

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.



How we can support you further?

To further support you with remote learning, we will be starting some tutorials in addition to the work that is being set on Firefly, GCSEPod and Kerboodle. You will be invited to join a Teams tutorial by some of your subject teachers during the rest of the academic year. The following guidance outlines the protocols that we have in place and how to support you with accessing these important tutorials to support your learning and progress.

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Protocols when in a Tutorial

- 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.
- Tutorials cannot be recorded, the record option on TEAMS has been disabled.
- The teacher may decide to have their camera on with a blurred background to support explanation.

Tutorial Content – what to expect?

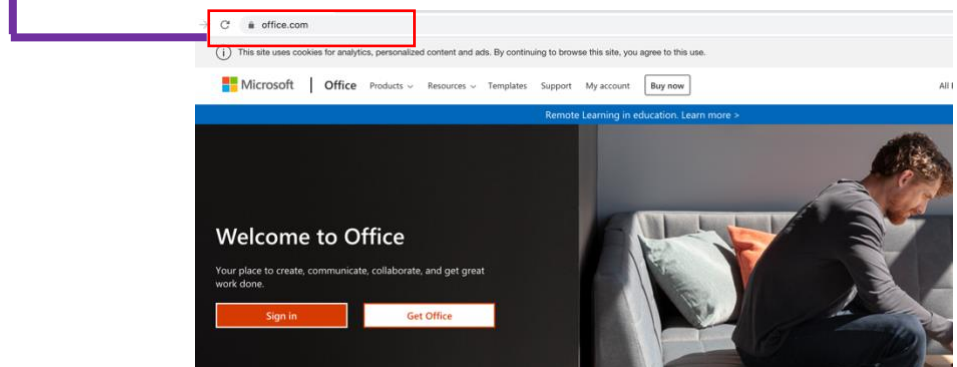
- Sharing of lesson resources (PowerPoint/Sway/Prezi) with the teacher talking through the key points.
- Interactive material to support learning being displayed on screen such as video clips, online text books and resources.
- Talking through some exam questions and guiding students on how to approach 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.


You will be sent a reminder 15 minutes before the Teams tutorial will start.

On the web browser (Chrome, Internet Explorer, Safari etc), type in www.office.com

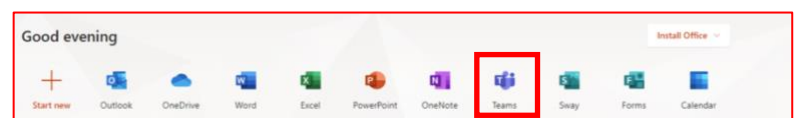


Enter your full school email address. You will be directed to the login page for Handsworth Wood Girls' Academy.

You need to enter your **username** and **password**. Once you sign in, you will get the page below:



You should now see the **Teams icon** in the open option



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

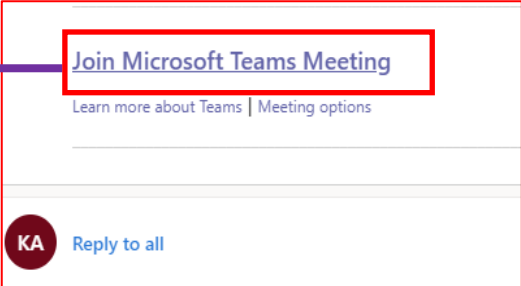
How to Join a Teams meeting?

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**.

Email invite containing the link to the Microsoft Team meeting.

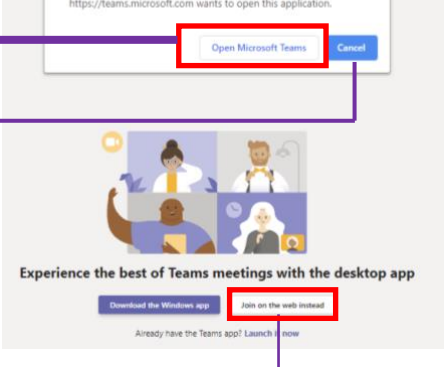
As you can see that you need to click the link that says **'Join Microsoft Teams Meeting'**



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

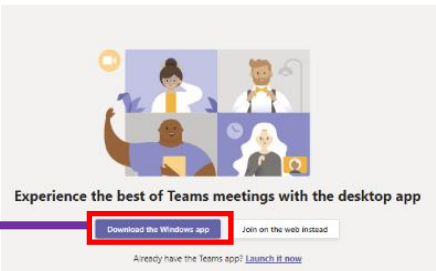
Click on 'Open Microsoft Teams' to open Team meeting

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.

