

# Accessing a live lesson via TEAMS

January 2021

Please follow the steps below to join your live lesson with your teacher on 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. Open the Microsoft TEAMS app a few minutes before the start of the lesson. The app looks like this:



2. Once you have opened TEAMS, to join a call you need to click on the calendar tab



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



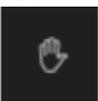
4. Click to 'join' the meeting



5. Once on the call please ensure that 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



6. 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 called, turn on your microphone and answer the question and then turn it off again



7. Children should 'blur' their background so that staff and other children can only see them. Do this by pressing the three dots by their name and then 'apply background effects'. This website will also help with this <https://www.microsoft.com/en-gb/microsoft-teams/background-blur>. Remember that as we can see the children they should be appropriately dressed but this does not need to be school uniform

Principal-Karen Sheppard

Long Cross, Lawrence Weston, Bristol, BS11 0LP

T: 0117 9030333 <http://www.oasisacademylongcross.org/content/contact-us-94>

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



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