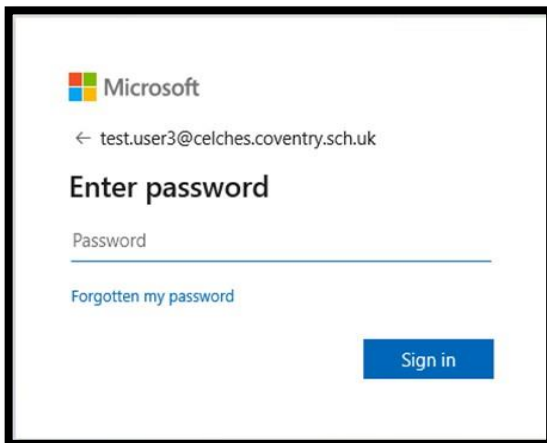


Virtual Live Lesson—Student Guide

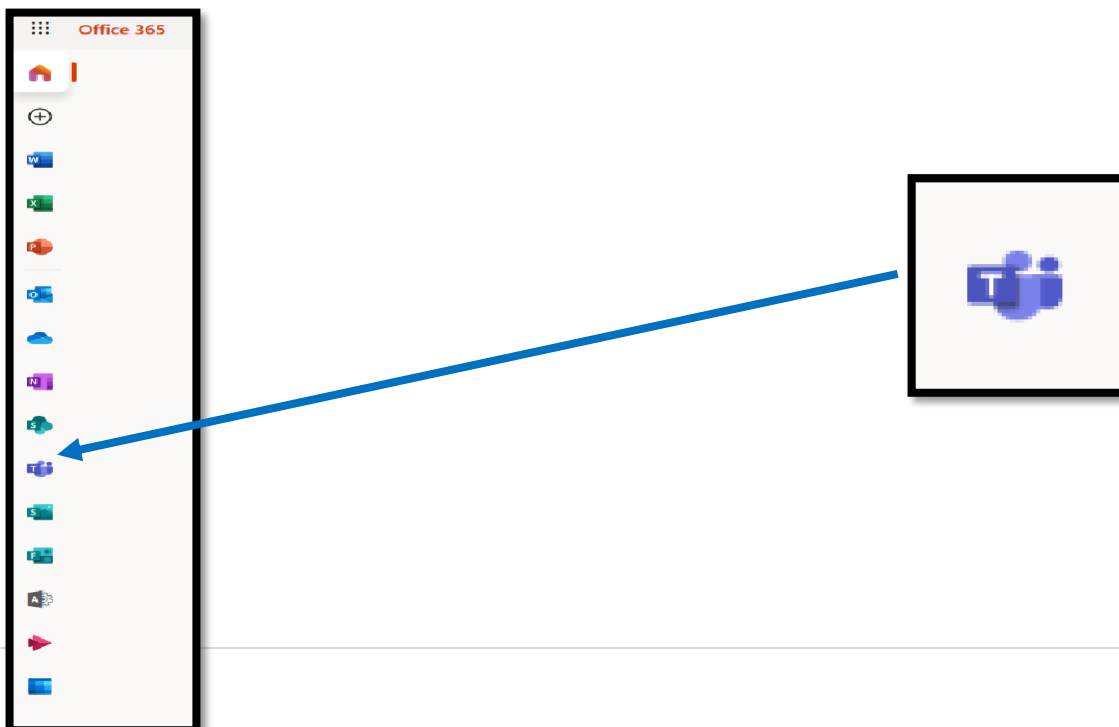
In preparation to your live lesson you will need:

- School Login details
(your school Microsoft login for the VLE eg, and Chromebook login if you have the schools device)
- Device (with keyboard and mouse or mouse pad) to work on with an Internet Browser such as:
(Microsoft edge)
- Microphone/Speaker turned on and Camera Turned off if you have one.
- Internet Connection (WiFi)
- Pen/Pencil and paper
- Read the 'Code of Conduct' for Live lessons'

