

# HOW TO ACCESS INTERACTIVE LESSONS

KOA is determined to support all of our students in their learning during this continued period of partial opening.

To enhance our current distance learning provision, we will be delivering a range of repeated, interactive lessons through the week. These will allow greater staff explanation, allow students to ask questions and receive answers immediately, and will allow teachers to check understanding and extend learning.

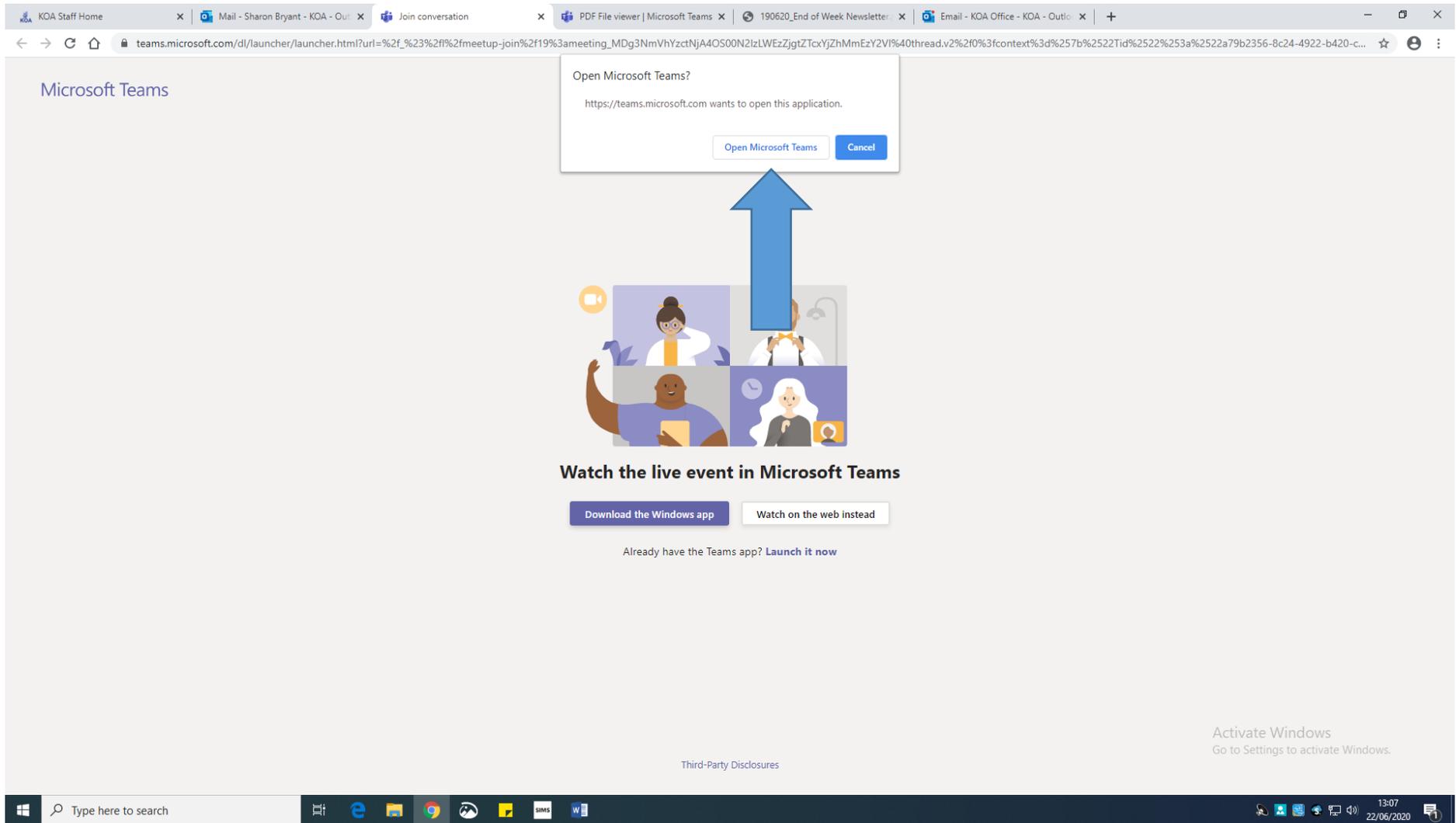
Within the interactive lessons, teachers will be able to present information to students, both visually and verbally. However, neither teachers, nor other students, will be able to hear or see attendees. Students will only be able to interact through the Q & A text function.

The interactive lessons will complement the existing distance learning provision. This will continue, but will be supported through the interactive lessons. Students will receive information and a link to the interactive lessons through INSIGHTS.

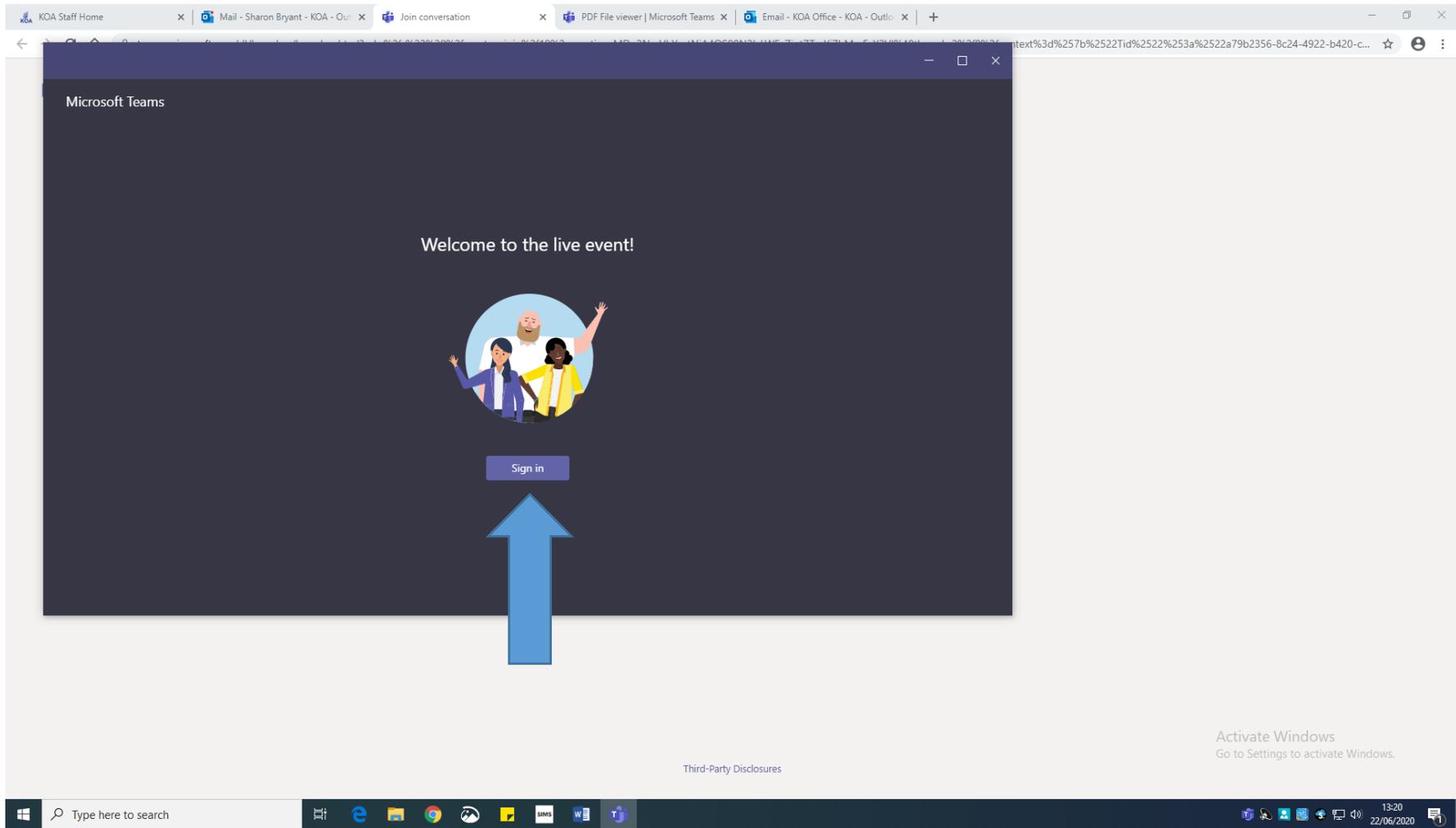
If a lesson is missed for any reason, or a student would like to re-watch the content, clicking on the original link will take students to a recording.



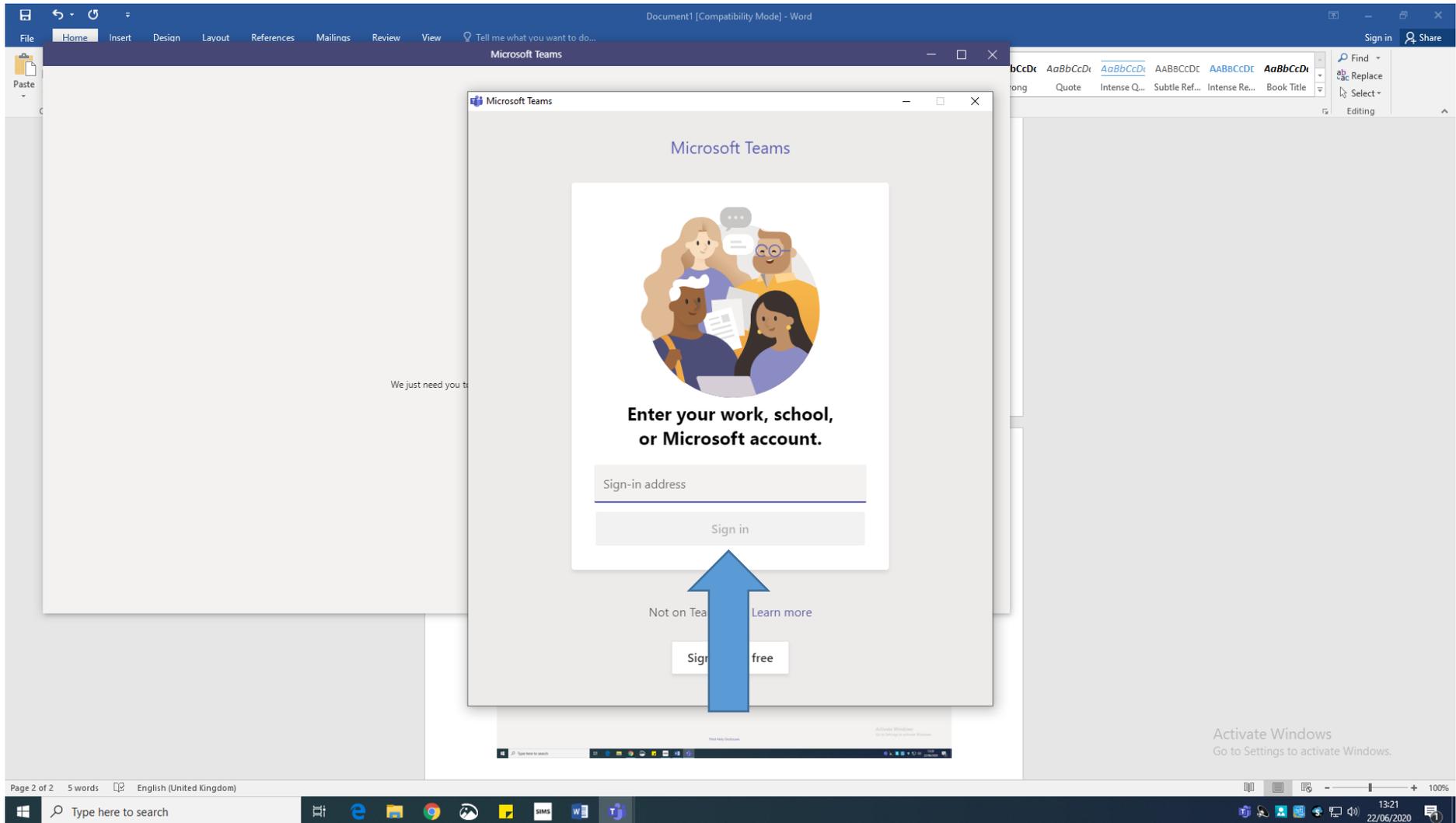
**Step 2: Click on 'Open Microsoft Teams', (shown below with blue arrow).**



