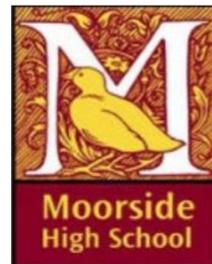


STUDENT GUIDE

MICROSOFT TEAMS REMOTE LEARNING



What is remote learning?

You will be provided with online lessons that will be delivered by either your teacher or a Subject specialist. The lessons will provide you with some input and explanations which should support your learning further. They will also provide teachers with the opportunity to offer feedback based on your learning.

How do I access the lessons?

The step by step guide below will allow you to access the Microsoft Teams platform. You can access the platform on any device that has internet access.

EXPECTATIONS FOR PARTICIPATION IN REMOTE LEARNING

- You are expected to **participate** in all sessions on your timetable.
- You are expected to be **on time** for the session. Log on 5 minutes prior to the session.
- Have equipment ready: pen, paper, ruler (and any other equipment necessary)
- Turn off all distractions
- **Camera must always remain off**
- **Microphone off** unless asked to answer a question as directed by your teacher
- No inappropriate comments in the chat, only use the chat as directed by your teacher
- **All sessions are recorded and the chat in the thread will be saved.**
- Complete all tasks set, as directed by your teacher

STEP BY STEP USER GUIDE FOR USING MICROSOFT TEAMS

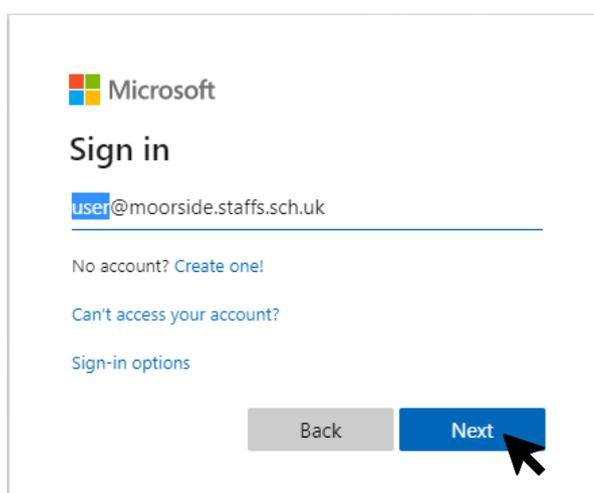
Access the school website at:
www.moorside.staffs.sch.uk



Once on the website, the toolbar at the top will include a link to your email account.

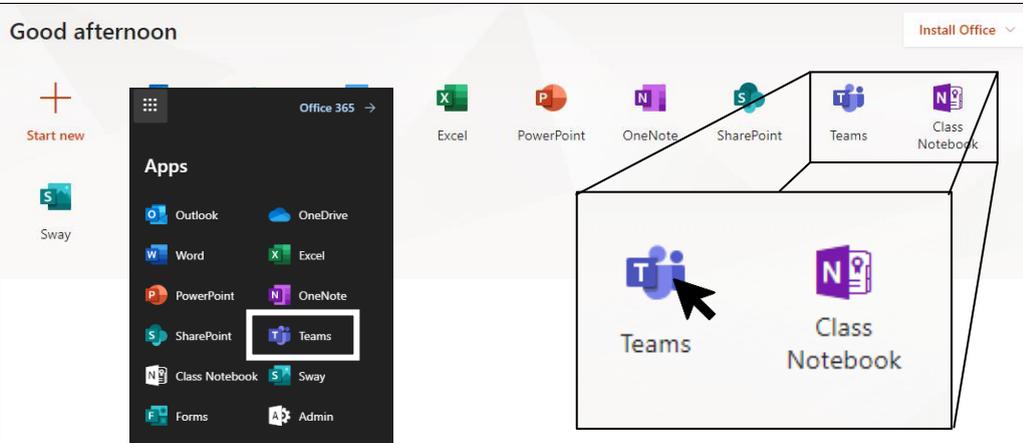
Click on it and then enter your email login details. For more information about your email account, or if you can't remember it – see the end of this guide.

Note: @moorside.staffs.sch.uk part after your username is **required**.



