



# Pupil guide to Microsoft Teams

## Using Teams

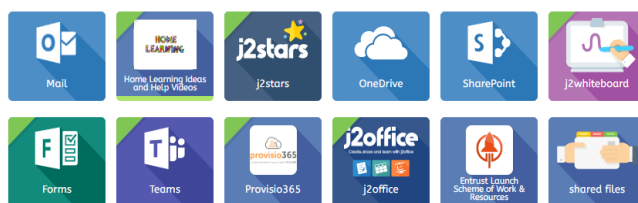
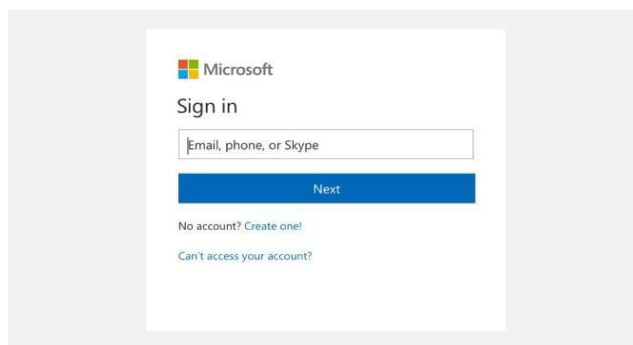
### Sign In

You can use a computer or tablet to sign in.

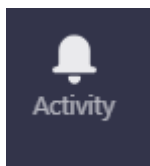
Sign in with your school email address and password directly on the Microsoft Teams website.

OR you can use your BGFL 365 login to access Teams.

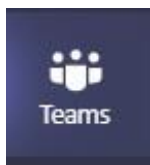
Your email should be in your remote learning book that school have given you.



### Navigation

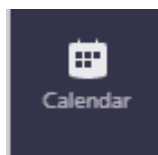


You will be notified here of any activity that happens. When your teacher sets work, you will get a notification.



You can use the Teams icon (on the left-hand side) to access your classes - these are called 'channels'.

Nursery - one channel depending if they are AM or PM.  
Year Reception, Year 1 and Year 2 - one channel (their class channel).  
Year 3, Year 4 and Year 5 - two channels: their class and Maths set.  
Year 6 - two channels: their Maths set and Literacy set.



You can see what meetings have been scheduled by using the calendar icon.

## When joining your live lesson

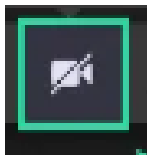
Sign into Teams using your school email and password.

Join the lesson from the email invite your teacher has sent you (as you have been shown at school)

or

you can join from your calendar (that is on the left-hand side).

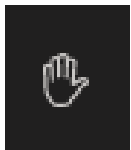
## You must remember to:



Turn the camera off.



Turn the microphone off to mute yourself.



Only use the hand to show your teacher that you have a question. Questions will be answered at the end of the lesson.



Please don't click on anything else. Your lesson will start.

The live lessons will be recorded. You must show good behaviour online at all times.

## Leave the meeting



To leave a meeting, click on the red 'Leave' button and the meeting window will close.

When the lesson is over, do the work your teacher has set you in your remote learning book. Try your hardest and present your work neatly. Ask an adult to take a photo of your work and to email it to your class email so your teacher can mark it.



## Responsibility

Maintain your excellent progress at school by:

1. Choosing a quiet space at home that is free from distractions (such as the TV). Be at the table where possible.
2. Being prepared for the lesson by having all your equipment ready e.g. pencil, remote learning working out book etc.
3. Following the rules set by your teacher and being sensible at all times when online.
4. Focusing and listening carefully to your teacher when she/he is teaching live. If you have any questions about the work, you can ask them at the end.
5. Keeping healthy habits and taking breaks away from devices between scheduled lessons.
6. Not eating. You can have a drink at the table.
7. Being dressed appropriately, not your pyjamas.
8. Remembering to try your best and do your own work.