HEDINGHAM SCHOOL
AND SIXTH FORM
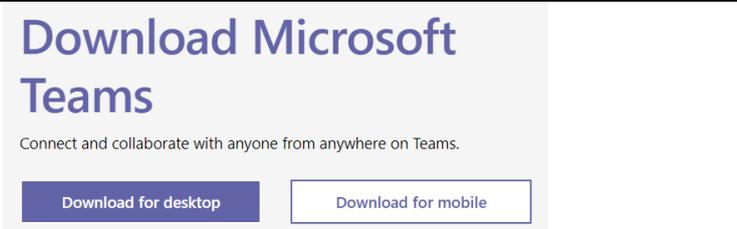ACHIEVEMENT & EXCELLENCE

22 September 2020

Guidance for Accessing Work During Self-Isolation

During a period of self-isolation, the work and resources required to continue studying will be placed on our eLearning platform Microsoft Teams. This academic year all students have been allocated to individual subject class Teams for every subject the study. This is to ensure that the guidance and support offered during periods of isolation are closely tailored to the individual students within that class/learning group.

If your child is off school due a period of self-isolation, the resources for their study will be accessible the in ways described below. If there is a period of local/national lockdowns, then the home learning framework will revert to the way it ran previously with a mix of live/recorded lessons and assignment setting.
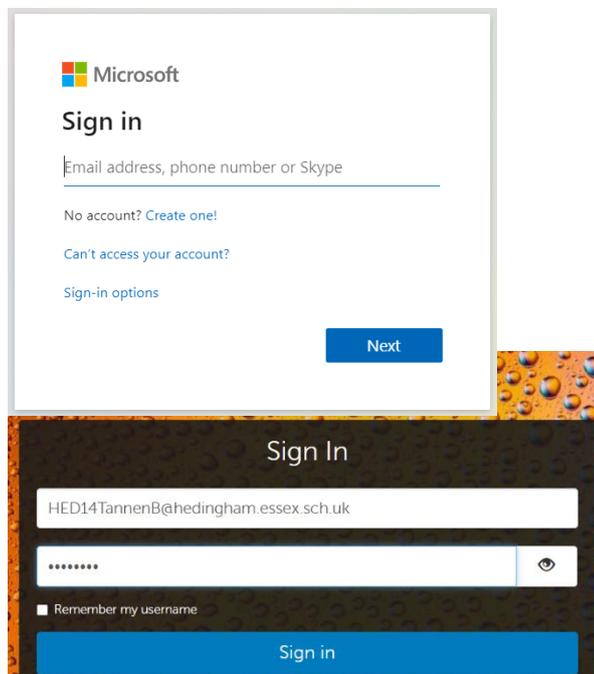
Accessing Work

Students need to log onto their Microsoft Teams account. If your child does not already have Microsoft Teams installed on their computer or device, they can access in one of several ways:

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1. Download and install Teams from the internet using the link: https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app. This works on both Windows and Mac based computers.	**Download Microsoft Teams** Connect and collaborate with anyone from anywhere on Teams. [Download for desktop] [Download for mobile]
2. Download the Teams app on a tablet or mobile device using the appropriate app store:	Available on the iPhone App Store / GET IT ON Google Play
3. Use the web version of Teams which can be accessed at www.teams.microsoft.com	Sign in to your account — https://teams.microsoft.com — team - Google Search — Microsoft Teams - teams.microsoft.com
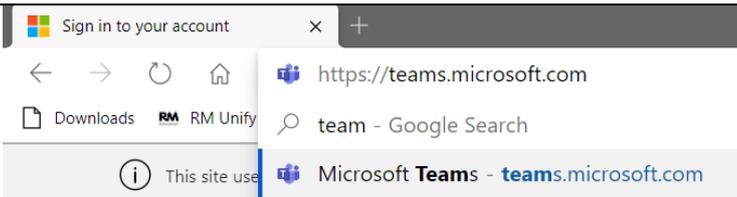
Whichever of the routes you take to access Teams (all of which are perfectly acceptable and usable), your son/daughter will need to "login" to Teams. This is the same details as their school account. When prompted for their email, they will need to write their school username, followed by @hedingham.essex.sch.uk.

So for example, if my school username was HED14TannenB then my email would be HED14TannenB@hedingham.essex.sch.uk. Their password will be the same as the one they use to log into the computers at school. Again, it is worth checking these before the evening in case students cannot remember them.

Please note: After students enter their email address in the first "Sign in" screen, they will be re-directed to finish signing in on RMUnify (this page should look quite familiar to them).

Microsoft

Sign in

Email address, phone number or Skype

No account? Create one!

Can't access your account?

