

How to access BGFL 365—to join worship or a live lesson.

Your child's school email address will only be invited to join the teams worship and live lessons once you have agree to follow the [Blended Learning Policy](#) including live online etiquette.

If you haven't yet done this, please contact the school office.

Live online session etiquette

- Online teaching will take place via Microsoft Teams. Each child has been provided with an individual username and password. Parents should ensure this is kept secure and not shared.
- Online teaching will always take place in groups. There will be no 1:1 sessions.
- Please make sure an adult is present in the room while the session takes place. They do not need to be in view of the screen.
- Staff and children must wear suitable clothing. School uniform is not expected but no pyjamas please.
- Any computers used should be in appropriate areas, for example not bedrooms, and care should be taken to ensure that what is visible in the background is appropriate for all to see.
- Language must be professional and appropriate, including of family members in the background.
- When the children log on they may have a few minutes to say hello to their friends, but must stay on mute when asked so that the session can begin.
- Staff may share their screen with children, they may ask the children to answer a question by using the chat function.
- All teams meetings will be recorded by school for safeguarding reasons and the head teacher will have access to all sessions.
- Taking photographs, screenshots or recording of the live sessions is not permitted.

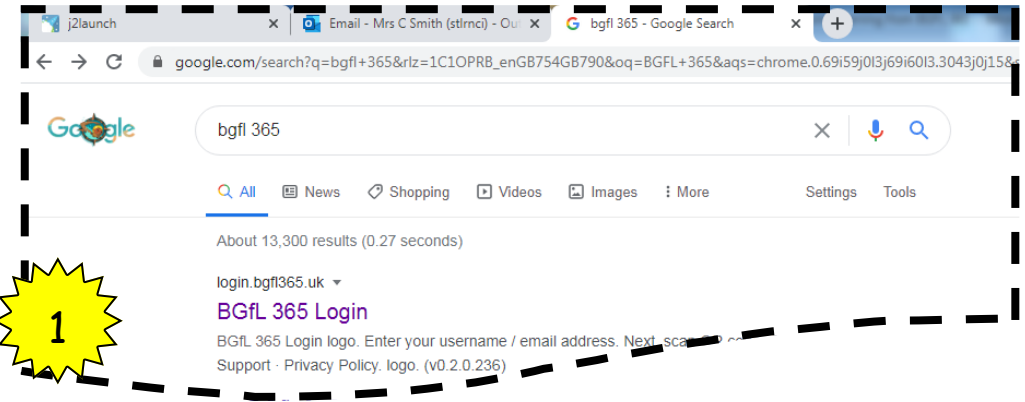
You can join in our worship
every Monday, Thursday and
Friday at 9.20am -9.40am

Live teaching sessions will only
be available if your child's
bubble has closed.

