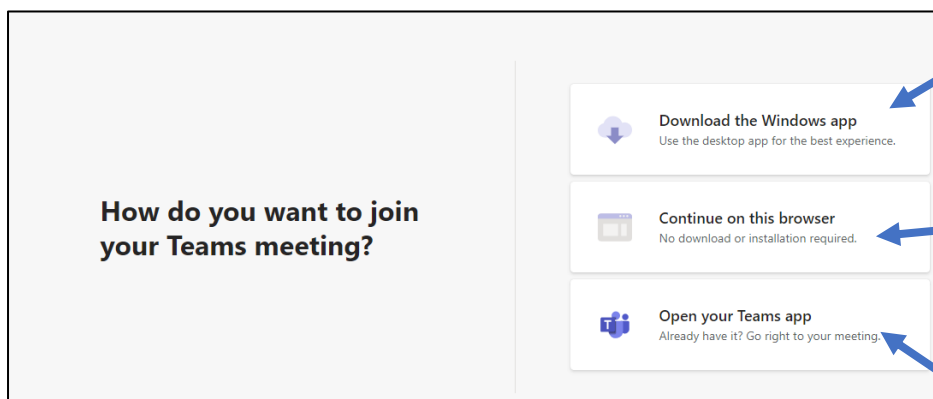




Team Meetings

If your teacher has sent you a meeting link on a VLE task, click on the link and you will get a web browser window open with these choices:



You can do this if your parents say it's OK

This is the easiest and quickest way to join the meeting

If you've already got the Teams software on your device, you can use this one.

Another way – log into Microsoft Teams

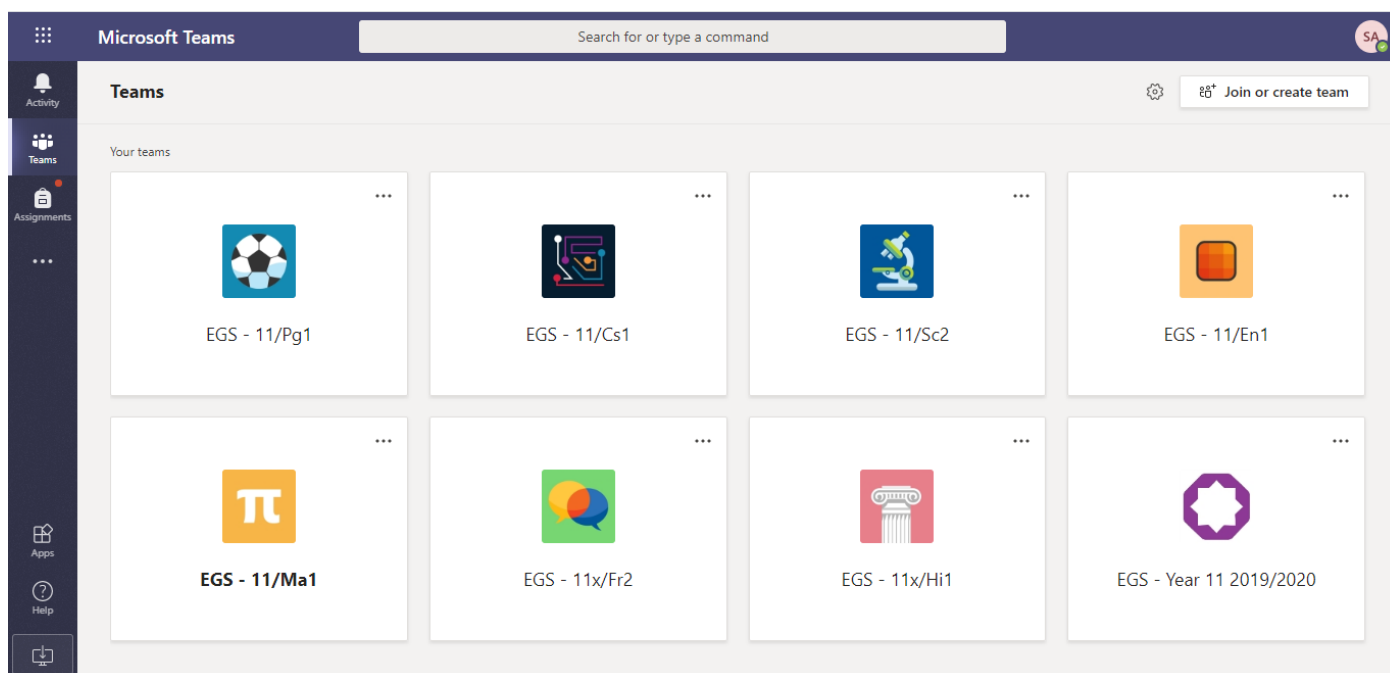
On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to

