



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. These tips have been formulated with GCSE/ A-level students in mind.

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 haven't sent a response, but it's good manners to do so).

Access the resource material ahead of the lesson, this might mean downloading them to an electronic device, printing the resources (if you have access to a printer) or reading/scanning through the material so you know the direction that the lesson will take.

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 (this might be verbal if students feel comfortable to share points using their microphone or your teacher might read the comments from the group chat).
- Use the group chat function appropriately during LIVE lessons.

Participation

- Do ask questions (verbally or via the group chat function)
- Do ask for clarification when unsure.
- Engage fully with the activities/ tasks in the lesson.
- Alert the teacher if they are going too fast.



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Taking notes

This will depend on a number of things:

- Your preferred methods of taking notes
- How you have accessed the resource material prior to the lesson

For example **if you like to make written notes** during the lesson, it might be a good idea for you to have a copy (this can be electronic or printed) of the resources to hand, so that you can continue to make notes in the normal way. This will also mean that you can follow along with the lesson at the same time and add any additional information to your notes e.g. points of discussion shared by your peers.

If you **prefer to type your notes** then it would be a good idea for you to download and save a copy of the resources to your electronic device, then you can take notes and add additional information from the lesson to your notes e.g. points of discussion shared by your peers

If you **prefer to print lesson resources** it would be a good idea to annotate and add key information shared by your teacher and add key discussion points raised by your peers. This will mean that you have everything in one place.

3. After the lesson

Reviewing your notes

Get into the habit of reviewing your notes once the lesson has finished. This is the BEST time to recap and consolidate what you have just learned. This will help you to identify areas of strength and highlight areas that you need to review in more detail. This may act as a prompt to contact your teacher to clarify lesson material or it may encourage you to make use of the support available within your subject e.g. weekly help session.

Review the discussion in the group chat

There is a wealth of discussion that takes place during LIVE lessons with lots of useful information that will aid your understanding and give you material to use in your work.



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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, if you are still unsure following this make of the support available within the department or contact your teacher directly.

Other things that you might find useful

- If you are having difficulty with the hearing the lesson or viewing the group chat, try logging on and then off again; always make sure you use your school log on.
- You might find it useful to login to the Teams lesson using a laptop, desktop or tablet so that you can following the lesson and then login in using your smartphone or tablet so that you can view the group chat and share your ideas.

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