



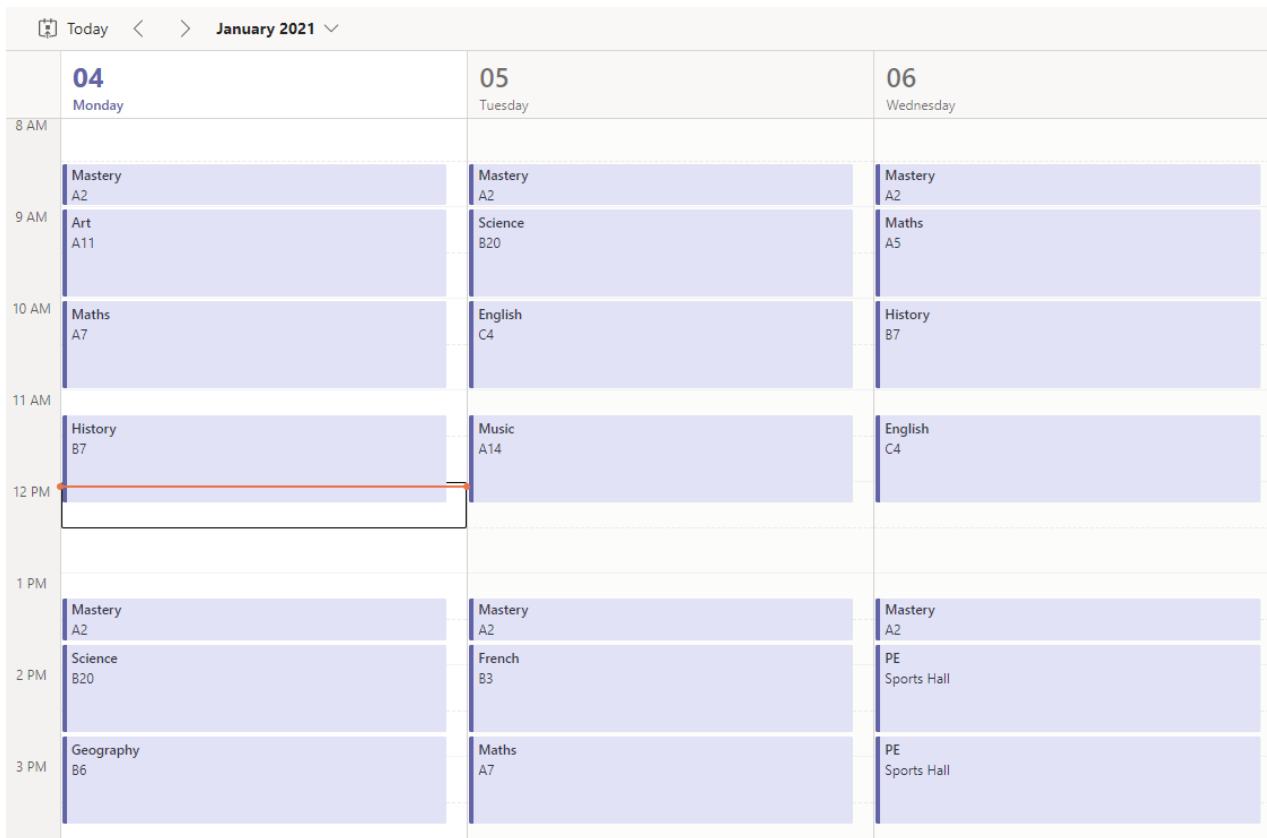
Pupil guide to accessing seminars on Microsoft Teams in Office 365

Signing In

If using a web browser visit www.office.com. Pupils sign in with their Microsoft Office 365 username and password (this is the same as the username and password they use to sign in to the computers at Mercia School- it should be in your planner). Once signed in and if using a mobile device, tap the Teams icon  to access Microsoft Teams.


Access a Timetable

Pupils can click on the Calendar icon  to access their full timetable (see below). This will make following the school day much easier.



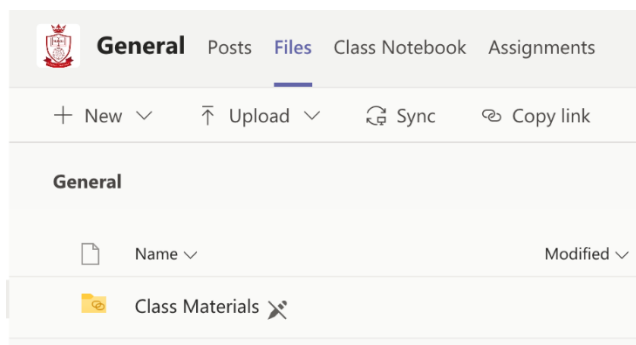
	04 Monday	05 Tuesday	06 Wednesday
8 AM			
9 AM	Mastery A2	Mastery A2	Mastery A2
10 AM	Art A11	Science B20	Maths A5
11 AM	Maths A7	English C4	History B7
12 PM	History B7	Music A14	English C4
1 PM			
2 PM	Mastery A2	Mastery A2	Mastery A2
3 PM	Science B20	French B3	PE Sports Hall
4 PM	Geography B6	Maths A7	PE Sports Hall

Access a Team

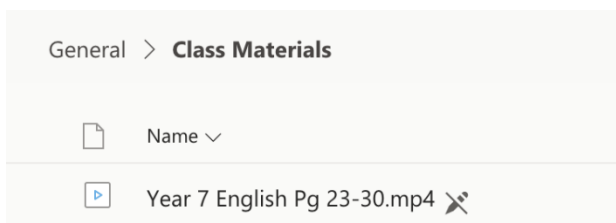
A team is a collection of people all in one place online, like a virtual class. Pupils will see a team for each subject. Click Teams  and select the team required. This will be like pupils entering the online class.

Work with Files

Pupils click 'Files' within a the class team and select the 'Class Materials' folder to see all seminars shared for that subject.



Pre-recorded video files will be uploaded in 'Class Materials' in the order that they should be accessed. All lessons will correspond with the pages in the booklet or lesson number for that subject, so will be easy for pupils to follow. So they can look for 'Maths Lesson 1.' As these are prerecorded, pupils can pause them, or watch again.



Issues with usernames and passwords

If pupils have difficulty logging in, parents should contact school by emailing remote@merciaschool.com. This e-mail will be monitored by SLT who will ensure that pupils get the necessary support in order to access any online material.