



MICROSOFT
TEAMS
STUDENT
GUIDE





RULES

- All students must be appropriately dressed and working in an appropriate space.
- Video calls must not be recorded.
- Microphones must be muted and cameras on if you have one.
- All conversations must be appropriate and follow Sir Harry Smith Community College behaviour policy.

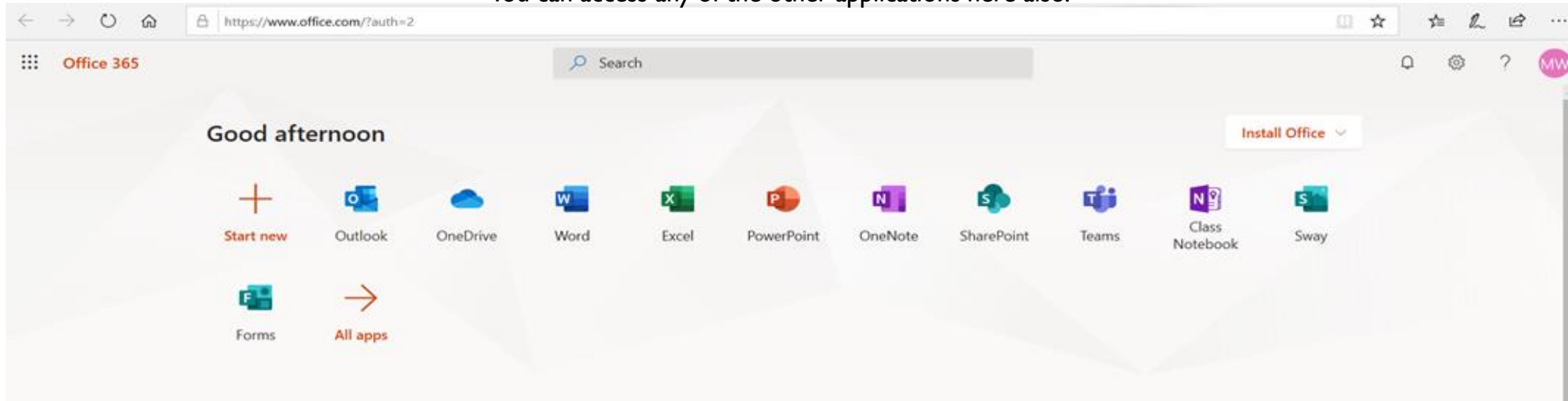
Any of the above rules not adhered to will result in you being removed from Microsoft Teams and the consequences in line with the SHSCC behaviour policy.

HOW TO ACCESS

Go to the school website: www.sirharrysmith.cambs.sch.uk. In the **top right-hand corner**, click on the **'envelope' sign for 'staff and student email'**. Select Teams and log in with your school email address and password.



You can access any of the other applications here also.



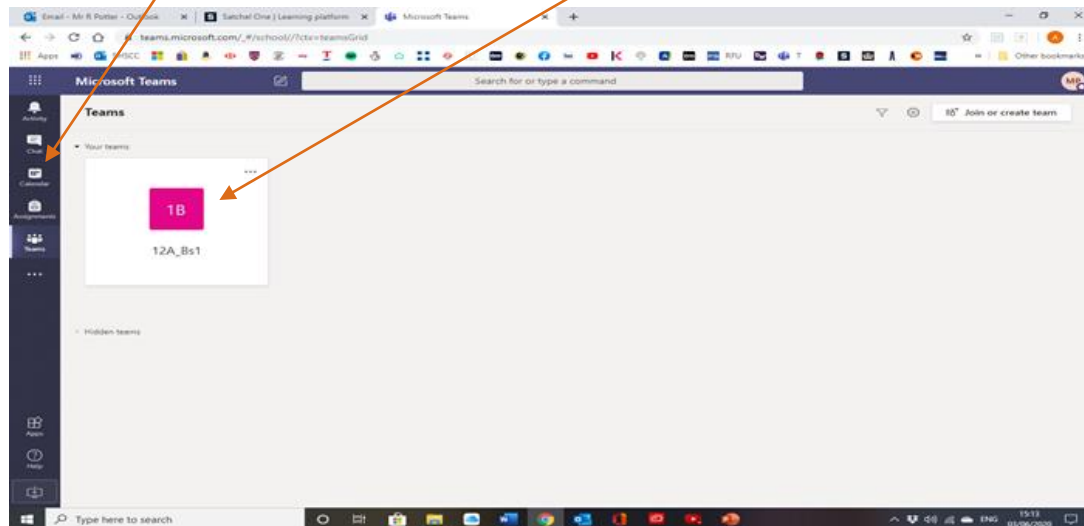
OTHER REMOTE ACCESS

- Microsoft Teams is available on most devices, apps can be downloaded.
- We are advising students to download the app either on their PC/laptop or other handheld device (Apple devices will need the app as it doesn't open in Safari).



