

# Microsoft Teams Remote Learning

## Microsoft Teams Overview

**NOTE:** All chat, video conferencing and activity on Microsoft Teams is tracked and recorded. Please ensure that your online behaviour follows Ascham School Values.

1. Open Google Chrome.
2. Sign into Microsoft Teams at <https://teams.microsoft.com/> using your student email address and password.
3. Bookmark Teams in Chrome by selecting the star in the top right of the address bar.
4. Here's a quick look at the left hand side of Teams:

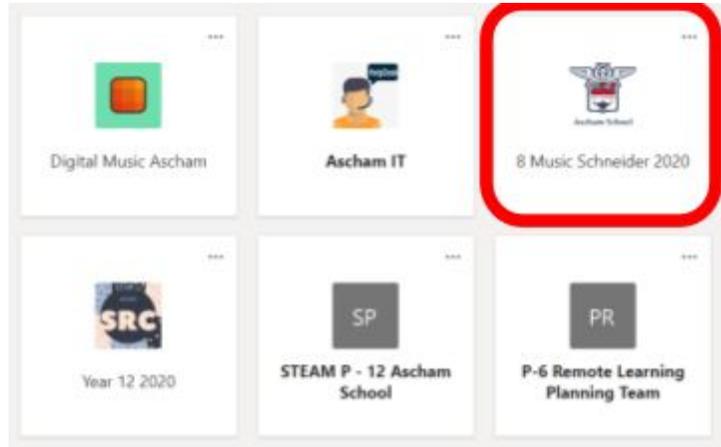


- **Activity** - Catch up on all your unread messages, @mentions, replies, and more.
- **Chat** - Find anyone at Ascham, and Chat or Video call.
- **Teams** - Find your classes.
- **Assignments** - please refer to Canvas assignments.
- **Calendar** - a sync of your Microsoft Outlook calendar.
- **Calls** - Not in use.
- **Files** - An overview of your recent files in OneDrive.

# Microsoft Teams Remote Learning

## Participating in a Team Class

1. Open Google Chrome.
2. Sign into Microsoft Teams at <https://teams.microsoft.com/> using your student email address and password.
3. Bookmark Teams by selecting the star in the top right of the address bar.
4. Select the Class team that you want to join.



5. Type **Present** then enter when you are ready for the lesson.



6. Select **Join** to access the video lesson that your teacher has created.  
Note: **Do not** create your own meeting.



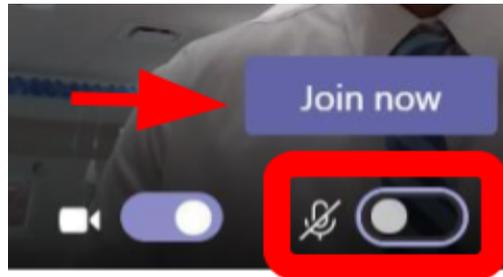
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7. **Turn off your microphone** and select **Join Now**.

You may choose to leave your device camera on or turn it off.

Please ensure that anything in view of your camera is in line with Ascham values.

You may use headphones so that you can focus on the teacher's voice.



8. When first using Teams, you will need to allow access to your camera and microphone.

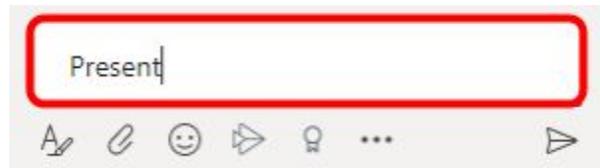


9. Open the Video Chat message window



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10. Type **Present** then enter to register your attendance in the lesson.



11. Use the same chat window to ask questions. You should not turn on your microphone, or share anything from your computer until granted permission by your teacher.

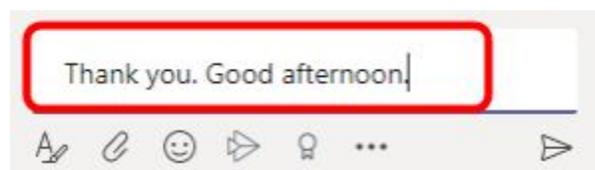


12. Select the participants icon to see who is in the video meeting.

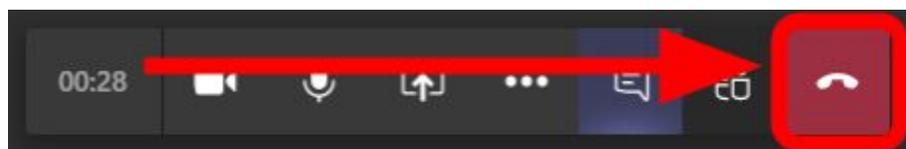


13. When the lesson is over, your teacher will instruct you to leave the video chat.

a. Thank the teacher in the chat window



b. Hang up.



c. **Do not** rejoin the video call.

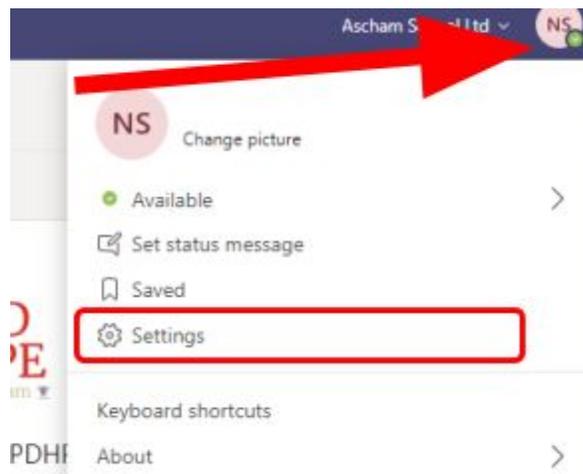
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## Teams View Options

Grid view or list view are the two view options for teams.

To change between Grid view and List view.

1. Open Google Chrome.
2. Sign into Microsoft Teams at <https://teams.microsoft.com/>
3. Select your **account** from the top right hand corner and select **Settings**.



4. Under **General** options, change your **layout** to Grid or List.

