

Kettering Buccleuch Academy

Live Learning through MS Teams *January 2021 Update*

Guidelines for Students, Parents and Carers



Kettering Buccleuch Academy

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Are ALL lessons going to be delivered live?

- The expectation is that All lessons will be taught live via Microsoft Teams apart from the following...
 - KS3 Art – follow remote learning plans unless live teaching is appropriate
 - KS3 Drama – follow remote learning plans unless live teaching is appropriate
 - KS3 Music – follow remote learning plans unless live teaching is appropriate
 - Combined Cadet Force – follow remote learning plans unless live teaching is appropriate
 - Core PE Lessons (all years) – follow remote learning plans
 - Year 11 Study Skills Lessons – no expectation to set work or deliver live lessons
 - Year 11 Period 7 – no expectation to set work or deliver live lessons
 - Year 10 Period 7 – no expectation to set work or deliver live lessons
- The following lessons will be delivered live, through Microsoft Teams as they form part of a student's normal curriculum time.
 - Period 7 lessons for Year 9 students
 - Period 7 lessons for Year 12 and 13 students

Accessing Microsoft Teams through Office 365 website



All live lessons will be accessed through students individual Microsoft Office 365 account.

The application used for live lessons will be Microsoft Teams.

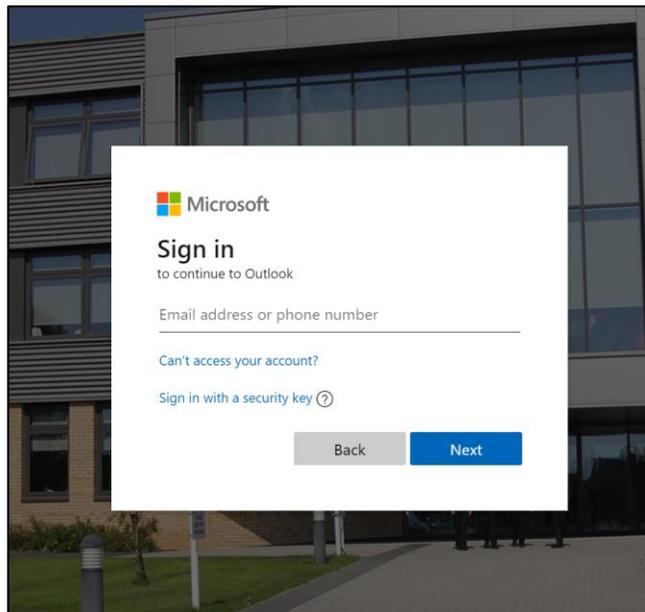


This can be accessed several ways including clicking on the webmail icon on KBA.UK. Students will need their school email address alongside the password they use to log on to a school computer.

YOUR EMAIL ADDRESS = SCHOOLUSERNAME@students.kba.uk

Should you have any issues logging on to Office 365 then please email our IT support using the email address...

techsupport@ul-northants.org.uk



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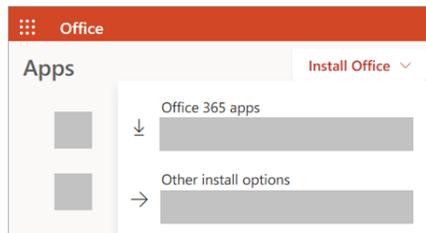
Accessing Microsoft Teams by Installing Office 365

Download and install Office 365

If this is the **first time** you're installing Office you may have some setup steps to do first. Expand the learn more section below.

Sign in to download Office 365

1. Go to www.office.com and if you're not already signed in, select **Sign in**.
2. Sign in with the account you associated with this version of Office. This account can be a Microsoft account, or work or school account.
3. After signing in, follow the steps that match the type of account you signed in with.
 - a. Select **Install** (or depending on your version, **Install Office**>).
 - b. From the Office 365 home page select **Install Office apps** (If you set a different start page,



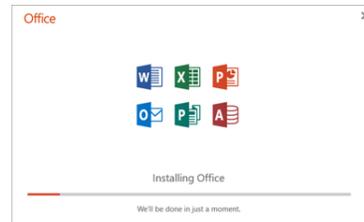
- c. Select **Office 365 apps** to begin the installation.
4. This completes the download of Office to your device. To complete the installation, follow the prompts in the "Install Office" section below.

