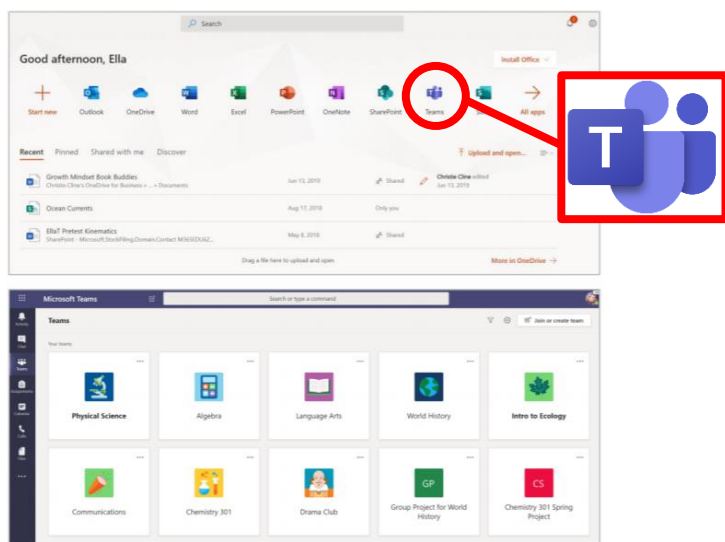


## KS5 Students guide to Microsoft Teams

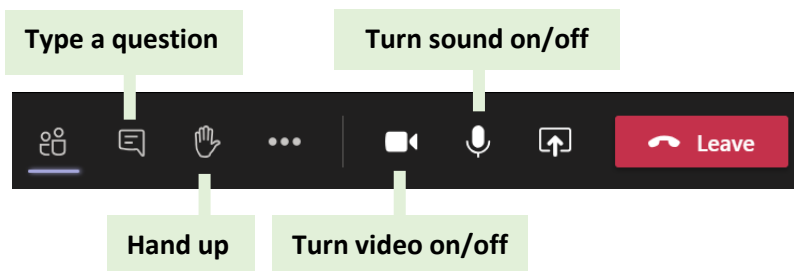
### What is Teams and how do you sign in?

1. Teachers will use **Teams** to connect with you via video if the school is told to close or a year group is sent home.
2. Go to **Office.com** and sign in (school email + password).
3. Select the **Teams** icon. You have already been set up with a **Team** for each of your classes.



### Using the Teams toolbar during a live session

1. You can turn your camera on and off.
2. You can mute/unmute your microphone.
3. You can ask your teacher questions in the chat box.
4. You can 'raise your hand' to ask a question.
5. You can leave the meeting by hanging up.

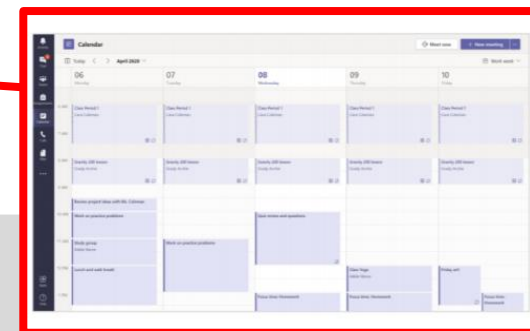
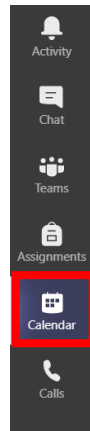
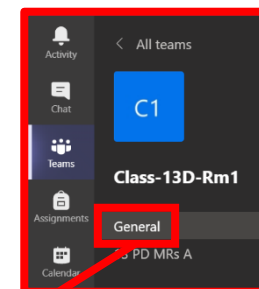


### How often will I have a 'live' session?

- You can expect to have **2 live sessions each week** for each of your subjects.
- Work will be set through Show My Homework for your other scheduled lessons.

### Finding out when your live sessions will happen.

1. Select your **calendar** in Teams.
2. You will see all scheduled live sessions in your calendar.
3. From calendar, click a session and then **Join** when it's time to start.
4. Adjust your audio and video settings, then click **Join Now**.
5. You can also join a meeting from the **General Channel** in each of your class teams.
6. A recording of the session will be placed into the **General Channel**. You can view this at any time.



### Keeping you safe, and looking after your wellbeing

#### We will:

- Plan your learning carefully and keep your timetable as familiar as we can.
- Plan a mix of screen-based and non screen-based activities.
- Be clear about how you will receive feedback.
- Let you know how you can interact during the lessons.
- Give you the choice if you have your camera/microphone turned on/off.
- Record the sessions, so that you can play them back.
- Raise concerns about your welfare with Ms Sturla (Designated Safeguarding Lead).

#### You need to:

- Find a **good space** to access the lesson e.g. living room.
- **Engage** with the learning set.
- **Follow any instructions** given to you by your teacher.
- **Dress** as you would for a non-school uniform day.
- Raise any concerns about the remote learning process with your tutor.