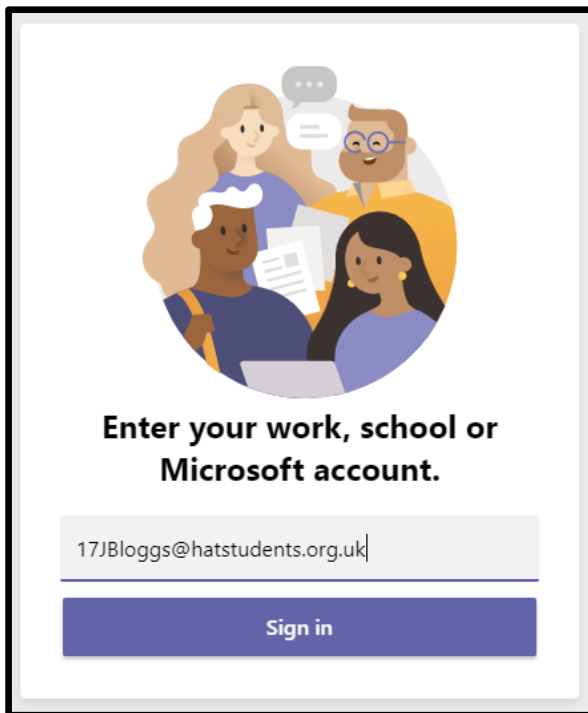


Introduction

Microsoft Teams is a fantastic, interactive platform which offers a way for teachers and children to participate in live sessions or lessons. Our teachers will set up



Microsoft Teams sessions or lessons each week as a 'Teams Meeting', which the children in their year group can join in with. The teacher will be able to share stories, teach lessons, ask questions for the children to answer, share Powerpoint presentations etc. in order to engage our children remotely.

The following instructions will give you help on how to get set up and how to begin using Microsoft Teams to join a lesson.

Installing Microsoft Teams

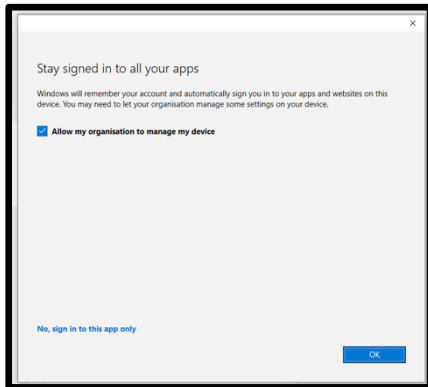
Start by downloading Microsoft Teams, either on your desktop PC or laptop (Google 'Download Microsoft Teams' or follow this link - <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>), or by downloading the Microsoft Teams app on the app store of your smartphone or tablet.

Logging in

When you open Microsoft Teams, this box will appear. Type in your child's HCP email address e.g. 17JBloggs@hatstudents.org.uk and click 'Sign in':

