Sindh Madressatul Islam University, Karachi

Microsoft Teams

User Guide

Purpose:

Teams is a program that will allow you to interact with, get instruction from and seek help from your teachers.

Your first point of call for lesson information should be SMIU as usual, this will provide specific lesson instructions for your lesson that day and should either include the resources that you would need to access or direction on where to find them.

Teams becomes the virtual classroom space, where you can hear from/see you teachers and get extra support or instruction.
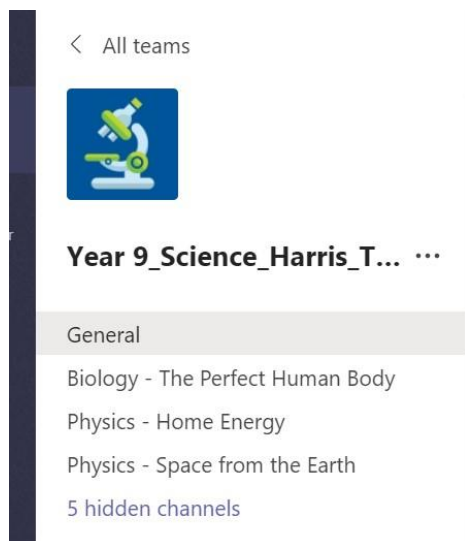
Glossary:

Team:

This is the overall group, your teachers will add you to a team for each of your classes.
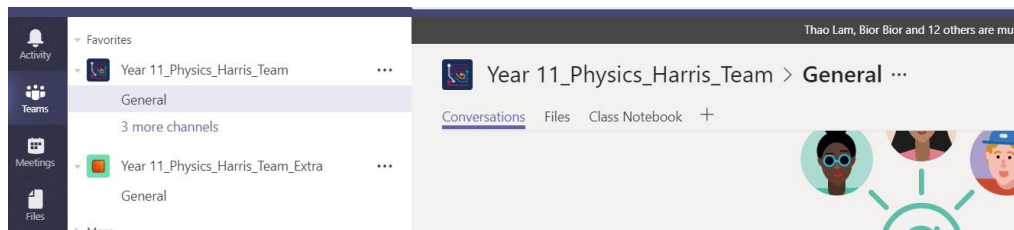

Channel:

Underneath the team name you will see one or more channels. Some teachers may just use the General channel, others may set up specific channels for certain topics or units of work.

Follow the instruction of your teacher for which channel to access.
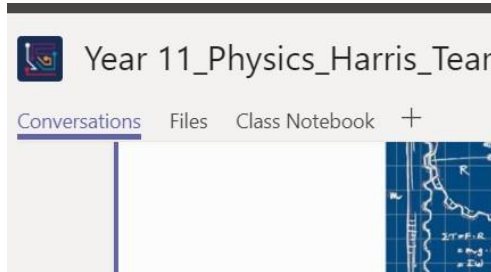

Note: some channels will be hidden by default, clicking on where it says '# hidden channels' will show all the hidden channels:
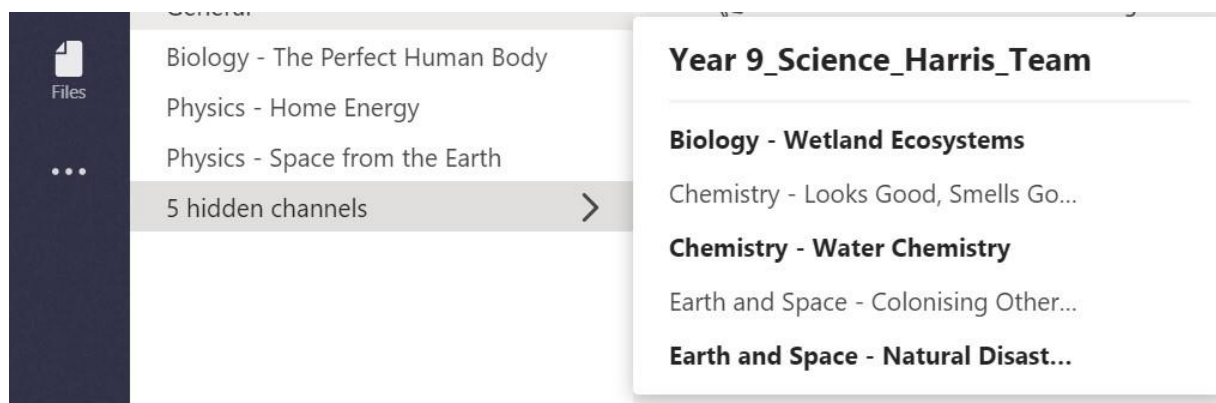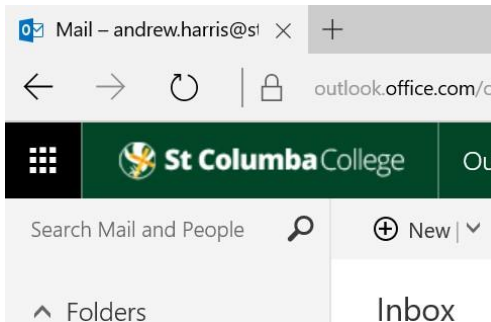
Tabs:

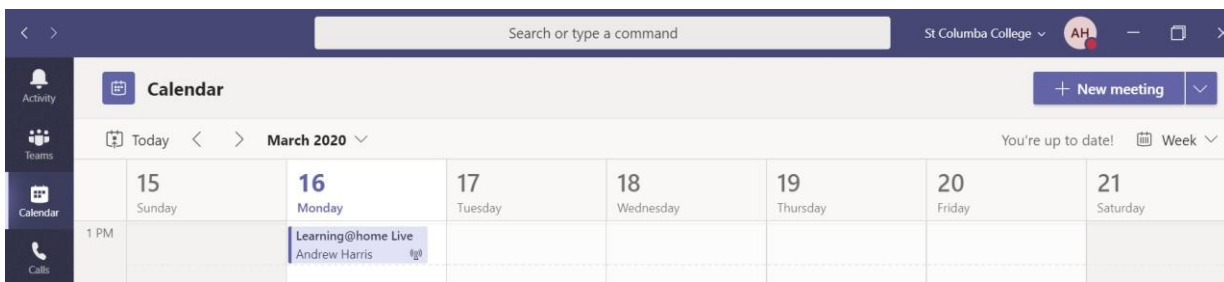At the top of the team there will be a series of tabs, this is where you will go to access files.

Waffle:

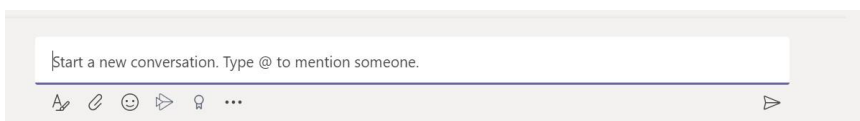The 9 dot grid on Microsoft product that opens up other options:

Calendar:

Exactly as the name suggests, this is where you find your meeting or live event sessions that your teachers set up.

Teams conversation wall:

This is found on the landing page of the team. This is a public forum to communicate in a written way to other members of the team.

Finding Teams:

There are 2 ways to access Microsoft Teams.

1. Through Outlook (or Office 365)
2. Dedicated desktop app

Both options work fine, but the desktop app tends to be a little more stable/reliable as it does not need another program (browser) to run it.

Outlook/Office 365:

> *Note: while all browsers should work, Chrome is usually the most reliable for Office 365 features, despite Edge being a Microsoft product it sometimes has issues with a few of the Office 365 programs.*

Using the web-based email (i.e. in a browser – Edge or Chrome) in the top right corner there is a 'waffle' of 9 dots,
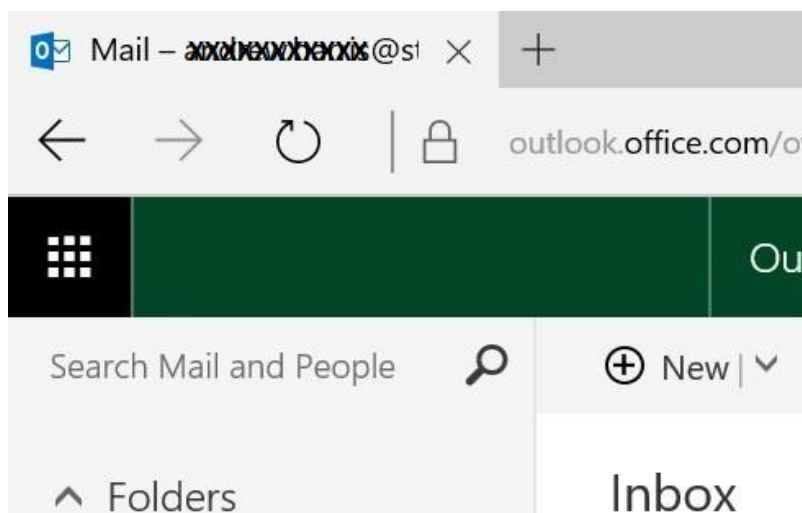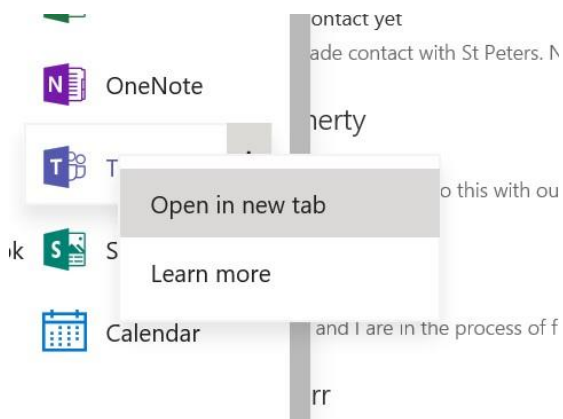
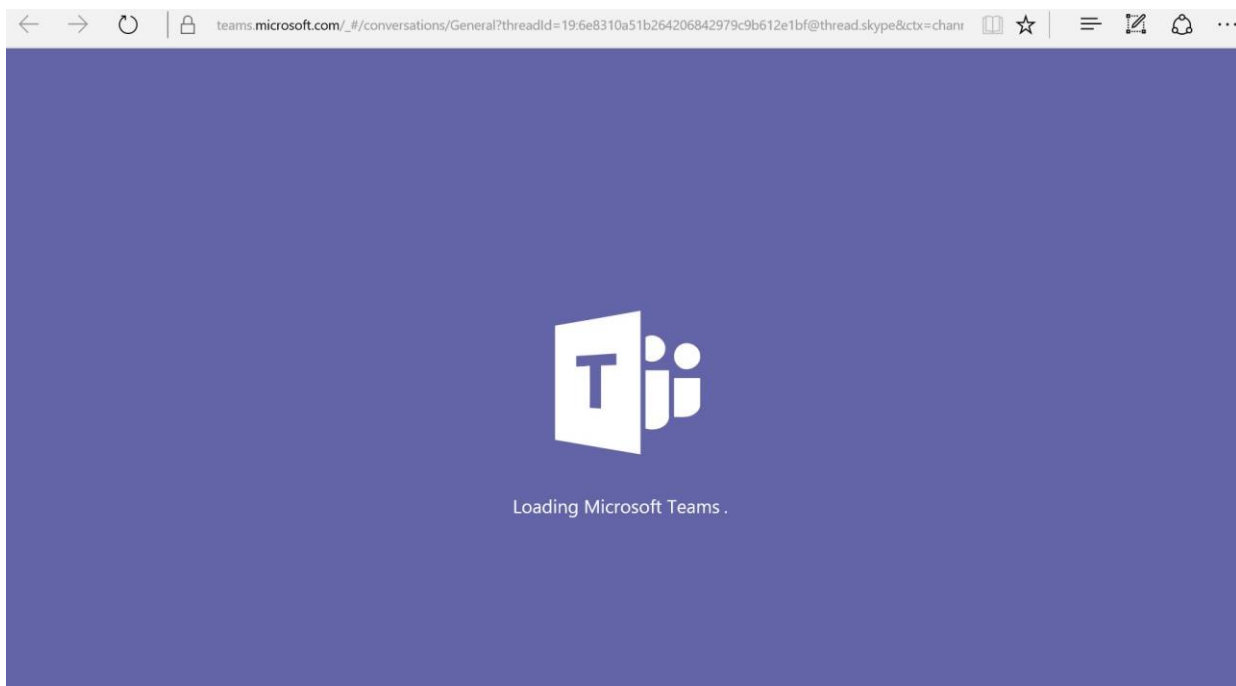Clicking on this brings up a range of Office 365 apps
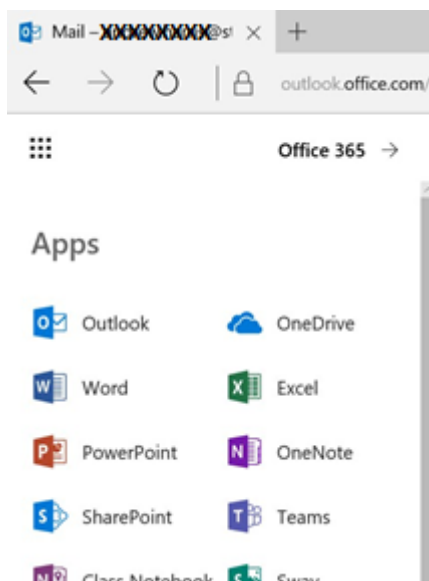
Clicking on Teams will load this program.

Note: it will generally load in the same window, so right clicking and selecting open in a new tab may be the best option.

This then opens the teams program.

If Teams does not appear here, you can find it in 2 other places:

From the waffle you can click on 'all apps' which will open up a list of other Office 365 products
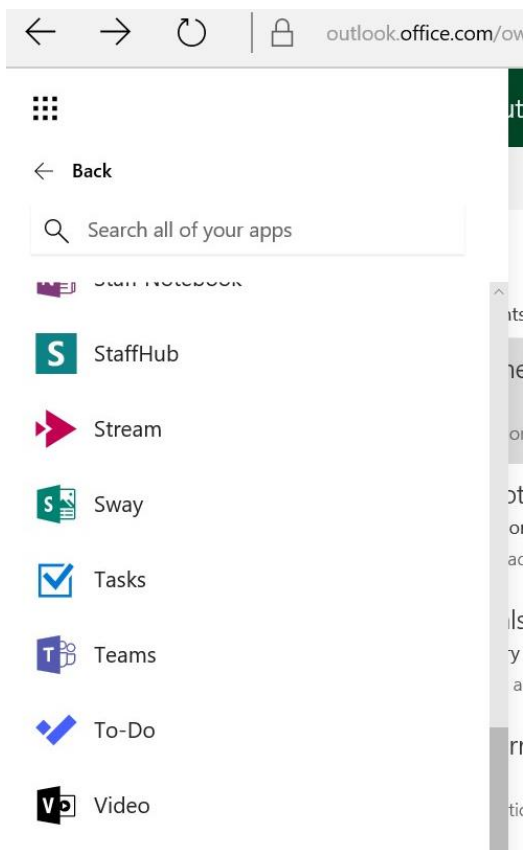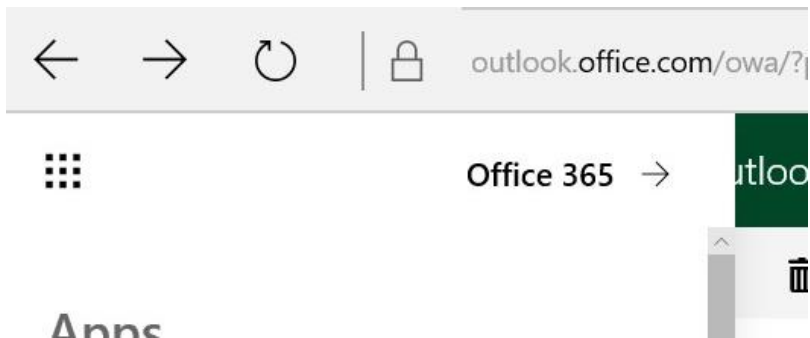
Forms

