



## CNCS Remote Education Student Guide





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***If you are experiencing any technical difficulties, please contact our team who are available to help via email: [teams@cncs.school](mailto:teams@cncs.school)***

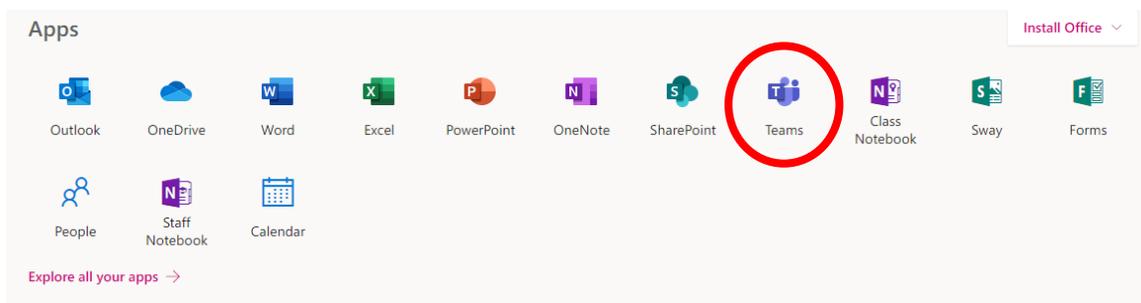
## Teams – How to Login



### Logging in via desktop, laptop or tablets.

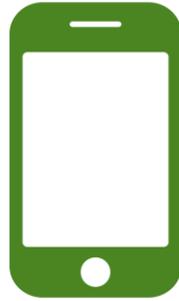
- Go to [www.cncs.school](http://www.cncs.school) on any web browser and open your school email.

### Click on the Teams icon:



- When you log in for the first time, you will be asked if you want to **download and install the app version** onto your computer.
- We would advise this. Having the desktop app will allow instant notifications for updates in your team.
- Some tablets\* do not allow this. Therefore, click to use the **‘web version’**.

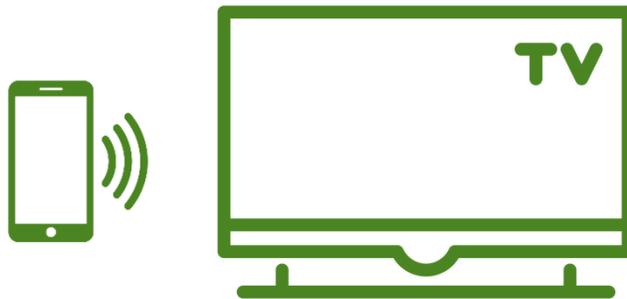
*\*There are additional methods and tutorials to install the application onto unsupportive tablets on YouTube. Search ‘How to install Microsoft Teams onto your (insert device e.g. Amazon Kindle Fire)’*



## Logging in via mobile phones

- Open the app store on your mobile device.
- Tap the Search icon in the store and type Microsoft Teams. Make sure you choose the Microsoft app.
- Tap the Install button to install the app on your device.
- Once the app has finished downloading and installing, tap the Open button
- When you first open the Teams mobile app, you are presented with a sign-in screen where you can choose to sign in to Teams using your school email account.

*If you are attending via your mobile phone you may have less access to features during meetings such as the chat function. If this is the case, please communicate with your teacher by email when necessary.*



## Casting to a Smart TV from your mobile phone

If you have a Wi-Fi enabled, compatible Smart TV it may be possible to cast your mobile phone screen onto your TV. This may make it easier to see the content delivered by your teachers.

There are many different applications which support this and there are different methods based on the TV and mobile device you own. Different guides and methods can be found via Google. If you require any specific advise, please email our 'Teams' support team.



Xbox

## Logging in via games console



PlayStation

Ensure your console is connected to the internet



Insert USB keyboard\*

*If possible*



Go into your applications and launch your browser



Type [www.office.com](http://www.office.com) & select 'Sign In'



Login using your school email account



Select the 'Teams' icon and you will have access!



