

Remote Learning Quick Start guide for students

January 2021

Contact information

- Your email (needed to log in to Teams)

[usualbennettlogin]@bennett.kent.sch.uk

Try to use the desktop app where possible, it's better than the online version

- Your year manager: <https://www.bennettmemorial.co.uk/contact-us/>
- Check your school email every day.
- Check your year team every day and each of your classes when you would usually have that lesson.

- **How do I access Microsoft Team?**

You can login directly into teams using a modern browser by visiting <https://teams.microsoft.com>. You can also download the Microsoft Teams App via the relevant device app store.

- **What devices can I use?**

You can use Microsoft teams on most devices, these include Windows PC's, Apple Computers, Android and IOS devices. To get the best experience the device should have a webcam and microphone. If you are in a busy location a microphone headset is perfect.





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Step 1. Go to the school website and click Teams

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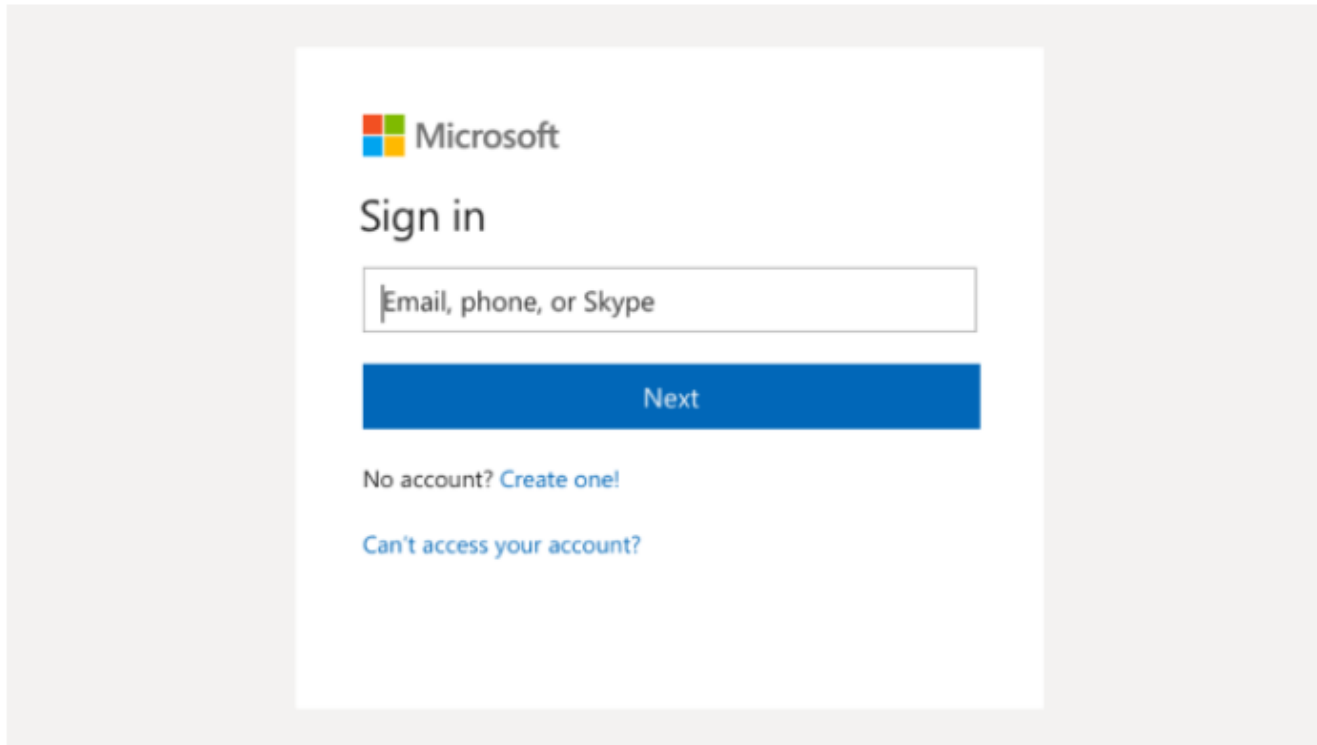
Excellence; character; service.

