

Dear Parents and Carers,

We are pleased to share with you that we have a new system for the pupils to access home learning. The system we will be using is Microsoft Teams. Through using Microsoft Teams, not only will the files remain in place and cannot be accidentally moved by other pupils, but it will give pupils opportunity to send their homework back to staff directly, a much more child friendly and efficient approach.

Staff have received training on this over the past two weeks and this week, all children will be taught by their class teacher how to use Microsoft Teams to help them. We did complete a short trial with Y1 pupils during the summer term when we reopened which was successful.

Here are the instructions of how to access Teams at home. This will be used for all homework and for any blended learning that needs to take place in the future.

Accessing Microsoft Teams:

Each child has their own log in details.

Your child's log on details are:

Name: ??

Email address/Username: ??@launde.leics.sch.uk

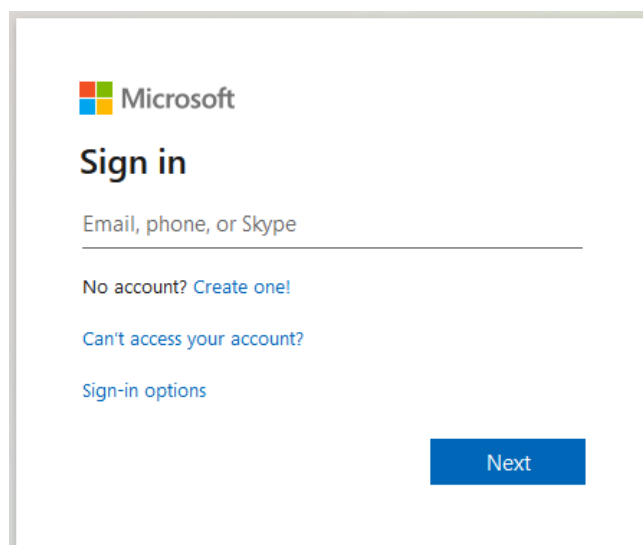
Password: ??

Class: ??

1. Type this web address into the search bar:

<https://teams.microsoft.com>

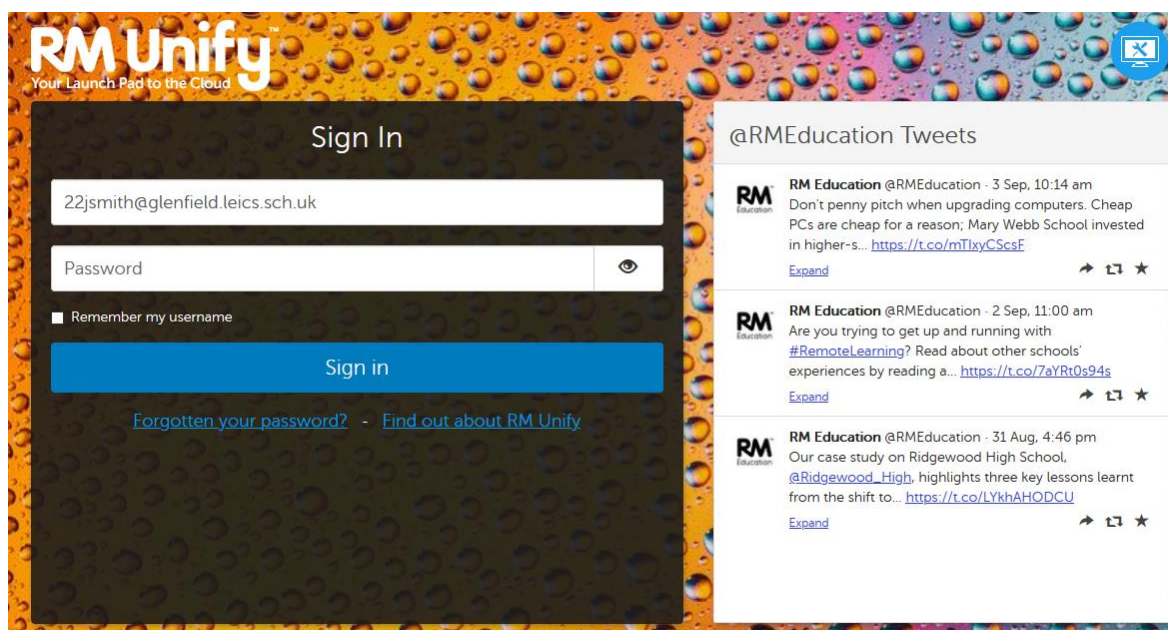
A box will appear that will look like this:



2. Type in their email address
3. Press 'NEXT'

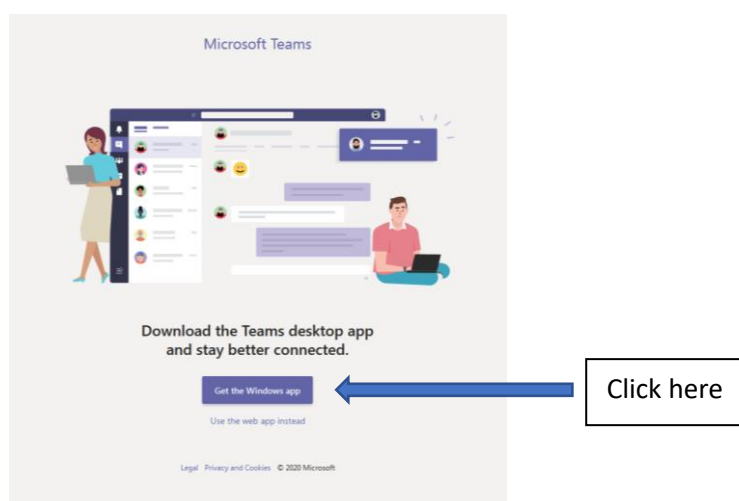
You will be redirected to a page similar to the image below.

