

P4-7 Home Learning on Teams

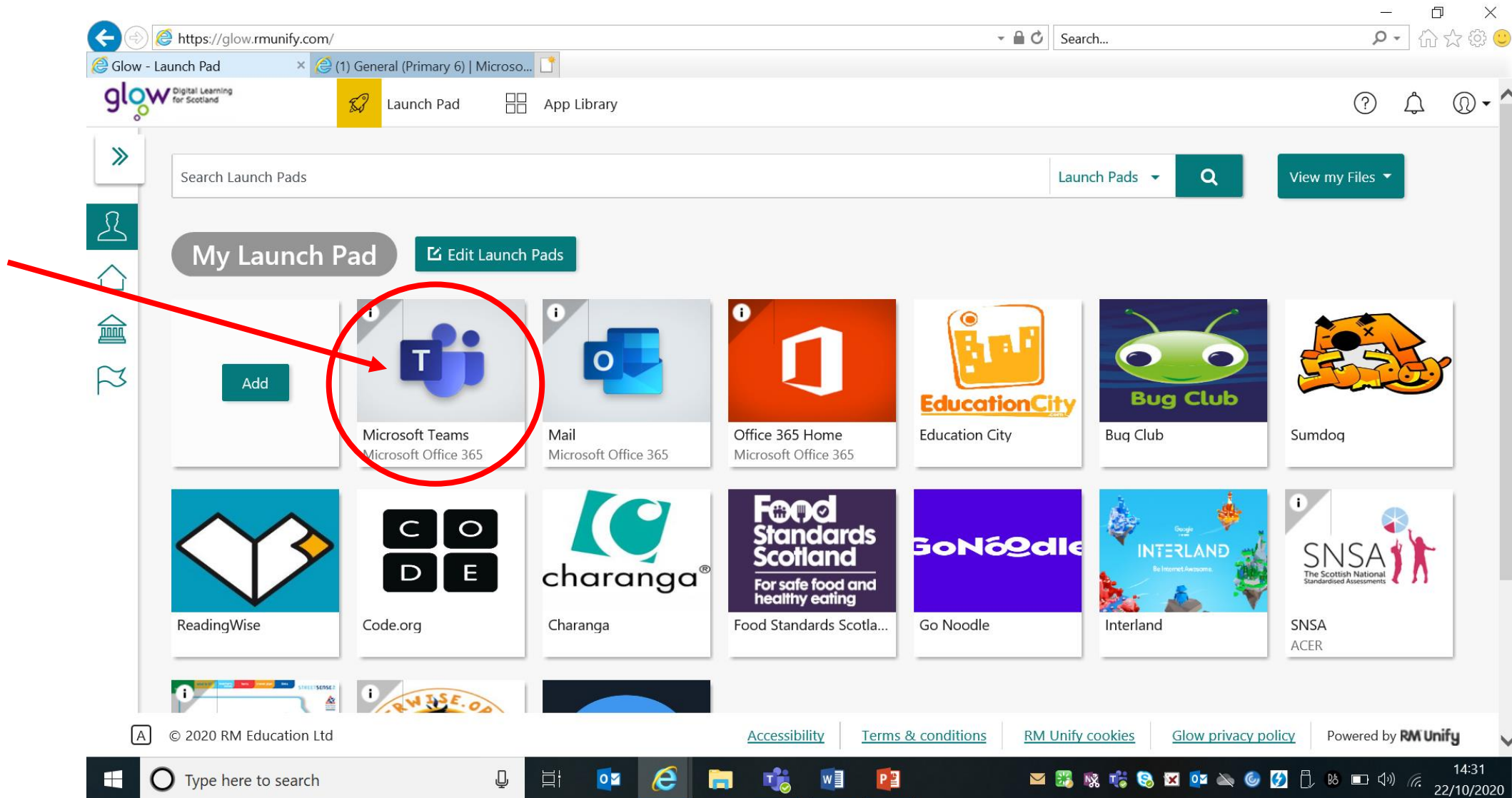
Barassie Primary School



Aims

- To know how to access and navigate Teams
- To know how to access Class Notebook and upload to it.
- To know how to access Assignments, upload and submit work to it.

From the Glow Launchpad, open Microsoft Teams by clicking the tile.



Teams will open on the General channel. The teacher will post announcements here and new assignments will appear here. The class teacher may set up other channels for different purposes such as learning discussions. The menu along the top is where you can navigate to Assignments and Class Notebook.

