

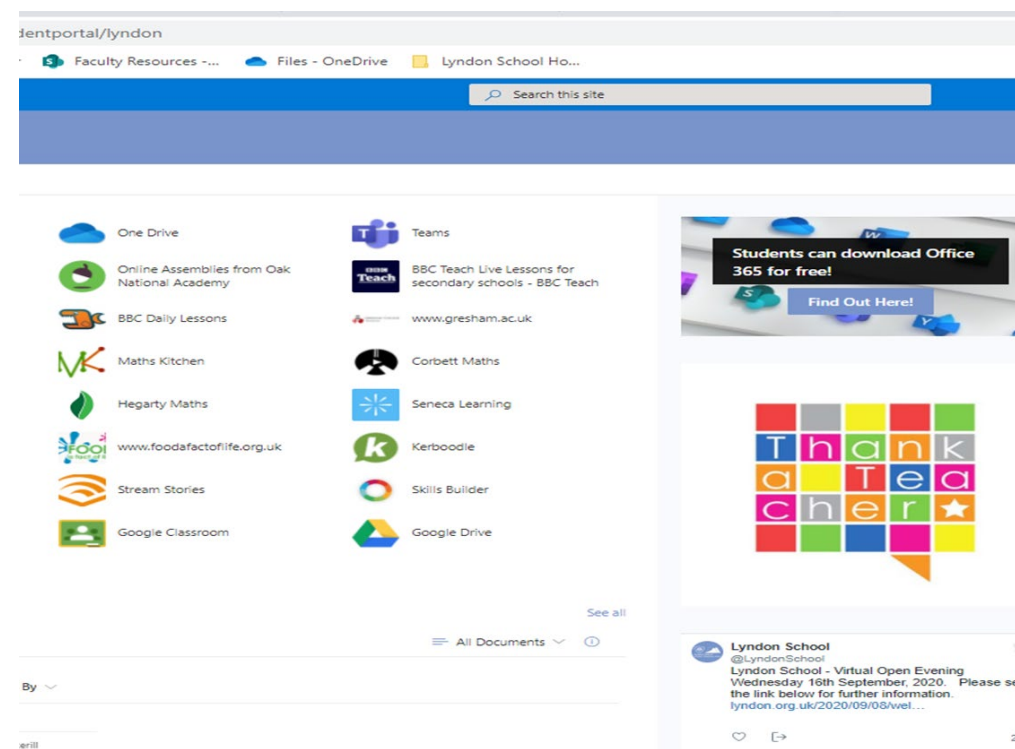
Student guide to accessing Teams for live lessons in the virtual classroom

You must know your normal school timetable. Your teacher will be delivering the lesson at the usual time on your timetable as if you were in school.

