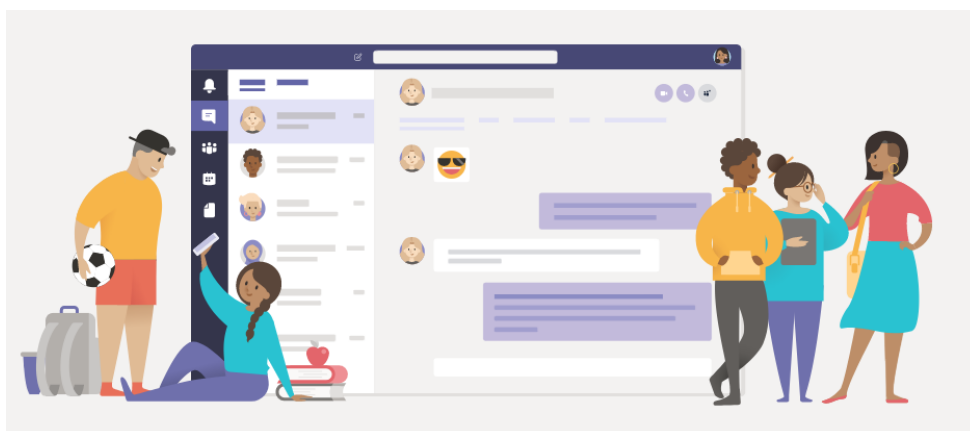


Microsoft Teams – Student ‘How to’ Guide



Microsoft Teams is the platform that live lessons will take place on. It is an interactive way of keeping in contact with your teachers should you have to remain at home at any point during the academic year.

You must attend all live timetabled lessons (you will be following your normal timetable from home) unless you have discussed your exceptional circumstances as to why you cannot attend a lesson with Mr Connor-Hemming. Each lesson will be 30 minutes long.

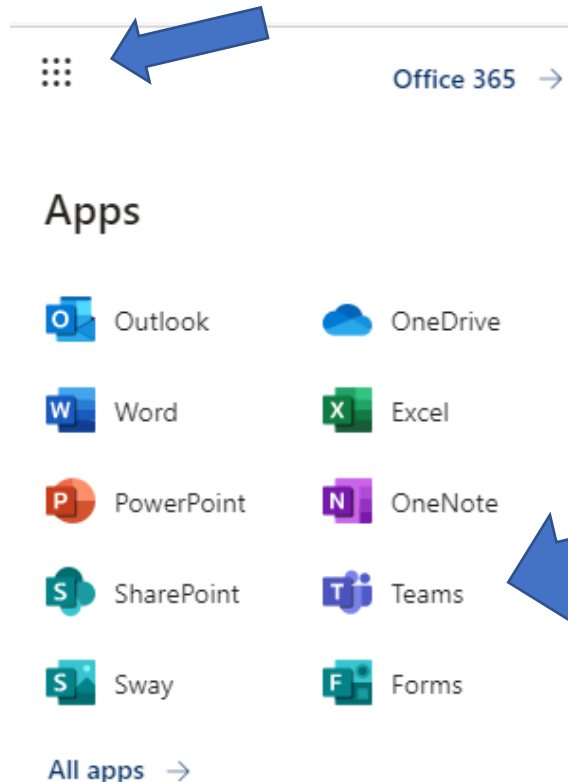
Microsoft Teams is for your live lessons. If any teaches have made pre-recorded lessons, they will send you a link to this on Show my Homework.

How do I access Microsoft Teams?

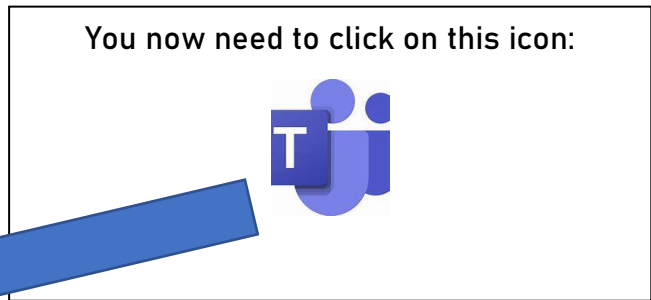
In your Outlook email you will see dots in the top left-hand corner.



