

## How to access your Live Sessions (Primary Students)

This guide is to help you access your live sessions if your bubble has closed.

Note: You will need to know your Microsoft username and password (e.g. ABC01@TSATStudent.org.uk) – this will have been emailed to your parents/carers. Please contact the school office if you do not have this. Please note, passwords are case-sensitive.

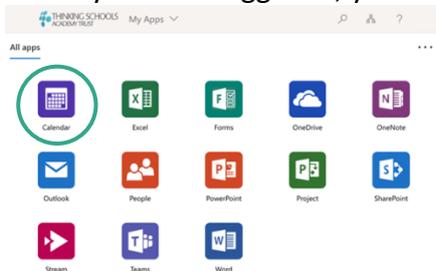
### Logging onto Microsoft

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

1. Browse to <https://myapplications.microsoft.com/>
2. Log in using your Microsoft username and password. Please contact the school office if you have not received this.



3. When you have logged in, you will see the application home page.



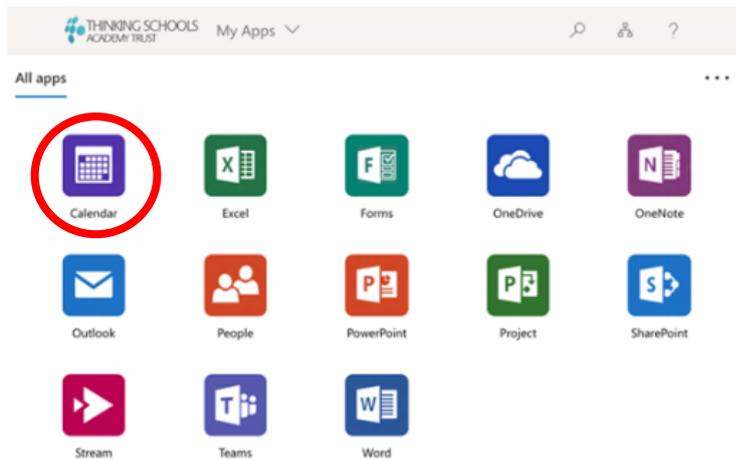
4. From here *click* on 'Calendar' to see what sessions are coming up and to join a live session.

## Connecting to your Sessions

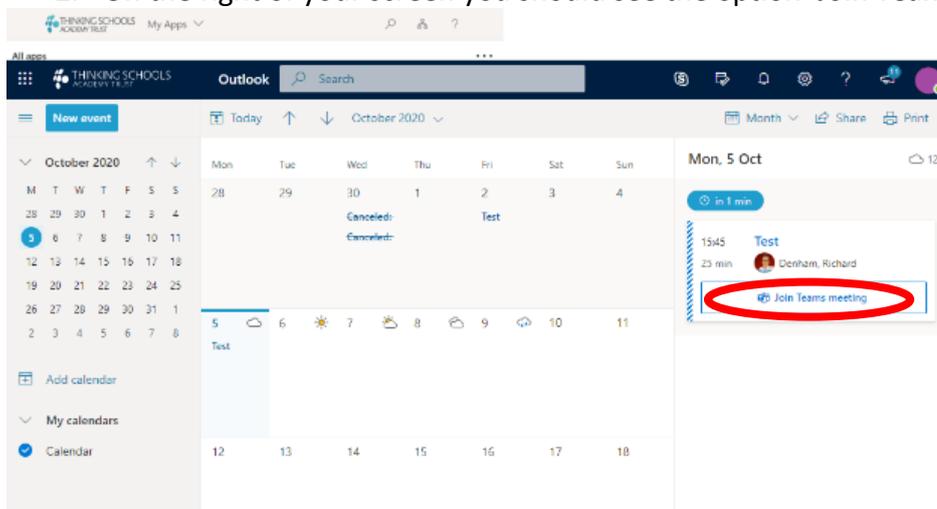
Any live sessions will be 'posted' in your calendar for you to know when they are.

Make sure you have speakers on your device so that you can listen to the session and, if possible, use a webcam to show your face when requested.

1. From the application home page opened previously, find and open 'Calendar'.

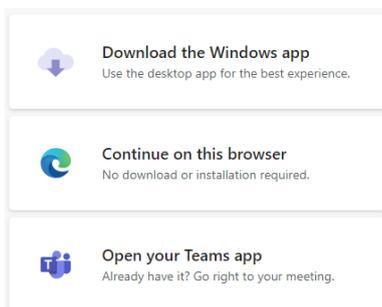


2. On the right of your screen you should see the option 'Join Teams Meeting' – *click* this.

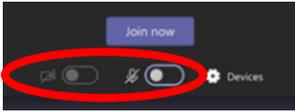


You will be sent to the 'How do you want to join your Teams meeting?' page – *Click* 'Continue on this browser' if you do not have the app. You can download the Teams app for free to make logging in easier.

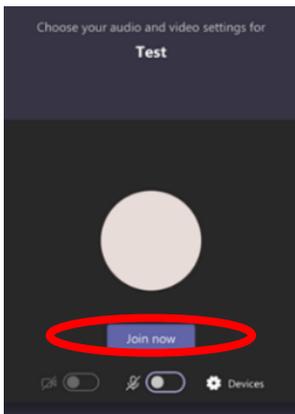
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>



3. Your computer (or device) may ask you to allow access to your microphone and camera, *click 'Allow'*.
4. Then you need to turn OFF your camera and your microphone. The symbols will turn black and each symbol will have a line through it to show you they are turned off.



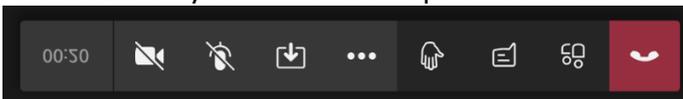
5. *Click 'Join Now'*.



6. This will take you to the live session.

### During the session:

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



1. To turn on or off your camera, *click* the  button.
2. 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.*

3. To raise your hand in the session, *click* the  button.
4. 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.

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



### Disconnecting from the session

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

### Submitting your learning

Your teacher may set you some learning to complete from the session. This should be done via SeeSaw. *You will need to know your 16-digit SeeSaw code or have your QR code to login to SeeSaw, please contact the school office if you are having trouble accessing this.*