Yammer

All apps →
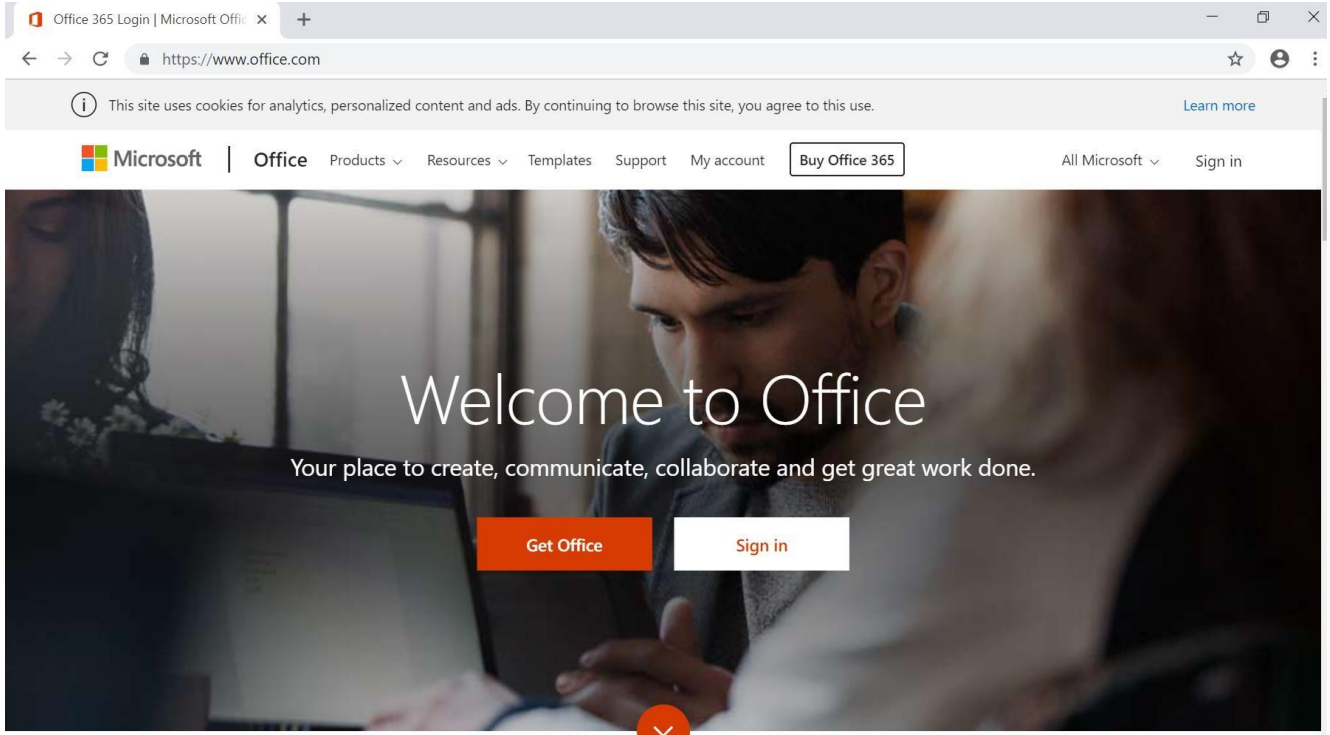
Documents

Find and click on teams.

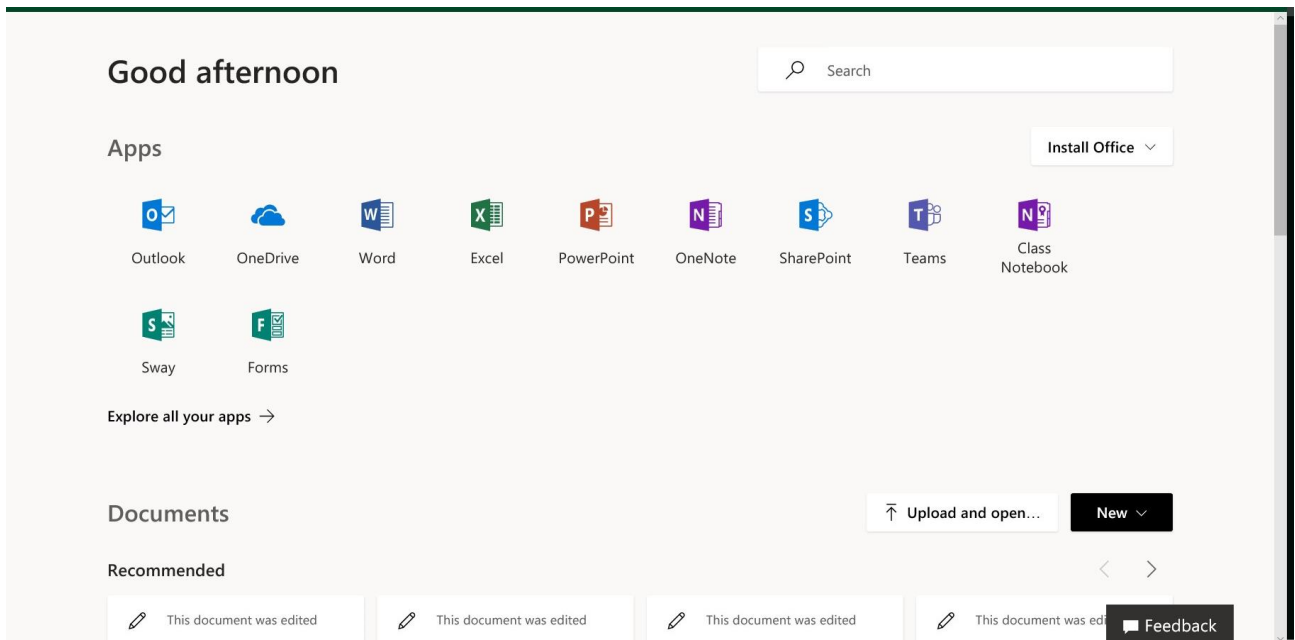The other option is to open Office 365 itself.

This can be done a few ways but the easiest two options are, clicking the waffle and then there is an Office 365 Button

Or simply going to office.com and signing in using your normal college login details:

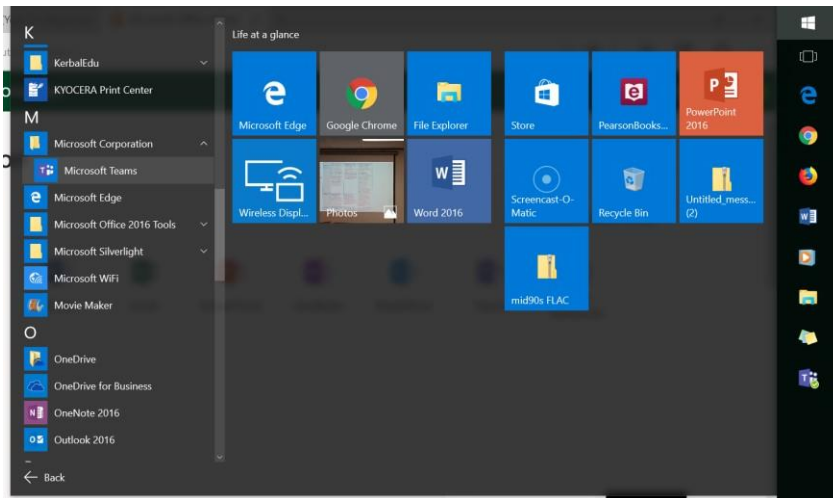Either of these methods will bring you to this page:

From here click on the app that you want (Teams)

Desktop App:

The other option to access Teams is using the Desktop app, which should already be installed on your laptops, if not, then just Google and install as you would anything else.

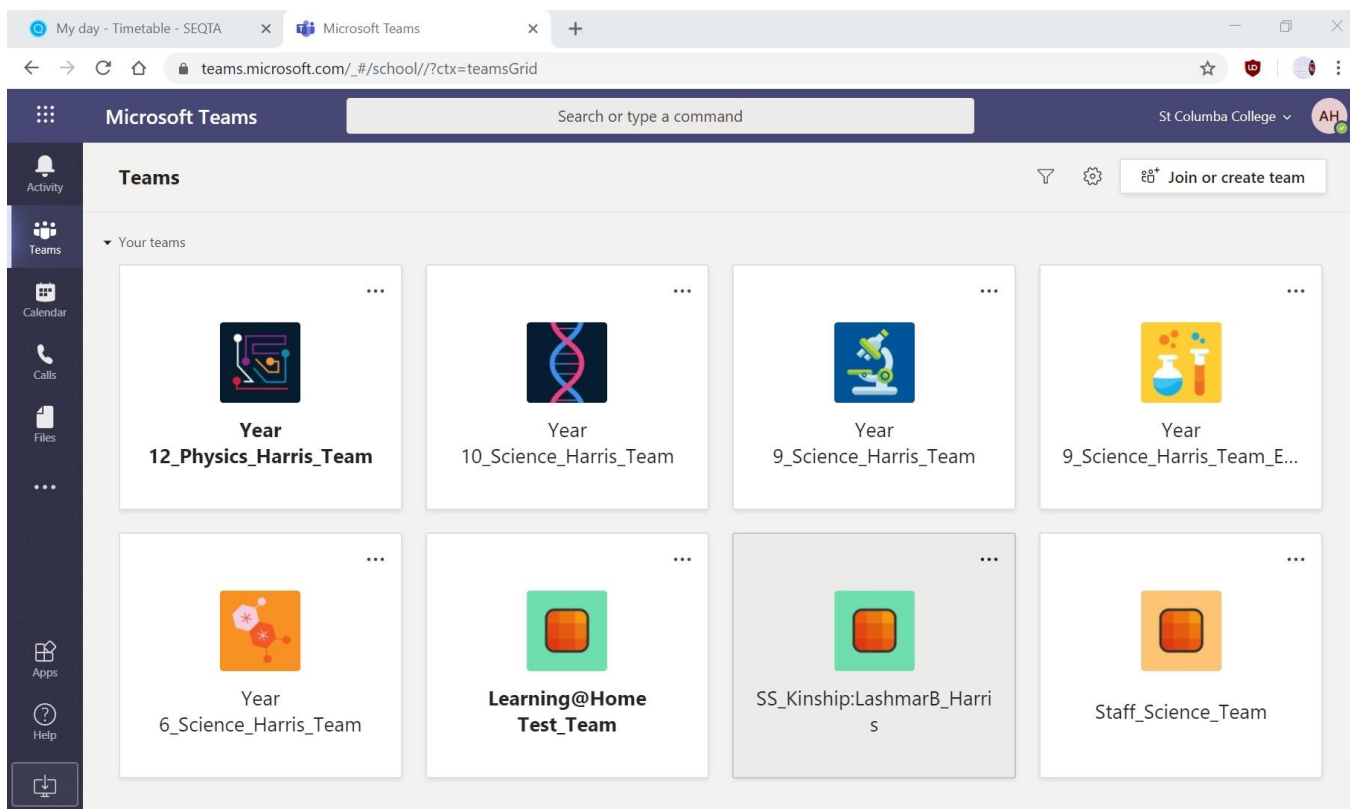Find this program and open as per any other program:

Accessing your team:

When you are first invited you will receive an email telling you that you have been added to a team:
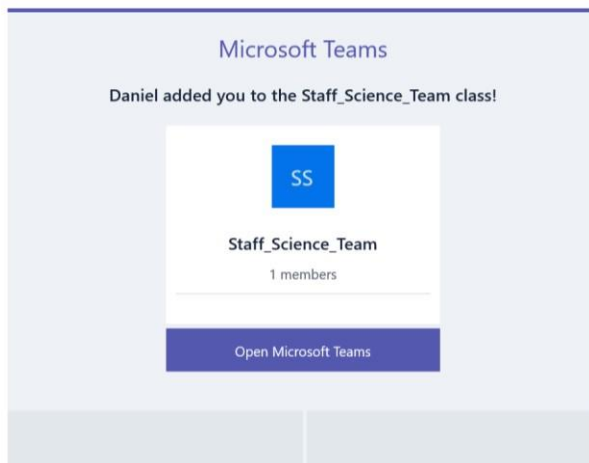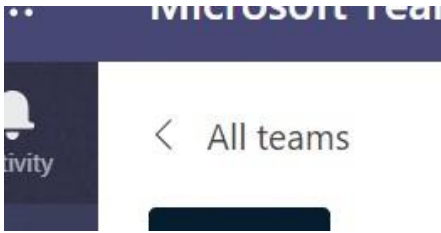

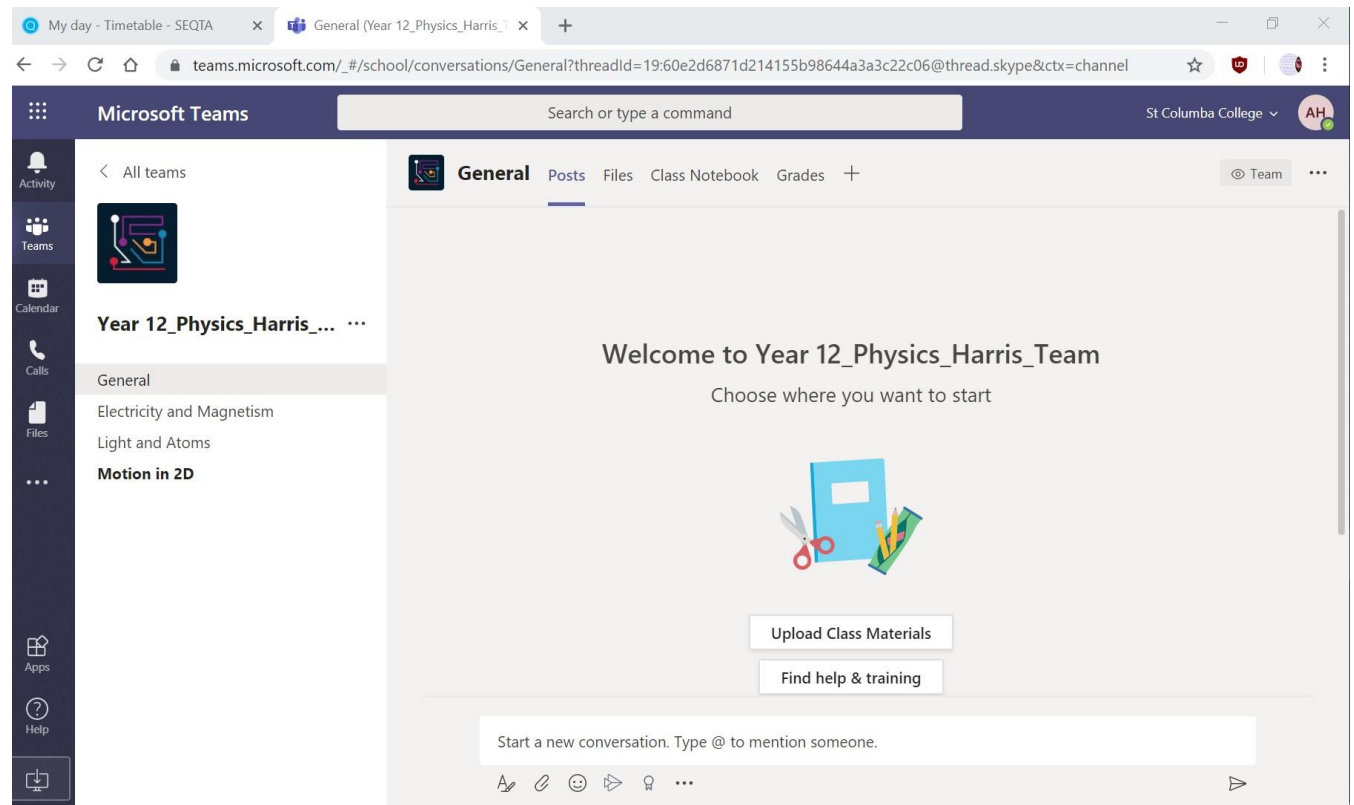Clicking on the link in the email will open teams for you:

This will show you all the teams that you have been added to.

If you have used Teams previously and you need to access a different team, clicking 'All teams' in the top left corner will bring you back to the same view:
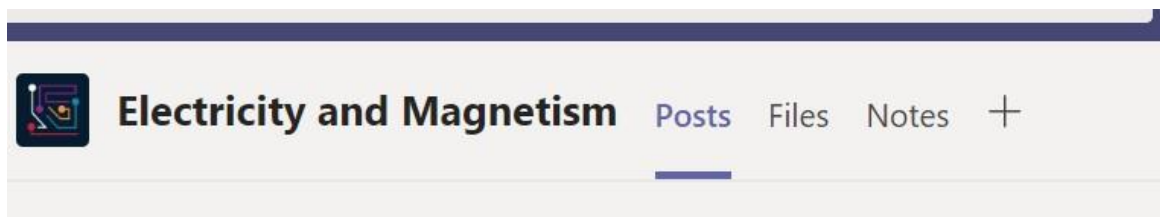

Clicking on the team that you want to access will take you to the team landing page
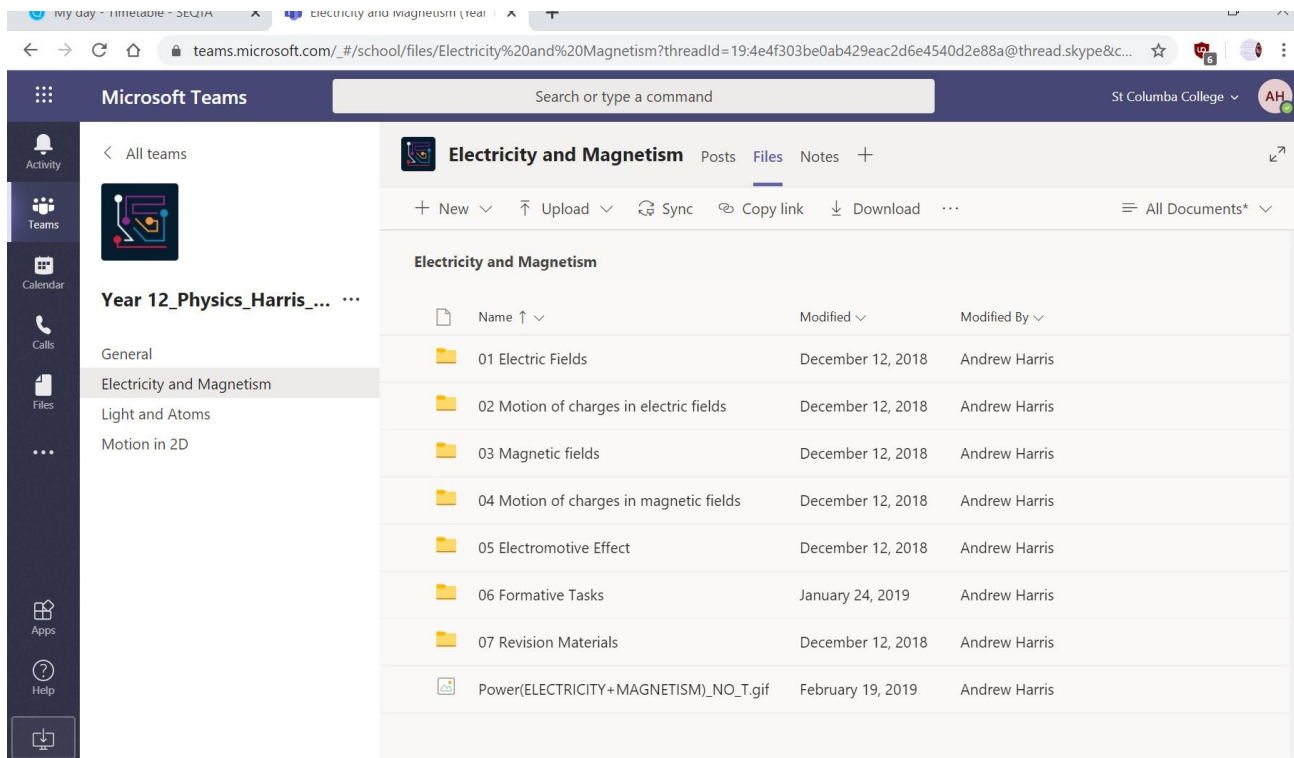

From here you can access the channels, files or conversations that you need.

