



Holy Name

Catholic Primary School

"With Jesus as our guide; we love, live and learn together."

Microsoft Teams Guidance for Parents

We hope you will find the guidance useful. As we learn more about some of the issues we are facing, we will continue to add to this.

Click the heading and it will take you to the relevant section.

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To report a technical issue, please email:
technical.support@holyname.sandwell.sch.uk

To report an issue with the home learning or ask a question, please email your child's class teacher:

y6.homelearning@holyname.sandwell.sch.uk

y5.homelearning@holyname.sandwell.sch.uk

y4.homelearning@holyname.sandwell.sch.uk

y3.homelearning@holyname.sandwell.sch.uk

y2.homelearning@holyname.sandwell.sch.uk

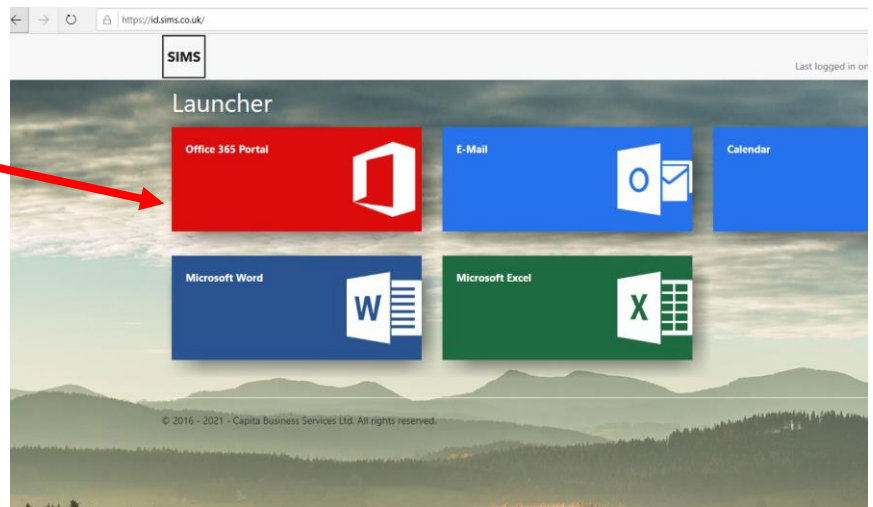
y1.homelearning@holyname.sandwell.sch.uk

1.How to access and Log on to Teams

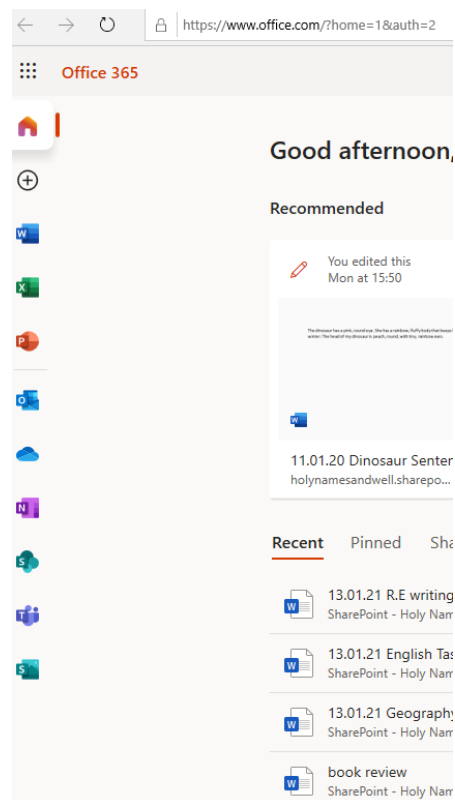
Click onto your internet browser and search 'SIMS ID' or click: <https://id.sims.co.uk/>

Enter your child's email address and password.

Then click 'Office 365 Portal'



Click 'Teams' this is the purple 'T' symbol:

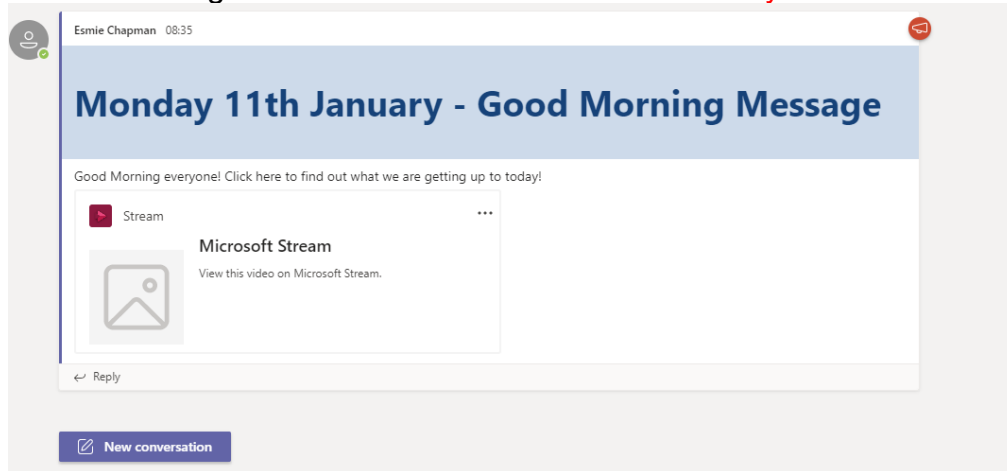


Your Teams is now ready to go!

Read the next section to find out how work will be set each day.

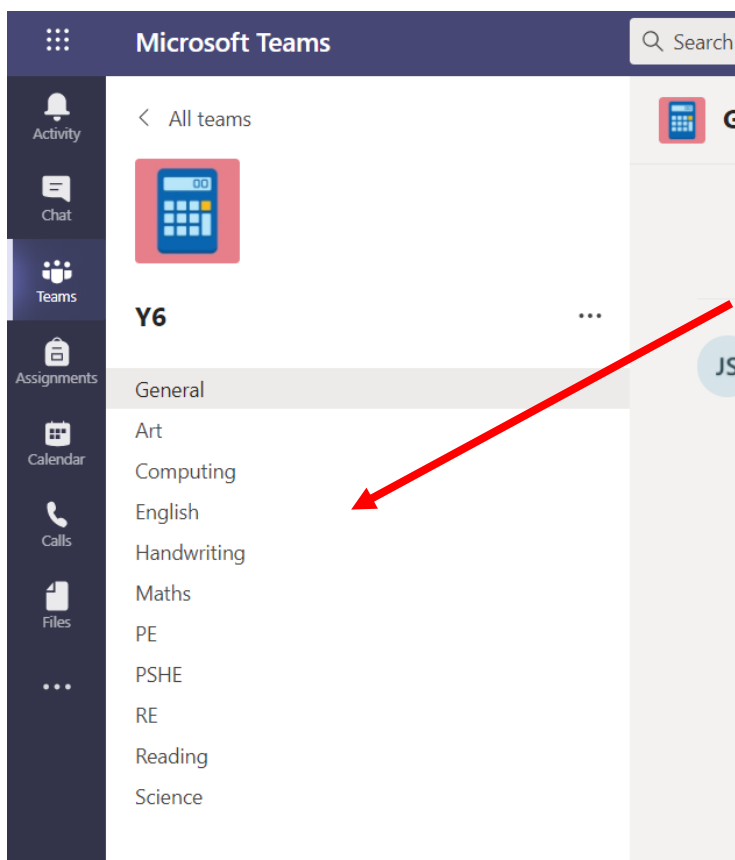
2. How to access lessons and tasks

- This is used for **daily announcements**. The teacher will explain what the work will be for the day and show to access it through a welcome video.
- This will appear as an announcement within the channel so that it enlarges in the chat so that it doesn't get lost. An **announcement has a red symbol** in the corner and looks like this:



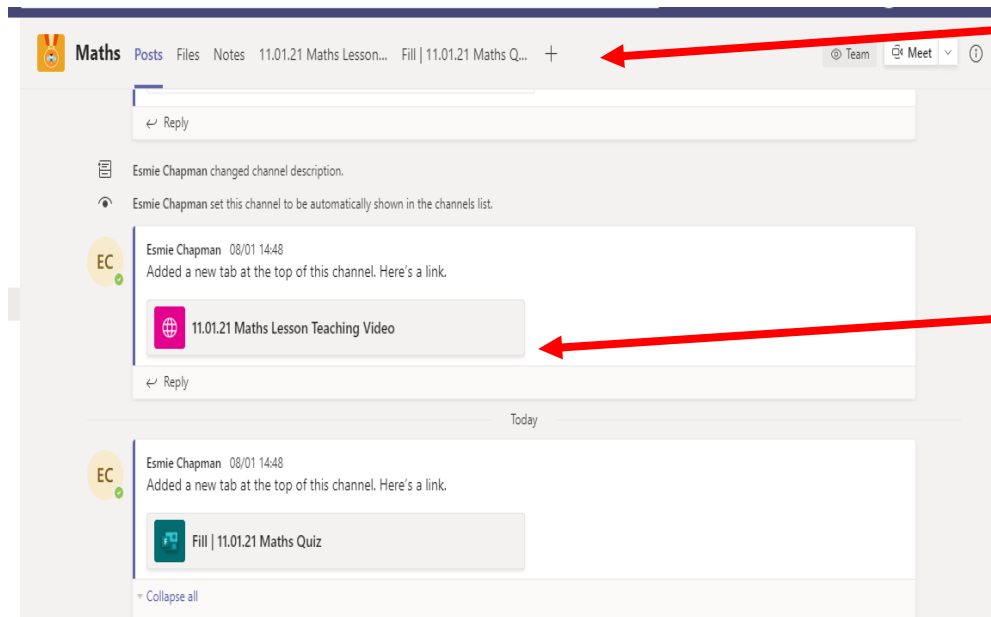
- To view the message you need to click the 'stream' symbol.
- That will then load the video which can be watched.

Subject channels: Each subject has it's own channel (sometimes these are hidden)



For each subject, there is a channel which contains links to the work. Click on the subject you want to find the work for. (If it says 'hidden channels', then click on this)

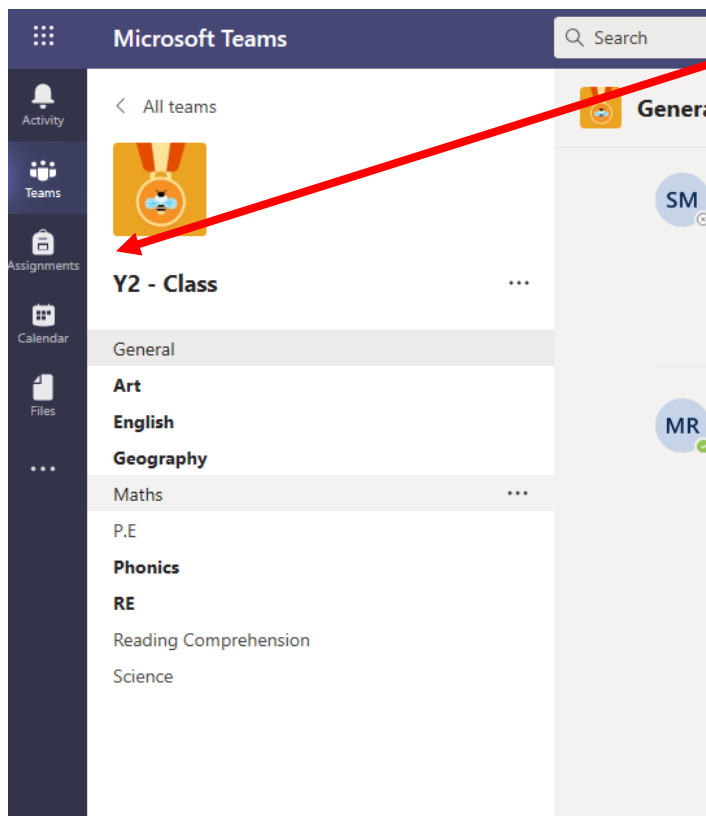
Each lesson will have an announcement message which shows what the teaching and work will be.



