



**Newton Leys**  
Primary School & Nursery



# HOME LEARNING HUB FOR IPADS

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PARENT AND PUPIL INSTRUCTIONS

VERSION 1.2 - SPRING 2021

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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.



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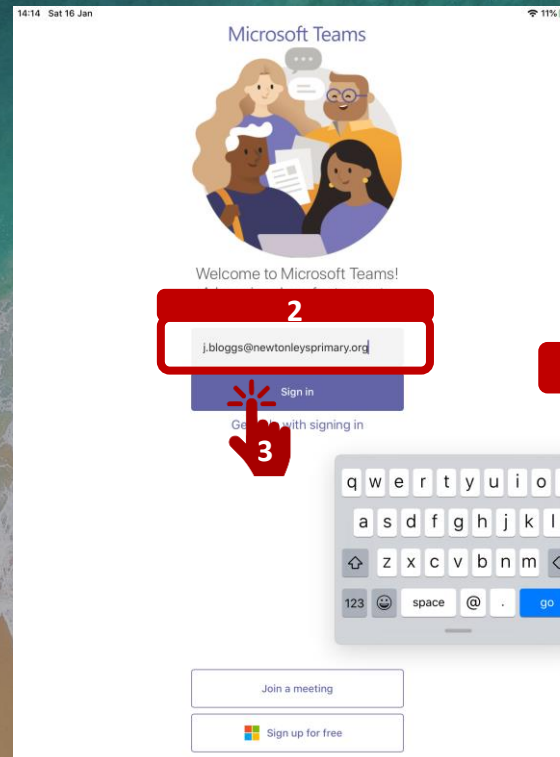
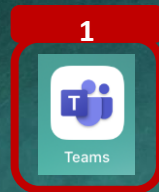


# 01 ACCESSING THE HOME LEARNING HUB

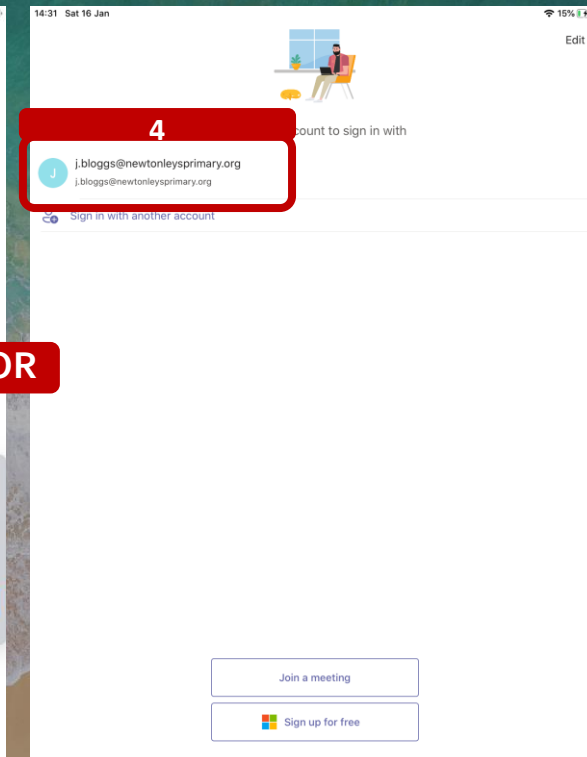


## LOGGING IN

1. Download and open the Microsoft Teams app.
2. 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).
3. Click 'Sign in'.
4. If you have signed-in on this iPad before, click your account.



