

LIONEL WALDEN PRIMARY SCHOOL

Guidance on how to use Microsoft Class Teams Page to access homework and remote learning

Please help your child to follow these steps so they can continue to complete learning activities, submit them and get feedback from teachers whilst they are completing work remotely.

Your child will need their log-in details for their school 'Office 365' account to enable you to complete the steps below. These log-in details will be stuck inside the front cover of their individual Reading Record.

If you experience any difficulty with these log-in details, please contact Mrs Clarke in the School Office via email: office@lionelwalden.cambs.sch.uk

Steps to follow (depending upon the device you are using):

Smartphones and tablets: download the free Microsoft Teams app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none">> Open the Play Store app> Search for 'Microsoft Teams'> Tap 'Microsoft Teams'> Tap 'Install'	<ul style="list-style-type: none">> Open the App Store app> Search for 'Microsoft Teams'> Tap 'Microsoft Teams'> Tap 'Get'

Once the app has downloaded, open it.

Then, your child needs to:

- > Log in to their Office 365 account
- > Tap the 'Teams' icon
- > Tap 'Join or create a team' then 'Join a team with a code'

Computers and laptops: download Microsoft Teams

Your child needs to:

- > Go to www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app
- > Click 'Download Teams'
- > Once it has downloaded, click on the installer to run the app
- > Log in to their Office 365 account
- > Click 'Teams' on the left-hand side of the app
- > Click 'Join or create a team', then 'Join a team with a code'
- > Enter the code that the teacher provided and then click 'Join'

How to access and submit work (computers and laptops)

Your child needs to:

- Open the Teams app
- Click on their class, then 'General', and then 'Assignments'
- Click on an assignment, then '+Add work',
- Click 'Upload from my computer', then attach the file they want to upload
- Once they have finished, click 'Turn in'

Made a mistake? Click 'Undo turn in' to return the work and then follow the last three steps to resubmit it.

How to submit work (mobile devices – Android or iOS)

Your child needs to:

- Open the Teams app
- Tap on their class, tap 'More', then 'Assignments'
- Tap on an assignment, then '+Add work'
- Choose the file they want to upload from OneDrive or their device
- Once they have finished, tap 'Turn in'

Made a mistake? Tap 'Undo turn in' to return the work and then follow the last three steps to resubmit it.

When an individual pupil or whole bubble is self-isolating due to Covid-19 guidance, teachers will provide feedback on individual pieces of work.

When the work has been marked, your child will get a notification in Teams

They can find their returned work by following the steps below.

On a computer or laptop

- Open the Teams app
- Click 'Chat' on the left-hand side
- From the list of contacts, click 'Assignments'
- Click 'View assignment' in the centre of the page

On a mobile device (Android or iOS)

- Open the Teams app
- Tap 'Assignments' at the bottom of the screen
- Tap 'Completed', then tap the assignment they want to see

If you have any queries about accessing the platform, please contact the School Office.