



Live Lesson Parent/ Pupil Guide

As we enter a new phase of our online learning here at De La Salle, we would like to ensure that all pupils are prepared in the best way possible.

To help we have put together a quick guide of **5 key points** to help you get started with Microsoft Teams:

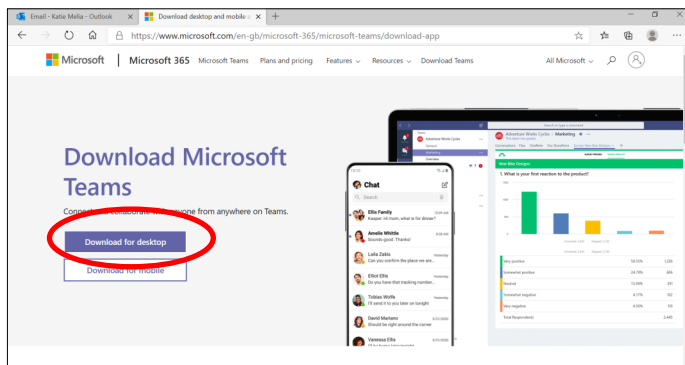
1: Downloading the App: The App for Microsoft Teams can be downloaded onto any electronic device: Tablet, phone, computer or laptop.

Mobile or Tablet: To download the App, you will need to visit the App store and search for 'Microsoft Teams'.

Once you have located the App click download and this will now appear as a new icon.

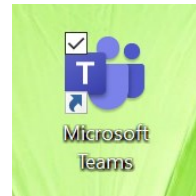
Laptop or computer: Visit the site <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>.

Once on the page you will be presented with the following screen:

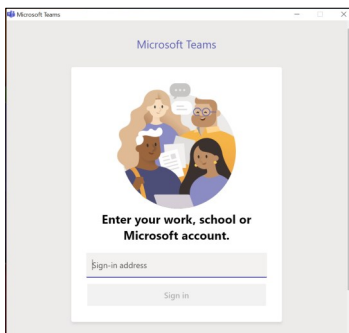


Select the option '**Download to Desktop**'

This is the **icon** you are looking for once the App has been successfully downloaded:



Logging into Teams: Once the App has downloaded, you will be asked to sign in to open an account. At this point yours/ your's child's **SCHOOL EMAIL ADDRESS** needs to be entered.

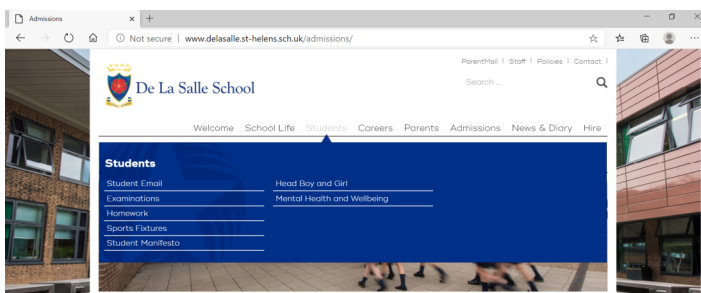


This is the screen you will be presented with. Remember you need to enter the school email address:

Pupils username @delasalleschool.org.uk

(Pupils username - This is the user name entered when logging onto a machine in school)

2. Accessing Teams through the school email account: If you are unable to download the App onto a device, Microsoft Teams can be accessed through the school website using the pupils email address.



Step 1: The pupils will need to access their email account through selecting '**students**' and then the option '**Student email**'.

They will then be accessed to log into their account using their school email address and password.

Student email: Pupils username @delasalleschool.org.uk

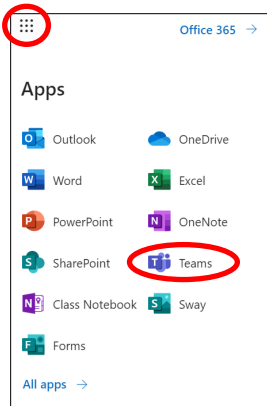
(Pupils username - This is the user name entered when logging onto a machine in school)



Once clicked, you will be able to access many different Microsoft applications. Here you need to click 'Teams' this will then direct you to your own desktop. It should not ask you to login again as you have already logged into your email account.



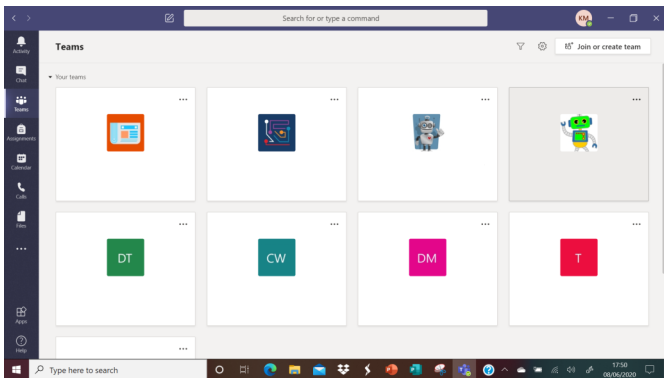
In the top **LEFT** corner of their email, they should see the Microsoft 'Waffle'. When clicked this will allow you to access more Microsoft options



Once you have clicked on the waffle, you will be presented with a list of Microsoft applications which can be accessed through your email account.

At this point you need to click on '**Teams**' - At this point you should not be asked to log in again as you have already logged into your school email account.