OR



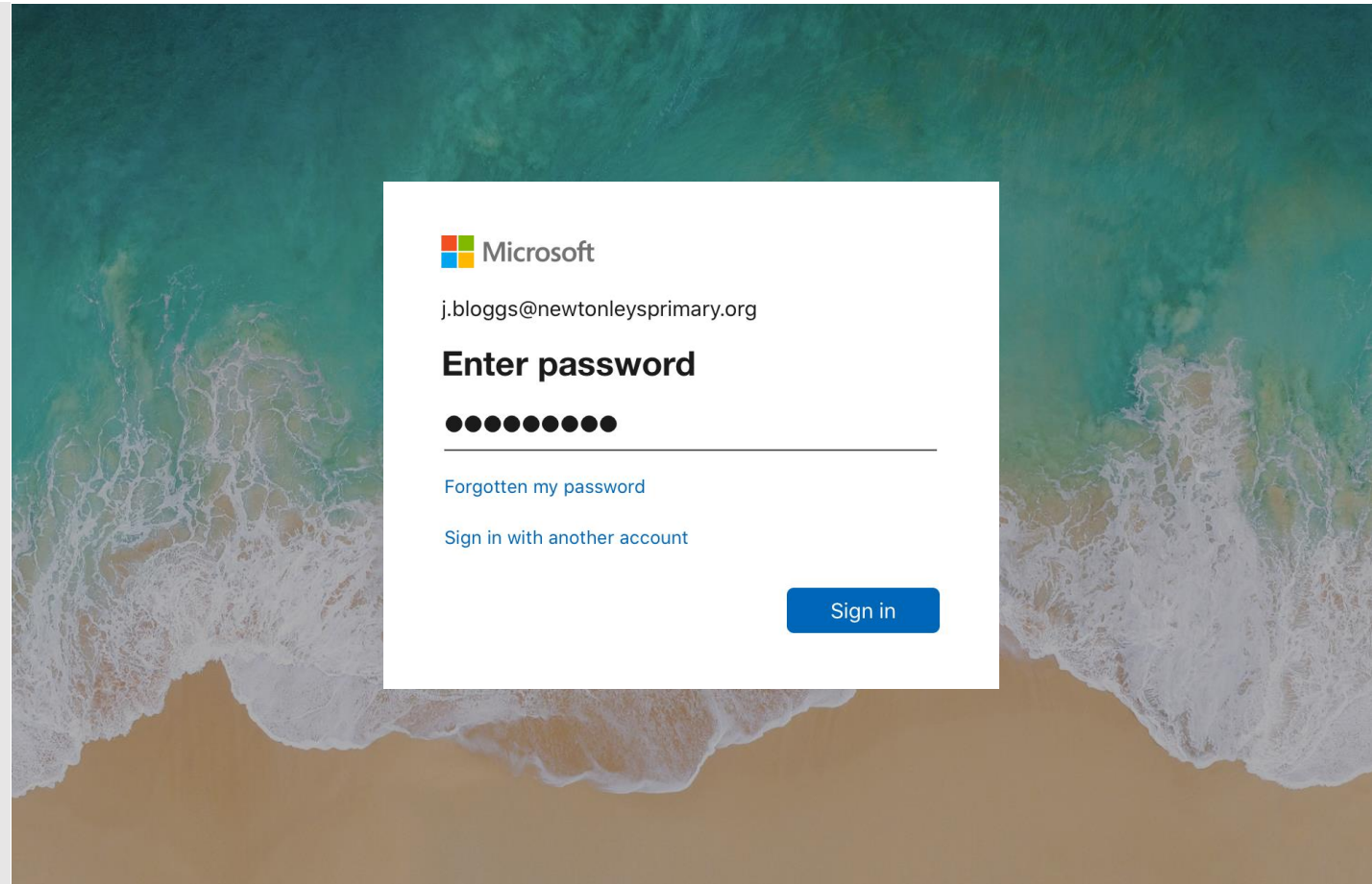
# 01

## ACCESSING THE HOME LEARNING HUB



### LOGGING IN

5. 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
6. Click 'Sign in'.





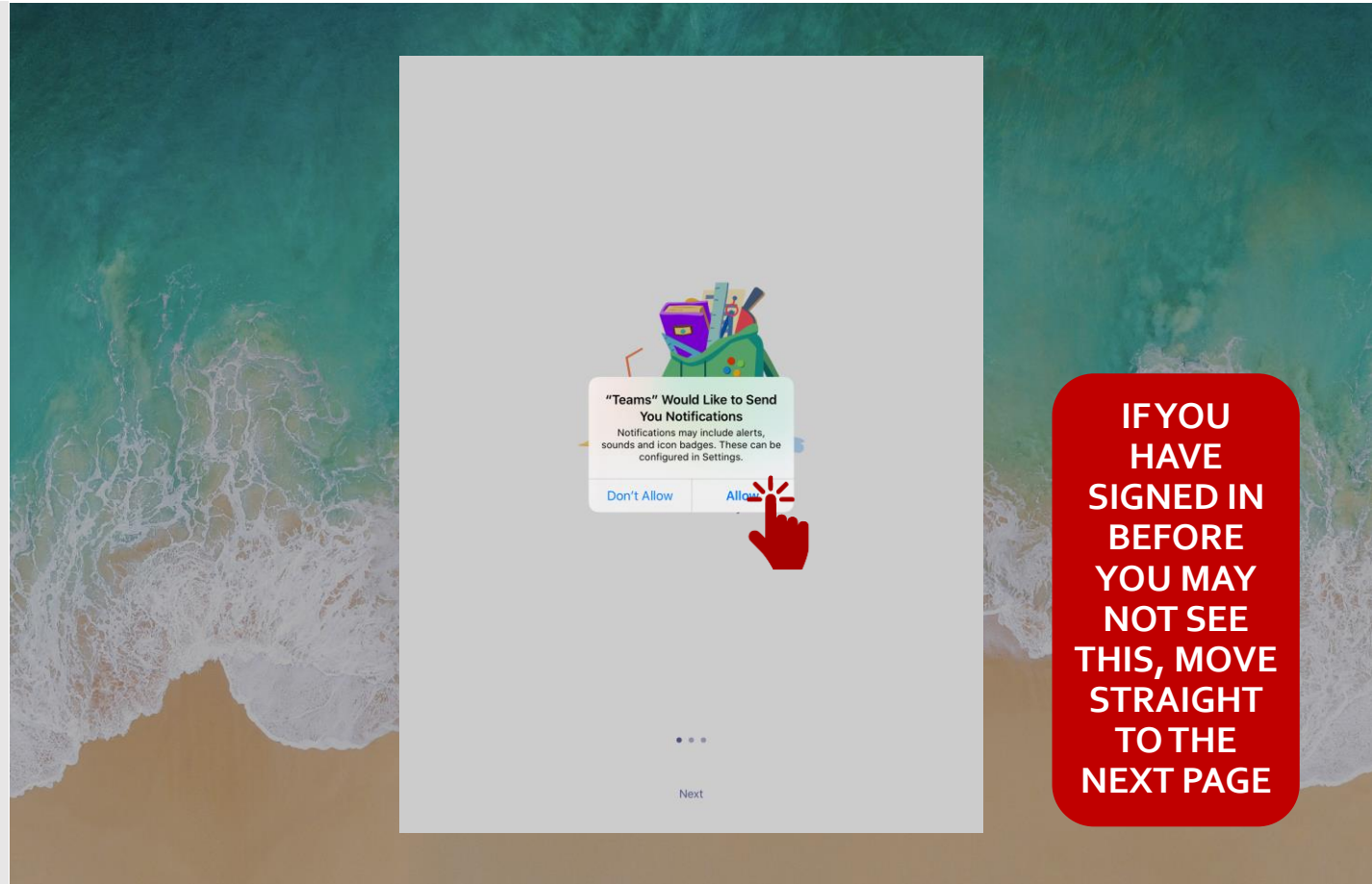
# 01

## ACCESSING THE HOME LEARNING HUB



### LOGGING IN

7. If you see this message, to make sure you know when there is a message from your teacher, click 'Allow' to turn notifications on.