Always **check the tabs** to see if the teacher has made it easier for you find the work.

If a tab, hasn't appeared, you need read the message within the channel chat see the link to the video/presentation and work.

If you are unable to see the tasks that have been set, always check your **'Assignments'**



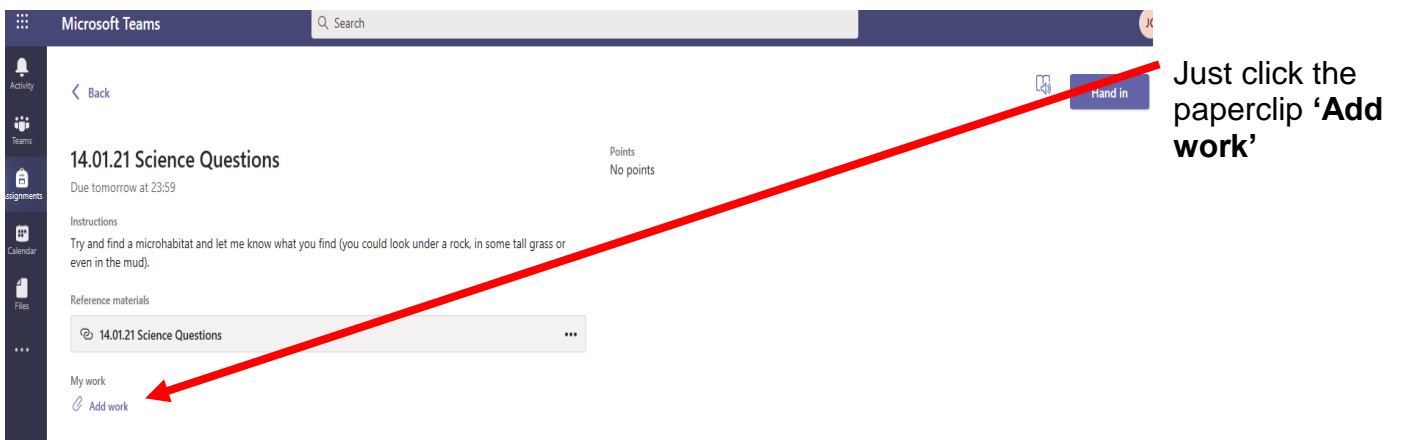
This will show the children the work that has been set for the day and allow pupils to click on it to access this.

3.How to 'hand in' pupil work:

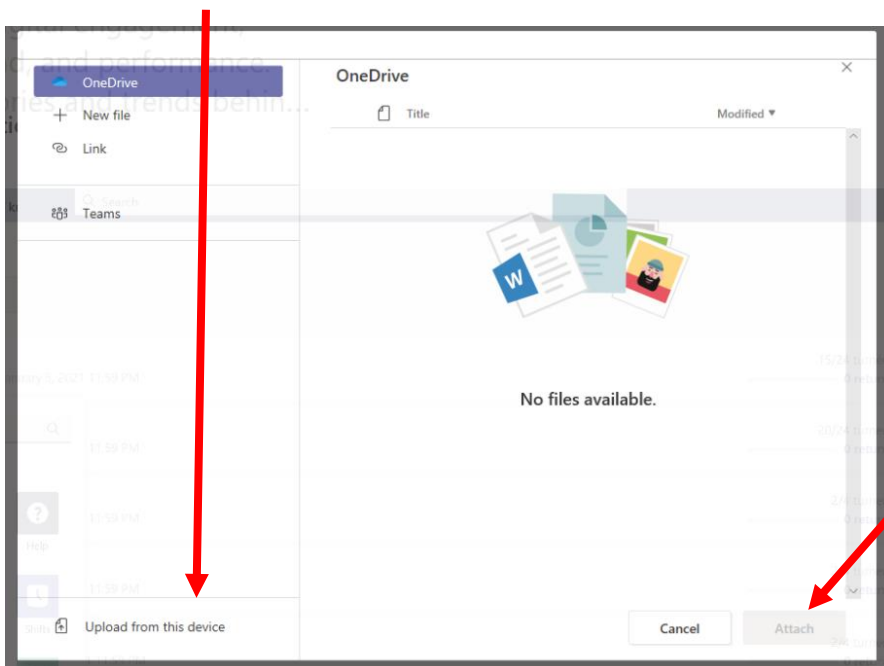
To ensure that work has been 'handed in' following completion, pupils need to click '**Hand in**':



If you are not able to use the technology to complete the work, you can attach a picture/video message.



