



Newton Leys
Primary School & Nursery



HOME LEARNING HUB FOR COMPUTERS

PARENT AND PUPIL INSTRUCTIONS

VERSION 1.2 - SUMMER 2020

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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.



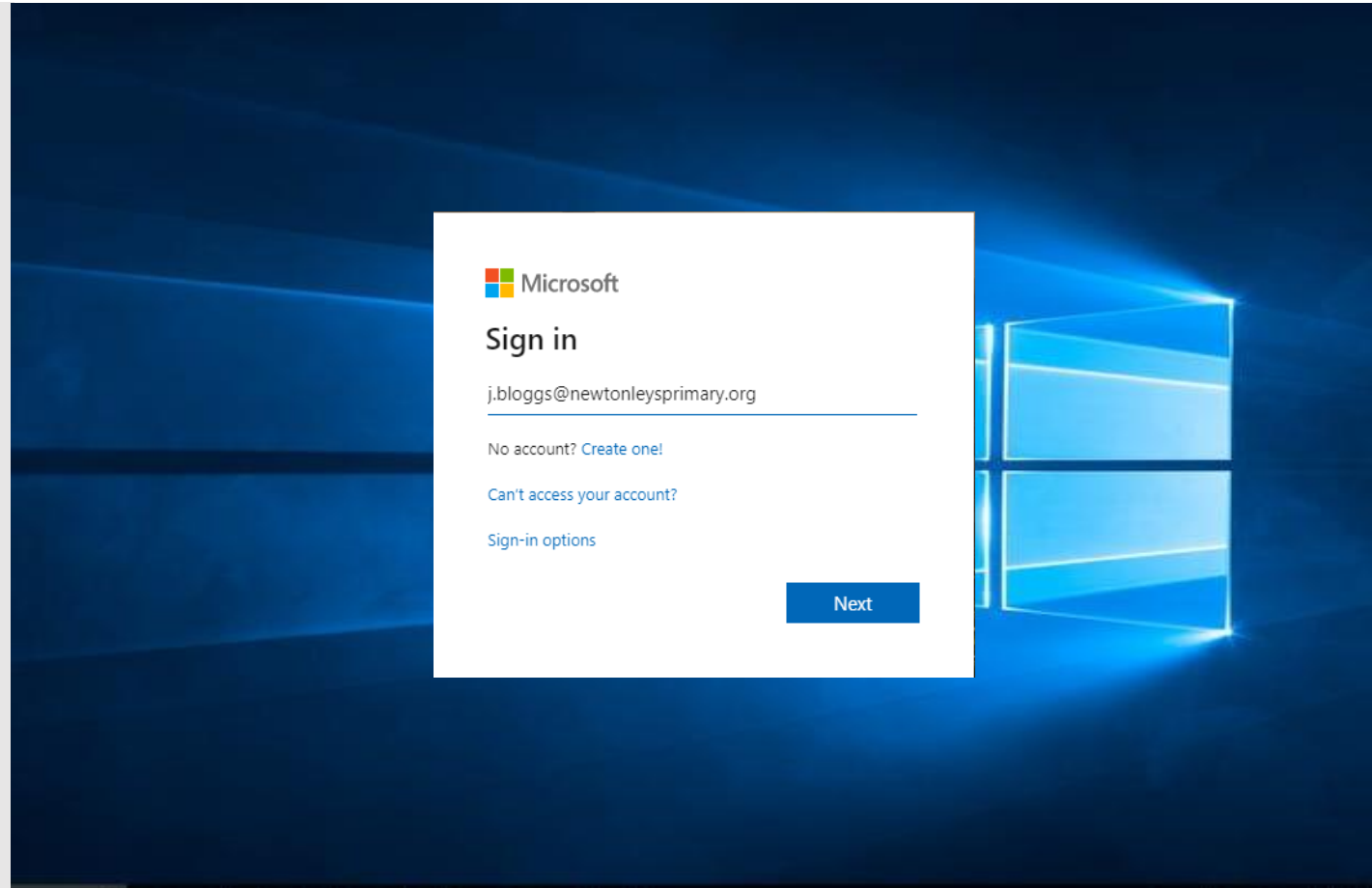
01

ACCESSING THE HOME LEARNING HUB



LOGGING IN

1. Go to <https://teams.microsoft.com/>
2. Type your username e.g. j.bloggs@newtonleysprimary.org.
3. Click 'Next'.



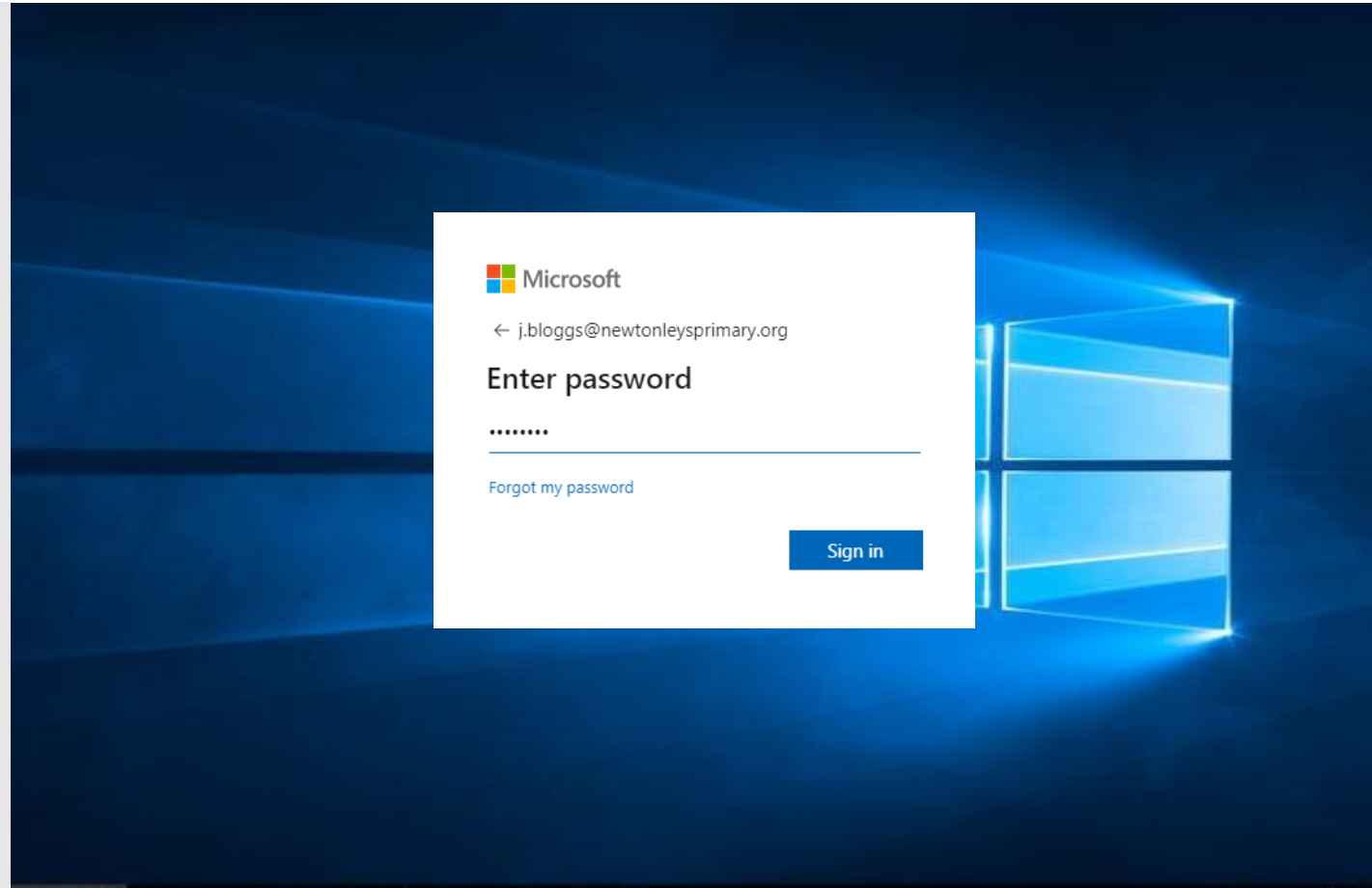
01

ACCESSING THE HOME LEARNING HUB



LOGGING IN

4. Type your password.
5. Click 'Sign in'.



01

ACCESSING THE HOME LEARNING HUB



LOGGING IN

6. For security reasons you will need to change your password the first time you sign in.
7. Type your original password in the top area.
8. Type a new password into the next 2 areas. Try to choose a random password at least 8 characters with lower & capital letters, numbers and symbols.
9. Click 'Sign in'.

The screenshot shows a Microsoft login interface on a Windows 10 desktop background. The login card is white and contains the following elements:

- Microsoft logo** at the top left.
- Username:** j.bloggs@newtonleysprimary.org
- Update your password** heading.
- Message:** You need to update your password because this is the first time you are signing in, or because your password has expired.
- Form fields:** Three input fields labeled "Current password", "New password", and "Confirm password".
- Sign in button:** A blue button with the text "Sign in" at the bottom right.