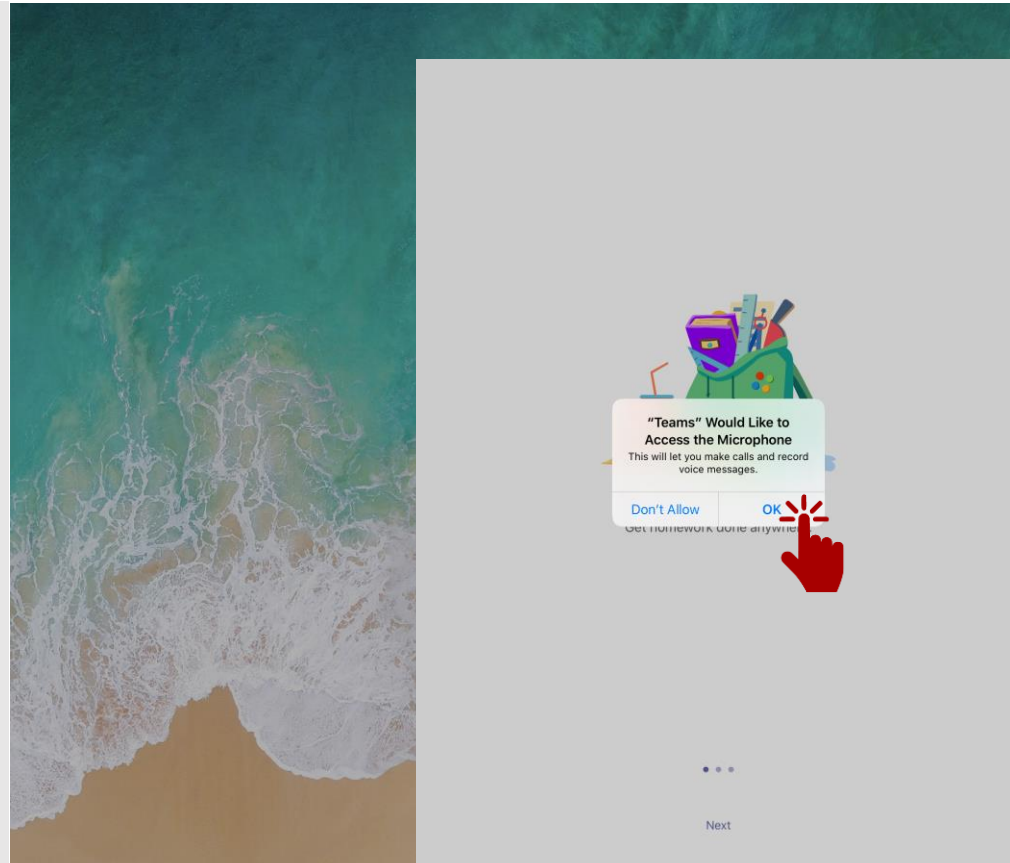
# 01

## ACCESSING THE HOME LEARNING HUB



### LOGGING IN

8. If you see this message, you will need to use your microphone for the Home Learning Hub so click 'OK' to turn it on.



**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

9. Click 'Next'.



Get homework done anywhere.



