


Microsoft Teams

Username:

Password:

Access Microsoft Teams (app or web): App - Using the search menu next to the start bar type 'Teams' and click on the application.

Web – Go to office.com and login. Open the **Teams** app through your internet browser.

Navigating between classes: Click **Teams**  on the left side of the app, then select the classroom you want to enter.

Or


Click the **Calendar**  button on the App bar (left hand side) app to see your timetable. Find the lesson you want and double click.

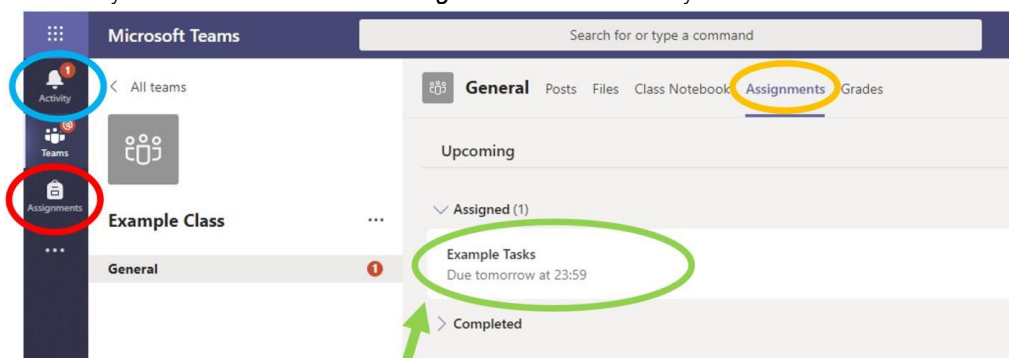
Resetting Password: Contact school by phoning [01226 232306](tel:01226 232306)

Assignments

Within Assignments you can see the work set by your teachers, send in work and view feedback.

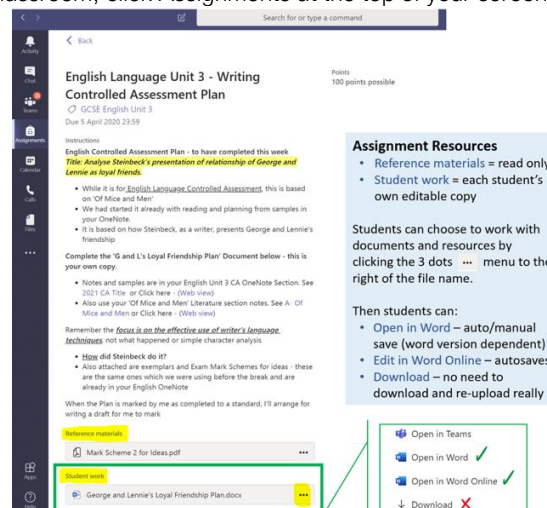
View Assignments:

1. **Notification** - Received every time your teacher sets a new assignment for you, which is circled in blue. Notifications will also appear in the **Teams' General Channel 'Posts'** - Click it to be brought to the assignment.
2. Click the **'Assignments Button'**  in the left-hand menu to see all the different assignments set by your teacher,
3. You can click into your class and click on the **'Assignments Tab'** circled in yellow.



Assignment View

- When you are viewing your classroom, click Assignments at the top of your screen.



Assignment Resources

- Reference materials = read only
- Student work = each student's own editable copy

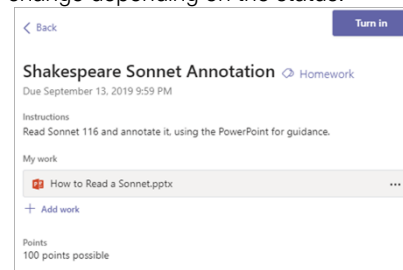
Students can choose to work with documents and resources by clicking the 3 dots ... menu to the right of the file name.