Sign-in options

Next

Sign In

HED14TannenB@hedingham.essex.sch.uk

••••••••

☐ Remember my username

Sign in

From there students will see their Teams page which will show all of the classes/learning groups they are a part of. From this point forward, the work for each subject will be located inside the indiviual Teams. To navigate their Teams, they simply have to click on a Team to enter it and then click the "Teams" button on the left-hand navigation bar to return to the Teams page.
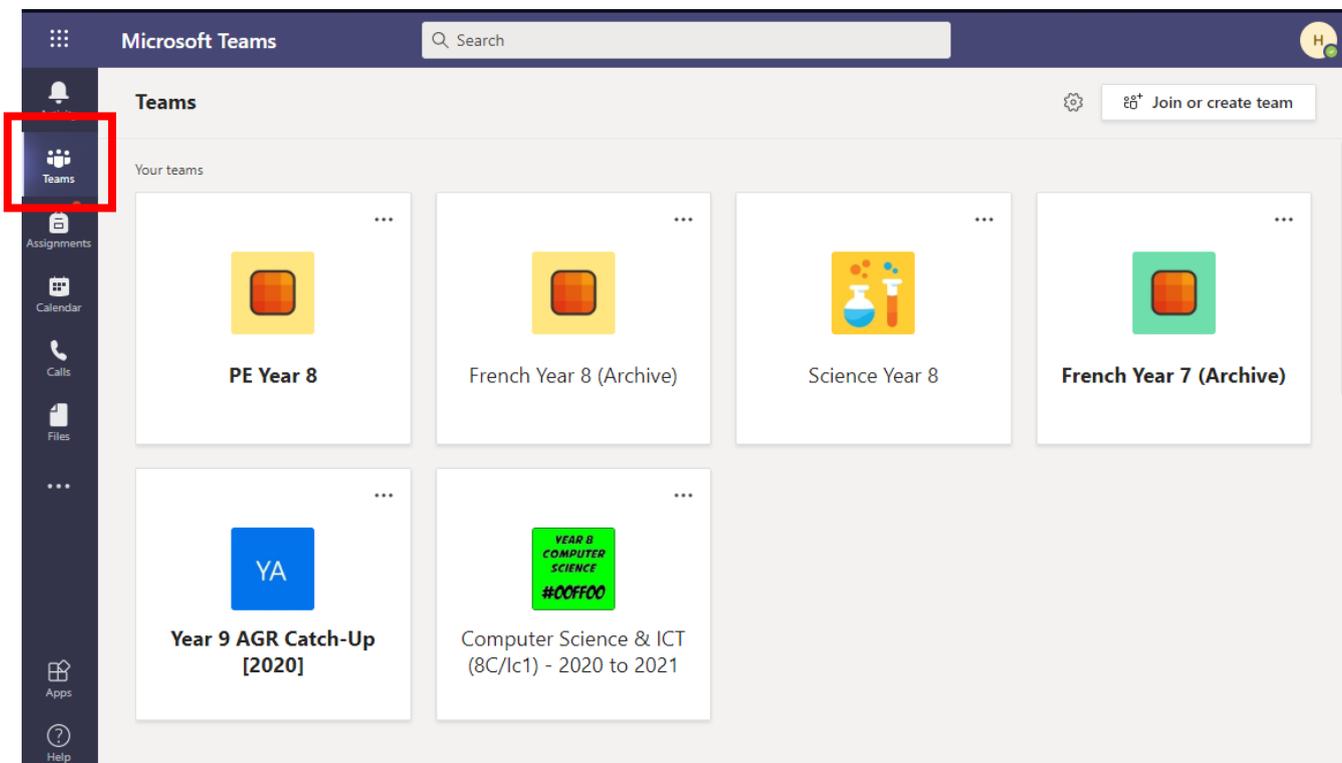
Inside each Team students will find a navigation bar at the top, with one of the options saying "Files". Students should click on this:
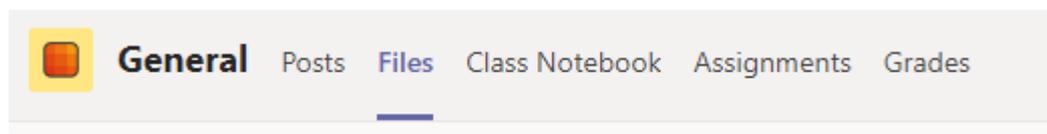

