



Microsoft Teams

Guide for Students and Families

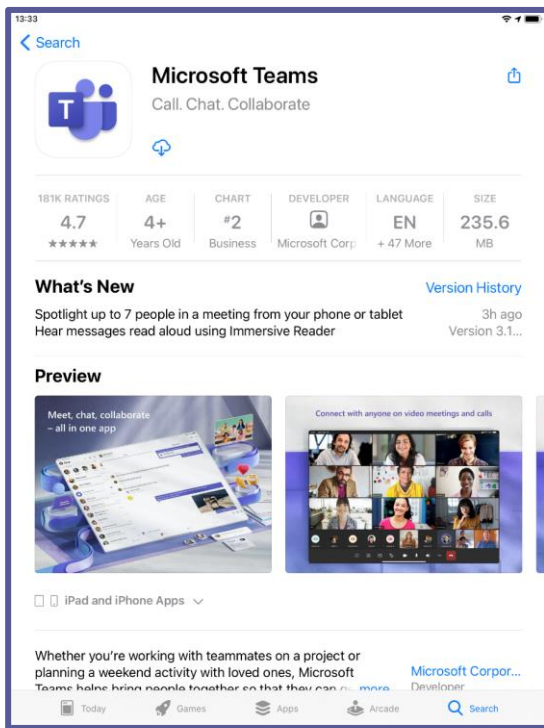
Logging In

iPad App

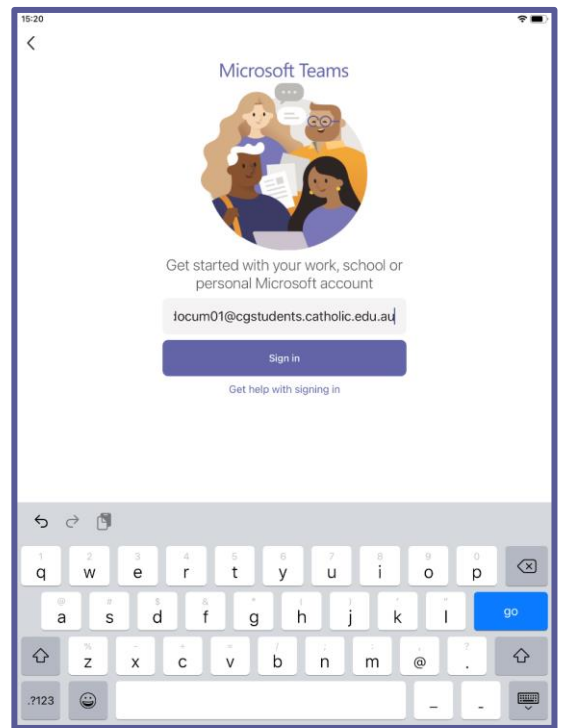
Best for iPads



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



1. Install the App from the App Store



2. Open the App and sign in with your school email



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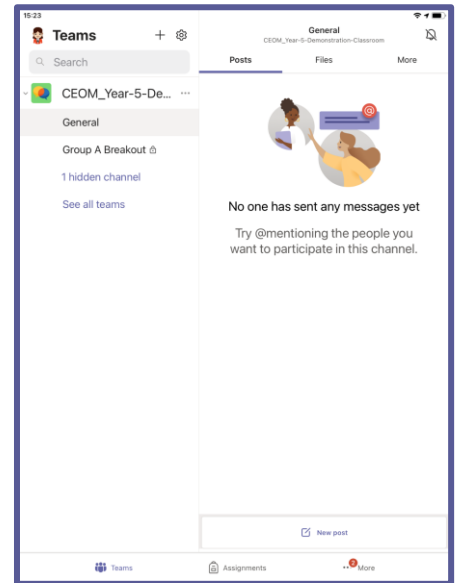
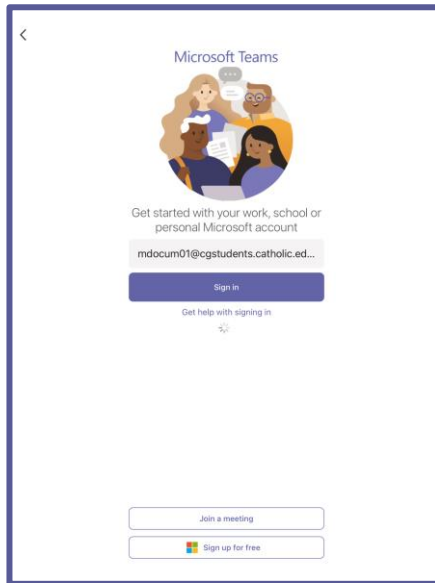
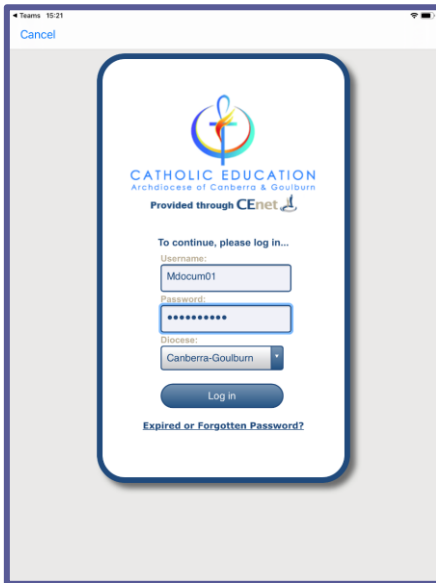
Logging In

