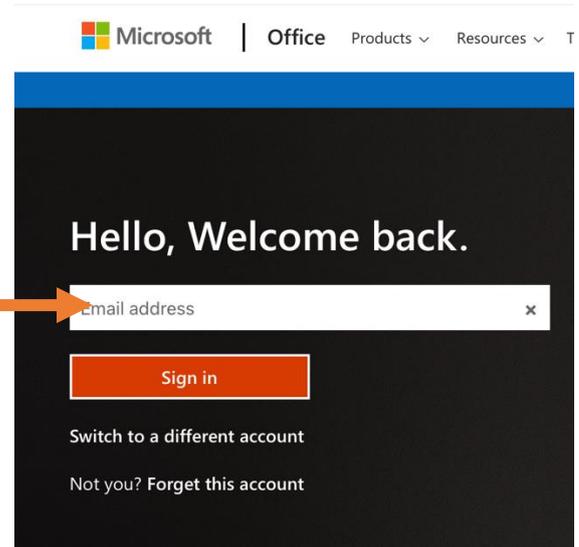
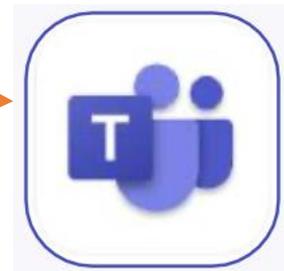


Student & Parent/Carer Guide to MS Teams Remote Learning @ Sheffield Springs Academy

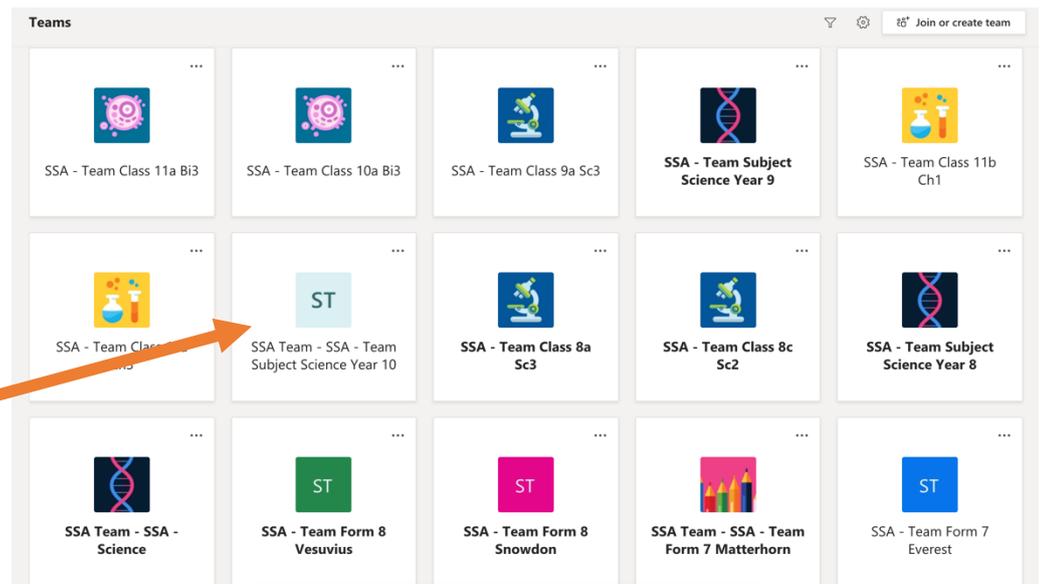
Go to the Office 365 website (google Office 365) where you can enter your username and password (this is just your school email and password).



