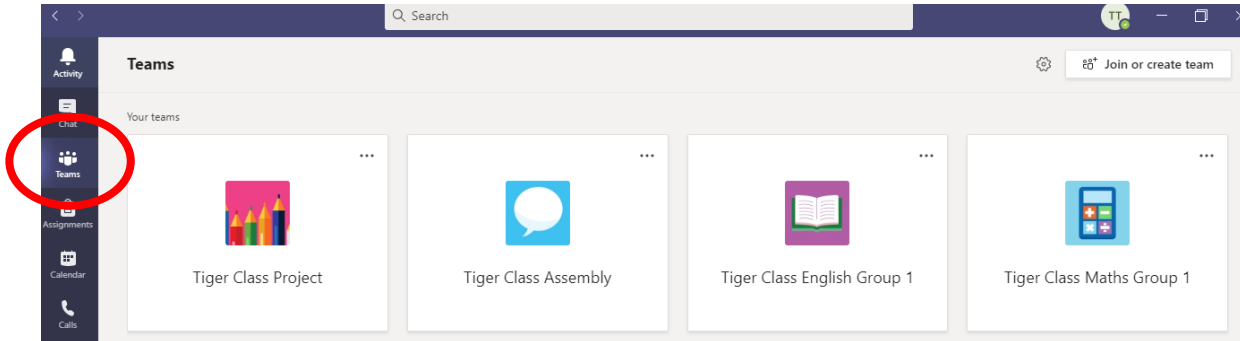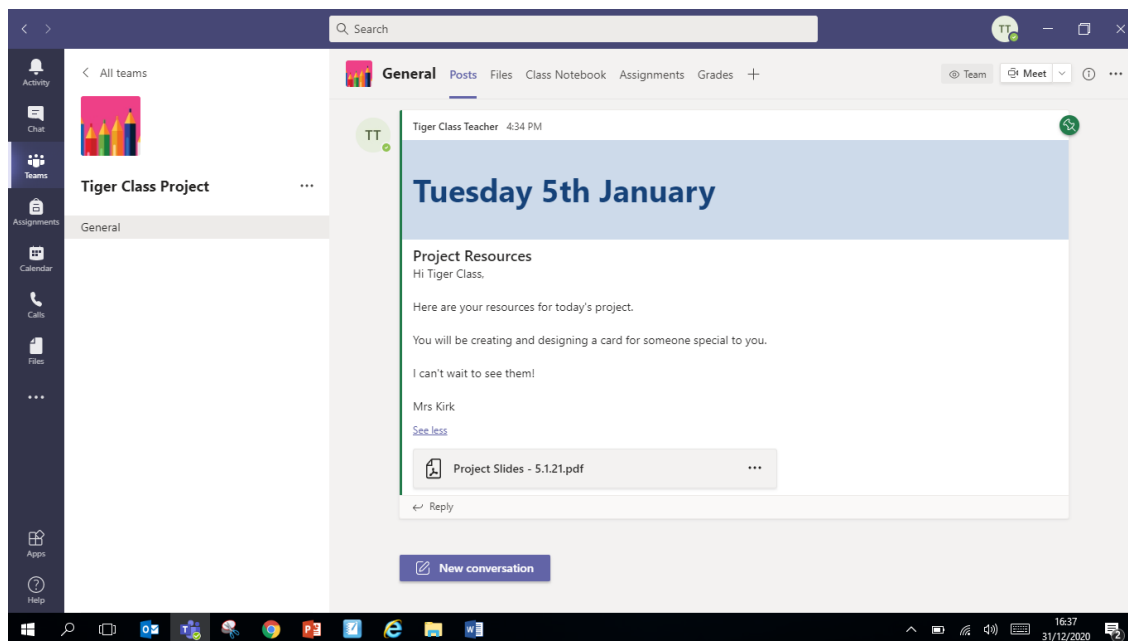## Computer Instructions

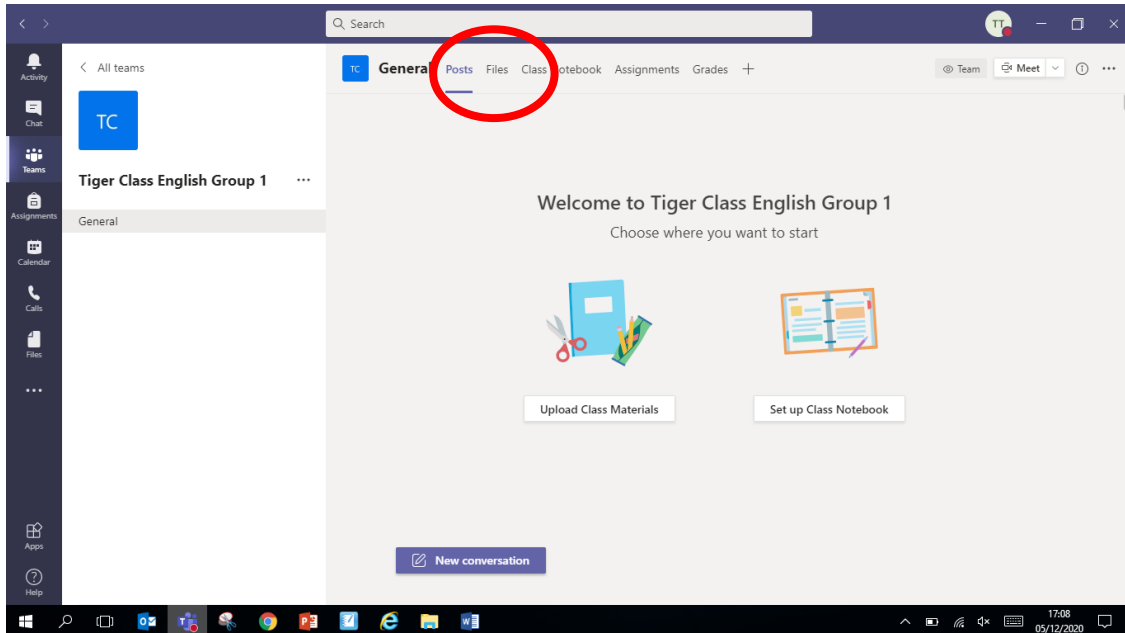Accessing pre-recorded Maths and English lessons:

1. Login to Microsoft Teams using your child's login details.

2. Select 'Teams' from the menu at the side – the teams that your class teacher has assigned you to will appear. You should have a group for English, a group for Maths, a group for Project and the Class Assembly group. For example:
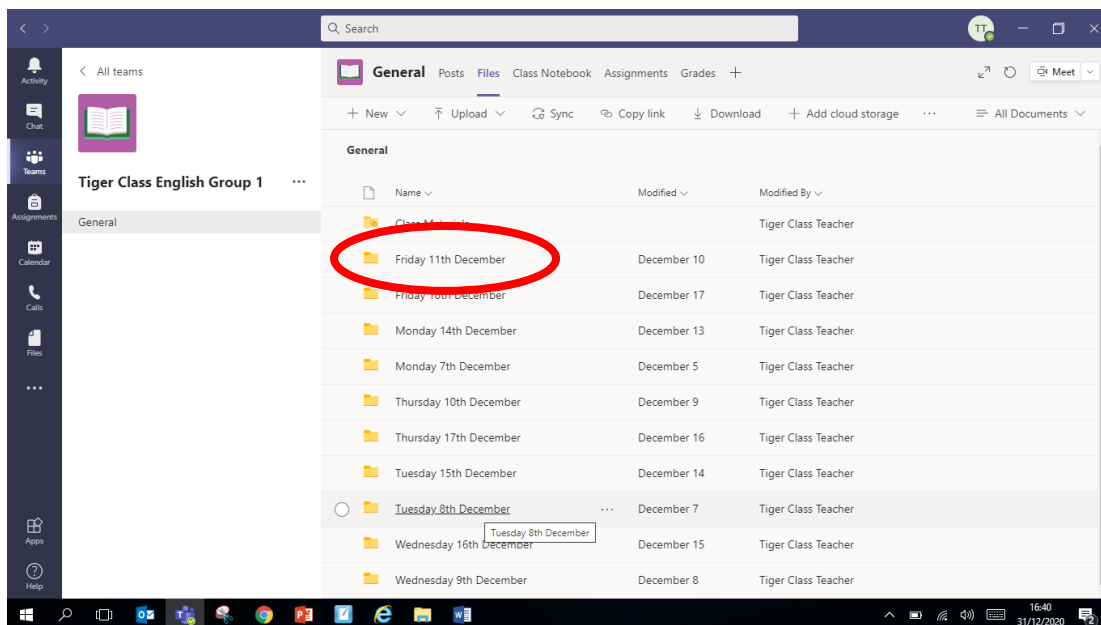

3. Select the lesson you wish to access – either Maths, English or Project. There will be a pinned post in the group with a message and the resources attached as in the picture below. For Maths and English there will be pre-recorded video lessons as well as the resources needed for the task.
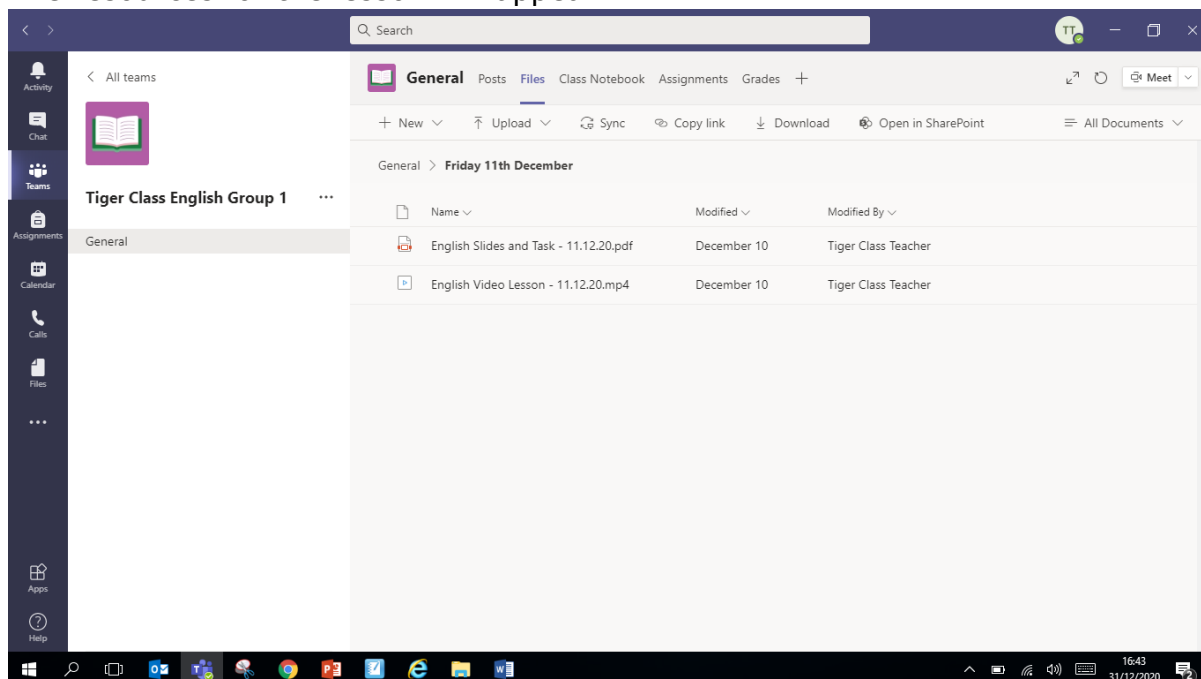

4. If you need to access resources from a previous day, they will remain available on Teams. Select the lesson you wish to access – either Maths, English or Project – and select 'Files' at the top of the page:
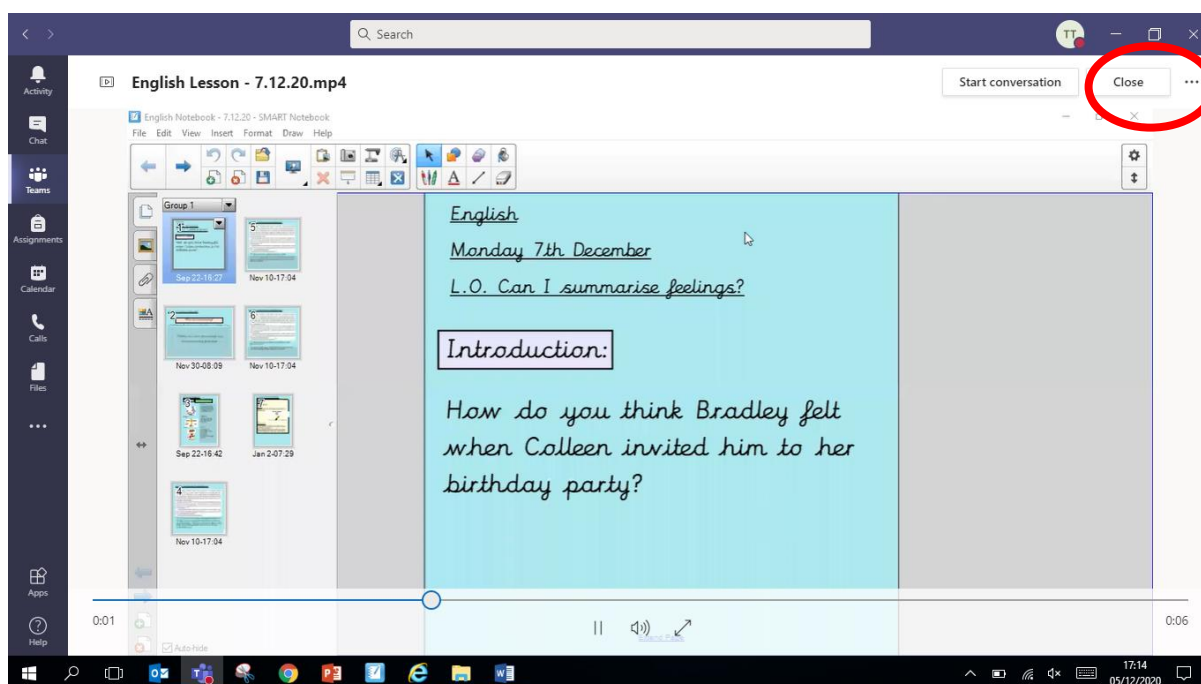
5. It is here that you will see the pre-recorded lesson and the corresponding resources organised into days. Select the day's lesson you wish to complete:
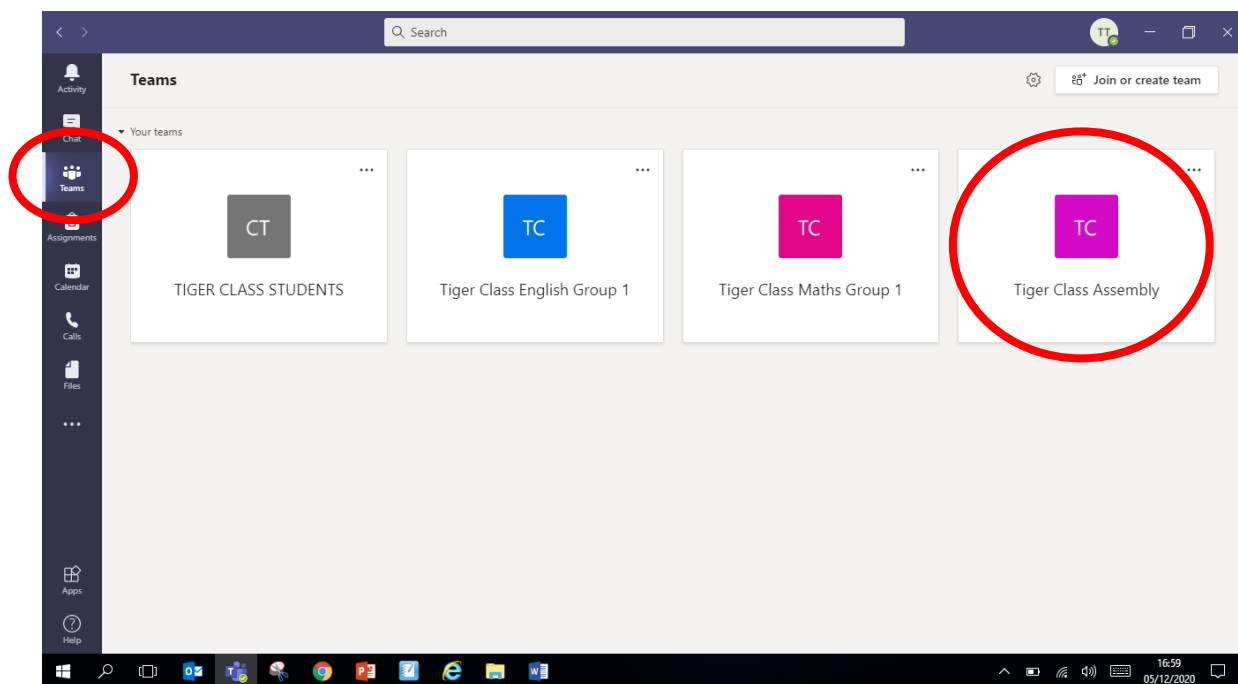
6. The resources for the lesson will appear:

7. Click on the resource you wish to access and it will open. There is the option to download the resource by clicking on the three dots. You can close the resource and return to the previous screen by pressing 'Close'.
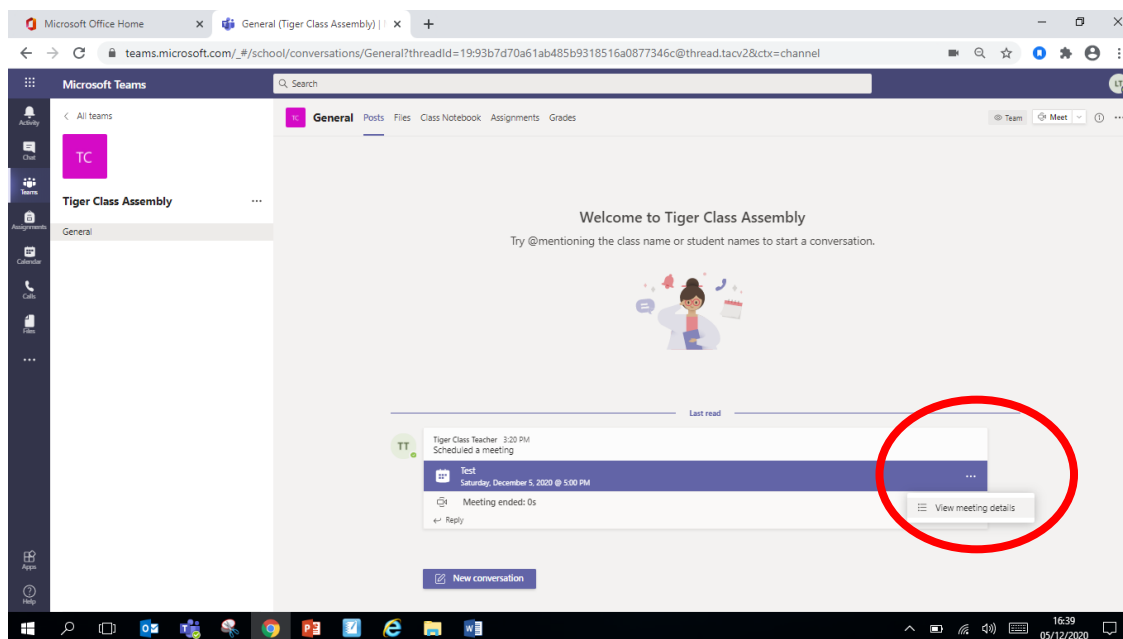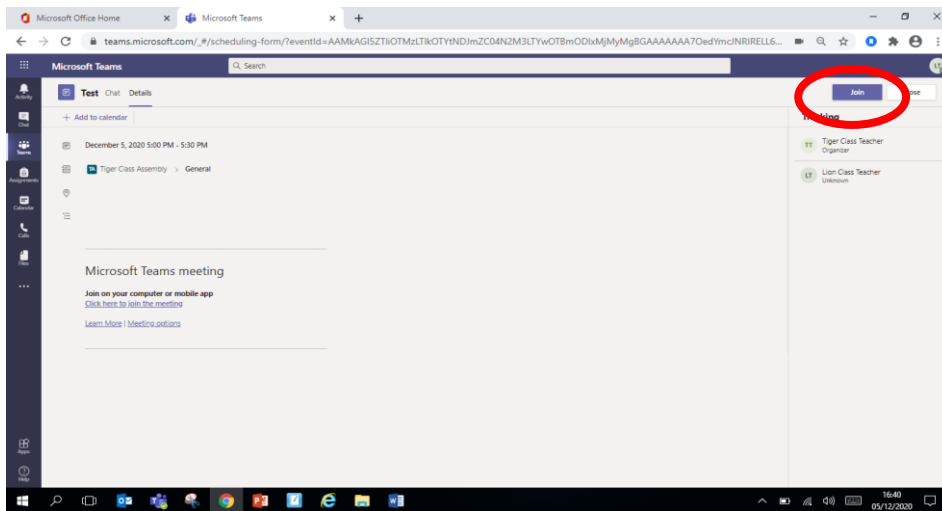
Accessing live class assemblies:

1. Login to Teams using your child's login details.

2. Select 'Teams' from the menu at the side – the teams that your class teacher has assigned you to will appear.
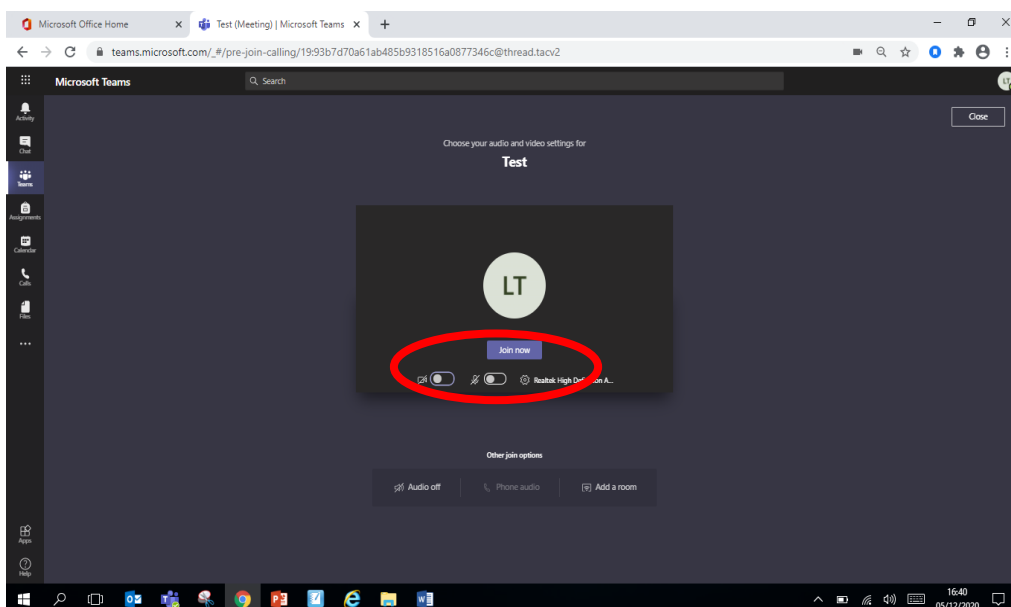

3. You will be taken to screen that looks like this, where a scheduled meeting will appear. Click on the three dots next to the meeting and select 'View meeting details':

4. Select 'Join':

5. You will be taken to the following screen. It is from here that you can turn your video and microphone on or off, then select 'Join now':

6. You will be placed in a lobby. When your class teacher is ready, they will let you in to the assembly: