

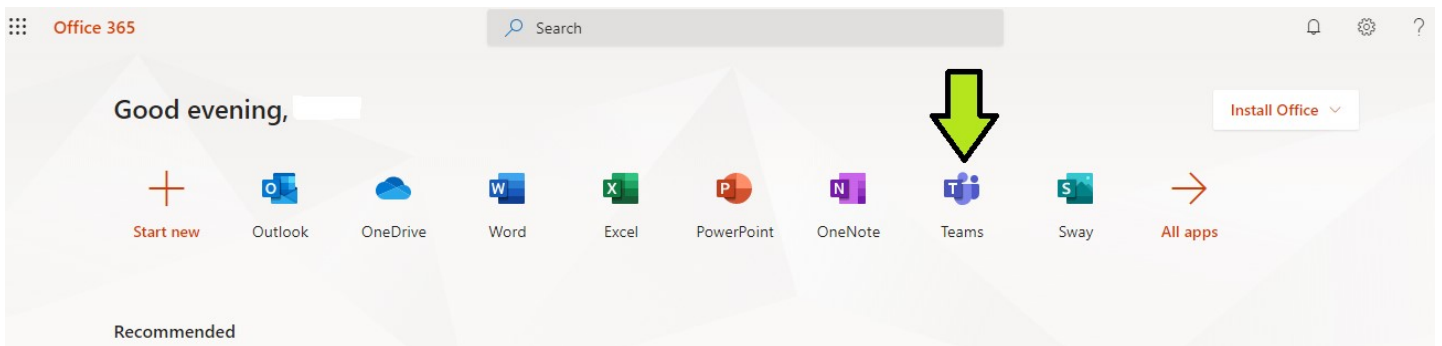
Class Team - Instructions

1) Log into hwb.gov.wales then select Office 365.



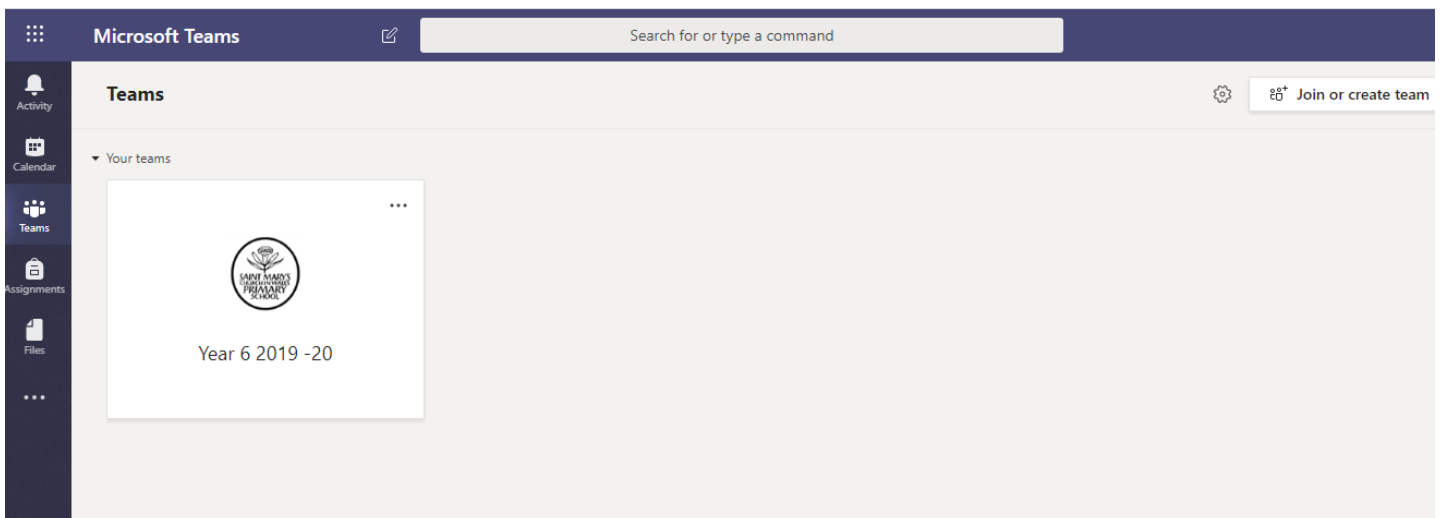
The screenshot shows the hwb.gov.wales website. At the top, there are logos for the Welsh Government and ADDYSG CYMRU EDUCATION WALES. A search bar is visible with the word 'Cymraeg' next to it. Below the navigation bar, there is a red banner with the text 'Learning and teaching in Wales' and 'The Curriculum for Wales and free educational tools and materials.' Below the banner, there are several icons for different services: j2e Just2easy, Office 365, and Flipgrid. A large green arrow points down to the Office 365 icon.

