

Teams Guide

Hi Primary 6, we hope you have enjoyed your long weekend. After discussions with Mr Wallace and Mrs Fairley it has been decided that Mr Blackwood and I will be limiting the time we spend on Teams answering questions each day to an hour in the Morning from 9 – 10am and from 2 – 3pm. This will allow us to get on with other work in the background, preparing tasks, writing reports and giving feedback to you all.

In order for this to work we have prepared a trouble shooting guide to help you with some of the issues you have been experiencing. Hopefully this will further support you to become even better independent learners during this strange time.

Explanation of Channels

General – For questions about work/tasks only.

- This channel also has the Files section where you will find the Weekly Resources folder and your personal folders for submitting work. The personal folders should only be used for anything you are unable to submit in assignments.
- The Weekly Resources folder will contain your Learning Grid and all resources you will need. Please read the grid carefully as we have been getting a lot of people saying they don't understand tasks/what to do before they have even read the learning grid.

Chat (Not for work) – This channel can be used for general conversation with other P6's or staff. You can share ideas, check-in with each other or share any other appropriate news.

How To Channel – You will find helpful guides in this channel to help you navigate and use Teams. If you are struggling with any technical aspect of Teams this should be the first channel you check to see if any of the documents can help to solve your problem before posting for help from staff.

Weekly Instructions – Mr Blackwood and Mrs McDermott will issue a weekly post on this channel every Monday to let you know what you are doing and where to find all of the resources you will need for that week's work. This should be the first thing you check if you do not understand what to do with an assignment or task.

Work Submissions – If you are struggling to submit work through Assignments or to put it in your personal folder within the General Files, this is where you would post your work **as a last resort**. The reason we prefer work to be submitted via assignments or in your personal folder, is so that we can keep your feedback private. If you post it via Work Submissions everyone can see both your work and any feedback we issue which is not ideal.

Technical Issues – We are aware that Teams can be a temperamental at times and we understand how frustrating this can be when you are trying your best to get on with your tasks. Unfortunately Teams can be a very busy platform, with thousands of children and staff trying to use it at once. As a staff, we also experience these issues when we are trying to work, although thankfully it does seem to be happening less often. The only thing we can suggest if this happens to you is to keep trying or to access resources you need via the Harrysmuir blog. There is not a lot Mr Blackwood and I can do to solve these technical problems, although we really wish there was!

You also have the option to pick up a paper pack each week from the school office if that would suit you better than doing it all online.

Sumdog – Mr Blackwood and I will be setting tasks and assessments regularly on Sumdog to consolidate all of your prior learning in P6 and we would love to see more of you accessing and using it to support your learning.