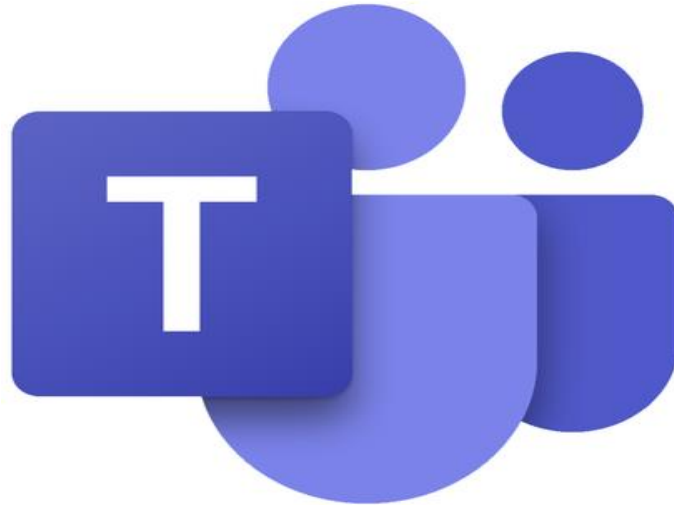


How to access Teams Live Lessons and Resources



Biddulph High Website

Videos and important links can be found on this page on our school website

<https://biddulphhigh.co.uk/covid-19-home-learning/>

Microsoft Office Package

- The next slide outlines how students can download the Microsoft Office 365
- They can use their school email account to get access to these for free

username@biddulphhigh.co.uk

e.g. jones1234@biddulphhigh.co.uk

Installing Office 365 on your laptop / PC

Log in to your school email

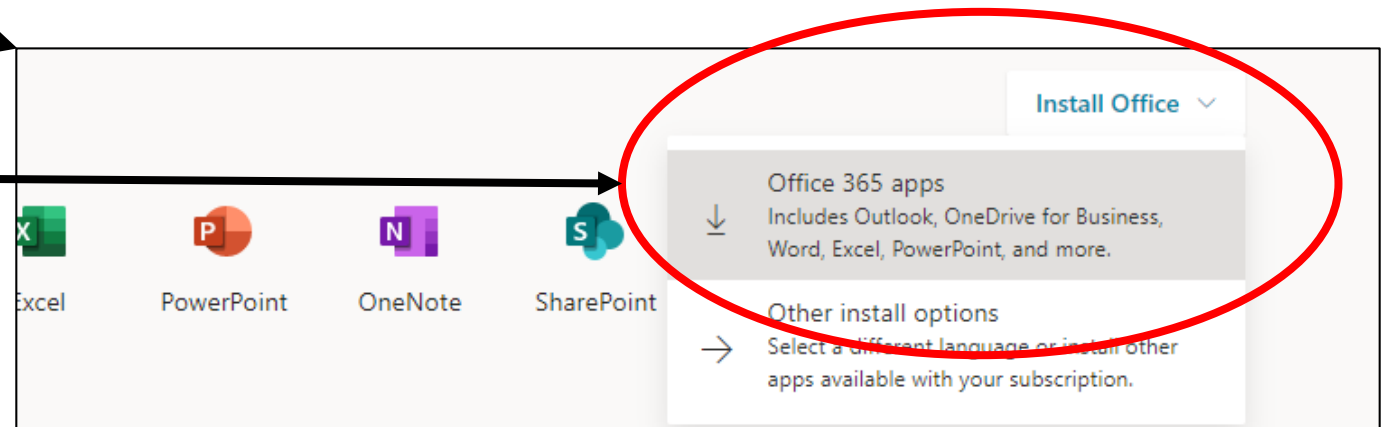
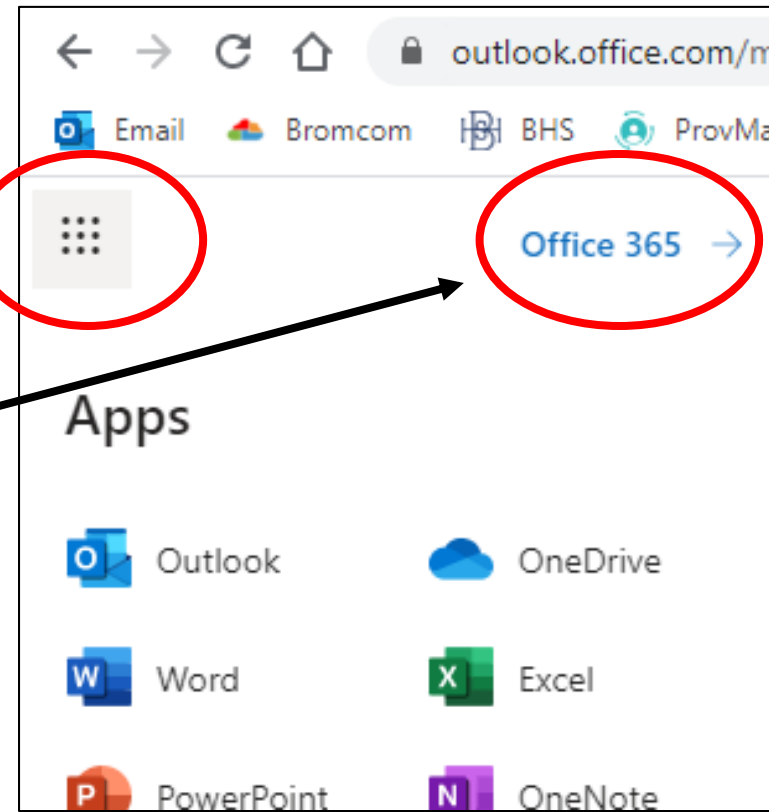
Click on AppViewer button (top left)

