



**Newton Leys**  
Primary School & Nursery



# HOME LEARNING HUB FOR COMPUTERS

---

PARENT AND PUPIL INSTRUCTIONS

VERSION 1.3 - SPRING 2021

# TABLE OF CONTENTS

## 01 ACCESSING THE HOME LEARNING HUB



- [LOGGING IN](#)
- [YOUR ONLINE CLASSROOM](#)

## 02 LOCATING LESSONS AND COMPLETING TASKS



- [YOUR ONLINE CLASSROOM](#)
- [VIDEO LESSONS](#)
- [ASSIGNMENTS](#)
- [ASSIGNMENT FEEDBACK](#)
- [LOGGING OUT](#)



# 01 ACCESSING THE HOME LEARNING HUB

Find out how to login to the Home Learning Hub, make sure your information is secure, open your online classroom and discover what's inside.



# 01

## ACCESSING THE HOME LEARNING HUB



### FINDING TEAMS

1. Go to <https://www.microsoft.com/en-gb/microsoft-teams/log-in>
2. Click 'Download now' to get the Teams app on your computer - this is the best way to access Teams.
3. Click 'Download for desktop' and then 'Download Teams'.
4. Double-click the downloaded file to install Teams.



Teams

Products

Solutions

Resources

Pricing

More Microsoft 365

The Together Mode and Large Gallery View features are rolling out to customers now. [Learn how](#)

## Welcome to Microsoft Teams

Sign in now to chat, meet, call, and collaborate all in one place.

Sign in

2

Download now

[New to Teams? Sign up now >](#)

**IF YOU ARE UNABLE TO DOWNLOAD THE TEAMS APP, DON'T WORRY, JUST CLICK SIGN IN INSTEAD AND GO STRAIGHT TO PAGE 6**



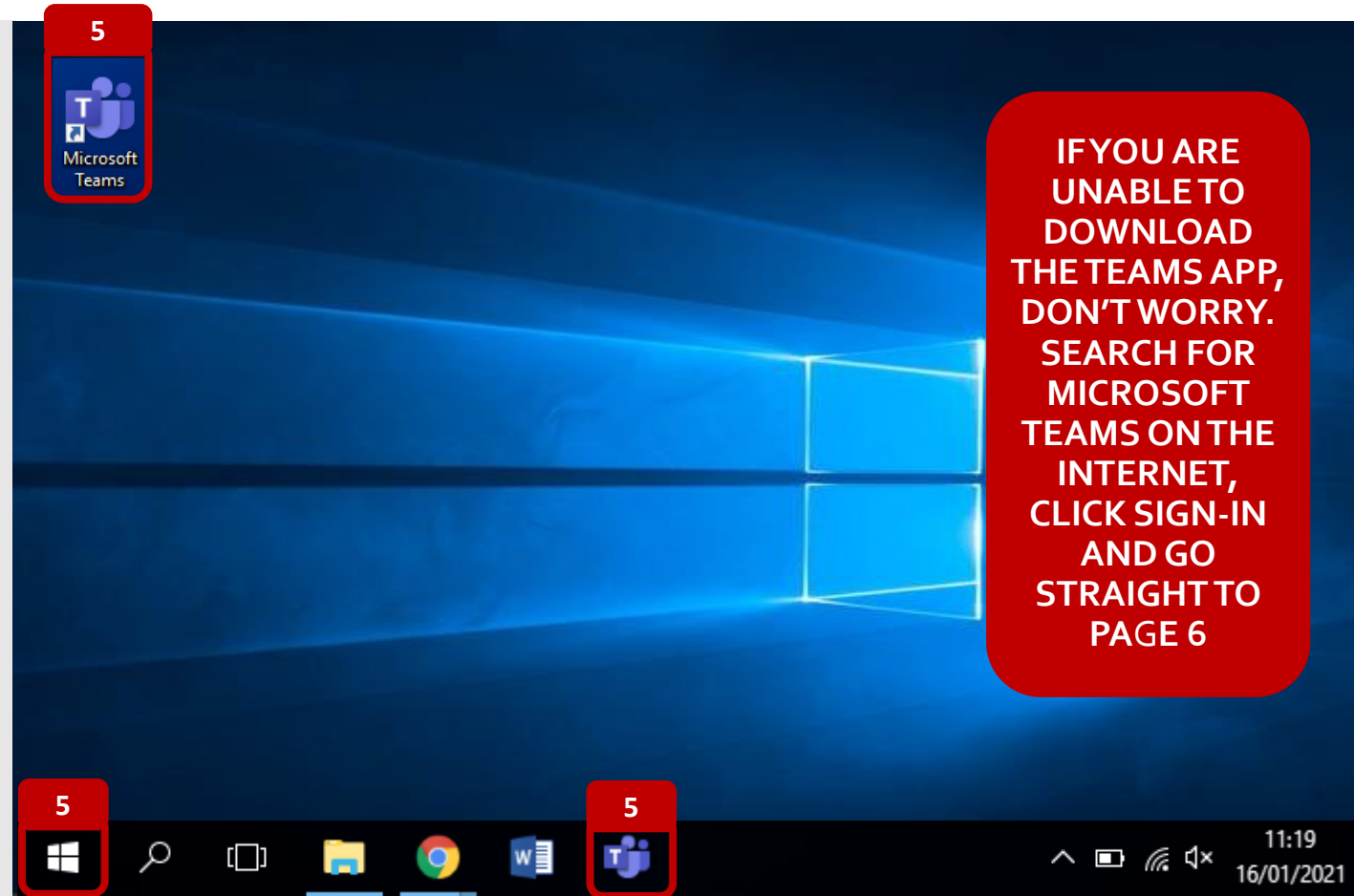
# 01

## ACCESSING THE HOME LEARNING HUB



### FINDING TEAMS

5. Open the Teams app. You could do this from the start menu, taskbar or icon.




# 01

## ACCESSING THE HOME LEARNING HUB




### LOGGING IN

6. Type your username. You should have received this in an email. It will start with your first initial, dot, surname e.g.  
[j.bloggs@newtonleysprimary.org](mailto:j.bloggs@newtonleysprimary.org).
7. Click 'Sign in' or 'Next'.




