Lawmuir Primary School
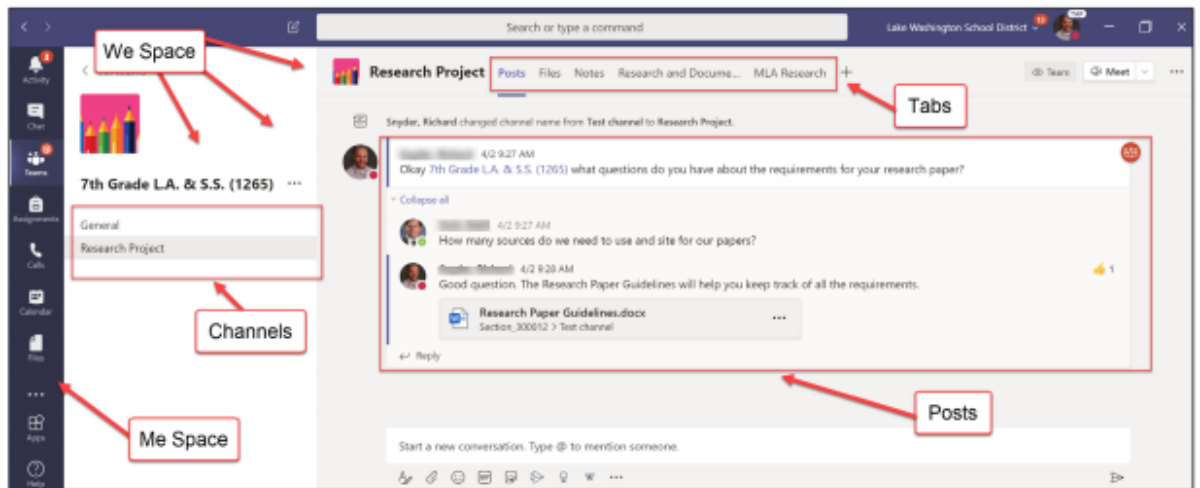# Home Learning Guide

OVERVIEW & ACCESS

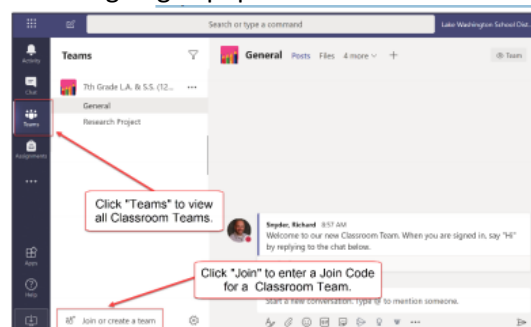|	
OVERVIEW	Microsoft Classroom Teams is a digital hub for all Office 365 products and tools. Classroom Teams is one of the tools that teachers will use to share content, connect with students, or provide activities and resources for homework & at-home learning.
FEATURES	Classroom Teams is collaborative and has many areas for students to access information and engage with their teacher and other students. Here are some common terms and features found in a Classroom Team. • **Me Space** = Blue bar along the left and top. This area is used to navigate around Teams. • **We Space** = Collaborative area in the middle of the Teams window. Information and content here are generally visible to everyone that is part of the Team. • **Channel** = A way to organize different Tabs (Files, Posts, and teacher-created content) around a topic. Every Classroom Team includes a General Channel. • **Posts** = This is where students and their teacher have conversations that everyone can participate in.
HOW TO ACCESS	**Classroom Team sites are only for teacher-to-pupil interaction and contact.** Students will access their Classroom Team with their Glow account details – Username & Password. Example. Gw12simpsonbart ***Please note if accessing via a tablet or mobile phone using the TEAMS App, pupils should add @glow.sch.uk to end of their username.** Example. Gw12simpsonbart@glow.sch.uk You can request a password reset or contacting the school via email: enquiries-at-lawmuir@northlan.org.uk Pupils will be enrolled in a Classroom Team by their teacher. • After signing in pupils should click on "Teams" in the Me Space to view their Classroom Teams.

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SUPPORTING YOUR CHILD	
PUPIL PRIVACY	**Classroom Team sites are only for teacher-to-student interaction and contact.** Parents should not interact with teachers or students through Classroom Teams. Parents should support their child but not interact directly.
TROUBLE-SHOOTING	If students are having trouble connecting, make sure students are: • Using their correct email address and password. • Accessing their Classroom Team through https://teams.microsoft.com. • Connected to a network.
Password Resets & Help for Parents & Pupils	You can request a password reset or username reminder by contacting your child's class teacher. **We will try to reset passwords, answer queries & resolve issues as soon as possible.** **Please bear in mind we are only able to carry these out during school hours between 9am – 3pm. All logged problems will be answered within 48hrs.** Parent queries & questions should be made by emailing: enquiries-at-lawmuir@northlan.org.uk (Please note teachers are not available to be online in the evening – queries will be answered as soon as possible & within 48 hrs)
Lawmuir School App	Download our app and have updates sent straight to your phone. To download the app go to the apple or Google store. Search for the app 'Scot Ed' Once you have downloaded the app choose your school – Lawmuir Primary You will now have access to the app and all the features. Configure the app to receive notifications from your child class by following instructions below.
Setting Up the App	• Go to the Settings page and opt yourself into the groups of interest to you. • Leave "Urgent" alerts switched on: this is for important messages to the whole school. • Go to the Events section and add events of interest to your phone calendar, as above if you would like reminders about them nearer the time. • The app is designed to be a one stop shop for all quick information you need about school.
Other Features	**From the Home screen:** **Events section**. You can view this in calendar page format or click the list view button at top right of screen to see it as a scrolling list. Events can be added to your phone calendar by clicking the "calendar plus" icon for an event. **Alerts section.** This is a log of messages sent to you with push notification. Go here to catch up on any missed messages since you last used the app. **More...** section. This takes you to a secondary menu with additional sections including: **Settings** section. This allows you to filter push notification (alert) messages so you receive notifications relevant to your child(ren)'s life at school. *About the App section. Holds legal information about use of personal data, cookies etc and a feedback link if you would like to comment on the app.*
Twitter	All classes have a school twitter account. Teachers will update this when they can. Some teachers will have more time to do this than others for example with older pupils as there learning is more independent. **Please note Teachers are unable to reply to direct messages via twitter.**