

WCA student checklist for remote learning

This checklist will help you access all resources available to you on MS Teams. Using your normal school timetable (available on classcharts), please check the following at the start of each day to ensure you are ready for your day of learning at home:

Overall check list

Please find below the overall checklist for you to follow. For each point, there is more information underneath to help you check.

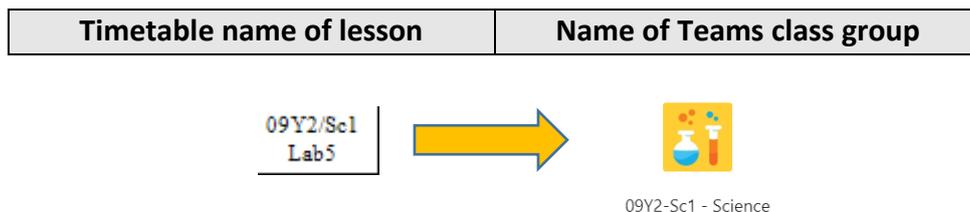
1. Check what lessons you have each day.
2. Check you know where to find your Teams classes.
3. Check you know how to find lesson resources on your Teams class group.
4. Check your Teams calendar for live lessons.

1. Check what lessons you have each day, double checking you have the correct day.

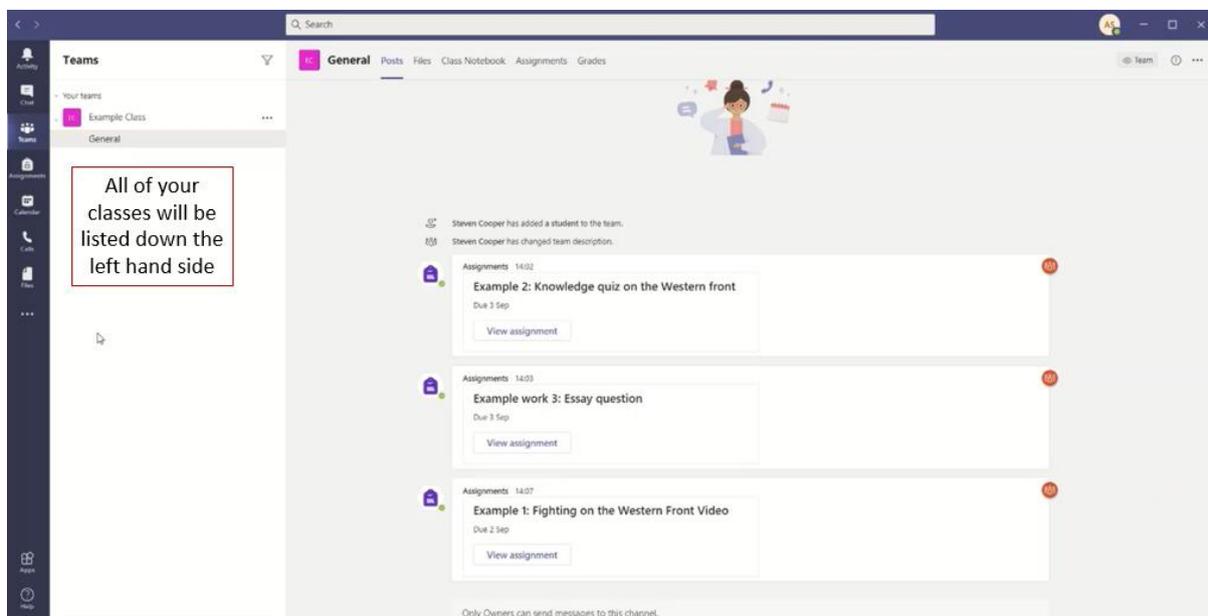
Teacher will be setting lessons according to your normal timetable so it is important you know what lessons you have that day. You can access your timetable on classcharts.

