



**A Pupil Guide:
How to use TEAMS and
FOLDR as part of 'remote
learning' (lessons online)**



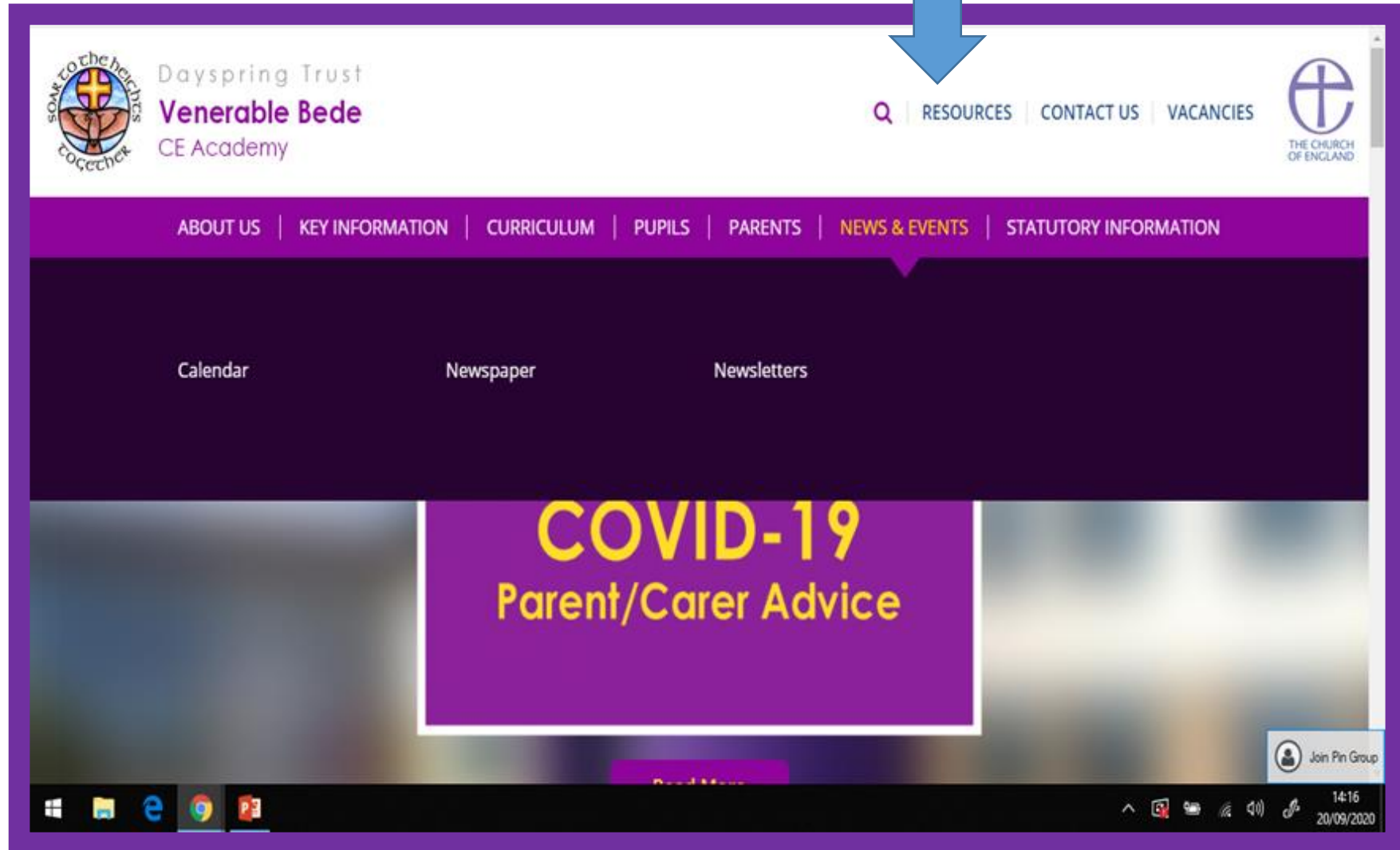
Using **TEAMS**

Joining a TEAMS lesson

- Go to the school website:
www.venerablebede.co.uk
- Go to the '**Resources**' page of the school website
- Select **Outlook** (your email) 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 do I find 'Resources'?



