

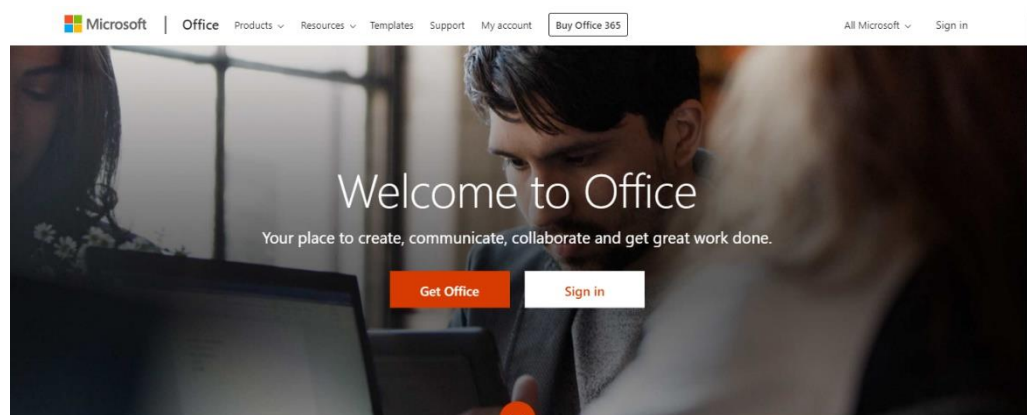


Westacre Middle School - Remote Learning

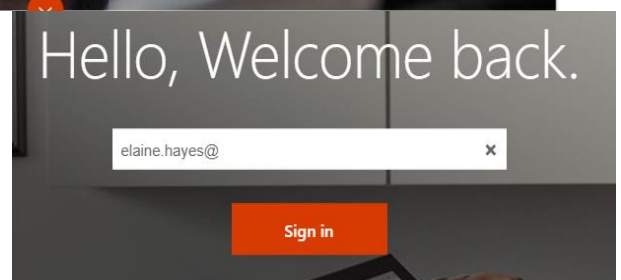


Microsoft Teams - How to Login

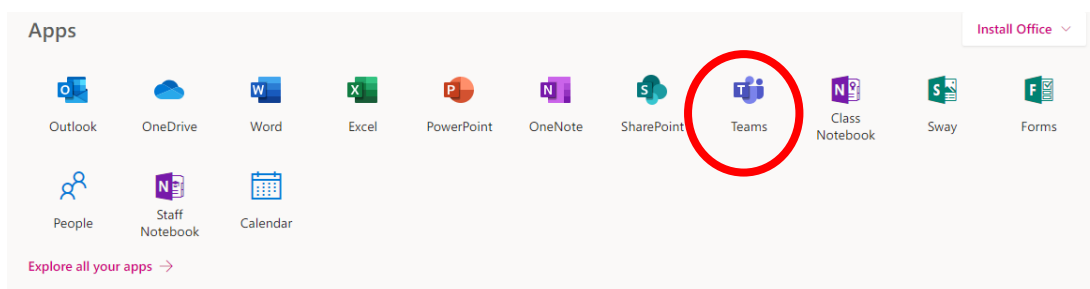
On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



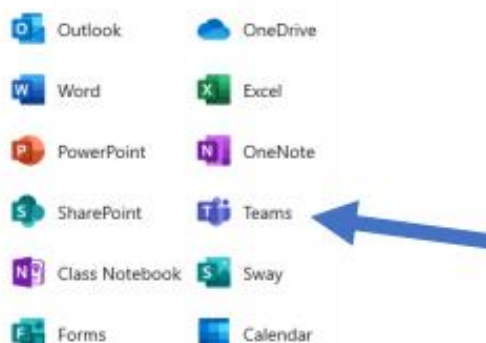
Click sign in and sign in with your full school email address, which is your computer username followed by @westacre.worcs.sch.uk. For Office 365 and Teams, you will log in with your school email address. This is usually a two-digit number (the year you joined Westacre Middle School) followed by your first initial and full surname, without spaces. Example: Joe Bloggs is in year 5, so his email address is 20jbloggs@westacre.worcs.sch.uk.



