



Secondary Student Guide to Online Classes

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Overview

When remote learning, a challenge to overcome is tracking the class schedule and getting into the online class. This document is a guide on how to accomplish that for secondary students of the Sioux City Community School District.

All Sioux City School District secondary teachers are required to have their Teams class (meetings) schedules documented in Canvas. The information in Canvas will direct them to one of two ways to join the class:

- All high school and some middle schools will have a link in Canvas to the class – either on the home page of the Canvas course or in a Modules page entitled Virtual Class Schedule (or similar).
- Some middle school classes will be scheduled in the students Teams calendar. Note that the teacher is to document that in the Canvas course – either on the home page or in a Modules page entitled Virtual Class Schedule (or similar). Those students will join their class by clicking on the class (meeting) in the Teams calendar.

So the process is:

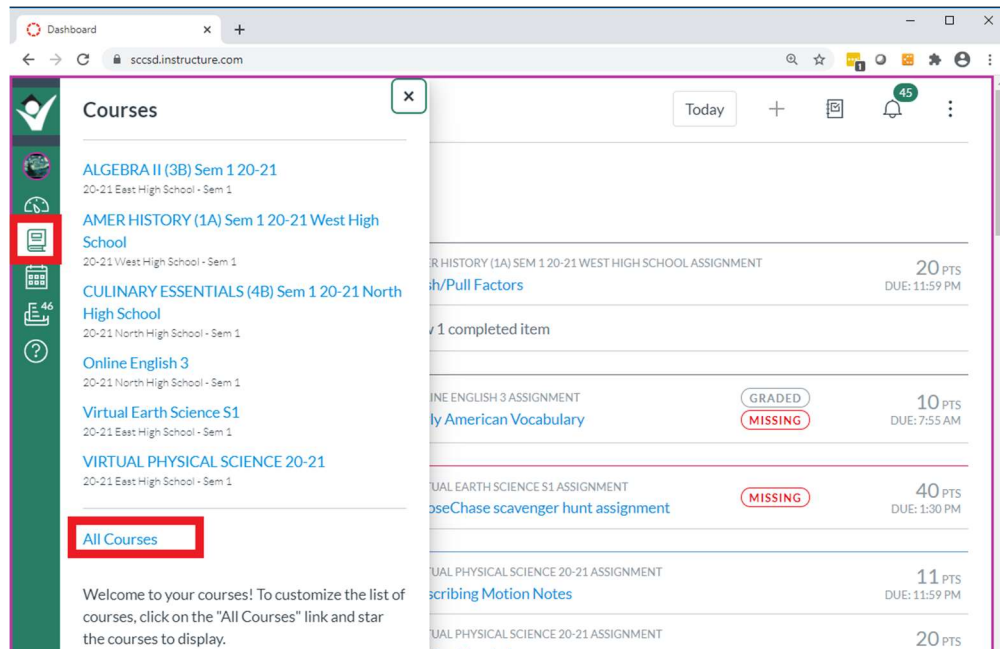
- Go into Canvas ahead of time and look at each class and document the day and time of you online classes

Prerequisites

The following documentation assumes you have logged into your system, logged into Clever, confirmed that you are logged into Smoothwall, and have started and logged into Teams. If not, refer to the “START HERE – Using Your Laptop” document to accomplish that before moving on.

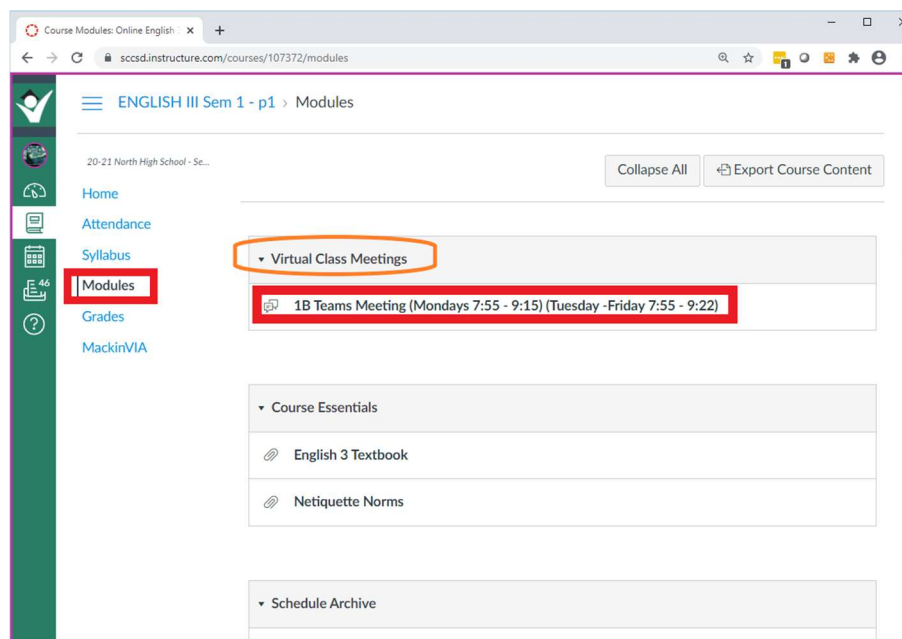
Find the Class Schedule Information

Canvas is the primary source of information for students in grades 6-12. To find the schedule for an online class, log into Canvas and navigate to the class you want to join. You can navigate to a course by clicking on the Course icon in the left navigation and either clicking on the course you want to go to or clicking on “All Courses” to find the course you are looking for.



