

Student Guide to Live Lessons on

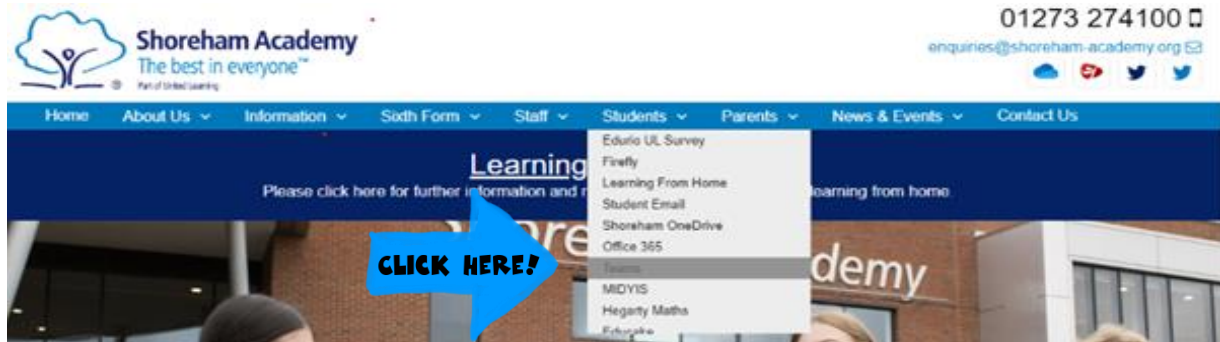


Shoreham Academy will be using 'live' lessons during scheduled lesson times.

The information below will enable you to access a live lesson.

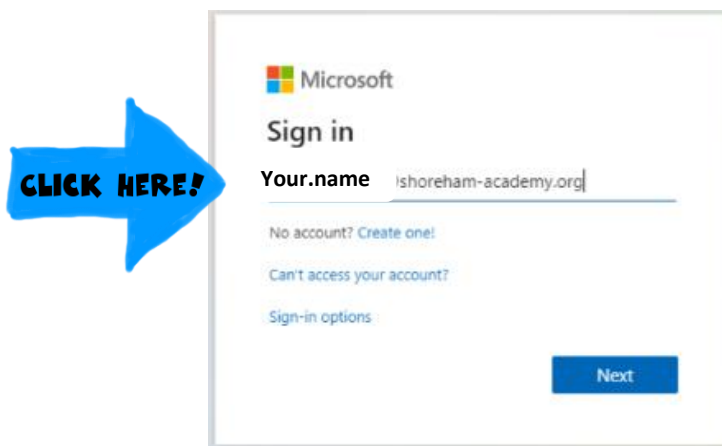
1. Go to school web site – home page
2. Click 'Student' tab and then 'Teams'

You can also access your live lessons using your Outlook calendar, Teams calendar or MS Teams app by downloading this from the app store or play store on your phone. Whichever route you take to your live lesson, the key is to check the calendar where the link to your lesson is found.



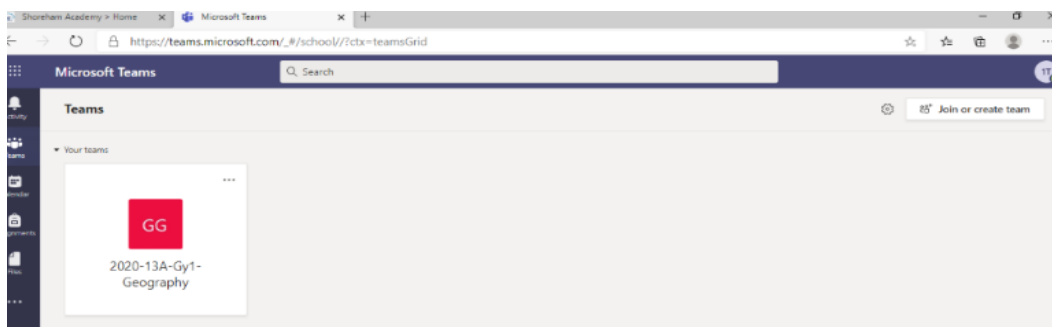
3. Enter your email address and password, e.g. joe.bloggs@shoreham-academy.org This is the same as your academy outlook log-in & Firefly.

Password: If you do not know or have forgotten your e-mail password and need a re-set please contact the academy on phone (01273 274100) or via alternative e-mail address to helpdesk@shoreham-academy.org.

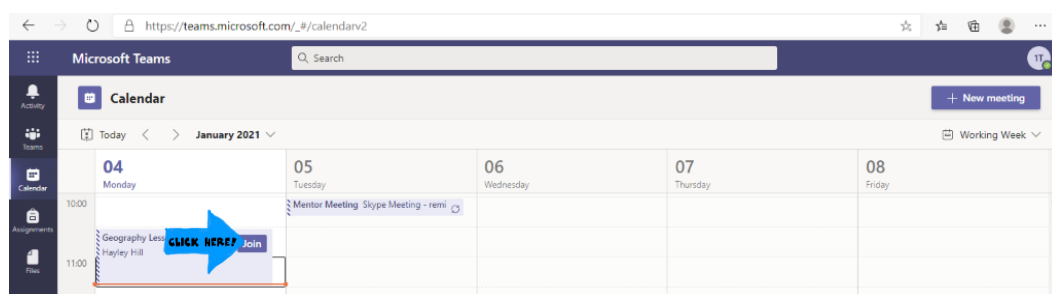


4. You will then see an image like the one below; this will show most if not all of your classes or 'Teams'. If your class is not displayed, then please do not worry; it might be that your teacher has not yet activated the set-up of your class.

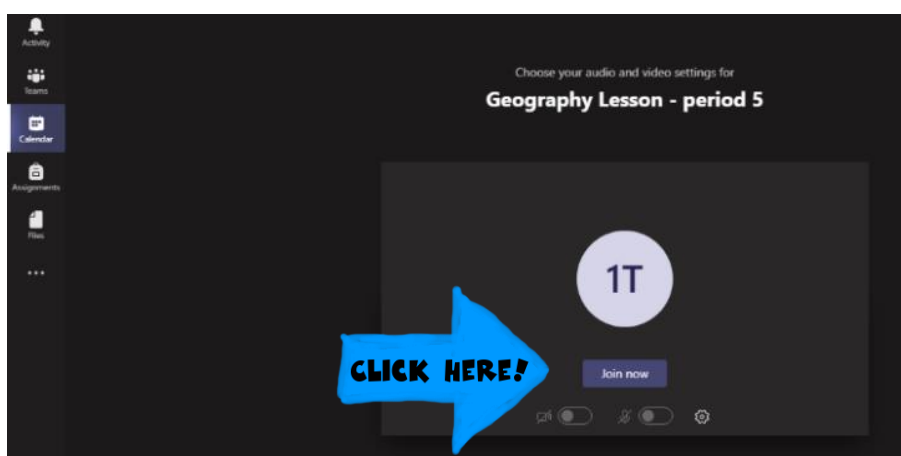
Student guide to Live Lessons using MS TEAMS



5. There are a number of ways to access your lesson. The best way is to go to 'calendar'; on the left hand side of the screen. Then click 'join', this is alongside the timetabled lesson that you should be joining and would normally join if in school.



6. Once you have clicked 'join' on the calendar; your screen will look like the image below. You then click 'join now'. At this point you may be asked to wait in a 'lobby' until the teacher admits you into the class – do not worry if you are asked to wait to be let into class.



7. Live Lessons Class Protocols, Rules & Expectations

1. Students must be dressed appropriately for the duration of the video lesson.
2. Students must remain on mute until invited to speak. Your microphone may have been disabled by the teacher so do not worry if you cannot switch it on.
3. Students should be ready and waiting at the starting time of the lesson – this means work out ready, with writing equipment ready, to receive/join the call via MS Teams.
4. Students will respond to any register being taken by the teacher. Electronic registers of attendees may also be used.
5. Students are not allowed to record or capture/screen grabbing content from the video call/Ms Teams lesson. **This would be considered a serious breach of ICT Acceptable Use**

policies and would be followed up under the behaviour and ESafety policies. Any resources used will be shared with students by the teachers.

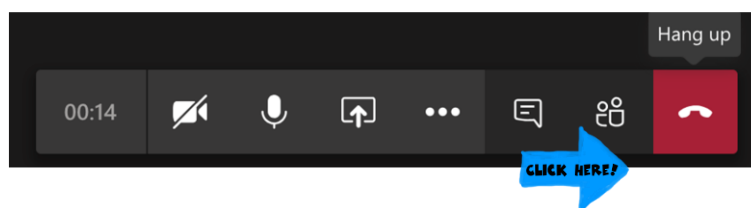
6. Students should remain in a public part of their house wherever possible.
7. Devices should not be used in the bathroom or anywhere in the house your parents and carers do not give permission.
8. Students should respond to requests to contribute either verbally or via chat or hands up functions.
9. Students should wait in the lobby until they are admitted by the teacher.
10. Students should behave appropriately just the same as if they were in class.
11. Students must leave a Meeting when instructed to do so
12. Remember to get involved in the learning; ask questions using **'hands up'** function or using 'chat box'.



13. Make sure you complete pre and post tasks that may have been set on Firefly, which may include HW as well.

8. At the end of the lesson, the red button will end your call and take you out of the class.

Lessons may be recorded or part recorded and added to the MS Teams channel for that class by staff if this is required.



9. You might be directed to other useful parts of MS Teams by your teacher

CLICK HERE!

General Posts Files Class Notebook Assignments Grades

MS **Files** may contain class materials and could be used as a folder for work returns of files that a teacher may want you to look at. **Class Notebooks** give you your own online notebook that can store your class notes (You may also have other notebooks for different subjects that are not linked to your Team). You might also be set "**Assignments**" for a class. To see these, click the assignments tab.

Finally, we understand that this will be new to many students so if you are experiencing technical difficulties please get in touch with us for support. Here is a useful student video please see [Student & parent guide to MS teams](#) [CLICK HERE](#)