

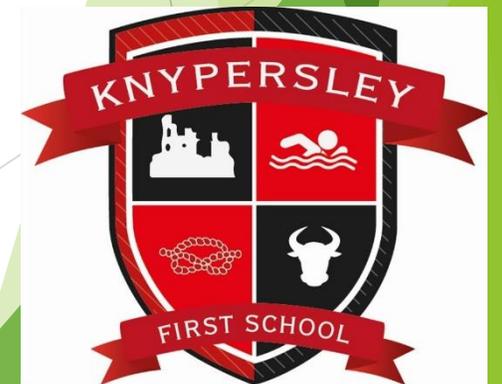
How to access Teams Live Lessons and Resources



Children First Learning Partnership



Inspiring Excellence Together



School Website

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

- ▶ <http://knypersley.staffs.sch.uk/lockdown-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@knypersley.staffs.sch.uk

e.g. EGoodyear@knypersley.staffs.sch.uk

Installing Office 365 on your laptop / PC

Log in to your school email

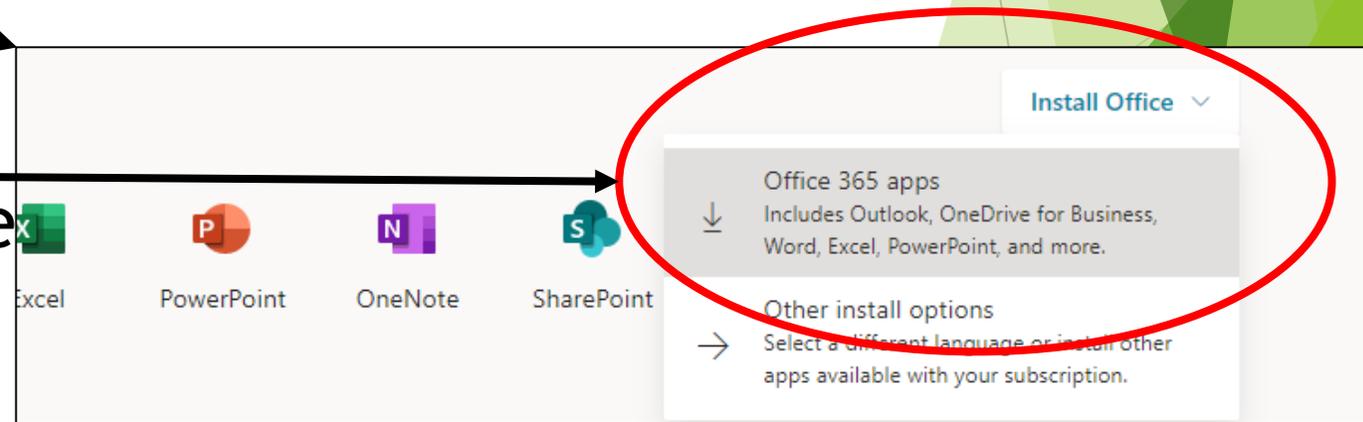
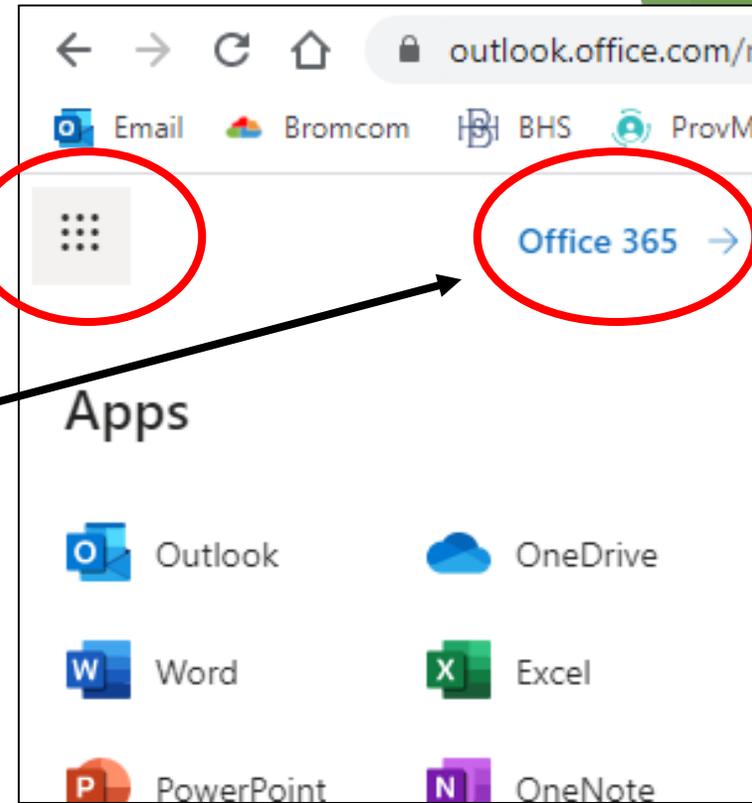
Click on AppViewer button (top left)

