# Student guide: Accessing Your Aspire Sussex Course on Windows Devices

To be able to access your Aspire Sussex Course you will need to download an application called **Microsoft Teams** onto your PC or Tablet. Please note: If the application is already installed on your PC or Tablet, 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.
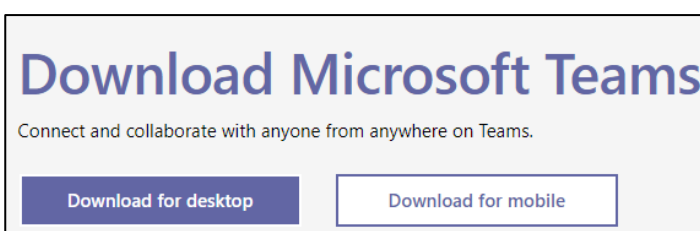
1. How to Download Microsoft Teams

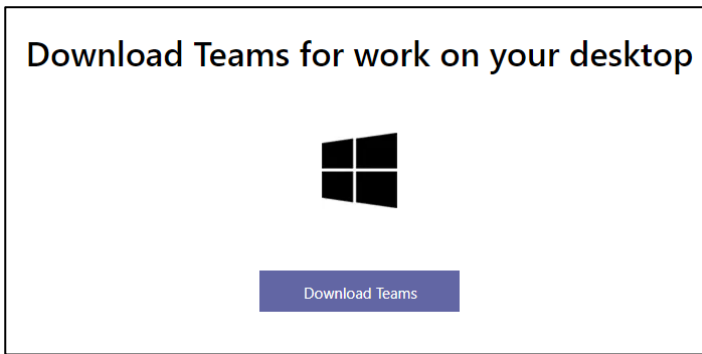On a web browser, visit the link below to download Teams:

https://products.office.com/en-gb/microsoft-teams/download-app
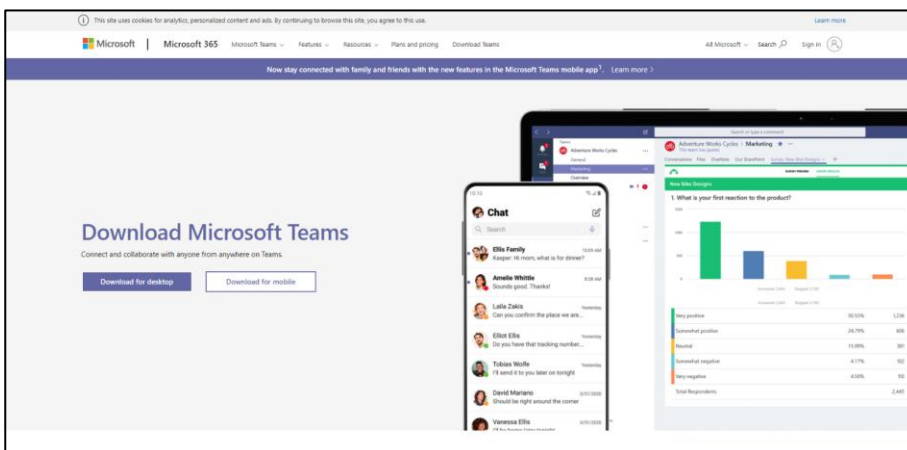
Click on the 'Download for desktop' button.

This will take you to the bottom of the page. Now click 'Download Teams'.

Download Teams for work on your desktop

Download Teams

This will download the app to your computer.

The download should appear in the bottom left of the browser window.