1. Type in <https://login.bgfl365.uk/> in your address bar or use search for Bgfl 365 login

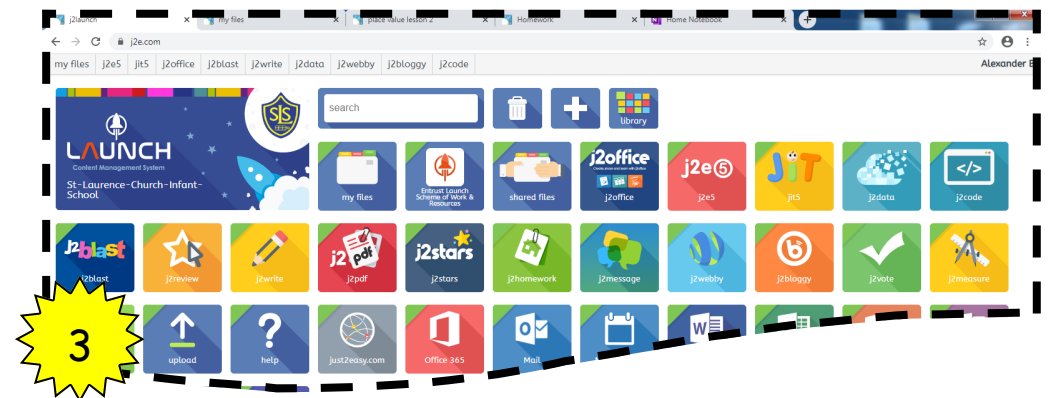


3. This will take you to Use the **launch** page with tiles for different apps to use.



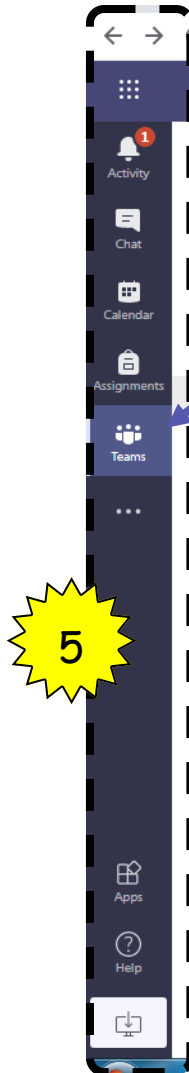
2. Type in your child's email address and then password from the card sent home.

If you have lost this information please telephone the school office.

