

Accessing lessons from home using MS Teams



If you cannot be in school

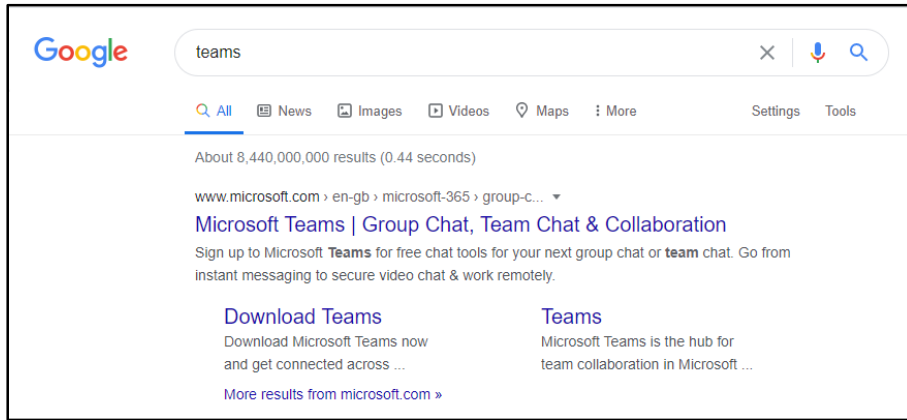
If you are required to stay away from school awaiting a Covid test or because you or someone in your family has tested positive your classwork will be set using MS Teams.

Teams is a web based platform which allows students and teacher to stay in contact if some one needs to stay off school.

Teacher will be using Teams to deliver lessons if they are not able to come into school and students should be accessing Teams from home if they are unable to attend. This way we are able to ensure that disruption to your learning is kept to a minimal.

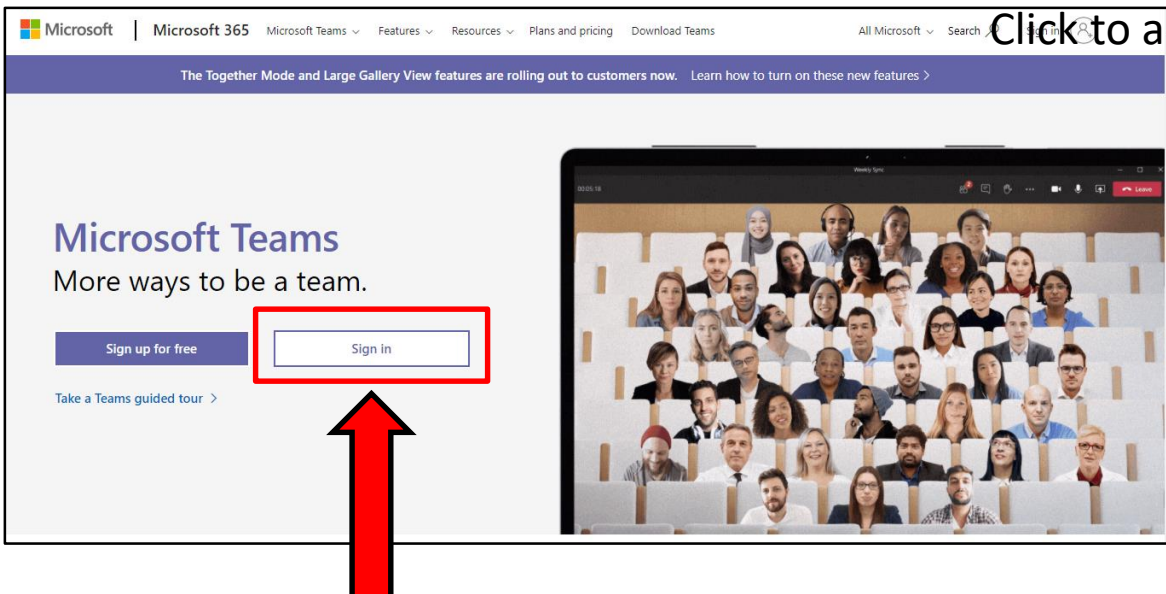


Accessing teams from home



Step 1

From Google search for Teams. The first link which comes up is for Microsoft Teams. Click on this.

