

# A Students guide to Microsoft Teams



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## Microsoft Teams – Acceptable Use Guidance

This statement applies to all functions Microsoft Teams – (video conferencing, live chat, and the ability to host webinars). All users are reminded that the schools IT policy includes any school-based systems that maybe used outside of school.

Microsoft Teams has been identified as an additional way of delivering distance learning during this period of enforced school closure. The school's main method of setting work is still through Show My Homework. The school is providing opportunities for these lessons to ensure teaching and learning can continue but for many this is a new experience, and everyone involved in video conferencing must remember that the usual school protocols still apply. We are providing this guidance to ensure that participants are clear about the expectations on them.

### Parents:

- When Microsoft Teams events are scheduled – they will be calendared (appear with at least 24 hours notice) and also content will be identified in Show My Homework.
- If your child is taking part in a Teams lesson, they will receive an email from the teacher (at least 24 hours in advance) which will include the date and time date of the lesson.
- Microsoft Team lessons will be recorded and used subsequently with students who missed the initial session. (This content will not be shared outside of the school community and will ensure safety for all users)
- Please identify a suitable location for your child to use for the video lesson for example a living room or dining area. Bedrooms should not be used.
- Parents should ensure that as far as possible distractions are removed and there is quiet.
- Parents should make every effort to support lessons delivered in this way by ensuring their child is suitable dressed, prepared and ready to learn.
- Parents should familiarise themselves with the expectations on pupils set down in this guidance and ensure their child adheres to them.
- Parents are responsible for ensuring that the privacy of other family members is maintained during video sessions.
- Remember, lessons delivered online are still lessons and pupils are expected to present themselves and behave appropriately. High standards of behaviour are expected for online learning sessions just as they are in the classroom.

### Teachers:

- Teachers will ensure that they provide students with at least 24 hours' notice before engaging in Microsoft Teams meetings. All meetings are calendared.
- Teachers will only use school approved video conferencing platform Microsoft Teams
- Teachers will only use Microsoft Teams using their provided school email address (@oldburywells.com)
- Teachers will record their sessions to ensure safety for all users and for those who may have missed the session.
- Teachers will keep a record of each Meet online (Date, time, length, attendees, topics).
- Online Meets will be kept to a reasonable time period, as devices and Internet may be in high demand at home. (Sessions should be no longer than the timetabled lesson)
- Teachers will ensure students join the Meet with camera and microphones muted on entry.
- Teachers will ensure students abide by the School's Internet Acceptable Usage Policy at all times and pass on any infringements.
- Teachers must conduct sessions in a professional manner, including being suitably attired during online sessions and ensuring they are broadcast from an appropriate location.
- If broadcasting content from home the background should be blurred or altered via the screen settings.
- It is not compulsory for teachers to share their face. If staff feel uncomfortable then alternatives such as sharing resources and talking over that with the chat function on is appropriate for live learning.
- Where possible, video cameras should be used against a neutral background, with the light source directed towards the instructor's face.
- It is recommended teachers wear audio headsets, if possible (to limit audio interruptions during conferencing sessions).

- At the end of a session the teacher must advise all students to leave the session and when all students have left the Meet, the teacher can then end the video conferencing session and terminate the meeting.

### **Students:**

- Will only use school technology systems for the purpose of education.
  - Treat your video conference as you would a lesson. Be on time and be prepared.
  - Be ready to learn and make sure you have class resources, pen/paper etc. at hand.
  - Make sure you are in a suitable location; your device is charged (or plugged in) and that you are suitably dressed prior to the beginning of each scheduled video conference.
  - Ensure your video is switched off and your microphone is muted until a member of staff instructs you otherwise.
  - If possible, you should wear a headset (ideally with a microphone) but this is not essential.
  - Remember to behave as you would in school and abide by the school's normal rules.
  - Chat functions should be used to ask questions and to answer teacher questions.
  - Please use chat functions responsibly and sensibly. Remember anything you write is recorded.
  - Do not record or take photos of your teachers or classmates during live sessions or share sessions via social media.
  - Listen, focus on the lesson and learn.
  - Avoid distractions such as your mobile phone etc.
  - Respect your teacher, your fellow learners and yourself by doing your best just as you would in class.
  - Remember your school are putting these lessons on for your benefit but not everyone who tries to contact you online has your interests at heart. If you have any worries or concerns about something that has happened to you on-line, please let the school know immediately.
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- These rules are set to keep all users safe and everyone has a responsibility to ensure that they are followed. If you misuse or disrupt the learning through Microsoft Teams you may lose your entitlement to participate in these sessions.

