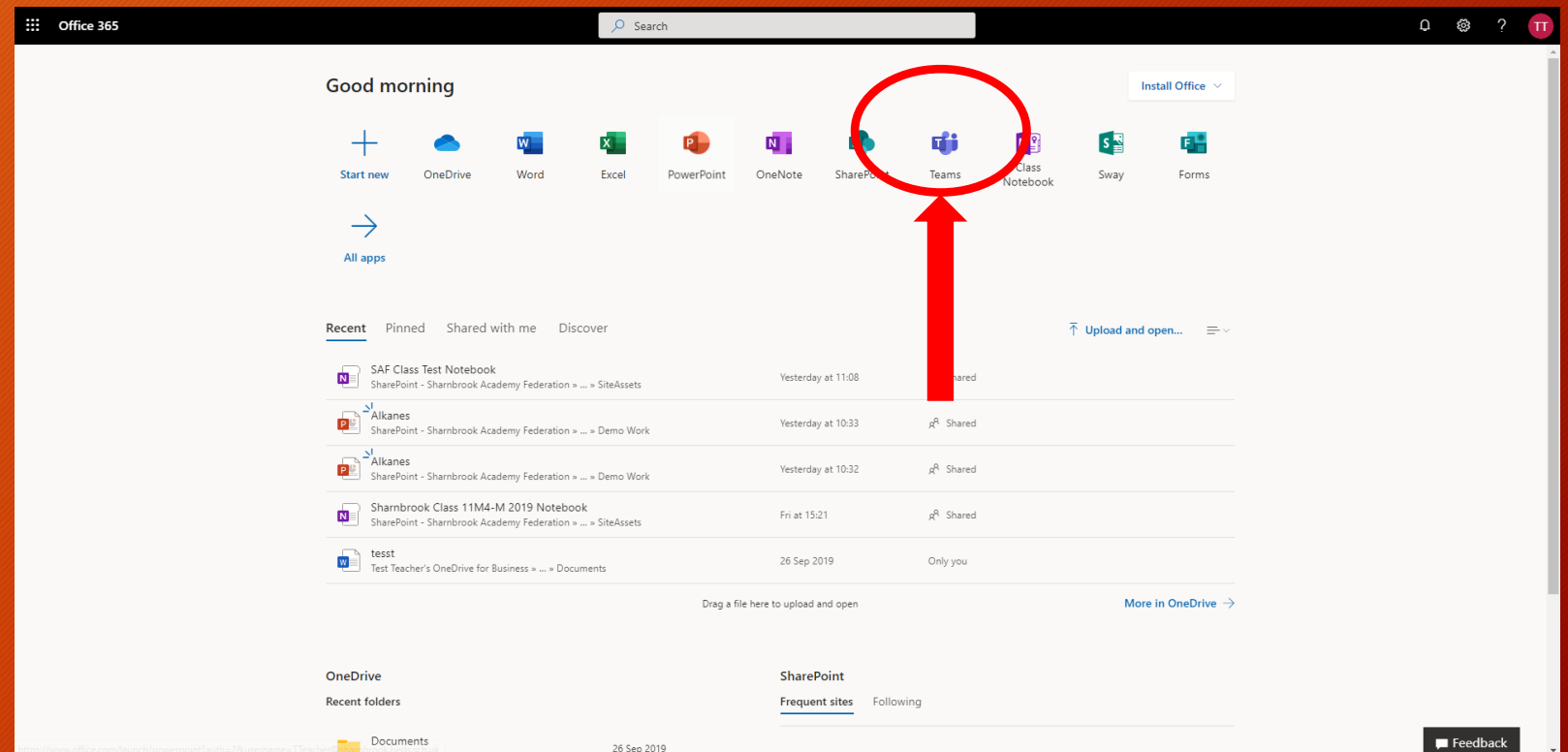
- To download Microsoft Teams on a computer, go to www.office.com and log in with your school login and password. We recommend that you download Teams rather than use the web version.
- To download the Teams app on a mobile or tablet device, access your devices' app store and download the Microsoft Teams app. Then, log in with your school login and password.

***You will get much better functionality on TEAMS
if you download the app rather than using the web version.***

Four Marks School & Microsoft TEAMS



- Select the Teams logo from the Office home page.

