

Microsoft Teams Student Handbook 2020



VIDEO CONFERENCING

Etiquette



ON TIME

Please be on time for class and have your device charged.



MUTE YOURSELF

Mute yourself right away to avoid background noise.



CONDUCT

Note all videos lessons are recorded. Conduct yourself as you would in a normal lesson



HEADPHONES

Use headphone if you have them. Ones with a microphone are even better.



SIGNALS

Use hand signals.
Thumbs up = Yes Thumbs down = No
Raise hand if you have a question



CHAT SENSIBLY

Use the chat sensibly . Only use when you have to ask the teacher a question.



PRESENTATION

Consider your surroundings and attire. Find a distraction free spot at home and wear appropriate clothing .

IT support is available from school. If you require IT support please email info@Thornhill.derry.ni.sch.uk

Finding Teams

There are 2 ways to access Microsoft Teams.

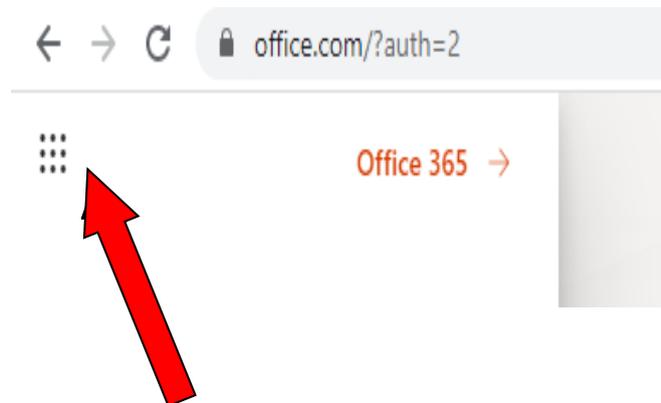
1. Through Outlook (or Office 365)
2. Dedicated desktop app

Both options work fine, but the desktop app tends to be a little more stable/reliable as it does not need another program (browser) to run it.

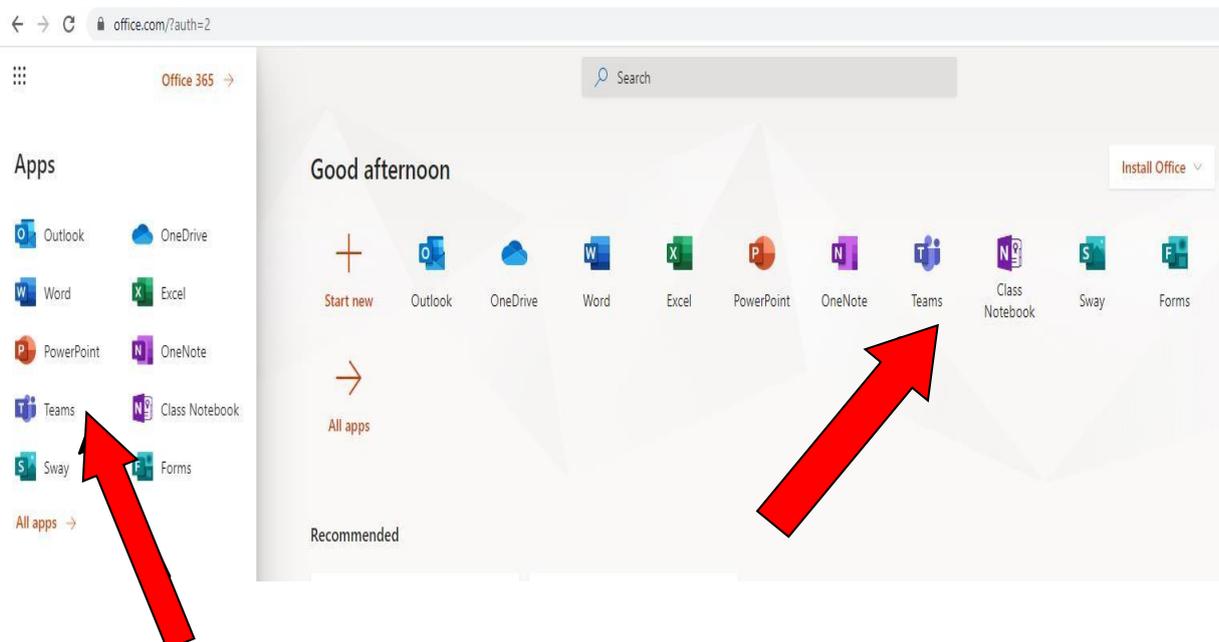
Outlook/Office 365

Note: while all browsers should work, Chrome is usually the most reliable for Office 365 features, despite Edge being a Microsoft product it sometimes has issues with a few of the Office 365 programs.

