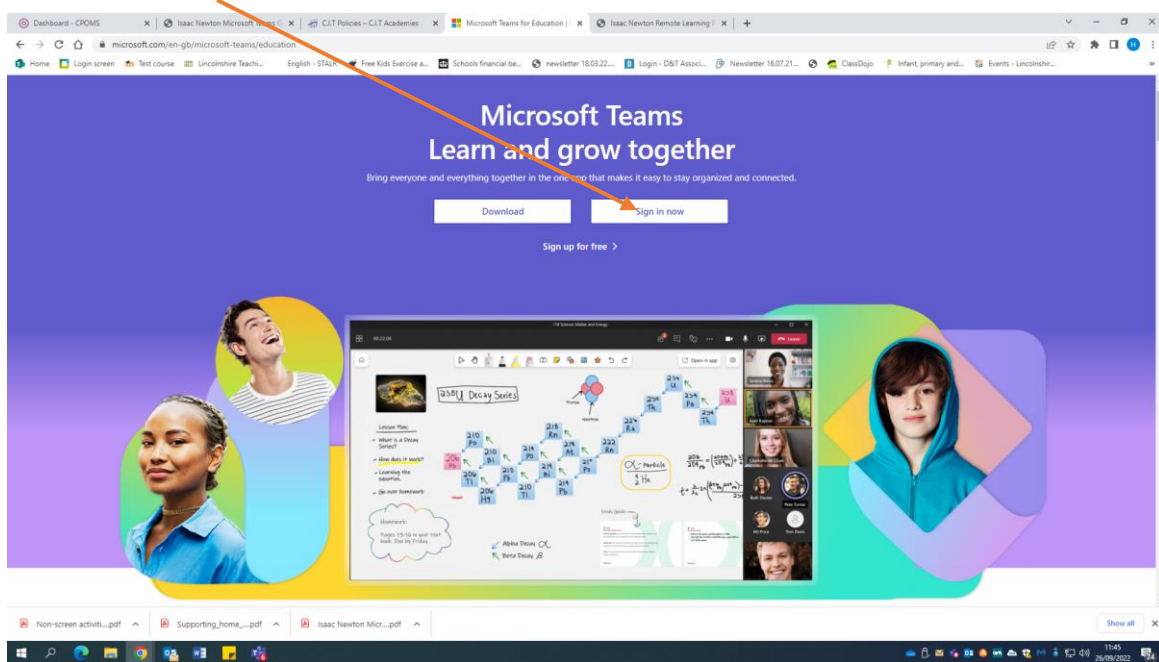# Caythorpe Primary School

Remote Learning Guide

Microsoft Teams We will use Microsoft Teams to contact children each day. We will have virtual meetings, set work and feedback on work using this platform.