Then students can:

- Open in Word – auto/manual save (word version dependent)
- Edit in Word Online – autosaves
- Download – no need to download and re-upload really

Turn in Assignment

1. To turn in an assignment, select its assignment card. Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work.
2. Navigate to the **General** channel in the desired classroom, then select **Assignments**. You can also use your search bar to search for an assignment by keyword.
3. Your upcoming assignments will show in order of when they're due. Select any assignment card to open it and view the assignment's details.
4. Select the Turn in button to turn in an assignment before its deadline. The button will change depending on the status:
 - o **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
 - o **Turn in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
 - o **Not turned in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
 - o **Undo turn in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

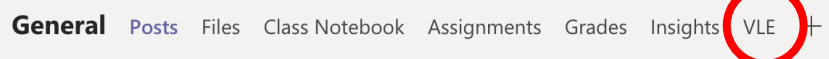


VLE – Virtual Learning Environment

Within your classes on Microsoft Teams we have linked each one to the subjects VLE. From here you can access lessons and resources for your class.

View VLE:

1. Access the class group.
2. On the tabs at the top click on 'VLE'



3. From here you can navigate through the folders to the resource you need.

FAQ – Student, parent & carer guide



During a lockdown the use of Microsoft Teams will continue at Darton Academy for setting and completing home learning. The following guide will support students, parents/carers to assist students in managing their learning and provide guidance how to best use Microsoft Teams.

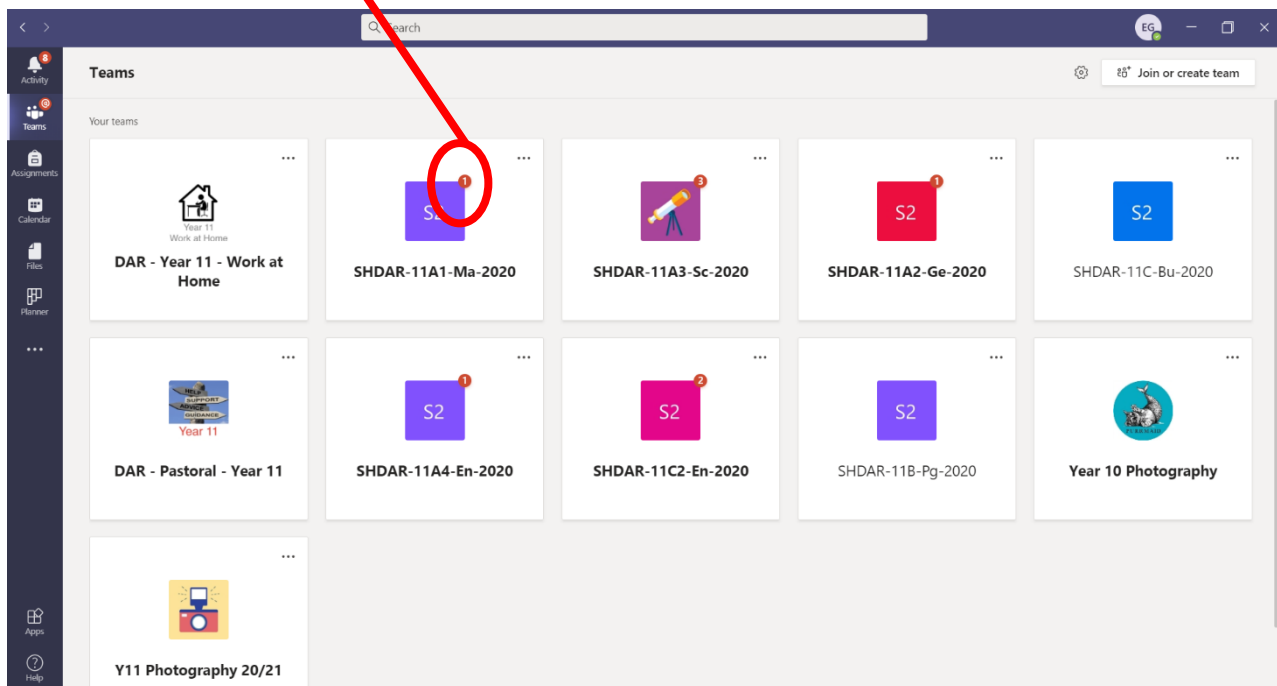
We see the parental role as creating the correct environment for using Microsoft Teams, supporting with the organisation and monitoring engagement and completion of work.

Guidance

1. Create a school environment – a quiet area to work. If mobile phones are not required for online learning it may be beneficial to have a mobile free zone for a few hours.
2. Parents could help by supporting students to create a timetable for the week. Such as the one below. If your child has created their own routine/timetable please continue to use this format.
3. Check the Microsoft Teams page with your child so they know what work has been set.

