



Microsoft Teams

Student & parent guide

Use an up-to-date Web Browser such as Google Chrome, Mozilla Firefox or Microsoft Edge.

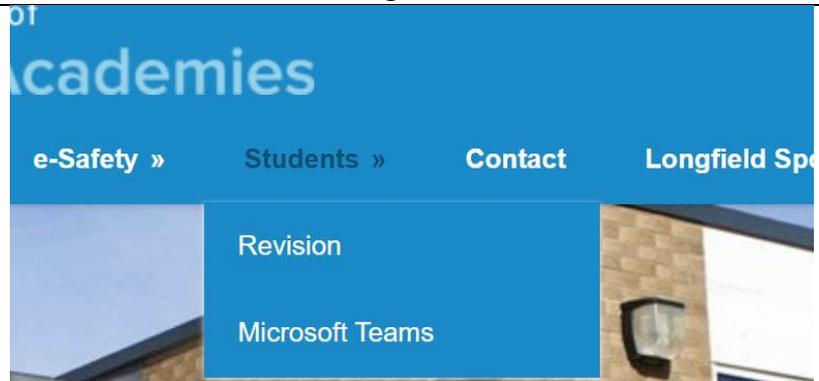
We have had reported issues in the past with the Safari browser so please do not use.



Navigate to the school website.

www.longfield.uk.com

Click on the link for Microsoft Teams under the Students navigation menu.



Enter your school login details.
username@longfield.swiftacademies.org.uk



Sign in

[No account? Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

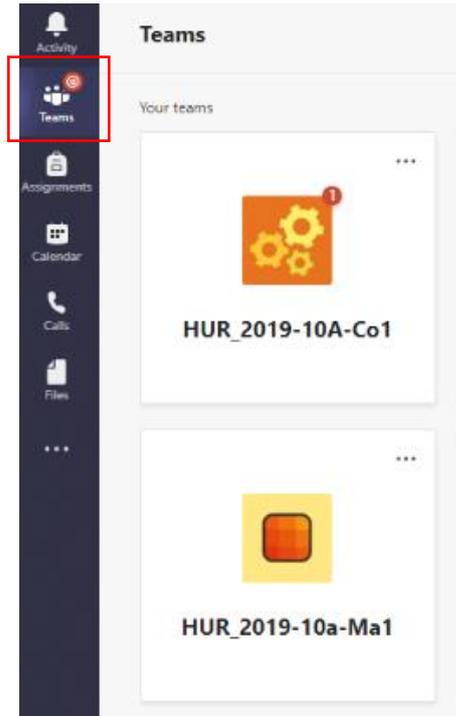
Next

You can find individual classes by clicking the Teams tab.

Each class has their own team. Which is identified by the code at the end of the Team name. For example:

- Co - Computing
- En – English
- Gy – Geography
- Ma – Maths

If an assignment has been posted or a post added to the posts stream the text will be bold / a small red notification will appear.

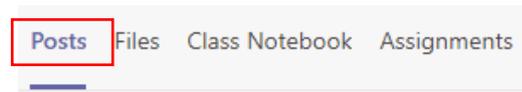


Once inside a team your will be presented with the posts stream.

Teachers may post tasks here.

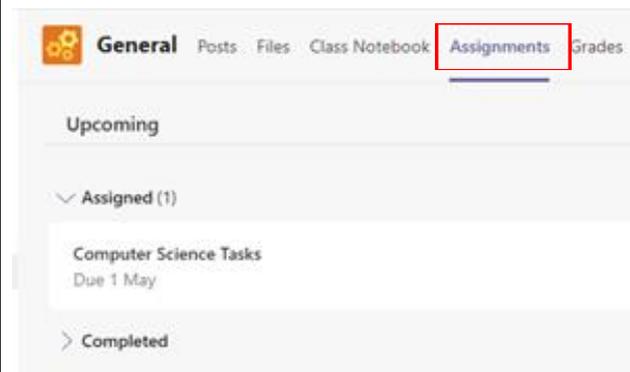
Here students can ask sensible questions to their teacher and fellow classmates.

Posts should be sensible. They cannot be deleted by students and sanctions will be issued for misuse.



The assignments tab also displays tasks issued by a teacher.

Click on the assignment for details.



The assignment will include instructions from the teacher.

If the teacher shares a task as “Reference Materials” you will be able to read this document only. If you want to download, right click and press download. This will enable you to print if necessary.

ILT 1 Health & safety at Work Act.

Due 31 July

Instructions

Using the sources of information create a mind map for Teachers about the Health & Safety at Work Act 1974. You need to make sure it includes the following information/headings:

- A definition of what the health & safety at Work Act 1974 is
- What employers are responsible for in a place of work under the Health & Safety at Work Act 1974
- What employees are responsible for in a place of work under the health & safety at Work Act 1974
- What an employee should do if they are worried about health & safety in a place of work.

Reference materials

Definition of Health & Safety at Work Act

HASAWA laweasyread.pdf

My work

+ Add work

If a teacher would like the task to be completed online, they will send you a document under the “My Work” heading.

Click the task and it will open up in Teams. Every time you type it will save you will not need to print or download.

Computing Tasks

Due 1 May

Instructions

1. Please answer the Evaluation page on OneDrive for the topic you have been studying this term. We should attempt as much of the evaluation as you can with it you have not finished all of the pages in class.
2. Complete the Historical Figures research task. This task involves conducting research into 20th Century figures in Computing history. Follow the instructions on the OneDrive. Complete the task in Teams and then save your presentation when finished.

If you have any problems with any of the tasks please email your Computing teacher - IT@harrowhillsacademy.org.uk or IT@harrowhillsacademy.org.uk

My work

Historical figures research project.pptx

+ Add work

Alternatively the Teams app can be downloaded on smartphones and tablets.

Search for the “Microsoft Teams” on either the Apple app store or Google Play Store.

Students must use their school login details.



Further guidance is available direct from Microsoft using this link <https://bit.ly/2U3GqpZ>