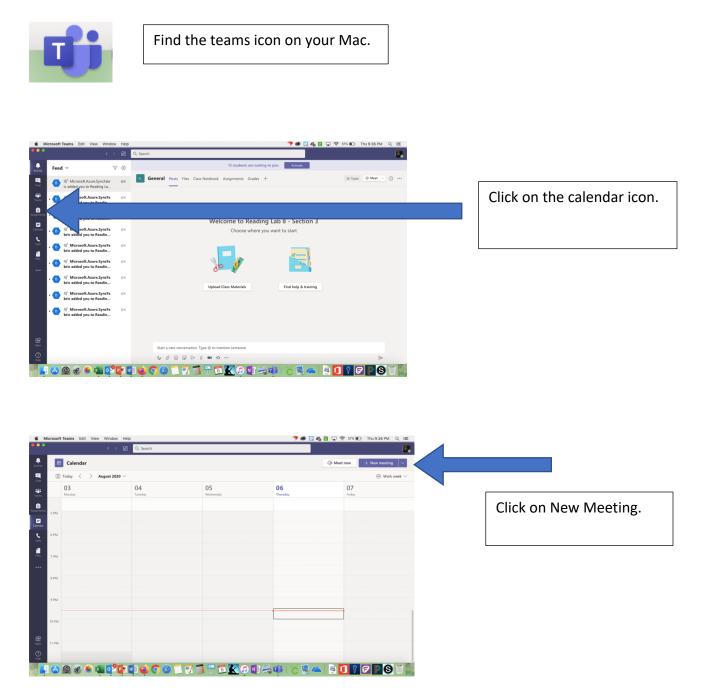
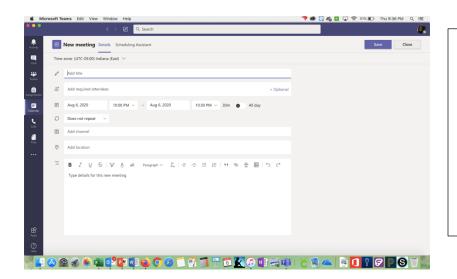
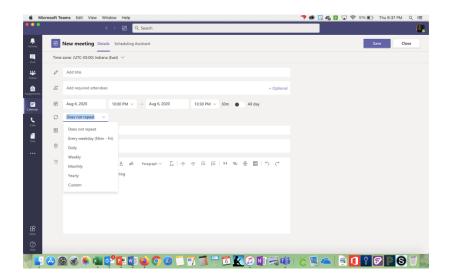
**Before using Teams with students, when you first open a Team, at the top of the screen, it will say that you need to activate it and will tell you how many students are waiting to join. Click Activate.

Steps to Scheduling a Video Conference in Teams

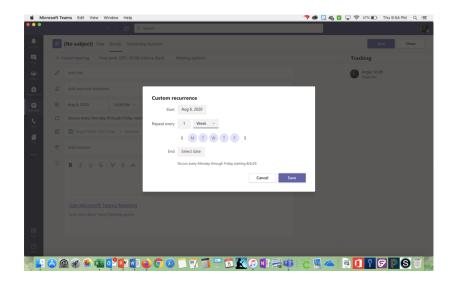




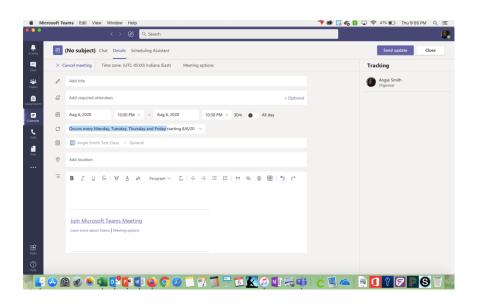
Type in the name of your meeting (probably your class name to help remote students joining from the calendar). Skip the line that says "add participants". Put in the date and the time for the meeting.



