

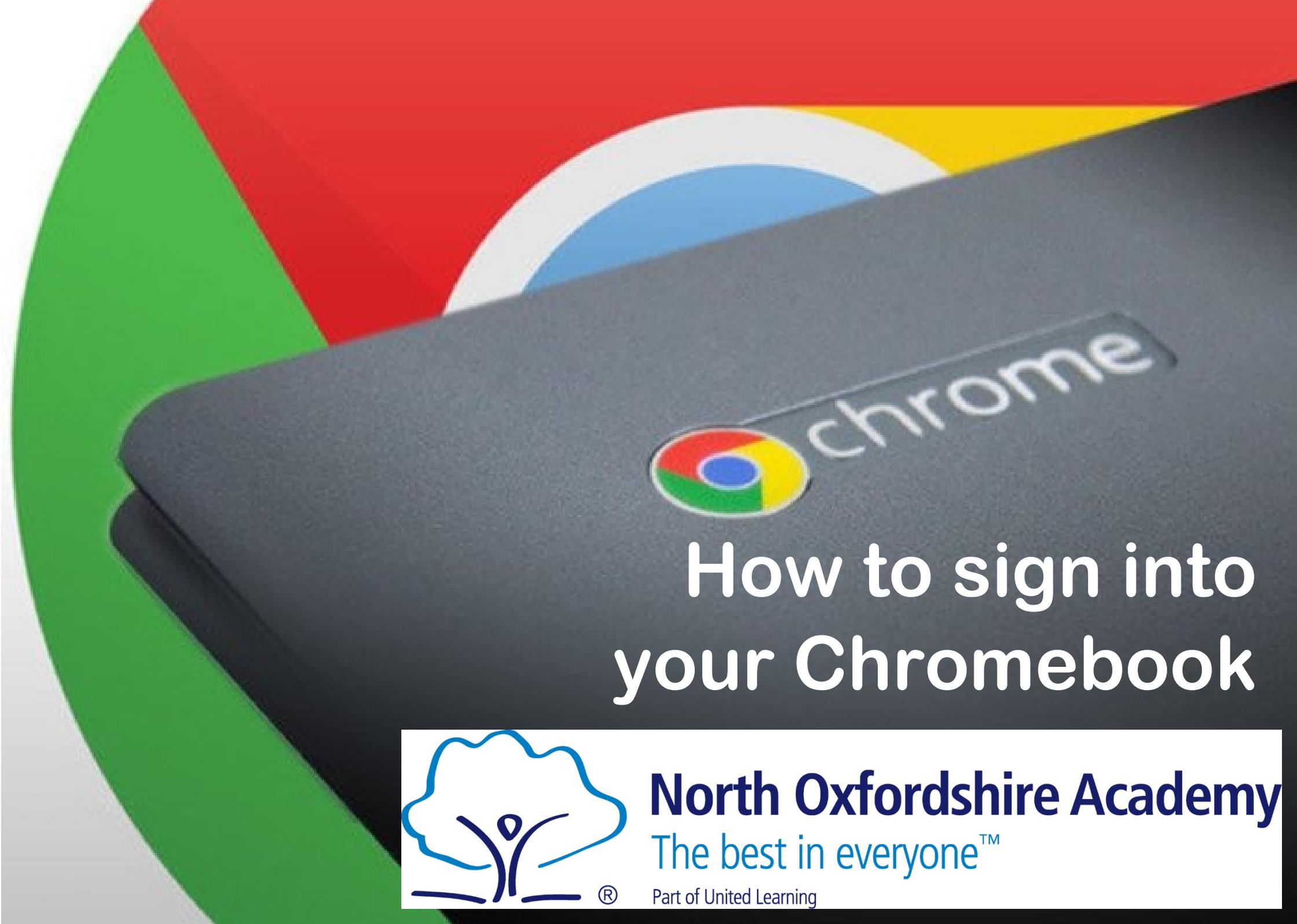


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How to sign into your Chromebook



