

Student Guide to Microsoft Teams

Where to access your Online Lessons

Online Lessons are accessed through your Qlearn courses.

Click on the Online Lessons button that is found on the homepage of each Qlearn course.

Welcome to
Year 7 English

Work Rate Calendar **Online Lessons** Subject Resources Assessments

Click on your Class and the current Term to access resources from your Teachers

ENG07A ENG07B ENG07C ENG07D

Find your class and teacher in the Online Lessons table and click the Enter Lesson button.

Online Lessons & Recordings

Find your Class and Teacher in the table below, and click on the corresponding 'Enter Lesson' and 'Recordings' buttons to the right

Class Code	Teacher	Lesson Link	Recordings Folder
ENG07A	Ms Faith Barnes (Coleman)	Enter Lesson	Recordings
ENG07B	Mrs Smith	Enter Lesson	Recordings

A new tab will open prompting you to join the Teams meeting.

CTSDE recommends the use of Microsoft Teams in the browser for all lessons

Click Continue on this browser.

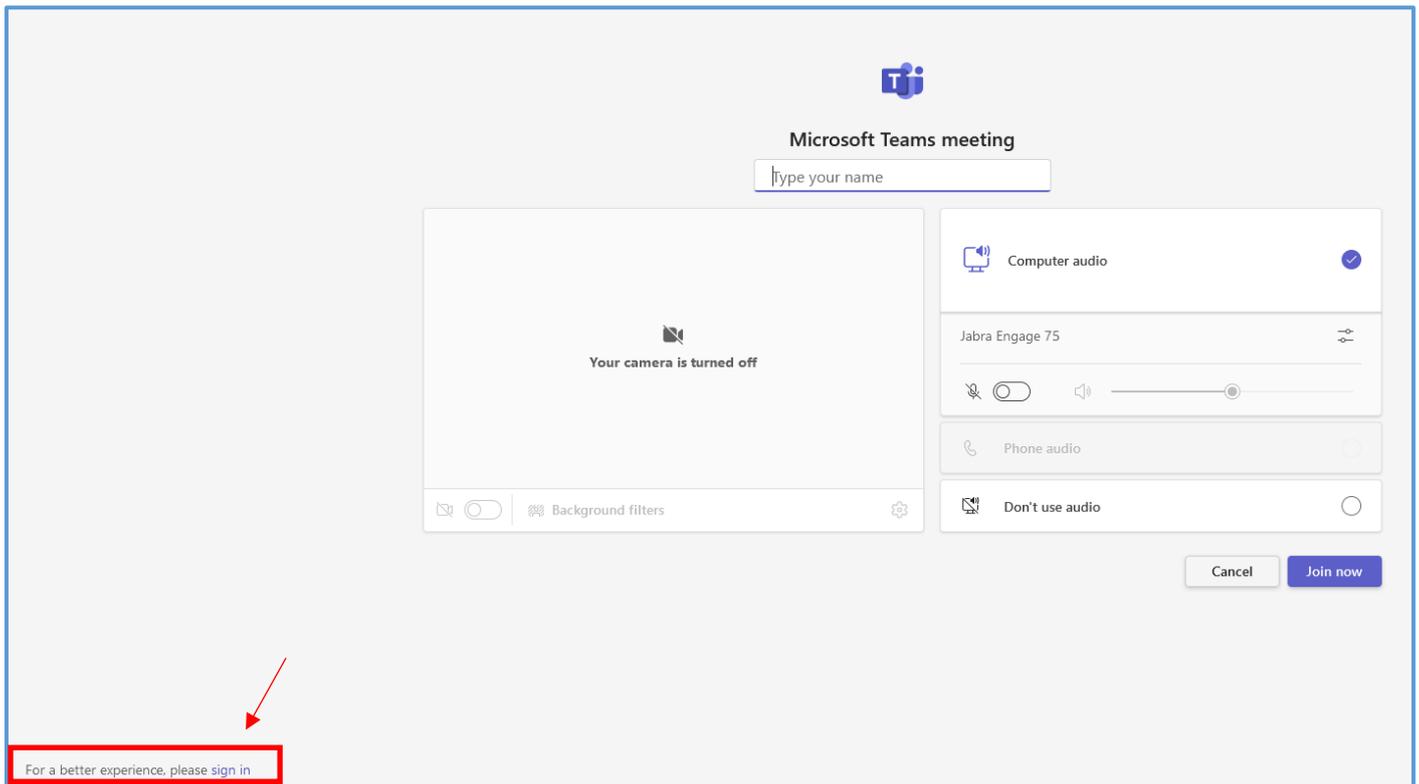


Join your Teams meeting

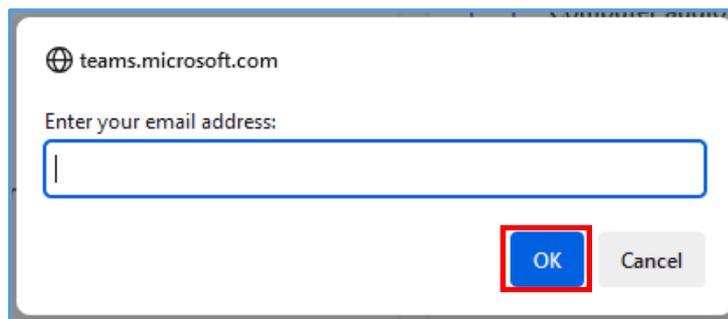
Continue on this browser

Join on the Teams app

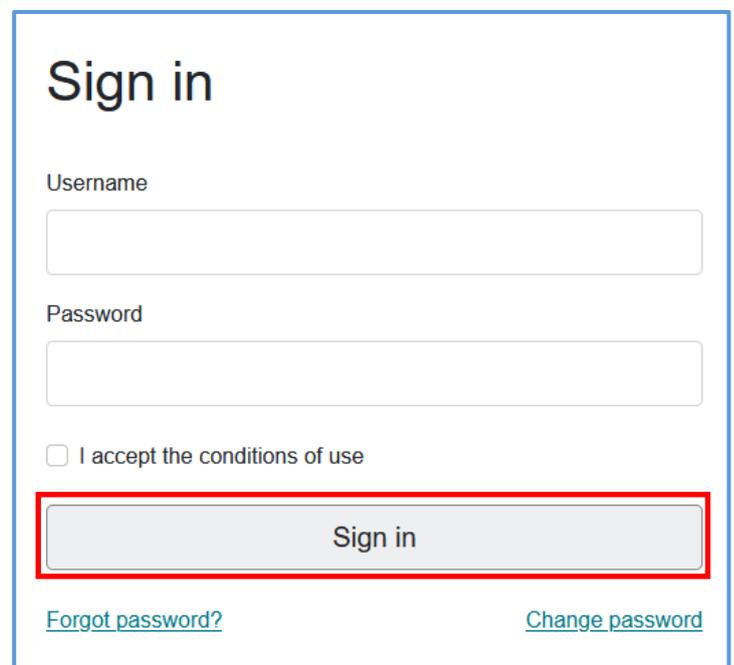
The first time you enter a Teams Meeting in your browser, you may be prompted to enter a name. If you see this you will need to Sign in. Click the Sign in button down the bottom left.



Enter your school email address and select OK. (For example jsmit123@eq.edu.au)



