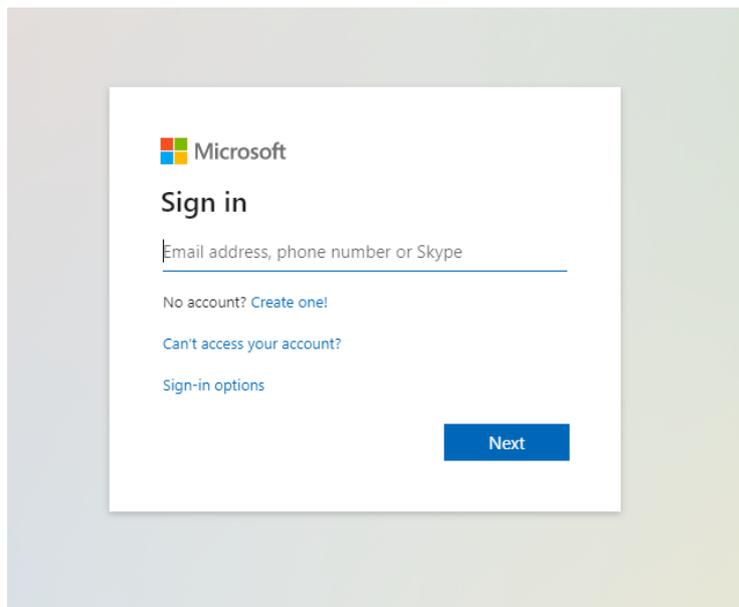




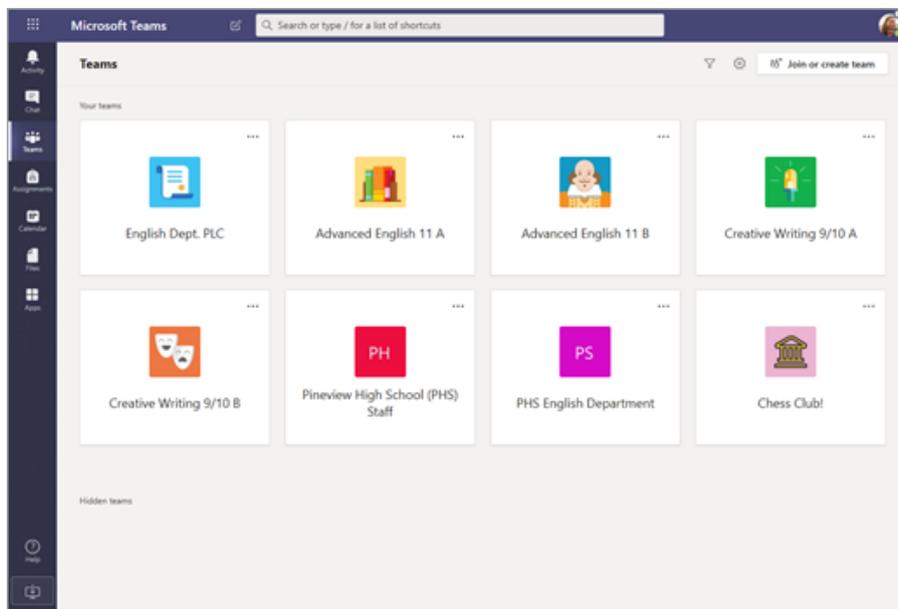
Instructions for pupils using Microsoft Teams

To access the 'live' aspects of student learning, you will need to ensure you have access to Microsoft Teams (MSTeams). It can be installed as an App on Desktop PCs on any operating system. It can also be installed on most smart phones and can be found in the App Store or Google Play. Students can also login by visiting: <https://teams.microsoft.com> Students can also access MSTeams by logging into their Mail365 account. This can be accessed by visiting: <https://www.office.com> MSTeams can be accessed via several different platforms, including X Box and Playstation. Please see other guidance on the website with instructions of how to do this.

