

How to Access Live Stream of CCS Classes

Lower School

1. **Click the link.**

If you have selected the option for Distance Learning, the classroom teacher assigned to your student will email you a link for each day of the week. (There will be a link for all day Monday, all day Tuesday, etc.)

2. **Join the meeting.**

When you click the link, you will be joining a Microsoft Teams meeting. The meeting will include the camera account for that grade level (ex: Teams100), the classroom teacher hosting the camera, and any other students from the grade level who have chosen Distance Learning.

3. **Adhere to protocols.**

Students should be in uniform. Consider what is behind you as your background. Once the teacher greets you and begins the day, disable your video and mute your audio. Pin the teacher by right clicking on the classroom teacher and select "Pin" so that the live stream camera is full screen and other participants are minimized.

4. **Watch the class and interact as appropriate.**

The expectation is that students will remain on mute until the teacher opens the floor for questions or interactions (just like students in person would not interrupt the teacher by talking while he/she is teaching). At that point, distance learners will be able to unmute and ask questions.

5. **Take a break.**

It is expected distance learners will follow the same schedule as the class. If the class leaves for an extended time (recess, Art, etc.), the teacher will pause the meeting. Distance learners may stay on the call to be notified when the class returns, or they may choose to end the call and rejoin according to the schedule of when the class will resume.

6. **Leave the meeting.**

When the class is complete, hang up to leave the meeting.



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Upper School

Students will follow their class schedule and log-in to Teams meetings for each of their classes. These Teams meetings will provide a live stream of each Upper School class. Students are expected to log-in to the class on-time just as they would be expected to be on-time to an in-person class.

- 1. Click the link.**

If you have selected the option for Distance Learning, each day a link will appear in the posts section of each class' Teams page. There will be a new link posted on each class Team page each day. For example, if a student has Physics 1st period, they will go to their Physics class Team page and in the posts will be the link to the day's live stream for 1st period. If the student then has American Literature 2nd period, the student will go to their American Literature class Teams page and click on the link for the day's 2nd period live-stream.

- 2. Join the Meeting**

When you click the link, you will join a Microsoft Teams meeting. The meeting will include the camera account for that teacher's classroom (ex: Teams200), the classroom teacher hosting the camera, and any other students from that class who have chosen Distance Learning.

- 3. Adhere to protocols.**

Students should be in their school uniform. Consider what is behind your student in the background. Once the teacher greets the student, the student should disable their video and mute their audio. Pin the teacher by right clicking on the classroom teacher and select "Pin" so that the live stream camera is full screen and other participants are minimized.

- 4. Watch the class and interact as appropriate.**

The expectation is that students will remain on mute until the teacher opens the floor for questions or interactions (just like students in person would not interrupt the teacher by talking while he/she is teaching). At that point, distance learners will be able to unmute and ask questions. It is expected that students will act with professionalism just as they would in school.

- 5. Take a break.**

It is expected that remote learners will follow their class schedule just as they would in person. At Nutrition and Lunch, remote learners may enjoy a break just as they would at school.

- 6. Leave the meeting.**

When the class is complete, hang up to leave the meeting.

