



**TOP TIPS**  
**for pupils -**

**Remote and online**  
**learning using MS**  
**Teams - 2020**



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### **Expectations and routines:**

Your teacher will set up and invite you to a meeting for your class prior to them video calling you and these will recur every week at the same times. Please refer to your calendar on MS Teams. You will need to attend these video calls as these WILL be your online timetable.

1. You should join the video call when stated by your teacher.
2. When your teacher ends the call, your session will be terminated.
3. You should not spontaneously video call your teacher. The video call should always be set up before the lesson.
4. You will not be able to speak with your microphone (your teacher will have already disabled all microphones before the meeting so as it does not distort their microphone and impact on their teaching). If you wish to ask a question, you may ask in the conversation (Chat) window.
5. Your camera must be turned on.
6. Remember that the same rules apply in your online classroom as your school classroom.
7. You should have all your equipment needed for your lesson, just like in school. This includes exercise books, any reading materials etc that you usually use. Do not assume that all work will be computer-based.
8. Remember this is a new way of teaching for your teacher and a learning curve for us all to navigate together. Please be patient, speak if you are struggling with the workload and continue to work hard.

**Important:** If your teacher has a child/children at home, they may need to tend to their child whilst they are video calling you. If this is the case, the teacher will notify you, set you a task and temporarily turn off their video and microphone. The call will still be ongoing and recording whilst your teacher is not present. They will return as soon as possible and switch their cameras and microphones back on to continue their lesson.

**Registration:** You will be expected to check in with your class teacher every morning for registration. If you are sick, your parents will be asked to call into the school office as normal and state the reason for your absence.

### **Active working environment and etiquette:**

#### **Expectations**

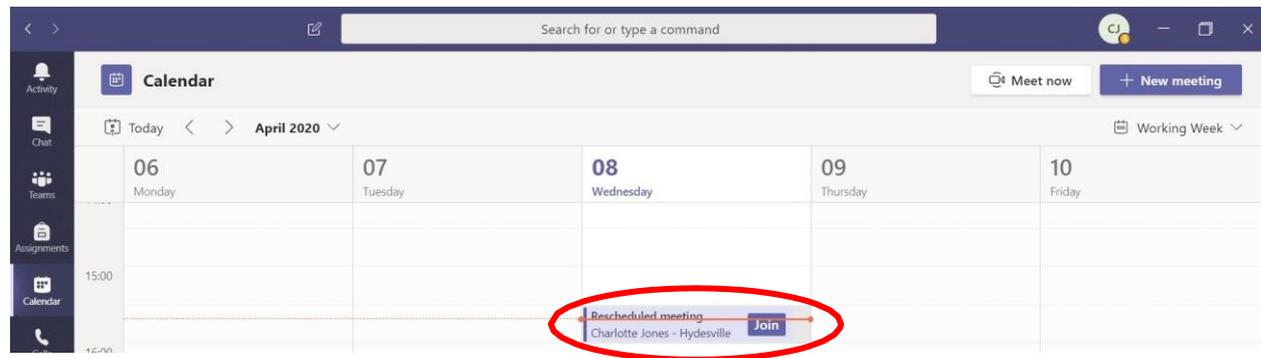
1. You should try to be in a quiet place for ALL online lessons, as best as you can.
2. You should sit at a desk or at a table.

3. You should be dressed appropriately during live meetings; you are NOT required to be in school uniform.
4. You should blur your background (this is a feature available in Teams) unless you are in a distraction free area.
5. You should NOT eat or drink anything other than water when on camera in your lesson.
6. You should remove all distractions during live meetings.
7. You should be respectful and courteous at all times. Remember, you are in class.

**How to attend video call/meeting in Teams:**

Once your teacher has created your recurring meetings, these are scheduled into your calendar.

You will need to attend these meetings/ video calls. To do this, go to calendar, find your meeting and select join.



You will then see your controls before you join the class. Please ensure your camera is on, you are ready and prepared - press join now.

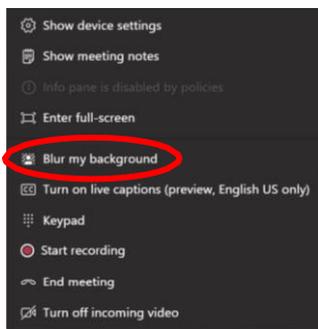
**Tool within your video call:**

There are various tools that you can use within your video call with your teacher.