Accessing Files:

In the General channel, as well as any of the other channels that your teacher has set up, at the top of the page there will be a series of tabs.
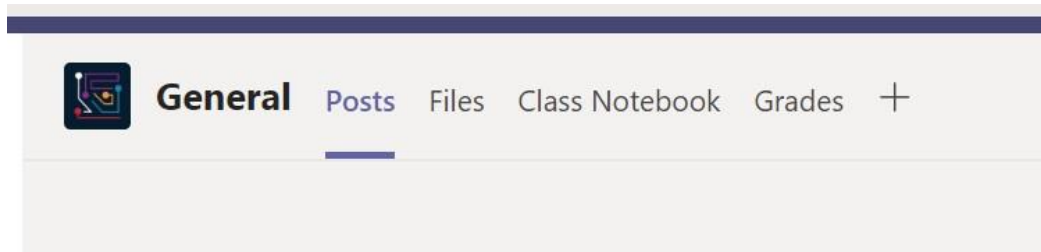
Clicking on the 'Files' tab will show folders where your teachers have stored the resources you need to access.

Downloading Files:

When you are accessing these files, always download the files to your device before working on any of the questions etc.

This can be done in 2 ways:

At the top of the folder there is a 'Download' button, this will download all the files in that folder in a zip file, that you can then open and have access to:
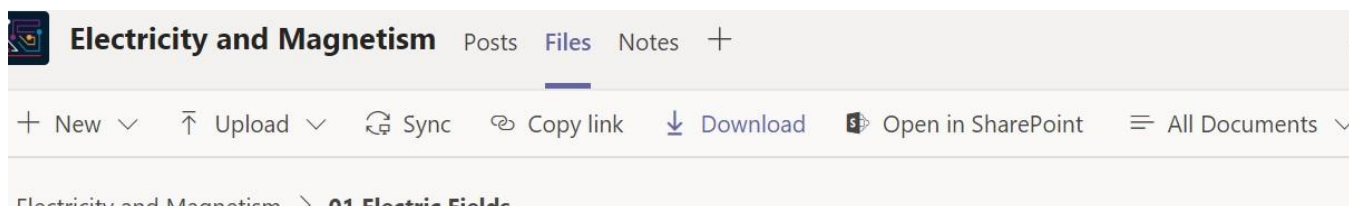
Alternately you can download one file at a time by hovering your mouse over the name of the file so you see three dots appear on the name of the file:
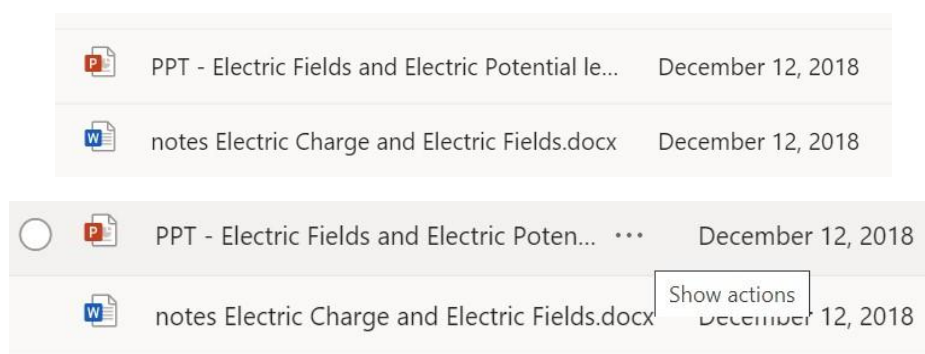
Clicking on these dots gives you the option to download:
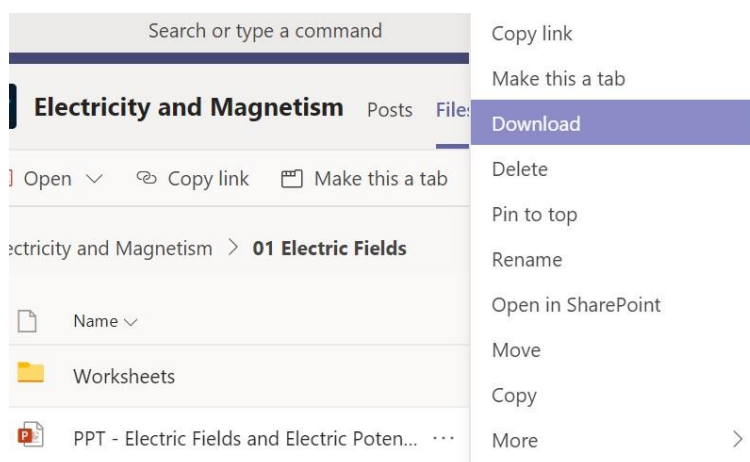
The file can then just be found in your Downloads folder on your device.

If you need to go back into a previous folder, clicking the name of that folder above the files will bring you back.

Electricity and Magnetism > 01 Electric Fields > **Worksheets**

Team Conversation Wall:

As mentioned in the glossary, this is a public written forum where students and staff can interact and respond to each other's questions,

Many of the lesson sessions during a Learning@home period will be run from here.

As it is a public forum it is recommended to keep the communication as formal and professional as you can.

When you first access the session it is a good idea to say hello to your teacher so that they know you are online, this is how your attendance for that lesson will be recorded.

If there are no posts from you during a lesson session (and you have not joined a meeting or live event) this will be recorded as you being absent.

At the start of a Conversation Wall lesson you can expect to see some sort of welcome set/up message:
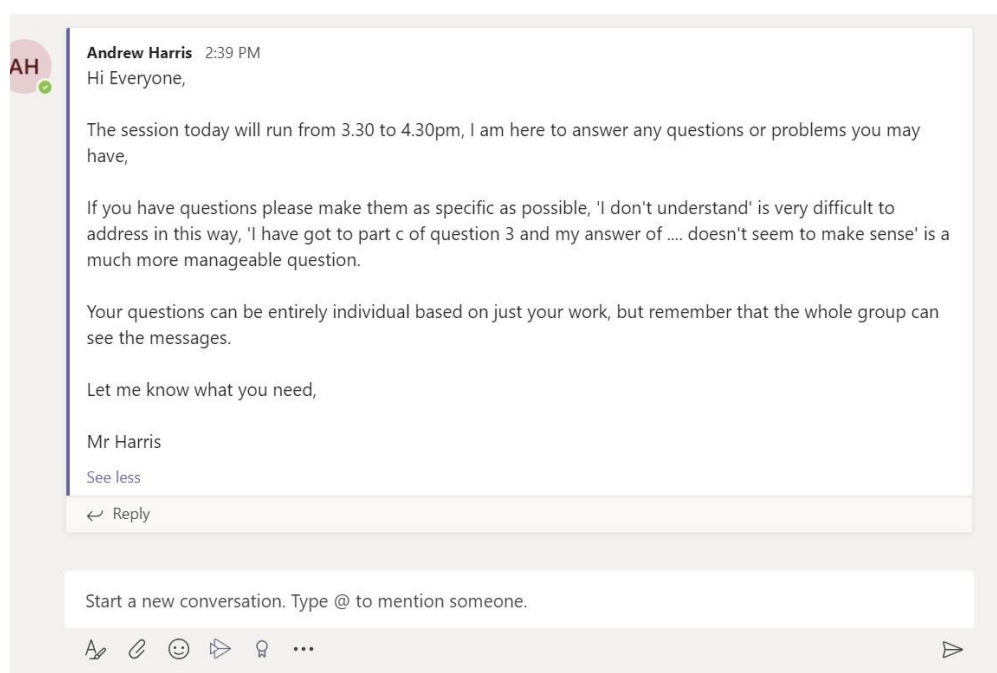
You are then able to reply to that post with your questions and/or discussions:

Let me know what you need,

Mr Harris

See less

KH **Kerryn Harris** 2:44 PM
Thanks Mr **Andrew Harris**

↵ Reply
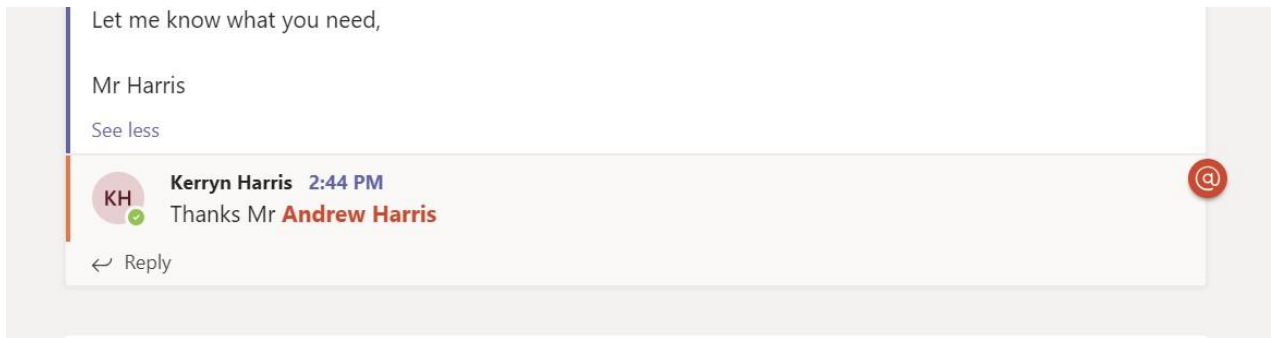
Conversation tips:

You can target your comments to your teacher or to another student by using @ and then starting to type the name:

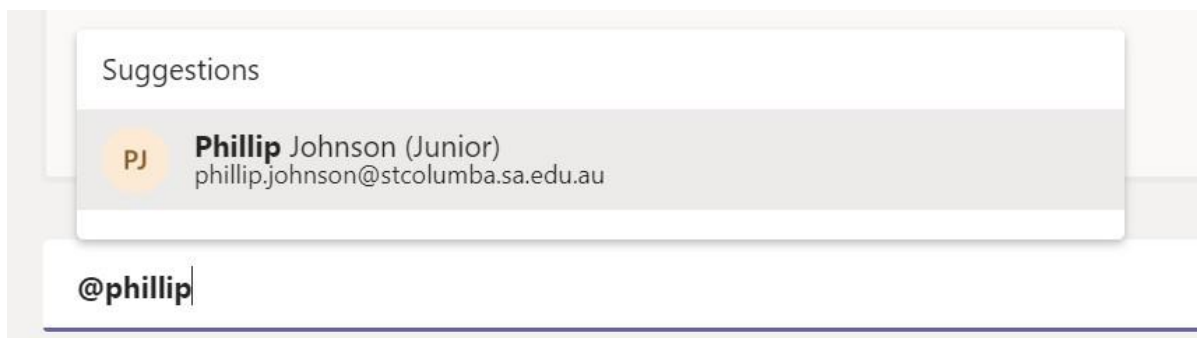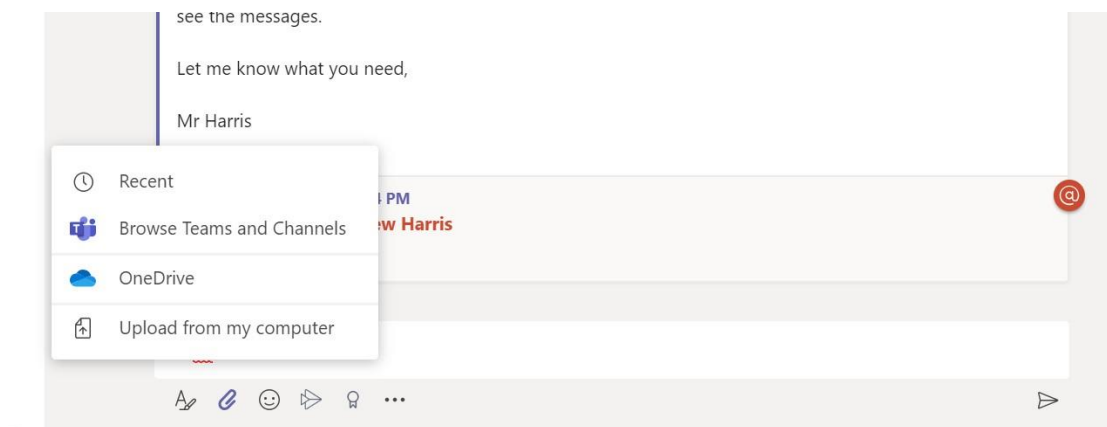Suggestions

PJ **Phillip** Johnson (Junior)
phillip.johnson@stcolumba.sa.edu.au

@phillip

If you want to show the teacher a question you have been working on or an example that wanted clarification of you can add that to the message and upload it.

see the messages.

Let me know what you need,

Mr Harris

🕐 Recent
Browse Teams and Channels
☁ OneDrive
⬆ Upload from my computer

Note: Remember when posting that everyone, including your teacher and the Learning Area Leader for that subject can see what you're posting with your name attached.

The only things that should be posted are hello's at the start of the lesson, or questions/comments about the class work.

Deleting/editing comments:

Individual will be able to delete or edit their own messages/posts. So if you make a mistake in your post you can remove or change it if needed.

Teachers will also be able to delete any comments they need to.

This is done by hovering your mouse over the comment in question, this will make a series of emojis and three dots '…' pop up in the corner:
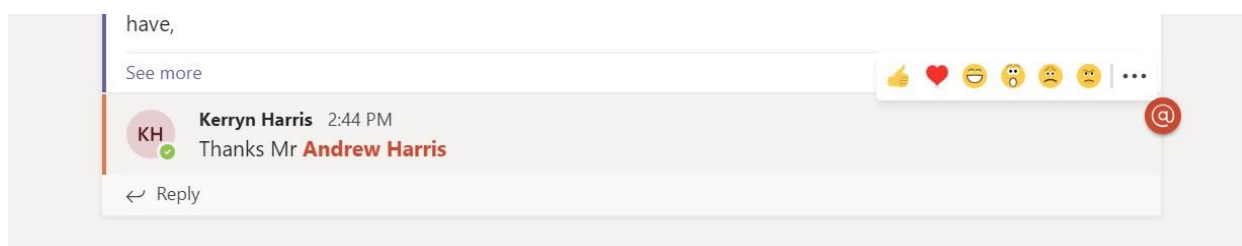
Selecting the three dots will give you are series of options including editing and deleting:
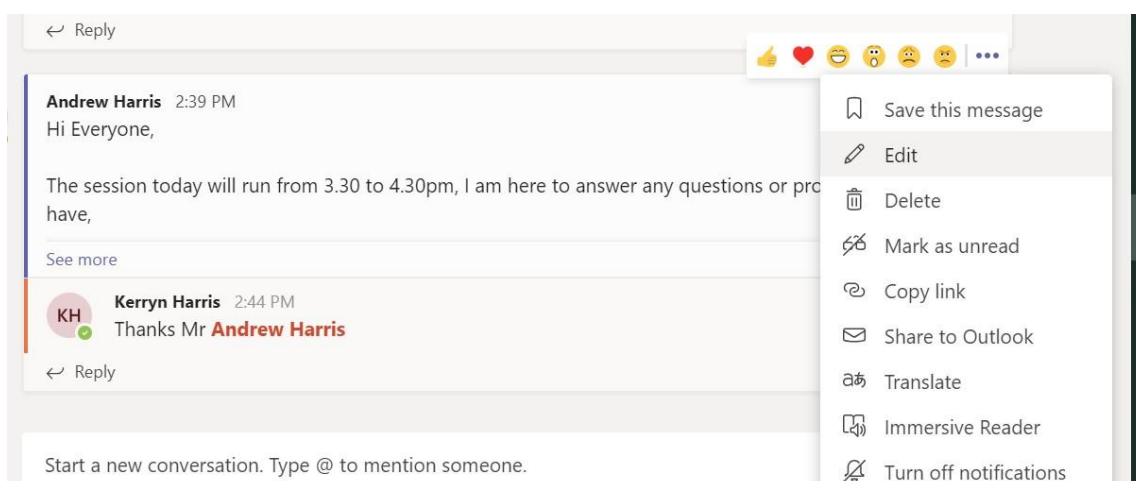
Video Conferencing:

There are a number of ways that video based lessons can be facilitated using teams, a Live Event or a Scheduled Meeting.

Teachers may choose to use either or both of these options when they are running lessons for you.

