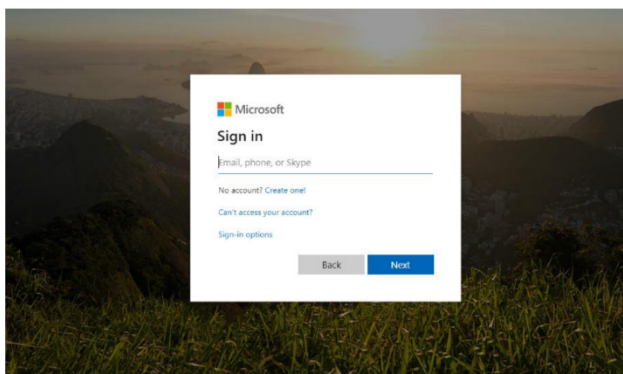


[A help guide to get us started](#) – A guide to help you navigate your way around on both mobile devices and computers.

## Microsoft Office 365

Thanks to Microsoft, all students in the UK are eligible for a full copy of Office 365 for free. The following guide is designed to get you started. Please message the school office if you have any login issues at [admin@highbury-prim.portsmouth.sch.uk](mailto:admin@highbury-prim.portsmouth.sch.uk)

## Logging In



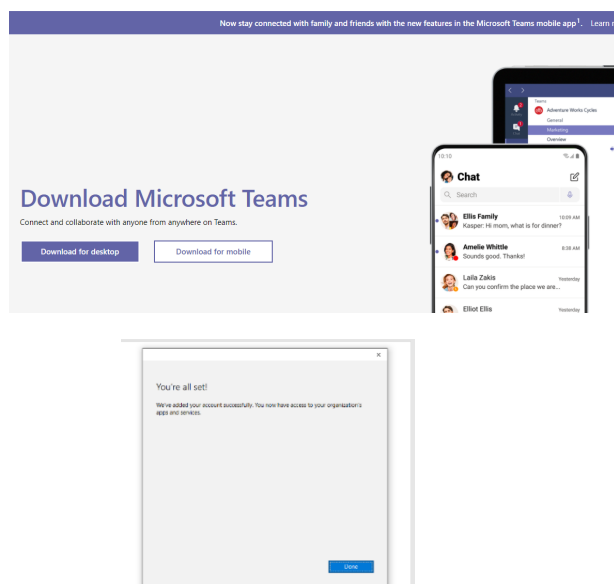
All children at school will have been given their own personal login details which has been sent home in a sealed envelope.


Each login will end in: [@Highbury2674.onmicrosoft.com](mailto:@Highbury2674.onmicrosoft.com)

In order to login, you will need to go to <https://login.microsoftonline.com/> where you will see the page displayed to the left. Here you can enter your username (your email address which you will have received in an envelope via your child) and your password (provided by us). Alternatively you can download the Office app.

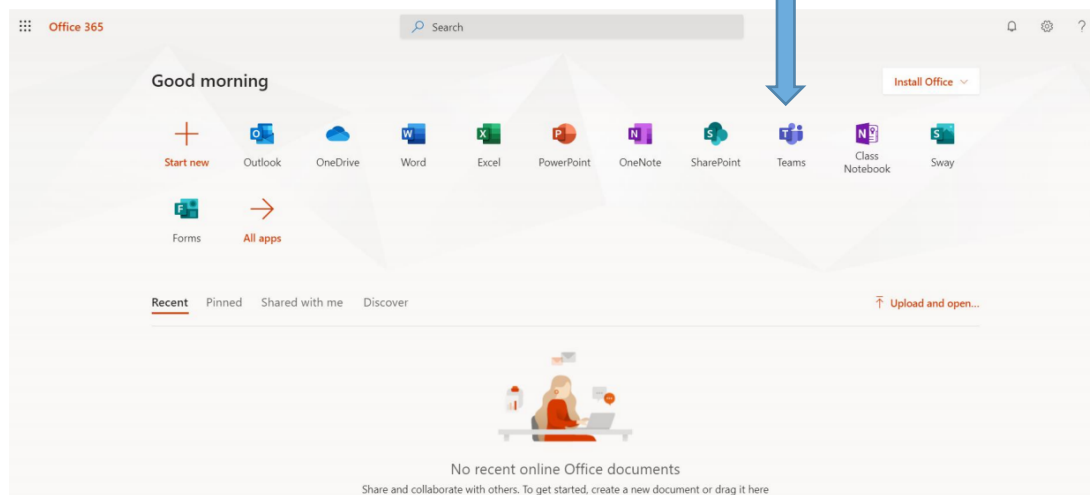
*Tip: You could just install the Microsoft Teams app on your device to make connecting easier.*

