MICROSOFT TEAMS
QUICK GUIDE

TEACHER EDITION

EDUCATIONAL TECHNOLOGY
Department of
Teaching & Learning Supports

KCS | KNOX COUNTY SCHOOLS

WHAT IS MICROSOFT TEAMS?

MICROSOFT TEAMS

Microsoft Teams for Education brings teachers and students together through video meetings in a secure learning environment. With Teams, families can help their students connect with their teachers and learn from anywhere. Use the information below to connect your students to your virtual classroom.

HOW WILL I ACCESS/DOWNLOAD THE APP?

You can access Teams from inside the Office 365 Outlook Website with your KCS email.
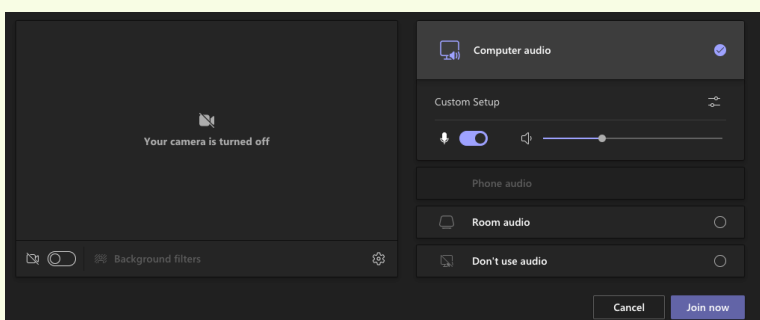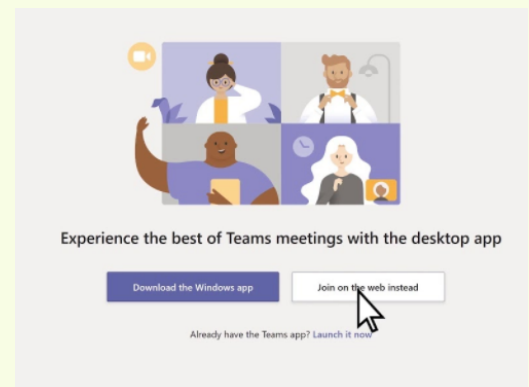
To download for a phone, please visit the iOS App Store or Google Play Store. You will need to add your Knox County Schools Credentials.

To download to a computer: For a Mac, please visit KCS Self-Service for installation. For a Windows machine, you should be able to download the app directly to your machine.

HOW DO I SIGN INTO TEAMS?

When you login from the Teams app, you will be prompted to sign in with your KCS email credentials.

If joining from a meeting link, you will be given the choice of opening the Teams app or continuing in the Web Browser. The Teams app is most desired, as it has more features than the web version.

Experience the best of Teams meetings with the desktop app

Download the Windows app | Join on the web instead

Already have the Teams app? Launch it now

JOINING A MEETING

- Join the meeting with your video on and audio off.

- Click the Join Now button.

- You should be able to join the meeting. (Note: If the presenter has the lobby turned on, you may have to be admitted to a meeting).
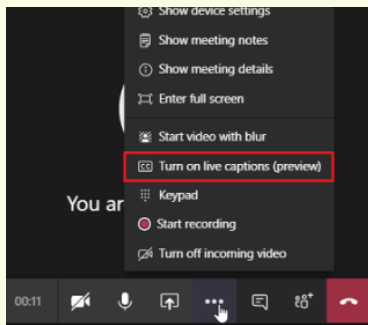
WHAT IS MICROSOFT TEAMS?

HOW DO I USE THE CONTROL BAR?

- **CAMERA**: TURNS YOUR CAMERA ON AND OFF.
- **MICROPHONE**: ALLOWS YOU TO SPEAK OR ALLOWS YOU TO TURN OFF YOUR MICROPHONE.
- **MEETING CHAT**: ALLOWS YOU TO WRITE COMMENTS AND QUESTIONS.
- **LIVE REACTIONS**: ALLOWS THE TEACHER TO KNOW YOU HAVE A QUESTION OR COMMENT.
- **PARTICIPANTS**: LISTS INDIVIDUALS IN THE MEETING.
- **LEAVE**: CLICK THE RED BUTTON TO LEAVE OR END THE MEETING.
- **BREAKOUT ROOMS**: CREATE AND MANAGE BREAKOUT ROOMS.

