

# Student guide to Online Microsoft Teams lessons

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## Overview:

Microsoft teams is available as an app for all major device platforms and also runs directly from the website if need be, if you can't install apps on your home device. Whilst the apps offer more features all online learning can be done via the website version there is no requirement to use a webcam as a student, but some lessons/teachers may benefit if you have a microphone available to ask questions etc... Many teachers will have their lessons set to mute your microphones at the start of a lesson do not panic if you can't unmute yourself in a lesson. Also do not panic if your teacher is not there immediately at the start of the meeting, they still have to move from classroom to classroom and log in before joining the online lesson themselves.

At it most basic the following will be the process for each online learning day.

- 1) Open the **Microsoft Teams app** or go to the website <https://teams.microsoft.com>
- 2) Open the calendar tab in teams to see all your schedule online lessons. \*<sup>1</sup>
- 3) At the appropriate time click on a lesson and press join. When asked select 'join with computer audio'.

When your lesson finishes simply return to the calendar in teams to join your next lesson.



**Tip:** all school resources are accessible from the [WKGS intranet](#).

**Tip:** Check you have a good WIFI/internet signal if your online lessons are stuttering

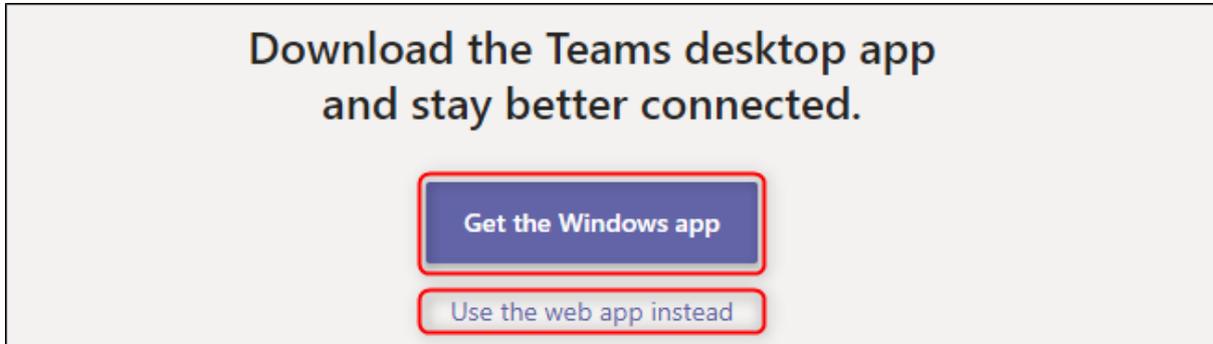
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<sup>1</sup> Some lessons may be unsuitable for online learning e.g PE/cooking if a lesson is missing or you teacher has not joined after 10 minutes you should check your school email most likely work will have been set on google classroom by your teacher.

Setting up Microsoft teams app:

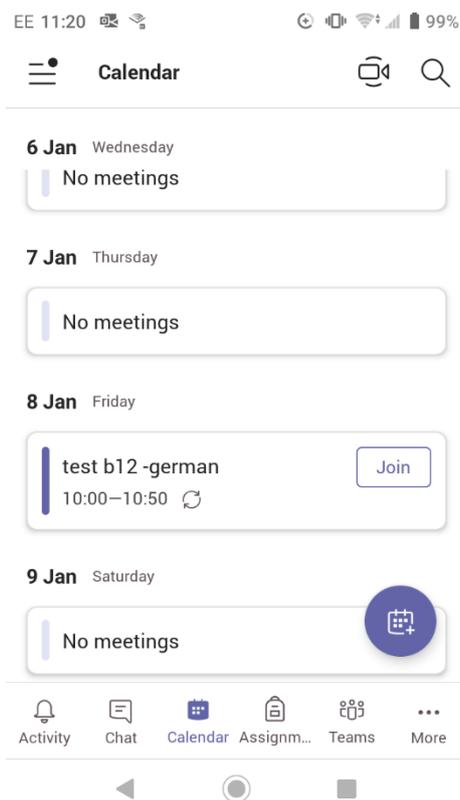
Go to <https://teams.microsoft.com> and sign in with your school email.

