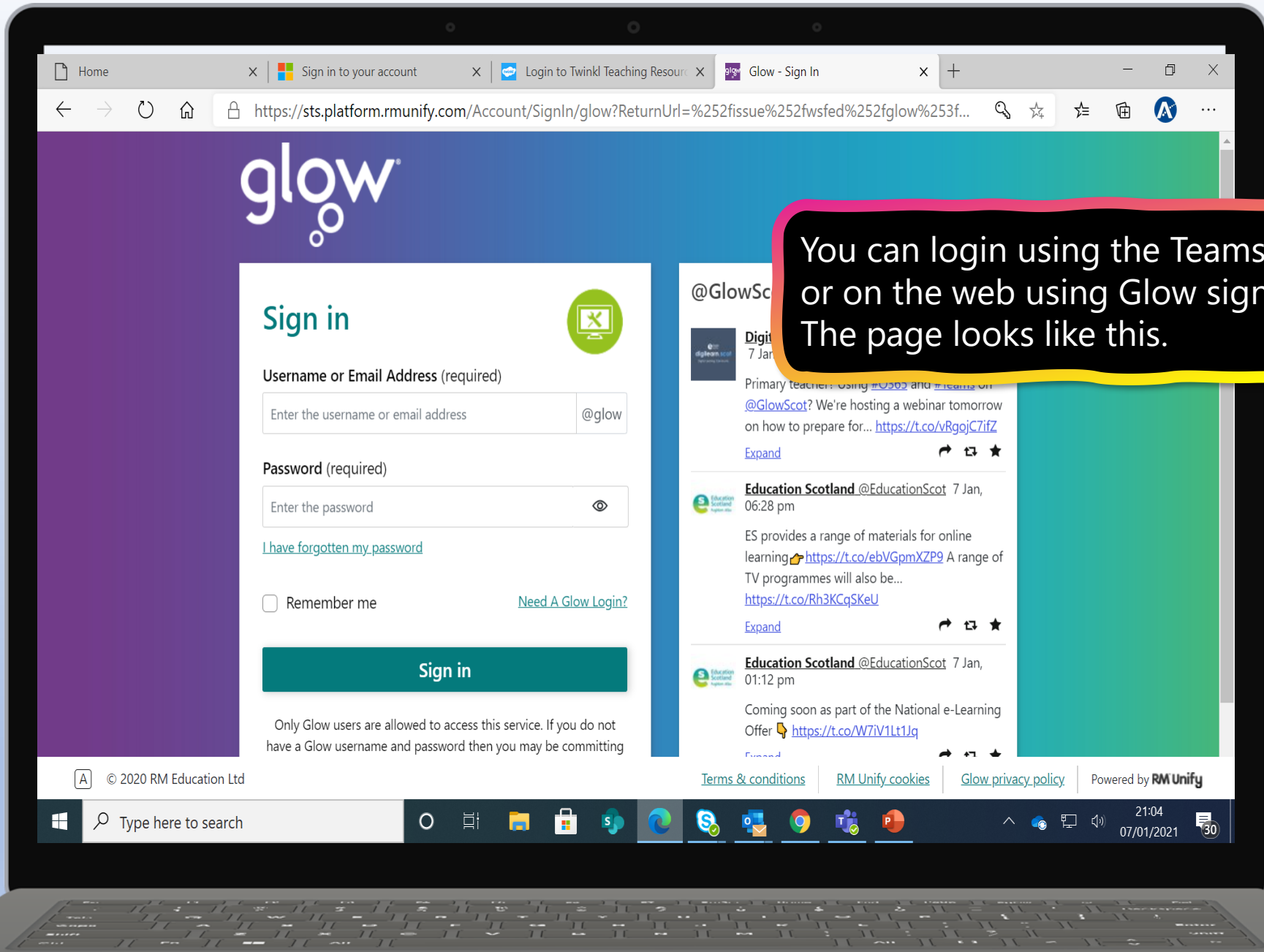


Microsoft
Teams
support for
pupils and
parents

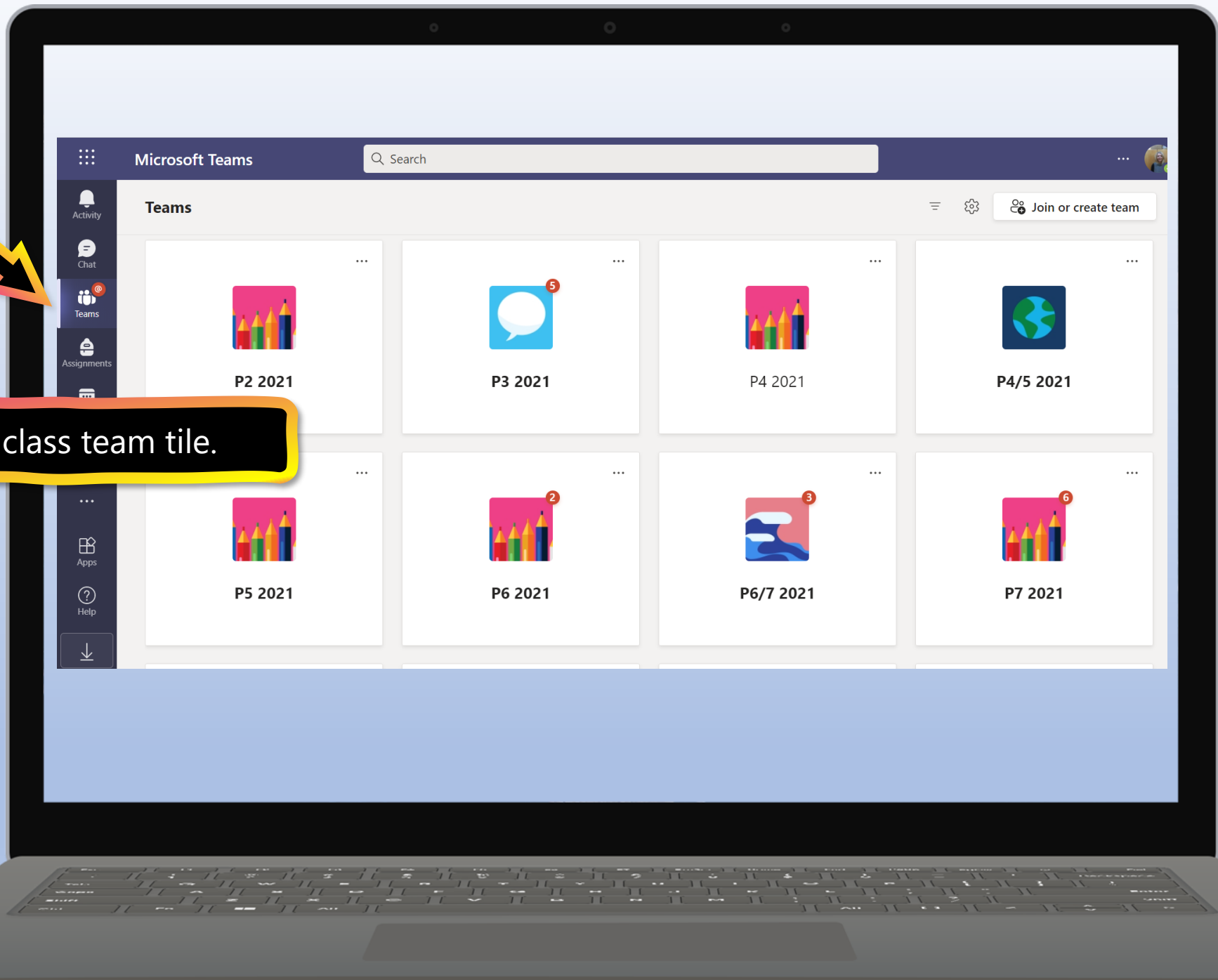




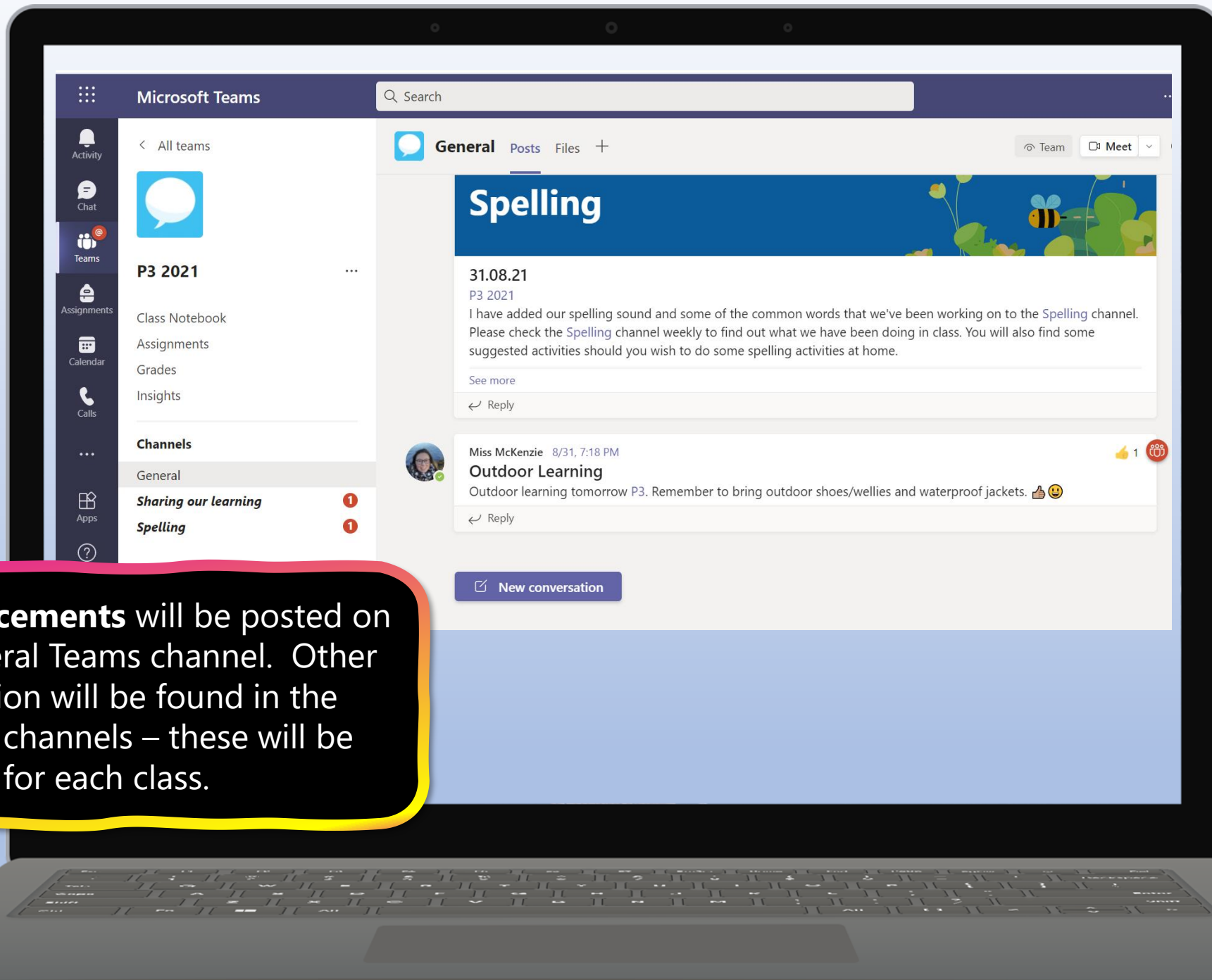
You can login using the Teams App or on the web using Glow sign in. The page looks like this.

The screenshot displays the 'Glow - Launch Pad' interface for 'Newtonhill School'. The browser address bar shows 'glow.rmunify.com'. The page features a search bar, a navigation menu with 'Launch Pad', 'App Library', and 'Management Console', and a grid of application tiles. The tiles include: 'Add', 'SharePoint Microsoft 365', 'Mail Microsoft 365', 'Calendar Microsoft 365', 'People Microsoft 365', 'Microsoft Teams Microsoft Office 365', 'Glow Blogs Aberdeen... Scottish Government', 'Glow Connect Scottish Government', 'Scotland on Screen Scottish Film Education', 'SCHOLAR Heriot-Watt University', 'Screening Shorts Scottish Film Education', 'Languages on Screen Scottish Film Education', 'Scran Scran', and 'Education Scotland Education Scotland'. The Microsoft Teams tile is highlighted with a yellow and orange border. The footer contains copyright information for RM Education Ltd and links to Accessibility, Terms & conditions, RM Unify cookies, and Glow privacy policy. The system tray shows the time as 12:21 on 06/09/2021 and the temperature as 20°C.

Select the Teams tile from the Home Page.



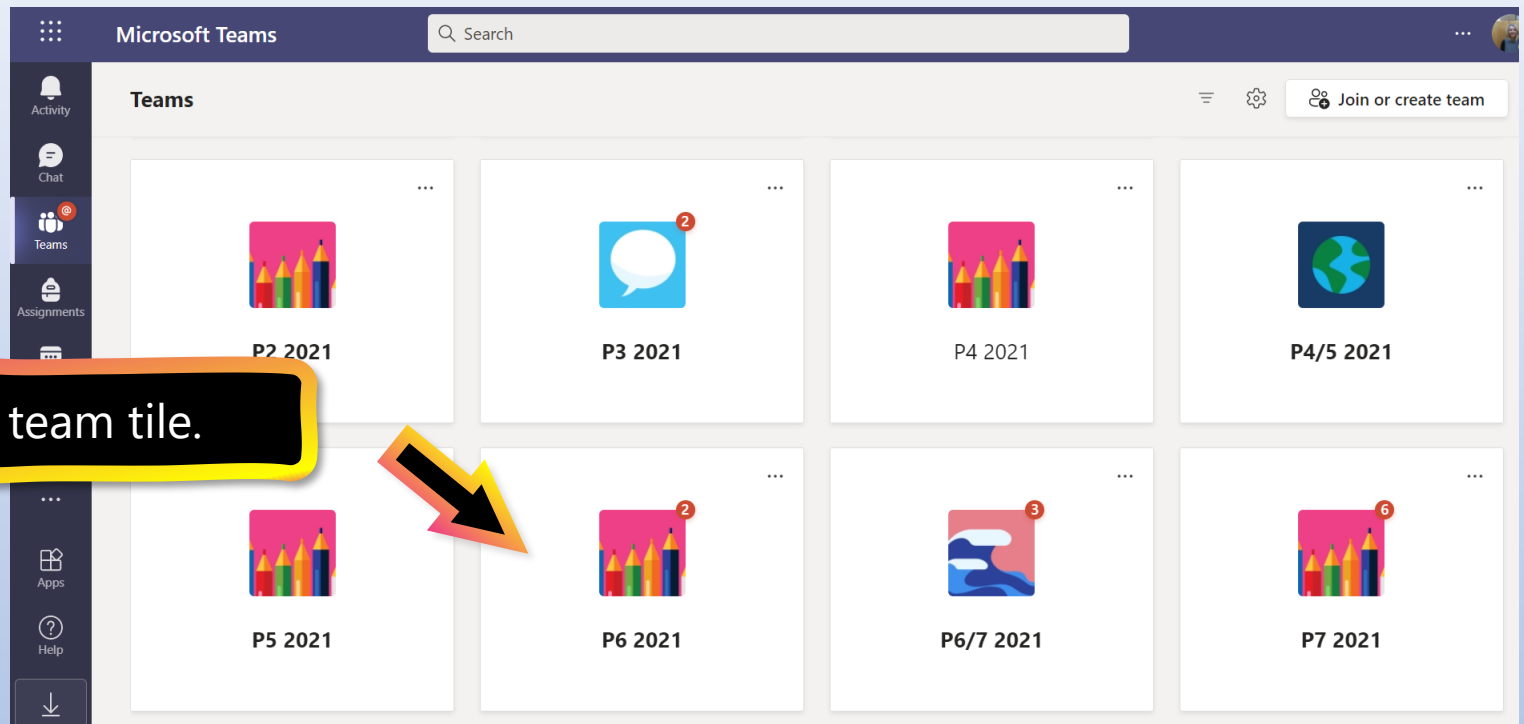
Select your child's class team tile.



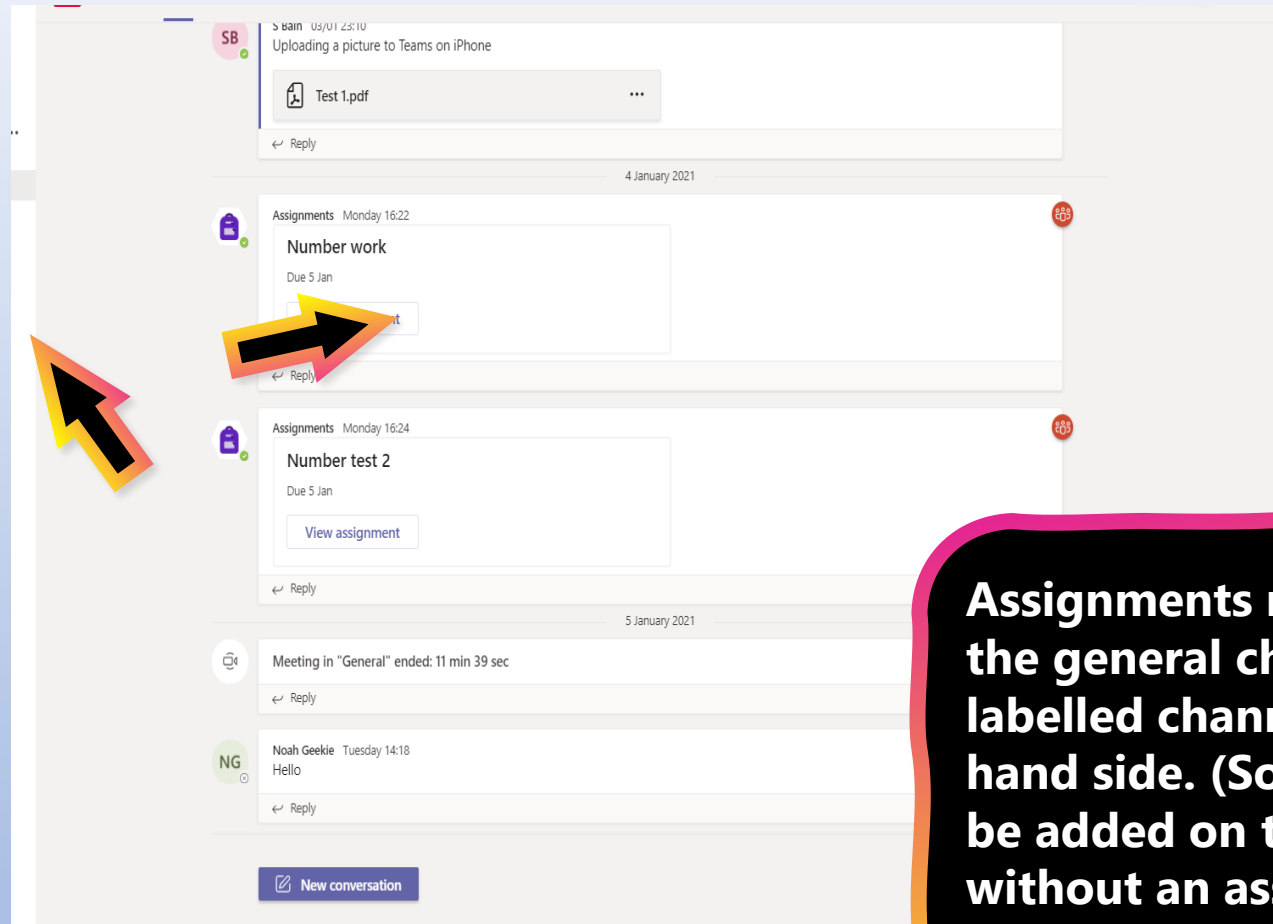
Announcements will be posted on the General Teams channel. Other information will be found in the different channels – these will be different for each class.

