



LIVE LESSON GUIDE

How to participate on Microsoft Teams at home

GETTING STARTED

During the period of school closure, you will need to participate in online lessons. This could be through set work or live lessons.

A live lesson is where you will be participating in the lesson at home whilst the teacher is delivering online through Microsoft Teams.

All timetables will be emailed through by staff.

You will need to ensure that you have one of the following devices to work from:

- Mobile phone
- Laptop
- Tablet (iPad/Fire/Samsung etc.)
- Computer

Your chosen device must have Microsoft Teams downloaded as an app OR you can access it via Office 365 using your student login:

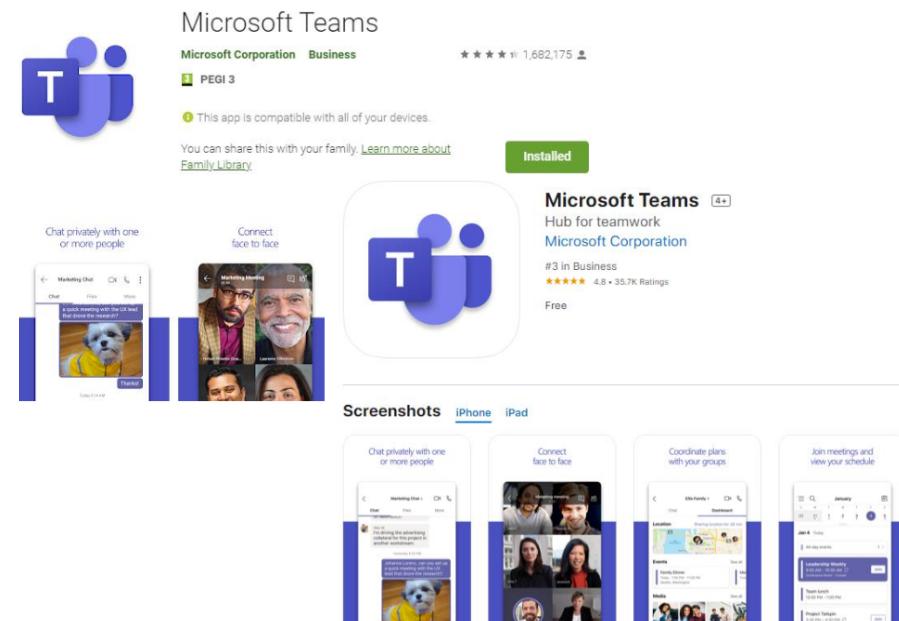
<https://humberutc.sharepoint.com/sites/ENL-Home/>

TEAMS ON AN APP

Microsoft Teams is available on any Android or Apple device.

The app is free and requires a good download speed in order to support online learning.

If you do not have access to the internet at home, please do contact the school.



The image shows the Microsoft Teams app page on the App Store. The page includes the app's logo, developer information (Microsoft Corporation Business), rating (4.8 stars, 1,682,175 reviews), and compatibility (PEGI 3). It also features a green "Installed" button. Below the main info, there are sections for screenshots (iPhone and iPad) and promotional text highlighting features like private messaging, face-to-face connections, and meeting coordination.

Microsoft Teams

Microsoft Corporation Business

★ ★ ★ ★ 1,682,175

PEGI 3

This app is compatible with all of your devices.

You can share this with your family. [Learn more about Family Library](#)

Installed

Microsoft Teams Hub for teamwork Microsoft Corporation #3 in Business 4.8 • 35.7K Ratings Free

Screenshots iPhone iPad

Chat privately with one or more people

Connect face to face

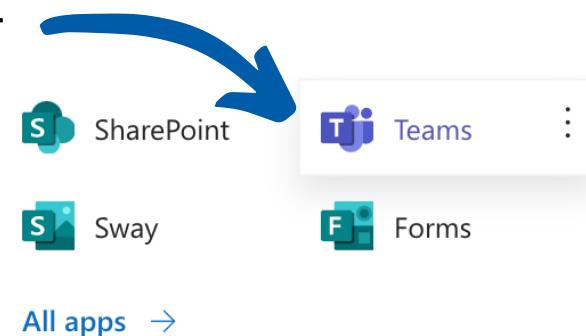
Coordinate plans with your groups

Join meetings and view your schedule

The ENL UTC has a Microsoft subscription meaning students have access to all apps and cloud storage through Office 365 using your student login.

