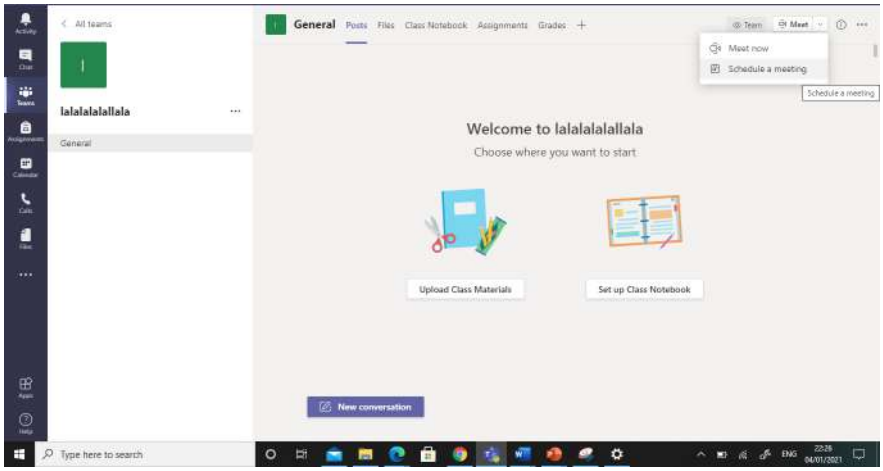
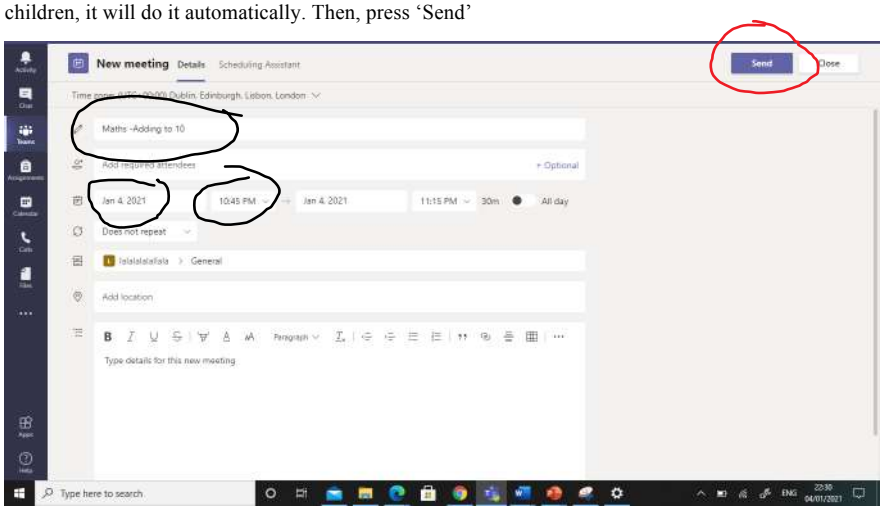
Guide to Teams/OneNote/Assignments

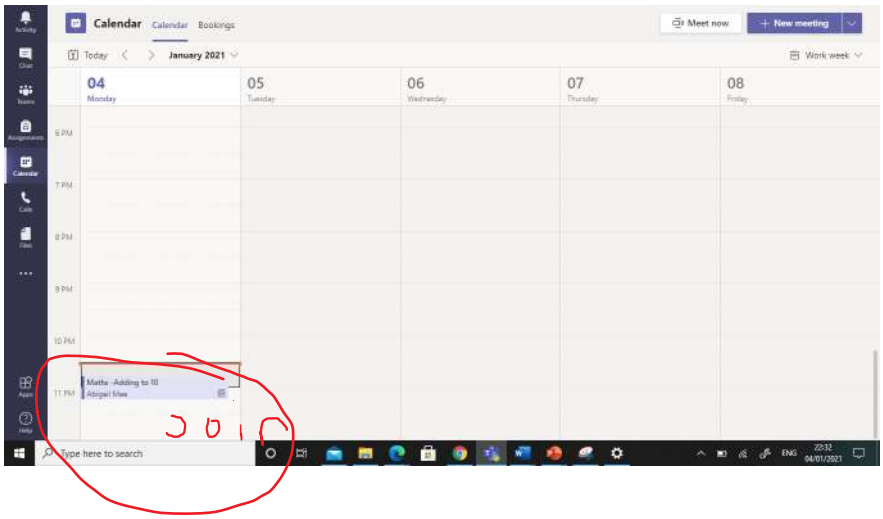
To schedule a meeting, click onto ‘Meet’ and then ‘Schedule a meeting’.



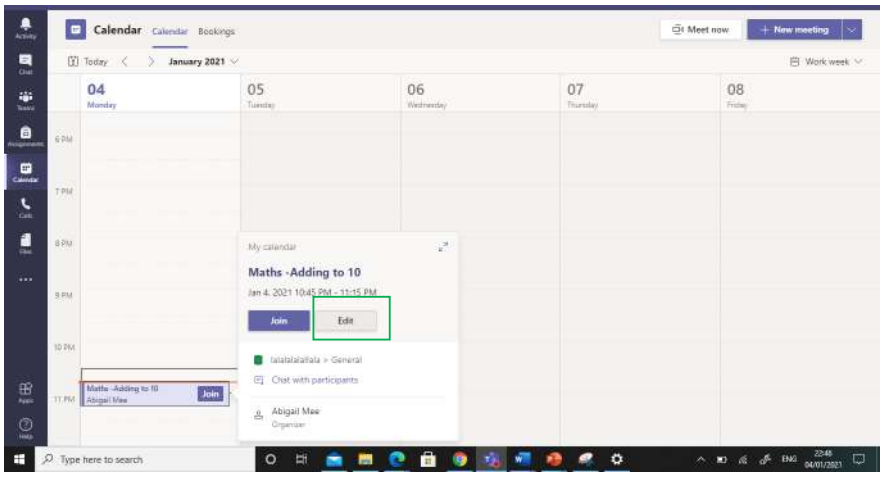
All you need to do is write the title of your live lesson and change the date. You don’t need to add the children, it will do it automatically. Then, press ‘Send’



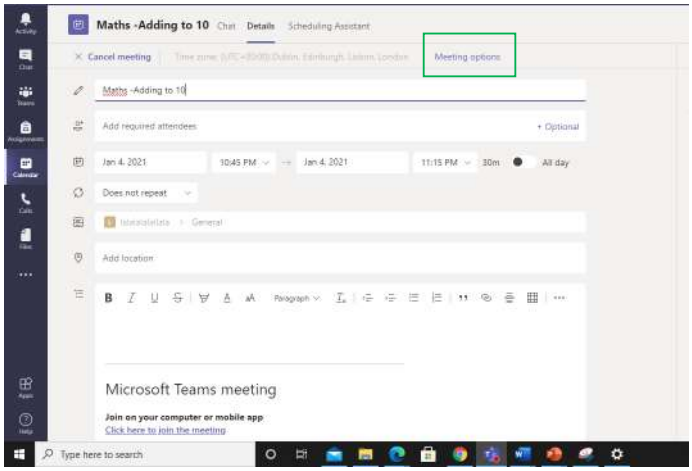
The calendar tab at the side is a good place to keep track of all your live lessons. You can click onto the live lesson to begin it. Around 5 minutes before the lesson is due to start, it will have a little join button that pops up at the side.



