



Orchard and Shepherdswell
Academy

Microsoft Teams

Pupil Access



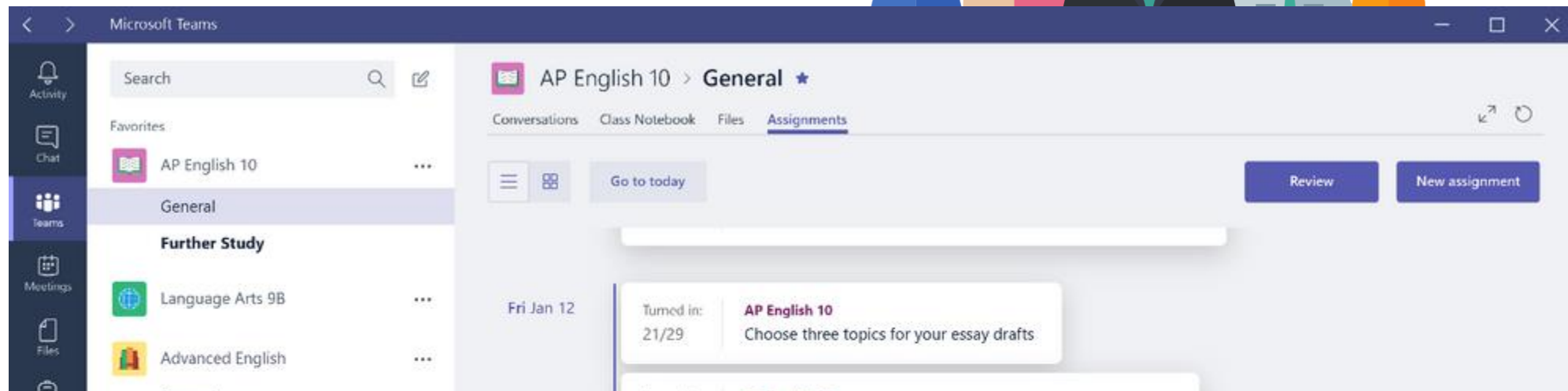
East Midlands
Academy Trust

What is Teams?



Microsoft Teams is an app that provides a way for teachers to connect with pupils and run lessons remotely within a secure environment.

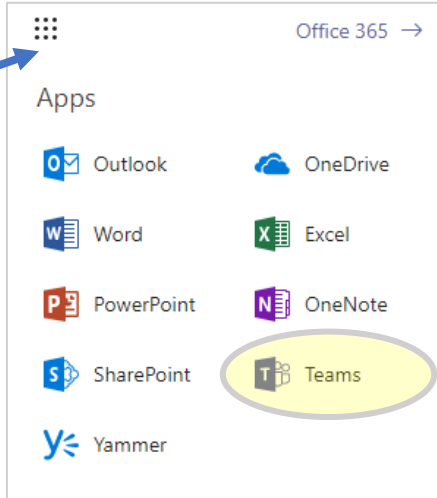
- **Live Lessons** – Pupils can join their teacher in an online classroom for a lesson.
- **Assignments** – Pupils can see the work that their teacher has set them and the feedback they have been given.



Five ways to access Teams

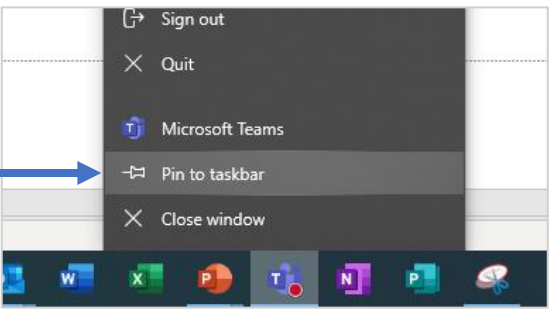


1) From a web browser: <https://www.office.com/>
Launch the Teams app tile from the launcher (☰ waffle)
Or just go straight to Teams on the web at <https://teams.microsoft.com>



2) By downloading the desktop application to your computer or Mac:
Download [Teams](#) for your desktop.