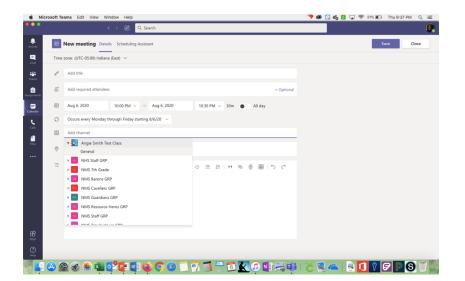
Now you are ready to set the recurring meeting details (if you want the meeting to reoccur). Choose custom.



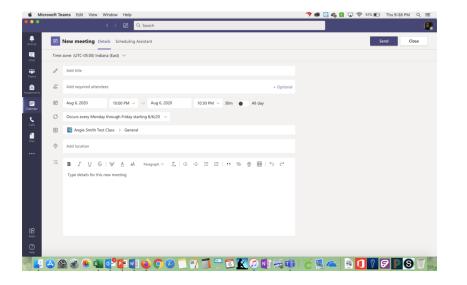
Put in the date of the first meeting. Choose week if you want to have a daily recurring meeting and select the days on which you want the meetings to occur. Put in the date of the last meeting of the grading period. Save.



It should now say that the meeting occurs at the time of your class



Where it says Share to a Channel, choose your class. Click the word general below it.



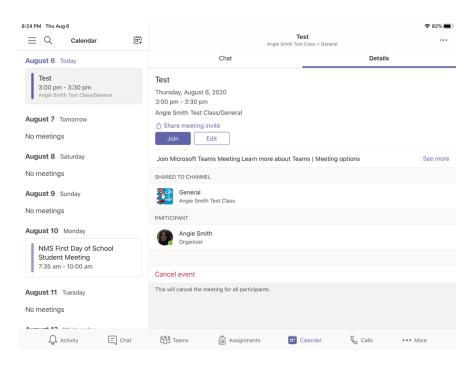
If you want, you can add some descriptions or instructions in the last box. It is not necessary. Click on Send in the upper right-hand corner.

Repeat this process for each of your classes with remote learners.

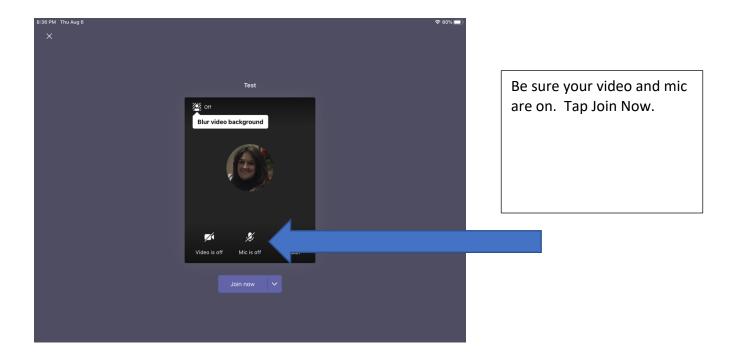
Steps to Starting a Video Conference in Teams on the iPad

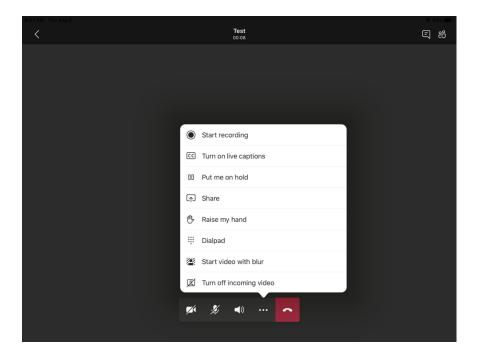


Find the Teams icon on your iPad.

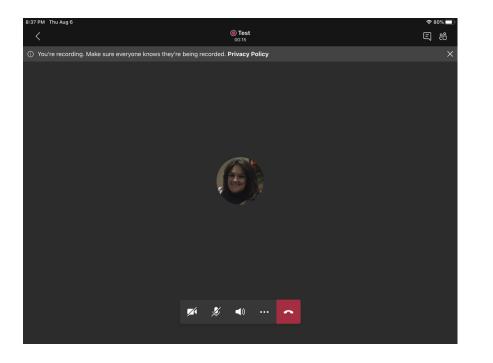


Tap on the day. Tap join.