Click onto the meeting before it happens and press ‘Edit’.



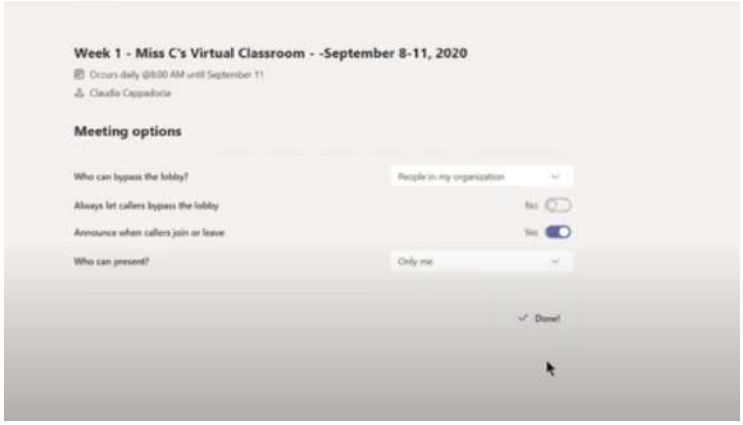
Now press ‘Meeting options’.



On who can bypass the lobby, press only me. This means the children cannot talk to each other before you start the lesson. It also means you let them into your live lesson 1 by 1, which means you can say hello to each child. On Always let callers bypass the lobby, press no.

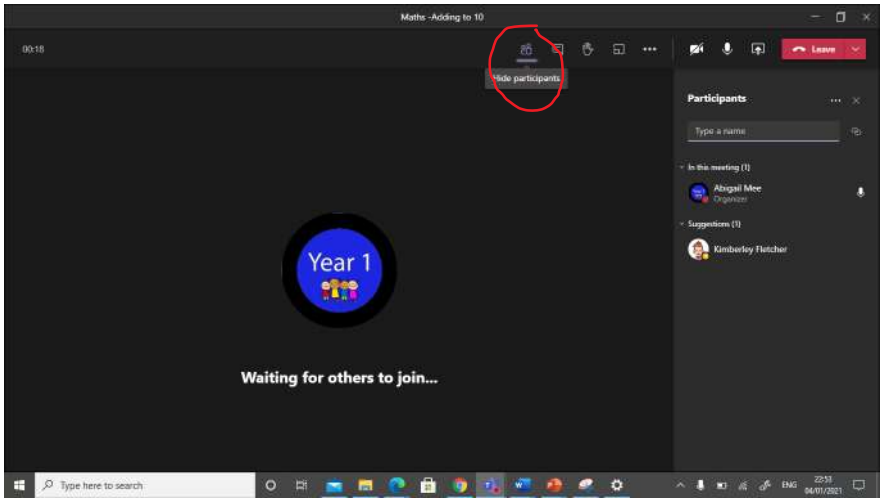
On announce when callers join or leave, press yes.

On who can present, press only me. It also sometimes comes up with an option to let the children unmute themselves. I press no.

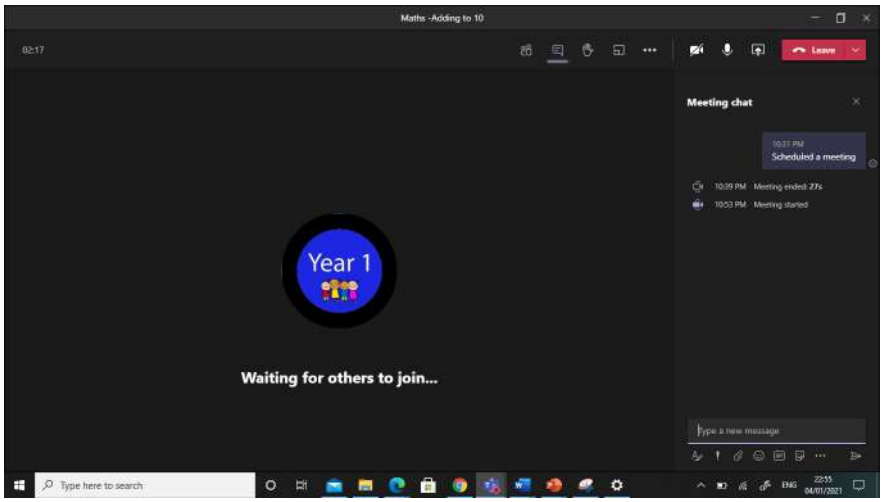


Then you can start your lesson. Go back to your calendar and click join on the right lesson. As the children will enter the lesson 1 by 1, you can mute and block their video.

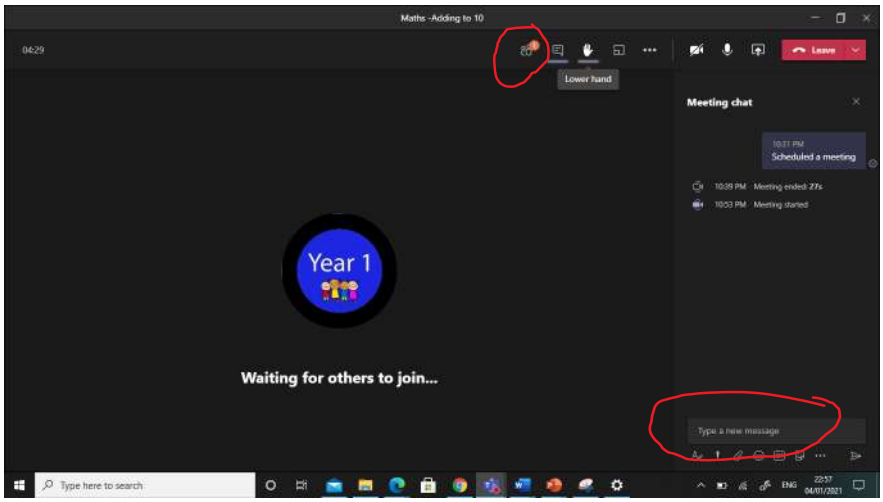
This button lets you see which children are in the group.