4. Please enter you unique password and click on SIGN in:



Sometimes you will be asked to allow third party cookies at this point.

5. Click on 'Get the Windows App'. (By downloading the app, your child will be able to access Teams through that directly next time).



This will open the Year group Teams that your child is in.

We have created Team names so that they stay in the same Team each year.

Y6 are YOL21. That stands for Year Of Leaving, which will be in 2021.

Y5 are YOL22

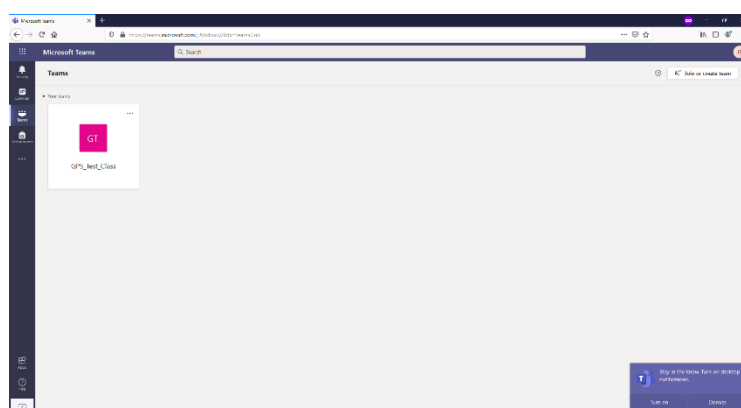
Y4 are YOL23

Y3 are YOL24

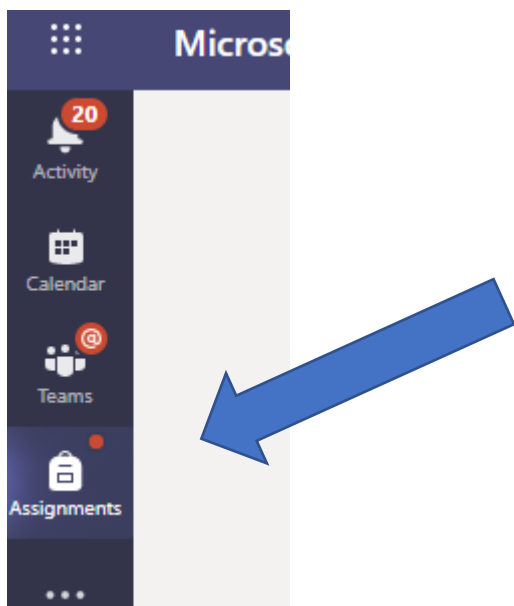
Y2 are YOL25

Y1 are YOL26

Foundation are YOL27



6. Click on Assignments down the left hand side.



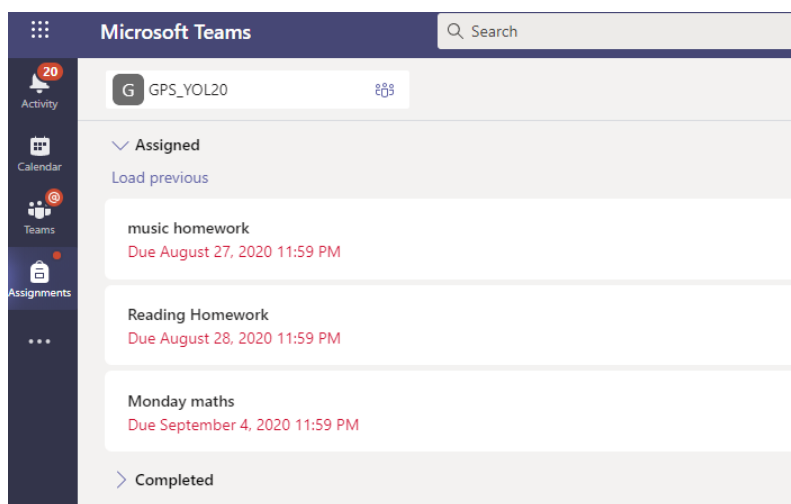
7. The correct class for your child should come up. Click on it and press 'Next'.
If it does not, type the class into the search classes box.

Choose a class

G GPS_YOL20

Next

8. Homework that has been assigned should appear on the screen. To access it click on the relevant tab. E.G. music homework.



This will open up the document. It will either be a read only document that gives instructions on what to do, or a worksheet that can be completed electronically.

9. Once the task is completed, click on 'Close'. This will automatically save the work you have done.
10. If you have taken a picture of your work, or want to add something extra, click on the paperclip icon underneath the tasks set. This will allow you to browse your device to find the document or picture you would like to add.

Reading Homework

Due August 28, 2020 11:59 PM


Instructions

Read the text and answer the questions carefully.

Reference materials

 Room 13 Week 4 Monday.pptx

My work

 [Add work](#)



11. When ready to hand in, click on 'Turn In', found in the top right-hand corner. Once this is clicked on it will send the work to the teachers, ready to be marked.
12. When your work has been seen by the teacher, feedback will be given. This can be seen in your **assignments** folder.
13. Click on 'Completed'.
14. Click on the work you have just handed in and you will see the feedback at the right hand side.