

# Teacher's Reference Points

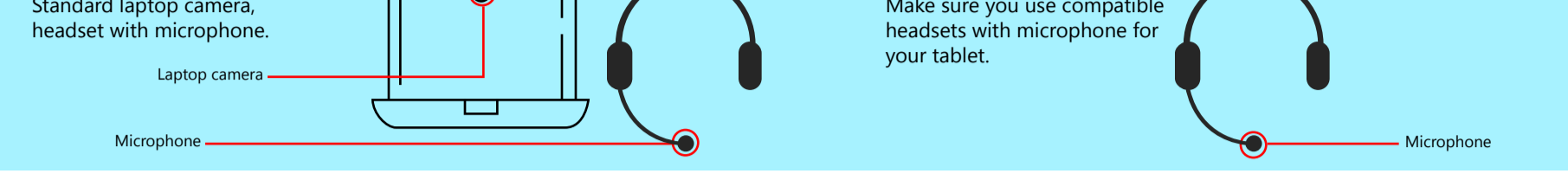


## 1 Technical Prerequisites (Hardware requirements for Microsoft Teams)

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

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

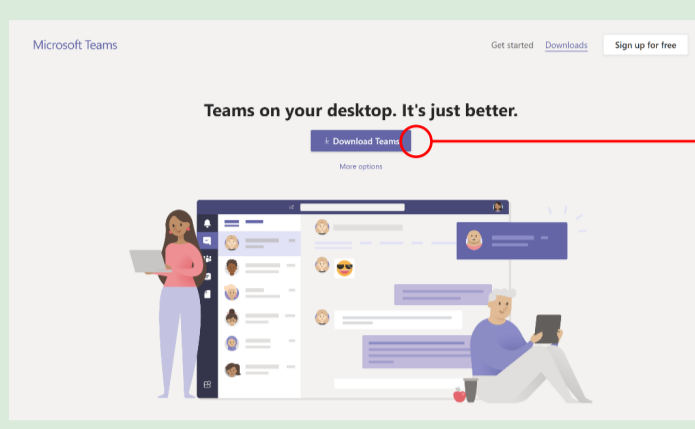
### B. Additional requirements and devices:



## 2 Teams Installation Guidance:

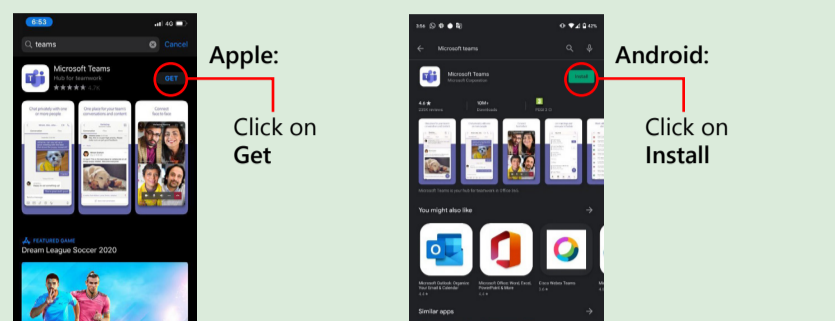
### 2.1 Download:

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



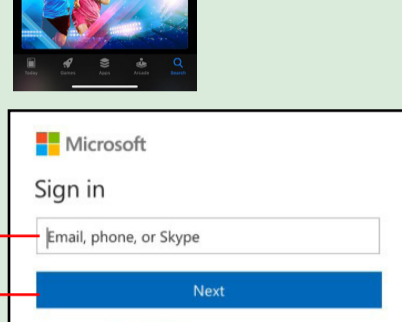
2.1.2 To download Microsoft Teams on your tablet:

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



### 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.



## 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:

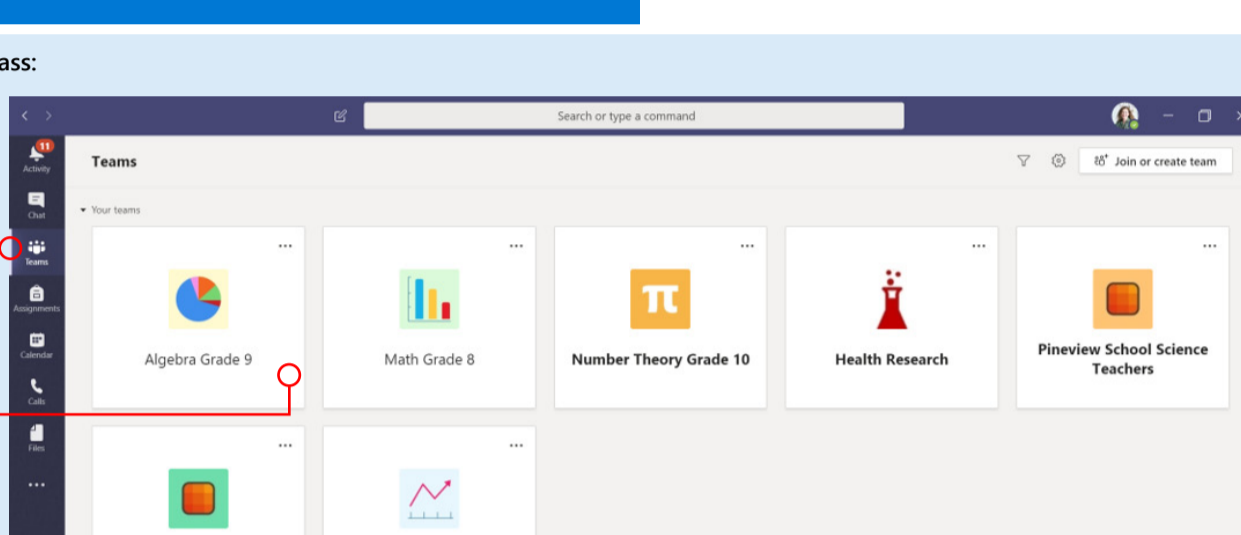
- A quiet place with no distractions around.
- Good Wi-Fi connection.
- Have all your resources and learning materials in hand before the class starts.

## 5 Teams Basic How To's:

### 5.1 How to go to your class:

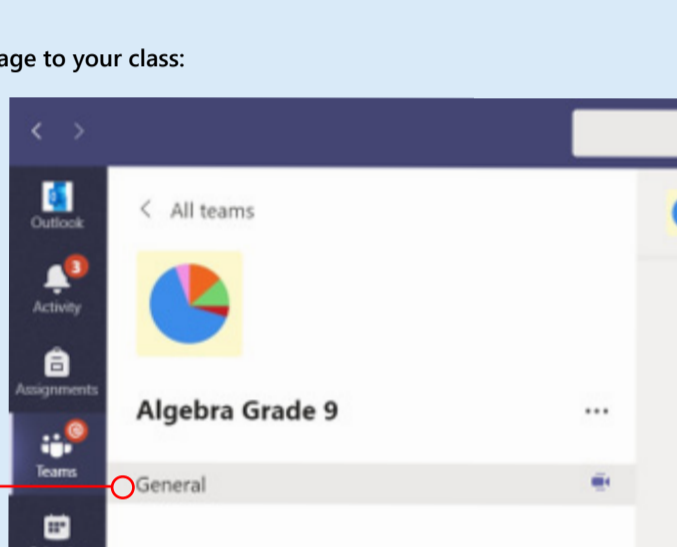
Step 1: Click Teams and select a class.

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

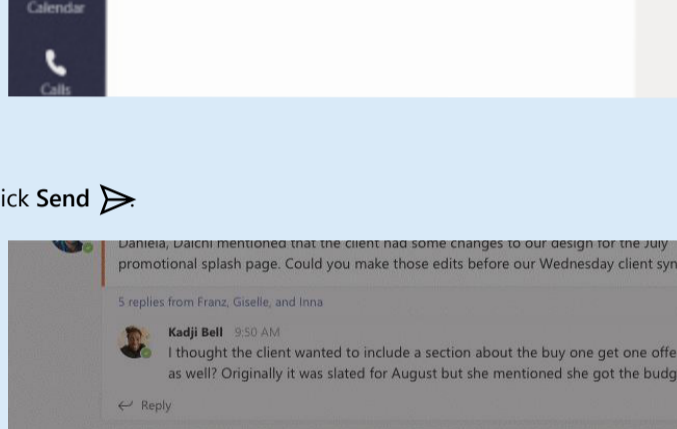


### 5.2 How to send a message to your class:

Step 1: Click on the General tab.

