

## Student Protocols for Microsoft Teams Live (Synchronous) Lessons

Please remember, your lesson will be recorded and you will be expected to return all work to your class teacher as requested.

You will have 5 lessons each day and will follow your normal timetable. Live lessons will start at the times indicated in your calendar on Teams. Assignments will be set through Teams for your other lessons on that day. These assignments should be completed, as best as possible, in line with their timetable (see below) however to better support our students they will be available from 8:30 am onwards.

### Times of your School Day whilst working at home.

Academic Tutor Time: 8:45-9:20 (this will be a live assembly one week and a tutor time catch up the next week)

P1: 9:20-10:20

P2: 10:20-11:20

Break: 11:20-11:35

P3: 11:35-12:35

P4: 12:35-1:35

Lunch: 1:35-2:05

P5 – 2:05- 3:05

It is very important, especially for a live lesson, that you are ready to join the lesson.

### What do you need to do before the school day?

- Check the device (mobile, laptop/desktop/tablet, PS2, Xbox) you are using to link onto Microsoft Teams is available and charged up – follow the step by step guide in the Appendix to access Microsoft Teams and complete the full setup. Email if you have any issues with your device [d.glover@gateacre.org](mailto:d.glover@gateacre.org), or accessing Microsoft Teams email [gsteamschampionsdg@gateacre.org](mailto:gsteamschampionsdg@gateacre.org).
- Check you have access to your Microsoft 365 Outlook email account (school email).

### What do you need to do at the beginning of the school day?

- Ensure you are dressed appropriately. You do not need to wear school uniform, but ensure you are not wearing pyjamas!
- Ensure you are in a room where you are unlikely to be disturbed.
- Ensure you have had something to eat and drink, and are ready to learn. Ensure also you have access to drinks throughout the day.
- Ensure you have the right equipment - as if you were attending a normal lesson, including you Isolation Workbook or other paper to work on. Please let your Tutor know if you need any blank exercise books, or paper.
- At the beginning of the school day, 8:45, check your Microsoft 365 Outlook email account for Microsoft Teams invites.

### How do you use Microsoft Teams for each lesson? (See Appendix 1 below for full instructions)

- Click 'Join' the meeting from the invite your class teacher has sent to your Microsoft email account – this is where you select either using a downloaded Microsoft Teams app, or a web browser. Turn your camera off.
- During the lesson, be sensible and conduct yourself in a manner appropriate to our expectations, PH<sup>2</sup> be polite hardworking and honest.
- Complete the task as directed by your class teacher.
- Use the 'raise your hand' icon or use the chat function if you need to ask a question or if you don't understand.

### What do you do after the Microsoft Teams lesson?

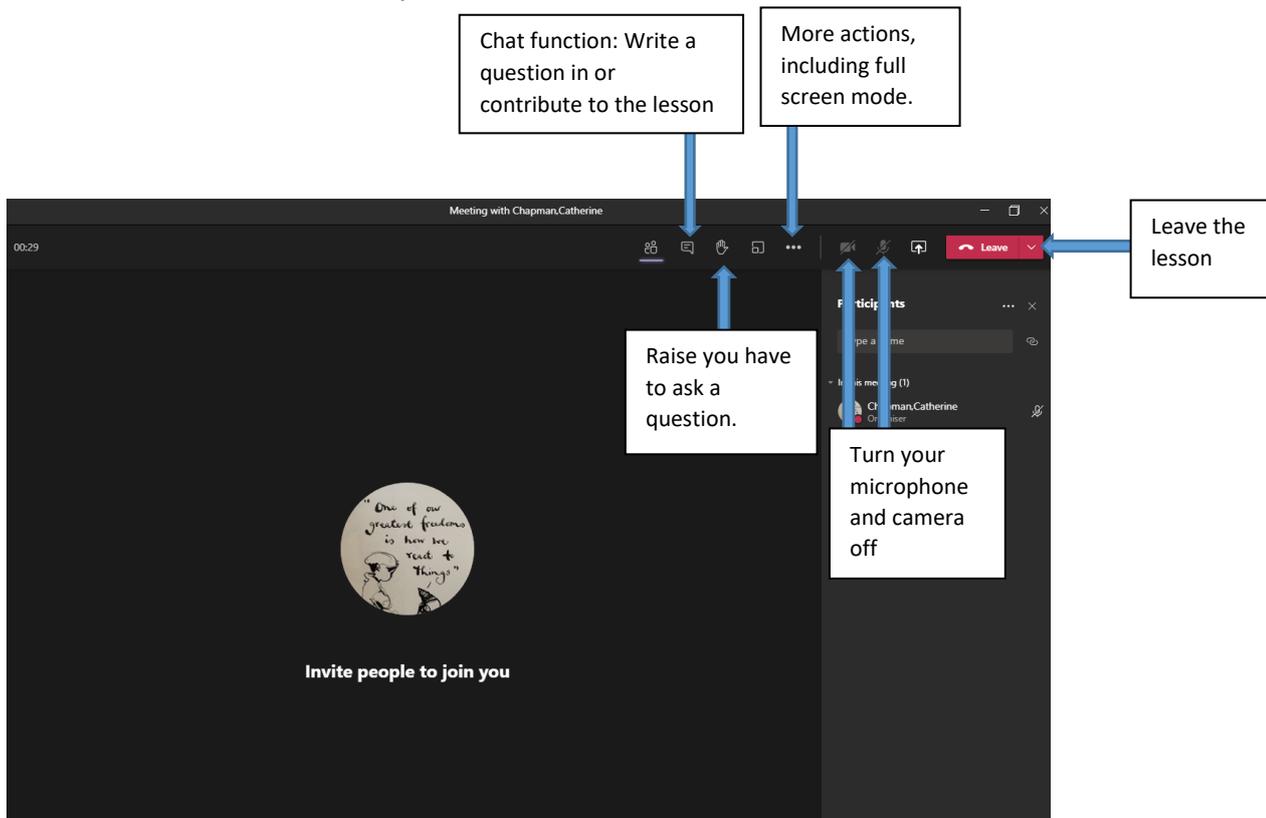
- Click 'Leave'.
- Complete any outstanding work as directed by your class teacher.

- Continue to email your class teacher if you have any further queries – all email addresses are on our website and follow this format: initial.surname@gateacre.org.
- **Leave your MS Teams open all school day and you will be able to access ALL lessons, including recorded ones, there.**

### Behaviour during lessons

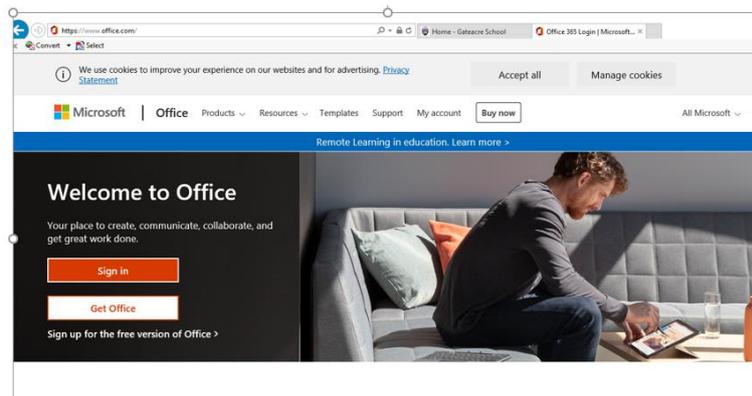
- Lessons will run as per your timetable, and standards of behaviour will be as they are in school.
- Chat functions must only be used to communicate to the teacher about lesson content, and must not be used for social conversations amongst each other.
- Poor behaviour will result in you being removed from Teams for a period of time, your parents or carers will be informed.
- Mobile phones must be switched off during the lesson, and not used for chatting with each other.

### What will the screen look like, and what do the icons mean?

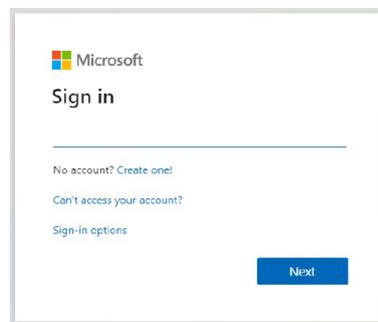


## Appendix 1 – Step by Step guide for Joining a Class

Open a web browser (Edge/Google Chrome) and go to <https://www.office.com/> and click sign in.

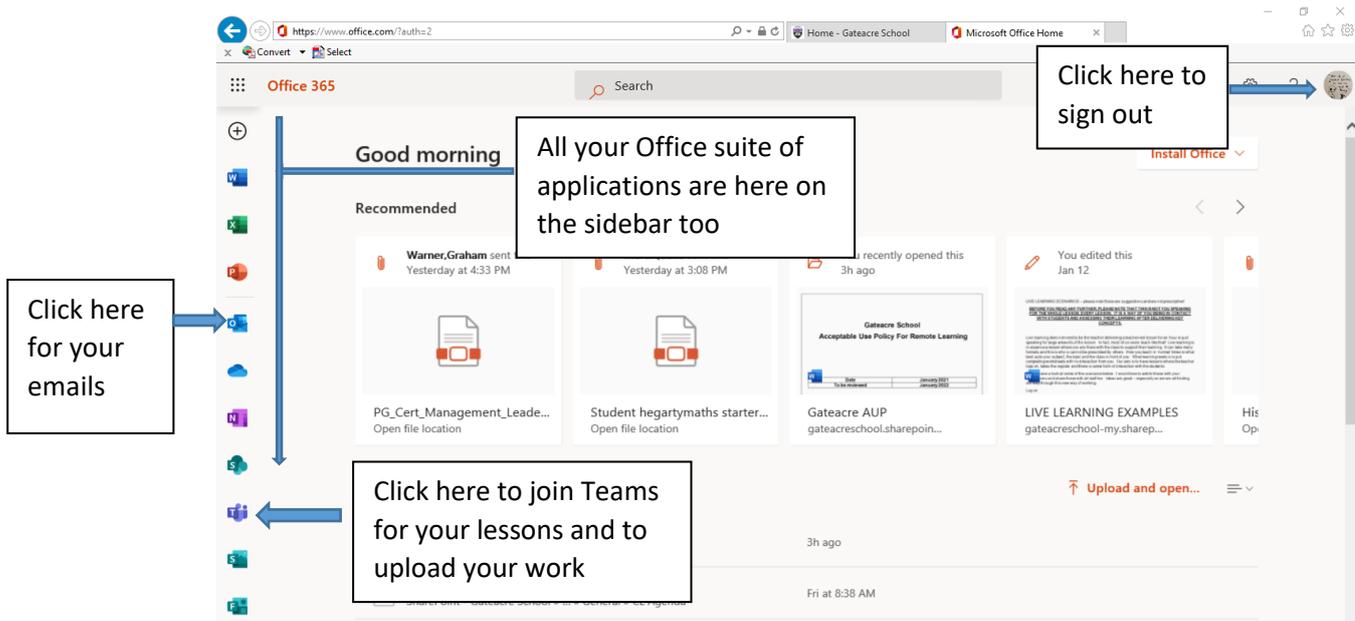


Type in your full school email address for the username and click next.



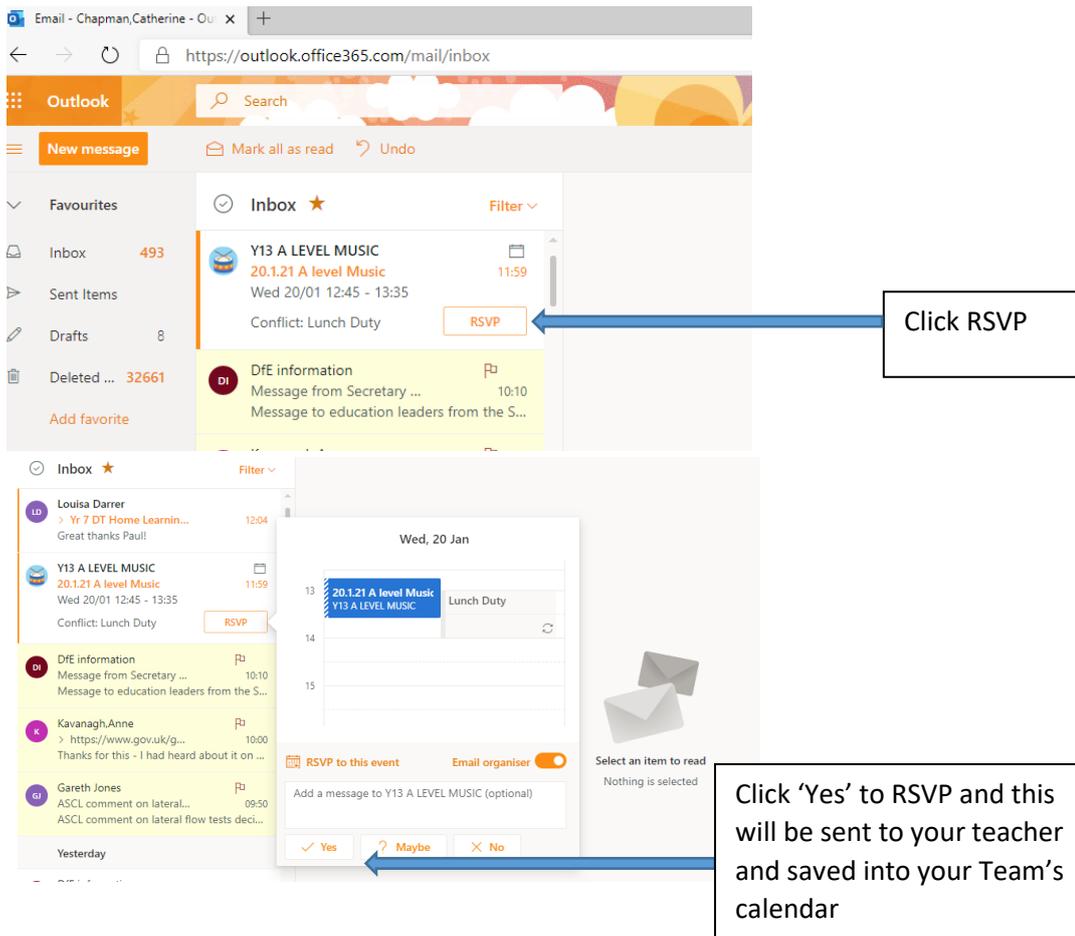
Enter your password and click sign in.

365 Main page:



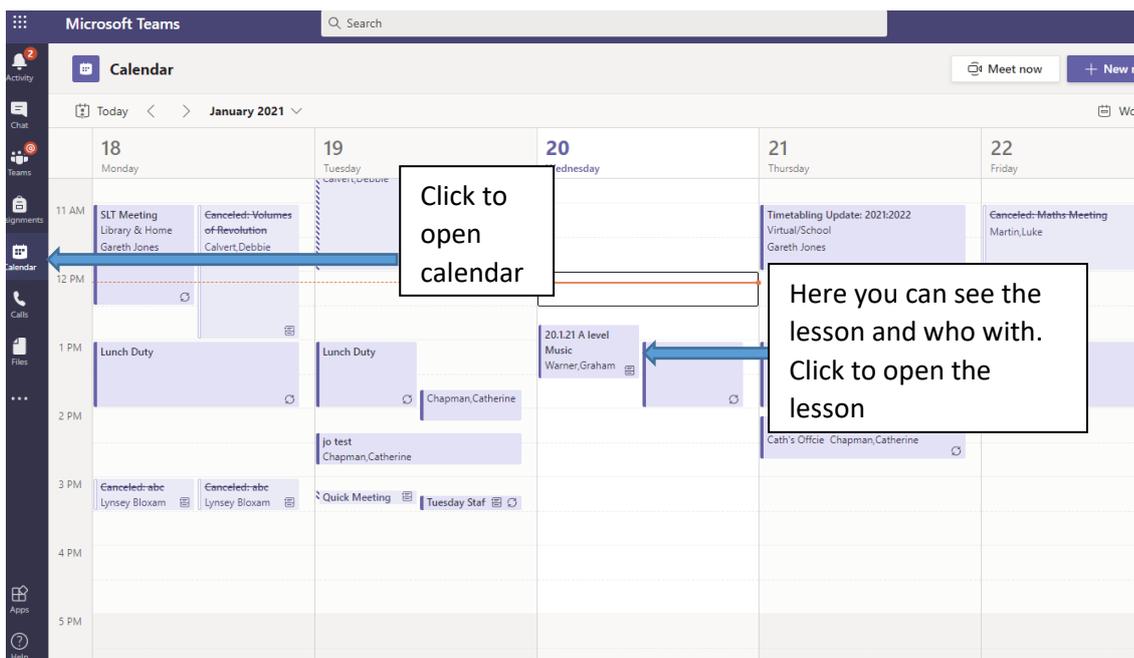
## Responding to a Team's invitation

Open the Outlook app from the main 365 screen and you will see the email invitation from your teacher. Open this email and select 'Yes' to RSVP to the meeting this mean you are going to attend!). This will add it into your calendar inside of Teams.



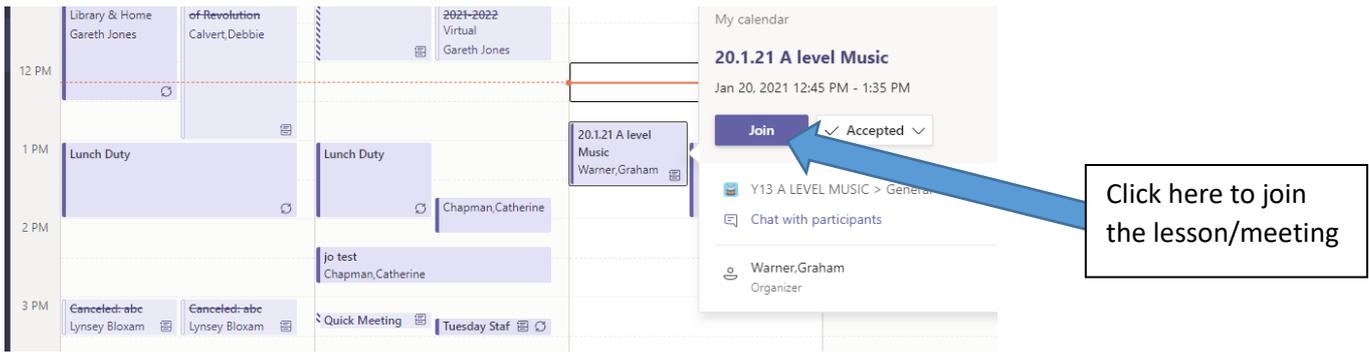
The screenshot shows the Outlook web interface. In the inbox, an email titled 'Y13 A LEVEL MUSIC' with a meeting icon is visible. A blue arrow points from a text box labeled 'Click RSVP' to the 'RSVP' button on the email. Below, the RSVP dialog is open, showing a calendar view for Wednesday, 20 Jan. A blue arrow points from a text box labeled 'Click 'Yes' to RSVP and this will be sent to your teacher and saved into your Team's calendar' to the 'Yes' button in the dialog.

Now you can open Teams from the main 365 screen and open your calendar to see any meetings you have.

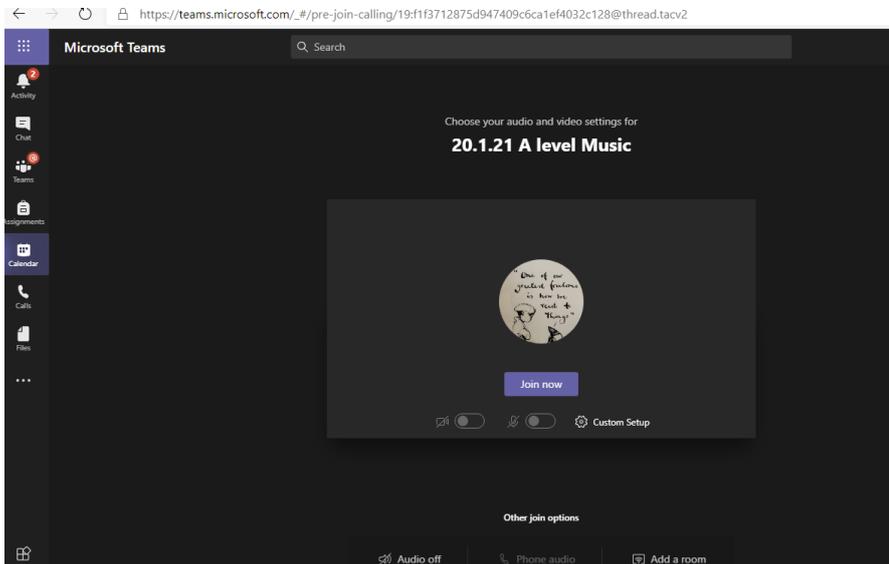


The screenshot shows the Microsoft Teams calendar interface. A blue arrow points from a text box labeled 'Click to open calendar' to the 'Calendar' icon in the left-hand navigation pane. Another blue arrow points from a text box labeled 'Here you can see the lesson and who with. Click to open the lesson' to a meeting tile titled '20.121 A level Music' by Warner, Graham on Wednesday, 20th January.

This when open will look like the following:



You will then see the following screen. Make sure you disable the Camera or Microphone make sure. When you're happy, click 'Join now'.



This will then connect you into the meeting. You will see something similar to the following:

