



CATHOLIC REGIONAL COLLEGE
CAROLINE SPRINGS

Microsoft Teams
Student
&
Parent/Carer Guidelines
August Update

Microsoft Teams – Student and Parent/Carer Guidelines

Catholic Regional College Caroline Springs will support students' remote learning environment by utilising the video communication tool, Microsoft Teams. Microsoft Teams forms part of the Microsoft 365 suite.

Teams will not replace SEQTA, the College Learning Management System, rather it is an additional interactive communication platform to engage with learning.

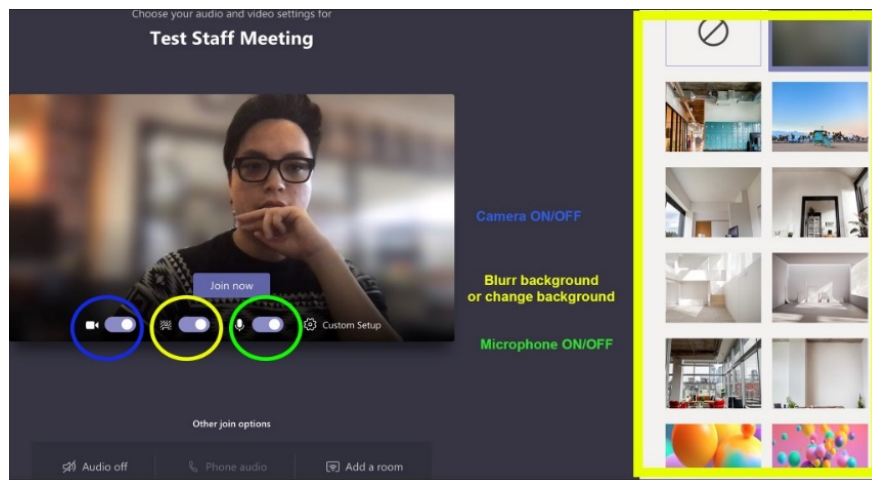
Participation within Teams exerts the same expectations as per all College policies, namely the Student MacBook Agreement/Laptop Hire Agreement.

A 'Virtual Classroom Etiquette at CRCCS' guide is attached, please read over this resource together as parent/carers and student. To further guide and support learning, **the following video communication protocol should be noted:**

- Teams is an optional resource for teachers. If your class teacher uses Teams they will send you a 'meeting invite' and the meeting will appear in the Teams calendar and as an invitation in Outlook email. N.B.: Homeroom will now run via a Teams Meeting. Homeroom teachers will schedule an invite for each Homeroom date and time;
- students will not be able to create Teams meetings with each other;
- Teams video communication will only occur during scheduled classes;
- an appropriate location like a study or the kitchen table is ideal for a Teams meeting - not a bedroom;
- be prompt so the 'meeting' is timely;
- the purpose of Teams is to guide learning and to focus on learning outcomes, hence it is a formal learning activity;
- if ICT assistance is required, log the issue via email: helpdesk@crccs.vic.edu.au ;
- the structure of the video communication will depend on your class teacher.

Update – cameras are now enabled

- **Dress expectations**
 - Students will wear appropriate dress – similar to a casual clothes day at school.
- **Background expectations**
 - Students will participate while in an appropriate location like a study or the kitchen table - not a bedroom.
 - In choosing a location, consideration regarding what can be seen through the camera will need to take place.
 - Students have the ability to choose a background within Teams.
 - If the above is not possible, students have the ability to disable the camera function:

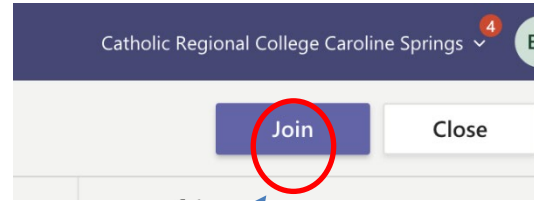
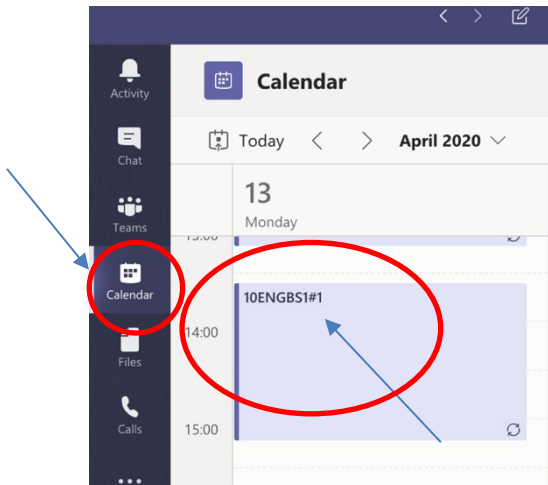


- the teacher has the ability to remove any student from the meeting who may not follow the above expectations. This will be followed up via a SEQTA wellbeing notification.

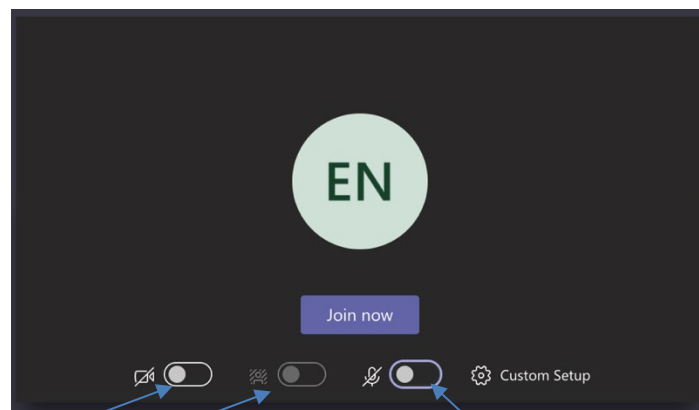
Prior to joining a Teams meeting:

- reply to the SEQTA direct message to report attendance;
- look over the SEQTA Online Lesson for the corresponding timetabled lesson;
- only relevant learning materials should be open on the MacBook;
- launch Teams via the taskbar or launchpad;

- navigate to the calendar icon on the left-hand side and click into the class 'meeting'. The meeting will open up and in the top right-hand corner it will say 'Join';



- click 'Join' in the top right corner. Another screen will then be presented prior to officially 'joining' the 'meeting'. There are three options at the bottom of the image: 'Camera on/off', 'Blur background on/off' and 'Microphone on/off'.



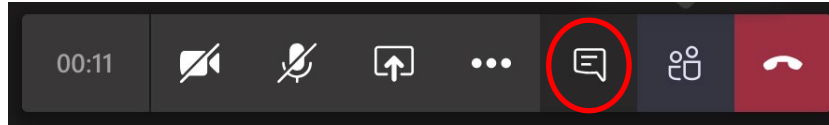
Camera and Blur can be enable/disabled

Set Microphone to off

- Staff may encourage students to enable their camera while using Teams

During a Teams meeting

- signal a question via the 'chat' function. Teachers will then encourage students to unmute themselves when they need to ask a question;



- the teacher has the ability to remove any student from the meeting who may not demonstrate appropriate behaviour. This will be followed up via a SEQTA wellbeing notification.

Ending a Teams meeting:

- at the conclusion of the meeting teachers will ask students to disconnect from the meeting by hanging up;
- continue the lesson and learning activities as directed by the teacher or finish the lesson if the Teams meeting was a plenary.