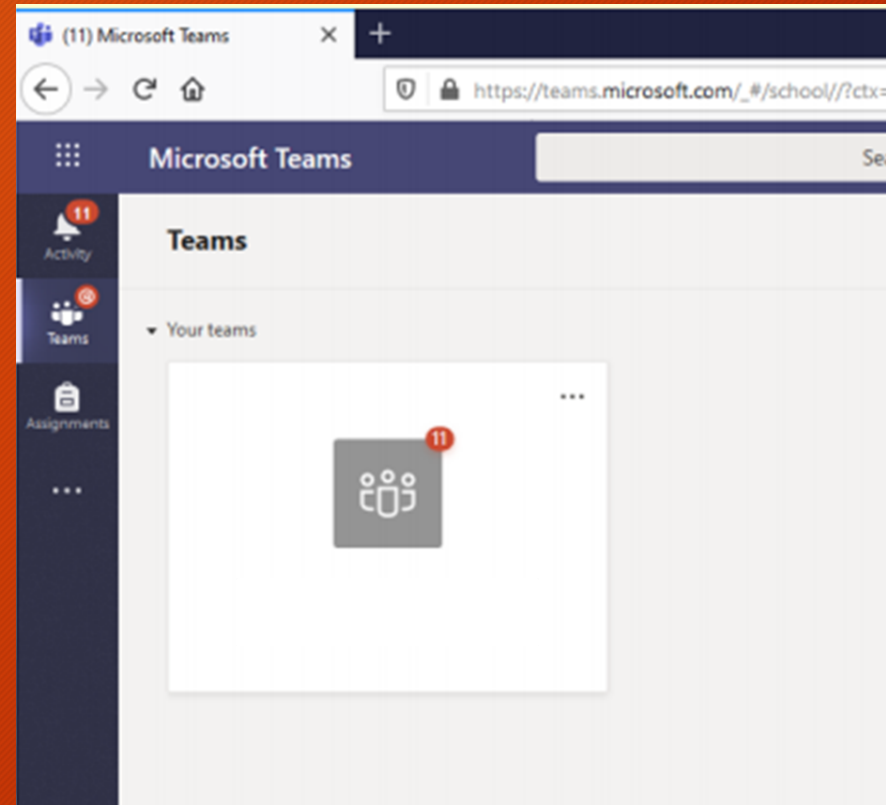


Four Marks School & Microsoft TEAMS



You should only be able to see the year group you are

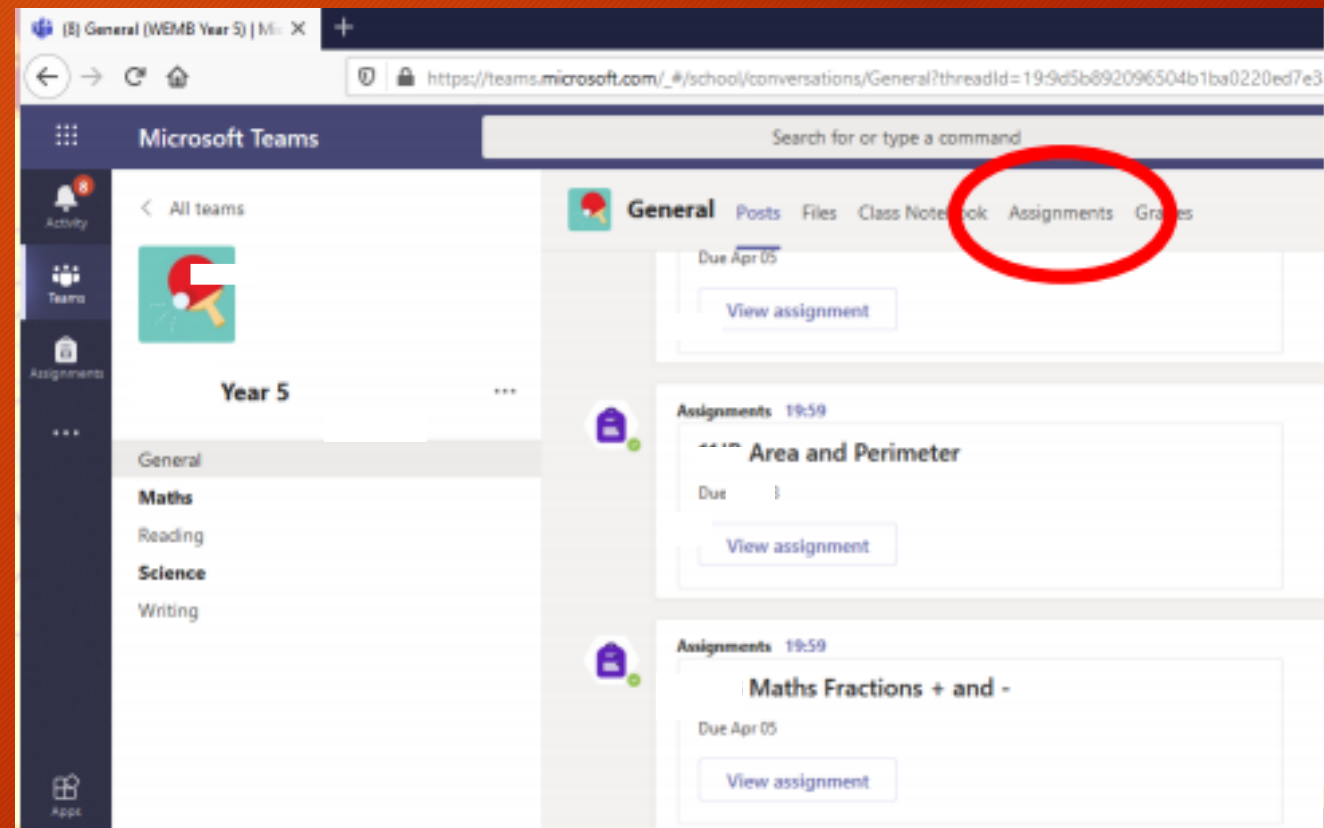
Click it to go to the 'Posts' page.



Four Marks School & Microsoft TEAMS



There will be a list of activities for the Year group/ class.
This will list all the tasks to complete.
Remember, some tasks are **priority tasks**. Check your weekly overview to find out which.



Four Marks School & Microsoft TEAMS



Example weekly overview.
Remember, some tasks are priority tasks.

