

# STUDENT TEAMS ONLINE SUPPORT

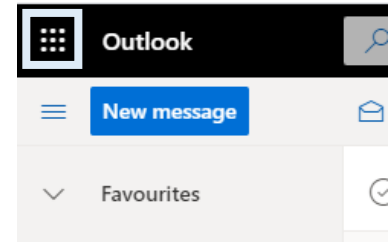


## STUDENT INSTRUCTIONS

### Accessing Teams

You can gain quick access to your Team via your school email  
<https://outlook.office365.com/mail/inbox>

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



### Teams App

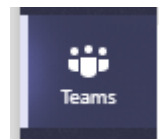
It is also possible for you to download the Teams app to a desktop/laptop or to your mobile devices – Phones / iPads etc.

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 live lesson

1. To access your lesson 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 subject lesson you're joining, according to your group code, such as 11XT1. For example, the Teams Icon opposite is the 11XT1 Biology GCSE 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 lesson team you will see the class conversation and 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 lesson. If you don't see the "Join Meeting" 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 live lesson please....

1. All lessons will have video and audio **recorded** and **saved (even if the teacher gets disconnected)**.
2. Ensure that your Video Cameras are **OFF** to begin with. Teachers will let you know when and if they can be switched on.
3. 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. This will avoid any distracting background noise.

### **What do I do if I cannot attend the lesson?**

Just like regular lessons you should be in attendance unless you are ill or there is an emergency of some sort. If you know you won't be able to attend a session, then the expectation is that you would email your teacher to let them know the reason why. Please be aware that all sessions will be recorded, and the video of the session will appear on the class team's 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 lesson itself:**

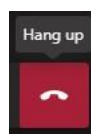
Teachers will start by reminding you about the rules and expectations of how the lesson will be conducted (below is also a reminder of key points in the extract from the Acceptable Use Policy you have signed). Given the importance of these live lessons in providing you with remote learning, we do not 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 lesson and parents/carers contacted.

### **How will the lesson work?**

The structure of your lesson 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 lesson and there are two ways in which you can do this.

1. **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.
2. 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).
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, remembering to use full sentences and appropriate language.



### **Ending the lesson**

At the end of the lesson, 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 sure that you remind yourself of these points.**

- When accessing live 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 or share the contents of any live lessons. All lessons 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 lesson 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 academy. 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 lessons in the future.