Then click Office 365

A new window will open

Click "Install Office" and "Office 365 apps"

Then follow the instructions



How to access Emails

<https://outlook.office365.com>

- Above is the link to the school email accounts
- Students use their log on the same as the school computer (surname and 4 numbers@biddulphhigh.co.uk)
- Students set their password as part of the induction week activities
- If the student can not remember the password please ring the school office

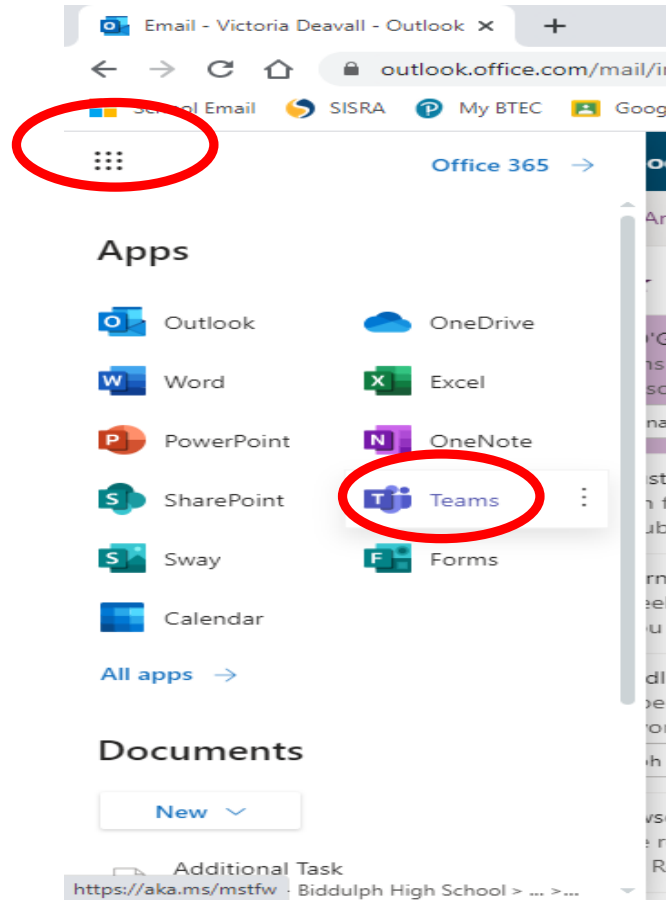
How to access Teams

- The next few slides show students how to access Teams at home via their school email account

<https://teams.microsoft.com>

Step 1: From your email


- Click on the 9 dots to open apps
- Click on the Teams app



Step 2: Open Teams

- It may ask you if you wish to download Teams to your desktop (this is a good idea as it where all your work/ lessons will be)
- You can click “use the web app” if you prefer – it may just look slightly different

Microsoft Teams



Download the Teams desktop app and stay better connected.

