

Remote Learning Guide

Below is a guide to some essential steps for accessing your child's remote learning. Please read the guide below and follow any relevant steps before contacting the school. The guide includes sections on:

- How to log in to Office 365 and access Teams (including attending meetings);
- How to access the Class Notebook and your child's work;
- How to complete and upload your work;
- How to access the OneNote desktop app.

For any questions or problems not covered by the guide, please contact the school office.

Using Teams and OneNote maybe a new experience for you. It may also be new to some staff and pupils too. Thank you for your patience if we need to rectify any technical issues.

How to log in to Office 365 and access Teams

To access Office 365 and Teams, first visit www.office.com . When on the website, click the 'Sign in' option in the top right corner.

All Microsoft

Sign in



Log in to Office 365 using your child's login details.

If it is your first time logging in, you will be asked to create your own password.

In the case of a forgotten password, the school does not have access to this information and it would need to be reset by the school office. *So please make a note of your chosen password to avoid any delays in your child's learning.*

Microsoft

Sign in

Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back

Next

Now you have logged in, you will be able to access Teams.

This is where you child's twice daily meeting with their teacher will take place and where you can access your child's work.

Click the Teams icon on the left-hand side of the website.

Teams is an application developed by Microsoft. It is free to use.



Teams icon

You may want to download the application on to your computer.

Click the purple box to download the app.

The app is free and it will still require internet access to work.

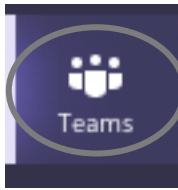


Or, you can open Teams in your internet browser.

Click the purple text below the box.

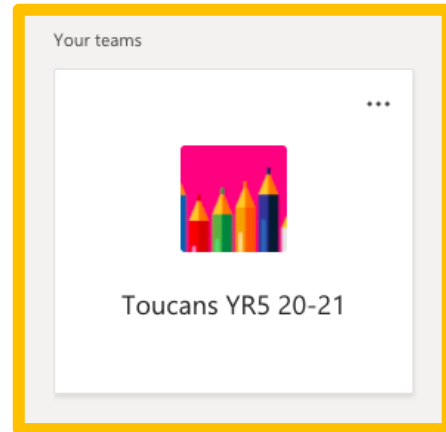
This does not require you to download the software but will still require internet access.

Ask your grownups at home before you download the app.

