



SOUTH WILTS GRAMMAR SCHOOL

How to get the BEST out of lessons on Teams: A SWGS student guide

Here are some tips to help you get the best out of lessons on Teams.

1. How to get ready for a Teams lesson

- Respond to the invitation sent out by your teacher, inviting you to your lesson (please note that you can still join the lesson even if you have not sent a response, but it's good manners to do so).
- If resources are put up before the lesson, try to have a look at these. You might like to print them if you can. This will help you in the lesson.
- Ensure that you join the lesson in good time so that your teacher can start promptly.

2. During the lesson

Good practice

- Make sure that you keep microphones muted when not speaking
- Listen carefully to your teacher when they are addressing the class.
- Listen carefully to the feedback given by your peers
- Use the group chat function appropriately during LIVE lessons, for learning related items only

Participation

- Do ask questions (verbally or via the group chat function), making sure you follow the class rules.
- Do ask for clarification when unsure.
- Engage fully with the activities/ tasks in the lesson.



SOUTH WILTS GRAMMAR SCHOOL

3. After the lesson

Reviewing your notes

- Get into the habit of reviewing your work from the lesson once it has finished.
- This is the BEST time to recap and consolidate what you have just learned and make sure you understand.
- You could contact your teacher if unsure.

Review the discussion in the group chat

There is lots of useful information in the group chat that will aid your understanding. Do go back and have a look at this.

Review the LIVE lesson (if recorded)

If the lesson was recorded, it may be beneficial to review the lesson again, especially if you have reviewed your notes and found that there was part of the lesson that you have not quite understood. Hearing this information again may strengthen your understanding.

Please note that these are tips and suggestions that have been put together following feedback received from students. You may have already mastered your own successful way of getting the BEST out of your Teams lessons. If this sounds like you then we would like to hear from you!

We see this as a working document and would like to keep updating it