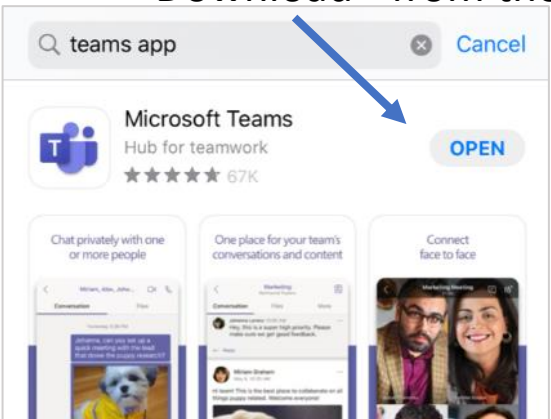
Once open right click the icon and then 'Pin to Taskbar' to keep it easily accessible



4) On a PlayStation
Works On: PS5, PS4, PS4 Pro and PS4 Slim



3) From a mobile device:
Download - from the [iOS App Store](#) or [Google Play Store](#)



5) On an Xbox
Works On: Xbox One, Xbox One S, Xbox One X, Xbox Series X | Series S

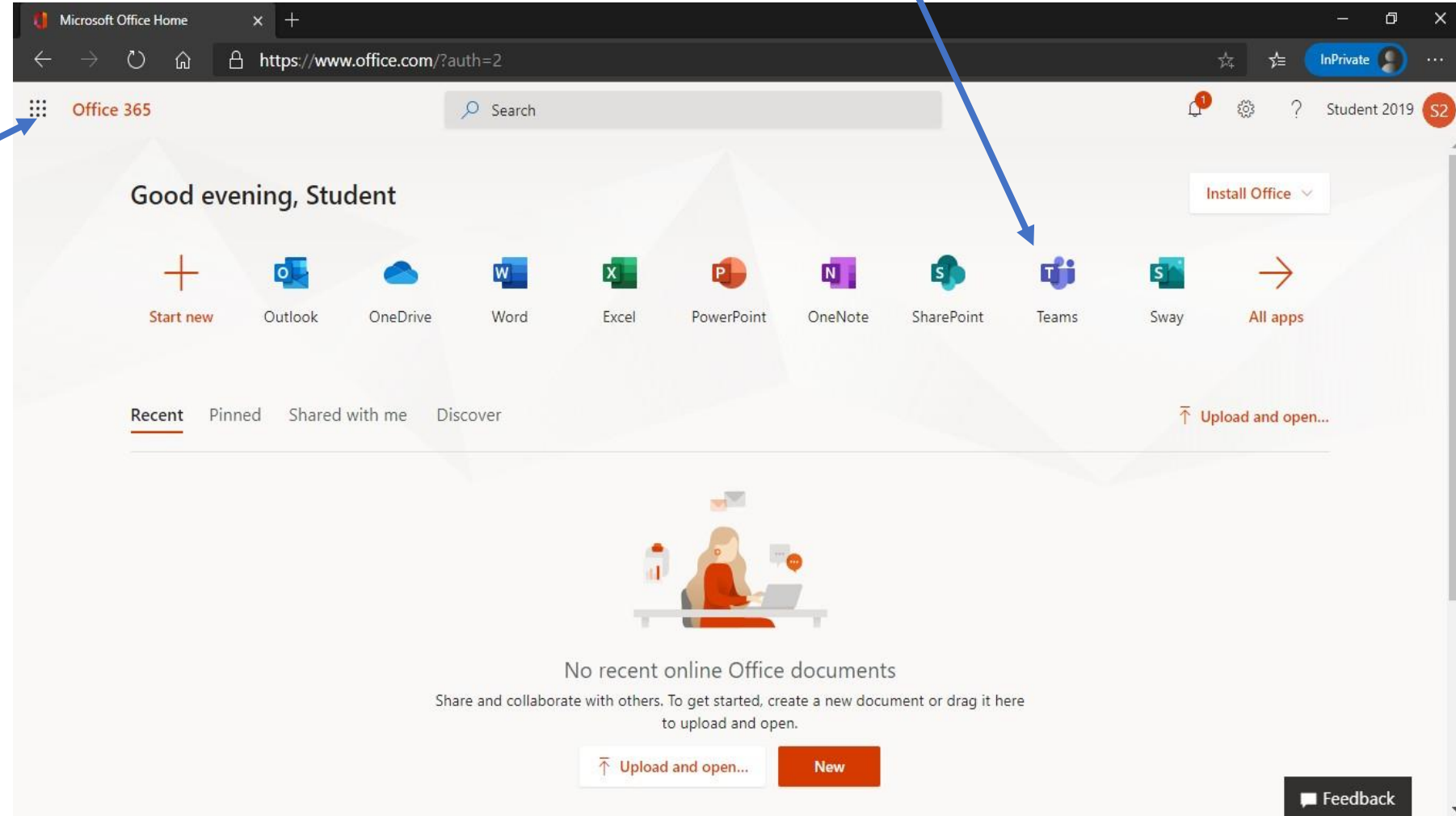
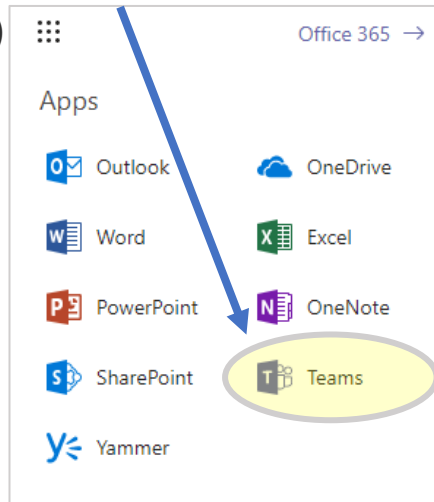




