



**Helpful tips and user  
guide for:**

**Airhead**

**&**

**Microsoft Teams**

**Sept 2020 –**

**July 2021**

## Airhead

**PLEASE USE THE SAME USERNAME AND PASSWORD COMBINATION FOR ALL STEPS OF THE LOGIN PROCESS AND ACCESSING MICROSOFT TEAMS.**

### Access to Airhead

#### NOTE:

Your child logs into Airhead at school within I.C.T lessons so are familiar with Airhead. Their username and password is the same as the one they use to access the computers at school except for the addition of @danesholmejunioracademy.org added to the end of their username letters/number combination.

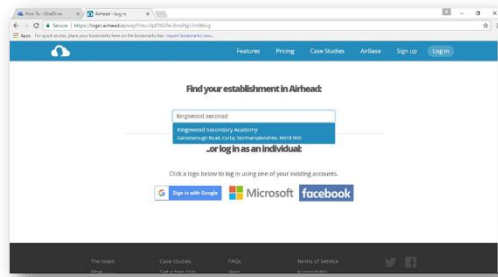
Greenwood Academies Trust use Microsoft Office 365 and a platform called 'Airhead' to access documents, emails and websites via 'launchpads'. All children can create their own personal Launchpad as well as access shared launchpads created by their teacher. All children log in to their 'Airhead' with individual usernames and passwords. They can then access their documents which are stored in a cloud-based OneDrive account which means they have access from any internet-enabled device any time of the day.

#### To access Airhead from a non-Trust device;

Firstly, open up a web browser, Internet Explorer or Google Chrome, enter "**airhead.io**" into the address bar and the page below will load.



Click on **login** at the top right of the page, this will load the page below. **Select your academy**. Use the text box to enter the name of the academy, you should see suggestions pop up. Select your academy and the page will automatically load the Academies page.



**NOTE:**

If the above is not working for you, type URL: <https://gat.airhead.io> into your web browser.

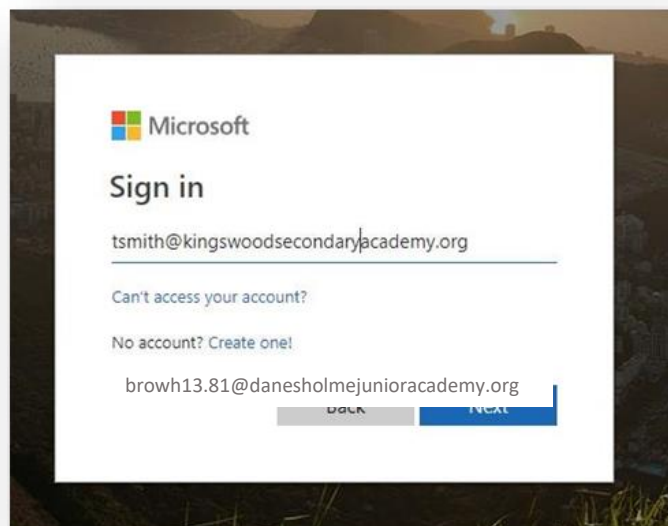
### **USERNAME & PASSWORD**

The children will then be taken to the sign in page, where the academy username will need to be entered.

**The username is made up of:**

- the first 4 letters of the surname
- first letter of the first name
- **FOLLOWED BY**
- 17.81 (Year 3)
- 16.81 (Year 4)
- 15.81 (Year 5)
- 14.81 (Year 6)
- **THEN ADD**
- @danesholmejunioracademy.org

**PASSWORD – Junior19**



**Click SIGN IN**

Once signed in the airhead homepage should look exactly as it looks at school. From here you can access anything that you would normally access when at the academy.

**It must be noted that the children's school email account is for school use only and not to be used for personal messages to be sent outside school.**

## **Airhead – Access and Frequently asked questions**

### **Logging in to Airhead**

**This is the same email and password combination your child uses to access the computers at school in I.C.T.**

The username is made up of; the first 4 letters of the surname, first letter of the first name followed by 17.81 (Y3), 16.81 (Y4), 15.81 (Y5) and 14.81 (Y6) and because it is a non-trust device this will need to be followed by @danesholmejunioracademy.org

You will then be prompted for the password Junior19. Once you have entered the password click "sign in"

**You will need to use this username and password combination at all stages of the log in process.**

### **Frequently asked questions regarding Airhead logging in**

- The password is a capital J and no space between Junior and 19 – Junior19
- If you are using the same device to log in two different accounts, you will have to fully log out of one account to access the other.
- If you have logged in for one Academy (e.g. Infant Academy), this may pre fill the Academy selection and email address. Make sure you have selected the correct Academy for your child.
- The "Access to Airhead" guide is available on our website under Pupils/Home Learning Zone
  - Please use Google Chrome to access Airhead

- If you are still struggling to access Airhead, please try typing **gat.airhead.io** into Google and follow the steps as usual
- if you are working on a PC, have one child use Airhead in Google Chrome and the other use it in Internet Explorer. The two different browsers have their own directories for cookies and stored logins that do not connect to each other.

