Home Teaching & Learning

Microsoft Teams

1. Arrangements for live lessons

Due to the current national lockdown you will be learning via Microsoft Teams.

Year 7 begin live learning on Monday 11th January. Some parts of your lessons will require independent work too.

To access your live lessons you need to do the following:

- Go onto office 365

- Accept the emailed Teams invites that will be sent from your teachers in time for lessons to begin on Monday

- Log onto Microsoft Teams

- Open your calendar and click 'join' on the relevant lesson at the time of that lesson – this will then take you to the live lesson.

- You follow your usual timetable (in the back of your planner)

- Lessons begin at the usual times but last 50 minutes to allow for a break between lessons.

Follow the more detailed guidance on the following slides so that you are able to access all of your learning effectively from **Monday 11th January 2021.**

Guidance for accessing 'live lessons' through Teams

**1.** There are **two options** for accessing Microsoft Teams.

    A.   You can click on the Teams icon when logged in to you Microsoft 365 account at office.com (in the same way as you have clicked on to the SharePoint icon for the SMC study page previously).
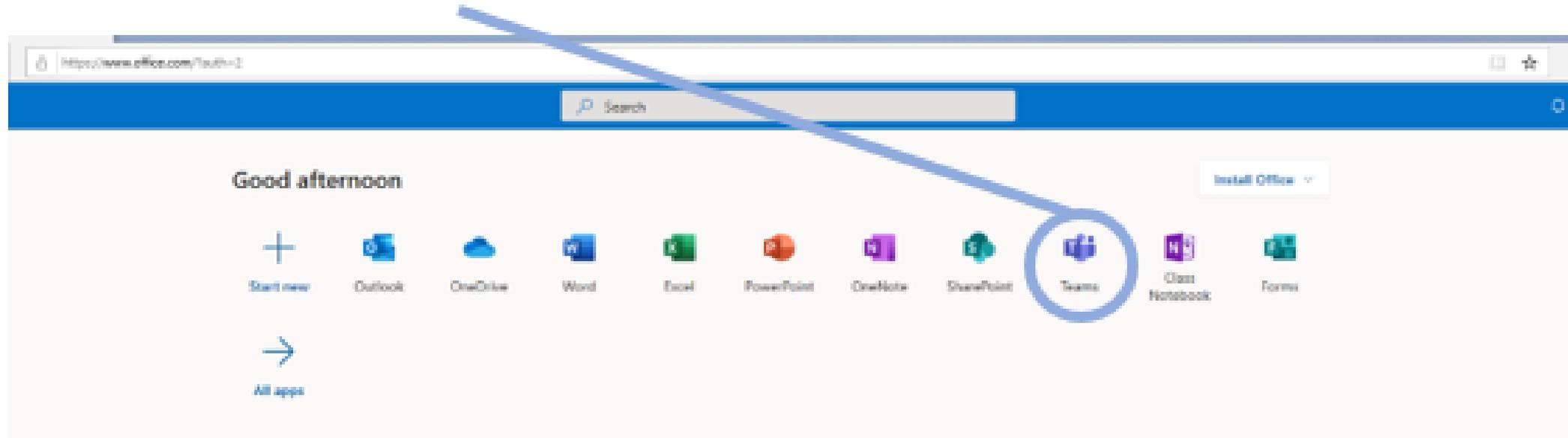
    B.   You can download the Microsoft Teams App on any device for free and log in using your school e-mail and password.

