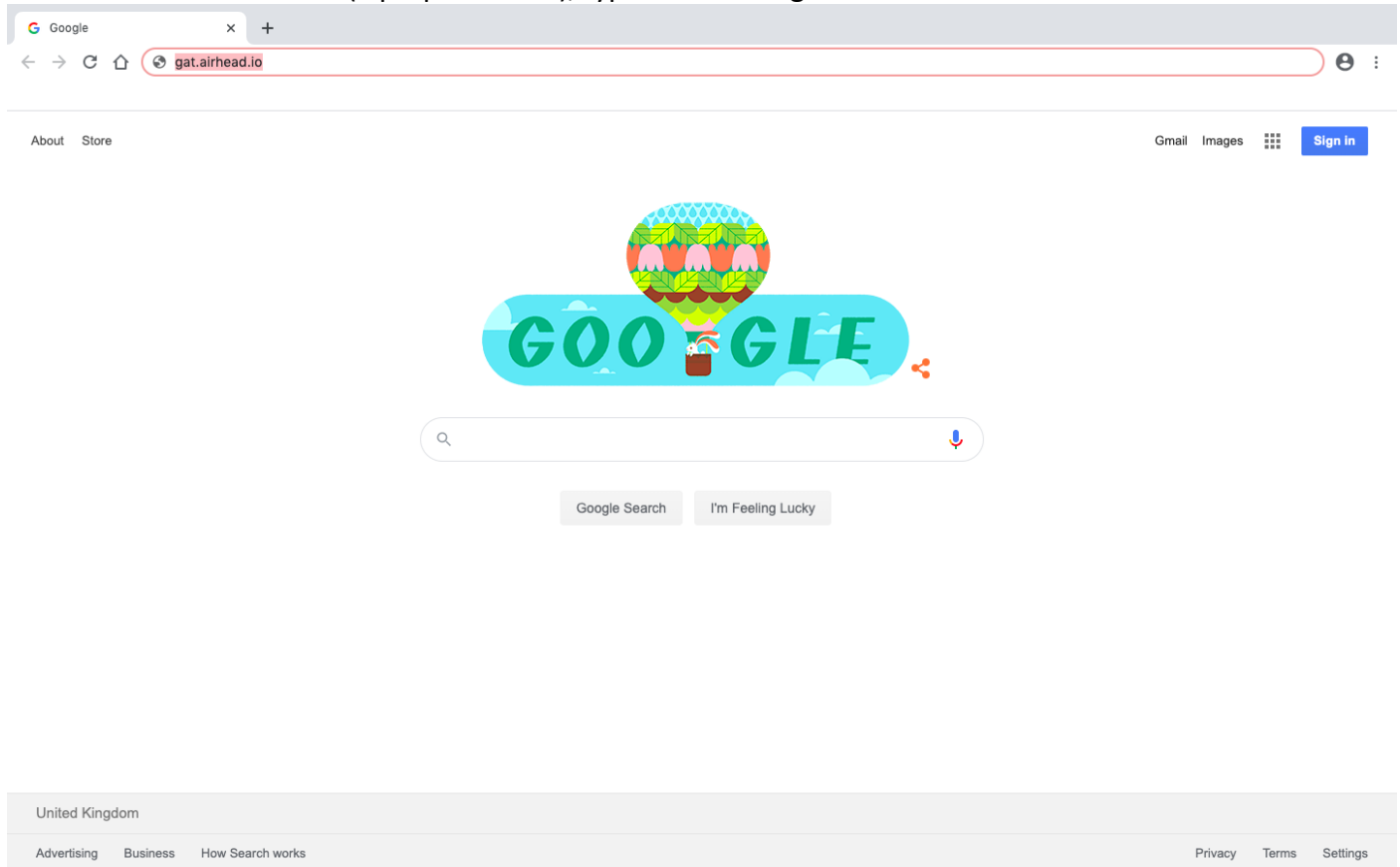


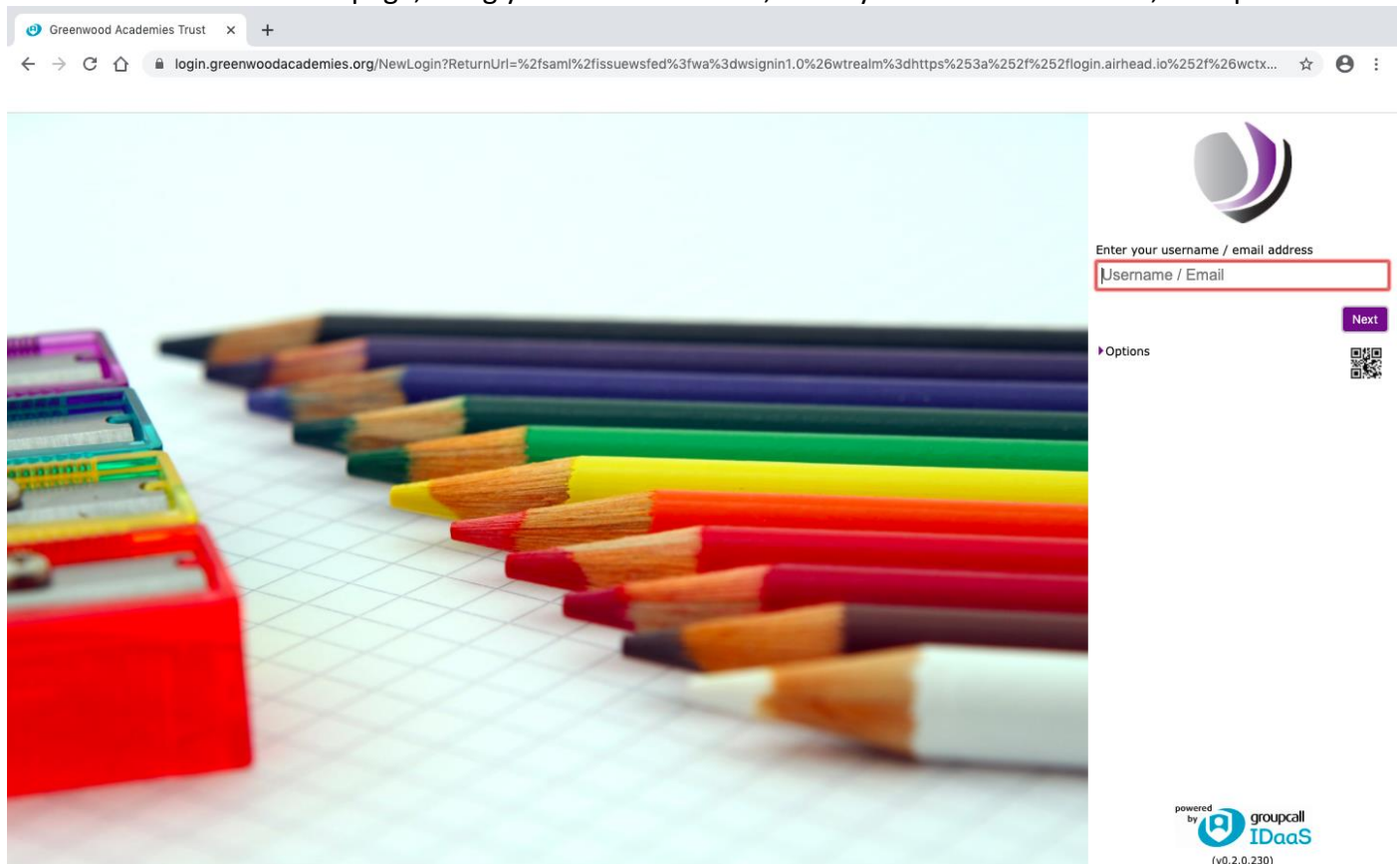
# Accessing Home Learning

We are using Microsoft Teams for our home learning. This is a step by step guide on how to access it.

