

## Year 5 and 6 parental guidelines for using Microsoft Sway

Welcome to online home learning for pupils at The Victory. Now that many of our pupils are isolating and we are abiding by the Government's requests to stay at home, we have looked at how we can continue to support your child with not only their academic learning, but their social and emotional development at this time.

This document will go through some key messages and tips for the following:

- How to login into Microsoft Office
- How to access Microsoft Sway and your child's work
- How to save your child's work and send it to your child's teacher
- Any other key messages

### How to login into Microsoft Office?

By now, your child should have access to Microsoft Office 365 with a login given by the school. To use Office 365 you will need to go to Microsoft Office 365 (google Microsoft Office 365) and click the option to sign in.

[www.office.com](http://www.office.com) ▼

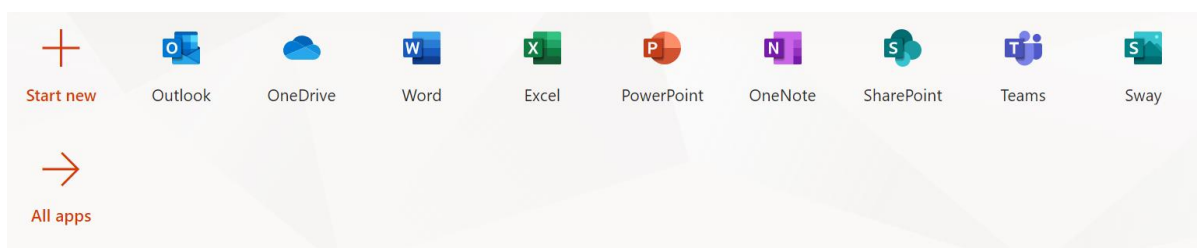
### Office 365 Login | Microsoft Office ✓

Collaborate for free with online versions of **Microsoft** Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...

Your child's email looks like the following:

- [firstname.surname@children.thevictoryprimary.co.uk](mailto:firstname.surname@children.thevictoryprimary.co.uk)  
(Example john.smith@children.thevictoryprimaru.sch.uk)
- Their password will be the same as the one they use to login into a laptop at school.

This will give you access to all the apps which come under Microsoft Office 365 such as Microsoft Word, Microsoft PowerPoint and many others.



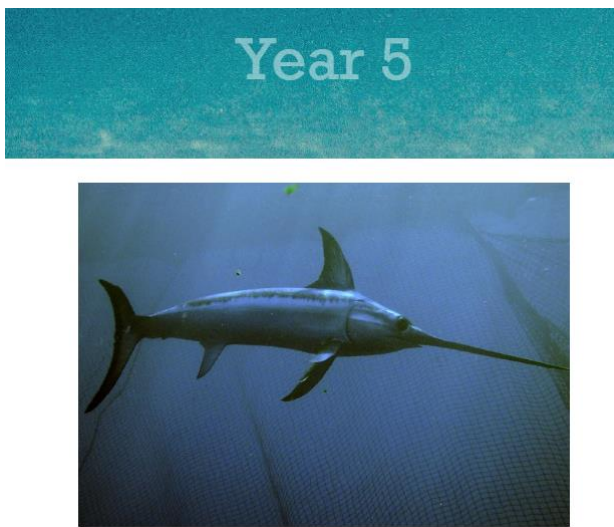
### Where will you be able to find your child's work?

On The Victory's website, you will find a Home Learning section. Clicking this link will send you to the correct place to find the work for your child. From there you will need to go to the correct year group for your child.



EYFS	Year 1	Year 2	Year 3
Year 4	Year 5	Year 6	Rainbow Fish

Following these links will eventually take you to a website for your child's year group. Below is an example of Year 5's E-learning page (the school are using a programme called Microsoft Sway for your child's learning).



Here you will find all the work for your child including a suggested timetable, key messages, links and resources for each subject. Each year group has created a clear website which explains clearly what to do and how to do it.

Work for will be uploaded weekly for the future week and subsequent learning. At the start of each week, the learning for that week can be accessed by following the Home learning section on the school's website.

