Gladstone Park Secondary College
How to attend a class using Microsoft Teams

1. On your computer, open a web browser such as Google Chrome [logo] or Microsoft Edge [logo]
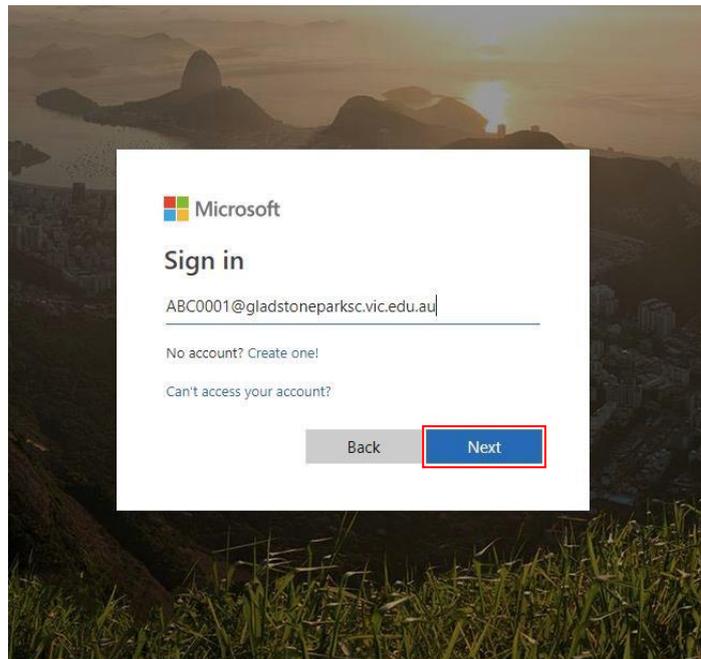
2. To open Microsoft Teams in your Web Browser, type in www.office.com in to your address bar.
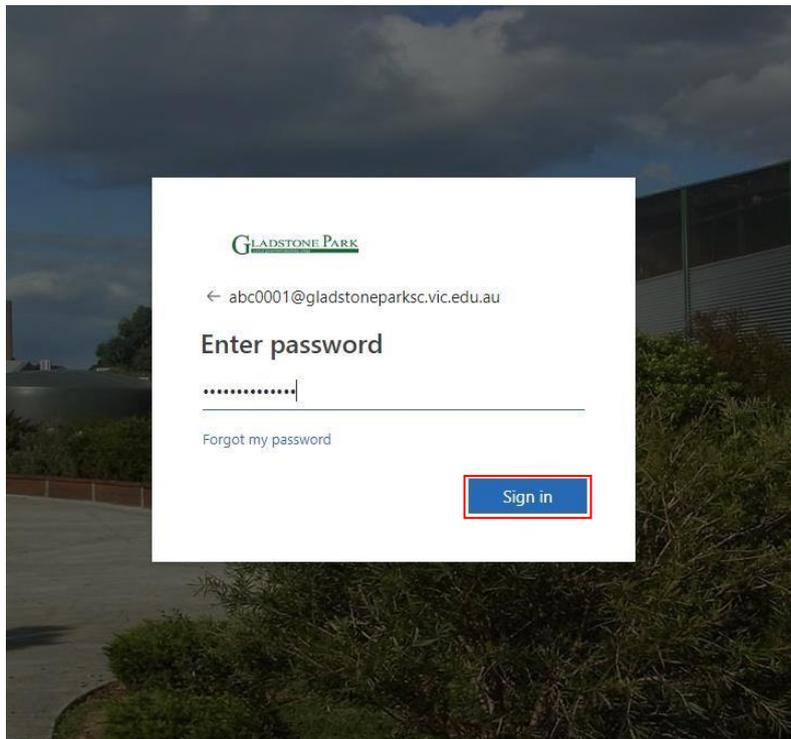