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Sign in to your Chromebook

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Enter your email

joe.bloggs

@unitedclassroom.org

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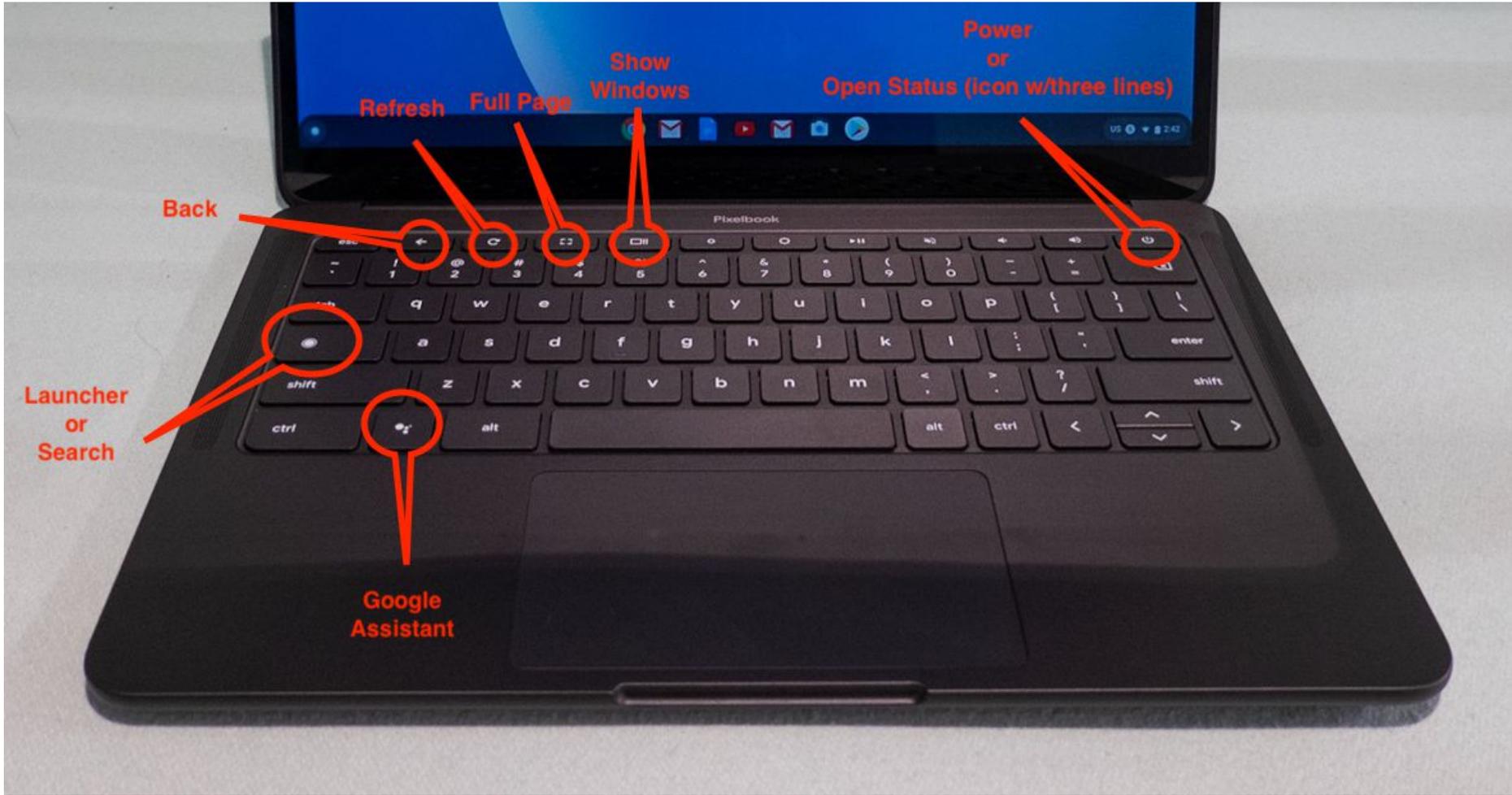
When you first power on the Chromebook, you will need to connect to your Wi-Fi at home, or if you have been provided with a dongle, you will not need to do this.

When you get to the 'sign into your Chromebook' page, you need to enter the email address provided with the letter when you collected the device from school.

Notice: The @unitedclassroom.org will already be populated, so no need to enter that part of the email address. E.g. if your email address on the letter is joe.bloggs@unitedclassroom.org you would simply enter joe.bloggs and then hit enter.

The next screen will be the password screen, enter the password provided and then hit enter again. This will allow you access to the Chromebook where it will automatically open an internet browser window.

Chromebooks do not come with a 'caps lock' key, you simply hold the shift key while pressing the letter you need to be a capital. Keyboard example can be found on the next page.





How to use Microsoft Teams for Live Lessons

How to Install Microsoft Teams

Installing on a Laptop or Desktop Computer

Visit <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> and select download for desktop.

