



Dear Family,

We hope that you are keeping well and that the work packs that were sent home at closure have been useful. We would now like to introduce you to our online learning resource: Microsoft Teams!

Below are the step-by-step instructions to get you logged on and participating in the lectures that your teachers have prepared for you. **A timetable of these lectures is also attached.**

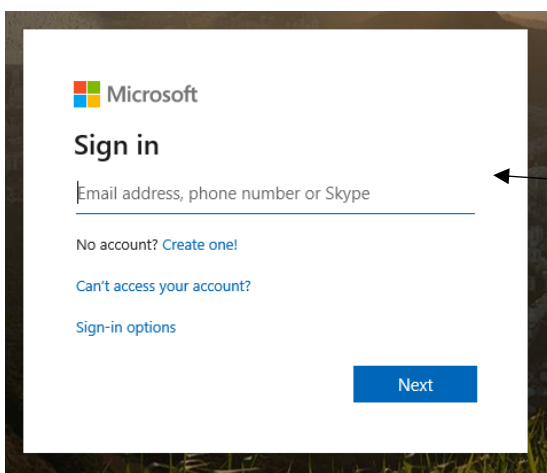
Enjoy!

**Step 1:** Go to the school website ([www.didsburyhighschool.org.uk](http://www.didsburyhighschool.org.uk)).

**Step 2:** Click on the 'teams' icon.



**Step 3:** You will have to login.



Use your school computer login followed by @didsburyhighschool.org.uk

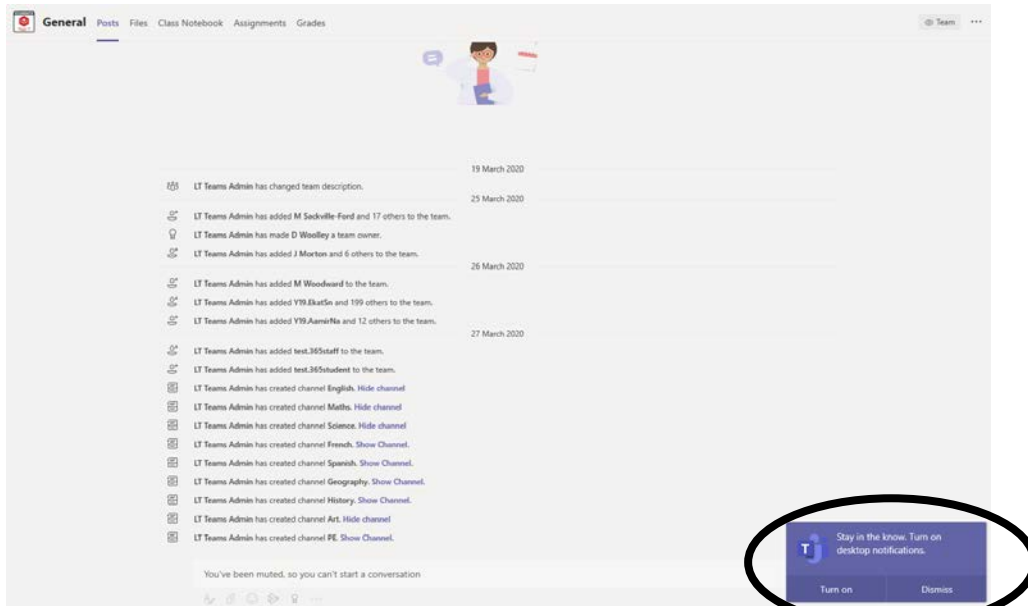
E.g.:

[Y19.BloggsJo@didsburyhighschool.org.uk](mailto:Y19.BloggsJo@didsburyhighschool.org.uk)

THEN:

Your password is your usual school login password.

## Step 4: 'Turn on' desktop notifications (they'll let you know when things are happening)!



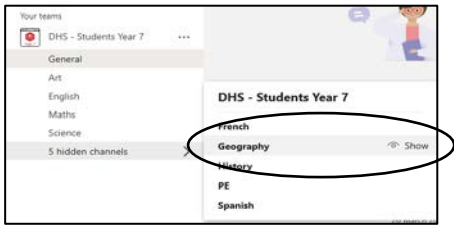
## Step 5: Look at the page in-front of you. Let me show you what it all means...

You're a member of the 'DHS – Students Year 7' Team.