How do I know if new work has been set?

The student home page includes all the subjects. If a new piece of work has been set a red circle will appear in the corner.

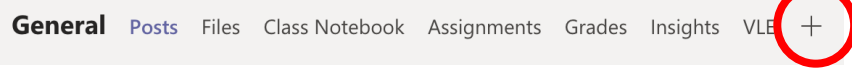


FAQ – Student, parent & carer guide

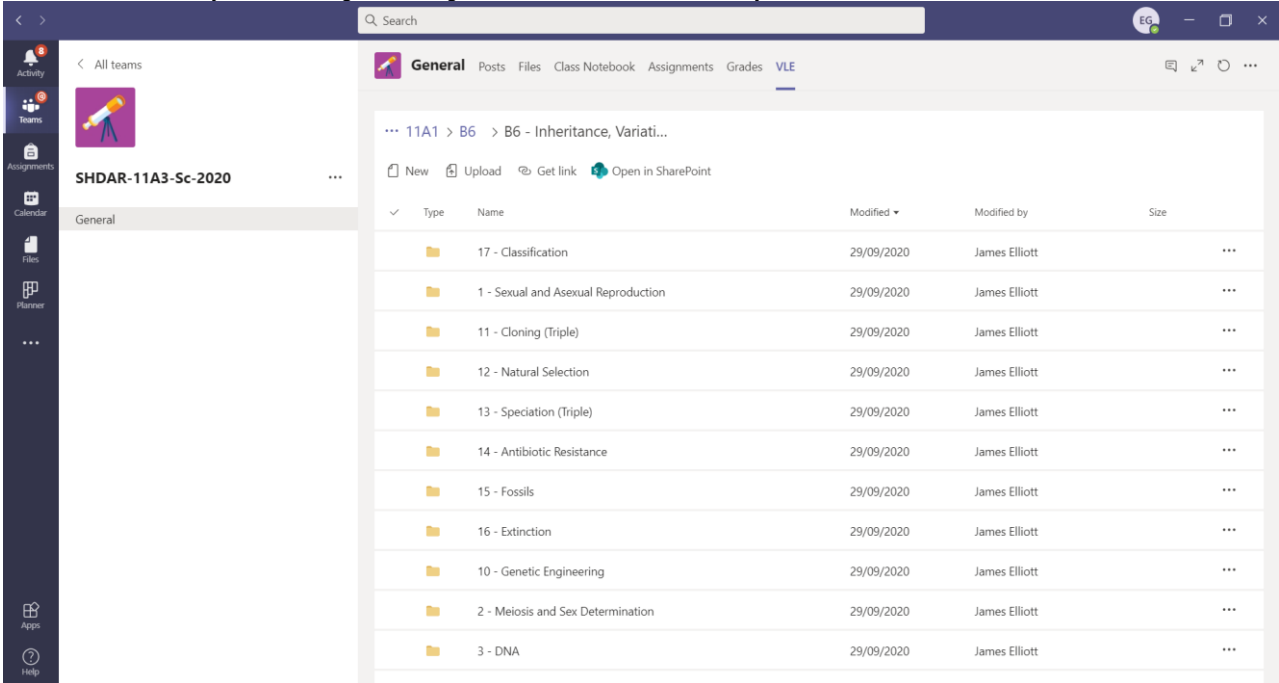


Where can I find my lesson resources?

