



Microsoft Teams

Guide for Students and Families

Logging In

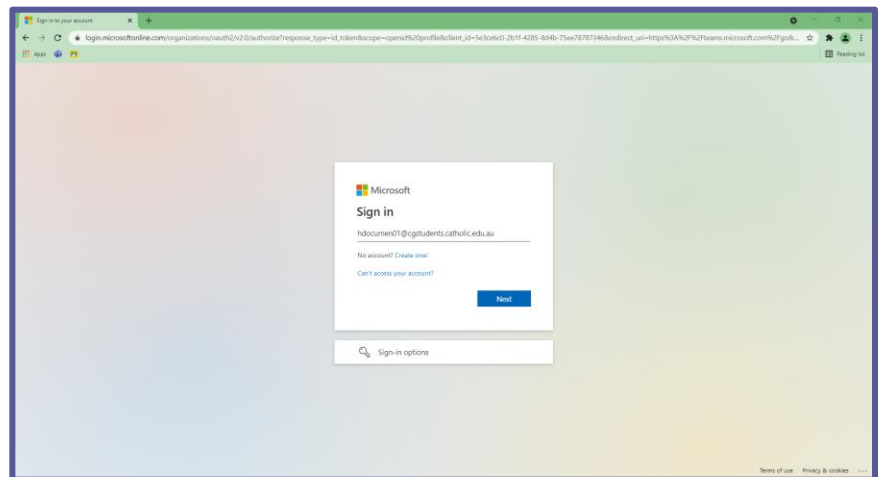
Web Client

Best for Laptops and Desktops

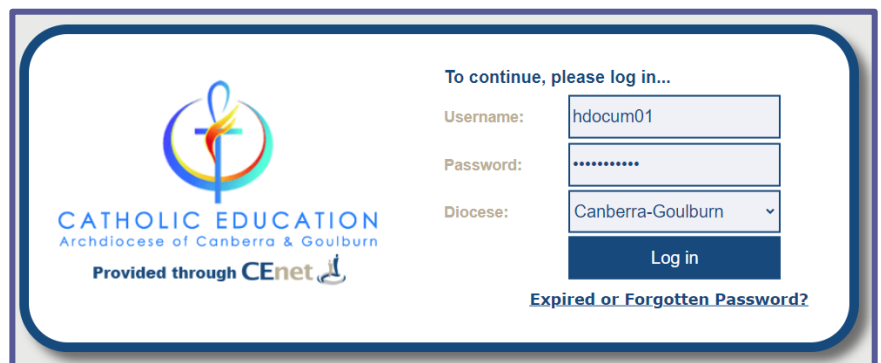


Student Email is: username@cgstudents.catholic.edu.au
Username and Password are available from your classroom teacher

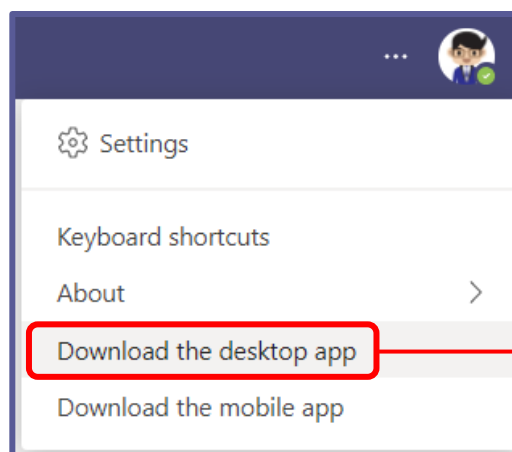
1. Go to teams.microsoft.com and sign in with your school email and password