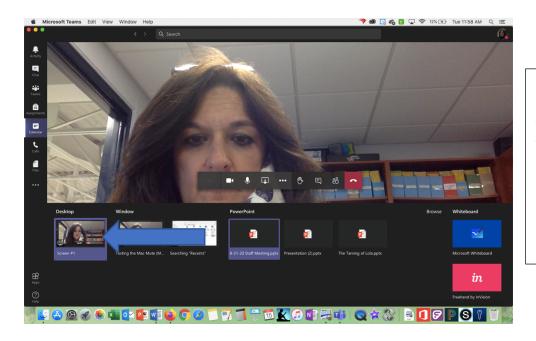
If you want to record the meeting so students who were unable to attend or absent from on-site learning can view it later, tap the three buttons next to the red phone icon. Tap start recording.



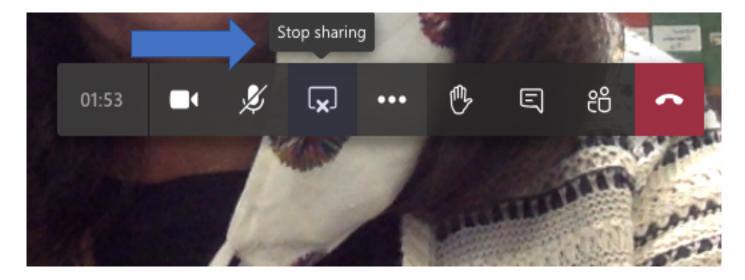
At the top of the screen, it will show that you are recording the meeting. When meetings are over, they are automatically uploaded into Stream, which is a tool for storing and sharing videos in Office 365.

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.

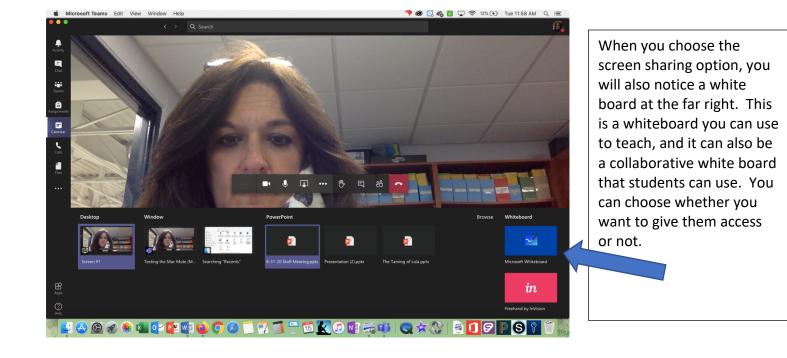
More Options in Teams

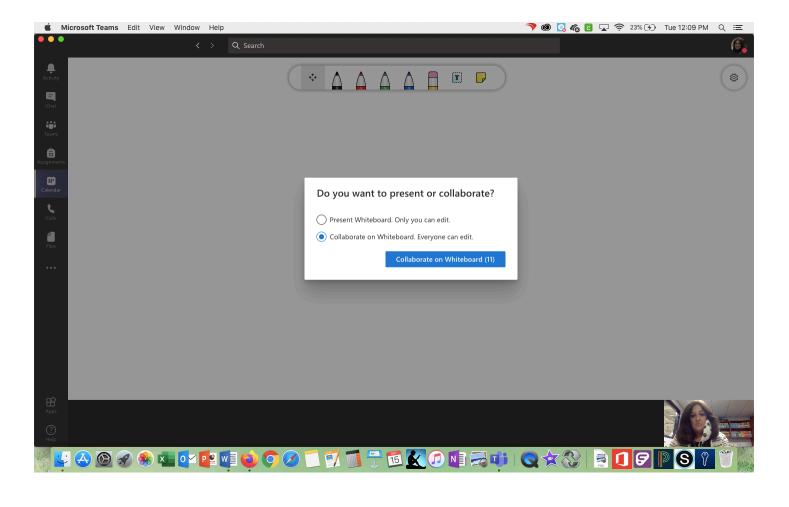


If you want to screen share, so kids can see what you have on your device, click on the box with the arrow. On the Mac, a series of windows will appear at the bottom of the screen. You can choose the first box to show students what you have on your desktop.



When you are done screen sharing, click the box in the bottom right hand corner of the screen to go back to the meeting view. Then, click on stop sharing.



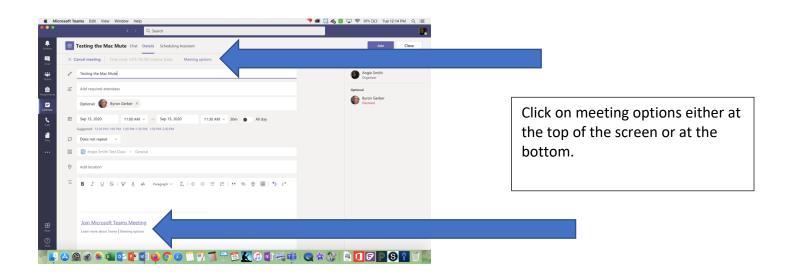


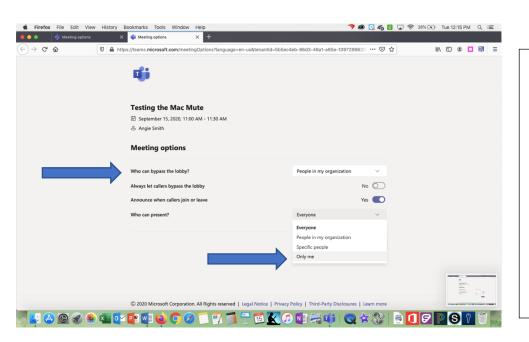
Managing Permissions in Teams

🔹 Microsoft Teams Edit View Window Help 🍼 🏶 🖸 🐙 🗢 28% 🕀 Tue 12:14 PM 🔍 🖃											
•••			Q. Search			@					
Activity	Ē	Calendar	t now + New meeting V								
E. Char	(‡) Today < > September 2020 >										
iii Tearra		14 Monday	15 Tuesday	16 Wednesday	17 Thursday	18 Friday					
asignments	11 AM		Argie Smith III Testing the Mac Mute Argie Smith III								
Calendar	12 PM	Test A3 Technology Testing GRP/General NHS 1 III	Cenceled-LA Remote-Learners Lisa Weybright	1							
<u>د</u>]							
files	1 PM										
	2 PM										
	3 PM	NHS staff meeting David Parker			Get Schooled Tour Staff Training MMS Cafeteria Katie Lopolito-Meyer						
	4 PM										
H Apps	5 PM										
() Help	6 PM										
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		۵ 😰 😒 象 🖉 🙆	🖉 ڬ 📀 🖉 🗊	1 😷 🖾 🔣 🕖 📢 🔫	🕶 । 🔾 🛠 🗶 । 🗟	1 6 P S ? T M					

If you have kids entering meetings way too early to chat with friends or you have students kicking each other out of meetings or muting each other, there is a way to fix that.

Open an already scheduled meeting on your calendar.

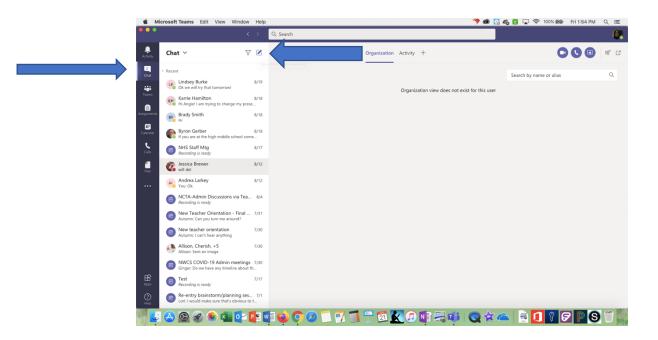




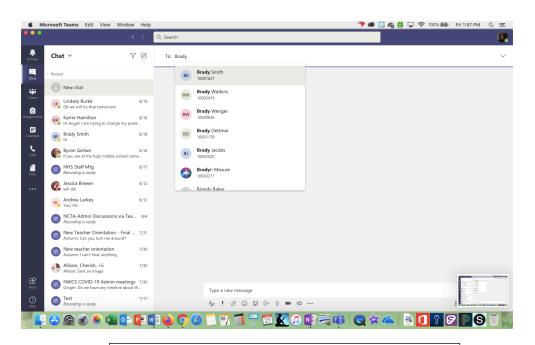
Where it says "Who can bypass the lobby?" You can select no one. This will prevent kids from joining early, but will force you to admit them.

