

Teams lessons – Guide for pupils

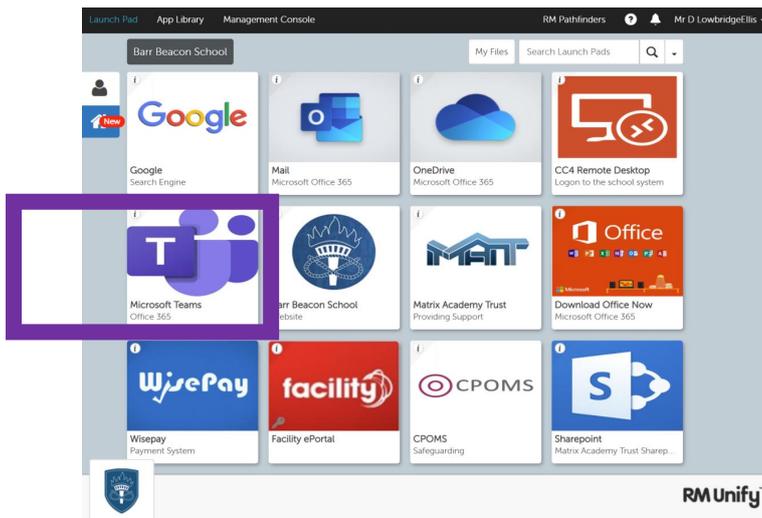
Before the lesson

As soon as possible, log in to Teams to make sure all your Teams you will need for the lessons are there. **Do not leave it until the day of the lesson itself.** We will not have time to sort out technical issues on the day. Go to Home Access and sign in using your full school email address and password. If you have forgotten either, get someone else in your household to email itsupport@barrbeaconschool.co.uk

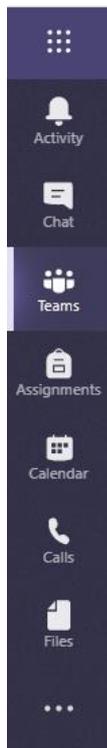


Remember to put @barrbeaconschool.co.uk at the end of your username

Go to Microsoft Teams

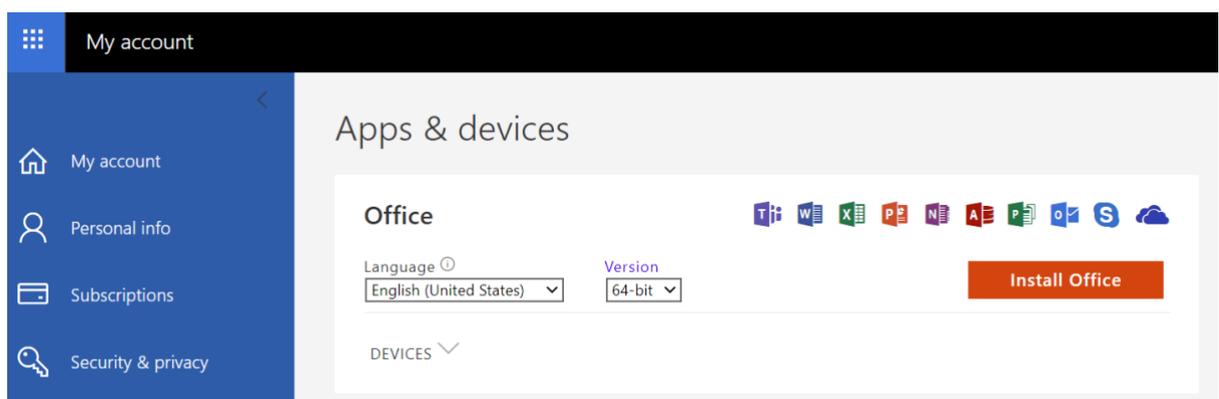
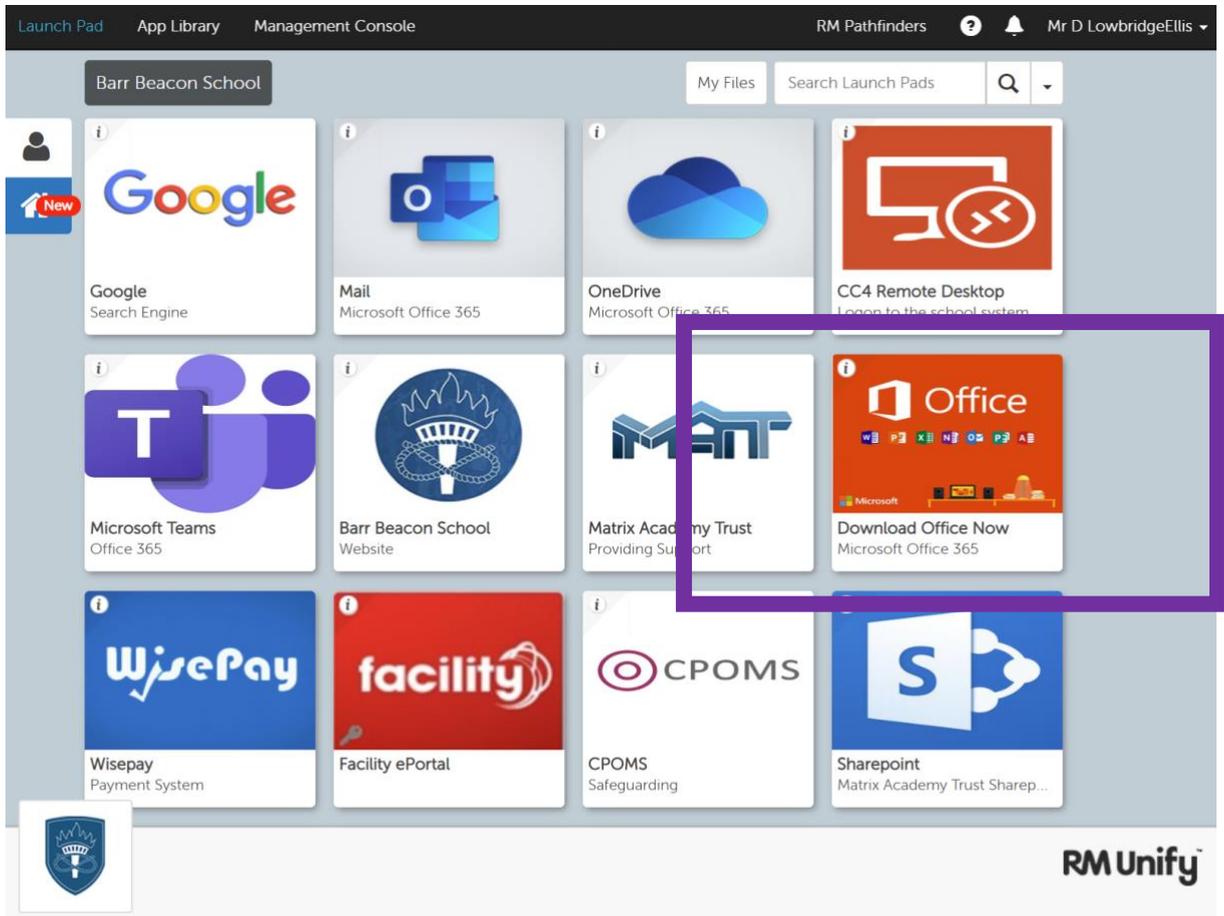