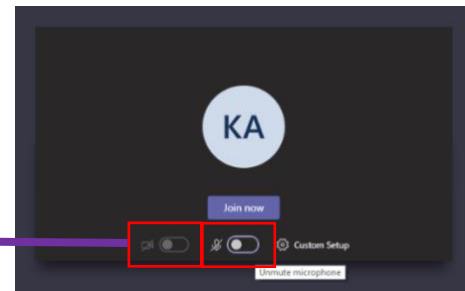
Then you can select 'Open Microsoft Teams'



What to expect when you join Teams meeting join screen?

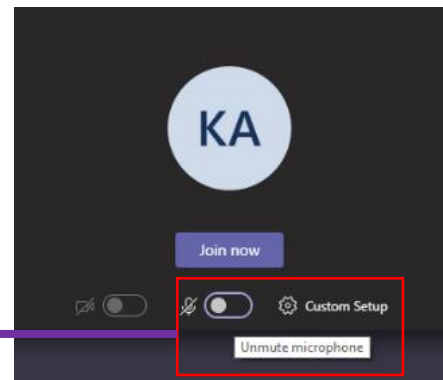
You will be presented with a start-up meeting screen. This allows you to configure your meeting controls before you join the meeting.

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**.



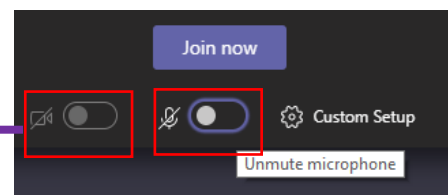
Unmute microphone

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



click

You can do the same for video camera to be switched 'on' or 'off'

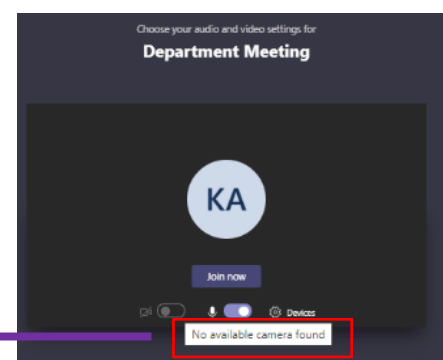


Unavailable camera or microphone

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

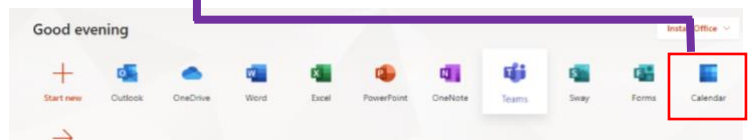
You can still join the Teams meeting, but will be without a camera or microphone options.

However, you can still communicate with your teacher, by using the 'chat' option. See '**Chat options during the meeting or at anytime**' (page 8) for more information.

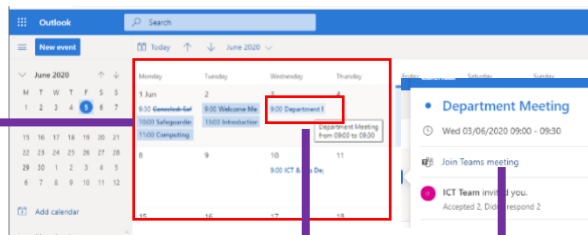


Using the Calendar on Teams

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.

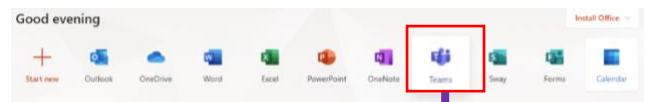


When you select Calendar, you will see your full calendar details and all meeting schedule.

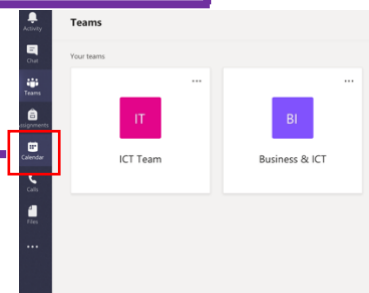


You can select on the meeting to find more details of the meeting. You can then select 'Join Teams meeting' to join

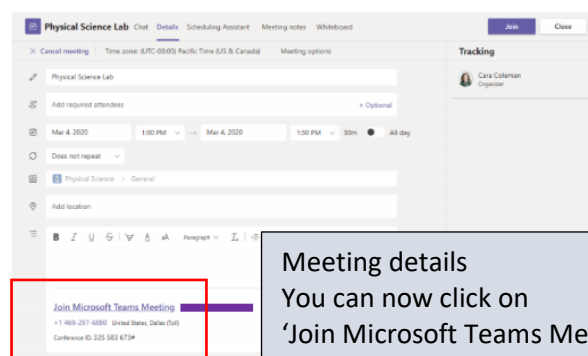
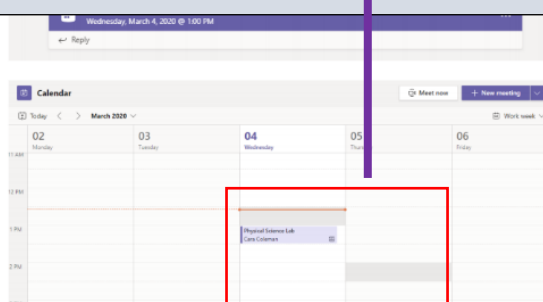
Another option to Open the calendar



