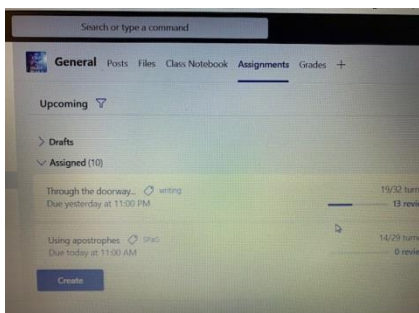
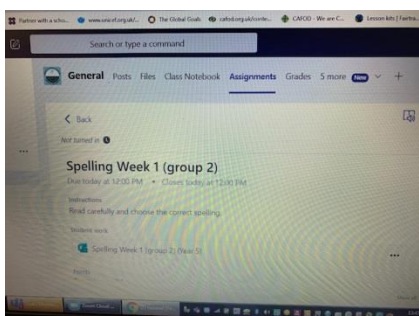
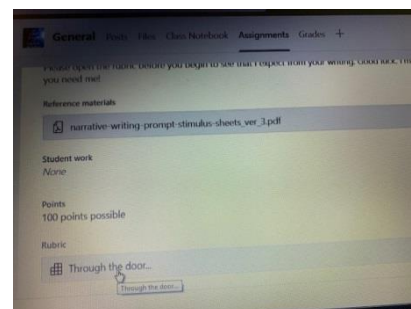


Supporting your child using Microsoft Teams – A helpful tour around TEAMS



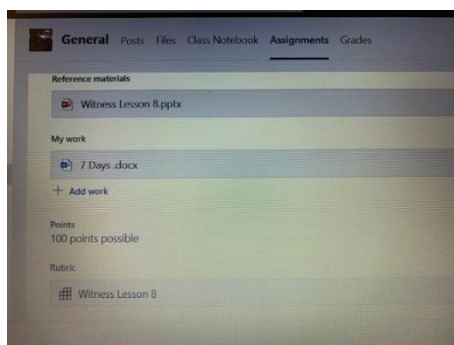
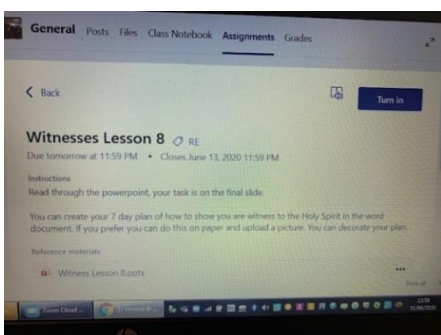
The work that is set for the child appears in **assignments**. It can also be seen in posts, but the assignment tab is easier to navigate around their work.

If they move down the page, there is a **rubric**. This often tells the child some more expectations when completing their work and is what the teacher will use to mark the completed work.



When the work is **returned**, you can click it to open it up. With a form, you can open and see any comments that might have been made by the teacher about the completed task.

To access and complete assignments, this can be done through posts or in assignments. (Assignments is the best place to find these.)

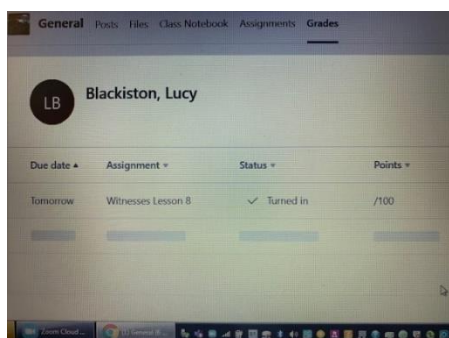


The child opens, reads and completes the work.

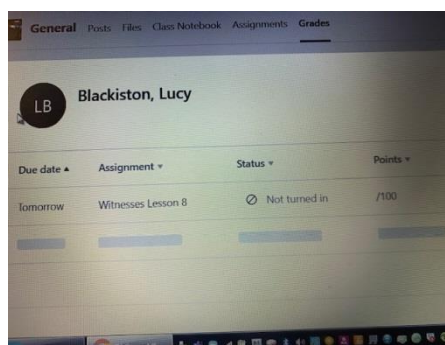
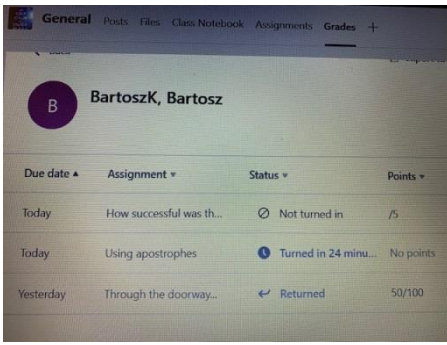
They can upload an electric piece of work, or take a photograph of their work or learning and click the add work button to upload their evidence of learning.

Before completing a task, the child should check the rubric.

This will often give them guidance about how to complete the work successfully. You might also find this useful if you are helping and supporting their learning. The teacher will use this to mark their work.

