

Class Meetings using Microsoft Teams

Student guide to Microsoft Teams:

Teachers will use video conferencing through Microsoft Teams to contact you, to check on your progress or deliver a lesson; remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- Join Teams from an environment that is safe and free from distractions ideally in a quiet space. A kitchen table, home office or family space is recommended.
- Be on time for your interactive session – aim to be there 5 minutes early. If it is a lesson, be fully prepared for the session with relevant equipment, such as a pen and paper, at hand.
- Your teachers will expect you to turn your camera on so you can get fully involved in the lesson. When it is turned on, please behave as if you were in a normal lesson and be dressed appropriately for learning (e.g. no pyjamas, no vest tops, hats or hoods).
- Remain attentive during sessions and ensure that you are free from distractions. You should not be using personal social media in lesson time.
- You may wish to use headphones to listen to your Tutor or teacher in online sessions if it helps to avoid distractions.
- In a lesson with lots of other students please keep your microphone on mute unless your teachers asks you to turn it on to ask or answer a question.
- You can use the chat feature to ask questions but please do so properly, resisting the temptation to make silly comments or over use emojis.
- Please ask other family members to avoid the space where you are in your interactive session for its duration.

Teams Classes should only be created by a member of staff. The classes within Teams are being continuously reviewed and any unknown Teams Classes will be deleted without warning.

What is Microsoft Teams?

Microsoft Teams is a hub where you and your teachers can communicate and share files during an online class meeting.

Teams can be accessed by downloading the desktop application, using your computer's web browser or downloading the Teams mobile app for iOS or Android.

This guide will get you started using your computer's web browser.

Accessing Teams online

Our recommended way to access Teams is on PC or Mac and using your computer's internet browser.

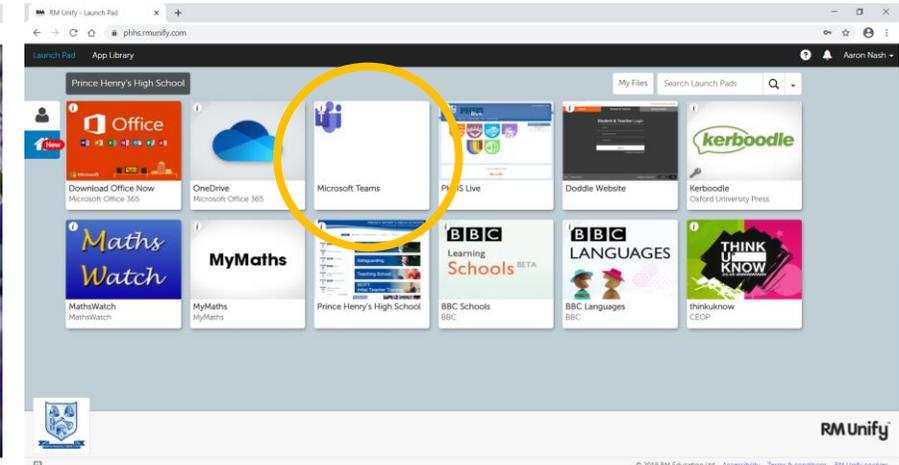
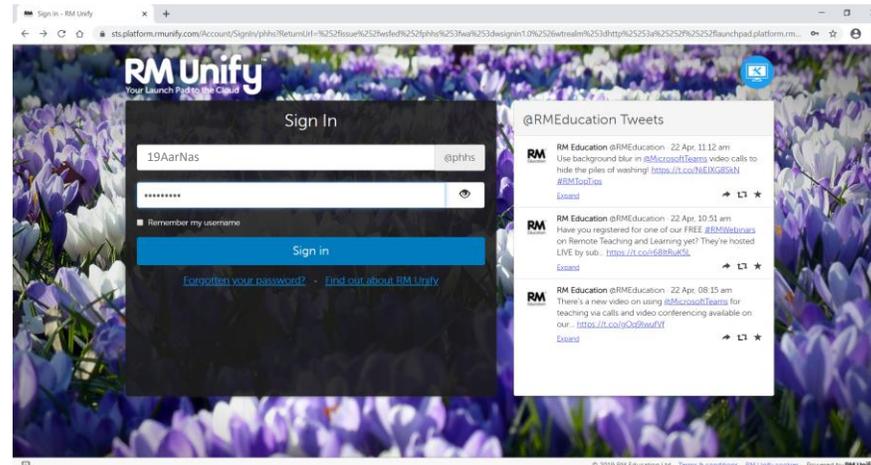
Load your web browser e.g. Google Chrome and browse to the school's RM Unify website:

<https://phhs.rmunity.com>

Sign in using your network username and password.

e.g. 19AarNas

You should now see links to the school's online resources. Select **Microsoft Teams**.





Accessing Teams online

Some devices may load a Microsoft Sign in box after selecting the Microsoft Teams tile.

