Student guide to attending lessons via Microsoft Teams.

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What is Microsoft Teams?

Think of Microsoft Teams as a hub where staff and students interact online, a workspace where you can communicate, share files, and even meet and have lessons online. Staff can invite you to an online lesson. When you attend a meeting/lesson, you can talk with your teacher, they can show files and explain the subject just like a normal lesson.

What restrictions are in place to keep us safe.

We have setup Teams to restrict certain activities to keep students and staff safe while using the system. The main one of these is that students cannot use their camera (Webcam) when using the system. They are free to use most of the other features of the system like make calls and participate in meetings/lessons. If a student abuses the system (For example - Calling other staff or students without good reason) we can block that student from everything except watching and talking part in other people's meetings/lessons.

Where can I access help or training on using Teams.

The following document gives an overview of the safe use of Teams in school.
We have setup a website with lots of instructions on using Teams safely. https://teams.whfit.org.uk/
Please contact your school IT support about any problems/concerns with the use of Teams.

Getting setup on Teams

You can access Teams in two different ways. We recommend the App version over the web version as it is more stable and feature rich.

Download the appropriate app

You can now download Microsoft Team for your Windows PC, or for your Android or iOS devices. You can download the apps from here:

https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app.

if you are on a Phone or Tablet you can also download "Microsoft Teams" from the App/Play store.

You will then need to login with your school Email.

Teams as a web application.

For this, simply go to https://teams.microsoft.com

You will then need to login with your school Email.

Teams on a school managed computer

If you are using a managed school computer you can find the Teams app in the start menu under "Applications -> Teams".

You can always use the web app if it is not installed but we recommend the full app.

Safe use of Teams

When using Teams and interacting with other staff and students you need to follow a few rules to keep yourself safe.

1. Please be sensible and polite when using Teams.
2. The normal school rules on behaviour still apply even though you may not actually be in school.
3. Get used to muting your microphone when you are not talking.
4. Find somewhere without lots of background noise.
5. Calls and meetings can be recorded if necessary. Please note the default is that all participants in a meeting have access to the recording.
6. All calls, meeting/lessons and chat messages are logged. Recordings of conversations are only available if they are turned on by a presenter.
7. You can change your status too Busy to stop calls at unwanted times. Remember students and staff can call any user anytime.
8. If you are worried about being seen on your webcam (even though we have disabled student use of webcams in Teams) you can put a piece of tape over your camera.

Overview of the Teams page.

Navigate Microsoft Teams
Use these buttons to switch between Activity Feed, Chat, your Teams,

View and organize teams
Click to see your teams. Drag team tiles around to reorder them.

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.

Start a new chat
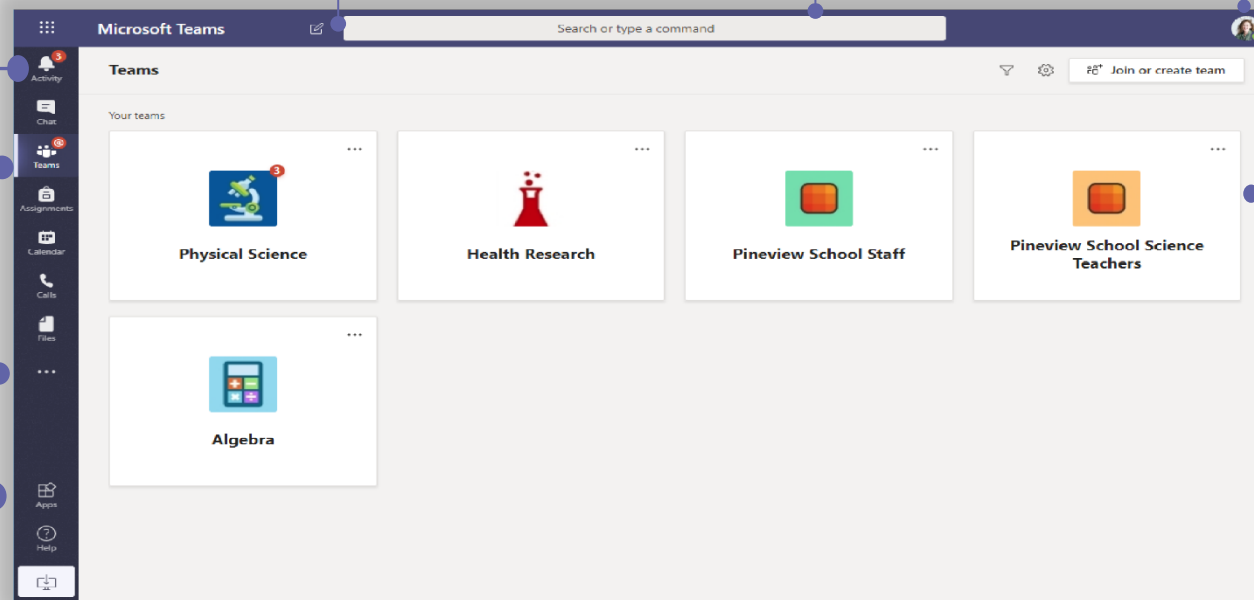Launch a private one-on-one or small group conversation.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

