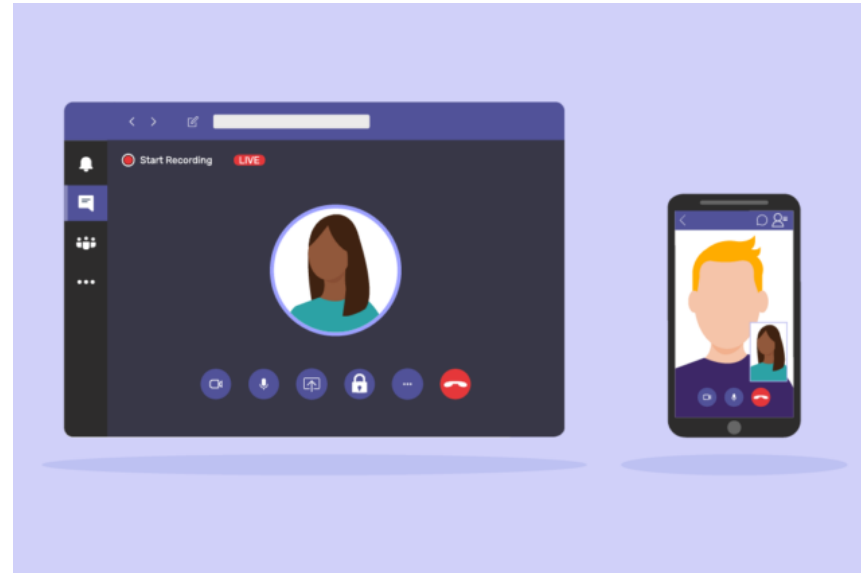




Ark John Keats
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Remote learning on Microsoft Teams



Go to www.office.com and click sign in.

