

Getting ready for remote learning at Scotch

Microsoft Teams

Introduction

If you need to learn from home, you will need to join your classes online using Microsoft Teams.

Teams acts as a virtual classroom. Your teacher will hold video meetings and you are expected to join and participate in these.

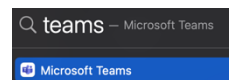
Teams will use your laptop's inbuilt webcam and microphone.

This document will help you make sure you are set up and ready to go for your online classes.

Set up

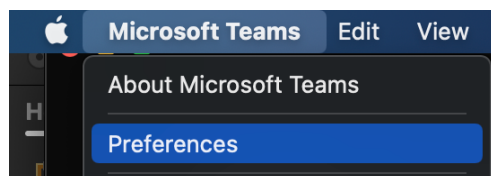
First you should check if Teams is installed on your laptop.

1. Open spotlight search by pressing 'command' and 'space'
2. Type in: **teams**
3. If your search comes up with the app, you can press enter and open it.
If it does not appear in your search results – you will [need to install](#)




Once you have opened Teams, it is a good idea to test your camera and microphone.

Click on Microsoft Teams > Preferences > **Devices**



Here, you can manage your microphone and camera settings, and also make a test call to make sure it is working properly.

 **Make a test call**

[If you are not using an externally plugged-in microphone or webcam, then it should be set to 'internal' and 'built-in']

Audio devices

Internal Mic and Speakers

Speaker

MacBook Pro Speakers (Built-in)

Microphone

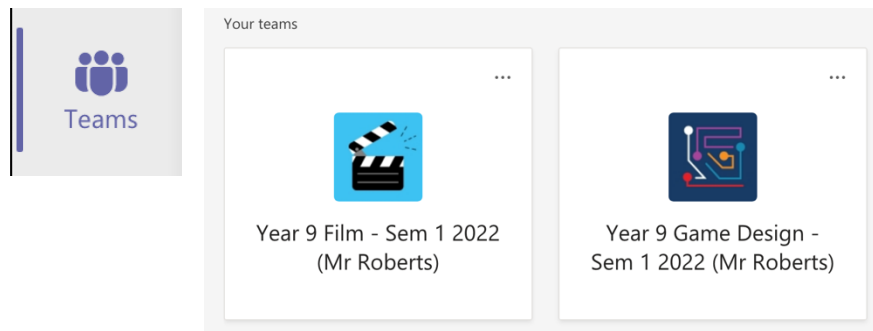
MacBook Pro Microphone

Camera

FaceTime HD Camera (Built-in)

Your online classes

When you open Teams you will see all your online classes created by your teachers. Simply click on the Teams icon on the left menu and navigate the tiles that appear.



When you click on one of these, it will take you to your virtual classroom for that subject.

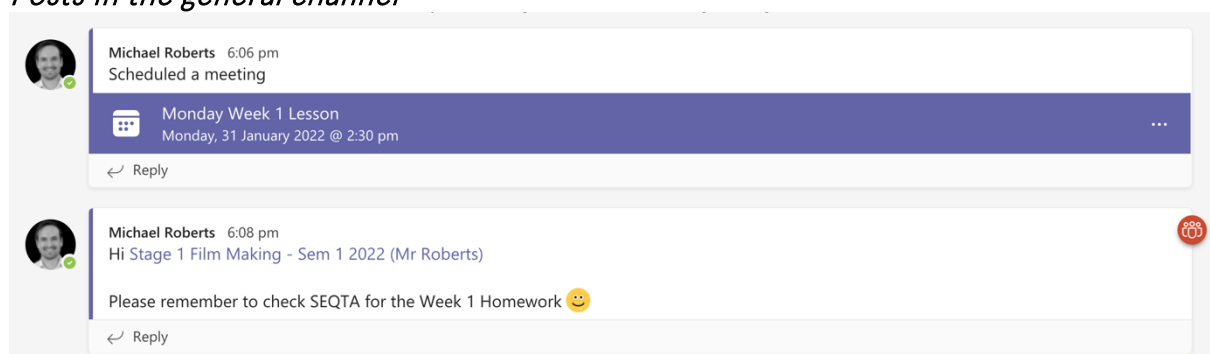
[If there is a class missing, check your email inbox for a Teams invitation that your teacher may have sent. If still not appearing, email your teacher or helpdesk@scotch.sa.edu.au]

Navigating your virtual classroom

When you click on a Team you will be taken *posts* section of the *general channel*.

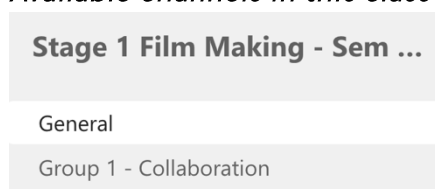
This is where your teacher will write important information about classes and also where you will see the upcoming meetings to join.

Posts in the general channel



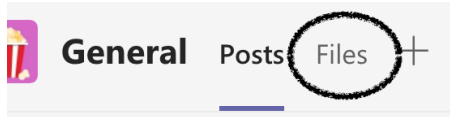
The 'general' channel is the main part of the classroom. But your teacher might make some other channels that you can use as well. Channels are viewed on the left menu.

Available channels in this class



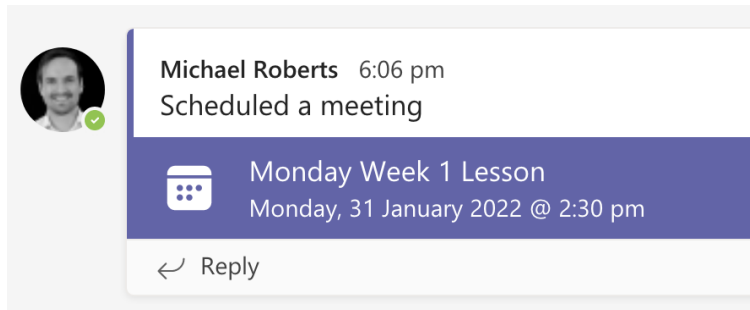
Students won't be able to post in the general channel, but you can reply to teacher posts.

There is also a 'files' section at the top of the Teams window. This will contain any relevant files that your teacher may want to share. These files are specific to relevant channels.



Participating in an online class meeting

When your teacher schedules a meeting, it will appear in the general channel as a post. Clicking on it will allow you to join when it is near to starting.



[You are also able to join a meeting that has already started by clicking on it]

It is important to follow teacher instructions during the online meeting to ensure it runs smoothly for everyone.

This usually means:

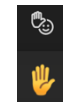
-Keeping your microphone on mute unless asked otherwise.



-Keeping video on unless asked otherwise.



-Raise your hand using the hand icon when wanting to speak.



Please remember that typical classroom etiquette is expected during a virtual meeting.

Ensure that your correct uniform is showing, and you are located at a suitable workspace such as a desk or table. Beds and casual clothes are not appropriate.

Just like a physical classroom, teachers will run their virtual classrooms a bit differently to each other. Please follow the instructions of each particular class. Online meetings generate an attendance record for teachers, so it is important you are present for the entire duration of the class.

Good luck!

You are now setup and ready to go with Microsoft Teams for your online classes.

Remember that SEQTA is still the location of your main lesson information and assessments.

Scotch Life and school email are still the main means of school communications.

Microsoft Teams is the temporary replacement of the physical classroom. It is our method of collaborating in an online meeting space.

If you are having any technical difficulties remaining with Teams after following this guide, please contact:

IT:

helpdesk@scotch.sa.edu.au

or

Mr Mike Roberts

mroberts@scotch.sa.edu.au