2. Navigate through the CENet page with your Username and password



3. Download the application and install





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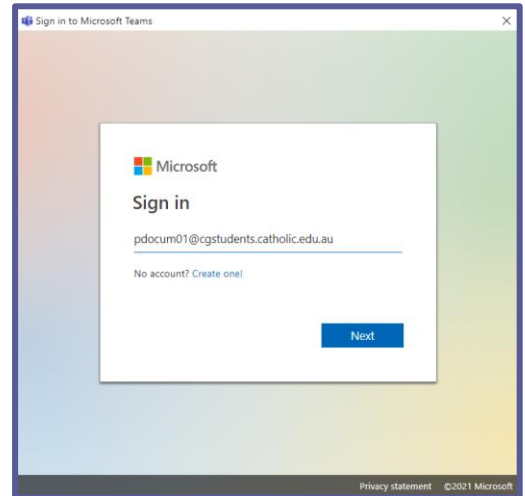
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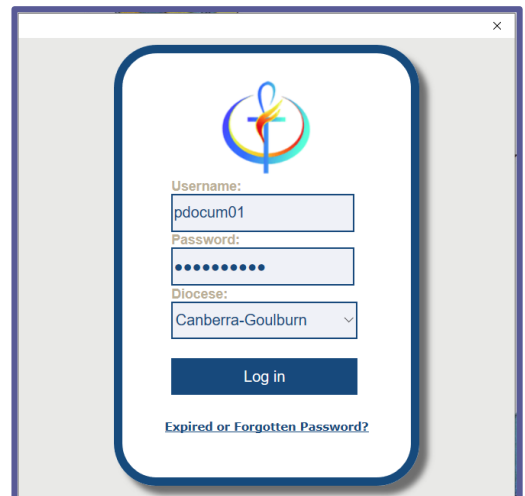


Student Email is: username@cgstudents.catholic.edu.au
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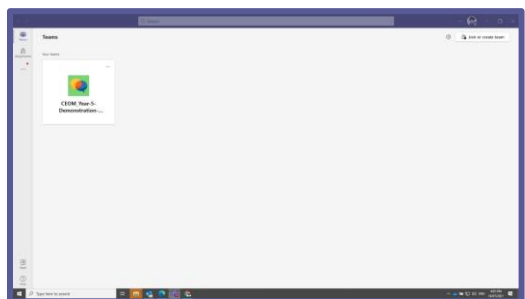
4. Sign in with your school email



5. Navigate through the CEnet page with your username and password



6. Class Teams are available from the dashboard





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Join a Meet

Web Client

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Option to join from Google Classroom

The screenshot shows a Google Classroom interface for 'St Christopher's 5E 2021'. A post titled 'Ethel Documentation posted a new material: Monday July 19th Meeting' is visible. The post content includes 'Posted 11:53', 'Today we will focus on:', and a list of topics: 'Maths Review' and 'Questions about the Religious Education research'. A 'Join conversation' button with a Teams link is highlighted with a red box and labeled 'Select Link'. A red box around the 'Meetings' tab in the left sidebar is labeled 'View Post'.

The screenshot shows the Microsoft Teams join options page. A dialog box asks 'Open Microsoft Teams?' with a checkbox for 'Always allow teams.microsoft.com to open links of this type in the associated app'. The 'Open Microsoft Teams' button is highlighted with a red box and labeled 'Select to open Teams App'. Below, the question 'How do you want to join your Teams meeting?' is followed by three options: 'Download the Windows app', 'Continue on this browser', and 'Open your Teams app'. The 'Open your Teams app' option is highlighted with a red box and labeled 'Open Teams Web Client (App)'.



