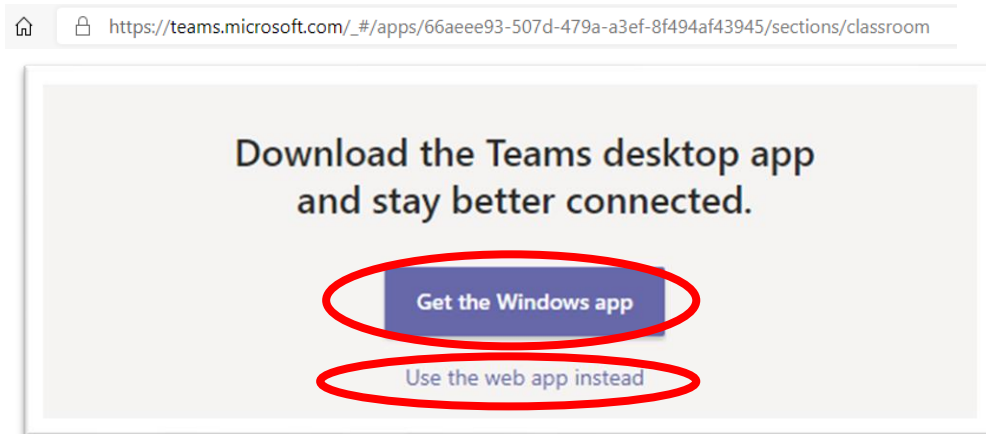


Microsoft Teams Guide

As you may be aware, when a bubble closes in school your child's learning does not stop. We use Microsoft Teams to upload lessons which you can access on the Teams website or app. It is very important that you do this daily because when we return to school the learning will have moved on from when your child was last in the building!

Below is a guide showing you how to access and upload work. If you have any issues phone us on 01274 256789 for a call back or email the key stage email address: EYFS@bradfordacademy.co.uk KS1@bradfordacademy.co.uk LKS2@bradfordacademy.co.uk UKS2@bradfordacademy.co.uk

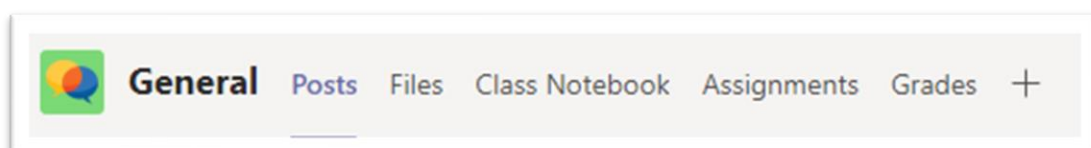
1. Visit teams.microsoft.com and/or download the Microsoft Teams app.



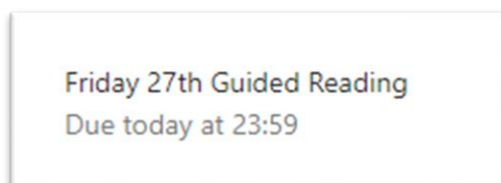
2. Enter your child's email address.
This is the login number they use at school followed by @bradfordacademy.co.uk