The screenshot shows the website for Dayspring Trust Venerable Bede CE Academy. The top navigation bar includes a search icon, [RESOURCES](#), [CONTACT US](#), and [VACANCIES](#). A blue arrow points to the [RESOURCES](#) link. Below the navigation bar is a secondary menu with [ABOUT US](#), [KEY INFORMATION](#), [CURRICULUM](#), [PUPILS](#), [PARENTS](#), [NEWS & EVENTS](#), and [STATUTORY INFORMATION](#). Below this menu are three buttons: [Calendar](#), [Newspaper](#), and [Newsletters](#). The main content area features a large purple banner with the text **COVID-19** and **Parent/Carer Advice**. At the bottom right, there is a [Join Pin Group](#) button. The Windows taskbar at the bottom shows the time as 14:16 on 20/09/2020.

Where do I find Outlook?

The screenshot shows the website for Dayspring Trust Venerable Bede CE Academy. The page is titled "Resources" and contains a grid of three cards: Outlook, Foldr, and Staying Safe Online. A blue arrow points to the Outlook card. The Outlook card features the Outlook logo and the text "Outlook". Below the Outlook card, a URL is visible: <https://foldr.venerablebede.co.uk>. The Foldr card features a folder icon and the text "Foldr". Below the Foldr card, text reads "Click the button above to access your". The Staying Safe Online card features the text "Staying Safe Online". Below the Staying Safe Online card, text reads "Click the button above for an evolving library of resources that you can use to". The website header includes the logo "SOAR TO THE HEIGHTS TOGETHER" and navigation links: RESOURCES, CONTACT US, VACANCIES. The footer shows the Windows taskbar with the time 14:19 and date 20/09/2020.

A reminder how to access your email account

Email addresses for pupils all follow the same format:

aperson24@venerablebede.co.uk

The first letter
of your first
name
(lowercase)

Your surname
in full
(lowercase)

The last two digits for
your year of leaving
VB e.g. Leaving in
2024 would be 24

then finally,
@venerablebede.co.uk

If you have forgotten your password, there is a technical issue form on the resources page of the school website ([LINK](#)) where you can request that your password is reset.

Similarly, if you encounter any other technical problems in accessing learning, you can complete this form to let us know. We will work to respond to technical requests as soon as possible but it is not an instant form of communication.

