

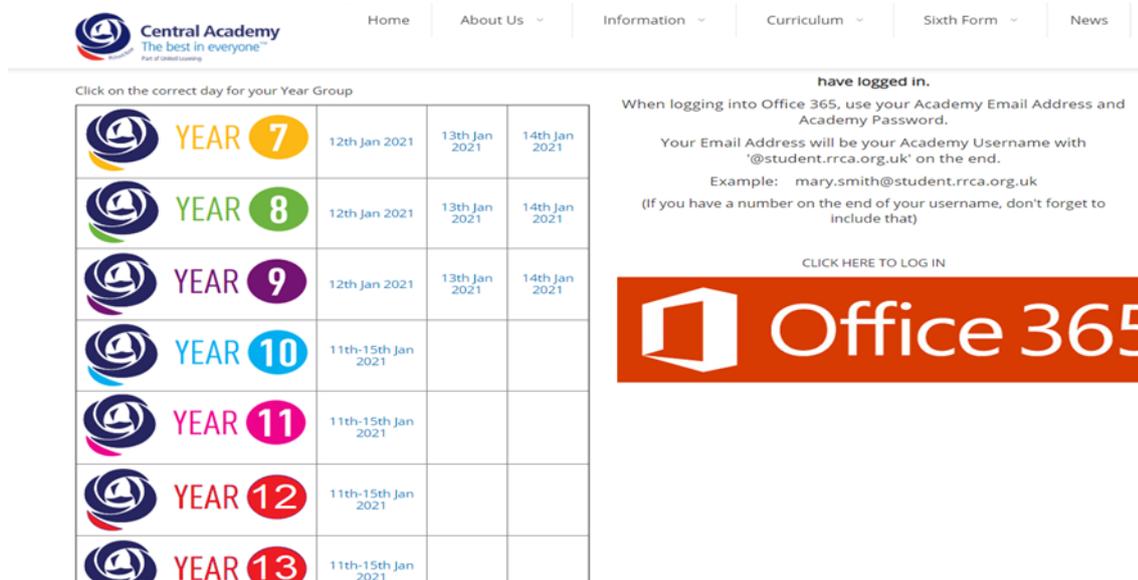
Teams Help Guide

Step 1



Log in to the school website at www.rrca.org.uk

Step 2



Click on the correct day for your Year Group

 YEAR 7	12th Jan 2021	13th Jan 2021	14th Jan 2021
 YEAR 8	12th Jan 2021	13th Jan 2021	14th Jan 2021
 YEAR 9	12th Jan 2021	13th Jan 2021	14th Jan 2021
 YEAR 10	11th-15th Jan 2021		
 YEAR 11	11th-15th Jan 2021		
 YEAR 12	11th-15th Jan 2021		
 YEAR 13	11th-15th Jan 2021		

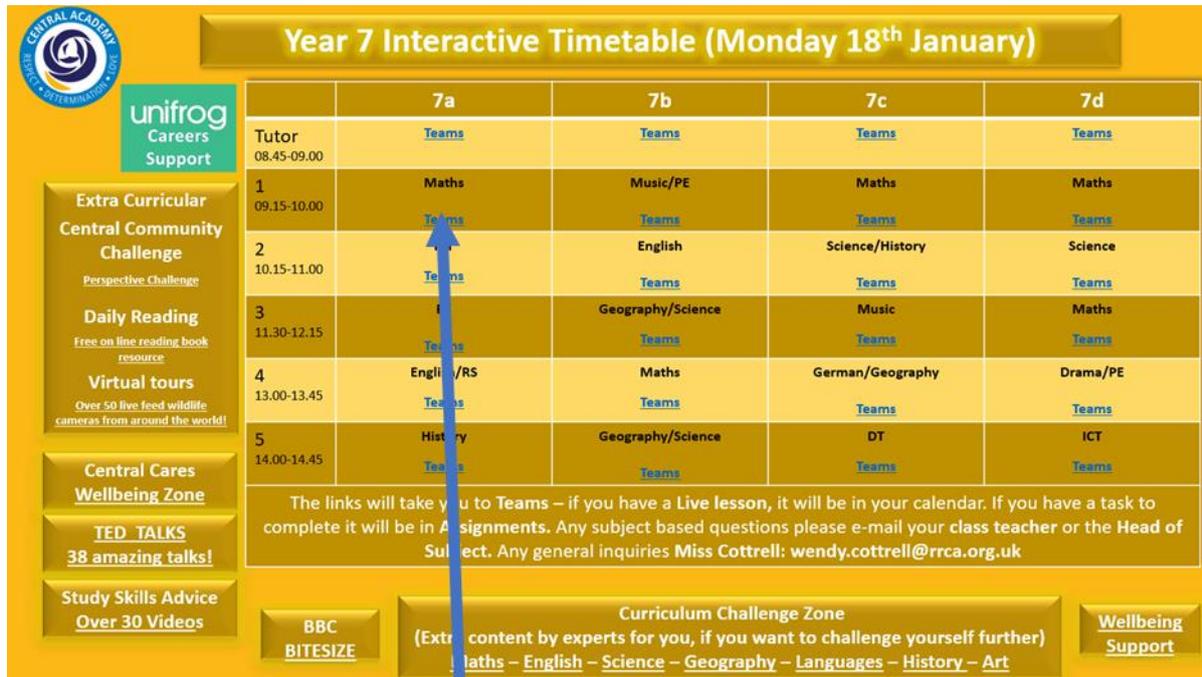
have logged in.
When logging into Office 365, use your Academy Email Address and Academy Password.
Your Email Address will be your Academy Username with '@student.rrca.org.uk' on the end.
Example: mary.smith@student.rrca.org.uk
(If you have a number on the end of your username, don't forget to include that)

CLICK HERE TO LOG IN



Select your year group.

Step 3



Year 7 Interactive Timetable (Monday 18th January)

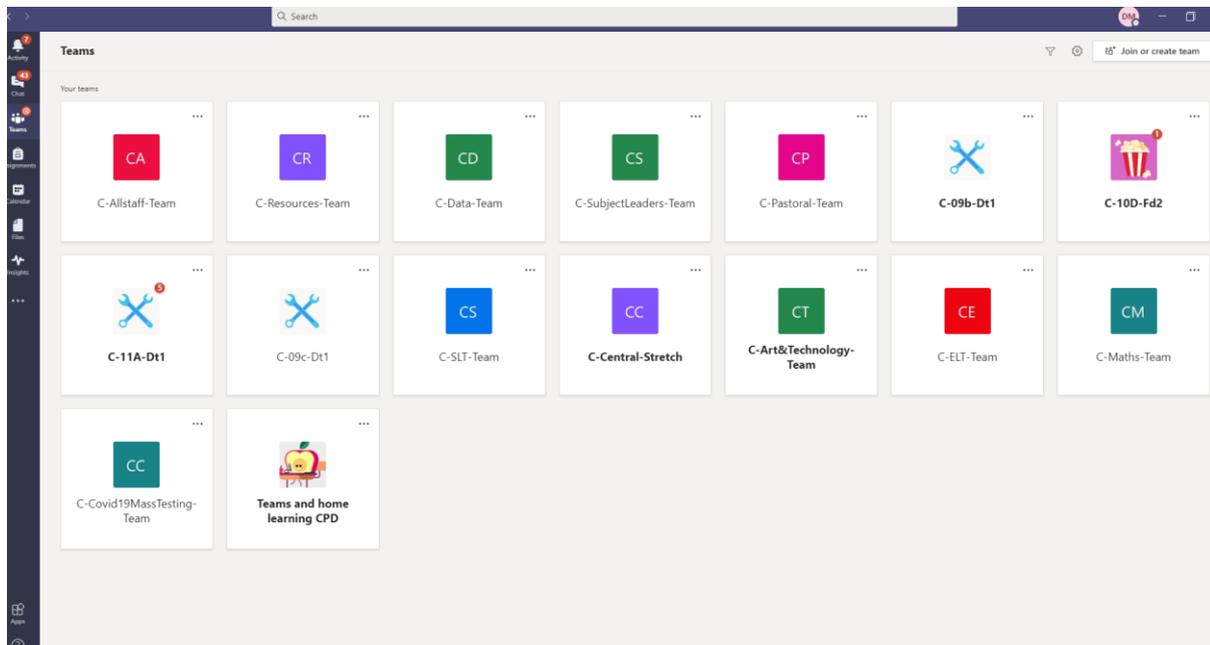
	7a	7b	7c	7d
Tutor 08.45-09.00	Teams	Teams	Teams	Teams
1 09.15-10.00	Maths Teams	Music/PE Teams	Maths Teams	Maths Teams
2 10.15-11.00	Teams	English Teams	Science/History Teams	Science Teams
3 11.30-12.15	Teams	Geography/Science Teams	Music Teams	Maths Teams
4 13.00-13.45	English/RS Teams	Maths Teams	German/Geography Teams	Drama/PE Teams
5 14.00-14.45	History Teams	Geography/Science Teams	DT Teams	ICT Teams

The links will take you to Teams – if you have a Live lesson, it will be in your calendar. If you have a task to complete it will be in Assignments. Any subject based questions please e-mail your class teacher or the Head of Subject. Any general inquiries Miss Cottrell: wendy.cottrell@rrca.org.uk

Curriculum Challenge Zone
(Extra content by experts for you, if you want to challenge yourself further)
[Maths](#) – [English](#) – [Science](#) – [Geography](#) – [Languages](#) – [History](#) – [Art](#)

Select your lesson and it will hyperlink you to Teams.

