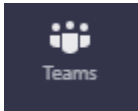**Accessing Teams**

- Teams can be accessed via a web browser (Internet Explorer, Microsoft Edge, Google Chrome, Safari) or on the relevant app:
- iOS App Store: https://aka.ms/iosteams
- Android Google Play Store: https://aka.ms/androidteams
- It is also possible to download a Teams app onto a Windows device – you will be prompted to do this on clicking a Teams link. However, we find the web browser version better than the Windows app.
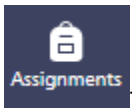
Logging in/out

- Open the Teams app on your device or go to https://kingslea.w-sussex.sch.uk/class-teams.html and click on the appropriate team
- When prompted to "sign in", enter the email address on your child's login sticker
- When prompted to "enter password", enter the password on your child's login sticker.
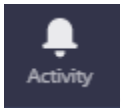- To log out, click the child's initials/name and then "sign out".

Once you are logged in, there are three main icons on the screen (left-hand side in a browser, at the bottom in an app). These help you navigate around the Teams interface.

This is where you can view the main feed. Go here first to view the video for the day and any messages.
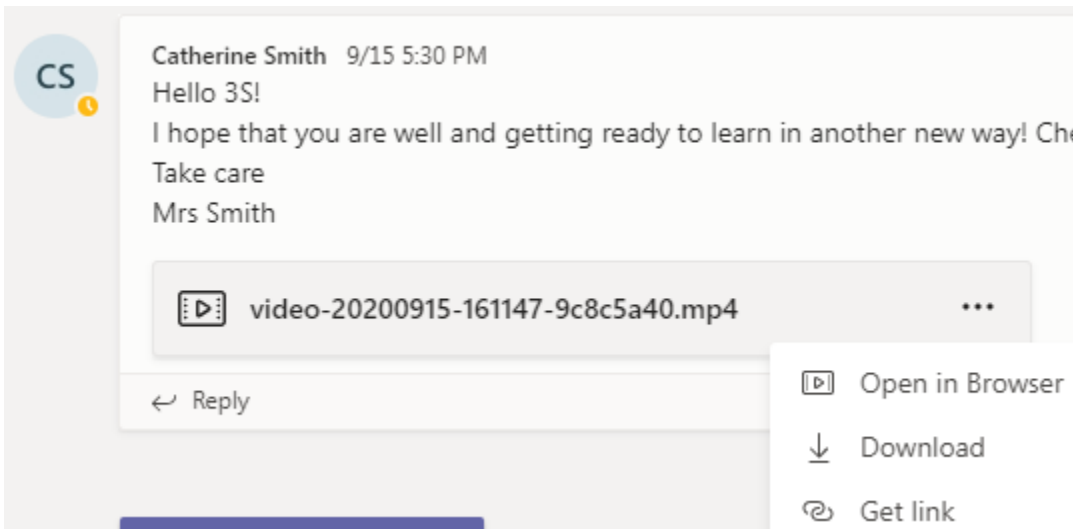
This is where you can view the work that has been set. (Assignments are also posted in the main team feed.)

Children will get a notification here for any new activity (including assignments).

Viewing videos and other messages

- Click to open the team main feed.
- Videos appear as below. Click on the file name to view within the app or click the 3 dots to download to the device (this is useful if you have a slow internet connection and the video buffers a lot). Alternatively, find the videos in "Files".
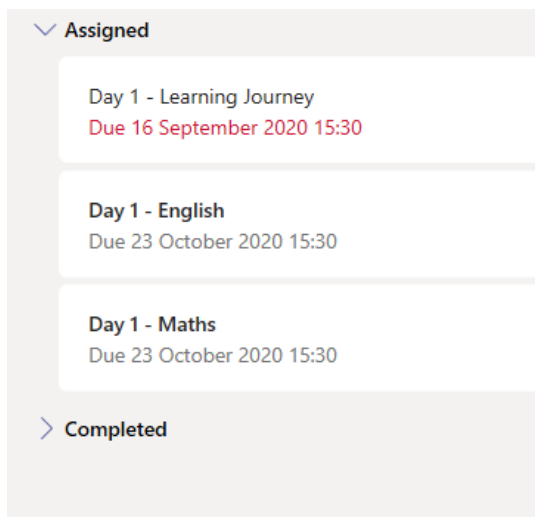
Downloading videos on iPads

1. In Teams, click the three dots next to the video (either in the Team's Files or on the Feed)
2. Click "Send a copy". The video will then download which may take some time depending on the size of the file and the internet connection.
3. Click "On My iPad"
4. Click "Add"
5. Press the home button and find the Files app on the iPad.
6. Navigate to the location called "On My iPad" - the video will now be saved in there.

Tip: Some iPads require a folder in the On My iPad section. If you don't have a folder in On My iPad and can't add a folder, make sure you have either the TTRockstars or Numbots apps and save the video in the folder which those apps create.

Viewing set work (assignments)

- Click to open the assignments tab
- Select your class and click "next".
- You then have the option to view the "assigned" or "completed" work.

