



How to use Teams

Username & Password are the same as your Outlook/WQSB email credentials

What is the MIFI?



- MIFI devices are used to provide students with internet access when doing school related work.
- MIFI devices can be charged using USB ports of computer or through a wall adapter. The charger is included in the box with the device.
- The sim card has already been installed within the device.
- It is crucial that you do not misplace any of the packaging (including MIFI device, charger, card taped to the front, and box).

How to connect MIFI to computer:

- Press and hold the power button on the side of the MIFI device.
- You may need to connect your computer to the MIFI internet signal.
 - Go to your settings of computer, then to your network and internet settings.
 - Continue to click on, show available networks.
 - There will be a pop up on the right side of your computer screen, you will then choose the network of 'MIFI...'
 - Your computer should then be connected to your device however, you may need to repeat these steps when logging in everyday.

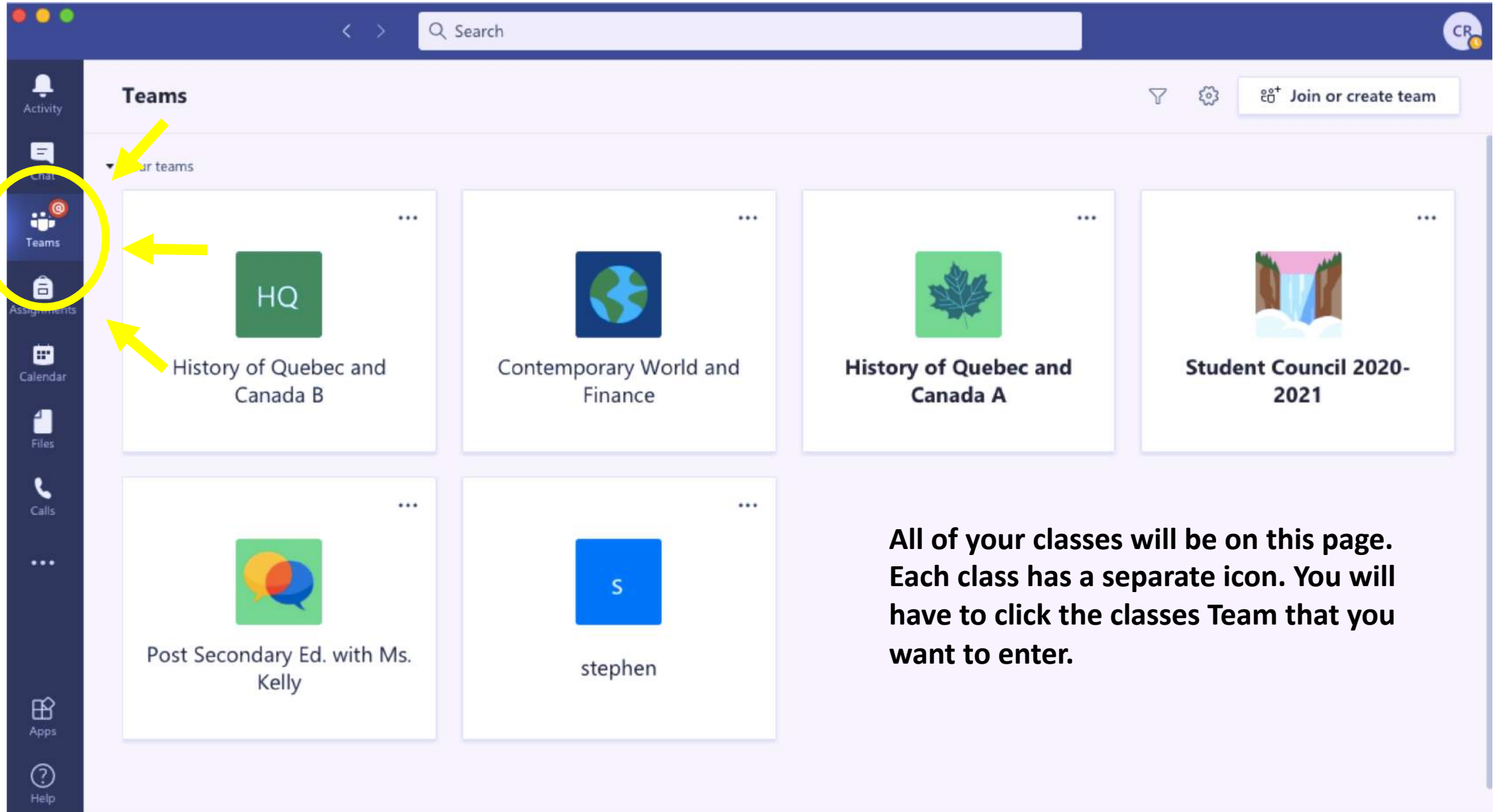
Virtual Learning & Teams Protocol

- Expectations for student behaviour through virtual learning is the same as in class learning. Students are to be working on the specific subject area, participating and staying attentive throughout the lesson.
- Attendance is taken every class, even for online classes.
- The teacher needs to see (web camera) or hear (chat or microphone function) from the student throughout each lesson. This is the same as regular classroom participation.
