

A large, white, 3D-style letter 'T' is centered on a solid blue background. The letter has a slight shadow and a gradient, giving it a three-dimensional appearance.The background of the right side of the slide features several overlapping white shapes: two circles at the top and two rounded rectangles below them, all with soft shadows.

# BLENDED LEARNING@NLC

**Using Microsoft Teams to hold Live  
Lessons**

## For parents

- You should have received an email informing you about consent for the use of Teams by your child when they are isolating.
- Your permission to allow your child to access live lessons is implied. If however you do not wish your child to use Teams for live lessons then they do not have to join them, but please inform school to prevent staff phoning constantly to ask why.
- Some lessons are not offered as live “meetings”, but where that is the case the work for your child is clearly set through that teachers Team.



# Safeguarding information for Parents

- All normal school safeguarding policies apply.
- Live lessons may not be videoed, photographed or recorded in any way by anyone other than the teacher leading the lesson. Any evidence that this has occurred will be dealt with under the schools safeguarding digital policy and can result in permanent exclusion.
- **Feel free to support your child in their learning, but please do not ask questions or make comments during lessons. Any comments or concerns should be made via phoning or emailing the school. Any instances of parents attempting to communicate during a live lesson will result in the teacher removing their child from that lesson and could prevent their child from participating in further live lessons in all subject areas on Teams**



# Live Lessons

T



- **Before joining a lesson**
  1. Make sure you are in a space you can work in.
  2. Make sure you have downloaded the materials you might need.
  3. Some of your lessons deal with issues that are age appropriate to you. Make sure no younger people also in your house can hear your lessons. Ideally you may want to use headphones.
- **When joining a lesson**
  1. Join on time – if you are over 5 minutes late then you may not get to join the lesson at all!
  2. Make sure you microphone and camera are off
  3. Listen and watch carefully
  4. Try all the tasks you are asked to do
  5. Ask questions in the conversation area.
  6. Be patient!
- **Live lessons may not be videoed, photographed or recorded in any way by anyone other than the teacher leading the lesson. Any evidence that this has occurred will be dealt with under the schools safeguarding digital policy and can result in permanent exclusion.**

# Teams Vocabulary!

- **Team** – think of this as your class. You will have a Team for every class you are in.
- **Meeting** – think of this as a lesson.
- **Conversation** – think of this as a message board that enables you to communicate within your Team.



# When you are isolating

- You now follow your normal timetable using Teams.
- All lessons delivered live using Teams
- All teaching materials put on Teams so you can access them.
- It is a way for you to stay connected to school, learn alongside your classmates, have contact with your teacher and have the best learning experience even though you can't be in school



