

Microsoft Teams – Student Guide for Participating in Live Lessons



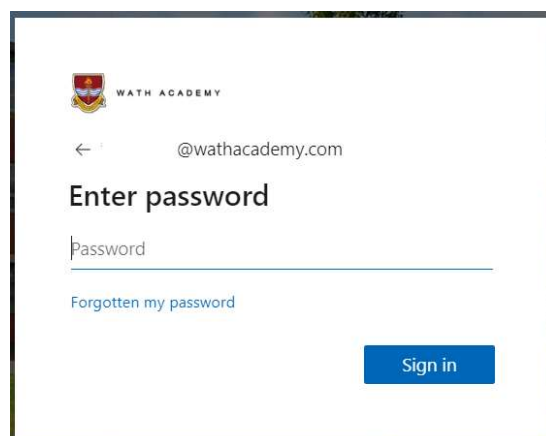
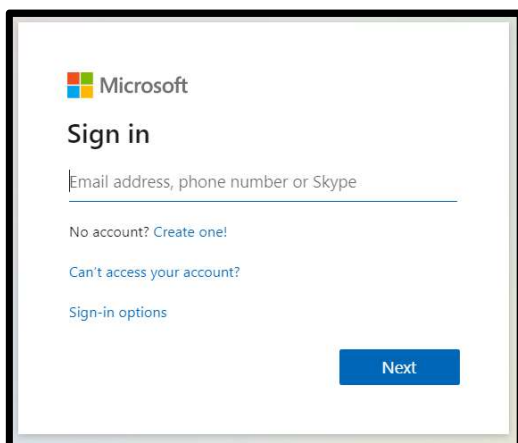
What is Microsoft Teams:

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

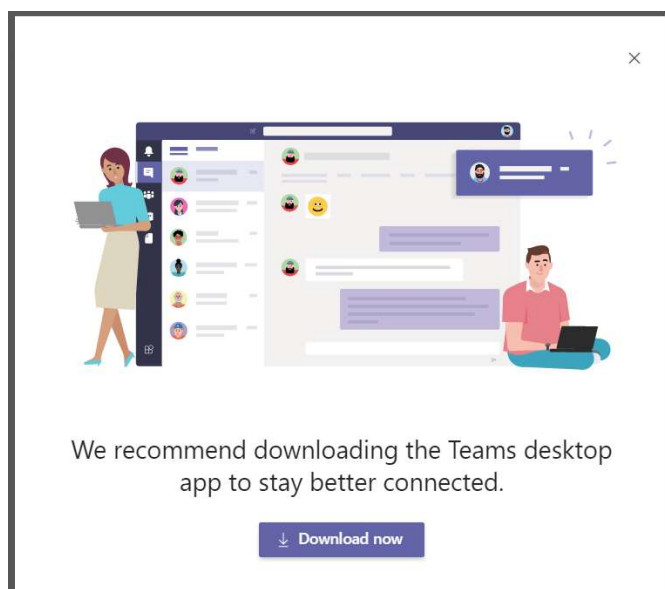
How do I get Microsoft Teams

There are a few options for how you can access Teams. To log in you need to use your Wath Academy Office 365 details, as you use for Show my Homework (**username@wathacademy.com** and **your normal school password**); if you have any issues with this ICT Support can help):

- 1) It is available online at <https://teams.microsoft.com> or alternatively there is a link on our school website. Chrome browser is advised.



- 2) Signing in this way will load Teams online, but will also give you the option to download the software if you are using a laptop or desktop computer. You would sign into this version of Teams exactly the same way.



World-class learning

The highest expectations

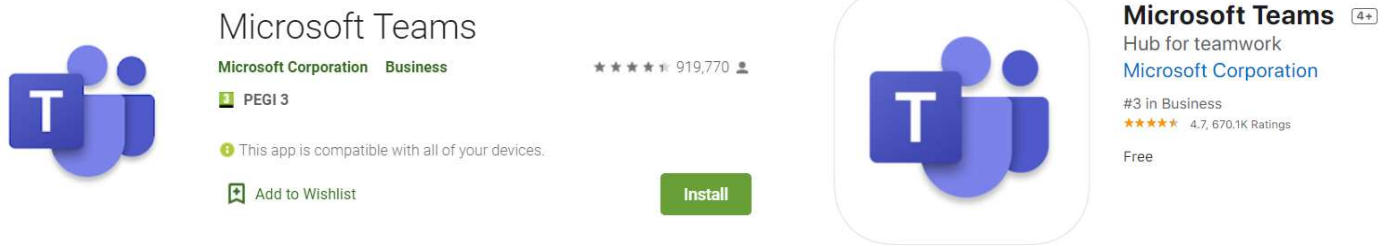
No excuses

Growth mindset

Never give up

Everyone is valued

3) 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:

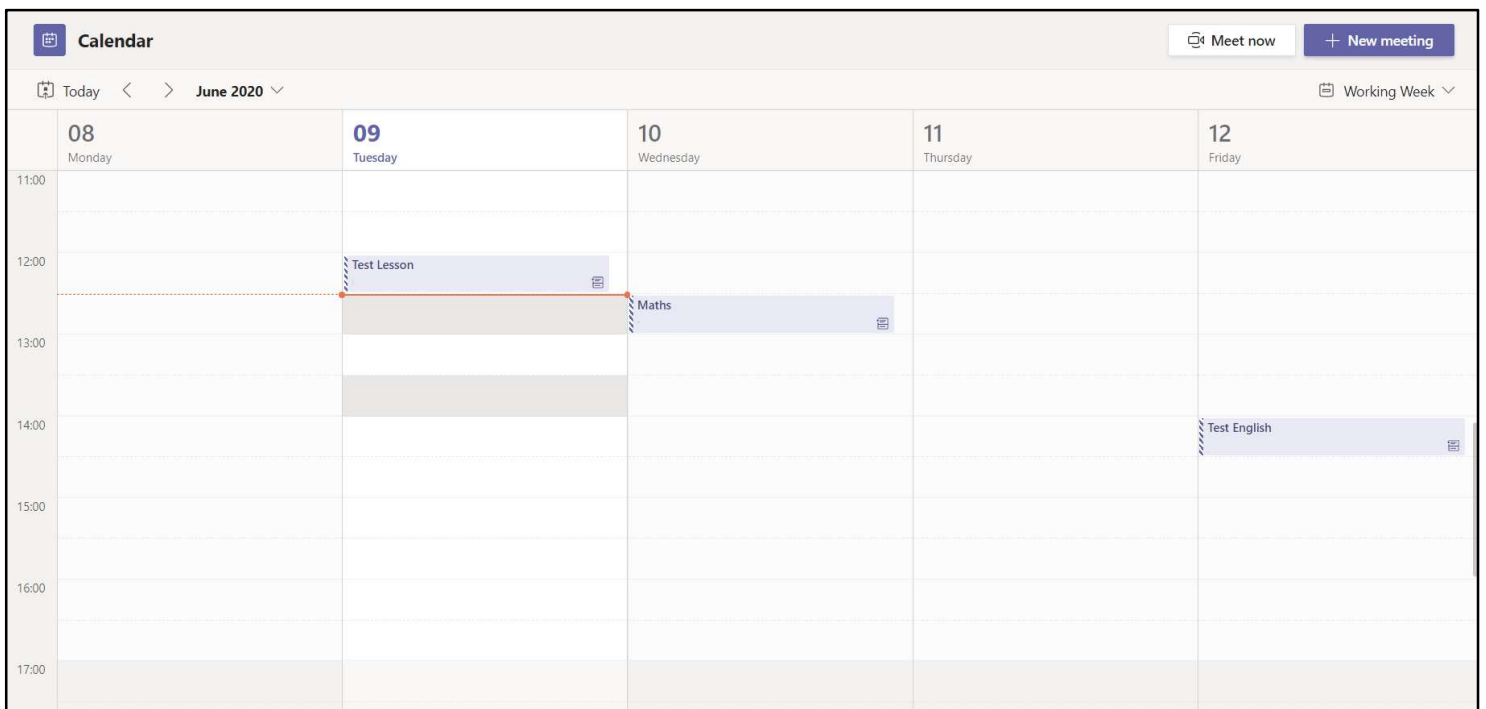


Joining a lesson on Teams

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.

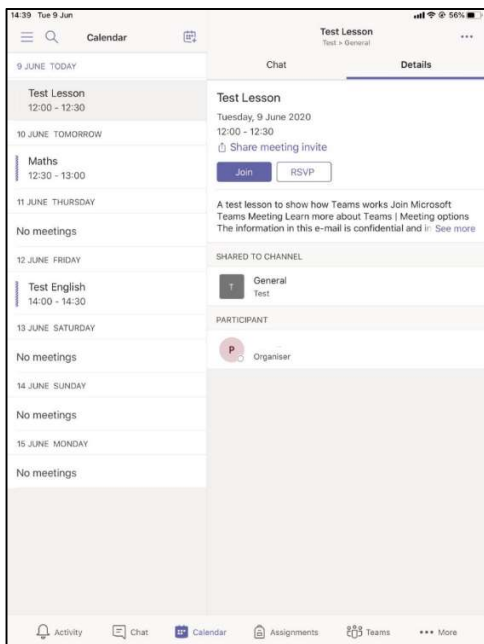
All of your scheduled lessons will also show in your calendar, which again can be accessed from the menu on the left hand side. Checking your activity feed and calendar daily will help you keep on top of what lessons you have scheduled and when they are.



