

A SHS Student Guide to Remote Learning



Microsoft Teams is used to have online lessons which include audio, video, and screen sharing. Teams allows you to communicate with your teachers. In Teams you can access to any files your teacher may ask you to upload or complete. You can also send your completed work by attaching your documents. Students will also be expected to read and respond to communication from the School (e.g. an email or teams message from a form tutor) on a regular basis.

How we can support you further

The following guidance outlines the protocols that we have in place and how to support you with accessing these important lessons and assignments to support your learning and progress.

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Protocols when in a Live Lesson

Where students are joining live lessons from home, we would ask them to adhere to the following guidelines:

- Students must wear suitable clothing, as should anyone else in the household who will potentially be in shot.
- Any computers used should be in appropriate areas, for example, the kitchen, dining room or study and definitely not in bedrooms.
- Language must be professional and appropriate, including any family members in the background.
- You should ensure your camera is turned off. You should not turn them on unless asked to by your teacher. Even then, the background should be blurred or a neutral setting such as a wall.
- Students must only use the Chat feature when asked by their teacher and to keep all 'chat' to a minimum and on task.
- You must not record or take photos of classmates or teachers during video conferencing sessions, nor share lessons publicly.
- Ensure your microphone is muted, only unmute if asked to do so by the teacher.
- Only you can take part in the tutorial. Parents and family members must not ask questions.
- If you need to ask/respond to a question, use the "Raise Hand" function to get the teachers attention.
- Tutorials cannot be recorded by students, the record option on TEAMS has been disabled.
- The teacher may decide to have their camera on with a blurred background to support explanation.
- You need to understand that remote learning is an infrequent experience for teachers as well as students so there is a need to be mindful and interact patiently and respectfully.
- Any student misusing these functions will be removed from the lesson and their parents or carers contacted. All live lessons will be recorded so that if any issues arise, the video can be reviewed. Videos will not be stored in the long term and will be destroyed at the end of the academic year. Students should understand that these rules are designed to help keep them safe online and that if they are not followed, school sanctions will be applied.

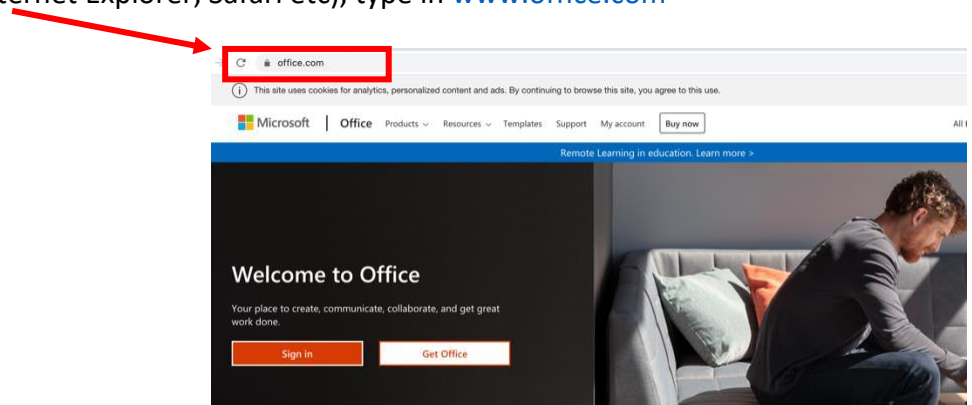
Live Lesson Content – what to expect?

- Sharing of lesson resources (PowerPoint/Sway) with the teacher talking through the key points.
- Interactive material to support learning being displayed on screen such as video clips, online text books and resources.
- Talking through some exam questions and guiding students on how to approach them by the teacher.
- The teacher modelling specific concepts within the subject. For example: highlighting key language techniques in a paragraph from a novel or going through the steps to solve a mathematical problem.
- An opportunity for teachers to explain the next steps in learning to students directly.

