

Queen Eleanor's Church of England Junior School  
*An Academy in the Good Shepherd Trust\**  
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD  
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Tel: 01483 561323



Head teacher: Mrs Jo Davies

Monday 23<sup>rd</sup> November 2020

Dear Families,

### **Microsoft Teams Help Sheet**

To further improve our home learning and provide more opportunities for communication with families should a bubble be required to isolate or there is any further school closures, we will be implementing Microsoft Teams. Microsoft Teams provides a wealth of opportunities to develop our home (remote) learning and provide further interaction and communication with yourselves and your children.

To access this home learning resource you have several options:

- You can access Teams via an internet browser via the following link  
<https://teams.microsoft.com/>

For the most convenient and accessible solution we recommend downloading the app.

- If you have an Android or IOS Smart Phone/Tablet, download the free app to your device from the relevant app store – just search for Microsoft Teams.
- On a PC or MAC you can download the desktop app from the following URL  
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

After installing/opening the software, you will need to enter an email address and password which we will provide you with (these details will be sent to you if your child/ren's class/year group bubble are identified as needing to self-isolate). Once you have entered these details, you will be able to login and see your child's 'Team.' On the left-hand side of the page, there is a calendar tab. This is where you will find any virtual meetings that are arranged with your children's class teacher. In order to join the meeting, you will need to click on the meeting in the calendar.

### **Viewing and Navigating your Assignments**

Selecting an assignment will allow you to complete it and upload it or view feedback. In order to access the assignment, navigate to the General Channel in your class and then select Assignments.

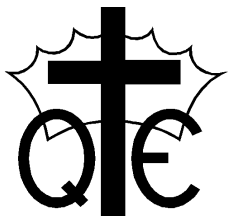
### **View Submitted and Returned Assignments**

Select the drop down arrow to view you Completed assignments. Assignments that you have submitted will have a check mark. Open one to view feedback after your teacher has returned it.

### **Submitting Work in Microsoft Teams**

If you have any work to hand in, or you have other files to attach to this assignment, select **+Add work** and upload your file.

**Note:** You can add up to 10 additional resources to an assignment. 500mb is the maximum file size for a resource.



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Select the **Turn in** button to turn in any work before its deadline. The button will change depending on the status:

**Turn in again** if you're editing any work you've already turned in and need to submit work again.

**Turn in late** if you're turning in your work after the due date, but your teacher has allowed late turn-ins or asked for a revision.

**Not turned in** if the work is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.

**Undo turn in** if you decide you want to edit your work before the due date. You'll need to turn it in again after you make your edits.

### **Daily Meeting**

A 9.30am virtual meeting via teams will place every morning Mon-Fri.

### **Creative Friday**

Staff will be having PPA (Non-contact time) every Friday afternoon and a creative activity will be left for the children to complete.

### **Marking**

Work set by the class teacher will be marked and responded to.

### **Communication with Families**

Messenger on class Microsoft Teams pages will be available between 9am-3pm Monday to Friday for children/families to contact CTs/TAs regarding questions about work/needing help.

### **Work Packs**

The work for the week will be printed and available at the school office for any families that require it.

### **Any Problems**

If the password we give you does not work please ask your child to use the password they would normally use when logging in to the school computers. If this still does not work or you have any difficulties accessing Microsoft Teams or joining any meetings, please contact the school office

Kind regards,

Mrs Davies

(Headteacher)