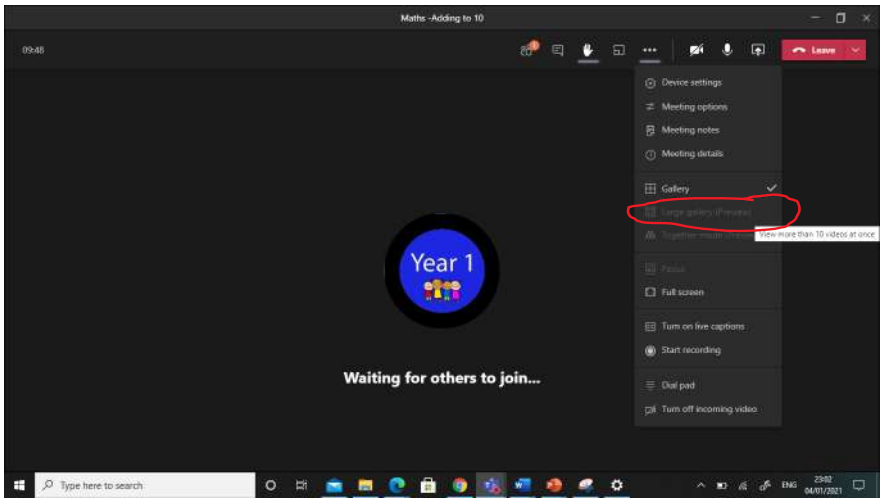
This lets you see if any parents/children have asked a question. I would keep this open at the side.



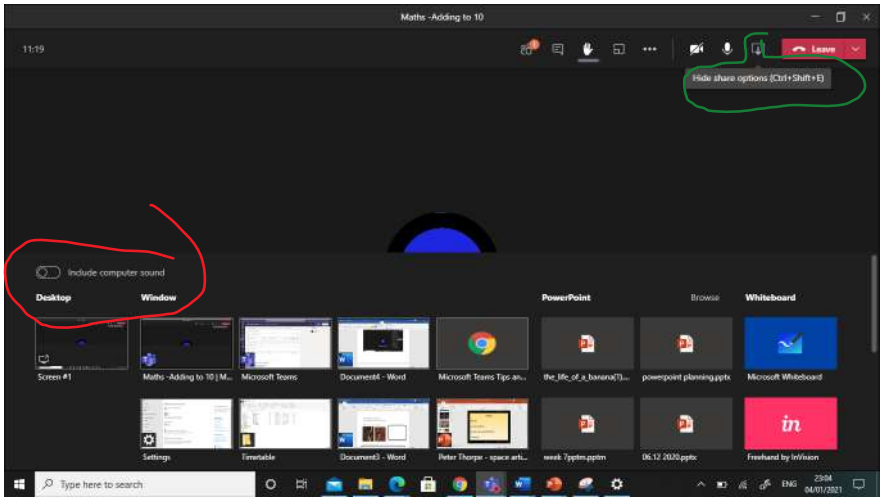
If a child is stuck and they have raised their hand, you can see a little red mark. You can use the chat option to ask them what is wrong.



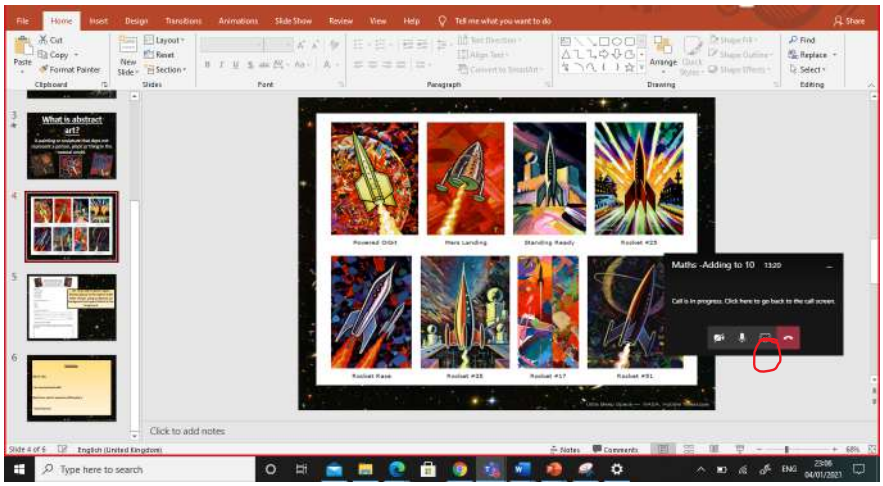
If you want to see all your children together at once, you can press the three little dots and then large gallery. There has to be more than 10 children in the group.



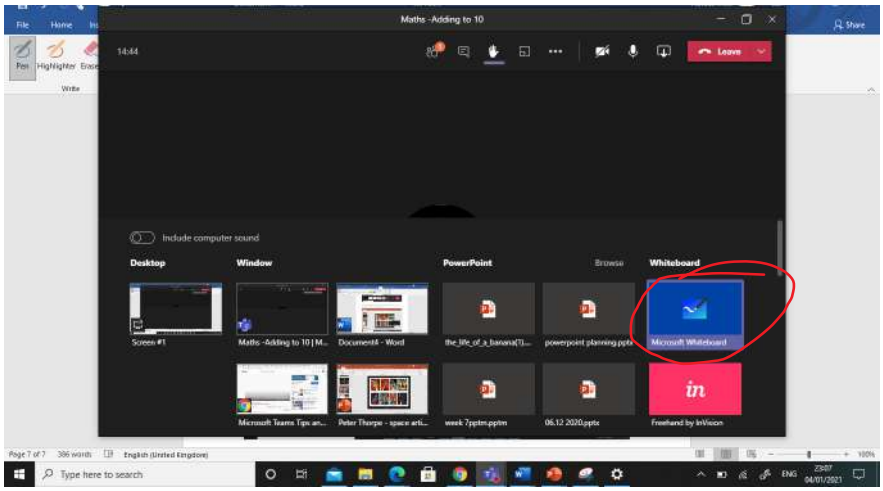
Press ‘share content’ if you want to show the children a PowerPoint or video. Really important if it has sound, you have to press the button circled in red to let the children hear the video.