To login your child uses their school email address and password which can be found in the letter sent out to you or stuck into your child's reading journal. Logging in:
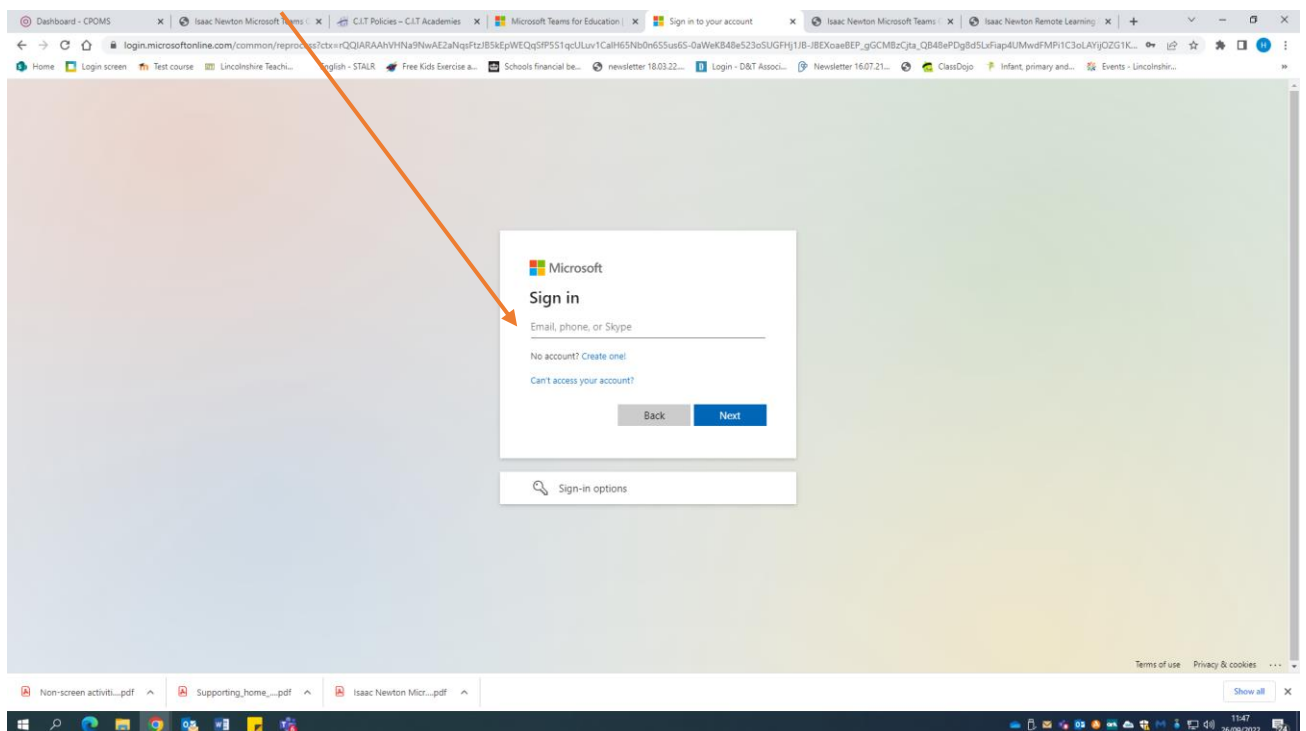
1. https://www.microsoft.com/en-gb/microsoft365/microsoft-teams/education
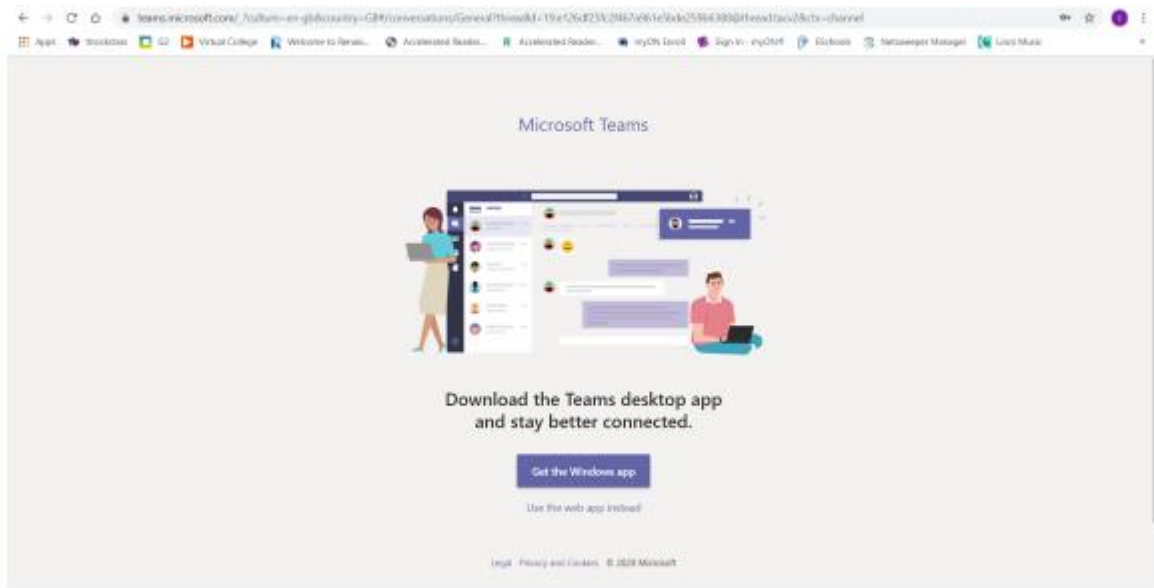
2. Click on the 'Sign in' button.

3. Now type in your school email address and password (from the letter or the sticker stuck in their reading journal). Type the email address exactly as it is shown.

Type email address here and then your password when prompted.