Steps to access Teams - Web Browser (1)

From a web browser go to: <https://www.office.com/> - Click on the Teams Icon

If you cannot see the icon then launch the Teams app tile from the launcher (☰ waffle)



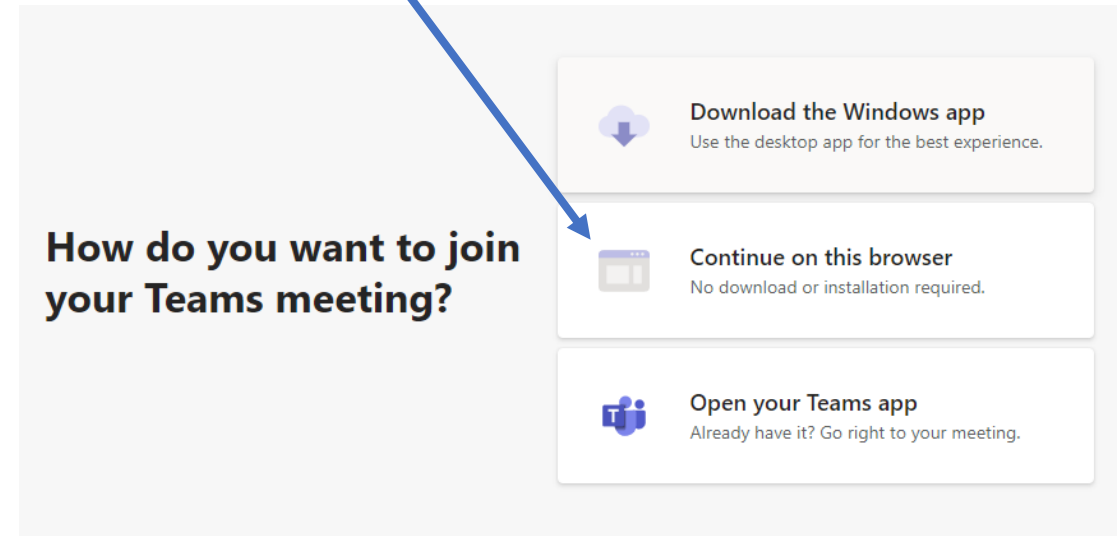
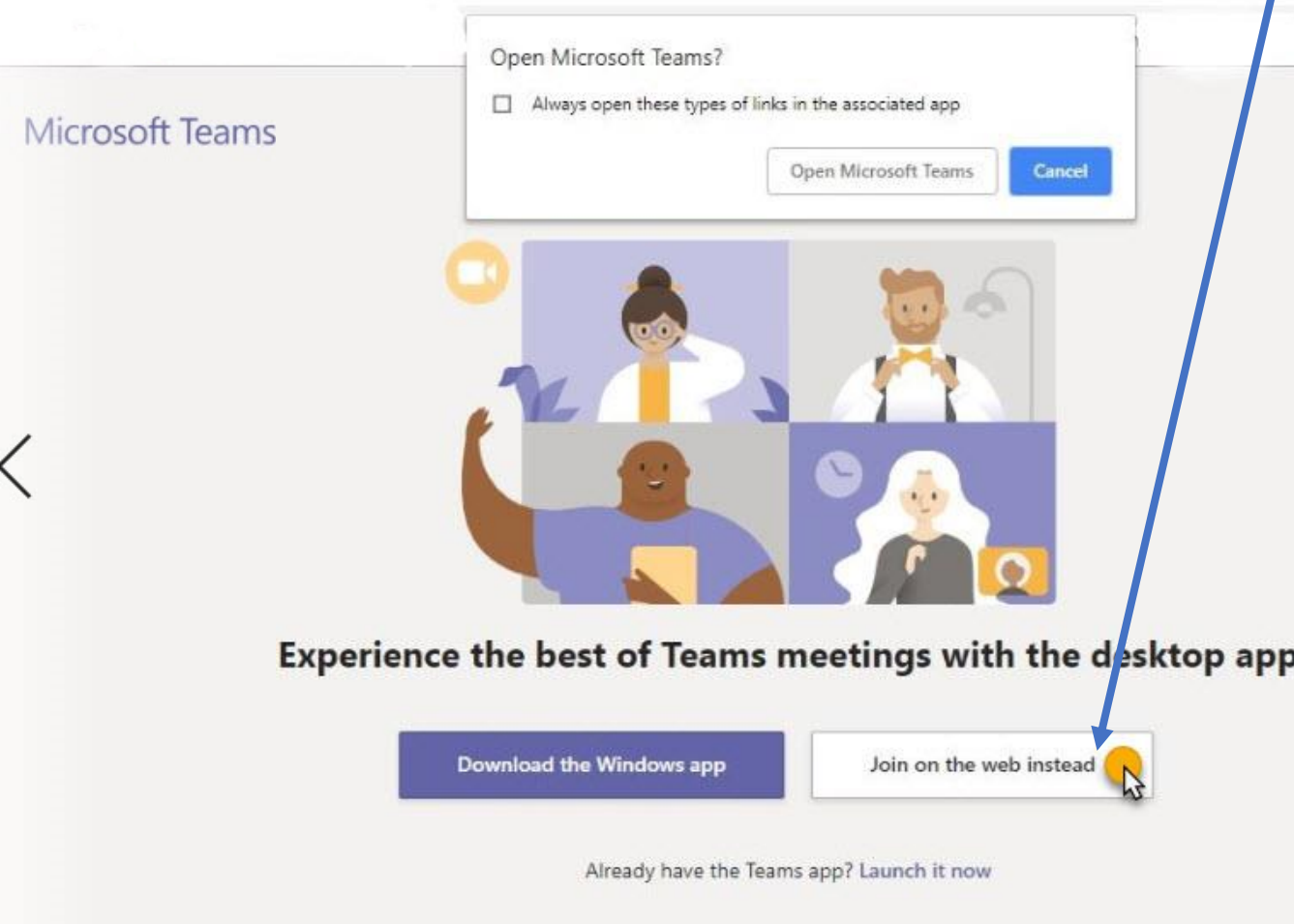
Or just go straight to Teams on the web at <https://teams.microsoft.com>



