



Venerable Bede
CE Academy

A pupil guide:
How to use Teams as part of your
remote learning (lessons online)

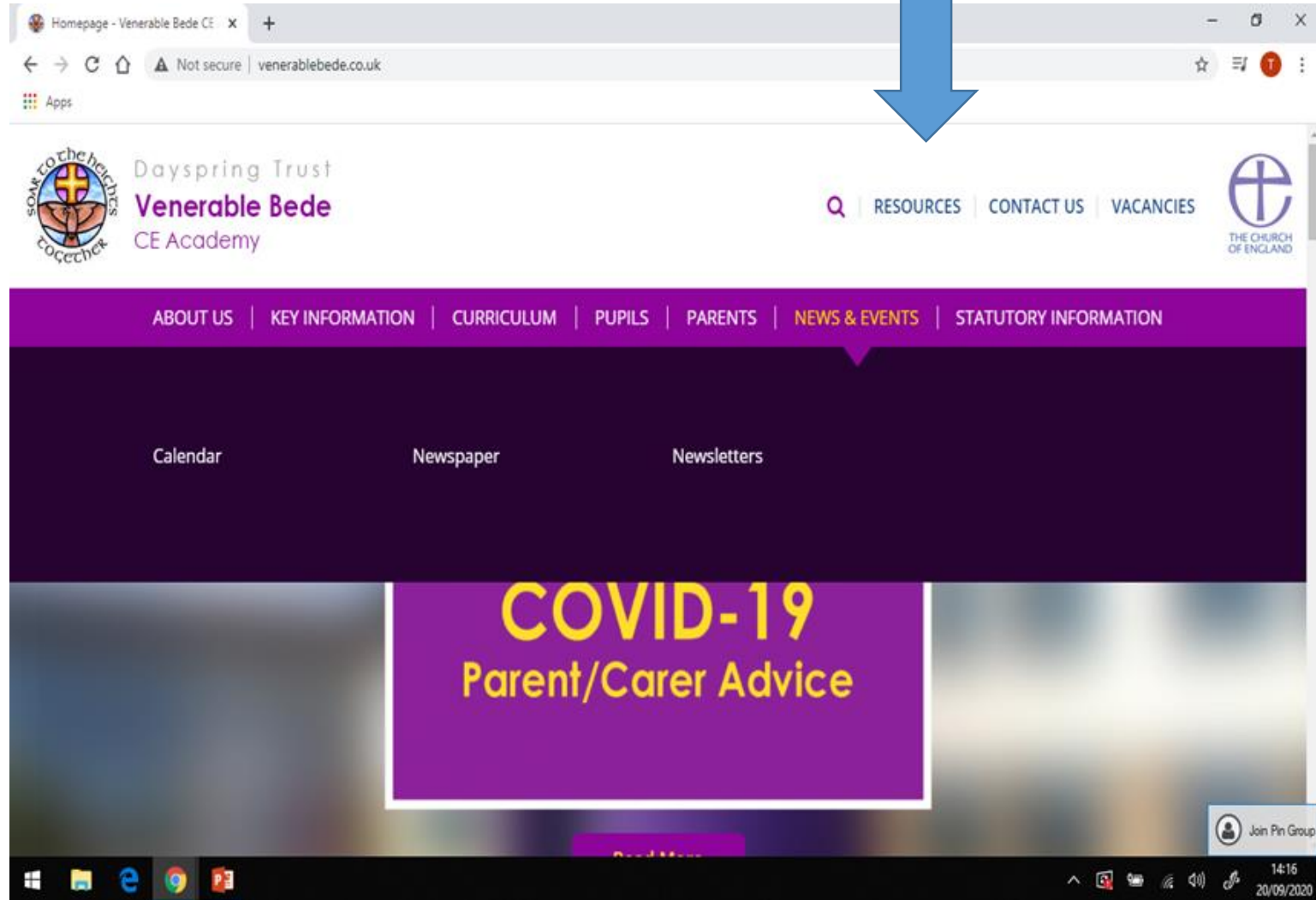
-Go to the school website

www.venerablebede.co.uk

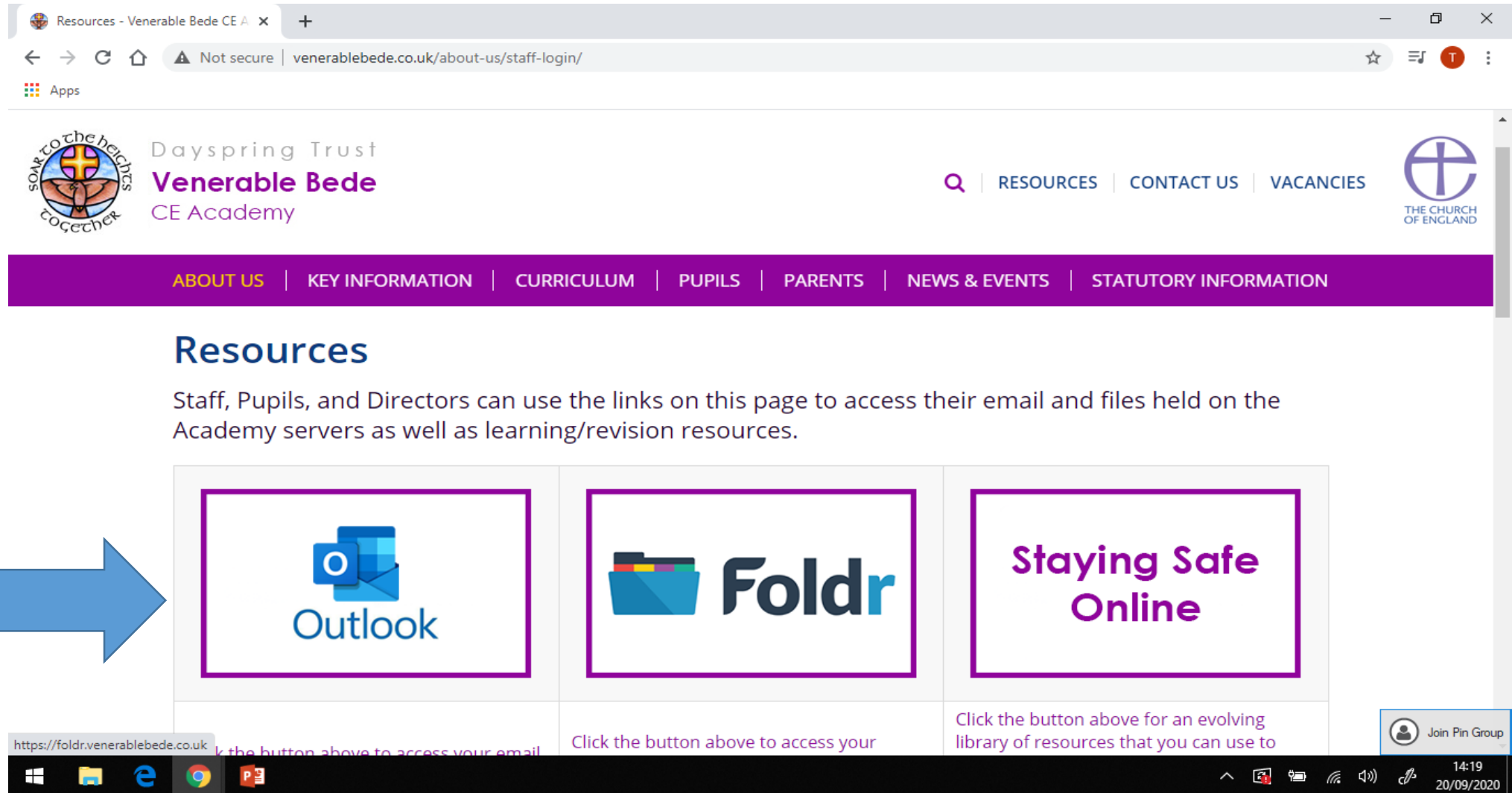
-Go to resources

-Select OUTLOOK and login. If you have any problems with logging in please speak to your tutor or use the report an IT problem button on the resources page.

Where to find resources?



Where to find Outlook?