Guidance for accessing 'live lessons' through Teams

2. Once you have opened Teams you will need to go to the calendar section by selecting the icon:
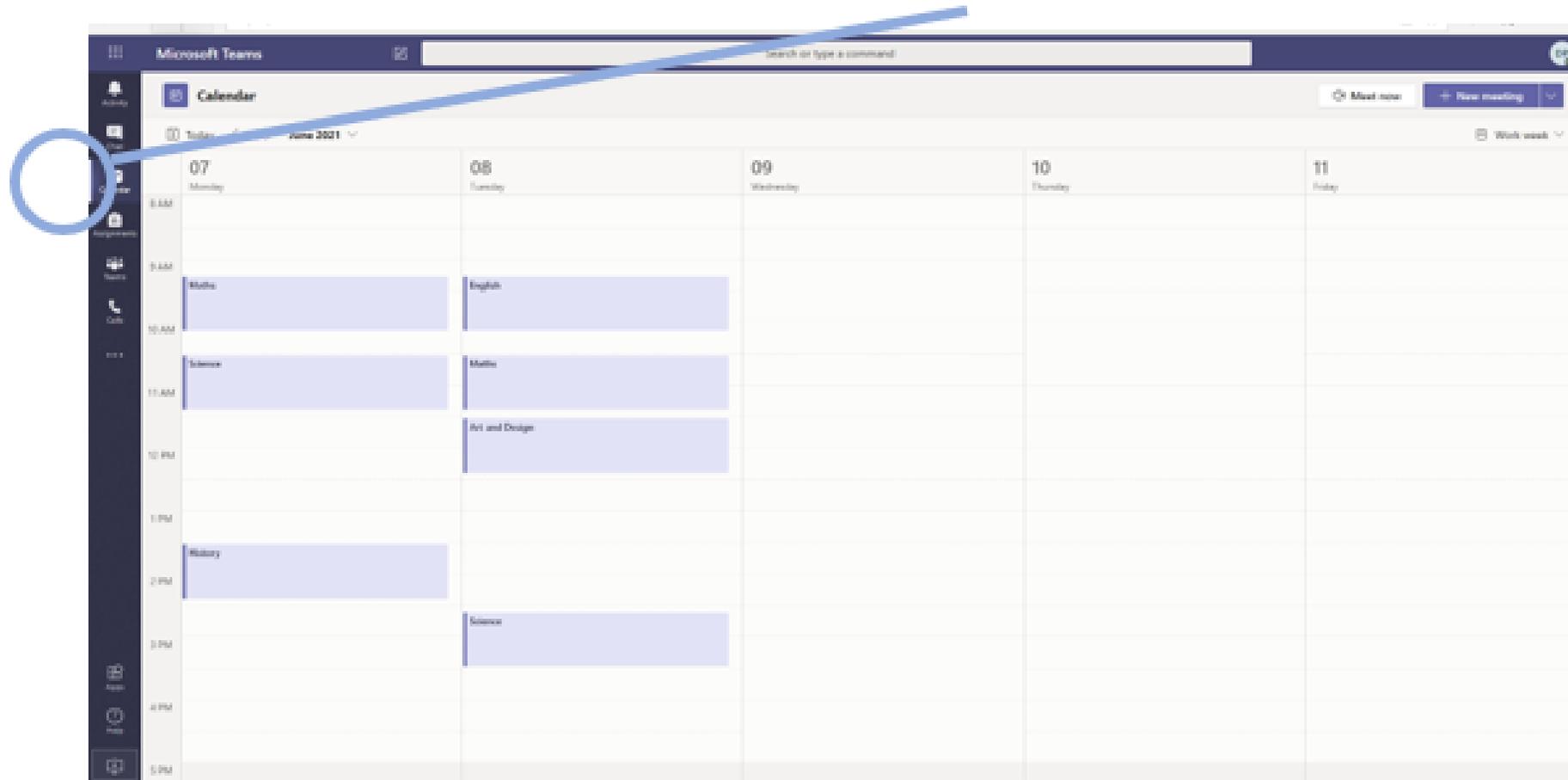
Teachers will have invited you to all lessons and your calendar will automatically be populated