Teams_windows_x....exe
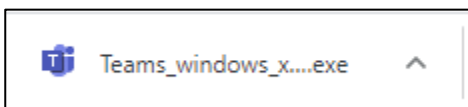
Click on this to launch the install file. If you don't see the download appear on your browser window, take a look in your downloads folder on your computer and open it from there.
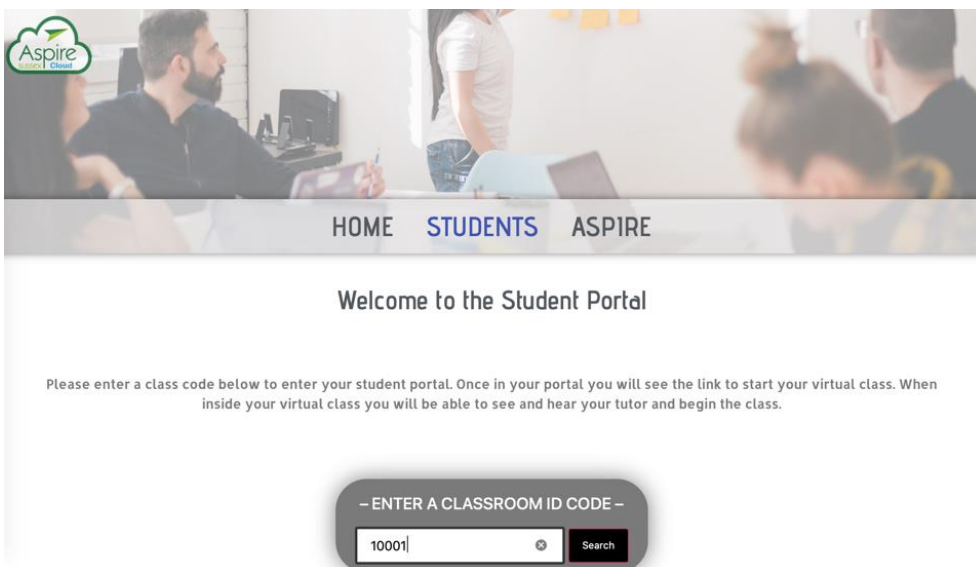
In order for the software to download, you may need to click through and read the guidance and terms of use.

<u>Once the application has installed, IGNORE the Sign in to Microsoft Teams page or pop up that comes up and go to the next step.</u>

To access the Aspire Sussex active Virtual classroom
Once you have downloaded the application, you should go to the email you received with your course code and PIN code.

Click on the link to aspirecloud.co.uk. Click on the link to the "students" page.
Put your course code into the search box and press 'Search'.

HOME   STUDENTS   ASPIRE

Welcome to the Student Portal

Please enter a class code below to enter your student portal. Once in your portal you will see the link to start your virtual class. When inside your virtual class you will be able to see and hear your tutor and begin the class.

– ENTER A CLASSROOM ID CODE –

10001   Search

On the next page, click on the course title (course code)

When your course appears, enter the 4 digit PIN code you have been given into the box displayed. Press 'Submit'.
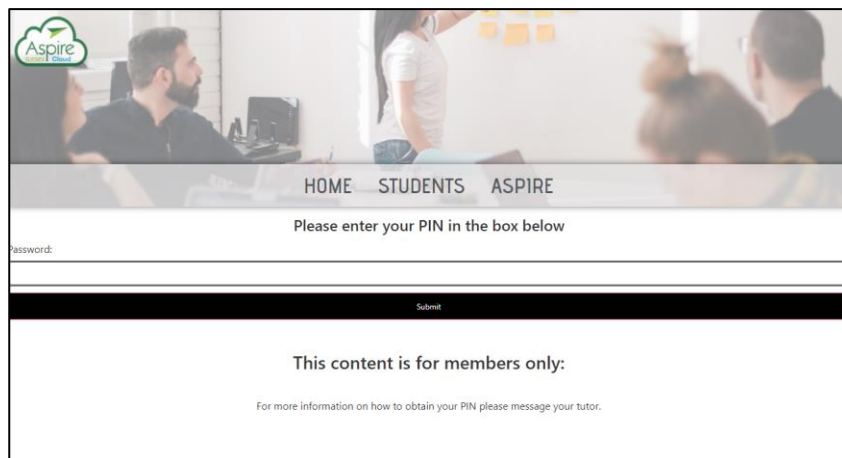

If the pin code is correct you will enter your virtual classroom.

