

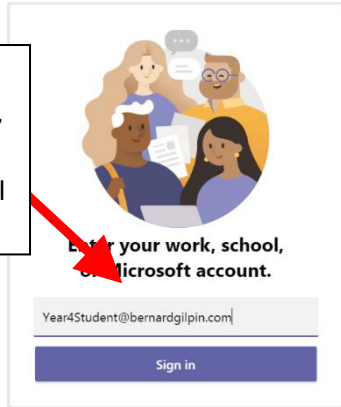


Bernard Gilpin Primary School Remote Learning on Microsoft Teams – Parent/Carer User Guide

Use the steps below to login to Microsoft Teams. Please complete the year group quiz to test the system.

Logging in

1 To log in to Microsoft Teams, you must first enter your school email address.

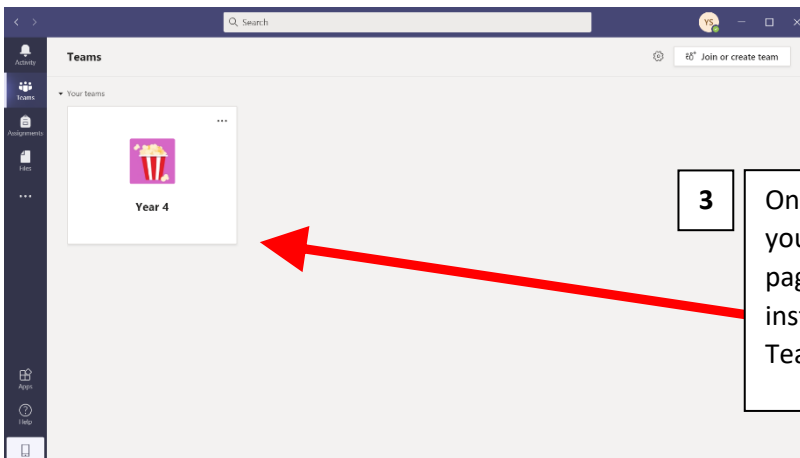


2 Then, enter the password for your school email address.

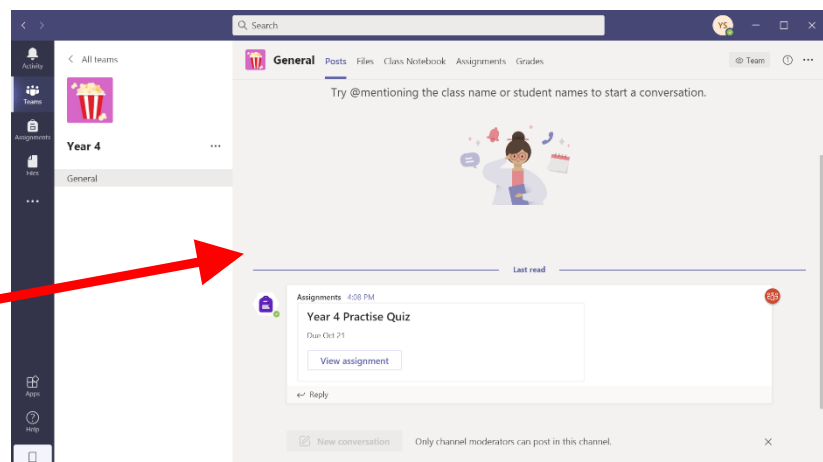


Home Page

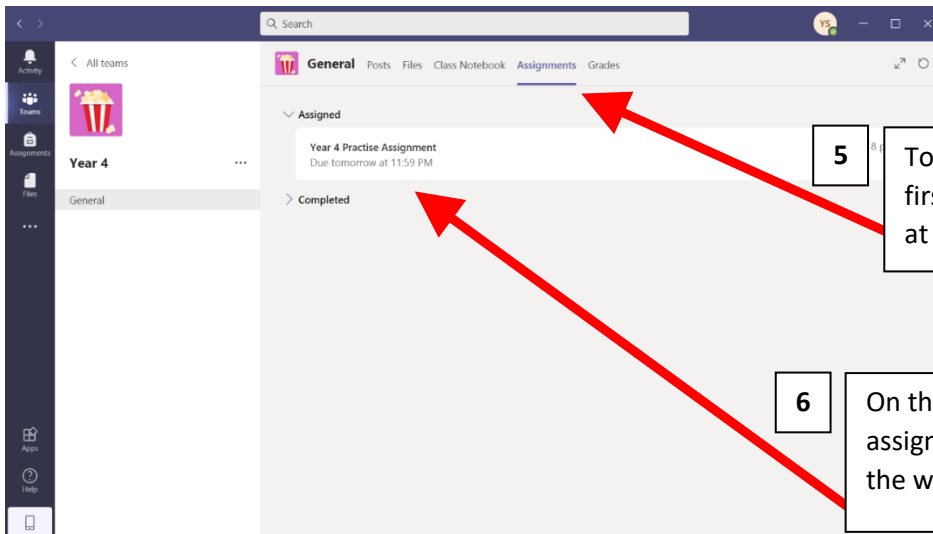
3 Once logged into Microsoft Teams, you will be presented with this page. Click on your team, in this instance 'Year 4', to open the Team Home Page.