Install Office 365

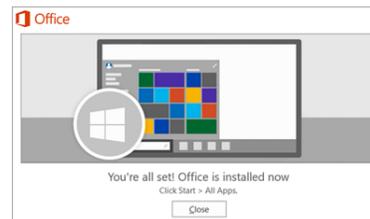
1. Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).

If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.

The install begins.



2. Your install is finished when you see the phrase, **"You're all set! Office is installed now"** and an animation plays to show you where to find Office applications on your computer. Select **Close**.



Activate Office 365

1. To open an Office app, select the **Start** button (lower-left corner of your screen) and type the name of an Office app, like **Word**.

If you have Windows 8.1 or 8.0, type the name of an Office app on the **Start** screen.

2. To open the Office app, select its icon in the search results.
3. When the Office app opens, accept the license agreement. Office is activated and ready to use.



[How to install Teams on your own device – YouTube link](#)



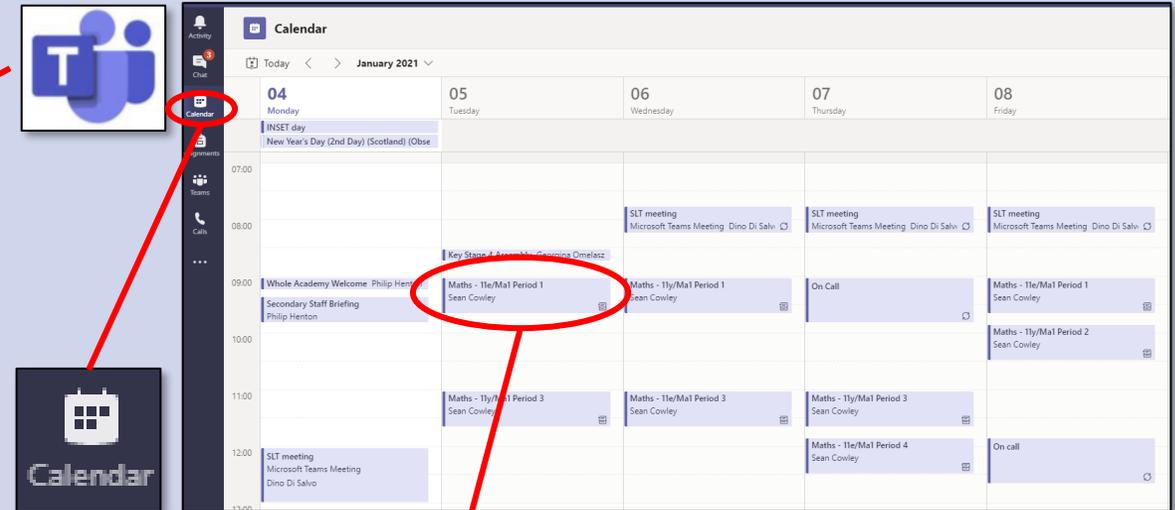
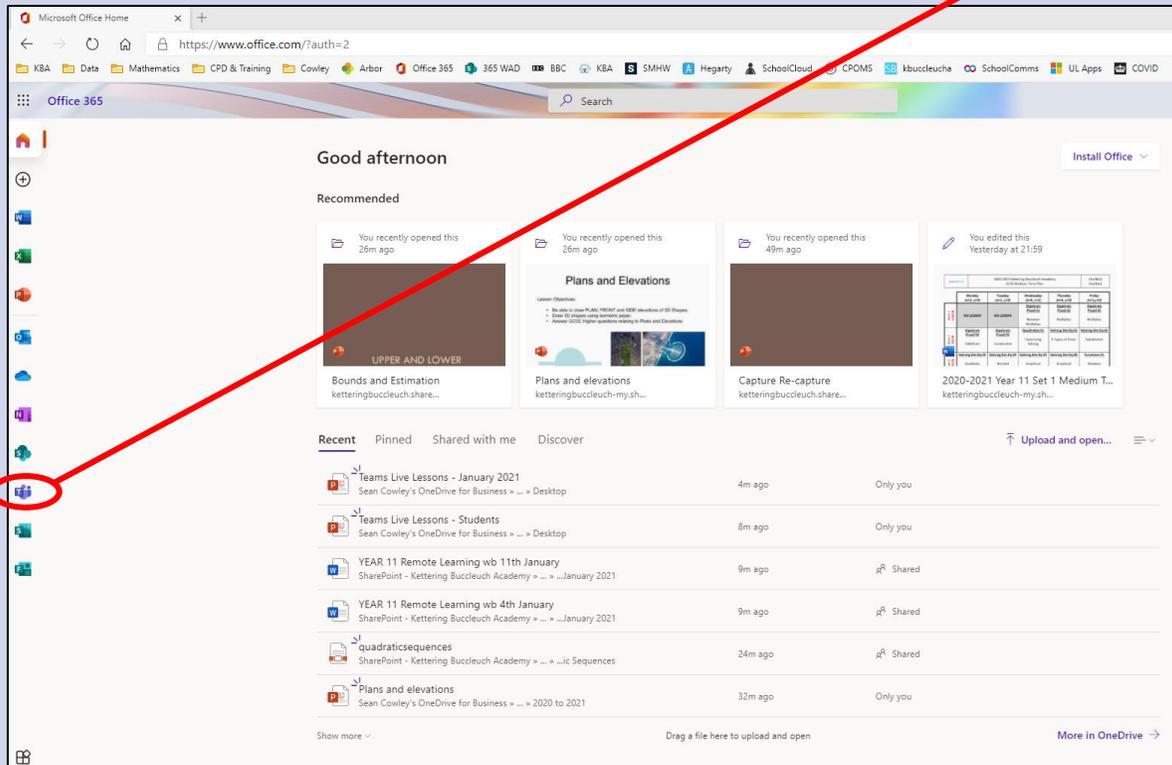
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How to join a Teams live lesson?

