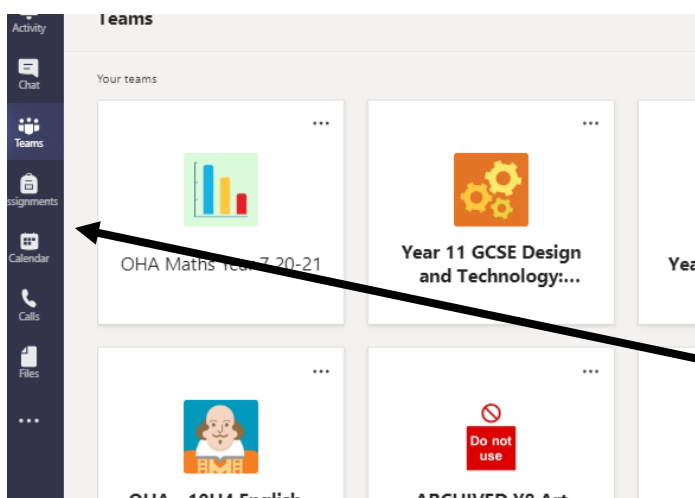


# Using Teams for an online lesson

Lessons will be scheduled for you by your class teacher.  
We will continue to deliver your 25 lessons a week virtually during any closures and registers for attendance will be taken like a normal lesson.



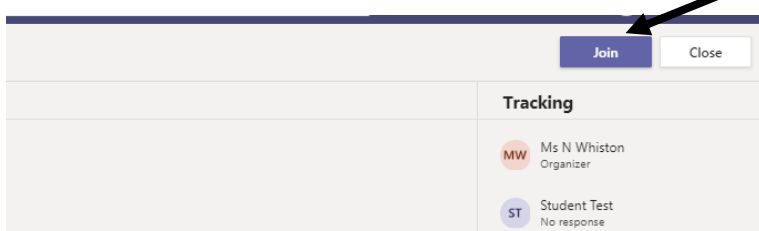
The calendar is the place you will see your lessons and join the class.  
The calendar icon is down the left hand side of your “Teams”



Check you are on the correct day and attempting to join the correct lesson

Double click on the lesson you are about to join

In the top right hand corner you have the option to join that lesson



# Using Teams for an online lesson

When you click join you will see this screen, here you can decide to join with camera on OR off, and your microphone on OR off.



Toggle on or off.

It is good meeting etiquette to join with a microphone off so you can wait for instructions respectfully.

Press Join now and you are in the lesson

## Lesson guidelines

- Place yourself in a public area of your house – preferably downstairs
- Lessons must be joined dressed. No pyjamas. Uniform optional
- Have all your equipment ready
- Show respect to everyone in the lesson (It's weird for everyone)
- Try your best to participate fully – ask questions, give answers and listen to your teacher.