Installing on a mobile phone, tablet or iPad

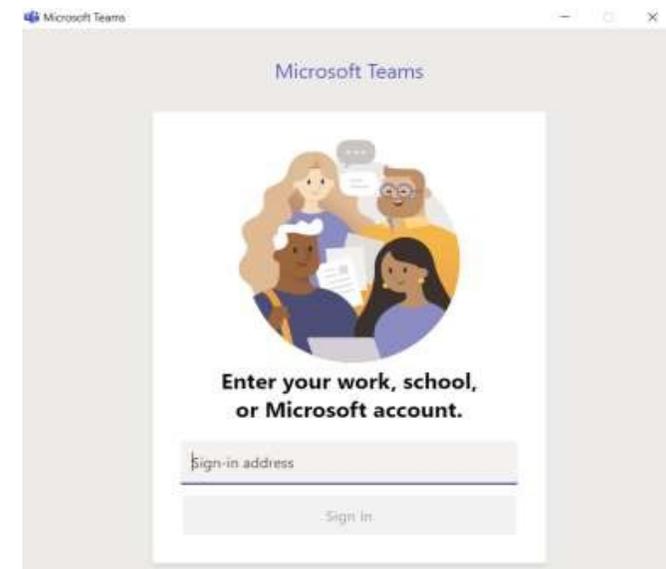
Visit <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> and select download for mobile.



Signing into Microsoft Teams

Step 1

Enter your school email address in to the 'sign-in address' box and then select Sign-in. *School email addresses begin with a 2-digit number followed by the first 2 initials of your child's first name and then their full surname. Your child should already know these details. E.g. 19jobloggs@northoxfordshire-academy.org*



Step 2

Enter the **SAME** password you use to log-in to the school computers almost daily. Then select Sign-in.

On the next window, simply click on OK without making any changes on this page.

Once you see the page

'You're all set!' click Done and Teams will load showing you all the teams you are a member of. By class or by a year group subject.



Please remember if you do not know your computer login password, ask your teacher to get in touch with us in IT or your teacher also has the ability to reset your password.

Important Note:

It is best practice to use either a laptop, Windows tablet (with a keyboard) or a desktop computer, then it is to use a mobile phone or iPad. This is because it is difficult to create documents and submit homework on those devices. We recommend always to use a laptop, Windows tablet, or desktop computer where possible.

If you wish to use Microsoft Teams via a browser window (Google Chrome or Microsoft Edge only) does not work well with Safari.

Go to www.office.com

Sign in using your school email address and your school computer login password, select Teams from the left-hand menu. You will then see this screen:



Good afternoon

Recommended

Three document thumbnails are shown under the 'Recommended' section. Each thumbnail is mostly obscured by black redaction bars. The first thumbnail has a timestamp 'Thu at 19:23'. The second has 'Fri at 10:03' and '1 other edited ...'. The third has 'You edited this Wed at 21:15'.

Recent

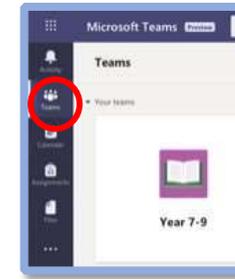
Document Icon	Document Name	Timestamp	Category
Word	[Redacted]	Fri at 19:45	C
Excel	[Redacted]	Fri at 12:42	ρ
Excel	[Redacted]	Fri at 12:41	ρ
PowerPoint	[Redacted]	Thu at 22:02	ρ
Word	[Redacted]	Thu at 12:52	C
Word	[Redacted]	Thu at 12:46	C



Click on Teams as circled above.

How to use Teams:

1. This is the Teams page, it lists all the Teams that you are part of, Year 7-10 will see only one team here. Year 11-13 will see one team for each for your classes.



To open a Team just click on it.

2. Once you've opened a Team you will see this menu on the left-hand side listing the 'channels' available e.g. subject titles