# Getting set up on a phone or tablet

## MS Teams 101 – Student Guide



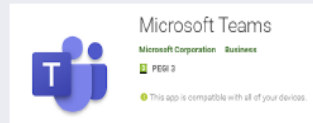
### How to get Teams

You can download the Teams app to your mobile device. It is available to both Android and iOS via their app stores

iOS



Android

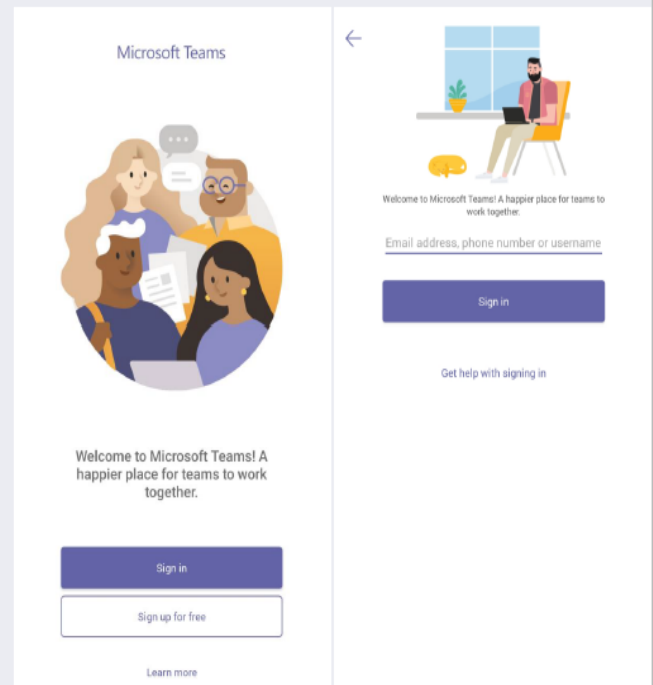


#### Login to Teams app

You will need to sign into the Teams app. You will use your school email and password. See below for examples.

**Email** – Your school email address ending @oldburywells.com

**Password** – Your usual password that you use to log onto the school computer



## MS Teams 101 – Student Guide

### How access your Classes

In the app you will be able to access each of your teaching classes. Here you can see the different Topics, Lesson recordings, Chat and Files associated with that class.

#### Open a Team/Channel

Select Teams  on the bottom of the app to see your Teams. Find the Team you want, and then select it to open.

Select a channel within that Team to see the content

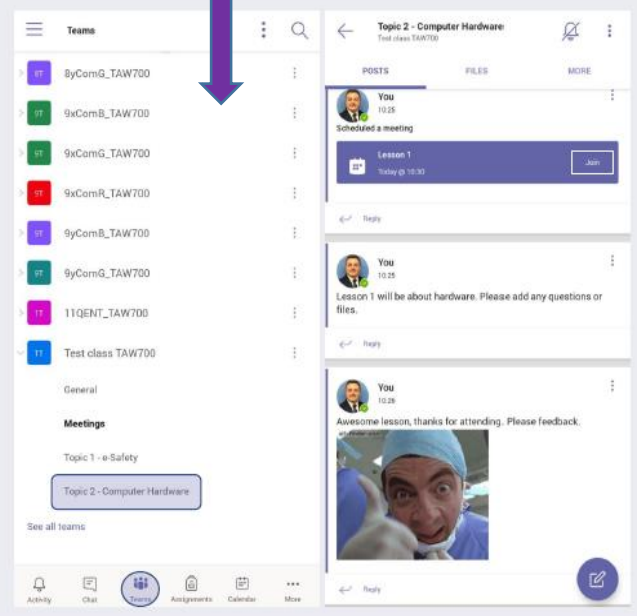


Post messages to class

Access shared files

Access more content

Your class codes will appear for each of your classes – You should be able to check these against your timetable if you are unsure.



