

Copleston Student Online Tutorials Guides

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Introduction

Using Microsoft Teams enables teachers to provide online tutorials to students to support your learning. These may be used in the coming months if more restrictions are put in place to limit teaching in school or to support revision.

Please make sure you have read **all** of this booklet carefully as it explains how to access a tutorial, what to expect during a tutorial and how to behave during the session. **You must follow the guidance in this booklet.**

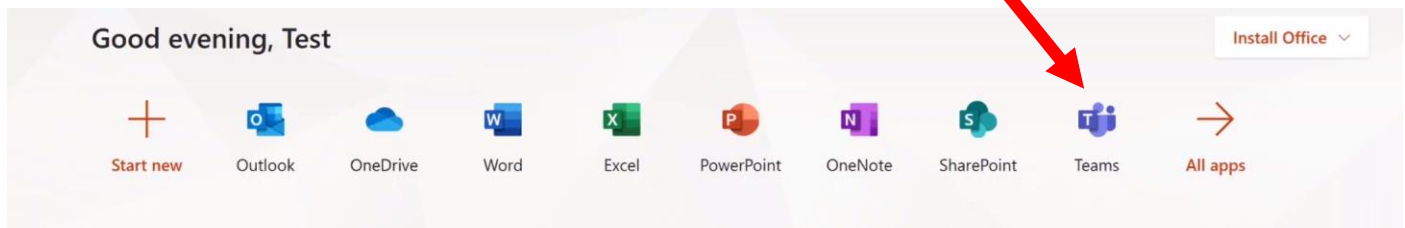
You must only use Microsoft Teams following this guidance. Misbehaviour during remote learning will be treated in the same way as misbehaviour in school. Any misuse of the Teams application, or behaviour in a session that is inappropriate, will lead to sanctions, including school exclusion if the incident is deemed serious enough.

A Guide to Accessing Online Tutorials on Teams

This guide walks you through how to join and take part in an online tutorial using Microsoft Teams.

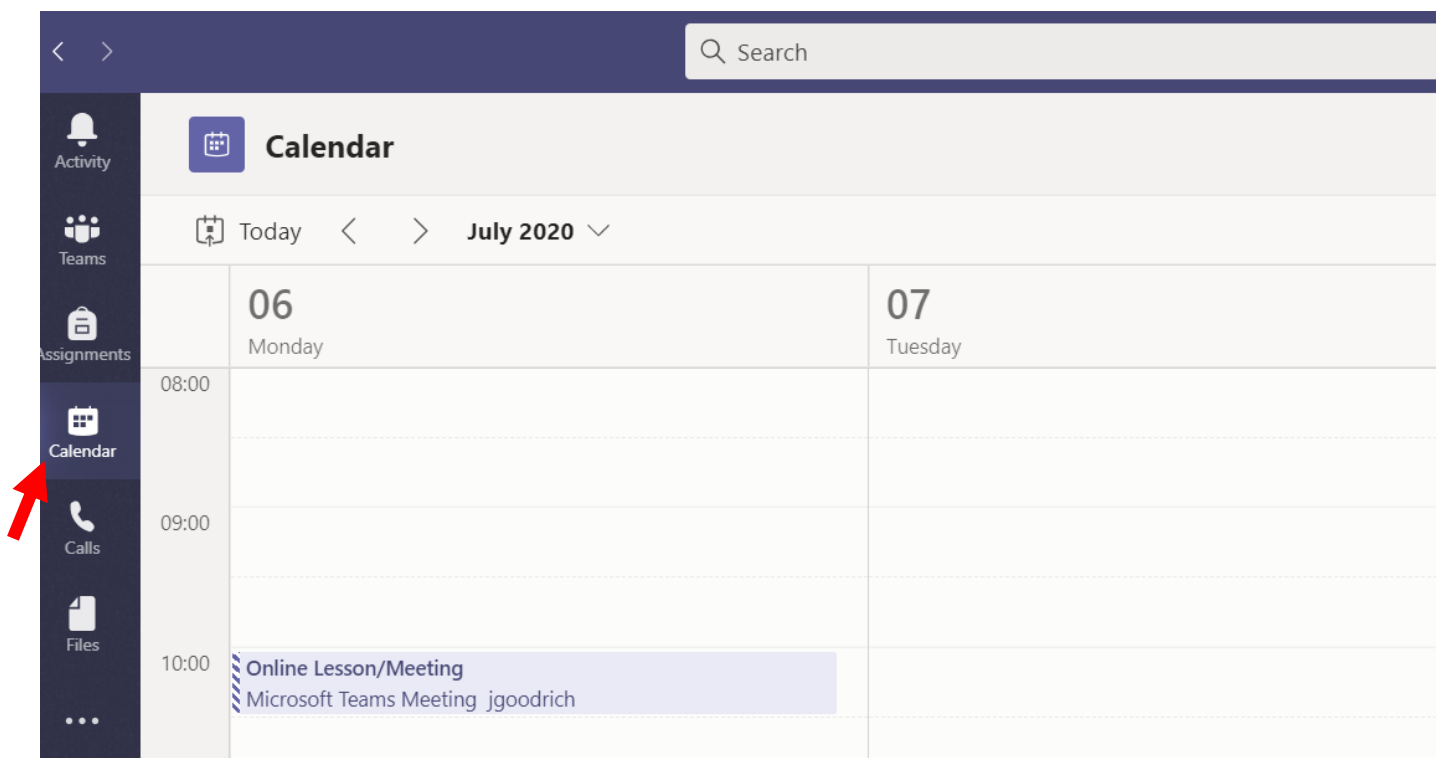
Step 1 – Accessing Microsoft Teams

- Visit www.office.com and log in with **your school email and password**.
- From the list of apps, **click Teams**.
- There is a desktop app you can download, which you download by clicking the button in the bottom left corner of Teams.
 - There is no difference between the web version and app version, so you can just use it from your web browser.



Step 2 – Navigating Teams

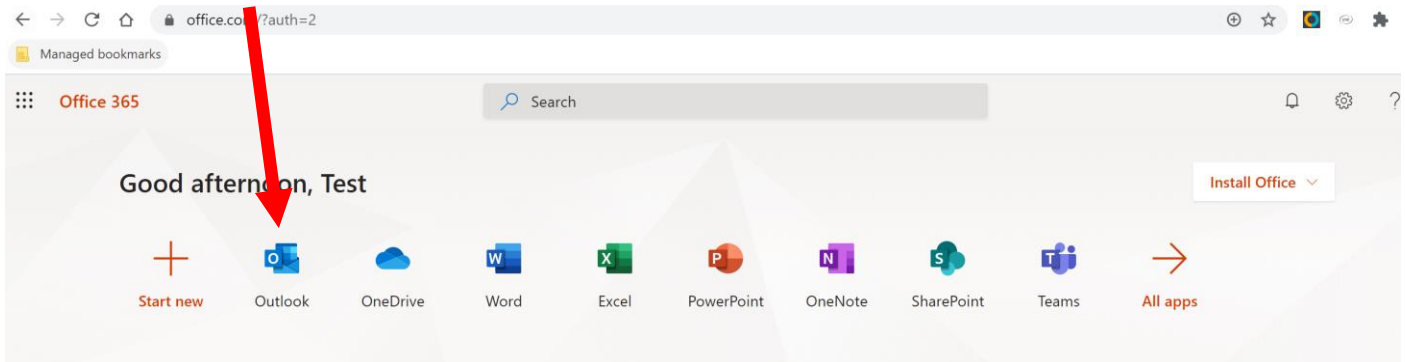
- This is a sample page of the Microsoft Teams app.