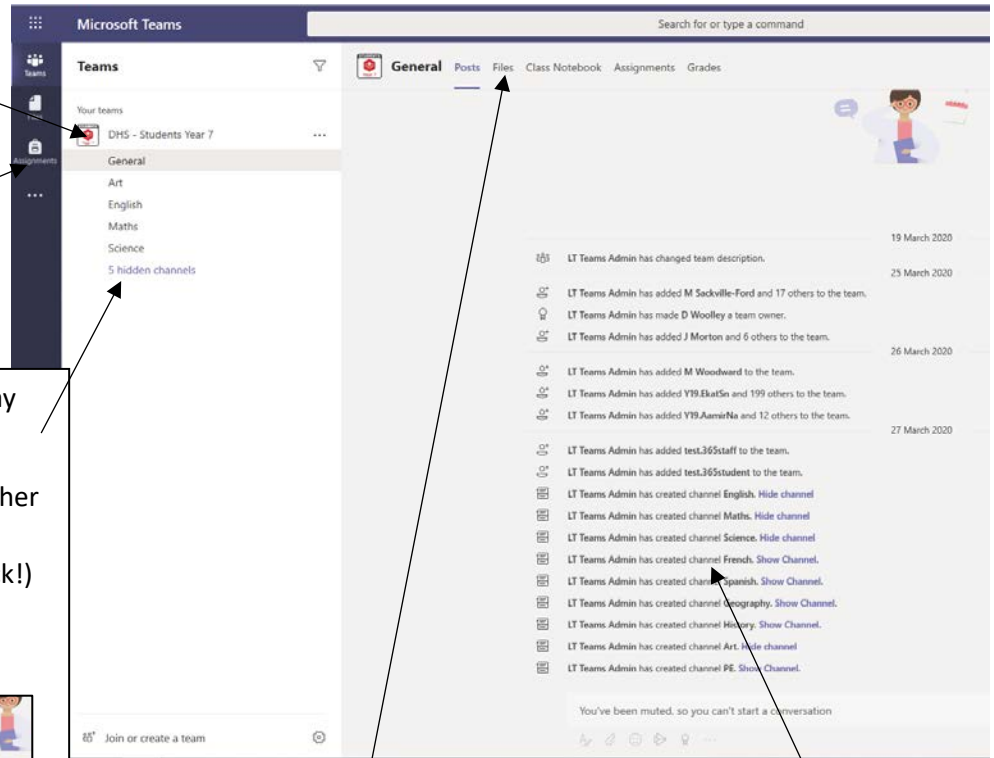
**Assignments:** This is where you might be asked to upload some work!

These are your subjects (some may be 'hidden channels').

Click 'hidden channels' and the other subjects will appear. Hover your mouse over the subject (don't click!) and you will see a 'Show' icon appear. Like this:



Click on 'Show' and then the subject won't be hidden.



**Files:** This is where your teachers will save documents that you might need for the lessons.

This is where your teachers will post general information.

**Step 6:** Click on 'Files'.

IMPORTANT: Your timetable of lectures is saved here!

Teachers will also save documents that you can't edit, here.

Documents saved under 'Files' in subject specific areas can be edited.

## Online Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 – 10:00	English	Maths	English	Maths	English / B+V
10:00 – 11:00	Science	Languages	Maths	Languages	Science
11:00 – 11:30	Break	Break	Break	Break	Break
11:30 – 12:30	Art	P.E.	History	Music	Geography
12:30 – 13:30	Lunch	Lunch	Lunch	Lunch	Lunch
13:30 – 14:30	Activity 1 <i>(Reading?)</i>	Activity 1 <i>(Mental Wellbeing?)</i>	Activity 1 <i>(Bake something?)</i>	Activity 1 <i>(Reading?)</i>	Activity 1 <i>(PP&amp;R if set?)</i>
14:30 – 15:30	Activity 2 <i>(Maths Online?)</i>	Activity 2 <i>(Spellzone / Bedrock?)</i>	Activity 2 <i>(Eat your baked goodies whilst watching a film?)</i>	Activity 2 <i>(Educake?)</i>	Activity 2 <i>(LanguageNut?)</i>

