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Tuesday, 26<sup>th</sup> January 2021

### Remote Learning Changes Transition to Teams for Year Three and Two

Dear Parents and Carers,

During these times, we are constantly reviewing our approach to remote learning and looking at ways in which it can be developed to provide our pupils with a high-quality education whilst learning at home. We recognise that YouTube has been excellent in allowing us to share recorded lessons, but we continue to explore how we can provide further support and scaffolds for children.

For that reason, from Monday, 1<sup>st</sup> February we will be moving our Remote Learning to Teams for Year Three and Two. This will enable us to continue to provide lessons through video recordings whilst also making it simpler for parents/carers and pupils to submit learning to teachers and for teachers to provide effective feedback.

To ensure that the process is as streamlined as possible, we have created some steps that you can follow below. If you are unable to access Teams during this trial, then lessons will still be supplied through YouTube. However, as part of this transition time teaching staff's time will be dedicated to providing feedback on Teams, consequently they will not be able to respond to emails on a day to day basis and email responses will be reduced to at least once a week.

Please note, it will be beneficial to get all pupils (even those still attending school) set up on this so it can support their learning in school and further develop their digital literacy. Once set up, pupils attending school should bring in their login details so they can continue to access this platform at school.

#### Login Details

The school has set up an account for each child to access Teams. We recommend you attempt to login with these details ahead of the sessions starting on Monday, 1<sup>st</sup> February. Each child's username will follow the pattern of the number 17 for Year Three children and the number 18 for Year Two, 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.

If you are having any issues with logging on, then please email the year group email account and the teaching staff will be able to provide further assistance.

### How to use our school's Microsoft Class Team

Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school.

**Note:** your child will need their log-in details for their school Office 365 account to complete the steps below. These are provided in the login details section above.

### 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> |

Once the app has downloaded, open it.

Then your child needs to:

- Log in to their Office 365 account
- Tap the 'Teams' icon

### 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
- Click 'Teams' on the left-hand side of the app

### How to get and hand in work (computers and laptops)

Your child needs to:

- Open the Teams app
- Click on their class, then 'General', and then 'Assignments' **or** click on the subject on the left-hand side, which should have the most up to date assignment for that subject
- Click on an assignment, then '+Add work',
- Click 'Upload from my computer', then attach the file they want to upload
- Once they've finished, click 'Turn in'

**Made a mistake?** Click 'Undo turn in' to return the work and follow the last three steps to resubmit it.

### How to hand in work (mobile devices – Android or iOS)

Your child needs to:

- Open the Teams app

- Tap on their class, tap 'More', then 'Assignments'
- Tap on an assignment, then '+Add work'
- Choose the file they want to upload from OneDrive or their device
- Once they've finished, tap 'Turn in'

Made a mistake? Tap 'Undo turn in' to return the work, then follow the last three steps to resubmit it.

**If work has been marked, your child will get a notification in Teams**

They can find their returned work by following the steps below.

**On a computer or laptop**

- Open the Teams app
- Click 'Chat' on the left-hand side
- From the list of contacts, click 'Assignments'
- Click 'View assignment' in the centre of the page

**On a mobile device (Android or iOS)**

- Open the Teams app
- Tap 'Assignments' at the bottom of the screen
- Tap 'Completed', then tap the assignment they want to see

Thank you for your continued support and patience – we really do want to make our remote learning as successful as it can be for us all.

Yours faithfully,



*Mr. Aaron Wanford*  
Executive Headteacher



*Mr. Sean English*  
Acting Head of School