The screenshot displays the Microsoft Teams web interface. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Class Notebook' and 'Assignments' tabs are circled in red. A red arrow points from a text box to these tabs with the text 'Navigate to other areas here'. The left sidebar shows a list of channels for the 'Primary 6' team, including 'General', 'Chit Chat', and 'Contribution Zone'. A red arrow points from a text box to the 'Contribution Zone' channel with the text 'Other class channels may be available here for social or learning discussions.' The main content area shows two assignment posts: 'Iron Man Story' (due Oct 6) and 'Home Learning due 5th Nov' (due Nov 5). A red arrow points from a text box to the 'View assignment' button of the second post with the text 'New assignments will appear on the General channel.' The bottom of the screen shows the Windows taskbar with the search bar and system tray.

In the Assignments tab you can find new homework assignments. (P5-6)
All materials are located here and this is also where you should upload completed tasks. Once everything is uploaded and ready to hand in, hit the 'Hand In' button. If you press it by mistake, you can simply press 'Undo Hand In'.

The screenshot displays the Microsoft Teams interface. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon. The left sidebar shows navigation options: Activity, Teams, Assignments, Calendar, Files, and Apps. The main content area is titled 'General' and has tabs for Posts, Files, Class Notebook, Assignments, and Grades. The 'Assignments' tab is active, showing an assignment titled 'Home Learning due 5th Nov'. The assignment details include the due date (5 November 2020 17:00), a 'Hand in' button, and instructions. A red box highlights the 'Hand in' button with the text 'Final 'hand in' button.'. Another red box highlights the bottom of the page with the text 'Scroll down to access materials and upload homework'. The Windows taskbar at the bottom shows the time as 14:21 on 22/10/2020.

Assignments continued...

All materials needed and the homework grid will be stored under 'Reference Materials'.

Under 'My Work' is where files and photos can be uploaded by clicking 'Add Work'.

Template files may also be uploaded here by the class teacher which pupils can click to open and edit straight away. Changes will be automatically saved for each pupil.

Microsoft Teams

Search

Activity

Teams

Assignments

Calendar

Files

Apps

Help

All teams

Primary 6

General

Chit Chat

Contribution Zone

General

Posts

Files

Class Notebook

Assignments

Grades

Instructions

Read the Home Learning Grid to see what your tasks are.

Use the attached resources to complete your learning. You can edit and changes will be saved automatically.

If you wish to upload any other files or photos, click on 'Add File'.

When ALL your homework is completed and uploaded here, press 'Hand In'.

Reference materials

Education City - Maths Homework

P6 Home Learning Grid 26.10.20.pdf

My work

Spelling Unit 5.docx

Add work

Reference materials including the homework grid with all tasks listed.

Upload work here

14:22 22/10/2020

Uploading

When you click 'Add Work', this box will appear. You have several options.

To upload a file/photo already saved on your device, click on the option at the bottom of the box 'Upload from this device'.

To create a blank Word or PowerPoint using online Office software, click '+ New File'. This will create a file for pupils to begin creating and editing a new piece of work. This is great if you don't have Office products on home devices as all pupils can access these through Glow.

The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes Activity, Teams, Assignments, Calendar, Files, and Apps. The main area displays the 'General' channel for the 'Primary 6' team, with tabs for Posts, Files, Class Notebook, Assignments, and Grades. A dialog box is open, showing the 'OneDrive' interface. The dialog box has a header 'OneDrive' and a table with columns 'Name' and 'Modified'. Below the table, there are options: '+ New file', 'Link', and 'Teams'. At the bottom of the dialog box, there is an 'Upload from this device' option. Two red boxes with arrows point to these options. The first box points to '+ New file' and contains the text: 'Click here to open a new online Office document eg. Word, Powerpoint. Great if you don't have office software on your home devices.' The second box points to 'Upload from this device' and contains the text: 'Click here to upload files or photos saved on your computer'. The dialog box also shows a 'Cancel' button and an 'Attach' button. The time '14:22' is visible in the bottom right corner.

Click here to upload files or photos saved on your computer

Click here to open a new online Office document eg. Word, Powerpoint. Great if you don't have office software on your home devices.

Class Notebook

P7 home learning will mostly be completed on the notebook. Here are the areas you need to navigate around this. Changes made here are saved automatically.

Click here to open the notebook menu