Once you sign in, you will get a page similar to the ones below:



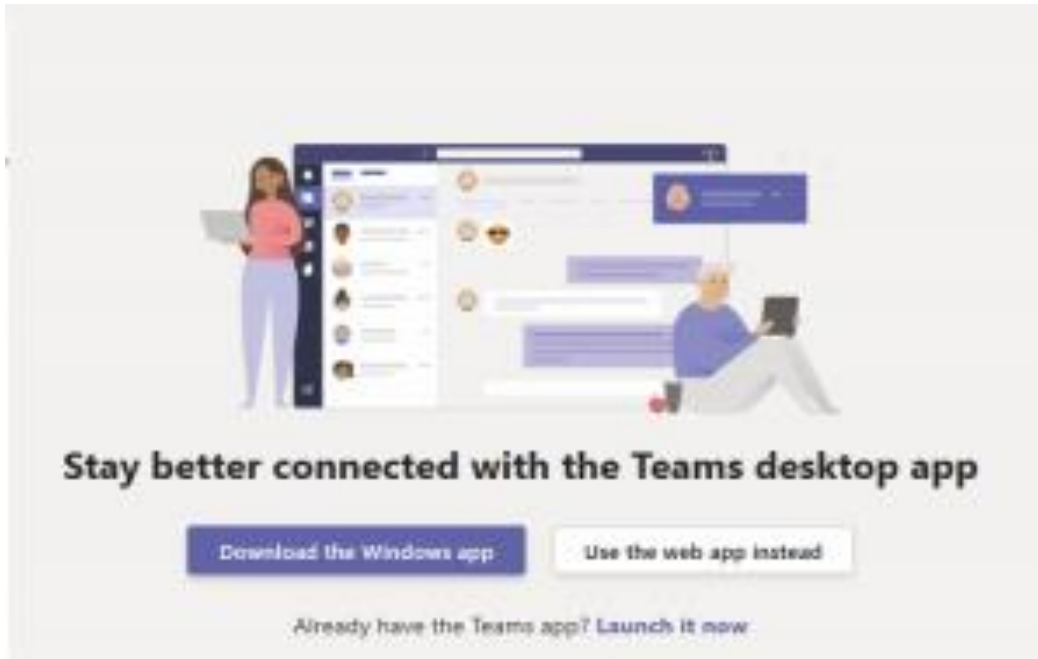
Apps



All apps →

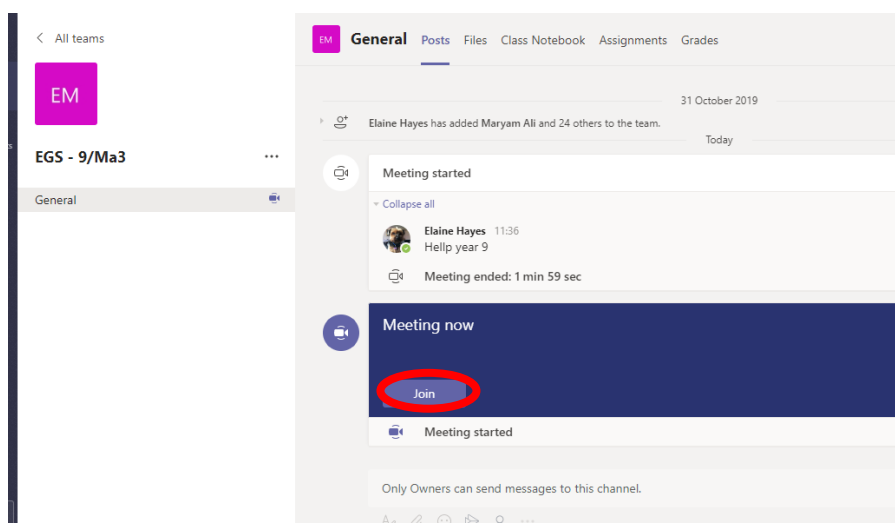
After this, you should see that you have been added to a Team set up for your class by your teacher (you should also have received an email inviting you to the Team, which you can of course find in the Outlook app from the menu above)

After opening Microsoft Teams, you may see the following screen:

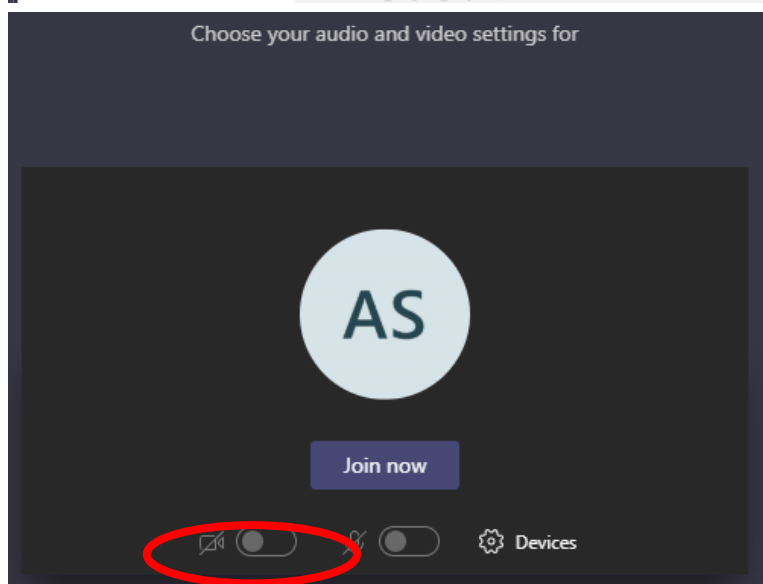


We would recommend you choose the 'Download the Windows app' option as it gives you more things to use, but the web app still works as well.

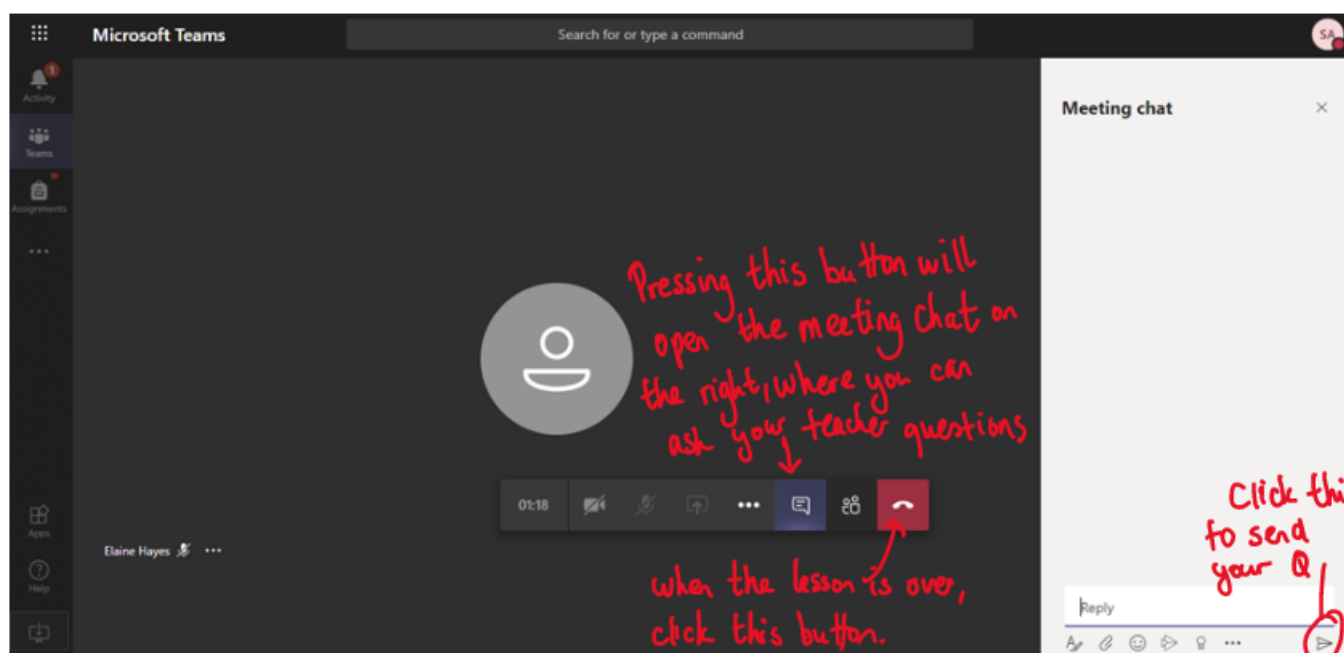
Teams - Joining a Virtual Classroom / Live Lesson



If your teacher has started a virtual classroom / live lesson, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.