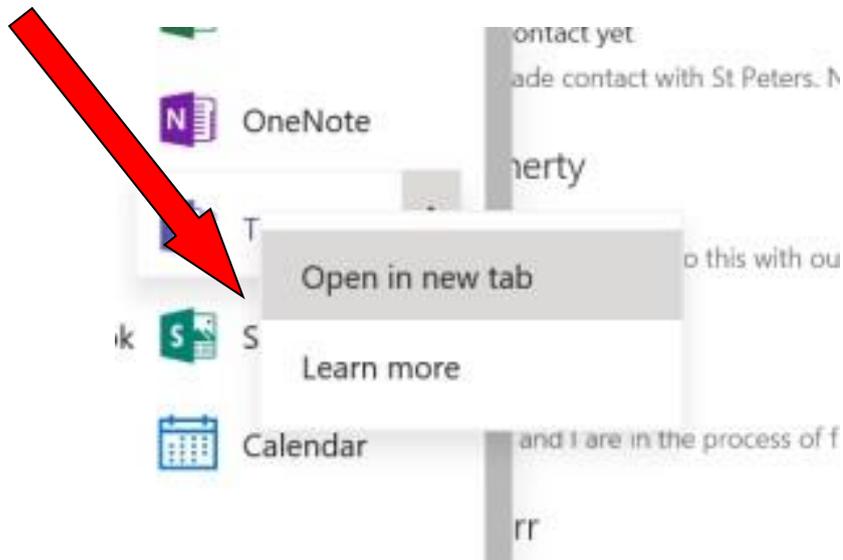
Using the web-based email (i.e. in a browser – Chrome) in the top right corner there is a ‘waffle’ of 9 dots,



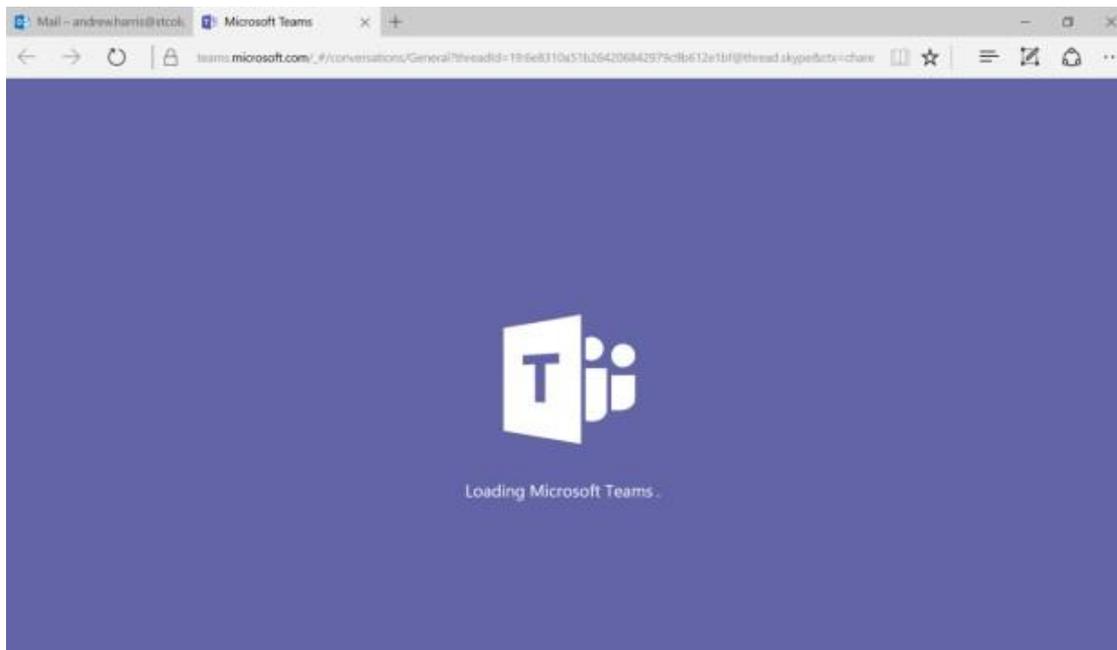
Clicking on this brings up a range of Office 365 apps



Clicking on Teams will load this program. Note: it will generally load in the same window, so right clicking and selecting open in a new tab may be the best option.

