Student Guide: Accessing Your Aspire Sussex Course on MacOS

To access both your live learning and supporting documents you will need to set up, or ensure you are able to access Teams and also log onto our website where you will find the documents and information from your tutor.

To install this application on your iMac or MacBook, please follow the link below. Please note: If the application is already installed on your iMac or MacBook, that you are using for work, you can still access the session, but you will see a message underneath your name stating: "outside your organization". This will only appear if you are still logged into your work account.

If you have a personal; outlook, live or Hotmail account, you will not be able to access teams with your email and password. You will be able to join the session as a guest.

How to Download Microsoft Teams

1. On a web browser, visit the link below to download Teams:

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

   Click on the 'Download Teams' button

NOTE: If you decide to use the web-version, you will not need to continue with this guide. Instead, just click on "Join on the web instead".

2. Once you've selected download button you will then be presented with the following permissions requested, which is safe to allow.

3. The download folder will appear in your downloads on your safari page. As you can see below, it is not a large file and will only take about 30 seconds. The download file will offer to go to your trash, once complete.

4. Select the file in your downloads tray in Safari, this action will start an install page. In order for the software to download, you need to click through and read where necessary, the guidance and terms of use. By selecting continue in the following screen, you will begin this process.
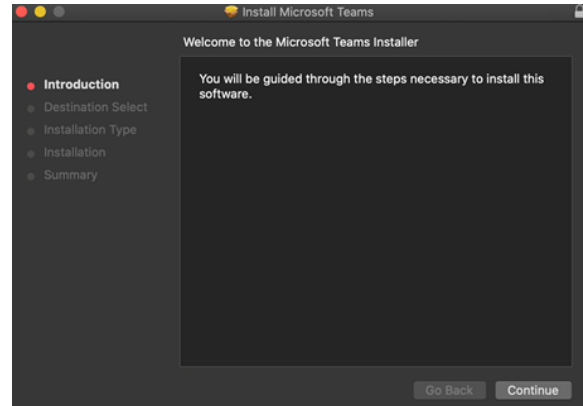

5. Following the introduction, you will be offered the opportunity to select the user's profile's and/or disks you wish to apply this application to. Once you've decided where to install the software, the system will display it in the next screen. Click install (fill in your Mac Password to confirm the install).

6. Once you have downloaded the application, you should go to the email you received with your course code and PIN code. The email that you receive from Aspire will look something like the below;
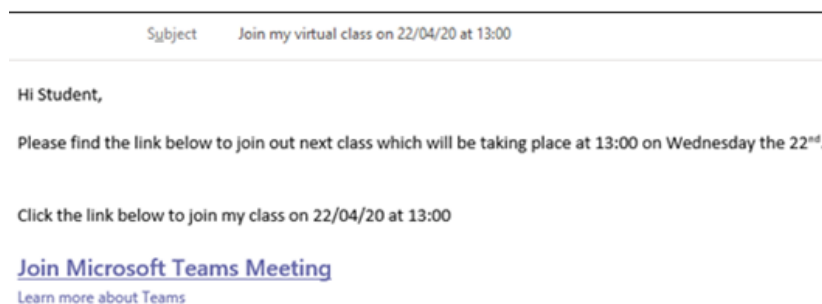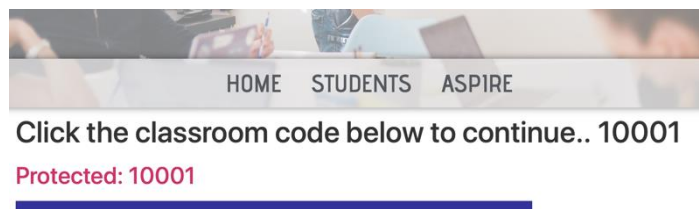
Accessing all the course information

1. Click on the link to Aspirecloud.co.uk and click on the link to the "student" page. Put your course code into the search engine and press enter.
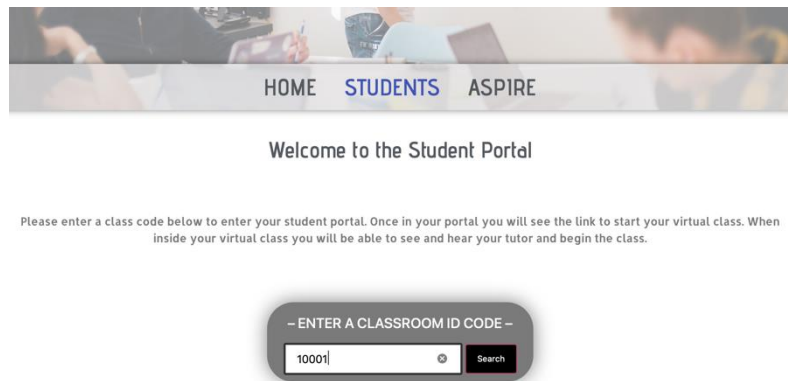

