

Using Microsoft Teams for Distance Learning

Microsoft Teams is a system provided by the school that can be accessed either by downloading the program or by using a supported web browser. It allows you to join a video/audio feed from your teacher, which will be provided for some lessons. For other lessons, your teacher will be available via online to support with tasks that have been set either on Teams, FireFly, or in OneNote for some year groups. When accessing a video lesson, you should disable the video feed from your computer.

Before you start please ensure you are using only Chrome/Firefox (Windows/Mac) or Edge web browser (Windows)



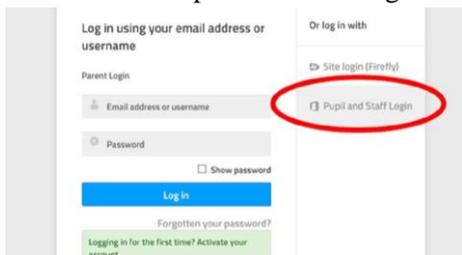
If you do not have these installed, please use the Teams app which can be downloaded for free.

Opening Teams at Home

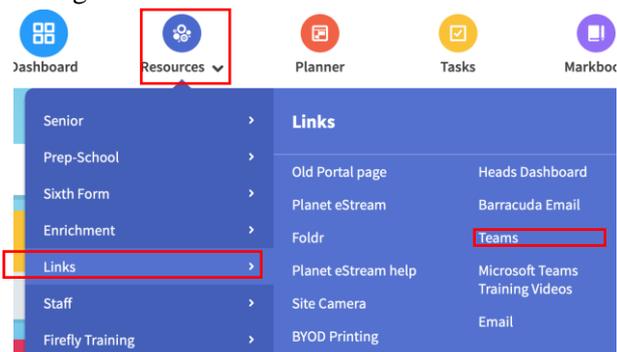
You can open Microsoft Teams at home by downloading the application onto any iOS, MacOS, or Windows 10 device using the following link: <https://teams.microsoft.com/downloads>

You can also use a web-based app by using the Edge or Chrome browser. A link has been added to the links section on Firefly.

1. Log in to Firefly using your school email address and password.
2. Go to schs.fireflycloud.net
3. Click on the Pupil and Staff Login button



4. Log in using your school username and password
5. Navigate to Resources – Link - Teams



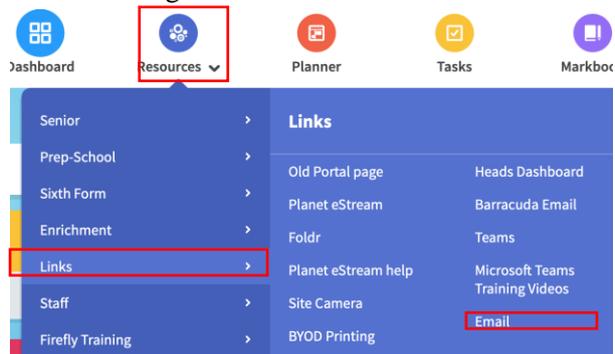
- Click on Teams to access via your web browser; note that the functionality is slightly different when accessed online.

Opening Teams at Home

You can also access Teams via your school email account.

This can be accessed via [FireFly](#)

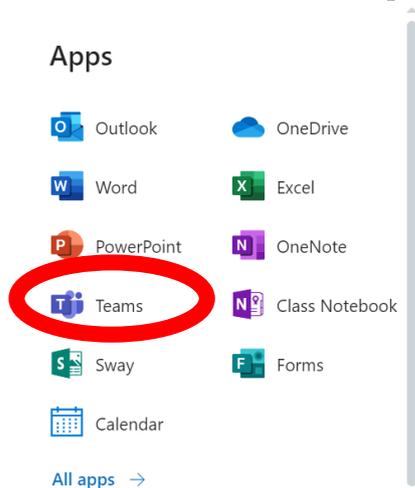
- [Login to FireFly](#)
- Navigate to *Resources* -> *Link* -> *Email*



- Or by entering email.gdst.net into your web browser and login in using your school email address and password.



