



## Supporting Remote Learning: How to upload work to Microsoft Teams



To our wonderful Barwell families,

This is a brief guide on how to share your child's work with us through Microsoft Teams. This morning, on our virtual meets, we have all shared this with the children but we thought you might like to have a copy to hand as well.

There are two ways to submit work to MS Teams and it is up to you which way you choose. If you don't mind other children being able to see the work, then you can share it publicly on the general Team chat page. If you would prefer that it is just the teachers that see the work, you can attach the work to that day's assignment instead. This guide will take you through both methods.

### ***The Public Way of Sharing***

Sharing your work this way means that everyone in the Team will be able to view the work but this way of sending it is only available from 9:00am until 3:15 pm.

### **So how do we do this then?**

When children are unmuted they need to go to the 'general' chat page of their team and click on the 'Start a New Conversation' button at the bottom of the screen and it should come up with the box below. You will see a paper clip symbol (see the red circle). Click on that and it will take you to the device's files and then simply click on the photo and it will insert it. Children will perhaps want to write a quick message saying something along the lines of 'Here is my work' and then press the arrow at the side (circled in purple) which will pop their image and message into the chat so their team can see it.

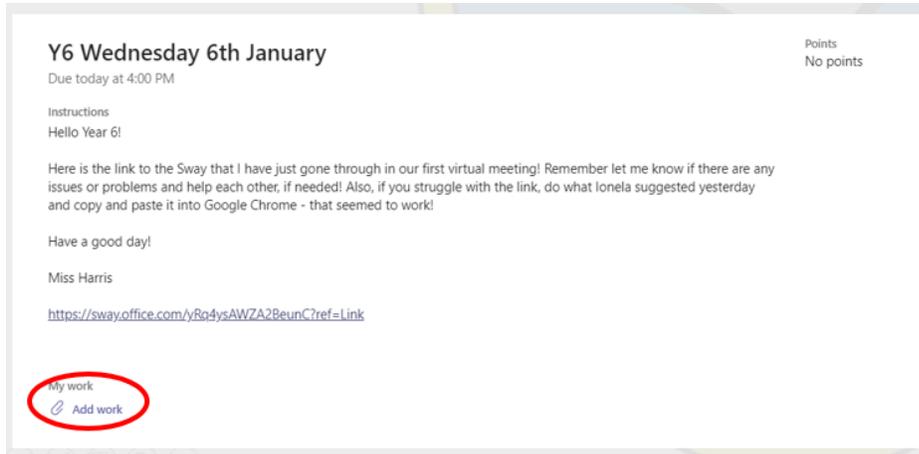


### ***The Private Way of Sharing***

This is the way children can submit their work to their teachers without any of the other children seeing it and this involves tagging their work onto their daily assignment before they turn it in. This upload can be completed at any time of day, even if the children are muted!

## So how do we do this then?

First, the children will need to go back into the daily assignment that the teacher has set. The screen should look something like the one beneath:



Now, at the very bottom, you will see a little paperclip symbol and 'Add work' (circled in red). Click on that and it will open the device's documents or photos. Click the photo or photos that they want to show and they will upload.

**One last job – and you must do this so that your teacher can view the work – make sure your child presses TURN IN (the purple/blue button in the top right hand corner).**

I hope this helps!

Miss Harris