



How to log on with a learner laptop - learner guide

- 1) Switch on the laptop - wait for the blue screen to come on - make sure it is charged up
- 2) Make sure the machine is connected to the internet either using own WiFi or make sure our MiFi is switched on.
- 3) Input your log in details - these will be the same as log in details at school
- 4) It will take a few minutes for the machine to load up as it tries to find our network and open up the Microsoft teams window so please be patient.
- 5) The window for Microsoft teams should open up automatically

If the window doesn't open up automatically:

Click on this button on your desktop or search for it using the magnifying glass at the bottom.




If you need a user name:

firstname.surname@student.ttapa.net

Password is the same as the one you use for the network at school.

If you need to use the internet (any google chrome page), sometimes you may get an access denied screen, if you need to continue through to the website, then use your username and password from the computer system at school in order to access the internet - the 'sophos filter'

The Rowan Learning Trust

⚠ Content blocked

While trying to retrieve the URL: <https://word.tips/anagram-solver>

The content is blocked due to the following condition: The URL you have requested is blocked by Surf Protection. If you think this is wrong, please contact your administrator.

Report: Blocked Category (Games)

For support please contact: itsupport@rowanlearningtrust.com

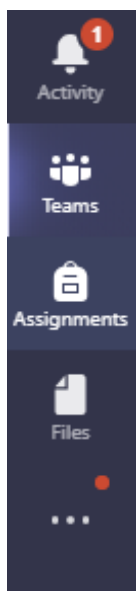
[Unblock URL \(will be logged\)](#)

SOPHOSPowered by UTM Web Protection

If you have any problems with your laptop, please call the IT helpdesk in the first instance on 01942 932760 Option 1

Using Microsoft Teams - Learner guide

When Microsoft Teams loads up, there will be a menu of buttons down the left hand side.

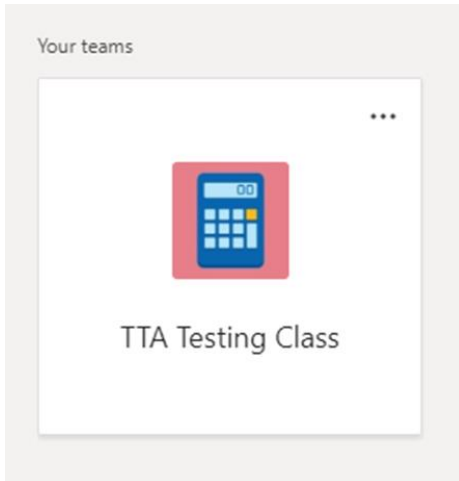


Depending on which one you press, will depend on which screen you see.

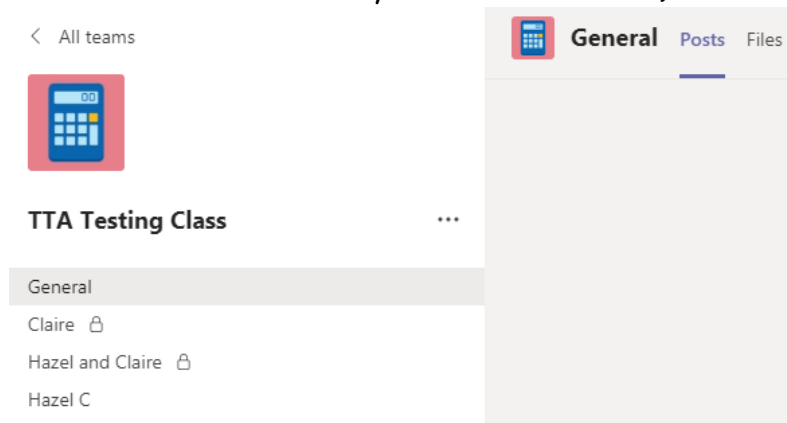
The **Activity** button shows all the recent activity on your account.

You will need the **Teams and Assignments** button.

If you click on this, a list of the Teams that you are a member of comes up:



Click on the Team that corresponds to your lesson or teacher at the current time (remember these codes have come from SIMS so may look a little unusual). When it



opens up it looks like this:

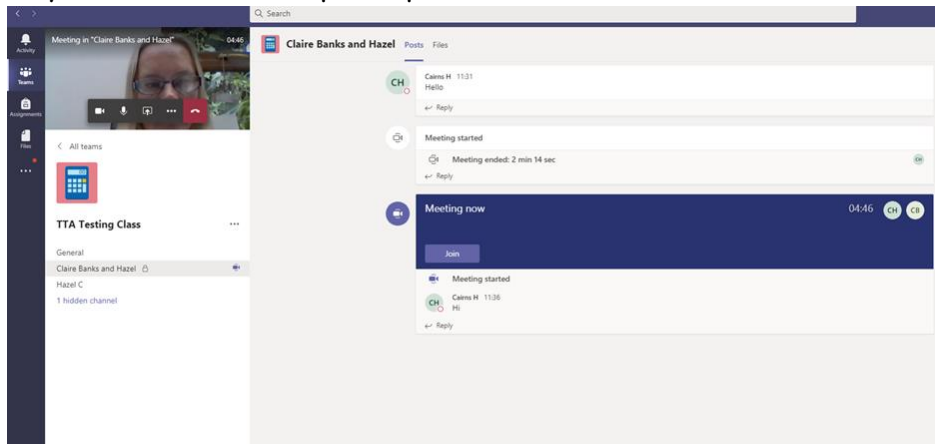
Your teacher may have already written something to you - in which case one of the channels (eg general) may be in bold writing. Look at this first.

The *General channel* contains all the discussion and information shared with the whole of your class. You can 'post' to this by typing at the bottom.

Start a post with @ and the name of the teacher or who you want to talk to.

Underneath the general channel are the channels that you are part of. In these channels, there might only be you and your teacher or a couple of you and the teacher.

If you click on this it opens up the channel:



Posts tab allows you to 'post' into this individual group. It also lets you know when meetings have started.

Start a post with @ and the name of the teacher or who you want to talk to.

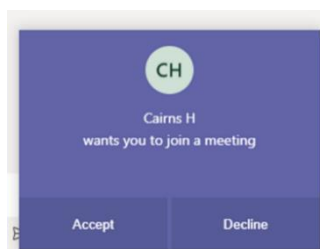
This will often show up as a number in your activity feed.

Assignments – the assignments button is on the left hand side. This contains work that your teachers have set you to do. If you click on the assignment it should open up and then you can work on it. You should be able to just answer questions on any document in there. Once you have finished, you can just 'turn it in'

Files tab shows files that have been uploaded into this channel that you may need to work on. If you click on this tab, it shows the files that are there – when you click on the name of the file it should open up and you can edit and save in real time.

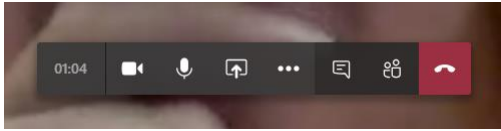
Video/Audio calls

A teacher may audio or video call you. If this happens, this button appears:



Please accept these requests as they allow the teacher to talk to you and guide you through your work.

Just click 'Join now' in the centre of the next screen



On the next screen, a picture of your teacher may appear. You can 'chat' to them by clicking the speech bubble and a text box appears down the right hand side.

You can then click on the teachers face/teams button to get the channel back again and continue to work on things whilst your teacher is talking to you.