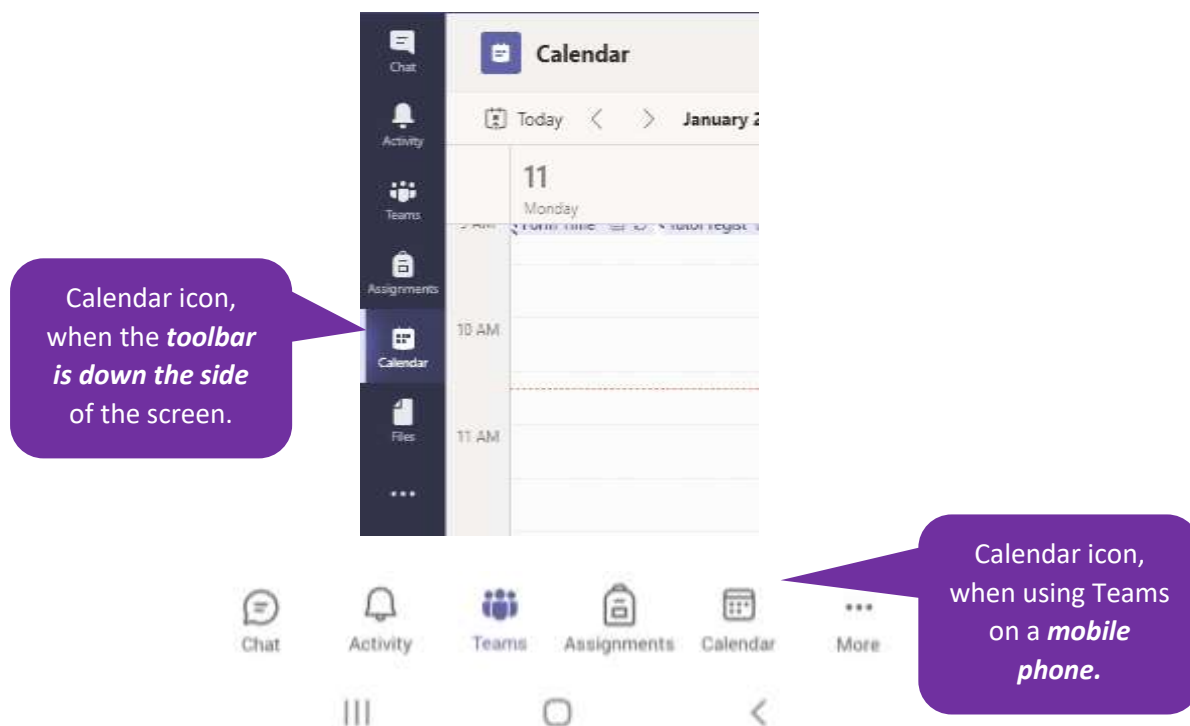


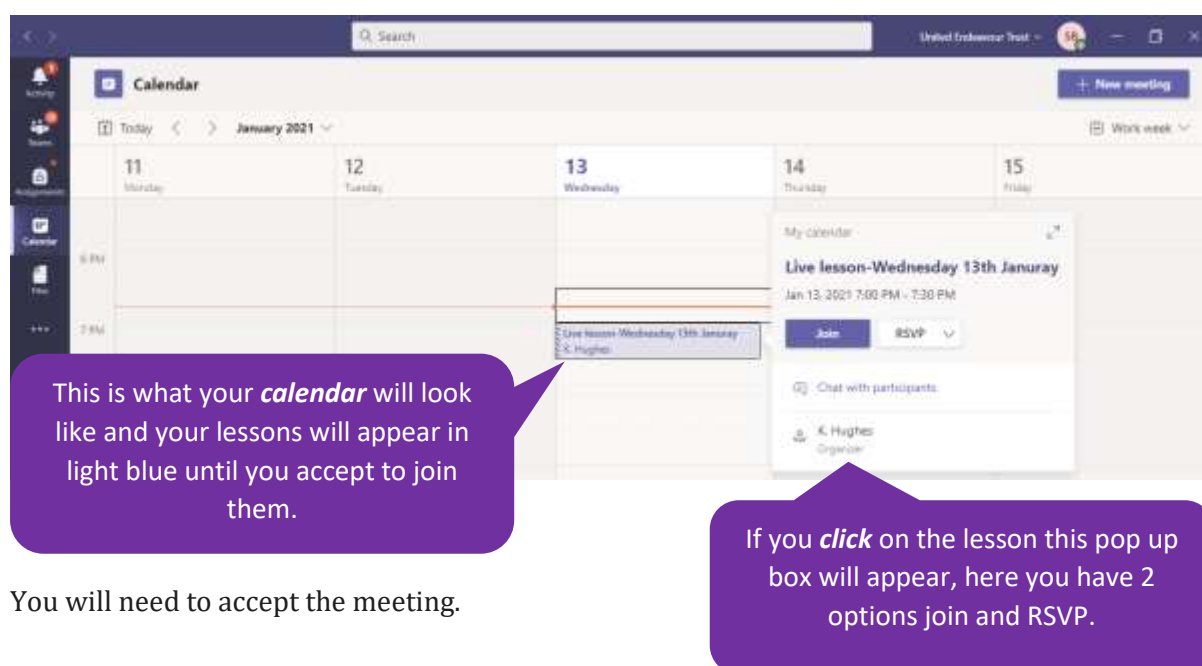
Student Guide to Teams Live Lessons

How do I accept a lesson request?

When you have logged onto Teams, find the Calendar. The symbol for the Calendar looks like this and can be found on the toolbar either down the side of the screen if you are on a computer, laptop or tablet, and at the bottom of the screen if you are on a phone.

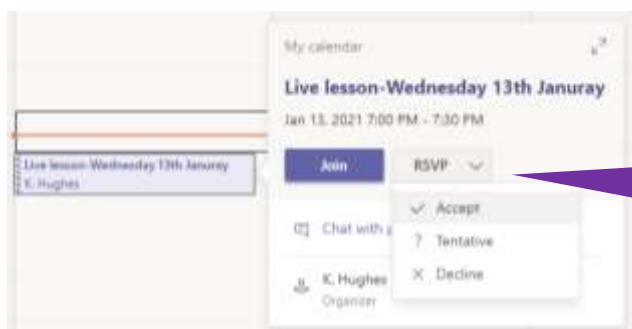


When you have **clicked** on the **Calendar**, you will be able to see the days of the week and times. For each lesson, you should have a meeting at the correct time and date.

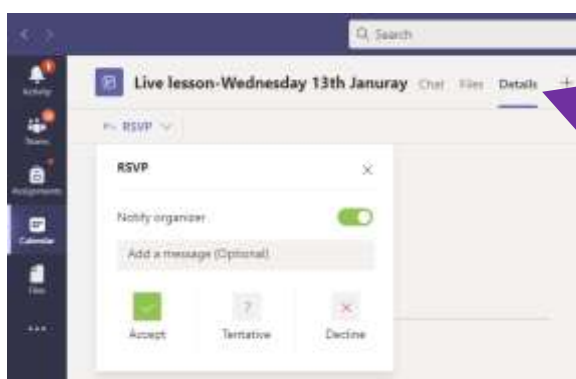


You will need to accept the meeting.

Student Guide to Teams Live Lessons



Click on the **down arrow** next to RSVP, and then **select Accept** from the list, this has a tick icon next to it.



You can also **double click** on the lesson in the calendar and it will open a new screen on your Teams, where you can see details about the lesson.

You will need to **click** on **RSVP** and the done arrow and then again **select Accept**, which has a tick icon above it.