⌄ **Assigned**

Day 1 - Learning Journey
Due 16 September 2020 15:30

Day 1 - English
Due 23 October 2020 15:30

Day 1 - Maths
Due 23 October 2020 15:30

⟩ **Completed**

- Click on an assignment to view it.
- On the next page is what you will see. Highlighted in red is a link to click to view the lesson (open in a new tab/browser if it doesn't load), where you would go to attach a document or picture, how many points are available (this will always be "no points" unless it is a quiz/question-based activity), and where you click to hand in the work. Next to the "hand in" button is a screen reader which will read aloud all the words in the assignment. This could be useful for younger children or if the adults in the house struggle to read English.
- There is a small book icon next to the "hand in" button which is a screen reader – this will read the instructions aloud to your child.

Day 1 - English

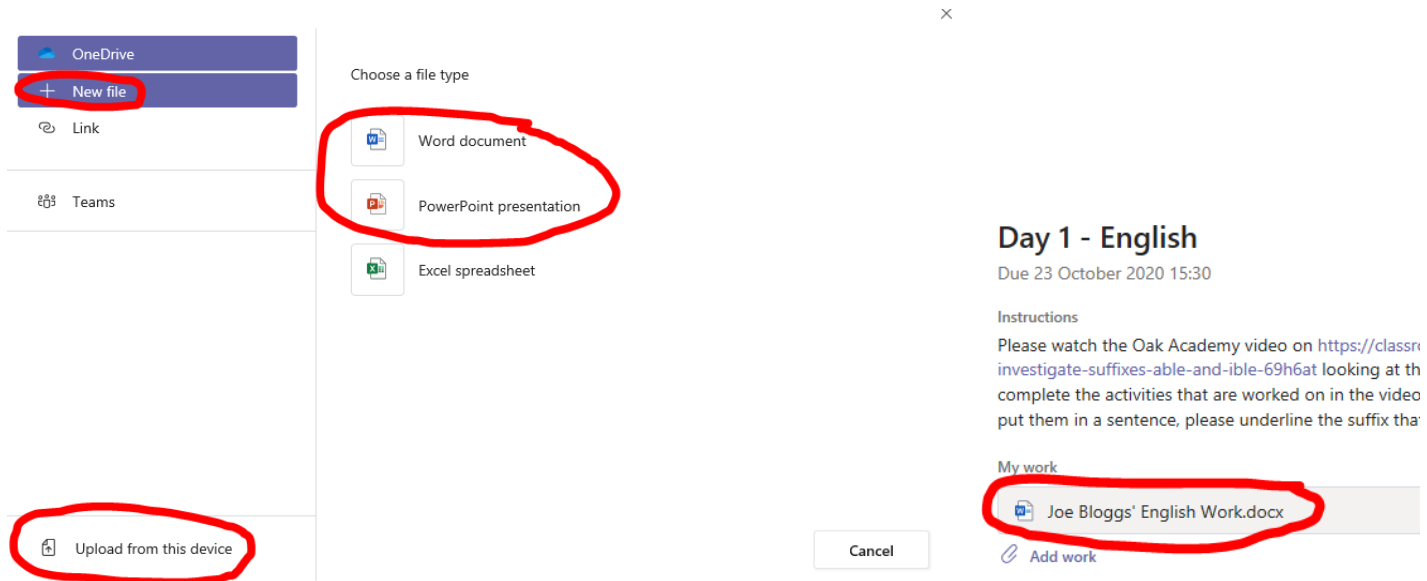Due 23 October 2020 15:30

Points
No points

Instructions

Please watch the Oak Academy video on https://classroom.thenational.academy/lessons/to-investigate-suffixes-able-and-ible-69h6at looking at the suffixes -able and -ible. Please complete the activities that are worked on in the video. Take each of the spelling words and put them in a sentence, please underline the suffix that is used.

My work

🖉 Add work

Attaching completed work

- To attach work (documents/images), click the "Add work" button next to the paper clip underneath the assignment details (see above)
- You will then see the screen on the left below. You can create a new file within Teams, often a Word or Powerpoint file. This will then appear below the assignment information (right image). Alternatively, you can upload from the device, for example a photo of written work the child has completed.
- Click "attach" to add anything which is uploaded.

Playstation

1. Identify the Play Station internet browser icon (it is a www with dots around it).
2. Press the PS4 logo on the controller
3. Go to the library and find options for games and applications.
4. Go into applications and you will find the internet browser.
5. Type teams.microsoft.com into the browser and log in with the details in your reading diary/planner.
6. You can then access posts and assignments as above.

XBox

1. If you have one, plug a keyboard into the XBox USB slot (it does work without).
2. Go in to my games and apps
3. Find Microsoft Edge and select
4. Type teams.microsoft.com into the browser and log in with the details in your reading diary/planner.
5. You can then access posts and assignments as above.

Other

- If a teacher has left a comment on a piece of work, the child will get a notification. Click the activity icon (or the assignment in "assignments") to view the feedback. Please note: responding to work in this way for every child for multiple pieces of work is a huge task; teachers will give some feedback to each child who submits work during the week.
- After feedback, the child can edit/tweak a piece of work if they wish and hand it in again.