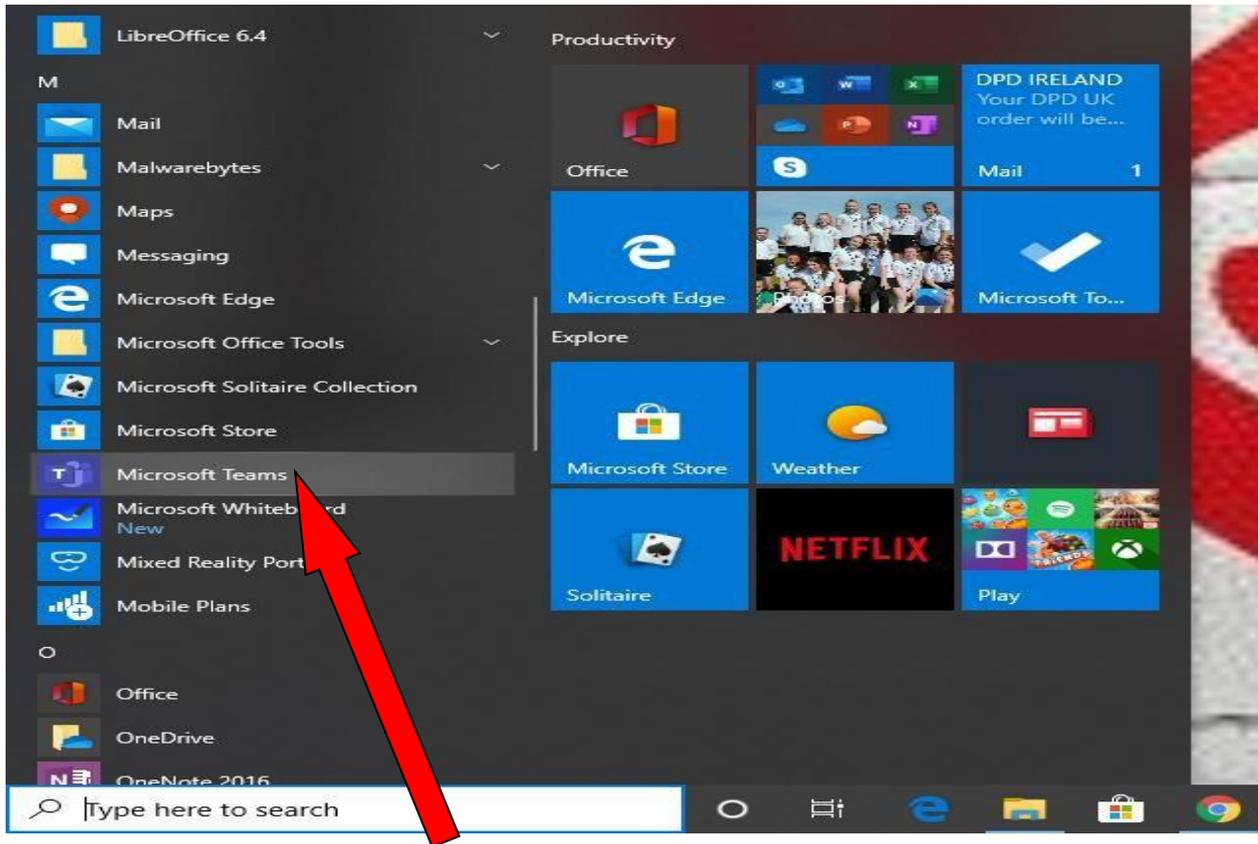


This then opens the Teams program.



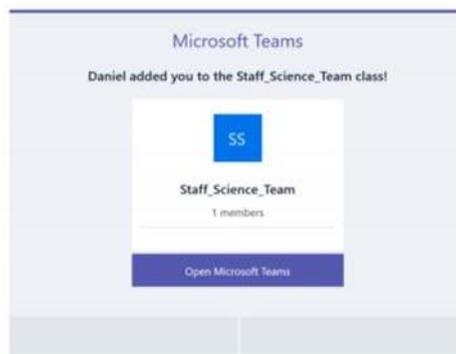
Desktop App

The other option to access Teams is using the Desktop app, which should already be installed on your laptops, if not, then just Google and install as you would anything else. Find this program and open as per any other programme.

