
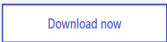




Student Guide

Microsoft Teams

Access Microsoft Teams (app or web):

1. Visit <https://www.ashhillacademy.org.uk/online-academy>
2. Watch the video located at the top of the page
3. Below the video is a 'CLICK HERE' option, select this and either download the Microsoft Teams App or log in via the internet  
4. You will use your school username with [@ashhillacademy.org.uk](mailto:info@ashhillacademy.org.uk) at the end, along with your school password.

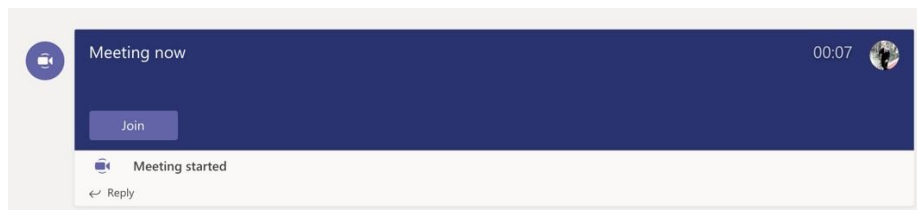
Navigating between classes: Click Teams  on the left side of the app, then select the classroom you want to enter OR Click the Calendar  button on the App bar (left hand side) app to see your timetable.


Resetting Password: Contact school by emailing info@ashhillacademy.org.uk

Live Lessons

Please follow these instructions to join a live lesson.

Joining a Live Lesson: Select the correct class. Within the General channel you will see a message saying Meeting now, click Join.

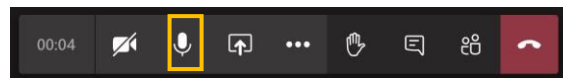


Turning on or off your video: To turn on your video before a lesson, just select Turn camera on  right before you join. You should keep your camera on throughout the lesson.

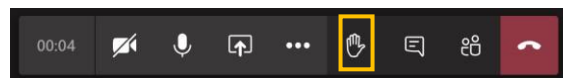


Turning on or off your audio: To turn on/off your audio before a lesson, just select Unmute/Mute right before you join.

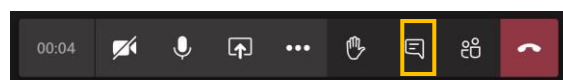
You should turn your audio off during a lesson unless you are asked to speak by your teacher. Go to the meeting controls anytime during the lesson and tap Mute/Unmute.



Raising your hand: During a lesson you can raise your hand at any point by clicking on the hand in the meeting controls.




View a Lesson Conversation: While in a lesson, click the Show Conversation button on the meeting controls. In here you may type a question or response to your teacher.

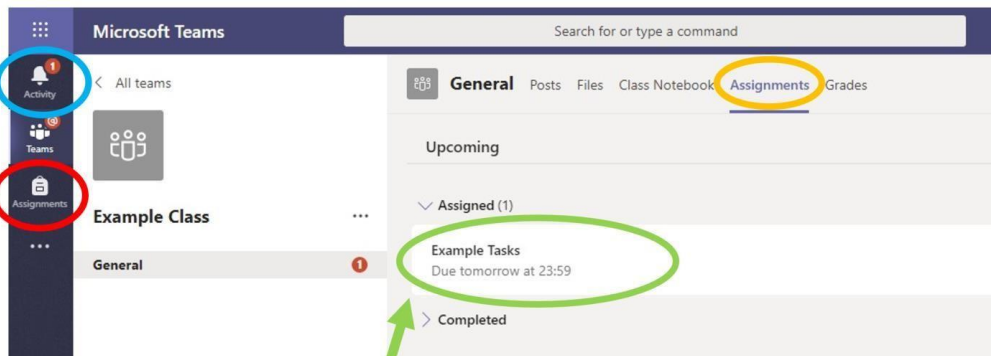


Assignments

Within Assignments you can see the work set by your teachers, send in work and view feedback.

