



PUPIL & FAMILY GUIDE TO SETTING UP AND USING MICROSOFT TEAMS FOR BLENDED LEARNING

IMPORTANT

This week's learning grid WILL NOT be posted to the class blogs. Learning grids for each class will be posted to Microsoft Teams so it is important that you follow these instructions to ensure your child is signed up to their Team and able to access resources. If you have more than one child at Fenwick Primary, you will need to follow these instructions for each child. Please ensure that you also read the 'IMPORTANT NOTES' section on the final page of this document to enable the staff to see which pupils are able to access their Team.

Blended Learning

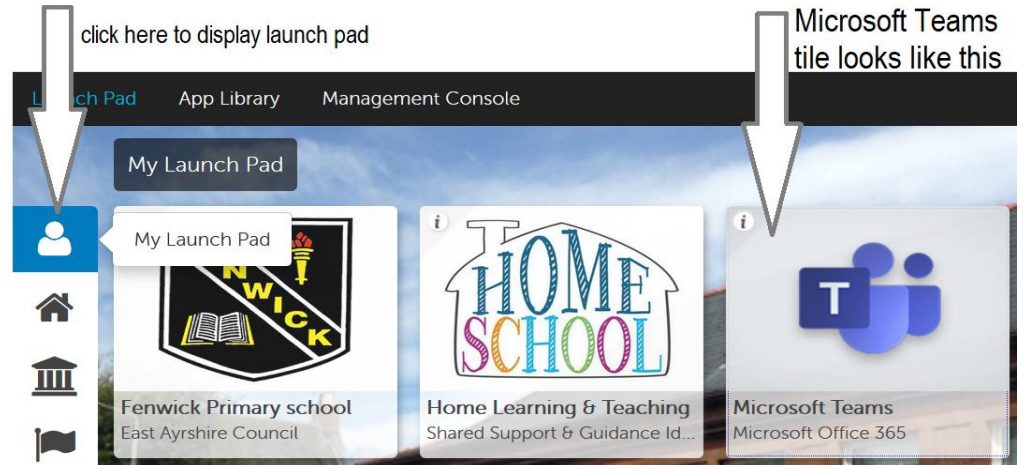
It is our intention to use Microsoft Teams to post work for pupils in August as part of the blended learning approach. Therefore, we would appreciate your co-operation and enthusiasm at this stage to help with the set-up to allow time to resolve any issues prior to the school re-opening in August.



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Step 1:

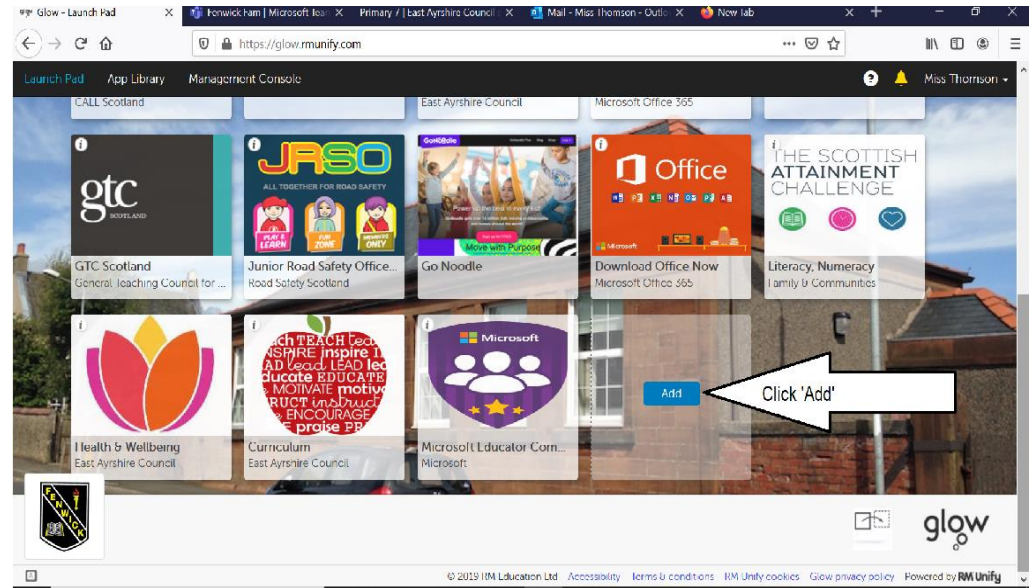
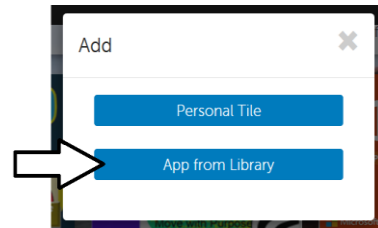
- Log into Glow as normal.
- On your 'launchpad' check if you have the 'Microsoft Teams' tile. **If you do, skip to step 3. If not, follow Step 2** to add this to your Launchpad.