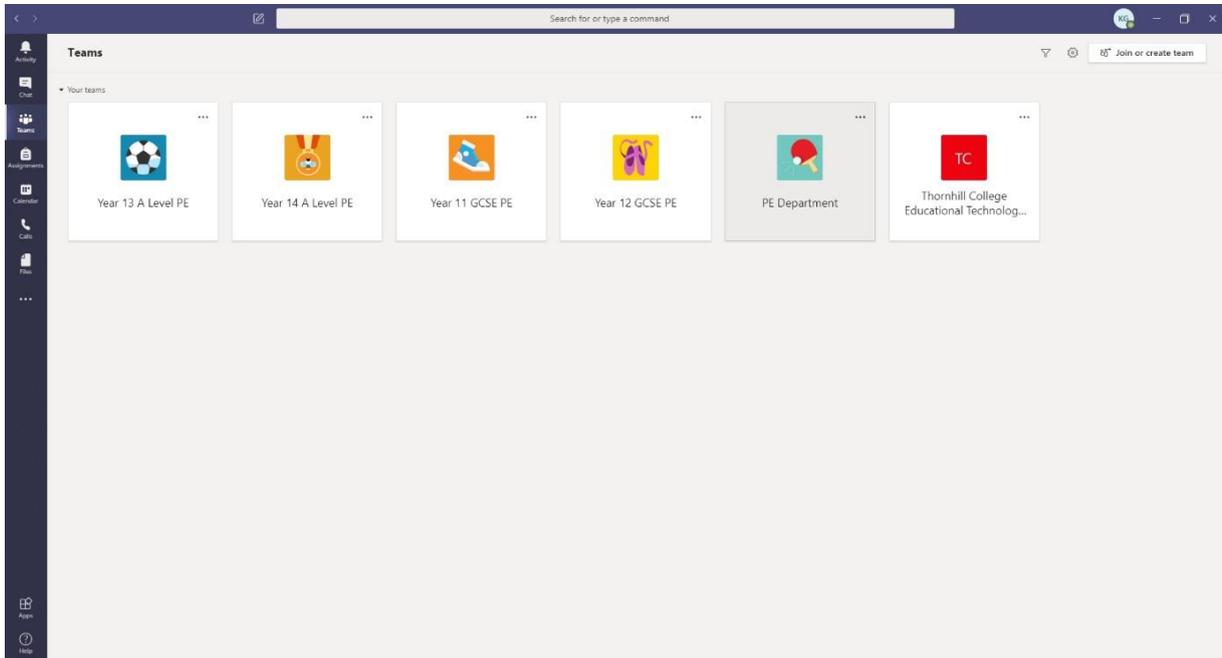


Accessing your team

When you are first invited you will receive an email telling you that you have been added to a team.

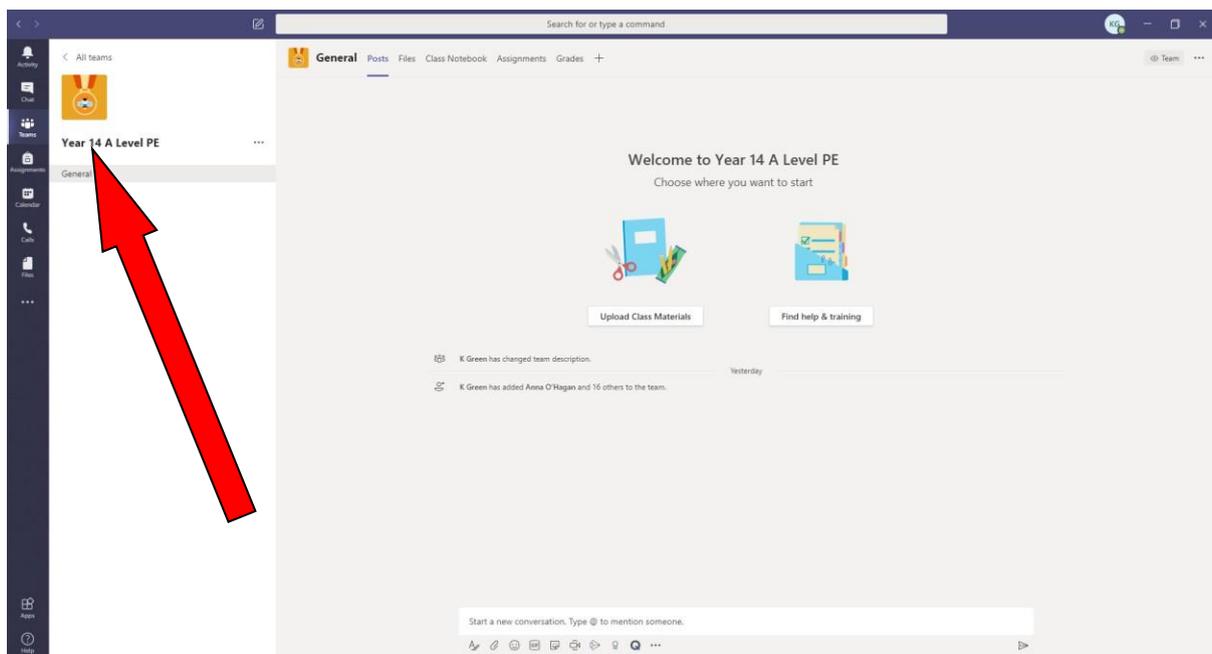


Clicking on the link in the email will open teams for you.