Locating &
submitting
work in
Assignments
using a
laptop

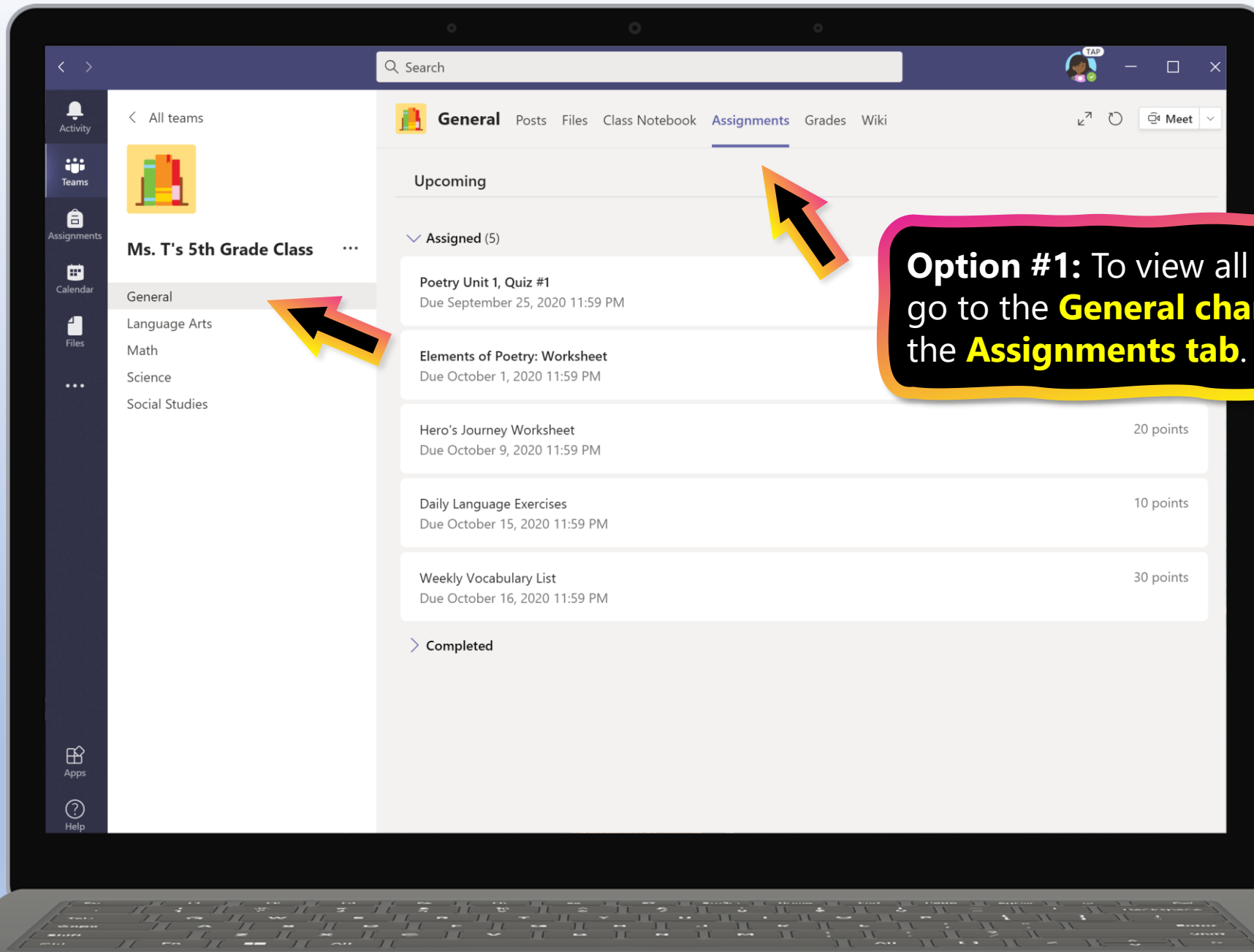




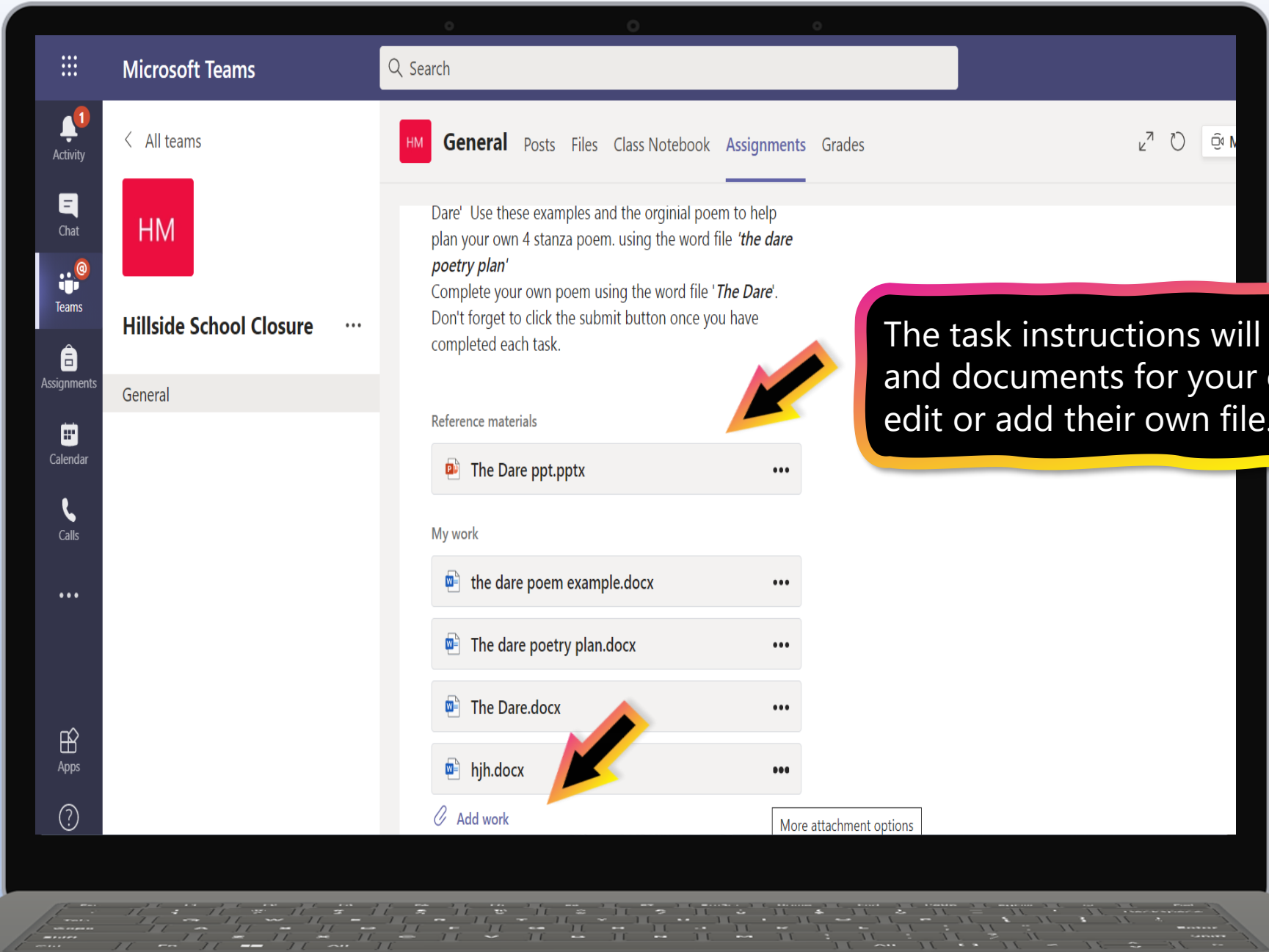
Select your child's class team tile.



Assignments may be posted on the general channel or in labelled channels on the left-hand side. (Some work may just be added on the channels without an assignment having been created, eg reading, spelling words etc.)



Option #1: To view all assignments, go to the **General channel** & select the **Assignments tab**.



- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- ...
- Apps

All teams



Hillside School Closure ...

General

General Posts Files Class Notebook Assignments Grades

Dare' Use these examples and the original poem to help plan your own 4 stanza poem. using the word file '*the dare poetry plan*'

Complete your own poem using the word file '*The Dare*'. Don't forget to click the submit button once you have completed each task.

Reference materials

The Dare ppt.pptx

My work

the dare poem example.docx

The dare poetry plan.docx

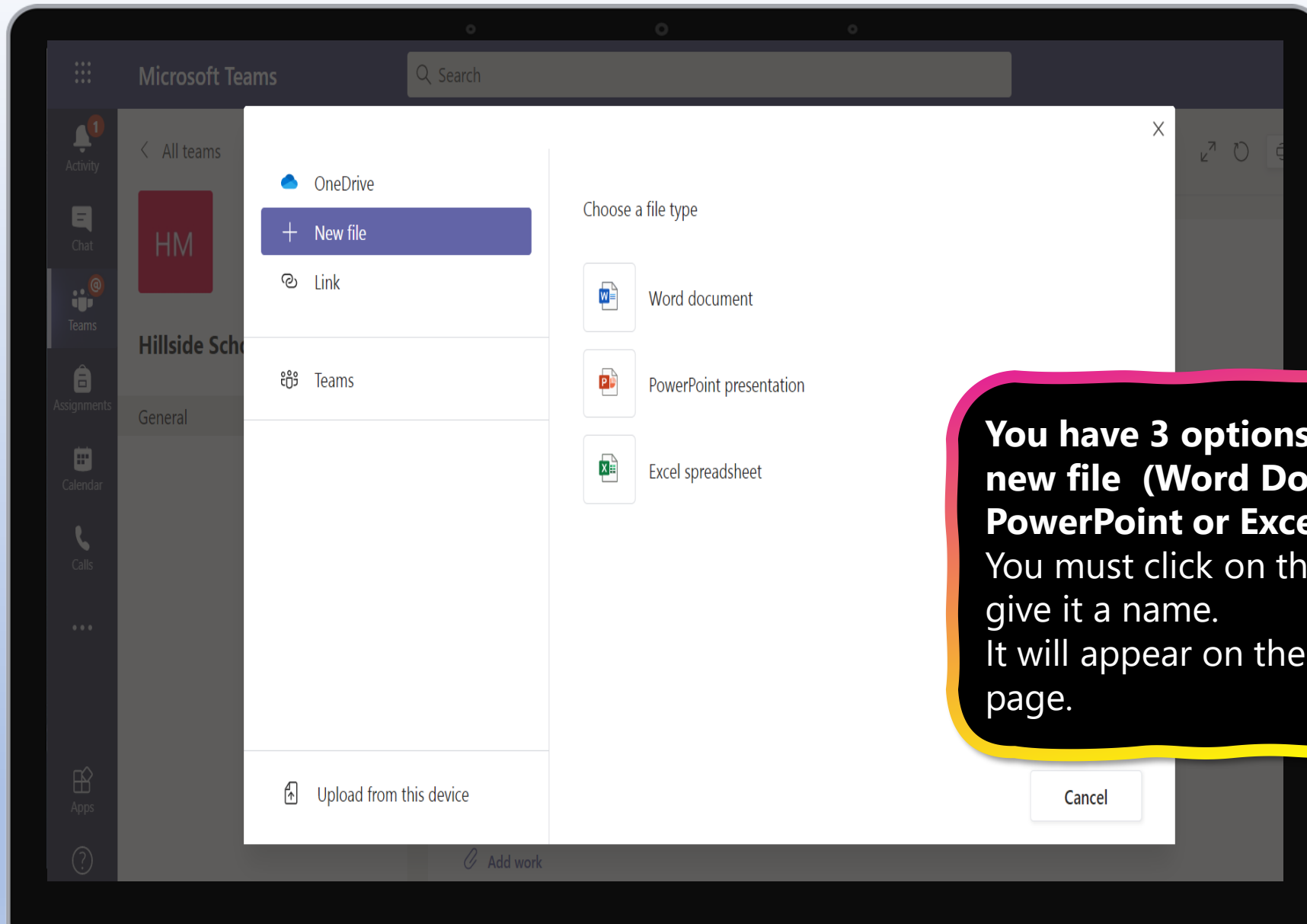
The Dare.docx

hjh.docx

Add work

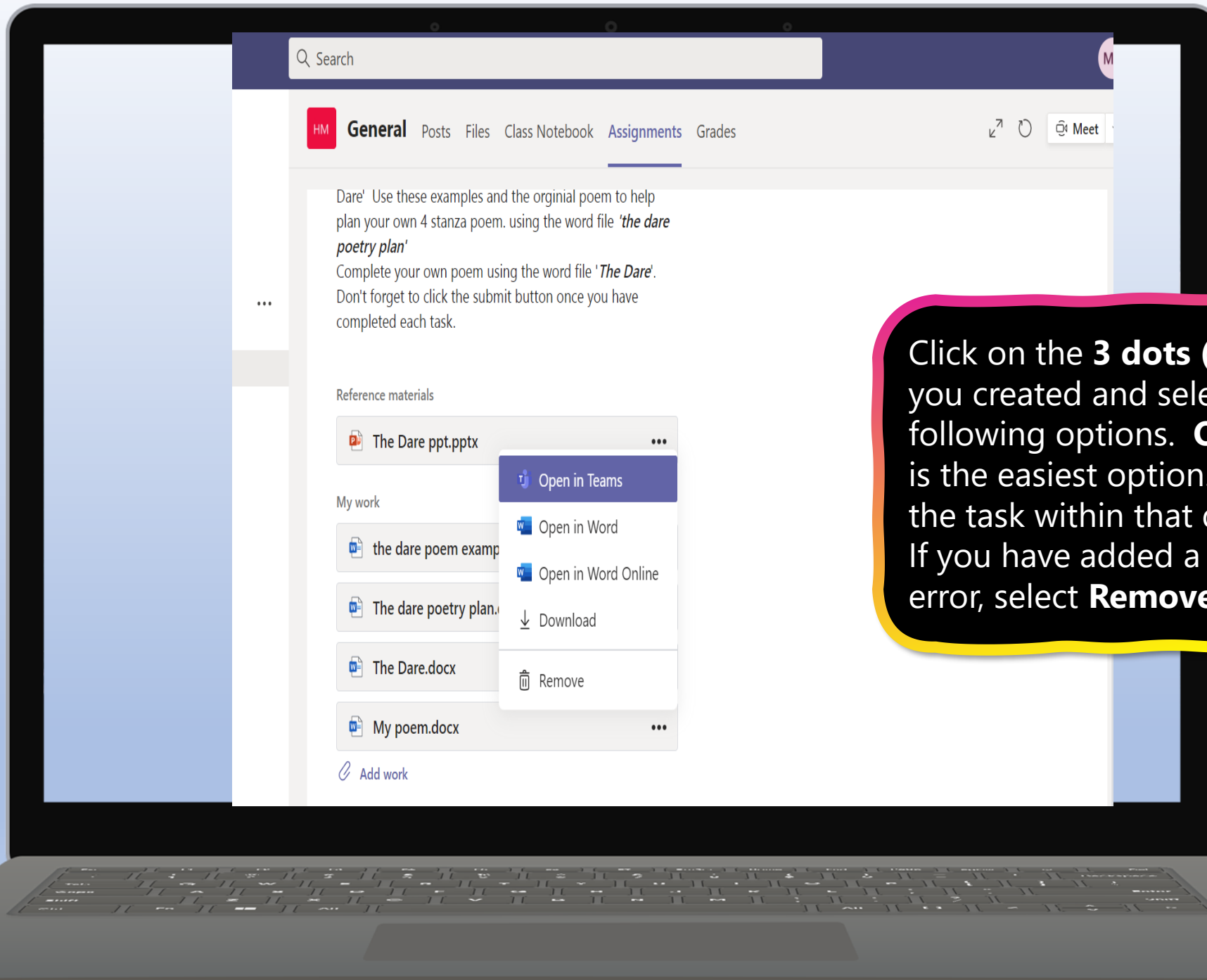
More attachment options

The task instructions will be here and documents for your child to edit or add their own file.

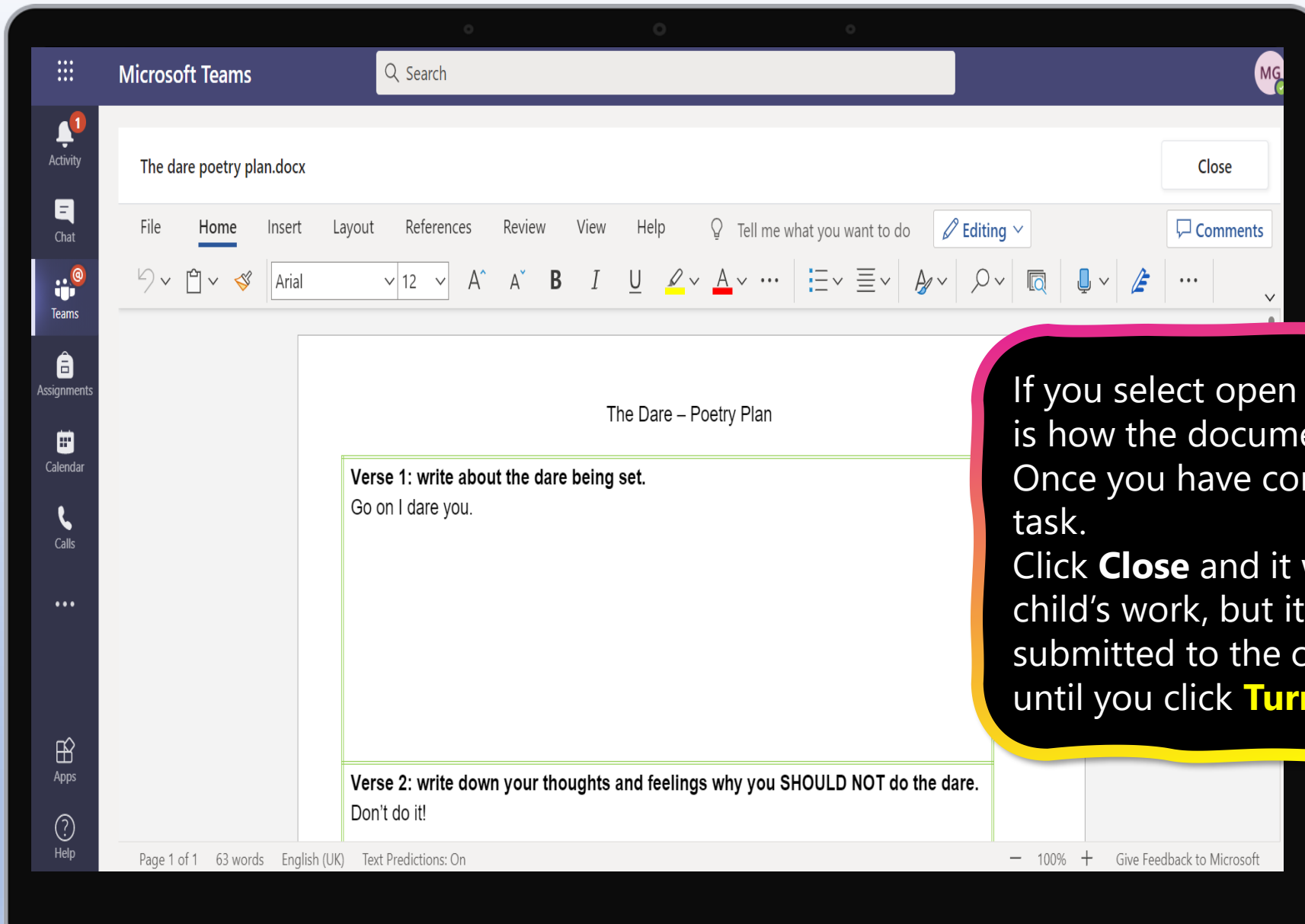


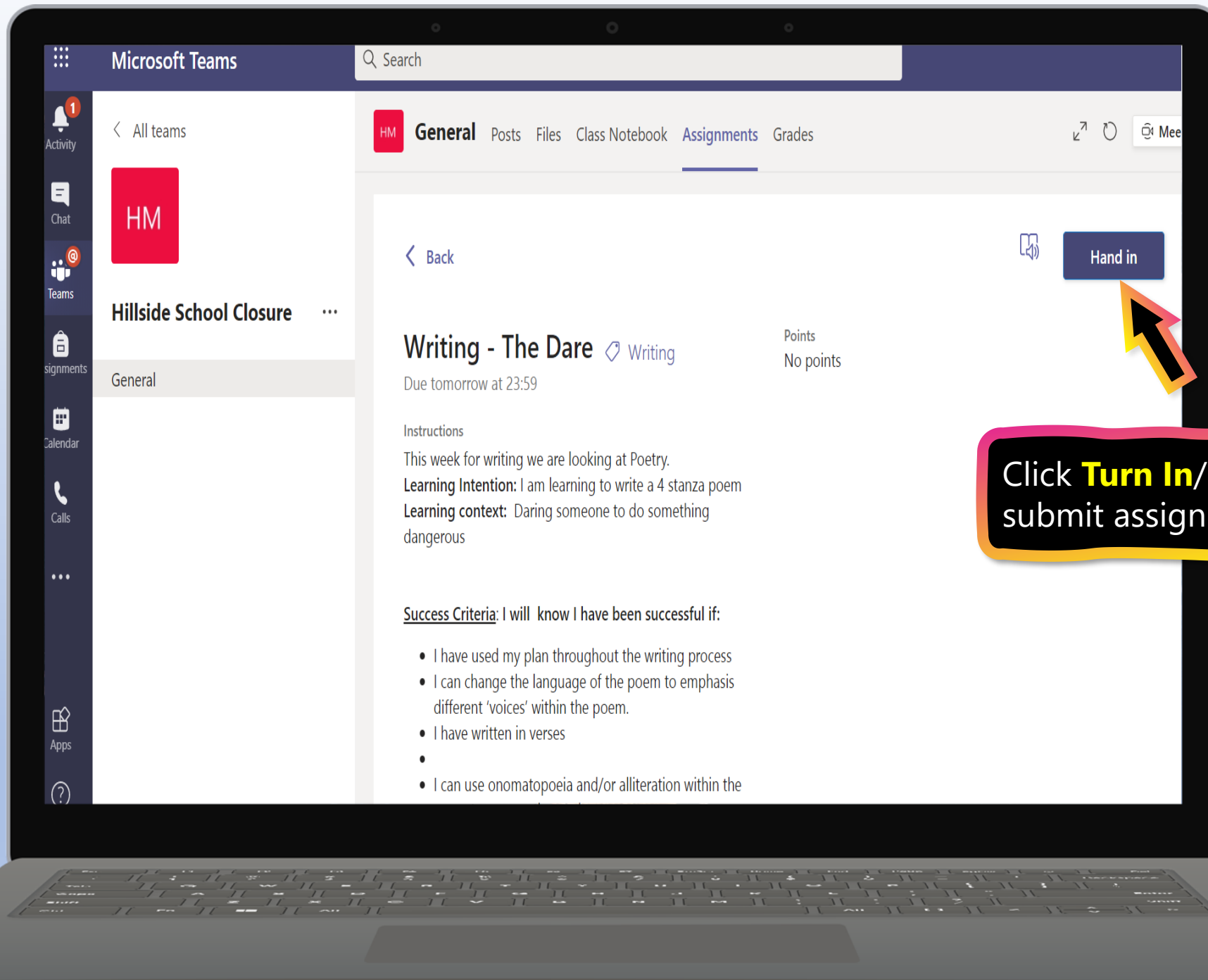
You have 3 options if adding a new file (Word Document, PowerPoint or Excel)

You must click on the file type and give it a name.
It will appear on the assignment page.



Click on the **3 dots (...)** for the file you created and select one of the following options. **Open in Teams** is the easiest option. Complete the task within that document. If you have added a document in error, select **Remove**.





Click **Turn In/Hand in** to submit assignment.

HM General Posts Files Class Notebook Assignments Grades



Hillside School Closure

General

< Back

Hand in

Writing - The Dare Writing

Points
No points

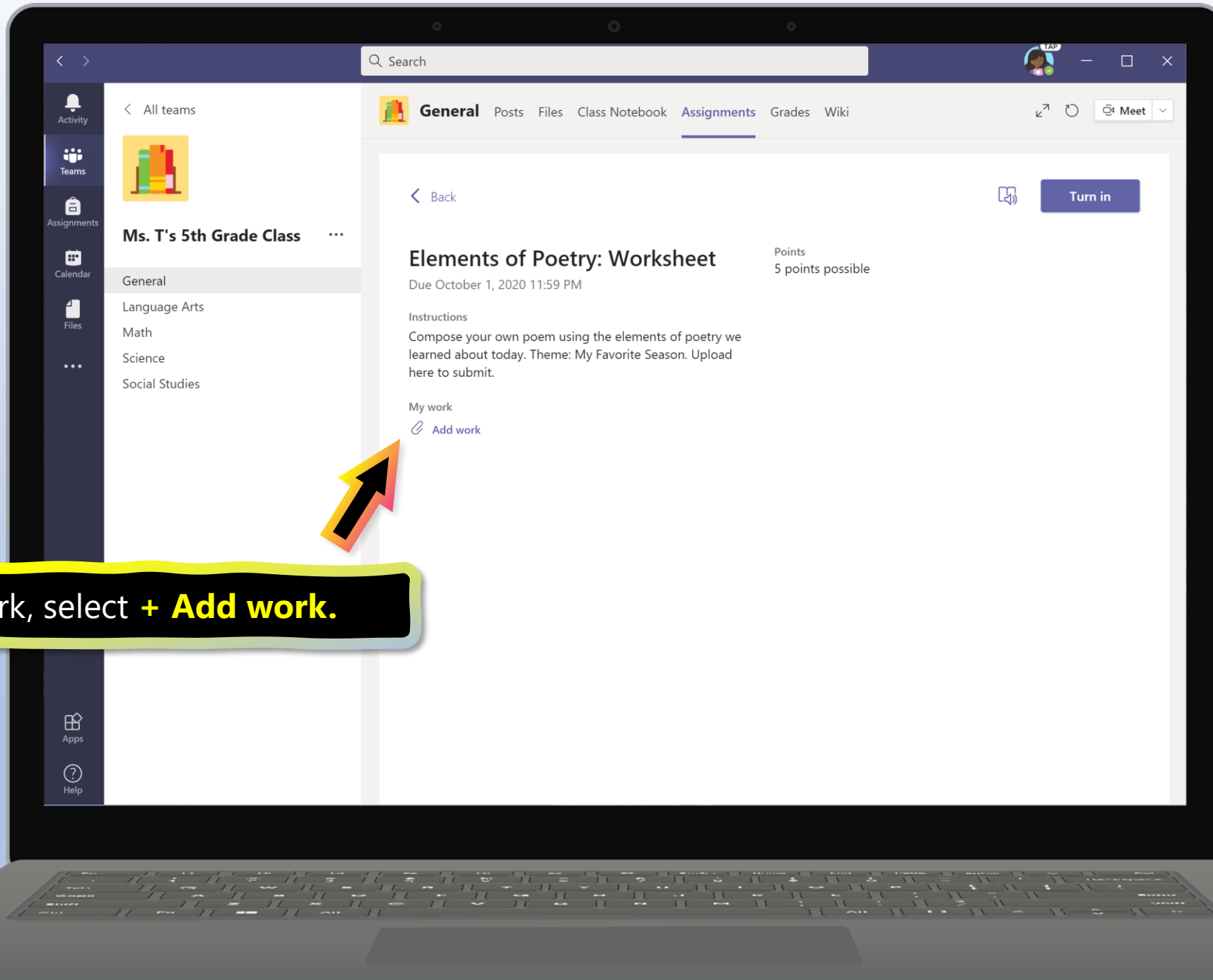
Due tomorrow at 23:59

Instructions

This week for writing we are looking at Poetry.
Learning Intention: I am learning to write a 4 stanza poem
Learning context: Daring someone to do something dangerous

Success Criteria: I will know I have been successful if:

- I have used my plan throughout the writing process
- I can change the language of the poem to emphasis different 'voices' within the poem.
- I have written in verses
-
- I can use onomatopoeia and/or alliteration within the







To upload work, select + Add work.

