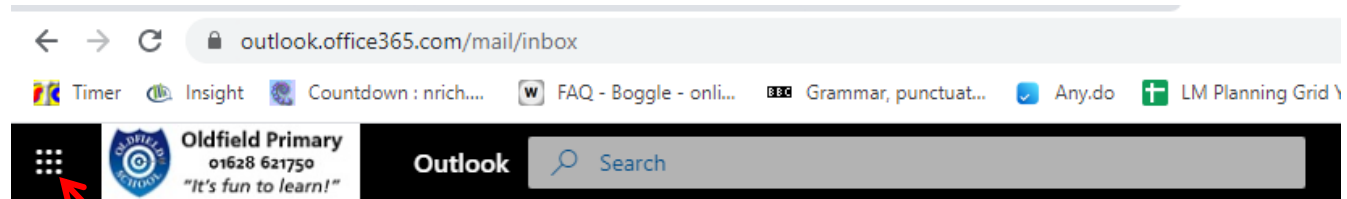
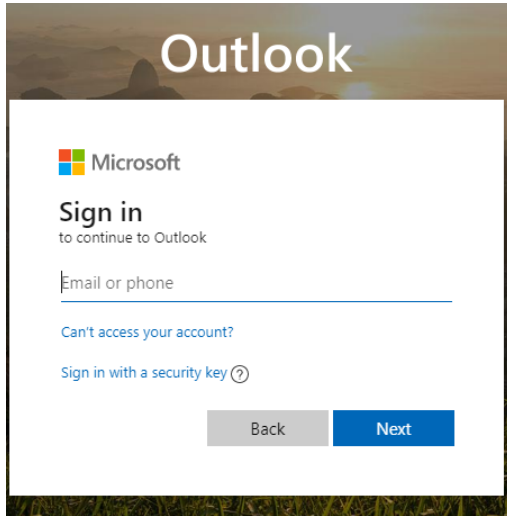



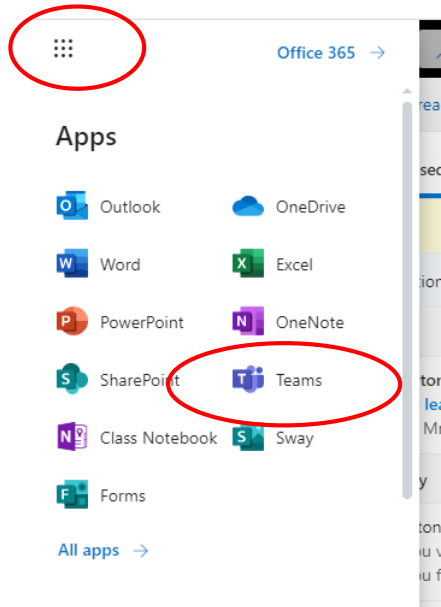
# A quick guide to using Microsoft Teams and Flipgrid

Login to your school email account how you normally would.


Go to: <https://outlook.office365.com/mail/inbox>



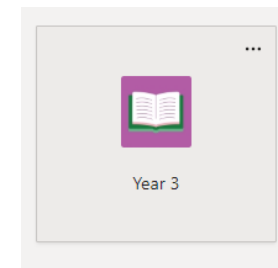
Once you are in your email box, click  In the top left corner next to our school logo.



The Apps menu will appear.

Click Teams,  Teams

You have been added to the Year three Team. Click the team to enter.



This is what the team will look like when you arrive.

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". Below this, the left-hand navigation pane shows the "All teams" section with a team named "Year 3". Under "Year 3", there are several channels: "General", "English", "Maths - Numeracy", "Other Subjects", and "Science". The "General" channel is currently selected, showing a list of posts. The first post is a "View assignment" button. The second post is a message from "Assignments" dated "Yesterday 8:32 PM" titled "English Week 1 Lesson 1 (Monday 20th)" with a due date of "Due Apr 20" and a "View assignment" button. The third post is another message from "Assignments" dated "Today 11:26 AM" titled "English, Week 1 Lesson 2 (Spellings)" with a due date of "Due Apr 21" and a "View assignment" button. At the bottom of the chat, there is a text input field with the placeholder text "Start a new conversation. Type @ to mention someone." and a set of icons for formatting and actions.

This section shows the different subject lessons.  
This has been organised into English and Maths (Which tasks will be set daily)  
Science (Weekly tasks)  
And then all other Subjects (Weekly tasks)

Each subject has its own folder of resources, you can find them in the **Files** tab at the top here.

The screenshot displays the Microsoft Teams interface. On the left, a vertical navigation pane shows the 'Files' tab selected. The main area is divided into two sections. The top section, titled 'All teams', shows a team named 'Year 3' with a purple book icon. Below this, a list of subject folders is visible: 'General', 'English', 'Maths - Numeracy' (highlighted), 'Other Subjects', and 'Science'. A red arrow points from the text box on the left to the 'Maths - Numeracy' folder. The bottom section shows the 'Files' view for the 'Maths - Numeracy' folder. It features a search bar at the top, followed by tabs for 'Posts', 'Files', and 'Notes'. Below the tabs are action buttons: '+ New', 'Upload', 'Copy link', 'Download', 'Add cloud storage', and 'Open'. A table lists the files and folders within this folder:

Name	Modified	Modified By
Numeracy_Summer I_Week 1_Lesson 1	2 days ago	Julie Burton
Numeracy_Summer I_Week 1_Lesson 2	2 days ago	Julie Burton
Numeracy_Summer I_Week 1_Lesson 3	2 days ago	Julie Burton
Numeracy_Summer I_Week 1_Lesson 4	2 days ago	Julie Burton
Numeracy_Summer I_Week 1_Lesson 5_Me...	2 days ago	Julie Burton

A red arrow points from the text box on the right to the 'Files' tab in the top navigation bar.