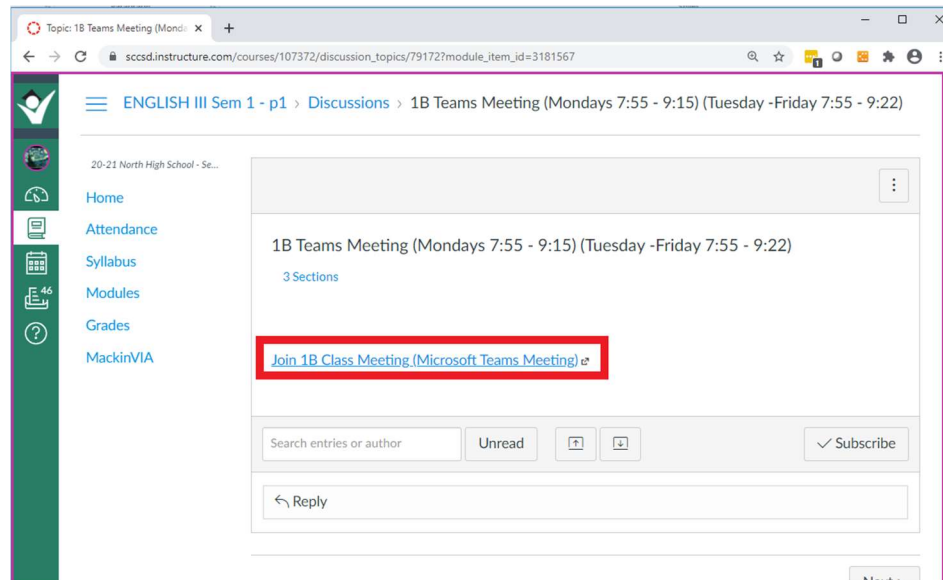
After clicking on a particular course you will be presented with the home page for that class. There may be information on that page about the class schedule and links on where to join. **Regardless whether information is presented on the home page, all teachers are to have a virtual class meetings module with a discussion that contains a link to the Microsoft Teams meeting or an explanation of how to get into that meeting.**

For example, in the screenshot below, click on the “Modules” menu item in the left navigation and a list of modules will be presented. Look through those modules to find one that is entitled something like “Virtual Class Meetings”. A link to a discussion with information about the schedule will be presented as shown below:



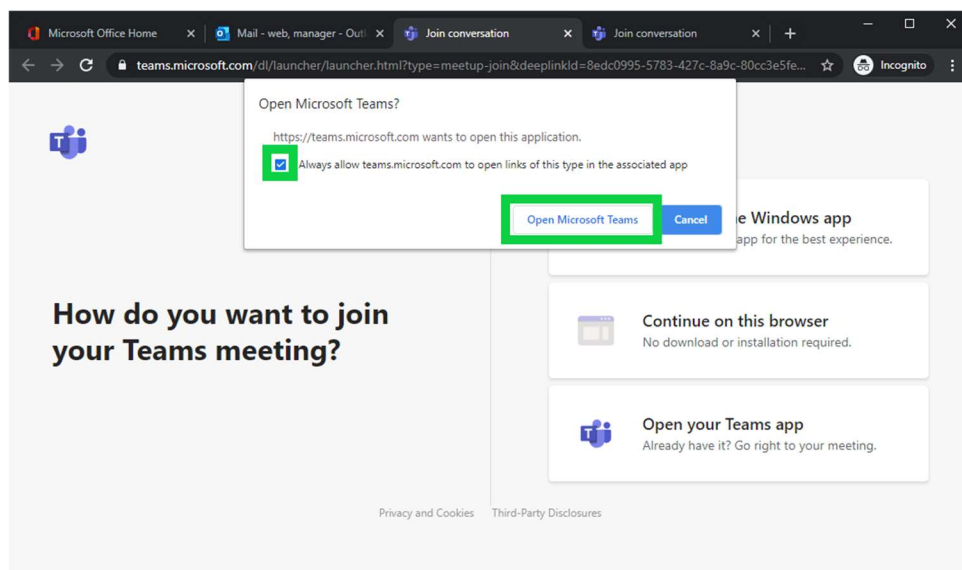
Join the Class from Canvas

After clicking on the discussion (for example, “1B Teams Meeting...” from the previous section), the details of the discussion will present a link to the teams meeting. Click on it.

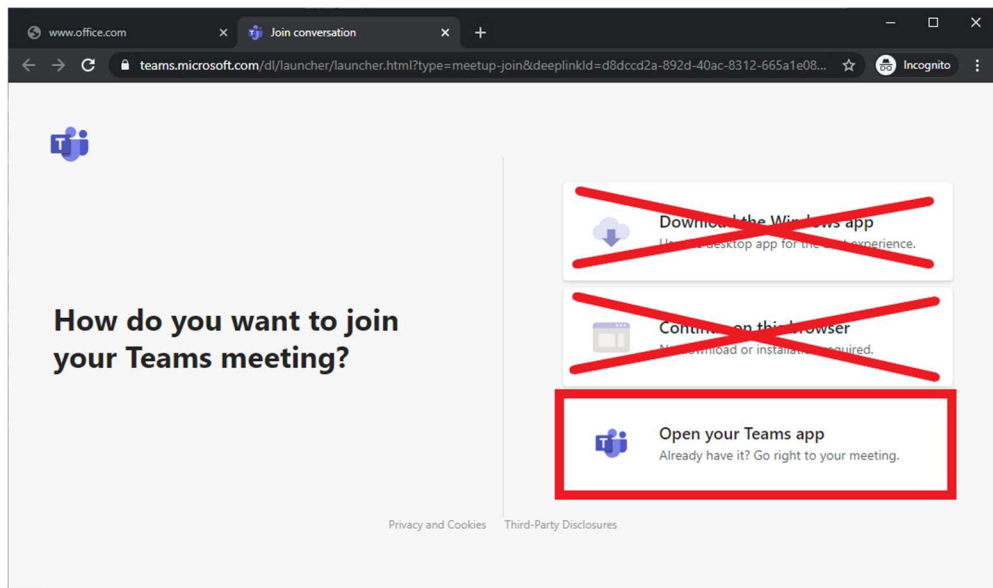


NOTE: Remember the Prerequisites mentioned at the beginning of the document!!! You should already be logged into your Teams app.

Because this is a link to a Teams meeting, it may bring up a web page asking to open the Teams App or open Teams in a web browser. The web browser may bring up a pop up similar to that below asking if you want to open Microsoft Teams. Check the box to “Always allow...” and click the “Open Microsoft Teams” button.

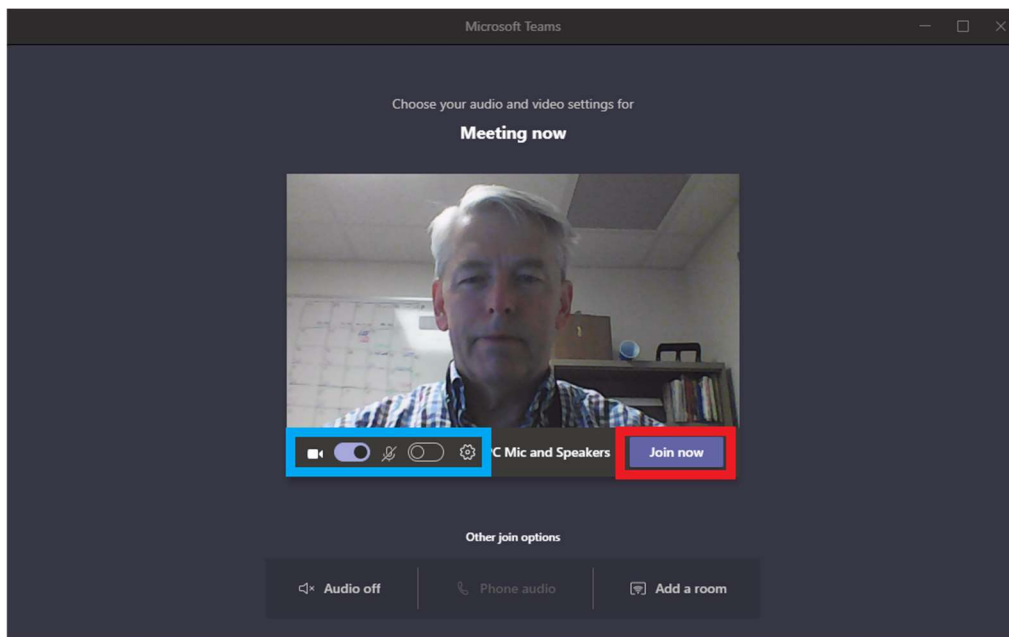


If you do not receive a pop-up window, you will be presented with the web page with three options.



