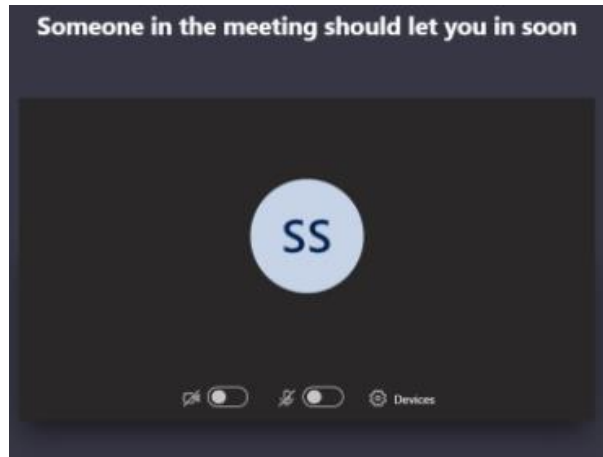


Teams: Live Sessions

Pupil User Guide

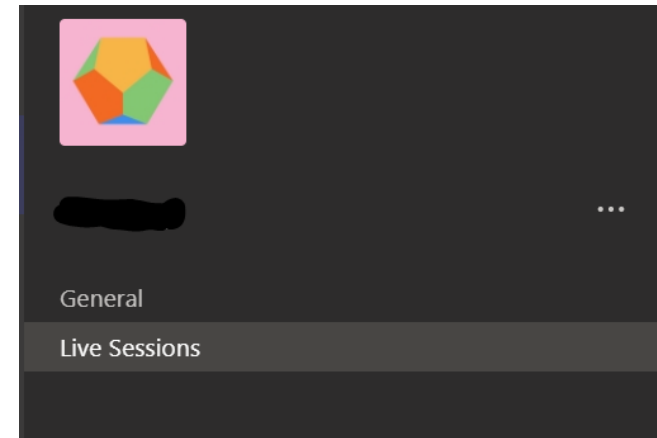


Setting up a meeting

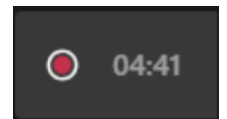
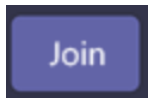


- When a teacher sets up a meeting they will use meeting settings so that when you join a 'meeting'/live session you will sit in a 'lobby' (waiting area) until the teacher has done all the checks they need before letting you in.
- Go to the 'Live Session' channel to view the time and date for your meeting (see below for how to access the channel).

During a meeting



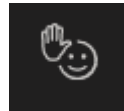
- Be on time for your session
- Make sure your adult is near by and your background is appropriate (there are no background filters available)
- Go into your class team and click on the channel 'Live Sessions'
- If your parent had returned the permission form (by 8:30am Monday), an invite into a live session will be posted in here with your name on. Click join.
- Only attempt to join a meeting at the right time and if your name is on the meeting invite title. You will join with your **camera on** or you will be deleted from the call.
- The teacher will record the meeting



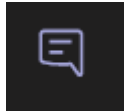
- The teacher will check who the meeting is for and only admit those children from the lobby.
- You will follow the group rules or you will be deleted from the call.

Enjoy your session 😊

- Your teacher will explain how to 'raise your hand' using a button to let them know you want to speak etc.

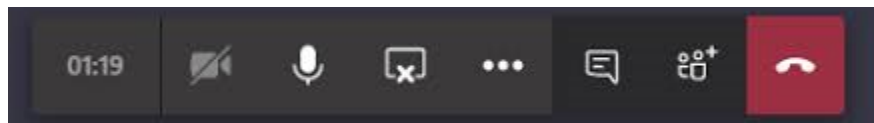


- Some teachers may ask you to type into the conversation box instead of unmuting depending upon group size. Please be directed by your teacher in using this function.



At the end of the session

- You can use the red phone 'Hang up' button when finished. At the end of session the Teacher will end the call for everyone.



- The meeting recording will now appear in the 'Live Sessions' channel chat. **Do not open this.** The teacher will download it for evidence but it will then be deleted to maintain the group's privacy.