Upload file from your device, OneDrive, Teams, or a link. Let's **upload from device** for this example.



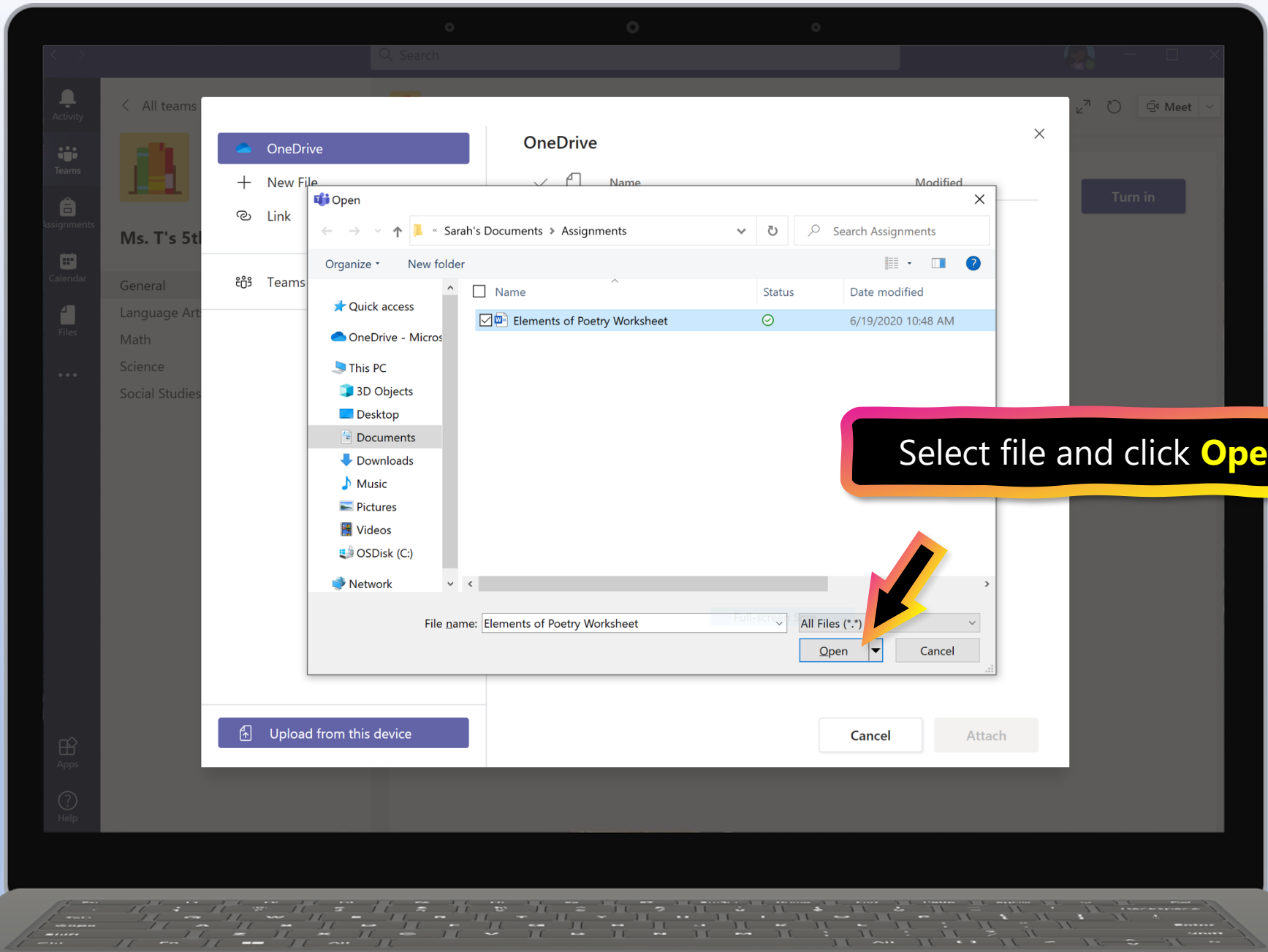
OneDrive

✓  Name Modified

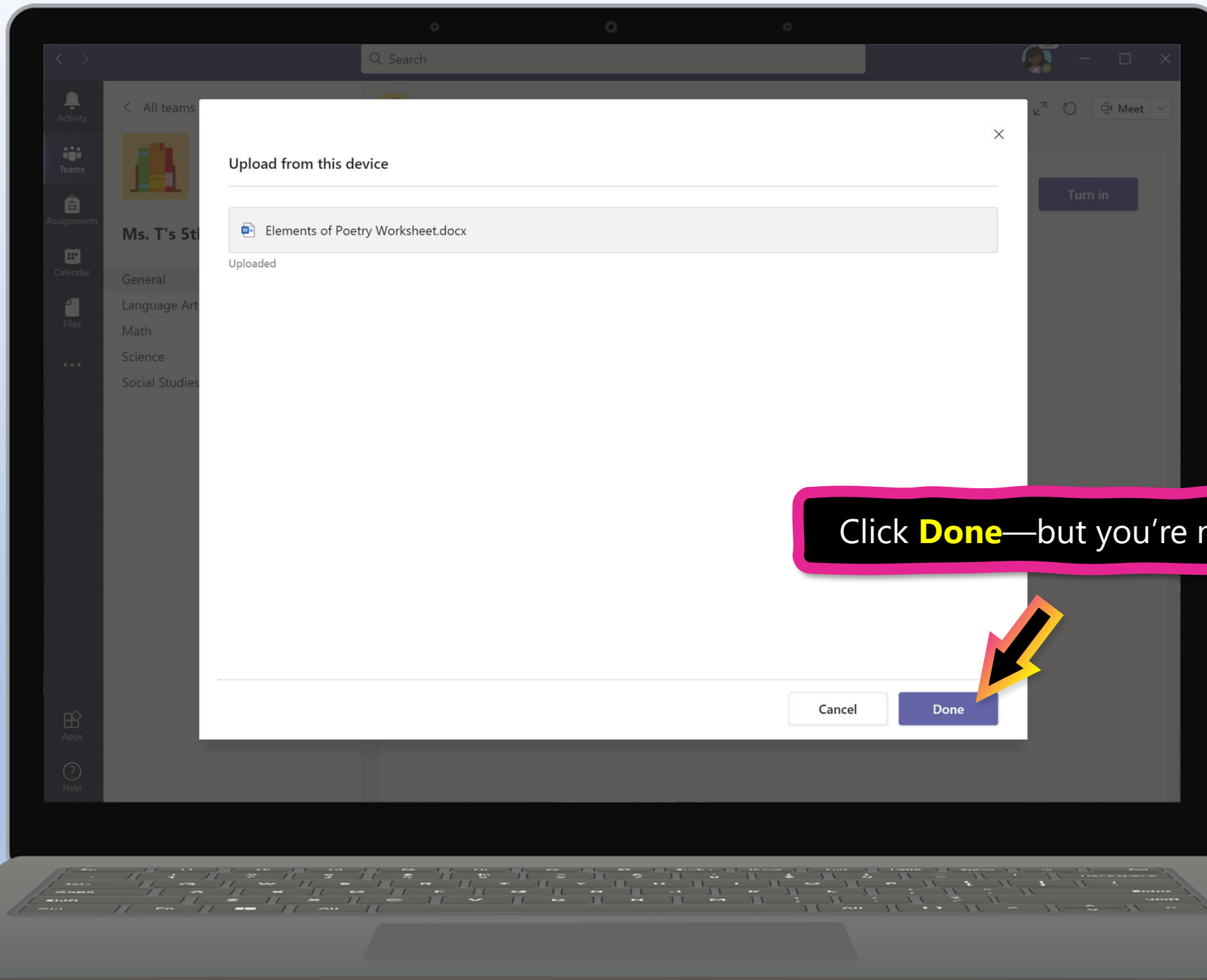
  

No files available

Upload from this device Cancel Attach



Select file and click **Open**.



Click **Done**—but you're not done yet.

< Back



Hand in

Writing - The Dare Writing

Points
No points

Due tomorrow at 23:59

Instructions

This week for writing we are looking at Poetry.

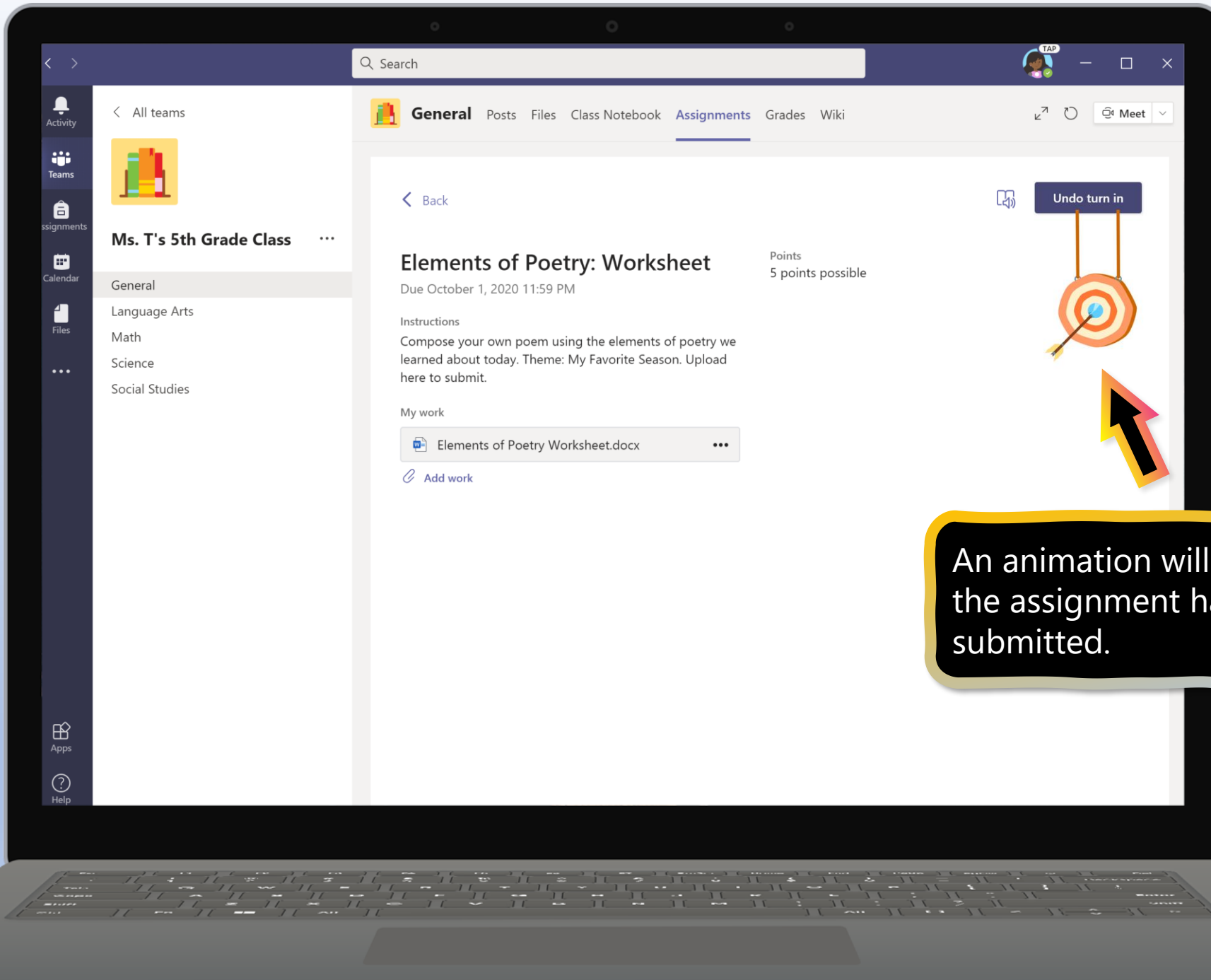
Learning Intention: I am learning to write a 4 stanza poem

Learning context: Daring someone to do something dangerous

Success Criteria: I will know I have been successful if:

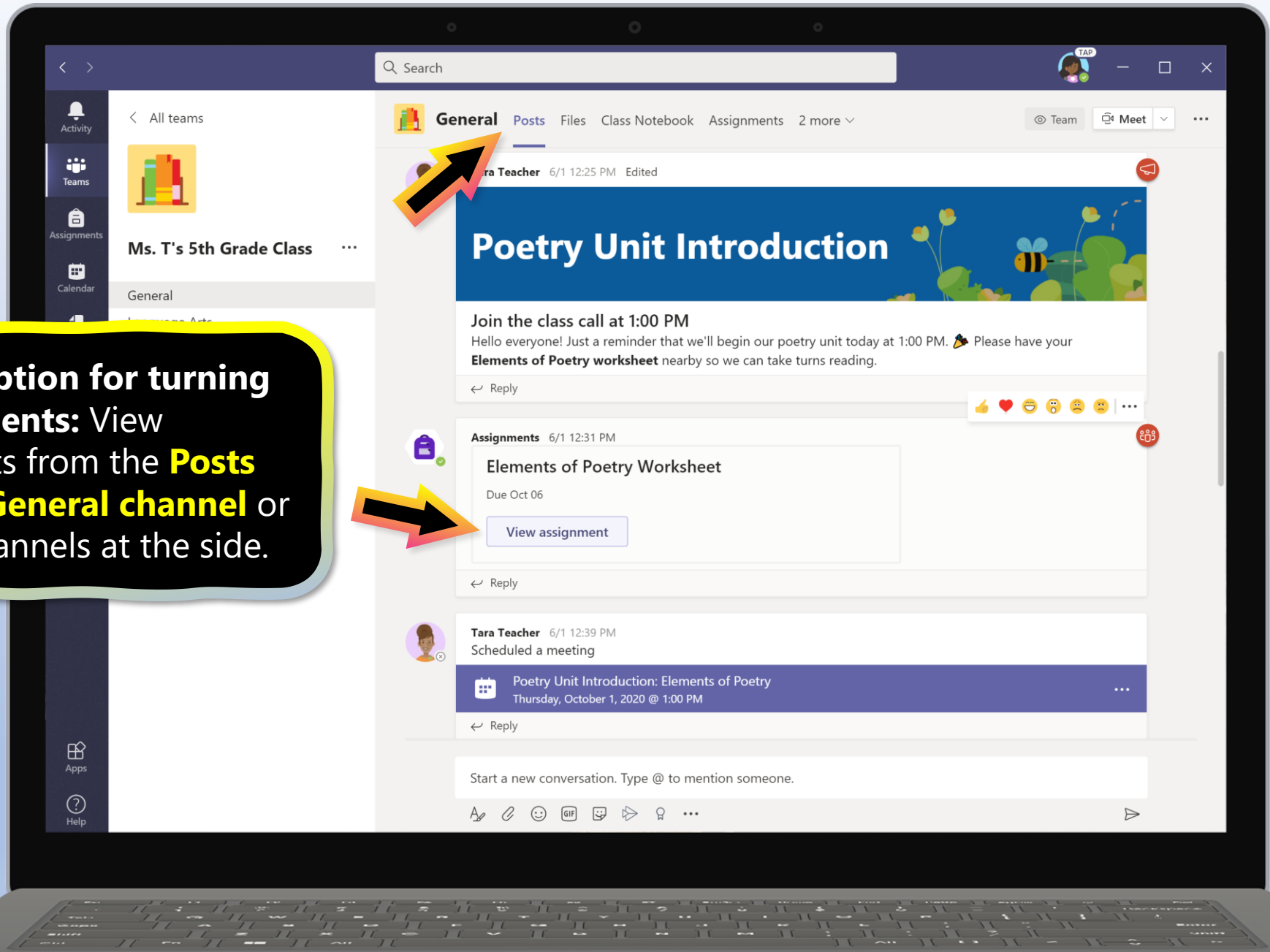
- I have used my plan throughout the writing process
- I can change the language of the poem to emphasis different 'voices' within the poem.
- I have written in verses
-
- I can use onomatopoeia and/or alliteration within the

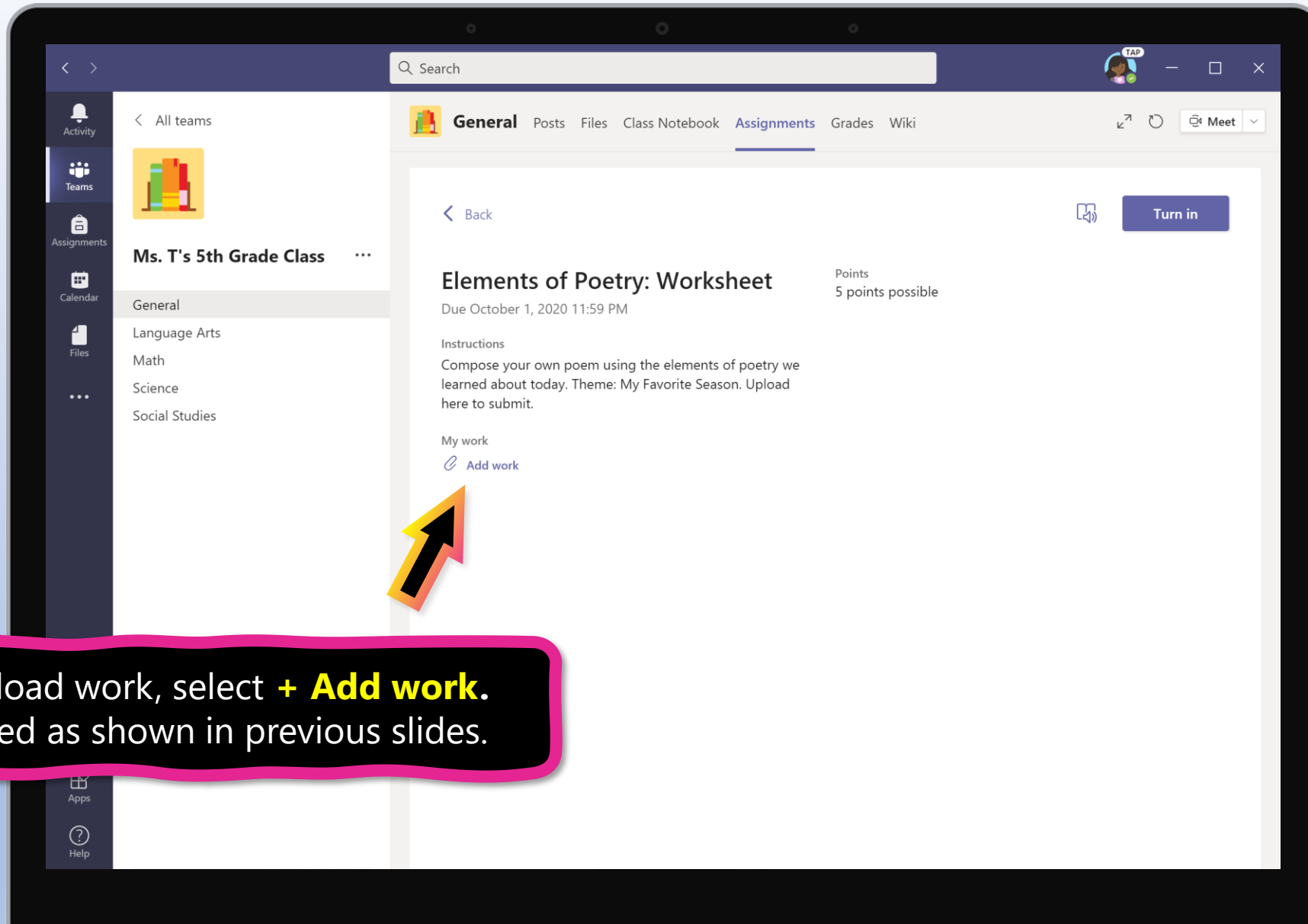
Click **Turn In/Hand in** to submit assignment.