**Enter your work, school, or Microsoft account.**

**Sign in**



**OR**




**Sign in**

No account? [Create one!](#)

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

[Sign-in options](#)

**Next**



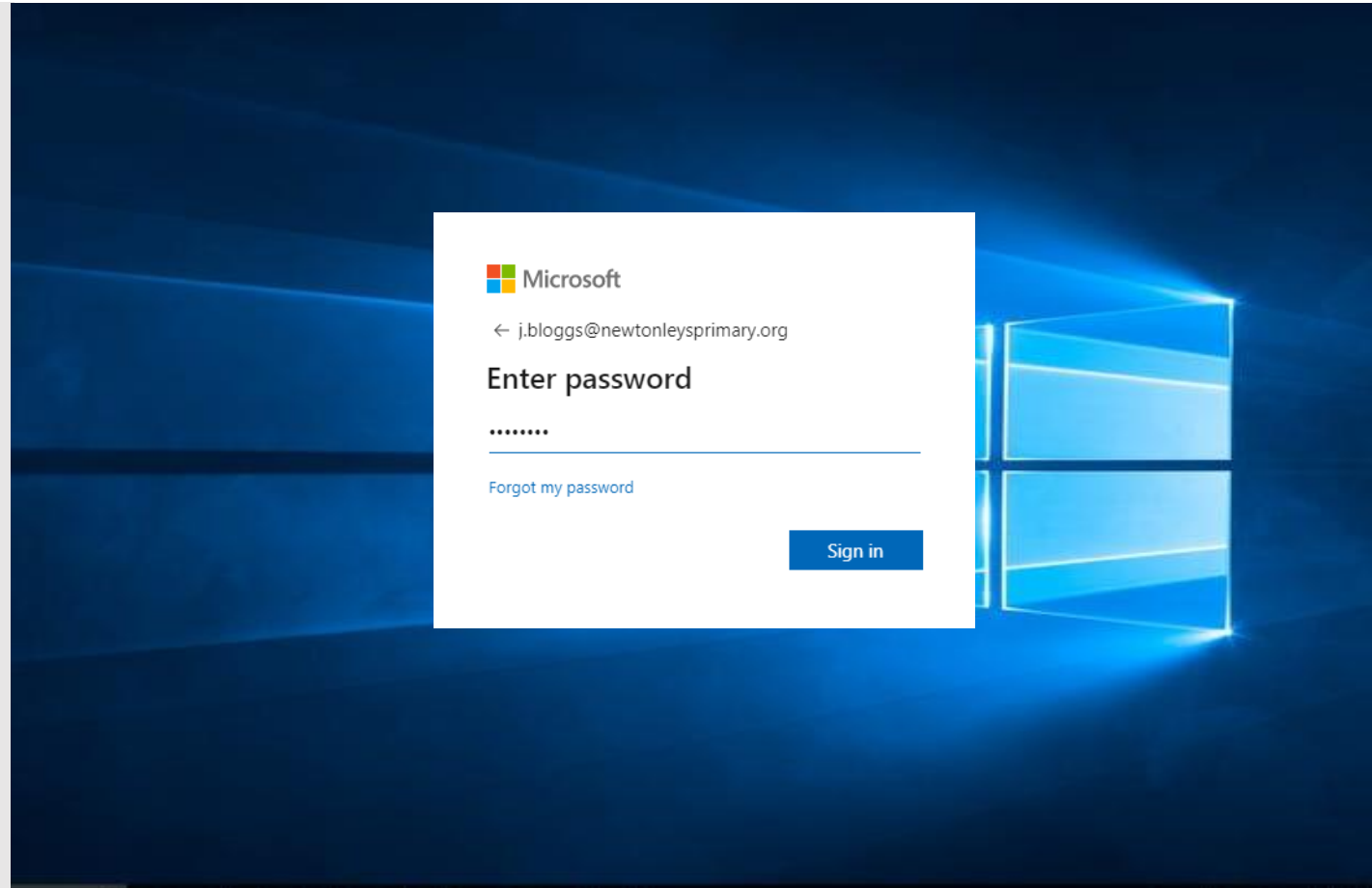
# 01

## ACCESSING THE HOME LEARNING HUB



### LOGGING IN

8. Type your password. You should have received this in an email. It will be a capital letter, 2 lower case letters and 5 numbers e.g. Cat12345
9. Click 'Sign in'.