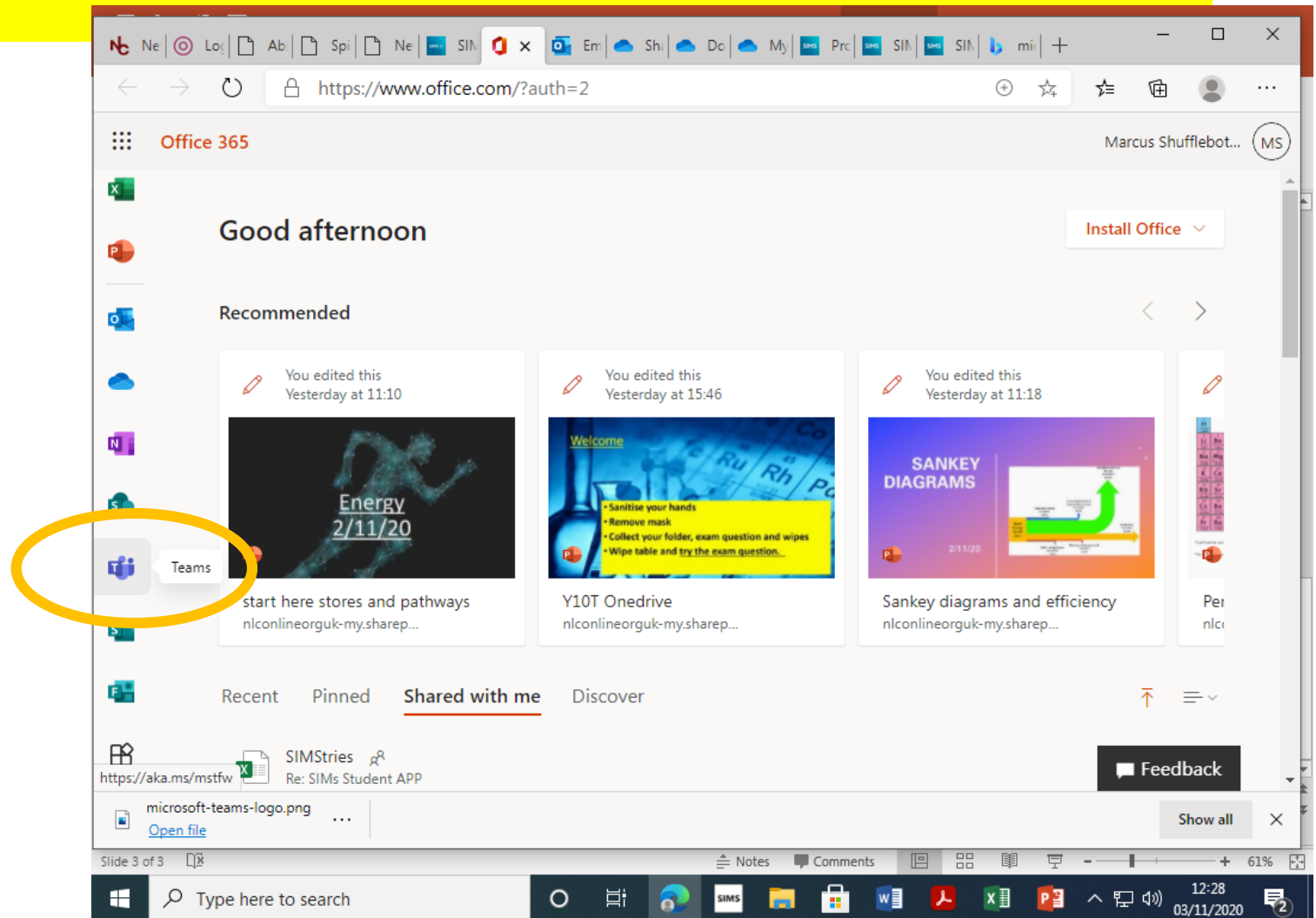
# You need to be able to.....

1. Find Teams
2. Find each of the Teams you are in
3. Join a “Conversation” with your Teams
4. Join a lesson



# Step 1 – Getting on Teams

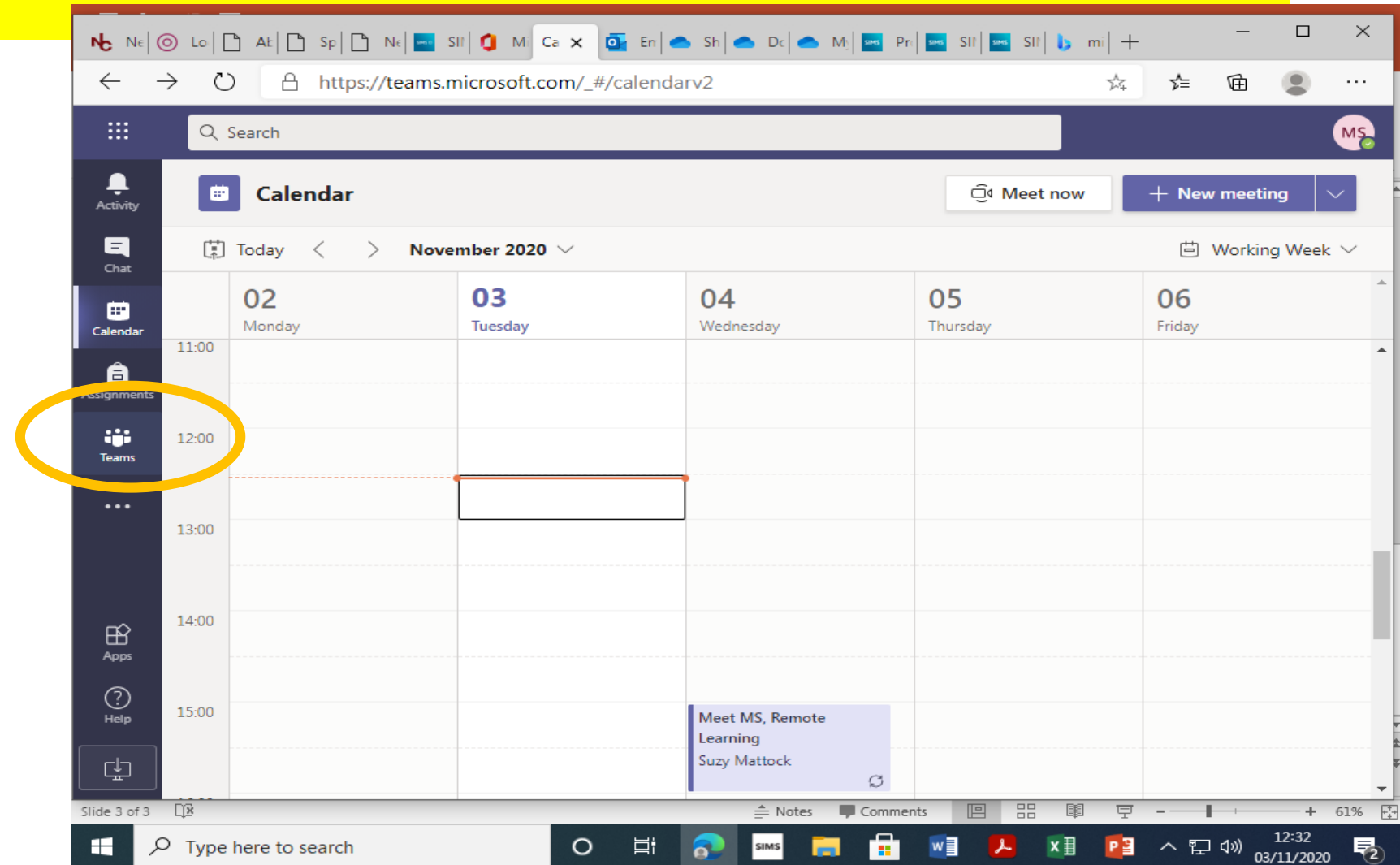
- Log into Microsoft 365.
- Click on the “T” logo.