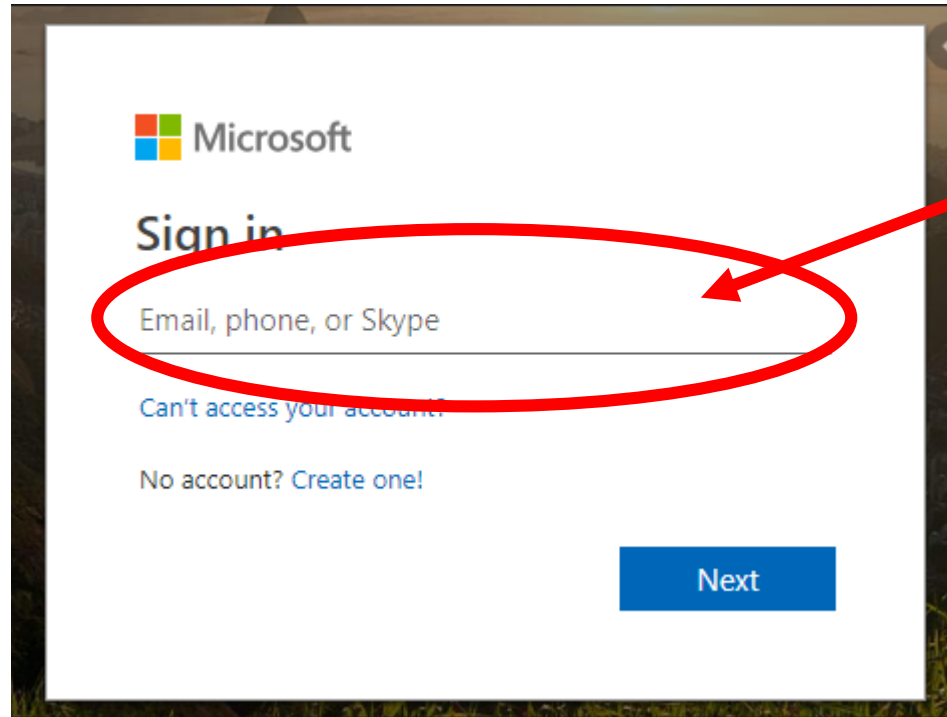


A screenshot of the Microsoft Office website homepage. The browser address bar shows 'https://www.office.com'. A cookie consent banner is visible. The navigation menu includes 'Microsoft', 'Office', 'Products', 'Resources', 'Templates', 'Support', 'My account', and a 'Buy now' button. A blue banner reads 'Remote Learning in education. Learn more >'. The main content area features a dark background with the text 'Welcome to Office' and 'Your place to create, communicate, collaborate, and get great work done.' Below this are two buttons: 'Sign in' (highlighted with a red circle) and 'Get Office'. At the bottom, it says 'Sign up for the free version of Office >'. To the right is a photograph of a man sitting on a grey sofa, working on a laptop.



Your school e-mail address will be like this:

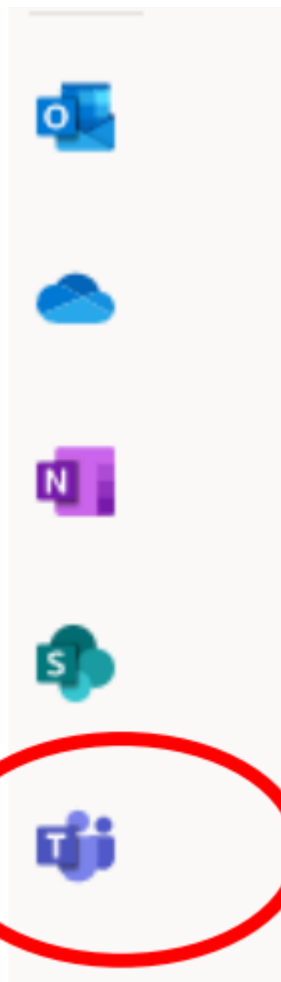
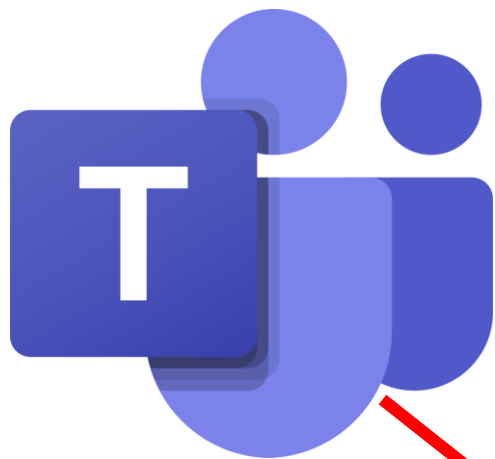
2025j.bloggs@arkjohnkeatsacademy.org



Sign in with your school e-mail here.



Select the Teams icon from the apps list to take you to the Microsoft Teams.



Microsoft Teams

Download the Teams desktop app and stay better connected.

Get the Windows app

Use the web instead

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A speaker icon is located in the bottom right corner of the page.

You can choose to download the Teams app for your computer, or you can use the web version.



Microsoft Teams

An illustration showing a woman in a blue top and beige skirt standing on the left with a laptop. On the right, a man in a red shirt is sitting on the floor with a laptop. A large, semi-transparent Teams interface is overlaid in the center, showing a list of contacts on the left, a chat window in the middle, and a video call window on the right.

Download the Teams desktop app and stay better connected.

[Get the Windows app](#)

Use the web version instead

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Select 'Teams' in the toolbar on the left to see all of your class teams.



A screenshot of the Microsoft Teams application interface. On the left is a dark blue vertical toolbar with icons for Activity, Teams, Assignments, Calendar, Calls, and Files. The 'Teams' icon is circled in red with an arrow pointing to it. The main area is titled 'Teams' and contains a section 'Your teams' with five team cards: '11S French', 'Year 13', 'Year 10 Isolation class', 'Year 9 Isolation class', and '11Z French'. The 'Year 9 Isolation class' card is circled in red with an arrow pointing to it from the text 'Example class' on the right. Below the 'Your teams' section is a 'Hidden teams' section which is currently empty.