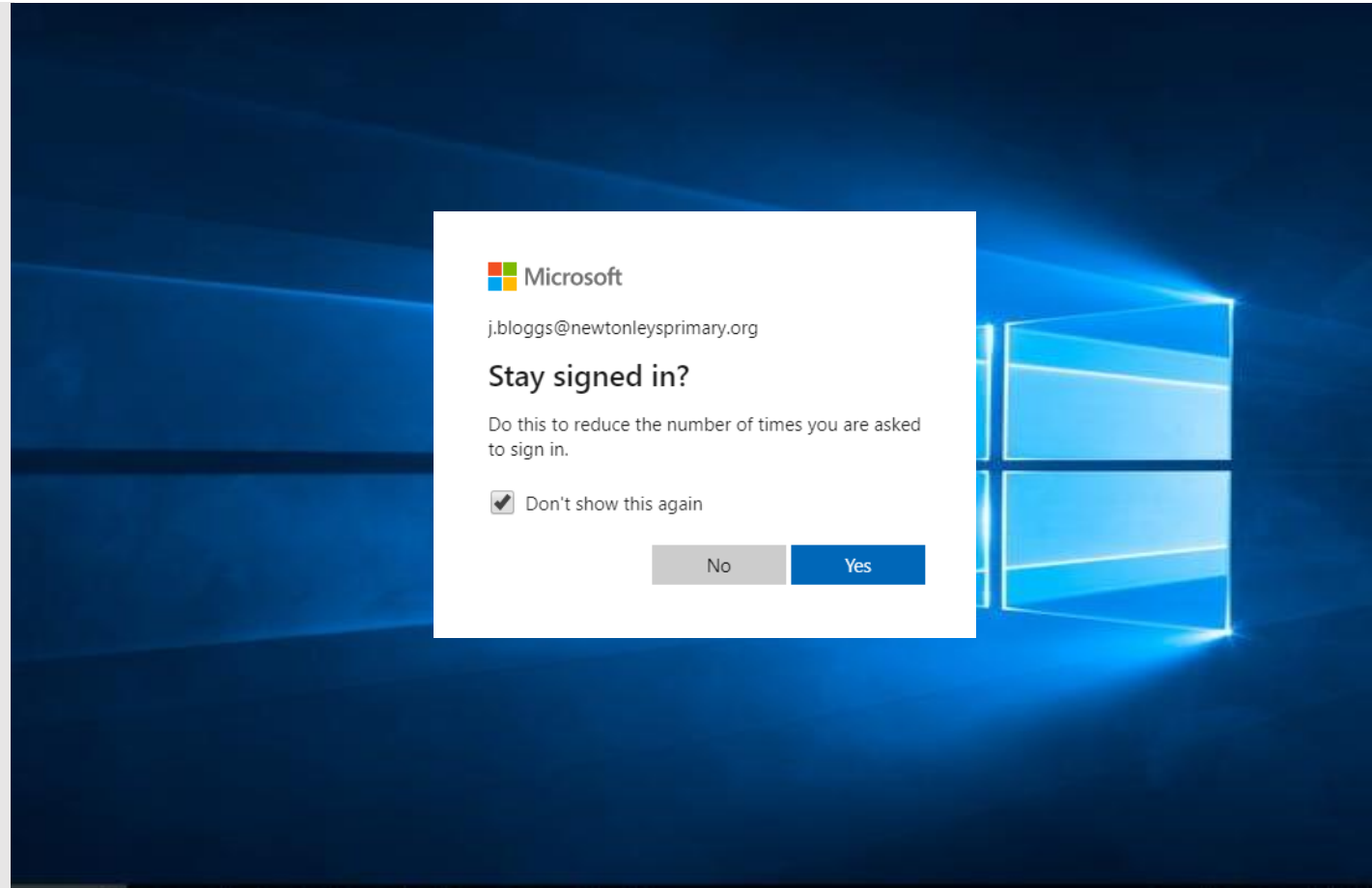
# 01

## ACCESSING THE HOME LEARNING HUB



### LOGGING IN

10. For security reasons it is recommended that you do not stay logged in or save passwords on your devices. If you need to write them down, store them securely away from your device. To sign in for this session, click to tick the box next to 'Don't show this again'.
11. Click 'No'.