This shows the Files tab for all of the foundation subjects

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Other Subjects' channel is selected and circled in red. The main content area shows the 'Files' tab for this channel, with a red arrow pointing to the 'Files' tab label. Below the navigation bar, there are options for '+ New', 'Upload', 'Copy link', 'Download', 'Add cloud storage', and 'Open'. A table titled 'Other Subjects' lists the following items:

Name	Modified	Modified By
RE	2 days ago	Loz Marchant
Geography	2 days ago	Loz Marchant
Art - Georgia O'Keefe	2 days ago	Julie Burton
Fitness	2 days ago	Julie Burton
History_Lesson 1, Week 1_Where is Egypt	2 days ago	Julie Burton

Microsoft Teams

Y3 Year 3

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Drafts

Assigned (12)

English Week 1 Lesson 1 (Monday 20th)  
Due tomorrow at 7:00 PM

Numeracy\_Summer I\_Week 1\_Lesson 1  
Due April 21, 2020 12:30 PM

English, Week 1 Lesson 2 (Spellings) English  
Due April 21, 2020 6:30 PM

Numeracy\_Summer I\_Week 1\_Lesson 2  
Due April 22, 2020 12:30 PM

You can see all of the set assignments by clicking the **assignments** here on the left hand side.

Microsoft Teams

Search or type a c

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Back

### Numeracy\_Summer I\_Week 1\_Lesson 1

Due April 21, 2020 12:30 PM

Instructions

Can you help to find the missing place value from a 3-digit number?

Complete the worksheets saved under today's lesson.  
Choose the worksheet depending on your group (S, C or E).

\*Answers are saved under today's folder.

Reference materials

- Lesson 1, Week 1\_S\_Task.docx
- Lesson 1, Week 1\_C&E\_Task.docx

Student work

None

Within each assignment you will be given clear instructions, and links to the resources you need.

If there is a worksheet to complete it will be attached here. (You will be able to save it and upload it)

English and Maths tasks are set daily  
All other subjects have been set weekly.



Click this symbol and your computer will read the text to you.

# The video lessons (Flipgrid)

← → ↻ flipgrid.com/6a3455b0 🔍 ☆ 👤 ⋮

📅 Timer 🌐 Insight 🕒 Countdown : nrich... 📄 FAQ - Boggle - onli... 📺 Grammar, punctuat... » 📁 Other bookmarks

Microsoft 6a3455b0 Flipgrid 🔍 🌙 ⋮

## Year Three 20th - 24th April

🕶️ 👓 Loz Marchant, Julie Burton ⓘ

### English - Week 1, Lesson 1

Apr 14, 2020 11 Topics ▾

**Can you spot the verbs I have used?**

*Ripe Cacao pods grow in hot countries near the equator. When they are ripe enough they are cut down, and packed into sacks.*

*Once the pods are unpacked they are cracked open and the soft white cocoa beans are scooped out.*

#### Monday 20th April

**LO: I can write a process map using time adverbials.**

#### How Is Chocolate made?

Watch Mr Marchant's Video as well as extra video below, and then complete the writing task. Use the word mat to help you with key words and spellings.

Read the title to check you are looking at the right lesson.

Click the topics drop down to navigate between video lessons

Click the video to play the lesson.

Information about the assigned task can be found here again.

Can you spot the verbs I have used?



Ripe Cacao pods grow in hot countries near the equator. When they are ripe enough they are cut down, and packed into sacks.



Once the pods are unpacked they are cracked open and the soft white cocoa beans are scooped out.

**LO:** I can write a process map using time adverbials.

**How Is Chocolate made?**

Watch Mr Marchant's Video as well as extra video below, and then complete the writing task.

Use the word mat to help you with key words and spellings.



Click here and your computer will read the text to you

Some lessons might have extra videos for you to watch below. These are called response videos

**5 Responses** 0 Replies 34 Views [3.5h Engagement](#)

[Random](#) [Slideshow](#)



**Word Skills: Adding -ed**

When you write the past tense and the past participle of regular verbs, you use the ending -ed. Here are some rules to help you add that ending.

**Rule 1:** For words that already end in -e, simply add the letters  
Examples: love → loved like → liked

**Rule 2:** For words that end in a consonant followed by y, ch  
Example: marry → married hurry → hurried

**Rule 3:** For most words that end in a vowel followed by y, sh  
Examples: play → played stay → stayed

**Rule 4:** For one-syllable words that end in consonant-vowel  
Example: the last letter and soft -ed. (Note: Never do)

**-ed spelling recap**

Adding -ed

**Time adverbials**

**tell us WHEN,**

**Time adverbials**

**Time Adverbials song**



**How Chocolate Is made**

(All of our video lessons are listed as Frozen. This means children will not be able to change them or add videos of their own.)

Remember to “Turn in” your completed work on the Teams assignment

Turn in

Click the “Turn in” button and upload a file from your device.

This could be either the Word file you have been working in.  
Or a photo of written work you have done.