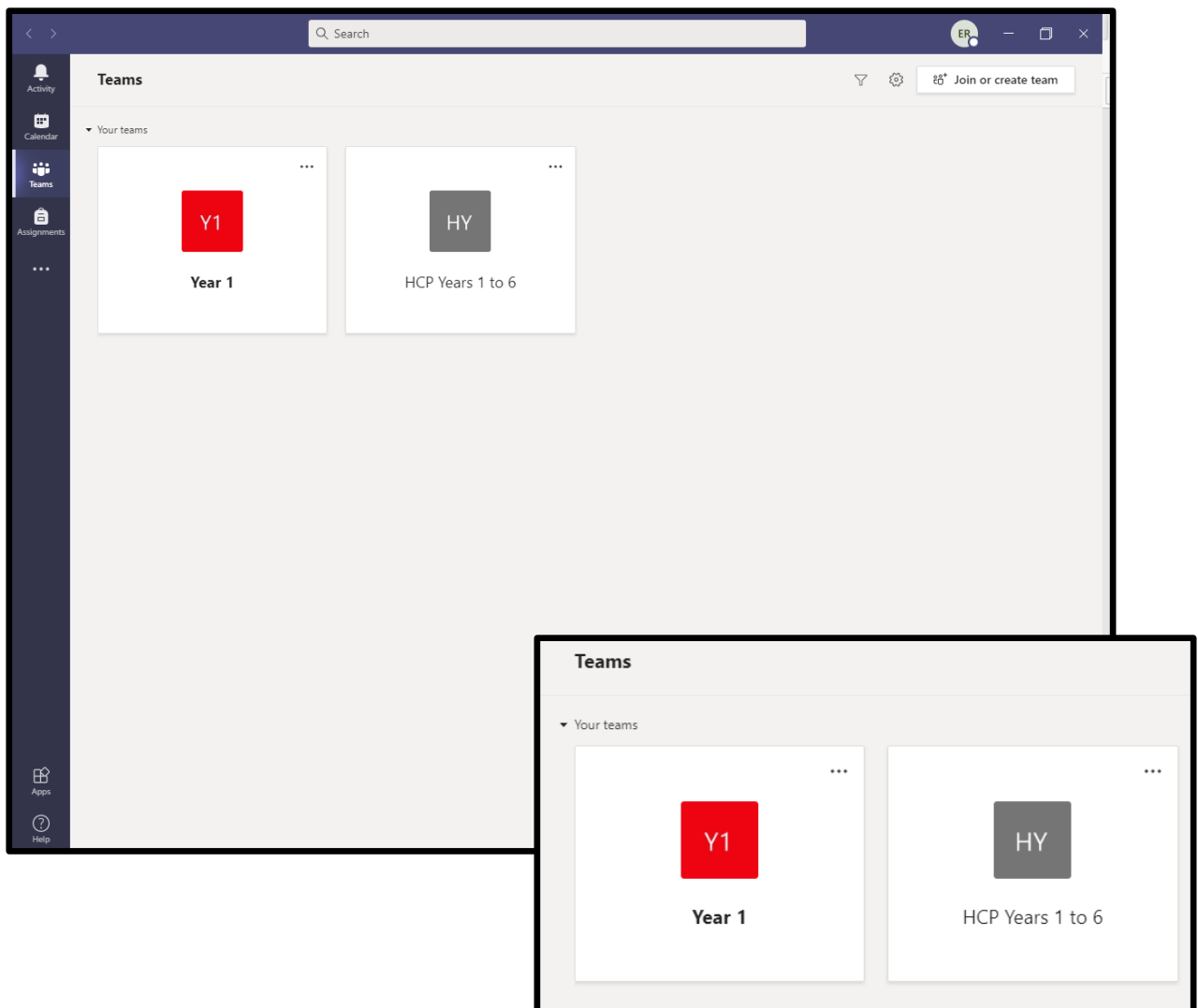
Then, enter your password (HCPjan21) at The HAT screen and click 'Sign in':

You will be guided through some setup screens, click 'OK' or 'Done' when prompted.



