

A close-up photograph of a spiral-bound notebook. The notebook is open, showing several pages with horizontal lines. A silver pen is resting on the pages. The text is overlaid on the notebook. The background is slightly blurred, showing the spiral binding on the left and the pages of the notebook. The text is centered and reads: "Information for Students – Putting Live Lessons in to student calendar".

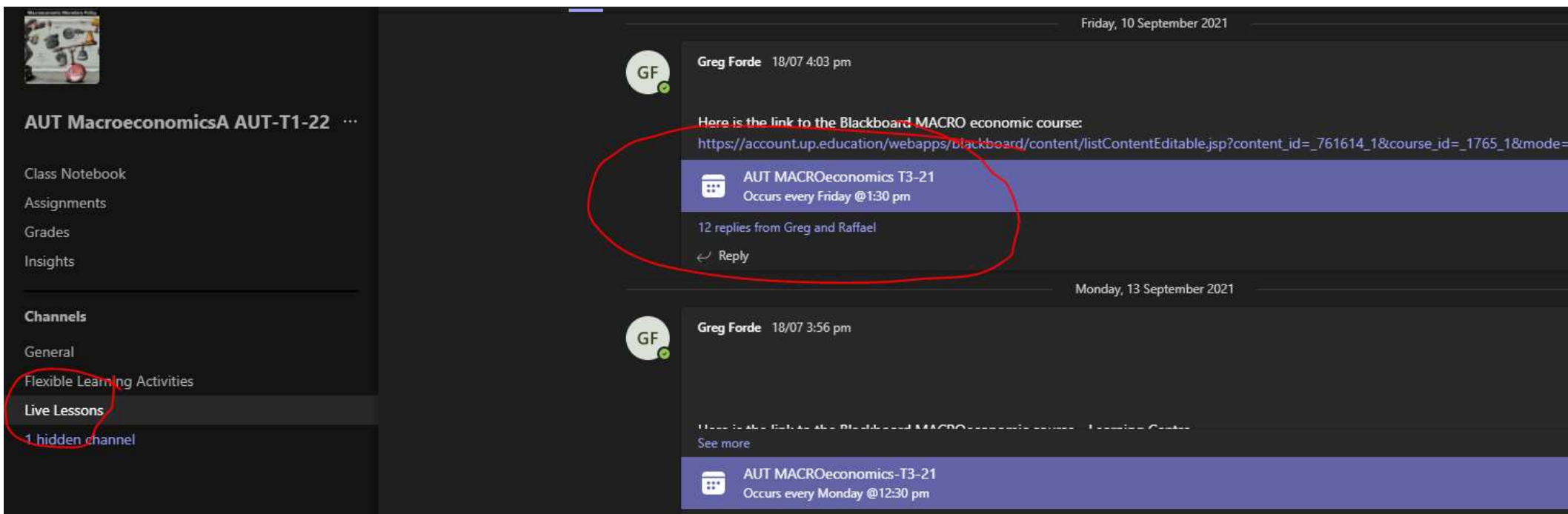
Information for Students –
*Putting Live Lessons in to
student calendar*

If a student joins a class after the lesson schedule has been set up, they must go through an extra step to add it to their calendar themselves

