

Microsoft Teams Remote Lesson



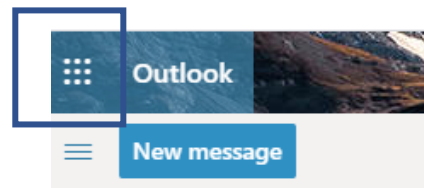
STUDENT INSTRUCTIONS

Accessing Teams

You can gain quick access to your Team via Office 365

<https://login.microsoftonline.com/>

Login to Office 365 and simply click on the 'waffle' grid on the left hand side of the screen and then choose the Teams option.



Teams App

It is also possible for you to download the Teams app to a desktop/laptop or to your mobile devices – Phones / iPads etc.

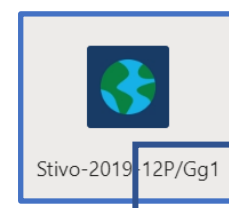
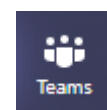
The link for downloading both the desktop app and the app for mobile devices is

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>



Joining your Class meeting

1. To access your class once logged into Teams, click on the Teams icon (in the desktop app this is on the left – in the mobile devices app this is along the bottom.
2. Then select the relevant class, You will only see the classes you are members of so it should be very straightforward to work out.
3. Once you are in the class team you will see the class conversation you will see there is an option to join the meeting – you need to click on "Join" and this will take you through to the meeting. If you don't see the Meeting join option in the conversation it may just be that you are early. The join option will appear when the teacher is ready.



When you enter the Teams meeting please....

1. Ensure that your Video Cameras are OFF
2. Start with your microphone off – you may use it to ask a question but please turn these off initially until you are asking a question or are asked a question.

What do I do if I cannot attend the session?

Please be aware that all sessions will be recorded and the video of the session will appear on the class teams conversation shortly after the session has attended (this may take a while depending on video upload speeds so please check back later to view again).

The Meeting itself:

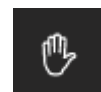
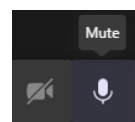
Your teacher will start by reminding you about the rules and expectations of how the meeting will be conducted (below is also a reminder of key points in the extract from the Acceptable Use Policy you have signed). Given the importance of these online meetings in providing you with online support for your Year 12 courses, we do not expect there will be any issues, *however*, failure to be sensible or meet the given expectations may result in you being asked to leave the meeting and parent/carers contacted.

How will the session work?

The structure of your session will be determined by your teacher with regards to what they feel is most appropriate for you and they will outline the session for you at the start. If your connection goes you can re-join the meeting by clicking on the meeting in the Class Conversation in Teams.

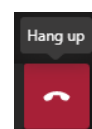
It is important that you are able to ask and answer questions during the session and there are two ways in which you can do this.

1. You can ask / answer a question using your microphone. Your microphone can be switched off and on easily on the options bar at the bottom of your screen (if you are using an iPad this bar may disappear after a few mins – just tap your screen and it will reappear).
2. **IMPORTANT** – please use the raise your hand icon on the bar when you want to ask a question – this will help keep the session clear without lots of people trying to talk at once . Your teacher will see your hand is raised and that you wish to contribute. Please lower your hand (click on same button) when you are done.
3. If you do not have a microphone or don't feel comfortable in using it – you can use the chat function to ask / answer questions



Ending the session

At the end of the session simply click on the hang up button to end the call.



Reminder: Below is an extract from the Student Acceptable Use Policy you have signed on the use of Teams – please make remind yourself of these points.

- When accessing online lessons, I will follow the rules set out by the teacher which include: How and when to ask a question and how and when to use the video camera.
- I will not record any live learning sessions. All sessions delivered through TEAMS will be recorded by the teacher in order to share with pupils who were unable to attend the session and to document the session content.
- The questions I ask within lessons, or information I upload, will always be polite and sensible.
- I understand that all communication I send reflect on me and the school. Whilst participating in live lessons, I will behave in accordance with the school policy, remembering to be polite, sensible and appropriate. I am aware that failing to do so may result in not being able to participate in live sessions in the future.