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



3. Navigate through the CENet page with your username and password

4. Select Sign in

5. Class Teams are available from the dashboard



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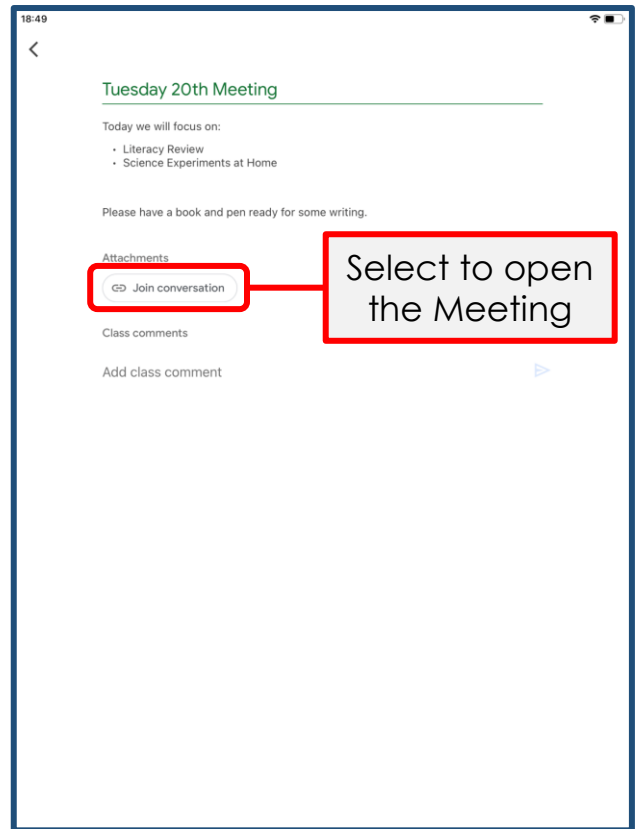
Guide for Students and Families

Join a Meet

iPad App
Best for iPads



Option to join from Google Classroom





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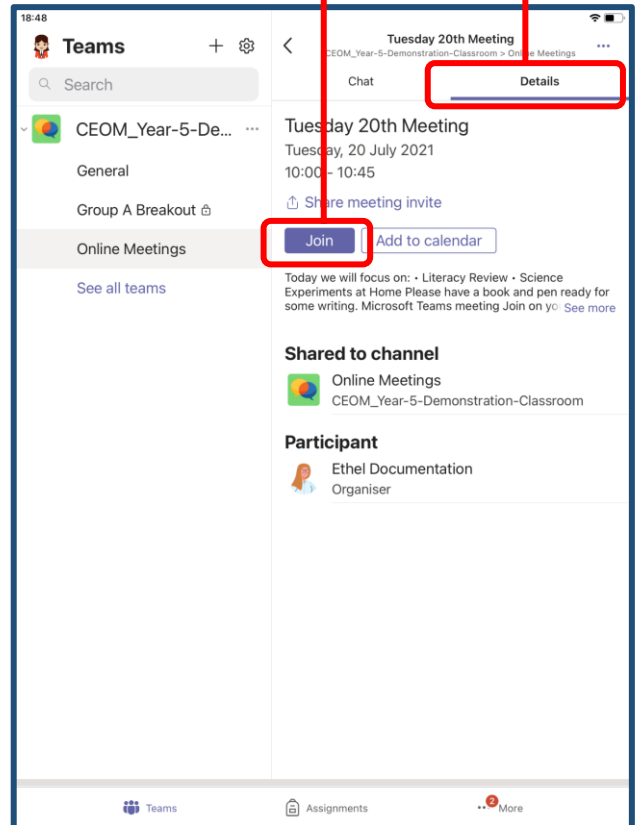
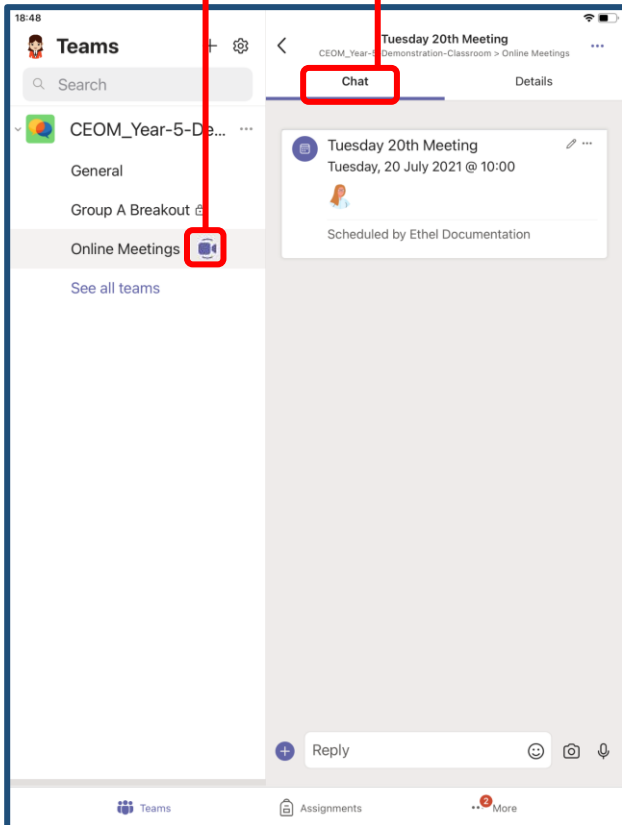
Option to join from Microsoft Teams

