



A STUDENT GUIDE TO USING MICROSOFT TEAMS

Microsoft Teams is used to have online lessons which include audio, video, and screen sharing. Teams allows you to communicate with your teachers. In Teams you can access to any files your teacher may ask you to upload or complete. You can also send your completed work by attaching your documents. To further support you with remote learning, we will aim to offer live lessons in as many lessons as possible, although you must be aware that this is not always possible. Whilst every effort will be made to support you with resources to help undertake your learning, in some situations (such as practical lessons) it is not always practicable.

You will be invited to join a Teams lesson by your subject teachers during the day. The following guidance outlines the protocols that we have in place and how to support you with accessing these important lessons to support your learning and progress.

Protocols when in a Lesson

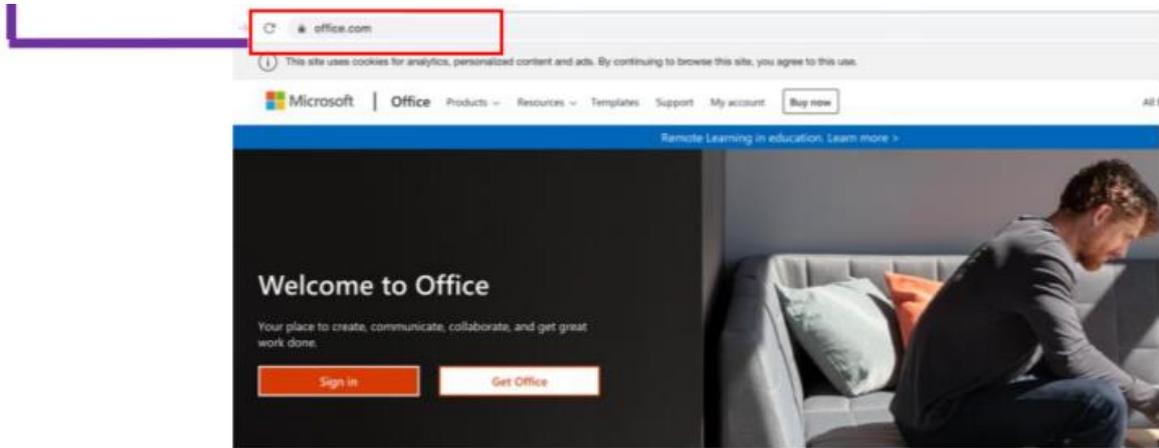
- Ensure your camera is turned off, it is not permitted for students to have cameras on.
- Ensure your microphone is muted, only unmute if asked to do so by the teacher.
- Only you can take part in the tutorial. Parents and family members must not ask questions.
- If you need to ask/respond to a question, use the “Raise Hand” function to get the teachers attention.
- You can ask a question in writing using the chat function for the teacher to respond to verbally, but remember this may not always be possible for the teacher.
- Lessons will not be recorded as a matter of course
- The teacher may decide to have their camera on with a blurred background to support explanation.

Lesson Content – what to expect?

- Sharing of lesson resources (PowerPoint) with the teacher talking through the key points.
- Interactive material to support learning being displayed on screen such as video clips, online text books and resources.
- Talking through some exam questions and guiding students on how to approach them by the teacher.
- The teacher modelling specific concepts within the subject. For example: highlighting key language techniques in a paragraph from a novel or going through the steps to solve a mathematical problem.
- An opportunity to ask the teacher questions about the learning material that has been completed during the lockdown.
- An opportunity for teachers to explain the next steps in learning to students directly.

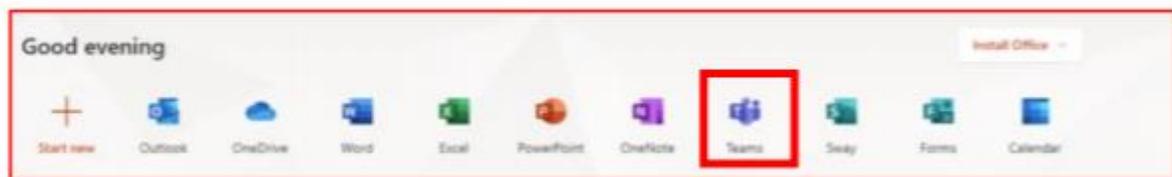
How to Login to Teams?

