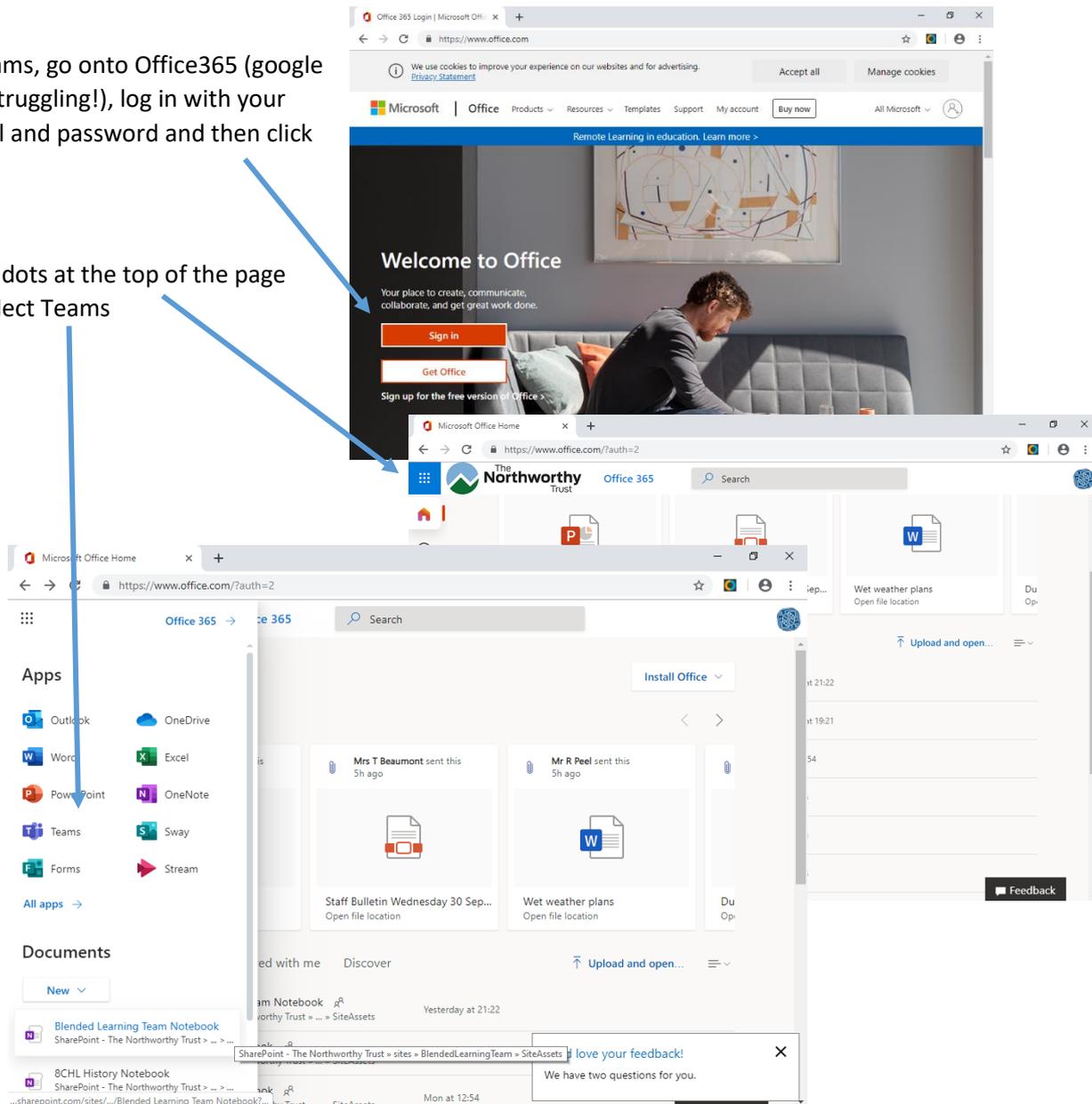


Guidance for using Microsoft Teams for Live Learning

To open Teams, go onto Office365 (google it if you're struggling!), log in with your school email and password and then click on Teams.

