

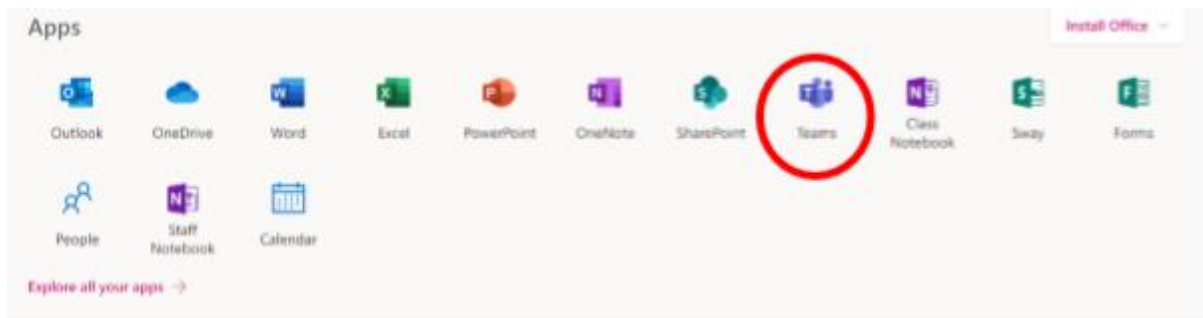
How to access your virtual lessons on Microsoft Teams

On any web browser (Google, Chrome, Safari, Internet Explorer etc), go to www.office.com and sign in.

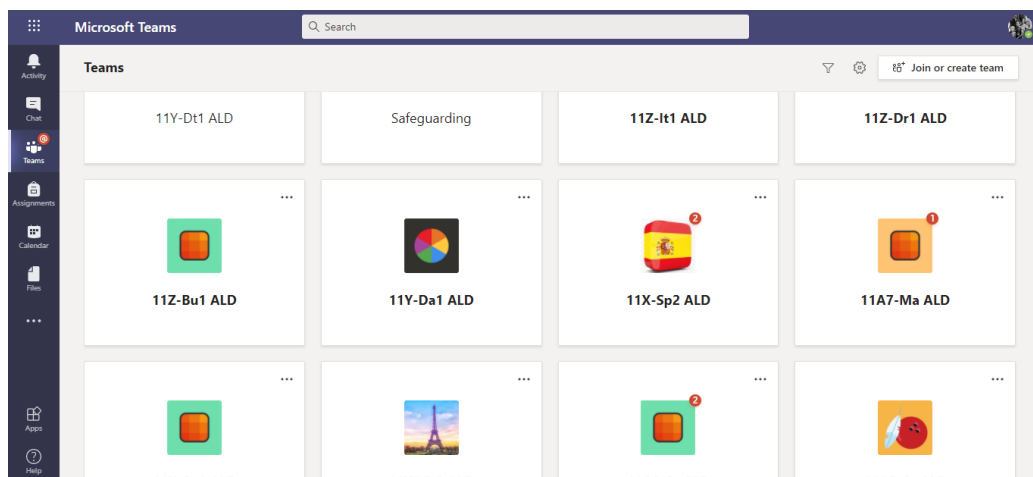


To sign in, you will need your email address and password.

Once you have logged in, click on the Teams icon to access our Virtual School. This may be at the top of the page or along the left hand side, depending on your browser, but the icon will always be the same.