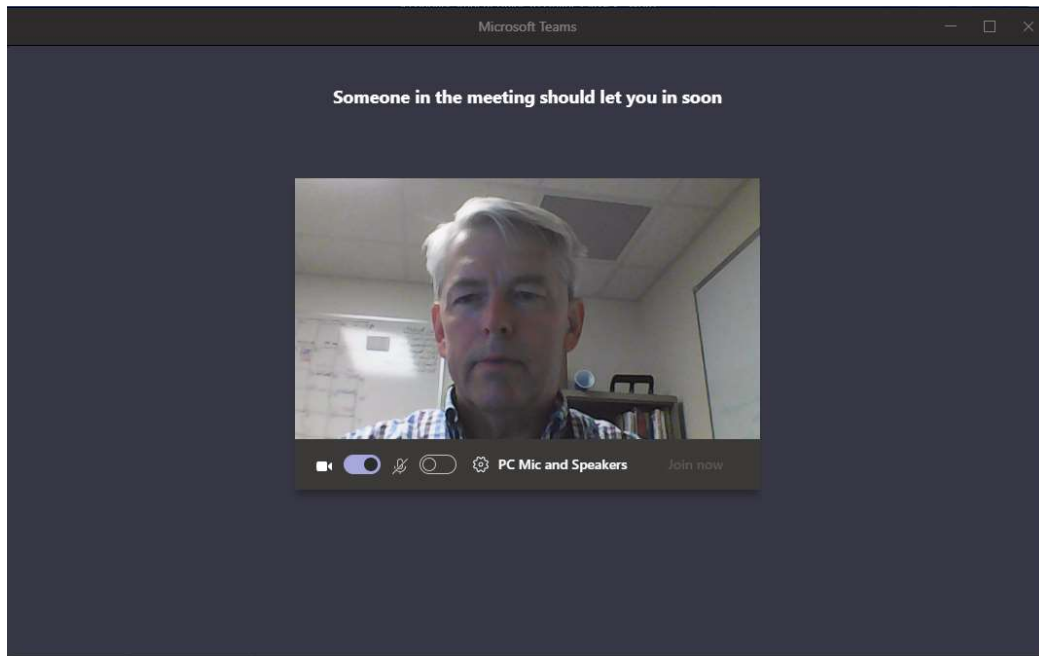
Select "Open your Teams app".

Because you are logged in, it should bring up a 'pre-meeting screen'

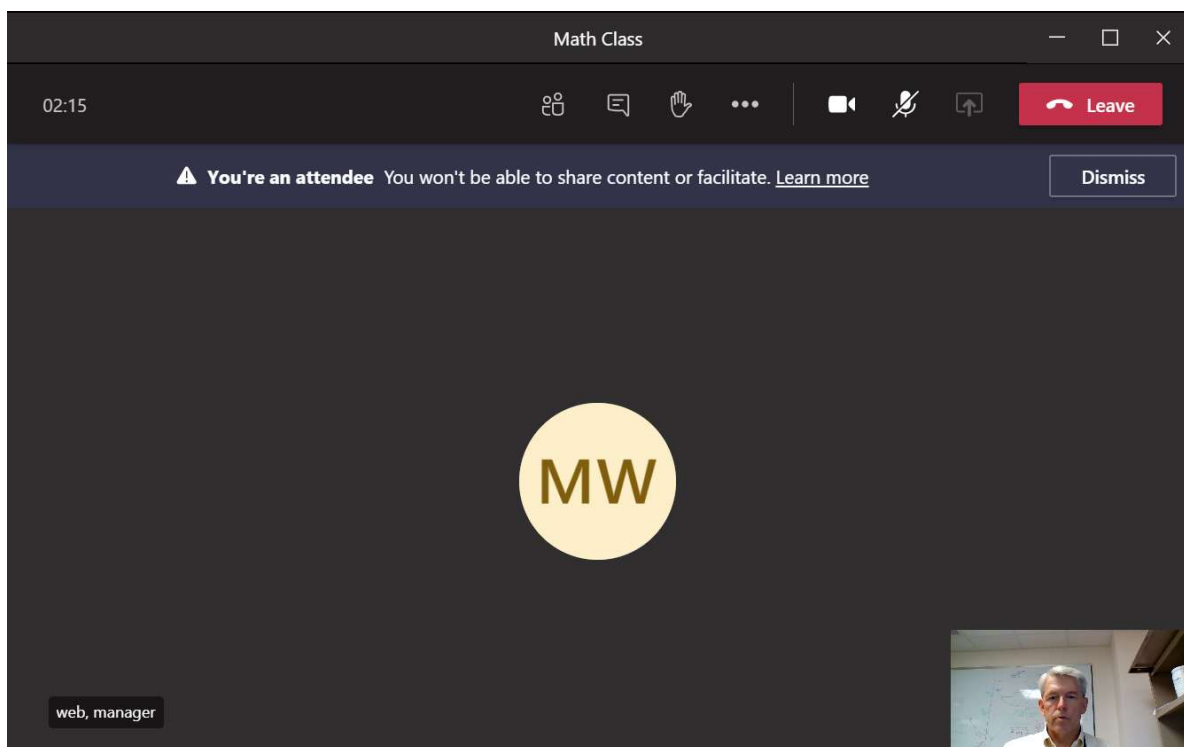


The student is not yet in the meeting! They need to select whether to enable their camera and microphone before joining the meeting. It is recommended that the student have their camera ON and their microphone OFF as shown above. Click the "Join now" button when ready to join the meeting.

