



Running a live class: Join class, attendance and rejoining

Find the course: /courses/teaching-at-family-world-school?lesson=M03

below.

Attendance: **present**

Mark attendance

Present

▼

Save attendance

► Attendance history

All educators and learner records are fictional training examples.

Your practice checklist

- 1 Find Live classes and family messages. Check the learner, date and device time zone.
- 2 Use Join class from ten minutes before the start until the lesson ends. Future and ended sessions explain why joining is unavailable.
- 3 Follow the new-tab meeting prompts. If blocked or unavailable, refresh once and contact the school with the lesson reference.
- 4 During or after class, select Present, Late or Absent as observed. Click Save attendance and check the saved status.
- 5 Record Left after a learner disconnects, then Rejoined when they return. Open Attendance history to check the sequence.
- 6 To return yourself, use the same Join class button before the end. Your own return does not automatically update learner attendance.

The filmed meeting destination is a local training fixture. The real lesson uses the school-provided Zoom participant link. Manual attendance is separate from approved working time.