

Access to live lessons

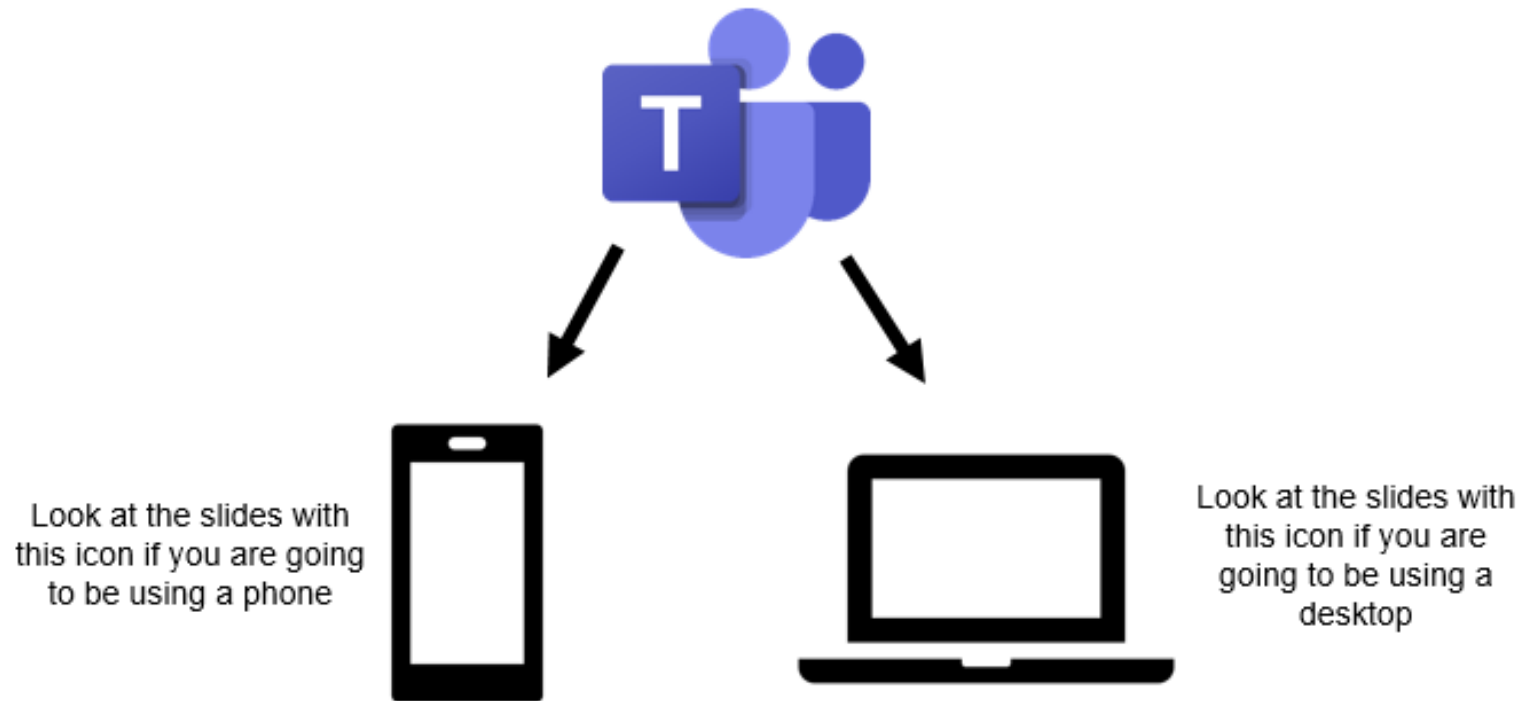
- You will be able to see when you have a live lesson over the next couple of days as you will have received an e-mail from your teacher inviting you to the lesson.
- Just click on the link in the e-mail at the time of your normal lesson and this will take you straight to the lesson.
- Your camera will be switched off by your teacher. Please keep it switched off.
- They will control your microphone as well. You can ask questions by typing a question or raising your hand in the bar at the bottom of the screen and then they can unmute you.