Step 2: Add tile to Launchpad

Note: Pupil launch pads will look slightly different to the below example and will have different tiles on them.

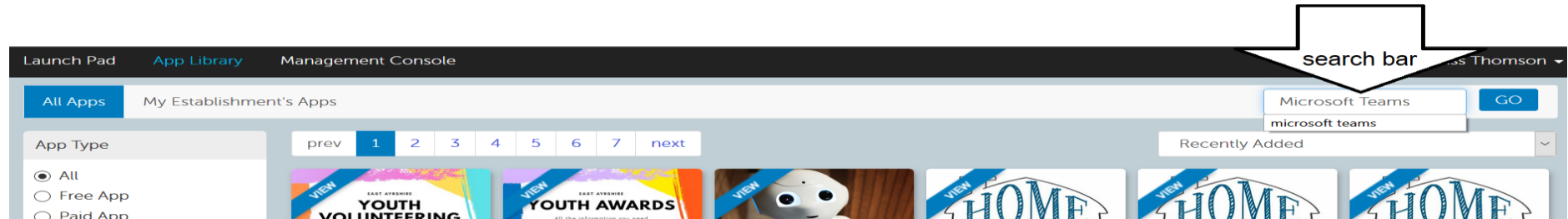
- Scroll down the Launchpad and click the blue box which says 'Add'
- A box will appear on your screen giving you two options. Click 'App from Library'



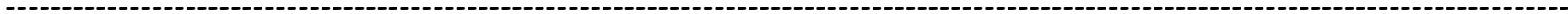
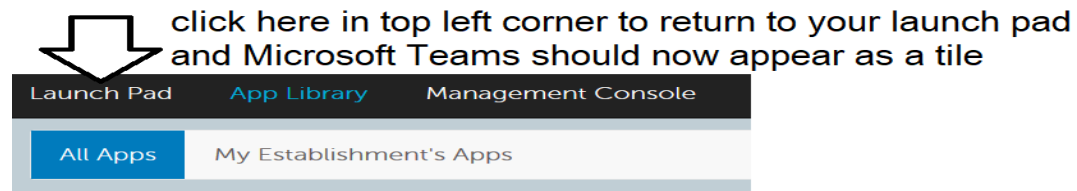


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- The library will appear. In the top right hand side there is a search box. Type in Microsoft Teams then click 'GO'



- The Microsoft Teams tile will appear. Click on it then click 'Add to my Launch Pad'



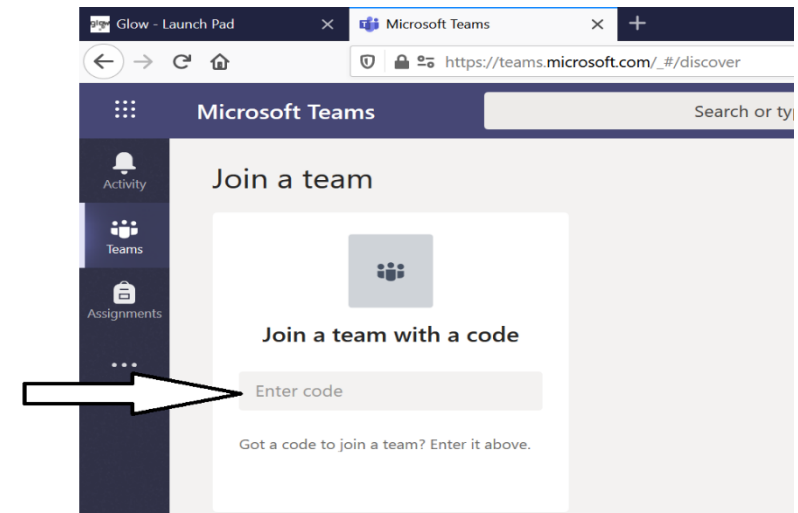
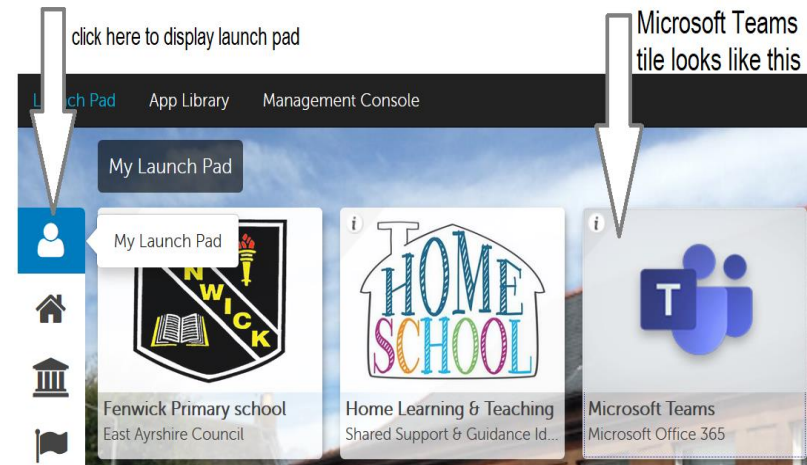