Adding Lessons to your Teams Calendar

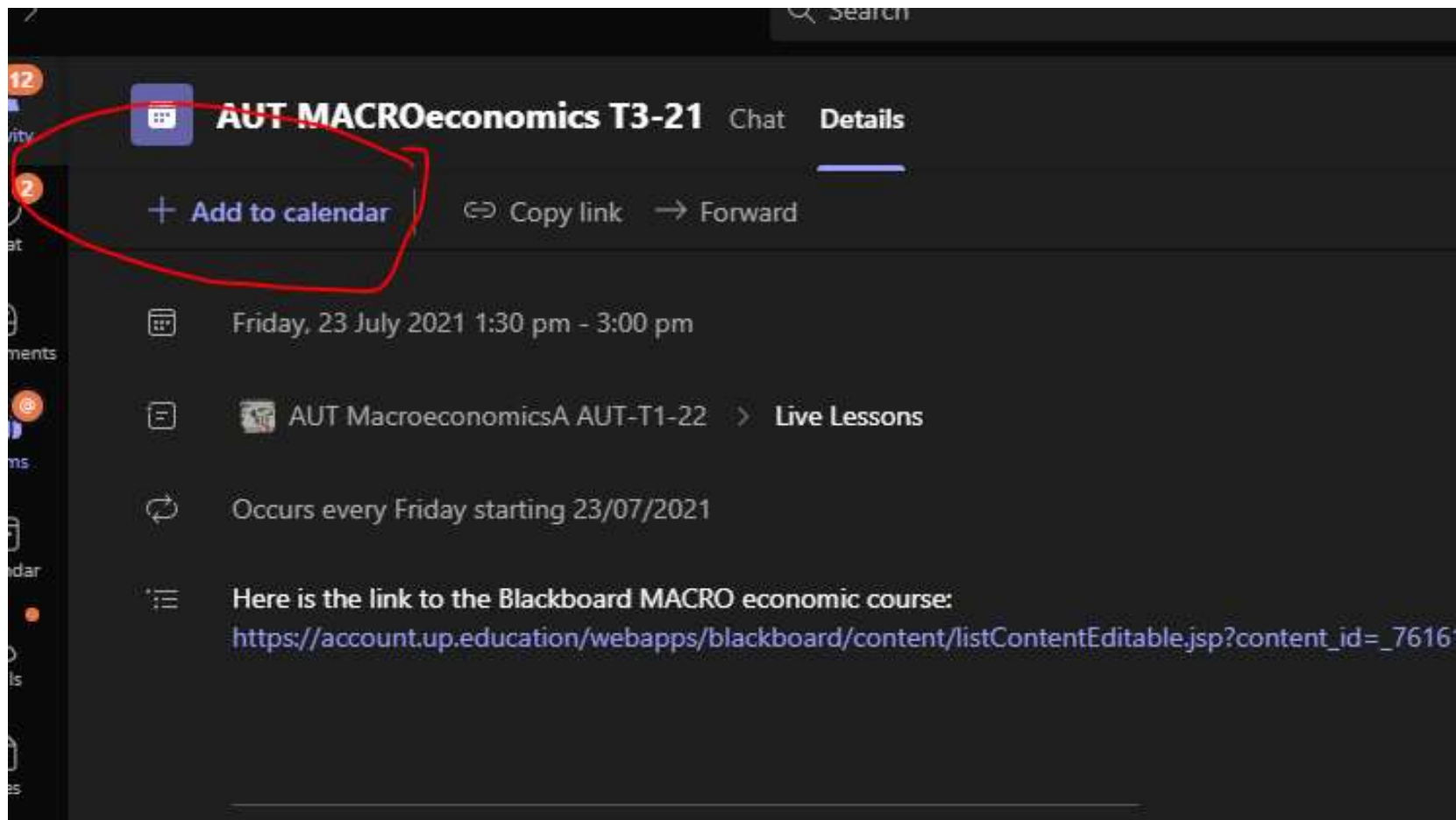
When a student is added to a Team after the lesson schedule has been published, the student must add the lessons to their calendar manually. The lessons will not be automatically added to the student's calendar.

1. Access the lesson from the Live Lessons channel. Double click to open the lesson



The screenshot displays a Microsoft Teams chat window for the team 'AUT MacroeconomicsA AUT-T1-22'. The left sidebar shows the 'Channels' section with 'Live Lessons' highlighted. The main chat area shows a message from Greg Forde (GF) dated 18/07 4:03 pm. The message text reads: 'Here is the link to the Blackboard MACRO economic course: https://account.up.education/webapps/blackboard/content/listContentEditable.jsp?content_id=_761614_1&course_id=_1765_1&mode=r'. Below the text is a blue calendar event card for 'AUT MACROeconomics T3-21' which 'Occurs every Friday @1:30 pm'. A red circle highlights the event card. Below the card, it says '12 replies from Greg and Raffael' and 'Reply'. The chat header shows 'Friday, 10 September 2021'. A second message from Greg Forde is visible below, dated 18/07 3:56 pm, with a similar event card for 'AUT MACROeconomics-T3-21' which 'Occurs every Monday @12:30 pm'. The chat header for this message shows 'Monday, 13 September 2021'.

2. Click on Add to calendar



The screenshot shows a mobile application interface with a dark theme. At the top, there is a search bar and a notification badge with the number '12'. Below this, the title 'AUT MACROeconomics T3-21' is displayed in white, with 'Chat' and 'Details' options to its right. A red circle highlights the '+ Add to calendar' button, which is located to the left of 'Copy link' and 'Forward' options. Below the title, the event details are listed: 'Friday, 23 July 2021 1:30 pm - 3:00 pm', 'AUT MacroeconomicsA AUT-T1-22 > Live Lessons', and 'Occurs every Friday starting 23/07/2021'. At the bottom, there is a text block that reads 'Here is the link to the Blackboard MACRO economic course:' followed by a URL: https://account.up.education/webapps/blackboard/content/listContentEditable.jsp?content_id=_7616.