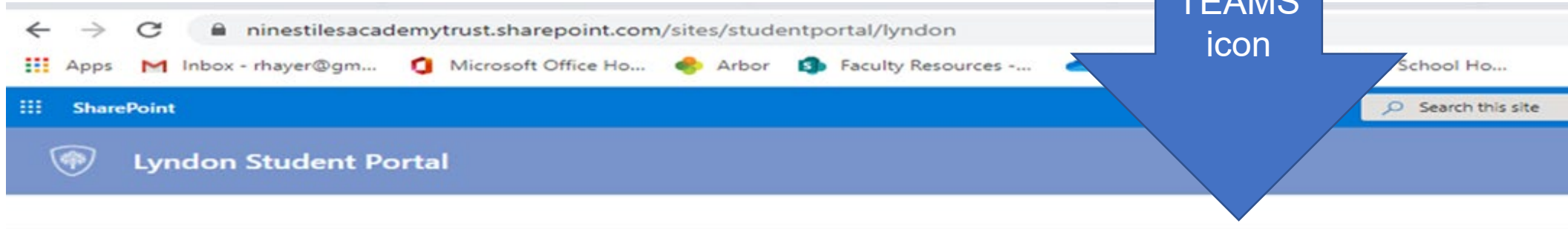


Using TEAMS to access a live lesson

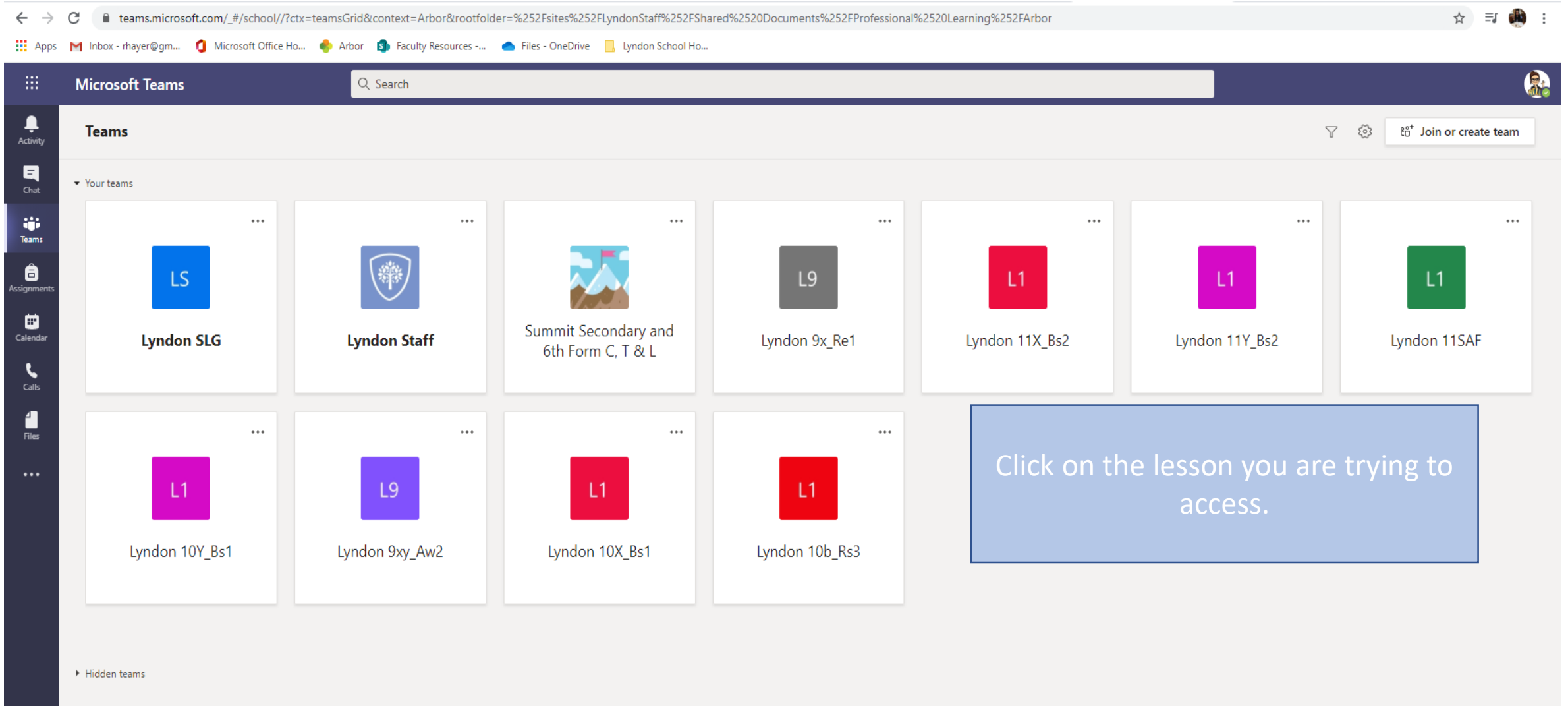
- Step 1: Using a search bar search for 'Lyndon Student Sharepoint'
- Step 2: click the link and enter your school username and password.
- You should now see this screen



- Step 3: Click on the TEAMS icon



- Step 4: You should see a 'tile' for each of your classes.
- Step 5 Click into a class