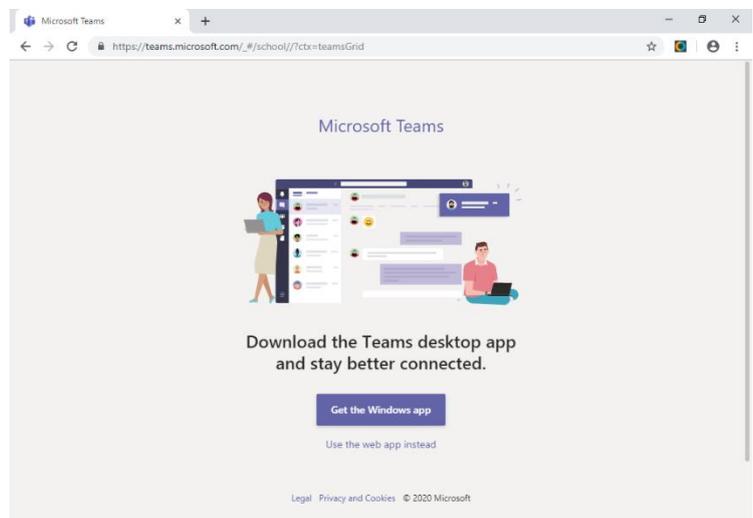
Click on the dots at the top of the page and then select Teams



The screenshots illustrate the following steps:

- Logging into the Office 365 portal.
- Clicking on the 'Apps' menu (represented by three dots) and selecting 'Teams' from the list of available applications.
- Accessing the Microsoft Teams web interface, which displays a list of recent documents and a feedback notification.

Then either download the desktop app or use the web app instead. All school computers have Teams on the desktop.



The screenshot shows the Microsoft Teams download page with the following elements:

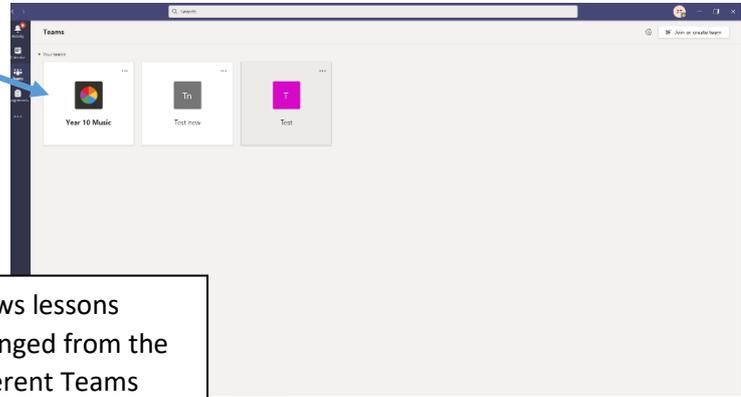
- Microsoft Teams logo
- Illustration of people using the app
- Text: "Download the Teams desktop app and stay better connected."
- Button: "Get the Windows app"
- Text: "Use the web app instead"
- Footer: "Legal Privacy and Cookies © 2020 Microsoft"

Your Teams

Your Teams will be your class or year group depending on what your teachers have put together for you.

Once you login to Teams, your 'Teams' page will show you what Teams you've already been placed into. This will have been done by your teachers and you should have a Team for each class you are in.

This bar gives you shortcuts to the different areas on Teams.

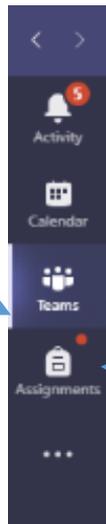


Gives you updates from all Teams

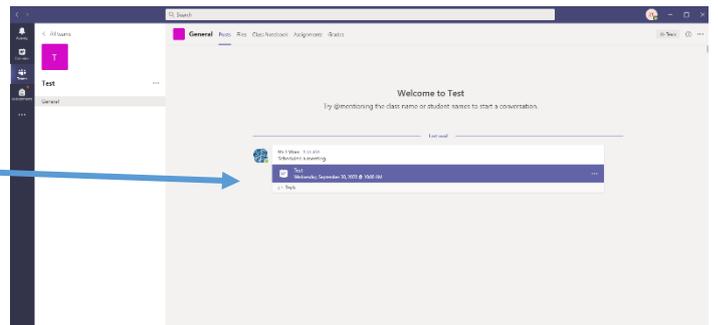
Shows lessons arranged from the different Teams