Microsoft Teams

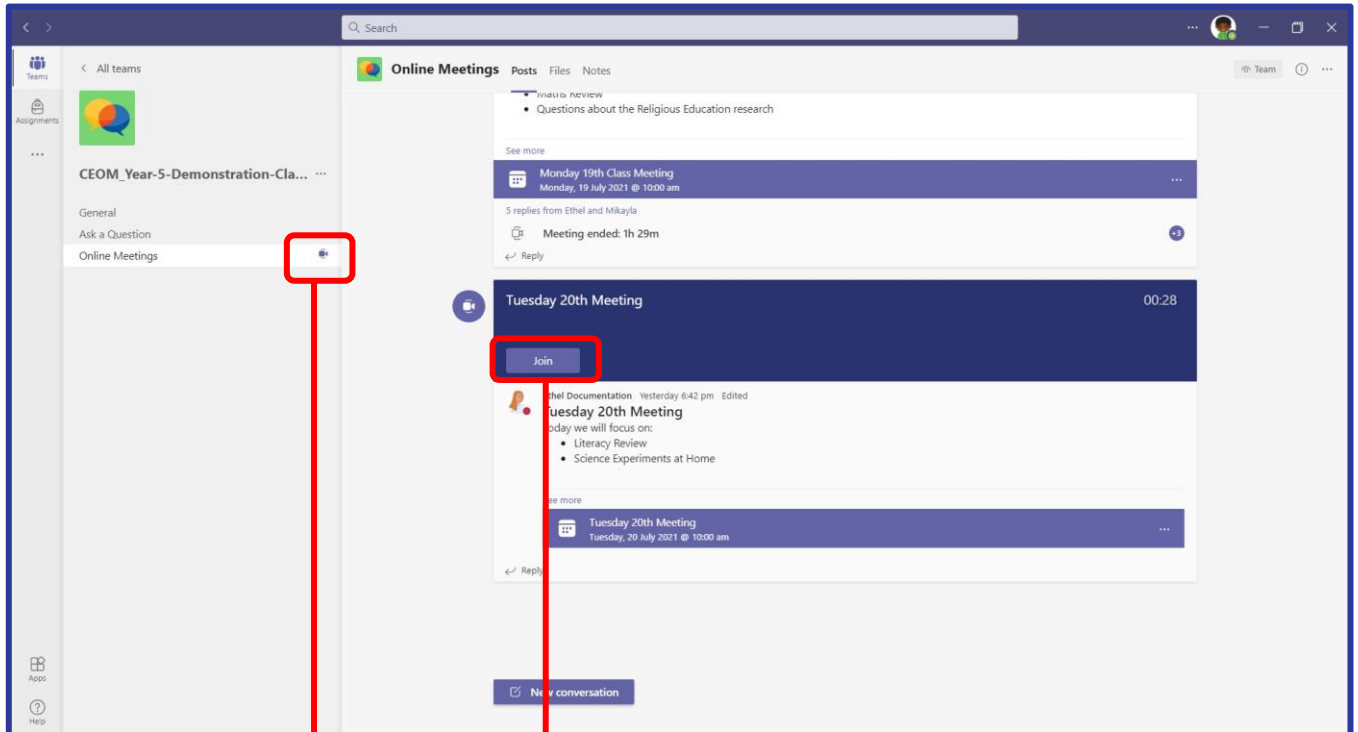
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Join a Meet

Web Client
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Option to join from Microsoft Teams



When the teacher has started the meeting, select Join.

This icon shows you where the meeting is hosted. Select the Channel to find the meeting.



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Join a Meet

Web Client

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Tuesday 20th Meeting

Choose your video and audio options

Computer audio

Galaxy Buds+ (26BD) Hands-Free AG Audio

Phone audio

Room audio

Don't use audio

Cancel Join now

Student joins the Meeting

Tuesday 20th Meeting

When the meeting starts, we'll let people know you're waiting.