Changing the presenter to "only me" will prevent kids from being able to mute and kick others out of a meeting.

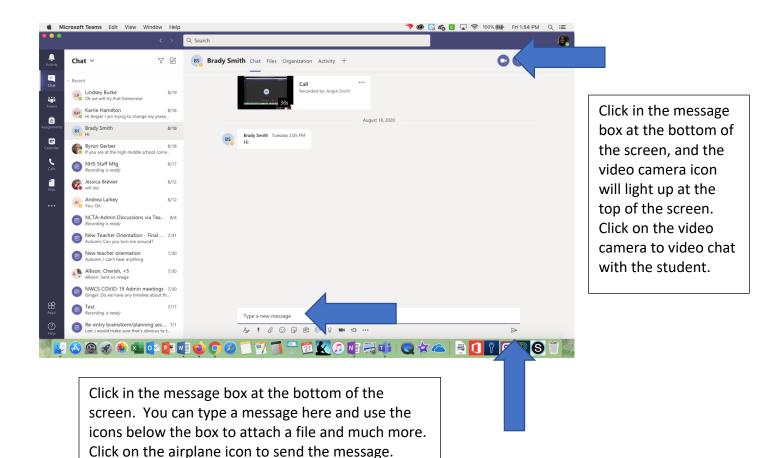
Chatting or Video Calling Individual Students for Support



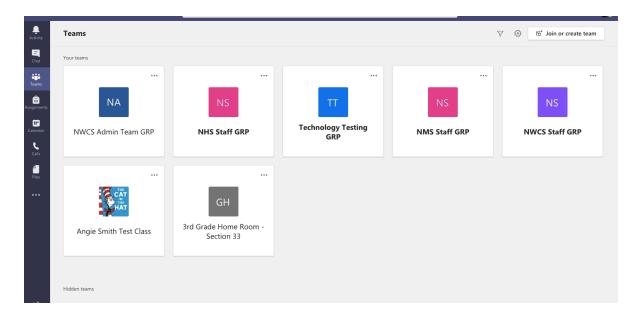
Click on the chat icon at the left of the screen. Click on the box with the pencil at the top of the chat box.



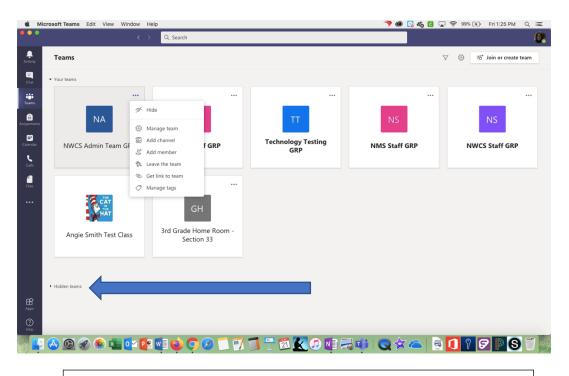
Start typing in the name of the student and choose his or her name from the list.



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.

	ficrosoft Teams Edit View Wind	low I	Help			> @ 🖸 4 6 🖸 5	🛛 奈 99% [兆]・ Fri 1:25 PM Q 😑		
•••			> Q. Search				<u>@</u>		
 Activity	Teams						♥ ඕ [*] Join or create team		
Chat	▼ Your teams								
Teams									
Ê	NA	γ	de		TT		NC		
Assignments	NA	0	Manage team			NS	NS		
E Calendar	NWCS Admin Team GF	_	Add channel	GRP	Technology Testing	NMS Staff GRP	NWCS Staff GRP		
C alls			Add member		GRP				
1		-	Set link to team						
Files		01	danage tags						
			GH						
	Angie Smith Test Class		3rd Grade Hom Section						
	Hidden teams								
Apps									
(?) Help									
	- S 🙆 🛞 🛷 🌸 💶 🖸	< P	e 🕡 🎃 🕥 🤇	0 1 7	🧻 😷 🗖 🔀 🔊 🖬	🖥 🔍 🛠 🗠 📑			