Enter ***UserName@princehenrys.worcs.sch.uk*** and click **Next** to load into Teams.

e.g. 19AarNas@princehenrys.worcs.sch.uk

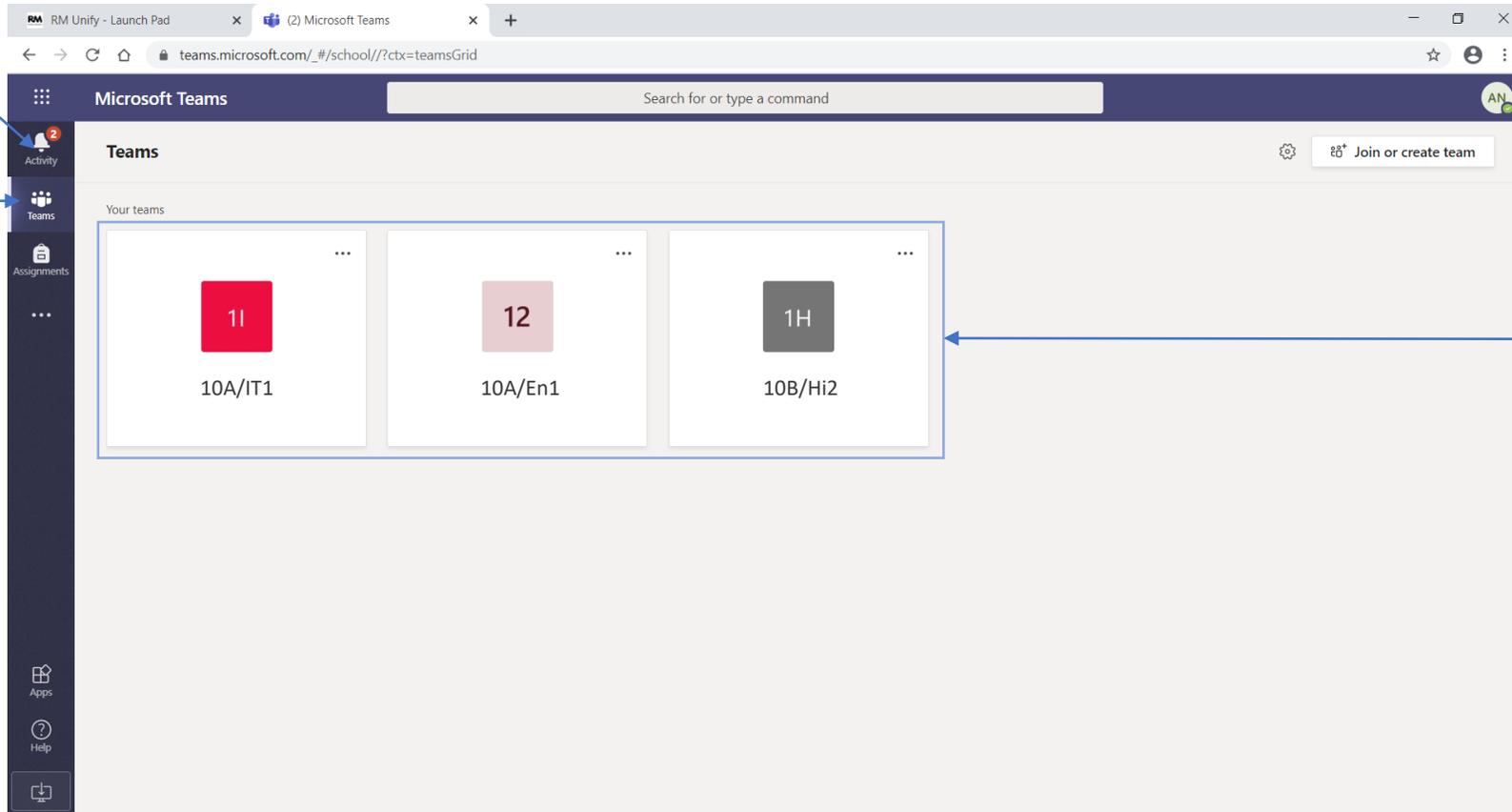
A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text 'Sign in'. A text input field contains the email address '19AarNas@princehenrys.worcs.sch.uk'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right are two buttons: a grey 'Back' button and a blue 'Next' button.

Basic functions

After signing in, you will load into the Microsoft Teams page.

Activity
View your recent activity.

Teams Classes
Select to view your membership to the Teams Classes.

