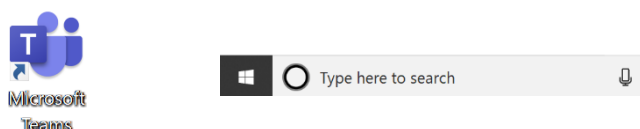


Accessing Your Normal School Timetable when Learning Remotely

In the situation that your whole class is learning from home, you will follow your normal Timetable.

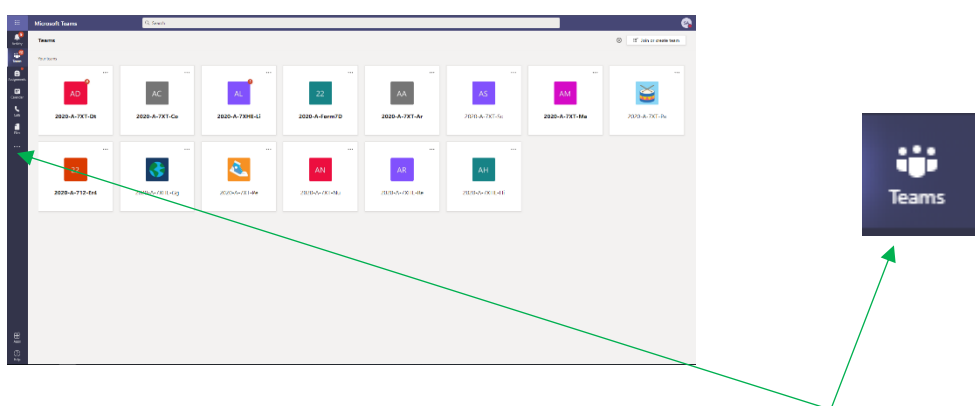
Each lesson will start with a Teams meeting where your teacher will take the register and explain the learning for that lesson. You will need to make sure that you are there at the start of your lesson to access the meeting. To do this please follow the steps below.

1. Microsoft Teams should load up automatically on your school device; if this does not happen you can start the program by clicking on the Teams Desktop icon or using the search bar:



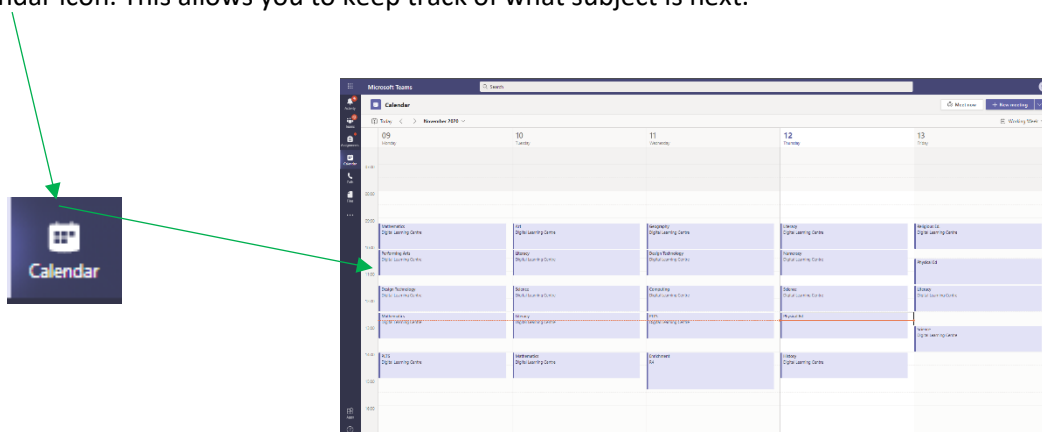
2. When Teams has loaded up you will be taken to the Homepage. Here you will be able to access all your subjects, they use the codes that are on your Timetable.