Shortcut to your Teams page

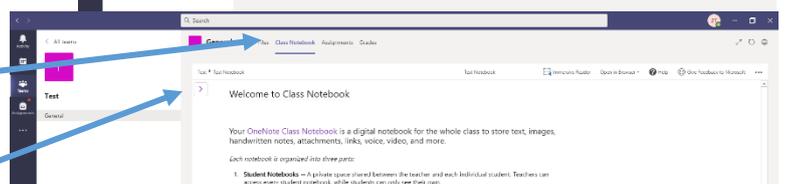
Shortcut to your assignments from all Teams



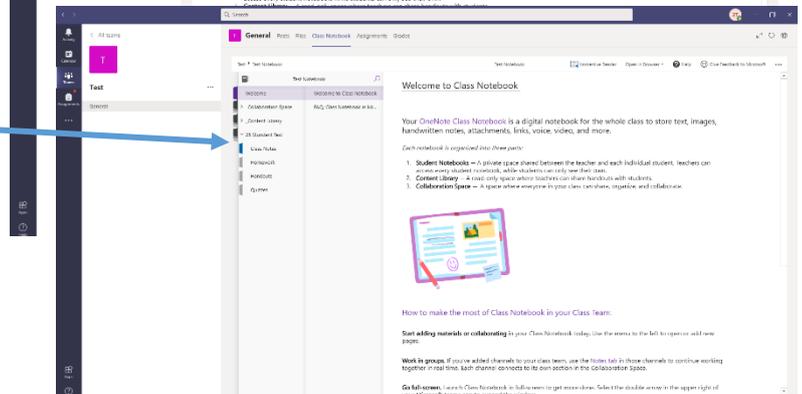
Click on a Team and you will be taken to the 'General' Page, this is where you will see posts from your teachers and will be sent invites to lessons and files for lessons/homework will be posted.



The Class Notebook tab works as an online exercise book. Click the arrow in the left hand corner to open the book.



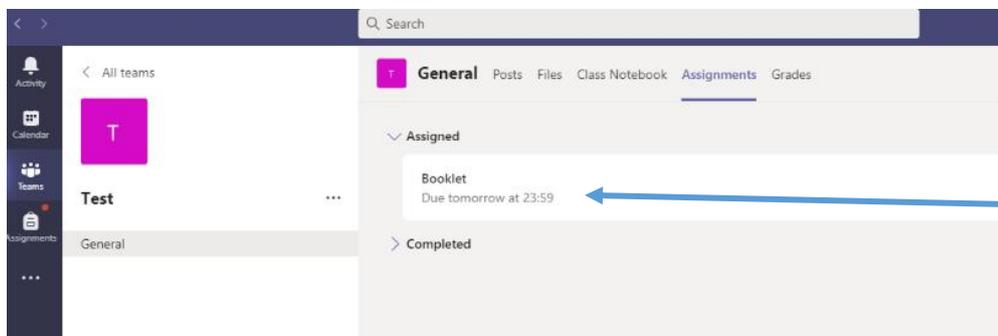
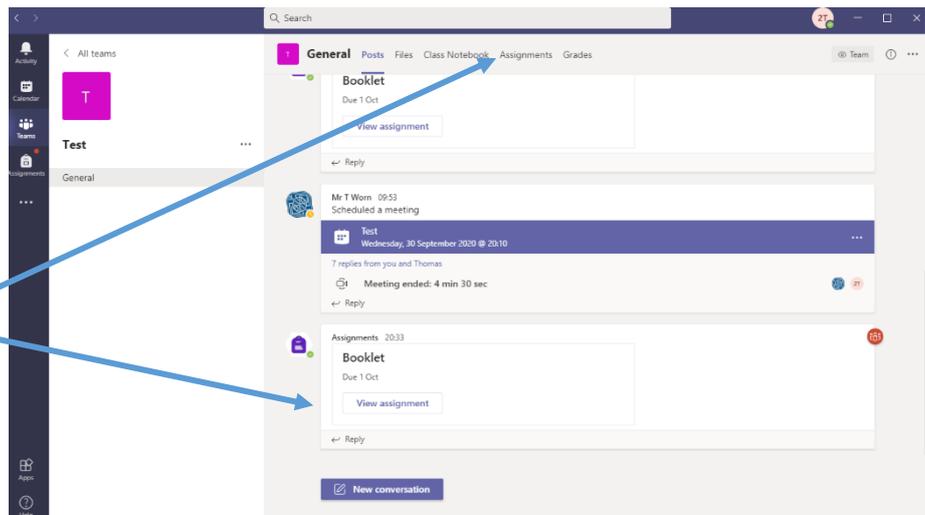
Here, you will be able to be sent items by teachers and work in the book too in your own area. Your teacher can see all of the work you are doing in real time in this book and give you instant feedback.