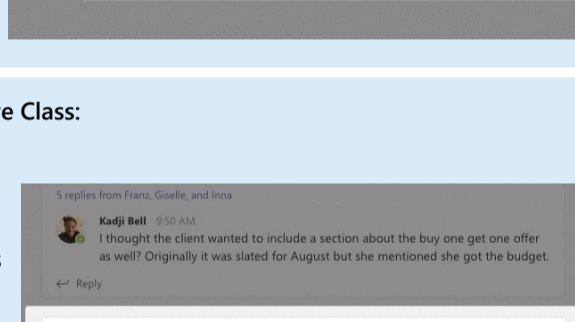


Step 2: write your message and click Send

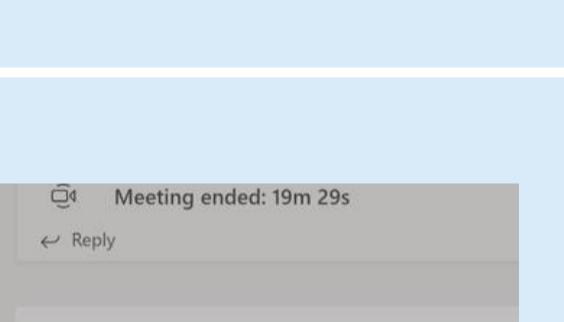


### 5.3 Start your Online Live Class:

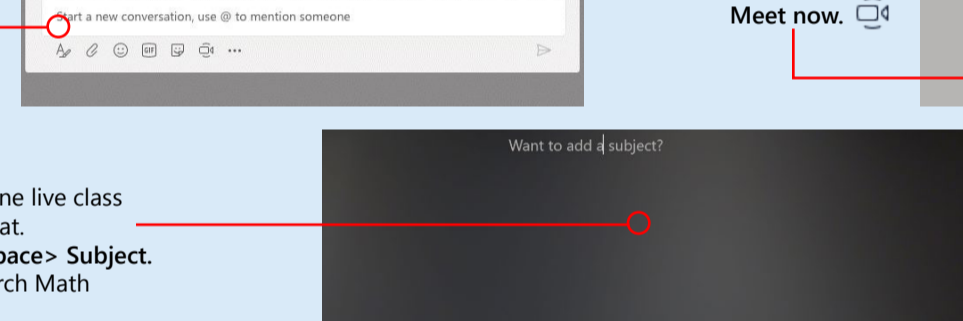
Step 1: Before the class starts, send a message to the students that the class will start in 5 mins.



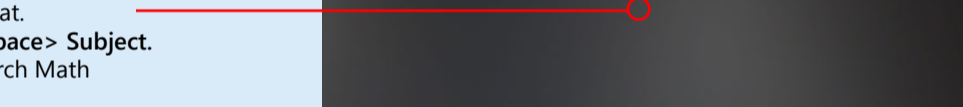
Step 2: Click Meet now.



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



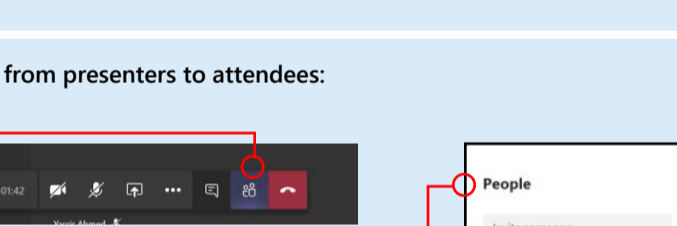
Step 4: Turn on/off the camera.



