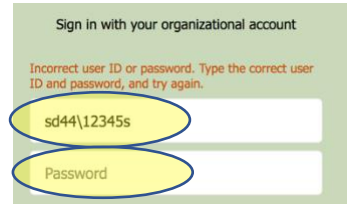


# Quick Guide for Student Access to Microsoft Teams

## A. Accessing Teams for the First Time (note: the preferred Browser is **Chrome**)

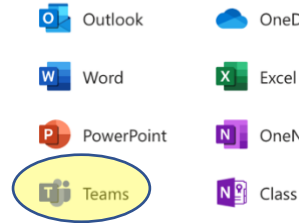
1. Navigate to the NVSD Website and Login to your **Portal/one note/scholantis** account
  - a. Your user ID will be of the form 123456s (the one students use for accessing computers in the school)
  - b. Your password is usually your birthdate in the form YYYYMMDD
  - c. If you are prompted at any point to enter your “email” address; use your school based address 123456s@sd44.ca



2. Once you have accessed the portal there are two ways to access Teams
  - a. Look for the “**Teams**” button on the green banner (easiest)
  - b. Or open “**OneDrive**” where you will see a “**Waffle**” icon next to the title “OneDrive”, click on the “**Waffle**” to see all the MS Office 365 Apps as below
  - c. Click on the “**Teams**” Application

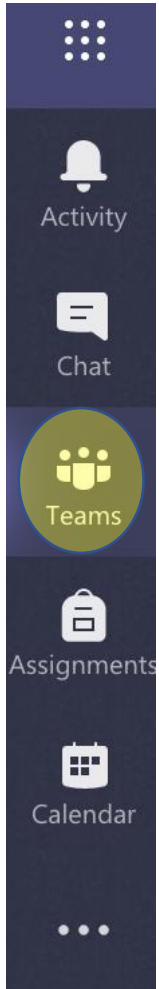
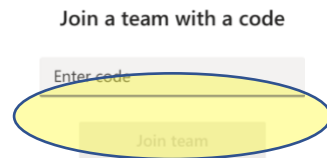
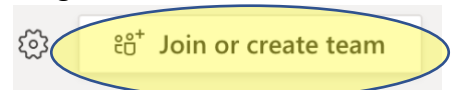


### Apps



## B. Joining a “Class Team”

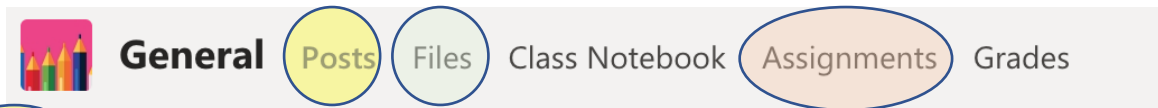
1. In the “Teams” application, you will see a number of tabs in the left hand side bar (Activity, Chat, Teams, Assignments, etc.)
2. Click on the “**Teams**” Side Tab; if a teacher has already added you to their class team, you will now see it listed. Otherwise, you will need to “Join” a class using a **Join Code** that will be provided to you by your teacher via email.
  - a. Click on the “**Join or create team**” button
  - b. Enter your class Join Code and click on “**Join Team**”
  - c. You should now see the class you have joined; repeat for any additional classes that you have been provided a class join code.



## C. Accessing Conversations, Files, Assignments in MS Teams

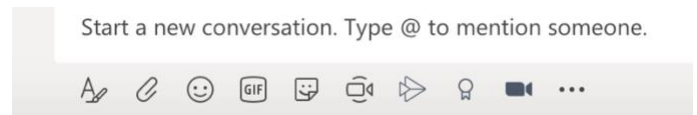
Once you have joined or been added to a class team, you will have access to any files, lessons, assignments, etc. that your teacher posts to the Team site. You will also be able to submit assignments directly to your teacher for assessment and you will be able to directly engage in voice lessons or question periods

1. To access class materials: Click on the Teams Side Tab then click on a desired "Class". Once you have entered a class you will see the following options along the top of the screen:



2. **Posts:** Clicking on the Posts menu will open a conversation stream. This is where you can review general conversations in the class about assignments, answers to student questions, Join a meeting/lesson, etc.