You can use your controller or connect a mouse to navigate





## Preparing for your lesson

Now that you have logged in, you should now see all the Teams that your teachers have set up for you.

If you notice that you are part of the wrong team, or if you have recently changed classes then please email your new teacher and ask them to add you to the class Team.

You should also check your email every morning for any important updates from your teachers. They may send attachments or resources that you need to download and open for your virtual lesson later that day.

Please find the updated **timings of the day** for your lessons below:

School Day	Monday, Wednesday, Thursday and Friday	Tuesdays
Logging in to Teams time	8.40am – 8.50am	8.40am – 8.50am
Period 1	8.50am – 9.50am	8.50am – 9.50am
Period 2	9.50am – 10.50am	9.50am – 10.50am
Breaktime	10.50am – 11.10am	10.50am – 11.10am
Period 3	11.10am – 12.10pm	11.10am – 12.10pm
Tutor Time	12.10pm – 12.40pm	N/A
Lunch	12.40pm – 1.10pm	12.10pm – 12.40pm
Period 4	1.10pm – 2.10pm	12.40pm – 1.40pm
Period 5	2.10pm – 3.10pm	1.40pm – 2.40pm

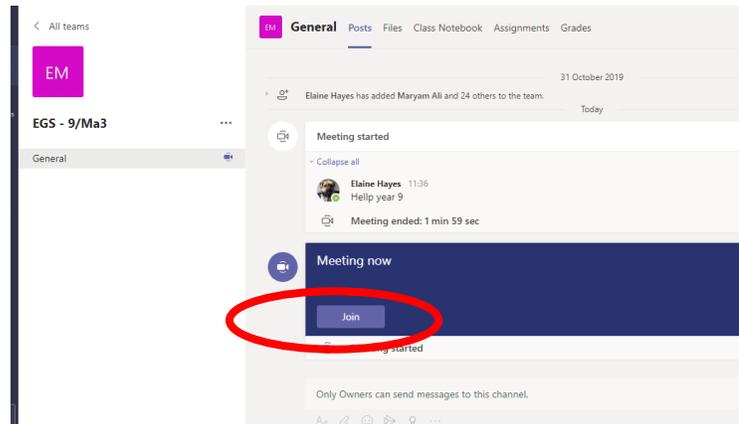
## Behaviour and Expectations

- You must attend all agreed virtual lessons with your teacher (unless communicated otherwise with your teacher or Head of Year). Your teacher will be logging your attendance on Class Charts.
- All lessons are recorded. This includes any comments made using the chat function. Therefore, ensure any comments made are relevant and appropriate. Any inappropriate behaviour will be challenged and reported to your Head of Year.
- The chat function is not to be used for conversations between students.
- Any attempts to disrupt the lesson will be reported.
- If you are having any technical difficulties then please contact [teams@cncs.school](mailto:teams@cncs.school)

## Joining a Virtual Classroom

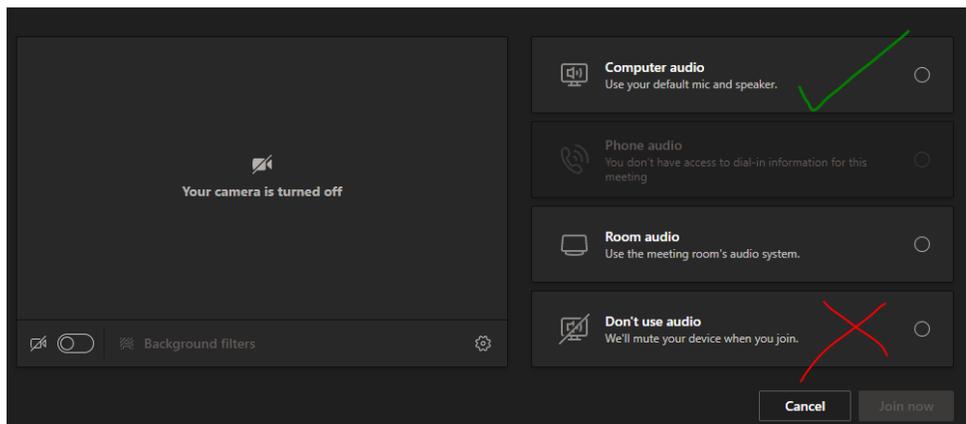
If your teacher has started a virtual classroom, you will see a blue notification in your Team.

Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.

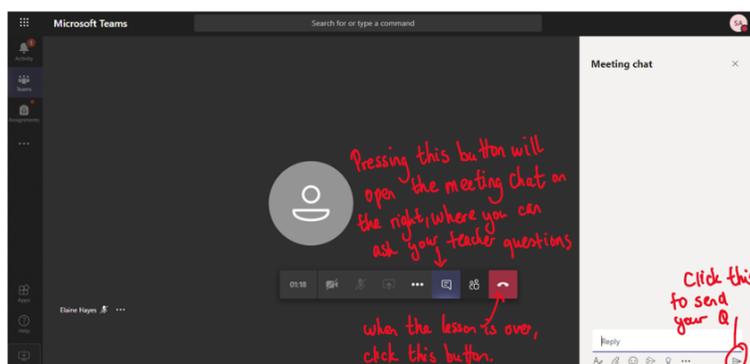


You will see a similar screen to the one shown below when you join. Please select the top option (**Computer Audio**) and then mute your microphone/disable your camera. (Your teacher should also disable these for you).

If you select “**Don’t use Audio**” when joining the meeting you will not be able to hear your teacher.

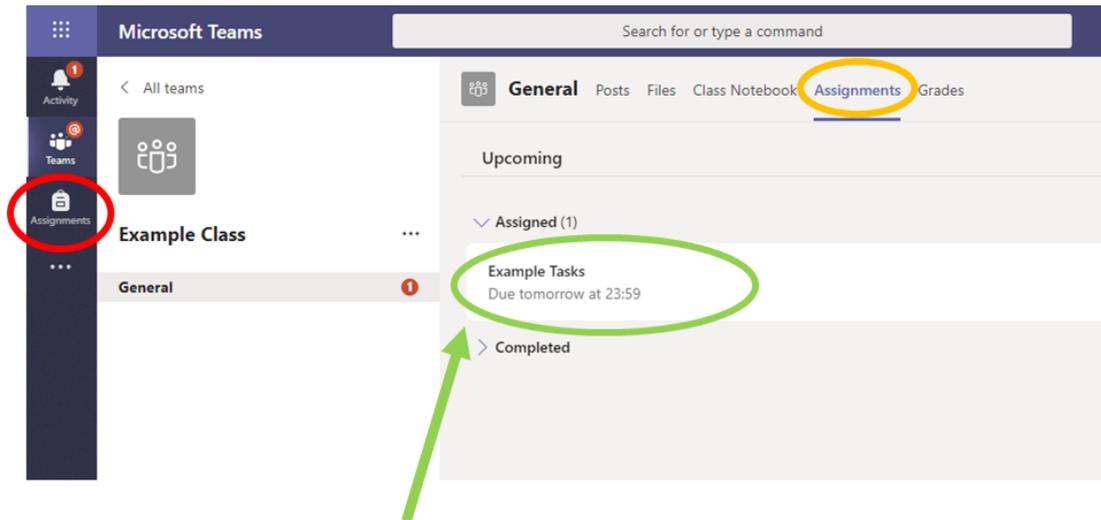


You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over.



