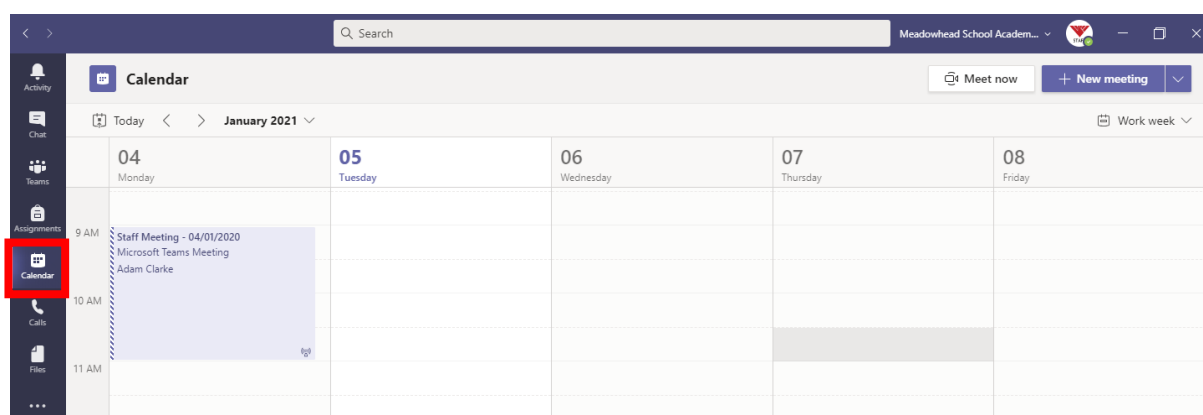


Meadowhead Guide to Live Lessons

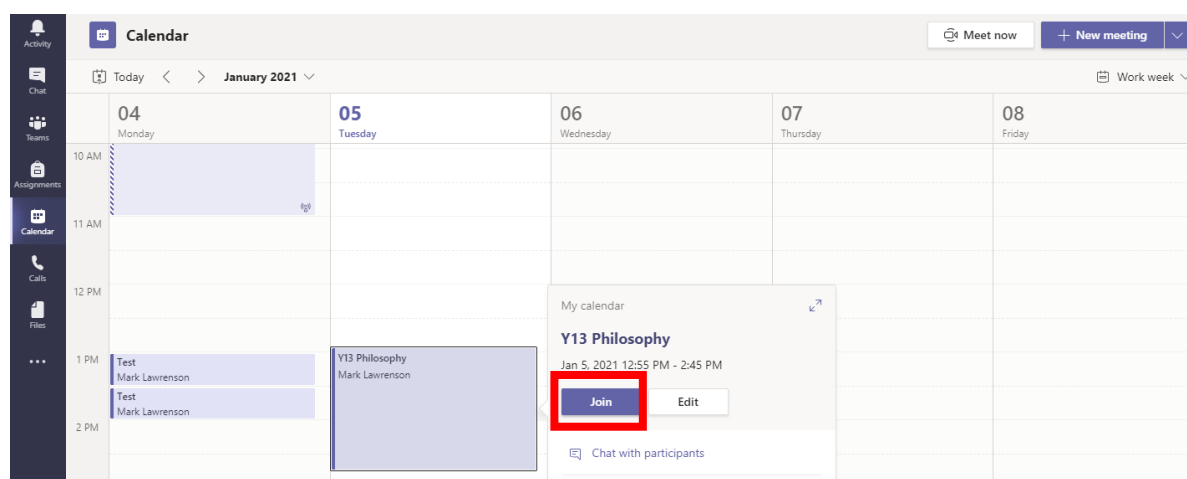
While working from home it is very important that you do not fall behind in your studies. From Wednesday 6th January all students will be offered live lessons, if an entire class is working from home.

This is a guide to explain how to use Microsoft Teams to access these live lessons.

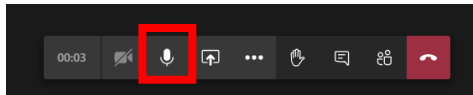
1. Go to teams.microsoft.com.
2. Login with your school e-mail address and password
3. If prompted, download the app. It is not essential that you use the app, but it does have better functionality than the web-based version.
4. Go to calendar on the left hand side.



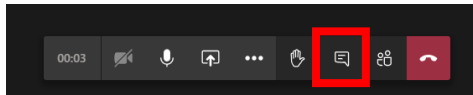
5. Click on the lesson you should be attending and click 'Join'. You can also join through an invite to your school e-mail if you prefer.



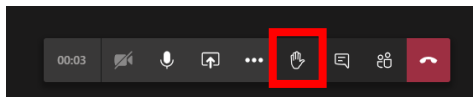
6. Please be ready to join from time at 8.35am.
7. Each live lesson will start at the same time as your lesson would in school.
8. The 'live' lesson will last for at least 15 minutes. After explaining your work, your teacher may end the live stream, leaving you with tasks to complete.
9. Please mute yourself at the beginning of the lesson, using the icon below. Use the same button to unmute yourself to answer a question.



10. In some cases, you will be able to use the chat function to answer your teacher's question or to ask a question. However, in most cases the chat function is disabled for students. Your teacher, though, may share documents with you in the chat. You need to press the button below to access these:



11. You can also use the 'Raise hand' button to ask a question or answer a question.



12. You will not be able to see the teacher during the lesson, but you will be able to hear them and see the work displayed on the screen.
13. It is important that you attend all lessons and a register will be taken each lesson.
14. Your teacher will ask you to upload work to ClassCharts and they will give you feedback.
15. If you have any technical issues, please contact your Head of Year who will help you. Their e-mail addresses are below:

Y7 y7@meadowhead.sheffield.sch.uk

Y8 y8@meadowhead.sheffield.sch.uk

Y9 y9@meadowhead.sheffield.sch.uk

Y10 y10@meadowhead.sheffield.sch.uk

Y11 y11@meadowhead.sheffield.sch.uk

Y12 y12@meadowhead.sheffield.sch.uk

Y13 y13@meadowhead.sheffield.sch.uk