

## **A Student Guide to Using Email & Microsoft Teams for Remote & Blended Online Learning**

### **Section 1**

- How to log on to your school email at school or at home
  - How to use your email
  - How to reply to an email
  - How to add an attachment to an email
- **IT and Microsoft Teams Acceptable Usage Policy**

### **Section 2**

How to use Teams on a Desktop or a Laptop

- How to log on
- How to upload an assignment
- How to access and respond to feedback given to you by your teacher

### **Section 3**

How to use Teams on a tablet or mobile phone

- How to log on
- How to upload a picture of work you have completed as an assignment

### **Section 4**

- Usernames and passwords for online platforms

### **Section 5**

Commonly asked question

### **Section 6**

Dos and Don'ts of remote learning

## **Why are we developing our on line learning platform?**

Here at Holy Trinity, we are all committed to giving you the best learning experience possible, whether you are in school, self-isolating, off school because for some other reason and working from home, if you just want to double check your notes from lesson or finally because we will be encouraging you to use the online learning material for revision.

We appreciate this is new, and that for many students and parents, online learning and using Microsoft Teams is new and maybe challenging. This booklet should help you find your way around Teams through a list of answers to the common questions that both students and parents.

We are also going to do some training in form time.

If you have any questions please just ask your teacher or contact Mrs. Dolan by email ([tdolan@holytrinitybransey.org](mailto:tdolan@holytrinitybransey.org))

It is however a platform which needs to be used correctly and not abused. Your interactions with teachers will be monitored by them, however inappropriate use of Microsoft Teams, as a social networking platform, either in school or outside will be monitored.

Please take careful note of the IT & Microsoft Teams acceptable usage policy (section 1)

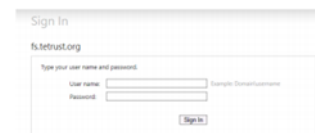
## Section 1

### How to log on to your school email at school or at home

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to [www.office.com](http://www.office.com)

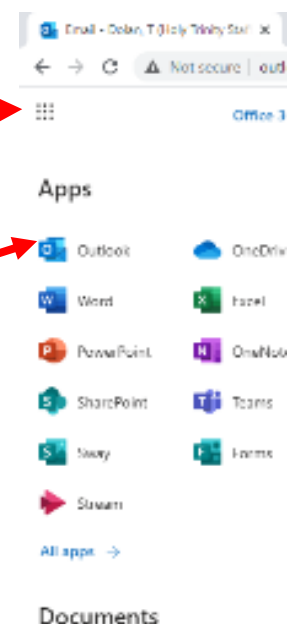


Click sign in and sign in with your full school email address which is your computer username followed by @holytrinitybarnsley.org Example: Joanna Bloggs is in year 7, so her email address is joannabloggs@holytrinitybarnsley.org You will then be directed to the login page for the school – this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school.



Look for the 'waffle' in the left-hand corner, click on it. When the drop down menu appears click on 'outlook'.

This is your school email account



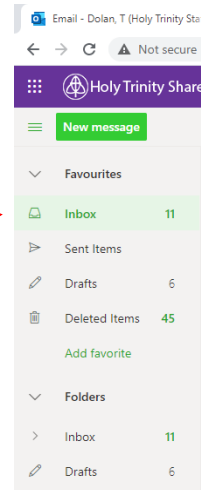
Your username is your full name

Your email address is the same followed by @holytrinitybarnsley.org (no spaces)

## How to use your email

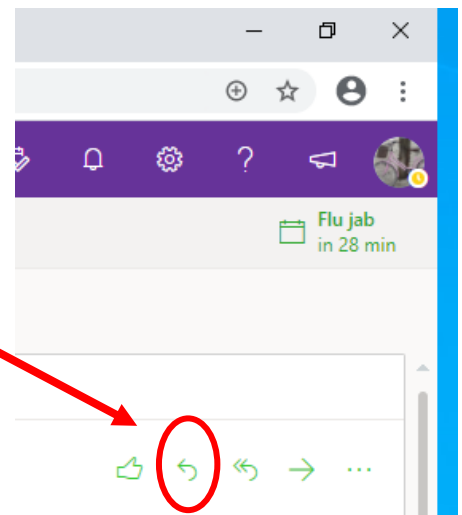
If you have a new, unread email this will appear in your 'inbox'– it will be highlighted in BOLD and if a different colour.