A **'Live Event'** is a live stream from the teacher where they can present information to you showing PowerPoint presentations or documents etc. and explain them to you.

Teachers can see a list of students who are viewing the event but they will not see you.

A recorded video of these Live Stream Events can be recorded and this will be made available to you afterwards.

A **'Scheduled Meeting'** allows face to face interaction in a group video conference. These types of meetings will allow you to speak directly to your teachers, ask them questions, seek clarification etc.

When your teachers set up these video conferences you will receive an email from them inviting you to the meeting:
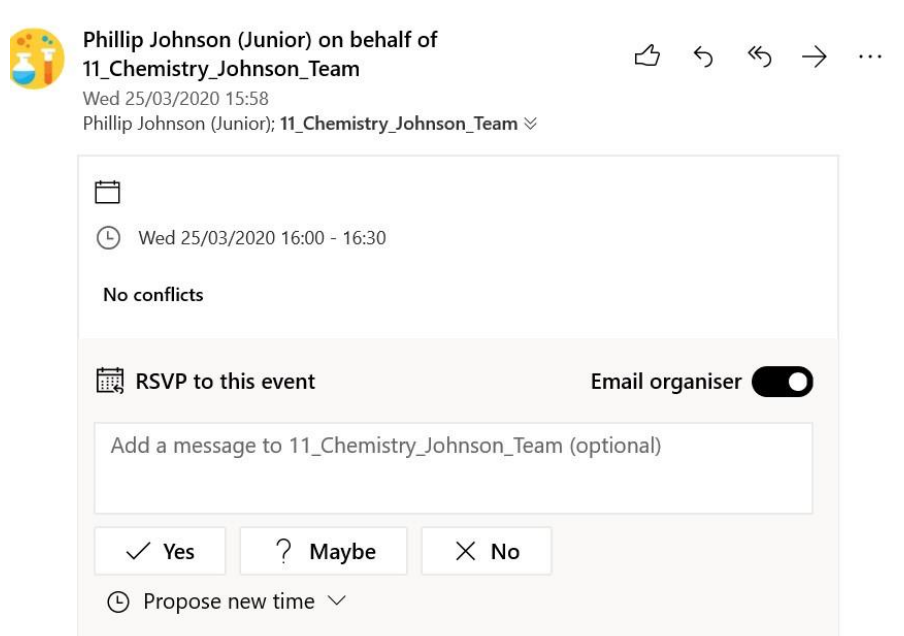
While it is a good idea to respond straight away you can RSVP anytime before the meeting finishes, even after it has started, you can still access the meeting if you missed the email or forgot to reply.
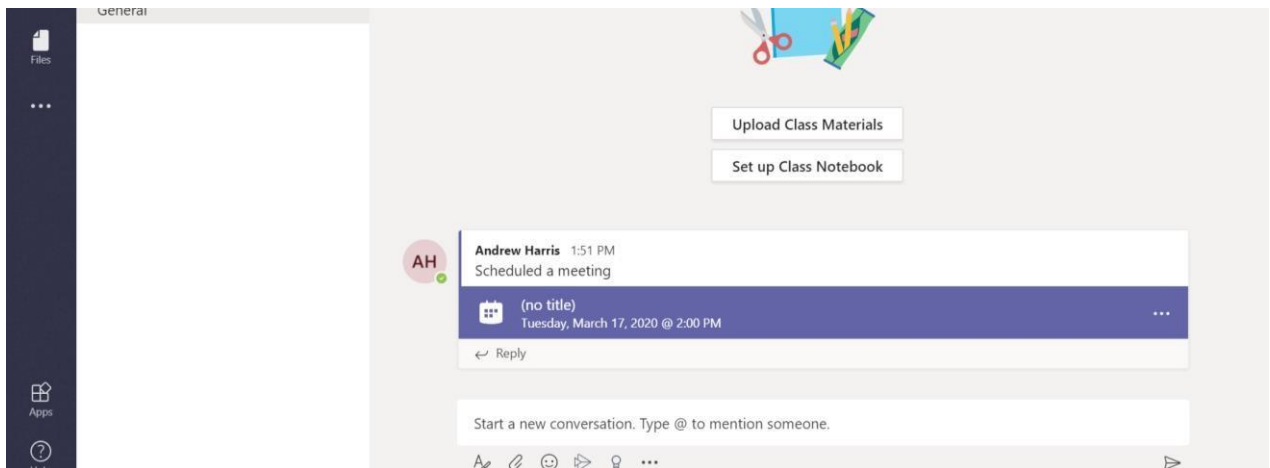
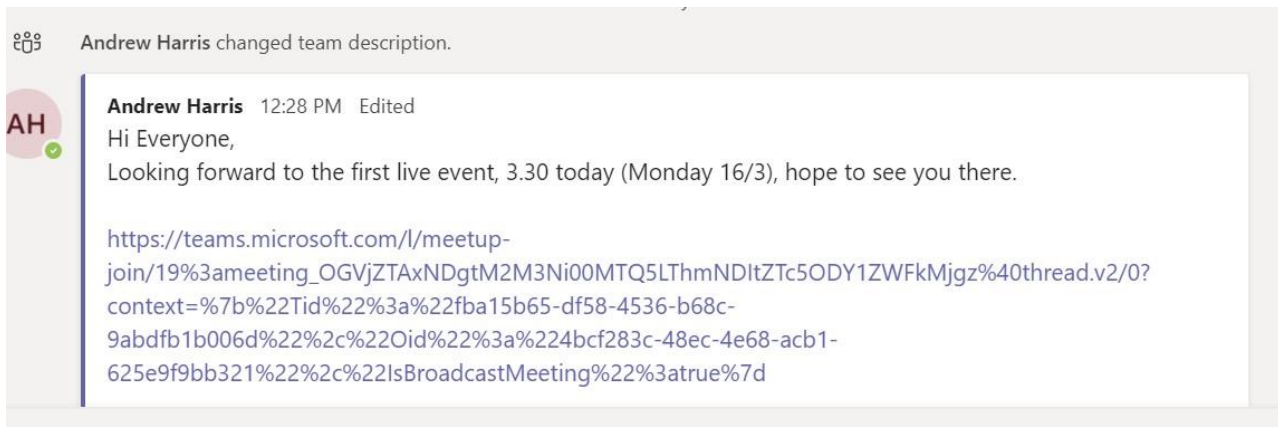Once you have replied it will put an event in your Teams Calendar:
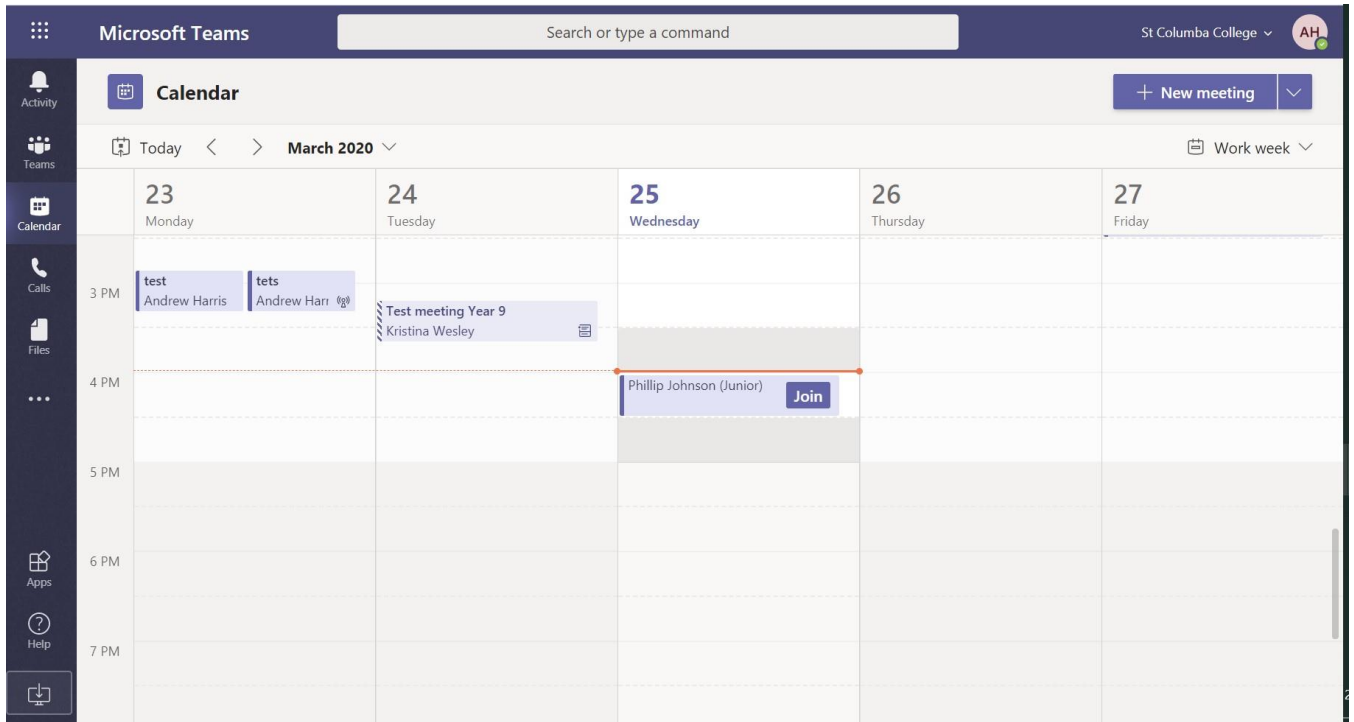
When it is time for the meeting and you are ready to join, click 'Join' on the calendar event:
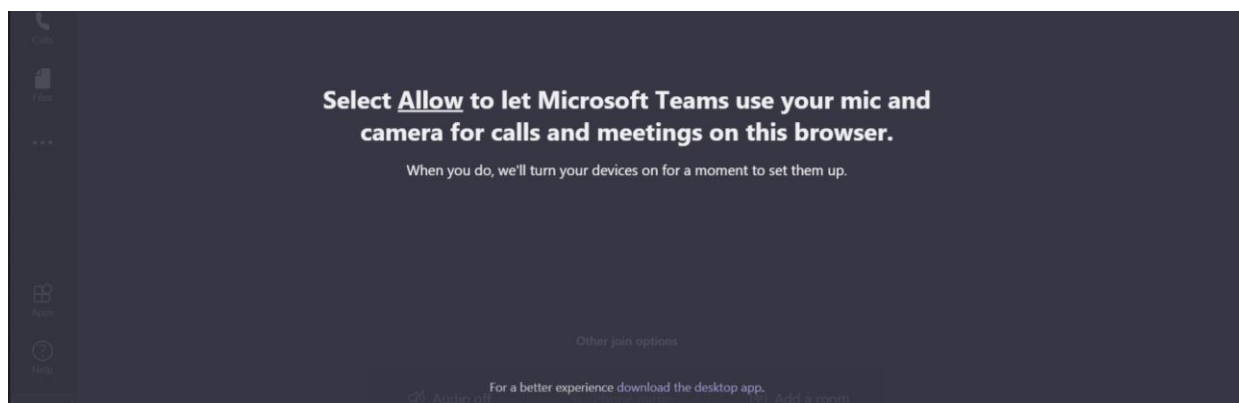