This will show you all the teams that you have been added to.

Clicking on the team that you want to access will take you to the team landing page.



From here you can access the channels, files, or conversations that you need.

Video Conferencing

There are several ways that video-based lessons can be facilitated using teams, a Live Event, or a Scheduled Meeting. Teachers may choose to use either or both options when they are running lessons for you.

A 'Live Event' is a live stream from the teacher where they can present information to you showing PowerPoint presentations or documents etc. and explain them to you. Teachers can see a list of students who are viewing the event, but they will not see you. A recorded video of these Live Stream Events can be recorded, and this will be made available to you afterwards.

A 'Scheduled Meeting' allows face to face interaction in a group video conference. These types of meetings will allow you to speak directly to your teachers, ask them questions, seek clarification etc.

When your teachers set up these video conferences you will receive an email from them inviting you to the meeting. Please reply as a matter of courtesy.

Phillip Johnson (Junior) on behalf of
11_Chemistry_Johnson_Team

Wed 25/03/2020 15:58
Phillip Johnson (Junior); 11_Chemistry_Johnson_Team

Wed 25/03/2020 16:00 - 16:30

No conflicts

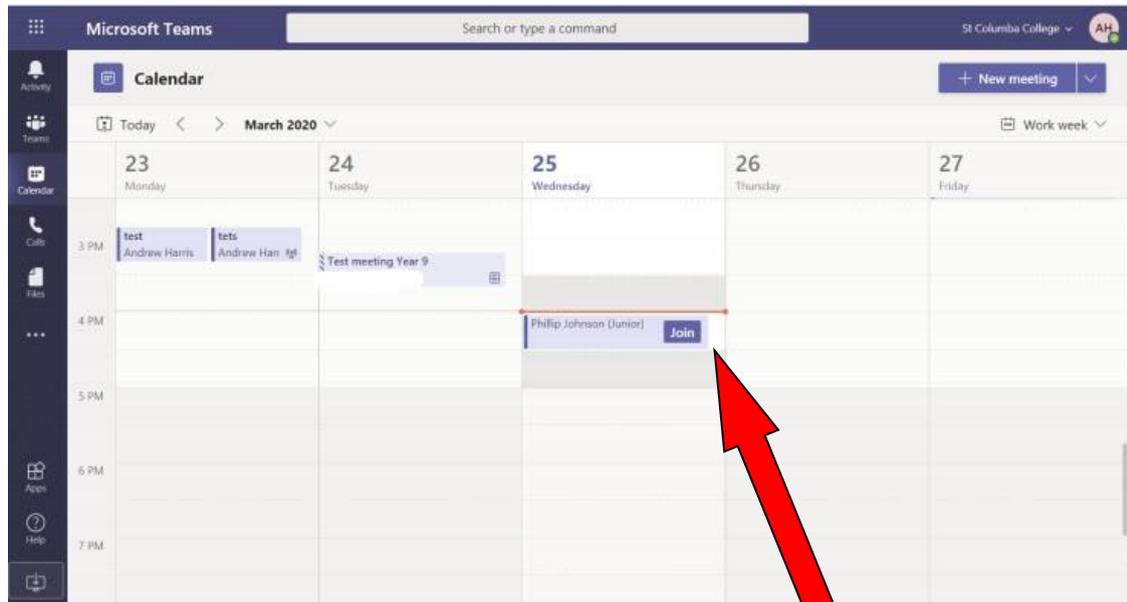
RSVP to this event Email organiser

Add a message to 11_Chemistry_Johnson_Team (optional)

Propose new time

While it is a good idea to respond straight away you can RSVP any time before the meeting finishes, even after it has started, you can still access the meeting if you missed the email or forgot to reply.