Next



**IF YOU  
HAVE  
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NEXT PAGE**



# 01

## ACCESSING THE HOME LEARNING HUB



### LOGGING IN

10. Click 'Next'.



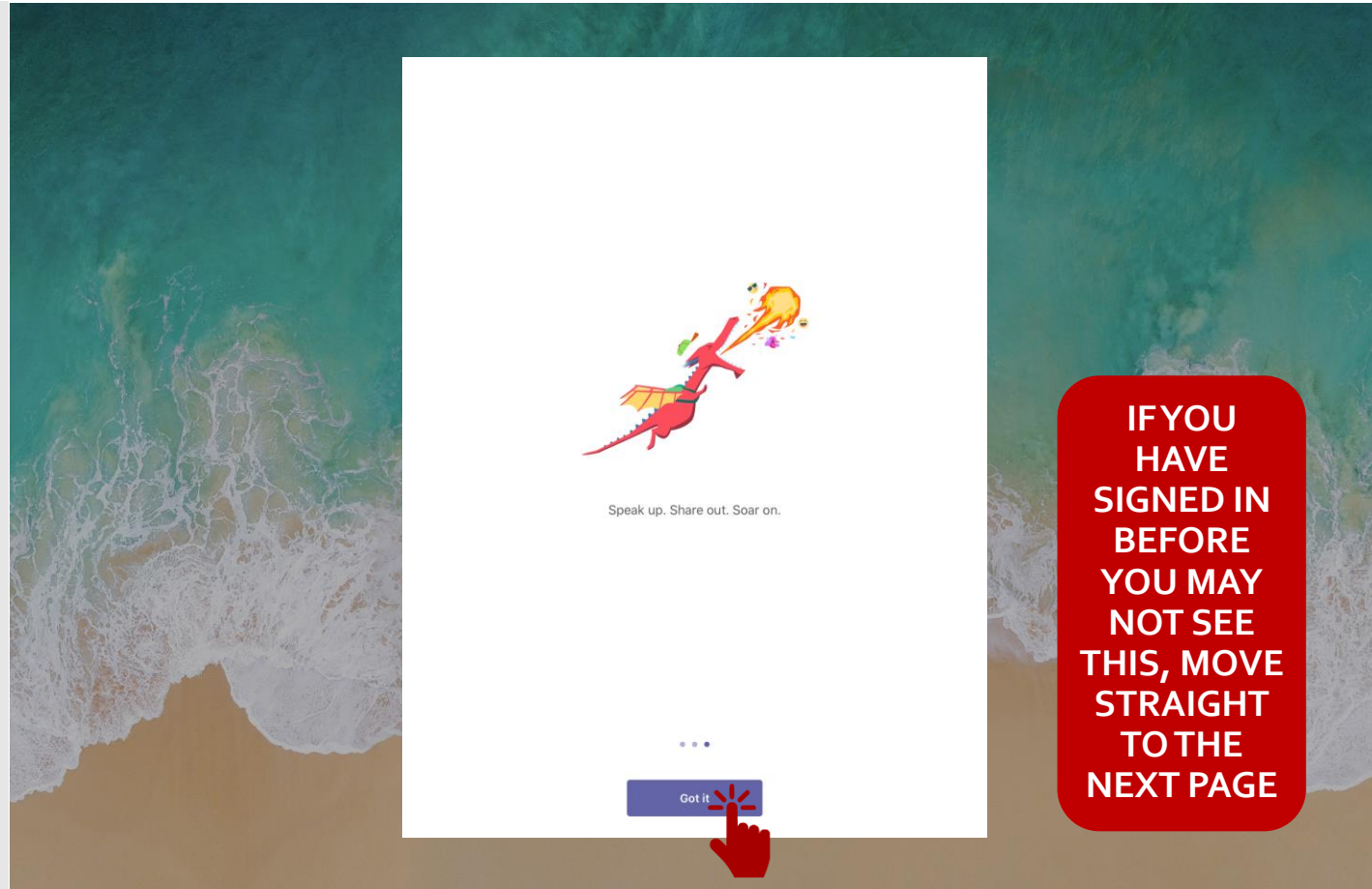
# 01

## ACCESSING THE HOME LEARNING HUB



### LOGGING IN

11. Click 'Got it'.



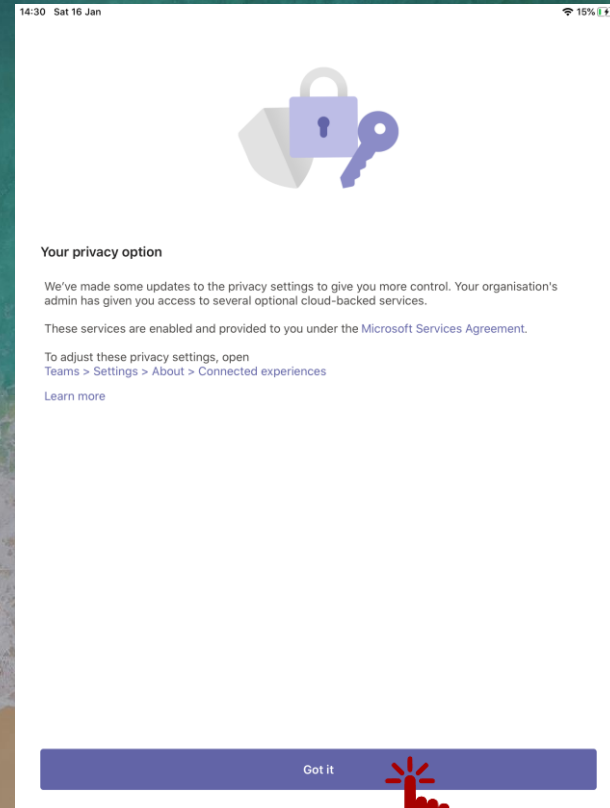
# 01

## ACCESSING THE HOME LEARNING HUB



### LOGGING IN

12. Click 'Got it'.



**YOU MAY  
NOT SEE  
THIS, IF  
YOU DON'T  
MOVE  
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TO THE  
NEXT PAGE**

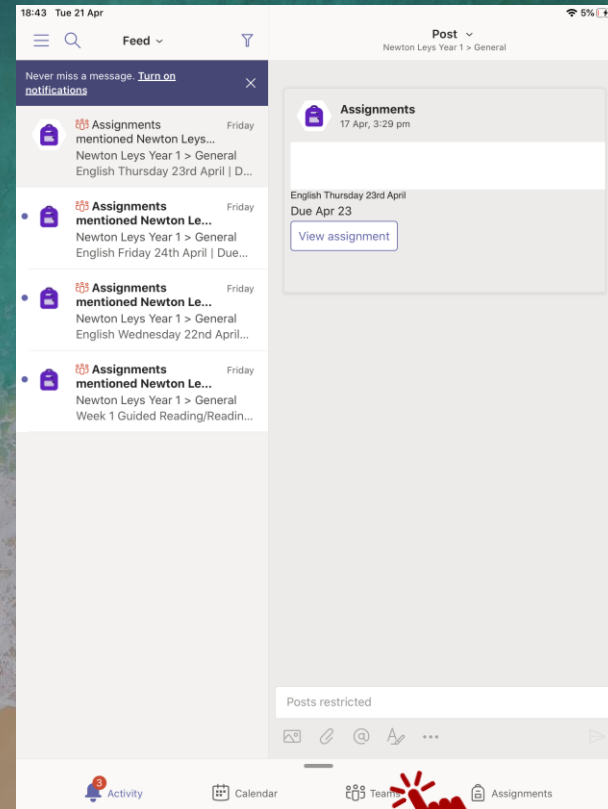
# 01

## ACCESSING THE HOME LEARNING HUB



### LOGGING IN

13. You are now in your 'Activity' area where you will see any messages from your class teacher. Each time you login, check this area for any new messages and updates.
14. Click 'Teams' at the bottom.