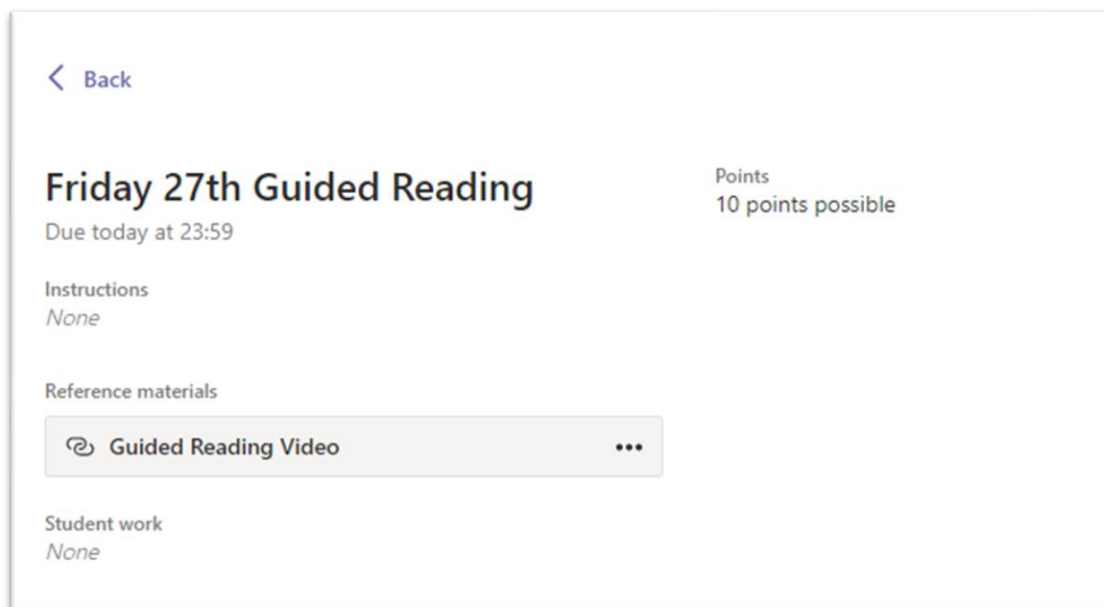
3. Then enter your child's password. This is the same password they use at school to login to the laptops. Often it is: it1234
4. Once you are logged in you will see your child's class and a menu of options.
5. To find your child's work click on the *Assignments* tab.



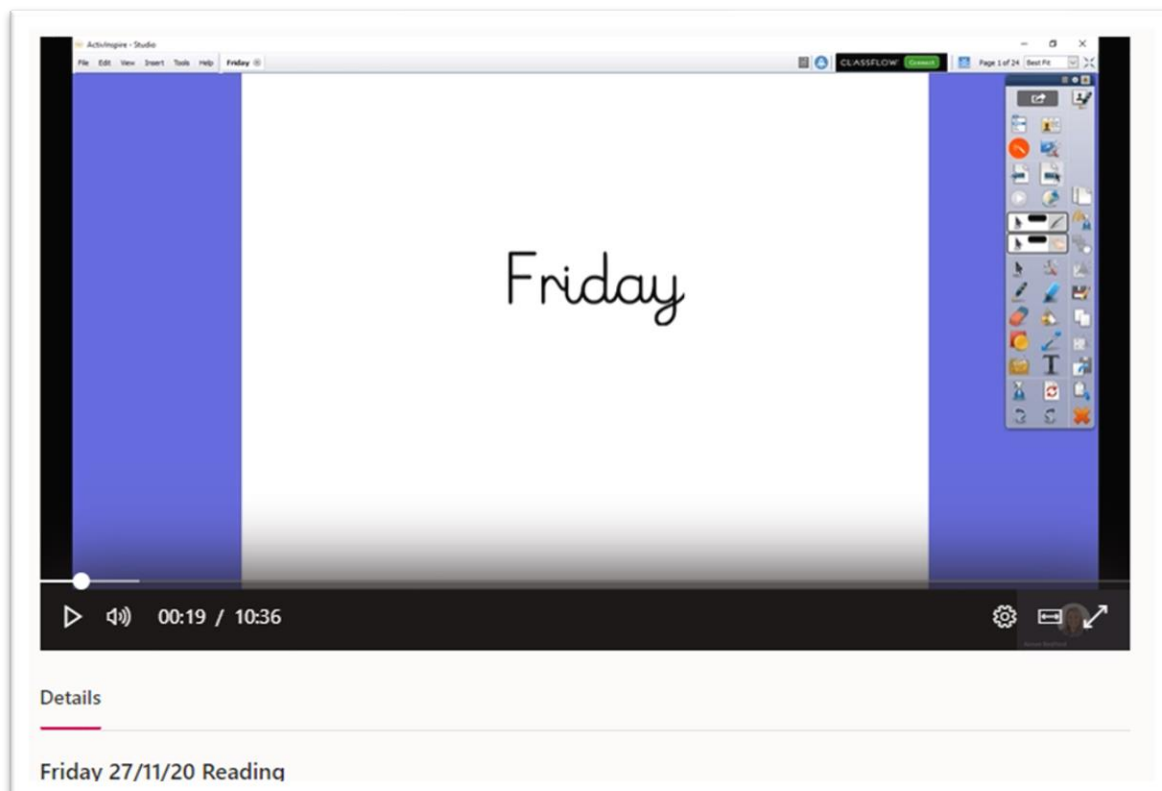
6. Each assignment has a title relating to the subject and date of the lesson. Click to open it.



