

# Student Guide to Online Class

## Contents

Overview .....	2
Find the Class .....	2
Join the Class.....	3
Participate in Class .....	5
Turn on and off the Microphone (unmute and mute).....	5
Raise Hand .....	5
Meeting Conversation.....	6
Leave Class .....	6

## Overview

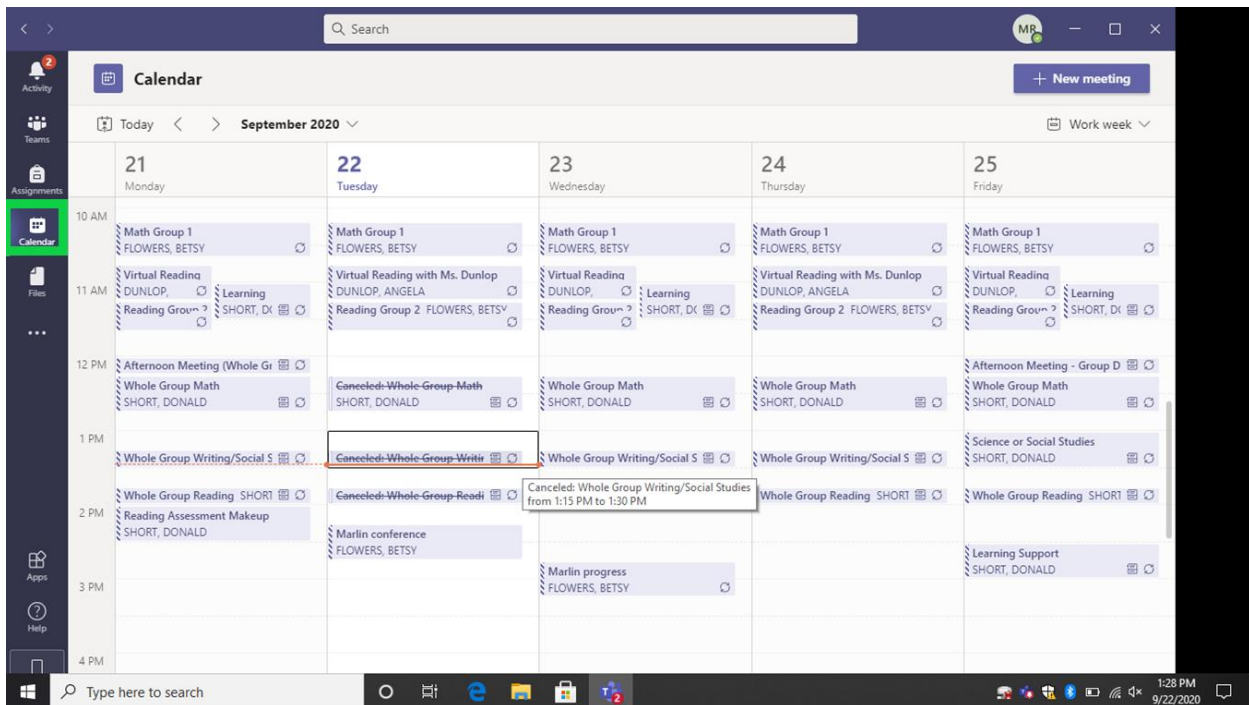
When remote learning, a challenge to overcome is tracking the class schedule and getting into the online class. This document is a guide on how to accomplish that for elementary students of the Sioux City Community School District.

All Sioux City School District elementary teachers are required to have their Teams classes (meetings) scheduled in the Teams calendars. Therefore, parents and students have one place to go look to see their schedule – the Teams calendar.

## Find the Class

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.