1. On a web browser (laptop or tablet), type and enter: gat.airhead.io





2. You'll arrive at this page, using your username card, enter your full email address, then press next.



3. You'll then be prompted to enter your password, type it in and press login.

Greenwood Academies Trust x +

login.greenwoodacademies.org/NewLogin?ReturnUrl=%2fsaml%2fissuewsfed%3fwa%3dwsignin1.0%26wtrealm%3dhttps%253a%252f%252flogin.airhead.io%252f%26wctx...



tbrocklebank@mablethorpeprimaryacade

Please enter your password

Password

Forgot Password Cancel Login


Options

powered by groupcall IDaaS (v0.2.0.230)

4. You'll then be asked to enter your details again.

Sign In x +

sts.greenwoodacademies.org/adfs/ls/?client-request-id=6ef92baa-8103-456c-9d61-8195cf9dca47&username=&wa=wsignin1.0&wtrealm=urn%3afederation%3aMicrosoft...



## Greenwood Academies Trust

Sign in with your organizational account

tbrocklebank@mablethorpeprimaryacademy.org

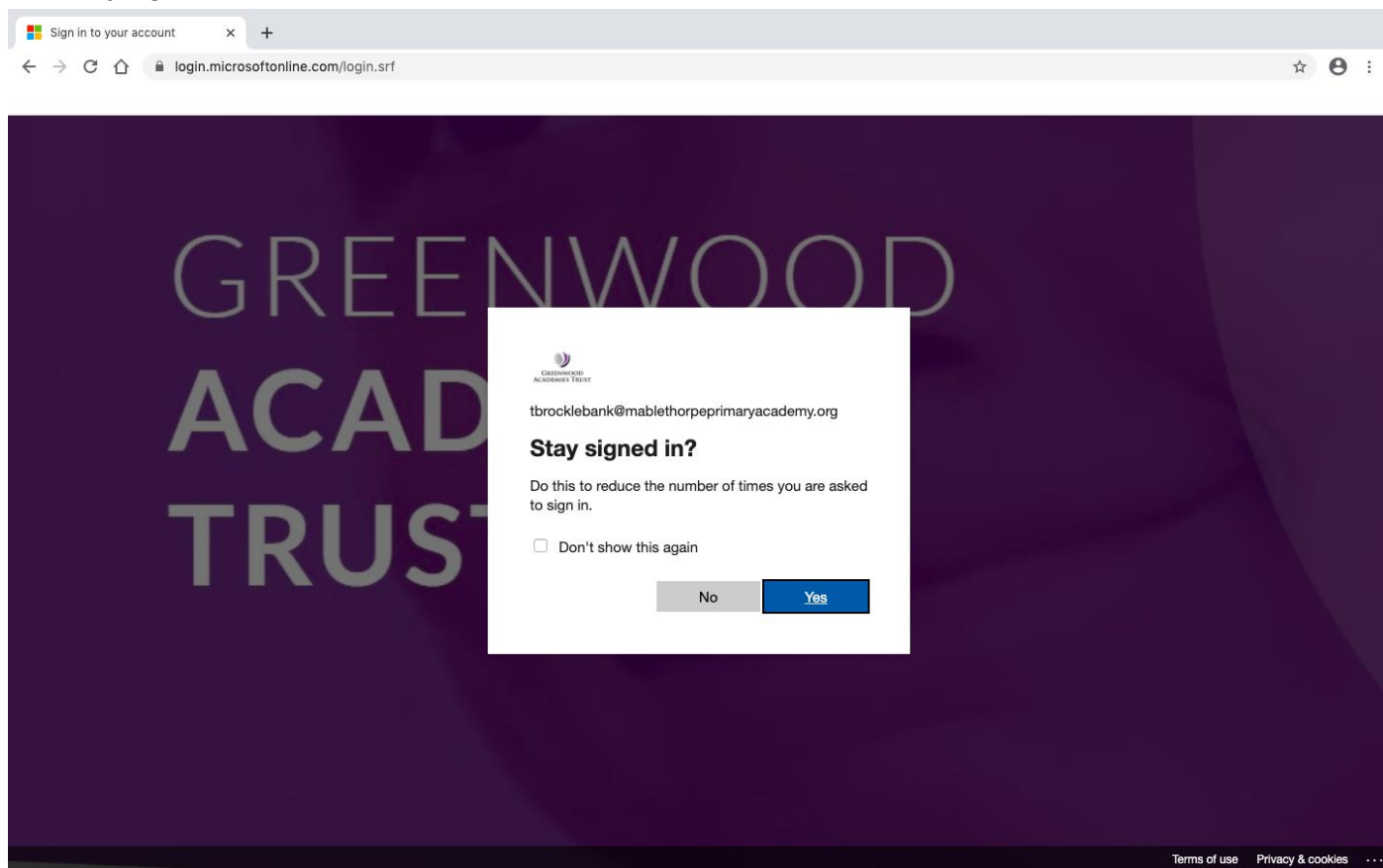
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Sign in