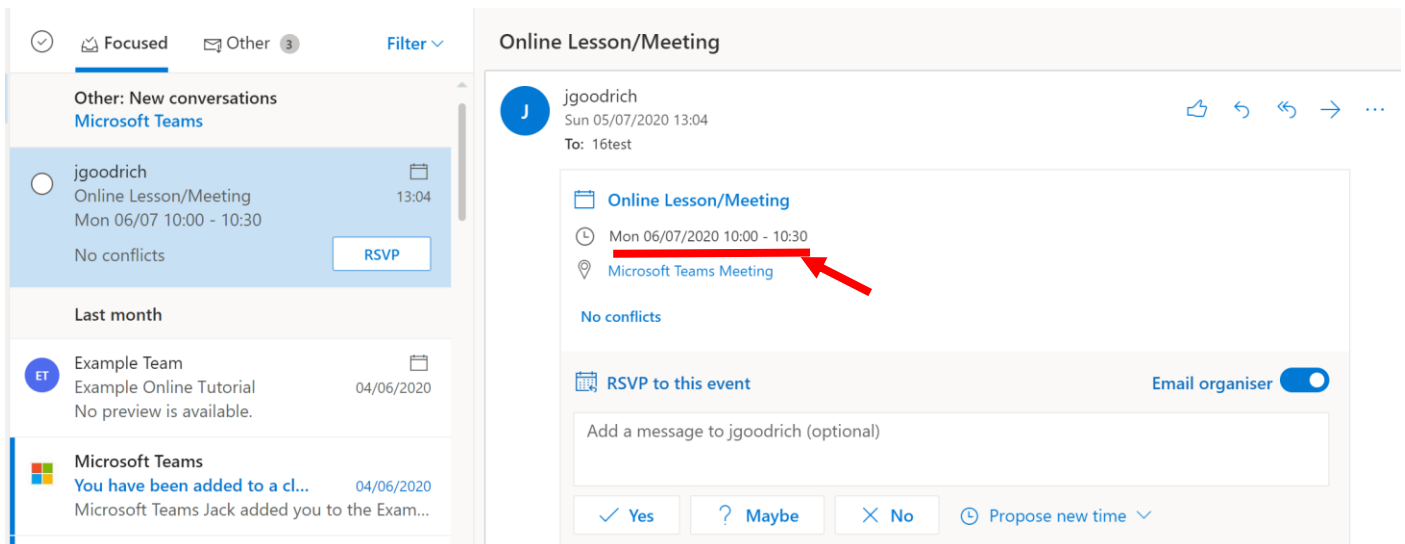
- You have a variety of options on the Menu on the left hand side:
- All you will need to **use is the Calendar section**.
- This shows the calendar of meetings you have been invited to.
- Once a tutorial has been organised, it will appear on this page, and this is where you will go to join. Make sure you are ready and **join all lessons promptly at the correct time**.
- If you cannot join the lesson at the correct time then the video will be available to access later see point 6.

Step 3 – Accepting an invitation to a lesson

- When you have been invited to attend a lesson or a meeting, you will see it in your Calendar (as shown in Step 2) and you will also receive an e-mail invitation.
- To access your e-mails:
 - Visit www.office.com
 - Click **Outlook** from the options given.
 - Enter your **school e-mail address** (your username and then @copleston.suffolk.sch.uk, for example: 16test@copleston.suffolk.sch.uk) and your password (**same as your school log in**).



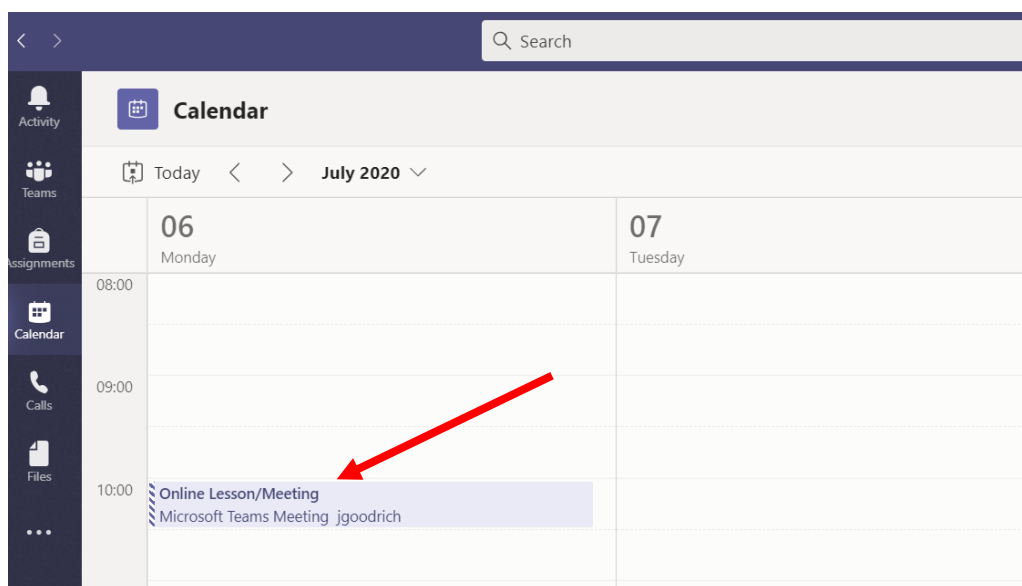
- Once you have your e-mails open, you will have received an invitation to the meeting.