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

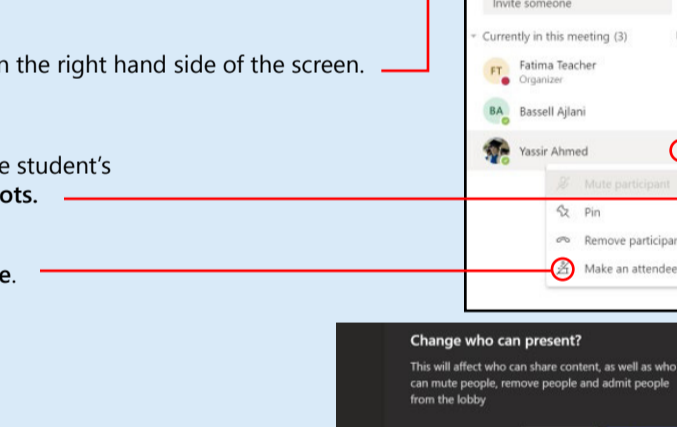


Step 2: Look for the People tab on the right hand side of the screen.

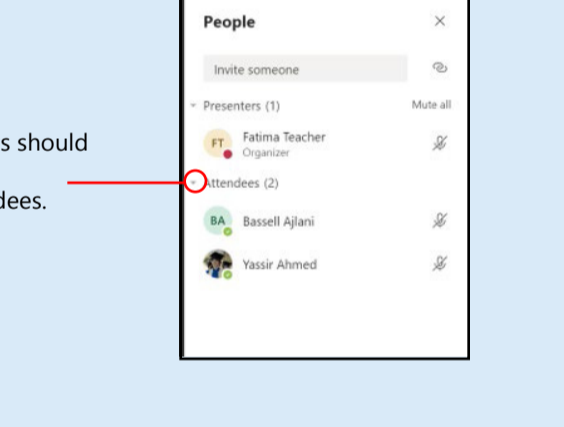
Step 3: Move your mouse over the student's name and click on the 3 dots.

Step 4: Click on Make an attendee.

Step 5: Click on Change.

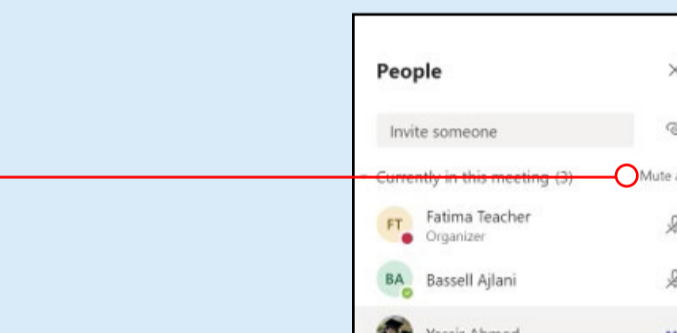


Your students should then appear under Attendees.



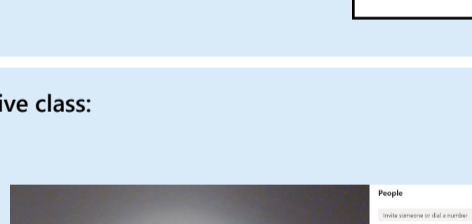
### 5.5 Mute all students:

Step 1: Click on Mute all.

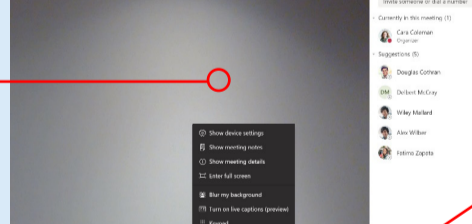


### 5.6 Record your online live class:

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

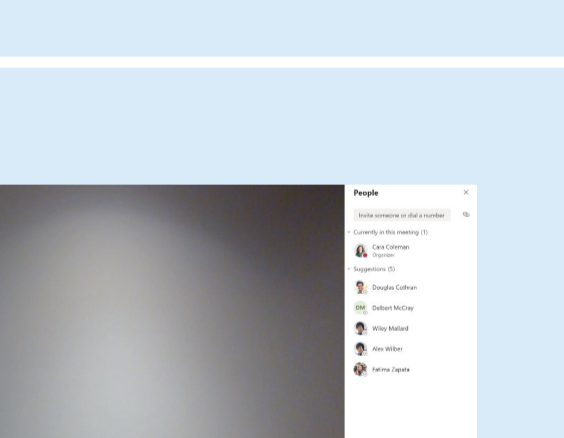


Step 2: Click on the 3 dots.



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

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



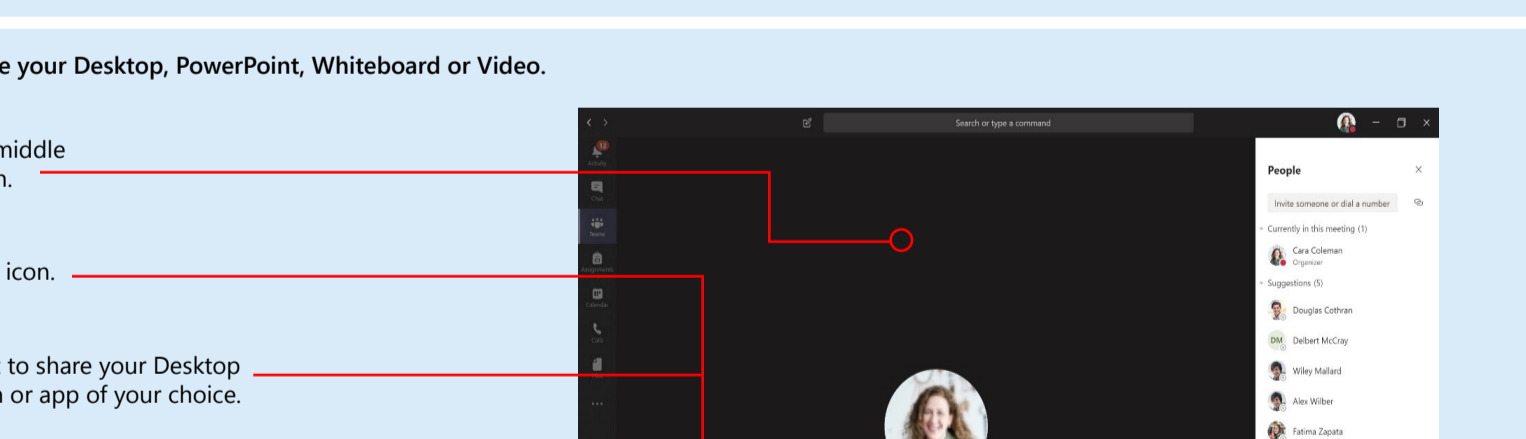
### 5.7 Screen sharing: Share your Desktop, PowerPoint, Whiteboard or Video.

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

Step 2: Click the computer screen icon.

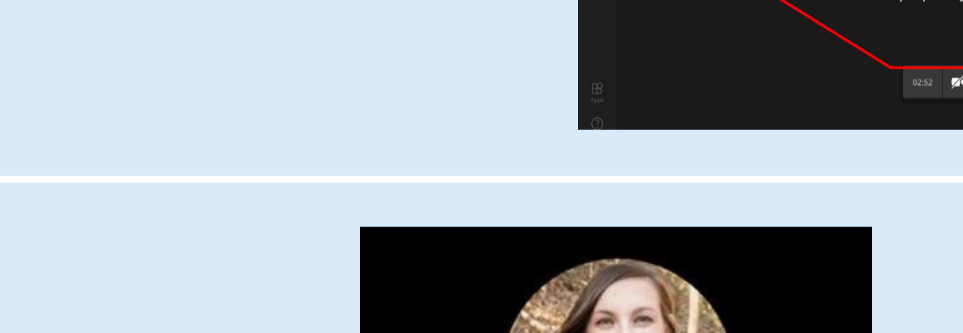
Step 3: Choose whether you want to share your Desktop or an app. Click the screen or app of your choice.

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.