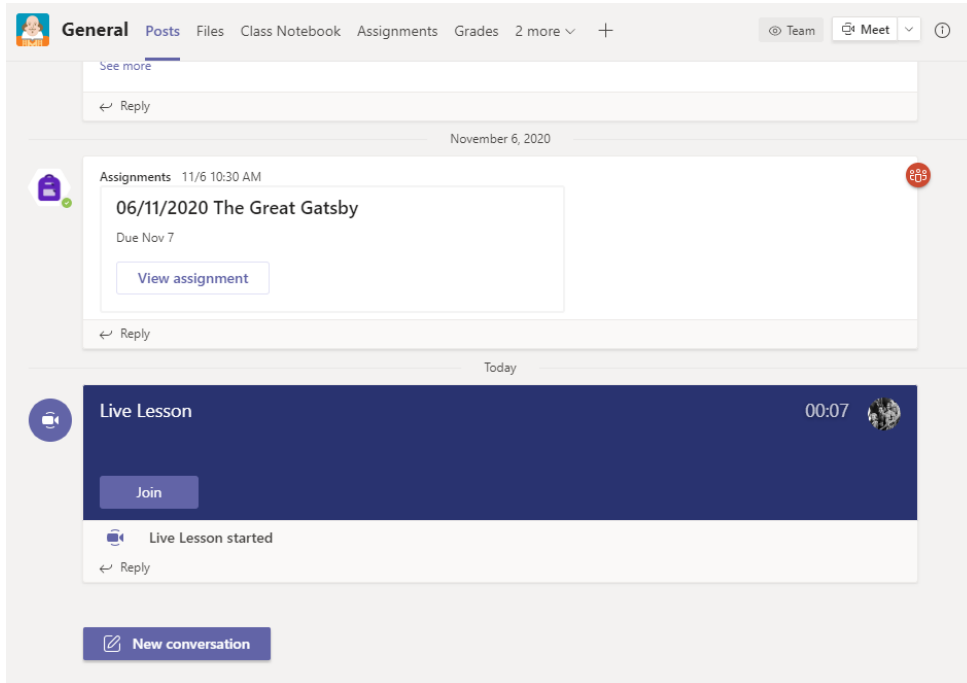
You will then be able to see all of your timetabled classes and some extra whole year group / school Teams.



If you are missing any of your classes, then please email your Achievement Co-ordinator who ensure that you are added to them, or alternatively, email the teacher of the class directly.

You should always follow your normal timetable of lessons whilst in the Virtual School, therefore if you would usually have an English lesson on a Tuesday Period 2, then at 9.40am, this is the class which you should open.

If your teacher has started a live lesson, you will see a blue notification in your Team.

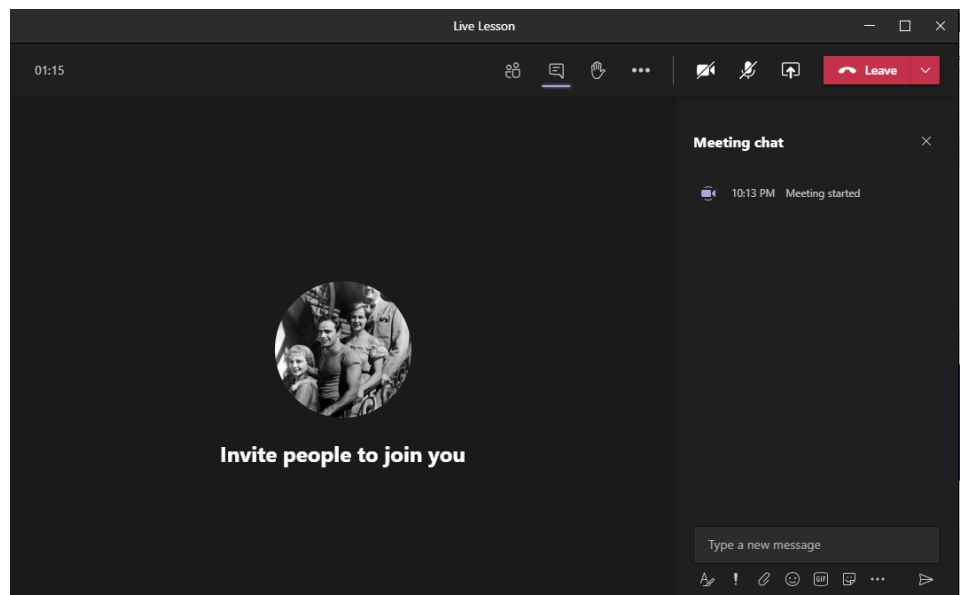


By clicking on the 'Join' button, you will be part of the live lesson, and will be able to join in with your class as normal.

Your teacher may ask you to mute your microphone whilst they are imparting knowledge, and then ask you to turn it back on again when they ask you a question.

To change whether your camera or microphone are turned off or on, you should click on the camera and microphone icons at the top. If they have a line through them, then they are not on.