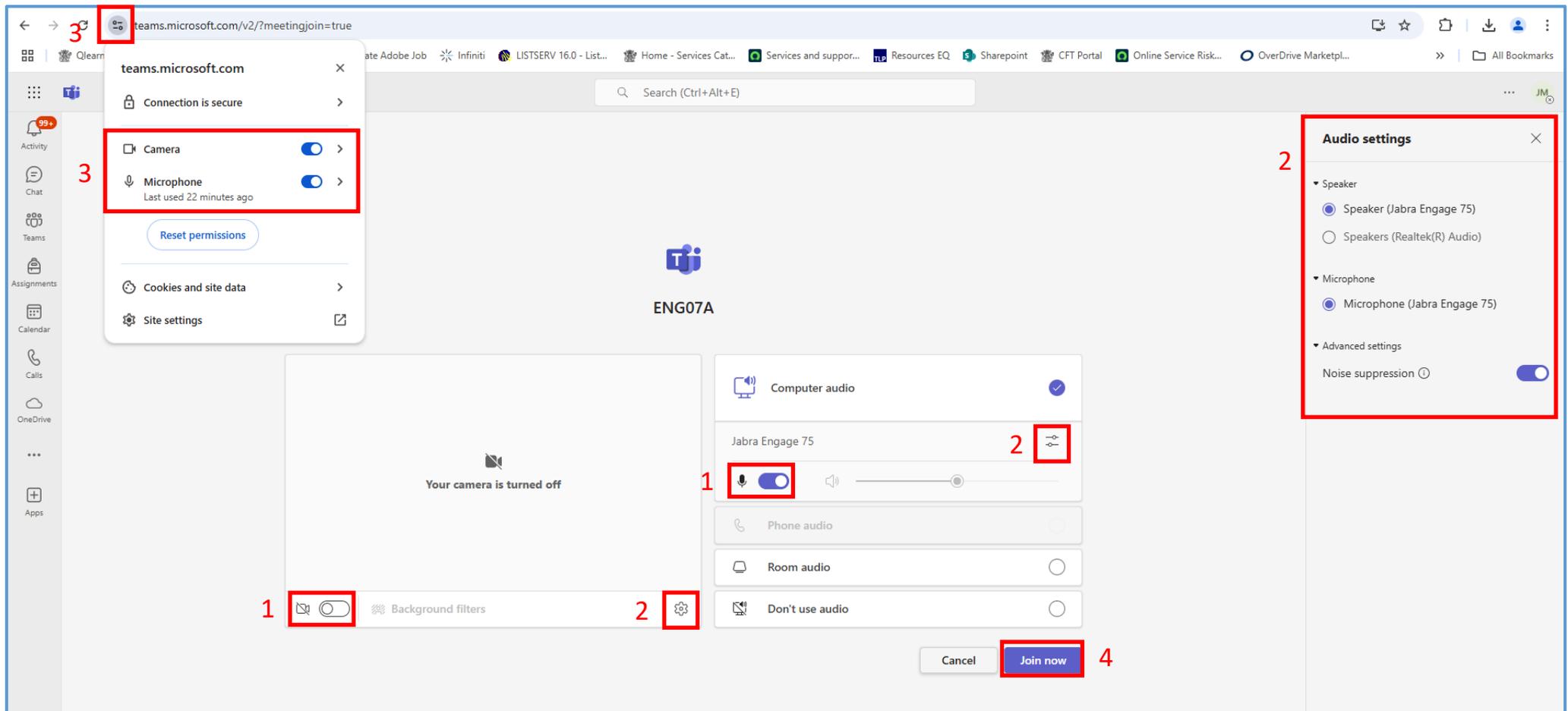
You will be prompted to Sign in.
Enter your school username and password.
Accept the conditions and click Sign in.



Waiting to enter lesson and adjusting Audio and Video devices

While you are waiting for the lesson to begin, you can adjust the following device settings:

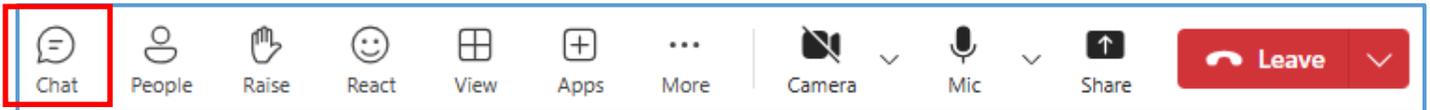
1. Use the toggles next to the Camera and Microphone to turn them on or off.
2. Click either the  or  settings icon to show the **Device settings** pane on the right. From this menu you can select the device to use for your Speaker, Microphone and Camera.
3. Ensure your camera and microphone are allowed in your browser by clicking the  options button (this example is in Chrome).
4. When adjusted your device settings, click Join now.



