

### Polite Reminders

- Please mute your microphone if you are not talking to avoid interference.
- If you have a question, please type it into the chat box.
- We will endeavour to answer any questions in the chat at the end if they do not get answered as we go.

# Green Ridge Primary Academy Getting Started on Teams Session



# What are we doing currently?

- We currently post YouTube videos where we introduce new learning for pupils and set challenges. Feedback is done via email when pupils/parents/carers send learning in.
- These videos allow us to model new learning and continue to follow our curriculum sequencing.
- However, it does not allow us to easily share worksheets and the feedback process is cumbersome.

# Why are we changing from YouTube to Teams?

- We recognise that many pupils may benefit from having access to additional resources (such as worksheets, scaffolds and word banks). It is not possible to share these via YouTube but is very simple over Teams.
- It makes it easier for pupils to complete/submit learning (much of which can be done directly within Teams)
- We want to streamline the feedback process so that pupils receive high quality feedback without the hassle of having to send an email each time.












## Example Resources

Worksheets

13 divided by 3 = ___ with ___ leftover	<input type="text"/>	<input type="text"/>	<input type="text"/>
13 divided by 2 = ___ with ___ leftover	<input type="text"/>	<input type="text"/>	
13 divided by 5 = ___ with ___ leftover	<input type="text"/>	<input type="text"/>	<input type="text"/>
11 divided by 2 = ___ with ___ leftover	<input type="text"/>	<input type="text"/>	

Word Banks

**The True Story Of The Three Little Rabbits**

			
Bear	Rabbit	sneeze	milk
			
straw house	stick house	brick house	police
			
dead	tea	reporters	

Introduction

I've got a \_\_\_\_\_ teacher this year.

They are...

They always...

Here's some \_\_\_\_\_ advice to help. Sentence Starters

Paragraph 1: Advice

First, I've noticed that they love...

Also, they are extremely happy when...

Finally, try giving/telling them...

# When will this happen?

- We are staggering our transition to Microsoft Teams to ensure that our remote learning can continue uninterrupted.
- Year 5 have begun using it already.
- Year 3 will begin using Teams next week.

# How do I get set up on Teams?

## Step 1: Download Teams

Smartphones and tablets: Download the free Microsoft Teams app

iOS devices (iPhones, iPods, and iPads)	Android devices
<ul style="list-style-type: none"><li>• Open the App Store app</li><li>• Search for 'Microsoft Teams'</li><li>• Tap 'Microsoft Teams'</li><li>• Tap 'Get'</li></ul>	<ul style="list-style-type: none"><li>• Open the Play Store app</li><li>• Search for 'Microsoft Teams'</li><li>• Tap 'Microsoft Teams'</li><li>• Tap 'Install'</li></ul>

## Computers and laptops: Download Microsoft Teams

Your child needs to:

- Go to [www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app](http://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app)
- Click 'Download Teams'
- Once it's downloaded, click on the installer to run the app
- Log in to their Office 365 account

# How do I get set up on Teams?

## Step 2: Login

- Each pupil already has an account set up that is linked to their Year group team.
- Each child's username will follow the pattern of a number (the number 17 for Y3) followed by their forename and then the first letter of their surname.

e.g. [17MichaelF@greenridgeacademy.co.uk](mailto:17MichaelF@greenridgeacademy.co.uk)

- Each child's password will be their reversed initials followed by their date of birth, which should be 6 or 5 digits.

e.g. FM250711 (for 25<sup>th</sup> July 2011) or FM60711 (for 6<sup>th</sup> July 2011)

If the first number is a single digit (i.e. before the 10<sup>th</sup>), then the date part of the password will be five digits.

