

Dear Family

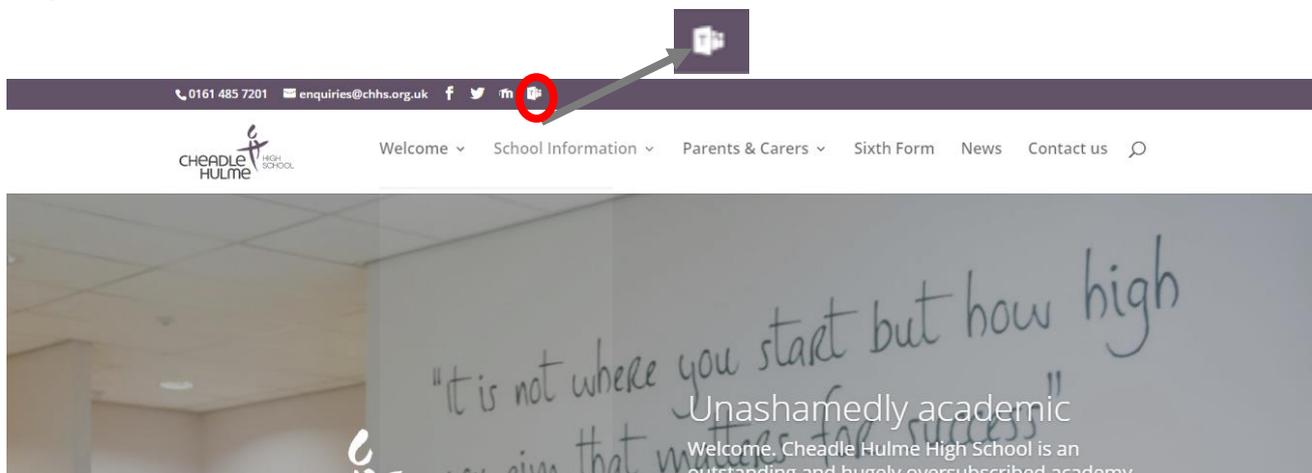
We hope that you are keeping well and that the work packs that were sent home at closure have been useful. We would now like to introduce you to our online learning resource: Microsoft Teams!

Below are the step-by-step instructions to get you logged on and participating in the seminars that your teachers have prepared for you. This guide follows a year 7 example but it is the same for all years. **An example timetable of these seminars is included (along with details on how to access specific year groups.)**

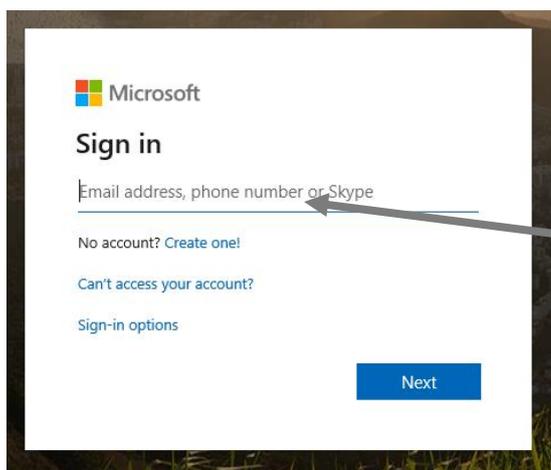
Enjoy!

Step 1: Go to the school website (www.chhs.org.uk).

Step 2: Click on the 'teams' icon



Step 3: You will have to login.