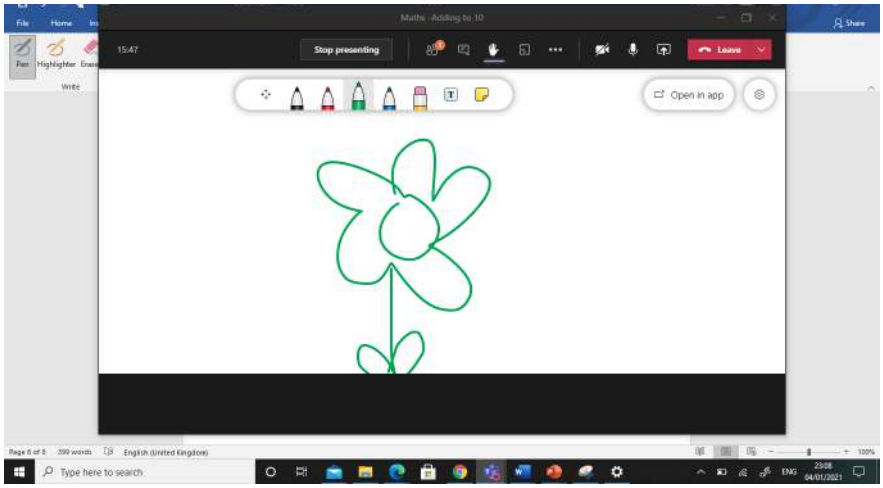


You can talk and flick through your PowerPoint! When you want to exit, just press the stop sharing button.

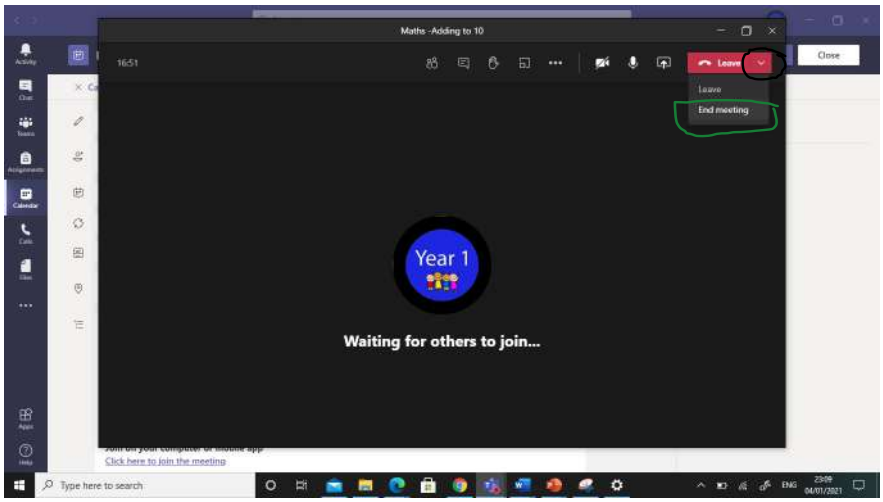


You can share a whiteboard with the children to do some live teaching.



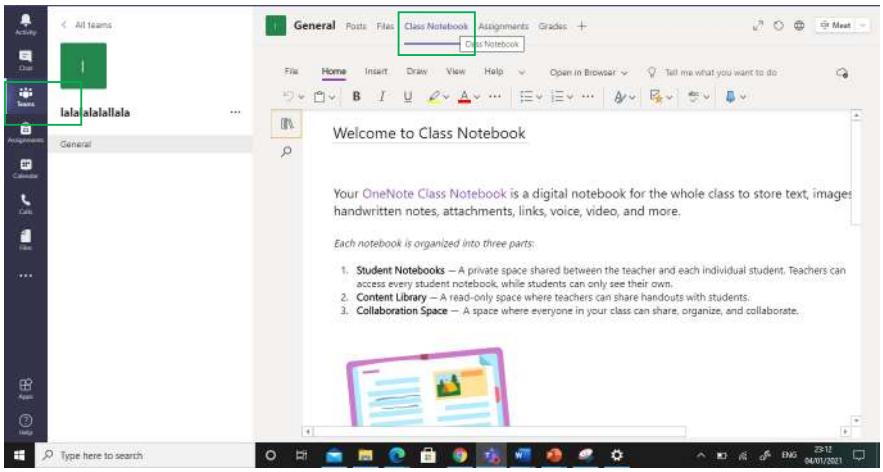


Don’t forget to press ‘end meeting’ before you leave.



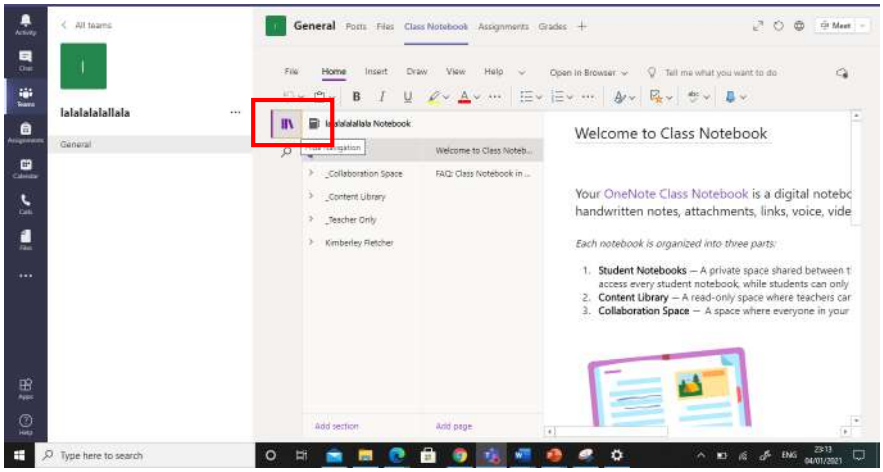
Now, you can send the children linked work to your live lesson.

Click onto ‘Class Notebook’.