2. Check you know where to find your Teams classes.

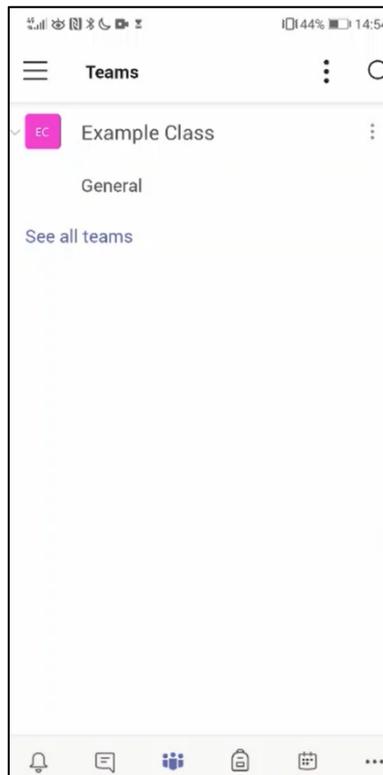
Teachers will be using your Teams groups to post your lesson work on, see below how to find these pages. Your Teams class groups have the same name as the name on the timetable, see example below:



Your Teams home page will look like this on a laptop/computer:



Or like this on a phone/tablet:



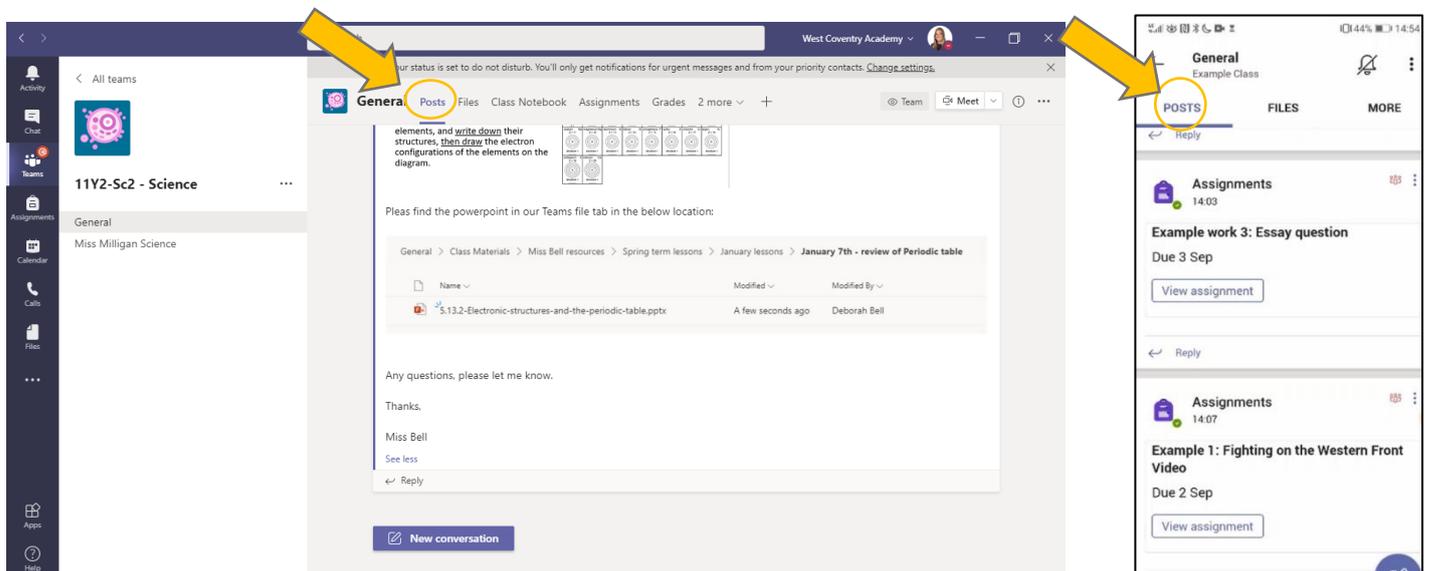
All of your classes will be listed down the left hand side

3. Check you know how to find the lesson resources on your Teams class group.

Your teachers will share your lesson resources on your Teams page. They will do this by using the different features listed below.