The screenshot shows a web browser window with the URL `venerablebede.co.uk/about-us/staff-login/`. The page header includes the Dayspring Trust logo, the text "Venerable Bede CE Academy", and navigation links for "RESOURCES", "CONTACT US", and "VACANCIES". A purple navigation bar contains links for "ABOUT US", "KEY INFORMATION", "CURRICULUM", "PUPILS", "PARENTS", "NEWS & EVENTS", and "STATUTORY INFORMATION". The main content area is titled "Resources" and contains a paragraph: "Staff, Pupils, and Directors can use the links on this page to access their email and files held on the Academy servers as well as learning/revision resources." Below this paragraph are three boxes. The first box, labeled "Outlook", contains the Outlook logo and is highlighted with a large blue arrow pointing to it from the left. The second box, labeled "Foldr", contains the Foldr logo. The third box, labeled "Staying Safe Online", contains the text "Click the button above for an evolving library of resources that you can use to". The Windows taskbar at the bottom shows the time as 14:19 on 20/09/2020.

Resources

Staff, Pupils, and Directors can use the links on this page to access their email and files held on the Academy servers as well as learning/revision resources.

Outlook

Foldr

Staying Safe Online

Click the button above to access your







Click the button above for an evolving library of resources that you can use to

Join Pin Group

Any issues logging in please use the support button on the resources page.

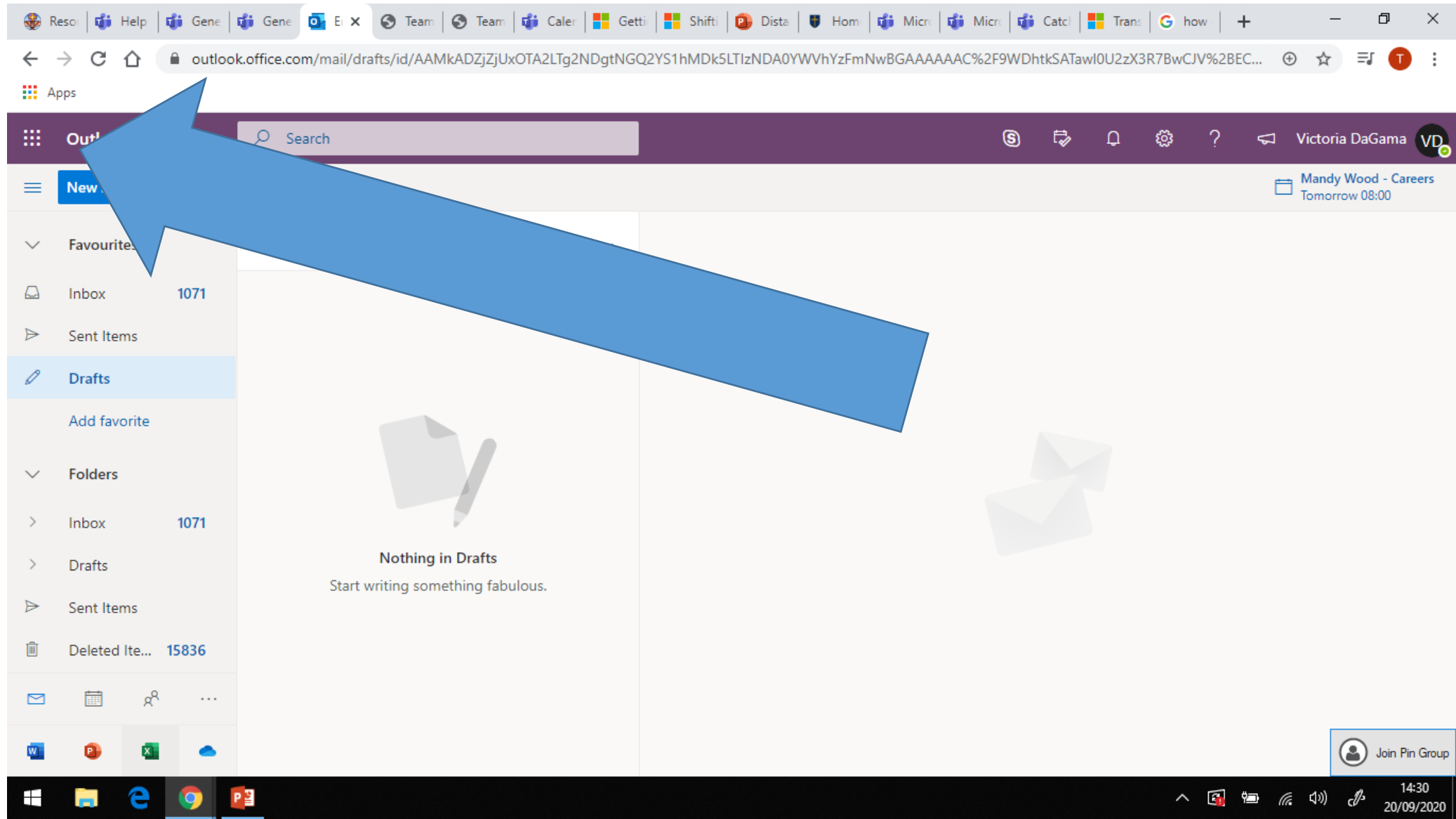
The screenshot shows a web browser window displaying the Venerable Bede CE Academy website. The browser's address bar shows the URL `venerablebede.co.uk/about-us/staff-login/`. The website header includes the Dayspring Trust logo, the text "Venerable Bede CE Academy", and navigation links for "RESOURCES", "CONTACT US", and "VACANCIES". A purple navigation bar contains links for "ABOUT US", "KEY INFORMATION", "CURRICULUM", "PUPILS", "PARENTS", "NEWS & EVENTS", and "STATUTORY INFORMATION".