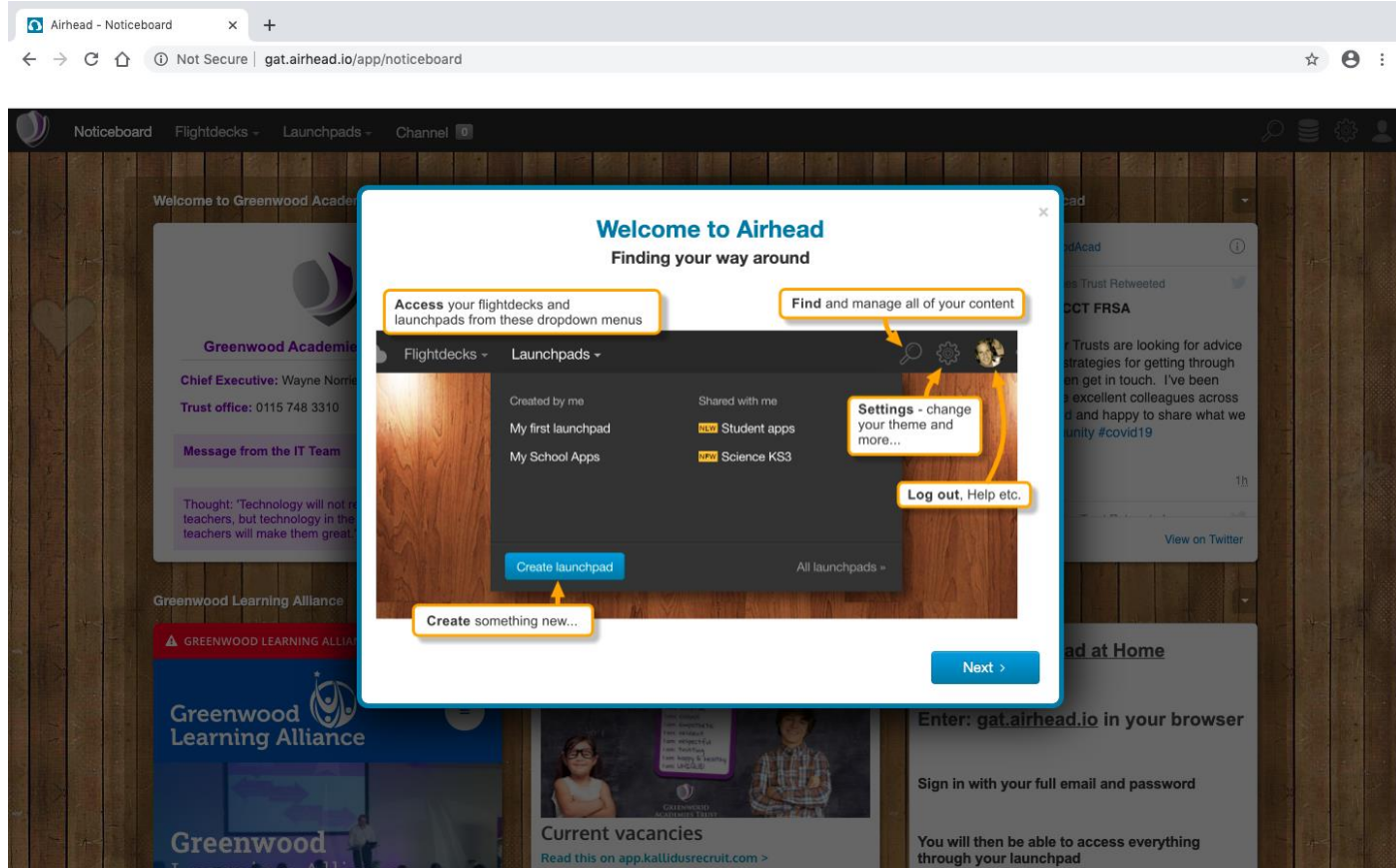
[Sign in using an X.509 certificate](#)

