

Preparing for Paperless Learning Guide One – Getting Started

PARENT GUIDE



Paperless Learning allows students access to a wide range of learning experiences outside the classroom. It may be part of a student's homework, a class project, or an enrichment experience that will be beneficial to them.

The platform we will use to deliver this content is Microsoft Teams, which is free for our students to use. This also includes free access to Microsoft Word, PowerPoint, Excel and other features.

This guide, which works with the Student version, is designed to help support you in supporting your child in accessing this platform, so they can make the most of the digital learning experiences it can provide.

Step One: Signing In

The first step to accessing Microsoft Teams is signing in.

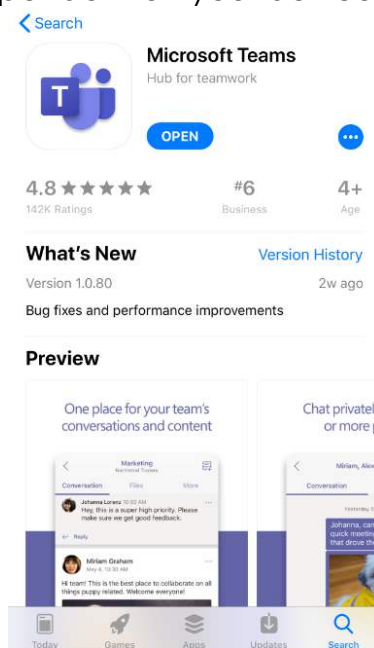
To do this, students must use either:

- A mobile device (e.g. mobile phone from Apple, Samsung, etc.) that has the Microsoft Teams App installed
- A computer (Windows or Mac) with Google Chrome or Microsoft Edge installed

However, where possible, we think that

For the Mobile App (phones or tablet devices):

Search for Microsoft Teams on the App Store for your mobile device. It will look something like this (dependent on your device) – click 'Get' or 'Install' to download the app:



Please be aware that this is a large application (200+ MB) and should be downloaded over WiFi where possible, to avoid possible Mobile Data charges.

Students will be prompted to Sign In when they open the app (see below).

When Using A Computer:

Please note that Internet Explorer is **not** suitable for use with Microsoft Teams. This browser can be identified with these logos:



Please ensure that you have **either** Google Chrome or Microsoft Edge installed:

- For Google Chrome visit <https://rb.gy/dtqlup> or search 'Download Chrome'

- For Microsoft Edge visit <https://rb.gy/llbil8> or search 'Download Edge'

Google Chrome can be identified with this logo:



Microsoft Edge can be identified with these logos:



When the browser of your choice is installed, go to <https://www.office.com/> and click 'Sign In'.

Signing In

Students must use their Amington email address and password to Sign In.

This will be typically their Amington IT username followed by @lfata.org.uk – for example, a student that joined us in 2019 called Joe Bloggs would have the email address

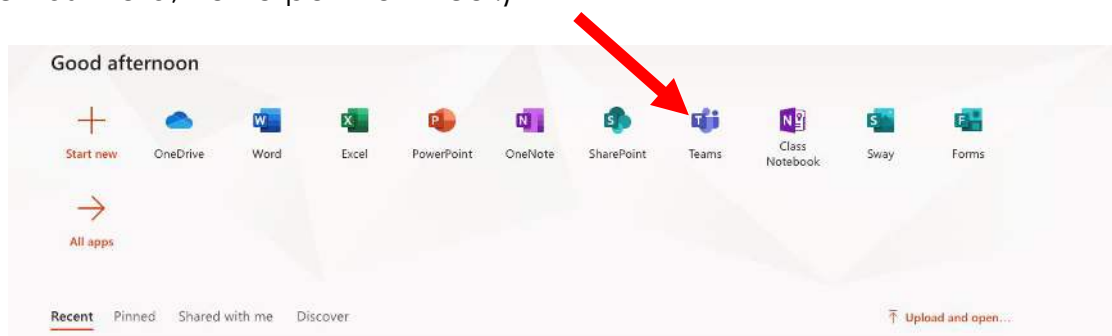
19joeblo@lfata.org.uk

The password they use must be the one they use to sign in to the computers at school. This is private to the student.