Example class



In your class team you can communicate with your teacher and see when your lessons are scheduled. Your teacher can see everything you do here so make sure your language is formal.



A screenshot of the Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main area shows a team named '11S French' with a 'General' channel selected. The channel header includes a 'Posts' tab and a red circle around the '4 more' dropdown arrow. A 'Set up Class Notebook' button is visible. The chat history shows a message from Katie Marshall dated December 16, 2020, at 8:30 AM, which says 'Bonjour 11S!' and 'Hello 11S and welcome to our French Teams Class. I will use this space to post any work that you might need along with any important messages.' Below this is a 'See more' link and a 'Reply' button. A second message from Katie Marshall at 4:31 PM says 'Click here for your Friday French lesson.' and includes a calendar card for '11S French' which 'Occurs every Friday @10:50 AM'. A 'Reply' button is also present for this message. At the bottom of the chat area is a 'New conversation' button.



Your teacher will save any resources in the files section.



The screenshot shows a classroom interface with a navigation bar at the top. The 'Files' tab is highlighted with a red circle. Below the navigation bar, there are several action buttons: '+ New', 'Upload', 'Sync', 'Copy link', 'Download', and 'Add cloud storage'. The main content area is titled 'General' and contains a table with columns for 'Name', 'Modified', and 'Modified By'. A folder named 'Class Materials' is listed in the table.

	Name	Modified	Modified By
	Class Materials	...	Katie Marshall



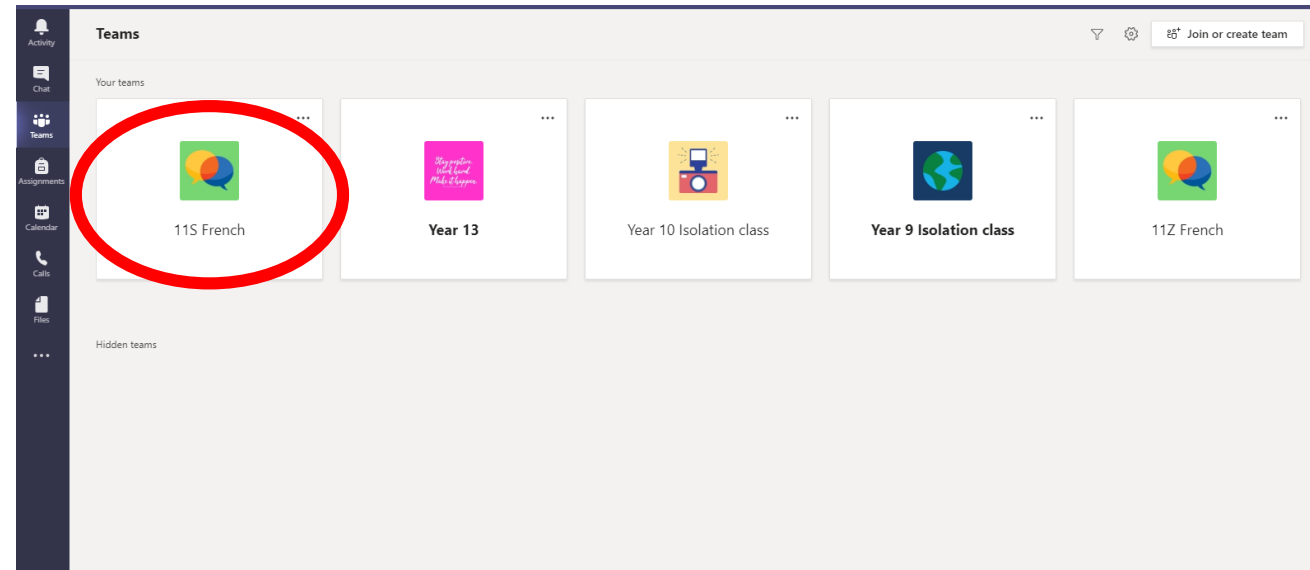
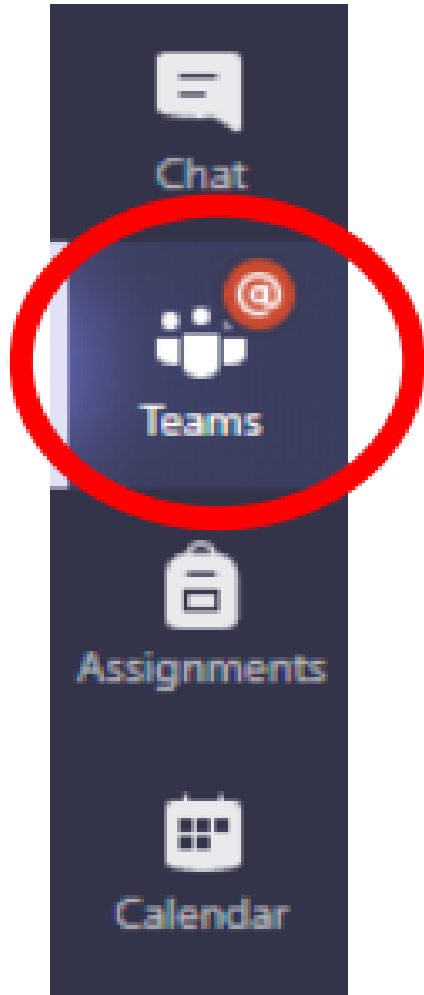
The work your teacher sets for you will all be saved in assignments.