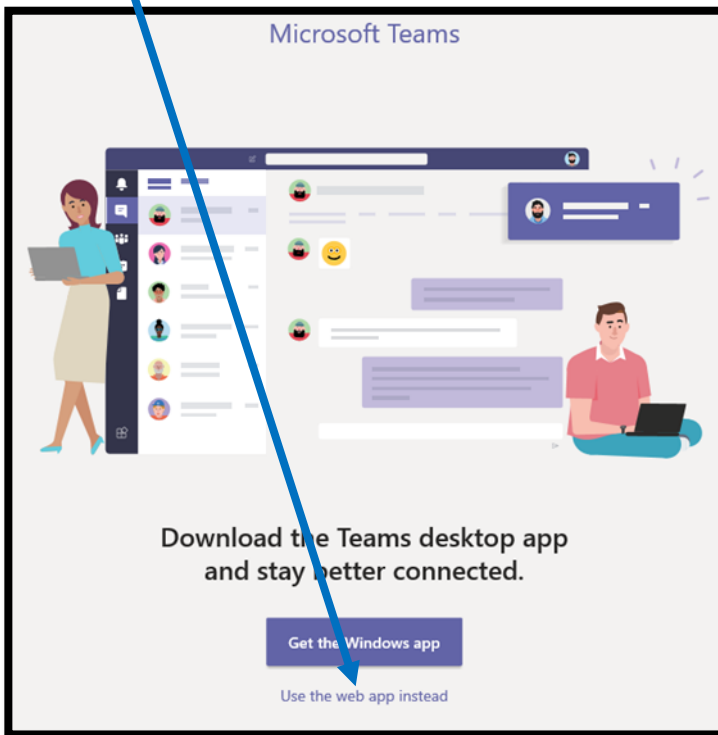
Step 1: Login to your schools account via Office.com. (If you don't know your login please contact school)



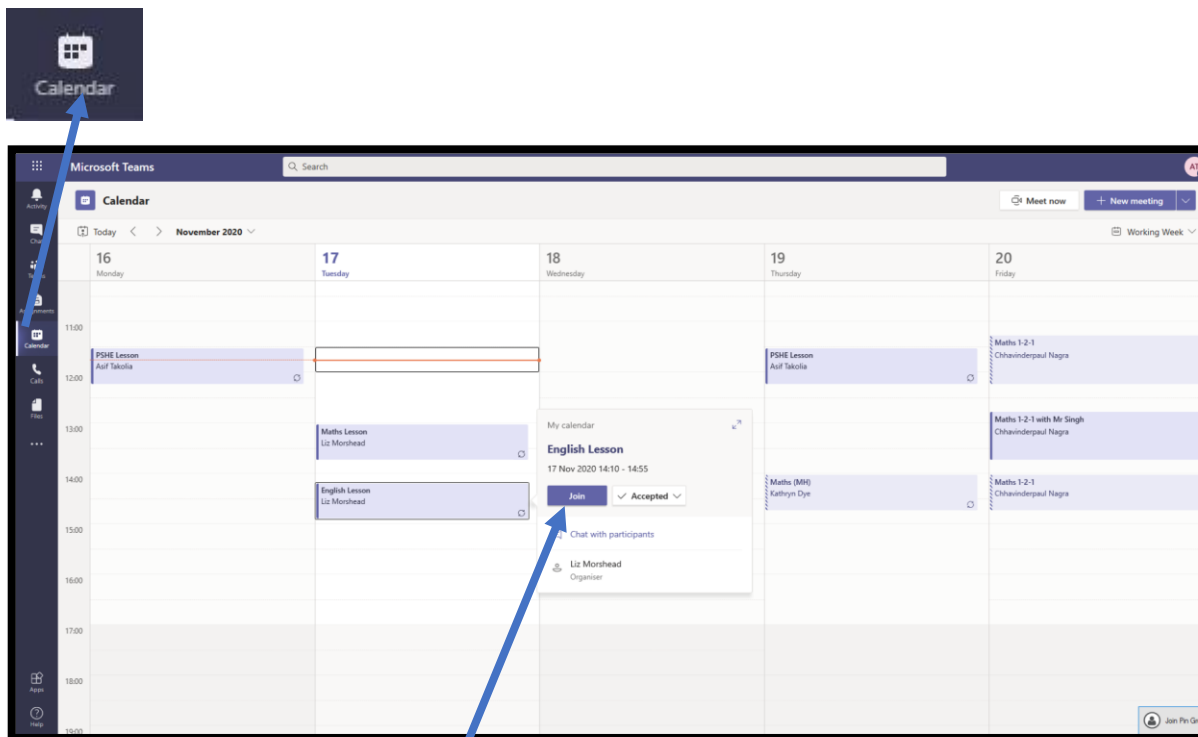
Step 2: Open **Microsoft Teams**, by clicking the icon on the left-hand side.



