


1. The First thing you must do is make sure you are connected to a wireless network.
2. Students will need to open up the Microsoft “Team App” on their I-pad.
3. Within the team app, the student will select “Teams” at the bottom of their screen.
4. They will then see all their “Teams on the left side of their screen” They will then need to tap on the class they are supposed to be in at that time (example: at 8:15 am, or shortly before that, all 8th graders will tap Mr. Senftners Social Studies class, you selecting that class is like you are walking through the door of that class)
5. Once the student taps on the class they will see “General” they will then tap on General.
6. Once that happens they will wait for the teacher to start the meeting, you will have a prompt that says the meeting started in the post section of your screen, tap on the video icon.
7. You will then tap on “join” to enter the class. (STUDENTS YOU ARE NOT TO START YOUR OWN MEETING)
8. You will then make sure your video is ON and your mic is OFF, and select join now.
9. The first thing students should do upon joining the conference is hit their “mute” button so that the entire class is not talking over one another.
10. Once everyone is on and muted the teacher will take attendance and give further instruction as to how their class will be conducted.
11. Instruction will be conducted in similar fashion as if the students were in the traditional classroom. When the class is over, the students will be directed to hang up and they will await their invite to their next class, please use this ten minutes to use the restroom etc.
12. Attendance will be taken and students that are not attending classes may be required to make up their class time when school has completed for the school year.
13. For students to ask questions they tap anywhere on their scree and in the top right corner they will see a  looking box they will tap on it will take them to posts. Students will type in questions here, to ask their teacher.