

# Stour Valley Community School

5 June 2020

Dear Parents and Carers

I hope that you are all staying safe and keeping well.

This week's newsletter is dedicated to Microsoft Teams. All children in Years 7 – 9 should now have logged into Teams and accepted invites to their class groups. There will be no more work sent by email or placed in the shared area from this point. All students should be logging into Teams daily and checking their school email regularly. If there are issues with logins, please contact [itsupport@stourvalley.org](mailto:itsupport@stourvalley.org) as a matter of urgency.

Pasted below are user instructions – these have been sent as an attachment to previous emails:

## **SVCS Virtual School: Using Teams**

### **Getting access to Teams:**

You can access Teams in several ways.

Using a browser – search for 'Office 365' then log in using school email and system password. You should get a screen that looks like this:

In the window above, you can see the Teams icon and the install Office button. You can access Teams by clicking on the icon or (preferred option) download Office for free and install the Teams application (as well as the rest of Office). This is free of charge.

Using a phone/tablet - go to the app store for your brand of phone/tablet and download the Teams app. You can also download all Office apps for free. Log into the app using school email and password.

### **Using Teams:**

Once the Teams app is open, you will see that you have been added to all of your classes. Select the class you want to check on:

Once you are in the class (Team) you will see a screen that looks like this:

There are several parts to the Team and different ones will be used more/less with different subjects:

- **Posts:** this is the area where you can keep in touch with your teacher. You can post polite messages and keep track of assignments that have been set by your teacher.
- **Files:** your teacher might choose to share files with you here that are either read only or editable by everyone in the Team.
- **Class Notebook:** This is a virtual exercise book that you can use for schoolwork if directed to by your teacher. They can see everything that you put in there and also respond to work you have completed. There is also a content library in there where your teacher can also share files.
- **Assignments:** The assignments tab is the most important area for you, whilst we are a virtual school. This is where your assignments will be set and (when appropriate) marked by your teacher.
- **Grades:** Here you can keep track of the work you have completed.

### **Completing an assignment:**

The assignment (type of work) you have been set by your teacher will determine how you are asked to respond. However, if your teacher has linked in a worksheet to the assignment you can edit it in the app. Your work is autosaved, so if you have a longer-term project to complete, you can leave it and come back to it again without losing the work that you have done. When your work is complete select 'Turn in' to send it to your teacher.

This video is a bit old (and doesn't have the most up-to-date functionality displayed) but demonstrates the basics to you from a student point of view:

<https://www.youtube.com/watch?v=x1dJyGZpht4>

Remember:

- School rules apply when using any school account
- Your teacher can see everything you type
- Be kind and make sure that you do not disrupt the learning of others
- This may be unfamiliar at first, but you will get the hang of it!

You must read the essential information included in this document.

### **Teams and Online Learning**

Microsoft Teams is now fully up and running. Students will now be completing all school work through Teams as well as checking school email regularly. Teams is now our 'virtual school' and our main teaching and learning platform. Teams enables three key things:

To be able to monitor the engagement of every student with the work set and intervene where necessary to get students back on course;

To provide regular feedback from individual class teachers;

To provide curriculum delivery continuity.

This will remain Stour Valley's key focus, as online learning in some form would appear to be with us for the foreseeable future.

Thank you for your ongoing support and working together with us in these unprecedented times.

With kind regards



**STOUR VALLEY**  
COMMUNITY SCHOOL

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