

## **Selston High School**

### **How will Microsoft Teams be used?**

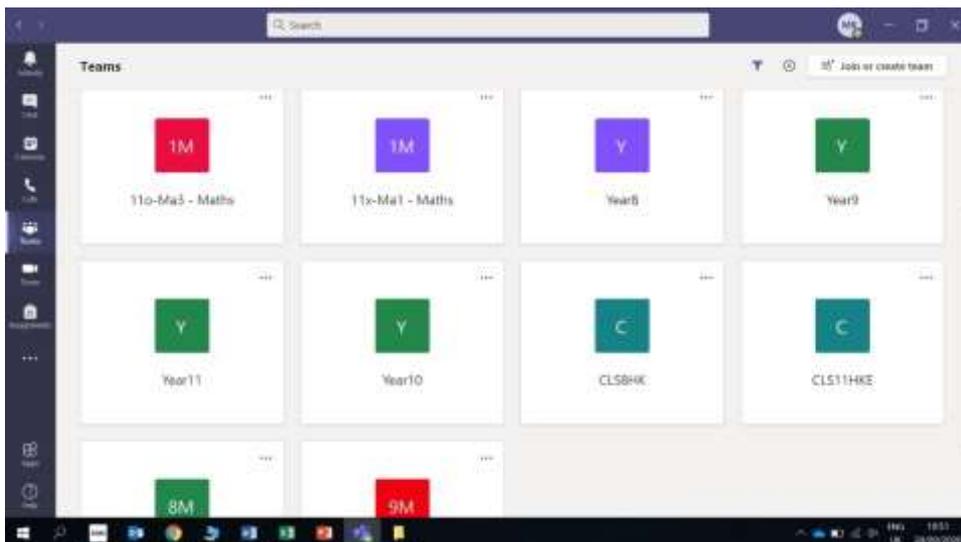
Teachers will deliver a section of live teaching ranging from 10 to 40 minutes depending on the need for that lesson, this will take place at the time your student would normal be in that lesson. Lessons will feature teachers talking through material, which will be visible on screen, such as PowerPoints, notes, diagrams and websites and/or giving instructions regarding a task to be completed. All sessions will be audio only, with no video of pupils. Staff will then set tasks linked to the live lesson via suitable platforms or through tasks set in their Team.

### **How can pupils access Microsoft Teams?**

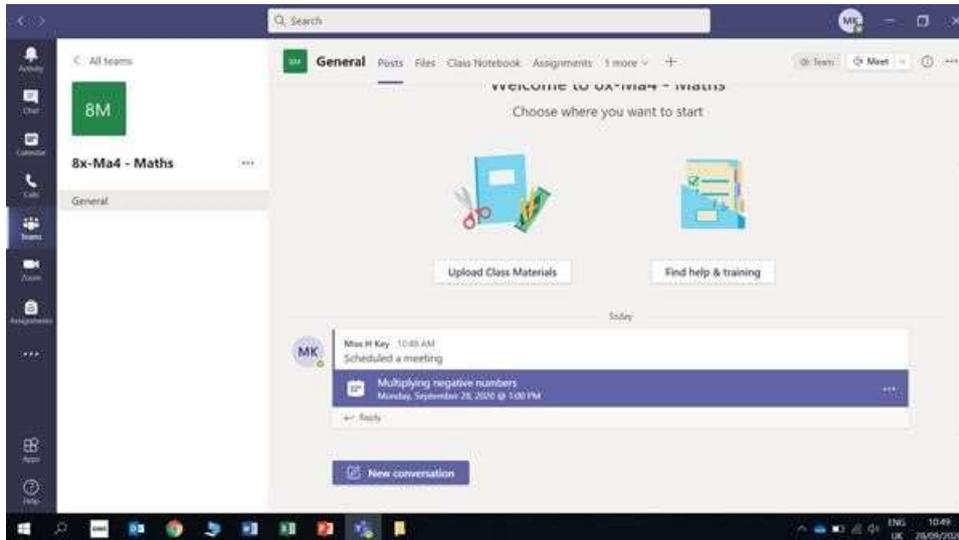
1. Go to the Microsoft Teams website [teams.microsoft.com](https://teams.microsoft.com) or download the Microsoft Teams app to a smartphone or tablet.
2. Pupils can sign in using their school login details. Their username is their school email address e.g. `username@selstonhigh.org.uk`, and their password is the password they use to sign in to their school account/emails.
3. Teams – Click on the 'Teams' tab on the left-hand side of the page. This shows all of the classes that the pupil has been added to. Teachers can upload files into these areas and share videos with pupils.

### **How do pupils access live lessons?**

1. Login to Office 365 or open the Teams app.
2. Select the Teams icon, here they should see all the classes they are part of.



3. When students reach the Teams page, they will be able to click on the class and view any activity from the teacher. In 'Files' they will find any tasks or previous PowerPoints for lessons in a folder with the date that lesson took place.



4. When it is time for their class to begin, they will see a Join Now button either at the bottom of Posts tab or in their calendar when their teacher begins the call. Students will select that Join Now button, and they will then see their teacher and/or the lesson slides.