Below the navigation bar is a grid of six buttons, each with an icon and a description:

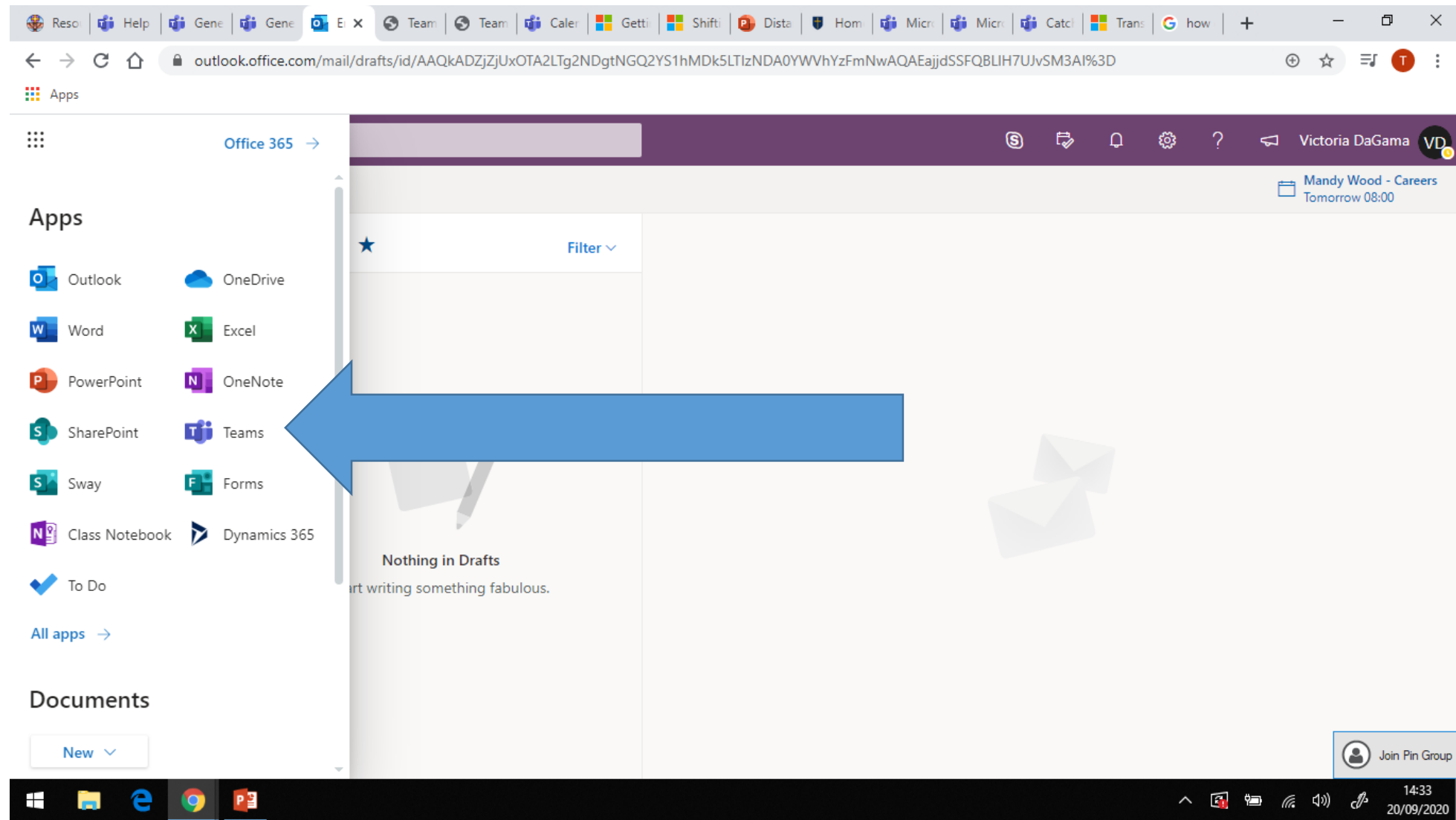
 Outlook	 Folder	 Online
Click the button above to access your email.	Click the button above to access your learning resources and files.	Click the button above for an evolving library of resources that you can use to help yourself and your friends and family to stay safe online.
		