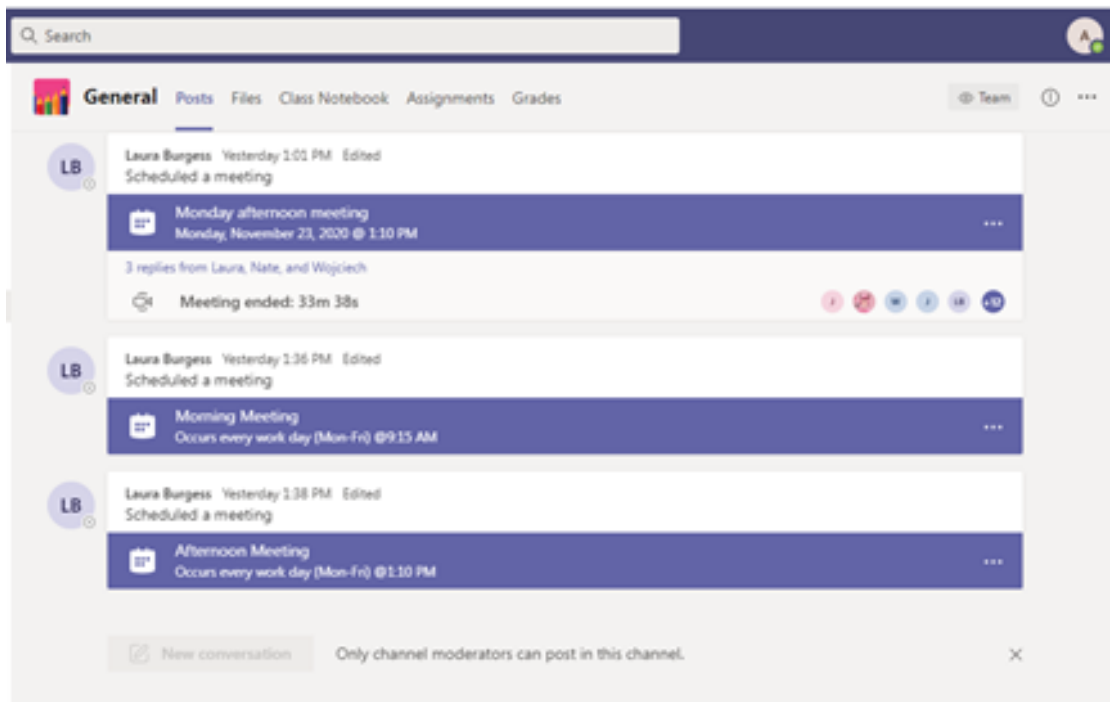


Finally, click Teams on the left-hand panel to view your child's class.

Click on your child's class to view their Teams page.



From here you will be able to access the twice daily meetings with your child's teacher. As well as see any messages from the teacher to the class. This is called the 'Posts' section.



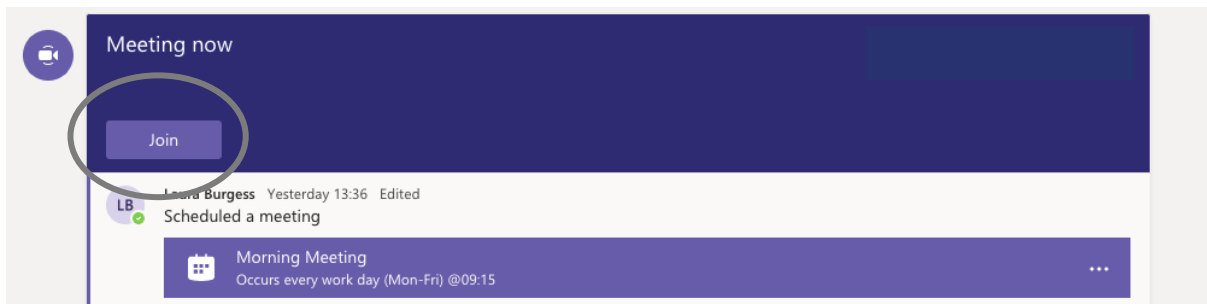
Your child will not be able to post or reply to comments in this section.

If you have questions about how to complete the work, speak to the teacher during the meeting or use your child's Class Notebook (details on how to access this are below).

Your child's teacher will schedule a morning and afternoon meeting.

Teams meetings take place at 9:15am and 1:10pm each school day while we are learning at home. Your child's attendance is expected for every meeting, unless you have already told the school that you do not have sufficient internet access at home.

The teacher will start the meeting a few minutes before the official meeting time. Please do not start the meeting yourself and wait for the teacher to be ready.



Click 'Join' to join the meeting.

You will then be given options about how you want to join the meeting.



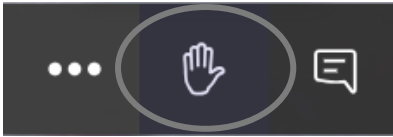
Please join the meeting with your mic muted. This will stop background noise interfering with the meeting. If you have a question, the teacher will ask you to unmute yourself to speak to the group.

If you have a camera/webcam, you can use it so that the other children and the teacher can see you. It is really lovely to see your faces each day!

When you have selected your settings, click 'Join now'.

You will be placed in a waiting room called the 'lobby'. When your child's teacher is ready they will admit you

in to the meeting.



If you have a question, use the 'raise hand' option on the bottom of the screen. This will show the teacher that you want to ask a question, just like in the classroom!

When the meeting is finished and you are ready to start your learning, click the red 'hang up' button to leave the meeting.

