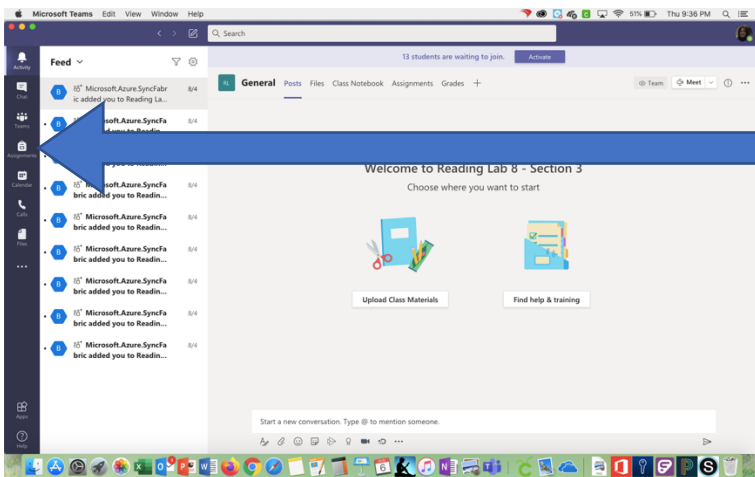


****Before using Teams with students, when you first open a Team, at the top of the screen, it will say that you need to activate it and will tell you how many students are waiting to join. Click Activate.**

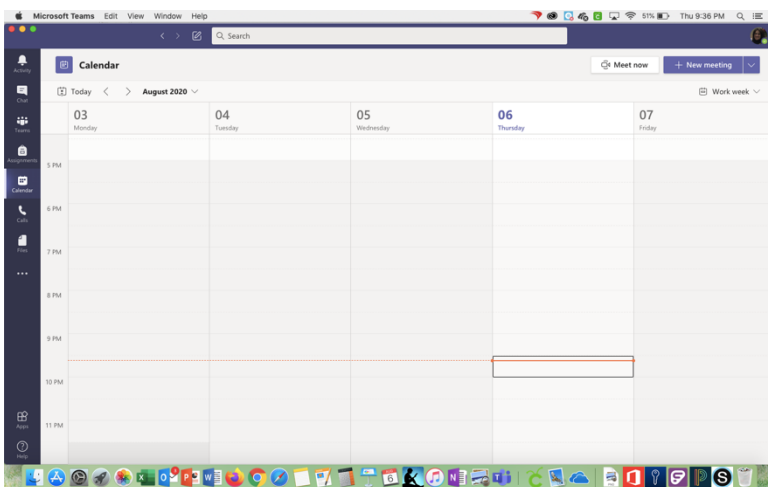
Steps to **Scheduling** a Video Conference in Teams



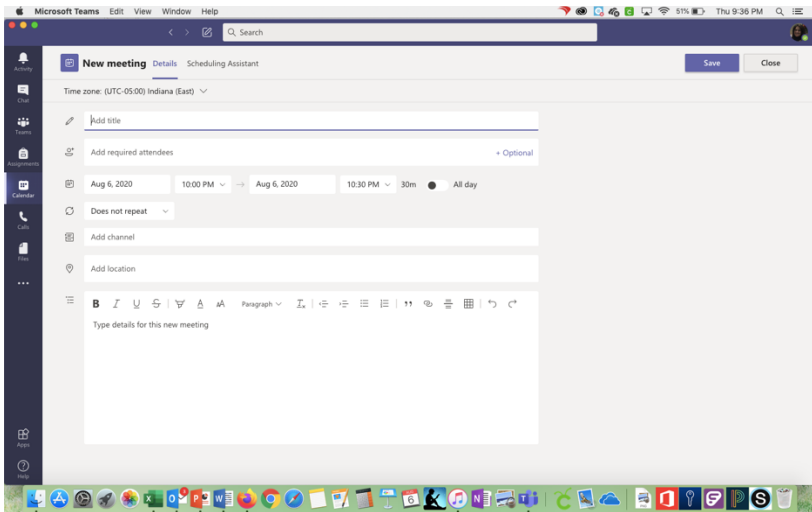
Find the teams icon on your Mac.



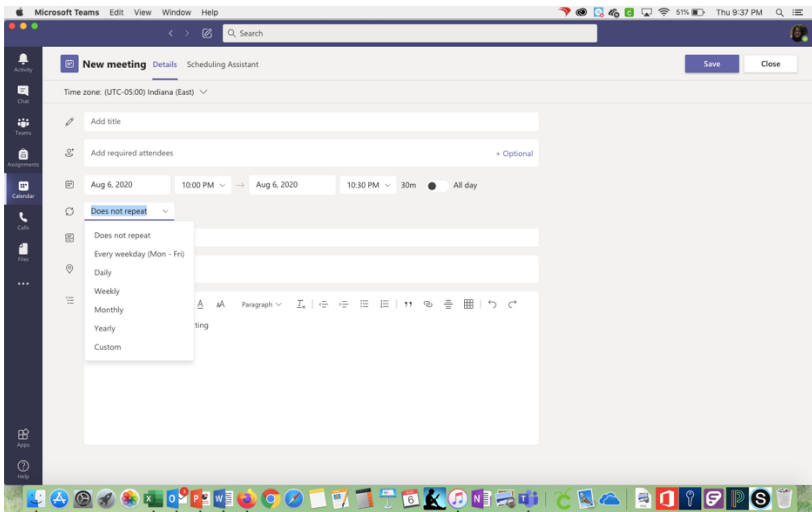
Click on the calendar icon.



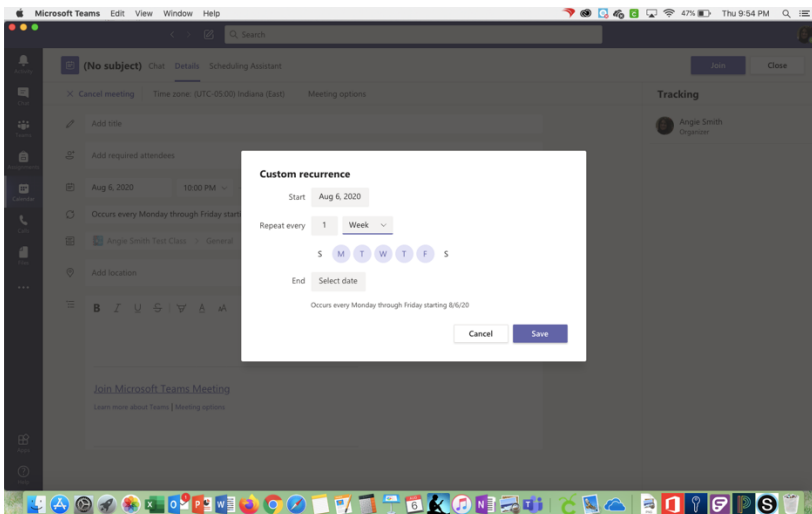
Click on New Meeting.