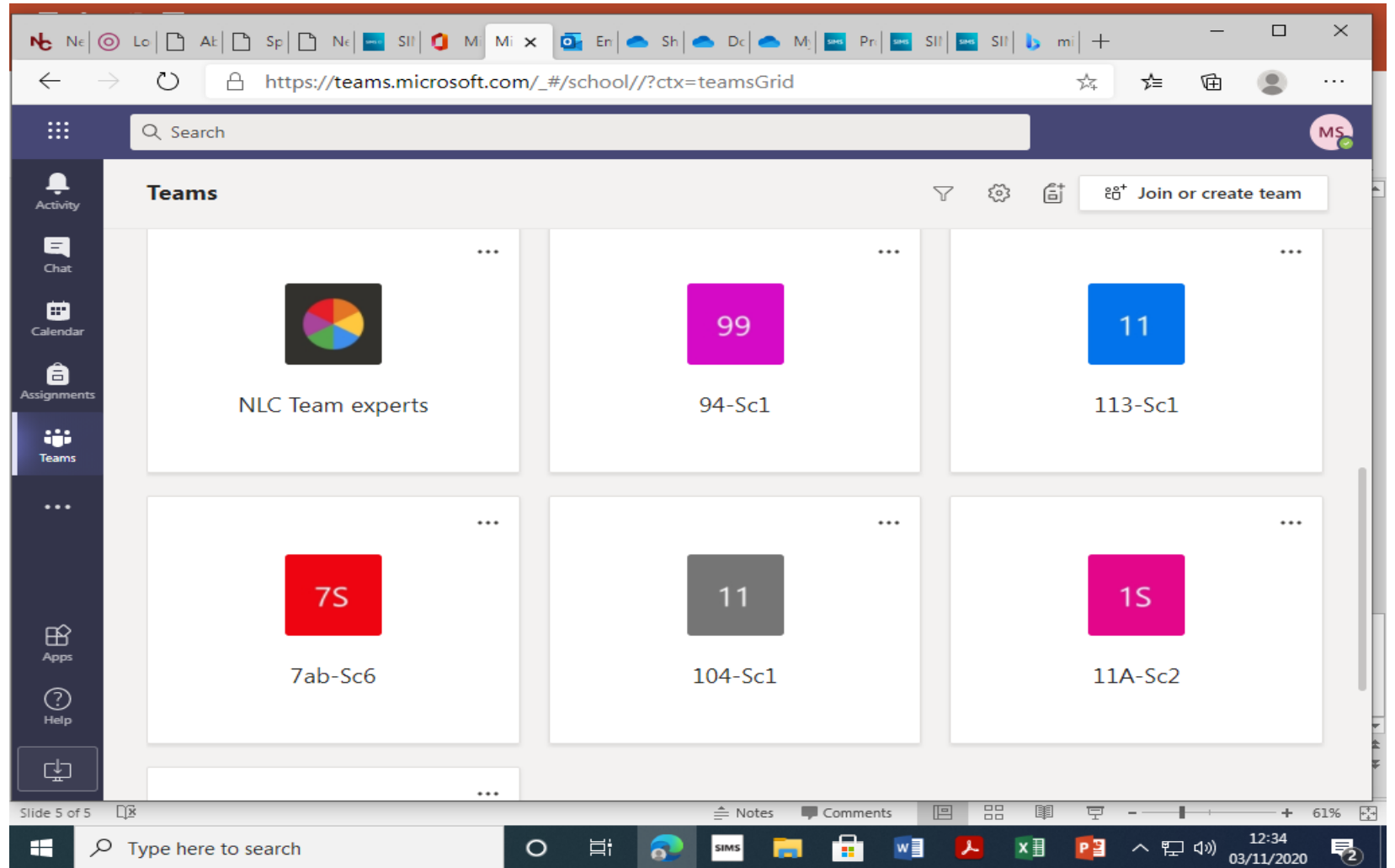
# Step 2 – Locate your Teams

- Click on “Teams” on the left hand side of your screen



# Your Teams

- All your classes should appear
- Click on a class.



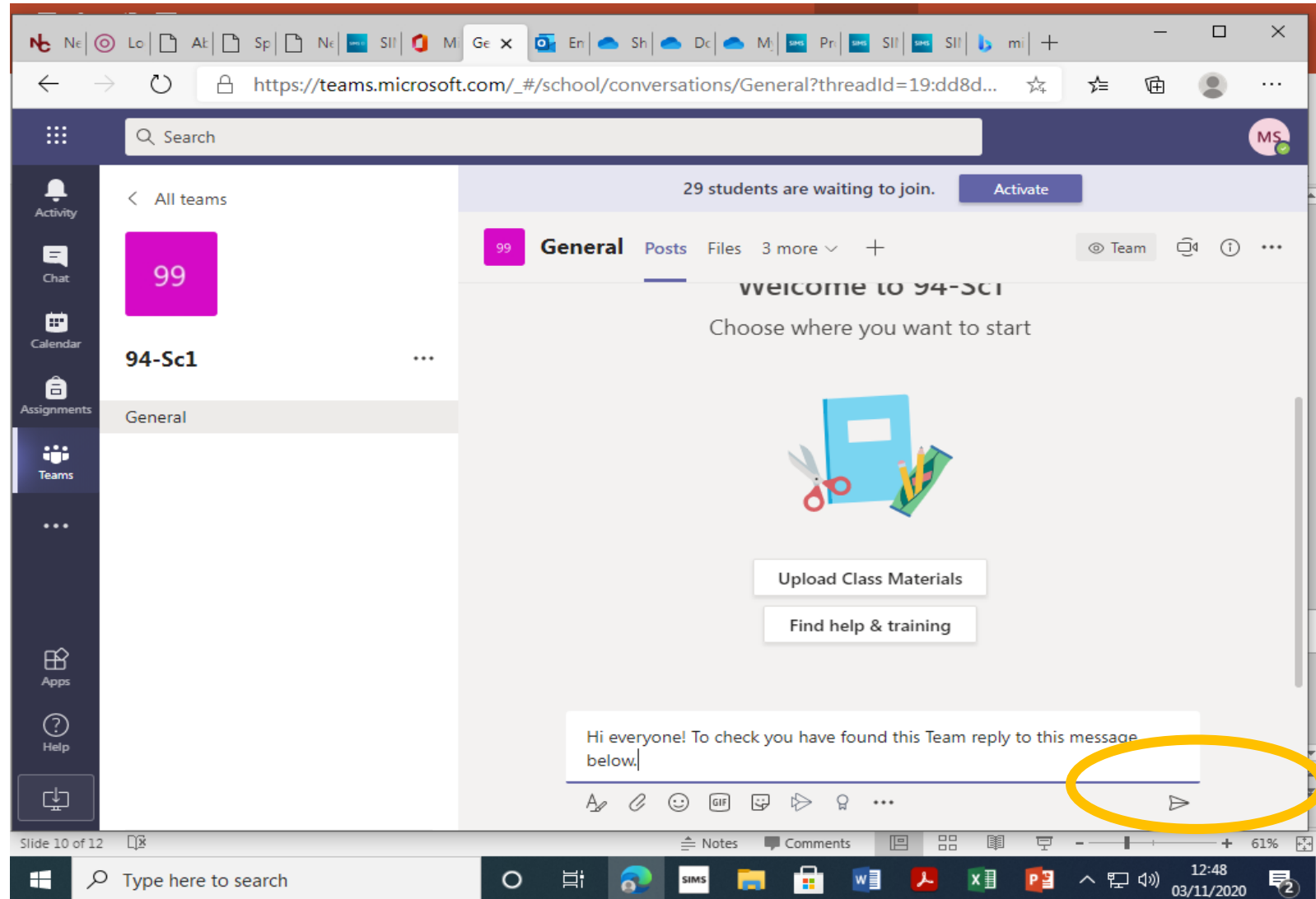
The screenshot displays the Microsoft Teams web interface. The browser address bar shows the URL [https://teams.microsoft.com/\\_#/school/?ctx=teamsGrid](https://teams.microsoft.com/_#/school/?ctx=teamsGrid). The main content area is titled "Teams" and features a grid of six team cards. Each card includes a colored icon and a name:

- Top-left: NLC Team experts (icon: multi-colored circle)
- Top-middle: 94-Sc1 (icon: purple square with "99")
- Top-right: 113-Sc1 (icon: blue square with "11")
- Bottom-left: 7ab-Sc6 (icon: red square with "7S")
- Bottom-middle: 104-Sc1 (icon: grey square with "11")
- Bottom-right: 11A-Sc2 (icon: pink square with "1S")

The interface includes a left-hand navigation pane with icons for Activity, Chat, Calendar, Assignments, Teams (selected), and Apps. A search bar is located at the top of the Teams section. The bottom of the screen shows a Windows taskbar with the search bar and various application icons, including SIMS, File Explorer, and Microsoft Word. The system tray indicates the time is 12:34 on 03/11/2020.

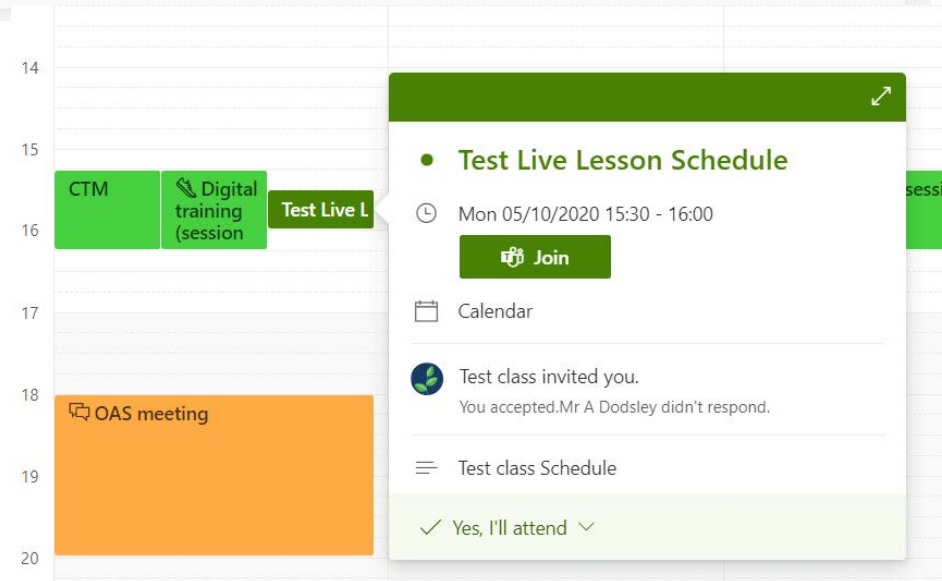
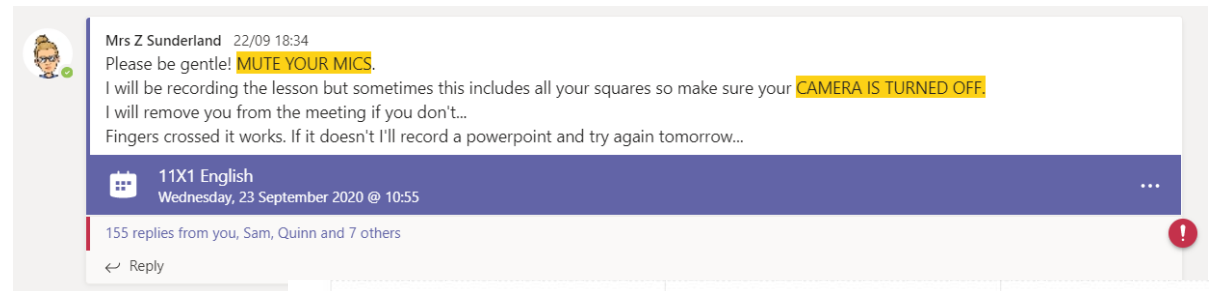
# Adding to a Conversation

