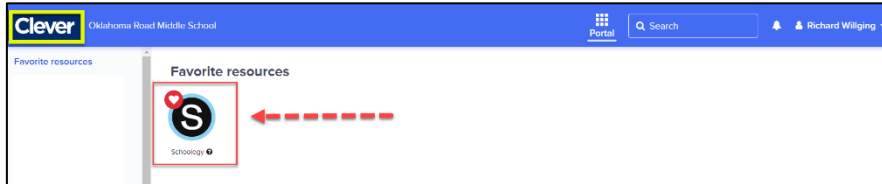


Teams Meetings for Virtual Days

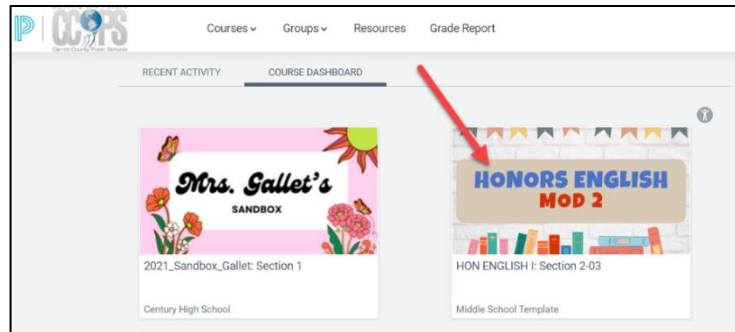
Student/Family Directions

The following directions and tips will allow you to use Teams Meetings with your students for virtual meetings. Teachers will post the Virtual Teams Meeting link in their Schoology course.

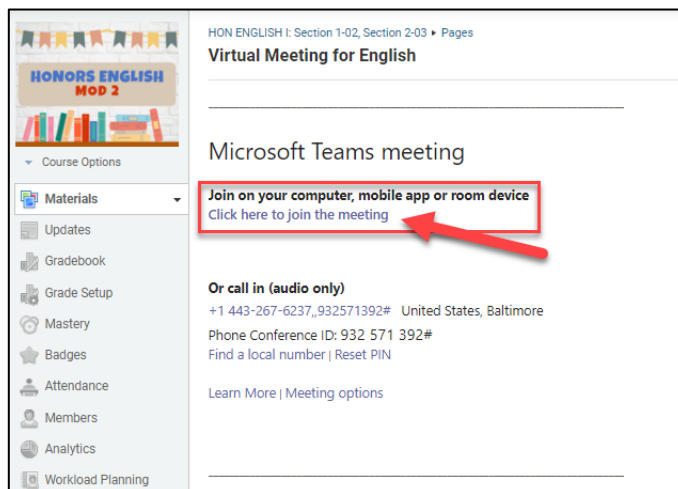
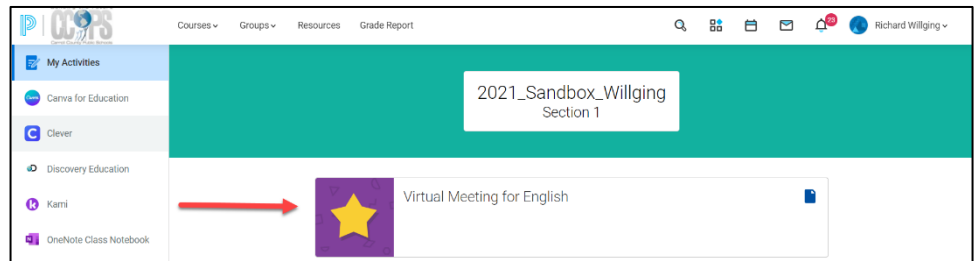
1. Students should **open Clever** and select **Schoology** from their Clever pages.



2. Once on the Schoology Dashboard, students will **select the course** from their course files.

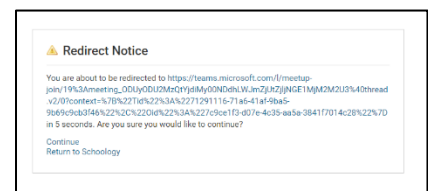


3. From inside the course, students will **select the page** that includes the Teams Meeting Link. Teachers may name this page in various ways.

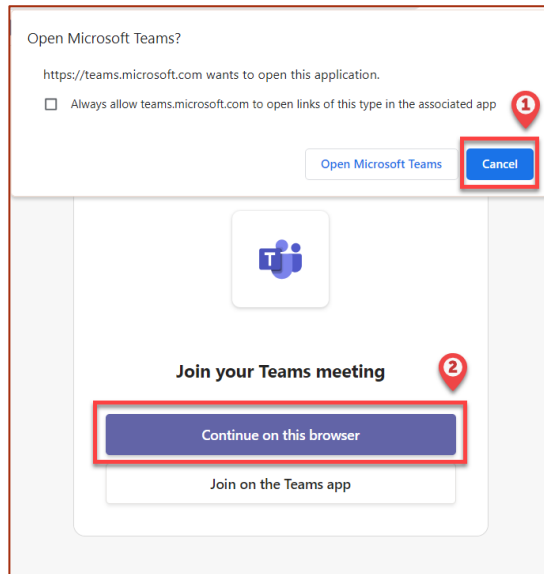


4. Once students have opened the page, they will see the virtual meeting link information. Students should click on **Click here to join the meeting**.

Note: Students will see a “redirect” screen. They should just **wait** for the next screen.