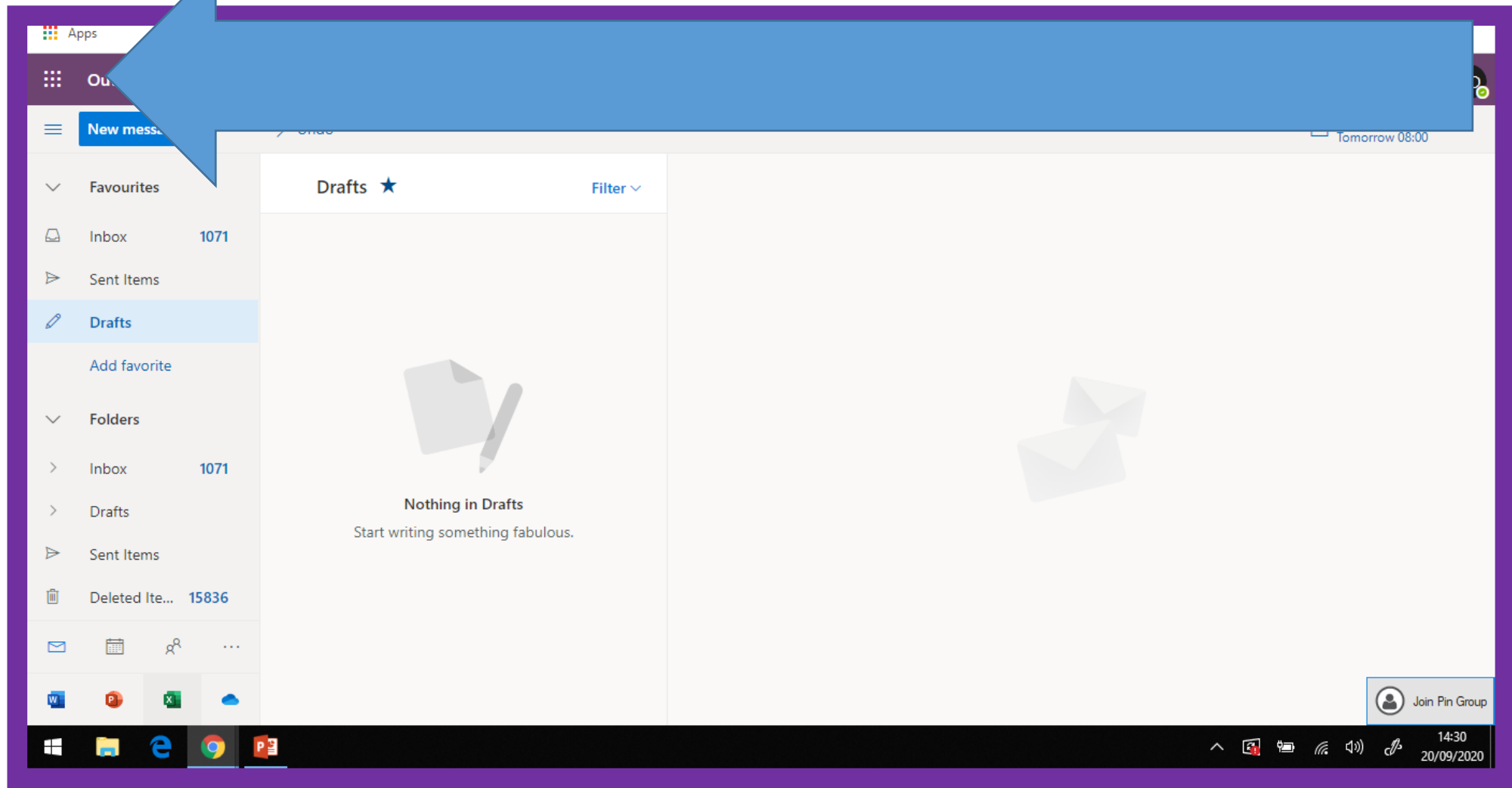
Here is the button, on the resources page of the school website, where you can ask for technical support.

The screenshot shows the website for Dayspring Trust Venerable Bede CE Academy. The page features a purple header with navigation links: ABOUT US, KEY INFORMATION, CURRICULUM, PUPILS, PARENTS, NEWS & EVENTS, and STATUTORY INFORMATION. Below the header, there are three main sections: Outlook, Polder, and Online. Each section has a corresponding icon and a description. The 'Online' section is highlighted with a blue arrow pointing to the 'Technical Support' button.