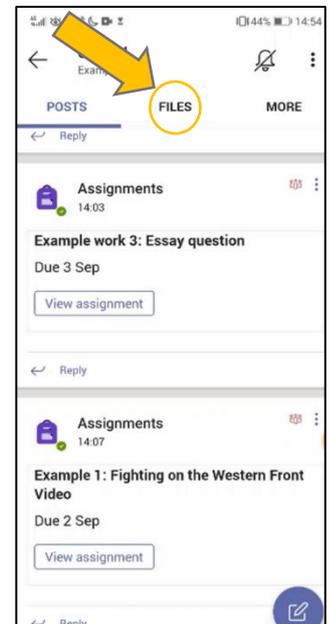
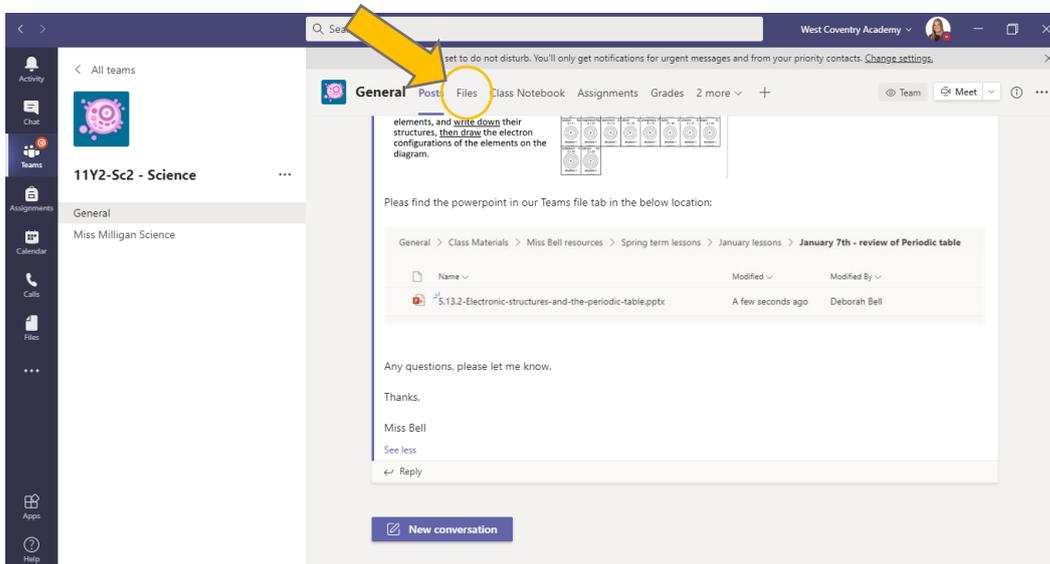
Posts:

The first tab is the posts section, where you will find all of the messages, reminders and information posted by your teacher.



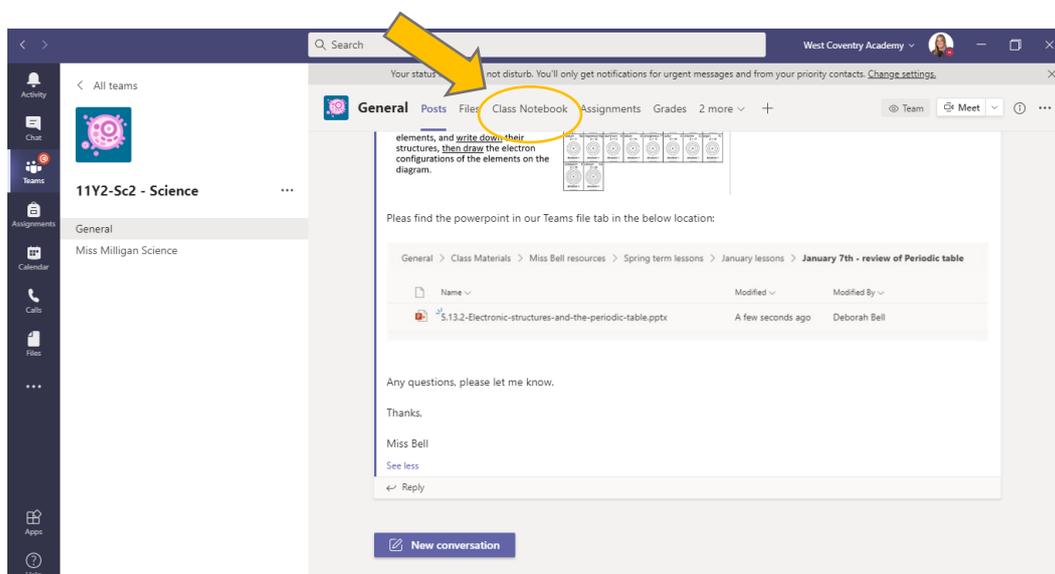
Files:

The second tab is the files section where your teacher may wish to put class materials for you to access such as Power points, word documents, videos and other resources that you will be able to access to support you and your learning from home.