2. When your search loads, you need to click on the course title to load the passcode page for your virtual classroom.

3. When your course appears, enter the 4 digit PIN code you have been given and enter your virtual classroom.
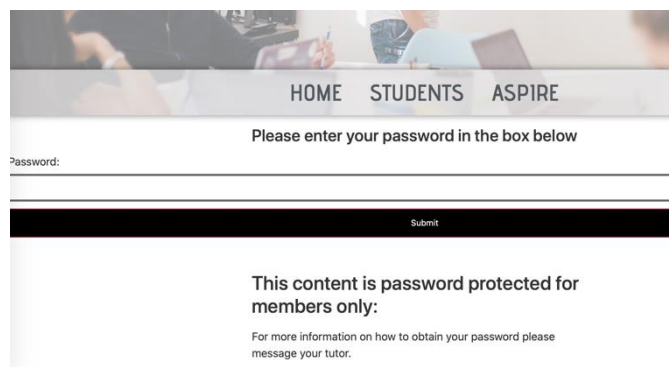
4. Once there, you will find useful links and files that your tutor has put up there in preparation for the course. You will not need to enter this password again for this course.
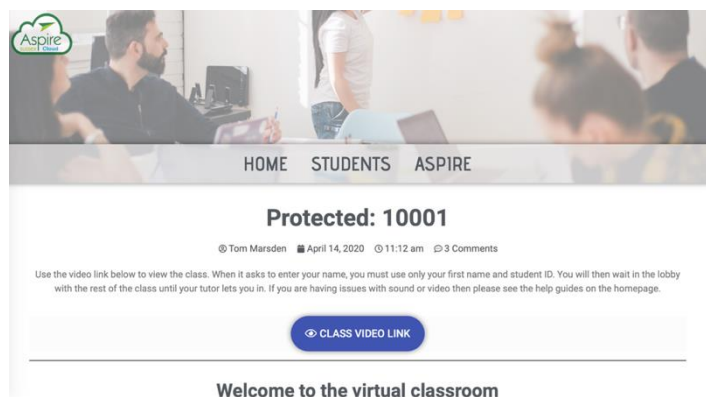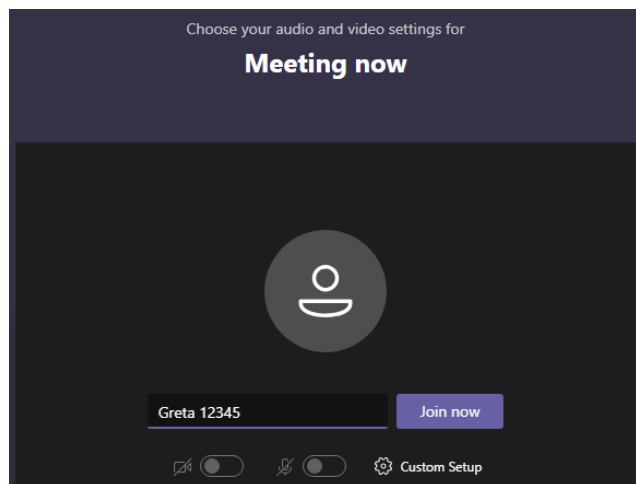
Joining a Lesson

Please ensure that you give yourself plenty of time for this – we recommend getting online 10 minutes before the scheduled start

1. To join the course session, open the email message and click on the link. This will take you to the live session.

2. Type in your first name and student (learner) number provided to you and click the 'Join now' button.

3. The screen below will appear and your tutor will allow access as the session begins.
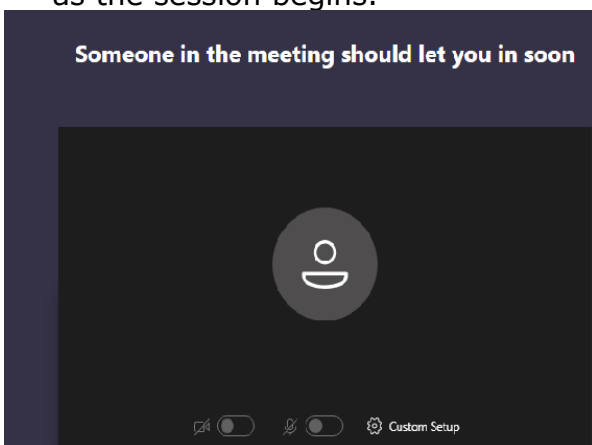
Once the tutor has allowed access into the live session, you can then see and hear the tutor and other students in your class, as well as talk to them

It is important to attend the session at the date and time shown, because not all sessions will be recorded for you to watch at a later date.

Additional notes

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 tool bar 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 sound quality, you can use your EarPods or AirPods.