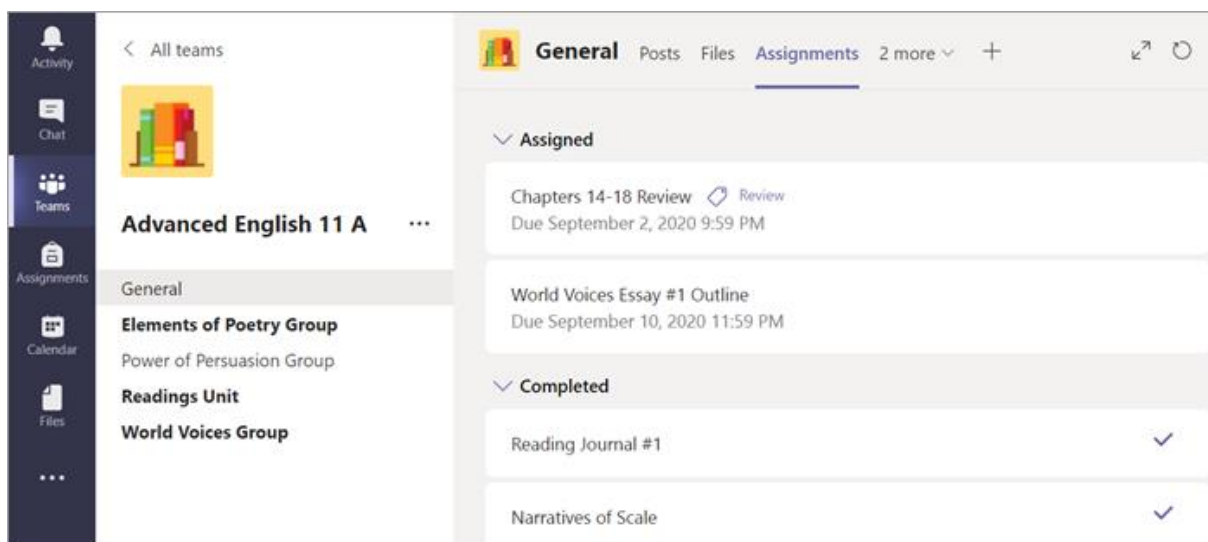
View Assignments:

1. **Notification** - Received every time your teacher sets a new assignment for you, which is circled in blue. Notifications will also appear in the **Teams classroom** **General Channel** **Posts** - Click it to be brought to the assignment.
2. Click the **Assignments**  **Button** in the left-hand menu to see all the different assignments set by your teachers
3. You can also click into your class and click on the **Assignments Tab** located at the top of the room circled in yellow

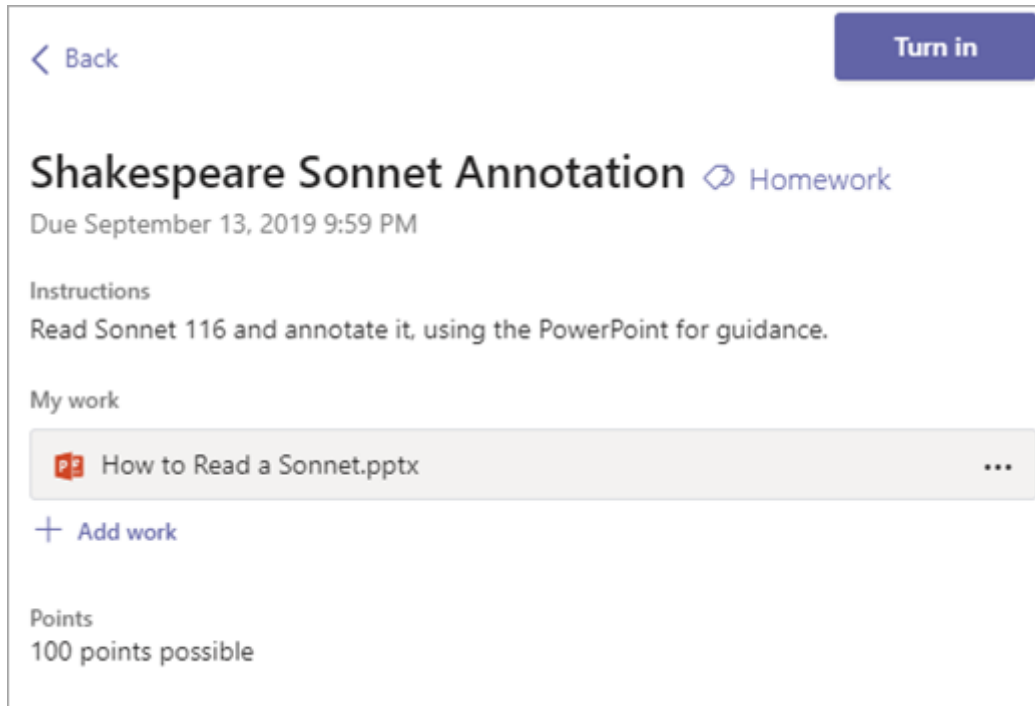


Submit Assignments

1. To submit an assignment, you must first go to your subject classroom.
2. Navigate to the General channel in the desired classroom, then select Assignments.
3. Your Assigned work will show in order of due date.
4. Select any assignment to open it and view the assignment's details.