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>



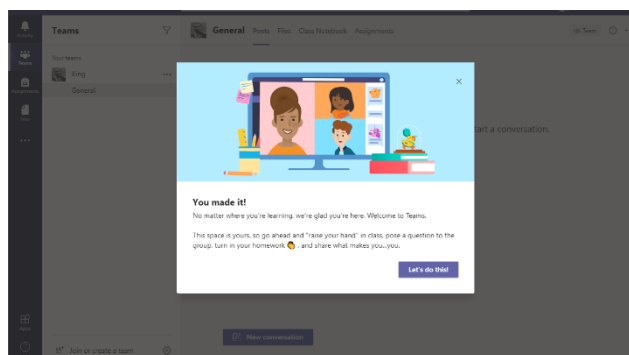
When you first login to your account on a computer, this is what you will see. From here, you can access the entirety of the Office 365 suite. This can be broken down into three key areas: Office, Outlook and Teams. For now, we will only be looking at Teams  which the guide will explain what each tool is for and how to use it.

## Office 365 Dashboard



## Microsoft Teams

Due to the home schooling that is taking place, all children currently have access to this feature. Teams is a video and audio meeting space that children can join to talk to their teacher and their class mates. It allows teachers to assign learning activities to children. It also allows children the opportunity to share their learning with their teacher for feedback and acknowledgement. We think this will be very helpful to families when they have to engage in distance learning.

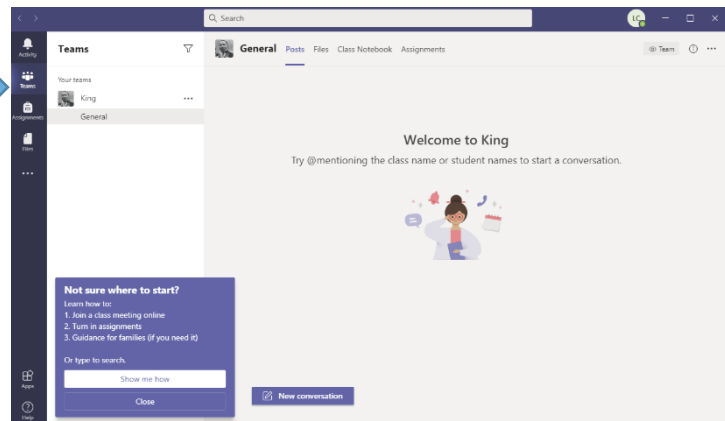


Please see the following guide to help you navigate your way around on both mobile devices and computers.

## Microsoft Teams – Computer Instructions

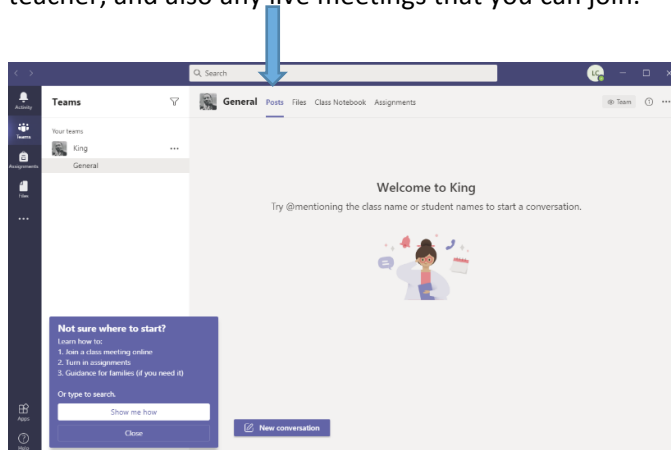
This is the team homepage when using a computer.