- Further advice on usernames and passwords can be found in your year group's 'Introduction to Teams' letter



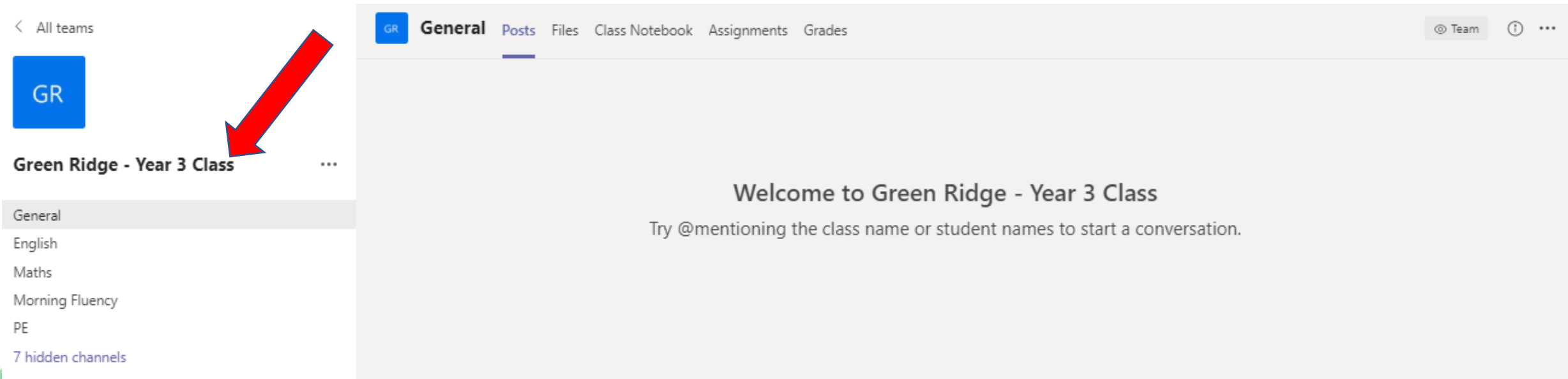
# How do I access the learning resources?

Once you are logged in, you will be able to access your class' learning resources by clicking into your team.



# How do I access the learning resources?

- You will have different subgroups down the side for each subject.
- The 'General' subgroup will be used to provide you with the timetable each day.
- The other subgroups will have your learning resources (videos, worksheets, scaffolds, etc.)



The screenshot displays the Microsoft Teams interface for a class. On the left, a sidebar shows the 'All teams' section with a blue square icon labeled 'GR'. Below this is the team name 'Green Ridge - Year 3 Class' with a three-dot menu icon. A red arrow points from this team name to the 'General' subgroup in the channel list. The channel list includes 'General', 'English', 'Maths', 'Morning Fluency', 'PE', and '7 hidden channels'. The main content area shows the 'General' channel with a header bar containing 'GR', 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. A 'Team' icon and an information icon are also visible. The main content area displays a welcome message: 'Welcome to Green Ridge - Year 3 Class' and 'Try @mentioning the class name or student names to start a conversation.'




# How do I access the learning resources?

- The daily timetable will look a bit like this:

**Welcome to Green Ridge - Year 5 Class**  
Try @mentioning the class name or student names to start a conversation.

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[Last read](#)

 **Gareth Ventin** 8:04 AM  
Good morning Year 5!

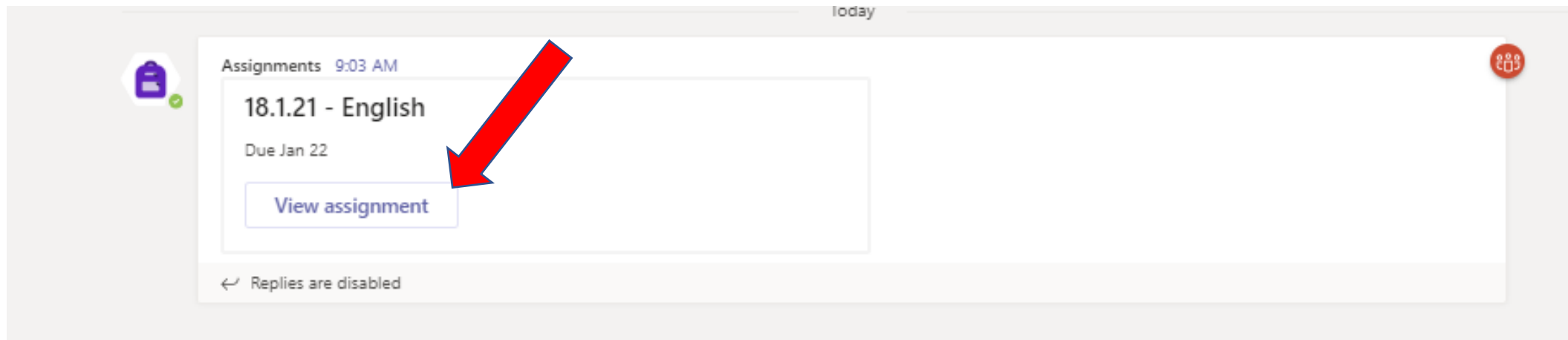
Here is your timetable for the day:

