

# Live Lesson Instructions For Students

## Prior to the lesson

1. Download Microsoft Teams onto your device and ensure that you can log in using your school email address and password
2. Check your school emails **daily** for live lesson invitations. Read the consent form in the email; **by clicking accept you consent to attending the live lesson**
3. Ensure that the sound is turned up on your device
4. Ensure that you have the necessary equipment close to hand e.g. pen, paper, calculator, subject folder
5. Ensure that you have a quiet space to work where no one will disturb you or the lesson



## Logging into the lesson

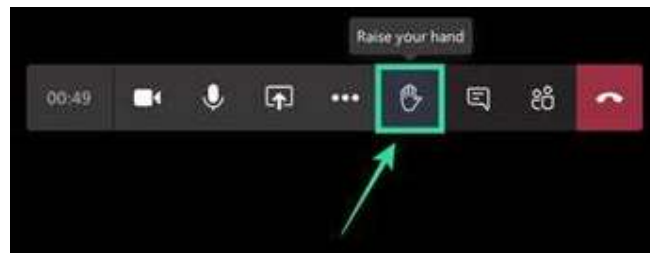
1. Open Microsoft Teams and click on calendar. You will see the lesson that you accepted via email
2. Click 'Join' to enter the lesson. You may be placed into a 'waiting room' or 'lobby' whilst your teacher waits for the rest of the class to join. Please be on time!
3. **For safeguarding reasons, your teacher will disable your camera. This means that they, and the rest of the class, will not be able to see you at home. Your device may still suggest that the camera is on but whilst in Teams it will not be able to function**
4. Your teacher will grant you access to the lesson when they are ready



## During the lesson

1. **At the beginning of the lesson your teacher will disable your microphone. This means that your teacher and the other students in your class cannot hear you**
2. There are two ways to communicate with your teacher:

- a. Raise your 'hand' by clicking on this icon:

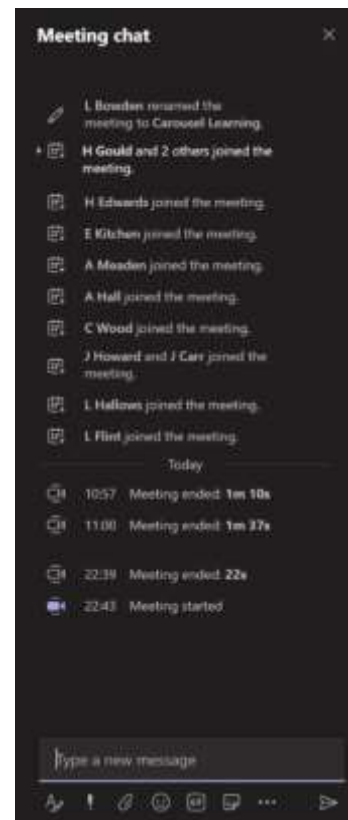


Your teacher may then choose to enable your microphone so that you can ask or answer a question. **Please remember that the other students in the lesson will hear you.**

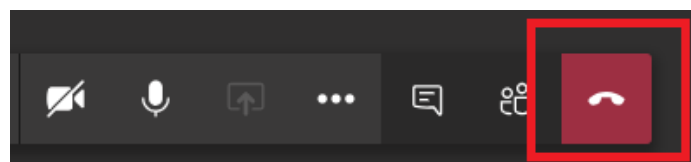
- b. Type your question into the chat box on the right hand side:

**Remember that your teacher and classmates can see what you type in this chat log.**

Your teacher may also use the chat log to send you links/attachments.



3. Add the end of the lesson you can click 'leave' to end the lesson



## Code of conduct

- You must ensure you have read through the guidelines and are on time for your lesson
- You must **not** record the lesson in any way
- Your camera will remain **off** at all times
- When unmuted you must remain sensible at all times. If your teacher asks you to mute your microphone you must do so immediately
- A record of the chat log is saved and checked so please do **not** post anything silly/inappropriate. This would result in you not being invited to future live lessons
- It is up to your teacher how they deliver the lesson. Please show respect at all times



## Things to remember

- A register of student attendance is recorded
- The live lesson will **not** be recorded. Your teacher will **not** be doing a loom video as well as a live lesson, so you are expected to join and participate in the live lesson. The more you participate, the more you will gain from the lesson
- There are two teachers involved in the lesson; one will deliver the lesson and the other will moderate the chat log/assist with issues regarding technology