Newton Leys
Primary School & Nursery

HOME LEARNING HUB
FOR ANDROID TABLETS

PARENT AND PUPIL INSTRUCTIONS

TABLE OF CONTENTS

Newton Leys
Primary School & Nursery

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.
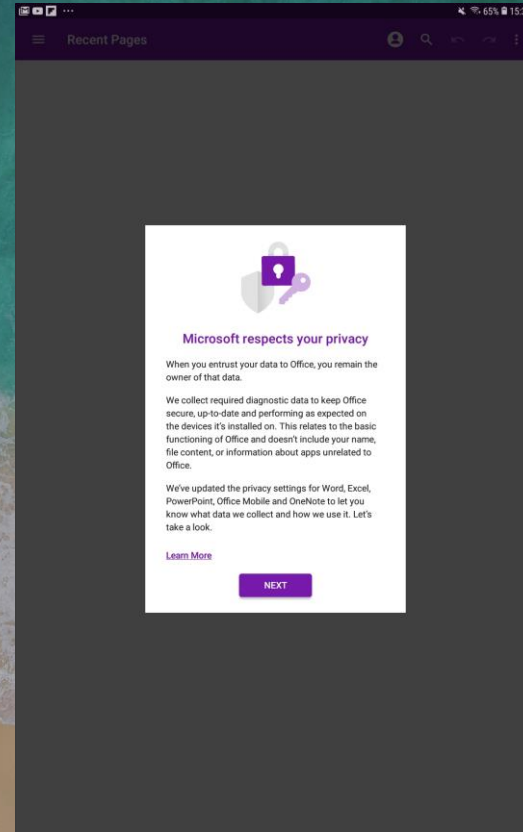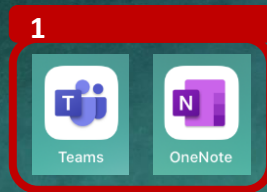
Newton Leys
Primary School & Nursery

01
ACCESSING THE HOME LEARNING HUB

LOGGING IN

1. Download the 2 apps:
   - Microsoft Teams
   - Microsoft OneNote

2. Open the Microsoft OneNote app.

3. Click 'Next' or if you have already signed in before, follow the instructions on page 5.

IF YOU HAVE SIGNED YOUR CHILD IN BEFORE OR DON'T SEE THIS PLEASE IGNORE INSTRUCTION 3 AND GO STRAIGHT TO PAGE 5
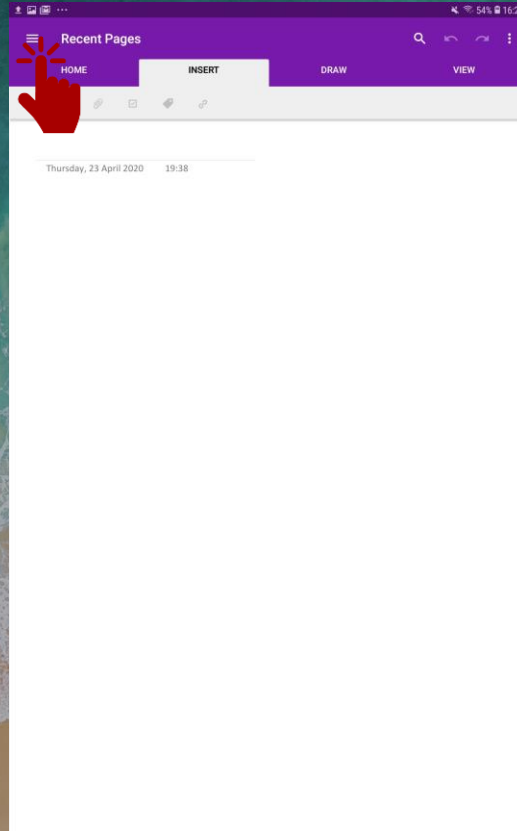
01
ACCESSING THE HOME LEARNING HUB

LOGGING IN

4. If OneNote has been used before you will go straight in, click the 3 lines in the top-left corner.

   a) If you see your username then you are already logged in. Go to page 14 for the next instruction.

   b) To switch accounts to another child, click 'Add account'. Go to page 10 for the next instruction.

IF YOU ARE SIGNING IN FOR THE FIRST TIME PLEASE IGNORE THESE INSTRUCTIONS AND GO STRAIGHT TO THE NEXT PAGE
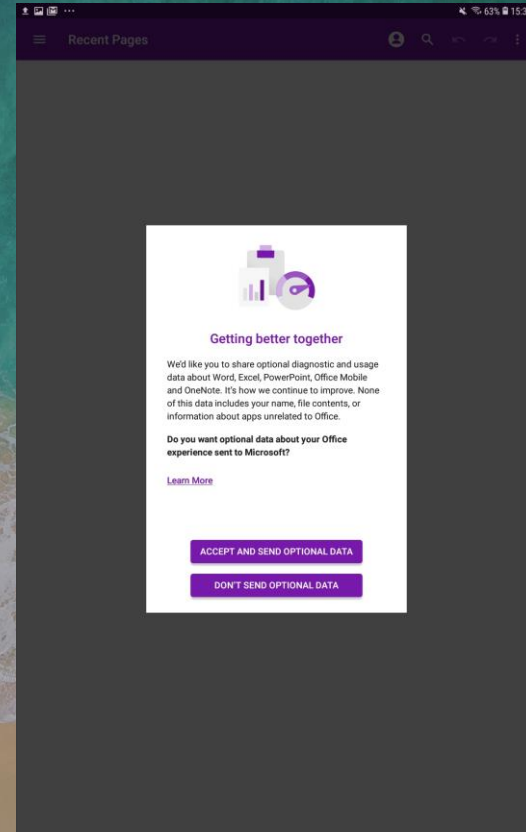

Newton Leys
Primary School & Nursery
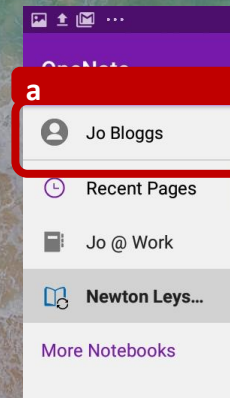
ACCESSING THE HOME LEARNING HUB

LOGGING IN

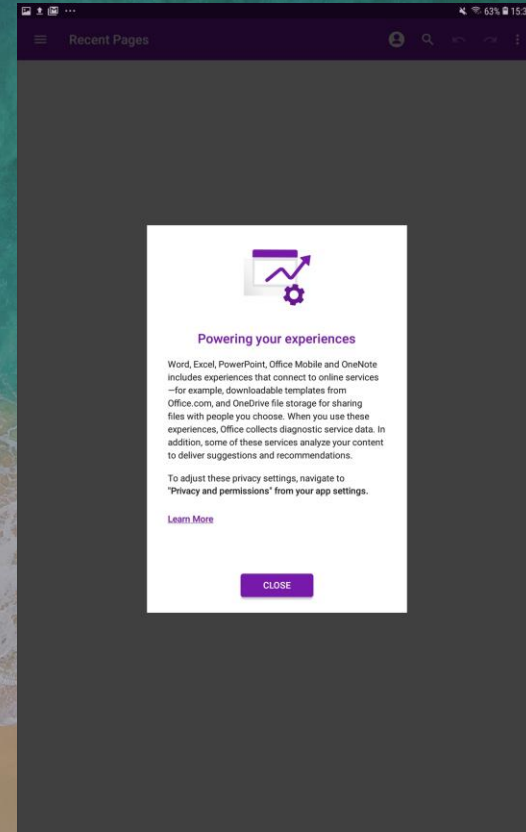5. You don't need to share app data with Microsoft so click 'Don't send optional data'.