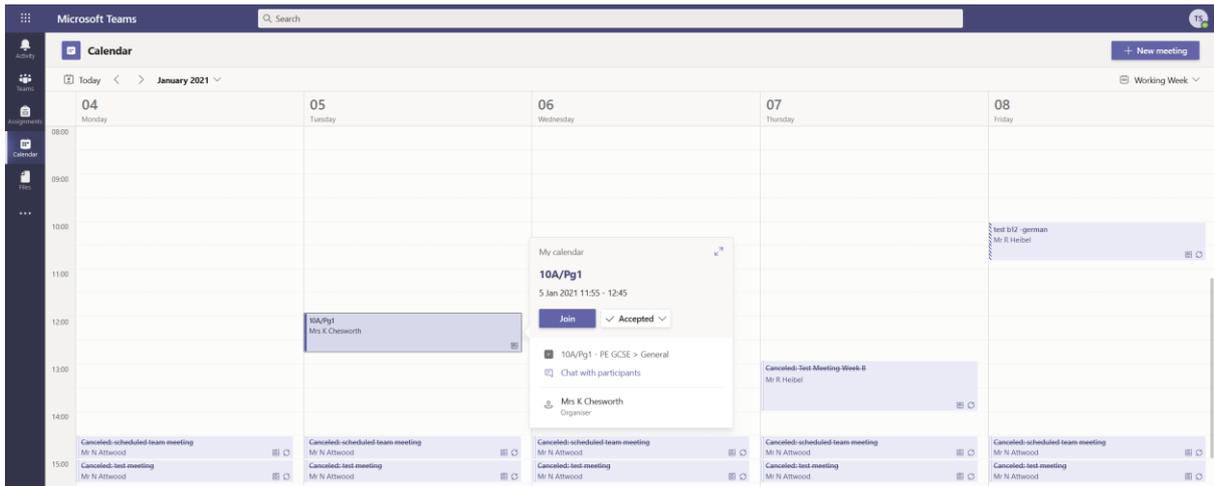
If you do not already have Microsoft teams you will have an option to download the app or continue to use the website. If possible WKGS recommends downloading the app to your device.



Basic Layout of teams app:

Depending id you are using the desktop app for Mac/Windows or a mobile device you layout will look different but follow the 2 basic layouts as shown below.

