**Primary 5 Teams Guide**

Hi Primary 5, we hope you have enjoyed your holiday. Here is a quick guide to the different parts of Teams which we will be using for the next few weeks. If you have any technical issues or questions please check that the answer is not on this page before you ask a member of school staff.

**Explanation of Teams Sections**

**General Channel**

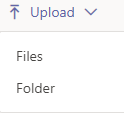
* You can post here but it should be questions about work/tasks only.

**Files**

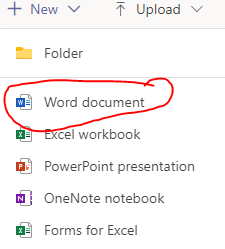
* Here is where you will find the *Class Materials* folder and class folders for uploading work.
* The class folders should only be used for anything you are unable to submit in assignments.
* Please work hard to make sure the work you are uploading is of the standard we would expect from you in school.
* There will be copies of all of the tasks you need to complete in the *Class Materials* folder. When you go to *Files > Class Materials* click the folder *‘Remote Learning Tasks’* and then select the date the week has begun and that will take you to the work you need to complete.

**Uploading Work**

* To upload work go to *Files > Your Name > Upload > Files* then find where you have saved a task on your device (this could even be a photo of the task).



* Instead of Upload, you can also create a file by clicking *New> Word Document.* This will open a document for you to type into*.*



**Other Channels**

* Down the left hand side of the Teams page you will see a number of different ‘channels’.
* Each of these have different uses. Read below to find out more:

**‘Instructions and Guides’ Channel**

* Here you will be able to find guides, such as this one, explaining the different features of Teams.
* If you are stuck with Teams, try looking here for an answer before contacting a member of staff.

**‘Playground’ Channel (Not for work)**

* This channel can be used for general conversation with other P5’s or staff. You can share ideas, check-in with each other or share any other appropriate news.

Teams can be a little 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 find another task to do for 5-10 minutes and try to access that section again. One of these tasks could be practising spelling, times tables or Sumdog. Please do not panic if technical issues prevent you from completing something. The most important thing is that you try your best!

**Sumdog**

We will be setting tasks and assessments regularly on Sumdog, not just Numeracy but Spelling too, to support what you are learning and to assess your understanding of the different topics.

Thank you for all your hard work and perseverance during this very strange time! We hope this will help with your home learning.

Miss Armstrong and Miss Gorman