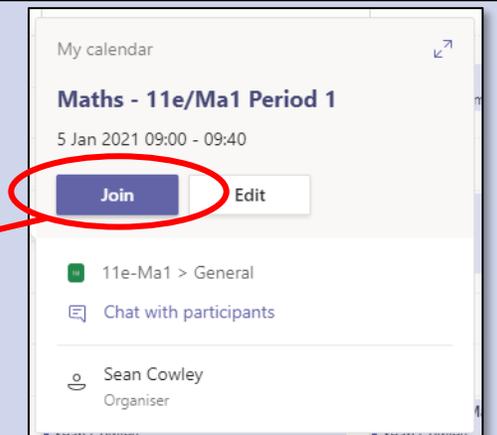
Method 1 – Join through Teams Calendar

Either log on to Office 365 through the separate application or use the school webmail icon on **kba.uk** to access Office 365 or **office.com**

Once students have logged in using their school **email** and **password** they will see the following screen.



1. Open the TEAMS application using the icon on the left hand side OR by opening up the separate TEAMS application (this would require you downloading it first)
2. Identify the lesson you wish to join and click on the calendar entry.
3. Click **JOIN**



How to join a Teams live lesson?

Method 2 – Join through Email Invite

Joining a **Teams Meeting** by using the **Email Invite Link**

One of the most common way to invite to join a meeting in Microsoft Teams is by clicking on the email invite. Below is an example of a **Teams meeting invite sent via an email**.

Email invite containing the link to the Microsoft Team meeting.