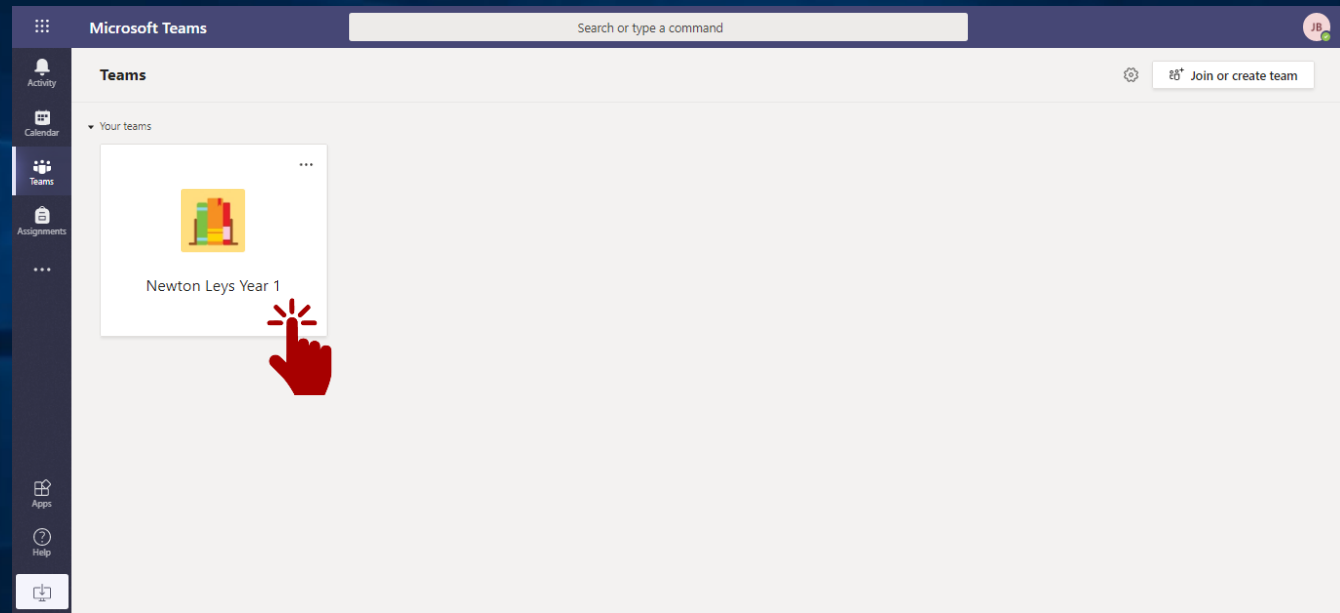
# 01

## ACCESSING THE HOME LEARNING HUB



### YOUR ONLINE CLASSROOM

12. You will see your year group area. Click on the year group e.g. Newton Leys Year 1.



# 01

## ACCESSING THE HOME LEARNING HUB



### YOUR ONLINE CLASSROOM

13. You are now in your year group area. Here you will see messages from your teachers, links to join your video lessons and links to your tasks and files.
14. Along the top of your year group area you will see a menu and you will see you are in the 'Posts' area.

**PLEASE NOTE:  
WE ARE NO LONGER USING  
THE CLASS  
NOTEBOOK.  
YOUR VIDEO  
LESSONS,  
TASKS AND  
FILES CAN BE  
FOUND IN  
POSTS.**

## 02 LOCATING LESSONS AND COMPLETING TASKS

See how to find and join your video lessons, complete assignments and see feedback from your teacher.



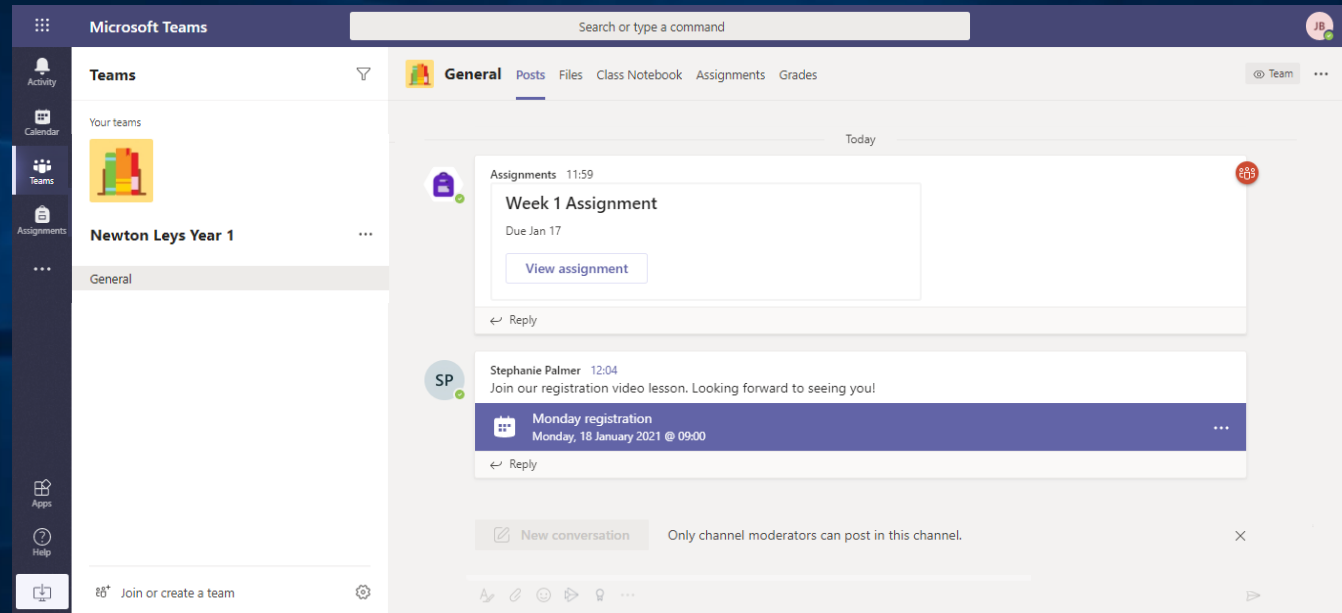
## 02

# LOCATING LESSONS AND COMPLETING TASKS



### YOUR ONLINE CLASSROOM

15. In the 'Posts' area you will see messages from your teachers, links to join your video lessons and links to your tasks and files.



