

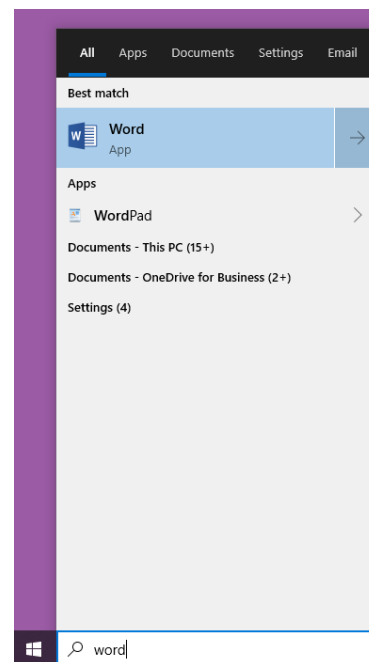
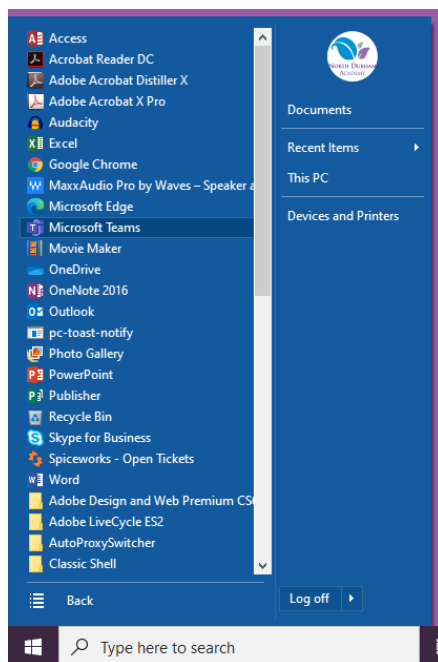
Students Learning from Home A Guide for Parents



North Durham Academy uses the full suite of Microsoft Office products to support your child's learning. Every child has unlimited access to Microsoft Word, Powerpoint, Outlook and every other program that they will need in order to complete their school work. All of these programs can be found online at www.office.com. Students should sign in there using their school email address and password.

Some subjects such as Engineering use subject-specific software that is outside the scope of this guide, these students will be taught how to use this as part of their normal school tuition.

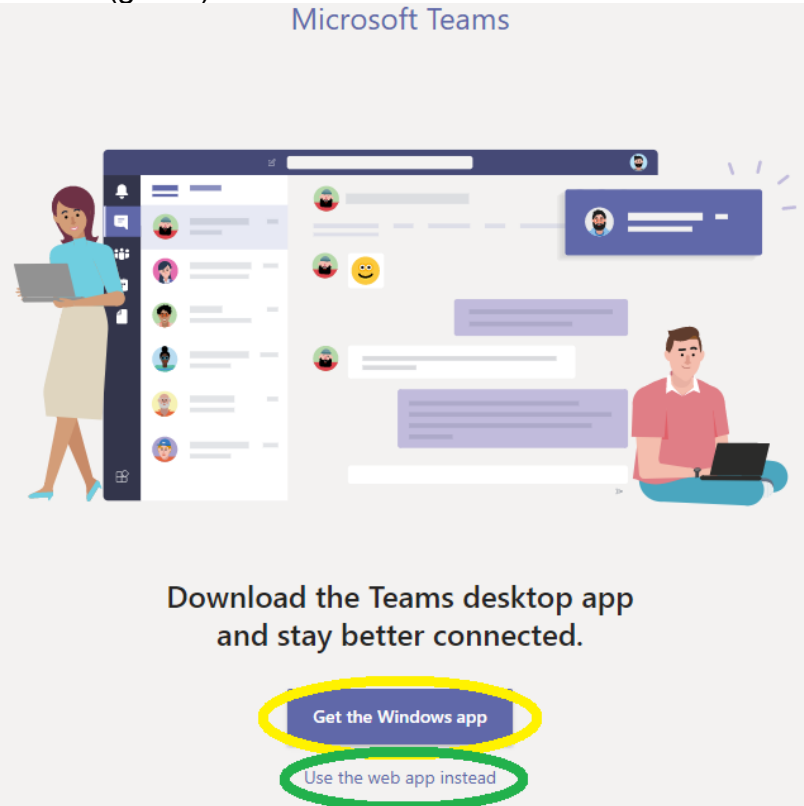
If students have been given a school laptop or ipad this will already have all of the software they need preinstalled on it. Rather than going to office.com, you can open the relevant programs by clicking the start menu in the bottom left hand corner or using the search bar.