Inside the file section students should see a folder called "Class Materials" (which they should click), then inside this folder they will see a folder called "Self-Isolation Study". This folder contains all the lesson materials they will need to complete their tasks. (See below)
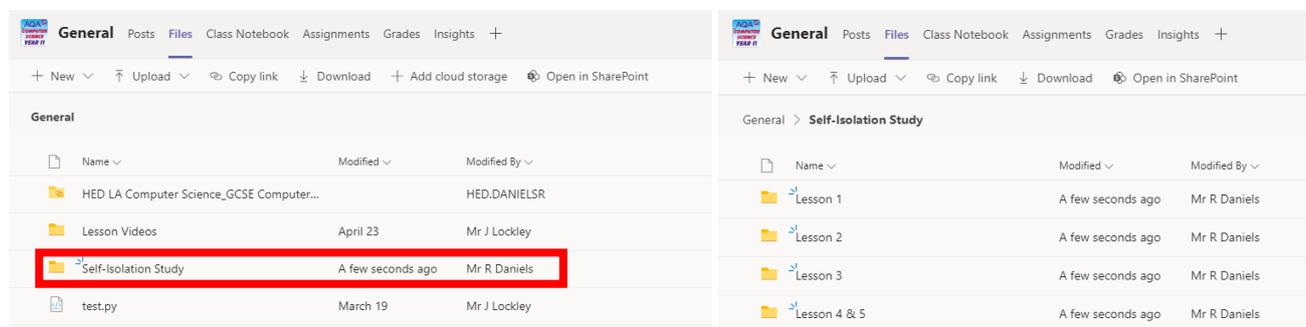
Inside each of the lesson folders there will be some resources and a topic for that lesson. This may include PowerPoint presentations to read through, worksheets to complete, instruction documents on tasks to complete etc.
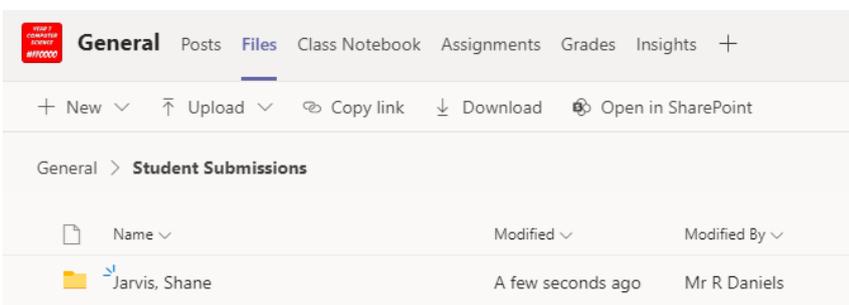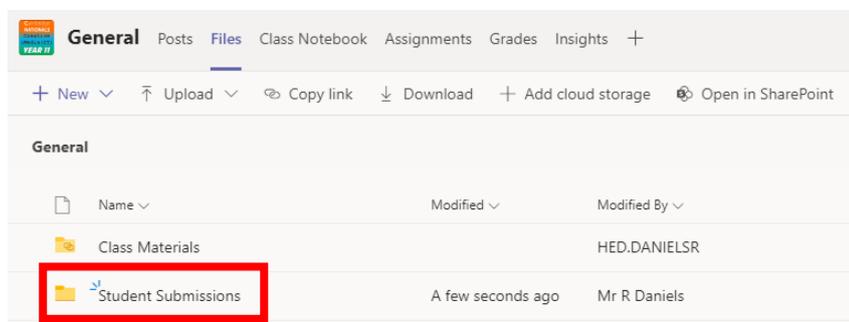
A completed folder inside this section might look like:
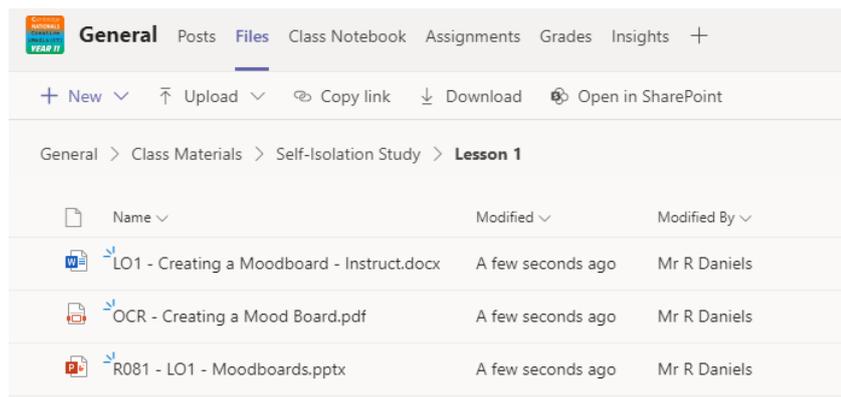
Submission of Work

Once your child has finished their work, they can "upload" it to their Team so that the teacher can see it. To do this, they need to go back to the "Files" section of the subject they have completed work. In here they should see a folder called "Student Submissions" which they should click on. Inside this folder this folder they should create a new folder for their work by clicking on the "+New" button and selecting "Folder". They should name this folder with their name (putting their Surname first, followed by their Forename e.g. Jarvis, Shane.

Inside this folder students can "Drag and drop" work from their computers into the folder and this will upload their work to Teams OR they can click the "Upload" button and select "Upload from this device" to select files and folders from their computers.