



# Welcome and User Guide

Welcome to your first virtual lesson using **Microsoft Teams “Teams”**. We have been working hard to create a quality Virtual Learning Environment (VLE) to ensure you receive the best opportunity to learn remotely.

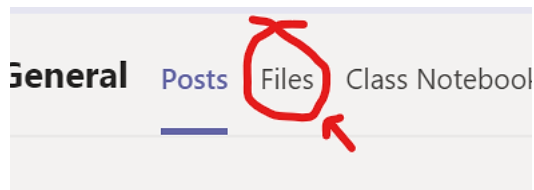
**A learning environment is only as good as its participants** so we are relying on you to **aim high** and **get involved** to make your courses great online, just as they are in the classroom.

We have the same high expectations when using Teams **as we have in classroom based lessons**, we expect you to follow L.E.A.R.N. as you would do in the classroom at school. Always aim to produce your **highest quality work** and respect other’s **right to learn**.

To ensure that this happens we have put together some **virtual learning expectations**.

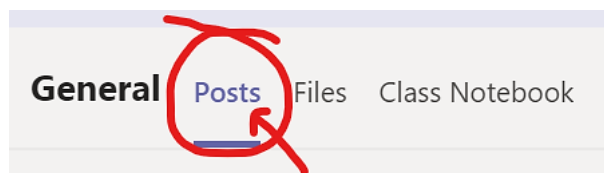
## Outside of lesson time

### Lesson resources:



- In some subjects, these will be uploaded to **FILES** for you to access ahead of your lesson, in other subjects these may be uploaded following the lesson for you to refer back to.
- If your teacher has indicated you need to access these before your lesson, you **MUST look at these beforehand** so your teacher can **focus** on **answering questions** that will **deepen your understanding** of the topic.
- Many of your questions can be answered by simply reading or watching the resources, like instruction **videos** (click link to view) on how to access sites, such as **Seneca**.

### Message boards “Posts”:



- Are for **posting questions** to your teacher and the class outside of lesson time.
- A good post in a message board **MUST** be **well thought out**, **proof read** and **essential** to help further everyone’s learning.
- Your teacher will be present on the message boards but you should **not expect immediate replies**.
- You can **help your class mates** by replying to their questions.
- Message boards are **NOT chat rooms** and must use correct **spelling, punctuation** and **grammar**.

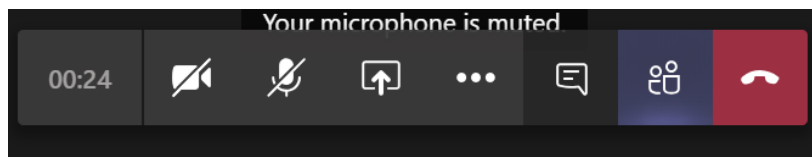
## Email:



- This is for asking **questions directly to your teachers** that you do not wish to post in the message boards.
- Like a post in a message board, emails **MUST** be well thought out, proof read and essential to help you further your learning.
- Your teachers **may also share resources with you through your email**, so ensure that you **check it regularly**.
- When replying to an email your teacher has sent the whole class, **do NOT press 'reply all'** but instead **reply to your teacher only**.
- Remember your teachers are working hard and will respond when they can between **8.30am – 3.20pm Monday to Friday**.

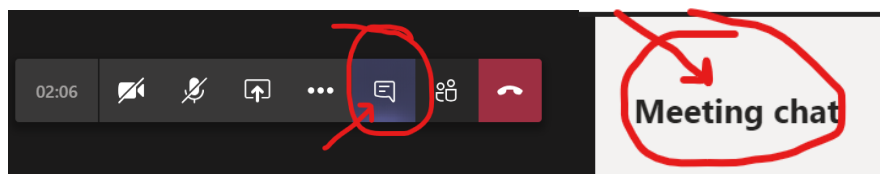
## During lesson time

### Video and Microphones:



- When you join a lesson you **MUST turn off your video** and **microphone**.
- There may be times your teacher asks you to unmute your microphone to better help you, but **remember to mute it again** afterwards.
- On the rare occasion your teacher asks you to turn on your video make sure you are **dressed appropriately** and in a **quite space free from distraction**.

### In lesson chat window:



- If you have a **question**, post it in the **lesson chat window** on the right hand side of your screen. This tool is for **asking questions** to your teacher to either **further your understanding** of the topic or to **ask for help**.
- Be mindful that chat can be seen by everyone in the lesson, similar to a post in a message board, these **MUST** be **well thought out, proof read** and **relevant**.
- Unlike a post in a message board, **only the teacher will respond** to the questions posted, it is important that as a **student you do not** respond to another student's question unless directed to do so by the teacher.

In these unprecedented times we are all having to adapt to a new and ever changing situation so please **be patient** and **support each other**.