



STUDENT/PARENT GUIDE TO USING MICROSOFT TEAMS

**ACCESSING CLASSES, ASSIGNMENTS AND LIVE
LESSONS**

Since our first lockdown last March, the staff at the school and college have been working extremely hard to ensure that we can provide as high a standard of education as possible if you are unable to come into school. This includes finding new ways to set and return work effectively, learning to record personalised videos for classes, and live online teaching.

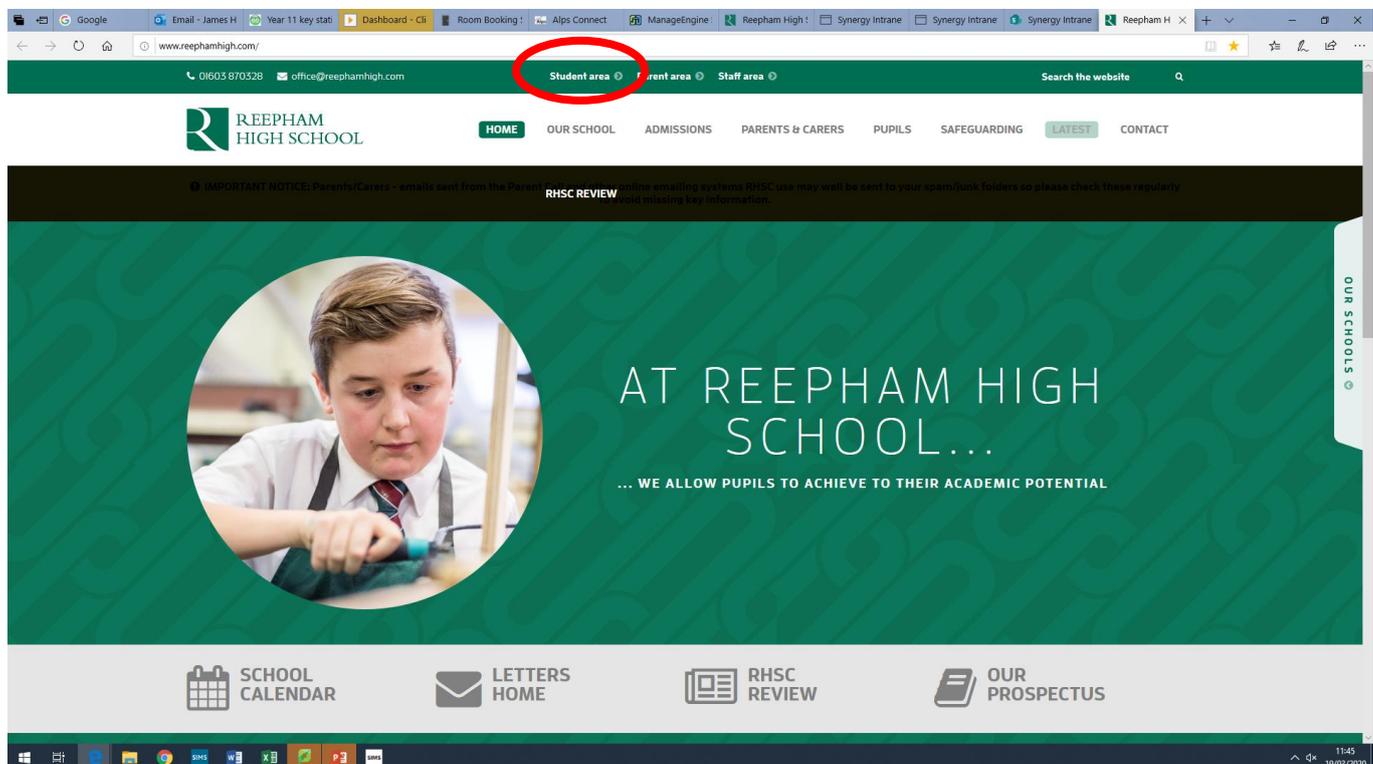
For this reason, any work that is set, any return of work to teachers, and any live lessons, will from now on be taking place via a platform called Microsoft Teams. All students will have been told this in school and shown how to use this platform, but the instructions below will help you and your parents with the basics.