2) Select Microsoft Teams.




The screenshot shows the Office 365 application launcher. At the top, there is a search bar and a user profile. Below the search bar, there is a row of application icons: Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, Teams, Sway, and All apps. A large green arrow points down to the Teams icon.

3) Select **your class** - you should only be able to see your class.

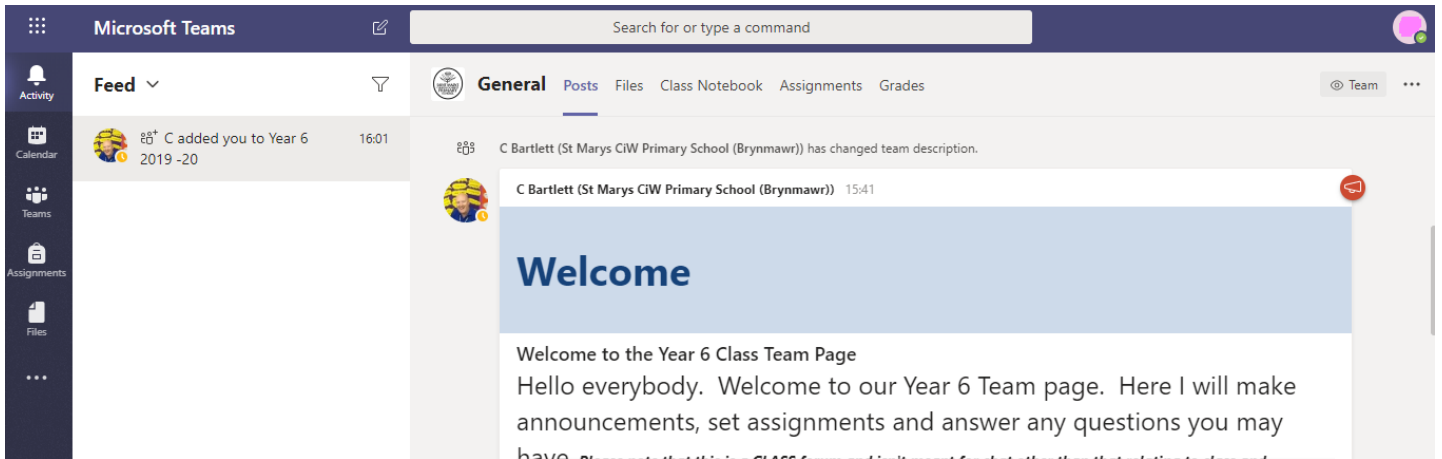


The screenshot shows the Microsoft Teams interface. At the top, there is a search bar and a user profile. Below the search bar, there is a row of application icons. The Teams icon is selected, and the Teams interface is displayed. On the left side, there is a sidebar with icons for Activity, Calendar, Teams, Assignments, and Files. The main area shows a list of teams under the heading 'Your teams'. There is one team listed: 'Year 6 2019 -20' with a circular logo.

sometimes it opens in a different screen. If yours doesn't open like this click on  And select 'Teams**'. You should be brought to this menu.

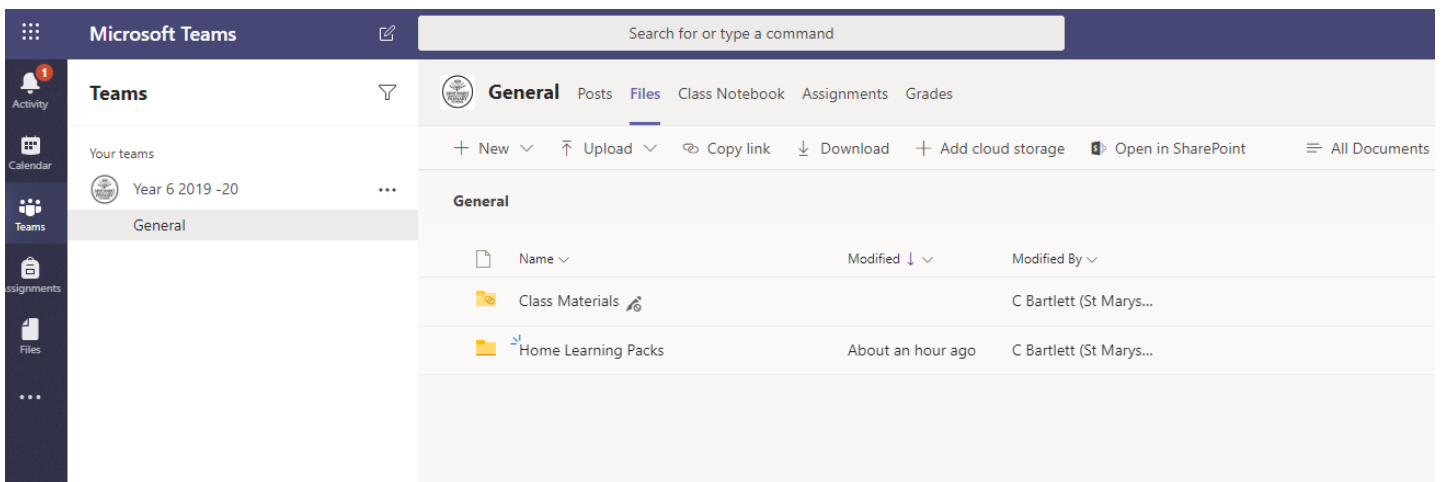
4) 'Posts' page.