'Teams' collaboration space within Microsoft Teams (Update)




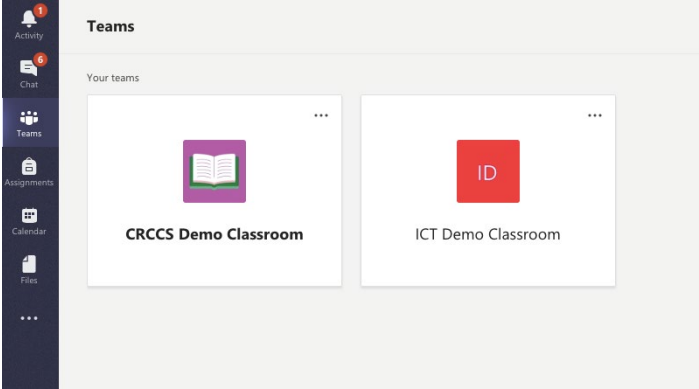

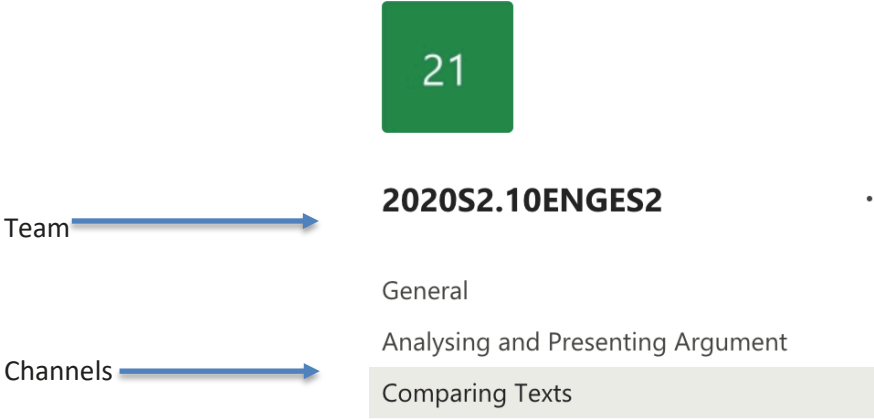
Meetings within the Calendar have successfully taken place during remote learning between staff and students. It has also been successfully used for parent teacher interviews.






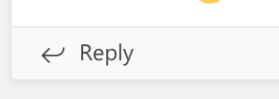







Microsoft Teams functionality at Catholic Regional College Caroline Springs is now extended to the 'Teams' collaboration space within Teams.

Like SEQTA forums, the 'Teams' collaboration space within Microsoft Teams provides an alternate collaboration platform with your class and teacher. It creates a dynamic environment in one space for your class to share ideas, learn and create.

The table below provides a list of *features* and *commands* possible within Teams (a visual Quick Start Guide is also attached in the appendices):

| | |
|------------------------|---|
| <p><i>Teams</i></p> | <p>A team is a collection of people, conversations, files, and tools—all in one place. Your class can be a Class Team. Click  to see your teams. In the teams list, drag a team name to reorder it.</p>  |
| <p><i>Channels</i></p> | <p>Every team has channels. A channel is a discussion in a team, dedicated to a department, project, or topic. Select Teams , and choose a team. Pick a channel to explore Posts, Files, and other tabs.</p>  |

| | |
|---|--|
| <i>Start a conversation with the whole team...</i> | Select Teams  , pick a team and channel, write your message, and click  Send . |
| <i>Start a conversation with a person or group...</i> | Launch a one-on-one or small group conversation. Click New chat  , type the name of the person or group in the To field, write your message, and click  Send . |
| <i>Reply to a post</i> | Channel posts are organized by date and then threaded. Find the thread you want to reply to, then click Reply . Add your thoughts and click Send  .  |
| <i>@mention someone</i> | To get someone's attention, type @, then their name (or pick them from the list that appears). Type @team to message everyone in a team or @channel to notify everyone who favorited that channel. |
| <i>Stay on top of things</i> | Click Activity  on the left. The Feed shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose ... next to the channel name, then Channel notifications . |
| <i>Share a file</i> | Click Attach  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share. |
| <i>Work with files</i> | Click Files  on the left to see all files shared across all of your teams. Click Files at the top of a channel to see all files shared in that channel. Click More options ... next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top! |
| <i>Add an emoji, meme, or GIF</i> | Click Sticker  under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF. |
| <i>Search</i> | Search for specific items or people, take quick actions, and launch apps. Type a phrase in the command box at the top of the app and press Enter. Then select the Messages, People, or Files tab. Select an item or use the filters to refine your results.  |
| <i>Get help in Teams</i> | Click Help on the left, then choose Topics, Training, or What's new . In help, browse the tabs or search for a topic you're interested in. Furthermore, email helpdesk@crccs.vic.edu.au |