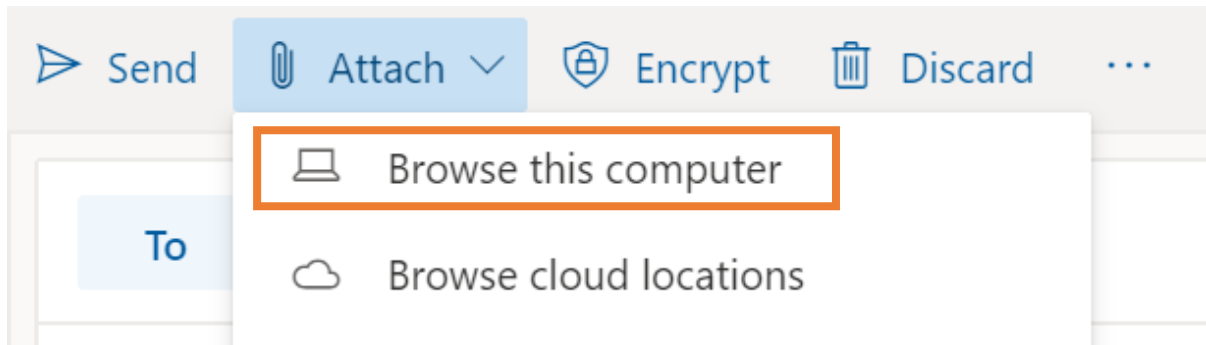
#### How to save your child's work and send it to the teacher?

There are many ways and functions for your child to complete and submit their work however for now we are asking them to use these options below. It is not expected for your child to send their work to their teacher, however the teachers are more than happy to answer any questions and support your child's learning where they can. Work will not be marked however where possible, answers will be shared to allow your child to self assess their own learning and use the reflective skills we've developed in class.

#### **Option 1: Completing Offline**

- ✓ Viewing the work online
- ✓ Write the answers on paper

- ✓ Photograph the answers and share with your child's class teacher by email



#### Option 2: Completing and Submitting by Email

- ✓ Children can send their answers by writing an email to their class teacher

#### Option 3: Completing Online

- ✓ If your child has access to Word or the One Drive Apps, they can complete their work online and then share directly with their teacher (more guides for this option will be created soon).

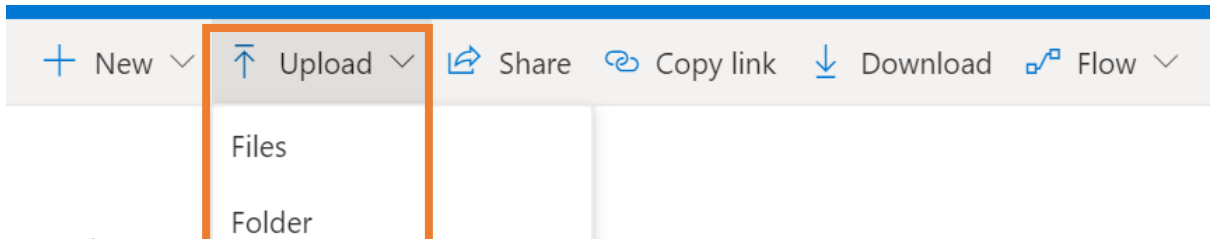
#### Option 4: Saving it to your year group's One Drive

- ✓ Some year groups have chosen to put a link to a folder to a one drive where the children can upload their work. It has been made clear by your child's teacher if this is an option and clear explanations have been given to do this.

#### How to upload a file to a folder using One Drive?

If you child has been given the option to save to a specific folder in a One Drive created by the class teacher then the following is how you achieve this.

1. Click the link on your child's year group website.
2. You will be directed and taken to where you will need to save your child's work. Other instructions may have been given by the teacher about where to specifically save the work. Make sure you have logged in either with your child's login (Year 5 and 6) or your own email address.
3. You will be given an option at the top of the screen to "Upload" and you will need to click this option followed by clicking the word "Files".



4. After completing the following step, you will need to select your file from wherever it has been saved on your device.
5. Make sure that you have saved your file with a clear name and the name of your child
  - Jack Smith Monday fraction sheet

If you have any problems or questions about your child's work please contact your child's teacher via email or any of the following email addresses:

Mr Bailey (computing curriculum lead) – [lbailey@thevictory.portsmouth.sch.uk](mailto:lbailey@thevictory.portsmouth.sch.uk)

Mrs Jones - [kjones@thevictory.portsmouth.sch.uk](mailto:kjones@thevictory.portsmouth.sch.uk)