

# CONTINGENCY PLANNING

## HOW TO ACCESS LIVE LESSONS USING TEAMS IF WE NEED TO

Covid-19 continues to threaten our on-site learning as we head into 2022.

**If we are no longer able to learn on-site, you will receive notification by text and app alert as well as on the Academy website and social media (Twitter/Instagram).**

**If we do have to learn from home, we use Teams to do that. This booklet is about checking to make sure we know how to:**

- **Login to Teams using our account details**
- **Participate in learning in the expected way**
- **Access any resources or support so we can continue to learn**

# JQA – LIVE LEARNING

## HOW TO ACCESS LIVE LESSONS USING TEAMS IF WE NEED TO



On a laptop/computer, go to [www.office.com](http://www.office.com) and log-in with your school email and password – **this should be written in page 9 of your planner.**



Or download Teams on your phone/tablet Download Microsoft Teams and log-in using your school email and password – **page 9 of your planner.**

A screenshot of a Microsoft Teams team card. It shows a purple square with the text "Y7" inside, and the text "Year 7" below it. There is a three-dot menu icon in the top right corner of the card.

Y7

Year 7


When you log-in, you will see all the Teams you have been added to.




JEWELLERY  
QUARTER  
ACADEMY

**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.**

## 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.

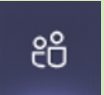


The lesson might be recorded. You will be advised of this. This allows you and any absent pupils to play it back later.



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.**



# JQA

## VIDEO GUIDES

Guide to Teams 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>

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



**JEWELLERY  
QUARTER**  
ACADEMY