



Teams lessons – Guide for pupils

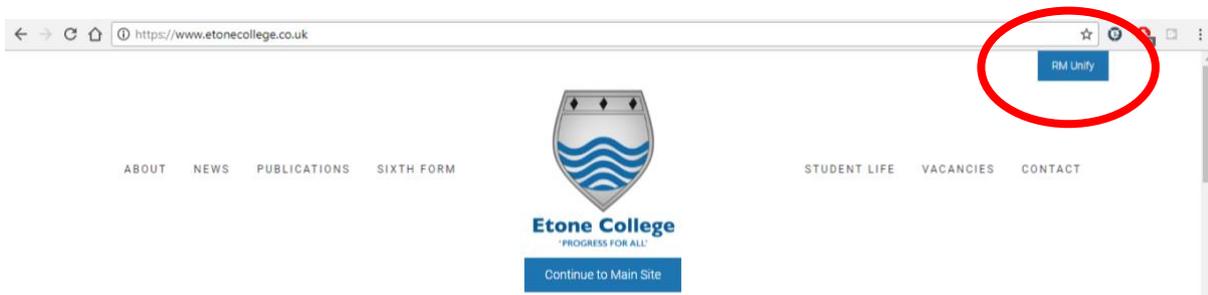


Things to do NOW

As soon as possible, log in to 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.

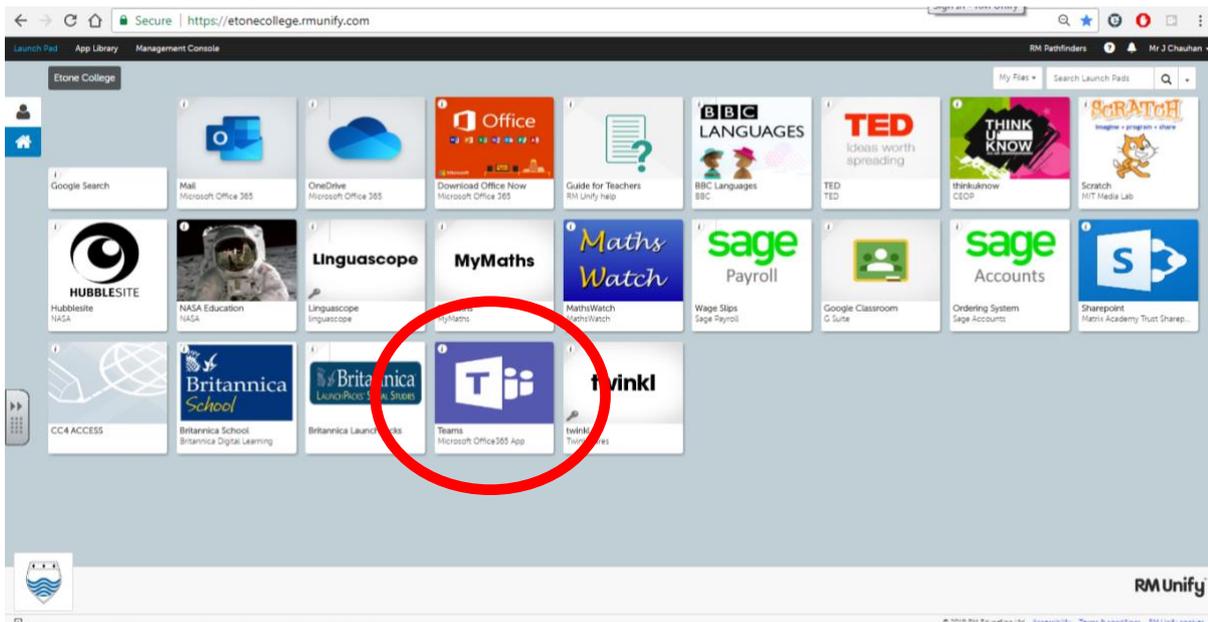


Sign in using your full school email address and password.

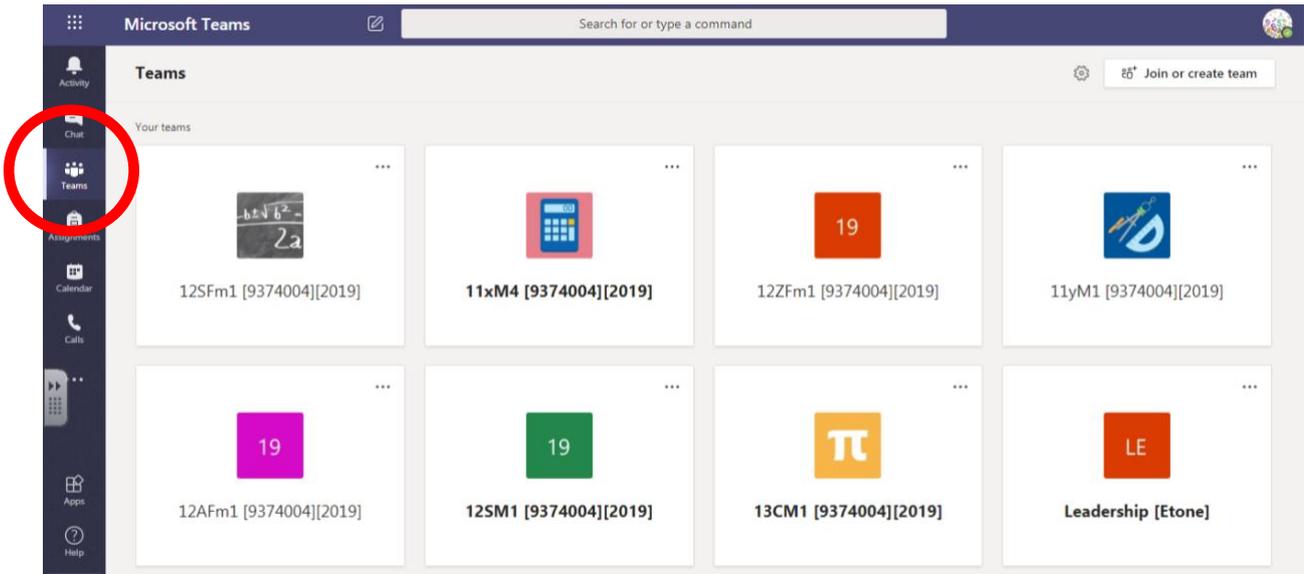
Remember to put **@etonecollege.co.uk** at the end of your username

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

Click on the tile **Microsoft Teams**

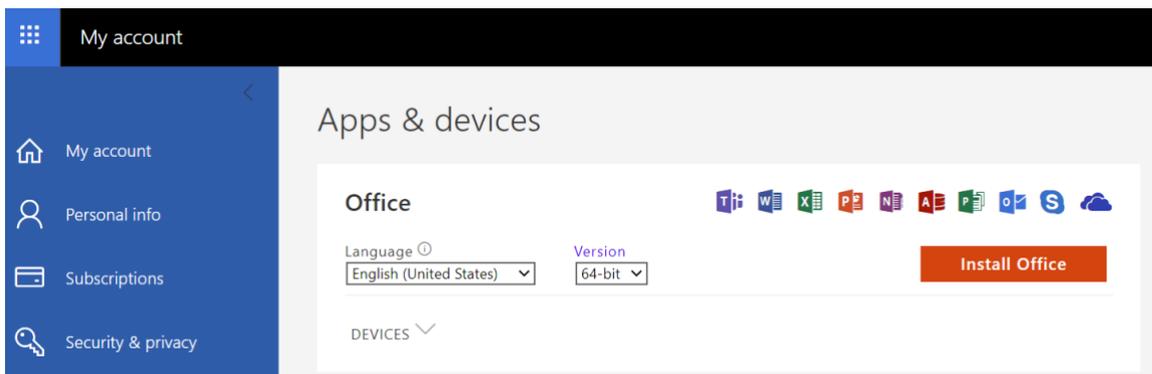
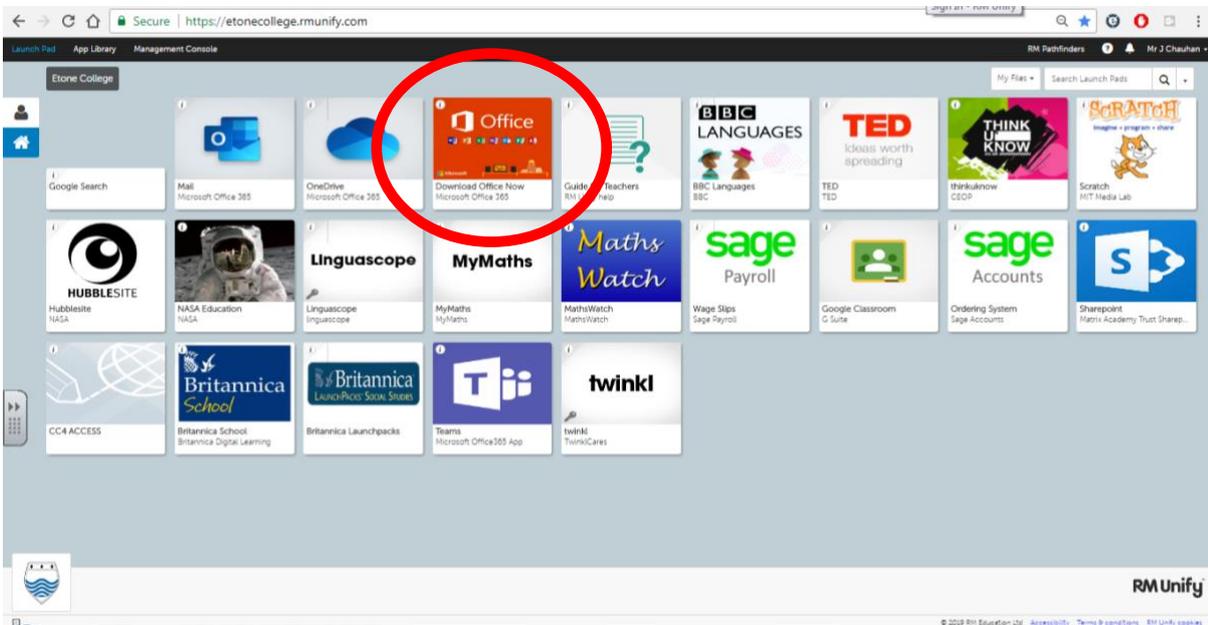