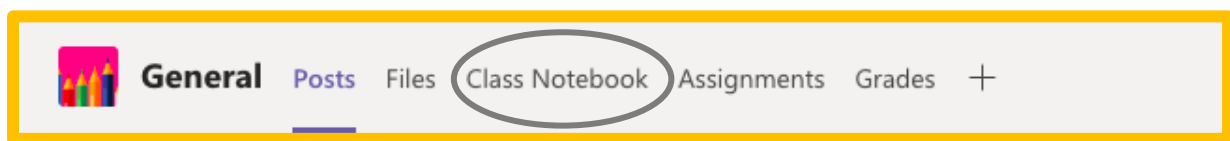


How to access the Class Notebook and your child's work

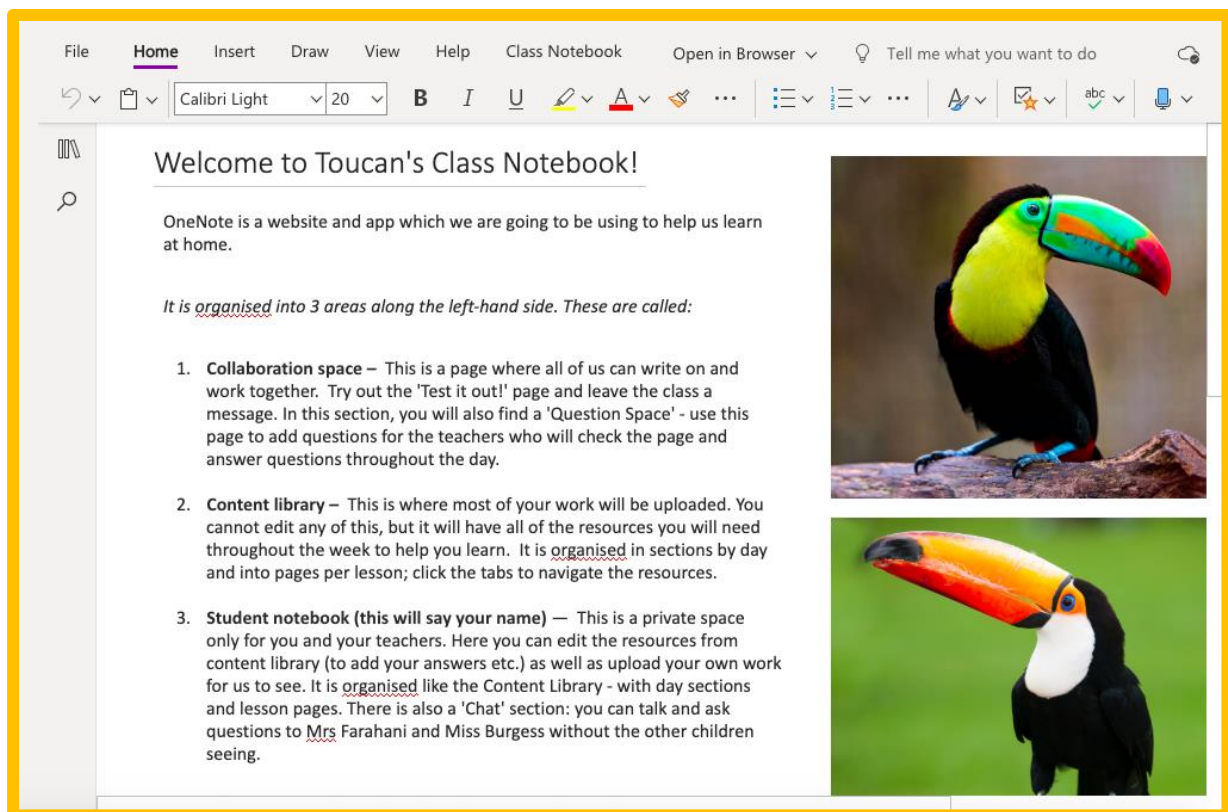
Now you have logged in the Office 365 and accessed Teams, you can access your child's work. Your child's work will be posted on OneNote in their Class Notebook. OneNote is a free to use application developed by Microsoft and used in conjunction with Teams. It can be downloaded for free as a desktop app, this will still require internet access (see the end of the guide for how to download the OneNote desktop app).

OneNote and Class Notebook are similar to other Microsoft applications such as Word. Your child can use the tools in OneNote to add their answers and communicate with their teacher (for more information about how to use OneNote and add work, see further on in the guide).