Priority 1

Priority 2

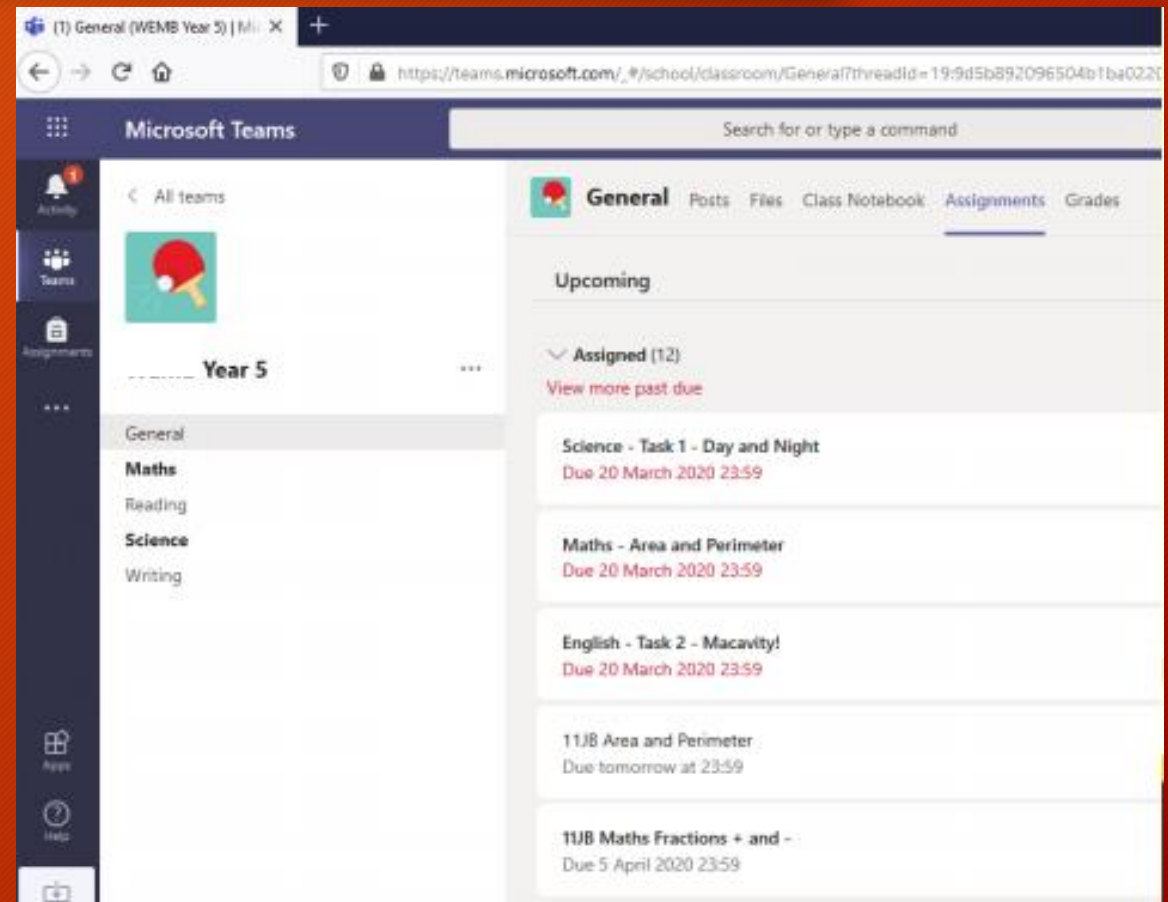
Priority 3

16 th Nov	Monday	Tuesday	Wednesday	Thursday	Friday
	English Listen and watch PowerPoint and follow instructions 45-60 mins	Guided Reading Listen/read text and complete activity 45mins	English Listen and watch PowerPoint and follow instructions 45-60 mins	English Listen and watch PowerPoint and follow instructions 45-60 mins	English Listen and watch PowerPoint and follow instructions 45-60 mins
	Maths Listen and watch PowerPoint and follow instructions 45-60 mins	PE Follow links for activity 45-60 mins	Maths Listen and watch PowerPoint and follow instructions 45-60 mins	Maths Listen and watch PowerPoint and follow instructions 45-60 mins	Maths Complete Mental Arithmetic Sheet 30mins Timestable Rockstars 15 mins
	Science Listen and watch PowerPoint and follow instructions 45-60 mins	SPAG Complete activity 30mins	PE Follow links for activity 45-60 mins	Geography Listen and watch PowerPoint and follow instructions 45-60 mins	RE Listen and watch PowerPoint and follow instructions 45-60 mins
	Times Tables Rockstars 15 mins	Reading 4 Pleasure Continue to work towards Reading Wings 30mins French Complete activity/Interactive game 30mins	RSHE Listen and watch PowerPoint and follow instructions 45-60 mins Guided Reading Listen/read text and complete activity 45mins	Times Tables Rockstars 15 mins	Times Tables Rockstars 15 mins

Four Marks School & Microsoft TEAMS



You can view the set assignments and see completed/ submitted assignments (scroll to the bottom).
Click on an assignment to view its details.

