

'Real-time' lessons in Microsoft Teams



As a member of Highdown School and Sixth Form Centre you have access to Microsoft Office 365. You can download the apps for free at home as well as being able to use them online through logging into Microsoft Office with your school login details.

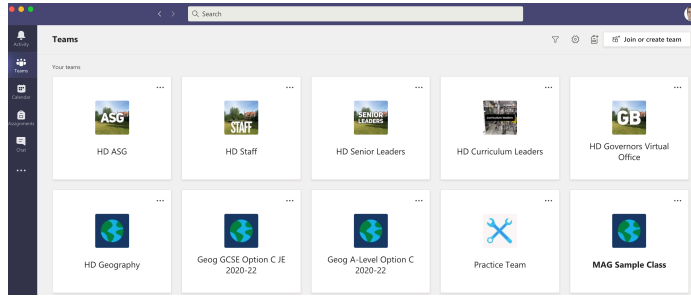
Microsoft Teams is one of the apps within Office 365 which allows the delivery of live 'real-time' lessons as well as for sharing resources and information.

Logging into Microsoft Teams online:

1. Log in to Office 365 account using your school username and password.
2. From the Apps Waffle (top left of webpage), locate Teams (purple icon shown above) and click on it to open it.
3. You can also download a mobile version from an app store or a desktop version the Office 365 webpage as it loads up.

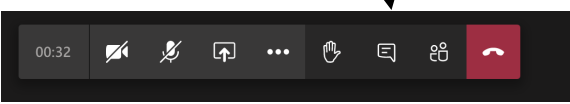
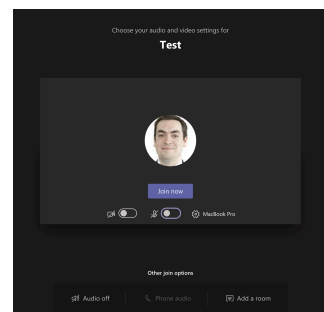
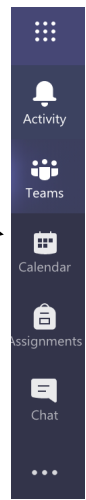
Microsoft Teams dashboard:

1. When you log in to Teams you will see a dashboard similar to the one opposite which will have a tile for each of your classes.



'Real-time' lessons:

1. Some of your lessons will be provided in 'real-time' (or live) rather than pre-recorded. This means that you need to attend the lesson at particular times.
2. You can find out when your lessons will be in 'real-time' by looking at your Teams calendar which can be accessed by the menu at the side of the screen.
3. You will then see a page showing your 'real-time' lessons. Check this each morning as more lessons may appear.
4. A few minutes before the lesson is due to start a 'Join' button will appear on the calendar. Click this to join the lesson.
5. You will then have a screen to set your camera off and microphone off before clicking 'Join meeting'. If you are using the downloaded desktop app, this screen will look at little different with more settings to confirm before joining. Make sure your speakers or headphones are switched on so you can hear your teacher!
6. Your teacher will record the lesson. Please remember that anything you add to the chat can be seen by all and will also be recorded.
7. During the lesson, you will see the menu bar below. This will be how you can unmute to contribute to the lesson if your teacher allows you, and also where you will access the 'chat' area to respond to questions or ask questions about the work.



8. At the end of the lesson click the red 'hang up' button.