Down the left side of the screen, click on Teams to see your Teams.



In the main part of your screen, you should be able to see Teams for each of your subjects. If not, email itsupport@barrbeaconschool.co.uk

Teachers may refer to resources in All Resources or send you new resources over the Chat. It is a good idea to install Microsoft Office 365 for FREE through Home Access first so you can access the widest range of file types.



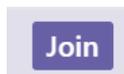
On the day of the lesson

Remember that Teams is constantly being monitored and these lessons are being recorded to make sure no one behaves inappropriately. Although the recordings will not be shared publicly and your image will not be shown, by participating in these lessons you are consenting to your typed chat comments and anything you say being recorded. Anyone who behaves inappropriately will be immediately removed from the lesson and banned from future lessons.

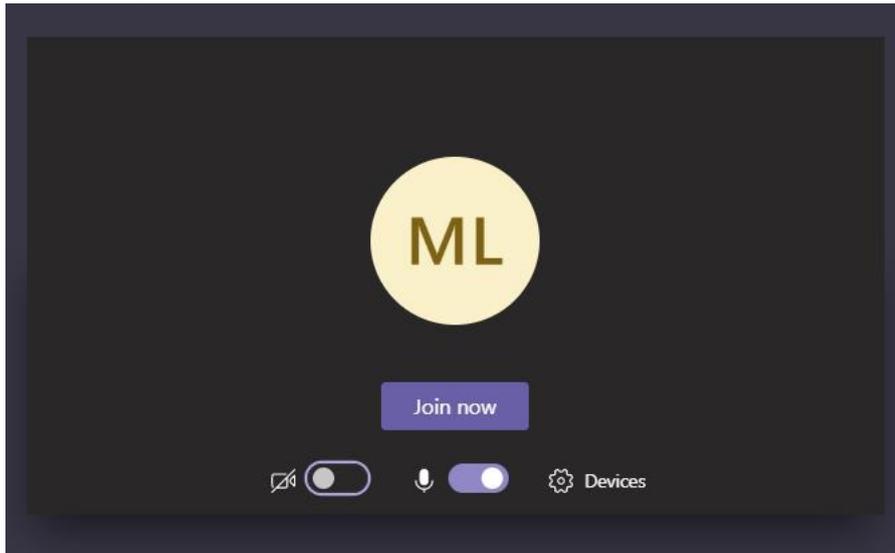
1. Get online around 10 minutes before the lesson and go to the Calendar where you will see it displayed.