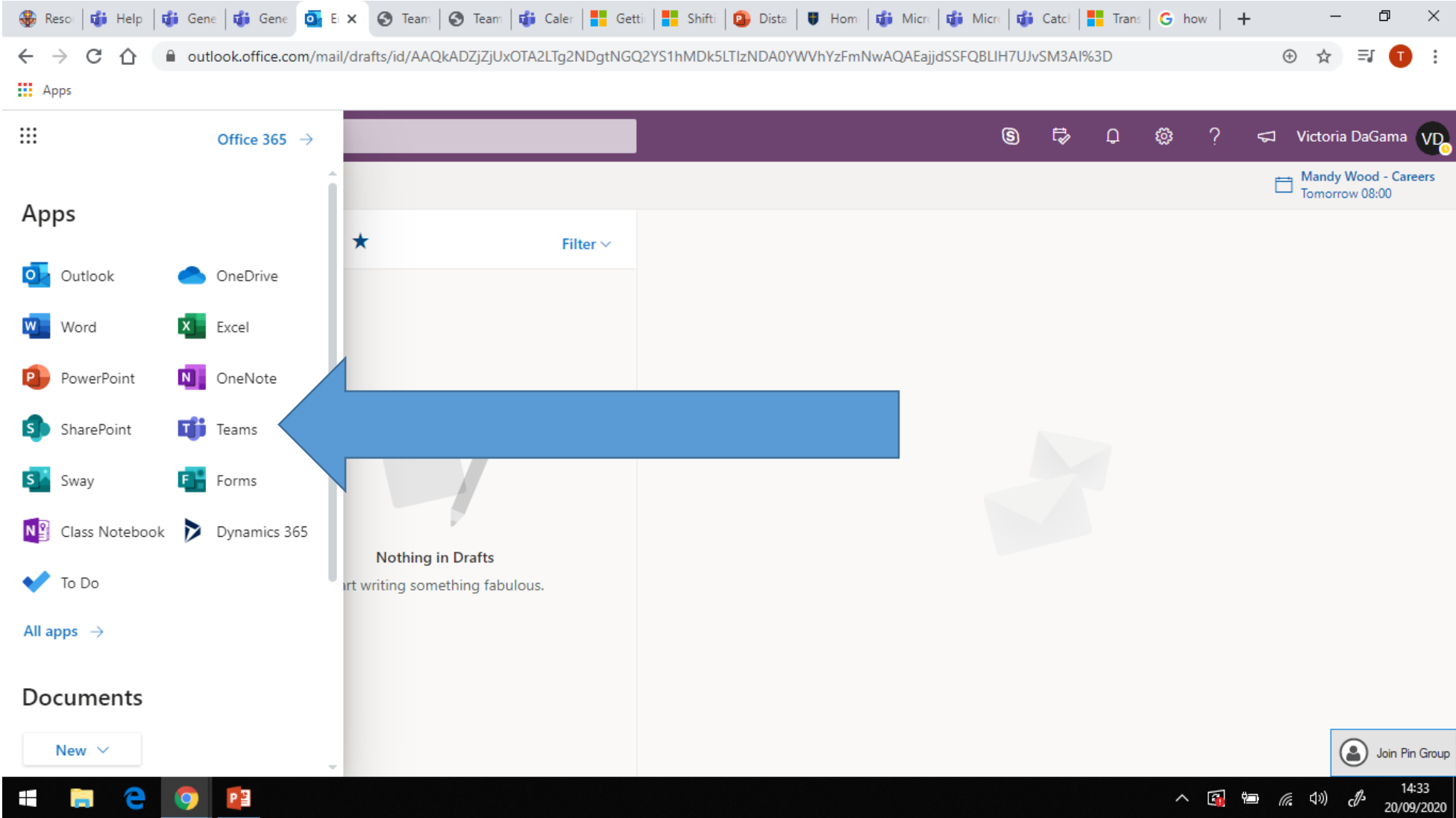
Outlook	Polder	Online
Click the button above to access your email.	Click the button above to access your learning resources and files.	Click the button above for an evolving library of resources that you can use to help yourself and your friends and family to stay safe online.
Click the button above 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.