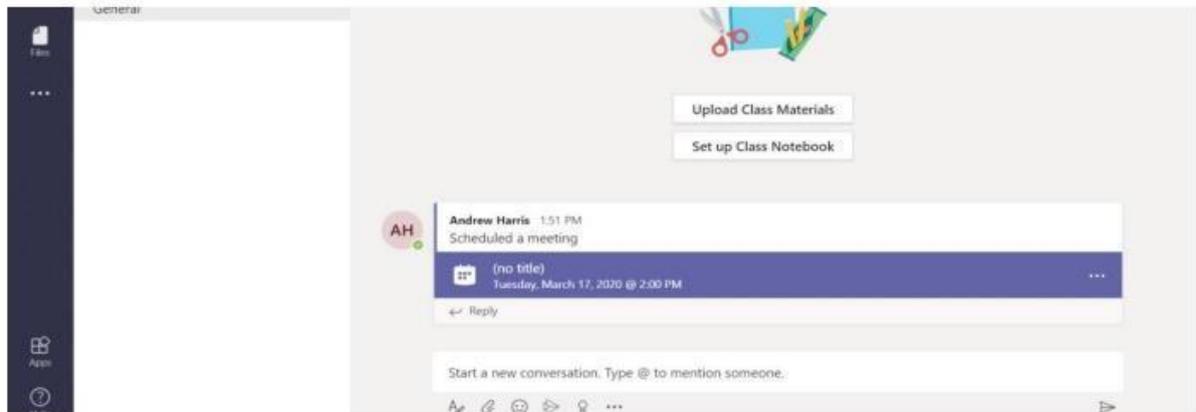
Once you have replied it will put an event in your Teams Calendar.



When it is time for the meeting and you are ready to join, click 'Join' on the calendar event.



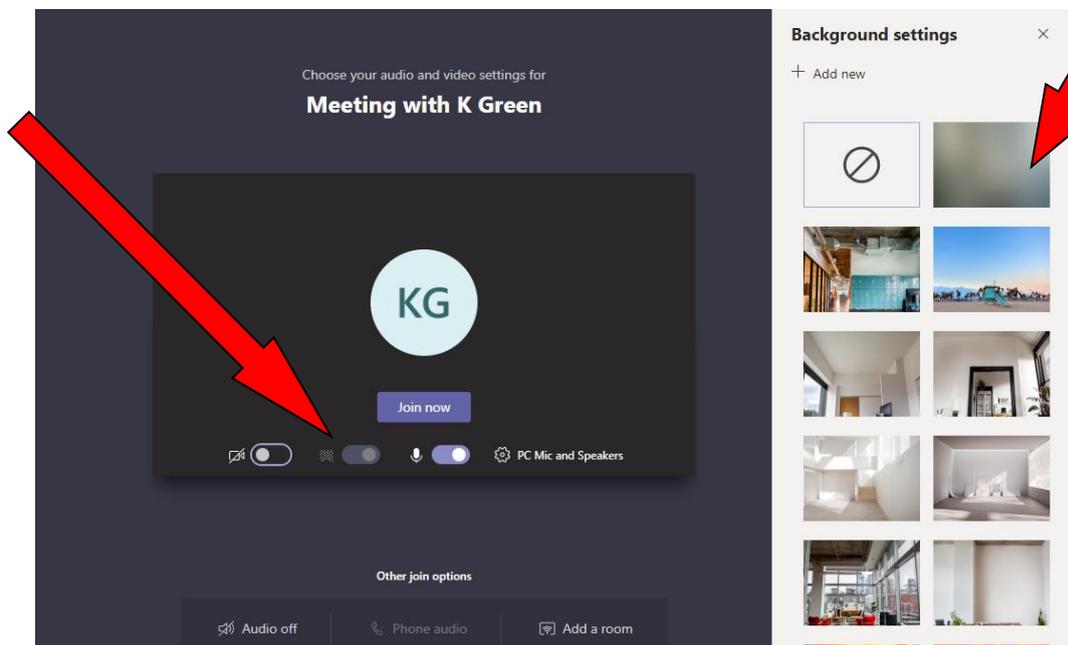
You can also access a meeting via the Channel conversation wall.



If you have not experienced a video meeting before you may need to give Teams permission to access your camera and microphone for the video call.