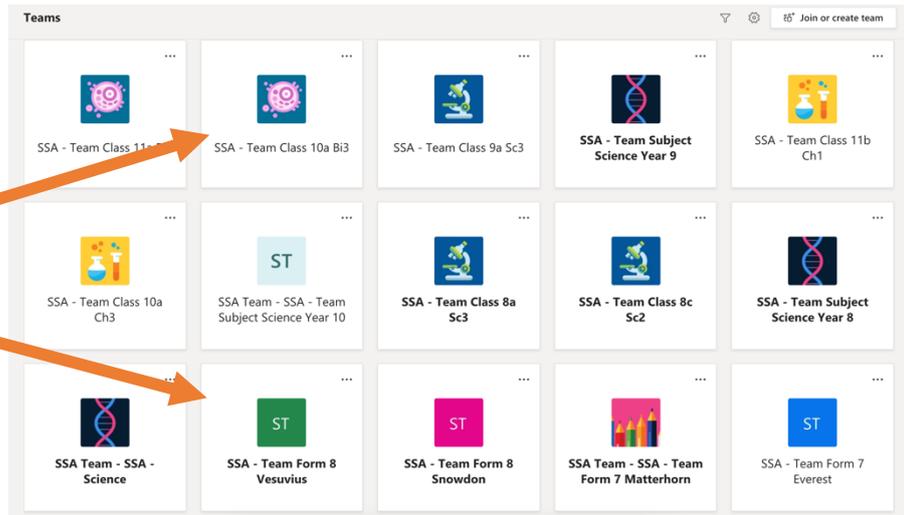
You can also download the app and then enter your username and password (this is just your school email and password).



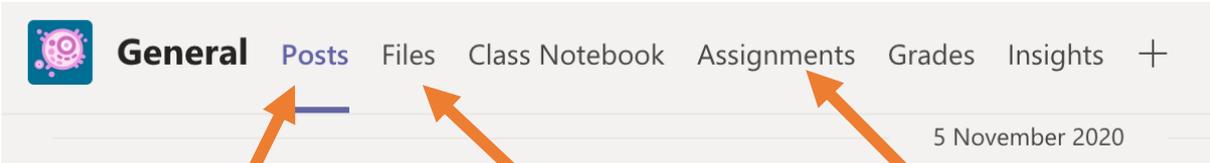
You will see a grid of all your different 'teams' – these will include your form, your class groups, and now also a year group subject area – e.g. Year 10 Science



Click on your team to access the content within it.



INSIDE THE TEAM!
You have a range of options.

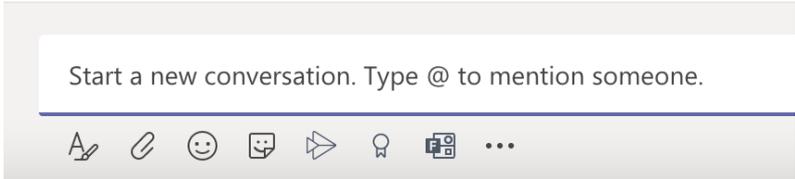
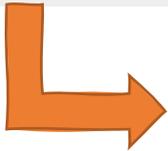
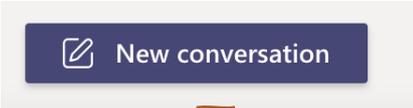


POSTS: This is where you can comment on posts – a conversation (work related!)

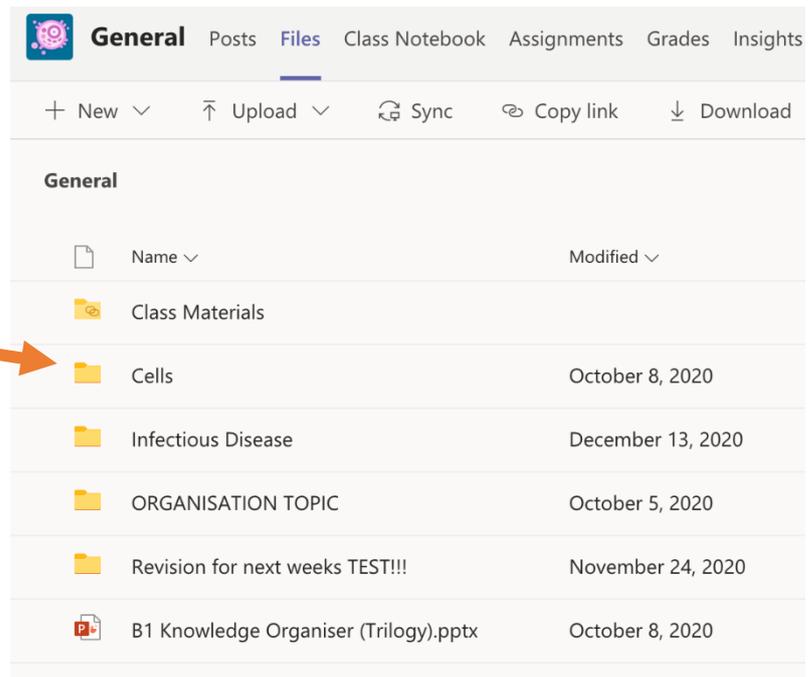
FILES: This is where your teacher will upload resources like lesson PowerPoints

ASSIGNMENTS: This is where tasks will be set for you to complete

To ask your teacher a question – you can post up using @teachersname to alert them (when it turns blue, it has worked!)