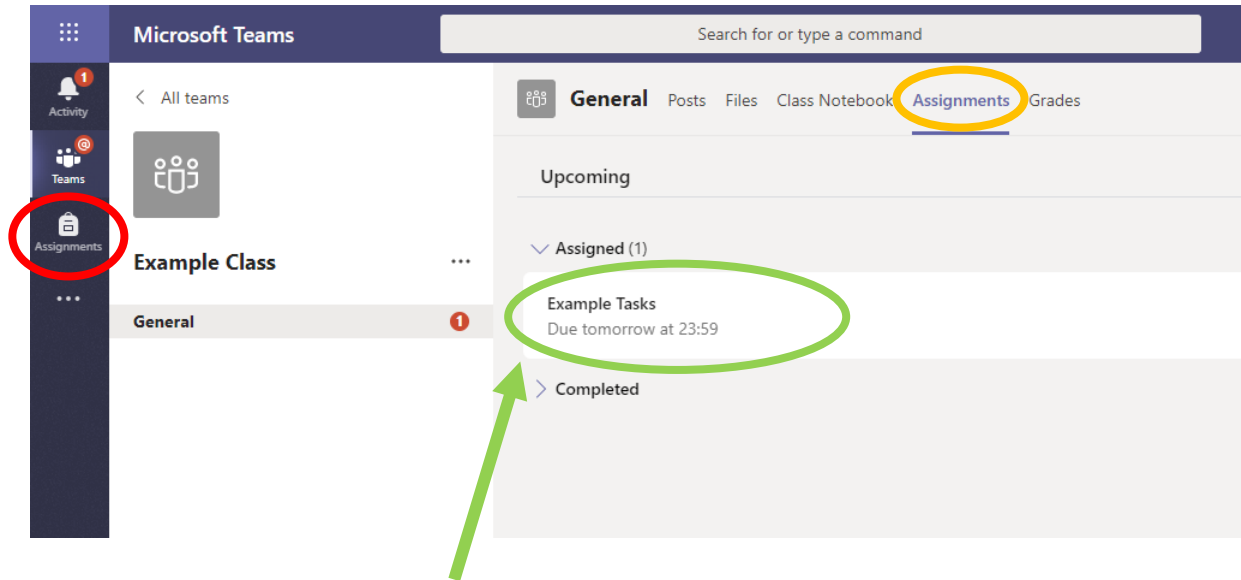


The red circle is the camera function. It will be up to your parent(s) / carer(s) to decide if you turn this on or off. To the right of this, you can also turn your microphone on. You can also send questions to your teacher by typing them in the box below.



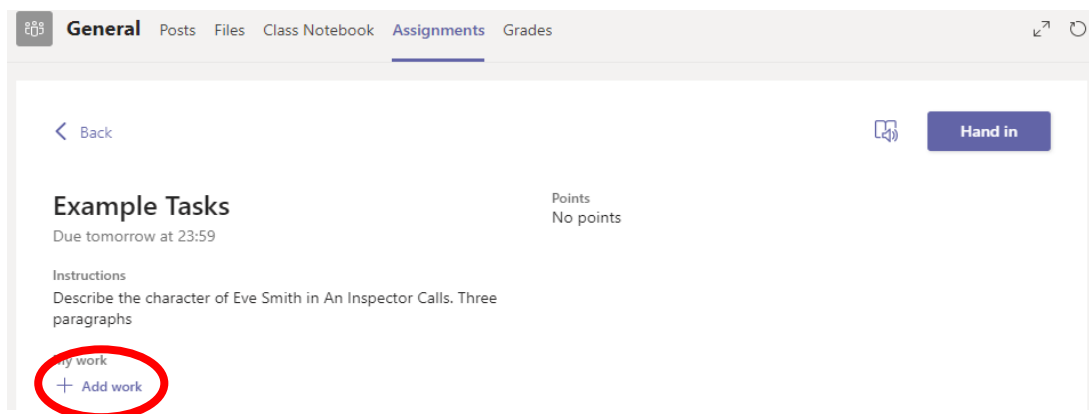
Teams - Uploading an assignment

Your teacher can set assignments for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



Click on the assignment to access the task.

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on.



OneDrive

+ New File

Link

Teams

Use this button to start a new file to complete your assignment.

Use this button to upload a file that you have saved on your computer

Upload from this device

OneDrive

Name	Modified
Attachments	13 Oct 2017
Notebooks	15 Sep 2018
Computers.pptx	8 Jun 2018
Design.pptx	14 Feb 2020
Edex_Comp_Sci_GCSE_7210 (1).pptx	20 Apr 2018
Network protocols.pptx	8 Jun 2018
Presentation.pptx	3 Jul 2018
Template.docx	14 Feb 2020
python.py	14 Feb 2020

Cancel Attach

General Posts Files Class Notebook Assignments Grades

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Example Tasks

Due tomorrow at 23:59

Instructions

Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

My work

Eva Smith.docx

+ Add work

Hand in

2. Click the hand in button to submit your work to your teacher

1. Make sure your work is attached

Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

This piece of work has been looked at by this child's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.