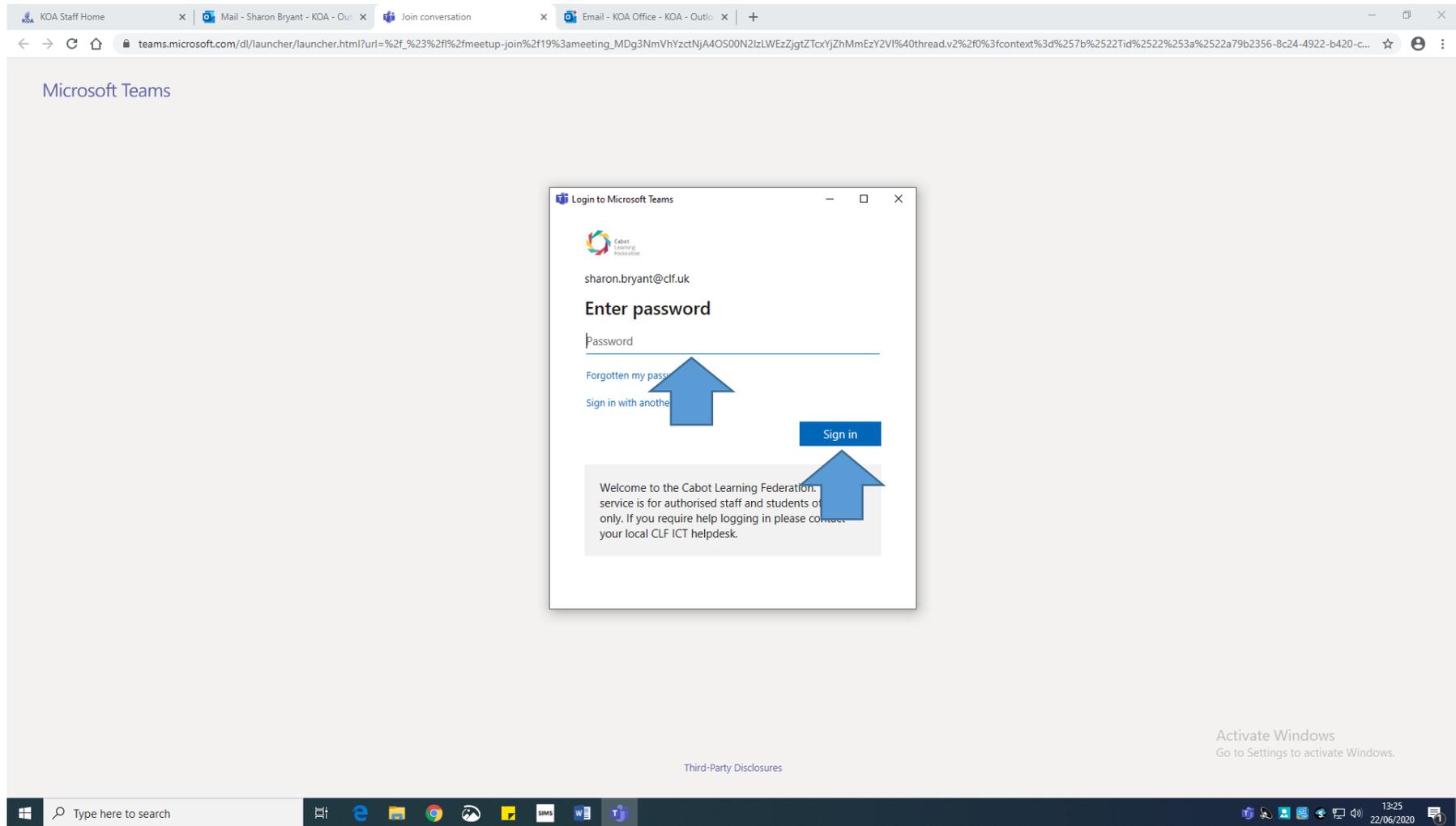
**Step 3: Click 'Sign In', (shown below with blue arrow).**