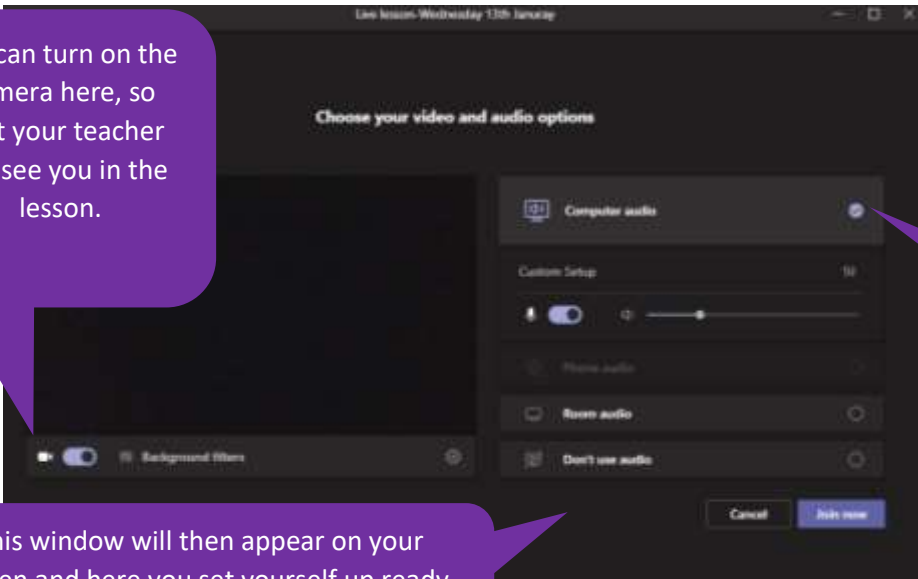
You then click on the RSVP box and go down to Accept. It will then show your teacher that you have seen the meeting and accepted it. It will also send an email on your student email with an invitation on and a reminder on your Calendar.



The lesson will now appear purple on your calendar, and have the join button on it.

On the day of your lesson, click on the Calendar icon and then click on the join button that appears on the lesson, your screen will then look like this:

Student Guide to Teams Live Lessons



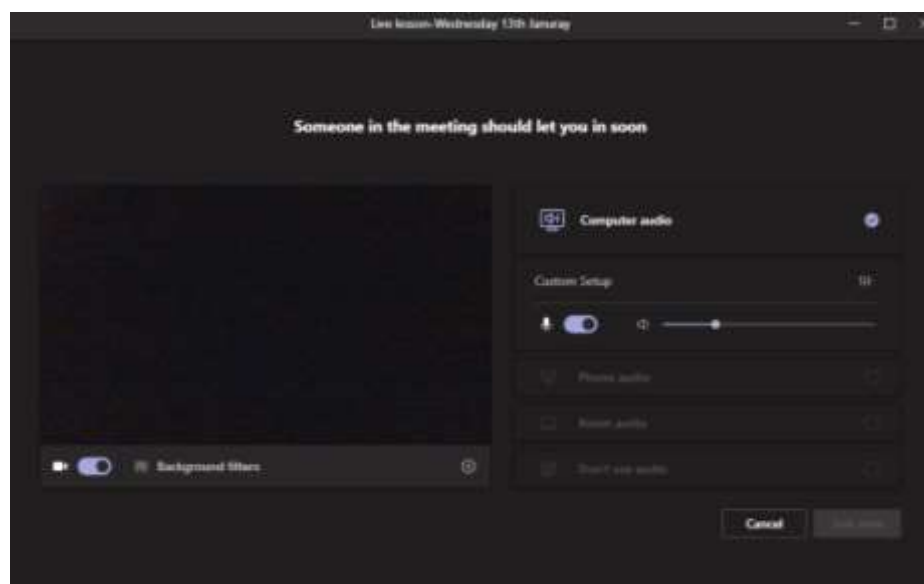
You can turn on the camera here, so that your teacher can see you in the lesson.

Make sure the computer is audio is ticked, then you can increase the volume underneath if needed.