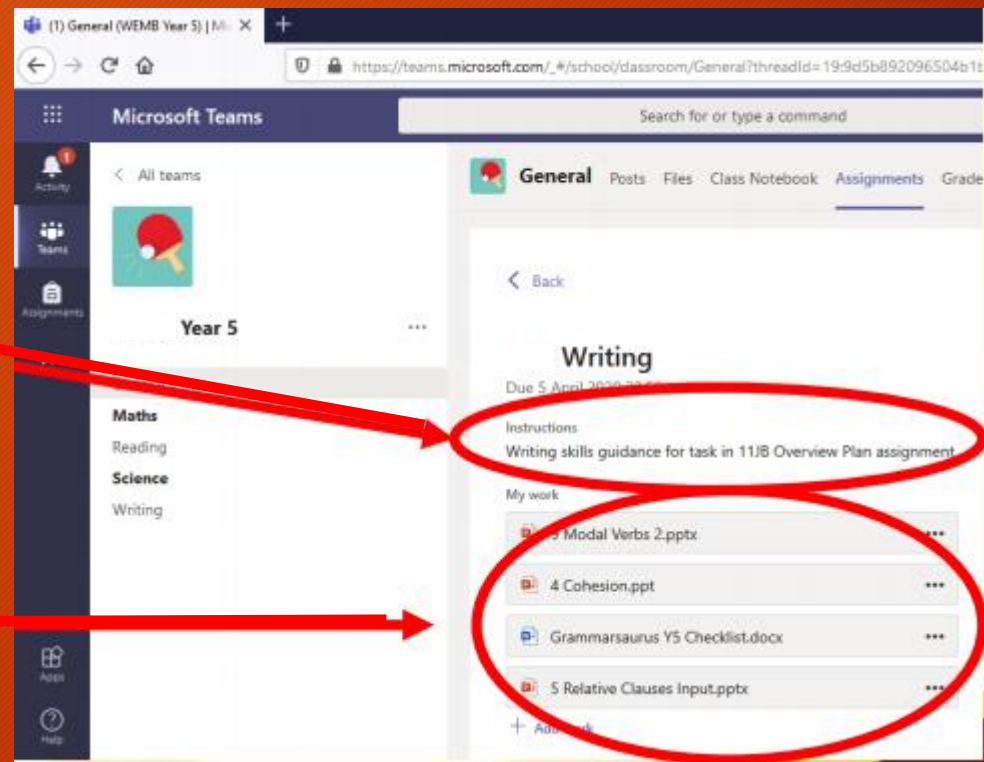


Four Marks School & Microsoft TEAMS



Instructions/ guidance

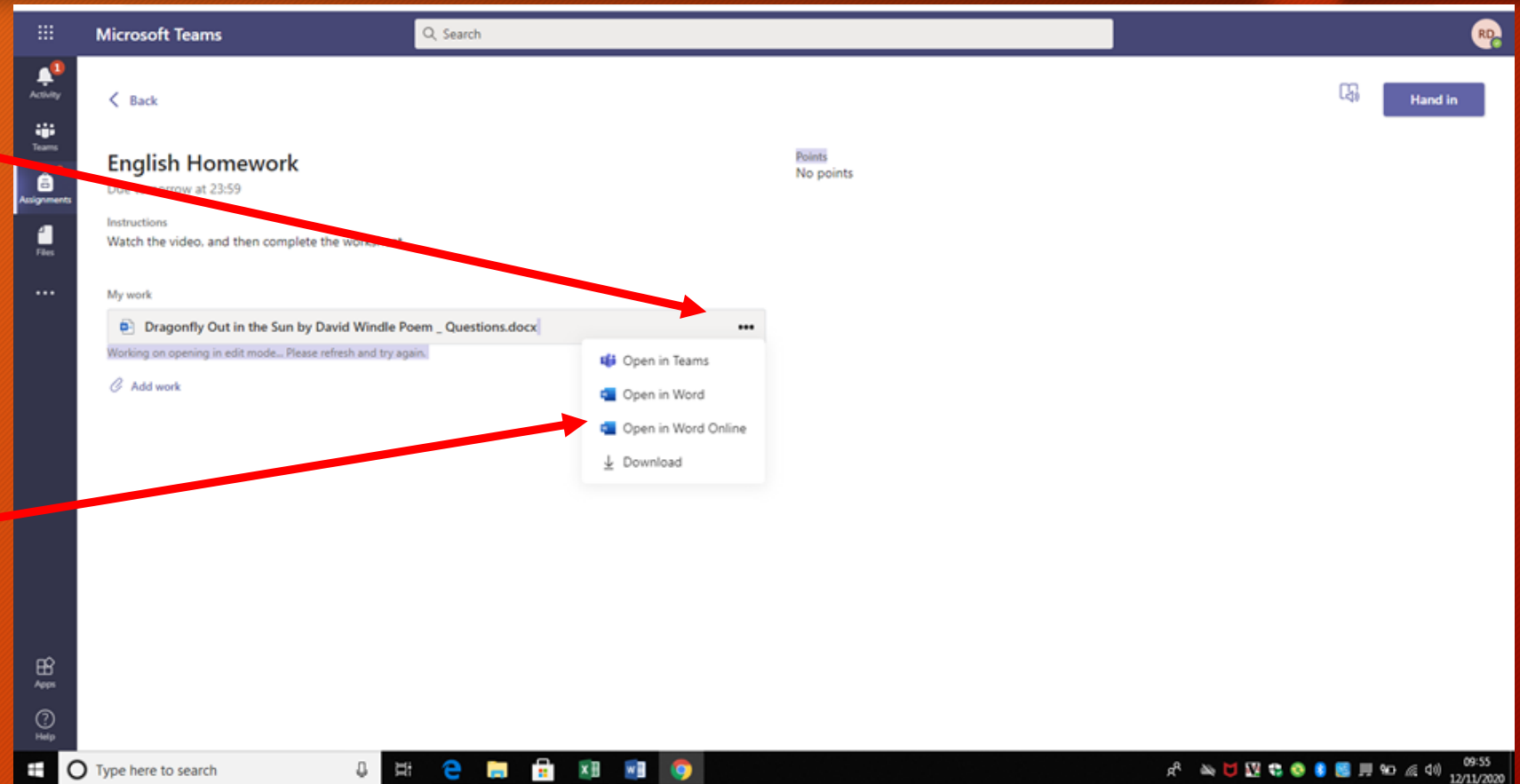
Attachments: Click to access and open.
Please download powerpoints to hear audio (see next)



Four Marks School & Microsoft TEAMS



Attachments: Click ... to access and open. Please download PowerPoints to hear audio. We also recommend that you to either download documents or open them in the actual application (e.g. word) or online application (Word online) The top option of opening in Teams gives reduced functionality and is not so user-friendly.