You will be able to see your class name and a picture of your class.

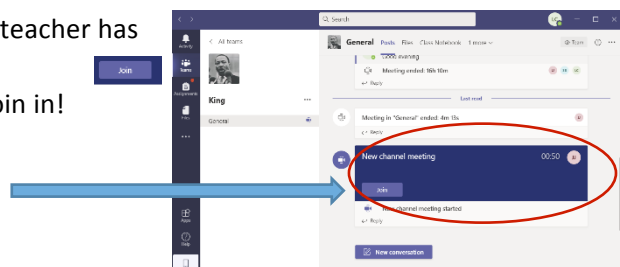


Connecting to meetings for parents (or in class lessons – to be decided upon at a later date) Make sure you have speakers on your device so that you can listen and, if possible, use a webcam to show your face.

If you click on the 'Posts' button, you can see any posts, comments and documents shared by your teacher, and also any live meetings that you can join.



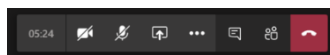
In the screenshot to the right, you can see the teacher has started a meeting in 'King' – simply click it to join in!





You will be asked to wait in a lobby which means that your teacher knows which children (or if it is a meeting, parents) are waiting to join.

## During the session/meeting:

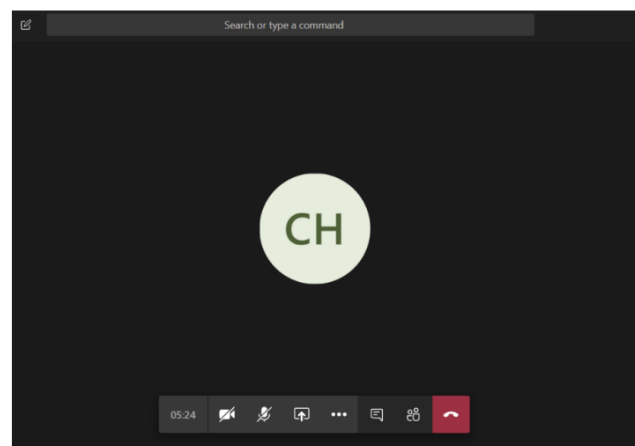
When joining a team's meeting, this is what you will see on your screen. You will have an option bar that looks like this:




You can turn on and off your video or audio (or your teacher can).

1. To turn on or off your camera, *click* the  button.
2. To turn on or off your microphone, *click* the  button.

*Note: your teacher will have muted everyone to keep the noise down and so you can hear. Only turn this on if and when you are asked to.*



Whoever is currently talking's name will show on the screen (or video if they are using it).

3. To raise your hand in the session, *click* the  button. If you click on this, you are letting the class teacher know that you have something you want to say. That way the teacher will be able to unmute you to share.

If your teacher has muted you all so that they can talk, you can also press the message/chat function to type a question for your teacher or to ask to share something with the class. To open the

message/chat function, *click* the  button. There is also the little text message icon.


Sometimes your teacher might put things in the text chat – such as links to videos or documents. They may also ask you to respond to a question or get you to ask questions using this.

Teachers can share slides, whiteboards and videos with you through teams.

Any other options, such as 'Blur my background' or subtitles, are available when you *click* on the ellipsis button.