- Teachers are encouraged to incorporate daily activities such as, “Things I learned today...”
 - This will include students writing in the chat to the teacher, one thing they have learned throughout the lesson, when asked by teacher.

Redhawk Rules when using Teams:

- Students are using Teams only for school related activities.
- Students are required to attend scheduled classes on Teams. Attendance will be taken and reported to Lynn Visentin (secretary).
- Students are using the Teams and features such as chat for school related activity only.
- Students are using the chat feature only on topic throughout meetings.
- Students are respecting the use of the 'hand up' feature.

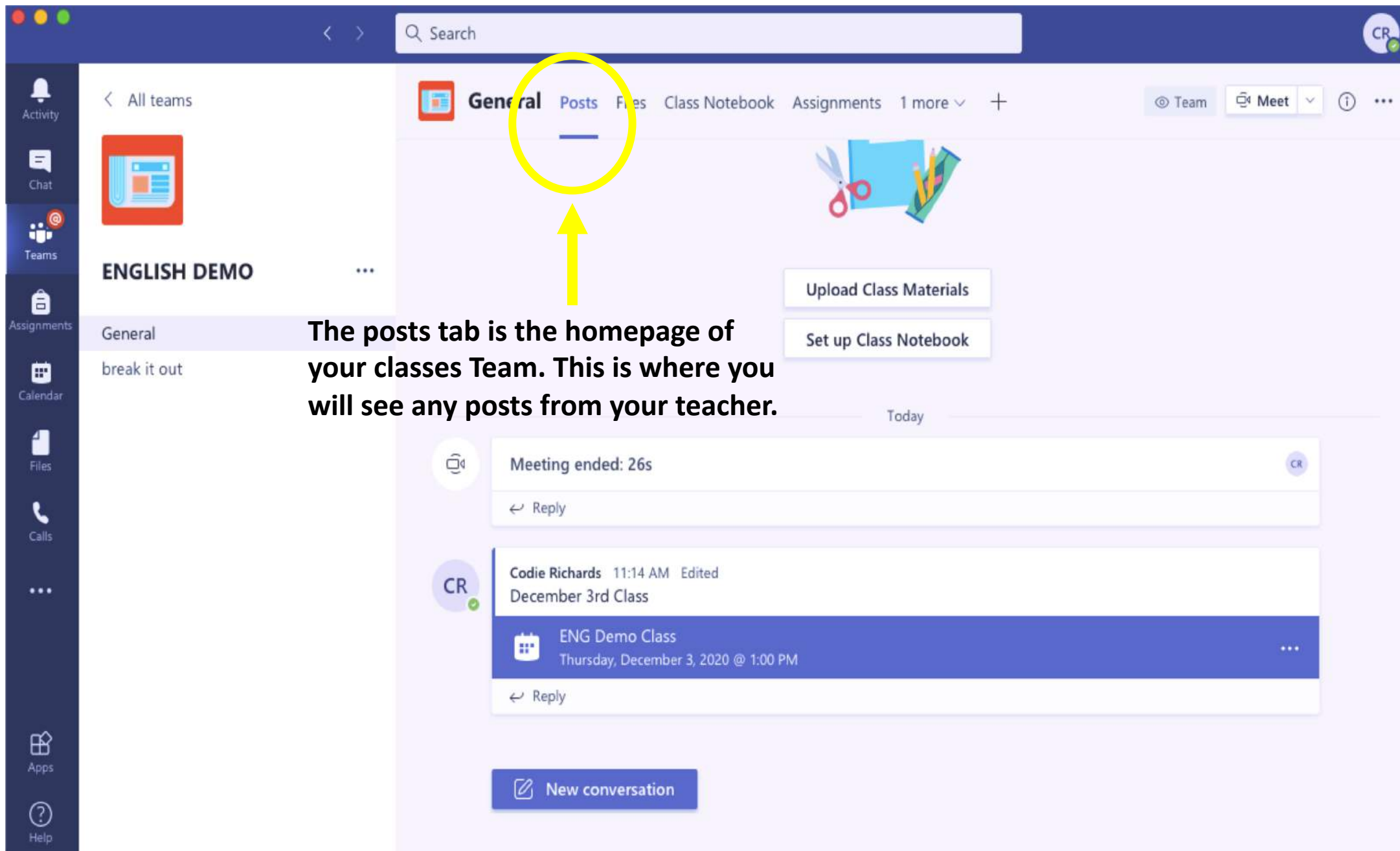
To see all of your classes, go to the Teams icon on the toolbar (on the left side of the screen).
Click on the class that you want to enter.