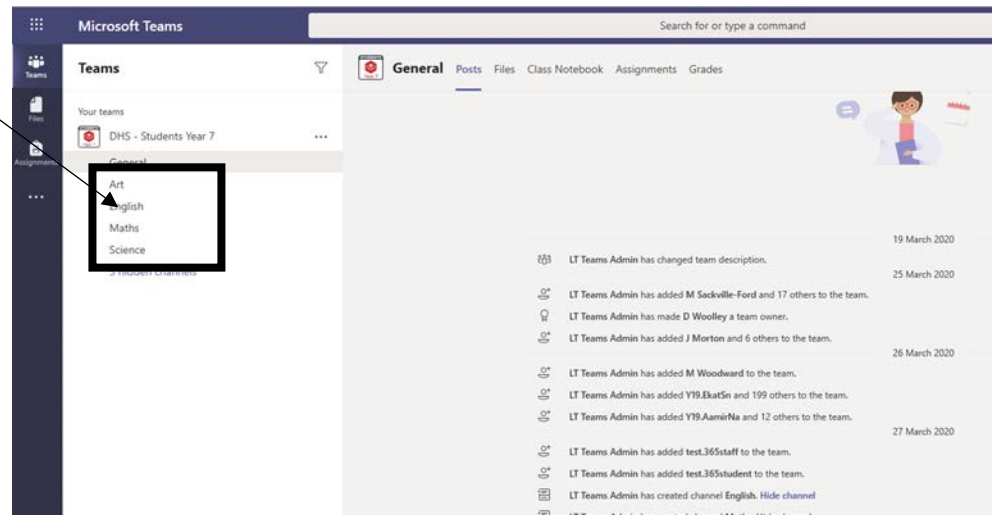
As you can see, you have 3 lectures every day.

Activities are also in the afternoon. We have suggested what you could do in this time but use it to complete Online tasks as well as staying fit and healthy!

Now, how to access the lectures.

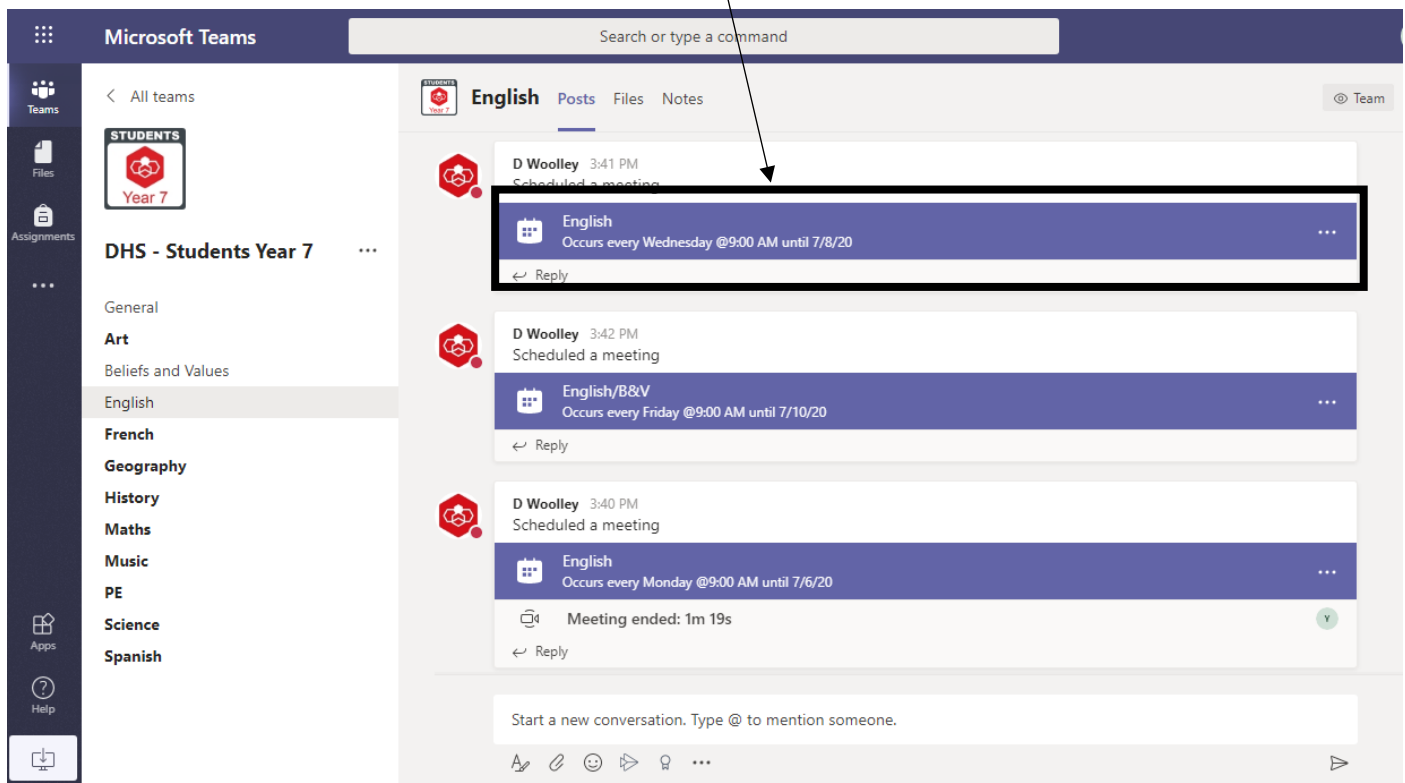
## Accessing Lectures

Select the subject that is having the lecture (look at your timetable for this!).