IF YOU HAVE SIGNED IN BEFORE YOU MAY NOT SEE THIS, MOVE STRAIGHT TO THE NEXT PAGE

Newton Leys
Primary School & Nursery

01
ACCESSING THE HOME LEARNING HUB

LOGGING IN

6. Click 'Close'.

IF YOU HAVE SIGNED IN BEFORE YOU MAY NOT SEE THIS, MOVE STRAIGHT TO THE NEXT PAGE
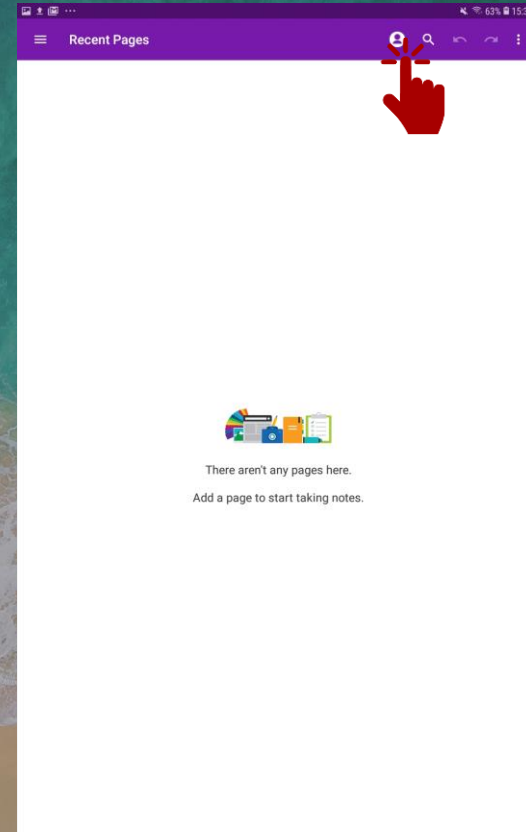
Newton Leys
Primary School & Nursery

01
ACCESSING THE HOME LEARNING HUB

LOGGING IN

7. OneNote will open but is not yet logged in. Click the user link in the top menu.

IF YOU WERE ALREADY SIGNED IN YOU MAY NOT SEE THIS, MOVE STRAIGHT TO THE NEXT PAGE

Newton Leys
Primary School & Nursery

ACCESSING THE HOME LEARNING HUB

LOGGING IN

8.   Click 'Sign in'.

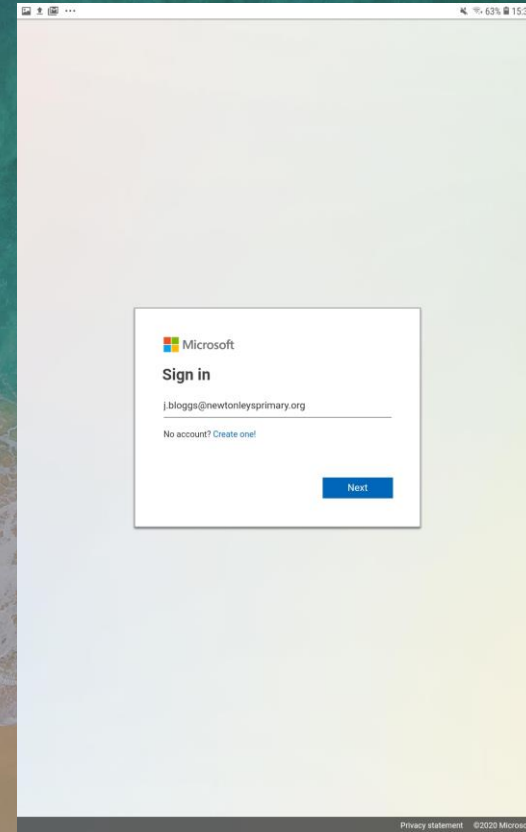IF YOU WERE ALREADY SIGNED IN YOU MAY NOT SEE THIS, MOVE STRAIGHT TO THE NEXT PAGE

Newton Leys
Primary School & Nursery

01
ACCESSING THE HOME LEARNING HUB

LOGGING IN

9. Type your username e.g. j.bloggs@newtonleysprimary.org.

10. Click 'Next'.

IF YOU WERE ALREADY SIGNED IN YOU MAY NOT SEE THIS, MOVE STRAIGHT TO THE NEXT PAGE
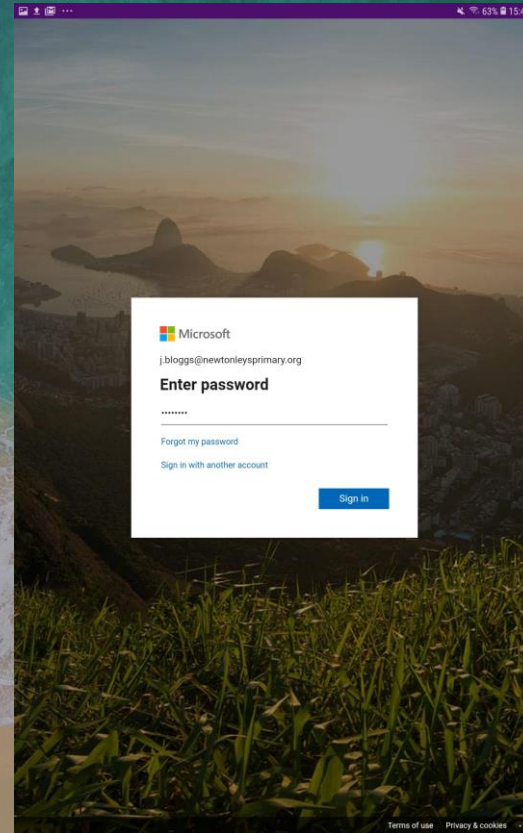
Newton Leys
Primary School & Nursery

