



# Remote Learning – Student Technical Guide

# Contents

Page

3 – Disclaimer

4 – Accessing Microsoft Teams

5 – Logging onto Teams

6 – Viewing your lessons on Computer

7 – Viewing your lessons on phone/tablet

8 - Accessing lesson resources on computer

9 – Accessing lesson resources on phone/tablet

10 - Interacting with your lesson

# DISCLAIMER

**Be aware that all lessons WILL be RECORDED.  
As all students participating are over the age  
of 13 parental consent is not needed.**

**At the start of each lesson the member of  
staff will inform you that the lesson will be  
recorded and they are about to start  
recording.**

# Accessing Microsoft Teams

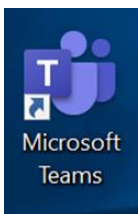
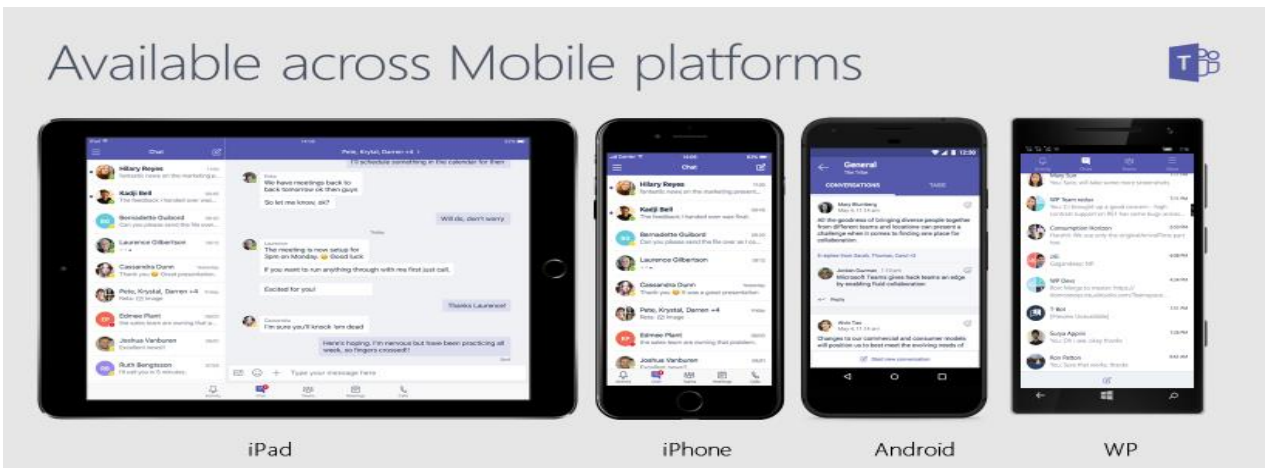
To access Microsoft teams you will need to have downloaded the application.

This can be done by either going to this web address:

<http://teams-dl.oldburyacademy.com/>

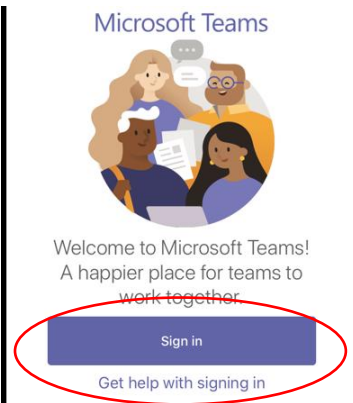
**OR**

Download the Microsoft Teams App from the App store on your device.



If you are using a laptop or desktop computer it will place the following icon on your desktop.

# Logging Into Teams



Using either phone, tablet, laptop or desktop you will be presented with this screen once you open Microsoft Teams.

Clicking sign in will take you to this screen.



Sign in using your work, school, or Microsoft account.

Sign in

Get help with signing in

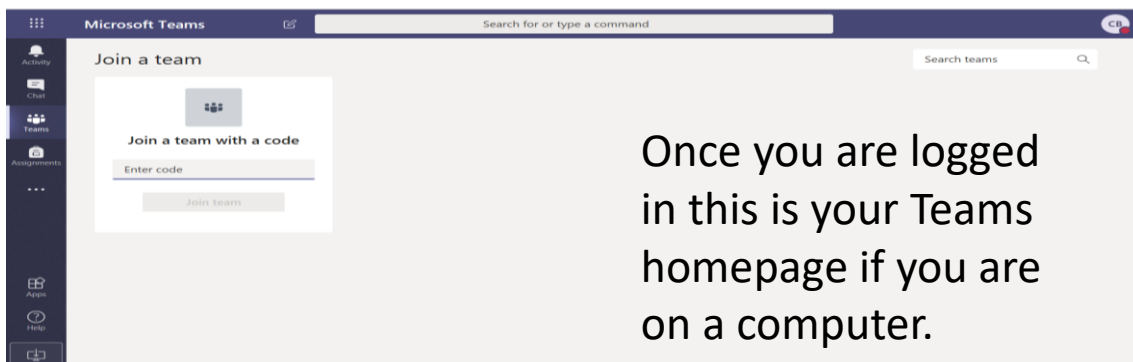
## LOG IN DETAILS

To log in use your school email and password.

Your school email is your school username followed by @oldburyacademy.org.uk

Eg.

taylor.jones@oldburyacademy.org.uk



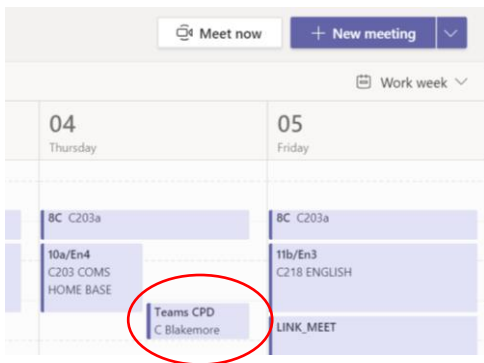
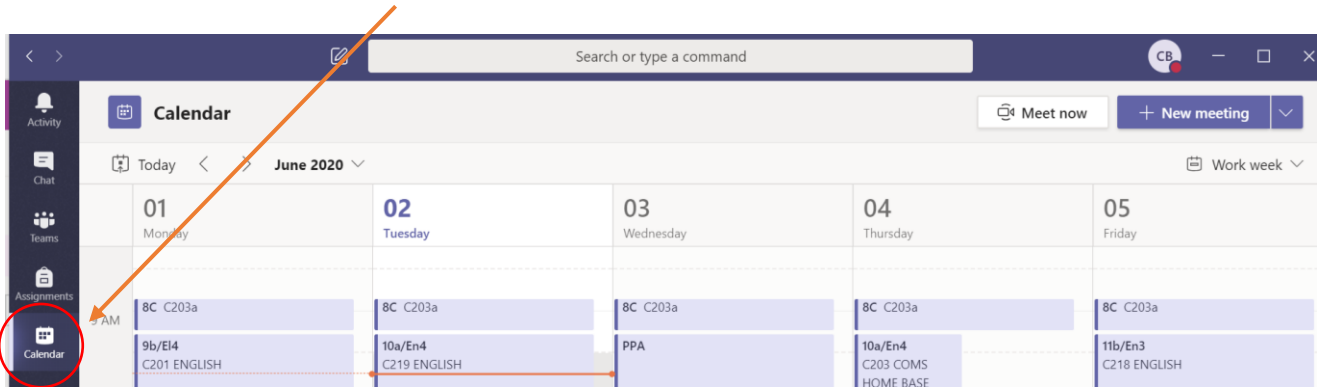
Once you are logged in this is your Teams homepage if you are on a computer.



OR like this if using a tablet or mobile phone.