General Posts Files Class Notebook Assignments Grades

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Example Tasks

Due tomorrow at 23:59

Instructions

Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

My work

Eva Smith.docx

+ Add work

Returned Mon, 16 Mar, 12:30

Hand in again

Feedback

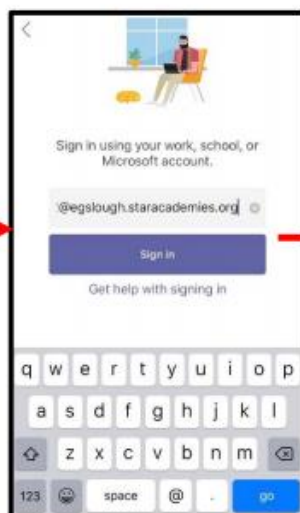
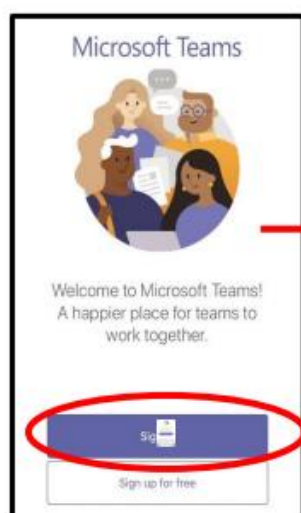
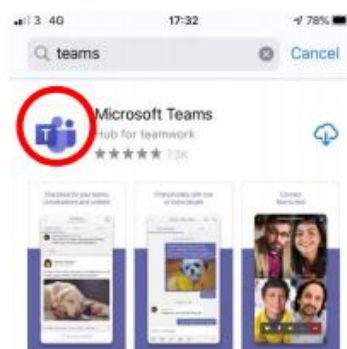
great work - please see the highlighted parts that need to be rewritten

No points

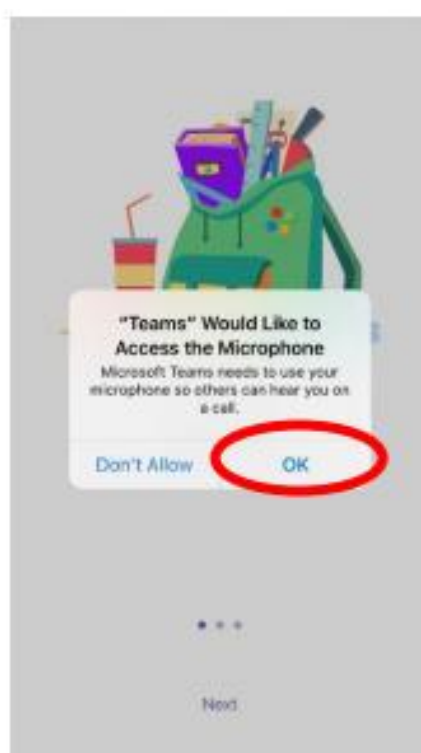
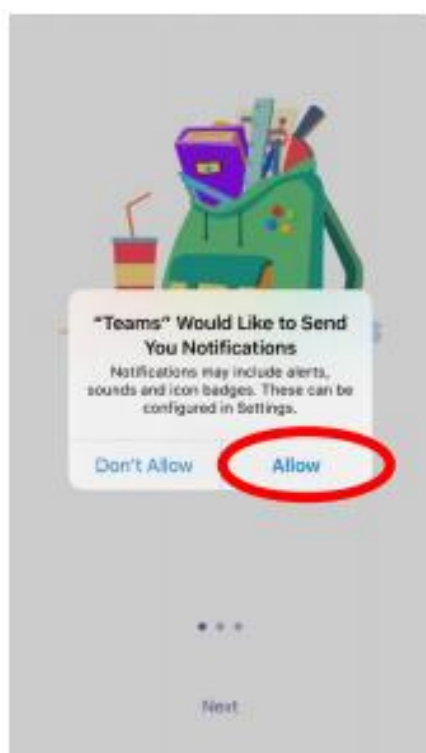
SECTION 2 - USING TEAMS ON A TABLET OR PHONE

Teams - Downloading the Teams App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Sign in with your school email address (a reminder about these can be found at the start of this guide). Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work, posted an important message or sent your some feedback on work you submitted.



Teams - Uploading an Assignment

If you are uploading a document, follow the guide that is in section 1 as uploading a document from a phone or tablet is the same process. However if you have piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work. You can find the assignment you have been set in two places - the activity feed and assignments - picture 1.

