

## Additional Guidance for Using Microsoft Teams

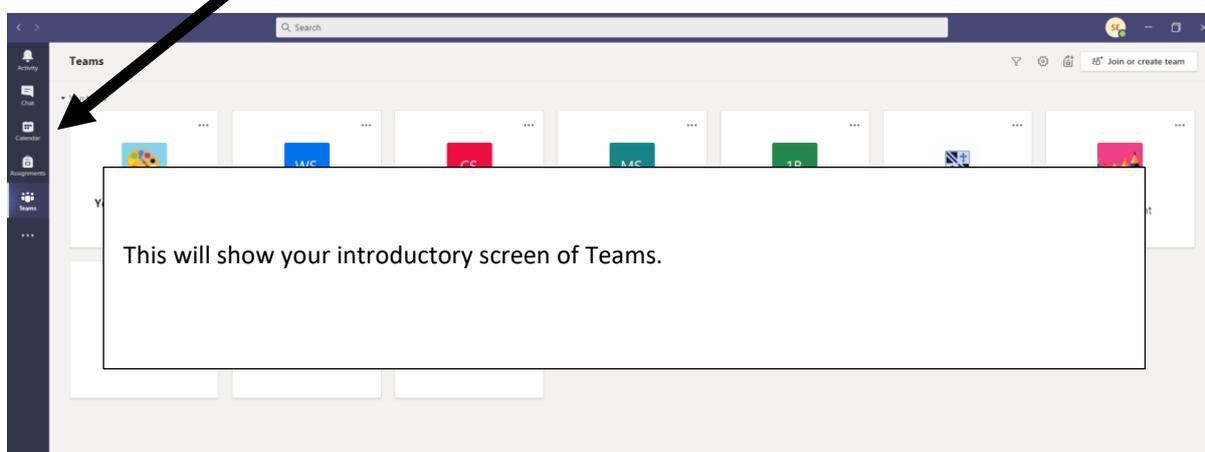
There are multiple ways to join a Teams meeting, through a link in a VLE task, through an email and via the Teams calendar.

In order to simplify and standardise our approach, we will ask students to join all live streaming lessons via their Teams calendar.

In addition, if students are unable to attend the live lesson and wish to access the recording of the lesson or if they need to access a recorded lesson, we will ask them to do this from the Microsoft Teams chat for that lesson. Unfortunately this cannot be done on the Teams App. If a student using the app needs to access a video, then staff will upload it to Stream for them.

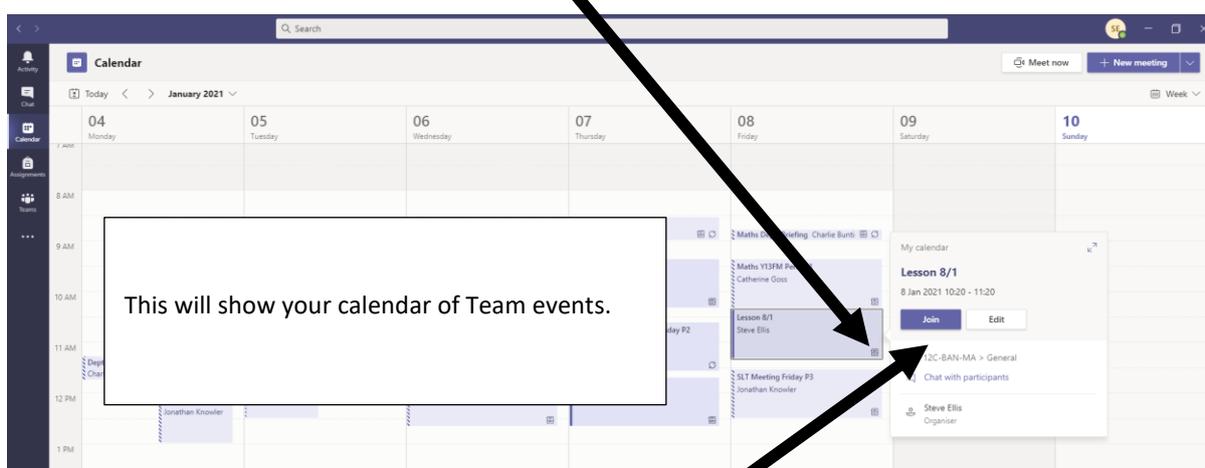
### Microsoft Teams – Desktop Version

To access your calendar, click on the calendar icon from the menu on the left-hand side.