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
- ▶ Home school link book

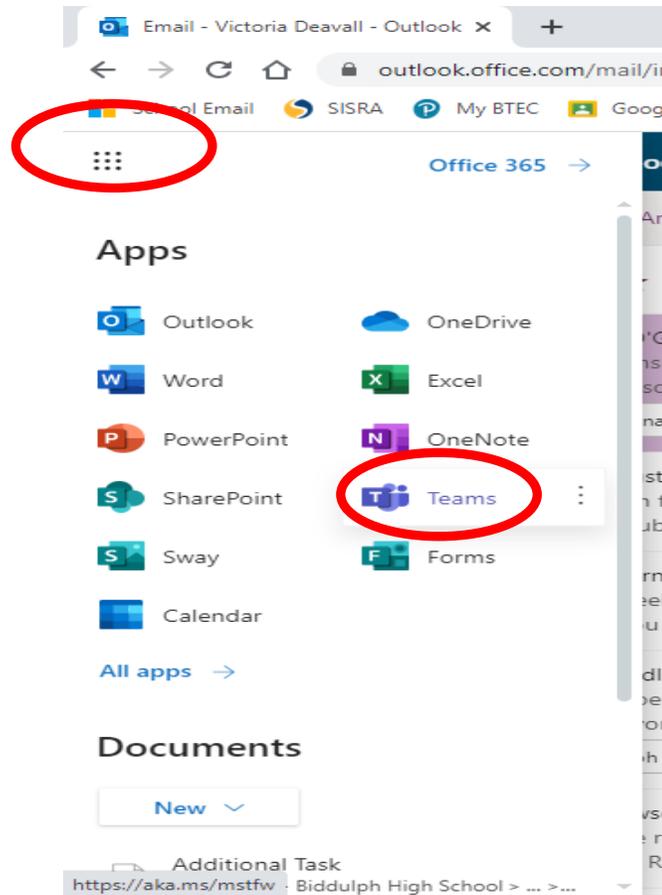
How to access Teams

- ▶ 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

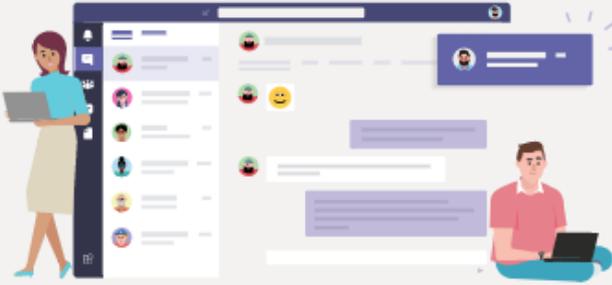
- ▶ Click on the 9 dots to open apps
- ▶ Click on the Teams app



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](#)