Teams can be used in two ways. You can use an online browser version which can be accessed through our school website. You can also download the free app version onto a computer, tablet or smartphone. This should make it more accessible for you, and will actually make the technology work better. We would therefore encourage you to download and use the app if you can. It can be found here:

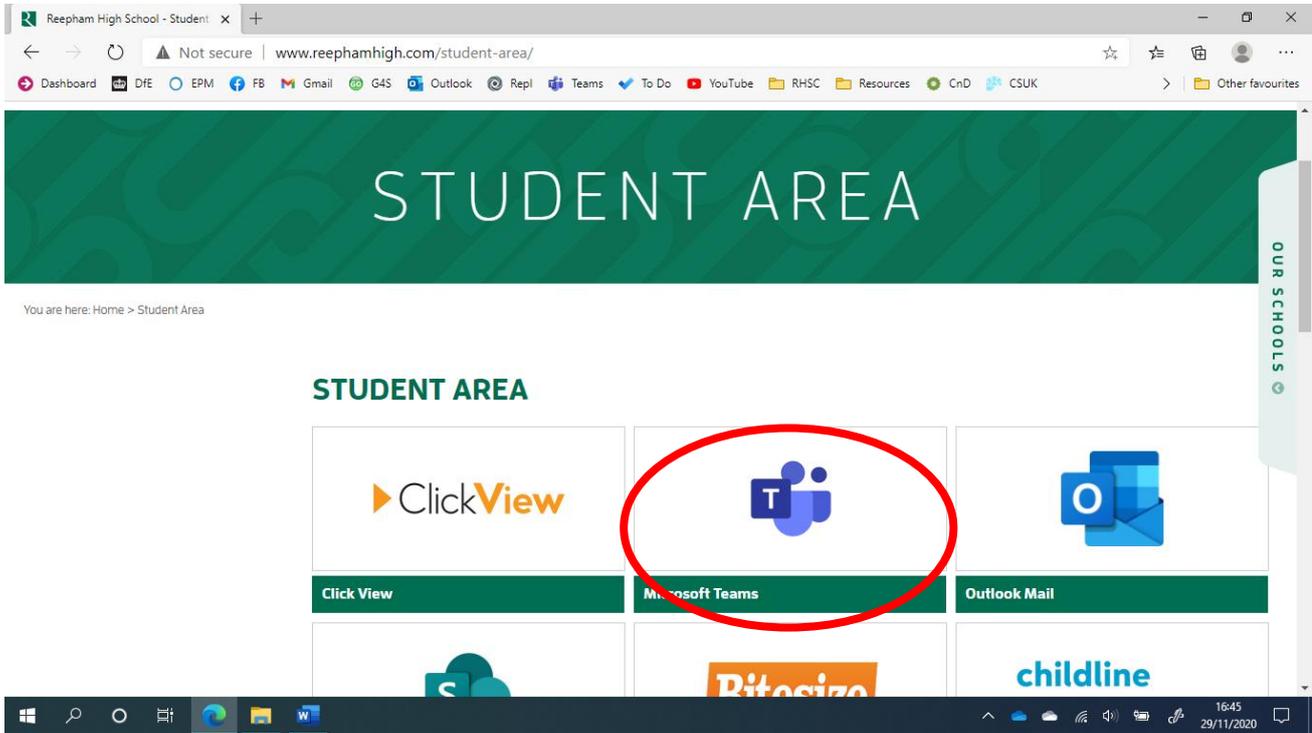
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Accessing Microsoft Teams