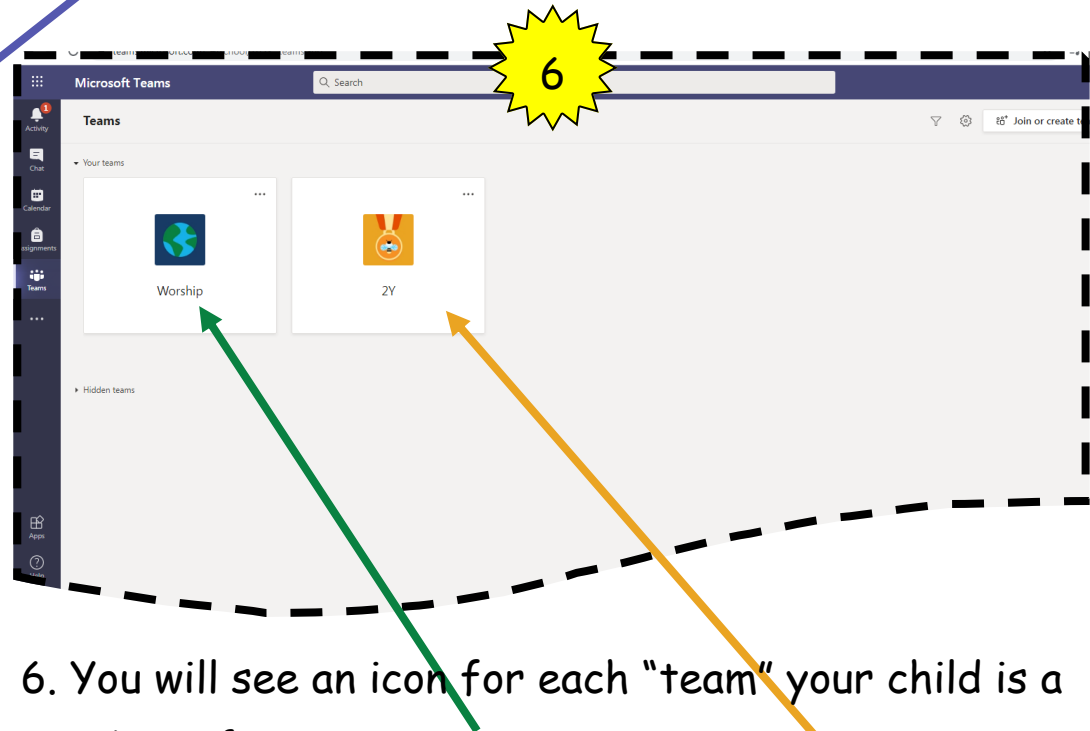




4. Click on the
Teams icon



5. Down the left hand side of your screen, you will see some different choices—choose **Teams**



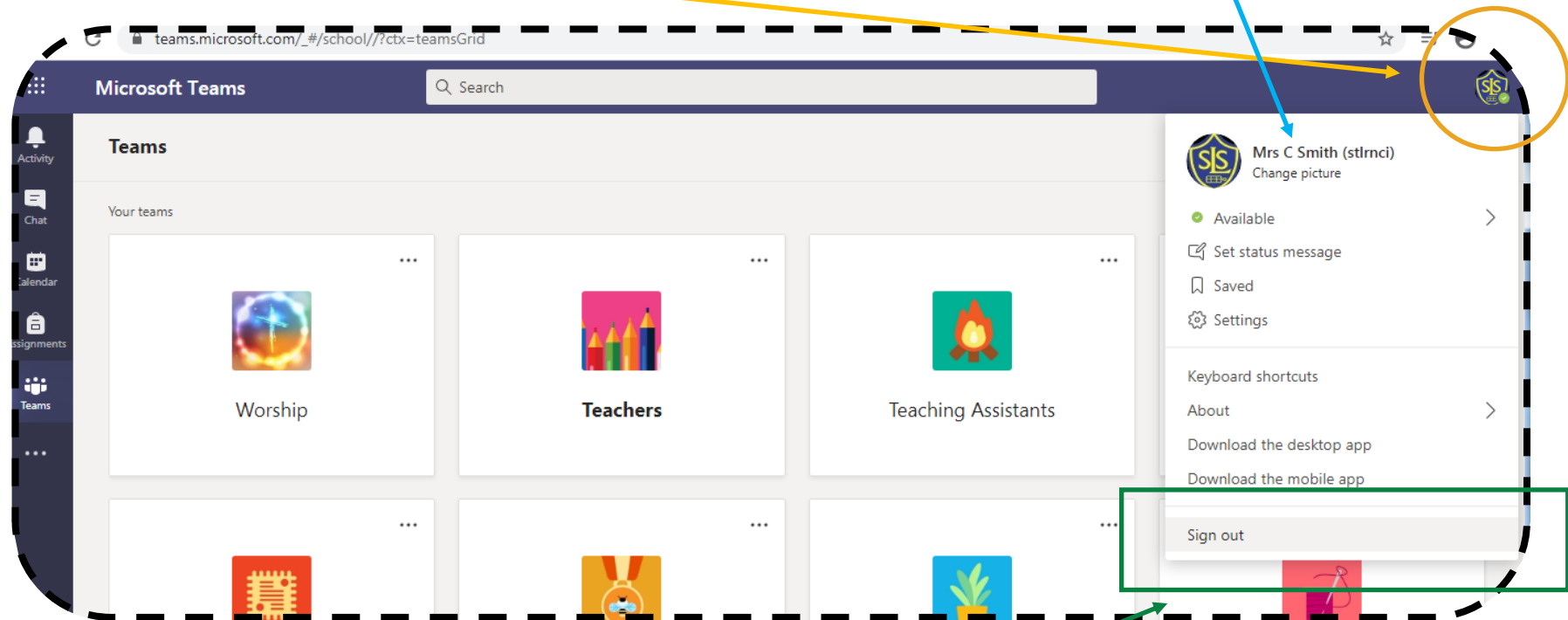
6. You will see an icon for each “team” your child is a member of.

Here we can see a **worship** team and a **class** team.