14:24
20/09/2020

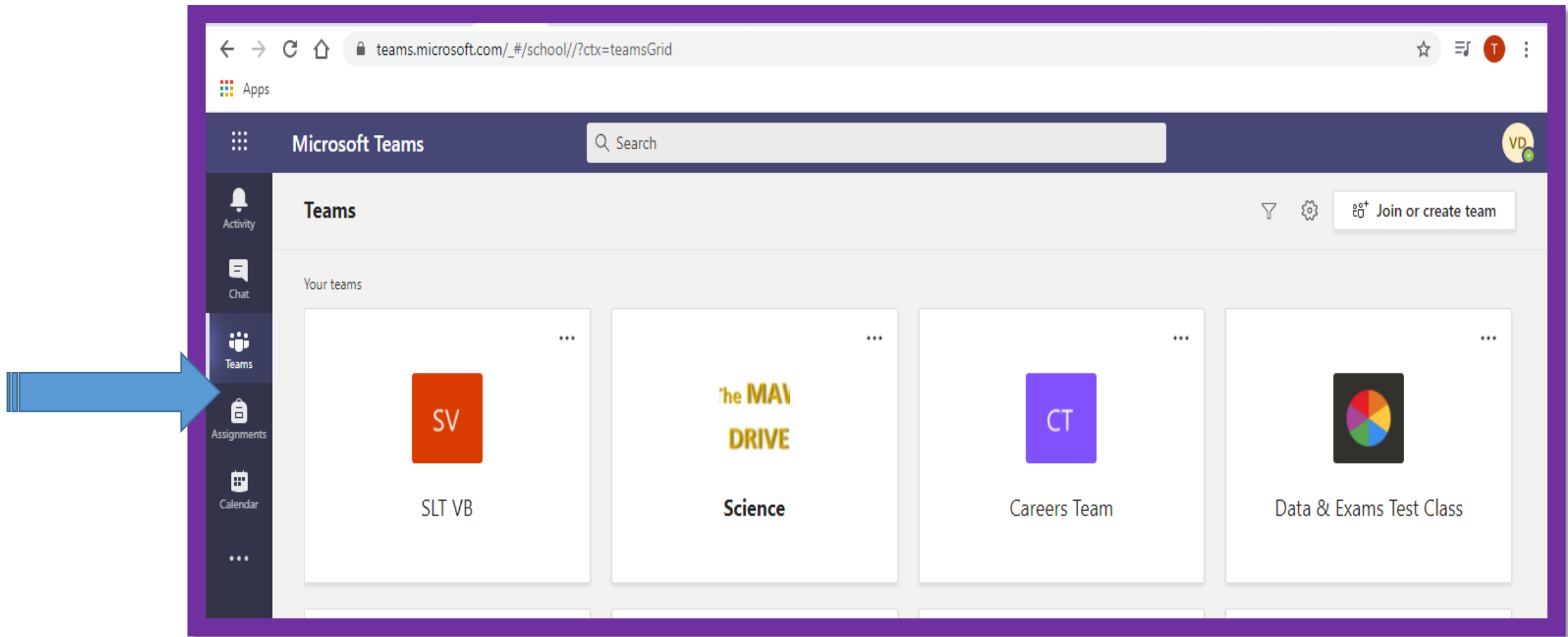
Once you've logged into your email account, **click on the nine white dots** at the top left of the page.



