

# Learning Without Walls Online

## Induction

### How to get started with Online Learning

#### Welcome to Online Learning!

Our online learning platform is **TEAMS** and this is connected to your school email on **Outlook** through **Microsoft 365**.

#### School Email

##### Download Outlook app

You will be sent your school email and password. Please open Outlook Microsoft 365 to login.

Use the 'How to login to my email' guide.

Please check your school email daily for any messages or links.

#### Teams

##### Download Teams app

Once you have your email and password you can now use these to login to Teams through Microsoft 365.

- On Teams you will see your links to live lessons in the calendar. Each day should have up to 9 lesson links. Click on the day and time and then click on JOIN to join the live lesson.
- On Teams you will be part of Subject Teams folders where your teachers will add your class materials and set assignments.
- On Teams your teachers may invite you to lessons through their meeting chat and talk to you using the chat.
- On your live lessons you will see the teacher, the whiteboard and the class live. You will complete all your classwork at the same time as the in person students.

#### Satchel

##### Download Satchel One app

Using the link from Mrs Randon in your school email, login to the Satchel app. In Satchel you will find homework and independent tasks.

In Teams you are part of ONLINE MENTOR GROUP Teams class. Inside this Team class you will find many helpful guides to support your online learning.

- You will have a success coach meeting either in Session 1 (East Time Zone) or Session 9 (West Time Zone).
- Mr Smith and Ms Clarke are the Success Coaches
- You will also have a midday mentor session each day and an assembly once a week.