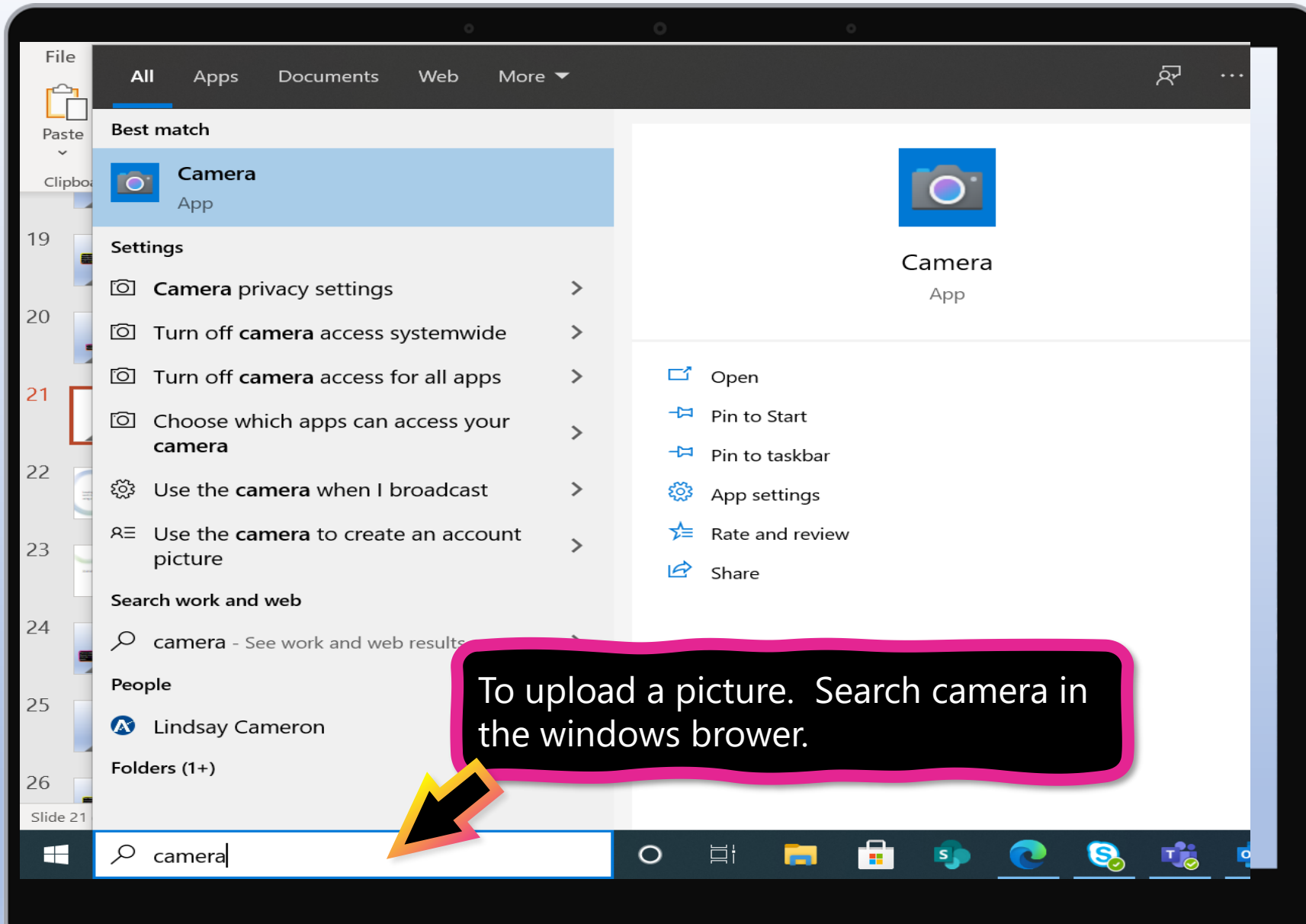
An animation will signal that the assignment has been submitted.

Another option for turning in assignments: View assignments from the **Posts** tab in the **General channel** or labelled channels at the side.

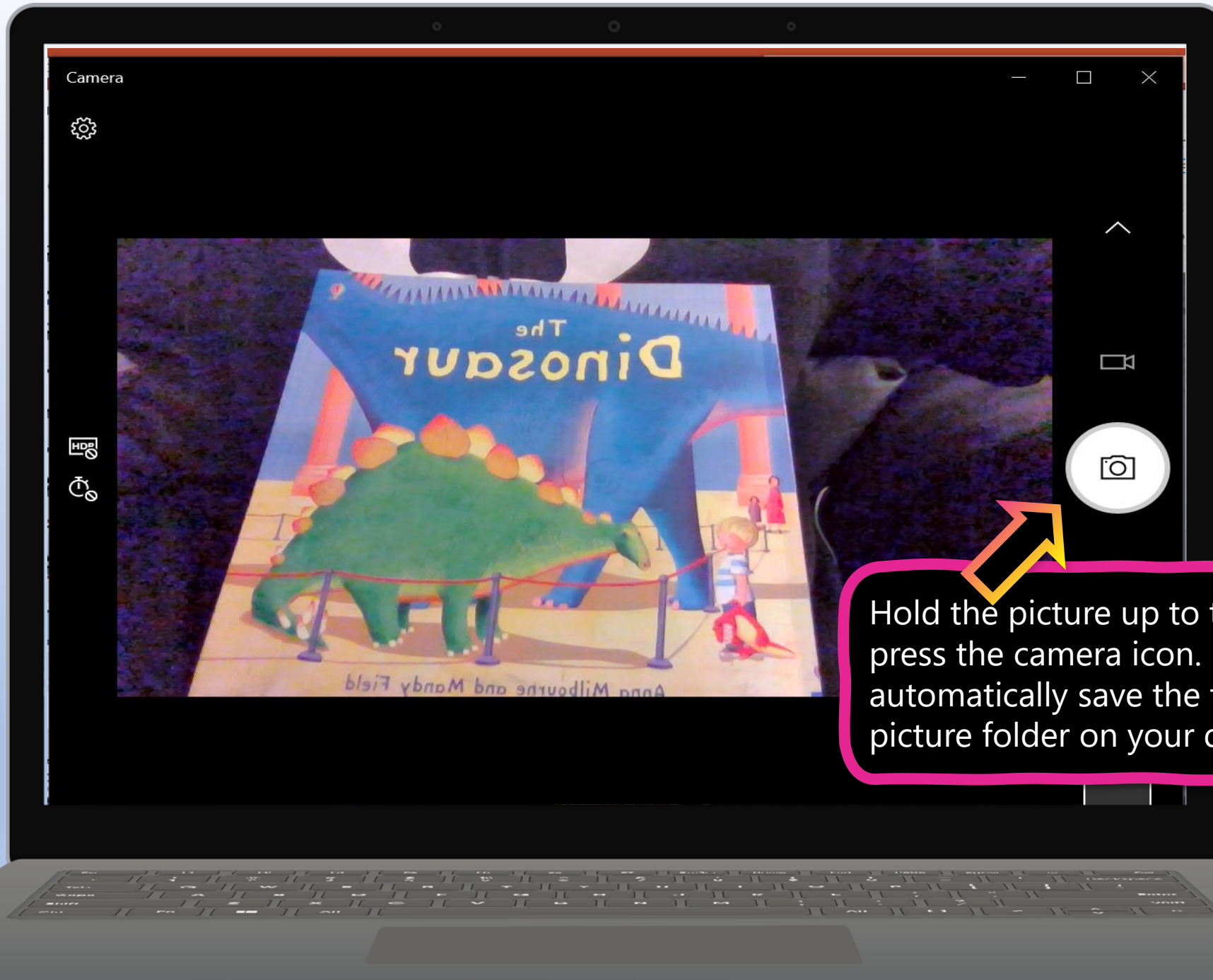




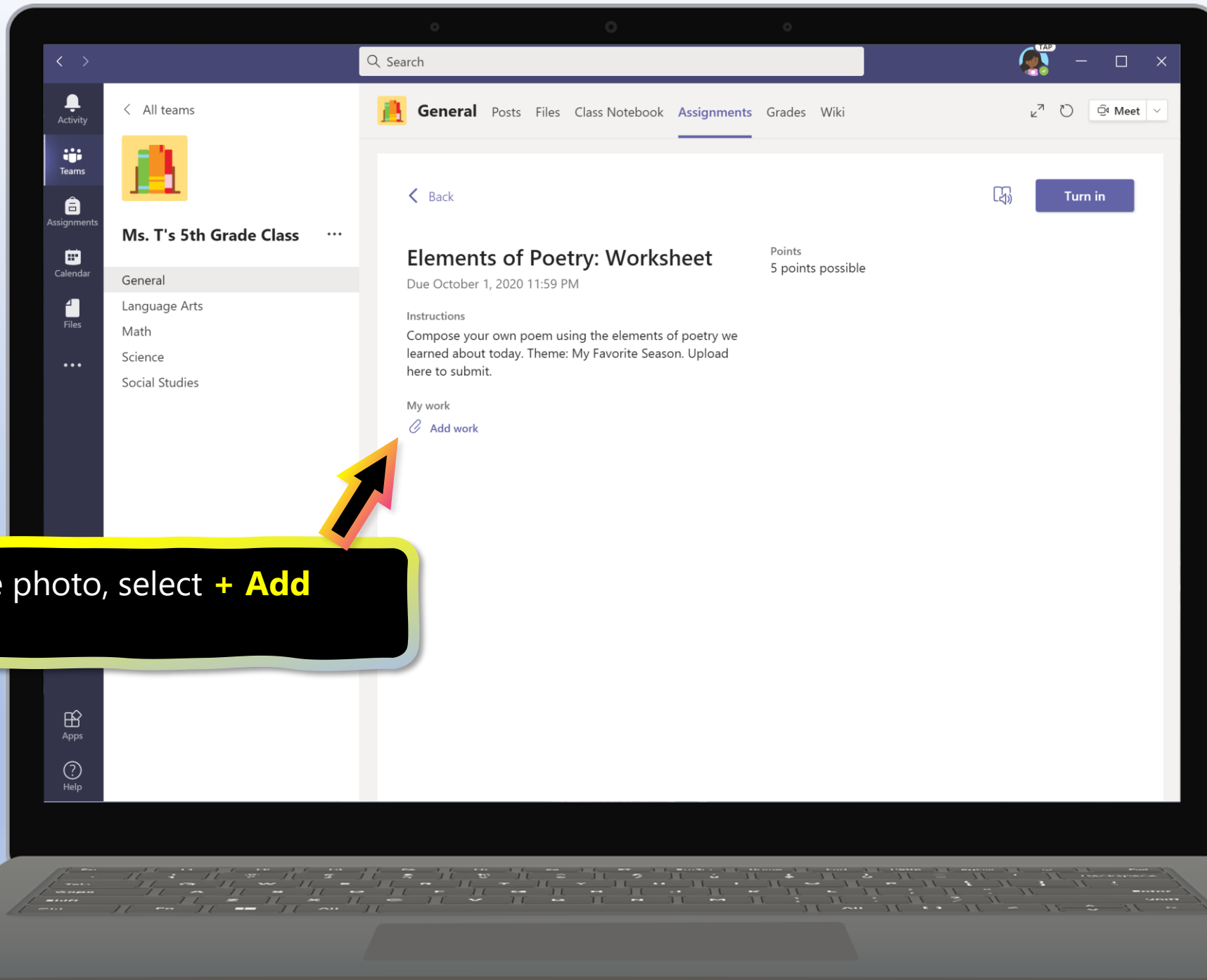
To upload work, select **+ Add work**. Proceed as shown in previous slides.



To upload a picture. Search camera in the windows browser.



Hold the picture up to the camera and press the camera icon. It should automatically save the file to your picture folder on your device.



To upload the photo, select **+ Add work**.

Select **upload from device** to add the photo.

OneDrive

✓ Name Modified

+

New File

Link

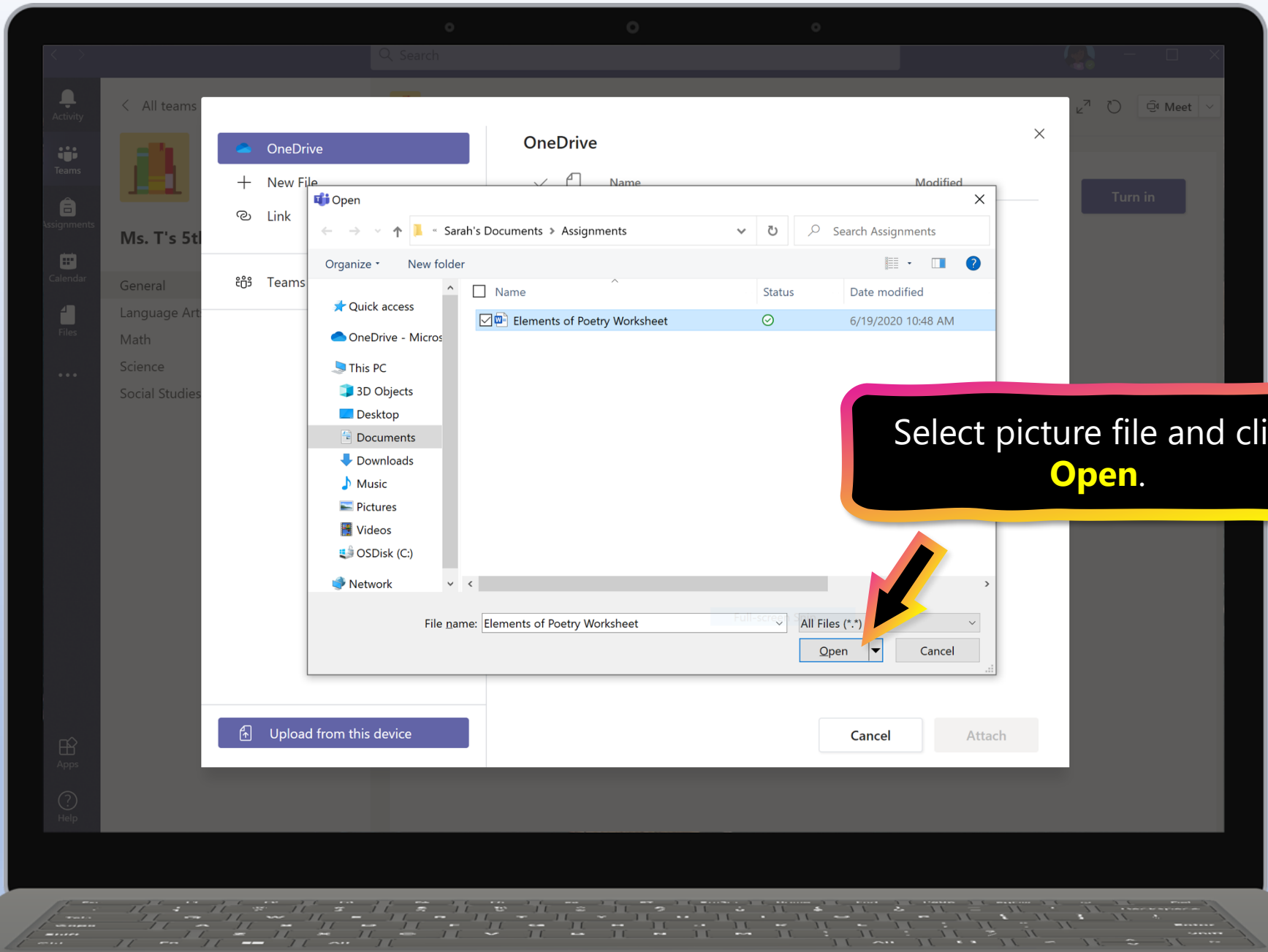
Teams

Upload from this device

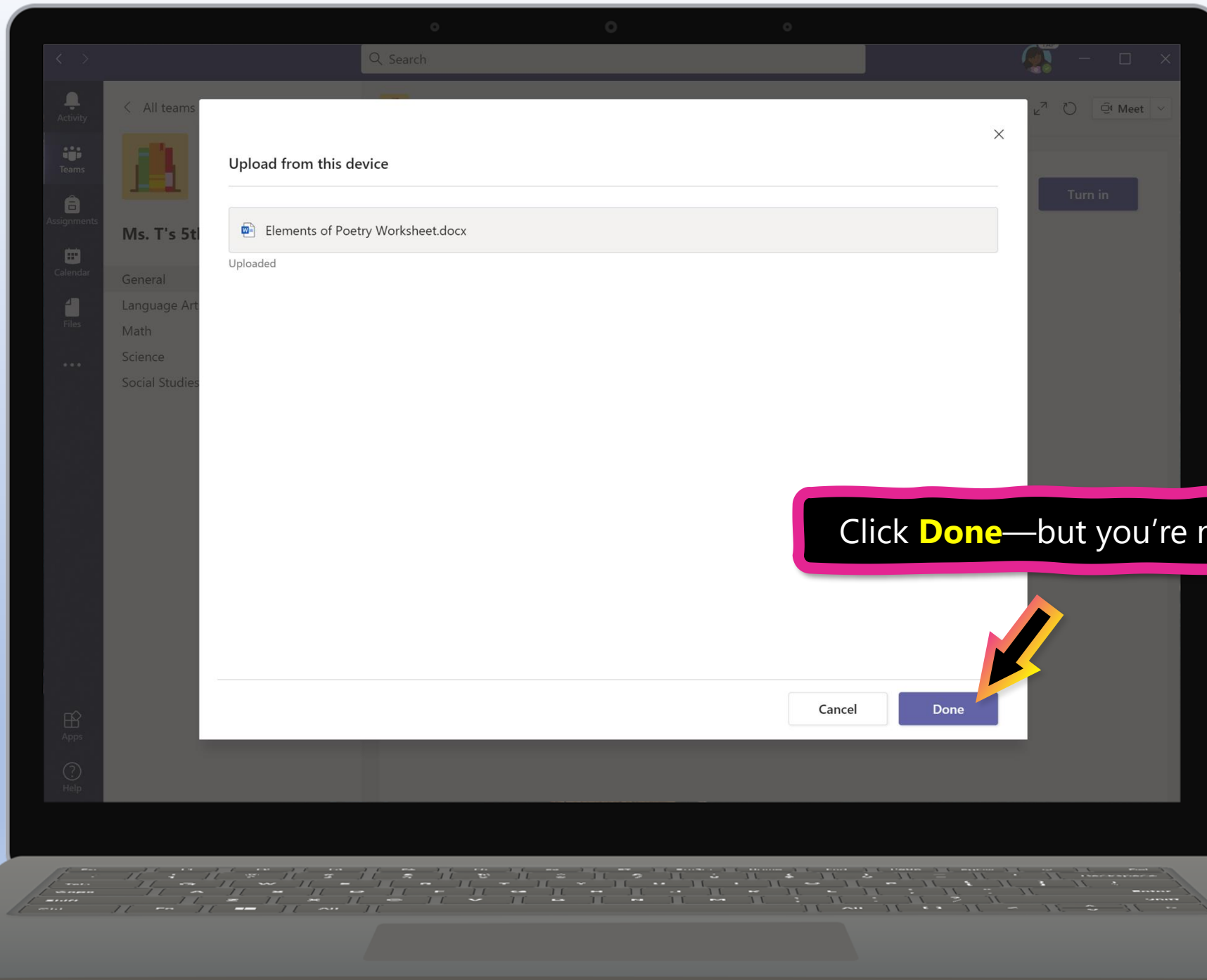
Cancel Attach

No files available

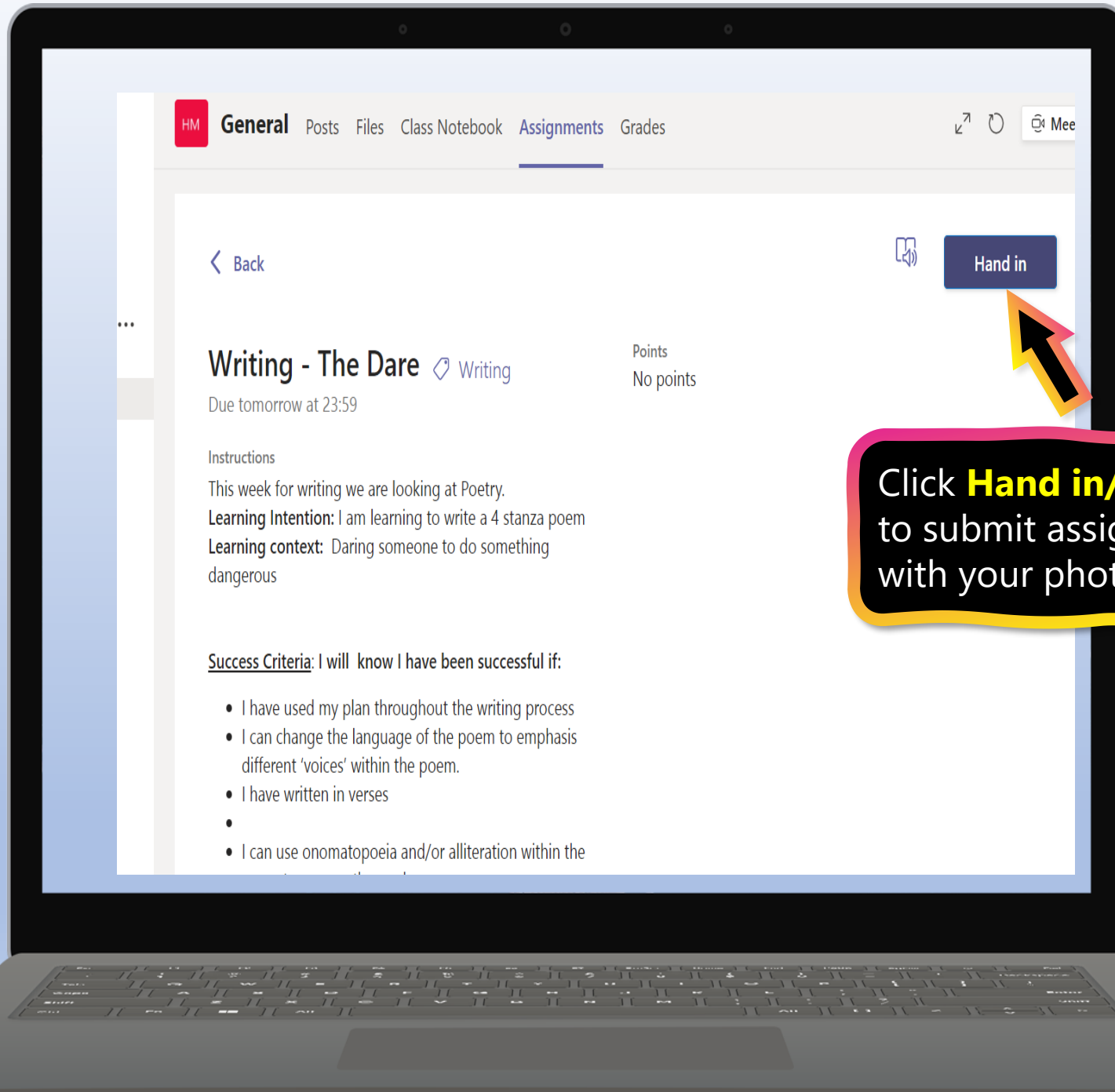
Turn in



Select picture file and click
Open.



Click **Done**—but you're not done yet.



General

Posts

Files

Class Notebook

Assignments

Grades



< Back



Hand in

Writing - The Dare Writing

Points
No points

Due tomorrow at 23:59

Instructions

This week for writing we are looking at Poetry.

