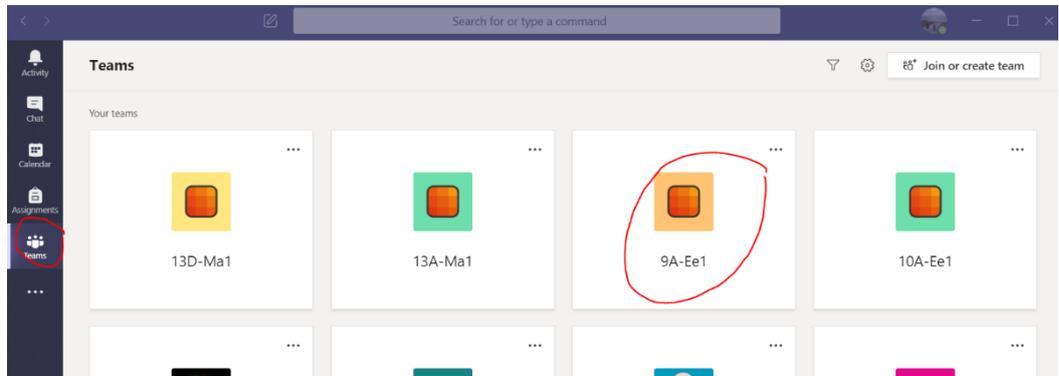


Starting to use Teams

Firstly I am quickly going to show you where most subjects will be placing the work for you now the VLE is out of action. This is hopefully something that you may have discovered already or stumbled across!

Finding work on Teams:

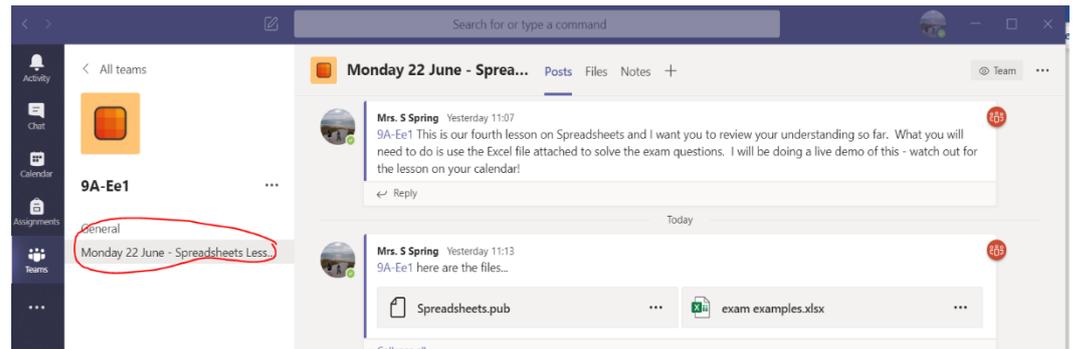
Step 1 – Open Teams and select the class you would like to explore. Teams is on the bar at the side (on some devices it is on the bottom bar), I have circled this in red. Then choose the class – I have chosen 9A-Ee1.



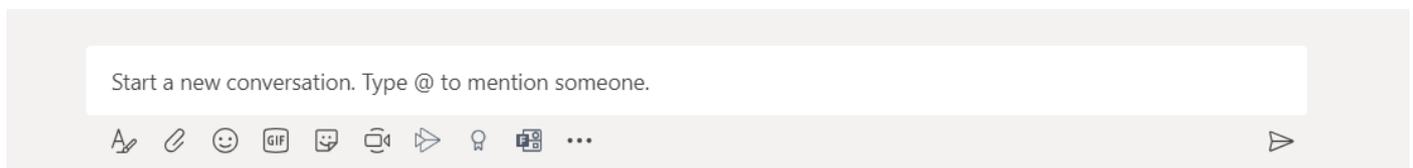
Step 2 – This will open the team (class) area for you and down the side I have asked staff to set work in different channels. My work is an example so I have stated the date set and the title. In the Posts area (at the top) I have given a brief description and attached some files I want the students to explore. Please note you can click on the three dots for files and download them or open online.

Step 3 – Different subjects will look for you to do things differently so read the instructions carefully.

You may be asked to email back the work if this is how the department has been working or post your work back onto the posts area.



If you want to post, you can write questions here and ask for help too if you like. You do this by, clicking on the bottom part of the screen.



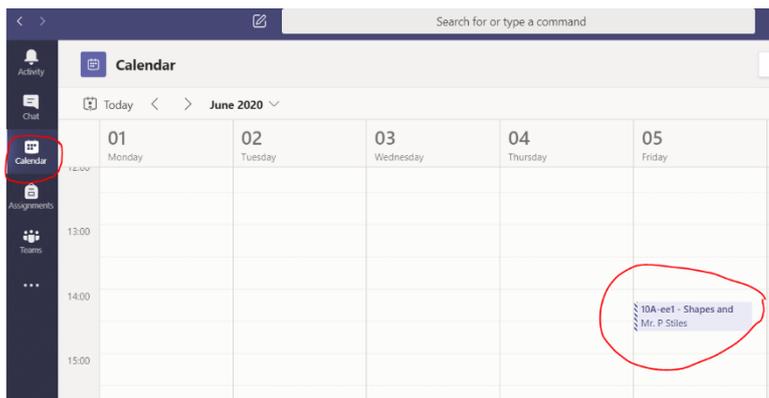
Here if you type the @ symbol and type your teachers name i.e. SSpring it will link to me and will cause an activity alert so I know I have a message from someone. Your teachers can also do this for you i.e. @AExample. You can write in here about the subject or topic, your teacher will be able to respond. If you want to attach a file click on the paperclip symbol and you can upload documents too.

