Remote/Online Learning
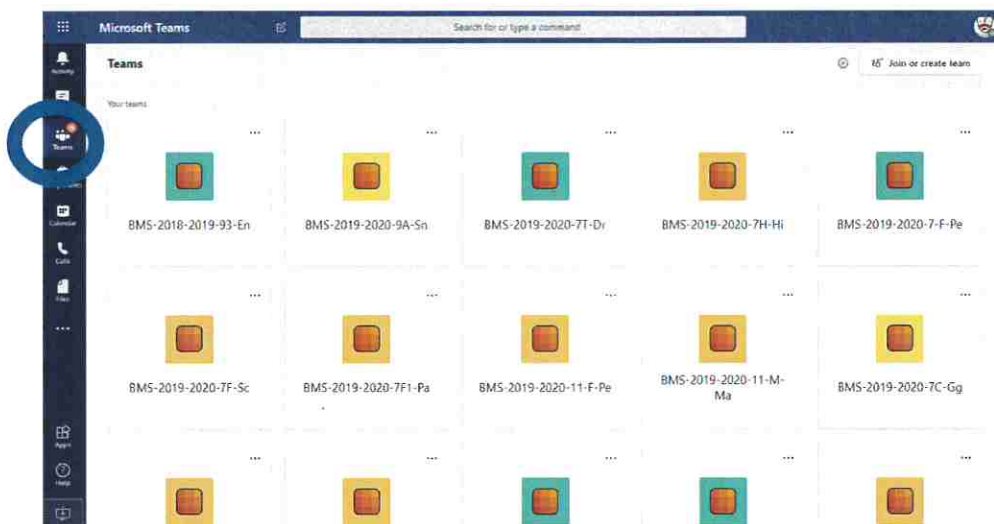## Primary Student Technical Guide

Remote/Online Learning – Student Technical Guide
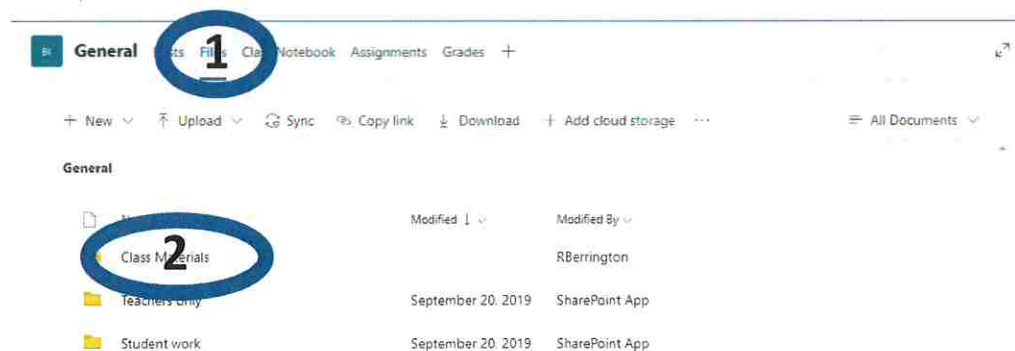
Microsoft Teams

Go to the website below and login with your school email address and password (e.g. Joe Bloggs at St Chad's would be CHA.BloggsJ@st-chads.dudley.sch.uk and Fred Smith at St Joseph's would be JOD.SmithF@st-jo-dud.dudley.sch.uk):
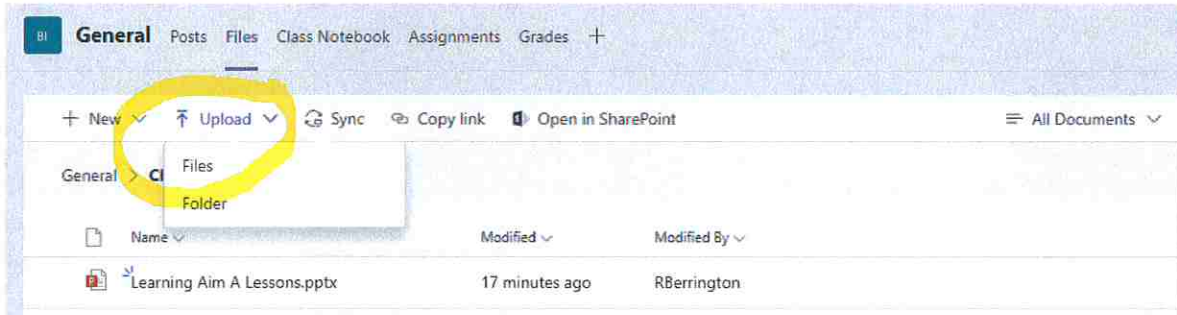
https://teams.microsoft.com

Once loaded the screen will show all your classes, if not press on the Teams button on the left-hand panel and then click the group you would like to complete work for.