Learning Intention: I am learning to write a 4 stanza poem

Learning context: Daring someone to do something dangerous

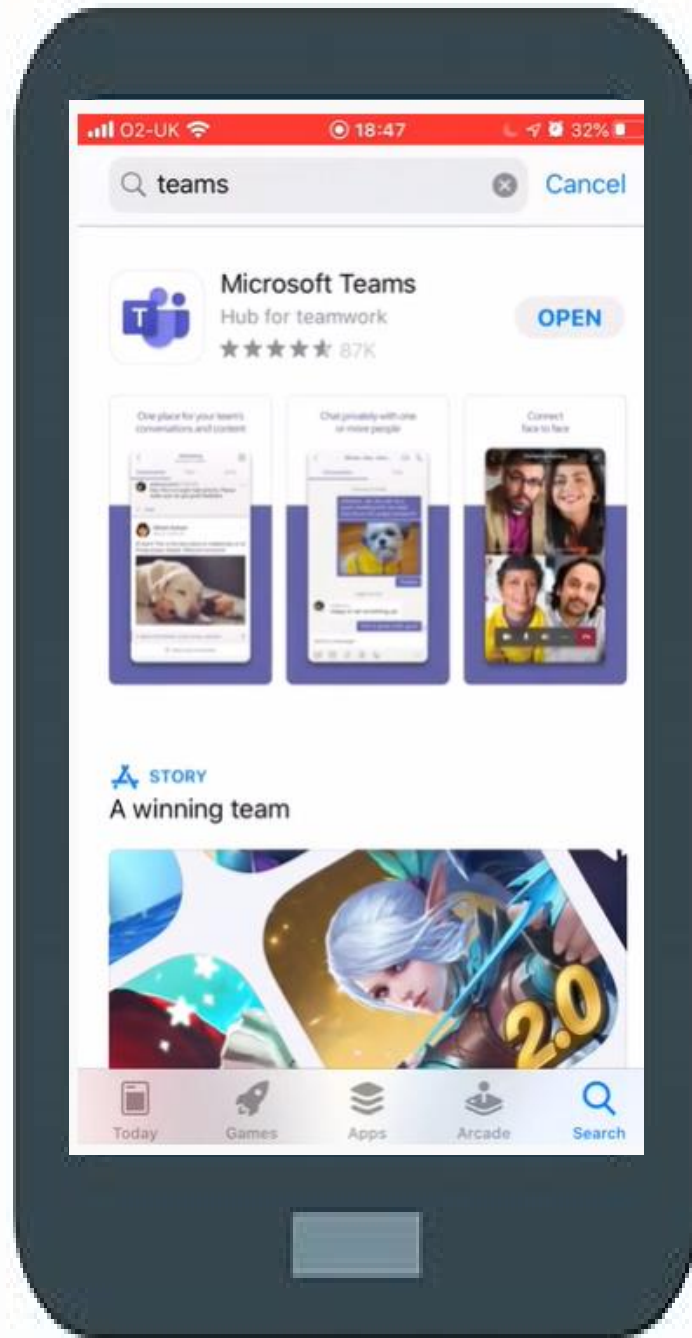
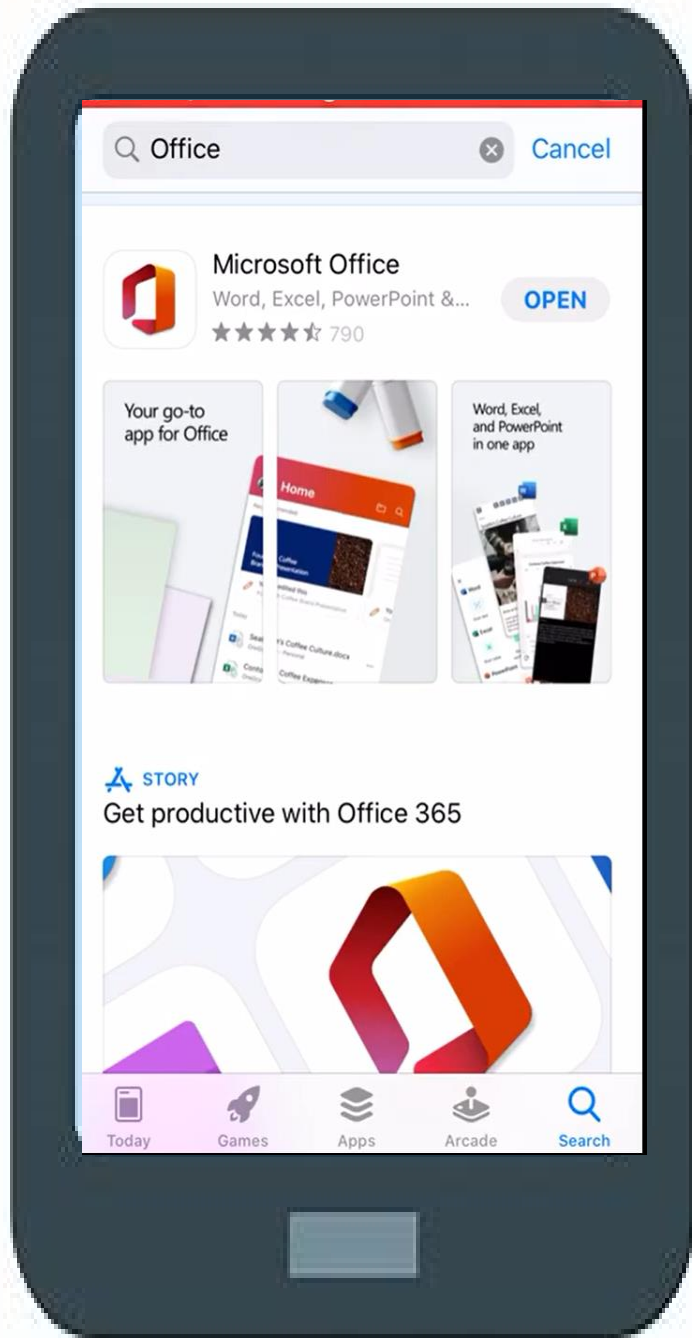
Success Criteria: I will know I have been successful if:

- I have used my plan throughout the writing process
- I can change the language of the poem to emphasis different 'voices' within the poem.
- I have written in verses
-
- I can use onomatopoeia and/or alliteration within the

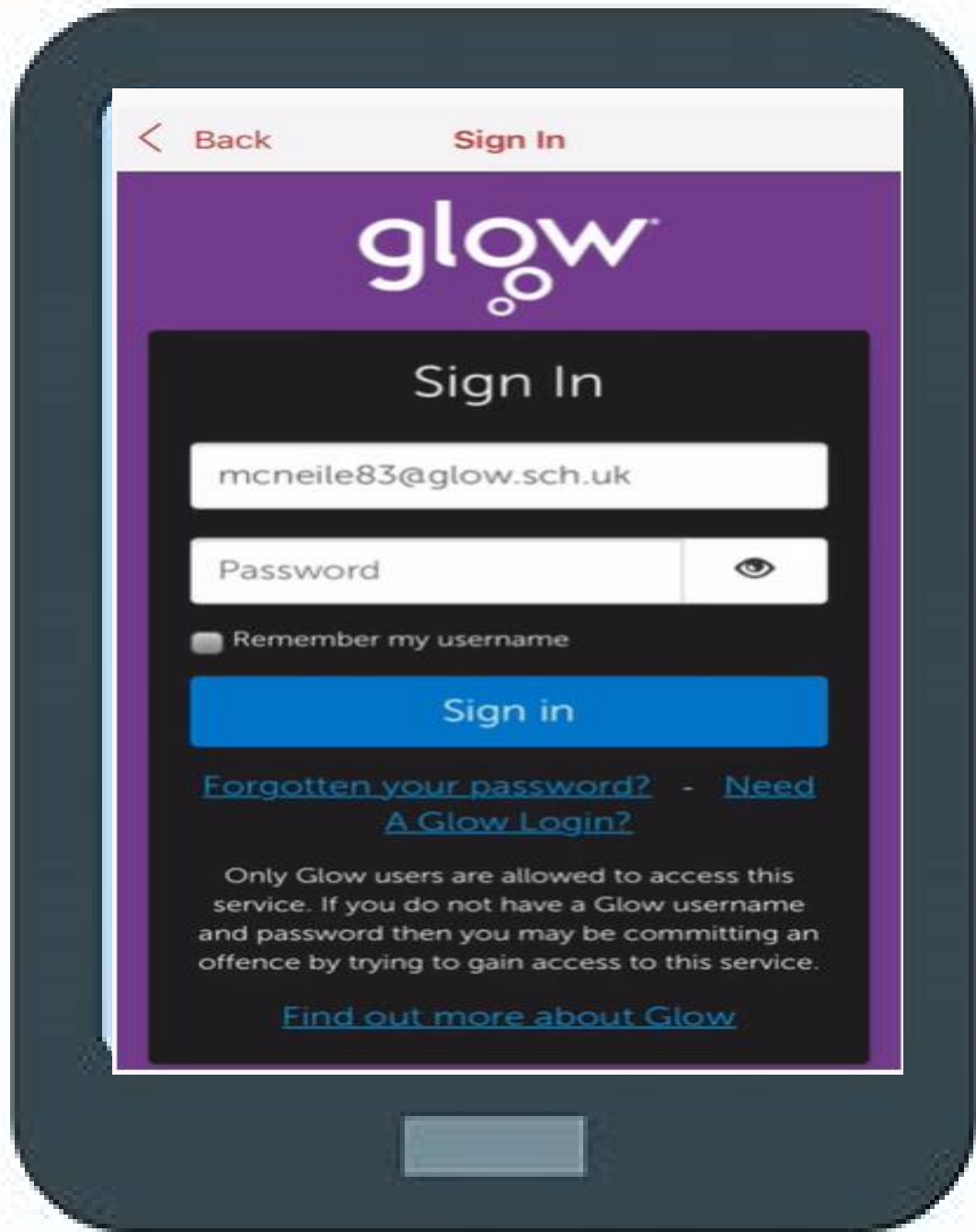
Click **Hand in/Turn in** to submit assignment with your photo.

Locating &
submitting
work in
Assignments
using a tablet





Download The **Microsoft Teams** and **Microsoft Office Apps** to your tablet or phone. These are free apps and work on Android or Apple devices.

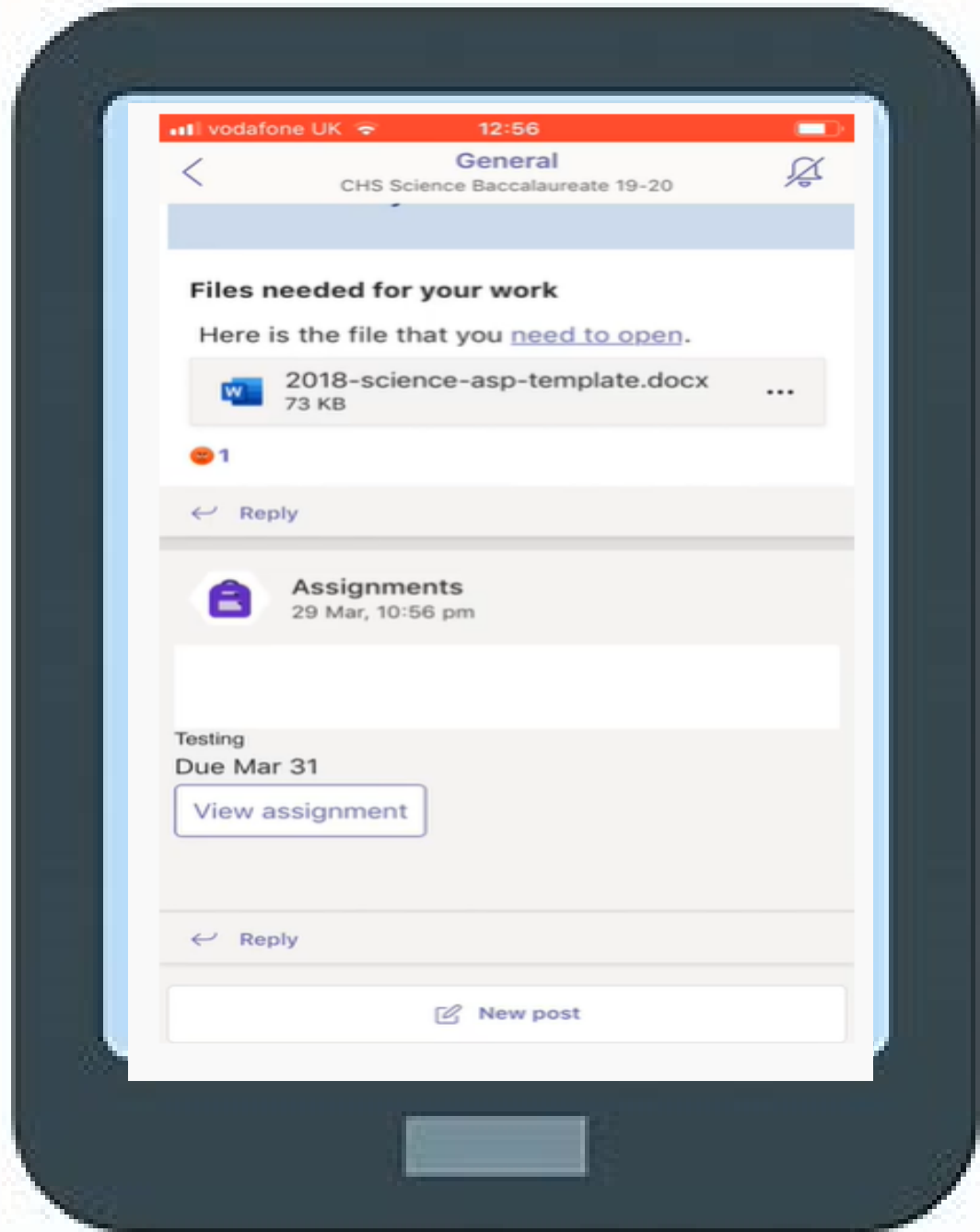


For both apps, you will be asked to login in with an email.

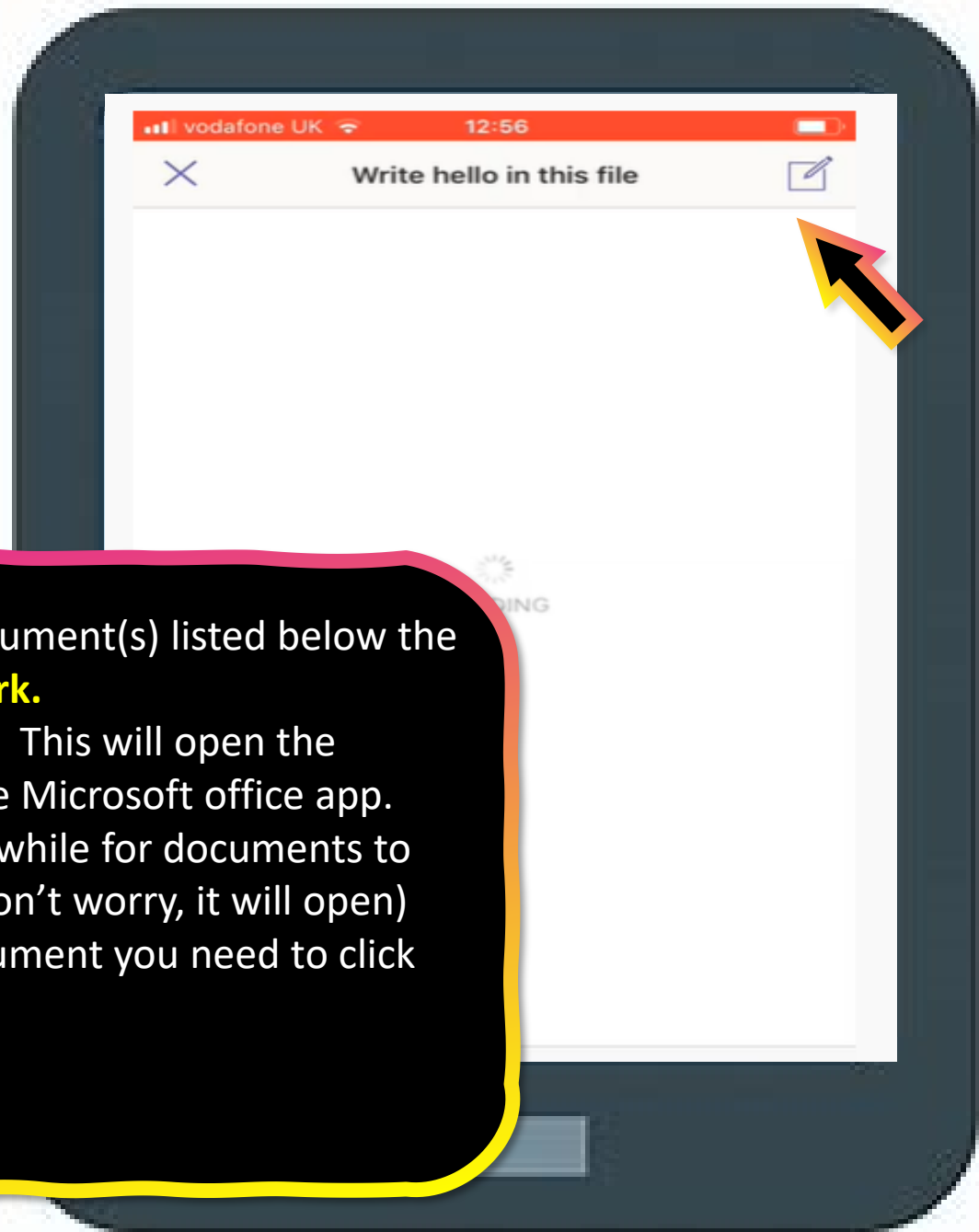
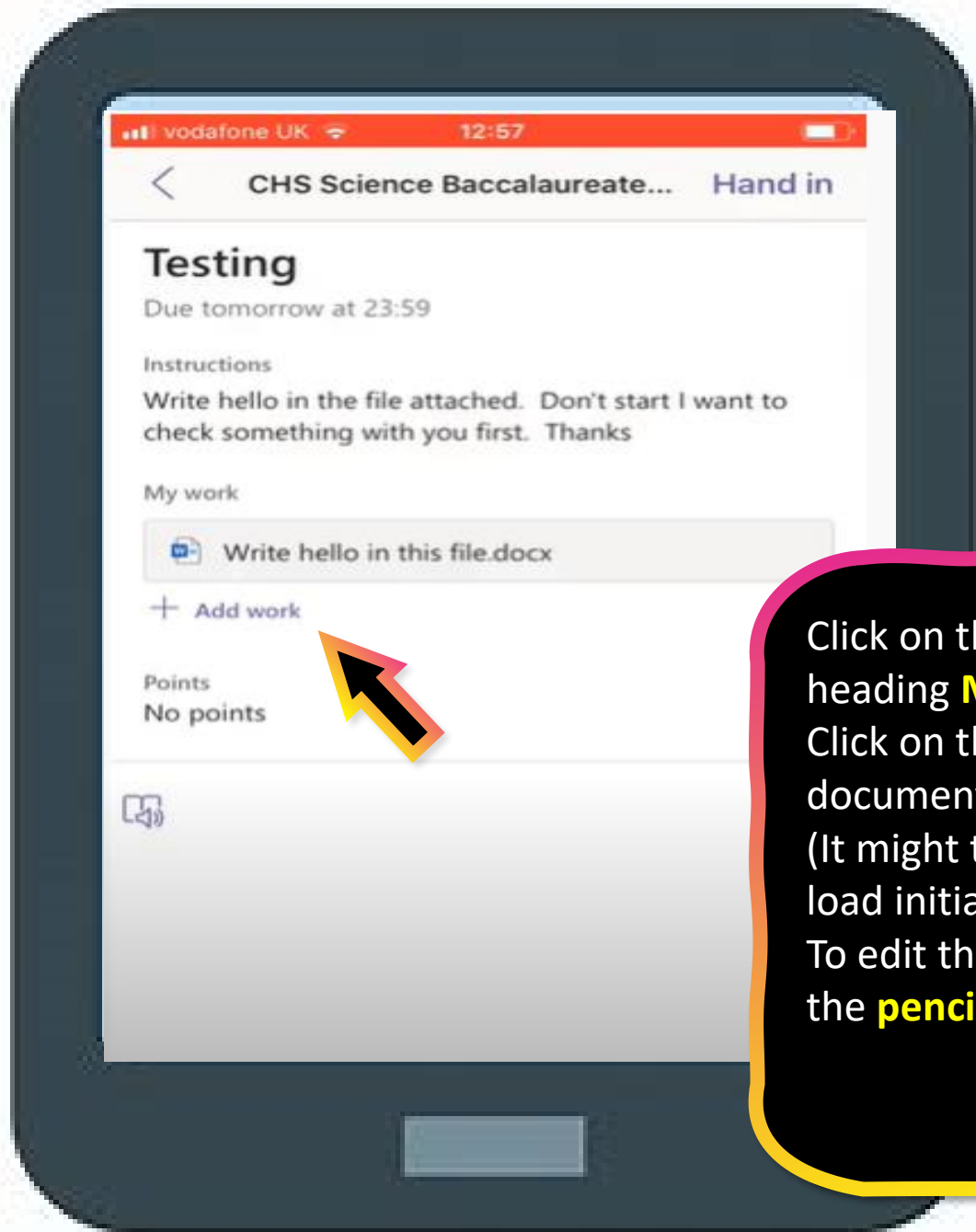
Use your glow email address for this.
Eg gw18bainstephanie@glow.sch.uk

This will take you to the Glow page where you will need to sign in again using your Glow email and password.

This will allow you to access assignments and any documents assigned by class teachers to complete.

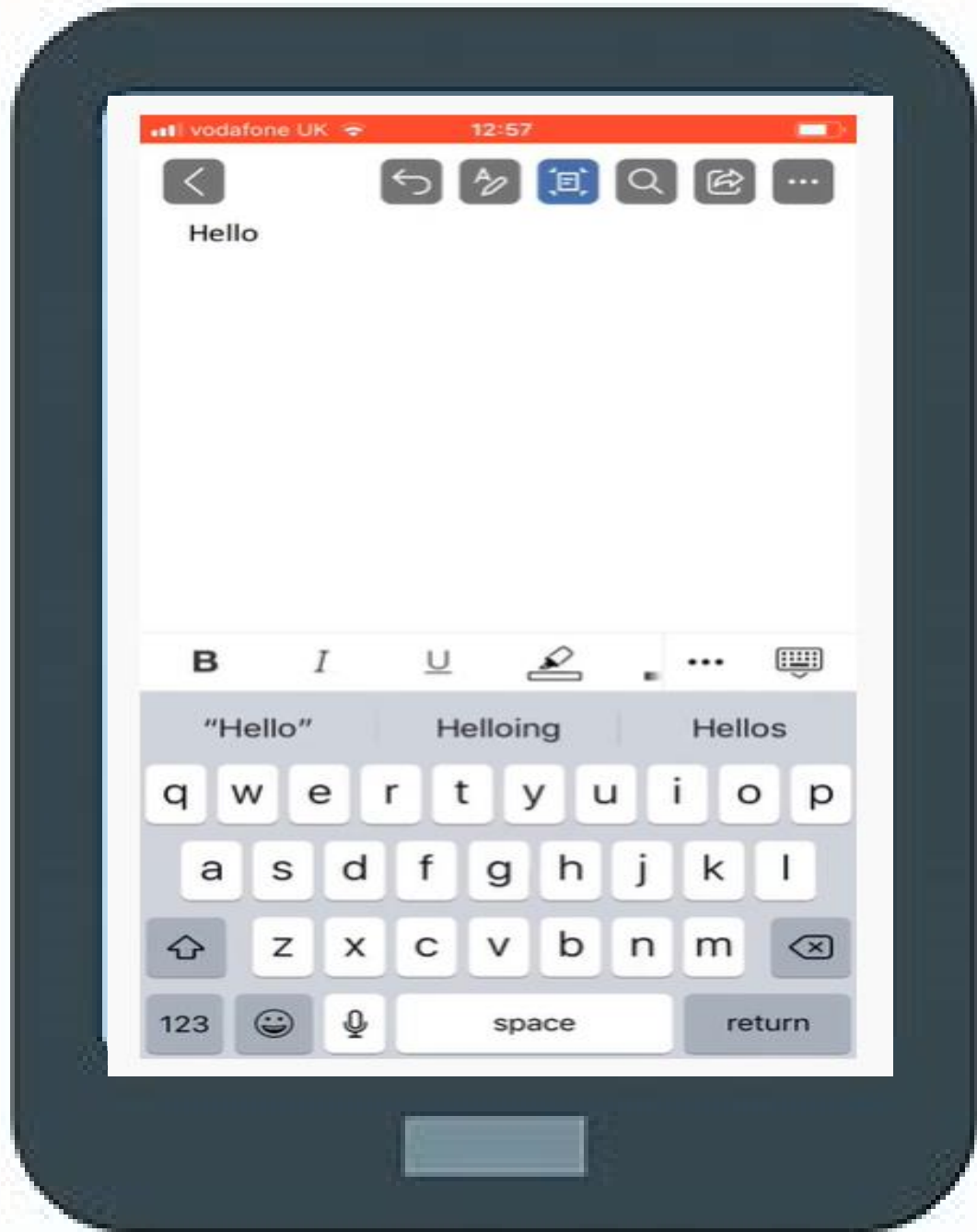


This will allow you to see all of the Teams your child is part of and view assignments. These will be in the assignments tab at the bottom of the screen. Click **view assignment** to see the specific task.