1. Access the class group.
2. On the tabs at the top click on 'VLE'

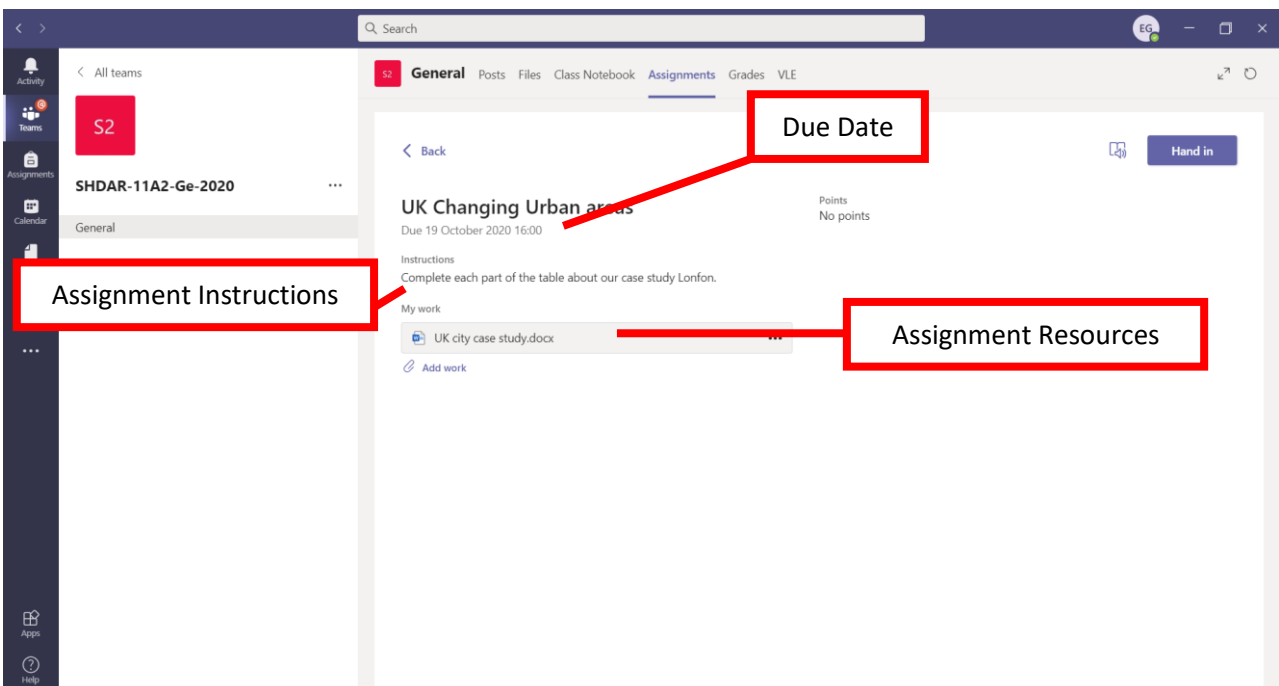


3. From here you can navigate through the folders to the resource you need.



How do I know what assignments I need to do?

Clicking on the Team (class) you can see the work that has been set. This screen includes:

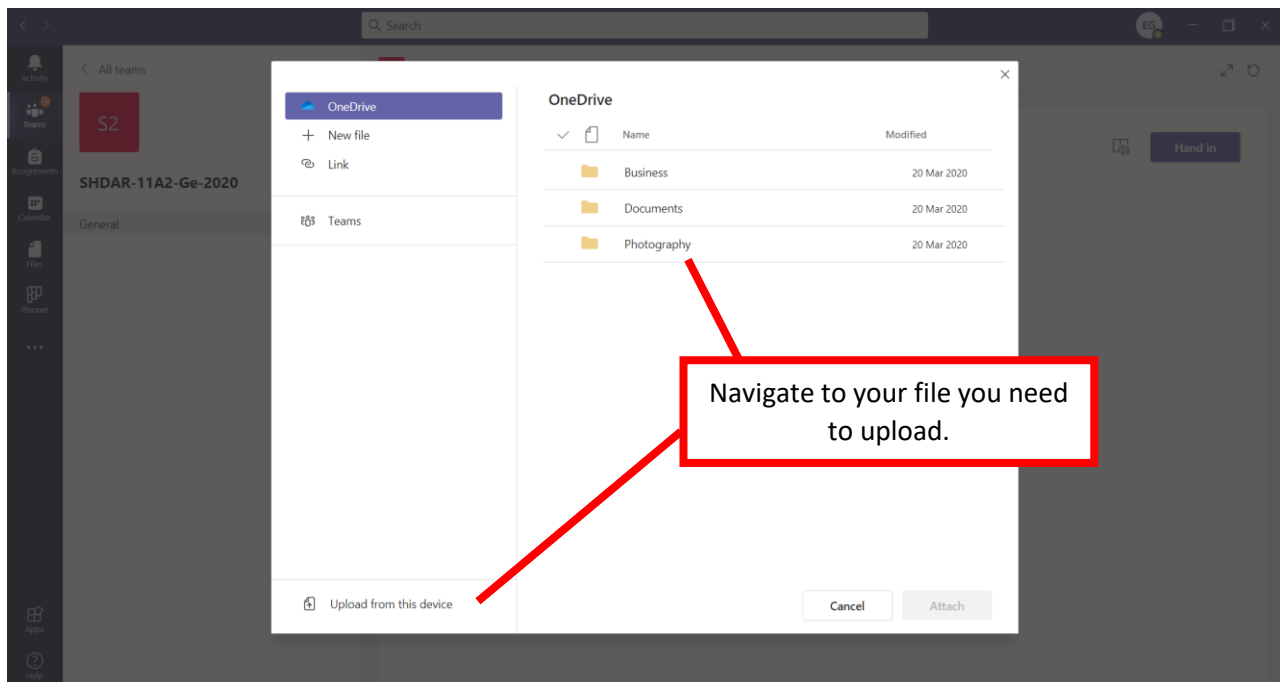
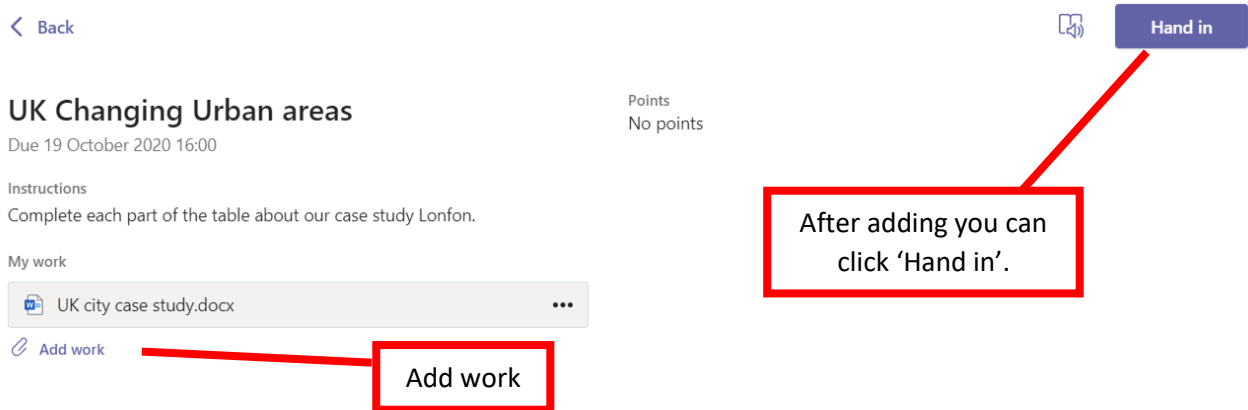


How do I organise work and know what work to submit work?

Use the student planner to record the work that has been set, this will help with organisation. Record the deadline dates for each piece of work. Only assignment work needs to be submitted but you can always ask you teacher via email if you're stuck.

How do I submit work?

Within your assignment view there is an 'Add work' button. You can upload files here. If you worked on paper then take a photo and the photo can also be uploaded in the same way.

