

How to join a Microsoft Teams virtual lesson via Office 365

Pupil Code of Conduct

When participating in virtual lessons or livestreaming lesson activities at Millom School, I understand that the following rules apply:

- I will only use Microsoft Teams through my school 365 account.
- When I join the virtual lesson I will turn off my camera and mute my microphone.
- I will only unmute my microphone at the invitation of my teacher.
- If I wish to ask a question or make a comment I will use the 'hands up' feature to show my teacher that I wish to speak.
- I will not use the Teams chat facility unless invited to do so by my teacher for a learning activity.
- I will not attempt to record or screengrab any part of the lesson.
- I will be respectful of the teacher and other pupils in the class and will only give answers or opinions when invited to do so and the language I use will be appropriate.
- My teacher will apply the school behaviour policy if my behaviour does not meet expectations and there will be consequences for this.
- If I have any concerns about the virtual lesson, I will report my concerns to my teacher. If I have any concerns about my teacher, I will report my concerns to Mr Eaton via email.

Office 365 navigation sidebar containing:

- Apps icon (9 squares)
- Outlook
- Word
- PowerPoint
- SharePoint
- Class Notebook
- Forms
- OneDrive
- Excel
- OneNote
- Teams
- Sway

Main content area showing a list of items:

- Shared with me
- Class notebooks
- Discover
- Class Notebooks (9m ago)
- Class Notebooks (13h ago)
- Class Notebooks (Yesterday at 17:30)
- Class Notebooks (Sat at 20:43)
- Class Notebooks (Sat at 20:35)
- Class Notebooks (Sat at 16:22)

Sign into your school Office 365 account (I'm using Chrome browser here not the desktop version) – this is the same one you use for One Note school email!
Click the 9 squares top left and select the Teams icon



You can also download the Teams desktop app from <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

I think this is actually better than using the web browser – you can see more people and can change your background!



You can also download it onto a mobile or tablet.

The screenshot shows a Windows desktop with a browser window open to the Microsoft Teams download page. The page has a navigation bar with 'Microsoft 365', 'Microsoft Teams', 'Plans and pricing', 'Features', 'Resources', and 'Download Teams'. The main content area is titled 'Download Microsoft Teams' and includes the text 'Connect and collaborate with anyone from anywhere on Teams.' Below this are two buttons: 'Download for desktop' and 'Download for mobile'. To the right, there are three overlapping windows: a chat window showing a conversation with 'Ellis Family', 'Amelle Whittle', 'Laila Zakis', 'Elliot Ellis', 'Tobias Wolfe', 'David Mariano', and 'Vanessa Ellis'; a survey results window titled 'New Like Designs' with a bar chart and a table of responses; and a Teams meeting window titled 'Adventure Works Cycles - Marketing'.

Response	Percentage	Count
Very positive	50.55%	1,236
Somewhat positive	24.79%	606
Neutral	15.99%	391
Somewhat negative	4.17%	102
Very negative	4.50%	110
Total Respondents		2,445

The screenshot shows the Microsoft Teams web interface. At the top, there are browser tabs for 'Email - Catherine Vance - Outlook' and 'Microsoft Teams'. The address bar shows the URL 'teams.microsoft.com/_#/school/?ctx=teamsGrid'. Below the address bar is a search bar with the text 'Search for or type a command'. The main header area includes the 'Microsoft Teams' logo, a search icon, and a 'Join or create team' button. On the left side, there is a navigation pane with icons for 'Activity', 'Chat', 'Teams' (highlighted with a red circle), 'Assignments', and 'Apps'. The main content area is titled 'Teams' and shows a list of teams under the heading 'Your teams'. There are four team cards displayed:

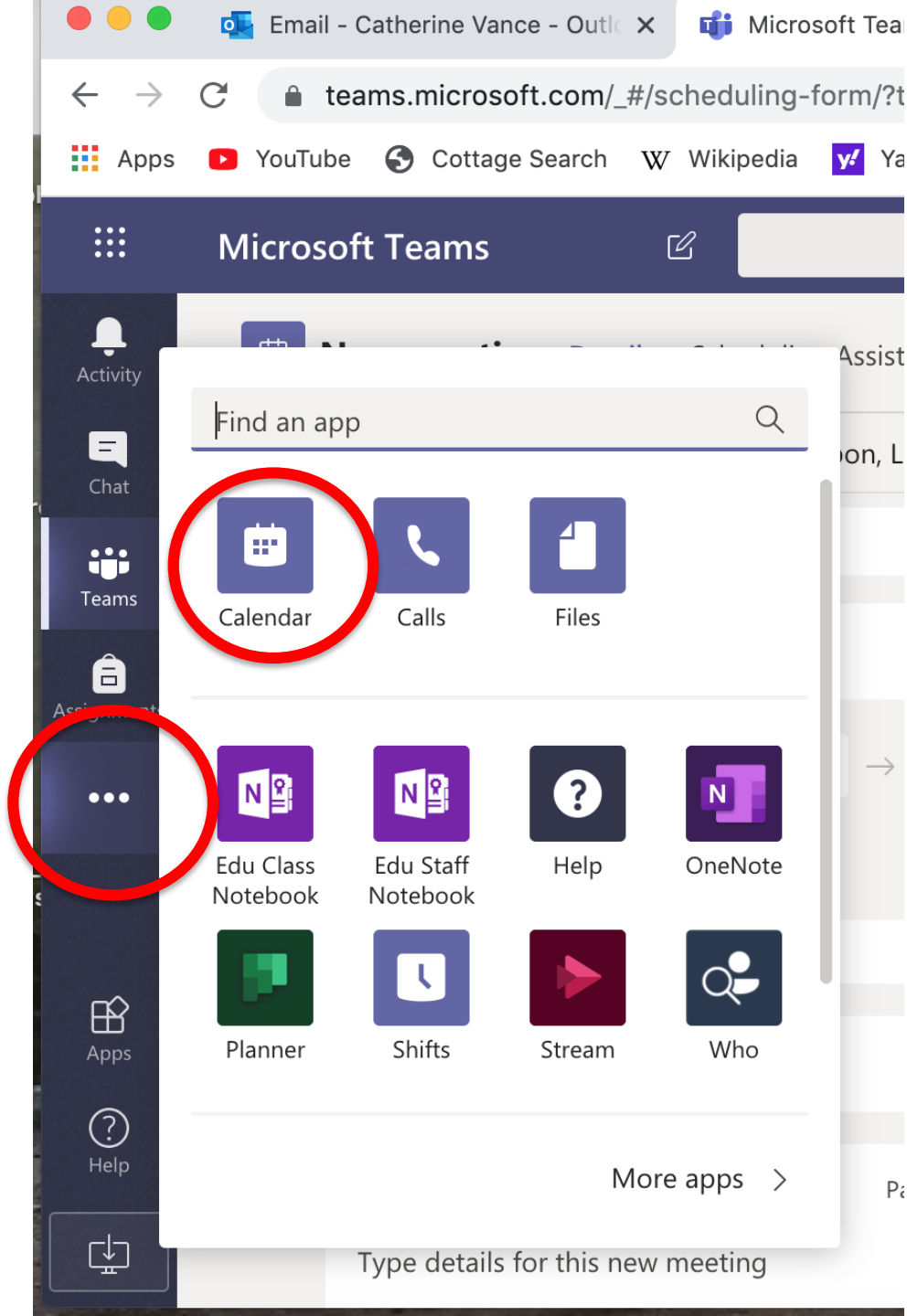
- Millom School - SLT**: Card with a teal square containing 'MS'.
- Mrs Vance's Year 8 Science Class**: Card with a grey square containing an icon of three people.
- Millom School - Critical Incident Group**: Card with a blue square containing 'MS'.
- Millom School - AssistantHeads**: Card with a grey square containing 'A'.

These are my existing teams – either ones I've created or been shared in to. Yours may appear blank! Or if your teacher has already added you to a team, your class may appear here!