3. Click on the 'Sign In' button **Sign in**

4. Enter your school email address which is your STUDENTID@gladstoneparksc.vic.edu.au and click "*Next*".
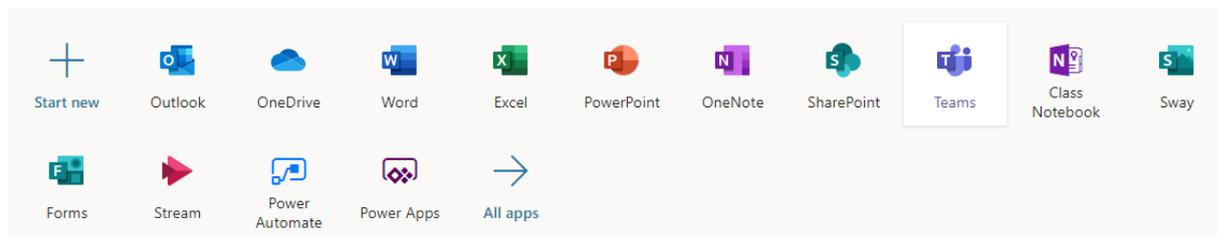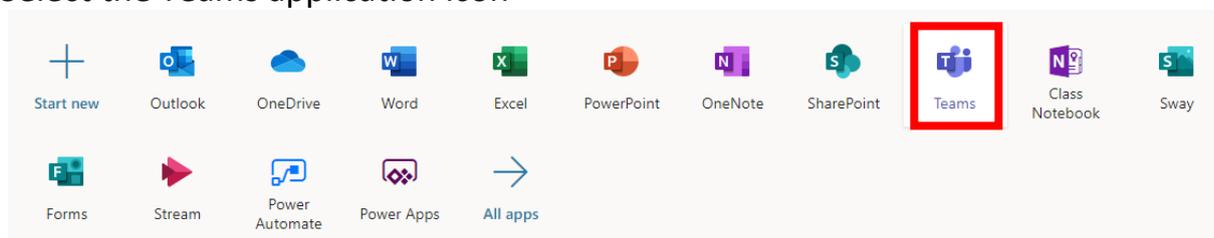
   (ie: ABC0001@gladstoneparksc.vic.edu.au   )

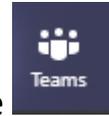5. Enter your school computer password / your Compass password. Click "*Sign in*".

6. This is your **Office 365 home page**. This is where you can access all of the available apps.
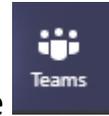

7. Select the Teams application icon

8. When you have logged in to Microsoft Teams you will see on the left hand side of the browser an icon which will show all of the Teams that you have been added to.
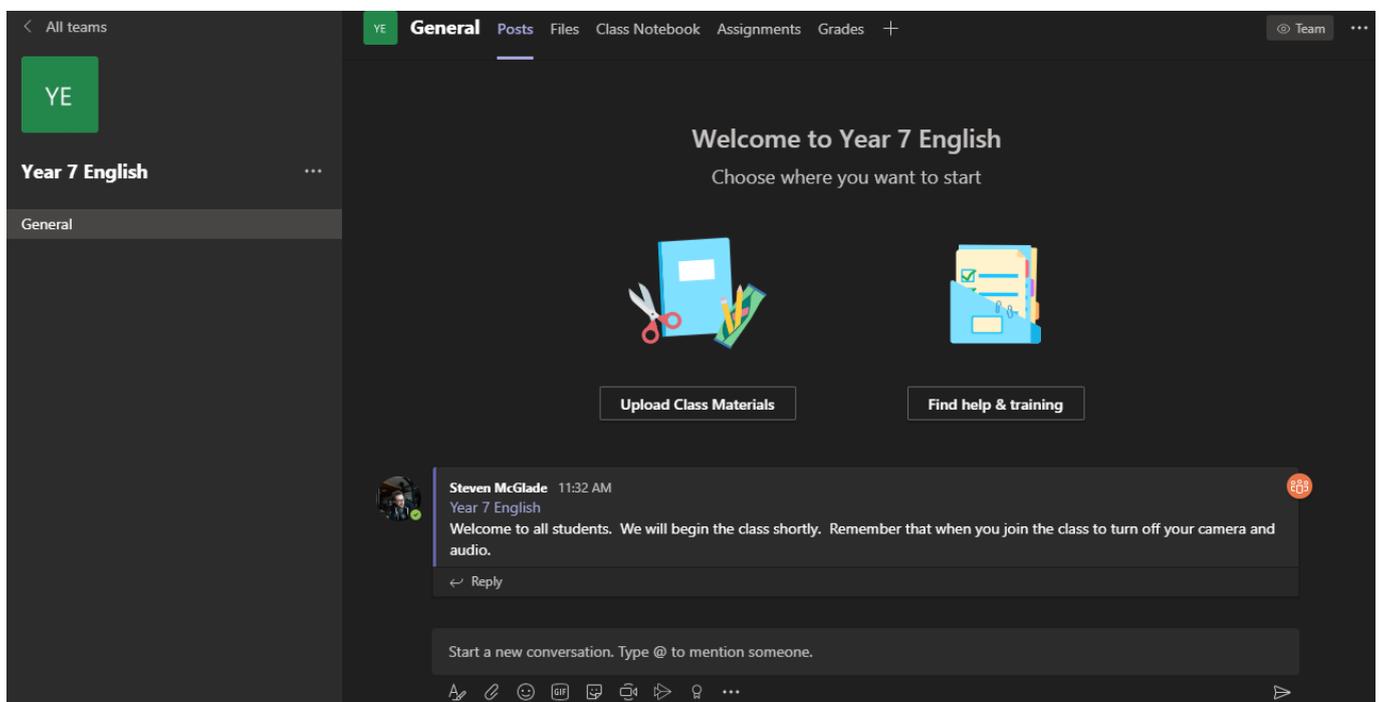
You can see all of your Teams by clicking on the icon to show all of you classes.