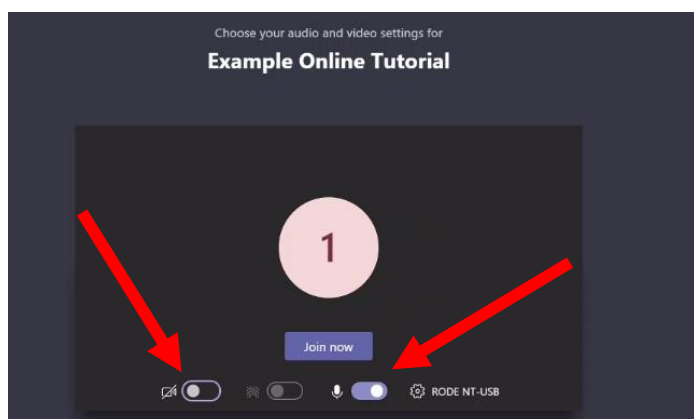
- Check the details (date and time) carefully so you know when you need to be on Teams to attend.
- **DO NOT respond to the invitation. There is no need to reply to the invitation to tell the teacher you are coming.**
 - Sending the response will e-mail the teacher, and if every student does it the teacher could receive hundreds of unnecessary e-mails!

Step 4 – Joining a Lesson/Meeting

- When you have an online tutorial scheduled, open Teams and visit the Calendar page by following Step 1 and 2. (Remember to sign into Teams using your school username and password).



- As you can see above, the lesson will show up in your calendar with the title and name of the teacher who invited you.
- Click on the meeting.
- Click Join** in the top right hand corner to join the meeting or in the meeting box.
- It then asks for you to choose your settings prior to joining the meeting.
 - Camera on / off
 - Ensure that your **camera is turned off**.
 - Microphone on / off
 - All students will be muted, so you must **turn your microphone off too**.
- Once you are happy with your settings, click **Join now!**

