





Microsoft Teams tips for mobile devices

We are using Microsoft Teams and **Outlook email** as our remote learning platform this can be accessed through a mobile phone, computer or tablet.

Microsoft two Apps



Microsoft Teams

Teachers uploading resources POSTing what you need to do Set Assignments



Outlook Email communications



Gmail no longer in use by school



All students should have now downloaded Microsoft Teams on to their mobile device from either the App Store (iPhone) or Google Play Store (Android device).

Another way to access Teams is on a **web browser**. If you have not successfully downloaded the App or accessed through a web browser, please contact <u>icthelpdesk@park-high.co.uk</u> (ask your teacher to email them) or speak to Mr Allen.

When you first open the Teams mobile app, you are presented with a sign-in screen where you sign into Teams with your school email example <u>surname.forename@s.park-high.co.uk</u> and password.

When you open Microsoft Teams

21:49 .ul 🕆 🔳 $\equiv Q$ Feed ~ Today we have used the ppt in File... se reacted to Yesterday your message HandF11X8-Op3 > General Weds7th Oct - using the attached ... + 15 reacted to Yesterday your message Pe07P1 > General Hello class - Basketball Thursdays... Missed call from Tuesday reacted to your Friday message Pe08B2 > General Hello class welcome to the Team.... Assignments mentioned Friday E Test Class Test Class > General complete the worksheet attached |... **¹⁰** Assignments mentioned 30/09 HandF11X8-Op3 HandF11X8-Op3 > General Respiratory System (JAL) | Due Oc ... ÷ 111 ... Activity Assignmen More

When you first open Microsoft Teams on a mobile device you are presented with your Activity Feed - this can look a bit busy. My advice is to open **TEAMS** and go in through each of your classes

(in the event of a school closure or absence from school you should follow your timetabled lessons and open each **TEAM** as your timetable directs – the read your teachers **POST**)



POSTS – are used to signpost your work

22:28

Click on the Team

open POSTS



	22:28	⊪≈∎⊃	
to	General HandF11X8-Op3 Files	्रू More	
	rk Hig ^{Yg Asprav} Yesterday, 11:10	0	
	Weds7th Oct - using the attached ppt select 10 dumbell exercises (listed on slide 1 and images on slide 3 and 4) for your programme. On a sheet of paper and bring to class complete a table column name dumbell exercise, column 2 weight (kg) reps and sets, column 3 show how you would demonstrate progressive overload in See more		
	Weight training with Dumbells.pptx 2.7 MB		
	 ✓ Reply 		
	rk Hig You ^{ng Aspirar} Yesterday, 12:10	•••	
	Homework and PRP this week		
	Homework (Ryan Haworth comp the respiratory system quiz) eve		
	🖄 New post		

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Here teachers will signpost the work your class has covered in that lesson.

It may be a brief description of the lesson and a direction to where the work is save. Either:

- attached to the **POST** (like in this image)
- in a **TEAM FILE**.

Teachers will explain what work needs to be completed (it may be to **complete the task in your exercise book** and then returning in class)

Look out for **Feedback** from your teacher on work

FILES – An area for teachers to upload workbooks, power points, worksheets, syllabus, practice exam papers, notes



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<		General HandF11X8-Op3		æ
	Posts	Files	More	
Q	Class Mat	erials		>
1		d Fitness Unit 1 W ified by JAL Mr Allen		
•	-	ining with Dumbe ified by JAL Mr Allen		

+ Add

The class materials folder is read only for students and you can open the folder to help complete work.

This will save printing documents at home and school and allow you to work independently.

Teachers will be able to let you read powerpoints and texts in preparation for future lessons.

9 8-95 at 9		
<	Class Materials	
	FULL Unit 2 ppt JAL2.pptx 350.8 MB, Modified by JAL Mr Allen	
	Synoptic Project Model Answer.p 36.9 MB, Modified by JAL Mr Allen	
	reviosn poster scan JAL.pdf 3.1 MB, Modified by JAL Mr Allen	
	Health and Fitness Learning Jour 2.7 MB, Modified by JAL Mr Allen	
	Unit 1 - H&F VCert Revison guide 2.1 MB, Modified by JAL Mr Allen	

ASSIGNMENTS – found on your POSTS thread



Teachers will set you ASSIGNMENTS for PREP or as part of Remote Learning that can be found on your POSTS thread. Click on the button to open and complete.

Ensure you **press submit** at the end.

- Some **ASSIGNMENTS** are multiple ٠ choice and will give you instant feedback and grades.
- Some **ASSIGNMENTS** will require ٠ you to answer a longer question.
- Some **ASSIGNMENTS** will require to ٠ complete a worksheet online.



EXTRA INFORMATION

Videos and Audio recording links

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lig irati	JAL Mr Allen 4:01 PM	1 Edited	
	Stream		
		Microsoft Stream	
		View this video on Microsoft Stream.	
	watch my video		
	\leftarrow Reply		
lig Irati	JAL Mr Allen 11:15 Pl GCSEPod watch the	M e link before next lesson https://members.gcsepod.com/shared/podcasts/title/12491/77004 🙂	
	Reply		
	Az 0 😳 💷		⊳
	🖉 New conversa	stion	

In **POSTS** teachers may send you links to pre-recorded videos for your to click on and watch if your in a place with wifi

Or a link to a GCSEPod podcast

Chat messaging turned off

There is no **CHAT** facility as this has been turned off (to stop messaging distracting students)

But you can send an **Emoji** to a **POST** to let your teacher know you've seen it



Email

If you have struggled with a piece of work speak to your teacher before the deadline in class or email your teacher using your school email in Outlook.

