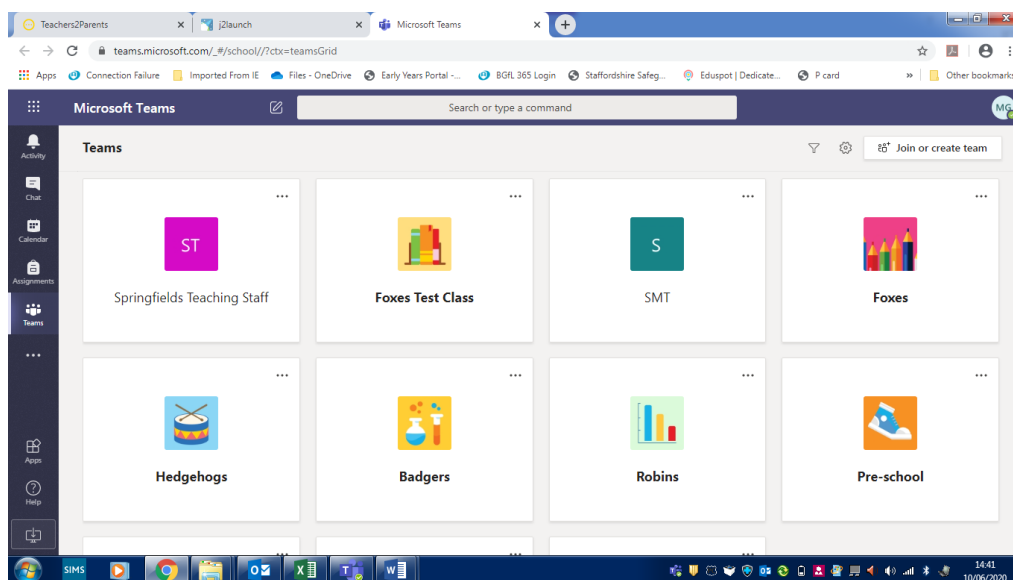


Parent Guide to getting started on TEAMS.

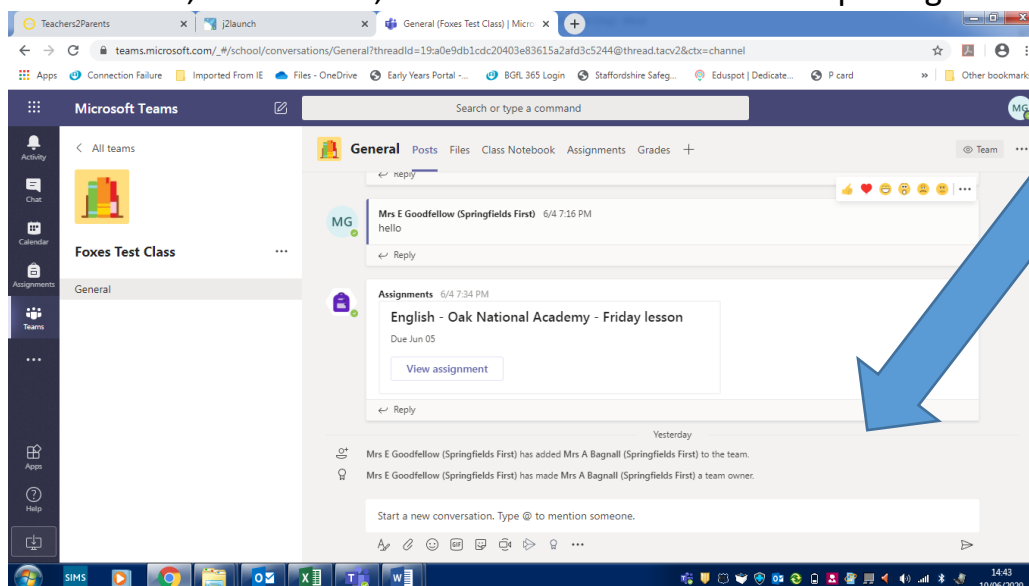
Please get in the habit of logging into BGFL every morning before 9am to ensure you get latest posts, face to face session times etc

All children need to access a computer or device to access Teams.

