Using Teams for D. D. Day Student Guide

For the first time, we will only be using Teams for a Digital Delivery Day in 2020. So, during your normal class time on DD Day, you will need to do the following:
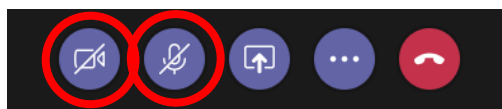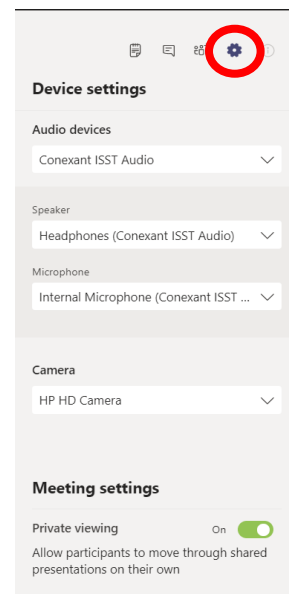
- open the Teams desktop application and **GO TO YOUR CLASS TEAM** at your **NORMAL CLASS TIME**.
- Your teacher will open a **MEETING** in the **GENERAL CHANNEL** which you will need to join as the class begins.
- Your teacher will be doing a roll within the first few minutes of class (just like normal) so don't be late.

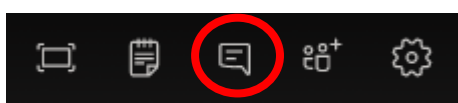Things you need to test before Digital Delivery Day comes:

You will need to check your Device settings if your video, microphone or speakers do not work during the check.

If you can not get either of these to work, you will need to visit the IT Support Centre.

You will need to toggle your video and microphone to be on/off depending on your teacher's request. Only turn your microphone on if your teacher asks you to participate (this will be only one or two students at a time). Otherwise, the microphone/video should be off.
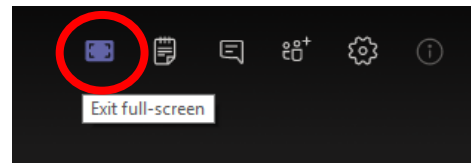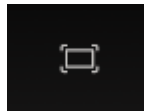

You will need to actively participate in the conversation/chat stream during the session.
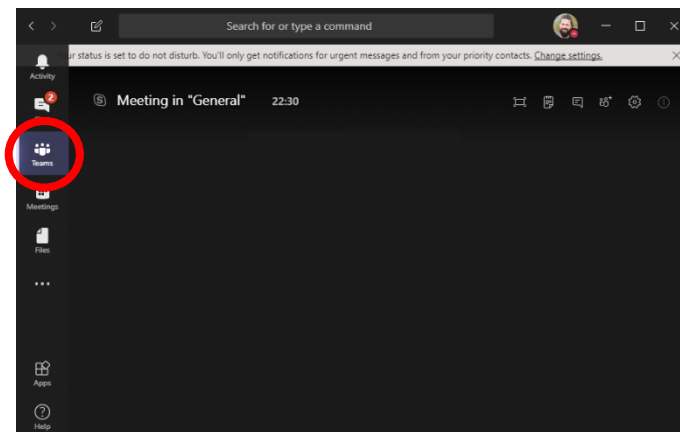

Your teacher may ask you to write to the online whiteboard. You can use your stylus.

You can make the Teams video experience full screen to see everything more clearly
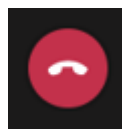

Your teacher may ask you to complete a poll during the session. You will have to click on the Teams panel on the left side of the screen, to access it.

Once completed, you should click on **Join** again to come back to the lesson.

DO NOT use the hang-up button until the end of the session, otherwise you will need to rejoin.

Trouble Shooting On Digital Delivery Day

- If you can not connect to the video conference, check to see if your teacher has posted about the issue in the Teams General Channel for your class, if not, send your teacher a chat message.
- If you can not connect to Teams at all, you should check your email (Outlook) to see if there is an issue we are working through. If not, send your teacher an email to let them know.
- If you can not log onto Office365 via http://portal.office.com , try using 'incognito' mode in your browser and try logging in again.
- If Office365 is properly broken (very unlikely), we will make an announcement on the school's web page http://nossalhs.vic.edu.au/