The class teacher will put an invite into the Teams calendar which you can access through your Microsoft Office 365 email account. On the web browser (Chrome, Internet Explorer, Safari etc), type in www.office.com



Enter your full school email address. You will be directed to the login page for Charters School. You need to enter your username and password.

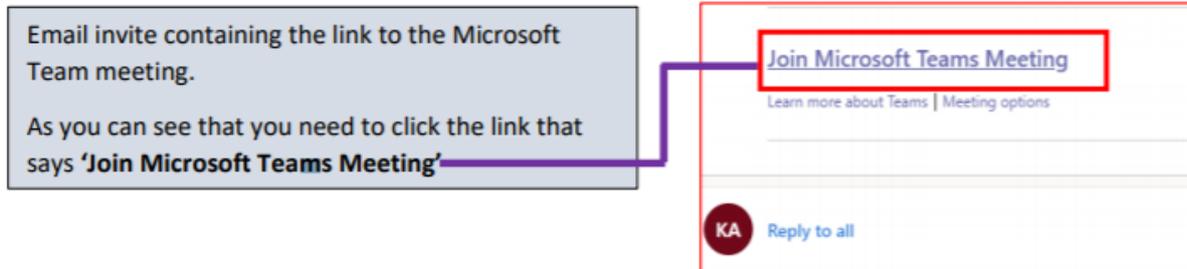
You should now see the Teams icon in the open option



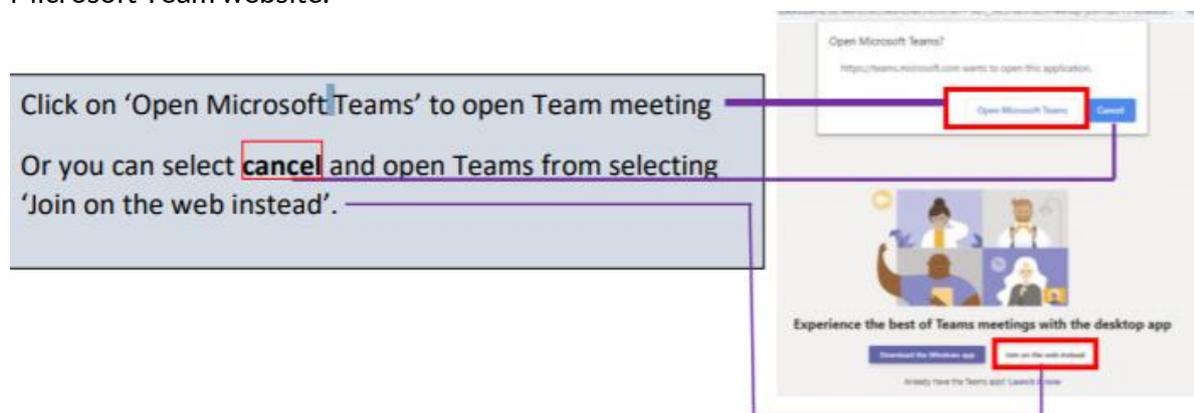
You should now see all the Teams that you are assigned to.

How to Join a Teams meeting?

Joining a Teams Meeting by using the Email Invite Link One of the most common way to invite to join a meeting in Microsoft Teams is by clicking on the email invite. Below is an example of a Teams meeting invite sent via an email.



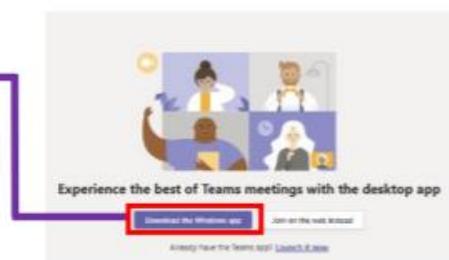
When you click on the link, the link will open in the default web browser taking you to Microsoft Team website.



Click on 'Open Microsoft Teams' to open Team meeting
Or you can select **cancel** and open Teams from selecting 'Join on the web instead'.

You will find it more feasible to Download the Windows app. This will open the meeting using the Downloaded Teams app.