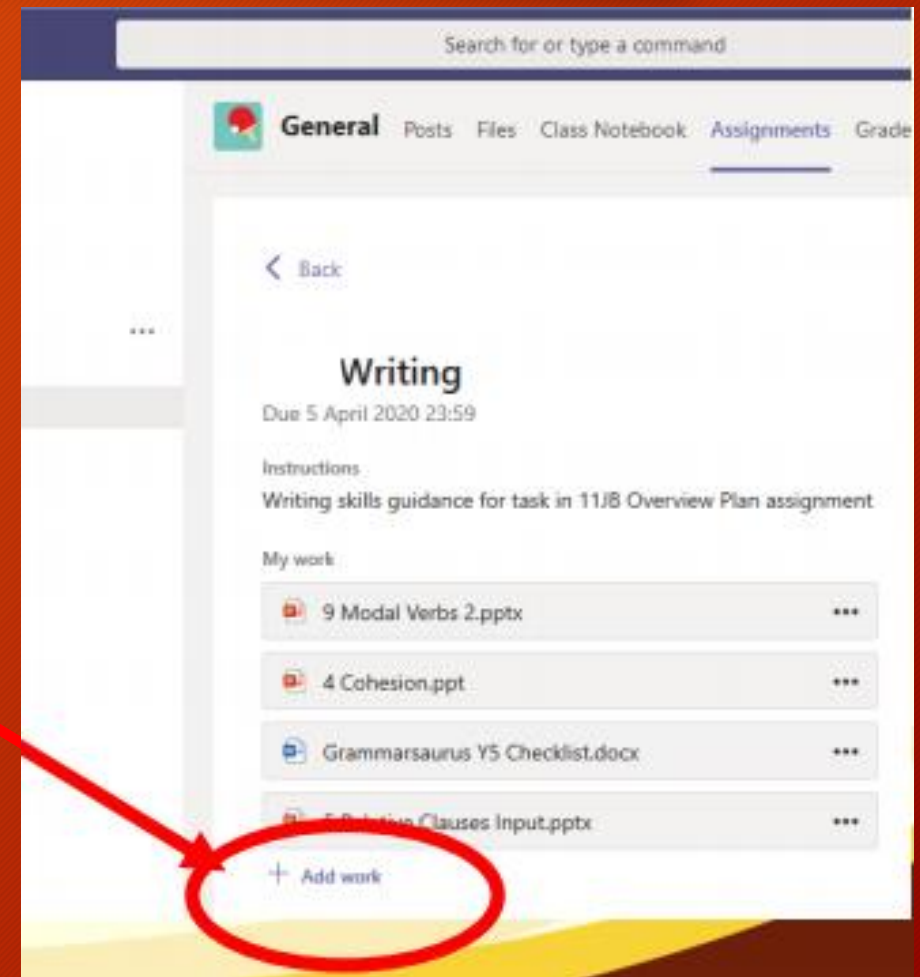


Four Marks School & Microsoft TEAMS



Work can be completed in your home learning book provided.

If completing work online click 'Add work'.



Four Marks School & Microsoft TEAMS

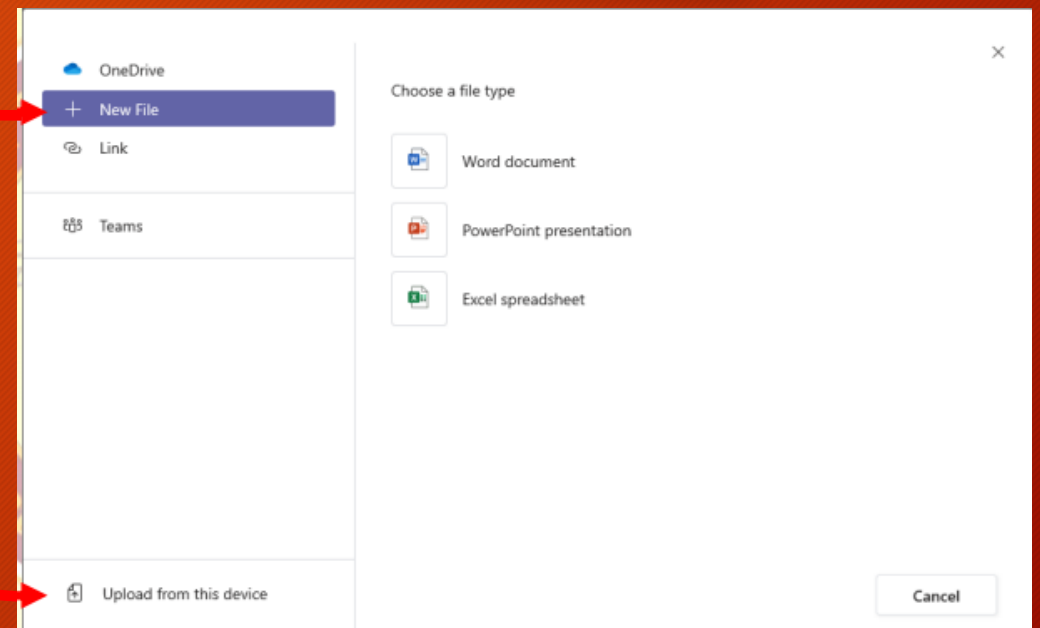


Click 'New File' to select the type of document the work will be created in.

Click 'Upload' if the work is saved on your device:

It can be a photo or document.