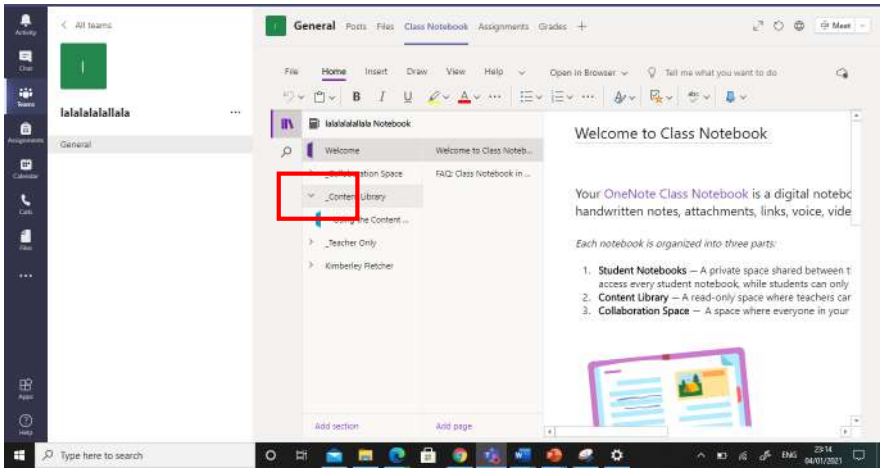


Press the book icon at the side.

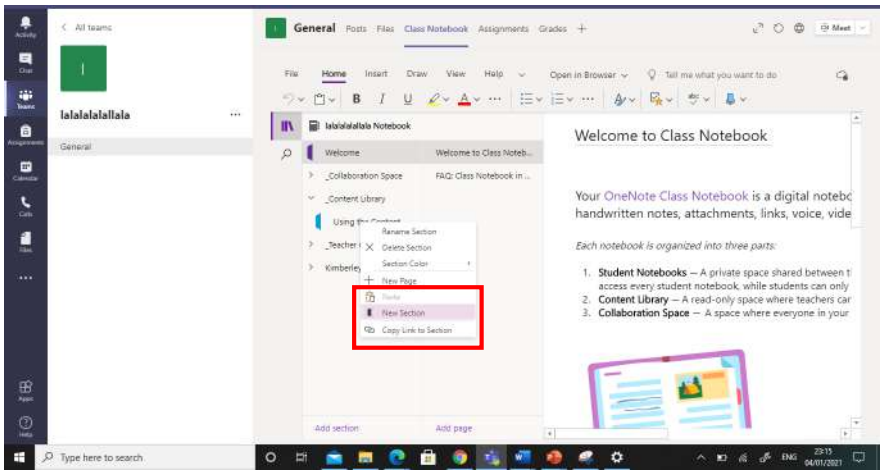
Deleted: <sp>



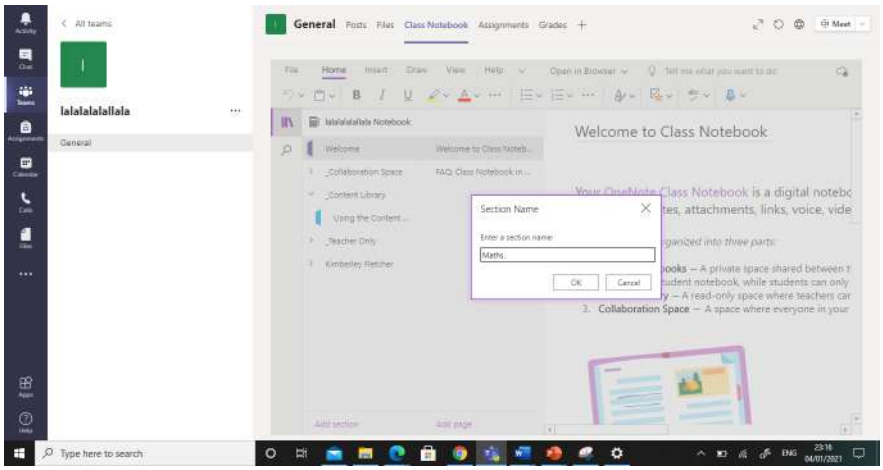
Go the little arrow next to content library



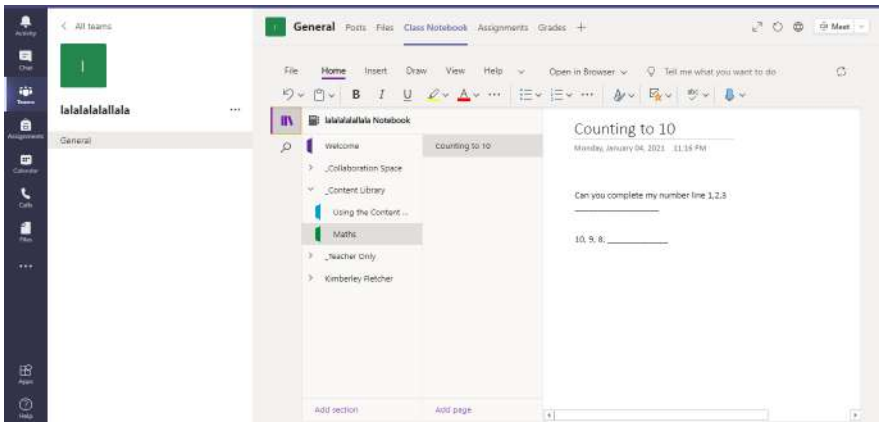
Right click on ‘Using the content library’ and choose ‘New Section’. You could make new sections for each different subject.



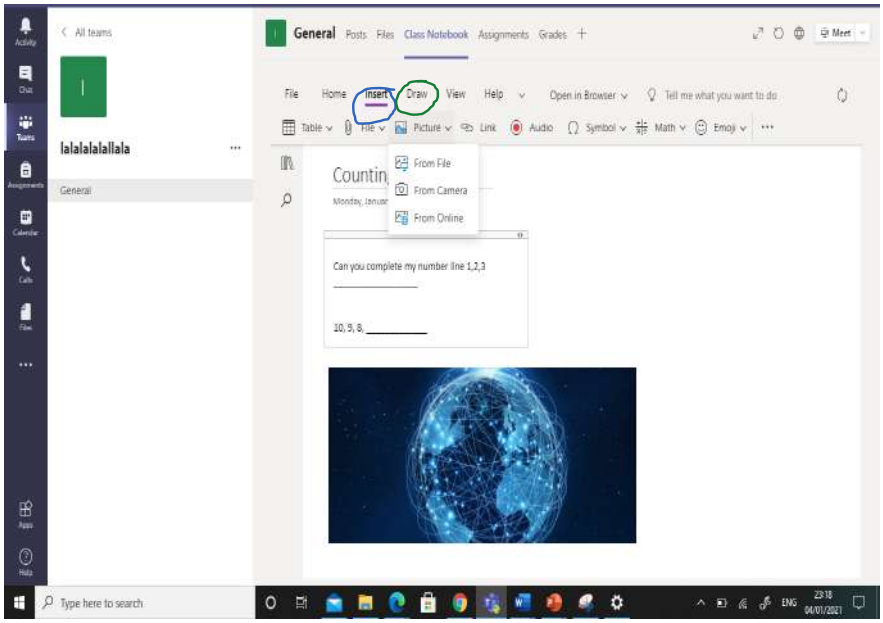
I have made maths.