Morning Fluency (goes live at 8.40)  
English  
Maths  
ReadTheory  
History  
Science

You will be able to find all of the videos in the tabs to the left - morning ones go live at 9.00, whereas afternoon ones go live at 13.00

# How do I access the learning resources?

Each lesson will look a bit like this:



To access it, click 'View Assignment'.

# How do I access the learning resources?

Each assignment will look a bit like this and will contain instructions for the pupils.

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Turn in

## 18.1.21 - English

Due January 22, 2021 11:59 PM

### Instructions

Watch the video, then complete the activities!

### Reference materials

18.1.21 English.mp4



### My work

English Starter.docx



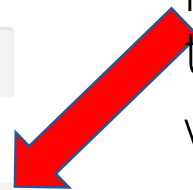
Planning Grid.docx

Add work

Most lessons will continue to have a video for pupils to watch.



There may be resources to support pupils with their learning. Sometimes, they can complete their learning directly within these.



Alternatively, they can still complete it by hand and upload a picture if that's more convenient.



# How do I access the learning resources?

Once pupils have completed their learning, they click 'Turn in'. This will notify the teacher that it has been completed.

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## 18.1.21 - English

Due January 22, 2021 11:59 PM


### Instructions


Watch the video, then complete the activities!

### Reference materials

 18.1.21 English.mp4 ⋮

### My work

 English Starter.docx ⋮

 Planning Grid.docx ⋮

 [Add work](#)