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Step 3: Accessing Microsoft Teams

- On your launch pad click the Microsoft Teams tile. This will open Teams for you.
- On the next screen you will be prompted to enter a code in order to join a team.
- At this point you must enter the code your child has been e-mailed by their teacher. Each class has a unique code therefore if you have more than one child at the school, you must ensure that you are using the code e-mailed directly to that child.
- You will now be a member of the Team allocated to your class.





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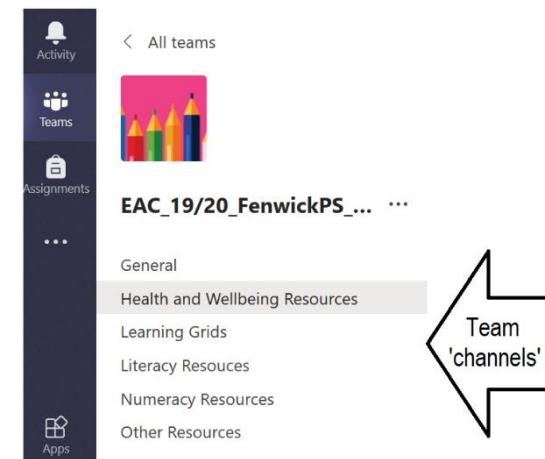
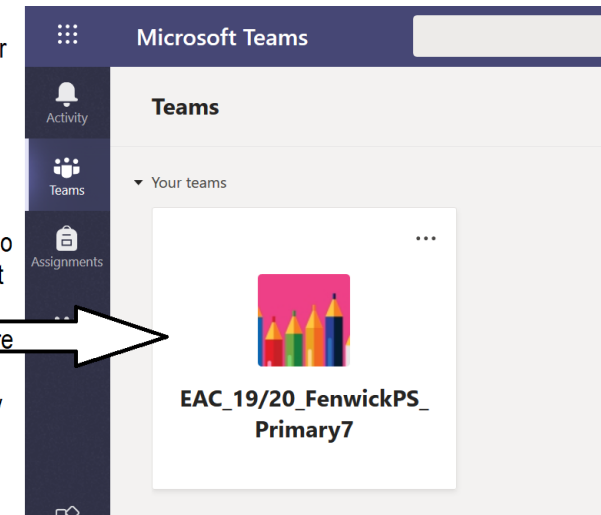
Step 4: Using Microsoft Teams

Note: Each class Team has several 'channels' so that resources are easily found.

- *You will now access you Team via Glow. Click the Teams tile on your Launchpad then click on your Team if prompted to do so (sometimes you will be taken directly into the Team)*

- *Channels for each Team (class) will appear on the left hand side.*
- *Resources will be posted under the corresponding channel.*
 - *Learning grids will be posted in 'Learning Grids'*
 - *Resources related to the learning grid will be posted in the channel with the same heading as the learning grid (see step 5 for specific instructions)*

If this screen appears, click on your Team to enter. The team here will be specific to your class so make sure it says the class you are currently in e.g. Primary 6, Primary 3/4 and so on.

