



# DIGITAL SCHOOL LEARN HERE

**How to join a class Team meeting**

**Pupil and parent guide**

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## Knowing when to meet with your teacher

Your class teacher will **schedule** a meeting to discuss your learning and help you with tasks. This means that they will decide on a date and time for you to meet together.

The link to the meeting will show in your class Team. It will tell you the date and time that the meeting will be taking place:



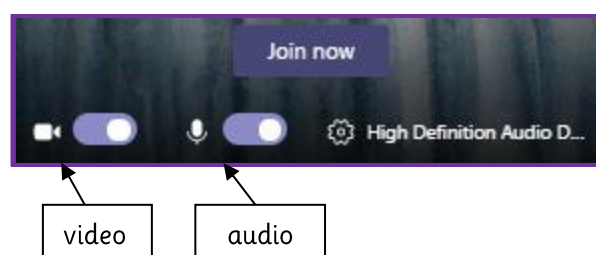
## Joining a class Team meeting

Your teacher will start the meeting at the scheduled time. When the meeting has started you will see a button that says **join**. Click this button to join the meeting. If the 'join' button is not there then wait until your teacher has started the meeting.



On the next screen you will see the **join** button again. Click this button.

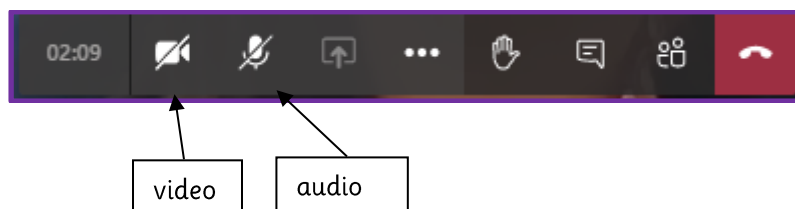
Please share your video and audio when you join Team meetings so that your teacher can see and hear you. Click on the white circle beside the microphone and video icons to start them:



You should be able to see a menu bar at the bottom of your screen. It has some important controls that you will need during the meeting:



If you have not shared your video and audio, the video and microphones icons will have a line through them. Try clicking them again to start them. The lines will disappear when you have now successfully switched them on.



When you first join the meeting you will automatically go into the 'lobby'. Your teacher will admit you to the meeting when they are ready. You do not need to do anything at this stage but you might need to wait for a few minutes.

## During the meeting

### Muting microphones

You should be able to see and hear your teacher when the meeting starts. They might **mute** your microphone so that there are no background noises to distract people from what is being said. This means that they will have turned your microphone off. You will know if you have been muted because there will be a line through the microphone icon. Do not turn it back on until you are asked to.

### Speaking to your teacher

It is important to remember that you are expected to behave in the same way as you would during a lesson at school. This means **no shouting out** or speaking unless you have been asked to.

If you would like to say something to your teacher while they are talking (for example, to ask a question if you don't understand something), click on the **hand icon** to let your teacher know. This is just the same as putting your hand up in class. When you speak, your video will now be shared with the class. It will go back to your teacher when they start speaking again.

Another way of speaking to your teacher is by typing a message in the **meeting chat bar**. Click on the chat icon to open it. You can now type your message. Remember that everyone in the meeting will be able to see your message.



### Leaving the meeting

Your teacher will let you know when the meeting is now over. To leave the meeting, click on the red hang up button.

