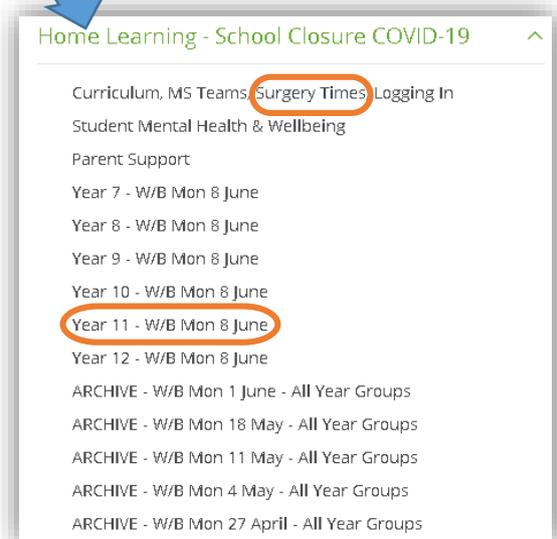


10 steps to make the most of MS Teams

A short guide for Enfield County students and parents

1. At the start of the week, check the **week-by-week overview** on the [school website](#), make a note of the work to complete and start planning your week in study slots of 1 to 2 hours for each subject. To access the week-by-week overview, click on **Home Learning – School Closure COVID-19**, then select your **Year Group** in the drop-down menu.
2. On the [school website](#), in the **Home Learning – School Closure COVID-19** section, check your **subject ‘surgery’ time slots**: each subject will have a weekly slot when students can ask questions, seek clarification or simply ask for some help with their work. Please attend these ‘surgeries’ – they are important points of contact with your subject specialists.
3. Keep an eye on your **MS Teams notifications** (popping up on your phone or in ‘Activity’ on the left-hand side when you log into MS Teams). They tell you about messages posted and assignments set by your teachers.
4. In your planner, make a note of the **assignments** you need to complete for the week and try and keep to the deadlines (but do not worry too much if you miss a deadline: late submissions are allowed). **Ensure you have studied the material carefully before attempting any assignment!** The lesson can be ‘live’ or pre-recorded, but it can also be a PPT presentation (with or without narrations), a list of readings, a Word Document with a detailed set of instructions, etc.
5. When studying at home, alternate the subjects you enjoy the most with the ones you enjoy the least. **Do not leave out any subjects**, especially if you are going to continue with them next academic year!
6. **CAREFULLY READ AND LISTEN TO ASSIGNMENT INSTRUCTIONS!** Your teachers will be telling you how to complete each assignment, so you need to pay meticulous attention to their explanations. They may also tell you which format they want your assignments to be submitted as: Word Doc, PPT, ‘form’ to fill in, quiz, etc.
7. You will want to complete some of the work in your exercise book. If this is the case, you can take a **picture or a screenshot** of your work, upload the picture by selecting ‘Upload from this device’, and click ‘hand in’ to submit your work.
8. Always **check** afterwards that your assignment has been uploaded and sent properly. Your teachers will not be able to feedback to you if they can’t see your work on their screens!
9. If you are looking for **extra support**, for example if you find the work confusing or difficult, please ask the relevant subject teacher for some help by posting your question during the **subject ‘surgery’ time slots**. The teacher will then get back to you and help you.
10. If you are looking for some **extension work**, you can request this during the **subject ‘surgery’ time slots**. The teacher will get back to you and provide more challenging tasks. Remember also that the [school website](#) has a section in **Home Learning – School Closure COVID-19** called **Year Group Website Resources** where you can get access to subject-specific websites hand-picked by your teachers!



REMINDER: if you have any difficulties logging in, or handing in work via this platform, please use this email: teams@enfieldcs.enfield.sch.uk and a member of our IT support will help you out.

Please go to **Whole School – Student** on MS Teams to find a range of handy ‘How to...’ videos to help you with all sorts of issues with MS teams!

