

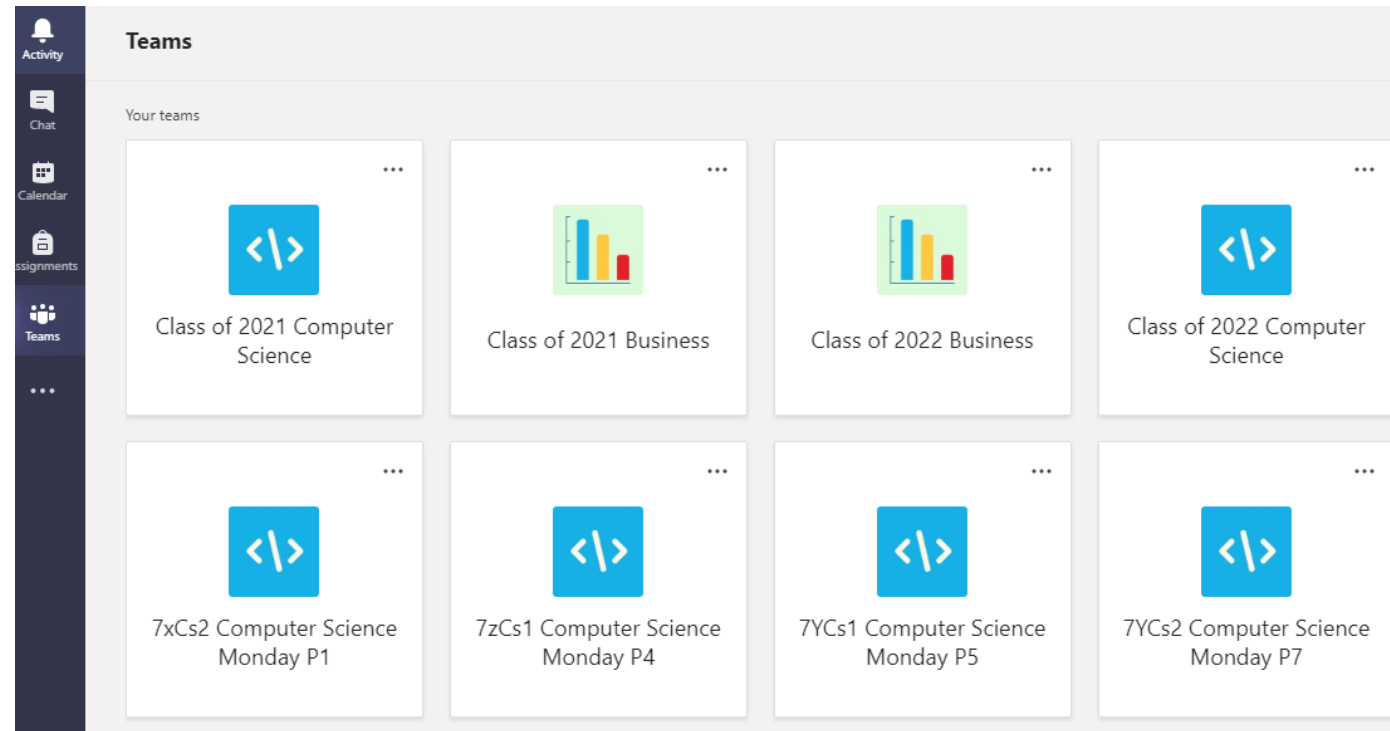
Joining a Live Lesson via the Calendar

The screenshot displays the Microsoft Teams calendar interface. The top navigation bar includes 'Activity', 'Calendar', 'Chat', 'Assignments', 'Teams', and a menu icon. The calendar header shows 'Today', navigation arrows, 'January 2021', and a 'Work week' view selector. The main calendar grid shows dates 11 (Monday) through 15 (Friday). The time slots range from 8 AM to 5 PM. Meetings are listed as follows:

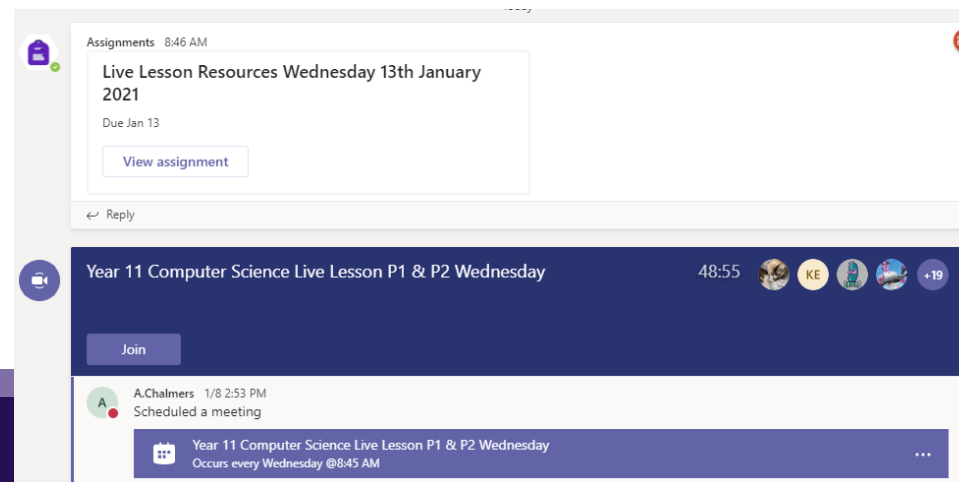
- Monday, Jan 11:**
 - 7XCs2 Live Lesson A.Chalmers (9 AM - 10 AM)
 - 7zCs1 Monday P4 Live Lesson A.Chalmers (11 AM - 12 PM)
 - 7yCs1 Live Lesson P5 Monday A.Chalmers (12 PM - 1 PM)
 - 7yCs2 Live Lesson Monday P7 A.Chalmers (2 PM - 3 PM)
- Tuesday, Jan 12:**
 - 8X1 Computer Science Tuesday P2 A.Chalmers (10 AM - 11 AM)
 - A Chalmers and E Upton Meeting A.Chalmers (2 PM - 3 PM)
- Wednesday, Jan 13:**
 - Year 11 Computer Science Live Lesson P1 & P2 Wednesday A.Chalmers (9 AM - 10 AM) - **Join button highlighted**
 - Year 11 Business Live Lesson A.Chalmers (11 AM - 12 PM)
 - Live Lesson 2pm Wednesday 6th January 2021 A.Chalmers (2 PM - 3 PM)
 - MAP Wednesday 13th January 3.10pm - 4.10pm A.Chalmers (3 PM - 4 PM)
- Thursday, Jan 14:**
 - Year 10 Business Thursday P1 and P2 A.Chalmers (9 AM - 10 AM)
 - Year 10 Computer Science Live Lesson P4 and P5 Thursday A.Chalmers (11 AM - 12 PM)
 - Year 10 Business Live Lesson Thursday Period 6 A.Chalmers (2 PM - 3 PM)
- Friday, Jan 15:**
 - Year 9 Computer Science Live Lesson Friday P1 & P2 A.Chalmers (9 AM - 10 AM)
 - Life Skills 10E A.Chalmers (11 AM - 12 PM)
 - Year 9 Business Live Lesson Friday P5 A.Chalmers (12 PM - 1 PM)
 - Year 9 Business Live Lesson Friday P6 A.Chalmers (2 PM - 3 PM)

Joining a Live Lesson via the Calendar Teams Page

- Click on Teams
- Select the Correct Class

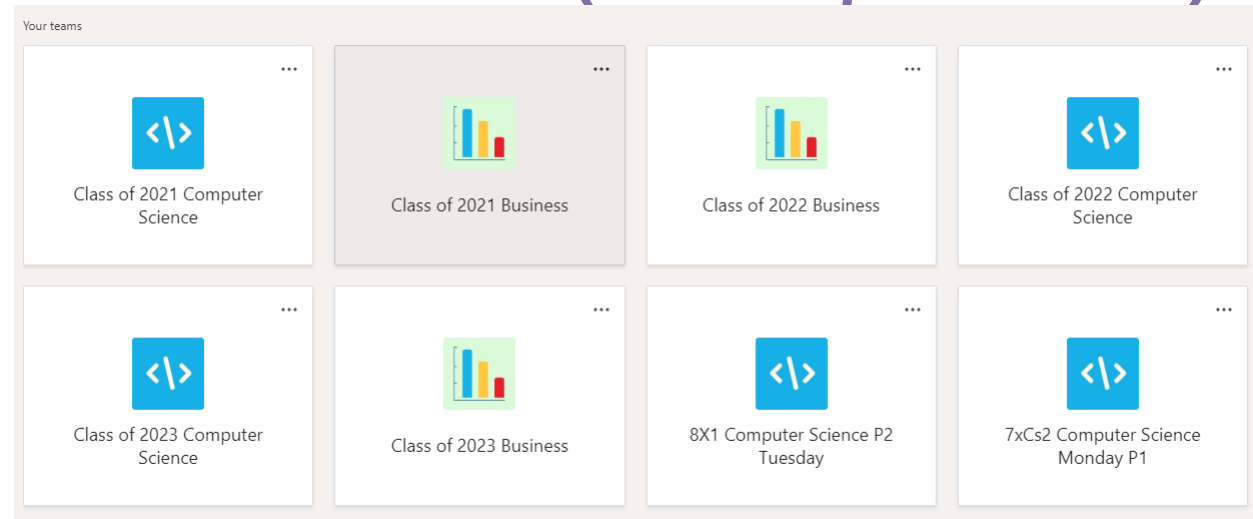


- Click Join

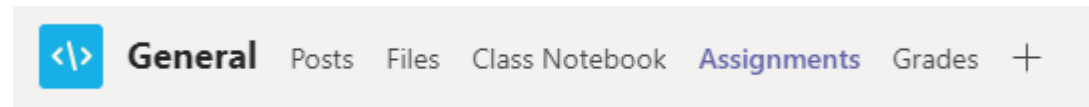


View the Resources for a lesson (Assignment)

