



Follow these steps to access remote learning via Microsoft Teams.

Signing into Teams

Sign into Microsoft Teams by clicking here or going to <https://teams.microsoft.com> and entering your school email address and password.

You can also download the Teams apps for your PC, Mac, iPhone, iPad or Android device from [here](#). Having the app on your phone can be particularly helpful for photographing work and sharing it with your class and teacher during lessons.

Asynchronous what?

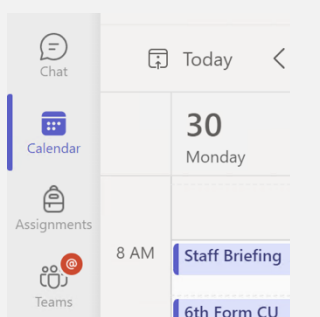
Remote lessons come in two forms: live and asynchronous.

Live lessons happen in real time, with your teacher and classmates. If a lesson is *asynchronous* it means that work will have been provided on your class team by your teacher for you to complete independently, without joining a live meeting.

Joining your lessons

Each live lesson will be shown within the Calendar section of Teams as a meeting.

At the start of the lesson your teacher will start the meeting and you will be able to join it.



Teams etiquette

Your behaviour during a remote lesson should be as impeccable as any other lesson in school. Please consider how you use Teams to communicate respectfully, helpfully and considerately.

Posting unnecessary responses within the meeting chat and needlessly “reacting” to posts is distracting to others’ learning will not be tolerated.

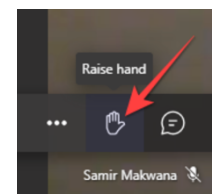
Remote learning expectations

You are expected to join meetings for **all** lessons that you would ordinarily attend during any given day in school. A register will be taken at the start of every lesson and late or non-attendance followed-up as usual.

As far as possible, you should access Teams from a computer, laptop or tablet device rather than a phone. If you are unable to use a computer for one or more lessons, please contact your teacher in advance so that they can take this into account.

If possible, you should have a working microphone although you will not be able to use your camera during lessons.

If you require your teacher’s attention you can use the “Raise hand” feature or unmute your microphone to speak to them during times of quiet working.



Where to find asynchronous work

Work to be completed independently and asynchronously (not in “real-time”) will be posted to your class teams as assignments. Your teachers will provide clear instructions as to what you are to do and include links to any resources required to complete the work. **Please ensure that all work is completed by the due date** set within the assignment. Take particular note of whether your teacher has asked you to complete your work electronically or whether you are to complete it within your exercise book or on paper.

Where to get help

If you are unsure about something that you are required to do for a particular lesson you should contact your teacher.

If you have general questions about remote learning you should contact your tutor.

If you have technical problems accessing Teams or your work, you can contact [IT support](#).