You will get an email invite to your lessons which will look like this. You must click on Yes unless your parents have already contacted the school. Lessons are registered and you are expected to be there.
Once you accept the invite it will disappear from your email, so don’t be concerned! Now you have accepted it, it will be on your Microsoft Teams Calendar!
The lesson is now on your calendar tab for you at the correct time.

When it is time for the lesson, you will need to be on this page of teams.
At the time of your lesson, click on it on your calendar. It may already have a box on it saying “Join” which you can click, in which case skip the next slide!
Click “Join” to join the lesson. You are almost there!
Before joining, please make sure your camera and microphone are both switch off. You will know they are off by the line that crosses both of them.
Once your camera and microphone are off, click Join Now. You will now enter the ‘classroom’ for your live lesson, and should see your teacher. If they are not there yet, then just wait patiently.
When in the lesson, if you want to ask a question, or to give an answer, click the button that says “Raise your hand”.

When the teacher asks you to now speak, don’t forget to unmute yourself.
Once you have spoken/answered, please remember to mute yourself again, and to lower your hand.
HOW TO TYPE ANSWERS IN A LESSON

To type using the ‘Chat’ feature, you need to click on this button that says “Show Conversation”.

When using this feature, you need to be sensible and use formal language to contribute. A teacher will be monitoring this throughout the lesson to check it is only being used for work.
HOW TO TYPE ANSWERS IN A LESSON

Once you have opened the chat feature, you type your message, and then click “Send” once you are ready/your teacher asks you to.
At the end of your lesson, please hang up so that you leave the session.