This is like a home page where your teacher can post announcements, assignments and where you can ask questions about work. **Please only post relating to school.** It will open at the bottom underneath the last post. Use the scroll bar on the right to move up and down. Read the welcome message.

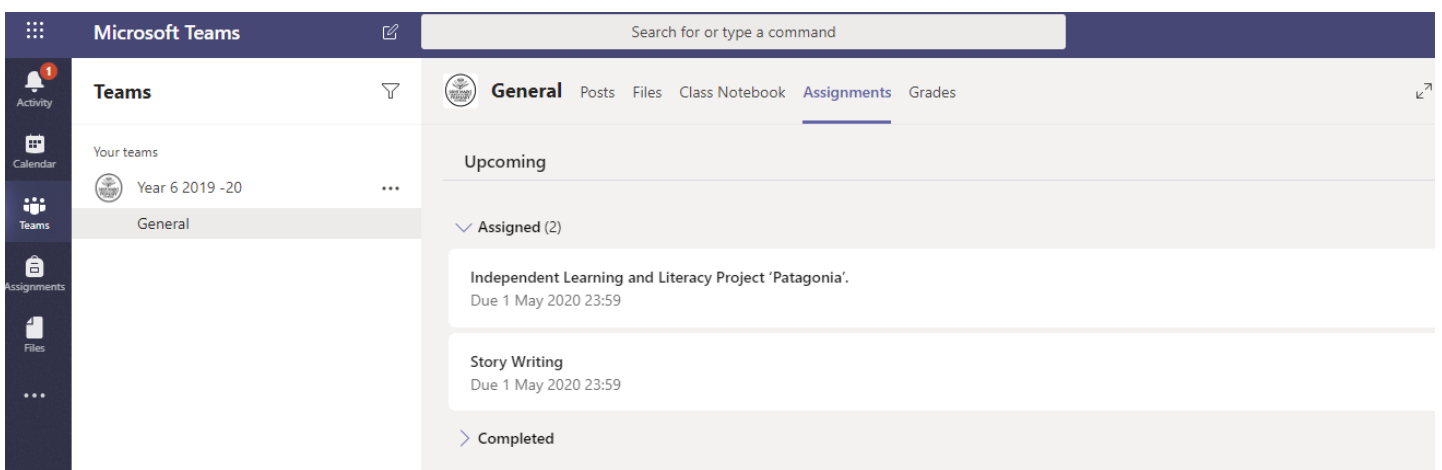


5) 'Files' page.

This is where your teacher will post files that you may need. For example the Home Learning Pack has been posted in the Year 6 Class.



6) 'Assignments' page. Here you will find assignments that have been set for you to complete on Hwb.