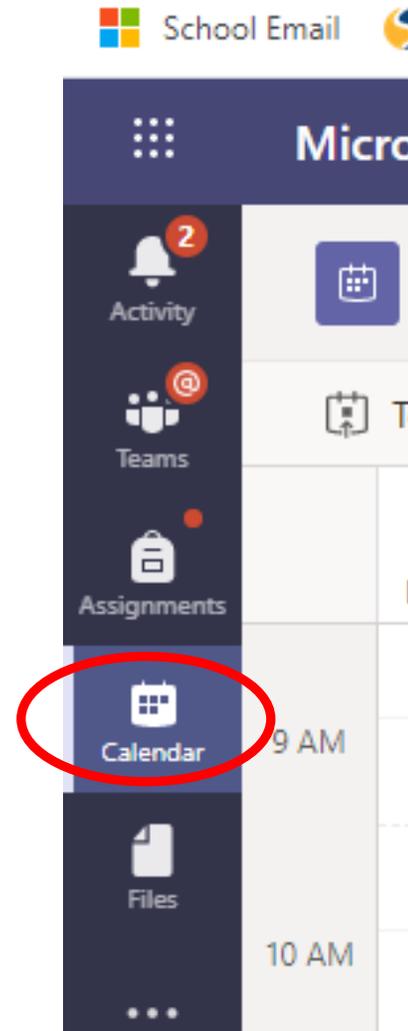
Step 3: Sign in

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

These should be stuck in your Home-school links book

Step 4: Go to Calendar

- ▶ Click on the calendar tab on the left hand side



Step 5: Click on the lesson

The screenshot displays the Microsoft Teams calendar interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar (highlighted), and Calls. The main area shows the calendar for September 2020, with the current date being Monday, September 14th. The view is set to a weekly grid. On Tuesday, September 15th, there are two lessons listed: 'Geography' by Victoria Deavall from 9 AM to 10 AM, and 'Maths' by Victoria Deavall from 10 AM to 11 AM. A red circle highlights the 'Geography' lesson entry.

Time	Monday, 14	Tuesday, 15
9 AM		Geography Victoria Deavall
10 AM		Maths Victoria Deavall
11 AM		

Step 6: Click join

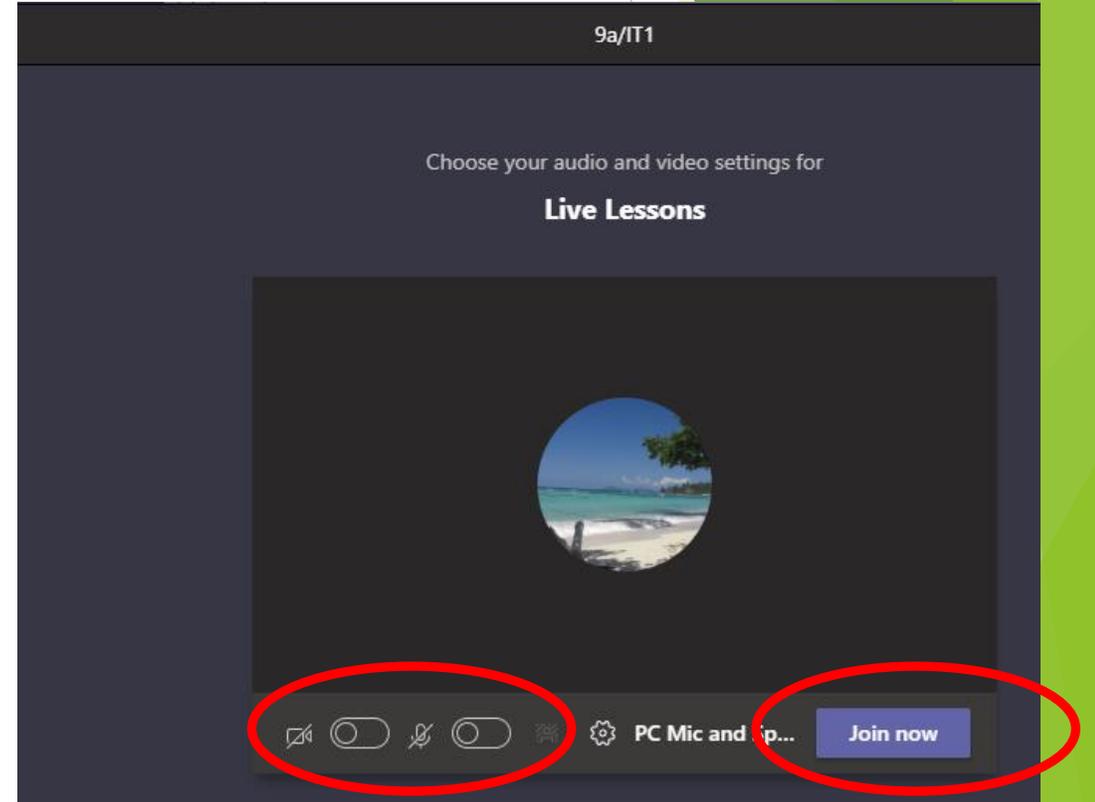
- ▶ Check the lesson time is correct and click join