Use your school computer login followed by
@chhs.org.uk

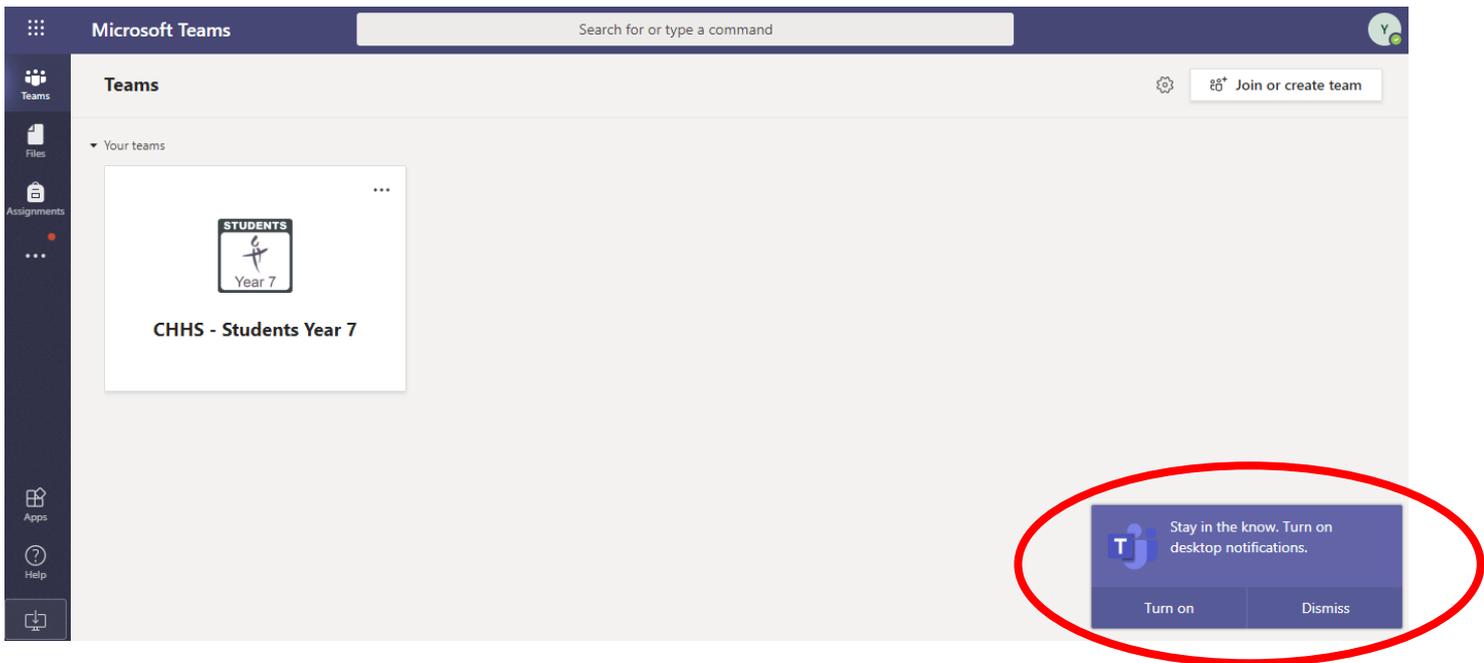
E.g.:

Y19.Howarthr@chhs.org.uk

THEN:

Your password is your usual school login
password.

Step 4: 'Turn on' desktop notifications (they'll let you know when things are happening)!

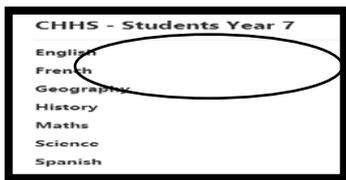


Step 5: Look at the page in-front of you. Let me show you what it all means...

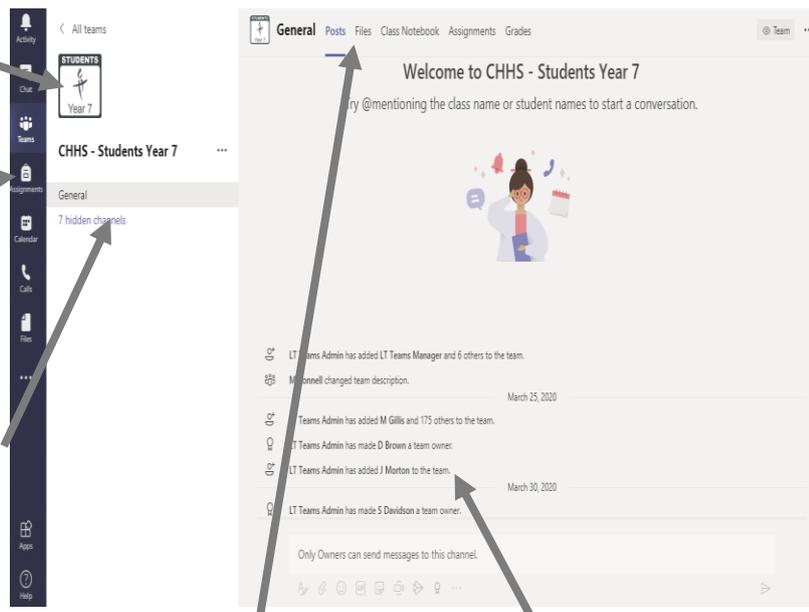
You're a member of the 'CHHS – Students Year 7 Team.'

Assignments: This is where you might be asked to upload some work!

These are your subjects (some may be 'hidden channels'). Click 'hidden channels' and the other subjects will appear. Hover your mouse over the subject (don't click!) and you will see a 'Show' icon appear. Like this:



Click on 'Show' and then the subject won't be hidden.



Files: This is where your teachers will save documents that you might need for the lessons.

This is where your teachers will post general information

Step 5: Click on 'Files'.

IMPORTANT: Your timetable of seminars is saved here!

Teachers will also save documents that you can't edit, here.

Documents saved under 'files' in subject specific areas can be edited.