10

01
ACCESSING THE HOME LEARNING HUB

LOGGING IN

11. Type your password.

12. Click 'Sign in'.

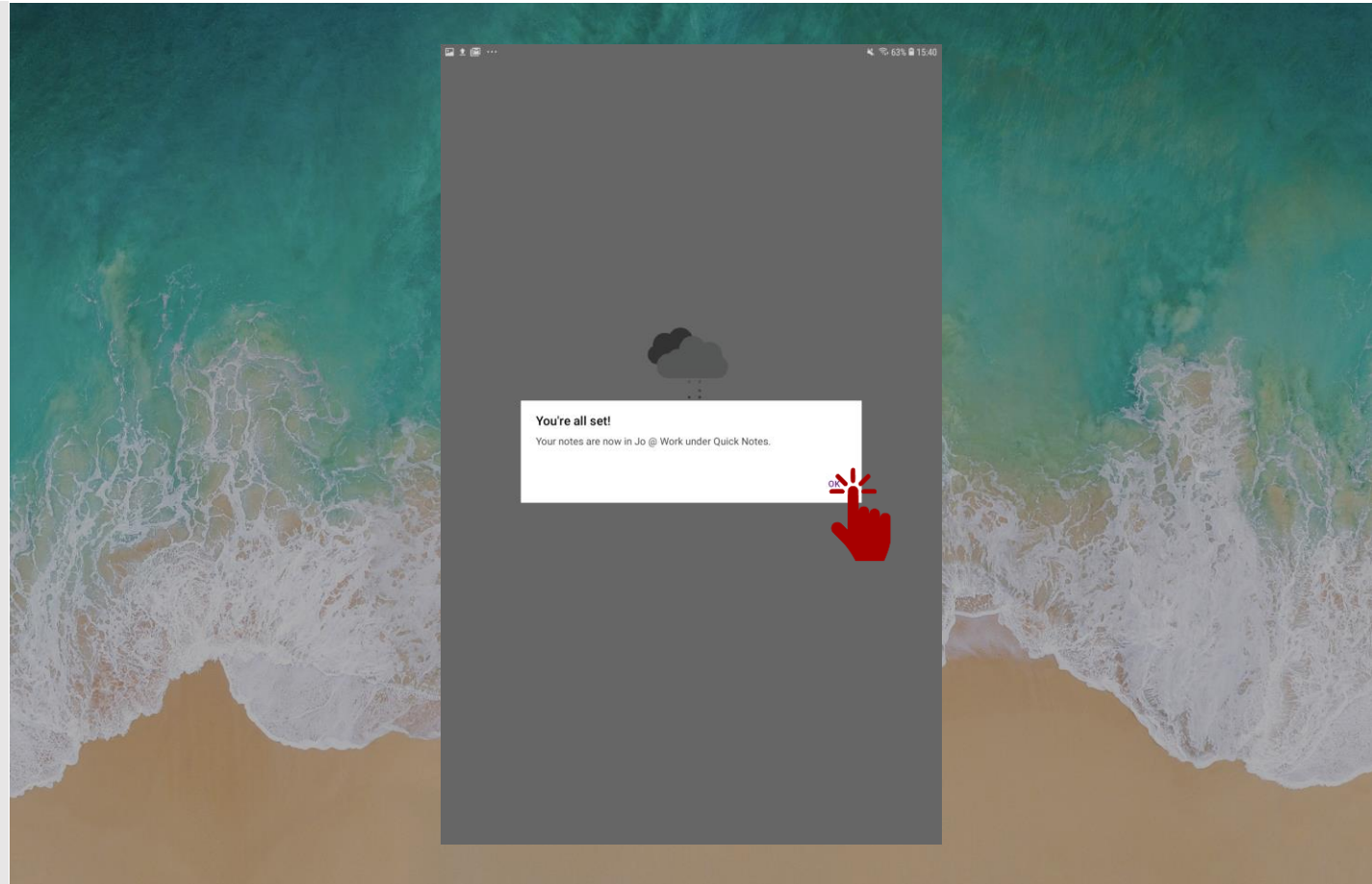**IF YOU WERE ALREADY SIGNED IN YOU MAY NOT SEE THIS, MOVE STRAIGHT TO THE NEXT PAGE**

Newton Leys
Primary School & Nursery

11

01
ACCESSING THE HOME LEARNING HUB

LOGGING IN
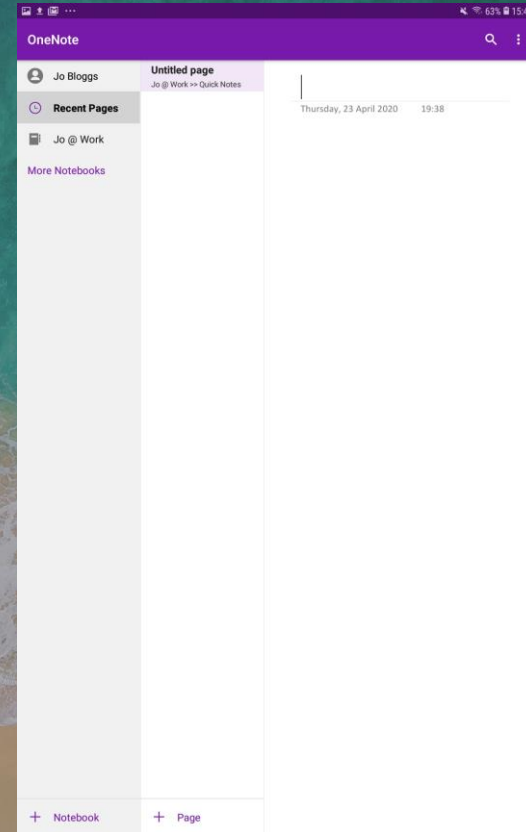
13. Click 'OK'.

