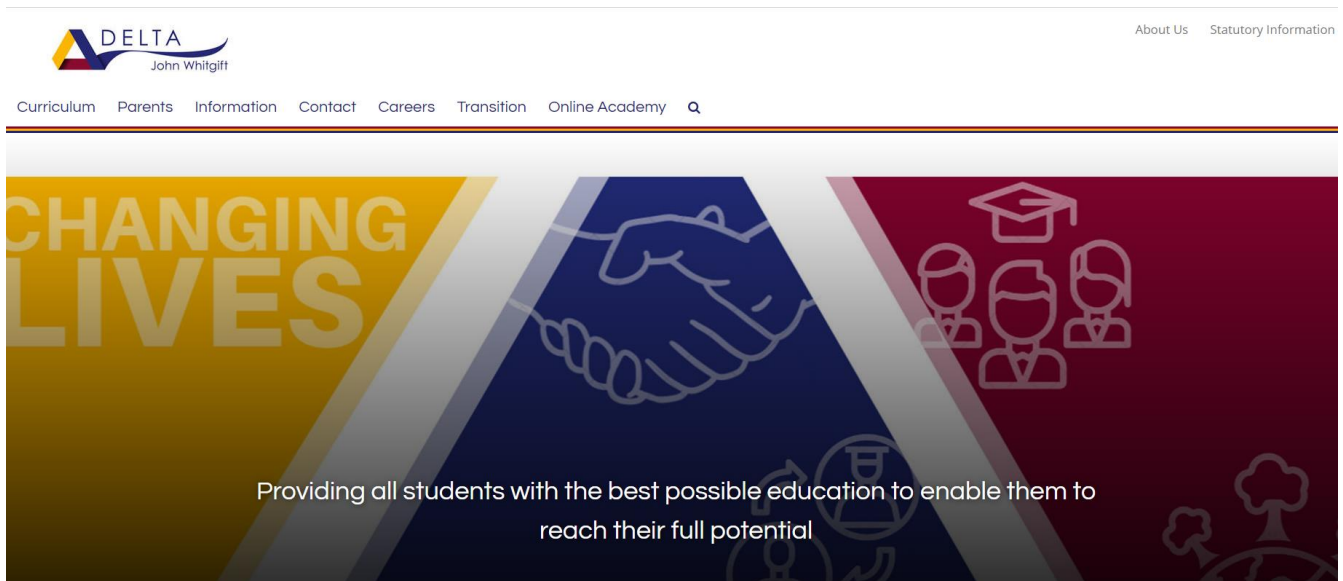
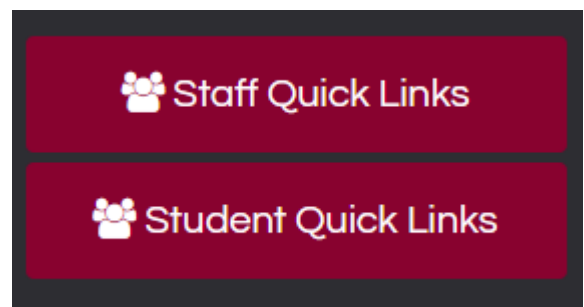


Teams - How to Login

1. On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.johnwhitgift.org.uk

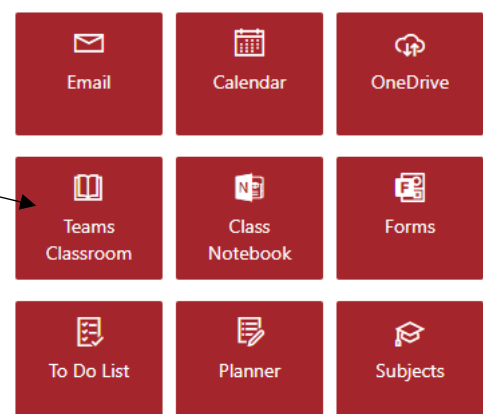


2. Scroll to the bottom of the page and click on 'Student quick links'



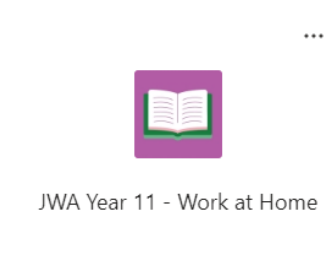
3. Click on 'Student VLE'
4. Scroll down and click on 'Teams classroom'
5. You will then be taken to Teams and be able to see all of your classes.
6. If you click on the calendar, you will see your timetable.

Student Tools



Your Teams

You will have access to 'Work at Home' folders which contain work for if you are isolating at home as an **individual** or are one of a small number of students who have been sent home. This work matches what you are doing in class so that you can return without gaps in learning.



If whole **bubbles** of students are asked to stay home, **you will be expected to login to Teams every day at your usual start time.** You will use individual class Teams to join live lessons (where the teacher is teaching you from their classroom) or there will be instructions to work through a recorded lesson (PowerPoints with voice overs pre-prepared by the teacher). More information about live lessons below.

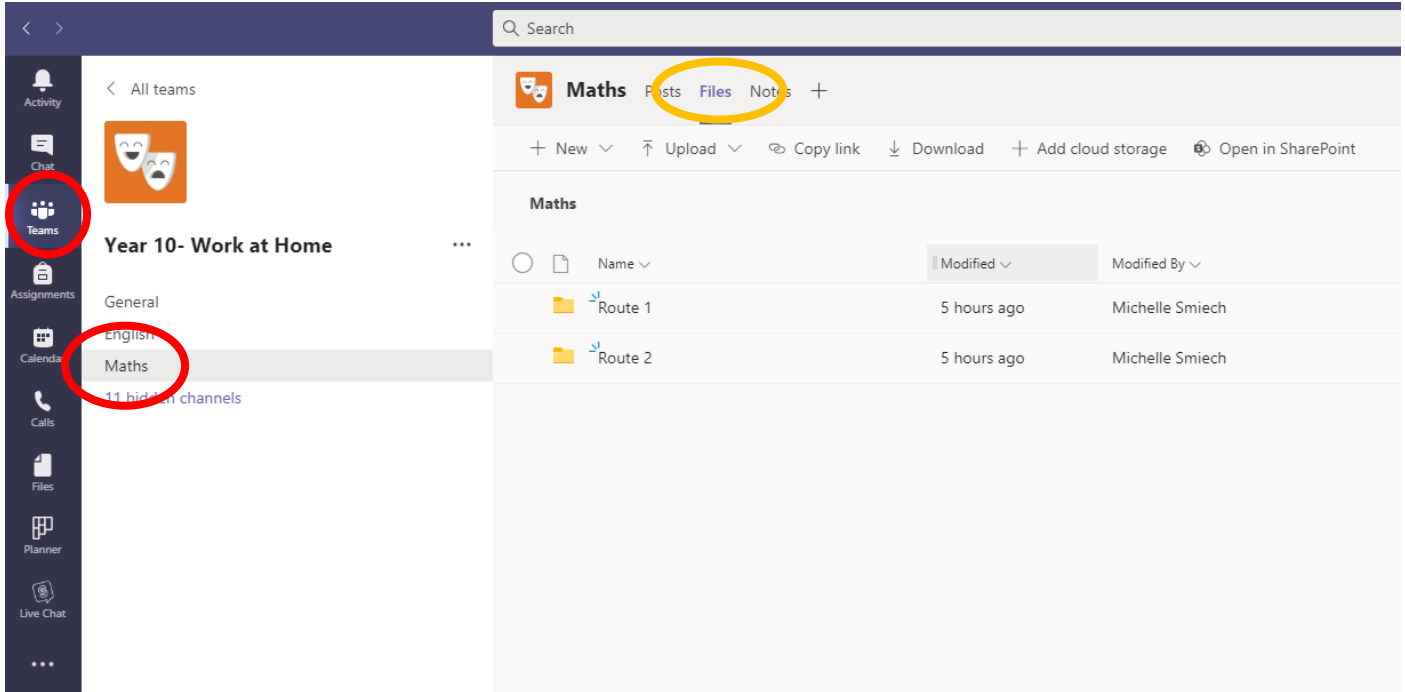


You can contact your teacher using the Teams 'conversation' function. Please remember that your message cannot be deleted or edited and will be visible to the entire class. You may prefer to email the teacher using your JWA email to theirs.

Teams - Accessing files

Your teacher can upload files for you to work from at home. These could be lessons to revise from or worksheets and tasks to complete.

To access them, select Teams, find your subject and click files.

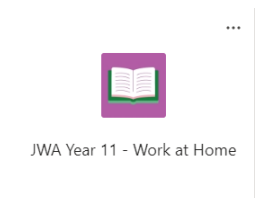


From here you can select the relevant files you need, download them and work through them at your own pace. Remember to ask for help from family members and teachers if you're struggling.