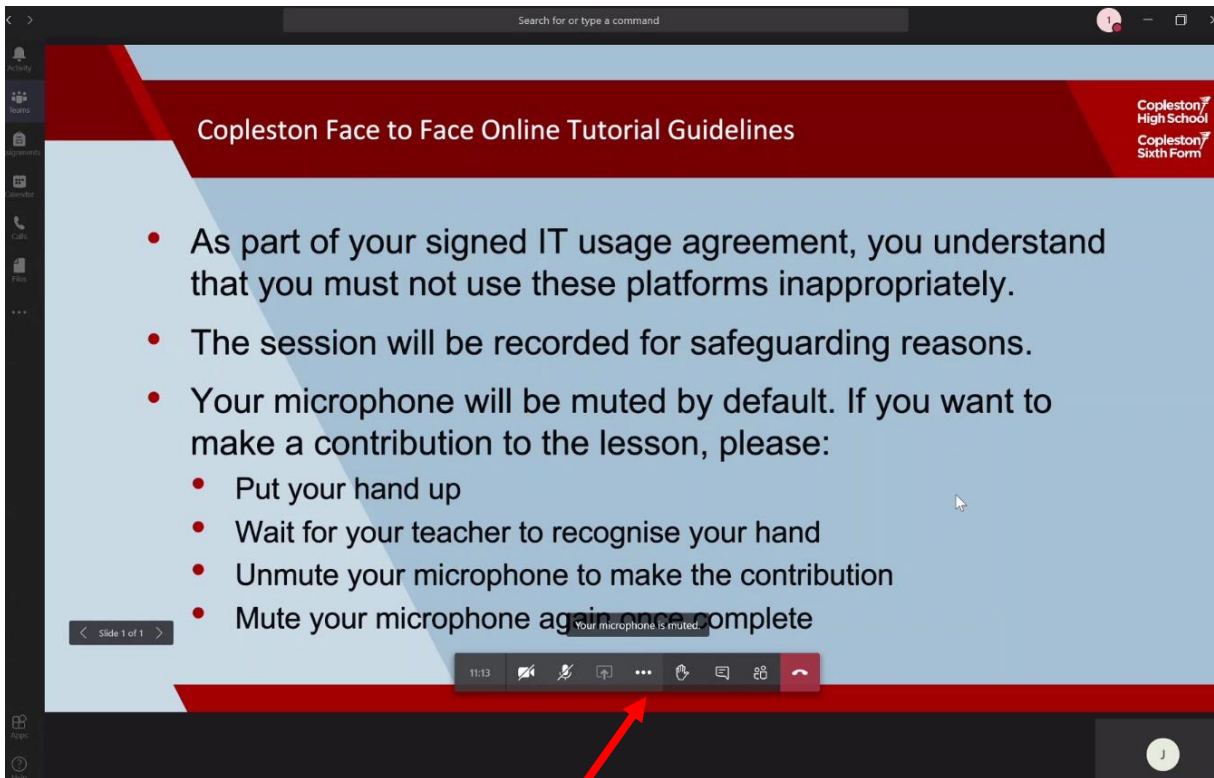


Turn off camera and microphone.

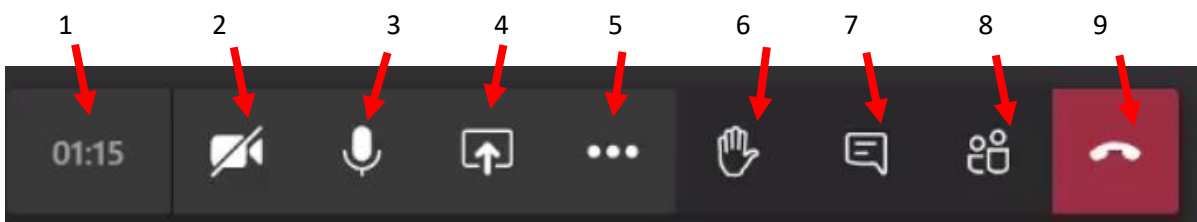
- You should now successfully be in the meeting!

Step 5 – Guidelines for taking part in an online meeting

- Once you have joined and your teacher has shared a presentation, you should see a screen like this:



- There are a variety of options on the interface bar at the bottom (from left to right):
 - Elapsed time of meeting
 - Turn camera on/off
 - Turn microphone on/off
 - Share screen (which isn't available to students)
 - Three dots (additional options, none of which you will need)
 - Raise hand
 - Show chat
 - Show participants
 - Hang up



Turning your camera on and off (2)

- Click the **camera icon (2)** – **your camera should remain off the entire time.**

Muting and unmuting your microphone (3)

- Click the **microphone icon (3)** – **your microphone should remain off the entire time.**

Putting your hand up (6)

- Click the **hand icon (6).**

Accessing the chat function (7)

- You should not use the chat function unless directed to by your teacher.**
- Any comments in the chat bar that are not directed by your teacher will receive an appropriate punishment.

Guidelines for student use

- It is essential that students follow this guidance to ensure that this programme is used appropriately.
 - **As part of your signed IT usage agreement, you understand that you must use these platforms appropriately.**
 - **The session will be recorded for safeguarding purposes and for later access.**
 - **Any misuse of Microsoft Teams, using any part of the application in a way other than that outlined in this booklet, or poor behaviour in a session will be dealt with following the school behaviour policy and will result in a sanction.**

Leaving the meeting once the tutorial is over

- Click the **red phone icon (9)**. Please **do this promptly at the end of the session** when dismissed by your teacher.

All meetings will be recorded and saved for 20 days for safeguarding purposes only.