Year 7 Microsoft Teams Timetable

	Monday 27th April	Tuesday 28th April	Wednesday 29th April	Thursday 30th April	Friday 1st May
Seminar 1 9am - 10am					Y7 French Y7 Spanish
Seminar 2 10am - 11am		Y7 French Y7 Spanish			
Seminar 3 11:30am - 12:30pm					

Timetable from 4th May excluding Bank Holidays	Monday	Tuesday	Wednesday	Thursday	Friday
Seminar 1 9am - 10am	Y7 History	Y7 Maths	Y7 Maths	Y7 English	Y7 French Y7 Spanish
Seminar 2 10am - 11am	Y7 English	Y7 French Y7 Spanish	Y7 French Y7 Spanish	Y7 Geography	Y7 English
Seminar 3 11:30am - 12:30am	Y7 French Y7 Spanish	Y7 Science	Y7 Science	Y7 Maths	Y7 Science

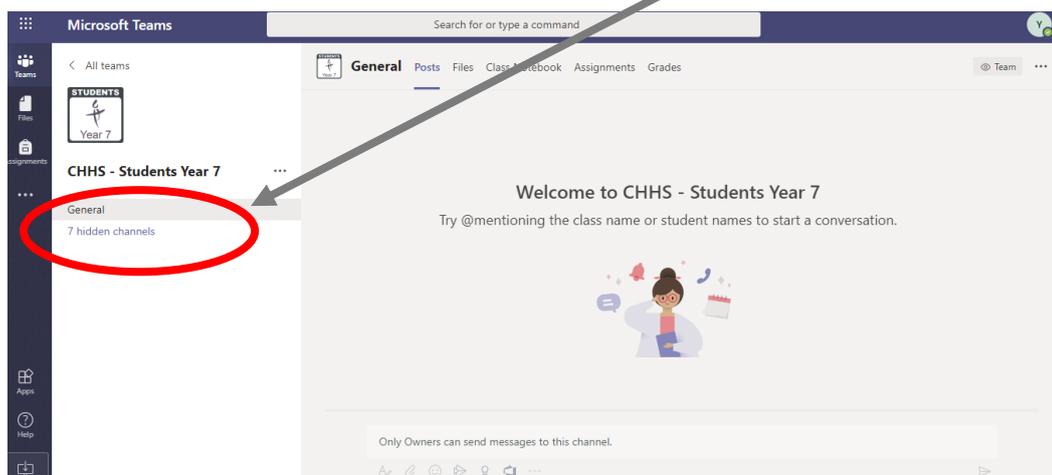
As you can see, you have 3 seminars every day.

Afternoons could be used to complete any PP&R and Online tasks as well as staying fit and healthy!

Now, how to access the seminars.