5. If your teacher has specified a document for you to submit or you have other files to attach to this assignment, select +Add work and upload your file.
6. Note: You can add up to 10 additional resources to an assignment. 500mb is the maximum file size for a resource.



The screenshot shows a Canvas LMS assignment page. At the top left is a '< Back' link, and at the top right is a blue 'Turn in' button. The main title is 'Shakespeare Sonnet Annotation' with a 'Homework' tag. Below the title is the due date: 'Due September 13, 2019 9:59 PM'. The 'Instructions' section reads: 'Read Sonnet 116 and annotate it, using the PowerPoint for guidance.' Under 'My work', there is a file upload area containing a PowerPoint file named 'How to Read a Sonnet.pptx'. Below the file list is a '+ Add work' button. At the bottom, the 'Points' section indicates '100 points possible'.

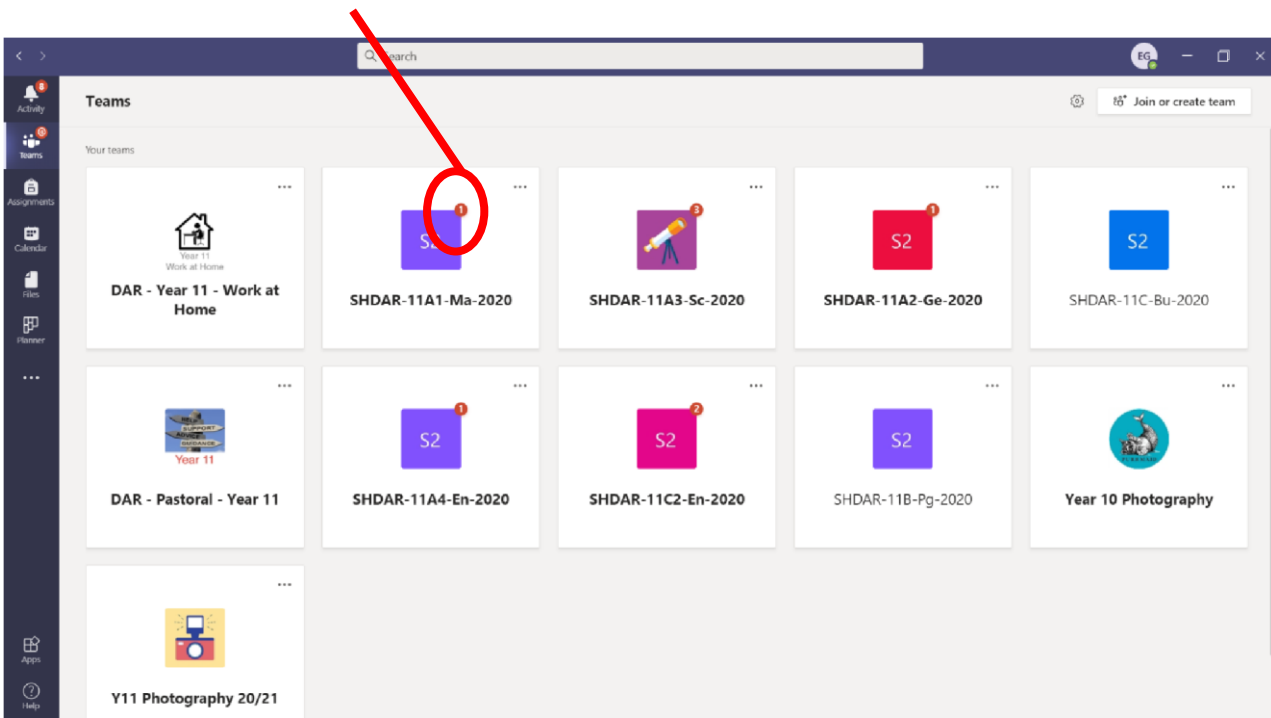
7. Select the Hand in button to submit an assignment before its deadline.
8. Before the deadline is passed if you decide you want to edit your assignment before the due date you will have the option to change your submission. To do this please select undo hand-in. you will then need to submit it again after you make your edits.

