



Welcome to Teams!

At Davington we have begun to use Teams across the school to enable us to learn and interact with work from our year groups remotely as well as in school. We have been using it in our ICT lessons to learn and practise using a wide variety of the wonderful things Teams has to offer and have also been using this time to understand all that we can do.

We will be using Teams for a number of reasons, including:

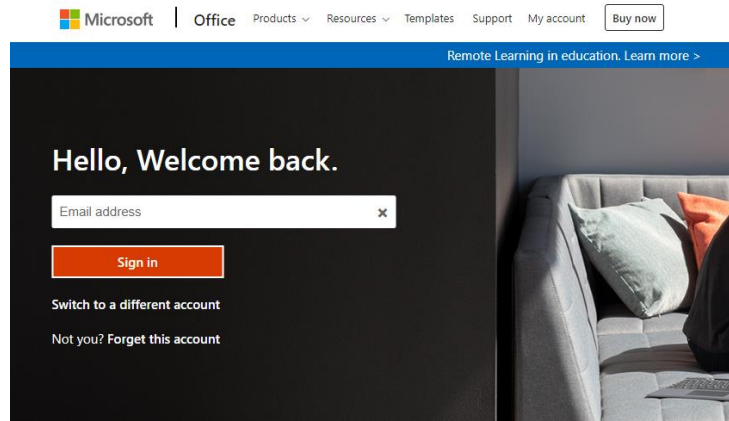
- To set activities in class
- For homework
- For creating projects
- To give differentiated support and challenges within each class
- To give the children the ability to learn from home in the case of a local lockdown
- To give children online resources to help develop and further their learning

To access Teams you can go through Google using 'Office365 login' or via the Teams app.

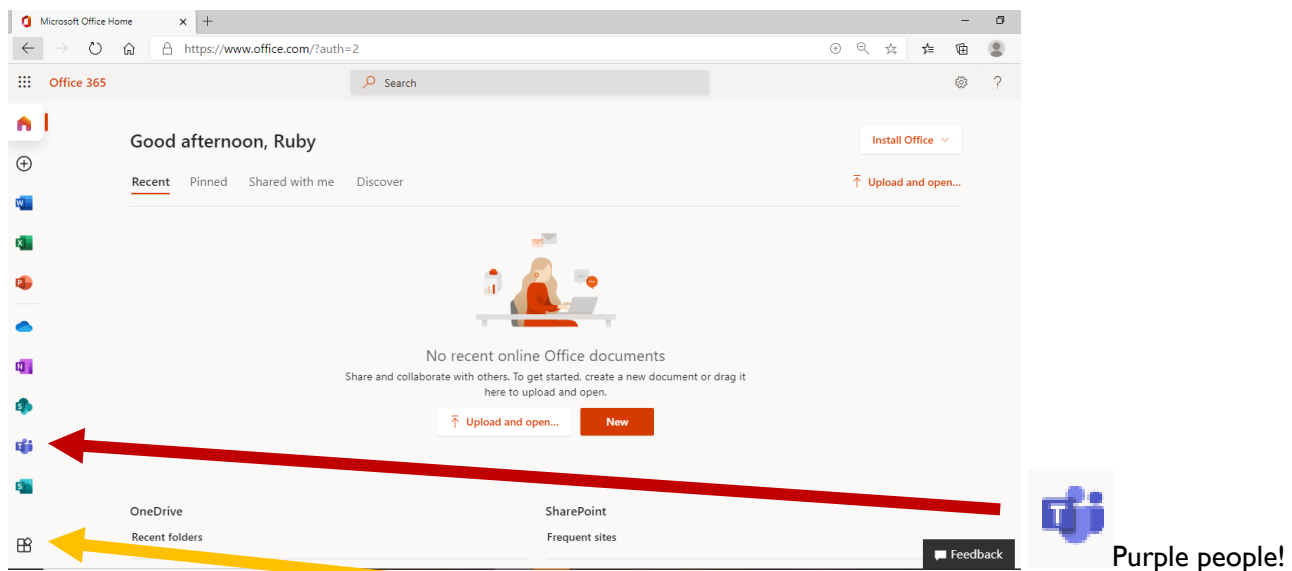


Web:

Type 'Office 365' or '0365' into google to find the website. Once there you will be prompted to sign in. Use your child's email address as prompted, then the password. This will be found in your child's Reading Record, or will be provided by your child's class teacher.