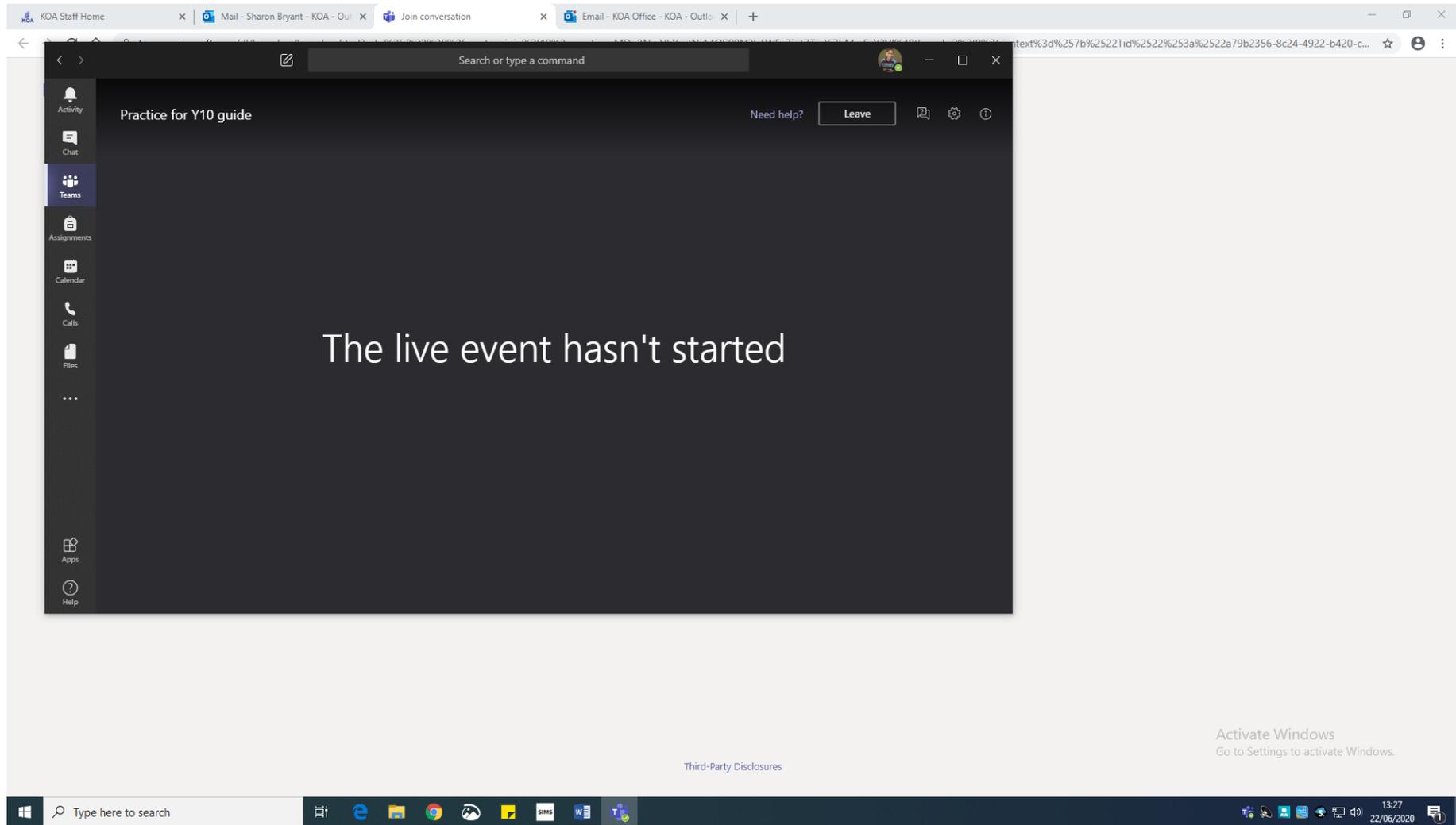
**Step 4: You must sign in using a KOA student email. Ensure this email address is correct, and click 'Sign In', (shown below with blue arrow).**