Click the button above for guidance, for all year groups on learning resources available.	Click the button above for guidance on downloading and editing learning resources.	Click the button above if you are experiencing technical difficulties.

A large blue arrow points from the right side of the screen towards the "Support" button (the bottom-right button in the grid, featuring an email icon). The Windows taskbar at the bottom shows the date and time as 14:24 on 20/09/2020.

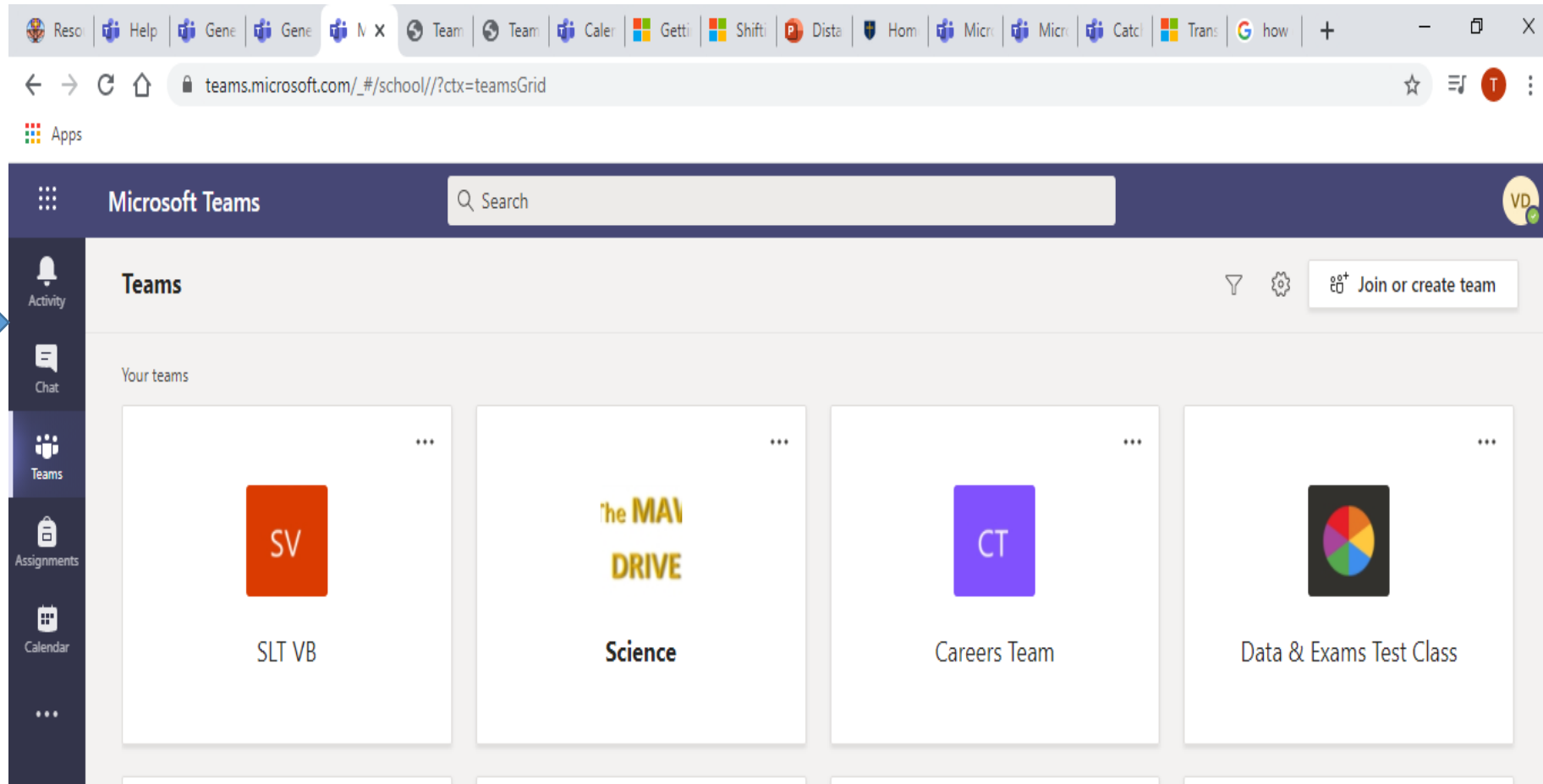
Click on the nine white dots at the top left of the page.