The screenshot displays the Microsoft Teams application interface. On the left is a dark blue vertical toolbar with icons for Activity, Chat, Teams (circled in yellow with arrows pointing to it), Assignments, Calendar, Files, Calls, and Help. The main area is titled 'Teams' and shows a grid of team cards under the heading 'Your teams'. The cards are: 'History of Quebec and Canada B' (HQ icon), 'Contemporary World and Finance' (Globe icon), 'History of Quebec and Canada A' (Maple leaf icon), 'Student Council 2020-2021' (Waterfall icon), 'Post Secondary Ed. with Ms. Kelly' (Speech bubbles icon), and 'stephen' (S icon). A search bar and a 'Join or create team' button are visible at the top right.

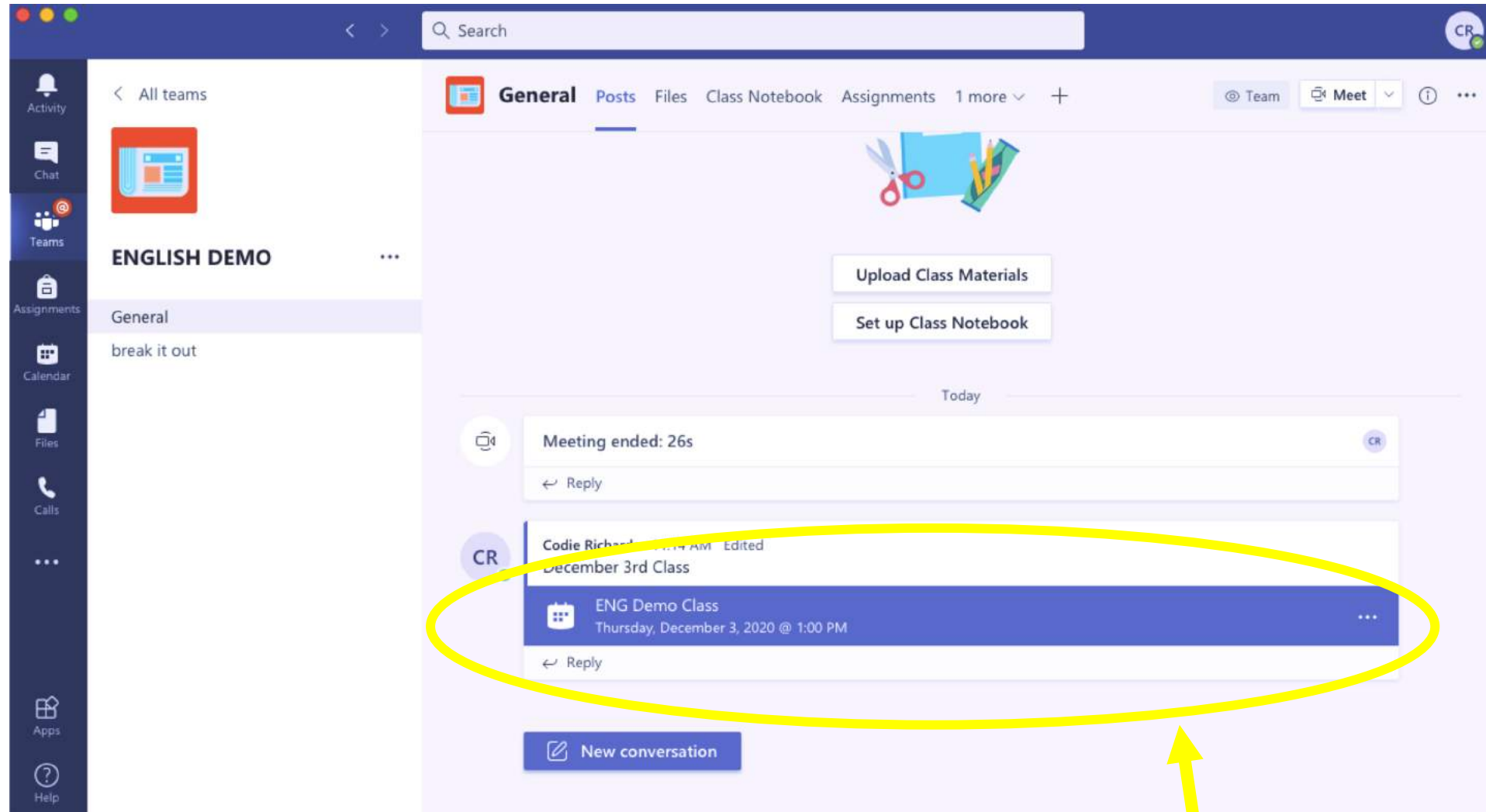
All of your classes will be on this page. Each class has a separate icon. You will have to click the classes Team that you want to enter.

This is what your classes Teams will look like when you click the class Teams icon you want to join.



The posts tab is the homepage of your classes Team. This is where you will see any posts from your teacher.

