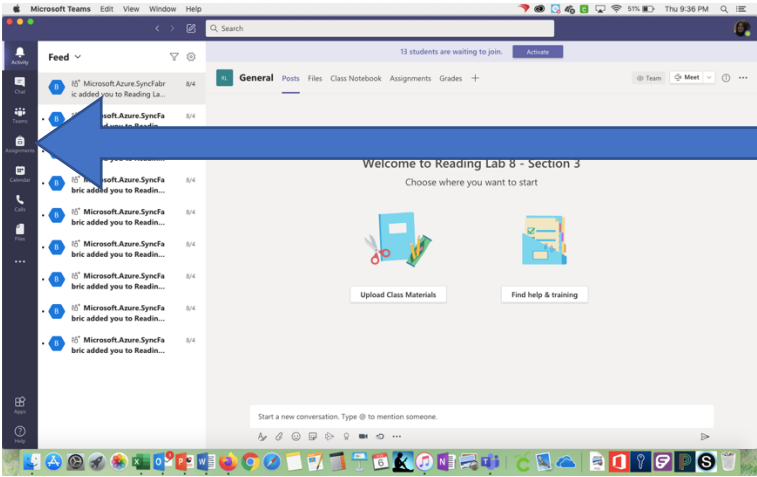****Before using Teams with students, when you first open a Team, at the top of the screen, it will say that you need to activate it and will tell you how many students are waiting to join. Click Activate. Just activate one course for Teams.**
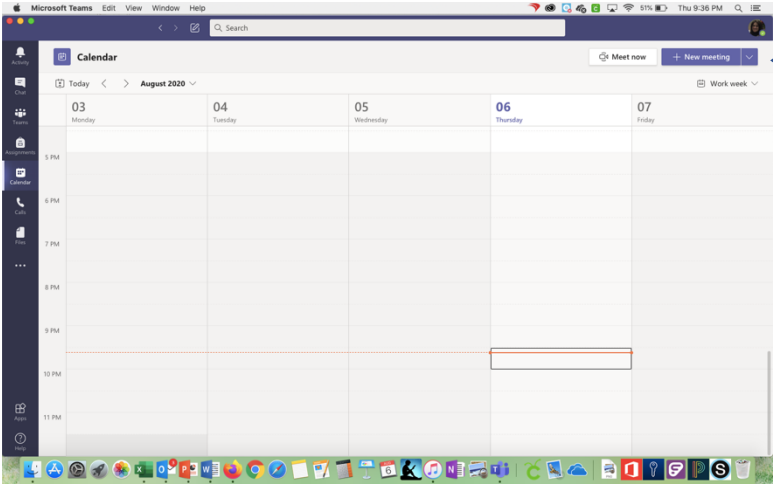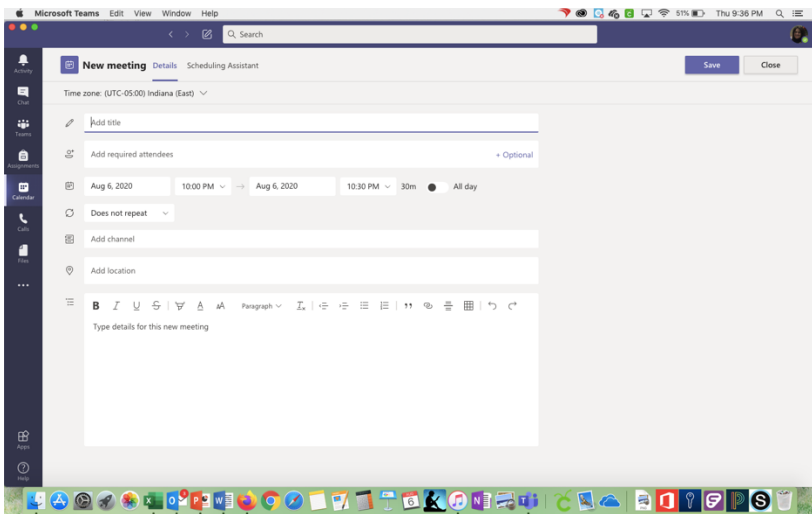
Scheduling a Video Meeting in Teams
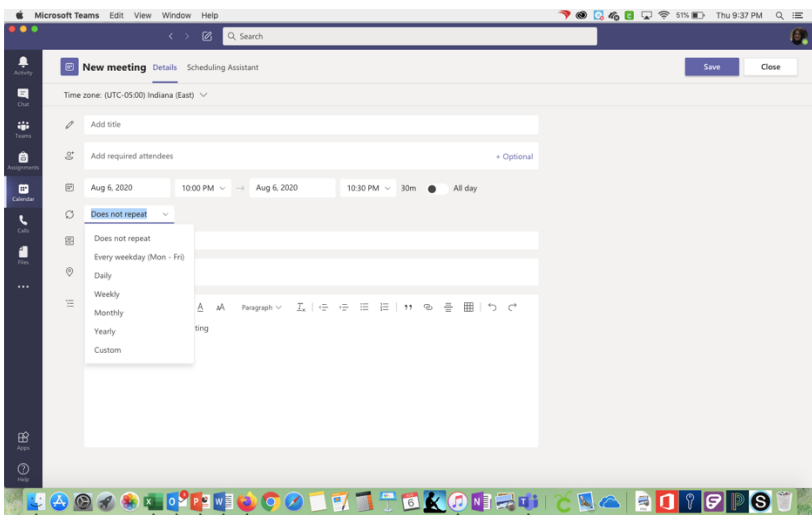
Find the teams icon on your Mac.