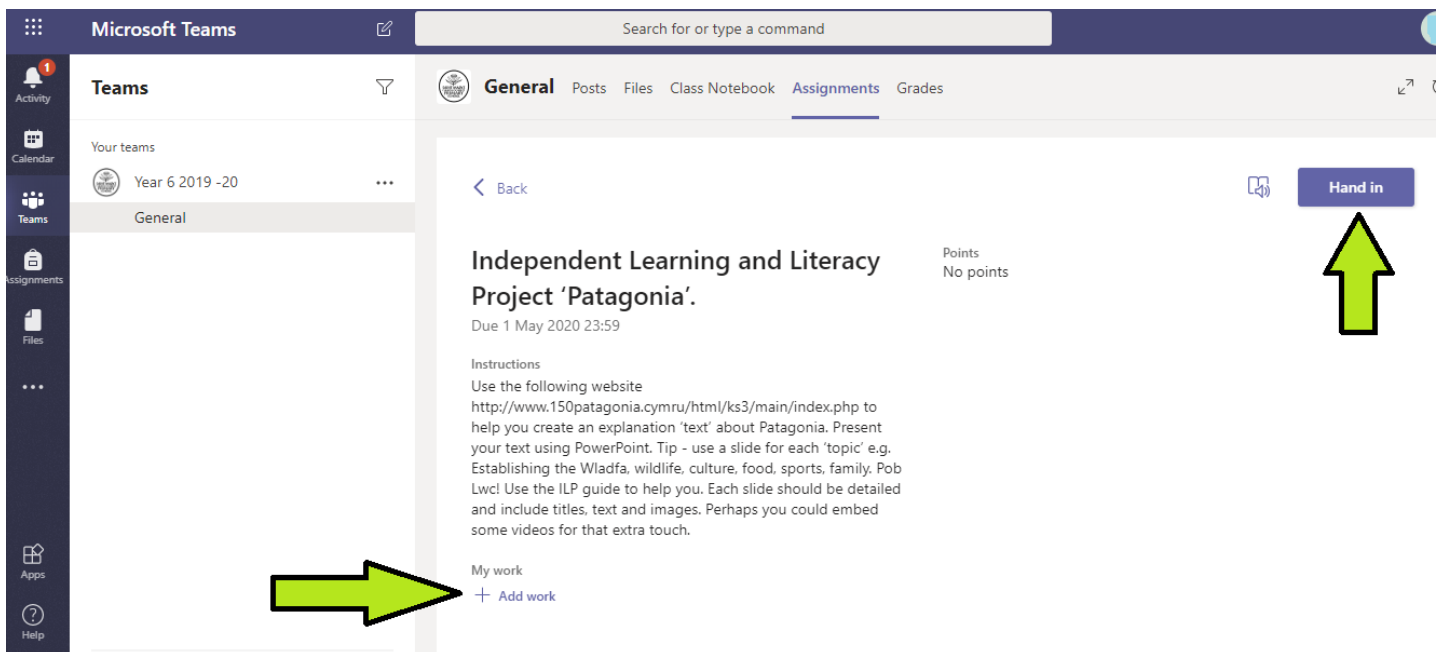


Please note that we are currently not going to be using the **'class notebook'** tab or the **chat** or **calls** features. **Please follow the rules.**

7) Handing in Assignments.

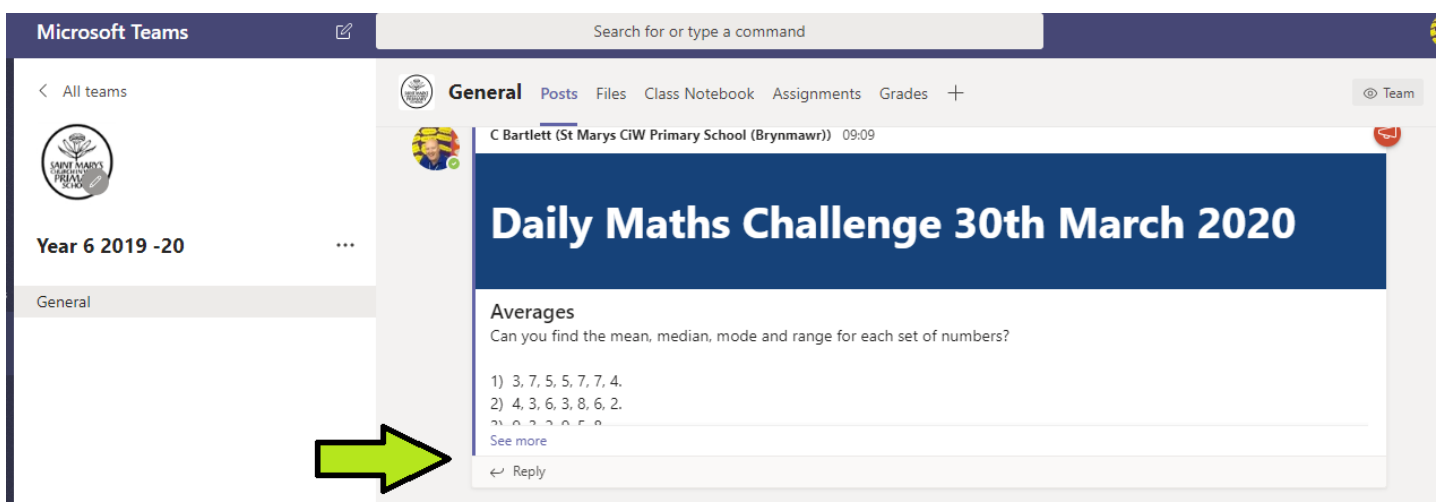
- Click on the **+Add work** button and select the file you want to add.
- Click the **'Hand in'** button.