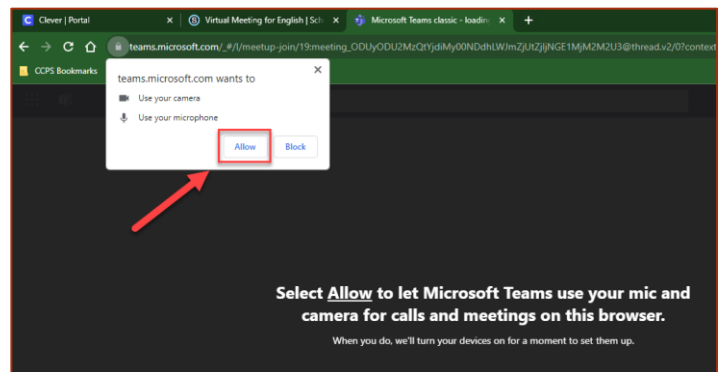
5. Open Teams in your **browser**. This is very important!



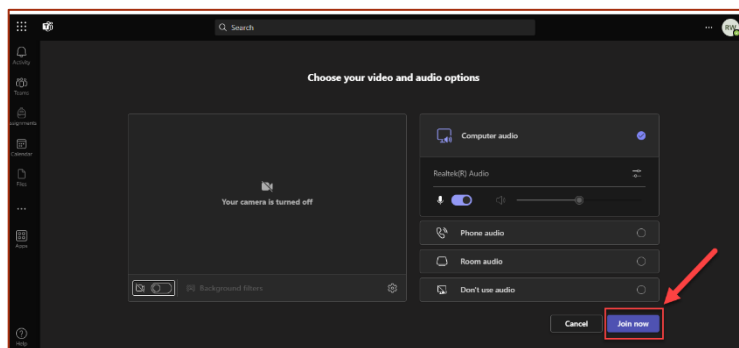
1. When you are prompted to open the application, select **cancel**.

2. Select **Continue on this browser**.

If prompted, select **ALLOW** when Teams requests access to your camera and microphone.



6. **Join** the Teams meeting.

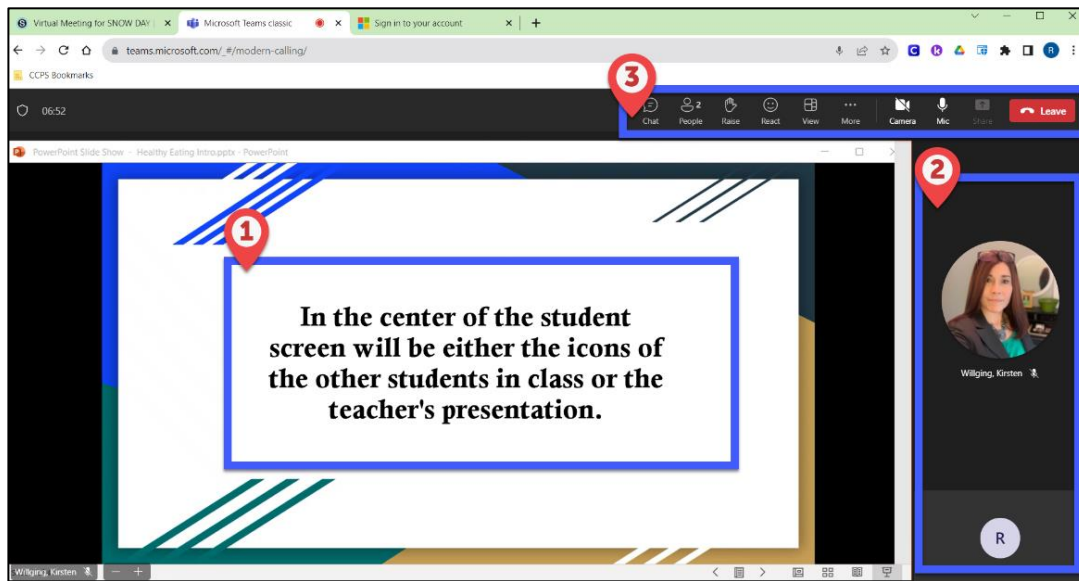


Choose **Join Now**.

7. Students will receive a message that indicates that the teacher will admit them into the class.

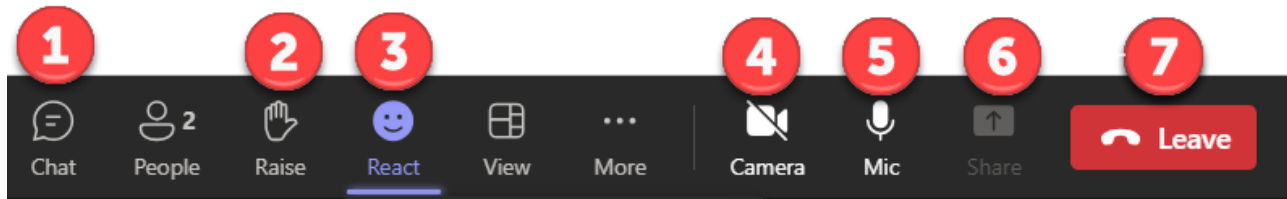
When the meeting starts, we'll let people know you're waiting.

Student View of the Teams Meeting Window



1. Meeting Content
2. Meeting Participants
3. Meeting Task Bar

Meeting Task Bar



- ① **Chat** – This feature will likely be turned off for the meeting. Students will get a message to indicate that.
- ② **Raise Hand Feature** – Students may use the Raise feature in the task bar of the meeting. Students can choose to Lower their hands by selecting Raise again.
- ③ **React** – Student may select emojis to use during class. This feature may or may not be available depending on the teacher.
- ④ **Camera** – Students can click here to turn their camera on or off as directed by the teacher.
- ⑤ **Microphone** - Students can click here to turn their microphone on or off as directed by the teacher.
- ⑥ **Share** – The teacher can choose to enable or disable the student's ability to share their screen in the meeting.
- ⑦ **Leave** – Students will select this button when the class has ended to leave the meeting.

Chat is turned off for this meeting