Click on the calendar icon.

Click on New Meeting.

Type in the name of your meeting. If you want to schedule a meeting with one or just a couple of students, add their names to the participants line. If you want to schedule a meeting with the whole class, skip the participants line.


Now you are ready to set the meeting details. Such as date and time. The box under date and time will allow you to schedule a recurring meeting if you want.
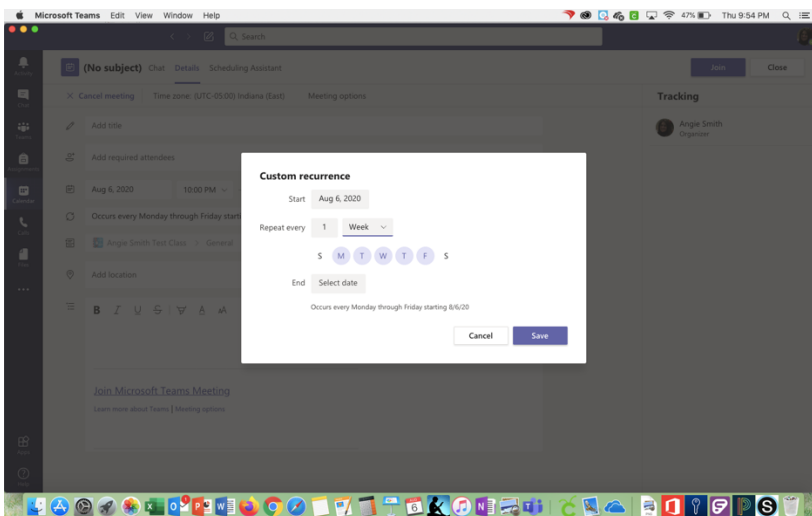