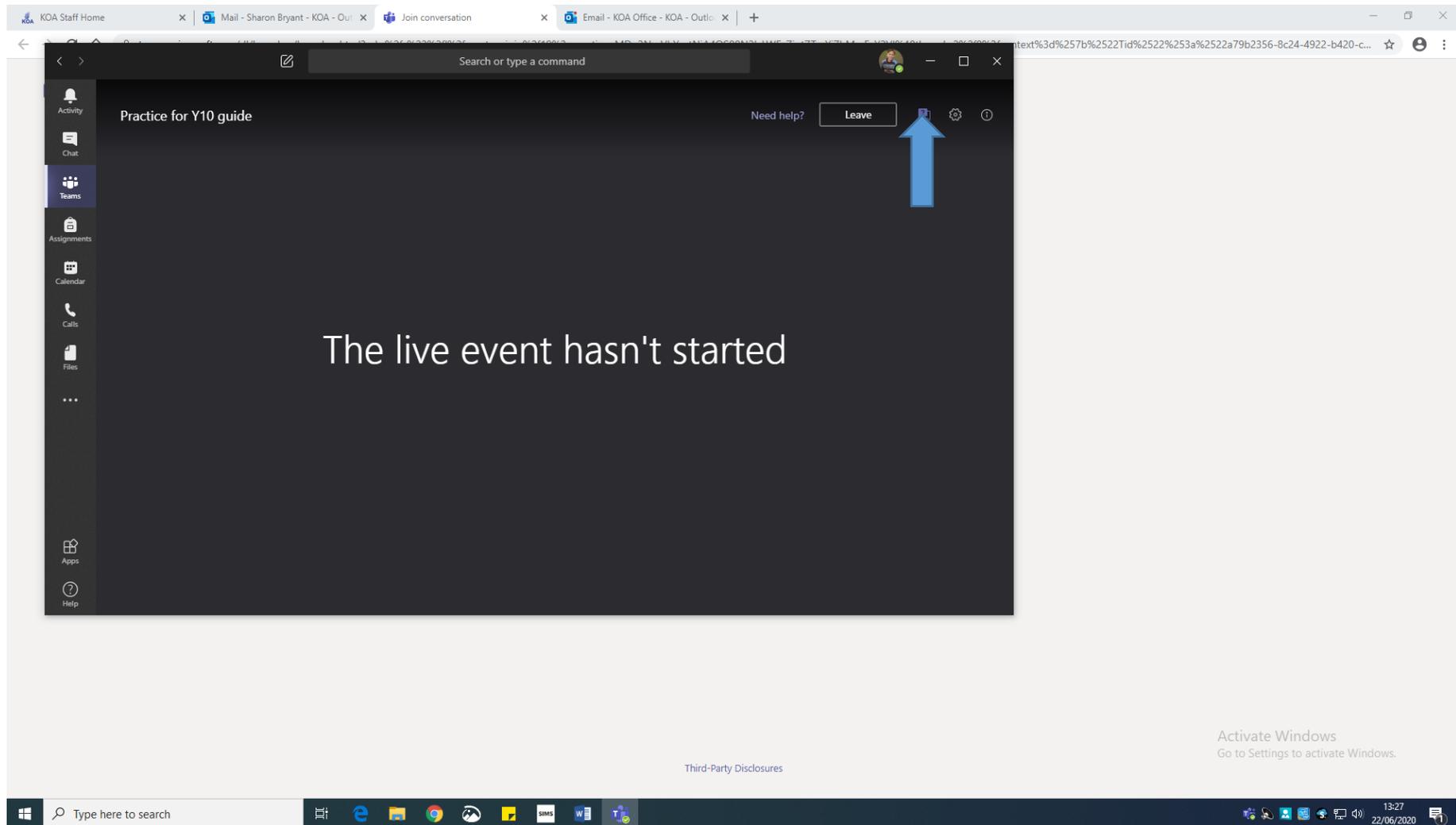
**Step 5: Enter your password and click ‘Sign In’– this will be the password that you use for your email address, (shown below with blue arrows).**



