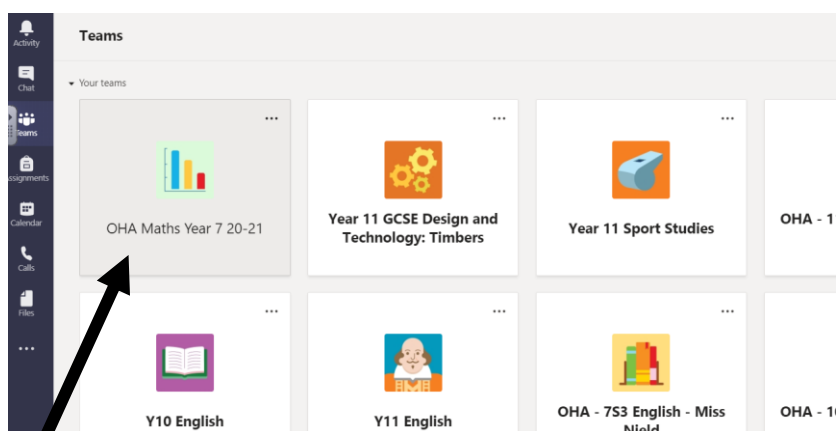


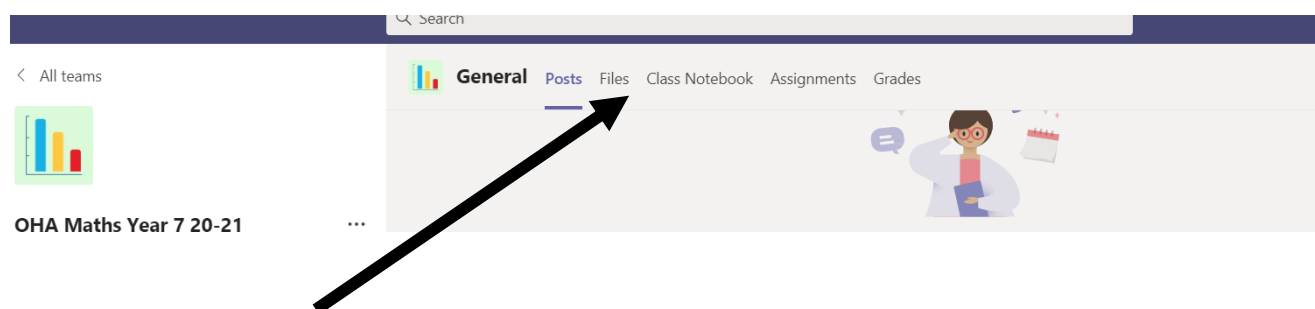
Accessing “Teams”

Log into Microsoft Teams using your school email and password.
Remember it ends @ormistonhorizonacademy.co.uk

Any log in problems get in touch with your head of year or RSL
to reset you.



Select the “team” for that lesson.



Along the top you have a selection of tabs to choose from:

Posts: This is an area you can read and respond to messages from your teacher.

Please note: all conversations in this space should reflect conversations you would have with staff in school. Not personal conversations between you and peers

Files: a location lesson information may be stored

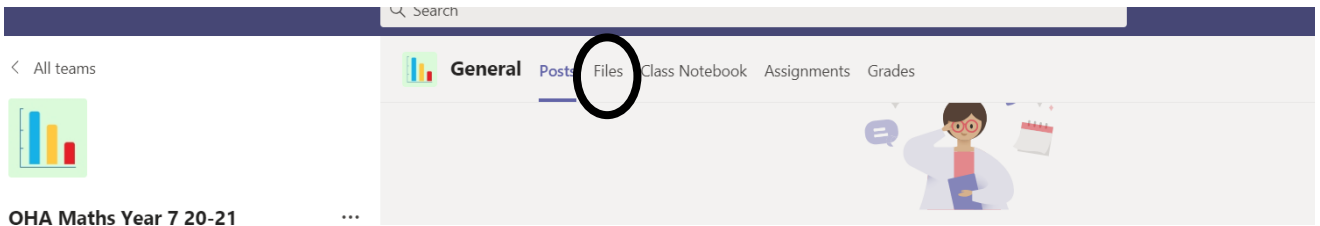
Class Notebook: a location lesson information may be stored

Assignments: online tasks your teacher may assign you to do

Grades: Grades for online assignments

Finding work/ tasks

Files

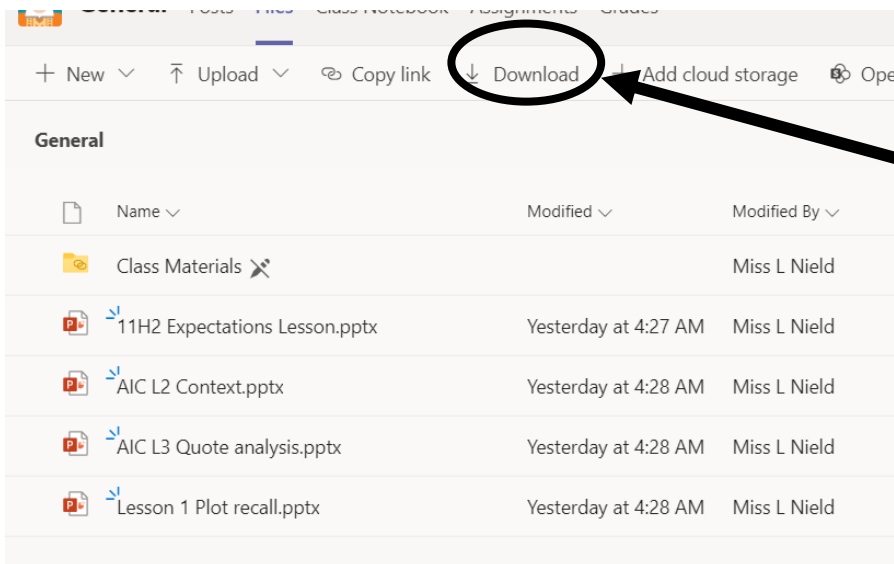


Any work shared with you in the “files” section will be clearly ordered so you can find the lesson.

