



## Parent and student guide to using 'Teams'



Getting started	<ol style="list-style-type: none"><li>1. Log into teams via the school website and sharepoint (click on the 9 dots) teams is an option.</li><li>2. Once you open Teams you will see your classes.</li><li>3. A free app is available to download on phones/ ipads via the link below.</li><li>4. If accessing directly through the internet, google chrome will help the accessing of work.</li></ol> <p><a href="https://teams.microsoft.com/downloads#allDevicesSection">https://teams.microsoft.com/downloads#allDevicesSection</a></p>
Completing assignments	<ol style="list-style-type: none"><li>1. Once you can see your classes, you will see a small red circle containing a number. This shows you that work has been set and waiting for you to attempt</li><li>2. Follow your teacher instructions.</li><li>3. You can complete the task directly on to the document. This will not alter the main version and no body other your teacher will see your work.</li><li>4. Click 'ok' once you have completed the work, you will then be prompted to click 'hand in'.</li><li>5. This work will then go to your teacher.</li><li>6. Alternatively, you can complete work in your green exercise book. If you wanted to take a picture you could send this to your teacher via 'teams chat' or by email.</li><li>7. You can use the 'chat' facility to ask your teacher questions about the work.</li><li>8. We expect students to exercise the highest possible conduct when using this facility. 'Teams' is frequently monitored by senior staff and any student not using it correctly will no longer be granted access.</li></ol>
Feedback	<ol style="list-style-type: none"><li>1. Your teacher will provide timely and formal feedback. This could include corrections required or suggested improvements for future work.</li></ol>
Praise	<ol style="list-style-type: none"><li>1. Student work/ participation can be praised via the 'praise' medal logo.</li><li>2. Select the 'badge' that is the most relevant. From here you can add the name of the student and add a note explaining why they are being rewarded. Again, maintain the highest levels of professionalism. Refer specifically to the quality of work and/ their attitude to learning</li></ol>
Year 11	<ol style="list-style-type: none"><li>1. Year 11 will still be set work via teams.</li><li>2. Where appropriate, this will support any predictions we may be asked for. (Eg Coursework completed, extended answers and exam questions which close known gaps in knowledge)</li></ol>

	<ol style="list-style-type: none"><li>3. We here at Birches Head Academy still believe that we have a moral obligation to prepare our Year 11 learners for college and future study. To that end we expect learners to complete work set which will continue to build their skills.</li></ol>
Additional notes	<ol style="list-style-type: none"><li>1. Teams is still a new platform for our school community.</li><li>2. User guides will be continually developed as we continue to use Teams to its full capacity.</li><li>3. We appreciate the parent support in keeping our learners making progress during this time.</li></ol>