



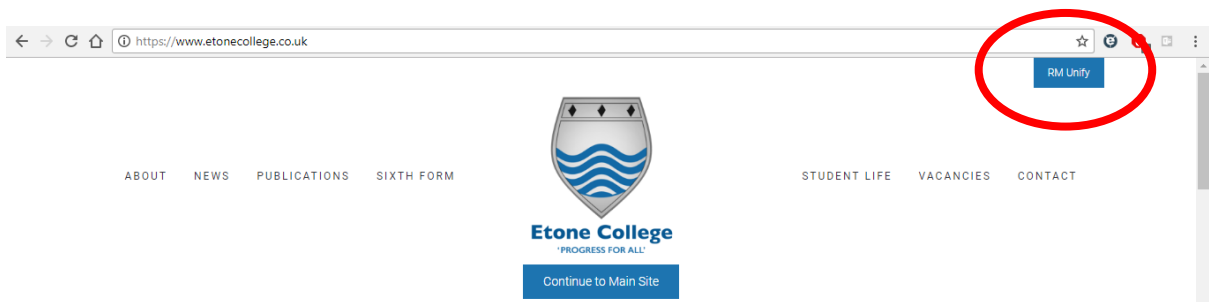
Teams Pupil Guide @ Etone



As soon as possible, log in to Microsoft Teams

Do not leave it until the day of the lesson itself. We will not have time to sort out technical issues on the day.

You will need to access the RM Unify page. To do this click on the RM Unify button in the top right of the school home page.



Sign in using your full school email address and password.

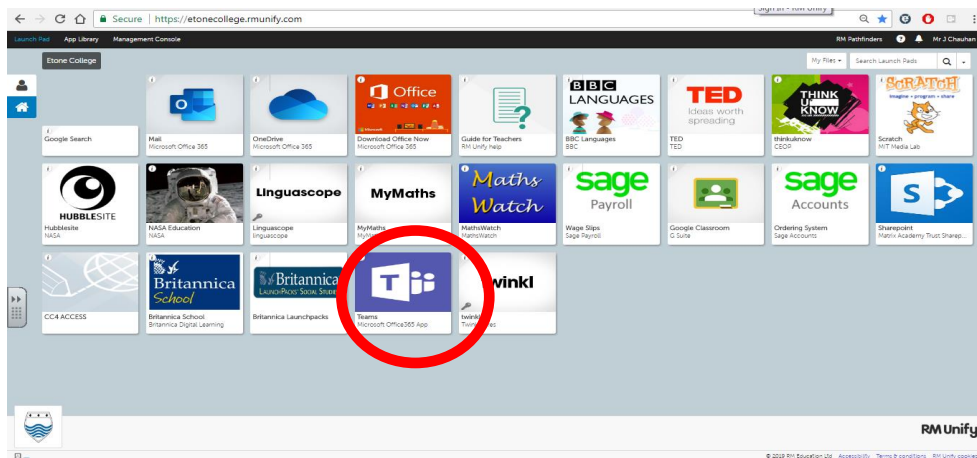
Your username will have used the following format:

For example; Adam Smith would be: **20-smith-a@etonecollege.co.uk**

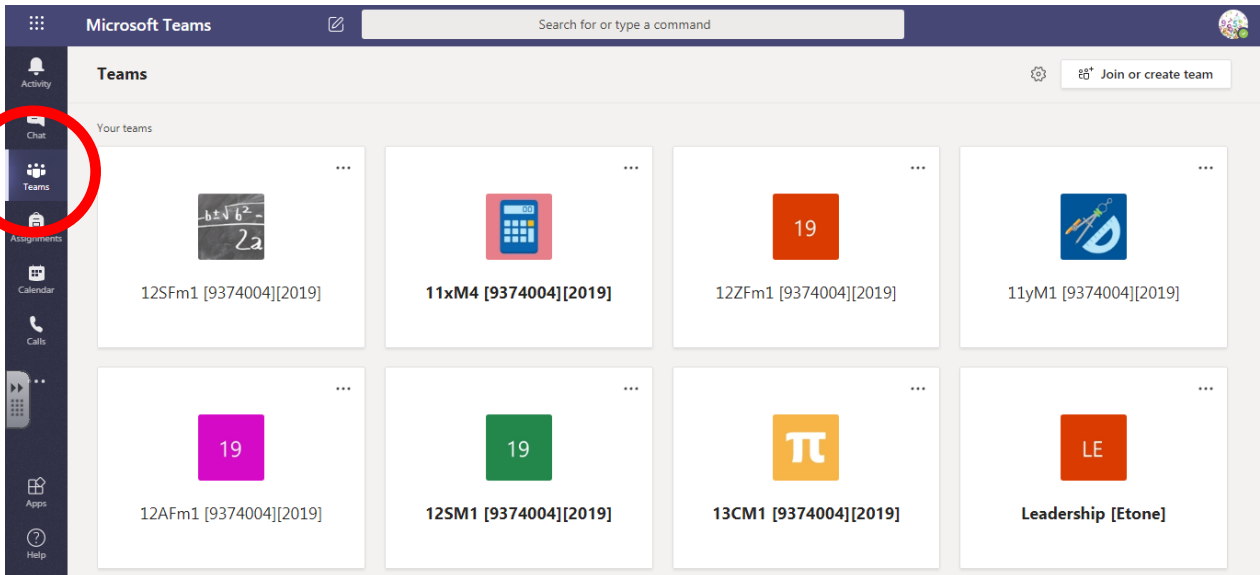
Your password should have been recorded in your planner when first logging on

If you have forgotten either, get someone else in your household to email itsupport@etonecollege.co.uk

Click on the tile **Microsoft Teams**

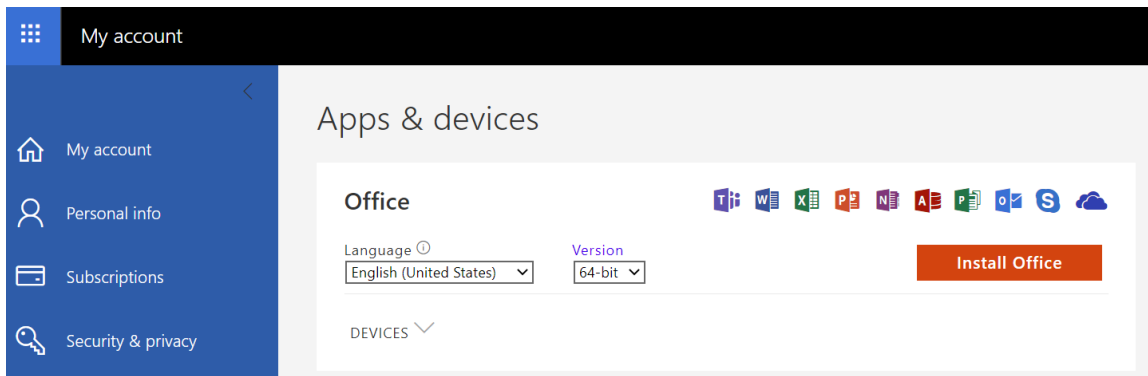
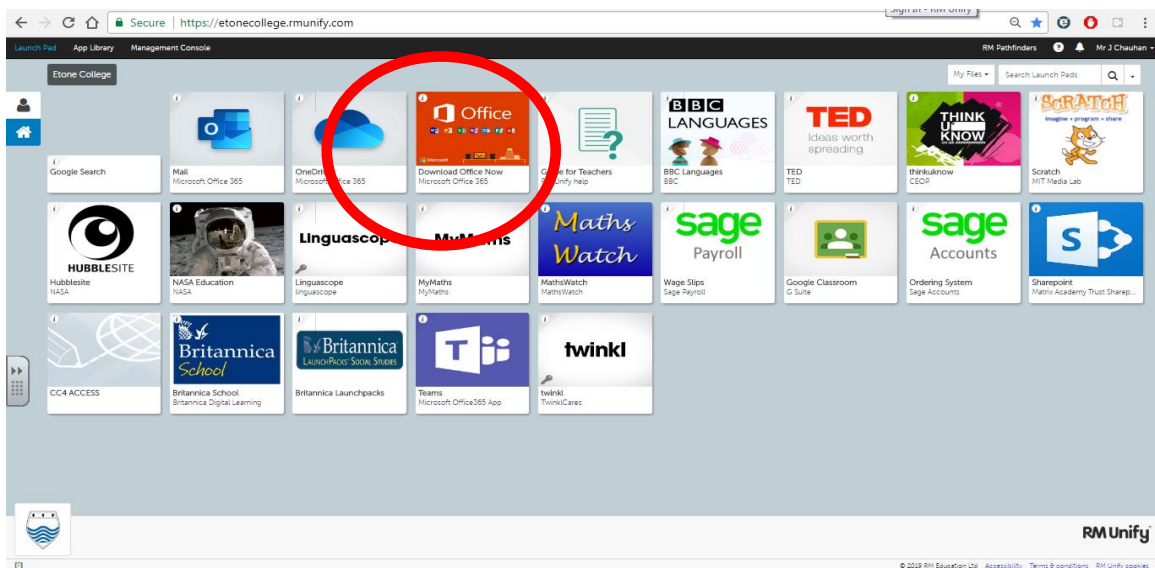


Down the left side of the screen, click on Teams to see your “Teams classes”.



In the main part of your screen, you should be able to see your Teams class tiles for each of your subjects. If not, email itsupport@etonecollege.co.uk

It is a good idea to install Microsoft Office 365 for **FREE** through RM Unify first so you can access Microsoft Office software.



Teams Invitation

You will get an email inviting you to a Teams session so it is important you check your emails regularly.

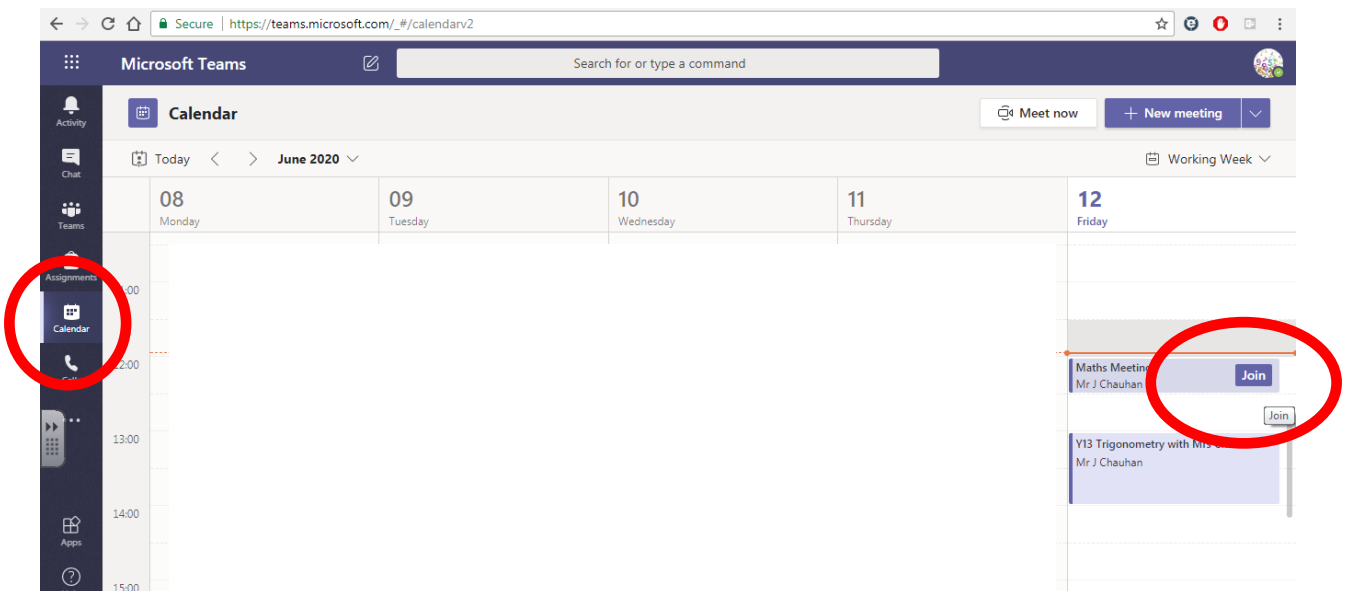
Please accept the invitation to the online Teams session at the pre-arranged time. If you cannot make the session please email your teacher with your reasons why.

On the day of the lesson

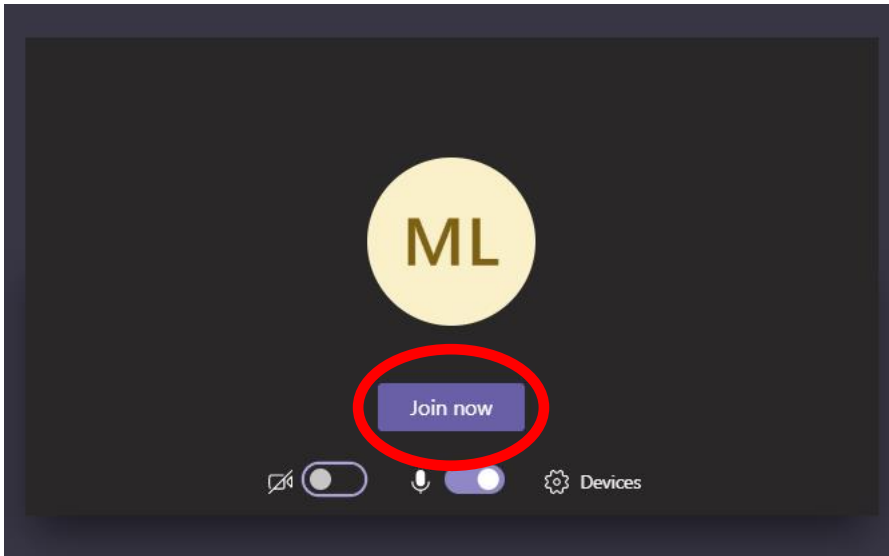
Remember that Teams is constantly being monitored and these lessons are being recorded to make sure no one behaves inappropriately. Although the recordings will not be shared publicly and your image will not be shown, by participating in these lessons you are consenting to your typed chat comments and anything you say being recorded.

Anyone who behaves inappropriately will be immediately removed from the lesson and banned from future lessons.

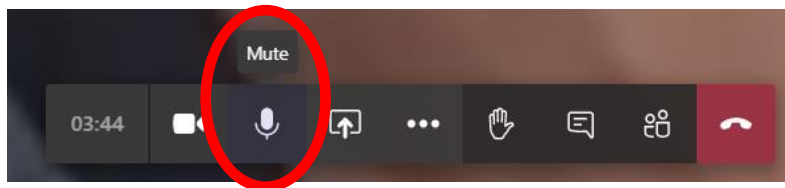
1. Get online and log into Teams around 10 minutes before the session. If you have accepted the invitation you will get a reminder on your screen. Otherwise you can select your calendar on the left to see your scheduled session. From here you can click join. If you are missing a session that should be set please contact your subject teacher using your school email account



2. When you get to this screen, click Join now to enter the lesson.



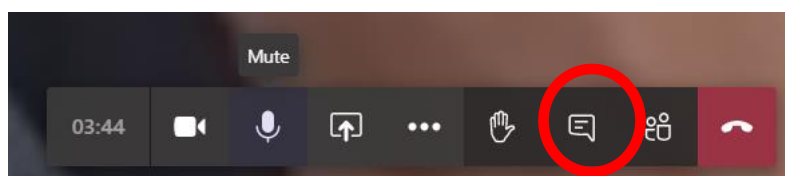
3. You will **not be allowed to use your camera** and this **should remain turned off**. Your microphone should also remain **MUTED** unless given permission from your teacher.



You do have the ability to mute and unmute yourself at any point but only do so when asked by your teacher. For instance, they may want you to speak aloud a question you have asked in the chat to get a discussion going.

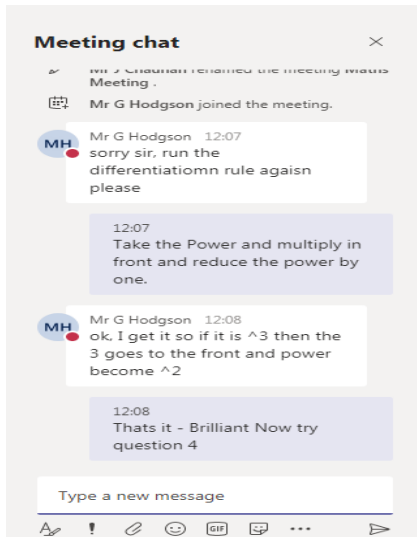
If you are using the microphone and are in a room with other noise please use headphones as this reduces background noise.

4. If you have a question, stay muted for now and use the chat function. Access this using the button on the toolbar in the middle of the screen.