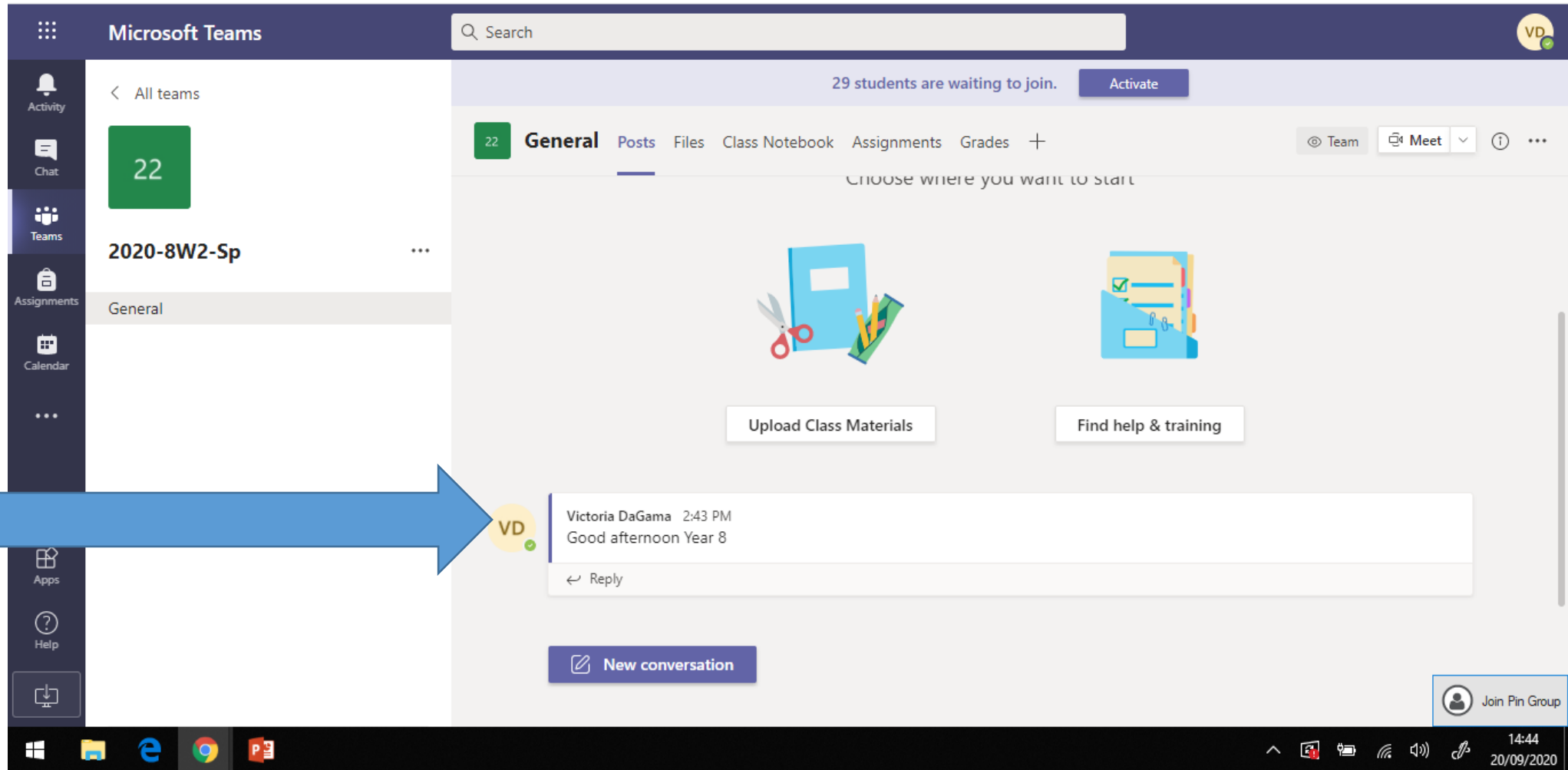
From the menu select **TEAMS**