Parent Guide

During a lockdown the use of Microsoft Teams will continue at Ash Hill Academy for setting and completing home learning. The following guide will support students, parents/carers to assist students in managing their learning and provide guidance how to best use Microsoft Teams. Please be aware during lockdown students will follow their normal timetable.

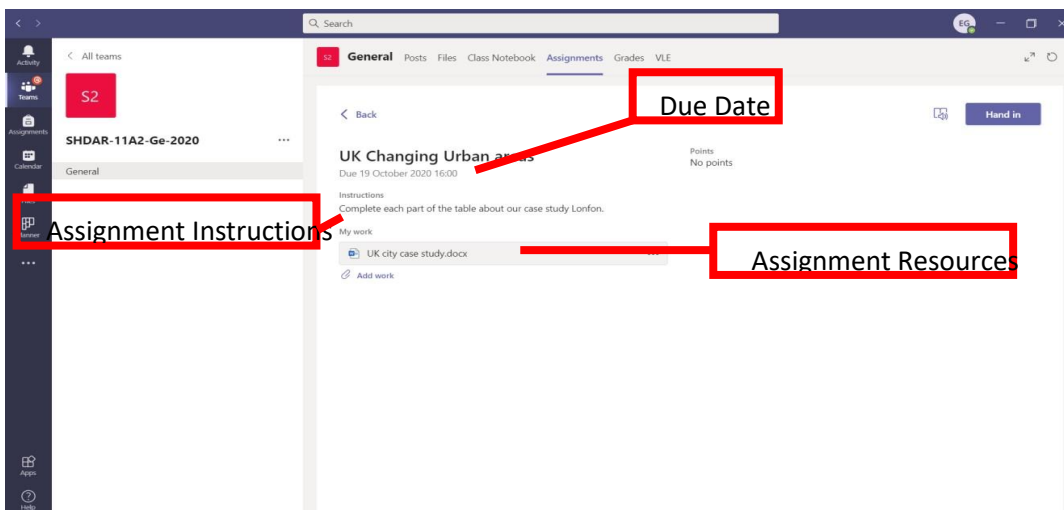
How do I know if new work has been set?

The student home page includes all the subjects. If a new piece of work has been set a red circle will appear in the corner.



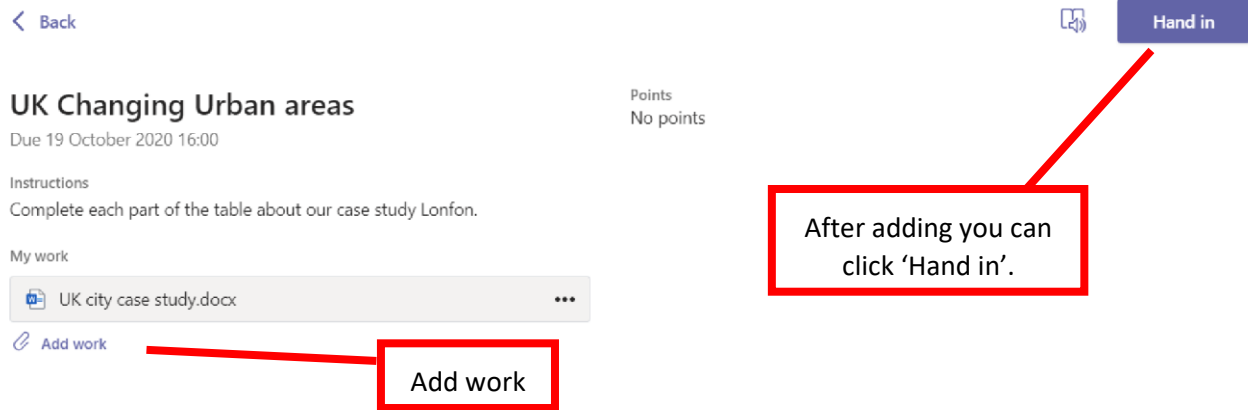
How do I know what assignments I need to do?

When clicking on the Assignments tab in the Team (class) for the period your child has a lesson, you can see the work that has been set.



How do I submit work?

Within your assignment view there is an 'Add work' button. Students can upload files here. If your child has worked on paper then they can take a photo and the photo can also be uploaded in the same way.



The screenshot shows an assignment titled "UK Changing Urban areas" with a due date of "19 October 2020 16:00". It has "No points" assigned. The instructions are to "Complete each part of the table about our case study Lonfon." Under "My work", a file named "UK city case study.docx" is listed. A red box highlights the "Add work" button below the file list. Another red box highlights the "Hand in" button in the top right corner. A red arrow points from the "Hand in" button to a text box that says "After adding you can click 'Hand in'".