Newton Leys
Primary School & Nursery

01
ACCESSING THE HOME LEARNING HUB

LOGGING IN

14. You will be taken into OneNote but may not see your work yet. Keep following the instructions to access your Class Notebook.
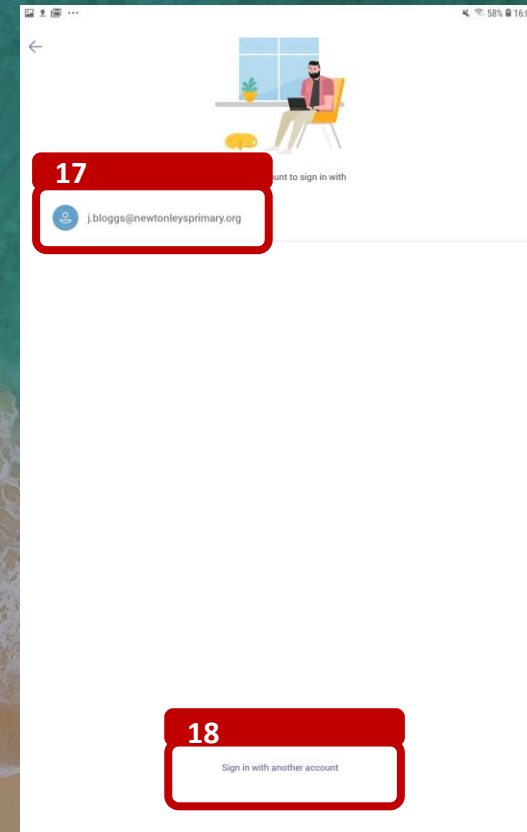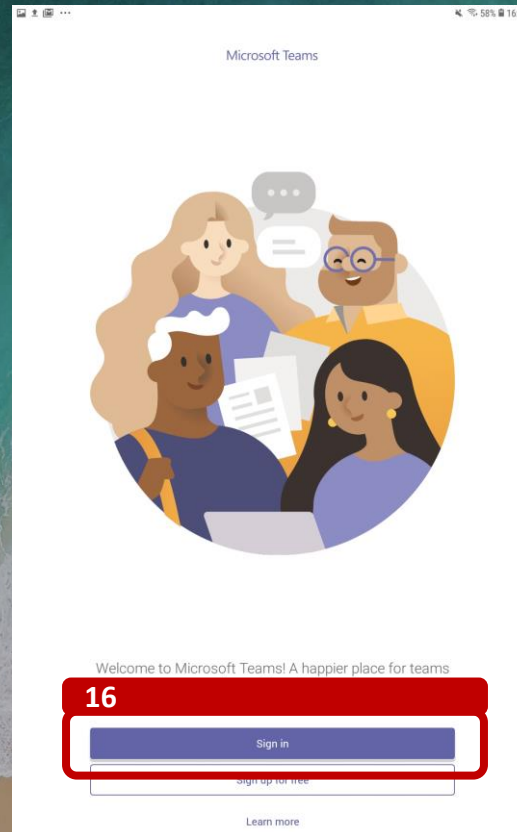
01
ACCESSING THE HOME LEARNING HUB

LOGGING IN

15. Click the tablet home button and open the Microsoft Teams app.

16. Click 'Sign in'.

17. Choose your username if you have logged in before.

Or

18. 'Sign in with another account'.

YOU MAY NOT SEE THIS SCREEN. IF YOU DO NOT, MOVE STRAIGHT TO PAGE 20
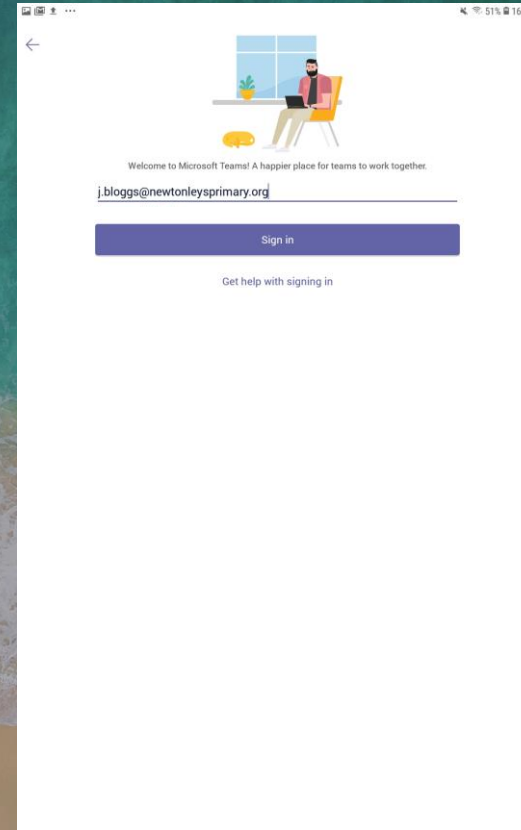
Newton Leys
Primary School & Nursery

14

01
ACCESSING THE HOME LEARNING HUB

LOGGING IN

19. Type your username e.g. j.bloggs@newtonleysprimary.org.

20. Click 'Sign in'.

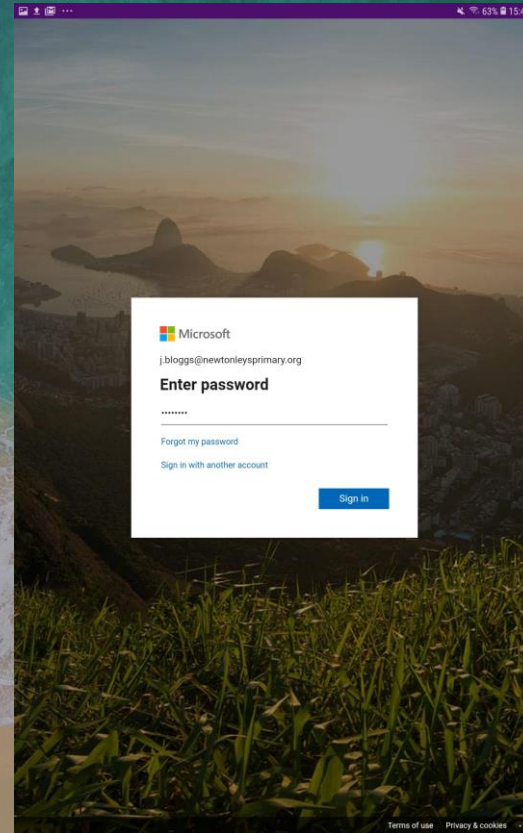**IF YOU HAVE SIGNED IN BEFORE YOU MAY NOT SEE THIS, MOVE STRAIGHT TO THE NEXT PAGE**

Newton Leys
Primary School & Nursery

01
ACCESSING THE HOME LEARNING HUB

LOGGING IN

21. Type your password.

22. Click 'Sign in'.

IF YOU HAVE SIGNED IN BEFORE YOU MAY NOT SEE THIS, MOVE STRAIGHT TO THE NEXT PAGE

Newton Leys
Primary School & Nursery

01
ACCESSING THE HOME LEARNING HUB

LOGGING IN

23. Click 'Next'.

Notebooks, files and assignments are all available in tabs at the top of every team.