Click on the dots



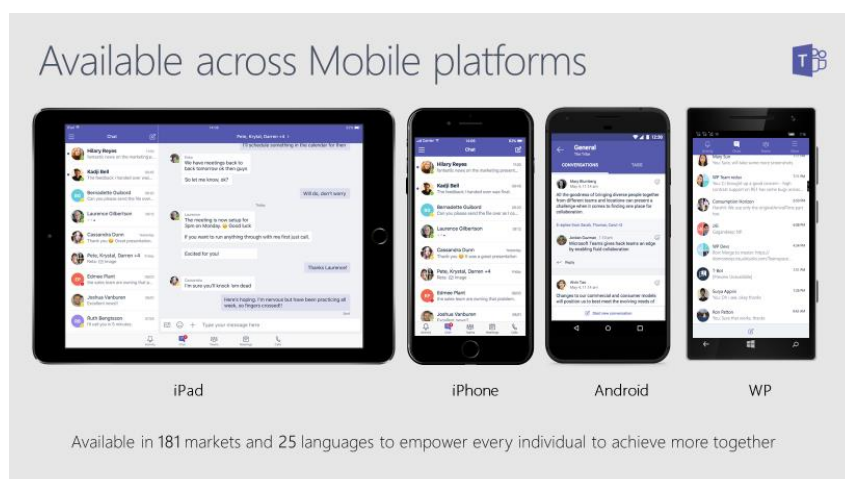
You now need to click on this icon:



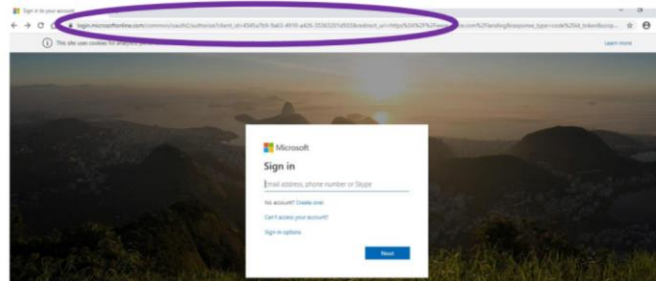
Downloading the Microsoft Teams App for your desktop will make it easier for you to join each lesson. You can also download Microsoft Teams on your phone, iPad or tablet.

It can be downloaded from the link below:

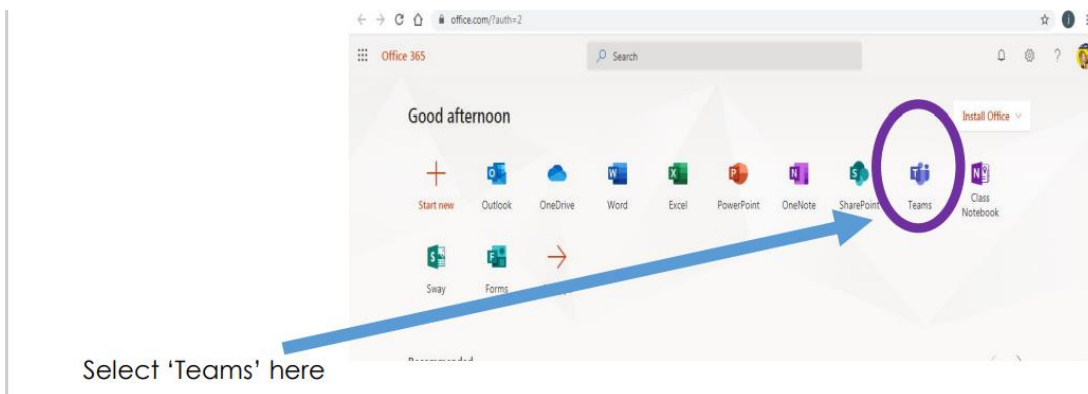
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>