<http://teams.microsoft.com/>

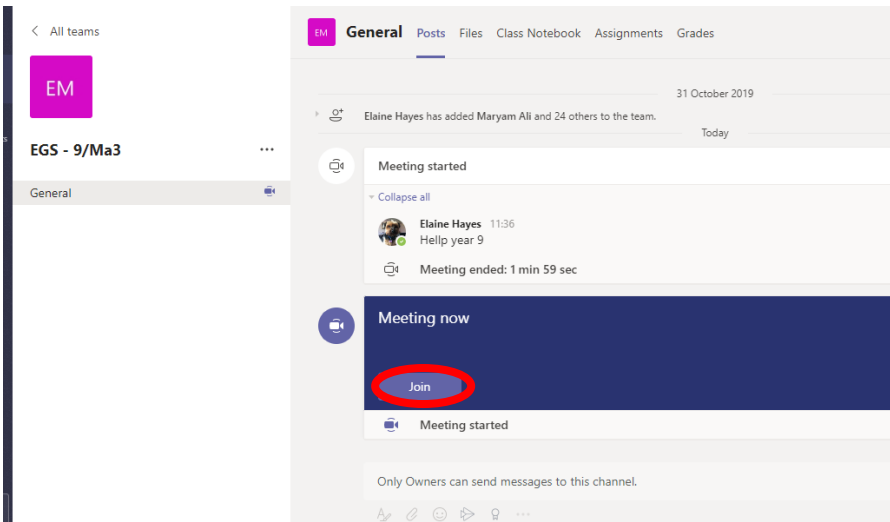
Click sign in and sign in with your full school email address. E.g.

username@williamfarr.lincs.sch.uk and then your password (the one you use to get on the VLE and for your emails)

You should now see any Teams that your teachers have set you up for you.



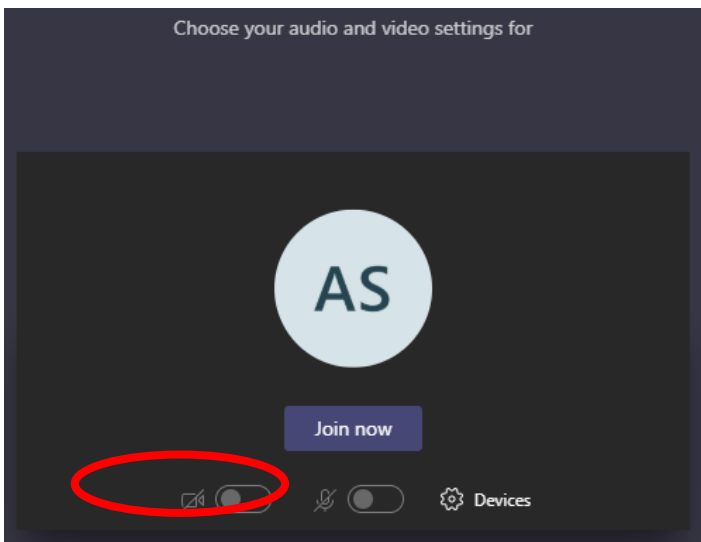
Teams – Joining a Virtual Classroom



If your teacher has started a virtual classroom, you will see a blue notification in your Team.

Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button shown by the red circle in the picture.