when they do. Simply select the lesson you need to join by clicking on it. The word 'Join' will appear in a blue box, when once the lesson is ready to access and you can simply click to join.
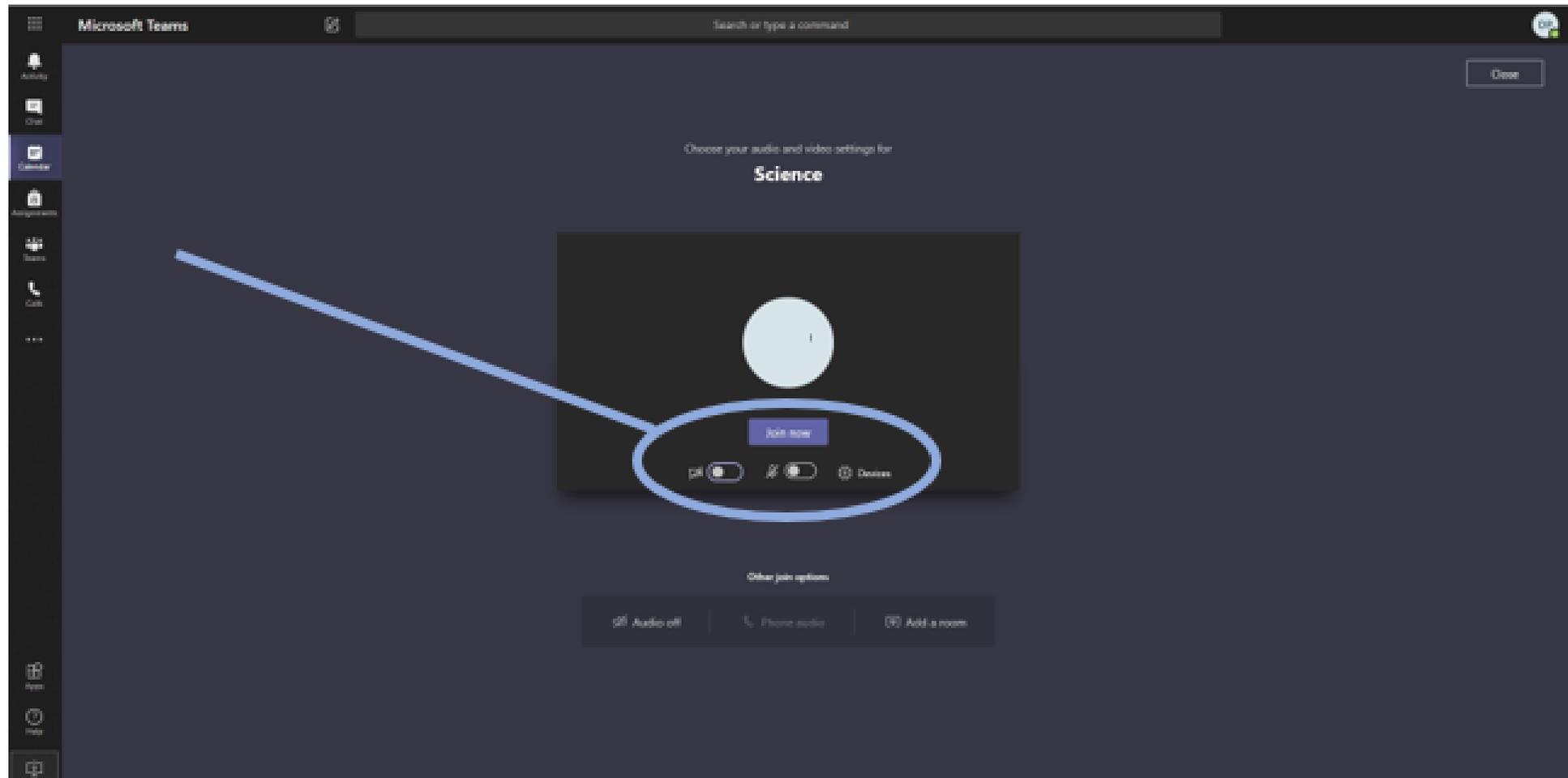
Guidance for accessing 'live lessons' through Teams

