

## Virtual Learning Environment (VLE): A Guide for Children

Remember that the VLE is our classroom until we can be back in school with you as normal. All the expectations and rules we have in school are the same when we work with you online.

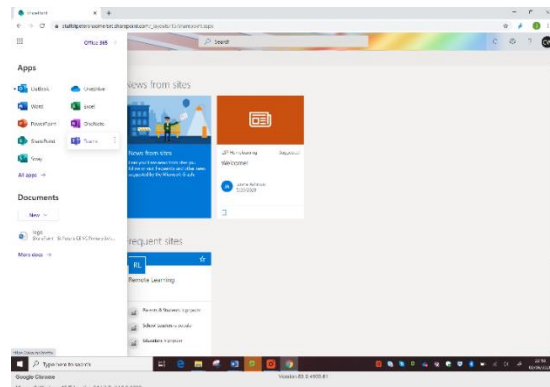
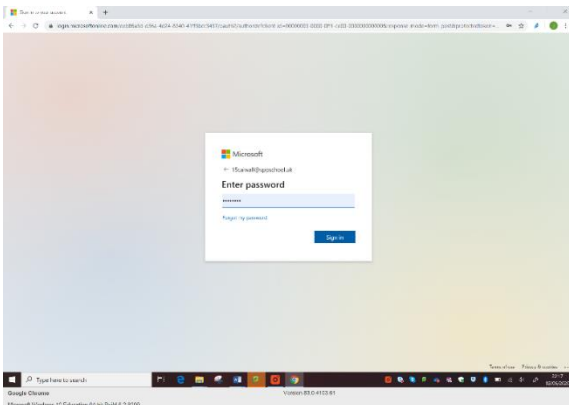
Be Ready	Be Respectful	Be Safe
<p>Check your calendar to make sure you are ready to join events on time. If you are having technical problems don't worry if you're a bit late.</p> <p>If you join a meeting and the teacher isn't there. Log out and then try a few minutes later. You are not permitted to be there before a member of staff.</p> <p>Read any information on the invitations about what you need to do when you join the event – do you need your mic and camera on or off?</p> <p>Don't worry if things go wrong – your family and teachers can help you. We are all learning together!</p>	<p>It's going to be exciting using Teams to learn but make sure you:</p> <ul style="list-style-type: none"><li>• Follow instructions from adults;</li><li>• Put your hand up when you want to speak;</li><li>• Let everyone have a turn to take part;</li><li>• Always show kindness and respect to others.</li></ul>	<p>All our usual e-safety rules apply – don't go onto other sites or speak to people you don't know.</p> <p>Take part in the events in a shared part of your classroom where parents can see what you are doing.</p> <p>Make sure you are dressed for any Teams lessons – if doesn't need to be school uniform but we don't want you in your pyjamas!</p> <p>If you are worried about something that happens during a Team's lesson, please tell your parents or teacher so they can investigate.</p>

### Getting Setup on MS Teams

#### 1) Logging in.

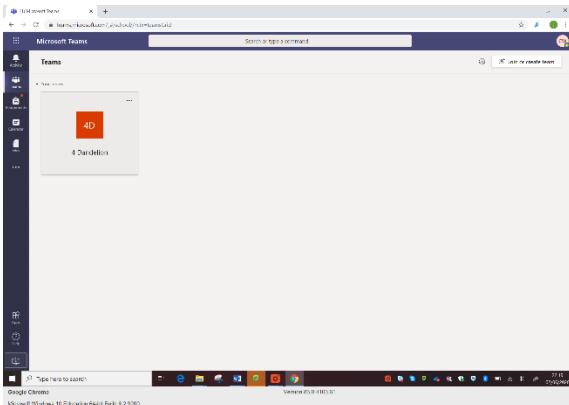
Once you have received your username and password, download the MS Teams App.

Please keep a note of this for future use.



## 2) Accessing your class team

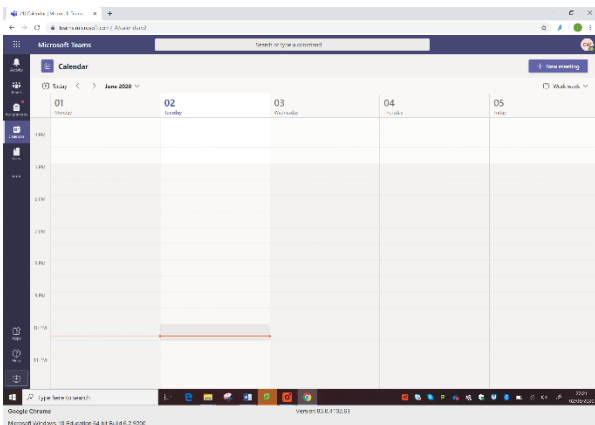
Once you have logged in you will see that you are part of your class team – this includes all your class and your teacher/s.



If you click on your class team you will see there are channels on the side – these are like files. If you click on the one for this week you will see a post from your teacher welcoming you to our new VLE. You can send them a message back to show you have got onto the system.

## 3) Accessing your calendar to join events

You can click on the calendar bar on the side of your screen. This shows all the events your teacher has planned for you.



When it is the day and time for the event to happen, you can click on the event and you can join it.

## Resetting Passwords

The passwords are automatically generated and can be a little tricky to use.

Please find attached, another document to help you reset you password should you wish. Remember to keep it safe!