Tap the Post with the Meeting link

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

Select Details first

When the teacher has started the meeting, select Join.





Microsoft Teams

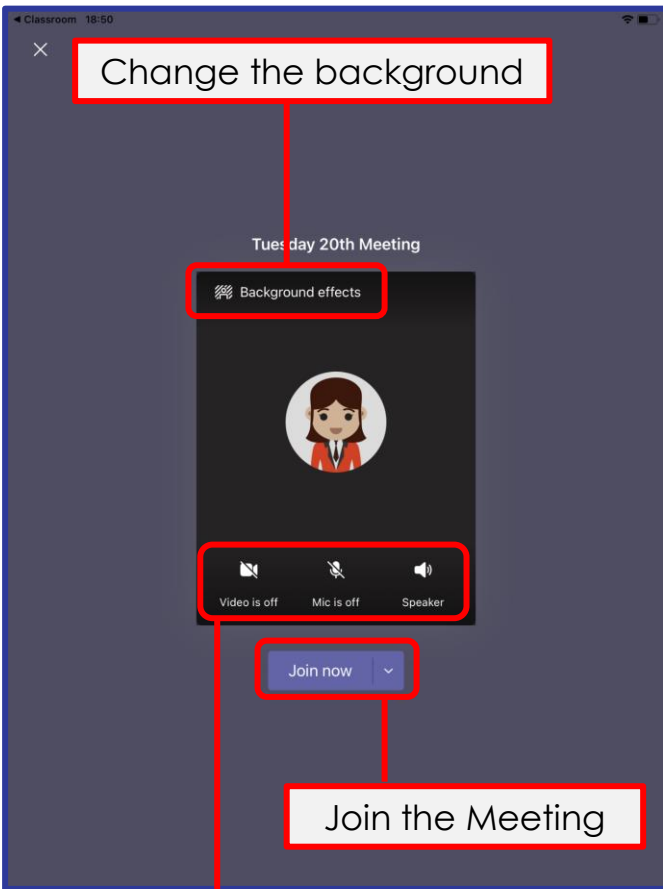
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Join a Meet