Teachers will have invited you to all lessons and your calendar will automatically be populated when they do. Simply select the lesson you need to join by clicking on it. The word 'Join' will appear in a blue box, when once the lesson is ready to access and you can simply click to join.

Science

Join

Guidance for accessing 'live lessons' through Teams

3. Once you have selected to 'Join' a lesson you will see the screen below. Make sure that the camera is off, and the microphone is muted. When you are happy that you are ready then select 'Join now' by clicking the blue rectangle.

Guidance for accessing 'live lessons' through Teams

4. You will now have joined the lesson. At the start of every lesson you will see a reminder of the student protocol which your teacher will discuss with you. It is important that you follow the rules and any failure to do so will result in the usual behaviour policy being applied. A yellow card will result in you being ejected from the lesson. Please read the student protocol carefully before we begin lessons on Teams.

Guidance for accessing 'live lessons' through Teams

5. When you are in a lesson you will see the tool bar below in the middle of your screen:
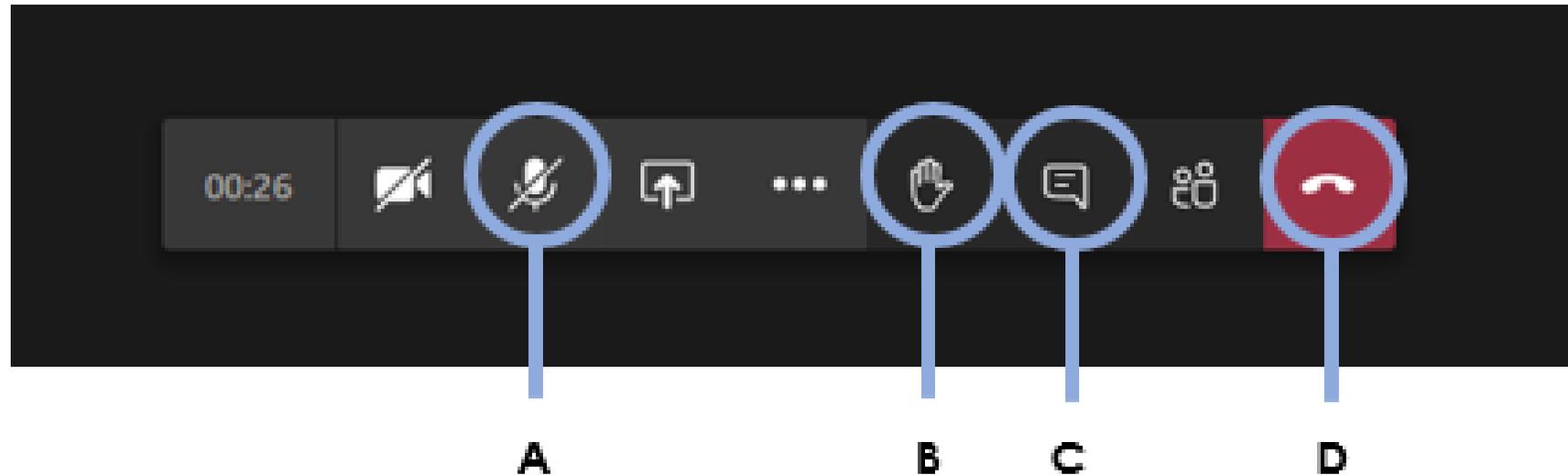
The key tools for you to be aware of are:

A – Microphone mute/unmute. This will be required if you are invited to speak in the lesson.
B – Hand up. This is the button to press if you have a question or would like to contribute.
C – Chat. This will enable you to write a response or a question to your teacher/the class.
D – Hang up. At the end of the lesson use this button to leave. You can then join another lesson.

Guidance for accessing 'live lessons' through Teams

Further advice and guidance

Go to SMC Study for a how-to video on accessing and using Teams:

https://smc23.sharepoint.com/sites/SMCStudy/SitePages/Support,-Advice-and-Guidance.aspx

If you have any technical issues with using Teams please log them with the helpdesk using your school email helpdesk@smchull.org

Student Expectations For Live Lessons

Before the lesson:

1. Ensure that you are dressed appropriately and that you are in an appropriate location to learn without any distractions.
2. Registers of attendance will be taken, if you are unable to attend the lesson email your teacher and Year team in advance explaining why.
3. You will need to be ready to start your lesson at least 5 minutes before the scheduled time. If you arrive to the lesson after 5 minutes you will be given a late mark on the register and it will be logged.
4. Have any materials for the lesson with you, e.g. your exercise book, pen, pencil, ruler, rubber.
5. Have Teams open on your computer. Go to the calendar and you will see the lessons for each day populated. Click on the appropriate lesson and select 'join'.
6. Wherever possible, use a device with a larger screen. Smartphones are fine but the smaller screen size will make reading/seeing lesson content more challenging.

