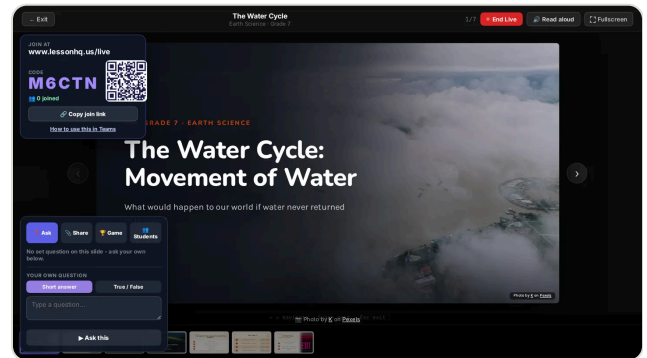


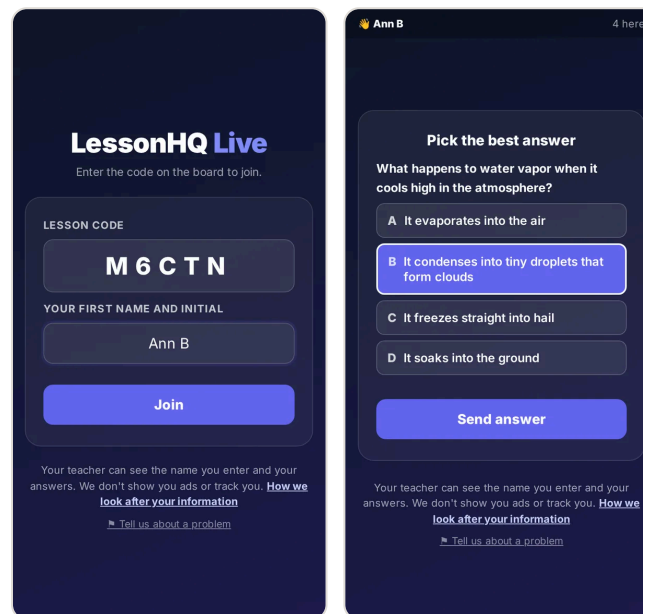
How to run a Live class in Microsoft Teams

Share your slides in the call. Students answer on their own devices, and you see every answer come in. No student accounts and nothing to install.

- 1 **Present your deck**
On your dashboard, click **Present** on a saved slide deck or lesson pack.
- 2 **Click Go Live**
A join box shows lessonhq.us/live, a 5-character code and a QR code.
- 3 **Share the window in Teams**
In the meeting, click **Share** and pick the browser window with your slides. Click **Copy join link** and paste it into the meeting chat.
- 4 **Students join**
On a phone, tablet, Chromebook or laptop: go to lessonhq.us/live or scan the QR code, then type the code and their first name and initial. No account or app.
- 5 **Ask the class**
On a slide with a question (true or false, matching, quiz, hinge, exit ticket), click **Ask the class**. Or type your own question.
- 6 **Reveal and end**
Watch the answers come in, click **Reveal answers**, then **End Live** to see the Live class report.



Go Live: the join box with the address, code and QR code.



What students see: join with the code, then answer.

Good to know

Google Meet

Click Share screen and pick the window or tab with your slides.

In the classroom

Put the slides on the board; students scan the QR code.

Hybrid

Students in the room scan the QR code, students at home click the link in the chat. Same code for everyone.

No device?

Pairs or groups share one device with a group name. The question is on the slide too, so mini whiteboards still work.

Blocked by a filter?

Send your IT team lessonhq.us/school-it, which lists the domains to allow.

Dropped out?

Open the deck in Present mode again and LessonHQ rejoins your running class. Students' pages reconnect on their own.

Students' information: students type only a name (first name and initial) and their answers. These are held only for the session, and when you end the class after students have answered, a summary (scores, who may need follow-up, written answers) is saved to your account. Written answers stay off the board until you show them, and names beside them are off unless you switch them on. No ads or tracking on the student page.