It will have tasks/ Powerpoints/ learning materials and instructions that you need to complete the work.

Some documents will be “pdf” this means you cannot write on them and will need to copy them into your books.

Other documents in word or Powerpoint need downloading and saving to your own one drive or computer..



Select a file and download

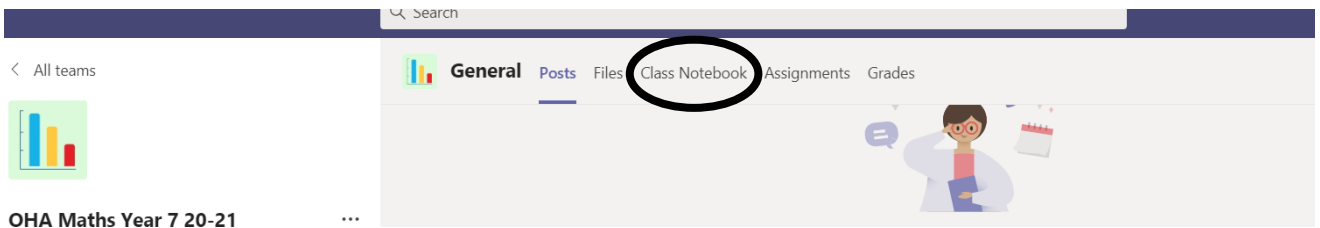
Follow instructions for work completion.

Copy all questions into your books and answer with full working out or full sentences.

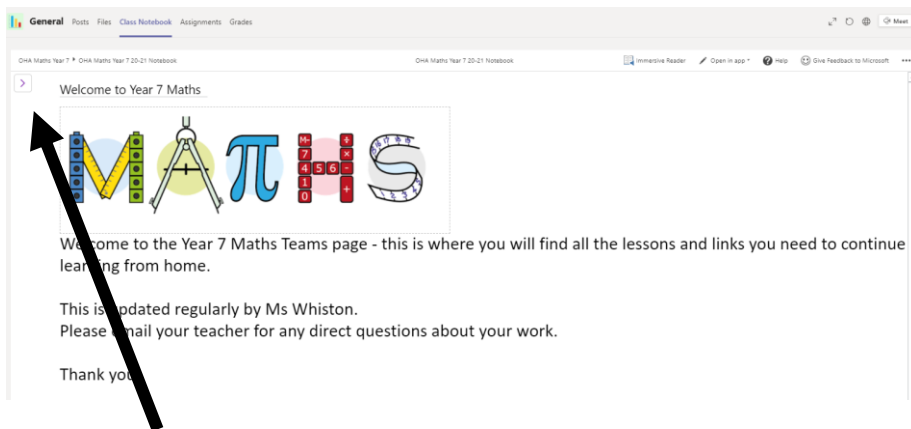
Maintain “in school” standards of presentation and meet OHA expectations with work completion.

Finding work/ tasks

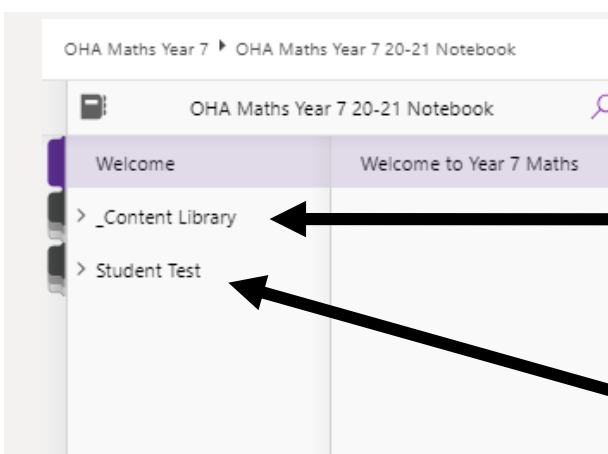
Class Notebook



Some teachers will store their information for you in Class Notebook. This gives you an area you can also work and copy files into if you wish to write on them and edit them. The teacher can see this without you needing to send anything over to them.



It takes you to a front page that will give you instructions. The arrow here opens up the work areas.



The content library has information about the work set for you from your teacher.

Your name will be here – this is your work area

Lesson Objective	Starter	Lesson Notes	Lesson PPT	Worksheet	Answers	Actions for Lesson	Hegarty Video	Notes/ (H) resources
Describe and continue sequences https://vimeo.com/452511896	 1.0 Block 1 - Autumn Flashback 4 Week 1 Day 1	<ul style="list-style-type: none"> Introduction to routines and class Talk through Knowledge Organiser Fraye Model for vocabulary 	 1.1. Describe	 1.1. Describe	 1.1. Describe	<input type="checkbox"/> Completed worksheet	196	 1.1. Describe Powerpoint Worksheet questions

Follow the instructions in the content library. Any files here can be opened but not edited – you can copy them to your work area or computer.