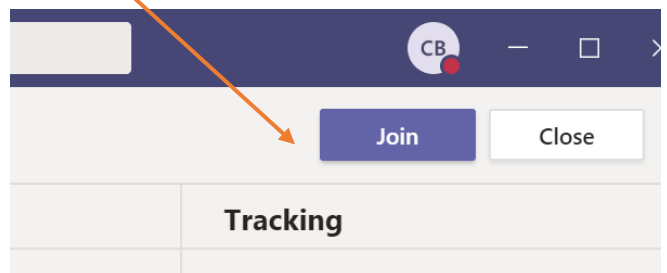
# Viewing Your Remote Lessons on Computer

Once you are in Microsoft Teams and on the home page you will need to click/ select the calendar function..

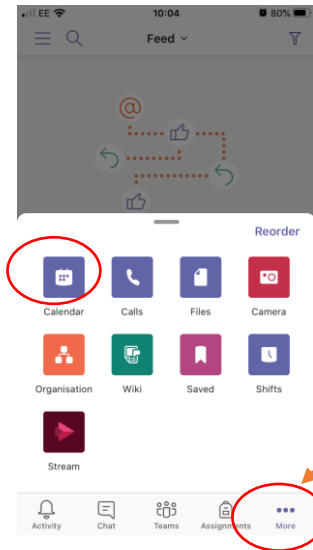


On a computer/laptop you remote lessons will appear in your calendar like this. Your lessons will run between 10 and 11 am.

To join your remote lesson, double click the 'meeting' in your calendar and click 'Join' which will appear in the top right of your screen.



# Viewing Your Remote Lessons on Phone/Tablet

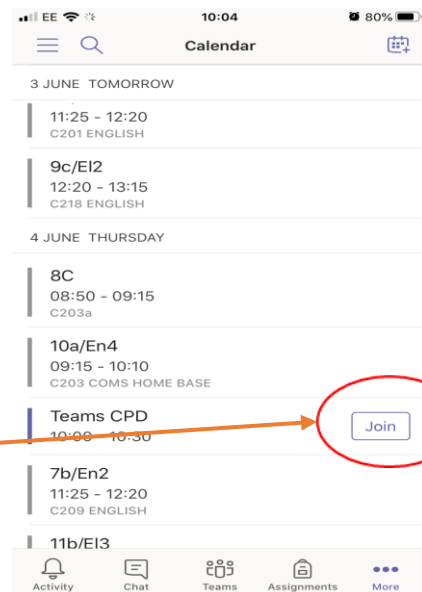


If you are using the app on a phone or tablet the calendar is accessed from the 'more' menu – represented by three dots. The calendar is then in the top left corner of the pop up menu.

On a phone or tablet your calendar will appear as a scrollable list as pictured here.

Your lesson will be between 10 and 11am.

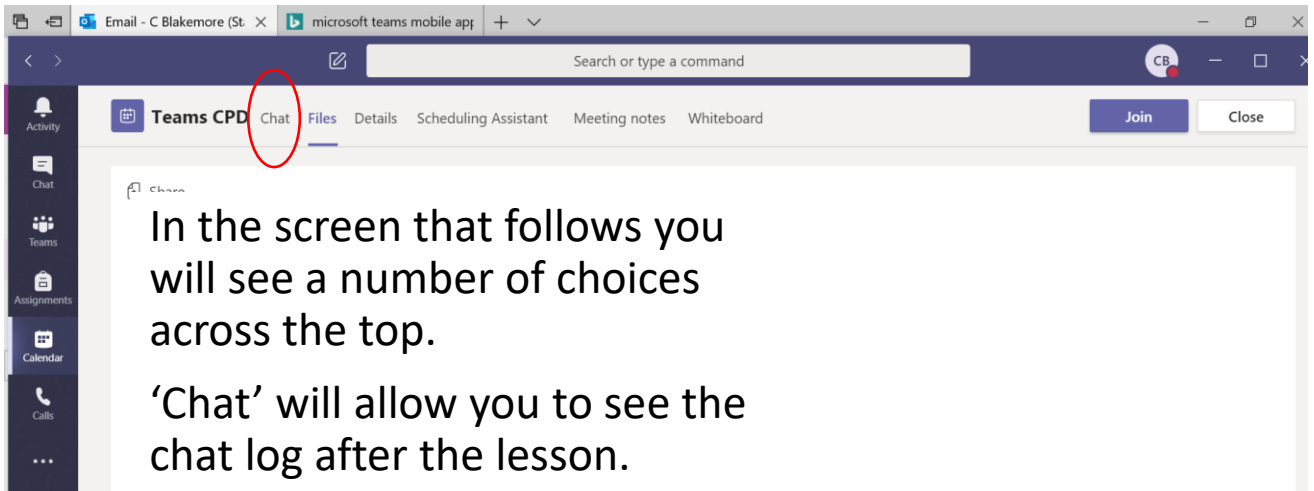
**To join your remote lesson simply click the 'join' icon.**



# How to Access Resources on Computer

Your teacher may upload resources to use during the lesson. It is advised you check before the lesson.

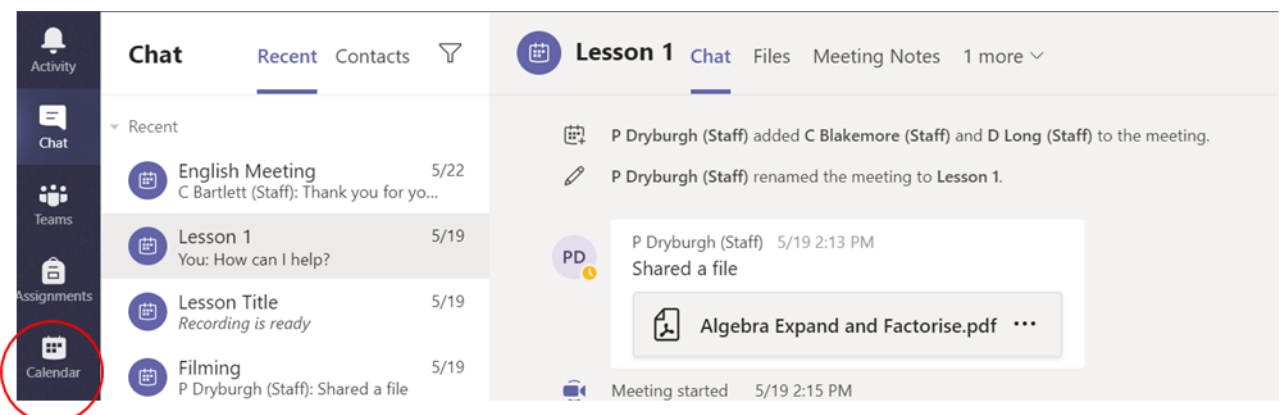
Once in your calendar double click on the lesson you want to access.



It will also allow you to see any Files that have been uploaded.

Double clicking on those files will open them for you to use.

Accessing Files after a lesson:



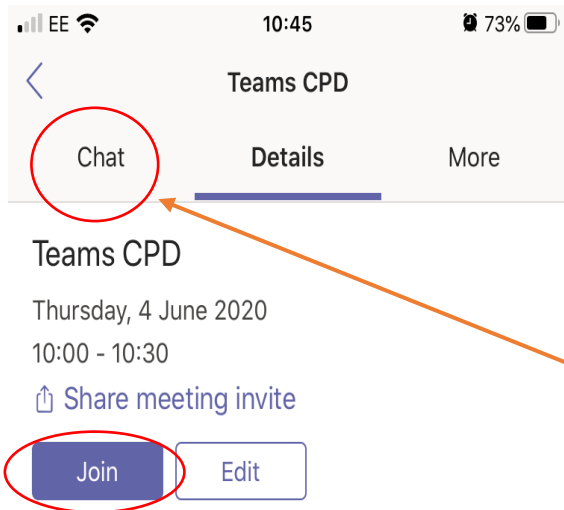
When logged onto Microsoft Teams if you select the 'Chat' icon from the left hand side it will display a list of your recent lessons. Clicking on a lesson will allow you to access any past resources.



