



# Student Guide

A quick  
introduction  
to Microsoft  
Teams.



**Queensland  
Government**

# Microsoft Teams is now being used at your school!

Microsoft Teams is a technology platform that is used by schools across the world as a 'digital classroom' environment. You are going to be using it more at your school this year. This quick introductory guide has been created to help you understand how the platform works so you can start connecting with your teacher and collaborating with your classmates. Your teacher will be supporting you to learn how to use this platform.

## What can you do in Teams?

Join video and audio meetings with your class.



Share your files and work on them in Microsoft 365.



Receive announcements from your teachers.



Participate in whole class and group discussions.



Collaborate with your classmates on projects in the Channels.



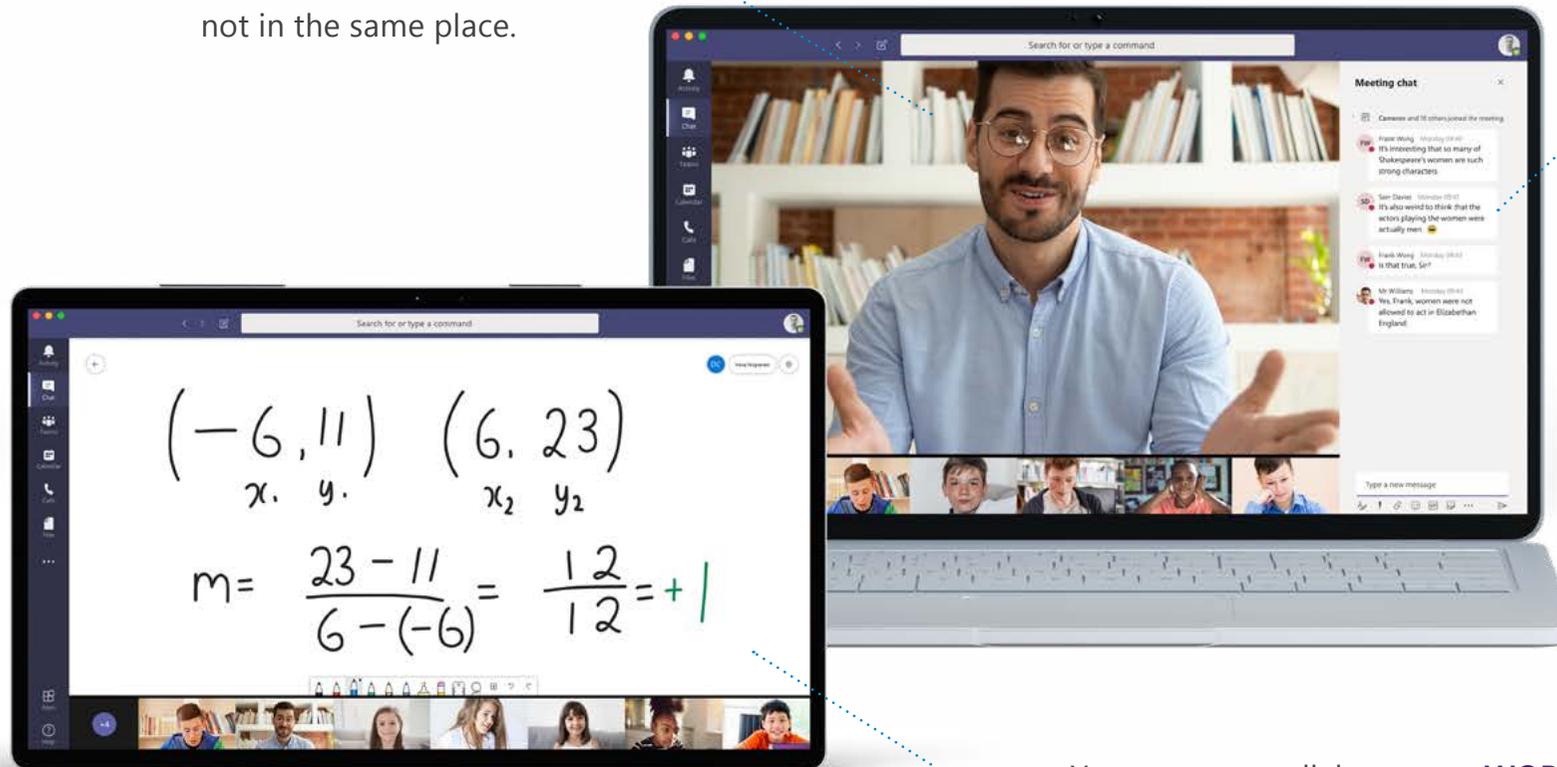
Submit your work and receive feedback through Assignments.



# Features you will use in Teams.

You can join audio or video **Meetings** hosted by your teacher, allowing you to connect with your teachers and classes, even if you are not in the same place.

You can use the **Chat** feature during a meeting to share your ideas and collaborate with your classmates. It's important to know that **Chat** is permanently recorded in the Channel and can't be deleted.