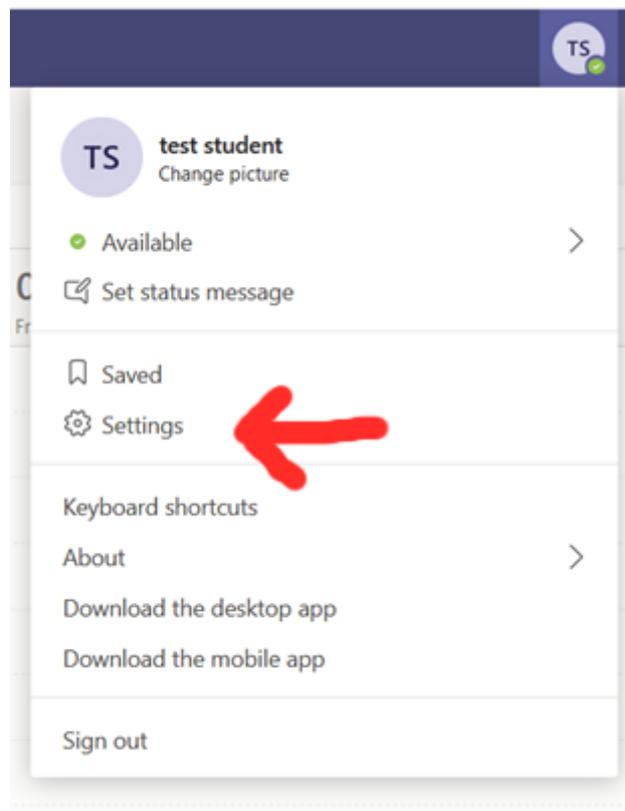


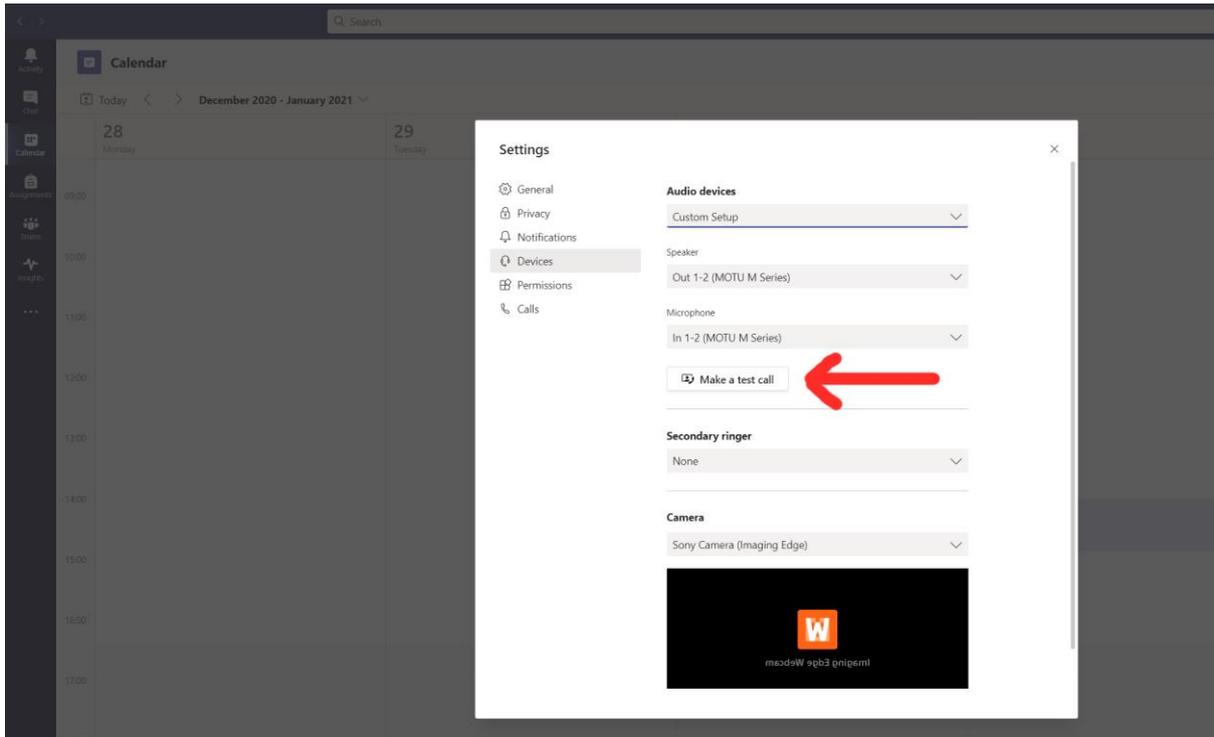


You will see a number of tabs for different sections of the app running across the bottom or down the left-hand side of the screen. To follow an online lesson, you only need the calendar and in rare occasions the team's sections.

Making a test call:

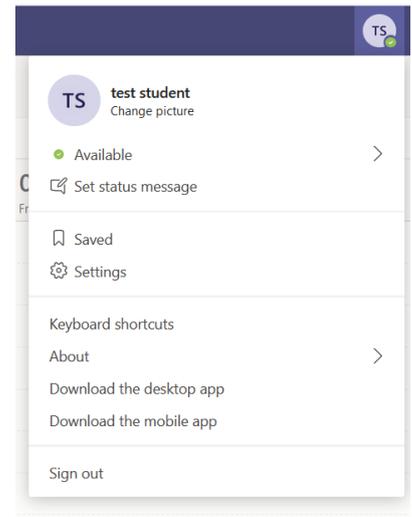
To check you are already logged in for an online lesson you can make a test call. To do this click on the circle in the top right (non-mobile apps) go to settings then go to devices. Here you will be able to see a 'make test call' button.