Using Live Captions

THE OWNER OF THE MEETING HAS TO CLICK ON THE ELLIPSIS (3 DOTS) TO TURN CAPTIONS EITHER ON OR OFF

How to Schedule a Meeting

Microsoft Teams Meetings will be scheduled for students through Canvas or the Teams app.

+ New meeting

Setting Meeting Options

After scheduling a meeting, click on the desired meeting in either the Teams or Office 365 calendar.

Click on Meeting Options.
The organizer can set various options for each meeting.

WHAT IS MICROSOFT TEAMS?

Setting Meeting Options - Student Meetings

1 – CHANGING STUDENT ROLES WITHIN A MEETING. (MAKING ATTENDEES)

2 – SETTING MEETING OPTIONS ON THE CALENDAR MEETING LINK.

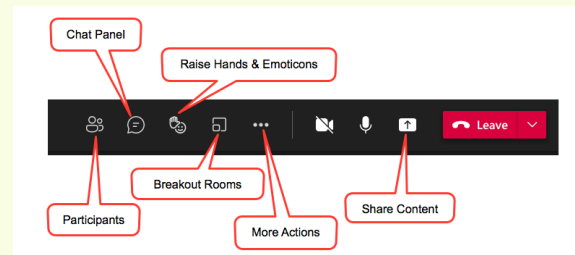3 – CLICK ON WHO CAN PRESENT AND SELECT **ONLY ME**

What are Teams Meeting Expectations?

- KCS approved dress
- Be conscious of background noise and images
- Mute your microphone when you're not speaking
- Use chat feature for questions and comments
- Choose a well-lit room and avoid sitting with a window behind you

RECORDING A TEAMS MEETING

To record a meeting, once the meeting has started, go to More options > Start recording.

You can stop the recording using More options as well.

Chat Panel

Raise Hands & Emoticons

Breakout Rooms

Participants

More Actions

Share Content

Leave

Attendance in a Teams Meeting

To download an attendance report from a TEAMS meeting:
Click on the chat for the meeting where the attendance report will appear.

Meeting ended 1h 1m 6/9 9:58 AM

Attendance report
Click here to download attendance report
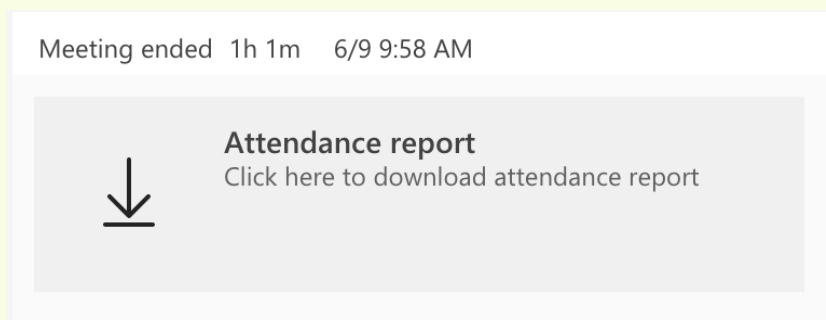
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WHAT HAPPENS IF I HAVE TECHNICAL DIFFICULTIES DURING A MEETING?

What happens if I am disconnected from the meeting? Rejoin the meeting by clicking on the original link you were sent.

What happens if I am signed in as a guest in a meeting? Hang up and, sign into your KCS account, and rejoin the meeting.

What do I do if I cannot hear the person speaking? Most likely, the person has his/her microphone muted. You may wish to make a comment in the chat or you may unmute your microphone and let the speaker know. You may need to adjust the volume on your computer or phone.

LINKS TO HELPFUL VIDEOS

Tips for Teachers
https://bit.ly/kcsteamteacher

Tips for Meetings
https://bit.ly/kcsteamteachermeeting

How to Start a Meeting
How to Host/Record a Meeting
How to Screen Share
How to End a Meeting
and more