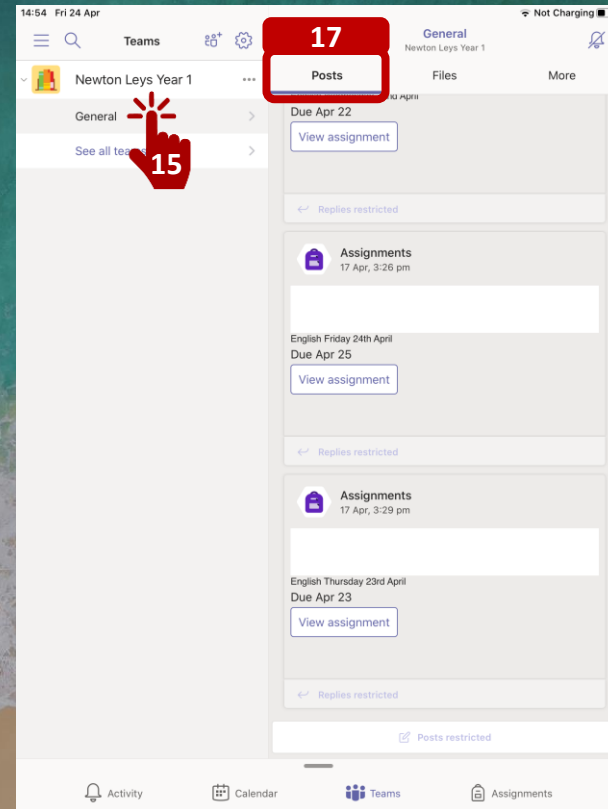
# 01

## ACCESSING THE HOME LEARNING HUB



### YOUR ONLINE CLASSROOM

15. Click 'General' underneath your class on the left-hand side.
16. 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.
17. 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.

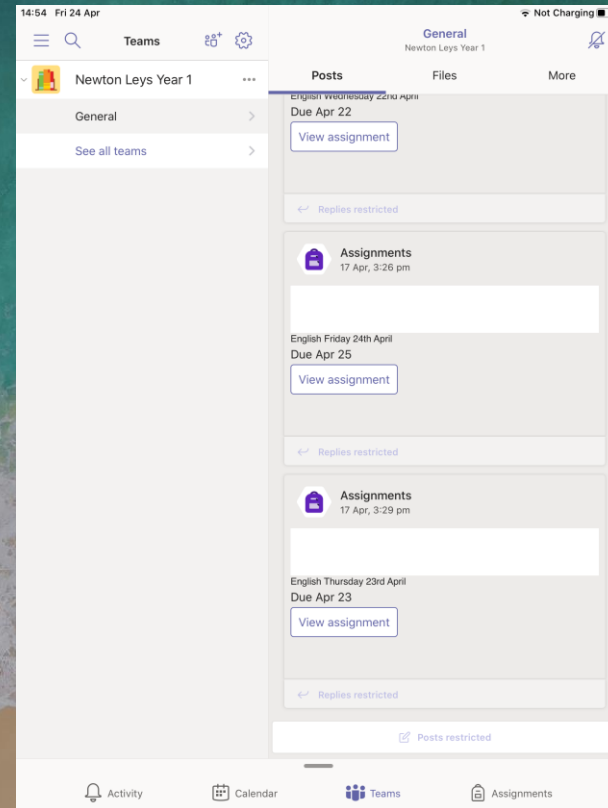


## 02 LOCATING LESSONS AND COMPLETING TASKS



### YOUR ONLINE CLASSROOM

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



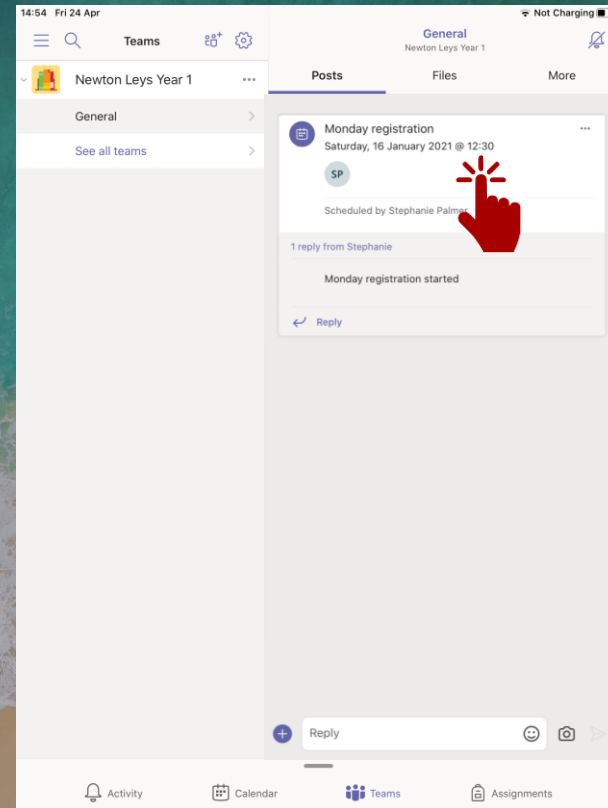
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## 02 LOCATING LESSONS AND COMPLETING TASKS



### VIDEO LESSONS

19. Your video lessons will appear in the 'Posts' area. To join a video lesson, click the post showing the lesson time.



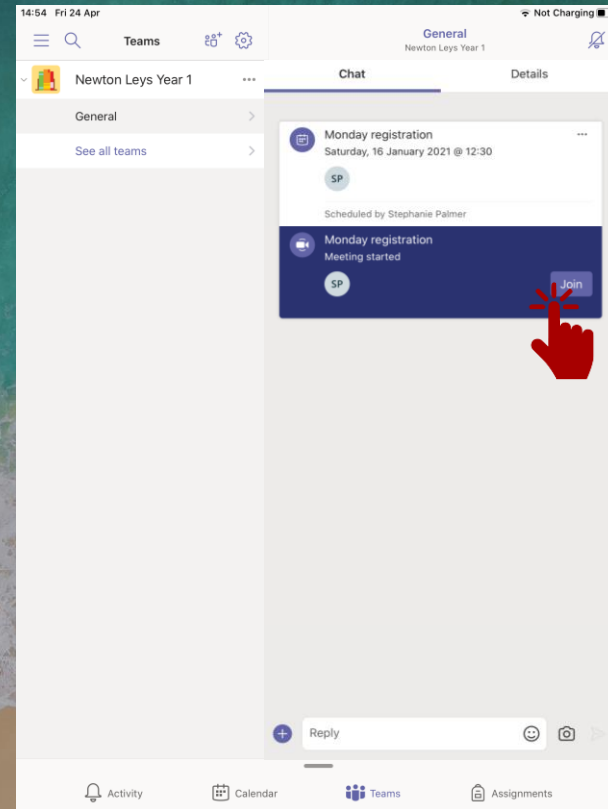
## 02

# LOCATING LESSONS AND COMPLETING TASKS



### VIDEO LESSONS

20. You will see when your teacher is ready for you to join a video lesson as a join button will appear when you have clicked into it. To join a video lesson, click 'Join'.