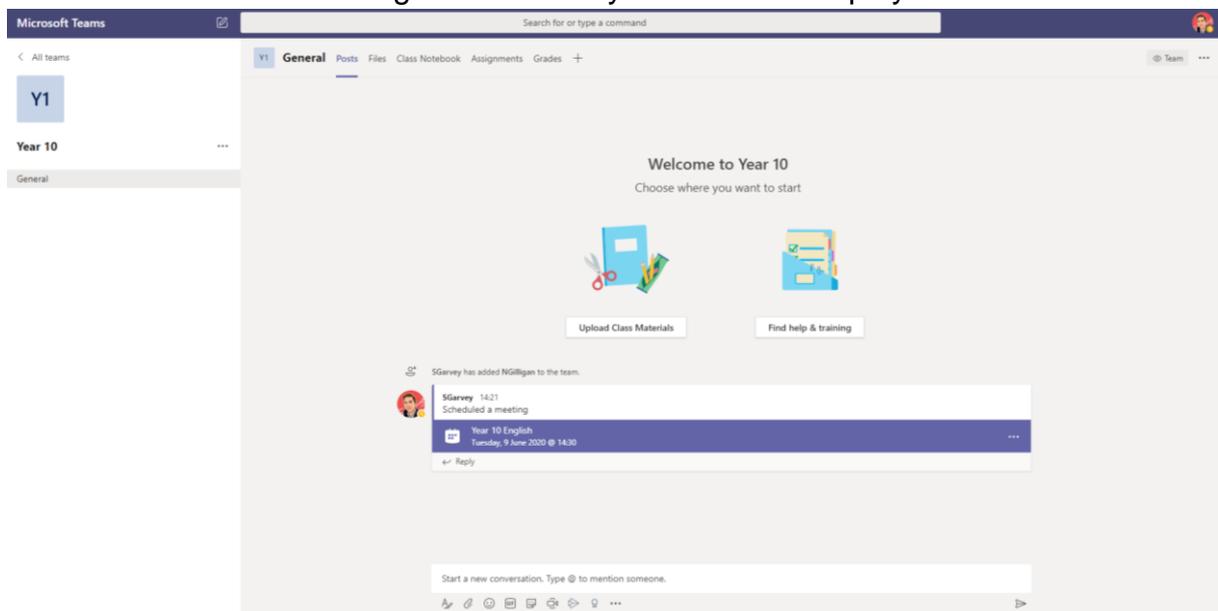
1. Go to <https://teams.microsoft.com> or open the App and sign in with your school email address and password



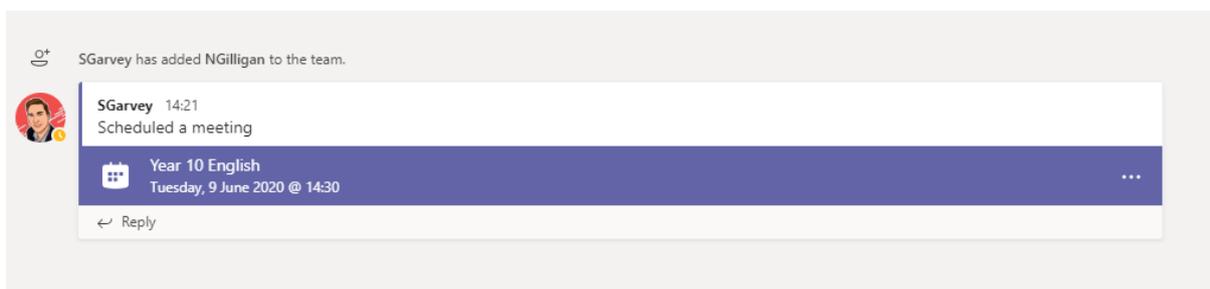
2. You will then see the classes you have been invited to (this is found by clicking 'Teams' on the menu on the left hand side. Click a class to see inside



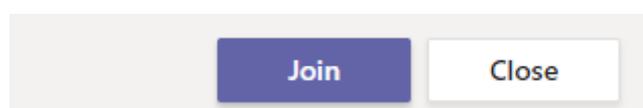
3. You will now be able to communicate with your teacher and class, share files and attend Teams classes. If a meeting is scheduled you will see it displayed as follows:



4. Click the meeting considering the time and date it is scheduled for

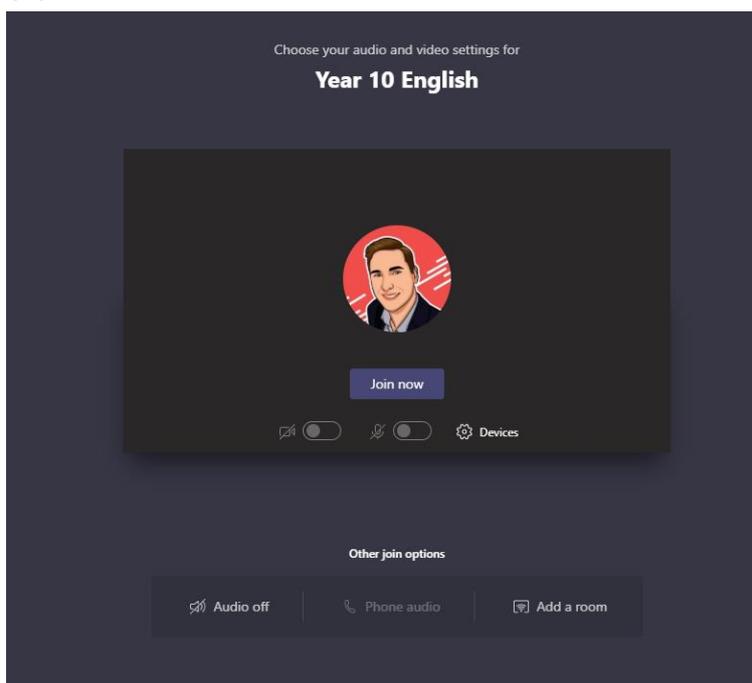


5. Click join to start the meeting

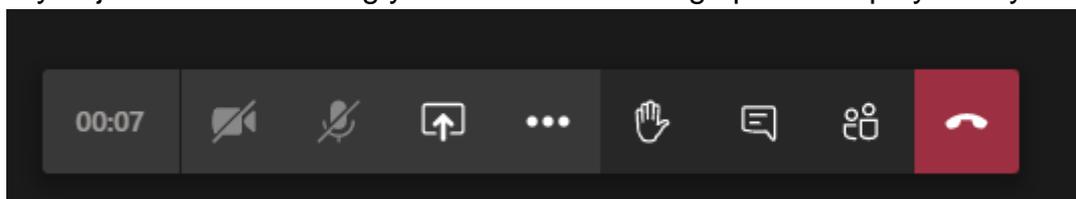


You can also find a link to your meeting in your calendar. Your calendar can be found on the menu on the left hand side.

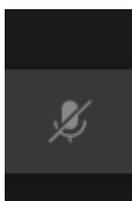
6. Once you click join you will see some options. You have the option to enable or disable webcam and audio



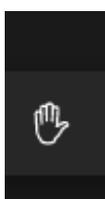
7. When you join a class meeting you have the following options displayed to you



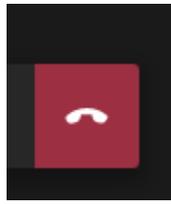
8. You will need to make sure your microphone is on mute unless your teacher asks you to unmute yourself



9. If you have a question during the class you will need to raise your hand using the hand icon. This will alert the teacher. Remember also to unmute yourself when asked to you can ask the question



10. To end the meeting click the hang-up icon



Pupil Rules and Expectations of using MSTEams



Pupil Rules and Expectations of using MSTEams

- Students should not record or take images of 'live lessons'
- Always be respectful at all times; do not discuss or share any inappropriate content using Teams.
- Make sure you are muted during the lesson. This allows the teacher to be heard clearly by all in the meeting.
- To ask a question raise your hand and wait patiently for a response from your teacher.
- If you use a webcam, make sure you are dressed appropriately and ready to learn.
- Have a pen and paper ready to make notes or complete any tasks your teacher asks you to complete.
- Try to make sure you will not be interrupted during your class. You are welcome to use your phone to access the meetings making it easier to find a comfortable place to work.
- You will follow your usual timetable. You will also receive automated reminders of when we expect you to attend via MSTEams.
- If you have any concerns, email us at safeguarding@st-thomasmore.derbyshire.sch.uk