Then click '**Upload from this device**'



Then select the file, click '**open**' then '**attach**'.

This will ensure your teacher can see your work, whatever you have recorded on!

Then click 'hand in' This will be sent directly to the class teacher who will leave a comment!

The screenshot shows the Microsoft Teams interface for an assignment. The top navigation bar includes the Microsoft Teams logo and a search bar. On the left, a vertical sidebar contains icons for Activity, Teams, Assignments, Calendar, and Files. The main content area displays the assignment details for "11.01.20 English Task - Dinosaur Sentences", including the due date (11 January 2021 23:59) and instructions. Under the "My work" section, a document titled "11.01.20 Dinosaur Sentences.docx" is listed. To the right, a feedback section shows the text "Wow your dinosaur sounds great!" with a red arrow pointing to it, and a "Points" section indicating "No points". A "Returned" status is visible in the top right corner.

Microsoft Teams

Search

Activity

Teams

Assignments

Calendar

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11.01.20 English Task - Dinosaur Sentences

Due 11 January 2021 23:59 • Closes tomorrow at 23:59

Instructions

Write two - three sentences on the Microsoft Word document below to describe your dinosaur! If you want an extra challenge, change the colour of your font for the adjectives and the nouns.

My work

11.01.20 Dinosaur Sentences.docx

Add work

Feedback

Wow your dinosaur sounds great!

