

Microsoft Teams

Microsoft Teams is going to be a really important learning platform for you this year. If for any reason you are not able to be in school, your lessons will be uploaded onto Microsoft Teams. Also, if we have to move to a home learning model then this will also be done in teams.

Teams may also be used to set and monitor I/L, put supporting learning online, and generally as a learning portal.



Code of Conduct

1. Cameras are not used at any point, either by students or staff.
2. Microphones are to be switched off when entering the room. At certain points your teacher may ask you to turn your microphone on.
3. At certain points the chat function may be enabled. Only use the chat room as directed by the teacher.
4. Do not share any files unless your teacher has directed you to do so.
5. All online communication must always remain respectful.

Any other relevant rules and expectations we have at INA apply to online lessons, tutorials and other forms of communication. Any misuse of any form of ICT will result in appropriate follow-up and parents/carers being informed.

How to Access Teams

Open your web browser (the internet) and type in www.office.com

You will be prompted to sign in:

Username: Your username is your school user name WITHOUT the ina at the beginning and ADDING @isaacnewtonacademy.org to the end.

For example:

ina22e.mcevoy => 22e.mcevoy@isaacnewtonacademy.org

ina22e.pball => 22e.pball@isaacnewtonacademy.org

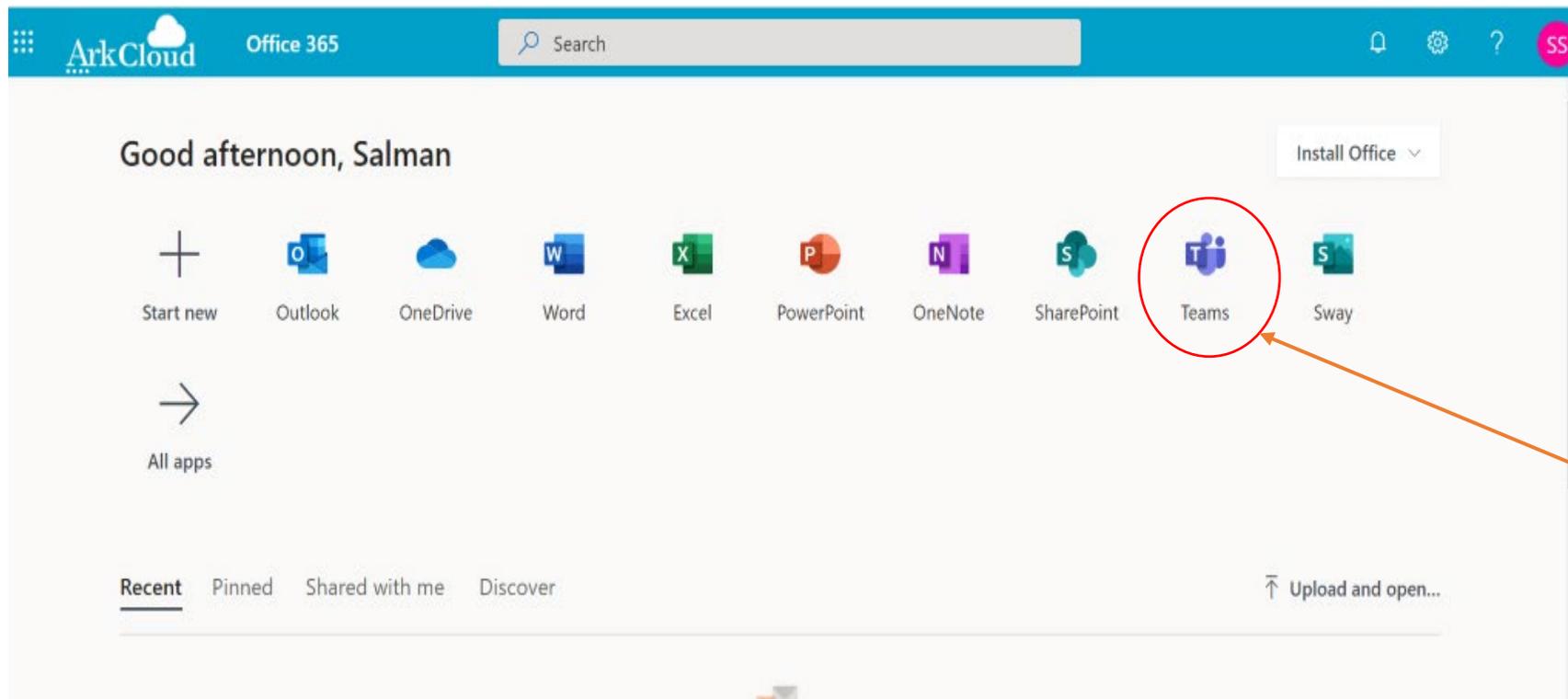
Work out your
username now and
write it down in your
organiser.