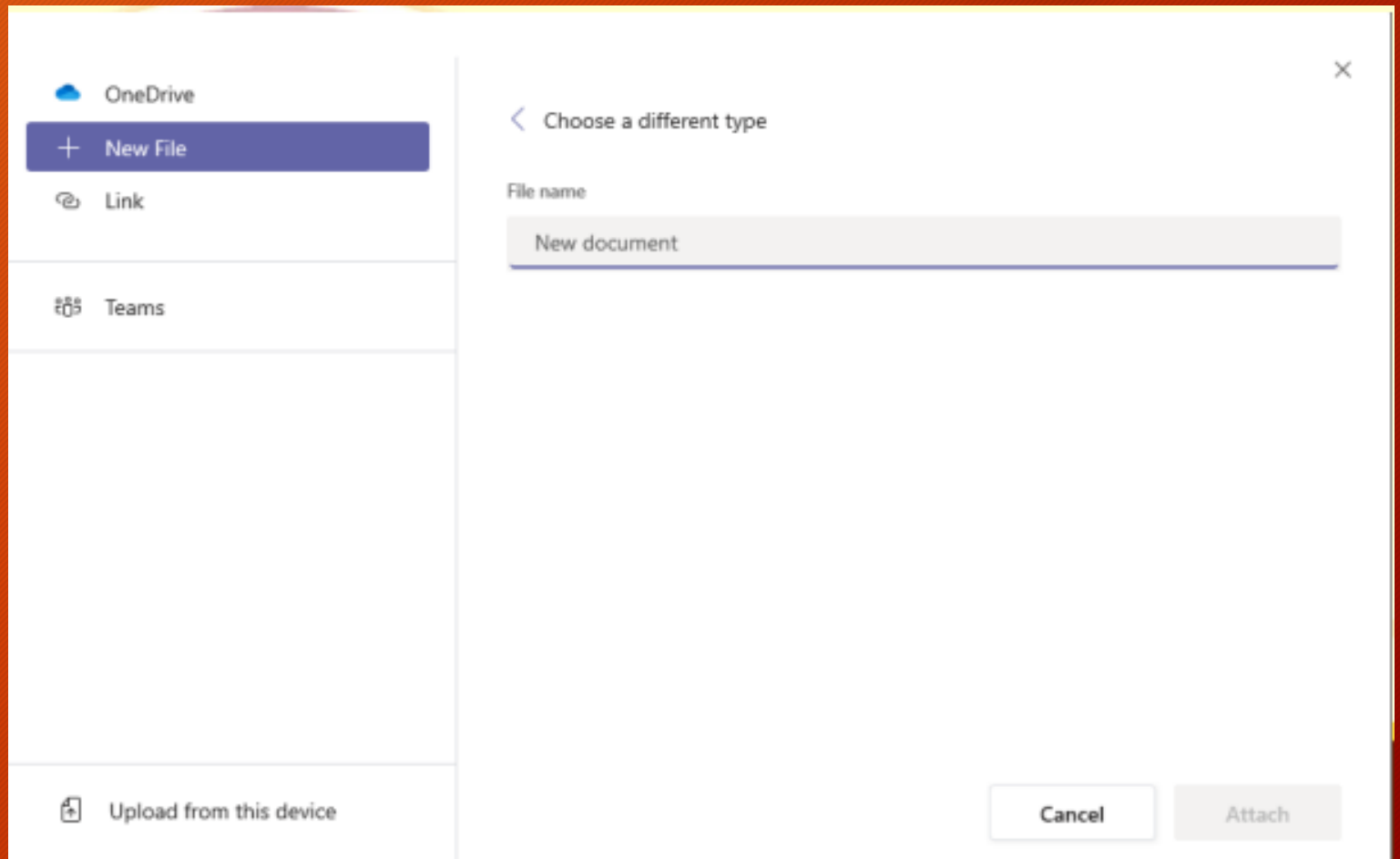
If you have taken a photo of your work (recommended) you can also upload a photo from a phone here.



Four Marks School & Microsoft TEAMS



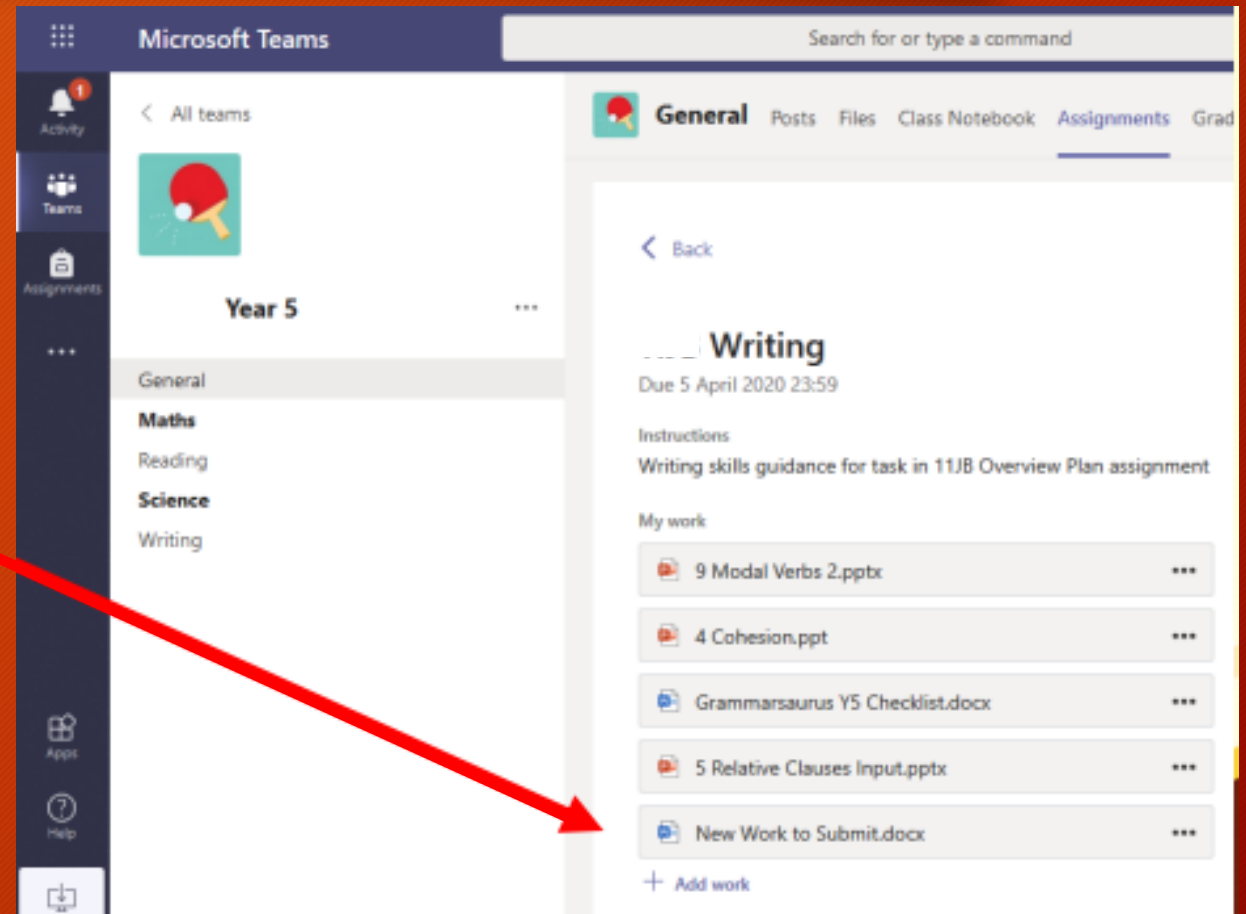
If creating a new file, type a name and click attach.



Four Marks School & Microsoft TEAMS



The new file will be listed underneath the other attachments. Only you can see your work.



