

# Student guide to using Microsoft Teams

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## Aims of today's session:

- Introducing you to Microsoft Teams
- How to access Microsoft Teams if having to self-isolate from home due to a year group or partial year group lesson
- How your lessons could be delivered from teachers if there was a closure

# What is Microsoft Teams?

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It is an online platform that's allows you to conduct online meetings and share documents.

It is a platform that allows us as teachers to still teach lesson content to you.

Some of you may have already experienced this at school when a member of staff is absent and they have completed their lesson with you via Teams.

For you to take part in Microsoft Teams lessons at home your parents have had to give permission for this. We now have permission for the majority of the school with only a few more to chase!

# When will we use Microsoft Teams?

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We would use Microsoft Teams for the following scenarios:

- If a whole year group has to self-isolate then lessons would be delivered using Teams
- If we have a partial year group closure that affects a whole class e.g. 9G1
- If we have a member of staff who is self-isolating and is able to work from home, they may deliver their session to you in school via Teams
- We may use it to deliver year group assemblies when you are in school

If your teacher is going to use Microsoft Teams this will be clearly communicated to you. Your work will always be available via the Students VLE too.

# Setting Work: Students VLE

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If you are absent from school, you have had to self-isolate due to a case of COVID in your family or we have had a confirmed positive case within your year group that you may have had close contact with then you will be working from home for a period of time.

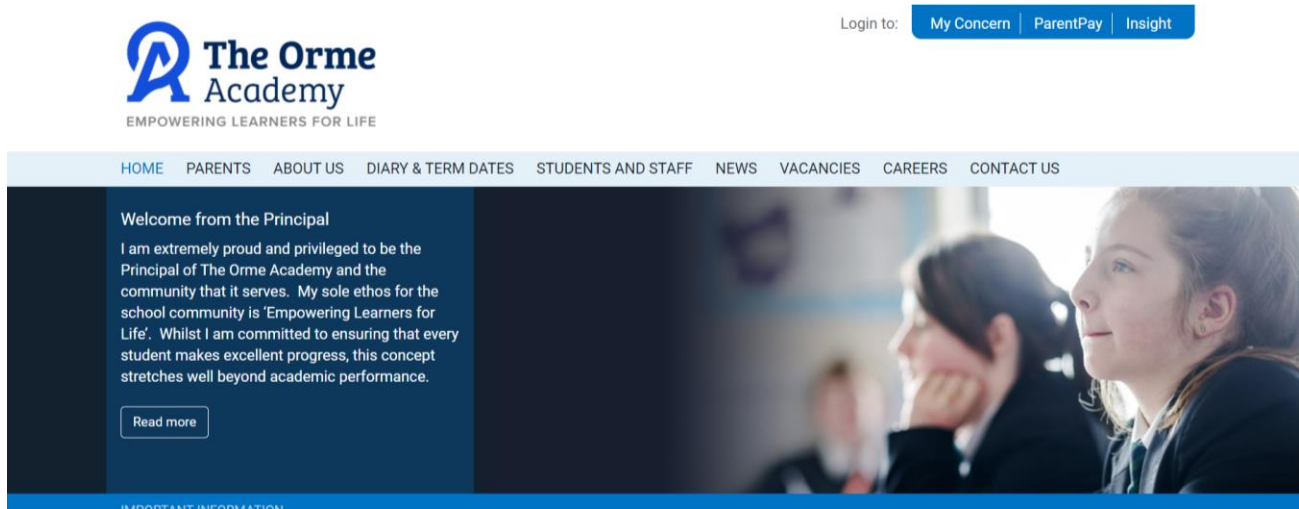
Your work is uploaded to the student VLE on a daily basis, it is your responsibility to complete the work throughout the day.

You can communicate with your teacher via email to ask questions if your unsure what to do and also to send them any examples of completed work.