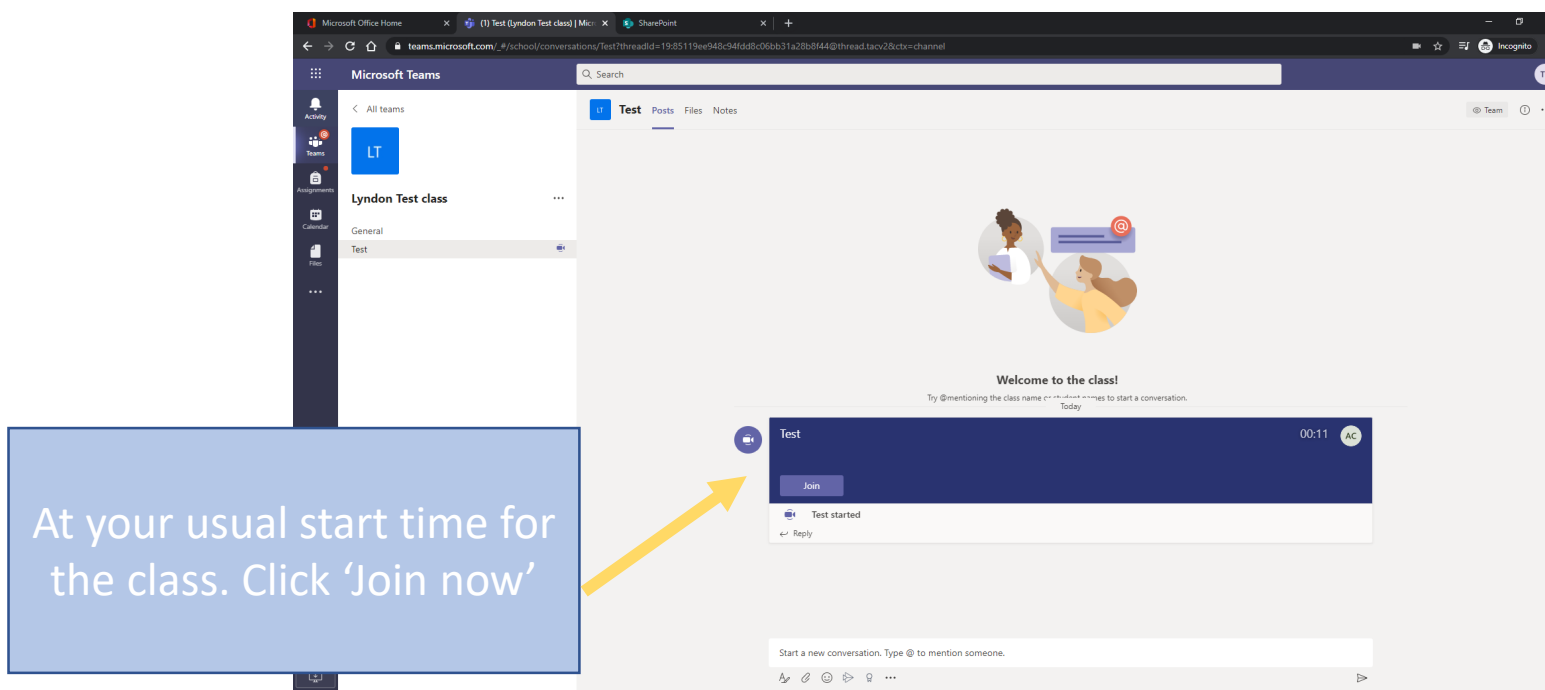


The screenshot shows the Microsoft Teams interface. The top navigation bar includes the Microsoft Teams logo, a search bar, and a 'Join or create team' button. The main content area is titled 'Teams' and displays a grid of class tiles under the heading 'Your teams'. Each tile consists of a colored square icon with a letter or logo, and the name of the class below it. The tiles are arranged in two rows. A blue callout box is overlaid on the right side of the grid, containing the text: 'Click on the lesson you are trying to access.'

| Tile Icon | Class Name |
|---|--|
| LS | Lyndon SLG |
| Lyndon Staff logo | Lyndon Staff |
| Summit Secondary and 6th Form C, T & L logo | Summit Secondary and 6th Form C, T & L |
| L9 | Lyndon 9x_Re1 |
| L1 | Lyndon 11X_Bs2 |
| L1 | Lyndon 11Y_Bs2 |
| L1 | Lyndon 11SAF |
| L1 | Lyndon 10Y_Bs1 |
| L9 | Lyndon 9xy_Aw2 |
| L1 | Lyndon 10X_Bs1 |
| L1 | Lyndon 10b_Rs3 |