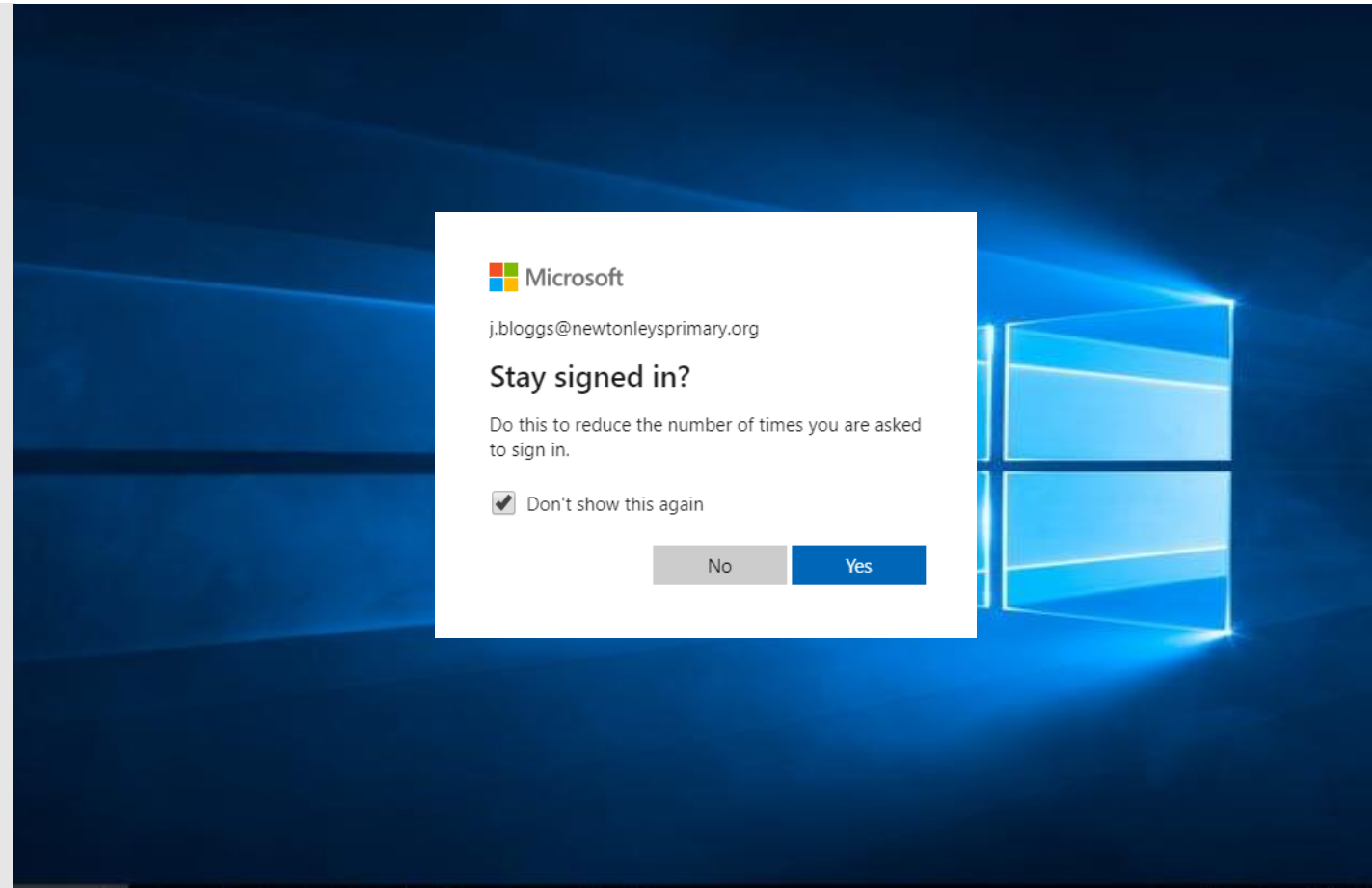
01

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'.



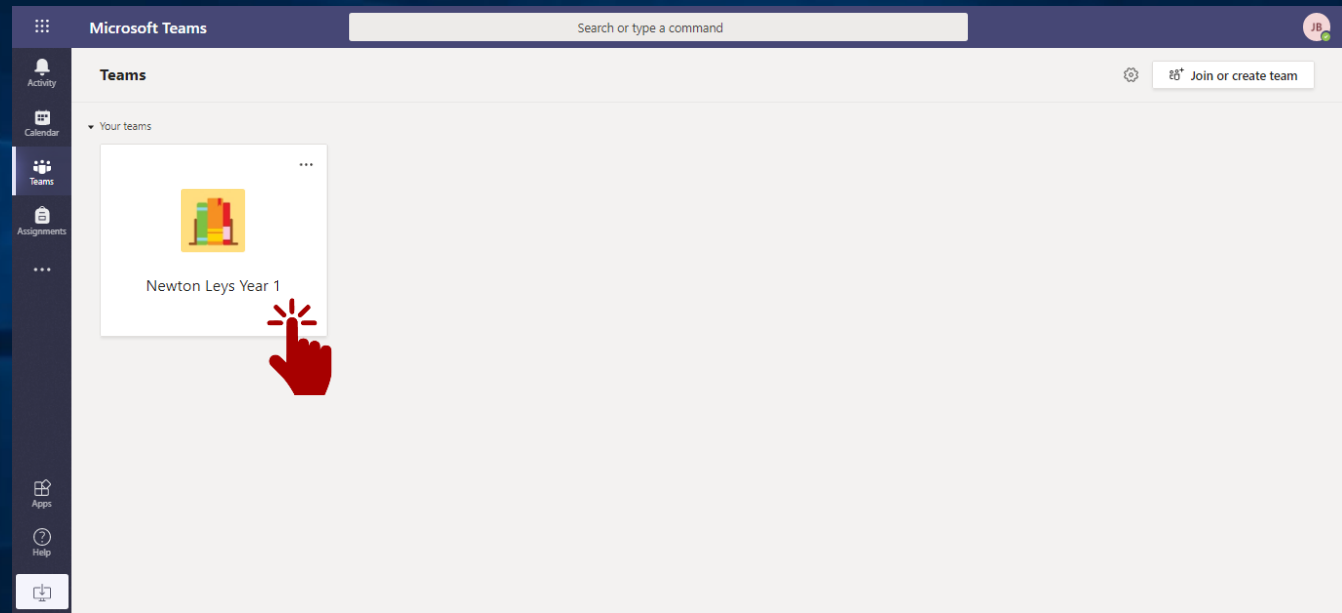
01

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.