Background filters

Computer audio

PC Mic and Speakers

Phone audio

Room audio

Mute Microphone and check audio setup

Student waits until let in by teacher

Choose Blur Background

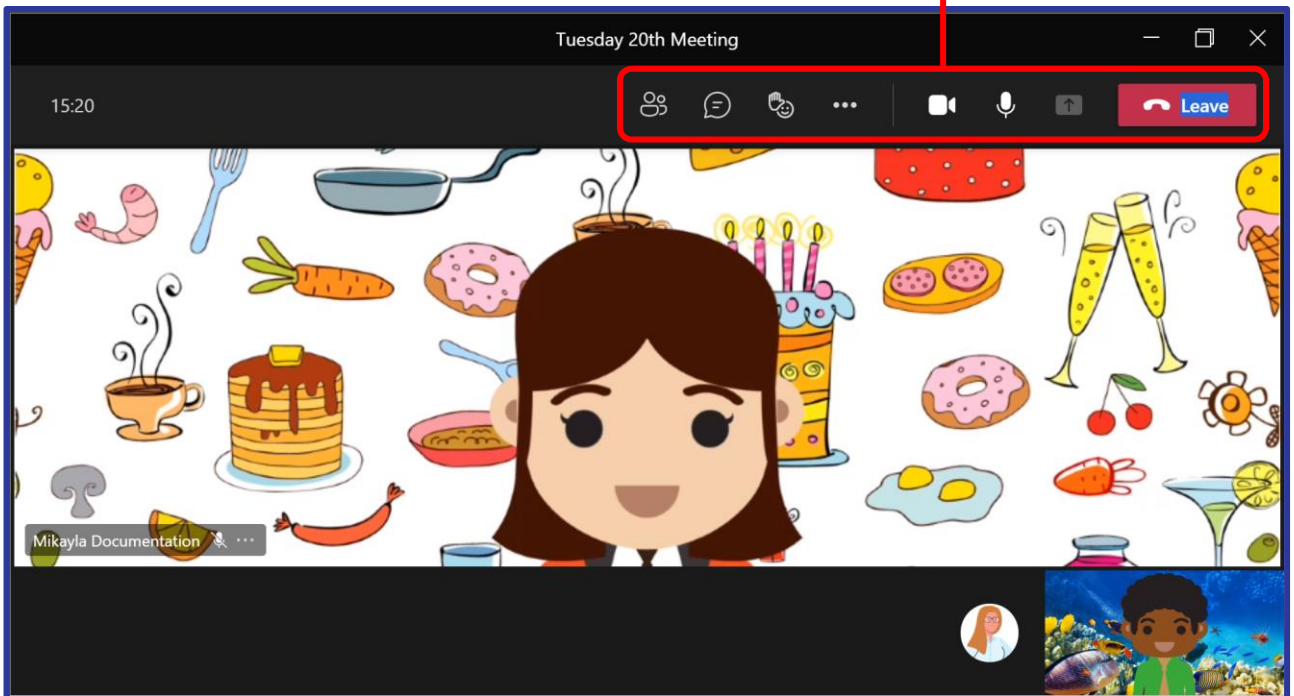
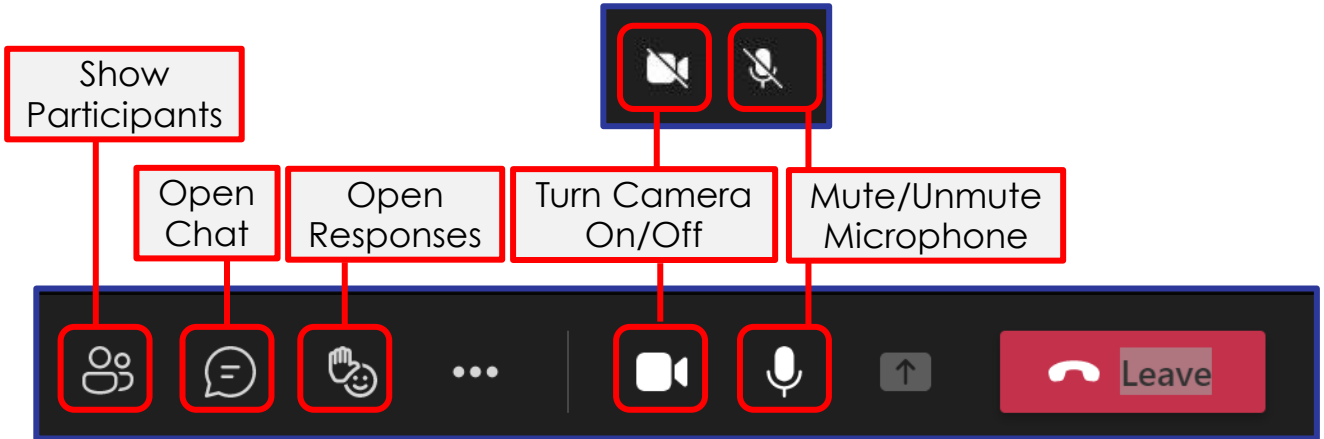


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Participate in a Meet **Web Client**