Microsoft Teams

Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

Every team has channels

Click one to see the files and conversations about that topic, department, or project.

Start a new chat

Launch a one-on-one or small group conversation.

Use the command box

Search for specific items or people, take quick actions, and launch apps.

Add tabs

Highlight apps, services, and files at the top of a channel.

Manage profile settings

Change app settings, change your pic, or download the mobile app.

Move around Teams

Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.

View and organize teams

Click to see your teams. In the teams list, drag a team name to reorder it.

See your calendar

Click to see your schedule and join meetings.

Access your apps

Find apps added for your teams or your personal use.

The screenshot shows the Microsoft Teams interface with several callout boxes pointing to specific features:

- Move around Teams:** Points to the navigation bar on the left side of the interface.
- View and organize teams:** Points to the 'Your teams' list on the left.
- See your calendar:** Points to the 'Calendar' icon in the navigation bar.
- Access your apps:** Points to the 'Apps' icon in the navigation bar.
- Every team has channels:** Points to the 'Channels' section in the 'Research and Development' team.
- Start a new chat:** Points to the 'Start a new conversation' button at the top.
- Use the command box:** Points to the search bar at the top of the channel.
- Add tabs:** Points to the tabs at the top of the channel (Posts, Files, Wiki, etc.).
- Manage profile settings:** Points to the user profile card on the right.
- Manage your team:** Points to the team name 'Research and Development'.
- Add files:** Points to a file attachment 'Mark 8 Pilot Program.pptx'.
- Reply:** Points to a reply button under a message.
- Compose a message:** Points to the text input area at the bottom.
- Join or create a team:** Points to the 'Join or create a team' button at the bottom left.

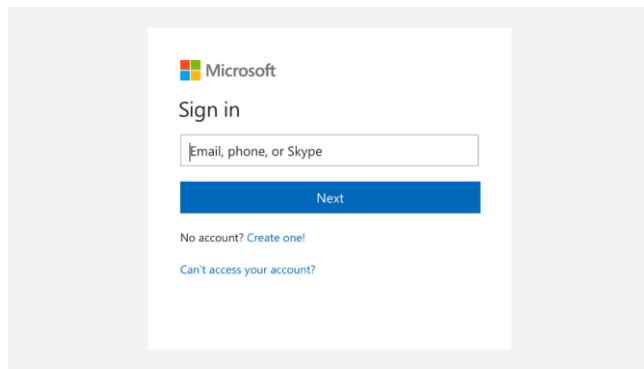
Microsoft Teams

Sign in

In Windows, click **Start**  > **Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**.

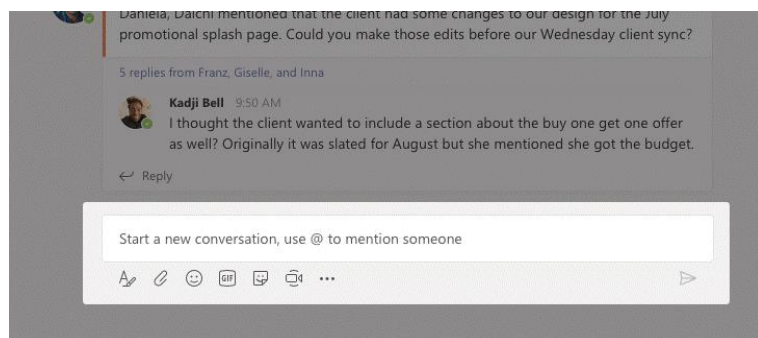
On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)