Four Marks School & Microsoft TEAMS



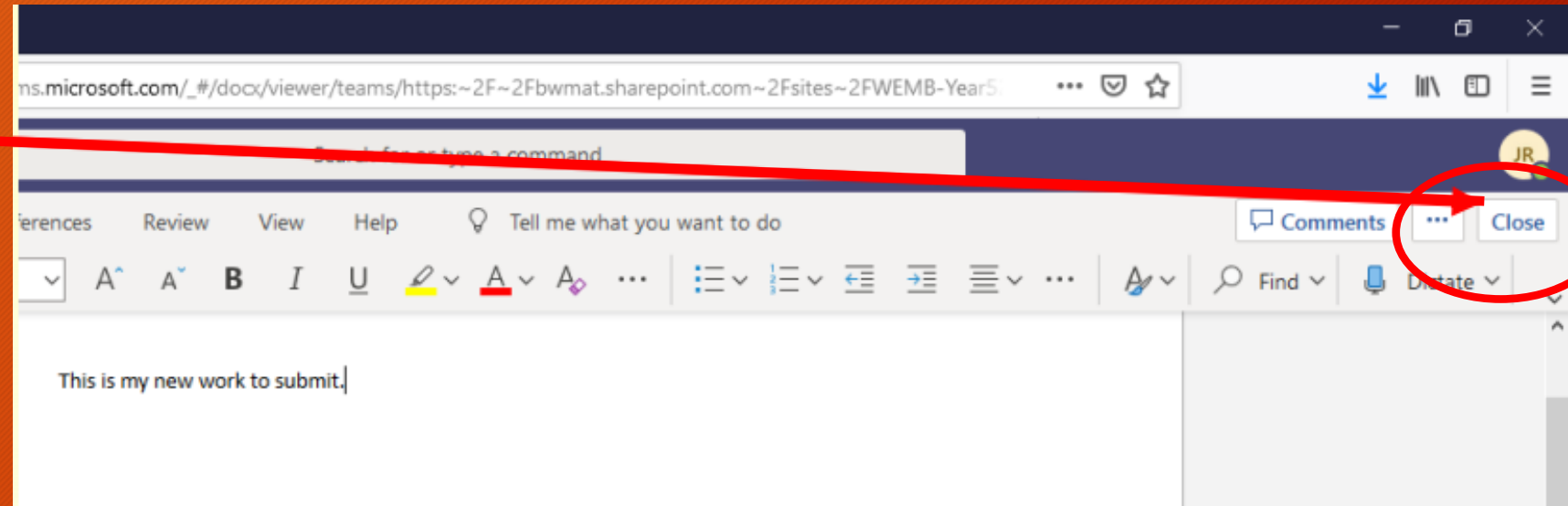
Click the 3 dots if you want to make changes to your file (or just click the bar to open in).

A screenshot of the Microsoft Teams interface for a 'Writing' task. The task is due on 5 April 2020 at 23:59. The instructions are 'Writing skills guidance for task in 11JB Overview Plan assignment'. Under 'My work', there is a list of files: '9 Modal Verbs 2.pptx', '4 Cohesion.ppt', 'Grammarsaurus Y5 Checklis', '5 Relative Clauses Input.ppt', and 'New Work to Submit.docx'. A context menu is open over the 'New Work to Submit.docx' file, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', 'Download', and 'Remove'. A red arrow points from the text on the left to the three-dot menu icon at the bottom right of the file list. At the bottom right of the screenshot, there is a button labeled 'More attachment options'.

Four Marks School & Microsoft TEAMS



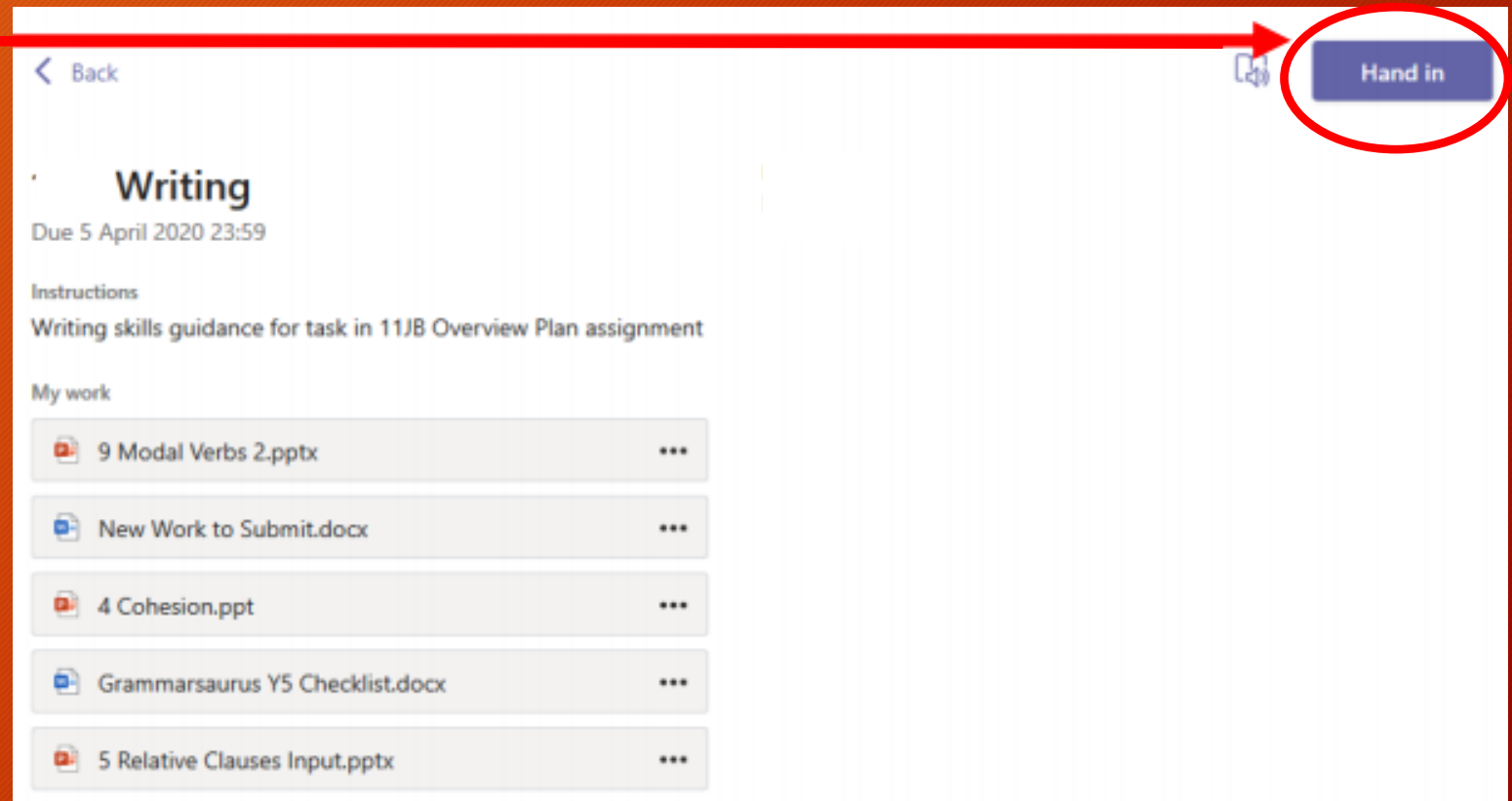
Clicking
'Close' will
auto-save
the
document.