View your team
Click to open your class or staff team.

Microsoft Teams for TWHF

Add channels and manage your
You can change team settings, add members to the class team and add

Open Class Notebook
Class Notebook is a digital binder you can use in your class to take notes and collaborate.

Open Assignments and Grades
Assignments allows educators to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress.

Every team has channels
Click one to see the files and conversations about that conversations about that You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

Format your message
Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Add tabs
Explore and pin applications, tools, documents and more to enrich your class.
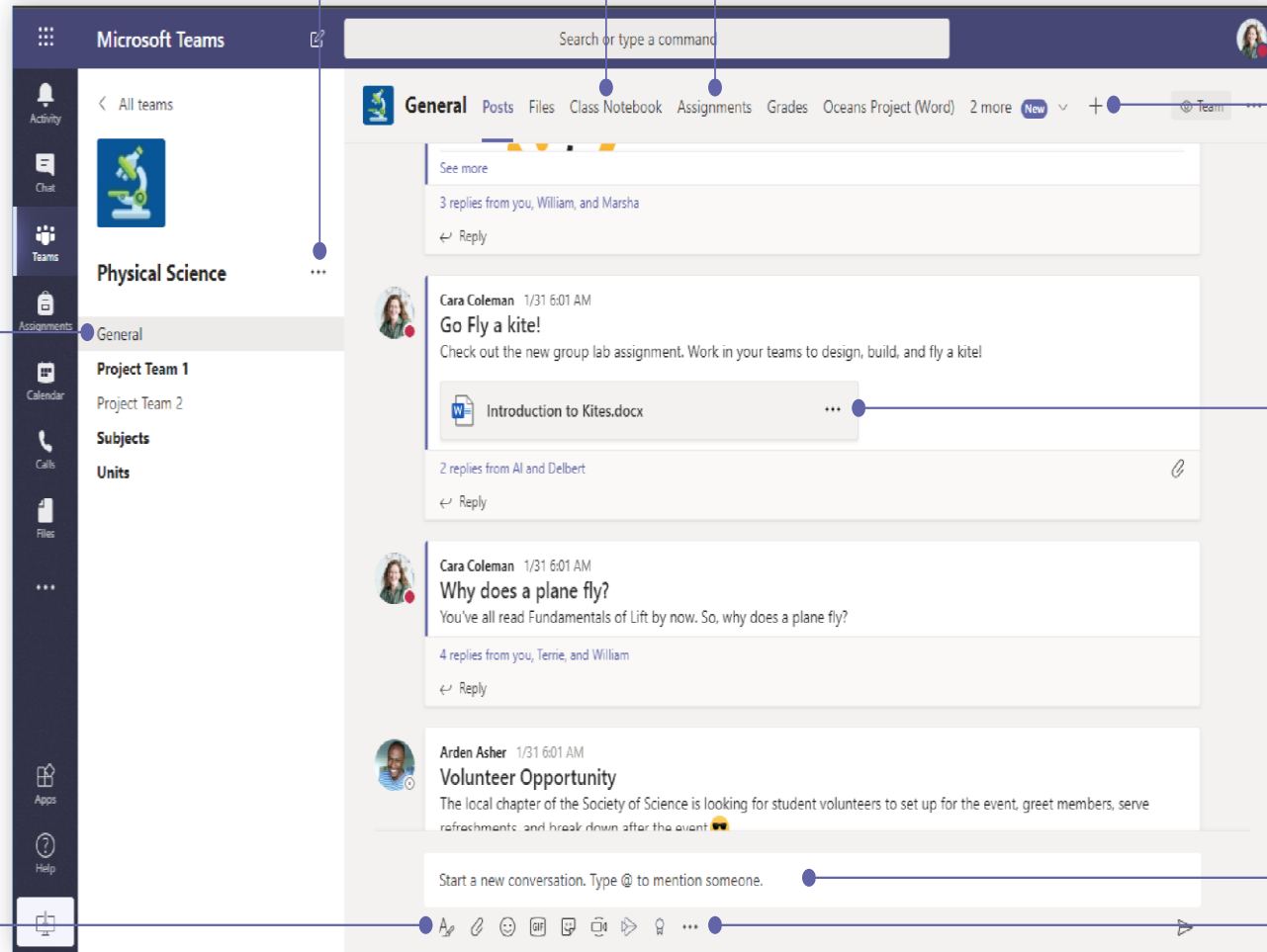
Share files
Let class members view a file or work on it together.