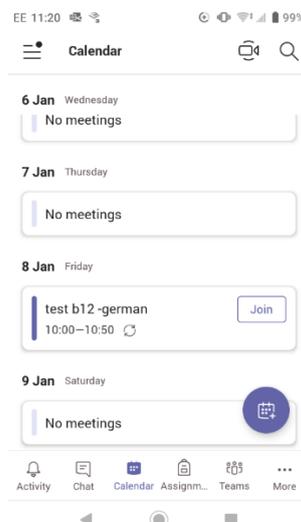
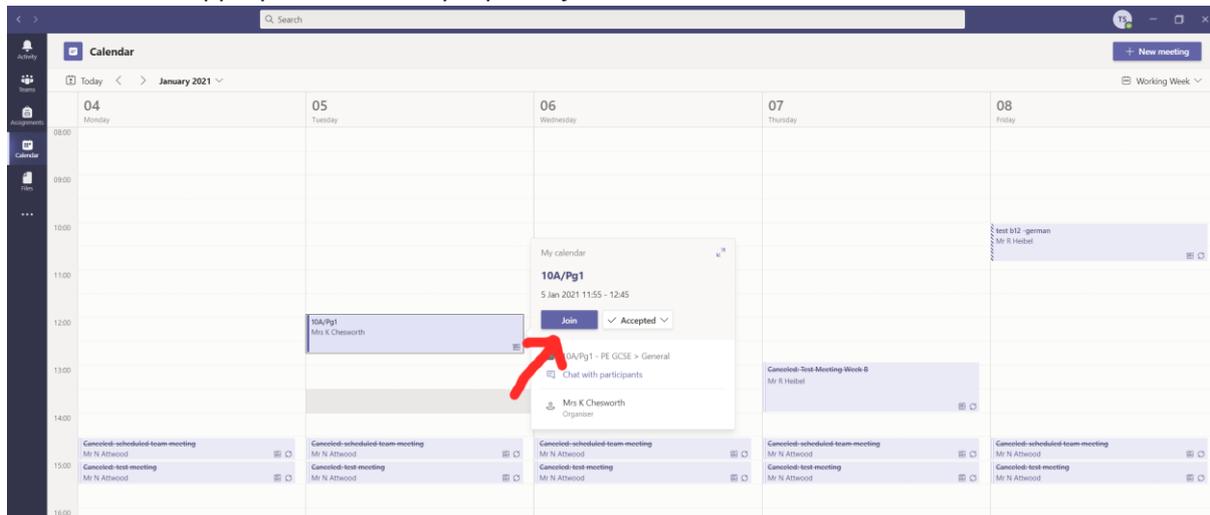


## Joining a lesson:

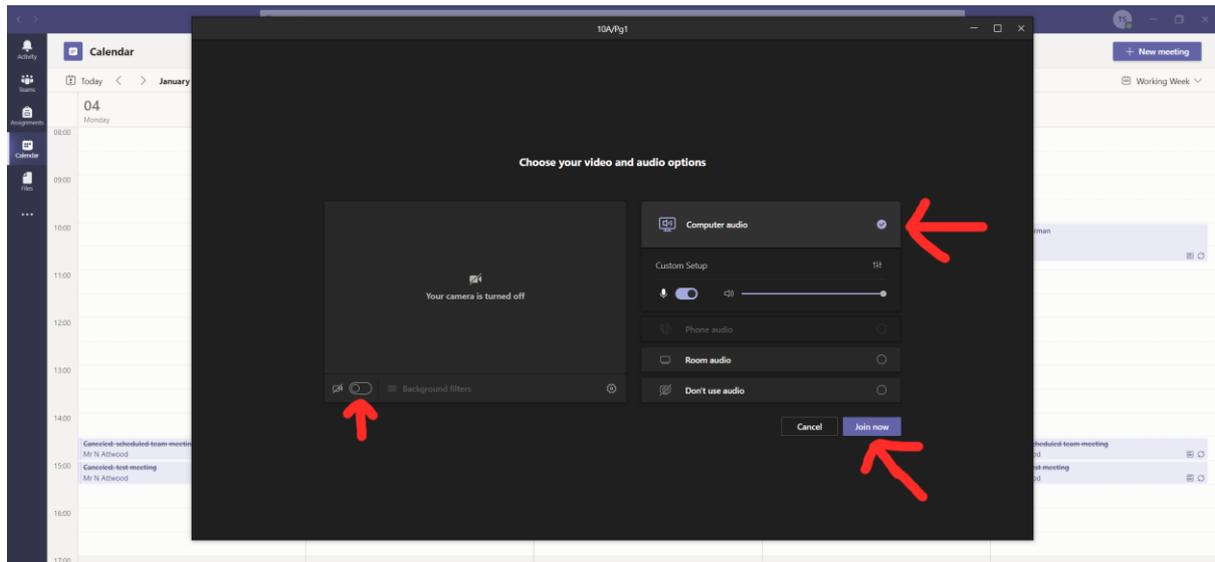
**Tip:** IF you share a laptop/device with someone else e.g. mum/dad double check when you open teams that teams is signed in with your school account. This can be checked by clicking on the circle in the top right of the desktop app or the 3 lines in the top left on mobile devices. If it does not show the correct name sign out and back into the teams app.



