

Student Guide for Teams Meetings

What type of Lesson will I have?

Where possible these will be **'Live Lessons'** this document outlines how we run 'Live Lessons' and how you can access them. Some of these lessons may be pre-recorded or may be run totally via the 'Assignments' area of Teams.

So your lesson will either appear as a Live Lesson in your Teams class and/or as an Assignments.

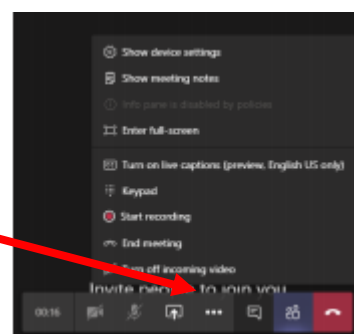
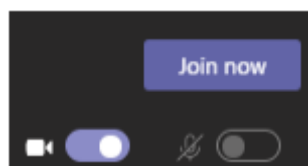
How do I access a meeting?

The meeting will appear in your calendar and in your Team's Posts area. Lessons, when conducted on Teams Meetings (not all of them will be), will be scheduled at the normal time on your timetable.

1. Go to Teams
2. Go to your class or activity
3. Click on the link in Posts
5. Click on the meeting and Join.
6. Turn off Mic (your camera is always off) and you are in...
7. Click Join or Join Now (different for different platforms)
8. Wait in 'The Lobby' until your teacher lets you in.
9. During a meeting a. Click the three dots (ellipses) for more options

- You can blur your background or, on the desktop version, add other backgrounds too.

-You can also 'Pin' the teacher, so they are always visible. Click this icon for the options



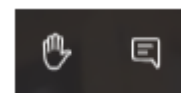
Wait in Lobby

When a Live Lesson takes place students will be asked to 'Wait in the Lobby' until their teacher 'lets them in'.

Hands Up and Chat

Your teacher may ask you, or you might automatically do this, to put up your 'Virtual Hand' or ask questions in the Chat feature. This will stop everyone asking questions at the same time and give you the chance to ask questions (a) whilst the teacher is talking and (b) when another student is talking.

- Use these icons to put their hand up or to add to the 'Chat'
- Your teacher will get a notification that you have your hand up or that you have contributed to the chat – it may take them a while to get around to your question or hand though if there are a number of students doing the same.

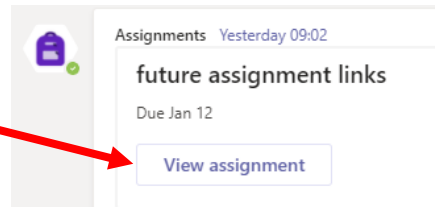


The chat is automatically recorded in the Posts area of the Team but also in the Meeting itself – if you go back to the meeting in your class post you will see the Chat saved.

Any chat is visible to everyone and is monitored by the Teacher, so you need to ensure you are using this very professionally, if at all. Your teacher may disable this feature if misused.

Handing in work

1. View the Assignment




2. Click on any resources that have been added to complete or view- this will open the resources up online versions of word, and PowerPoint where they can be filled in and then submitted.



My work

 Add work

3. If you have done your work elsewhere you can attach your work by clicking here,

 Upload from this device

Uploading from this device if it is on your computer and attach.

4. Then hand in



Hand in late

Expectations - During your Lessons

- You should only be taking part in this session if your parents/carers are aware and are happy for you to attend.
- You should not share any private information during this session.
- You should be sensitive to the needs of others.
- Any student who displays unacceptable behaviour will be removed from the session and reported to the behaviour team, who will then contact home.
- Please remember to use the chat function appropriately – any misuse will be reported to the behaviour team, who will then contact home.
- No other members of your household should be visible during the session.
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During the Session

- As per school rules all mobile phones or other devices that might cause a distraction should be turned off.
- During the session please use “the hands up” icon and wait for your teacher to respond.
- Any comments in the chat box should be ‘professional’, so no slang terms please!
- Staff can remove a student from the meeting if they deem it necessary
- Any breaches of Behaviour policy will be shared with the appropriate member of staff. E.g. ICT/ Safeguarding Lead etc.