To access OneNote and the Class Notebook, click Class Notebook at the top of the Teams screen below the search bar.



You have now successfully accessed OneNote and your child can begin to learn remotely!

A screenshot of the OneNote application interface. The title bar shows 'File', 'Home', 'Insert', 'Draw', 'View', 'Help', 'Class Notebook', 'Open in Browser', and 'Tell me what you want to do'. The ribbon includes options for font (Calibri Light, size 20), bold, italic, underline, and color. The main content area displays a page titled 'Welcome to Toucan's Class Notebook!'. The text on the page reads: 'OneNote is a website and app which we are going to be using to help us learn at home. It is organised into 3 areas along the left-hand side. These are called: 1. Collaboration space – This is a page where all of us can write on and work together. Try out the 'Test it out!' page and leave the class a message. In this section, you will also find a 'Question Space' - use this page to add questions for the teachers who will check the page and answer questions throughout the day. 2. Content library – This is where most of your work will be uploaded. You cannot edit any of this, but it will have all of the resources you will need throughout the week to help you learn. It is organised in sections by day and into pages per lesson; click the tabs to navigate the resources. 3. Student notebook (this will say your name) — This is a private space only for you and your teachers. Here you can edit the resources from content library (to add your answers etc.) as well as upload your own work for us to see. It is organised like the Content Library - with day sections and lesson pages. There is also a 'Chat' section: you can talk and ask questions to Mrs Farahani and Miss Burgess without the other children seeing.' On the right side of the page, there are two images of toucans. The top image shows a toucan with a large, colorful beak (green, blue, and red) perched on a branch. The bottom image shows a toucan with a large, orange and black beak perched on a branch.

This is the Toucan's welcome page, it includes information about the different sections of the Class Notebook.



Welcome

OneNote is
help us learn

It is organised

To view your child's work, click the navigation pane on the left-hand side of the screen.

The navigation pane allows you to view the folders in the Class Notebook and find the resources uploaded by your child's teacher.

Using the navigation pane, find the folder that has your child's name and click to select.

Your child's teacher will have used folders (called 'Sections' and 'Pages' in OneNote) to organise the work and make it easier to know what learning to do when.

The screenshot shows the OneNote navigation pane with a yellow border. At the top, there is a grey header labeled 'Your child's name'. Below it, the navigation pane is divided into two columns. The left column lists folders for 'Lilly-Ann' and 'Mahamadou'. The right column shows the contents of the selected folder, 'Maths: Divide by 10'.

Your child's name	Navigation Pane	Selected Folder Contents
Lilly-Ann	Chat Fri 20.11.20 Mon 23.11.20 Tues 24.11.20 Wed 25.11.20	Maths: Divide by 10 Maths - work to complete Reading: Pandora's Box Reading - work to complete English: Biography Research English - your biography research space History: Ancient Greek Legacy
Mahamadou		History - work to complete

In Toucans class, we have organised the work by day, with each day split into the different lessons that happen on that day. Each lesson has two pages: one for information and resources (PowerPoints, texts etc.) and another for work to be completed (this is where your answers can be added).

Finally, the work for each day is uploaded at 9:00am. You can click through the pages to see the learning and work that has been set for each lesson. During the Teams meeting with your teacher, the work for the day will be explained and the expectations of how to complete the work will be given.

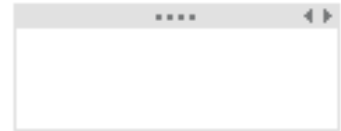
For Toucans, the Teams meetings take place at 9:15am and 1:10pm each school day while we are learning at home. Your child's attendance is expected for every meeting.

How to complete and upload your work

Your child can complete their work in a number of different ways. For each lesson and subsequent work, they only need to use one method.