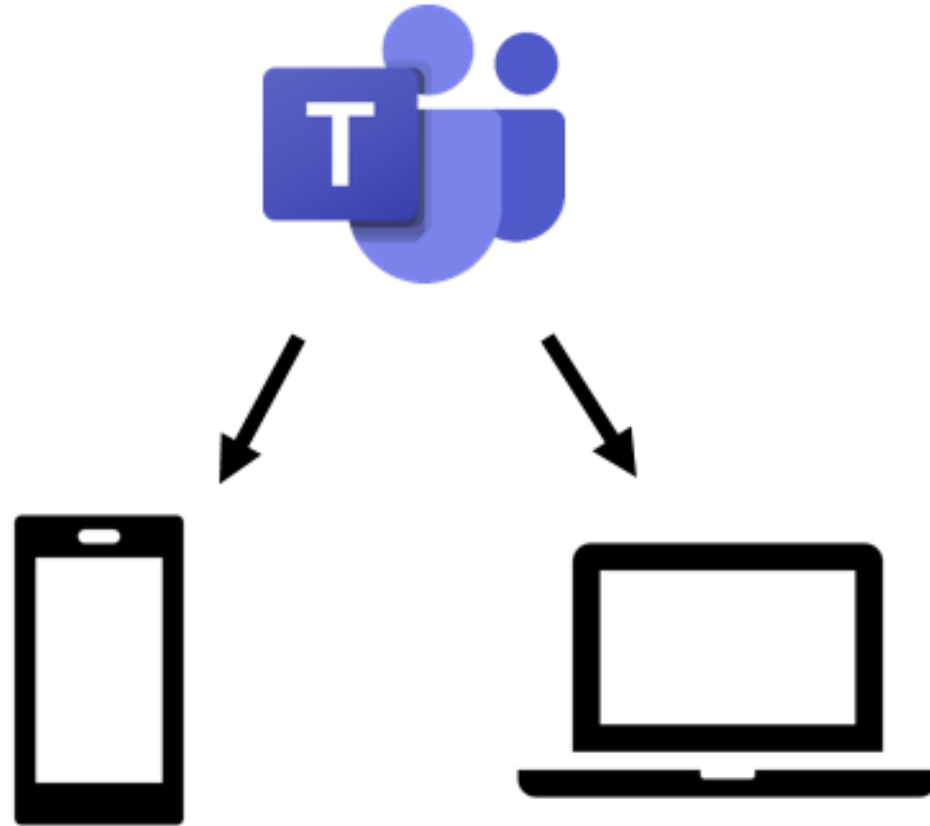
Expectations

- We expect excellent behaviour during these lessons.
- Please be respectful to your teacher and others.
- Please be ready to learn and do as your asked during the lesson.
- If you choose to behave poorly, you will be removed from the lesson and your parents called.

Getting started

There are couple of ways that you can access Microsoft Teams depending on what devices you have access to.





It is easier to use Teams on a laptop or computer so if you have access to one, please do use it.

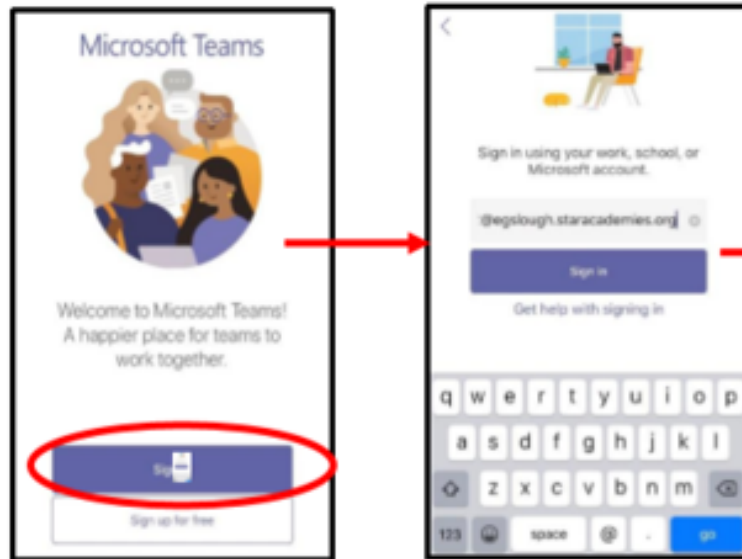
If not, you can use your phone but please make sure it is rested in a stand to reduce movement.

