

Student guide to using Microsoft Teams for live lessons

What is Microsoft Teams?

Microsoft Teams is what we are using for our live lessons.

Why are we using Microsoft Teams?

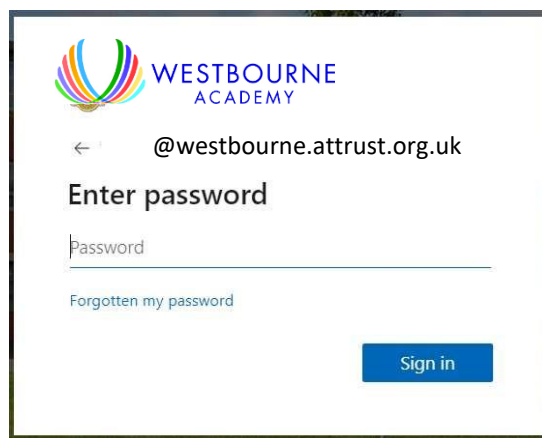
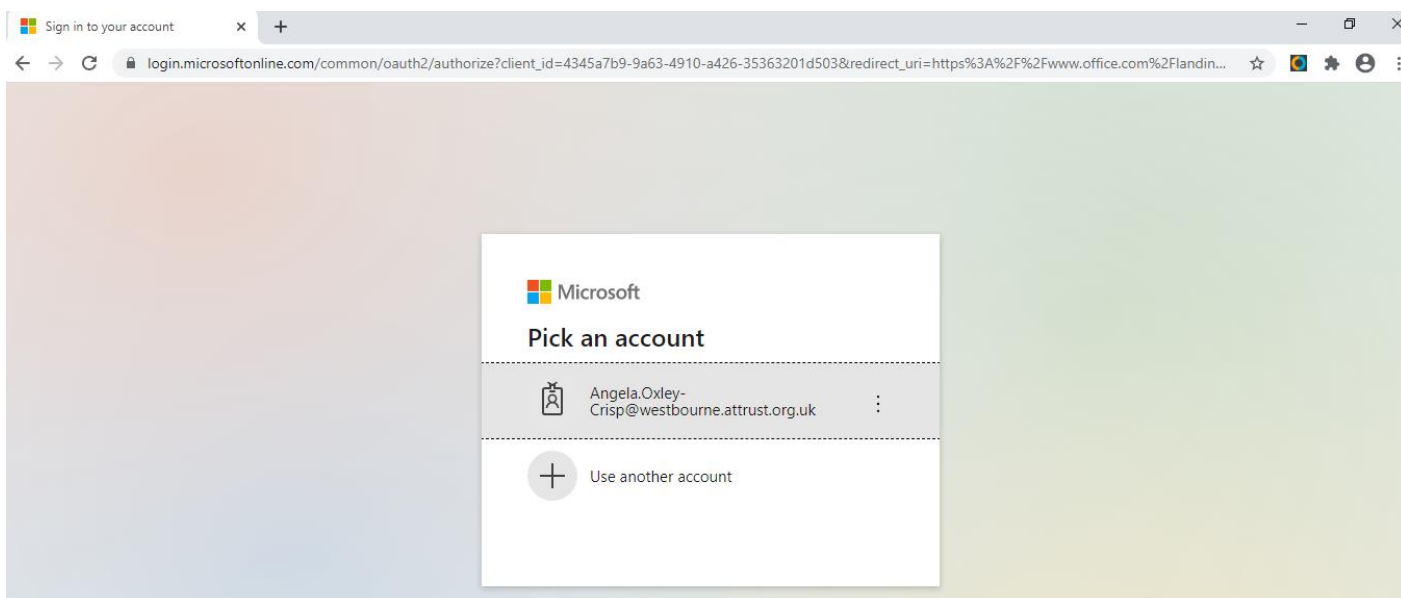
We will be using Microsoft Teams increasingly over the coming weeks to support your home learning. Live lessons will provide you with

1. More help and guidance from your teacher about the topics you are learning
2. An opportunity to speak to your teacher about any issues with your learning.