The content library area is where you'll find the Blended Learning Schemes of Work.

Assignments

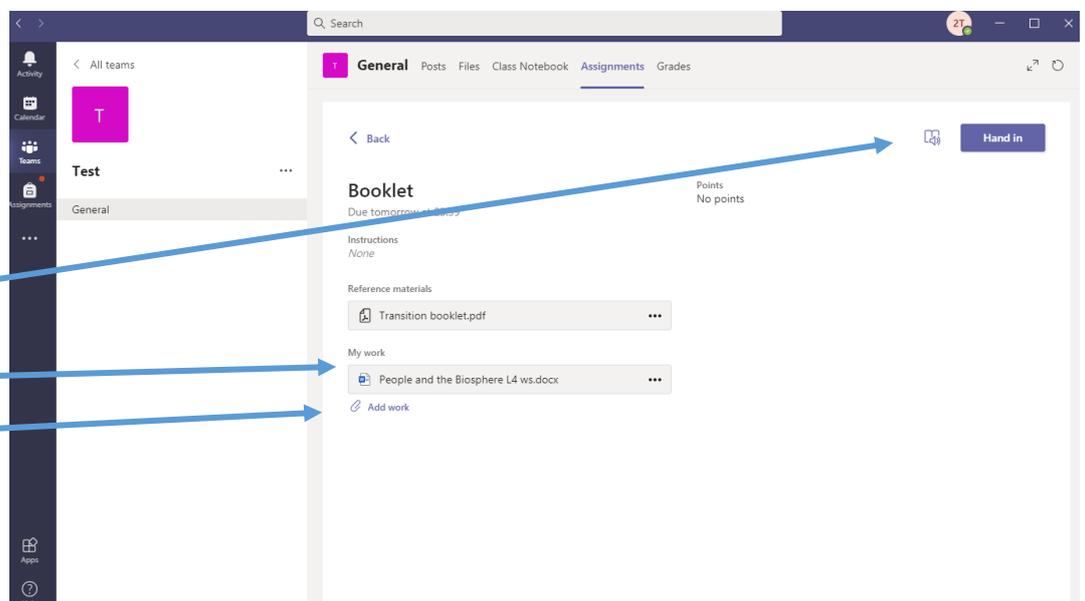
On your general page, you will see the assignment when it is posted or alternatively you can click on the 'assignments' tab.



Here you will find your assignments, simply click on the assignment for more details.

This page allows you to open your assignment, attach work and hand it in.