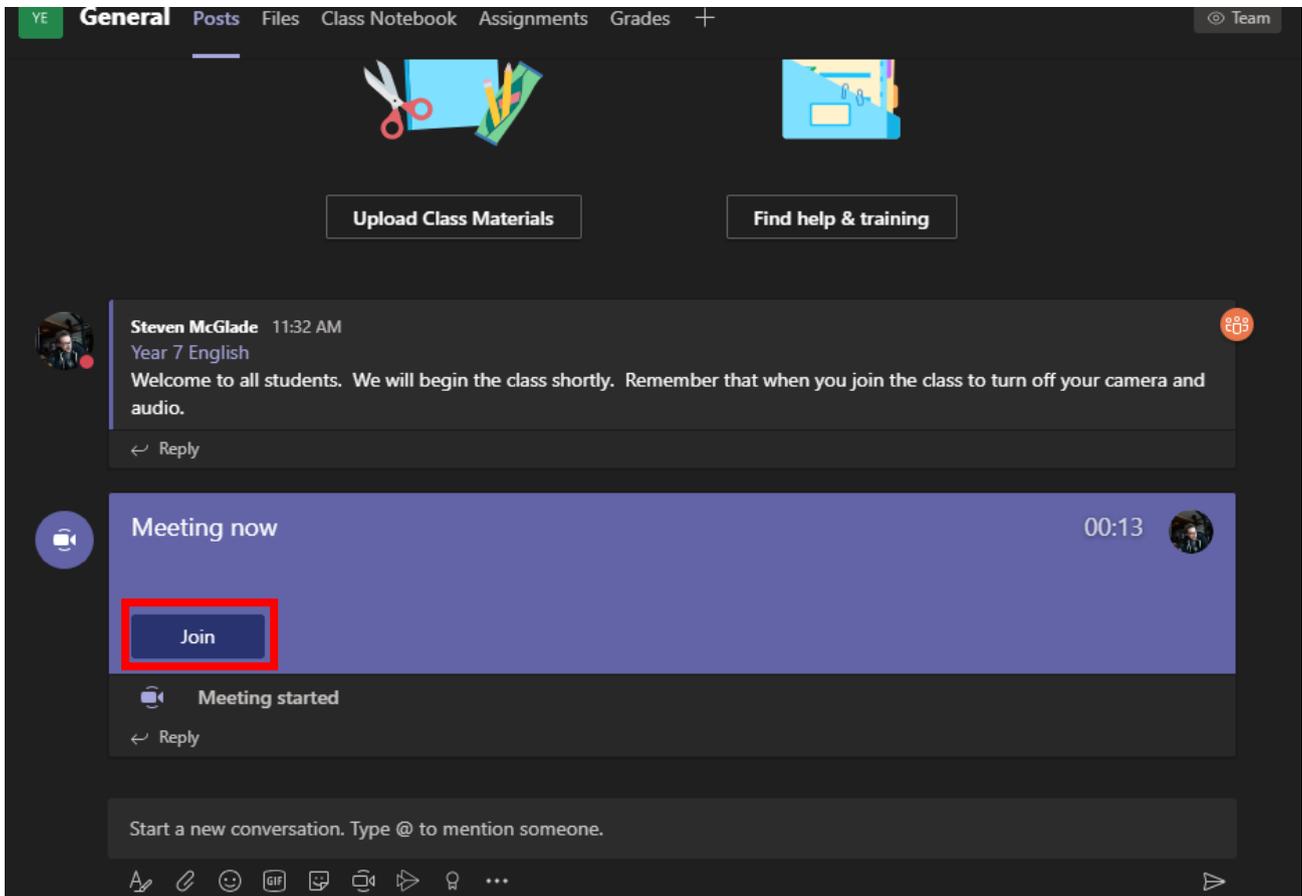9. Click on the Team for the class that you are going to attend. For example:

10. When you have clicked on the class Team that you are going to attend (*according to your timetable*) your screen will look like below:

11. Wait for your teacher to begin the class.
    You will know when you can join the class when you see this icon within your class Team:

12. Click on the '**Join'** button to attend your class.

13. When joining the class make sure that your '*Camera'* and '*Audio'* are both turned off by clicking on the '*Camera'* and '*Audio'* icons so that they both have a line through them like below:
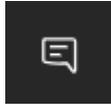