From the menu select TEAMS



In this window you will see your 'TEAMS' which are your classes.



Click on your class and you will see the instructions from your teacher. In this feed your live classes called 'meetings' will appear.

The screenshot displays the Microsoft Teams web interface. The top navigation bar includes a search bar and a user profile icon (VD). The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, and Calendar. The main content area shows a team named '2020-8W2-Sp' with a 'General' channel. A message from Victoria DaGama (VD) is visible, stating 'Good afternoon Year 8' at 2:43 PM. A large blue arrow points from the left towards the message. The bottom of the screen shows the Windows taskbar with icons for File Explorer, Edge, Chrome, and PowerPoint, along with system tray icons and the date/time (14:44, 20/09/2020).

Microsoft Teams

Search

29 students are waiting to join. [Activate](#)

22 **General** Posts Files Class Notebook Assignments Grades +

Team Meet

Choose where you want to start

Upload Class Materials Find help & training

VD Victoria DaGama 2:43 PM
Good afternoon Year 8

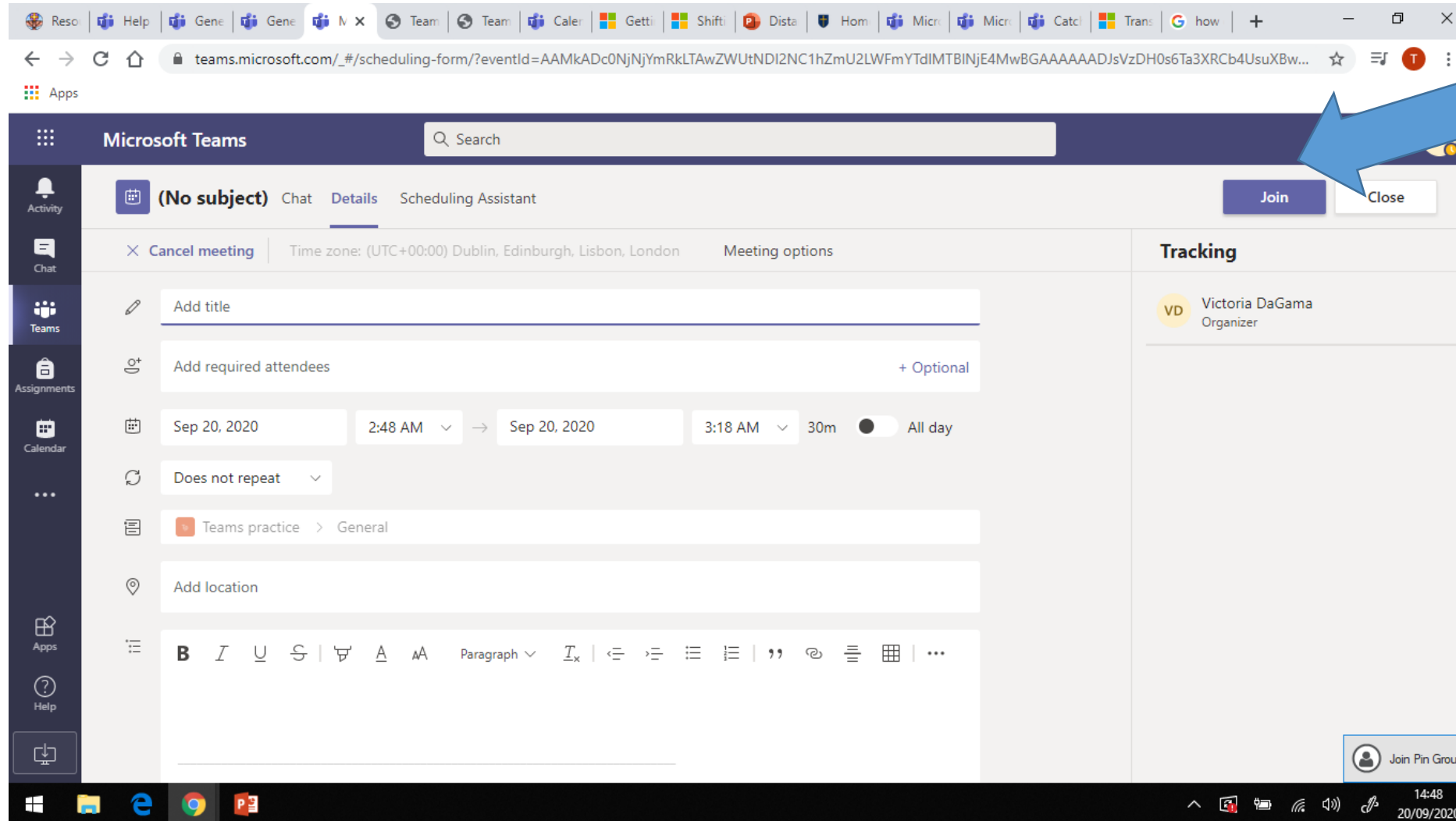
← Reply

[New conversation](#)

[Join Pin Group](#)

14:44 20/09/2020

Click on this link and then click join. Your meetings are also scheduled in your calendar.