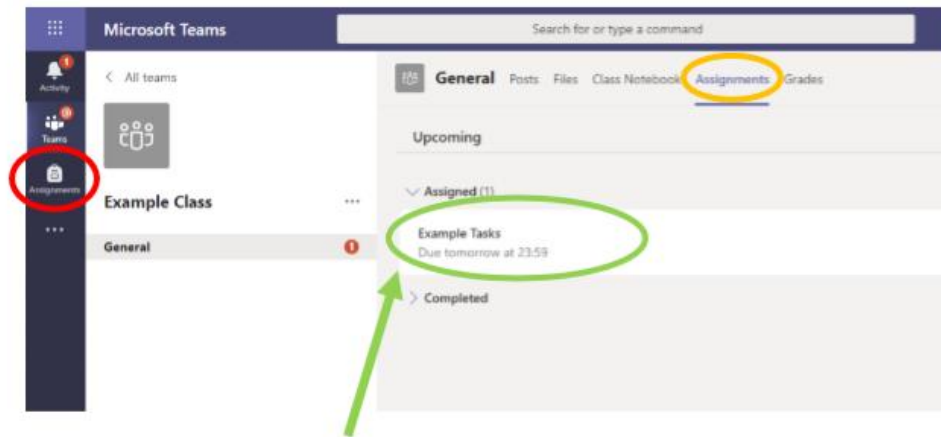
Please be reminded that all live lessons are recorded for safeguarding purposes.



If you would like to type anything to your teacher, you can do this through clicking the speech bubble icon which will open up the 'meeting chat'. Here, you can message your teacher by typing in to the message box and then pressing the send button which looks like a right headed arrow. You can also raise your hand to ask a question during the live lesson by clicking on the hand icon.

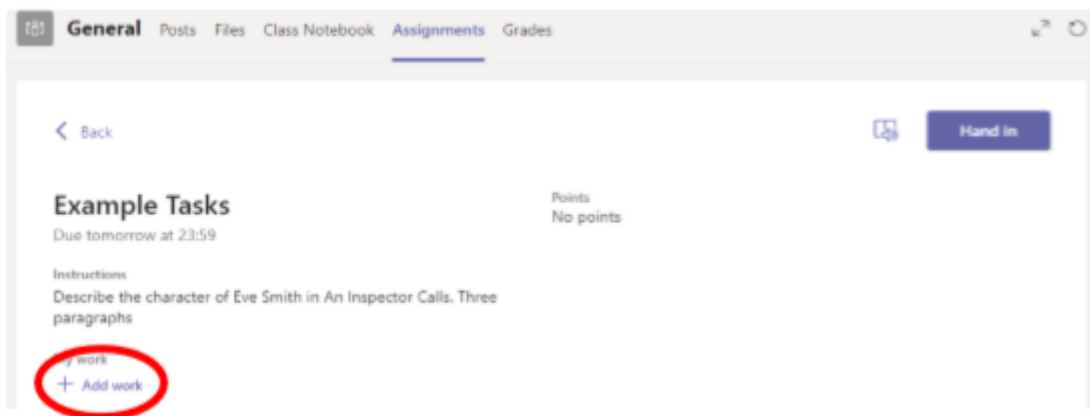
In addition to the live lesson function, your teachers will also use the assignment tab to set work for you and upload any resources needed for the lesson.

You can access this in two different ways: you can click the assignment button circled in red on the left hand side to see all of the different assignments set by all of your teachers, or you can click into your class and access the assignments for that specific lesson as circled in yellow.



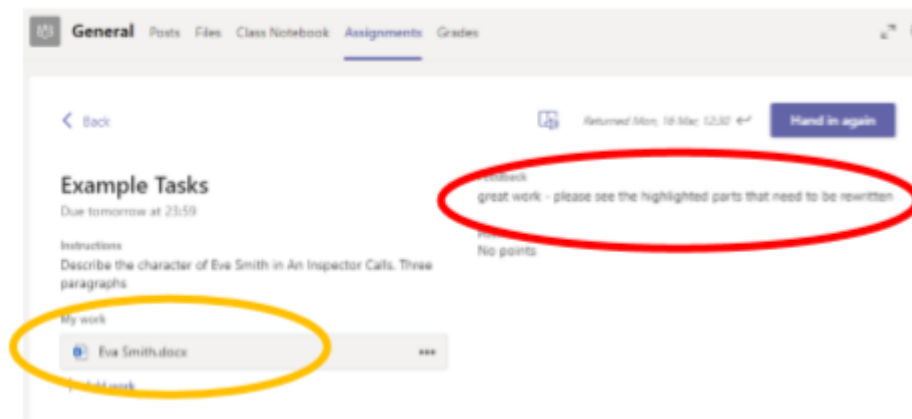
By clicking on the specific assignment, you will then be able to see the tasks and resources set by your teacher. You can download these resources to your own device, or view them just for the lesson.