- a. Blur your background

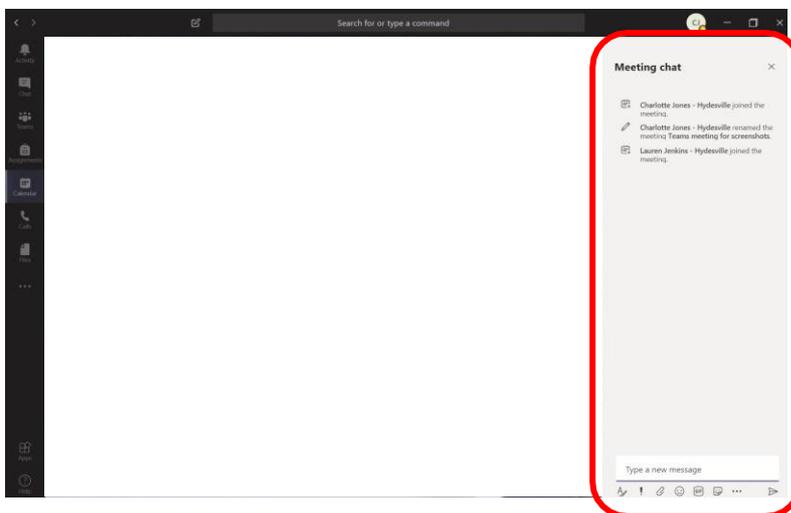
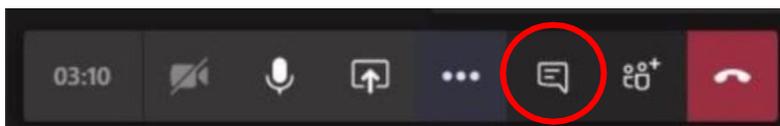
Click on the three dots on your video toolbar

Select blur my background



b. Chat tool

The chat tool will allow you to have conversations with your teacher throughout your video call. To use this, simply press on the comment button on your toolbar. You should be able to then see a window to the right of the video pane where both yourself and your peers are able to communicate with your teacher.



**Completion of work and handing in assignments**

Online learning does not mean that we will require all work to be completed electronically.

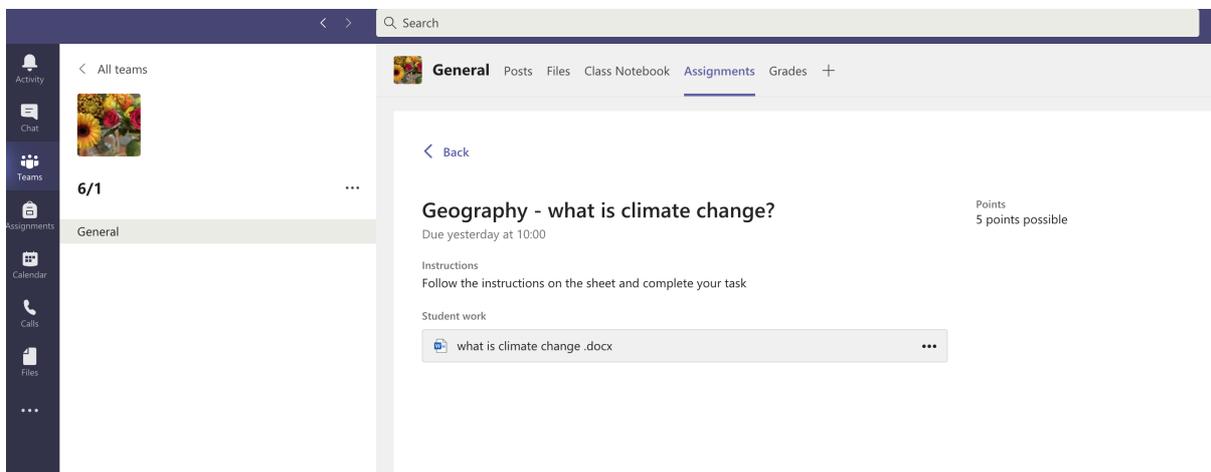
When your teacher sets up the lesson, they include what pupils should bring to the lessons e.g. textbooks. This will allow you to be prepared for tasks that you will need to complete or to have any resources that you will need to look at whilst video teaching.

In some cases, you may need to complete tasks in your exercise books. These will be marked by your teacher once you return to school.