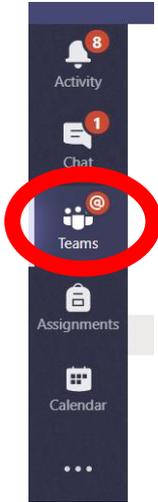
- Click on the waffle in the top left-hand side of your screen



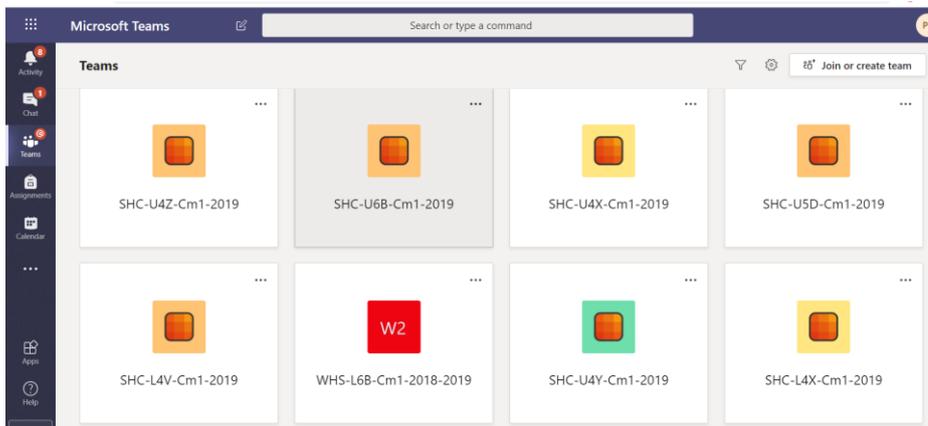
- Then select the Teams icon and the web app will open.

Accessing a Video Lesson or Class Chat

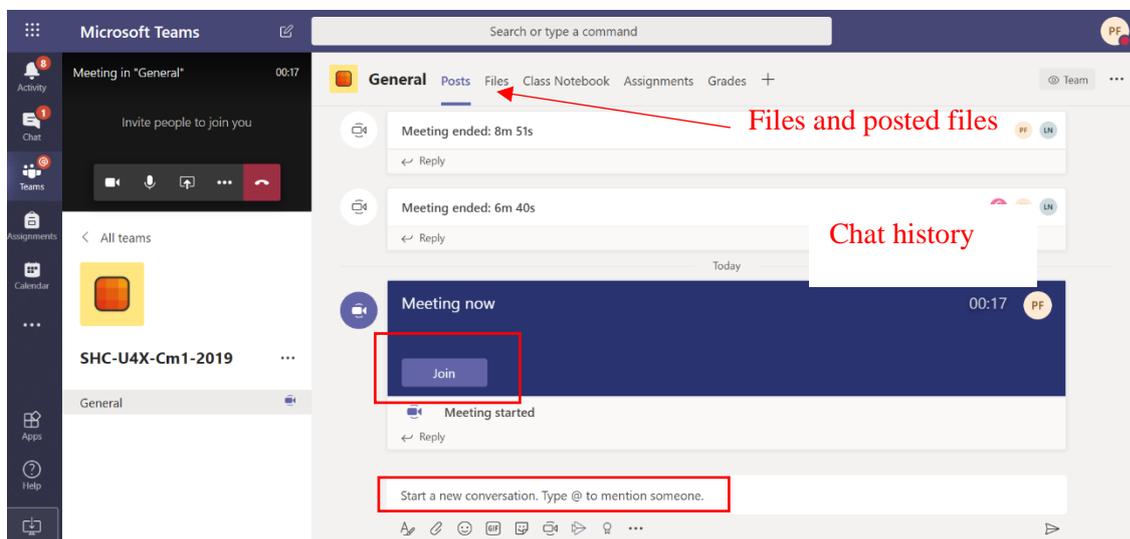
1. Then select the Teams icon on the left-hand side of your screen to find your class



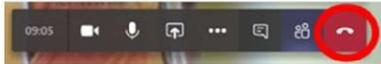
2. You will now see all your classes. Please select the class you wish to enter and have a video lesson or to chat with your teacher.