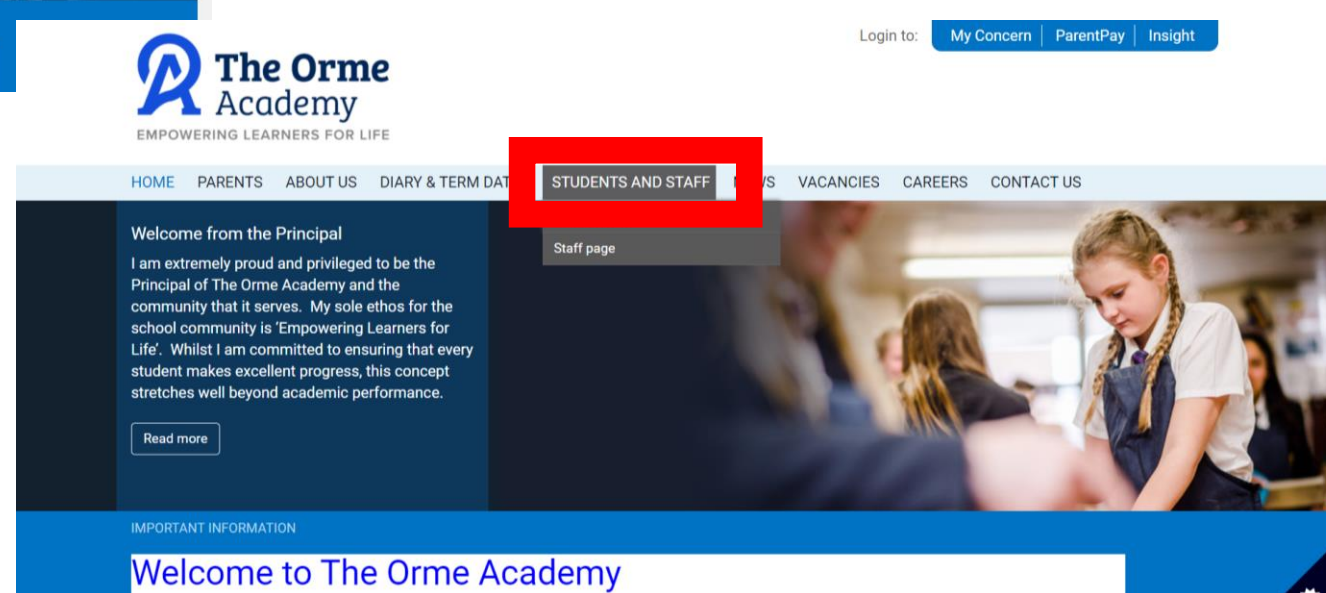
**THIS IS THE WAY WE WILL CONTINUE TO SET WORK FOR YOU UNLESS YOU ARE TOLD OTHERWISE BY THE ACADEMY OR CLASS TEACHER!**

