

# Live Lessons With Microsoft Teams



We're running live lessons to give you a chance to take part in some real lessons if you are unable to come into school. You'll need a device such as a smartphone, an ipad, or a laptop or desktop computer. A Web cam and microphone would be useful but not essential. In order to take part, there's a few things you need to know....read on.



**Make sure you've got the Teams app installed.** You can find it by searching for **Microsoft Teams** in your app store. Or if you're using a laptop or desktop computer, you can visit [www.office.com](http://www.office.com) and sign in.



**Sign in to Teams using your school email** (for example 18JKing@hajc.leics.sch.uk) and your usual computer password. Any unrecognised names or nick-names will not be admitted to any lessons.



**Check your Teams Calendar** by selecting the Calendar from the menu bar on the left-hand side or at the bottom of the screen. This will show all of your online lessons and you can join them from there. You should aim to join five minutes before the start to allow time to sort any technical problems.



**Find somewhere quiet to take part in the lesson.** Make sure there are no distractions such as radio, TV or music player and that the background contains nothing personal, inappropriate or offensive. You can also use the 'blur-background' or 'replace-background' facility to conceal your background.



**You don't have to wear uniform,** but you must be appropriately dressed for the lesson, in clothing suitable for being seen in public.



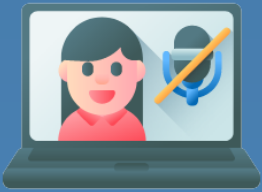
# The Hinckley School



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**No other person or family member** is allowed to take part or appear in the lesson.



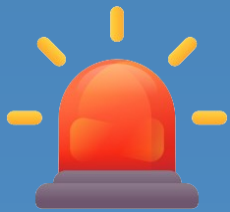
**Mute your microphone!** This is important so that everyone can hear the sound clearly. Do not un-mute unless you are invited to speak by your teacher. If you wish to ask a question, use the 'raise hand' function.



**You must observe the same standards of conduct and behaviour** as classroom-based lessons. **TURN OFF YOUR PHONE!** Your teacher will remove you from the online lesson if you do not follow the behaviour expectations.



**You must NOT record the lesson on any device or take photographs of the lesson content, the teacher, or any of the other students.**



**If anything happens during the lesson that you are concerned or worried about,** or that you think is inappropriate, please report it straight away to your Pastoral Leader. You can find their details on the school website at:

<https://www.hinckleyacademy.co.uk/leadership>



**If you need any help to get the app working or to sign in,** you can contact the IT Services Helpdesk at school by visiting the IT Services office, or by email [itservices@hajc.leics.sch.uk](mailto:itservices@hajc.leics.sch.uk) or telephone 01455 638 010 8.00am - 3.00pm Monday - Friday



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