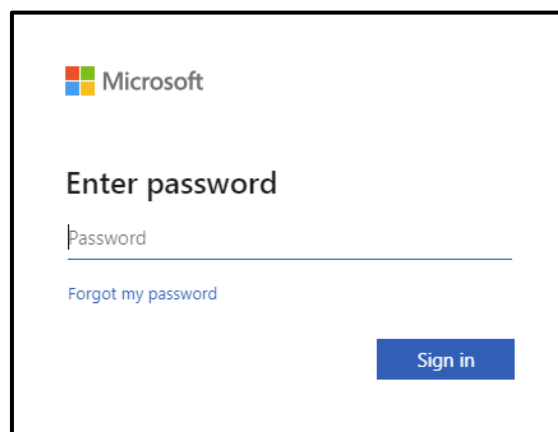
How to Login to Teams?

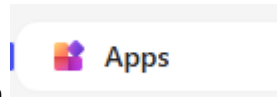
The class teacher will put an invite into the Teams calendar which you can access through your Microsoft Office 365 email account.

On the web browser (Chrome, Internet Explorer, Safari etc), type in www.office.com

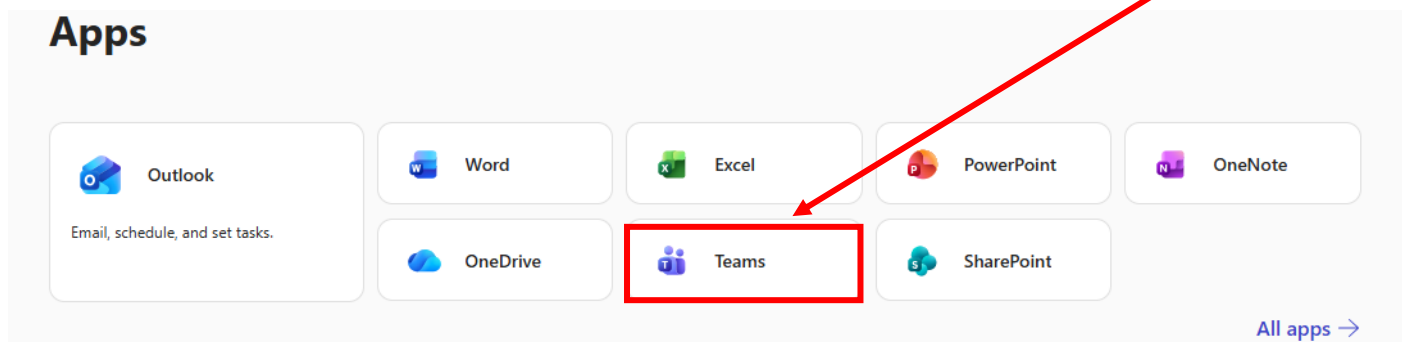


Select 'Sign In' and then enter your username (for students in Years 7 to 12, this is your school email address. N.B. For Year 13, the username begins with 19 and matches the username used in school. You will then be prompted to enter your password to complete the sign in.





Once you sign in, select 'Apps' from the left-hand margin followed by 'Teams' (see below).



You should now see all the Teams to which you are assigned.

How to Join a Teams meeting?

Joining a **Teams Meeting** by using the **Email Invite Link**

One of the most common way to invite to join a meeting in Microsoft Teams is by clicking on the email invite. Below is an example of a **Teams meeting invite sent via an email**.