Next

IF YOU HAVE SIGNED IN BEFORE YOU MAY NOT SEE THIS, MOVE STRAIGHT TO THE NEXT PAGE

Newton Leys
Primary School & Nursery

ACCESSING THE HOME LEARNING HUB

LOGGING IN

24. Click 'Next'.

IF YOU HAVE SIGNED IN BEFORE YOU MAY NOT SEE THIS, MOVE STRAIGHT TO THE NEXT PAGE
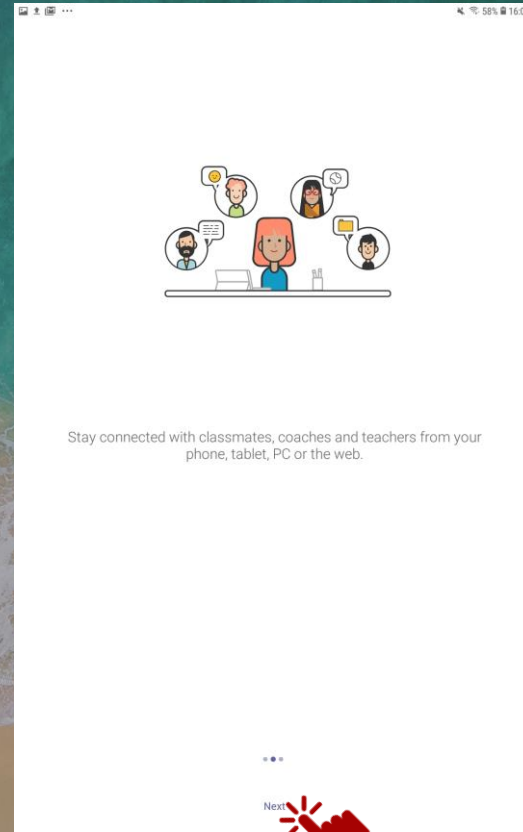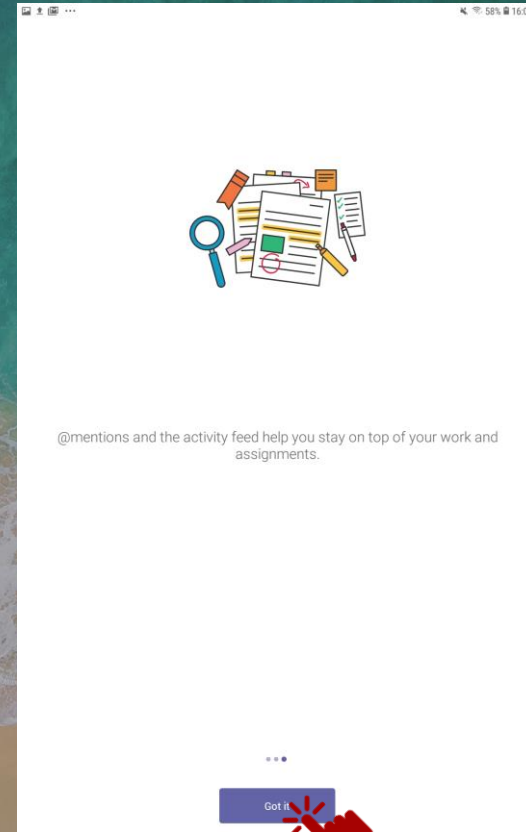
Newton Leys
Primary School & Nursery

01
ACCESSING THE HOME LEARNING HUB

LOGGING IN

25. Click 'Got it'.

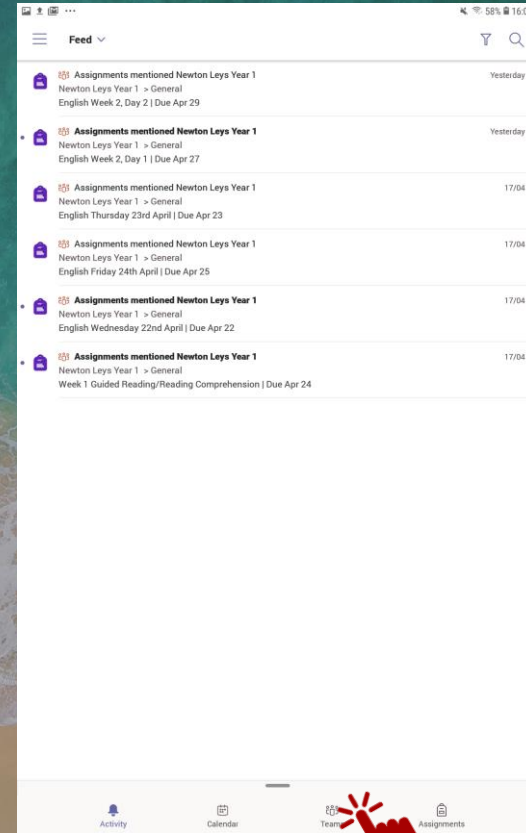IF YOU HAVE SIGNED IN BEFORE YOU MAY NOT SEE THIS, MOVE STRAIGHT TO THE NEXT PAGE

01
ACCESSING THE HOME LEARNING HUB

LOGGING IN

26. You should now be 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.

27. Click 'Teams' at the bottom.

ACCESSING THE HOME LEARNING HUB

YOUR ONLINE CLASSROOM

28. Click 'General' underneath your class on the left-hand side. If you have more than one child sharing a tablet you may see all of their year groups.
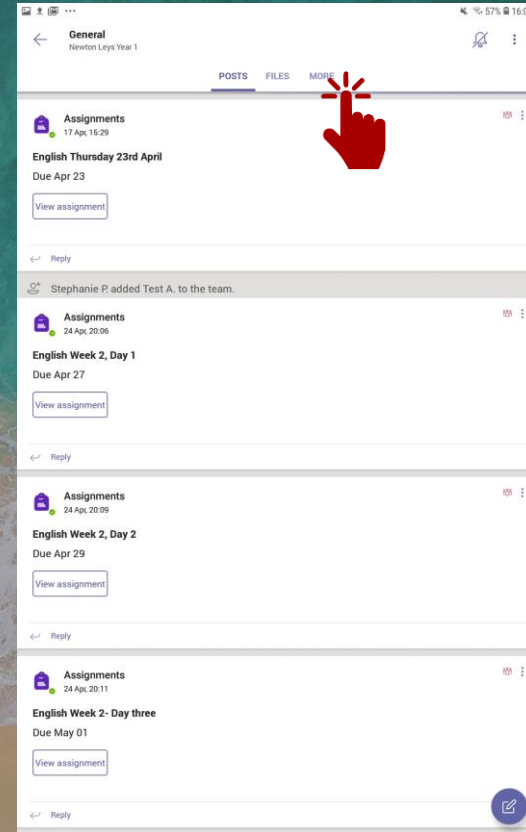
01