From the calendar on either your mobile device or desktop device there will be your timetabled lessons. At the appropriate time simple press 'join'

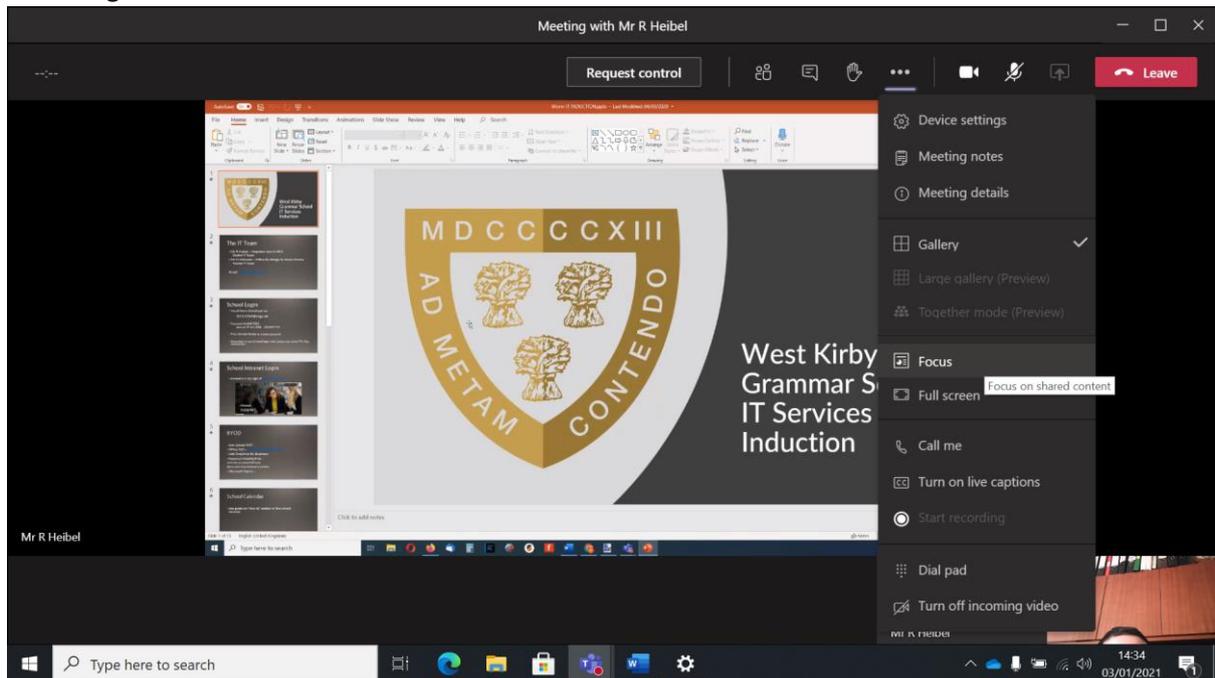


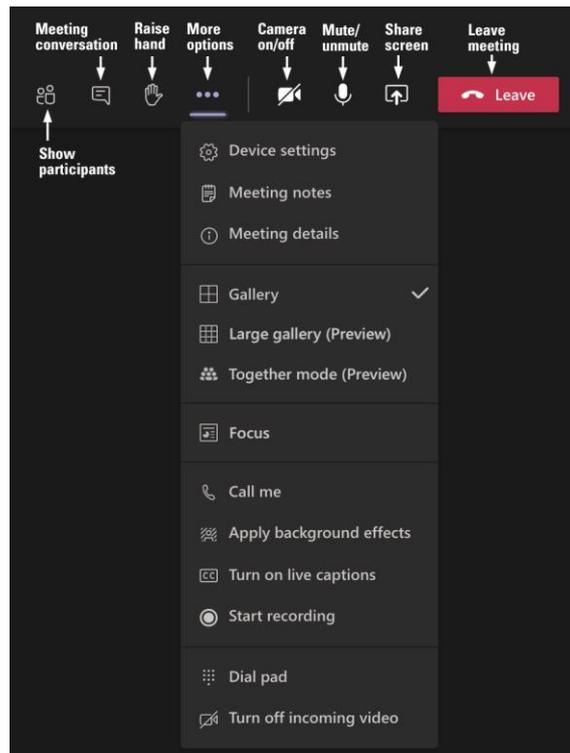
When prompted chose 'join with computer audio'. You can decide if you want your webcam on or off on this screen. When ready press 'join now'.