Press ok. Then you can give your page a title on the line and add your learning below. I have just written some questions.

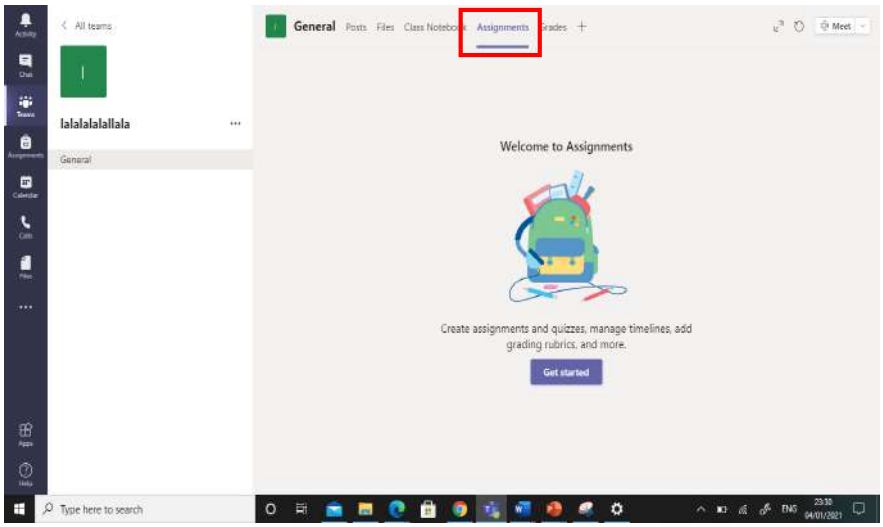


You can also insert web pages, videos, links and images onto this page. You can also press 'Draw' if you want to draw something.

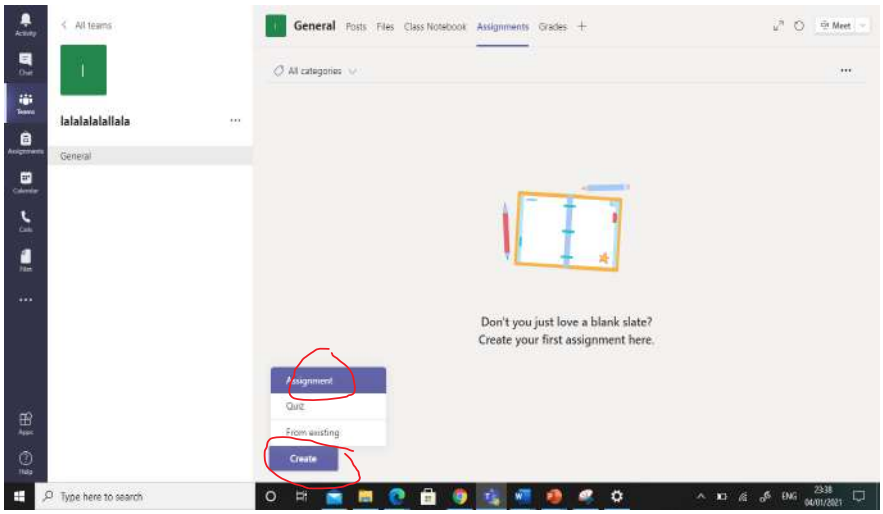


You do not need to save this page. It has been done already.

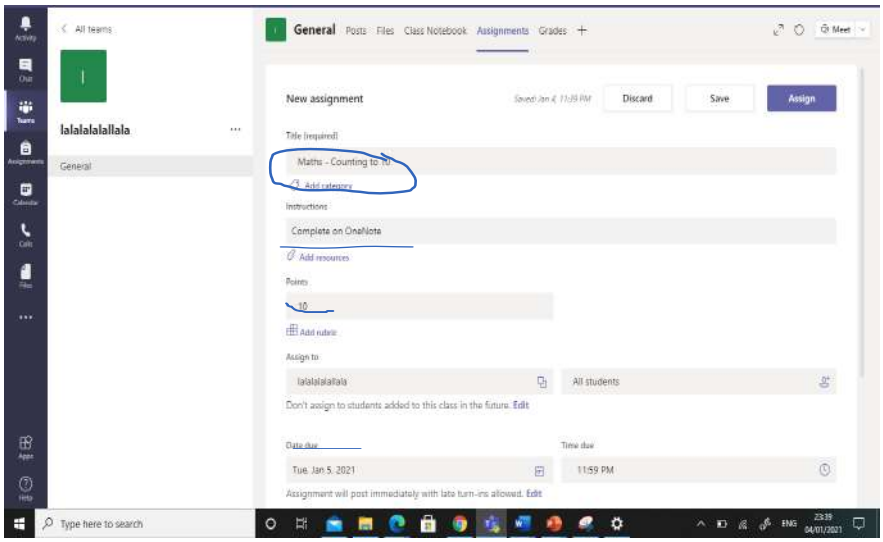
You can then go onto 'Assignments'.



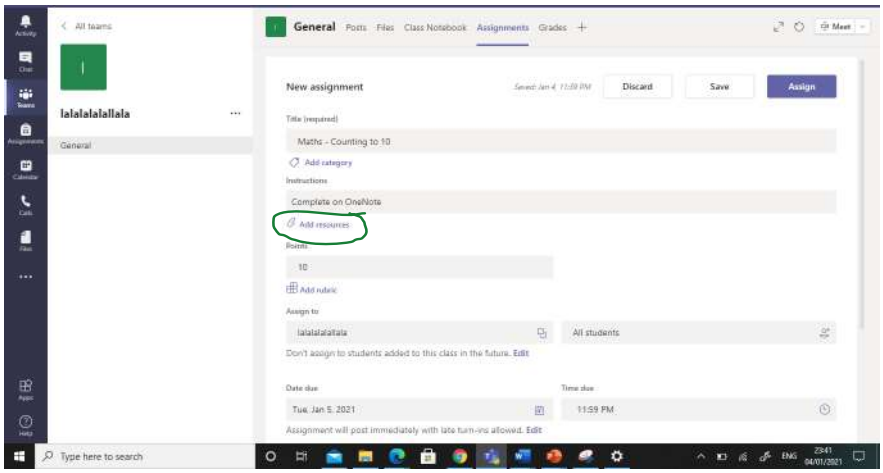
Press create and then assignment.