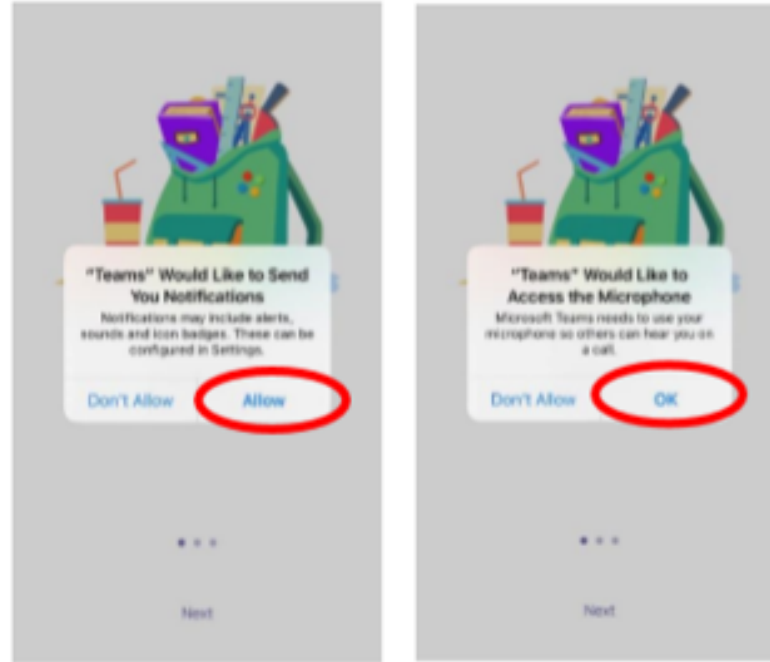
Using Teams on a tablet or phone

1. Download the Microsoft Teams App for free using the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon download.



2. Once it is downloaded, open the app and log in using your school email and password

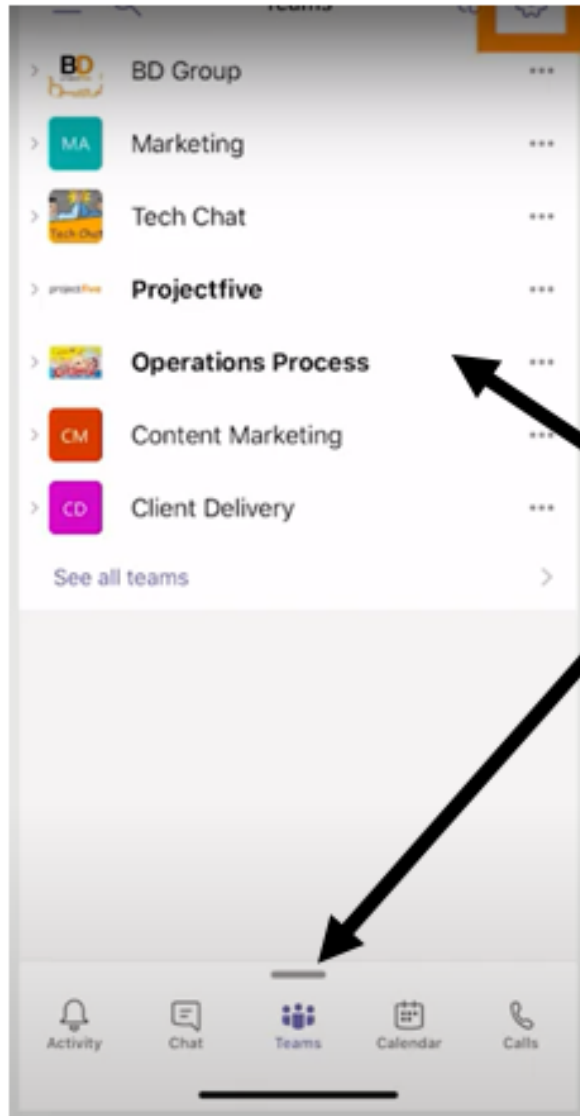
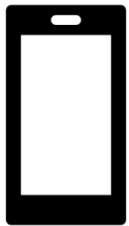




You will then be asked whether you would like to receive notifications. Turn on notifications for Teams if you would like to get instant notification when your teacher has set you a new piece of work, posted an important message or sent you some feedback on work you submitted.



You will also be asked if Teams can access your microphone. Click **OK** so that you are able to talk during your online lessons if your teacher allows you to do so.



Select the 'Teams' icon at the bottom of your screen to see your 'Teams'

Your 'Teams' are your classes so you will see your English, Maths, Science etc here.

Each subject will have a different 'Team' where you will be able to access work and your live lessons.

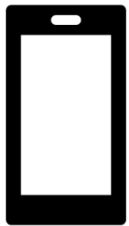
How do I access my live lesson?

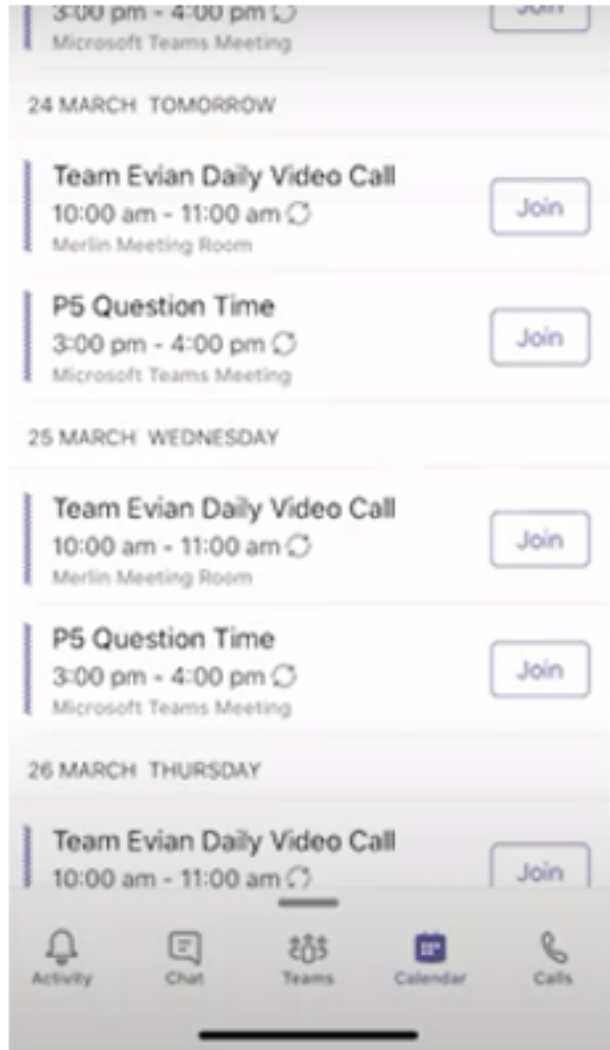
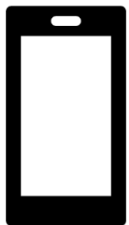
- Your teachers will schedule the live lessons when your normal timetabled lesson is.