Four Marks School & Microsoft TEAMS



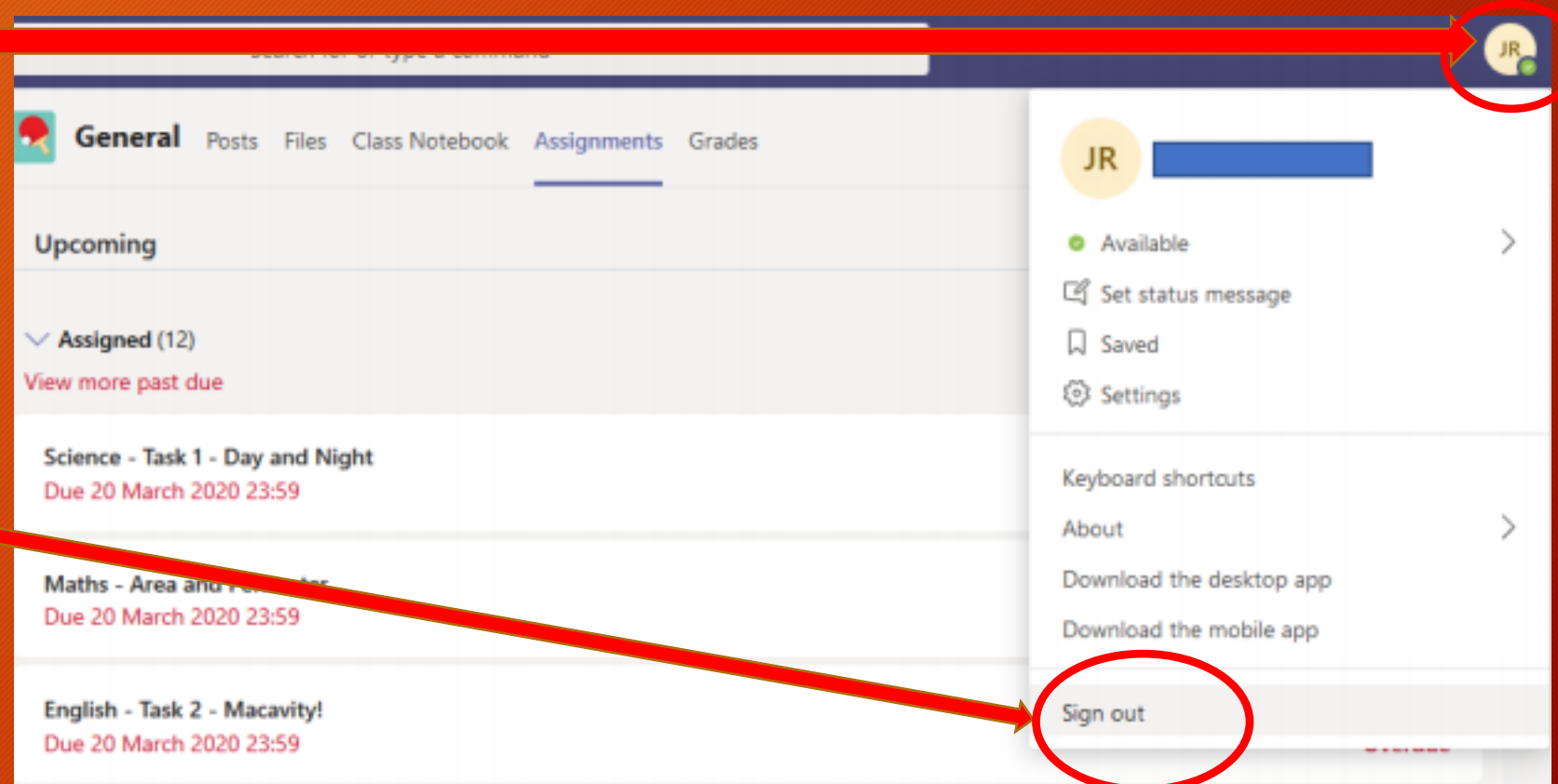
Click 'Hand in' to send it to your teacher.
You can view/ edit it in the main Assignments page if you need to. Only your teachers can see your work.



Four Marks School & Microsoft TEAMS



Sign out by clicking your initials in the top right and select 'Sign out'.



Four Marks School & Microsoft TEAMS



Further help.

The 'Help' section in Teams is really useful. If there are any queries not covered in this guide, we would recommend clicking on this.