You will be met with this screen:

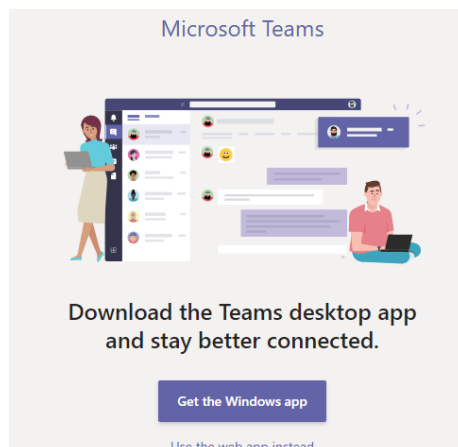


Click on the purple people to find your Teams account.

If you can't see it immediately, click this icon to find more apps and scroll through to find them:

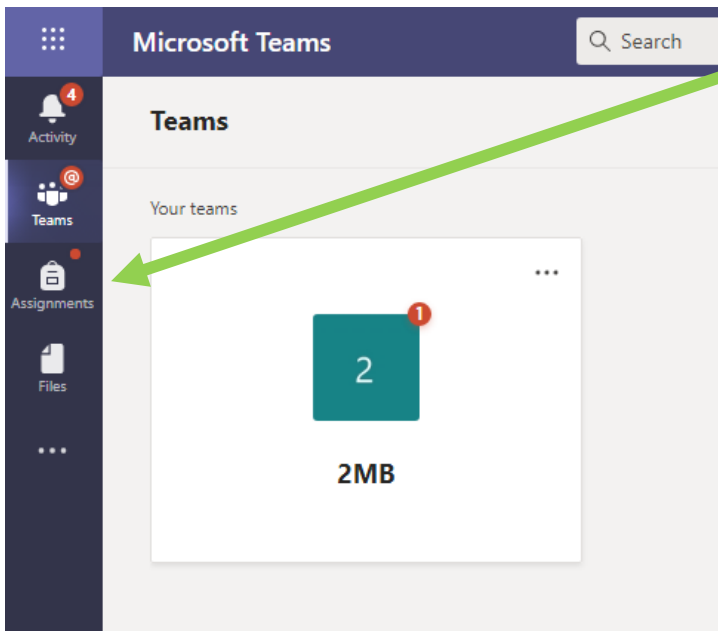


You will be prompted here to download the app – feel free to do so or just continue to the web app instead.



From here, your child will be able to access assignments set by your teacher, any messages and announcements from your teacher as well as join meetings with your teacher if necessary.

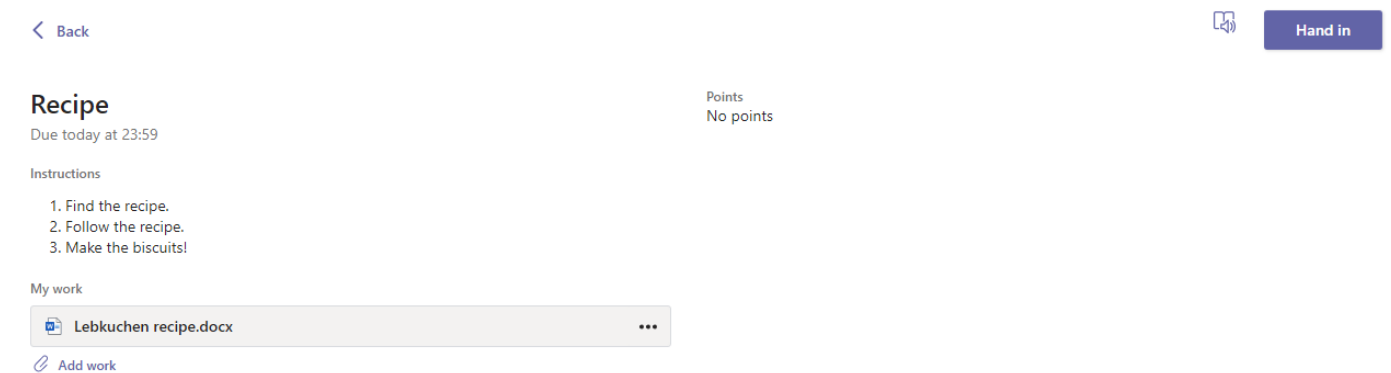
To access your home learning assignments, you will need to click on the backpack symbol.