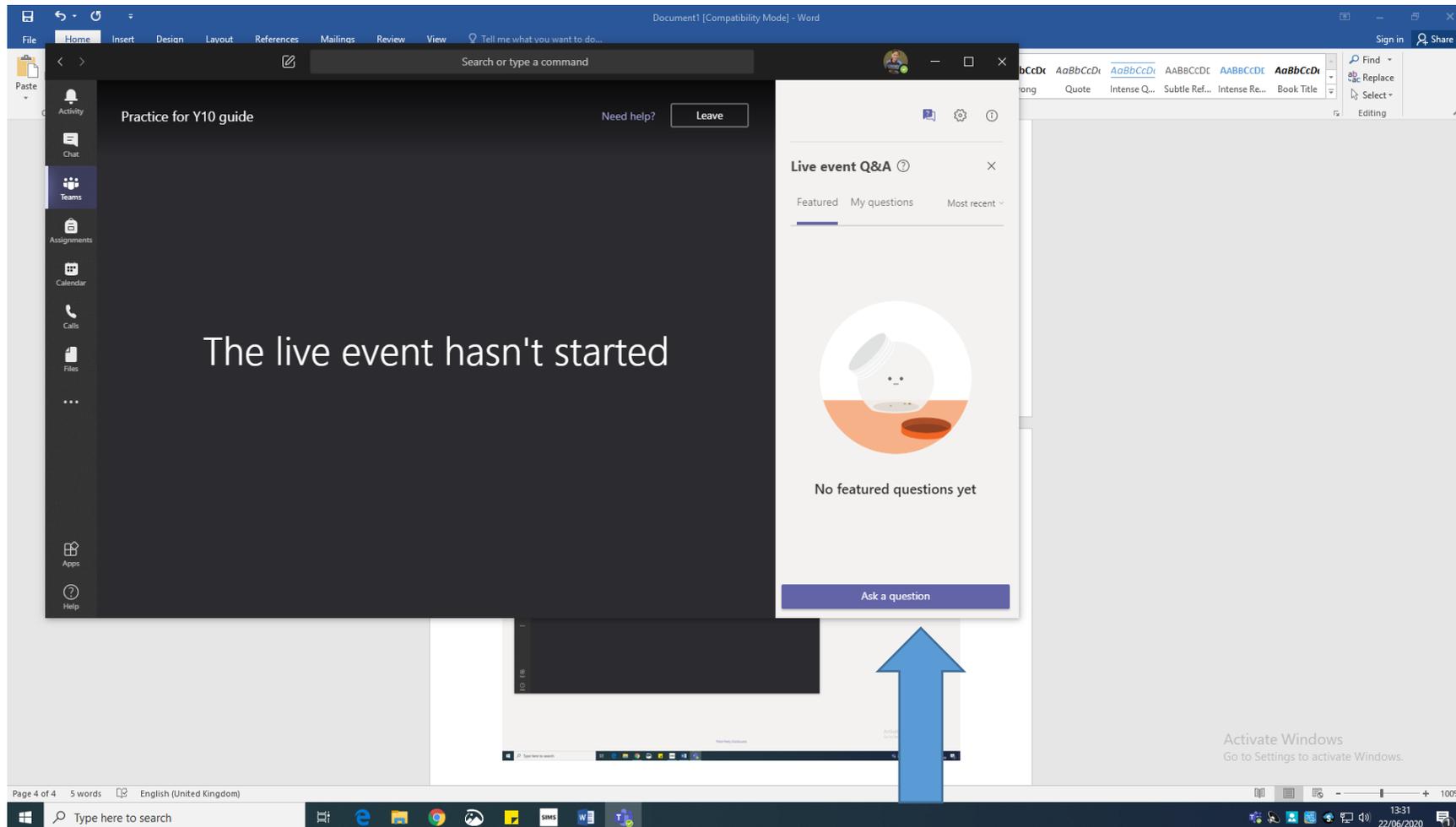
**Step 6: Your screen will show the message below.**



**Step 7: At the top of this screen, next to the 'Leave' icon, is a smaller speech bubble icon with a question mark in. Put your cursor on this icon. It will turn blue and say 'show Q & A'. Click on this icon to open the live event question and answer box, (shown below with blue arrow).**



**Step 8: At the start of each lesson please type in “Hi” so the teacher knows you are present. To ask / answer a question during the live lesson, click on ‘Ask a question’ at the bottom of the box, (shown below with blue arrow) and type your question / response.**



**Step 9: Wait for the lesson to start. This should happen automatically at the start time of the lesson.**

The screenshot shows a Microsoft Teams meeting interface. The main content area displays the text "The live event hasn't started" in a large white font. The top navigation bar includes a search bar with the placeholder "Search or type a command" and a "Leave" button. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The right sidebar shows a "Live event Q&A" panel with a "No featured questions yet" message and an "Ask a question" button at the bottom.