Points  
No points

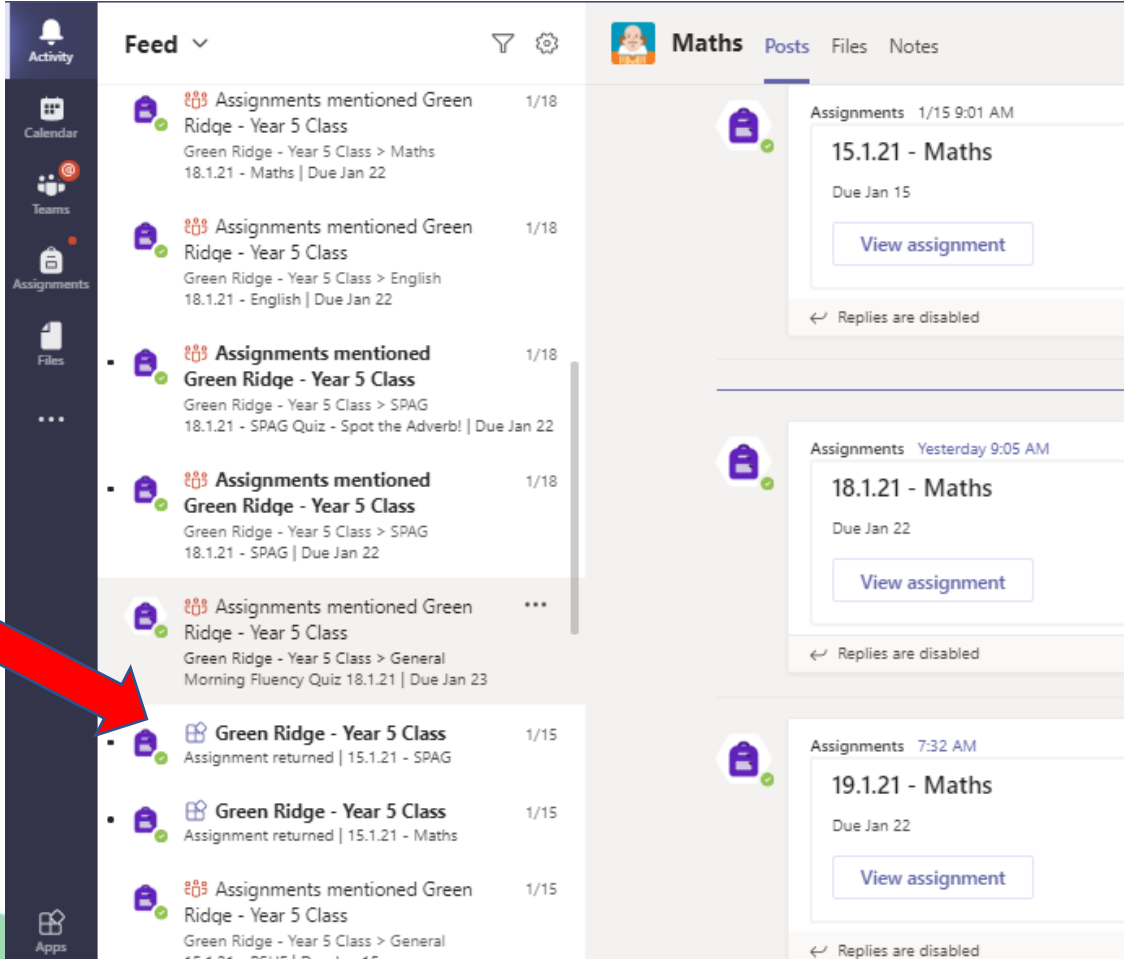


Turn in

# How do pupils get feedback?

Once pupils have 'turned in' their learning. Teachers will provide feedback on each piece of learning submitted. This will generally be feedback and next steps that will move the children on in their learning.

Pupils will be notified when feedback has been provided (notifications will appear in the 'Activity' tab)



The screenshot displays the Microsoft Teams interface. On the left is a dark navigation pane with icons for Activity, Calendar, Teams, Assignments, Files, and Apps. The main area is split into two panes. The left pane shows a 'Feed' tab with a list of notifications: 'Assignments mentioned Green Ridge - Year 5 Class' for Maths and English (due Jan 22), and 'Assignments mentioned Green Ridge - Year 5 Class' for SPAG (due Jan 22). A red arrow points to a notification for 'Green Ridge - Year 5 Class' with the text 'Assignment returned | 15.1.21 - SPAG'. The right pane shows a 'Maths' post with three assignment cards: '15.1.21 - Maths' (due Jan 15), '18.1.21 - Maths' (due Jan 22), and '19.1.21 - Maths' (due Jan 22). Each card includes a 'View assignment' button and a note that 'Replies are disabled'.

# Transitioning from YouTube to Teams

- As we transition from YouTube to Teams, there will be a transition period of 1 week.
- During this time, we will continue posting videos on YouTube and providing feedback via emails as well as posting the same videos and learning materials on Teams.
- Due to workload, we will not be able to respond to emails on a daily basis although we will ensure that we respond at least once within the week.
- This ensures that should there be any problems, pupils can still access all learning for that week.
- After that week, we will be uploading all of our learning to the Teams platform and no longer using YouTube.

# Expectations for completing learning

- We would like pupils to complete as much of the learning for their Year group as possible each day. This ensures that they are still following the school curriculum without gaps in their knowledge/understanding.
- However, we do appreciate that it can be difficult to manage remote learning (particularly when parents/carers might be working at home and/or there are multiple siblings trying to access the remote learning).
- If you are finding it difficult to keep up with the remote learning, please contact the teacher through the class email address:

[aldery3@greenridgeacademy.co.uk](mailto:aldery3@greenridgeacademy.co.uk)

[cedary3@greenridgeacademy.co.uk](mailto:cedary3@greenridgeacademy.co.uk)

# Any questions?