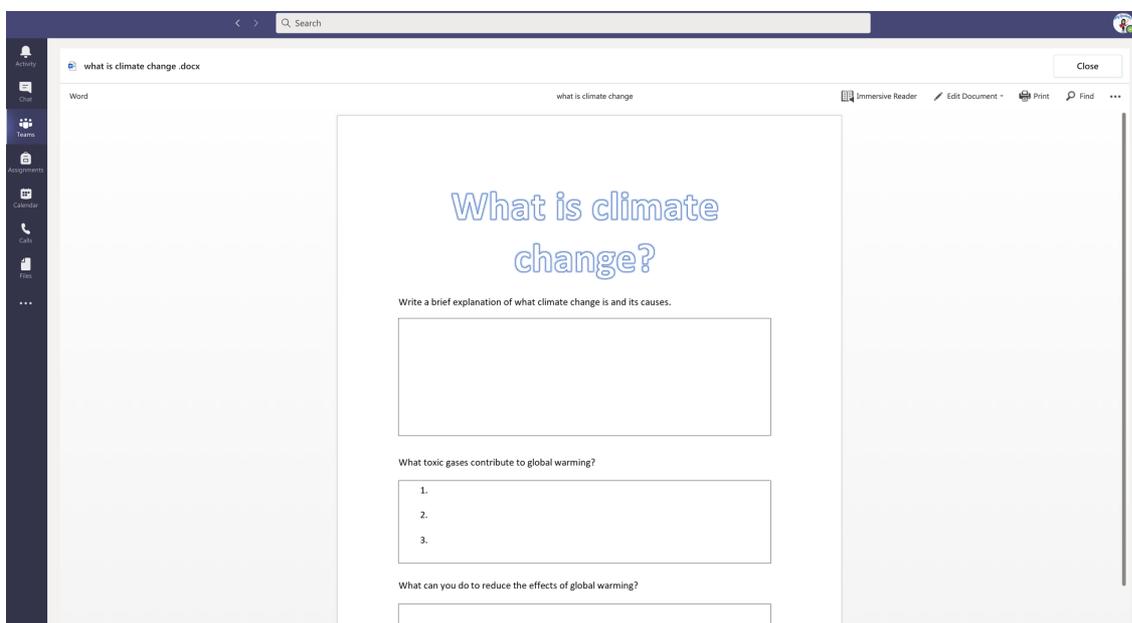
Online tasks should be completed through assignments and sent to your teacher for feedback through teams.

### **Assignments – how to find, complete and submit them:**

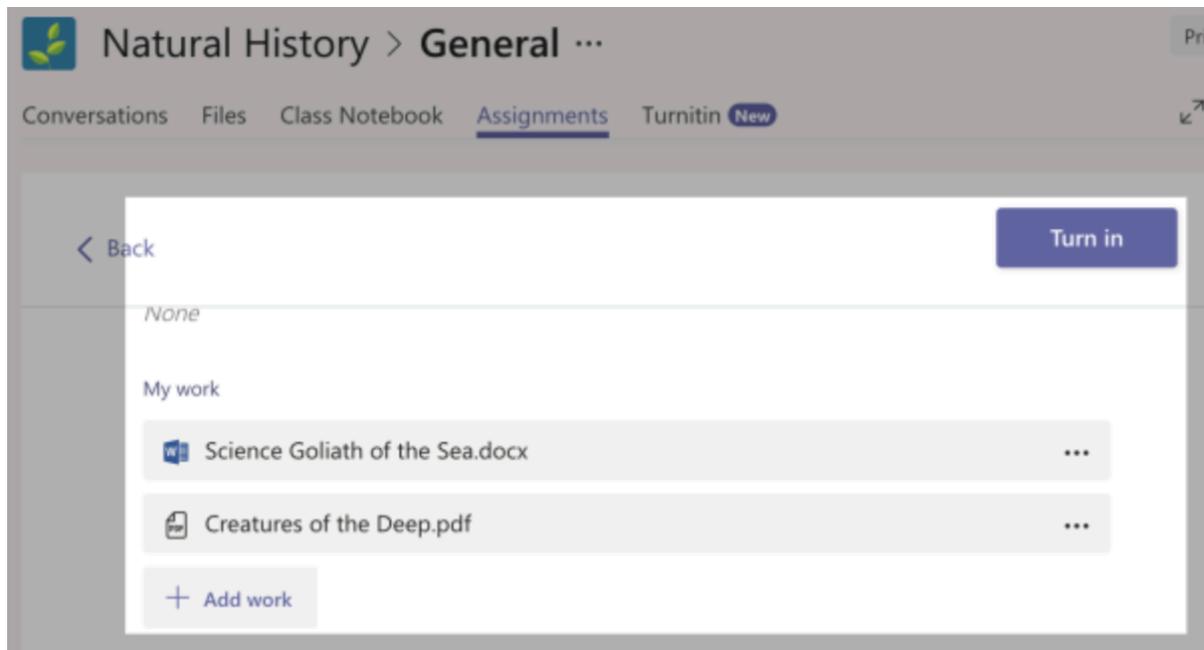
With the assignments app in Teams, you can see work that your teacher has assigned for you, submit it and receive feedback.



