

Student guide to accessing Teams for live lessons

Step 1: Using the school website <https://st-michaels.sandwell.sch.uk/> click on the student icon on top right.

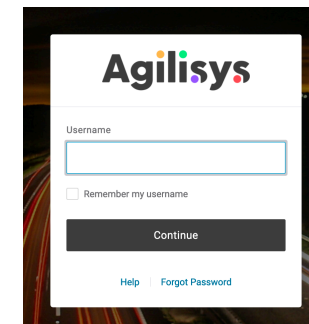


Step 2: Click on the Microsoft Teams icon.



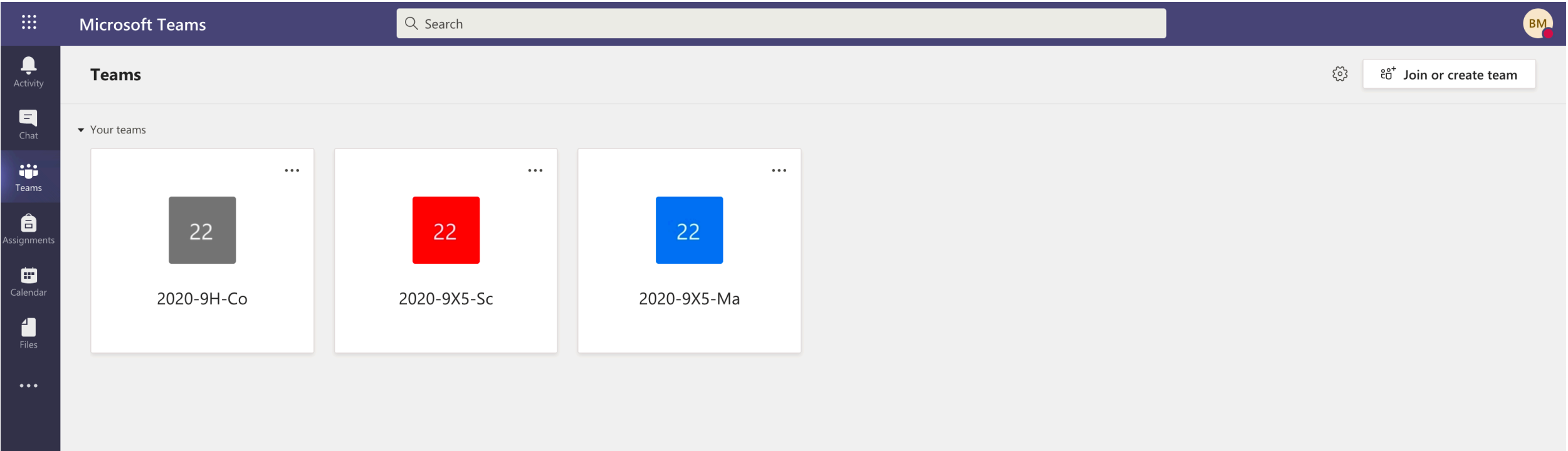
Step 3: You will be prompted to input your school username and password via the Agilisys Log In screen.

