User Guide: Live Streaming Support sessions

In Teams, you can join live streaming sessions that will enable you to be taught by your teachers and use your own microphone to contribute. Your teacher can also share what's on their laptop screen with you to show things like PowerPoint slides.

How to join a live-streaming session

1. Navigate to the 'General' channel for the class that is running a live stream

(E.g. Teams -> 2019-9S-Sy1 -> General)

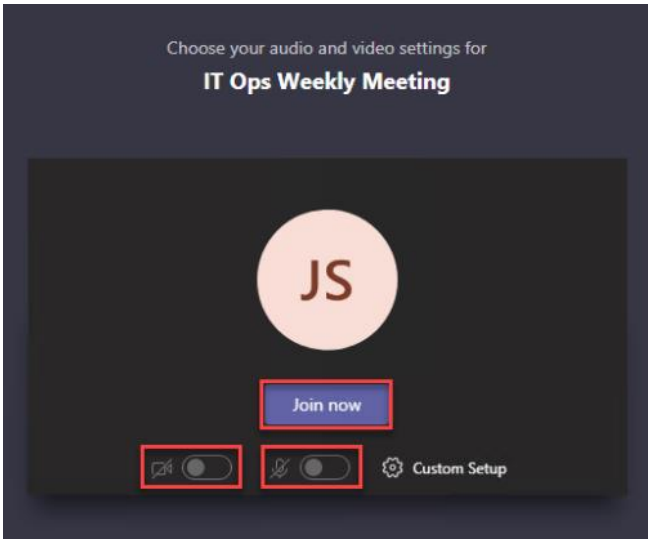
2. When a teacher starts the session, you will see a 'Join' button appear as a post which you should click. An example is shown here, to the right.



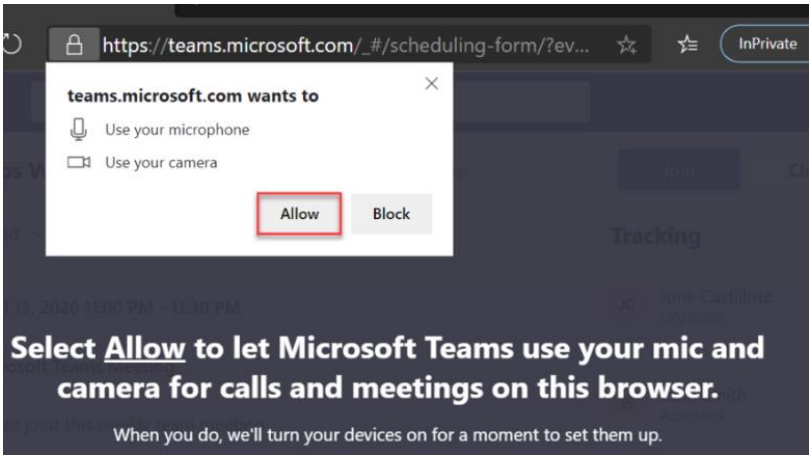
3. The screen will change, and you will see the options shown to the right.

Turn off the webcam feed (if you have one connected or are on a mobile device) and the microphone initially.