# MS Teams 101 – Student Guide



## How to join a Lesson

Your teacher will have scheduled the lesson, at the same day and time as your normal lesson time in school. You can join the lesson from your calendar within Teams, the teacher will have set this up, and added it to your calendar ahead of time.

### Join from calendar

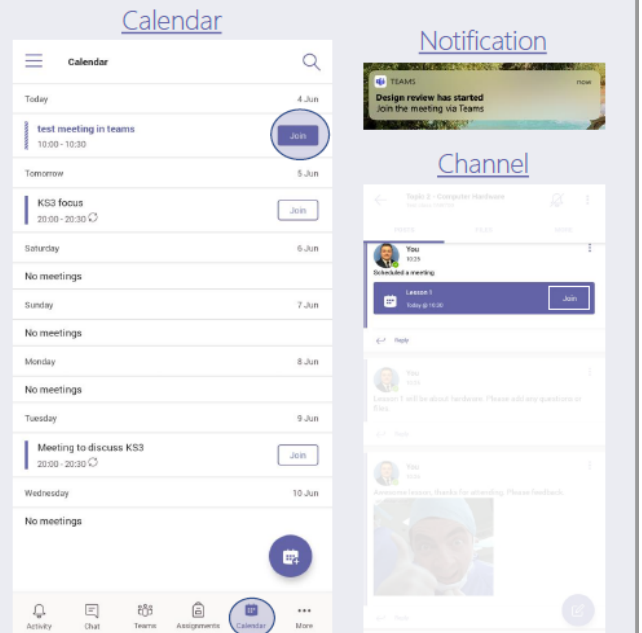
Select Calendar  on the bottom of the app to see your meetings. Find the meeting you want, and then select Join.

### Join from a notification

When a Teams meeting starts, you'll get a notification that'll bring you directly to the meeting without finding it on your calendar. Just tap the notification to join.

### Join in a channel

If a meeting takes place in a channel, you'll see an invitation to join, relevant content, and the organizer right in the channel. Just select Join.



# MS Teams 101 – Student Guide

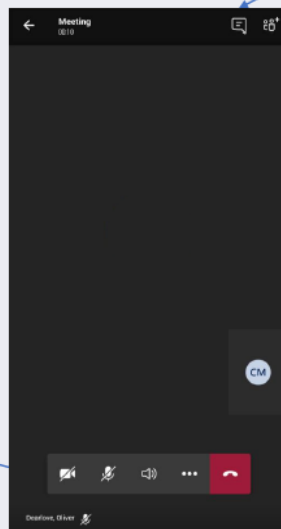


## How manage Lesson options

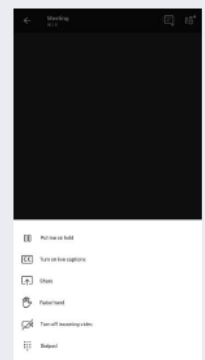
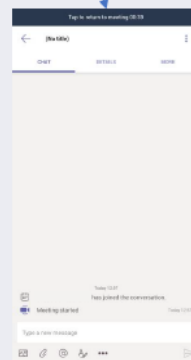
Once you click to join a Lesson you will be added in, and you will see the other members of the class on screen.

These options control

- Camera
- Microphone
- Speaker



This will open the text chat panel, you can type messages and all students will see them



This will open options menu. Raising your hand will alert the teacher that you want to say something

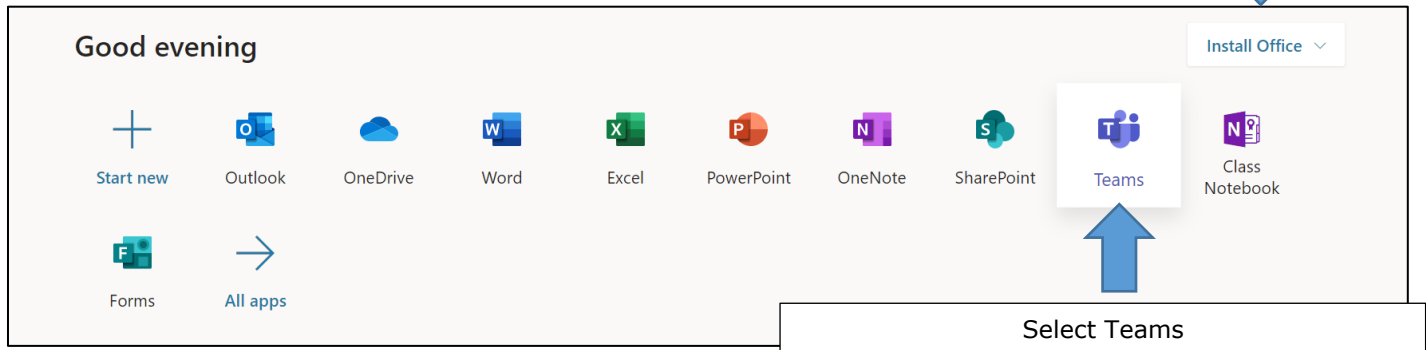
Remember that when you start a meeting your camera and mic should be off



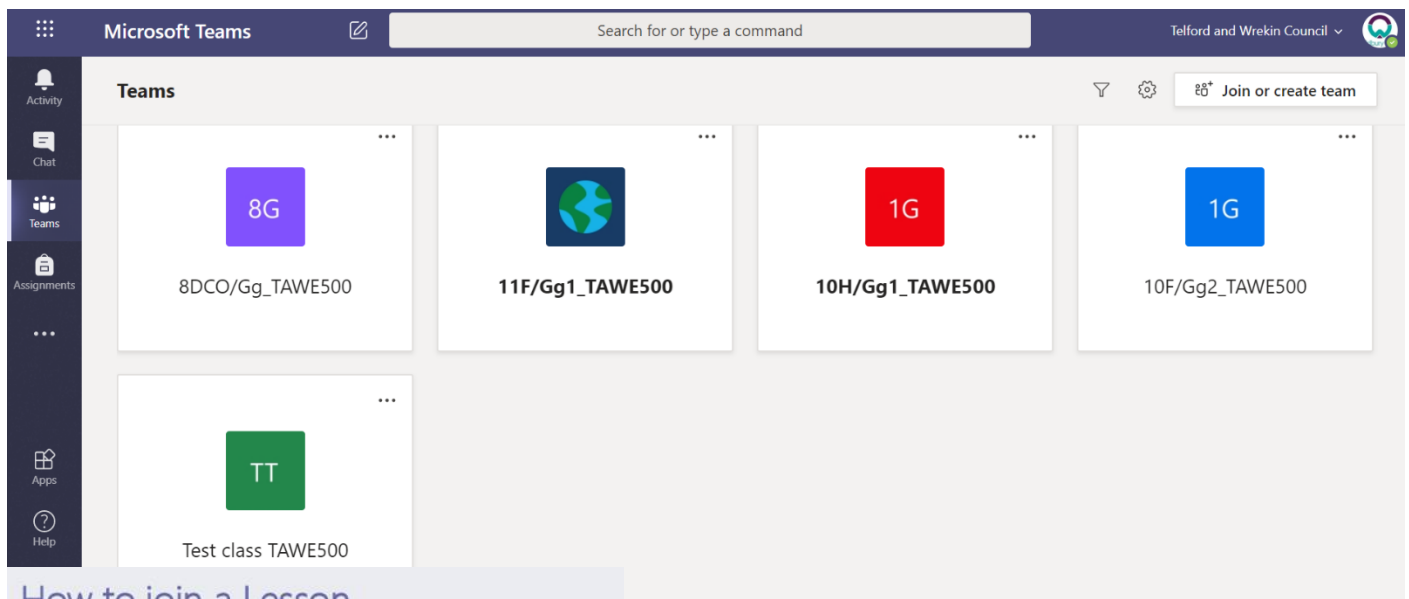
## Getting set up on a PC/Mac/Chromebook

Remember you already have an OFFICE 365 account – log into this <https://www.office.com/> and log in using your school email account (ends @oldburywells.com) and the password you use to log onto the system at school.

Remember you can install office on your home computer for free including Teams



Once you are in to the app (Teams) you will see the screen below – each tile represents one of your classes. You should be able to check these against your timetable if you are unsure.



### How to join a Lesson

Your teacher will have scheduled the lesson, at the same day and time as your normal lesson time in school. You can join the lesson from your calendar within Teams, the teacher will have set this up, and added it to your calendar ahead of time.

#### Join from calendar

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#### Join from a notification

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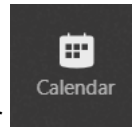
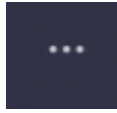
#### Join in a channel

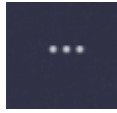
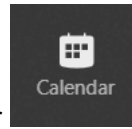
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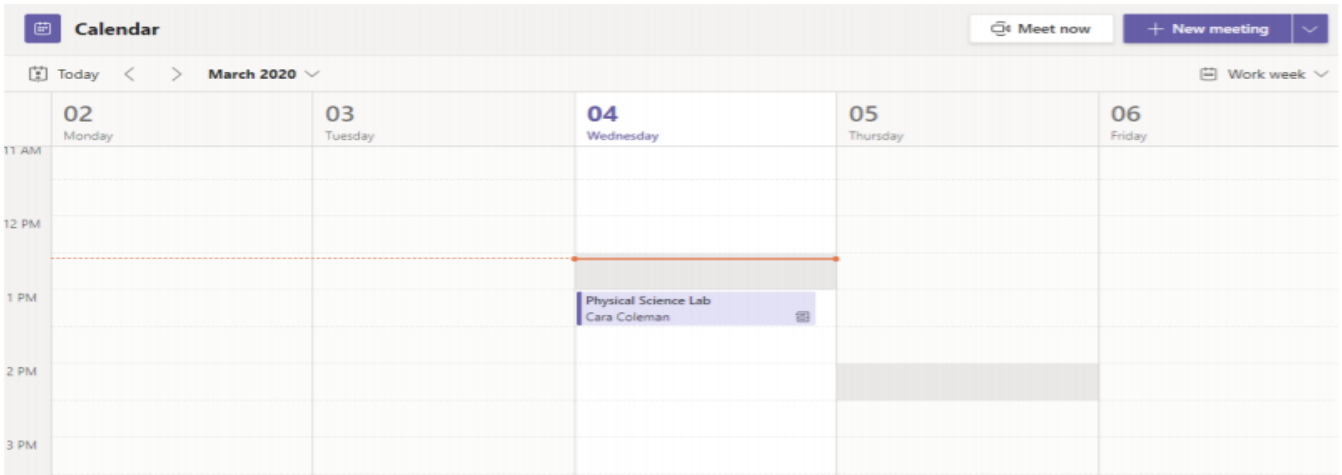
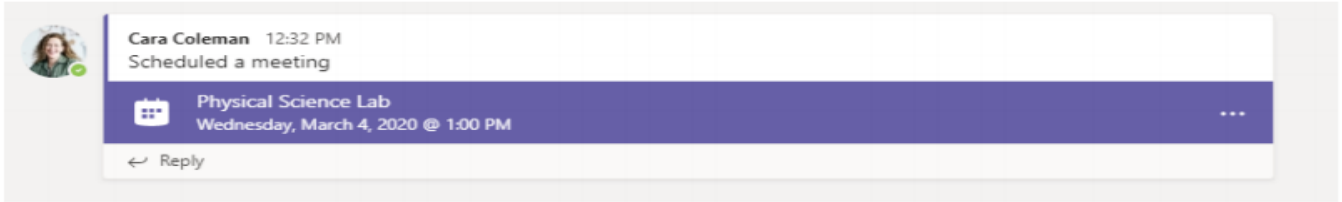
To find your meeting/session there are a number of options.

Your teachers have been asked to schedule your sessions. Remember these will be indicated in Show My Homework.

The best way to access this is through your calendar, but you may find the invite in your school email.

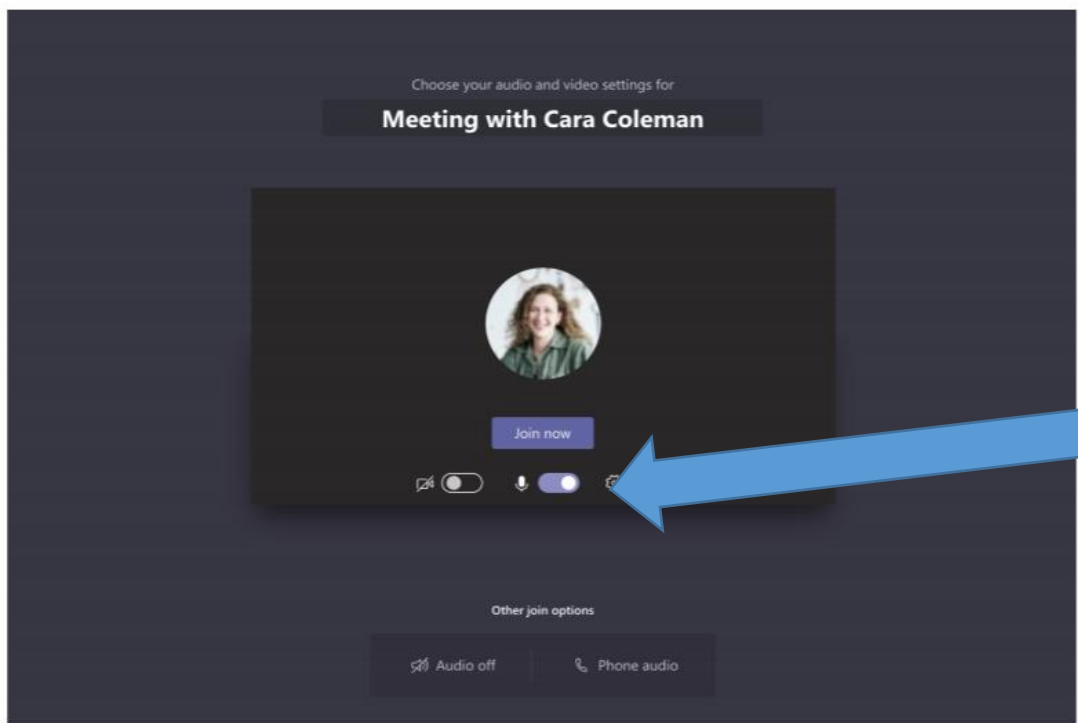


To access your calendar, you may need to click  to find your calendar . Once you click on this you will see the following



Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.

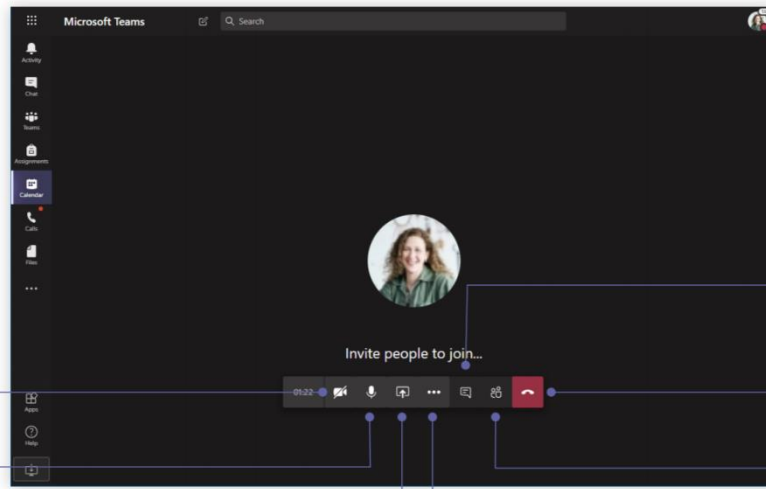
Once you click on the meeting in the calendar you will see the following screen:



**When you join a meeting your camera and mic should be switched off.**

## Participate in a meeting

Share video, voice, or your screen during the online call.



**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**  
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

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

**Add participants to the meeting.**