When you are in the Post window, you will also see at the bottom of the conversation list a series of options:



- a. Look for a meeting invitation to join class meetings, discussions or live lessons. Please note the following protocols when joining any meeting:
    - i. Always "**MUTE**" your camera (required at all times) if you are in a meeting.
    - ii. Always "**MUTE**" your microphone when you first join a conversation and only "UNMUTE" only when you are called on by the teacher. Never speak out of turn in an online conversation or you may have your mic muted by the teacher/moderator. Re-MUTE your mic immediately after speaking.
    - iii. All comments or conversations in a virtual environment must meet clear expectations for appropriateness; failure to meet the following standards will result in a student being muted or removed from a team/conversation. This is the only warning.
      - **No Profanity, intolerant language or disrespectful language**
      - No Social dialog: comments should pertain only to the lesson and learning materials currently being discussed, or questions about previous learning. If you wish to engage in a social conversation, use social media on your own time.
    - d. More information on joining a conversation is provided below.
3. **Files:** This is where you will find files/resources, etc. that your teacher will add to your class. You cannot edit files.
  4. **Assignments:** This is where you will access assignments. These may be editable files, worksheets, etc. that you will submit directly to the teacher via Teams. When a teacher reviews your assignment, they can send it back to you with a grade/comments and you may be provided with an opportunity to re-submit.

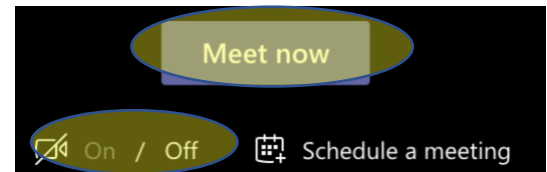
## Joining an online meeting, conversation or lesson: (please read online meeting protocols before joining)

There are two types of ways teachers can present content in MS Teams

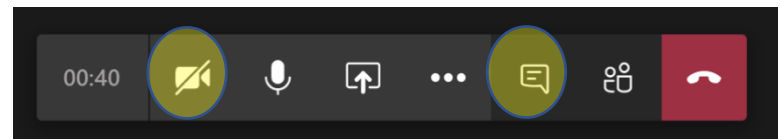
- **Meetings** (these allow students to speak and their camera will be active; not recommended in most cases)
- **Live events** (these do not allow a student to activate their camera; they also do not allow audio (speaking) but students will be able to ask questions in a 'conversation' bar by typing a question; this will be the most likely mode for presenting lessons)

**Online "meeting" protocols;** If a conversation is initiated using a "Meeting" the following protocols must be followed. This is to both allow for efficient communication, but to also preserve bandwidth and allow the meeting to proceed

- **Always "MUTE" Video and Audio.** This will prevent background noise and images but also allow smooth streaming of the meeting
- Make sure your computer speaker is on
- Do not enter a meeting and say 'hello'. The teacher can see who is in the meeting when you connect.
- When wanting to speak or ask a question, do not simply click your audio un-mute button and start speaking; see instructions below for asking questions.
- **No Profanity, intolerant language or disrespectful language**
- **No Social dialog:** comments should pertain only to the lesson and learning materials currently being discussed, or questions about previous learning. If you wish to engage in a social conversation, use social media on your own time.



To join the meeting, click on the "video camera" icon from the list at the bottom of the conversation page. You will see a new video pane open and an image of you if you have a camera on your computer.



- Toggle the "Camera On" button to turn off your camera
- Click on "Meet Now"

In the meeting pane, you should see an action bar near the bottom of the screen as indicated below. If you cannot see the action bar, simply move your mouse down the screen and it should appear

Click on the Mic button to mute audio (*both video and audio should be muted now*)

### To ask a question

Click on the 'conversation bubble' button (above) to see the ongoing conversation in a sidebar frame on the right of the screen

- If you wish to ask a question, type in "**QUESTION?**" in the conversation bar and click 'return'
- The moderator will see you have a question and will call on you asap
- Unmute when the moderator calls on you and mute after speaking

To see everyone who is in the meeting, click on the button that looks like 'two people'; a sidebar of everyone in the meeting should appear.