[Get the Windows app](#)

[Use the web app instead](#)

Step 3: Sign in

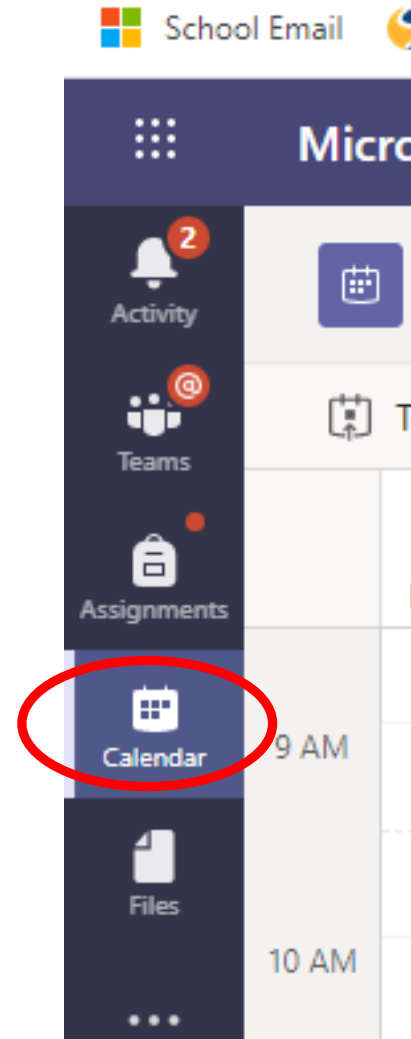
If it asks you to log in, you use your school email address

username@biddulphhigh.co.uk

Use the same password as you log on the school computer with



Step 4: Go to Calendar

- Click on the calendar tab on the left hand side



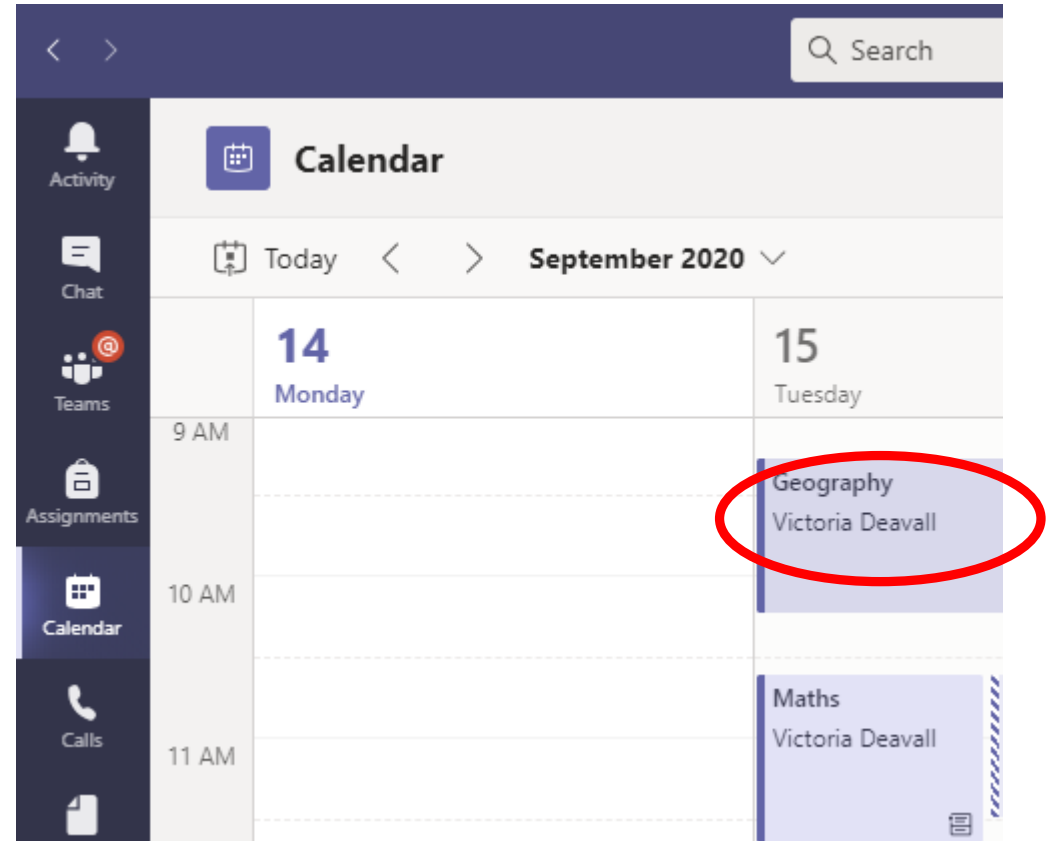
School times of day

- Monday is tutorial day

 SCHOOL DAY 	
TIME	ACTIVITY
08.40	Arrive at School
08.45	Go to Tutor Room
08.50 – 09.15	Registration
09.15 – 10.15*	Period 1
10.15 – 10.35	Break
10.35 – 11.35	Period 2
11.35 – 12.35	Period 3
12.35 – 1.15 (warning bell at 1.10)	Lunch
1.15 – 2.15	Period 4
2.15 – 3.15	Period 5
* Except Tutorial (09.30 – 10.15)	