**PLEASE NOTE: WE ARE NO LONGER USING THE CLASS NOTEBOOK. YOUR VIDEO LESSONS, TASKS AND FILES CAN BE FOUND IN POSTS.**

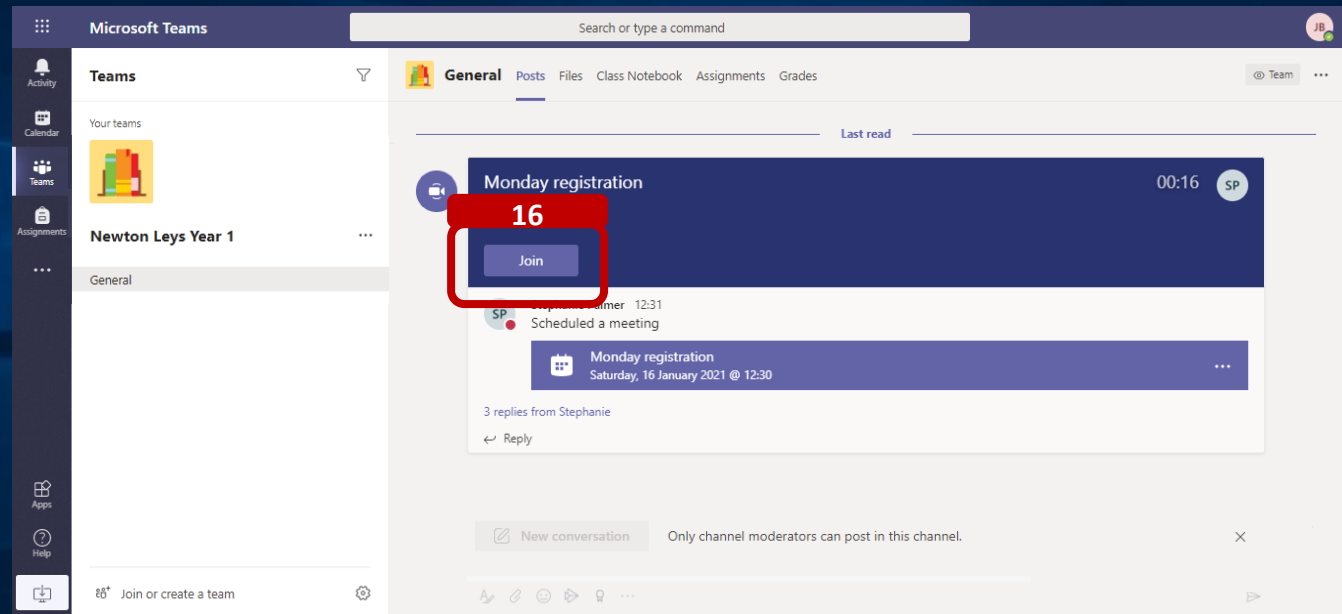
## 02

# LOCATING LESSONS AND COMPLETING TASKS



### VIDEO LESSONS

16. You will see when your teacher is ready for you to join a video lesson as a join button will appear on the link in the 'Posts' area. To join a video lesson, click 'Join'.



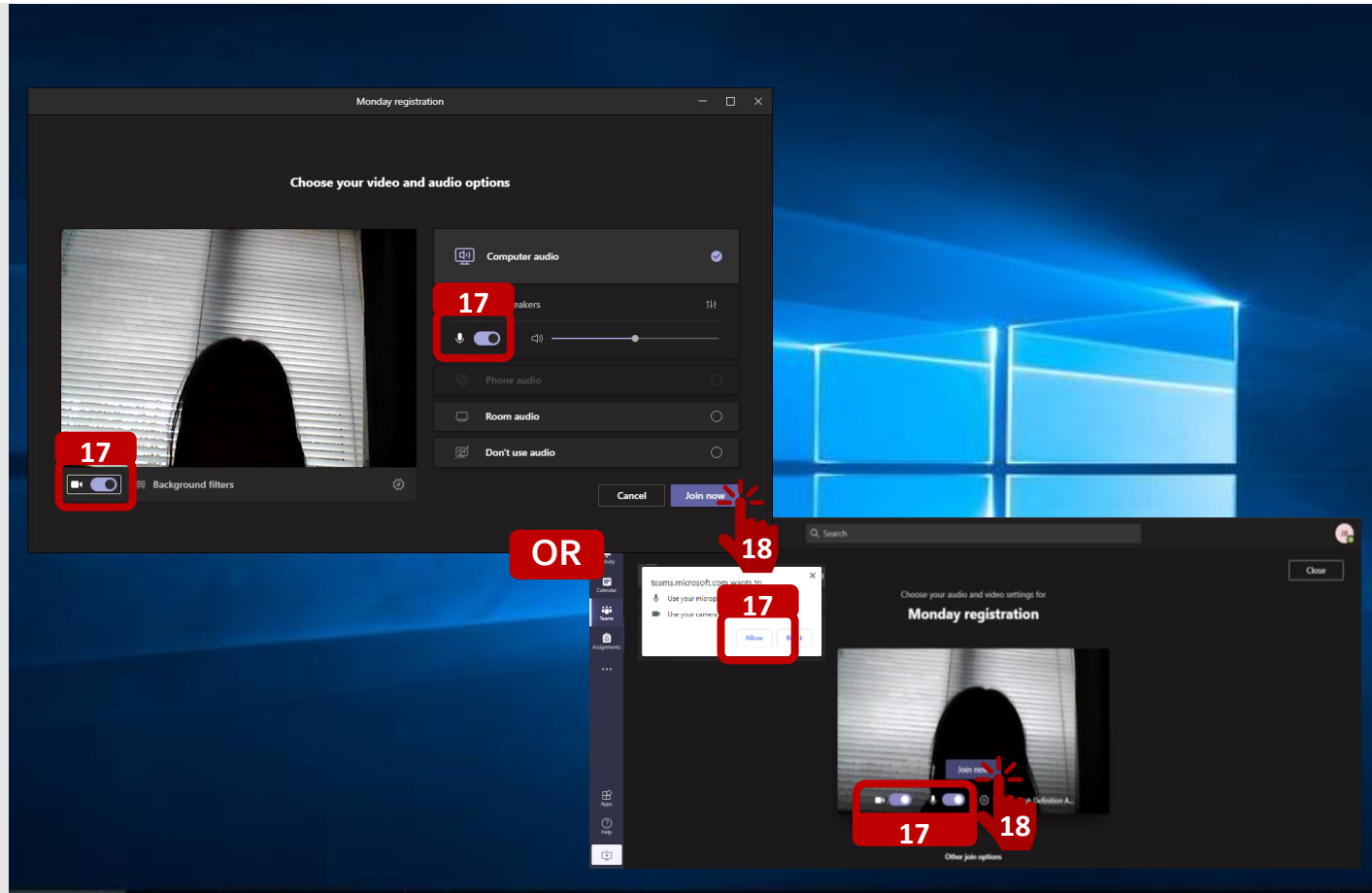
## 02

# LOCATING LESSONS AND COMPLETING TASKS



### VIDEO LESSONS

17. Make sure you allow and enable your microphone and camera. If you do not have a camera or would prefer to not use your camera, you can turn it off. Please allow your sound so that you can talk to your teacher when they ask you to.
18. Click 'Join now' to join the lesson.







