



Raedwald Trust Online Lesson Guide for Pupils

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This guide gives an overview of how to use Microsoft Teams from your school account to join face to face tutorials to students. Please look through all of the guidance and make sure you understand what to do prior to your first session. If you have any questions then please ask your Head of School in the first instance. They will be able to advise you or seek further support on your behalf.

Please report any concerns to a member of the Raedwald Trust team who will direct you to next steps.

What do I need?

In order to join online lessons you will need:

- ★ Broadband internet
- ★ A device such as a laptop, desktop, tablet or mobile phone that can connect to the internet
- ★ If the device has a microphone and camera built into it, this is an advantage.

If you do not have some of this equipment, we may be able to help you. You can also connect to your online lessons through a traditional home phone or mobile phone, without the need for internet. It's not the same experience, but it may be enough for you to join in to many parts of the training session.

Using a laptop or desktop computer



You will need

- The internet
- A web browser such as Internet Explorer, Chrome, Safari or Firefox - any of these will work well.
- The computer may have a microphone built in and a camera - this is an advantage.

Using a tablet such as an iPad, Samsung tablet or a mobile smart phone

You will need

- The internet
- Most tablets and almost every smart phone has a microphone built in and a camera - this is an advantage.



We are using Microsoft Teams (accessed via your Raedwald Trust Office 365 account)

Please ensure you have read the Online Learning Policy for Families and Pupils and signed to say that you will adhere to these guidelines when accessing online lessons at Raedwald Trust.

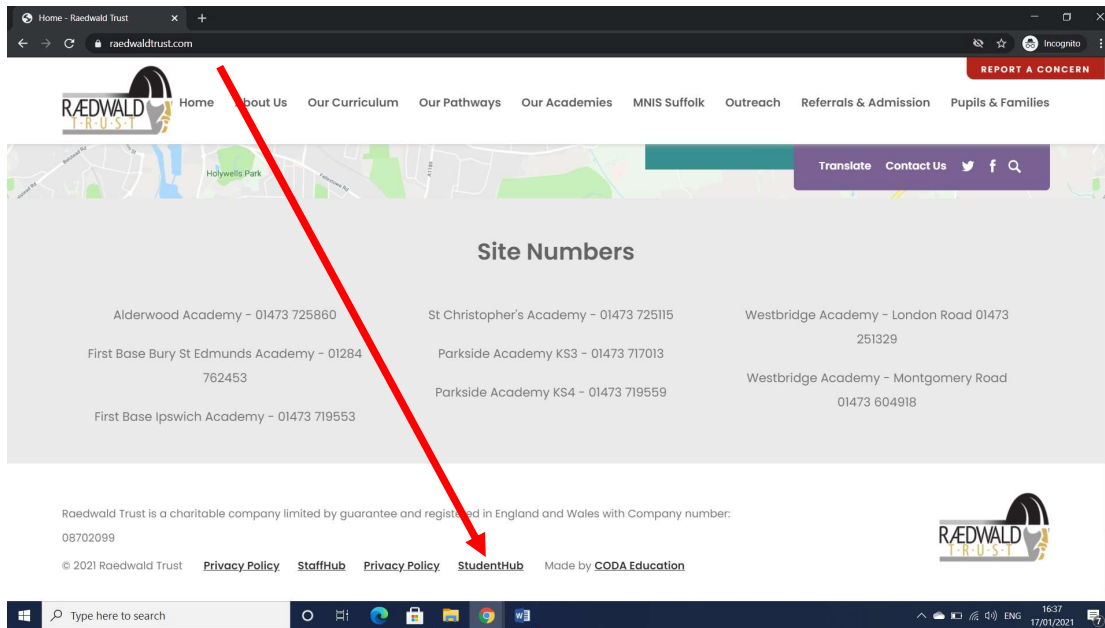
A Guide to Accessing Online Lessons

This guide walks you through how to join online lessons. There are two ways you may be invited to join online lessons;

