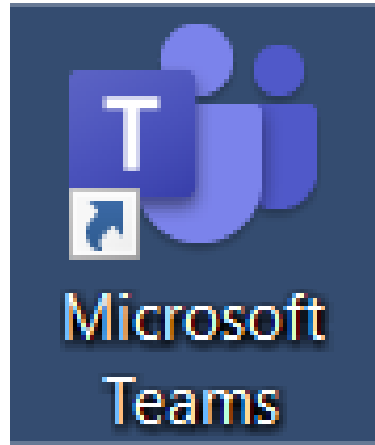


Microsoft Teams for Students - App Download





Bacchus Marsh
Grammar

Student Protocols for Virtual Classes

Environment:

- You should be seated at a table or desk (not on couch or bed).
- You are dressed appropriately and ready for class as per your timetable.
- Ensure there are no other distractions, turn your phone off, TV off and take yourself away from others.
- Wear headphones with microphone where possible.
- Use the chat function as a way to ask questions and share ideas – be appropriate and respectful.

Behaviour:

- You will be asked to identify yourself at the start of class so the roll can be taken, you must have your camera on and facing you.
- Unless instructed otherwise by your teachers, cameras must remain on and facing you for the duration of the lesson or you will be marked absent.
- Be positive and respectful with your communications at all time.
- If you wish to speak, say your name and wait to be called on by your teacher.
- Each student will be called upon at some stage in the lesson, be attentive and ready to respond.
- Do not record the class (this will be done by the school and distributed afterwards).
- Taking screen recordings or screen shots is a breach of Privacy Laws and the School's digital code of conduct.

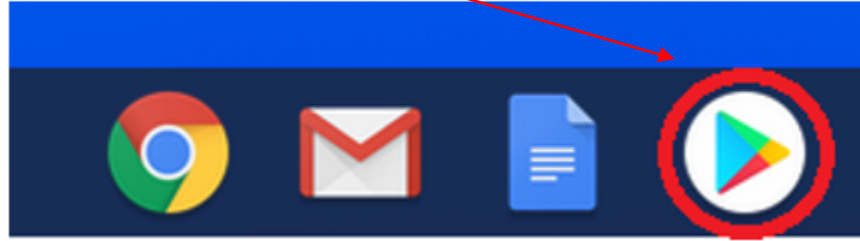
Wellbeing:

- Take this learning experience seriously. It will be a bit strange at first, but we will all get the hang of it.
- Take advantage of the virtual classrooms to engage with your teacher and classmates. You may feel quite isolated at home.
- Get up between classes and move around. Use the recommendations and welfare tips given to you to support your physical and mental wellbeing.
- Let your Teachers, or Year Level Coordinator know if you are struggling, having trouble accessing your lessons or are confused in any way.

How to download Microsoft Teams

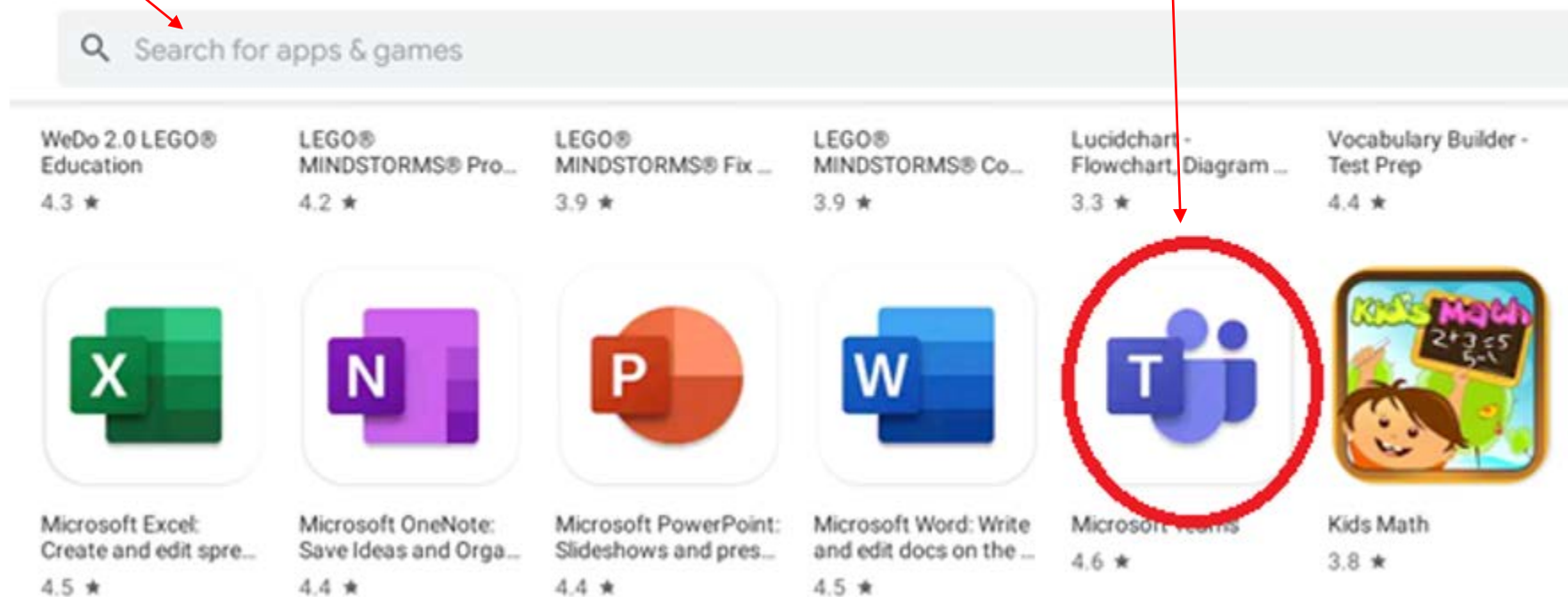


1. Open the Play Store located on the task bar



- If using an apple product, open the App Store.
- If not using a school Chromebook, then your Play Store button may be somewhere else.

2. In the Play Store, scroll down and find Microsoft Teams, or search for Teams in the search bar above.



3. Select install and wait for download to complete



Microsoft Teams

Microsoft Corporation

Install

How to login to Microsoft Teams

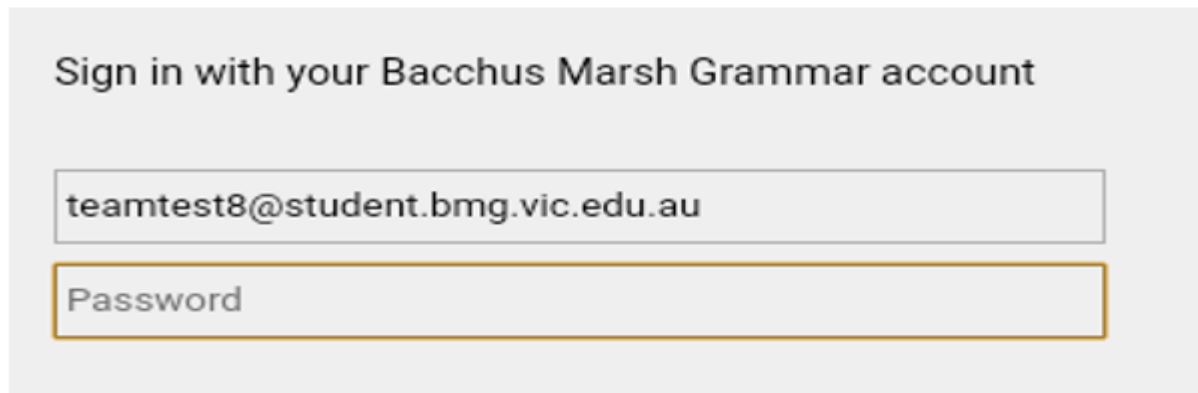
4. Click Sign In, and enter your full school email address, and click Sign In once more.



The screenshot shows a Microsoft sign-in interface. At the top, there are icons for a yellow speech bubble, a person's legs, and a laptop. Below these icons is the text "Sign in using your work, school or Microsoft account". A text input field contains the email address "teamtest8@student.bmg.vic.edu.au". Below the input field is a dark blue button with the text "Sign in" in white. A red arrow originates from the instruction text above and points directly to the "Sign in" button.

Email address - your **student number**@student.bmg.vic.edu.au

5. You will then be passed through to the standard BMG login page, login as normal.



Sign in with your Bacchus Marsh Grammar account

teamtest8@student.bmg.vic.edu.au

Password

Prep - Year 5

Username: student ID number@student.bmg.vic.edu.au

Password: Bmg followed by your date of birth in the following format ddmmyyyy

E.g **Username:** 172737 or 172737@student.bmg.vic.edu.au

Password: Bmg05092009

Years 6 - 12 - login in the usual manner.

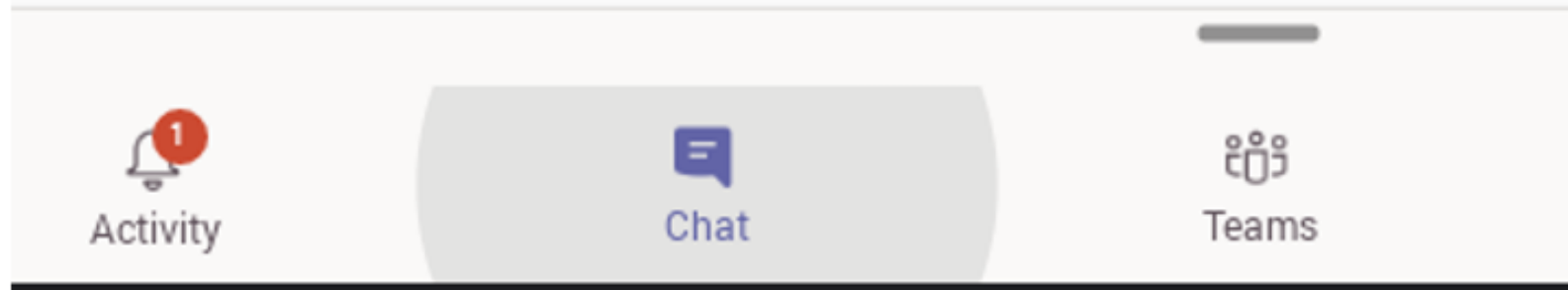
How to find your classes

6. This is the main page of the Teams app. At the bottom of the window are your main tabs. The relevant ones are:

Activity has your latest updates to all of your classes, chats etc.

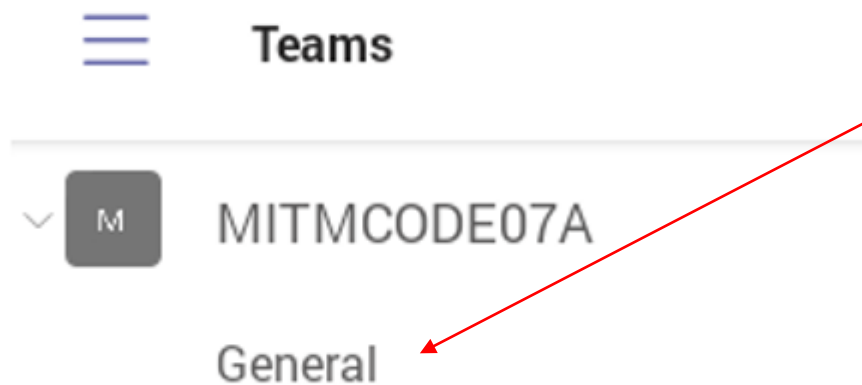
Chat allows you to start/continue conversations.

Teams is the main window which shows your classes



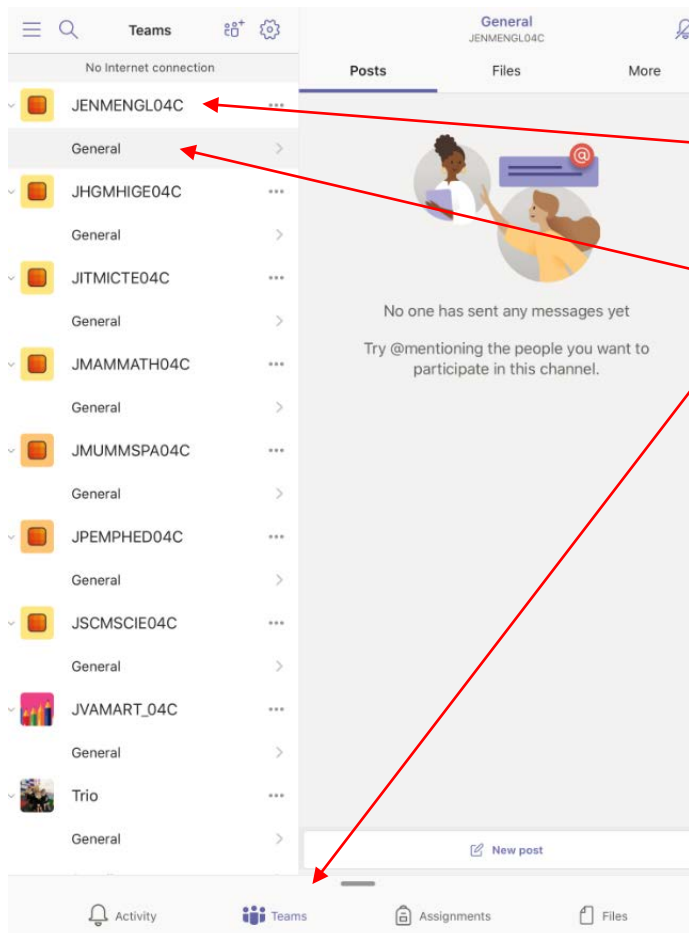
Please be aware that you can only use Microsoft Teams on one device at a time.

7. On the Teams page you will find your enrolled classes, simply click on “General” on the class you wish to enter.



How to join the online video lesson

Find your class to join the online video lesson



- Click on the 'Teams' icon.
- Select the class you need to be in according to your class timetable.
- When you select the class, click general and scroll down to the bottom of your page. When a meeting is available you will need to click 'join now'

Handy Tips to find your class:

For English, you will need to look for a team that has '**ENG**' in it.

E.g. JENM**ENG**LO4B

For Maths, you will need to look for a team that has '**MATH**' in it.

E.g. JMAM**MATH**04B

Class Codes

Maddingley

JENMENGL0 = English

JMAMMATH0 = Maths

JHGMHIGE0 = History and Geograpghy

JSCMSCIE0 = Science

JITMICTE0 = Information Technology

JVAMART_0 = Art

JMUMMSPA = Music Performance

Woodlea

JENWENGL0 = English

JMAWMATH0 = Maths

JHGWHIGE0 = History and Geography

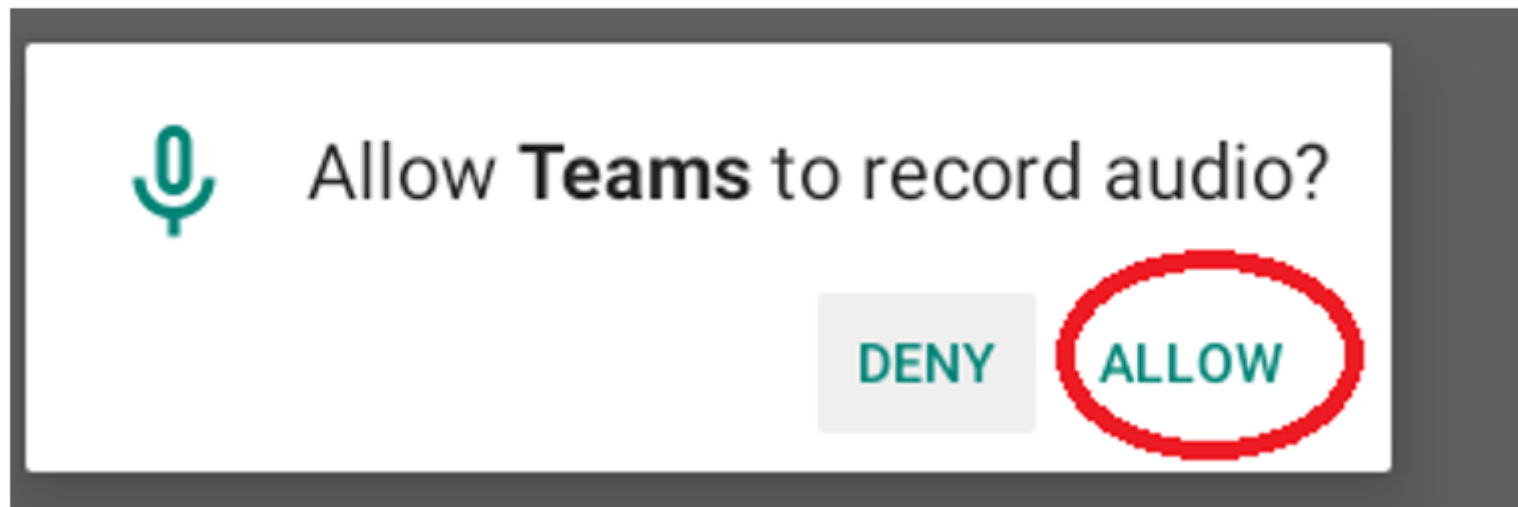
JSCWSCIE0 = Science

JITWICTE0 = Information Technology

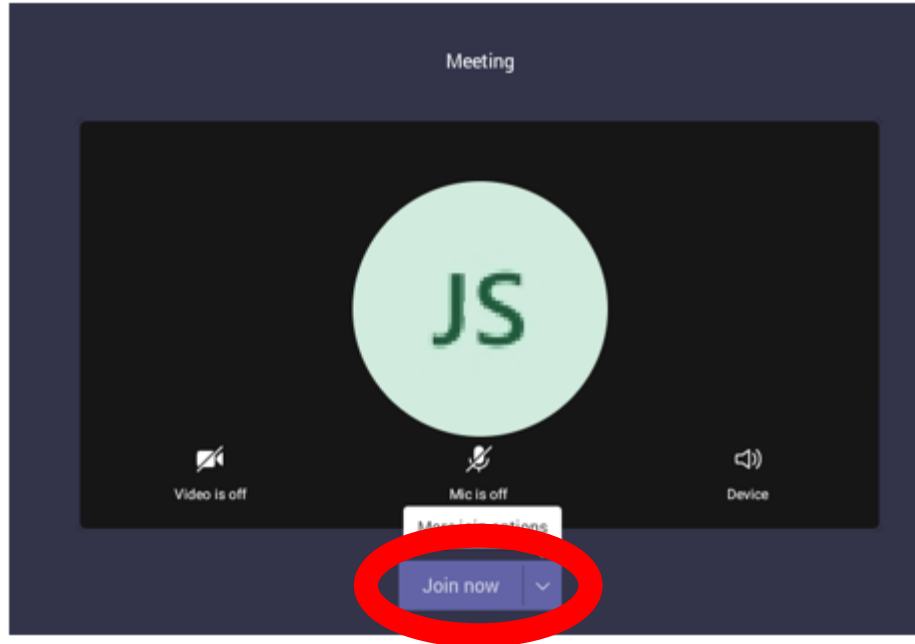
JVAWART_0 = Art

JMUWMSPA = Music Performance

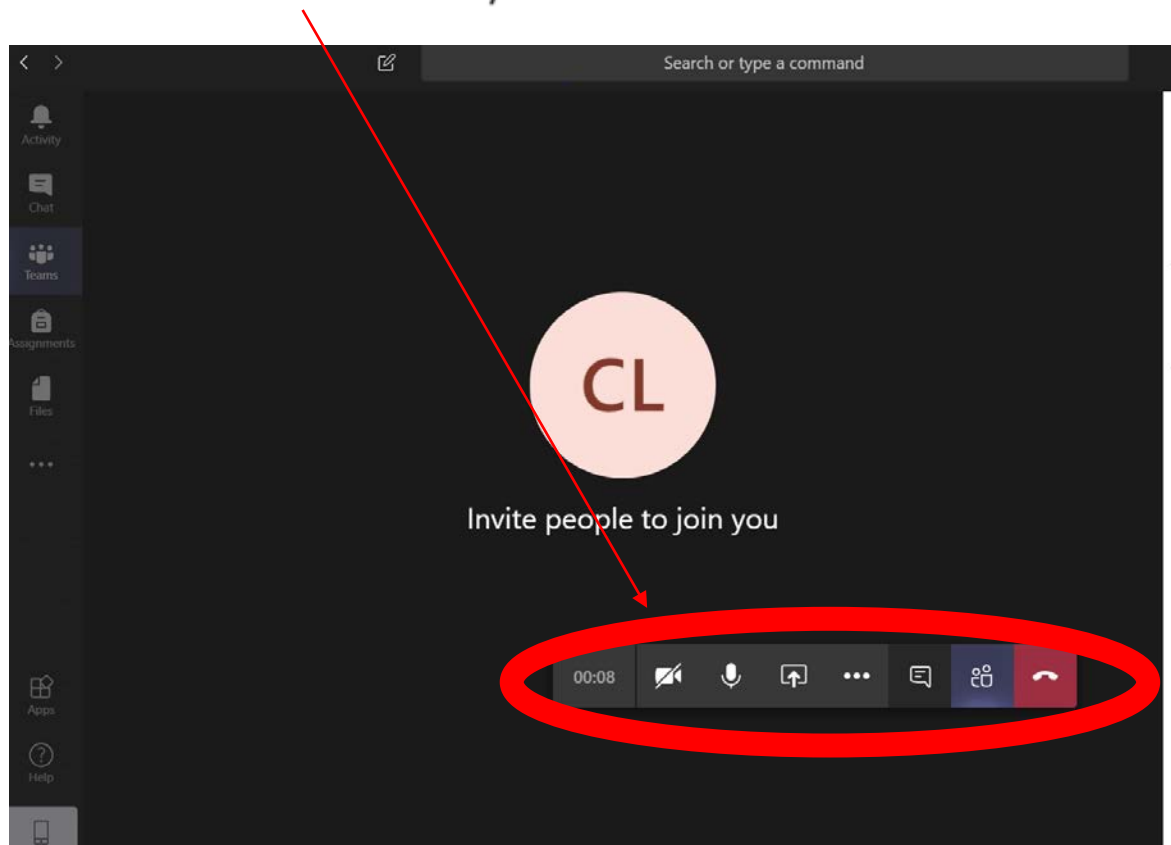
9. After you have clicked **Join**, click **Allow** to the following pop-up:



10. The connection window will then appear, where you can choose to allow your webcam or microphone to transmit. **By default, they are off.** Click either of them to enable. When you are ready to join the stream, click **Join now**.



11. You have now joined your class stream! Options to turn webcam and microphone on or off, volume adjustment and to hang up are all located on the floating bar at bottom of the stream. The bar will autohide when you don't move the mouse.

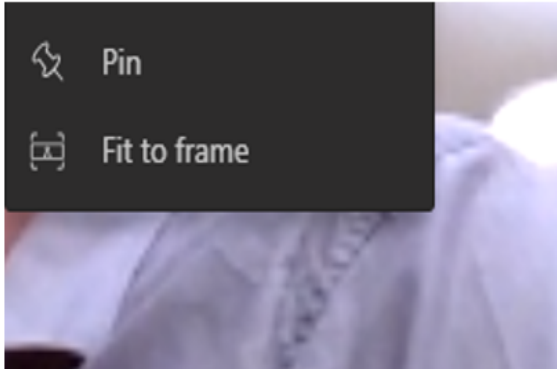


**Functions you can
use during an online
video lesson**

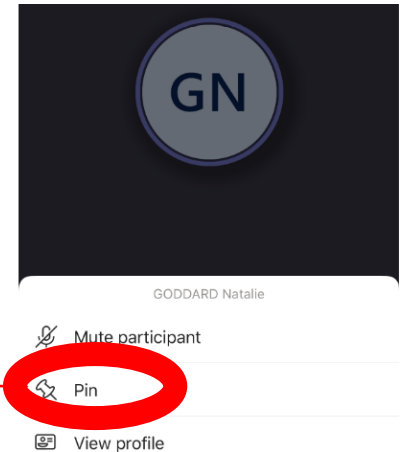
Pin the teacher:

- The teacher must be pinned in each video by the student.
- This allows the student to have a focus on the teacher.

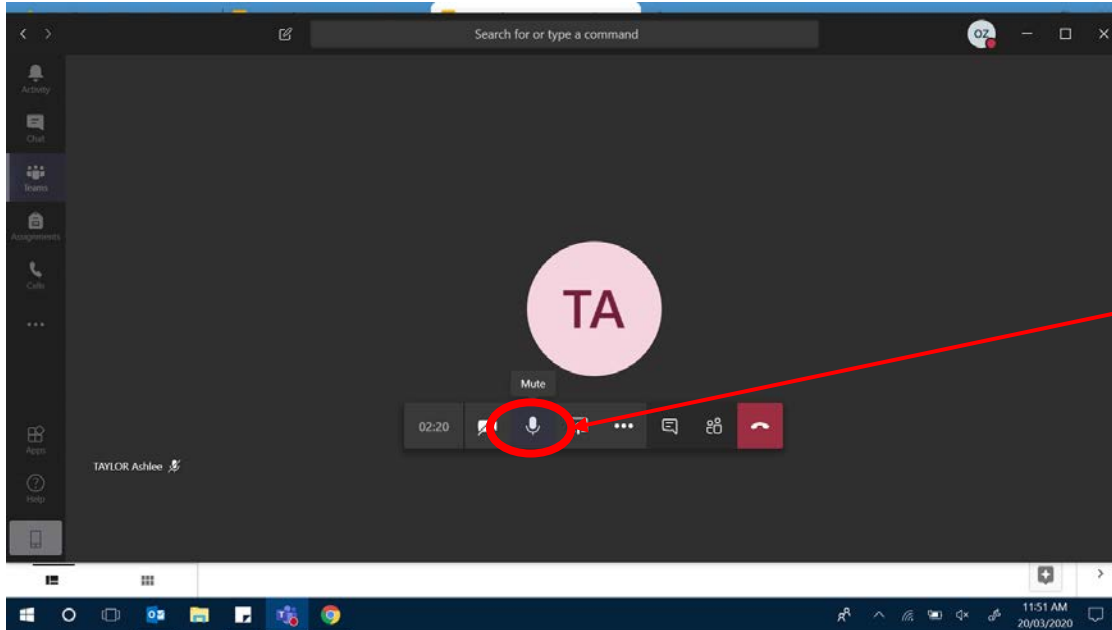
13. To keep the video stream on your teacher, when they are on the screen, right click the video, and click **Pin**.



On an iPad or iPhone, hold your finger on the screen then select **Pin**



How to turn your microphone on/off



Students microphones should be on mute while the teacher is talking.

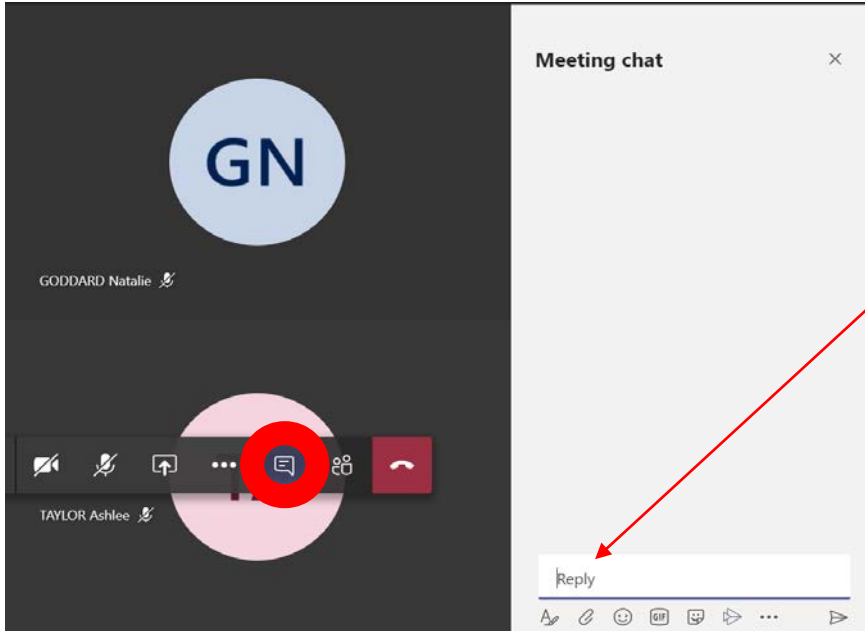
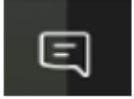
If a student needs to ask the teacher a question they can click on the microphone button.

This will turn the microphone on.

To turn your microphone off, click the same button.

How to ask a question via chat:

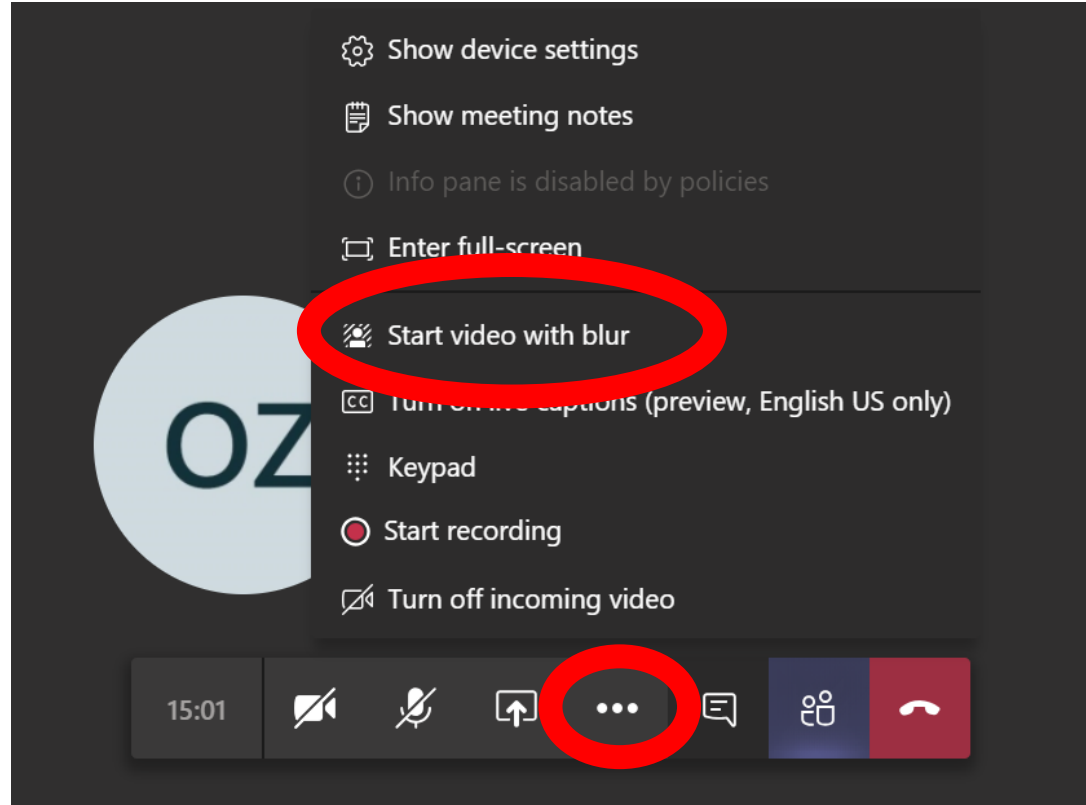
12. To access the text chat for the class, click the Chat Bubble in the top right of the screen



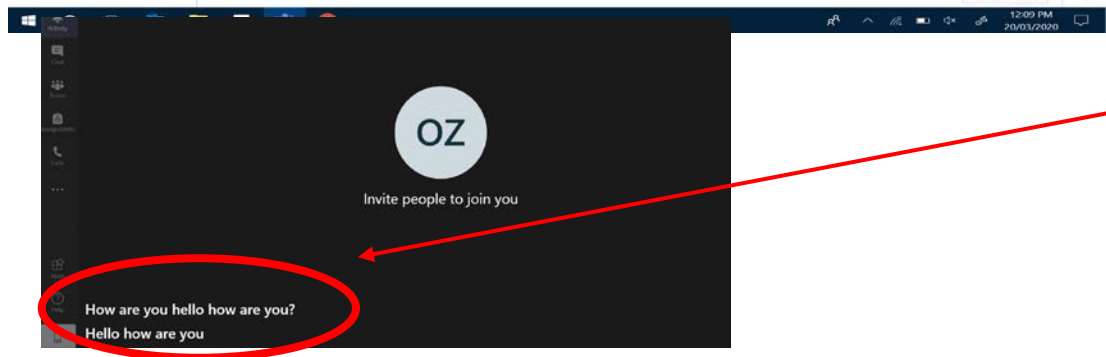
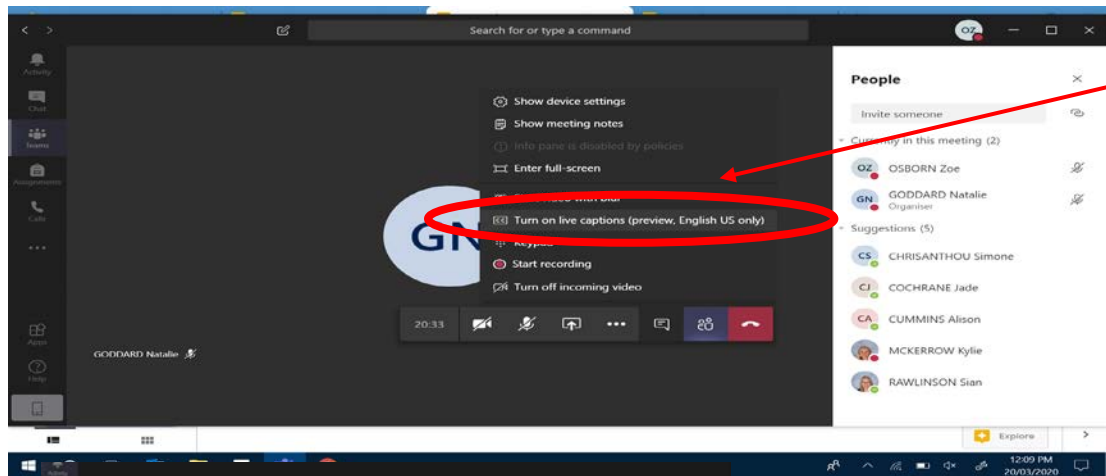
- This will bring up a meeting chat box.
- Students can type their question in this section.
- This will go to the teacher.

