

A student guide for attending meetings while using Microsoft Teams for distance learning

Online Sessions

- 1) A session where you can ask for help, feedback, support or advice speaking directly to an expert
- 2) All taught materials will be pre-recorded and uploaded with tasks to Teams. Learning plans will be available on the website in the home learning section.

Step 1 – Setting Up

- a. You will then need to open (or install) 'Microsoft Teams' **using the Desktop App** on your computer/tablet or mobile phone and login using your Office 365 UTC email credentials. **DO NOT USE THE 'TEAMS' WEB APP** as it has less functionality!

How to obtain the 'Microsoft Teams' Desktop Application?

You can get it on any/all of your devices. This link will take you to the download page <https://products.office.com/en-gb/microsoft-teams/download-app>, which is the best way to get it onto your computer/laptop. If you want it on you tablet/phone then just search for "Microsoft Teams" in either the App or Play store.

The "How to Use" part of this guide will assume that is what you are using. If you are really struggling, here is a guide that shows another way to install the app <https://youtu.be/MTjpagZ06co>.

Once you have installed the 'Teams App' it will ask you to sign in, please do this with your Office 365 UTC email credentials.

If you are having problems signing in with your school account then you will need to contact helpdesk@utcshffield.org.uk

Step 2 – Information sent out before the meetings

- a. Please check work set on Teams before the session starts.

Step 3 - How to attend an online lesson

- a. On the left of the Teams window there are several tabs, head towards the "Calendar" tab.
- b. Sessions will appear as a meeting on your calendar, your school Microsoft Outlook account will send you reminders about these "meetings" and 5 minutes before they

are due to start you should click the “Join” button. The button only appears a short time before the meeting is due to start.

- c. You will be kept in a ‘lobby’ (waiting room area). This will allow your teacher the chance to check attendance as you join the sessions and prevent anyone else from outside the UTC interrupting the meeting.

Step 4 – Once in the meeting

- a. We have created some rules and advice to make it easier for teachers and students to be productive during this time.
 - i. You should accept your invite to the team as sent by your teacher. At the time of your session select the ‘Join’ button to join the meeting 5 minutes before the scheduled session start time.
 - ii. Once you enter the Teams meeting virtual classroom all normal UTC rules apply.
 - iii. Mute your microphone and keep your video turned off when joining. (This should already be standard as this feature can noticeably slow down connections and is not needed anyway).
 - iv. To open the chat side panel, click the ‘Chat’ icon as this is how you will be able to ask questions as the session progresses
 - v. In the chat don’t, use the emoticons unless given permission to do so as these will inevitably disrupt the session.
 - vi. To raise your hand during a session, use the ‘Raise your Hand’ icon or type your question in the chat panel.
 - vii. The teacher may ask you by name to temporarily turn on your microphone, so you can ask your question.
 - viii. Please respect other students’ rights to learn without unnecessary interruptions and be professional at all times. These are not meant to be social events. Do not share any personal details or information.
 - ix. If you are asked to leave or the teacher removes you, please respect this or this will jeopardise you from accessing any further online learning in other sessions and your parents will be informed.
 - x. All sessions will be recorded. Please do not share this content with others, save images or make your own recordings of staff whilst they are teaching As this will result in a breach of our rules and will lead to potentially serious sanctions.
- b. Once in the meeting your job is to watch and learn but if you need to, you can also ask questions using the chat or using the ‘Raise your Hand’ icon.
- c. Once your teacher appears you can right click and select ‘Pin’ to make them the largest image in your window so you can see details more clearly (the bigger the screen you are on the better so where possible don’t use your phone).
- d. If your teachers screen freezes, try unpinning and then pinning them. If that does not work, alert your teacher (using your microphone) and they will try restarting their camera/screen share. If that does not work, your teacher will ask you to disconnect from the meeting and then join again. Most issues are around the internet speed at one end of the call, which may mean you have to ask questions via email.

Step 5 – Leaving the meeting

- a. At the end of the session you will be all be asked to leave in a polite manner – you can always add your thanks which I know staff would appreciate.
- b. When all students have left the session the meeting recording will finish.
- c. As the session finishes you should be sent an email letting you know where to find the recording from the session.
- d. If you think of questions after the session, simply email your teacher directly if it is clarification you are seeking