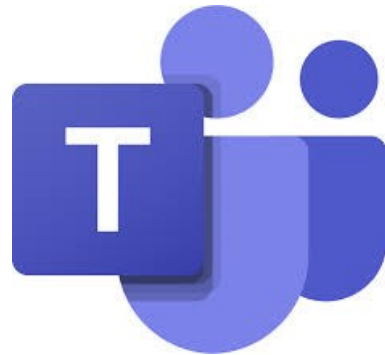


How to join the Online Learning

Download **Microsoft Teams** onto your laptop or tablet.

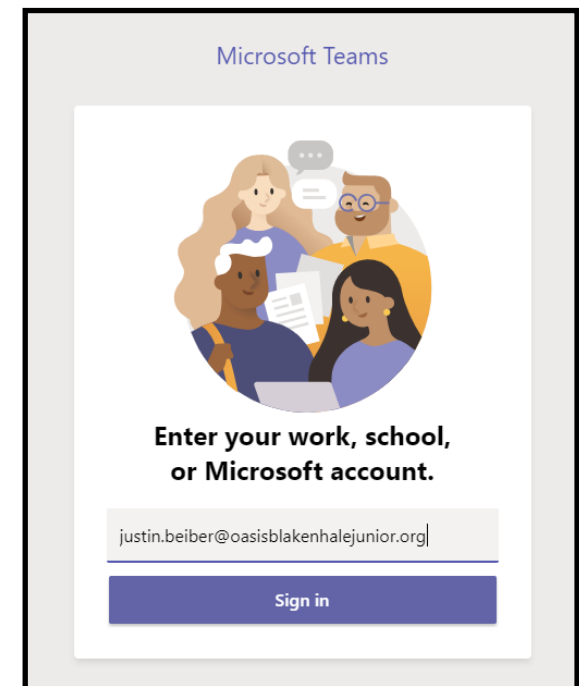


Insert your username:

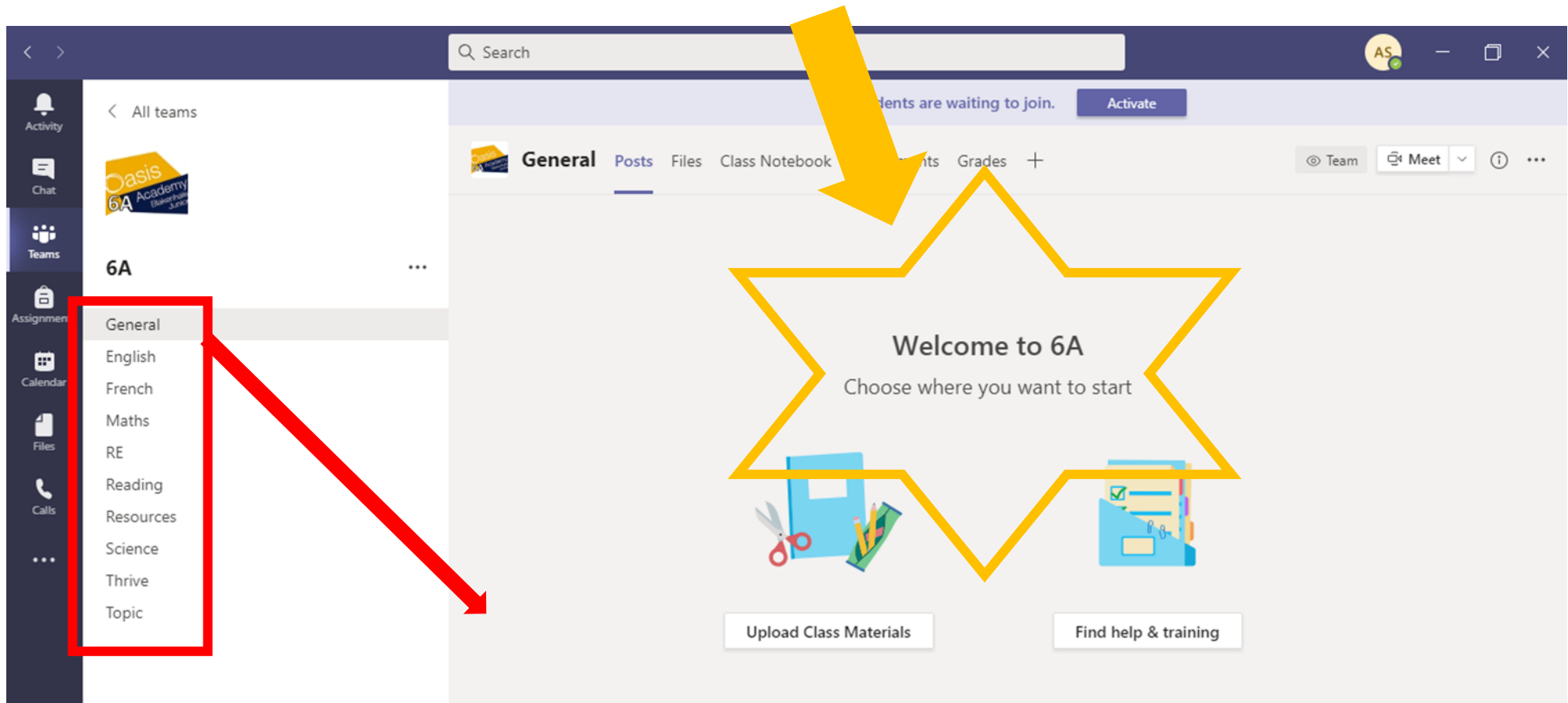
firstname.surname@oasisblakenhalejunior.org