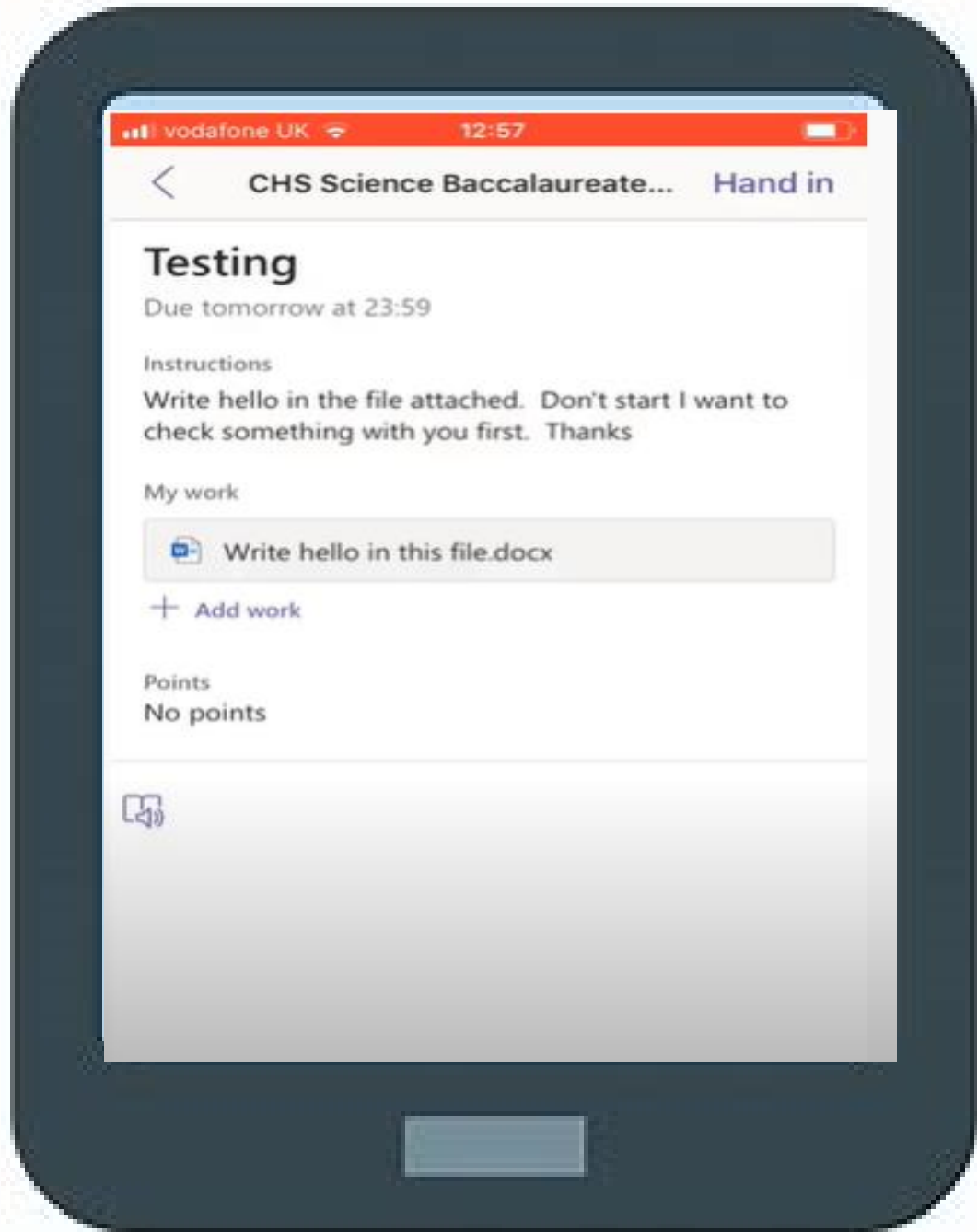


Click on the document(s) listed below the heading **My work**.

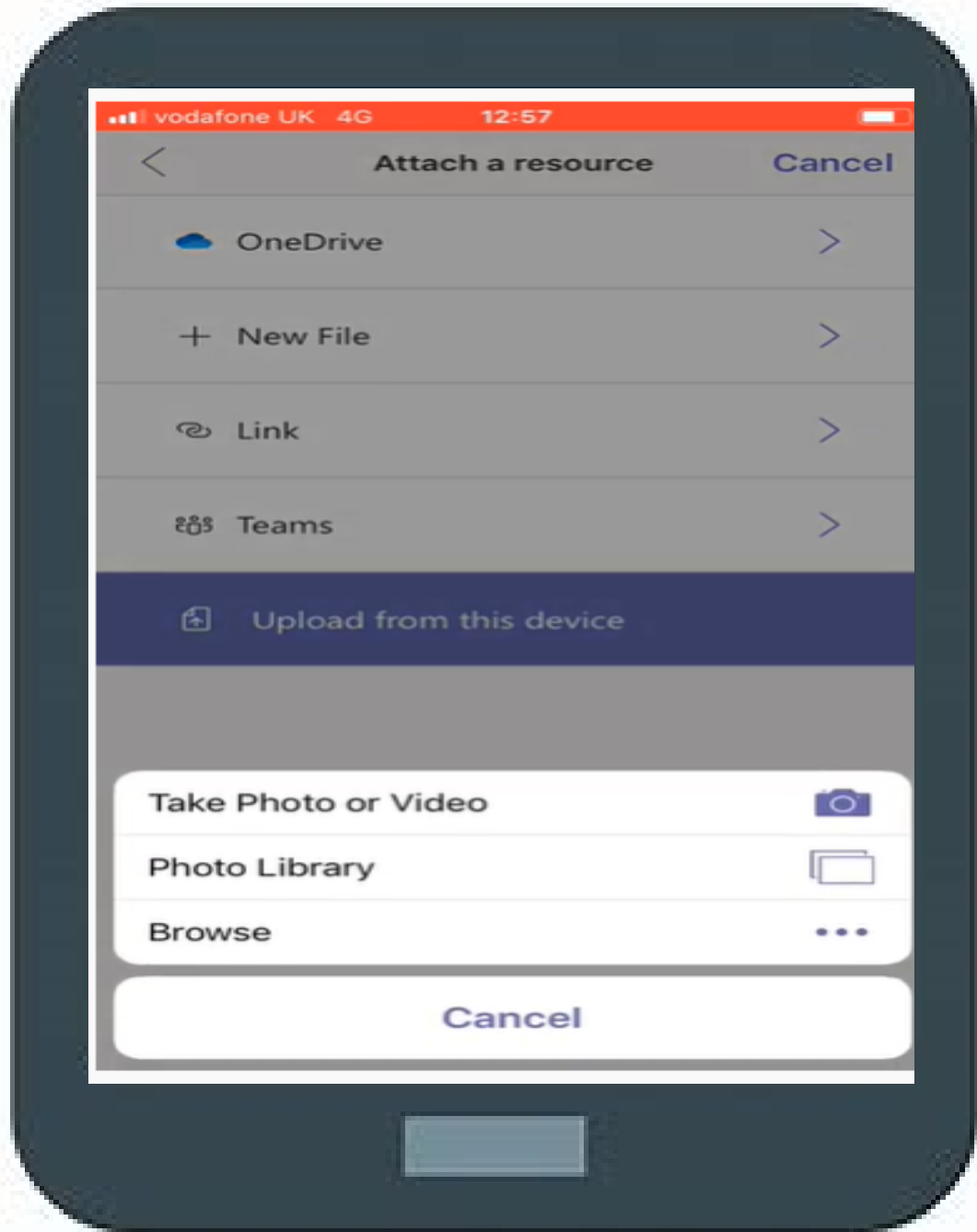
Click on the file. This will open the document in the Microsoft office app. (It might take a while for documents to load initially. (Don't worry, it will open) To edit this document you need to click the **pencil icon**.



Work automatically saves in this app as you type.
Once you have completed the task. You should exit the app and return to Microsoft Teams.



The document you worked on will now be attached to the assignment. You must click **Hand in** to submit the work to your class teacher. If you wish to add a photo or other documents. Click **Add work**



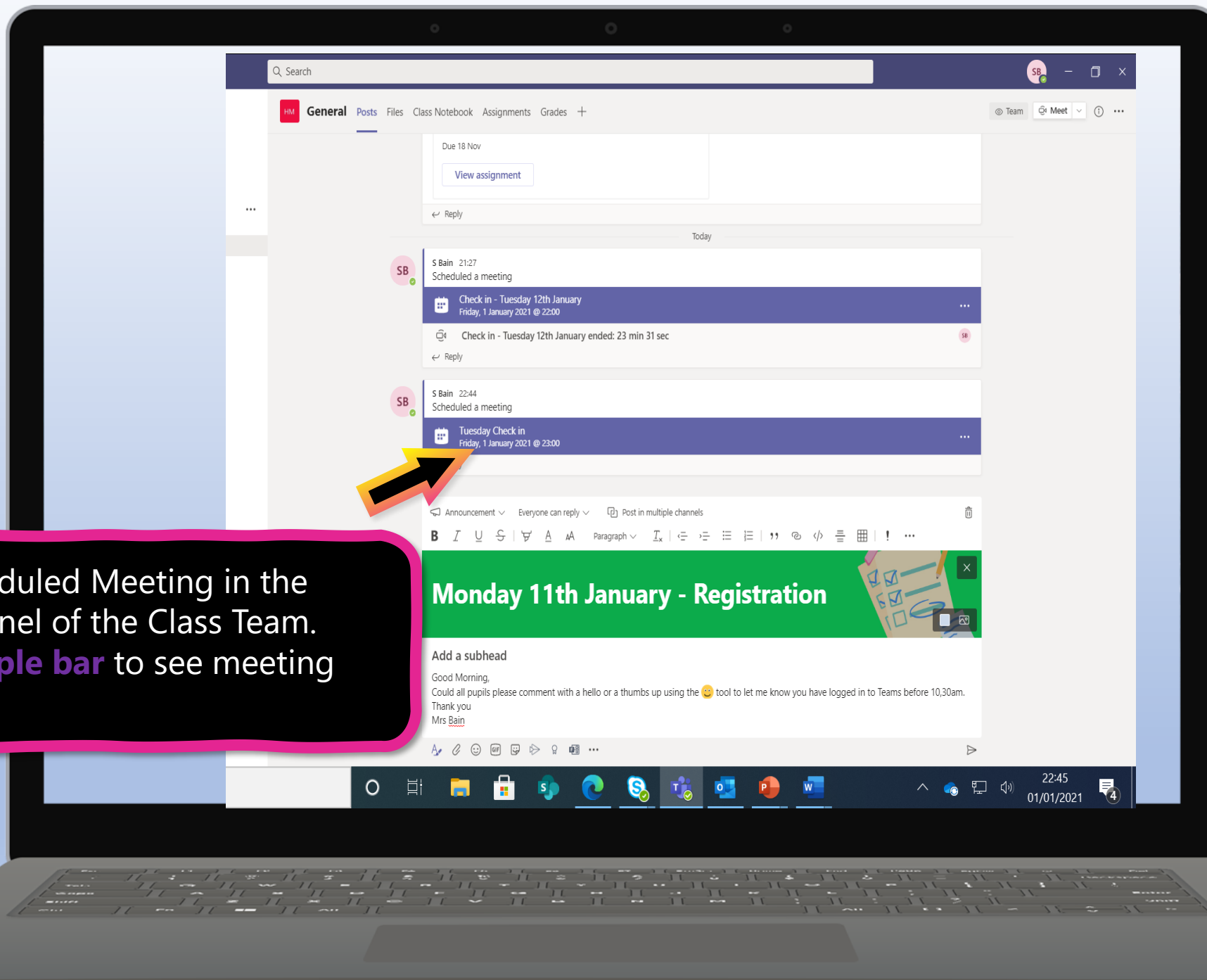
Once you have clicked Add work, you will see this option.

You can add documents or upload a photo of your work.

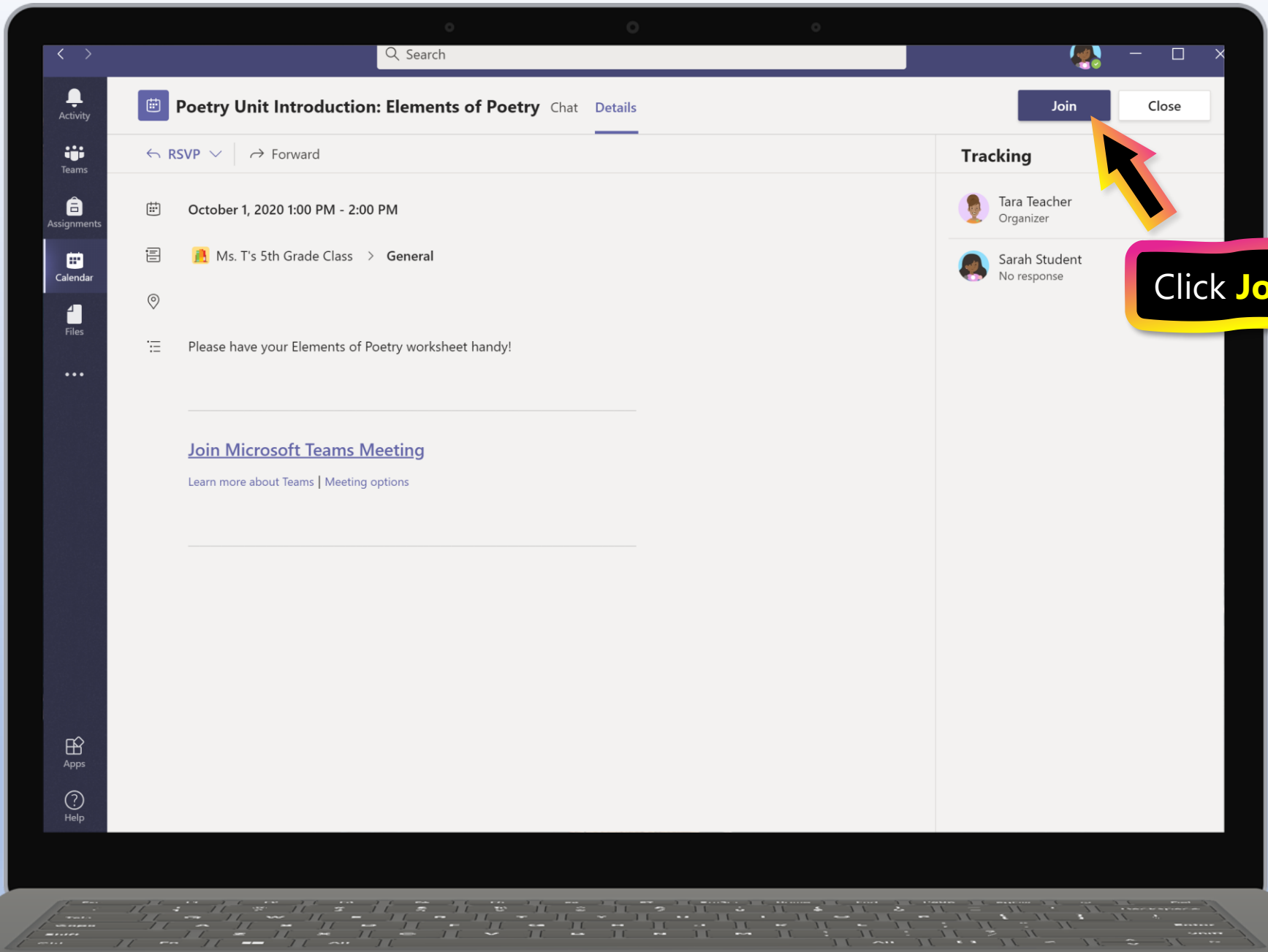
Once you have attached any extra documents.

Click **Turn In/Hand in** button to submit the work.

Joining Meetings on any device



Click on scheduled Meeting in the General channel of the Class Team. Click the **purple bar** to see meeting details.



Join

Close

Tracking

Tara Teacher
Organizer

Sarah Student
No response

Click **Join.**

Poetry Unit Introduction: Elements of Poetry

Chat

Details

← RSVP

→ Forward

October 1, 2020 1:00 PM - 2:00 PM

Ms. T's 5th Grade Class > General

Please have your Elements of Poetry worksheet handy!

[Join Microsoft Teams Meeting](#)

[Learn more about Teams | Meeting options](#)

Activity

Teams

Assignments

Calendar

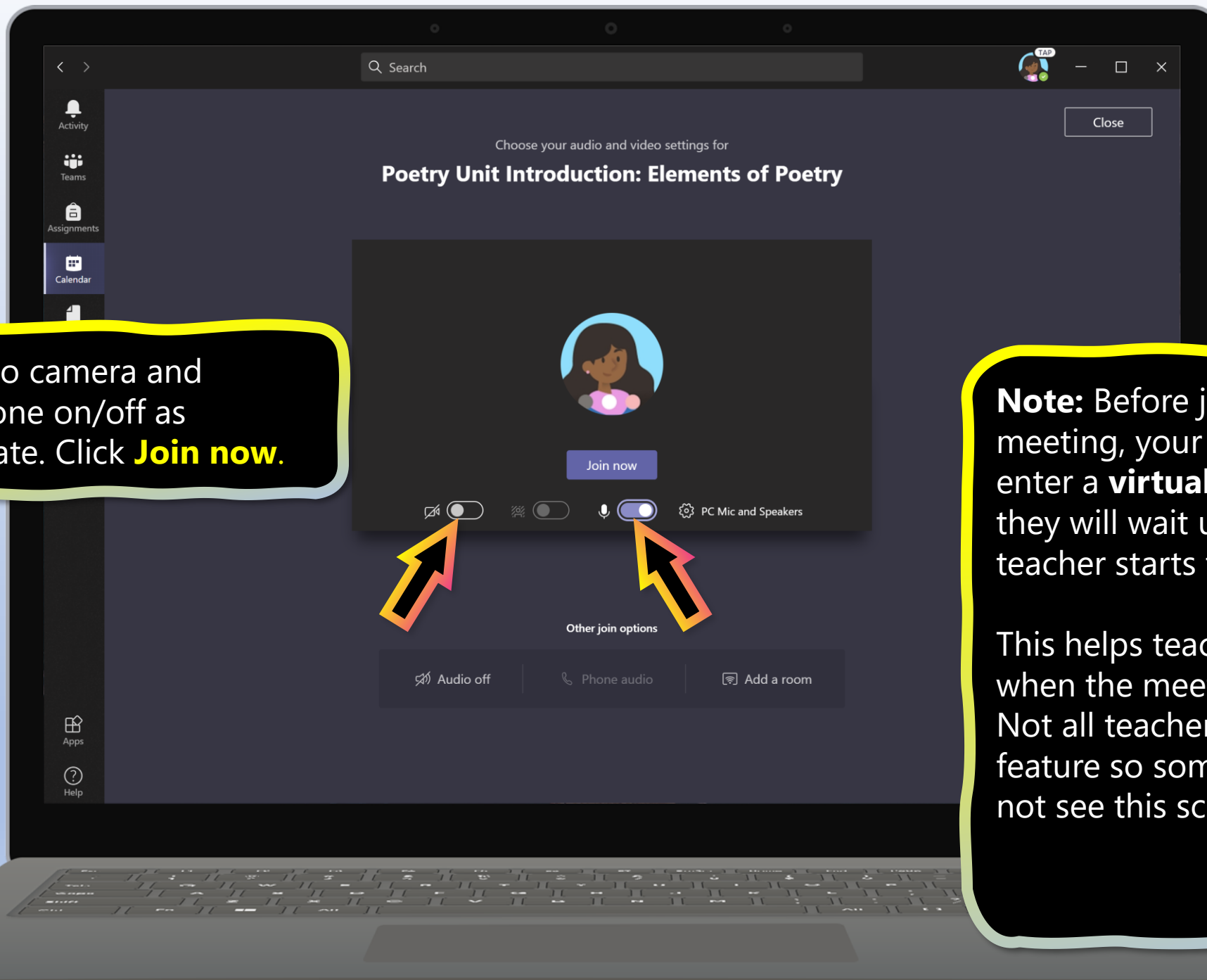
Files

...

Apps

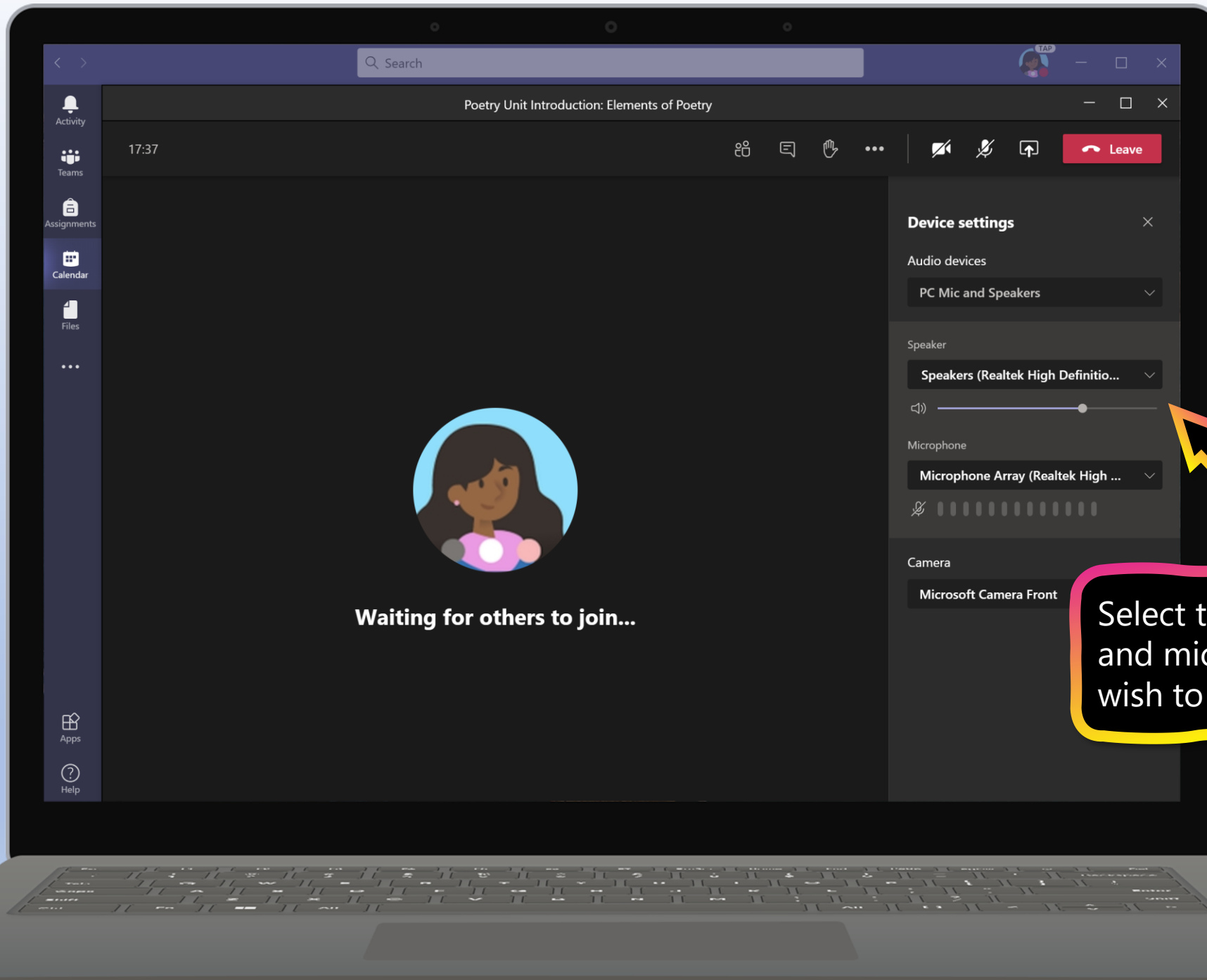
Help

Turn video camera and microphone on/off as appropriate. Click **Join now**.