1. EITHER: Go to the Reepham High School website and click 'student area' at the top.



2. Click on 'Microsoft Teams'.



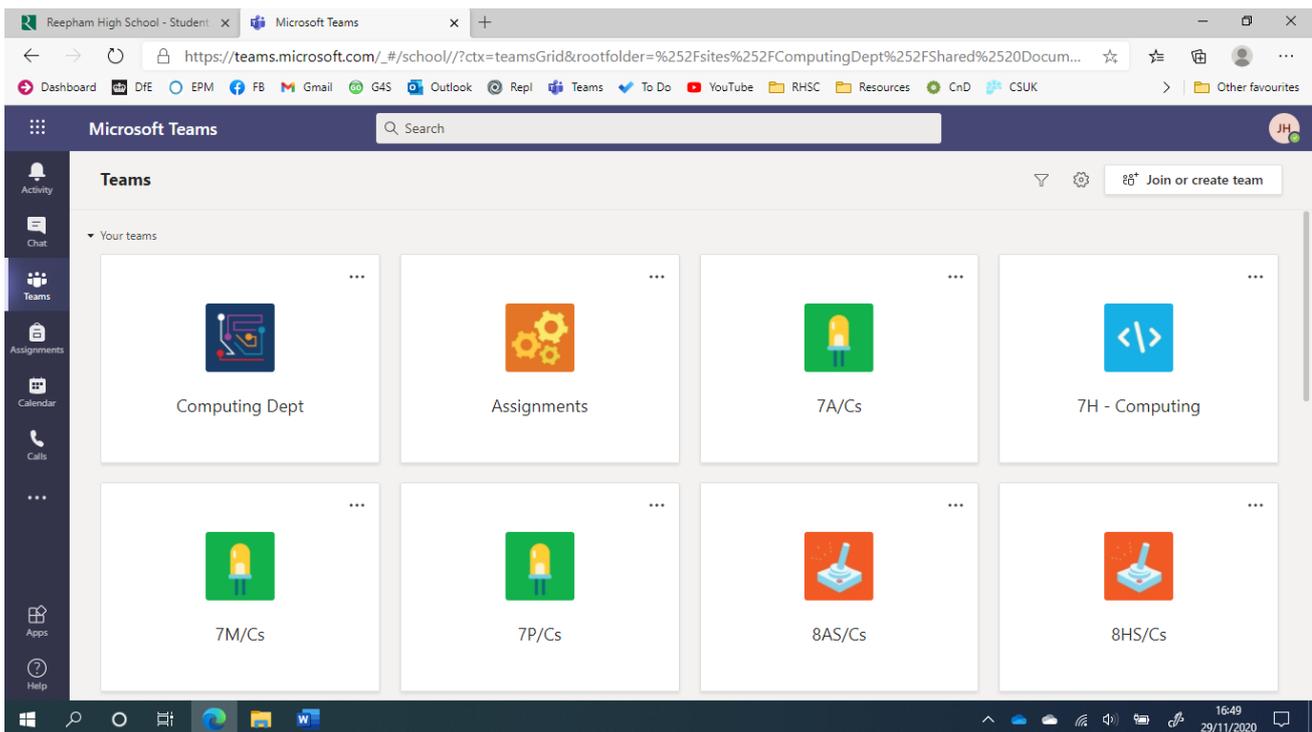
3. OR: if you are using the Teams app, open the app.

4. If you are asked to sign in, use your school email: student12@synergymat.org.uk and the same password that you use to sign into the school computers.

