

# MICROSOFT TEAMS

## Accessing Home Learning

Dear Parents and Carers,

As you know, we have moved to Microsoft Teams and will be using this to set all our home learning. This guide will provide you with instructions on how to access and log on to Microsoft Teams from home.

Each child has their own account to access Microsoft Teams. Their email address and password have been issued by the school and stuck on the inside of their home-learning books. If you are having any problems with the username or password, please let the class teacher know.

Where possible, please take the time to explore and familiarise yourself with the Microsoft Teams programme. We hope this guide helps you.

### How to Access Teams Online

#### Downloading Microsoft Teams

How you access teams will vary depending on the type of device you are using.

1. If you are accessing the home learning using a **laptop or computer**, open an internet page and go to:

<https://www.microsoft.com/en-gb/microsoft-teams/log-in>

Then follow the instructions on the next page about signing in.

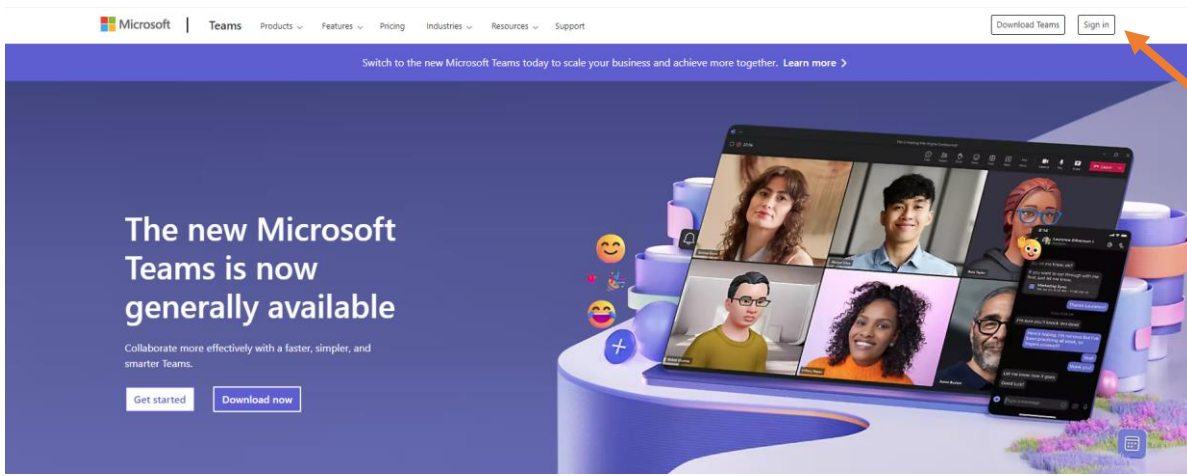
2. If you are using a **mobile phone or a tablet**, then you will first need to download the Microsoft Teams App. To do this you will need to access your devices App store or Android and search for **Microsoft Teams**. Look for the app with this icon:



Once you have downloaded the app you will then need to follow the instructions on the next page about signing in.

# Accessing Home learning

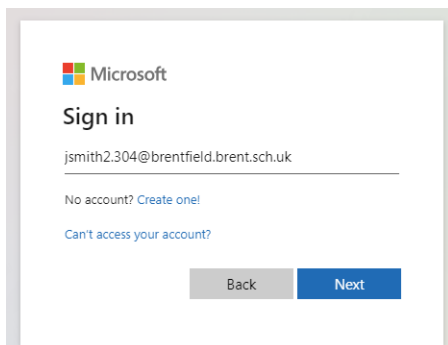
Click 'Sign in' on the top right-hand side of the page.



