



PUPIL AND PARENT USER GUIDE

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Overview

Online learning is now an established feature of pupils' lives. Lockdown raised the immediate significance of educational technology by hastening schools on a journey they had already begun. There are valuable long-term benefits of using digital tools to support learning both at home and in the classroom. These include:

- ✓ access to a wide range of high-quality age-appropriate resources specific to the school curriculum
- ✓ opportunities to develop communication skills in a range of contexts and understand their protocols
- ✓ opportunities to review and revisit learning
- ✓ opportunities to engage in independent academic research
- ✓ use of applications that are relevant to higher education and the world of work.

Online learning is an integral part of pupils' experience, part of a well-planned, clearly sequenced curriculum.

Star Academies and its schools are using Microsoft Team to teach lessons and provide learning materials to pupils who in turn are able to submit work back to their teacher.

Microsoft Teams has several different uses and benefits to Star schools:

- ✓ Teachers can use it to set classwork/home learning tasks.
- ✓ Teachers can upload and save files which pupils can access both in and out of school.
- ✓ Frequently used websites and applications can be shared on Microsoft Teams, which allows pupils quick and easy access.
- ✓ Microsoft Teams is a FREE application, which is part of the free Microsoft suite of educational resources (including Word, PowerPoint, Excel, Forms etc.) This can be downloaded free from either your regular app store or through the Office 365 Portal. It can also be accessed online, through a web browser.
- ✓ Pupils can discuss classwork/home learning and can collaborate on tasks.
- ✓ Pupils can submit assignments online, reducing the carbon footprint of the school.
- ✓ Structured use encourages and develops our pupils' digital literacy – many organisations, places of work, universities and high schools also use Microsoft Teams.

Microsoft Teams can be accessed by most types of devices: those with a keyboard enhance the pupil's experience.

The following information gives a quick guide on the basics of accessing Microsoft Teams and using its features. The guidance is written for pupils; however, we know that younger pupils or those visiting Microsoft Teams for the first time may need adult support to become familiar with the process.

Accessing Microsoft Teams

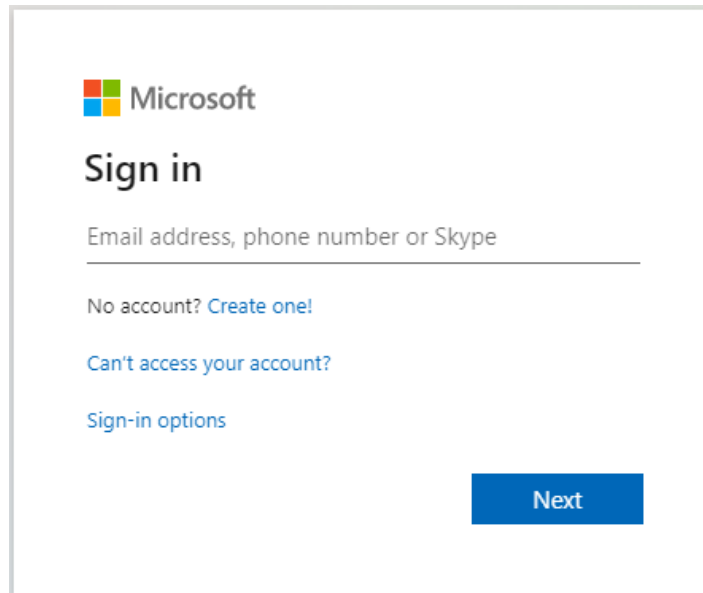
Microsoft Teams can be accessed in two ways; either through a web browser or by installing the application to your device. A list of supported web browsers is at the end of this document.

Web browser

The browser version can be accessed either from the main Office365 login page <https://office.com>, where you will have access to all the Office 365 applications and can click on the Teams icon or to go to Teams directly by going to <https://teams.microsoft.com>.