Start a conversation

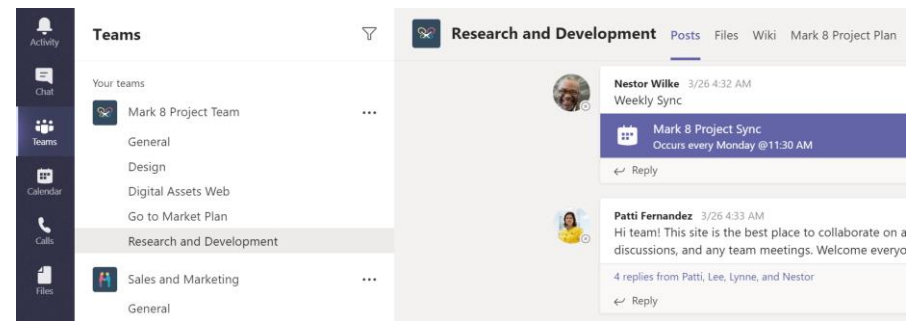
With the whole team... Select **Teams** , pick a team and channel, write your message, and click **Send** .

With a person or group... Click **New chat** , type the name of the person or group in the **To** field, write your message, and click **Send** .





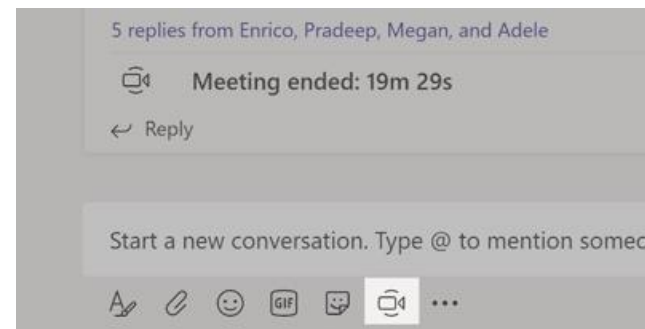
Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Select **Teams**  and choose a team. Pick a channel to explore **Posts**, **Files**, and other tabs.






Start an impromptu meeting

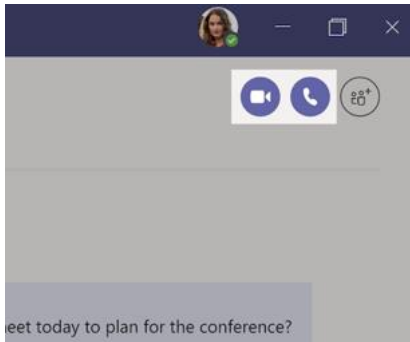
Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.




Microsoft Teams

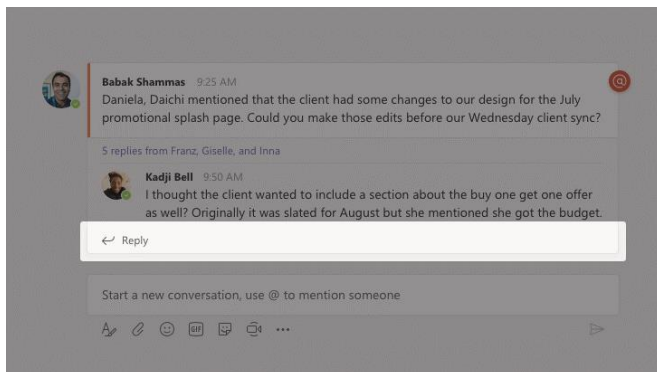
Make video and audio calls

Click **Video call**  or **Audio call**  to call someone from a chat. To dial a number, click **Calls**  on the left and enter a phone number. View your call history and voicemail in the same area.



