

Quick-start guide for online learning

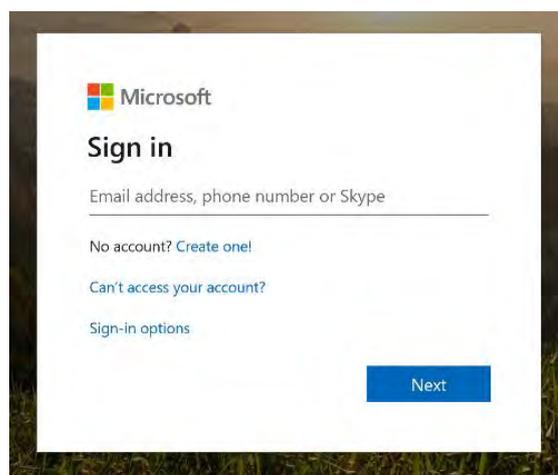
1 WHERE DO I GO?



Microsoft Teams

via a browser: teams.microsoft.com
or [download the app](#)

then log in using your School **e-mail address** (surname.initials followed by @oundleschool.org.uk) and **password**.



2 WHEN ARE MY LESSONS?

Check your new timetable.

Your timetable will have changed from the Michaelmas Term schedule. Live lessons will be running online Monday to Friday, including Wednesday afternoons.

Your updated timetable can be found via the School's [Firefly homepage](#) or the iSAMS Pupil Portal; parents can see the same information on the [iSAMS Parent Portal](#).

All times are given as UK time (GMT+0). The Lent Term starts in **Week B**.

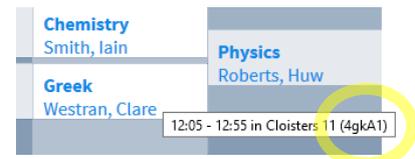
3 WHERE IS MY ONLINE CLASSROOM?

Each of your classes will have its own Team.

These are labelled with “OS” followed by your year, the subject code and the set.

e.g. Fourth Form, Chemistry, set 1x = 4ch1x
Lower Sixth Form, History, set C2 = L6hyC2

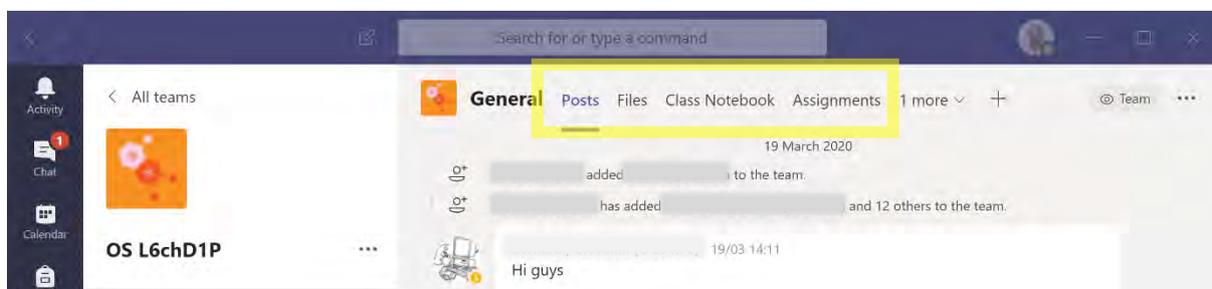
If you don't know your set codes, you can find them by hovering over the relevant lesson on your Firefly timetable.



4 WHAT DO I DO NOW?

Join lessons on time and follow the instructions and assignments that your teacher has given you.

There may be messages in Posts, Files, or in Assignments. Make sure you have notifications switched on.



5 A THOUGHT FOR ALL

Think carefully about anything you post online.

Be mindful of what you say, how you say it, and how it could be interpreted. Would you say it in a face-to-face conversation?

Remember that the recipient(s) will not necessarily read your message in the same tone in which you wrote it.

Think carefully too about endorsing a post by someone else, as it could appear that you are endorsing everything in the message rather than just a part of it.