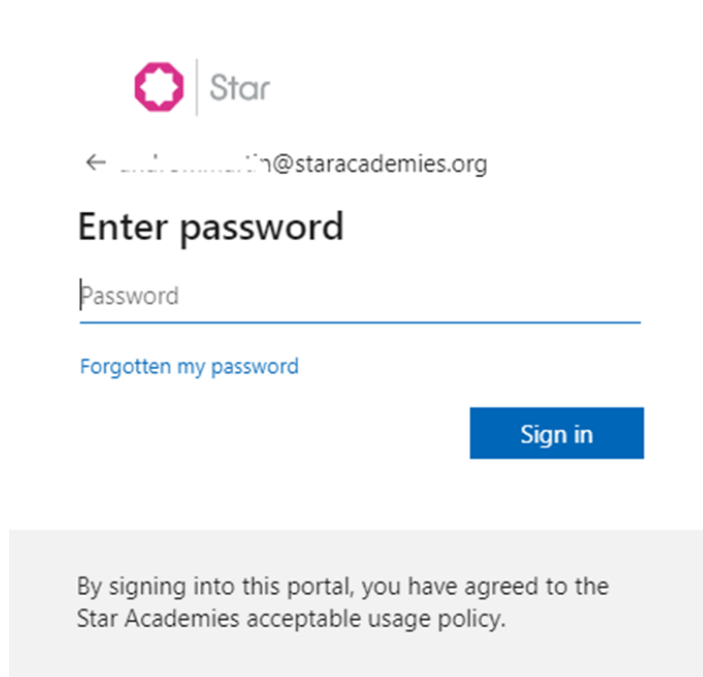
Both options will take you to the Sign in page, where you will need to type in your login account details and after clicking Next, your password to access Office 365 or Teams.

The Sign in page, where you enter your logon details:



The screenshot shows the Microsoft Sign in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". There is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next".

The password page, which has the Star logo at the top:

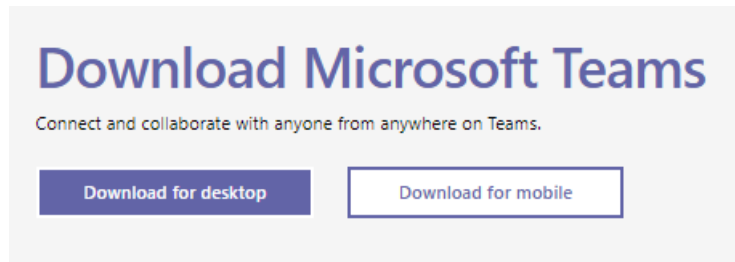


The screenshot shows the Star Academies password page. At the top left is the Star Academies logo, which consists of a pink star icon and the word "Star". Below the logo is a back arrow and the email address ".....@staracademies.org". The heading "Enter password" is centered. Below it is a text input field with the placeholder text "Password". Below the input field is a link "Forgotten my password". At the bottom right is a blue button labeled "Sign in". At the bottom of the page, there is a grey box containing the text: "By signing into this portal, you have agreed to the Star Academies acceptable usage policy."

If you have either forgotten your login account or your password, please contact your school or teacher for assistance.

Desktop Application

This can be installed by going to this link, <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>.

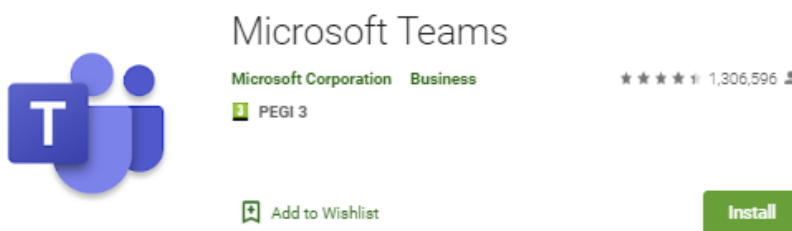


Here, you have the option of installing the application on a computer or laptop (the “Download for desktop” option), along with the option of installing to an Android or Apple smartphone or tablet (the “Download for mobile” option). On the desktop option, it will automatically pick if you are using a Microsoft or Apple computer or mobile device and install the appropriate version.