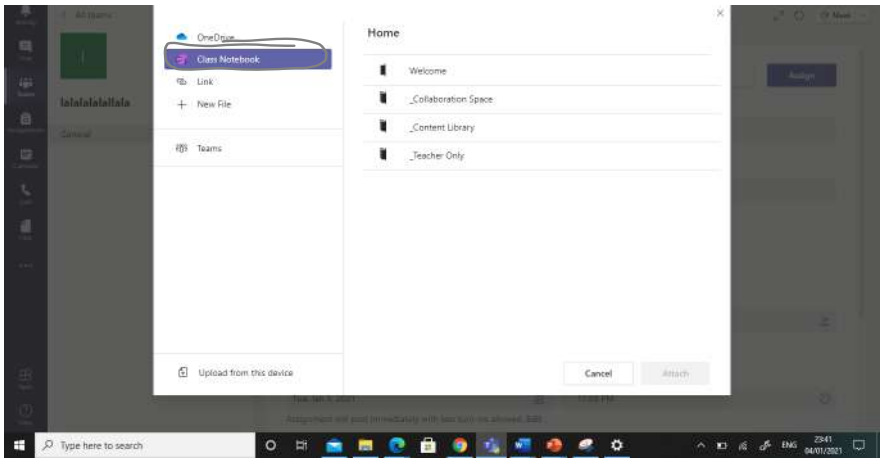
Give your title the same name as your live lesson. You can add instructions if needed. You can add points for completing. You can change the date or time for when it needs to be handed in.



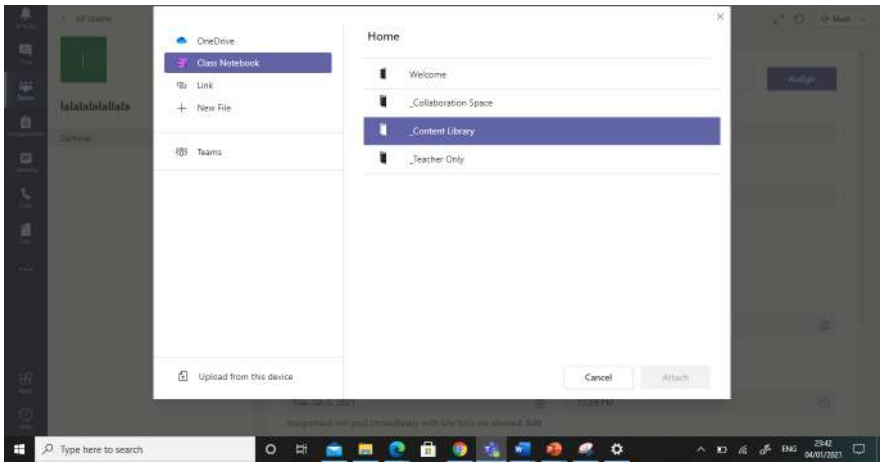
Click onto ‘Add Resources’



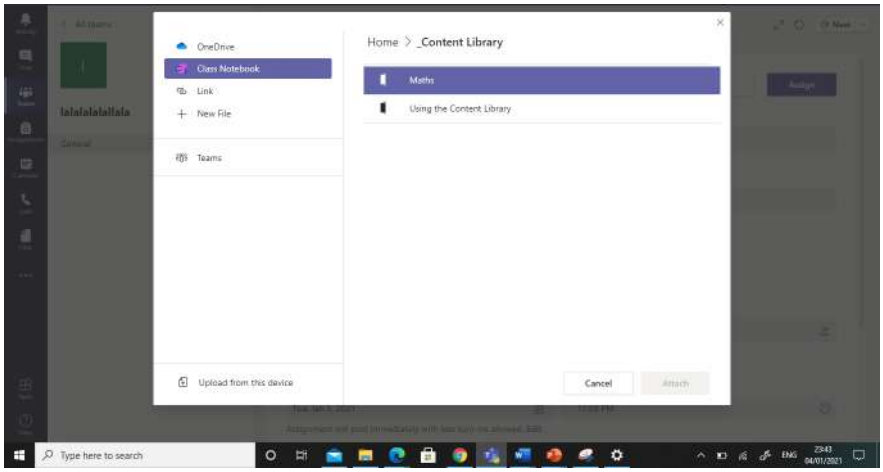
Then press Class Notebook



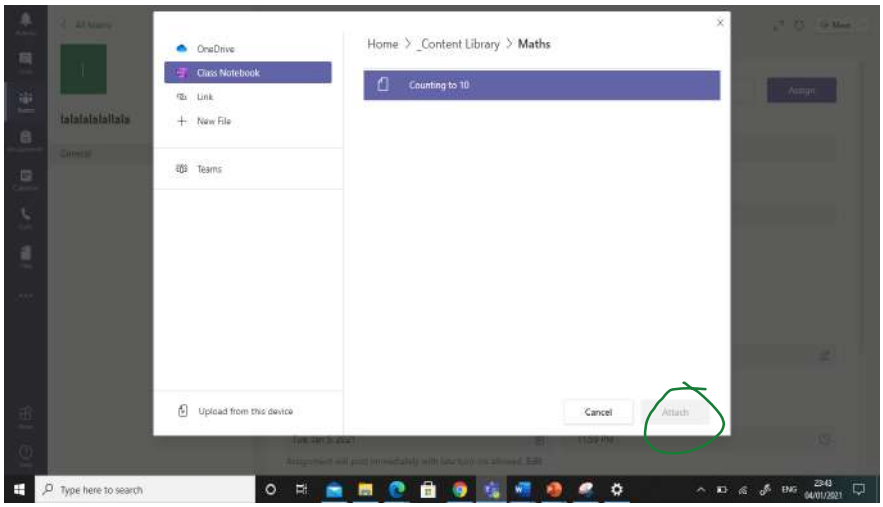
Then content library.



