



A SHS Student Guide to Remote Learning

Microsoft Teams is used to have online lessons which include audio, video, and screen sharing. Teams allows you to communicate with your teachers. In Teams you can access to any files your teacher may ask you to upload or complete. You can also send your completed work by attaching your documents. Students will also be expected to read and respond to communication from the School (e.g. an email or teams message from a form tutor) on a regular basis.

How we can support you further

The following guidance outlines the protocols that we have in place and how to support you with accessing these important lessons and assignments to support your learning and progress.

Contents Page:	
Protocols when in a live lesson	2
Live Lesson Content – What to expect?	3
How to log-in to Teams?	3
How to join a Teams meeting?	5
What to expect when you join Teams meeting join screen?	5
o Camera	
o Mute/unmute microphone	
Using the Calendar on Teams	6
Options during the meeting	6

Protocols when in a Live Lesson

Where students are joining live lessons from home, we would ask them to adhere to the following guidelines:

- Students must wear suitable clothing, as should anyone else in the household who will potentially be in shot.
- Any computers used should be in appropriate areas, for example, the kitchen, dining room or study and definitely not in bedrooms.
- Language must be professional and appropriate, including any family members in the background.
- You should ensure your camera is turned off. You should not turn them on unless asked to by your teacher. Even then, the background should be blurred or a neutral setting such as a wall.
- Students must only use the Chat feature when asked by their teacher and to keep all 'chat' to a minimum and on task.
- You must not record or take photos of classmates or teachers during video conferencing sessions, nor share lessons publicly.
- Ensure your microphone is muted, only unmute if asked to do so by the teacher.
- Only you can take part in the tutorial. Parents and family members must not ask questions.
- If you need to ask/respond to a question, use the "Raise Hand" function to get the teachers attention.
- Tutorials cannot be recorded by students, the record option on TEAMS has been disabled.
- The teacher may decide to have their camera on with a blurred background to support explanation.
- You need to understand that remote learning is an infrequent experience for teachers as well as students so there is a need to be mindful and interact patiently and respectfully.
- Any student misusing these functions will be removed from the lesson and their parents or carers contacted. All live lessons will be recorded so that if any issues arise, the video can be reviewed. Videos will not be stored in the long term and will be destroyed at the end of the academic year. Students should understand that these rules are designed to help keep them safe online and that if they are not followed, school sanctions will be applied.

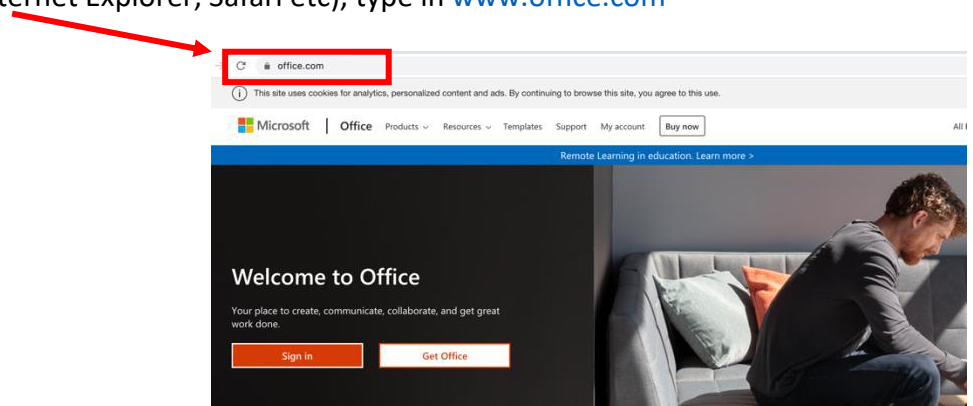
Live Lesson Content – what to expect?

- Sharing of lesson resources (PowerPoint/Sway) with the teacher talking through the key points.
- Interactive material to support learning being displayed on screen such as video clips, online text books and resources.
- Talking through some exam questions and guiding students on how to approach them by the teacher.
- The teacher modelling specific concepts within the subject. For example: highlighting key language techniques in a paragraph from a novel or going through the steps to solve a mathematical problem.
- An opportunity for teachers to explain the next steps in learning to students directly.