## 02

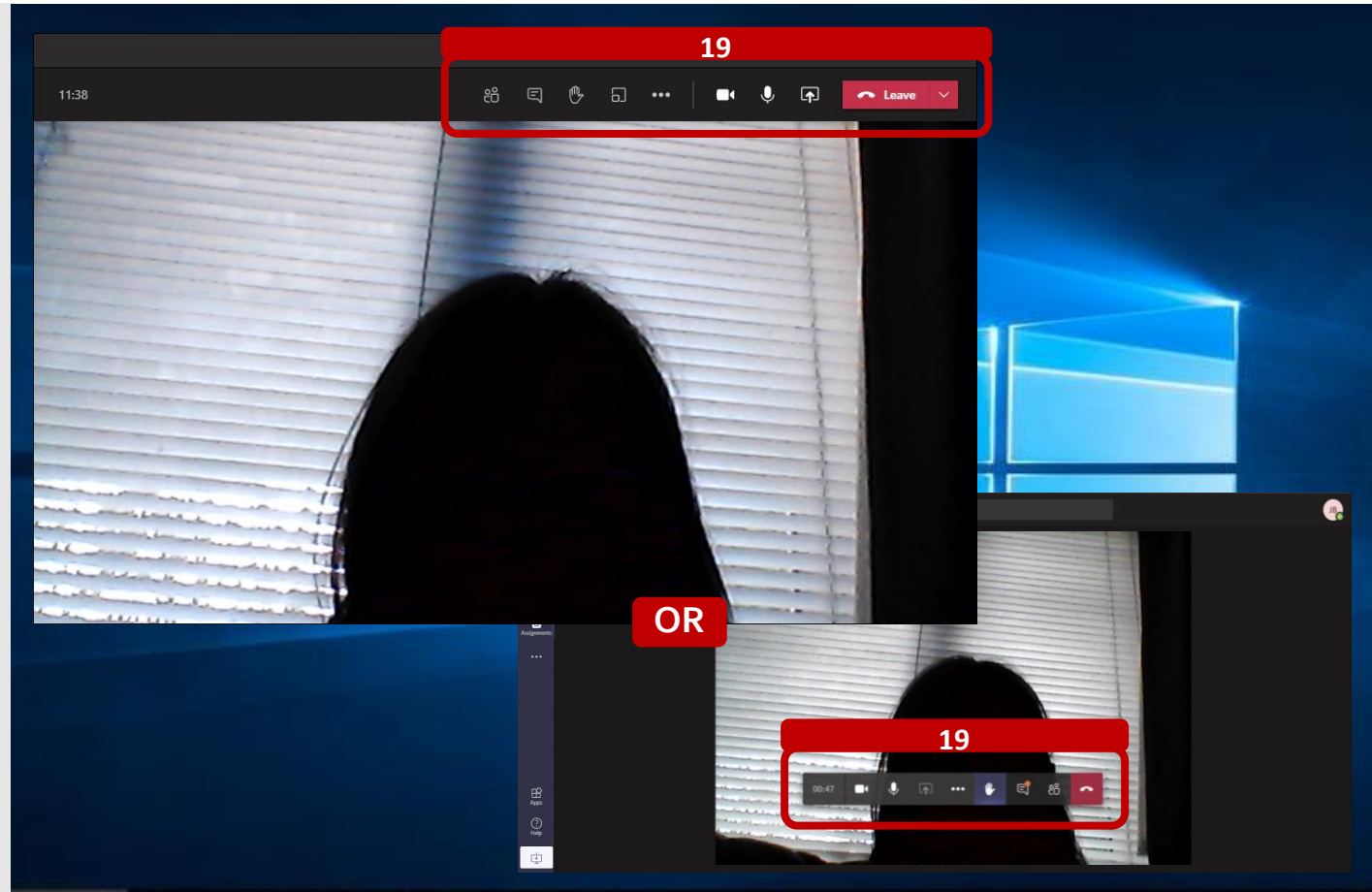
# LOCATING LESSONS AND COMPLETING TASKS



### VIDEO LESSONS

19. While in a video lesson you can:

-  a) Turn your camera on and off
-  b) Turn your sound on (unmute) or off (mute) when your teachers asks you to
-  c) Put your hand up so our teacher knows you have a question
-  d) Open the chat window when your teacher asks you to