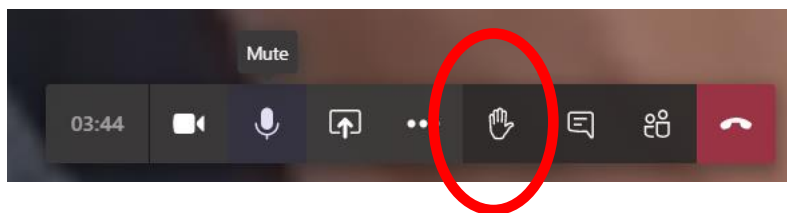


5. The chat looks like this. Type in your questions and wait until your teacher has looked through to see if they want to unmute you.

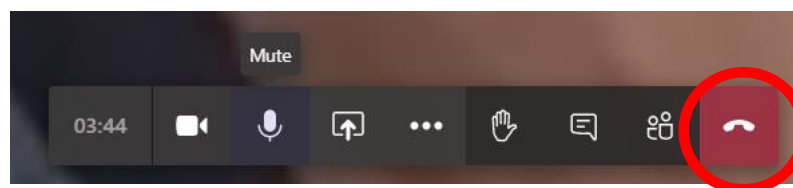
This may end up starting a discussion. Just remember to mute yourself when this discussion is over so others can be selected to unmute and contribute.



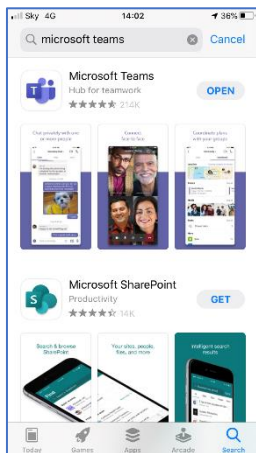
6. Alternatively, if you want the teacher attention you can press the hands up button and wait to be asked.



7. When the session is finished please press the red end call button. This will exit you from the online session and end the lesson.



Using Mobile Devices



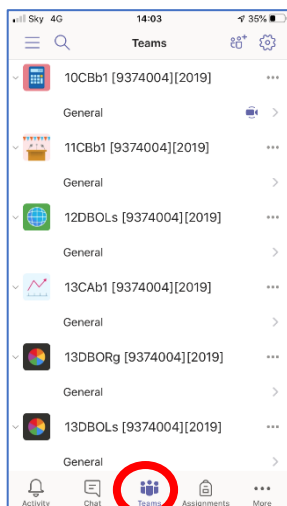
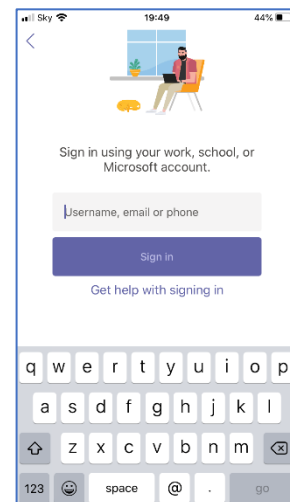
Firstly, download the Microsoft Teams app from your devices App store.

Now use your Etone email address to sign into Teams:

Your username will have used the following format:

For example, Adam Smith would be: **20-smith-a@etonecollege.co.uk**

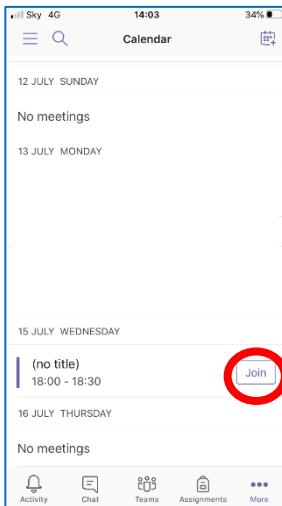
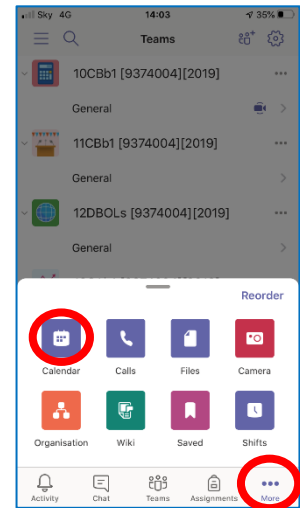
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When logged in you will see your Teams displayed here.

When you are ready to join a Teams, meeting click on the more button.

Then click on the calendar button.