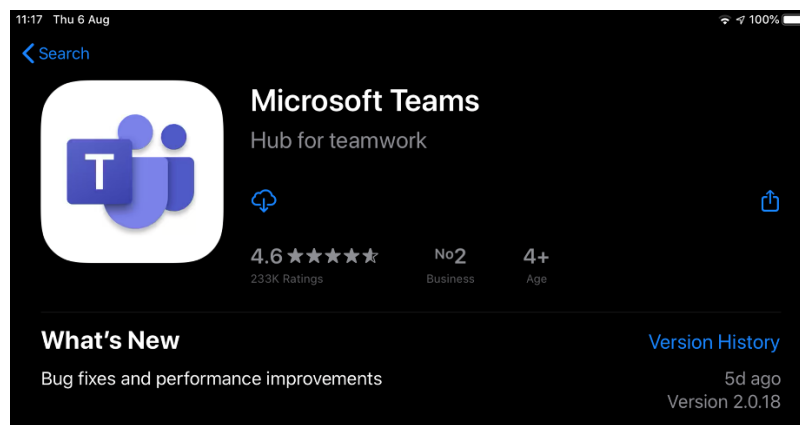
Select your choice and follow the instructions which will appear on your screen to install. Once installed, you will need to sign in with your logon and password.

Alternatively, you can install the application from the Android or Apple appropriate app store on a smartphone or tablet.

Android Google Play:



Apple App Store:



School provided device

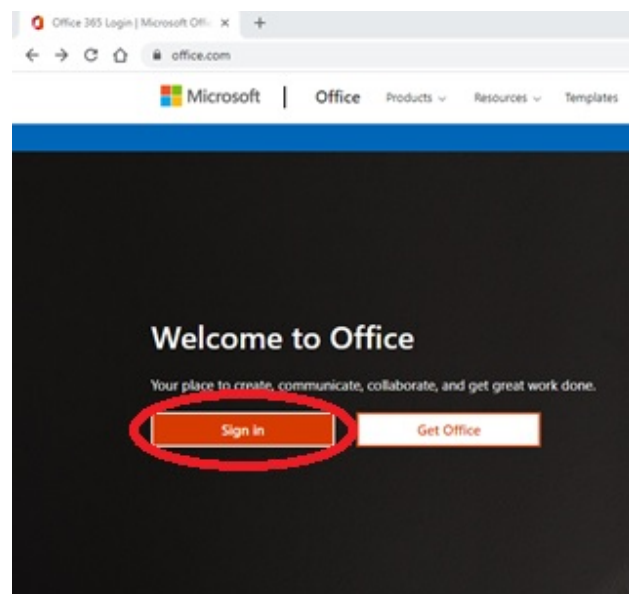
If you are using a Star provided device and not your own, this will already be installed for you and you will not need to sign into the application separately.

Free full version of Office

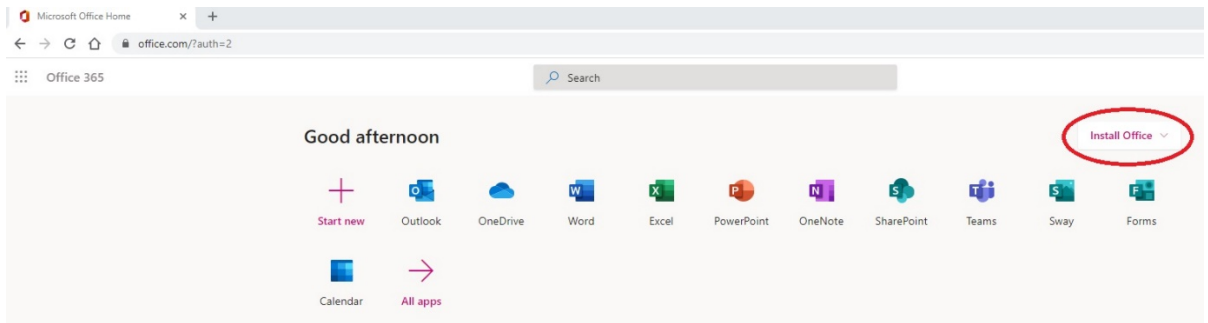
A full version of Microsoft Office is available to all pupils at a Star school for free, during the period they are with the school. This can be installed on up to five different devices.

To access, please go to <https://office.com>

1. Click on "Sign In", **not** "Get Office" and enter your details.



2. Click on "Install Office" and follow the instructions to install.



Using Microsoft Teams

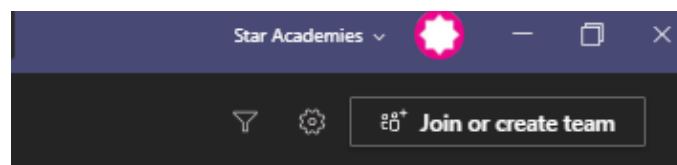
A 5 minute demonstration, for either the desktop or mobile versions can be found here <https://teamsdemo.office.com/#/>. This is an interactive overview of Teams and will guide you around the menus and layout of the application.