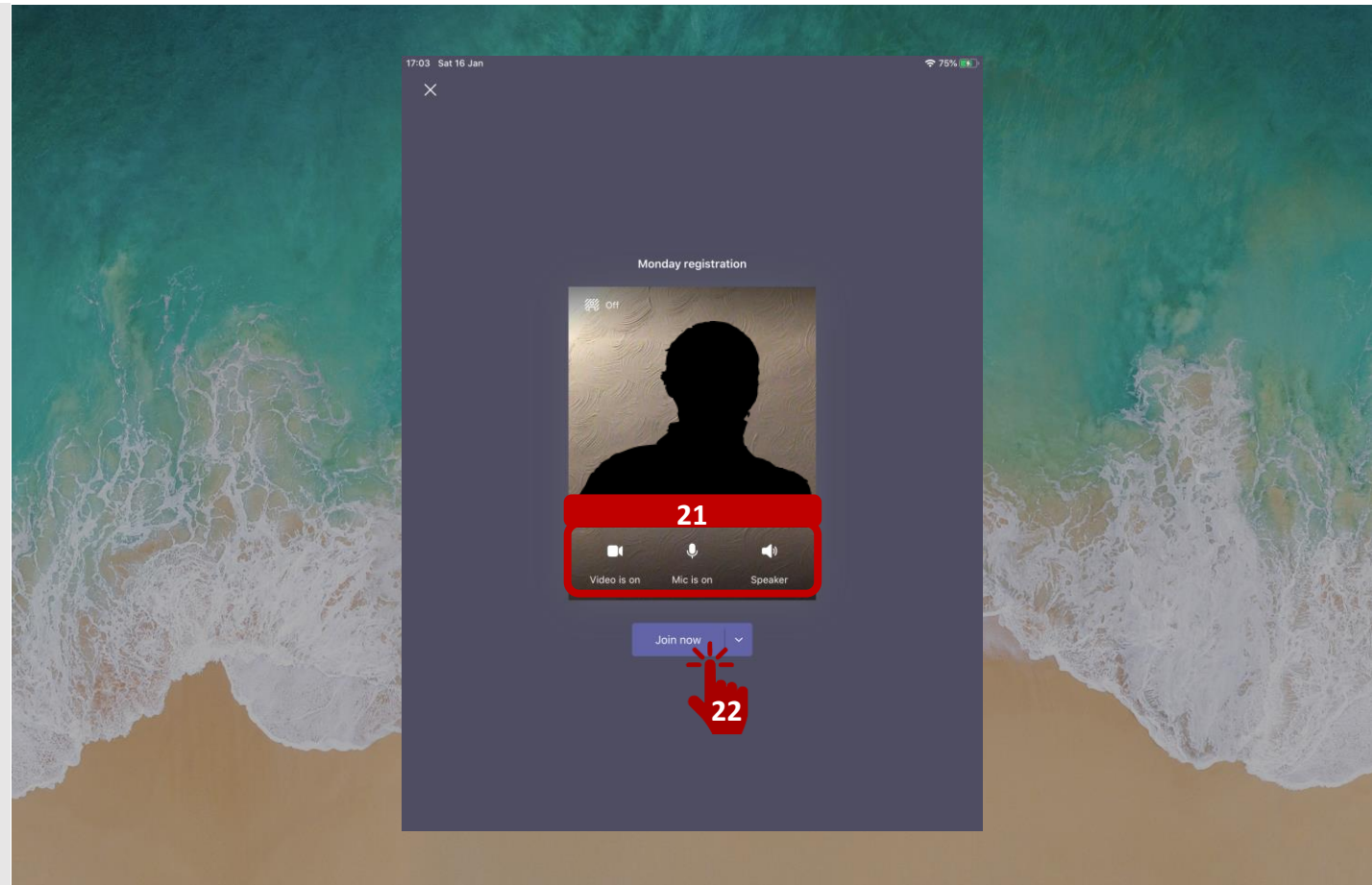
## 02

# LOCATING LESSONS AND COMPLETING TASKS



### VIDEO LESSONS

21. 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.
22. Click 'Join now' to join the lesson.