# Using Microsoft Teams from home

Go to The Orme Academy website



Go to the students and staff link on the light blue bar and click on students



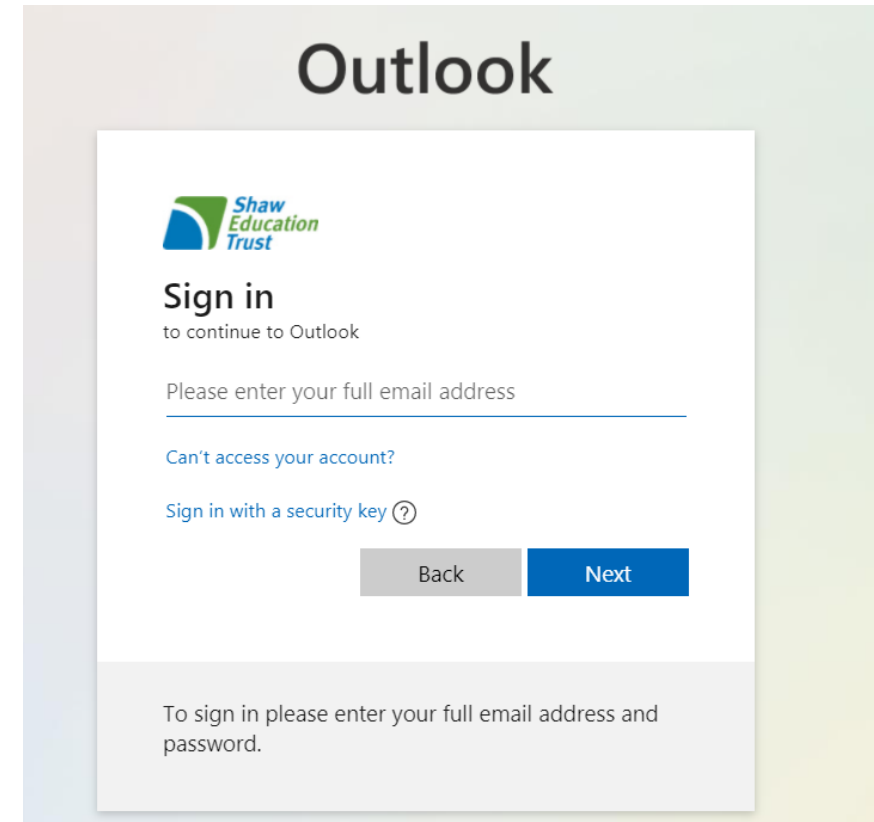
# Using Microsoft Teams from home

Select email from the links

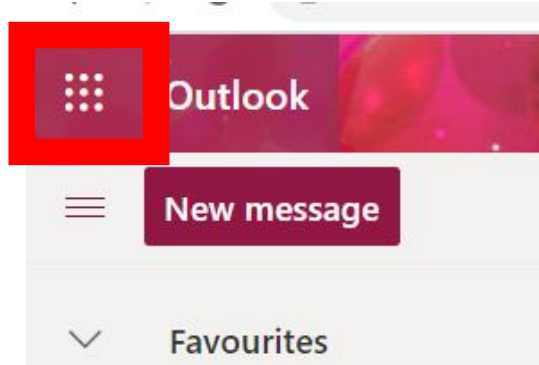


Sign into your school email – [yournumber@toa.shaw-education.org.uk](mailto:yournumber@toa.shaw-education.org.uk)