How to blur your Video Background:

To blur your background, click the three dots which will give you more options. Then select start video with blur.



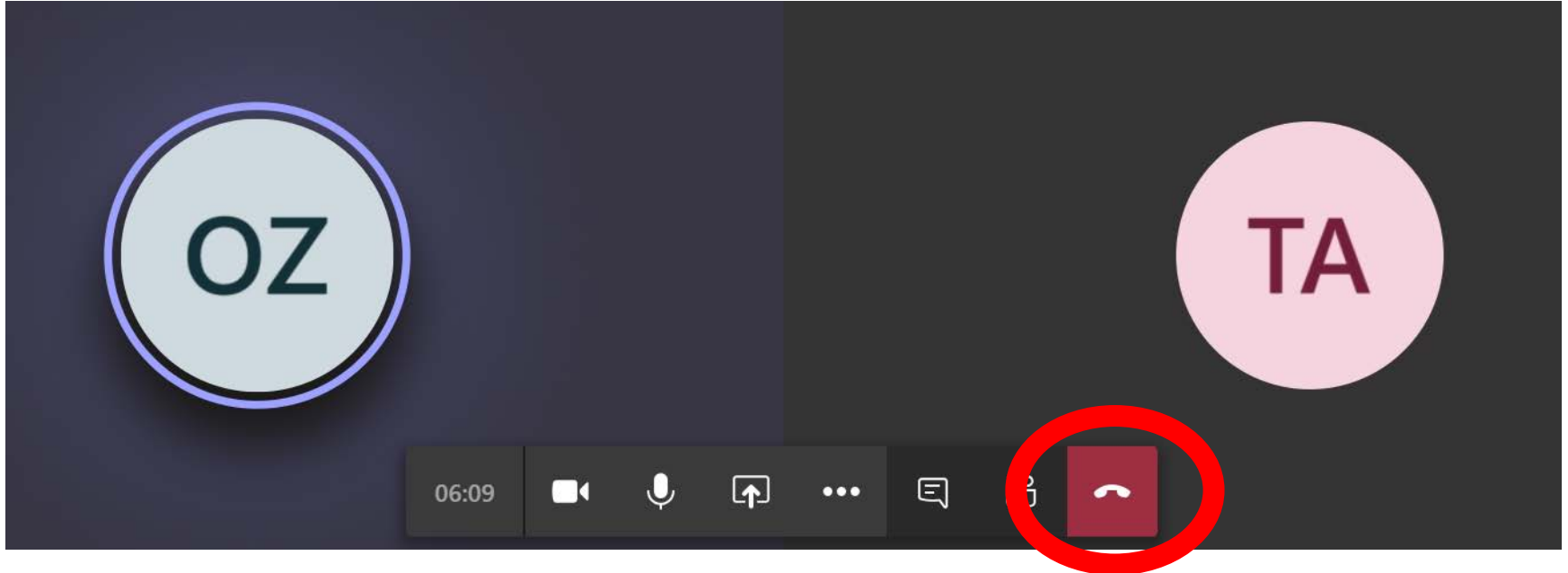
How to add captions to your video:



- If you are having difficulties hearing the teacher you can add captions by clicking the button with three dots.
- This will bring up a list, click 'Turn on live captions'
- The captions will show up in the bottom left hand corner

How to finish watching a live recording:

Once the teacher advises the class is finished, to end the live recording you must click the red hang up button.



How to watch a recorded lesson

How to watch a completed lesson recording

Once a recording has been made students can access the video from the app. The recorded video will be on your subject main page. It can be viewed by clicking on the video.