The screenshot shows the Microsoft Teams interface for creating a new meeting. The browser address bar shows the URL: teams.microsoft.com/_#/scheduling-form/?threadId=19:4b4516a155e4470aaa0e1b313f3e389c@thread.tacv2&conversationId=19:4b4516a155e4...

The page title is "New meeting" with sub-headers "Details" and "Scheduling Assistant". A "Send" button is located in the top right corner, circled in red. Below the title, the time zone is set to "(UTC+00:00) Dublin, Edinburgh, Lisbon, London". The meeting title "Department Meeting" is circled in red. Below the title, there is a field for "Add required attendees" with a "+ Optional" link. The meeting date and time are set to "29 Apr 2020" at "14:00", with a duration of "30m". The meeting is set to "Does not repeat". The meeting is associated with the "Music > General" channel. There is a field for "Add location". At the bottom, there is a rich text editor with the text "Type details for this new meeting".

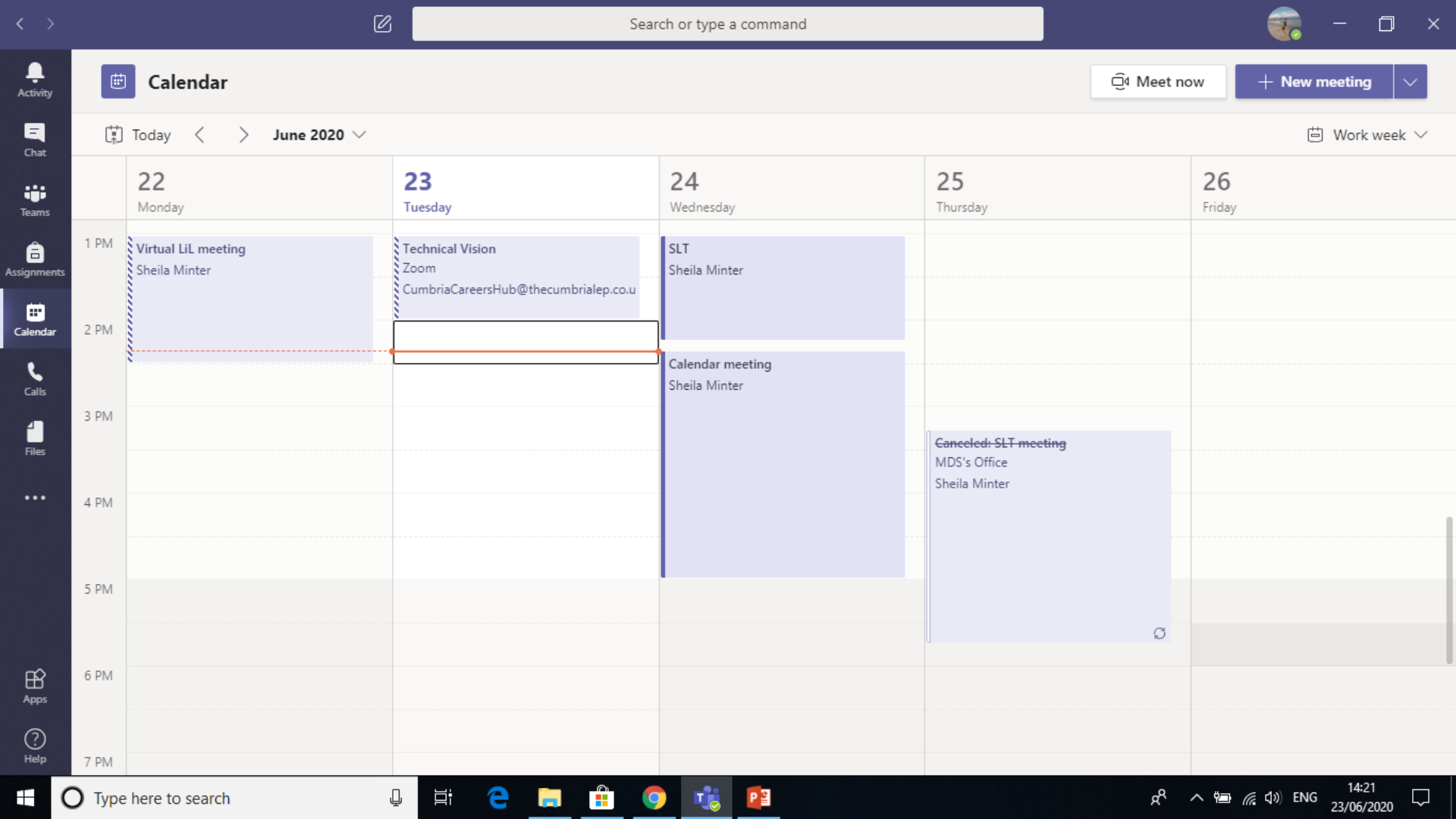
Your teacher will create a meeting for the virtual lesson – they may click ‘send’ which will send you an email to your school address with a link. You just click the link in the email to join. You’ll probably get the option to RSVP in the email – you can click to ‘accept’ the meeting. Once you do this the meeting will appear in your calendar.



