



HOLMER LAKE GUIDE FOR PARENTS AND CHILDREN

WHOLE CLASS ASSEMBLY OR INTERVENTION LESSON

Via SEESAW and MICROSOFT TEAMS



FIRST

*IF YOU ARE USING AN IPAD - download the **MICROSOFT TEAMS APP***

To access teams on a tablet or mobile phone you need to **download the Microsoft Teams app** from the App Store / Google Play Store. Teams app on Apple App Store –

<https://apple.co/3jS6NJu> Teams app on Google Play Store - <https://bit.ly/2DBotJQ>

IF YOU ARE USING A LAPTOP

The TEAMS link on SEESAW should take you straight to the **MICROSOFT TEAMS web browser** otherwise the APP can be used if this has been downloaded to the laptop.

To JOIN the ASSEMBLY OR LESSON VIA SEESAW and MICROSOFT TEAMS

Open up SEESAW on your ipad or laptop



Go to **Activities**

Find the activity with the



The activity will tell you the **date and time** of your assembly OR lesson

FOLLOW THE NEXT INSTRUCTIONS 5 MINUTES BEFORE YOUR ASSEMBLY or LESSON IS DUE TO START.

Click on ADD RESPONSE



Click on LINK (bottom left)



YOU SHOULD NOW BE DIRECTED TO TEAMS

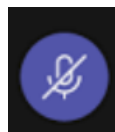
Click JOIN CONVERSATION

TURN OFF MIC

TURN ON VIDEO

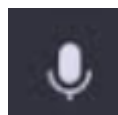
Join NOW

Your teacher will let you in.



You need to keep your microphone on **MUTE**

(so we cannot hear you)



until you are told to **UNMUTE** by your teacher.