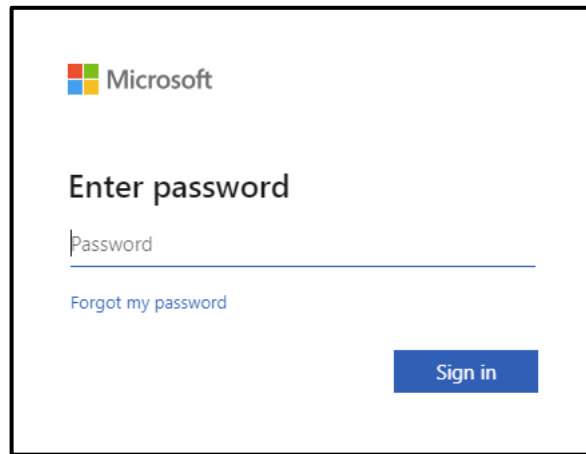
How to Login to Teams?

The class teacher will put an invite into the Teams calendar which you can access through your Microsoft Office 365 email account.

On the web browser (Chrome, Internet Explorer, Safari etc), type in www.office.com

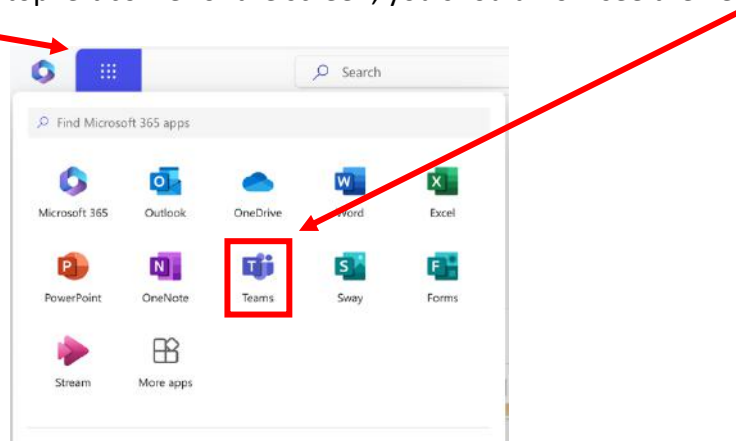


Enter your full school email address. You will be directed to the login page for Spalding High School.



You need to enter your username and password. Once you sign in, you will get the page below.

If you click on the 3 x 3 grid in the top left corner of the screen, you should now see the Teams icon.



If you click on this icon, you should now see all the Teams to which you are assigned.

How to Join a Teams meeting?

Joining a **Teams Meeting** by using the **Email Invite Link**

One of the most common way to invite to join a meeting in Microsoft Teams is by clicking on the email invite. Below is an example of a **Teams meeting invite sent via an email**.

Email invite containing the link to the Microsoft Team meeting.

As you can see that you need to click the link that says **'Join the meeting now'**

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

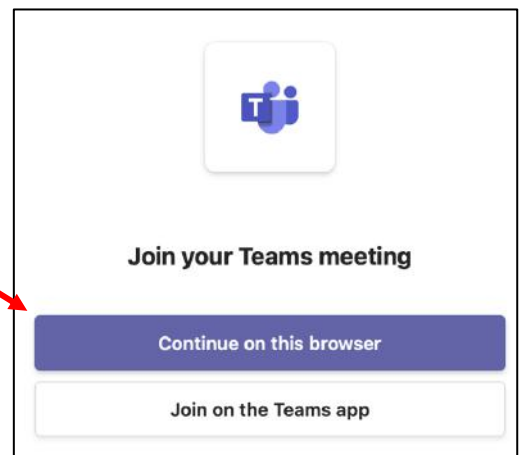
Meeting ID: 344 666 768 506

Passcode: 4CU7ms3S

When you click on the link, the link will open in the default web browser taking you to Microsoft Team website.

Click on 'Open in Microsoft Teams' to open the meeting in the app or click 'cancel' and then click on 'Continue on this browser' to open online.

You will find it easier to navigate the meeting if you are able to open the meeting in the app.



What to expect when you join Teams meeting join screen?

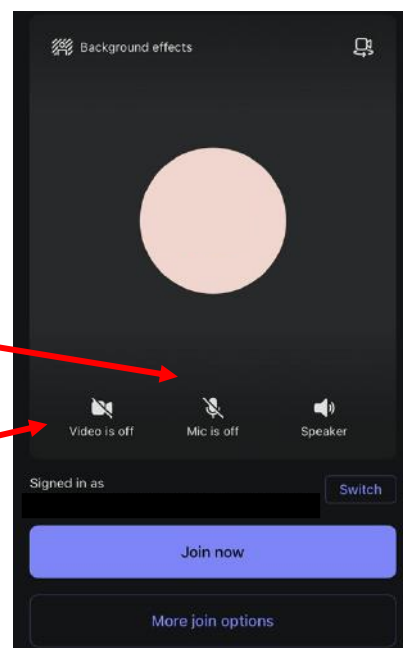
You will be presented with a start-up meeting screen. This allows you to configure your meeting controls before you join the meeting.