You will be able to see these in your calendar.

To access your calendar, you will need to click on the 3 dots at the bottom of your screen and more icons will appear, like in the picture below.

Click on the calendar icon.





You should be able to view all of your lessons for each of your subjects in your calendar

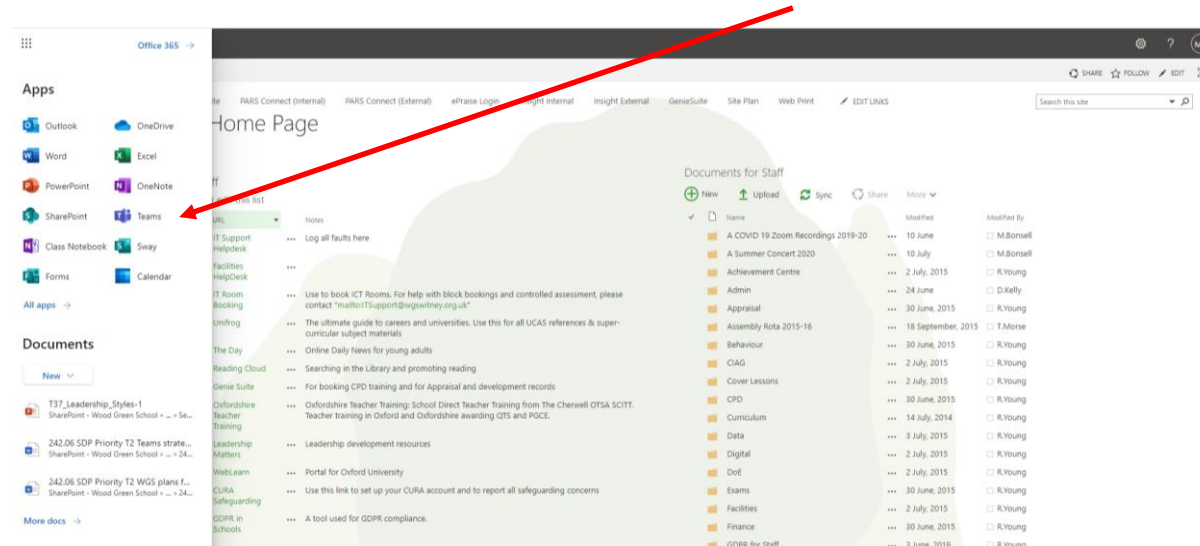
To join a lesson from here, all you need to do is click on the 'join' button at the start time.

(Remember to check your settings to allow Microsoft Teams to access your microphone)

Once you have clicked on 'join' then select 'Join Now'.

Using Teams on desktop

- Step 1: Log into office.com using your school email and password (you can click on this link or search for office.com in a search engine)
- Step 2: Click on the Teams App



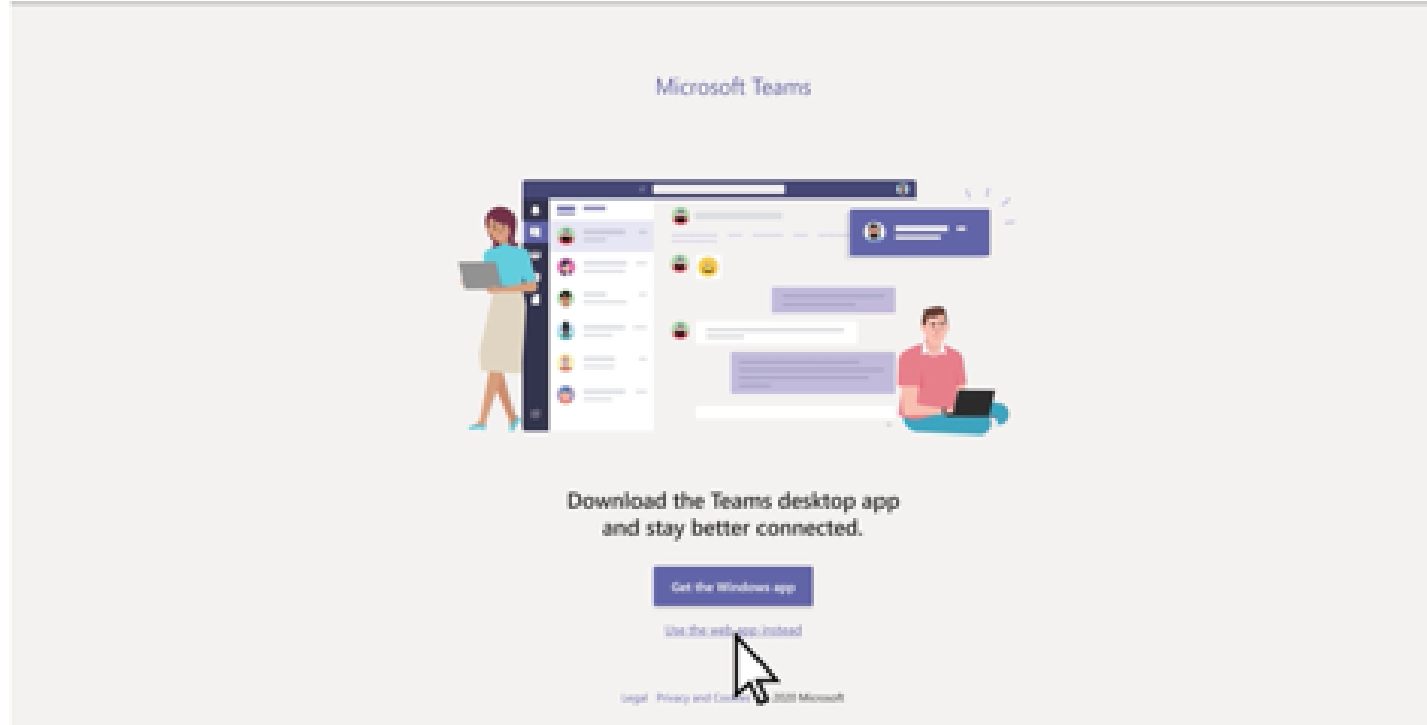
Alternatively, you can open your emails by clicking on the Outlook icon to see if you have received an email from your teacher inviting you to join a 'Class Team'. It might be that you haven't received invites from all of your teachers yet, but you will soon.