Your password is the same one that you use to log in to the school computers

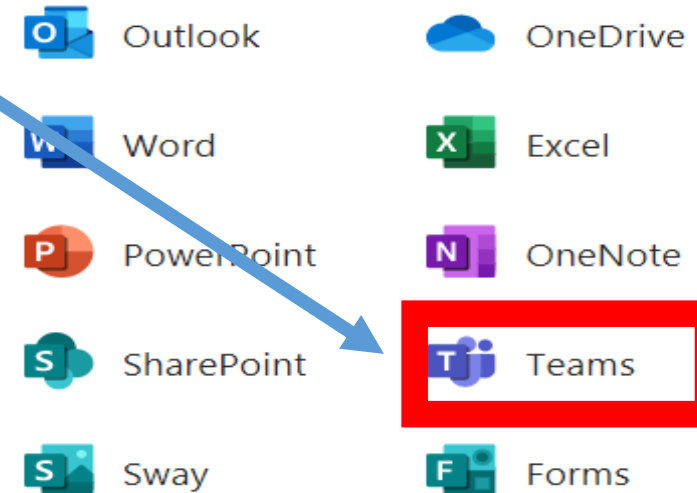


# Using Microsoft Teams from home



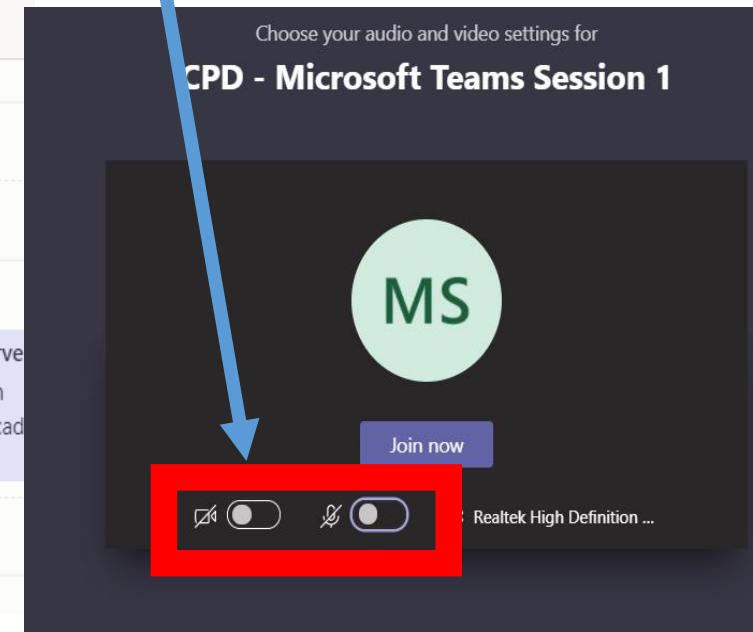
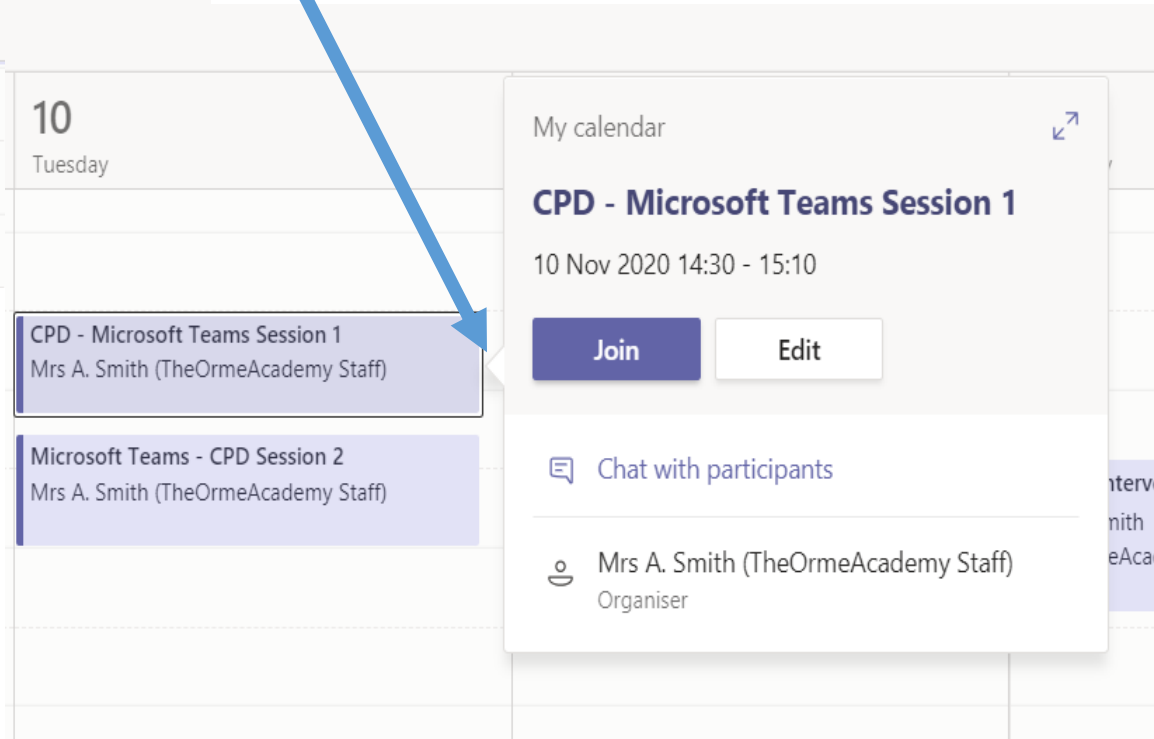
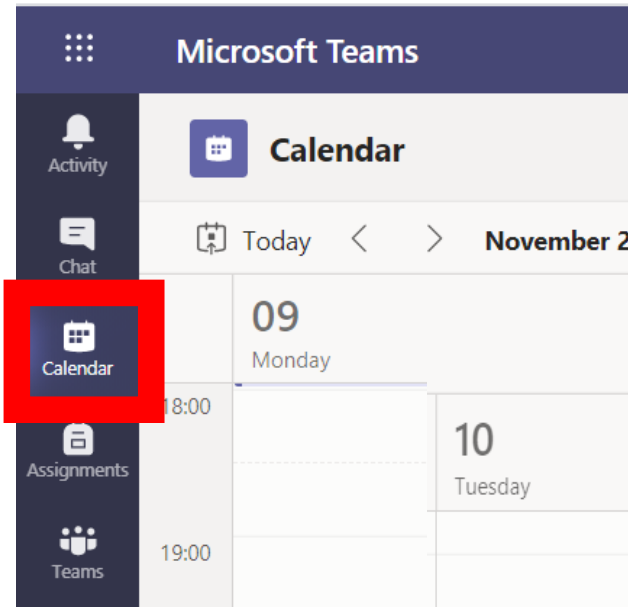
Once you have logged into your email you will see nine dots in the left corner of the screen, click on these and select Teams from the menu.