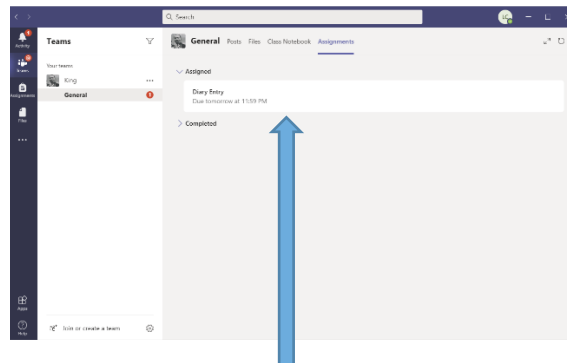
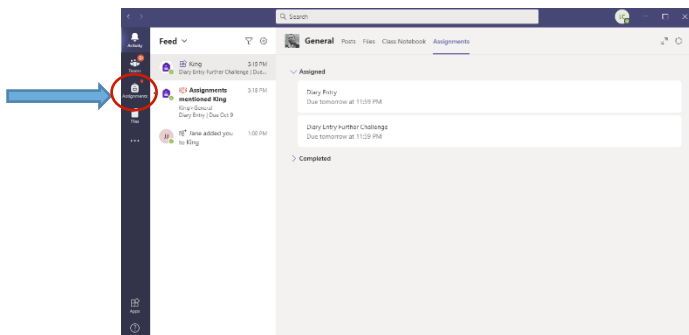


## Disconnecting from the session or the meeting

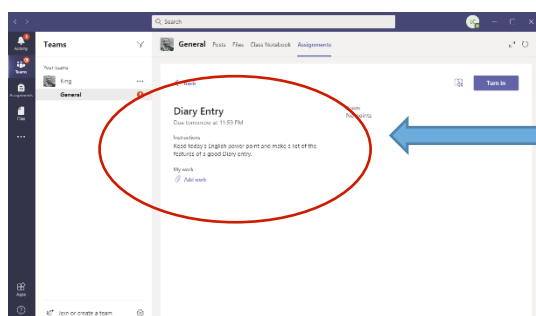
1. Go to the option bar at the bottom of your screen.
2. *Click* the  button.
3. This will instantly disconnect you from the session/meeting.
4. Close the app or browser window after this.

## Where will I find my learning?

On the left, click the “Assignments” button.



Here, all of your assignments and tasks for the day will be displayed. You can then click the one you wish to do first.

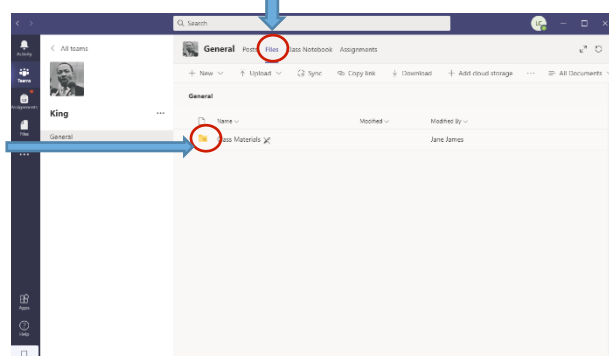
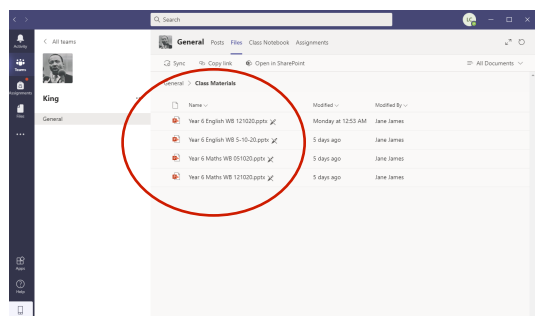


All the instructions and resources will be displayed here. Everything you need will be under the instructions headings.

Or sometimes, your class teacher may have put some resources you need into ‘files’.