Steps to access Teams - Web Browser (2)

If you do not have the desktop application installed, you will receive a prompt to download it.

If you do not want to install it, click **Join on the web instead**, or **Continue on this browser**





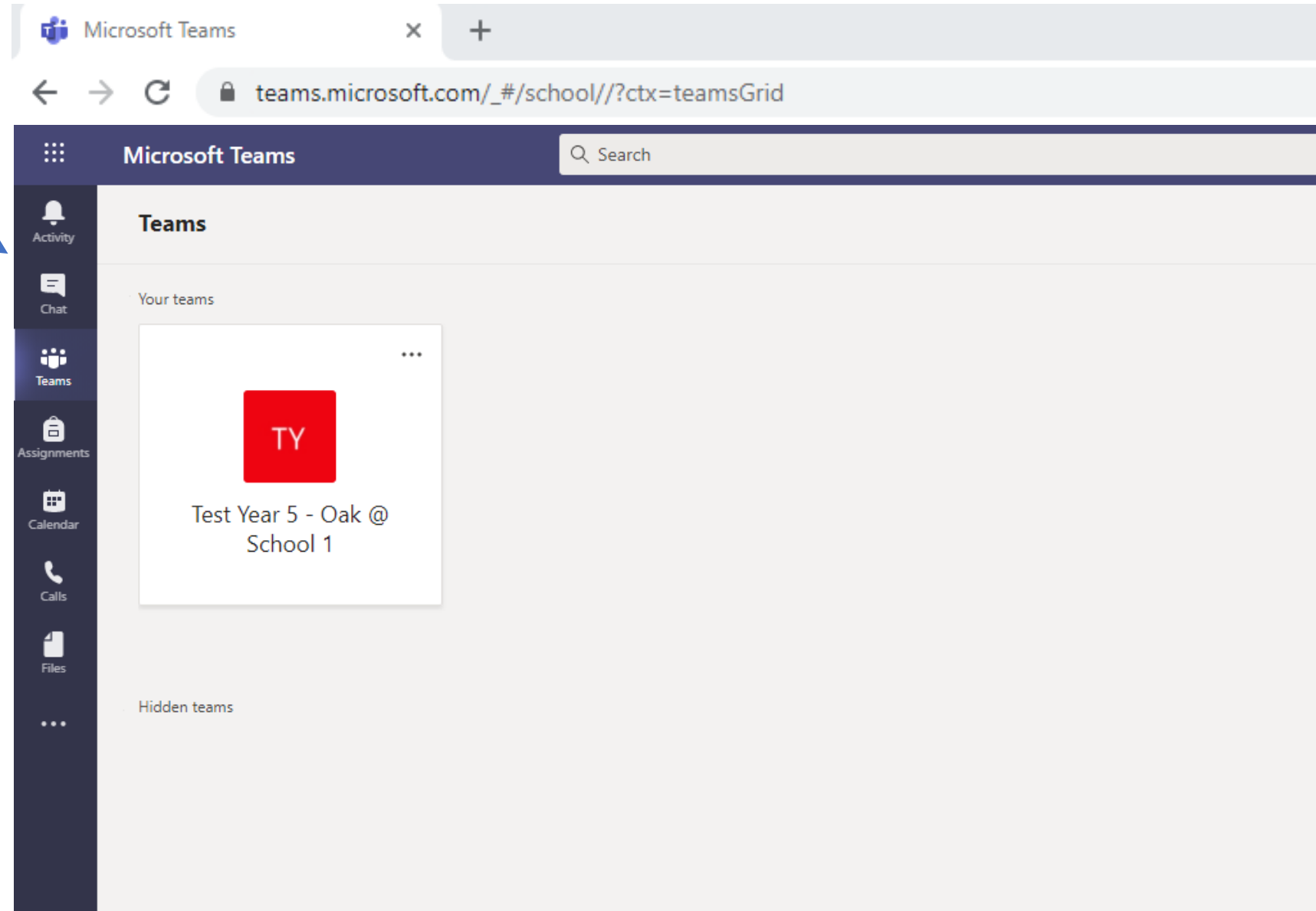
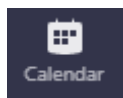
Steps to access Teams - Web Browser (3)