To add your work, then click on the add work icon.



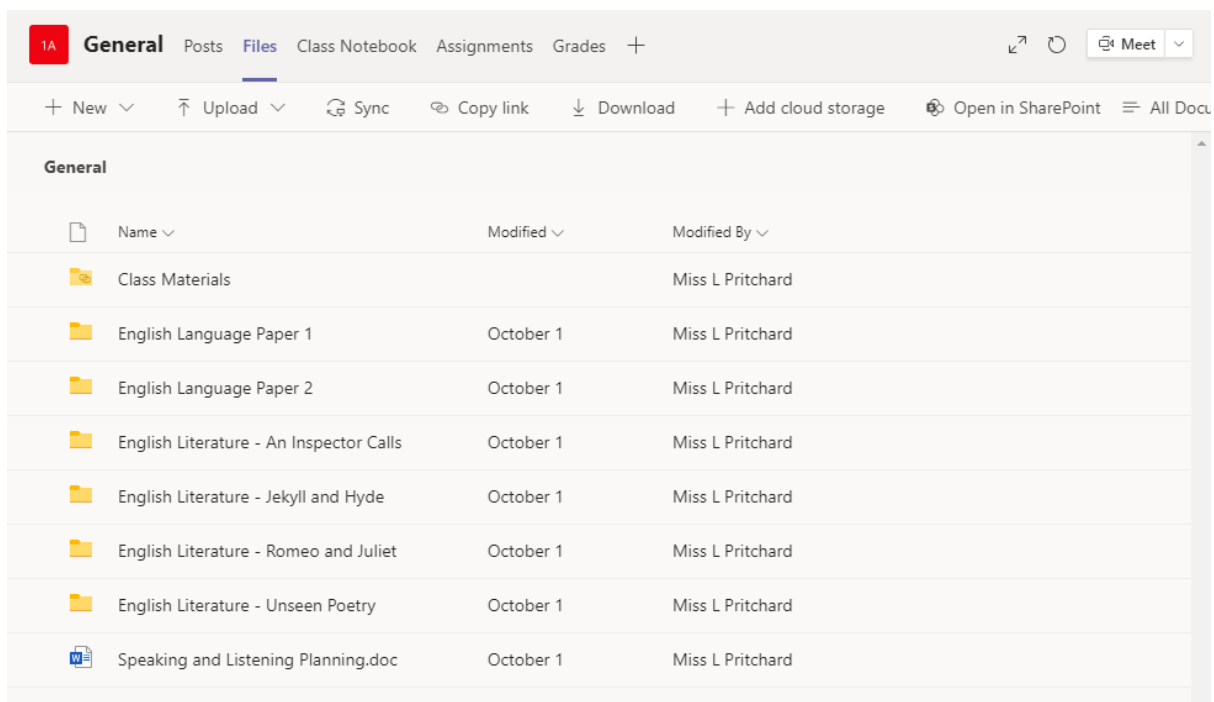
You can then choose whether to start a new file to complete your work, or upload a document which you have previously been working on which is saved to your device or Teams already.

Make sure that you click on the hand in button once you have uploaded to your work to ensure that your teacher can read it and provide you with feedback.



Once your teacher has provided you with feedback, you will see this on the right hand side when you re-open the assignment. An example is circled in red. Your teacher may have also added notes to the document you have uploaded, which you will also be able to open again as circled in yellow. You also have the option to hand in your work again once you have completed any corrections or your reflection.

You can also access resources within each of your classes through the Files section.



At the top of each of your classes, you will see a series of links including 'Posts', 'Files' and 'Assignments'. Within the 'Files' section, your teacher will have uploaded specific resources for you to access which may support you during your lessons in our Virtual School.

As always, we are all here to help and support you, so please email or call us if you need anything whilst you are accessing lessons in our Virtual School.