Down the left side of the screen, click on Teams to see your “Teams classes”.



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

Teachers may refer to resources in All Resources or send you new resources over the Chat. 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.

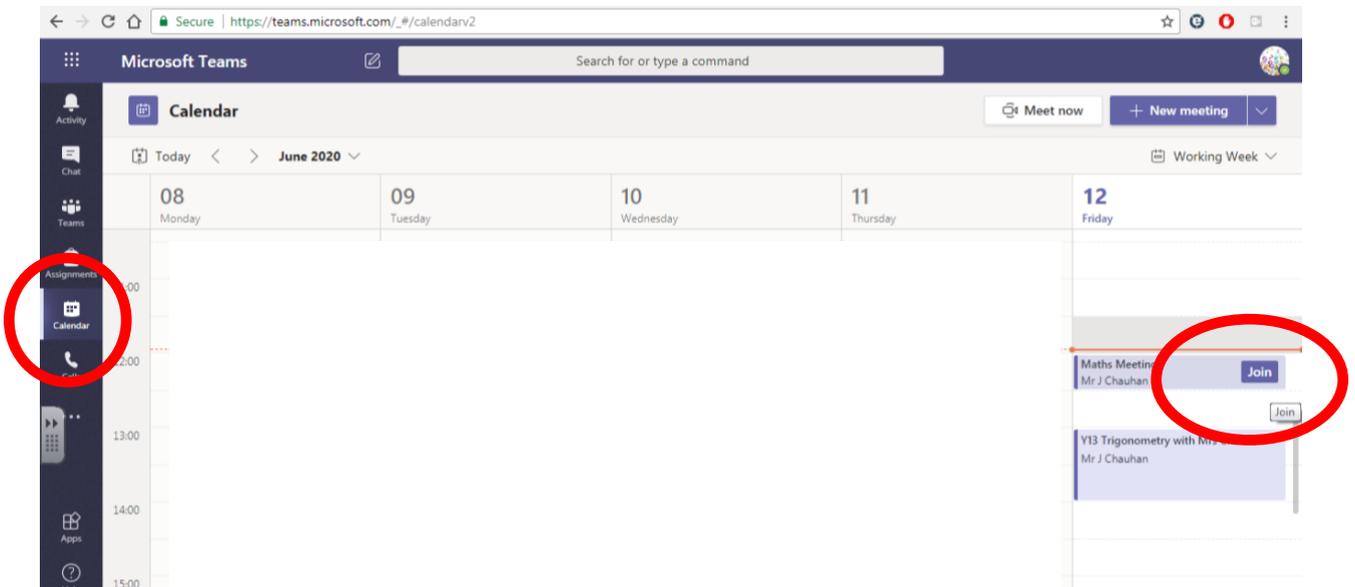
Please accept the invitation to the online Teams session at the pre-arranged time. If you cannot make the session please email your teacher with your reasons why.