If you chose to schedule a recurring meeting, put in the date of the first meeting. Choose week if you want to have a daily recurring meeting and select the days on which you want the meetings to occur.
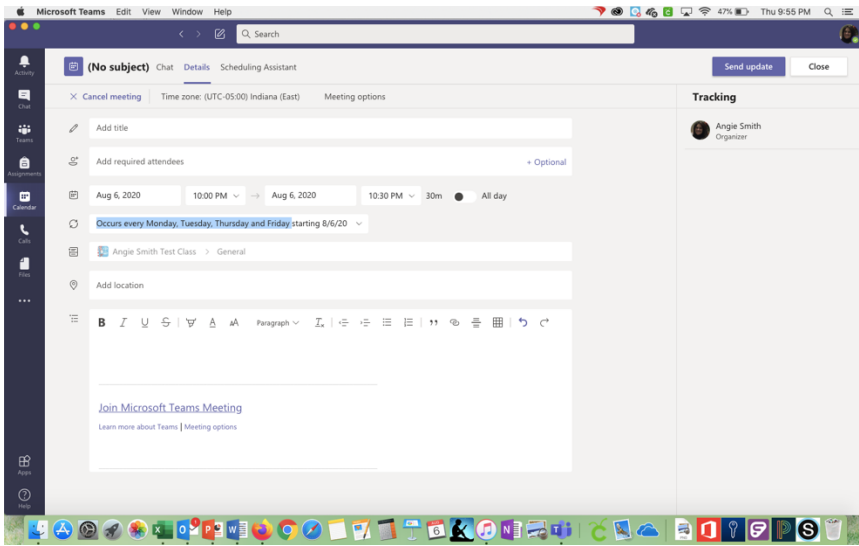
It should now say that the meeting occurs at the time you chose.
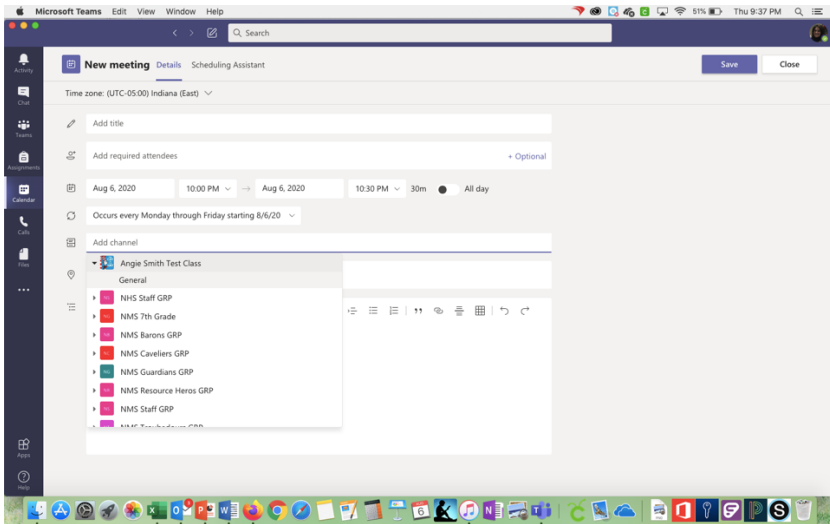
If you want to schedule a meeting with your whole class, where it says Share to a Channel, choose your class. You might have to start typing the name of the class/Team. It should show up on a list. Click on the class/team and click the word general below it.
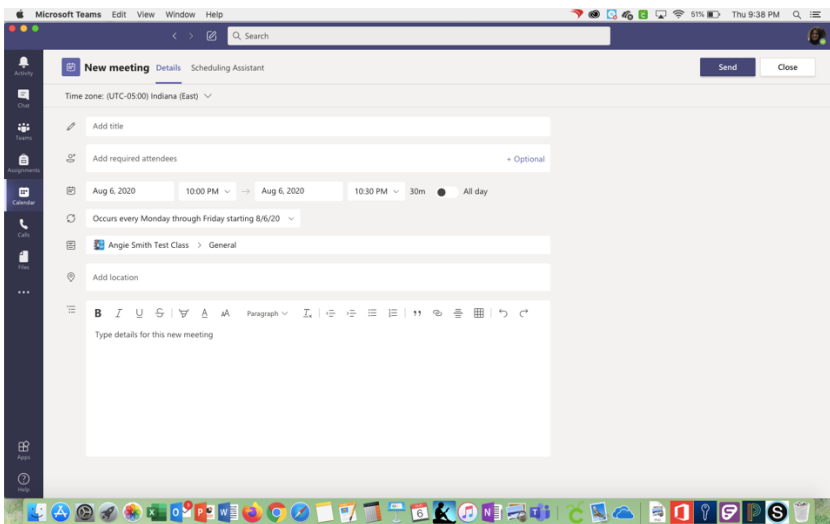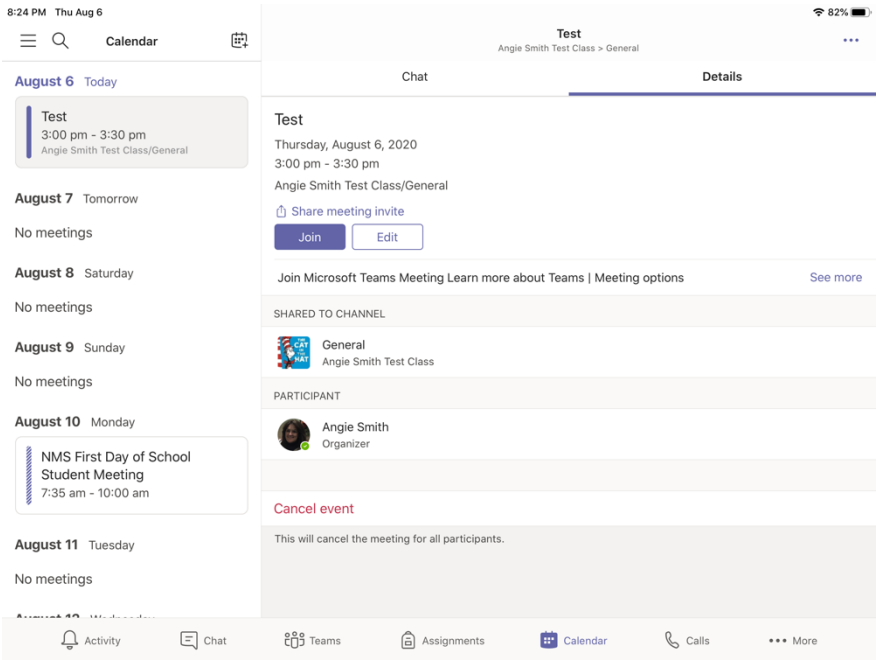

