Joining A KnowHow Online Class

Having ‘joined’ the Teams Meeting for your class, you should be able to see and hear your tutor.

Note: Depending on how many students have joined the class, you may be asked to mute your microphone and close your camera by using the control bar and clicking on the video and microphone icons as show below.

The first step is to join the Team for your class. You do this by going into Teams on the left hand side of your screen...

... and then clicking on the appropriate class e.g. KnowHow Practice Class
This will take you into the **Posts** section, where you will find your initial instruction and a list of the other students who have been added to this class.

We will also use this page for discussions during the class.

Note: you can both ‘reply’ to other users’ comments and post your own. As the discussion continues, you will need to scroll down the page to see the latest additions.

To go into the interactive session, you need to find the **Class Notebook**. Click here to enter.
To find the pages you will be using in your class, click on the > icon, which will open the Navigation Panel...

... a menu will open with **Collaboration Space** as the first option
Click on the Collaboration Space tab to show **Using the Collaboration Space** option

Clicking on **Using the Collaboration Space** will show you the **Class Pages** for this session.

Note: If your tutor adds pages during the session, you will need to re-click on the **Using the Collaboration Space** tab again to make new pages visible.
To open the Class Page fully, click somewhere in the page on the right of your screen.

When you need to copy and paste texts to and from pages in Teams, you will need to use Ctrl C and Ctrl V (on a PC) or Command C Command V (on a Mac). THE RIGHT CLICK MOUSE FUNCTION DOES NOT WORK.

Note: Please wait to be instructed by your tutor before you click on specific pages.
You have access to a private **Class Notes** area, where you can make your own notes. You will also be instructed to use this area to formulate your own answers before returning to the **Class Notebook Pages**.

Only you and your tutor will be able to see what is in your Class Notes.

This can be found by clicking on your name in the class list.

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When your tutor instructs you, return to the Class Pages and click on the page you want to access to fully open it.
All students in the session can write in this space and you can see who is writing what by activating the **Show Authors** tab in View.

There will be a video taking you through these instructions on an initial Orientation Session, which you should be able to access at any time and each session will start with a brief overview.

Please keep checking the In-Sessional Support pages at the English Language Centre for details of KnowHow Academic English online classes. [https://www.liverpool.ac.uk/english-language-centre/in-sessional-support/know-how-academic-english/](https://www.liverpool.ac.uk/english-language-centre/in-sessional-support/know-how-academic-english/)