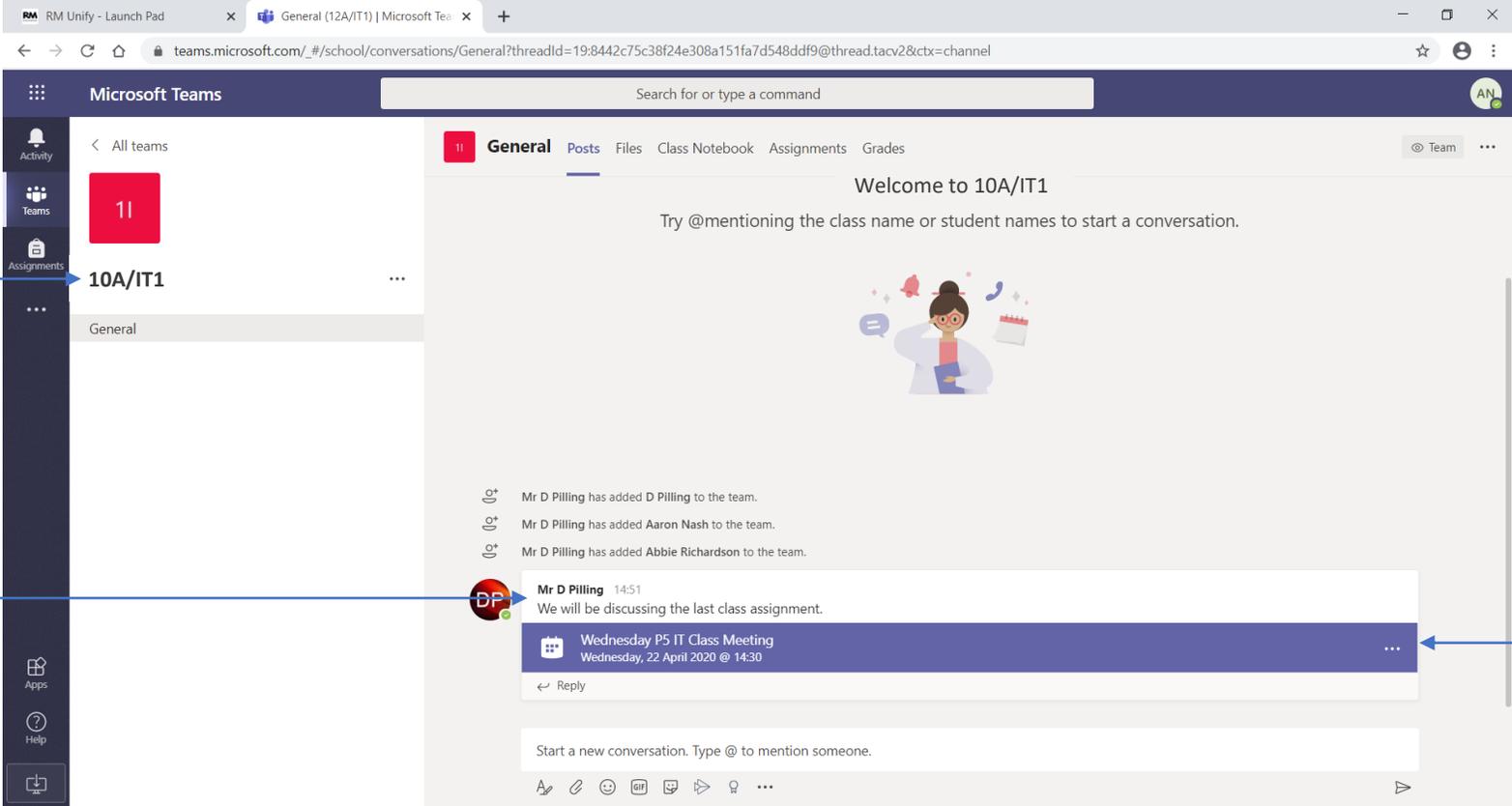


Teams Classes
Your Teams Classes.

Join a Class Meeting

Class meetings will be held at the same time as your timetabled lesson.

Your teacher may schedule a class meeting and these will post within the Teams Class page.



The screenshot shows a Microsoft Teams interface for a class named '10A/IT1'. The interface includes a left-hand navigation pane with 'Activity', 'Teams', and 'Assignments' sections. The 'Teams' section shows the class name '10A/IT1' and a 'General' channel. The main content area displays a welcome message and a list of team members. A message from Mr D Pilling is visible, containing a class meeting announcement: 'Wednesday P5 IT Class Meeting Wednesday, 22 April 2020 @ 14:30'. Callouts point to the class name, the meeting description, and the meeting details.