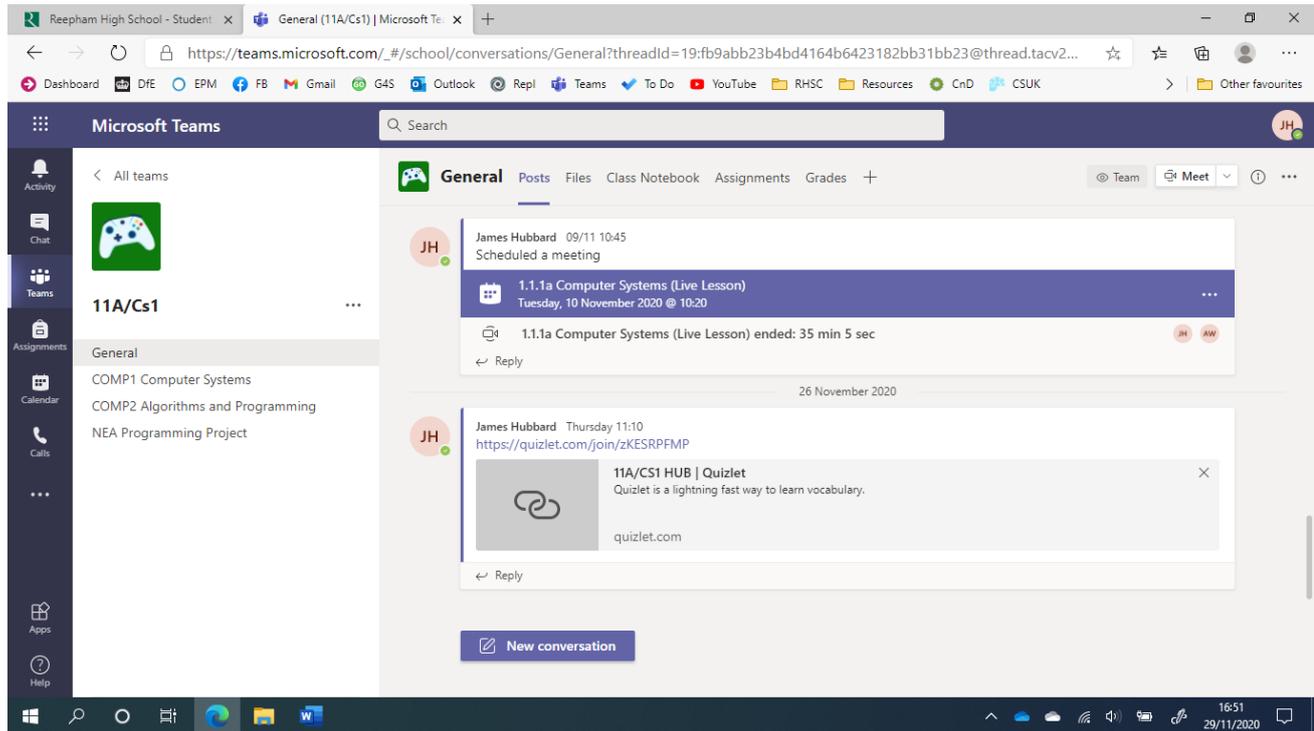
To Access Classes

Your subjects are divided into exactly the same classes that you have at school, with the same names.

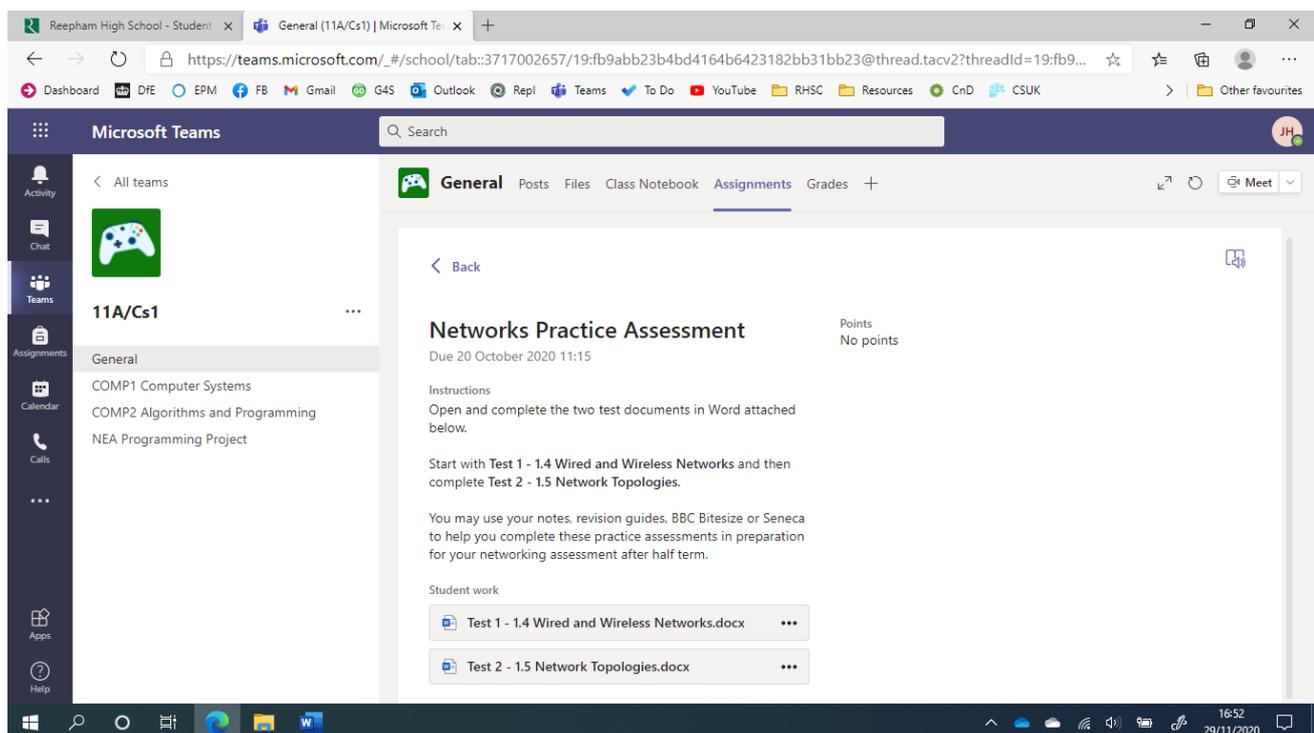
When you open Teams, you should see all of your classes.