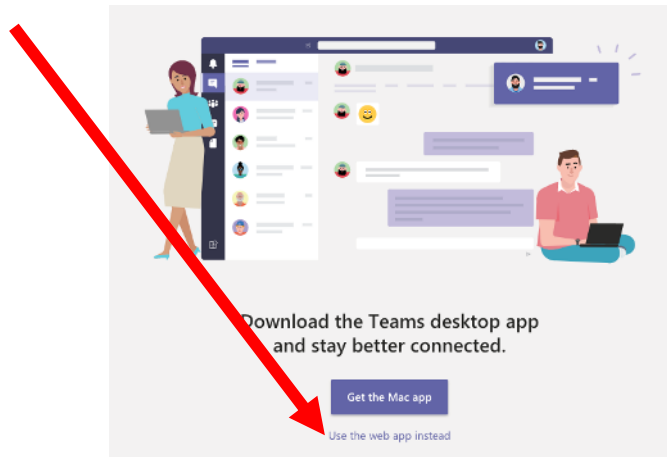
If a student cannot remember their password, please contact your child's personal tutor and they will arrange to have it reset for them.

Once Signed In - Computer

1. Students need to select '**Microsoft Teams**' from the available Office 365 options. (They can come back to this page later if they want to use other included software, such as Word, Powerpoint or Excel.)



2. If asked to download the Teams app, click '**Use the Web App instead**', unless you wish to install the Teams App for Windows or Mac. This isn't essential as the website has everything needed, but may make it easier to get to Teams when starting work.



3. They should now see their available Teams.

Once Signed In - Mobile App (phones or tablet devices):

Students will be presented with Teams, Assignments and Activity tabs at the bottom of your screen to help them navigate the App. Select the Teams option to see all of the Teams they are a part of.

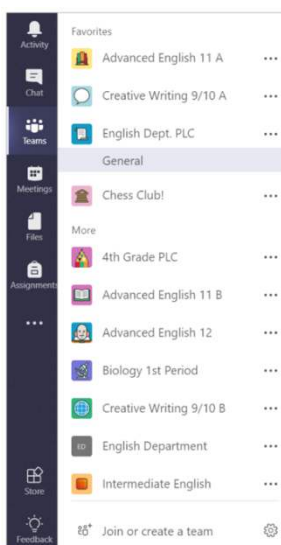
Step Two: Finding and Navigating

There is a lot of information on Microsoft Teams, and it can be confusing when students are getting used to it. The Mobile App is slightly more straightforward, as there is less displayed on the smaller screen of these devices, but both offer the same functionality.

Please encourage students to explore and discover things about the App, and remind them that they can return to their Team selection page if they are stuck.

Teams for Computers

Students will need to be able to look for information in two main places - the **Me Space** and the **We Space**:

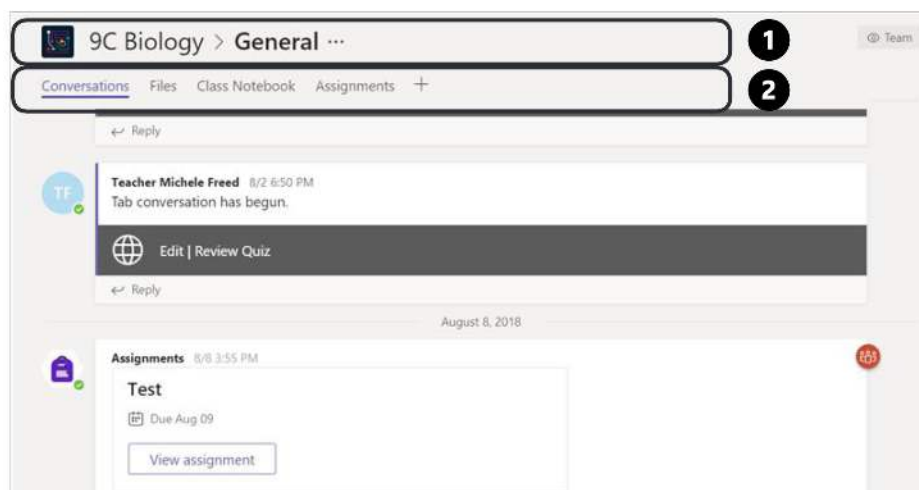


The Me Space sits on the left hand side of the screen, and is where you can find things that you can control, such as which Team to view next. It has other features too, including:

- Moving between different Teams
- Activity – your Notifications and alerts from all of your Teams
- Files – storage for any documents you have uploaded
- Assignments – checking and completing your work or homework

The We Space is the rest of the screen to the right, and displays the main content of each Team. This content is shared between all users of that Team. You can see:

- The Team and Channel (1) they are a part of (some Teams have multiple Channels – these are sub-Teams for a specific purpose, e.g. each unit to be studied).
- The Tabs (2) the teacher has given students – these will include this Team's assignments, and could include resources they might need to participate in learning.
- Underneath that, you'll see Posts, Conversations and Assignments posted to the Team.