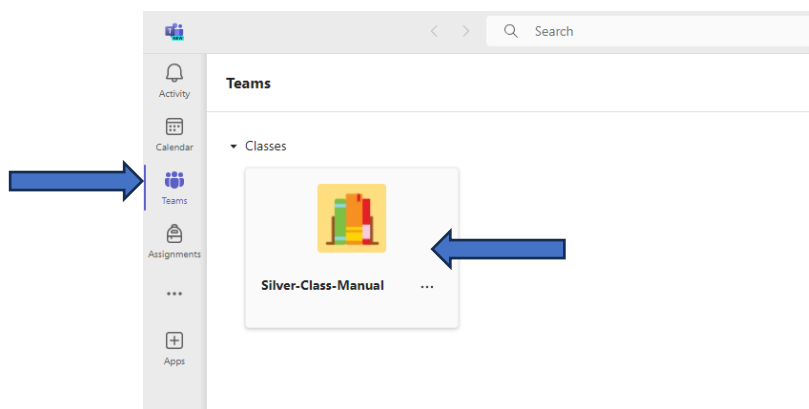
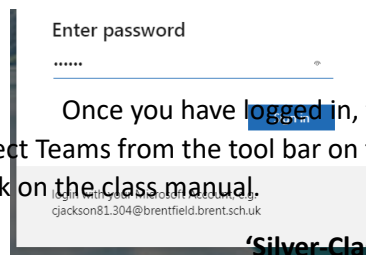
1. Use your school log-in details:

Username/email: E.g. *Jsmith2.304@brentfield.brent.sch.uk*

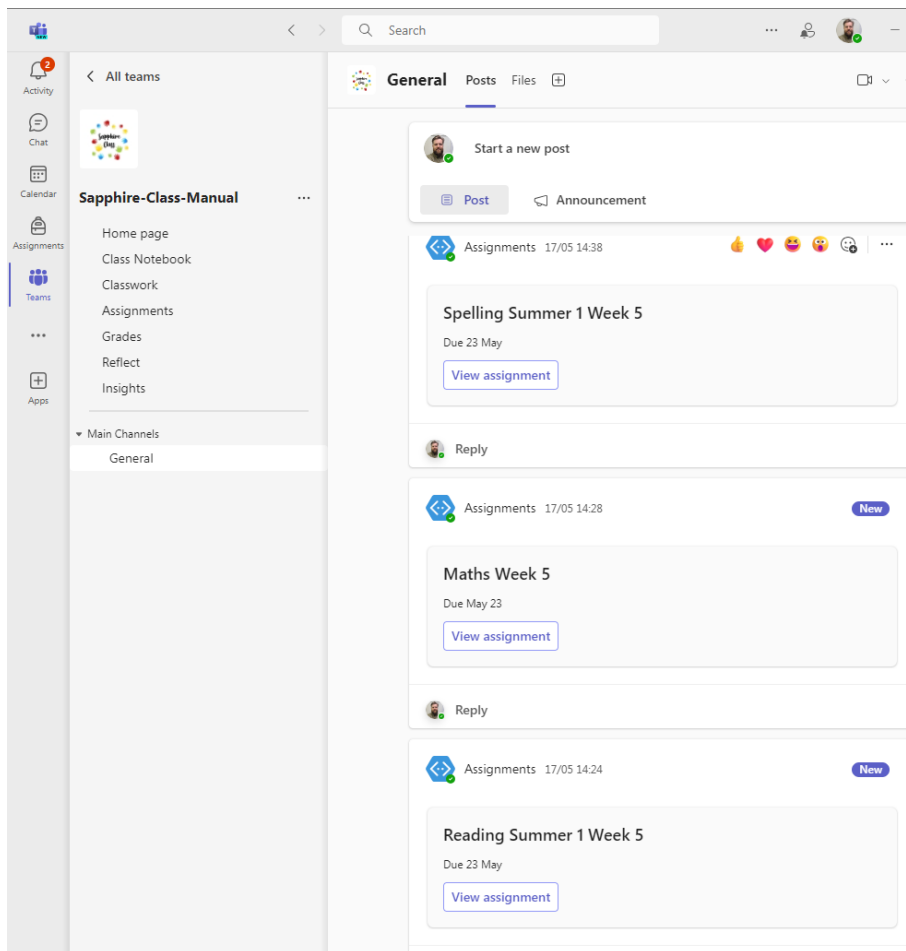
Password: E.g. *Apple3*



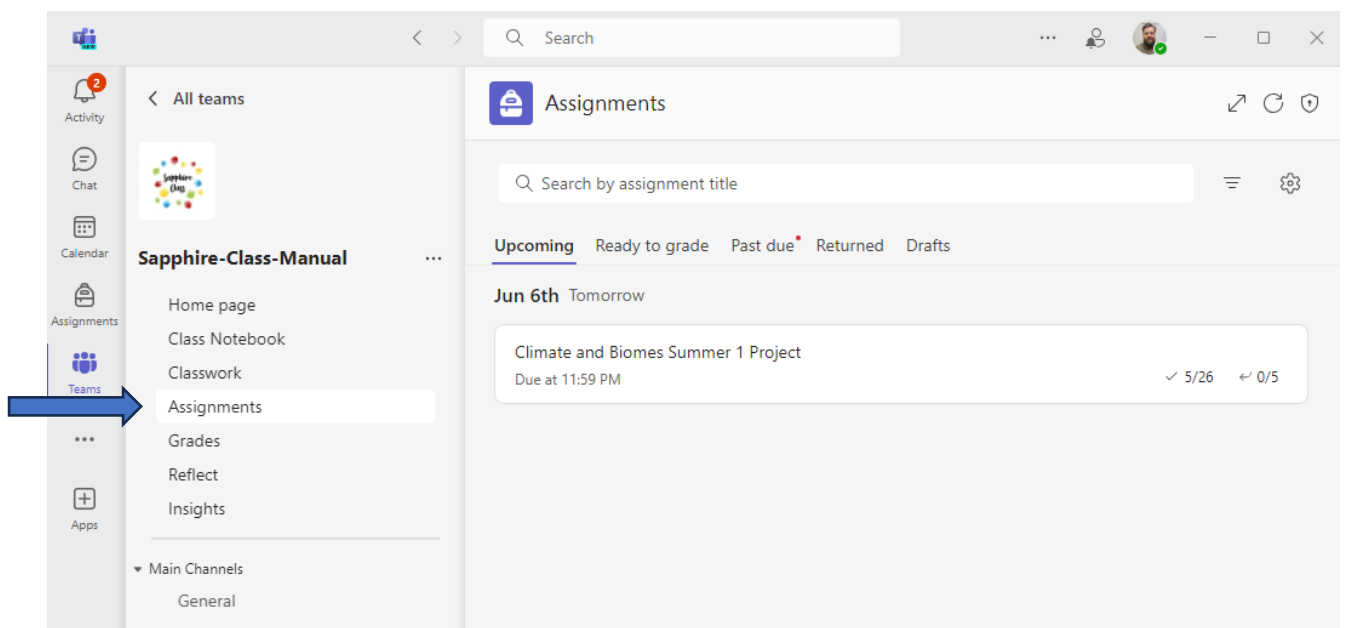
2. Once you have logged in, the following page will appear, select Teams from the tool bar on the left-hand side and from there click on the class manual.



3. Once you are in the Class-Manual, you will find this screen:

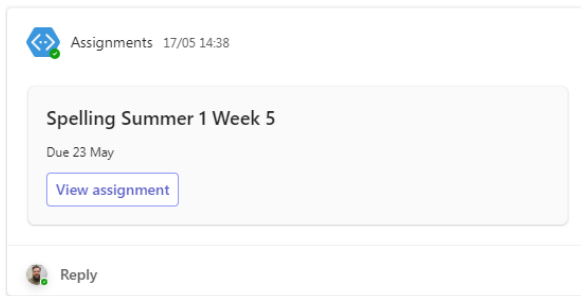


4. Here you can either scroll through the class chat to find this week's assignments or you can click on the 'assignments' tab.

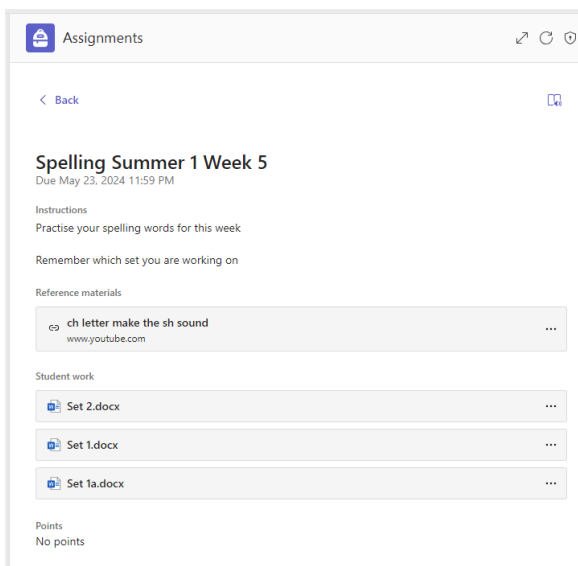


## The Home Learning:

1. Home will go out on a Thursday and will be due in on Monday. Each week you will find an assignment for your reading, spelling and maths home learning. It will look like the image below:



And like this when you open it:



- a. **Spelling** will be a document showing the spellings for the week which the children will need to copy the words into their home learning books and practice using them in sentences. The children will only need to complete one set of spellings. The children will know what spelling list they should be doing. If you are unsure, please ask the class teacher.

| Spelling: Summer 1 – Set 2 – Week 5 |          |      |      |                     |
|-------------------------------------|----------|------|------|---------------------|
| Read it<br>Revise and revisit       | Spell it | Copy | Copy | cover, write, check |
| 1. chef                             |          |      |      |                     |
| 2. machine                          |          |      |      |                     |
| 3. brochure                         |          |      |      |                     |
| 4. parachute                        |          |      |      |                     |
| 5. chandelier                       |          |      |      |                     |
| 6. grammar                          |          |      |      |                     |
| 7. group                            |          |      |      |                     |
| 8. heard                            |          |      |      |                     |
| 9. heart                            |          |      |      |                     |
| 10. height                          |          |      |      |                     |

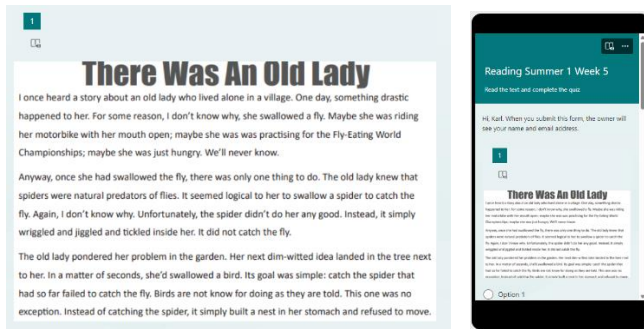
Choose 3 words from your spelling words and write some sentences.

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

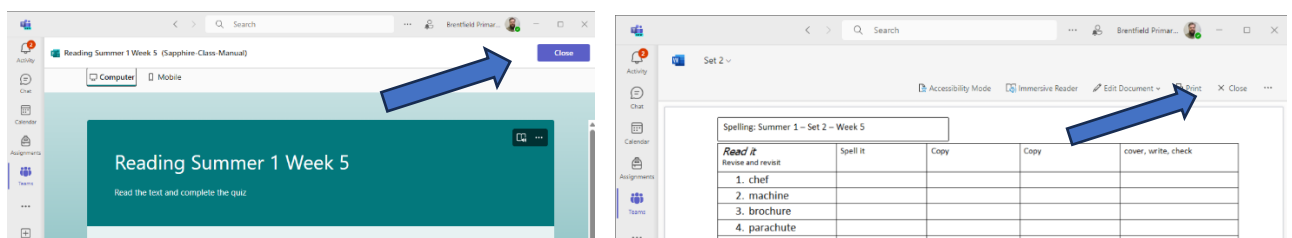
- b. **Reading** will be a short text for the children to read. There will be 3 reading questions for the children to answer in their books.



- c. **Maths** will be a quiz with a number of questions for the children to copy and complete in their books:

| Arithmetic Test     |                                |
|---------------------|--------------------------------|
| 1) $452 + 298 =$    | 21) $12/13 + 7/26 =$           |
| 2) $690 - 374 =$    | 22) $22/7 - 2/14 =$            |
| 3) $47 \times 16 =$ | 23) $350 + 47.56 =$            |
| 4) $1800 \div 6 =$  | 24) $600.85 - 328.9 =$         |
| 5) $3289 + 1467 =$  | 25) $48.75 \times 6 =$         |
| 6) $8062 - 4735 =$  | 26) $556.8 \div 4 =$           |
| 7) $59 \times 34 =$ | 27) $37.5\% \text{ of } 400 =$ |

2. To close the assignment you are in click on the 'close' icon which is usually in the top right of the document as seen in these images. You will then be able to open and access the other tasks.



Once all the home learning has been completed, it will be marked as submitted.

The home learning set is linked to the learning the children do and is a further opportunity for them to practice what they have learnt. The changes to home learning have been based on current research linked to how children learn and therefore your support with this is greatly appreciated and will support your child/children to continue to make good progress.