4 This will be the home page for your Team. This is a newsfeed for assignments and documents that have been uploaded.

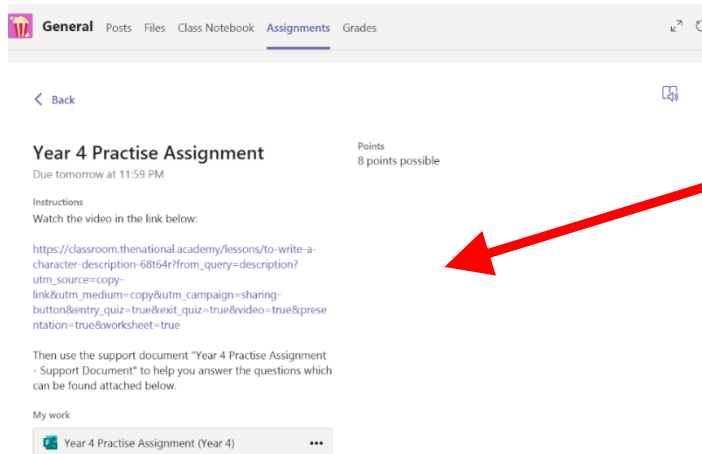


Accessing Online Work

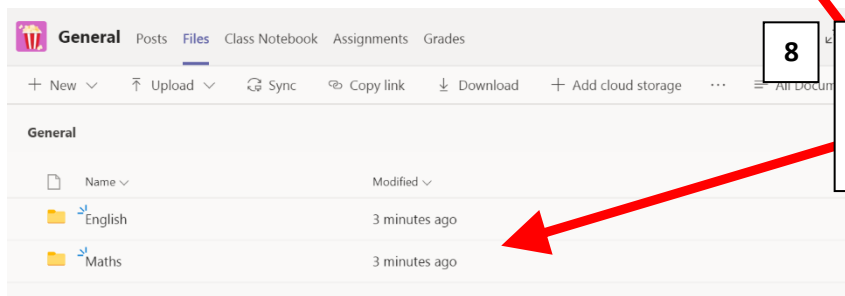
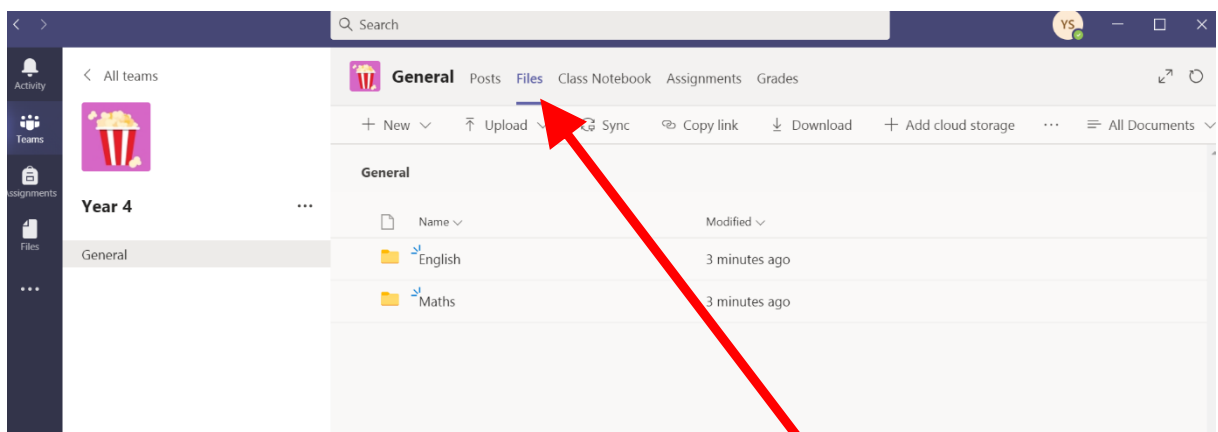


5 To access online work, you must first click on the "Assignments" tab at the top of your homepage.

6 On this page, you can view outstanding assignments as well as the date on which the work is due.



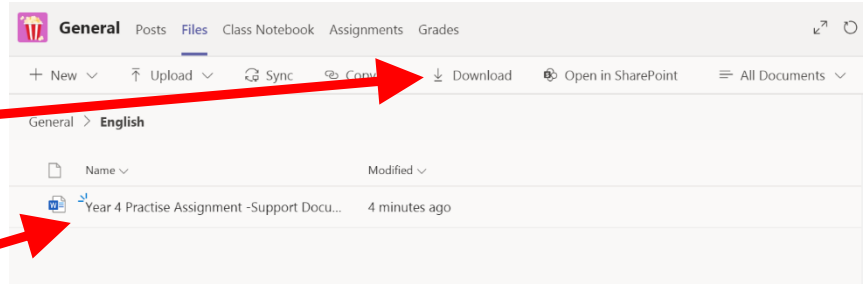
7 When you click on an assignment, you will find instructions for that lesson. These instructions may include links to a video resource or information about support documents to use.



