



PUPIL & FAMILY GUIDE TO SETTING UP AND USING MICROSOFT TEAMS FOR ACCESSING HOMEWORK

HOMEWORK

It is our intention to use Microsoft Teams to post homework for pupils as part of the blended learning approach. Therefore, we would appreciate your co-operation and enthusiasm in supporting your child to access this.

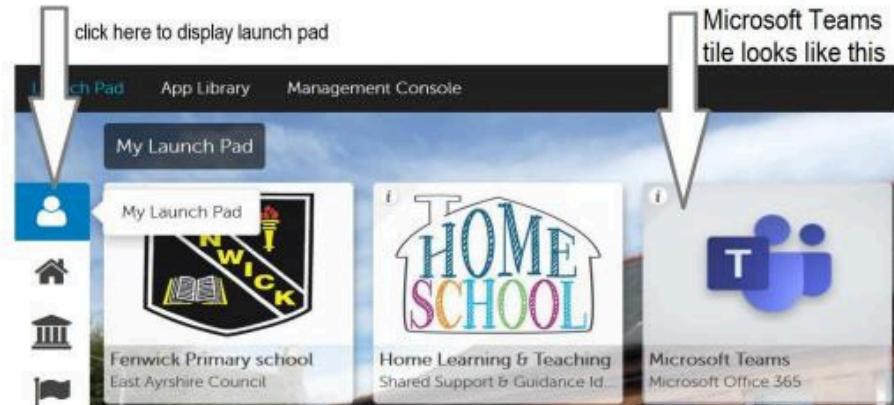


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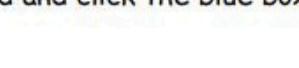
Step 1:

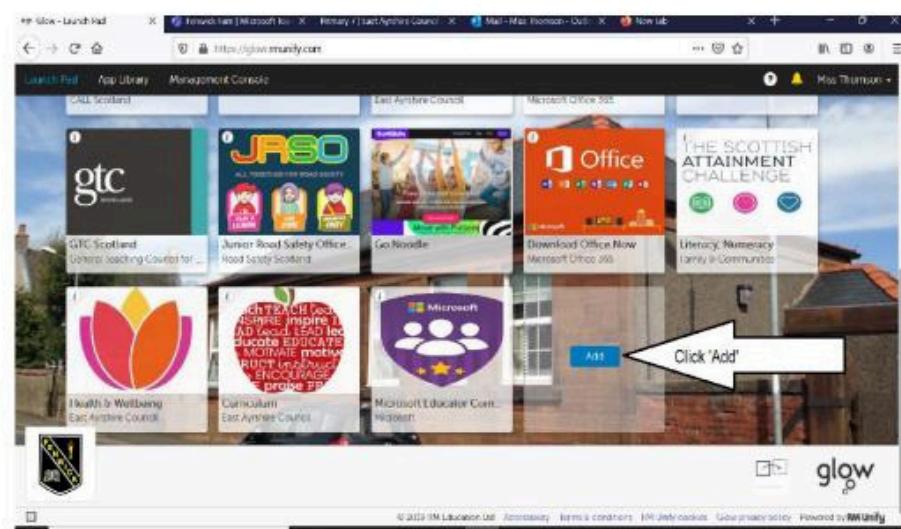
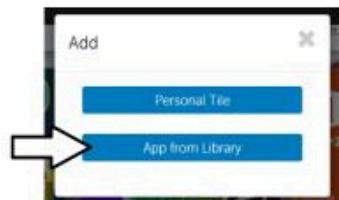
- Log into Glow as normal.
- On your 'launchpad' check if you have the 'Microsoft Teams' tile. **If you do, skip to step 3. If not, follow Step 2 to add this to your Launchpad.**



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.