© 2016 Microsoft

5. You'll be asked if you'd like to stay signed in, this will mean you'll be able to log on quicker next time.



6. Click through the help stuff...





7. This is the Airhead home page, it has announcements and updates from the GAT Twitter feed. Hover over 'Launchpad' at the top near the left.

The screenshot shows the Airhead home page. The top navigation bar includes 'Noticeboard', 'Flightdecks', 'Launchpads', and 'Channel'. The main content area is divided into several sections:

- Welcome to Greenwood Academies Trust Portal:** Features the Greenwood Academies Trust logo, contact information (Chief Executive: Wayne Norrie, Trust office: 0115 748 3310), a message from the IT Team, and a quote: "Thought: 'Technology will not replace good teachers, but technology in the hands of good teachers will make them great.'"
- Tweets by @GAT\_ITTeam:** Displays a tweet from Greenwood Academies IT Retweeted, mentioning Newark Hill Academy and a child's learning experience.
- Tweets by GreenwoodAcad:** Displays a tweet from Tom Campbell FCCT FRSA, discussing advice for Principals or Trusts.
- Greenwood Learning Alliance:** Features a banner with the Greenwood Learning Alliance logo and a menu icon.
- Current Vacancies:** Displays a KallidusRecruit advertisement for current vacancies.
- Note:** A section titled "Getting on Airhead at Home" with instructions on how to access the platform.

8. Then in the 'Shared with me' section, click on 'Computing for Students'.

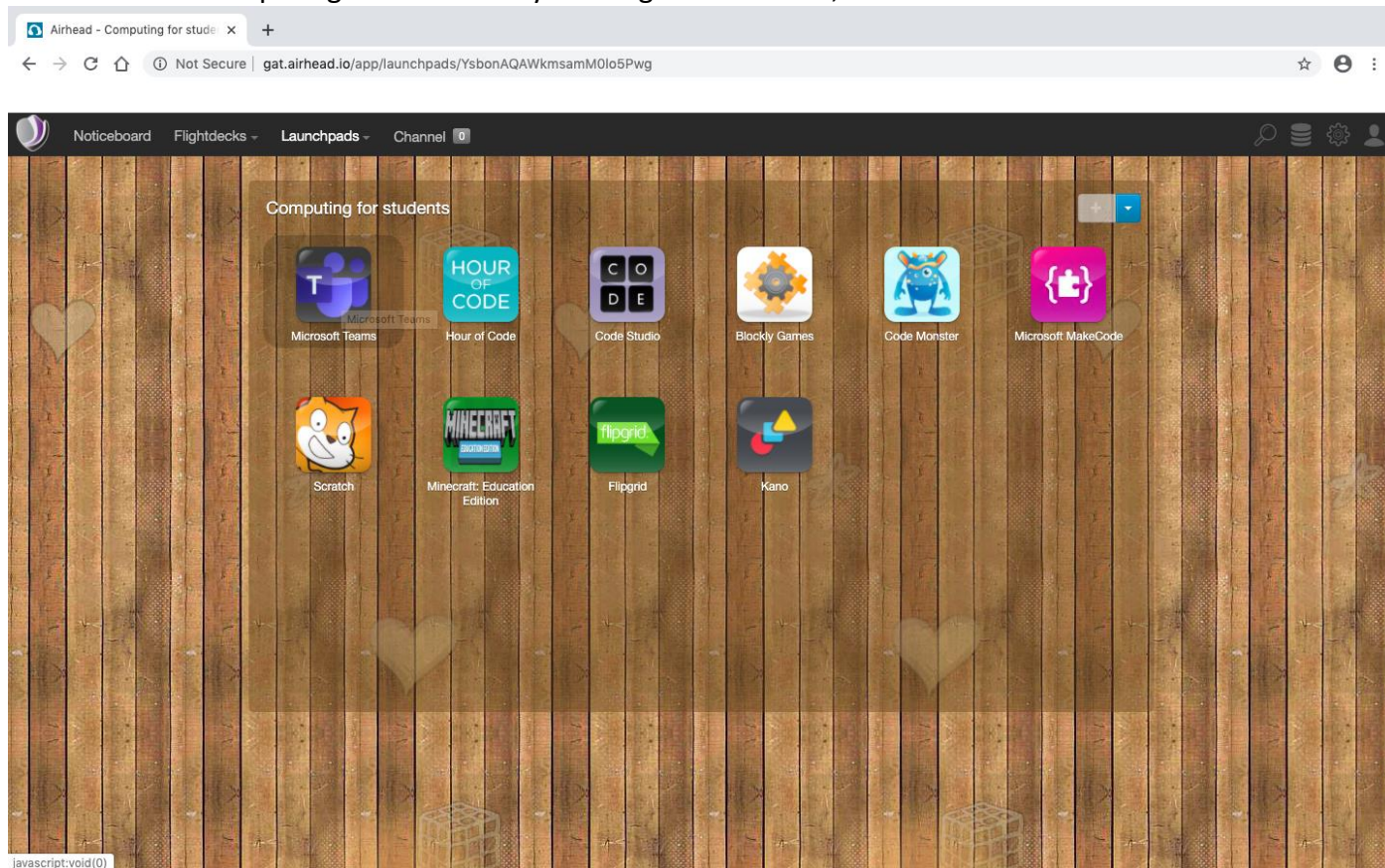
The screenshot shows the Airhead home page with the 'Shared with me' overlay visible. The overlay displays a list of items:

- Created by me: Here's an example of a L...
- Added by me: (empty)
- Shared with me:
  - Computing for students (highlighted)
  - Global Warming
  - Year 1 Launchpad 2019

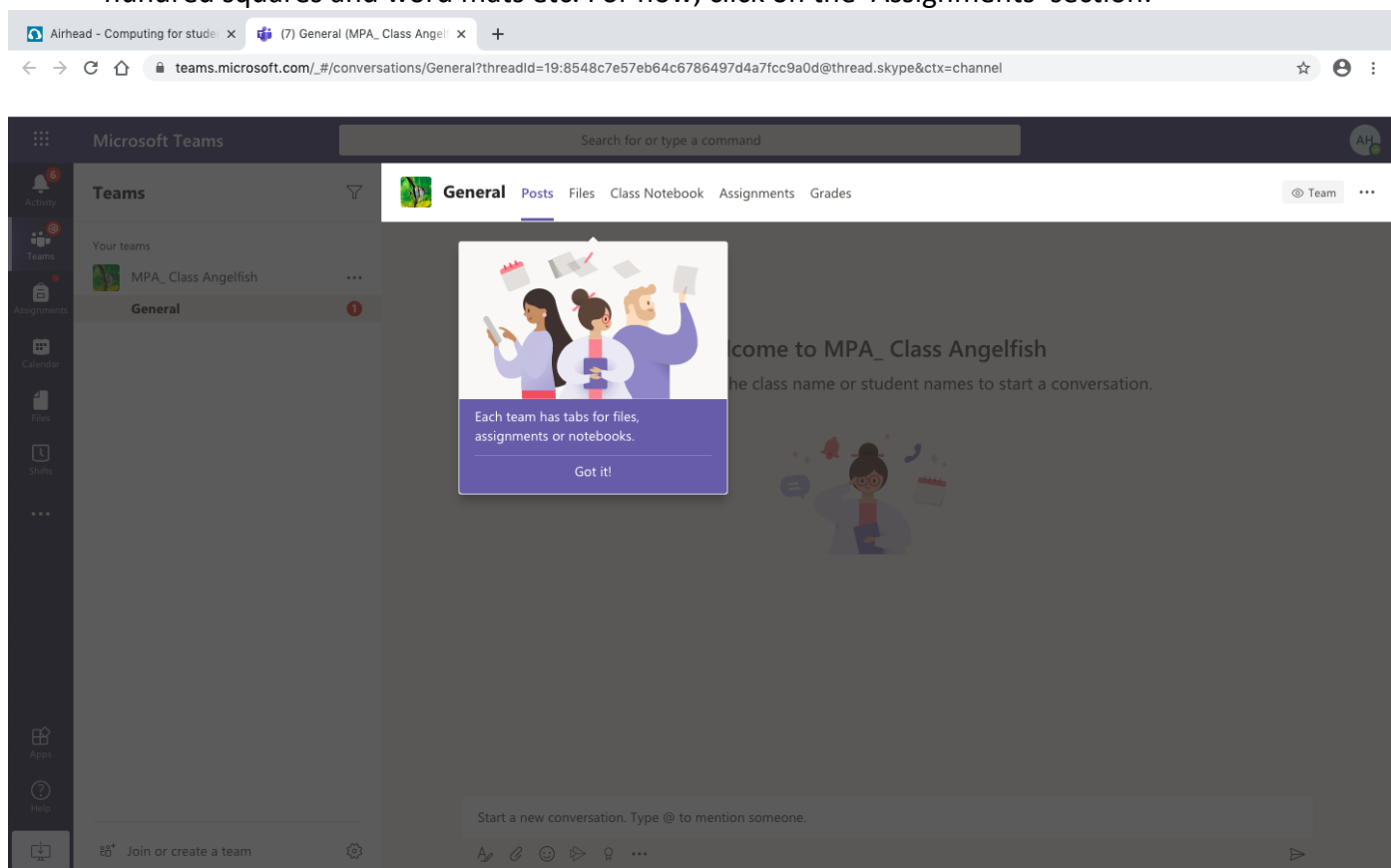
The background content is the same as the previous screenshot, showing the Airhead home page with various sections and a top navigation bar.



9. This is the 'Computing for Students' Launchpad which has links to Microsoft Teams, the rest are links to computing activities that you can go on. For now, click on the Microsoft Teams link.



10. You should be taken to your class section, click through all the help stuff again. The 'Posts' section is somewhere to chat with your class mates and teacher. Any inappropriate comments will be deleted and you could be banned from posting messages. Please use this section to ask for help and ideas with home learning. The 'Class Notebook' is a section for your teacher to put resources like hundred squares and word mats etc. For now, click on the 'Assignments' section.



11. Here will be any work that your teacher has set, here you can check the due dates. Choose an assignment and click on it.

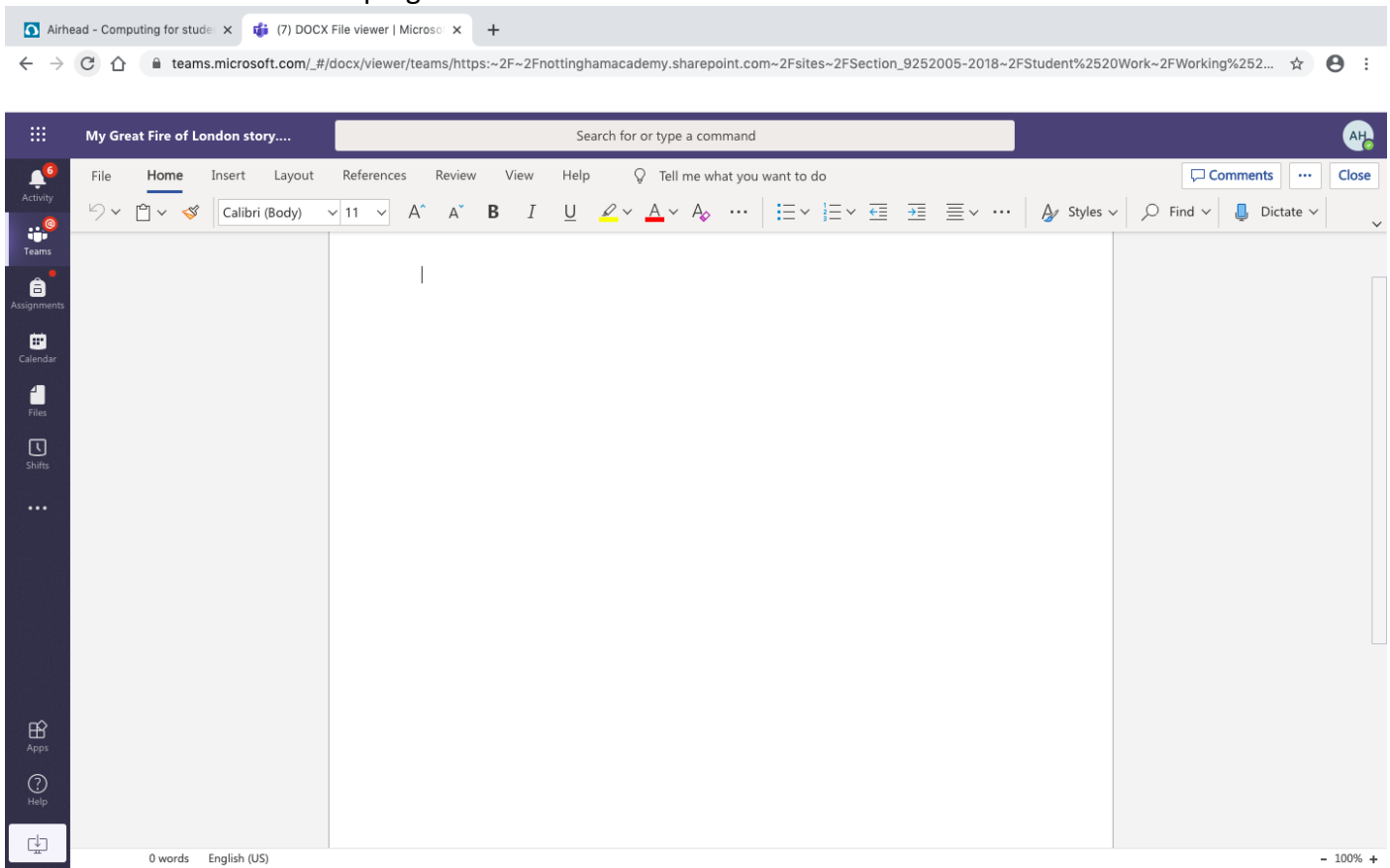
The screenshot shows the Microsoft Teams web interface. On the left, the 'MPA\_Class Angelfish' team is selected, with the 'General' channel active. The top navigation bar includes 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is highlighted, displaying a list of assignments under the 'Upcoming' section. One assignment is listed: '30Mar20 - L.O. To write using capital letters and full stops.' with a due date of 'Due 3 April 2020 23:59' and '12 points' possible. The 'Completed' section is currently empty.

12. You will see the title of the assignment, any instructions from your teacher, due date, points (if your teacher has chosen to offer them), and a section labelled 'My Work'.

- If your teacher has given you a document to complete your work on, click on that.