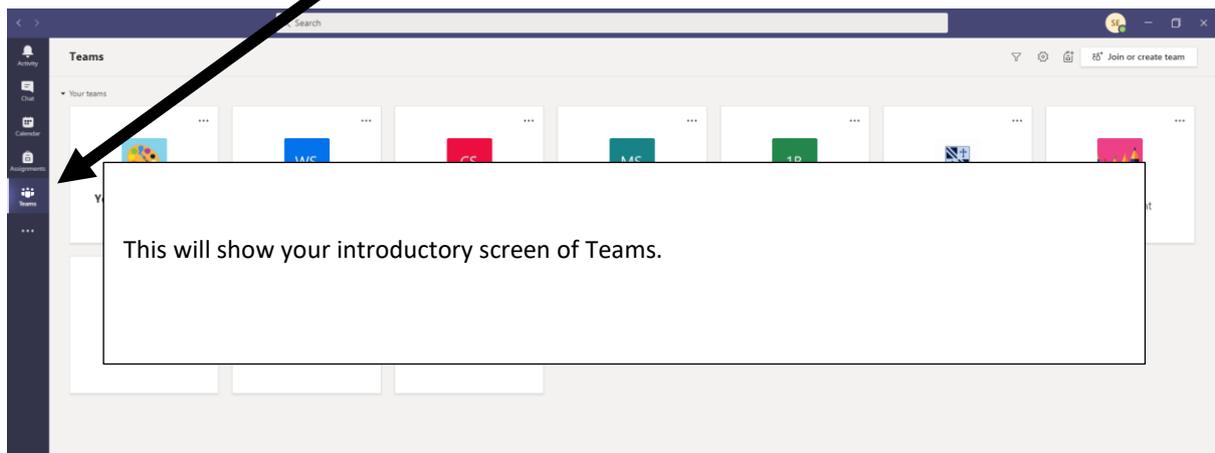
The calendar then shows the online lessons that have been organised and their timings, which should be the same as your normal lesson timings following the staggered day structure.

To join a lesson, you should wait until the lesson start time and then click on the small symbol in the lower right-hand corner of the lesson slot.