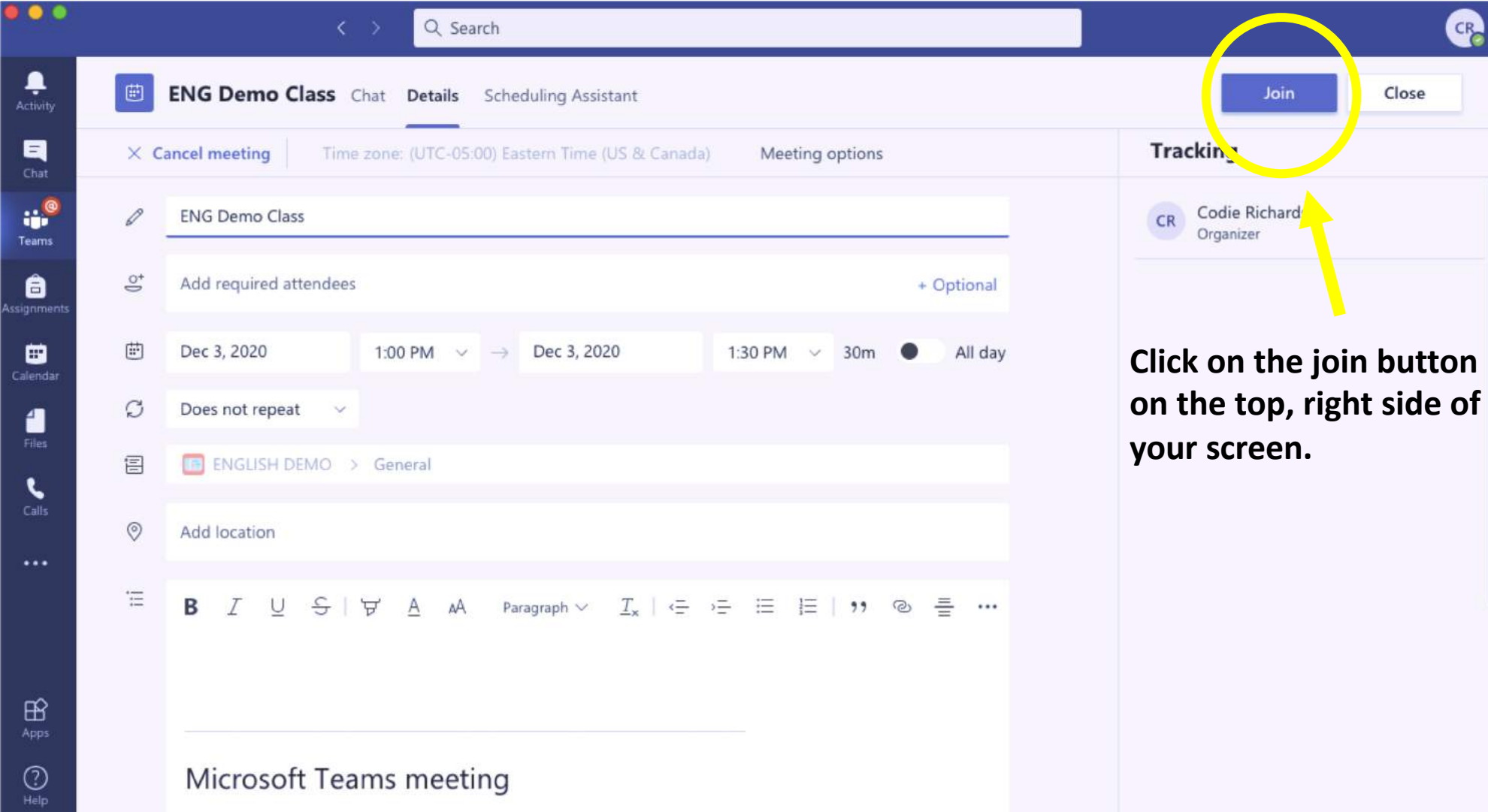
How to join a class meeting in your classes Team:



1. When you are in the class Team, click on the meeting on the posts page. The date and time are in highlighted in blue.

How to join a class meeting in your classes Team:

Once you have clicked on the meeting (directed on previous page), you will come to this page.



The screenshot shows the Microsoft Teams interface for a meeting titled "ENG Demo Class". The top navigation bar includes "Chat", "Details", and "Scheduling Assistant". On the right side of the top bar, there is a "Join" button (circled in yellow) and a "Close" button. Below the navigation bar, the meeting details are displayed, including the meeting name, time zone (UTC-05:00 Eastern Time (US & Canada)), and meeting options. The meeting is scheduled for Dec 3, 2020, from 1:00 PM to 1:30 PM, with a duration of 30 minutes. The meeting is organized by Codie Richard, who is listed as the Organizer in the Tracking section on the right. The bottom of the screen shows a rich text editor with various formatting options and the text "Microsoft Teams meeting".

Click on the join button on the top, right side of your screen.

How to join a class meeting in your calendar:

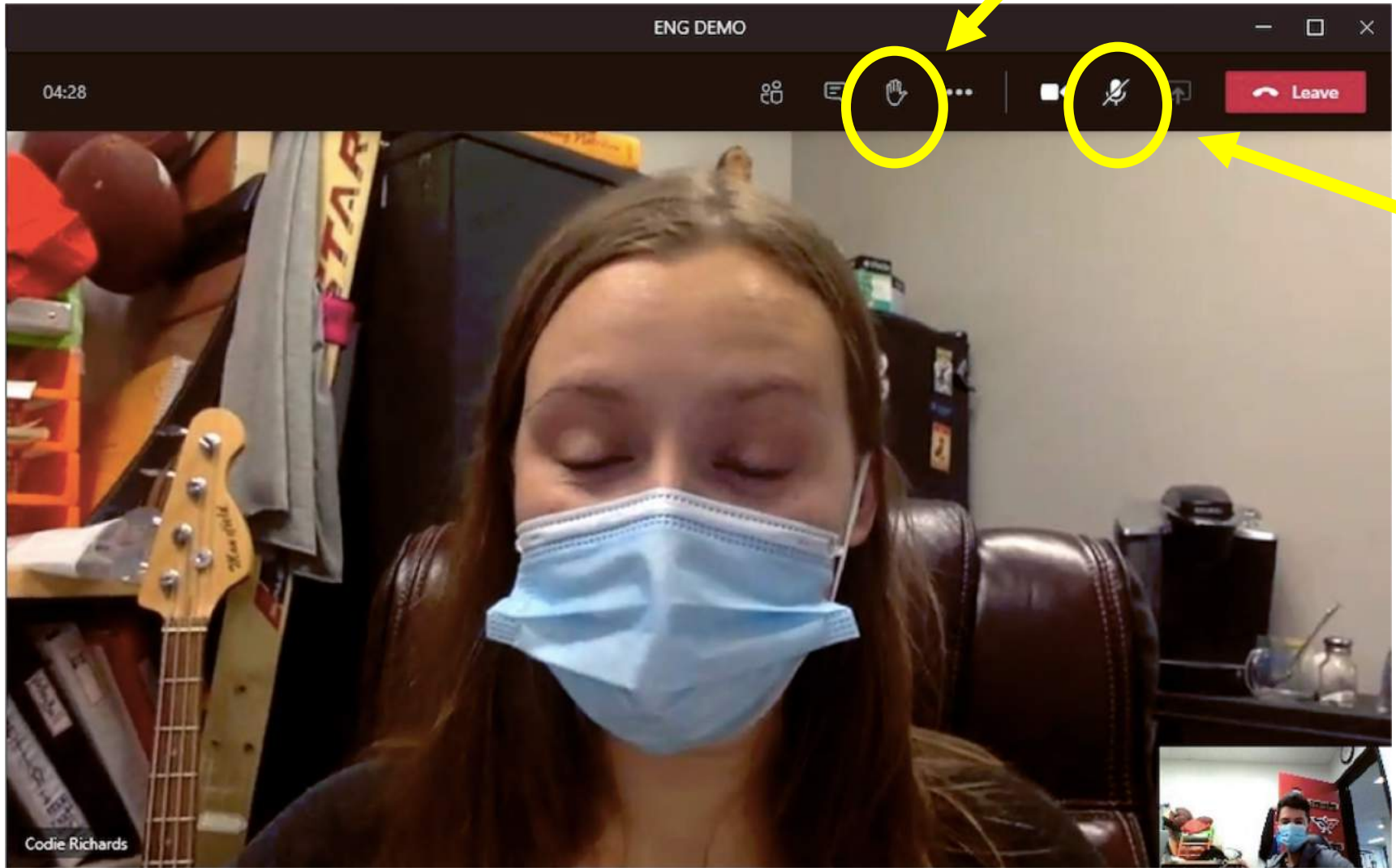
1. Go to the calendar icon on the toolbar (left side of the screen).