You can also see how many unread new emails you have

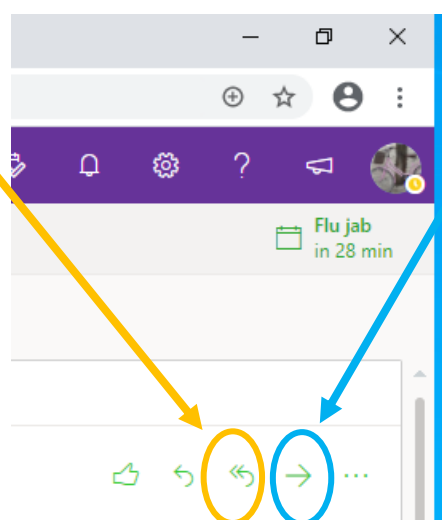


## How to reply to an email

Once you have opened your email you may want to reply to the sender. You can do this by clicking on the backwards single arrow in the top left hand of the email

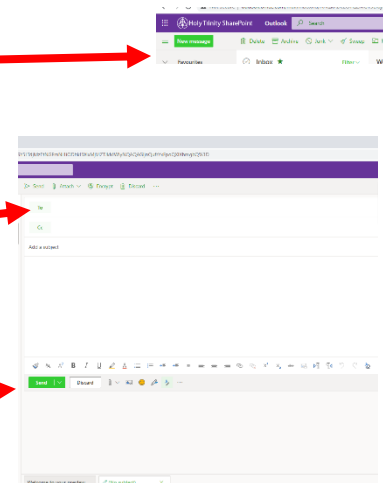


The other arrows allow you to reply to **everyone** who was sent the email or **forward it** to someone else



## How create your own email

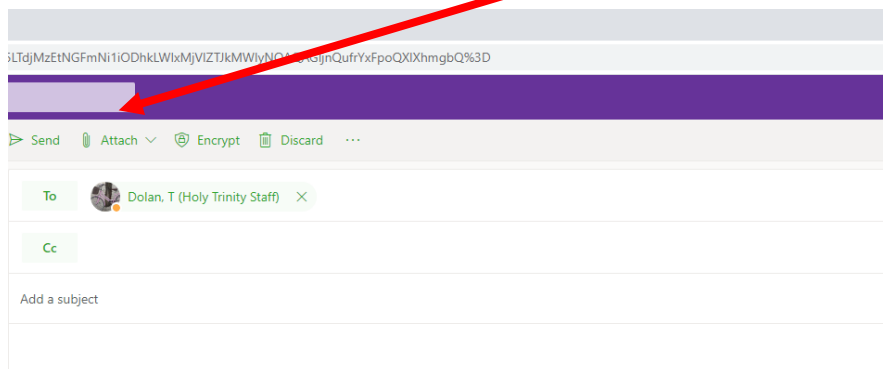
1. Click on new message
2. You will get a blank email
3. You can then add the email address of the person you want to contact in the 'To' box
4. Type your message – don't forget to give your message a title and then press send



## How to add an attachment to an email

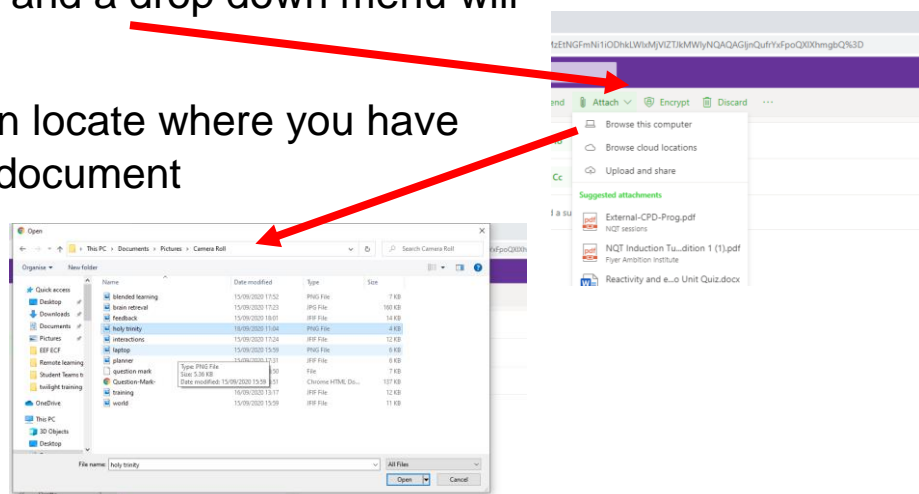
Write your email as above and then you can add the document you want to send as a 'Attachment'

Above the 'To' box is an 'attach' box



Click on this and a drop down menu will appear.

