



# 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 have access to any files your teacher may ask you to upload or complete. You can also send your completed work by attaching your documents.

You can access Teams on any device that supports internet access such as laptops, Ipads, mobile phones and Xbox.

## How we can support you further?

You will be invited to join a Teams lesson by your subject teachers following your normal school timetable. 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 remotely.

## Protocols when in a Teams Lesson

- Ensure your camera is turned on unless instructed otherwise by your teacher.
- Ensure your microphone is muted, only unmute if asked to do so by the teacher.
- Only you can take part in the lesson. Parents and family members must not ask questions or take any active role in the lesson.
- 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.
- Lessons cannot be recorded by students.
- Ensure you are dressed appropriately – no pyjamas.
- Ensure you are sitting in a quiet place at home away from distractions – not in bed!

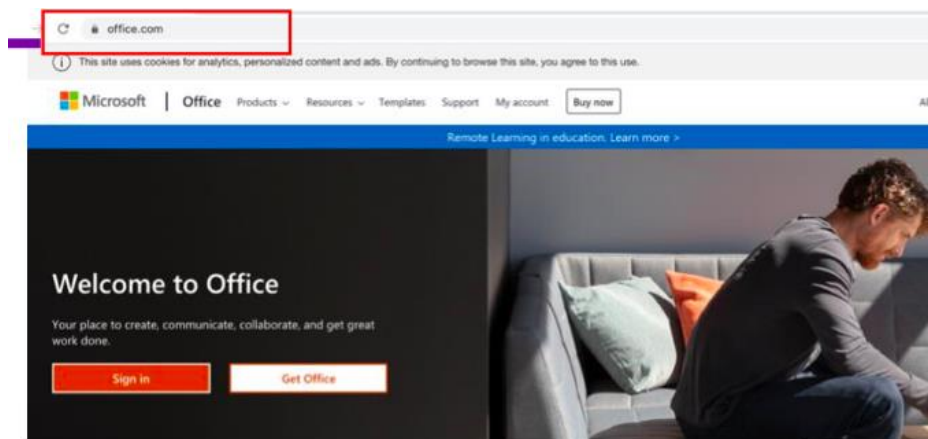
**Please note that the school’s behaviour policy applies to remote lessons. Therefore, you must behave appropriately demonstrating the 3 Rs Ready, Respectful and Responsible at all times.**

## Lesson Content – what to expect?

- Sharing of lesson resources (PowerPoint/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.

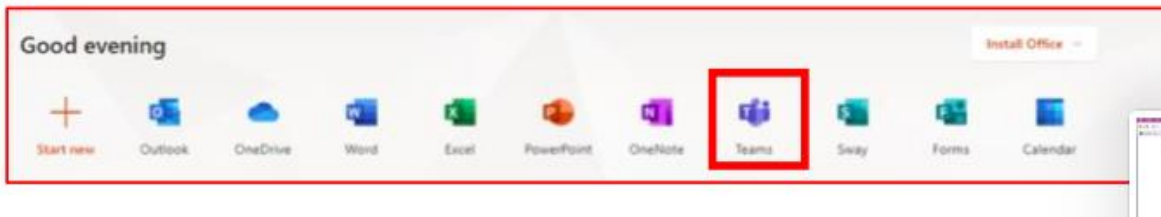
On the web browser (Chrome, Internet Explorer, Safari etc), type in [www.office.com](https://www.office.com)

Enter your full school email address. You will be directed to the login page.

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

A screenshot of the Microsoft Office login page. It shows a sign-in form with the heading 'Sign in with your organizational account'. There are two input fields: the first contains the email address 'kali@mega.org.uk' and the second is a password field with masked characters. Below the password field is a blue 'Sign in' button. The entire form is enclosed in a red rectangular border.

You should now see the **Teams icon**

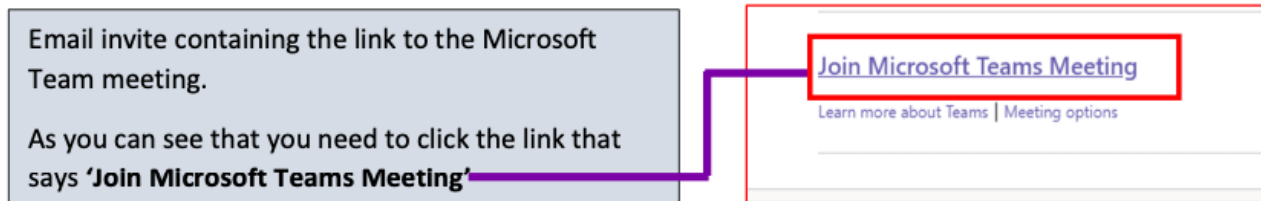


You should now see all the Teams that you are assigned to.

