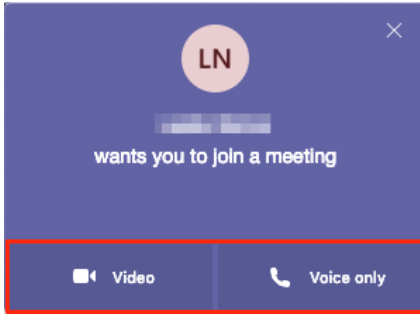


Classroom Tools in Teams - Parents - #1 Getting Started w. Videoconferencing

You will receive an invitation from your teacher to meet at a certain time. The teacher will “call” you to meet in MS Teams. You will receive an invitation on screen similar to the one below. Click on either ‘Video’ or ‘Voice only’ to be directed into the meeting. (Clicking on Video allows the user to see others and be seen **BUT** you will still have the option of turning off your camera).



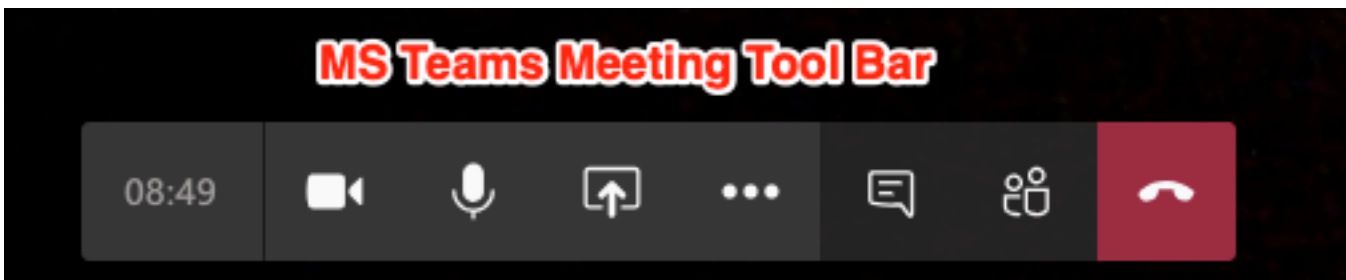
Please ensure that your microphone is turned off to start the meeting (see instructions below)

Using the Toolbar

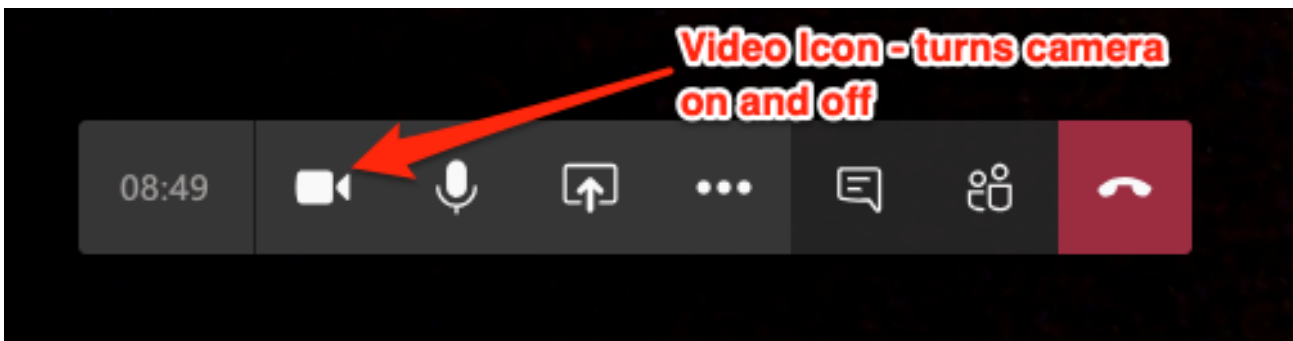
Everyone has a toolbar to manage how they interact with others in a meeting. Here is the functionality of the toolbar icons and some tips on how to use them.

Once you are in the meeting....