Learning | Effort | Aspiration | Respect | Nurture | Wellbeing



You will be asked to download Team's to your desktop. This will make logging in in the future easier.

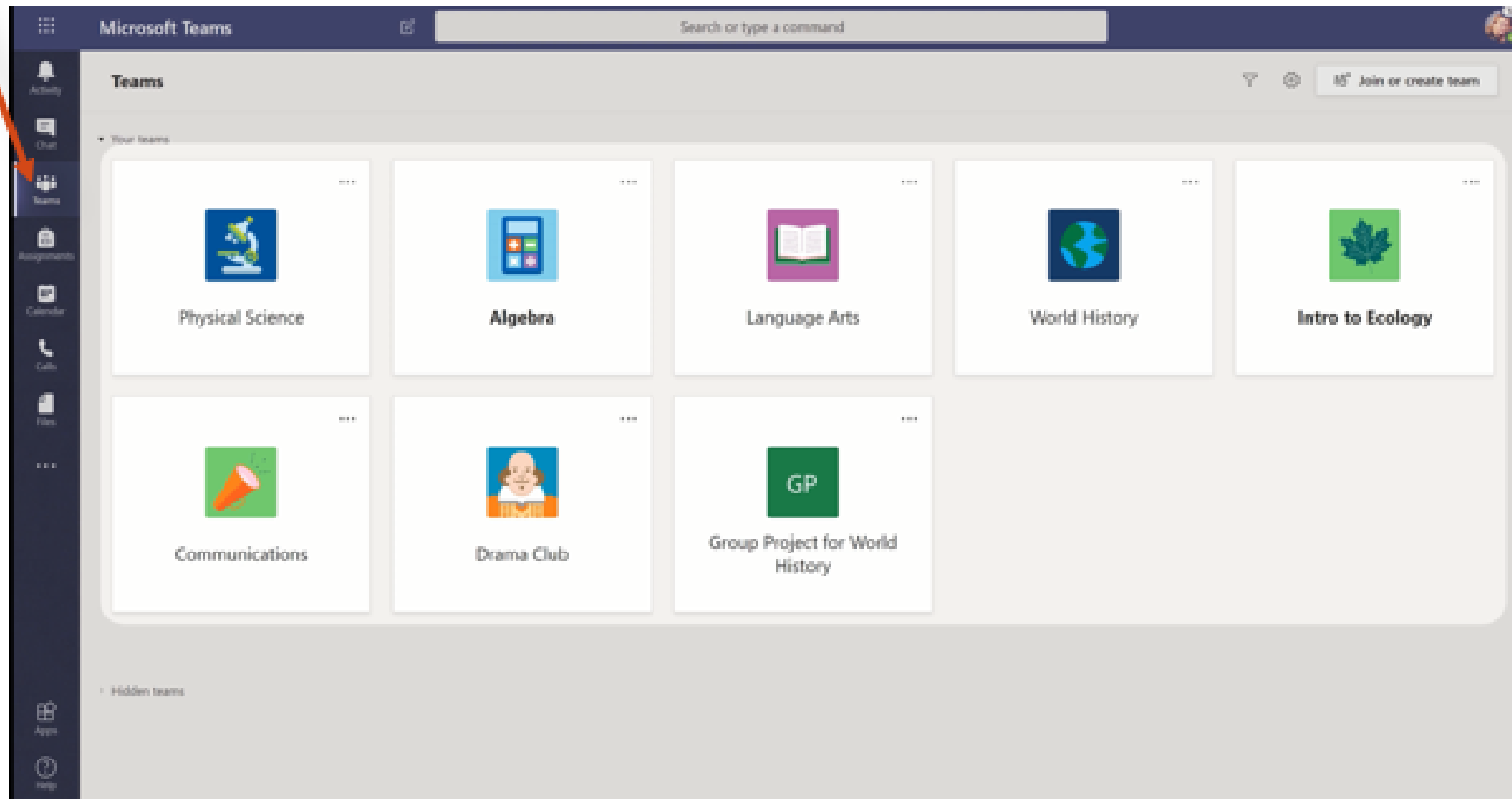


Don't worry if you are not able to download it as you can access Teams via the internet by selecting 'use web App' instead.