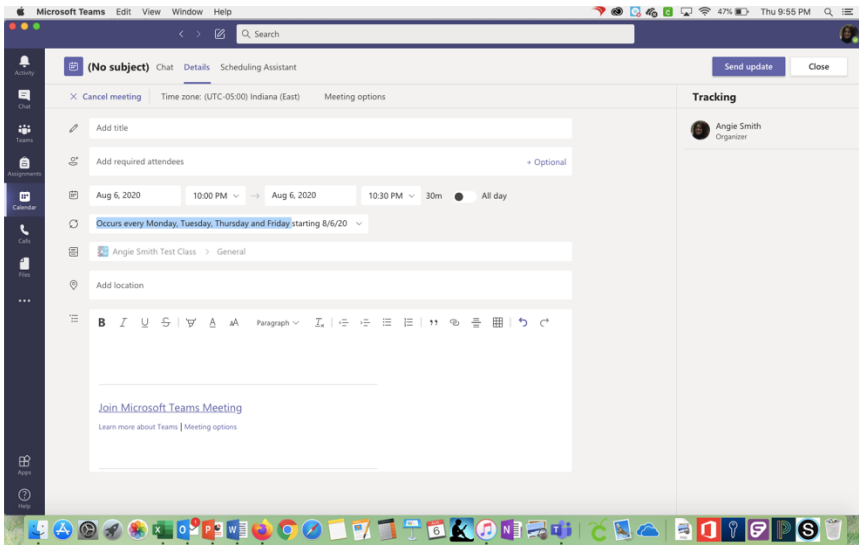
Type in the name of your meeting (probably your class name to help remote students joining from the calendar). Skip the line that says “add participants”. Put in the date and the time for the meeting.



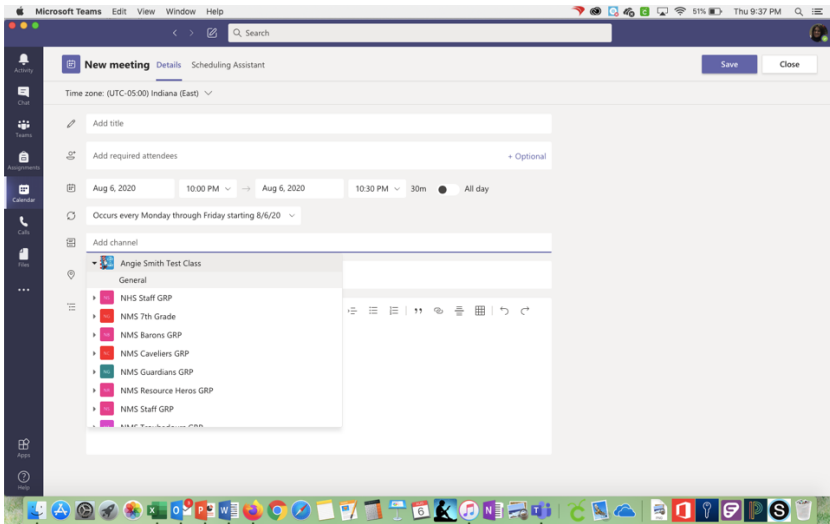
Now you are ready to set the recurring meeting details (if you want the meeting to reoccur). Choose custom.



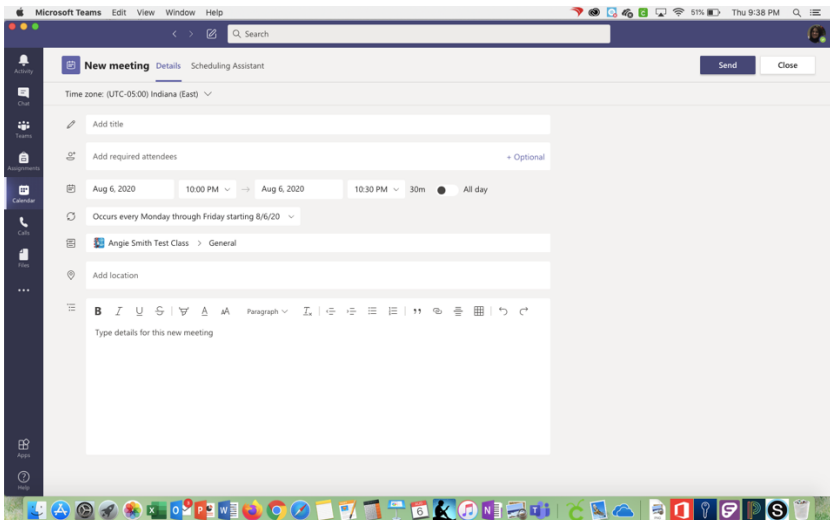
Put in the date of the first meeting. Choose week if you want to have a daily recurring meeting and select the days on which you want the meetings to occur. Put in the date of the last meeting of the grading period. Save.



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.



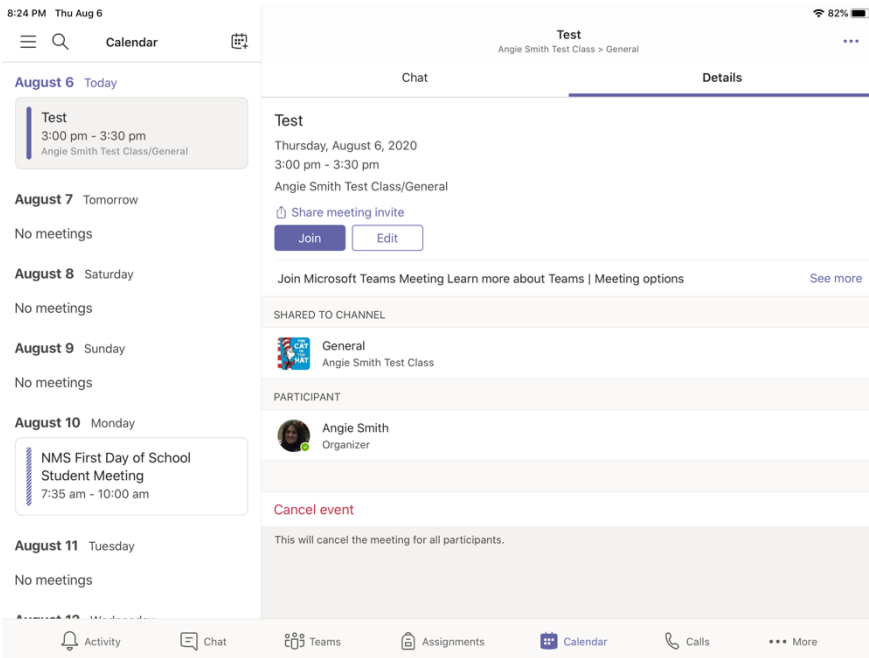
If you want, you can add some descriptions or instructions in the last box. It is not necessary. Click on Send in the upper right-hand corner.