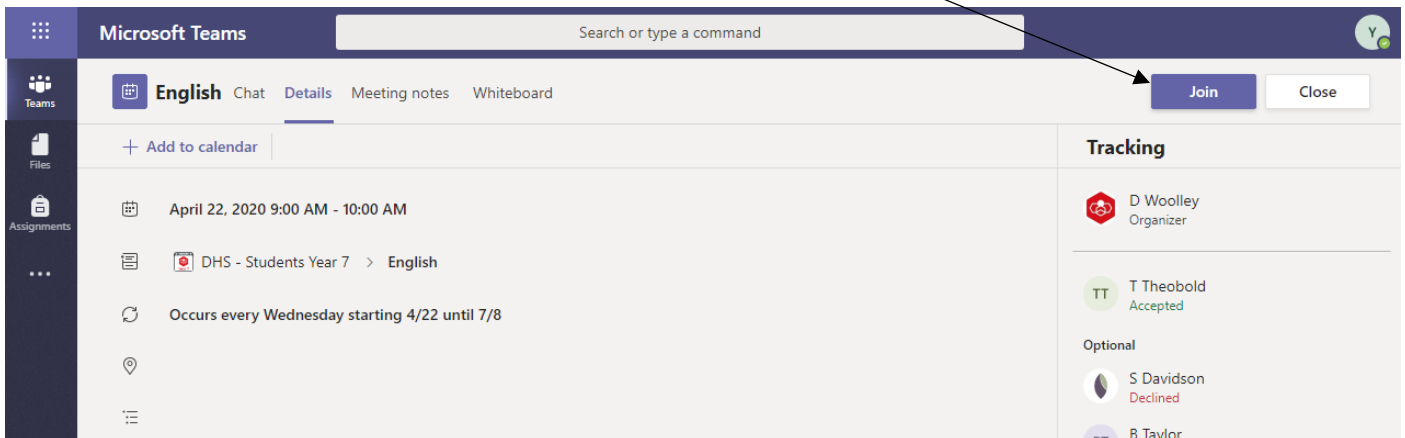


You will see that all of the lectures for that week are 'booked in'. Each one has the day underneath. This one highlighted is for Wednesday, for example.

Click on the 'meeting' that is happening now.



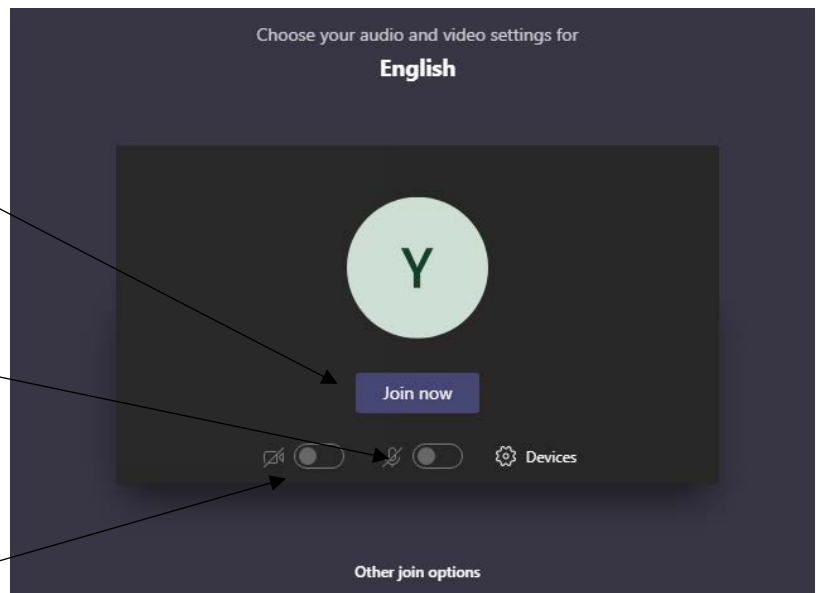
Click 'Join' in the top right corner.



Click 'Join Now'.

Make sure that your microphone is turned off

Your camera will be turned off automatically so nobody will be able to see you. However, people can see what you have typed.



Waiting for others to join...

Open up the chatroom so that your teacher can try and answer your questions.

Comments are not anonymous.

Hang up at the end of the lecture.