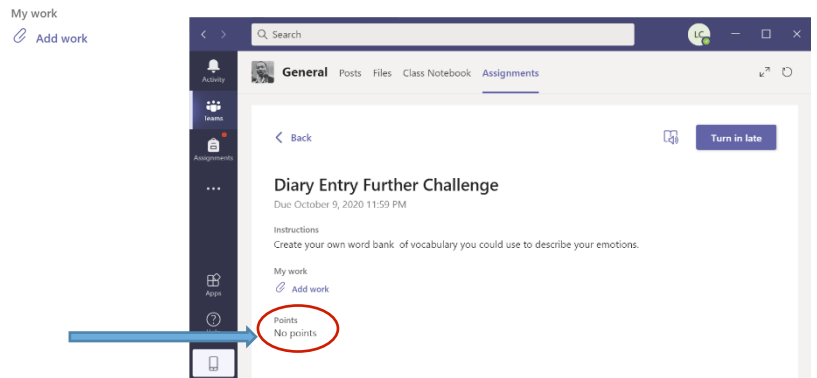
When you click on ‘files’ there will be a ‘class material folder’.

Click on the class material folder and you will find the PowerPoints your class teacher has asked you to find to help you complete your ‘assignment’.

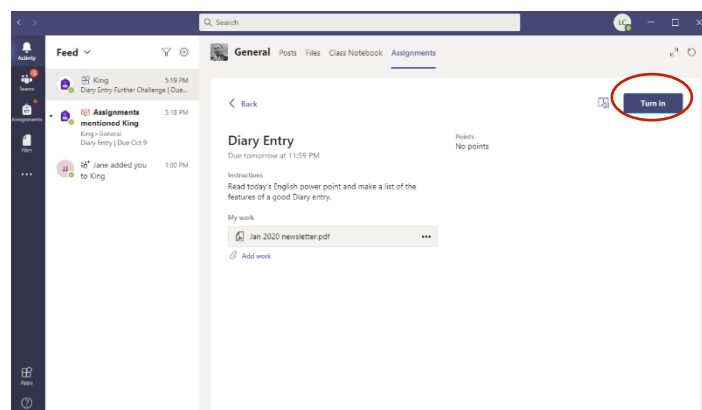
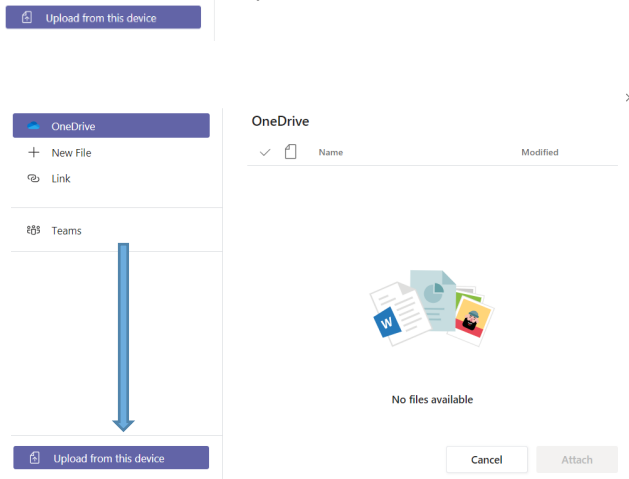


## How do I send my learning to the class teacher?

To attach a copy of the work to share with us, you can take a photo and upload from your device by following the two steps. First, click the “Add Work” button.



Secondly, choose “Upload from this device”.

