Churnet View
Middle School

October 2023

Dear Parent/Carer

At Churnet View Middle School we are continuously developing the learning of students, including keeping up to date with technological advances. We use cloud-based services to further all student's education regarding online content. The learning platform we use is called Microsoft 365 which enables students and teachers to learn and collaborate in up-to-date software. This includes being able to use remote learning tools that can be access at home.

We as part of The Talentum Learning Trust give students the ability to download the newest version of Microsoft Apps onto their PCs, laptops, tables and other devices including iOS, **for free**.

We ensure that this platform is monitored and secure for pupils to use in and outside of school.

For our platform to be accessed, each student has been given unique logon details that they are responsible for, including their own individual password. This then gives them access to:

- An email that is used for school and educational purposes only.
- A cloud storage system called OneDrive where they can store and use school and educational documents.
- A remote learning platform called Teams, where assignments, quizzes, video calls and resources can be accessed securely and only with people (mainly teachers) that have access to our secure network.
- A shared area called SharePoint where whole class, year group or school educational documents can be accessed, downloaded and edited.
- Educational online programmes that require a secure login (usually an email address), which are monitored by teachers.
- The Microsoft 365 suite including online Word, Excel, Power Point, OneNote, Sway and many more.
- Additional learning support tools, for example, Immersive Reader and Dictation.

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When Microsoft 365 is downloaded, it will require a change in your security setting, so we can ensure that content and the students are protected. Microsoft 365 can be used on an internet browser and does not have to be downloaded. Microsoft 365 app on smart devices, will need to be downloaded via the App or Play store.

In line with the Government guidance on remote learning for students, in the event of a partial or full school closure, Microsoft 365 will be used to educate, monitor, and safeguard students.

Please find attached some 'How to' guides to support the setup of Microsoft 365 at home. Please contact us for support in this where needed.

Yours sincerely,

Miss Shepherd
Head of Computing

Getting Started – Signing In

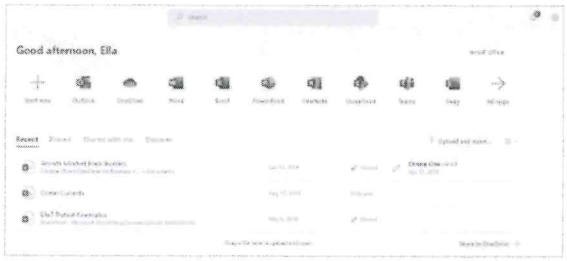
Microsoft Teams for Education | Quick Start Guide for Students

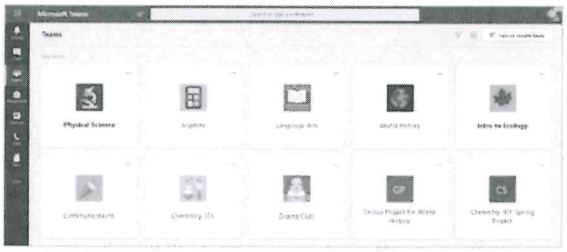
Sign in to Teams

1. Go to Office.com and sign in with your school email and password.

2. From your Office.com homepage, click on the **Teams** app to open it right in your browser.

3. Select Teams to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one of more (depending on how many classes you have) class team tiles.





> **Note:** Don't see any class team tiles? Your teacher may have invited you to join your class team with:
>
> - A join code (from the Teams page, select **Join or create team** and enter the code)
> - A link (check your email!)

When you see your class tiles, click on one to start connecting with your teacher and classmates!

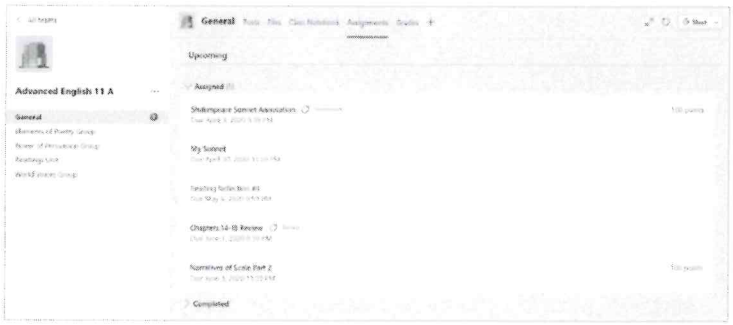
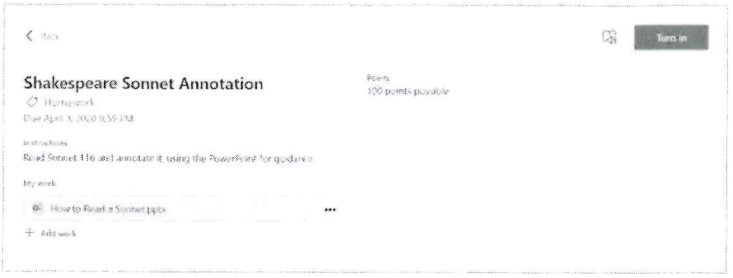
Assignments and Grades

Microsoft Teams for Education | Quick Start Guide for Educators

View and turn in assignments

1. Head to a class team and the **General** channel. Select the **Assignments** tab.

2. To view assignment details and turn in work, select the assignment.

3. Attach any required materials by clicking **+ Add work.**

4. Click **Turn in.**