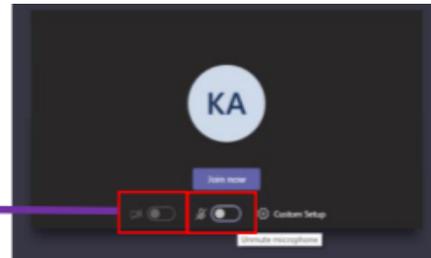
Then you can select 'Open Microsoft Teams'



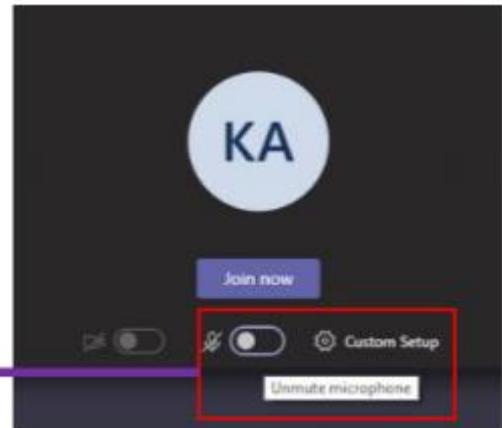
What to expect when you join Teams meeting join screen?

You will be presented with a start-up meeting screen. This allows you to configure your meeting controls before you join the meeting.

You will be presented with some **meeting controls**. At this stage you can choose **whether or not** to **turn on** your computer's camera and microphone.

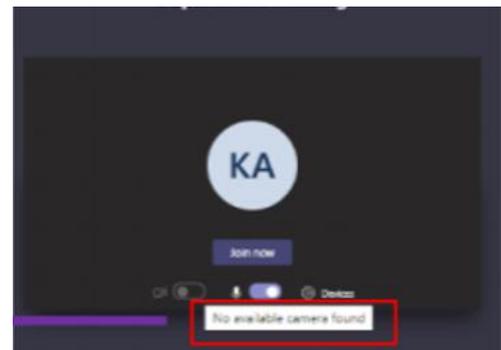


Unmute microphone Hover the mouse to the right and you will get 'unmute microphone' and the mouse will change to a hand shape, click right click mouse button.



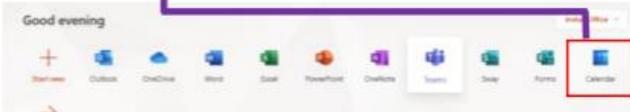
Unavailable camera or microphone If there is no available camera then this message will appear.

You can still join the Teams meeting, but will be without a camera or microphone options. However, you can still communicate with your teacher, by using the 'chat' option. See 'Chat options during the meeting or at anytime' for more information



Using the Calendar on Teams

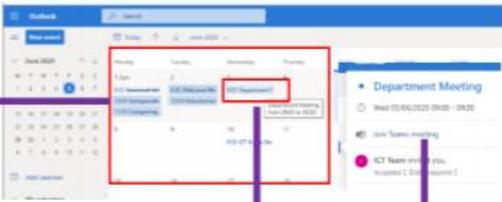
When you use Microsoft Teams your calendar in Office 365 is linked to Microsoft Team. This means all meeting invitations are also shown in the Team calendar view.



Good evening

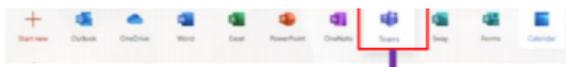
Start menu Outlook OneDrive Word Excel PowerPoint Outlook Teams Skype Forms Calendar

When you select Calendar, you will see your full calendar details and all meeting schedule.



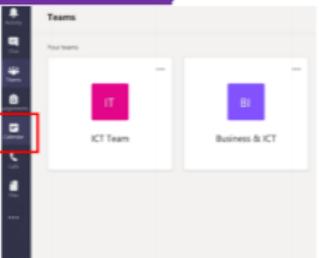
Department Meeting
Wed 03/09/2020 09:00 - 09:30
Join Teams meeting
ICT Team meeting you accessed 1 day ago

You can select on the meeting to find more details of the meeting. You can then select 'Join Teams meeting' to join