This will take you to your set assignments.

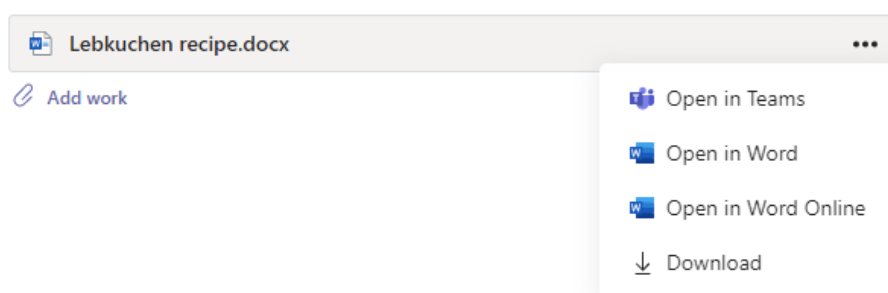


Any assignments set will appear here and you will need to click on the one you need.



Instructions will be set out for you here and any attached websites, documents or videos to watch will also be included under the 'My work' section.

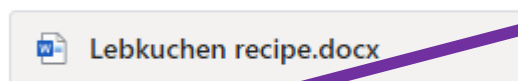
Click on the piece of work to get started. If you need to write on any documents, the document will be editable in teams, but if this doesn't work, click on the three dots at the side to find the option to download documents.




When your home learning is complete...

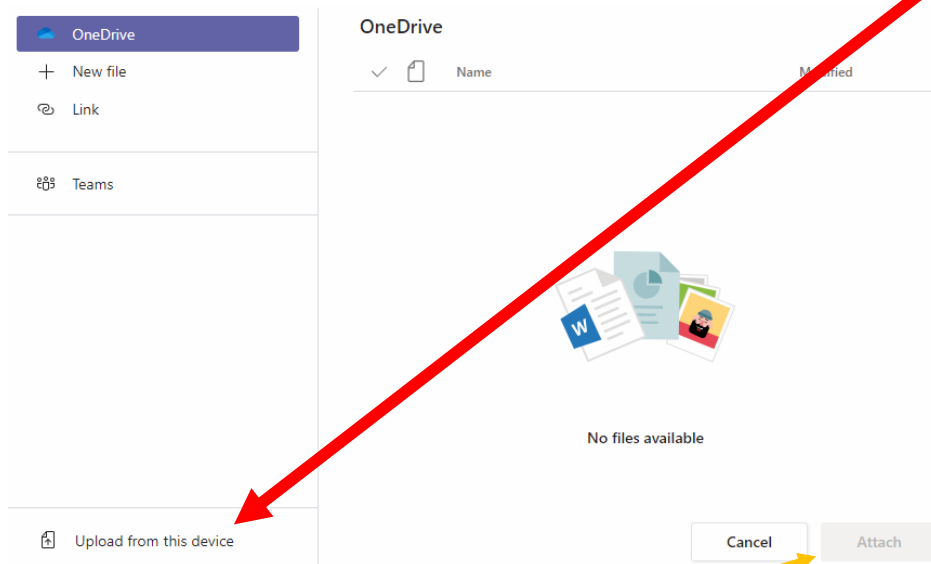
You can upload pictures or documents of your child's home learning using the 'Add work' button on this page.

My work



 Add work

From here, it will provide you with the option to upload documents from your device.

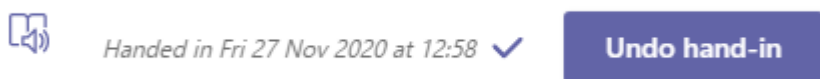


'Attach' will turn blue when you have successfully uploaded your document. Don't forget to click it!

Finally, when you are ready to hand in your assignment, click on the 'hand in' button at the top of the page. A short animation will play to show that you have successfully handed it in!



If you have forgotten to add the home learning or find that you have something else to do, don't panic! You can 'unhand-in' your home learning by pressing the same button, then hand it in again later.



If you are using the app, all of these instructions apply, the only change is that you will not have to log in through google. Simply open up your Teams app and get started.

Please ensure that you are encouraging your child to **check Teams on a weekly basis** (class teachers may give specific days) to check for homework in the 'assignments' section. KS2 homework will be set, and expected to be returned, via Teams to avoid paper copies/homework books coming in and out of school.