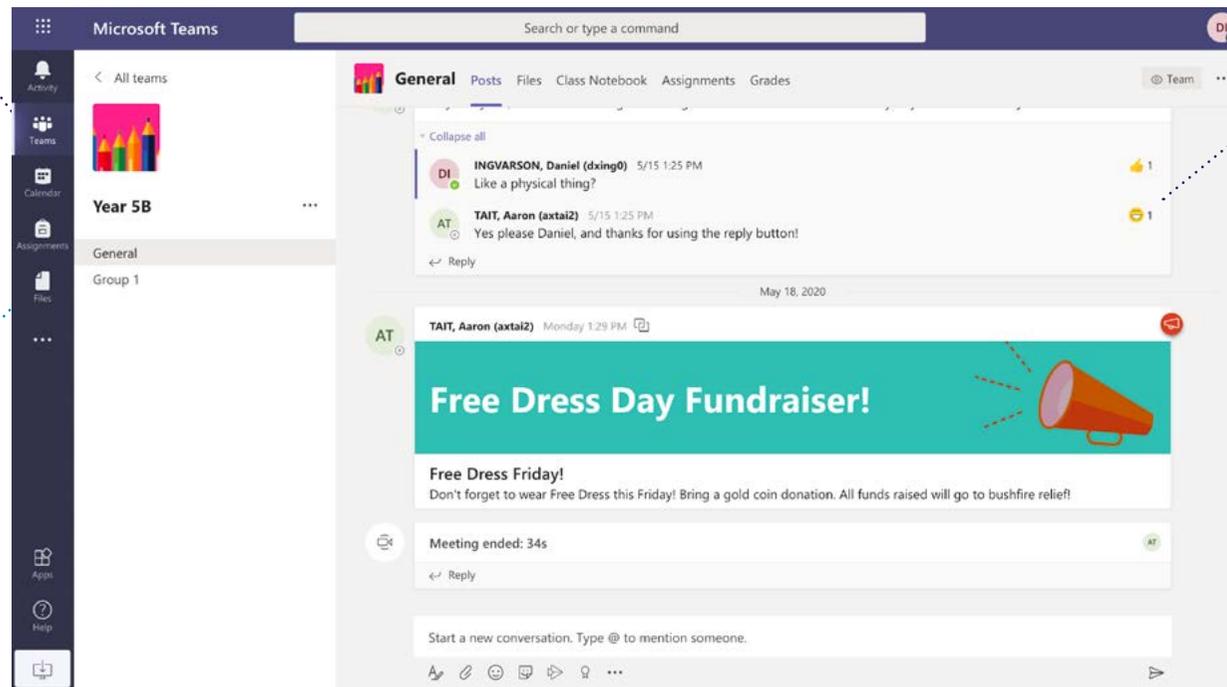


You can even collaborate on **WORD, POWERPOINT, ONE NOTE,** and **EXCEL** documents together in real time, and save them in Teams.

# Features you will use in Teams.

All of your **Teams** are listed on this panel here. If you are a secondary student, you will probably see your classes by subject. If you're a primary student, you will probably see your year level class.

Here you'll see all of the apps in your **App Bar** including access to the Teams you're in.



You can use **Emojis** and the **Reply** button to respond to what your teacher has posted.

This is your **Canvas** where your teacher will post announcements and hold discussions with your class. You can also view documents and websites linked to your Team here.

# How can you be a great Teams member in your digital classroom?

If you are joining a class meeting, try to use headphones so you are not distracting other people around you.

If you see any cyber-bullying or inappropriate behaviour in Teams, you should let a teacher know immediately.

Just like in a regular class, respect your teacher. They are working hard to support you, so don't interrupt them or get distracted.

Close other tabs and files you have open that don't relate to the digital class you are in. This keeps you focused.

Be respectful of all of your classmates in channels, chats, meetings, and in documents you are collaborating in. Your teacher can see all communication you are having everywhere in Teams. Behave responsibly!

In a meeting, keep yourself on mute. Just as you would in a classroom, use the raise hand feature and wait for your teacher to ask for your question. This makes it easier for everyone else to hear the person speaking. You can also type in a meeting chat if you have something to say.



# Have questions about Microsoft Teams?

Your teacher will be able to help you, but the answer might be here!

## Is Teams only useful when I am learning from home?

Whilst Teams is very useful as a platform when you are learning from home, it is also great when you are at school in regular classes. So you can expect to be using it a lot more in 2020.

## Will all of my classes be taught in Teams now?

Not necessarily. Teams is a platform that helps you communicate and collaborate with your class and teacher, and it will be used in different ways moving forward.

## Can I use Teams on an iPad or other device?

Yes. Teams works on laptops, tablets and even smart-phones. Regardless of the device you are using at school, you will be able to use Teams.

## Do I need really fast internet for Teams?

No. Much of your learning in Teams is done at school and, in the cases where work is being done at home, classes do not always have to be run with live video or with lots of streaming.

## I have more questions, who can I talk to?

Your teacher will be the best person to support you as you learn how to use Teams at school.



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