

# Northgate High School Remote Learning



**NORTHGATE**  
High School

## Student Guidance

Please use the guidance below to ensure that you can access tasks and resources for each lesson as well as online face-to-face sessions and recorded videos and recorded lessons.

All work will continue to be set through Go4Schools.

## Microsoft Teams Expectations

Some teachers and pastoral staff may provide some online face-to-face sessions to enhance your learning where this is appropriate to the material being taught. If you are invited to a live, online session, you are expected to observe the following rules:

- Student cameras will be automatically turned off, unless you are a Sixth Form Student. Sixth Formers have the option of having their cameras on or off and should be dressed appropriately for learning.
- All students should be in an environment that is quiet, safe and free from distractions (preferably not a bedroom).
- You should be on time for your interactive session and remain attentive during the lesson or feedback session.
- You must interact patiently and respectfully with your teachers and peers. Please be aware that teachers will record online learning sessions. These can be made available to students who miss the session. Any cases of inappropriate behaviour will result in students being removed from the online platform and parents will be informed.

## Using Microsoft Teams

You will receive an email from your teacher to let you know that you have been invited to a live online session using the Microsoft Teams app. It will tell you what day and time the session will be and will invite you to respond.

You may need to download the Microsoft Teams App. Visit [www.office.com](http://www.office.com) and log in with your school email and password. This is free.

### **Watch these videos to help you:**

#### **Using the Desktop Teams App**

01 Desktop Teams – How to RSVP to a lesson

<https://web.microsoftstream.com/video/9823575c-5006-49b2-8839-37c6f31bfa40>

02 Desktop Teams – How to Join a meeting with browser

<https://web.microsoftstream.com/video/cf0001b1-68bc-4e8a-8955-50163586edf2>

03 Desktop Teams - Joining a meeting with the desktop app

<https://web.microsoftstream.com/video/5f7cf1cd-4dbe-46cd-b46a-68172fa4a766>

04 Desktop Teams - Useful things to know in a lesson

<https://web.microsoftstream.com/video/df03c281-cb53-4fef-8e17-aa75c848a9be>

### Using the Mobile Teams App

01 Mobile Teams – Install and log in mobile device

<https://web.microsoftstream.com/video/1772cba5-315a-43ca-8658-116831bf47c1>

02 Mobile Teams – Joining a lesson mobile device

<https://web.microsoftstream.com/video/ba15685b-61ea-4af5-a079-832d8a11cc26>

03 Mobile Teams - Watching a lesson afterwards mobile device

<https://web.microsoftstream.com/video/de13ac80-0f2e-4b72-ab12-3561f8d8b8f2>

To join the meeting on the right day, click the Join Teams Meeting button and follow the instructions of your teacher.

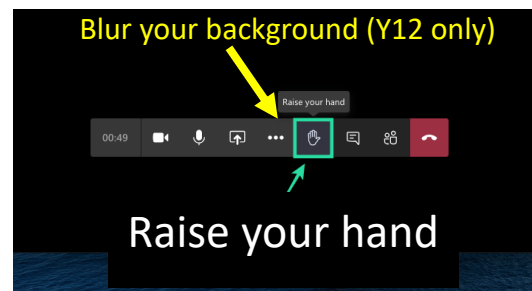
The session will be recorded.

Your video camera and microphone will be turned off at the start of a session.

If you are in Year 12, you may choose whether or not to use your video camera. If you do so, please blur or change the image in your background.

If you would to make a contribution, please:

- Put up your hand using the hand icon
- Wait for the teacher to invite you to speak
- Unmute your microphone to make your contribution
- Mute your microphone once complete
- You may also use the chat function to ask questions.



For IT Support Requests, please click on the following link and fill out the form: <https://forms.office.com/Pages/ResponsePage.aspx?id=FEMlu5Yh2U-iACAC-EOvoR5YTFg7uGZAll7tefTaKyFUQUMxOTA1RVdHUU81QkZPTIVWRVWTVVSS4u>

Our IT Support Department will get back to you as soon as possible. All details are private and confidential and any data will be destroyed after the issue is fixed.