ACCESSING THE HOME LEARNING HUB

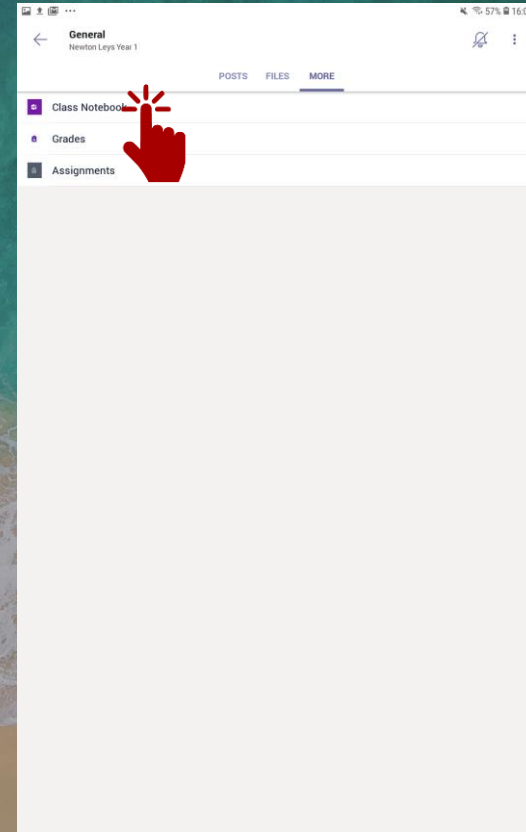**YOUR ONLINE CLASSROOM**

29. Click 'More'.

ACCESSING THE HOME LEARNING HUB
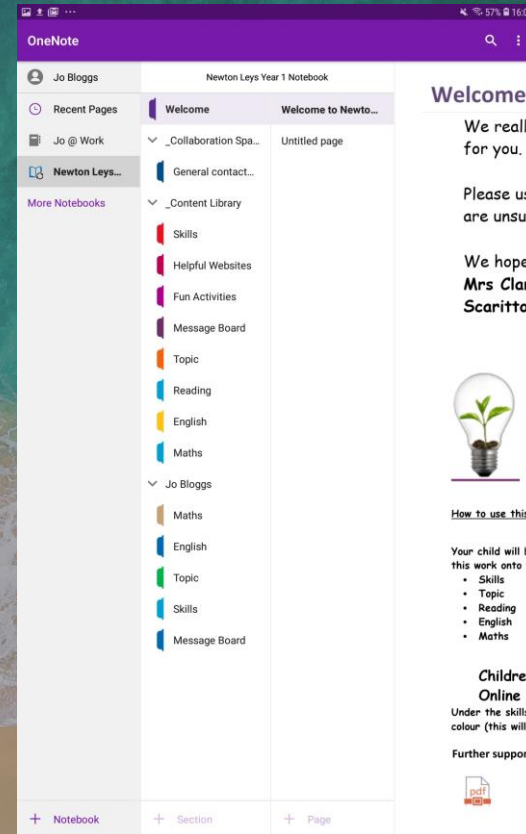
YOUR ONLINE CLASSROOM

30. Click 'Class Notebook'.

ACCESSING THE HOME LEARNING HUB

YOUR ONLINE CLASSROOM

31. You will see a welcome page explaining the different sections of your Notebook. There may also be messages from your teachers here too!
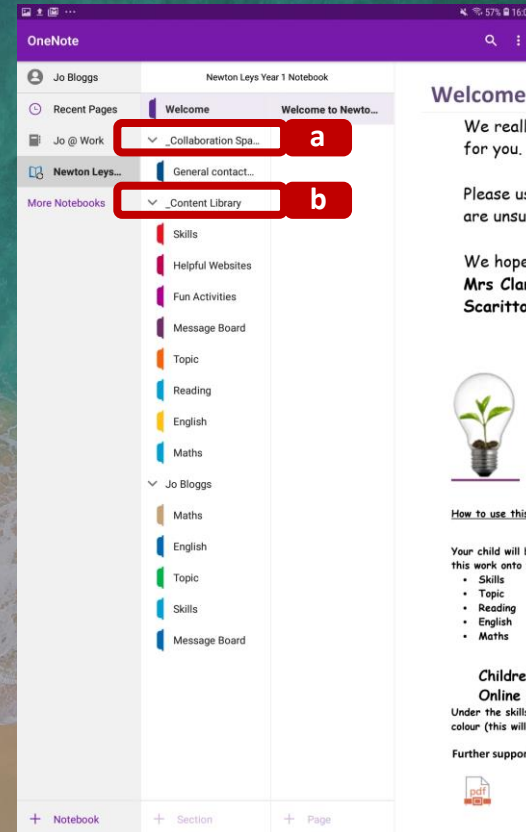

Newton Leys
Primary School & Nursery

01
ACCESSING THE HOME LEARNING HUB

YOUR ONLINE CLASSROOM

32. 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

32. 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).
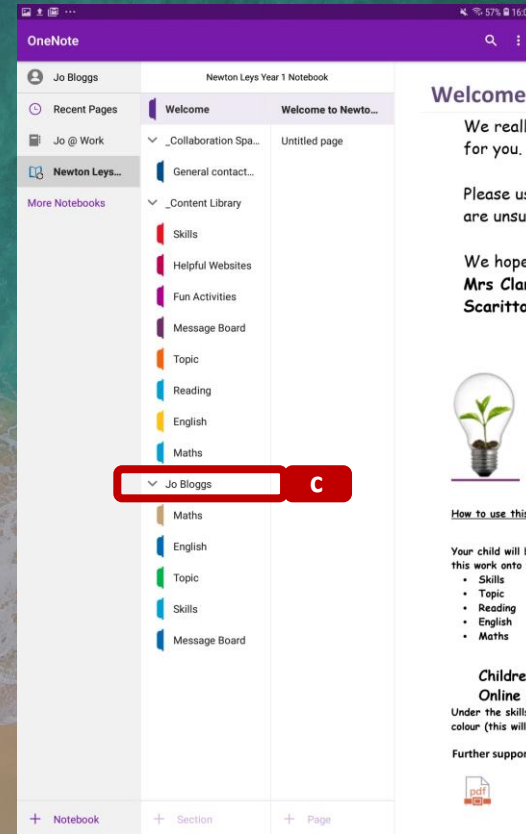
02 LOCATING AND COMPLETING TASKS

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.
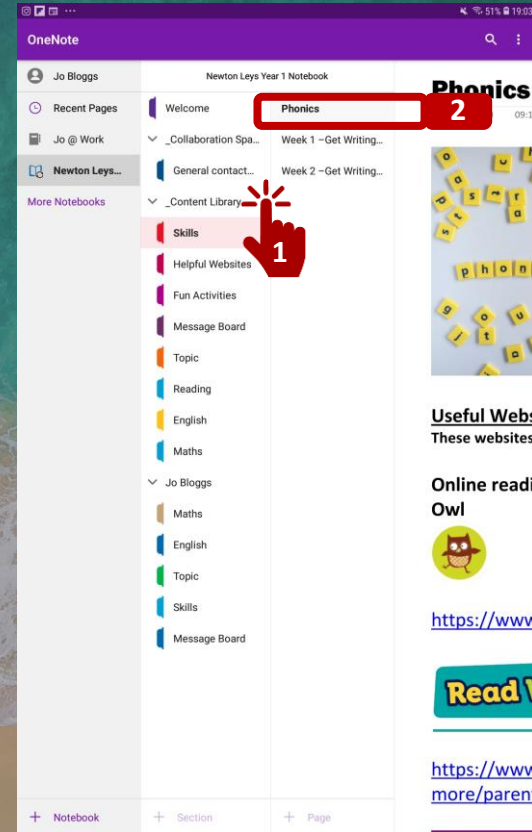
LOCATING AND COMPLETING TASKS

