Student Guide: Accessing Your Aspire Sussex Course on Android Devices

To be able to access your Aspire Sussex Online Course you will need to download an application called **Microsoft Teams** onto your tablet device or mobile phone. **Please note**: if you already have Microsoft Teams on your device then please go directly to **Step 2** of these instructions.
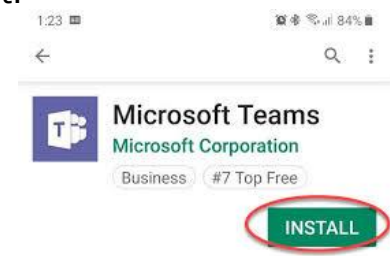
1. How to Download Microsoft Teams

a. Open the Google Play store on your device

b. Then click into the search bar at the top of the screen
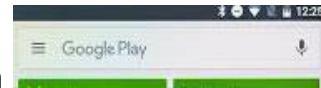
c. Enter **Microsoft Teams** into the search bar and Microsoft Teams should display below the search bar, click **INSTALL** which will download the application. This is a free application so you can **SKIP** if asked to setup payment.

Alternatively, you can use the following URL link below and the application information will appear at the top of your screen. Clicking/tapping on the information will take you to the app store.

https://products.office.com/en-gb/microsoft-teams/download-app

You can then click the 'Download Teams' button and follow the instructions to install Microsoft Teams.
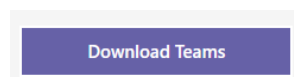
2. To access the Aspire Sussex Virtual Classroom

You will be sent an email three days before the start of the course, and an additional reminder email on the morning of the course starting, which will contain a link to the **Student Portal** with the **Course Code** and **PIN Code** to access your online course and virtual classroom. Please keep this information confidential and do not share with others. This email will come from enquiries@aspiresussex.org.uk. The email will contain a link to the Student Portal on the **Aspirecloud.co.uk** website.

a. Firstly, from the email click on the link to **Aspirecloud.co.uk**. This will load the page below which is known as the 'Student Portal'.

Welcome to the Student Portal
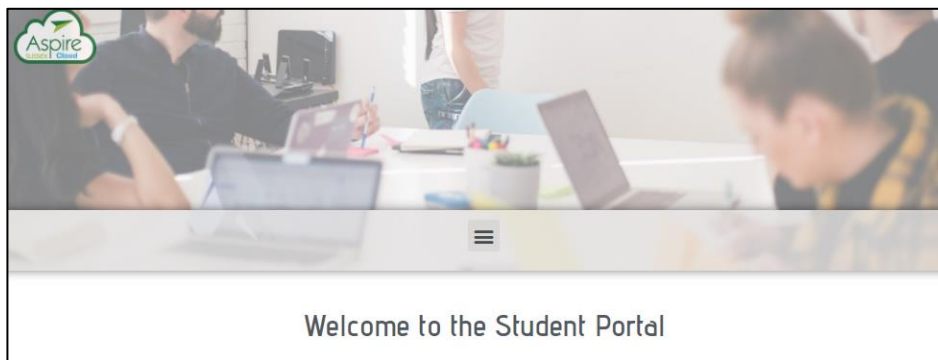
a. Click on the hamburger menu ☰ and then click on the link to the "**STUDENTS**" page or click on the "**Student Portal**" link**.**

STUDENTS   **or**   💬 Student Portal
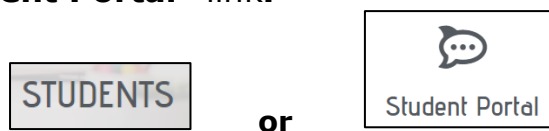
b. Enter the **Course Code** into the **ENTER A CLASSROOM ID CODE** box and click search: -

– ENTER A COURSE ID CODE –

Search ...   Search

c. Once the course is located please click on the course code title to enter the virtual classroom (Please note in this example below the course code title is **Protected:10001**): -

Click the classroom code below to continue..
Protected: 10001

d. Now enter the **4-digit PIN code** from the email into the Password box: -

Please enter your PIN in the box below
Password:

Submit

e. Then Click the **Submit** button Submit. You will now enter the **Virtual Classroom** for your course.

Please note – The virtual classroom for your course will be the area where useful links and files for the course will be held. You will not need to enter this PIN code again for this session. The tutor will ensure you understand how to access the course files and links for the course during the teaching session.

f. You can join the course session no more than 15 minutes before the start. To do so, click on the '**Start Session**' button.