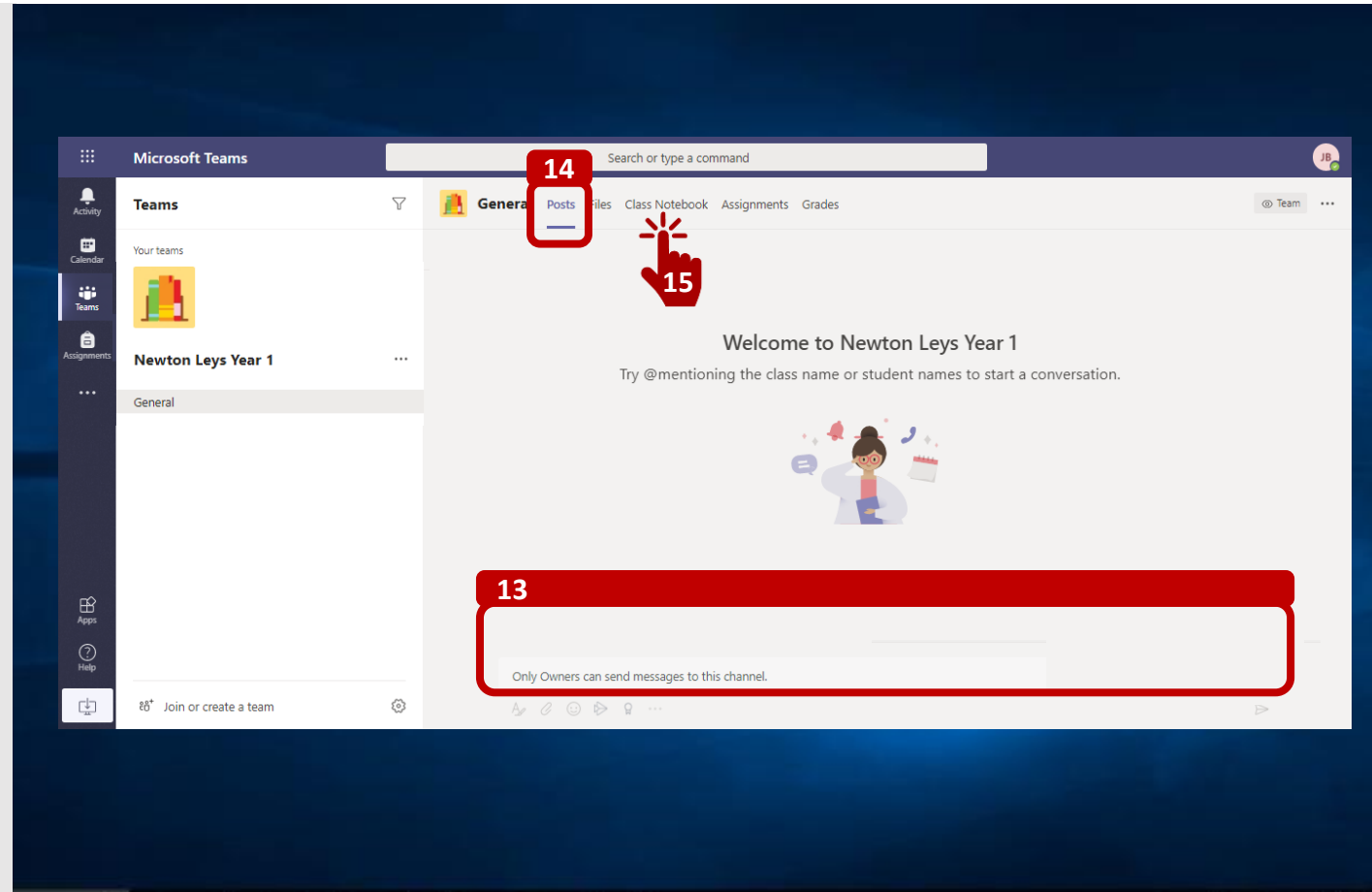
01

ACCESSING THE HOME LEARNING HUB



YOUR ONLINE CLASSROOM

13. You are now in your year group area and you will see any messages from your class teachers. Each time you login, check this area for any new messages and updates.
14. Along the top of your year group area you will see a menu and you will see you are in the 'posts' area.
15. To access your learning, click on 'Class Notebook' in the menu at the top of your year group area.



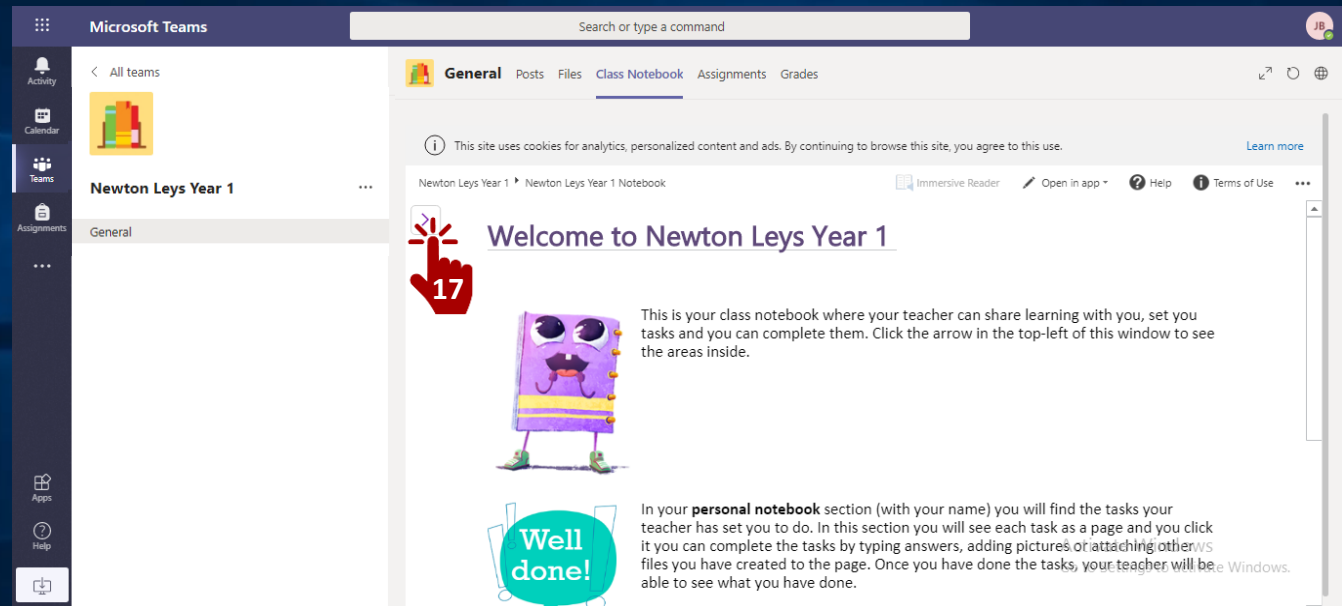
01

ACCESSING THE HOME LEARNING HUB



YOUR ONLINE CLASSROOM

16. You will see a welcome page explaining the different sections of your Notebook. There may also be messages from your teachers here too!
17. Click the arrow near the top of the page, next to the page title. This will open the sections of your Notebook.