How do I get Microsoft Teams

The app itself is incredibly easy for you to set up and it can be used on a laptop, desktop, tablet or on a smart phone. There are a few options for how you can access Teams.

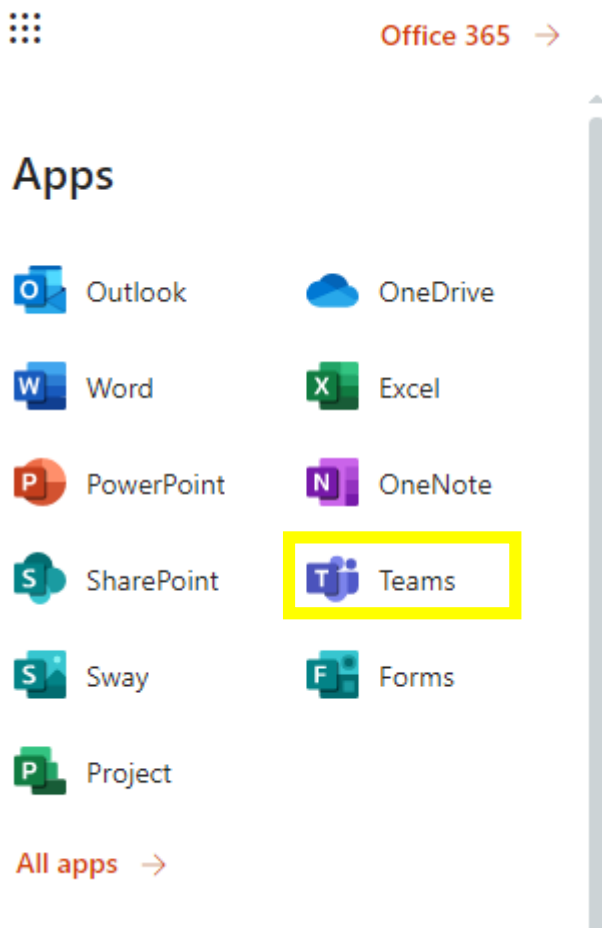
1. Access <https://portal.office.com>



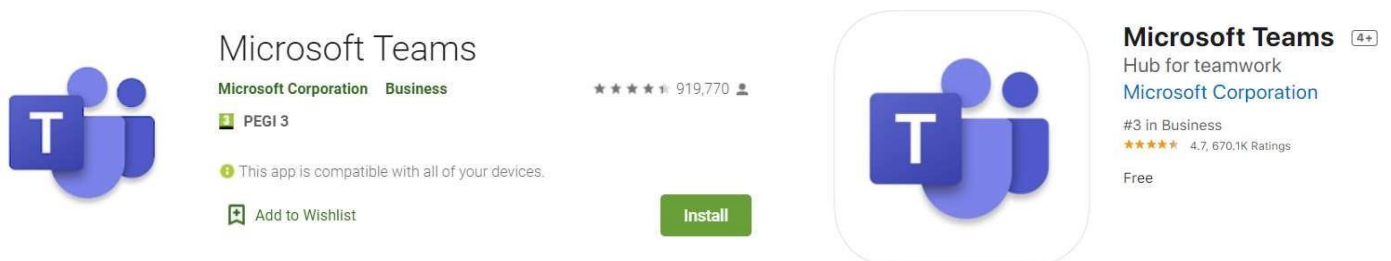
To log in you need to use your Westbourne Academy login details i.e. how you log in to the computers when you are in the academy. If you do not know your password, email reset.password@westbourne.attrust.org.uk.

Year 7 19.firstname.surname@westbourne.attrust.org.uk then password
Year 8 18.firstname.surname@westbourne.attrust.org.uk then password
Year 9 17.firstname.surname@westbourne.attrust.org.uk then password
Year 10 16.firstname.surname@westbourne.attrust.org.uk then password

This will log you into Office 365. When you sign in, if you click on the 9 dots in the top right hand corner, you will have access to all Apps in Office 365. Teams is an app here and is highlighted below. You should also access Outlook in this way and it is important to check your emails daily.