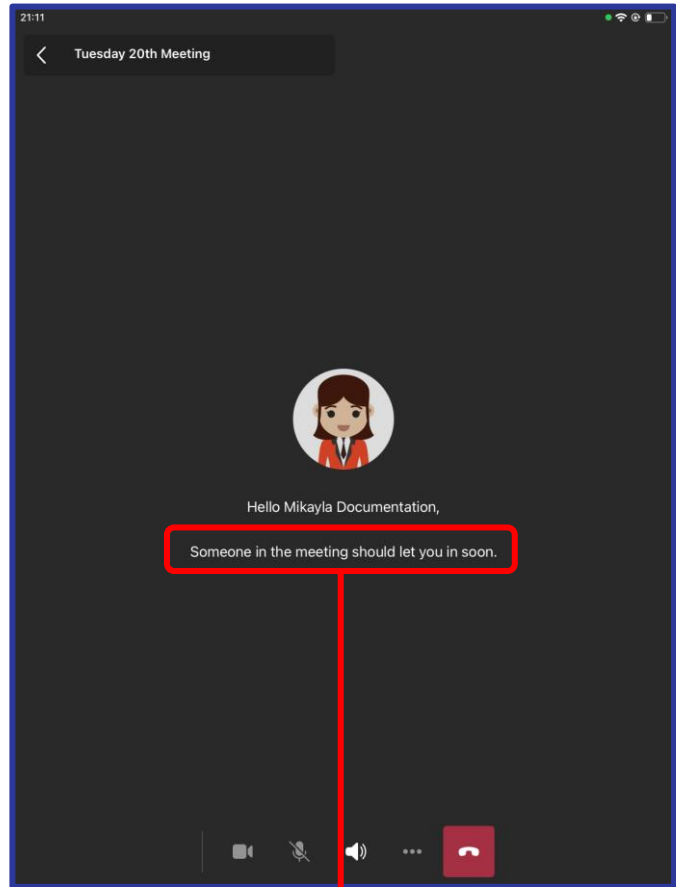
iPad App
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Option to join from Google Classroom



Change the background



Student waits until you let them in

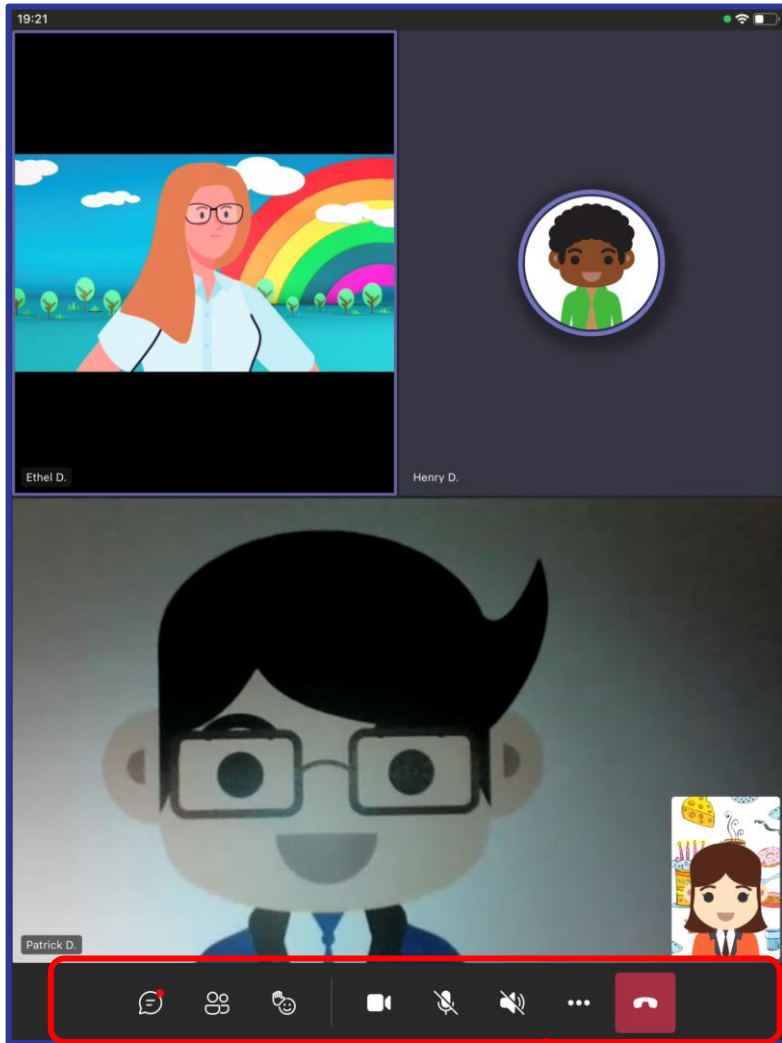


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Participate in a Meet

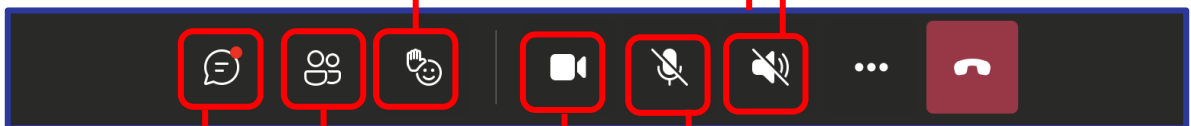
iPad App
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On Screen Reactions or Raise Hand



