

Tutorial 2

Join a video meeting on Teams :
How to connect to my Team (= to my virtual class)




Hi everyone ! First, thank you for being part of our learners' community.

In this tutorial we will show you how to navigate with MS Teams in order to access your content, assignments and, of course, your class (via video conferencing)!

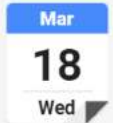


You will receive an invitation from your teacher with the date and time of your class.

You will be able to click on “[Join Microsoft Teams Meeting](#)”

French Class  Inbox x

Fabienne Lannuzel <fabienne.lannuzel@institut-francais.org.uk> 9:11 AM (3 minutes ago)
to me ▾

	French Class View on Google Calendar When Wed Mar 18, 2020 10am – 1pm (GMT) Who Fabienne Lannuzel* <input type="button" value="Yes"/> <input type="button" value="Maybe"/> <input type="button" value="No"/> More options	Agenda Wed Mar 18, 2020 <i>No earlier events</i> 10am French Class <i>No later events</i>
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[Join Microsoft Teams Meeting](#)
Learn more about [Teams](#) | [Meeting options](#)

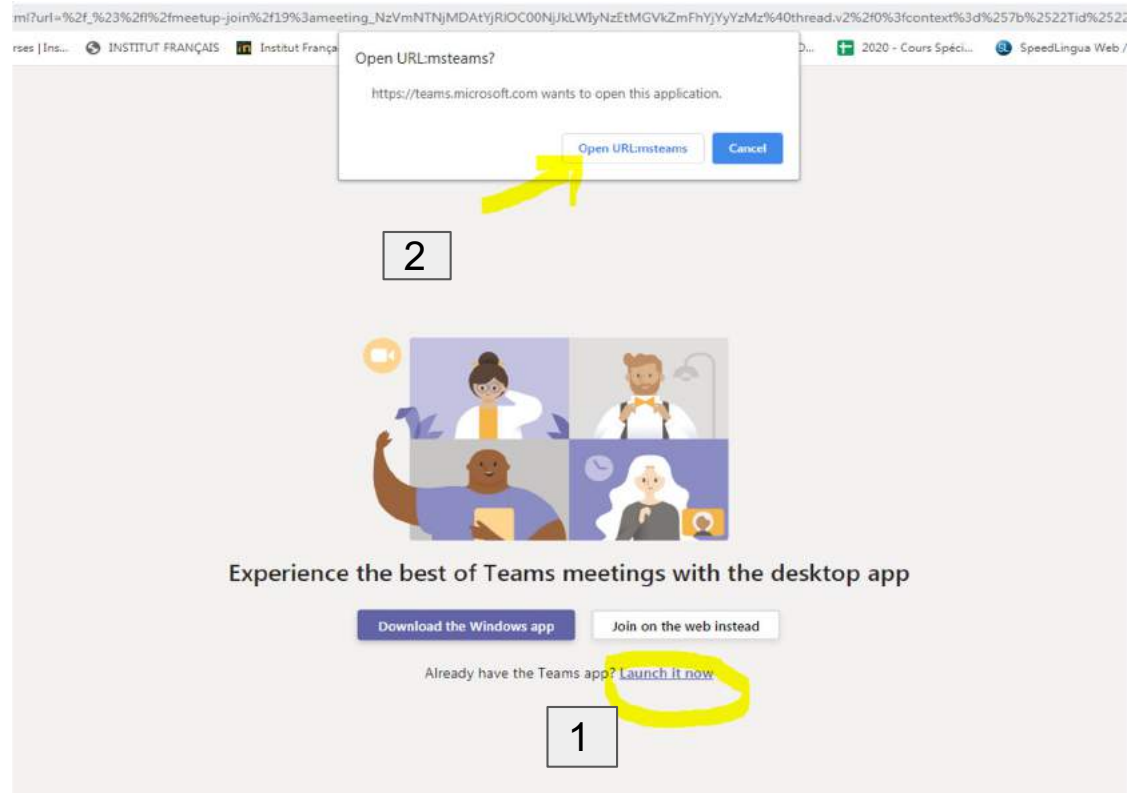


Onboarding to Teams

- If you are allowed to register through your organisation's email address and you already use Teams, following successful registration, you will see the IFRU Teams link as per the screenshot below. You need to click on this to change to the IFRU Teams to access your class.



Once you click on “[Launch it now](#)” at the bottom of your screen. A window will pop up at the top of your screen. Please click on it.



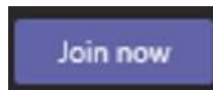
The screenshot shows a web browser window displaying a Teams meeting page. A dialog box titled "Open URL:msteams?" is open at the top, with a yellow arrow pointing to the "Open URL:msteams" button. Below the dialog box, a square box containing the number "2" is positioned. The main content of the page features a grid of four avatars, the text "Experience the best of Teams meetings with the desktop app", and two buttons: "Download the Windows app" and "Join on the web instead". Below these buttons, the text "Already have the Teams app? [Launch it now](#)" is visible, with a yellow circle around the "Launch it now" link. A square box containing the number "1" is positioned below the "Launch it now" link.



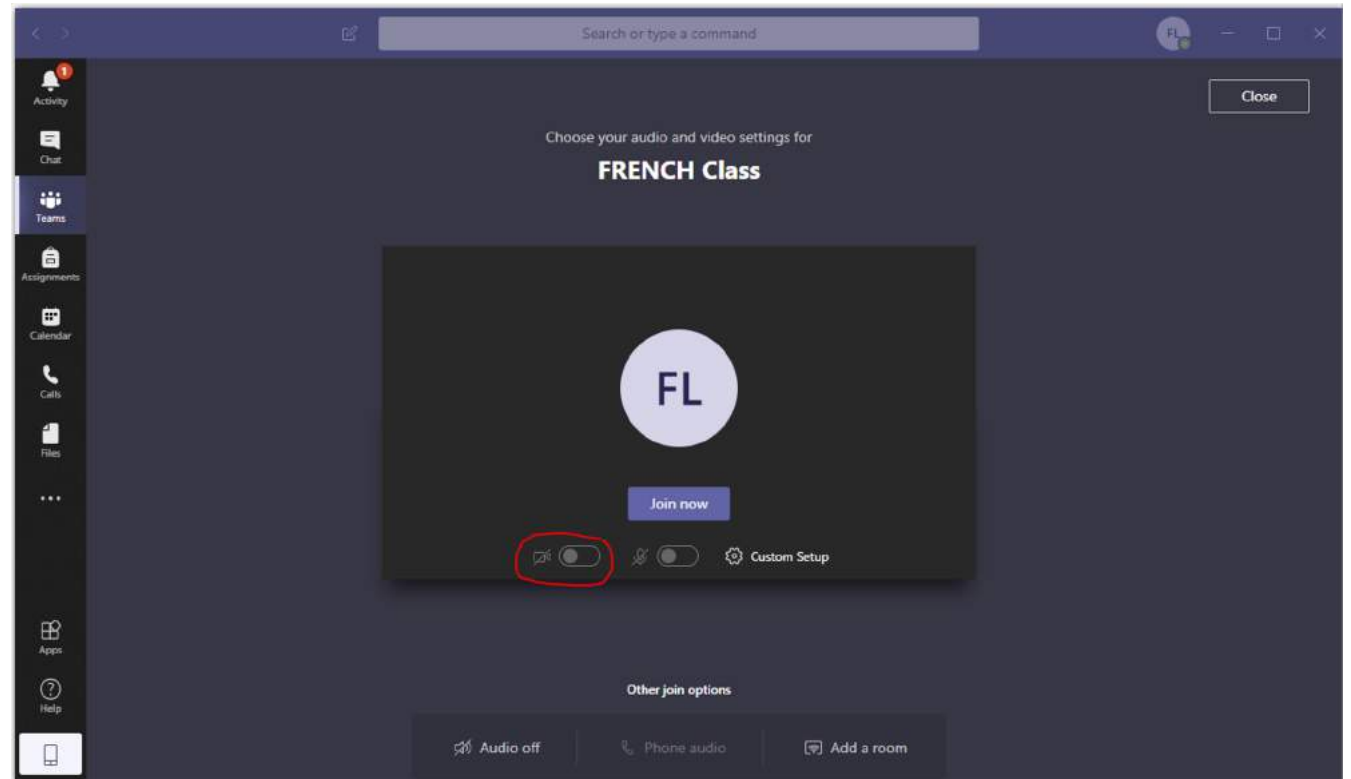
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
Make sure that you activate your camera before joining the class.

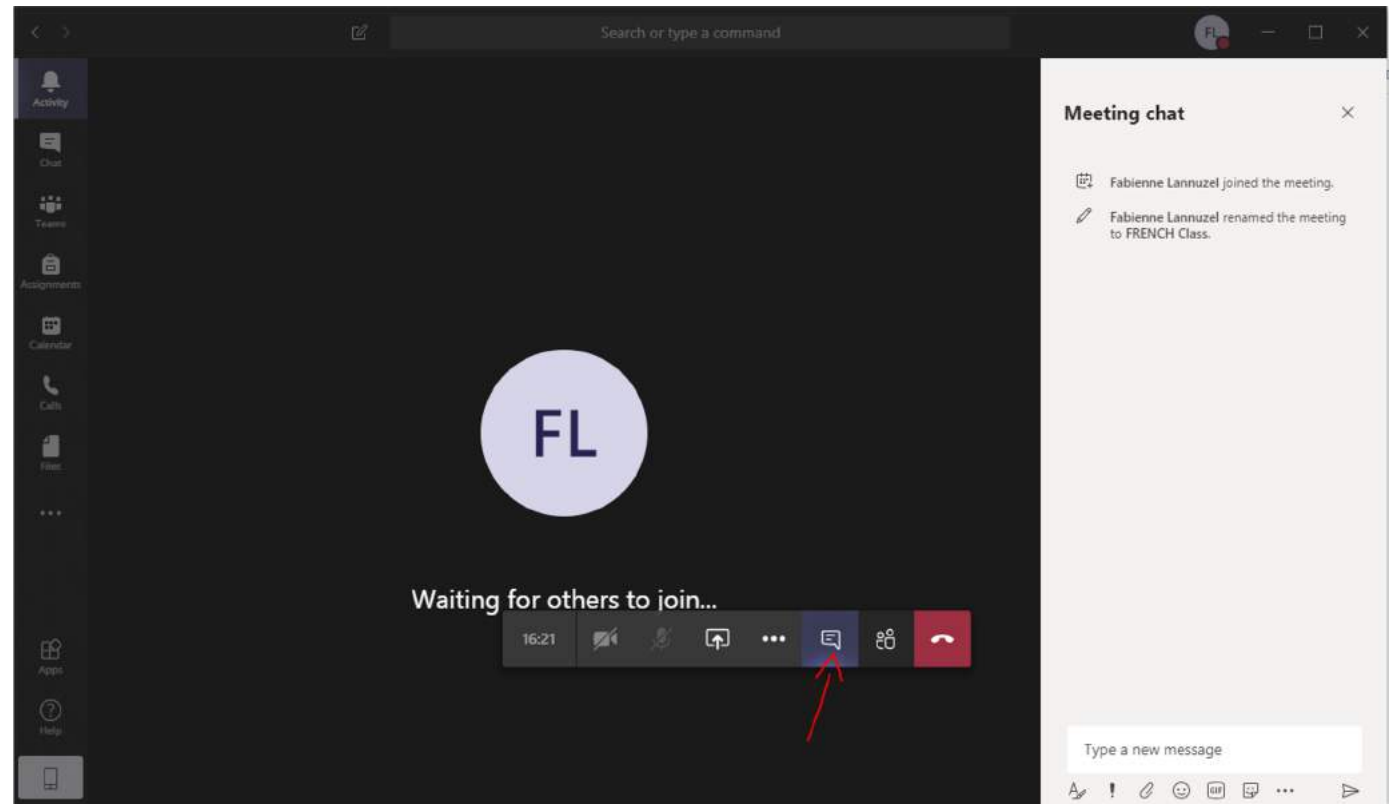
Click on



to access your class.

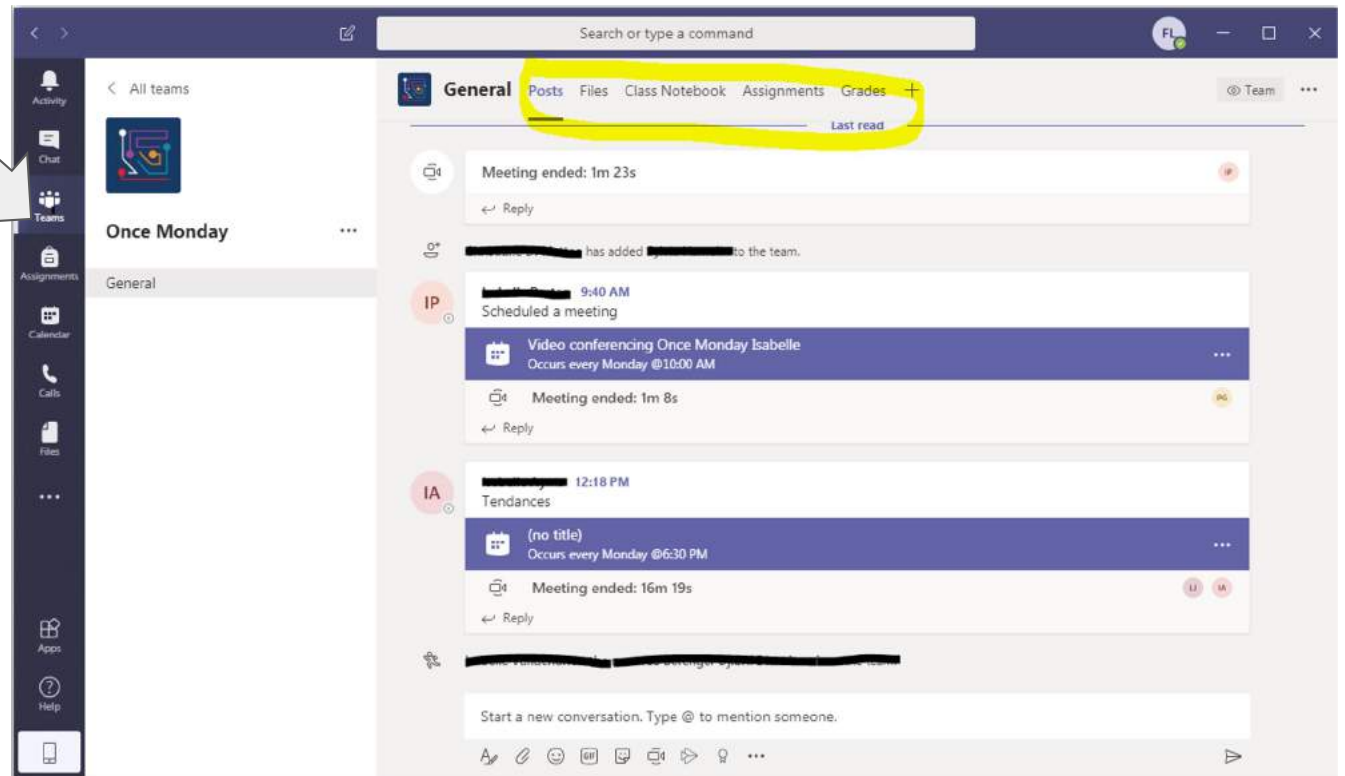


Click on the speech icon  to access the meeting chat and communicate with your teacher and the students during the class.



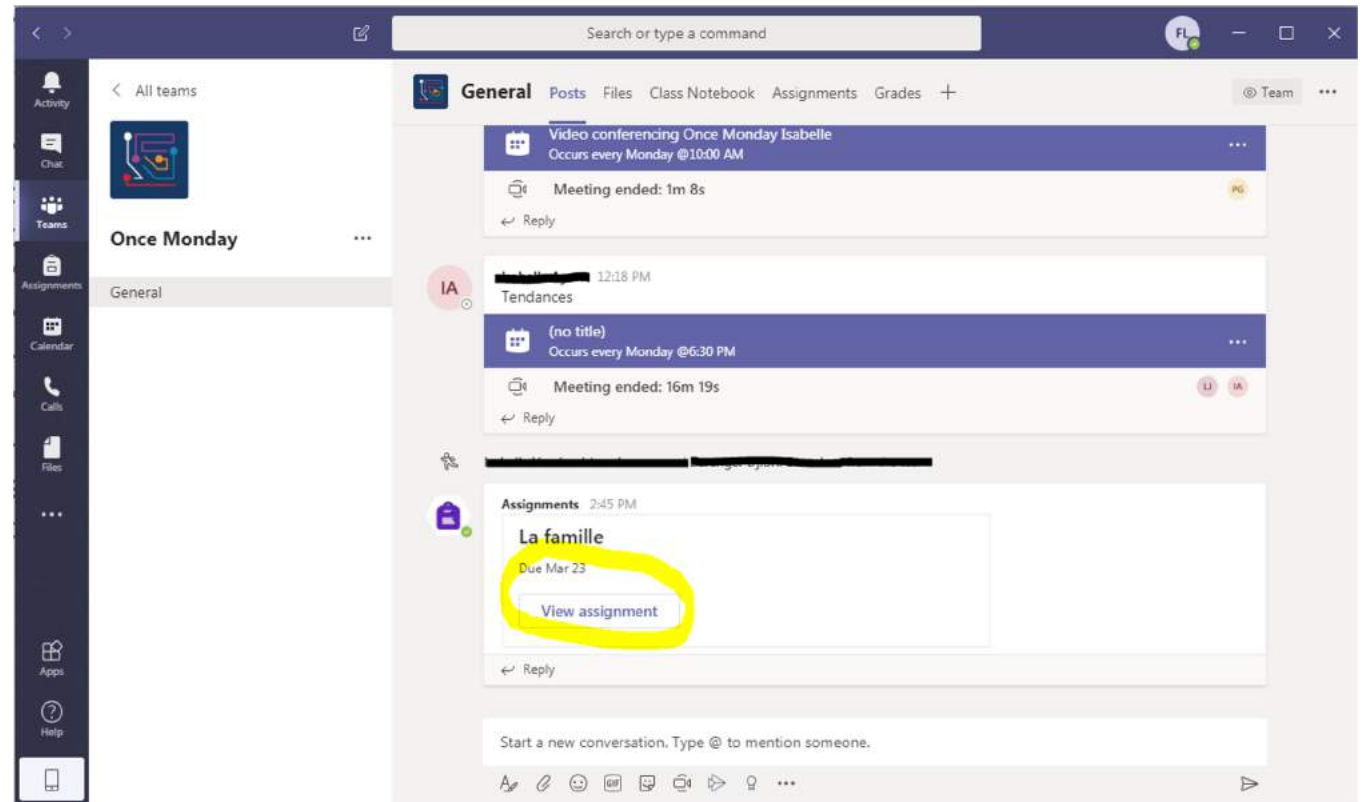
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After your class, you can click on “Teams” to access the content of your class. The tabs on top of the page will allow you to view all the messages posted by the teacher and other students.

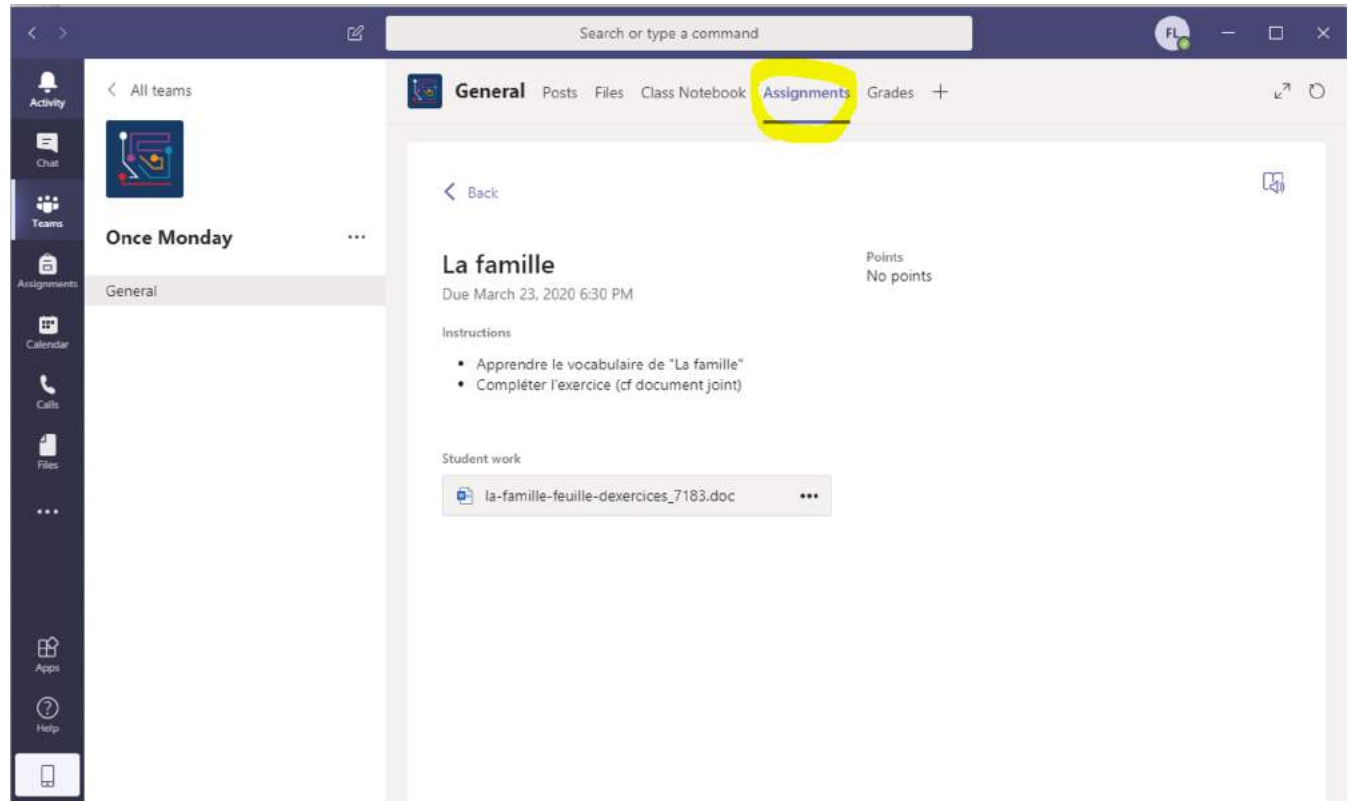


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Your teacher will post any homework due in the “**Assignments**” tab. You will receive a notification in the “**Posts**” tab to let you know that an assignment has been set.



In the “**Assignments**” tab click on the files attached if any posted to open it.



It will give you the options to Edit the document or Print it.

The screenshot shows a Microsoft Word document titled "la-famille-feuille-dexercices_7183.doc". The document content includes a family tree diagram with the title "la famille" in a red oval. The family members are: SAM (grand-père), BEA (grand-mère), ANNIE (mère), JIM (père), JOE (frère de Jim), DORA (sœur de Jim), IOM (frère de Dora), EMA (sœur de Annie), TANY (sœur de Annie), and DAN (frère de Jim). Below the diagram is a fill-in-the-blanks exercise: "Complète les phrases: Sam est le _____ de Bea" and "_____ grand-mère frère". The "Edit Document" and "Print" options in the top right corner are highlighted in yellow.



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You can download the document by clicking on the three dots located at the right side of the page.

The screenshot shows a Microsoft Word document titled "la-famille-feuille-dexercices_7183.doc" in a web browser. The document content includes a family tree diagram with the title "la famille" in a red oval. The family members are: SAM (father), BEA (mother), ANNIE (daughter), JIM (son), JOE (son), DORA (daughter), TOM (son), EMA (daughter), FANY (daughter), and DAN (son). Below the diagram is a section titled "Complète les phrases:" with the sentence "Sam est le _____ de Bea" and a dropdown menu showing "grand-mère" and "frère". On the right side of the document, a menu is open, showing options like "Download", "Download as PDF", "Embed", "Help", "Give Feedback to Microsoft", "Terms of Use", "Privacy and Cookies", "Accessibility Mode", and "Privacy Settings". The "Download" option is highlighted in yellow. The browser's address bar shows "Search or type a command" and the document's name. The bottom of the page shows "PAGE 1 OF 1" and "GIVE FEEDBACK TO MICROSOFT 100%".

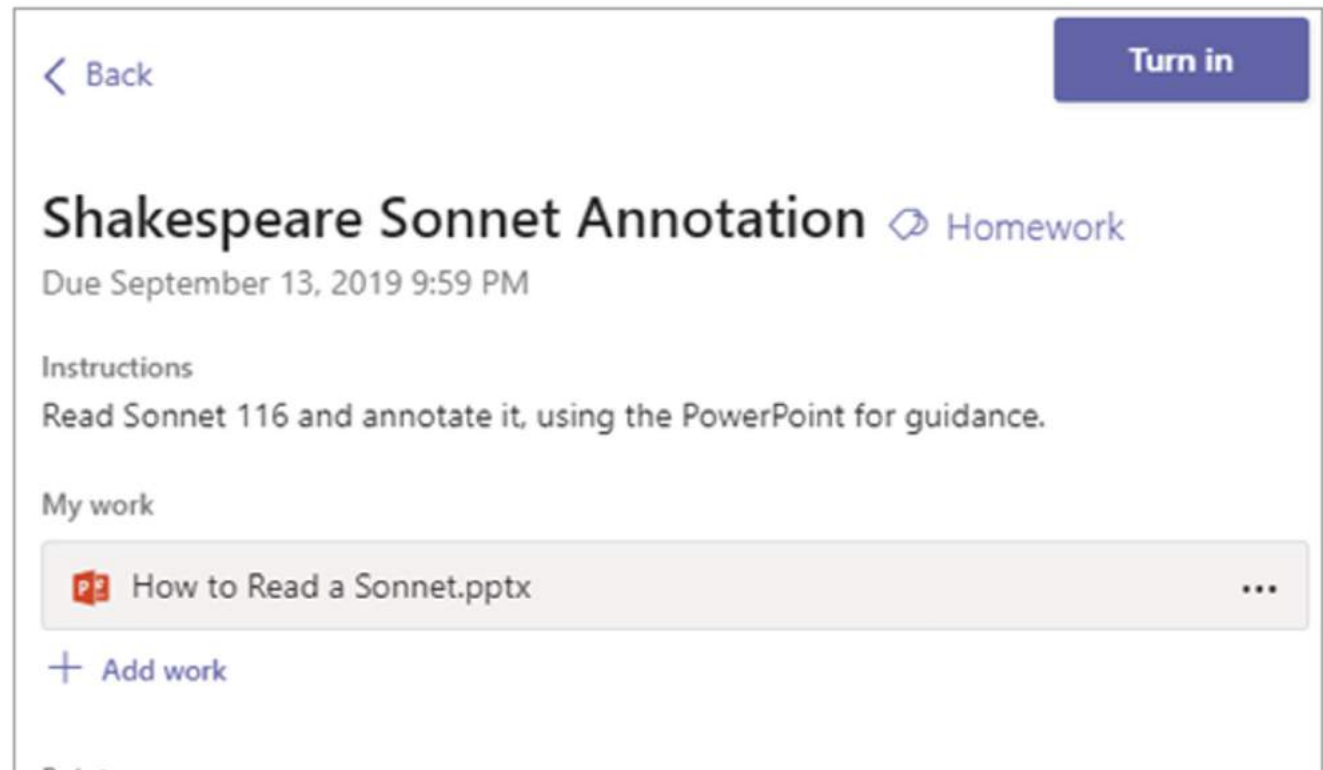


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Once you have completed your assignment click on

Turn in

to submit it to your teacher.



The screenshot shows a Blackboard assignment interface. At the top left is a '< Back' link. At the top right is a purple 'Turn in' button. The main title is 'Shakespeare Sonnet Annotation' with a 'Homework' tag. Below the title is the due date: 'Due September 13, 2019 9:59 PM'. The 'Instructions' section reads: 'Read Sonnet 116 and annotate it, using the PowerPoint for guidance.' The 'My work' section contains a file named 'How to Read a Sonnet.pptx' with a red PowerPoint icon and a three-dot menu. At the bottom of the work section is a '+ Add work' link.



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If you have any questions regarding your child's class please contact your teacher who will be able to help you.

General enquiries and technical issues:

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+44-20 7871 35 35