Student Expectations For Live Lessons

During the lesson:

1. Be aware that your teacher will be recording your lesson through MS Teams. This recording will not be shared publicly but is being taken to ensure the safety of all concerned.
2. Follow instructions from your teacher in the same way that you would do normally for example the Classroom Code or the Sixth Form Lesson protocol.
3. During the lesson please mute your microphone if you are not speaking and ensure your camera remains switched off.
4. If you need to ask a question, then please indicate by using the 'hand up icon', your teacher will see and acknowledge this.
5. Always speak slowly and clearly, use appropriate language as you would be expected to do in a lesson.
6. Remember that your teacher has a timetable to follow too – lessons will last 50 minutes to allow for both you and your teacher to transition between lessons comfortably.
7. If you do not follow the classroom code / sixth form protocol, we will be operating our normal behaviour system and ultimately you will be ejected from the session. All such events will be logged as they are when you are on-site.

2. Arrangements for independent learning

Due to the current national lockdown you will be learning via Microsoft Teams.

Many of your lessons will be live but all will involve some independent learning / tasks.

Some of your lessons will be entirely independent so you need to access those yourself as follows:

To access your independent lessons you need to do the following:

- Go onto office 365

- Log onto Microsoft Teams.

- Click on your class channel for the appropriate subject (remember you are following your usual timetable in the back of your planner)

- Click on 'files' on the top tool bar then 'class materials' then click on the folder with the relevant week and date to find the lesson (eg: WK16 11.01.21)

- Follow the more detailed guidance on the following slides so that you are able to access your independent learning effectively from **Monday 11th January 2021.**

You will find lesson resources in the file section
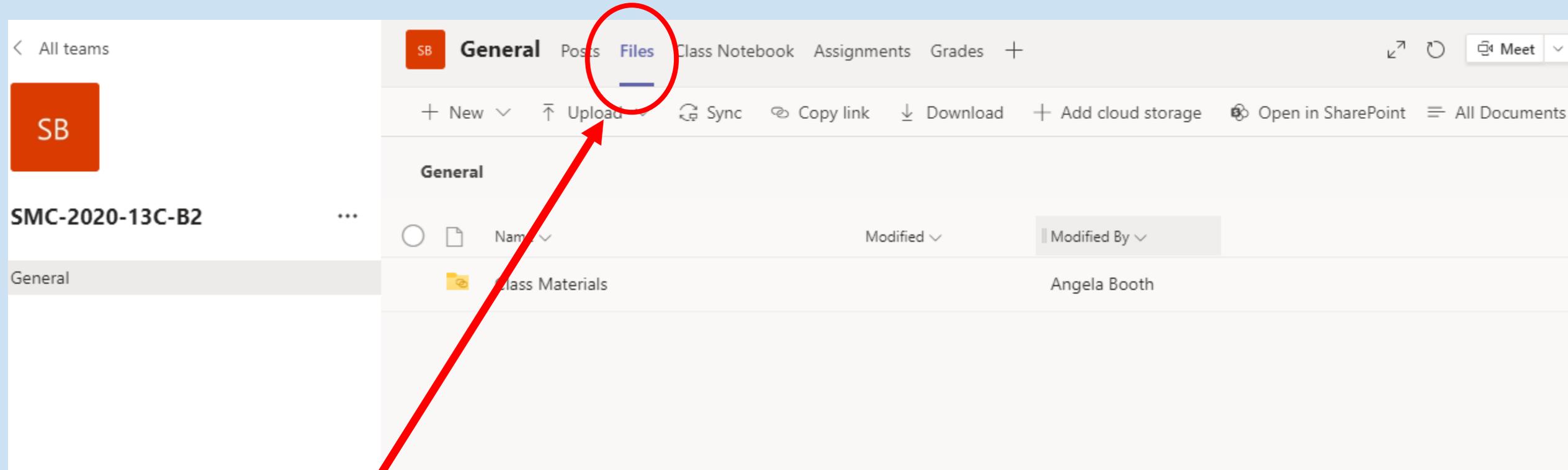
Click on the word 'Files'

Find click on the correct week number & the date that week begins – these match your planner

Click on 'Lessons' if you are looking for resources, or 'Homework' if something has been set using Teams.

Find the correct day and lesson folder

Click on the resources for the lesson

You should read the PPt / notes carefully and complete all available tasks to the best of your ability. You can contact your teacher through Teams or via email if you need any additional help or guidance, but remember they will be teaching lessons so may take some time to respond.

Your education really matters.

We will do all we can to ensure you always have the best possible opportunity to learn at St Mary's.

We need you to play your part.