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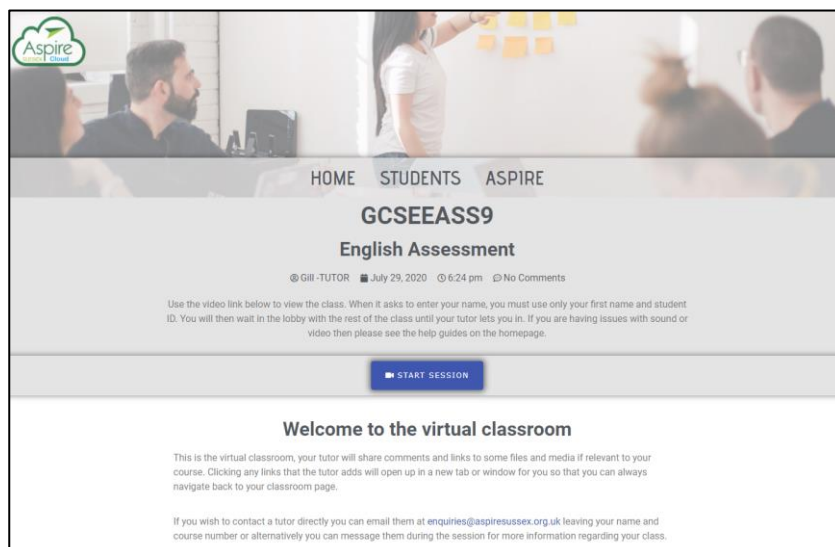
You can join the course session no more than 15 minutes before the start. To do so, click on the 'Start Session' button.

This will launch the Microsoft Teams webpage, which will invite you to use your application, which you should accept. Alternatively, click on 'Open your Teams app'.
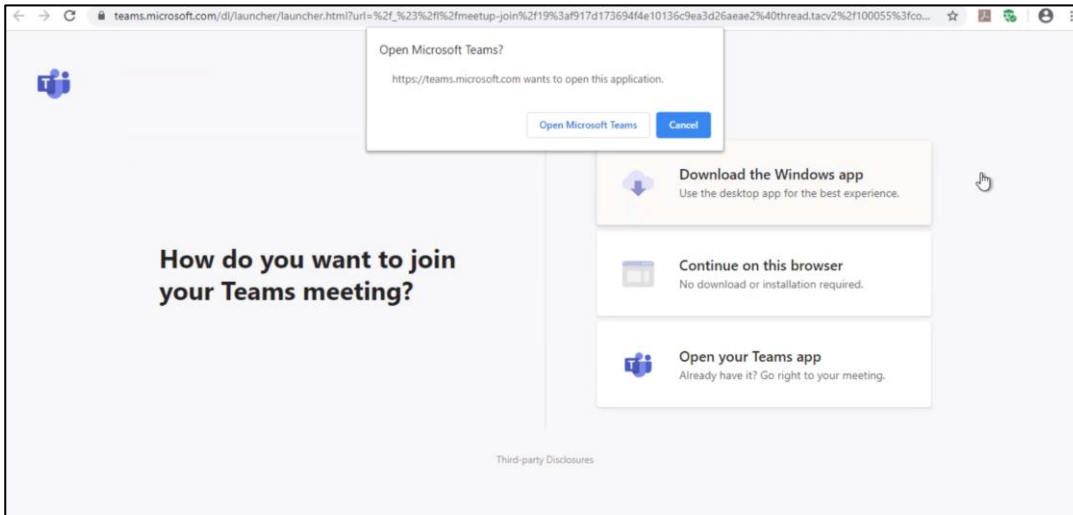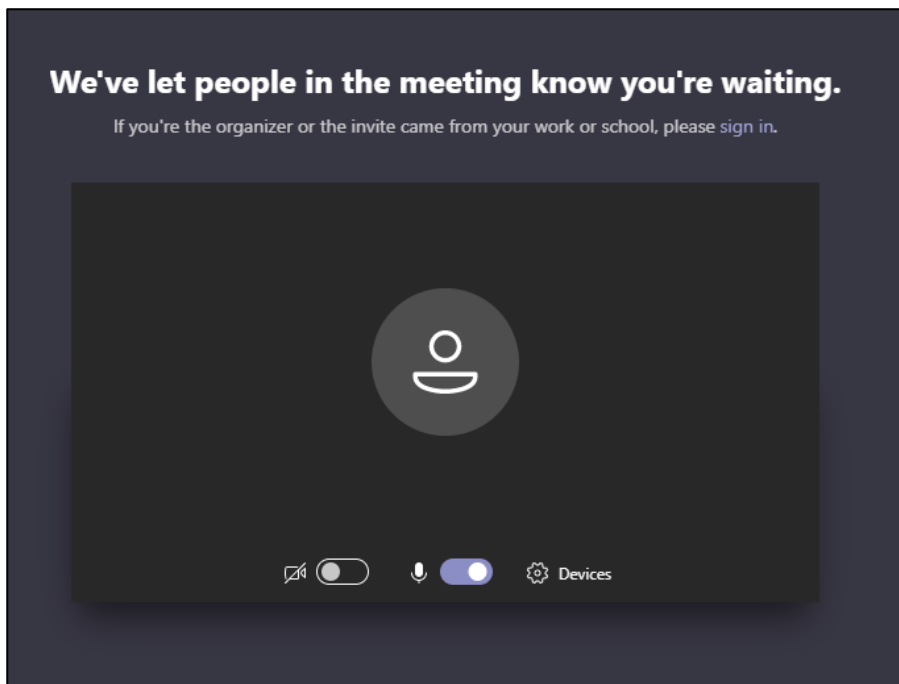

