

Teacher's Reference Points



1 Technical Prerequisites (Hardware requirements for Microsoft Teams)

A. Hardware requirements for Teams on Laptops, PCs and Tablets:

Devices	Windows PC	Mac
	<ul style="list-style-type: none"> Computer processor: 2.0 GHz processor Memory: 4.0 GB RAM (or higher) Hard Disk: 3.0 GB free capacity Display: 1024 x 768 Graphics hardware: Minimum of 128 MB graphics memory .NET version: Requires .NET 4.5 CLR or later 	<ul style="list-style-type: none"> Computer processor: Minimum Intel processor, Core 2 Duo or higher Memory 2.0 GB RAM Hard Disk: 1.5 GB free capacity Display: 1280 x 800 or higher Operating System: Mac OS X 10.11 El Capitan or later
Tablets	Android	iOS (iPad)
	<ul style="list-style-type: none"> Last four major versions of Android 	<ul style="list-style-type: none"> iOS10 or later iPad: 5th gen or higher iPad Pro: 2nd gen or higher

B. Additional requirements and devices:

Standard laptop camera, headset with microphone.

Laptop camera

Microphone

Make sure you use compatible headsets with microphone for your tablet.

Microphone

2 Teams Installation Guidance:

2.1 Download:

2.1.1 To download Microsoft Teams as a desktop app, [click here](#).

Click on **Download Teams** to get the app.

2.1.2 To download Microsoft Teams on your tablet:

- > Go to the App Store or the Google Play
- > Search for "Teams"
- > Download Microsoft Teams as you can see in the screenshots

Apple: Click on Get

Android: Click on Install

2.1.3 Launch the app and sign in:

- In Windows, click Start then search for Microsoft Teams.
- On Mac, go to the Applications folder and click Microsoft Teams.
- On tablets, tap the Teams icon.
- Sign in using your school's email and password.

Microsoft Sign in

Email, phone, or Skype

Next

No account? Create one!

Can't access your account?

3 Password Management:

- Make sure that your school login email and password are always accessible for you in order not to lose them.
- Don't share your login password and email with anyone.
- If you lose your login email and password, please contact your school's IT admin.

4 Teaching Environment:

- A quiet place with no distractions around.
- Good Wi-Fi connection.
- Have all your resources and learning materials in hand before the class starts.

5 Teams Basic How To's:

5.1 How to go to your class:

Step 1: Click **Teams** and select a class.

Step 2: Click on the class that you want to access (i.e. Algebra Grade 9 or Math Grade 8)

5.2 How to send a message to your class:

Step 1: Click on the **General** tab.

Step 2: Write your message, and click **Send** .

5.3 Start your Online Live Class:

Step 1: Before the class starts, send a message to the students that the class will start in 5 mins.

Step 2: Click **Meet now**.

Step 3: Add a subject to your online live class call as per the below format.
CLASS <Space> Date <Space> Subject.
 Example: Grade 9B 11 March Math

Step 4: Turn **on/off** the camera.

Step 5: Press on **Meet now** once ready to start the class.

5.4 Convert all students from presenters to attendees:

Step 1: Click on **People** .

Step 2: Look for the **People** tab on the right hand side of the screen.

Step 3: Move your mouse over the student's name and click on the **3 dots**.

Step 4: Click on **Make an attendee**.

Step 5: Click on **Change**.

Your students should then appear under **Attendees**.

5.5 Mute all students:

Step 1: Click on **Mute all**.

5.6 Record your online live class:

Step 1: Move your mouse to the middle area of the meeting screen.

Step 2: Click on the **3 dots**.

Step 3: Click on **Start recording** to record the lecture.

Step 4: A red dot will appear indicating that the recording is on.

5.7 Screen sharing: Share your Desktop, PowerPoint, Whiteboard or Video.

Step 1: Move your mouse to the middle area of the meeting screen.

Step 2: Click the computer screen icon.

Step 3: Choose whether you want to share your Desktop or an app. Click the screen or app of your choice.

Step 4: To end screen sharing, click the computer screen icon again.

5.8 Muting yourself:

Step 1: Move the mouse to the middle area of the meeting screen.

Step 2: Click the microphone icon. To unmute, follow the same instructions. The microphone icon has a slash going through it when muted.

5.9 Ending the online live class:

Step 1: Make sure you stop recording:

- Click on the 3 dots again
- Click on **Stop recording**

Step 2: Leave the online live class call:

- Move your mouse to the middle area of the meeting screen.
- Click the red phone icon to hang up.

6 After the online live class ends, the recorded session will appear in the chat

7 For Assistance and support:

Click **Help** at the bottom left corner, then click on **Training**.

Please make sure you reach out to your school IT admins for any further assistance or support.

Online Live Class Checklist for Teachers:

Make sure you follow the below checklist to ensure that you do not miss any of the important steps:

- | | | | |
|--|---|---|--|
| A Sit in a place with no distractions or noises around you. | B Make sure you have good Wi-Fi connection. | C Have all your resources and learning materials in hand before starting the class. | D Send a message to students that the class will start in 5 mins. |
| E Correctly name your online live class subject as follows:
CLASS <Space> Date <Space> Subject
Example: Grade 9B 11 March Math. | F Turn on your camera if you want your students to see you. | G Switch all your students from presenters to attendees at the start of the online live class. | H Mute all students in the online live class. |
| I Make sure the recording is on during the online live class. | J Stop the recording at the end of the online live class before clicking on the red phone icon to hang up. | | |