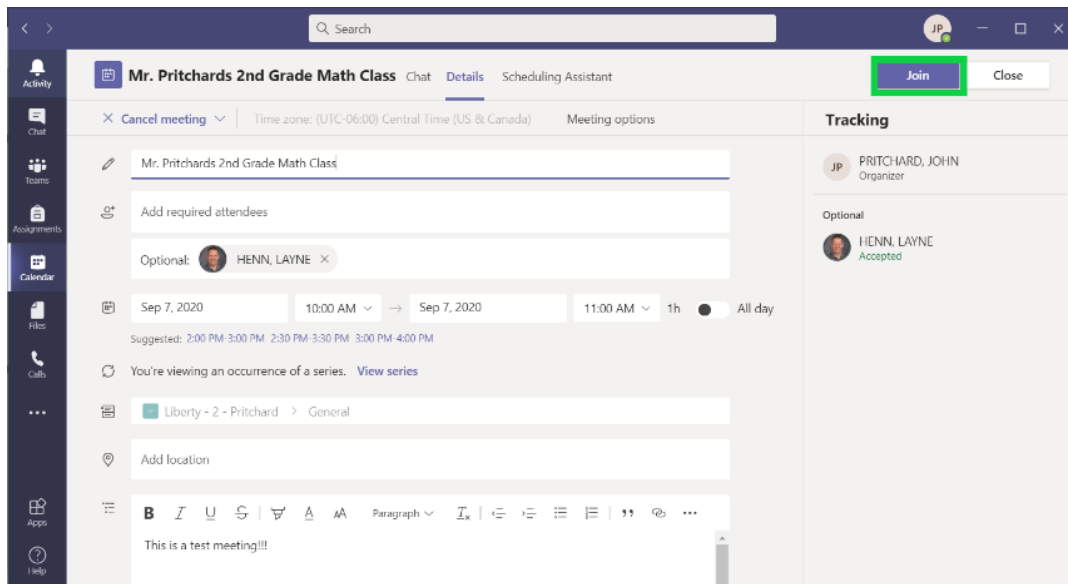
Once in Teams, you navigate to the Teams calendar by clicking on the Teams Calendar app icon in the left navigation.



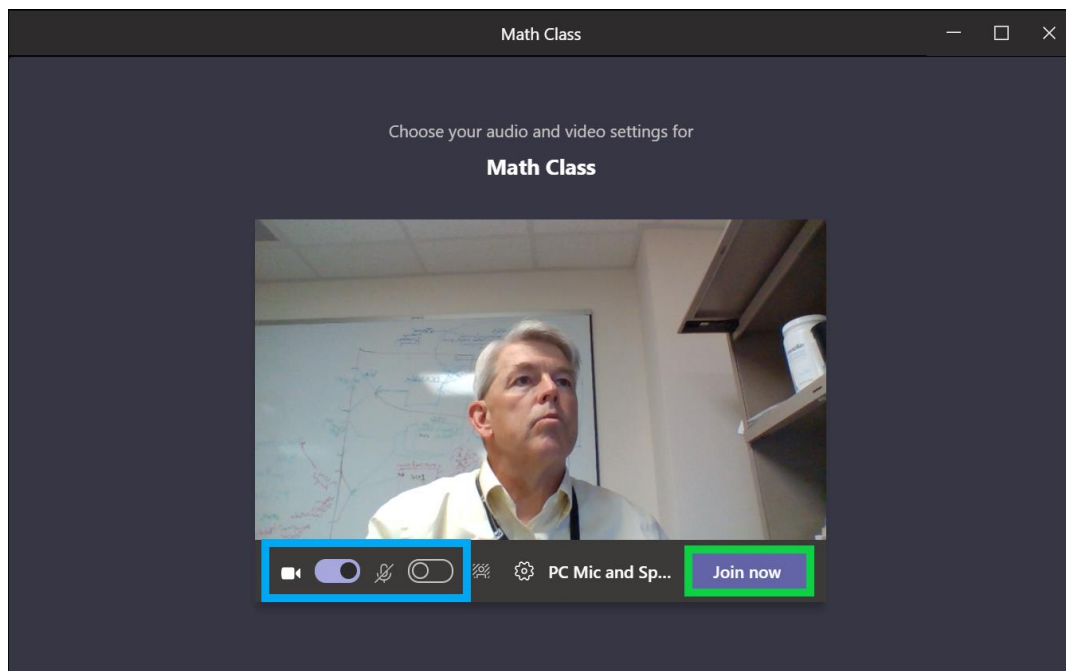
The screenshot displays the Microsoft Teams application window. The top bar includes a search field and a user profile icon. The left sidebar contains navigation icons for Activity, Teams, Assignments, Calendar (highlighted in green), Files, and Apps. The main area shows the 'Calendar' view for September 2020, with a 'Work week' view selected. The calendar grid shows meetings for each day from Monday (21) to Friday (25). Meetings include 'Math Group 1' (FLOWERS, BETSY), 'Virtual Reading' (DUNLOP, ANGELA), 'Learning' (SHORT, DX), 'Reading Group 2' (FLOWERS, BETSY), 'Afternoon Meeting (Whole Gr...)', 'Whole Group Math' (SHORT, DONALD), 'Whole Group Writing/Social S...', 'Science or Social Studies' (SHORT, DONALD), 'Reading Assessment Makeup' (SHORT, DONALD), 'Marlin conference' (FLOWERS, BETSY), 'Marlin progress' (FLOWERS, BETSY), and 'Learning Support' (SHORT, DONALD). Some meetings are marked as 'Canceled'.