Start a discussion with the class
Type and format you message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

Add more messaging options
Click here to add new messaging capabilities like polls, Praise, and more.

Microsoft Teams

General   Posts   Files   Class Notebook   Assignments   Grades   Oceans Project (Word)   2 more   New

Physical Science

General
Project Team 1
Project Team 2
Subjects
Units

See more
3 replies from you, William, and Marsha
↵ Reply

Cara Coleman 1/31 6:01 AM
Go Fly a kite!
Check out the new group lab assignment. Work in your teams to design, build, and fly a kite!

Introduction to Kites.docx

2 replies from Al and Delbert
↵ Reply

Cara Coleman 1/31 6:01 AM
Why does a plane fly?
You've all read Fundamentals of Lift by now. So, why does a plane fly?

4 replies from you, Terrie, and William
↵ Reply

Arden Asher 1/31 6:01 AM
Volunteer Opportunity
The local chapter of the Society of Science is looking for student volunteers to set up for the event, greet members, serve refreshments, and break down after the event 😎
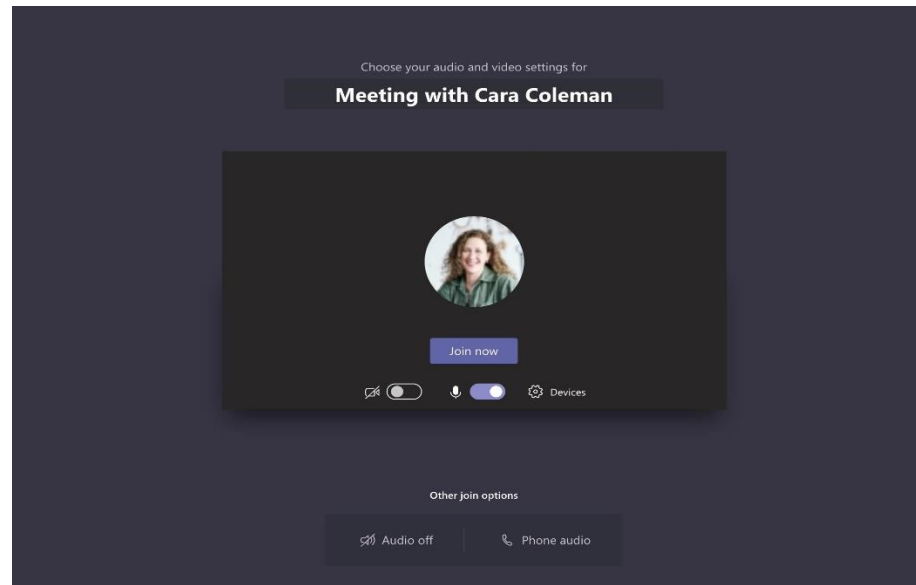
Start a new conversation. Type @ to mention someone.

Join a meeting/lesson

If you have been sent a link you can click on it at the appropriate time.