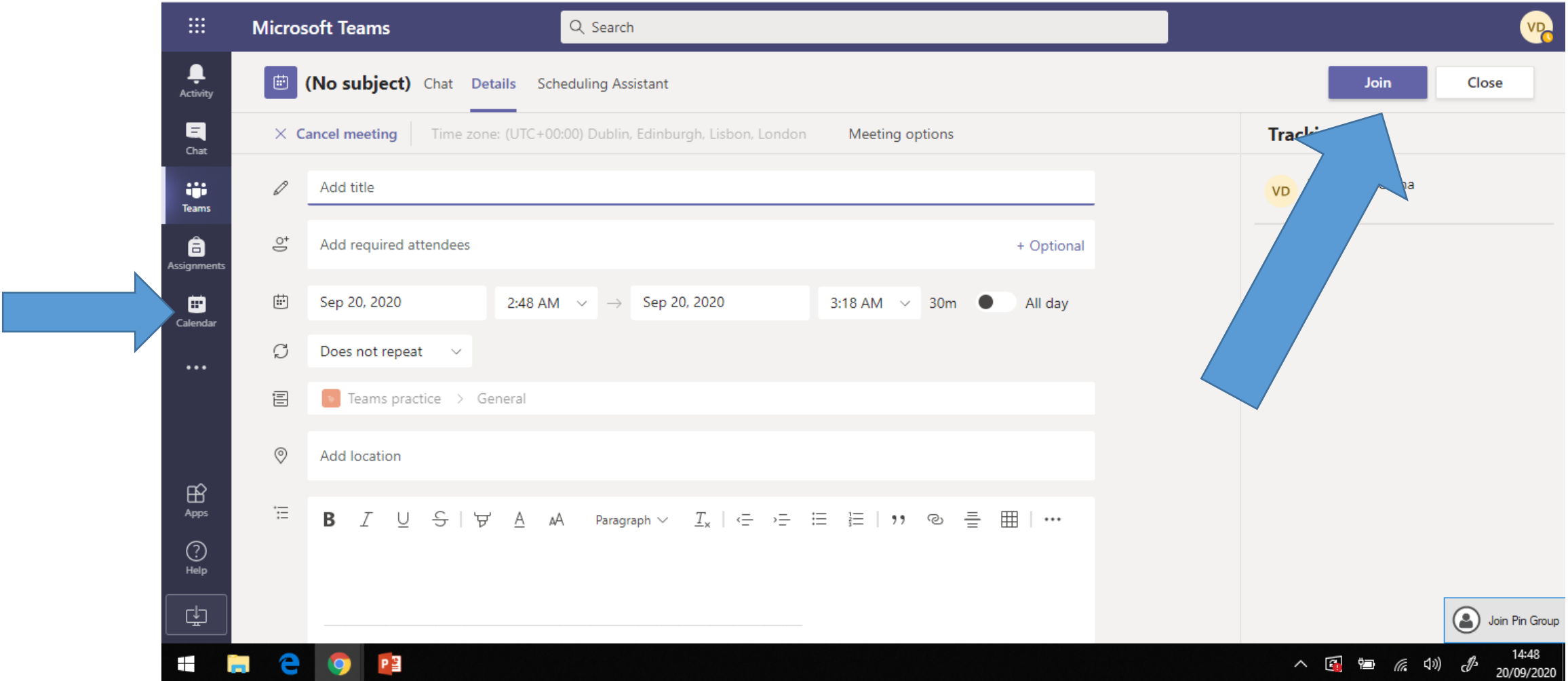
In this window you will see your 'TEAMS' – these are your classes.