# How to Access Resources on Phone/Tablet

Your teacher may upload resources to use during the lesson. It is advised you check before the lesson.

Once in your calendar select the lesson you want to access.



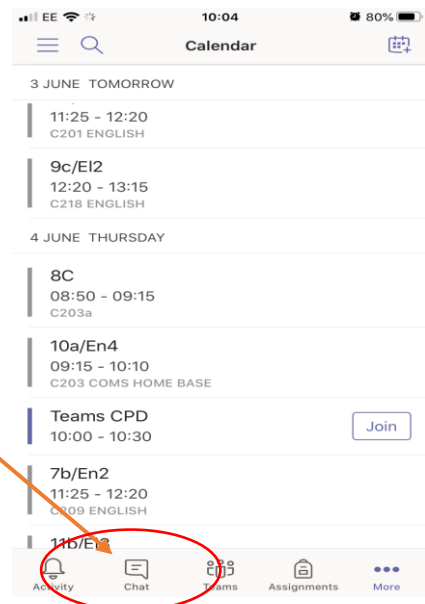
This will bring up a screen like this.

From here you can select 'join' to join your lesson.

By selecting 'Chat' you can access any files attached to the lesson.

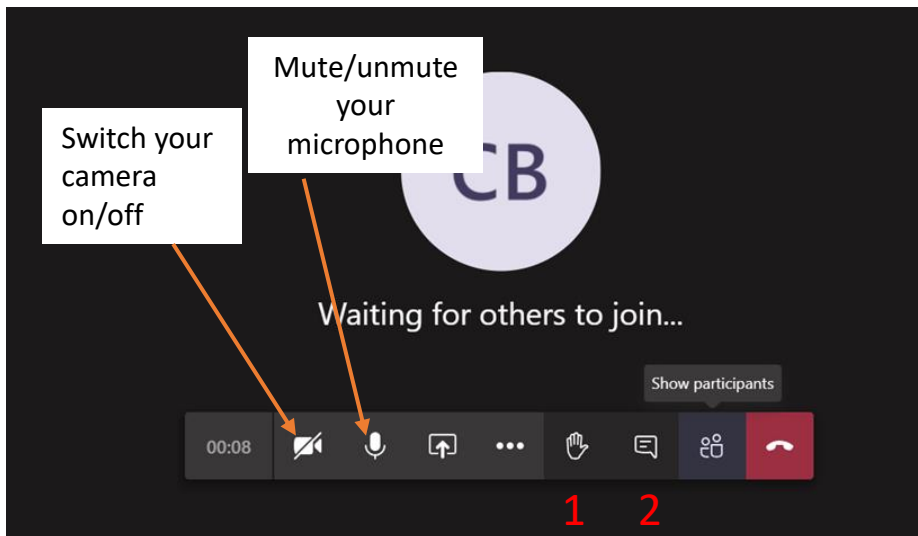
## To Access Past Resources:

If you wish to use any resources from a live lesson you have had, selecting the 'Chat' icon at the bottom of your screen will bring up a list of past lessons. Simply select the lesson you want and in the 'chat' section of that lesson you will find any resources.



## Interacting with Your Lesson

During the lesson you will be able to interact with the members of staff delivering. There will be one member of staff delivering and one available to answer any questions in the chat.



Key Functions For Your Lesson:

1. Hand up function – Allows you to notify the teacher you want to ask a question.
2. Chat log – opens chat so you can ask questions and get advice.

**When participating in a lesson you must ensure both video camera and microphone are turned off.**

**The teacher leading the lesson will unmute when they want you to contribute to the lesson.**

**All lessons will be recorded and uploaded to Show My Homework so you can access them later on if you need to.**