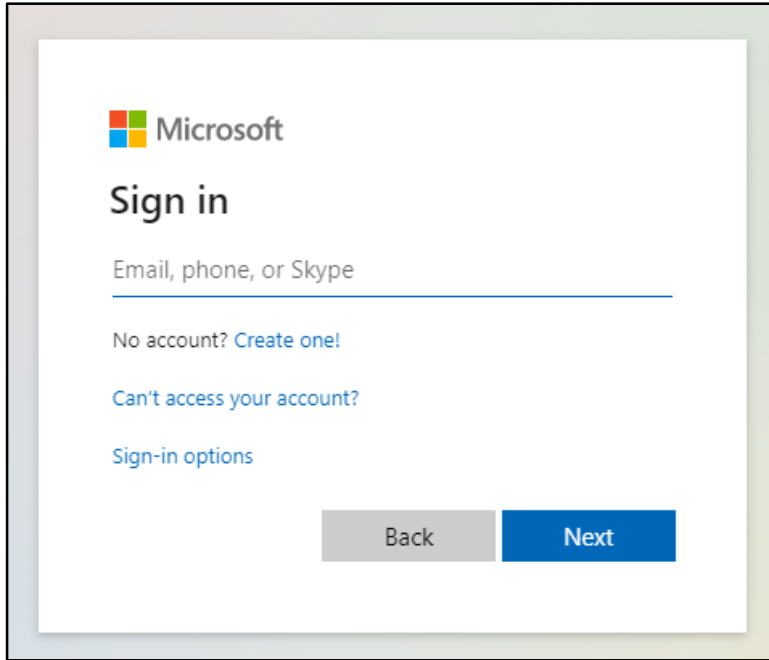


Step 2

Click onto the Sign in button



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IMPORTANT

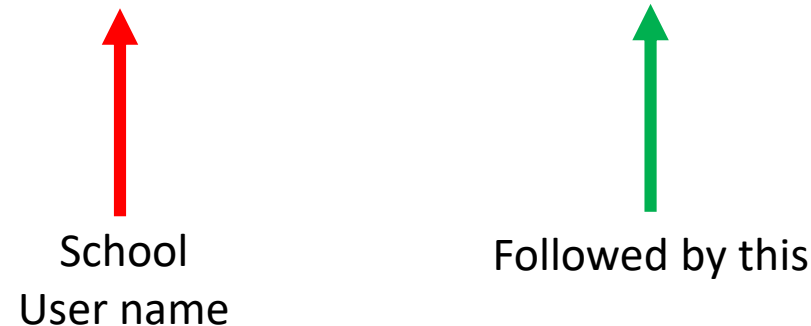
If you do not know your password ask your Form tutor to reset it for you and then make sure you note it down somewhere

Step 3

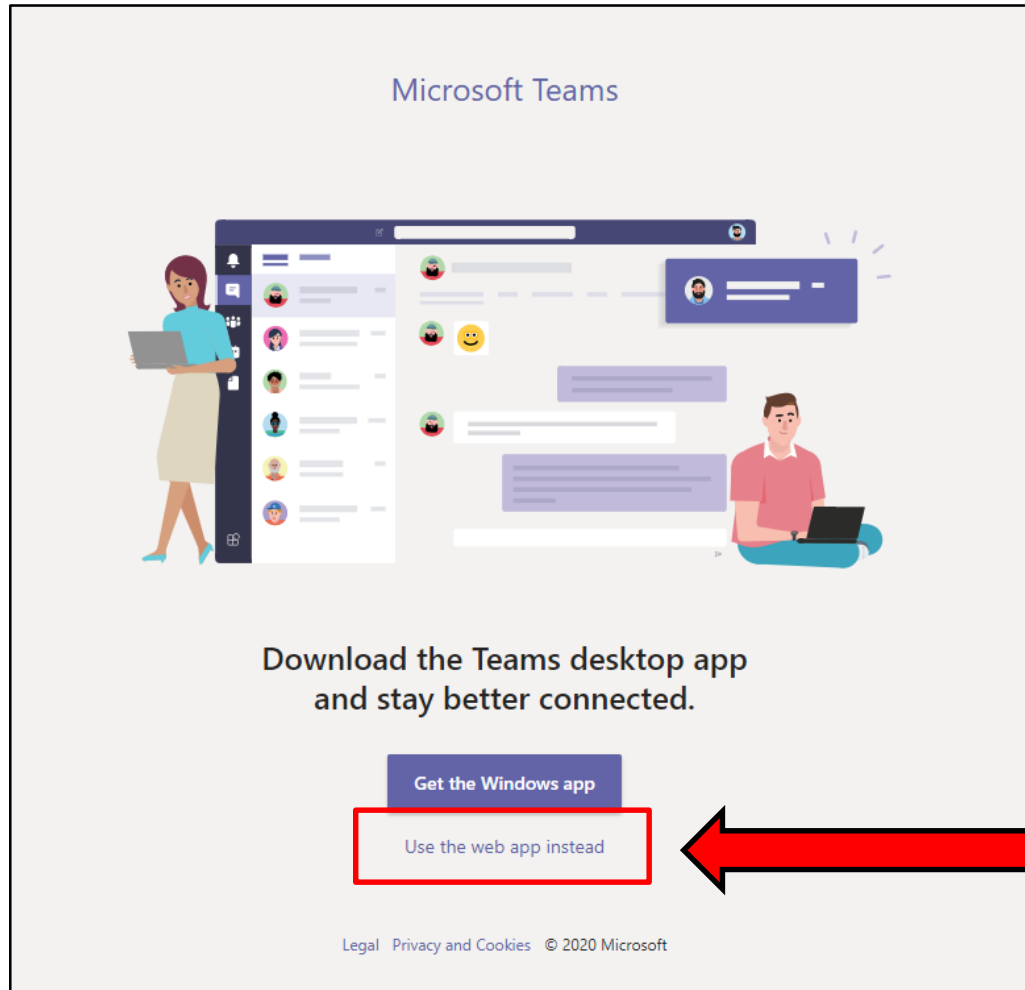
From this page sign in with your school email address and password.
Your email address is your school login followed by .student@sheffieldparkacademy.org

