

The McAuley Catholic High School

A Catholic Voluntary Academy

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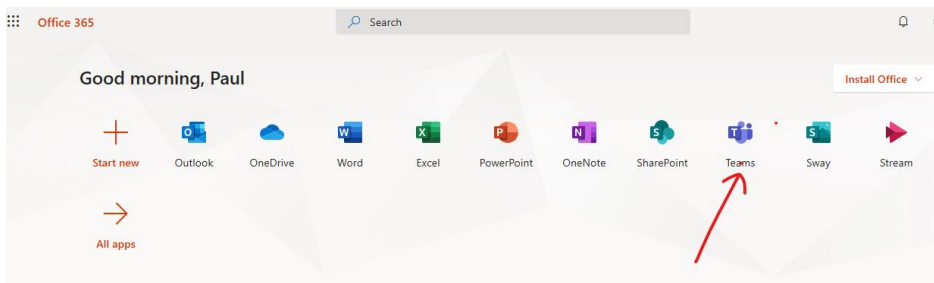
Dear Parent/Carer,

Microsoft Teams:

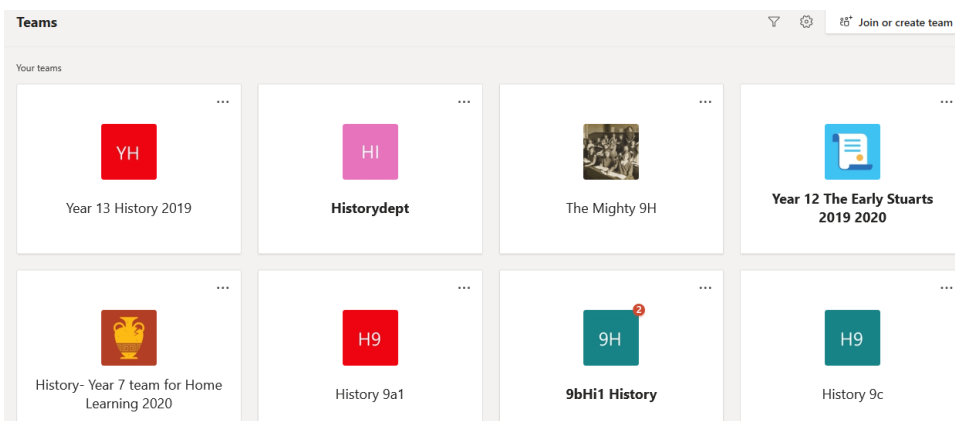
In this difficult time where home learning becomes our primary means of carrying on the students' schooling, I am supplying you with this "how to...?" guide to Microsoft Teams there having been some difficulties understanding by some students. This is a dedicated site for revision, communication and providing resources tailored specifically to them and the content they will be studying. I am aware that some have been using this effectively but if you are unsure this should help.

The students can download the Microsoft Teams App or simply go to www.office.com, sign in using their school number as username eg: 00986@mcauley.org.uk and then sign in with their ordinary school password.

DO NOT please use the google search bar to get to this as it will take you to a sales site to which the students are not registered hence you will get a no recognition message. Type straight into the URL address bar at the top. You will once signed in be shown this menu.



Click on the Teams logo and it will take you to a page showing available teams to your child, which should now show a range of subjects.

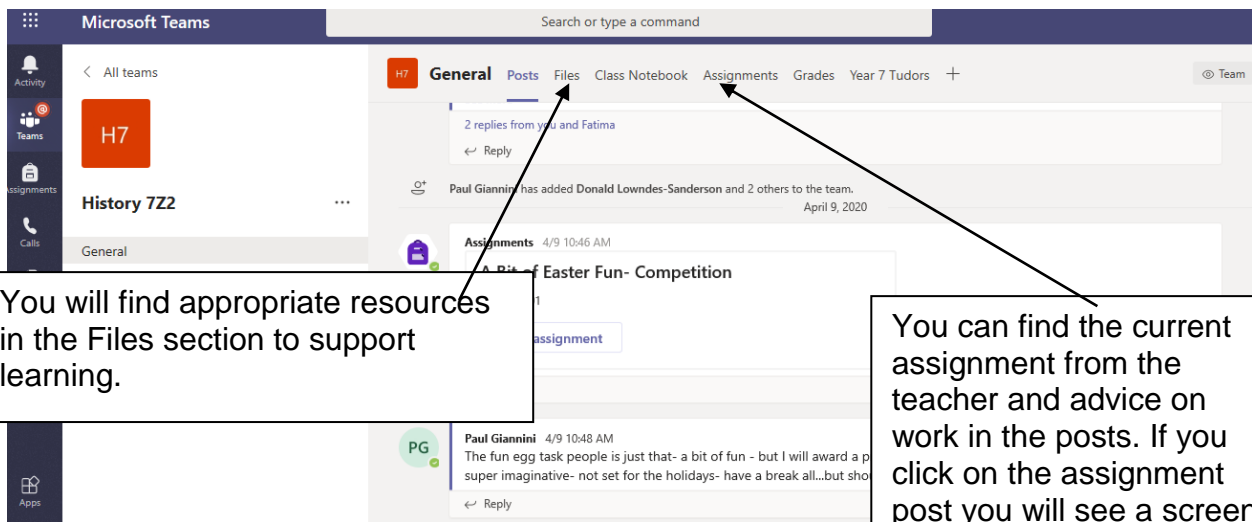


Your child will now be able to go to their class Team from each subject by clicking on the logo