Note: Before joining the meeting, your child might enter a **virtual lobby** where they will wait until the teacher starts the meeting.

This helps teachers control when the meeting starts. Not all teachers will use this feature so some pupils may not see this screen.



Waiting for others to join...

Device settings

Audio devices

PC Mic and Speakers

Speaker

Speakers (Realtek High Definitio...



Microphone

Microphone Array (Realtek High ...



Camera

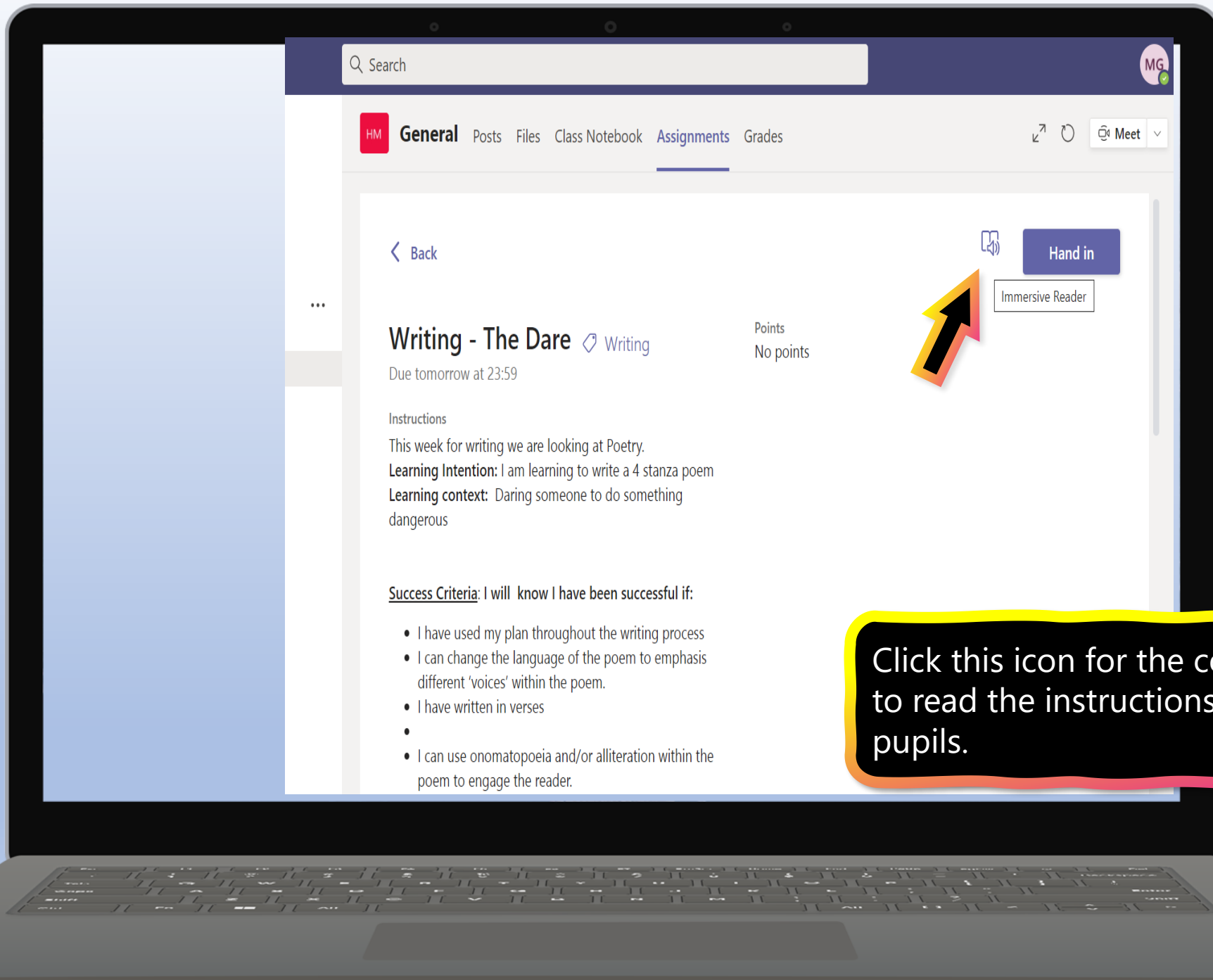
Microsoft Camera Front

Select the speakers and microphone you wish to use.

Using Immersive Reader



Immersive Reader



Search

MG



General

Posts

Files

Class Notebook

Assignments

Grades



< Back



Hand in

Immersive Reader

Writing - The Dare 📄 Writing

Points
No points

Due tomorrow at 23:59

Instructions

This week for writing we are looking at Poetry.

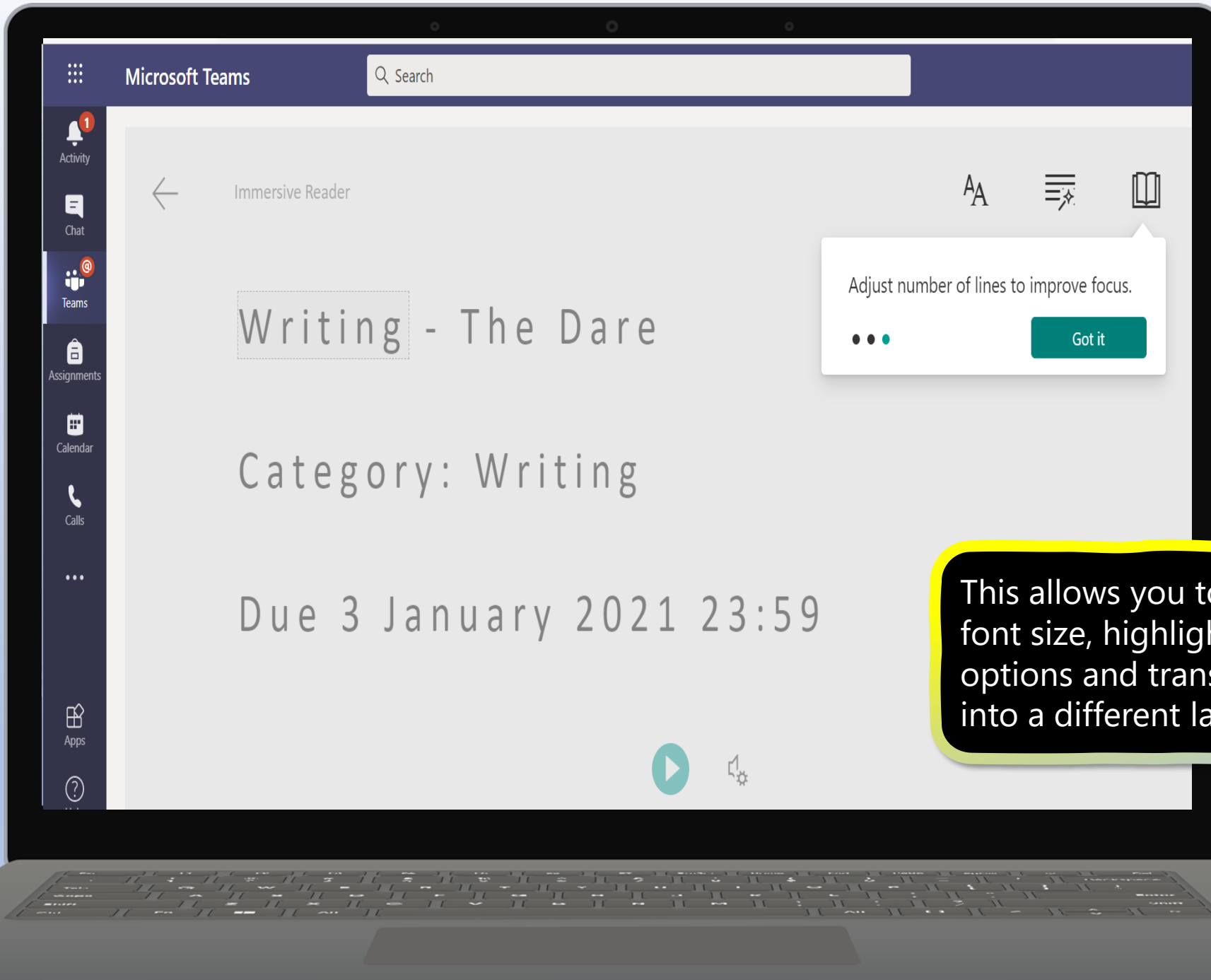
Learning Intention: I am learning to write a 4 stanza poem

Learning context: Daring someone to do something dangerous

Success Criteria: I will know I have been successful if:

- I have used my plan throughout the writing process
- I can change the language of the poem to emphasis different 'voices' within the poem.
- I have written in verses
-
- I can use onomatopoeia and/or alliteration within the poem to engage the reader.

Click this icon for the computer to read the instructions to pupils.



Writing - The Dare

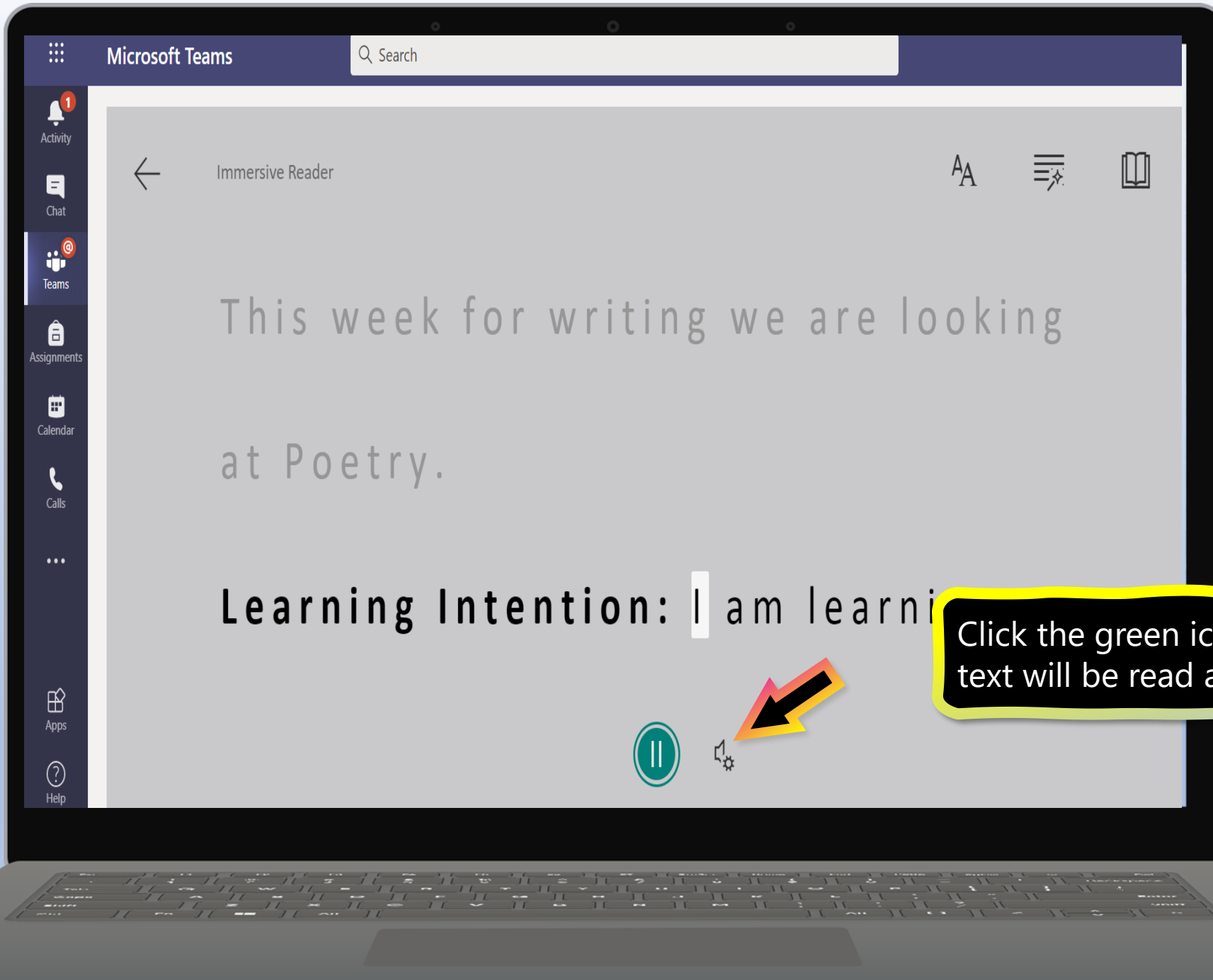
Category: Writing

Due 3 January 2021 23:59

Adjust number of lines to improve focus.

Got it

This allows you to change the font size, highlight grammar options and translate the text into a different language.



Activity



Chat



Teams



Assignments



Calendar



Calls



Apps



Help



Immersive Reader



This week for writing we are looking at Poetry.

Learning Intention: I am learning

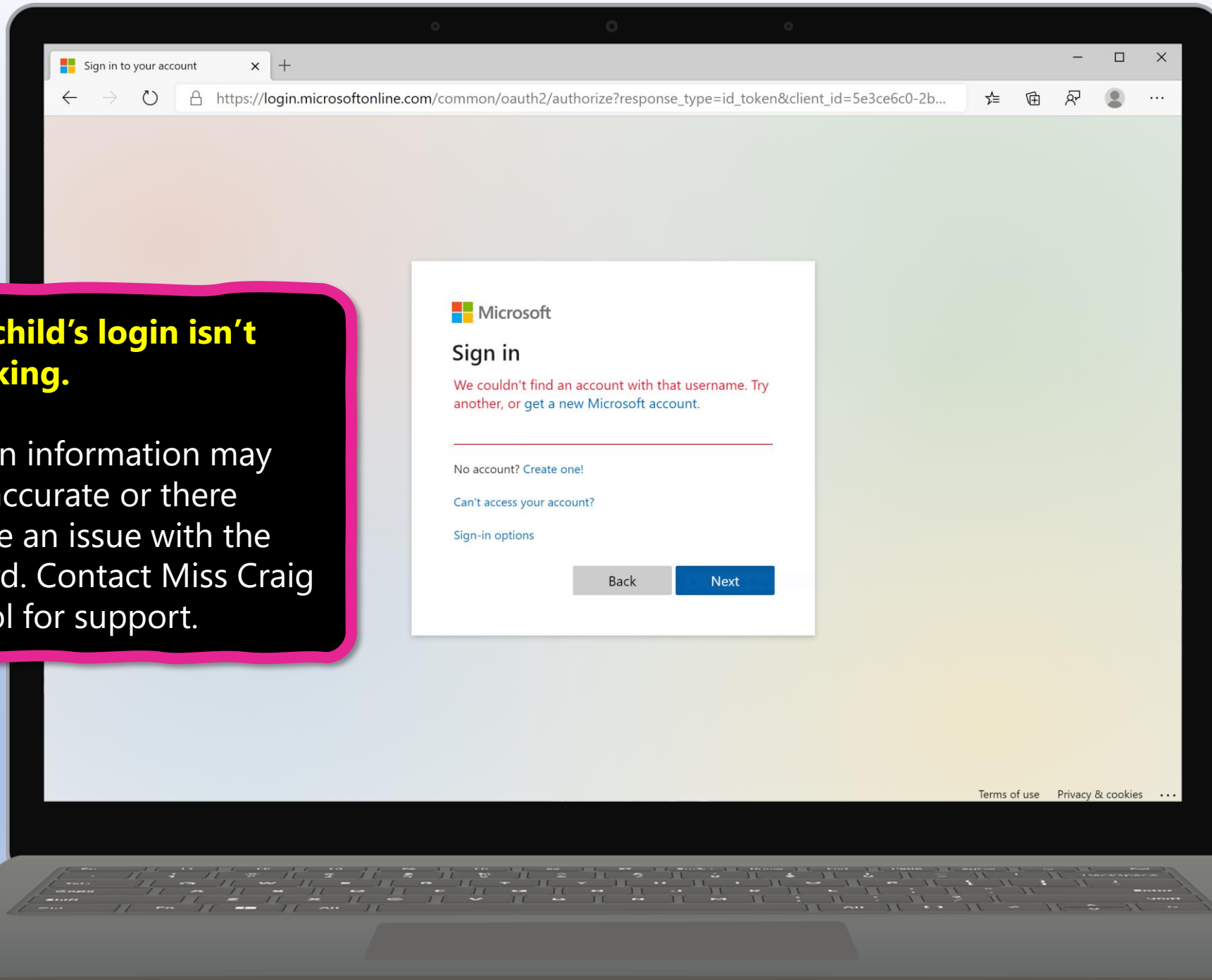


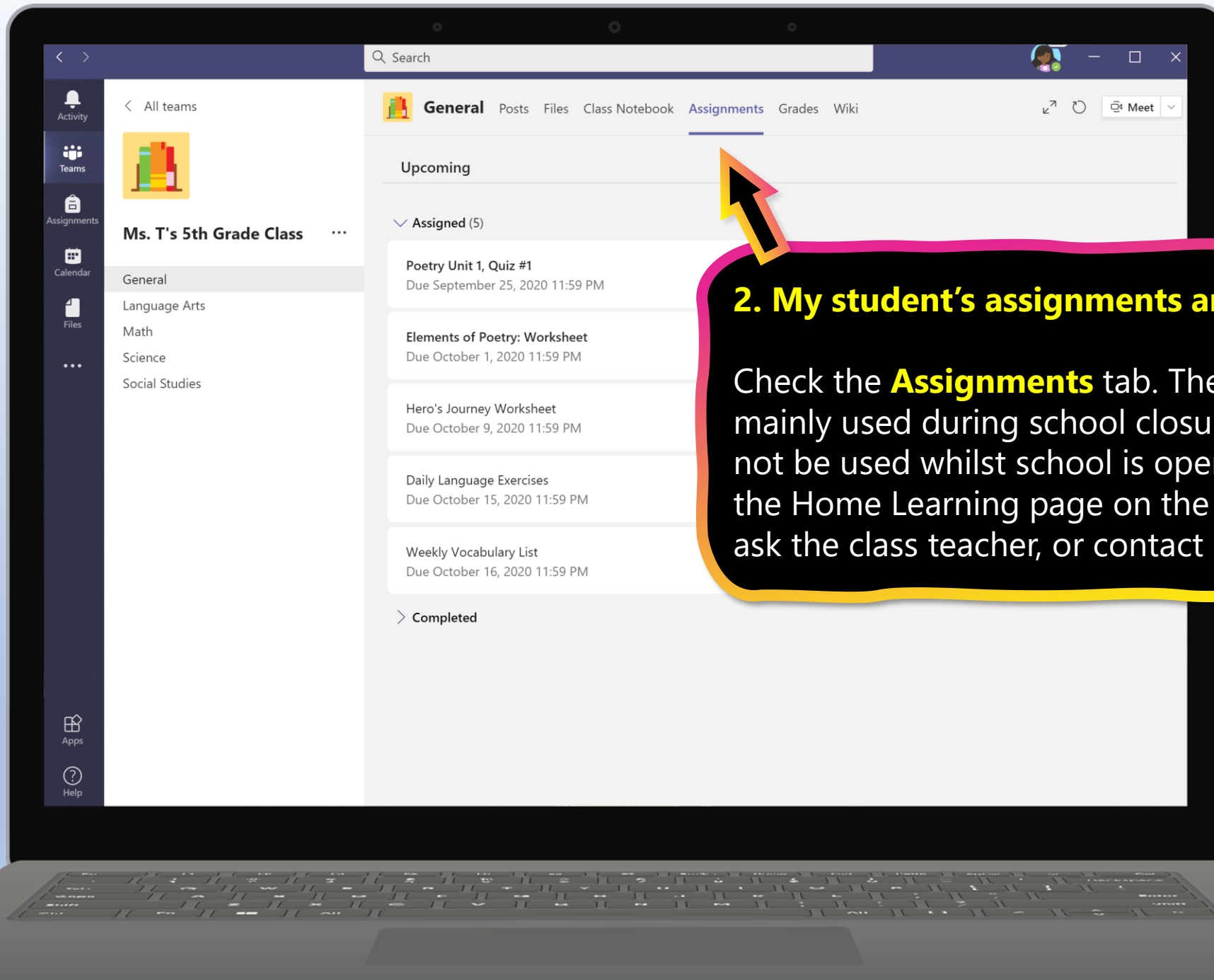
Click the green icon and the text will be read aloud.

FAQ's & Troubleshooting

1. My child's login isn't working.

The login information may not be accurate or there might be an issue with the password. Contact Miss Craig at school for support.