Note: Some departments will be setting work in the assignments area but the post will tell you if this is the case – so that you have all the instructions in your class area.

Joining Lessons

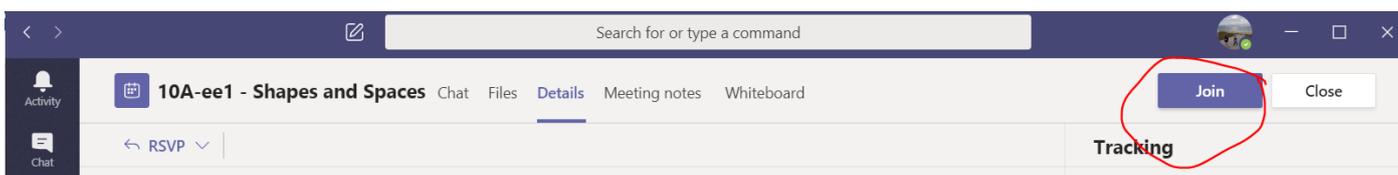
When a lesson is scheduled by your teacher you will be invited by email, this is really important that you check your school email regularly. You can accept the invite from here OR view your calendar in your email OR on Teams itself. So three places you can Join a lesson!

Step 1: Choose the Calendar from the side bar (or bottom bar on some devices) and this will give you your week view. If it is blank and you are viewing it late at night use the scroll bar on the right hand side – as it automatically goes to the time of day and your lessons will be up the page a bit!



If it was close to the lesson time on the day a little join button should appear on the box and you can join but if you are earlier and want to wait you can click on the lesson – this just an example of a lesson, it was a practice a little while ago.

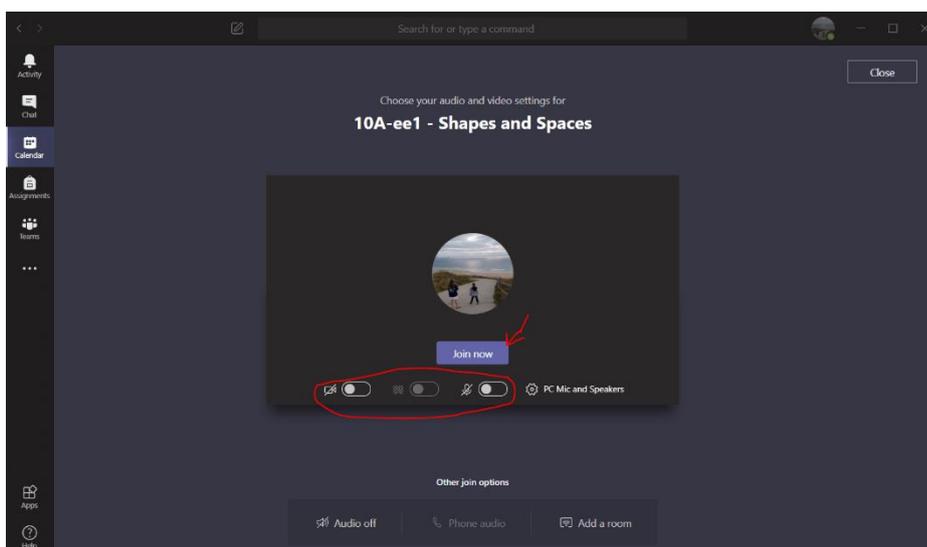
Step 2: When you click on the box it opens a new window. Here you can join the lesson at the top.



Step 3: When you are about to join you will get a screen like this...it can be slightly different on different devices. The tools are the same though.

I have turned my camera off and sound before I join then I press the Join Now button.

If you forget to turn your camera off and your microphone, do not worry you can do this on the toolbar once you have joined!



Step 4: Following the rules of the session is simple, you will see the slide below when you join and this is just a remainder of the tools you have in the lesson. When the lesson ends you exit by pressing the red telephone symbol.

LIVE Lessons – expectations of all participants

- Switch off your camera and microphone before joining. This protects your privacy and stops any background noise at your location from disturbing the lesson. These can be turned back on later if you need to ask questions. Ensure you are appropriately dressed in case your camera accidentally turns on.
- The lesson might be recorded. You will be advised of this. This allows you and any absent pupils to play it back later.
- When you 'join' a lesson, this tool bar will be available. Hover over the screen, about 1/3 of the way up from the bottom to display it.
- Let your teacher know you have a question using this tool. Please wait to be asked to speak, just as you would in a lesson. If you click you will see that your hand is raised. Speak clearly and use appropriate language.
- Have a question but don't have a microphone? Use the 'chat' feature and type your question instead! Check to see if someone else has already asked your question. If they have, hover over the top of the question and click on the 'thumbs up', so your teacher knows which questions are most popular.

Be confident, calm and caring
Sometimes the technology doesn't always work; sometimes internet connections 'lag'

The Abbey School