

Beverley High School

A Guide for Remote Learning & Using MS Teams



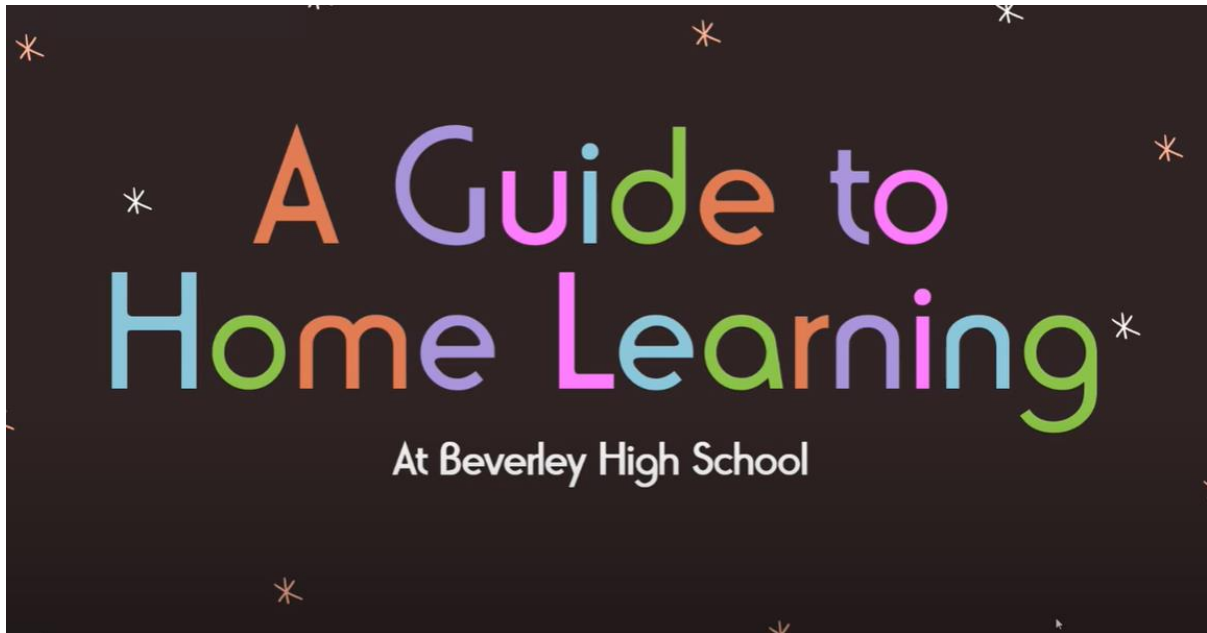
January 2021

Using new technology and working in new ways can be daunting and will inevitably be a steep learning curve for us all, students and teachers alike.

To support you in making this transition to remote learning here are a series of guides, which explain how to organise yourself ready for remote learning, how to access MS Teams, and where to find help if you are stuck.

Getting organised

Being organised is key to successful remote learning. Please use this guide to set up your work space, routines and effective study habits (7 minutes 45 secs) : <https://www.youtube.com/watch?v=bE7KB6A8KQw&feature=youtu.be>



- Have a sleep schedule
- Have a daily routine
- Have breakfast
- Set up your workspace
- Stick to your timetable
- Have breaks

How to access MS Teams:

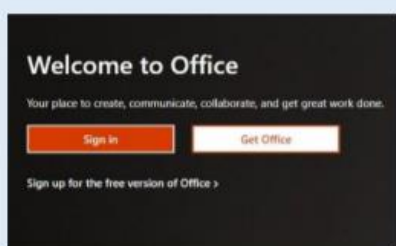
Understanding the basics of accessing classes and materials on Teams is vital for this period of remote learning. Please use this guide to develop your understanding of MS Teams (5 minutes 36 secs):

https://www.youtube.com/watch?v=aO9LE6ZKnUM&list=PLas5qcpe0iDBdCfU_n4Et9vo014BTbUBE&index=2



Microsoft

These instructions will tell you how to install and login to Microsoft Teams



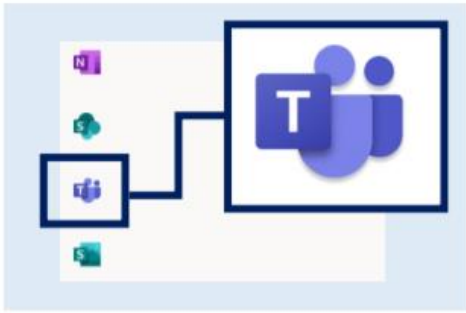
Getting on to Teams via Office.com

- Go to **Office.com**
- Click 'sign-in'



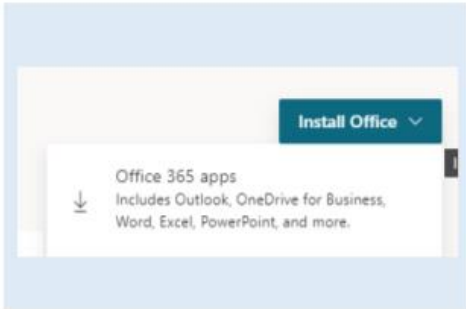
Logging in to Office 365

- Carefully check that you are typing everything correctly!
- Use your school e-mail address (this will be your school ICT username followed by @beverleyhigh.net)
- Next, use your school ICT password and sign in



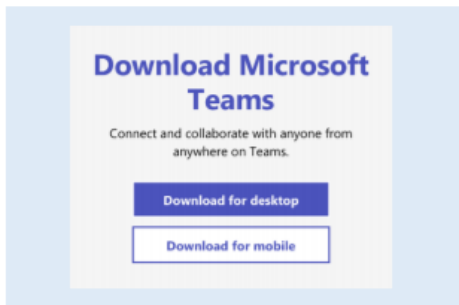
Using Teams via the Web App

- Teams can be used online without downloading the app
- To open Teams online, look at the list of 'app' icons on the right-hand side of the screen.
- Clicking on the Teams icon will open the Teams web app on your browser



Installing the Teams web app from Office 365

- Using your school account, you can also download Teams and other useful Office 365 apps onto your computer
- Once logged in to Office.com, click on the **Install Office** button and follow the instructions on your device



Installing the Teams app on your smartphone/tablet

- You can also download the Teams app for your smartphone or tablet
- Google "download Microsoft Teams"
- If you are reading this guide online, click this link: [Download desktop and mobile apps | Microsoft Teams](#)



Get started with your class Teams

- Using the menu on the right of the screen, select **Teams** to see which class teams you are in
- You will see different tiles for each class team you are in
- Click on one of the class tiles to start connecting your teacher and classmates!

Please note, your screen may look different depending on the device you are using, and the Teams you are in.

Additional Help:

Getting help and further information If you are not able to access your Class Teams

- Make sure you are using your correct Beverley High School email address and password
- Make sure your device is connected to the internet

If you have forgotten your e-mail or password, or are having trouble with MS Teams:

- If have forgotten your school email or password, or if you think there might be a problem with your account please: it.support@beverleyhigh.net
- If you have issues understanding how to use MS Teams, please email: teams.support@beverleyhigh.net