



DIGITAL SCHOOL LEARN HERE

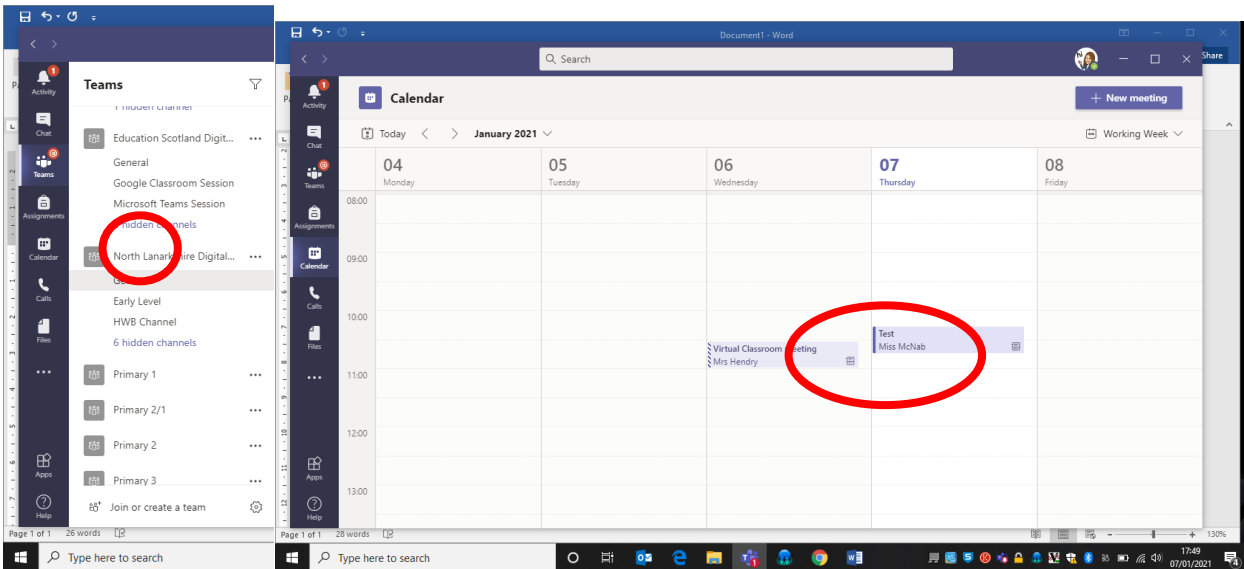
How to Join a Class Team Meeting

A Guide for Pupils

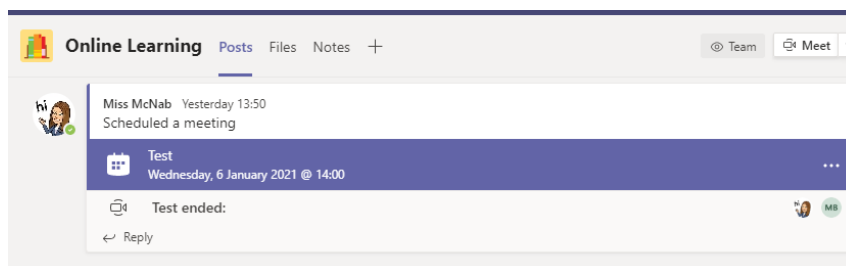
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How to Join a Class Team Meeting

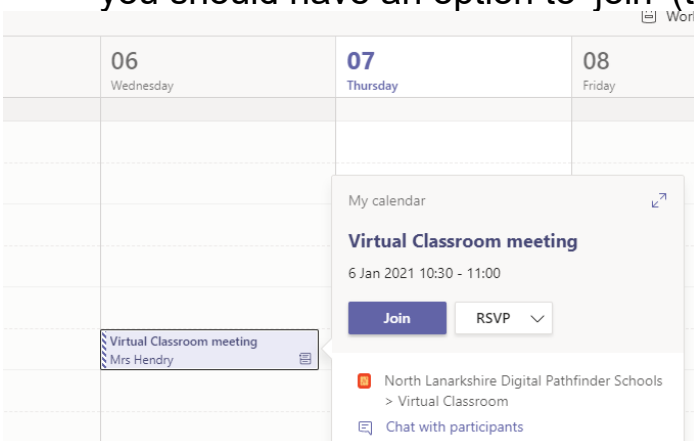
1. Your teacher will schedule a class team meeting once a week. This will either appear in the calendar like this:



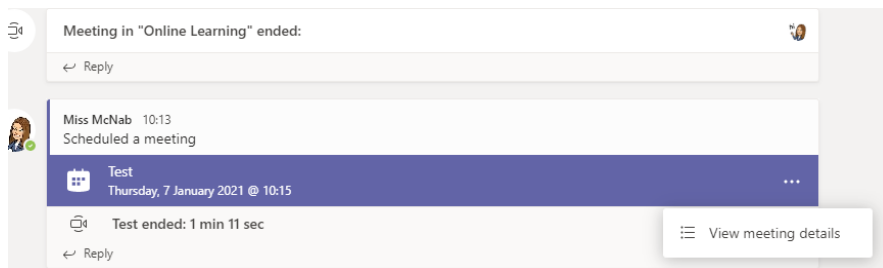
or in the 'posts' section of your class team, like this:



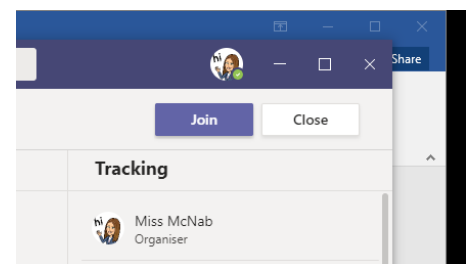
2. If your meeting has been posted to the calendar, click on meeting title, then you should have an option to 'join' (this is usually in a purple rectangle)



If you are joining from the link in the 'posts' section, click on the three dots at the end of the purple banner.

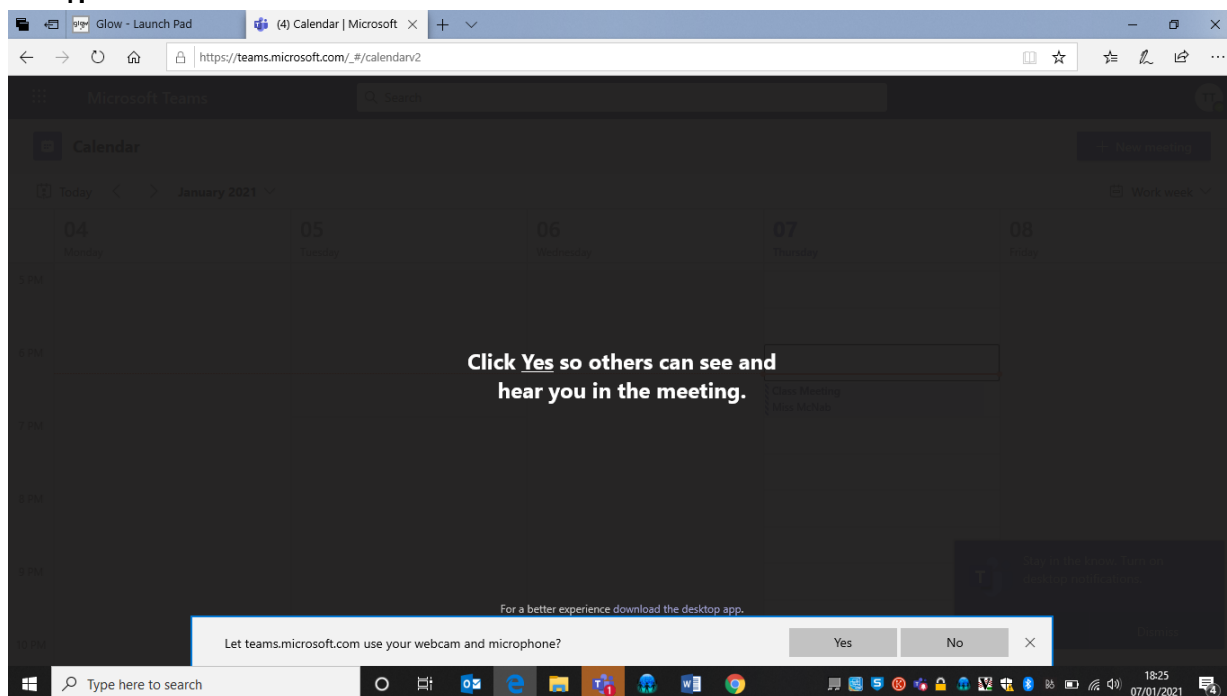


Then select 'view meeting details'. You should then have an option to 'join' (this is usually in a purple rectangle).