Step 3: You can use either the App Version or the Web App Version at this point. If you do not have the app installed please use the **'Web App' version**.

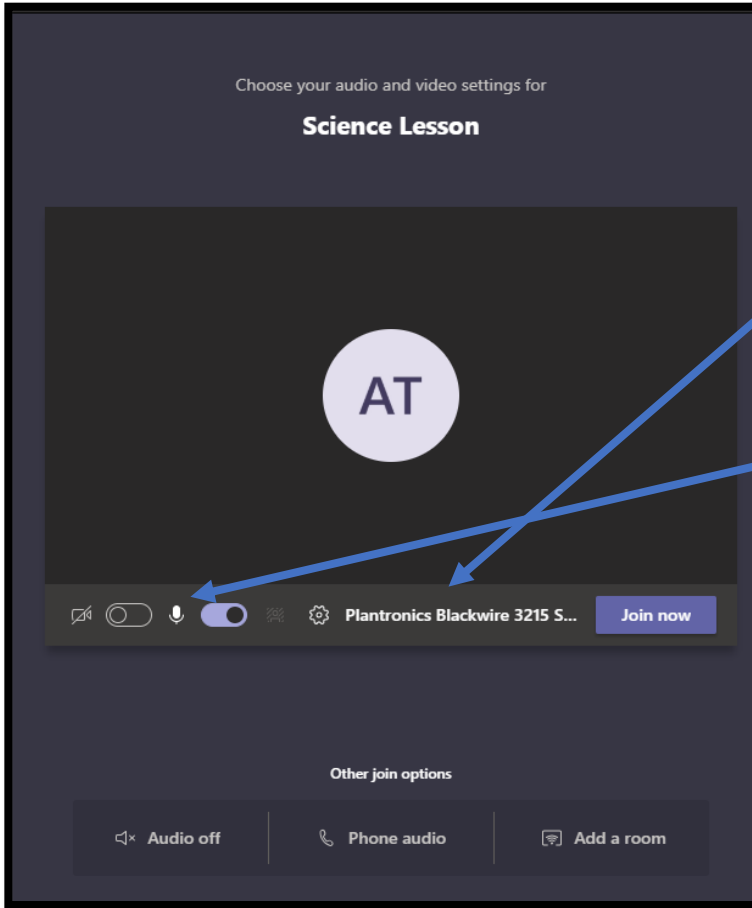


Step 4: Access the **Calendar** button to see your lessons. This can be found on the left-hand side in the Teams App.



Step : Find your lesson and click 'Join'

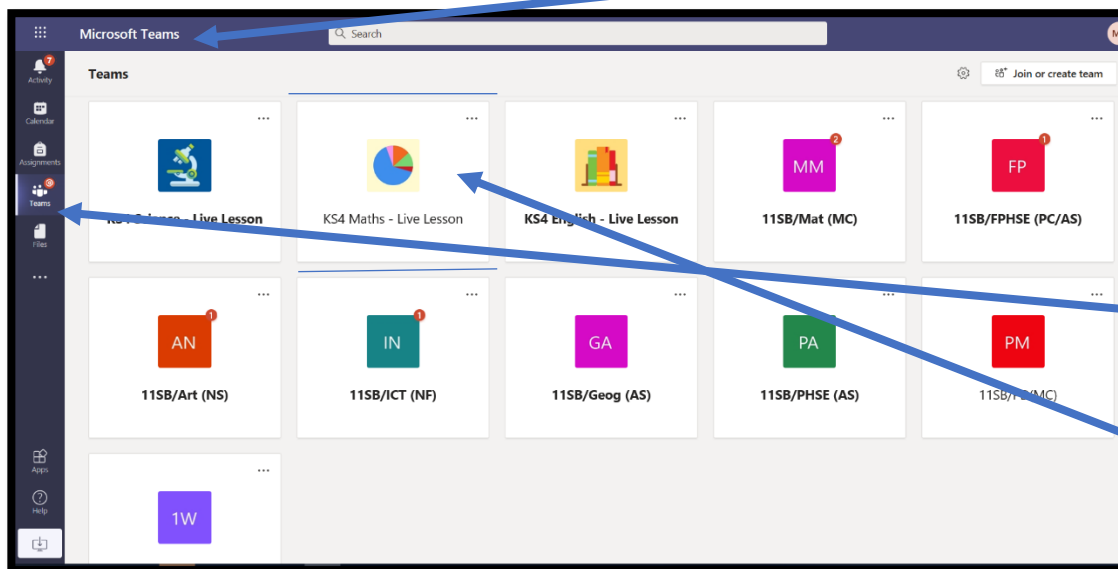
Step 5: Press 'Join' and follow the instructions



This is to change your speaker settings if you need to. Do not change if you are using your computer speaker.

You will need to put your microphone and camera on for the lesson.

Alternative Way to Access LIVE Lessons ONLY

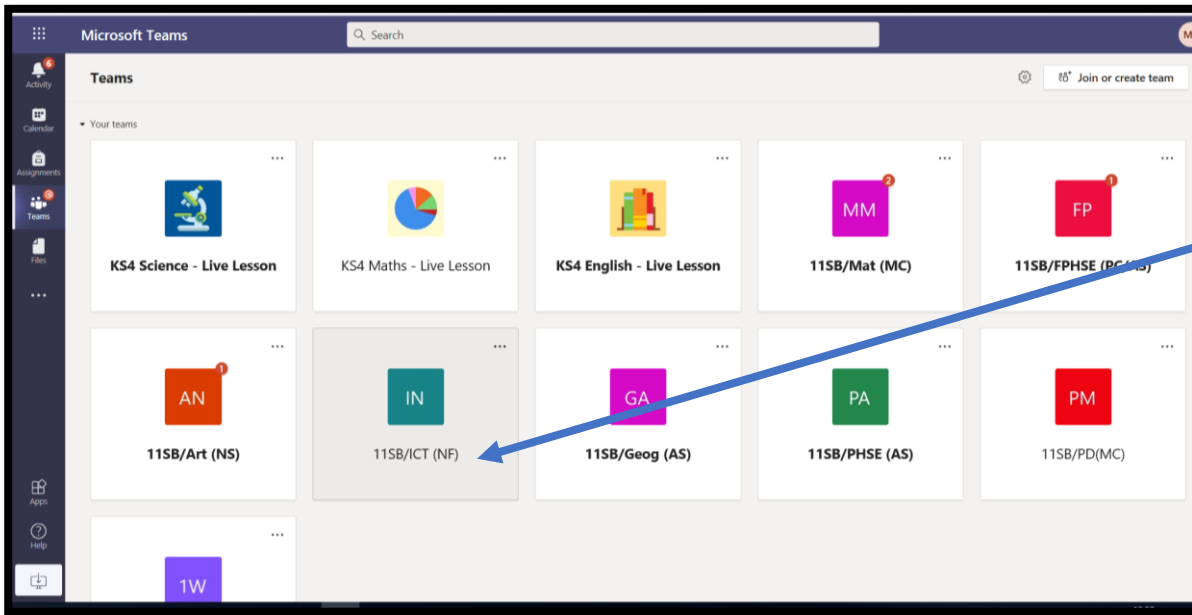


1) Click onto 'Microsoft Teams' (see steps 2 and 3 above)

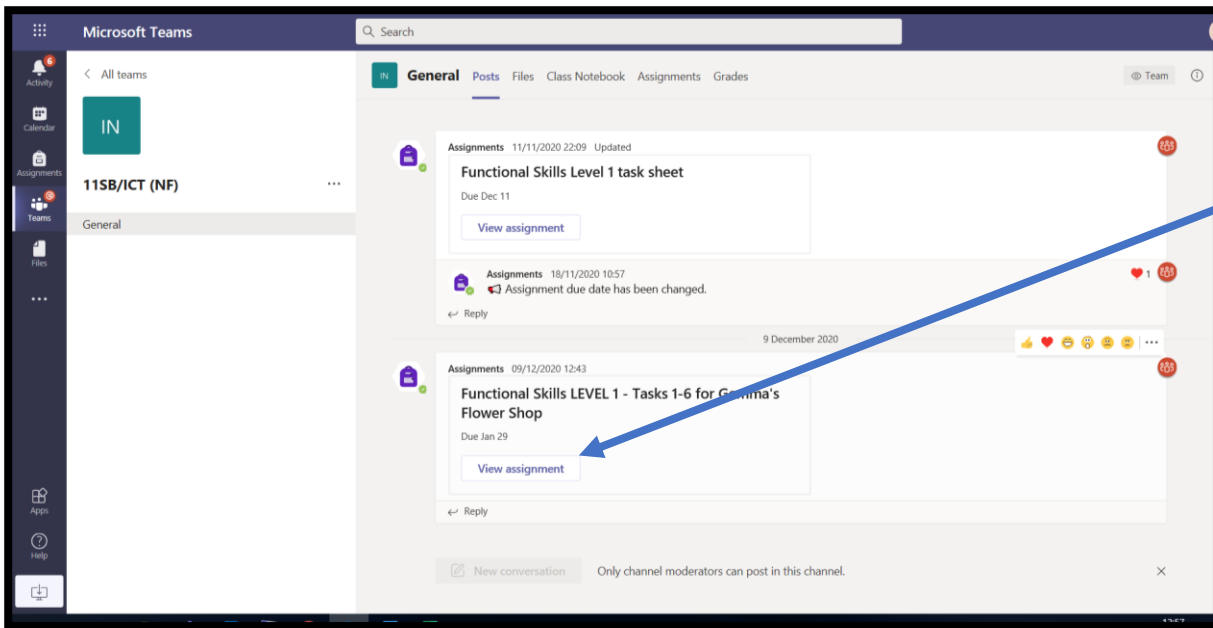
2) Click onto 'Teams' on the left-hand side.

3) Click onto the LIVE lesson box icon

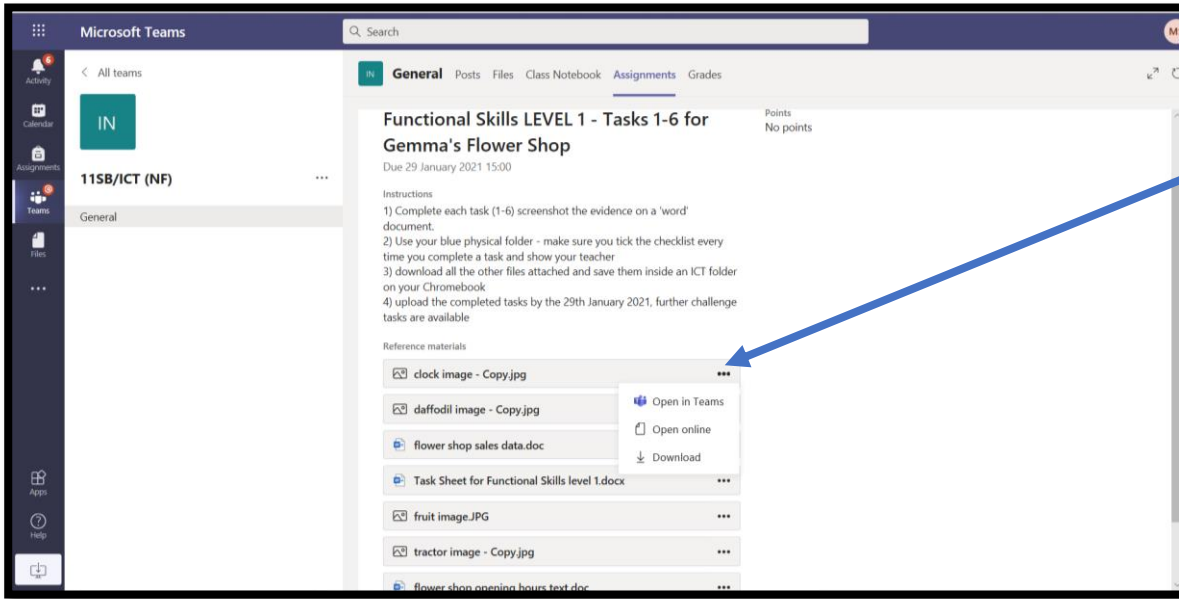
Distance Learning – How to Access your work from home



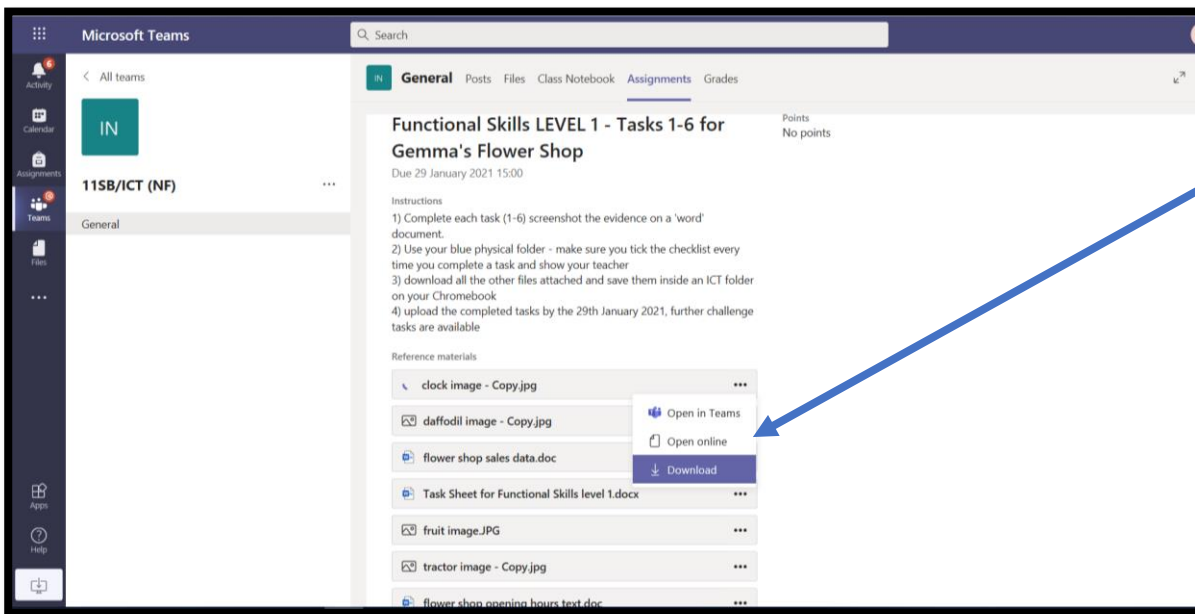
1) Click onto your normal Lessons for home learning – to access your work NOT live lessons