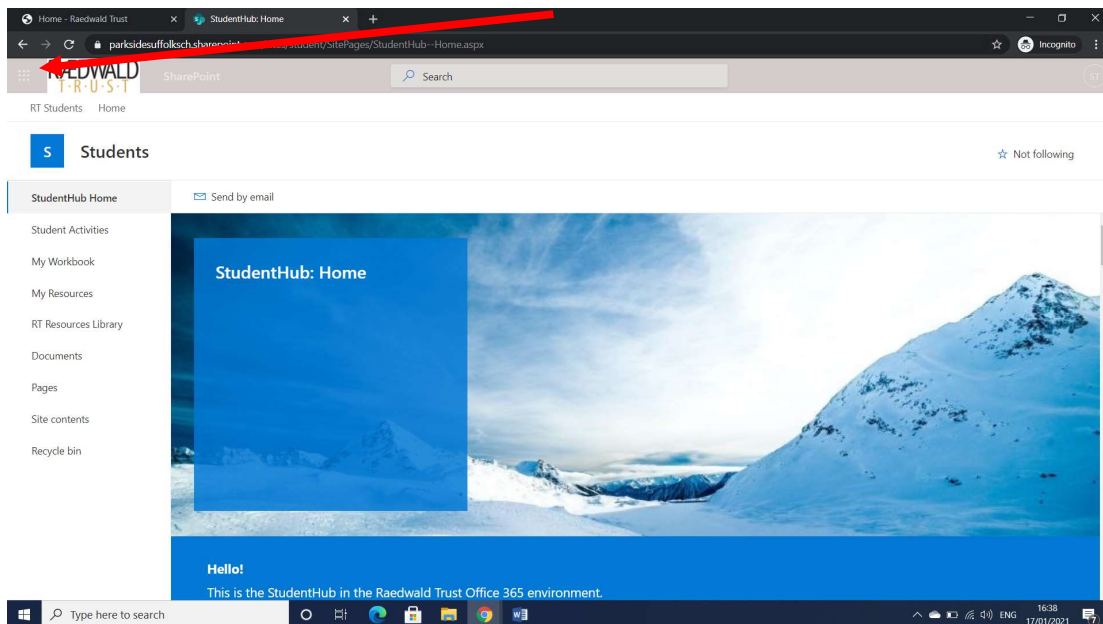
- Microsoft Teams

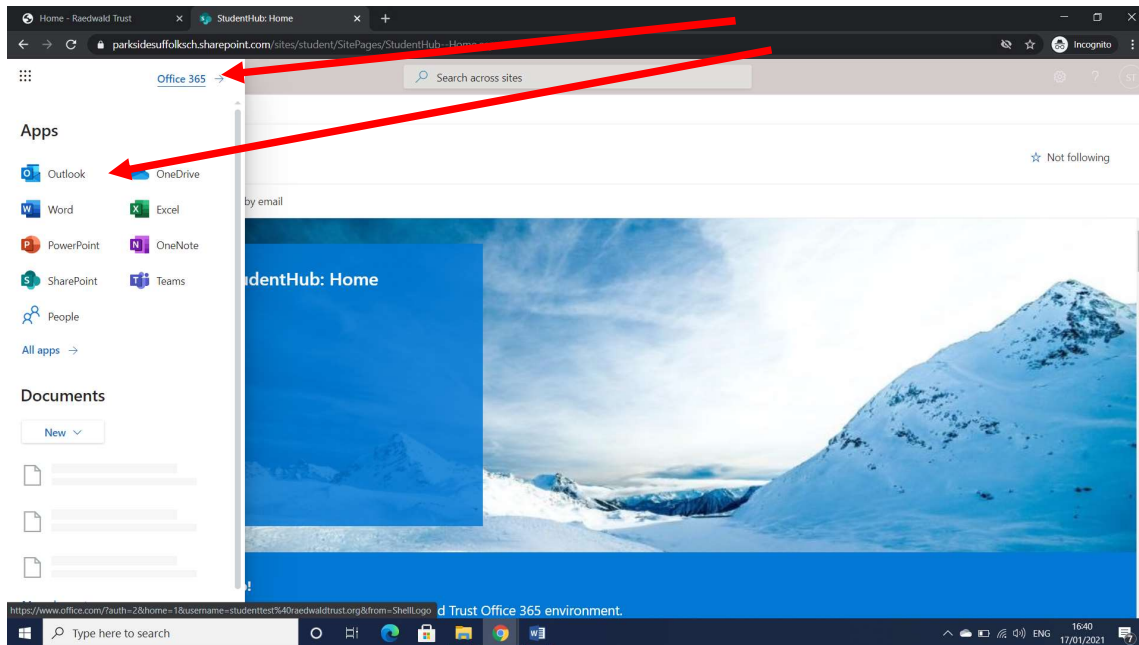
Microsoft Teams

1. Visit www.raedwaltrust.org and log in via the Student Hub link, enter your RT email address and password.



From the Student Hub Home Page, select the 9 dots in the left hand corner to open Office 365.





Open **Outlook** to access your emails.