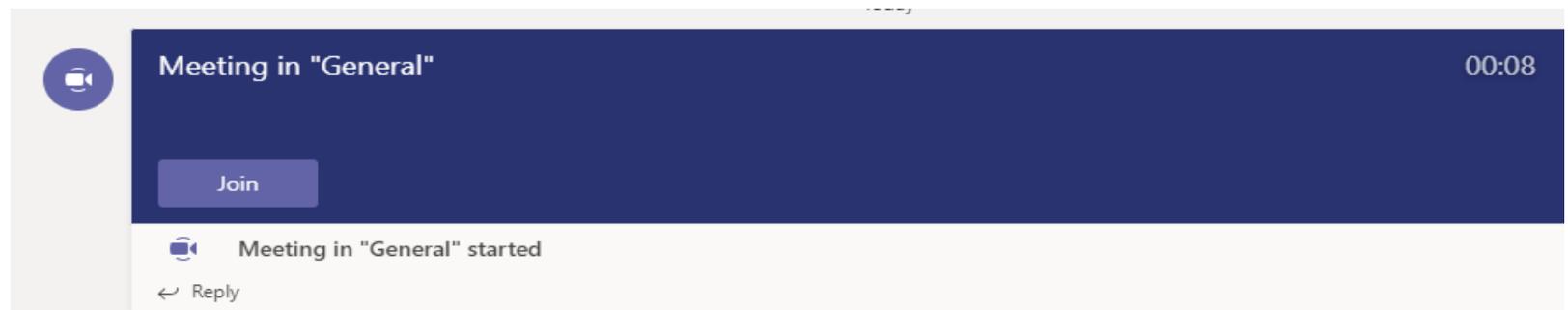


3. Near the top of the subject page you will see a list of tabs that are available within your Team.
 - a. The **Posts** tab will show you the latest updates in the Team. This is where you can ask for extra help if needed.
 - b. The **Files** tab is where you will find the lesson resources. This will be updated daily.

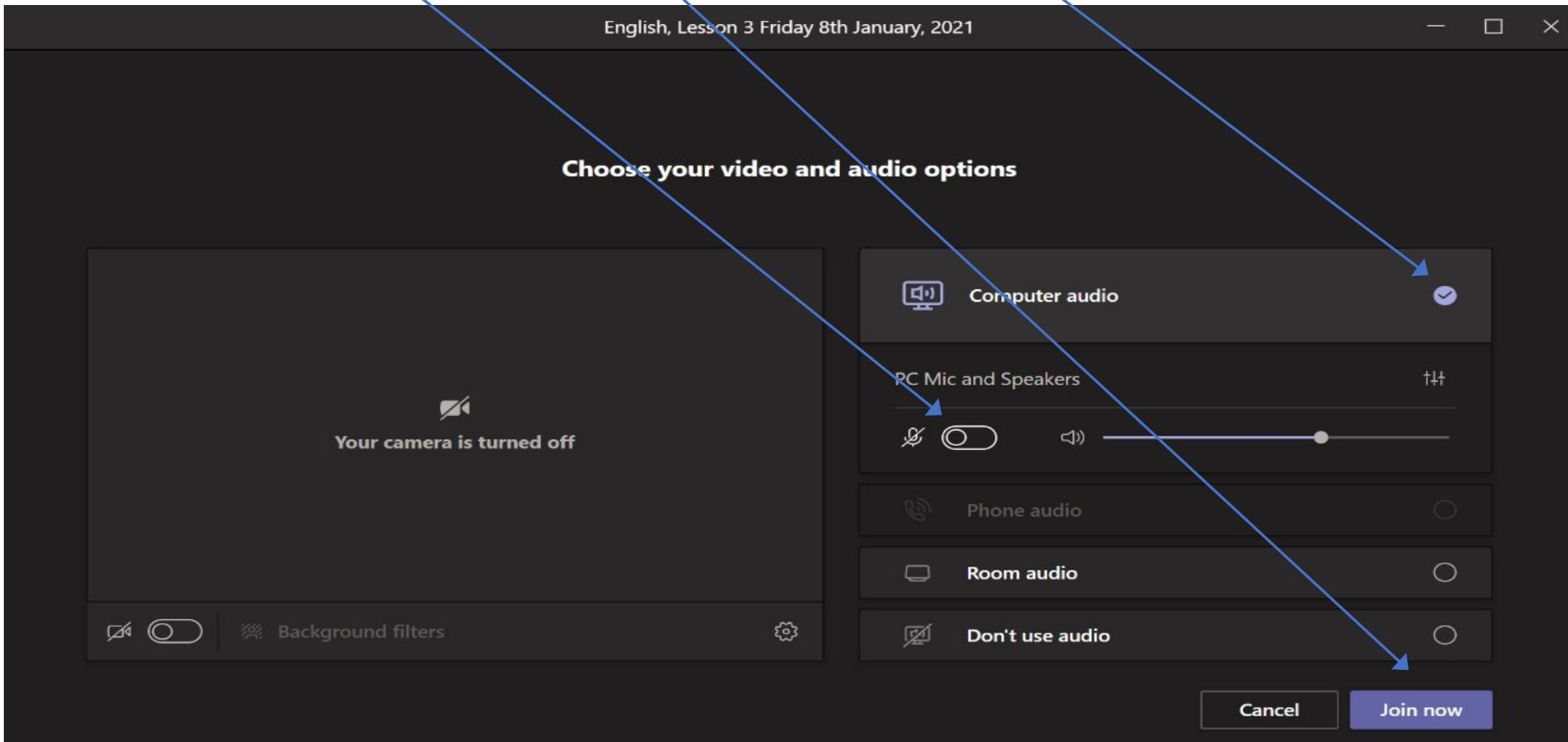


How to join a live lesson:

1. Go to your Team class, as per your scheduled timetable.
2. By default, you will land on the posts tab page, at the bottom of this page there will be a **Join** button as shown to the right
3. Once you click the 'join' button, you will then need to select some options. As seen on the next page...