A year 11 student would have the email:

16hillb.student@sheffieldparkacademy.org



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Step 4

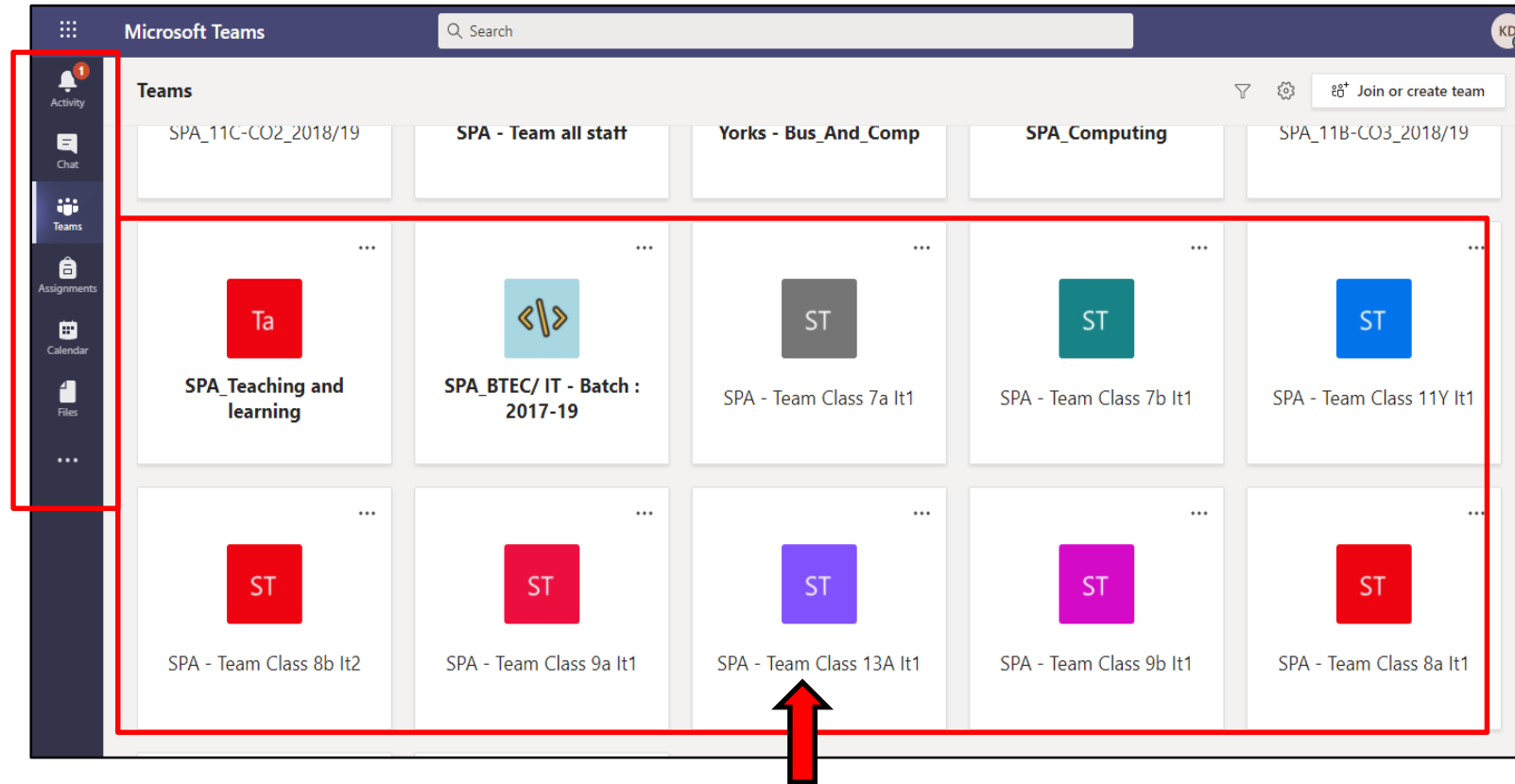
Click onto Use the Web App.



