

# Attending lessons via Microsoft Teams

- Over the coming weeks you will be invited to join an online lesson. This will be a live lesson.
- Please look at the next slides so you know how to join a lesson and what our expectations will be.
- You need to check your school email every day to see if you have been invited to join a lesson



# If you have been invited to join an online lesson, you will receive an email which looks something like this one.

This tells you the time and date of the lesson

The screenshot shows a meeting invitation interface. At the top, it displays the date and time: 'Fri 22/05/2020 10:00 - 10:30' with a clock icon. Below that is the meeting title 'Microsoft Teams Meeting' with a location pin icon. A status 'No conflicts' is shown in blue. There is an 'RSVP to this event' button with a calendar icon and an 'Email organiser' toggle switch which is turned on. A text input field contains the placeholder 'Add a message to Vicki Dean (optional)'. At the bottom, there are three response buttons: 'Yes' with a checkmark, 'Maybe' with a question mark, and 'No' with an 'X'. A 'Propose new time' button with a clock icon and a dropdown arrow is also visible.

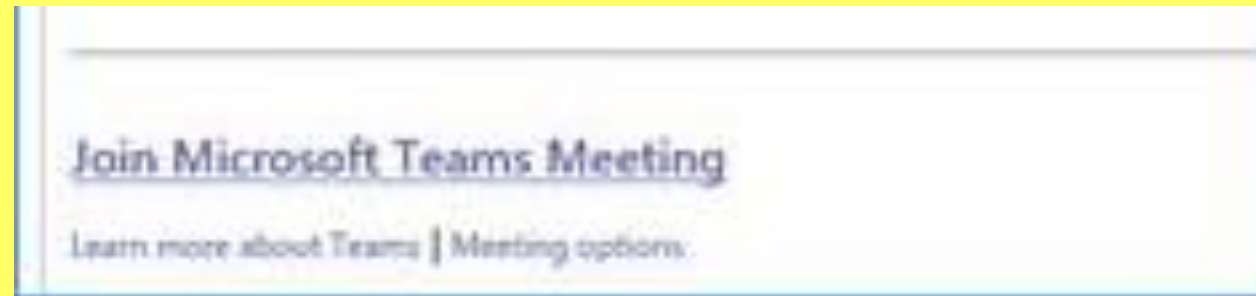
Click 'Accept/YES' to let your teacher know that you can attend the lesson

This is the teacher inviting you to a lesson



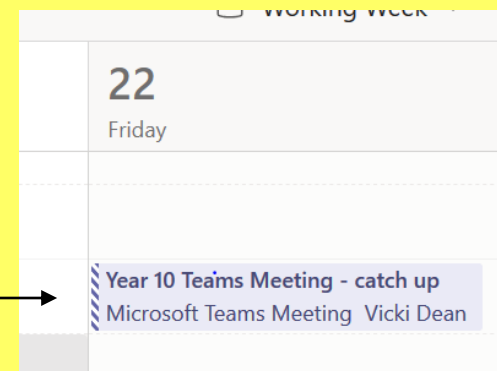
# To join an online lesson...

- Ready for the start of the lesson, go to the email you were sent advising you of the lesson and click on 'Join Microsoft Teams Meeting' at the bottom of the email



- Or go into calendar on Teams and click on the meeting in your calendar and click **join meeting**.

Click on here and it will flash up 'join meeting'



# During the lesson...

- Your teacher is likely to put you on 'mute' so they don't have 30 students all trying to talk at once!
- If you have a question, use the 'Meeting Chat' function or if you are allowed, unmute yourself. You can also 'raise your hand' using the hand icon.
- Be patient! Most of your teachers are new to delivering lessons this way, it may take them a while to get it to work properly.
- Think about where you will do your lesson and what you will wear - you **must not be in your bedroom** (public spaces only such as kitchen, living room, garden etc.) and definitely no pyjamas!
- Use the 'background effects' function to change or blur the background (your teacher can explain how to do this)
- Remember you are in a lesson, your teachers will expect and accept only excellent behaviour.
- **All lessons are recorded** for safeguarding purposes.



# After the lesson...

- At the end of the lesson you should hang up.
- The lesson will have been recorded, so if you missed a bit, you can go back and watch it again.
- Complete any tasks set by your teacher and submit them for marking if you have been asked to do so.



# Poor Behaviour

- You are in a lesson and we expect the same excellent behaviour we would do if you were in a classroom
- Any inappropriate behaviour will be reported to your Director of Learning and your parent/carer will be telephoned.
- A decision will be made about whether you can continue with further online (live) lessons.

