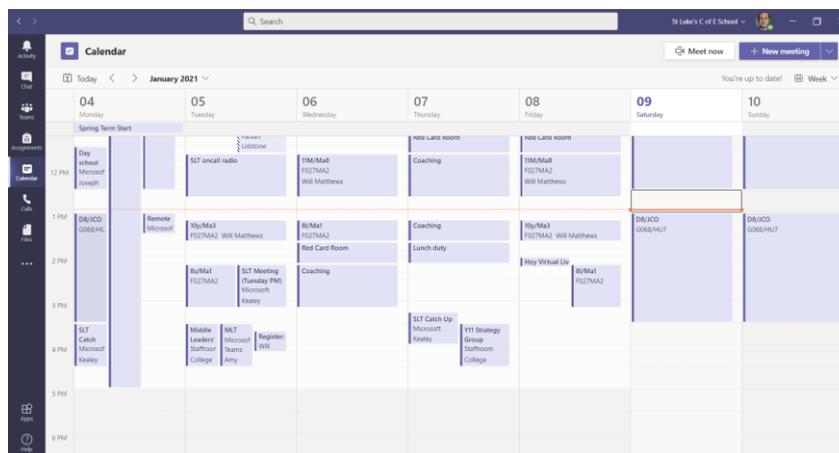


# Remote Learning Guide for Students

## Part 1: Accessing a virtual interactive lesson

We recommend using the Teams App on Windows PCs, Apple Computers and all tablets.

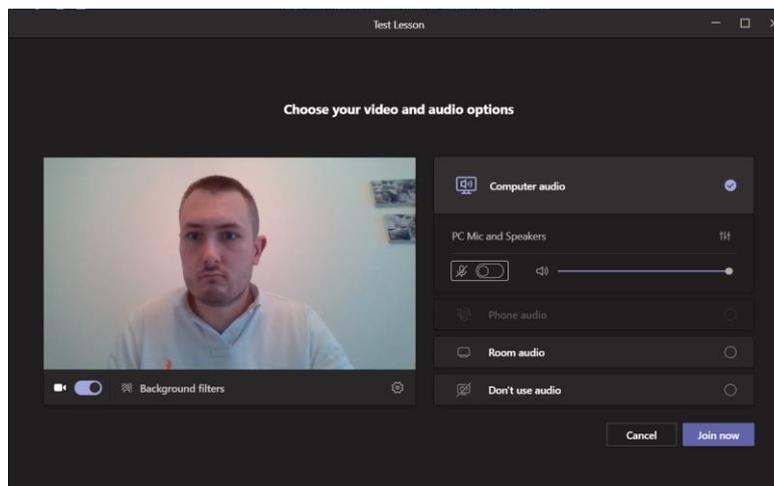
1. Your teacher will send you an invite via your school email to join the virtual live lesson. (They will also post this link on Google Classroom until you get used to using Teams.)
2. If you have the Teams App on your laptop, PC or Tablet, then you need to sign in with your school email address (@stlukescofe.school) and password. If you are on a Chromebook, go to step 7.
3. Log in to Teams using your school email (@stlukescofe.school) and password.
4. Click on 'Calendar' on the left hand side to see your timetable and your live lesson invites.



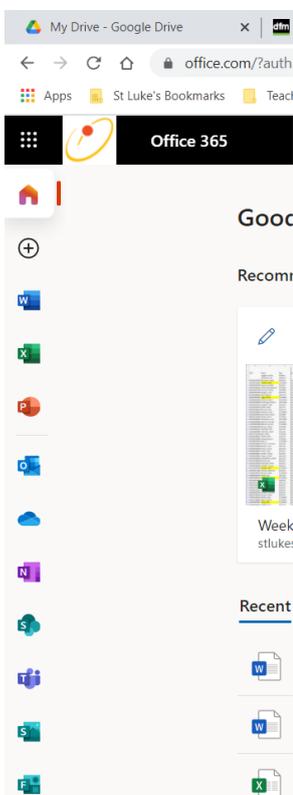
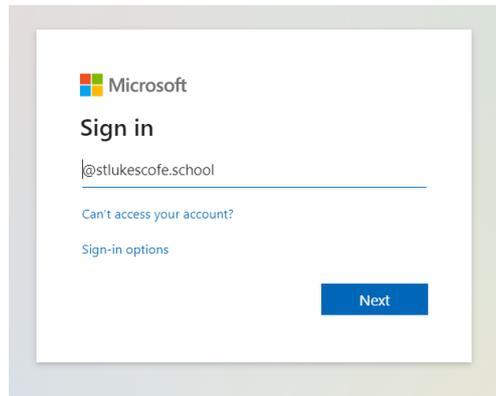
5. A few minutes before the lesson is due to start, a blue 'Join' button will appear on the calendar entry. Click on 'Join' to join your virtual live lesson



6. You then get a window open where you can select your audio and video settings – you might want to blur your background by clicking on  **Background filters**. Turn your **camera on** and your **microphone off** (your teacher will invite you to unmute yourself during the lesson). Click 'Join now' and wait to be let in to your lesson.