You can also access a meeting via the Channel conversation wall:

If your teacher is running a Live event, then the access link will be either emailed to you or posted in the Channel Conversation wall:
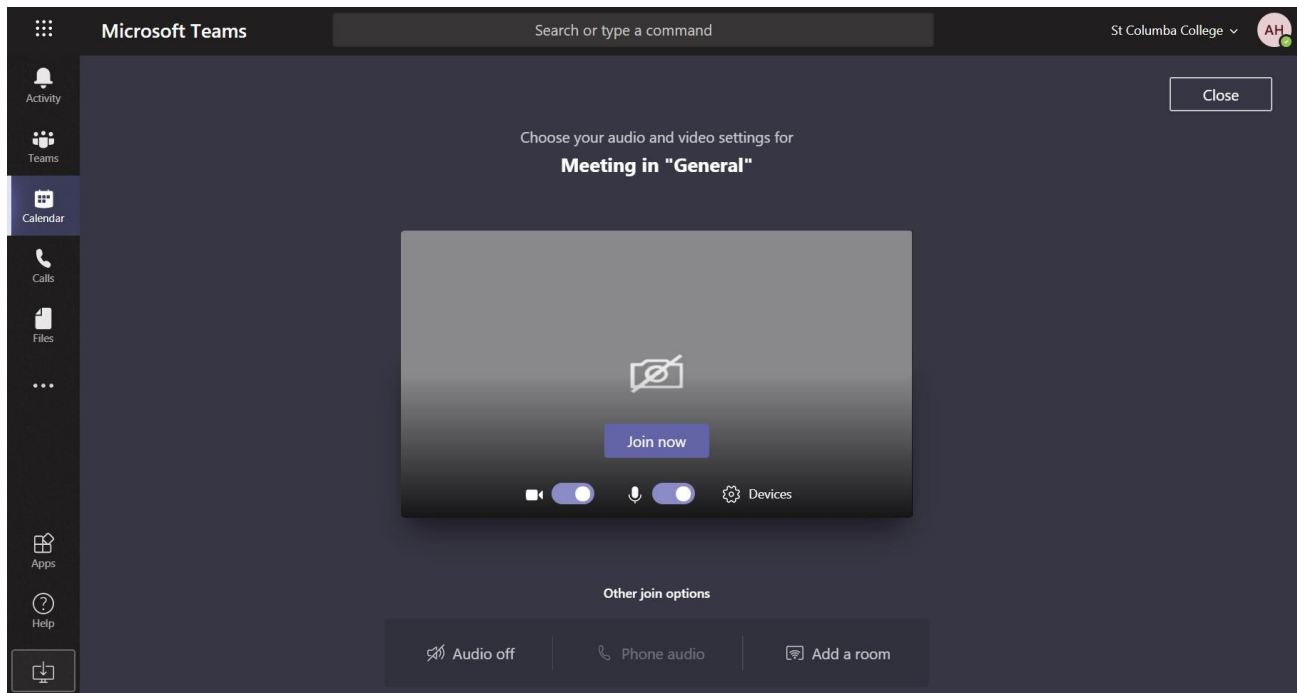

If you haven't trialled a video meeting before you may need to give Teams permission to access the camera and microphone for the video call:
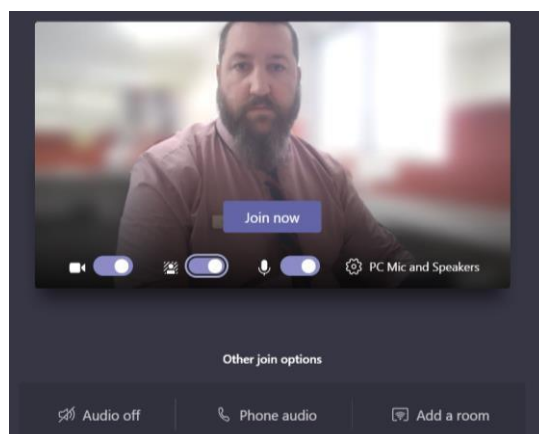

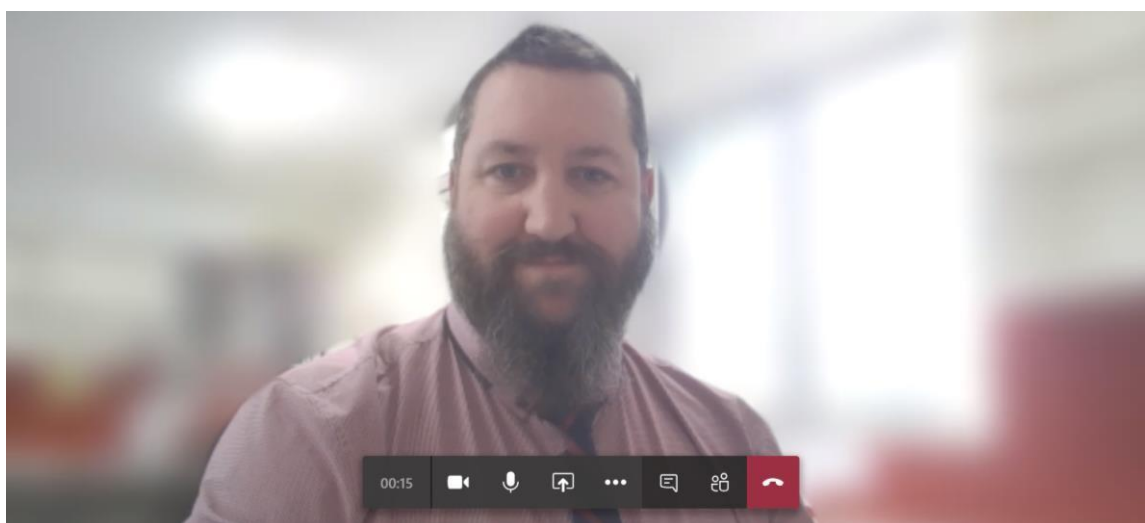Once you are have given the permission you will see a landing screen:

Note: here even though I gave permission to Teams, my webcam is turned off:

If your webcam is turned on then you will see a preview image of yourself in the window:

Clicking join from here will then show you your teacher or the other participants in the video meeting:

If you are seeing other students and not your teacher, you should see down the bottom of the screen a series of circles with initials:

Clicking on your teachers initials will put them into your view window.

If you are using the desktop app, rather than the web-app then you can see up to 4 people at a time.

When you have finished the video conference you can simply hang up pressing the red phone button and this will end your call: