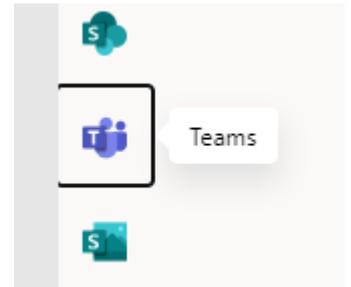


Teams Lessons

If you are accessing a Teams lesson at home:

Accessing the Lesson

- You need to have access to the internet and you need to log on to office.com to access your Microsoft Office 365 account.
- When logging in to office.com your username is your full school email address. This is your network username followed by @fulford.york.sch.uk
- Many of you have already logged into Office 365 in school and so you should know your password. If you have forgotten your password, please use your school email account to email office@fulford.york.sch.uk to request it be reset.
- Those of you who haven't logged into your Office 365 account should have received an email (to your school email address) that outlines your username and your password. Please use these details to login. Please note that the password is case sensitive so enter it carefully.
- Once you have logged in please go to Teams using the icon as shown.
- This will show you all the Teams you are in – each Team is a different one of your classes.
- When you have a lesson, click on the icon for the class you are supposed to be in. The teacher will start a 'Meet' which will show up as a meeting to 'Join'. Click 'Join' and then wait until your teacher appears.
- Your lessons will be happening when your normal timetabled lesson would be. Please be patient and give your teacher time to log in and set up the technology they will be using. Please refer to your timetable in your planner from last term. Page 4 in your planner tells you the times of the lessons.
- Lessons can be accessed through phones, tablets, laptops or computers. We recommend, where possible that you try to avoid using a phone to access the lesson due to the reduced functionality that this gives.



Before the Lesson

- Wear clothing that is appropriate for school. No pyjamas!
- Try to find a quiet place where you will not be interrupted, avoiding busy places like the kitchen and find a space where the background behind you is as plain as possible.
- Let the people you live with know that you have a Teams lesson in order to minimise disturbances.
- Make sure you have space around you to rest on as you will be making notes.
- Make sure you have the subject textbooks if you have them and exercise books/paper as well as pens.

During the Lesson

- Be yourself, respect others and conduct yourself as if you were in a lesson in school.
- If it hasn't happened automatically, please make sure you are muted when you join. Your teacher will unmute you when needed.
- The 'chat' facility may be used by the teacher to share thoughts. When using this, or any other aspect of Teams, think before you write anything down.
- Use the 'raise your hand' feature if you want to ask a question.
- Listen carefully to the teachers' instructions and follow them. Use this as an opportunity to build on your learning and clarify any issues.

Common Questions

1. What happens if I cannot make the session as I'm doing something else?

You are expected to follow your school timetable and to schedule lunch and other activities into times which don't clash with lessons.

2. Do I have to attend the lesson on Teams?

We would ask you to try to attend all lessons that are run on Teams. However, relevant worksheets and resources will also be posted on Classcharts in the event that you are unable to access Teams.

3. Are you taking a register?

Yes – we will be keeping a list of who has attended these sessions.