



Student Guide to 'Live' Lessons on Teams





'Live' Lesson Protocols

1. We will be introducing the opportunity for students to participate in 'Live' Lessons. This will be hosted by your subject teachers.
2. Please make a routine of checking your Teams Calendar and school email on Outlook for meetings with your subject teachers. You can turn on the notifications in Teams.
3. Always enter a meeting with **your microphone** and **video off**. This should happen automatically, however please be aware to have these turned off at the start.
4. Your teacher will invite you to contribute to discussions. You can unmute your audio to contribute or use the chat function to communicate if you prefer.
5. We will not be using video.
6. You may have issues or concerns you would like to share. Alternatively, you may just want to listen to your teacher and make notes in your exercise book.
7. You should attend your lesson with the relevant text-book, your exercise book and pens and pencil.

We hope you find this a helpful and supportive addition to our remote learning.

Off Site

How to access my 'Live' Lessons

Search for Park High School website

Click on SharePoint from the School Website



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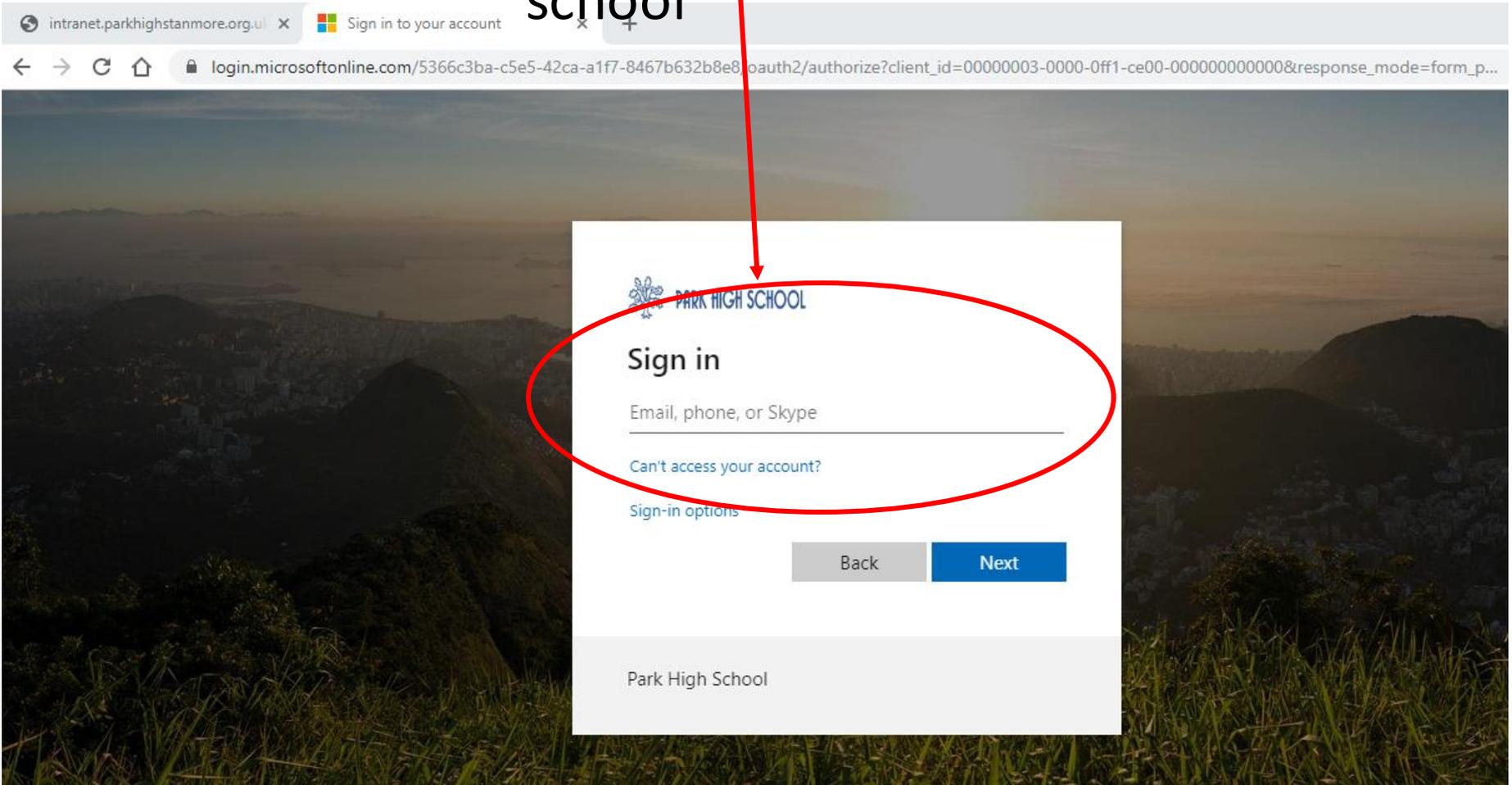
Students thrive in this school
- Ofsted