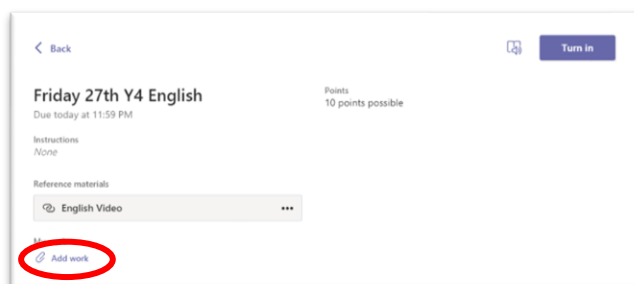
7. Your child's teacher will have uploaded a video lesson. They will need paper and a pen or pencil. If they need anything else it will be explained in the video.



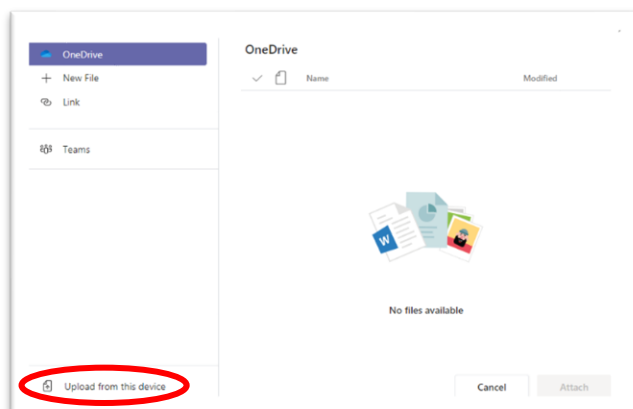
8. The teacher will ask children to pause the video at certain points to complete activities on paper.



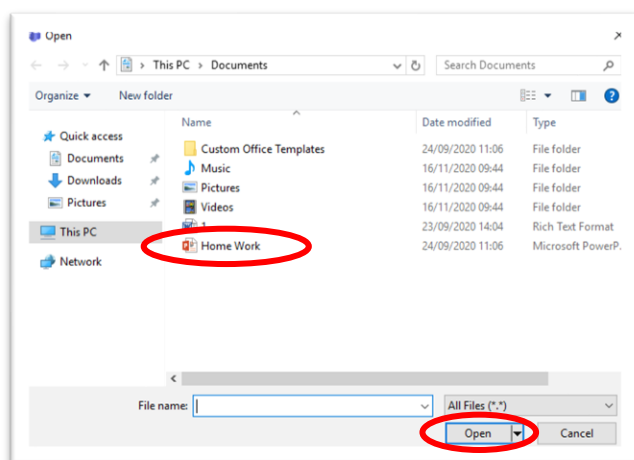
9. Once your child has completed the lesson it is important to upload evidence of their work. To do this children should click 'Add work' on the *Assignment* page.



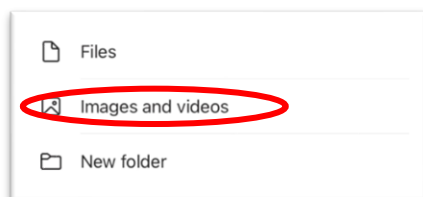
10. Select 'Upload from this device'.

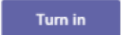


11. Select the relevant file or photograph and click 'open'. The file will upload.



12. If you are on a mobile device or tablet you can choose to upload a photograph by selecting 'Images or videos'.



13. Finally your child will need to click . Once they have done this, their teacher will be able to see their work, give them feedback and maybe give out some bonus points!