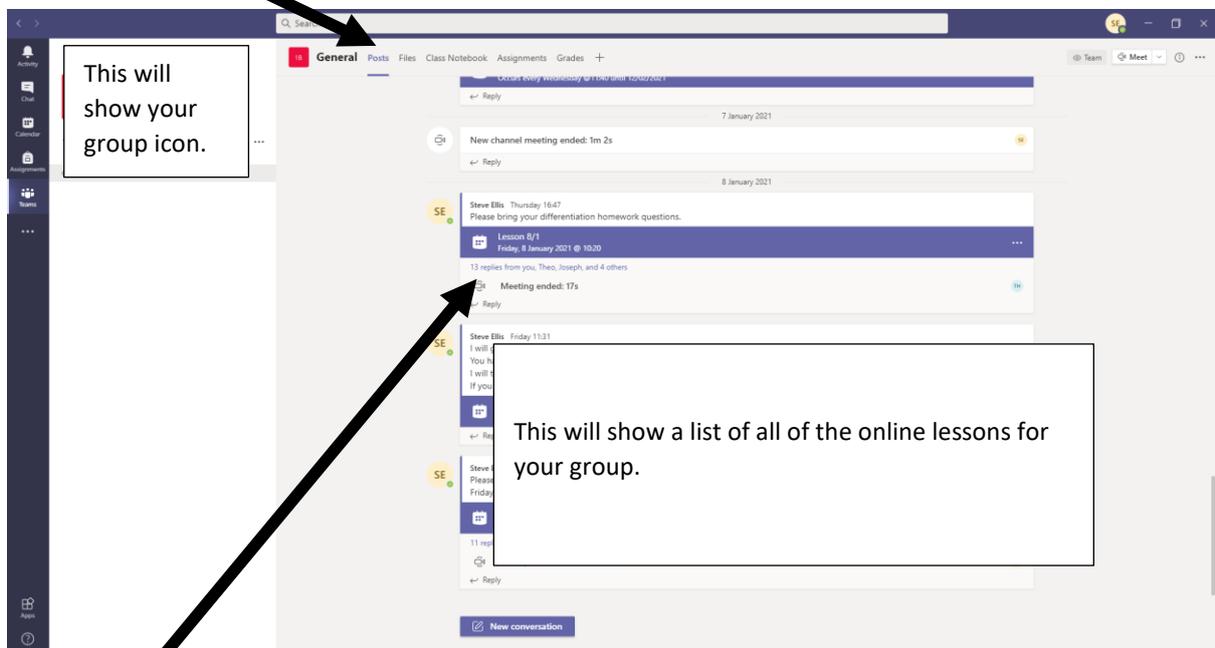


A window for the lesson appears to the right of where you've clicked. Click on 'Join' to join the lesson.

To access the recording of a lesson, go into the group you want from the Teams Page.



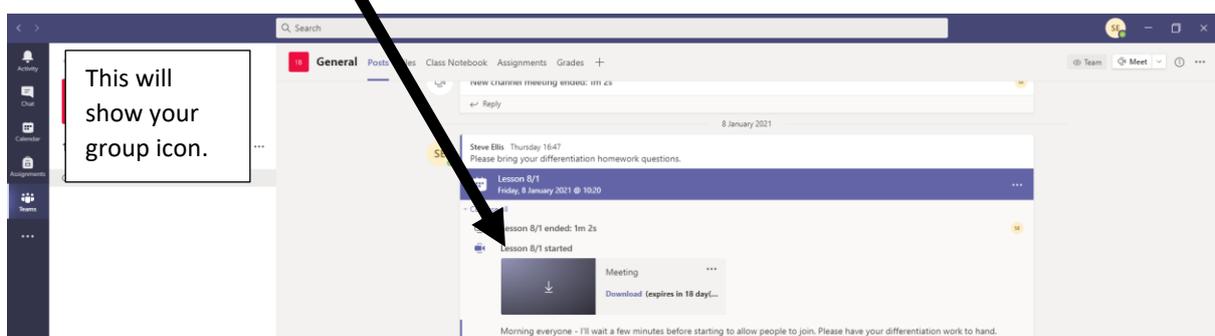
Click on the Team you want to go into to get a screen that looks like the one below. This is the 'Posts' screen.



Find the lesson that you want by looking at the time and dates given in the blue bars.

Then click on the sentence in blue that is just under the blue bar and will say something like '11 replies from you, Fred, Jim and 4 others'.

This will reveal the group chat and a download link for the recording of the meeting.



You can then download the lesson and watch it on your computer. Click on download to download it to your 'downloads' folder. Please delete your download after you have finished watching it.

## **Microsoft Teams – App Version**

### **Calendar and Joining Lessons**

To access your calendar, click on the calendar icon from the menu at the bottom of the screen.

The calendar then shows the online lessons that have been organised and their timings, which should be the same as your normal lesson timings following the staggered day structure.

To join a lesson, you should wait until the lesson start time and then click on the 'Join' option for that lesson.

### **Accessing Recordings**

Unfortunately, the Teams App does not enable you to download a lesson recording from the group chat. Staff will upload a lesson to Stream if you need them to. Send them a comment via the VLE.

### **Accessing the Group Chat**

Click on the 3 dots 'More' option from the menu at the bottom of the screen and then click on 'Teams'.

Find the teaching group you want. Underneath the group name should be the word 'general'. If not, on the left-hand side will be an arrow pointing at the group symbol >. Click on the arrow. It will then point downwards and the word 'general' will appear.

Click on 'general'

Find the lesson that you want by looking at the time and dates given in the white boxes.

Then click on the sentence in blue that is just under the white bar that will say something like '11 replies from you, Fred, Jim and 4 others'.

This will reveal the group chat and show you if the lesson has been recorded.