



Live Lessons: Quick Start Guide



Joining, accessing and engaging with
Live Lessons online

(Online or Desktop App versions only)

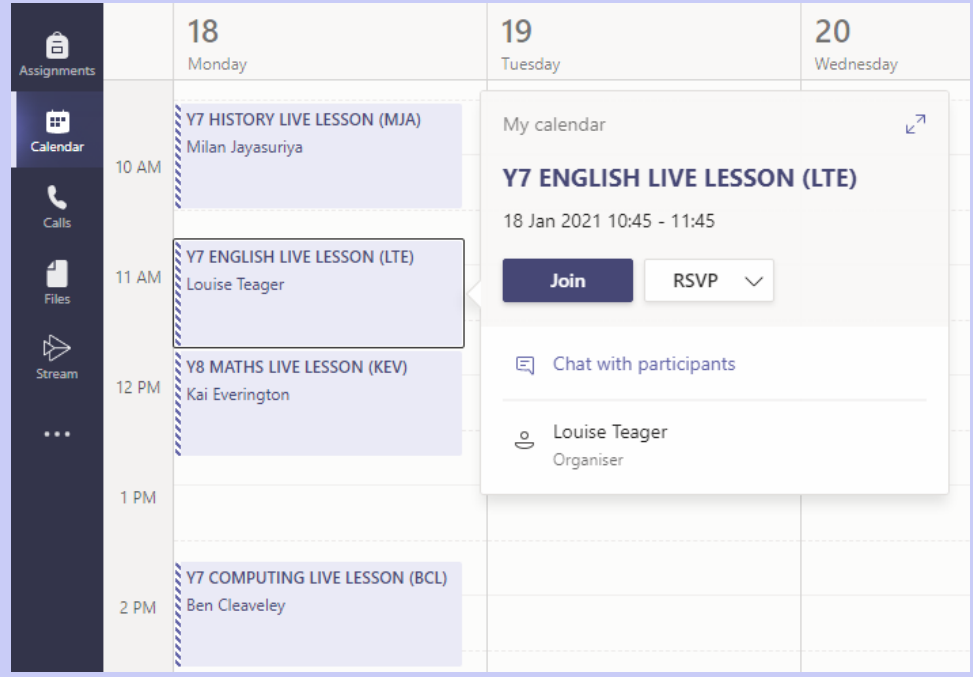
JOINING LIVE LESSONS

Step 2: Go to your 'Calendar' tab to 'Join In' lessons

To do this: Click once on the lesson that has as the title 'LIVE LESSON', and click 'Join' to enter the live lesson for that period.

Before you enter the Live Lesson fully, you will be given a chance to check your audio/video settings.

In some cases when you click 'Join Now', you may be waiting in the 'Lobby' before your teacher let's you and other students into the meeting. Your teacher will let you in when they are ready! ➔:

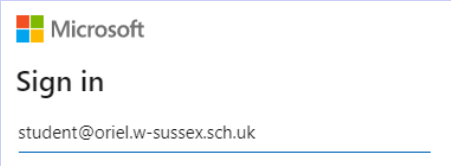


We've let people in the meeting know you're waiting.

BEFORE THE LIVE LESSON

Step 1: Log into Microsoft Teams

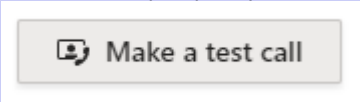
Teams, whether online or as an app, uses your usual school email address and password to log on.



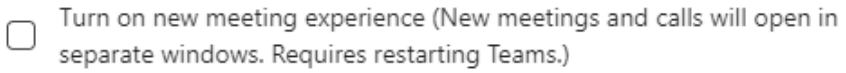
Check your Settings (Desktop App only)

Select your profile picture at the top of the app, then select Settings.

- In **Devices** you can **Make a test call** to test that your audio and video devices work properly.



- In **General** > **untick** the option 'Turn on new meeting experience...'



This ensures you don't get accidentally kicked out of the lesson when accessing class materials.

DURING THE LIVE LESSON

Using the main toolbar during a Live Lesson

Here are the main functions to be familiar with when engaging with your teacher in a Live Lesson:

- Chat** is good for asking/responding to questions.
- Raise hand** is good for answering questions, or getting the attention of your teacher.