Teams

If students are not in real classrooms for their lessons then the main software package they will use is Microsoft Teams. Teams is one central place where students can participate in their lessons, speak to teachers or classmates, hand in work, research for homework, hand in assignments, etc.

The best way to use Teams is to have the app installed on your computer. Every computer in the school and every laptop we loan to students has Teams installed on it. Open it the way you would any other program by using the start menu or the search bar as detailed above. If students are using their own computer then they should go to office.com and install the app from there (yellow). As a last resort, students can use the web version of Teams by going to office.com and selecting 'use the web app instead' (green).



Microsoft Teams

Download the Teams desktop app and stay better connected.

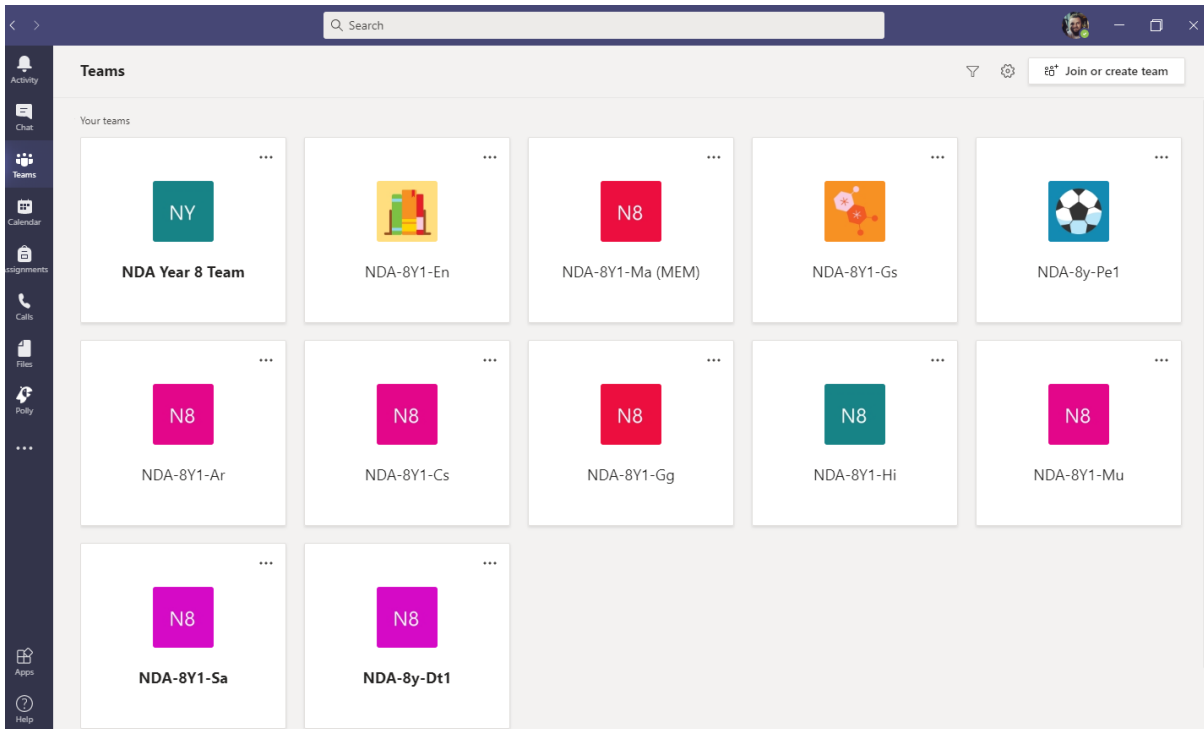
Get the Windows app

Use the web app instead

The image is a promotional graphic for Microsoft Teams. It features a central illustration of a woman on the left holding a laptop and a man on the right sitting at a desk with a laptop. In the background, there is a large, semi-transparent window showing the Microsoft Teams interface, including a list of contacts on the left and a chat window on the right. Below the illustration, the text 'Download the Teams desktop app and stay better connected.' is displayed. At the bottom, there are two buttons: a blue button with white text 'Get the Windows app' and a green button with white text 'Use the web app instead'. The blue button is circled in yellow, and the green button is circled in green.

