



# Pupil Guide to Teams

## Microsoft Teams

Microsoft Teams can be downloaded to any IOS device (IPAD, IPHONE, MAC) or any Windows tablet or computer. It can also be downloaded onto games consoles such as Playstation or Xbox. **This should be accessed through the relvanmt app store.**

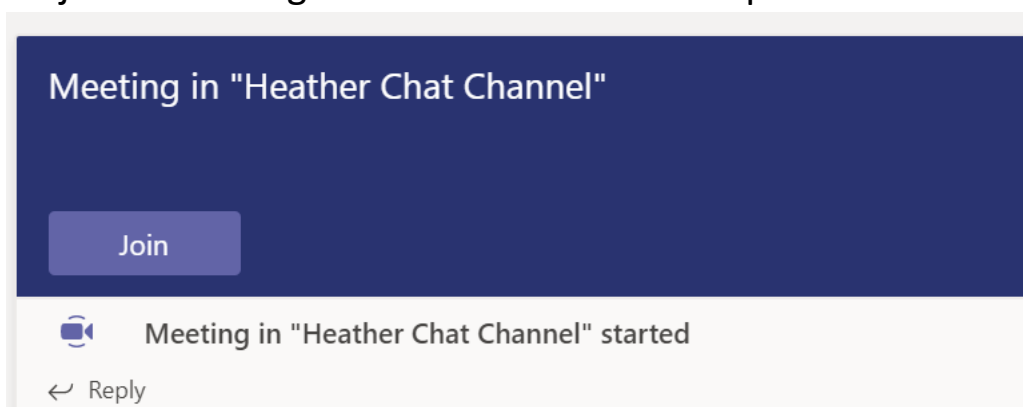
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

You can then login with your @catrust.org.uk email. If you are unsure of your password please make sure you email the office to request the details again.

Please note: A laptop or computer is preferable but make sure you have paper and pencils to complete your work.

## Pupil Guide to Live Lessons

1. To join a meeting click the link in the main post area. Click **Join**.



2. When you want to ask something press the 'hands up' button or put a question in the chat box.



3. Keep yourself muted at all times unless you have been asked a question. This is so we can hear what is going on. You are



muted when the line is through the microphone.



4. If you are struggling with your internet turn your video off.



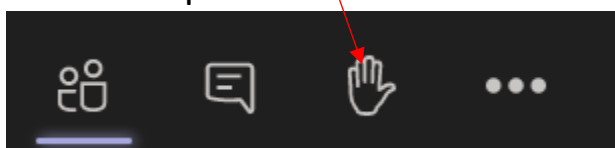
5. When the meeting ends. Click Leave.

## Live Chat Rules

During a lesson you will have access to the chat box, this is so you can ask questions as you go without interrupting the lesson and receive an instant answer.



1. Only ask questions about the current lesson.
2. Don't respond to other questions – this will be the adult's job!
3. If you want to say something, click the 'hand up' button e.g. to answer a question.



- 4.
5. Do not use emojis or photographs.
6. Remember all chat is monitored by adults.

7. Do not private message any other **pupils**.

### **Chat Channel Rules**

During live lessons, and outside of the school day, this area will be locked. This area is where you can ask questions outside of live lessons and to interact with each other about the work. This can be seen below your class name.





**Heather**



General

Heather Chat Channel

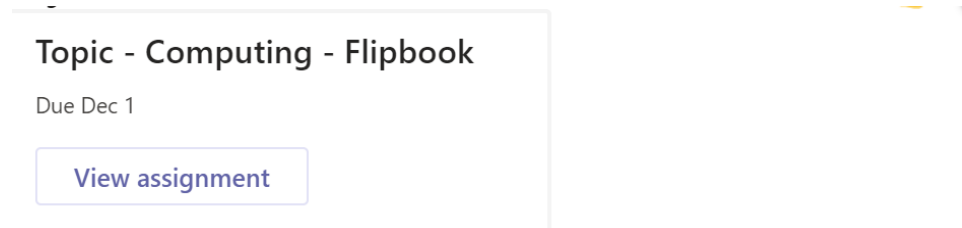
1. Talk to other politely and sensibly, remember to talk to each other as you would in school.
2. Do not respond inappropriately to each other's posts.
3. Ensure that you are being mindful of other people's feelings and opinions.
4. Do not share any passwords or usernames such as Xbox names, Roblox users. This area is for discussion and school work only.
5. Do not share **any** personal information e.g. phone number, address, email etc.
6. If someone has upset you, please message an adult instantly.
7. Don't upload any videos or photographs to the chat area.

**Any misuse will automatically withdraw your chat privileges and a phone call home will be made to explain.**

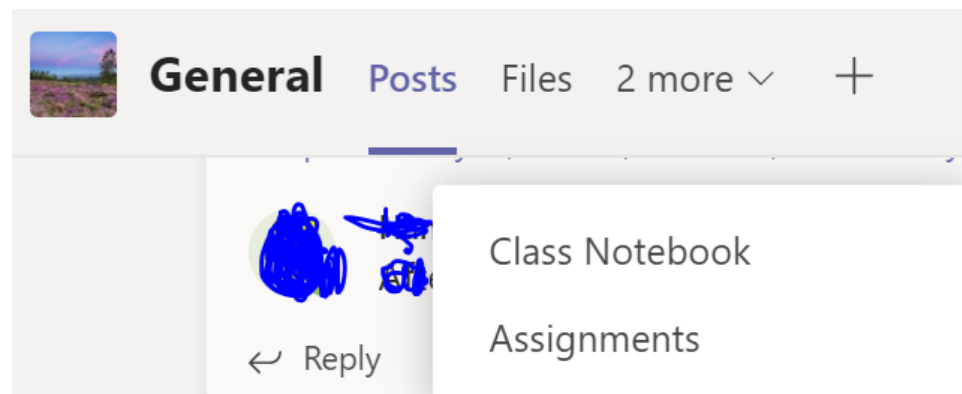
## Assignments

Your teacher will create assignments for you so you can upload your work and receive resources.

1. These will appear in the **general chat** channel.



2. You can also access them in assignments at the top of the page.



3. Click on the assignment you are submitting.
4. Upload any work to the channel under the '**my work**' heading. This can be a photo of the work or if you are typing you can upload it straight in.

This is an external link (open at your own risk) on how to scan documents and send using an iphone or android device.

[Android](#)

[IPHONE/IPAD](#)

5. Click hand in.

## **Messaging**

If you wish to ask an adult a question, you will need to do this on the main 'chat channel'. To ask an adult a question start your question with @nameofadult

e.g. @scotcher Please may I have the work sheet again?

This will send a message to your teacher and they will respond. **Unfortunately teachers will not be able to respond to private messages.**

## **Rules**

1. Make sure you use a good standard of English (no text speak).
2. You only message adults during the times given to you by your teacher.
3. Questions, support etc. should all be related to your current learning.
4. Do not use pictures, emojis etc.
5. Only send work by uploading it to 'assignments'.

**Teachers will aim to respond to your query within 24 hours Monday - Friday. However, please consider sending your messages between 8.30am and 4pm in line with the timings of the school day.**