The screenshot shows the Microsoft Teams meeting invitation interface. At the top, there are tabs for '9a/IT1', 'Chat', and 'Details'. In the top right corner, there are two buttons: 'Join' and 'Close'. The 'Join' button is highlighted with a red circle. Below the tabs, there is an 'RSVP' dropdown menu. The main content area displays the meeting details: 'September 14, 2020 4:00 PM - 4:30 PM', 'DemoClass1 > Live Lessons', and a location pin icon. At the bottom, there is a link to 'Join Microsoft Teams Meeting' and a link to 'Learn more about Teams | Meeting options'. On the right side, there is a 'Tracking' section showing the organizer's name, 'Emma Moss', and her role, 'Organizer'.

Step 7: Microphone off & video on

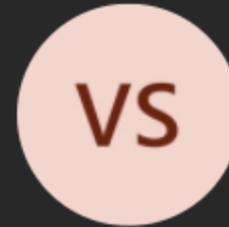
- ▶ Ensure your microphone is off but video is on if possible
- ▶ Then click join



Step 8: Wait for your Teacher

- ▶ Be patient - we will be with you as quickly as we can
- ▶ Please right click on the teacher icon to *pin* the teacher

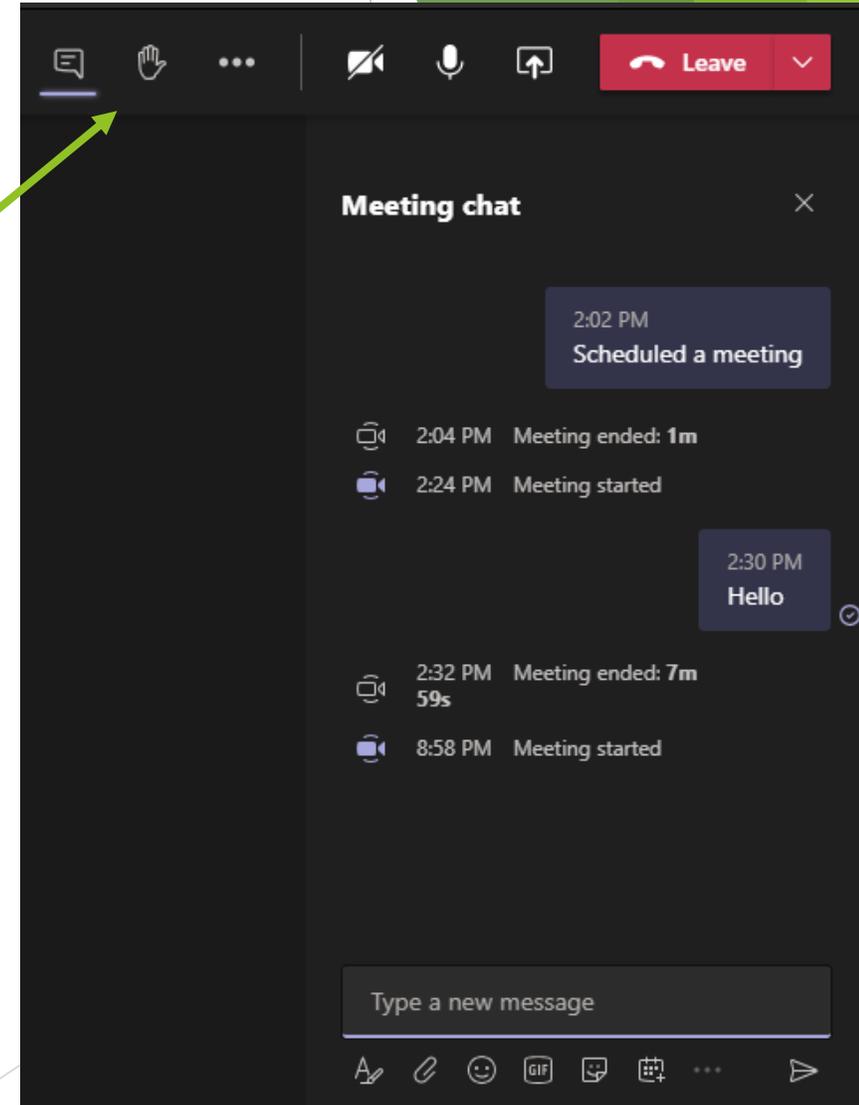
When the meeting starts, we'll let people know you're waiting.