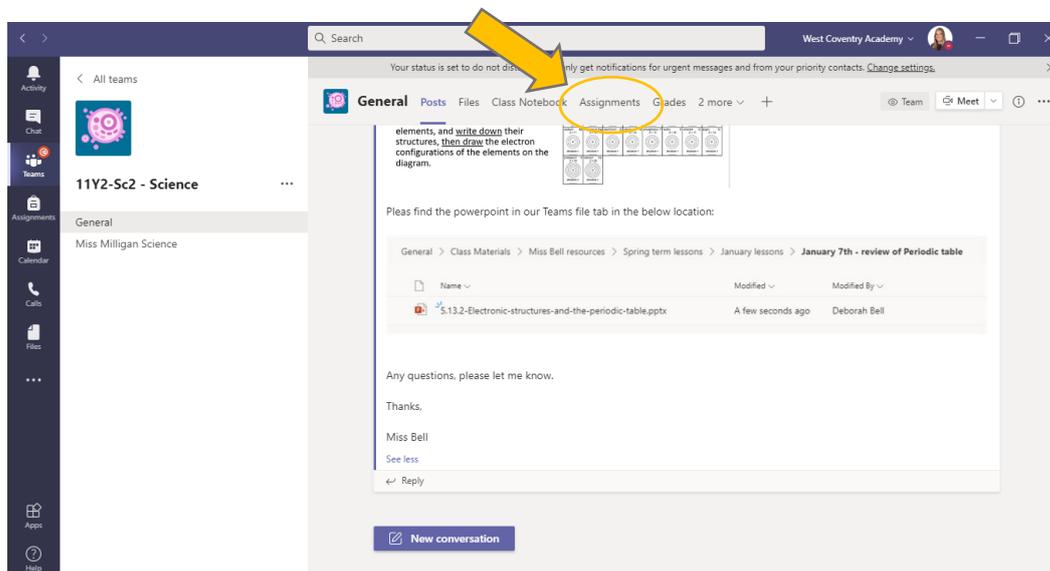
Class note book:

The third tab is the class note book. This can be used by your teacher to post their lesson resources and you can use it as an online work book.



Assignments:

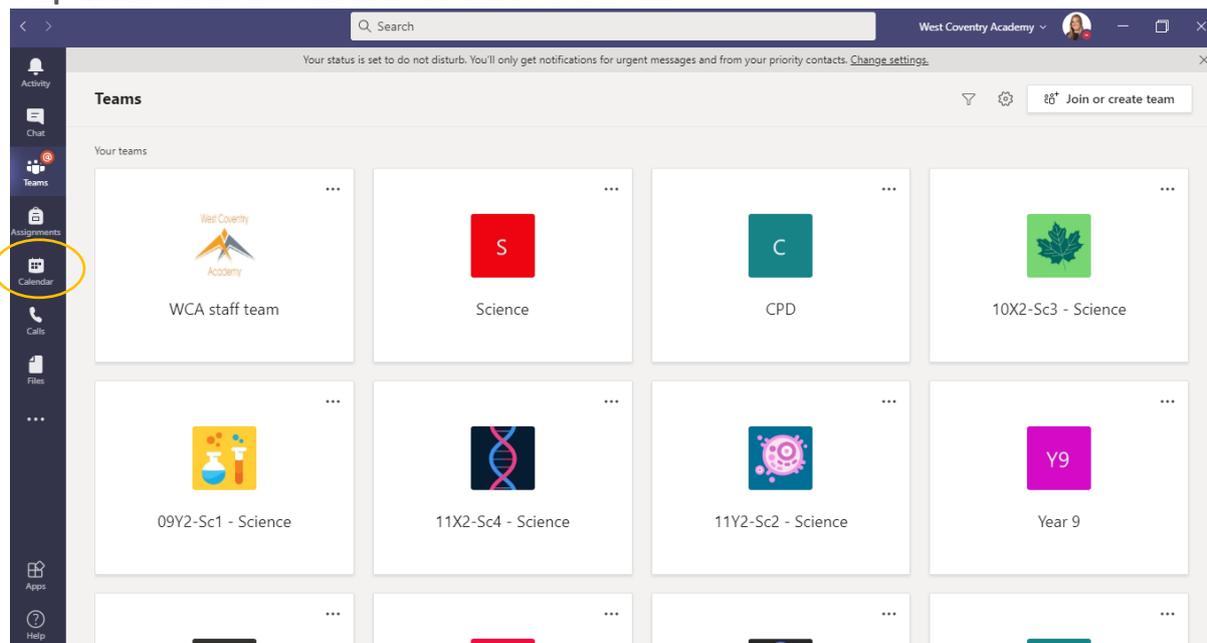
The fourth tab is the assignments tab. By clicking on it, it will show any assignments you have been set by your teacher. Please note, not all teachers are using this feature yet.