## Join the Class

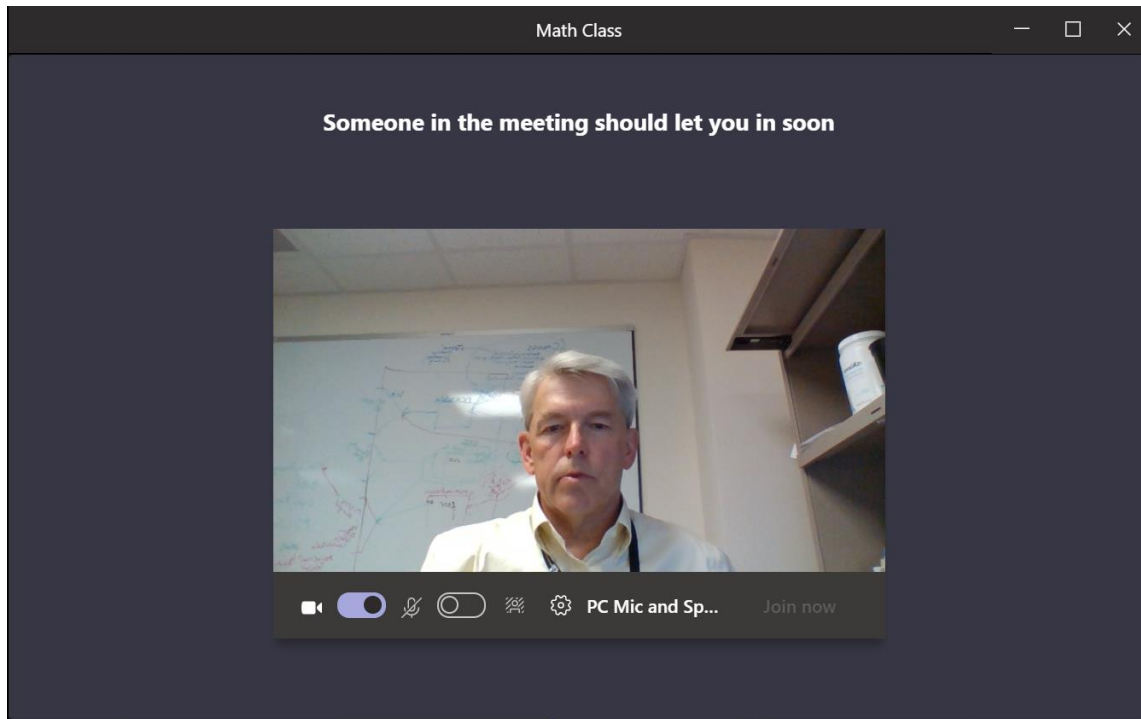
Classes will be displayed as appointments in that calendar. There are two ways to join the class. If the class is to start within 5 minutes, there may be a “Join” button in the event on the calendar. The second way (sure fire way!) is to click on the meeting and it will display more details about that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