Email invite containing the link to the Microsoft Team meeting.
As you can see that you need to click the link that says **'Join the meeting now'**

Microsoft Teams [Need help?](#)

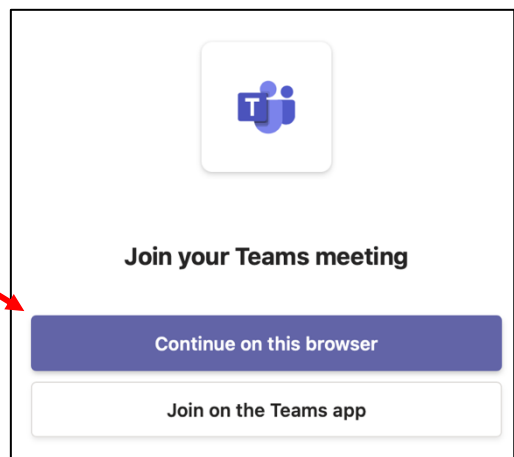
[Join the meeting now](#)

Meeting ID: 344 666 768 506

Passcode: 4CU7ms3S

When you click on the link, the link will open in the default web browser taking you to Microsoft Team website.

Click on 'Open in Microsoft Teams' to open the meeting in the app or click 'cancel' and then click on 'Continue on this browser' to open online.
You will find it easier to navigate the meeting if you are able to open the meeting in the app.



What to expect when you join Teams meeting join screen?

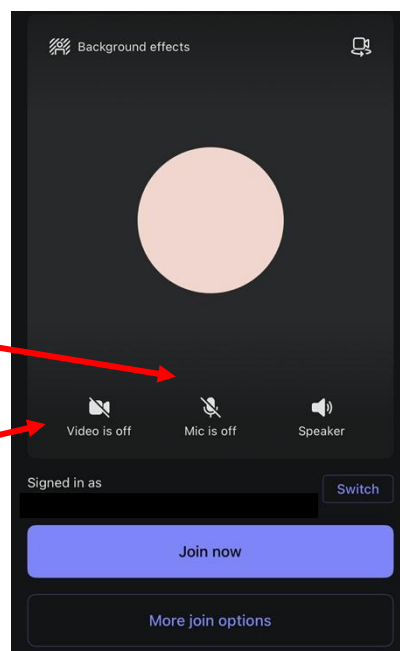
You will be presented with a start-up meeting screen. This allows you to configure your meeting controls before you join the meeting.

You will be presented with some meeting controls. At this stage you can choose whether or not to turn on your computer's camera and microphone.

Unmute microphone

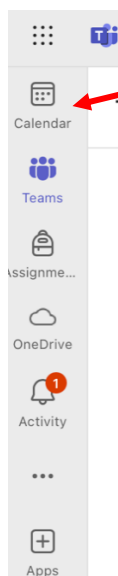
Hover the mouse to the right and you will get 'unmute microphone' and the mouse will change to a hand shape, right click mouse button.

You can do the same for video camera to be switched 'on' or 'off'



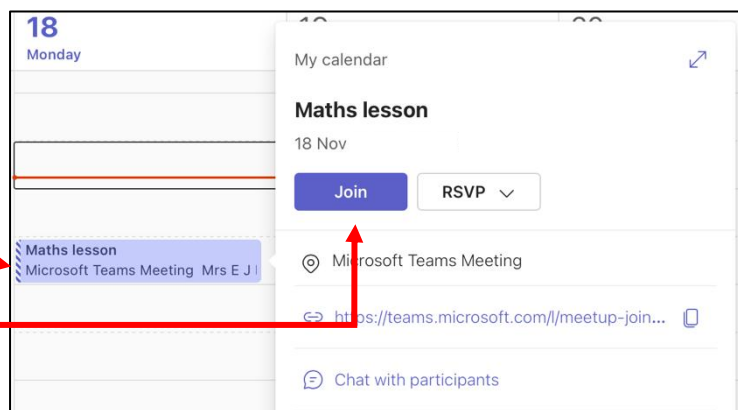
Using the Calendar on Teams

When you use Microsoft Teams your calendar in Office 365 is linked to Microsoft Team. This means all meeting invitations are also shown in the Team calendar view.



When you select Calendar, you will see your full calendar details and all meetings scheduled.

You can click on the meeting to find out the details of the meeting. You can then select 'Join Teams meeting' to join.



Options during the meeting

