

Guidance for Remote Learning through Office365 and Microsoft Teams

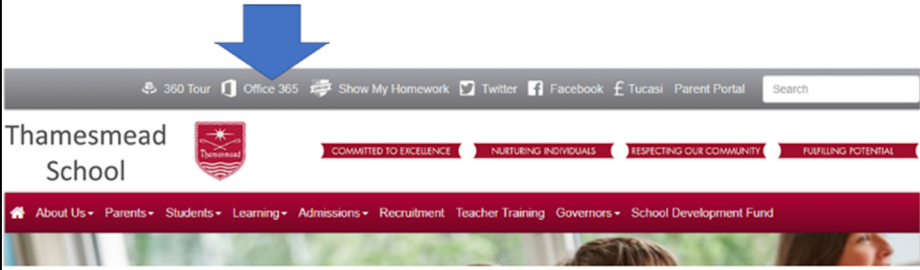
In the event that we are instructed to close the school we have been carefully planning the best approach to take so that we can continue with the teaching and learning of Thamesmead school students.

We are now in a position to continue lessons over the internet using a web browser such as google chrome or internet explorer. There is no requirement to purchase or install any extra software to allow this to happen. Students just need to follow the steps listed below and they will be able to receive the vast majority of their lessons using Microsoft teams which is an application within Office365.

Firstly, they need to find the office365 link from our school website:

How to log on to office365 at Thamesmead school

1. Go to the school website <https://www.thamesmead.surrey.sch.uk/>
2. Click on the office365 tab at the top of the webpage




The screenshot shows the top navigation bar of the Thamesmead School website. It includes links for '360 Tour', 'Office 365', 'Show My Homework', 'Twitter', 'Facebook', 'Tucasi', and 'Parent Portal'. Below the navigation bar is the school's logo and a red banner with the motto 'COMMITTED TO EXCELLENCE NURTURING INDIVIDUALS RESPECTING OUR COMMUNITY FULFILLING POTENTIAL'. A red navigation menu contains links for 'About Us', 'Parents', 'Students', 'Learning', 'Admissions', 'Recruitment', 'Teacher Training', 'Governors', and 'School Development Fund'.

Next they will need to login using their school email address and password, if they want to they can set the computer to remember these details:

How to log on to office365 at Thamesmead school

3. Select sign in with office365 and enter your school email address and password

Your email address is your login number @Thamesmead.surrey.sch.uk
e.g. 9999@Thamesmead.surrey.sch.uk



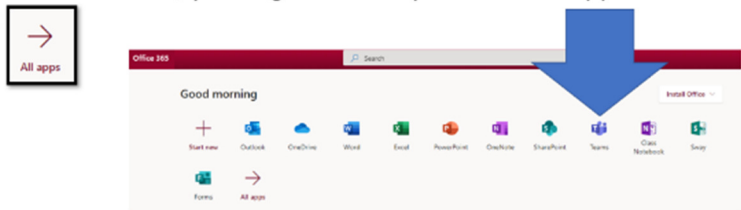
Write your own login number instead of 9999

Your password is the same password you use for the school computers

Once they have arrived at the main office365 webpage they need to find and select the Microsoft teams application:

How to login and use Microsoft Teams

4. When you have a timetabled lesson you need to sign in to Microsoft teams and find your class where your teacher will be available to talk to you and continue teaching you remotely.
5. To login to Microsoft teams you need to find and click on the teams icon in office365, you might need to press the 'All Apps' arrow to see it

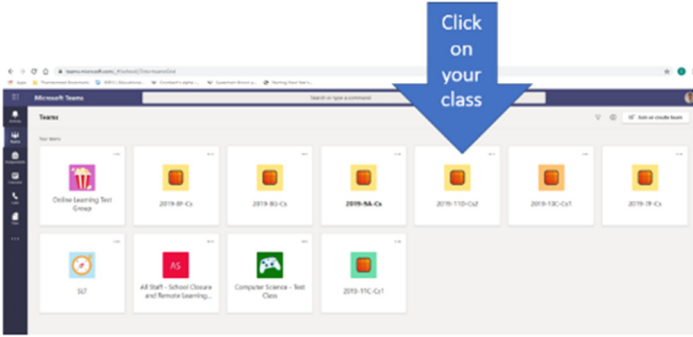


The screenshot shows the Office 365 home page with a search bar at the top. Below the search bar, there is a 'Good morning' greeting and a row of application icons including Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, and Skype. A blue arrow points to the Teams icon. A box labeled 'All apps' with a right-pointing arrow is shown to the left of the Teams icon, with another blue arrow pointing from it to the Teams icon.

Once Microsoft Teams has loaded they need to select the 'Teams' menu on the left hand side or the link called 'all teams' in the top left corner of the screen. They will then see all the classes for all the lessons on their timetable.

How to login and use Microsoft Teams

6. To find your class just look carefully for the class code that matches your timetable then click on it

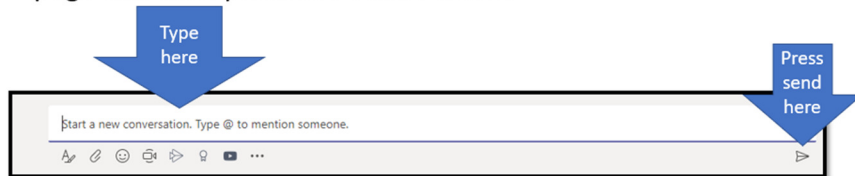


The screenshot shows the Microsoft Teams interface. On the left side, there is a navigation pane with icons for Home, Chat, and Teams. The main area displays a grid of class cards. A blue arrow points to one of the class cards with the text 'Click on your class'.

If they select the lesson they are due to have it will take them to the 'posts' page where their teacher will be waiting to deliver the content of the lesson and set work to complete.

How to login and use Microsoft Teams

7. Now you will see a chat window, just wait for your teacher to start typing instructions.
 - Anything you type can not be deleted so you are reminded that it is your responsibility to use it sensibly for help with the school work only.
8. To type a message look for this typing area at the bottom of the page and then press the send button.



All instructions for the completion of the lesson will be posted here by the teacher. Students are allowed to ask questions which can be seen by the rest of the class. In some lessons the students will be able to hear the teacher talk through the content but any audio will be one way. Students need to type and send messages to communicate with their teachers on this platform.

For further guidance and video tutorials regarding the use of Microsoft Teams and Office365 please refer to the remote learning page of the school website here:

<http://www.thamesmead.surrey.sch.uk/remote-learning>