- Children need to **SIGN IN** to BGFL as normal using the QR code or password.
- You should be at the BGFL launchpad – there is a range of icons on display on the page.
- Children should click the **TEAMS** icon.
- In the TEAMS area, children will be able to access/join their classes (teams), as per normal.



- In each class, a string of communication will begin as teachers will post information, instructions, documents, or worksheets that need completing.



- Questions can be posted by children/parents in the “REPLY” boxes and teachers can write responses.

Children can click on the icons to see the

- **TEAMS** you are part of.
- **ACTIVITY** you need to complete.
- **CALENDAR** for reference for live meetings
- **ASSIGNMENTS**

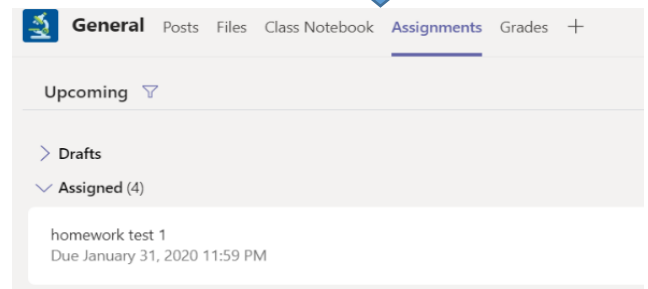
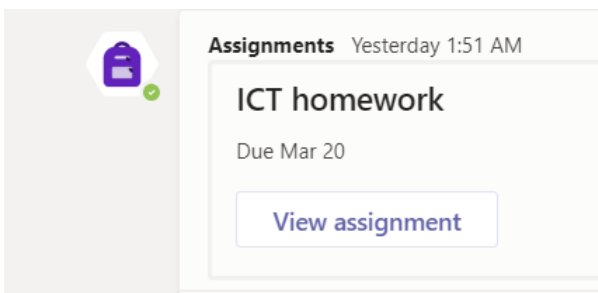
Guide to using ASSIGNMENTS.

Log on to BGFL as normal and locate the Teams tile.

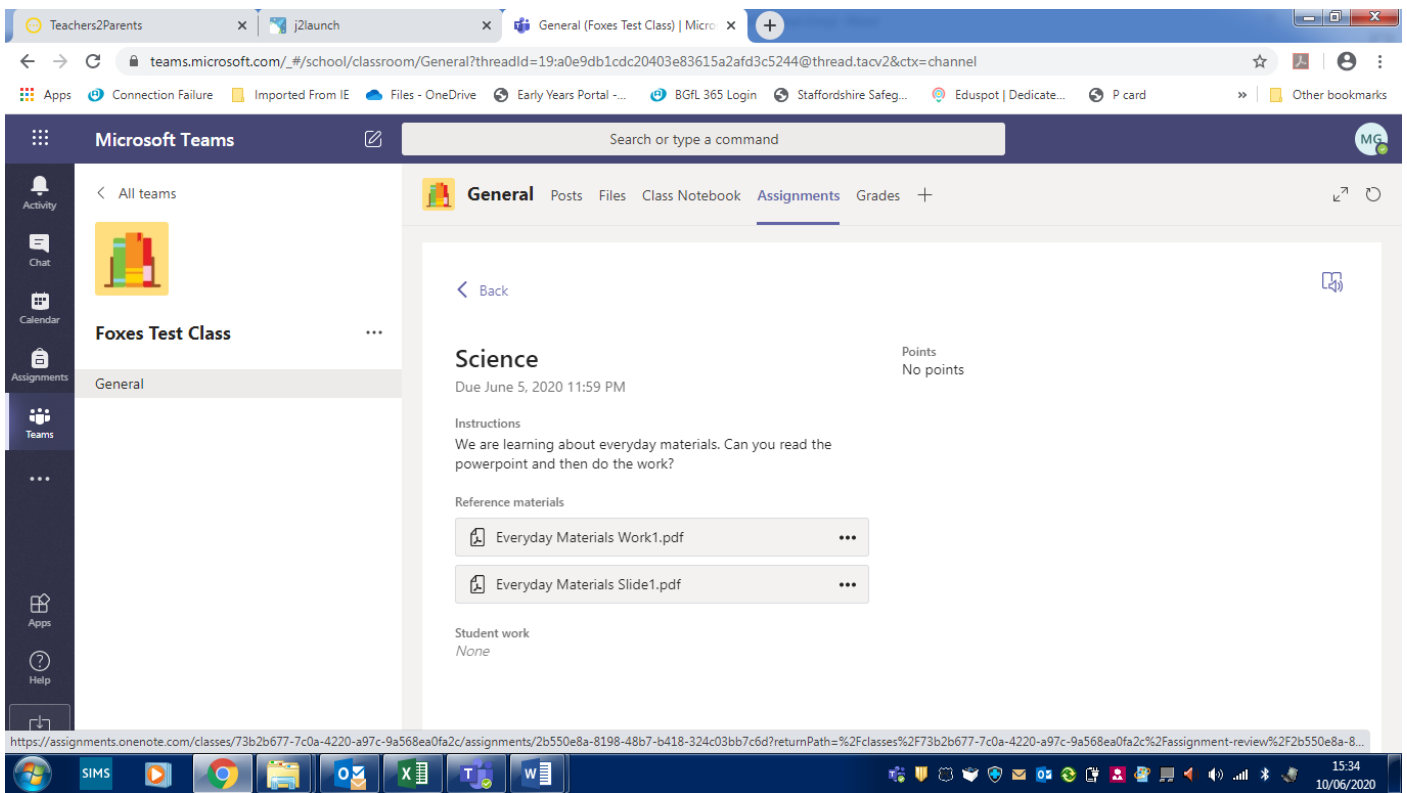
Children can click their subject **TEAMS** icons to access posts, reply to messages & get instructions, worksheets, presentations & resources from teachers to support learning at home. Children are to follow their timetable as much as possible & complete their work each day.

