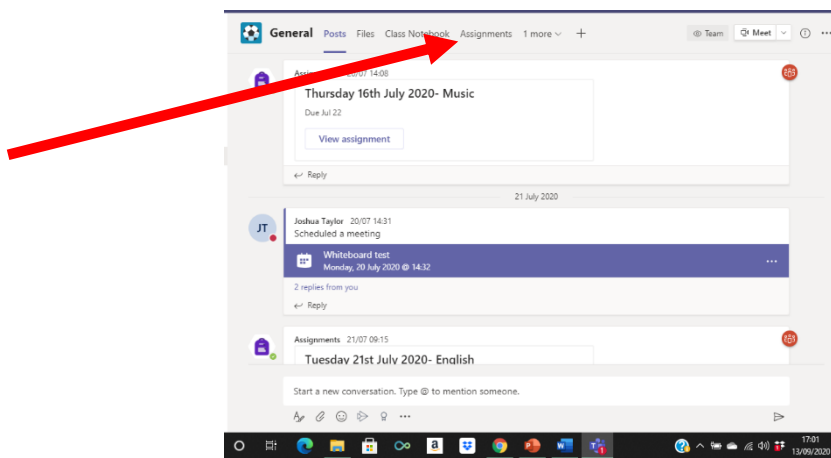


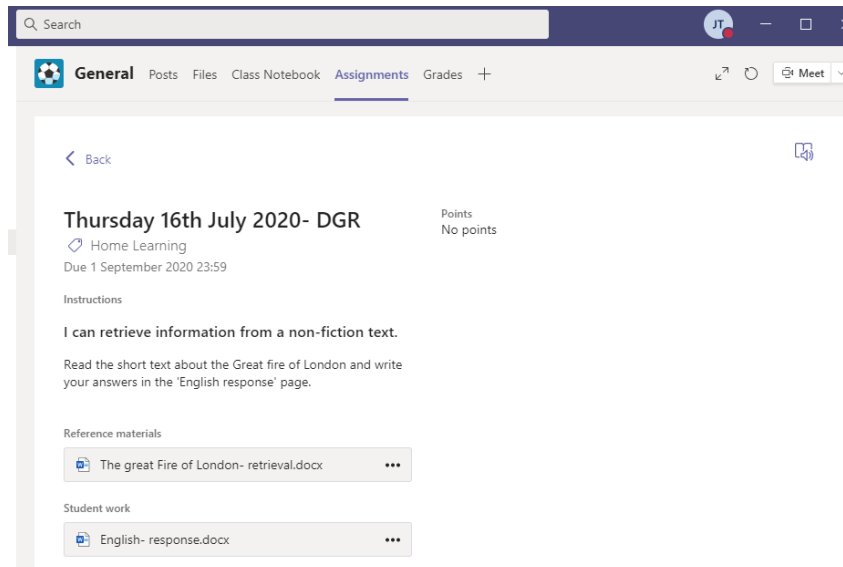
How to use Microsoft teams for homework

As of this academic year, Prince of Wales will be setting homework through the app Microsoft teams. There are many benefits and this guide should assist you in the set up and use of MS teams.

1. Download the app to your device here: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
Sign your child into their account. Your child will receive their login details from school. Type these into enter MS teams.
2. Find your child's class. Click on the 'Teams' link to see your child's form. Click on their class to access their online learning environment.
3. Click on 'Assignments' at the top of the screen to see the work which has been set by your child's teacher.

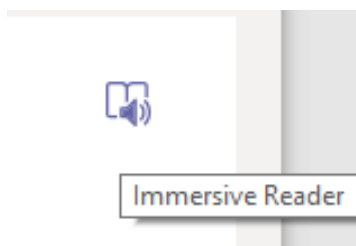


4. The view of homework/home learning will be as follows:



Here you can see the key information- Date of work set, due date, instructions, reference materials and student work. To access and complete the work, click on 'student work'. From here you will be able to open the work in **word online**, allowing your child to type directly onto their homework.

5. You can also use the immersive reader button- allowing the computer to read out the task for your child:



Once in 'immersive reader, you can also highlight words your child may not know the meaning of, and it will give a visual prompt:



6. Once you have completed your tasks, save the work and then press the 'Turn it in' button in the top right corner.