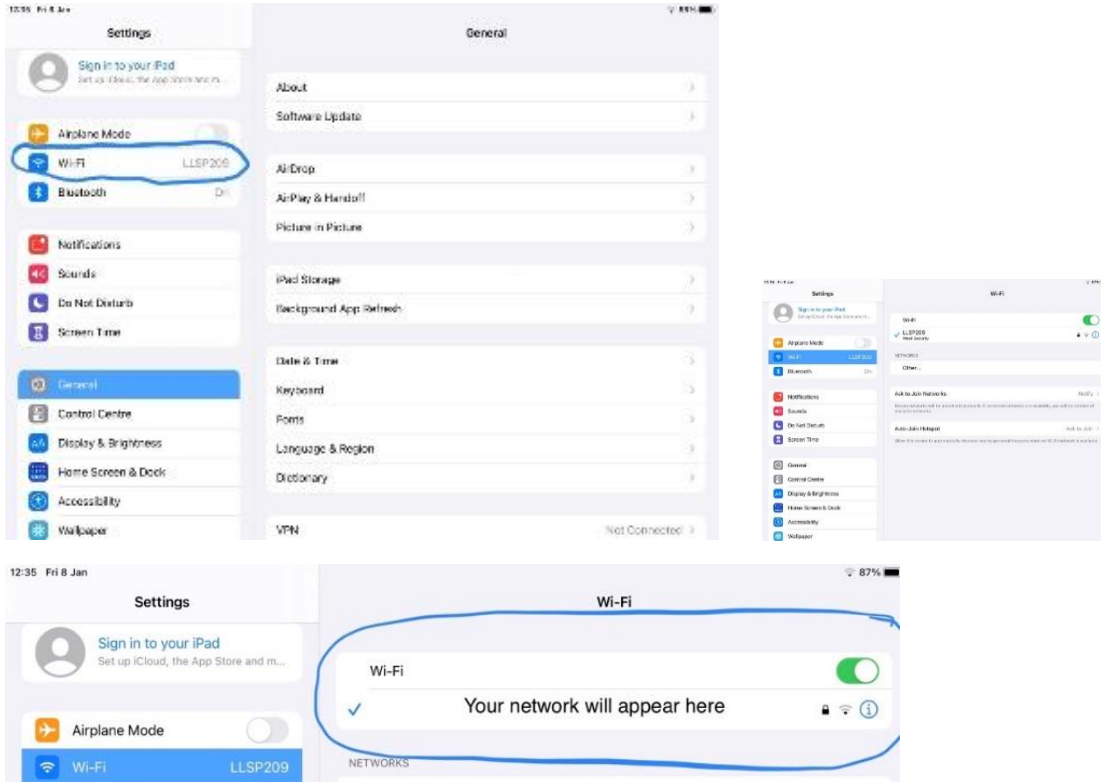


Accessing Work at Home on School iPad

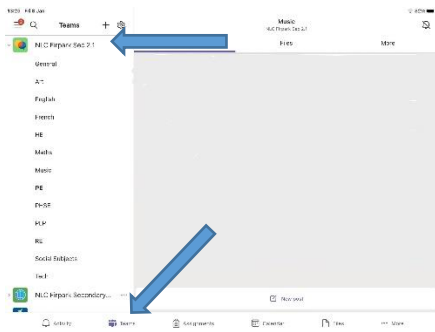
1. Go to settings on iPad and connect to your home WIFI or mobile phone data.



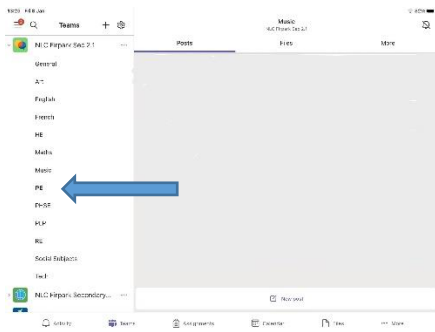
2. Click on Teams app



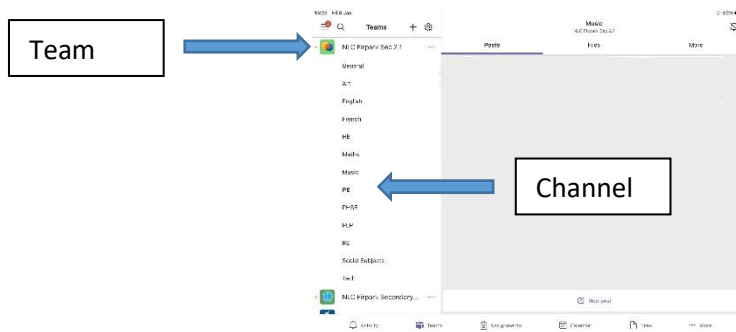
3. Pupils should already be signed into Teams. If not please contact school if you require username and password.
4. Along the bottom of the screen they can click on Teams and this will show all their Teams on the left hand side of the screen.

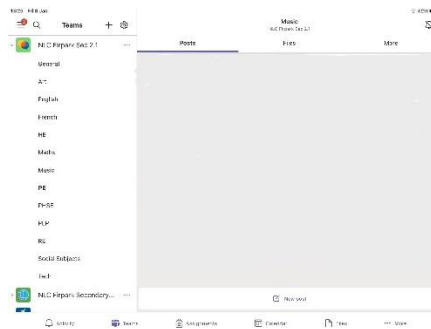


5. The Team will be in **bold** if anything has been posted.

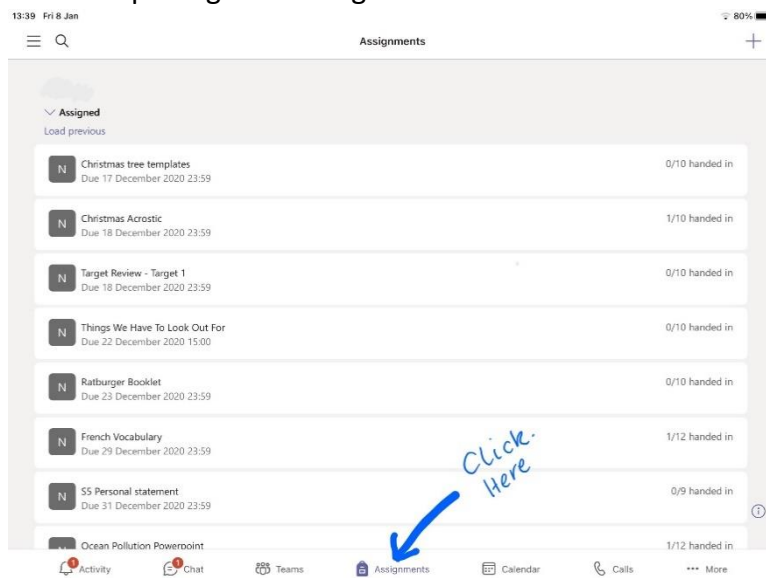


6. Click on the Team you wish to look at and you will see all the channels in that Team.

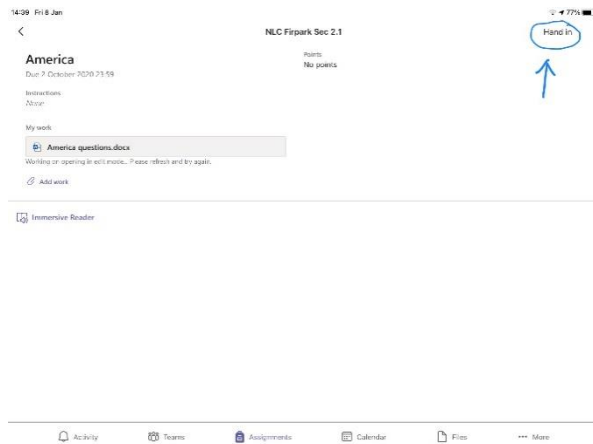




7. If you click on Assignments at the bottom of the screen, it lets you see all the assignments that pupils have been allocated. Please focus on new assignments rather than completing older assignments.



8. When a pupil is finished an assignment, they select Hand –in, which then allows the teacher to give feedback and return the work to the pupil. Teachers can see the work the pupils are doing, even when not handed in yet.



9. English, Maths and Health & Wellbeing will post on the days your child has these subjects. If possible and practical, other subjects will also post work as per your child's timetable. Some subjects will be unable to post the lessons which are being delivered in school due to the practical nature of them.
10. Some teachers will be delivering live lessons but your child will be notified in advance on Teams when this is happening. This will be posted in their Team channel.
11. Pupils can ask questions on the relevant Team channel if they are need a bit of support with a task.
12. Please remember that our staff will have other classes timetabled in school and will get back to your child as soon as possible.
13. If you need to speak to a staff member to get help with using Teams, please call the school or email Mrs McKellar nlmckellare@northlan.org.uk

Please remember the iPad is only to be used by pupils to access school work.