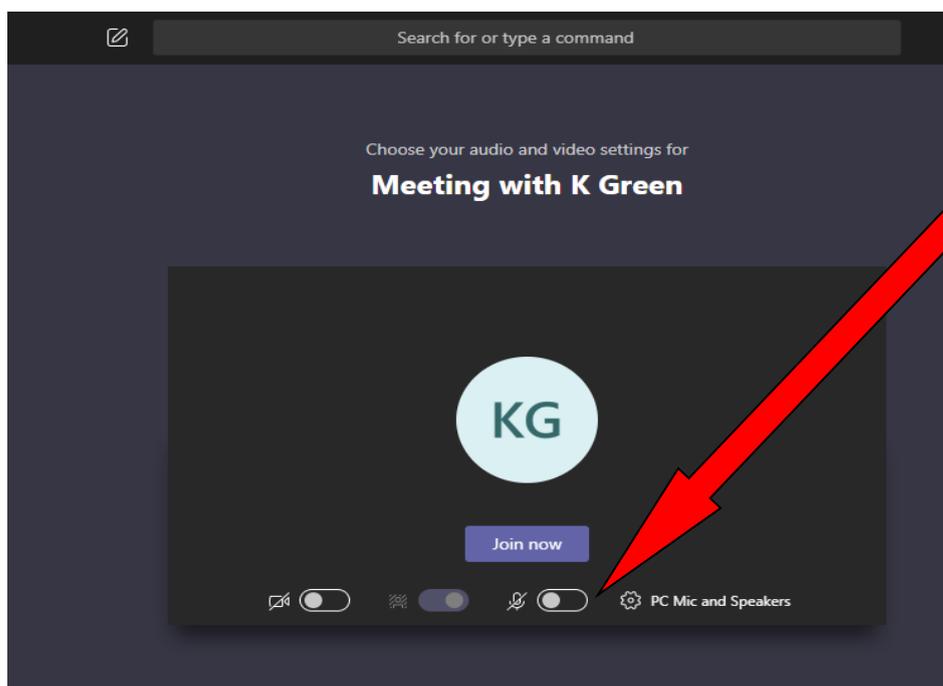


Once you have given the permission you will see a landing screen.



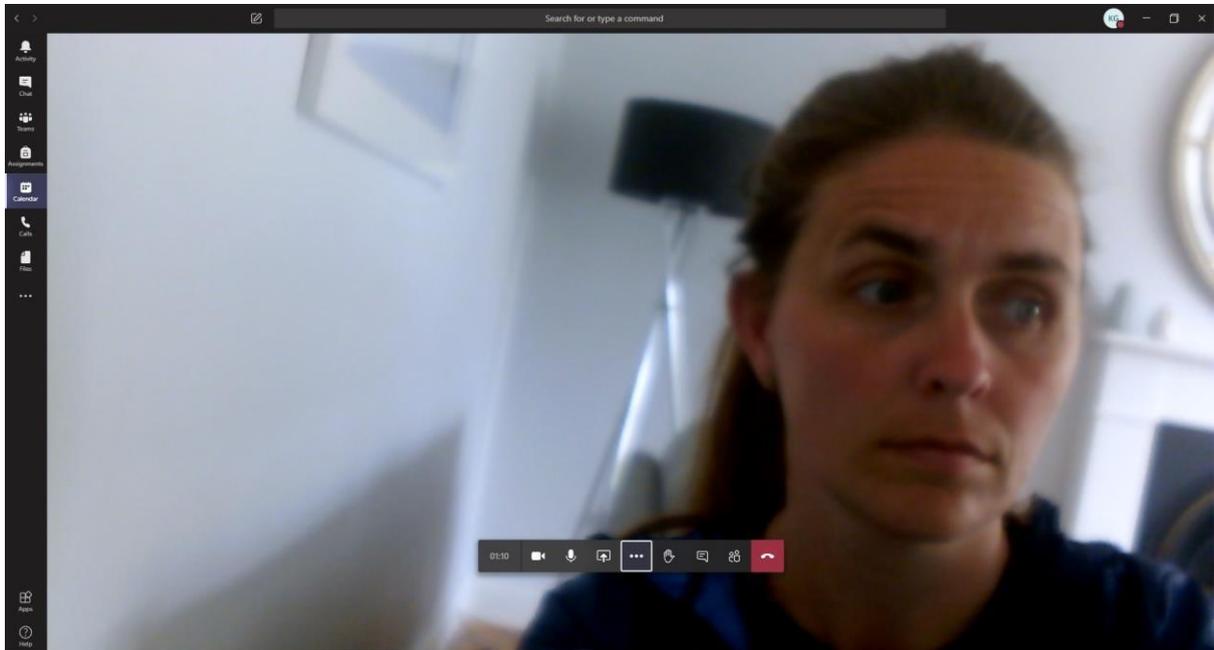
If your webcam is turned on, then you will see a preview image of yourself in the window. If it is turned off, then you will see your initials.

