

# Remote learning



Stafford Manor  
High School

Welcome...

Before we start this session please carefully read these rules and expectations:

- You should only be taking part in this session if your parents/carers are aware and are happy for you to attend.
- You should not share any private information during this session.
- You should be sensitive to the needs of others.
- Any student who displays unacceptable behaviour will be removed from the session and reported to the behaviour team, who will then contact home.
- Please remember to use the chat function appropriately – any misuse will be reported to the behaviour team, who will then contact home.
- No other members of your household should be visible during the session or should attempt to speak to Teachers or Students in the session.

## **During the Session**

- As per school rules all mobile phones or other devices that might cause a distraction should be turned off.
- During the session please use “the hands up” icon and wait for your teacher to respond.
- Any comments in the chat box should be ‘professional’, so no slang terms please!

# How to hand in your work

The screenshot shows the Microsoft Teams interface for a team named 'test class'. The main channel is 'General'. There are two assignment posts visible:

- Assignment 1:** Titled 'future assignment links', due on Jan 13. It includes a 'View assignment' button.
- Assignment 2:** Titled 'test powerpoint voice over', due on Jan 14. It includes a 'View assignment' button. A red arrow points from a text box to this button.

Both assignment posts have a notification that says 'Assignment due date has been changed.' There are also 'Reply' buttons for each post. The interface includes a search bar at the top, a left-hand navigation pane with 'All teams', 'test class', and 'General' channels, and a bottom taskbar with various application icons. The system tray shows the time as 14:35 on 15/01/2021.

On your Post channel  
Click on the Assignment you  
want to work on or submit work  
to

# How to hand in your work

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with 'All teams', 'test class', and 'General' channels. The main area displays an assignment titled 'test powerpoint voice over' with a due date of 'yesterday at 23:59' and 'Closes today at 23:59'. Under 'Reference materials', there is a file 'Presentation1.pptx'. Under 'My work', there is an 'Add work' button. Two blue callout boxes with red arrows provide instructions: one points to the 'Presentation1.pptx' file, and the other points to the 'Add work' button.

If you want to work on the document already there and the teacher has let you edit it, click on it and complete your work

If you want to attach some work you have done, any file format should be fine, click on the Add work

# How to hand in your work

The image shows a OneDrive web interface on the left and a Windows File Explorer 'Open' dialog box overlaid on the right. The OneDrive interface includes a sidebar with 'OneDrive', 'New file', 'Link', and 'Teams' options, and a main area with an 'Upload from this device' button. The 'Open' dialog box shows the user's file system, with a red arrow pointing from the 'Upload from this device' button to the dialog. Another red arrow points from the 'Open' dialog to a callout box. A third red arrow points from the 'Attach' button in the OneDrive interface to another callout box. The callout boxes contain the following text:

- Then upload from this device
- And then find your work and open
- Then attach

# How to hand in your work

Finally hand you work in



Returned Wed, 13 Jan, 20:15 ←

Hand in late

< Back

## test powerpoint voice over

Due yesterday at 23:59 • Closes today at 23:59

Instructions

None

Reference materials



Presentation1.pptx



My work



Document.docx



Add work

Points

No points