Teams Class Name

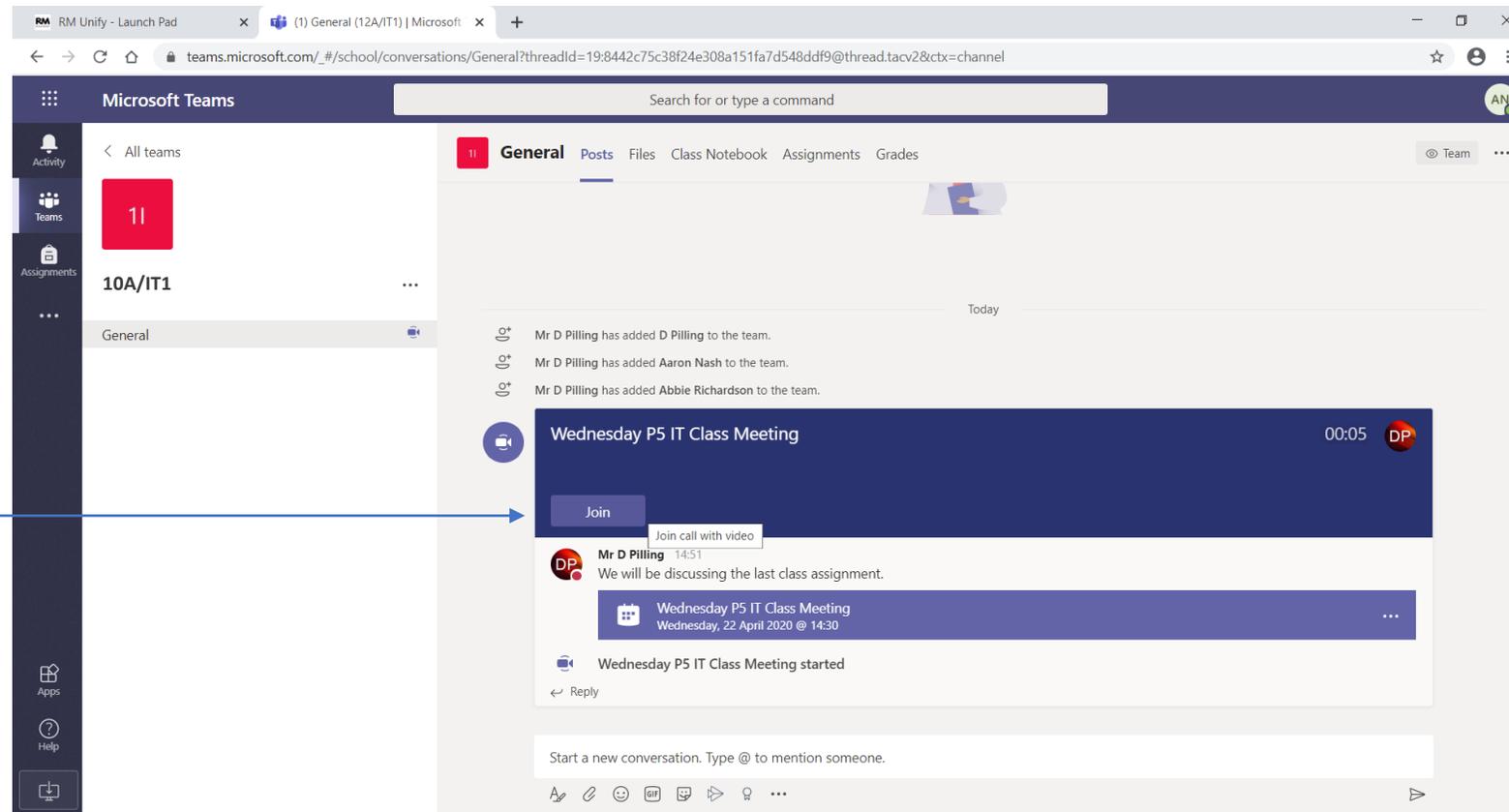
Class Meeting Description

Class Meeting Name, Date and Time

Join a Class Meeting

When your teacher starts the class meeting, you will see a notification that the class meeting has started within the Teams Class.

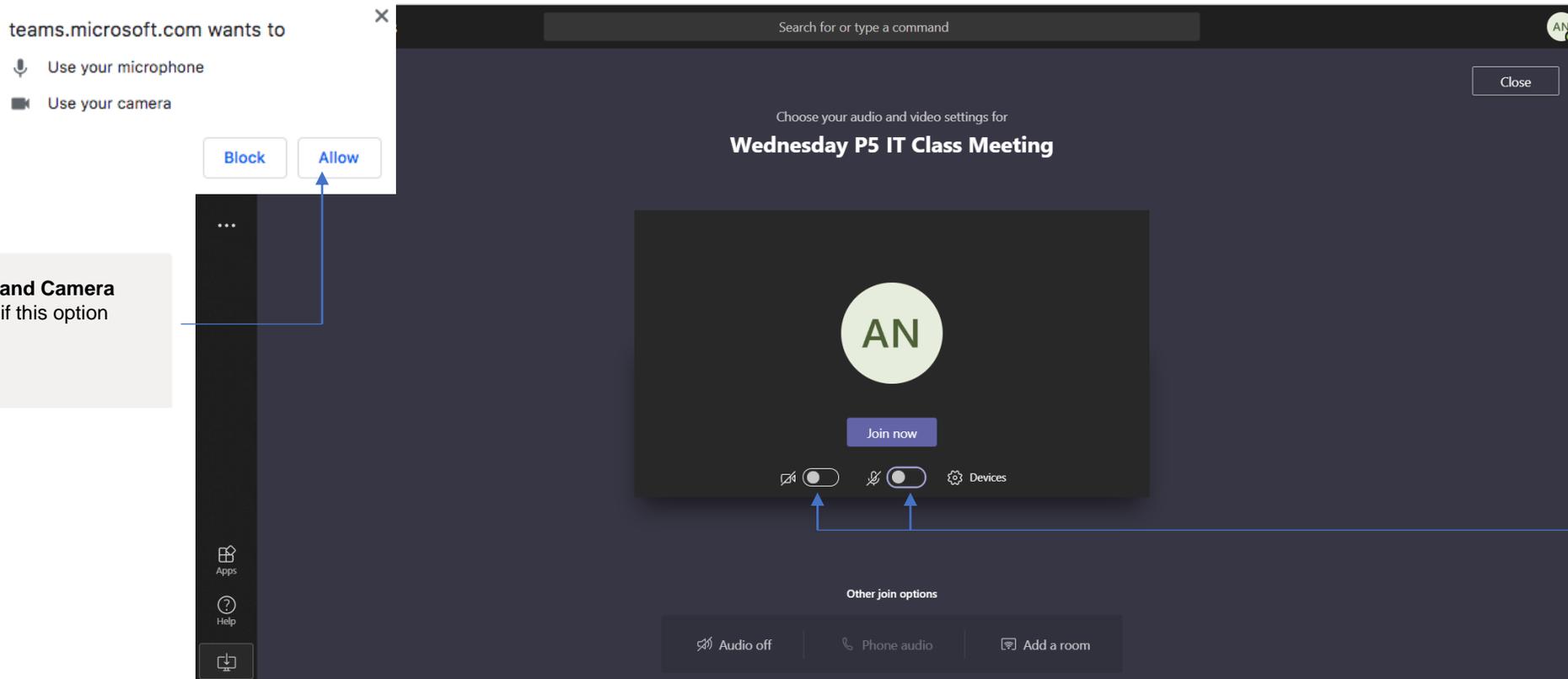
Select **Join** to Join the class meeting.