This window will then appear on your screen and here you set yourself up ready for the lesson.

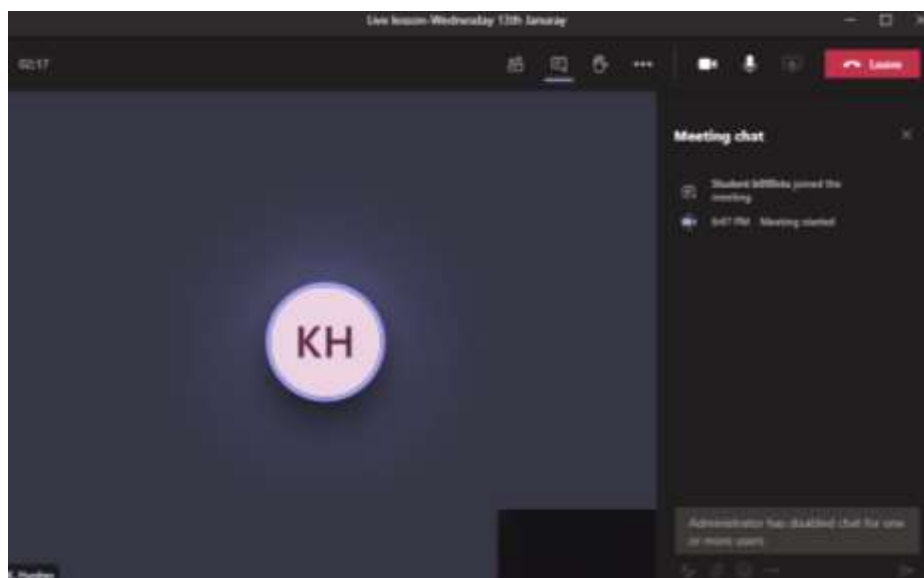
When you have selected the video and audio, you need to click on **join now**.

Your screen will now look the same but the message at the top of the screen will have changed to say ***someone in the meeting should let you in soon***. This means that your teacher will let you into the lesson once it is time and all set up.



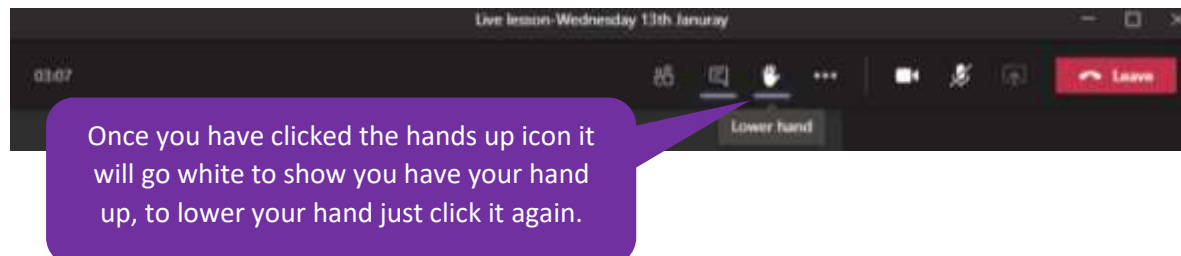
Student Guide to Teams Live Lessons

When your teacher lets you into the lesson your screen will change so it looks like this, but you will see your teacher on the screen as they will have their camera on, you will also see the other pupils appear on the screen in the lesson with you.



How do I put my hand up during a Live Lesson?

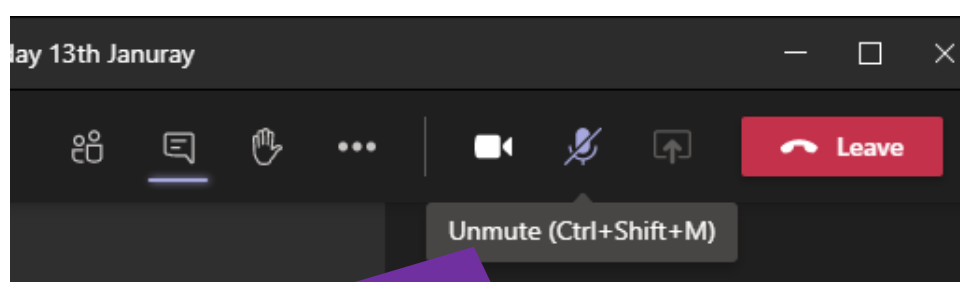
During a Live Lesson you can put your hand up when needed, you do this by clicking the hand symbol which looks like this



Your teacher will then get a notification to say you have raised your hand, you may see that you have a little yellow hand icon next to your name in the lesson.

How do I turn my camera and mic on and off?

The icons for camera and sound can be found on the toolbar at the top of the screen.

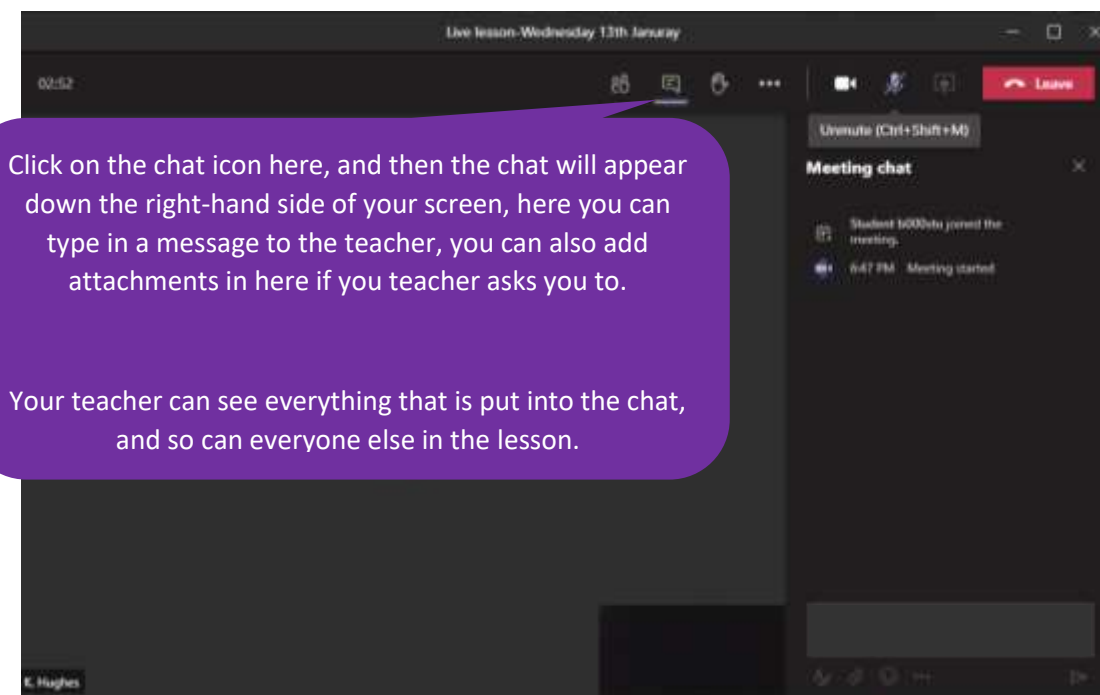


To mute yourself, click on the icon like above and it will turn purple with a line through it. Then to speak to your teacher click it again and it will go white, so you can speak.

The same with the camera, if the icon is white your camera is on, if it is purple it is off.

Student Guide to Teams Live Lessons

How do I use the chat on Live Lessons?



Who can I ask for advice when I am struggling to access Teams?

If you are struggling to use Teams, then please email the following email address with the problem. Someone will then get back to you with advice or ways to fix the problem.

studenthelpdesk@uetrust.org

You can also email your Teachers or House Leader for extra support or guidance.