

# Attending a Live Lesson on Teams

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**Rossett School**

Success for everyone



**Microsoft**

# Expectations for Attending a Live Lesson

Students are expected to be resilient, reflective and to take responsibility for what they do.

## **Behaviour expectations**

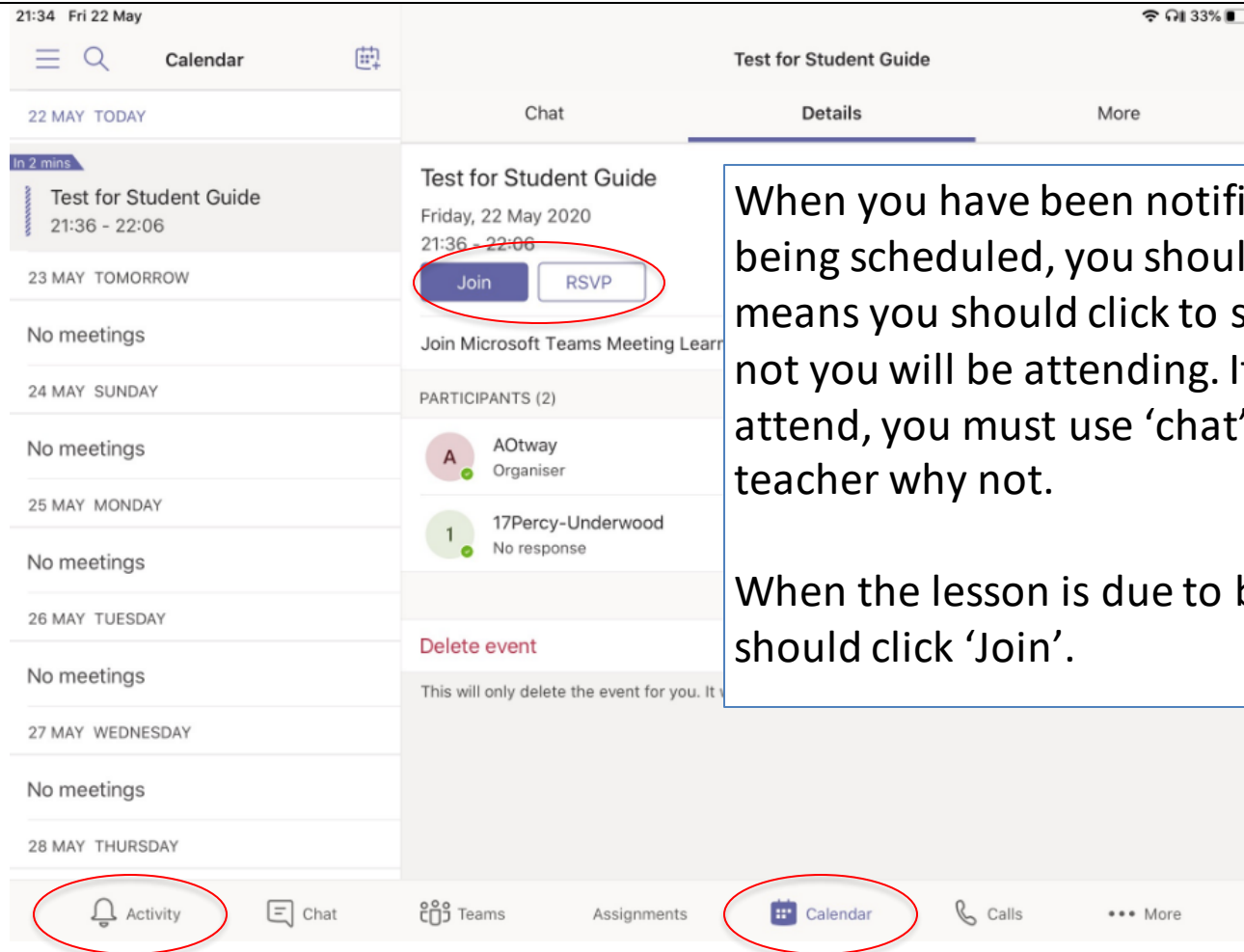
1. Follow the school rules for conduct during online lessons as if you were in school.
2. Arrive on time, properly equipped and ready to participate.
3. Webcams **must be** off unless you are instructed to turn them on by a member of staff.
4. Microphones need to be **muted** unless you are asked to contribute.
5. **Do not** call out or **speak over** a member of staff.
6. **Respect** and support others.
7. Use the chat function responsibly and not post any offensive material or comments.
8. Do not undermine in any way the technology used to offer video lessons.