You will be presented with some meeting controls. At this stage you can choose whether or not to turn on your computer's camera and microphone.

Unmute microphone

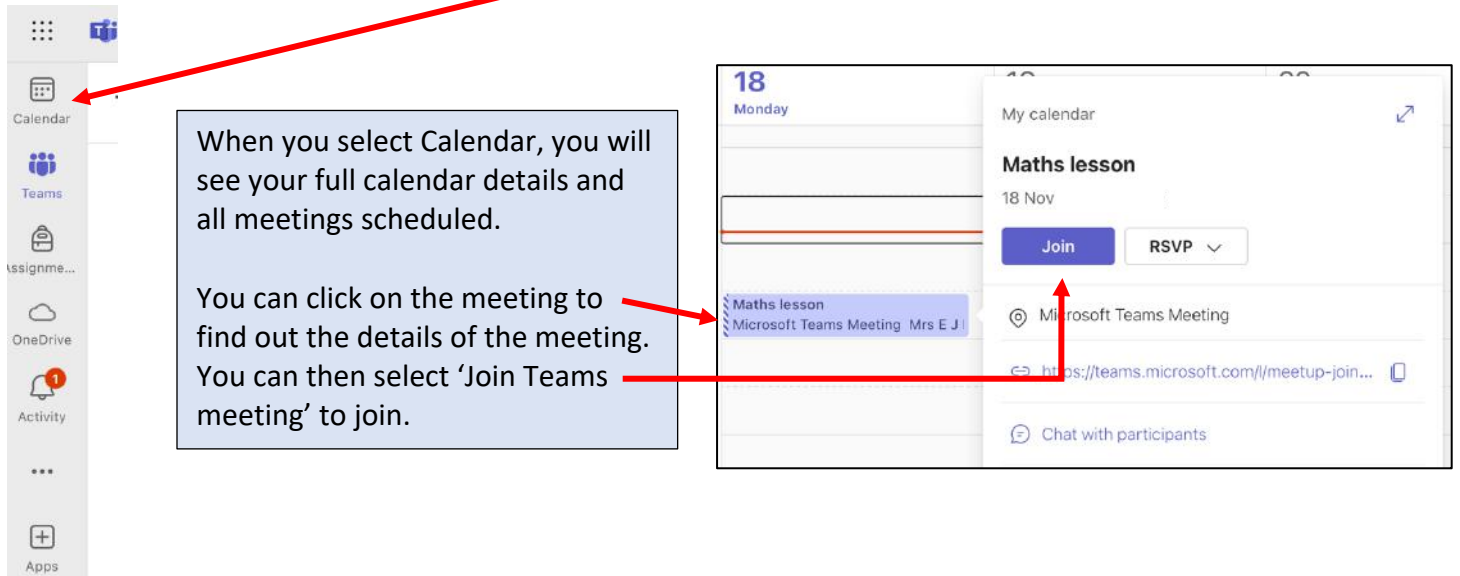
Hover the mouse to the right and you will get 'unmute microphone' and the mouse will change to a hand shape, right click mouse button.

You can do the same for video camera to be switched 'on' or 'off'



Using the Calendar on Teams

When you use Microsoft Teams your calendar in Office 365 is linked to Microsoft Team. This means all meeting invitations are also shown in the Team calendar view.