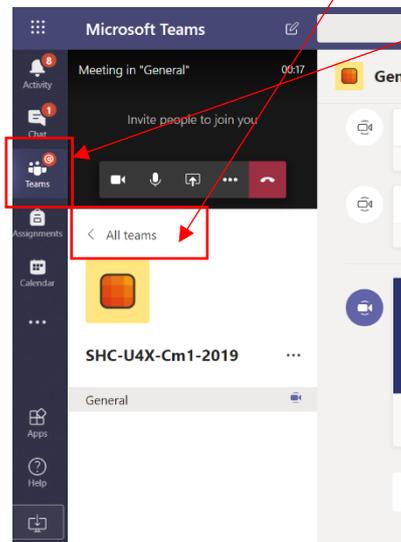
3. When you click a class you will be taken to the general tab for the class. You will have the option to **Join Now** if a video lesson is active.



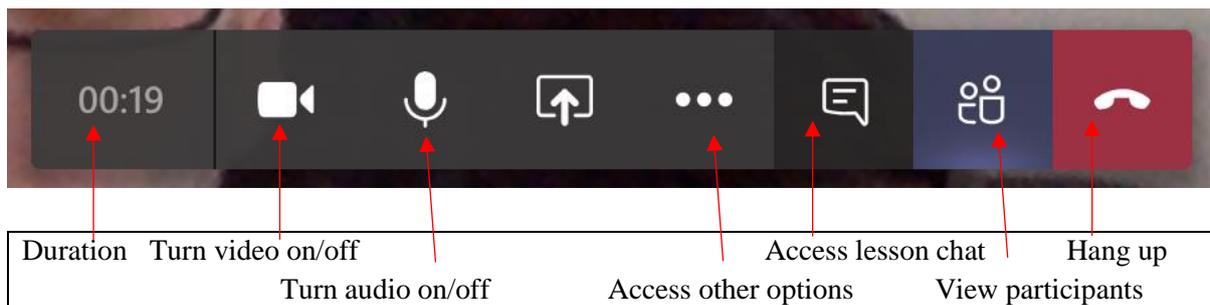
4. If no lesson is active but your teacher is online, you can type questions the ***Start a new Conversation box***
5. ***You must choose not to share your video.*** This can be done by clicking on the camera icon in the floating toolbar
6. Text chat will work better in most lessons; see toolbar below for details of the functions
7. To exit the lesson, press the ***Hang Up*** button



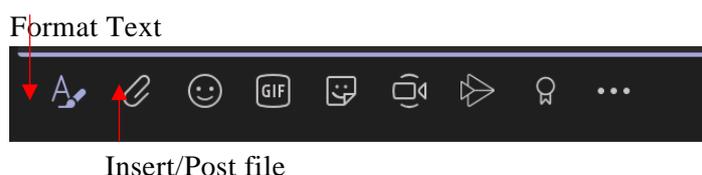
8. To return to your list of classes, either click on the **Teams** button in the left-hand side of the screen or click on **< All teams**.