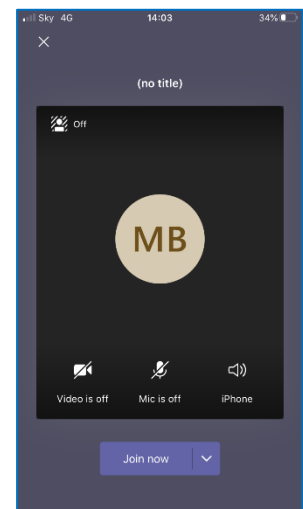


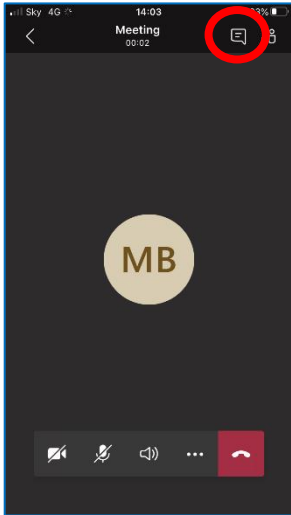
You should then be able to view your lessons that are scheduled.

When you are ready you should select the 'Join' button.

When you join make sure your video and microphone are off.

Select 'Join now'.





When you are in the lesson you will be able to write messages, ask questions and give answers by pressing the 'chat' icon.

When you are finished press the red hang up button.

If you have any issues with logging on please contact your teacher before the lesson and itsupport@etonecollege.co.uk

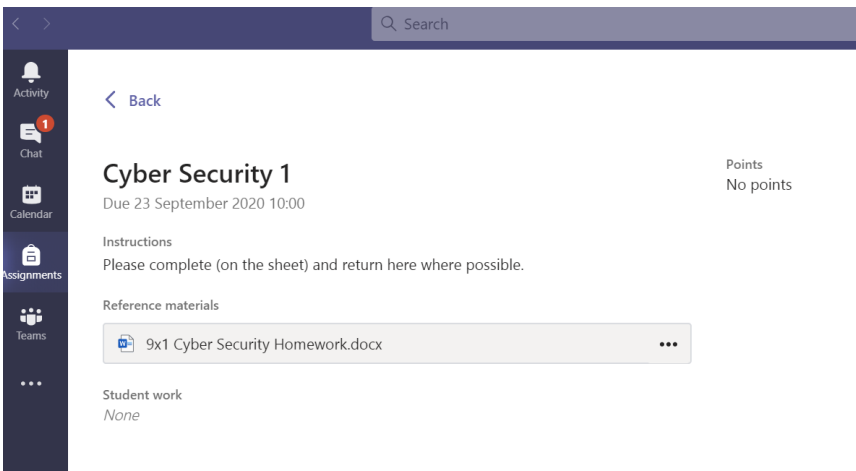
Access using a games console

If you are attempting to use a games console to access TEAMS please view the link below:

<https://www.youtube.com/watch?v=yTQSsxqdhmY&t=157s>

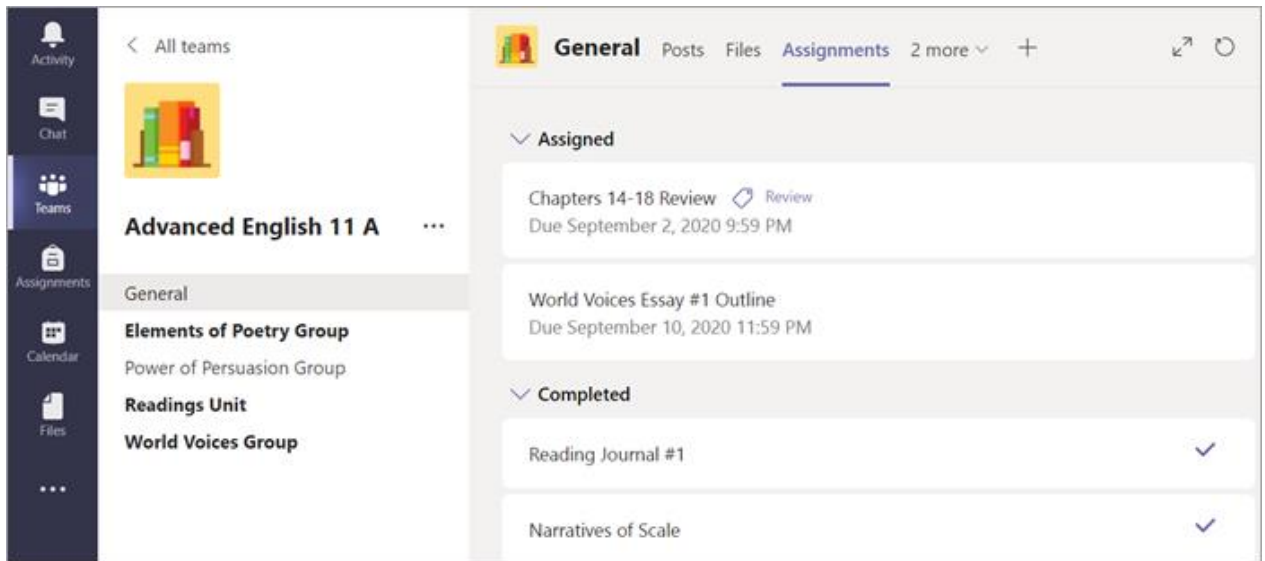
Submitting Assignments

Your teachers will be setting you assignments to complete on team as part of your homework and assessments schedule. It is important that you regularly check that work has been completed on time and that your submissions have been successful.

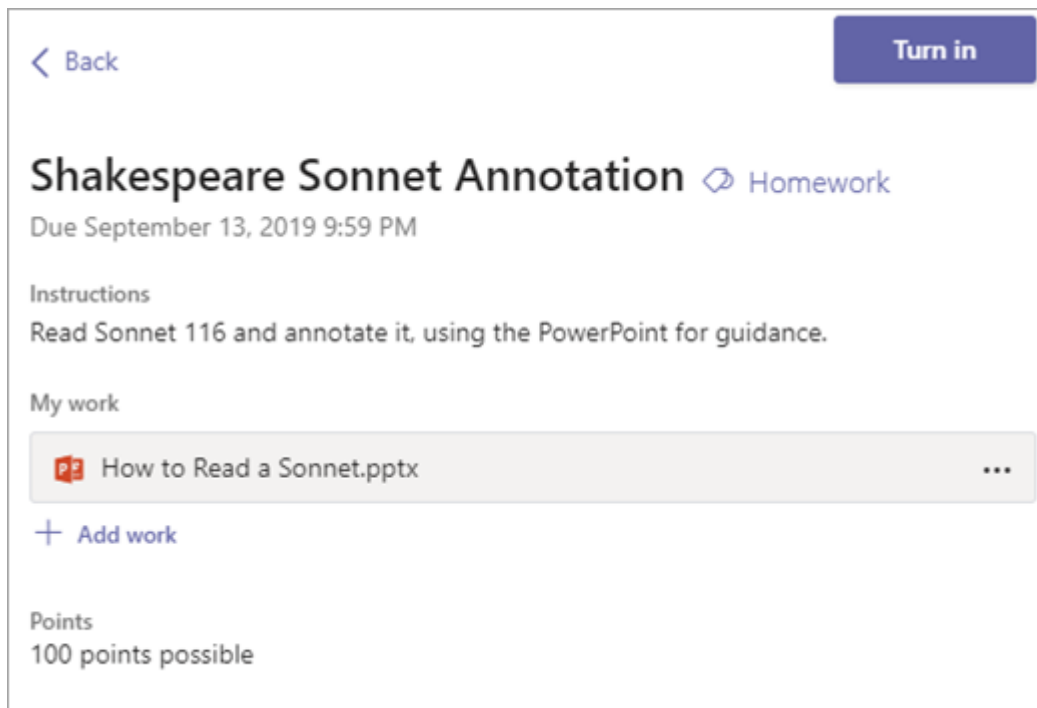


The above example shows the set assignment and the documents attached. After following the steps to upload you should select 'Submit'.

1. Go to the class you would like to hand in an assignment for, then select 'Assignments'. You can also use your search bar to search for an assignment by keyword. Your Assigned work will show in order of due date. Select any assignment to open it and view the assignment's details.



2. You should then see your assignment and the details of it. You then need to select 'Hand In'.



If you are required to upload a document to your teacher, you should select '+Add work'. This will take you to a page where you can search your computer and upload the file of your choice.

When handing in your assignment you may have the following options:

Turn in again - if you're editing an assignment you've already turned in and need to submit work again.

Turn in late - if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.

Not turned in - if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work. **You should contact your teacher if you have any concerns about upload work before the due date.**

Undo turn in - if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.