- Hand in
- Open documents
- Add work

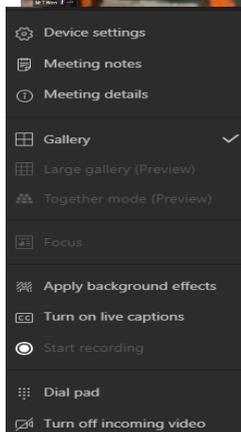
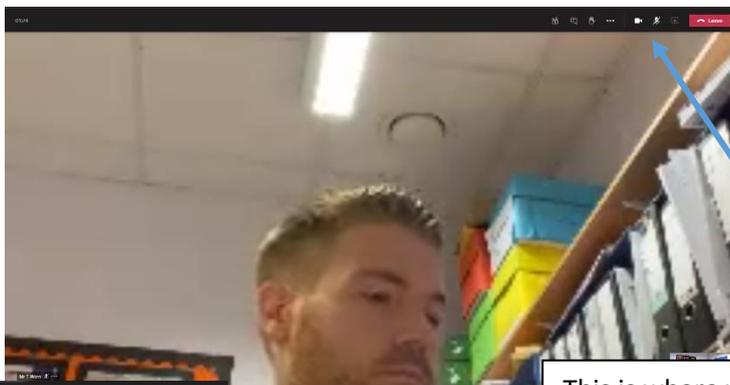
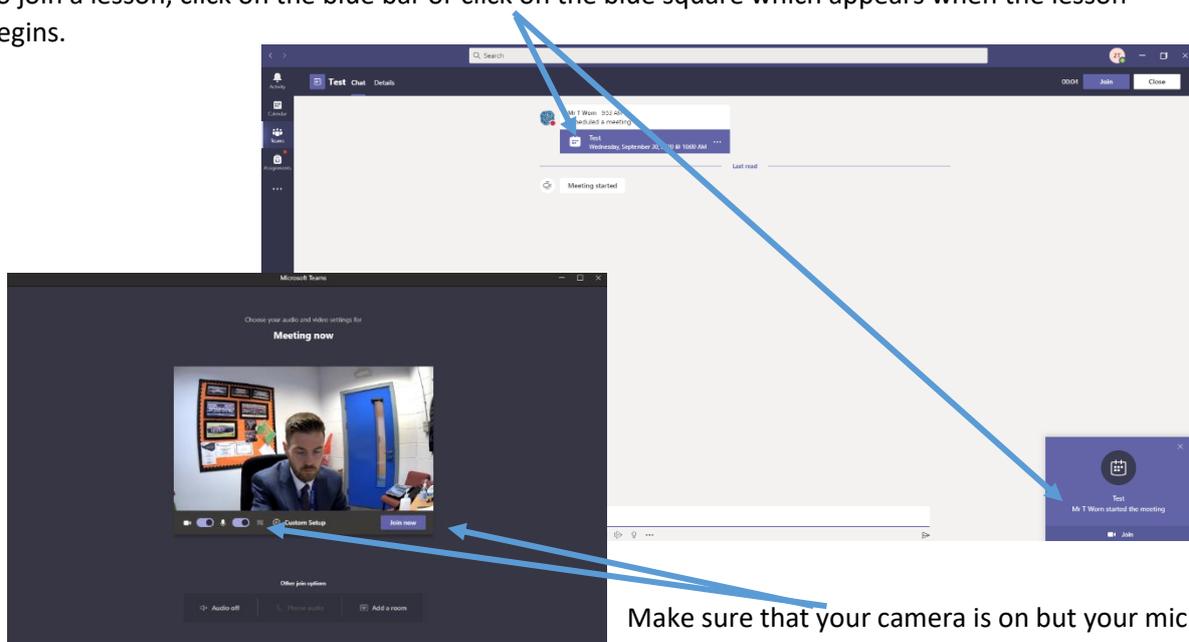


Joining a lesson

Any live lesson will involve the same high behaviour expectations that we would have of you in the classroom. To join a lesson you must be dressed appropriately and you must not be in your bedroom. If you are not meeting our expectations then you will be removed from the lesson and this will be picked up as a behaviour issue with your Head of Year and your parents.

Teachers will be keeping a register as we would normally do and Teams tells staff who has joined, at what time and when they left.

To join a lesson, click on the blue bar or click on the blue square which appears when the lesson begins.



This shows the people in the lesson

This is where you can ask questions of the teacher

This is where you can switch your camera on or off

This is how you leave

This gives you extra options

This raises your hand if you have a question

This is where you can switch your mic on or off

