

The Big Guide to Distance Learning!

Objectives:

- To be able to use Microsoft Teams for remote learning and access live lessons



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Why are we doing this?

If you are asked to isolate because of a COVID case in school or at home OR if schools are closed as part of a lockdown you need to continue completing school work at home.

You also need to be able to submit work to your teacher so that you can get feedback and improve your work!



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What do you need to do first?

Log on to your computer!

Your username is as follows:

20 First 4 letters of your surname First 2 letters of your first name

For example: 20harvje

If you haven't already logged in and changed your password it should be: **Password37**

You will need to change it when you first log on.

Now get your phones out – we'll come back to the computers in a bit!



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How do I join a live lesson on Teams?

There are two ways to join a live lesson.

1. Email invite: When your teacher sets up a live lesson you should receive an email which asks you to RSVP. Click accept

2. To get on the meeting from your email you need to click the calendar at the bottom of your email.

The screenshot shows an Outlook web interface. The main content area displays an email from 'Mrs Neville' titled 'Y7 ICT Workshop'. The email body shows a meeting invitation for 'Wed 04/11/2020 11:30 - 12:30' with 'No conflicts'. Below the meeting details, it says 'Mrs Neville invited you Accepted 1'. At the bottom of the email, there is a calendar icon. A red arrow points from the text 'Click accept' to the 'Accepted 1' status. Another red arrow points from the text 'click the calendar at the bottom of your email' to the calendar icon at the bottom of the email.

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How do I join a live lesson on Teams?

1. Click on the meeting for details
2. To join click the blue writing Y7 ICT workshop
3. Then click Join!

A screenshot of the Outlook web interface showing a calendar for November 2020. The calendar view is set to 'Month'. A meeting titled 'Y7 ICT Workshop' is highlighted in blue on Wednesday, November 4th, from 11:30 to 12:30. A red arrow points from the meeting title in the calendar to a pop-up window showing the meeting details. In this pop-up, the title 'Y7 ICT Workshop' is written in blue, and a blue 'Join' button is visible. Another red arrow points from the 'Join' button to a third red arrow pointing to a meeting card in the right-hand pane. This card shows the meeting title 'Y7 ICT Workshop' and the time '11:30 - 12:30'. The Outlook interface includes a search bar, navigation icons, and a list of calendars on the left side.



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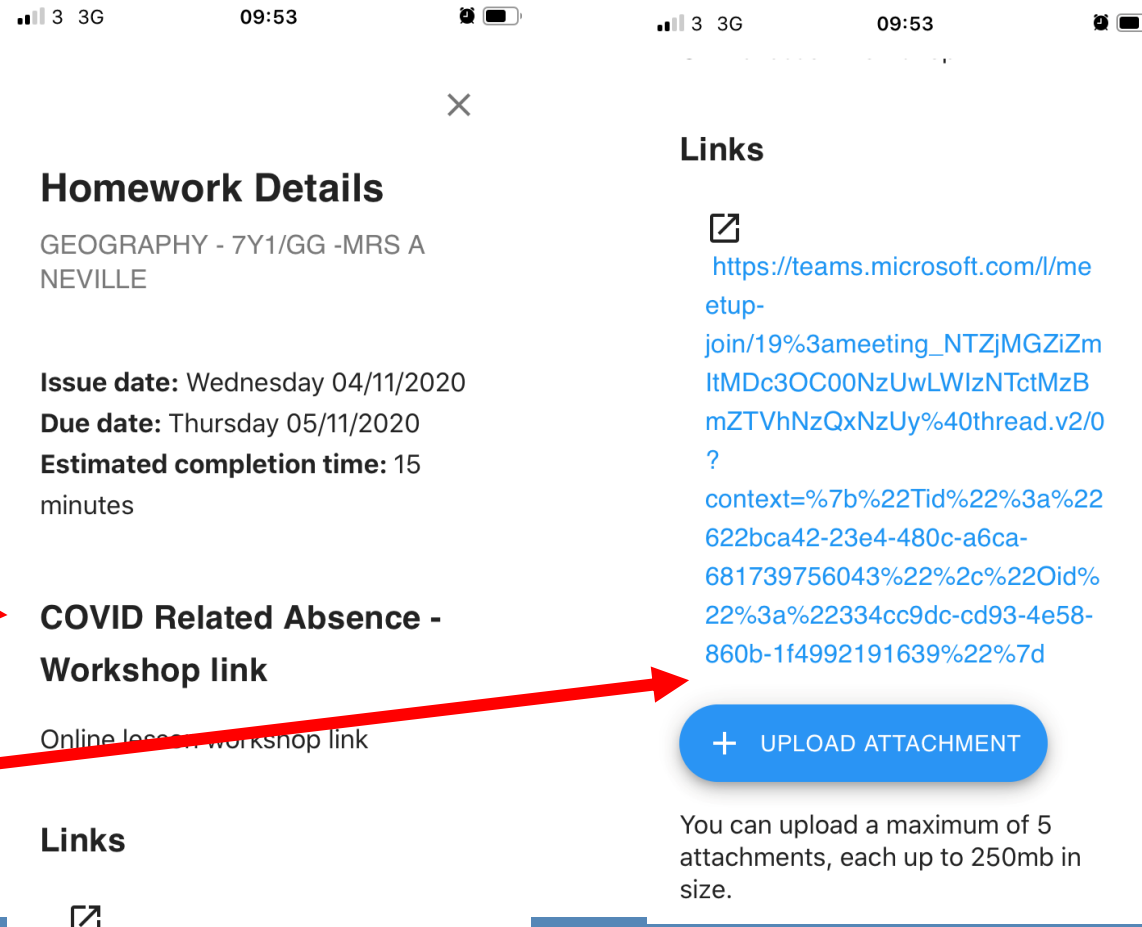
How do I join a live lesson on Teams?