Learning | Effort | Aspiration | Respect | Nurture | Wellbeing



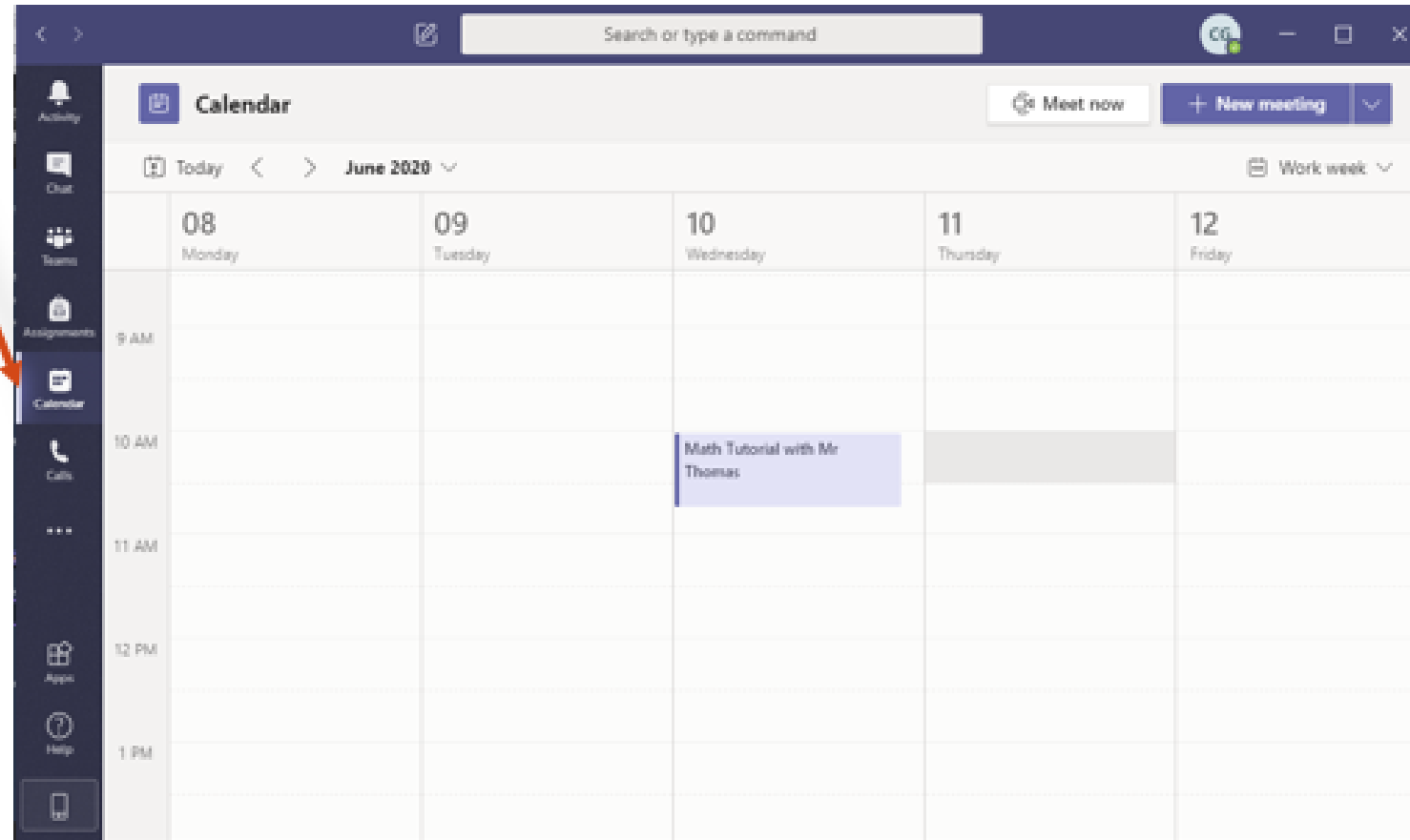
When you have successfully logged into Teams, you will notice some tabs down the left hand side of your screen. Select the tab that says 'Teams' and you will get a screen with all of your classes (similar to below)