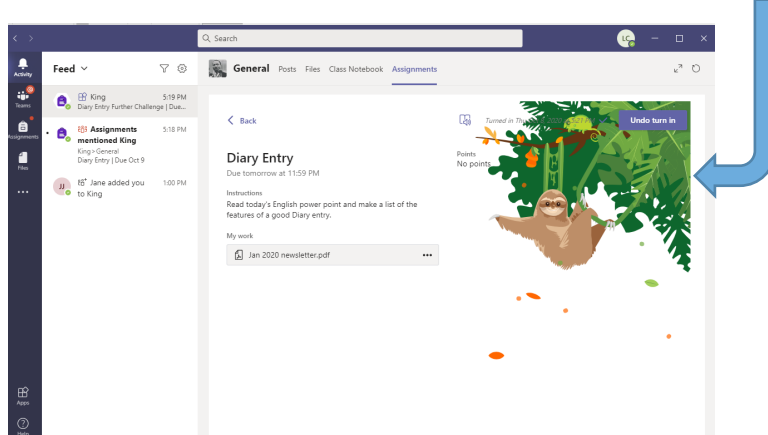


When you have completed the work, and shared anything you want to with us in 'add work', click the blue “Turn in Button”

at the top right of the screen.

This will send it off to the teachers ready to look at.

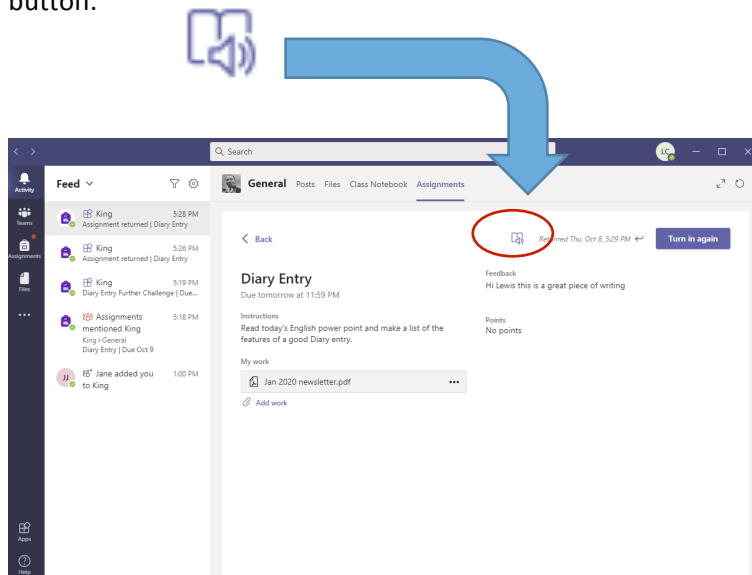
Once turned in, look out for the different pictures which may appear.



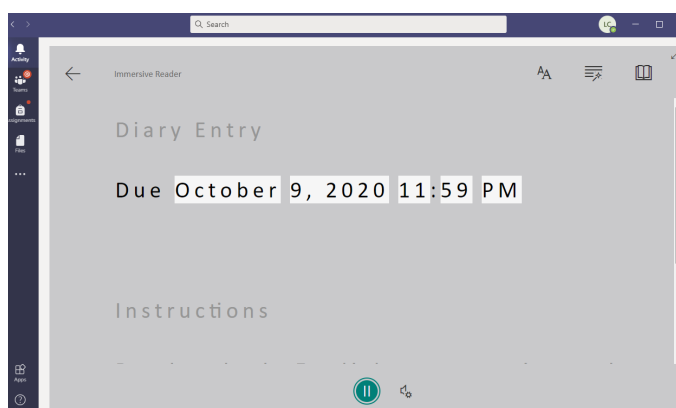
Your class teacher will look at your learning and give feedback.

You can check your feedback by clicking on your completed assignments.

If you need help reading the assignment task or activity, you can click on the immersive reader button.



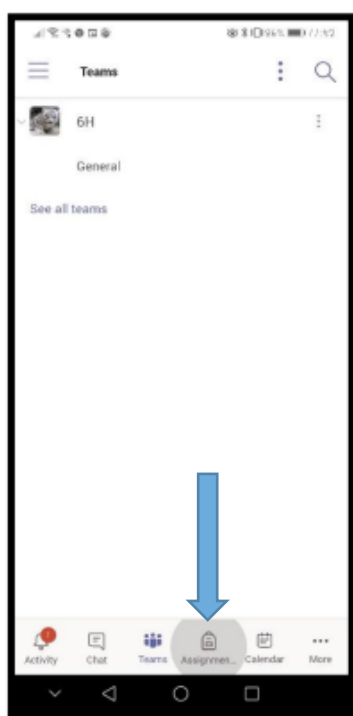
Once you click the play icon, it will read back the assignment title and the instructions (see below). If you still need further help, leave a message for your class teacher and do a different assignment.