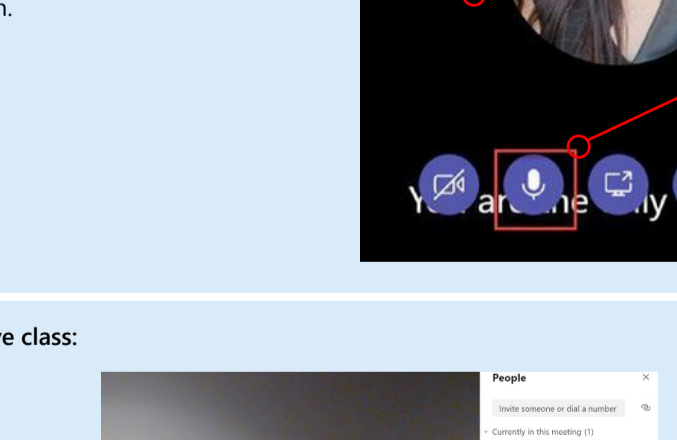
Step 2: Click the microphone icon. To unmute, follow the same instructions. The microphone icon has a slash going through it when muted.

### 5.9 Ending the online live class:

Step 1: Make sure you stop recording:

a. click on the 3 dots again

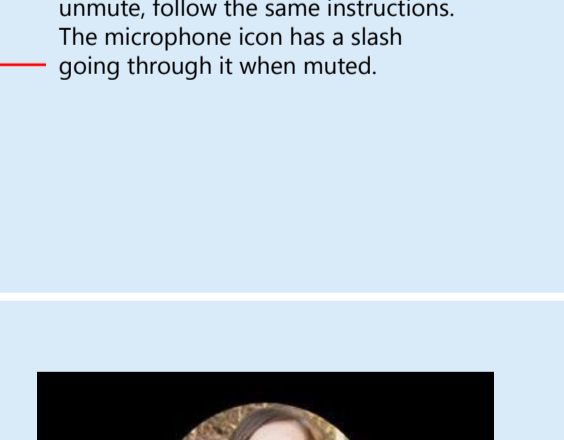
b. Click on Stop recording



Step 2: Leave the online live class call:

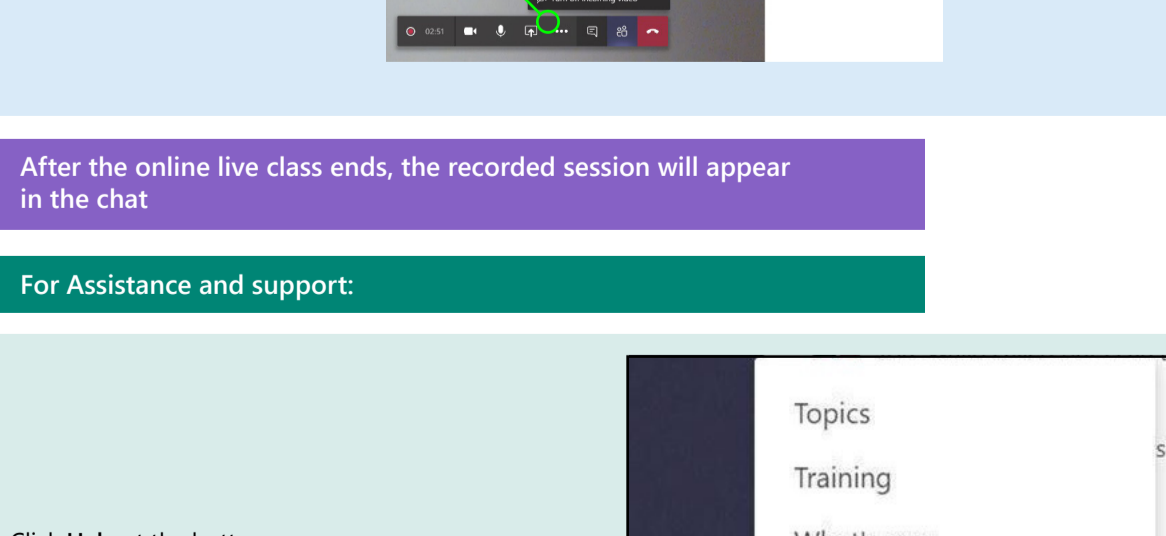
a. Move your mouse to the middle area of the meeting screen.

b. 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:



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.