FILES: This is where your teacher will upload lesson resources – PowerPoints, homework etc! You can download it straight from here



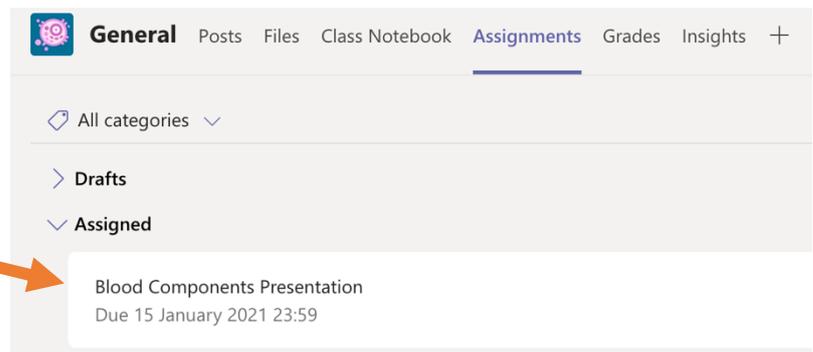
General Posts Files Class Notebook Assignments Grades Insights

+ New ▾ ↑ Upload ▾ ↻ Sync 🔗 Copy link ↓ Download

General

Name ▾	Modified ▾
Class Materials	
Cells	October 8, 2020
Infectious Disease	December 13, 2020
ORGANISATION TOPIC	October 5, 2020
Revision for next weeks TEST!!!	November 24, 2020
B1 Knowledge Organiser (Trilogy).pptx	October 8, 2020

ASSIGNMENTS: If you click on assignments you will see a list of tasks. Click on it to see the instructions and any attached documents.



General Posts Files Class Notebook Assignments Grades Insights +

🔗 All categories ▾

> Drafts

▾ Assigned

Blood Components Presentation
Due 15 January 2021 23:59

If there is a template/resource you can click on it and edit straight from here – it will auto-save!

Blood Components Presentation

Points
No points

Due 15 January 2021 23:59

Instructions

Create a short presentation to your peers (you can use ICT if you wish) on the structure and function of the components of the blood.

Student work

 Blood Components Presentation.pptx ...

OR.... Click on 'ADD WORK' to upload your own file.

Periodic Table

Due tomorrow at 23:59

Instructions

None

My work

+ Add work

Don't forget to click 'Hand In'!



Hand in

NOTIFICATIONS:

The notifications are on the left hand side...

There is a new post in 'General'

There is a new chat message for you

You have been mentioned in a Team post

You have feedback on an assignment



Live Lessons: We are currently using LIVE EVENTS for our live lessons – your form tutor will post the links each morning in your FORM team, click on the link for the correct lesson.

Thursday 7th Jan

P1 09.10

English Language

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGYyNmZkY2ItOWJhMS00NWE1LWJjZjUyE1OTY0MGE3NEcontext=%7b%22Tid%22%3a%22341a2651-df94-4980-a304-a36ecc80c374%22%24ef0-a960-db1de45231b0%22%2c%22IsBroadcastMeeting%22%3atru%7d

P2 10.00

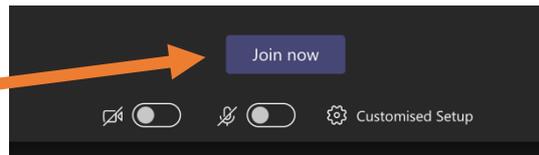
Combined Science and Triple

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGRkNmE1MGEtMDJjZS00NjNhLThiODgtZjk4NWl2MjgXNGVncontext=%7b%22Tid%22%3a%22341a2651-df94-4980-a304-a36ecc80c374%22%243ba-ac78-f59d98d672e9%22%2c%22IsBroadcastMeeting%22%3atru%7d

P3 11.10

Foundation Maths

Click on Join Now – check your camera and sound are off (you should be automatically muted though – sorry!)



Once you are in the Live Event – don't forget there is a 30-45 second delay between your teacher speaking and you hearing it, You can ask questions using the Q&A function – these are private – not public, so do ask if you're not sure on anything.