The screenshot shows the Microsoft Teams web interface for scheduling a meeting. The browser address bar displays the URL: `teams.microsoft.com/_#/scheduling-form/?eventId=AAMkADc0NjYmRkLTAwZWUtNDI2NC1hZmU2LWFmYTdIMTBINjE4MwBGAAAAADJsVzDH0s6Ta3XRCb4UusuXBw...`. The interface includes a left-hand navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Apps, and Help. The main content area is titled "Microsoft Teams" and contains a search bar. Below the search bar, there are tabs for "(No subject)", Chat, Details, and Scheduling Assistant. The "Details" tab is active, showing a form for creating a meeting. The form includes fields for "Add title", "Add required attendees" (with a "+ Optional" link), a date and time selector (set to Sep 20, 2020, 2:48 AM to 3:18 AM, 30m duration), a recurrence dropdown (set to "Does not repeat"), a location field, and a rich text editor. On the right side of the form, there is a "Join" button and a "Close" button. A large blue arrow points to the "Join" button. Below the "Join" button, there is a "Tracking" section showing the organizer's name, "Victoria DaGama". At the bottom right of the interface, there is a "Join Pin Group" button. The Windows taskbar is visible at the bottom of the screen, showing the time as 14:48 on 20/09/2020.

Microsoft Teams

(No subject) Chat Details Scheduling Assistant

Join Close

Cancel meeting Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London Meeting options