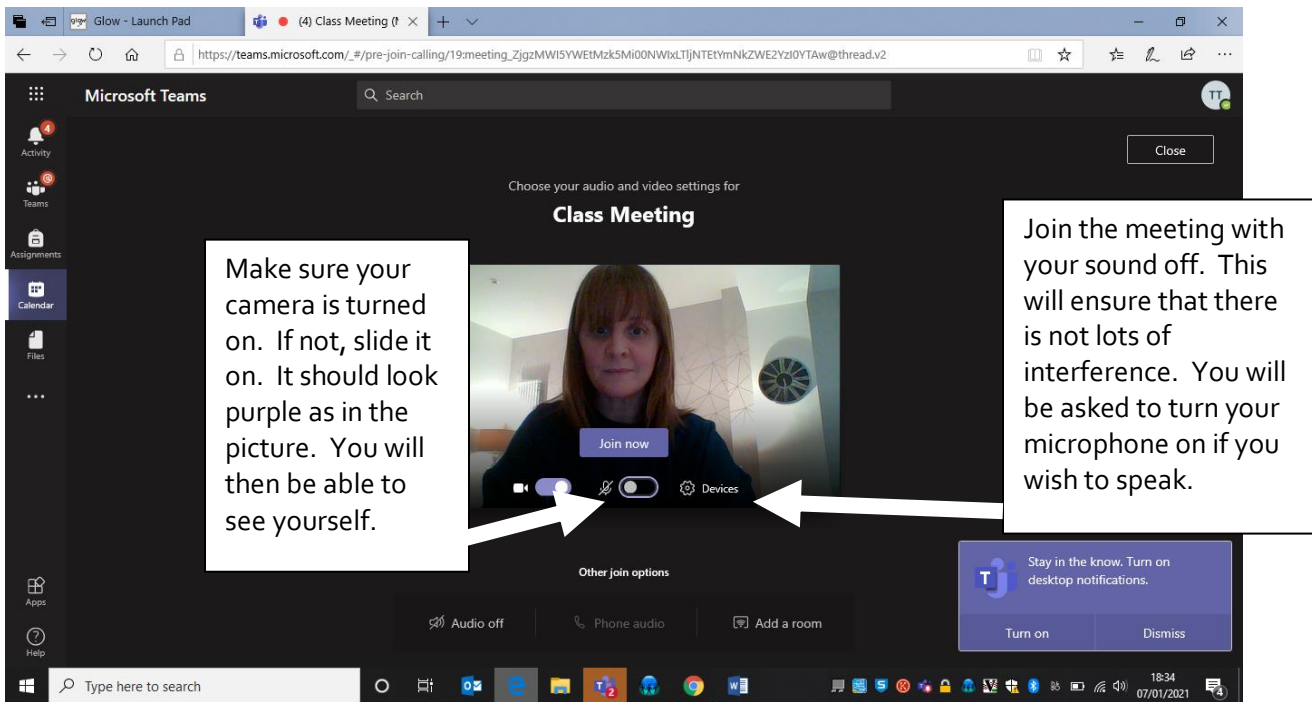
3. Once you have joined the meeting, you have the following options.

4.



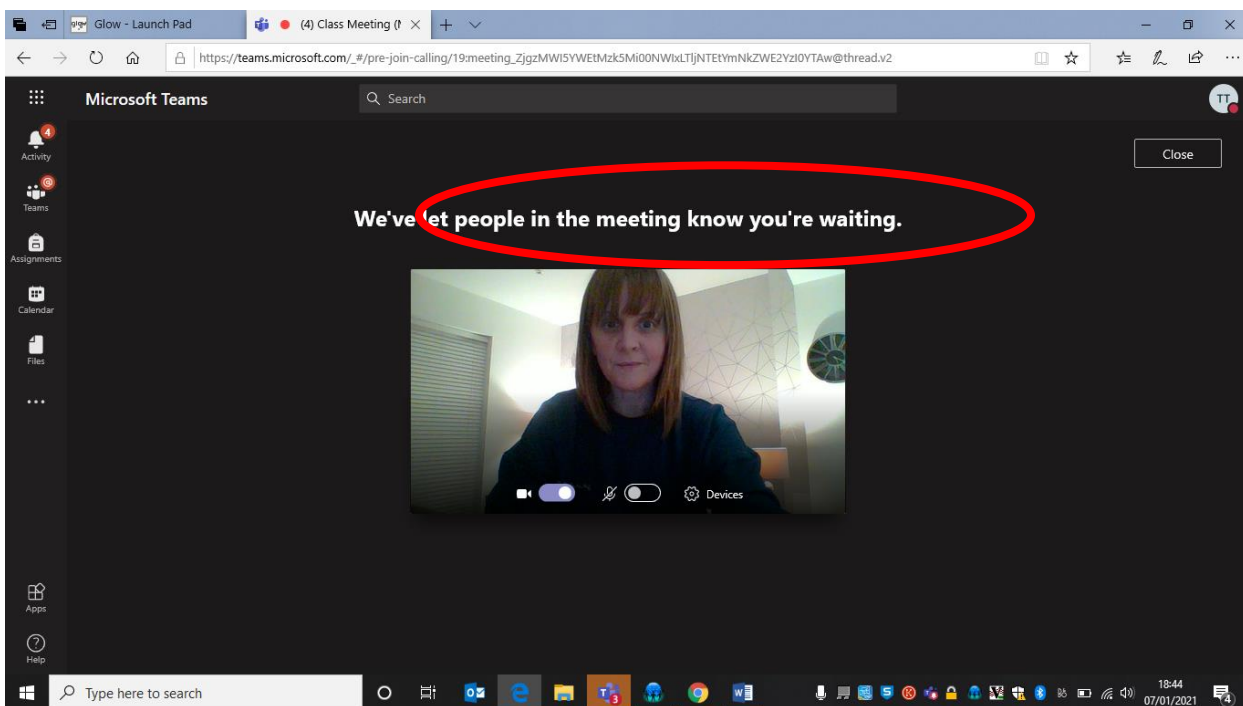
Select 'yes' to both options. This will allow your teacher to both hear and see you during your team meeting.

5. You will then see this screen:



6. Then select 'join now'.

7. You will then see this screen.



The meeting will not start until your teacher 'allows you to enter' the meeting.

8. Once you are in the meeting, you should see your teacher and the other children who are in the meeting too.
9. In the picture below, there are some descriptions about the tools and functions available within the meeting.