14. When you enter the class you will be able to see your teacher or your teacher's icon on your screen.

15. When the teacher marks the roll they will ask you to comment '*Present'* in the class chat.

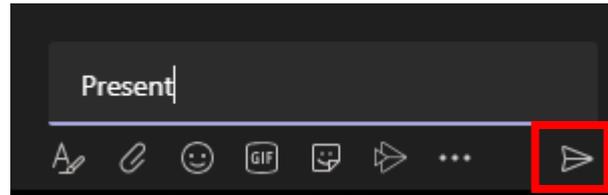16. To comment '*Present'* in the class chat, hover your mouse over the center of your screen and click on the '**Chat'** icon:

17. When you click on the '**Chat'** icon you will see a chat section appear on the right hand side of your screen:
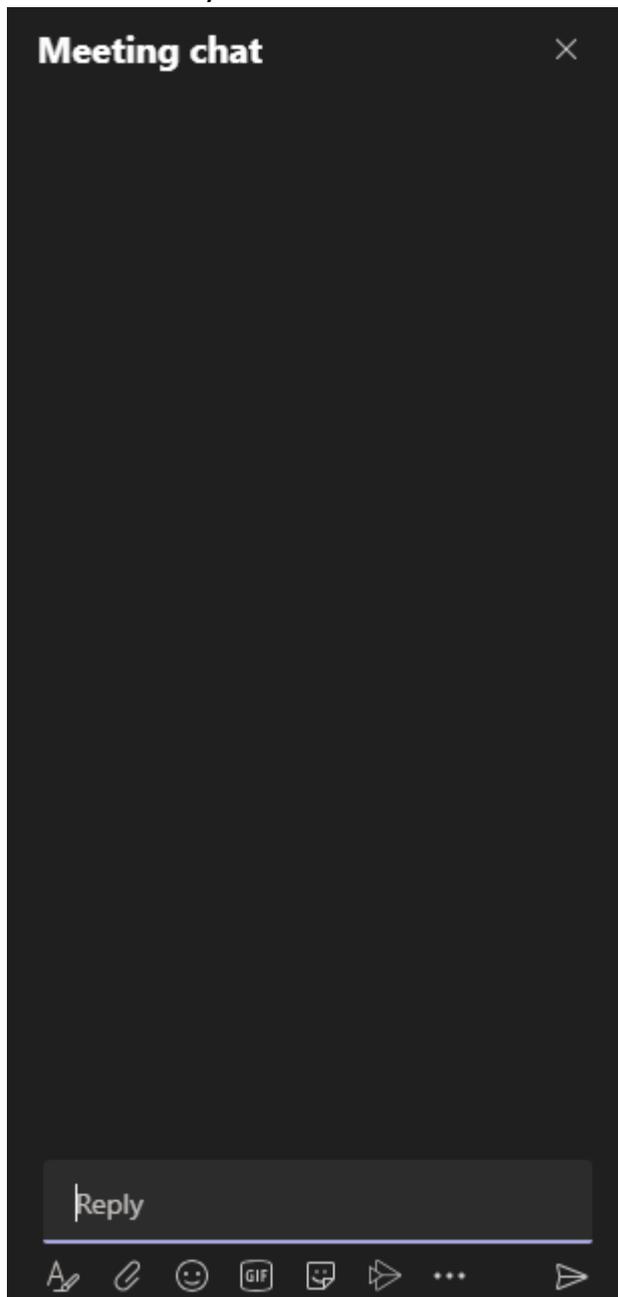
18. Type '*Present*' in to the **chat text box** and click on the '**Send**' button

19. Once your teacher has marked the roll your teacher will explain what your tasks are for the week and explain any instructions or information that you may need for the week's task/s. These tasks will be on Compass and your teacher will explain where you can find these.

Asking Questions during the class

20. If you have any questions during the class you can ask questions by typing your question in to the chat text box. Your teacher will be able to see your question/s and your teacher will answer your question/s for you.

21. Once the class is complete your teacher will end the class meeting.

How to contact your teacher with questions throughout the week (During school hours only)

You can contact your teacher for further questions throughout the week by using the '**Chat**' section on the left hand side of your screen within Microsoft Teams:
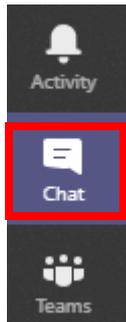
22. When inside the '**Chat**' section you can search for your teacher by typing your teachers name in to the search bar at the top of the Teams window:

23. Once you have found your teachers name, click on their name and then use the '**Chat**' text box to type your question to your teacher and press the send button:

24. Your teacher will then respond to you when they have read your message. (*Make sure to only contact your teacher during normal school hours as your teacher may not respond outside of normal school hours*)