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.

	icrosoft Teams Edit View Window	w Help				- 💎 🕲 😡 🚱 🔍 🛜 '	100% 🚱 Fri 1:34 PM Q : 🖃
			Q Search				@
Activity Chat	< All teams		Angie Smith Test	th Test Class			(1) Team
T earns	Angie Smith Test Class		Members Pending Request	: Channels Settings Q	Analytics Apps		ੁੰ* Add member
Assignments	General		- Owners (2)				
Calendar	Streams		Name	Title	Location	Tags (1)	Role Owner 🗸
Calls Teles			Byron Gerber		п		Owner ∨
Files		\Rightarrow	Members and guests (1) Name	Title	Tags (1)	Mute students	Role
			BS Brady Smith		0		Member \vee \times
H Apps							
(?) Help							
	🙆 🙆 🛷 🌸 💶 💽	P 🛛 🛛	1 📦 🔿 🧭 📁 🛐	1 📑 😷 🔁 🛛	🗶 厄 🚺 🤜 📫	🔍 🛠 🜰 🗟 🚺	r 🖻 🖻 🕄 🖱 🖉

🐇 Micr	rosoft Teams Edit View Wind	dow Help	Q. Search		💙 🚳 🖸 🍖 🖬 🗔 🗢 🗢 100% (69)	Fri 1:26 PM Q :프
Activity	< All teams		🥵 Genera	Posts Files Class Notebook Assignments Grades 4 more \sim	+ © Team	Ĝ ⁴ Meet ∨ ① ···
El Chat				Wednesday, August 12, 2020 @ 3:30 PM plies from you Reply		
Teams	Angie Smith Test Class			August 14, 2020		
	General Streams		Manage team Add channel Add member Leave the team Edit team Get link to team Manage tags Delete the team	h, dr 14 80 AM d a meeting tst meeting tsy. August 14, 2020 @ 900 AM August 18, 2020 @ 900 AM h Tussday 12,07 PM August 18, 2020 august 19, 2020		
₿			Sch 9 re Q	leduled a meeting Occurs every work day (Mon-Fri) @1000 PM glifts from you		•
Apps			Star	rt a new conversation. Type @ to mention someone.		
(?) Help			A/			⊳
) 🚅 (会 🙆 🛷 🌸 💶 🖸	- Pe V	1 📦 🔿 🤇	2 🗂 🗊 🗊 😷 🗖 🔀 🖉 🗊 🛛	🔍 🛠 🗢 🖻 🔽 🔊	P 6 1

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!

🗯 M	icrosoft Teams Edit View	Window Help							> 🕲	💽 🕼 🖸	⊾	100% 🖼	Fri 1:26 PM	ର୍ ≔
			Q Search											
L. Activity			Update Ang	ie Smith Te	est Class cla	ass details							∯ Meet ∨	
E. Chat			Class name											
tiji Teams			Angie Smith Test Class											
â	Angie Smith Test Clas	is	Choose a class avat	ar										
Assignments			Grade level			Subject								
Calendar			Primary			∨ Othe	er		\sim					
Calls			R			2 -	Gir	\times						
1			Upload		tti i	-0								
•••				Ż	R		%		00					
			群	MD	4	p	$\boldsymbol{\times}$	-						
			!!</th <th>$\mathbf{\mathbf{P}}$</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>E</th> <th></th> <th></th> <th>•</th> <th></th>	$\mathbf{\mathbf{P}}$						E			•	
								Cancel	Update					
Help			A/	005										
	🔼 🙆 🔗 😣 🛛	0 🗹 P 😫 V	vi 😰 🜍 🚺	2 🗌 🖸	7 1 5	21	C 🗇 🛯	1 🔜 📫	0		a) 🚺	86	2 🛛 🕄	