

## Microsoft Teams live Lessons: Frequently Asked Questions

### How do students log into Microsoft Teams?

If accessing teams via a windows based device - Open Google/Chrome (preferred web browser) within the address bar type "portal.office.com" sign in with your school username e.g. [joe.bloggs@charlton.uk.com](mailto:joe.bloggs@charlton.uk.com) once logged in you will see all the Office 365 apps please click on Teams, If prompted download the application.

If accessing via a mobile or tablet, please go to the relevant app store/play store and download "Microsoft Teams" you will need to sign in again with your full email address/password.

### What do I do if I cannot remember my log in details?

If students cannot remember their log in details they can send an email to [helpme@charlton.uk.com](mailto:helpme@charlton.uk.com) for it to be reset.

### Will students receive a live lesson for each subject per week?

As a minimum student will receive one lesson per subject between Monday 15<sup>th</sup> June and Wednesday 15<sup>th</sup> July. Some teachers may decide to do these more frequently, but this is dependant on their other commitments in school with teaching year 10 and supervising the key worker students in school.

### When will students receive the live lessons?

The lessons will be scheduled to take place within the allocated timeslots that were distributed to parents/carers last week (AM 9-12) (PM 12:30 – 3).

#### Key stage 3 (Year 7-8)

	Session 1 (am)	Session 2 (pm)
<b>Monday</b>	Science	English
<b>Tuesday</b>	MFL	History
<b>Wednesday</b>	Geography	ICT
<b>Thursday</b>	Maths	PE
<b>Friday</b>	Technology	Expressive Arts

#### Key Stage 4 (Year 9)

	Session 1 (am)	Session 2 (pm)
<b>Monday</b>	Maths	Science
<b>Tuesday</b>	History or Geography	MFL or non-MFL option
<b>Wednesday</b>	Option A	Option B
<b>Thursday</b>	English Language	Science
<b>Friday</b>	English Literature	Science

### **My child cannot see the live lesson within their calendar yet on Microsoft Teams.**

Staff have been told to complete their live lessons by Wednesday 15<sup>th</sup> July so the class teachers may not yet have sent out the invites for the lessons for students to accept. When the invitation is accepted it will then show in the student's calendar. If you have not received an invite for a lesson by Friday 3<sup>rd</sup> July, please contact the subject teacher.

### **Will students be receiving live lessons for every subject?**

Key stage 3 students (Year 7 and 8) will not receive a live face to face session for the following subjects but will instead be sent a link to a recording they can watch at a time to best suit them.

- Religious Studies
- Technology
- Expressive Arts (Art, Dance, Drama and Music)
- Physical Education

Students in Key Stage 3 and 4 will also only receive one face to face Science lesson and not a lesson per subject (Biology, Chemistry and Physics).

### **How long will the live lessons last?**

The lessons will last up to one hour depending on the year group and the number of students that are taking part in the lesson.

### **What happens if students are unable to take part at the scheduled time?**

All live lessons will be recorded by the teacher and the link to the recording will then be sent to all students so it can be watched at their convenience.

### **Will students still be set home learning as well as taking part in the live lessons?**

Students will continue to be set home learning each week in addition to taking part in the live lessons. It is important that any pieces of work that are set as assessments are returned to the teacher so that feedback can be provided.

### **How do students communicate with their teacher during the live lessons?**

If students want to ask a question during the live lesson, they can use the 'hands up' button to signal they want to speak or type their question within the chat box. Questions within the chat box will then be answered by the teacher at an appropriate time.

### **Why can't students have their cameras on during live lessons?**

The access to the camera function has been disabled for safeguarding purposes and to ensure the lessons can take place as effectively as possible with minimal disruption.

### **My child is in the key worker group so how can they access the live lessons?**

Any students that are within the key worker group can go to NU4 to collect a laptop and take part in their live lesson here. The times for the lessons will be shown on their calendar within Microsoft Teams which they can check throughout the day while in school.

### **What will happen in the final week of term?**

Between Monday 13<sup>th</sup> and Wednesday 15<sup>th</sup> July teachers will not set any new home learning tasks, however there may be some final lessons live taking place until Wednesday 15<sup>th</sup> July. The final week has been designated as an opportunity for students to complete any unfinished work and complete the review activities that have been set by departments.