To access a class, click on the class you want and you will then see all Posts (messages), Assignments (work that has been set) and Scheduled Lessons (links to a live teaching lesson) for that class.



To access an assignment, click on the 'View assignment' button underneath the lesson/work you need to complete.



Your teacher should have written some instructions for you to complete the work.

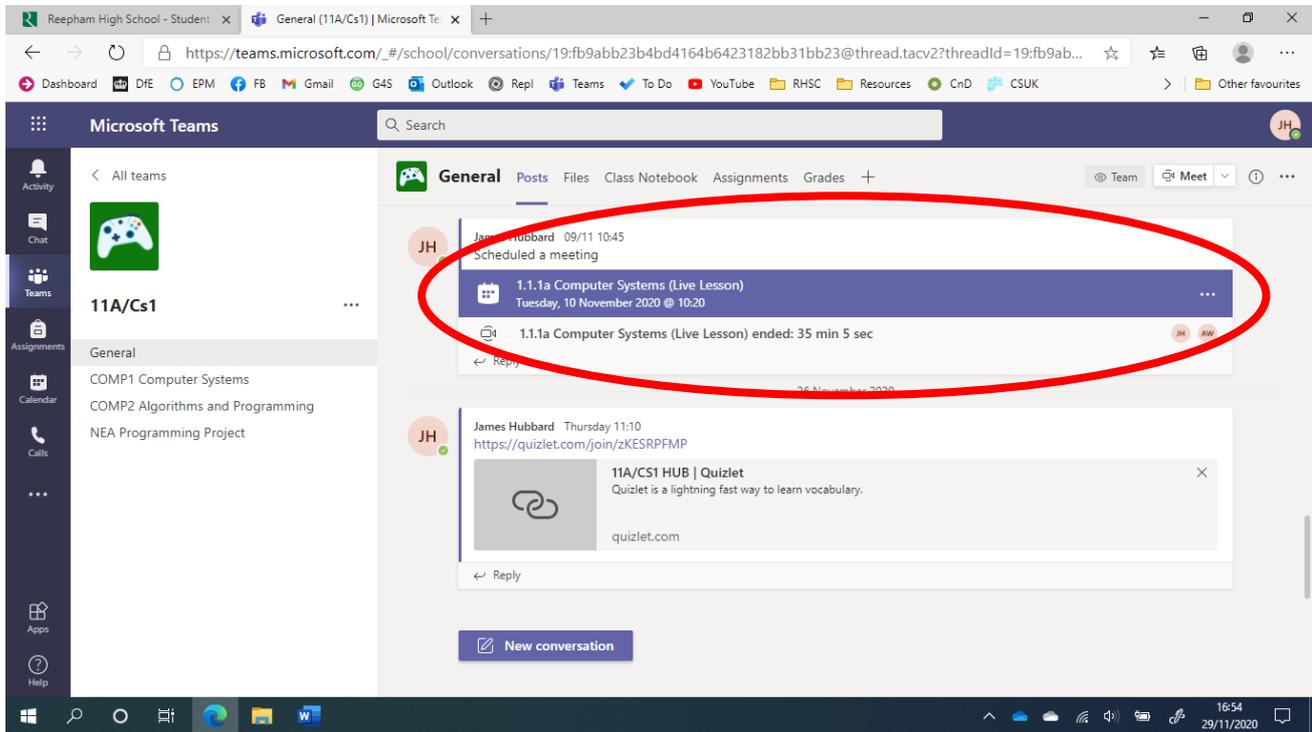
You may need to:

- Complete a document/worksheet that has been attached to the assignment. If this is the case, just open the document, type in your answers, and then hand it in.
- Upload a piece of work that has been completed using another programme such as Word or Powerpoint, a photograph of some writing, a scan, etc. To do this, there is a small paperclip with 'Add Work' at the bottom of the assignment – click on this button, then search for the work you want to upload.

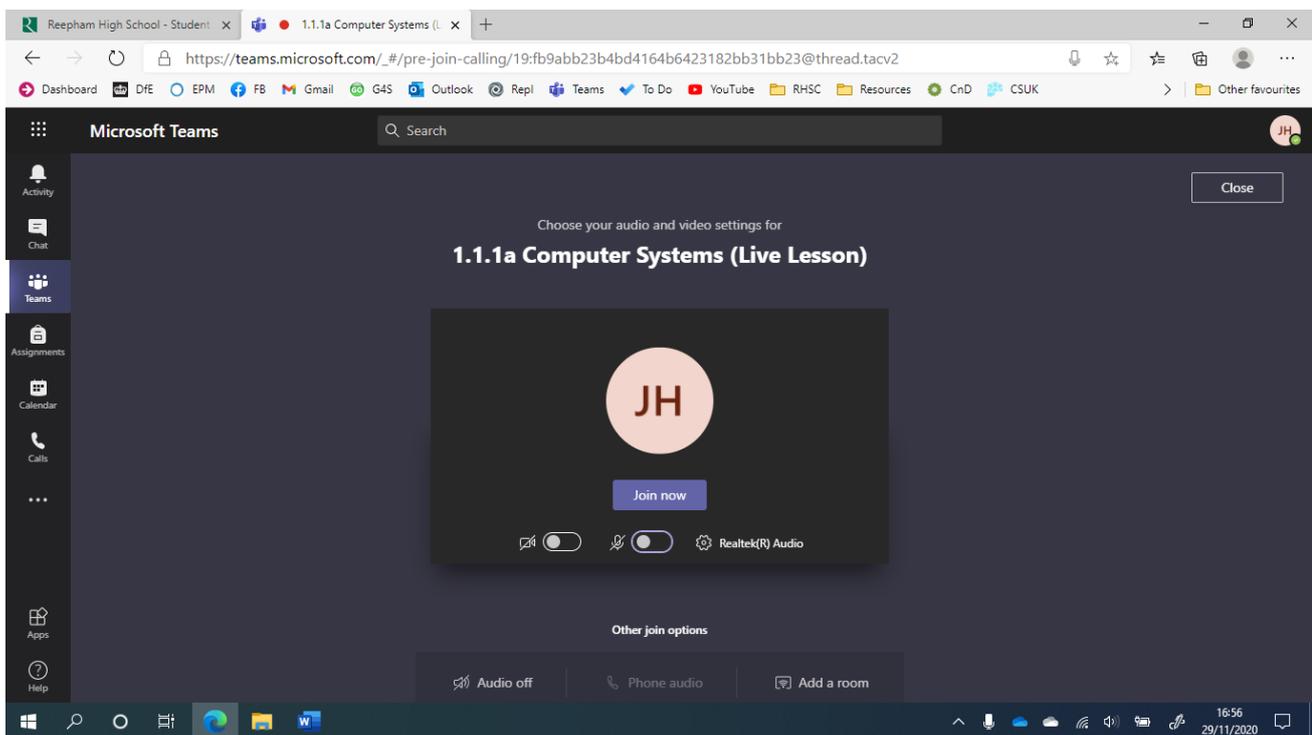
Remember to 'Turn/Hand In' your assignments when you have finished!