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

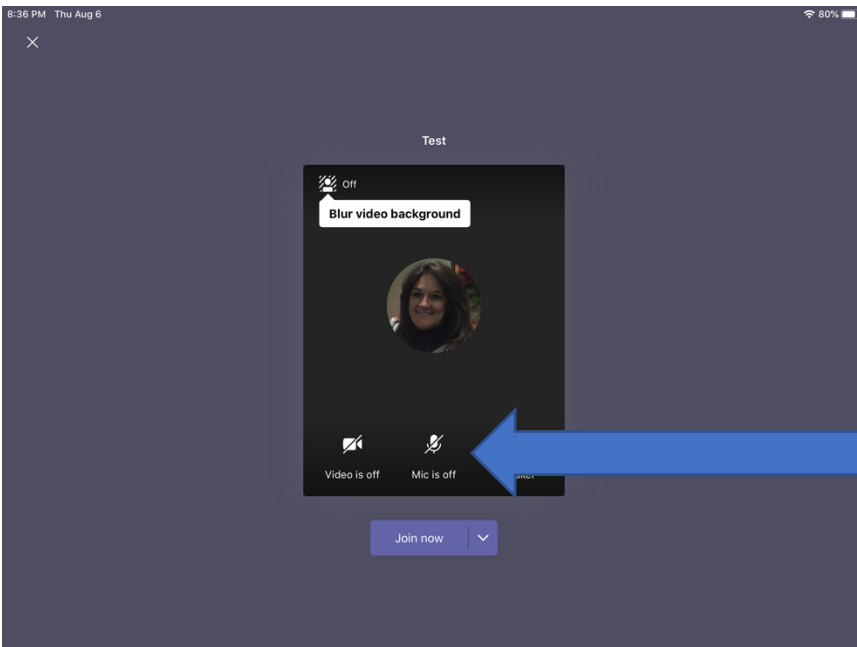
Steps to **Starting** a Video Conference in Teams on the iPad



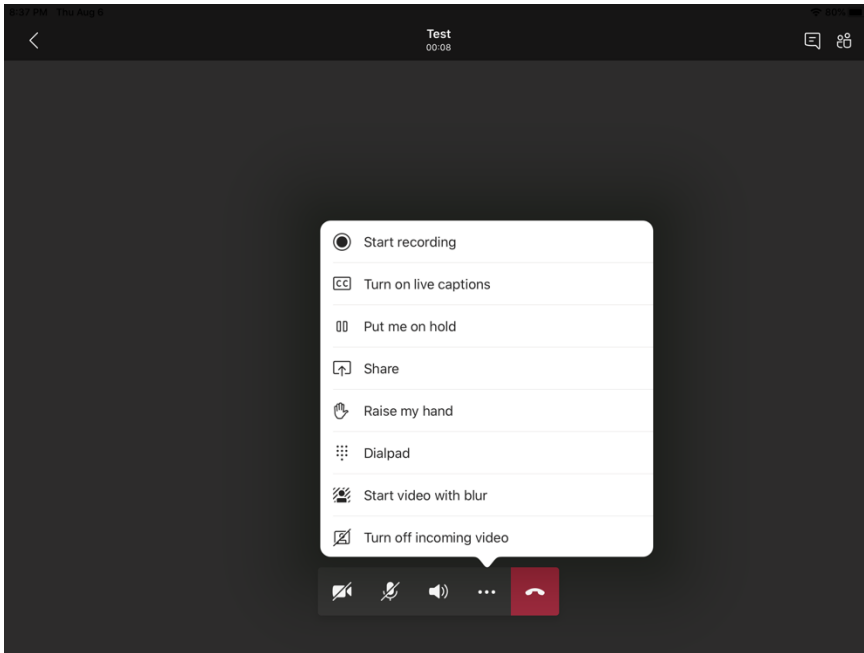
Find the Teams icon on your iPad.



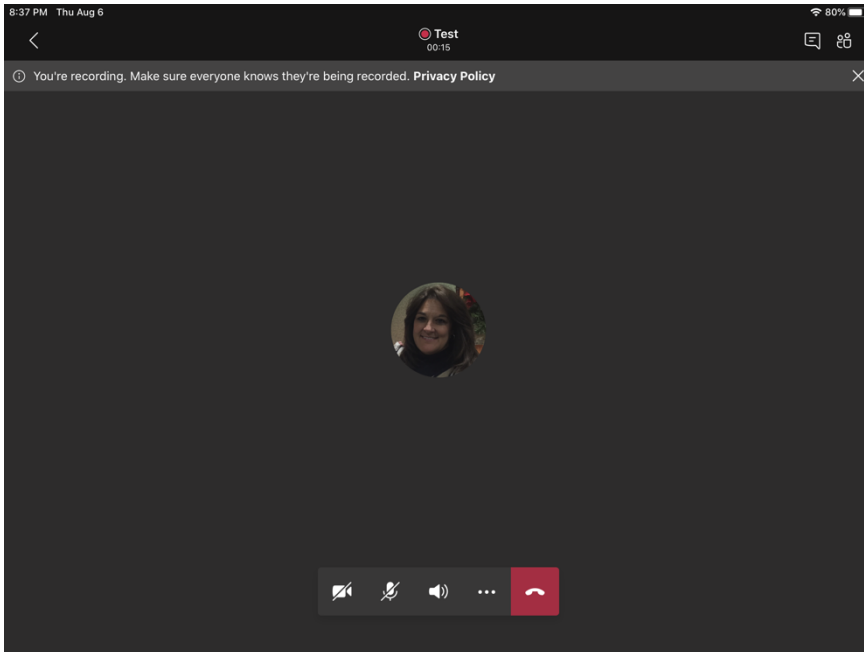
Tap on the day. Tap join.