The screenshot shows the Microsoft Teams interface during a meeting join process. The browser address bar shows the URL `teams.microsoft.com/v2/?meetingjoin=true`. A red box labeled '3' highlights the address bar. A browser permissions pop-up is open, showing 'Camera' and 'Microphone' permissions, both with blue toggle switches turned on. A red box labeled '3' highlights this pop-up. The main interface shows a 'Your camera is turned off' message with a camera icon and a red box labeled '1' around the camera toggle switch. Below this, there is a 'Background filters' section with a gear icon and a red box labeled '2' around it. The 'Computer audio' section is expanded, showing 'Jabra Engage 75' selected. A red box labeled '2' highlights the settings icon next to the device name, and another red box labeled '1' highlights the microphone toggle switch, which is turned on. Below the audio settings, there are options for 'Phone audio', 'Room audio', and 'Don't use audio'. At the bottom right, there are 'Cancel' and 'Join now' buttons, with a red box labeled '4' around the 'Join now' button. On the right side, the 'Audio settings' pane is open, showing 'Speaker (Jabra Engage 75)' and 'Microphone (Jabra Engage 75)' selected, and 'Noise suppression' turned on. A red box labeled '2' highlights this pane.

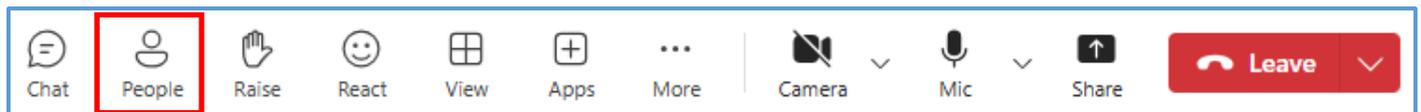
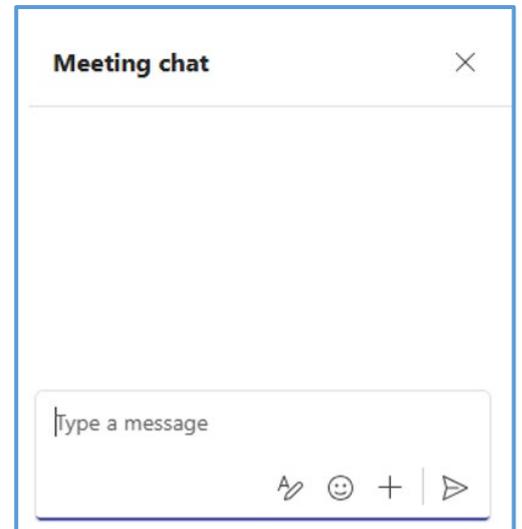
Navigating in Microsoft Teams Meetings

Once admitted into the Teams meeting, you will have access to the meeting toolbar.



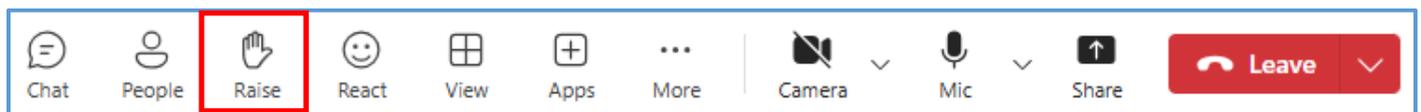
Chat

The Chat icon opens the Meeting chat panel on the right of the screen. Here you can type in the chat box at the bottom and press the arrow to send your message. There are additional options to explore, such as emojis and attaching files.



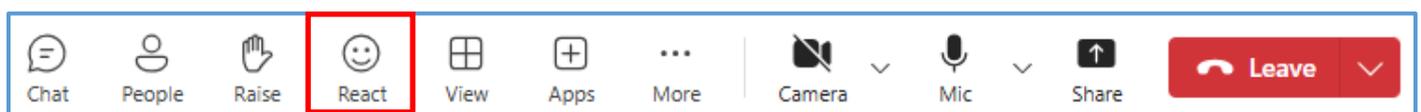
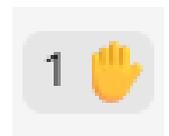
People

The People icon opens the Participant panel on the right of the screen. Here you can see who is currently in the meeting.