NB This is the same username and password you use to log into the school laptops

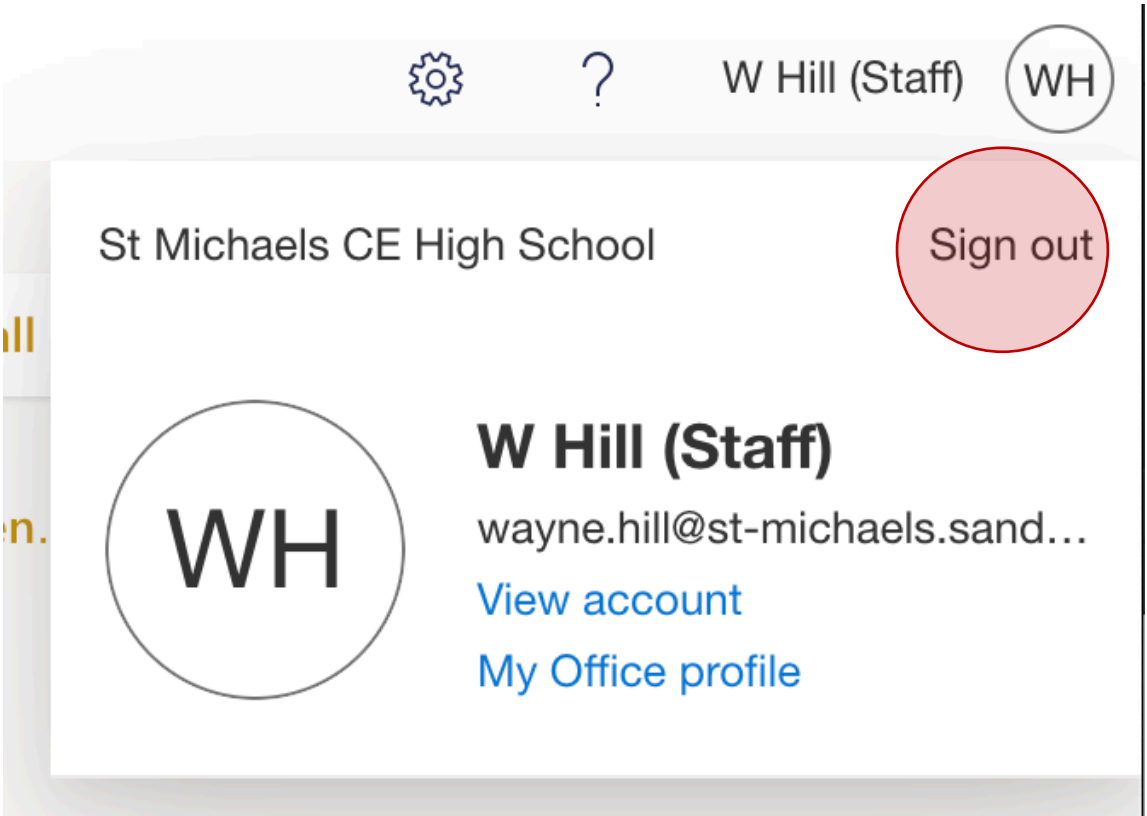
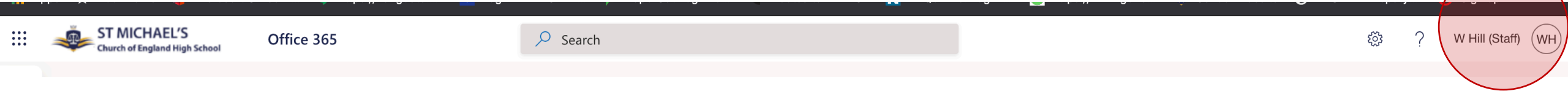


Step 4: You should see a ‘tile’ for each of your classes.

Step 5: Click on the lesson you are trying to access.



NB: If you find that you are logged into your personal Office account or your parents account you will not see your timetable. You need to make sure you are logged in to your school account. If you are not logged into your school account you will not be logged into the lesson. You can log out of any account by following the screenshots below:



You will now see this screen.

Step 6: You must ensure that your camera and microphone are switched off. Your teacher may also do this for you.

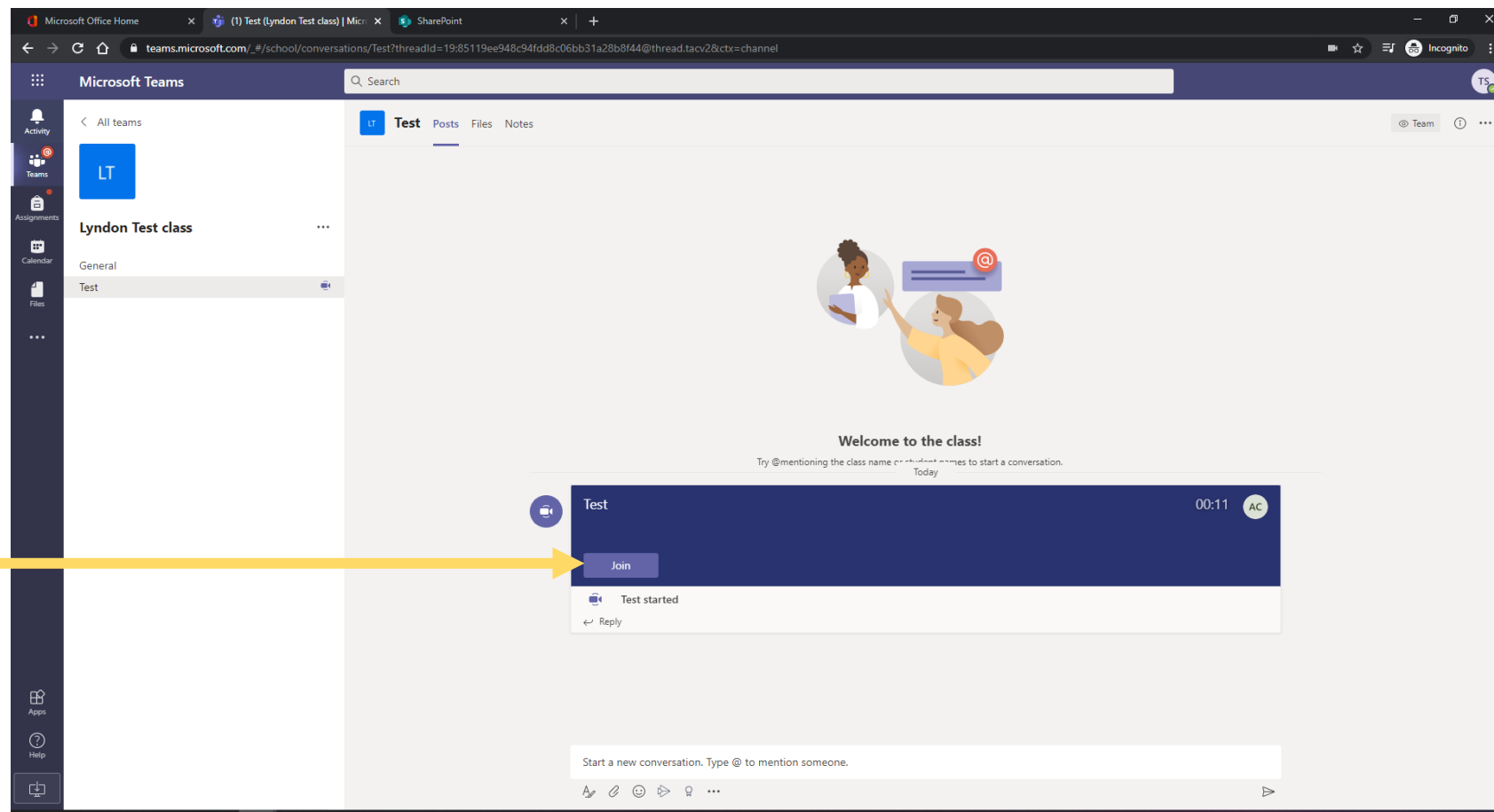
Step 7: At your scheduled time for a lesson you will see the lesson 'invitation' that your teacher will send you.