Join Class Meeting

Join a Class Meeting

When joining a class meeting, switch OFF your microphone using the on-screen switch. Your teacher will instruct you to change this if it is required during the class meeting.



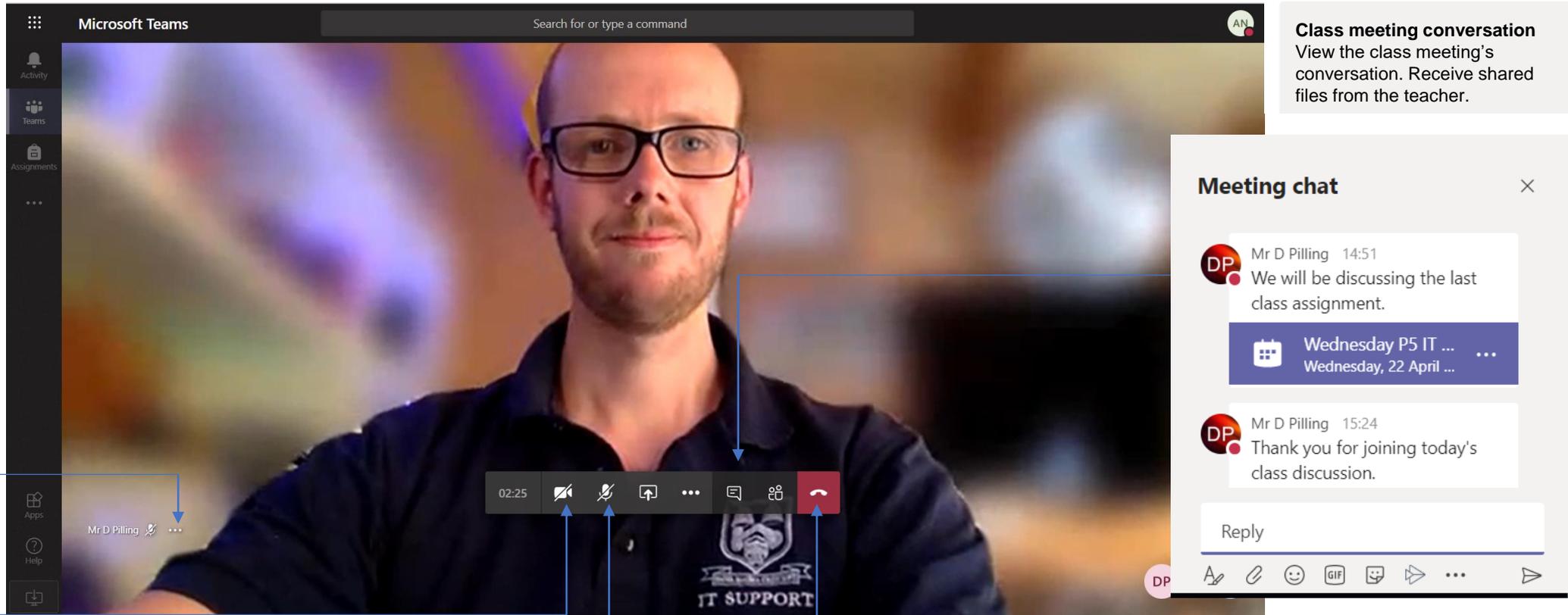
Microphone and Camera
Select **Allow** if this option appears.

Turns the camera and microphone OFF and ON.

Select **Join now** to enter the class meeting.

Participating in a Class Meeting

You have now joined the class meeting. Your teacher will be able to share video, audio and files with you during the class meeting.



Pin Display
To focus on the teacher's video, select pin. The video will now be pinned to your view.

- Mute participant
- Pin
- Fit to frame

Turn your video on and off.