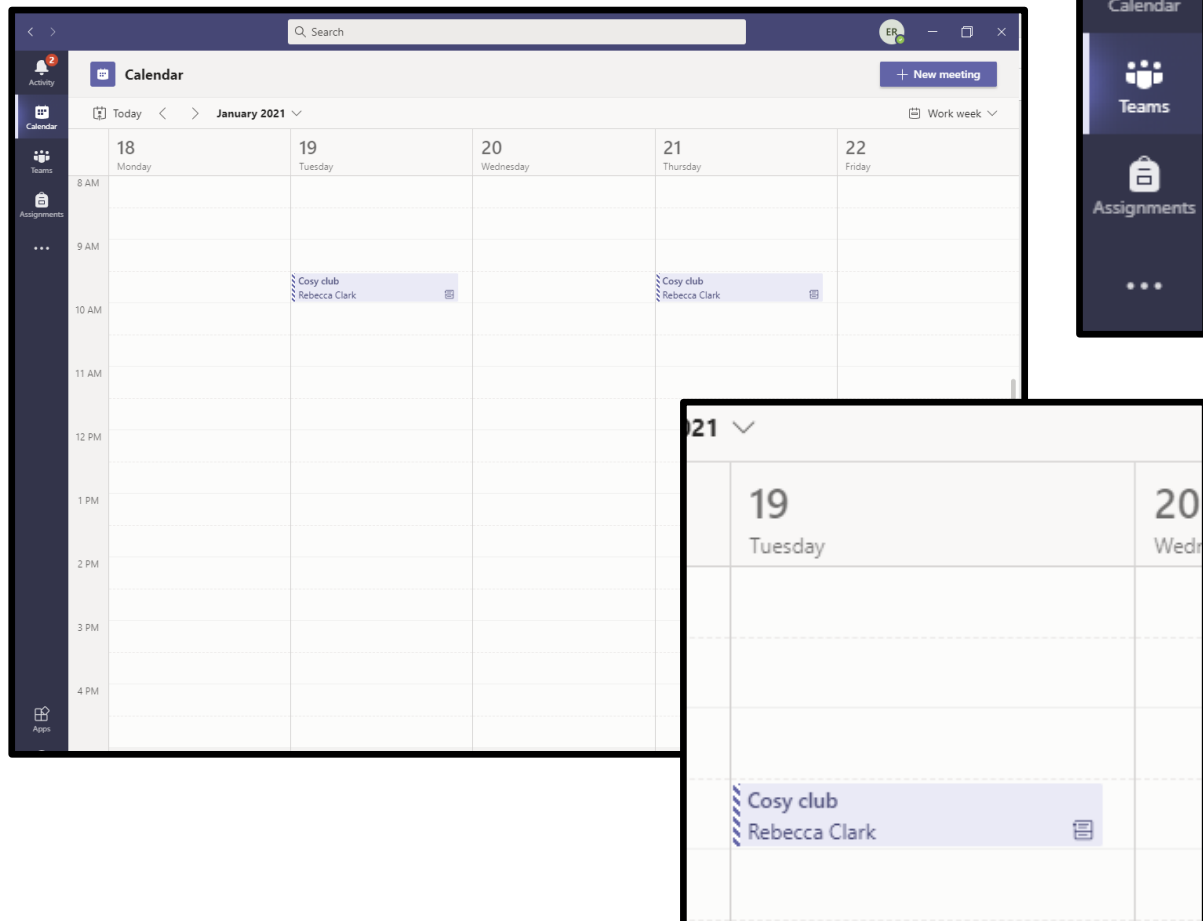
Your child's teams

Once Microsoft Teams has loaded, the teams that your child has been assigned to will then appear on the screen. Clicking on the team will take you into the team page.

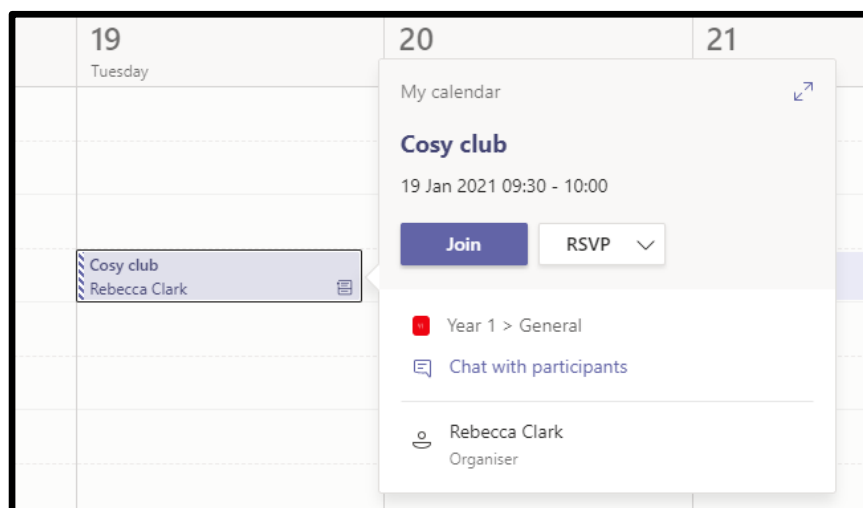


Accessing live sessions and lessons using the Calendar

On the left hand side of the screen you will see a dark purple toolbar. One of the options is the calendar. Click on 'Calendar' and your live sessions or lessons for the week will be shown on the screen as 'Meetings' in your calendar.



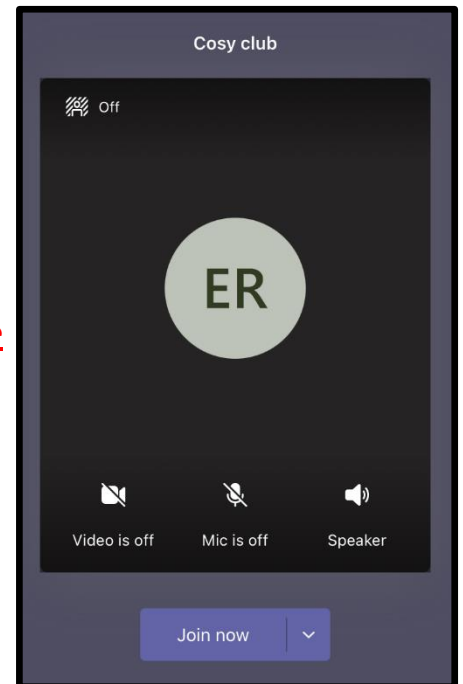
Click on the meeting and the following box will appear. A minute or two before the session or lesson is due to start, click on 'Join'.