Step 8: Click 'Join now' to enter your lesson.

You will only see the invitation once your teacher sends it which will be anytime from the morning of your lesson to 30 mins before your lesson.

If you do not see the invitation DO ASSUME the lesson is not taking place. You must keep checking up until your lesson is scheduled to start.

At your usual start time for the lesson. Click 'Join now'





Students should be on audio only not video. Any student who is on video must switch it off.



Students should stay muted during the course of the lesson



Students must wait for the teacher to give permission to speak and can raise a virtual hand to ask a question



Any interactions must be respectful and polite. Any talking should be between teacher and student.



Interactions through Teams should be of the same standard as they would be in a school classroom. The normal school behaviour policy applies.



Teachers reserve the right to remove a student from the live lesson should any problems arise.

Student Live Lesson Conduct

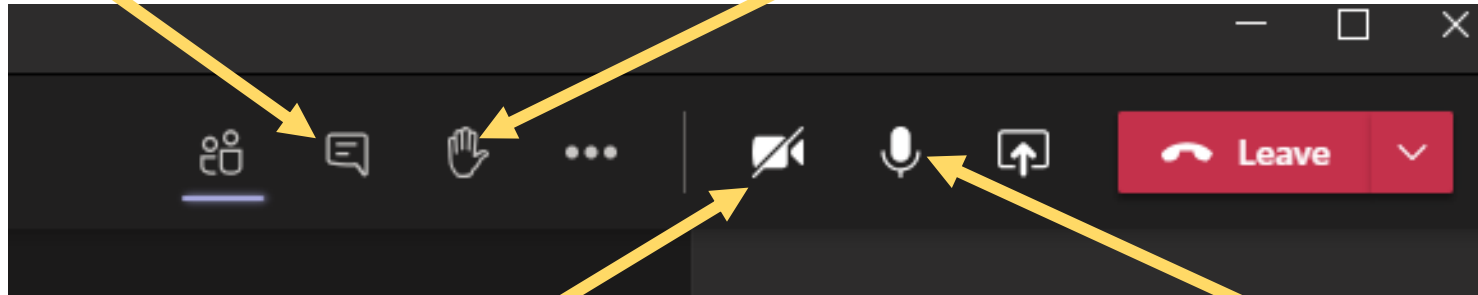
Once in your lesson you must listen carefully to your teacher's instructions.

Your teacher may share a PowerPoint on the screen with instructions and prompts to guide you through the learning.

If you have a question or do not understand you can raise your hand or write the question in the chat function.

If you have a question click the 'Chat' icon.

Raise your hand to alert to the teacher you have a question. Once your question has been answered, click on the hand again remove the alert.



Clicking the camera icon will switch the video on or off. Your class teacher will instruct you on this. If there is a line through the icon the camera is OFF.

Clicking the microphone button will mute it or allow you to speak. All live lessons will be muted by class teacher.