### Airhead layout and Launchpad

When you 1<sup>st</sup> login to Airhead, you will be presented with your child's own personal Airhead page. This is where your child has placed the websites/programmes that they use within school I.C.T lessons.

*The below is an example of a pupils Airhead Launchpad – the layout will differ per pupil as this is unique to your child.*



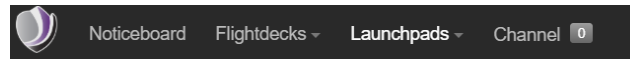
Lauchpads – on a mobile device (phone/tablet) is in the 3 lines at the top.

## Lauchpads

On the top, black bar of the screen, you will see **Launchpads**.

*The way they are viewed can differ depending on the device you are using*

*(see red arrows above and below)*

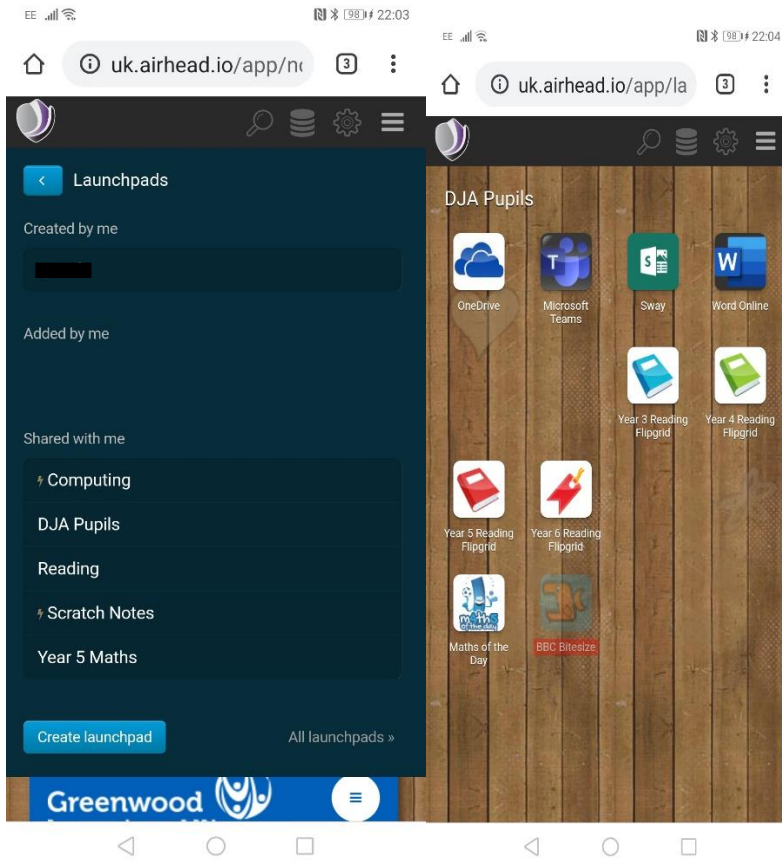


**Lauchpads – on  
computer/laptop can  
be found on the top  
toolbar.**

## Launchpads – DJA Pupils

If you click **Lauchpads**, you will find a Launchpad named **DJA Pupils**

*You will also find other Lauchpads too e.g. Year 5 Maths, Computing etc. Again, this differs per child as it is unique to them.*



Lauchpads – on a mobile device (phone/tablet) are in the 3 lines at the top.

DJA Pupils Launchpad  
The others in the list differ per pupil.

These icons are called Tiles.  
Within DJA Pupils, you will find the Microsoft Teams tile.

Microsoft Teams



Microsoft  
Teams  
tile logo

The teachers have created class groups within Microsoft Teams and adding assignments to these groups for pupils to work on from home.

Microsoft Teams also allows pupils to talk to their teacher and class mates.

**Please log in to this with your Airhead username/password combination.**

### **Teams - Overview**

Once you have logged into Microsoft Teams, you will see your class

Within this Team, your teacher will chat to you, send links, send work ideas etc.

This chat can be seen by the whole class at one time.

You will also see an assignments tab.

Within **Assignments**, your teacher will set work for your child to complete.



