

JQA – LIVE LEARNING

HOW TO ACCESS YOUR LESSONS USING TEAMS



On a laptop/computer/Xbox or Playstation, go to www.office.com and log-in with your school email and password – **your teacher will issue you with this and you should write this into your planner.**



Or download the Teams app on your phone/tablet. Download Microsoft Teams and log-in using your school email and password




Year 7

When you log-in, you will see all the Teams you have been added to. All your lessons will be in the Teams group as per the timetables on the Student Info section of the app or the CORE Connects section of the Academy website: <https://www.jewelleryquarter.academy/core-connect/>


If you forget your school email username/password, you can request a change via a Form on the Piota App or call 0121 729 7220.

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LIVE LESSONS – EXPECTATIONS OF ALL PARTICIPANTS



Switch off your camera and microphone before joining. This protects your privacy and stops any background noise at your location from disturbing the lesson. These can be turned back on later if you need to ask questions. Ensure you are appropriately dressed in case your camera accidentally turns on.




The lesson might be recorded. You will be advised of this. This allows you and any absent pupils to play it back later.

00:20



When you 'join' a lesson, this tool bar will be available. Hover over the screen, about 1/3 of the way up from the bottom to display it.



Let your teacher know you have a question using this tool. Please wait to be asked to speak, just as you would in a lesson. If you click  you will see that your hand is raised. Speak clearly and use appropriate language.



Have a question but don't have a microphone? Use the 'chat' feature and type your question instead! Check to see if someone else has already asked your question. If they have, hover over the top of the question and click on the 'thumbs up', so your teacher knows which questions are most popular.

Only learning-related chat is permitted – all lessons are recorded.



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VIDEO GUIDES

Guide to Team for students and parents:

<https://www.youtube.com/watch?v=SemjM2fHV2Q>

Guide to completing Assignments:

<https://www.youtube.com/watch?v=NGuv9wHCWYE&t=3s>

Guide to accessing Teams on a mobile phone:

<https://www.youtube.com/watch?v=xmNXoOhwuhk>

Guide to submitting Assignments on your phone:

<https://www.youtube.com/watch?v=JDStbwxO1XQ>

Guide to using Teams on your Xbox or Playstation:

<https://www.youtube.com/watch?v=CiNzN8QxIRI>

**Log-in on laptop,
tablet, phone or
console using
these guides**