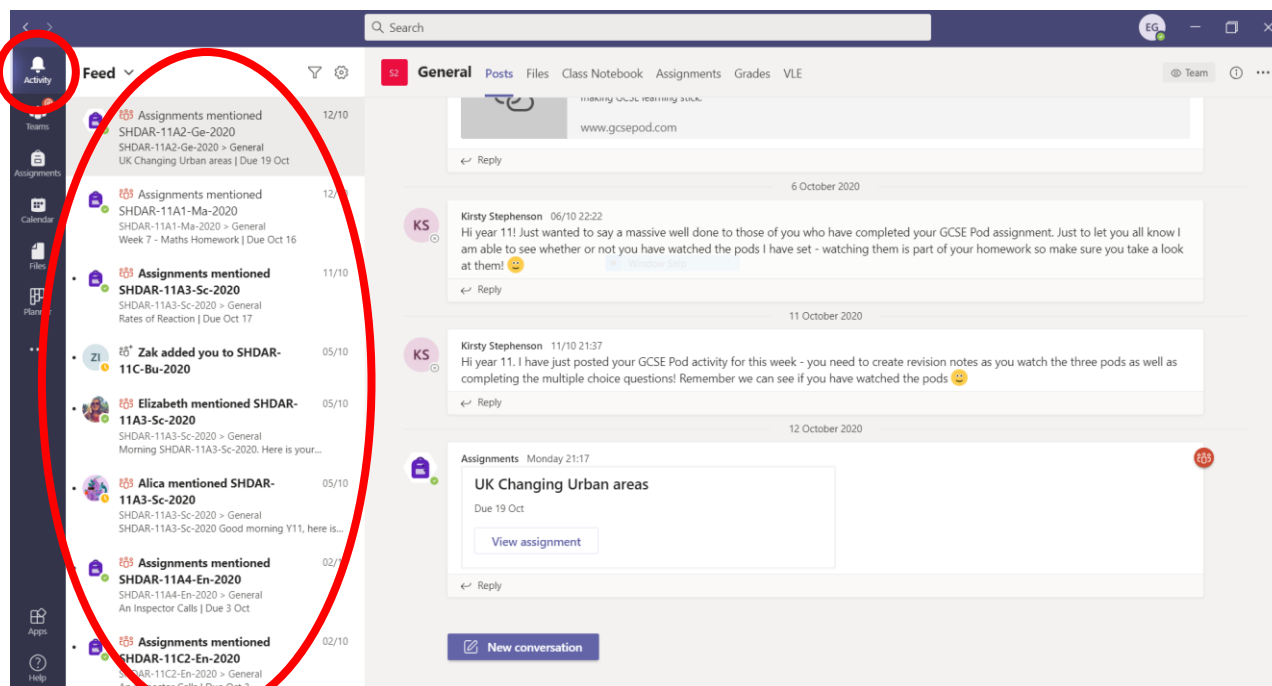


How do I know if a new assignment has been set or returned?

The 'Activity' icon allows you to see anything new that has happened in TEAMS such as:

- a new assignment,
- assignment being returned
- feedback given

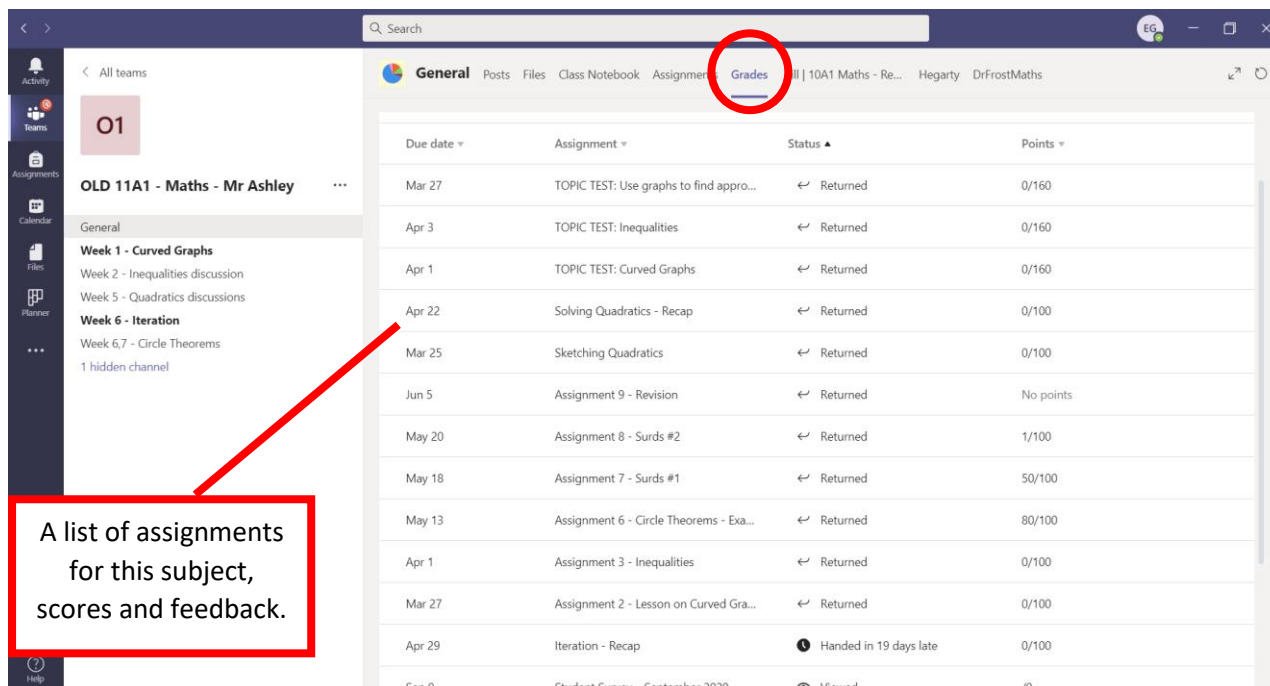
This is the best place to look to review activity in teams. The Activity should be checked each day.