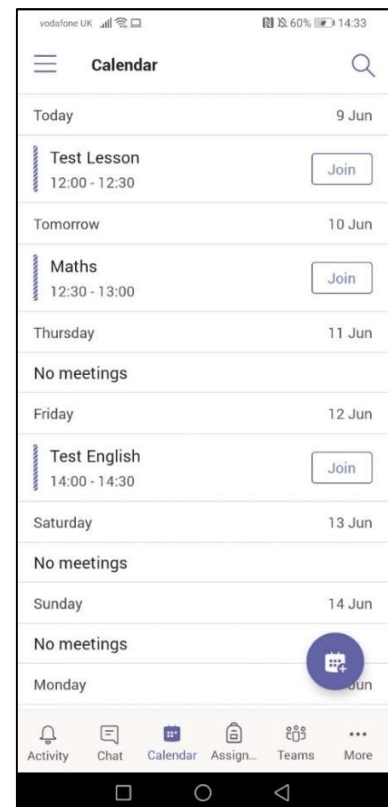
When your teacher starts the lesson you will receive a new notification on the activity page, as below, with the option to join the lesson. There will also be a join button available on the calendar view.



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.



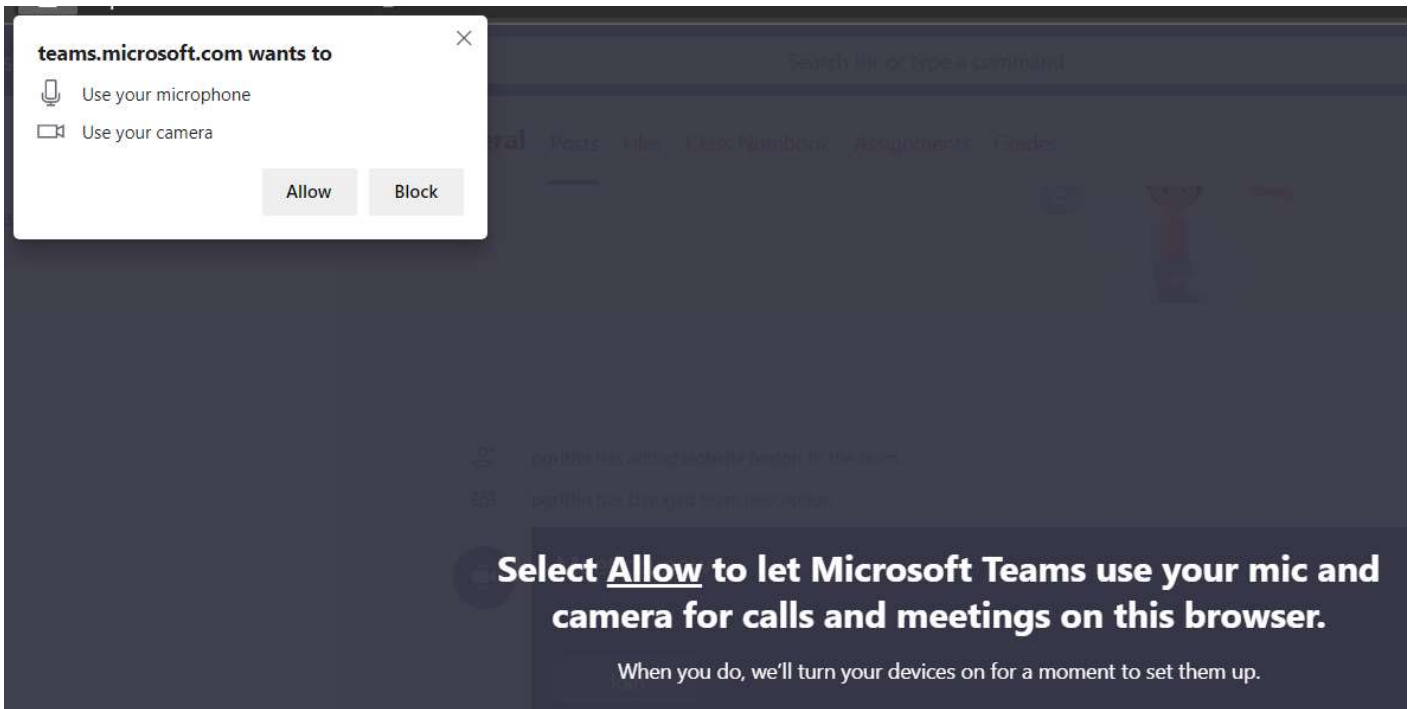
To the left is how the Teams calendar looks on an Ipad.