MS Teams Home Page

This bar allows you to navigate to different sections within MS Teams such as the Assignments Tab, Teams tab and Files etc. The best way to find your way around is to explore each tab and see what it displays.

The assignment tab is where you will find work which has been set by your teachers.



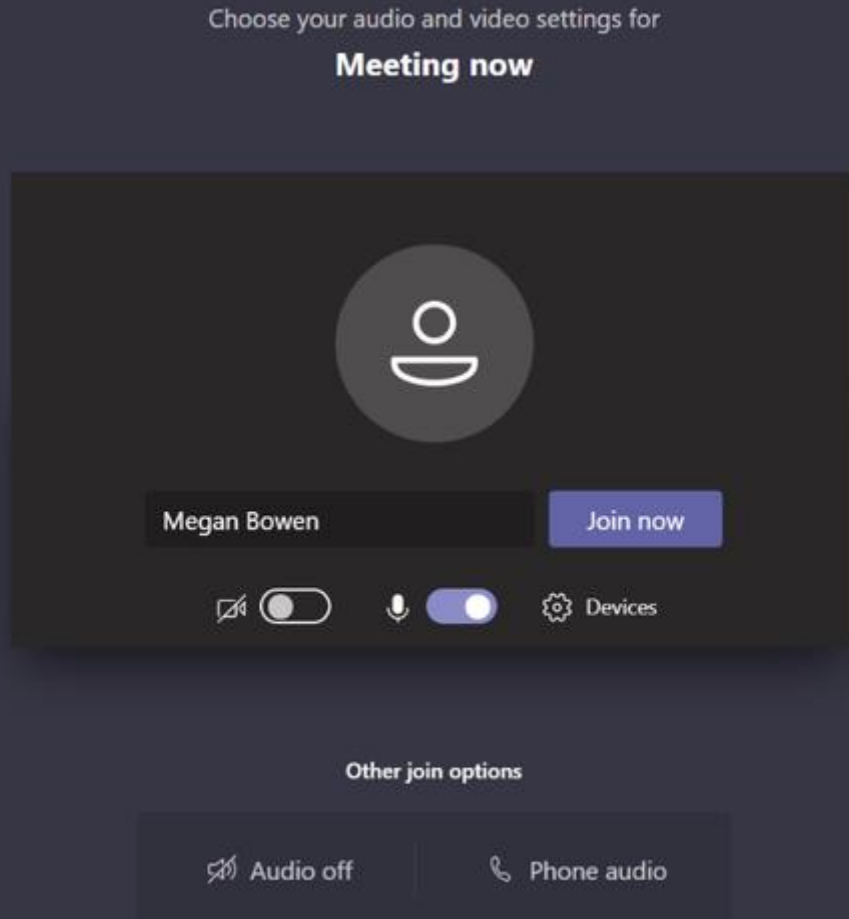
This is the Teams page which shows each one of your classes. You can click onto the different classes and navigate to different sections which your teacher would have set up. This would include assignments, comments and work which you are required to complete.

Whole year group isolating

- If your whole year group is sent home to isolate then your timetable will run as normal from home. You will still have 6 periods a day
- Many of these lessons will be 'live lessons' where the teacher will be teaching you from in school – so you must be signed in to teams at the correct time
- To access a live lesson you just need to be logged into MS Teams at the right time and you will see a pop up notification asking you to join a live call.
- Once you are connected to the live call you will be able to see/ hear the teacher and also see any resources or presentations which the teacher is using for the lesson. You will also be to contribute to the lesson, when requested to by your teacher, via the chat section or speaking if you have a microphone.



Live lessons



- When you have a live lesson you should be logged onto Teams at the allocated time for your lesson.
- You will see a pop up screen asking you to join.
- You have the option to activate your mic/camera.
- Click onto Join Now and you will then be ready to start the lessons.



Questions?

- If you have any questions please ask your Form Tutor
- If they cannot answer they will ask Mrs Elvin who will let you know the information you need