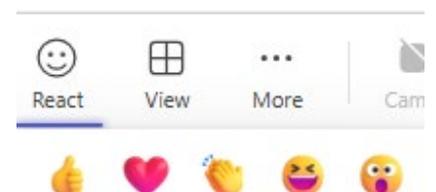
Raise

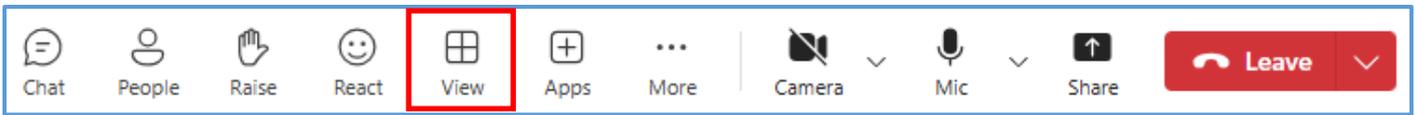
The Raise icon allows you to raise your hand in the lesson, alerting your teacher.



React

The React icon allows you to choose from different emojis that will disappear automatically. Reactions are generally used as a response to a question from your teacher.





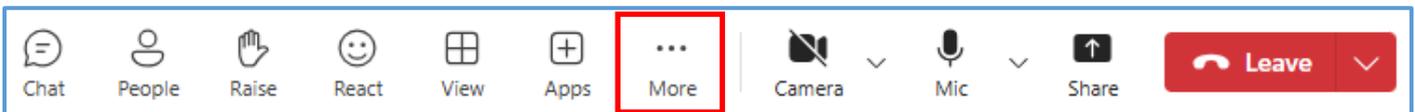
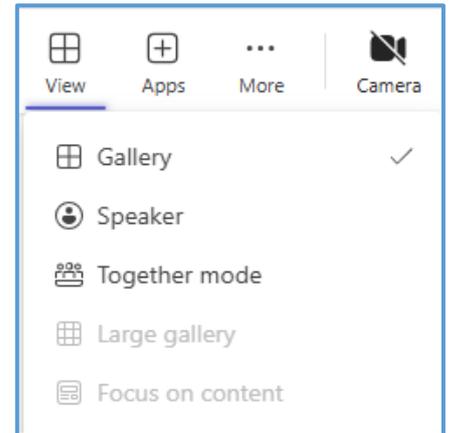
View

The View icon allows you to choose from different options that affect how you see camera feeds displayed on your screen.

Gallery View shows a grid of tiles with the camera or name of the participants.

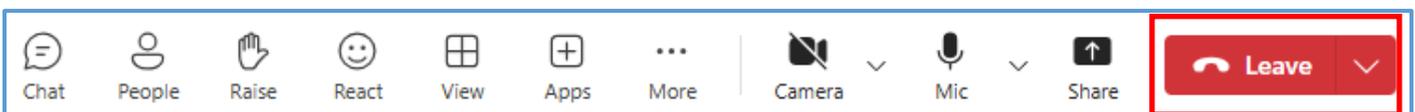
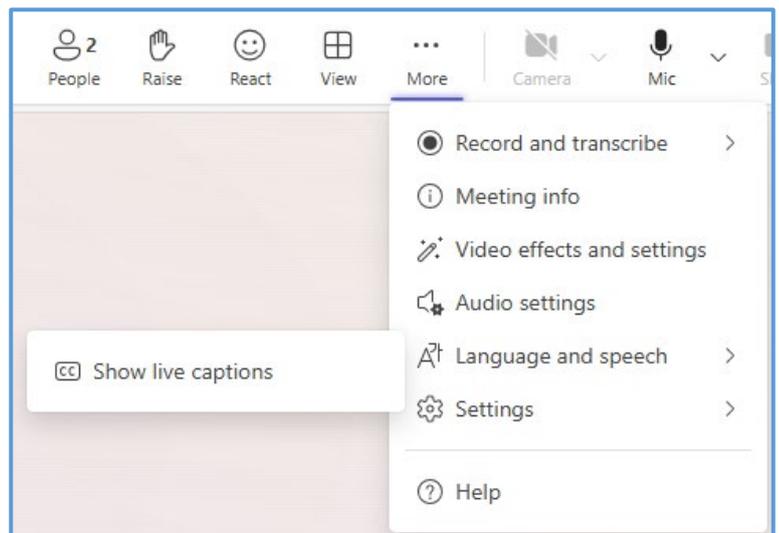
Speaker View shows a large tile with the current speaker highlighted, with the other participants in smaller tiles.