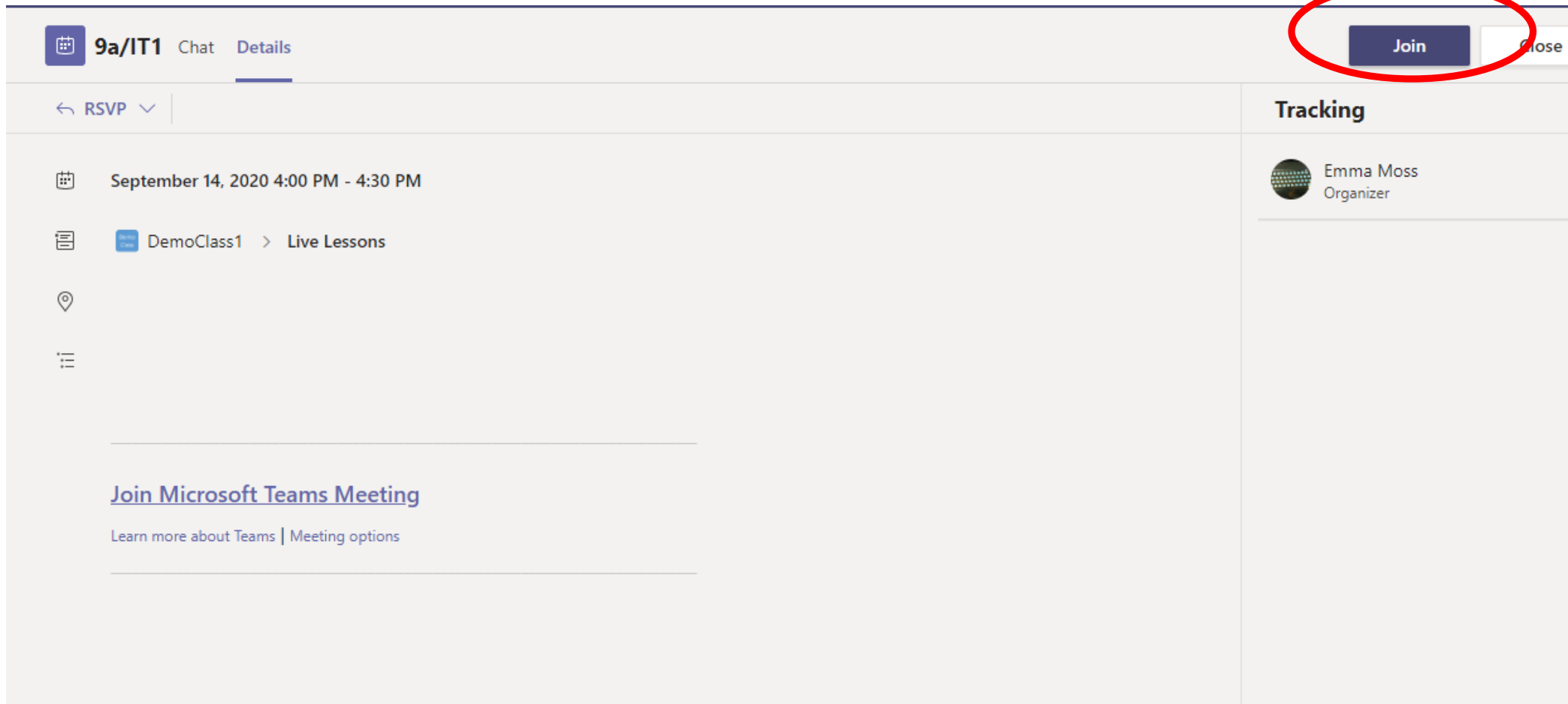
Step 5: Click on the lesson

- You will be following your school timetable
- Check the time – click the lesson that you should have at that time.



