



# Remote Learning Guide: **STUDENTS**



**Successful, Confident and Ambitious**

# How will remote learning work?

- \* Your online lessons will follow the normal school timetable, and you will access your lessons at the normal time.
- \* Your teachers will set work using [Microsoft Teams](#).
- \* Lessons will vary in format to keep it interesting for you - some will be live, others will be pre-recorded.
- \* It will be clear to see when your lessons are by checking your calendar.
- \* If you can't attend a lesson, please let your teacher know **BEFORE** the lesson starts.

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# Remote Learning expectations

- \* **Have your camera off, unless asked to do otherwise by your teacher.**
- \* **Have your microphone off unless directed by the teacher to turn it on in order to contribute.**
- \* **Not change any of the settings in place at the start of the lesson.**
- \* **Ask questions via the ‘Conversation / Chat’ function OR by using the ‘Raise Your Hand’ function.**
  - \* **Normal behaviour expectations apply.**
- \* **The ‘Conversation / Chat’ function is for lesson related content – questions / answers / queries – only. This also applies to any posts you may submit outside of the live lesson time.**
  - \* **All Live Lessons are recorded for safeguarding**

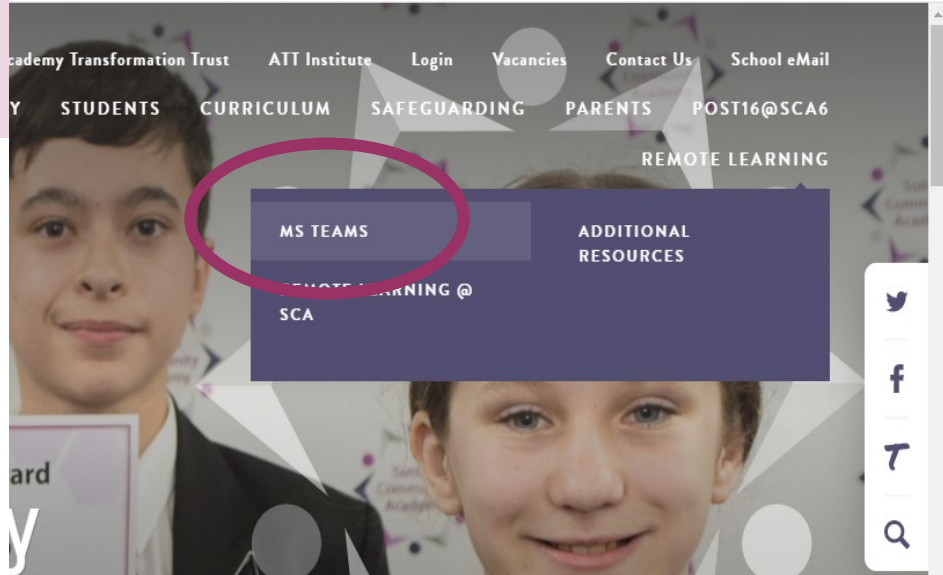
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# How do I access 'Teams'

**Step 1:** Go to the Sutton Community Academy website and click on Remote Learning, and Select 'Teams'. It is important to Log into Teams every day as this tells us who is attending their online lessons.

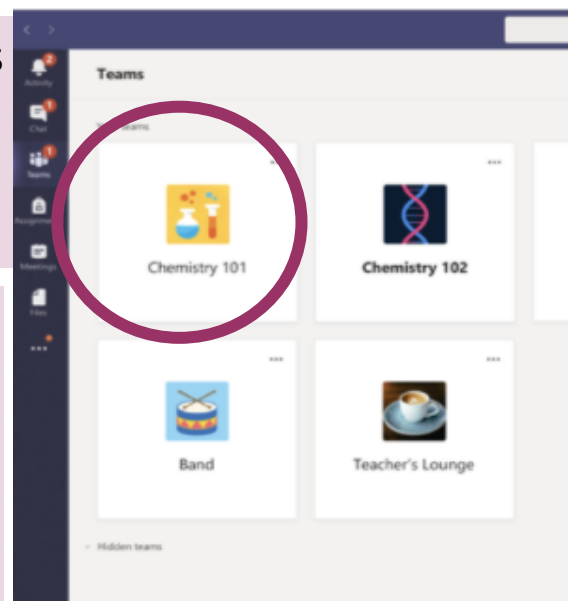
Remember: Some lessons are live, some will be pre-recorded, or set in assignments —It is your responsibility to check them all!



**Step 2:** Login, using your school email address and password. If you need to reset your password, please use [this form](#).

**Step 3:** Once you are in Teams you will see a Class Team for each of your subjects. Select the lesson you wish to join.

**Step 4:** You will then see the instructions for your lesson, set by the teacher. **Check the Class Team for each lesson—Don't just reply on the calendar.**



**Important: Check both the calendar and the Class Posts!**



# Accessing a 'Live Lesson'

**Step 1:** When you go into your lesson, you will see a purple banner, on which you can click to enter the meeting.



online music lesson 26.1.21  
Tuesday, 26 January 2021 @ 12:25

**Step 2:** Once you click on the link you will see the following if you have a 'Live Lesson'. Click on '**Click here to join the meeting**'..

Microsoft Teams meeting

Join on your computer or mobile app  
[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

Choose your audio and video settings for

**Meeting now**



   Devices

**Step 3:** You will then see the Teams meeting join window. It should have your initials in the centre (or your profile picture if you've set one). Once in the meeting, you can toggle your microphone on or off as needed and also use the conversation and raise hand buttons to take part in the lesson as required.

**Step 4:** Once the lesson has ended, click the hang up button and close the Teams window.

**Important: Check both the calendar and the Class Posts!**