Live Lessons

If your teacher is running a live lesson, you will need to join this through the correct class. You should see a scheduled meeting for a specific time/day once your teacher has organised this.



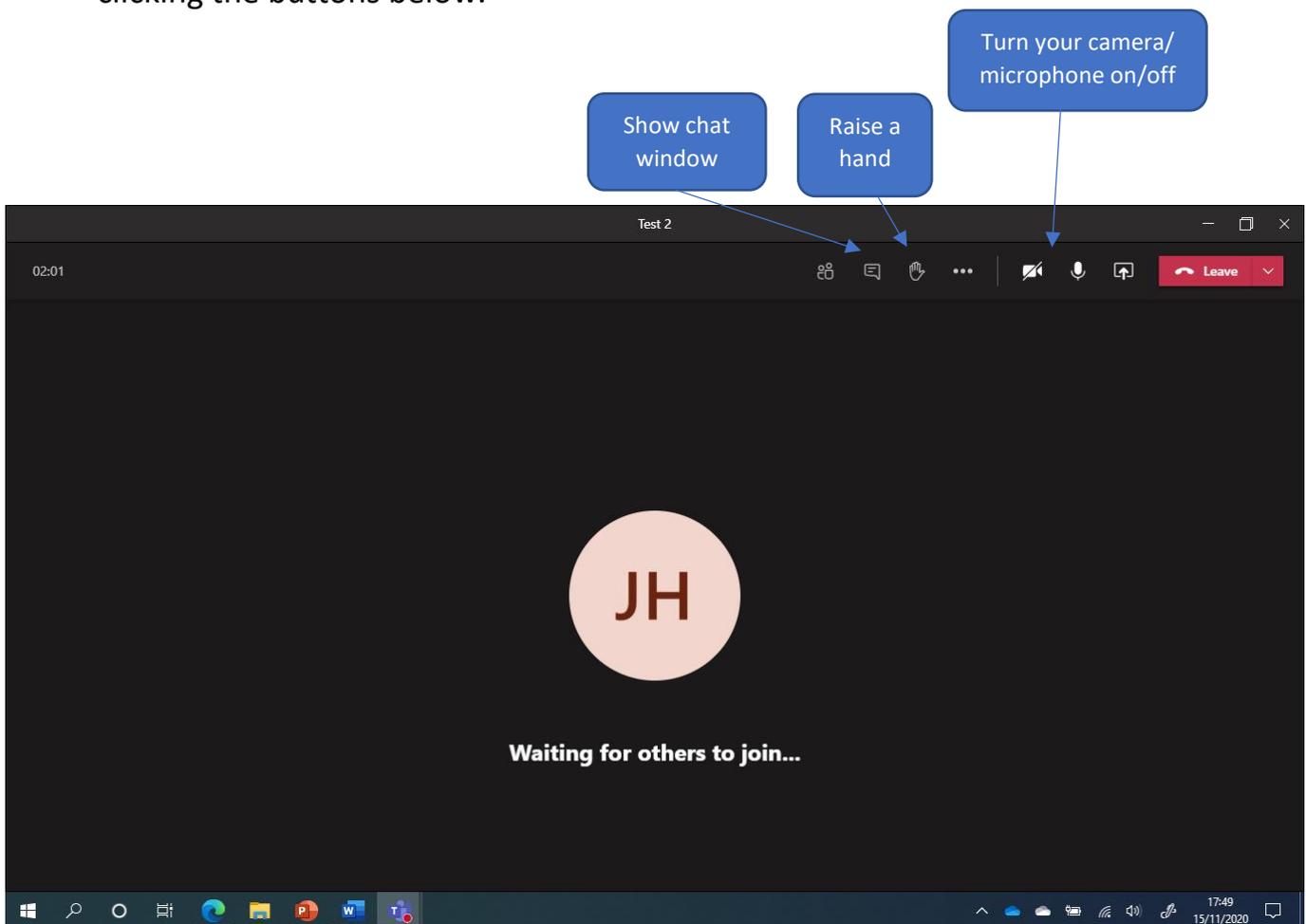
To join the live lesson, click on the 'purple stripe' where the meeting has been scheduled (circled above). Once you have clicked this, you should see the below screen.