Step 6: Click join

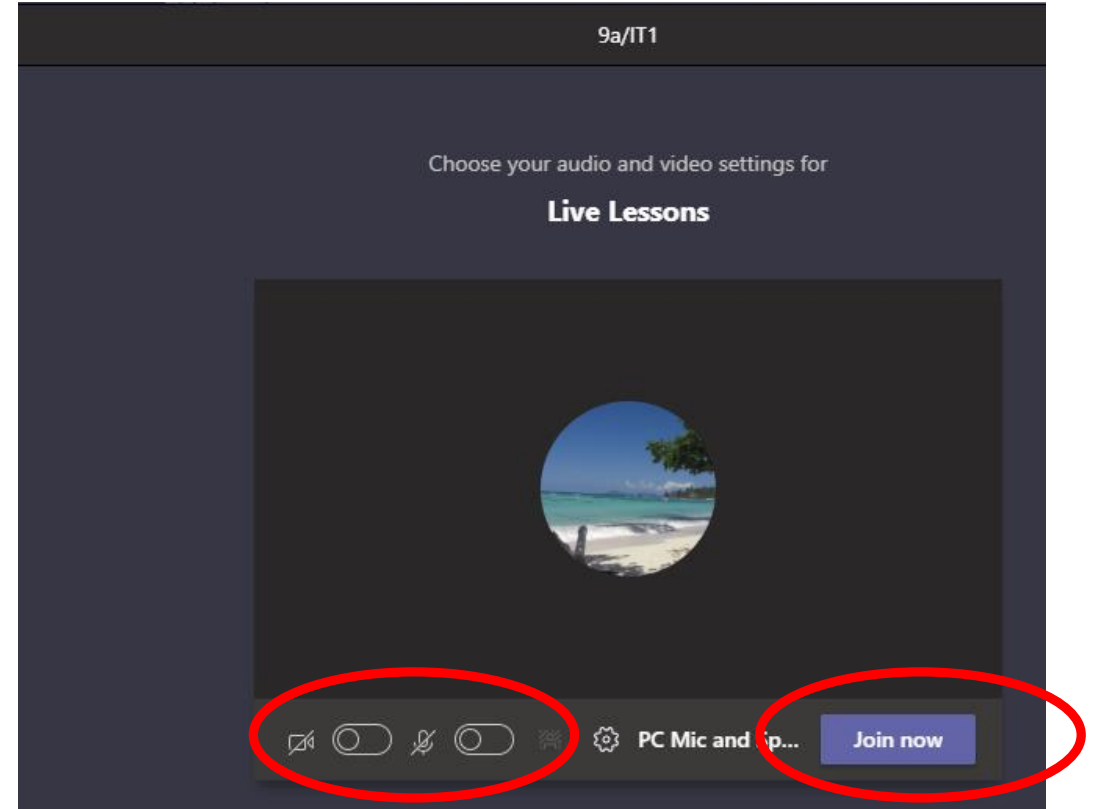
- Check the lesson time is correct and click join



The screenshot shows the Microsoft Teams interface for a meeting. At the top, there is a header with a calendar icon, the meeting ID '9a/IT1', and tabs for 'Chat' and 'Details'. On the right side of the header, there are two buttons: 'Join' and 'Close'. The 'Join' button is highlighted with a red circle. Below the header, there is a navigation bar with a back arrow, 'RSVP', and a dropdown arrow. The main content area on the left displays the meeting details: a calendar icon, the date and time 'September 14, 2020 4:00 PM - 4:30 PM', a list icon, a Teams icon, the course name 'DemoClass1', and 'Live Lessons'. Below this, there are icons for location and a list icon. At the bottom of the main content area, there is a link 'Join Microsoft Teams Meeting' and a sub-link 'Learn more about Teams | Meeting options'. On the right side, there is a 'Tracking' section with a profile picture and the name 'Emma Moss Organizer'.