If you have been sent a calendar invitation you can join by going to your Teams calendar.
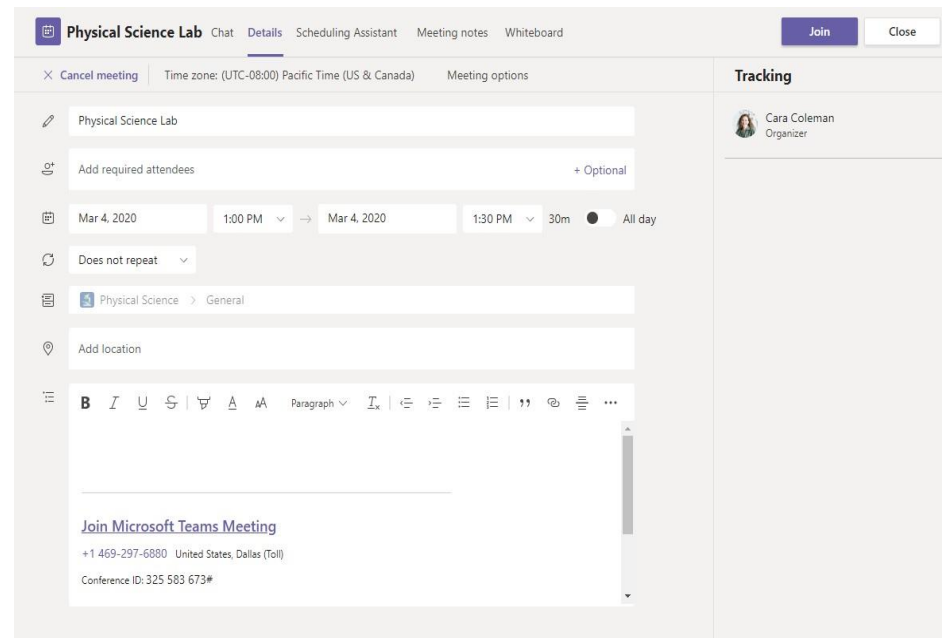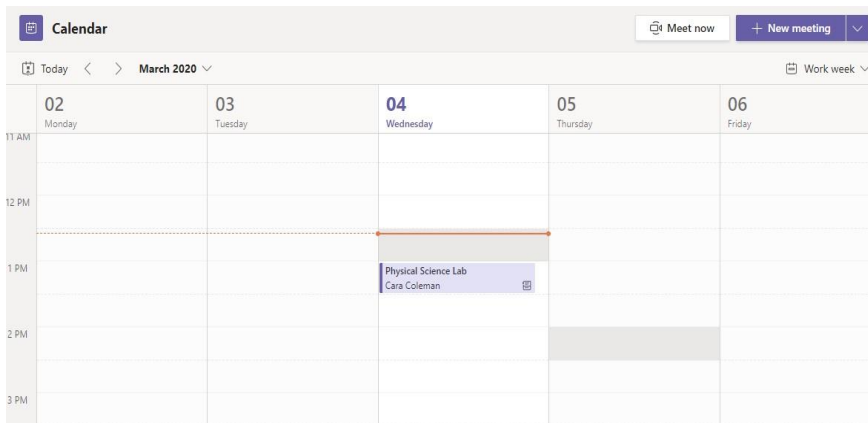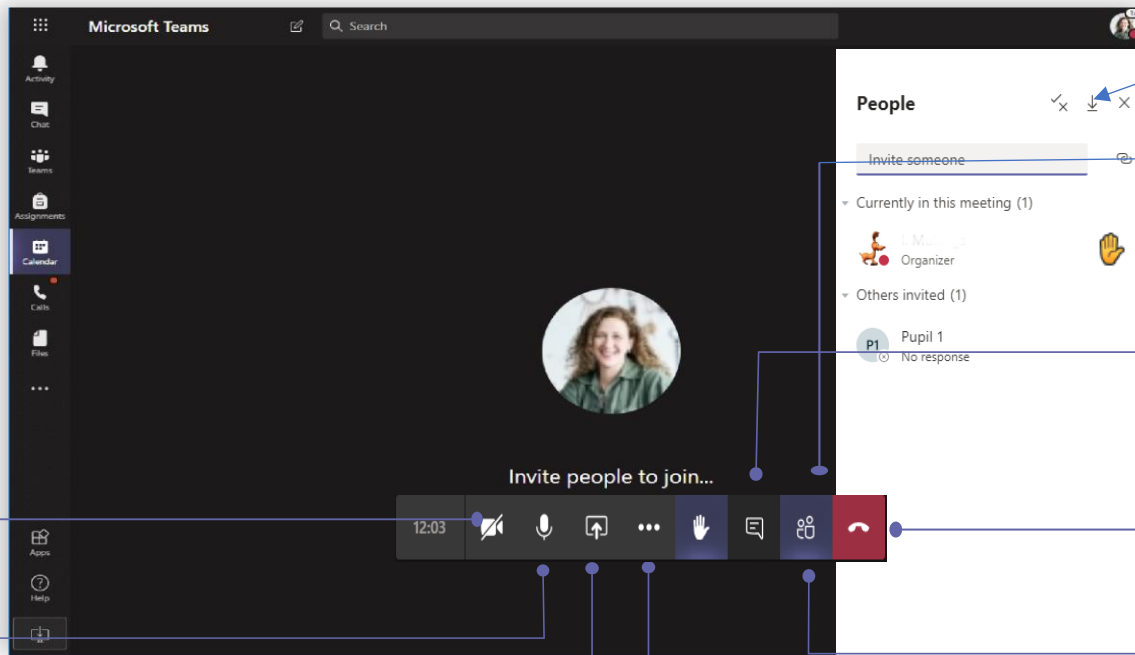
Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select Join now to enter the meeting.

