

## Year 7 Home Learning Timetable & Guide

The government have announced a national lockdown with the majority of students learning remotely from home until at least Monday 22<sup>nd</sup> February 2021.

This guide provides the remote learning timetable you will follow throughout this period (which for most students is different to your normal timetable).

Teachers will provide the following:

1. An assignment for you to complete.  
Note: Your teachers and Head of Year will be keeping track of the number of assignments you complete and submit.
2. A live lesson (or in some cases a pre-recorded lesson or 3<sup>rd</sup> party video content through the Oak National Academy or BBC Bitesize)

### Timetable

Period	Mon 1	Tue 1	Wed 1	Thu 1	Fri 1	Mon 2	Tue 2	Wed 2	Thu 2	Fri 2
AM Reg 8:30-9:00	Tutor Meetings	Tutor Meetings	Tutor Meetings	Tutor Meetings	Tutor Meetings	Tutor Meetings	Tutor Meetings	Tutor Meetings	Tutor Meetings	Tutor Meetings
1 9:00-10:30	English	PE	History	DT	Science	English	PE	History	Science	Science
2 11:00-12:30	Maths	French or Spanish	Science	Geography	English	Maths	French or Spanish	Music	Maths	English
3 13:00-14:30	Art	Maths	Drama	English	N/A	EBC	Maths	ICT	Geography	Literacy

For each period, you will receive an assignment and an invitation to a live lesson, except for Friday P3, when you will do independent work.

### How to start using Microsoft Teams

#### Step One: Getting Started



**Via the web:**  
Go to <https://teams.microsoft.com>  
You can also download the desktop app from this link.

Or...



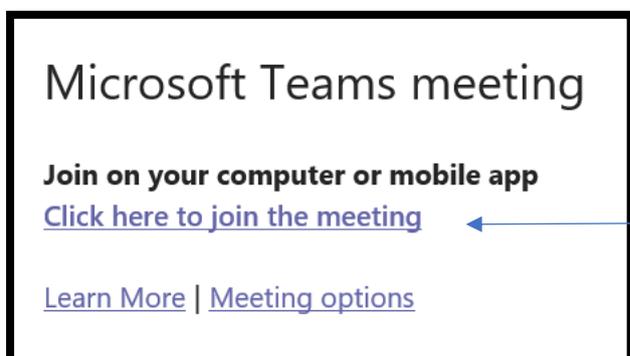
**On Mobile Devices:**  
Download the Microsoft Teams app from your device's app store.

**Sign in with your school email address and password.**

Did you know it is also possible to access Microsoft Teams via an Xbox One or Playstation 4? Video here: <https://youtu.be/mfrSceedsmE>

## How to join a live lesson

If the teacher has setup the lesson correctly, you will receive an email inviting to the lesson. This will contain a link to the lesson that looks like this:



Use this link to join the live lesson from your email.

Alternatively, you can join the live lesson from your calendar in Microsoft Teams, by going to your calendar and clicking the Join button.



Note, once you click Join and enter the meeting, you will initially enter the lobby. The teacher will need to admit you from the lobby for you to join the live lesson.

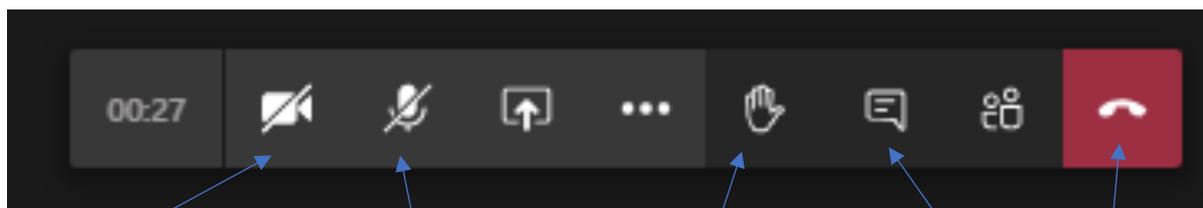
In some cases, teachers may not have setup the live lesson correctly. Go into the Year 7 Remote Education Hub (Side 1 or Side 2), or the Subject Hubs, and check whether there is a lesson currently happening within the team. If there is, you will see something like this, in either the General or Live Lesson channel, and can again press Join to join the meeting.



## Once you are in the live lesson

The teacher will show a disclaimer at the beginning of the lesson, please ensure you stick to these rules.