3. Microsoft Teams Desktop: Once you have logged into teams, you will be presented with your own personalised desktop, showing you all of the classes you are now part of.

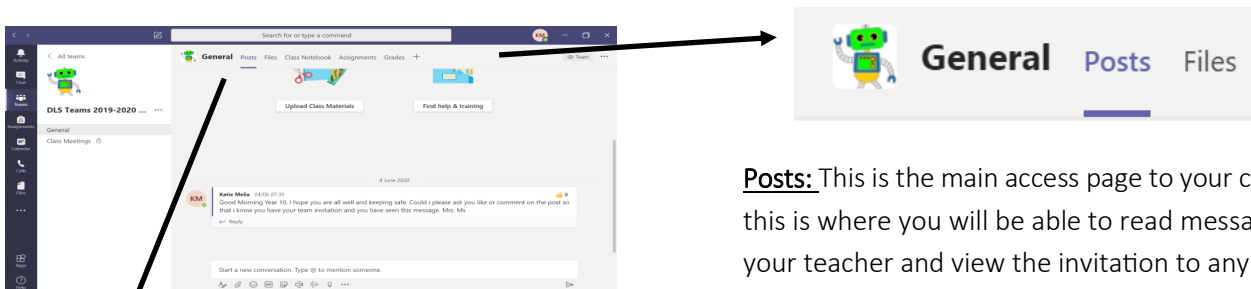


Each of the squares present on your desktop represent one of your classes.

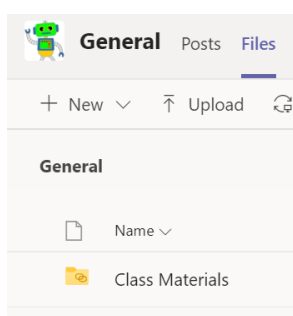
Below each of the icons will be the name of your class as it appears on your timetable for example: 10AIT1

At this point please check **ALL** of your classes are present **IF NOT** please email your CLASS TEACHER to let them know.

To **gain access** to each of you classes, you need to **double click** on the icon. You will then be presented with a screen similar to this one:



Posts: This is the main access page to your class, and this is where you will be able to read messages from your teacher and view the invitation to any 'Meetings/ Lessons'

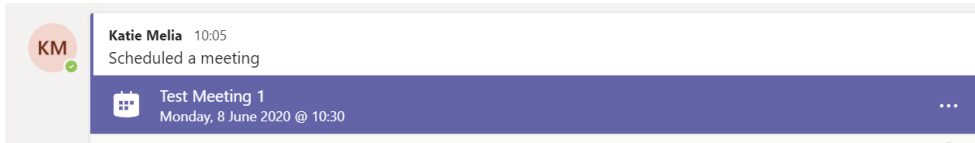


Files: This is where you will be able to locate class materials your teacher may want you to access before your live lesson starts.



4. Joining a 'Live Lesson': At least 48 hours before your live lesson, your teacher will send a reminder on Show my Homework. However you will also receive an **EMAIL** asking you to RSVP to a 'Microsoft Teams Meeting'. **IT IS ESSENTIAL THAT YOU RSVP . IF YOU DON'T YOU WON'T BE ABLE TO JOIN THE MEETING ON THE DAY.**

When a meeting/ lesson has been set up by your teacher you will be able to see a reminder on the 'General' section of your class page:



Once you have received a reminder on 'Show my Homework' you need to check that you have a reminder on your teams - **If not you need to EMAIL your teacher.**

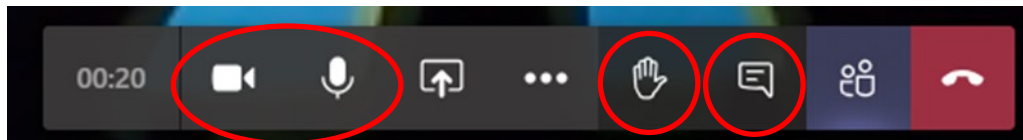
On the day of the lesson, you need to click '**JOIN**' This will then allow you to join the class and begin the lesson.

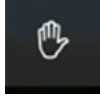

5. Lesson Expectations: Before joining the lesson please ensure the following:

- **You are dressed sensibly** - No shoulder should be on show, please ensure you are wearing either a t. shirt or jumper.
- **You are sat in a communal area** - You should NOT be sat in your bedroom. During the lesson please sit in room with other people near by.
- **Be prepared** - You need to ensure that you have the basic equipment of a pen, pencil and note book. Your teacher may ask you to bring along work so be prepared!

DURING THE LESSON:

Once the lesson has started you will be presented with the following options 3/4 of the way down your screen:



1. **Switch off** your camera and microphone. This protects your privacy and stops any background noise at your location from disturbing the lesson. These can be turned back on later if you need to ask questions.
2. **Hands Up** -  If at any point during the lesson you need to ask a question. Click in the '**Hand**' icon. This will inform your teacher that you are waiting to ask a question. When the teacher want you to ask the question they will invite you to turn your microphone back on. **Speak clearly and use appropriate language.**
3. **Asking a question** -  If you would like to ask a question, but you do not have a microphone - Do not worry! Use the '**chat**' feature and type your question instead! Check to see if someone else has already asked your question. If they have, hover over the top of the question and click on the '**thumbs up**', so your teacher knows which questions are most popular.