Teams for Mobile

The Teams App has menus to control the same features as the above – this will be different depending on the type of device.

You can expect to see menu options for:

- Teams – to navigate between different class teams
- Assignments – to view and complete set work
- Activity – to view notifications

As well as other features of Teams.

Step Three: Asking and Replying

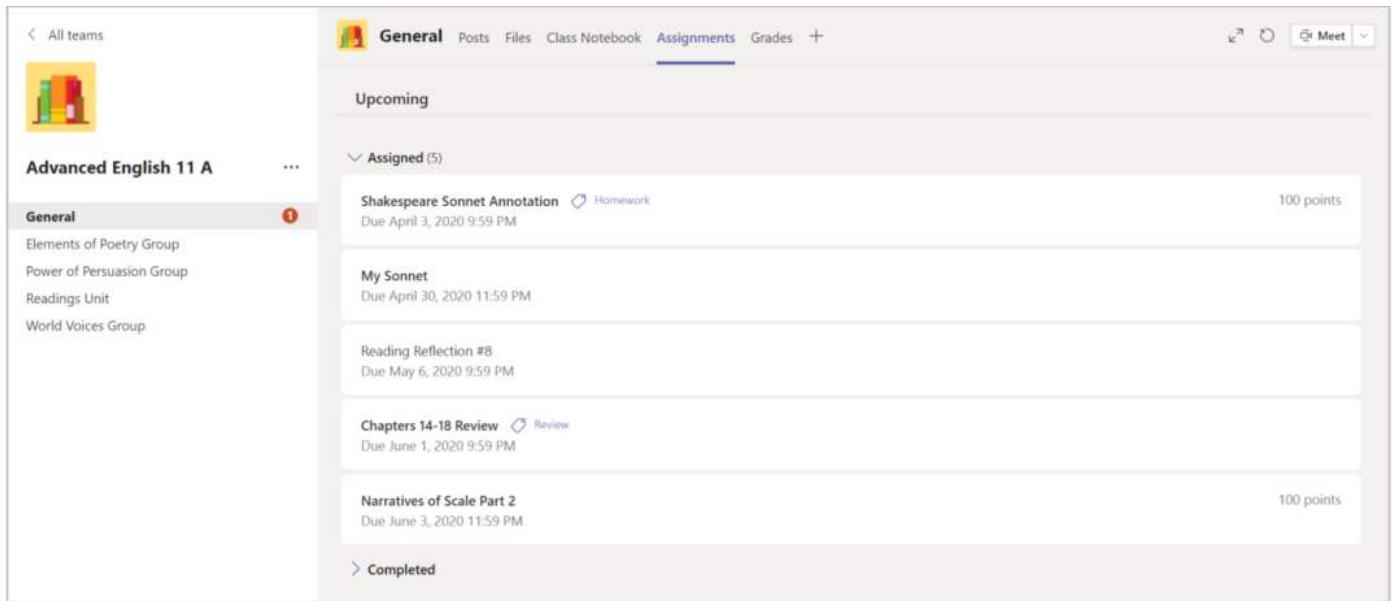
Students can ask questions and reply to questions asked by teachers. They can also React to posts - a little bit like the 'Like' button on social media networks.

Please encourage your children to:

- Like a post from a teacher if they have read it (this allows us to check if important messages have been seen)
- Click Reply to add to discussions, rather than starting new conversation threads
- Comment sensibly, appropriately and responsibly

Step 4: Viewing Assigned Tasks

Students can view the work they have been set on the Assignments tab of any team.