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



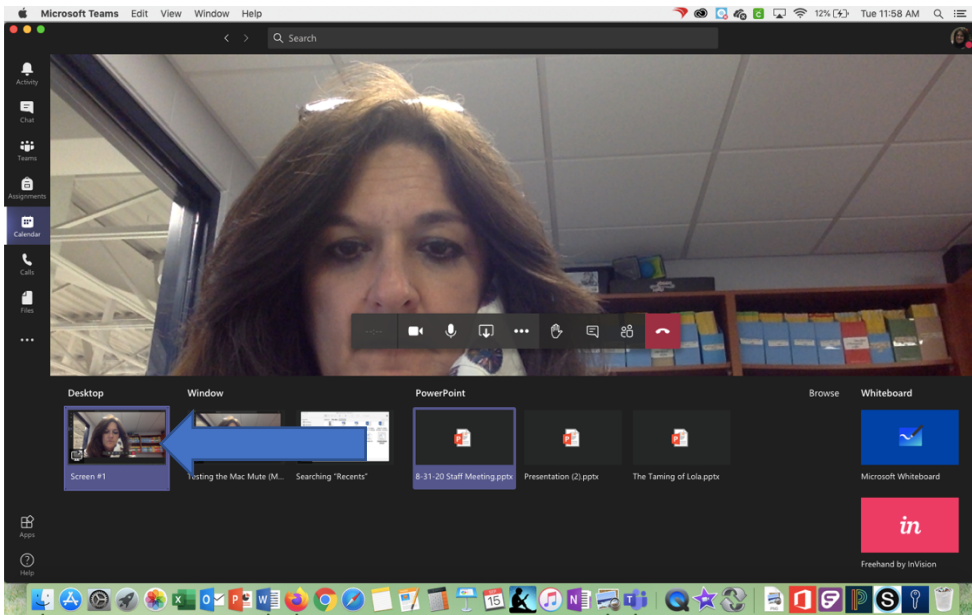
If you want to record the meeting so students who were unable to attend or absent from on-site learning can view it later, tap the three buttons next to the red phone icon. Tap start recording.



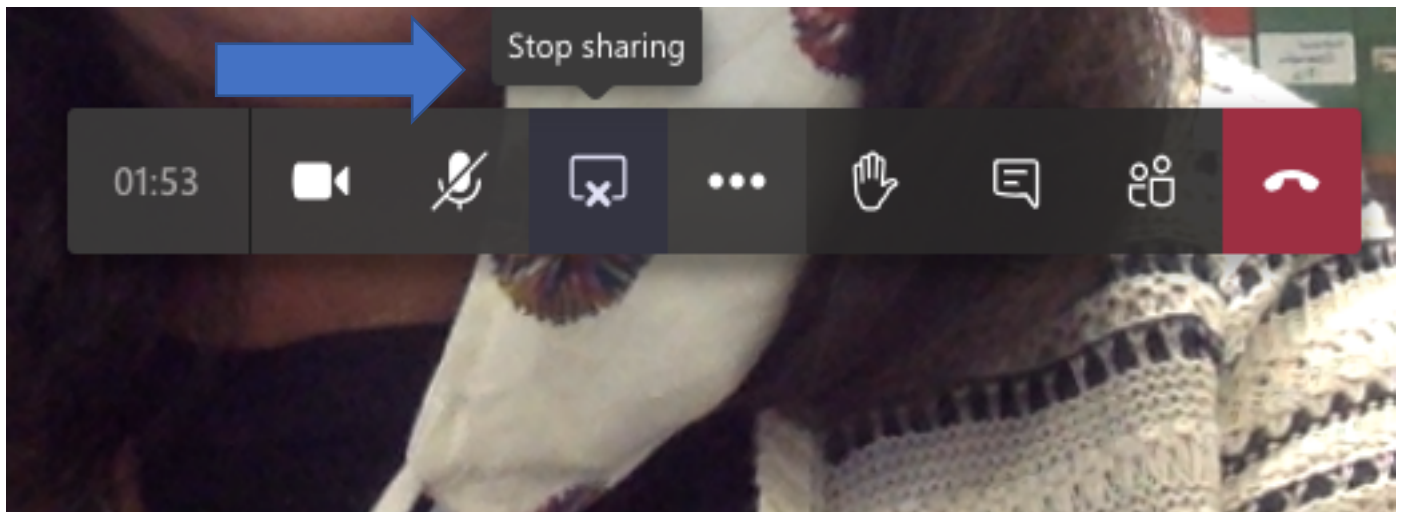
At the top of the screen, it will show that you are recording the meeting. When meetings are over, they are automatically uploaded into Stream, which is a tool for storing and sharing videos in Office 365.

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.