Click on Chrome



1. Type in your 'username' @parkhighstanmore.org.uk
2. Then, your password you log in with at school

A screenshot of a web browser showing a Microsoft login page for Park High School. The page has a white background with a blue header containing the school's logo and name. Below the header, the text "Sign in" is displayed. Underneath, there is a text input field labeled "Email, phone, or Skype". Below the input field, there are two links: "Can't access your account?" and "Sign-in options". At the bottom of the form, there are two buttons: "Back" (grey) and "Next" (blue). A red arrow points from the second step of the instructions to the "Sign in" text, and a red oval highlights the "Sign in" text and the input field. The background of the page is a scenic view of a valley with hills and a city in the distance.

intranet.parkhighstanmore.org.uk x Sign in to your account x +

login.microsoftonline.com/5366c3ba-c5e5-42ca-a1f7-8467b632b8e8/oauth2/authorize?client_id=00000003-0000-0ff1-ce00-000000000000&response_mode=form_p...

 PARK HIGH SCHOOL

Sign in

Email, phone, or Skype

[Can't access your account?](#)

[Sign-in options](#)

Back Next

Park High School

Please check your log in details.
Test it when you next log on to a computer in
school or at home.

Username: **jbloggs3.310@parkhighstanmore.org.uk**

Make sure you copy down the domain name correctly. Write this in the back of your contact book if you are unsure.

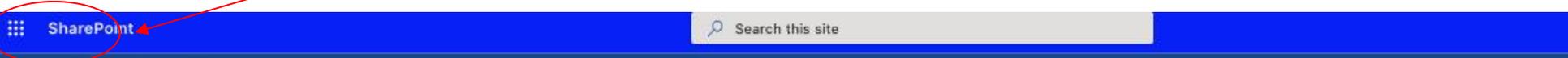
Password: **tomato45**

Keep your password private. Do not share it with anyone.

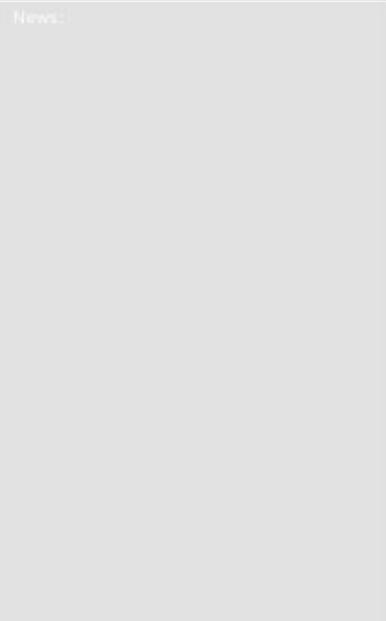
If your log in details do not work and you have checked with your ICT teacher (if year 7 or 8) please contact service.desk@parkhighstanmore.org.uk to contact out IT team.



Click on the 9 dots 'App launcher'.



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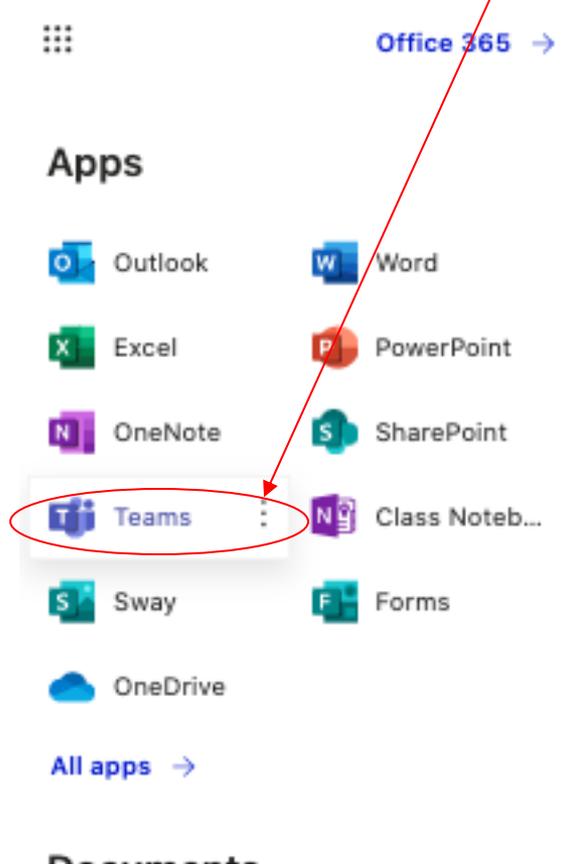
Word of the Week
Stifle
VERB If someone stifles something you consider to be a good thing, they prevent it from continuing.