2) Teams is also available as an iOS or Android app, and can be downloaded from the App Store or Play store; this can then be signed in to, in the exact same way as before:

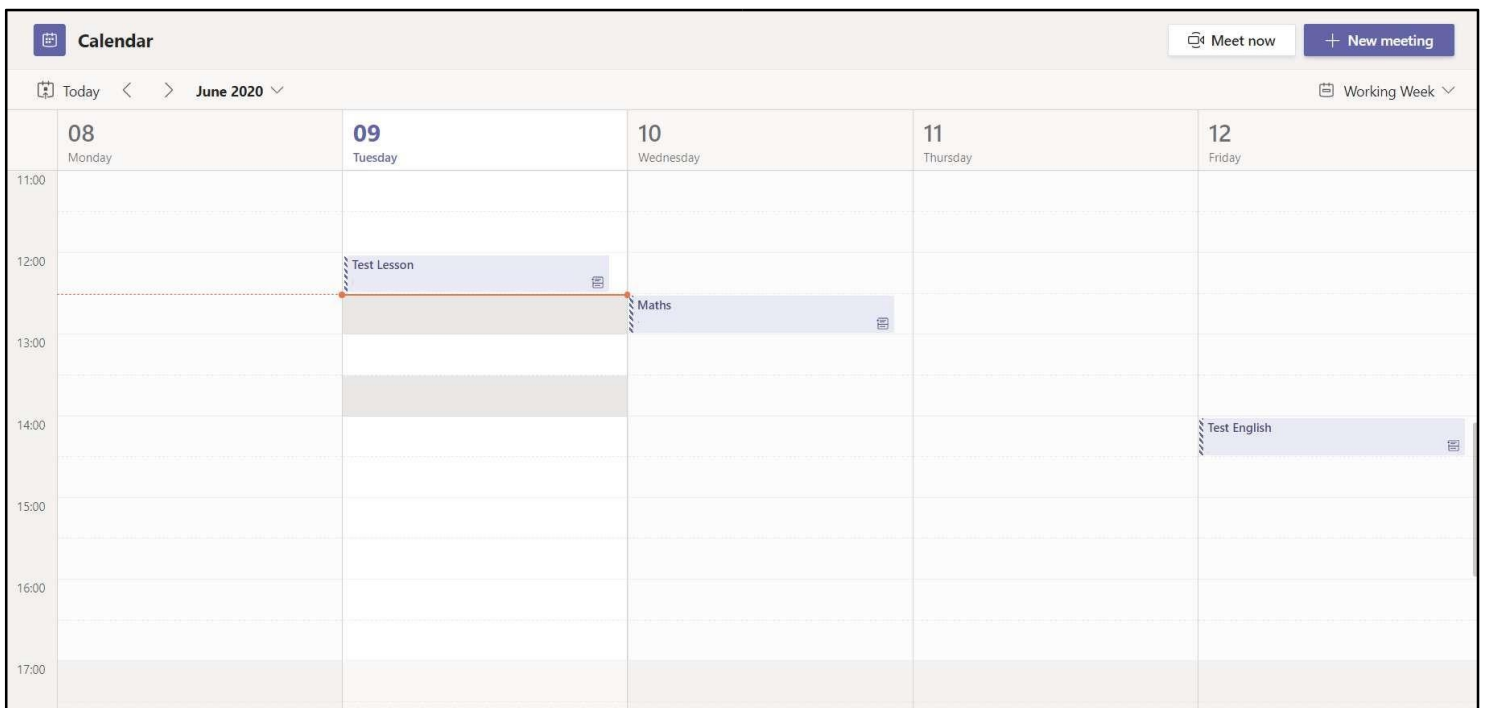


How do I know when my Teams session will be?

The following screenshots and instructions refer to the online version of Teams, available at <https://teams.microsoft.com> or through our website link but please note that all the versions of Teams are very similar, in layout and function.

When your teacher schedules a lesson for your class, it will send a notification to your activity feed, which can be accessed from the menu on the left hand side of Teams.

All of your scheduled lessons will also show in your calendar, which again can be accessed from the menu on the left hand side. Checking your activity feed and calendar daily will help you keep on top of what lessons you have scheduled and when they are.