for example, 7XHE-HI = History

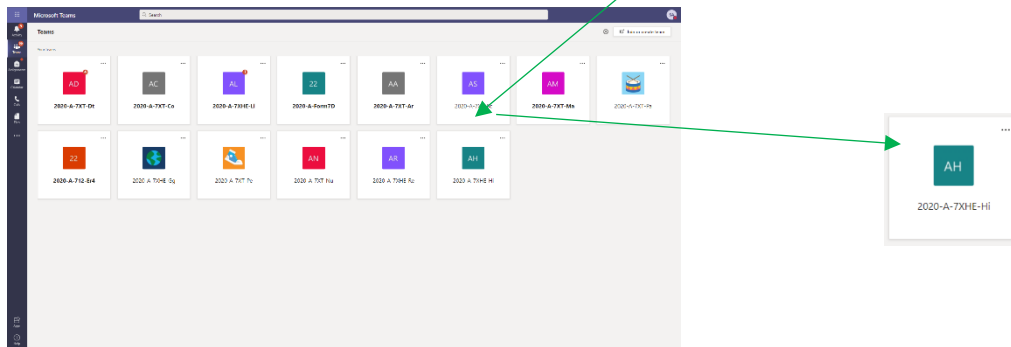


If the homepage does not load up press the Teams button on the left-hand side toolbar.

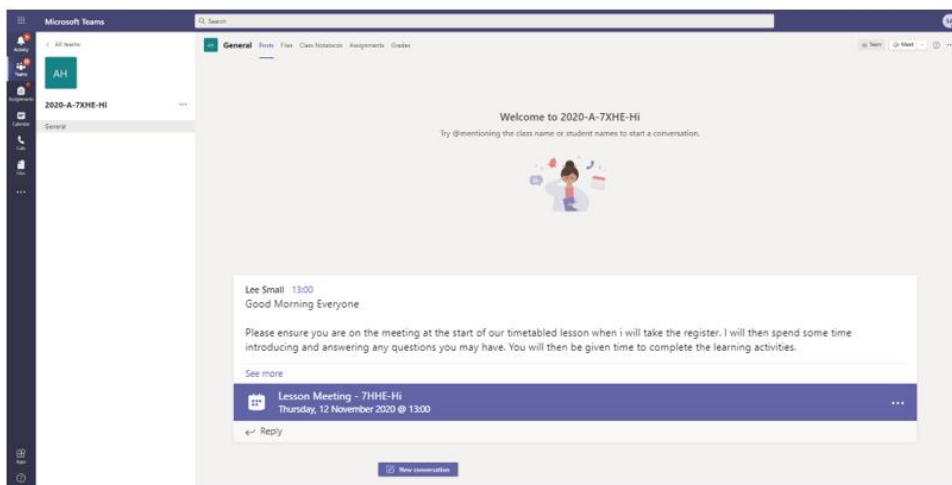
3. On the Homepage you will also have access to your school timetable. Just select the Calendar icon. This allows you to keep track of what subject is next.



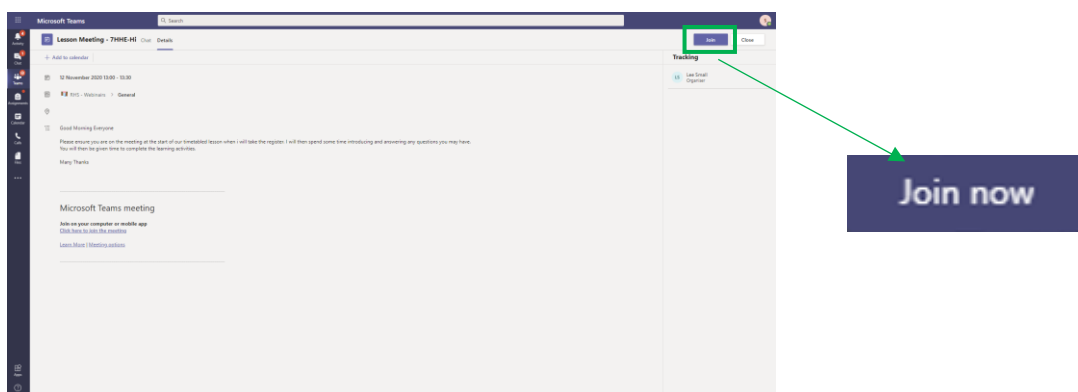
4. When it is time for your lesson click on the correct Subject Team. This will take you to the General Channel of the subject.