- You can simply type a message which all your Team will see.
- When your message is ready then click on the paper aeroplane symbol



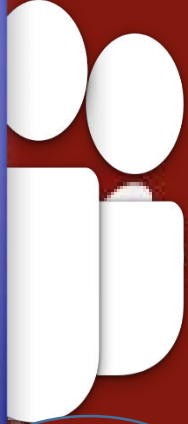
# How do know there's a lesson?

- It is posted on the general page of the Teams group – (this is the message in the bottom box)
- You get an email notification.
- It appears in your Outlook Calendar:



# Live Lessons

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## • **Top tips:**

- Get ready to learn! Have all equipment ready you need.
- If you can't see what the teacher is sharing then leave the lesson and re-join
- This is just like being in a classroom, respect everyone as you are expected to as if you were in school.

## • **Chat function:**

- Only to be used for asking the teacher questions.
- No other comments, no chatting to other students, no GIFs or Emoji's.

## • **Microphone rules:**

- Mute your microphone
- If the teacher asks you to speak then you can unmute it.
- If you unmute without permission you will be removed from the lesson.
- **Live lessons may not be videoed, photographed or recorded in any way by anyone other than the teacher leading the lesson.**

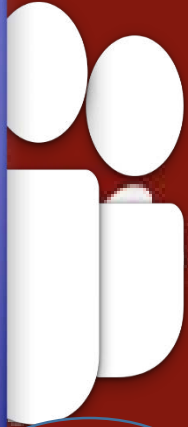
# Going Live!

- When you are ready to join your meeting click on “Join”
- You can do this through your calendar or on your Team “Conversation” page.

The screenshot displays the Microsoft Teams calendar interface. The browser address bar shows the URL [https://teams.microsoft.com/\\_#/calendarv2](https://teams.microsoft.com/_#/calendarv2). The interface includes a search bar, a navigation sidebar with icons for Activity, Chat, Calendar, Assignments, Teams, Apps, and Help, and a main calendar view for November 2020. A meeting titled "Science" is scheduled for November 3rd, 2020, from 15:00 to 15:30, organized by Marcus Shufflebottom. A "Join" button is visible next to the meeting entry. The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

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# Know your tools!