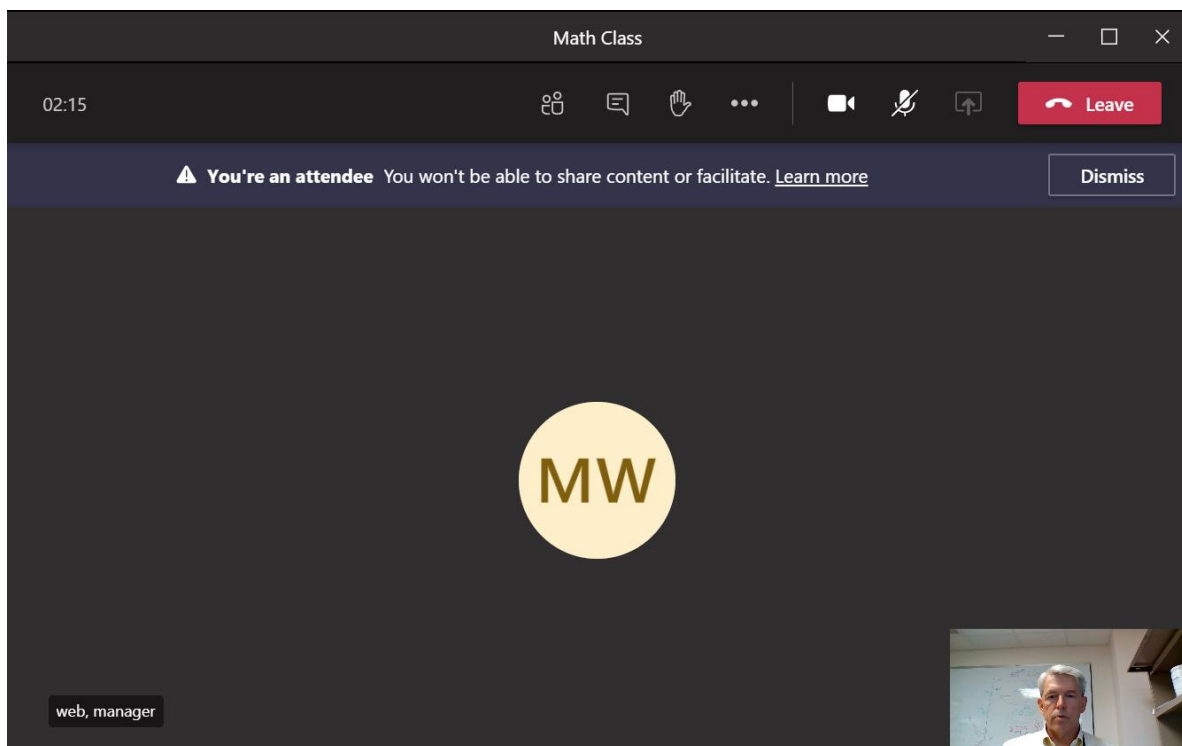
The student will be presented with a screen as follows. The student is not yet in the meeting! They need to select whether to enable their camera and microphone before joining the meeting. It is recommended that the student have their camera ON and their microphone OFF.



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!

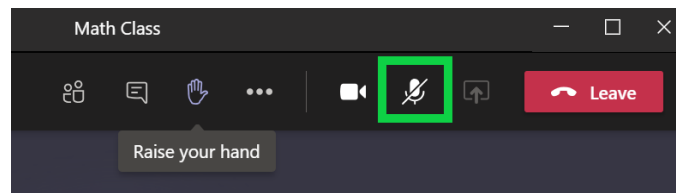


## Participate in Class

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.

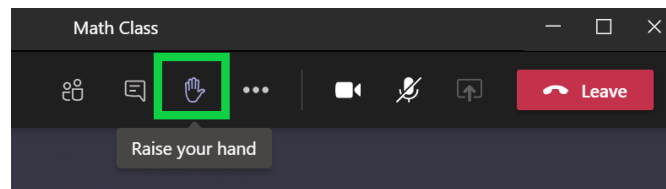
### Turn on and off the Microphone (unmute and mute)

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

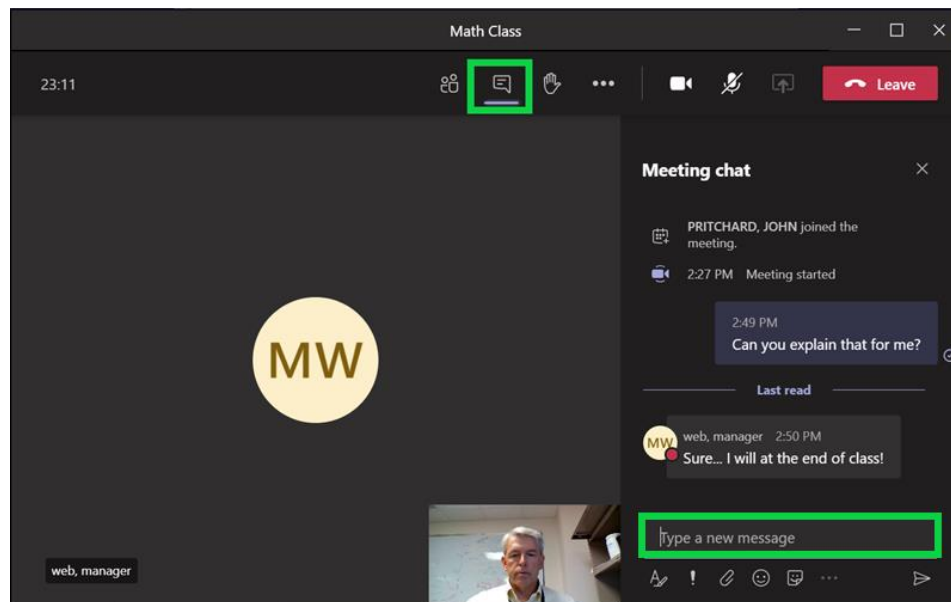
If you have a question or your teacher has asked you to raise your hand, you can do so by clicking on the hand icon in the menu bar.



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.