Teams Front Page

The front page of Teams has a list of the teams that a student is a member of in the center as well as a menu down the left-hand side.

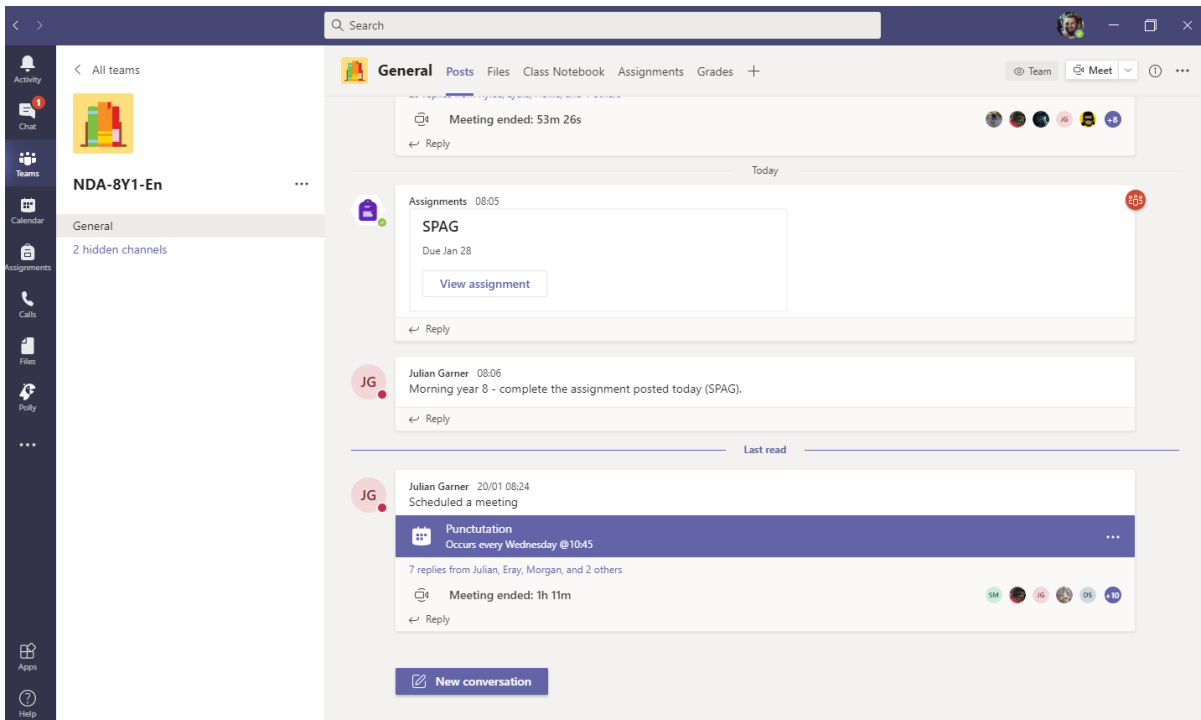


Every student has a team for every class, their year team and possibly some others for extra curricular activities or specialist tutor groups. All of the classes follow the format NDA-Year Set-Subject. In this example we see the Year 8 team first, then classes for English, Maths, General Science, etc.

The left hand-menu contains:

- Activity – See what's been happening in your teams at a glance
- Chat – Talk to other students as part of lessons
- Calendar – Your timetable, more on this is the next section
- Assignments – All of your homework and assignments in one place
- Calls – A student's live lesson call history
- Files – Any work that the student has uploaded

In a Class Team



Class teams all look a little different from each other because every class and subject work a little differently, but there's also lots in common. Down the left there are channels, teachers use these to separate a big subject out into different modules or sections. Across the top is a menu for that channel:

- Posts – Works like a Facebook wall, with the chat and interaction in the class.
- Files – The place where all school work for that subject is stored. Students can go in here at any time and view old lessons, complete revision, etc.
- Class Notebook – Where most of the actual class work is done. Students can write and draw in here as if they were working in an exercise book in school. This means work is never lost or goes missing.
- Assignments and Grades – Usually used for homework, although some subjects also use this for bigger pieces of work such as essays or coursework tasks.