Step 2. Sign in with your Bennett email address and password:
username@bennett.kent.sch.uk

Sign in

In Windows, click **Start** > **Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then, sign in with your school email and password.



Upon login into teams students will see this layout (see image below)

The screenshot shows the Microsoft Teams interface with the following components and annotations:

- Activity:** Annotated with "All Teams activity relevant to you".
- Chat:** A tab in the left sidebar.
- Teams:** Annotated with "Here you can see your Teams/classes".
- Assignments:** Annotated with "Here you can see your Assignments".
- Calendar:** Annotated with "The calendar tab is where students can see any meetings set by the teacher".
- Files:** Annotated with "The files tab is where students can access file on OneDrive".
- More options (three dots):** Annotated with a callout box containing:
 - Browse topics
 - What's new
 - Suggest a feature
 - Report a problem
 - Give feedback
 - Ask the community
- App Store:** A callout box showing a search for apps with results: Edu Class Notebook, Edu Staff Notebook, Help, Stream, and Wiki. An arrow points from the "Stream" app to the text below.
- Help:** Annotated with the callout box.
- Apps:** A tab in the left sidebar.
- Join or create team:** A button in the top right corner.

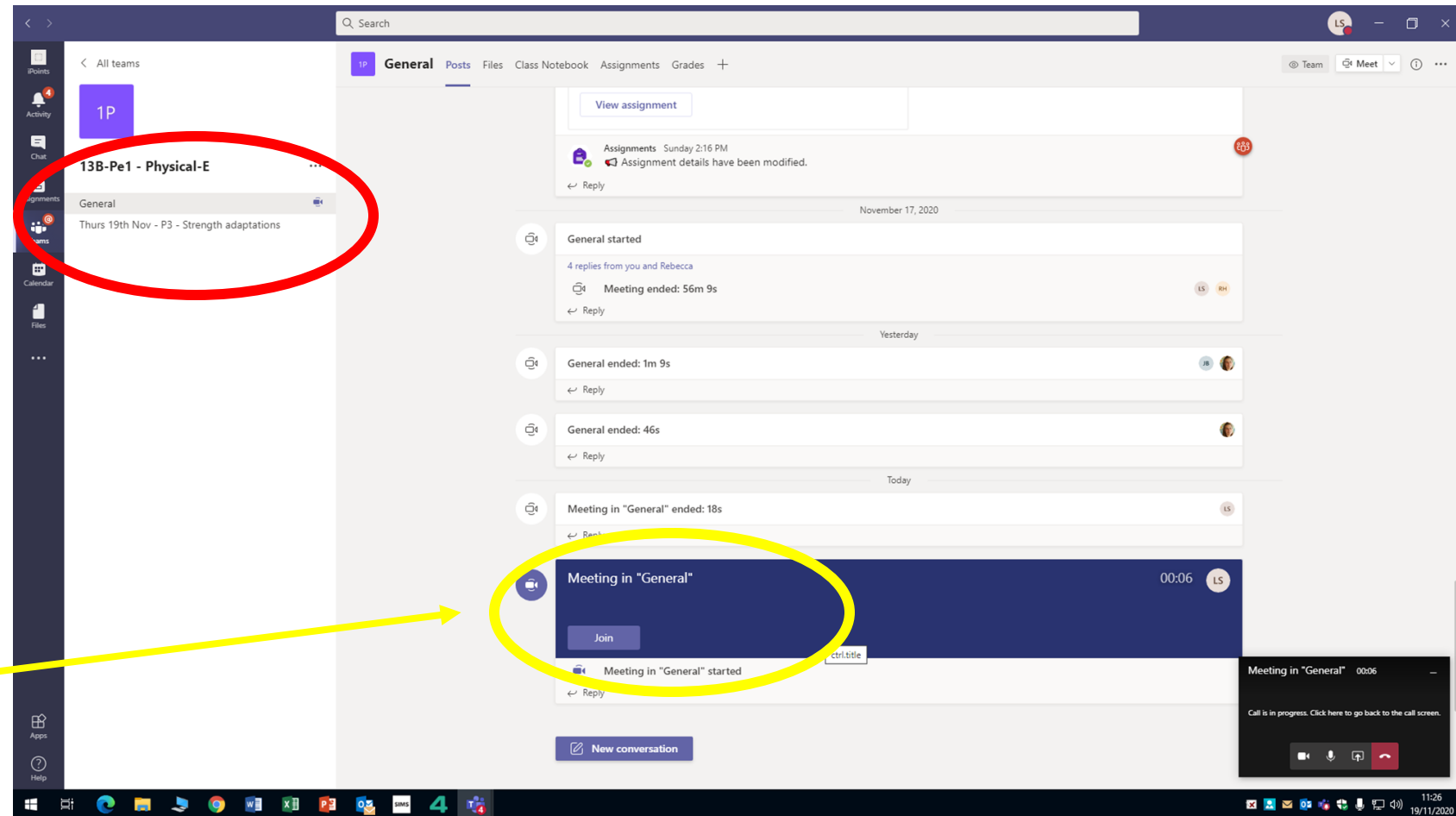
Stream Description:

- In conjunction to Microsoft teams there is also Microsoft streams. Microsoft streams is where you can find relevant videos that have been made accessible for the students by teachers to help with certain topics.

- Teachers will set work for you to complete in line with your normal school timetable.
- Where possible, this will be a live video or recorded video lesson. It will often include 20-30 minutes of teacher instruction followed by 20 -30 minutes of independent practice work by you.
- Teams will be used to provide video lessons. For live video lessons you will need to have access to the internet at the time their normal lesson starts. If the video lesson is pre-recorded, it will be available on Teams for the start of their normal lesson.
- If you cannot access a live video lesson, the lesson will be recorded so that you can watch the lesson later. It appears in the post area of that class team.
- If a teacher is unable to provide a video lesson that day, tasks will be set on Teams before 9.00am on the day of the lesson. In this case instruction will be provided clearly in writing or on a narrated PowerPoint.
- There will be no additional homework.
- You will be given clear instructions by their teachers about what work to upload to Teams and when by.

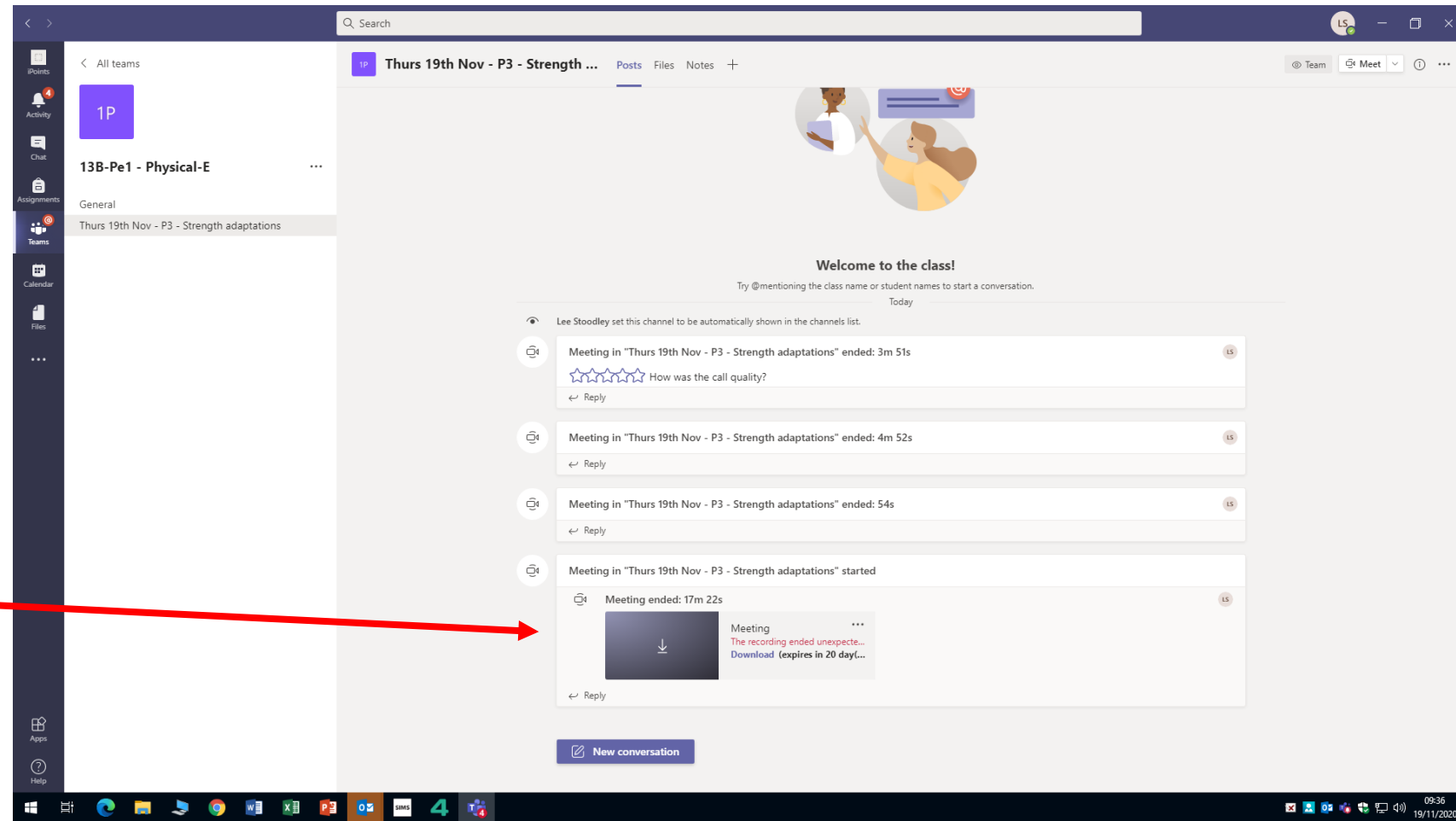
How to join live lessons on Teams.