## **Safeguarding and E-Safety**

1. Always log on through your Rossett account and use your Rossett email for school business
2. Cameras should be off. However, in the event of a malfunction or your face being shared, you must ensure you wear suitable clothing, as should anyone else in the household who might appear on screen.
3. **Do not** take screenshots/screengrabs or photographs, or store video/audio footage of teachers or other students during Live events/lessons in the event of anyone's image being displayed on screen
4. Ensure that you have a safe and appropriate place to participate from. **Not** your bedroom.
5. If you have concerns about online safety, or if you feel you are being bullied, talk to an adult you trust. Report any concerns any safeguarding concerns that have arisen from a live lesson immediately to one of the designated safeguarding leads.

## Step One – Joining a Lesson

How do I know when my 'live' lessons are? How do I join the lesson?



When you have been notified of a lesson being scheduled, you should RSVP – this means you should click to say whether or not you will be attending. If you can't attend, you must use 'chat' to tell your teacher why not.

When the lesson is due to begin, you should click 'Join'.

When your teacher first schedules a lesson, you will be notified in the 'activity' tab of your Teams account. You will also receive an email and get reminders when the lesson gets closer to starting.

To find all of your scheduled lessons, select the 'calendar' tab of your Teams account.

## **Step Two – Joining Screen Set-Up**

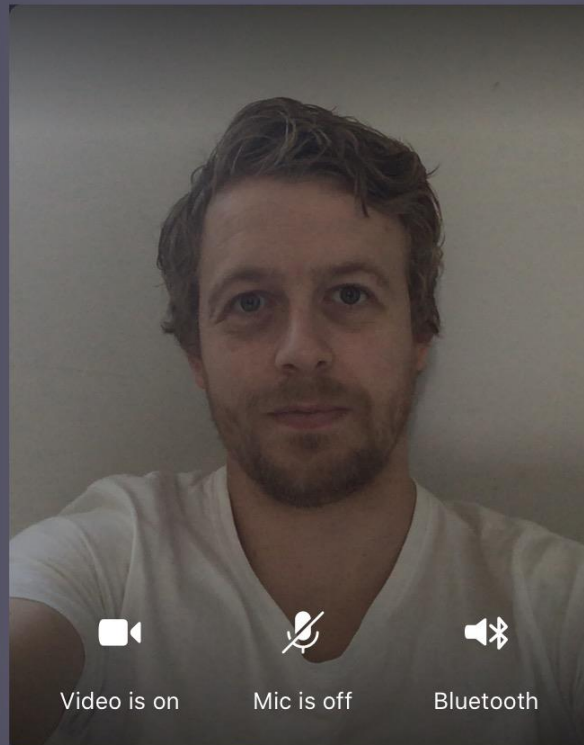
When you have clicked join, you will see a screen that is something like this.

Video: Cameras must be turn off and communication will only be done using audio;

Mic: You should have your microphone off during the lesson unless your teacher asks you a question. In which case, you should turn your mic on and answer.

Speaker: Keep your speakers on or you won't be able to hear the lesson.

Test for Student Guide



Join now



# Step Three – What will the lesson look like?

The screenshot shows the Microsoft Teams interface during a lesson. The main window displays a slide titled "Live Lesson on Teams" with the Microsoft logo. A large red circle highlights the main content area, with text explaining that this is where the teacher or resource (like a PowerPoint) will be shown. A smaller red circle highlights a small window in the bottom right corner, explaining that it will show the teacher's initials and a tiny image of the teacher. The interface includes a top menu bar with options like View, Zoom, Add Slide, Play, Keynote Live, Table, Chart, Text, Shape, Media, Comment, Collaborate, Format, Animate, and Document. A sidebar on the left shows a list of slides, and a panel on the right shows the slide layout and appearance settings.

You will see your teacher or a resource such as a PowerPoint in this large window.

Before the lesson, take care to check the room behind you to ensure nothing inappropriate is on show. We don't want any embarrassing phone calls home!

You will see a small window with your initials on it. There may also be a tiny image of your teacher.

# Step Four – What actions can I take during the lesson?

The most important section of this screen for you is probably the 'chat' box as it will be here that your teacher will copy and paste links to things like YouTube videos, GCSEPod videos, Quizlets, Kahoots, Socratives or surveys. If there is a red dot next to the chat box, it means that there is something in the chat that you haven't read yet.

This turns your camera on and off.

This turns your microphone on and off.

This turns your sound on and off.

The three dots are for further options, clicking them will open a sub-menu.

This is the button for you to leave the lesson.

Click to add notes

## **Step Five – The Chat Box**

When you click the chat box, this is what it looks like.

Your teacher might post links, give instructions, upload documents and more. You will be able to access them here.

