



St Michael's
COLLEGE

Microsoft Teams for STUDENTS

(Extended School Closure)

- ***How to Guide***
- **Protocols**
- **FAQs**

Updated: 20 July 2021

MICROSOFT TEAMS FOR STUDENTS

How to guide, Protocols, and FAQs

St Michael's College has developed an **Education Continuity Plan** to ensure the learning and wellbeing of students are sustained in the event of an **extended school closure**.

SEQTA will continue to be our primary ONLINE learning tool. Teachers will continue to include details of the lesson, instructions, resources, assessment tasks etc. on SEQTA.

Teachers and students will also use **Microsoft Teams** (MS Teams) as a video conferencing tool **to support and complement SEQTA**, and as a means of delivering some online teaching, learning, and wellbeing programs. Microsoft Teams is designed to be a robust, reliable and secure learning and communication platform.

Every class, including PC, will have an MS Team set up. The name of the **Class Team** is the same as the class on your timetable. Teachers will hold meetings/lessons with students following the **daily timetable**.

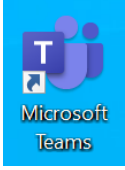

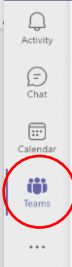

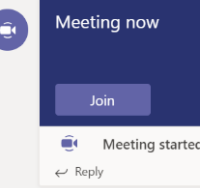

Individual teachers will “invite” students to each meeting/lesson and will take the roll at the beginning of each meeting/lesson. Teachers may then use a combination of SEQTA and MS Teams during the lesson.




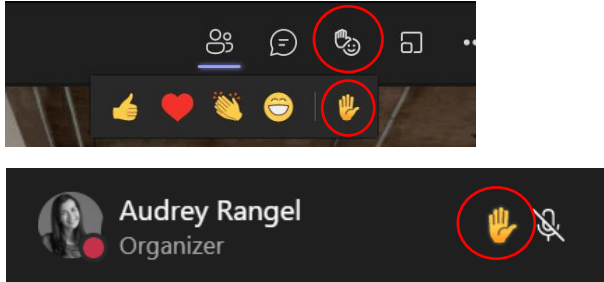


It is VERY IMPORTANT to make sure you are aware of the following points:

- Students and Staff CANNOT delete any comment made in the **MS TEAMS ‘posts’** section or the **meeting chat** channel that appears for each Team Meeting/Lesson. All users are to ensure they **think before they type!**
- Students can hang up at the end of the meeting/lesson but the teacher will conclude the lesson by ‘end meeting.’

How to Guide

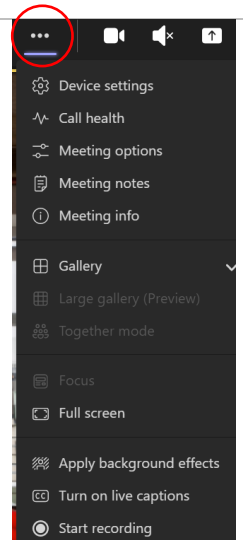
When asked by your teacher through SEQTA, or Email to join a meeting/lesson through MS Teams, you will need to:

<p>Open Teams If this is NOT visible on your laptop, do a complete shut down and restart your laptop. If this is still not available:</p> <p>If you are at school:</p> <ul style="list-style-type: none">take your laptop to the ICT team ORemail ITSupport@smc.sa.edu.au <p>If you are at home:</p> <ul style="list-style-type: none">login to O365 and open Teams in your browser ORgo to: teams.microsoft.com/downloads	 
<p>Click on 'Teams' on the left-hand menu</p>	
<p>Click on the class that you need to join as per your timetable</p>	
<p>When a teacher is making a meeting time, you will see a 'join' message, simply click the Join button, your teacher and other students will see that you have joined the meeting/lesson as your initials will appear.</p>	
<p>Once in the Team, you will see 'Posts'. This is a general chat channel that applies to the WHOLE team and EVERY member of the Team can see every comment PLEASE NOTE: you CANNOT edit and/or delete comments! Therefore, think before you write.</p> <p>This function is to be used ONLY for questions / answers / comments</p>	

<p>MENU BAR</p> <p>Once the meeting/lesson has started, the menu bar will appear at the top of your screen.</p> <p>Below is more detailed information that explains the buttons:</p>	
<p>Camera</p> <p>This button simply turns your video camera on or off.</p> <p>Ensure the camera is OFF at the start of the meeting/lesson. The camera remains OFF until directed by your teacher.</p>	
<p>Microphone</p> <p>Please MUTE your microphone at the start of the meeting/lesson so that others cannot hear what is happening around you!</p>	
<p>Raise hand</p> <p>This button is available for students to raise their hand (and also the teacher).</p> <p>If you have a question, you can use this feature without the need to type a message or call out over the top of others.</p>	
<p>Show or Hide Conversation</p> <p>Use the lesson chat if you need to ask a question during the lesson.</p> <p>You are encouraged to ask questions if you need clarification.</p> <p>You can take a print screen of your laptop if you need to share</p>	
<p>Hide/Show Participants</p> <p>You can see who else is in the meeting/lesson</p>	

More Actions

There are various options, some of which are not available for students



Hang up

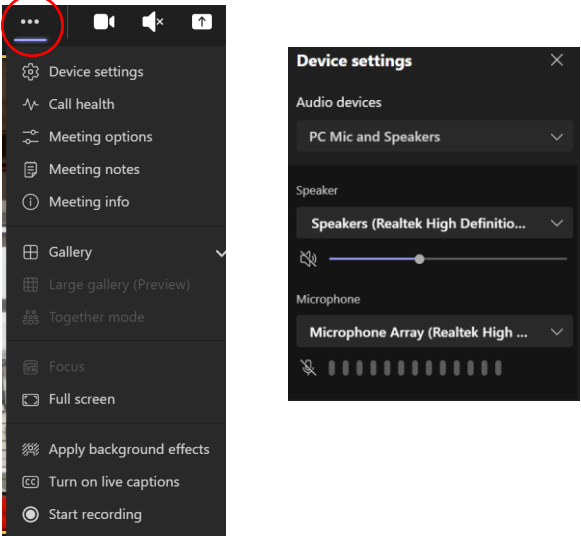
At the end of the meeting/lesson, you CAN HANG UP. The teachers will also END the meeting and that will disconnect everyone.



Student Protocols

- As digital citizens, you must respect the virtual classroom via Microsoft Teams, using the same expectations in terms of your conduct and actions, as when attending a physical class on-site at St Michael's College.
- You must always follow the direction of your Teacher, in regard to all functions of the online learning and wellbeing platform being used (Microsoft Teams).
- Upon entry to the meeting/lesson, you **MUST** ensure:
 - The **Microphone** is **MUTED**, unless directed otherwise by your teacher;
 - The **Camera** is **OFF (disabled)**. Only turn on if directed by your teacher;
 - The **conversation view** is **visible** and ready to be used (via the Show Conversation button);
 - You are ready to learn and prepared for the lesson that is underway
- To achieve the very best outcomes with this collaboration platform, listed below are strong recommendations for success:
 - Each of your classes is set as a **Class Team**, no changes can be made to this.
 - Students and Staff **CANNOT** delete any comment made in the **MS TEAMS 'Posts'** section or the individual **chat** channel that appears for each Team Meeting/Lesson. **Think before you type!**
 - Use the **Team Chat** feature for productive conversations that are relevant to class discussion
 - **Only** share your screen if, and when, requested by your teacher. Stay engaged and only control your own device when sharing the screen.
 - Support each other during the lessons and be engaged and ready to communicate and contribute positively
 - Stay online, unless instructed to do otherwise by your teacher.
 - Your teacher will engage the whiteboard when necessary, this must be used for productive lessons.
 - Your teacher will decide if the lesson is to be recorded. Students will be advised.
 - **HANG UP** at the end of the meeting/lesson, or when directed by your teacher.
- You are expected to be in your online meeting/lesson at the requested time of your Subject/Class Teacher **as per your timetable**.
- Please be understanding that staff are not online 24/7 and will respond to emails during school hours as best they can. At times a teacher may contact or reply to students via email outside these times.

Frequently Asked Questions / Troubleshooting

<p>Nobody else can hear me, my microphone does not appear to be working!</p>	<ol style="list-style-type: none"> 1. First check that your volume is up 2. Click the 3 dots in your menu bar 3. Select Device Settings and check that the correct microphone, speakers etc are selected 
<p>Can I share my screen with teachers?</p>	<p>Yes, but you can also take a print screen by pressing the “PrtSc” button on your Lenovo or “PrtScr” on your HP and paste it to the meeting/lesson chat or email it to your teacher. You could also use the snipping tool.</p> <p>Only share your screen when requested by the teacher.</p>
<p>My video camera does not work.</p>	<p>Make sure it is not muted or your front facing camera is not covered.</p>
<p>I cannot delete a message.</p>	<p>Correct! You cannot delete messages, so make sure EVERYTHING you type is appropriate and related to the lesson/subject.</p>