



How to access Remote Learning

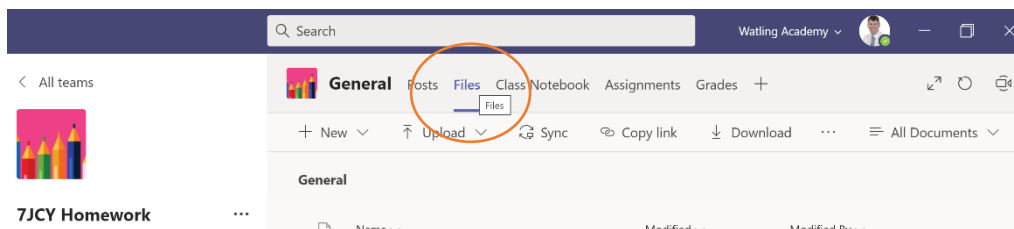
Quick Access Guide

1. How to access Remote Learning Resources

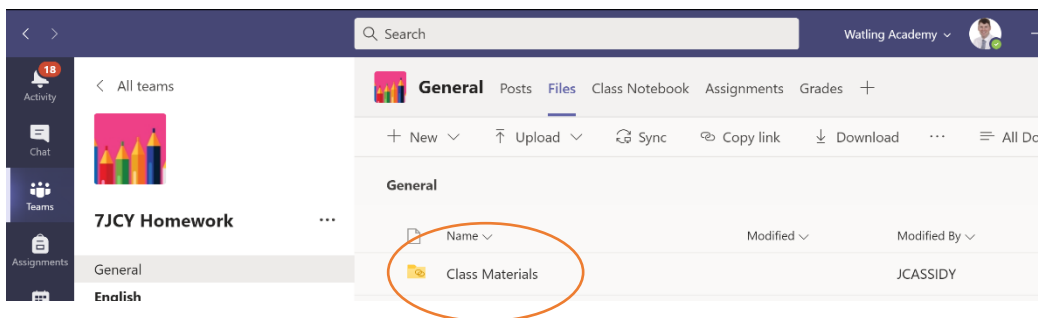
STEP 1 – Log on to Microsoft Teams

STEP 2 – Click on your Form Group Team

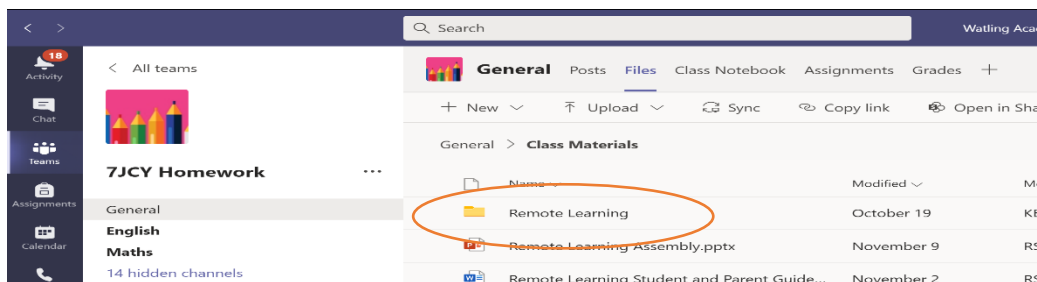
STEP 3 – Click on 'files' from the option tab at the top of the screen



STEP 4 – Click on the folder called 'Class materials'



STEP 5 – click on the folder called 'Remote Learning'



STEP 5 - Click on the relevant subject folder

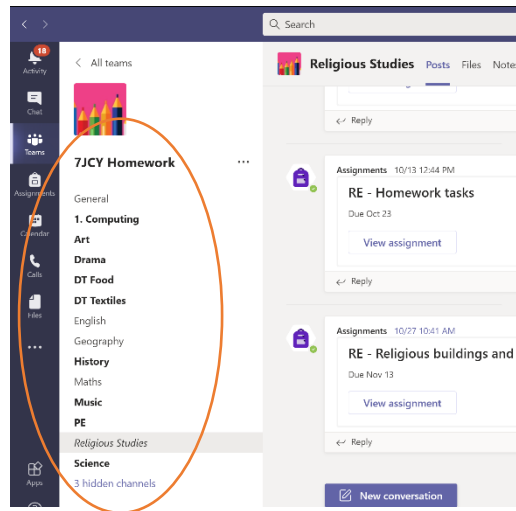
STEP 6 – Click on the folder that is relevant for the date of your lesson

2. How to access live lessons

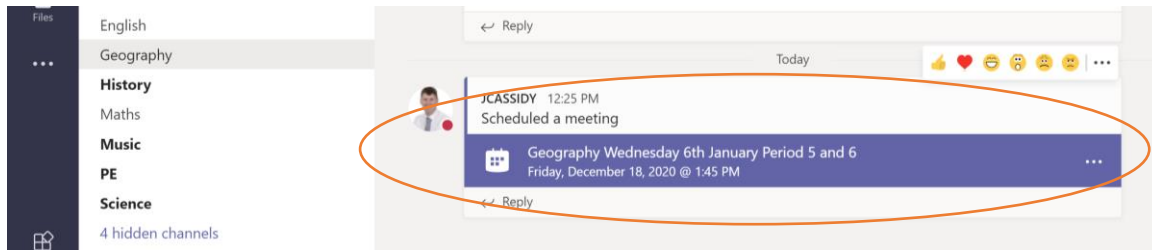
STEP 1 – Log on to Microsoft Teams

STEP 2 – Click on your Form Group Team

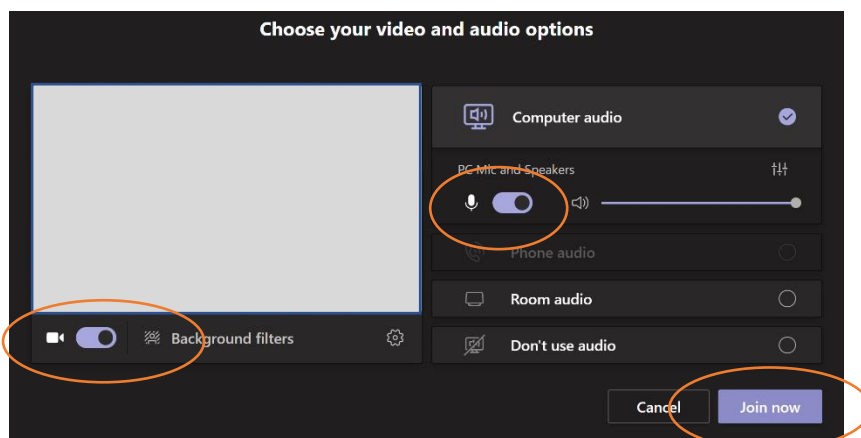
STEP 3 – Click on the relevant subject page on the left-hand side of the screen



STEP 4 – Click on the scheduled meeting for your lesson. Check the date and time to make sure you are in the right place at the right time. Use your timetable to help you!



STEP 5 - Before you click 'join' make sure that your **camera and microphone are turned off.**





What is expected of me when I am learning from home?

1. You will need to join the live Form Time meeting on Teams each morning to register for the day. This will be **8.45am-9.00am.**

2. You will be following your school timetable for the week. Make sure you know what lessons you have, on what day and at what time.

3. Each lesson will start with 30 minutes of live teaching. You need to sign into each meeting using the instructions above. You will have lessons at the following time:

P1 & 2 – 9.05am – 10.45am
P3 & 4 – 11.15am – 12.55pm
P5 & 6 – 1.45pm -3.15pm

4. Make sure your **camera is switched off and your microphone is muted.**

5. Once the live element of your lesson has finished, access the Remote Learning folder, and complete the work that your teacher has set.

6. Email your class teacher using your school email if you have any questions about completing the work.

7. Make sure that you email your class teacher the work you have completed **at the end of every lesson.**