



**ST ALOYSIUS'
COLLEGE**

**A GUIDE TO LIVE CLINICS
& MS TEAMS**

For S5 and S6 Pupils and Parents/Carers

From Monday 27th April



Live clinics using MS Teams for pupils in S5 and S6

We have been delighted with the engagement of our S5 and S6 pupils in their new courses which we started on Monday. As of Monday 27th April, we intend to complement our Schoology provision with on-line clinics for each S5/6 subject. These are live tutorial sessions hosted by class teachers and will take place at specific times throughout the week. I would be grateful if you could spend some time reviewing the following guidance with your son/daughter should they wish to take part in the on-line clinics.

These on-line sessions are voluntary for pupils and will work best if pupils submit questions to teachers well in advance of each session.

- **The timetable of clinics can be found on the last page of this document.**
- **Online access codes are contained on pages 4 and 5 of this document.**

This is a new addition to our on-line learning which we hope will offer additional support to our pupils. We will carry out an evaluation next week and will continue to develop this model as we progress.

If you have any queries, please contact us using the contact details below.

Kind regards,

James Cluckie, Assistant Head Teacher, JCluckie@stalloysius.org

John D Anderson, Depute Head Teacher, JDAnderson@stalloysius.org



Live Online Support – Guidance for Parents / Carers

Microsoft Teams has been chosen as our solution for live online support because we can limit access to those within our community. The safety of all participants (staff and pupils) is of the utmost importance. Please read this in conjunction with the guidelines for pupils.

1. Please do not participate in the meeting or ask to speak to the teacher. Please use the normal communication channels for this. If you feel something is inappropriate, please ask your child to withdraw and report it to our safeguarding team (Mrs Erskine or Mr Ferrie).
2. If an issue comes to light online either for you or your child outside these video meetings, visit [Report Harmful Content](#) for more advice. Anyone over the age of 13 can submit reports and access on their devices. It's worth letting children know about the [website](#) in case their first response isn't automatically to come and tell you.
3. At times like these it's always great to see the wider community coming together, with people helping each other out. However, it's worth remembering that in these unprecedented times, there will sadly be a number of 'bad actors'. Currently, there are lots of people offering support to parents and carers for home schooling via groups and live streams across a multitude of platforms. This unfortunately could be seen as an opportunity for unsavoury characters to find their way to young people. There will be people looking to exploit these situations and, whilst the majority of people's intentions are well meaning and honest, it is timely to remind you about these risks.



Live Online Support – Guidance for Pupils

1. Please participate from a public room in your house. i.e. not your bedroom but a shared space like a kitchen or study.
2. Think carefully about what is in the background of your image or audio. Test this out in advance and make sure there is nothing you wouldn't like your classmates and/or teacher to see. You can turn your video feed off if you feel more comfortable that way. Headphones and microphones can help greatly with clarity and cutting out unwanted background noise.
3. Make sure you are appropriately dressed – treat it like a public space.
4. Be prepared for each session. Let your teacher know in advance of any questions you have so that they can have appropriate material ready. Have all your course materials on your desk at the start of the session.
5. To keep everyone safe, and for the benefit of those that miss it, all meetings will be recorded and stored in the Team feed. If the time of the meeting doesn't work in your particular circumstances, don't worry as you can use the recorded version.
6. You are not allowed to record or share any still images, audio or video clips from Teams, or allow others to record or share these. You must not upload screenshots, images, video or sound from your teachers/other pupils onto social media such as Snapchat, Instagram.
7. If your teacher mutes your audio, they will have done so for a good reason. Please leave it muted until the teacher unmutes it. Sometimes meetings will be started like this so that the teacher can check that everyone is up and ready.
8. Please conduct yourself in the same way you would in a class setting. Be respectful of your teacher and classmates.
9. If at any point you feel unsafe then leave the meeting and report your concerns immediately to a parent or carer and our safeguarding team (Mrs Erskine or Mr Ferrie).
10. If an issue with online content comes to light outside these video meetings, visit [Report Harmful Content](#) for more advice. Anyone over the age of 13 can submit reports and access on their devices. If you are younger, please involve a parent/carers.



Live Online Video Clinics - Instructions for Pupils – using MS Teams

1. Log in to Teams

Teams can be accessed from Apps or a browser on a PC. Log in to www.office.com using your school email address. The password should be the same as your school PC password. If you cannot login, email jewart@stalloysius.org and he will reset your password. Once in, click on the Teams icon to start. Overall, the experience is much better using Apps which are available for PC, Mac or iPad. They are also available for Android and iOS phones but the small screen size may prove difficult.