Points

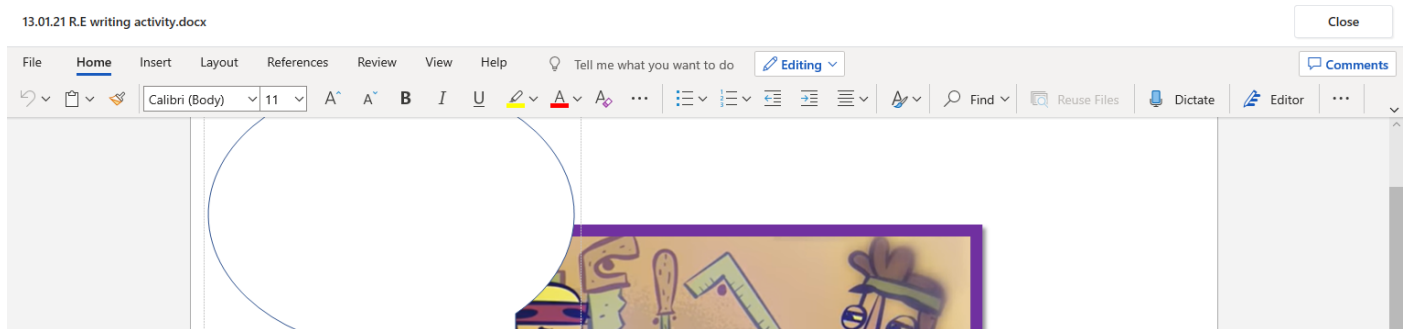
No points

Returned Tue, 12 Jan, 09:21

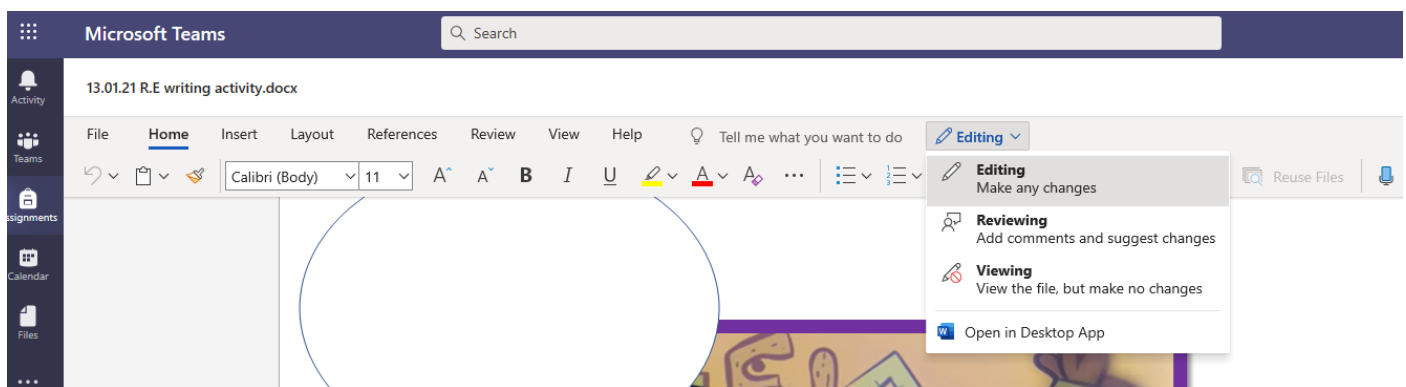
4. Unable to edit the worksheet:

If your teacher has made a worksheet that you can't access or edit on, open it up.

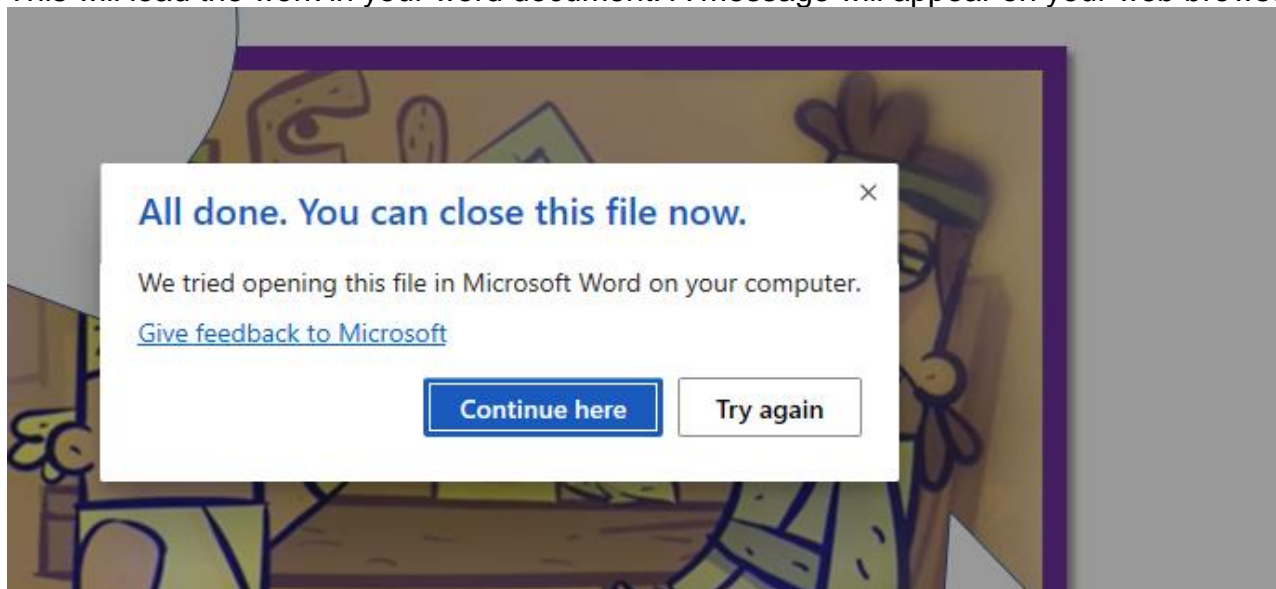
Then click **'editing'**



Click **'Open in Desktop App'**



This will load the work in your word document. A message will appear on your web browser:



You can then minimise this and work from your computer. This will provide the options to edit. When your child is finished editing, they can click the cross and save.

Open the web browser again and click **'Continue here'**. Allow a few moments for the work to load.

Now you are ready to click **'hand in.'**