## Apps



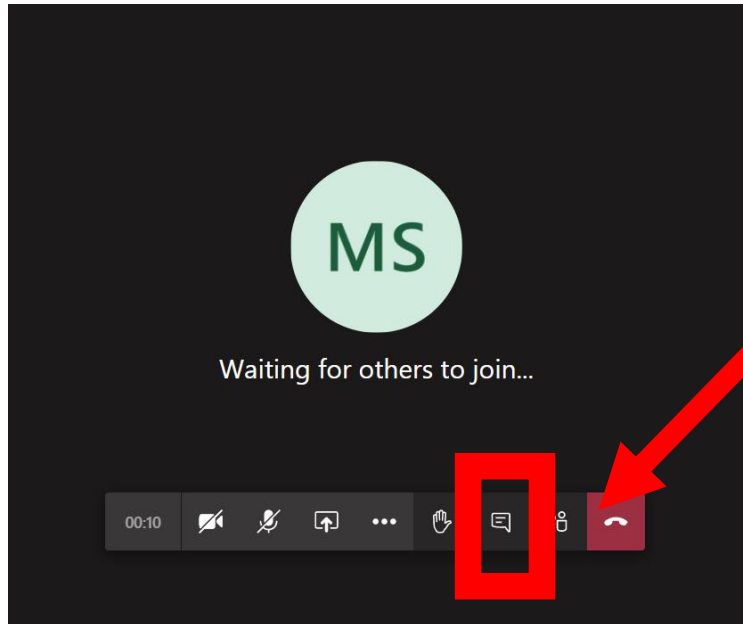
# Using Microsoft Teams from home

Once Teams is open, your classes will be scheduled there for you. You click on the meeting you need and click join. When you do this you will be online virtually with your class teacher and other members of your class. You must make sure your **SOUND AND VIDEO ARE TURNED OFF!**