As you can see that you need to click the link that says 'Join Microsoft Teams Meeting'

[Join Microsoft Teams Meeting](#)

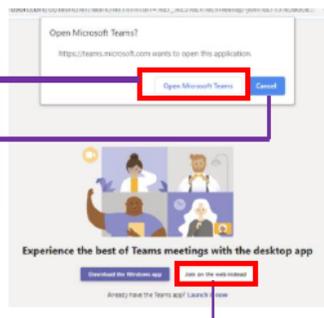
Learn more about Teams | Meeting options

KA Reply to all

When you click on the link, the link will open in the default web browser taking you to Microsoft Team website.

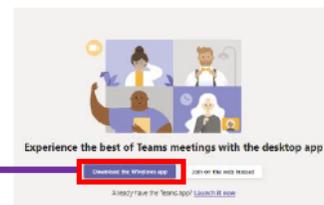
Click on 'Open Microsoft Teams' to open Team meeting

Or you can select **cancel** and open Teams from selecting 'Join on the web instead'.



You will find it more feasible to Download the Windows app. This will open the meeting using the Downloaded Teams app.

Then you can select 'Open Microsoft Teams'

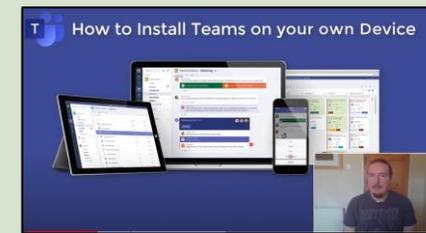


Useful YouTube Clips and training

Below are 3 very useful video tutorials that have been created by local teachers.



[Attending Live Lessons in Microsoft Teams Meetings – YouTube Link](#)



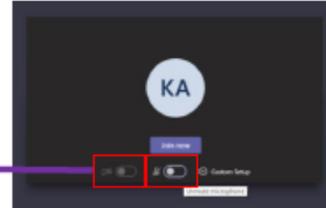
[How to install Teams on your own device – YouTube link](#)



[Students' Guide to Microsoft Teams – YouTube link](#)

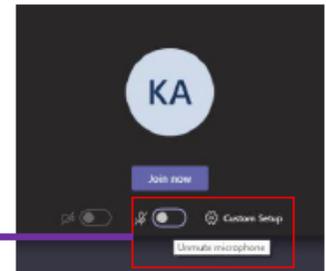
You will be presented with a start-up meeting screen. This allows you to configure your meeting controls before you join the meeting.

You will be presented with some meeting controls. At this stage you can choose whether or not to turn on your computer's camera and microphone.



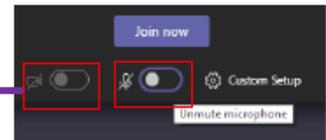
Unmute microphone

Hover the mouse to the right and you will get 'unmute microphone' and the mouse will change to a hand shape, right click mouse button.



click

You can do the same for video camera to be switched 'on' or 'off'

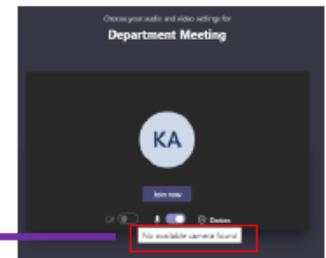


Unavailable camera or microphone

If there is no available camera then this message will appear.

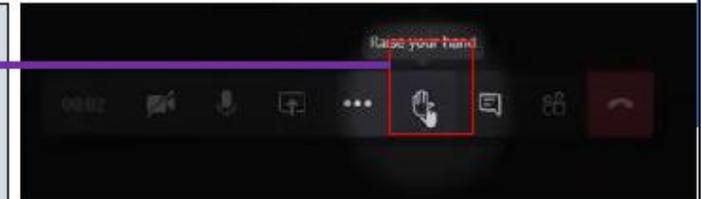
You can still join the Teams meeting, but will be without a camera or microphone options.

However, you can still communicate with your teacher, by using the 'chat' option. See 'Chat options during the meeting or at anytime' (page 8) for more information.