You will receive a calendar invite (via email) from your teacher inviting you to online lessons using Teams. There will be a link in the event '**Click here to join the meeting**' and you can select the link direct from your email to join the lesson. **Please ensure you enter the lesson with your camera and microphone turned off.**

2. Using the Teams meeting interface

There are a variety of options on the interface bar (from left to right)

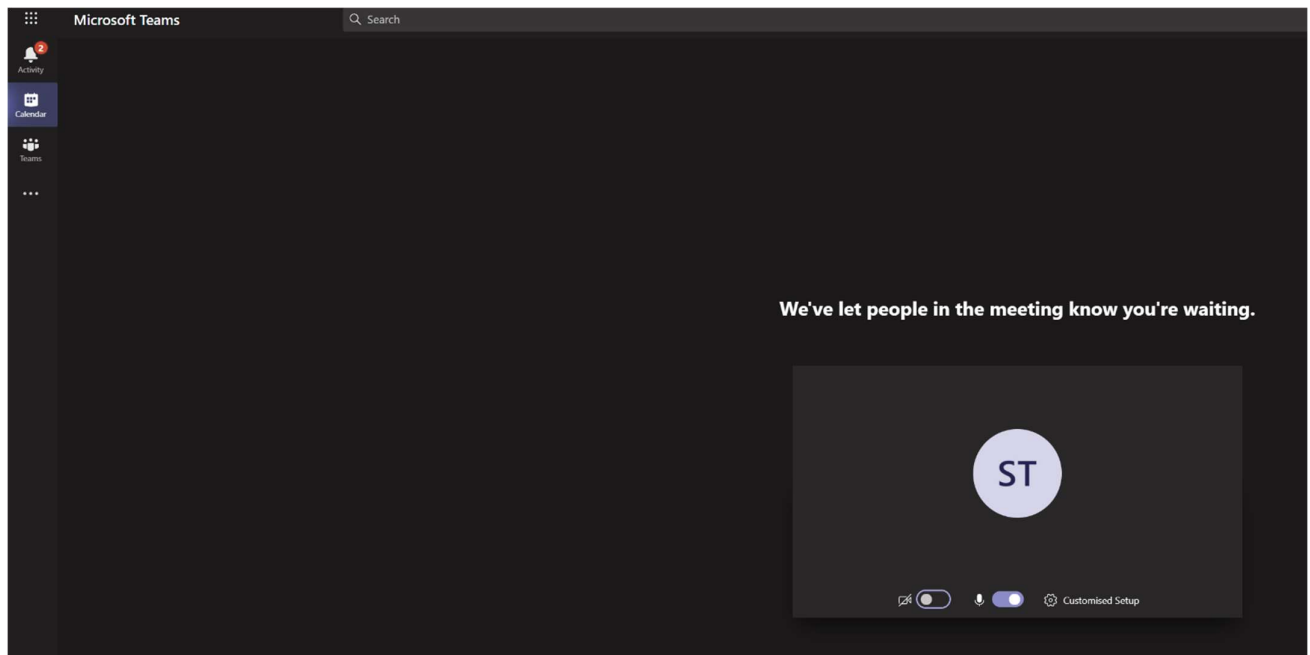
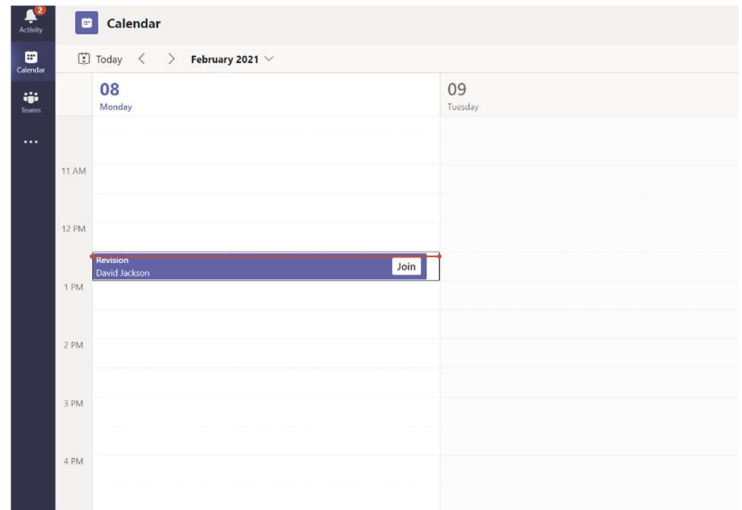
1. Elapsed time of meeting
2. Turn camera on/off
3. Turn microphone on/off
4. Share screen
5. Three dots (additional options, such as starting recording)
6. Raise hand
7. Show chat
8. Show participants
9. Hang up



- To leave the lesson, click the **hang up button** on the toolbar (number 9).

What to Expect

When you navigate to your calendar in teams, you will see the scheduled lessons you have been invited to. When you click “Join”, it will start the meeting for them. If you try to enter the meeting, you will be advised that you are waiting to be admitted. At this point you are in the Lobby.



Staff will be notified that a student is waiting in the lobby, and you will be admitted when the lesson starts.

When a Students looks at the chat sidebar, you will see this message at the bottom, instead of a type field:

“Only Channel moderators can post in this channel”

You will only be able to react in the chat to posts with a selection of emojis.