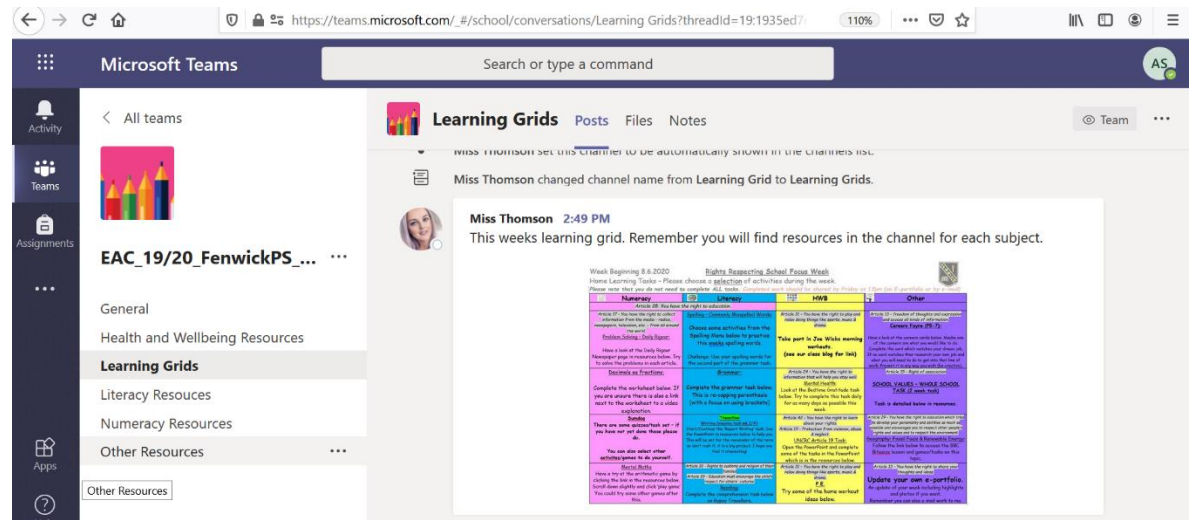




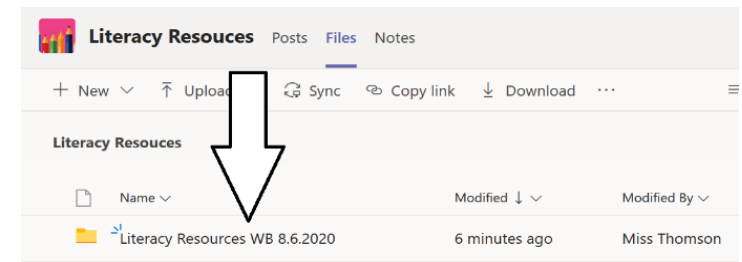
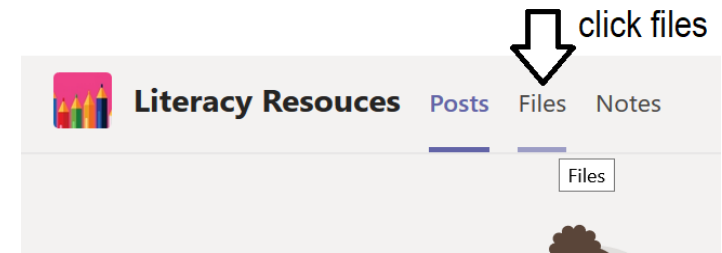
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Step 5: Locating resources

- Learning grids will be posted in the 'Learning Grids' channel. Click on this channel to view the grid.
- If you click on the grid this will enlarge the grid making it clearer to view.



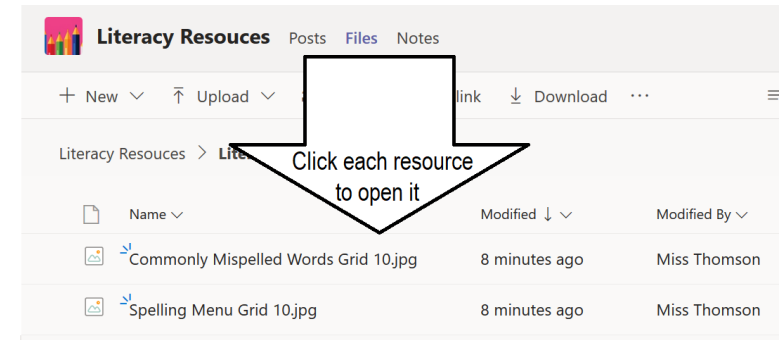
- Supporting resources for each task will be in their allocated channel. For example - if you require literacy resources click on the literacy channel.
- Once you have clicked on the channel you wish to view resources for, you will need to select 'files'
- Under 'Files' there will be a folder labelled with that weeks date which will contain the required resources.
 - A new folder will be added for each new learning grid.





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- Click on the folder relating to the week you are working on and the resources will appear for you to open.



IMPORTANT NOTES

- Once Teams is accessed, could each pupil post a 'reaction' to the learning grid. This will allow us to ensure that every pupil can see it (*see image*).
- Pupil work should still be uploaded to their E-portfolio or e-mailed as before.
- Pupils should NOT upload anything to Microsoft Teams - this will ensure that all pupils can easily locate the files that teaching staff have uploaded for them.
- Chat is not permitted in Microsoft Teams at the moment as this will not be monitored by teaching staff.