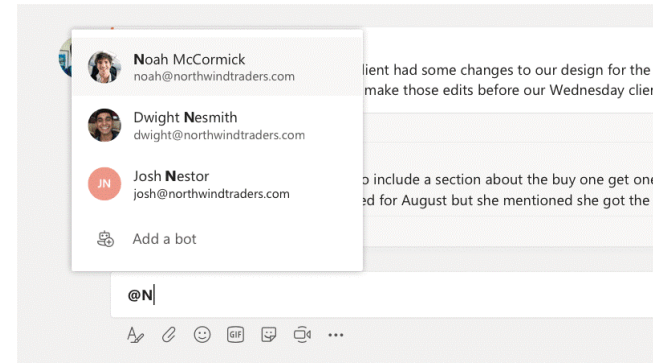
Reply to a post

Channel posts are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** .




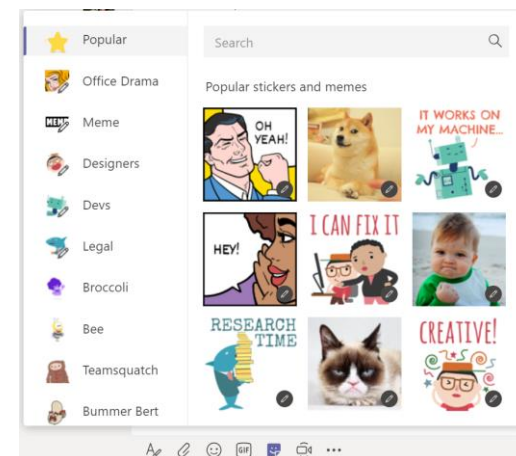
@mention someone

To get someone's attention, type **@**, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.




Add an emoji, meme, or GIF

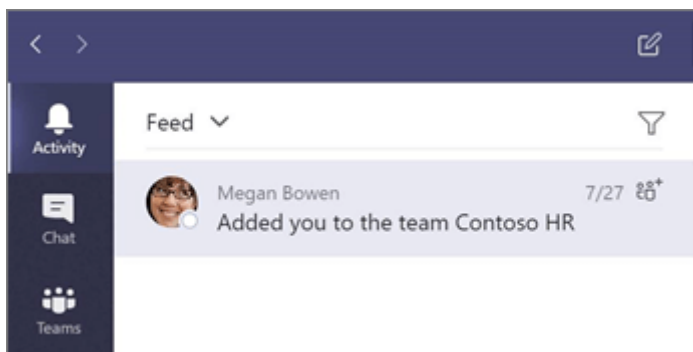
Click **Sticker**  under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



Microsoft Teams

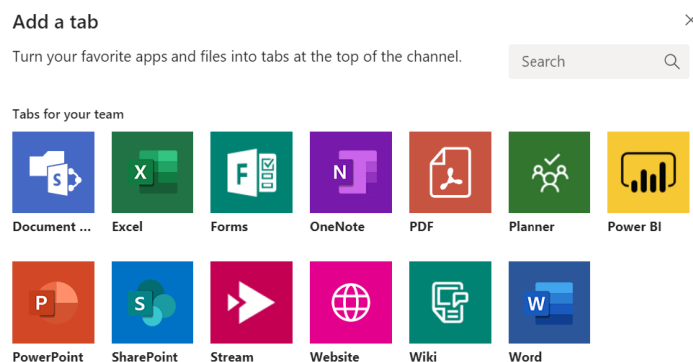
Stay on top of things

Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose **...** next to the channel name, then **Channel notifications**.