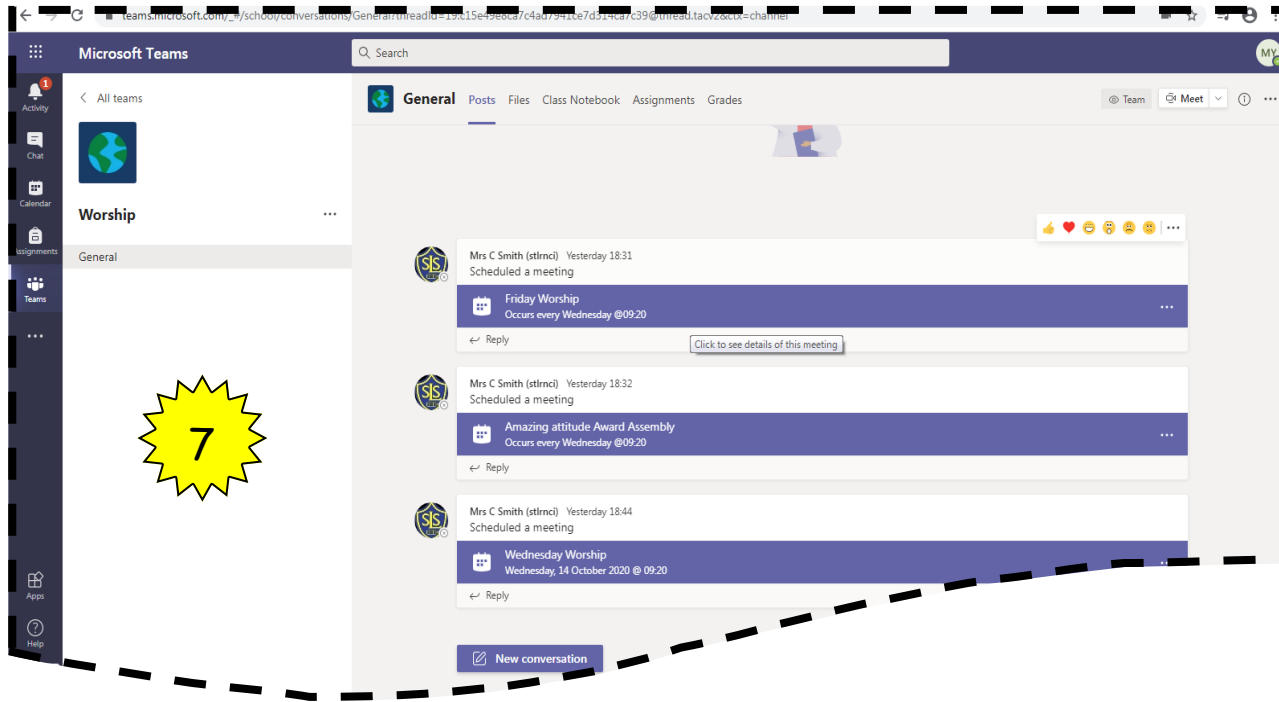
For Assemblies click **worship** and for teaching sessions click the **class**.

If you cannot see the worship and class icons, this may be because you are logged into Teams as another user (e.g. your own work email address)

Check by right clicking the **circle** in the top right hand corner to see your **username**.



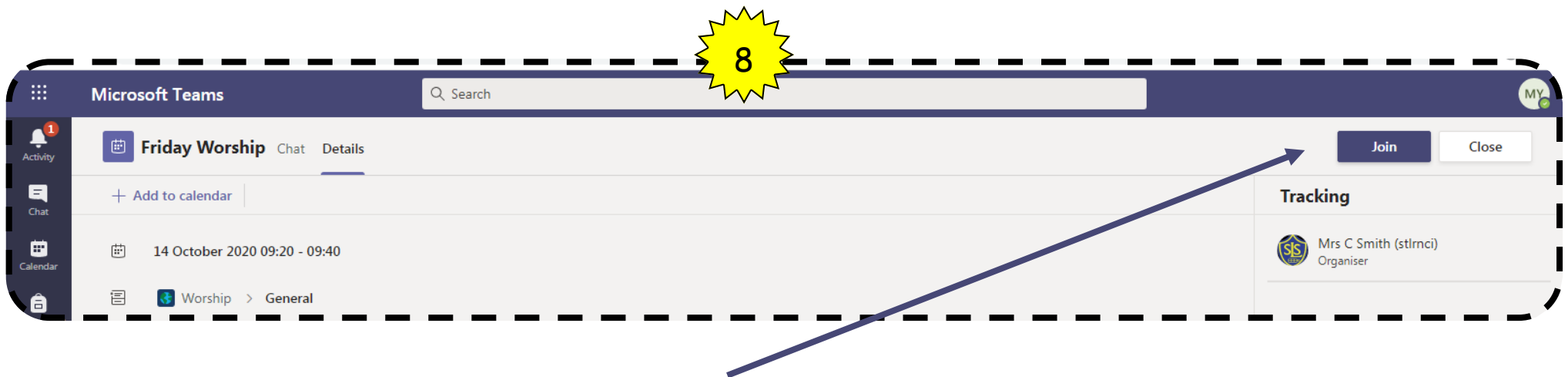
If you are not logged in as your child, choose the "sign out" option from the drop menu and then sign back in using your child's **@stlrnci.bham.sch.uk** email address and password.