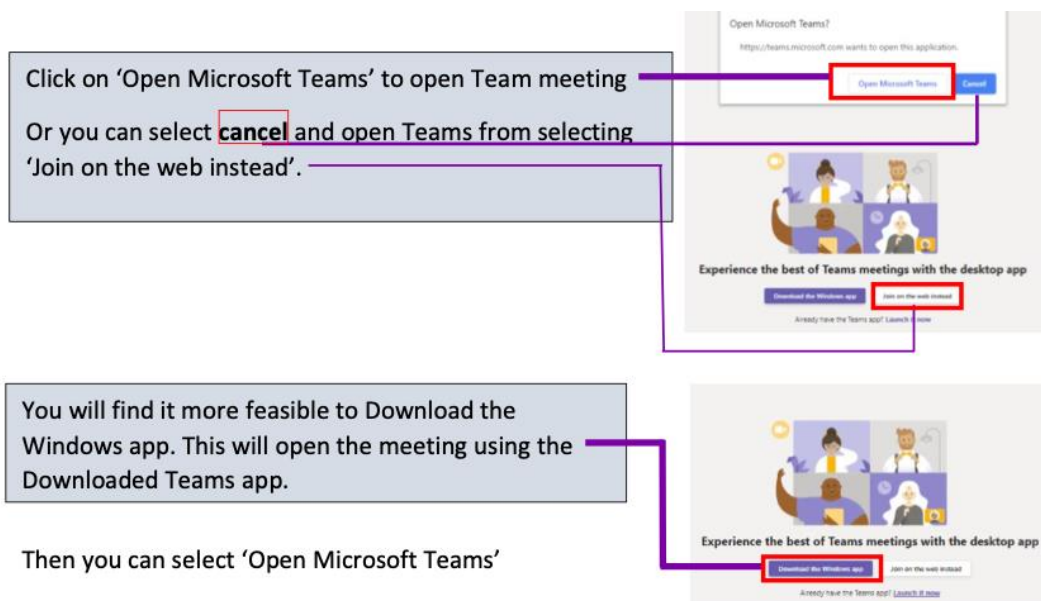
## How to Join a Teams meeting?

Joining a **Teams Meeting** by using the **Email Invite Link**

**One of the most common ways 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**.



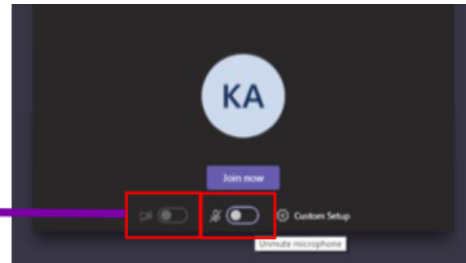
When you click on the link, the link will open in the default web browser taking you to Microsoft Team website.



## What to expect when you join Teams meeting join screen?

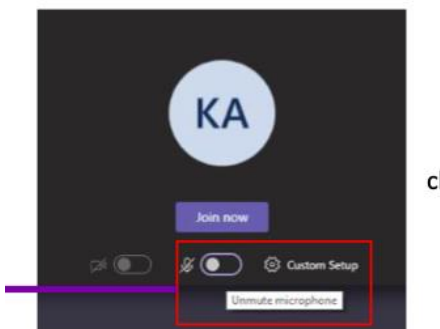
You will be presented with a start-up meeting screen. This allows you to configure your meeting controls before you join the meeting.

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**.

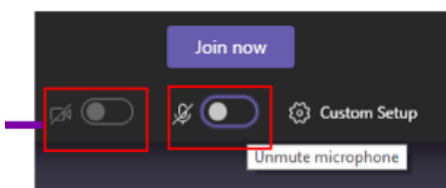


### Unmute microphone

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.

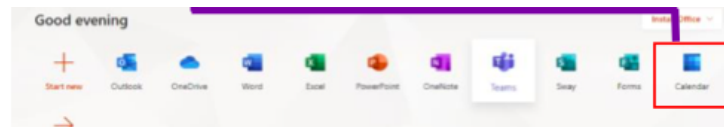


You can do the same for video camera to be switched 'on' or 'off'

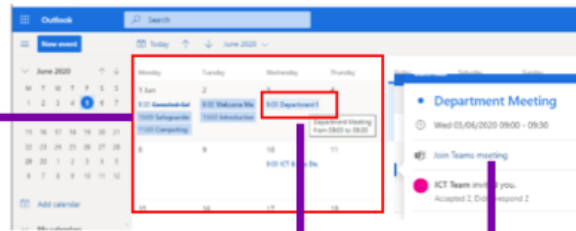


## Using the Calendar on Teams

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.

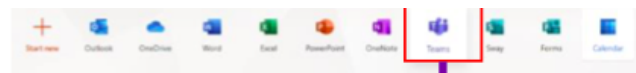


When you select Calendar, you will see your full calendar details and all meeting schedule.

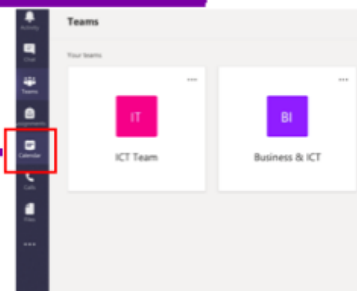


You can select on the meeting to find more details of the meeting. You can then select 'Join Teams meeting' to join

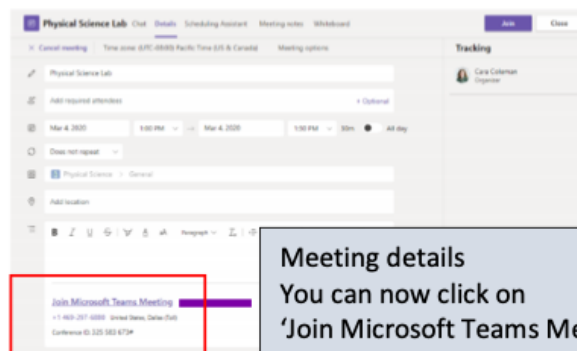
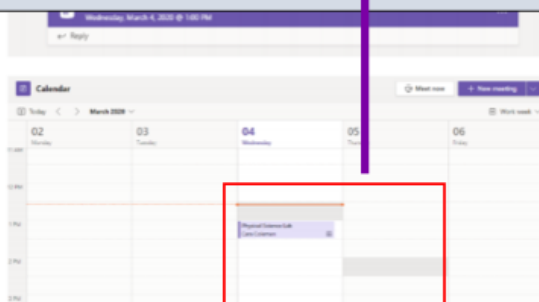
## Another option to Open the calendar