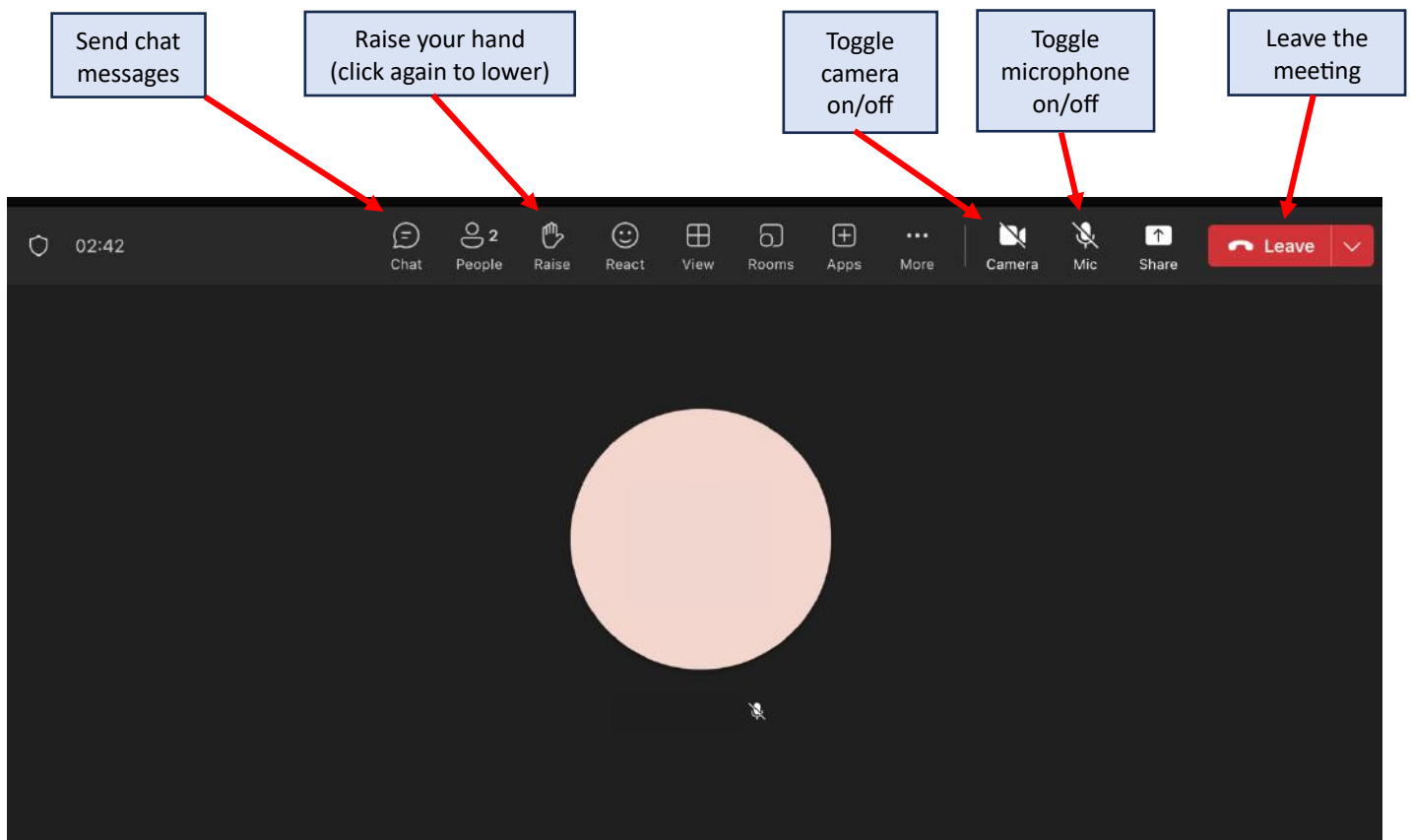
The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Calendar, Teams, Assignments, OneDrive, Activity, and Apps. A red arrow points from the 'Calendar' icon to a text box. The text box contains the following instructions:

When you select Calendar, you will see your full calendar details and all meetings scheduled.

You can click on the meeting to find out the details of the meeting. You can then select 'Join Teams meeting' to join.

On the right, a calendar view for Monday, 18 Nov, shows a meeting titled 'Maths lesson' (Microsoft Teams Meeting - Mrs E J...). A red arrow points from this meeting to a detailed pop-up window. The pop-up window shows the meeting title, date, a 'Join' button, an 'RSVP' dropdown, the meeting location (Microsoft Teams Meeting), a URL, and a 'Chat with participants' option. Another red arrow points from the 'Join' button in the pop-up to the text box.

Options during the meeting



The screenshot shows the Microsoft Teams meeting control bar. Five callout boxes with red arrows point to specific icons:

- Send chat messages**: Points to the Chat icon.
- Raise your hand (click again to lower)**: Points to the Raise hand icon.
- Toggle camera on/off**: Points to the Camera icon.
- Toggle microphone on/off**: Points to the Mic icon.
- Leave the meeting**: Points to the Leave button.

The control bar also includes icons for People, React, View, Rooms, Apps, More, and Share. The time 02:42 is displayed on the left.