

## Instructions for using Microsoft Teams

Below are instructions for logging into Microsoft Teams, how to join a meeting, and expectations for pupils during Teams meetings. The expectation will be for all pupils to access online learning via Microsoft Teams. Ideally, this will be during the hours previously shared when teachers will be delivering face-to-face learning and online to give feedback on work. However, we understand that not all children be able to be online at a specific time.

### Logging In

#### On a laptop

Go to <https://kingsmeadowacademy.org/blended-learning/>

and **click on the Microsoft Teams link** you will find on the page.



**Use the email address and password you have been given** to log in to Microsoft Teams.

You will be given a choice of downloading the Teams App or working from the web based app. (Downloading the app will mean you can log straight in every time from the Teams app, however you can still use the web based app).

You may then be asked to sign into RM Unify to continue. **Enter your email and password once more.**

It may ask if you want to stay logged in. Click yes.

You will now be logged into Microsoft Teams.

## On Other Devices (e.g. phone or tablets)

\*\*\**(Please note that Microsoft Teams is not available to use on Amazon Kindle tablets)*\*\*\*

Download the free Microsoft Teams App from your App store.

In the app, **enter the email address and password you have been given** to log in to Microsoft Teams.

You may then be asked to sign into RM Unify to continue. **Enter your email and password once more.**

It may ask if you want to stay logged in. **Click yes.**

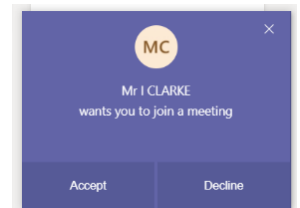
You will now be logged into Microsoft Teams.

## Joining A Meeting

### On your laptop

**Be online and logged in at the time you need to be.**

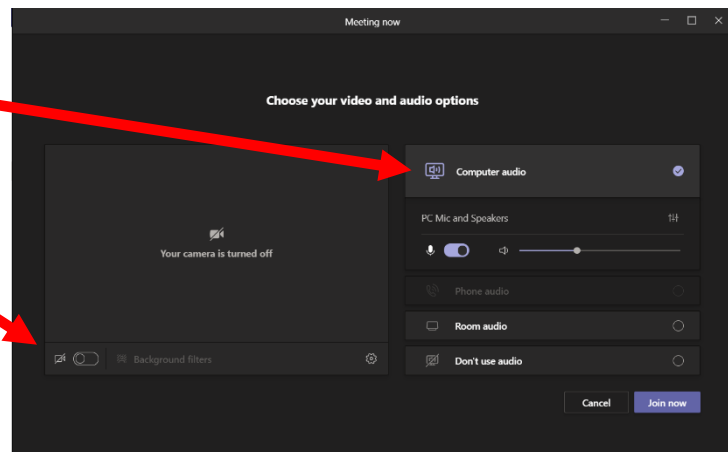
You will see a notification pop up asking you to join the meeting when it is about to start. **Click Accept.**



Choose **computer audio**.

Turn your **camera on**.

Click **join now**.



### On your tablet/phone

**Click the phone receiver** when the icon flashes up to accept the invitation.

## What if I miss the meeting call?

If you are **on a laptop**, look in **posts** at the top of the screen, and click **join**.



If you are **on a phone or tablet** go to **Activity** at the bottom of the page.

**Click on the class icon.**

Click on **join the conversation**.

## During the Meeting

Because there will be so many people online at once, it would be impossible for everyone to use their microphones at the same time. Because of this, all children will be on 'mute' at the start of a meeting. However, communication will clearly be very important during online learning.

Children will be able to hear and see their teacher and the teacher will be able to see all the children.



Any child wanting to talk during the meeting should click the **hand up button**.



**When the teacher is ready for a child to speak**, they will allow children to unmute their microphone. Clicking the following button will allow the person to speak and be heard by all in the meeting.

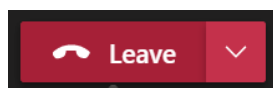


The **chat feature** can also be used for children to ask questions. Clicking the chat icon will give children a window to type any questions they have.

**Children will be informed by the teacher when they should and should not be using the chat feature.**

## Leaving the Meeting

Once the meeting is over, leave by using **red leave button** at the **top right-hand corner** of the page.



## Ground Rules for Teams

**Teachers will not be able to answer technical questions from parents / carers during live sessions. Below are the rules we expect every child to follow during online learning. Please read through these with your child:**

- I will **co-operate** with my teacher and classmates and try to be on time to your Teams lesson, just like I would be to school each day.
- After an initial chat with my teacher while I wait for everyone to arrive, I will mute my microphone unless I am asked to speak so that we are able to demonstrate our best **concentration**.
- I will show **co-operation** by using the 'hands up' feature to show my teacher that I have got a question or something to say, just like I would in a normal lesson.
- I will show **curiosity** by asking questions, thinking of possibilities, conducting research and thinking creatively, just like I would in a lesson at school.
- I will try to have fun! I understand that it's okay to feel a bit nervous about this new way of learning – my teacher will be feeling the same way too!
- Teams might crash, resources might not open, or I might not be able to hear or see my teacher. This is fine! I will try to solve any problems that come up with my teacher and classmates, showing that I am a **resilient learner**.
- I will reflect upon my own learning to **continuously improve** and ensure it is the best that it can possibly be.