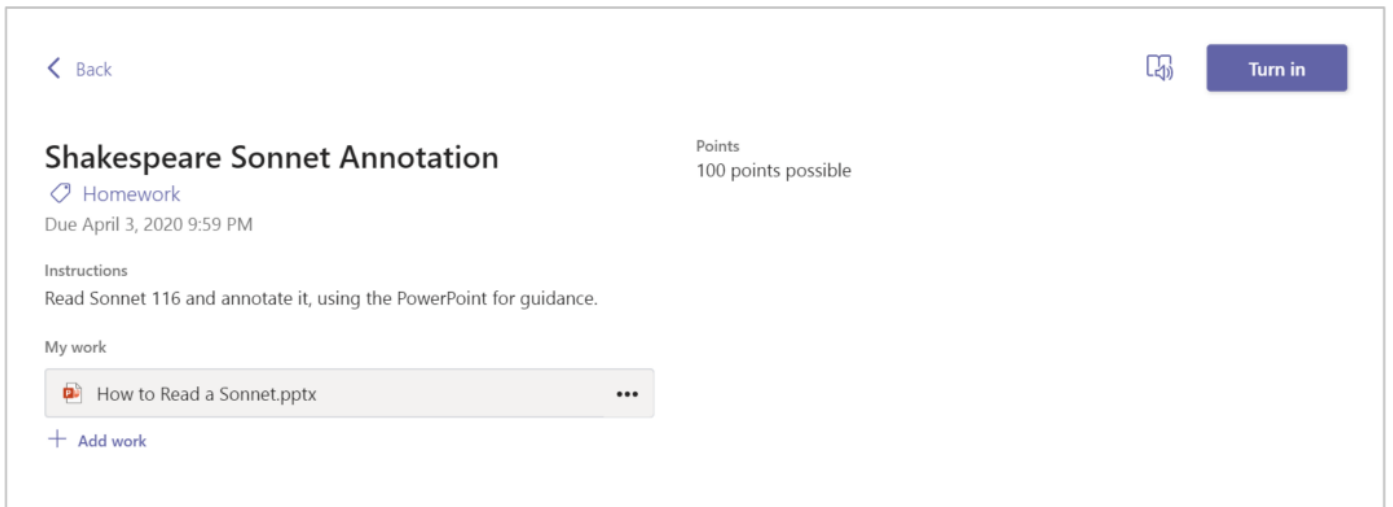


The screenshot shows the Microsoft Teams interface for a team named "Advanced English 11 A". The "Assignments" tab is selected, displaying a list of tasks under the "Assigned (5)" category. The tasks are:

- Shakespeare Sonnet Annotation** (Homework) - Due April 3, 2020 9:59 PM - 100 points
- My Sonnet** - Due April 30, 2020 11:59 PM
- Reading Reflection #8** - Due May 6, 2020 9:59 PM
- Chapters 14-18 Review** (Review) - Due June 1, 2020 9:59 PM
- Narratives of Scale Part 2** - Due June 3, 2020 11:59 PM - 100 points

The left sidebar shows the team name "Advanced English 11 A" and a list of groups: "General", "Elements of Poetry Group", "Power of Persuasion Group", "Readings Unit", and "World Voices Group".

The details of each task can be found by clicking or tapping on the task.



The screenshot shows the details page for the "Shakespeare Sonnet Annotation" assignment. The page includes a "Back" button, a "Turn in" button, and the following information:

- Shakespeare Sonnet Annotation** (Points: 100 points possible)
- Homework** (Due April 3, 2020 9:59 PM)
- Instructions:** Read Sonnet 116 and annotate it, using the PowerPoint for guidance.
- My work:** A file named "How to Read a Sonnet.pptx" is attached.
- + Add work** button