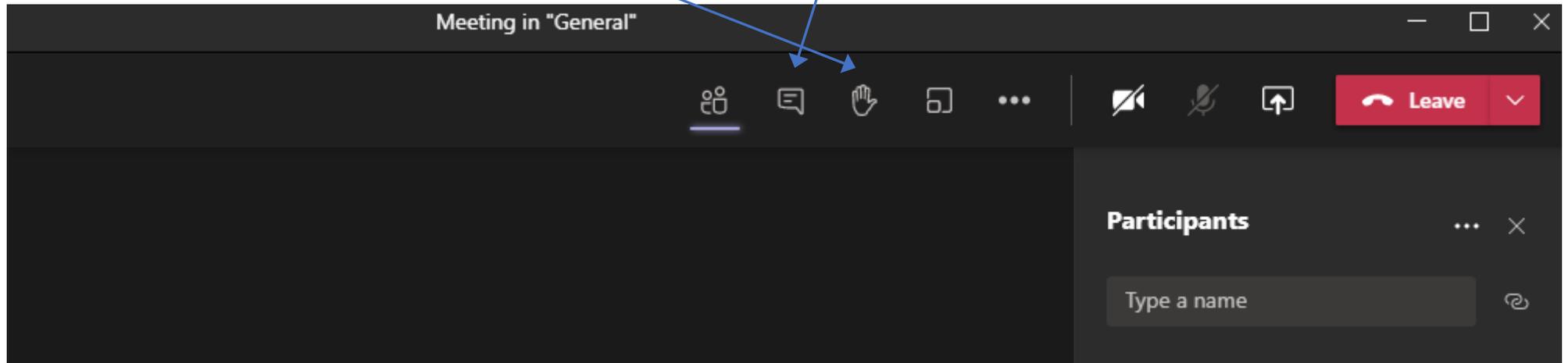


Please join with your microphone switched off, then click join now. *Make sure to tick the 'Computer audio' option.*



4. Once in the meeting (**you should join 5 minutes before the lesson begins**), read the instructions and ensure you are ready to start. Now see on the next page for how to interact with your teacher.

5. If you would like to ask a question, simply **raise your hand** or enter your question in the **chat** window. By raising your hand, your teacher will allow you to use your microphone to ask your question, if you have one.



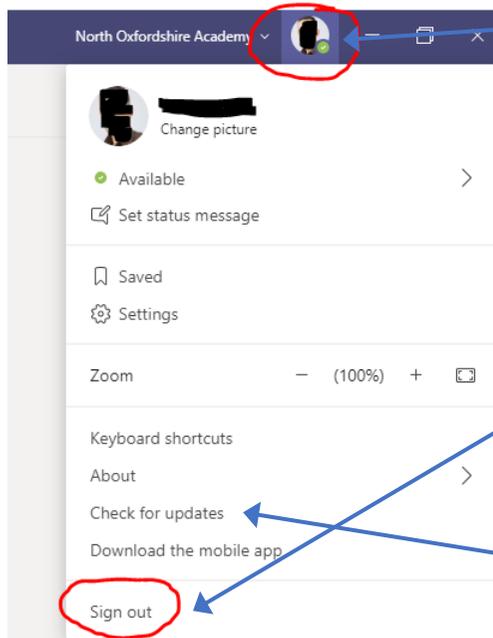
It is very important that students only use the meeting chat for essential questions and comments to the teacher. It should not be used to communicate with other students. If a student does not behave sensibly in the meeting chat, then the teacher will mute them and use the 'Move/Remove' system.

6. Once the lesson has finished, please leave the lesson and get ready for your next one.

Troubleshooting

Usually if you find an issue in teams, there are 3 different steps that be taken to resolve them, they are as follows:

- Sign out and log back into teams. This can be achieved by selecting your name icon, then selecting Sign out.



- Restarting Teams.
- Checking for an update of teams. This can be achieved as above, click your name but this time select Check for updates.