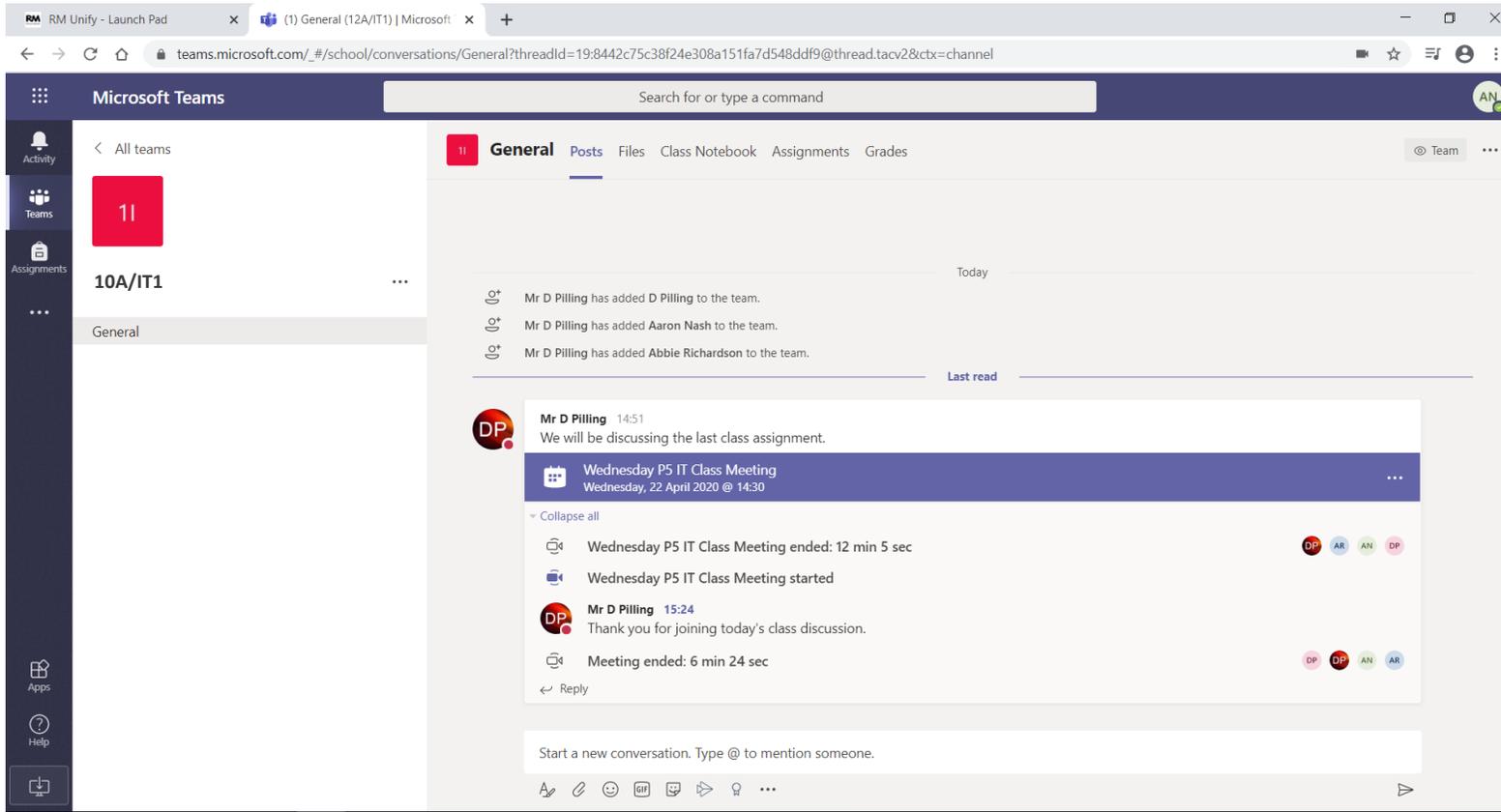
Mute and unmute yourself.

Leave the class meeting
The class meeting will continue even after you have left.

Ending the Class Meeting

Use the hang up button  to disconnect from the class meeting.

You will now see the events of the class meeting including the conversation and links to any files that were shared.

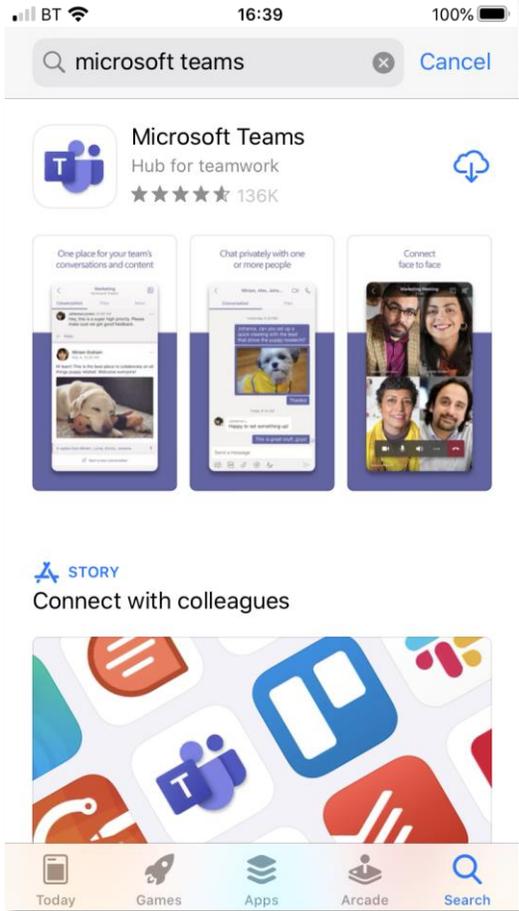


The screenshot shows the Microsoft Teams web interface. The left sidebar displays the 'All teams' list with a team named '10A/IT1' and a 'General' channel selected. The main content area shows the 'General' channel with a search bar and navigation tabs for 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The chat history includes several messages from 'Mr D Pilling' regarding team additions. A prominent event card for 'Wednesday P5 IT Class Meeting' is shown, indicating it ended at 14:30 on Wednesday, 22 April 2020. Below this, a collapsed section shows the meeting's duration as 12 minutes and 5 seconds. Another message from 'Mr D Pilling' at 15:24 thanks participants for joining the discussion, with a follow-up message indicating the meeting ended at 6 minutes and 24 seconds. The bottom of the interface features a text input field for starting a new conversation and a toolbar with icons for actions like reply, edit, and share.