- If they haven't, you can click '+ Add work' to attach anything such as photos of work if the work is practical or if you have hand written your work.

This screenshot shows the detailed view of the assignment '30Mar20 - L.O. To write using capital letters and full stops.' The page layout includes a 'Back' button, a 'Hand in' button, and the assignment title. Below the title, the due date 'Due 3 April 2020 23:59' and 'Points 12 points possible' are shown. The 'Instructions' section reads: 'Can you write a story about the Great Fire of London? You could pretend you are the main character of the story, like Toby in our book, or it could be about someone else. Remember to start your sentences with capital letters and end them with full stops!'. Below this, a note states: 'You'll get two points for each sentence, one for a capital letter and one for a full stop. So with twelve points on offer, I'd love it if you could try to write six sentences, but don't worry if you can't!'. The 'My work' section contains a document titled 'My Great Fire of London story.docx' and a '+ Add work' link.

13. If you've been given a Word document and you click on it, this will open up an editable document where you can type your work. You don't need to save it as it's Word Online, so it is saved automatically as you type. Once you've finished or if you'd like to leave it and come back to it later, click 'Close' in the top right corner.



14. This will take you back to the assignment page. If you've not finished the work and you'd like to come back to edit or add more, you can exit Teams. If you're happy that you've completed the work fully, click 'Hand in' in the top right corner.