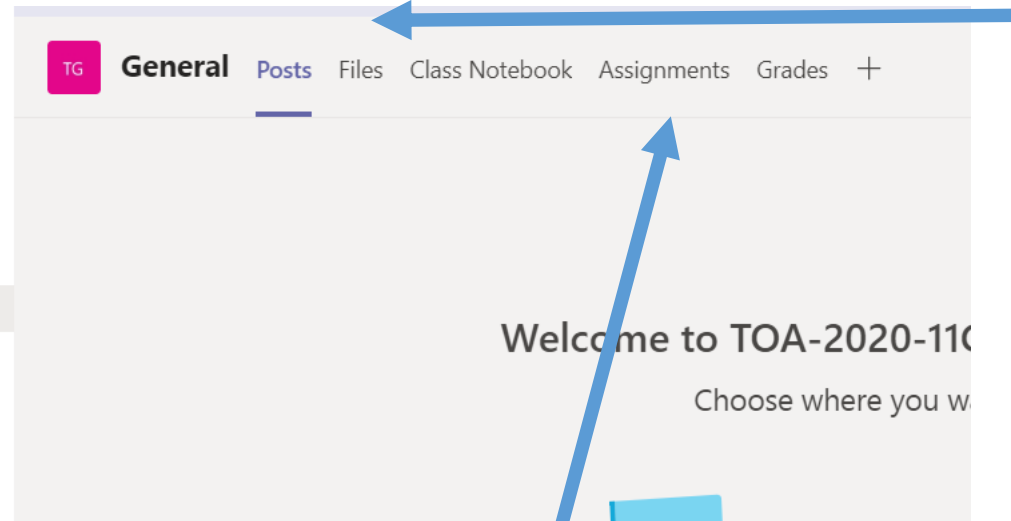
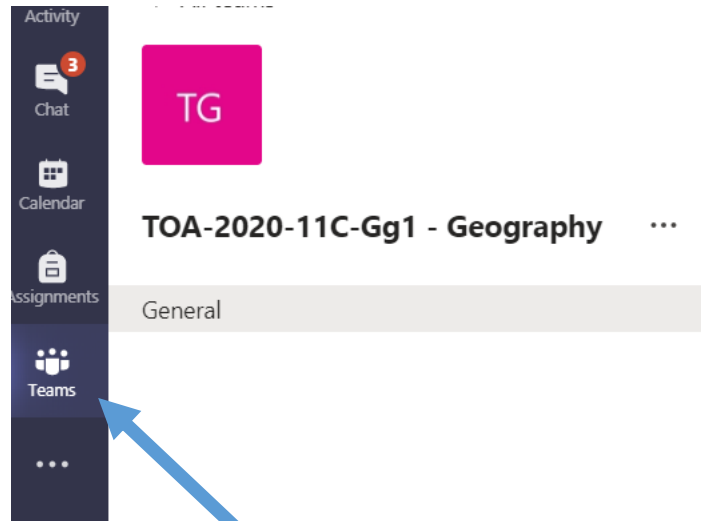


# Using Microsoft Teams from home



Once you are in the class you will see, your students and teacher starting to join the class. As your microphone will be switched off if you want to ask a question then you need to use the chat facility.

# Using Microsoft Teams from home



Your teacher can upload files to your class area for you to use.

Your class teacher will have your class set up as a Team, this means that when you're in Microsoft Teams you will be able to access any assignments that your teacher has set you and upload them back to your teacher.

# Microsoft Teams – Important Information

This slide will be shared with you at the start of every single lesson, your parents are also aware of the rules of using Teams!

- You are only allowed to participate in a Teams lesson once your parent/carer has given permission to the Academy.
- Your camera must be switched off at all times.
- Your microphone must be muted at all time, unless your teacher asks you to unmute to answer a question.
- You must not record or share any parts of the lesson.
- If you have a question to ask then please use the chat facility. Remember this should be sensible and the chat is not to be used to say hi to other members of the lesson.
- Be polite and respect everyone's contributions.
- The lesson materials will be available for you to view or read through again at a later time.
- You can give answers through the 'chat' function if you don't want to speak.
- You may leave the lesson at any time if you feel uncomfortable. Please communicate your reasons for this to the member of staff via email.
- You should complete and return any independent work as instructed by your teacher.

# Session timetable

If you have to work remotely from home we will follow the timetable below for students in each year group. For example if your in Year 7 you would have three online 30 minute sessions a day for your subjects and then they would set you three independence activities for each subject. This means you don't need to be on Teams for the independence activity but you can use the chat or school email to contact the teacher as they will still monitor this.

	Online 'Live' Session	Independence follow up task
Year 7	30 minutes	30 minutes
Year 8	30 minutes	30 minutes
Year 9	45 minutes	45 minutes
Year 10	60 minutes	60 minutes
Year 11	60 minutes	60 minutes

During the time where you are working on your independence follow up task, you will be able to contact their teaching your teacher using the chat element on Microsoft Teams or via their teachers school email address to ask for any further guidance or support.