2. Click on the highlighted meeting.

3. Click 'join' to enter the class meeting.

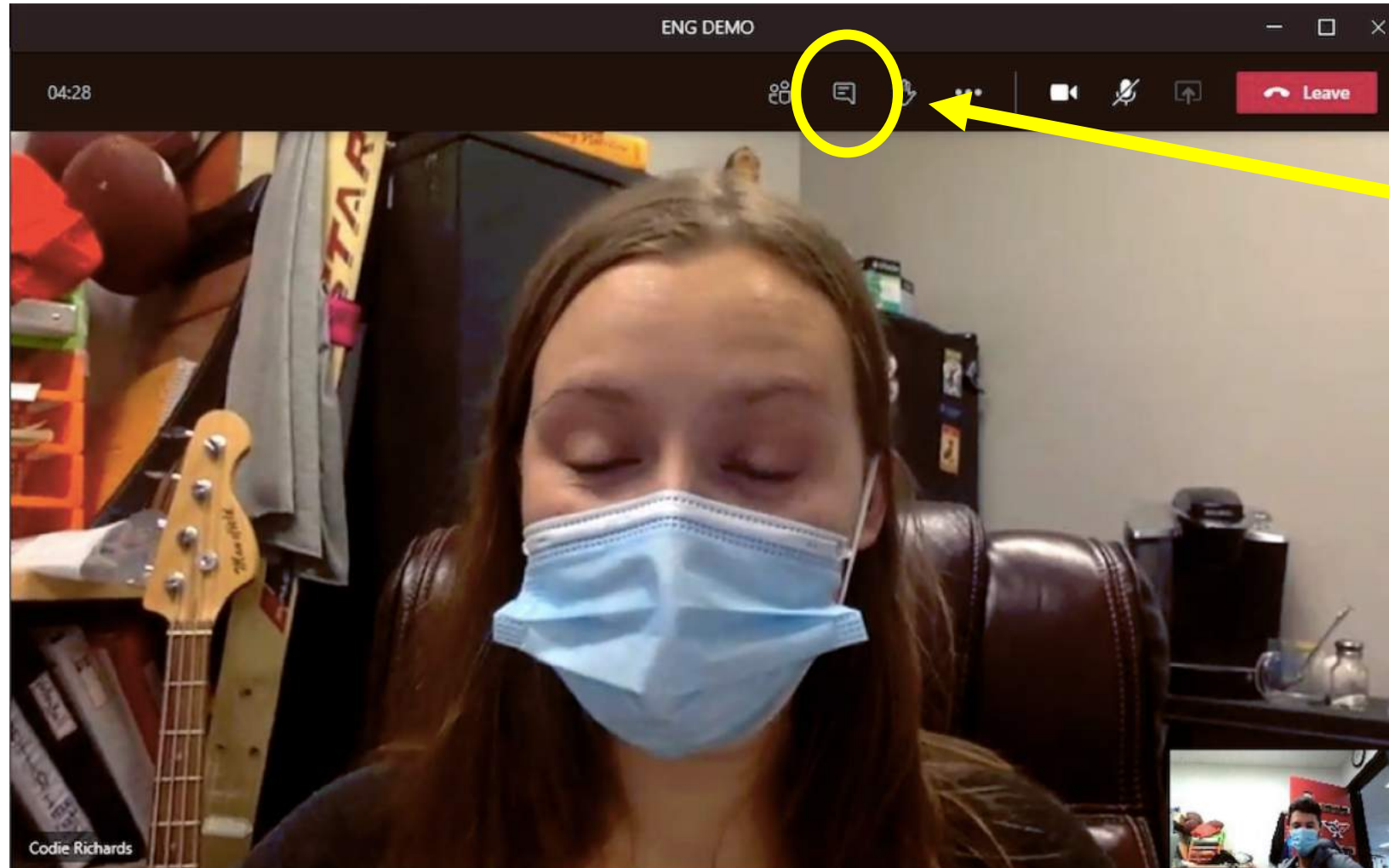
When you're in a class meeting:

When you want to speak, ask a questions or comment. Please use the hand icon to notify your teacher that you have something to say.



When you are called upon, you can press the mic icon to unmute yourself. Make sure there is a line through the mic to ensure that you are on mute.

More features of a meeting:



- The text bubble icon provides access into the chat feature of your meeting.
- In the chat feature is the meetings forum, where you can ask questions or speak to your teacher and class.
- Remember, when using the chat feature, we are being appropriate and respectful. This feature is for class related use only.

Need more tech assistance?

- Erin O'Connor, Special Education Technician
 - eoconnor@wqsb.qc.ca
- Codie Richards, Attendant to the Handicap
 - crichards@wqsb.qc.ca
- Lynn Visentin, St. Michael's High School Secretary
 - 819-422-3584
 - lvisentin@wqsb.qc.ca
- OR, you can visit the St. Mike's website to access resources available to help you with any tech related questions.