2. Joining a Team (Only required once)

The codes for each team are included and enable you to sign up to your respective subjects. To join, click on the icon with two people and a plus, then choose the option Join a Team with a code and enter the code.

<u>Level</u>	<u>Subject</u>	<u>Code</u>
AH	Art	yjh7itf
H	Art	rjiucty
AH	Biology	xo30q8y
H	Biology	0e09k1v
AH	Business Management	7cmaqzd
H	Business Management	rc58qo4
AH	Chemistry	9z3mu29
H	Chemistry	w2ip1s2
H	Classical Studies	i1yvbjl
AH	Computing	js5zd7g
H	Computing	lfvwqvk
AH	Drama	p77p2k9
H	Drama	zj2kxov
H	Economics	hxvmw1x
AH	English	u3nqqbf
H	English	kks9u78
AH	French	hr4khkm
H	French	vndqd1c
AH	Geography	2uw2fbb
H	Geography	4sxfh3h
AH	History	8h83s59
H	History	pql3k5q
H	Italian	q850jd7
AH	Latin	nn584ek
H	Latin	29gl8wj
AH	Math	980c2zp
H	Maths	nr5blp8
N5	Maths	mhoz03a
AH	Mechanics	sjx1rps
H	Media Studies	cj5q2xt



AH	Modern Studies	3rtigwx
H	Modern Studies	s8excks
AH	Music	f04cvo3
H	Music	1qaax98
AH	PE	ig553k6
H	PE	sjyns8k
AH	Physics	b0qq11x
H	Physics	zsq0ib0
AH	RMPS	a5640p7
H	RMPS	40t9gp4
AH	Spanish	09fofmb
H	Spanish	nazkr4i
	Sports Leadership	yo13qrd

3. General Guidance on Using a Clinic

To get the most from clinics, it would be useful if you let your teacher know in advance what you need help with. This will enable them to have the materials they will need to deal with your questions. You can also turn up on the day and ask questions. Even if you don't have any questions, you may learn from those that others are asking.

MS Teams only shows the last four speakers and yourself at any time. In my trials with lower school pupils, they all chose to turn their cameras off and simply appeared as a set of initials. Many of them muted their mics until they had something to ask. These are a matter of personal preference. When more than 5 members join, all further members are automatically muted on joining.

3. Getting started with a Clinic

Once logged on, click on the calendar icon, then the relevant meeting within the calendar and then Join. Choose whether you want to start with Video/Mic/Speaker on, then click Join Now.

Most functions are controlled from a floating menu that appears near the bottom middle of the screen when you move your mouse over it or click anywhere on an iPad screen.



The icons in order are:

Camera (on/off), **Mic** (on/off), **Share Screen** (if enabled – see below), **More Actions**, **Chat** (which can be useful if you are having audio or video problems), **Participants** (see below) and **Hang Up**. On the iPad **Share Screen** is in the **More Actions** menu and **Chat** and **Participants** are at the top right of the screen.

If your teacher enables it, **Share Screen** lets you share with the rest of the class a live view of your screen rather than your camera. You could use this to talk them through a presentation / file / website / video. Using your iPad, you can also **Share Video** which changes to the rear camera which could be pointing at a worked solution.



Participants lets you see who is in the meeting.

People



Invite someone



▾ Presenters (1)



Mr Cluckie (Student)
Organizer

▾ Attendees (1)



J Cluckie



All meetings will continue to be recorded until the last participant leaves.



	Session 1	Session 2	Session 3	Session 4	Session 5
	10:00 to 11:00	11:00 to 12:00	12:00 to 1:00	1:00 to 2:00	2:00 to 3:00
Monday	Higher Art AH History	Higher Biology AH Maths AH Mechanics	Higher Business Management AH Latin	Higher PE	Higher Classical Studies AH Physics
Tuesday	Higher Computing Science AH PE	Higher Drama AH Chemistry	Higher Economics AH French	Higher English AH Geography	Higher Chemistry AH Modern Studies
Wednesday	Higher Geography AH English	Higher History AH Drama	Higher Italian AH RMPS	Higher Latin	Higher Mathematics
Thursday	Higher Physics N5 Mathematics	Higher Media Studies AH Computing Science	Higher Music AH Music	Higher French AH Spanish	Higher Modern Studies AH Art
Friday	Higher RMPS AH Business Management	Higher Spanish AH Biology	Sports Leadership	Higher English AH Italian	Higher Maths

Please check the departmental Schoology page for any updates or changes to this timetable.