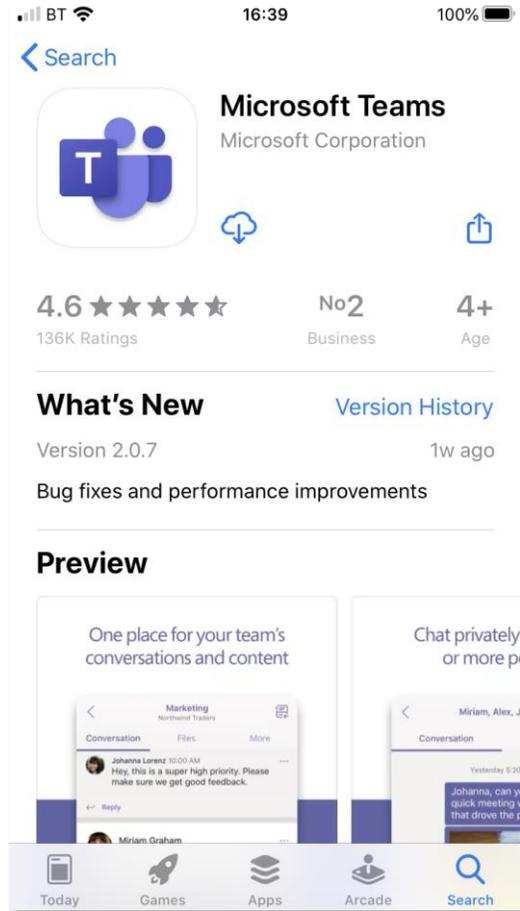
Close your internet browser to exit Teams.

Using Teams on a mobile device

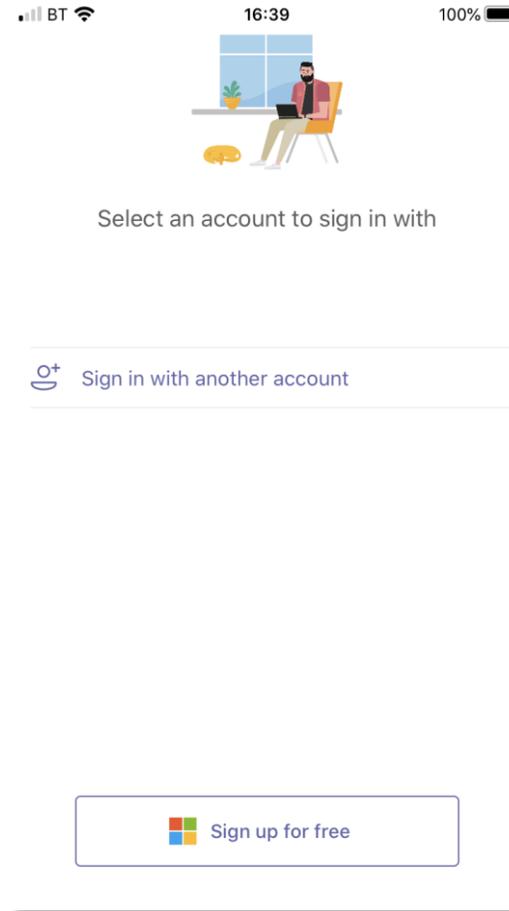
Teams can be installed and setup on your iOS and Android devices.



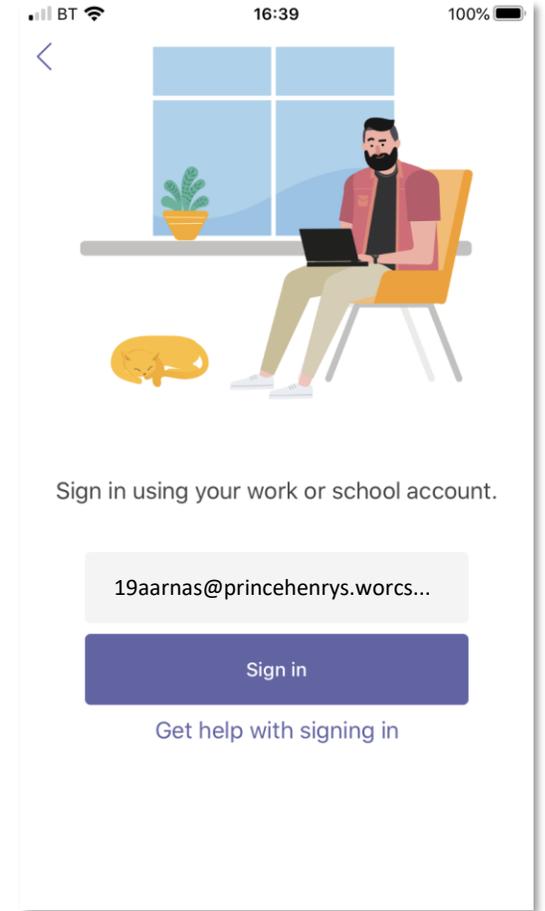
Search for Microsoft Teams in the store.



