



# Muirhouse Primary School Digital Assistance



## OVERVIEW & ACCESS

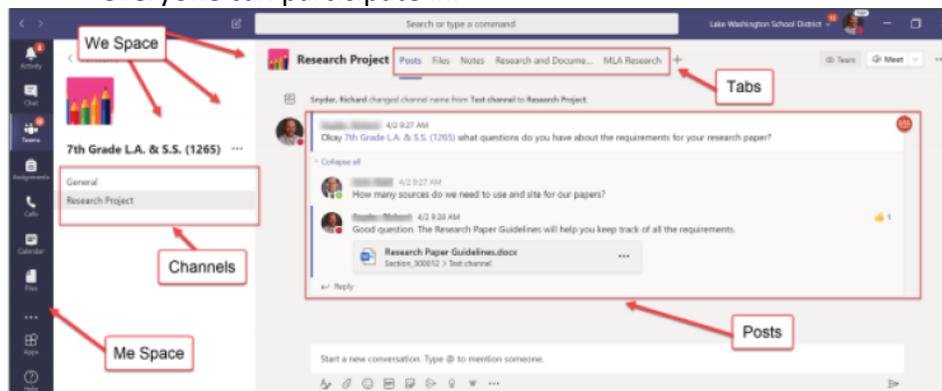
### OVERVIEW

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 and at-home-learning.

### FEATURES

Teams is a collaborative platform that has many areas for students to access information and interact with their teacher and other students. Here are some common features:

- **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 are visible to everyone that is part of the Team.
- **Channel:** A way to organise different Tabs (files, posts, and teacher created content) around a topic. Every Class Team has a General Channel and a Blended Learning Channel. Other Channels are added as the class teacher needs them. Teachers can switch off commenting for students in some Channels so that only the teacher can post information and guidance that is clearly visible to all and doesn't get swamped with chat.
- **Posts:** This is where teachers and their students have conversations that everyone can participate in.



### HOW TO ACCESS

Classroom Teams sites are for teacher to pupil interaction and contact and pupil to pupil collaboration.

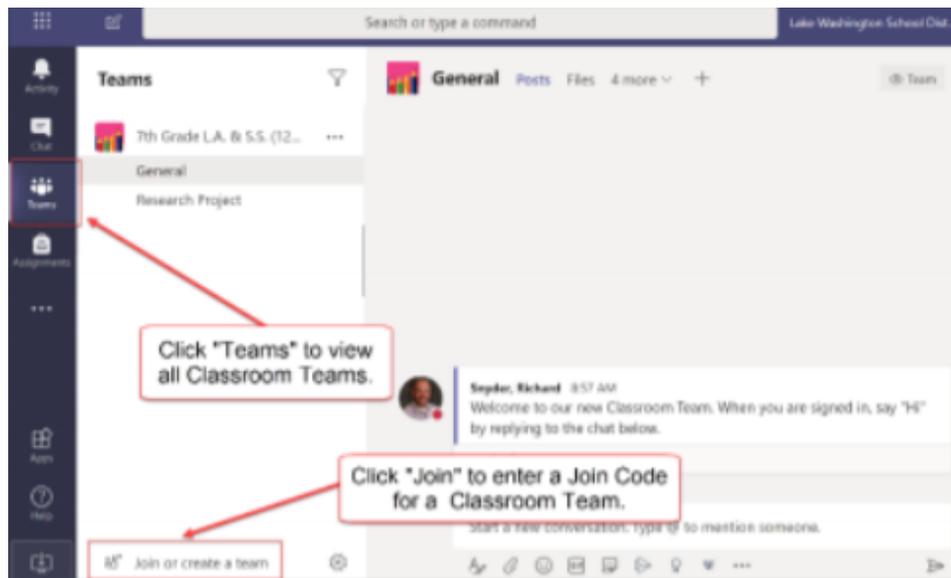
Students will access their Team with their Glow account details.

Example username: gw14potterharry2

Usernames and passwords are case sensitive, the entire username is lower case.

**\*If accessing Teams using a tablet, iPad or mobile phone, pupils should download the Teams app for free. They use their Glow username and password when asked by Microsoft to sign in. They must add @glow.sch.uk to the end of their username.**

Example username: gw14potterharry2@glow.sch.uk



After signing in, pupils should click on “Teams” in the Me Space to view their Class Team. They won’t need to join a Classroom Team as their teacher will already have added them.

**\*On an iPad or other mobile device, this might be on the task bar along the bottom of the screen instead of on the left hand side as shown in the picture above.**

## CLASS NOTEBOOK

### USING THE CLASS NOTEBOOK FACILITY

Some teachers will choose to enable the Class Notebook facility available within Teams. Class Notebook is a feature of One Note that operates within Teams. Each learner has their own Notebook, split into sections, that only themselves and their teacher can view. There are other spaces within the Class Notebook that learners can collaborate on group projects if they have been set.

The Class Notebook is accessed from the **We Space** in the **General Channel**. It sits along the top ribbon beside **Posts** and **Files**. If using a tablet, iPad or mobile phone, learners should select **More** from that ribbon and the Class Notebook is available within that **sub menu**.

When working in their Class Notebook, learners do not need to save their work or email it or attach it as a file. In the posts section of the Class Team, they should tag their teacher using @ to notify that they have some work ready for feedback and marking.

**Example: @MrsPotter I have finished my spelling task in my Notebook.**

	<p><b>*On an iPad, tablet or mobile phone, learners should download the One Note app for free. They use their Glow username and password when asked by Microsoft to sign in. They must add <u>@glow.sch.uk</u> to the end of their username.</b></p> <p>Example username: gw14potterharry2@glow.sch.uk</p> <p><b>*After downloading the One Note app, learners will not access their Class Notebook through the app itself. Access is always via the Class Team.</b></p>
PUPIL PRIVACY	<p>Classroom Teams are for pupil to teacher interaction. If you have any queries or concerns, please contact the school office or the class teacher on SeeSaw as normal.</p>
TROUBLE-SHOOTING	<p>If students are having trouble connecting, make sure they are:</p> <ul style="list-style-type: none"> <li>• Using their correct username and password</li> <li>• Accessing the Class Team through <a href="https://teams.microsoft.com">https://teams.microsoft.com</a></li> <li>• Connected to wifi or 4g</li> <li>• If using the app, make sure it is the latest version</li> </ul>
PASSWORD RESETS & FURTHER HELP	<p>You can request a password reset or username reminder by filling out the online form. This can be accessed by scanning the QR code below or by following this web link:</p> <p><a href="https://forms.gle/Epwipf5kJWEUyc3d7">https://forms.gle/Epwipf5kJWEUyc3d7</a></p>  <p><b>We will try to reset passwords, answer queries &amp; resolve issues as soon as possible but this may take up to 48 hours.</b></p>
SEESAW	<p>We appreciate that not all families have access to Microsoft Teams. Information about homework will also be posted on SeeSaw. Pupils and families can sign up to be members of the class SeeSaw journal. If you have not already done so, please provide us with an up to date email address and we will send you a SeeSaw invitation.</p>