Click on assignments and you will see the word document uploaded by your teacher for you to work on.

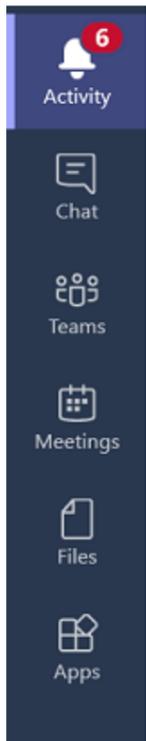


Click on the document to open it and complete the assignment. Once completed, press the close button on the top right hand corner. This will automatically save your work.



To submit your work, click on the blue 'turn in' or 'hand in' button. You're assignment has now been submitted to your teacher for feedback.

Once your teacher has marked your work, you will receive a notification on the left hand tool bar. Click Activity to see the feedback.

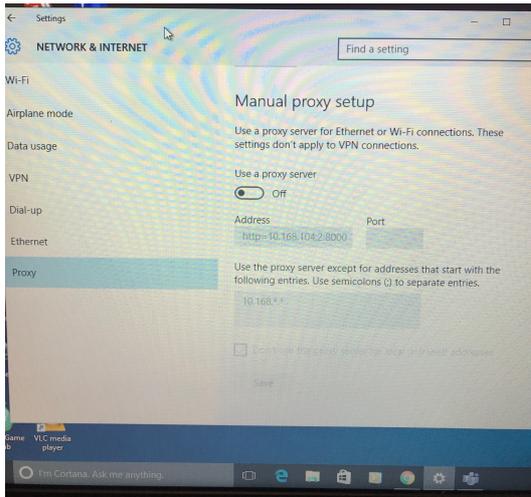


## **FAQ's**

- **My internet is not working or connecting to my wifi on the laptop the school has provided?**

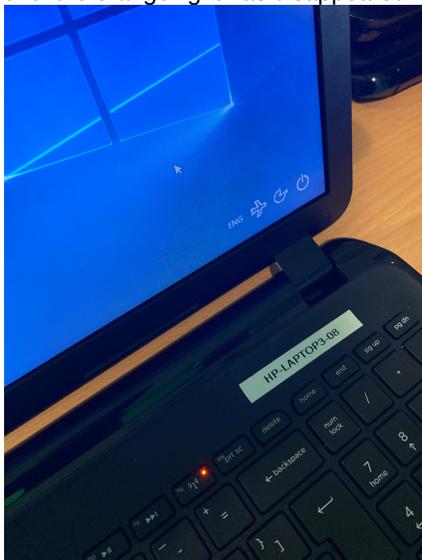
This may be a proxy problem. To turn the proxy off, please follow these steps:

1. Click on "start" and type in "proxy"
2. Click on the first one which says, "proxy settings".
3. When the new window opens scroll down and click "turn off"

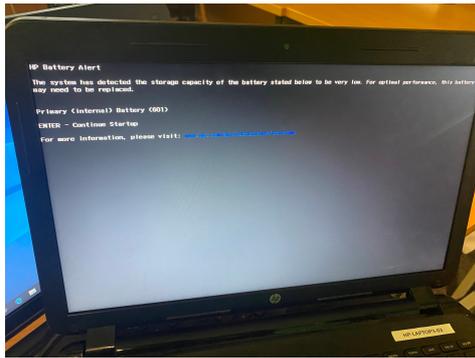


Or

The Wifi button may be set to airplane mode (Orange light on). To turn airplane mode off press the button again until the orange light has disappeared.



- **I can hear a lot of static during the call, what can I do?**
  1. cut the call and join again – your teacher will let you in
- **Microsoft teams app doesn't work?**
  1. You will have the option to use web version (Web app).
- **My video call is very fuzzy**
  2. cut the call and join again your teacher will let you in
  - 1.
- **I can't download my assignment – what should I do?**
  1. Log out of teams and log in again
  2. Refresh the page.
  3. Send a message through chat to your teacher – they may not respond instantly as they are teaching but they will help you.
  4. If none of the above work – please email the issue to [parentconnect@iqra.slough.sch.uk](mailto:parentconnect@iqra.slough.sch.uk)
- **I see a screen which says HP Battery Alert, What should I do?**
  1. Simply just press the enter button on the keyboard



- **Some keys are missing from my keyboard?**
  1. Go to **Start**
  2. then select **Settings > Ease of Access > Keyboard**
  3. Turn on the toggle under **Use the On-Screen Keyboard**. A keyboard that can be used to move around the screen and enter text will appear on the screen. The keyboard will remain on the screen until you close it.