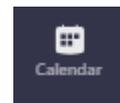## Accessing a Live Lesson via TEAMS

Please follow the below steps to access and set up a lesson via TEAMS. Lessons should be attended with children's cameras on, microphones off, the child's background blurred and the teacher 'pinned' to the screen.

1. The Microsoft TEAMS app looks like this on your child's i-pad. Try to open the app a few minutes prior to the lesson starting.

2. Once you open TEAMS, to join a call you will need to click on your calendar tab.

3. You should see all scheduled meetings (meetings are the lessons).

4. Click to 'join' the meeting.

5. You may also be able to see a join button in the chat function (but if you can, join via the calendar function).
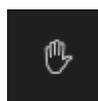
6. Once on the call please ensure your child's **camera is on, but their microphone is off**. The diagonal line appears when your microphone is off. Your camera button should not show any line through it, to show that it is on.

7. Press the hand if you want to answer a question and your teacher will say your name if you should answer. If your name is said turn on your microphone briefly so that your answer can be heard.

8. Children should 'blur' out the background so that staff and the other children can only see them. They do this by pressing the three dots by their name and then 'apply background effects'. This website can also assist with this: https://www.microsoft.com/en-gb/microsoft-

365/microsoft-teams/background-blur . Remember as we can see the children they should be appropriately dressed, but this does not need to be in school uniform.

9. It is important that the children can 'pin' their teacher to the screen. This will ensure that the teacher stays as the focus and the other children stay small so that the child can concentrate. To do this, once a child is on a call they need to press the three dots next to the teachers name and then 'pin'.