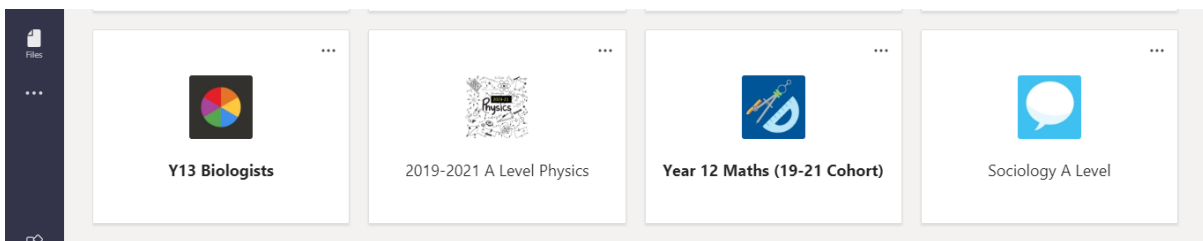
A different way of accessing Teams is by typing the following in your internet browser: login.microsoftonline.com and you will get this home screen.



Only your school email will work with Microsoft Teams, so enter this and your password.

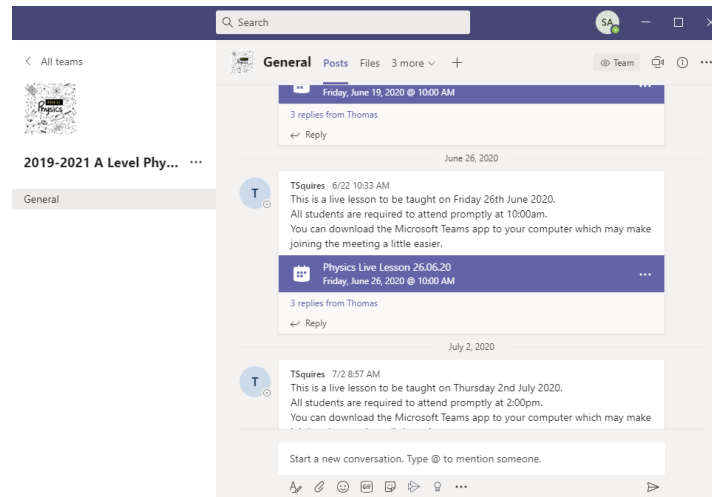


You are now logged onto Teams if you see the screen below:



- The tiles above will show your classes. Your teachers will have added you to your class groups.

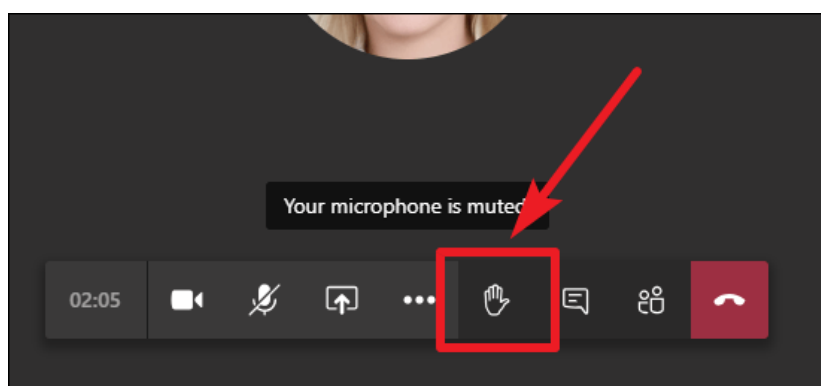
- If for any reason you are in the wrong class, you will need to email Mrs Palmer: spalmer@hillcrest.bham.sch.uk
- You can click on one of your classes to see the main page for each class (see the example below, which is a Year 12 Physics class).



How can I ask a question during a lesson?