A further download version to explain the layout and menus can be found here https://edudownloads.azureedge.net/msdownloads/MicrosoftTeamsforEducation_QuickGuide_EN-US.pdf

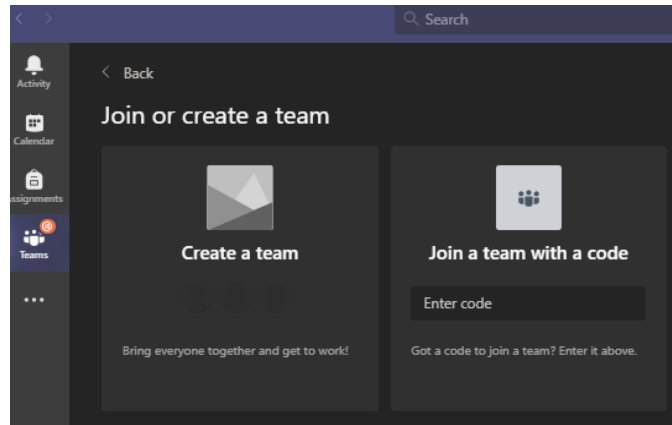
You may notice, when you log into the school version, that not all the features are available to you as a pupil. For example, you will not be able to create a new Team or Channel or schedule a video call yourself.

Finding your class Team

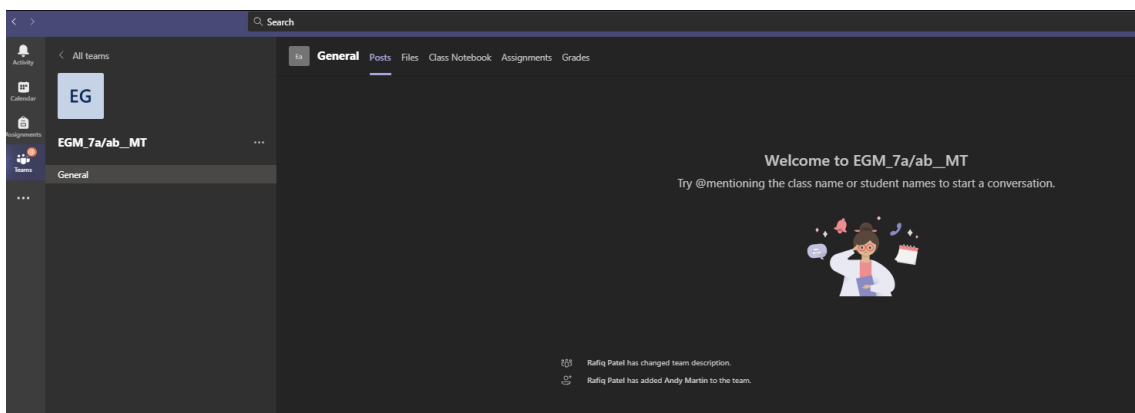
Your teacher will provide you with a code to join your class within Teams. When you have the code, sign into Teams and in the top right hand of the application, **click on Join or create team.**



You will then have an option to **Join a team with a code**, as below.



Enter the code you have been provided by your teacher and click **Join**. You will now have entered your Teams class, as the image below.



| Tab | Description |
|-----------------------|--|
| General | This can be ignored |
| Posts | This tab provides an overview of anything posted within the class Team |
| Files | Files for the class will appear here, along with any resources for lessons |
| Class Notebook | Class Notebook is a digital binder you can use in your class to take notes and collaborate. |
| Assignments | Assignments allows teachers to create and distribute assignments to their pupils. Pupils can complete and turn in their assignments without leaving the app. |
| Grades | Teachers can use the Grades tab to provide feedback on assignments and track pupils' progress. Pupils can see their progress, too. |

Etiquette

The same expectations of respectful behaviour apply online as in the classroom.

When you are attending an online lesson, you must obey your teacher's instructions, including the use of the mute button, camera and chat function.

You must not record lessons or take photographs of lessons. Your teacher will make available any resources or recordings that you will need.

You should not post or comment anything that you would not write in your normal school paper notebook. Please remember that Teams must be treated as an online notebook.