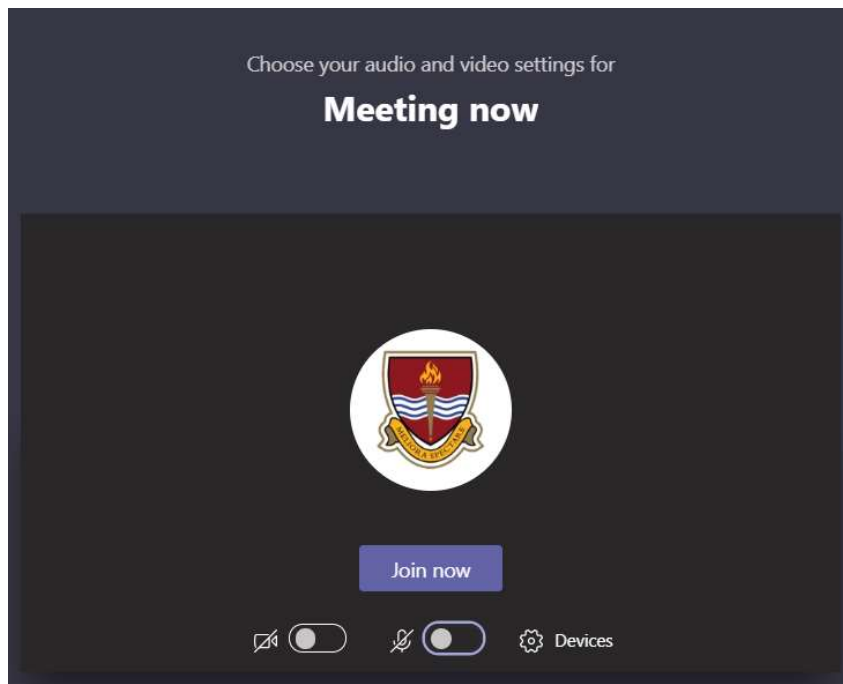
To the right is how the Teams calendar looks on an Android phone.



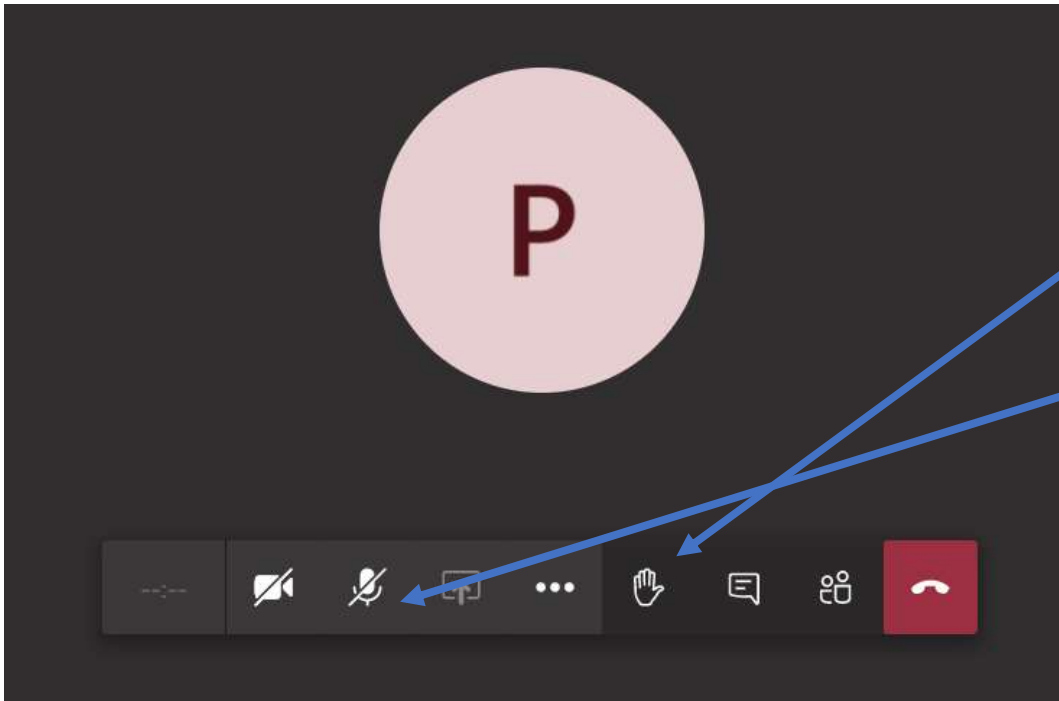
When you click the 'Join' button you will see the following screen where Teams will ask to access your Microphone and Camera:



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 instead of the blank background you will see a slide with a starter activity and expectations that your teacher will be sharing.



Please note the options in the bar along the bottom.

If you have a question during the lesson you must use the 'Raise your hand' icon to let your teacher know. Your teacher will then ask you to unmute your microphone so you can ask the question.

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. Read the instructions carefully on Satchel:One (Show my Homework) 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.

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