Step 7: Microphone & Video off

- Ensure your microphone and camera are off
- Then click join

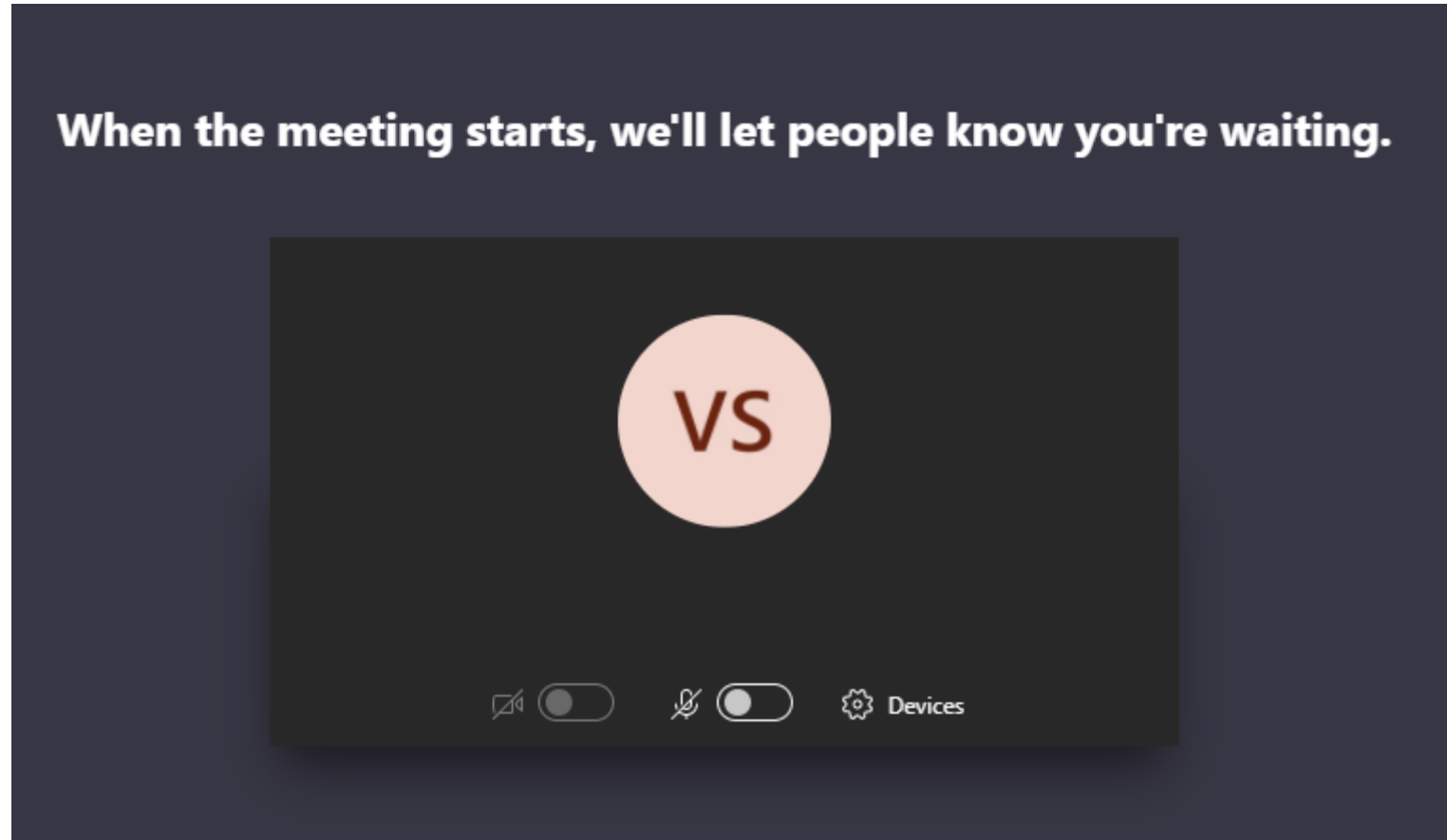


Behaviour expectations

- Do not turn on your video
- Do not turn on your microphone, unless your teacher asks you to
- The “chat” is recorded and has your username on anything you post – please be professional
- The lesson is recorded
- If you do not follow expectations, you will be removed from the lesson