How do I check I have completed all my work and see my scores?

The best way to review your completed assignments and those you still need to do, is to use the assignments tab in each of the subjects on the home page.

You can see each current assignment and when it is due and those that you have completed.



A list of assignments for this subject, scores and feedback.

| Due date | Assignment | Status | Points |
|----------|---|------------------------|-----------|
| Mar 27 | TOPIC TEST: Use graphs to find appro... | Returned | 0/160 |
| Apr 3 | TOPIC TEST: Inequalities | Returned | 0/160 |
| Apr 1 | TOPIC TEST: Curved Graphs | Returned | 0/160 |
| Apr 22 | Solving Quadratics - Recap | Returned | 0/100 |
| Mar 25 | Sketching Quadratics | Returned | 0/100 |
| Jun 5 | Assignment 9 - Revision | Returned | No points |
| May 20 | Assignment 8 - Surds #2 | Returned | 1/100 |
| May 18 | Assignment 7 - Surds #1 | Returned | 50/100 |
| May 13 | Assignment 6 - Circle Theorems - Exa... | Returned | 80/100 |
| Apr 1 | Assignment 3 - Inequalities | Returned | 0/100 |
| Mar 27 | Assignment 2 - Lesson on Curved Gra... | Returned | 0/100 |
| Apr 29 | Iteration - Recap | Handed in 19 days late | 0/100 |
| Sep 9 | Student Survey - September 2020 | Viewed | /0 |

Feedback on your work

Teachers will provide feedback on some pieces of work. There are different feedback methods: this could be a written feedback or using a 'rubric' marking against a set of criteria. Feedback may also be provided by answers to a quiz or grade. **It is important to read and act on the feedback given.**

What do I do if I need some help?

Teachers will be providing opportunities to ask questions. Encourage your child to ask questions either by email or to post questions. If emailing, students **must** use their school email addresses and not personal emails.

Please visit our website www.dartonacademy.org.uk for further information or contact us directly at info@dartonacademy.org.uk.

Year 7-9 Student Planner



Guidance

1. Establish a routine each day aiming to produce three to four hours work.
2. Create a school environment – a quiet area to work. If mobile phones are not required for online learning it may be beneficial to have a mobile free zone for a few hours.
3. Create a timetable for the week. Using the table below fill in what assignments you will complete on each day.
4. Check the Microsoft Teams so you know what work has been set.
 - - Split the day into three/four sessions.
 - - Record the work to be completed each session.
 - - When the work is completed your parent can tick off the work.
 - - Circle the subjects when the work is complete.

Subjects: Fill in your subjects below.
 Complete work for each subject during the week. Cross off the subject when the work has been completed.

- Maths •
- English •
- Science •
- •

| Day | Work to do. | Parent/carer check |
|----------------|-------------|--------------------|
| Monday | | |
| Session 1 | | |
| Session 2 | | |
| Session 3 | | |
| Session 4 | | |
| Tuesday | | |
| Session 1 | | |
| Session 2 | | |
| Session 3 | | |
| Session 4 | | |

Year 7-10 Student Planner



| | | |
|---|--|--|
| Wednesday | | |
| Session 1 | | |
| Session 2 | | |
| Session 3 | | |
| Session 4 | | |
| Thursday | | |
| Session 1 | | |
| Session 2 | | |
| Session 3 | | |
| Session 4 | | |
| Friday | | |
| Session 1 | | |
| Session 2 | | |
| Session 3 | | |
| Session 4 | | |
| Work to carry forward next week. | | |