Don't worry though if your teacher doesn't email you a link or if you accidentally delete the email.

You can also access your calendar by clicking on the 3 circles.

You can use your calendar to join a meeting.

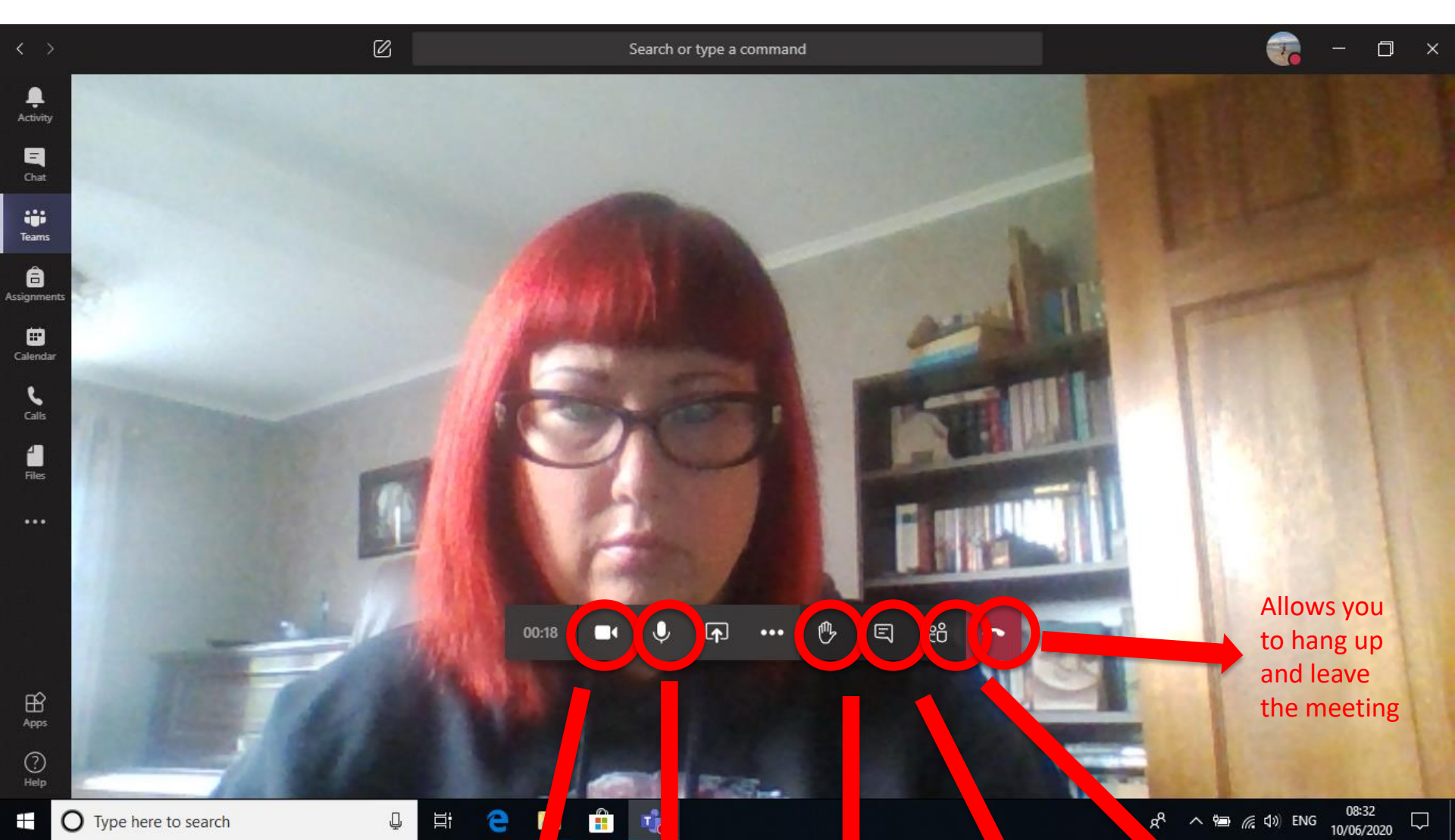


This is what my calendar looks like for this week! If I wanted to join a meeting I would simply click on the meeting and select 'join' (top right).

I am then given a preview using my webcam and can check the quality of my sound

As you join the meeting you should turn off your mic and camera

Your teacher will invite you to turn your mic on when it's appropriate!



00:18



Allows you to hang up and leave the meeting

Turns off video

Mutes mic

Hands up – allows you to indicate to your teacher that you want to speak

Shows group chat – do not use, please!

Shows meeting participants

Your teacher will record the lesson – this will capture your image (if you have your webcam on) and voice (if you have your mic on)

They are recording the lesson to make sure the lesson is available on One Note to students who couldn't make the live lesson

You will be able to access the lesson at a later date (if you wish to re-visit it) by clicking on the link from One Note (see next slide)

Year 8 Work 2020	
History	Untitled Page
Geography CNN	Mrs Vance (8 set 1)
Maths_NEW	Set 3 Miss Tyson & Mrs Irvi...
I.T	8 set 1 Mrs Shepherd
