



CATHOLIC REGIONAL COLLEGE
CAROLINE SPRINGS

Microsoft Teams Student & Parent/Carer Guidelines

Microsoft Teams – Student and Parent/Carer Guidelines

Catholic Regional College Caroline Springs will support students' remote learning environment by utilising the video communication tool, Microsoft Teams. Microsoft Teams forms part of the Microsoft 365 suite.

Teams will not replace SEQTA, the College Learning Management System, rather it is an additional interactive communication platform to engage with learning.

Participation within Teams exerts the same expectations as per all College policies, namely the Student MacBook Agreement/Laptop Hire Agreement.

A 'Virtual Classroom Etiquette at CRCCS' guide is attached, please read over this resource together as parent/carer and student. To further guide and support learning, **the following video communication protocol should be noted:**

- Teams is an optional resource for teachers. If your class teacher uses Teams they will send you a 'meeting invite' and the meeting will appear in the Teams calendar and as an invitation in Outlook email. N.B.: Homeroom will now run via a Teams Meeting. Homeroom teachers will schedule an invite for each Homeroom date and time;
- students will not be able to create Teams meetings with each other;
- Teams video communication will only occur during scheduled classes;
- an appropriate location like a study or the kitchen table is ideal for a Teams meeting - not a bedroom;
- be prompt so the 'meeting' is timely;
- the purpose of Teams is to guide learning and to focus on learning outcomes, hence it is a formal learning activity;
- if ICT assistance is required, log the issue via email: helpdesk@crccs.vic.edu.au ;
- the structure of the video communication will depend on your class teacher.

Update – cameras are now enabled

- **Dress expectations**
 - Students will wear appropriate dress – similar to a casual clothes day at school.
- **Background expectations**
 - Students will participate while in an appropriate location like a study or the kitchen table - not a bedroom.
 - In choosing a location, consideration regarding what can be seen through the camera will need to take place.
 - Students have the ability to choose a background within Teams.
 - If the above is not possible, students have the ability to disable the camera function:

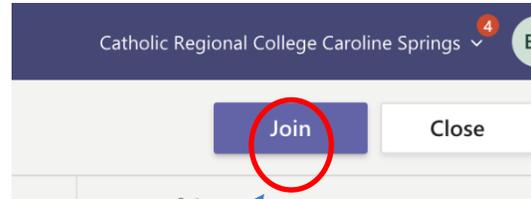
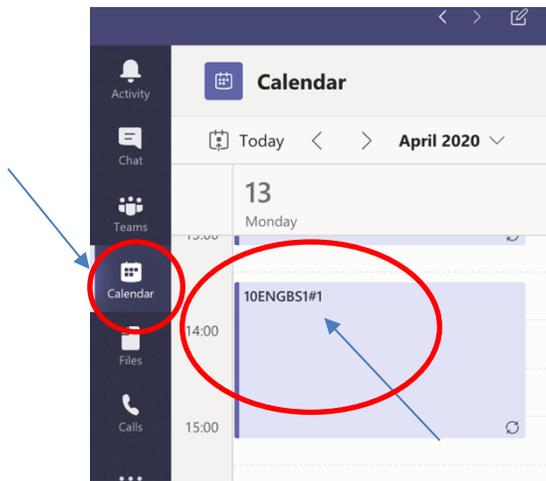


- the teacher has the ability to remove any student from the meeting who may not follow the above expectations. This will be followed up via a SEQTA wellbeing notification.

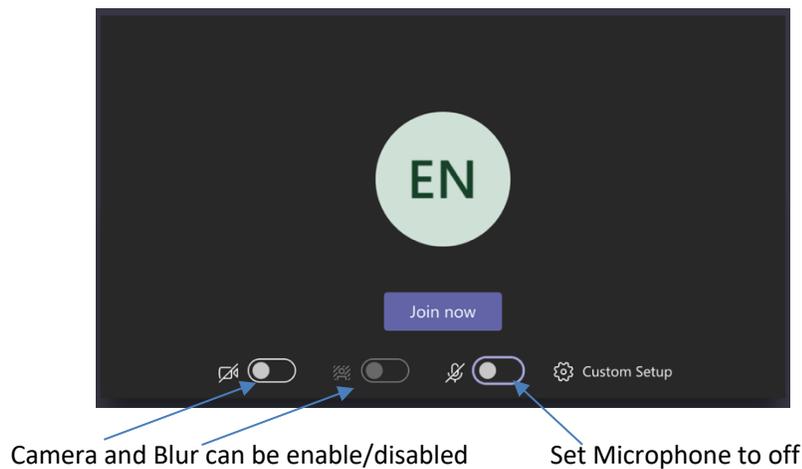
Prior to joining a Teams meeting:

- reply to the SEQTA direct message to report attendance;
- look over the SEQTA Online Lesson for the corresponding timetabled lesson;
- only relevant learning materials should be open on the MacBook;
- launch Teams via the taskbar or launchpad;

- navigate to the calendar icon on the left-hand side and click into the class 'meeting'. The meeting will open up and in the top right-hand corner it will say 'Join';



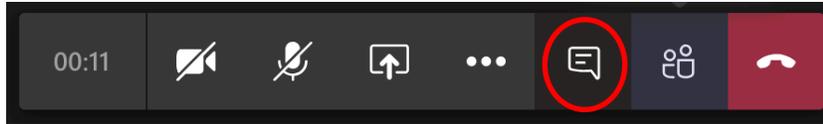
- click 'Join' in the top right corner. Another screen will then be presented prior to officially 'joining' the 'meeting'. There are three options at the bottom of the image: 'Camera on/off', 'Blur background on/off' and 'Microphone on/off'.