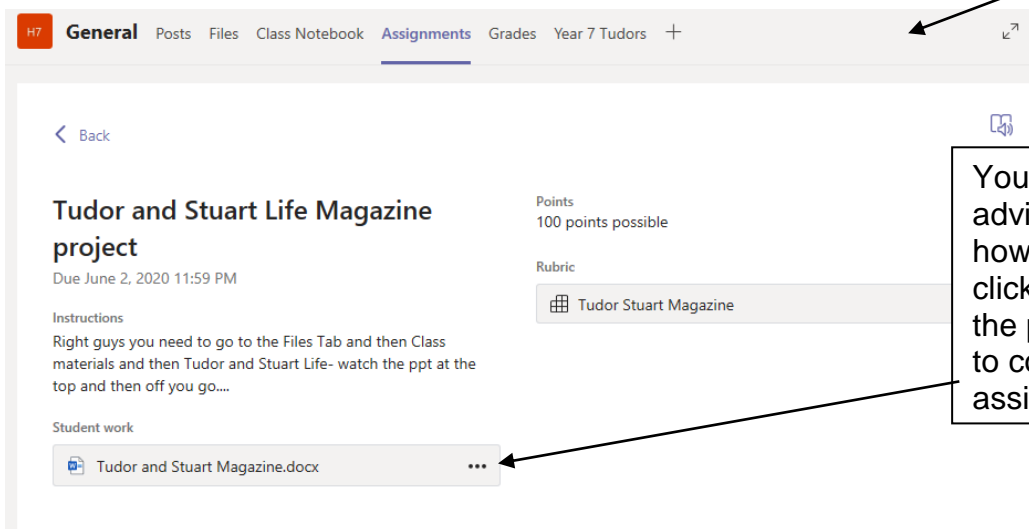
"I have come that they may have life and have it to the full" John 10:10





You will find appropriate resources in the Files section to support learning.

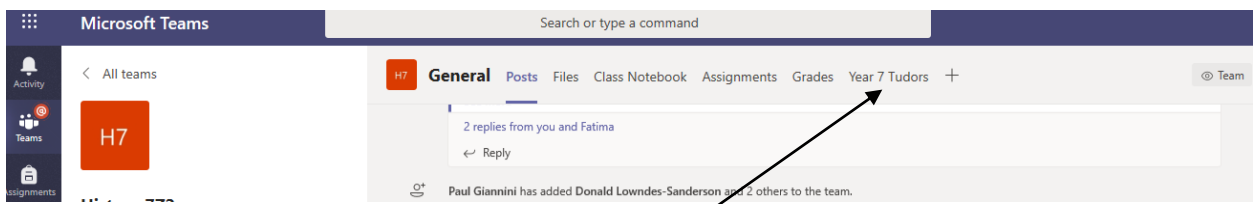
You can find the current assignment from the teacher and advice on work in the posts. If you click on the assignment post you will see a screen like this.



You can see here links to advice, files to use and how to hand in. Please click on the attached file in the project and USE THIS to complete the assignment.

It is important they use the Student work supplied file (could be a word or ppt document) as it is how they hand in the work. It should save it as they edit along on Microsoft online so only submit when the work is ready. Then the teacher can help and review/feedback.

In addition there are also Microsoft Streams videos to help.



Clicking on the Stream channels in the options bar will take them to a closed and dedicated video streaming channel for the department. In these, the students will find a mix of short video clips for revision and longer documentaries for consolidating and extending their knowledge from the classroom. Given the different times we are operating in, watching these at home could become more important. It may be the case that they are asked to watch something for homework and answer questions on this.

We have noticed from the student's responses since lockdown that the APP both on tablets etc and computers can make watching videos difficult in ppts etc. There is unprecedented demand on the platform which has caused many little teething problems. However we are noticing that simply going to the online version- not using APP but signing in as above to internet www.office.com allows for videos to be watched.

There may be problems occurring daily or individual questions about your work, but teachers can be contacted as a first port of call to solve any issues you may have. Before doing so though please do the following:

- Read through all advice on the Teams Posts and/or the Assignments- there will be a lot of instruction there for the students.
- If it is a sign in issue have you: a) used the internet bar to type in www.office.com or b) used their number @mcauley.org.uk not .com as many do.
- Are you on the correct class team? There may be a general year team for some resources and your class team for specific work.

Thank you for your support, and together I am sure we can work together to ensure our students continue doing meaningful work throughout this difficult period.

P Giannini
Head of History