On the day of the lesson

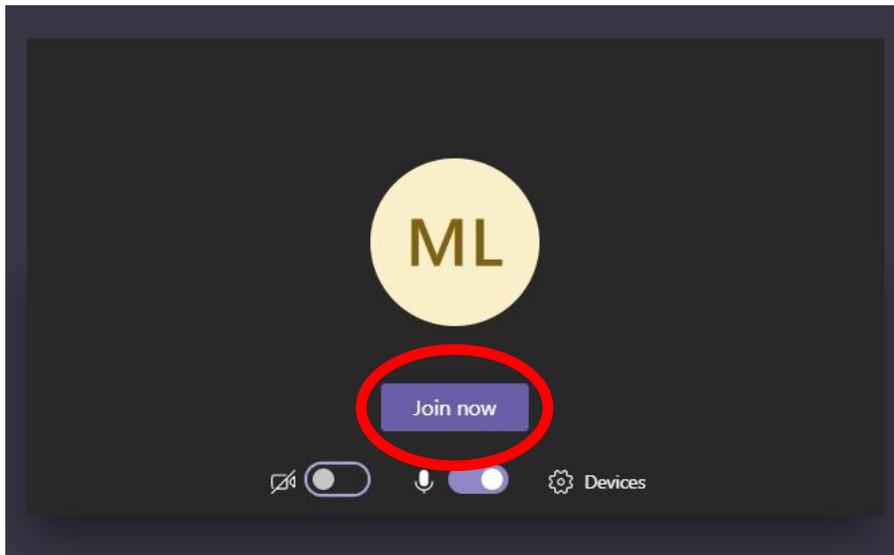
Remember that Teams is constantly being monitored and these lessons are being recorded to make sure no one behaves inappropriately. Although the recordings will not be shared publicly and your image will not be shown, by participating in these lessons you are consenting to your typed chat comments and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



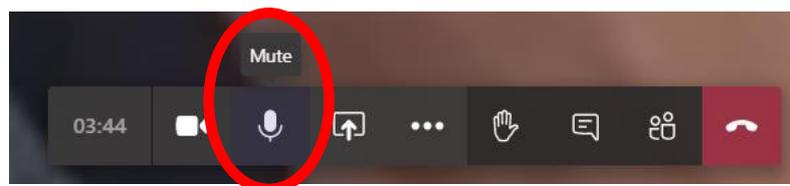
2. When you get to this screen, click Join now to enter the lesson.



3. You will **not be allowed to use your camera** and this **should remain turned off**. However you will be allowed to use your microphone – though your teacher can override this and mute you. As we would in school, we are not going to be talking over each other.

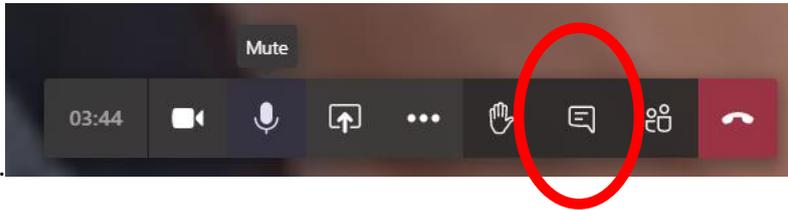
If you arrive before the lesson has started you may leave your microphone unmuted to say Hello to your teacher. If the lesson is about to commence, please mute it.

Using headphones can reduce feedback.



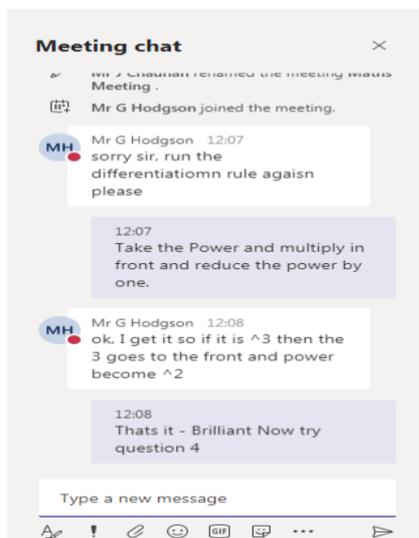
You do have the ability to mute and unmute yourself at any point but only do so when asked by your teacher. For instance, they may want you to speak aloud a question you have asked in the chat to get a discussion going.

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.

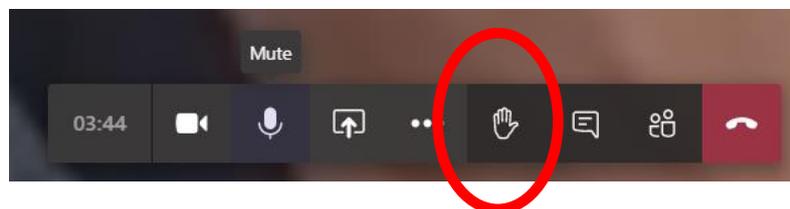


5. The chat looks like this. Type in your questions and wait until your teacher has looked through to see if they want to unmute you.

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.