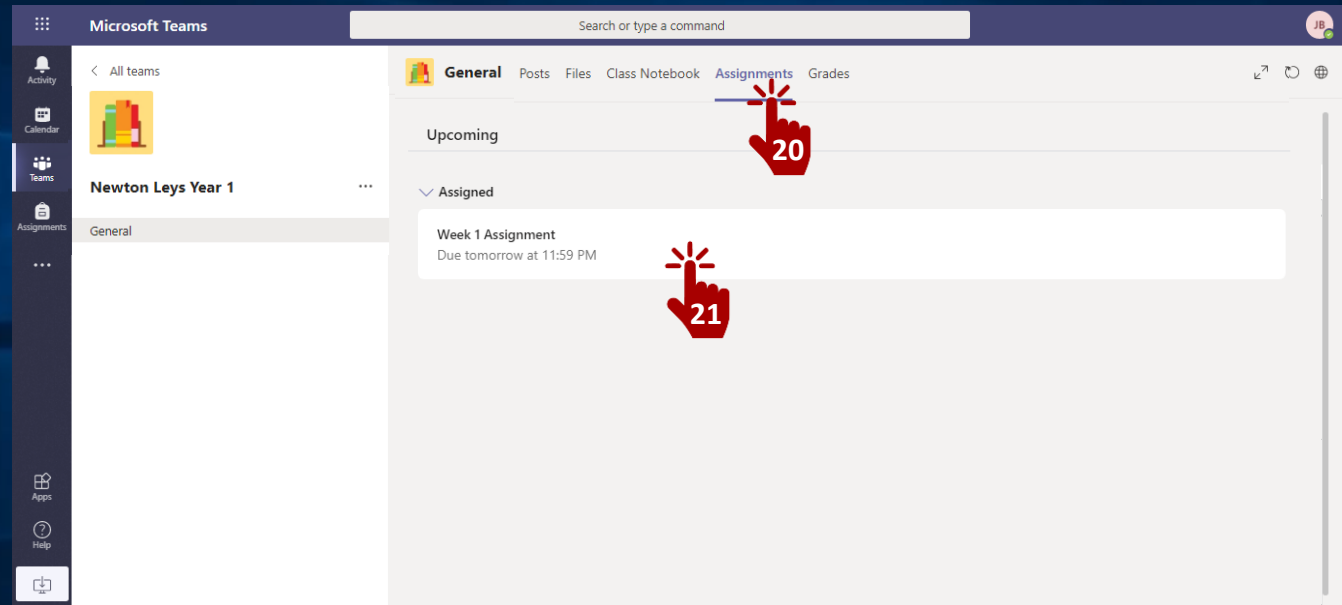
## 02

# LOCATING LESSONS AND COMPLETING TASKS



### ASSIGNMENTS

20. If your teacher has set you an assignment, click on 'Assignments' in the top menu.
21. Click the assignment to see what you need to do.



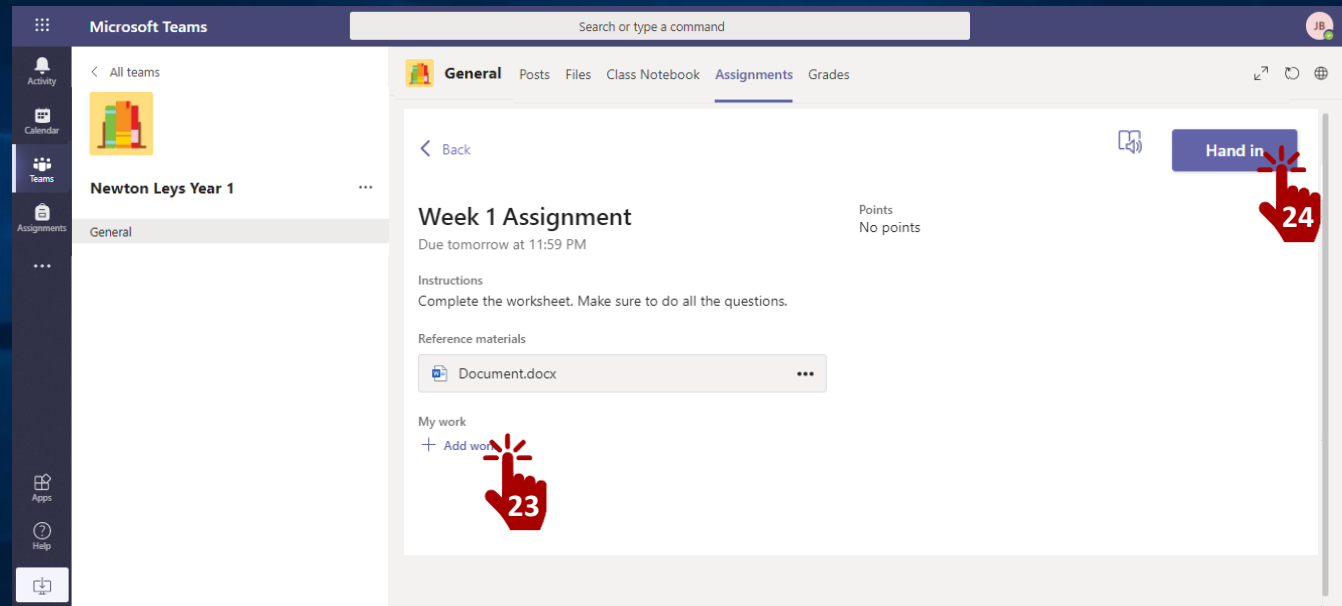
## 02

# LOCATING LESSONS AND COMPLETING TASKS



### ASSIGNMENTS

22. Read the instructions including any files that are included.
23. When your work is ready, click '+ Add work' and upload your file.
24. Click 'Hand in' to send it to your teacher. Remember to send it by the deadline!



