

Microsoft TEAMS Video-Conferencing Instructions

What Does My Child do on TEAMS?

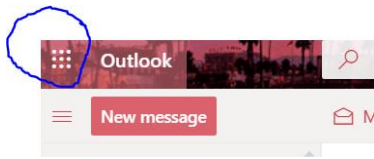
- We are excited to connect with our Grade 2/3 students using video conferencing in Microsoft TEAMS. We know that with technology and our young learners, there will be bumps and frustrations along the way, but we will do the best we can to support them and make this work.

Online Behaviour Expectations

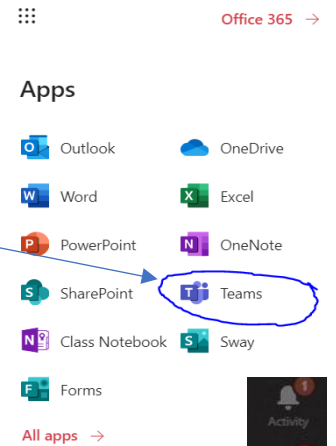
- It is expected that all students and adults use Microsoft TEAMS appropriately. If expectations and etiquette are not followed, the student will be removed from using this service.
- We use this for EDUCATIONAL PURPOSES during school hours only. We type and speak as we would in class. This is NOT for students to communicate with one another, especially when a teacher and/or parent/guardian is not present.
- Even if you do not have a webcam and a mic, your child should be able to listen in and use the typing chat function to participate.

How Does My Child Access TEAMS?

- Go to the Park Meadows Website: <https://pm.lethsd.ab.ca/> and click on **Office 365** on the right hand side of the page.
- It will ask you to log in. Your child's log-in should be their firstname.lastname31@lethsd.ab.ca. Unless your child was born in 2012, then the number 30 will come after their last name. The password will be communicated to you by your classroom teacher.
- Once logged into Office 365, click the 'waffle' on the top left.



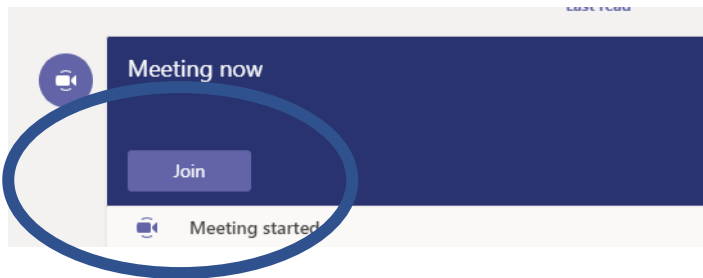
- Find Teams and click that. (Your menu might look different, but Teams will still be there somewhere.)



- Now that you are in, click the “Teams” tab on the left hand side of the screen.

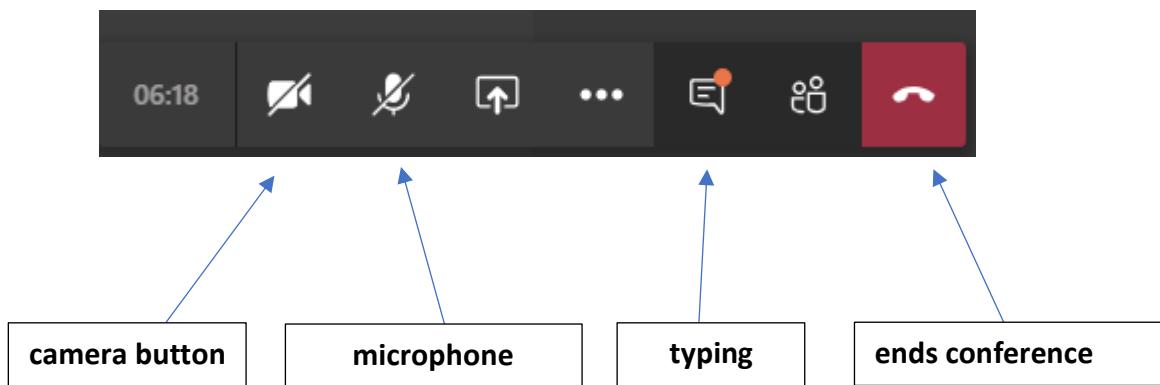
- Locate and click “Ms. van der Meer’s Grade 2/3 Class” This is the one we will use for communication. The photo is crayons.

- You will see a request for a meeting. Click join.



- You will see your icon, picture or initials depending on what you have set up. You can choose to turn on a webcam and your mic. [Leave your mic off until later – you can turn it on in the meeting when it is your turn to speak.](#) Just click the dot to turn them on. **Click join now.**

- Once you are in the meeting, this tool bar will be used to control your camera, you microphone and your typing chat. **Please make sure that your child’s microphone is OFF until it is their time to speak.** I can mute all students, but they will need to know how to unmute when it is their turn to talk. Simply click on the microphone and the line will go away to unmute.



A few trouble shooting items:

- Be sure that your computer is allowing microphone and video use. Sometimes this needs to be changed in privacy settings and you need to exit teams and then re-enter teams for it to recognize the changes.
- It is usually necessary to set up teams on a desktop and once you are set up then it can be accessed with your password or an ipad, or smartphone.