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.
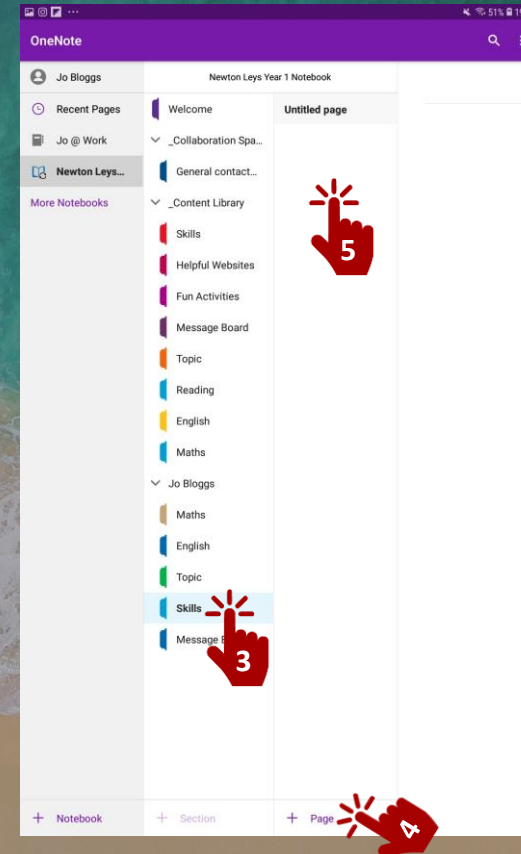
02
LOCATING AND COMPLETING TASKS

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.

![Newton Leys Primary School & Nursery]

30
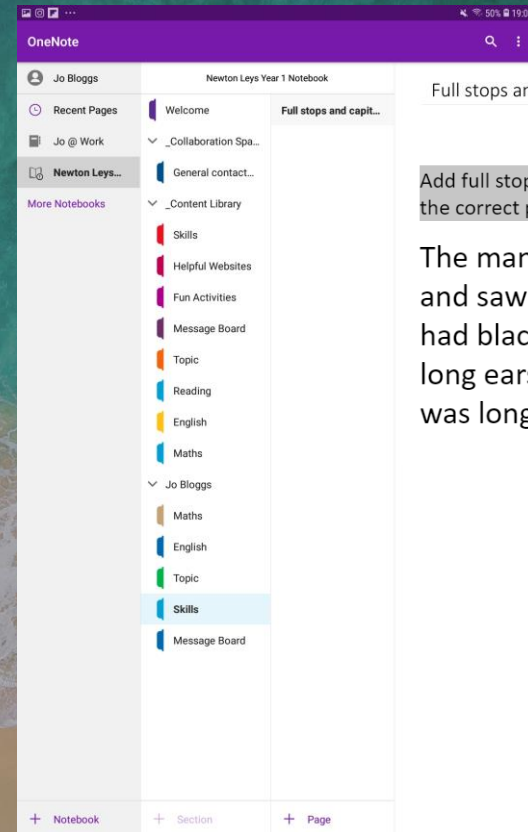
LOCATING AND COMPLETING TASKS

ASSIGNMENTS

7. To check if your teacher has set you an assignment, re-open the Teams app. You will see a blank page.
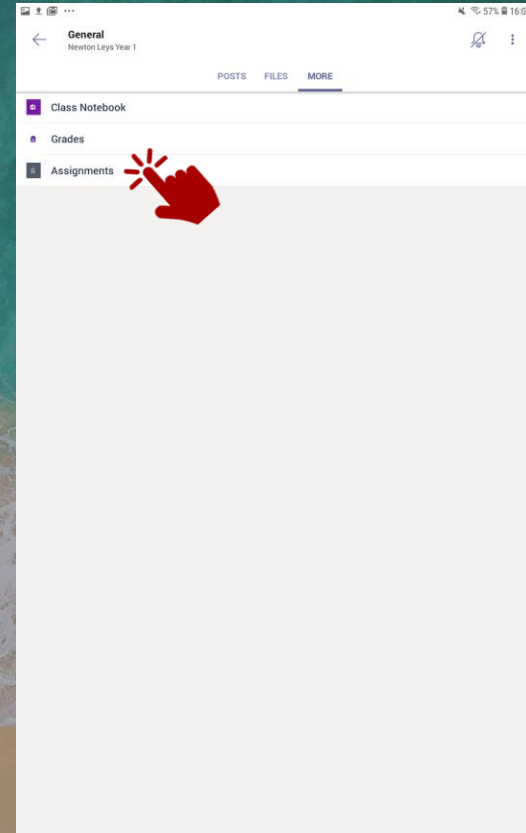
8. Click the arrow in the top-left corner.