Password

Your password is your normal school password.

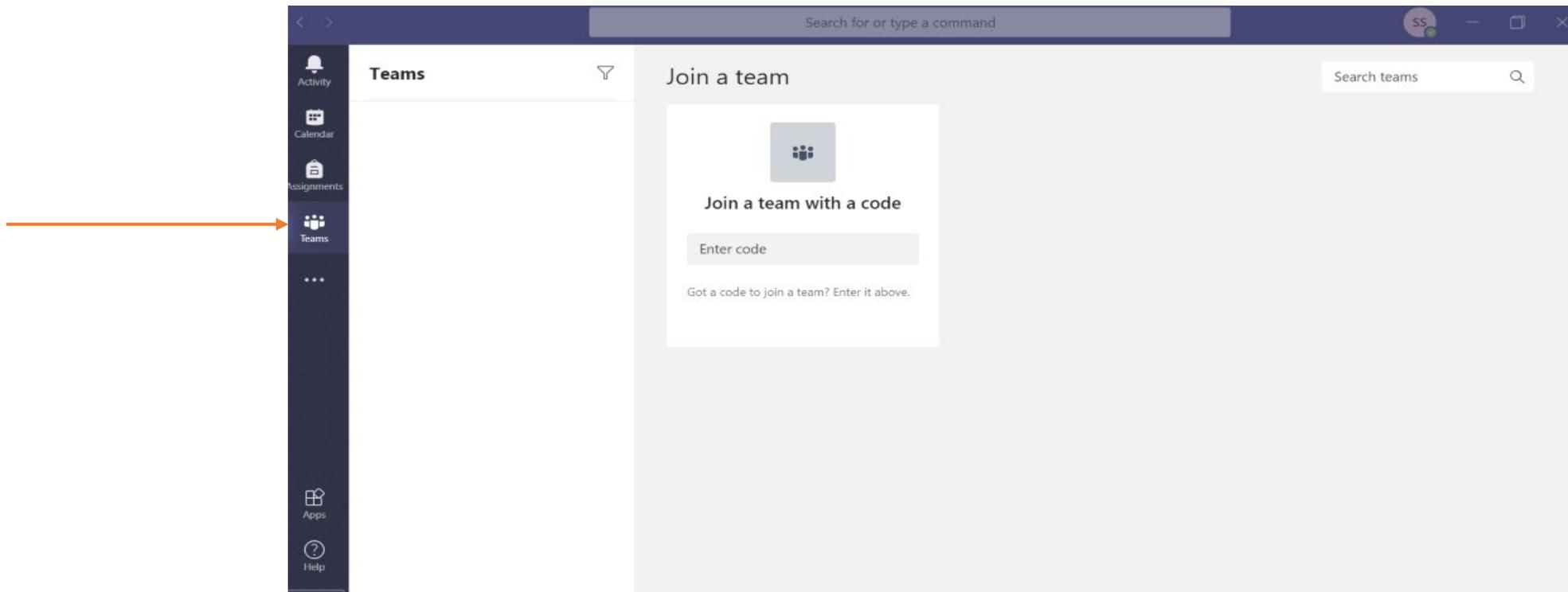
How to Access Teams

You will then see a range of options apps you can use. Click on Teams (in between SharePoint and Sway at the end of the top line on the screen). You may have to re-enter your password, again this is your normal school password.



