

Springfield Primary Academy

Springfield Road
Moseley
Birmingham
B13 9NY

Inspiring Futures: Making Memories
Learning Creatively with:
High Expectations. Integrity. Respect. Resilience. Determination.



Executive Headteacher: Mr. T Twort
Head of School: Ms S Taylor
Tel : 0121 464 3618
email: enquiry@springfieldacademy.org.uk

INSTRUCTIONS FOR PARENTS AND PUPILS

How to use our school's Microsoft Class Team

Please help your child to follow these steps so they can continue to complete learning activities, hand them in, and get feedback from teachers while they can't come into school.

Note: your child will need their log-in details for their school Office 365 account to complete the steps below. If they can't remember these log-in details, please contact school on 01214643618 or enquiry@springfieldacademy.org.

Smartphones and tablets: download the free Microsoft Teams app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none">➤ Open the Play Store app➤ Search for 'Microsoft Teams'➤ Tap 'Microsoft Teams'➤ Tap 'Install'	<ul style="list-style-type: none">➤ Open the App Store app➤ Search for 'Microsoft Teams'➤ Tap 'Microsoft Teams'➤ Tap 'Get'

Once the app has downloaded, open it.

Then, your child needs to:

- Log in to their Office 365 account
- Tap the 'Teams' icon
- Tap 'Join or create a team'
- If get the message 'Join a team with a code', please contact school for support

*Inspiring Futures: Making Memories
Learning Creatively with:
High Expectations. Integrity. Respect. Resilience & Determination.*

Computers and laptops: download Microsoft Teams

Your child needs to:

- Go to www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app
 - Click 'Download Teams'
 - Once it's downloaded, click on the installer to run the app
 - Log in to their Office 365 account
 - Click 'Teams' on the left-hand side of the app
 - Click 'Join or create a team'
-

How to get and hand in work (computers and laptops)

Your child needs to:

- Open the Teams app
- Click on their class, then 'General', and then 'Assignments'
- Click on an assignment, then '+Add work',
- Click 'Upload from my computer', then attach the file they want to upload
- Once they've finished, click 'Turn in'

Made a mistake? Click 'Undo turn in' to return the work, and follow the last three steps to resubmit it.

How to hand in work (mobile devices – Android or iOS)

Your child needs to:

- Open the Teams app
- Tap on their class, tap 'More', then 'Assignments'
- Tap on an assignment, then '+Add work'
- Choose the file they want to upload from OneDrive or their device
- Once they've finished, tap 'Turn in'

Made a mistake? Tap 'Undo turn in' to return the work, then follow the last three steps to resubmit it.

Parents: you'll get regular emails on your child's work

This includes:

- Upcoming deadlines and assignments
- Class activity and announcements