

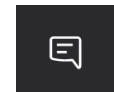
# Student User's Guide for Microsoft Teams

## Gwynedd Mercy Academy High School



While engaging in the virtual classroom experience on Microsoft Teams, each student should abide by a few simple rules that are good practice for online learning. The following expectations are intended to assist students in their transition to the virtual classroom, while also promoting a productive and efficient learning environment for all:

- Set up your device in an environment where you would typically entertain guests, such as the living room, dining room, or family room. Please do not have any TVs on in the background.
- Log in to Microsoft Teams a few minutes earlier than the start of your class to avoid any last-minute delays and/or to address any potential tech issues.
- Keep your microphone and cameras turned OFF. Only the faculty will be using their microphones and cameras.
- The faculty will communicate with you regarding attendance, questions, and answers via the Conversation tool which is displayed by clicking the Conversation icon. Please respond promptly. A recorded transcript of the meeting will be saved by the faculty for reference.
- Minimize distractions as much as possible by ensuring that your cell phone is turned off or is in another room where it will not divide your attention. If you have pets or siblings, try to ensure that they do not cause any disruption to you or your class.
- Remember that you are communicating in a scholarly setting and should not use acronyms such as "LOL," or emojis such as "😊" in your conversations. If you would not write or include something in a paper to be turned in and graded by your teacher, please do not include it in an online conversation. Similarly, try to ensure that your spelling and grammar are correct.
- Pay attention, take good notes, ask questions – engage with your faculty and classmates as you would in the classroom every day.
- Complete all assignments and adhere to the deadlines/due dates requested by the faculty.
- Always address the faculty and your classmates in a respectful manner. Normal classroom behavior is expected.

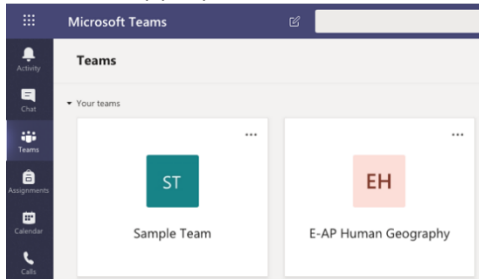


# Steps to Joining Virtual Classes through Microsoft Teams

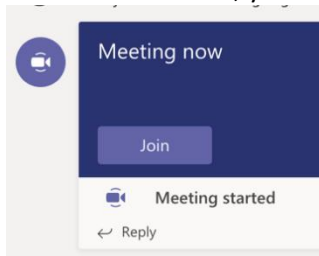
1. Log into O365 from the Quicklinks dropdown at gmahs.org and click on the Teams icon.



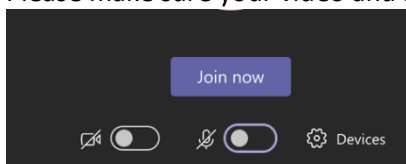
2. Select the appropriate team for this class period.



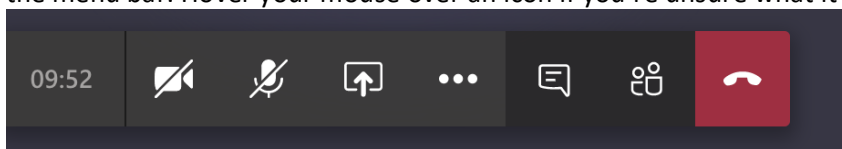
3. At the start of class, your teacher will start a meeting. Click Join to join the meeting.



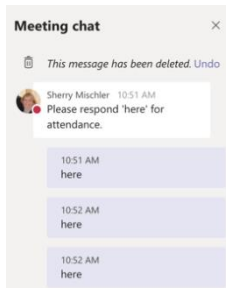
4. Please make sure your video and audio are turned off.



5. With your camera turned off, you will have an icon with your initials. Below that icon, you will see the menu bar. Hover your mouse over an icon if you're unsure what it does.



6. Click the Conversation icon on this menu bar to see the Message Chat for this Team.



7. Attendance and class participation will be taken via the Message Chat window.
8. At the end of class, click the red phone icon to leave the meeting.
9. If you have any questions, email [TechSupport@gmahs.org](mailto:TechSupport@gmahs.org) and include a phone number in case a member of the technology team need to call you to provide support.