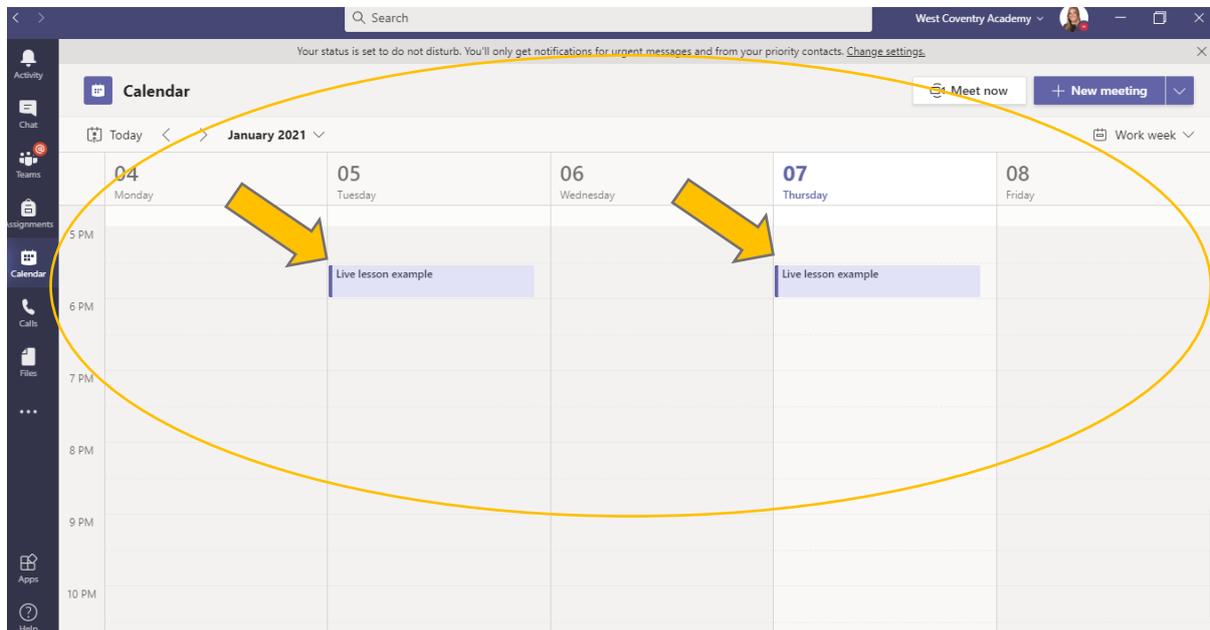
4. Check your Teams calendar for live lessons.

When your teacher sends you an invite for a live lesson, it will go to your email address. Alternatively you can see through your calendar on your Teams page, which is on the left hand side. Please see below for steps on how to look at your calendar on Teams.

Step 1: Left click on "Calendar" in "Microsoft Teams"



Step 2: You should know be able to see if any live lessons have been arranged by your teachers in the circled selection below. For more details about the lesson times, please click on the lesson of choice.



Please remember we are still here to help, so please ask your teachers if you are stuck 😊