Open Office 365 here: <https://humberutc.sharepoint.com/sites/ENL-Home/>

- 1 Enter your normal school username and password. Please contact your tutor if you need these sending across
- 2 When logged in, click on the waffle icon as seen below
- 3 Find the Teams app from the side bar



TEAMS ON CONSOLES

Microsoft Teams can now be accessed through gaming consoles such as Xbox and Playstation 4. Find out how: <https://www.enlutc.co.uk/wp-content/uploads/2021/01/Accessing-Office-365-Through-Games-Consoles.pdf>



- 1 *Optional* Plug in a keyboard via the USB slot.
(this can be wireless or wired. Wired keyboards can be found for as little as £8.20 on Amazon)
- 2 Go to my games and apps
- 3 Find Microsoft Edge and select it
- 4 Type in Office 365 and log in as you would in school
- 5 You can access your work as well as use key packages such as:
 - Word
 - Excel
 - Powerpoint
 - Teams
 - Your email
- 6 To move the cursor you can use the gamepad or plug in a USB mouse



- 1 Go to the PlayStation browser icon (it is WWW with dots around it)
- 2 Press the PlayStation logo on your controller
- 3 Go to library and find options for games and applications
- 4 Go into applications and you will find the internet browser
- 5 Type in Office 365 and log in like you would at school
- 6 You can access:
 - Word
 - Excel
 - Powerpoint
 - Teams
 - Your email

JOIN A LIVE LESSON

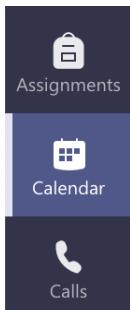
Tutors and teachers will send out links to live lessons prior to each lesson and these will appear in your calendar. Please refer to your timetable for lessons.

- 1 Click the calendar icon on the side bar and go to the correct date and time of your lesson. Double click the lesson that matches your timetable

OR

Double click on the calendar reminder which pops up on your email

- 2 Scroll down in the calendar reminder and select "Join the meeting"



Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Reminders

Dismiss all

test
14:00
4 min

EXPECTATIONS ON LIVE

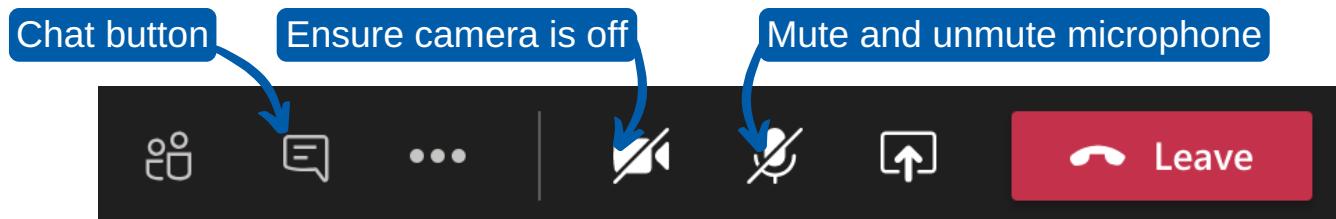
Ensure you are logged onto Teams at the allocated times for your online sessions. Please refer to your timetable for lessons.

Your camera should be turned off. Your microphone should also be muted until told otherwise.

If you have a question during your lessons there will be a chat function available. During a live lesson, your teacher will open the chat function when needed.

Remember to be Professional, Responsible and Loyal throughout all your sessions.

All live sessions will be recorded for safeguarding purposes.



OUR STAFF

The ENL UTC are working tirelessly behind the scenes to ensure each student has access to work. During lessons our staff can and will:

- Record attendance to ensure all students are continuing with their learning. Home will be contacted to find out why an individual has not attended their live lessons
- Encourage Professional, Responsible and Loyal behaviour throughout
- Prevent students from using the messenger function inappropriately during lessons
- Be available throughout the day for support and advice where needed

SCHOOL WEBSITE

All latest COVID information, advice and documents will be uploaded to the ENL UTC website to further support you whilst learning from home.

Please follow the link that appears on the ENL UTC homepage to access all documents

OR

Follow the link below to be redirected to the COVID-19 webpage

<https://www.enlutc.co.uk/latest-news/coronavirus-information/>



Click here for all Coronavirus information and advice.

COVID-19

