

Teams Guide

Hello Primary 5!

We would first of all like to thank you for all your hard work over the past few weeks; we know it's not been an easy transition to make. After discussions with Mr Wallace it has been decided that Mrs Davies and I will be limiting the time spent on Teams to allow us to plan, organise resources, write reports and provide feedback to all of you. We will be available between 10:00 and 11:00 in the morning, and then again from 2:00 until 3:00 in the afternoon.

In order for this to work successfully we will require you to navigate Teams independently to find information and resources you require. We hope that by doing this, it will encourage you to take more ownership of your learning and become more confident in using digital technologies. Please read the information below carefully and refer back to this document if you are stuck.

General channel – for information and work related questions only.

- All learning resources will be stored here, under Files > Weekly Resources. PLEASE ensure you are accessing the support materials and not just completing tasks without referring to these – these are there to support you to do your best possible work.
- The 'priority tasks' (marked with a star on the learning grid) should be uploaded to the appropriate Assignment on this channel.
- If you are having trouble uploading to Assignments, please upload your work into your personal folder which can be found under General > Files > Personal Folders. You can also upload your 'Additional Activities' tasks into these folders.

Instructions channel

This channel will provide further information on learning tasks and links to the blog in case you are unable to access the resources in General > Files > Weekly Resources. This is where you should check first for any information regarding your assignments.

Additional Activities channel

You will find information on the 'Additional Activities' listed on your learning grids here, along with different activities Mrs Davies and I think might interest you.

Playground channel

This is a newly created space for you to talk with friends and check in with staff. Feel free to share any appropriate news and ideas on different activities. Please ensure you check the 'Dos and Don'ts' of the channel.

--

Technical Issues

We are aware that Teams can be temperamental and sometimes it won't work the way you want it to. Please be patient as we all experience these difficulties from time to time. If you are struggling to access resources, please remember to check the blog <https://blogs.glowscotland.org.uk/wl/harrysmuirps/category/primary-5/> for anything you might need. There are also paper copies available from the office each week, should you require them.

Sumdog

Please remember to sign in to and use Sumdog. Mrs Davies and I will be assigning work to help consolidate learning from Primary 5 and would love to see more of you engaging with it.