This is where you will find any resources for any live lessons. This is where you will find recorded lessons.

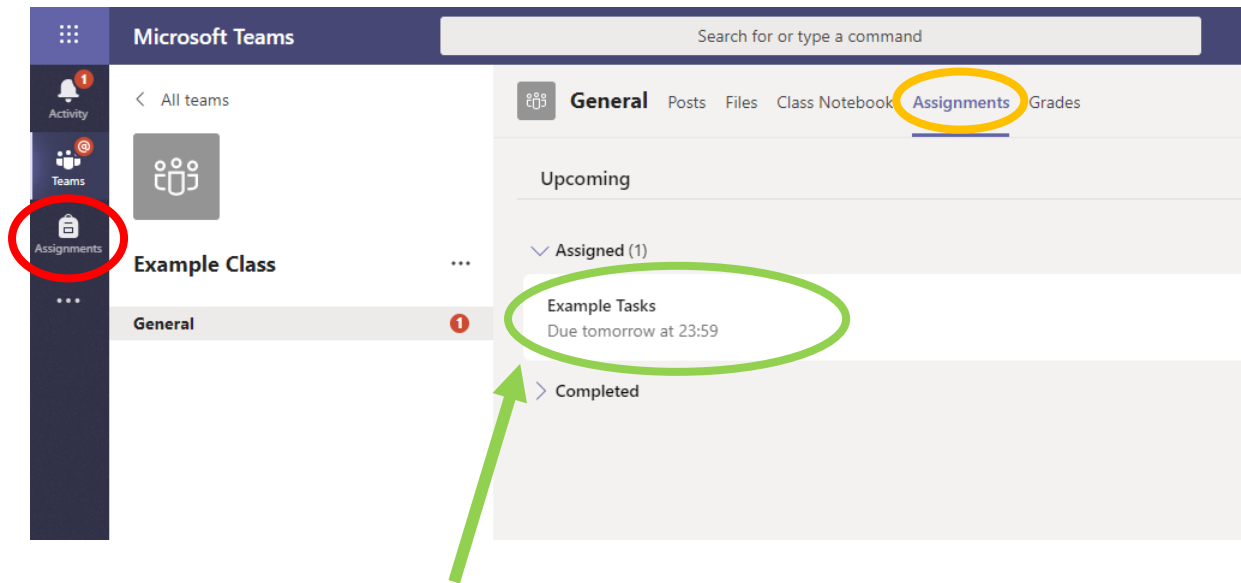
You need to make sure you check the correct Team: The work from home teams are for students who are individually isolating, not attending or isolating as part of a small number of students who are advised to stay at home.

If your entire bubble is sent home you will need to access your individual Teams classes and be logged into Teams for the entire day.