GCSEEASS9

English Assessment

Gill -TUTOR   July 29, 2020   6:24 pm   No Comments

■ START SESSION

g. You will then be asked which version of Microsoft Teams you would like to use, please select the OPEN YOUR TEAMS APP from the options on the screen (see option below)
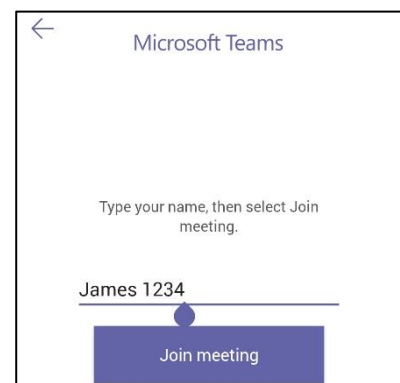

Open your Teams app
Already have it? Go right to your meeting.
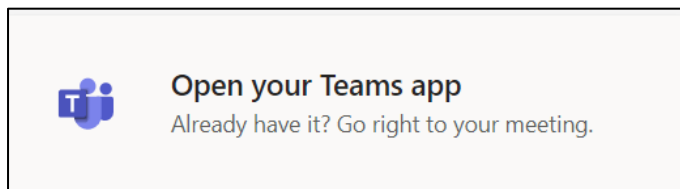
h. When asked, click on 'Join meeting'.

Join meeting

Sign in and join
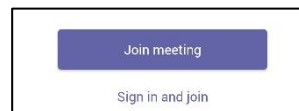
i. Microsoft Teams will then load and the following screen will appear.

In the Name field, enter your name and your student (learner) number.

← Microsoft Teams

Type your name, then select Join meeting.

James 1234

Join meeting

j. Click the Join meeting button.

k. This screen below should then appear and the tutor will know you are waiting to access the session. The Tutor will allow access to you in the few minutes before the session begins.

We've let people in the meeting know you're waiting.

If you're the organizer or the invite came from your work or school, please sign in.
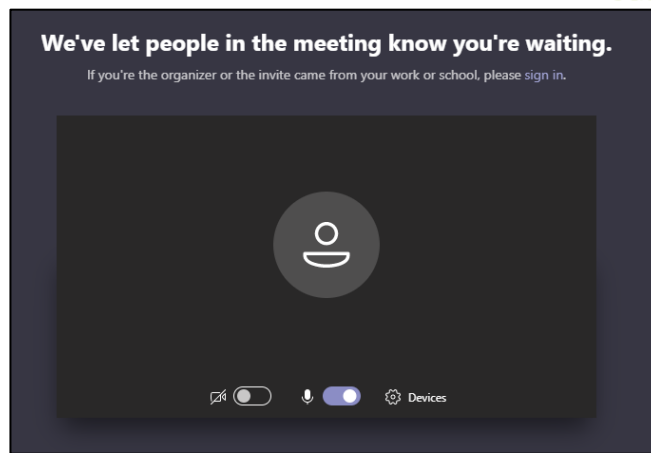
l. Once the tutor has allowed access into the live session, you should be able to see and hear the tutor and other students in your class, as well as talk to them.

You are now in your virtual classroom, enjoy the lesson 😊

Please note: - It is important to attend the session at the date and time shown, because sessions are not recorded for you to watch at a later date.

3. Using your webcam and audio input devices

Most devices will have a camera or microphone built into the device This will give you the opportunity to show yourself, your work or your at-home learning environment. If you decide not to use your camera or audio functions, you can use the toolbar at the bottom of your Teams session, to mute your microphone and turn off your camera.

If you would prefer not to talk during your live session you should inform your tutor as soon as possible.

For better audio quality, you can use headphones or earphones.

While using your android device, you can switch between cameras, by using the icon in the bottom right-hand side of your video window. This will enable you to show your work on your table or hold it up to the camera on the back of your android device.

4. To access your virtual Classroom outside of your session for work or links to resources.

Firstly, access the Student Portal at the website a**spirecloud.co.uk.** You may wish to bookmark this website or mark the website as a favourite.

Then, follow **Step 2** above from **point a. to point e.** to access the Virtual Classroom and any resources and links that the tutor has made available for use at anytime during the length of the course.

Support with your online course

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- If you cannot locate the original email with the relevant course code and PIN Code please contact Aspire Sussex on 0345 601 0161 or email enquiries@aspiresussex.org.uk. The Student Services team will be able to give you the information you require to access your course again.

- Please do email your tutor with any queries related to the course or home learning tasks. The tutor will ensure all students have the tutors email address.

☺ We hope you enjoy your online learning with Aspire Sussex ☺