

## How to Login to Teams for Virtual Classrooms – **Students**

In the event the school has to close, we will be using a number of online platforms to provide students with lesson content. These include work set through Show My Homework and also online lessons delivered through Teams.

Teams is accessible using your school email address and password and will give you access to your individual lessons and teachers online. Teams can be accessed on desktop, laptops, tablets and mobile devices.

Teams is to be used as if students were in a classroom, it allows for students to ask teachers questions, work with other students and complete work. Please remember any content you post must be appropriate for school, relevant and not going to cause offense. Any incidents will be dealt with following the school's behaviour policy upon students return. It also may result in students being removed from online classrooms.

Below is how to access Teams using a laptop or desktop, to use Teams on personal devices visit the Google Play Store or Apple App Store and search and download 'Microsoft Teams' This app is free to download (unless there are any data charges on your personal device)



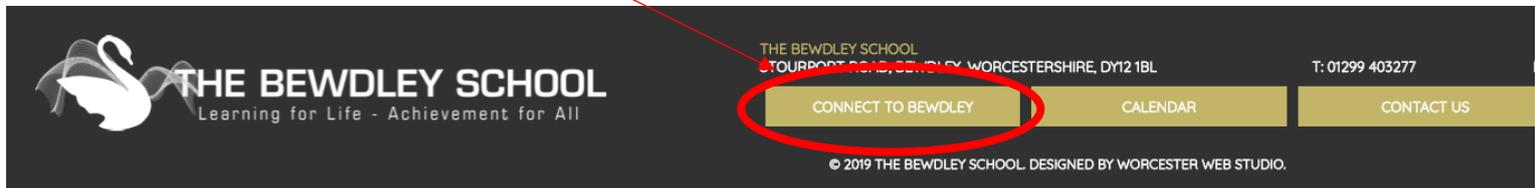
Link to IOS App: <https://apps.apple.com/gb/app/microsoft-teams/id1113153706>

Link to Google App:

[https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB)

Link to Microsoft App: <https://teams.microsoft.com/downloads>

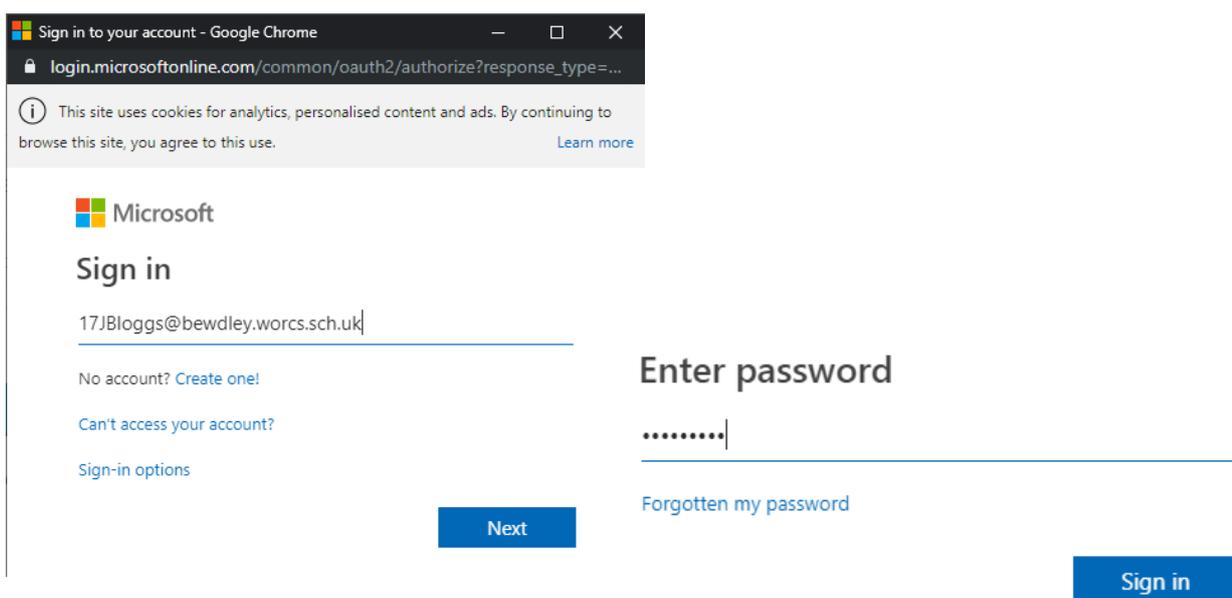
1. Visit [www.bewdley.worcs.sch.uk](http://www.bewdley.worcs.sch.uk) and select 'Connect to Bewdley' at the bottom of the page.



2. On the Connect to Bewdley page click on Office365



3. In the Microsoft Sign in box you must type in your school email address and password used to access the school systems such as SMHW. E.g. [19JBloggs@bewdley.worcs.sch.uk](mailto:19JBloggs@bewdley.worcs.sch.uk)



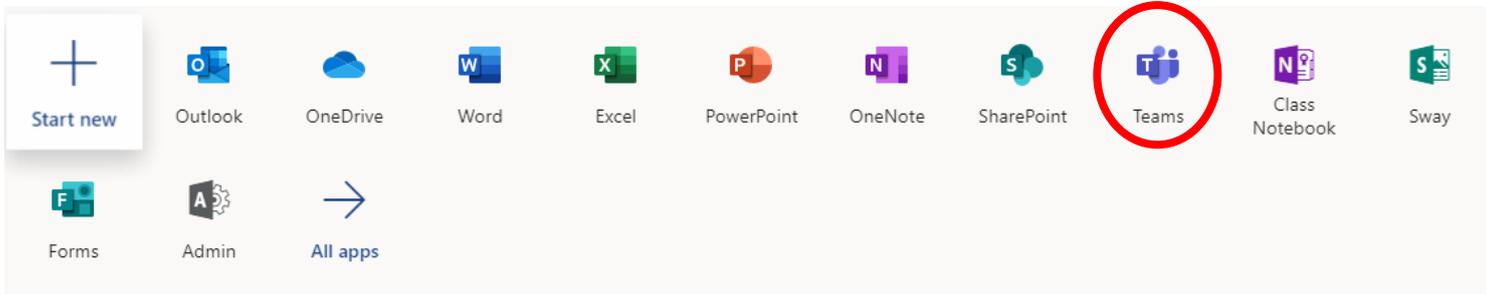
**Head Teacher Dave Hadley-Pryce BSc MSc FRSA**

The Bewdley School, Stourport Road, Bewdley, Worcestershire DY12 1BL

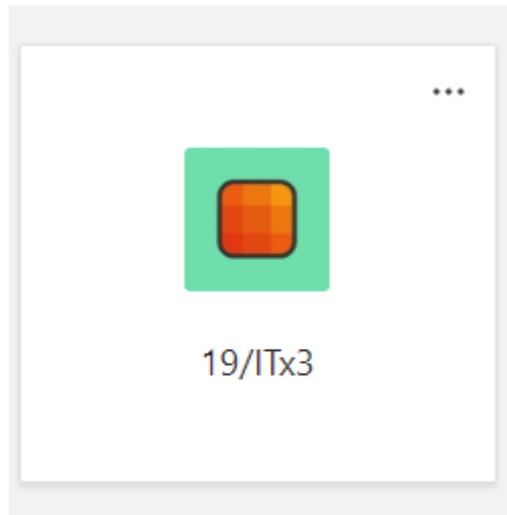
Telephone: 01299 403277

Email: [office@bewdley.worcs.sch.uk](mailto:office@bewdley.worcs.sch.uk) - Web: [www.bewdley.worcs.sch.uk](http://www.bewdley.worcs.sch.uk)

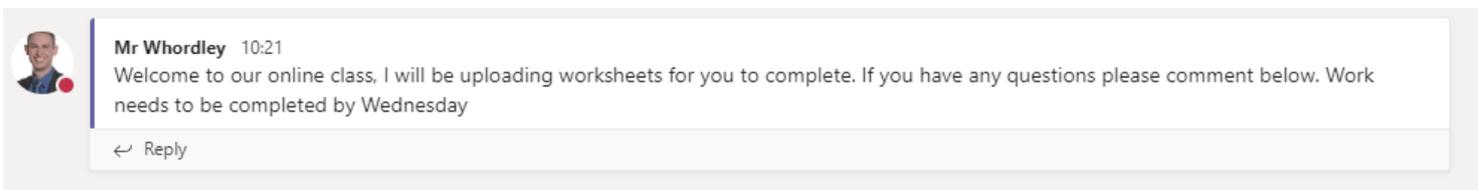
- Once signed in, there will be a number of options available, select 'Teams'



- On the home screen you will see all your teams you have been added to, these will look like the lessons on your timetable. E.g. 11X/IT3



- Once within the team you will be greeted with the 'Posts' page. This is the page where work will be set and students will have the ability to leave questions and hand in work.



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7. Across the top there are 3 tabs, Post, Files & Class Notebook:

Post: Is the discussion board

Files: Where teachers will upload work, resources and guides for students

Class Notebook: An area for students to record thoughts, complete work and make notes

Teacher may use Teams to do live lessons, or send video content to work through. Teachers will also be available to contact with any questions.

**Remember** if you get stuck or need help you can:

- Email you teacher using Outlook
- Send your teacher a message in Show My Homework
- Leave a message on your class in Teams