4. There is now a choice to either download the programme or to use it online.

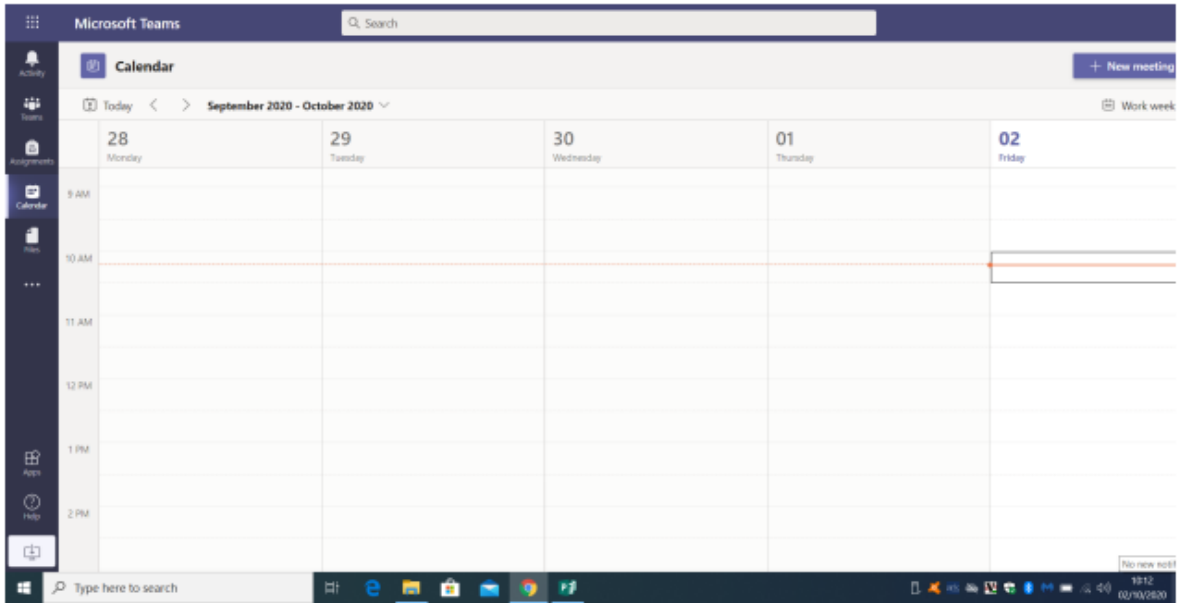
5. This is what Teams looks like.

This is your Class Team where work will be shared and meetings will take place.

This is where you will find home learning activities which have been set by your class teacher.
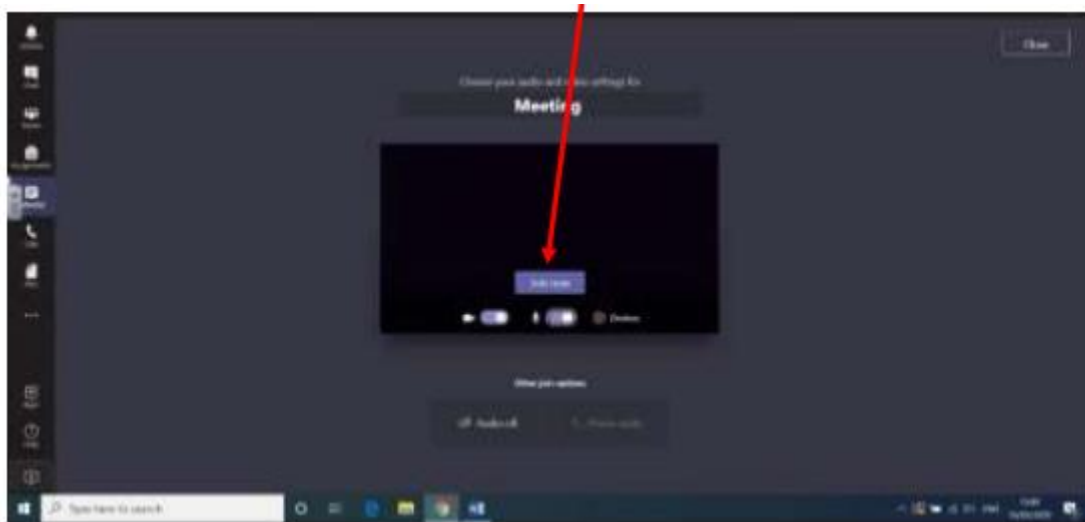
This will show you when your scheduled meetings are (day and time).

