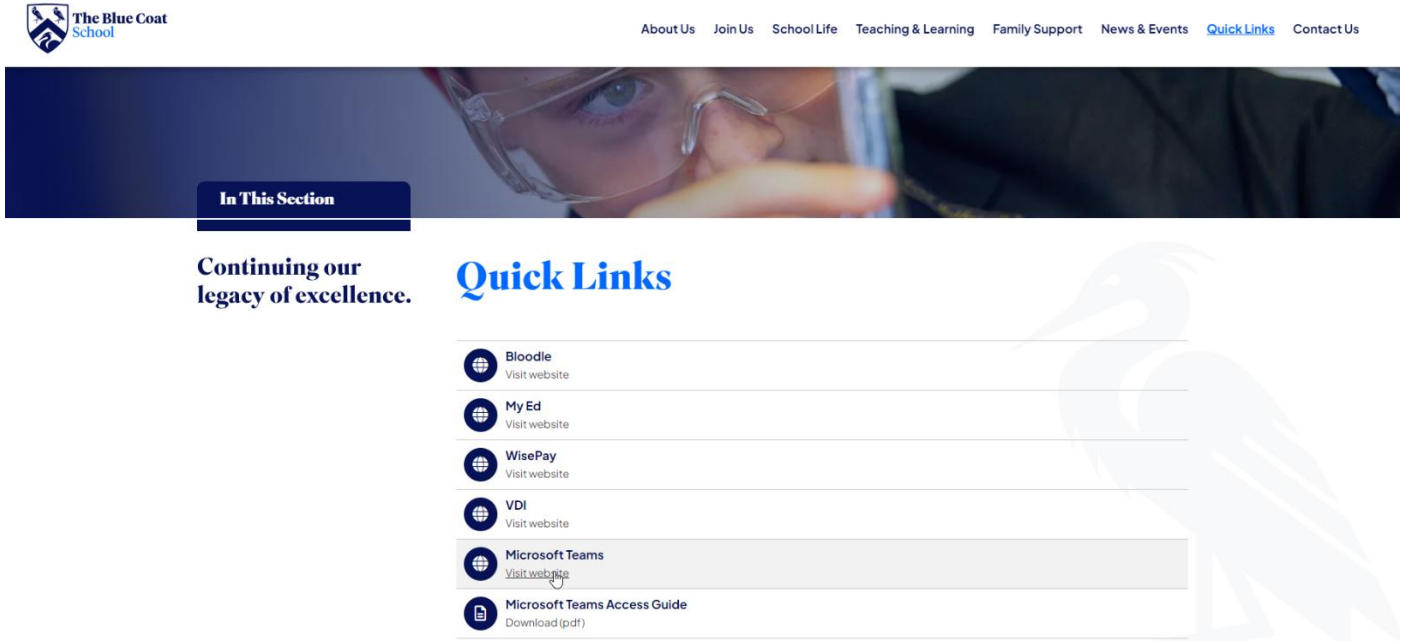




Accessing remote learning via Microsoft Teams: A guide for students and parents

Go to the Blue Coat website (<https://www.blue-coat.org/>), click “Quick Links” in the top right corner and then select “Microsoft Teams”









The screenshot shows the website's navigation menu with 'Quick Links' selected. Below it, a list of links is displayed, with 'Microsoft Teams' highlighted. A large, faint watermark of a blue jay is visible in the background.

The Blue Coat School About Us Join Us School Life Teaching & Learning Family Support News & Events **Quick Links** Contact Us

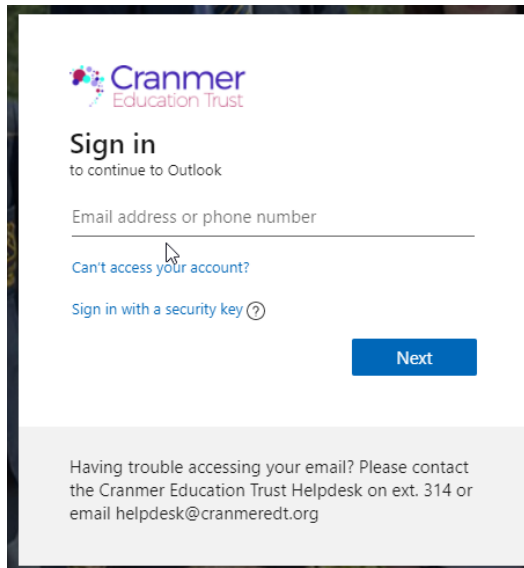
In This Section

Continuing our legacy of excellence.


Quick Links

-  **Bloodie**
Visit website
-  **My Ed**
Visit website
-  **WisePay**
Visit website
-  **VDI**
Visit website
-  **Microsoft Teams**
Visit website
-  **Microsoft Teams Access Guide**
Download (pdf)

Sign in using your school email and password:



The screenshot shows a sign-in page for Cranmer Education Trust. It includes a logo, a sign-in prompt, an input field for email or phone number, and a 'Next' button. A footer contains contact information for the helpdesk.

 **Cranmer**
Education Trust

Sign in

to continue to Outlook

Email address or phone number

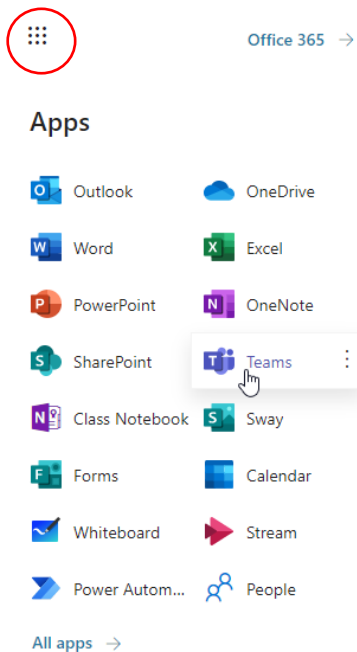
[Can't access your account?](#)

[Sign in with a security key](#)

Next

Having trouble accessing your email? Please contact the Cranmer Education Trust Helpdesk on ext. 314 or email helpdesk@cranmeredt.org

When Outlook opens click the 9 dots in the top left-hand corner (see the red circle on the screenshot below) and it will show you all the different Microsoft Office 365 apps, select “Teams” (if it’s not there, go to “All Apps” and it will show up)

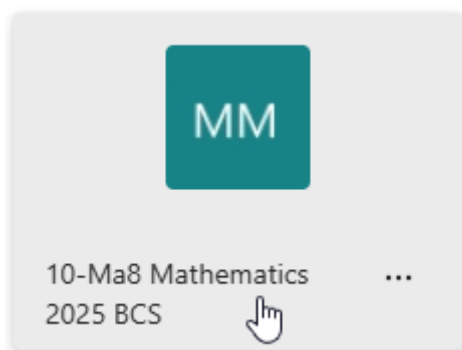


NOTE: There is a Microsoft Teams desktop app that you can download which we would recommend.

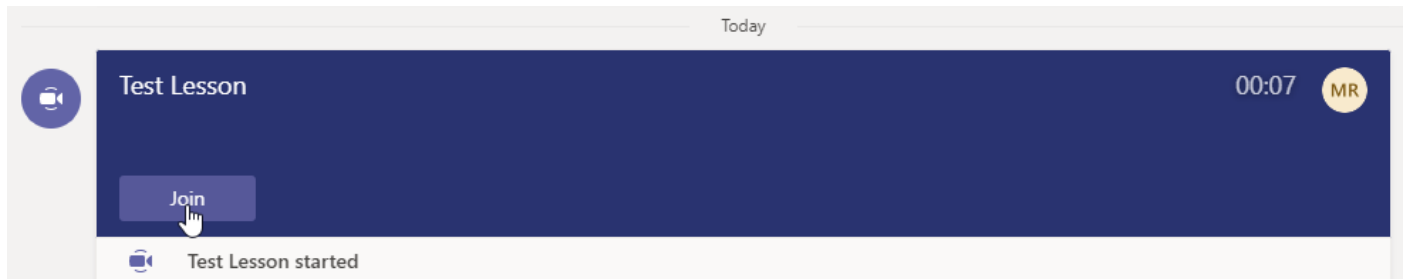
When Teams opens click “Teams” on the left-hand toolbar (see below) and it will bring up a screen it will bring up a screen with all your different classes.



Select the class you want to go into the class Team:



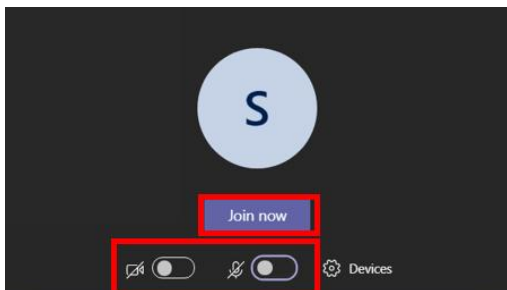
As soon as the teacher starts the lesson a box like this will appear in the class Team – click “Join”.



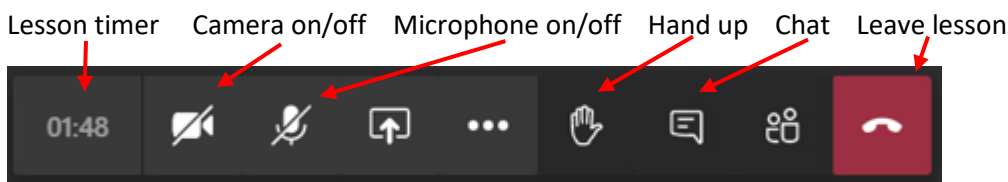
The teacher may already be ready and waiting or may be finishing a previous lesson, just go to the class Team and wait for the lesson to start

1. The teacher will likely start the lesson and give instructions about what you need to do, they will then set students off on a task and may say that students do not need to remain logged into the lesson whilst they work. The teacher will be available throughout to answer queries on Teams via the Chat function and will expect students to rejoin at the end to wrap-up the lesson.
2. Depending on technical access, it's possible in a small number of cases that the teacher will not be able to deliver any part of the lesson live in which case work will be set via 'Assignments' in the same way homework is usually set.
3. The teacher will take a register.

When you join the lesson make sure your microphone and camera are switched off.

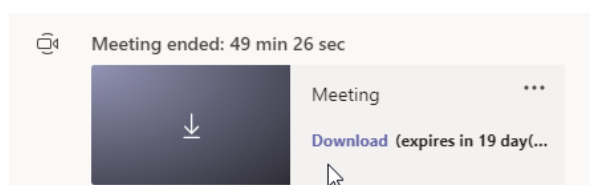


The toolbar: When you're in the lesson the toolbar gives you access to all the key functions. Here are the key ones you may need:



What if you are unable to join the lesson live?

We would like students to join the lesson live, however we know that this is not always possible. A recording of the lesson will be posted in the class Team after the lesson which students can access for the next 21 days.



Accessing on a tablet/mobile phone?

If you're accessing on a tablet or mobile there is a Microsoft Teams app that you can download for free on iOS and Android. As with the desktop version, sign in with your school email and password.

Expectations for live lessons



Please mute your microphone when you join the lesson



Please have your camera switched off when you join the lesson



If you have a question please use the "hand up" button



Have your lesson equipment ready and be doing your "do now" task when you join the lesson



Be prepared for the teacher to ask you to contribute to the lesson using the "Chat" function.