2. My student's assignments are missing.

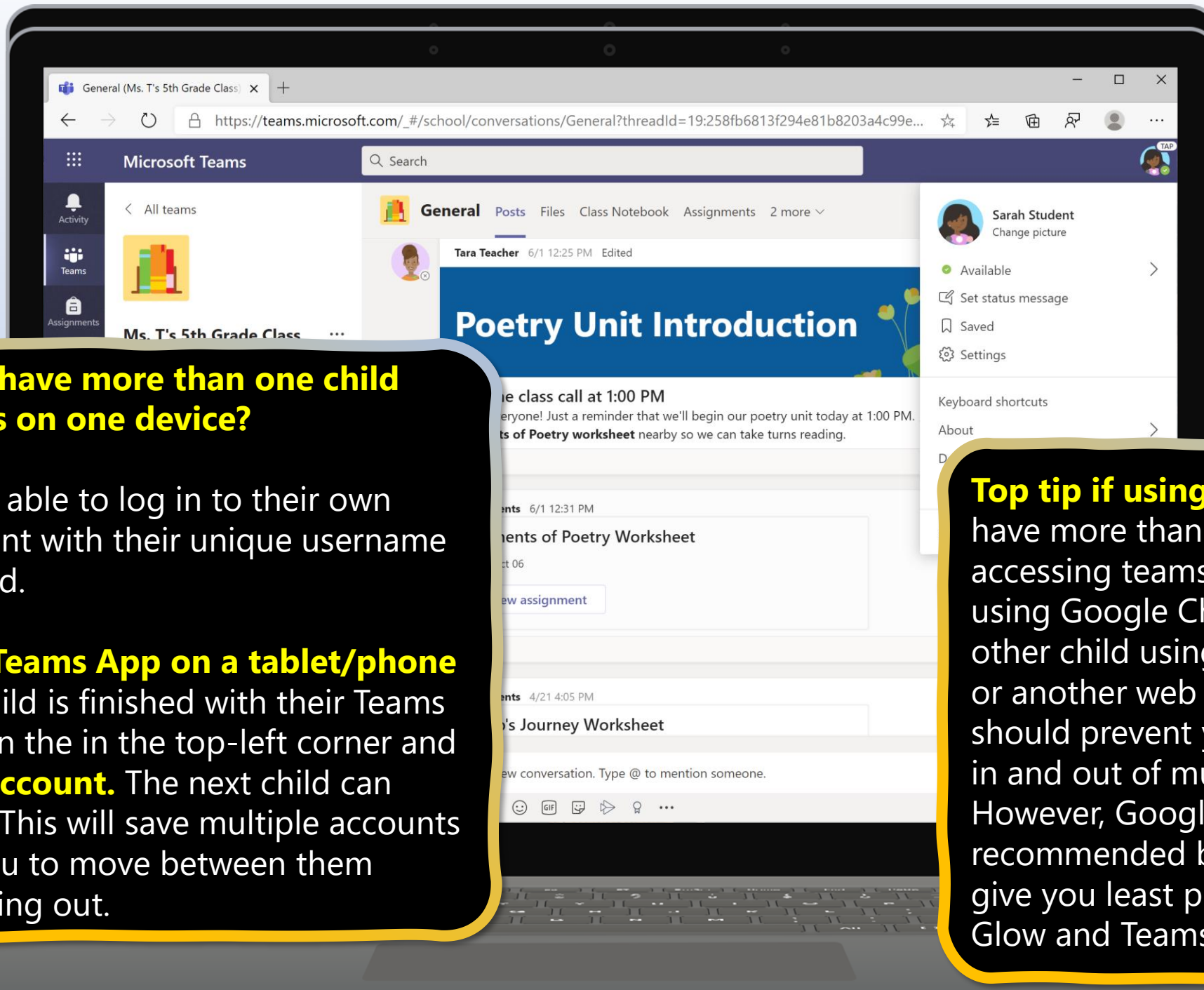
Check the **Assignments** tab. These were mainly used during school closure and may not be used whilst school is open. Check the Home Learning page on the website, ask the class teacher, or contact Miss Craig.

3. What if I have more than one child using Teams on one device?

Each pupil is able to log in to their own Teams account with their unique username and password.

If using the **Teams App on a tablet/phone** when one child is finished with their Teams work, click on the in the top-left corner and select **Add account**. The next child can then log in. This will save multiple accounts and allow you to move between them without signing out.

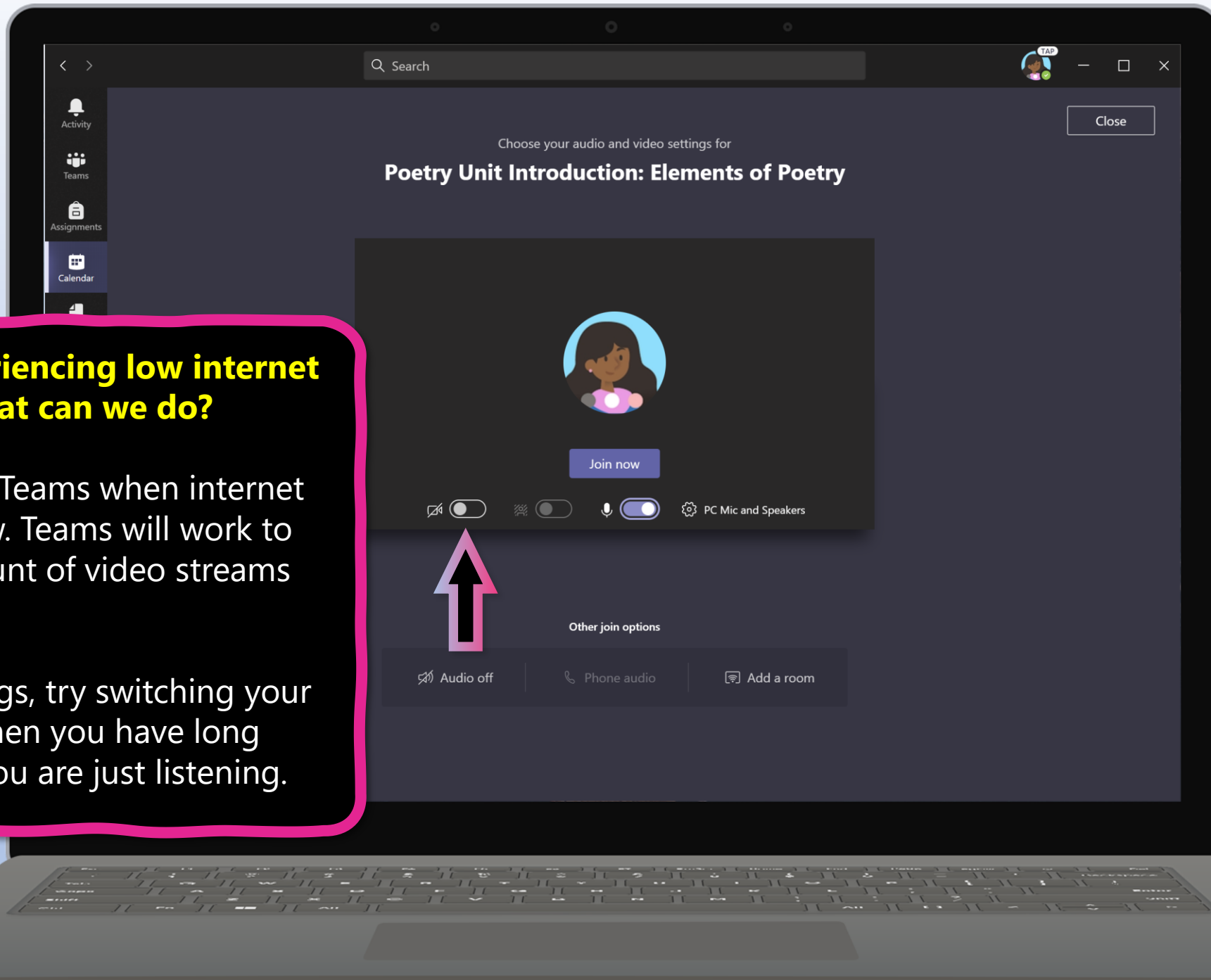
Top tip if using a laptop: If you have more than one child accessing teams. Log one child in using Google Chrome and your other child using Microsoft Edge or another web browser. This should prevent you having to log in and out of multiple accounts. However, Google Chrome is the recommended browser which will give you least problems using Glow and Teams.



4. We are experiencing low internet bandwidth. What can we do?

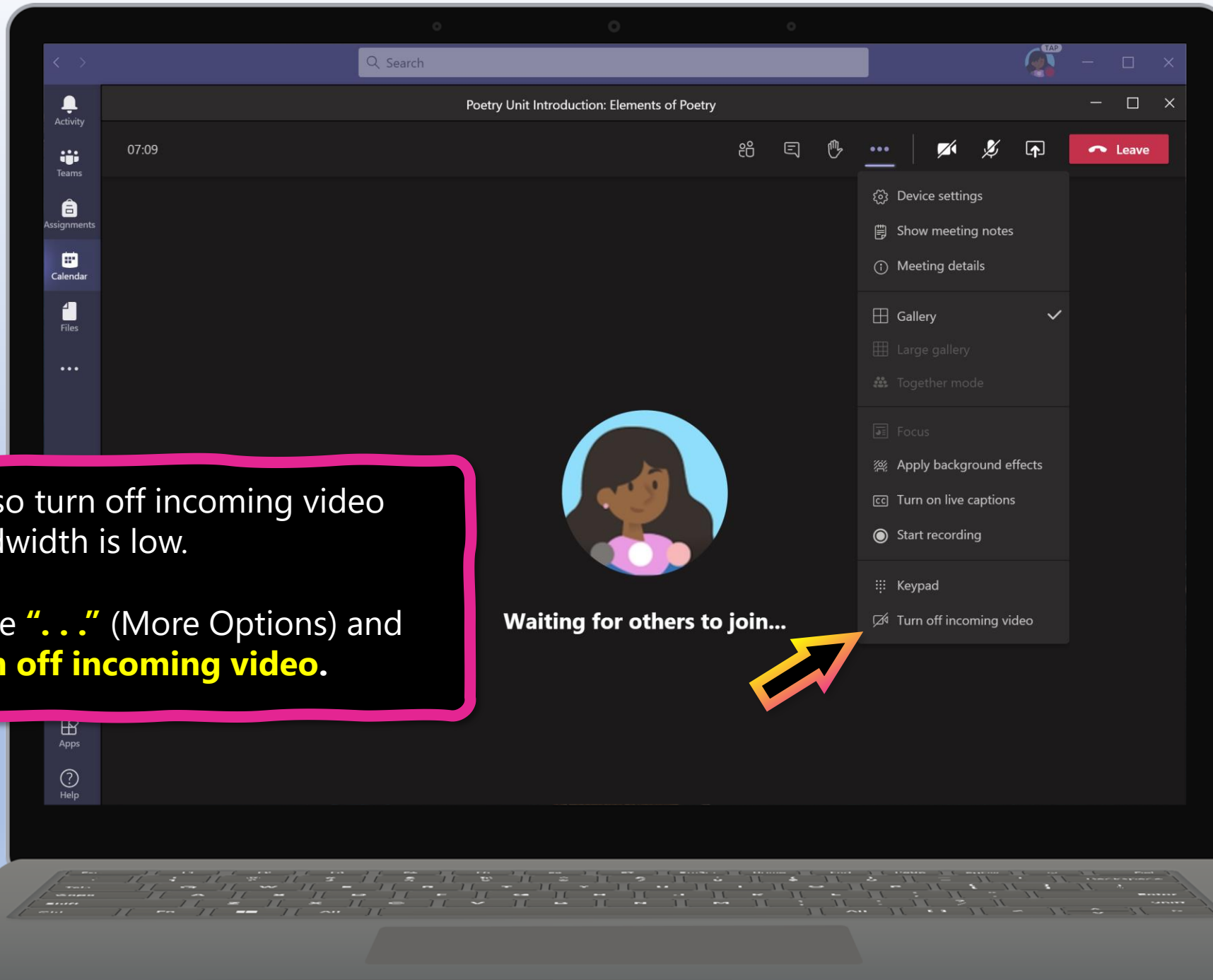
You can still use Teams when internet bandwidth is low. Teams will work to reduce the amount of video streams automatically.

In online meetings, try switching your camera off or when you have long periods where you are just listening.



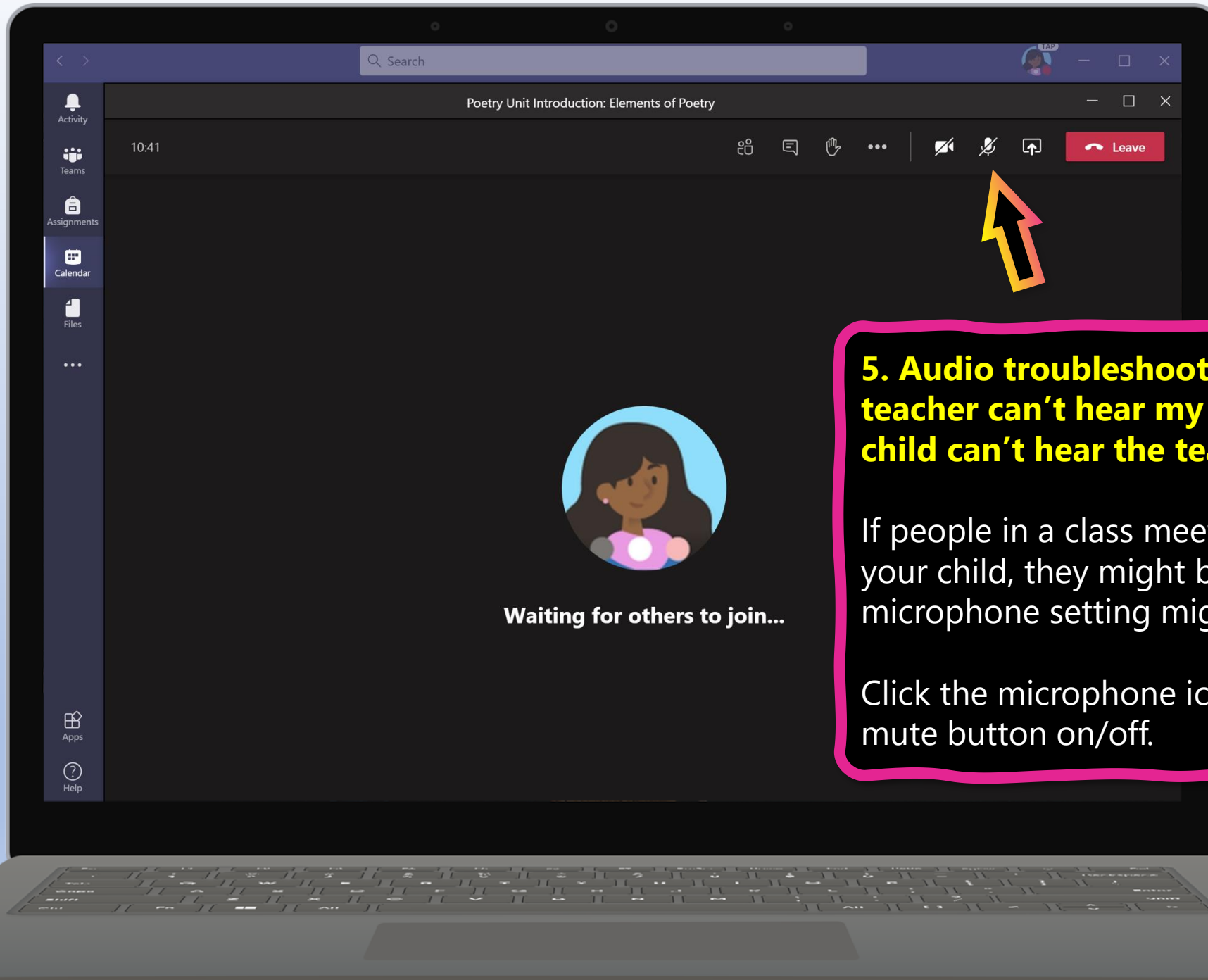
You can also turn off incoming video when bandwidth is low.

Click on the "... " (More Options) and select **Turn off incoming video**.



Waiting for others to join...

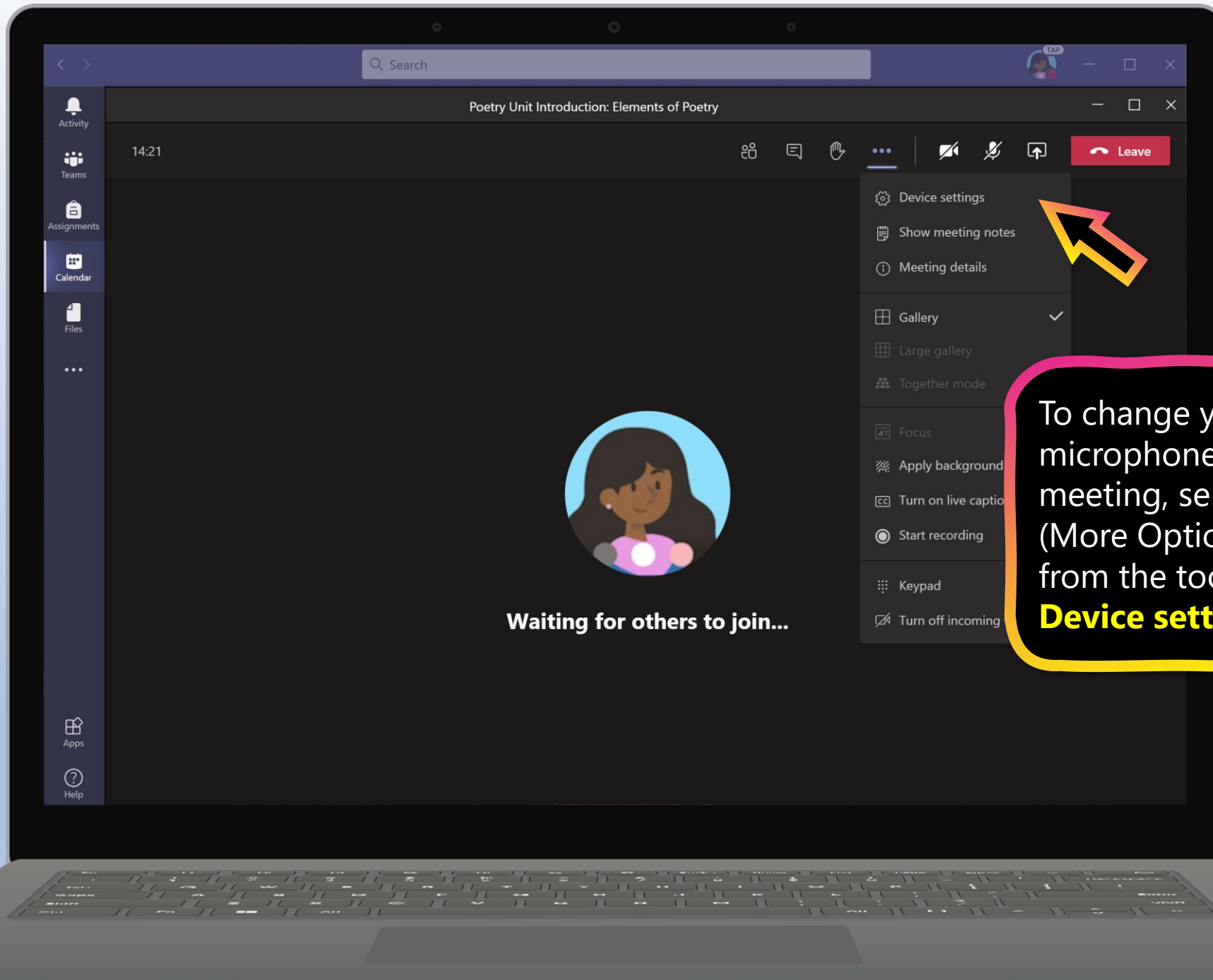
- Device settings
- Show meeting notes
- Meeting details
- Gallery ✓
- Large gallery
- Together mode
- Focus
- Apply background effects
- Turn on live captions
- Start recording
- Keypad
- Turn off incoming video



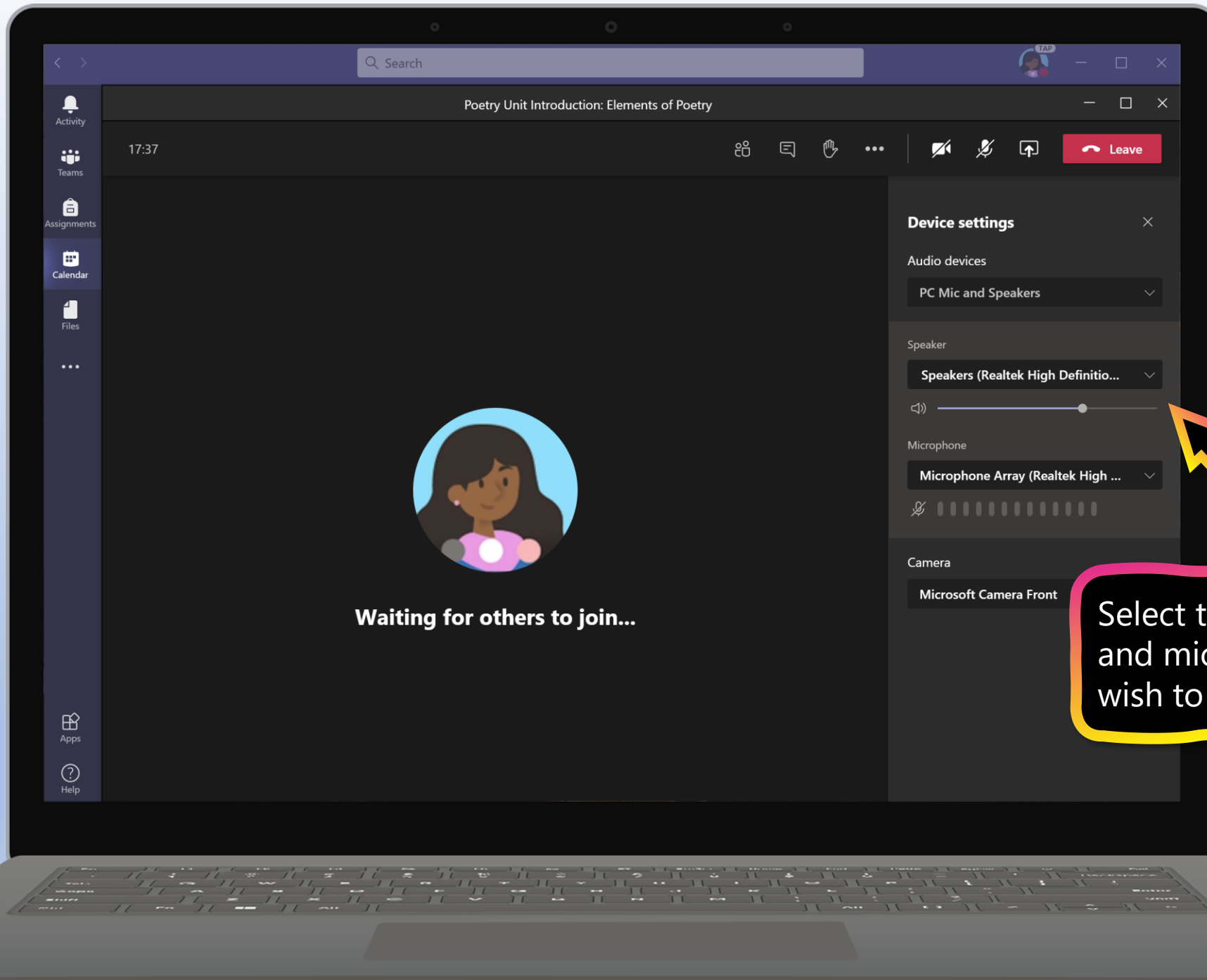
5. Audio troubleshooting: The teacher can't hear my child, or my child can't hear the teacher.

If people in a class meeting can't hear your child, they might be muted or the microphone setting might be incorrect.

Click the microphone icon to turn the mute button on/off.



To change your speaker or microphone settings in a meeting, select the "..."
(More Options) button from the toolbar. Click **Device settings**.



Waiting for others to join...

Device settings

Audio devices

PC Mic and Speakers

Speaker

Speakers (Realtek High Definitio...



Microphone

Microphone Array (Realtek High ...



Camera

Microsoft Camera Front

Select the speakers and microphone you wish to use.