8 To access the support documents for each lesson, you should click on the "Files" tab and then the folder for the relevant subject.

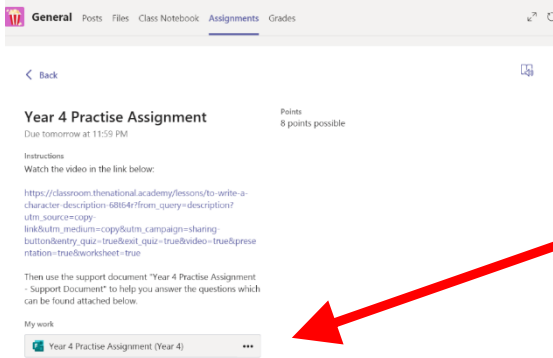
9

Click on the support document to access the file. If you then click on 'Download', the file will save to your device. This will make it easier to complete the questions whilst having the support document open at the same time.



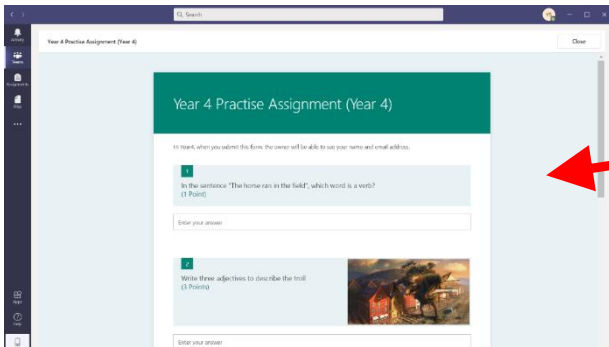
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Once you have accessed the lesson resources, return to the "Assignments" tab and click on the button in the "My Work" section which will open up questions to answer.



11

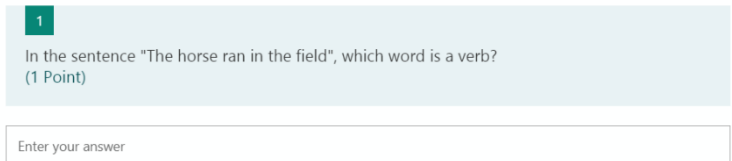
When the link under "My Work" is clicked, questions similar to these shown will open up.



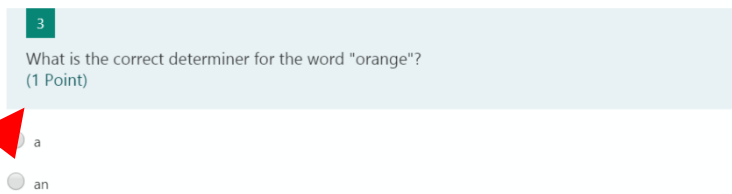
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There may be different types of questions to answer. These include:

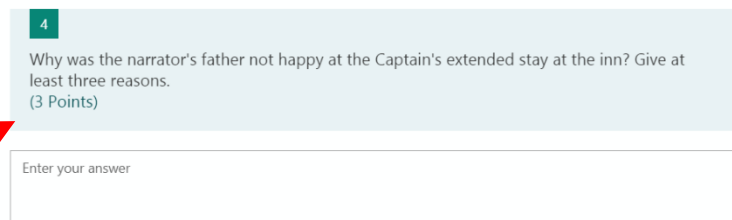
Short text answers



Multiple choice questions



Longer text answers



13

The number of marks available are shown directly below each question. Microsoft Teams call these 'Points' instead of marks.



The narrator's father was not not happy at the Captain's extended stay at the inn as he ha there.

14

When all of the questions have been completed, click on the "Submit" button to submit the work to your teacher.

Submit

Feedback

15

Once you have submitted your assignment, it will then move to the "Completed" section of the "Assignments" tab.

General Posts Files Class Notebook Assignments Grades

> Assigned
v Completed

Year 4 Practise Assignment

6/8 points

16

When your teacher has marked the assignment, the marks will appear on the right-hand side. For more detailed written feedback, click on the assignment.

17

An overall comment on the work will be shown at the top of the page alongside the marks achieved.

Year 4 Practise Assignment (Year 4)

"Well done, excellent understanding of word classes."

Points: 6/8

1

In the sentence "The horse ran in the field", which word is a verb?
(1/1 Point)

ran ✓

"Great work, you have selected the verb correctly."

18

You will also be able to view feedback for individual questions directly below the answer.