



# Microsoft Classroom Teams



## Microsoft Classroom Teams Guide for Students

November 16<sup>th</sup>, 2020 will be a “*Virtual Learning Day*” for K-12 students. All teachers will have a virtual “touch base time”, which is an opportunity to connect and explore Microsoft Teams together.

For Elementary students who opt to join, teachers will facilitate this from 1:30-2:00.

For Secondary students opting to join, they can connect with their morning teacher from 11:00-11:30 and their afternoon teacher from 2:00-2:30.

We recognize you may not be able to connect for this 30 minute connection due to family circumstances and/or technology issues.

We appreciate our ongoing partnership and we will continue supporting access to virtual learning based on student/family needs.



**Algoma District School Board**

*Confident learners, caring citizens.*



# Algoma District School Board Microsoft Classroom Teams Guide



## Microsoft Teams

Microsoft Teams is the application that will be used for the synchronous learning for the Hybrid model. The teacher and students will use Microsoft Teams to video and audio conference. Microsoft Teams is available as an installed app on various devices and also available through a web browser when logged in to Microsoft Office 365. **We recommend the installed app as the preferred method when accessing Microsoft Teams (see instructions below).** Some features during Microsoft Teams meetings are not supported in the web version. Teachers will communicate with the students of how they will access the Classroom Teams meeting and appropriate use. They will also troubleshoot any issues to ensure students are comfortable with the use of Microsoft Teams for virtual learning.

## Office 365 Credentials

Each student in the Algoma DSB has an Office 365 account that provides them access to Microsoft Teams. When logging into Office 365 or to the Microsoft Teams app they will their Office 365 username and password:


## Accessing Microsoft Teams via the App (Preferred)

1. The Microsoft Teams App is available for download and installation on any Windows, Apple or Android device and can be found in the Microsoft Store, Apple App Store and Google Play Store.



2. Simply go to the appropriate app store, download the **free** Microsoft Teams App, and launch it.
3. Login using the student’s Microsoft Office 365 credentials.

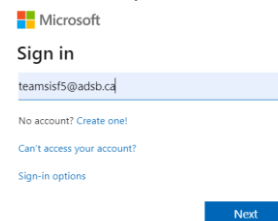
## Accessing Microsoft Teams via a Web Browser

Microsoft Teams can also be accessed from any web browser. We do **recommend Google Chrome**  as the preferred web browser if using the web version of Teams.

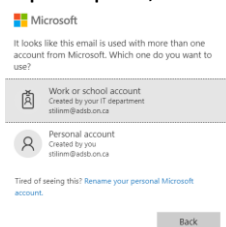
1. Open the web browser and go to [office.com](https://office.com)
2. Click on ‘Sign in’



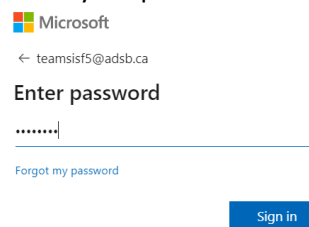
3. Enter your ADSB Office 365 email address