If you want, you can add some descriptions or instructions in the last box. It is not necessary. Click on Send in the upper right-hand corner.
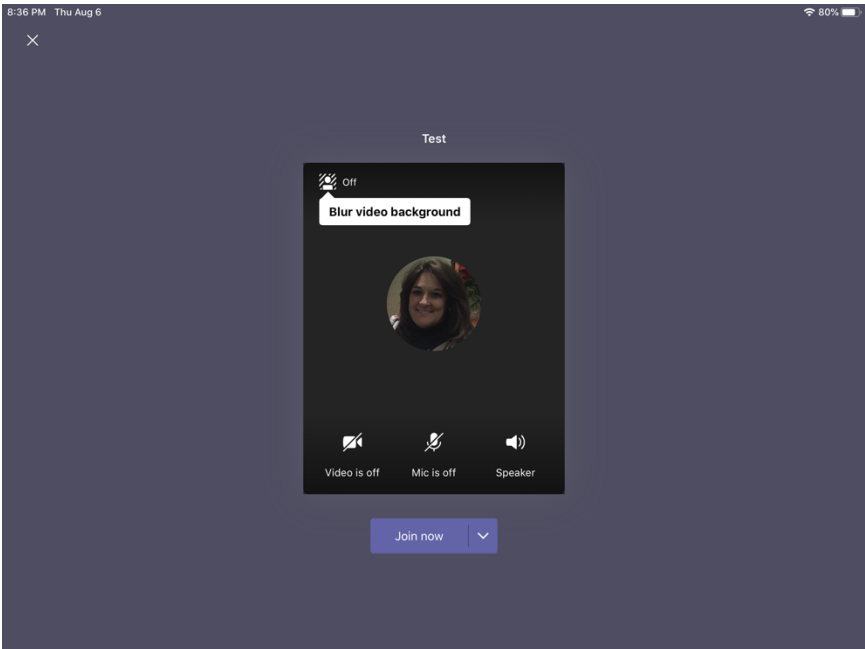
Steps to **Starting** a Video Conference in Teams on the iPad
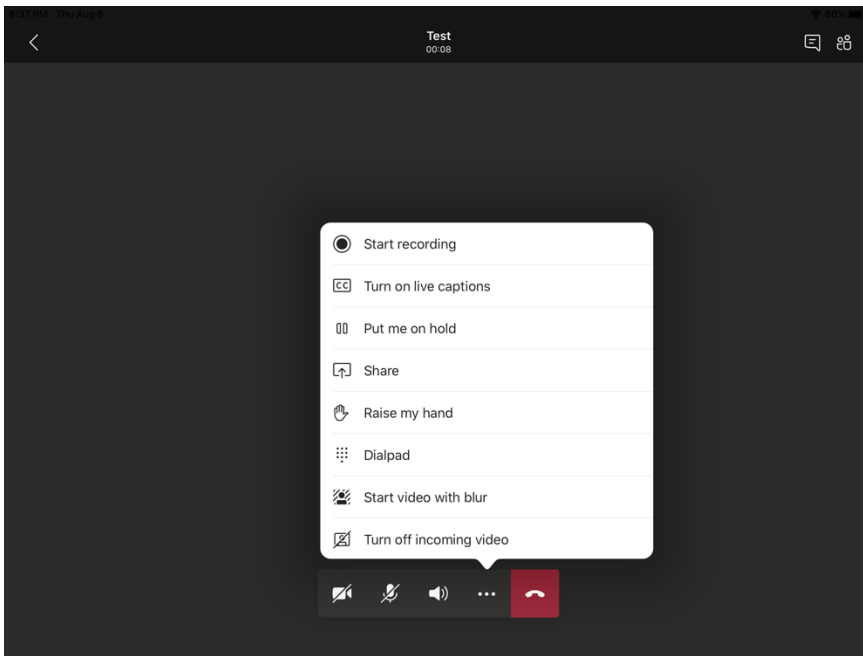## (The process looks similar on the Mac. Just click on the calendar icon).

Find the Teams icon on your iPad.

8:24 PM Thu Aug 6   82%

☰ 🔍   Calendar   📅

August 6 Today

Test
3:00 pm - 3:30 pm
Angie Smith Test Class/General

August 7 Tomorrow

No meetings

August 8 Saturday

No meetings

August 9 Sunday

No meetings

August 10 Monday

NMS First Day of School
Student Meeting
7:35 am - 10:00 am

August 11 Tuesday

No meetings

Test
Angie Smith Test Class > General

Chat   Details

Test
Thursday, August 6, 2020
3:00 pm - 3:30 pm
Angie Smith Test Class/General

⬆ Share meeting invite

[Join]   [Edit]

Join Microsoft Teams Meeting Learn more about Teams | Meeting options   See more

SHARED TO CHANNEL

General
Angie Smith Test Class

PARTICIPANT

Angie Smith
Organizer

Cancel event

This will cancel the meeting for all participants.

🔔 Activity   💬 Chat   👥 Teams   🔒 Assignments   📅 Calendar   📞 Calls   ••• More

Tap on the day. Tap join.

8:36 PM Thu Aug 6   80%
✕

Test

🎥 Off
Blur video background

🎥   🎤   🔊
Video is off   Mic is off   Speaker

[Join now ⌄]

Be sure your video and mic are on. Tap Join Now.