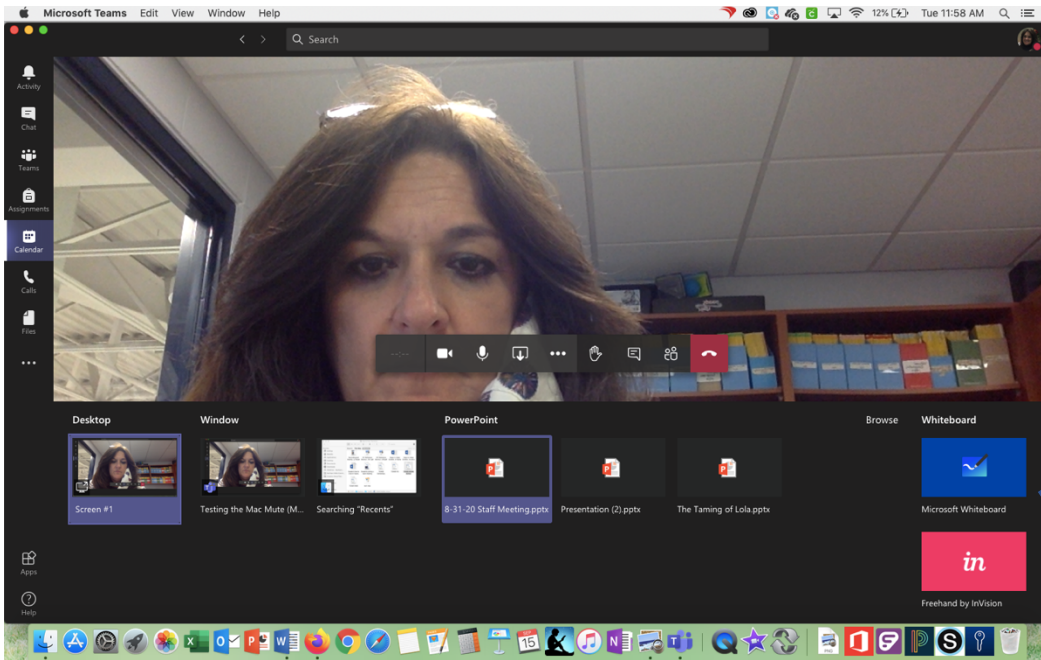
More Options in Teams



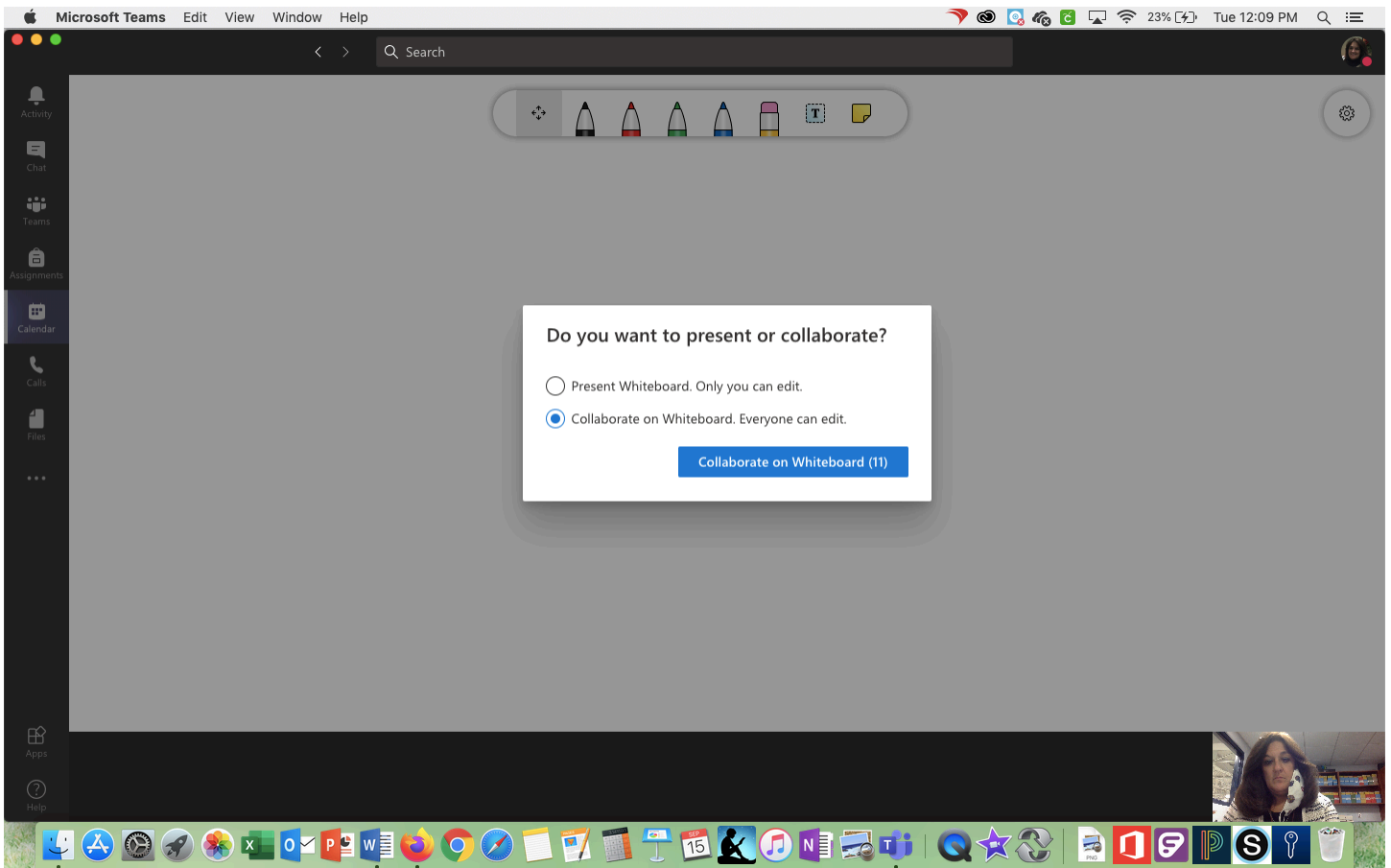
If you want to screen share, so kids can see what you have on your device, click on the box with the arrow. On the Mac, a series of windows will appear at the bottom of the screen. You can choose the first box to show students what you have on your desktop.



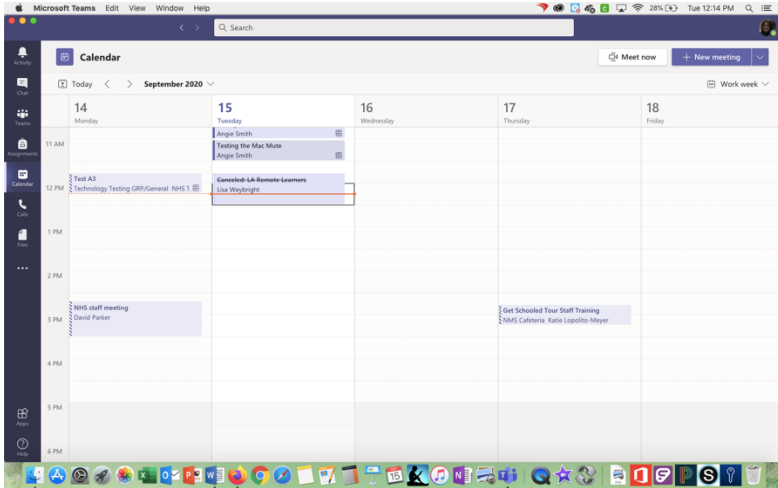
When you are done screen sharing, click the box in the bottom right hand corner of the screen to go back to the meeting view. Then, click on stop sharing.



When you choose the screen sharing option, you will also notice a white board at the far right. This is a whiteboard you can use to teach, and it can also be a collaborative white board that students can use. You can choose whether you want to give them access or not.