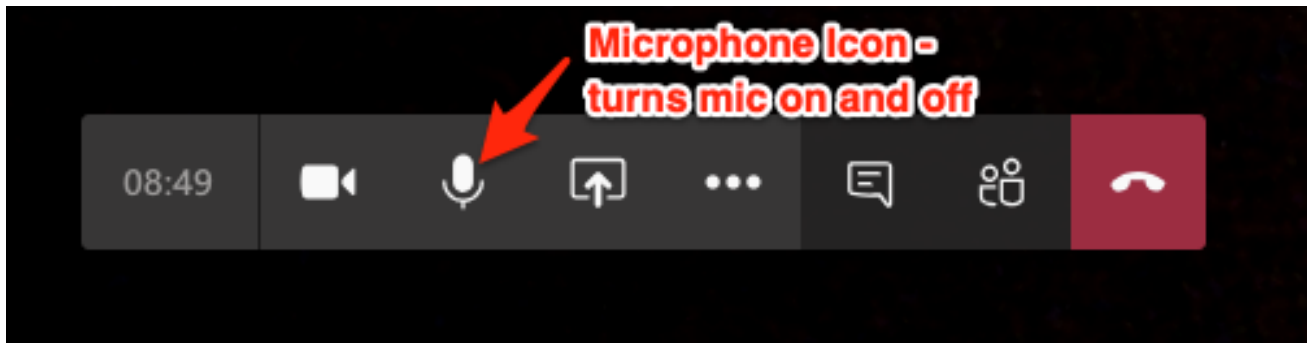
1. Hover over the lower half of the screen, in the middle. The tool bar will appear:



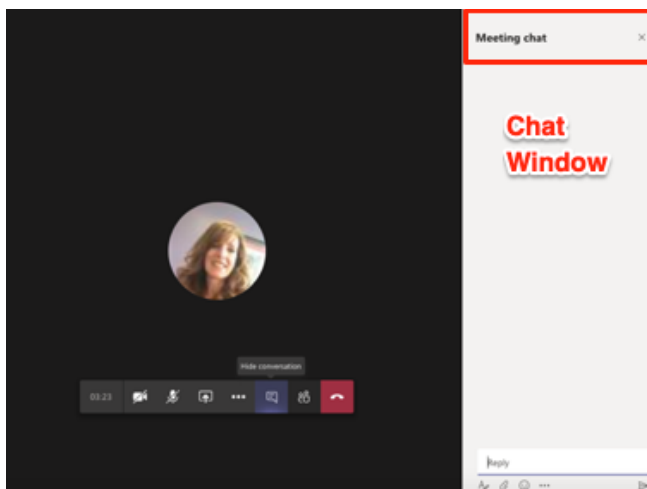
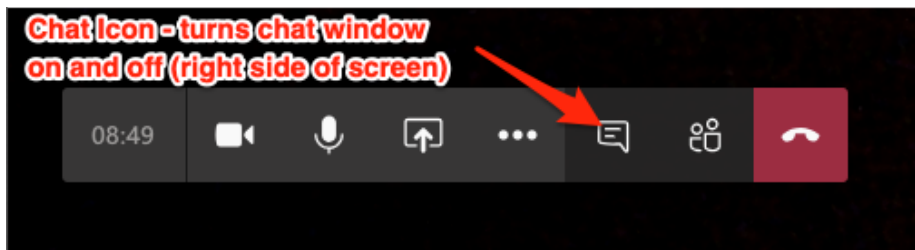
2. To turn off or turn on the camera, click on the **video** icon:
Please note, **you may only use the camera if your teacher asks you to**. If invited to use the camera, you still have the option to keep it turned off if you and your parents prefer.



3. To turn off the mic, click on the mic icon:



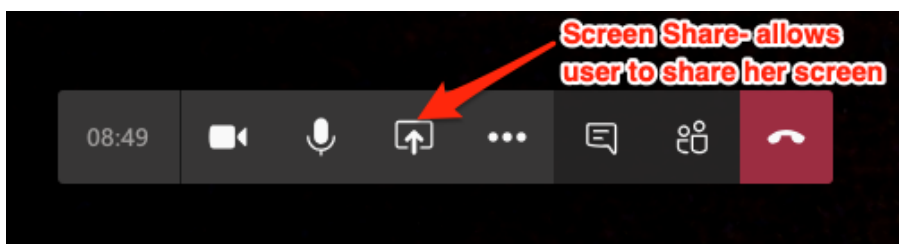
4. To see the chat area and type into the chat box, click on the conversation icon