Step 9: During the lesson

- ▶ You will need your paper and a pen or pencil
- ▶ You may be asked to complete assignments or quizzes and send them in

If you are stuck raise your hand



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:

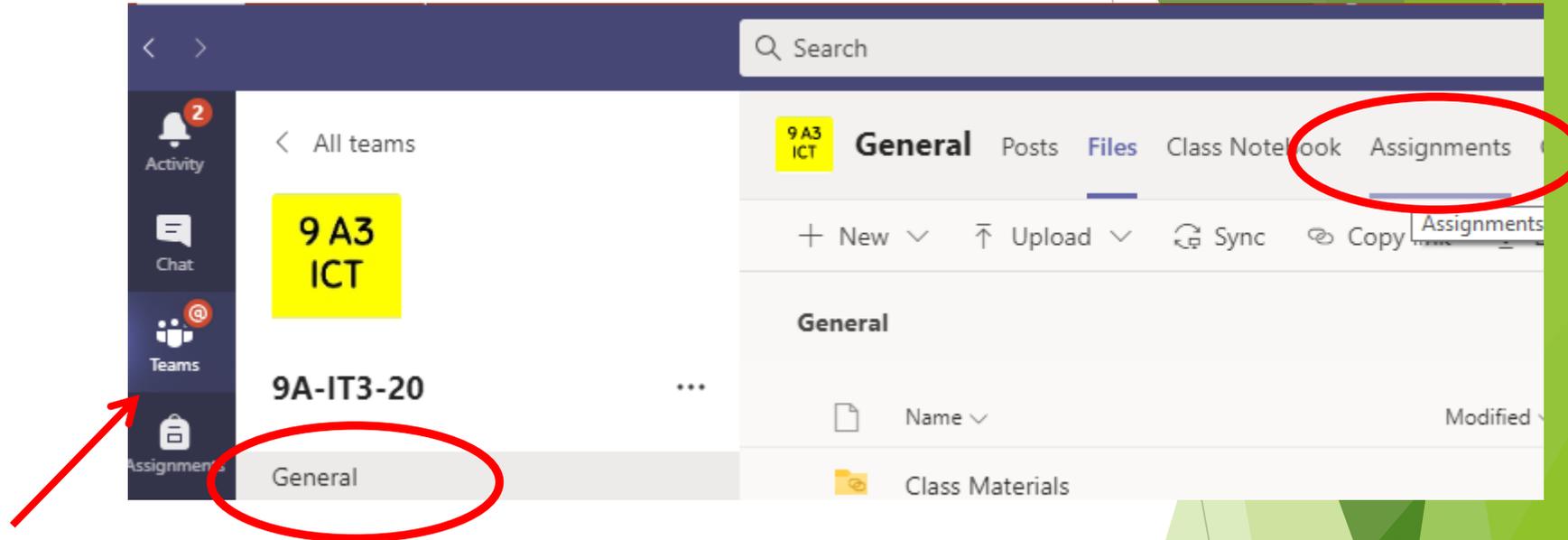
1) An assignment to be completed

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.