Remember to **turn off** your microphone and camera when you join.

Below are a few features that you may need to use:

- Show chat window – here you can type in questions, contribute to class discussions, or provide answers.
- Raise a hand – if you have a question you would like to ask, click on this button and it will notify your teacher. Once they have responded, you can either unmute your microphone to ask the question or type it into the chat window.
- If you need to use your camera/microphone, you can switch them on or off by clicking the buttons below.

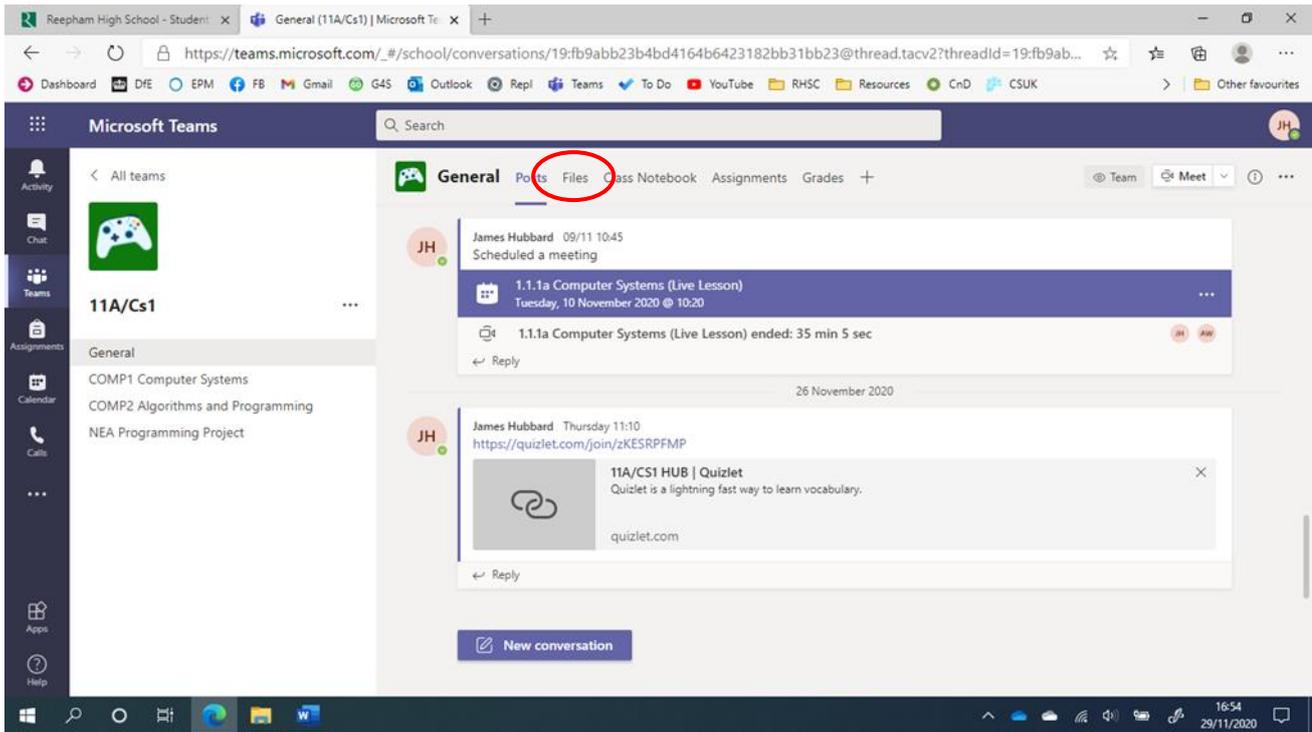


At the end of the lesson, make sure to click 'Leave' before closing Teams.

Note: Live lessons will be recorded.

Finding Other Resources on Teams

Occasionally your teacher might ask you to use other resources during your Teams lesson. If they do this, you will find the resources in the Files tab at the top of your Class General Screen. Your teacher will give you clear instructions about which folder you will find them in and what you need ready for the lesson.



If you have any problems

If you are having any issues with using Microsoft Teams, you should use your email to send a message to your subject teacher first.