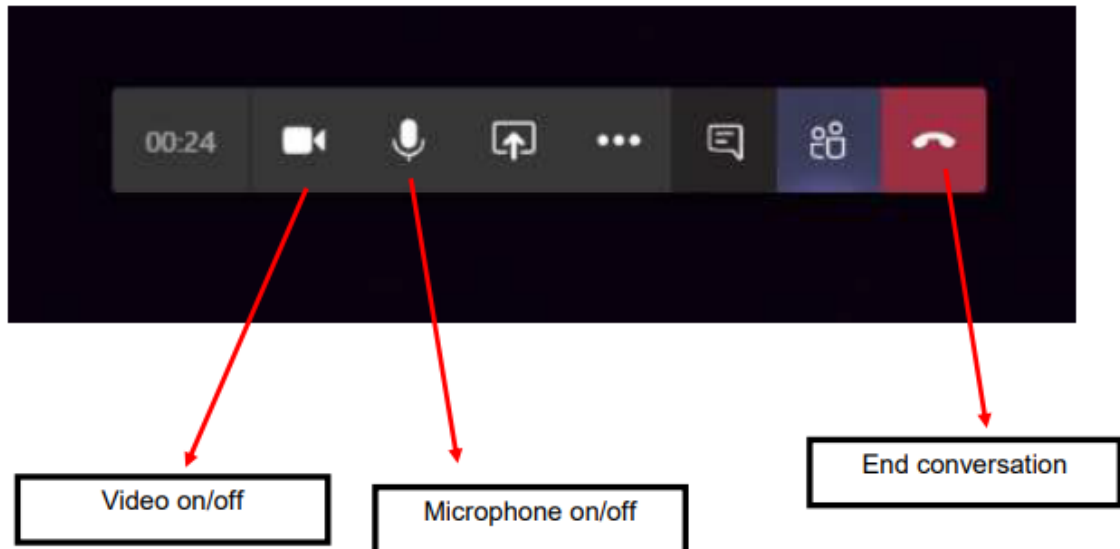This tells you what your Teams are and which teams you are in.

6. To attend meetings, you will be able to see the meetings in your calendar this is what it looks like. You will see the meeting in the calendar that you can join. Click on the meeting to join.

7. When you have clicked on a meeting this window will open. Make sure your camera is on but your microphone is off when you join the meeting. Then click 'Join Now'
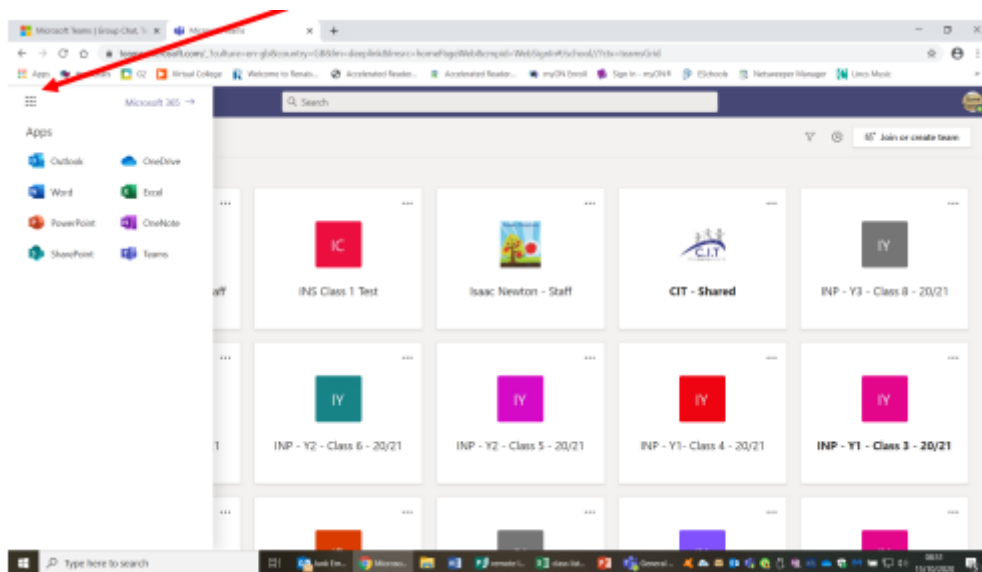

8. When in a meeting, moving the mouse over the back screen activates a toolbar which looks like this.

Video on/off

Microphone on/off

End conversation

9. All students have access to Microsoft Office programmes. If using the Teams App programmes can be accessed by clicking on Files.