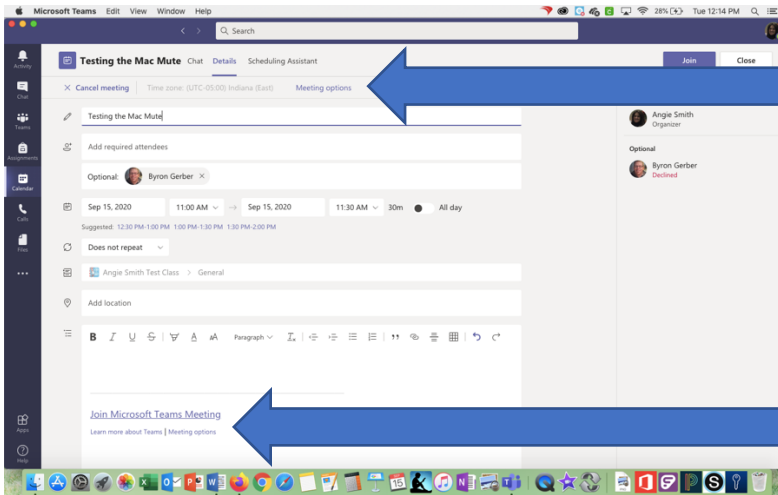


Managing Permissions in Teams

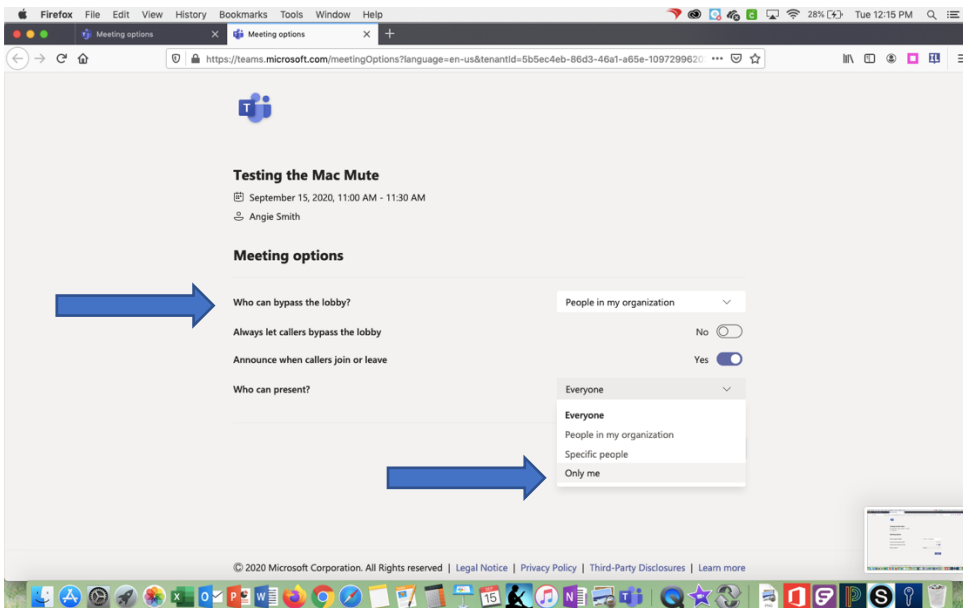


If you have kids entering meetings way too early to chat with friends or you have students kicking each other out of meetings or muting each other, there is a way to fix that.

Open an already scheduled meeting on your calendar.



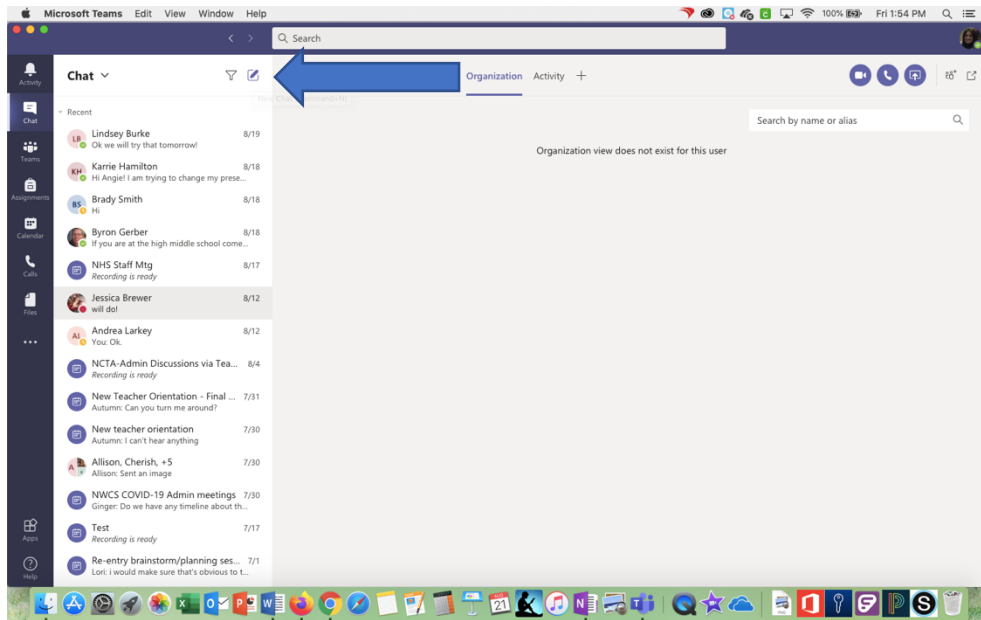
Click on meeting options either at the top of the screen or at the bottom.



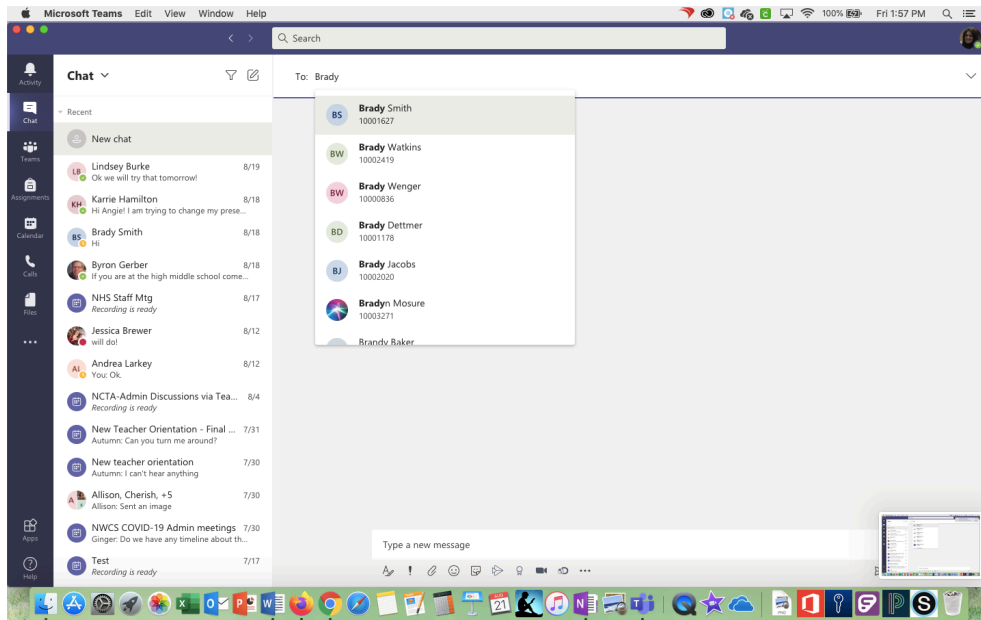
Where it says "Who can bypass the lobby?" You can select no one. This will prevent kids from joining early, but will force you to admit them.