Once loaded press the tab named **files (1)**, you will then be able to view materials in the folder named **Class Materials (2)**, such as PowerPoints or worksheets to view and work on before sending them back to your teacher in the student work folder.
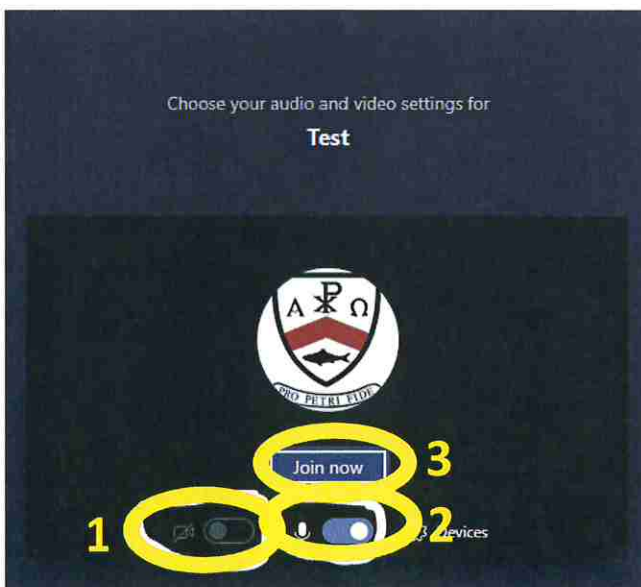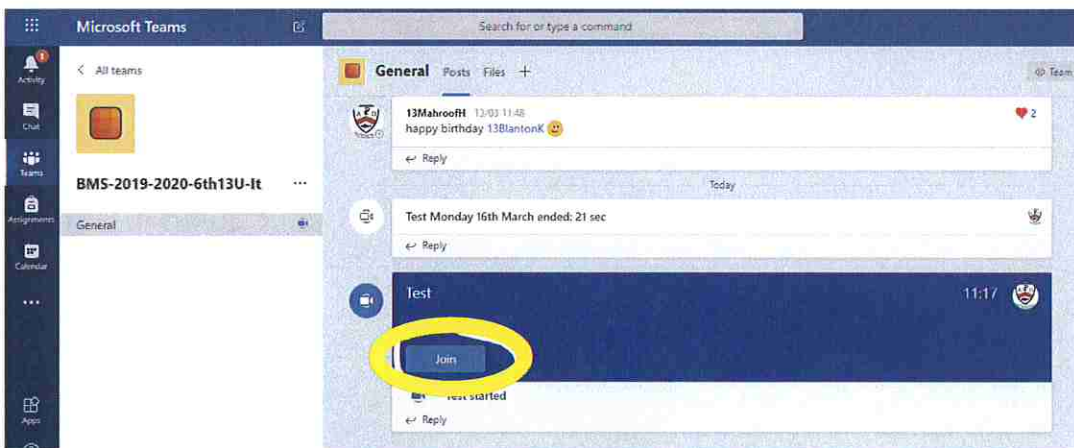
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In the files section there will also be a folder called **Student Work,** inside here you will have your own folder to send work to teachers, only you and your teacher can access your folder of work. Work can be uploaded by pressing on upload, files and then choosing the files you want to upload.
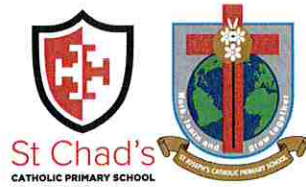

Attending a live lesson:

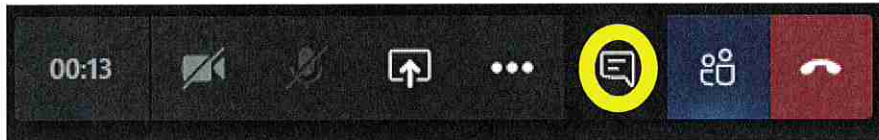Select the **Posts** tab from your chosen class and press the **Join** button