When you are in the lesson:



Turn on/ off your camera

Turn on/ off your microphone

Put your hand up or down

View/ post messages to chat

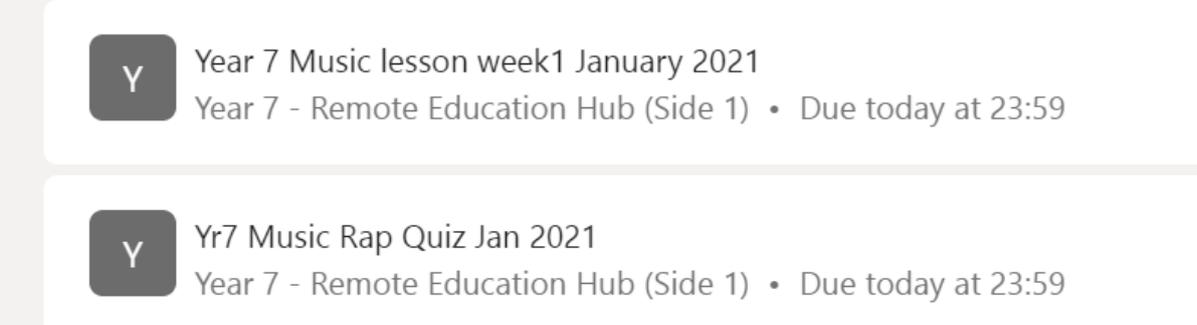
Leave the lesson

## Viewing Assignments

Teachers will refer to assignments they have set you during live lessons, or you may have been set an assignment instead of a live lesson.

To view all the assignments you have been set, simply click the Assignments button from the left hand side bar in Teams.

For example:



Y Year 7 Music lesson week1 January 2021  
Year 7 - Remote Education Hub (Side 1) • Due today at 23:59

Y Yr7 Music Rap Quiz Jan 2021  
Year 7 - Remote Education Hub (Side 1) • Due today at 23:59

Click on the assignment to view the details. Read the instructions and any files that have been shared. The instructions should make it clear what you need to hand in (but if you are not sure ask the teacher in the live lesson or chat).

If you have been asked to submit a photograph of some written work, art work etc. Then the easiest way to do this is on a phone or iPad. See this video: [https://youtu.be/GDxh\\_xTNkWk](https://youtu.be/GDxh_xTNkWk)

Or if you are using Teams on a PC, laptop, then see this video: <https://youtu.be/ARLONxW8o4g>

**Important – your work will not be submitted to your teacher until you press the button (sometimes displayed as Hand in).**



Turn in

Note the button will say



Hand in late

(or Turn in late) if it is overdue.

## Getting Subject Help

If you want to ask your teacher a question, go to the posts tab in the Subject Help channel of the Year 7 Remote Education Hub (Side 1 or 2) and use the Conversation bar to type your question. Note all students in the Team will be able to see your question.



**Tip: it is always best to mention your normal class teacher by typing the @ symbol and then their name at the beginning of your post. This will ensure they are notified about your message.**



Use this icon to change the colour/ font etc of your post



Use this icon to add a file to your post – remember that everyone in the Team will see this file, not just your teacher.



Use this paper-plane icon to send your message once you have finished editing

You may also need to reply to a message, just click the  button on a post to do this. Replies work in the same way as other posts.

Alternatively, during a live lesson, you could post a question in the chat panel.

## Posting Rules

1. All posts using Microsoft Teams should be work-related, e.g. asking your teacher for clarification about a piece of work/ topic, responding to a class discussion on a topic etc.
2. Whatever you post is visible to the school and may be shared with your parents, please do not post inappropriate comments to the Posts tab or in the chat panel
3. Always keep your messages polite and respectful – e.g. No derogatory language/ swearing, do not type posts in all caps etc.

## FAQs

### **Q. I am online, but I don't see a lesson to join? What do I do?**

You should have received an email inviting you to the lesson, but if not it is possible the teacher has not set the lesson up correctly. See the information in "How to Join a Live Lesson" to check whether a lesson is happening. If not, check your assignments, it may be that you have been set an assignment for this lesson, and not a live lesson. Finally, if all else fails, let your tutor know and use the time to complete work for this subject on another platform, e.g. Doodle, BBC Bitesize, Oak National Academy etc.

### **Q. I can't remember my password or am having issues connecting. What do I do?**

Contact your tutor who will liaise with IT support, including to get your password changed. Note, you can not change your password yourself remotely.