



Pupil Guide to Accessing Microsoft Teams for Live Lessons

What is Microsoft Teams?

Microsoft Teams is what we are using for our live lessons.

Why are we using Microsoft Teams?

We will be using Microsoft Teams over the coming weeks to support your home learning and for you to join assemblies and form time. Live lessons will provide you with:

- More help and guidance from your teacher about the topics you are learning
- An opportunity to speak to your teacher about any issues with your learning.

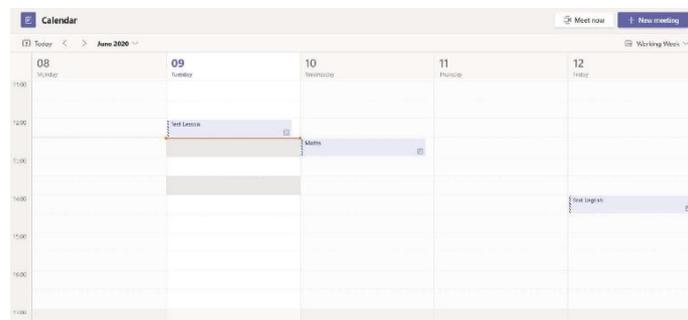
How do I get Microsoft Teams?

The app itself is incredibly easy for you to set up and it can be used on a laptop, desktop, tablet or on a smart phone. There are a few options for how you can access Microsoft Teams.

1. The preferred method is through your Castleford Academy e-mail using the Apps in Microsoft Office 365. To log in you need to use your Castleford Academy login details i.e. how you log in to the computers when you are in the academy.
2. Microsoft Teams is also available as an iOS or Android app, and can be downloaded from the App Store or Play store; this can then be signed in to using your Castleford Academy login details.

How do I know when my Microsoft Teams Lessons will be?

- When your teacher schedules a lesson for your class, it will send a notification to your activity feed, which can be accessed from the menu on the left hand side of Microsoft Teams.
- All of your scheduled lessons will also show in your calendar, which again can be accessed from the menu on the left hand side. Checking your activity feed and calendar daily will help you keep on top of what lessons you have scheduled and when they are taking place.



When your teacher starts the lesson you will receive a new notification on the activity page, as below, with the option to join the lesson. There will also be a join button available on the calendar view. Please be aware that while it works the same, the calendar will look different on an Android or iOS device.

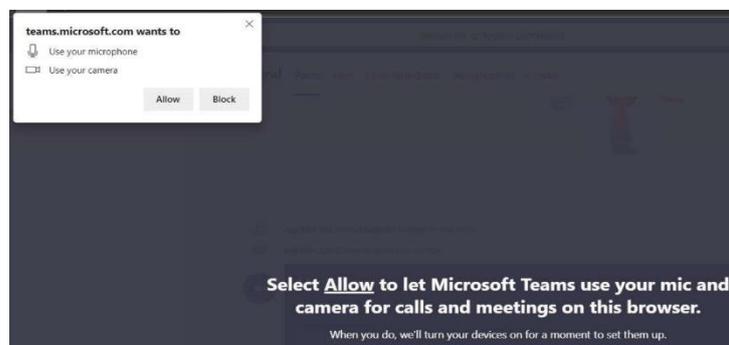


A few things to check before you join a lesson:

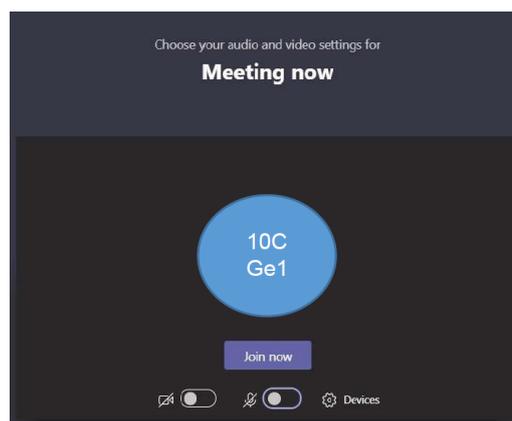
- Check the sound is working on your device. Depending on your situation it may be useful to try and use headphones. (You might need to go into settings to enable your microphone).
- Prepare everything you need before the lesson starts e.g. pens, paper, and calculator.
- Check you can log in to Microsoft Teams on whatever device you plan to use well in advance.
- Make sure you are in a space without too many distractions where you won't be disturbed.

Joining a Microsoft Teams Lesson

Choose the 'Allow' option to give Microsoft Teams access:



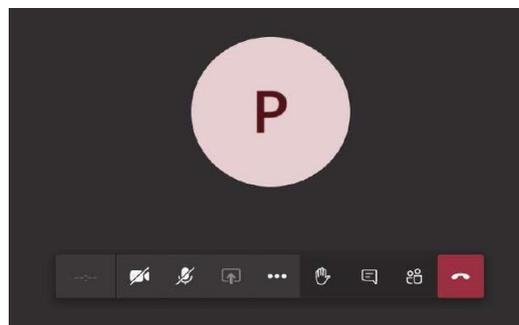
Once it loads, use the buttons at the bottom to turn off the camera and microphone before selecting the 'Join now' button:





During the Lesson

- Once in your lesson you must listen carefully to your teacher’s instructions.
- Your teacher may share a PowerPoint on the screen with instructions and prompts to guide you through the learning.
- If you have a question or do not understand you can raise your hand or write the question in the chat facility.
- Use the chat facility (speech bubble symbol) if you want to ask or answer a question.
- To talk to a teacher, raise your hand (hand symbol), your teacher will ask you to unmute your microphone.



Behaviour Expectations

Please remember that behaviour expectations remain the same during live lessons as they do in school (See Live Lessons - Pupil Expectations).

Mobile phones are not allowed during lessons.

The chat function is in place to ask your teacher a question. It must not be used for private chats or to send emojis. Your teacher will remove you from the lesson for inappropriate use of the chat function.

Ready	Respect	Safe
<p>You must always attempt the work to the best of your ability.</p> <p>You must attend the lesson punctually and not leave unless asked to do so. If a teacher is not yet online, please wait patiently for the lesson to start.</p>	<p>Do not distract other pupils.</p> <p>Follow instructions first time, every time.</p> <p>Ensure that your language is appropriate at all times.</p>	<p>Mobile phones must be switched off and you must not use other forms of technology to communicate with anyone during the lesson.</p> <p>You must not take pictures, record the lesson or share the link with anyone else. (This is a very serious breach of privacy rules and will result in sanctions being applied).</p>

Teachers will remove anyone from the lesson who is not engaging or is distracting the learning of others.