

Instructions for Accessing Home Learning on Microsoft Teams

Please see the instructions below for accessing your home learning.

- Log into Microsoft Teams on your computer or device using your Glow email address and password.
- Select your class Team.
- Choose the appropriate channel within your Team with the appropriate date. On a computer this will appear at the left hand side of the screen under “general”. On a device it will appear under the title of your Team. If you cannot see the correct channel, you may need to select “hidden channels”.
- Your teacher will have made an announcement in the channel about your home learning for the day.
- Click on the attachment under the announcement. This should take you to your daily tasks.
- You will also find any additional worksheets and resources attached on the daily announcement.
- Initially, we will be asking children to submit their completed home learning tasks via Glow email. To do this, log into Glow and select the blue mail icon. This will take you to your own personal Glow email account. You will then be able to attach any work you have completed in an email to your teacher. You can find your teacher’s Glow email address on your daily plan.
- If you have used a computer or device to complete your task, this can be uploaded as a document. If you have written your work in a jotter or on paper, or have created something you should take a photograph of this and attach the photo in an email.
- **Please note that we may update our method of submitting work in the coming weeks. We will send out updated information about this in due course.**
- You should only use the weekly channel on you Team to view your home learning. Please do **not** use this channel for leaving comments or chatting to your friends.
- If your parents have any questions about your home learning, they can email your teacher and/or the school.