

Student Protocols for Microsoft Teams Lessons

Please remember, your lesson will be recorded and you will be expected to return all work to your class teacher as requested. This will either be via SMHW, Email, or using our drop box at Reception.

What do you need to do before the school day?

- Check the device 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 dec@clarendonacademy.com if you have any issues with your device, or accessing Microsoft Teams.
- Check you have access to your Microsoft Outlook email account (school email).
- Check you have access to your Show My Homework account.

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, and you have covered shoulders.
- 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 something to write on. Please let your Tutor know if you need any blank exercise books, or paper.
- During tutor time, check your Microsoft Outlook email account for Microsoft Teams invites.

How do you use Microsoft Teams for each lesson?

- 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.
- During the lesson, be sensible and conduct yourself in a manner appropriate to our expectations.
- Complete the task as directed by your class teacher.
- Use the 'raise your hand' icon if you need to ask a question, or if you don't understand.

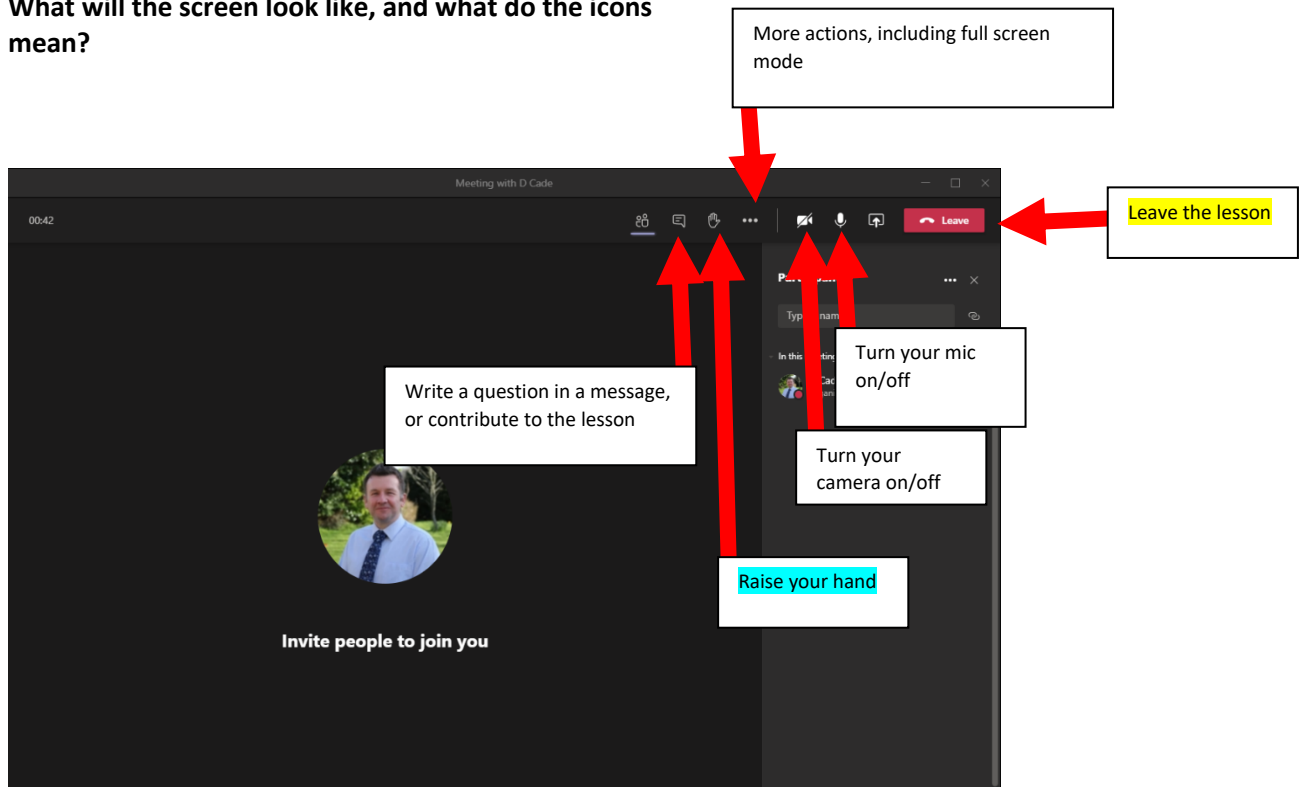
What do you do after the Microsoft Teams lesson?

- 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.

Behaviour during lessons

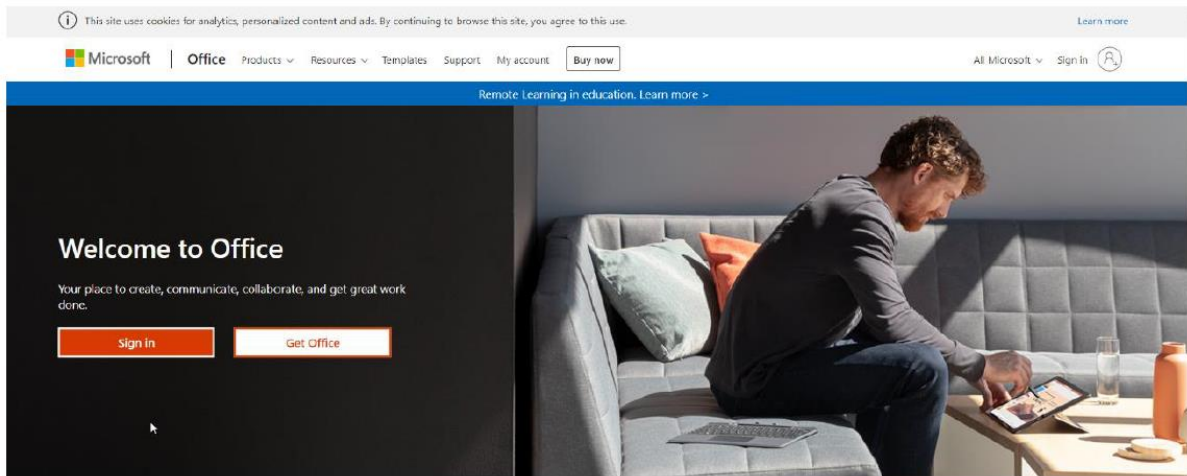
- Lessons will run as per your timetable, and standards of behaviour will be as they are in school.
- Chat functions must only be used to communicate to the teacher about lesson content, and must not be used for social conversations amongst each other.
- Poor behaviour will result in you being removed from Teams for a period of time, you're 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?

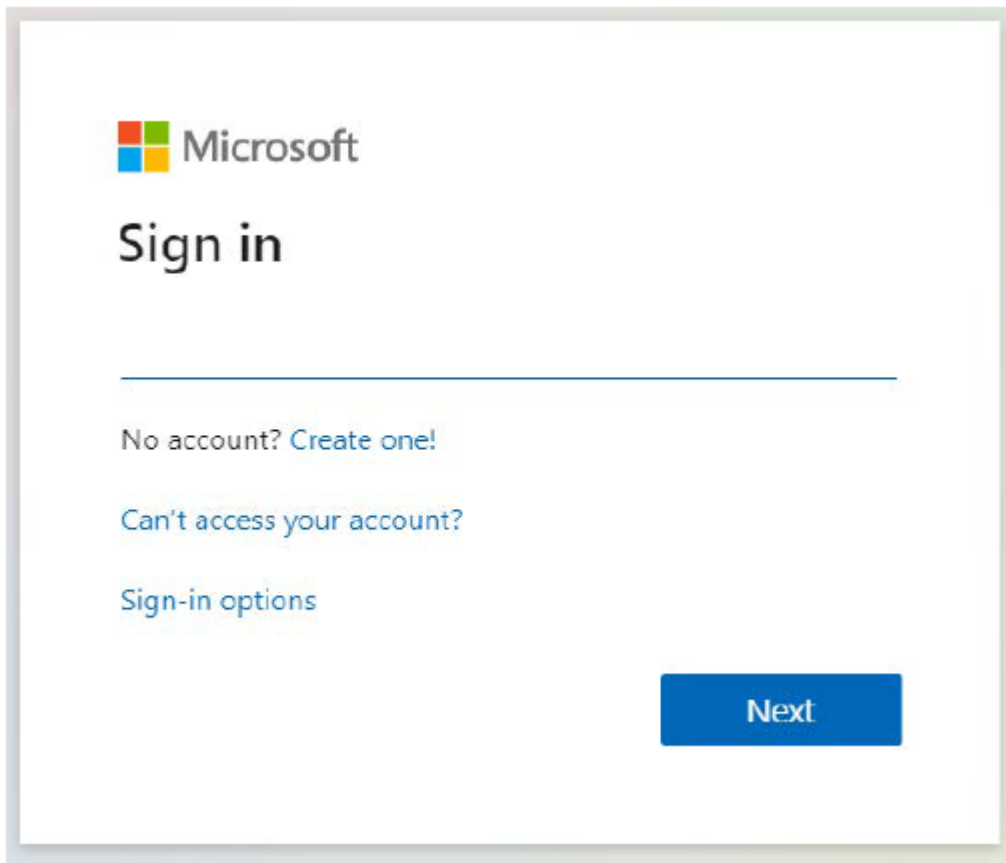


Appendix 1 – Step by Step Guide for Joining a Class

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:

The screenshot shows the Microsoft Office 365 main page for user Alexander Edgar. The page features a navigation bar with the Office 365 logo, a search bar, and the user's name. Below the navigation bar, there is a greeting "Good afternoon, Alexander" and an "Install Office" button. A row of application icons includes Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, and All apps. Below this row are tabs for "Recent", "Pinned", "Shared with me", and "Discover". A central illustration shows a person at a desk with a laptop. Below the illustration, it says "No recent online Office documents" and provides instructions on how to get started. At the bottom, there are "Upload and open..." and "New" buttons. A "Feedback" button is located in the bottom right corner. Three red callout boxes with arrows point to specific elements: one points to the Outlook icon with the text "Click here to check for emails and respond to any event invitations"; another points to the Teams icon with the text "Click here to load the Teams application"; and a third points to the user's profile picture in the top right corner with the text "Here is where you click to sign out".

Office 365

Search

Alexander Edgar

Good afternoon, Alexander

Install Office

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams All apps

Recent Pinned Shared with me Discover

Click here to check for emails and respond to any event invitations

Click here to load the Teams application

Here is where you click to sign out

Upload and open...

No recent online Office documents

Share and collaborate with others. To get started, create a new document or drag it here to upload and open.

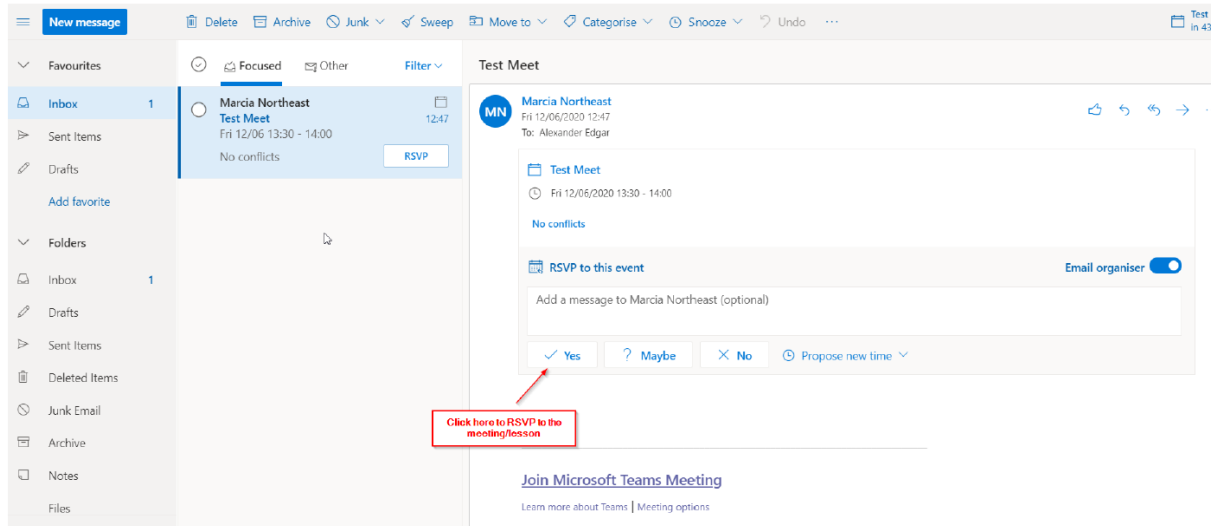
Upload and open... New

Feedback

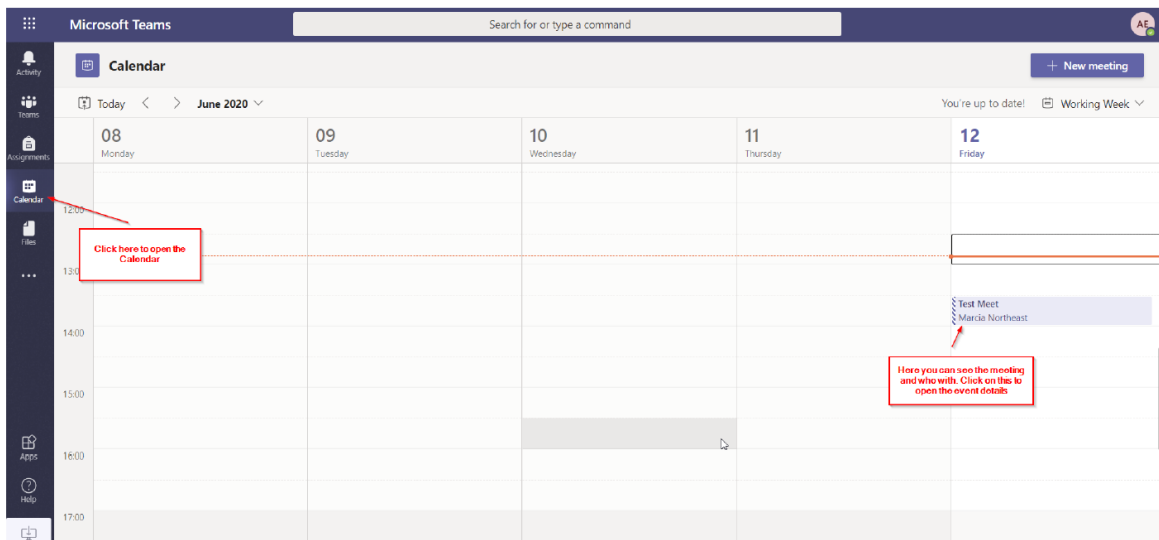
Responding to a teams invitation

Open the Outlook app from the main 365 screen and you will see the email invitation from your teacher.

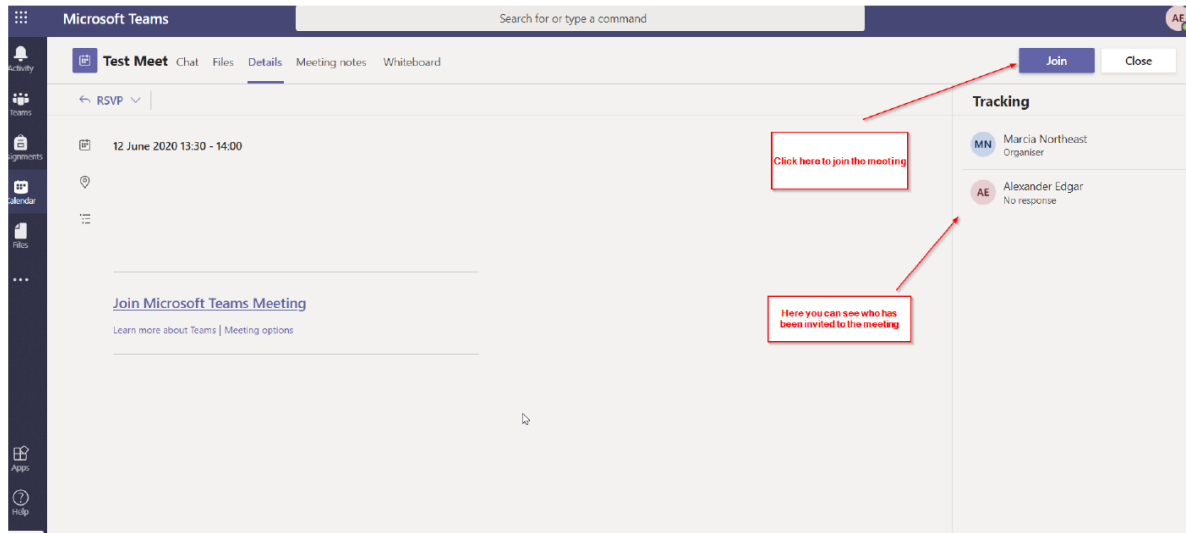
Open this email and select 'Yes' to RSVP to the meeting. This will add it into your calendar inside of Teams.



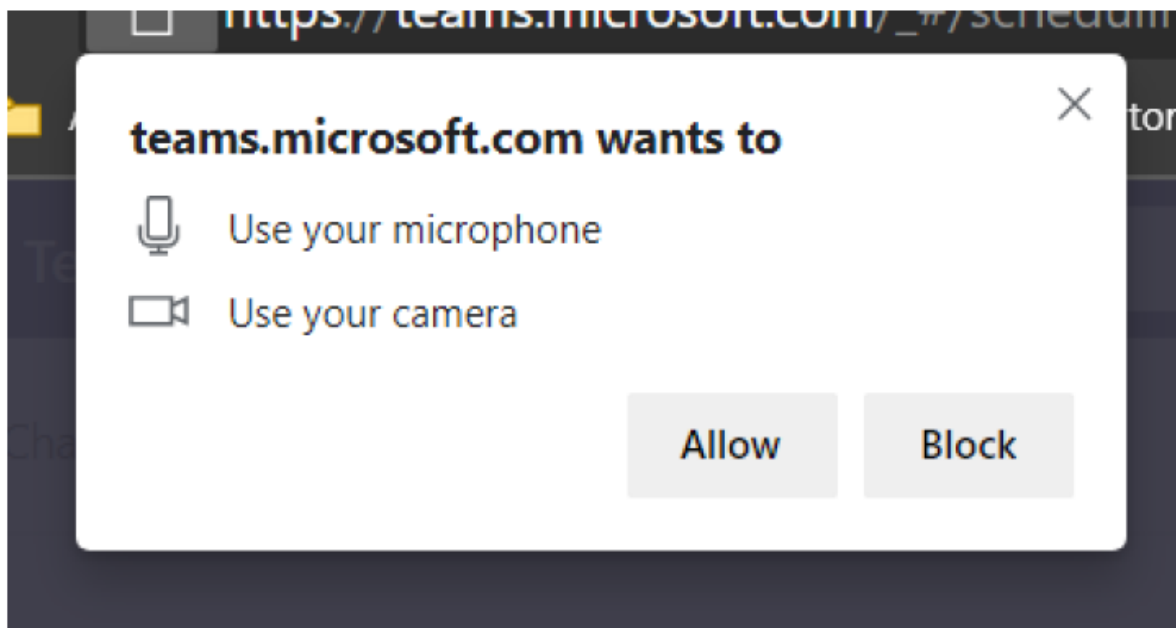
Now you can open Teams from the main 365 screen and open your calendar to see any meetings you have.



This when open will look like the following:

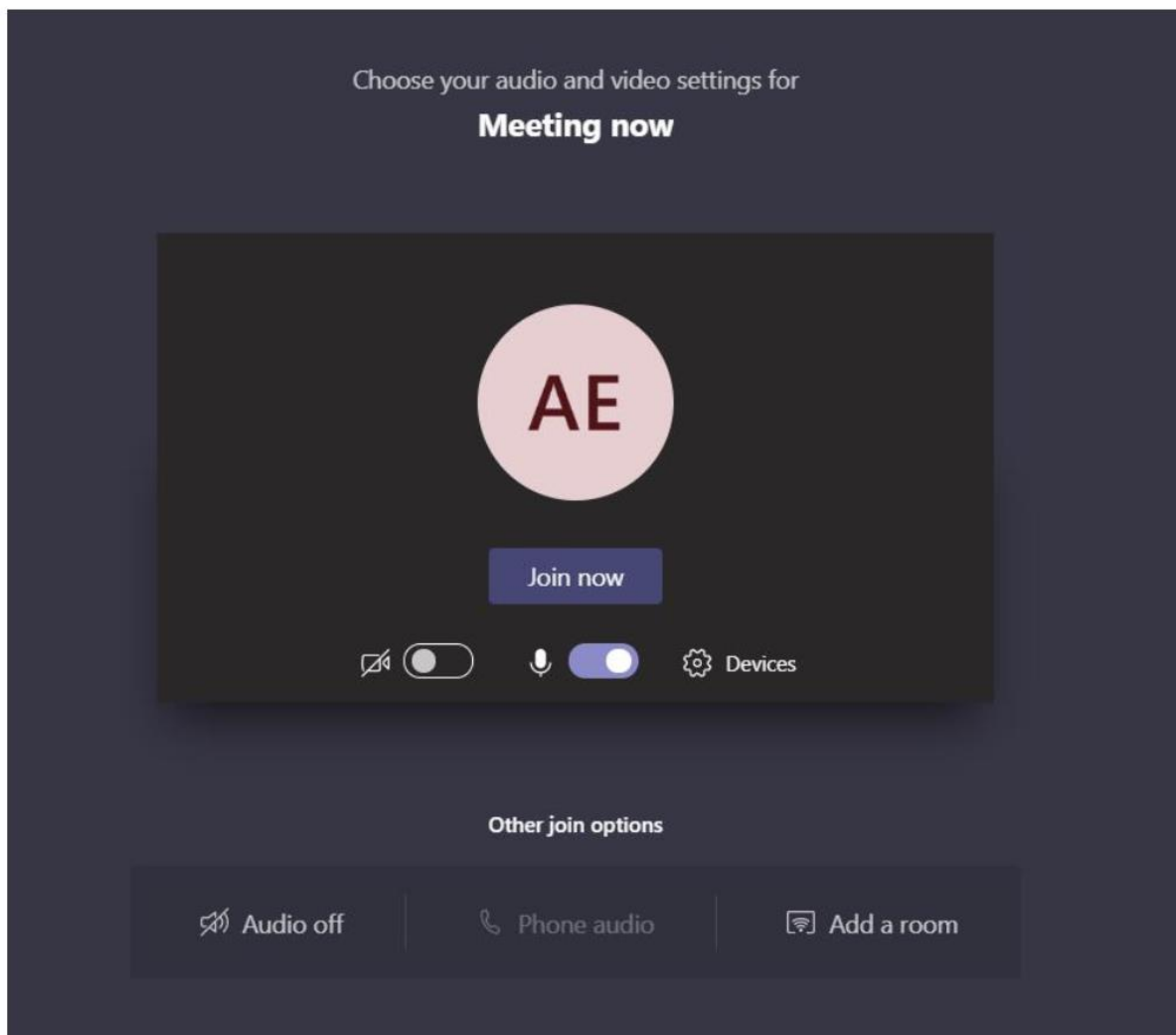


When joining a meeting you may get a pop up like the following. This is for the Microphone & Camera. Click 'Allow'.



You will then see a screen like the following:

You can select if you'd like your Camera or Microphone enabled by using the toggle bars. When you're happy, click 'Join now'.



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

