



Quick Live Lesson Checklist - Pupils

Prior to check in/ lesson have you...

- checked your microphone and camera are working?
- checked the time of your live-streamed lesson?
- found a quiet space?
- checked you have all of your school equipment to hand if your teacher has told you?

At the start of check in/ lesson

- Arrive 2 minutes early
- Have your microphone on mute
- Wait to be invited to join the lesson

During the check in/ lesson

- Communicate in the live-streamed lesson by either the chat or microphone
- Use the hands up tool to indicate the need to communicate
- Contribute in a positive manner
- Do not share any images or materials of the lesson – even in the Teams' group.

At the end of check in/ lesson:

- Only leave the lesson when instructed by the teacher
- Complete all tasks set by the teacher and submit in Teams