



TEAMS Tutorials Student Guide

To further support you with remote learning, we will be starting some tutorials in addition to the work that is being set on Firefly, GCSEPod and Kerboodle. You will be invited to join a TEAMS tutorial by some of your subject teachers during the rest of the academic year. The following guidance outlines the protocols that we have in place and how to support you with accessing these important tutorials to support your learning and progress.

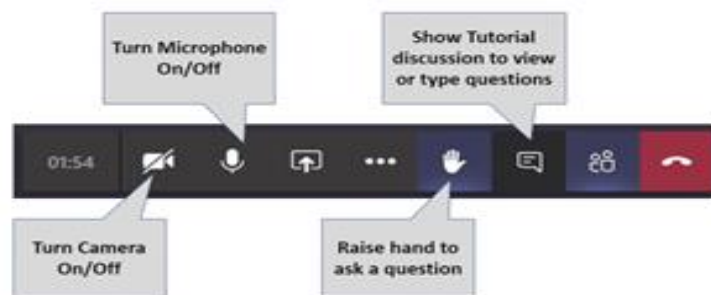
Joining Tutorials

- The class teacher will put an invite into the TEAMS calendar which you can access through your Microsoft Office 365 email account.
- You will be sent a reminder 15 minutes before the TEAMS tutorial will start.

Protocols when in a Tutorial

- Ensure your camera is turned off, it is not permitted for students to have cameras on.
- Ensure your microphone is muted, only unmute if asked to do so by the teacher.
- Only you can take part in the tutorial. Parents and family members must not ask questions.
- If you need to ask/respond to a question, use the “Raise Hand” function to get the teachers attention.
- You can ask a question in writing using the chat function for the teacher to respond to verbally.
- Tutorials cannot be recorded, the record option on TEAMS has been disabled.
- The teacher may decide to have their camera on with a blurred background to support explanation.

TEAMS Tutorial Controls



Tutorial Content – what to expect?

- Sharing of lesson resources (PowerPoint/Sway/Prezi) with the teacher talking through the key points.
- Interactive material to support learning being displayed on screen such as video clips, online text books and resources.
- Talking through some exam questions and guiding students on how to approach them by the teacher.
- The teacher modelling specific concepts within the subject. For example: highlighting key language techniques in a paragraph from a novel or going through the steps to solve a mathematical problem.
- An opportunity to ask the teacher questions about the learning material that has been completed during the lockdown.
- An opportunity for teachers to explain the next steps in learning to students directly.