If you want to record the meeting so students who were unable to attend can view it later, tap the three buttons next to the red phone icon. Tap start recording.
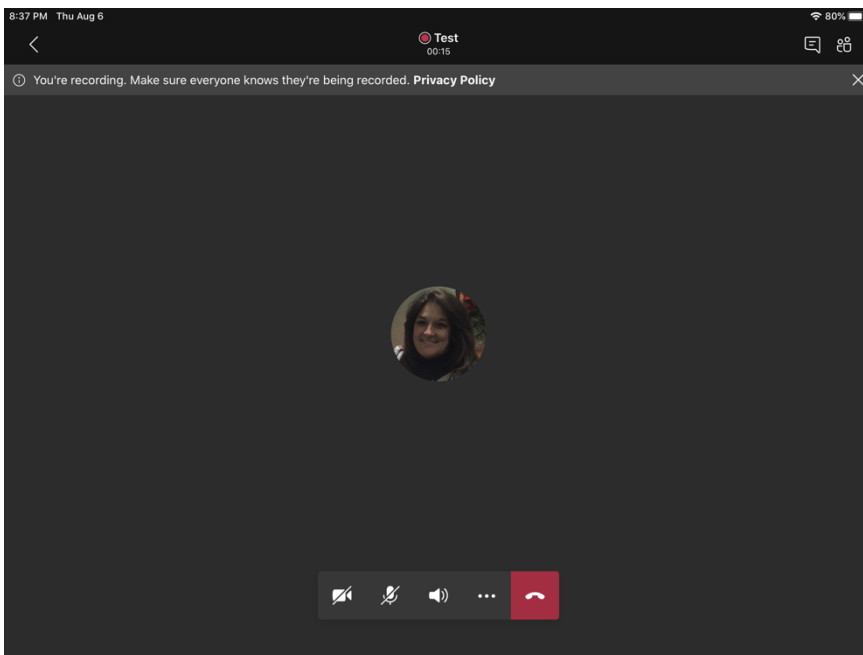

At the top of the screen, it will show that you are recording the meeting. When meetings are over, they are automatically uploaded into Stream, which is a tool for storing and sharing videos in Office 365.