7. If you do not have the Teams App, go to [www.office.com](http://www.office.com) and login with your school email address and password.



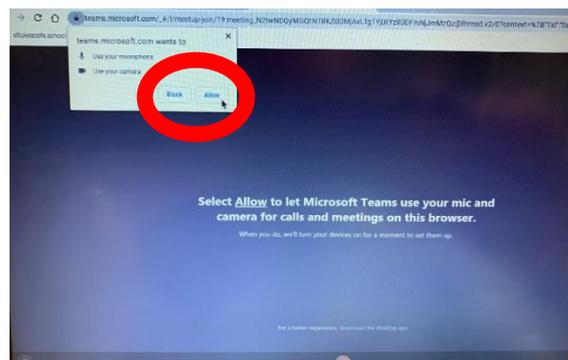
8. Click on the 'Teams' icon (  ) on the bottom left hand side to open the Teams Web App

9. Here you will also be able to access your email (  ) and web versions of Word (  ), Excel (  ) and PowerPoint (  ).

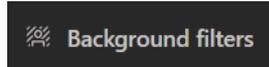
10. You can store your files in OneDrive (  ) to be able to access them both in school and at home.

11. Once you have loaded Teams,

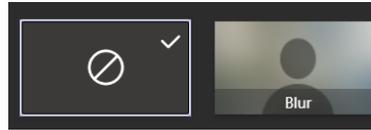
12. If prompted, you will need to click 'Allow' so that Teams can access your camera and microphone.



13. Make sure that your microphone is **turned off** and camera is **turned on** (using the toggle switches in the red bubble above) – there will be times in your lesson that your teacher will want to see and hear you.
14. If you are using the Teams desktop or mobile app, then you can set a blur to your background (especially useful if you are in your bedroom – your teachers don't want to see where you sleep!)



Look for this button: and then select the option to 'blur'

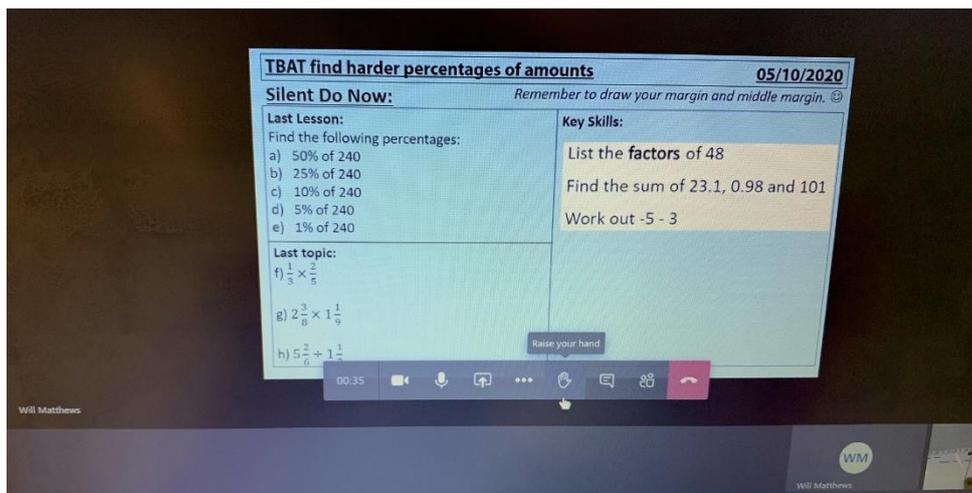


15. Click 'Join Now' when you are ready to join the lesson. You will then get this message on screen.



### Tips when you are in the virtual live lesson:

1. Ask any questions by clicking to raise your hand. This is done by clicking on the hand icon in the floating toolbar (see image below) or at the top of the screen to the left of the red 'Leave meeting' button. Don't forget to click the button again to lower your hand. 😊
2. You can also mute and unmute yourself in the same place when you teacher asks you to.



3. Only use the chat function if asked to by your teacher.
4. Your teacher will share any lesson content (e.g. a presentation) with you by sharing their screen.
5. Just like in a normal lesson in school, teachers will have high expectations of behaviour and they will be using LEARN. Teachers can remove a student from a lesson and this will be recorded as a parking.

### Part 2: handing in work

1. Independent work will be set using the Classwork tab on Google Classroom.
2. Click on the assignment when asked to by your teacher.
3. Submit the work using the 'Hand in' option within the assignment.
4. You can submit a photo of your completed work on paper if you wish; the easiest way to do this is with the mobile/tablet app for Google Classroom (see the app guide for more information).