Clicking on the middle button will allow you to 'blur' your background for privacy. You will have the option to choose a specific background.



When you click on the microphone you can switch to the 'off' setting. This helps to prevent background noise when recording. Your teacher will instruct you to switch on your microphone.

Clicking join from here will then show you your teacher or the other participants in the video meeting. If cameras are off, then you will see other people's initials.

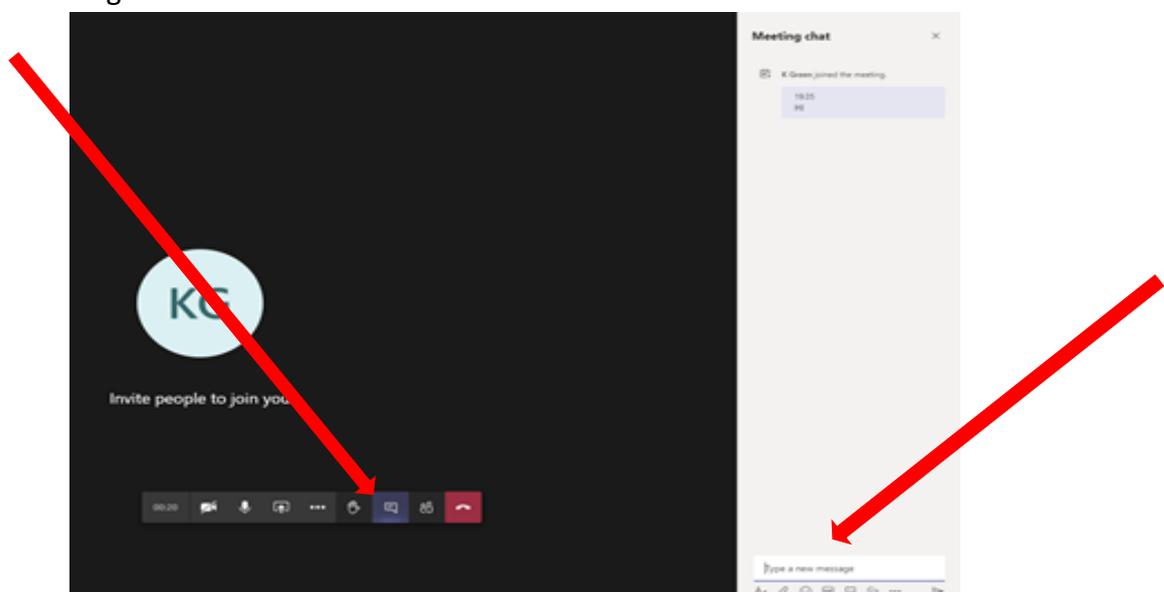


If you are seeing other students and not your teacher, you should see down the bottom of the screen a series of circles with initials.

Clicking on your teachers' initials will put them into your view window.

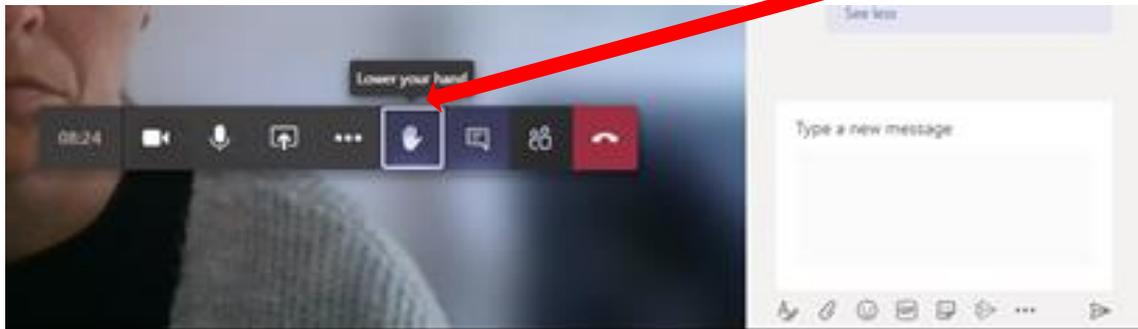
Using the Chat function

The chat function is to be used mainly by the teacher to attach documents. This function must be respected by students at all times. The chat will be monitored by the teacher throughout the lesson.



How to raise your hand to ask questions

Clicking on the 'hand' tab on the main control panel will alert your teacher that you would like to speak. The teacher will ask you to unmute yourself to speak.



When you have finished the video conference you can simply hang up by pressing the red phone button and this will end your call.