The Toolbar in a video lesson



Text Chat Toolbar



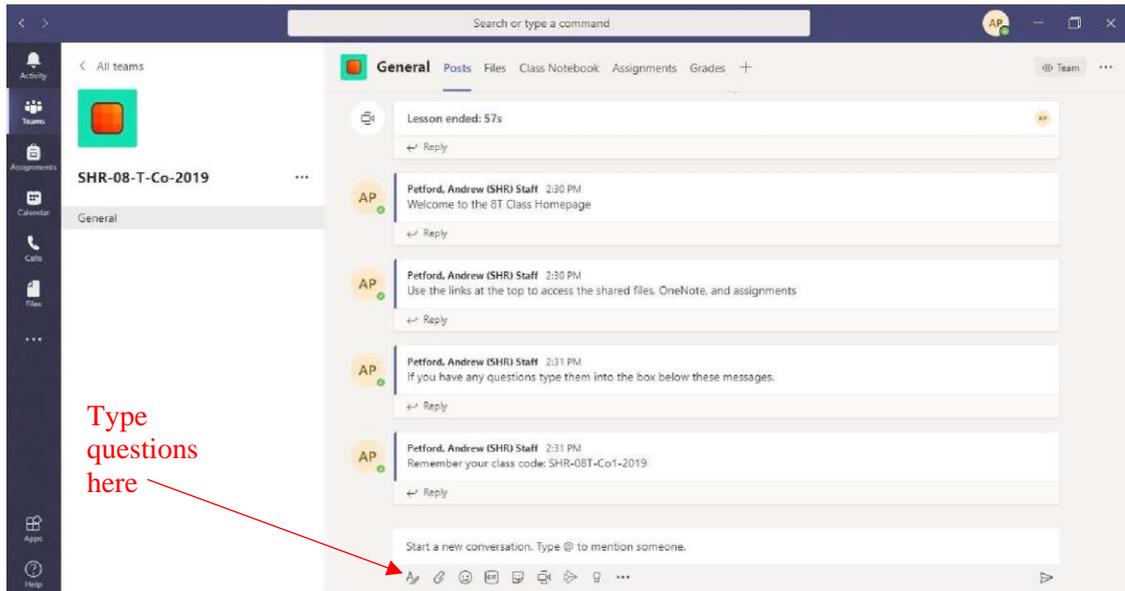
Other Options

In a video lesson in the other options you can blur background, show meeting notes, and turn off the incoming video

Other Useful Features in Teams

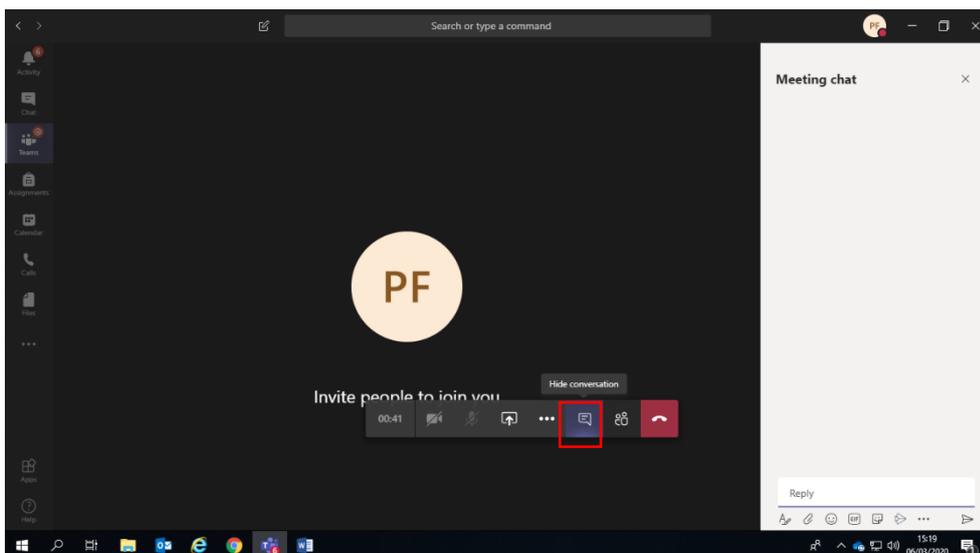
Asking A Question

To ask the teacher a question just enter some text into the discussion area. You can also post files. If you are sharing your work, please do so either by sharing via OneDrive, submitting by an assigned task in FireFly, via OneNote, or by using your school email account.



Chat Function During A Video Meeting

You can type in a question during a video meeting and chat with your teacher. Just click on the conversation button and the chat bar appears.



Further support

Signing in and getting started with Teams

<https://tinyurl.com/SHRTeam1>

Meetings in Microsoft Teams

<https://tinyurl.com/SHRTeam2>

Showing a PowerPoint during a Teams Meeting

<https://tinyurl.com/SHRTeam3>

Creating a Meeting in Teams

<https://tinyurl.com/SHRTeam4>