2. Click into it and press the Join button

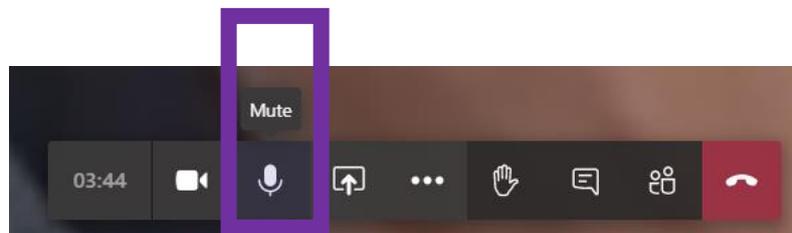


3. When you get to this screen, click Join now to enter the lesson.



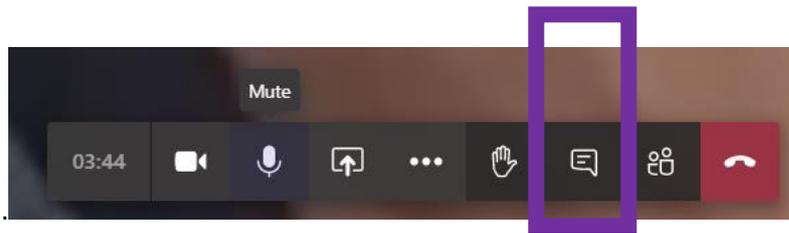
4. You will not be allowed to use your camera but you will be allowed to use your microphone – when your teacher tells you that you can. As we would in school, we are not going to be talking over each other.

If you arrive before the lesson has started you may leave your microphone unmuted to say Hello to your teacher. If the lesson is about to commence, mute it.



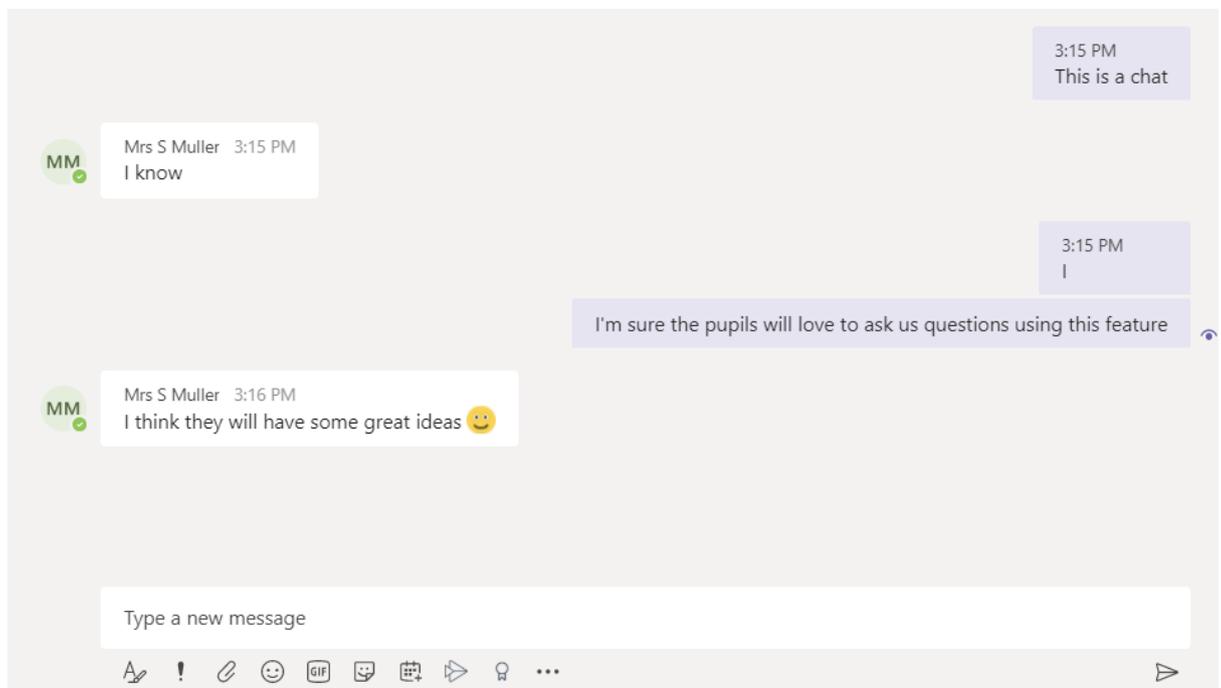
You do have the ability to mute and unmute yourself at any point but only do so when asked by your teacher. For instance, they may want you to speak aloud a question you have asked in the chat to get a discussion going.

5. If you have a question, stay muted for now and use the chat function. Access this using the button on the toolbar in the middle of the screen.



6. The chat looks like this. Type in your questions and wait until your teacher has looked through to see if they want to unmute you.

This may end up starting a discussion. Just remember to mute yourself when this discussion is over so others can be selected to unmute and contribute.



The best way to make sure your question is noticed is to type @ and the teacher's name and then type your question OR type I HAVE A QUESTION in capitals.