A screenshot of a classroom management interface. At the top, there is a navigation bar with several tabs: 'General' (with a camera icon), 'Posts', 'Files', 'Class Notebook', 'Assignments' (highlighted with a red circle and a blue underline), and 'Grades' (with a plus sign). Below the navigation bar, there is a section for 'All categories' with a dropdown arrow. Underneath, there are two main categories: 'Drafts' and 'Assigned'. Below 'Assigned', there is a link for 'Load previous'. Two assignment cards are visible: the first is 'Y10 Remote French Lesson 1: Films - English to French' with a due date of 'December 9, 2020 1:30 PM'; the second is 'Y10 Remote lesson 2: TV - French to English' with a due date of 'December 10, 2020 3:15 PM'.



To join a lesson click Teams on the toolbar on the left-hand side. Then select your class group.



To join a lesson click Teams on the toolbar on the left-hand side. Then select your class group.



A screenshot of the Microsoft Teams interface. On the left is a dark blue sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area shows a team named '11S French' with a 'General' channel. A message from Katie Marshall, dated December 16, 2020, at 4:31 PM, says 'Click here for your Friday French lesson.' Below the text is a blue calendar icon and a card for '11S French' which says 'Occurs every Friday @10:50 AM'. This entire message and card area is circled in red. At the bottom of the main area is a 'New conversation' button.



You can see when your teacher has started the lesson and click join to attend.



A screenshot of a Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area shows a chat window for the '11S French' team, with the 'General' channel selected. The chat content includes a 'Meeting now' notification with a 'Join' button, a message from 'Katie Marshall' at 4:31 PM saying 'Click here for your Friday French lesson.', and a calendar event for '11S French' occurring every Friday at 10:50 AM. A red oval highlights the 'Meeting now' notification and the 'Join' button.



More information about remote learning can be found in the remote learning section on our website:

<https://arkjohnkeats.org/secondary/accessing-remote-learning>



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Accessing Remote Learning

Dear Parent and Pupil

As you know the government has announced that schools will be shut for all pupils except vulnerable children and the children of keyworkers. All learning will be remote until the start of next term. We are committed to providing your child with an education as close as possible to that they would normally have in school.

As in Ms Facer's letter to make life easy for families at home we have moved to one simple timetable for all pupils.

Mon - Thurs	ALL		Fri	ALL
8:25 - 8.30	HOY line up		8:25 - 8.30	HOY line up
8:30 - 8:45	Tutor check-in		8:30 - 8:45	Tutor check-in
8:45 - 9:40	P1		8:45 - 9:40	P1

