

Microsoft Teams – Screen Sharing Instructions

FROM TEACHER DEVICE TO STUDENT DEVICE

PURPOSE OF MICROSOFT TEAMS FOR A SCREEN SHARING SOLUTION: Allows the teacher to share with a student, to be viewed by the student at his/her desk, content that the teacher is broadcasting for the rest of the class to view from a distance on a large screen (eg. SmartBoard screen or projector)

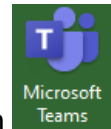
PREPARATION: Microsoft Teams software or app needs to be pre-loaded on the teacher's and the student's device so each device can communicate with the other.

****MAKE SURE SPEAKERS ON BOTH DEVICES ARE MUTED IF USING IN THE SAME ROOM**

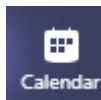
CONNECTING TEACHER'S DEVICE WITH STUDENT'S DEVICE:

TEACHER:

1. Click on "Teams" icon on teacher's home screen



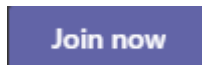
2. Click on "Calendar" icon



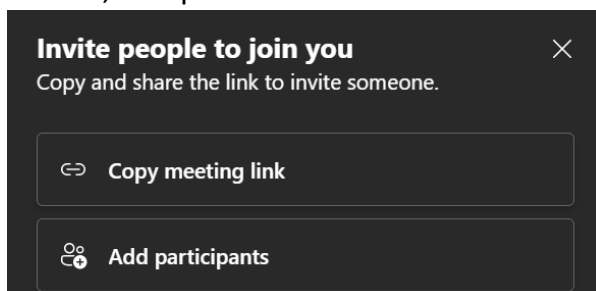
3. Click on "Meet Now"



4. In "Join Now", turn on Audio (microphone icon) if student is not in the classroom. If in the same classroom turn off Audio



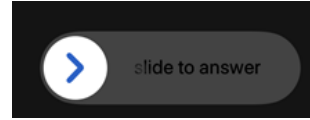
5. Select Add Participants, type in student's email address: StudentNumber@learn71.ca or begins typing student's name until it appears in the list, and press Enter



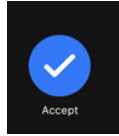
ON STUDENT’S DEVICE (iPad):

6. Student’s device rings

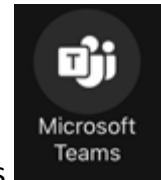
7. Slide right to answer to accept call if iPad asleep



OR Tap Accept



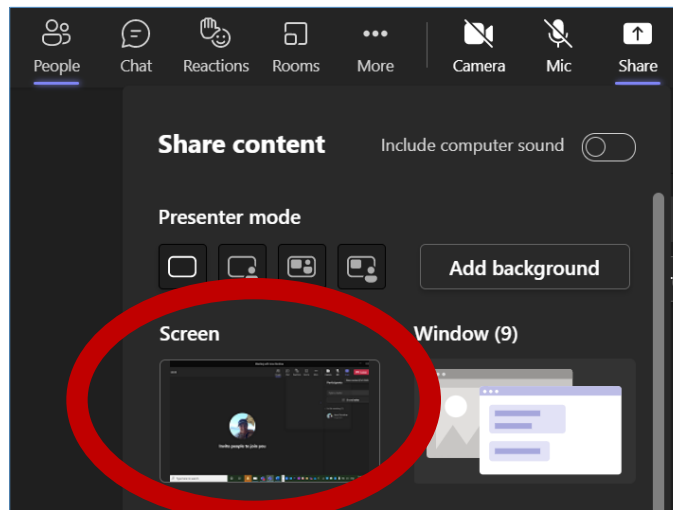
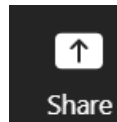
8. Select “Microsoft Teams” to open the call in Teams



TO SHARE SCREEN/CONTENT:

ON TEACHER’S DEVICE:

1. Click on “Share” icon (top right)



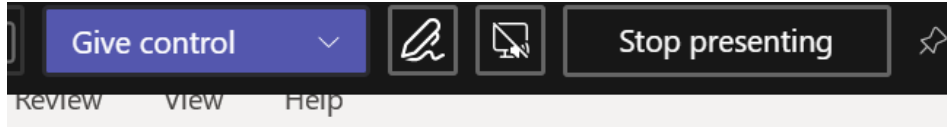
2. Select “Screen”

3. The teacher desktop will be seen on the student’s iPad/ device

TO END SHARING SCREEN/CONTENT:

ON TEACHER'S DEVICE:

1. Select "Stop presenting" icon to stop sharing



TO END TEAMS SESSION:

ON BOTH TEACHER'S DEVICE AND STUDENT'S DEVICE:

1. Select "Hang up" (red telephone icon – bottom toolbar)