Live Lessons

Students can access live lessons from within their class teams. In the screenshot on the previous page you can see the purple bar that indicated Mr. Garner has taught a live lesson on punctuation. Clicking on that purple bar during a live lesson will allow the student to participate. However, the easiest way for students to see their lives lessons is to click the 'Calendar' button in the left-hand menu (orange).

The screenshot displays the Microsoft Teams calendar interface. The top bar shows 'Microsoft Teams' and a search bar. The left-hand menu includes 'Activity', 'Calendar' (highlighted with an orange circle), 'Teams', 'Assignments', and 'Files'. The main area shows a calendar for January 2021, with days 18 (Monday) to 22 (Friday) visible. The calendar grid shows lessons for each day, with a 'Join' button appearing on the Tuesday lesson at 2 PM by Philip Raymond.

Time	18 Monday	19 Tuesday	20 Wednesday	21 Thursday	22 Friday
7 AM					
8 AM					
9 AM	Lesson 1 Spanish Louise Harty	Tuesday P1 Aaron Bourne	PE with Mr Tee Ross Thomas	Thursday Science Lesson Daniel Dalton	7z2 Cristi Jonas
10 AM	7z Dt1 Jo Batey	7z Dt1 Jo Batey	7z2 Cristi Jonas	Thursday P2 - Computer Science Graeme Powley	7y1 maths period 2 Janine Smith
11 AM	7z2 Cristi Jonas	7z2 Cristi Jonas	Lesson 3 Spanish Louise Harty	Thursday period 3 music 7Y1 Bethany Robson	The Solitary Reaper Julian Garner
12 PM					
1 PM	Unseen poetry Julian Garner	7Y1/LI Mentoring Lesson Becky Pallas-Gill	Tutoring session Philip Raymond	7Y1 Geography and Mentoring with Miss Mayhew Lucy Mayhew	7Y1 Geography and mentoring Lucy Mayhew
2 PM	Period 5 7y1 Philip Raymond	Philip Raymond Join	Wednesday Science Lesson Daniel Dalton	7z2 Cristi Jonas	Friday Science Lesson Daniel Dalton
3 PM					

Now we see the full week's timetable, with lessons, breaks and topics all clearly labelled. The orange bar shows the current time, so in the above screenshot Mr. Raymond's Tuesday lesson has just started. This lesson has turned a darker shade of purple and now has a 'Join' button. Clicking that join button takes a student into the live lesson.

In a Live Lesson

The screenshot shows a live lesson interface. At the top, there is a toolbar with a yellow chat icon and a blue microphone icon. Below this is a PowerPoint window titled '1) adding and subtracting fractions (1) - PowerPoint'. The slide content is as follows:

Example:

$$2\frac{3}{5} + \frac{3}{5} = \frac{13}{5} + \frac{3}{5} = \frac{16}{5} = 3\frac{1}{5}$$
$$3\frac{3}{4} - \frac{1}{4} = \frac{15}{4} - \frac{1}{4} = \frac{14}{4} = 3\frac{1}{2}$$

Your turn:

$$3\frac{1}{6} + \frac{2}{6} = \frac{19}{6} + \frac{2}{6} = \frac{21}{6} = 3\frac{3}{6} = 3\frac{1}{2}$$
$$2\frac{1}{5} - \frac{3}{5} = \frac{11}{5} - \frac{3}{5} = \frac{8}{5} = 1\frac{3}{5}$$

At the bottom of the slide, there is a blue arrow pointing right with the text: "Be fluent in adding and subtracting mixed number fractions".

Live lessons usually show either an image from the teacher's webcam or they can choose to share their screen. In this case Mr. Raymond is sharing a maths powerpoint with the class. All students have access to a chat (yellow) and the ability to turn their microphone on or off (blue). Teachers also have the ability to mute students.