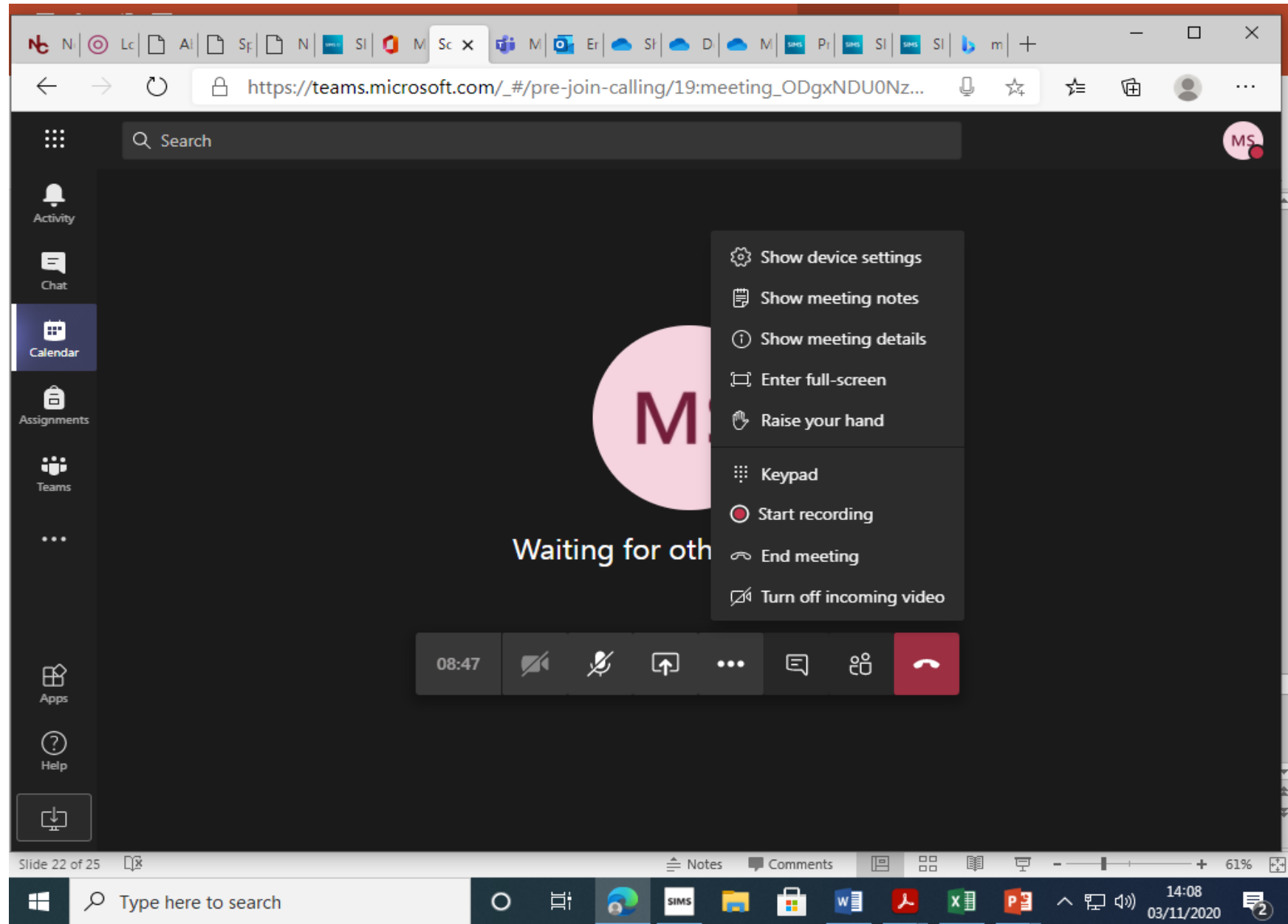
1. Camera on/off – turn your camera off!
2. Microphone mute/unmute- mute your microphone!
3. Share – do not use this unless asked
4. Three dots (more options)
5. Show conversation – click on this and you can type questions to your teacher

The screenshot displays the Microsoft Teams meeting interface. At the top, there is a search bar and a navigation pane on the left with icons for Activity, Chat, Calendar, Assignments, Teams, Apps, and Help. The main area shows a large pink circle with the letters 'MS' and the text 'Waiting for others to join...'. Below this is a control bar with icons for camera, microphone, share, more options, chat, and participants. The icons for camera, microphone, share, more options, and chat are numbered 1 through 5 in yellow boxes. The bottom of the screen shows a Windows taskbar with the search bar and various application icons.



## Three dots

- You can access the lesson materials by clicking on “Show meeting notes”
- You can “Raise your hand” if you have a question. Put your question in the “Conversation” section.



The screenshot displays the Microsoft Teams meeting interface. The browser address bar shows the URL: [https://teams.microsoft.com/\\_#/pre-join-calling/19:meeting\\_ODgxNDU0NZ...](https://teams.microsoft.com/_#/pre-join-calling/19:meeting_ODgxNDU0NZ...). The left sidebar contains navigation icons for Activity, Chat, Calendar, Assignments, Teams, and Apps. The main area shows a large 'M' logo and the text 'Waiting for other participants'. A context menu is open over the 'M' logo, listing the following options: Show device settings, Show meeting notes, Show meeting details, Enter full-screen, Raise your hand, Keypad, Start recording, End meeting, and Turn off incoming video. At the bottom, a meeting control bar includes a timer (08:47), icons for mute, video off, screen share, and a three-dot menu. The Windows taskbar at the very bottom shows the search bar and several open applications.