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

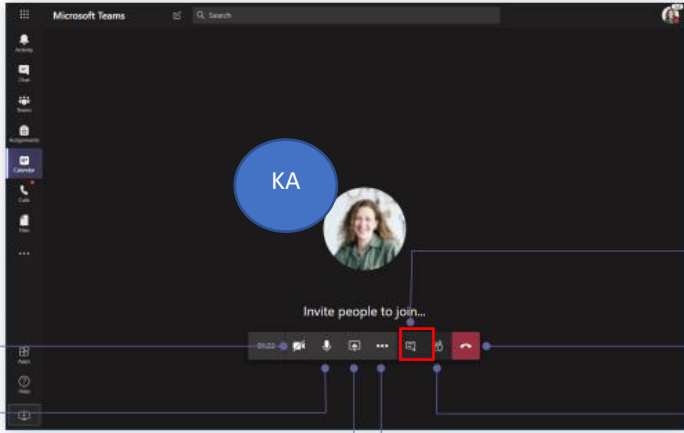


When you click on the meeting invitation in the channel of your team or your Teams calendar you will have a break-down of the meeting details.



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

Chat options during the meeting or at anytime



Turn your video feed on and off.

Mute and unmute yourself.

Share your screen and sounds from your computer.

Access additional call controls
Start a recording of the meeting, change your device settings, and more.

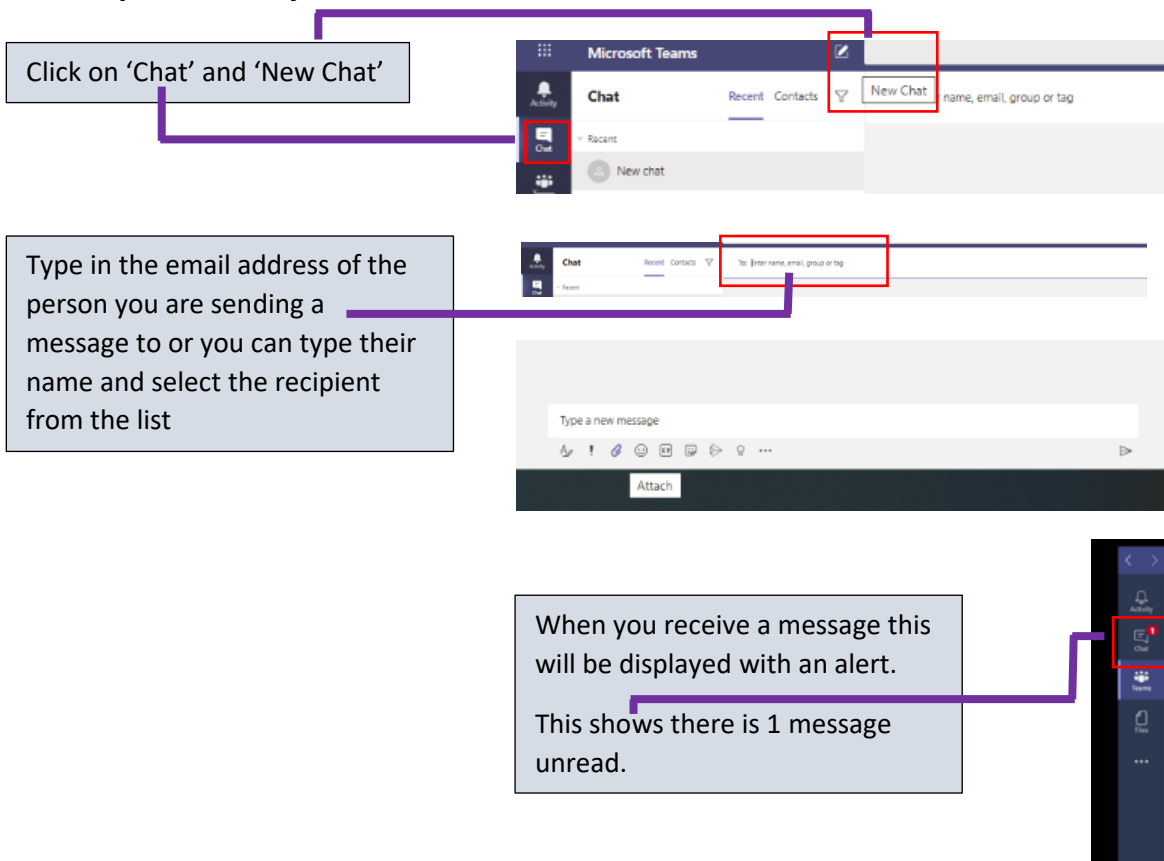
Send chat messages

Select 'chat' to send a message during your meeting

Leave the meeting
The meeting will continue even after you have left.

Add participants to the meeting.

Chat option at any time



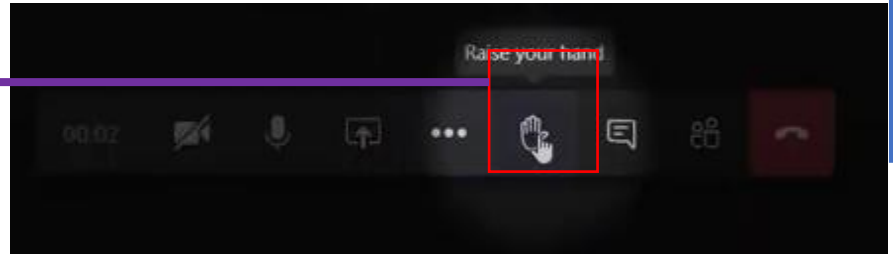
Click on 'Chat' and 'New Chat'


Type in the email address of the person you are sending a message to or you can type their name and select the recipient from the list

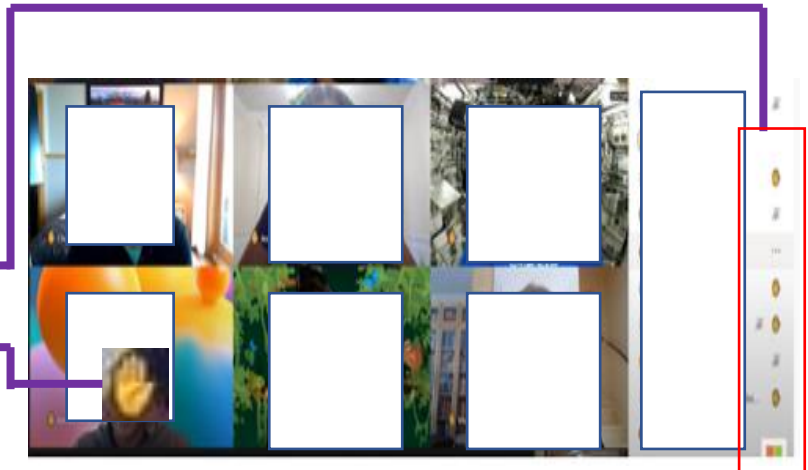
When you receive a message this will be displayed with an alert.
This shows there is 1 message unread.

'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.

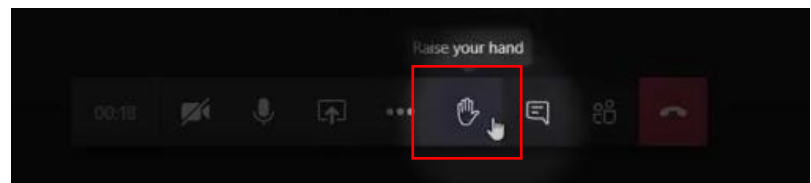


Your teacher will see a raised hand on the screen with this symbol  and by your name



Lower your hand

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

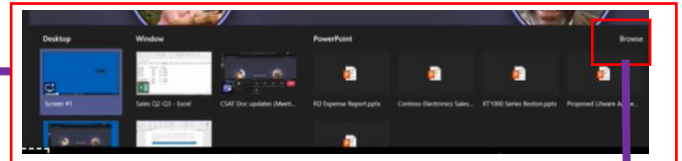


Sharing your screen



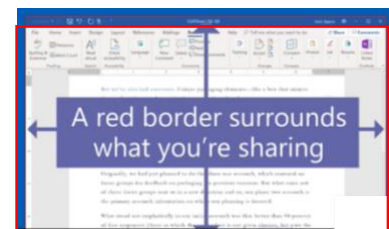
Select **Share**  .

Select what you want to share:
Desktop lets you show everything on your screen.
Window lets you show a specific app.
PowerPoint lets you show a presentation.

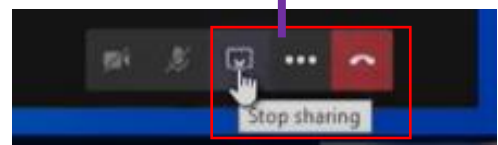


Browse lets you find the file you want to show.

After you select what you want to show, a red border surrounds what you're sharing.

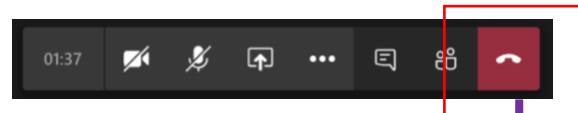


Select **Stop sharing** to stop showing your screen.



End the Team Meeting

To end the meeting you need to
'Hang up'



Summary of all control features