01

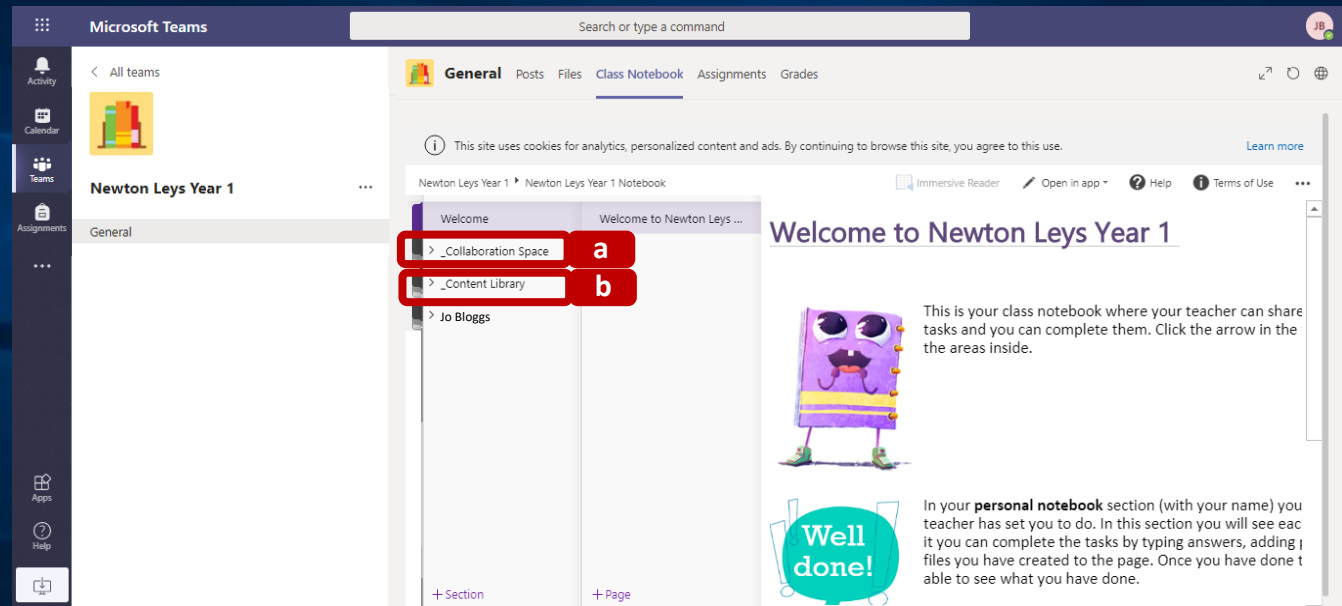
ACCESSING THE HOME LEARNING HUB



YOUR ONLINE CLASSROOM

18. You will see different sections on the left-hand side of your Notebook.

- a. Collaboration Space:
This area is used for group work. Pupils in the group can all access and add work here.
- b. Content Library:
Your teachers will share tasks for you to complete here. Look inside each section e.g. Skills or English. You can see these pages but can not add your own work to them.



01

ACCESSING THE HOME LEARNING HUB

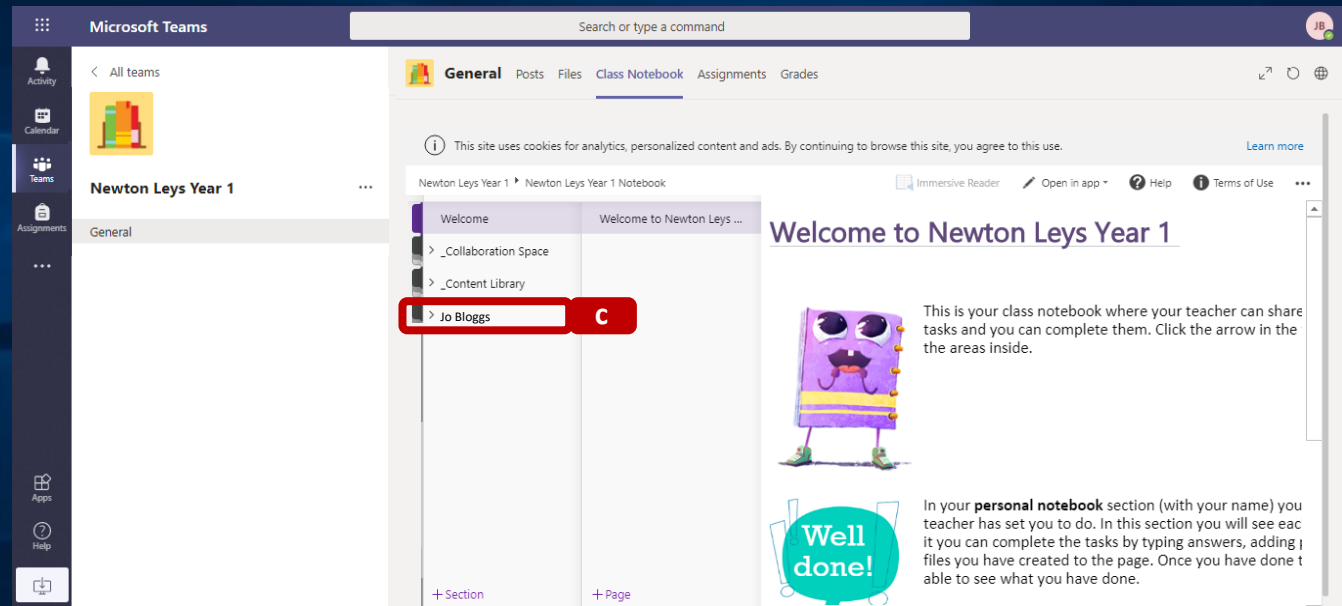


YOUR ONLINE CLASSROOM

18. You will see different sections on the left-hand side of your Notebook.

c. Your personal section of the Notebook:

This will show your name. It is the area where you will do your work and your teacher will be able to see what you have done. Some pages may be here already and some you may make yourself (see the next section).



02 LOCATING AND COMPLETING TASKS

Find out how to find your way around the different sections in your Notebook, complete tasks set from the Content Library and directly to your Notebook and complete assignments.