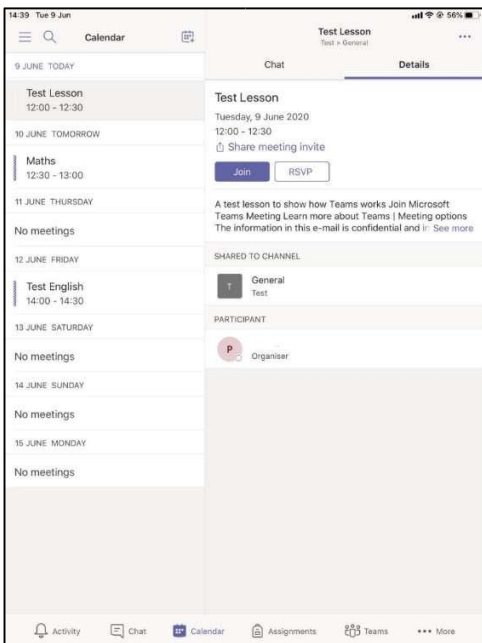


Please note: You will receive an invitation email from your teacher, asking you to join the Teams session. If you click on accept, the message will disappear into your deleted emails. If you are struggling to work the calendar function, you can always go back to your deleted emails, find the invitation and click join from there.

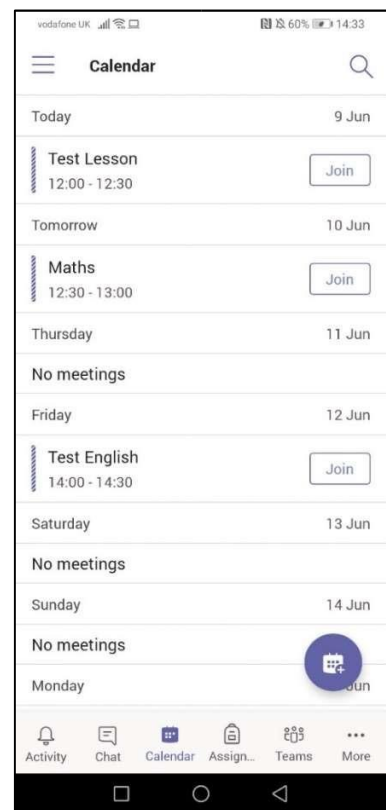
When your teacher starts the lesson you will receive a new notification on the activity page, as below, with the option to join the lesson. There will also be a join button available on the calendar view.



Please be aware that while it works the same, the calendar will look different on an Android or iOS device, as the screenshots below show.