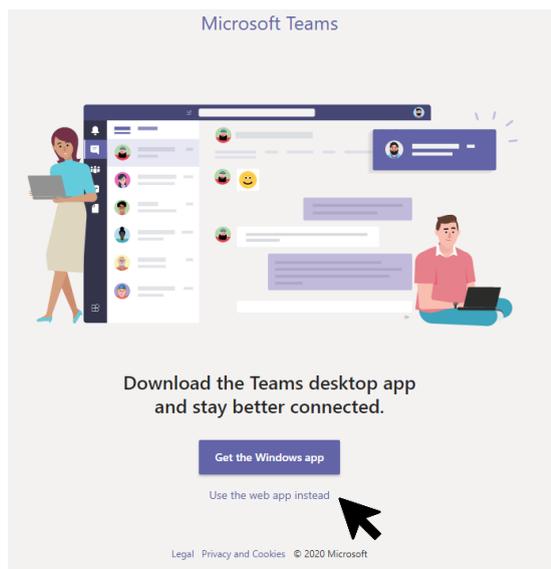
This is going to your online Office 365 account. Click on the Teams icon.

If you have used your email account before, it might look like the dark image on the left, otherwise it will look like the light-coloured image on the right.



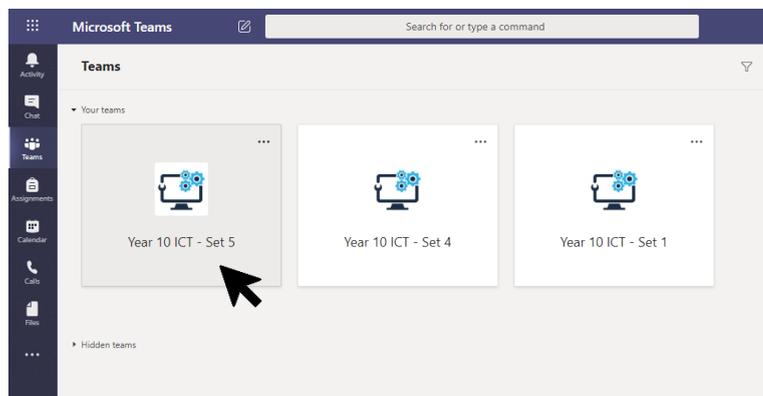
You can either run this from your online account, and you will have to repeat the steps above each time.

Alternatively, you can install the program so you can get alerts and access it more easily in future. The program can be installed on a wide range of devices, including phones, tablets and desktop computers (both PC and MAC).



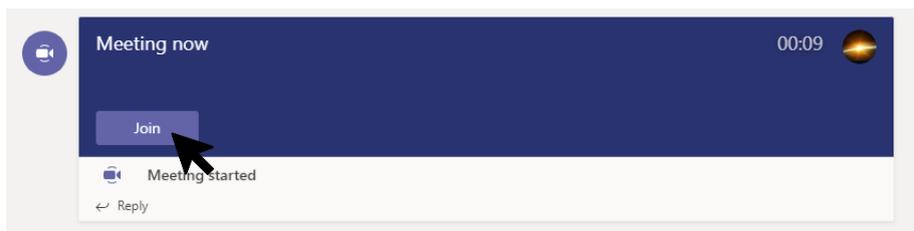
You will need to click on the class you wish to join the lesson for, at the time indicated on your timetable. This will then open the home page for that class.

To join the lesson, you then need to click on the meeting link highlighted in blue.



You will then need to click "Join" where you see the Meeting now panel.

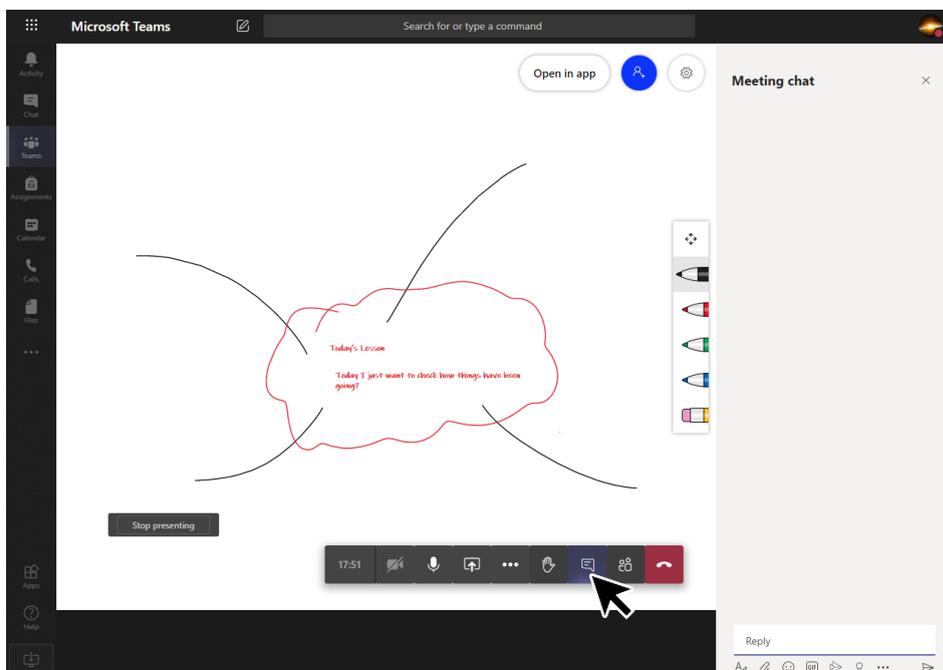
This will then add you to the lesson.