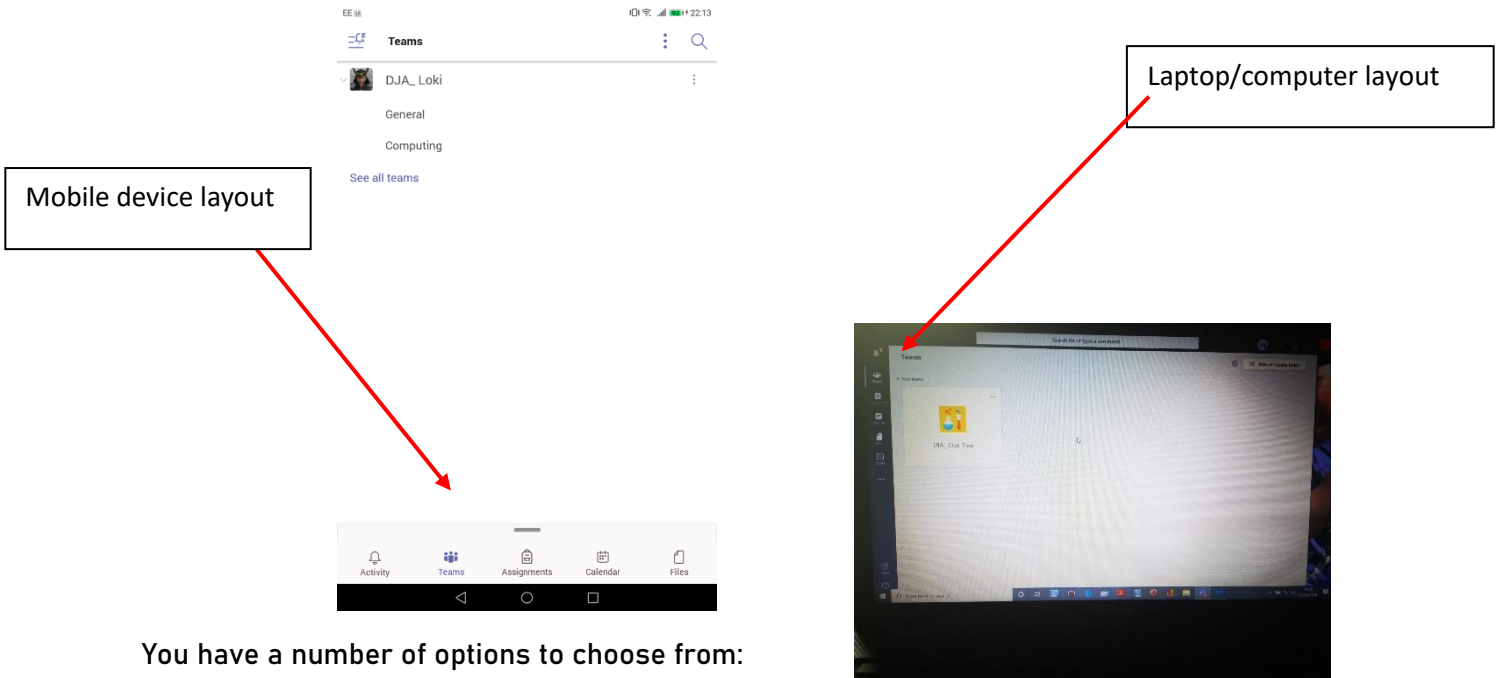
### **Help with Microsoft Teams**

There are some useful clips on YouTube to help you navigate Microsoft Teams.



*The layouts of Microsoft Teams differ depending on the device you are using.*

*The key options are the same but may appear on the side or bottom of the screen depending on the devices layout.*



You have a number of options to choose from:

- Activity – will show you all activity/mentions to your class group
- Teams – will show you which teams you are in – this is where you chat to your teacher and friends
- Assignments – will be where your teacher adds work
- Calendar – not being used at present
- Files – will show you and files you have uploaded into the Team chat

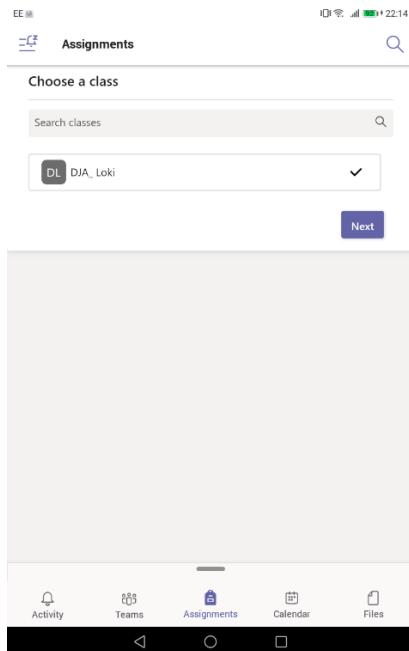
Click on the desired option to use.