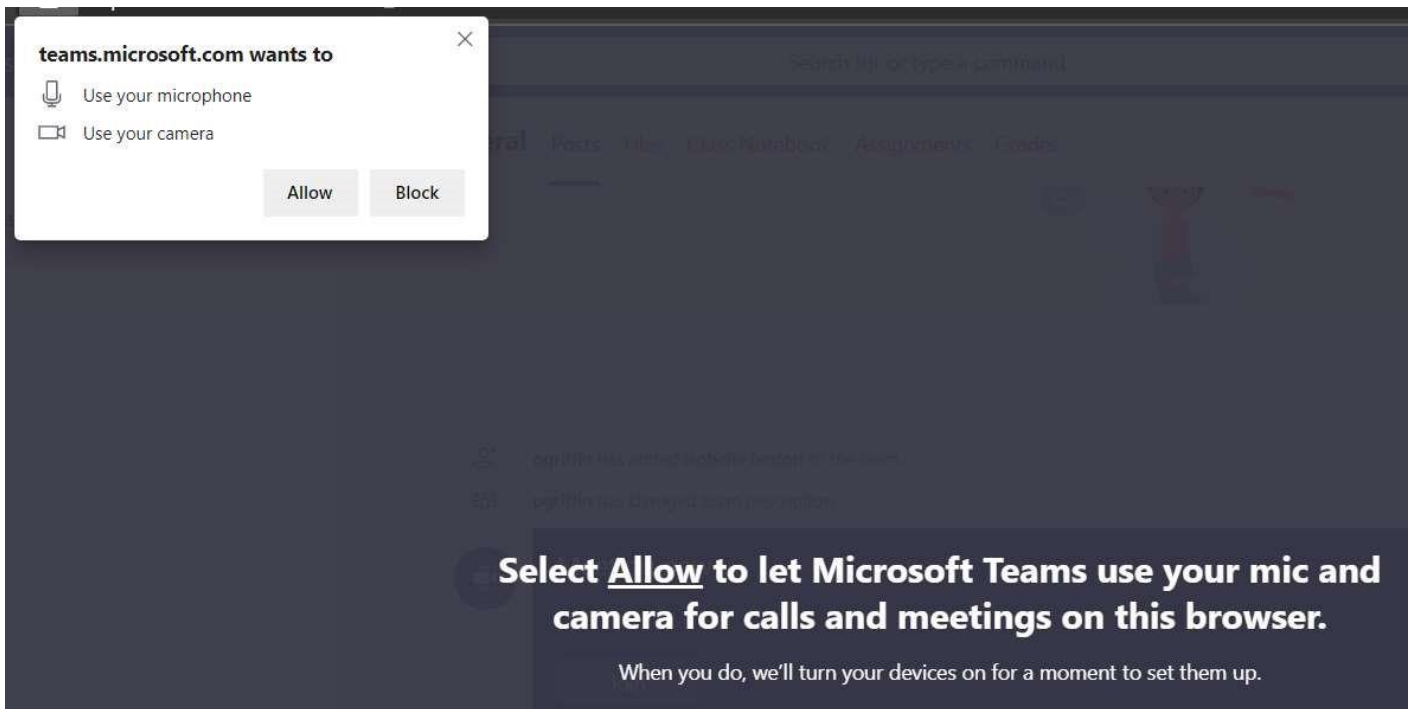
To the left is how the Teams calendar looks on an Ipad.



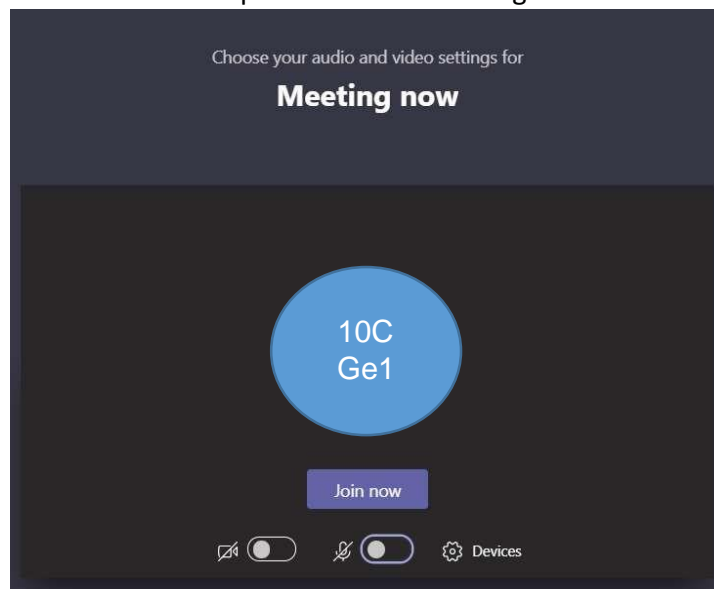
To the right is how the Teams calendar looks on an Android phone.

