

How to Teams

Managing your screens



Microsoft Teams

Goals



Learning Intention: To understand how **to manage your screens** when working in MS Teams

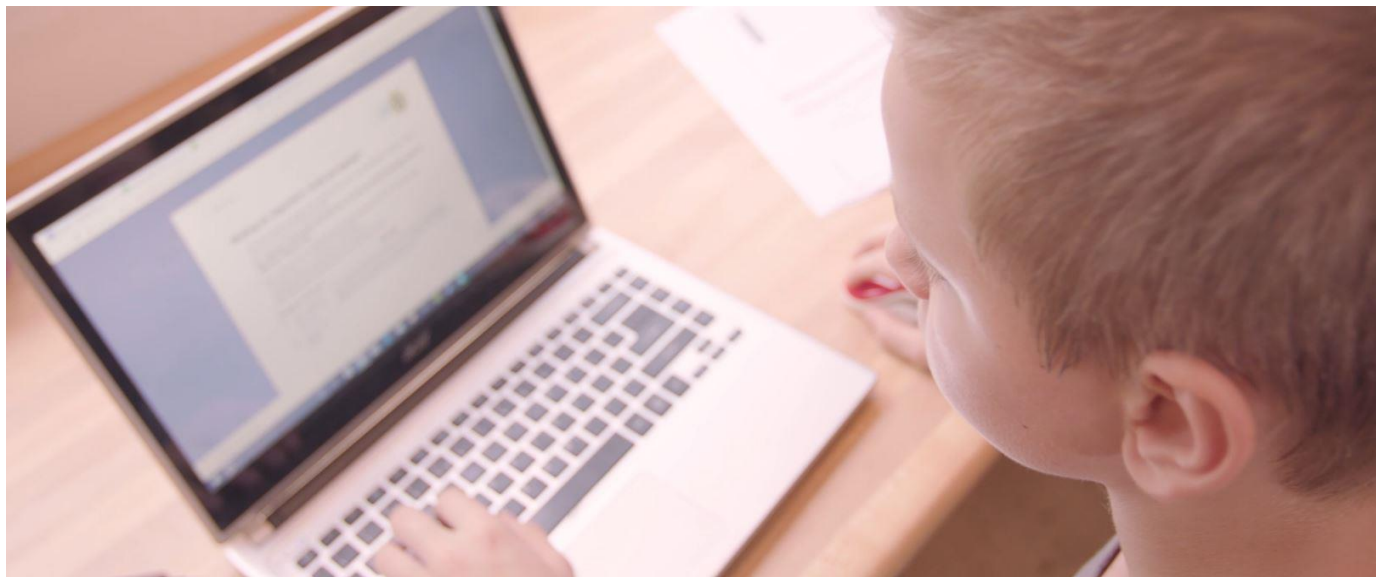
Success Criteria:

I can:

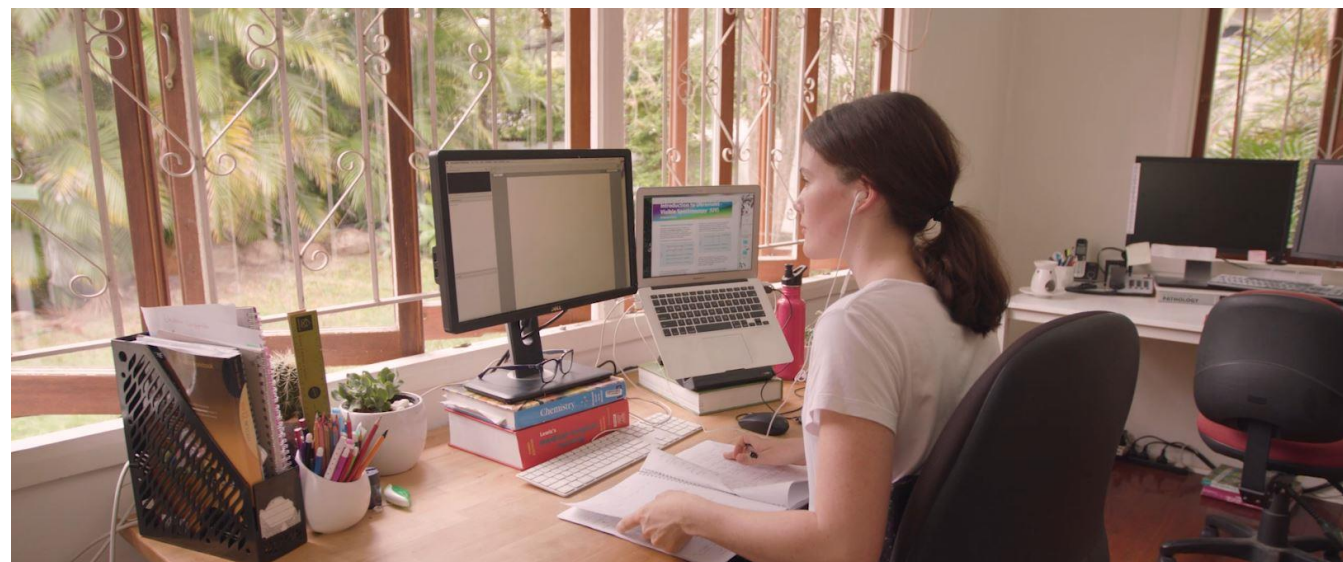
- Identify the types of screens I need
- Identify the types of windows I need
- Section my screens to suit my individual needs

