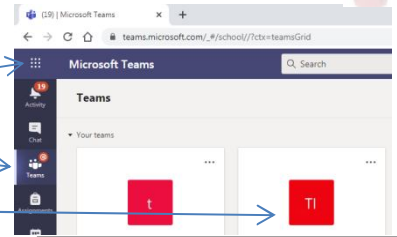




Quick Start guide Student guide to live lessons joining

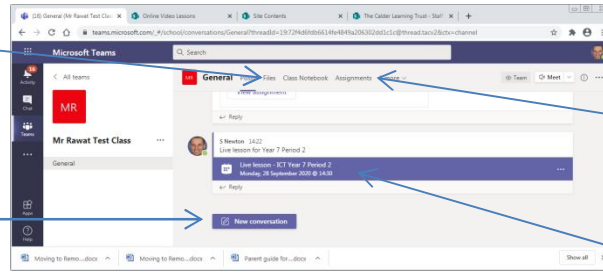
Note: Live lessons where possible will be at the timetabled slot e.g. when your lesson is normally on during the week

1. Login to Office 365 and click on teams from the top left hand corner of the screen
2. Select Teams from the side menu on the teams page and then select the class you want to join the live lesson for
3. Once in the class it should look like below:



Any resources that your teacher has shared with you will be in the files section

Use conversations to ask and answer questions from teacher or class students. Note that all class can see these questions



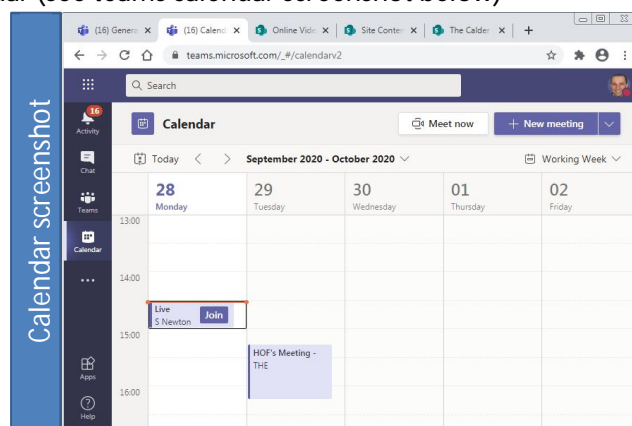
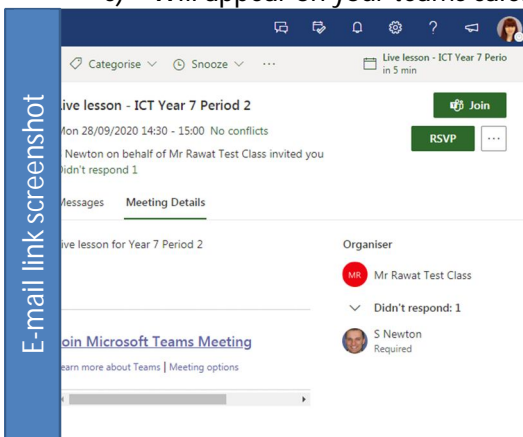
Assignments tab! This is where you can view outstanding and completed work for the subject class you are in. You can also use this bit to send work back to get feedback. (you can view feedback too in this section)

Upcoming and previous live lessons should appear when you click on the class in teams.

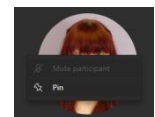
4. Select the live lesson from the class and press join to enter the meeting. **Remember to turn off your camera and microphone before you enter the meeting.** You will have to wait in the lobby in the meeting until the teacher admits you. Please be aware that some teachers will be travelling to the teaching room so this could be up to 10 min delay at the start of the lesson. The teacher will admit you once they are set-up and in the classroom.

Other methods to join live lesson: Once a teacher has invited you to a meeting you will get 3 things.

- a) Link via Class Charts homework
- b) E-mail to your school e-mail address with join button / link (see e-mail link screenshot below)
- c) Will appear on your teams calendar (see teams calendar screenshot below)



If the camera keeps going away from the teacher when in lesson you can click on the teacher picture and select pin to keep the camera always focused on the teacher.



NOTE:

If you have forgotten or have any problems with your Office 365/Class Charts password/code please e-mail icthelpdesk@calderlearningtrust.com quoting your full name, form, and date of birth & postcode to get your password reset. (Any information missing will not be able to get their password reset) as well as providing an email address that it is possible to respond to. Passwords are usually reset to Calder99 (case sensitive) unless otherwise stated.

- All work will still come to you via Class Charts during remote learning but your teacher will refer you to Microsoft Office 365 Teams to complete the work
- For remote learning enquires that are not password related please contact: remotelearning@calderlearningtrust.com
- Subject teachers can be contacted via the Outlook e-mail system on office 365 if there are any subject related queries

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The Calder Learning Trust

Remote working