Back

Hand in

Points
No points

UK Changing Urban areas

Due 19 October 2020 16:00

Instructions
Complete each part of the table about our case study Lonfon.

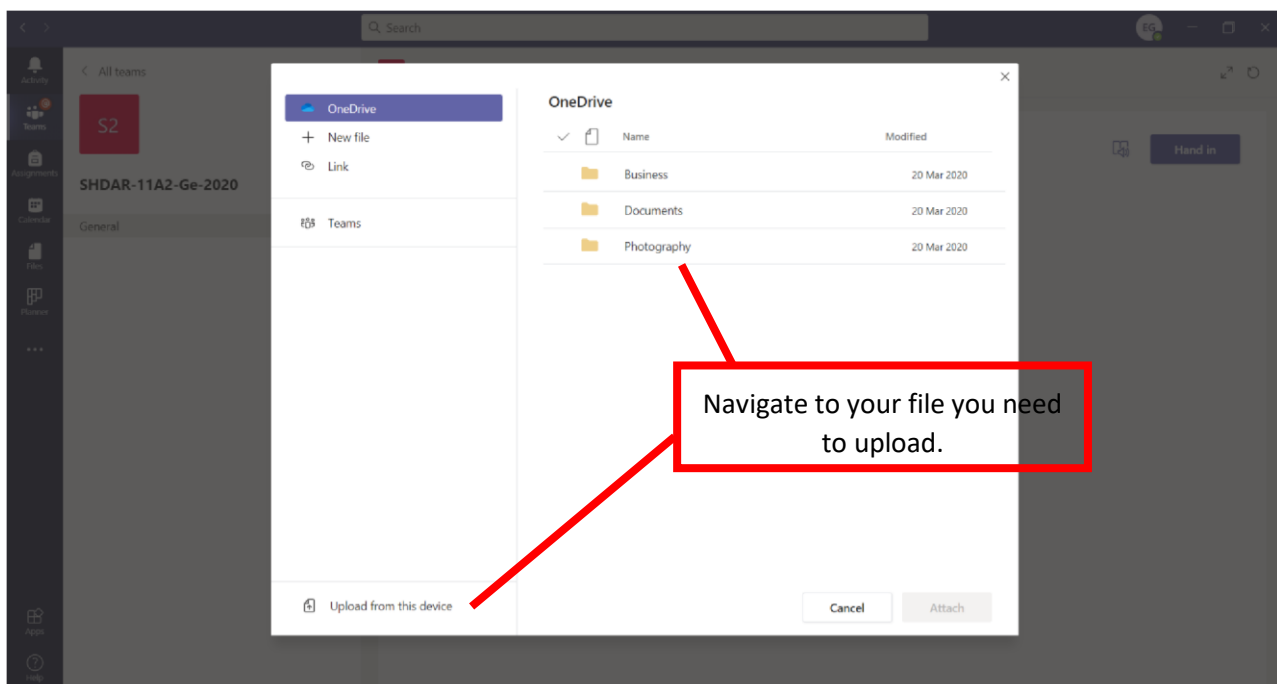
My work

UK city case study.docx

Add work

Add work

After adding you can click 'Hand in'.



The screenshot shows a OneDrive file selection dialog. The dialog lists folders: "Business", "Documents", and "Photography", all modified on "20 Mar 2020". A red box highlights the "Photography" folder. A red arrow points from this box to a text box that says "Navigate to your file you need to upload." The dialog also has an "Upload from this device" button at the bottom left and "Cancel" and "Attach" buttons at the bottom right.