4. If prompted, select ‘Work or School account’





5. Enter your password

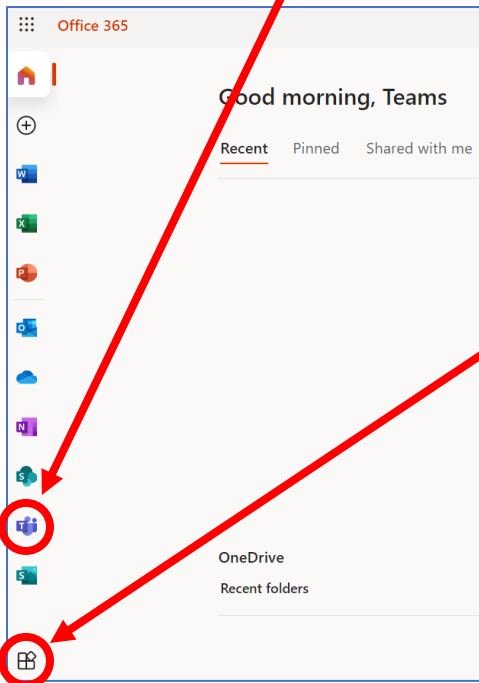




# Algoma District School Board Microsoft Classroom Teams Guide

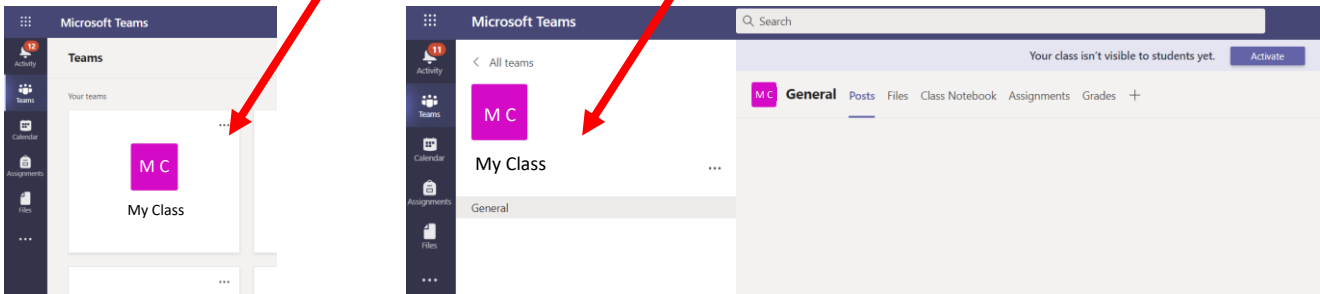


6. Click on the Team icon . If the Teams icon is not displayed click on the 'All Apps' icon 

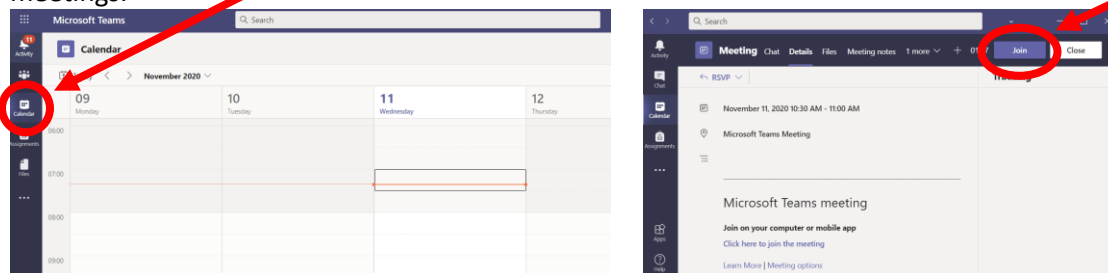


## Your Microsoft Teams Home Page

Here you will see all the Teams you are connected to. Click on the Team's tile to enter.



Click on the Team's Calendar to accept invitations from the teacher, view your class meetings and Join Teams meetings.





# Algoma District School Board Microsoft Classroom Teams Guide



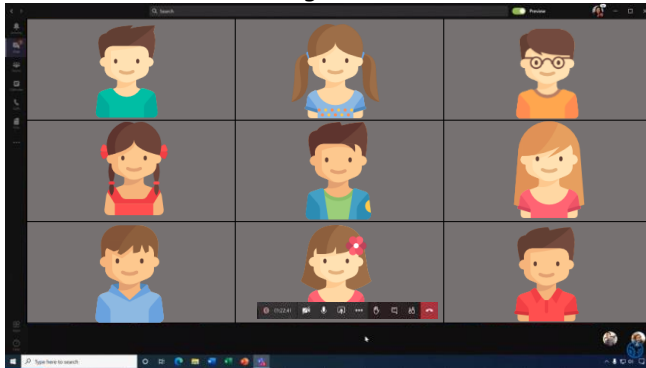
## Joining a Microsoft Classroom Teams Meeting (Your Virtual Classroom)

1. Login to the Microsoft Teams App or Office 365 account from a web browser
2. An invitation from your teacher will indicate a scheduled “Teams Meeting” in your Team calendar
3. Accept the invitation which will now be scheduled into your calendar
4. To enter the scheduled meeting, you can go in through your calendar, enter the meeting and click on “Join”
5. Follow prompts to join the meeting

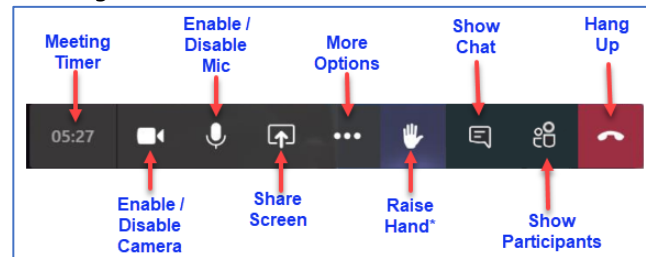
## During Meeting

Your teacher will explain what they would like you to do during the video call. They may ask you to mute or unmute your microphone and turn your camera on or off. They will also explain proper etiquette while you are in the call.

Classroom Teams Meeting View



Meeting Bar Controls



## Raise Hand Feature

The “Raise Hand” feature becomes available when 3 or more participants join the meeting. If pressed, a notification will appear to the teacher on the Show Participants button as well as a hand by student’s name on video feed. Both the student and the teacher can lower the hand.