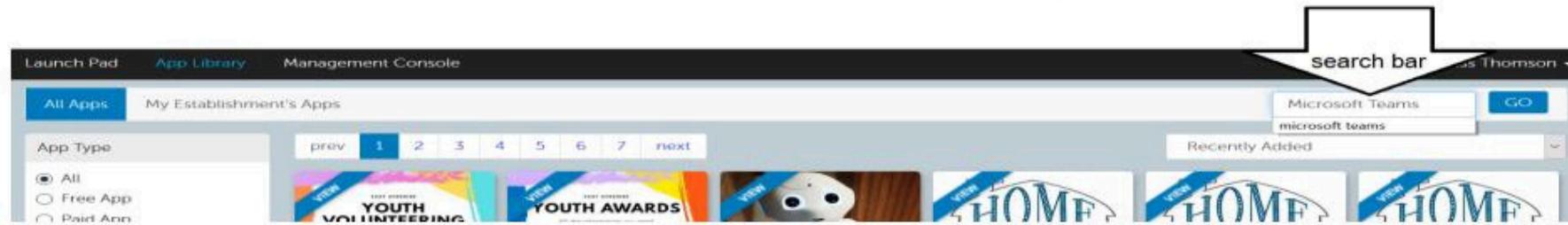
- Scroll down the Launchpad and click the blue box which says 'Add'
- A box will appear on your screen giving you two options. Click 'App from Library'



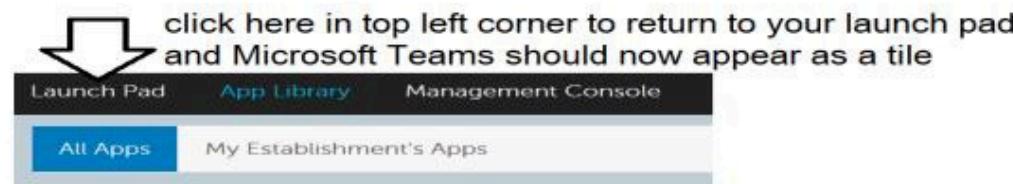


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➤ The library will appear. In the top right hand side there is a search box. Type in Microsoft Teams then click 'GO'



➤ 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 able to see the team your child has been added to. This will be titled with their class name (e.g. P4/5)
- Your child will now be a member of the Team allocated to their class.



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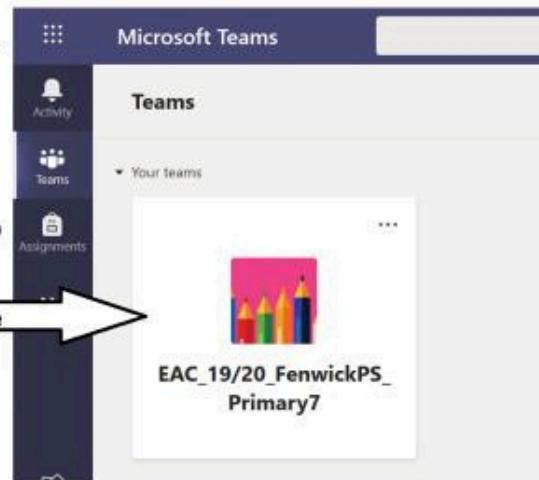
Step 4: Using Microsoft Teams

Note: Each class Team has a couple of 'channels' so that resources are easily found.

- You will now access your 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.
 - The weeks homework will be posted in the 'Homework' channel

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.



Team
'channels'



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Step 5: Locating resources

- Homework task lists will be posted in the 'Homework' channel. Click on this channel to view the list.

Supporting resources for homework will be in their allocated file.

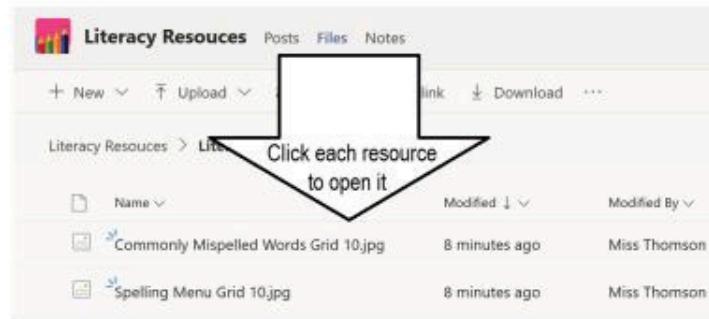
- Once you have clicked on the channel you wish to view resources for, you will need to select 'files'
- Under 'Files' there will be a folder labelled with that weeks date which will contain the required resources.
 - A new folder will be added each week with homework resources.



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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 teacher's most recent post. This will allow each teacher to ensure that every pupil can see it (see image).
- 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 can not be monitored at all times by teaching staff.