OneDrive

Name	Modified
Business	20 Mar 2020
Documents	20 Mar 2020
Photography	20 Mar 2020

Upload from this device

Cancel Attach

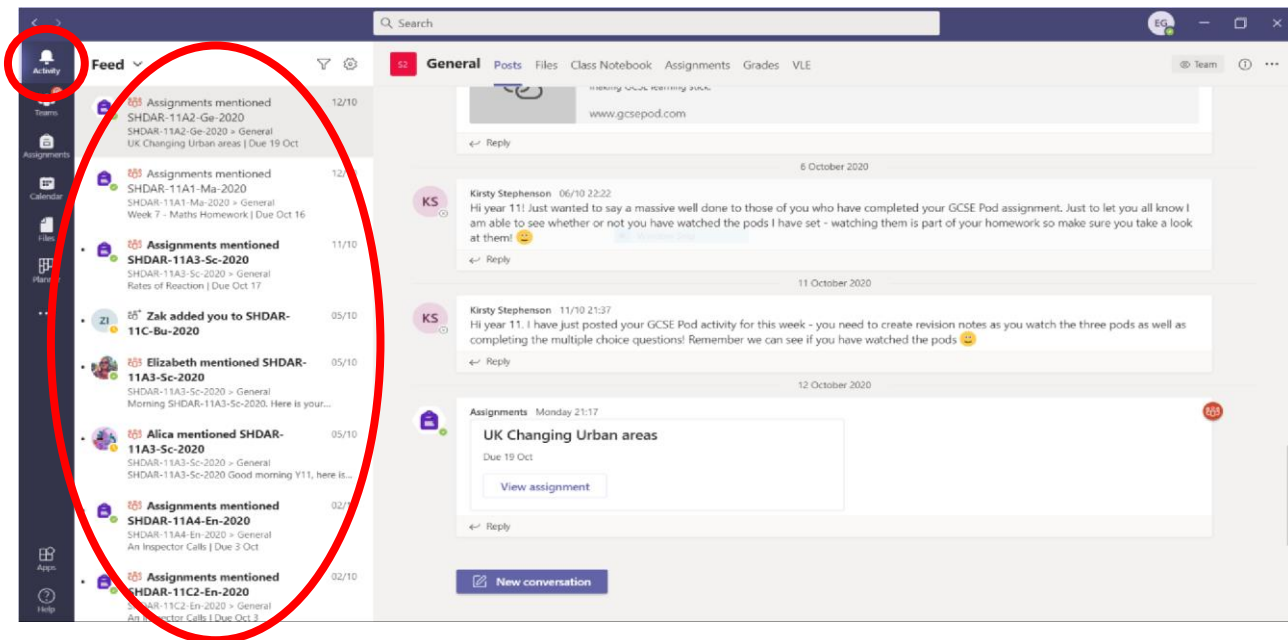
Navigate to your file you need to upload.

How do I know if a new assignment has been set or returned?

The 'Activity' icon allows you to see anything new that has happened in TEAMS for your child such as:

- a new assignment,
- assignment being returned
- feedback given

This is the best place to look to review activity in teams. The Activity should be checked each day by your child.



How will feedback be provided?

Teachers will provide feedback on some pieces of work. Feedback may also be provided by answers to a quiz or a grade. **It is important students read and act on the feedback given.**

How many lessons will my child have?

Students will follow their normal school timetable. Students are expected to attend all lessons on time as registers will be taken for attendance.

Where students do not have a live lesson available for a subject, they should check if assignments have been set instead. Students may or may not have to submit work as part of these assignments.

What are the pupil conduct & behaviour expectations of my child on Teams?

Students are expected to log-in to online classes on time and be well prepared with the necessary resources. As with a normal school lesson, they are expected to be attentive and participate willingly and respectfully.

Students are expected to:

- Follow the instructions given by the teacher during Live Teams lessons. This includes asking permission to speak to peers and the teachers during the lesson.
- Wear suitable smart casual dress for the session, with no inappropriate items of clothing or offensive logos.
- Have their camera on and pointed at the teacher during lessons.
- Use respectful language and appropriate behaviour at all times.
- Not video or take any recordings or screenshots of the lesson.

Are there any lesson practicalities we should consider?

Before the school day starts, students should ensure they have checked their timetable and have accessed Microsoft Teams and can gain access to all their relevant subject assignments.

Students are expected to attend all lessons on time as a register will be taken by staff.

Students should try to ensure the light quality is adequate. Natural light is best e.g. from a nearby window or skylight.

Students should aim to minimise background noise (e.g. phones, pets and building works) that may be distracting and interfere with the quality of the learning possible.

For obvious reasons if possible students are best spending their time online studying with their teachers and peers in a formal setting at a desk or table, and ideally not in their bedrooms.

What do I do if I need some help?

Teachers will be providing opportunities to ask questions during a timetabled lesson. Encourage your child to ask questions either via posting messages in the chat section of a Teams classroom. Please note, teachers will only be able to respond during the timetabled lesson.

Please visit our website <https://www.ashhillacademy.org.uk/online-academy> for further information or contact us directly at info@ashhillacademy.org.uk