Press the **webcam button (1)** to switch off your webcam and press the **microphone button (2)** to switch off your microphone (**THIS IS IMPORTANT**). Once you have turned these 2 options off, press **join now (3)**

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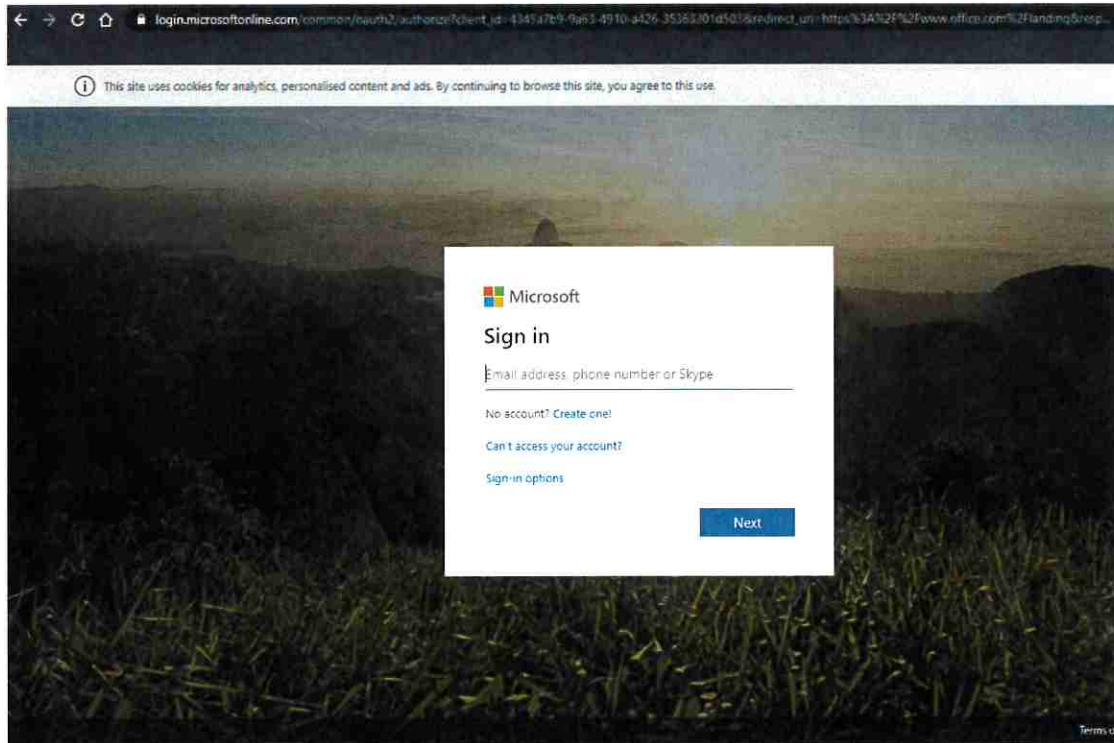Select the conversations button for the class to respond to messages relating to the lesson.

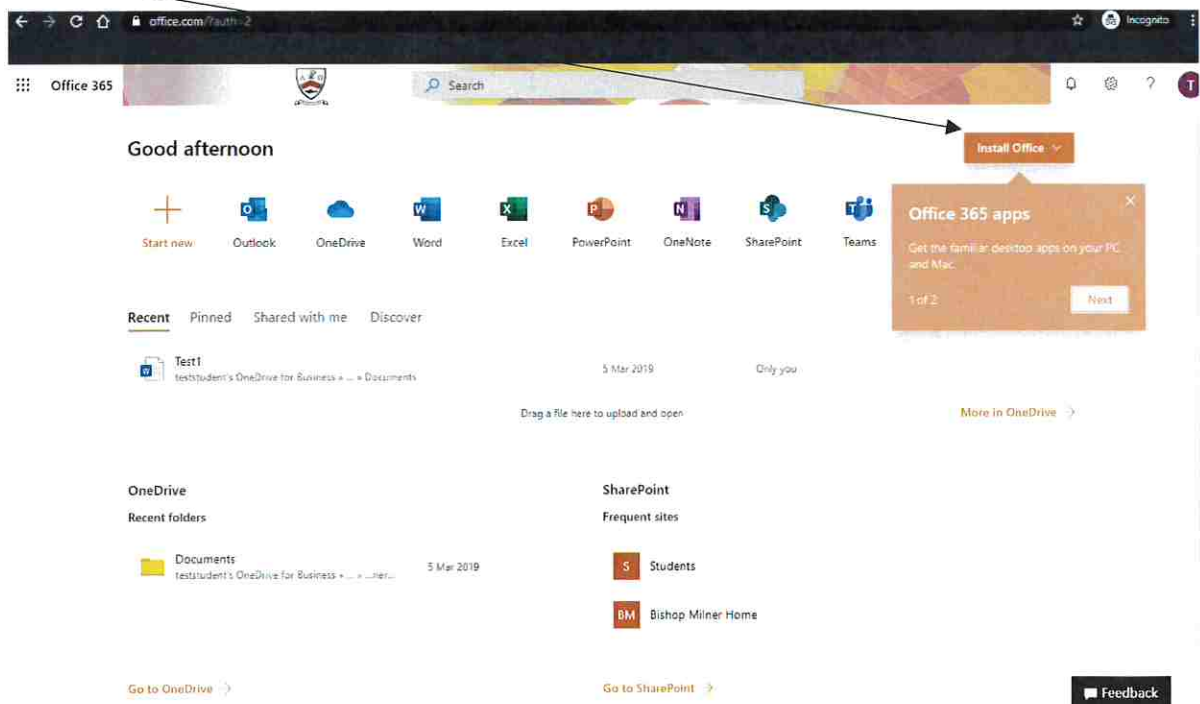To finish the meeting press, hang up the call.