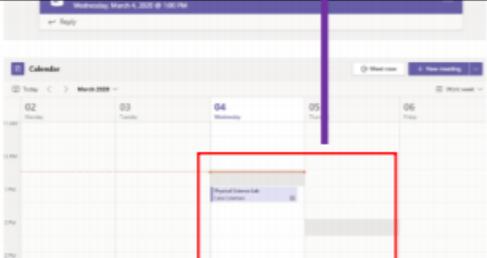
Start menu Outlook OneDrive Word Excel PowerPoint Outlook Teams Skype Forms Calendar

Click on **Teams** then click on **Calendar**

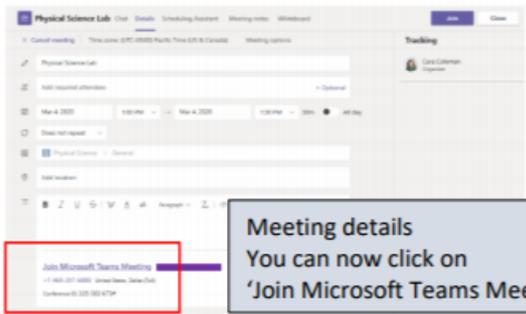


Teams
Your teams
ICT Team Business & ICT

When you click on the meeting invitation in the channel of your team or your Teams calendar you will have a break-down of the meeting details.



Physical Science Lab

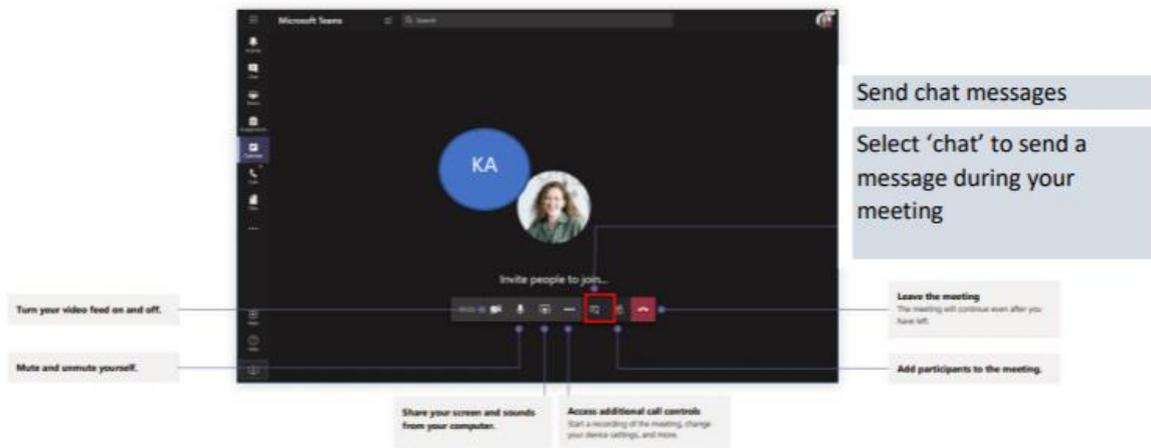


Physical Science Lab
Add required attendees
May 4, 2020 10:00 AM - May 4, 2020 11:00 AM 1 hour 44 min
Physical Science - General
Add location