Focus on content will remove the tiles and will focus only on the content being shared by the teacher.



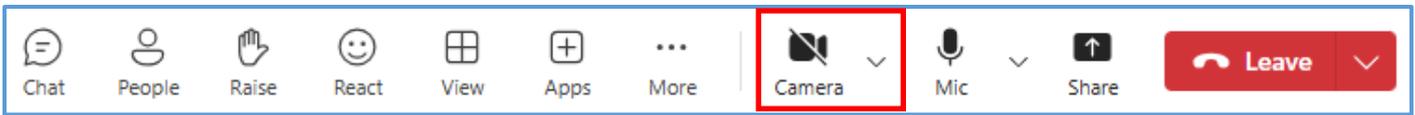
More

Additional options of note under the More icon include Audio settings and Live Captions under Language and speech.



Leave

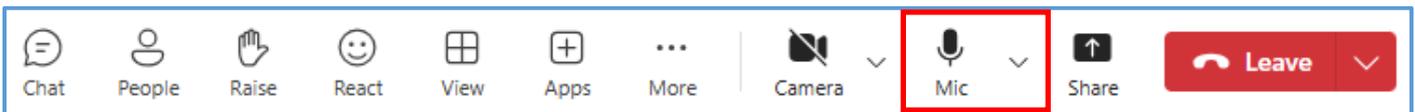
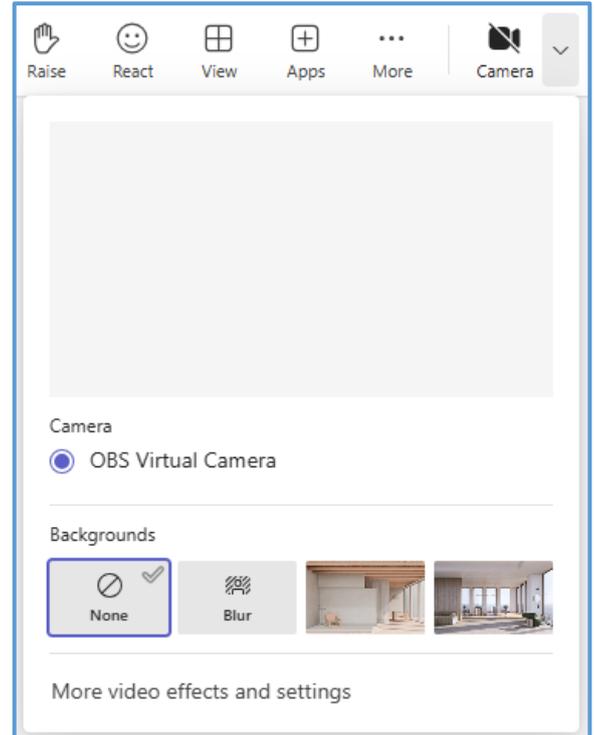
Use the Leave button to exit the meeting. You can then close the browser tab.



Camera

Toggle the Camera icon to turn your camera off and on. Using the arrow beside the Camera icon you can access Camera options.

From here you can select between available devices and choose a background effect.



Mic

Toggle the Mic icon to mute and unmute your microphone.

Clicking the arrow beside the Mic icon will allow you to access the speaker and microphone settings.

From this menu you can select from available speaker and microphone devices, adjust the speaker volume and check to see whether your microphone is working.