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Installing Microsoft Office 2019

- Navigate to https://login.microsoftonline.com in your browser and login using your school email address and password.
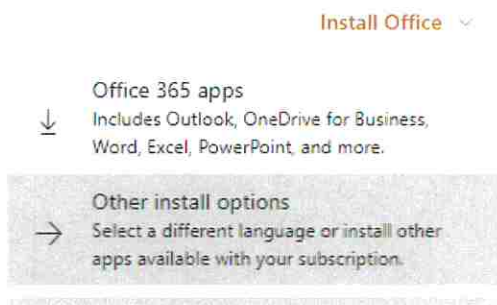

- Once you're successfully logged in, this is the screen you will see. Select install office.
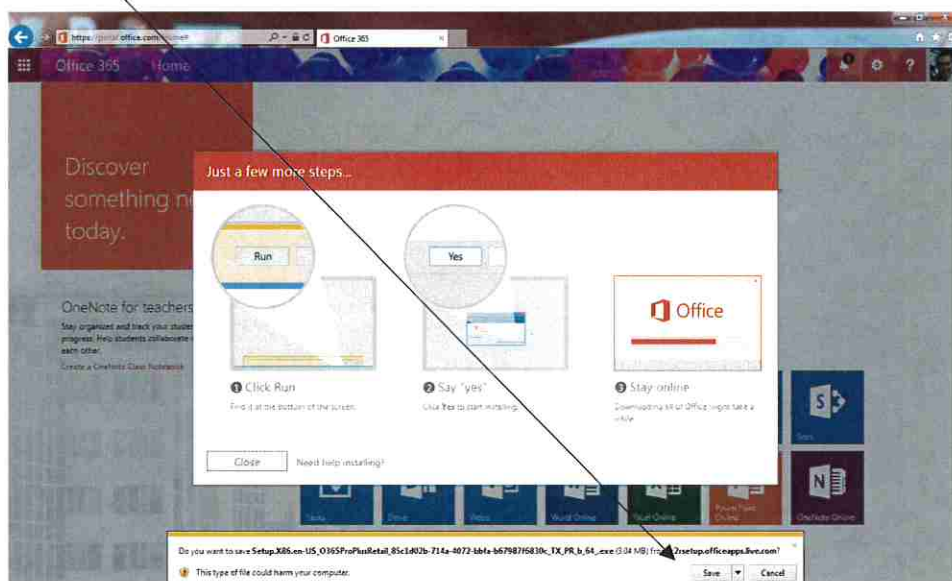
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- Select Office 365 Apps

Install Office ∨

↓ Office 365 apps
Includes Outlook, OneDrive for Business,
Word, Excel, PowerPoint, and more.

→ Other install options
Select a different language or install other
apps available with your subscription.

- If you are using Internet Explorer, your screen will look like this. Once the file is downloaded click here and once downloaded, click Run and follow the installation instructions.

- If you're using Google Chrome, it will look slightly different. You will need to click here and follow the instructions.