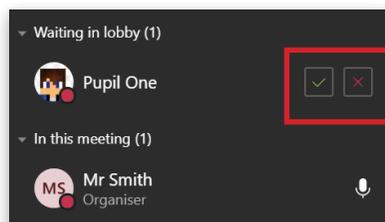# Teams for Teaching and Learning: Managing Participants in Live Lessons

Step 1: Open the Participants Panel to Admit Students

Clicking on the Participants icon brings up a panel showing all attendees on a Live Lesson call. There are controls within the Participants panel that you can use to maintain an orderly entry into the session, as well as manage attendee behaviour. Perhaps the most important one of these to use is the Admit control.

When students join a live lesson, they should be admitted from the lobby. Only names of pupils expected should be admitted, ideally one-by-one rather than using the 'Admit All' button. This stops unwanted visitors joining (e.g. if a student has shared the lesson link with someone outside of your school.
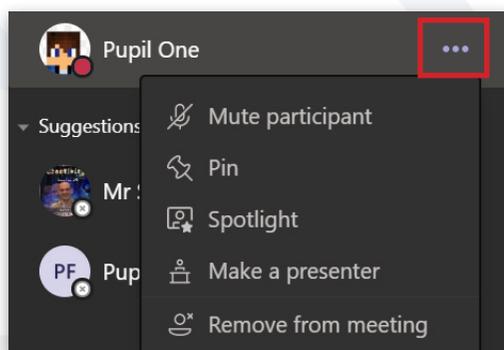

The Admit Controls

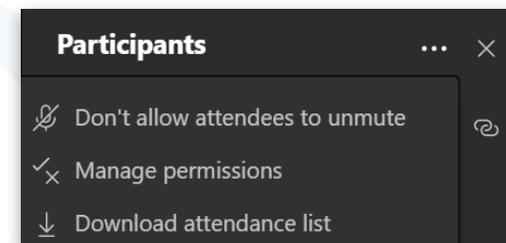## Step 2: Access attendee controls during a Live Lesson

Next to each attendee in the Participants list is a symbol of three dots. Clicking this will bring up a sub-menu that gives the teacher extra controls.

For instance, if a student is misbehaving or disrupting the live lesson, they can be removed from the meeting.

Step 3: Access more options in the Participants Panel

There is a More Options button on the main Participants tab also, which grants further permissions and controls to help regulate your Live Lesson experience, including the ability to not allow attendees to unmute.

Advice on Controlling Access to Live Lessons

Question: What if unexpected pupils and/ or inappropriate names appear in the lobby of Teams meetings?

This could be due to students sharing the meeting link either before or during the lesson, or from sharing of Office365 log-on credentials. It is advisable to ensure your Acceptable Use Policies (AUPs) and Live Lesson Codes of Contact expressly forbid this and clearly state what the consequences will be. Teachers can help by using the Lobby effectively by not choosing 'Admit All' functionality and ensuring Meeting Options are set so that no-one except the teacher can bypass the Lobby.

For more information about using Microsoft Teams for Remote Teaching and Learning, use the following links to access our comprehensive resources, videos and printable PDFs:

United Learning EdTech Demonstrator website
Resources and Events for schools

United Learning ICT YouTube Channel
Webinars, Instructional Videos and Playlists to support your EdTech development

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