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

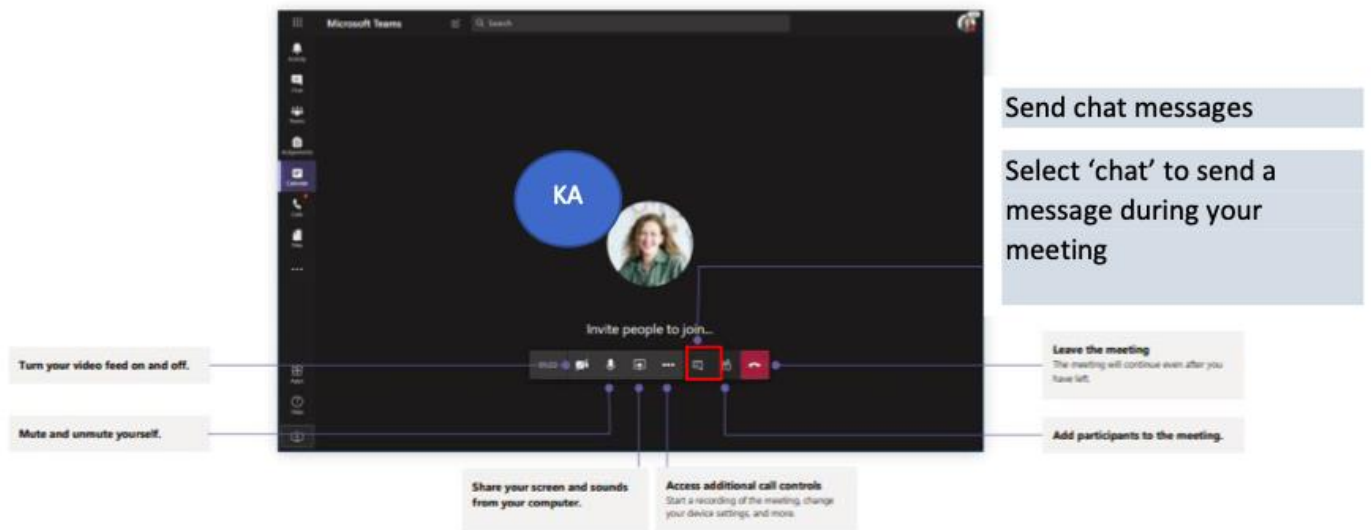


When you click on the meeting invitation in the channel of your team or your Teams calendar you will have a break-down of the meeting details.



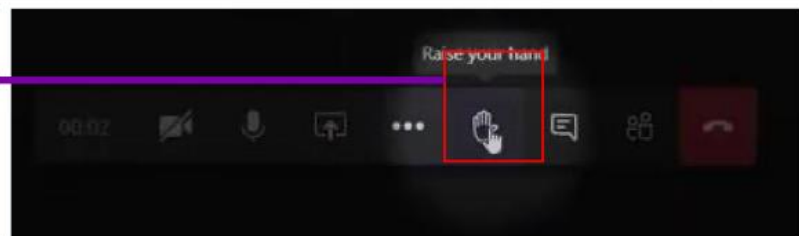
Meeting details  
You can now click on 'Join Microsoft Teams Meeting'


## Chat options during the meeting



## '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.

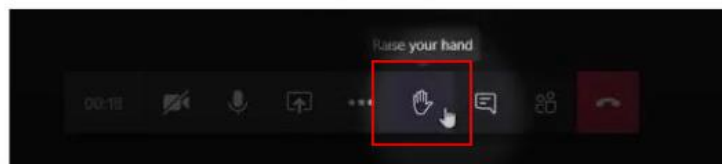


Your teacher will see a raised hand on the screen with this symbol  and by your name



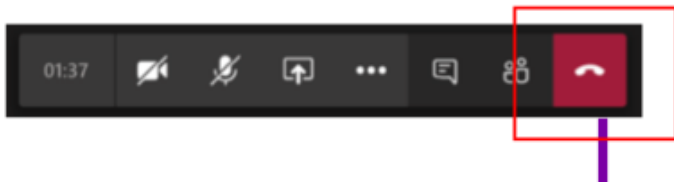
### Lower your hand

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

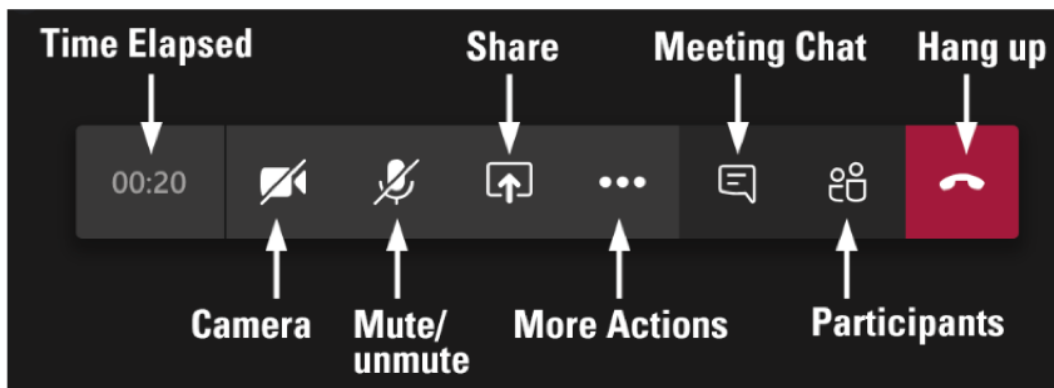


## End the Team Meeting

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



## Summary of all control features



## Further support

Please contact your class teacher in the first instance for support in accessing remote lessons.

You can also email [remote-learning-support@altrinchamcollege.com](mailto:remote-learning-support@altrinchamcollege.com)