You can then locate where you have stored your document



Press open and the document will attach to your email

## **IT and Mobile Phone Acceptable Usage Policy**

Common question raised by students are:

*What exactly is an 'ICT & Mobile Phone Acceptable Use Policy'?*

*Why do we need to have one?*

*Who does it protect?*

Developing a blended learning platform or extending our remote learning so that if students are required to work from home, for any reason, or want to use school resources to extend their learning in their own time, we need to change the way we work. Not all learning has to take place in the classroom, but there can also be distractions at home – not getting up, watching TV, social media, gaming platforms. If you are required to work from home you need to develop good habits (see section 6)

Remote and blended learning requires teachers and students to adapt some normal classroom routines to the online world, but the normal high expectations of behaviour will remain.

We have a policy in place to make sure everyone uses the IT systems and mobile phones correctly and to make sure everyone is safe and protected from any possible harm,

### **Therefore:**

The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden.

Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated. Any profile names used be school usernames.

Any visual or audio file shared with others must be appropriate to the learning task.

Students must not interfere with another student's work, whether it is work submitted on a platform or shared work in a collaboration space (such as in OneNote).

You will be asked to sign the Holy Trinity IT and Mobile Phone Acceptable Usage Policy – which shows you understand the policy and the sanctions in place if you do not follow the clear rules.

When working remotely.....

There is an expectation that students will engage in online collaborative work when requested by their teacher, work in a respectful and helpful manner, following instructions carefully.

When submitting academic work, students must adhere to the usual standards of academic honesty and be careful not to plagiarise work, avoiding copying off the internet and submitting as their own assignment work.

Students are expected to take reasonable steps to complete learning tasks in the timescales set by teachers so as to maintain progress in their studies.

Remote and blended learning requires greater self-management of task completion by students, given the absence of physical face-to-face teacher pupil contact. Timely communication of expected/experienced delays to work submission, and an openness of both parties to listen and adapt to the dynamic challenges collectively faced, are key to maintaining strong teacher-student learning relationships and academic progress.

## **SECTION 2 – USING TEAMS ON A DESKTOP OR A LAPTOP**

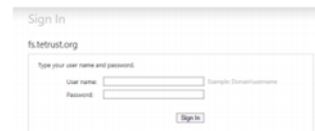
### **Teams – How to Login**

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to [www.office.com](http://www.office.com)

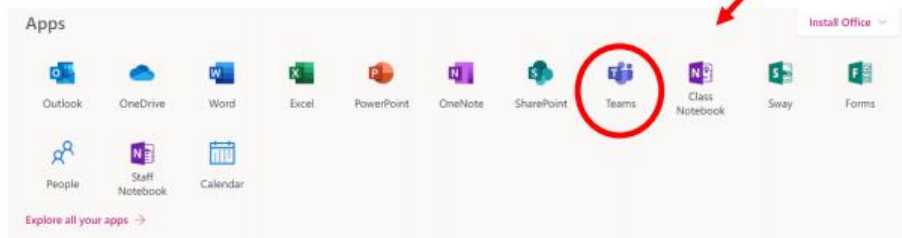


Click sign in and sign in with your full school email address which is your computer username followed by

@holytrinitybarnsley.org Example: Joanna Bloggs is in year 7, so her email address is joannabloggs@holytrinitybarnsley.org You will then be directed to the login page for the Trust – this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school. Once you sign in, you will get the page below