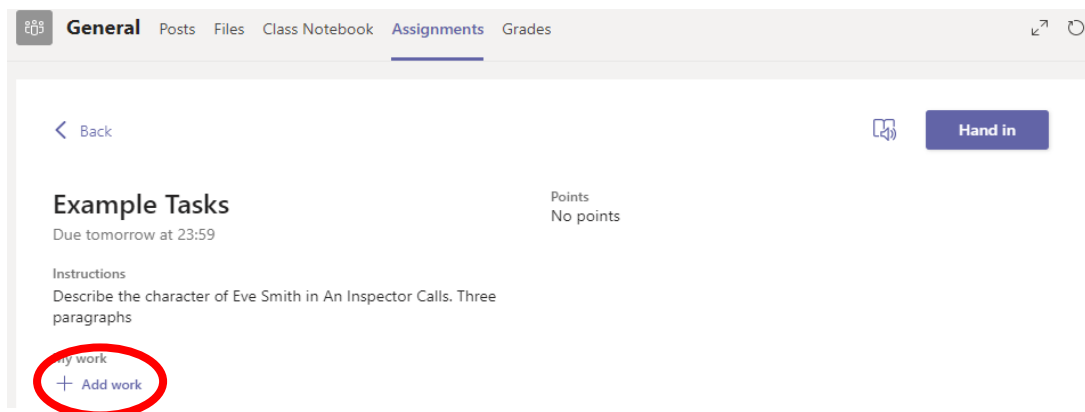
Teams - Uploading an assignment

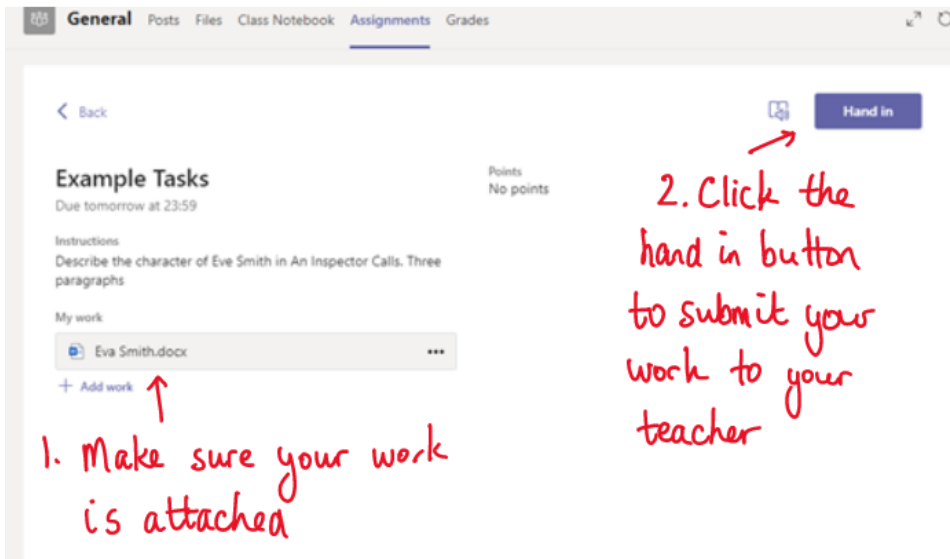
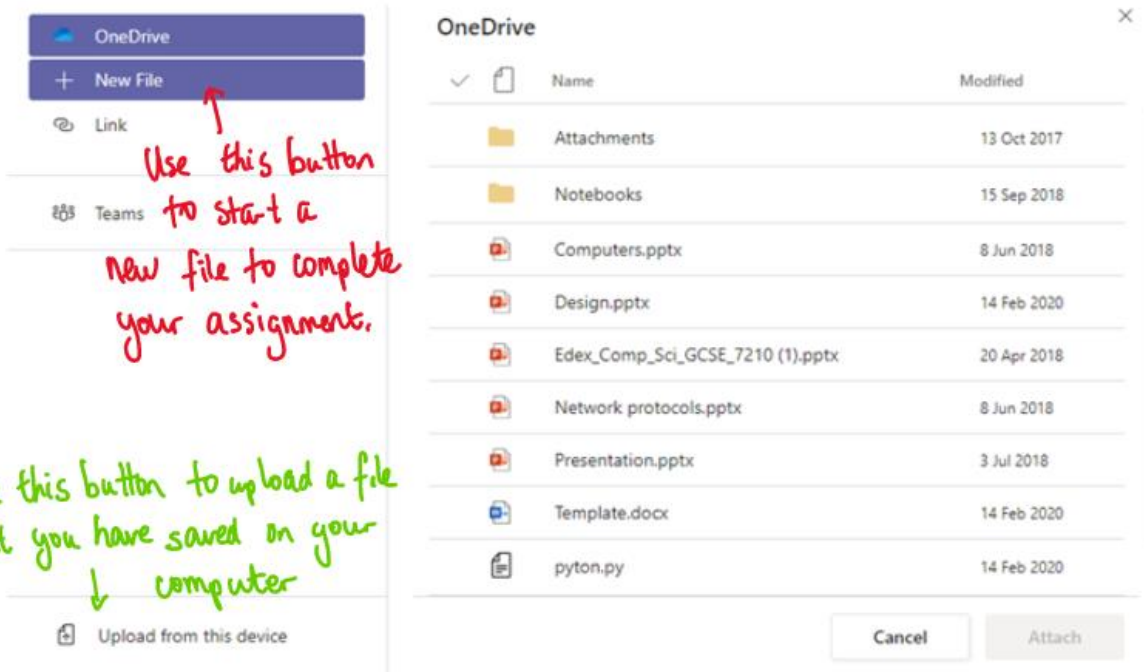
Your teacher can set assignment for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



Click on the assignment to access the task.