When you are in the lesson you will be able to see your teachers screen which will look something like this.

If you wiggle your mouse a taskbar will appear. Click on the speech bubble icon to open a chat thread down the side. Here you can write questions to your teacher if you don't understand something.

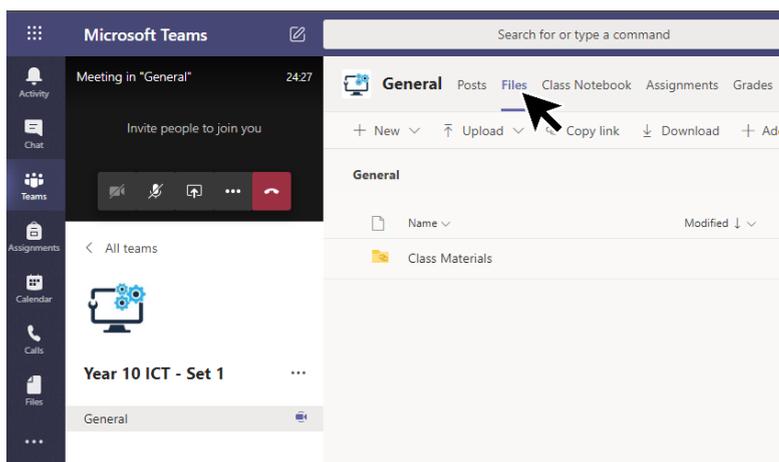
Your camera and microphone should be turned off.



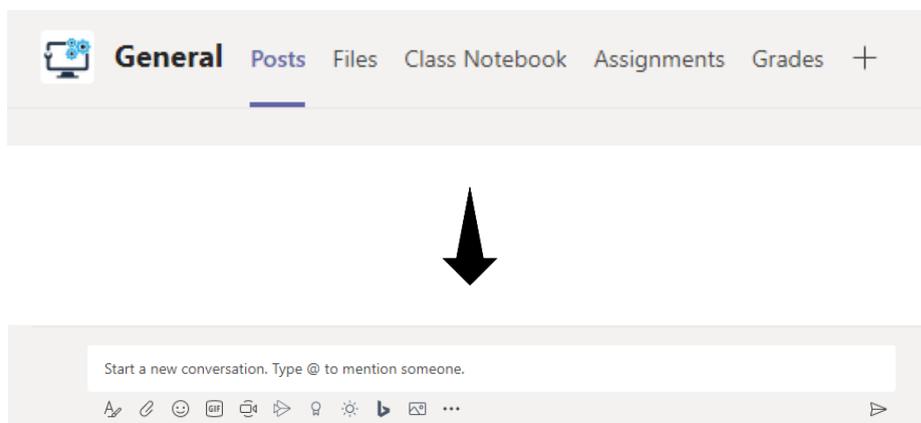
If your teacher wishes you to turn your microphone on to ask or answer a question - click the microphone icon. **Remember to turn it off afterward.**

Your teacher may post resources for you to look at and use either before, during or after the lesson.

These can be accessed by clicking on the "Files" tab at the top.



Finally, if there is something you are unsure about after a lesson or before the next one you can leave a message for your teacher by going on the "Posts" tab and then typing your message at the **bottom**.



HINTS & TIPS

Download the Teams app on your device (tablet / laptop / desktop / phone) and have access to all your classes there. This will also allow you to get alert **notifications**.

Remember, to get in contact with your teacher via email or posting a question in Teams if you have any questions or problems.

Remember, your Teams login is your network user-ID (what you login to the computers with) followed by **@moorside.staffs.sch.uk**

e.g. barsim20@moorside.staffs.sch.uk

If you have forgotten your Microsoft Office / email password **and** you have access to a different email account then you can email ict.support@moorside.staffs.sch.uk to request that it is reset. The ICT support team will reply with your new password.

You **WILL** be asked to supply evidence to prove account ownership if the email account used to request a reset is UNKNOWN to the school.

Your email account details are:

Email Address	
Password	