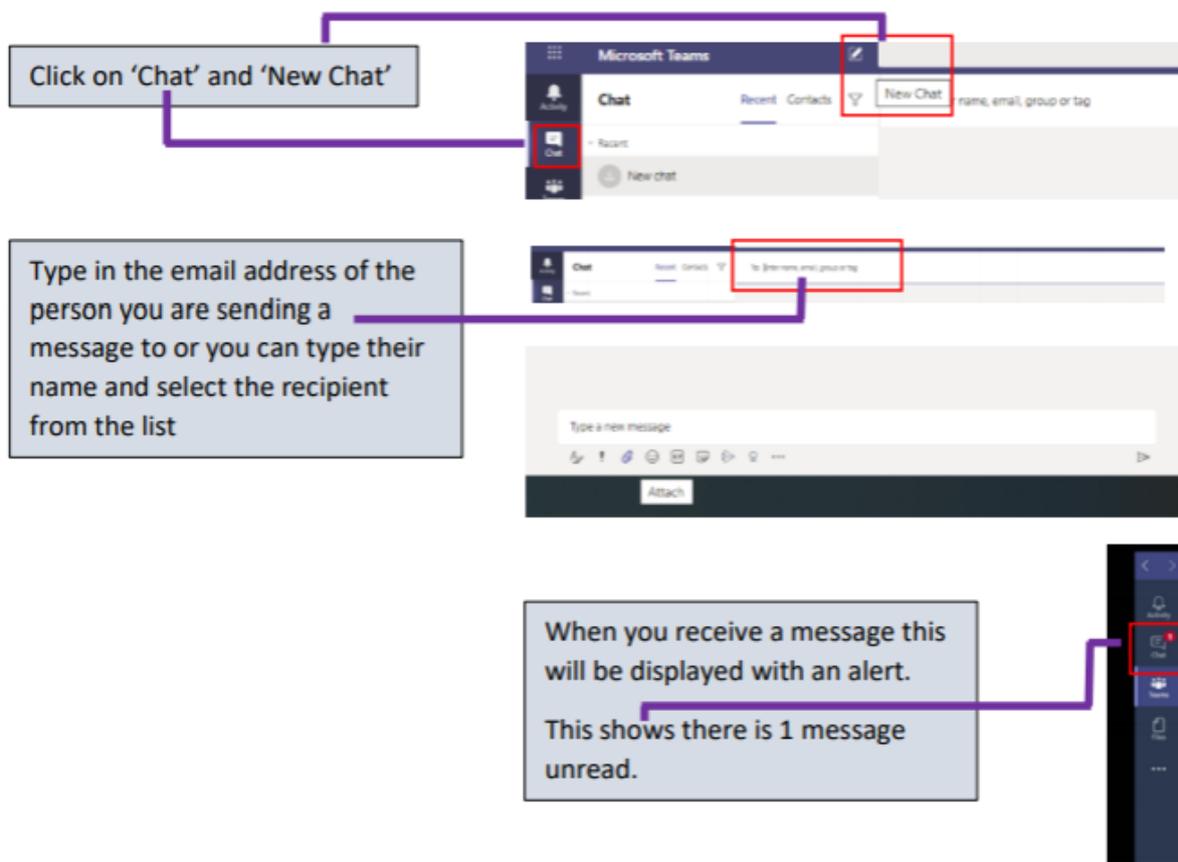
Join Microsoft Teams Meeting
+1 855 201 4883 jacob@msn.com
Conference ID: 020 982 4754

Meeting details
You can now click on 'Join Microsoft Teams Meeting'

Chat options

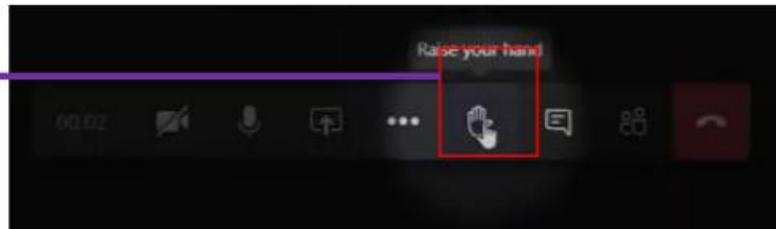


Chat option at any time



'Raise your hand' and putting questions in the chat

During the meeting you can click this icon to **'raise your hand'**. This shows to the teacher that you have digitally raised your hand. This is useful when you need to ask a question.

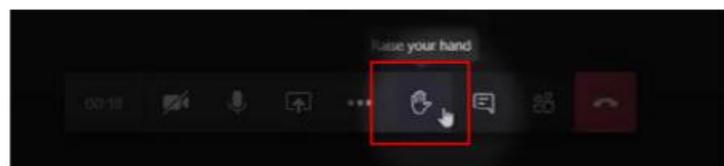


Your teacher will see a raised hand on the screen with this symbol  and by your name



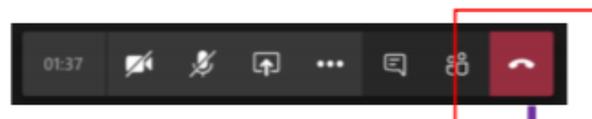
Lower your hand

If your hand is raised then hover your mouse on 'Raise your Hand' to lower your hand



End the Team Meeting

To end the meeting you need to **'Hang up'**



Summary of all control features

