![West Thames College London]

A student's guide to safe Teams lessons

West Thames College will be using Microsoft Teams to 'live stream' lessons to their students. Virtual lessons can be a great way to enrich classroom interaction, develop independent learning skills, ask immediate questions and gather instant feedback.

It's also convenient and allows learning to take place anywhere with an internet connection.

Use the Class Chat to ask and answer questions and engage in the lesson

Mute yourself except when your teacher asks for your contributions

Raise your hand virtually for permission to speak

Complete all tasks set and submit as directed by your teacher

In the Class Chat, only talk about the lesson

Standards for Success

It is important to remember that students are expected to maintain the same level of high standards of behaviour whilst online. Cameras are to remain turned off, live streaming including screenshots and video recording is not permitted. Any violations will be dealt with using the college's disciplinary process.

Communication

Virtual lessons will take place using Microsoft Teams. Students should see their SLA/Tutors if they do not have the relevant equipment. Students must use their college email address to communicate to their teaching team and access virtual learning.

Attendance & Punctuality

To avoid being late for your virtual learning lesson login using your college email address. Stay online for the duration of the lesson.

ID number @student.west-thames.ac.uk

https://login.microsoftonline.com

Students can access Microsoft software by using their college email address

Wait for the teacher to start the lesson. (Do not click 'Meet now')