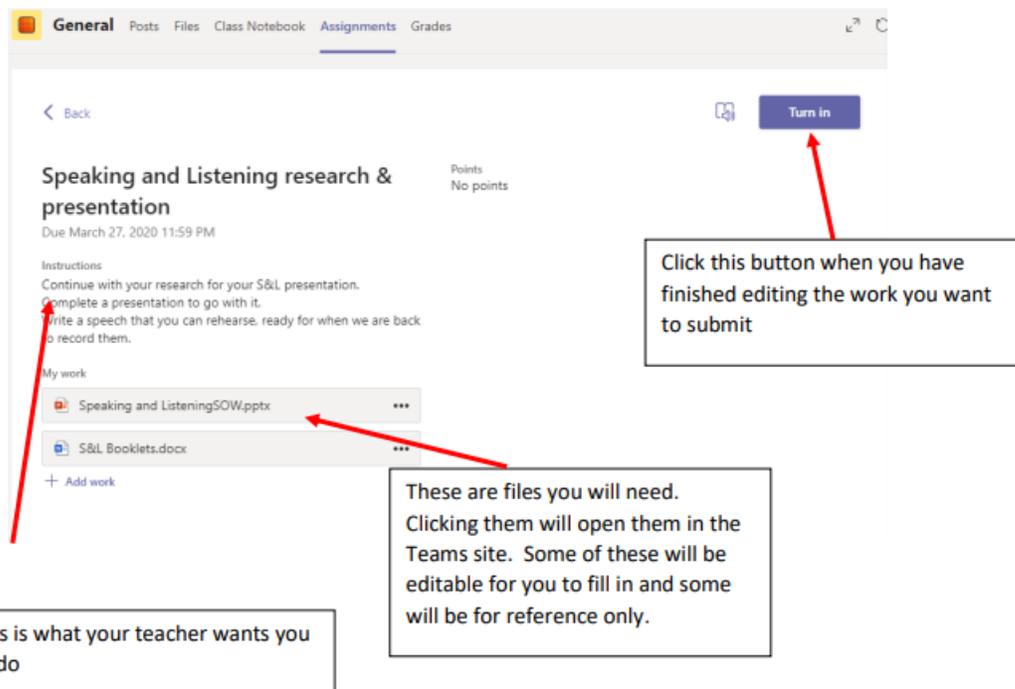
## Uploading an Assignment

Your teacher can set assignment for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



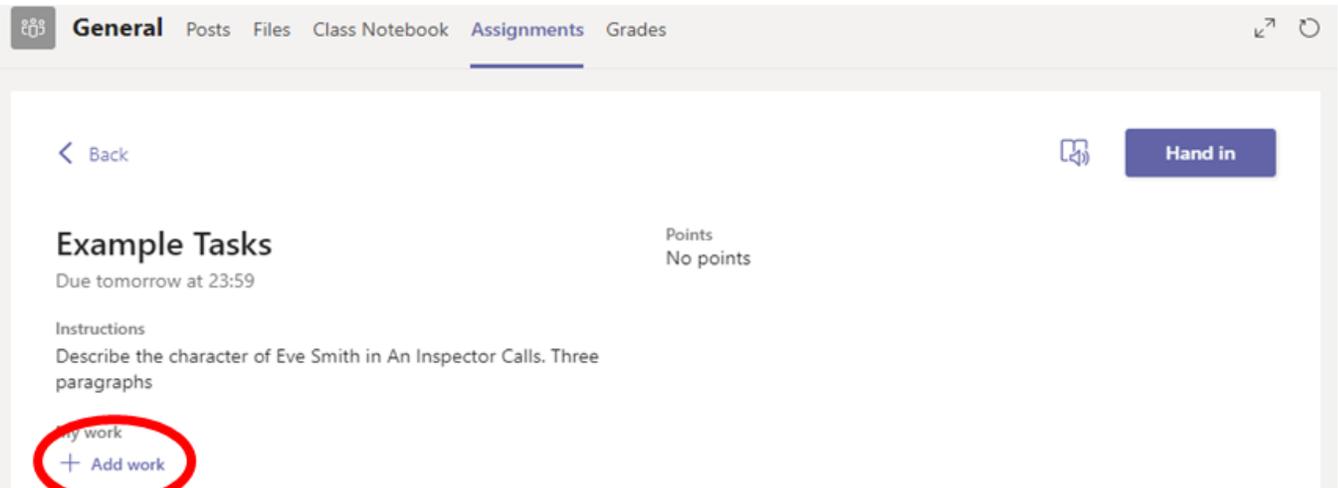
**Click on the assignment to access the task.**

