



How to use Teams to
access Remote Learning
resources



Your Account

To sign in, go to: [Microsoft Teams Sign-In Page | Teams Login](#)

Sign into Teams with your Microsoft 365 username and password. *The first time you log in, it will ask you to change your password.*

Teams is available on lots of devices (go to [Download Microsoft Teams on any Device](#)) and you can even access it using an Xbox or PlayStation!





The Home Screen

When you first log on to the Teams page, this is what you will see... (this is a Y4 example)

The screenshot displays the Microsoft Teams interface. On the left, a navigation pane includes icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area shows a team named "Year Group 4" with a "General" channel. A post by Miss S Gillmore, dated Tuesday 12:35, features a banner that reads "Welcome to our Year 4 Teams Homepage!". The post content includes a heading "A New Space to Work!" and a welcome message: "Hi everyone and welcome to our Year 4 Teams homepage! We are really excited about using this method of home learning and we think you and your parents will love it to! We hope that using this space to upload your work, set assignments and communicate with you all in **one place** will make your home learning easier to manage and organise." It also mentions that resources for the week are available in the "Files" section under "Class Materials" and offers assistance with queries. The post concludes with "Enjoy! 😊" and lists the authors: "Miss Gillmore, Mr Hampshire and Miss Plowman". A "New conversation" button is visible at the bottom of the post area. The Windows taskbar at the bottom shows the time as 12:21 on 07/01/2021.



The Files Tab

To find the teaching materials your teachers have prepared for your child during their isolation period, click on the Files tab.

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Files' tab is highlighted. The main content area shows a team chat for 'Year Group 4' in the 'General' channel. A post by Miss S Gillmore, dated Tuesday 12:35, is visible. The post content includes a welcome message and information about resources available in the 'Files' tab. A blue arrow points to the 'Files' tab in the top navigation bar.

Microsoft Teams

Search

General Posts Files Class Notebook Assignments Grades +

Team Meet

MG

Miss S Gillmore Tuesday 12:35 Edited

Welcome to our Year 4 Teams Homepage!

A New Space to Work!

Hi everyone and welcome to our Year 4 Teams homepage! We are really excited about using this method of home learning and we think you and your parents will love it to! We hope that using this space to upload your work, set assignments and communicate with you all in **one place** will make your home learning easier to manage and organise.

All of the resources for the week ahead are available for you in Files under Class Materials.

If you have any questions about how to do something please ask, we will be more than happy to try and troubleshoot any of your queries. Don't forget, anything you write on here can be seen by everyone so make sure you are being sensible at all times.

Enjoy! 😊

Miss Gillmore, Mr Hampshire and Miss Plowman

General

See less

New conversation

12:21 07/01/2021



The Files Tab

You will see this screen. Click on the 'Class Materials' folder and in here you will find folders organised by date to support you in locating the resources.

The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays the 'Year Group 4' team. The 'Files' tab is active, showing a table of files and folders. A blue arrow points to the 'Class Materials' folder.

Name	Modified	Modified By
Class Materials		Miss S Gillmore

The bottom of the screen shows the Windows taskbar with various application icons and the system tray displaying the time as 12:27 on 07/01/2021.



The Files Tab

All of the resources for each subject can be found in their folder.

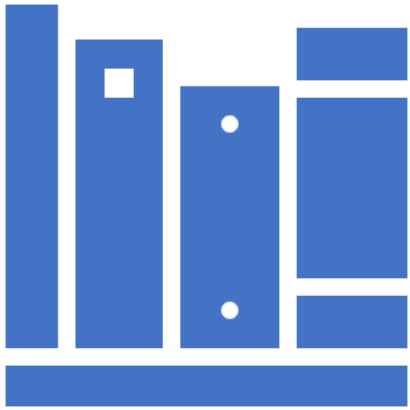
The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays the 'Year Group 4' team. The 'Files' tab is active, showing a breadcrumb path: General > Class Materials > Week 2 > Maths. Below this, there is a table of files:

Name	Modified	Modified By
Friday 15th January Multiply three digits by...	3 hours ago	Miss S Gillmore
Monday 11th January Multiply two digits b...	3 hours ago	Miss S Gillmore
Thursday 14th January Factor Pairs.pdf	3 hours ago	Miss S Gillmore
Tuesday 12th January Multiply two digits b...	3 hours ago	Miss S Gillmore
Wednesday 13th January Multiply 3 numbe...	3 hours ago	Miss S Gillmore

A blue arrow points to the 'Modified By' column header in the table.



Once your child has completed their work,
you can upload it to their ClassDojo
Portfolio to be marked by their teacher.



If you experience any technical difficulties, or if you have forgotten your login details, please contact:

itsupport@joylane.kent.sch.uk