When Teams loads it will display all of the Teams (Classes that you are a member of

The main navigation bar is down the left side.

To see your calendar you may need to click the three dots.

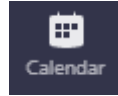
Once you have opened your calendar you will see any lessons that have been set up by your teachers.





Steps to access Teams - Web Browser (4)

To join a lesson click on the Calendar



The screenshot shows the Microsoft Teams interface. The top bar includes the Microsoft Teams logo, a search bar, and the word "Microsoft Teams". The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays a calendar for January 2021, with a grid showing days from Monday to Friday. A lesson event titled "Maths Lesson" is scheduled for Tuesday, January 12, 2021, from 13:30 to 14:00. A callout box is open over this event, showing details: "My calendar", "Maths Lesson", "12 Jan 2021 13:30 - 14:00", a "Join" button, an "RSVP" dropdown menu, and a link to "Chat with participants".

Click on the lesson you want to join

Then click **Join**



Steps to access Teams - Web Browser (5)

When you first join a Teams meeting you will be asked to **Allow** teams.microsoft.com to access your camera and microphone

A screenshot of a web browser window. The address bar shows the URL 'https://teams.microsoft.com/_#/calendarv2'. A permission dialog box is open in the center, titled 'teams.microsoft.com wants to'. It contains two options: 'Use your microphone' and 'Use your camera'. Below these options are two buttons: 'Allow' and 'Block'. A blue arrow points from the text above to the 'Allow' button. The background of the browser shows a calendar interface with dates 11, 12, 13, and 14 visible.

teams.microsoft.com wants to

- Use your microphone
- Use your camera

Allow Block

Select **Allow** to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.

Steps to access Teams - Web Browser (6)



