



HOME ONLINE LEARNING GUIDE for MICROSOFT TEAMS and SOCIAL MEDIA

Microsoft Teams is a School District 83 Home Online learning platform for parents, students and teachers to communicate about learning opportunities. The use of teams by students is only for class use with a teacher at ALL TIMES.



MICROSOFT TEAMS is MONITORED by School District #83



MICROSOFT TEAMS **Tips**

CAMERA



- Keep your camera OFF unless you are asked to turn it on.
- If given permission to turn it on, remember you are in a lesson, so behave NICELY, don't be silly.
- You have a choice to decline or pass using the camera when given permission.

MICROPHONE



- Just like in the classroom, it is rude to talk at the same time as the teacher.
- Keep your microphone on MUTE unless asked to turn it to.
- If given permission to speak turn it on, but remember to turn it OFF once you have finished.

CHAT



- Use the chat feature to make relevant, appropriate, and positive, comments or questions.
- Emojis are ok, but don't over use them.
- Be clear in your communication.