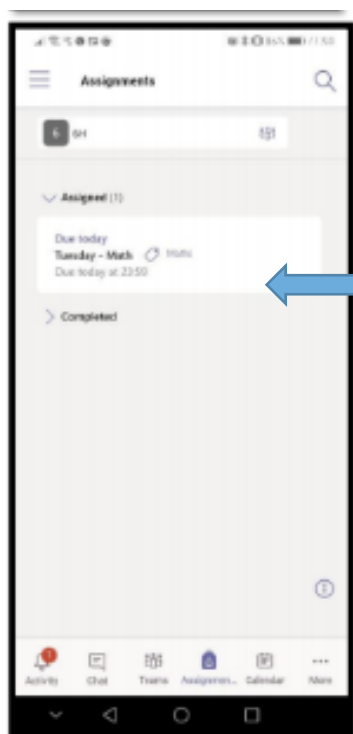
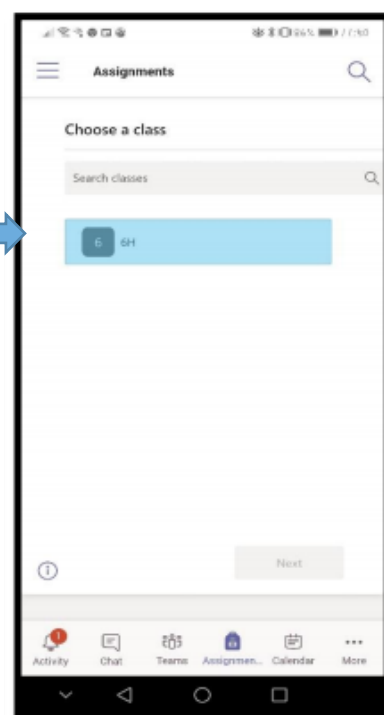
## Using Microsoft Teams for Home Learning on your mobile device



Please see the following guide to help you navigate your way around on mobile devices.



To access your assignments, open the "Teams" App. Click the Assignments button at the bottom left (1). Then choose **your** class (2).



Here you can see the tasks you have been set to complete today. They will be named with the day of the week and the subject. Click on one to open it for more details.

When you open up the task, all the resources you need will be there ready for you to click and open.

You can do the work onto plain paper, working from the screen to save printing.

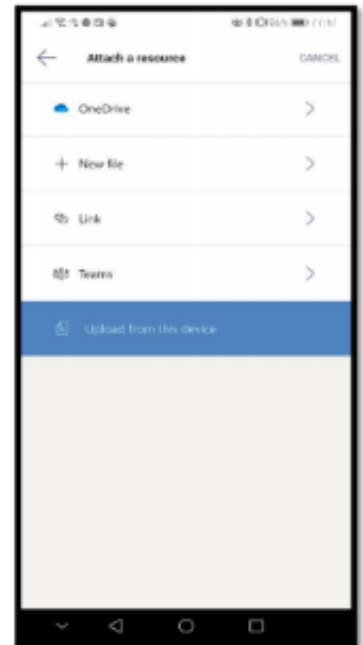






To attach a copy of the work to share with us, you can take a photo and upload from your device by following the two steps. First, click the “Add Work” button.

Secondly, choose “Upload from this device”.



When you have completed the activity, all that is left is to click the “Hand In” button at the top of the page.

This sends it zipping off to your teachers who will be able to see what you have been up to.

Your teacher will be able to look at your learning and send back feedback.

We will continue to share with your children in school how to navigate and use the functions.

If you have any questions about our remote learning offer, please do not hesitate to ask.