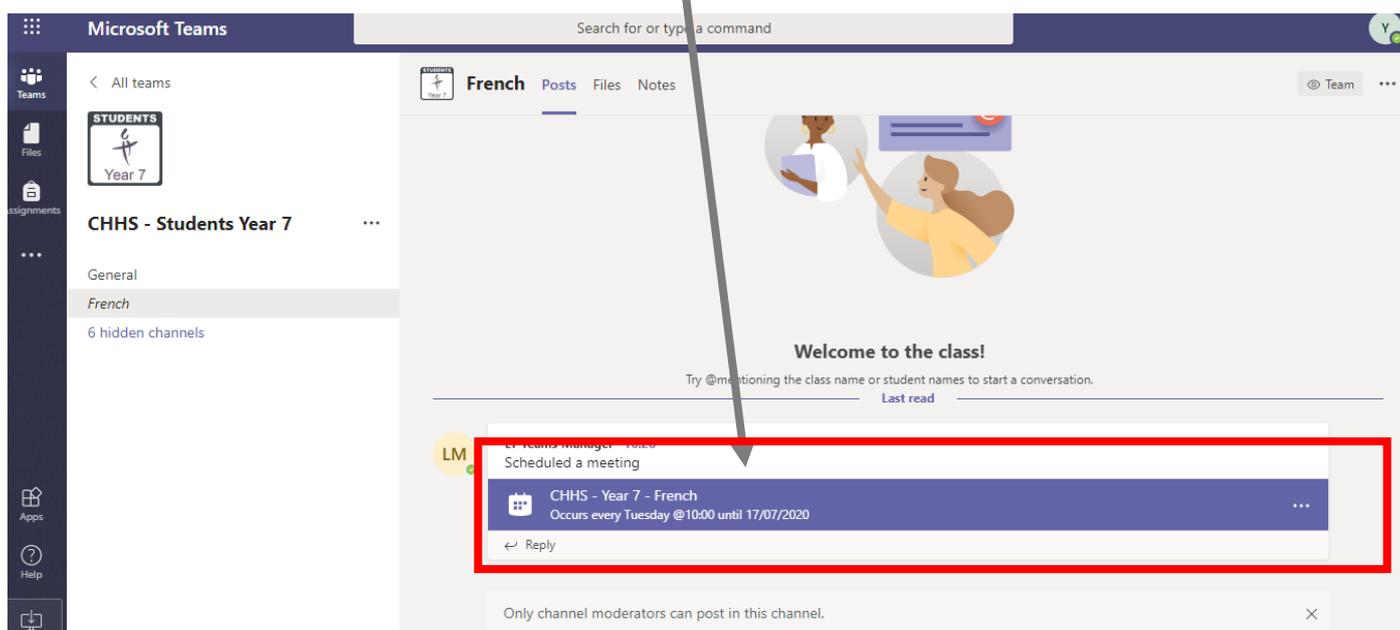
Accessing the Seminars

Step 1: Select the subject that is having a seminar (look at your timetable for this!)

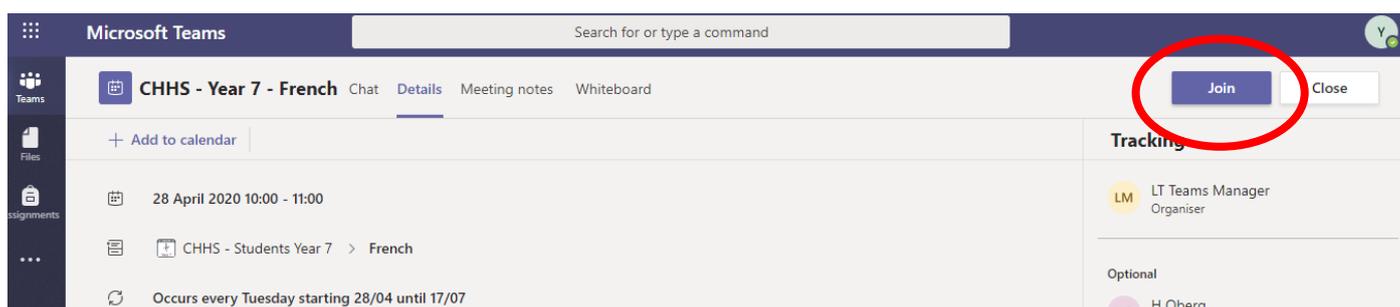


Step 2: You will see that all of the lectures for that week are 'booked in' Each one has a day underneath in.

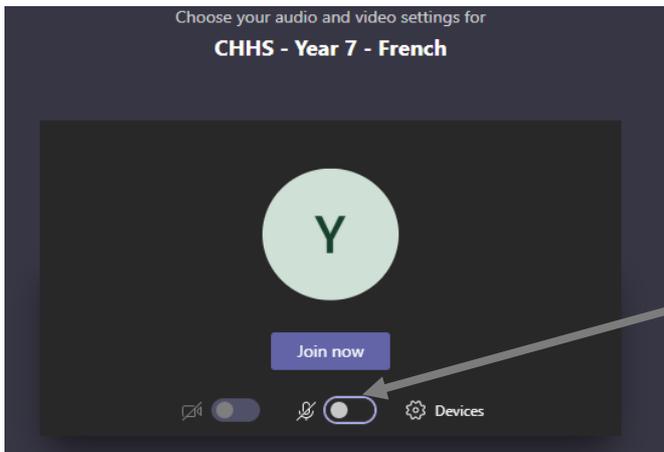
Click on the 'meeting' that is happening now



Step 3: Once you have found the lesson you can click on the lesson and select join now.

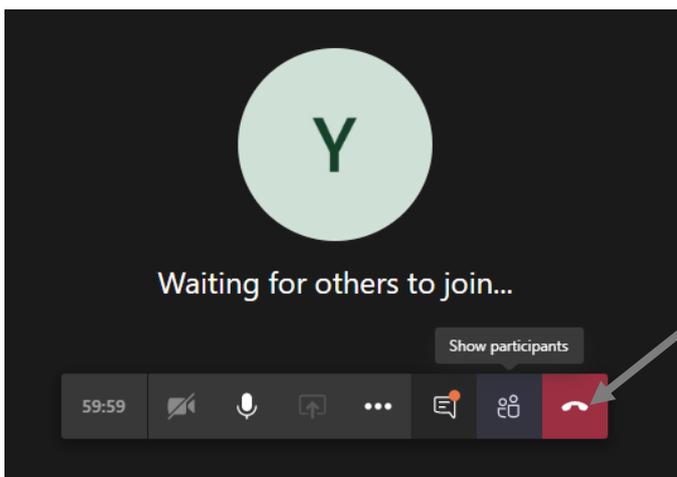


When you have successfully joined your screen will look like this



Step 4: Mute your microphone, you must begin each session with your microphone muted

Your camera will be turned off automatically, so nobody will be able to see you.



Step 5: When the seminar is over you must disconnect by clicking the red telephone button.