10. If using the Web version of Teams, Microsoft Office the programmes can be accessed by clicking on the 9 dots in the left hand corner.
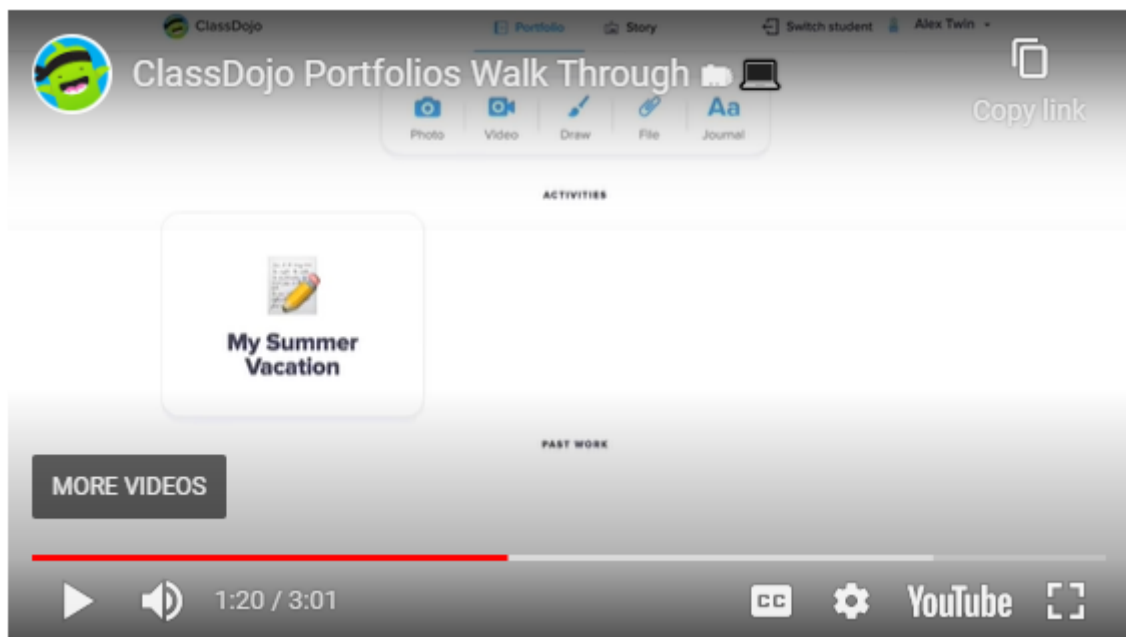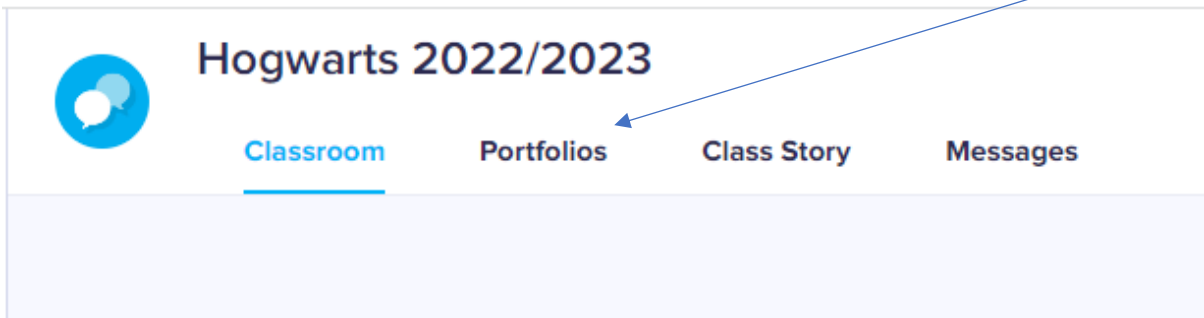

11. All Microsoft Office Programmes can be accessed by a Google search for O365. You can login using your school email address and password and use these apps.

If you have a tablet or a phone you can download the Microsoft apps again using your school email address and password.

• Word • Teams • Powerpoint • Excel

12. Work will be set within Class Dojo. Access work by clicking Portfolio.

Here are some helpful videos.

[An introduction to Portfolios on Class Dojo](#)

[How to post to their Portfolio on class Dojo](#)