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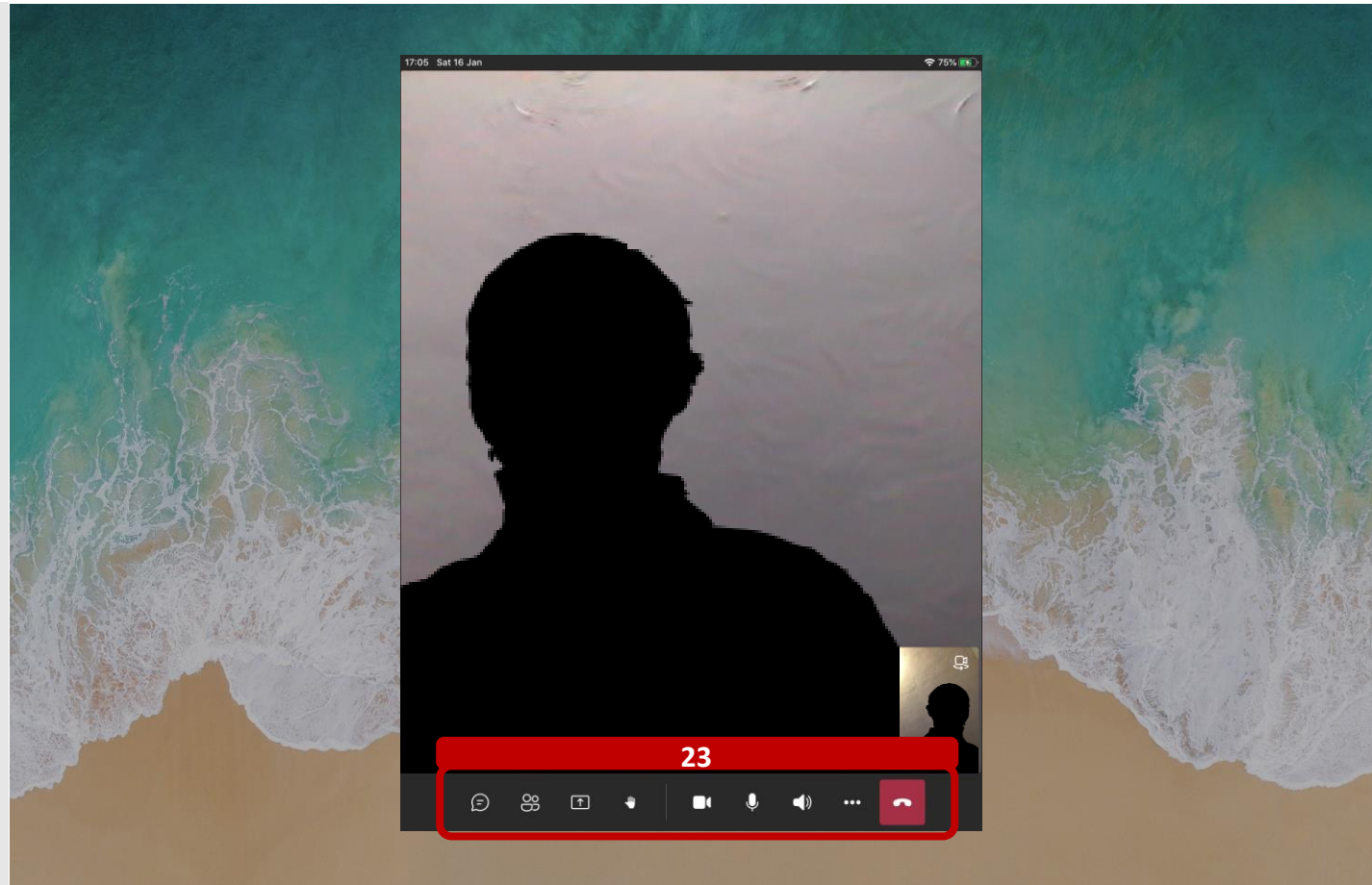
# LOCATING LESSONS AND COMPLETING TASKS