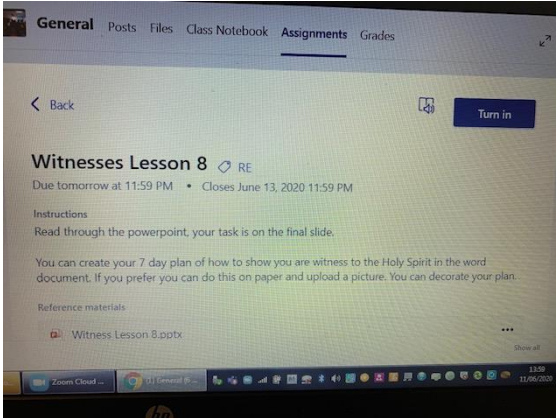


In the Grades tab, it clearly shows what the child has been doing. Here you can see that an assignment has been handed that was due tomorrow. **'Turned in'** means it has been handed into the teacher so that they can check completed work.

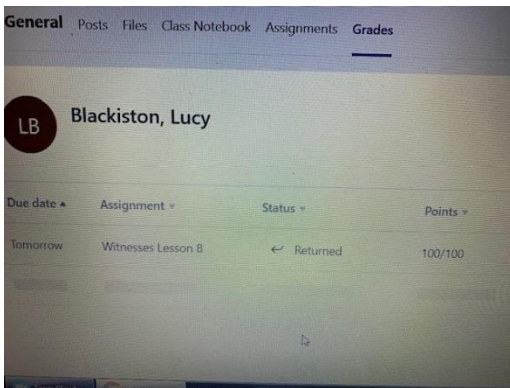
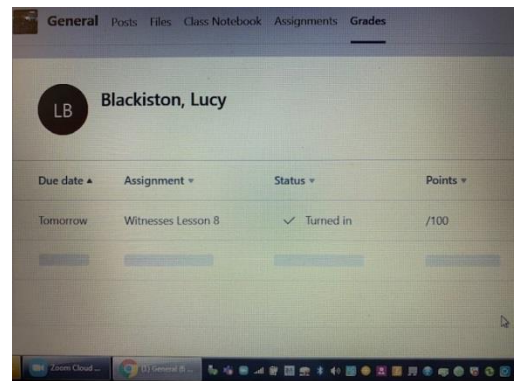


The teacher and children both have a **Grades** tab. This shows the work that has been set and what is completed in the same way for both the teacher and the child.

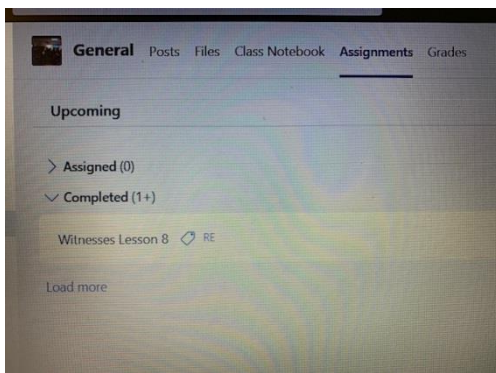
It is advisable for parents to check this page to see their child's learning.



When the work has been completed and evidence of learning has been uploaded to the assignment, the child clicks **Turn in**. Their work is then sent to the teacher for checking. Back in Grades it will show that the child had turned in the work.



Once the teacher has marked the work, it will show in Grades as **Returned**



To see the teacher's feedback, go back to the assignment area. Click the assigned button. In here you open and can see the child's completed work and also the feedback from the teacher. Click the assignment and it will open.

Microsoft Teams - A Helpful Summary

- Microsoft Teams is an in depth online learning resource.
- Teams allows Teachers to set their own planned tasks and activities for the children.
- The idea behind this is so that children are accessing a very similar task/activity/learning to that they would receive in school.
- Teachers will share resources they have made such as PowerPoints, direct them to other learning resources such as the National Oak Academy and will upload videos of themselves teaching key strategies or reading stories and answering questions.
- Children can upload their work directly back to the teacher in assignments and ask instant questions about any given task.
- Within Teams, teachers can mark work and send it back to the children with feedback; they can also use a rubric as a marking/ success criteria to support learning expectations.
- The '**post**' tab allows communication between the children and their teacher and others within the team (class or group). Set assignments also show in this area when they become live.
- The '**Files**' tab is where some resources will be shared and stored with the children.
- The '**grades**' tab is where the children will view their marking of a piece of work, this is something as a parent you can also do to gauge how much home learning your child is participating in and how well they are doing.
- The '**assignments**' tab shows all current tasks and also stores completed tasks that children have previously completed in the **completed** tab within this area. Parents can open the completed tasks to see the work that has been completed as well as opening the rubric to see the teacher feedback.
- Sometimes assessments and tasks are marked through a **Rubric** which you can also view using the above tab, alternatively there will be a feedback form from the teacher.
- **Chat** is where the child can send private messages and ask questions in a safe environment. All chats are saved.
- **Meetings** - these are recordings of reading stories, live teaching or support sessions; if used by staff, these are recorded or live.