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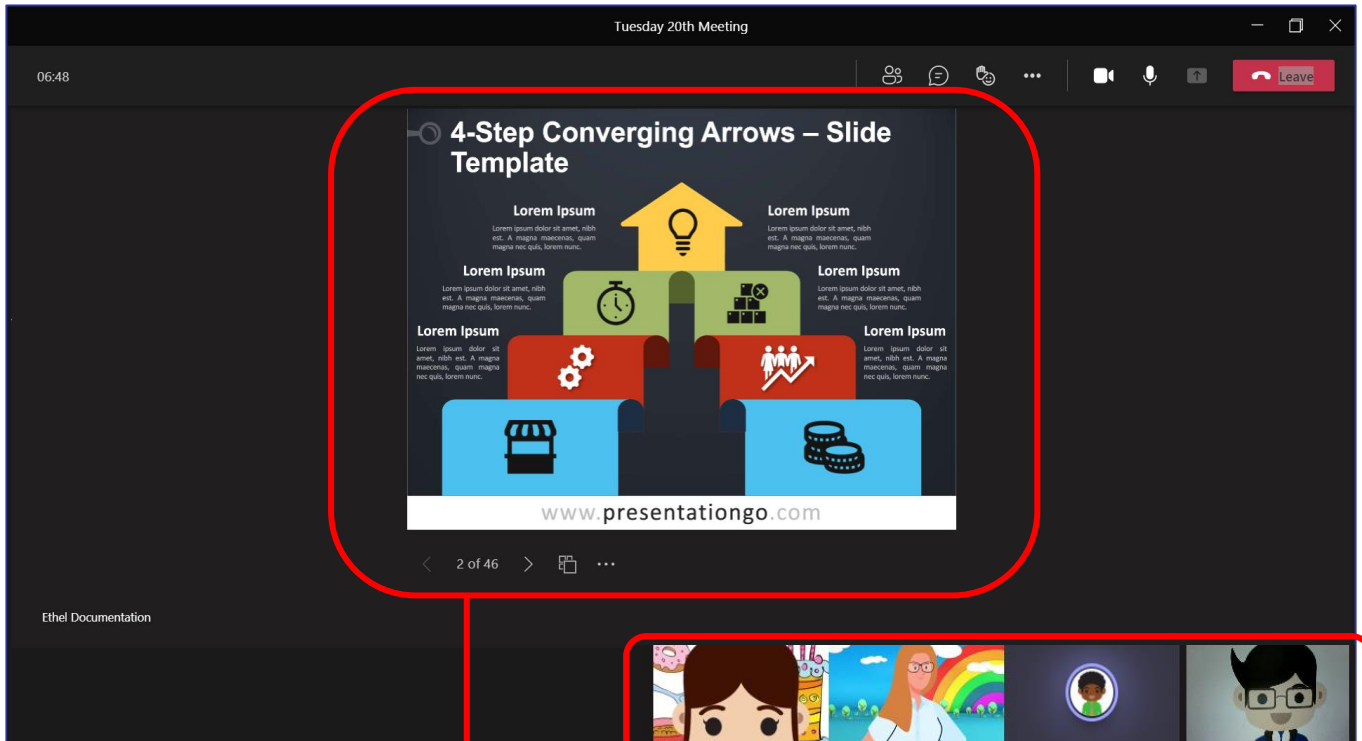




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View Shared Screen **Web Client**
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View of teacher PowerPoint

View participants videos at bottom of screen



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Policy & Guidelines

Child Safety Guidelines for Managing Online and Remote Learning

Communication with students

- Private chat with students disabled in the "me" space.
- If a student posts inappropriate content, take a screen shot before deleting it.

Virtual Meetings

- Meetings will be scheduled via the class Team.
- No individual meetings with students (except Year 11 & 12).
- For special circumstances, negotiate a 1:1 meeting with K-10 students via the Principal and parent/carer.
- Teachers must record the meeting and download the recording to store securely.
- Teachers and students will have the camera on during a meeting.
- Conversation functions can be used to ask questions or reply during meetings.
- Attendees should remain on mute unless speaking.
- A backdrop or blurred background will be used by teachers and students.
- Teachers will use a lobby to control the meeting start and can remove students to address behaviour.