Microsoft Teams will open.

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

Click on 'Join Now'. You will enter a lobby where you can wait until your tutor lets you into the session. The tutor will know you are waiting.
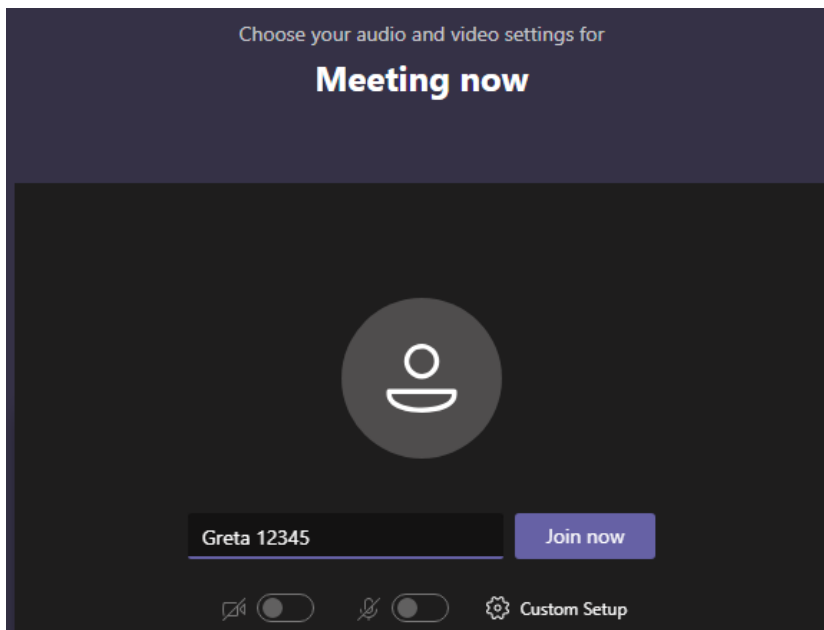
The screen below will appear and your tutor will allow access as the session begins.

Once the tutor has allowed access into the live session, you should be able to 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 sessions are not recorded for you to watch at a later date.

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 audio quality, you can use headphones/earphones and mute the sound speakers on your computer.

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

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

Then, follow the steps above to access the Virtual Classroom. You will be able to access 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

– 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