(e.g. justin.bieber@oasisblakenhalejunior.org. – don't forget the **dot!**)

Your password is the same password you use to log into the school laptops.



You will already be assigned to your class in your “Teams”.



These are your class’ “channels”; they are grouped by subject and there is a resources folder for any help guides, letters, or school information that you may need.

You have a calendar as well - you can check this calendar for future live lessons!

The screenshot displays the Microsoft Teams interface for a class named '6A'. On the left-hand side, there is a vertical navigation bar with several icons: Activity, Chat, Teams, Assignments, Calendar (highlighted with a red box), Files, Calls, and a menu icon. A red arrow points from the top of the page down to the 'Calendar' icon. The main area of the screen shows the '6A' team page. At the top, there is a search bar and a notification that '25 students are waiting to join.' with an 'Activate' button. Below this, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'General' tab is selected. The main content area displays a 'Welcome to 6A' message and the instruction 'Choose where you want to start'. There are two large icons: one for 'Upload Class Materials' (showing a book, scissors, and pencils) and one for 'Find help & training' (showing a folder with a checklist). At the bottom of the page, there is a logo for 'Oasis Academy: Blakenhale Junior'.

On your calendar, you will see where your teachers have scheduled lessons for you.

The screenshot displays the Microsoft Teams calendar interface. At the top, there is a search bar and a 'Meet now' button. The calendar view is set to 'October 2020'. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Files, Calls, and Apps. The main calendar grid shows the days of the week from Monday (05) to Friday (09). The time slots range from 6 AM to 11 AM. Two lessons are scheduled: 'English Live Lesson' on Monday, October 5th, and 'Maths Live Lesson' on Tuesday, October 6th, both starting at 10 AM. These two lesson entries are circled in red.

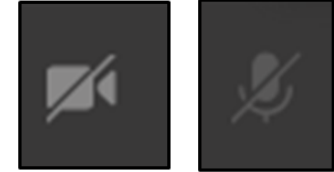
	05 Monday	06 Tuesday	07 Wednesday	08 Thursday	09 Friday
6 AM					
7 AM					
8 AM					
9 AM					
10 AM	English Live Lesson	Maths Live Lesson			
11 AM					

At the start of a Live Lesson, we ask you to:

Make sure you have a pen and some paper to work on or make notes

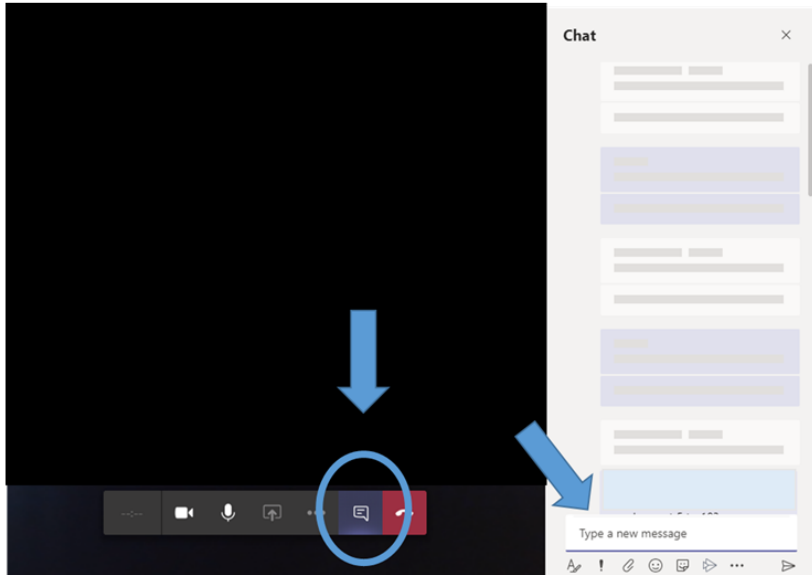


Please make sure your microphone and video are off throughout the lesson

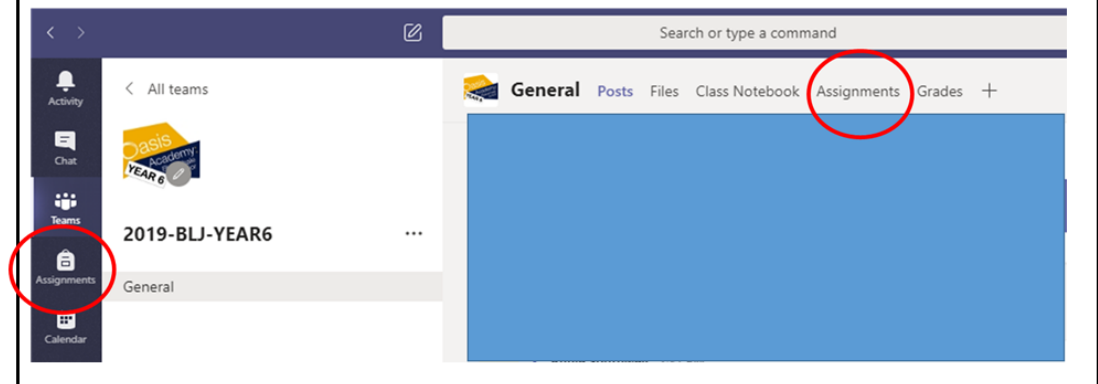


Only unmute your microphone and put your video on if your teacher says that it is okay to do so

You may ask questions in the comment/chat section:



Make sure you complete the assignment when the lesson has finished:





CONDUCT

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite and remember their manners. Position your computer or webcam in an open environment where you can monitor their activity, preferably not in a bedroom. Try to keep the background neutral with good quality lighting and sound.




COMMUNICATION

If your child is part of an online lesson, they may need support in setting up the relevant software and communication platforms in order to take part. Your school will usually provide the relevant details on how to do this however it's worth ensuring that you have some awareness of the privacy and security settings so that you know that all communication is secure. It's important to raise any concerns that you have with the school if you are unable to accommodate an online lesson for any reason.

An illustration of a person with a white shirt and tie, appearing on a screen or monitor. The background is dark with some light spots.

CONTENT

Try to take an interest in your child's live lesson if you can and stay close so that you can aid them if necessary. Try to find out who is hosting the lesson, what the lesson is about and what tasks they will be set. If they are required to conduct internet searches, ensure parental controls are in place. If you're using Zoom, make sure that screen sharing is only shared with the host. This will avoid 'Zoom bombing' whereby uninvited guests use the screen-sharing feature to broadcast porn or other inappropriate content.

A red shield-shaped icon with a white checkmark inside, indicating a tip or important note.