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

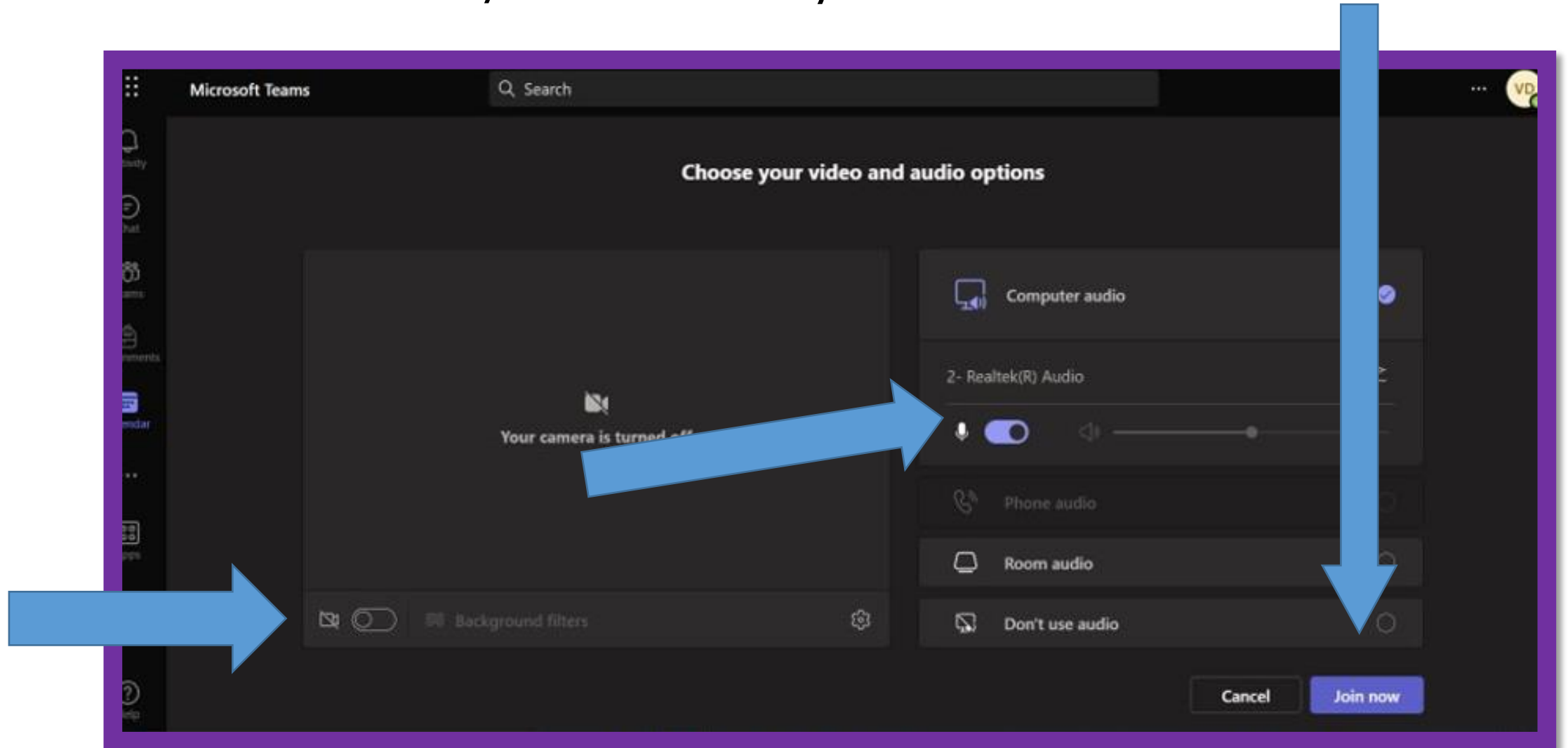


Click on the link to your TEAMS lesson and then click join. Your meetings are also scheduled in your **calendar**. ('Calendar' can be found to the left of your screen)



The screenshot displays the Microsoft Teams application interface. On the left-hand side, a vertical navigation pane contains several icons: Activity, Chat, Teams, Assignments, Calendar, and a menu icon. A blue arrow points to the 'Calendar' icon. The main area of the application shows a meeting scheduling screen for a meeting titled '(No subject)'. The screen includes a search bar at the top, a 'Join' button, and a 'Close' button. Below these, there are fields for 'Add title', 'Add required attendees', and 'Meeting options'. The meeting is scheduled for 'Sep 20, 2020' from '2:48 AM' to '3:18 AM' for a duration of '30m'. The meeting is titled 'Teams practice' and is part of a 'General' group. A blue arrow points to the 'Join' button in the top right corner of the meeting details pane. The bottom of the screen shows the Windows taskbar with various application icons and the system tray displaying the time '14:48' and date '20/09/2020'.

Check your video and sound are switched off (move the slider to the left of your screen). Then 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 for approximately 50 minutes to allow you time to get set up for your next lesson. In addition to direct instruction, there will also be independent tasks for you to complete (your teacher will guide you as to where to find these) within this time.
- Lessons will be available for you to review within the 'TEAM' feed
- You can contact your teacher via the chat function or via email if you have a query.

Pupil conduct when using TEAMS



We expect pupils to:

- follow the school rules of READY, RESPECTFUL and SAFE when working remotely
- make sure that all communication with other pupils and teachers is responsible and sensible
- engage in remote learning by following their usual school timetable
- keep their microphones on mute and cameras turned off for ALL online TEAMS lessons
- respectfully ask the teacher any questions they may have via the conversation function during online lessons or via email after the lesson
- complete the work set in Foldr after a live lesson or, if a live lesson is not scheduled for that subject, use the resources and information provided in Foldr to complete home learning
- understand that TEAMS lessons will be recorded and may be stored in Foldr for use by any pupil who missed the live conferencing
- avoid sharing resources or videos created by teachers with anyone who is not a pupil or member of staff at Venerable Bede CE Academy



Using **FOLDER**

Accessing 'Foldr'

All activities, resources and instructions for completing work remotely can be found in 'Foldr' which can be accessed from

the [resources page](#) of the school website or via the following web address: <https://foldr.venerablebede.co.uk/home>

You will need your school login details to access Foldr. You will find accessing and editing files much easier if you also log in to your school email account at the same time you log into Foldr, as **email accounts will give you full access to all Microsoft applications, such as Microsoft Word, Excel, PowerPoint** etc. Instructions for downloading and editing resources using Foldr can be found via this [\(LINK\)](#)



Finding work in Foldr

All work in Foldr is consistently organised and instruction sheets, outlining the work that needs to be completed, are the same across the curriculum to ensure you can access learning as easily as possible. Within Student resources, each subject area of Foldr is structured as follows:



Subject



2022-23 Curriculum Planning



YEAR Group



Class Code and Teacher Name



_Curriculum Planning Instructions for XXXXXXX

PLEASE NOTE: Within each class folder, there is a word document which is labelled 'Curriculum Planning Instructions for XXXXXXX'. This has a weekly list of work, details of any key tasks set and links to activities, resources, teaching videos etc. as appropriate. **You should look at Curriculum Planning Instructions FIRST, before accessing resources, in order to fully understand what to do.**