Download the free app.

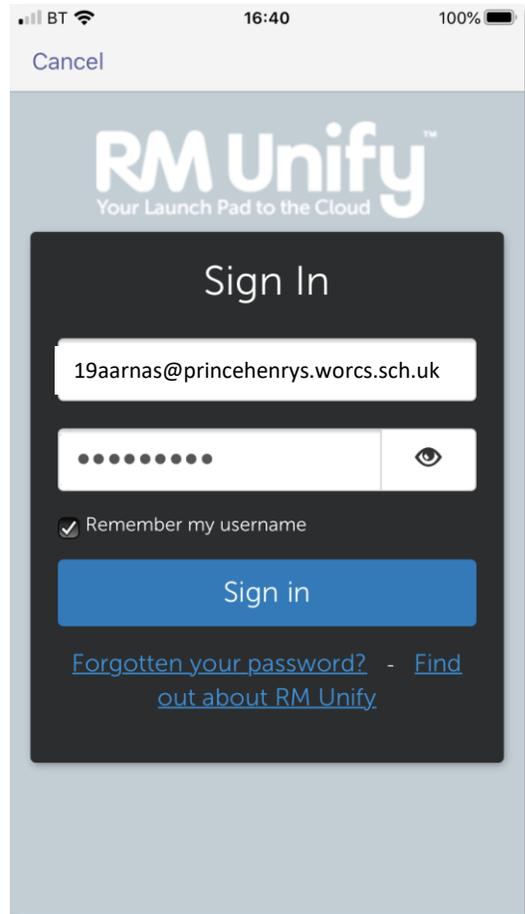


Sign in with another account.

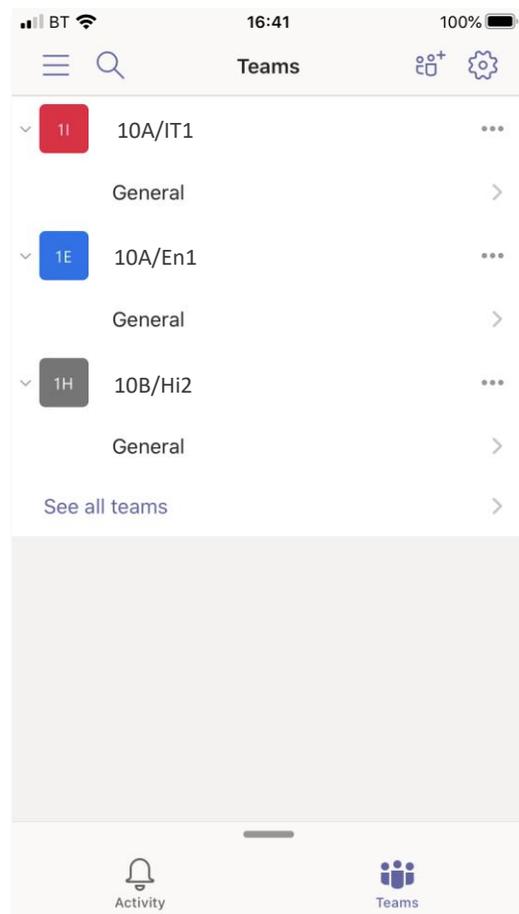


username@princehenrys.worcs.sch.uk

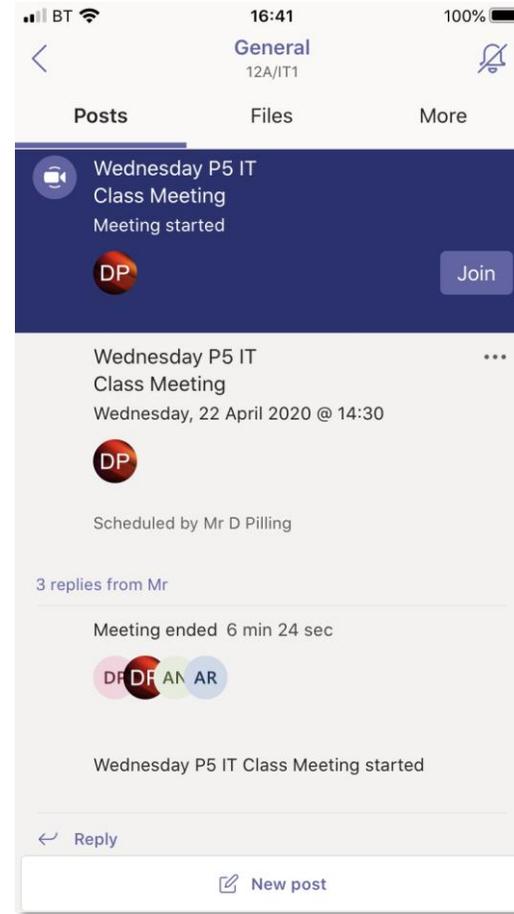
Using Teams on a mobile device



Enter your network password.



View your Class Teams.



View your Class Teams posts to see class meetings.



Disable video and audio before joining the class meeting.



Support

Contact passwordenquiry@princehenrys.worcs.sch.uk for login support.