



## Guidance for Live Lessons

1. Check your live lesson timetable. You need to make sure that you join the correct lesson at the correct time.
2. When you log into your Teams account you will notice that in addition to the class and year group teams that you have been using, you have been added to teams for your live lessons for example LL\_10\_RE1. You must be in the correct team for each lesson when the lesson is due to start.
3. You will then receive a notification that the teacher has started the “meeting”. You will be given the option to join. It will take your teacher a few minutes to organise all the settings and upload any resources they wish to share with you. Some staff may schedule the “meeting” in advance in which case you will have already received a reminder.
4. If you have any questions during the lesson regarding the work you can use the Chat function to ask questions.
5. If possible you need to use a laptop or a PC, rather than a phone as you may find it difficult to see all the resources on a phone. It will not be necessary for your computer to have a functioning camera as you will not need the camera on.
6. If you miss a live lesson for any reason, for example you are in school that day or someone else in your household needs to use the computer at the same time then you can watch the lesson at a later time. All the lessons will be recorded and saved as posts within the team.

Thank you for your continued support.