Turn iPad Sound On/Off



Open Chat

Show Participants

Turn Camera On/Off

Mute/Unmute Microphone



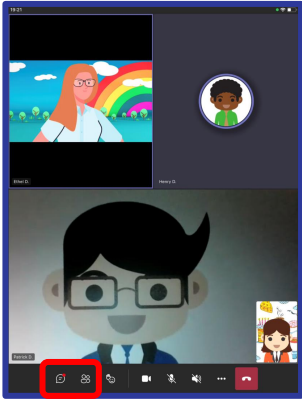
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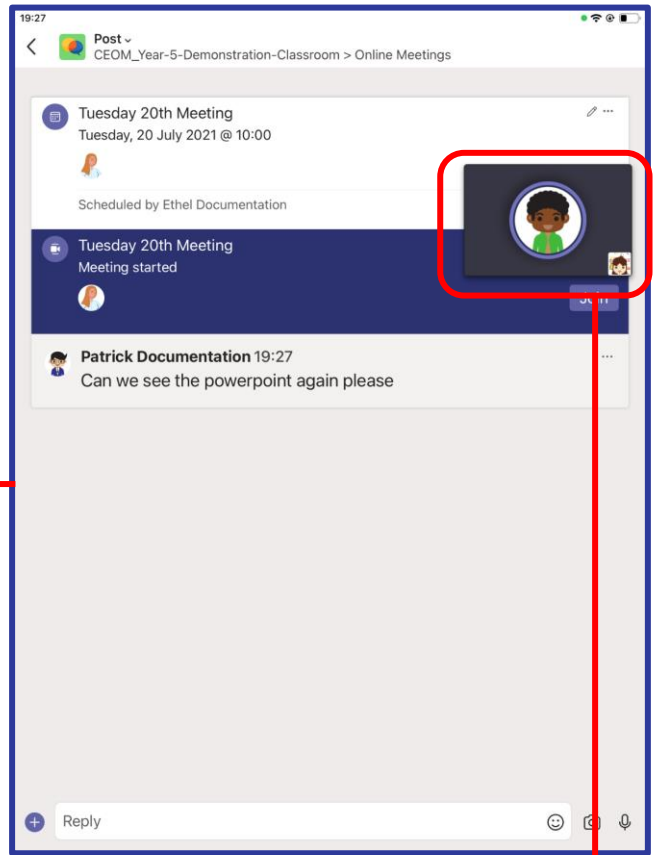
Participate in a Meet

iPad App

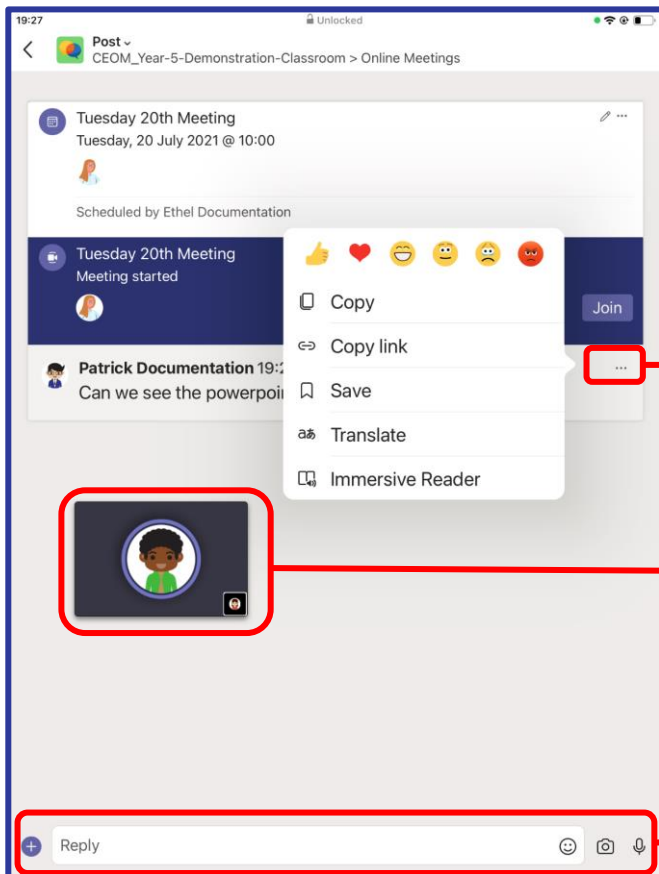
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When Chat or Show Participants is selected the video will minimise.



Drag the video on the screen to move it.



Select three dots to respond to chat.

Double tap the video to return to full screen.

Add a message to the Chat.



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View Shared Screen

iPad App
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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.