

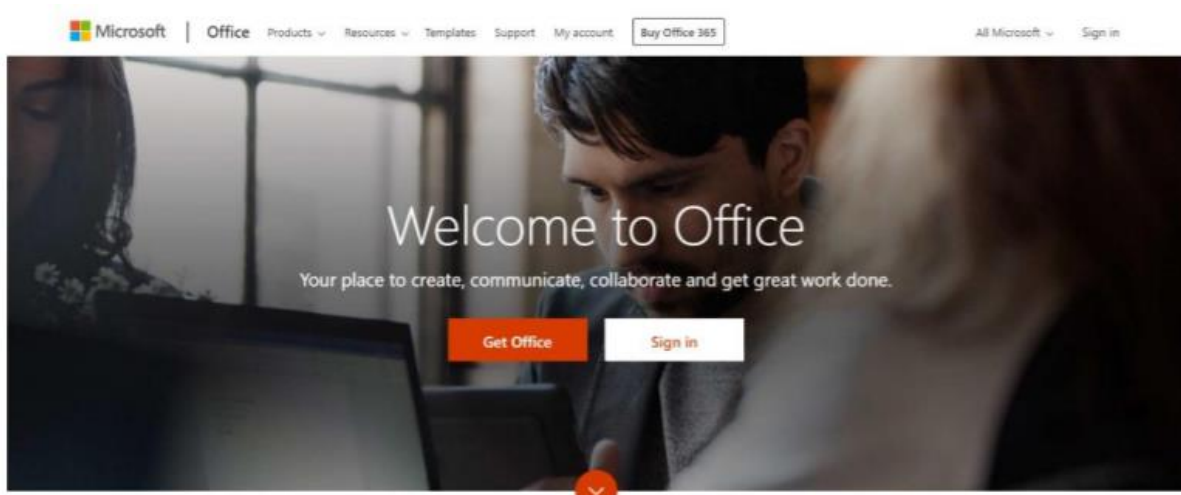
# A Student Guide to Using Microsoft Teams

This brief guide will tell you:

- How to log on
- How to open your TEAMS
- How to access 'live lessons'

## How to log in:

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to [www.office.com](http://www.office.com)

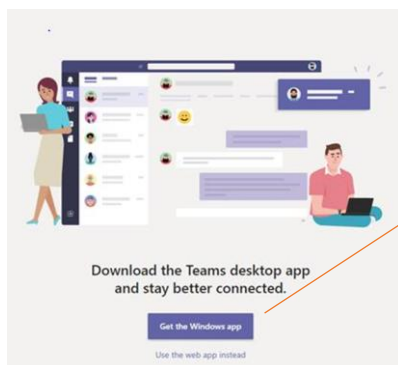


Click sign in and sign in with your full school email address: this is a two digit number, your initials and then two further digits followed by @ndacademy.co.uk. for example:

19SA01@ndacademy.co.uk

You will then be directed to the login page for the Trust – log in using the details that you would use to log in to the computers at school.

You may get the following screen when you have signed in:

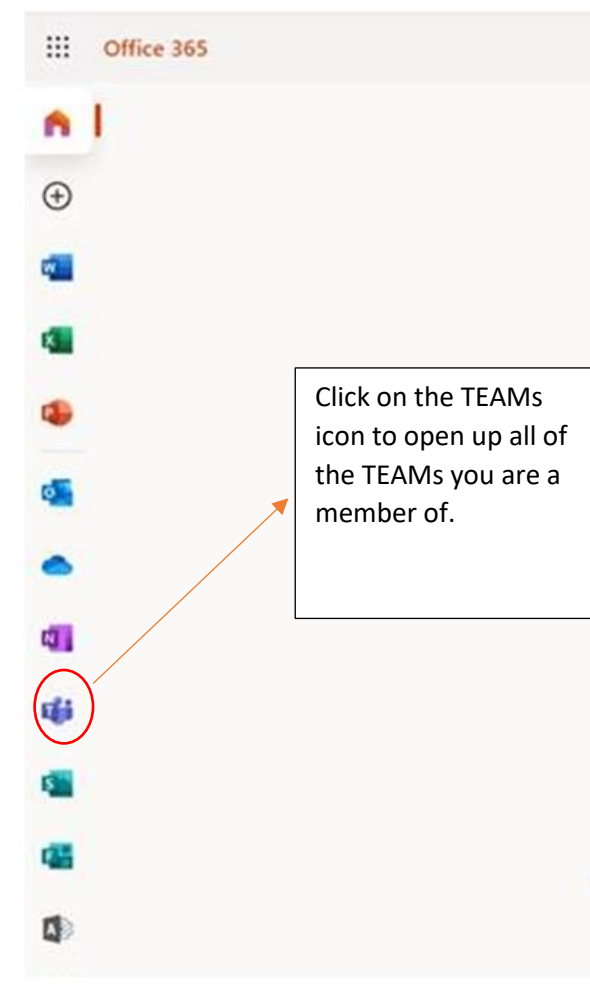
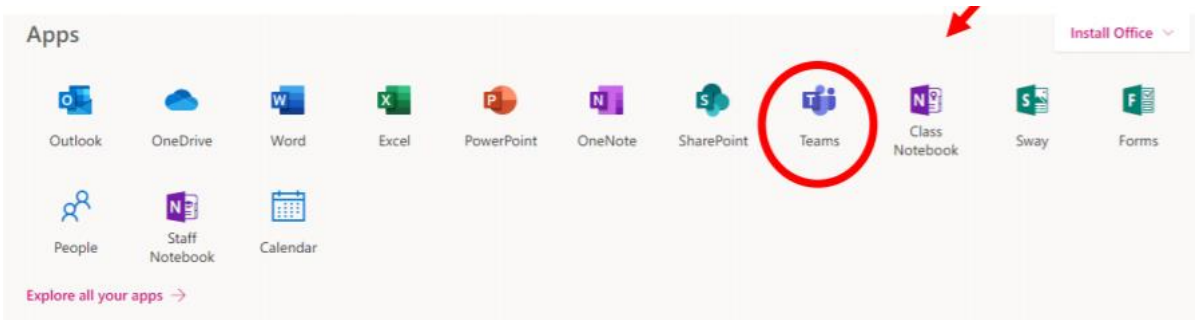


You can decide to use the desktop app or use the web app instead.

Both options should work. If you have teams installed on your pc it's best to use that. If you don't, use the web app.

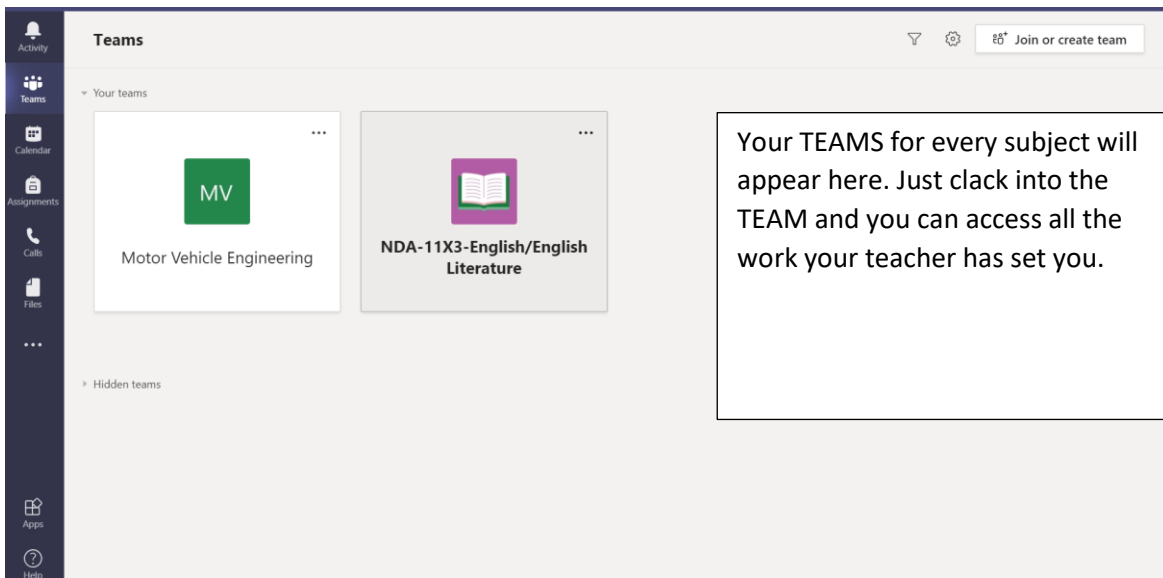
Once you sign in, you will get one of the below screens:

Click on the Teams icon:



You should now see all the Teams that we have set up for you at school. If for any reason you are in a wrong Team, email your teacher and they can add you to the correct one. You can also install the desktop version of Teams for free.

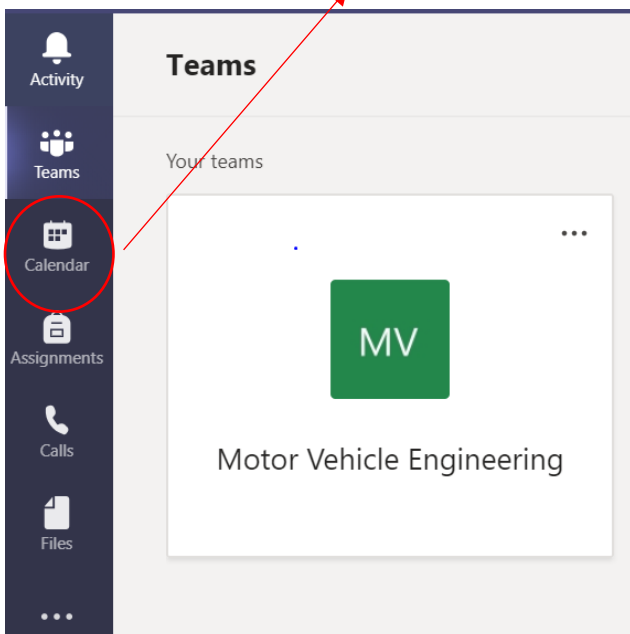
Your screen should look like this:



### How to access live lessons

The quickest and easiest way to access your live lesson is to follow the link that your teacher will have sent you. You will have received a link via your email.

The other quick way, is to click on 'calendar'



This will bring up all the live lessons that are scheduled for you, the time of the live lesson and the link you need to follow.

## **Expectations of students in relation to Remote Learning**

- always log on through your Academy account and use your Academy email when communicating with your teacher;
- do not make recordings, take screenshots/screengrabs or photographs, or store footage of teachers or other students;
- be aware that some live online sessions may be recorded by the member of staff;
- dress appropriately for online lessons;
- ensure that you have a safe and appropriate place to participate from. Blur your background if necessary;
- follow the Academy rules for conduct during online lessons as if you were in the Academy;
- do not undermine in any way the technology used to offer video lessons;
- The chat facility is for educational purposes only; any misuse of the chat facility will be dealt with through a suitable sanction. All chat conversations are automatically saved in the TEAM.
- if you have concerns about online safety, or if you feel you are being bullied, talk to someone you trust.

## **Useful contacts**

If you are having technical difficulties, please contact:

[helpdesk@academistrust.org.uk](mailto:helpdesk@academistrust.org.uk)

or

[j.elliott@ncdat.org.uk](mailto:j.elliott@ncdat.org.uk)

If you are having issues with your lessons, **please contact your teacher directly via their Academy email and by using your Academy email.**

If you have any other issues, **please contact your Year Manager directly via their Academy email and by using your Academy email.**