



Blanford Mere Nursery and Primary School

Mimosa Walk, Kingswinford, West Midlands DY6 7EA

Headteacher: Mrs N.J. Miller Tel: 01384 818365 Email: info@blanford.dudley.sch.uk

Microsoft Teams instructions January 2021

Dear Parents/Guardians,

As I'm sure you are aware, the Government have asked us to switch to Remote Education from Tuesday 5th January. Our Remote Education will be delivered via Microsoft Teams. Details with how to access Teams were sent out before the Christmas holidays, alongside a homework task. Thank you to the many families who completed this.

Teachers will upload work on a weekly basis for your child to complete at home. When the work is handed in, your child's teacher can provide some feedback on that work; as per the expectations for Remote Education set out by the Government. This will help to maintain a good connection between child and teacher, as well as allowing us to plan steps appropriately.

Please remember, we are here to support you as best we can. None of this is ideal, and if it were safe to do so, we would much rather have the children in class, in their normal environment. Please get in touch with the school ASAP if you have problems accessing Teams, or any other of our online learning platforms (Spelling Shed, Mathletics, TT Rockstars or Numbots).

There are detailed steps below for accessing Teams on a web browser, but the steps are the same if you would prefer to download the app to your smart phone/tablet. Simply download the app and enter your child's log in details. As seen below, this is their school email address and password. Please get in touch if you are unable to log in and we will support you as best we can.

We are all in this together and we can't wait to see the children back in school as soon as it is safe to do so.

Many thanks,

Mr Wade



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Accessing Teams via a web browser

All of the children have had Computing lessons, showing them how to access Teams in this way; but obviously it might look different at home.

1. Start by using a search engine to find the Log In – Teams site.

2. Click the purple sign in button.

3. Enter your child's school **email address and password**. This is normally your child's surname then first initial.

4. This will re-direct you automatically to RMUnify (our school server provider) and ask you to sign in again, using your child's **email address and password**. Then click sign in.

5. You will be invited to download the Teams app, or use the web app. We have been assured that there's no difference between the two, just personal preference.

6. And you are logged onto Teams! On the left hand side you will see a number of tabs. Your child's work can be accessed by clicking the 'Assignments' tab.



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7. You will see the remote learning tasks set here. Click on it to access.

8. You will see some instructions and a heading that says 'My work'. Read the tasks and ask your child to complete them. Work can be done via Teams on apps such as Word or PowerPoint. Please note; these are included in the Teams package, you do not need to have your own personal copy of these programmes. Alternatively, if you download the free Teams app to your smart phone, your child may complete the work in a handwritten format, then you can upload a photo from your Camera Roll.

When the task is complete, click 'Add work'.

The screenshot shows the OneDrive interface. On the left, there is a sidebar with 'OneDrive', '+ New file', 'Link', and 'Teams'. The main area is titled 'Choose a file type' and lists three options: 'Word document', 'PowerPoint presentation', and 'Excel spreadsheet'. At the bottom left, there is an option 'Upload from this device' with a camera icon. A 'Cancel' button is visible at the bottom right. An arrow points from a text box to the 'Upload from this device' option.

9. If you click + New file, you can create a Word document or PowerPoint to complete your task.

If you have handwritten your task, you will need to take a photo of this and click 'Upload from this device' in the bottom left corner of the box.

10. Your child's teacher can then access the uploaded work and provide feedback. This is an important way of your child keeping in contact with their teacher, and the teacher checking the developmental progress of your child.