

### **How will remote learning work?**

- ✓ Some lessons introductions or feedback sessions will be on Teams – teachers will send invitations to these.
- ✓ Your teacher will set you a mixture of tasks – just like in school.
- ✓ We will be able to assess your learning using Assignments.
- ✓ You will be able to ask your teacher questions.
- ✓ We will be able to provide feedback for some of your work.

If you are finding anything difficult, we are here to help. Please email [supporttys@welearn365.com](mailto:supporttys@welearn365.com) with remote learning or technology questions. We will do our best to support you from here.

Any parent questions or queries should also be emailed here – not to the teacher directly please. Teachers are teaching remotely and face-to-face. They will not have time to answer all queries.

### **Accessing Teams**

You can sign in via [welearn365.com](https://welearn365.com) using your usual username and password.

You can download the free Teams App and access the same functions as the website version. It is often easier to use. **You will need to log in using your school email address and password.**



### **How do I keep myself and everyone else safe while using Teams?**

As with behaviour in school, there are some very basic and sensible expectations that must be adhered to in order to keep everyone safe.

- In online lessons, as in school, all behaviour should be appropriate and should not disrupt the learning of other children.
- All communication on Teams posts or chat messages should also be appropriate, usual expectations of kindness are expected.
- Sharing pictures of your work or things you have been doing is fine as long as it is on Teams and it is the sort of activity you would chat to your teacher or class mates about if we were in school.
- When you are in a chat with a teacher, please keep your camera on.
- Suitable clothing should be worn on Teams calls – no pyjamas please.
- Please be aware of what is visible in the background and where possible children should be free from distraction to concentrate on the call.
- Generally, anything that would not be accepted in a lesson at school will not be appropriate on Teams. Teachers can and will ‘mute’ you if they need to.

• Finally, please remember that this is a work-related platform – it is not a social media site for social interaction with friends. Please keep this school focused.

## How do I use Teams for my Remote Learning – Assignments

Teachers will set work as Assignments.

Click on the Assignments tab near the top to find your Assignments for the day.

Click on the Assignment to see:

- instructions for your tasks
- links to resources (videos, power points, files etc.) you need for your work
- date and time when your work is due to be handed in
- link for you to attach your work to send to your teacher (they will tell you what format to use).

The screenshot shows the Microsoft Teams interface for a team named 'BX1 Science'. The 'Assignments' tab is selected, displaying an assignment titled 'Atoms, elements and compounds' due on 12 June 2020 at 23:59. The assignment details include instructions to watch a narrated power point and answer questions, and a reference material link. The 'My work' section shows an 'Add work' button. Callout boxes provide the following information:

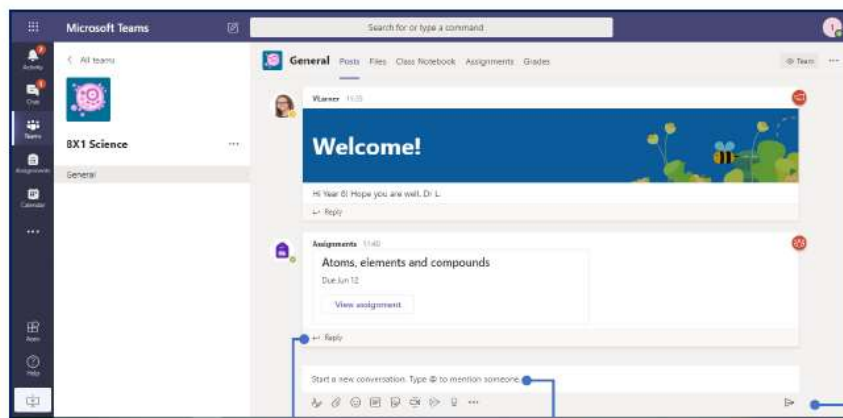
- When your work is due to be handed in in:** Points to the due date and time.
- When you are finished, hand in your work here:** Points to the 'Hand in' button.
- What you have to do – may include links to websites to visit:** Points to the 'Instructions' section.
- Resources for your tasks – these may be videos, PowerPoints, documents, quizzes etc.:** Points to the 'Reference materials' section.
- Click to add work – you can upload files and photos of your work from your laptop or device, or you can open a new document to type in (click 'edit document' to start typing):** Points to the 'Add work' button.

## How can contact my teacher or get help with my work?

Remember, anything you post on Teams follows usual expectations – be kind. We will investigate any inappropriate comments in the usual way we would in school.

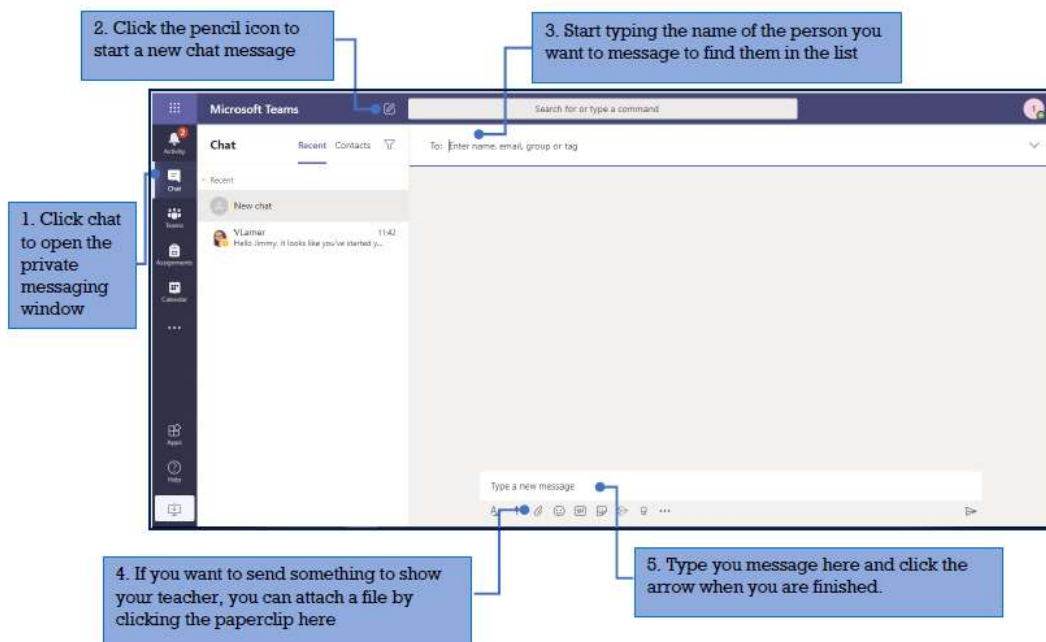
There are two ways of communicating with your teacher:

- a message on 'posts' – this is a bit like social media and can be seen by all members of your class. Please do not use this to communicate with your class mates or teachers could miss an important message.
- a 'chat' message - can only be seen by people in that chat. Please report any misuse of the chat function to your class teacher immediately.



On the main class Team page you can start a new conversation or reply to a thread

Click the arrow to post your message



Remember, working on paper or taking time outside is just as important! Not everything must be completed online.