Add title

Add required attendees + Optional

Sep 20, 2020 2:48 AM → Sep 20, 2020 3:18 AM 30m All day

Does not repeat

Teams practice > General

Add location

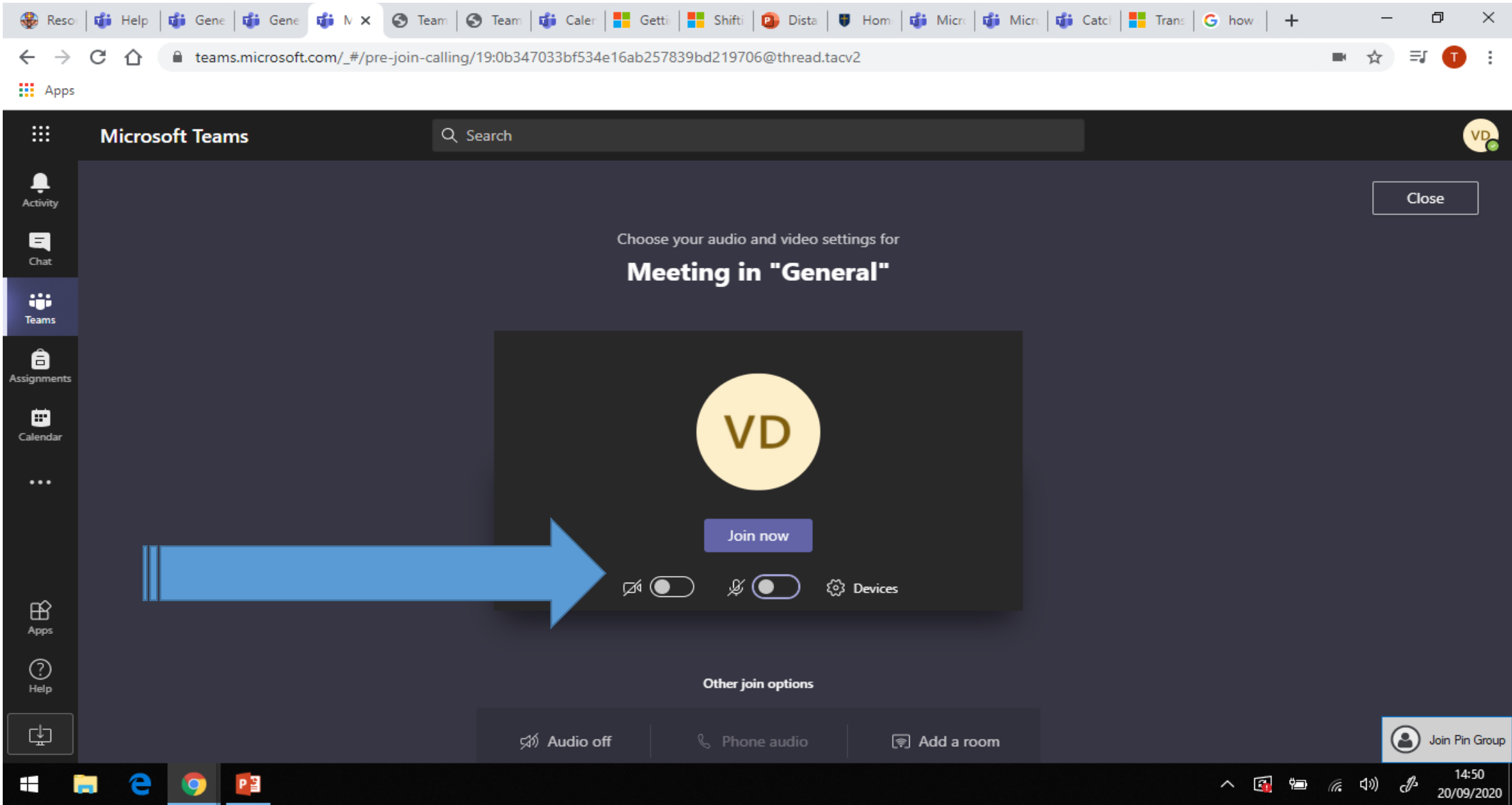
Tracking

VD Victoria DaGama Organizer

Join Pin Group

14:48 20/09/2020

Check your video and sound are switched off (move the slider to the left of your screen)
Click join now



Key information when using TEAMS for your lessons:

- Video and sound should always be switched off
- No communication between pupils is permitted
- A schedule of lessons will be issued. These will also be saved in your calendar.
- You should join the lesson at the scheduled time
- Lessons will last approximately 30 minutes. There will be independent tasks for you to complete will be in foldr as usual
- Lessons will be available for you to review within the 'TEAM' feed
(see slide 9)
- You can contact your teacher via email if you have a query.