*The next few pictures will be examples from an Android tablet.*

*The options are the same across all devices but the layout might be slightly different depending on device used.*

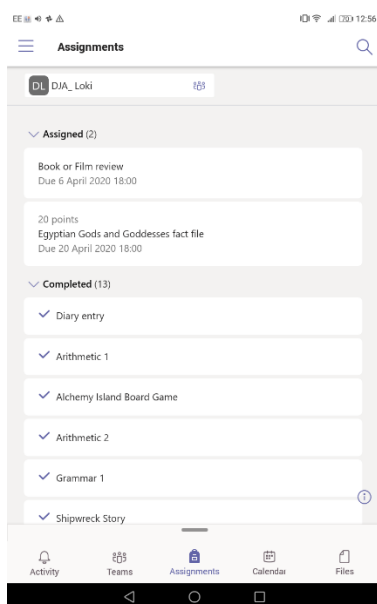
## Assignments

This is where the work your teacher has set will be – this is also where you upload completed work.



You will 1<sup>st</sup> come to your class Team chat.

Select your class and click Next



On here you will see **Assigned** and **completed** assignments

**Click on these to view the contents**

**Assigned – ones you have to complete**

**Completed – ones you have done**

**Your teacher will mark these completed assignments and leave feedback on them so please check back on these for the teacher comments.**

## Assignments

## Adding work:

EE [signal] [battery] 22:15

← DJA\_Loki HAND IN

Instructions  
I would like you to write a review of a book or film that you have recently read or watched.  
Follow this structure as to how to set your work out.

- Title and name of the author or director. For example, Matilda by Roald Dahl or Mary Poppins Returns directed by Rob Marshall.
- Include your opinion of the book/film. Whether you like it or not should be clear in the first few sentences.
- Include information about the book/film. Try and tell the reader what happens without revealing too much and spoiling it for them.
- Is it similar to any other books/films?
- Write about what you enjoyed the most and why you enjoyed it.
- What didn't you enjoy? How could that be improved?
- End your review with a summary saying whether you would recommend the book/film or not.

In your review you must include:

- Opinions
- Persuasive techniques
- Formal language
- Write in first person
- Use conjunctions - however, therefore, in addition
- Use high level vocabulary to describe feelings and thoughts
- Include a range of punctuation. ! ( ) ; : , - -

Good luck with this. I look forward to reading your reviews soon.

My work  
+ Add work

Points  
No points

[share icon]

[android navigation bar]

**Add work – (see below)**

**Hand in – once you have added and completed the work**

## Add work

EE [signal] [battery] 22:15

← Attach a resource CANCEL ← New File

OneDrive >

+ New File >

Link >

Teams >

Upload from this device

Choose a file type

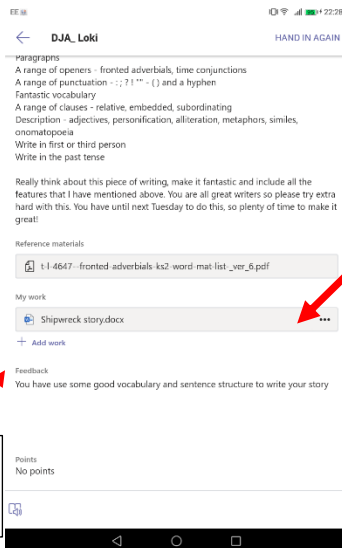
- Word document
- PowerPoint presentation
- Excel spreadsheet

[android navigation bar]

**New file – Choose which “type” you would like to create your work on – create a title and attach**

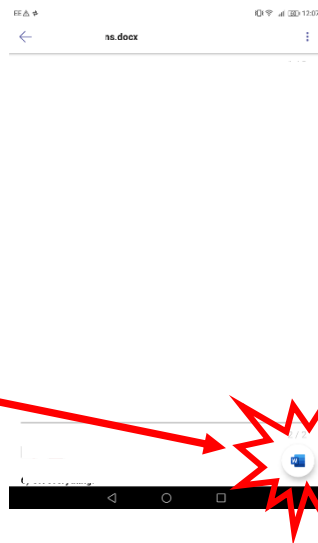
*This guide will show a word document as an example.*

**Once you have attached the file, it will appear below your assignment**



Feedback from Teacher

This is the document that you created  
Click the document and click the icon in the bottom right hand corner to add content to this document



Once you have finished your work, **HAND IN**



Hand in is at the top of the page

Once handed in, if you would like to make changes to this, select the document again, make your changes and:



Hand in again

### Feedback

Your teacher will leave feedback on the assignments you have handed in (see above example).

This will appear at the bottom of the assignment (underneath your attached work).

You can add the feedback that your Teacher gave you to your assignment and **hand in again (as above)**.