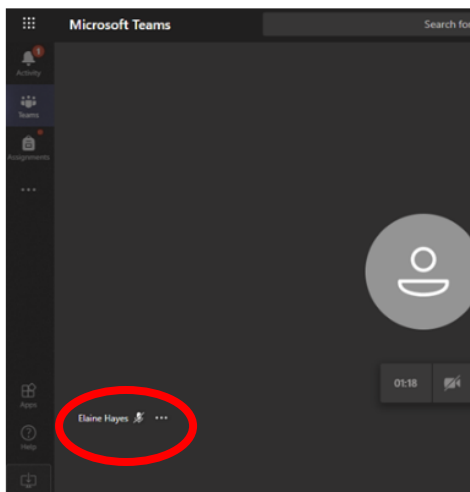
In the Meeting:



The red circle shows you the camera function. If your teacher may have told you to not to use this, it must be off.

Keep your microphone off, unless your teacher has asked you to speak to them

If you are using the video camera, you should blur your background (see how to below)



Click the three dots in the bottom toolbar shown by the red circle.

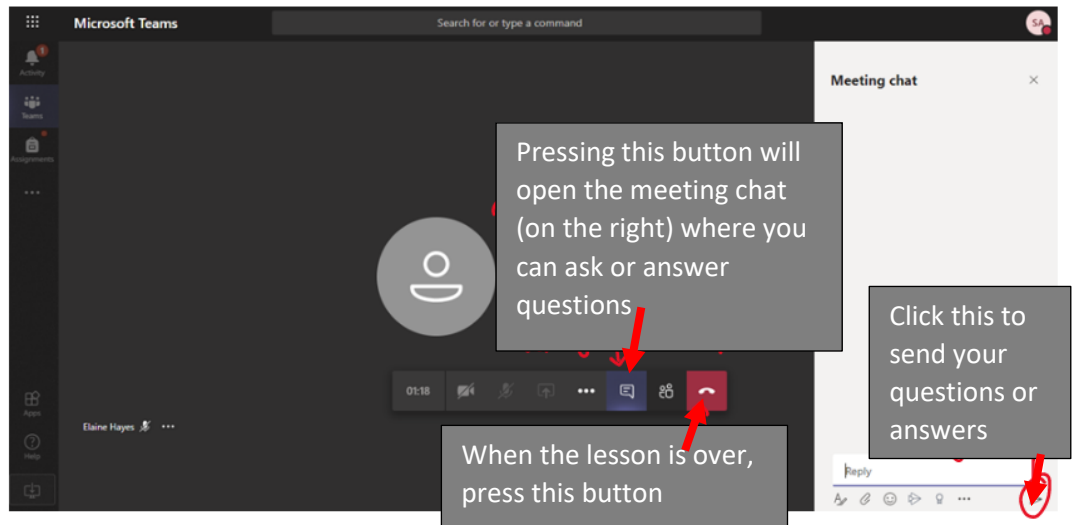
If your camera is already on there should be a “blur background” option. Click this.

If your camera is not on, it will say “start camera with blurred background” option.

Click this and your background will be blurred.

Use the 'Raise your hand' button if you want to ask a question or say something to the class. You can ask also a question, or answer one, using the chat function (see this picture below)

The chat is kept after the lesson is over, so your teacher can see what you put there.



Rules for Live-Streaming sessions:

1. For live-streamed sessions, you should only use Microsoft Teams.
2. The School's Acceptable Use Policy still applies.
3. The School will be monitoring live-streamed sessions.
4. You can choose to join via audio only.
5. You should be appropriately dressed i.e. as you would be dressed as on a standard non-uniform day. (Pyjamas are not appropriate dress!)
6. You should be joining the meeting from a communal area in your home wherever possible, like a lounge or study – NOT your bedroom. If you can only join from a bedroom then you should join in audio only.
7. A session can only go ahead if there are TWO or more students participating.
8. Details of the planned session will be shared with ALL of your class and with enough time for you to arrange to join it.
9. You cannot join the session until 5 minutes before the start.
10. Normal classroom expectations with regard to language and behaviour apply.
11. You will need to mute yourself during the session unless your teacher has asked you a question, or you want to ask something.
12. If you disrupt the session, you will be muted or disconnected by the teacher; if you disrupt a session again, the teacher may exclude you from future sessions.