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Click on 'Teams' . You can click on the three dots '...' and this will allow you to open Teams in a new tab.





You will see all the classes or Teams you are a member of. We recommend that you 'Turn on' notifications to receive reminders about meeting. This is useful if you have the Teams app on your phone or mobile device.

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search for or type a command" and the user's name "Park High School". Below the search bar, the "Teams" section is visible, showing a list of teams under the heading "Your teams". The teams listed are:

- Year 9 GCSE Music Team
- PHS-2019-7a-Mu
- PHS-2019-7c-Mu
- PHS-2019-7d-Mu
- PHS-2019-8i-Mu
- PHS-2019-10Ac-Mu
- PHS-2019-7f-en-Rg
- PHS-2019-7h-en-Rg

A red arrow points from the text above to a notification box in the bottom right corner. The notification box contains the text "Stay in the know. Turn on desktop notifications." and two buttons: "Turn on" and "Dismiss".



To check if you have any 'Live' Lessons booked with your teachers. Please go to the Teams calendar.



Microsoft Teams

Search for or type a command

Park High School

Teams

Join or create team

Your teams

- Year 9 GCSE Music Team
- PHS-2019-7a-Mu
- PHS-2019-7c-Mu
- PHS-2019-7d-Mu
- PHS-2019-8i-Mu
- PHS-2019-10Ac-Mu
- PHS-2019-7f-en-Rg
- PHS-2019-7h-en-Rg

Activity

Chat

Teams

Assignments

Calendar

Calls

Apps

Help

Stay in the know. Turn on desktop notifications.

Turn on Dismiss



You can 'Join' the meeting by going to your Teams calendar and joining from here.

A screenshot of the Microsoft Teams interface showing the calendar view. The top navigation bar includes "Microsoft Teams", a search bar, and "Meet now" and "New meeting" buttons. The calendar shows a week starting from Monday, June 1st, to Friday, June 5th. A red arrow points from the top right towards a "Tutor Group chat" entry in the calendar for Friday, June 5th, which is circled in red. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Apps, and Help.

Microsoft Teams

Search for or type a command

Calendar

Meet now

+ New meeting

Today < > June 2020

Working Week

	01 Monday	02 Tuesday	03 Wednesday	04 Thursday	05 Friday
05:00					
06:00					
07:00					
08:00					
09:00					

Tutor Group chat



A notification will be sent via email from your teacher and you can RSVP by accepting the meeting. You can 'Join' the meeting via the purple link in the email or by going to the Teams calendar and joining from there.

 06:15
Tutor Group chat
Fri 05/06 09:00 - 09:30
No conflicts **RSVP**

 **Tutor Group chat**
 Fri 05/06/2020 09:00 - 09:30
No conflicts

 **RSVP to this event** Email organiser

Add a message to Lisa Harris (optional)