French	8 set 2 science Mrs Wood
English	
Music	
PD	
Science Yr 8	
Technology	
Extras from Mrs Drage	
> _Collaboration Space	
> _Content Library	
+ Section	+ Page

your blue book at home). Work through the slides and complete the tasks within.

This is a really good website for the extension work on types of orbit: <https://earthobservatory.nasa.gov/features/OrbitsCatalog#:~:text=There%20are%20essentially%20three%20types,farthest%20away%20from%20the%20surface.>



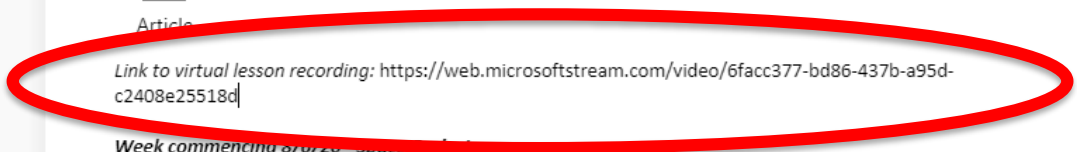
Satellites lesson



satellites



Article



Link to virtual lesson recording: <https://web.microsoftstream.com/video/6facc377-bd86-437b-a95d-c2408e25518d>

Week commencing 8/06/2020
You are tasked with making a booklet suitable for a child aged 8-9. Your booklet should explain to the child all about space – our universe, the Milky Way, our Solar System and how far we have progressed with space science and space travel. Ideas for extension topics to research can be found on the slides below as well as detailed instructions of what to include.

This is a link to one of my science lessons (30 mins) on satellites if you want to view how it might look!

<https://web.microsoftstream.com/video/6facc377-bd86-437b-a95d-c2408e25518d>

Microsoft Privacy Statement for Teams

- Please read!

<https://www.microsoft.com/en-us/microsoft-365/blog/2020/04/06/microsofts-commitment-privacy-security-microsoft-teams/>