

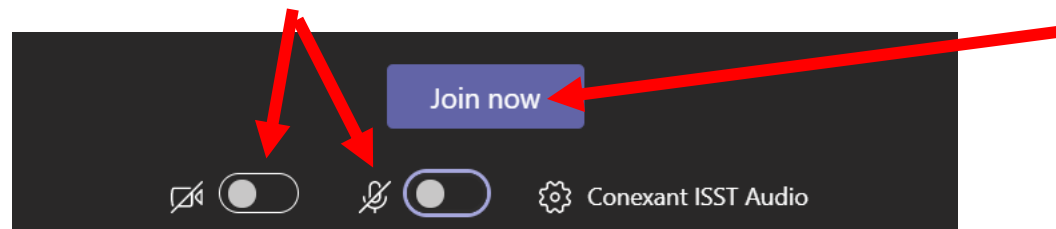
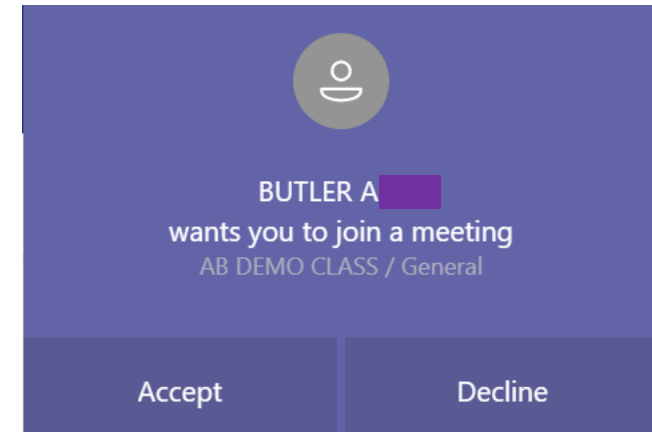


Live lessons on 'Teams'

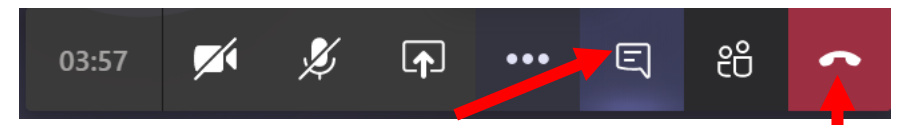
Step 1: Go into the general channel of the subject you are having a lesson in.

Step 2: When your teaching invites you to join the lesson, click accept.

Step 3: Make sure you turn off the camera and microphone before clicking join now.



Step 4: Click on the “show conversation” icon and this will bring up the chat box for the lesson. If you have any questions during the lesson, you can type them in this box.



Show conversation

Live lesson

Step 5: At the end of the lesson, when your teacher tells you to, you can leave by clicking on the red phone icon.

Students, if you are invited to attend a live lesson while remote learning, please ensure you follow the guidance below:

- All lessons are recorded and will be shared in the class team for students to refer to, if needed.
- When you join a live lesson, **you must have your camera and microphone switched off**. Only switch them on during the lesson if directed to by your teacher.
- If you wish to ask a question, write it in the chat box provided.
- Ensure you are ready to join the lesson when invited to by your teacher so you have the maximum lesson time.
- The same behaviour and attitude expectations apply to live remote lessons as a lesson in school.
- Please stay in the lesson until your teacher asks you to leave.

