

Microsoft Teams

Remote Learning

When would I use MS Teams?

- If your whole year group is told to work from home.
- You would use MS Teams alongside SMHW, as usual. You would use SMHW to complete quizzes, submit work and MS Teams to access the lesson you need at home (this will be at the same time as the lesson you would have had on your timetable if you were in College, including breaks). **Check SMHW at the start of every session.** Your teacher will let you know in SMHW if you need to access MS Teams. In MS Teams, the teacher may speak to you live and/or ask you to watch a video/ complete tasks and open a class 'chat' so you can ask 'live' questions as you are doing the work. They may also ask you questions about the learning, so it's important you attend the virtual lessons.
- If you are self-isolating individually, you will be provided with a Seneca link and complete usual SMHW tasks instead.

How to access MS Teams

- Use Google Chrome or Edge as your web browser.
- Go to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software> and 'Sign in' or Google 'Microsoft Teams' to find sign in page
- Use your school login details to join Microsoft Teams
- If you are using web browsers click on that option. Now you are in!
- Our high expectations of behaviour while using are the same as when you are in the classroom. Teachers will be able to monitor your activity so it MUST be appropriate at all times. Any breaches will have a consequence. You have already agreed to the Agreed Use Policy when joining
- Your parents will also be/ have been provided with instructions and details of our expectations.

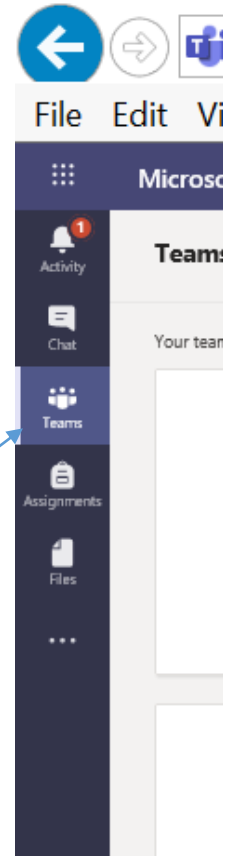
Accessing your subjects/ lessons

On the left hand side you will see the following icons:

- Activity- if you click on this you will see quickly any notifications/ messages from the different Teams
- Chat- this is the way to communicate with your teacher
- Teams- click here to locate all of your class Teams and to join live lessons

Click on 'Teams' to get to your class pages.

This will be the main way to access all of your work, notices from your teachers and to join lessons



Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Calls

Files

LM

LFC-13A5-Ma - Maths

General

LM **General** Posts Files Class Notebook Assignments Grades +

Team Meet

BR 25/09 16:06

Hi all, and welcome to Teams! Here is a place where questions can be asked/answered, discussions can take place and lessons can take place remotely! Any questions about anything to do with Teams, please ask. RLB

Reply

28 September 2020

Assignments 28/09 14:36

Inverse Functions

Due 29 Sep

View assignment

Reply

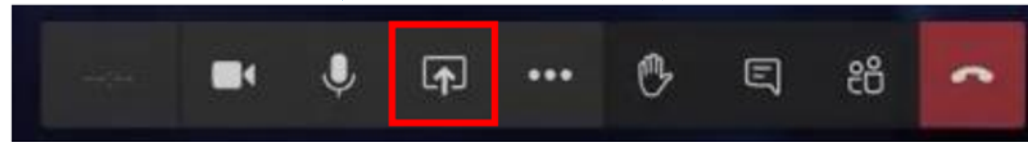
General ended: 1 min 33 sec

Within each class posts can be sent to you and assignments can be set

During the lesson

You will see the bar below. These are the buttons you will need:

Video on/off Microphone on/off Raise hand Chat Leave call



- Video on/off- Please ensure your camera is OFF
- Microphone on/off- to talk to teacher or mute. Please keep this on MUTE
- Raise hand- to indicate to your teacher you want to comment or ask for help
- Chat- to talk to your teacher/rest of the class if your teacher gives permission
- End call- to leave the session

Safeguarding

- Your parents/carers have been sent expectations for remote learning. By joining online sessions, you are agreeing to the expectations as an extension of the Acceptable Use Policy you agreed to when you joined College.
- Lessons will be recorded for safeguarding purposes and may be used to support students who could not attend the session. During online lessons:
- Do **not** turn on your camera on. Ensure you are on 'mute'.
- Join and leave the lesson when your teacher tells you to
- Have a suitable place to work
- Language and behaviour must be appropriate at all times
- If you have a query or concern about an online lesson, please raise this with your teacher, Personal Tutor or Head of Year.

Expectations

- You should ensure you are punctual when accessing remote learning (using your usual timetable for the day, including breaks) and that you have writing resources and relevant equipment ready to use.
- You should join the sessions with your webcams turned off and microphones should be muted.
- You are not permitted to record sessions or take any images of the screen.
- There should be no onward sharing of recordings (audio or visual) or images of teachers or others.
- You should use the 'raise a hand' feature or the 'Chat' section to ask questions (teachers will tell you which they prefer).
- You will only use your College email address to access the Teams site.
- You will only join MS Teams meetings set up by a teacher at the College.

Expectations

- You will use the College email address or SMHW if you need to ask your teacher a question.
- The 'Chat' section should not be used other than to communicate with the teacher about the learning. The teacher is able to see all 'Chat' messages. All written comments in the 'Chat' section should be written in an appropriate way that could be shared with parents/carers.
- You should continue to follow the school behaviour policy in terms of expectations of behaviour.
- If you behave inappropriately, the teacher may remove you from the session and appropriate actions will be taken.
- You are responsible for the behaviour on your Microsoft Teams account. You should ensure that your online account is secure and if you feel that it may be compromised you should let Technical Support know via your Personal Tutor.
- Sign out after using Teams