To end the video and or meeting, simply tap on the red phone icon. If you recorded the meeting, you will receive an email shortly after the meeting ends to tell you the video has been loaded into Stream.
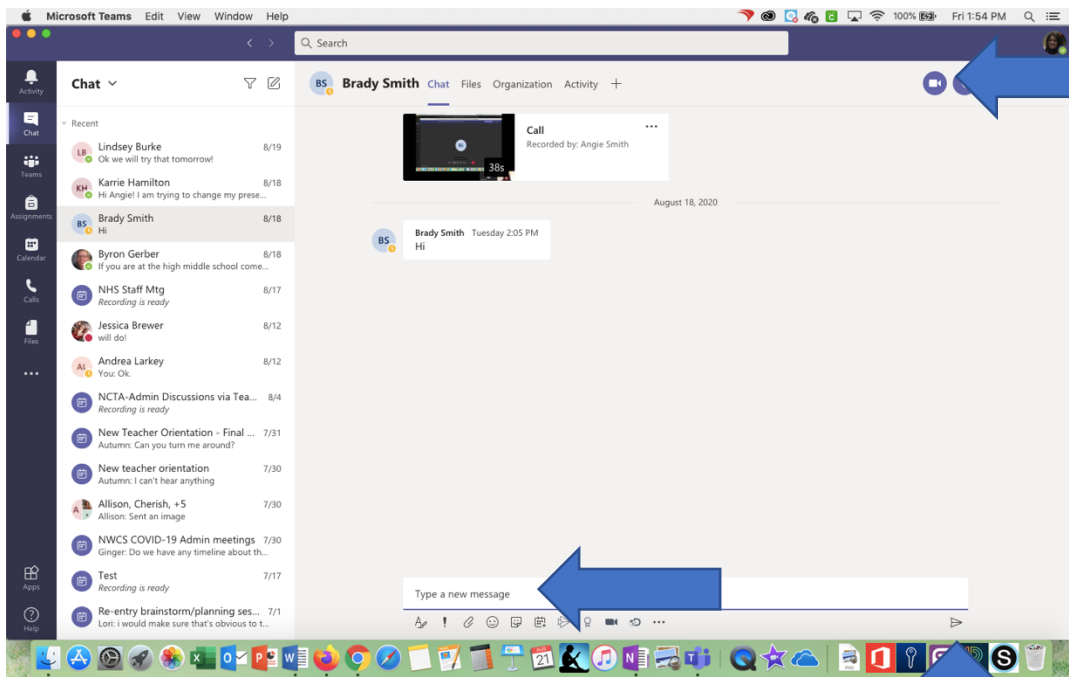
Chatting or Video Calling Individual Students for Support
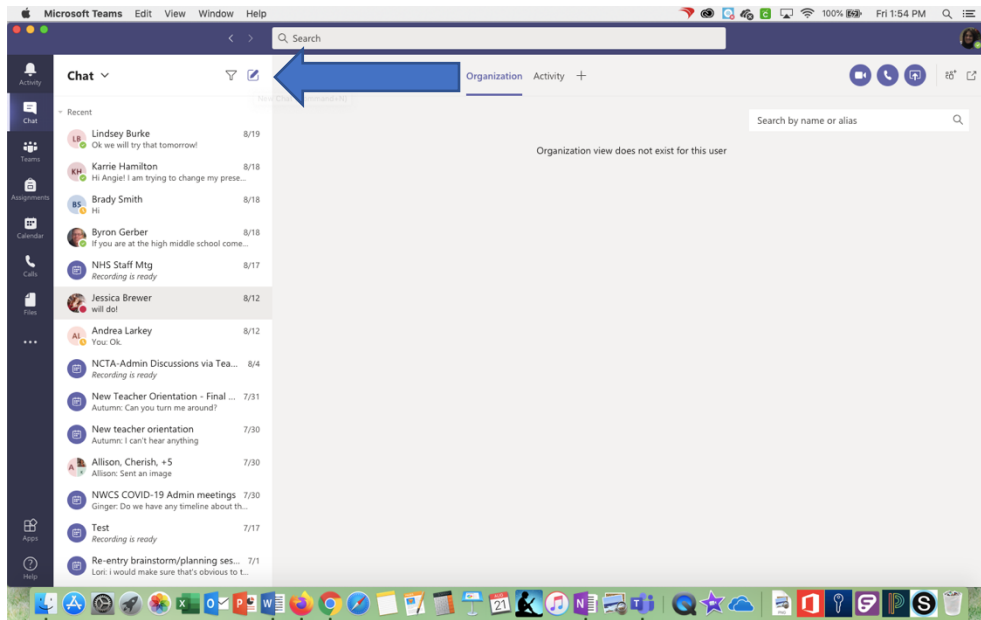
Click on the chat icon at the left of the screen. Click on the box with the pencil at the top of the chat box.
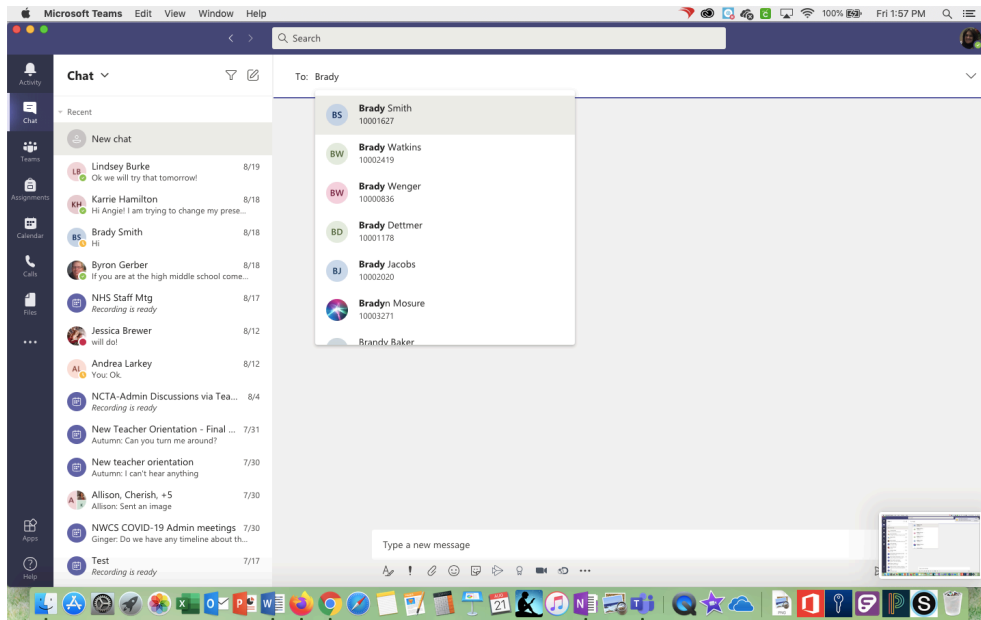

Start typing in the name of the student and choose his or her name from the list.

Click in the message box at the bottom of the screen, and the video camera icon will light up at the top of the screen. Click on the video camera to video chat with the student.

Click in the message box at the bottom of the screen. You can type a message here and use the icons below the box to attach a file and much more. Click on the airplane icon to send the message.

Tweaking Things in Teams
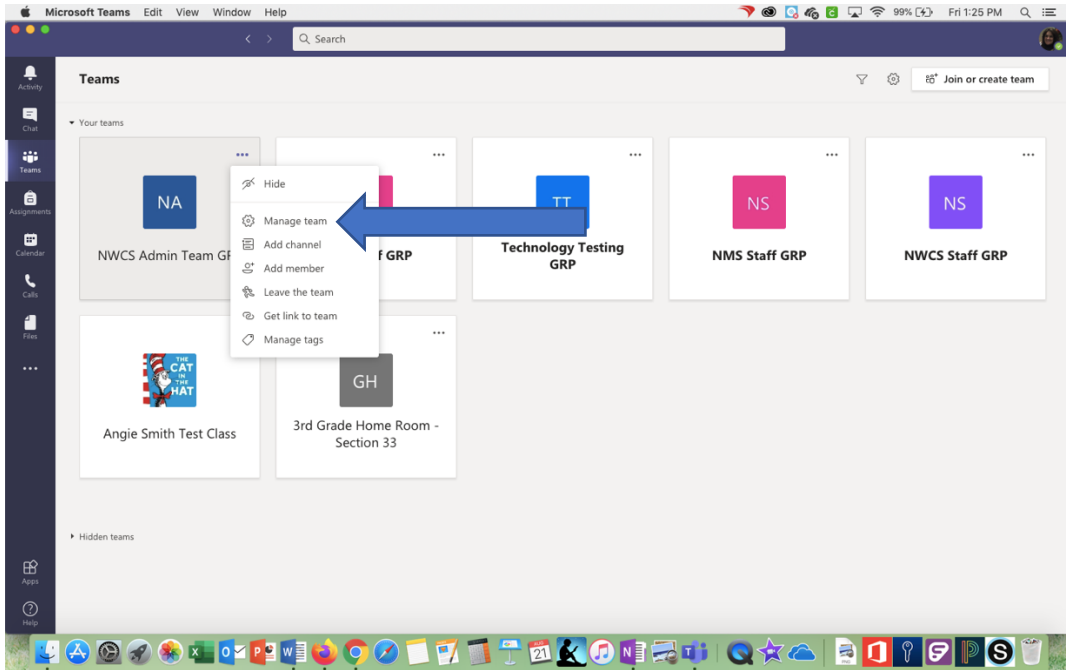# (Team/group name, members, team icon, etc)
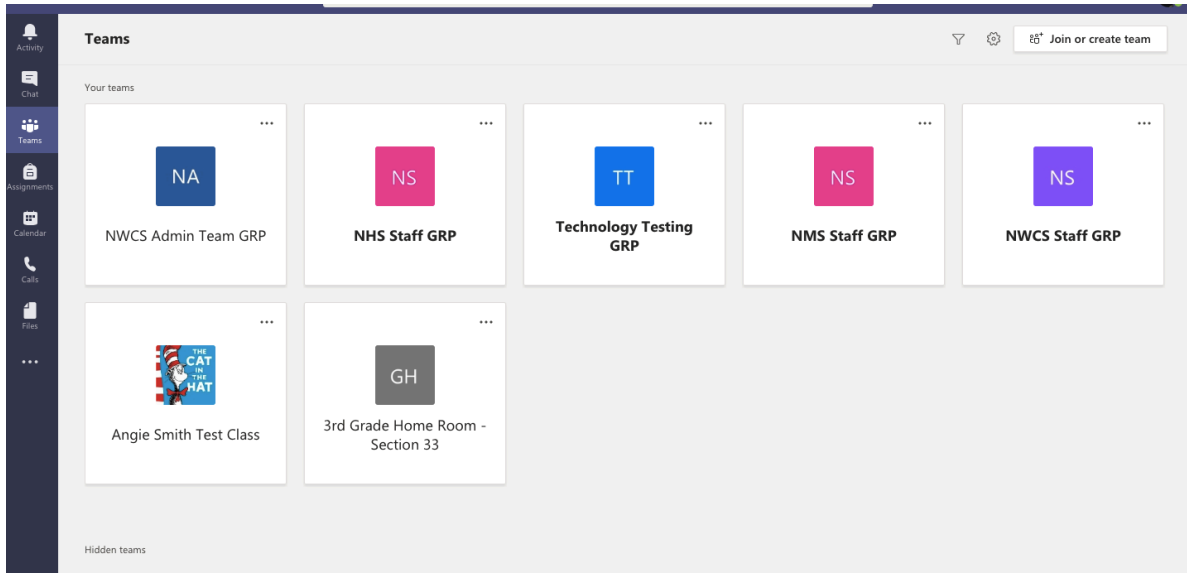
Click on the Teams icon on the left side of the screen in Teams to see all of your Teams/Groups.