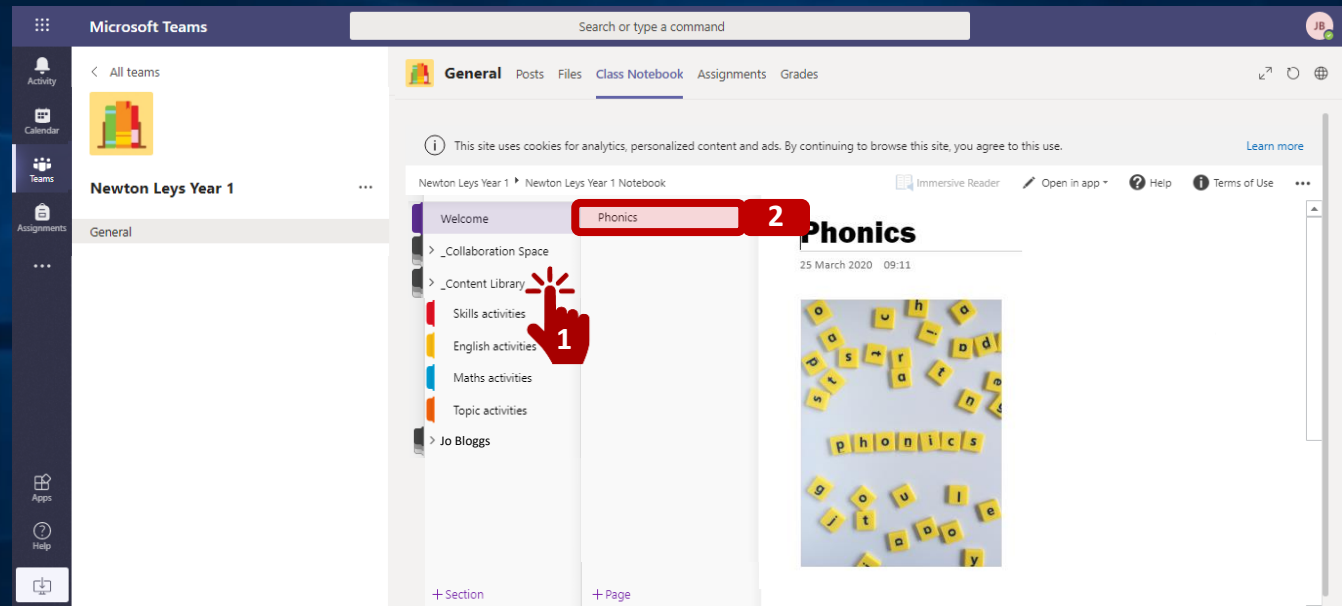


02 LOCATING AND COMPLETING TASKS



CONTENT LIBRARY

1. Click on your 'Content Library'. It is made up of different sections e.g. Skills, English etc.
2. Click a section e.g. 'Skills' and you will see the work your teacher has set for that subject. It will appear as pages to the right of the sections. Click a page to see that task.



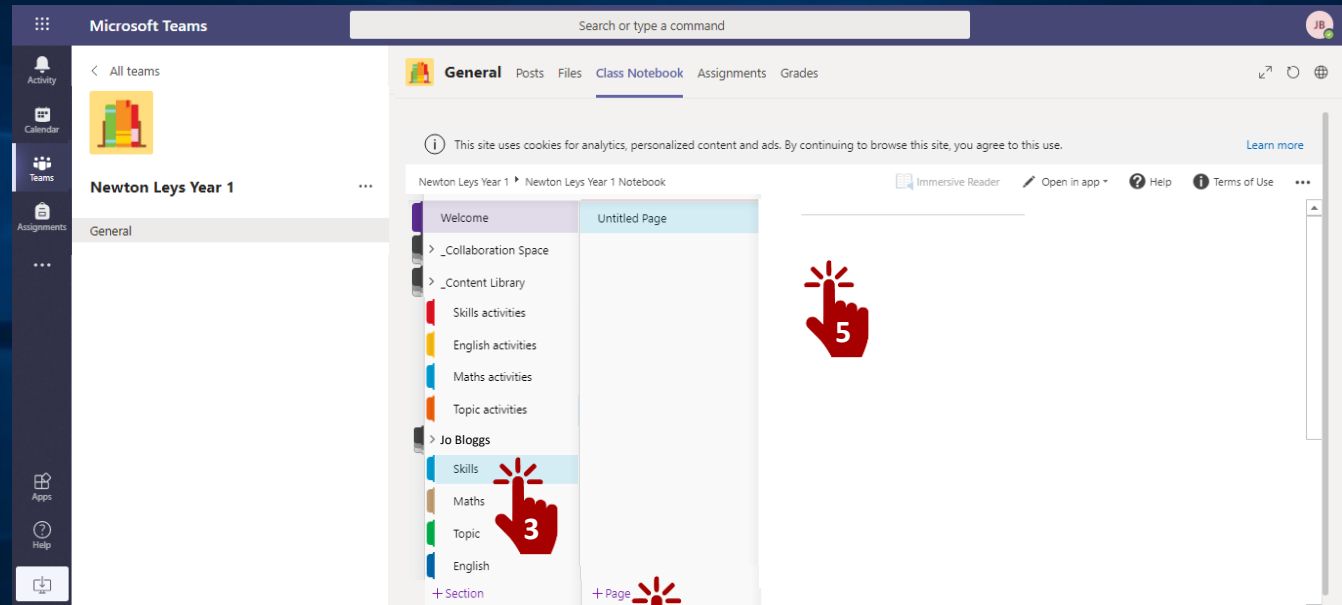
02

LOCATING AND COMPLETING TASKS



CONTENT LIBRARY

3. If your teacher has set you work in the Content Library, to complete it, click on your personal Notebook e.g. 'Jo Bloggs' and click the correct section.
4. Click '+ page' at the bottom of the page.
5. To type, click on the page and start typing. Remember to give the page an LO or title so your teacher knows which piece of work you are doing.