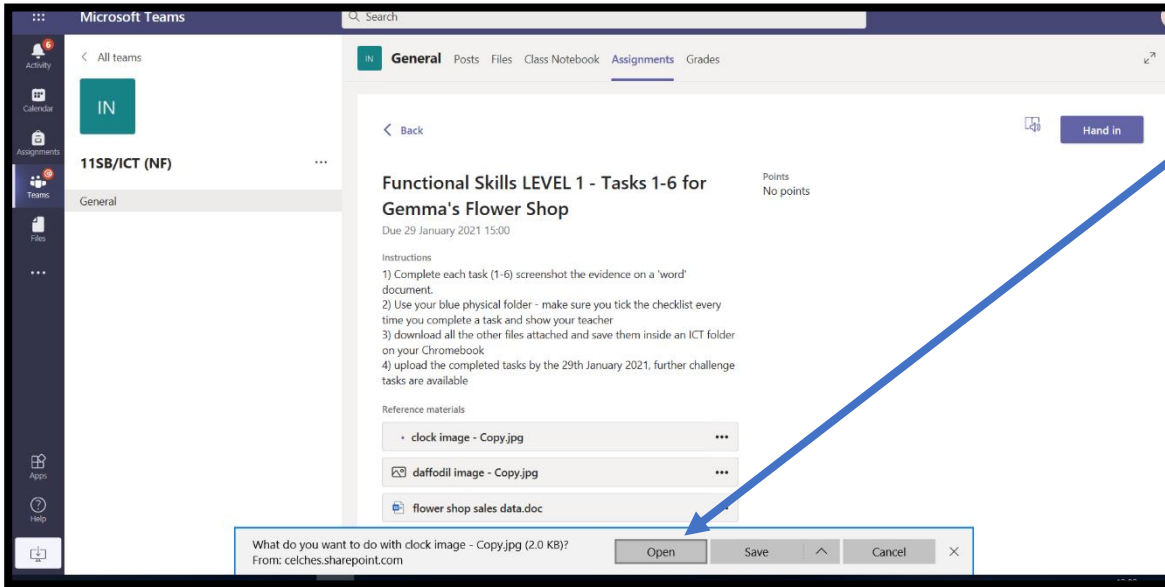
2) Click onto 'view assignment'
This will open up your work that was set by the teacher.



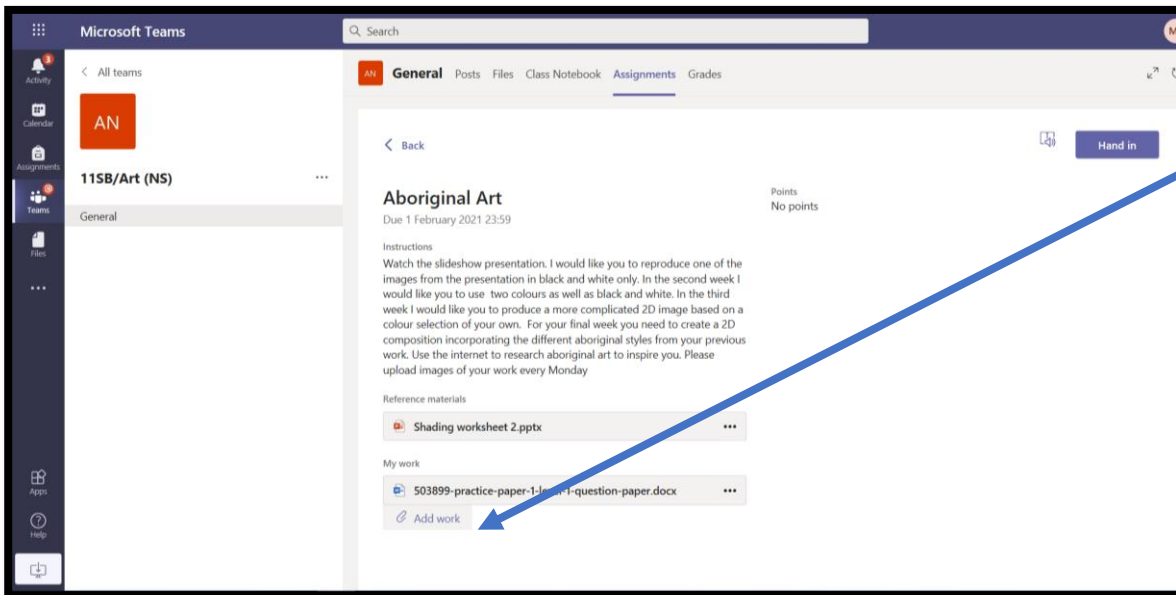
3) To open your work you need to click onto the 'three dots'- and a drop down menu will appear