Step 4



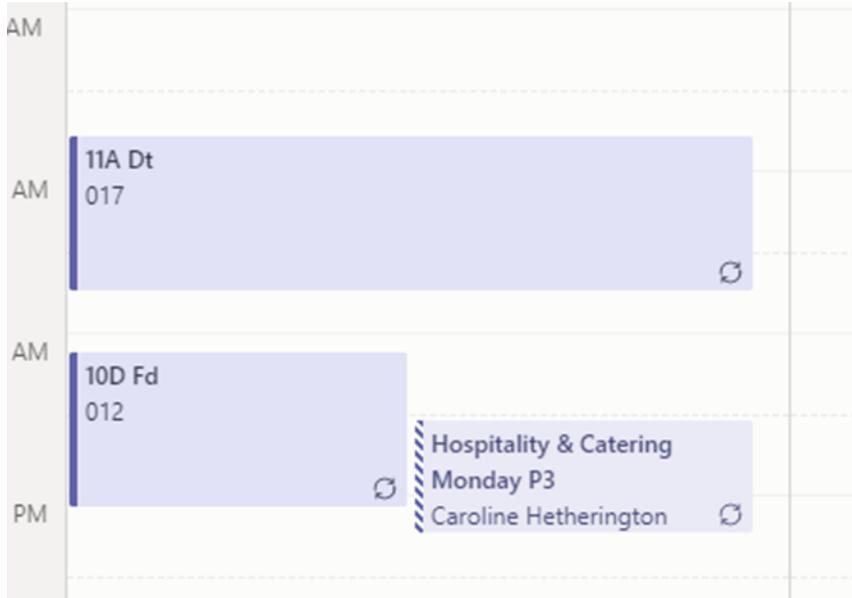
Teams

Your teams

- C-Allstaff-Team
- C-Resources-Team
- C-Data-Team
- C-SubjectLeaders-Team
- C-Pastoral-Team
- C-09b-Dt1
- C-10D-Fd2
- C-11A-Dt1
- C-09c-Dt1
- C-SLT-Team
- C-Central-Stretch
- C-Art&Technology-Team
- C-ELT-Team
- C-Maths-Team
- C-Covid19MassTesting-Team
- Teams and home learning CPD

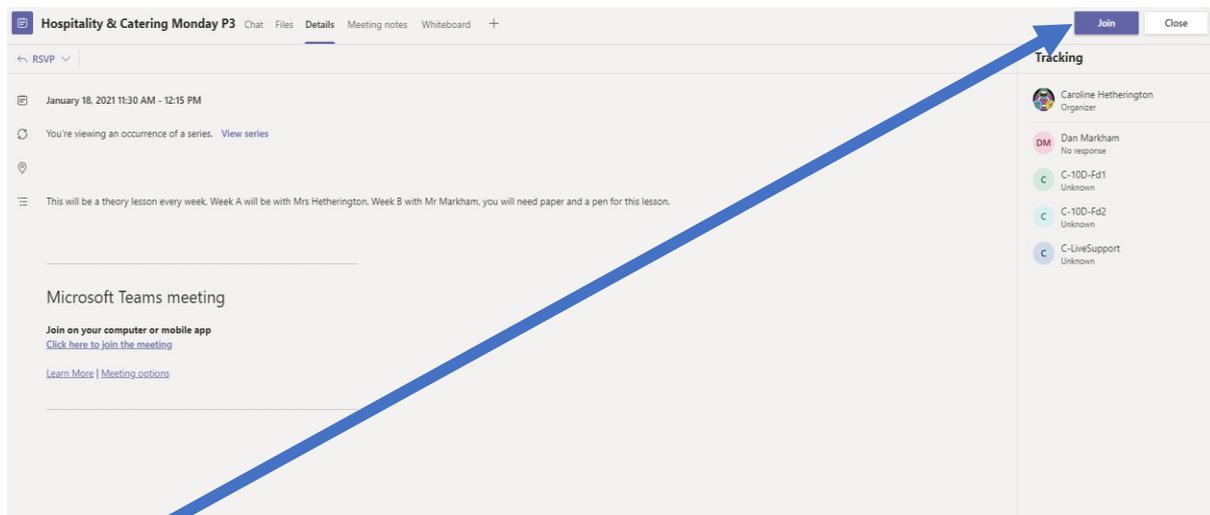
Select your calendar to check when you have live lessons or your class team for assignments.

Step 5



For your live lesson double click the lesson you are due to attend

Step 6



Click join and you will enter a lobby until the teacher lets you in the lesson