Depending on your device, a screen may appear asking you to configure your microphone and camera. Follow the on-screen instructions to set up your own Desktop PC / laptop / smartphone or tablet.

Once your microphone and camera are set up you should see a screen like this.

You will see the controls at the bottom of the box which enable you to switch your camera (video) on or off, your microphone on or off and your speaker on or off.



Important Notice

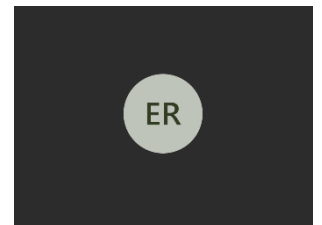
Please join your live session or lesson with your **microphone off** and your **speaker on**. Your parents will decide whether you are allowed to switch your camera (video) on or off.

During the session or lesson, please keep your microphone switched off, as this limits background noise, unless your teacher invites you to switch your microphone on. This is called 'unmuting' your microphone.

You can then click 'Join now' to join the session or lesson.

During the session / lesson

Once you have joined the lesson, you will see lots of boxes like this, or your teacher and friends on their screens, if their cameras are switched on.



You will notice this toolbar at the bottom of your screen.

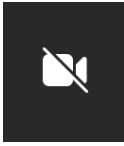


This toolbar helps you to engage in the session or lesson by changing your settings.

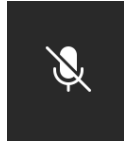


This button enables you to enter the 'Chat' function and type questions to the rest of your class.

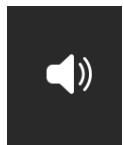
If you click this button, you can put your hand up electronically to ask your teacher a question.



This button is to switch your camera on and off.



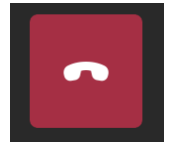
This button is to switch your microphone on and off.



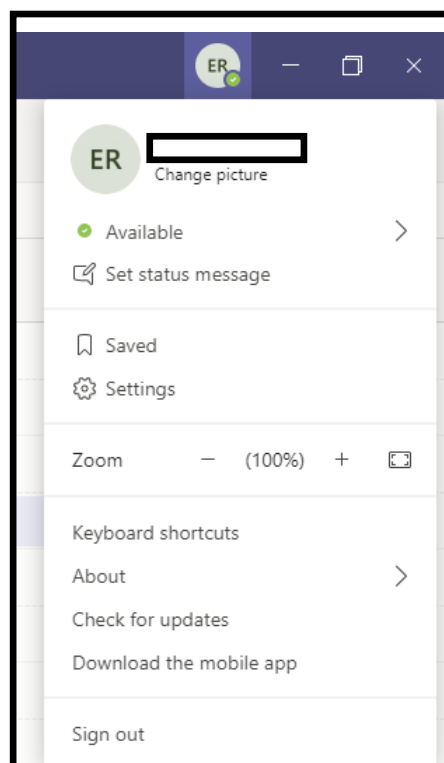
This button is to switch your speaker on and off.

At the end of the session / lesson

When your live session or lesson has finished, click on the red phone button to end the session or lesson.



You can then click on the circle with your initials in at the top of your screen and 'Sign Out'.



Ground rules for using Microsoft Teams for live sessions and lessons

We want everybody to enjoy their live sessions and lessons. In order for everybody to feel safe and respected, please follow the rules below.

- You should always be in a communal area such as the kitchen, living room or dining room. You should not be in your bedroom
- Your parents/carers should always be close by in case you have any difficulties with the technology or need help and support with the lesson
- Always wear appropriate clothing - not your pyjamas!
- When you are in a live session, make sure that you are listening carefully and being sensible, just like you would be doing in school
- Your parents will decide whether you are allowed to have your camera on or off
- Your teacher will be able to mute you all; if you have a question or an answer write it in the chat function or raise your hand using the hand button. You can then be unmuted in order to answer
- When you are in a live session, do not use the chat function to have conversations with your friends; only use it for answers to questions in the lesson and make sure they are related to the learning
- It is good to have a piece of paper, notebook or exercise book and a pencil handy in case your teacher asks you to write anything down
- You **must not** record or take photos of your screen. Your teacher may record the session so that it can be shared with other children in your class