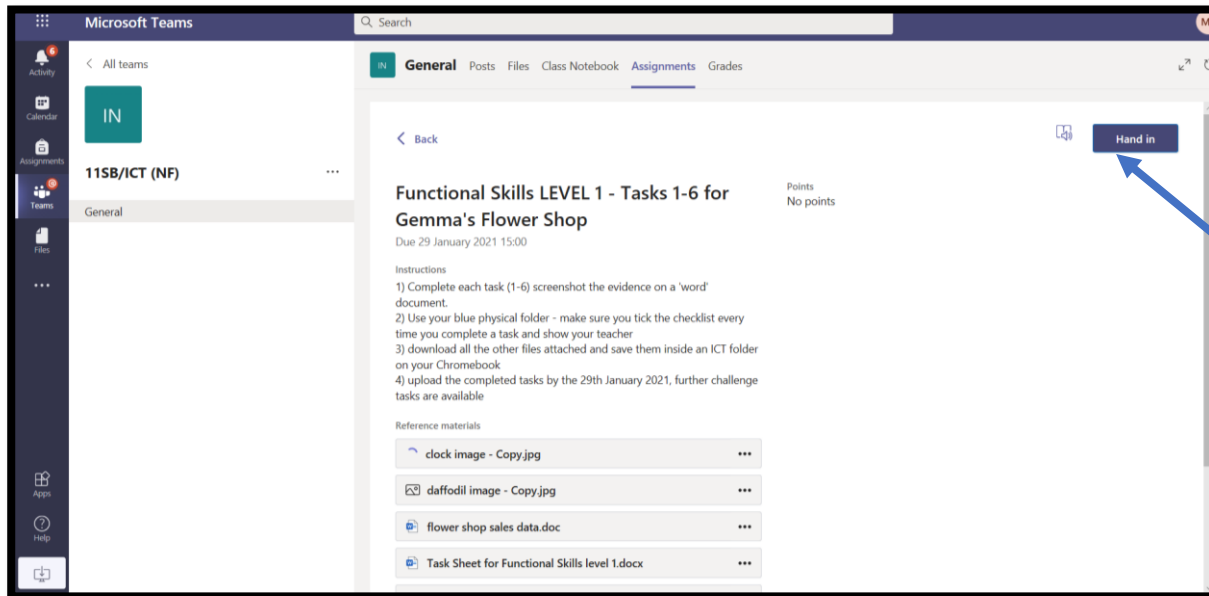
4) You can either - Open online or Download.



5) if you download – you can open it up and then save your document



6) You need to 'Add work' select what you want to add and it will appear here.



7) To 'hand your work in' click the blue button that says, 'hand in' ALL DONE!

You have just handed your work in!

Good job!

Concerns or Queries

- Any Issues please call Wyken on 02476 978 190

Guidance Notes

- You can also ACCESS your LIVE LESSONS via the LIVE-Maths etc... 'see above on 'Alternative way to access your LIVE lessons'
- Please see 'Distance learning how to access your work from home' above.
- All scheduled live lessons will appear on your 'calendar' via teams on the VLE
- In your live lessons there will be the following present:
 - Class teacher
 - support teacher
 - and the designated class
- You must turn your camera on and your microphone on for lesson engagement
- Listen to the instructions given by your teacher
- Any technical issues you may have try:
 - Refreshing your page
 - Restarting your device
 - Contact Wyken for any technical difficulties you are experiencing if none the above work.
- Make sure you have read the 'Code of Conduct' for live lessons.