

# Learning at Home

All learning at home will now be on **Microsoft Teams**. Every lesson of each student's timetable will take place at the usual timings of the day i.e. Tutor-9am, Lesson 1-9.30am, Lesson 2-10.20am, Lesson 3-11.30am, Lesson 4-12.20pm and Lesson 5-2pm

## Getting setup on Teams

You can access Teams in two different ways. We recommend the App version over the web version as it is more stable and feature rich.

**Download the appropriate app** - You can now download Microsoft Team for your Windows PC, or for your Android or iOS devices.

You can download the apps from here: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>  
If you are on a Phone or Tablet you can also download "Microsoft Teams" from the App/Play store.

## Login details

**Username:** You will then need to login with your school username but as an email.

For example: Yr9 Brian Jones login at school is 18brianj so for TEAMS username is [18brianj@stlukes.swindon.sch.uk](mailto:18brianj@stlukes.swindon.sch.uk)

**Password:** This is the password that you use at school to login. This was originally setup as Password1!

Any problems logging on please contact the school

## Safe use of Teams

When using Teams and interacting with other staff and students you need to follow a few rules to keep yourself safe.

1. Please be sensible and polite when using Teams.
2. The normal school rules on behaviour still apply even though you may not actually be in school.
3. Get used to muting your microphone when you are not talking.
4. Find somewhere without lots of background noise.
5. Calls and meetings can be recorded if necessary. Please note the default is that all participants in a meeting have access to the recording.
6. All calls, meeting/lessons and chat messages are logged.
7. If you are worried about being seen on your webcam you do not have to use this but can still engage in the lesson. You might be asked to be seen very briefly to ensure it is actually you!

## Join a meeting/lesson

You will be called by your teacher at the start of the lesson to join the lesson/meeting. Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select Join now to enter.

If you miss the start of the lesson you will see the lesson that the lesson has started and you can join in anytime.

Documents and work to complete is stored in the files section at the top of the page.