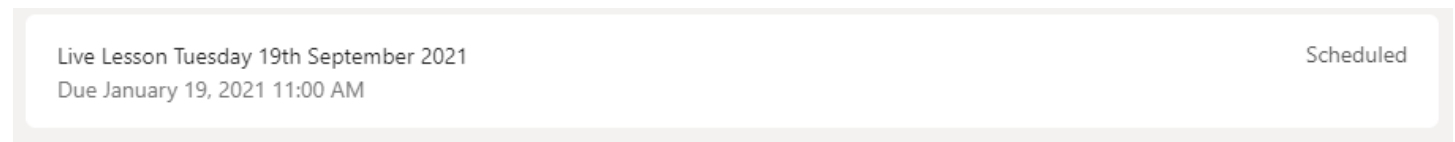
- Click in the correct class



Click on the Assignments option



Select the Assignment



Click to open the resource



Upload

• Click

Click on

Select

Click th

OneDrive

Class Notebook

Link

New File

MakeCode

Teams

Upload from this device

OneDrive

Title	Modified
Apps	Jun 12, 2020
5 Marketing	May 14, 2020
3 The Digital Revolution	May 14, 2020
New Schemes of Work in the New Format 2021	Apr 30, 2020
GCSE AQA 2021 Submit	Apr 24, 2020
Microsoft Teams Chat Files	Apr 21, 2020
New Schemes of Work in the New Format 2020	Apr 2, 2020
M Drive March 2020	Mar 19, 2020
My M Drive March 2020	Mar 18, 2020
Year 8	Jan 27, 2020

Cancel

Attach

12 Computer
ence

outer Science
day P1

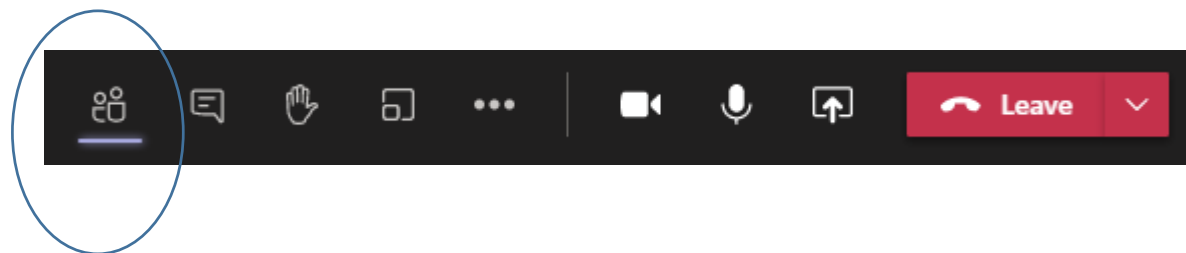
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Scheduled

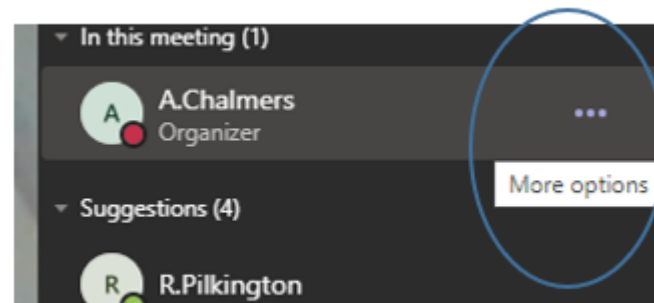
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How to raise your hand

- Click in the participants button



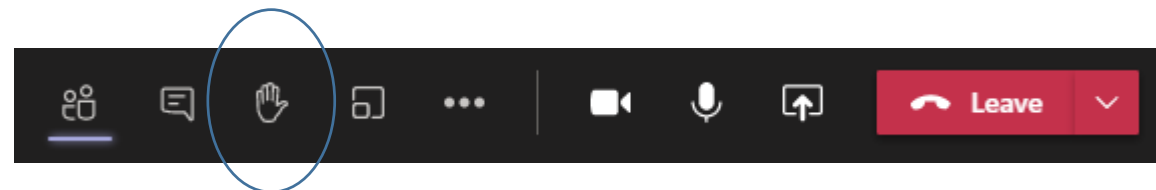
Click on the 3 dots



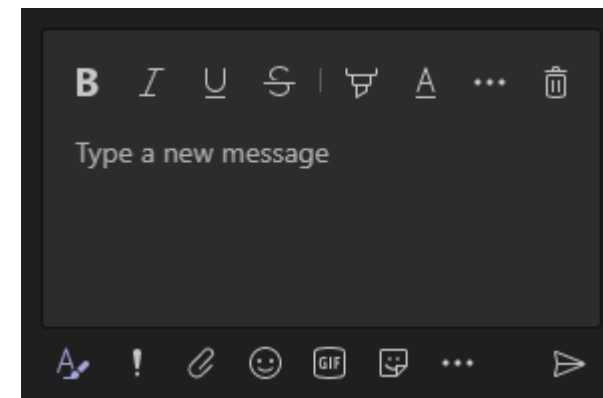
Select the Hand up

How to use the chat facility

- Click in the chat button



Click on the  button before you type your message



Click the arrow to send your message



Remember the chat facility is to only be used for lesson tasks. Ensure you use Standard English