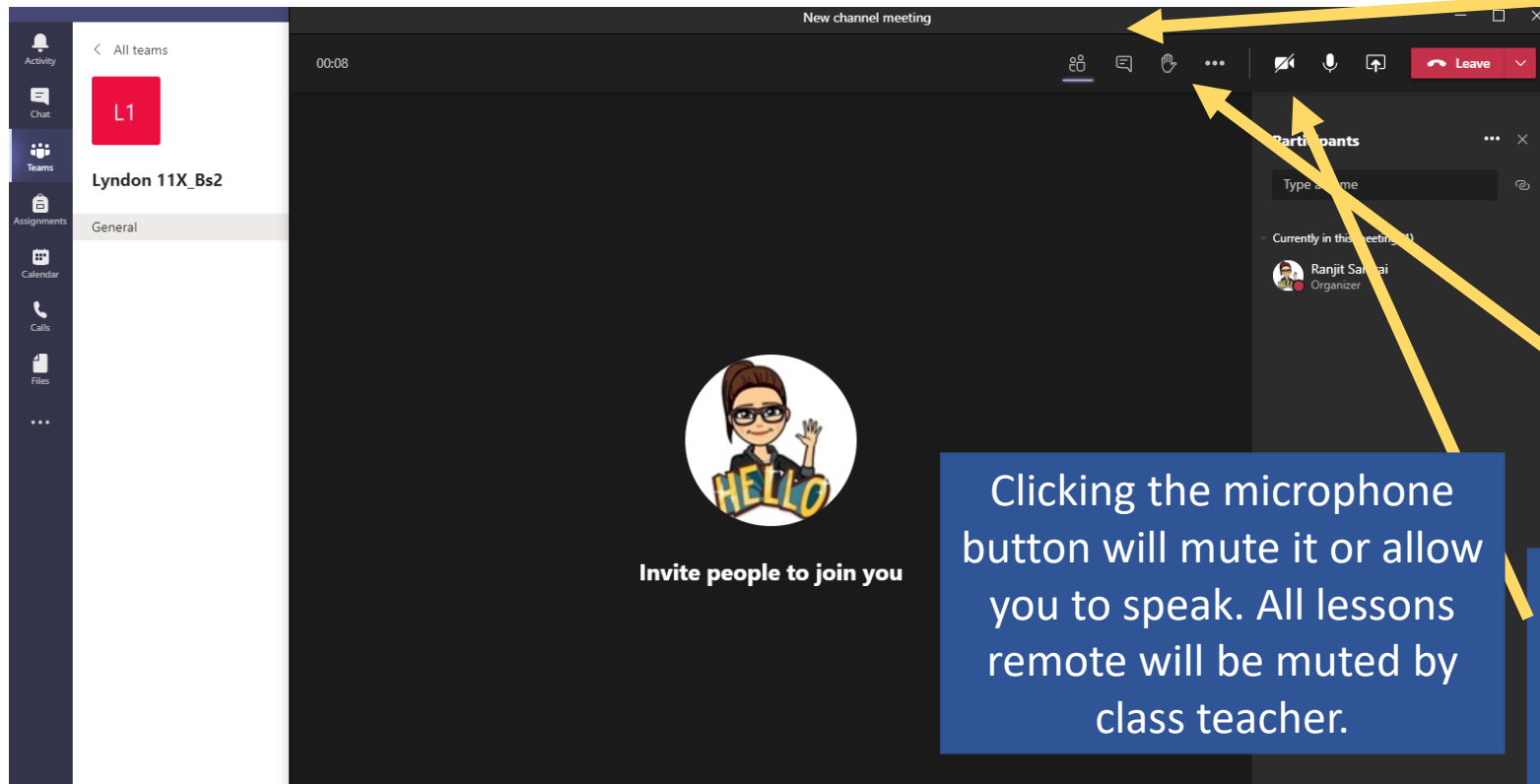
- You will now see this screen.
- You must ensure that your camera and microphone are switched off. Your teacher may also do this for you.
- At your scheduled time for a lesson you will see the lesson 'invitation that your teacher will send you.
- Click 'Join now' to enter your lesson.

You will only see the invitation once your teacher sends it which will be anytime from the morning of your lesson to 30 mins before your lesson. If you do not see the invitation DO ASSUME the lesson is not taking place. You must keep checking up until your lesson is scheduled to start.



At your usual start time for the class. Click 'Join now'

- Once in your lesson you must listen carefully to your teacher's instructions
- Your teacher may share a PowerPoint on the screen with instructions and prompts to guide you through the learning
- If you have a question or do not understand you can raise your hand or write the question in the chat facility



If you have a question click the 'Chat' icon.

