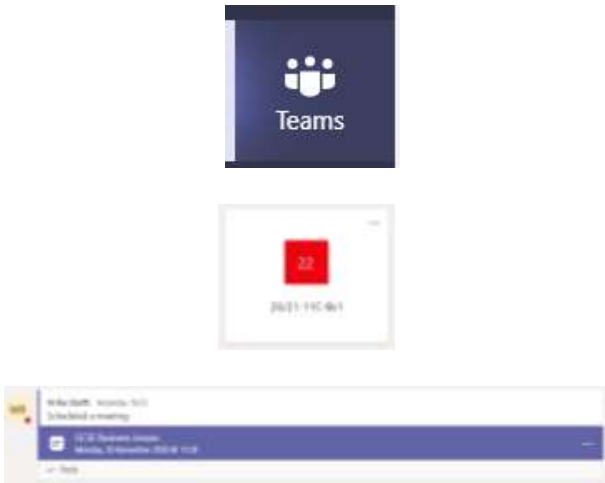






Student Guidance on Using Microsoft Teams for Online Tutorials/Lessons



<p>1. Access Microsoft Teams: https://www.microsoft.com/en-gb/microsoft-teams/log-in > you will be forwarded to the one login page > enter your school login details as you would do to access your school email</p>	
<p>2. How to join the meeting:</p> <p>In Microsoft Teams, click on 'Teams' ></p> <p>Click on your subject/class team on the date and time you would have the tutorial/lesson/s on your normal/full school timetable (for example, Mrs M K Rai's Option C GCSE Business class would click on this team) ></p> <p>And then the scheduled meeting > Join</p>	
<p>3. When in the meeting:</p> <p>Turn off your camera ></p> <p>Turn off your microphone (mute) ></p> <p>You should only use the chat box if the teacher asks you to and you should only write messages relevant to your learning ></p> <p>If you have a question or query for the teacher, you can raise your hand. This will alert the teacher and they will ask you to write your question or query in the chat box when they are ready to ask you to ></p>	
<p>4. When your meeting has finished:</p> <p>Your teacher will ask you to 'leave' the meeting ></p>	

Your online lessons should be a positive experience and we and your peers expect you to manage online learning responsibly and sensibly. Please make sure you read and understand the Guidance for Students: Online Remote Learning (page 1) and Online Tutorials/Lessons Code of Conduct (page 2).

If you have any issues accessing online tutorials/lessons via Microsoft Teams, please contact your subject/class teacher and/or Head of Year through your school email.