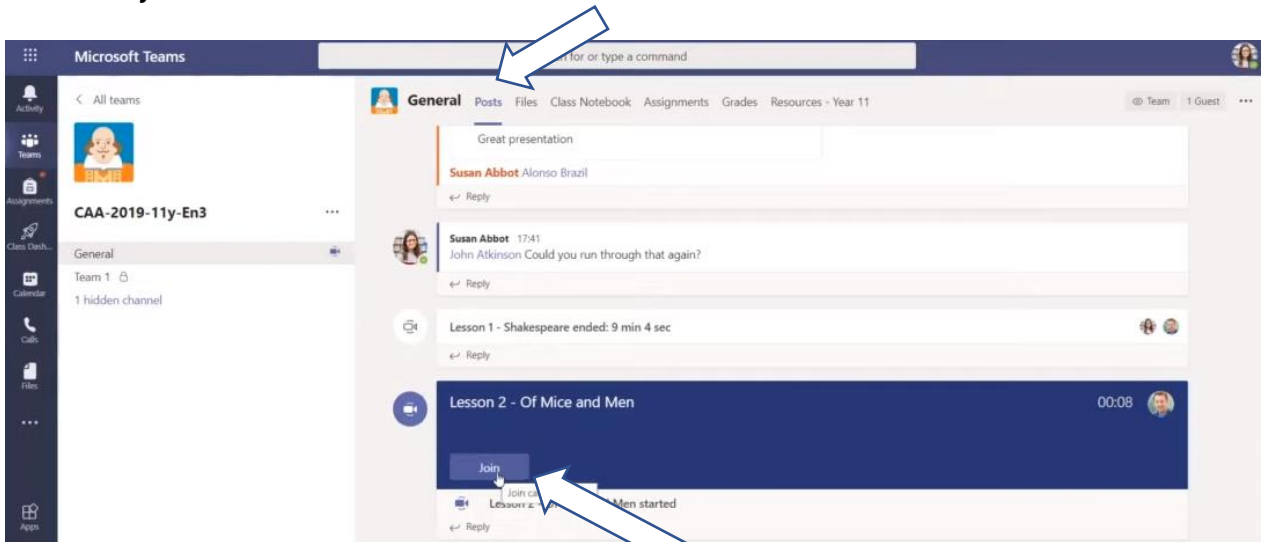
Your cameras and microphones will be switched off. However, across your screen will be a bar (see below). You may need to hover your mouse over the screen to see the bar if it is not visible. There is a function for you to be able to put your hand up if you need to. For example, if you do not understand something. Your teacher will then ask you to put your microphone on to ask your question.

You just need to click on the hand icon to ask a question.

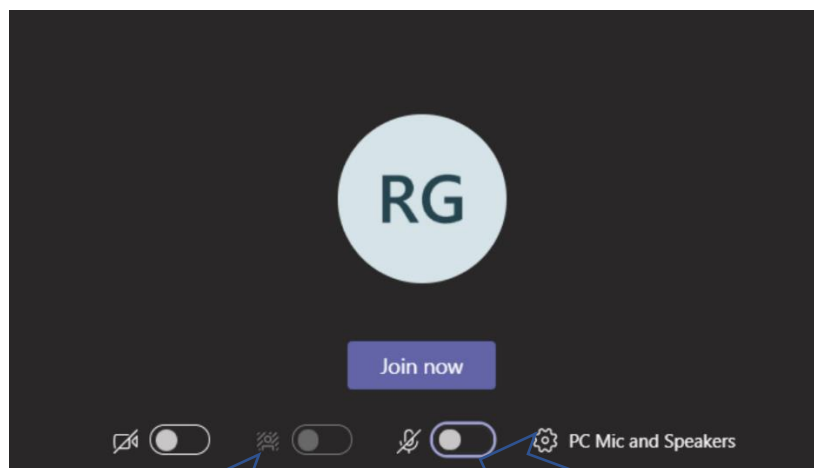


How do I join a lesson?

Your teacher will send you an email link to access your lesson. You will also have a reminder email 15 minutes before your lesson is about to start. You will also be able to find your lessons under the 'Posts' tab for each of your classes.



- You will see the lesson listed and there is an option to 'Join' the lesson.



You will then need to click the 'Join Now' button. You can see from the image above that in this case, both the person's camera and microphone are switched off. You need to ensure that this is the same for you.

How to be ready for your Teams Lessons:

- Check your computer is working ok, and that you can access Teams before each lesson begins.
- Log in 5-10 minutes in advance and wait in the waiting room.
- Have your exercise book, pens, calculator and any other required equipment all ready and to hand for each subject.
- Ensure you are in a quiet part of your home away from interruptions (if this is possible).

If you are having any issues in accessing Microsoft Teams, then it is vital that you email Mr Kennard and copy in IT Support (see below):

skennard@hillcrest.bham.sch.uk or itsupport@hillcrest.bham.sch.uk