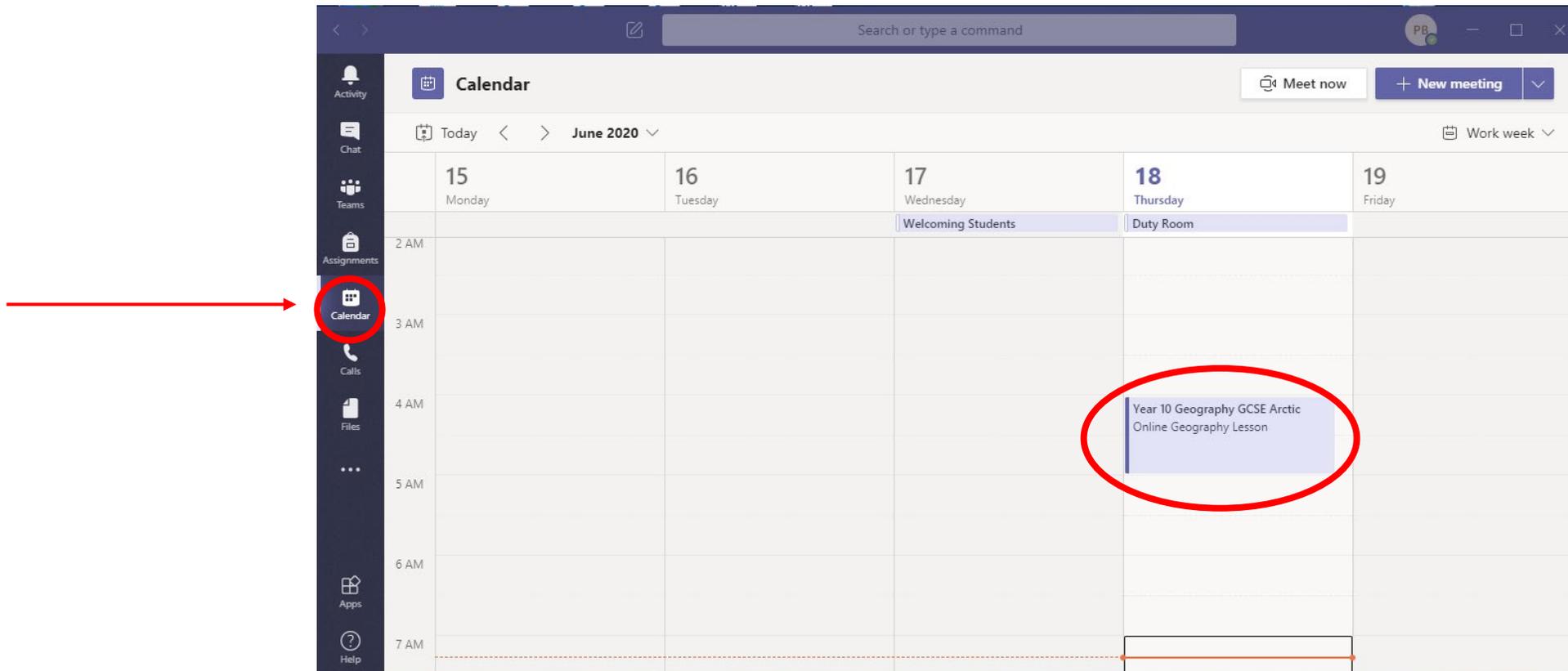
How to Use Teams

If you click on the 'Teams' button on the left hand-side you will then see a team for each of your GCSE subjects/classes. Each class will be on there and when you select each class you will be able to see any assignments or conversations that have been set.



How to Use Teams

If for any reason you do need to access an online lesson, you do it in the following way:
If you click on the calendar icon (left-hand side) your calendar will appear. When it is time for the lesson to start you can click on it and select 'Join'.



During an online lesson

The following buttons below show you what to do during the online lesson:

This shows that the camera is turned off. Keep the camera turned off at all times.

If you want to ask a question you can raise your hand here so your teacher knows.



This shows your mic is muted. Your teacher might ask you to unmute your mic.

Click on this button if your teachers has asked you to use the chat room.

Using Microsoft Teams

All of these instructions will also be on the website, should you need to access Teams from home but cannot remember how.

Hopefully we won't go back into a position where we need to do online lessons but Teams can still be used as a great platform to support your learning so its important that you know how to log on and access your classes!