Learning | Effort | Aspiration | Respect | Nurture | Wellbeing



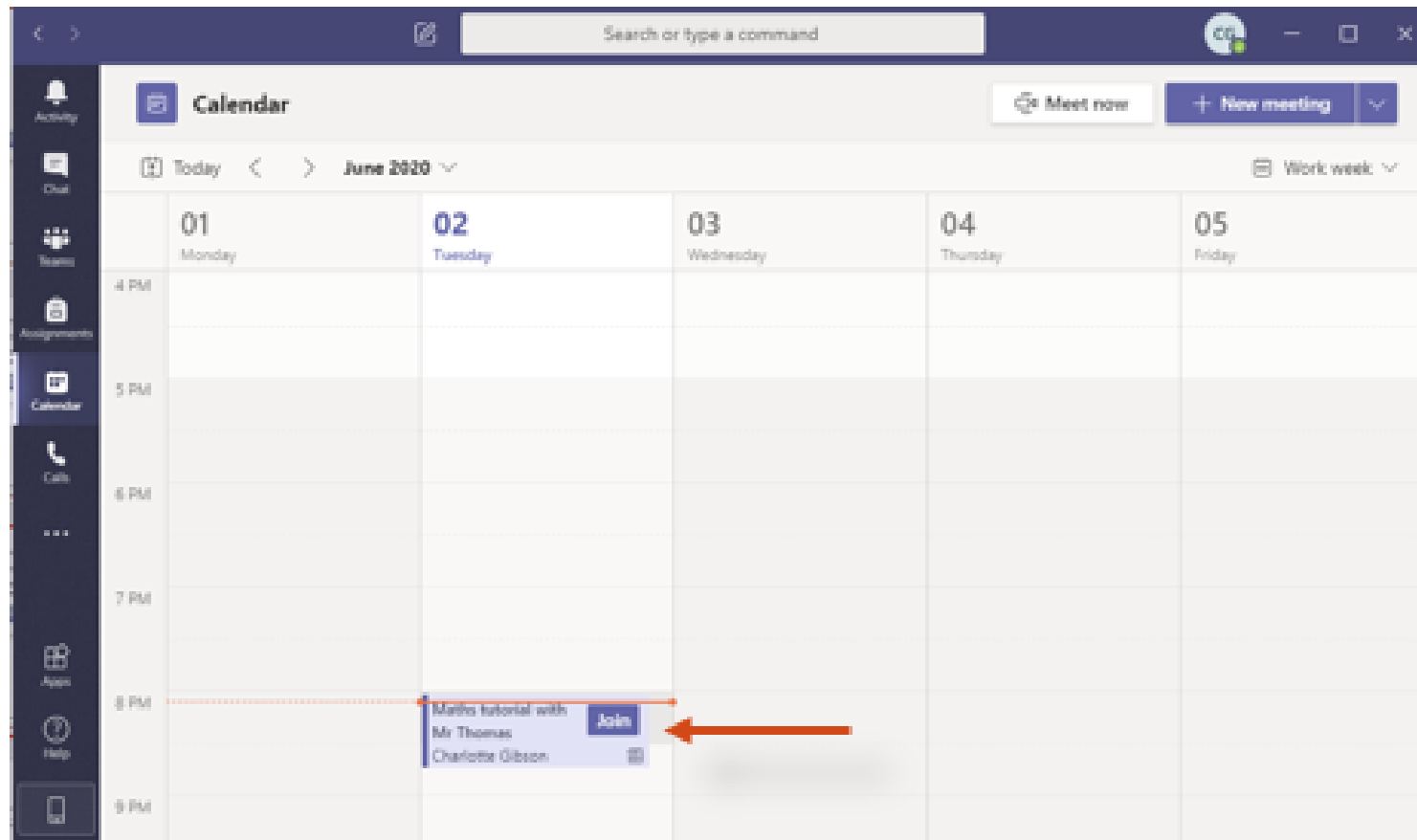
To access your lessons, you can select the calendar tab on the left of your screen.