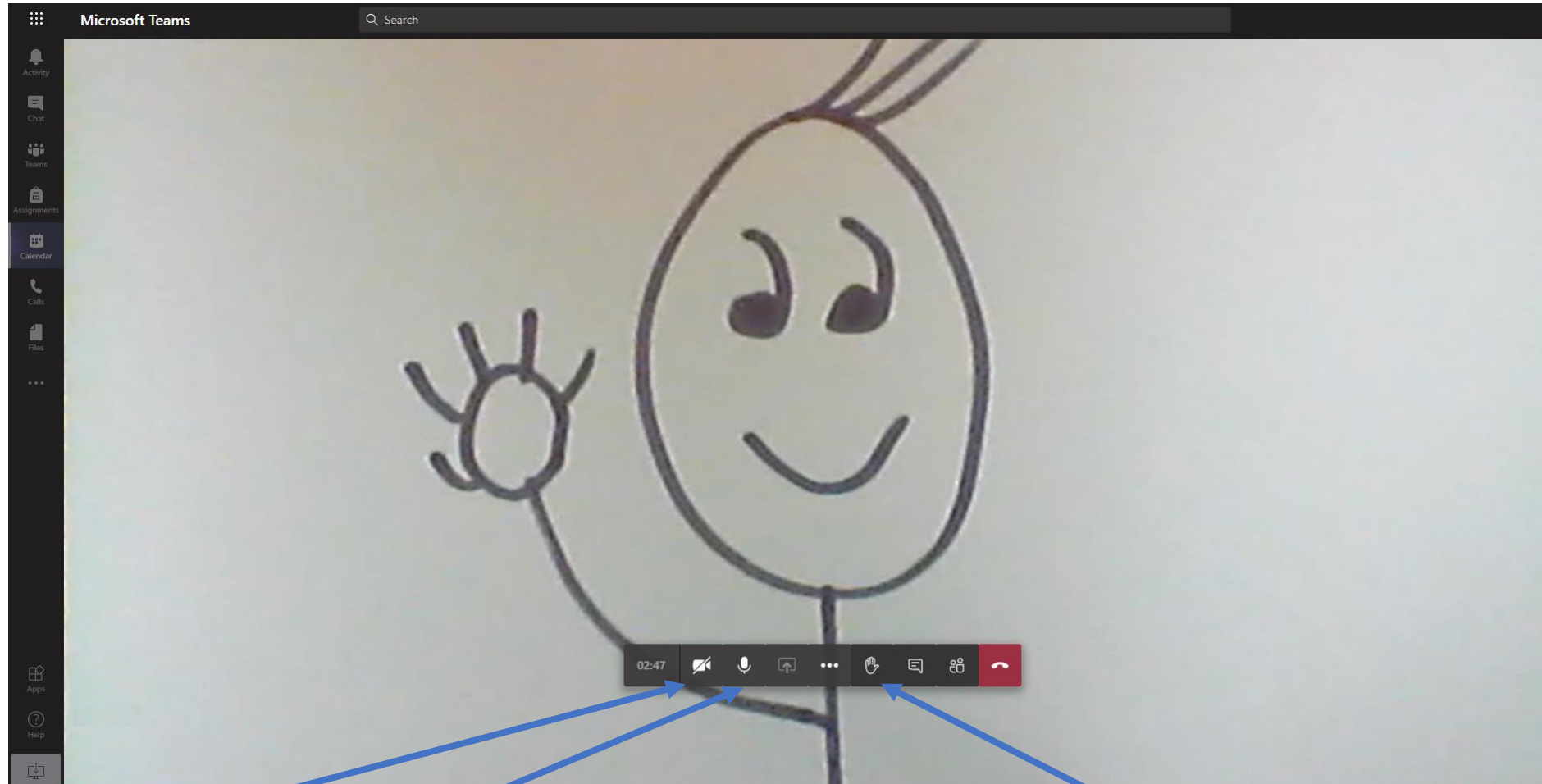
You will then be presented with a pre-meeting screen where you can turn on/off your camera and mic. You can also check your devices (mic and speakers) settings from here, to make sure they are set correctly

A screenshot of the Microsoft Teams pre-meeting screen. The interface is dark-themed. On the left, there is a vertical navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The top bar shows 'Microsoft Teams' and a search box. The main content area displays 'Choose your audio and video settings for Maths Lesson'. Below this, there is a video preview window showing a hand-drawn stick figure character. A blue arrow points from the text above to the video preview window. Below the video preview, there are controls for video (a camera icon with a toggle switch), audio (a microphone icon with a toggle switch), and a '2- Realtek(R) Audio' label. A 'Join now' button is centered below the video preview. At the bottom, there are 'Other join options' including 'Audio off', 'Phone audio', and 'Add a room'. A 'Close' button is located in the top right corner.



Steps to access Teams - Web Browser (7)

Once you have joined the meeting you will see a toolbar.



Turn your camera and mic on/off. Please keep your mic muted unless your Teacher has asked you to do otherwise. You do not have to turn your camera on.

Raise your hand allows your teacher know you want to ask a question.