Participate in a meeting

Share voice, or your screen during the online call.

Download meeting attendance report to Excel. This is a list of the people in the meeting/lesson at the time of download.

Participants can raise their hand in a meeting to get the presenters attention.

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

Turn your video feed on and off (Disabled for students).

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

View and control participants in the meeting.

Mute and unmute yourself.

Share your screen or programs from your computer.

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

Make video and audio calls

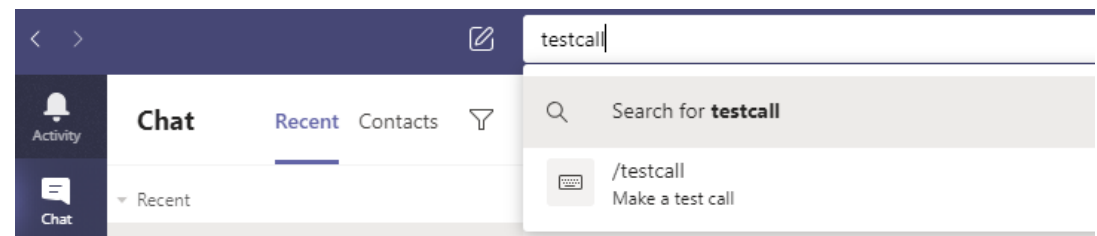Click **Video call** or **Audio call** to call someone type their name in the box at the top of teams
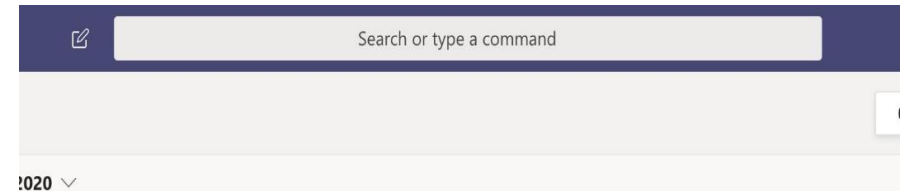
You can then call them using the call buttons at the top right of the page.
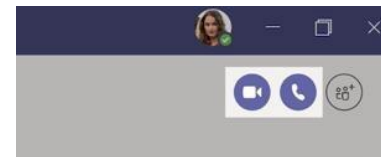
Test Call (Test my system)

If you type "testcall" in the command box you can test your microphone and speakers.

Change status setting

You can change your status to show if you are available for calls.
Your status is automatically set to Busy when you are on a call or in a meeting.
You can set your status to away to stop people calling you.