### VIDEO LESSONS

23. 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

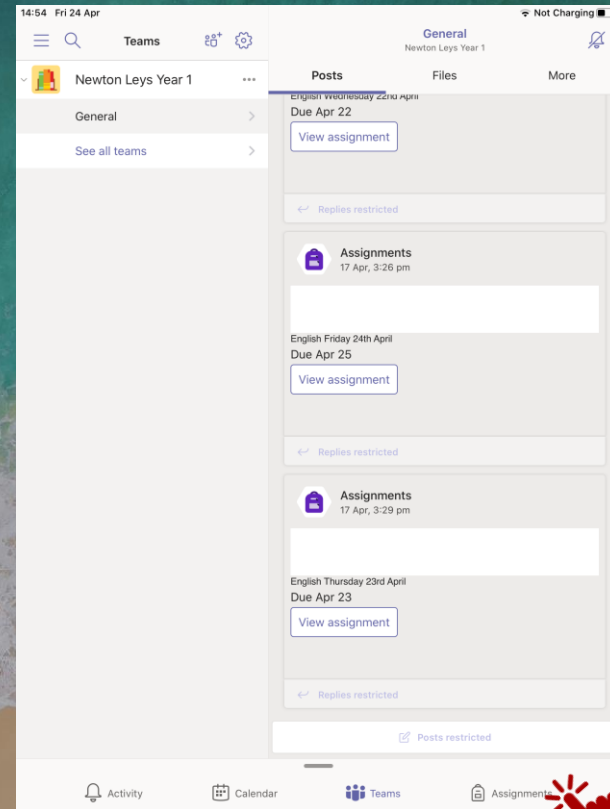


## 02 LOCATING LESSONS AND COMPLETING TASKS



### ASSIGNMENTS

24. If your teacher has set you an assignment, click on 'Assignments' at the bottom.

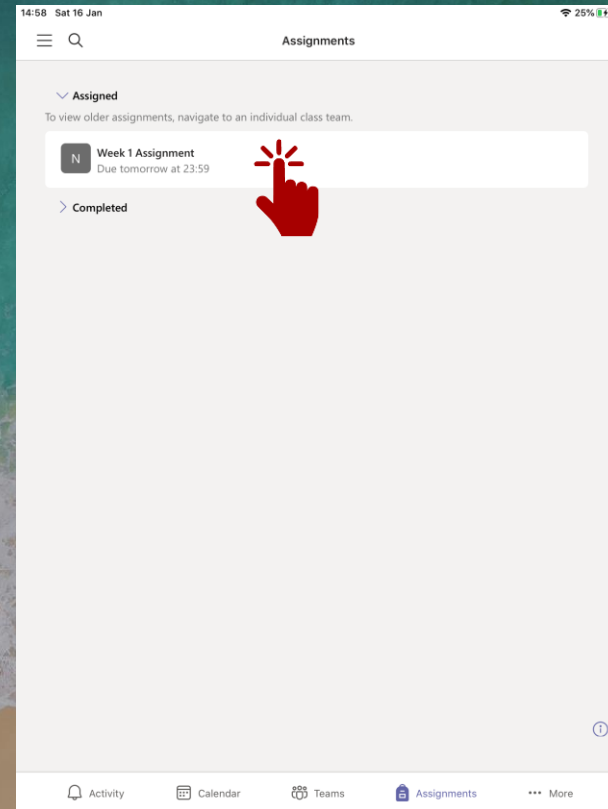


## 02 LOCATING LESSONS AND COMPLETING TASKS



### ASSIGNMENTS

25. Click an assignment to see what you need to do.

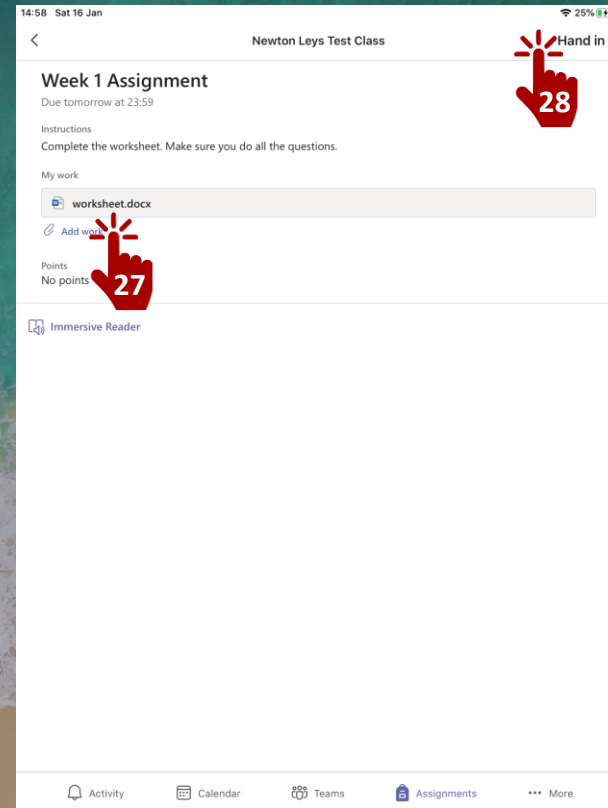


## 02 LOCATING LESSONS AND COMPLETING TASKS



### ASSIGNMENTS

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





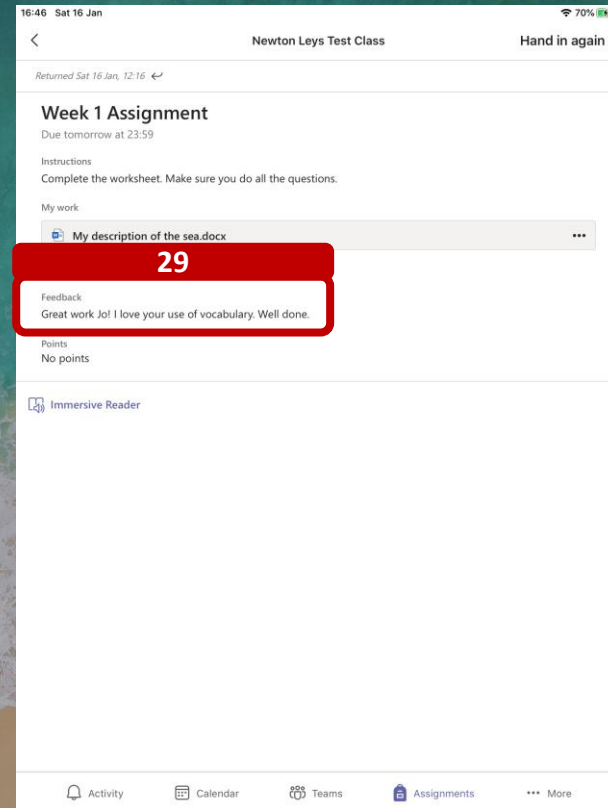
## 02

# LOCATING LESSONS AND COMPLETING TASKS



### ASSIGNMENT FEEDBACK

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





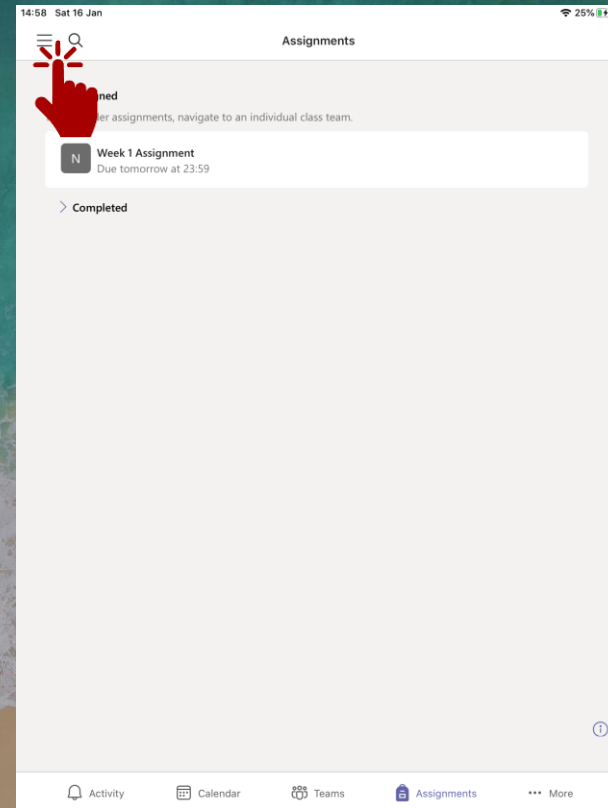
## 02

# LOCATING LESSONS AND COMPLETING TASKS



### LOGGING OUT

30. Once you have finished your learning, remember to sign-out. Click the 3 lines in top-left corner of the screen.
31. Click 'Settings'.
32. Click to 'Sign out' of your account at the bottom.
33. Click 'Sign out'.
34. Close the Teams app.





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# HOME LEARNING HUB

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