- Open the team for that class at the time of your lesson.
- Click on the 'channel' here. It should say the date of your lesson.
- You will then see the lesson with a button join. Click to then join the lesson.



If you have missed the live lesson you can still watch the recording.

14. When the lesson has finished and the teacher has ended the meeting, it will appear in Posts. This will allow you to watch the lesson if you were unable to join it live.



What to do in common scenarios

- I don't understand the work or the instructions.
 - Have you read the instructions properly???
 - Is it one word you don't understand, could you ask someone what it means, or Google its definition?
 - Repeat part of the video again, sometimes we need to hear things more than once.
 - Contact your class teacher on Teams – once you've done all of the above!
- I can't view the video/hear anything.
 - Is the volume up on your device? Check any settings in the task bar of teams or on your device. Is it an internet issue at your end?
 - Let your class teacher know, it might be something they can help with.
 - Use the desktop version of Teams (or app), rather than the website one.
- I'm finding working at home really difficult, what can I do?
 - Talk to a parent about what the issue is and then, if get in touch and see what we can do to help.
- My internet is down.
 - Ask your parent to contact a year manager and she can let your teachers know. Do your best to do as much work as possible for that day.
- I've completed the work for the lesson in less than an hour.
 - Have you done it properly?? If you've been asked to mark it have you done that, and shown full workings/written in full sentences?
 - Is all of your homework up to date?
 - Use common sense, read around the topic using BBC bitesize or a textbook, or do some consolidation work, or complete work from another lesson you didn't get the chance to finish.

Welfare

- Make sure you get in touch with someone at school so that we can support you if you are struggling to work from home.
- Do not struggle on your own – we are there to help you!

Subject specific help

- **Art:** You will need to upload your work after every lesson for your teacher to see your progress.
- **MFL:** No specific requirements. Make sure you contact your teacher via Teams if you need any support.
- **Science:** You will need to upload an image of your work after every lesson for your teacher to see.
- **Computing:** All work for your lessons can be found in the workbook. Your teacher should give you specific instructions for any lesson but if for any reason they do not, the book is designed to be completed in order. Please upload the work you complete in any lessons onto Teams.
- **History:** You will need to upload an image of your work after every lesson for your teacher to see.
- **RS and Philosophy:** a clear image of each lesson's learning uploaded.
- **Geography:** You will need to upload an image of your work after every lesson for your teacher to see.
- **English:** If you're doing the work on the computer, upload the word document rather than a screen shot.
- **Maths:** You will need to upload an image of your work after every lesson for your teacher to see.