02

LOCATING AND COMPLETING TASKS
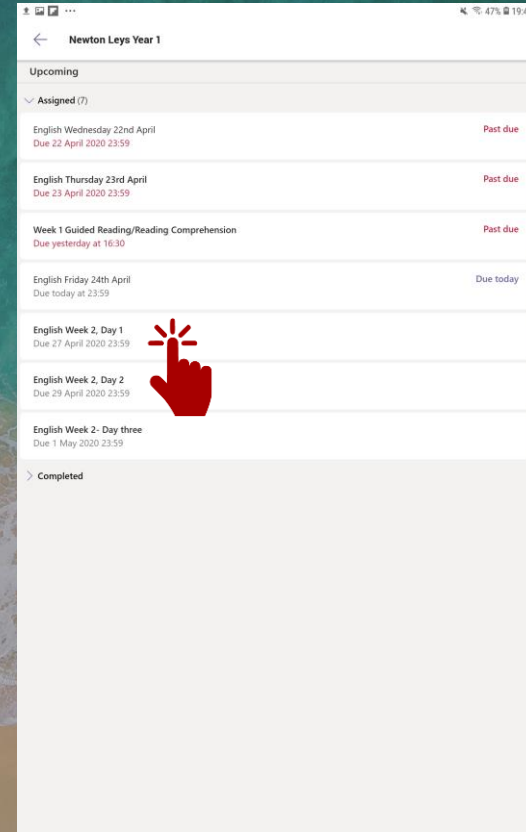

ASSIGNMENTS

9. Click on 'Assignments'.

02
LOCATING AND COMPLETING TASKS

ASSIGNMENTS
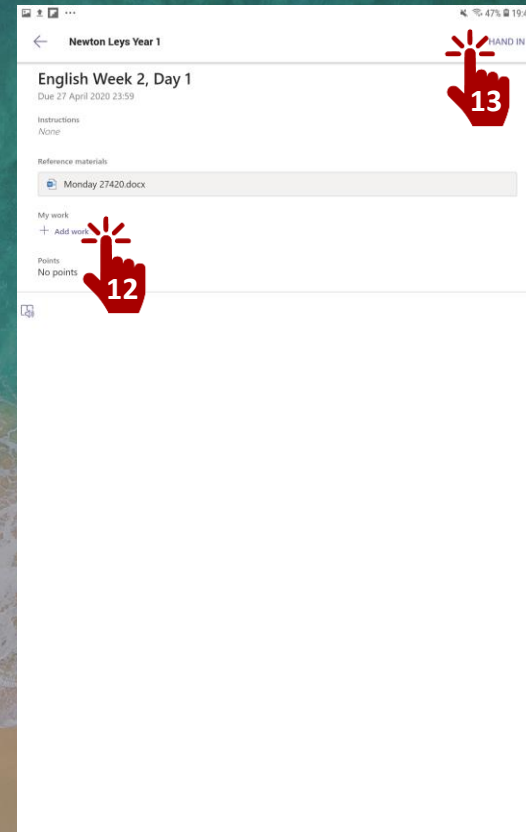
10. Click an assignment to see what you need to do.

LOCATING AND COMPLETING TASKS

ASSIGNMENTS

11. Read the instructions including any files that are included. These tasks can be completed in other apps such as Word or PowerPoint.

12. When your work is ready, click '+ Add work' and upload your file.

13. Click 'Hand in' to send it to your teacher. Remember to send it by the deadline!
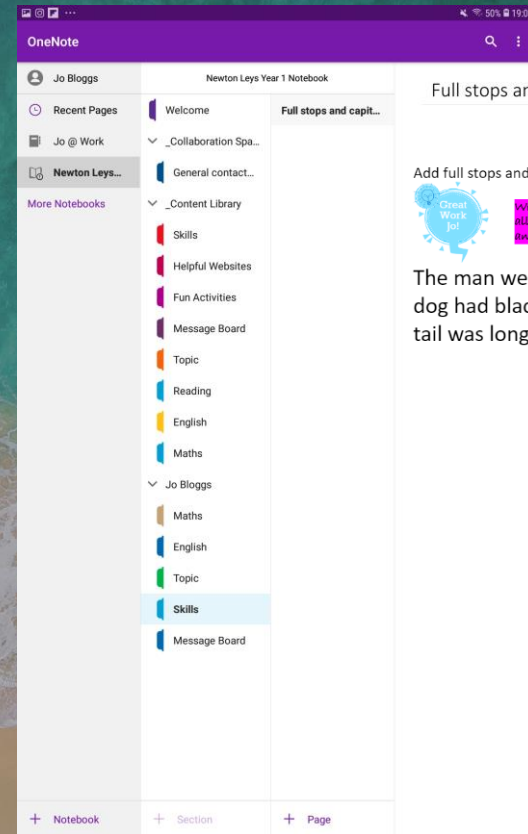
LOCATING AND COMPLETING TASKS

TEACHERS FEEDBACK

14. Your teacher will check the work that you have done and will leave feedback on your Notebook pages or assignments.

15. 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.
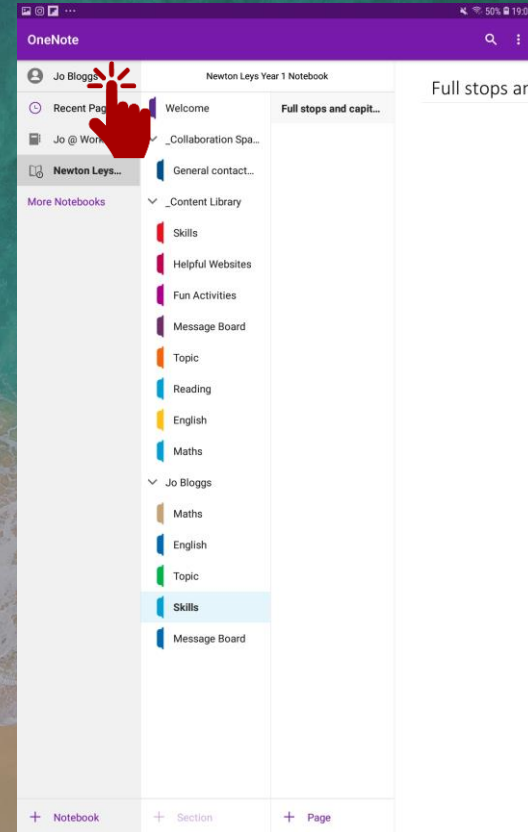
02
LOCATING AND COMPLETING TASKS

LOGGING OUT

16. Once you have finished your learning, remember to sign-out of the apps.

17. To sign out of OneNote, click your username in the top-left corner of the screen.

18. Click 'Sign Out of OneNote'.

19. Click 'OK' to close all Notebooks.
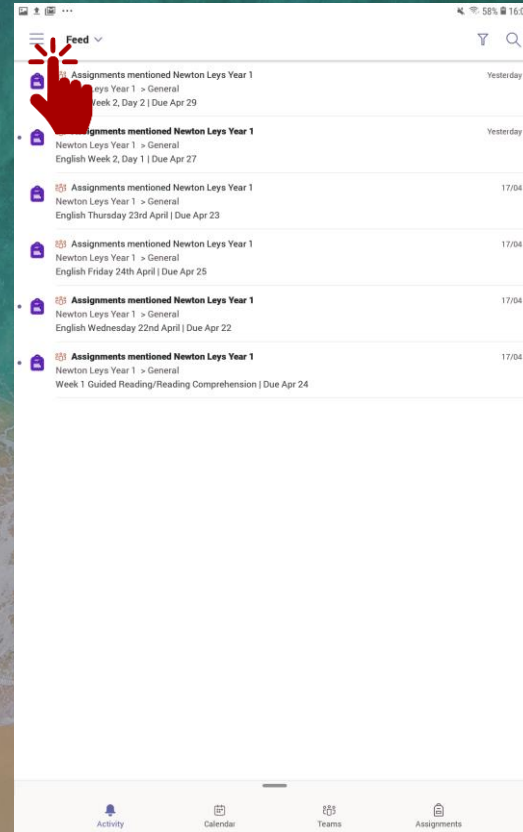
20. Close the OneNote app.

LOCATING AND COMPLETING TASKS

LOGGING OUT

21. To sign out of Teams, click the 3 lines in the top-left corner of the screen. If you cannot see the 3 lines, click the arrows in the top-left corner until you can.

22. Click 'Settings'.

23. Click 'Sign Out' from the bottom of the window.

24. Close the Teams app.

Newton Leys
Primary School & Nursery

![Newton Leys Primary School & Nursery logo]

HOME LEARNING HUB

✉ HOME-LEARNING@NEWTONLEYSPRIMARY.ORG

NEWTONLEYSPRIMARY.ORG/HOME-LEARNING.HTML