Step 8: Wait for your Teacher

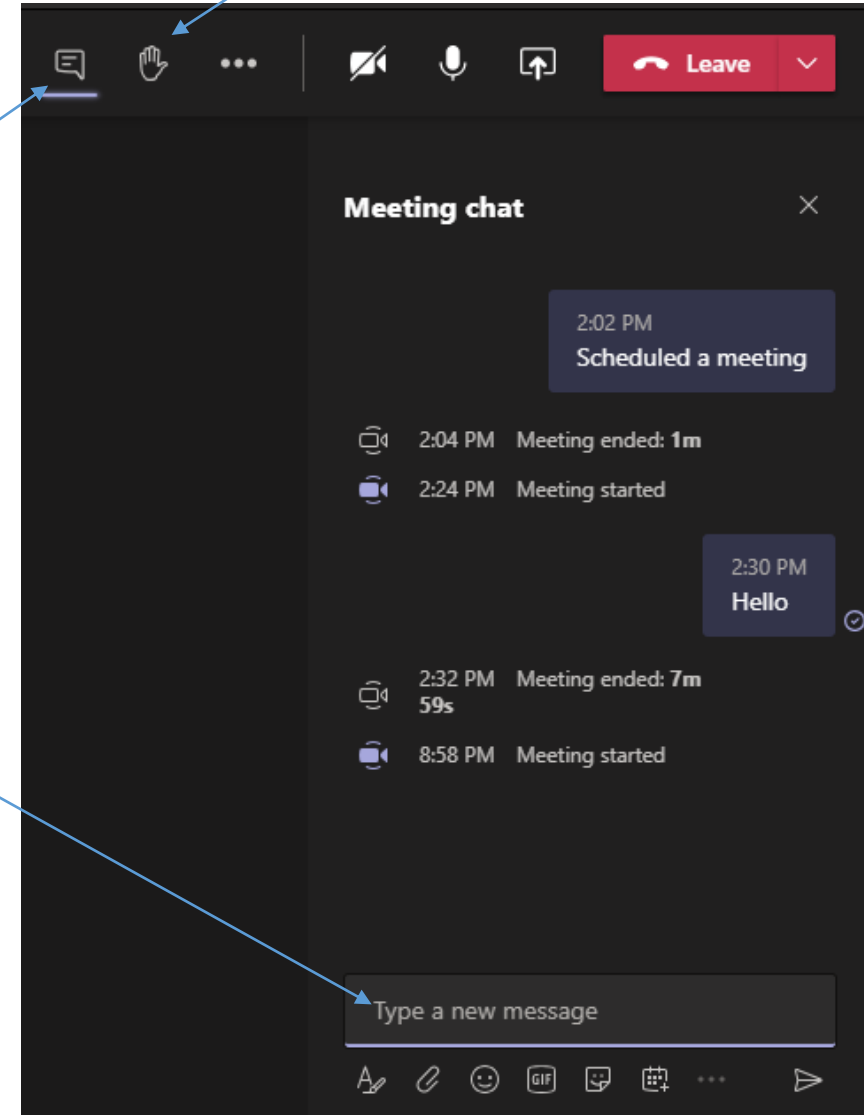
- Be patient – we will be with you as quickly as we can



If you are stuck raise your hand

Step 9: During the lesson

- You will need your exercise book (or paper) and a pen / pencil
- You may be asked to answer questions during the lesson – by typing in the chat
- You may be asked to complete assignments or quizzes and turn them in



Accessing work at home

All work will be uploaded onto teams

Teachers may post information on the live stream of how to access class materials. Look out for a notification from your teacher.

They will set you either:

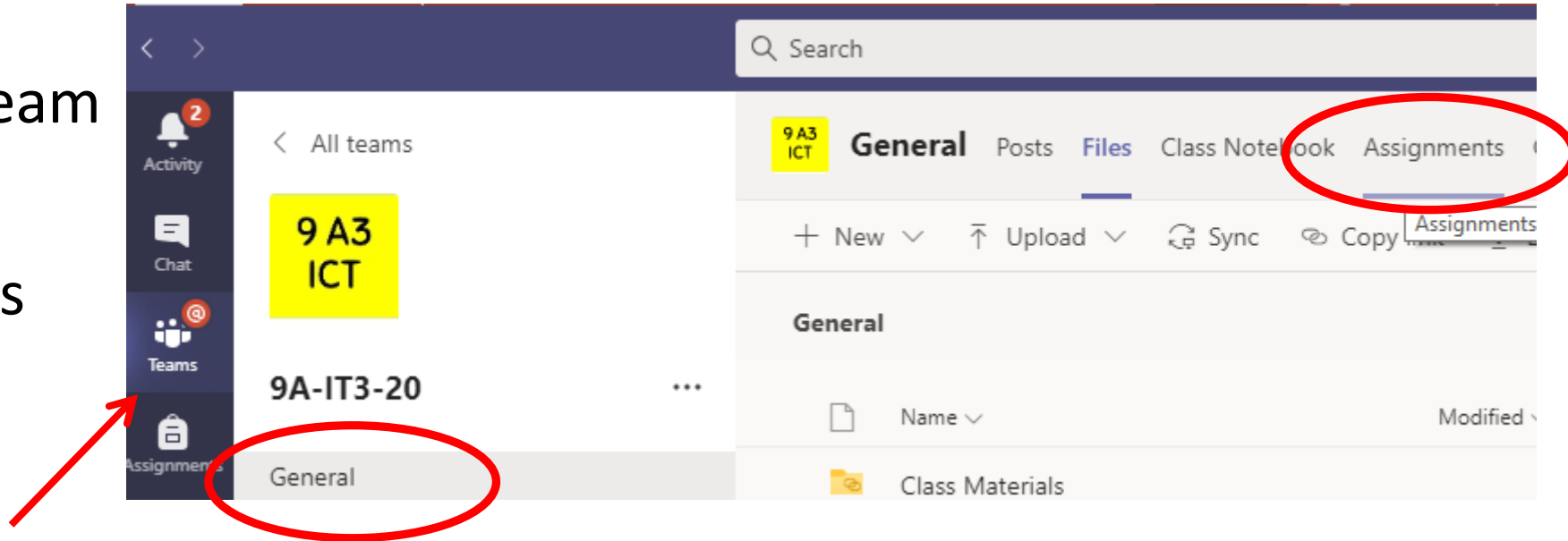
1) An assignment to be completed

Or

2) Share files with you to complete tasks

1) Assignment

- 1) Choose your class team
- 2) Click on general tab
- 3) Click on assignments



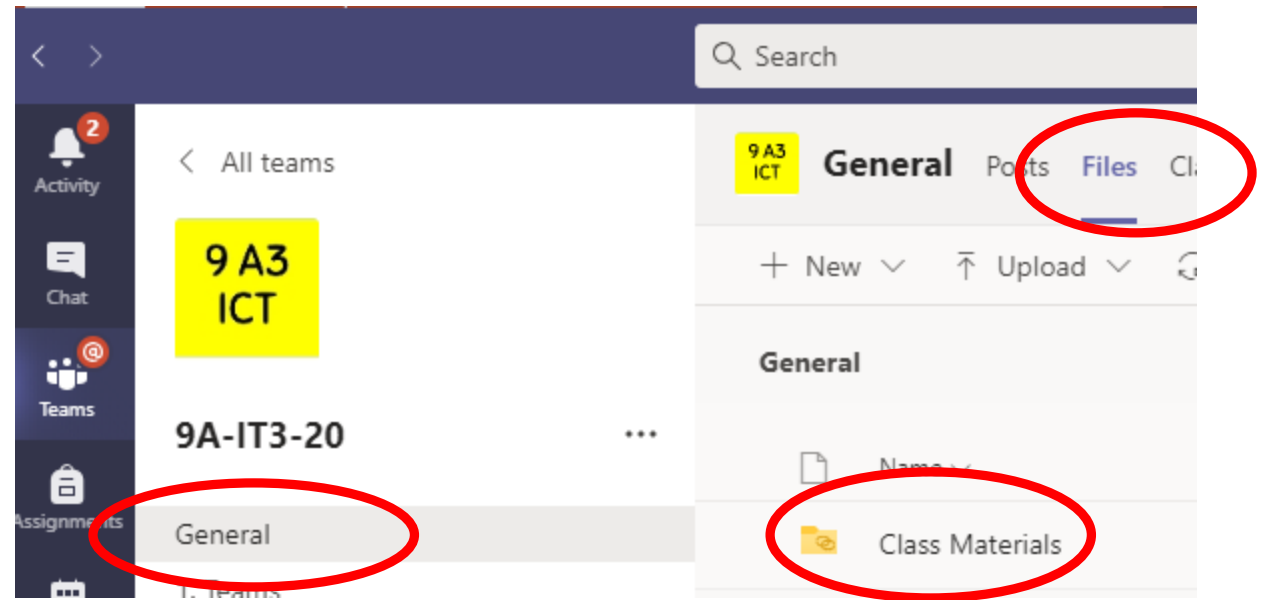
Note:

You can click on the assignment tab. This will show you assignments set by ALL your subjects as a list

2) Shared Files

Files can be shared with you

- 1) Click the class code
- 2) Click general
- 3) Click files
- 4) Click Class Materials



Here you will also find a recording of your live lessons.