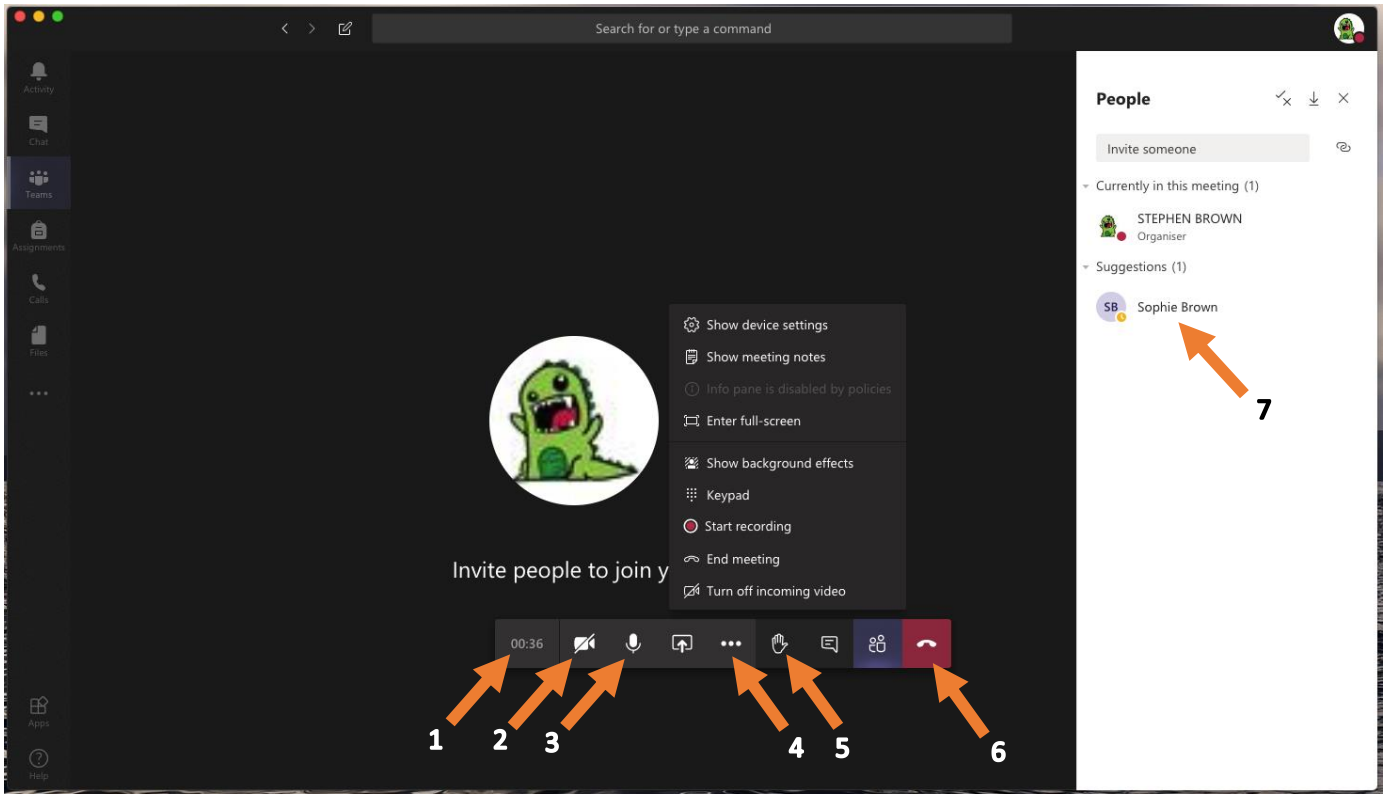
Click/tap 'Join now' to join the meeting.



4. You may find if you are using Teams with a web browser (E.g. Google Chrome) that you are asked for permission to access your microphone and camera. Please choose to 'allow' this. You can still mute your mic and turn off the camera feed later.



While you are in a Live Session



The meeting screen is shown above. If your teacher is sharing their screen or using a webcam, this will fill the main part of the screen.

1. Session length counter. Shows how long the live session has been running for.
2. Webcam on/off. If you have a camera connected, clicking here will toggle it on/off. Please do not turn on your webcam when attending a live lesson stream.
3. Microphone on/off. Clicking this icon will mute/un-mute your mic. In the screen shot, the mic is not muted. Please leave your microphone muted unless you are speaking.
4. Show/hide additional options (I have already clicked this in the screenshot).
5. Put a 'hand' up to indicate you wish to ask a question. When you click this icon, a hand icon appears next to your name in the attendee list on the right-hand edge of the screen. At the appropriate time, your teacher will verbally ask you to un-mute, ask your question and then mute your mic again.
6. Leave session. If you click it accidentally, you can always re-join.
7. Attendee list. Shows who is present in the session.

Support

It is possible that you may find yourself disconnected from a session if your home WiFi/broadband connection drops out. If this happens, browse to the general channel for any other class, wait a few seconds and then click back to the one with the live stream running - you can then re-join the session.

For further assistance, please contact itsupport@bourne-grammar.lincs.sch.uk