Joining a Teams session

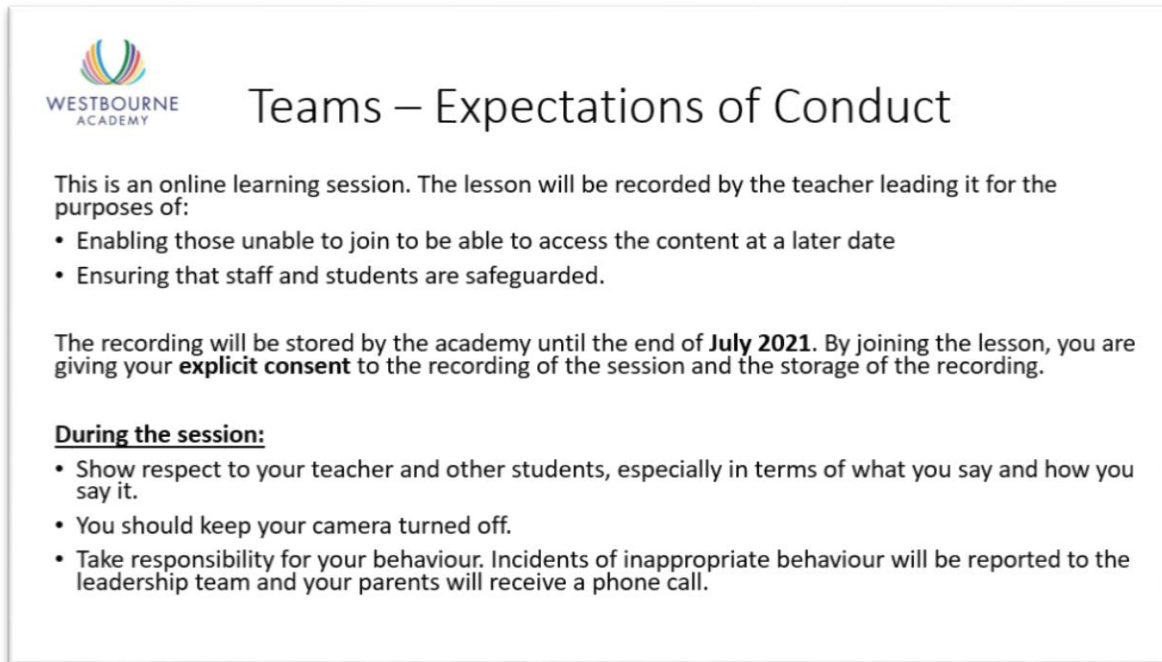
When you click the 'Join' button you will see the following screen where Teams will ask to access your Microphone and Camera:




Choose the 'Allow' option to give Teams access, but then once it loads the next page use the buttons at the bottom to turn off the camera and microphone before selecting the 'Join now' button:



You have now joined the lesson, and will see a screen similar to below. Please note that when you join you should see a slide with expectations that your teacher will be sharing.



 **Teams – Expectations of Conduct**

This is an online learning session. The lesson will be recorded by the teacher leading it for the purposes of:

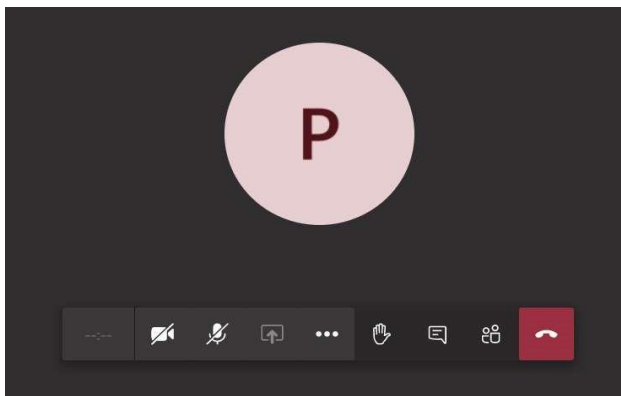
- Enabling those unable to join to be able to access the content at a later date
- Ensuring that staff and students are safeguarded.



The recording will be stored by the academy until the end of **July 2021**. By joining the lesson, you are giving your **explicit consent** to the recording of the session and the storage of the recording.

During the session:

- Show respect to your teacher and other students, especially in terms of what you say and how you say it.
- You should keep your camera turned off.
- Take responsibility for your behaviour. Incidents of inappropriate behaviour will be reported to the leadership team and your parents will receive a phone call.

During the lesson



Click on the hand icon  if you want to ask a question and your teacher will ask you to unmute your microphone 

A few things to check before you start

- Check the sound is working on your device; a quick way to test is to try and play a video from YouTube, and check you can hear it clearly. Depending on your situation it may be useful to try and use headphones.
- Prepare everything you need before the lesson starts and make sure you have all of the equipment and resources you need.
- Check you can log in to Teams on whatever device you plan to use well in advance. This way, if you have any trouble, you can contact your teacher or ICT support who will be able to help in plenty of time.