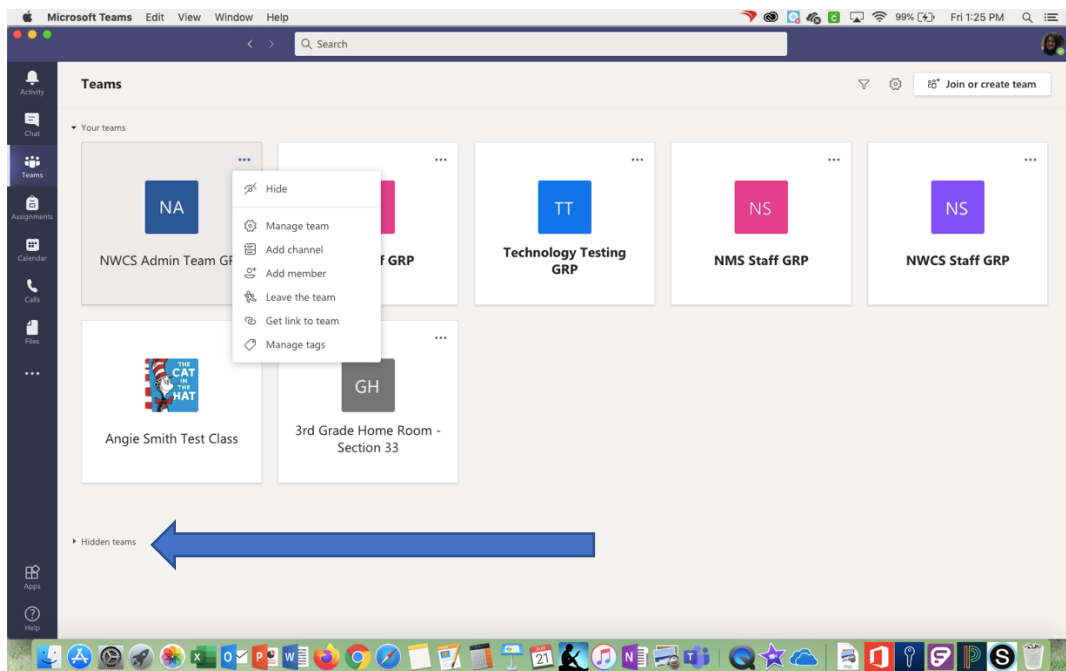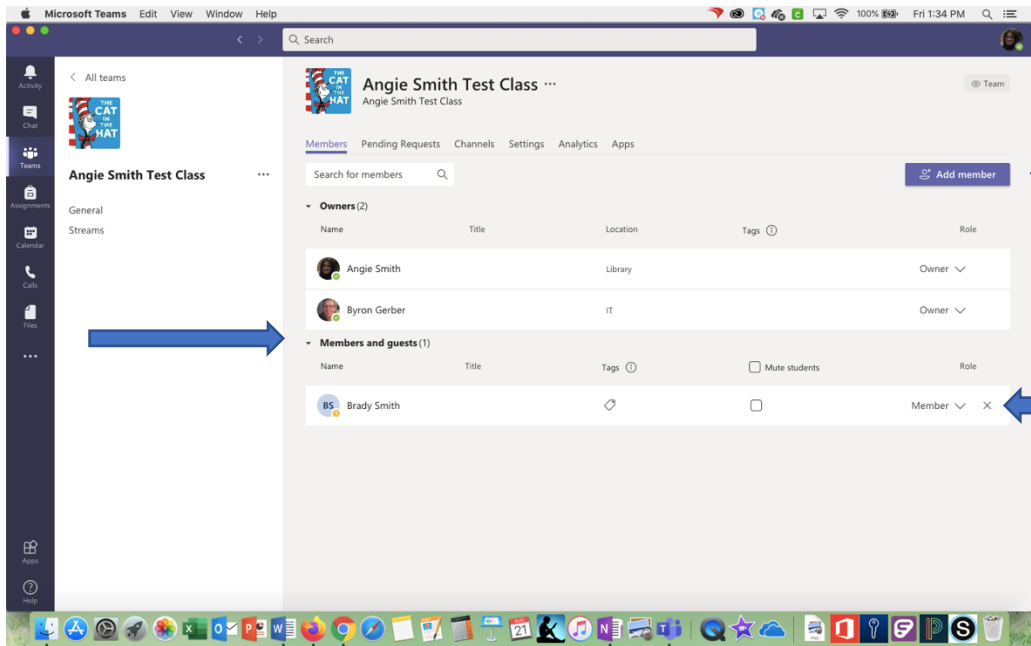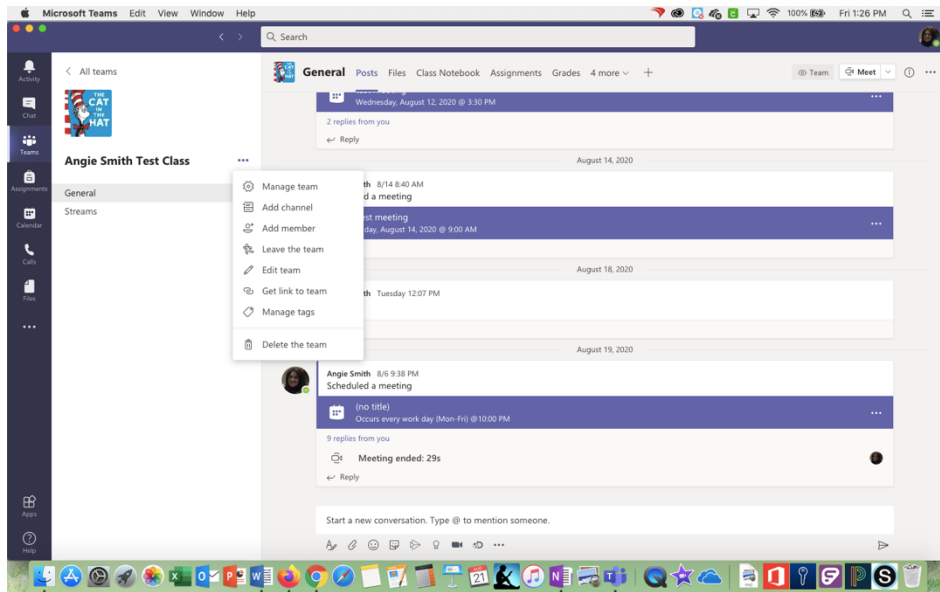

Click on the three dots next to the Team. If you don't need to see that Team, you can click Hide to remove it from the main screen. You can always get back to it by clicking on Hidden Teams.

If you click on Manage Team, you will be able to see the students who are in the Team. If you need to, you can add students who may not be showing up. You can also remove students by clicking on the x next to their name.

When you are in a Team, if you click on the three dots next to the name and click Edit Team, you can change the name and the image!