7. You will see a list of the most recently scheduled “meetings” with their days and times.

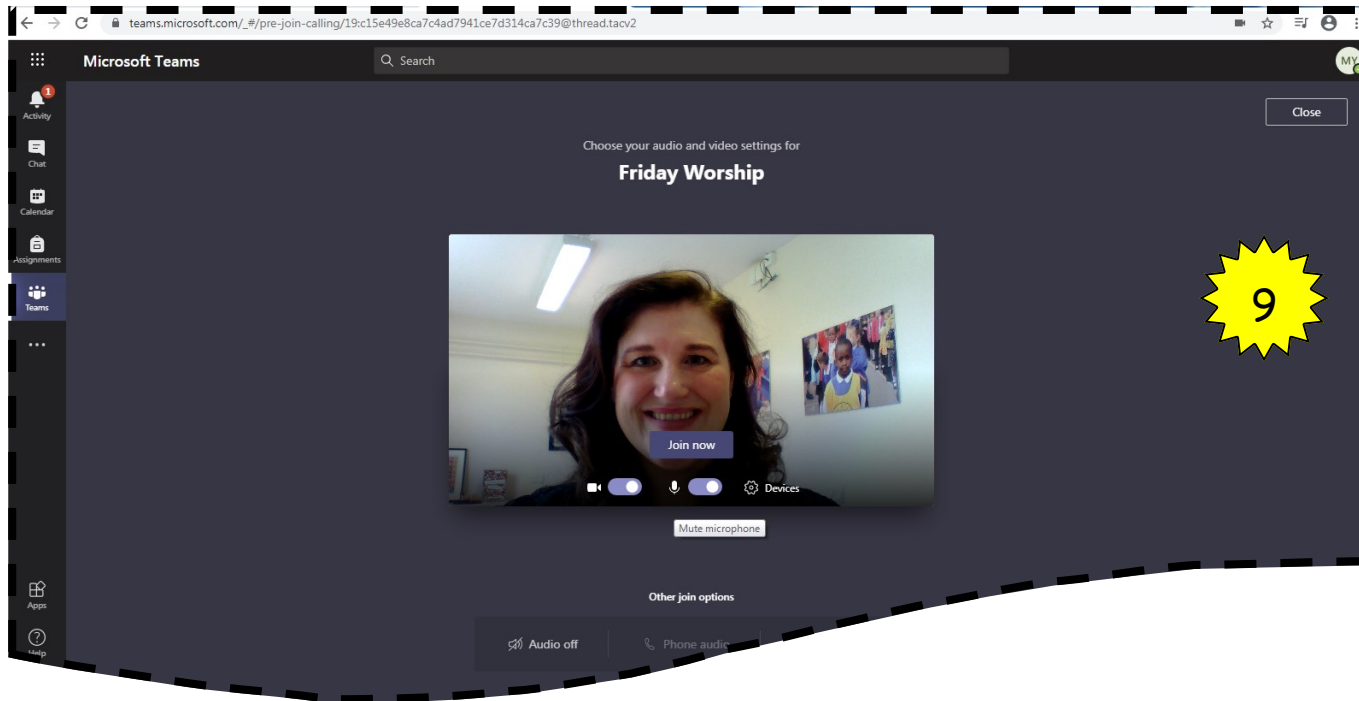
Teams call live sessions “meetings” don't worry about this word!

Click on the one that you want to join—make sure you have chosen



8. You will see details of the meeting and a “Join” button in the top right corner.

Click this button and you will be taken to a join screen.