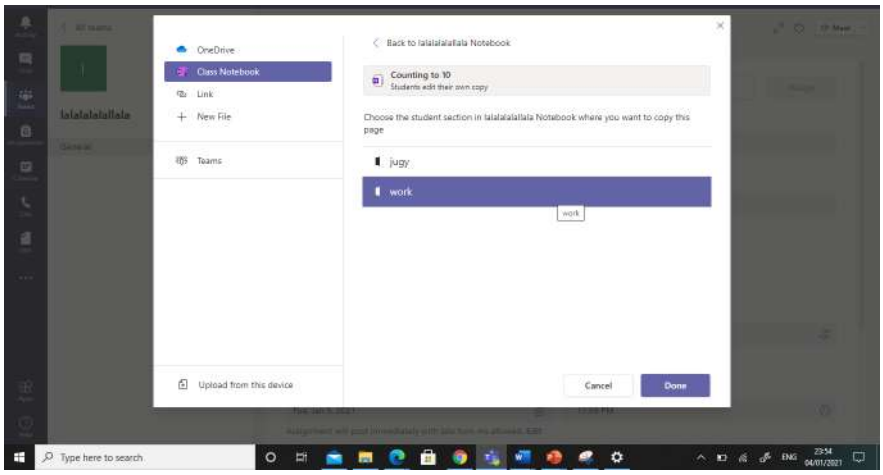
Then click on the folder you made. Mine was called maths



And finally, click onto the lesson name and press attach.



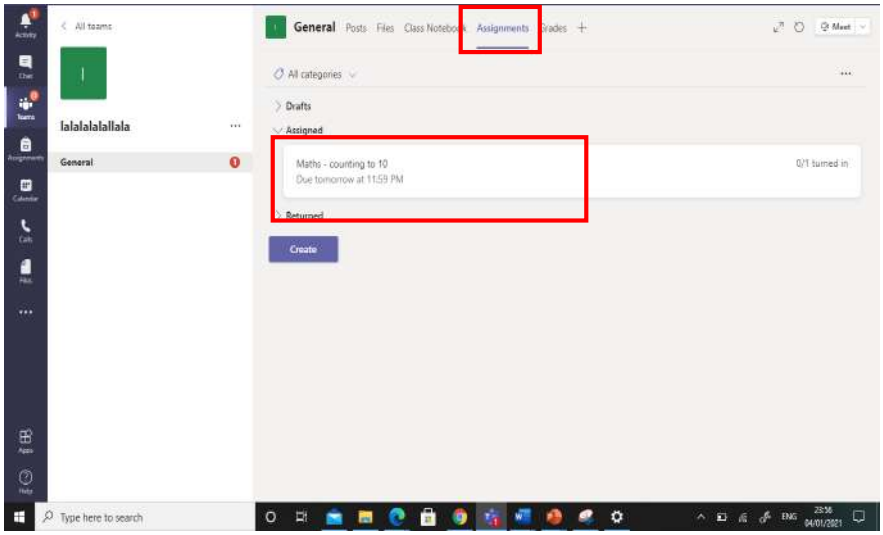
Attach it to one of the folders. It doesn't really matter which one! Yours will be called different ones to mine.



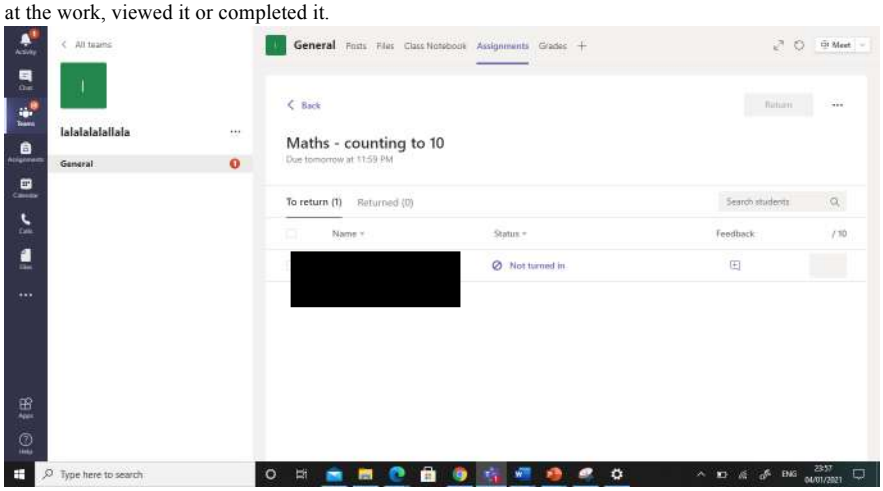
Then press the purple assign button.

When you are marking, you can press the assignment tab at the top.

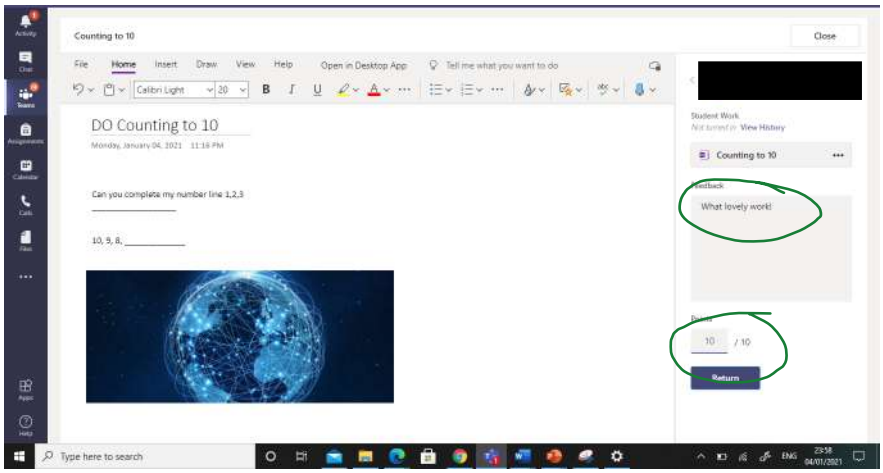
Then press the lesson you want to mark.



You can click onto the child's name to see their work. You can also tell if they have not even looked at the work, viewed it or completed it.



You can now add a comment and give them some points!


Counting to 10
Close
File
Home
Insert
Draw
View
Help
Open in Desktop App
Tell me what you want to do
Calibri Light
20
DO Counting to 10
Monday, January 04, 2021 11:18 PM
Can you complete my number line 1,2,3
10, 9, 8,
[redacted]
Student Work
Not turned in View History
Counting to 10
Feedback
What lovely work!
10 / 10
Return
Type here to search
ENG
23:58
04/01/2021