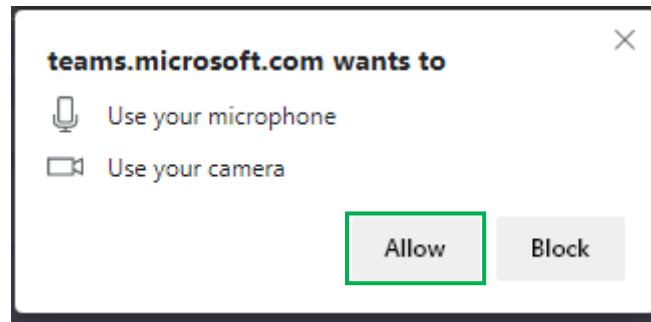
5. On the Post section of the general channel you will see the meeting invite, press the invitation. Please note this will be available on the channel all the time, but you will not be able to access the meeting as your teacher needs to allow you into the room.



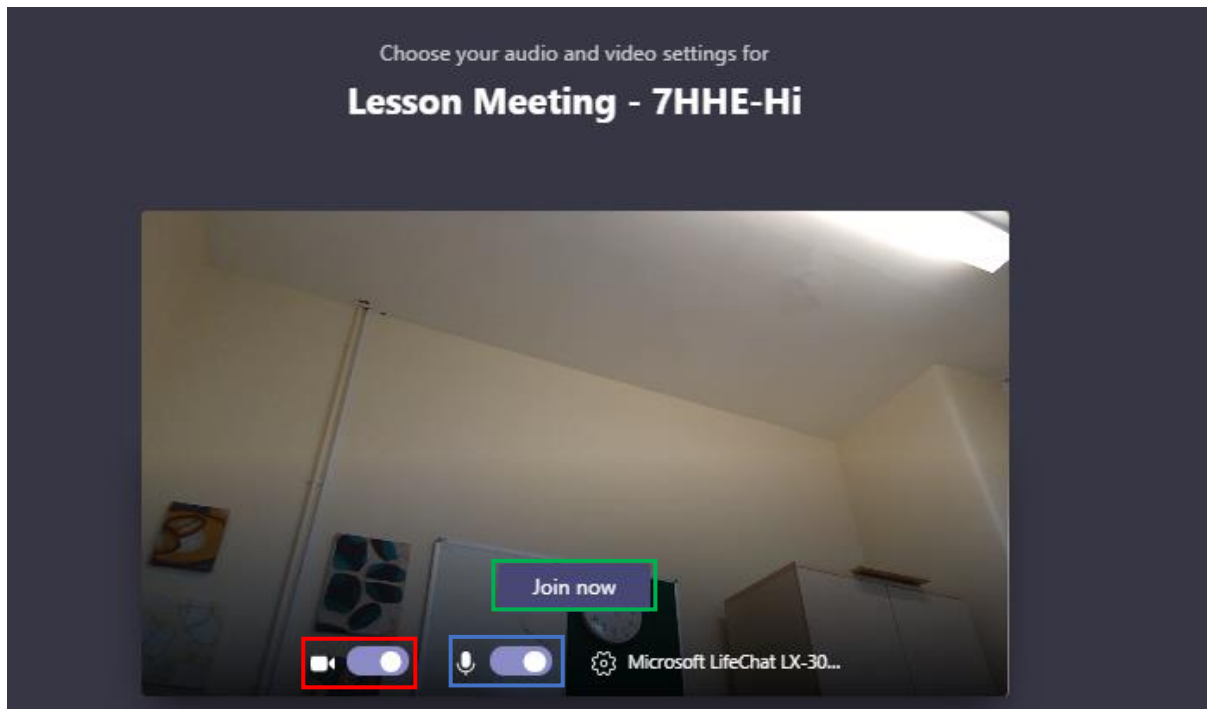
6. This will take you to the meeting page. Select the join button in the Top-Right hand corner



- At this Stage you may be prompted to allow Microsoft Teams to use your Microphone and Camera, Select Allow.



- This will now take you to the meeting setting room, where you can turn on your Video and Audio. Once you are happy with your settings press "Join Now".



- The teacher will let you in the meeting when the lesson starts.

When the meeting starts, we'll let people know you're waiting.