Common Language

- **Screen** - laptop screen, monitors, writing tablets
 - Cannot change size
 - Always there
- **Window** – an application on the screen
 - Can minimise, move and adjust size
 - Can be closed/opened as needed.



Student Setups



NOTE: You can opt to have the chat on the left or right, whichever works best for you.

STUDENT VIEW - TEAMS with ONE screen. Online Lesson screen with room chat and

Your private chat channel is here.

This section will show either the Online Lesson chat if you select "Online Lesson" - keep this on most of the time.

If you select your private channel, you will see any chats between you and your teacher.

NOTE: Your private channel or Online Lesson channel will go bold if there is an unread message.

Remove/add the meeting room chat using the chat icon

The material that the teacher is sharing will appear here.

SUGGESTED TIMINGS FOR A LESSON

A strong focus on student practicing time

Timing	Focus	Looks like for the student
5 mins	Icebreaker / Activation of prior learning	Opportunity to repeat learning from previous lesson Consolidation of known work, Early chance for success
10 mins	Introduction of new skill or concept	Opportunity to practice skill in isolation Send a PM showing understanding
10 mins	Contextualisation of skill or concept	Opportunity to practice skill in context Consideration of a real-world example – share understanding in main chat or on mic
10 mins	Introduction of new skill or concept	Opportunity to practice second skill in isolation Complete a short quiz, answer simple questions in OneNote
15 mins	Combination of skills	Opportunity to combine skills together More complex question in OneNote, share on whiteboard / shared document
20 mins	Consolidation of understanding	Individual or small group Break Out Rooms Completion of set tasks

Suggested timing for a lesson

Excellence in Virtual Learning

This section is created when you join the lesson.

Use the windows icon and the right arrow to place this window on the right.

Remove the chat from the right hand side of this window to maximise the viewing window.

STUDENT VIEW - TEAMS with ONE screen
On-line lesson screen and private chat channels

Search (Ctrl+E) Department of Education

Activity Chat Teams Assignments Calendar Calls OneDrive Apps

All teams 3605

Home page
Class Notebook
Assignments
Grades

Main Channels
General
Online lessons
z...

Private chat with teacher is here.

Open your private channel

Hit reply to continue conversation.

Start a new post
Post Anno...

Thu 5 Sep
= 1.3802...

= log(15a)
2log(15)
3log(6)

Reply

Make this section as narrow as you can.
Use Windows key and left arrow to place. Click on the right edge to reduce width.

Online Lesson 21:58

Remove/add the meeting room chat using the chat icon

Exit spotlight Chat People 2 Raise React View Polls Apps More

Camera Mic Share Leave

Meeting chat

Meeting room chat (all in) is here.

The material that the teacher is sharing will appear here. Add/ remove the room chat if you need to see it larger.

When you move the Teams window with the private channel to the left, you will be 'asked' which window you want to put in the right hand side. Select the Online lesson window and resize left / right by adjusting the centre edge.

im back!!

oh

crazy*

Meeting ended: 1m 17s

Type a message

NIX, Cameron (cmix0) ...

Types of Windows needed

Mandatory

- Teams Meeting
- Teams application
 - Private chats
 - Accessing Channels

Optional

- Emails
- Your working documents
- OneNote
- Other suggestions?



Need Support?

Contact Student IT

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