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

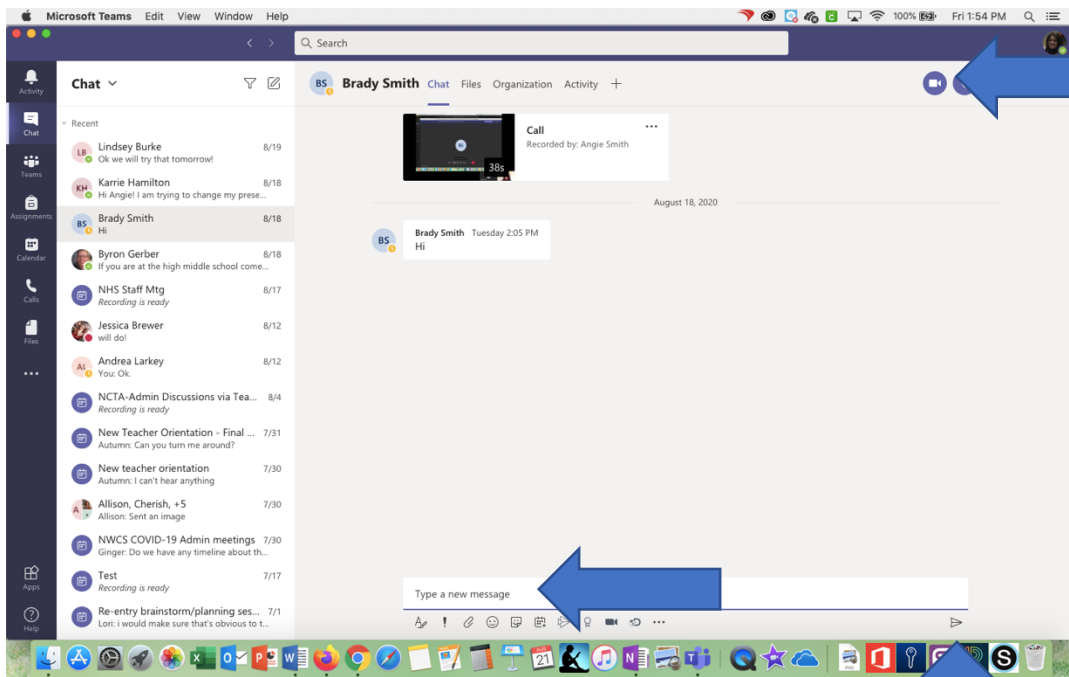
Chatting or Video Calling Individual Students for Support



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.



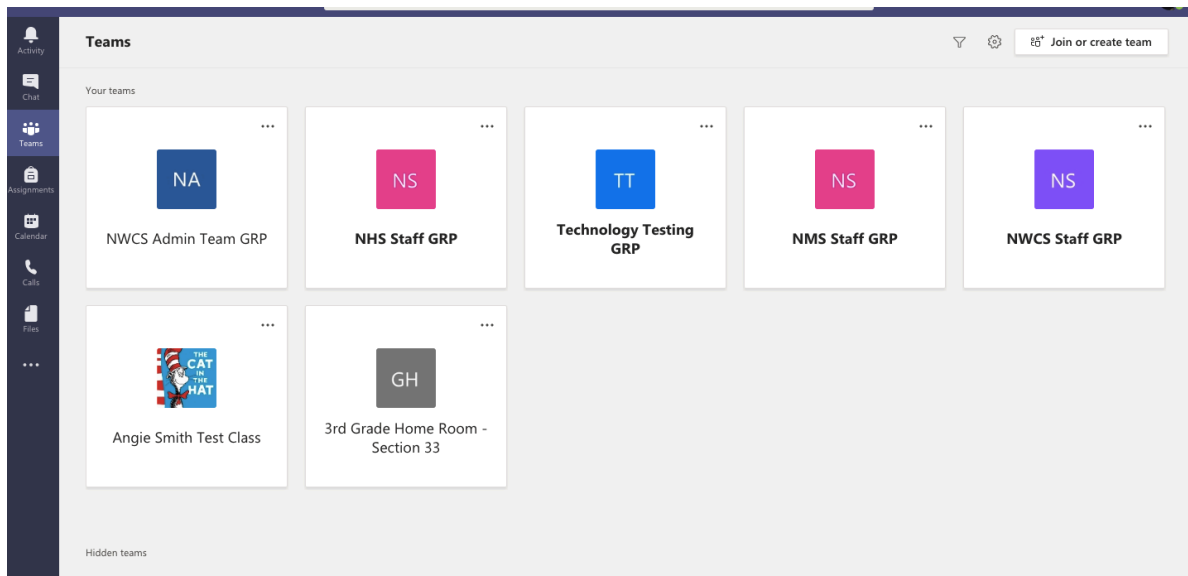
Start typing in the name of the student and choose his or her name from the list.



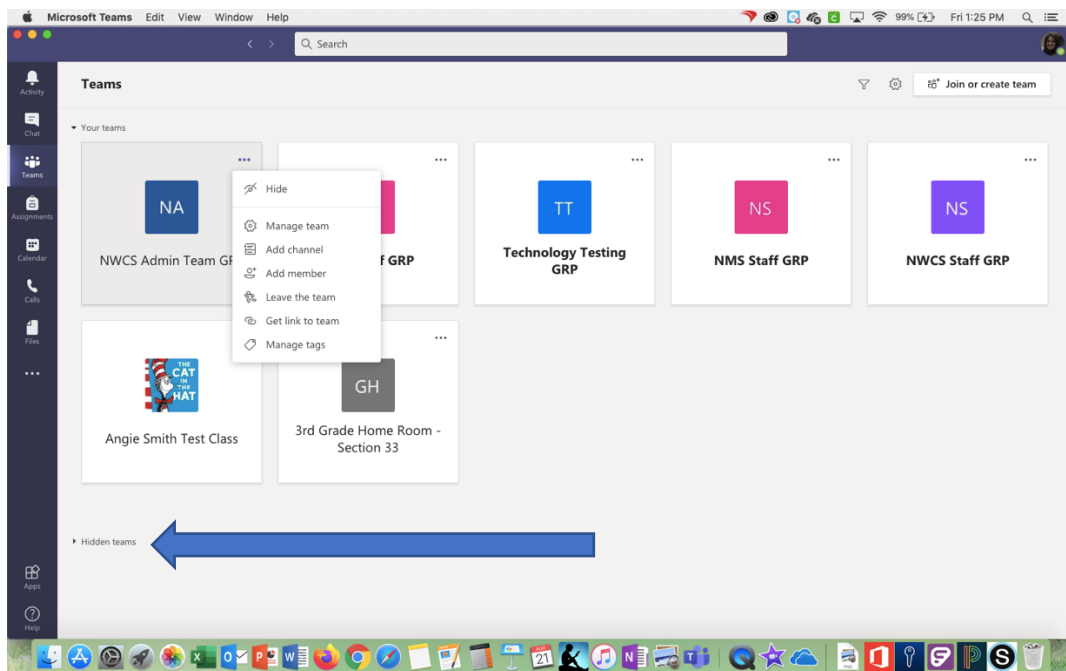
Click in the message box at the bottom of the screen, and the video camera icon will light up at the top of the screen. Click on the video camera to video chat with the student.

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.

