



# Welcome/Welcome Back!

For the start of this academic year, all year groups will be using Microsoft Teams for homework tasks. Your teachers may give you worksheets and exam questions to complete in your book, but all of the instructions will be placed on teams as an assignment. You will write down your homework in your planners to help you plan ahead and manage your time and deadlines carefully.

It is crucial that you get used to using TEAMS and understand exactly how it works!





# Welcome/Welcome Back!

- Teams can be used on a wide variety of technology, from laptops to phones.
- Teams works via the web in Edge & Chrome
- There is no support as of yet for Safari.
- Open your browser and go to [ags.rmunify.com](https://ags.rmunify.com)
- Sign in with your school email address and password.
- Alternatively open the Teams app. You can install the Teams app on your own PC, Mac, Chromebook, phone or tablet and log in using your school email address and password. This stays connected, so Teams is always available on your device.
- **Your school email and username are the same.**
- Your username and password will be the same as what you use for logging on at school.
- If you are unsure of your username, please email [ianthomson@allertongrange.com](mailto:ianthomson@allertongrange.com) and let your FT know ASAP





# TEAMS Student Guide

## What are live lessons?

If your entire class and/or year group is asked to work from home, your teachers will continue to teach you via live lessons from school and you will access these lessons **via Microsoft Teams**.

Once your live lesson is in your calendar you can join the lesson and take part in the learning.

If you miss a live lesson your teachers will be recording them so they will show up on the general thread/class team and you can access them later that day or evening.

Live lessons can be accessed by all devices, but it is best on tablets or computers.

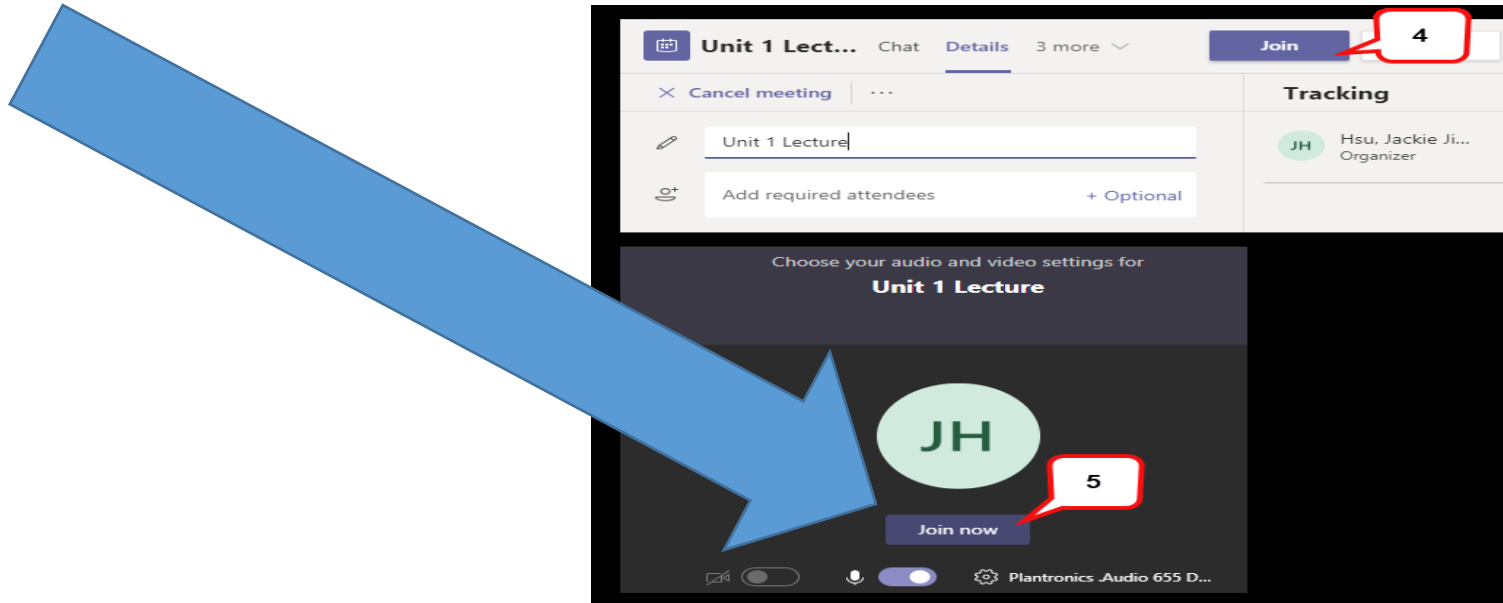




# TEAMS Student Guide

## How do I join a live lesson?

Your live lessons will start at the same time as your normal lessons at school and will last for 25-30 minutes, basically they will match your timetable for that day. Live lessons work as part of the **Meetings** function on Teams. At the time of your lesson, you will need to go to that team/class. Once your teacher has started the lesson (meeting) it will appear in the general thread of your team. To join the live lesson simply click on the blue 'Join Now' button.

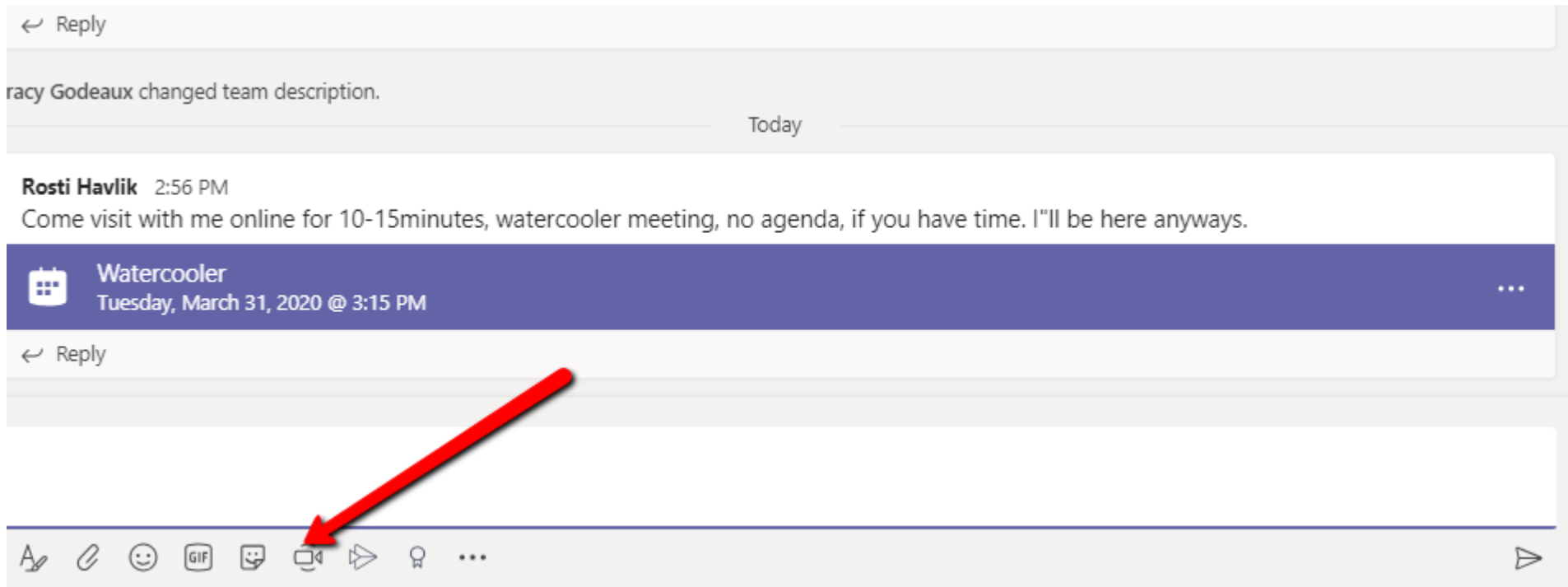




# TEAMS Student Guide

## How do I join a live lesson?

Your teacher may send you a link to your live lesson, simply click on the link and it will take you straight to the live lesson.





# TEAMS Student Guide

## What happens in a live lesson?

As in class, we have rules in live lessons. If these rules are broken you will be dealt with as normal via PPD and the behaviour system.

AGS live lesson rules:

- Join the meeting with your microphone switched off to start with
  - Join with the camera off
- If you want to speak, use the raise your hand function and wait for the teacher to tell you to unmute.
  - Always use the language you would be expected to use in class



# TEAMS Student Guide

## What happens in a live lesson?

### Using the raise hand function

If you would like to speak or ask a question during the lesson, you can raise your hand. This will indicate on the teachers screen that you are waiting.

This is not available on all devices. On computers it is in the bar in the middle of the screen.

On some mobile it is on the ... icon in the middle of the screen.