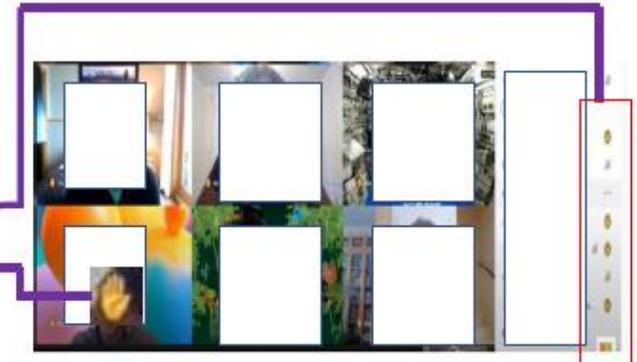


'Raise your hand' and putting questions in the chat

During the meeting you can click this icon to 'raise your hand'. This shows to the teacher that you have digitally raised your hand. This is useful when you need to ask a question.

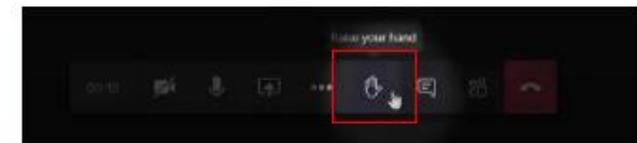


Your teacher will see a raised hand on the screen with this symbol  and by your name



Lower your hand

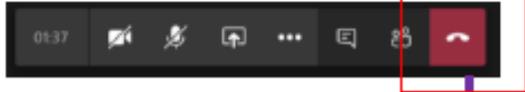
If your hand is raised then hover your mouse on 'Raise your Hand' to lower your hand



How to end the meeting?

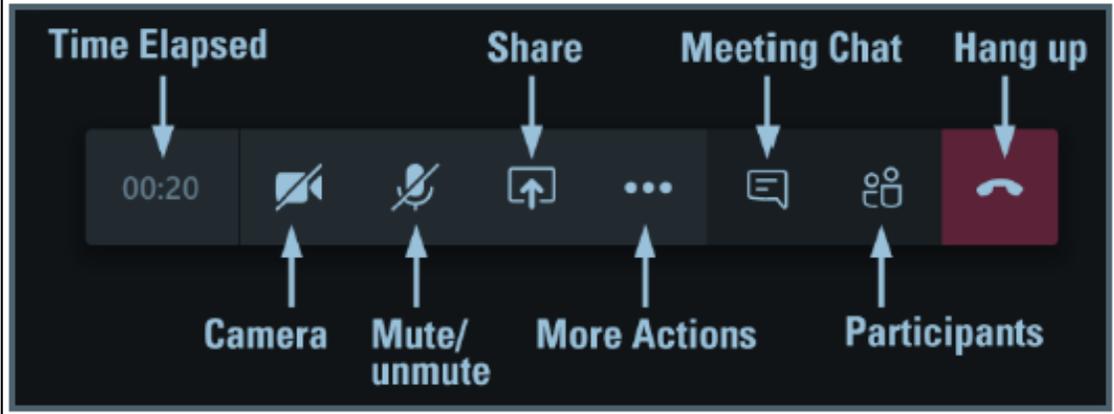
End the Team Meeting

To end the meeting you need to 'Hang up'



The screenshot shows a meeting control bar with a timer at 01:37 and icons for camera, mute, share, more actions, chat, and participants. The 'Hang up' button, represented by a red phone icon, is highlighted with a red box. A purple line connects this button to the text 'Hang up' in the text above.

Summary of all control features?



The diagram shows a meeting control bar with the following features labeled:

- Time Elapsed**: 00:20
- Camera**: Camera icon
- Mute/unmute**: Mute icon
- Share**: Share icon
- More Actions**: More actions icon (three dots)
- Meeting Chat**: Chat icon
- Participants**: Participants icon
- Hang up**: Hang up icon (red phone)