



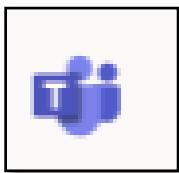
St. Joseph's Catholic School and Sixth Form Centre

How to... Access Distanced Learning Lessons

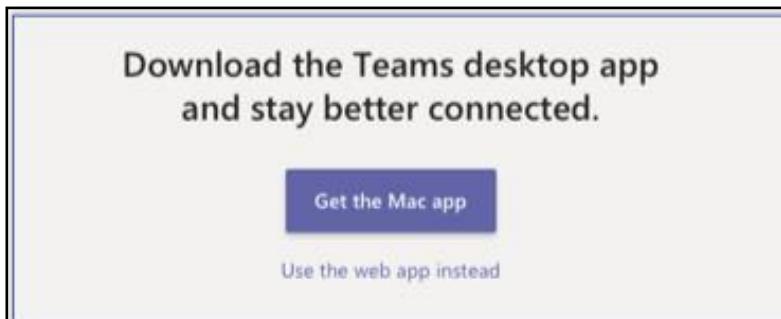
1. **Log into HWB using the pupil's HWB log-in details.** HWB can be found at <https://hwb.gov.wales/>. Pupils use their HWB login details frequently in school and should know the details. They should also have their username and password written down in their planner. If any student cannot remember their username or password, please contact the school.
2. Once logged into HWB, the student needs to click the **Office 365 link**:



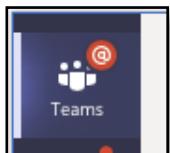
3. Once Office 365 has opened, the student needs to click on the **Teams link** on the left hand side of the page:



4. Once in Teams, the student should choose to use the '**web app**' unless they have the Teams app installed on the device:



5. Once in Teams, the student should click on the '**Teams**' button on the left hand side:



6. This will display all of the different Teams the student is in. There will be one for each of their classes, and there may be a form class Team and a year group Team:

A screenshot of the Microsoft Teams 'Your teams' page. It shows a grid of ten team tiles. Each tile has a small icon, the team name, and a '...' button. The teams listed are: STJ Science Y10 2020-21, Year 10 Maths 2020/2021 (Mrs Whelan), 2020 GCSE PE, Year 10 HS CC, Year 10 Games, 10C History 2020 - 21, 10S RE Mrs Potter 2020-2021, 2020-10s-En1-6714601, 10S/We1 Welsh, and Year 10 Double Biology Distance learning.

7. Students should click on the Team that corresponds to the lesson on their timetable. Once in the Team, there will be a series of tabs across the top:

A screenshot of the Microsoft Teams tab bar. The tabs are General, Posts, Files, Class Notebook, Assignments, and Grades. The 'General' tab is highlighted with a blue background and white text.

8. If the student clicks the '**Posts**' tab, they will see all of the messages and notifications for that class. This will include messages from the teacher, questions from the pupils and notifications about the lessons and assignments.

A screenshot of the Microsoft Teams 'Posts' tab. At the top, it says 'ONLINE LESSON - THURSDAY 5TH NOVEMBER' with a due date of 'Due 6 Nov'. Below that is a message from 'J Tolson (St Josephs RC School and 6th Form Centre) 05/11/11:34' saying 'Bore da! Hope everyone is well. This afternoon's lesson has been uploaded to 'Assignments'. If you are stuck on anything then please just ask for help. You need to make sure that yesterday's work (including the piece of writing) are completed as I will be marking them. Today's lesson is slightly shorter to ensure that everyone has time to finish yesterday's piece. Diolch 😊'. Below that is another message from 'J Tolson' at '25 November 2020' with the subject 'WEDNESDAY 25TH NOVEM' and a due date of 'Due Nov 26'.

9. All of the details for the lesson will be under the 'Assignments' tab. Each lesson will be set up as a separate assignment with the date, period and subject as its title. For example: 7/11/20, Period 2, English. These will be posted before the lesson, or as the lesson starts.



10. The student should click on today's assignment. There may be an invitation to a live meeting, or they may be a recorded 'voice-over' video with instructions for the lesson. The teacher will be online throughout the timetable lesson to answer questions and give advice.

11. The 'Files' tab will show the student all of the files and resources the teacher has uploaded for the lessons. These will probably be organised into dated folders.

If your child is having any problems connecting to the distance learning, please contact the school.