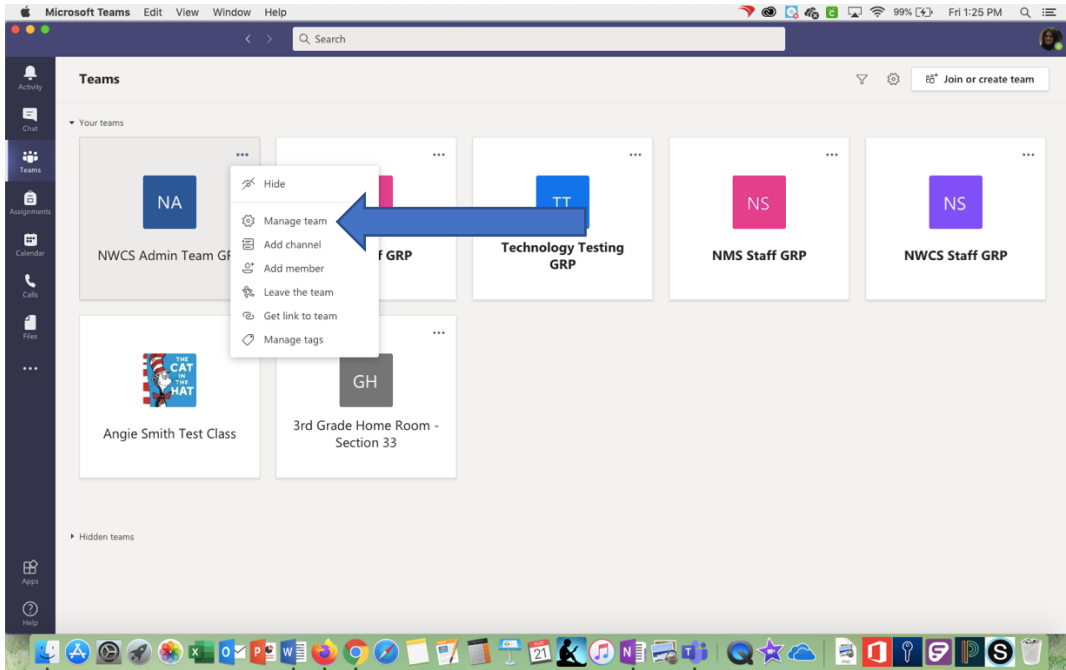
Tweaking Things in Teams (Team/group name, members, team icon, etc)



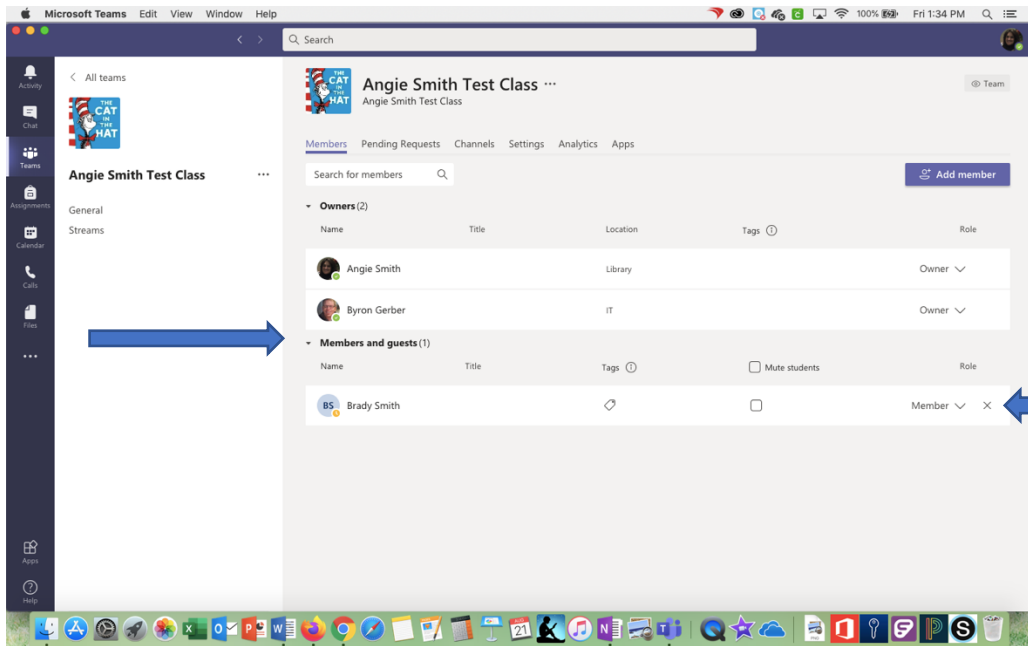
Click on the Teams icon on the left side of the screen in Teams to see all of your Teams/Groups.

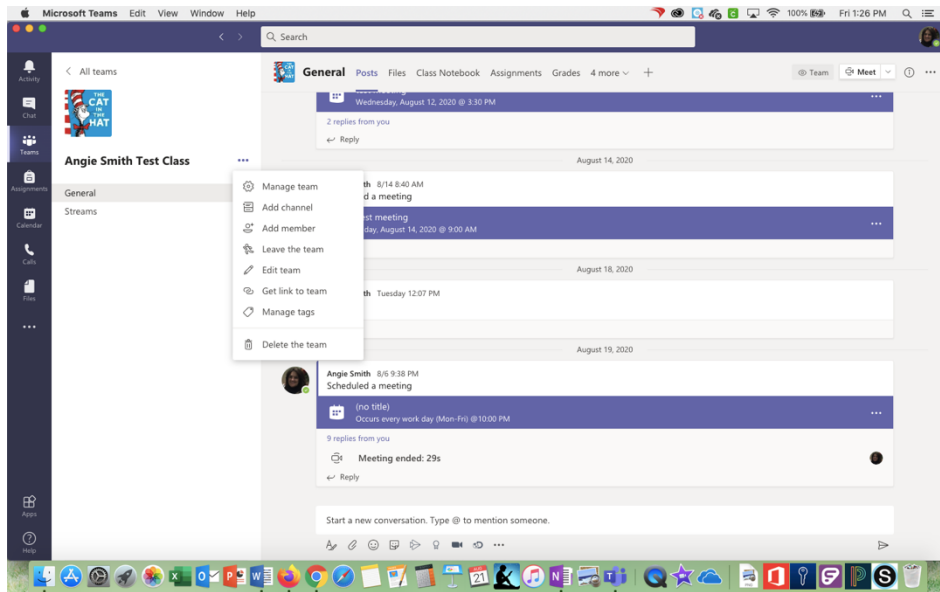


Click on the three dots next to the Team. If you don't need to see that Team, you can click Hide to remove it from the main screen. You can always get back to it by clicking on Hidden Teams.



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!