You will be presented with the following screen. This indicates that the student is waiting for the teacher to 'admit' them into the class.



After the teacher admits the student into the class, the screen will show those currently joined and you are ready to begin class! (The MW icon will be replaced by a video of the teacher).



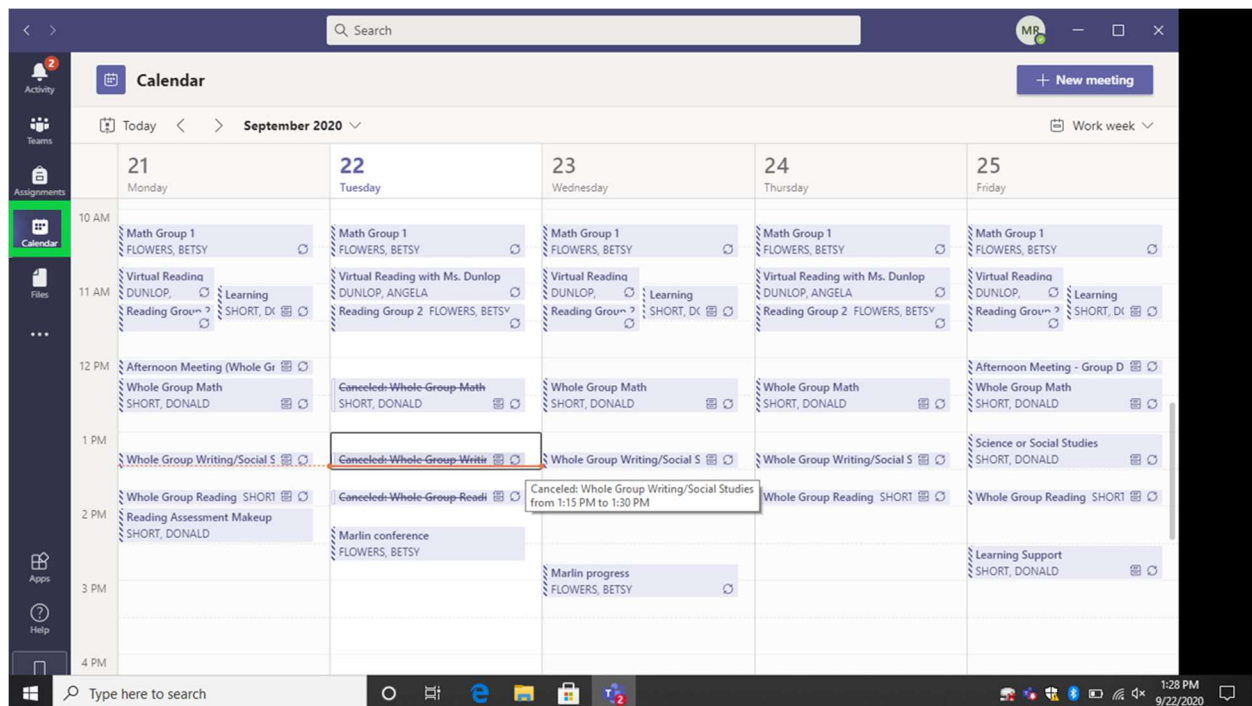


Find Your Class in the Teams Calendar

As mentioned earlier, some middle school teachers will create appointments in the student's Teams calendar. This section describes how to find that class and join it.

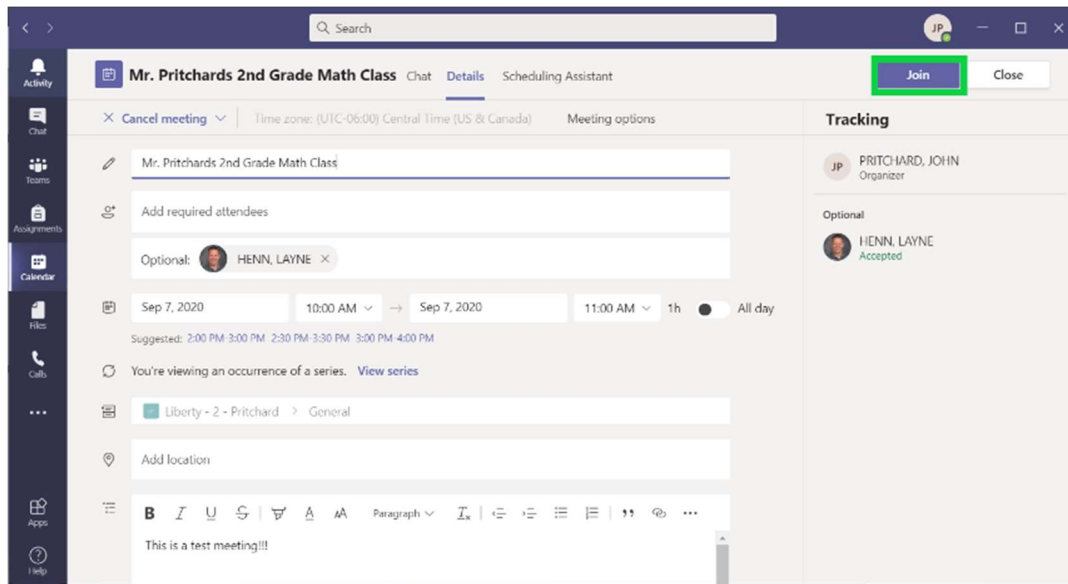
Log into Teams and Navigate to the Teams Calendar. You should be familiar with getting into Teams. If not, refer to the "START HERE – Using Your Laptop" document with the basics on getting onto your device, getting logged in, logging into Clever, Smoothwall and Teams.

Once in Teams, you navigate to the Teams calendar by clicking on the Teams Calendar app icon in the left navigation.

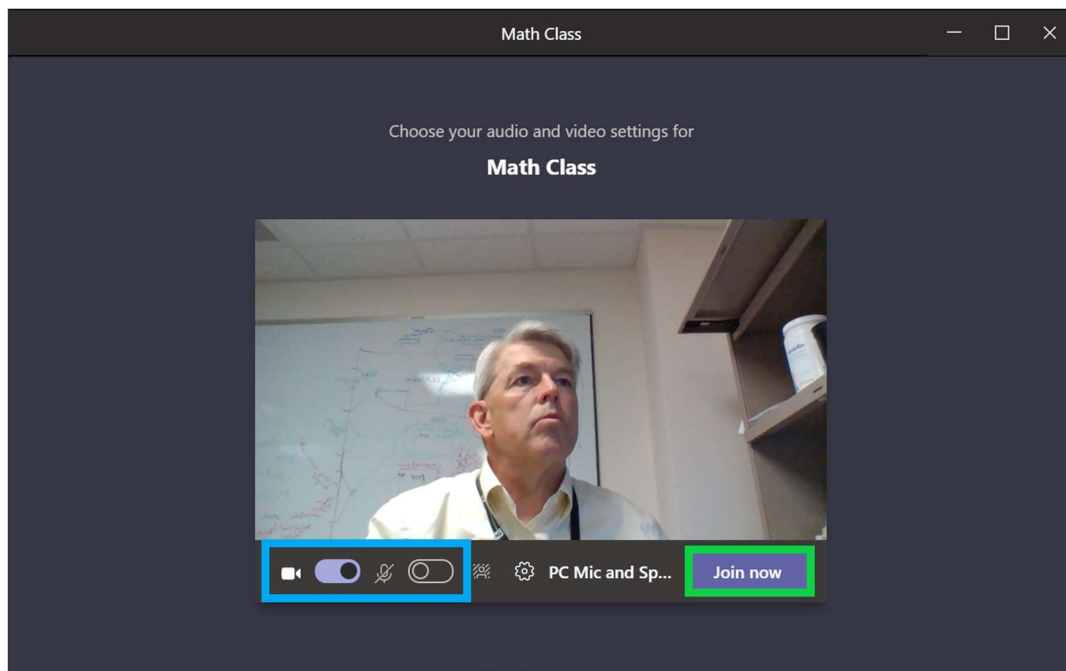


Join the Class from the Teams Calendar

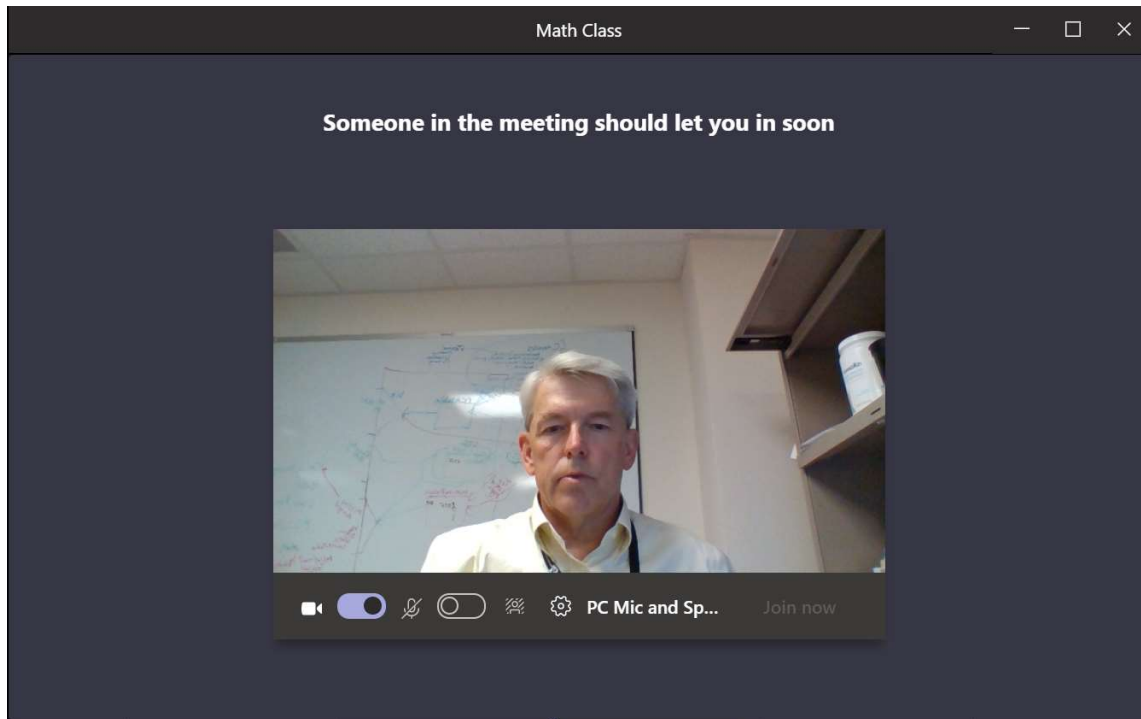
Classes will be displayed as appointments in that calendar. There are two ways to join the class. If the class is to start within 5 minutes, there may be a “Join” button in the event on the calendar. The second way (sure fire way!) is to click on the meeting and it will display more details about that meeting. In the upper right corner of that meeting will be a “Join” button. Click it.



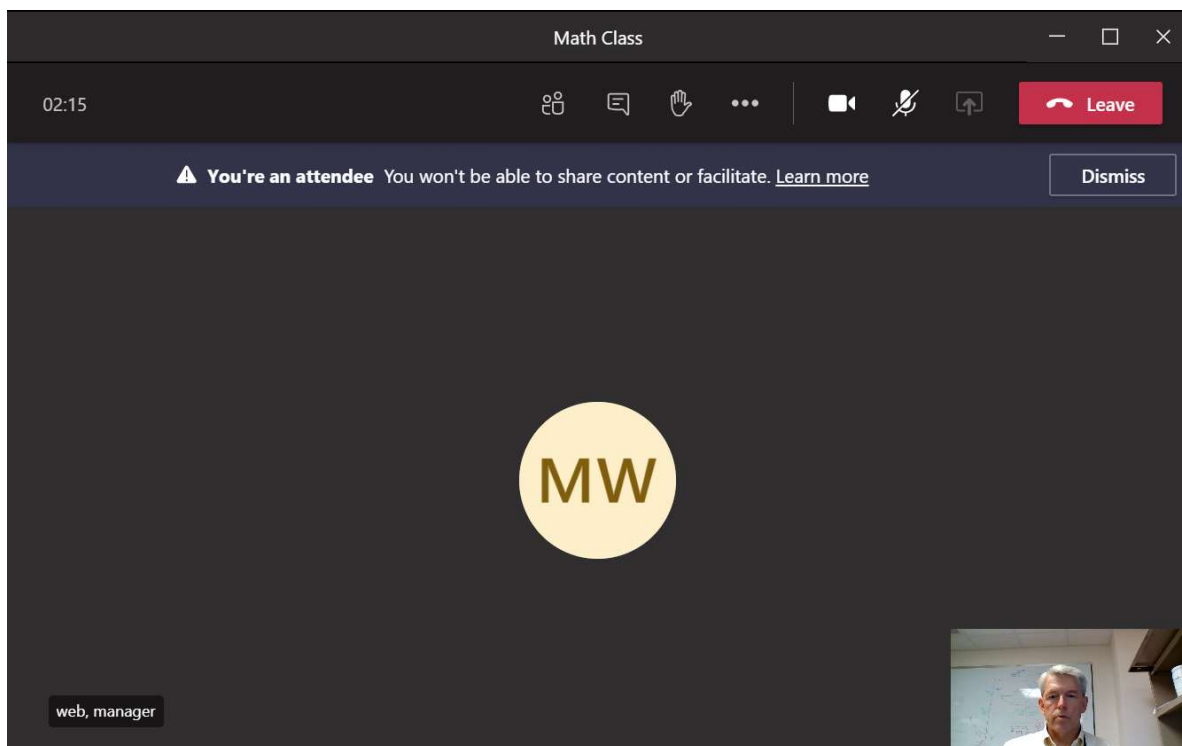
The student will be presented with a screen as follows. The student is not yet in the meeting! They need to select whether to enable their camera and microphone before joining the meeting. It is recommended that the student have their camera ON and their microphone OFF.