When wanting to speak or ask a question, **do not** simply click your audio un-mute button and start speaking. Instead, use this "chat" feature

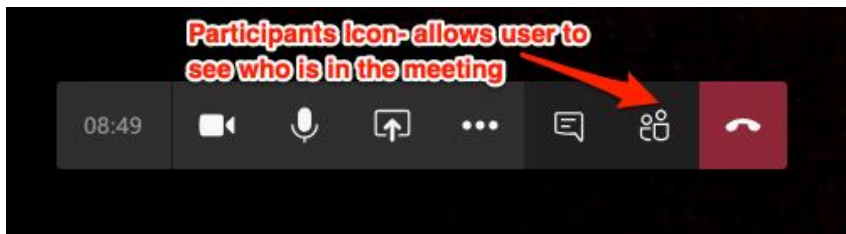
- If you wish to ask a question, type in "Question?"
- Your teacher will see that you have a question and will call on you as soon as possible.
- Unmute yourself when your teacher asks you to, and mute again right after speaking.

5. To share your screen click on the rectangle with the up arrow in it: Please remember, this will share **everything on your screen** please be aware of what windows you have open before sharing. **Students should only share their screen after being invited to do so by the teacher.**



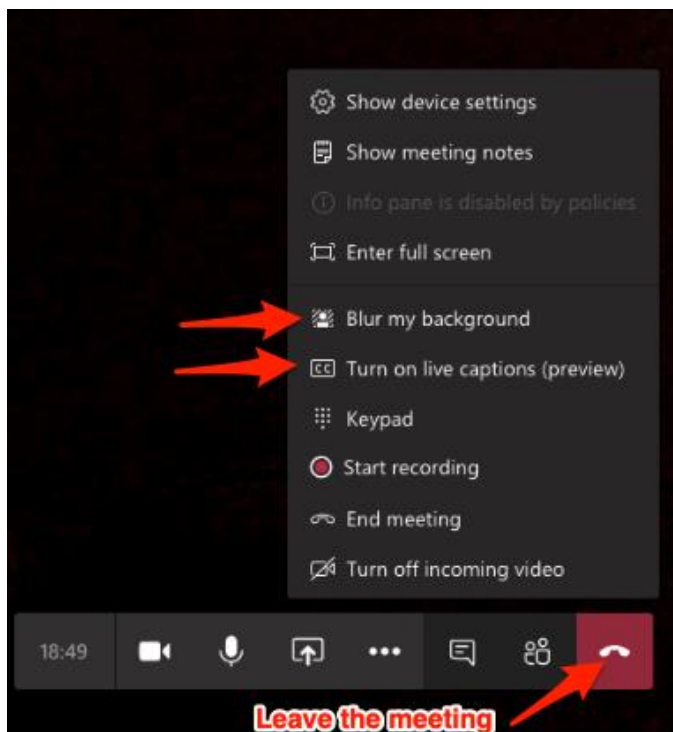
Classroom Tools in Teams - Parents - #1 Getting Started w. Videoconferencing

6. To view the participant list, click the participants icon—the participant list will appear on the right-hand side of the screen:



For more features: click on the three dots:

- Features available for student use:
 - Change background: Focuses the camera on the participant but offers an array of possible backgrounds. The choice in the **top right** of the list blurs the user's current background.
 - Turn on live captions: Creates closed captions for the user for hearing impaired students, or if the sound isn't working properly.
- Students *may not* use any other features from this list



Remember

- Our virtual classrooms are safe spaces, disrespectful language and inappropriate behaviour are not allowed. All participants in a classroom, physical or virtual, have the right to learn in a respectful environment.
- An online learning environment is **not** a social media site: keep comments, conversations and questions focused on the lesson and topics currently being discussed.
- District and School Codes of Conduct apply

7. To leave the meeting, click the red phone icon.

For more support with MS Teams as we continue the transition to remote learning check out [this website](#).