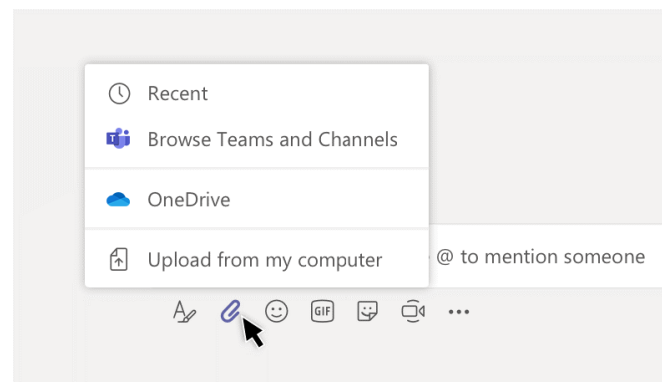
Add a tab in a channel

Click **+** by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.




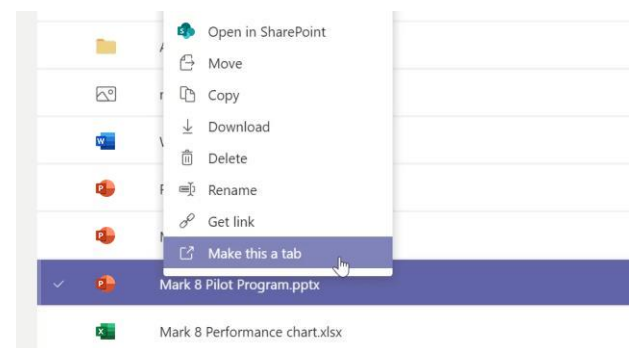
Share a file

Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



Work with files

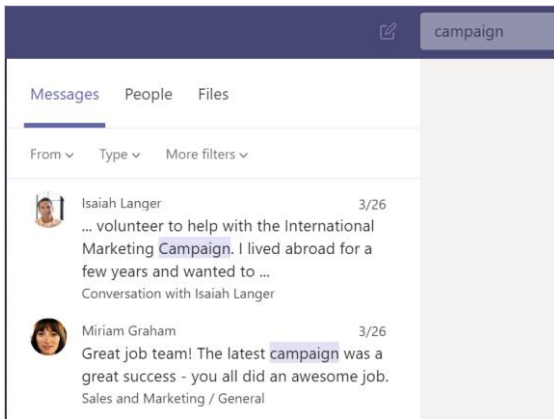
Click **Files**  on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



Microsoft Teams

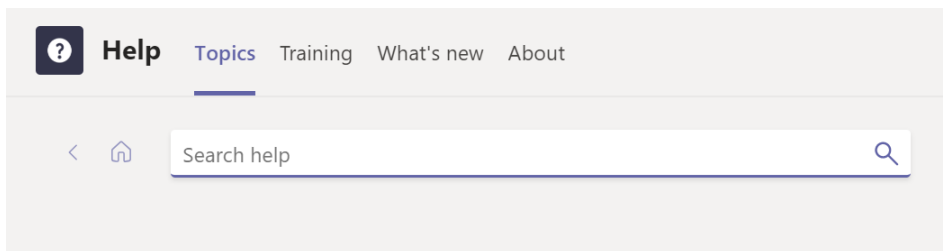
Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or use the filters to refine your results.




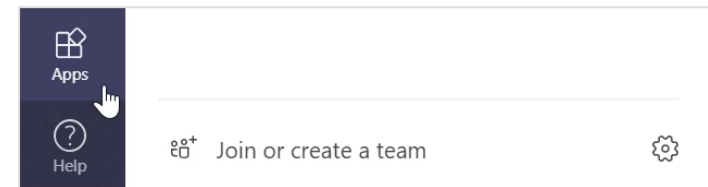
Get help in Teams

Click **Help** on the left, then choose **Topics**, **Training**, or **What's new**. In help, browse the tabs or search for a topic you're interested in.



Add apps

Click **Apps**  on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



Next steps with Microsoft Teams


See what's new in Office

Explore the new and improved features in Microsoft Teams and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

Get free training, tutorials, and videos for Microsoft Teams

Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=2008318> to explore our free training options.

Send us your feedback

Love Microsoft Teams? Got an idea for improvement to share with us? On the left side of the app, click **Help**  > **Give feedback**. Thank you!

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