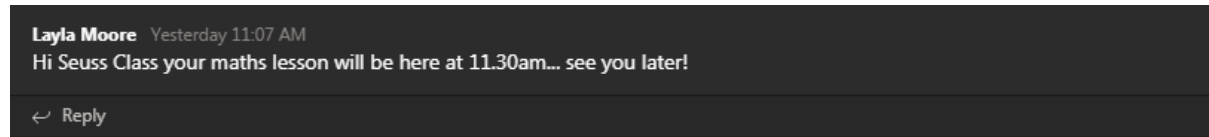


Live Lessons Guide

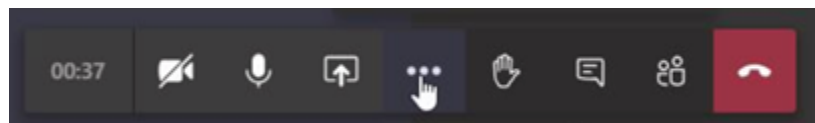
On Microsoft Teams one of the features we can now all take part in is the live lessons, when a teacher schedules them. You will be informed if there is a live lesson by one of your year group teachers posting a comment in the 'General' chat. For example:



Your teacher will then start the call when it is time, and you will see a 'Join' button. You can click this to join:



This is the toolbar in the desktop version:



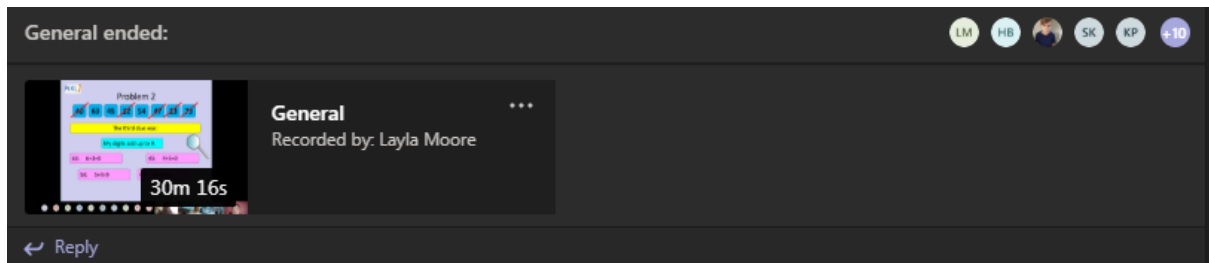
- **Timer:** This tells you how long the lesson has been on for
- **Camera:** This controls your video and can turn it on and off. A line through means off.
- **Microphone:** This controls your sound and turns it on and off. A line through means off. It should be off during a lesson unless a teacher asks you to talk.
- **Three dots:** Here is where you can choose the setting '*show background effects*' if you want to blur or hide your background.
- **Hand:** The hand is how you show your teacher you want to ask a question or have an issue. Click this button to put your hand up and click it again to put your hand down.
- **Speech bubble:** Click this to type a question about your learning or the assignment.

Unable to access live?

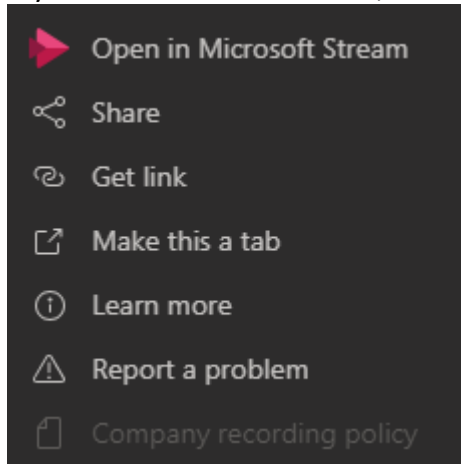
If you are unable to attend the live lesson, you can access the recording of the lesson afterwards. There are two ways in which you can do this.

By the post:

Find the post in General > Chat where the teacher announced the live lesson and started the meeting. In the comments of this post you will be able to find the recording. It will look like this:



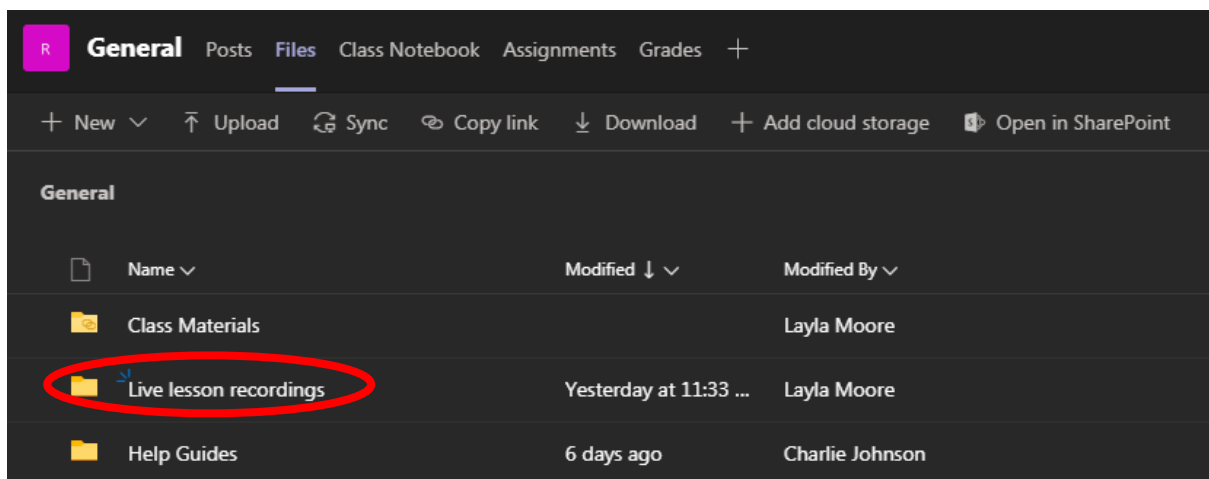
If you click on the three dots, this menu will open:



You then click on 'Open in Microsoft Stream' which will take you to the recording of the lesson.

In the Files:

Some teachers might be storing the live lesson recordings in a file for ease of access. You can find these by looking at the top bar until you find the word *Files*. Look at the folders to find the one you are looking for:



In here you will find all the previous lessons if there is a folder available.