

Dear Parents/Carers,

## Guidance and help for Students using Microsoft Teams

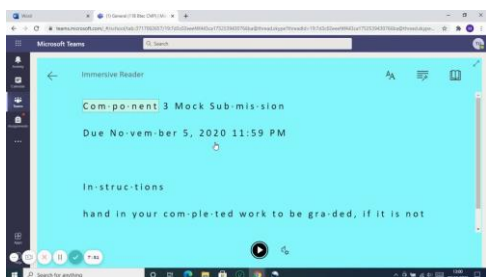
Thank you very much for your support and helping to embrace our new technology over the past few days, we know it is not easy but we know you will support us to help improve the learning for our students. I am aware this is a long email but bear with us as hopefully this should answer the majority of your questions.

As a school we have started to use Microsoft Teams to support Show My Homework, this is to offer our students more engaging and interactive learning experiences. I hope this guide will help to support you and our students to get to grips with the new ways of working.

### Student video- logging in and using Teams

We have created a video to guide students in how to log in and get their assignments in teams and access Live meetings (Please note currently the calendar has been removed but we hope to reinstate this soon). You can access the video here:

<https://youtu.be/MnLOBr-rNTY>



## [How to use Teams](https://youtu.be/MnLOBr-rNTY)

For students to learn how to log into Teams from home  
How to get your Assignments and hand them in  
How to join a Live Meeting(lesson)

youtu.be

In "Teams" we use the following Terminology

**"An Assignment"** is when classwork is set on the posts (main post of their class page) they can open the resources and work on them anytime.

**"Live"** when teachers are online with students to deliver a lesson or answer questions.

**"Live Meeting or Lesson"** this is a student's live lesson, when a time has been scheduled and students will get an email to RSVP to attend. This is in real-time they can ask questions or interact with their class teacher who will be in the live meeting for the duration of that lesson.

## **Student Lessons**

Teachers may set both a Live Meeting and also an Assignment containing the resources with instructions in case students are unable to attend the Live meeting. However, I would encourage all students to try to attend the live meetings/lesson as they are able to ask questions if they are unsure before completing the work set.

Please note that not all lessons will be live Meetings, sometimes just an Assignment or task may be set but either way all work will be shown with explanation of how to access on SMHW and also Teams. Students will get an email on their school email informing them of any Live Meetings and when to attend.

## **Behaviour**

- We want the best learning environment for all of our students and have issued the following expectations to be adhered to during lessons or Live sessions on Teams:
- Students should only be taking part in this session if your parents/carers are aware and are happy for you to attend.
- Students should not share any private information during this session.
- Students 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.

## **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!

## **Accessing Teams**

You will need a device for connecting to the internet to participate as with SMHW, this can be a phone, laptop, but also it is possible through an Xbox or PlayStation you can find how to do this here:

<https://www.tes.com/news/how-use-xbox-or-playstation-online-learning#:~:text=Press%20the%20PlayStation%20logo%20on,and%20log%20in%20as%20usual.>



## How to use an Xbox or PlayStation for online learning | Tes

Video games consoles often get a bad press, charged with being responsible for children spending hours glued, zombie-like to a screen. But a pupil in Wales is helping to improve their value in the eyes of educators by outlining a way for families to use their Xbox or PlayStation to access online learning.

[www.tes.com](http://www.tes.com)

You will need a keyboard or mouse, these can be purchased cheaply or if you are unable to get hold of one we do have a small amount to borrow from school.

If you do need any further guidance or have any questions, please email: [j.mccracken@smhs.staffs.sch.uk](mailto:j.mccracken@smhs.staffs.sch.uk) and we will get back to you as soon as possible.