

MICROSOFT TEAMS AT SAVIO SALESIAN COLLEGE



WE WILL BE PROVIDING LIVE LESSONS FROM

MONDAY 15TH JUNE

YOU WILL BE ABLE TO

- CHAT LIVE TO YOUR TEACHERS
- WORK WITH OTHER PUPILS IN YOUR CLASS
- ASK QUESTIONS AND GET SUPPORT
- RECEIVE FEEDBACK ON COMPLETED WORK

STARTING ON MONDAY 15TH JUNE FOR YEARS 7, 8 AND 9 WE HAVE:

- GEOGRAPHY
- HISTORY
- MODERN LANGUAGES

Day	Activity
Mon	Join the team and be taught a lesson by your teacher. You will be able to chat to your friends and ask your teacher for help. Your teacher will set you some work to complete.
Wed	At 10 am on Wednesday your teacher will be back online in the Teams channel. This is your chance to ask them for help with your task.
Fri	This is submission day. You will post your work into the Teams channel and your teacher will check your learning.

When the teacher is not online you will still be able to use the Teams channel to post questions to get help from other pupils and you can use the chat room to share your ideas.

HOW TO LOGIN TO TEAMS

LOGGING INTO AND USING TEAMS IS EASY. ESPECIALLY IF YOU HAVE ALREADY LOGGED INTO YOUR SCHOOL EMAIL ACCOUNT.

**STEP 1:
SEARCH GOOGLE FOR OFFICE 365**

**STEP 2:
LOG IN USING YOUR SCHOOL EMAIL
ADDRESS AND PASSWORD.
(IF YOU HAVE FORGOTTEN THESE PLEASE
CONTACT THE SCHOOL)**

**STEP 3:
CLICK ON TEAMS WHICH WILL NOW BE ON
THE HOMEPAGE.**

**STEP 4:
CLICK ON THE TEAM CHANNEL
FOR YOUR YEAR GROUP.**

**STEP 5:
BE READY TO LEARN FROM
10AM ON MONDAY
AS THAT IS WHEN LESSONS START!**

**ALL LESSONS WILL BE RECORDED
AND CHATROOMS WILL BE
MONITORED.**