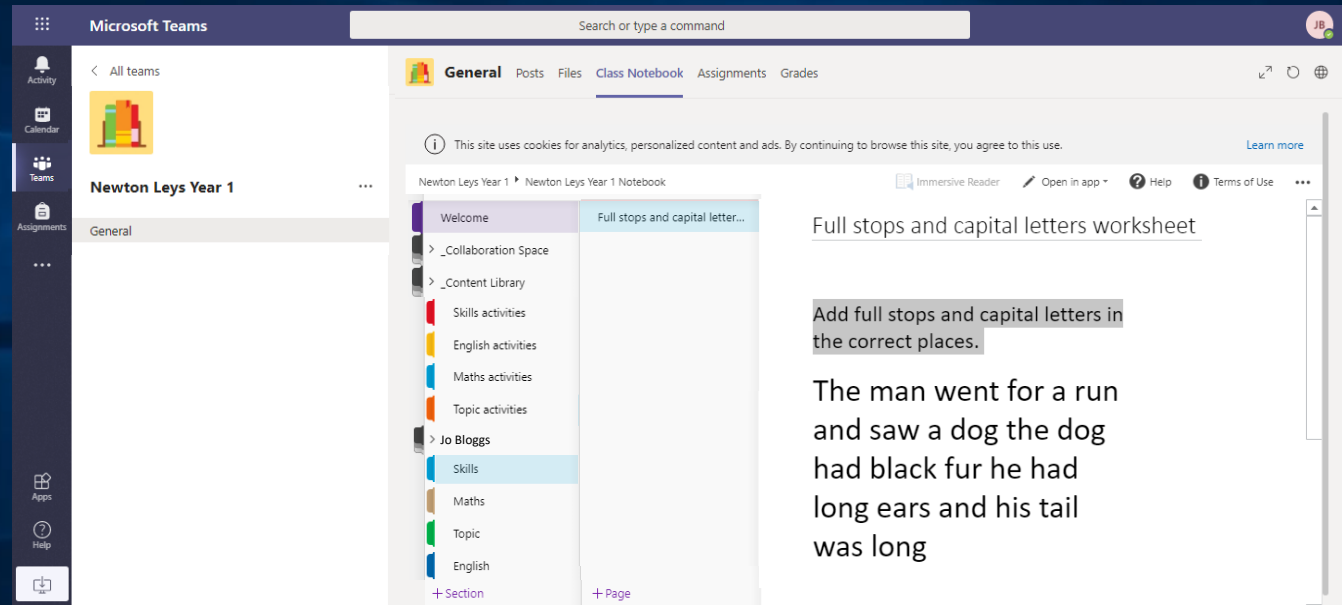
02

LOCATING AND COMPLETING TASKS



PERSONAL TASKS

6. If your teacher has set you personalised work they may have added pages directly to your Notebook. Always look through the sections in your Notebook and complete work on any worksheet pages. Sometimes you may be asked to add or change text already on the page and sometimes type your own.