Students can now click on their class TEAM icons to see **ASSIGNMENTS**

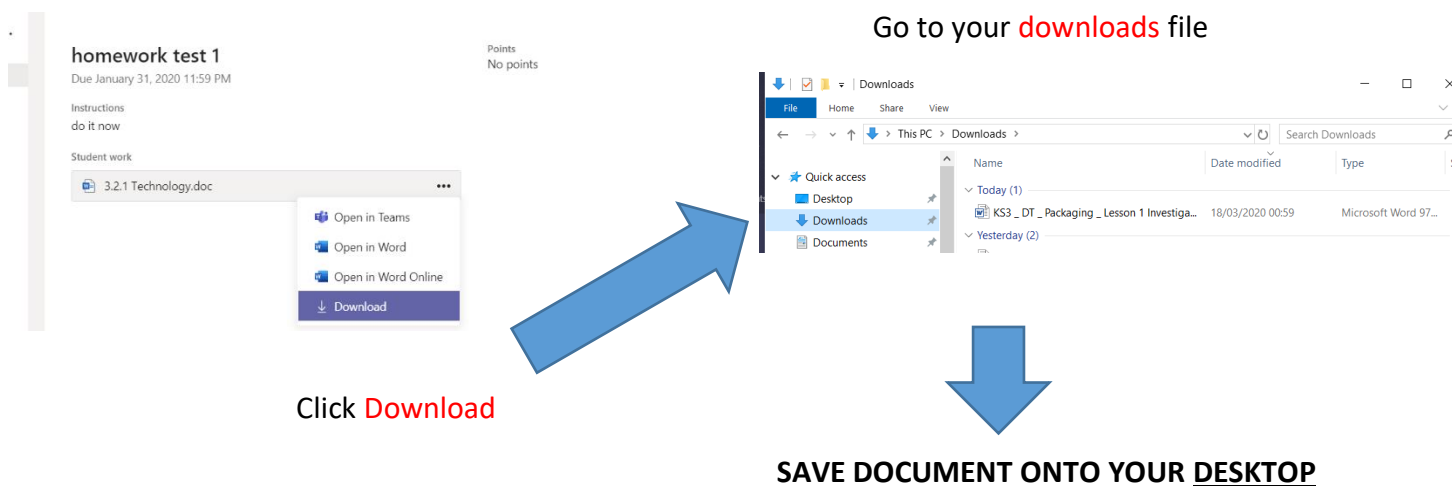
These appear as posts in the TEAM channel OR students can see the **ASSIGNMENTS** file



Children’s view of an assignment:



Children can **download** ASSIGNMENT documents from TEAMS

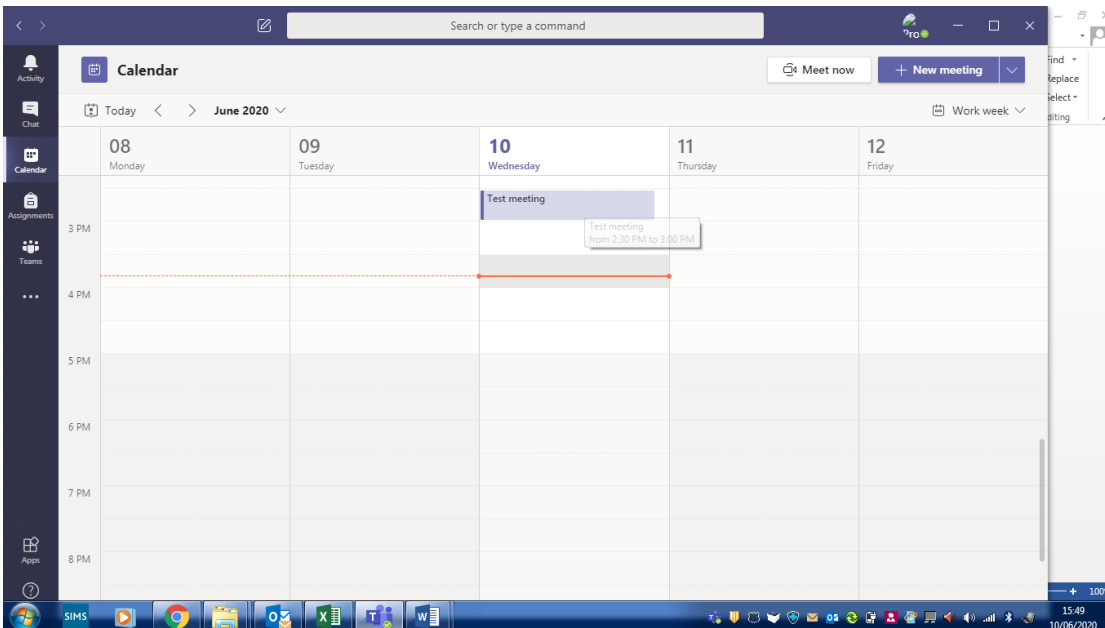


Children **complete the assignment & save their work on the DESKTOP first**, this is your copy.

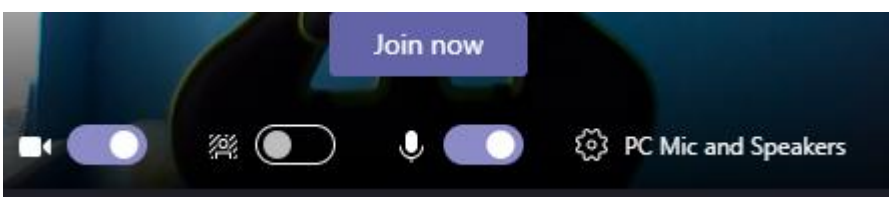
- Next step is to **HAND IN** your work.
- In the **ASSIGNMENT** post there is an icon that says **+ADD WORK**
- Click this & add your work by **uploading** the completed assignment document from your desktop where you have saved it.
- You should click **upload from this device**
- And watch your file being uploaded in to TEAMS
- Once the ASSIGNMENT document is uploaded
- Click the ICON that says **HAND IN**
- You'll receive a message on screen of the date & time your assignment has been handed in and that is it! The Teachers will know who in the TEAM that have turned in their assignments & those who have not! They will send you feedback about your work.

Joining a live lesson/watching videos

- Sometimes staff may post a video in the posts section which may be a video starting a lesson off or a video of staff telling a story or setting a challenge.
- At other times staff may arrange some face to face meetings.
- They will post the details of the meeting in the posts section, on the calendar or they will email you to notify you of the meeting/lesson.
- When it is time for the meeting please go to the calendar in Teams and click join on the meeting on the calendar.



You should then see the screen below along with yourself on the screen:



- Click join now

You should then be able to join the lesson/chat and should see the following floating toolbar:

Duration: share ask question end call/meeting



more

chat