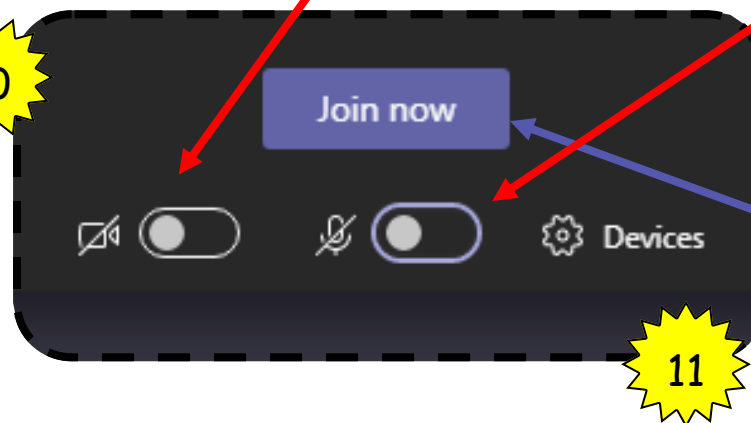


9. On the join screen, you can check your camera and microphone settings before you are "in" the meeting.

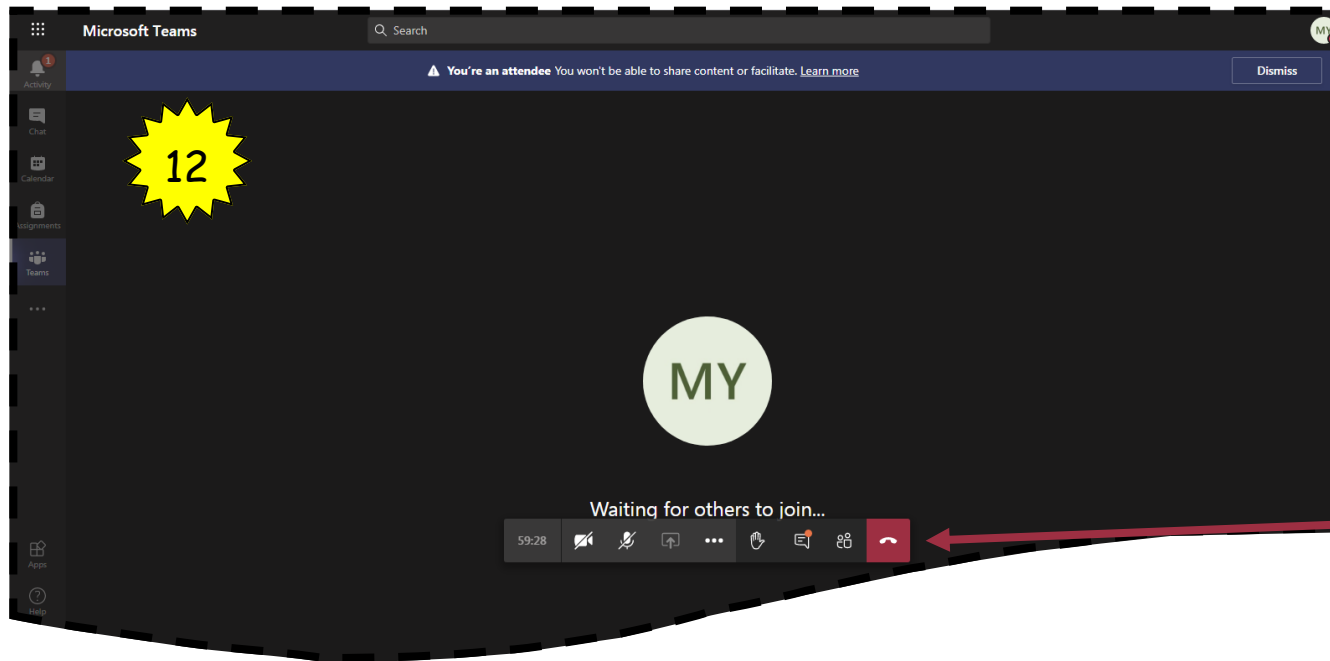
Please check that what the camera can see is appropriate and there is not much background noise.



10. If you are joining our worship, please use the slide buttons to **turn off your camera** and **turn off your microphone** (mute).



11. To join the "meeting" click the "**Join now**" button



12. You will now be able to watch our worship or participate in a live teaching session. You may have to wait a short while until it is ready to start.

When you have finished, you can click the "hang up" button

An alternative way to join is through your child's calendar but you will need to accept the invite through their email first.

This [YouTube video](#) talks you through the process.