During a lesson:

During an online lesson there are a number of options under the 3 dots on the top menu bar. E.g 'Focus' can be used to hide the other participants to enlarge and focus on the content your teacher is sharing.





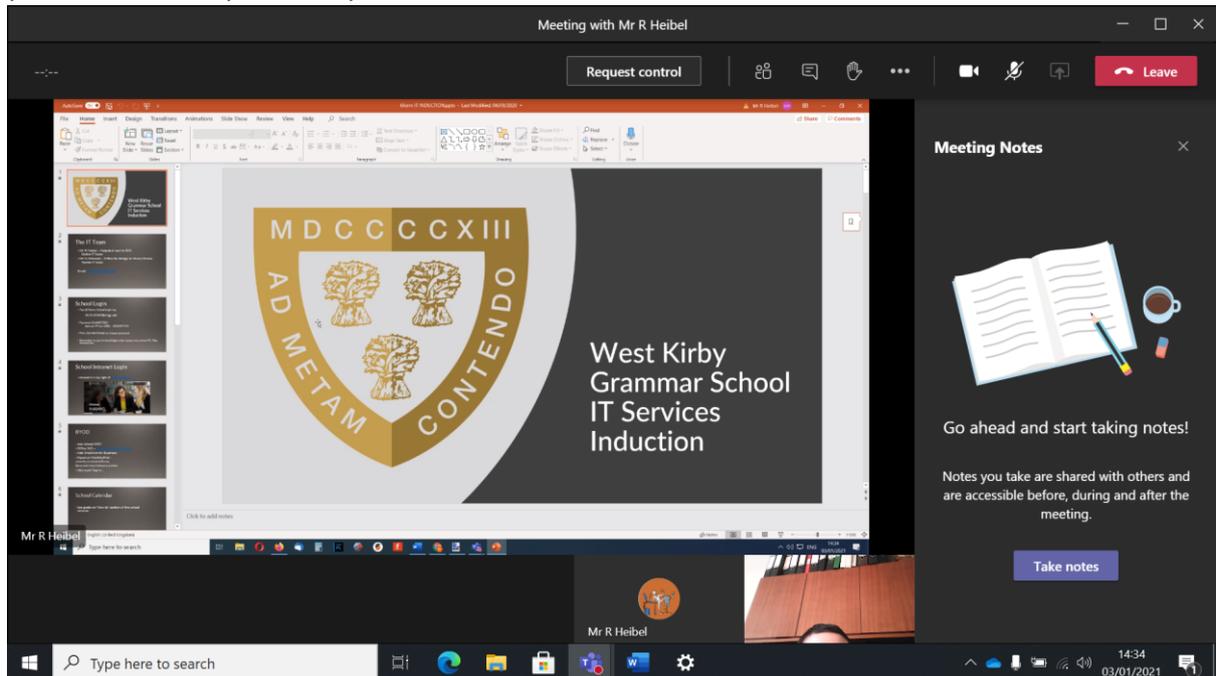
You may be unable to unmute yourself or turn on your camera depending on the settings your teacher has chosen for their lesson. If you need to get their attention Please use the raise hand feature.

### Making notes:

During online lessons you can make written notes as if in class or If using a windows laptop/PC/Mac you can have 2 apps open at the same time Word can be used to make typed notes at the same time as following the lesson. To use two or more apps at a time, grab the top of an app window and drag it to the side. Then choose another app and it'll automatically snap into place.

See video <https://support.microsoft.com/en-us/windows/snap-your-windows-885a9b1e-a983-a3b1-16cd-c531795e6241>

Note: **do not use** the inbuilt notes feature this is for making shared meeting notes that anyone can make changes to. Your teacher may make use of this feature to get responses to questions etc, but you should not rely on it for your lesson notes.



### Troubleshooting:

Whilst we hope you do not have any issues with Microsoft teams here, I will be adding a growing list of things that may help if you are having issues. to get the latest version of this guide click the link on the school intranet.

Update Teams – if using the desktop version click on the circle in the top left and press check for updates.