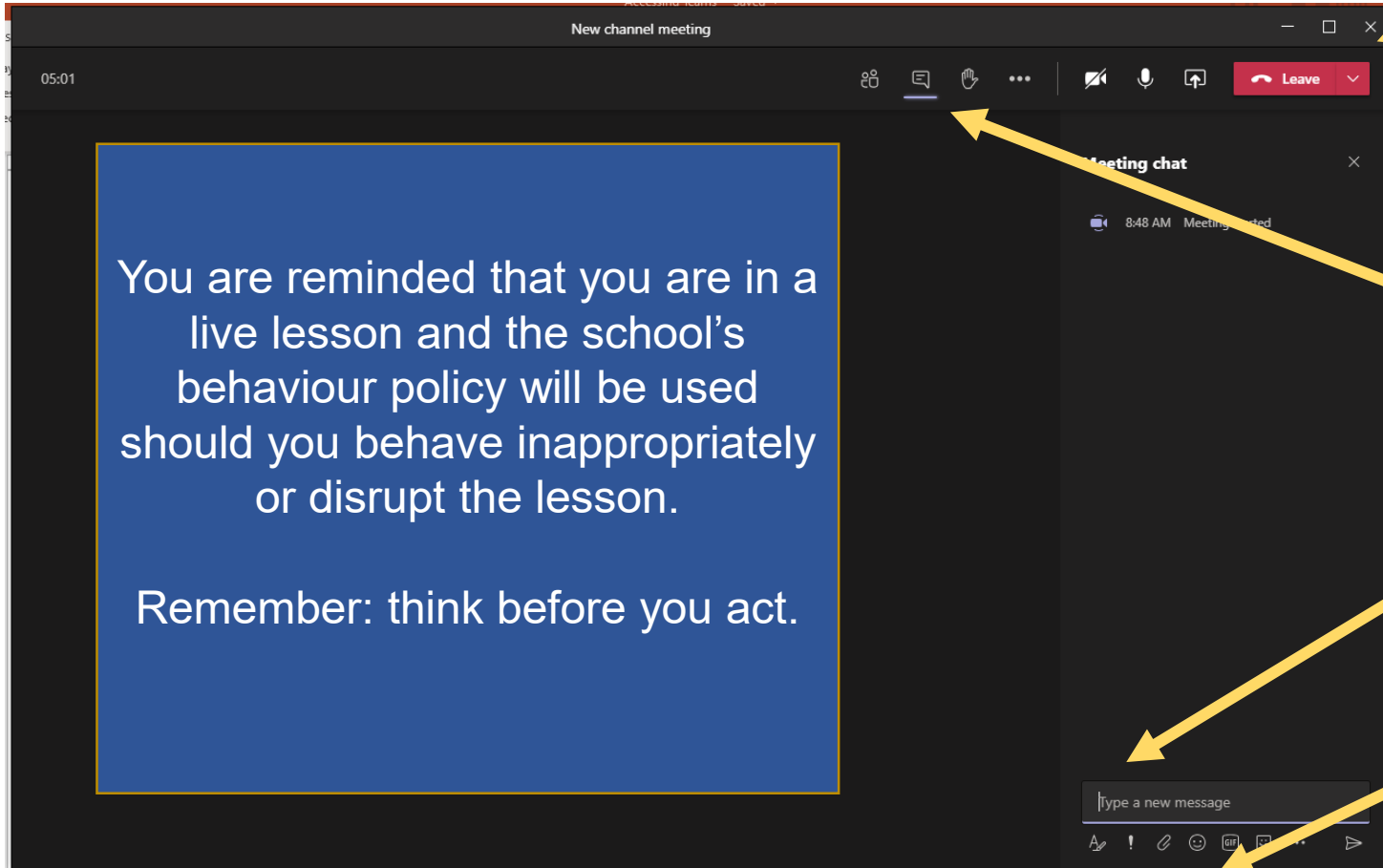
Raise your hand to alert to the teacher you have a question. Once your question has been answered, click on the hand again remove the alert.

Clicking the microphone button will mute it or allow you to speak. All lessons remote will be muted by class teacher.

Clicking the camera icon will switch the video on or off. Your class teacher will instruct you on this. If there is a line through the icon the camera is OFF.

Remember to make notes and complete tasks as the teacher is delivering the lesson.

At the end of the lesson click 'Leave'.



You are reminded that you are in a live lesson and the school's behaviour policy will be used should you behave inappropriately or disrupt the lesson.

Remember: think before you act.

If you have a question you can on the 'Chat' icon and pop the question in the box. For the message to send you must click on the arrow. The teacher may not answer straight away but be patient they will get back to you when they can.