Go to the assignment you want to do as explained above. Click on the assignment and you will get a screen similar to the one here:

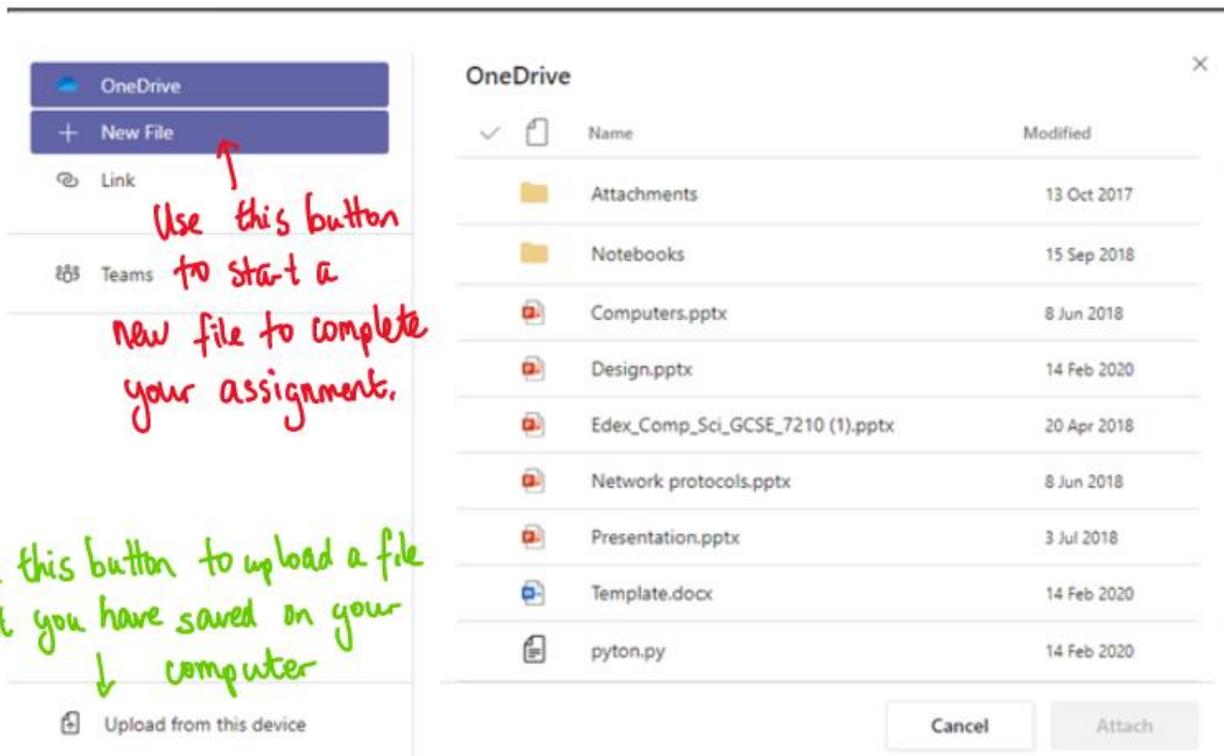


If there is no attachment or file for you to edit and you need to upload a word document or an image etc:

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on.



The screenshot shows the 'Assignments' tab in Microsoft Teams. At the top, there are navigation tabs: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is selected. Below the tabs, there is a 'Back' button and a 'Hand in' button. The main content area is titled 'Example Tasks' and shows 'Points: No points' and 'Due tomorrow at 23:59'. The instructions are: 'Describe the character of Eve Smith in An Inspector Calls. Three paragraphs'. At the bottom left, there is a '+ Add work' button, which is circled in red.

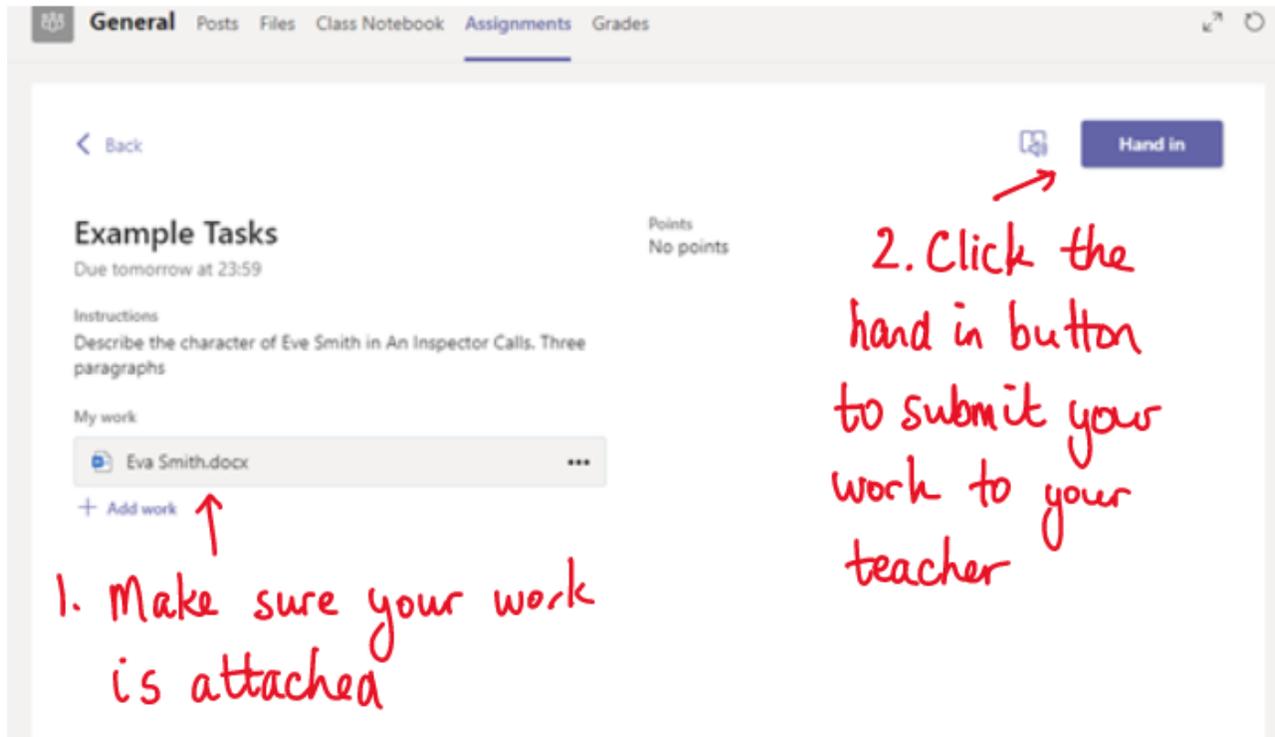


The screenshot shows the OneDrive file selection interface. On the left, there is a sidebar with options: 'OneDrive', '+ New File', 'Link', and 'Teams'. A red arrow points to the '+ New File' button with the handwritten text: 'Use this button to start a new file to complete your assignment.' Below this, green handwritten text says: 'Use this button to upload a file that you have saved on your computer' with an arrow pointing to the 'Upload from this device' button at the bottom. The main area shows a list of files and folders in OneDrive:

Name	Modified
Attachments	13 Oct 2017
Notebooks	15 Sep 2018
Computers.pptx	8 Jun 2018
Design.pptx	14 Feb 2020
Edex_Comp_Sci_GCSE_7210 (1).pptx	20 Apr 2018
Network protocols.pptx	8 Jun 2018
Presentation.pptx	3 Jul 2018
Template.docx	14 Feb 2020
python.py	14 Feb 2020

At the bottom right, there are 'Cancel' and 'Attach' buttons.

Make sure that you have your work attached. Click the **hand in** button. Your teacher can now look at your work and give you feedback if required.



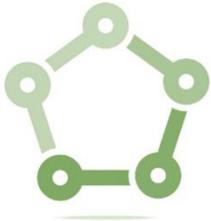
The screenshot shows a Microsoft Teams assignment submission page. At the top, there are navigation tabs: General, Posts, Files, Class Notebook, Assignments, and Grades. The 'Assignments' tab is selected. Below the tabs, there is a 'Back' button on the left and a 'Hand in' button on the right. The main content area is titled 'Example Tasks' and includes a due date of 'Due tomorrow at 23:59', 'Points: No points', and instructions: 'Describe the character of Eve Smith in An Inspector Calls. Three paragraphs'. Under 'My work', there is a file named 'Eva Smith.docx' with a plus sign and 'Add work' button next to it. A red arrow points from the 'Add work' button to the handwritten instruction '1. Make sure your work is attached'. Another red arrow points from the 'Hand in' button to the handwritten instruction '2. Click the hand in button to submit your work to your teacher'.

1. Make sure your work is attached

2. Click the hand in button to submit your work to your teacher

## Remote Education Coding

You may notice some of the following symbols in your teachers' PPTs during your virtual lessons. Please see the key below to support.



**Please wait  
whilst others  
join/reconnect**



**Visualiser is  
being used.**



**Complete the  
directed task on  
your worksheet  
or notebook**



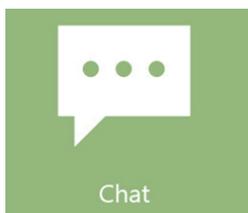
**Live model,  
watch  
carefully!**



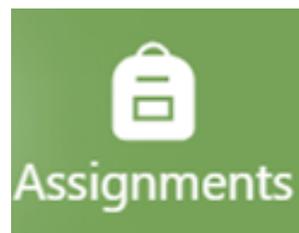
**Listen carefully  
to instructions**



**Complete the  
quiz on  
Microsoft  
Forms**



**Use the chat  
function to  
respond to  
and ask  
questions.**



**Upload your work  
(image, word  
document etc) to  
the assignment.**

## Remote Education: Top Tips!

<p><b>TREAT REMOTE EDUCATION THE SAME AS CLASSROOM LEARNING</b></p> <p><i>Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behaviour and conduct. Focus on learning and don't get distracted by your surroundings.</i></p>	<p><b>USE CLASSROOM LANGUAGE</b></p> <p><i>If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.</i></p>
<p><b>TAKE REGULAR SCREEN BREAKS</b></p> <p><i>Whilst remote education might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.</i></p>	<p><b>CONDUCT VIDEO LEARNING IN AN OPEN SPACE AT HOME</b></p> <p><i>To get the best experience from remote education, it's important to create the right environment around you. Try to set up a mock 'classroom desk' at home in an open space so parents can supervise if necessary.</i></p>
<p><b>ONLY COMMUNICATE THROUGH APPROVED SCHOOL PORTALS AND PLATFORMS</b></p> <p><i>It's important that you send messages and any pictures or images required for class through approved school channels (email/Microsoft Teams) This will help to keep your personal information safe and secure. Also, don't share your passwords with peers or anyone outside of school.</i></p>	<p><b>STICK TO TEACHER RULES AND GUIDELINES AROUND REMOTE EDUCATION</b></p> <p><i>Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.</i></p>
<p><b>DRESS FOR THE OCCASION</b></p> <p><i>It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via school apps or platforms that aren't associated with your learning.</i></p>	<p><b>DON'T SHARE PASSWORDS OR OTHER SENSITIVE INFORMATION</b></p> <p><i>Remote education ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.</i></p>