- Staff may encourage students to enable their camera while using Teams

During a Teams meeting

- signal a question via the 'chat' function. Teachers will then encourage students to unmute themselves when they need to ask a question;



- the teacher has the ability to remove any student from the meeting who may not demonstrate appropriate behaviour. This will be followed up via a SEQTA wellbeing notification.

Ending a Teams meeting:

- at the conclusion of the meeting teachers will ask students to disconnect from the meeting by hanging up;
- continue the lesson and learning activities as directed by the teacher or finish the lesson if the Teams meeting was a plenary.

‘Teams’ collaboration space within Microsoft Teams (Update)



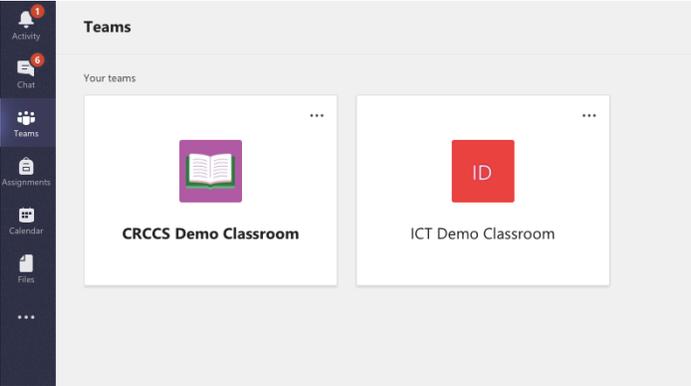
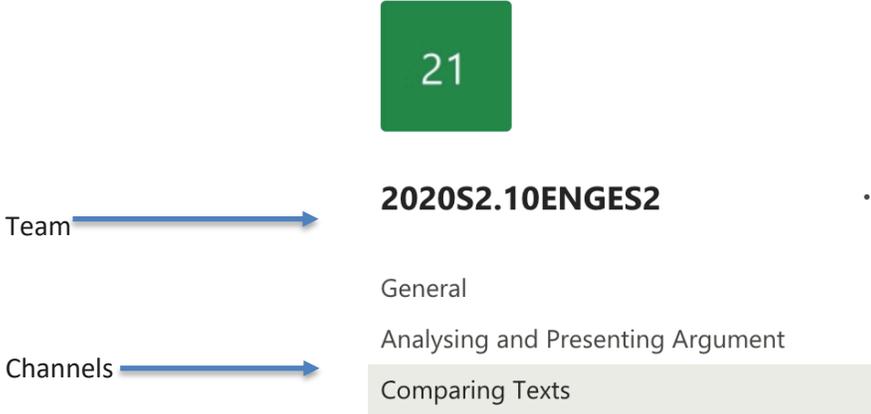
Meetings within the Calendar have successfully taken place during remote learning between staff and students. It has also been successfully used for parent teacher interviews.

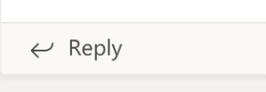


Microsoft Teams functionality at Catholic Regional College Caroline Springs is now extended to the ‘Teams’ collaboration space within Teams.

Like SEQTA forums, the ‘Teams’ collaboration space within Microsoft Teams provides an alternate collaboration platform with your class and teacher. It creates a dynamic environment in one space for your class to share ideas, learn and create.

The table below provides a list of *features* and *commands* possible within Teams (a visual Quick Start Guide is also attached in the appendices):

<p><i>Teams</i></p>	<p>A team is a collection of people, conversations, files, and tools—all in one place. Your class can be a Class Team. Click  to see your teams. In the teams list, drag a team name to reorder it.</p> 
<p><i>Channels</i></p>	<p>Every team has channels. A channel is a discussion in a team, dedicated to a department, project, or topic. Select Teams  and choose a team. Pick a channel to explore Posts, Files, and other tabs.</p> 

<p><i>Start a conversation with the whole team...</i></p>	<p>Select Teams , pick a team and channel, write your message, and click  Send.</p>
<p><i>Start a conversation with a person or group...</i></p>	<p>Launch a one-on-one or small group conversation. Click New chat , type the name of the person or group in the To field, write your message, and click  Send.</p>
<p><i>Reply to a post</i></p>	<p>Channel posts are organized by date and then threaded. Find the thread you want to reply to, then click Reply. Add your thoughts and click Send  .</p> 
<p><i>@mention someone</i></p>	<p>To get someone's attention, type @, then their name (or pick them from the list that appears). Type @team to message everyone in a team or @channel to notify everyone who favorited that channel.</p>
<p><i>Stay on top of things</i></p>	<p>Click Activity  on the left. The Feed shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose ... next to the channel name, then Channel notifications.</p>
<p><i>Share a file</i></p>	<p>Click Attach  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.</p>
<p><i>Work with files</i></p>	<p>Click Files  on the left to see all files shared across all of your teams. Click Files at the top of a channel to see all files shared in that channel. Click More options ... next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!</p>
<p><i>Add an emoji, meme, or GIF</i></p>	<p>Click Sticker  under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.</p>
<p><i>Search</i></p>	<p>Search for specific items or people, take quick actions, and launch apps. Type a phrase in the command box at the top of the app and press Enter. Then select the Messages, People, or Files tab. Select an item or use the filters to refine your results.</p> 
<p><i>Get help in Teams</i></p>	<p>Click Help on the left, then choose Topics, Training, or What's new. In help, browse the tabs or search for a topic you're interested in. Furthermore, email helpdesk@crccs.vic.edu.au</p>