Your teacher will then be able to see your work.



The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Calendar, Teams, Assignments, Files, and Apps. The main area displays a team chat for 'Year 6 2019 -20' in the 'General' channel. The 'Assignments' tab is active, showing an assignment titled 'Independent Learning and Literacy Project 'Patagonia''. The assignment details include the due date (1 May 2020 23:59), instructions to use a website to create an explanation, and a 'My work' section with a '+ Add work' button. A green arrow points to the '+ Add work' button, and another green arrow points to the 'Hand in' button in the top right corner of the assignment card.

Sometimes your teacher might post a question or a challenge. Sometimes they will ask you to comment on it. Type your answer / comment into 'reply' and hit the paper aeroplane icon to send.



The screenshot shows the Microsoft Teams interface with a post in the 'General' channel. The post is from 'C Bartlett (St Marys Gw Primary School (Brynmawr))' and is titled 'Daily Maths Challenge 30th March 2020'. The challenge asks for averages and provides two sets of numbers. A green arrow points to the 'Reply' button at the bottom of the post.

Daily Maths Challenge 30th March 2020

Averages
Can you find the mean, median, mode and range for each set of numbers?

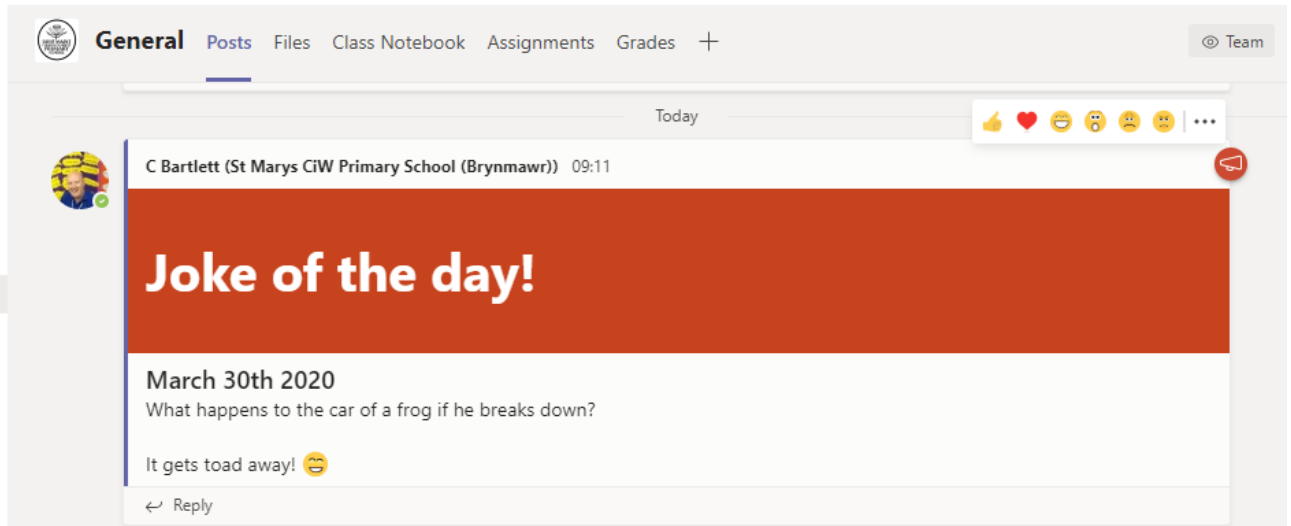
1) 3, 7, 5, 5, 7, 7, 4.
2) 4, 3, 6, 3, 8, 6, 2.

See more

Reply

You can also 'like' a post made by the teacher or member of your class. It might be that someone has given a good answer or been quick at responding. There might be something very interesting or funny.

If you hover above the top right corner of the post an emoji list will appear. You can choose an emoji from the list. **PLEASE NOTE ALL RESPONSES SHOULD BE POSITIVE.** (i.e. from the first 3 choices)



That's it.

Your Class Team should allow you to continue to feel part of your class. It gives you the opportunity to hand in work and participate in tasks and challenges.

Your teacher will post 'new' activities, assignments and messages so keep an eye on your Class Team.

Most importantly, follow the rules set out above. Unfortunately, ***if you can't follow the rules you will be removed from your Class Team.***

Diolch.