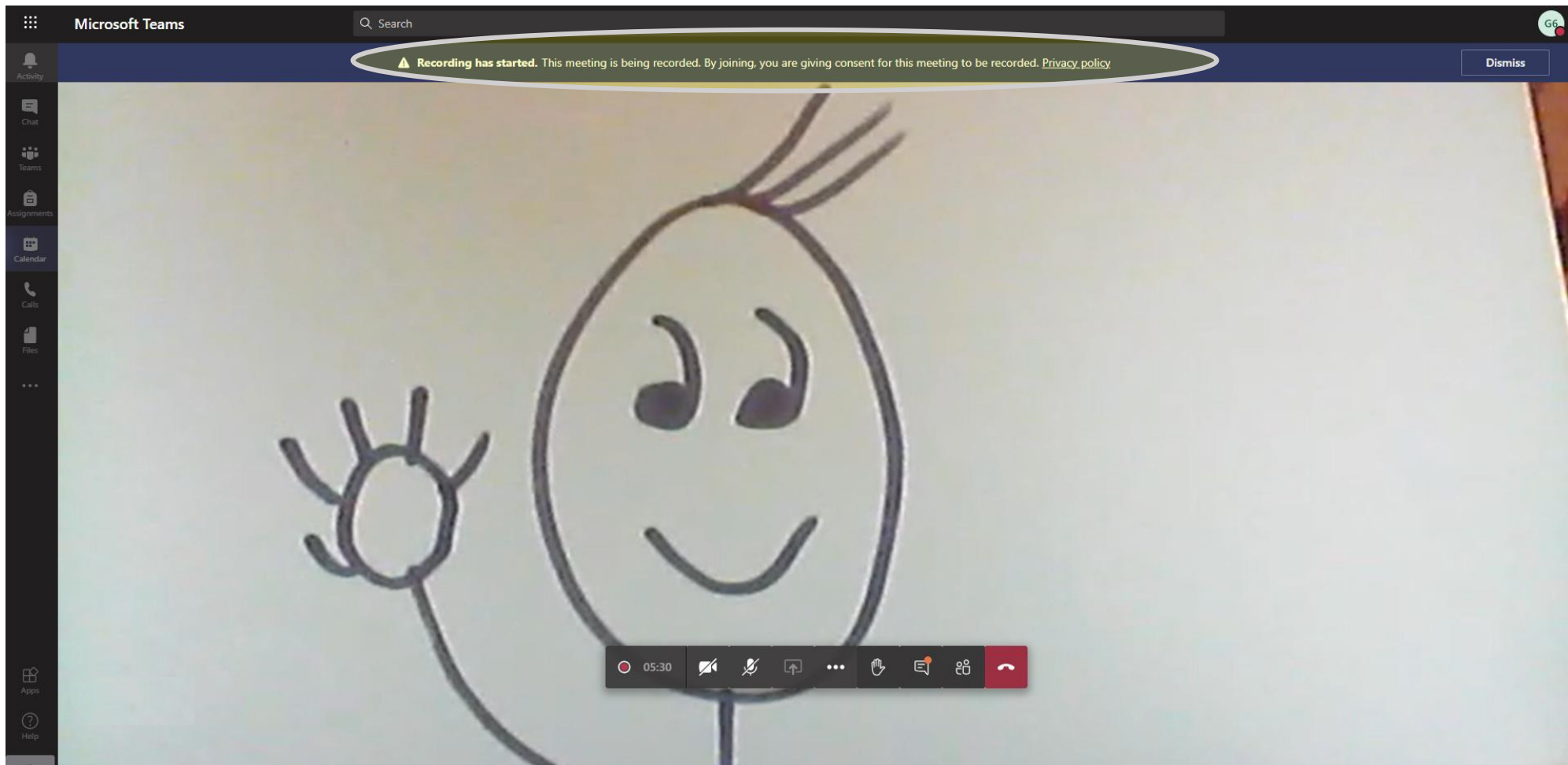


Steps to access Teams - Web Browser (8)

When your teacher starts the lesson, they will also start recording it.

You will see a banner along the top to notify you that the recording has started.

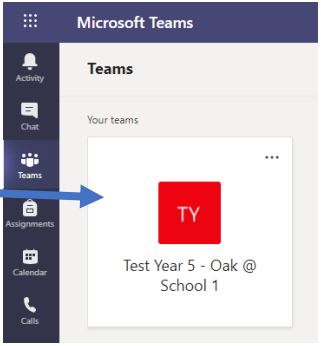
Once the meeting has finished, it will be available for you to watch any bits you missed.



Steps to access Teams – Class Information



Click on a class to find more information



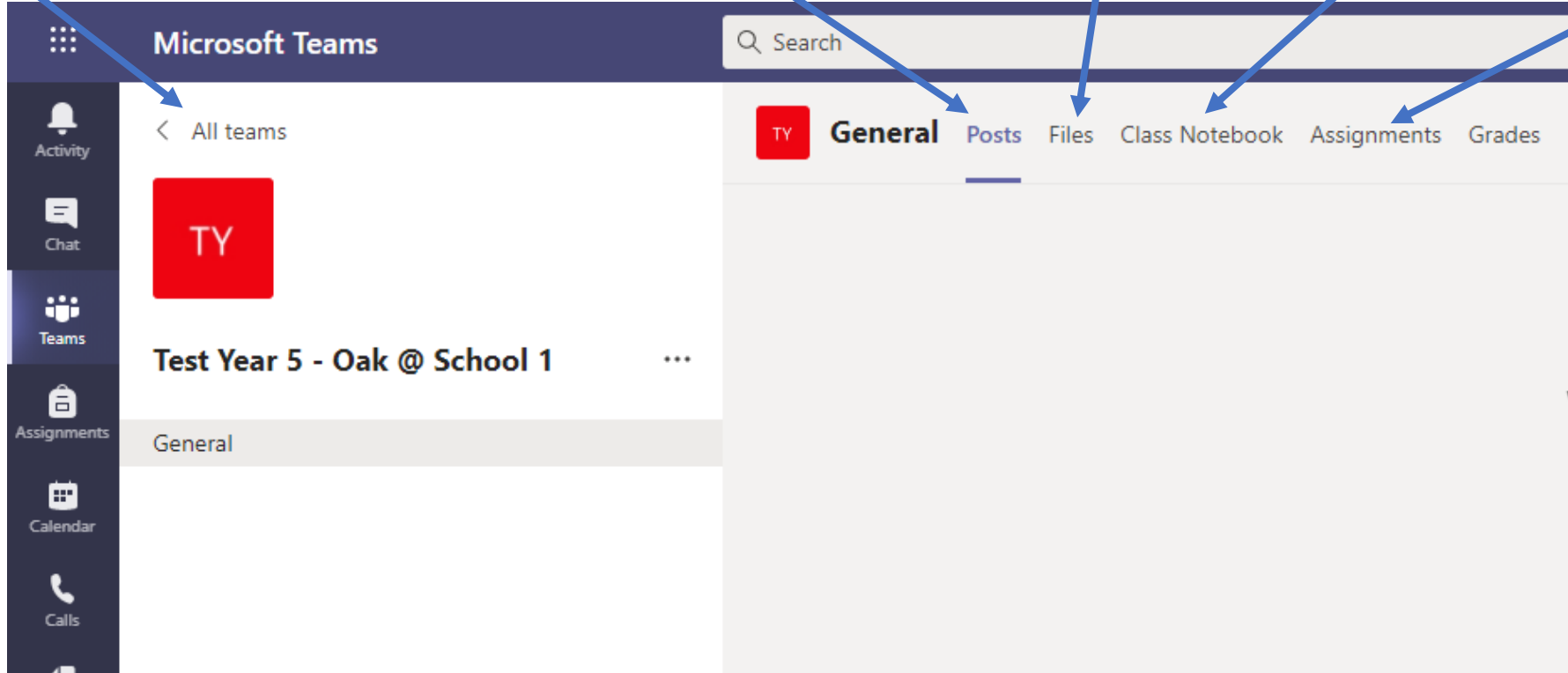
Click here to return to see more classes

Messages from your teacher

Files your teacher has shared

A Notebook for you to complete work in

Work that has been assigned to you



Microsoft Teams Pupil Protocols (1)



- 1.** Before the lesson, you will be invited by your teacher and you will receive an invitation by email and in your Teams calendar. Make sure you are on time.
- 2.** Once the teacher is ready, they will 'admit' you into the session. If you are late and the teacher has already started, you may have to wait a little while for them to let you in.
- 3.** Make sure that you are in a quiet, safe place, where there will be no distractions for your session. Ideally, this should not be your bedroom.
- 4.** Make sure that you are dressed appropriately for your session in clothes that you would be allowed to wear on a school non-uniform day at school – please make sure you are not wearing anything which would cause you or others embarrassment or offence.
- 5.** Please make sure that there is nothing in the background which might cause embarrassment or offence.
- 6.** You should let the rest of your household know when you will need access to the computer/device and will be involved in a “live” session.
- 7.** Just like in the classroom at school, it is rude to talk at the same time as the teacher. So, keep your microphone on mute unless you want to ask a question. Ask a question by using the 'raise hand' icon or by typing into the chat. When the teacher asks you to speak, say what you want to say, then mute your microphone again.
- 8.** Although the children may need help setting them up and getting into the sessions, parents and carers should try to involve themselves as little as they can once the session has started. Please let your child feel comfortable in making mistakes, just as they would in a real classroom.

Microsoft Teams Pupil Protocols (2)



- 9.** You do not have to turn your camera on. Most students prefer to leave the camera on, but if you want to switch it off, you can before or at any time during the lesson.
- 10.** The Chat feature should only be used to answer or ask a question.
- 11.** You must behave online as you would in a classroom setting. Speak to your teacher and other pupils respectfully and sensibly. Always use appropriate language.
- 12.** You must not record or take photos of teachers or pupils during the Teams session, and you must not share sessions publicly.
- 13.** Remember that anything posted on Teams can be accessed by school. You should not share personal information or make personal comments about other people. All lessons will be recorded and saved to Stream, which means the lesson can be accessed securely by anybody in the class.
- 14.** If you do not follow these simple rules which have been designed to keep you safe online, we will contact your parents and you may get in trouble. You may also be removed from the lesson.
- 15.** If you are unhappy with something that takes place during a Teams session, speak to, or email the teacher. You can contact your teacher after the session has finished.
- 16.** The use of Microsoft Teams is part of the school IT Acceptable Use Policy.