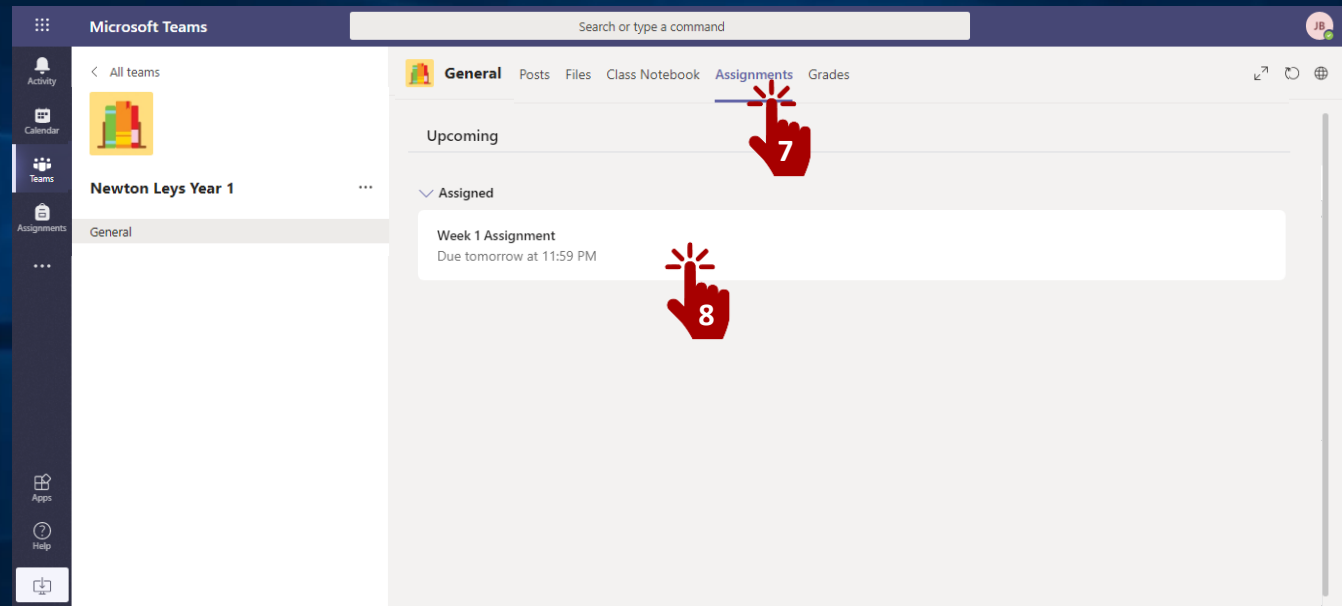
02

LOCATING AND COMPLETING TASKS



ASSIGNMENTS

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



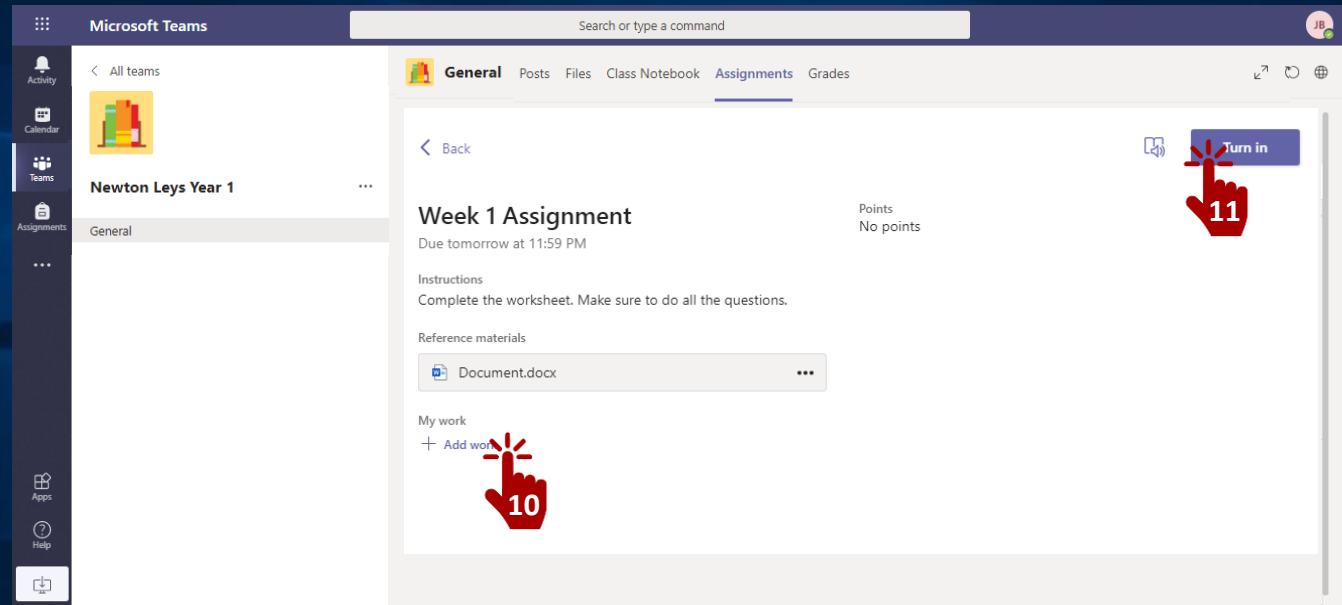
02

LOCATING AND COMPLETING TASKS



ASSIGNMENTS

9. Read the instructions including any files that are included. These tasks can be completed in other apps such as Word or PowerPoint on a computer or Pages on an iPad.
10. When your work is ready, click '+ Add work' and upload your file.
11. Click 'Turn in' to send it to your teacher. Remember to send it by the deadline!



02

LOCATING AND COMPLETING TASKS



TEACHERS FEEDBACK

12. Your teacher will check the work that you have done and will leave feedback on your Notebook pages or assignments.
13. If you need to leave a message for your teacher, maybe about how you got on with the work, you can also add a message onto a Notebook page for them.

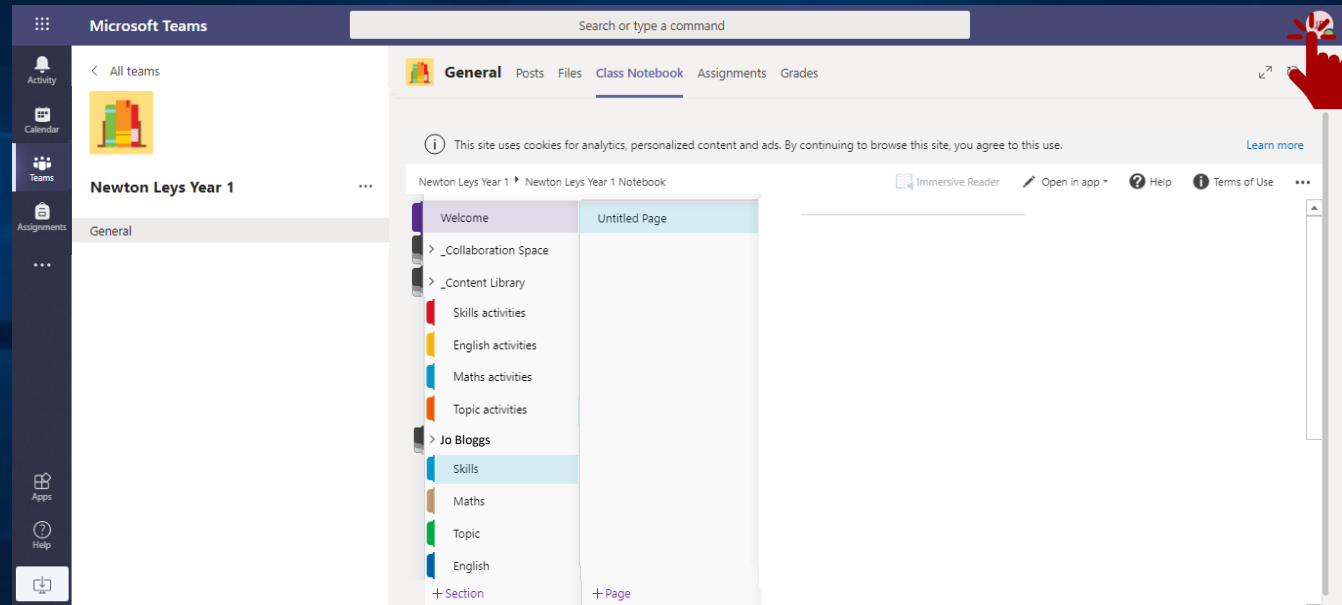


02 LOCATING AND COMPLETING TASKS



LOGGING OUT

14. Once you have finished your learning, remember to sign-out. Click the circle with your initials in the top-right corner of the screen.
15. Click 'Sign out'.
16. Close your Internet browser.





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HOME LEARNING HUB



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