Click on the Teams icon

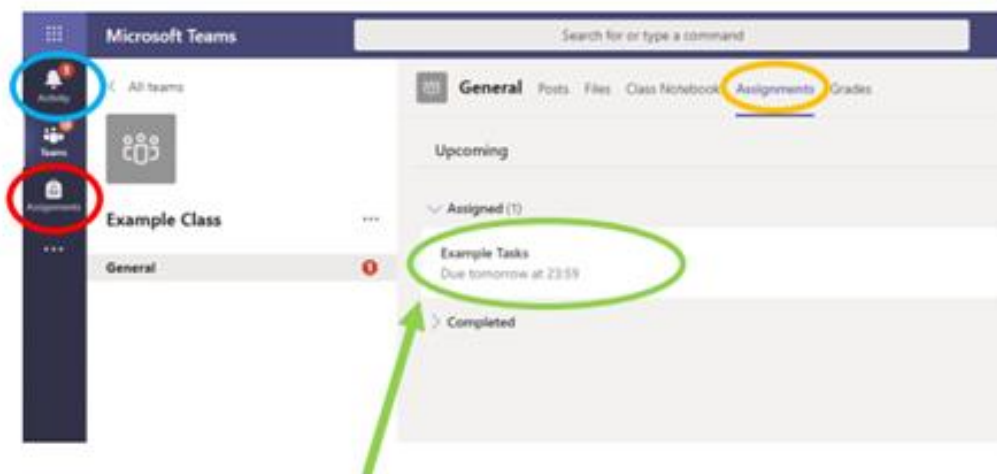


You should now see all the Teams that we have set up for you at school. You can also install the desktop version of Teams for free.

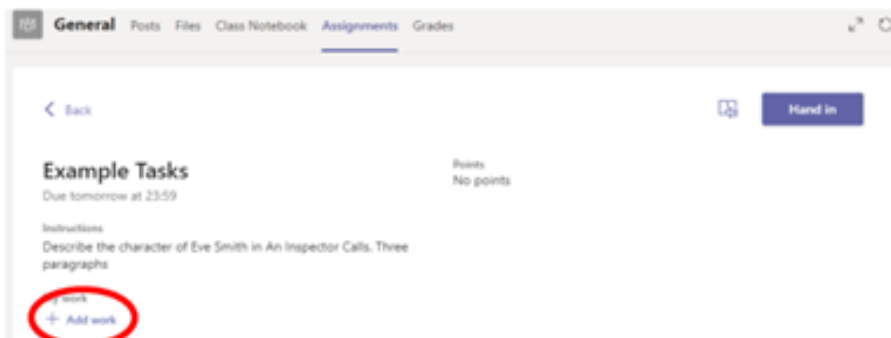


## **Teams – Uploading an assignment**

Your teacher can set assignment for you to complete. You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue. By clicking this notification, you will be brought to the assignments page. You can also click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.

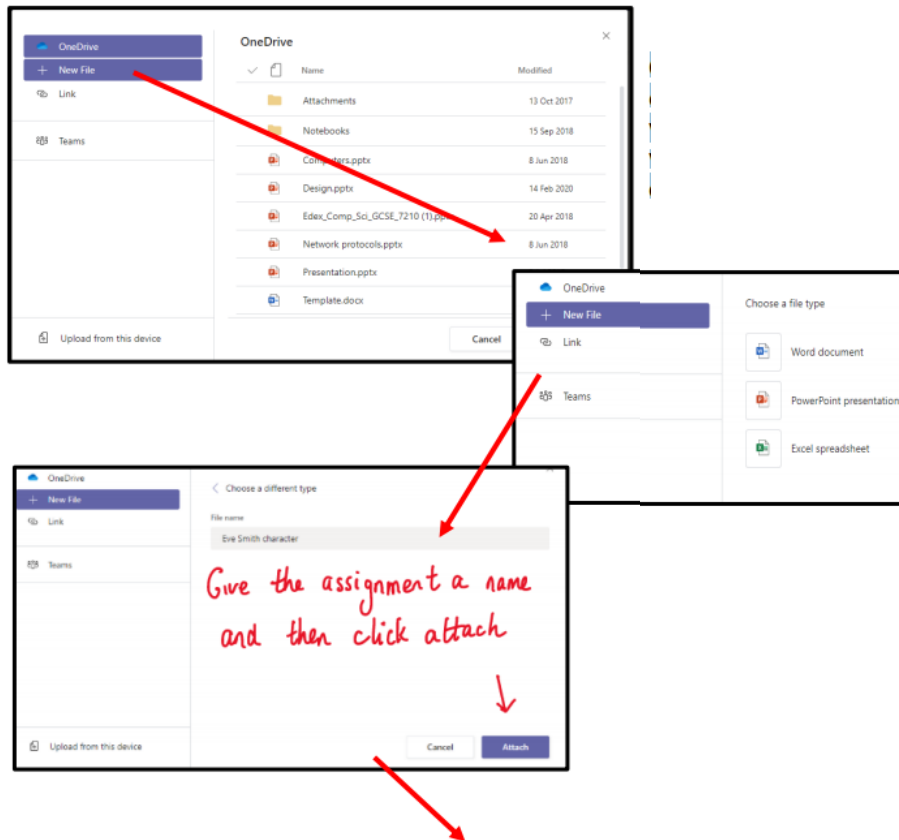


Click on the assignment to access the task. To add some work, we first need to create a new document, then complete our work in it.



## Using a new file

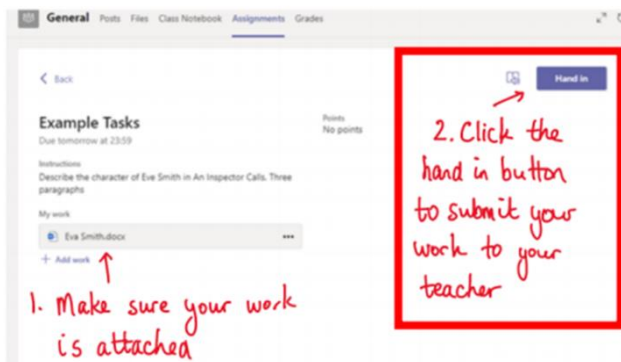
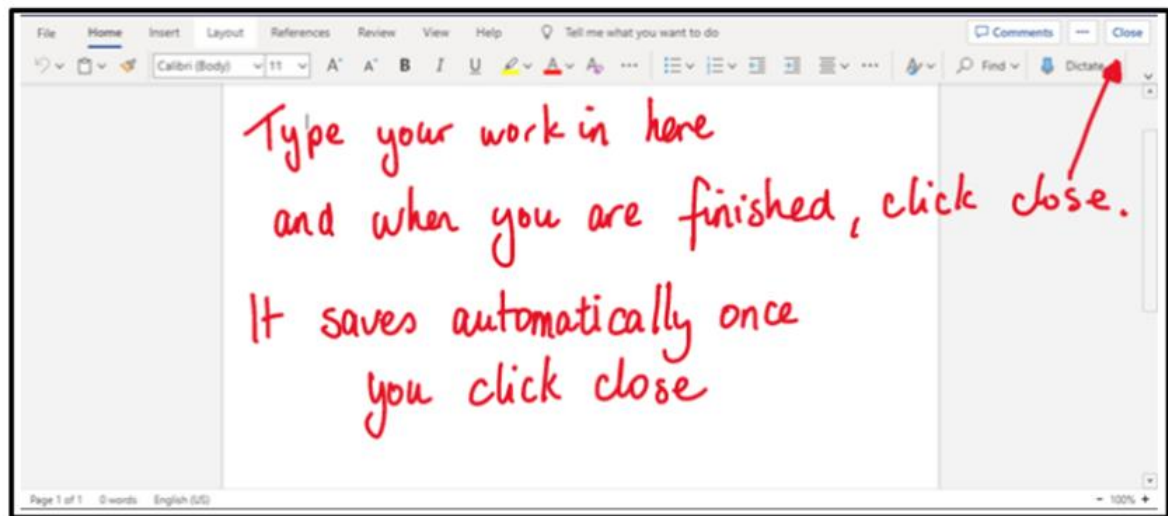
Click on new file and decide what format you will be submitting your work, Word, Powerpoint or Excel



You have now created your document that you can start writing your work into. To start your work, click on the document name.



## Student Guide to Using Microsoft Teams

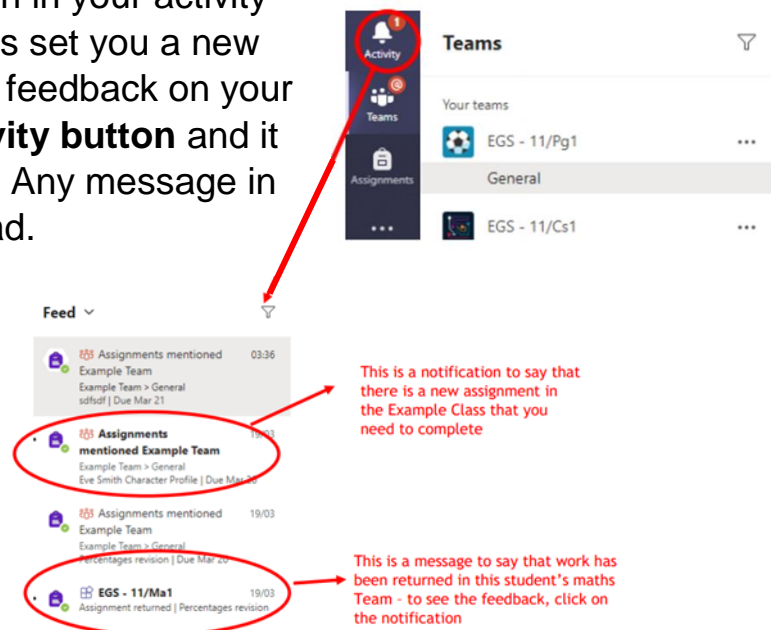


Make sure that you have your work attached and that it is not blank. Click the **hand in button**. Your teacher can now look at your work and give you feedback if required.

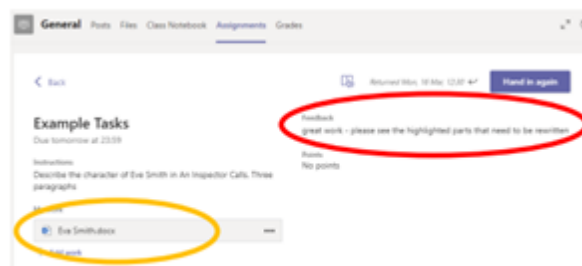


## Teams – Getting feedback and responding to feedback

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work. Click on the **Activity** button and it brings you to your feed. Any message in **BOLD** you have not read.



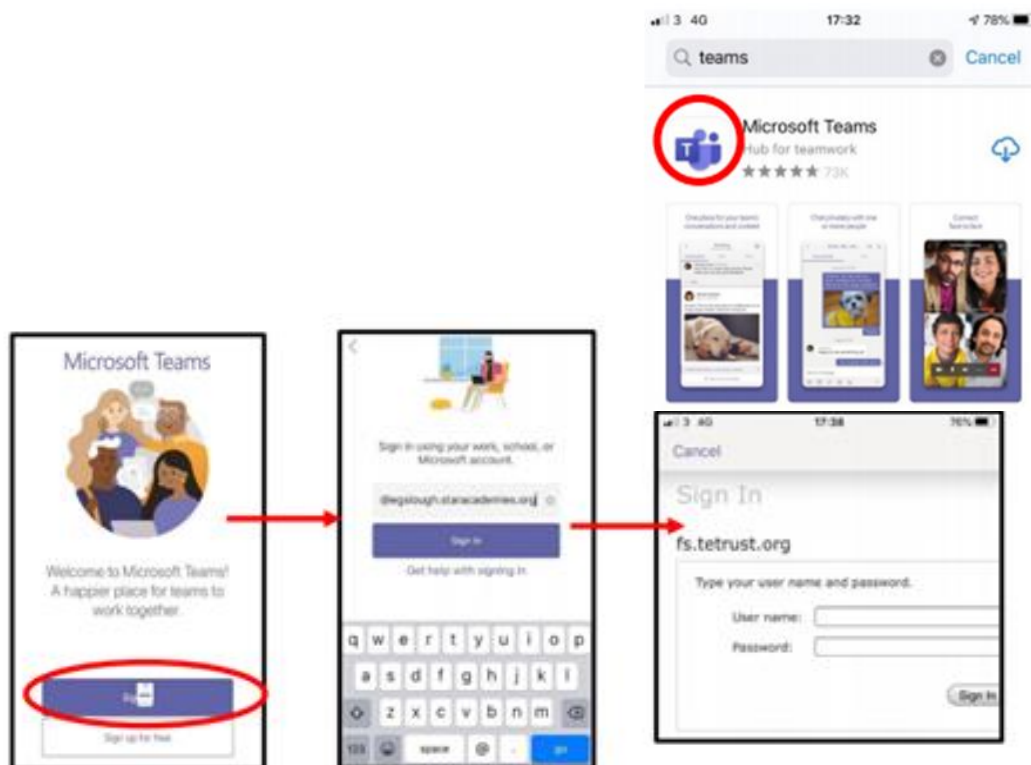
This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



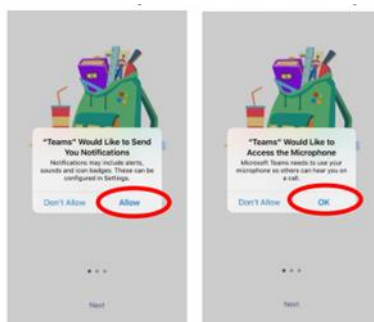
## **SECTION 3 – USING TEAMS ON A TABLET OR PHONE**

### **Teams – Downloading the Teams App**

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Sign in with your school email address. Example: Joanna Blogs is in year 7, so her email address is jbloggs2@holytrinitybarnsley.org You will then be directed to the login page for the school – this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school.



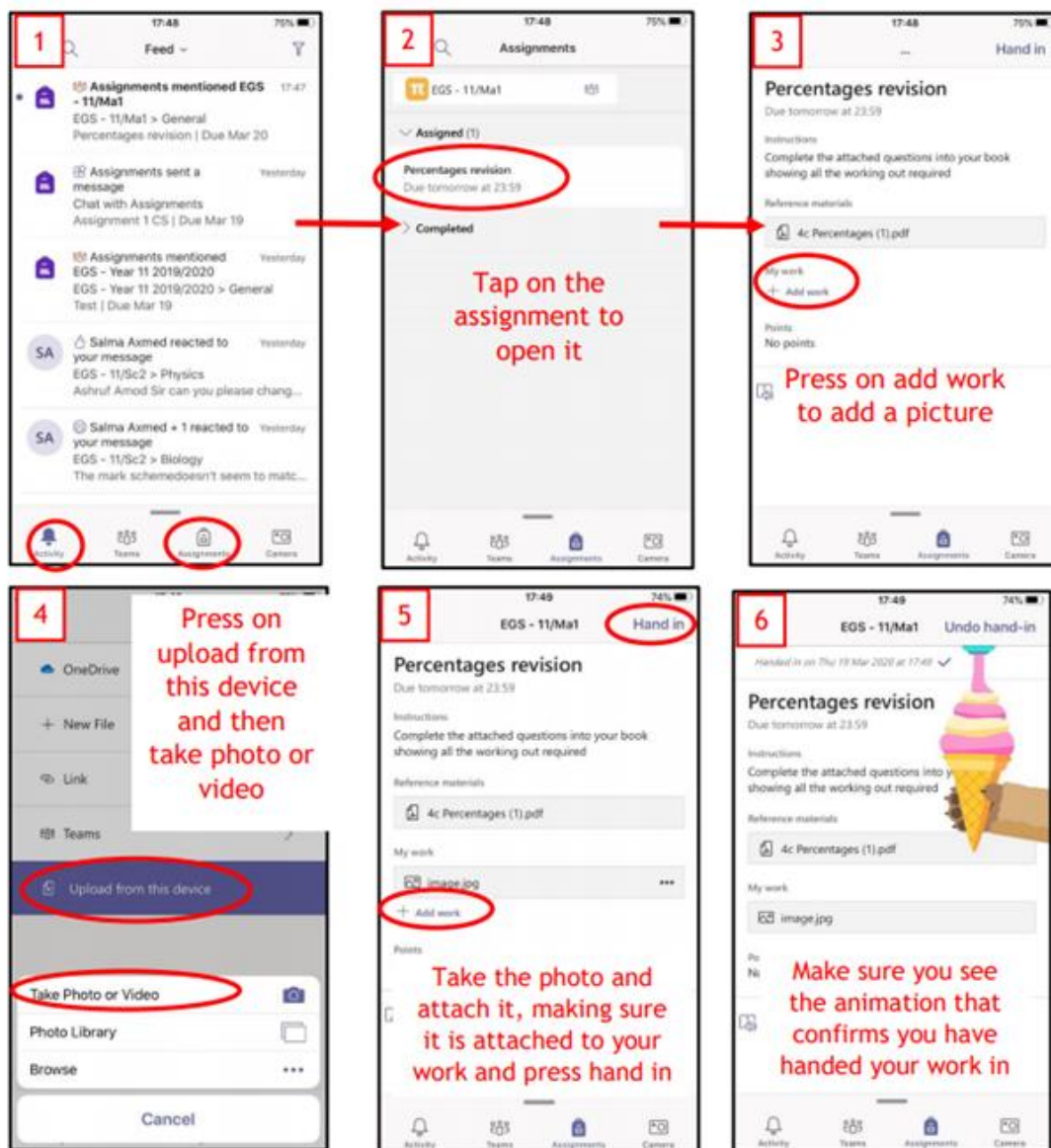
Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work, posted an important message or sent you some feedback on work you submitted.

## Teams – Uploading an Assignment

If you are uploading a document, follow the guide that is in section 1 as uploading a document from a phone or tablet is the same process.

However if you have piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work.

The series below show you how to do this.



## **SECTION 4**

### **Username**

Office 365 For Office 365 and Teams,

You will log in with your school email address. This is your **first initial and full surname, without spaces** (some people have a number after their surname). The first part of the email address is exactly the same as the username you log into the school computers with. For example:

Joanna Bloggs, her school email address is

JoannaBloggs@holytrinitybarnsley.org, and her computer username is JoannaBloggs



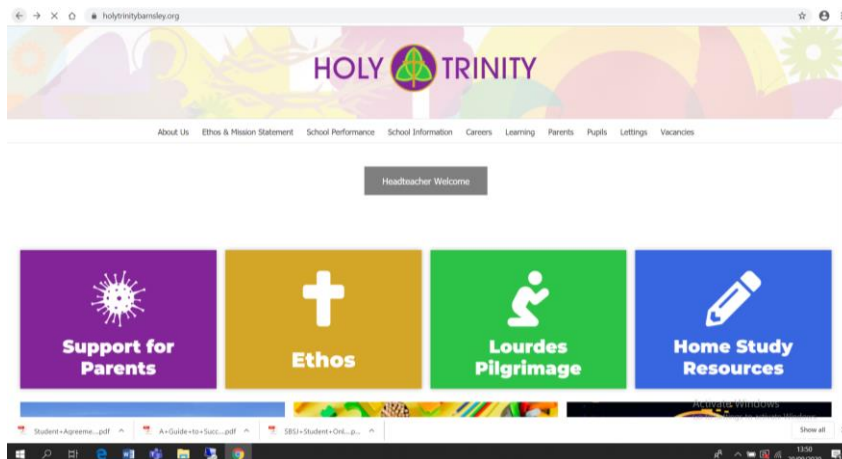
## **Section 5**

### **Commonly asked questions**

#### **I can't access the school online learning platform?**

First of all check you are connected to a Wi-Fi network

Google Holy Trinity Barnsley and go to our Home Page on the Website and access your email .....



#### **How will teachers contact me about my work?**

See page 4

**The way that teachers will set work for you is by using 'Assignments'.** This method allows teachers to send you files and documents, with instructions on what to do. It will also tell you when the work should be completed by. 'Assignments' can be found in the Teams App when you go into your individual class on 'Teams'. How do I submit an assignment that has been set on Assignments by my teacher?

See pages 5 & 6 and follow the instructions

#### **Where do I save my work?**

Through your Microsoft Teams account. Your teacher will set your work on Teams, or upload notes and resources from school lessons. Once you submit the work (see pages 5 & 6) your work is automatically saved

#### **What do I do if I cannot access a video my teacher has created for me?**

This may happen for two reasons;



1. You are not logged into your Holy Trinity account and this will then prevent you from viewing the content.
2. If you can see it in the Team folder but still cannot access it – email your teacher

**What do I do if I have a question about the work set?**

If you have any questions about the work that is set, you should always ask the teacher that set it. They will tell you what format to do it, when it should be handed in and so on. Remember to contact your teacher in school hours and wait patiently for a reply.

**What do I do if I cannot make the assignment deadline?**

We appreciate that online learning is new and can be a challenge and there could be several reasons why you are not be able to meet a deadline. For example, you are sharing a laptop with siblings or your home computer has stopped working. Contact your teacher and explain the reason, they can then offer you support and/or an extension.

## Section 6

### Dos and Don'ts of remote learning

<div data-bbox="1220 188 1457 392" data-label="Image"> </div> <h2 style="text-align: center;">A Guide to Successful Home Learning</h2> <h3 style="text-align: center;">POSITIVE THINGS TO DO</h3>
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## A Guide to Successful Home Learning



### POSITIVE THINGS TO DO

- You can use the 'on line' learning material not just if you are self-isolating. Use it to check something from a lesson you have had – ask you teacher questions to help increase your progress either in lesson or by email



- Ensure you are finding a balance across your subjects and giving some time to all the subjects you study
- Take regular breaks during the day – use this time to talk to people – either the people you live with or some friends from school – this is where mobile phones and social media can help
- Get some fresh air and exercise each day – why not plan to go for a walk every day with someone you live with? To get your heart rate going faster go for a run or a bike ride



- Find other things that you enjoy doing or maybe try and learn how to do something you haven't done before - try find things that help focus



### THINGS TO TRY AND AVOID

- Avoid giving up – if you do not understand something or a day doesn't go as you would have liked start again the next day – keep talking to your teachers – they will help



- Avoid spending all your time inside and avoid doing the same kinds of things – this will drain you mentally very quickly – we need fresh air and we need variety in our days

- Avoid eating too much processed food especially sugar- this may cause an immediate peak in your energy levels but it isn't long lasting and it will leave you feeling like you have no energy and tired



***Remember you must ask for help and support if you need it***