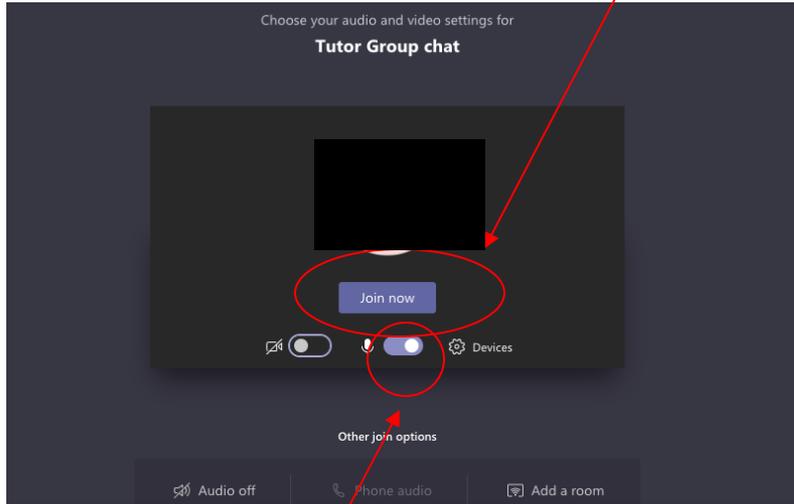
Yes **Maybe** **No**

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

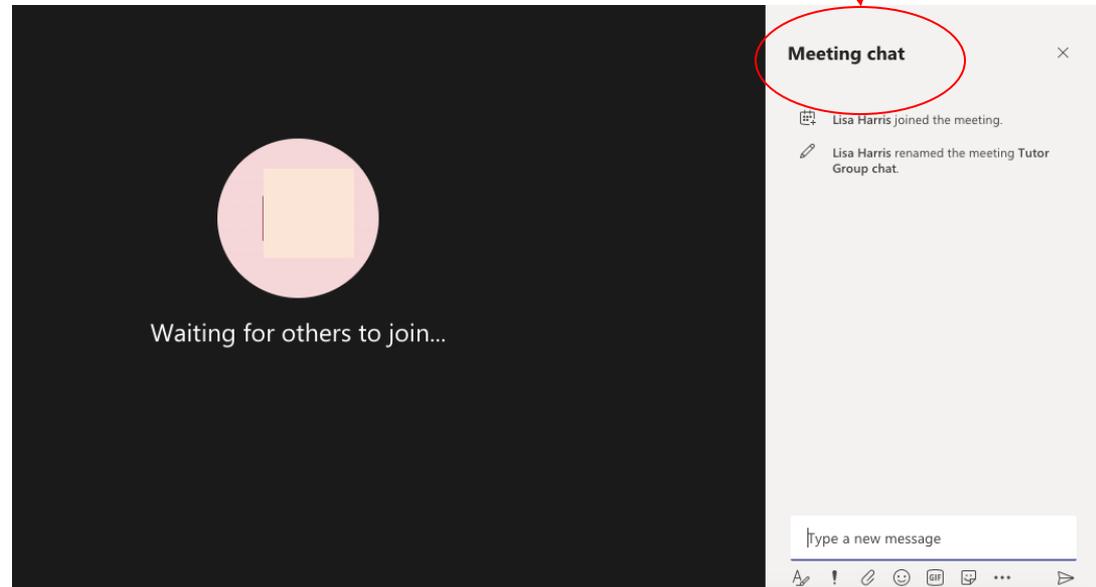


When you are ready for your 'Live' Lesson at the time arranged you can join the meeting.



You can ask questions and contribute using the Chat bar.

Turn your mic on and off via the audio button here.





Here is the menu bar for Team meetings.

To put your hand up to ask a question use the 'hands up' button

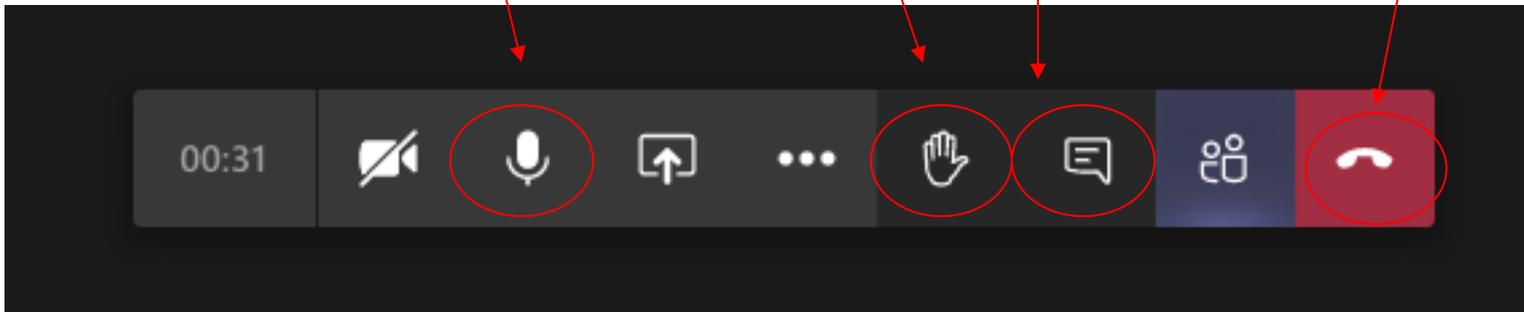


Click Audio for
on/off

Hands up

Chat bar
pop up

End call





To end your call click on the 'Hang up' button. You should always leave the meeting before your teacher.

End call