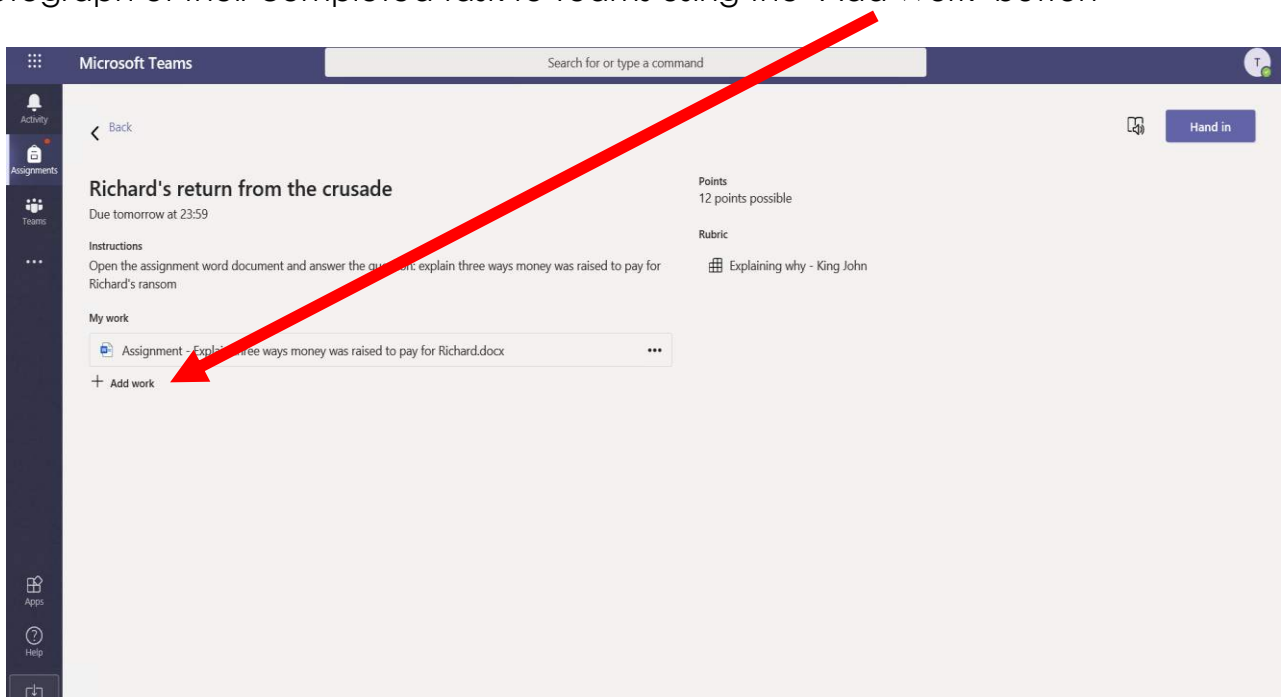
Step 5: Completing Assignments

Student assignments will always come with teacher-written instructions. There is also, in the majority of cases, a blank document already attached for students to complete the work in.

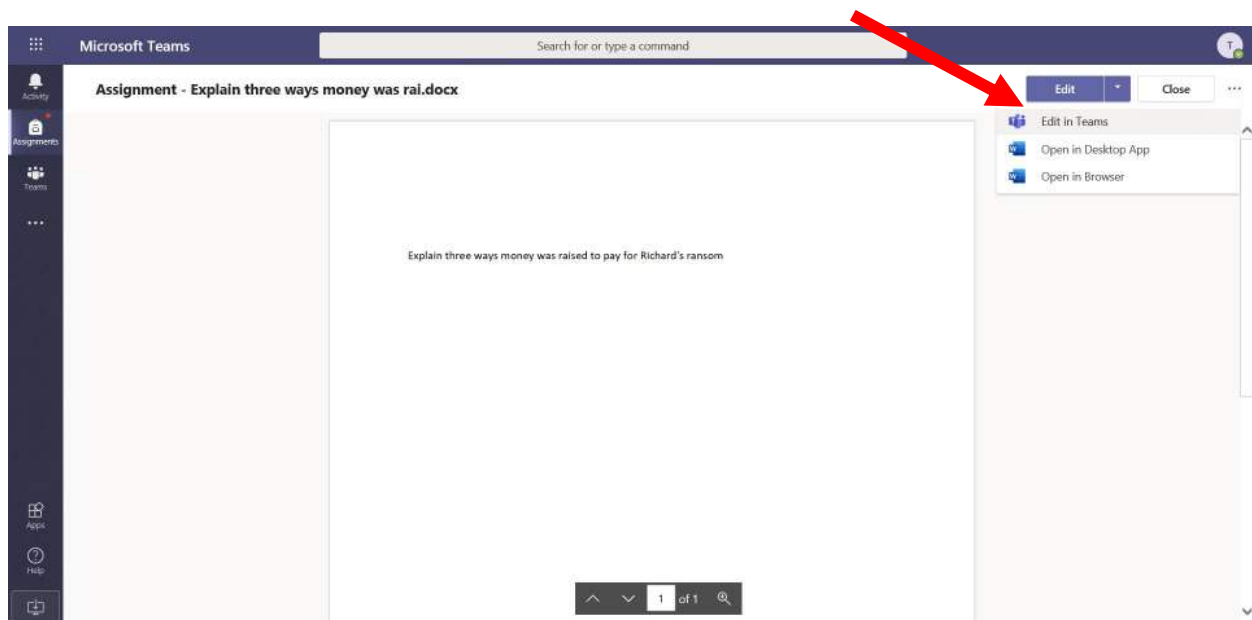
If students are working on a computer (Windows or Mac), there is no need to download additional software.