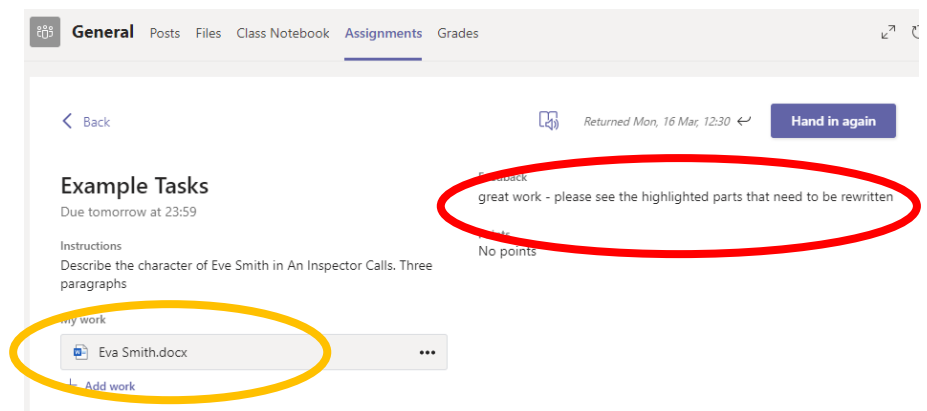
To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.



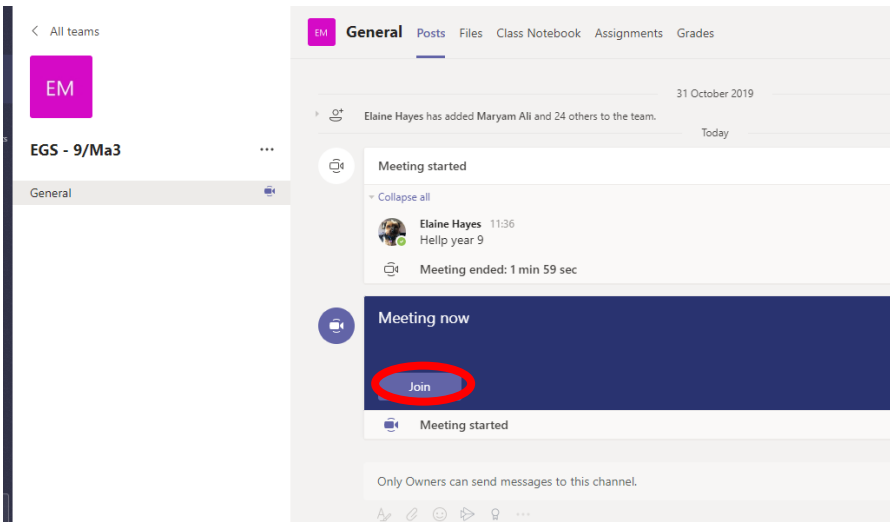


Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

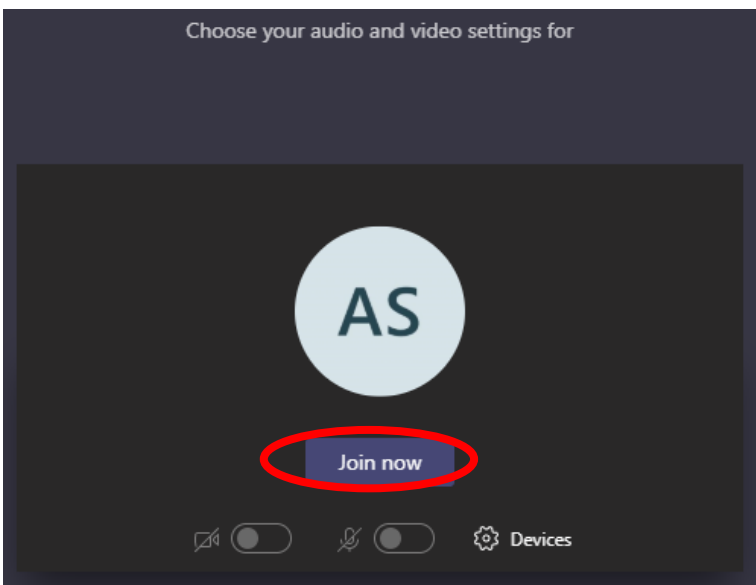
This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



Teams - Joining a Virtual Classroom - Student



If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.



The red circle is the camera function. Make sure that it is off. Your teacher may have told you to keep your microphone on or off - in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over