After the student clicks the “Join now” button, they will be presented with the following screen. This indicates that the student is waiting for the teacher to ‘admit’ them into the class.



After the teacher admits the student into the class, the screen will show those currently joined and you are ready to begin class!

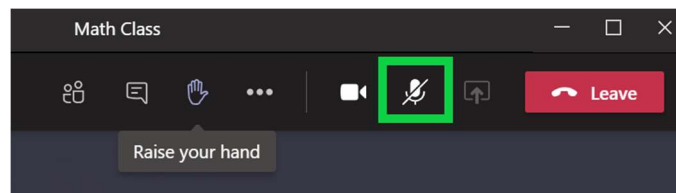


Participate in Class

After the student is in the class they will be able to participate in a variety of ways. The teacher will have ground rules for the students and those ground rules must be followed. Here are some actions that the student may do during the class at the request of the teacher.

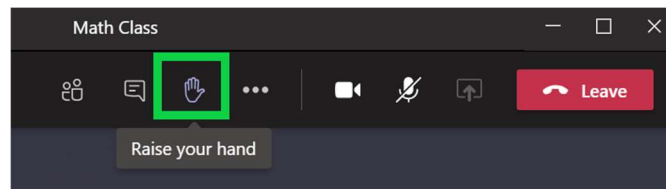
Turn on and off the Microphone (unmute and mute)

When you join the class your microphone should be muted (off). This will allow the teacher to give any instructions at the beginning of class. There may be times when the teacher requests that you speak (to ask a question or contribute to the class). You need to 'unmute' by clicking on the microphone. The line through the microphone will go away when you are unmuted. Note that the teacher has the ability to mute you.



Raise Hand

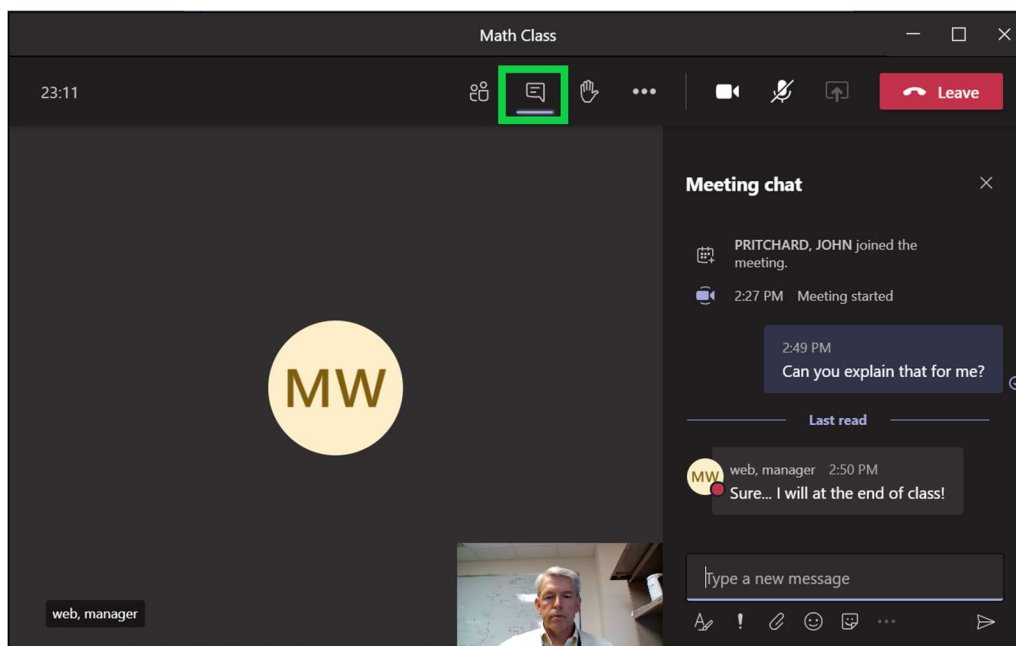
If you have a question or your teacher has asked you to raise your hand, you can do so by clicking on the hand icon in the menu bar.



After raising your hand, the hand will be bolded. You can lower your hand by clicking on it again. Your teacher can also lower your hand.

Meeting Conversation

During the class, there may be times when the teacher is presenting but the student would like to ask a question or make a comment without interrupting the teacher. The feature that allows this is the Meeting Conversation. By clicking on the meeting conversation cloud icon, the meeting conversation will be displayed on the right side of the screen and you will be able to see and enter comments. If you click the icon again, that screen will go away. NOTE: Meeting Conversation should only be used at the direction of your teacher!



Leave Class

The teacher will end the class which will cause your meeting window to go away. You can also choose to leave the class by clicking on the Leave button in the meeting menu.