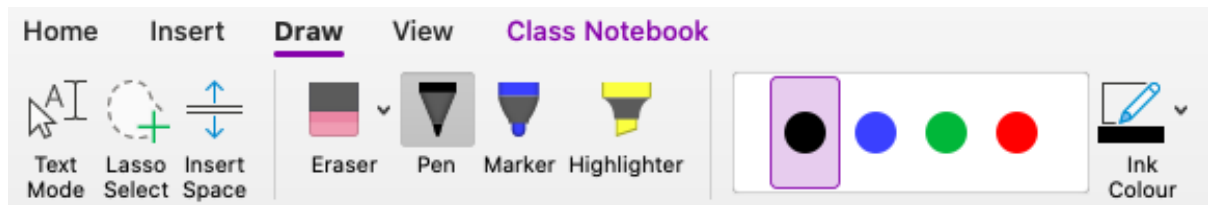
To complete work either:

1. Click on the white space to create a textbox and then type your answer, just like typing on a Word doc;



A OneNote textbox.
It can be placed and dragged anywhere on the page.

2. Use the 'Draw' tab at the top to write your answers with a pen;



Note: this method can be a bit tricky on a computer or laptop but is a good tool to use on a tablet.

3. If you have paper at home, you might want to do your work the 'old-fashioned' way! Write your answers on paper (you could use your homework book if you have it) and then follow the instructions below for uploading your work.

Some work may be given on a Word doc. For these, you can use the above methods or the alternative methods below.

4. Download the Word doc using the icon on the page, open it in Word on your computer (requires paid-for application) and type to add your answers. Use the instructions below to upload your work for your teacher to see.

Word link:



5. If you are lucky enough to have a printer, download the Word/PDF doc using the icon on the page and print the worksheet. Then add your answers and follow the instructions below to upload your work

Divide by 10

If you complete your work using methods 1 or 2, OneNote will automatically save your work and send it to your teacher to see, check and mark. There is no need to save, send or share your work with us.

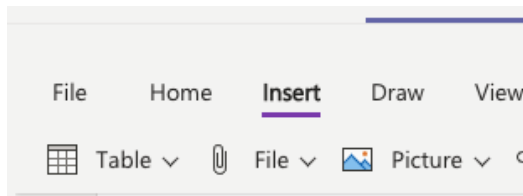
Your teacher may write a comment to you about your work so be sure to check back the next day as you will not get a notification to say this has been done.

If you use methods 3, 4 or 5 please see below for how to upload your work.

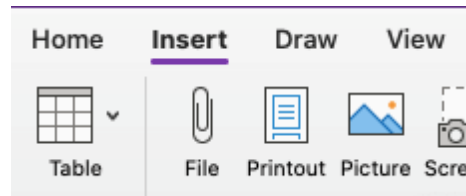
If you complete your work not directly on OneNote you must upload your work for your teacher to be able to see it.

To upload work, make sure you are on the correct answer page for work you have done and that you have clicked in the white space on the page (not in the title space).

Then, click the 'Insert' tab at the top of the Class Notebook.



This is what it looks like in the Teams app



This is what it looks like in the OneNote app

From here, select 'Picture' to upload a picture, either from your photo library or to take one using your device (this will depend on the device you are using).

Or, if you have completed the work as a Word doc, click 'File' and locate the document on your device (this will be where you saved the work and will vary person to person).

If you are using the OneNote app, you can click 'Printout' to upload a PDF version of your work also.

Your work should now be viewable to you and to your teachers. If it doesn't look right or is in the wrong place you can delete the uploaded picture/file and repeat the steps above.

If all else fails, contact your teacher on your Class Notebook or during your Teams meeting. They can help you find a way to hand in your completed work or will tell you to show them when you are back at school.

How to access the OneNote desktop app

You may want to download OneNote as a desktop app. This means it is a separate application on your computer and can be accessed without using Teams.

If you are experiencing syncing issues or your Class Notebook is very slow, this may help to solve these problems. However, it is not a guaranteed fix.

In the Teams app on the Class Notebook tab, click the 'Open in Browser' option on the top right of the page.

Toucans YR5 20-21 ▸ Toucans YR5 20-21 Notebook



Immersive Reader

Open in Browser ▾

Next, click 'Open in Desktop App'. This should prompt you to download the application for your device (how to download it will depend on your device and personal settings).

If you have Windows 10, you may already have the app and can open it straight away.

The app is free to download and use. But please ask your grownups at home before you download it.

Alternatively, follow the link to the Microsoft website <https://www.onenote.com/download>