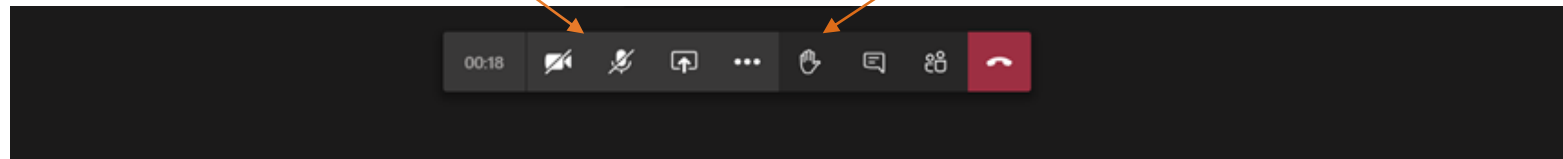
USING MICROSOFT TEAMS

- You will be informed of when your online session will take place and you will be invited by your teacher to attend (*this will be the same time as one of your normal school timetabled lessons*).
- The invite will show in your calendar on Teams.
- You will then see your teaching group and be able to access the session.



USING MICROSOFT TEAMS

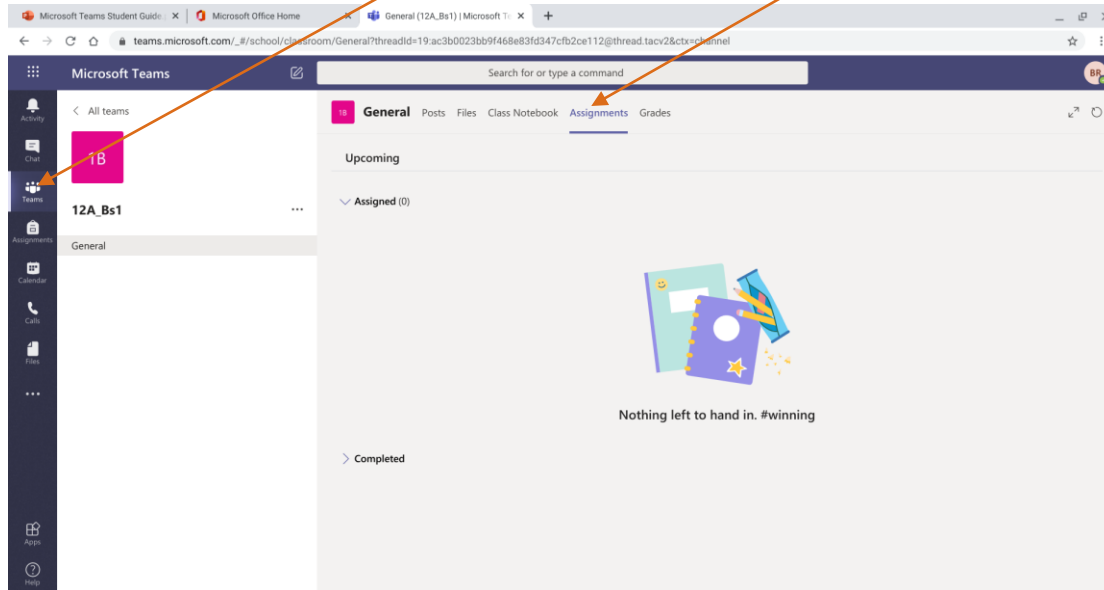
- Click on your class ready for your session, where your teacher will be waiting to greet you.
- Your **mic must be muted** (off) and your **camera on (if you have one)**.
- If you wish to ask a question during the session, please tap on the **'hand' sign** which will indicate to your teacher that you wish to speak. You will then be asked to unmute your mic and ask your question.



- Your session will last for between **30-60mins** and at the end of the lesson you may leave.

ASSIGNMENT TASKS

- Your teachers will still predominately use Show My Homework, but may want to assign you work before or after the lesson on Teams.
- To access this click on 'Teams' and along to 'Assignments' where anything set will show up.



HELP AND SUPPORT

- Good luck. If you have any concerns or questions please contact your Year Leader using the following email addresses:

post16@sirharrysmith.cambs.sch.uk or year10@sirharrysmith.cambs.sch.uk

- This is a new way of working for us all and we are working quickly to adapt to the current situation, producing new materials and ways of teaching. Please bear with us as we work through any initial problems that staff or students may encounter as we establish our new remote platform. Inevitably, some things may not go to plan, as this will be a huge learning curve for us all.