

## How to access your Live Lessons (Secondary Students)

This guide is to help you access your live lessons if you are accessing sessions from home.

*Note: You will need to know your Microsoft username and password (e.g. ABC01@TSATStudent.org.uk) – this will have been given to you in a letter. Please contact your school office if you do not have this.*

*Remember, passwords are case-sensitive.*

### Logging onto Microsoft

First, you need to log onto Microsoft so that you can go to Teams to find the live session date and time.

1. Browse to <https://myapplications.microsoft.com/>
2. Log in using your Microsoft username and password.
3. When you have logged in, you will see the application home page.



4. From here *click* on 'Teams' to access your classes, see what lessons are coming up and to join.  
*You may be prompted to 'Download the Teams App', click 'Use the web app instead'.*

### Connecting to your lessons

Any live lessons will be 'posted' in your *calendar* and class channel for you to know when they are.

Make sure you have speakers or headphones for your device so that you can listen to the lesson.

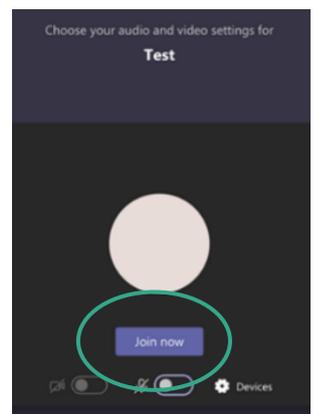
1. From the 'Teams' application home page opened previously, find and *open* 'Calendar' from the left-hand side of your browser.
2. Find the lesson you want to join, *click* on the calendar entry. You should see the option 'Join Teams Meeting' – *click* this. *This might be on the right of your screen.*
3. You might be sent to the 'How do you want to join your Teams meeting?' page – *Click* 'Continue on this browser' *unless you have the Teams app (see Tip below).*
4. Your computer (or device) may ask you to allow access to your microphone and camera, *click* 'Allow'.
5. *Click* 'Join Now'.
6. This will take you to the live lesson.

*Tip: Install the Microsoft Teams app on your device to make connecting easier.*

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

### During the lesson:

In the lesson, you will have an option bar that looks like this:



1. To turn on or off your microphone, *click* the  button.

*Note: your teacher will have muted everyone to keep the noise down and so you can hear. Only turn this on if, and when, you are asked to.*

- To raise your hand in the lesson, *click* the  button.
- Sometimes your teacher might put things in the text chat – such as links to videos or documents. They may also ask you to respond to a question or get you to ask questions using this.

To open the chat function, *click* the  button.

- Any other options, such as ‘Blur my background’ or subtitles, are available when you *click* on the ellipsis button.



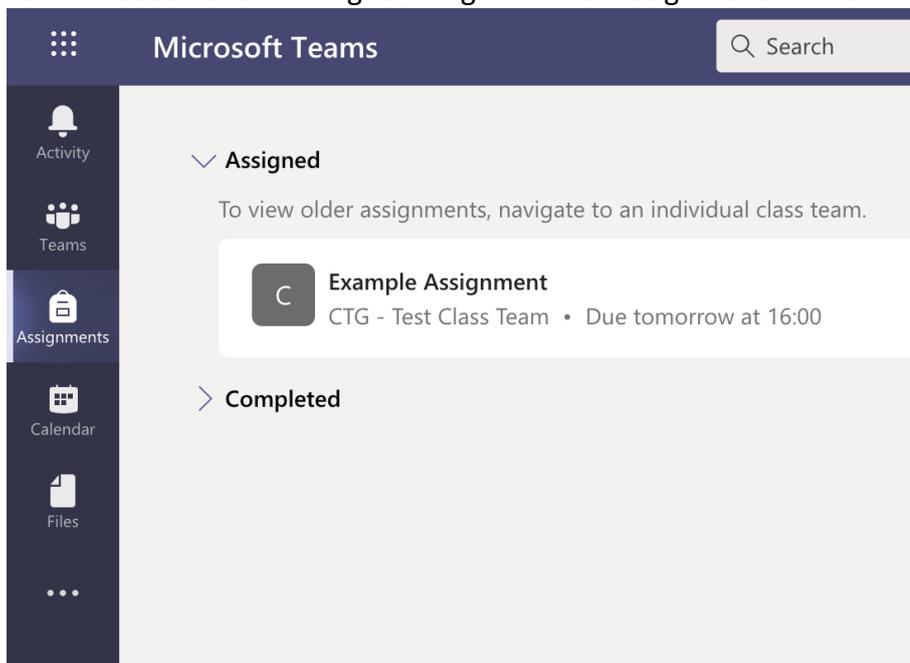
### Disconnecting from the lesson

- Go to the option bar at the bottom of your screen.
- Click* the  button.
- This will instantly disconnect you from the session.
- Close the app or browser window after this.

### Submitting your learning

Your teacher will set you some learning to complete from the lesson. You will find the learning in your Teams class as an assignment.

You can see all outstanding learning from the ‘Assignments’ tab on the left-hand side of your screen.



You can also find updates in your classes posted in your ‘Activity’ feed.