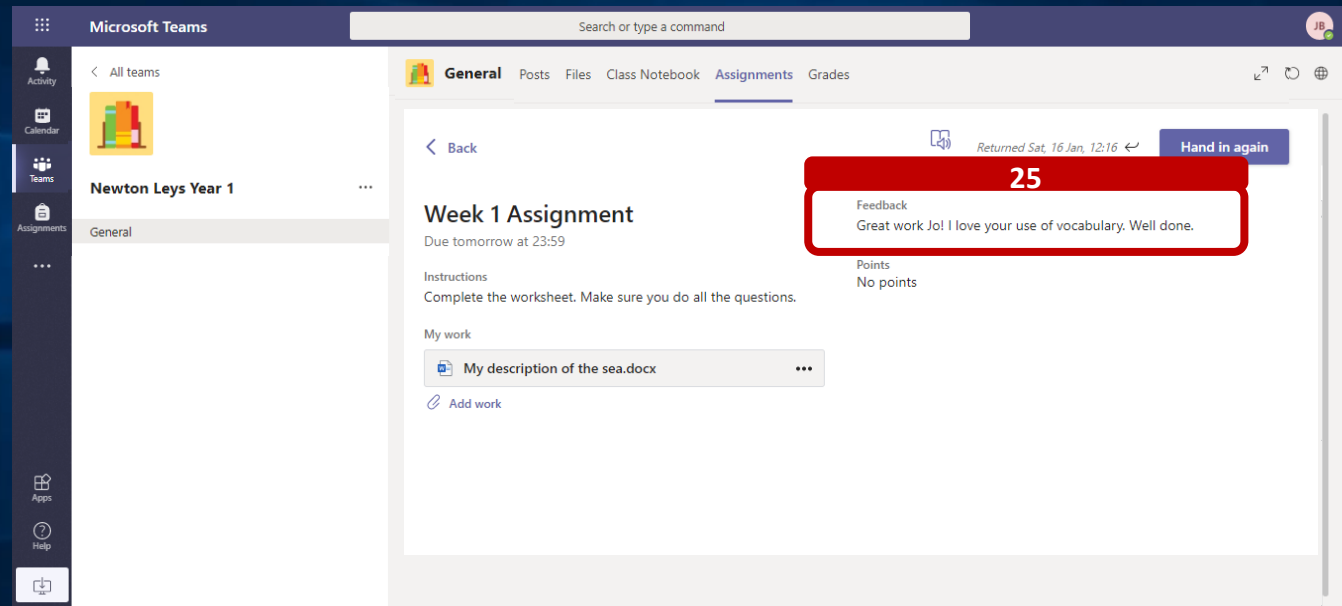
## 02

# LOCATING LESSONS AND COMPLETING TASKS



### ASSIGNMENT FEEDBACK

25. Your teacher will check the work that you have done and will leave feedback on your assignments.



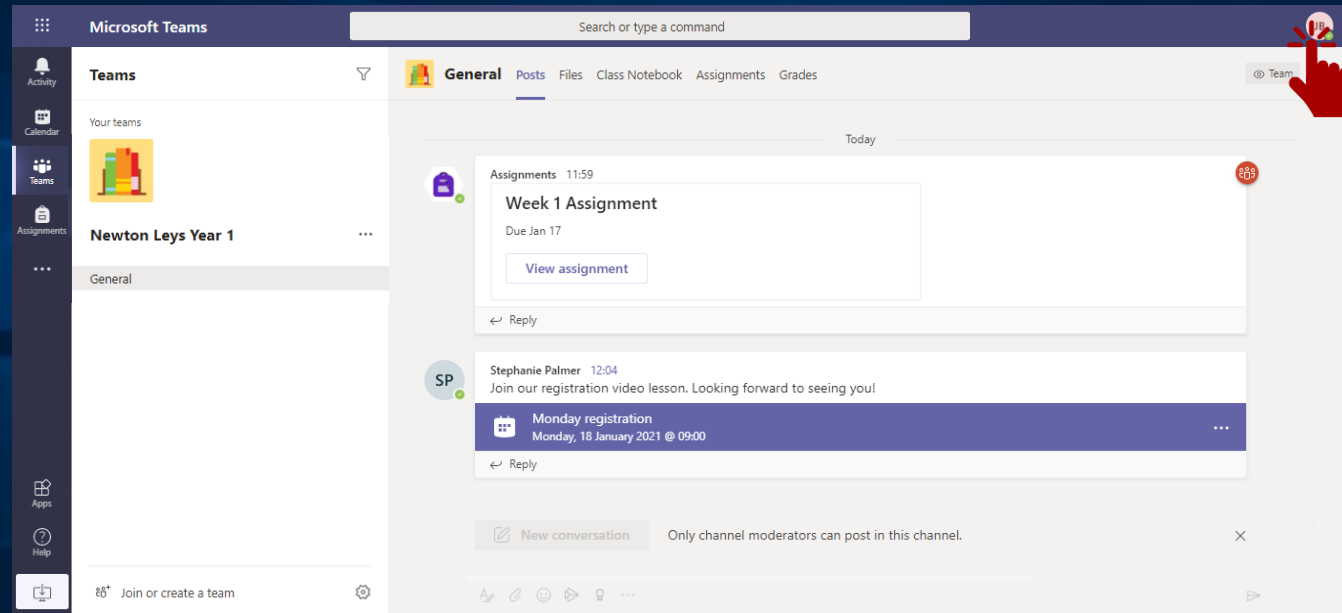
## 02

# LOCATING LESSONS AND COMPLETING TASKS



### LOGGING OUT

26. Once you have finished your learning, remember to sign-out. Click the circle with your initials in the top-right corner of the screen.
27. Click 'Sign out'.
28. Close your Teams app (or Internet browser).





**Newton Leys**  
Primary School & Nursery



# HOME LEARNING HUB

---



[HOME-LEARNING@NEWTONLEYSPRIMARY.ORG](mailto:HOME-LEARNING@NEWTONLEYSPRIMARY.ORG)



[NEWTONLEYSPRIMARY.ORG/HOME-LEARNING.HTML](http://NEWTONLEYSPRIMARY.ORG/HOME-LEARNING.HTML)