The second way to join is via ClassCharts.

Your teacher will set a homework which has a link attached.

Find the homework from Mrs Neville that looks like this:

Click the link to join the meeting.



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How do I use Microsoft Teams?

Rules for using TEAMS

Your camera and microphone should be muted at all times. Only turn your microphone on if your teacher asks you to.

Remember your teacher and everyone else can see anything you write in the chat. Make sure you respect everyone in the group and use polite language.



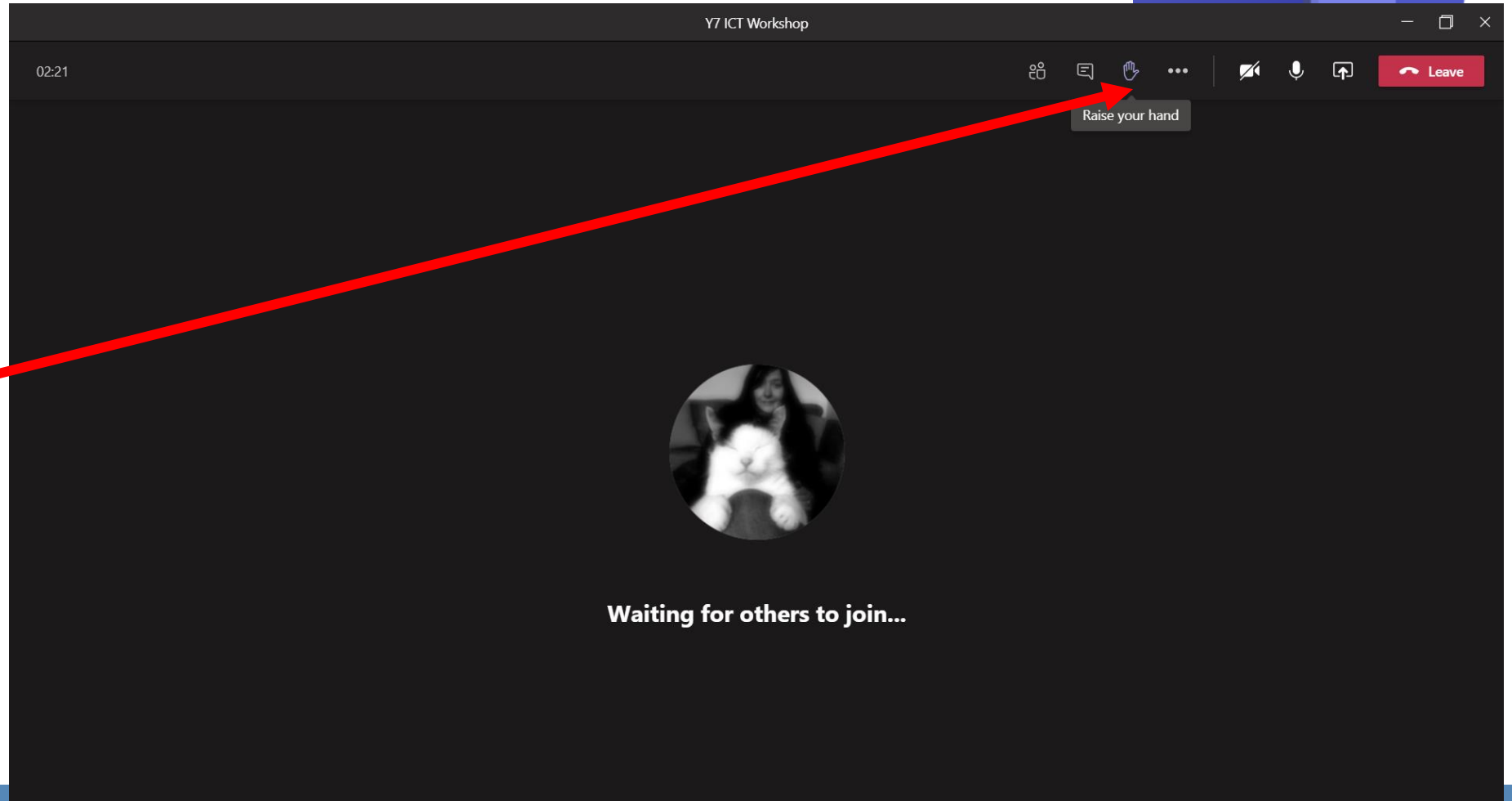
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How do I use Microsoft Teams?

How can you get help on Teams?

If you are in a live lesson and you need help you can 'Raise your hand'.

This lets your teacher know you have a question.
Try it now!



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How do I use Microsoft Teams?

How can you get help on Teams?

If you want to ask a question you can click on the 'Show Conversation button at the top'. You can then write in questions.

Your teacher might also ask a question and you can type the answer in here!

Remember EVERYONE can see what you type here.

