P4-7 Home Learning on Teams
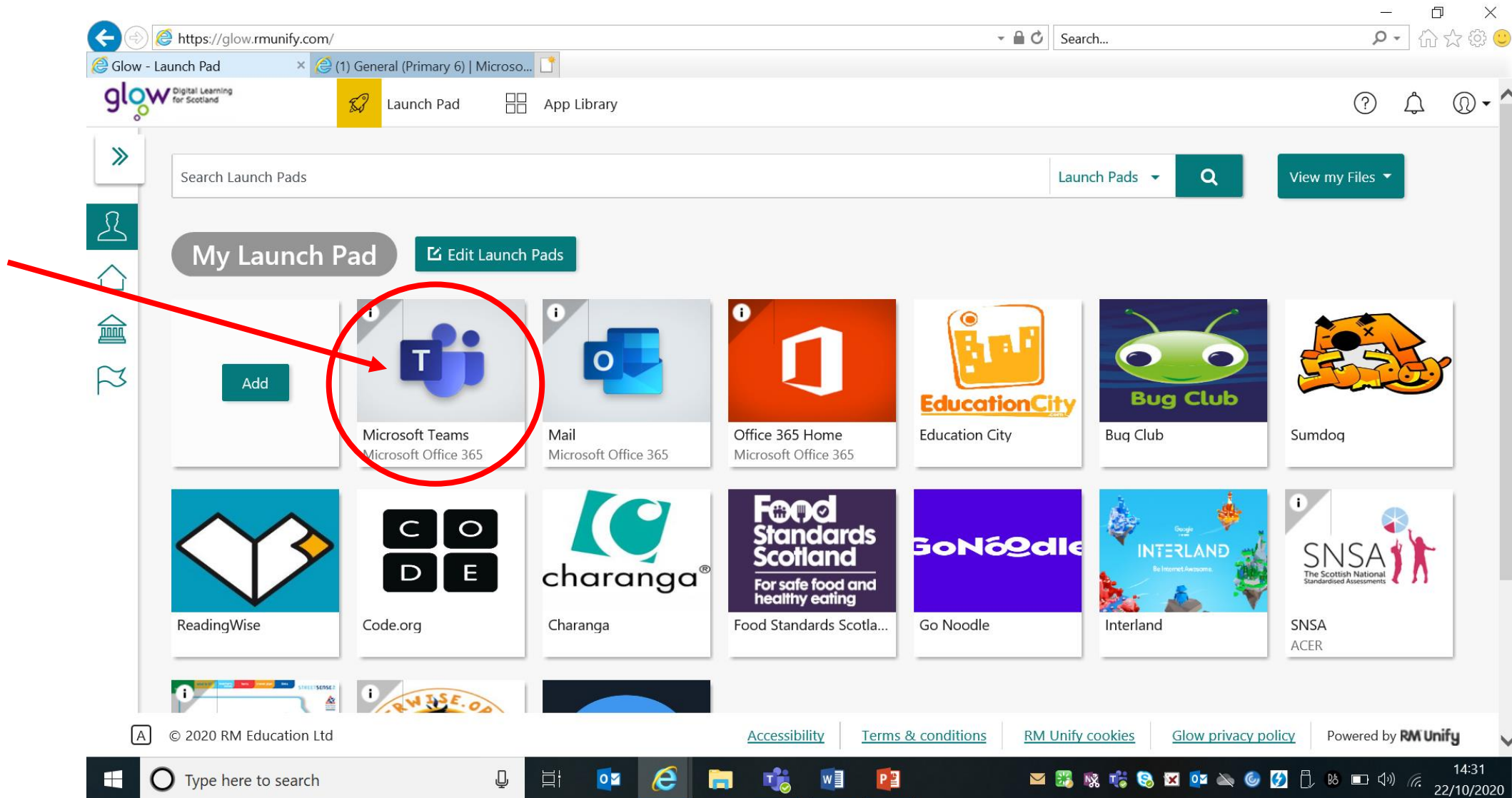
Barassie Primary School

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.

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'.

Final 'hand in' button.

Scroll down to access materials and upload homework

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.

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.

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

Welcome to Class Notebook

Your OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

Each notebook is organized into three parts:

1. **Student Notebooks** — A private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.
2. **Content Library** — A read-only space where teachers can share handouts with students.
3. **Collaboration Space** — A space where everyone in your class can share, organize, and collaborate.

Click on name to open pupil work

Child's Name

Upload photos to a page by clicking here

Click here to add a page for a new piece of homework