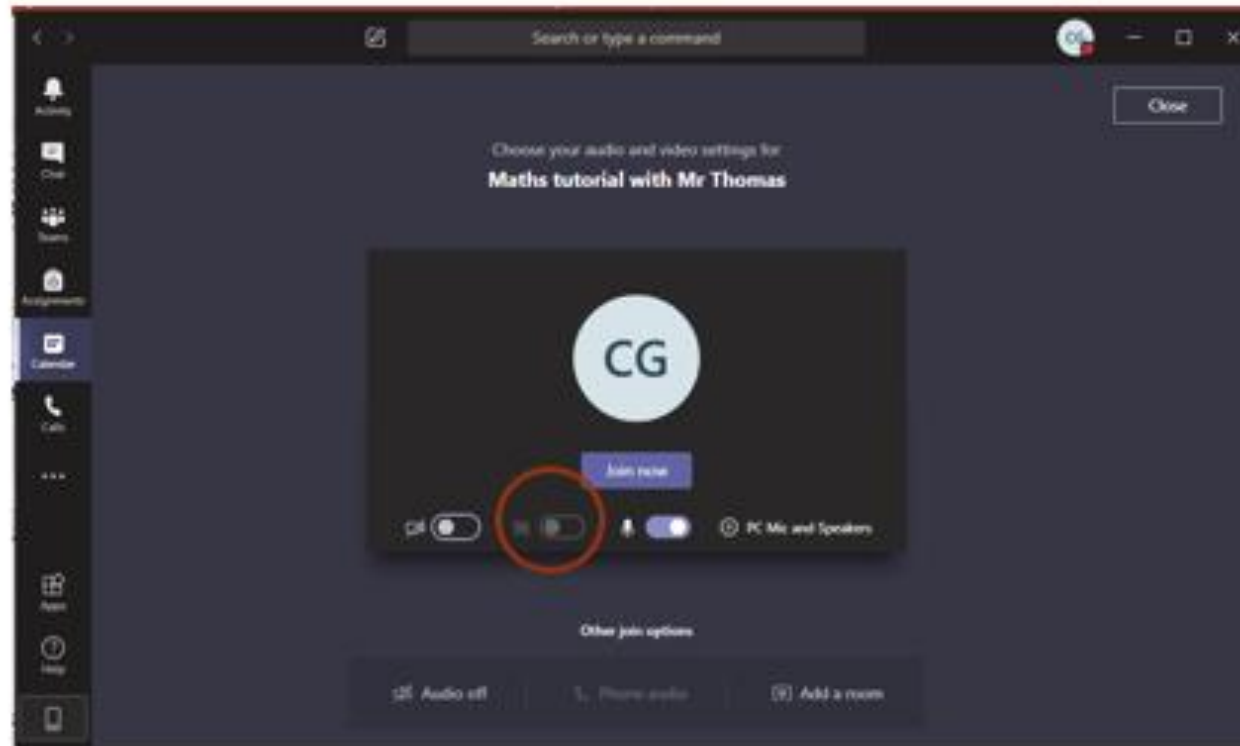


Learning | Effort | Aspiration | Respect | Nurture | Wellbeing



To join a lesson from here, all you need to do is click on the 'join' button at the start of the meeting





You should then see a screen like this.

Click the Join Now button

You video will be turned off and keep the microphone muted for the start of the lesson.

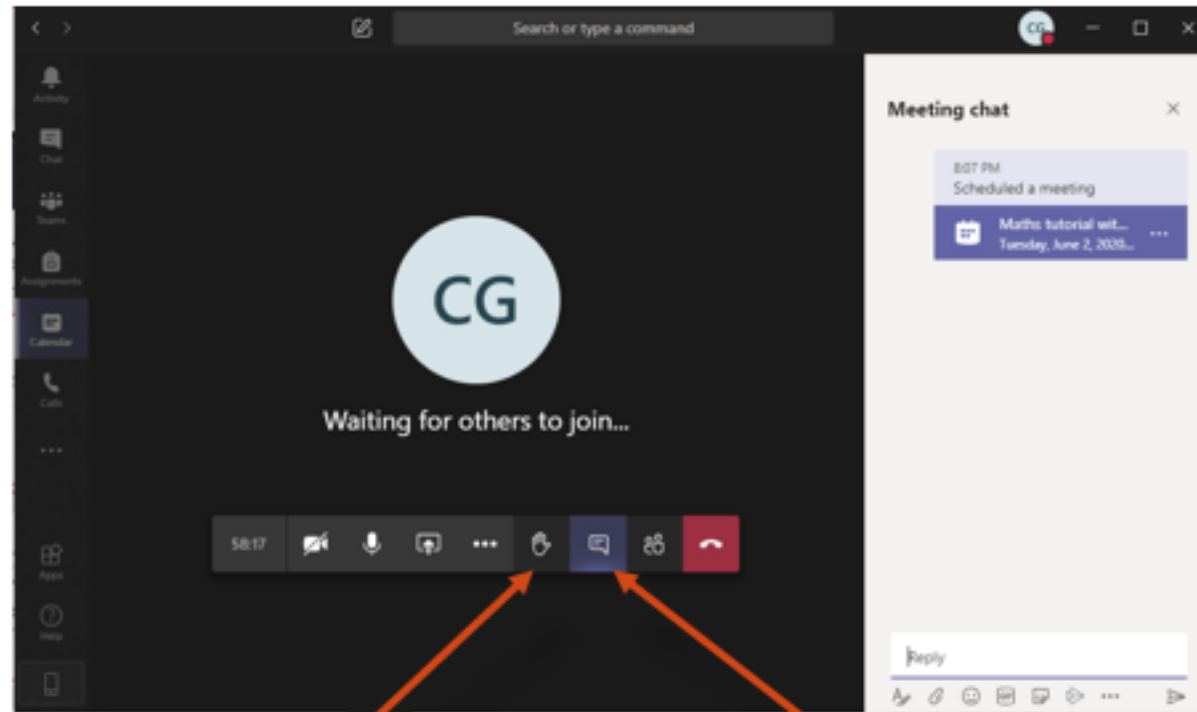


Learning | Effort | Aspiration | Respect | Nurture | Wellbeing



How to ask questions during a lesson?

During lessons, you will be able to ask questions either by using the 'hand up' button and speaking, or by writing your question to the teacher using the 'meeting chat' bar.



Hand up

Meeting chat button



Learning | Effort | Aspiration | Respect | Nurture | Wellbeing





Learning | Effort | Aspiration | Respect | Nurture | Wellbeing