If students are working on a mobile device, they will need to download the free Microsoft Word, PowerPoint or Excel App from their device's App Store to be able to edit documents assigned to them. We recommend a WiFi connection for this process.

Although this system is called Paperless Learning, if it is easier, more convenient or preferred, students can always work on paper or in an exercise book and upload a photograph of their completed task to Teams using the 'Add Work' button



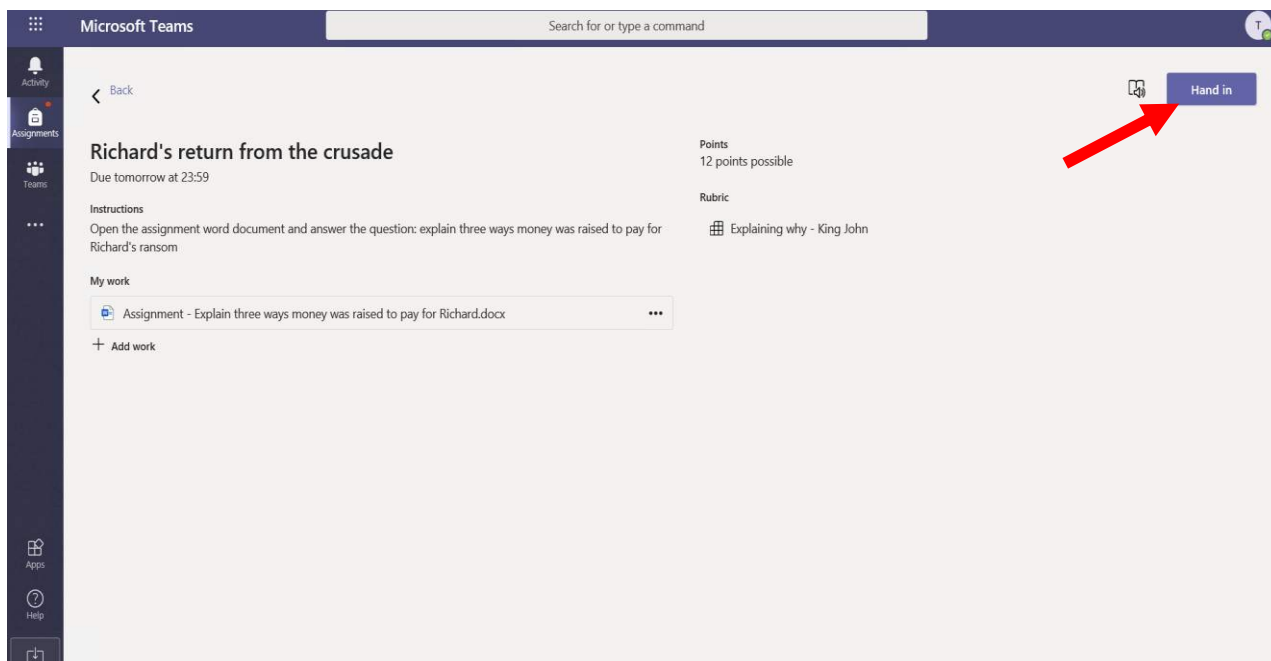
Students may have difficulty finding the Edit function in attached documents – it's at the top right. They should select 'Edit in Teams' or Edit in Browser'.



On the Mobile App, opening the document should automatically open the App to edit it – for example, tapping on the Word document should automatically open the Word App to allow the work to be completed.

Work edited in Teams/Word/PowerPoint/Excel should save automatically in the cloud.

Once work is completed, remind students to select 'Hand In' to send their work for feedback from the teacher.



Please note that not every piece of work submitted via Teams will receive Deep Feedback from the teacher.

Summary

We hope that this guide has been useful for you. We are excited by the potential that Paperless Learning has to enable all of our students to extend their learning experiences beyond the classroom, and we thank you for your support in this.

If you have any questions about how this platform is being used, please feel free to contact the Personal Tutor of your child via Edulink or Email.

Please note that to help manage students with their wellbeing, we recommend using the option called 'Quiet Hours'. This will stop it sending notifications to the device during set hours. We'd recommend enabling this overnight, so students aren't disturbed by messages during their down time. This feature is available in the Settings → Notifications → Quiet Hours section of the App's menu.

Please encourage students to get into the habit of checking Teams every day so that they aren't missing out on homework or other learning opportunities.